May 20

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

June 20

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 31	June 1	2 Load Payroll Overnight	3 AP received by 4:00 Last Day JV's @ noon Run STACAP overnight	4 Post Profit Transfer Close Period #11	5 End of week check run (Priority 99) EOM reports in FORTIS	6
7	8	9 Load Payroll Overnight	10 AP received by 4:00	11	12 End of week check run (Priority 99) Last day for P-card purchases to expend FY20 funds	13
14	15	16 Load Payroll Overnight	17 AP received by 4:00	18	19 End of week check run (Priority 99)	20 New Year Table Initialization
21	22 No new FY20 Chart of Accounts (Fund & Detail) No new Units Last day to submit FY20 non-emergency CTs	23 Load Payroll Overnight Last day to submit FY20 non-emergency DOs	24 AP received by 4:00 DEP Finance charge job	25	26 End of week check run (Priority 99) Last day for FY20 vendor approvals FY20 AP received by 12:00	27
28	29 Check run priority 98+99	30 Check run priority 98+99 FY21 AP received by 12:00 All FY20 GAX & PRC Final Last day to deposit FY20 cash & checks Last day for FY20 budget docs	July 1	2	3	4

July 20

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