Yearly Activities Calendar for Financial items
BUSINESS OPERATIONS CENTER

January 17
- New Year’s Day 01/02/17 Closed
- December Journals Due 01/06/17
- eReports ready for print 01/09/17
- Ext Prof Presentation 01/15/17
- Report Monthly Sales Tax 01/15/17
- Martin Luther King Day 01/16/17 Closed
- Reconcile PCard 01/30/17
- County Approp Form 01/31/17
- Bank Statement/Recon 01/31/17
- Close old CY Purchase Orders

February 17
- January Journal Deadline 02/07/17
- eReports ready for print 02/08/17
- Report Monthly Sales Tax 02/15/17
- Reconcile PCard deadline 02/27/17
- Update non-capital inventory list

March 17
- February Journal Deadline 03/07/17
- eReports ready for print 03/08/17
- Report Monthly Sales Tax 03/15/17
- Reconcile PCard deadline 03/30/17
- Non Cap Equipment Logs 03/31/17
- 1099-INT forms 03/31/17

April 17
- March Journal Deadline 04/07/17
- eReports ready for print 04/10/17
- Report Monthly Sales Tax 04/15/17
- Reconcile PCard deadline 04/27/17

May 17
- April Journal Deadline 05/05/17
- eReports ready for print 05/08/17
- Report Monthly Sales Tax 05/15/17
- Memorial Day 05/29/17 Closed
- Ext Volunteer insurance 05/31/17
- University Fund Mtnc 05/31/17
- Reconcile PCard deadline 05/30/17
- Create eRequest to create FY POs*

June 17
- May Journal Deadline 06/07/17
- eReports ready for print 06/08/17
- Submit FY invoices by 06/09/17
- Report Monthly Sales Tax 06/15/17
- Reconcile PCard deadline 06/29/17

July 17
- Independence Day Closed
- June (1st close) Journal 5th bus day
- eReports ready (1st Close) 6th bus day
- Report Monthly Sales Tax 07/15/17
- June (2nd close) Journals
- eReports ready (2nd Close)
- Reconcile PCard deadline 2nd to last bus day
- Annual PIERR reports due 7/31/17
- Ext Bank Statement/Recon 7/31/17
- Plan budgets for new fiscal year
- Pull Convenience order list
- Close old FY Purchase Orders

August 17
- July Journal Deadline 5th bus day
- eReports ready for print 6th bus day
- Report Monthly Sales Tax 8/15/17
- Reconcile PCard deadline 2nd to last bus day
- Extension Insurance Rpt 08/31/17

September 17
- Labor Day Closed
- August Journal Deadline 5th bus day
- eReports ready for print 6th bus day
- Report Monthly Sales Tax 09/15/17
- Reconcile PCard deadline 2nd to last bus day

October 17
- Sept. Journal Deadline 5th bus day
- eReports ready for print 6th bus day
- Report Monthly Sales Tax 10/15/17
- Reconcile PCard deadline 2nd to last bus day
- Personal miles report form 10/30/17

November 17
- Create eRequest to create CY POs*
- October Journal Deadline 5th bus day
- eReports ready for print 6th bus day
- Veteran’s Day Closed
- Report Monthly Sales Tax 11/15/17
- Thanksgiving/Columbus Day Closed
- Reconcile PCard deadline 2nd to last bus day

December 17
- Nov. Journal Deadline 5th bus day
- Submit invoices by 12/01/17
- eReports ready for print 6th bus day
- Report Monthly Sales Tax 12/15/17
- President’s/Christmas Day Closed
- Reconcile PCard deadline 2nd to last bus day
- Sales Tax Check (if applicable) to Columbus 12/25/17

On your Birthday: Driver Registration Forms need to be submitted to your business operations center each time you get a new driver’s license.

*OARDC, ATI, Academic Units and CFAES Administrative Units are on a fiscal year, Extension County and Regional Offices are on calendar year.