

# June 2019

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

# July 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Budget availability for FY 2020 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 <b>Deadline:</b> All travel expense reports for travel that occurred prior to 7/1/19 must be to AP. <b>Deadline:</b> All invoices for goods/services received prior to 7/1/19 must be submitted to AP.	9 Check printing resumes.	10	11	12	13
14	15 Payroll: Student pay accrual posted (based on Pay 15).	16 <b>Deadline:</b> Last day to post FY 2019 chargebacks.	17	18 <b>Deadline:</b> Last day to enter budget transfers between FCs in different funds.	19 <b>Deadline:</b> Last day to post MM/AP activity to FY 2019. <b>Deadline:</b> Last day to post FY 2019 journal entries.	20 Open commitment carryforwards (PRs, POs, FRs, Business Trips).
21	22	23 <b>Deadline:</b> Last day to enter budget transfers between FCs that are in the same fund.	24	25	26	27 Carryforward of residual budget balances - plant funds 106x. SAP Training System (TRN) refreshes.
28	29 FY 2020 personnel budgets will be available.	30	31			

## August 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 Carryforward of residual budget balances - grant funds 103x
4	5	6	7	8	9	10 1st submission of FINRPT and SEFA due.  Carryforward of residual budget balances - E&G, AE, Aux funds.
11	12 <b>Final Audit</b>	13 Budget department to begin reversing FY 2020 temporary budget supplements.	14 Component Unit first submission due.	15	16	17
18	190	20	21	22	23	24 SAP Training System (TRN) refreshes.
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, 2019      Component units' individual final, audited financial statements.
- October 10, 2019      Final submission of the SEFA, reconciled to the FISAP.
- November 1, 2019      University final, audited financial statements, auditor-prepared Internal Control and Governance Communication letters, and auditor-prepared management letter, if received.