

2016 Year End Important Dates

Deadline Dates	Activity
June 3, 2016	BY2017 State Level Budgets must be entered in MAGIC.
June 3, 2016	The E398 and SPAHRS crosswalk tables will be rolled to BY2017.
June 15, 2016	Portal table changes must be submitted to OFM.
June 19, 2016	Delete unused asset shells.
June 24, 2016	Submit cash move form to OFM for establishing BY2017 cash.
June 29 – July 5, 2016	No RFX openings or closing should occur between these dates.
June 30, 2016	MAGIC and SPAHRS will come down at noon .
	Purchase orders must be approved by agency by noon .
	POs should be issued for contracts with an end date of June 30 th .
	Petty cash should be reconciled.
	Goods receipts (WEs) should be entered for items received.
	Ensure all necessary parked documents have been processed.
	Review dates on internal orders and grants.
	Review grants assigned to grant internal orders.
July 1, 2016	Return agency contact information form to OFM.
July 18, 2016	Submit final reimbursement for BY2016 petty cash.
July 29, 2016	Settle BY2016 travel advances.
August 19, 2016	Submit BY2016 waiver letter request to OFM.
August 22, 2016	Approve BY2016 payment documents.
August 26, 2016	Approve BY2016 JE documents.
August 31, 2016	The end of the BY2016 Lapse period.