

# June 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
	SCEIS team begins sending out a list of open travel vouchers to agencies					
	- First day invoice pmts will receive an error requiring payment terms to be changed to "Pay Immediately"					
21	22	23	24	25	26	27
28	29 - 12:00 PM approval process must be complete for HR Travel expenses incurred June 30 or prior	30 - Last day of FY2020 - Last day to close or reduce PR's				

# July 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b> - First day agencies must use posting date of 06/30/20 to post transactions to FY2020	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b> - FY2020 deposit docs due to STO workflow inbox by close of business	<b>7</b>	<b>8</b>	<b>9</b> - Last day for FY2020 compensated absences to be entered and approved	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b> - FY2020 Refund of Expenditures & Refund Travel due in STO workflow inbox by close of business	<b>14</b> - 5PM: A/P Transactions closed. A/P parked docs must be completed & approved at the agency or deleted. - Last day to enter FY2020 travel related expenses using ZTRAVEL	<b>15</b> - First day to process in Period 13 - Last day for JE's that will impact the automated use tax process	<b>16</b>	<b>17</b> - Last day to close, reduce or carryforward PO's and FR's - Last day to carry forward PR's - Last day to process manual June use tax pmts via cross Business Area JE	<b>18</b> - Use tax job will be run in SCEIS for June
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> - Last day to enter FM13 JE's. Parked docs must be processed/deleted. - Negative budget balances must be cleared - Travel advance G/L must be cleared	<b>23</b> - Period 14 Opens	<b>24</b> - Last day to process General Fund Special Proviso Carryforwards	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b> - Deadline for processing payroll payments to terminated employees for FY2020  - Earmarked, Restricted, and Federal Fund appropriations will lapse	

# August 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 - Last day for Other Fund Carryforward budget transactions	4	5	6	7	8
9	10 - Last day for posting Period 01 FY2021 transactions	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28 - All unposted assets must be cleared & projects settled to a final asset	29
30	31					