

May 22

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 1	2	3	4	5	6	7
		AP received by 4:00 Load Payroll Overnight	Last Day JV's @ noon Run STACAP overnight	Post Profit Transfer Close Period #10	EOM reports in FORTIS	
8	9	10	11	12	13	14
		AP received by 4:00 Load Payroll Overnight			Agencies submit list of carrying accounts to Sandy Royce	
15	16	17	18	19	20	21
		AP received by 4:00 Load Payroll Overnight				
22	23	24	25	26	27	28
	Last day to submit non-emergency RQS	AP received by 4:00 Load Payroll Overnight Last day for FY22 DO				
29	30	31	June 1	2	3	4
		AP received by 4:00 Load Payroll Overnight DEP Finance charge job				

June 22

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 29	30	31	June 1	2	3	4
					Last Day JV's @ noon Run STACAP overnight	
5	6	7	8	9	10	11
	Post Profit Transfer Close Period #11 Last day to submit FY22 non-emergency CTs	AP received by 4:00 Load Payroll Overnight EOM reports in FORTIS			Last day for P-card purchases to expend FY22 funds	
12	13	14	15	16	17	18
		AP received by 4:00 Load Payroll Overnight				New Year Table Initialization
19	20	21	22	23	24	25
	No new FY22 Chart of Accounts (Fund & Detail)	AP received by 4:00 Load Payroll Overnight DEP Finance charge job			Last day for FY22 vendor approvals Last day to submit FY22 non-emergency DOs	
26	27	28	29	30	July 1	2
	FY22 AP received by 12:00	Load Payroll Overnight		All FY22 GAX & PRC Final Last day to deposit FY22 cash & checks Last day for FY22 budget docs		

July 22

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 26	27	28	29	30	July 1	2
						Open activity roll (CT, BPO, DO, RE) Contract Roll (Staged Contracts)
3	4	5	6	7	8	9
	Holiday	AP received by 4:00 Load Payroll Overnight	Last Day FY22 JV's @ noon Run STACAP overnight	Post Profit Transfer Close Period #12	EOM reports in FORTIS	
10	11	12	13	14	15	16
		AP received by 4:00 Load Payroll Overnight				Unobligated Budget Roll Unexpended Budget Roll
17	18	19	20	21	22	23
	Period #13 reports in FORTIS (includes quarterly reports)	AP received by 4:00 Load Payroll Overnight				
24	25	26	27	28	29	30
		AP received by 4:00 Load Payroll Overnight DEP Finance charge job				
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