

## May 13

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 28	29	30	May 1	2	3	4
					End of week check run (priority 99)  Last day – JV noon Run STACAP overnight	
5	6	7	8	9	10	11
	Post Profit Transfer  Close Period #10	Load Payroll overnight  EOM reports in Fortis			End of week check run (priority 99)	
12	13	14	15	16	17	18
		Load Payroll overnight			End of week check run (priority 99)	
19	20	21	22	23	24	25
		Load Payroll overnight			End of week check run (priority 99)	
26	27	28	29	30	31	June 1
	STATE HOLIDAY	Load Payroll overnight  DEP – finance charge job			-End of week check run (priority 99) -Last day to process non emergency RQS. -Dept submit list of accounts that carry to Heidi McDonald.	

## June 13

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 26	27	28	29	30	31	June 1
2	3	4	5	6	7	8
		Load Payroll overnight	Last day - JV's noon Run STACAP overnight	Post profit transfer	End of week check run (priority 99)  Close period #11	
9	10	11	12	13	14	15
	EOM repots in Fortis	Load Payroll overnight			End of week check run (priority 99)  -Last day to submit FY13 non emergency CT & DO documents.	Roll Chart of accounts from FY13 to FY14.
16	17	18	19	20	21	22
	No New FY13 Chart of Accounts (Fund & Detail)  No New Units.	Load Payroll overnight			End of week check run (priority 99)	
23	24	25	26	27	28	29
	Check run priority 98 + 99  Last day for FY13 vendor approvals.	Check run priority 98 + 99  Load Payroll overnight  DEP – finance charge job	Check run priority 98 + 99  FY13 GAX & PRC over \$5,000.00 to OSC by 12:00	Check run priority 98 + 99	-End of week check run (priority 99) -All FY13 GAX & PRC must be final. -Last day to deposit FY13 cash & checks. -Last day to process CR's for FY13 wires & deposits. -All Payroll insufficiencies must be resolved. -Last day for FY13 budget documents ADVANTAGE down at noon.	Open Activity Roll (CT, BPO, DO, RE's)  Purchase Order Rollover (Event type PR05 & PR07)
30						

## July 13

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 30	July 1	2	3	4	5	6
		Load Payroll overnight	Last day-JV's noon Run STACAP overnight.	STATE 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			End of week check run (priority 99)	
14	15	16	17	18	19	20
		Load Payroll overnight		End of week check run (priority 99)  Period #13 close	Advantage Not Available due to year end closing.  Unobligated budget roll Unexpended budget roll	
21	22	23	24	25	26	27
	Period #13 reports in Fortis (includes Qtrly reports) .	Load Payroll overnight  DEP - finance charge job			End of week check run (priority 99)	
28	29	30	31	August 1	2	3
		Load Payroll overnight				