

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