

June 2017 - eUMB Financial Calendar

University of Maryland Baltimore

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

Last update:
4/12/18

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
28	29	30	31	1	2 RV: PP#17-24 expenses posted	3
4	5	6 RV: CLOSED – May	7 GA: Last day to submit (PUR02) Requisitions & documentation for FY17	8	9 FY17: Travel expense eForms for non-employees must have fiscal approvals and hard copy documentation submitted to FS-Travel	10
11	12	13	14 RV: Cost sharing transfer of funds for PP#17-22 thru PP#17-23 FY17: Last day to deliver request to FS Working Fund	15 P-Card: Last day to reallocate expenses 5/25 statement AP: Last day to deliver invoices to AP for FY17	16 RV: PP#17-25 expenses posted FY17: Travel expense eForms for employees must have supervisor & fiscal approvals to be included in the last PP for FY17	17
18	19	20 FY17: Submit a request & documentation for International Wires to Moji Nabavian by 10 am	21	22	23	24
25	26	27 GA: Last day for June Cost Transfer Journal Entries involving Sponsored Projects	28	29	30 RV: PP#17-26 expenses posted GA: Last day for June Journal Entries not involving Cost Transfers for Sponsored Projects FY17: Deposits-Last day to deliver cash or check to Cashier's Office (by 1pm)	1
PO Rollover Process: eUMB Requisitions Add/Update, Approve and Worklist <u>not</u> available, No AP Voucher processing						

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For more information regarding FY17 Deadlines, please use the following link:
<http://www.umaryland.edu/media/umb/af/fs/FY17-Year-end-memo.pdf>

July 2017 - eUMB Financial Calendar

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4 HOLIDAY No Nightly Processing	5	6	7 REMINDER! P-Card Reallocation Deadline for June 2017	8
9	10	11	12	13	14 RV: PP#18-01 expenses posted RV: Cost sharing transfer of funds for PP#17-24 thru June 30, 2017	15
16	17 GA: Excel worksheets with redistribution of FY17 Cost Sharing expenses due to GA by noon	18	19	20	21	22
23	24 FY17 CLOSED	25 RV: CLOSED – June RV: CLOSED – FY17	26 GA: Last day for July Journal Entries	27	28 RV: PP#18-02 expenses posted	29
30	31					

August 2017 - eUMB Financial Calendar

University of Maryland Baltimore

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 4/12/18

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4 RV: CLOSED – July	5
6	7	8	9	10	11 RV: PP#18-03 expenses posted	12
13	14 RV: Cost sharing transfer of funds for 7/1/17 thru PP 18-02	15 P-Card: Last day to reallocate expenses	16	17	18	19
20	21	22	23	24	25 RV: PP#18-04 expenses posted	26
27	28	29 GA: Last day for August Journal Entries	30	31	1	2

September 2017 - eUMB Financial Calendar

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4 HOLIDAY No Nightly Processing	5	6	7 RV: CLOSED – August	8 RV: PP#18-05 expenses posted	9
10	11	12	13	14 RV: Cost sharing transfer of funds for PP#18-03 thru PP#18-04	15 P-Card: Last day to reallocate expenses	16
17	18	19	20	21	22 RV: PP#18-06 expenses posted	23
24	25	26	27 GA: Last day for September Journal Entries	28	29	30

October 2017 - eUMB Financial Calendar

University of Maryland Baltimore

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4/12/18

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5 RV: CLOSED – September	6 RV: PP#18-07 expenses posted	7
8	9	10	11	12	13 RV: Cost sharing transfer of funds for PP#18-05 thru PP#18-06	14
15 P-Card: Last day to reallocate expenses	16	17	18	19	20 RV: PP#18-08 expenses posted	21
22	23	24	25	26	27 GA: Last day for October Journal Entries	28
29	30	31	1	2	3	4

November 2017 - eUMB Financial Calendar

University of Maryland Baltimore

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4/12/18

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3 RV: PP#18-09 expenses posted	4
5	6	7 RV:: CLOSED – October	8	9	10	11
12	13	14	15 P-Card: Last day to reallocate expenses	16	17 RV: PP#18-10 expenses posted	18
19	20	21	22	23	24	25
				HOLIDAY No Nightly Processing Schedule for eUMB Financials, eUMB HRMS or Raven Financials Inquiry.		
26	27	28 GA: Last day for November Journal Entries	29	30	1	2

December 2017 - eUMB Financial Calendar

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Last update:
4/12/18

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1 RV: PP#18-11 expenses posted	2
3	4	5	6	7	8	9
10	11 RV: CLOSED – November	12	13 Travel: Last day for employee travel expense eforms for inclusion in Pay Period 18-13. Non- employee travel expense eforms for inclusion as a payment in December submitted to FS-Travel Working Fund: Last day to submit for check to be included in December AP: Last day to submit invoices to be included in December PR: Payroll Adjustment Forms to be included in PP 18-13 must be submitted to FS-Payroll	14 RV: Cost sharing transfer of funds for PP#18-09 thru PP#18-10 International wire request: For payment in December must be submitted to SPAC (Moji Nabavian) by noon	15 P-Card: Last day to reallocate expenses RV: PP#18-12 expenses posted	16
17	18	19 PR: Final Timesheet approval in eUMB HRMS for PP 18-13 Direct Retros: For PP 18-13 must be submitted to SPAC-Cost Analysis by 2pm	20 GA: Last day for December Journal Entries involving Cost Transfers to Sponsored Projects	21 GA: Last day for December Journal Entries not involving Cost Transfers to Sponsored Projects PR: Final payroll corrections for PP 18-13 must be submitted to FS-Payroll by 2pm Deposits: Must be submitted to cashier's window by 11am for inclusion as a receipt in December	22	23
24	25	26	27	28	29 RV: PP#18-13 expenses posted	30
31	HOLIDAY No Nightly Processing Scheduled for eUMB Financials, eUMB HRMS or Raven Financials Inquiry.					No Nightly Processing

January 2018 - eUMB Financial Calendar

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5 RV: CLOSED – December	6
HOLIDAY No Nightly Processing						
7	8	9	10	11	12 RV: PP#18-14 expenses posted RV: Cost sharing transfer of funds for PP#18-11 thru PP#18-13	13
14	15 P-Card: Last day to reallocate expenses HOLIDAY- No Nightly Processing	16	17	18	19	20
21	21	23	24	25	26 RV: PP#18-15 expenses posted	27
28	29 GA: Last day for January Journal Entries	30	31	1	2	3

February 2018 - eUMB Financial Calendar

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 4/12/18

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

March 2018 - eUMB Financial Calendar

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

April 2018 - eUMB Financial Calendar

University of Maryland Baltimore

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Last update:
04/12/18

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 GA: Last day to submit (PUR01) Requisitions & documentation for FY18 expenditures greater than \$200,000	3	4	5 RV: CLOSED – March	6 RV: PP#18-20 expenses posted	7
8	9	10	11	12	13 RV: Cost sharing transfer of funds for PP#18-18 thru PP#18-19	14
15 P-Card: Last day to reallocate expenses	16	17	18	19	20 RV: PP#18-21 expenses posted	21 The eUMB Portal, HRMS, Financials, and Raven applications will be unavailable 9-11am
22	23	24	25	26 GA: Last day for January Journal Entries	27	28
29	30	1	2	3	4	5

May 2018 - eUMB Financial Calendar

University of Maryland Baltimore

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RV: Raven

Last update:

04/12/18

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4 RV: PP#18-22 expenses posted RV: CLOSED – April GA: Last day to submit (PUR01) Requisitions & documentation for FY18 expenditures less than \$200,000	5
6	7	8	9	10	11	12
13	14	15 P-Card: Last day to reallocate expenses RV: Cost sharing transfer of funds for PP#18-20 thru PP#18-21	16	17	18 RV: PP#18-23 expenses posted	19
20	21	22	23	24	25	26
27	28 HOLIDAY- No Nightly Processing	29 GA: Last day for May Journal Entries	30	31	1	2

June 2018 - eUMB Financial Calendar

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04/12/18

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1 RV: PP#18-24 expenses posted	2
3	4	5	6 RV: CLOSED – May	7	8	9
10	11	12 GA: Last day to submit (PUR02) Requisitions & documentation for FY18 expenditures	13	14	15 AP: Last day to deliver invoices to AP for FY18 RV: PP#18-25 expenses posted FY18: Travel expense e-forms for employees must have supervisor & fiscal approvals to be included in the last PP#18-26 for FY18 P-Card: Last day to reallocate expenses 5/25 statement FY18: Last day to deliver request to FS Working Fund RV: Cost sharing transfer of funds for PP#18-22 thru PP#18-23	16
17	18	19 FY18: Last day to submit a request & documentation for International Wires to Monica Honza or Kenyatta Woolridge (by 10 am)	20	21	22	23
24	25	26 GA: Last day for June Cost Transfer Journal Entries involving Sponsored Projects	27	28	29 RV: PP#18-26 expenses posted GA: Last day for all other June Journal Entries (by 1pm) FY18: Deposits-Last day to deliver cash or check to Cashier's Office (by 1pm)	30
PO Rollover Process: eUMB Requisitions Add/Update, Approve and Worklist not available, No AP Voucher processing						

July 2018 - eUMB Financial Calendar

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 HOLIDAY No Nightly Processing	5 Deadline for requests for FY18 Journals. Due to Sher Myers	6 REMINDER! P-Card Reallocation Deadline for June 2018	7
8	9	10	11	12	13 RV: PP#19-01 expenses posted	14
15	16 GA: Excel worksheets with redistribution of FY18 Cost Sharing expenses due to GA by noon	17	18	19	20	21
22	23 FY18 CLOSED	24 RV: CLOSED – June RV: CLOSED – FY18	25	26	27 RV: PP#19-02 expenses posted	28
29	30	31	1	2	3	4