

February 2015 - eUMB Financial Calendar

University of Maryland Baltimore

AP: Accounts Payable **GA:** General Accounting
P-Card: Procurement Card **RV:** Raven

Last update:
03/19/15

NOTE: All dates in this calendar are target dates and are subject to change.
Please check the Last update box for latest change date.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5 RV: CLOSED – January	6	7
8	9	10	11	12	13 RV: PP#15-16 expenses posted RV: Cost sharing transfer of funds for PP#15-13 thru PP#15-15 posted	14
15 P-Card: Last day to reallocate expenses	16	17	18	19	20	21
22	23	24	25 GA: Last day for February Journal Entries	26	27 RV: PP#15-17 expenses posted	28

March 2015 - eUMB Financial Calendar

University of Maryland Baltimore

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03/19/15

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5 RV: CLOSED – February	6	7
8	9	10	11	12	13 RV: PP#15-18 expenses posted RV: Cost sharing transfer of funds for PP#15-16 thru PP#15-17 posted	14
15 P-Card: Last day to reallocate expenses	16	17	18	19	20	21
22	23	24	25	26	27 GA: Last day for March Journal Entries RV: PP#15-19 expenses posted	28
29	30	31	1	2	3	4

April 2015 - eUMB Financial Calendar

University of Maryland Baltimore

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3 GA: Last day to submit (PUR01) Requisitions & documentation for FY15 expenditures greater than \$50,000	4
5	6 RV: CLOSED – March	7	8	9	10 RV: PP#15-20 expenses posted	11
12	13 RV: Cost sharing transfer of funds for PP#15-18 thru PP#15-19 posted	14	15 P-Card: Last day to reallocate expenses	16	17	18
19	20 GA: Last day to submit Requisitions & documentation for FY16 Services or FY16 Standing Orders using non-sponsored funds	21	22	23	24 RV: PP#15-21 expenses posted	25
26	27	28 GA: Last day for April Journal Entries	29	30	1	2

May 2015 - eUMB Financial Calendar

University of Maryland Baltimore

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1 GA: Last day to submit (PUR01) Requisitions & documentation for FY15 expenditures less than \$50,000	2
3	4	5	6 RV: CLOSED – April	7	8 RV: PP#15-22 expenses posted	9
10	11	12	13 RV: Cost sharing transfer of funds for PP#15-20 thru PP#15-21 posted	14	15 P-Card: Last day to reallocate expenses	16
17	18	19	20	21	22 RV: PP#15-23 expenses posted	23
24	25	26	27 GA: Last day for May Journal Entries	28	29	30
31						

June 2015 - eUMB Financial Calendar

University of Maryland Baltimore

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4 RV: CLOSED – May	5 RV: PP#15-24 expenses posted	6
7	8	9	10 GA: Last day to submit (PUR02) Requisitions & documentation for FY15	11	12 FY15: Travel expense eForms for non-employees must have fiscal approvals and hard copy documentation submitted to FS– Travel	13
14	15 RV: Cost sharing transfer of funds for PP#15-22 thru PP#15-23 posted P-Card: Last day to reallocate expenses	16 FY15: Last day to deliver check request to FS Working Fund	17 AP: Last day to deliver invoice to AP for FY15	18	19 RV: PP#15-25 expenses posted FY15: Travel expense eForms for employees must have supervisor & fiscal approvals to be included in the last PP for FY15	20
21	22 FY15: Submit request & documentation for International Wires to Moji Nabavian by 10 am	23	24	25 GA: Last day for June Cost Transfer Journal Entries involving Sponsored Projects	26 PO Rollover Process: eUMB Requisitions Add/Update, Approve and Worklist <u>not</u> available, No AP Voucher processing	27
28	29	30 GA: Last day for June Journal Entries not involving Cost Transfers for Sponsored Projects FY15: Deposits – Last day to deliver cash or check to Cashier’s Office (by 1pm)	1	2	3	4

PO Rollover Process: eUMB Requisitions Add/Update, Approve and Worklist not available, No AP Voucher processing

For more information regarding FY15 Deadlines, please see the **eUMB Financials Year-End Deadlines** memo @ <http://www.umaryland.edu/media/umb/af/fs/FY15-Year-end-memo-final.pdf>

July 2015 - eUMB Financial Calendar

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3 RV: PP#15-26 expenses posted	4
5	6	7	8	9	10 REMINDER! P-Card Reallocation Deadline for June 2015	11
12	13	14	15	16	17 RV: PP#16-01 expenses posted RV: Cost sharing transfer of funds for PP#15-24 thru June 30, 2015	18
19	20 GA: Excel worksheets with redistribution of FY15 Cost Sharing expenses due to GA by noon	21	22	23	24	25
26	27 FY15 CLOSED	28 RV: CLOSED – June RV: CLOSED – FY15	29 GA: Last day for July Journal Entries	30	31 RV: PP#16-02 expenses posted	1