

Computer Operations – July 2014

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4
In acknowledgement of our transition to a new financial software system this month a special edition of the calendar is being published. Welcome to Escape Online 5				HOLIDAY
7	8	9	10	11
AP Auth due - COE 3:00 PERS Final Reports to COE	Process APTA AP & PosPay Process ESCAPE AP	Process Bi-weekly PY	AP Warrants Released 12:00 Contract PY Pre-Audit DUE 1:00 AP-PY 1 st Prelist	Release Bi-weekly PY 9:30 AP-PY 2 nd Prelist
14	15	16	17	18
AP-PY Auth due 3:00	STRS Final Reports to COE	BALANCED QTRLYs to COE	SS-PY 1 st Prelist	SS-PY 2 nd Prelist
21	22	23	24	25
AP Auth due - COE 3:00 SS-PY Auth due 3:00	Process APTA AP & PosPay Process ESCAPE AP EOM PY 1 st Prelist	Process Bi-weekly PY EOM PY 2 nd Prelist PY Pre-Audit DUE COE - 1:00	AP Warrants Released 12:00 EOM PY Auth due 3:00 Recon due to COE	Release Bi-weekly PY 9:30 Process EOM PY PY Audit BU due to COE Process AP-PY Process SS-PY
28	29	30	31	
Process EOM PY Ded warrant Process AP PY Ded warrant Process SS PY Ded warrant Process EOM PY DD/APTA PP	Release EOM PY 12:00 Release AP PY 12:00 Release SS PY 12:00			REMEMBER: Think before you Print!

PLEASE NOTE: ALL AUTHORIZATION LETTERS (PAYROLL & VENDOR) ARE DUE IN COE BY 3:00 PM