

## 2020 Year End Important Dates

Deadline Dates	Activity
TBA	BY2021 State Level Budgets must be entered in MAGIC.
June 12, 2020	Portal table changes must be submitted to OFM.
June 15, 2020	SPAHRs crosswalk updates for BY2021 submitted to OFM.
June 19, 2020	Delete unused asset shells.
June 22, 2020	Approvals on ALL FY 2020 parked documents.
June 24, 2020	Submit cash move form to OFM for establishing BY2021 cash.
June 30 – July 3, 2020	No RFX openings or closing should occur between these dates.
June 30, 2020	MAGIC and SPAHRs will come down at 5:00 p.m.
	Purchase orders must be approved by agency by 5:00 p.m.
	POs should be issued for contracts with an end date of June 30 <sup>th</sup> .
	Petty cash should be reconciled.
	Goods receipts (WEs) should be entered for items received.
	Review dates on internal orders and grants.
	Review grants assigned to grant internal orders.
	Return agency contact information form to OFM.
July 15, 2020	Settle BY2020 travel advances.
July 22, 2020	Submit final reimbursement for BY2020 petty cash.
August 14, 2020	Approve BY2020 JE documents requiring DFA approval.
August 14, 2020	Submit BY2020 waiver letter request to OFM.
August 20, 2020	Approve BY2020 payment documents.
August 31, 2020	The end of the BY2020 Lapse period.