

## FINANCE Deadlines May 1 - July 14

### May 1: All Locations

- HR: Special Calendars due to Human Resources.

### May 4: All Locations

- Payroll: Rosters and Paper Timesheets due to payroll.

### May 11: All Schools & Departments

- Payroll: 4/20-5/10 Time Tracking and Time Off entered into Qmlativ.
- Payroll: 4/20-5/3 Time Tracking submission deadline for May 22nd payroll.
- HR: Begin Submitting Change Forms and Transfers for the 2026-27 school year.

### May 12: All Schools & Departments

- Payroll: 4/20-5/3 Time Tracking 1st approvals due.

### May 13: All Schools & Departments

- Payroll: 4/20-5/3 Time Tracking final approvals due.

### May 14: All Locations

- Purchasing: All purchase requisitions estimated to be \$80,000 or more must be routed to the Purchasing Department.

### May 18: All Schools & Departments

- Accounting: P-Card reconciliations due in Accounting.
- Warehouse: First day to enter next year's startup orders. Use FY 2026-27 to post to next year. Use FY 2025-26 to post in the current year.
  - **Departments & secondaries** - Any FY 2026-27 warehouse requests entered on or after May 18 will be delivered after July 1.
  - **Elementaries** - Any FY 2026-27 warehouse requests entered on or after May 18 will be delivered after July 24.

### May 22: All Schools & Departments

- Purchasing: First thing on Friday, May 22, Information Systems will open up purchase requisitions for next year (2026-27). **As you add purchase requisitions, make sure you select the correct year AND enter the respective year and delivery instructions**
  - Select fiscal year 2025-26 to post in the current year. 2025-26 purchase requisitions can be entered through June 3.
  - Select fiscal year 2026-27 to post in next year. 2026-27 purchase requisitions will not be sent to vendors until after July 1, unless specific delivery instructions are entered into the description field of the purchase order.

#### **Delivery requirements must be on request**

### May 27: Elementary Schools

- Warehouse: Last day to enter and approve FY 2025-26 warehouse requests (posted in current year) for guaranteed delivery by June 12.

### **June 1: All Schools & Departments**

- Accounting: Last day for P-Card expenditures for FY 2025-26.

### **June 2: All Schools & Departments**

- Payroll: Payroll due.

### **June 3: All Schools & Departments**

- Payroll: Time Tracking Submissions due.
- Purchasing: Last day to enter, and to approve, any FY 2025-26 purchase orders (posted in current year).

### **June 4: Elementary Schools**

- Accounting: All items (mileage reimbursements, journal entries, invoice requests and “verifications”) to be paid with FY 2025-26 budgets should be entered, approved, and received in Accounting by this date. Those received after this date may be paid with FY 2026-27 budgets.

### **June 5: All Schools & Departments**

- Payroll: Nutrition Time Tracking submissions due. Nutrition Manager approvals due by the end of the day.
- Payroll: Time Tracking 1st approvals due.
- Purchasing: Last day for Administrator of Schools to approve FY 2025-26 purchase orders.

### **June 9: All Schools & Departments**

- Payroll: Time Tracking final approvals due.

### **June 10: Elementary Schools**

- Accounting: P-Card reconciliations due in Accounting.

### **June 10: Secondary Schools & Departments**

- Warehouse: Last day to enter, and to approve, any FY 2025-26 warehouse requests (posted in current year) for guaranteed delivery by June 23.

### **June 11: Elementary Schools**

- Warehouse: Last day for delivery of FY 2025-26 warehouse requests.

### **June 17: Secondary Schools & Departments**

- Accounting: Last day to submit cash receipts and journal entries. You may resume on July 2.

### **June 17: All Schools & Departments**

- Accounting: Last day to submit invoice requests and mileage. You may resume on July 2.

### **June 18: Secondary Schools & Departments**

- Accounting: P-Card reconciliations due in Accounting.

### **June 19: All Schools & Departments**

- Accounting: Last day for Principals and Administrator of Schools to approve invoice requests.

### June 23: All Schools & Departments

- Warehouse: Last day for delivery of all non-food FY 2025-26 warehouse requests.

### June 30: All Schools & Departments

- Information Systems will be performing the year-end processes on **Wednesday July 1**. On Tuesday, June 30, Information Systems will be doing some serious cleanup. Here's how you can assist **before noon on Tuesday, June 30**:
  - Invoice Requests: Make sure there are no invoice requests awaiting approval.
  - Cash Receipts: No current year cash receipts should be in Unsubmitted or Batch status.
  - Journal Entry: Keep current year journal entries out of Batch or Open status.

ALL 2025-26 invoice requests, cash receipts, and journal entries WILL BE DELETED after noon on June 30.

Pro Tip: It's best to stay out of Skyward Qmlativ Finance on July 1. If you must log into Skyward Qmlativ Finance, please don't change anything. Seriously, just look. We don't need any rollover mishaps.

You may begin submitting cash receipts, journal entries, invoice requests, and mileage again on July 2, but when you do, make sure you select the year 2026-27.

### July 2: All Schools & Departments

- Warehouse: Continue entering FY 2026-27 warehouse requests. Warehouses resume delivery schedules.
- Payroll: Begin entering FY 2026-27 time off.
- Payroll: Payroll due.
- Purchasing: Continue entering FY 2026-27 purchase requisitions.

### July 8: All Schools & Departments

- Payroll: Time Tracking submissions due.

### July 10: All Schools & Departments

- Payroll: Time Tracking 1st approvals due.

### July 14: All Schools & Departments

- Payroll: Time Tracking final approvals due.