

# CTAS

## Consolidated Treasury Accounting Structure Critical Dates Calendar

### December 2013

- Urge minimal check entry by agency
- Agencies convert vendors to ACH
- SAO/Agencies continue vendor contact for outstanding checks
- SAO advises agencies of potential vendors and T&E employees getting paid by check
- Agencies reconcile/clean up their Book To Bank

### January 2014

- 1/3 - **A/P** - LAST Paper Check Cycle
- 1/4 to 1/31 - **A/P** - Agency to pay via ACH
- 1/9 - **PAYROLL** - Regular payroll confirm (pay A/P vouchers via ACH where possible - paper checks done for emergency only)
- 1/24 - **A/P** - LAST ACH Pay Cycle
- 1/27 - **PAYROLL** - Final payroll confirm from OLD bank/account (pay A/P vouchers via ACH where possible - paper checks done for emergency only)

## January 2014 Continued

- 1/27 to 1/31 - **A/P** - NO A/P payments - agency to wait until 2/3
- 1/27 to 1/31 - **CONCUR** - NO Concur extract to TeamWorks
- 1/27 to 1/31 - **PAYROLL** - NO Payroll off cycle payments
- 1/27 to 1/31 - **ARIS** - ARIS payments to continue
- 1/28 - **A/R** - Last deposit at bank counter
- 1/31 - **A/P** - SAO to void outstanding paper checks and place vouchers on HOLD

## February 2014

- 2/1 - **A/P** - SAO converts bank for any open A/P vouchers
- 2/3 - **A/P** - Agencies take vouchers off hold and reissue outstanding payments
- 2/3 - **PAYROLL** - Agencies process any necessary off cycle payments
- 2/3 - **A/P** - Agencies establish pay cycles from new bank/account
- 2/10 - **PAYROLL** - First payroll confirm from new bank/account