

June 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Prelim Audit	5	6	7	8	9 SAP Training System (TRN) refreshes.
10	11 Deadline: Review of all open business trip commitments and Funds Reservations should be complete.	12	13	14	15 Deadline: All travel up through early June should be submitted to AP to ensure reimbursement by June 30 check cutoff. Deadline: All payment requests should be submitted to AP.	16
17	18	19	20	21	22 Last day to use pcard until July 1.	23
24	25	26	27	28 Last day to process Bursar transactions. Last day AP will print checks until July 5. Payroll: Pay accrual (non-student) posted based on Pay 15 (PPE 7/6/18).	29 Payroll: Pay 14 posted (PPE 6/22/18).	30

July 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Budget availability for FY 2019 turned on. Operating budgets loaded for E&G, Self-Supporting, AE, Aux. Balances carried forward: A/R, A/P, G/L, SPL.	2 Resume pcard transactions.	3	4	5 Check printing resumes.	6	7 SAP Training System (TRN) refreshes.
8	9 Deadline: All travel expense reports for travel that occurred prior to 7/1/18 must be to AP. Deadline: All invoices for goods/services received prior to 7/1/18 must be submitted to AP.	10	11	12	13	14
15	16 Payroll: Student pay accrual posted (based on Pay 15).	17 Deadline: Last day to post FY 2018 chargebacks.	18	19 Deadline: Last day to enter budget transfers between FCs in different funds.	20 Deadline: Last day to post MM/AP activity to FY 2018. Deadline: Last day to post FY 2018 journal entries.	21 Open commitment carryforwards (PRs, POs, FRs, Business Trips).
22 Open commitment carryforwards (PRs, POs, FRs, Business Trips).	23	24 Deadline: Last day to entry budget transfers between FCs that are in the same fund.	25	26	27	28 Carryforward of residual budget balances - plant funds 106x.
29	30 FY 2019 personnel budgets will be available.	31				

August 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4 Carryforward of residual budget balances - grant funds 103x SAP Training System (TRN) refreshes.
5	6	7	8	9	10 1st submission of FINRPT and SEFA due.	11 Carryforward of residual budget balances - E&G, AE, Aux funds.
12	13 Final Audit Component Unit first submission due.	14 Budget department to begin reversing FY 2019 temporary budget supplements.	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31 Final audit submission of FINRPT due. Final submission of combined component units' audited FINRPTs.	

Other Dates:

- September 11, 2018 Component units' individual final, audited financial statements.
- October 10, 2018 Final submission of the SEFA, reconciled to the FISAP.
- November 1, 2018 University final, audited financial statements, auditor-prepared Internal Control and Governance Communication letters, and auditor-prepared management letter, if received.