

Purchasing Card Data Entry Due Dates for FY19



The timeliness of your Purchasing Card data entry impacts the deadlines of many aspects of the financial reporting process from grants and budgeting, to processing the Citibank Payment. Effective **October 4, 2018**, Cardholders will be expected to enter the chart of account strings once a week in **Concur Pcard Module**.

For example, on Friday of each week, the cardholder will enter the chart strings for any transactions that have posted up to that point in **Concur Pcard Module**. Reconciling and completing the reports will still be due no later than the 10th of each month or the following business day. Failure to comply with these guidelines may result in disciplinary action and/or the loss of your Purchasing Card.

Accounting Period	Cycle Dates	GCMS Entry Due Dates
September 2018	8/4/2017 to 9/3/2017	Monday, September 10, 2018
October 2018	9/4/2018 to 10/3/2018	Wednesday, October 10, 2018
November 2018	10/4/2018 to 11/3/2018	Monday, November 12, 2018
December 2018	11/4/2018 to 12/3/2018	Monday, December 10, 2018
January 2019	12/4/2018 to 1/3/2019	Thursday, January 10, 2019
February 2019	1/4/2019 to 2/3/2019	Monday, February 11, 2019
March 2019	2/4/2019 to 3/3/2019	Monday, March 11, 2019
April 2019	3/4/2019 to 4/3/2019	Wednesday, April 10, 2019
May 2019	4/4/2019 to 5/3/2019	Friday, May 10, 2019
June 2019	5/4/2019 to 6/3/2019	Monday, June 10, 2019
July 2019	6/4/2019 to 7/3/2019	Wednesday, July 10, 2019
August 2019	7/4/2019 to 8/3/2019	Monday, August 12, 2019

UNT

SYSTEM[®]
Business Support
Services