May 19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 28	29	30	May 1	2	3	4
		Load Payroll Overnight	AP received by 4:00		End of week check run (Priority 99) Last Day JV's @ noon Run STACAP overnight	
5	6	7	8	9	10	11
	Post Profit Transfer Close Period #10	Load Payroll Overnight EOM reports in FORTIS	AP received by 4:00		End of week check run (Priority 99) Last day to submit non-emergency RQS	
12	13	14	15	16	17	18
		Load Payroll Overnight	AP received by 4:00		End of week check run (Priority 99)	
19	20	21	22	23	24	25
		Load Payroll Overnight	AP received by 4:00		End of week check run (Priority 99) Agencies submit list of carrying accounts to Sandy Royce	
26	27	28	29	30	31	June 1
	Holiday	Load Payroll Overnight DEP Finance charge job	AP received by 4:00			

June 19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 26	27	28	29	30	31	June 1
						Last day for P-card purchases to expend FY19 funds
2	3	4	5	6	7	8
		Load Payroll Overnight	AP received by 4:00 Last Day JV's @ noon Run STACAP overnight		End of week check run (Priority 99) Post Profit Transfer Close Period #11 Last day to submit FY19 non-emergency BPO, CT & DO	
9	10	11	12	13	14	15
	EOM reports in FORTIS	Load Payroll Overnight	AP received by 4:00		End of week check run (Priority 99)	New Year Table Initialization
16	17	18	19	20	21	22
	No new FY19 Chart of Accounts (Fund & Detail) No new Units	Load Payroll Overnight	AP received by 4:00		End of week check run (Priority 99) Last day for FY19 vendor approvals	
23	24	25	26	27	28	29
30	Check run priority 98+99	Check run priority 98+99 Load Payroll Overnight DEP Finance charge job	Check run priority 98+99 AP received by 12:00	Check run priority 98+99	Check run priority 98+99 All FY19 GAX & PRC final Last day to deposit FY19 cash & checks Last day for FY19 budget docs	Open Activity Roll (CT, BPO, DO, RE) Contract Roll (Staged Contracts)

July 19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 30	July 1	2	3	4	5	6
	Advantage available to users	Load Payroll Overnight AP received by 4:00	Last Day JV's @ noon Run STACAP overnight	Holiday	End of week check run (Priority 99) Post Profit Transfer Close Period #12	
7	8	9	10	11	12	13
	EOM reports in FORTIS	Load Payroll Overnight	AP received by 4:00		End of week check run (Priority 99)	
14	15	16	17	18	19	20
		Load Payroll Overnight	AP received by 4:00		End of week check run (Priority 99)	Unobligated Budget Roll Unexpended Budget Roll
21	22	23	24	25	26	27
	Period #13 reports in FORTIS (includes quarterly reports)	Load Payroll Overnight	AP received by 4:00 DEP Finance charge job		End of week check run (Priority 99)	
28	29	30	31	August 1	2	3
		Load Payroll Overnight				