

# June 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2 OAKS up 8:00 am - 5:00 pm	3	4	5	6	7 -Last day for payroll corrections for <b>PRIOR</b> periods (4:30 pm) -Last day to submit vouchers that SA enters (4:30 pm) -OSS-Last day to submit new vendor entry or vendor mods for FY 2013 (5:00 pm)	8 OAKS up 8:00 am - 5:00 pm
9 OAKS up 8:00 am - 5:00 pm	10 -Controlling Board Meeting - coordinate FY 2013 actions with SA -Last day to submit warrant & EFT cancellation forms & warrant stop payment forms to SA (4:30 pm)	11	12 PAYROLL LIQUIDATION <b>CASH MUST BE AVAILABLE</b> -Payroll Journals must be posted -Final payroll corrections due to SA for PPE 6/1/13	13	14 Payday -Last day to submit ISTV's for SA approval (4:30 pm) -Last day for State Accounting to enter requisitions for off-line agencies -Last day to submit reversal voucher requests and journal vouchers to State Accounting (4:30 pm) -OSS-Last day for participating agencies to submit invoices to OSS for FY 2013 -Journal Vouchers changing or correcting fund and/or ALI must be entered no later than 5:00 pm -Last day to load OAKS FIN Agency Budgets	15 OAKS up 8:00 am - 5:00 pm
					May 31 Monitor Open vouchers; -Last day to submit new requests for, or changes to, charfields	1 OAKS up 8:00 am - 5:00 pm

# June 2013, continued

<p>16 OAKS up 8:00 am - 5:00 pm</p>	<p>17 <b>-Agency and Central Security Designee roles shut off - no more edits possible</b> -OSS-Last day for agencies to create &amp; submit Travel Authorizations -OSS-Last day for agencies to create &amp; submit Travel Expense Reports</p>	<p>18 -Last day for revenue refunds -Last voucher build for PCard vouchers</p>	<p>19 -OSS-Last day for agencies to submit travel receipts &amp; backup documentation</p>	<p>20 -Last day for agencies to enter AP vouchers -OSS - Last day for OSS Associates to process Vendor Maintenance Documents for FY 2014 -OSS-Last day for agency supervisors to approve Travel Authorizations and Travel Expense Reports -OSS-Last day to process vouchers for participating agencies -OSS-Last day to pre-audit Travel Expense Reports -Last day for inbound INFO2 interface files</p>	<p>21 -Last day to deliver voucher supporting documentation (4:30 pm) -Last day for agencies to enter requisitions/change requests for FY 2013 and FY 2014 -Last day for agency level AP voucher approval -Last day to fix PCard and EDI Budget errors</p>	<p>22 OAKS up 8:00 am - 5:00 pm</p>
<p>23 OAKS up 8:00 am - 5:00 pm</p>	<p>24 -Last payroll journal from HCM to FIN -Last day E-Revenue for credit cards will be loaded into OAKS</p>	<p>25 <b>-All open, unpaid FY 2013 vouchers will be deleted by OBM</b> -OSS-Last day for agency FBA's to change coding on expense reports approved for payment</p>	<p>26 <b>PAYROLL LIQUIDATION CASH MUST BE AVAILABLE</b> -Payroll Journals must be posted -Final payroll corrections due to SA for PPE 6/15/13 -Last day for agency-level journal spreadsheet approval -Last daily pay cycle run: All approved vouchers with no errors/problems will pay on 6/28/13 (in this pay cycle), regardless of the scheduled due date <b>-All open, unpaid FY 2013 unapproved travel activity will be deleted by OBM</b> -Last day to enter online or integrate FY 2013 asset management activity</p>	<p>27</p>	<p>28 <b>Payday</b> -Last day for revenue mods and RHR's. No mods after noon -Last day to deposit revenue. OAKS will be inactive as soon as revenue has posted -Last day ACH electronic revenue will be loaded into OAKS -Cancel any Accounts Receivable deposits/payments and Accounts Receivable pending items that have not been posted by June 28th. At the close of business on June 28th, State Accounting will delete all unposted deposits/payments and pending items</p>	<p>29</p>