

June 2020

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

July 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Budget availability for FY 2021 turned on. Operating budgets loaded for E&G, Self-Supporting, AE, Aux. Balances carried forward: A/R, A/P, G/L, SPL. Resume pcard transactions.	2	3	4
5	6	7	8 Check printing resumes.	9	10	11
12	13 Payroll: Student pay accrual posted (based on Pay 15).	14	15	16	17	18
19	20 Deadline: All invoices for goods/services received prior to 7/1/20 must be submitted to AP.	21 Deadline: Last day to post FY 2020 chargebacks.	22	23 Deadline: Last day to enter budget transfers between FCs in different funds.	24 Deadline: Last day to post MM/AP activity to FY 2020. Deadline: Last day to post FY 2020 journal entries.	25 Open commitment carryforwards (PRs, POs, FRs, Business Trips). SAP Training System (TRN) refreshes.
26	27 FY 2020 personnel budgets will be available.	28 Deadline: Last day to enter budget transfers between FCs that are in the same fund.	29	30	31 Personnel budgets (salary and benefits) will be loaded into SAP.	

August 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Carryforward of residual budget balances - plant 106x funds and grant funds 103x
2	3	4	5	6	7	8 Carryforward of residual budget balances - E&G, AE, Aux funds.
9	10 Final Audit 1st submission of FINRPT and SEFA due.	11 Budget department to begin reversing FY 2021 temporary budget supplements.	12	13 State student employment budgets will be loaded into SAP.	14	15
16	17	18	19	20	21	22 SAP Training System (TRN) refreshes.
23	24 1st submission of combined Component Units' audited FINRPTs due. Component Unit draft financial statements due.	25	26	27	28	29
30	31 Final audit submission of FINRPT due.					

Other Dates:

- September 4, 2020 Financial Sustainability Plan (BUDRPT)
- September 8, 2020 Final submission of combined component units' audited FINRPTs.
- September 14, 2020 Component units' individual final, audited financial statements.
- October 10, 2020 Final submission of the SEFA, reconciled to the FISAP.
- November 1, 2020 University final, audited financial statements, auditor-prepared Internal Control and Governance Communication letters, and auditor-prepared management letter, if received.