

June 2020

(as of 2.13.20)

Finance & Admin

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|-----------------------|
| Accounting Services |
| Commitment Accounting |
| Payroll |
| Facilities |
| Disbursements |
| Purchasing |

| May '20 | | | | | | | July '20 | | | | | | |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | 1 | 2 | | | | 1 | 2 | 3 | 4 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 26 | 27 | 28 | 29 | 30 | 31 | |
| 31 | | | | | | | | | | | | | |

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | |
|--------|--|---|---|---|---|----------|--|
| 31 | 1 BIW Manager Absence/ Time approval by 9 AM Change Position Funding must be approved & received by Commitment Accounting by 12pm for Bi-Weekly Pay Date | 2 | 3 | 4 | 5 | 6 | |
| | | | | Last Day for May Journals May PPAs due to Commitment Accounting | Unapproved Journals moved to June or deleted Bi-Weekly Pay Date | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| | | Deadline for payroll account distribution adjustments for prior pay periods through 5/31 FY20 Consultant PO orders must be entered and approved FY20 Travel POs must be entered and approved for travel beginning June 29, 2020 or earlier FY20 Payment Request Forms must be entered and approved with documentation | May Close | Reports Available | FY20 Interdepartmental (Green Card) transactions must be complete | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| | BIW Manager Absence/ Time approval by 9 AM Change Position Funding must be approved & received by Commitment Accounting by 12pm for Bi-Weekly Pay Date | | | | Vendor profile form for new or amended vendors requiring payment in FY20 must in PantherMart Bi-Weekly Pay Date | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| | | Monthly Paysheets Created | Change Position Funding must be approved & received by Commitment Accounting by 12pm for Monthly Pay Date | | | | |
| 28 | 29 | 30 4:00 PM | | | | | |
| | BIW Manager Absence/ Time approval by 9 AM | Revenue received for summer semester and FY21 activities recorded in deferred revenue account Expenses for FY21 activities requiring payment in FY20 entered as pre-paid expenses Petty Cash/project/imprest replenishments and closures Deadline for FY20 purchases against statewide contracts, except vehicles and certain computer related equipment, and those not requiring competitive bid (under \$25K). IT approval and review of end-user license agreement (EULA) or contract by Legal, if required, must be received prior to this date. All transactions of this type must be approved by the final approver in PantherMart. | | | | | |