

# June 2021

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

# July 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Budget availability for FY 2022 turned on. Operating budgets loaded for E&G, Self-Supporting, AE, Aux. Balances carried forward: A/R, A/P, G/L, SPL. ARIBA PRs/POs carried forward. Resume pcard transactions.	2	3
4	5	6 Check printing resumes. <b>Deadline:</b> All travel expense reports through June 30, 2021 must be submitted to AP	7	8	9	10 SAP Training System (TRN) refreshes.
11	12 Payroll: Student pay accrual posted (based on Pay 15).	13	14	15	16	17
18	19 <b>Deadline:</b> All invoices for goods/services received prior to 7/1/21 must be submitted to AP.	20 <b>Deadline:</b> Last day to post FY 2021 chargebacks.	21	22 <b>Deadline:</b> Last day to enter budget transfers between FCs in different funds.	23 <b>Deadline:</b> Last day to post MM/AP activity to FY 2021. <b>Deadline:</b> Last day to post FY 2021 journal entries.	24 Open commitment and related budget carryforwards (PRs, POs, FRs, Business Trips).
25	26	27 <b>Deadline:</b> Last day to enter budget transfers between FCs that are in the same fund.	28	29	30 Personnel budgets (salary and benefits) will be loaded into SAP.	31 Carryforward of residual budget balances - plant 106x funds and grant 103x funds

# August 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7 Carryforward of residual budget balances - E&G, AE, Self-Supporting, Aux funds.
8	9	10 1st submission of FINRPT and SEFA due.	11	12 State student employment budgets will be loaded into SAP.	13	14
15	16 Final Audit	17 Budget department to begin reversing FY 2022 temporary budget supplements.	18	19	20	21 SAP Training System (TRN) refreshes.
22	23	24	25	26	27	28
29	30 1st submission of combined Component Units' audited FINRPTs due. Component Unit draft financial statements due.	31 Final audit submission of FINRPT due.				

## Other Dates:

September 4, 2021	Financial Sustainability Plan (BUDRPT)
September 8, 2021	Final submission of combined component units' audited FINRPTs.
September 14, 2021	Component units' individual final, audited financial statements.
October 10, 2021	Final submission of the SEFA, reconciled to the FISAP.
November 1, 2021	University final, audited financial statements, auditor-prepared Internal Control and Governance Communication letters, and auditor-prepared management letter, if received.