Purchasing Card Data Entry Due Dates for FY20

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. 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 2019	8/4/2019 to 9/3/2019	Tuesday, September 10, 2019
October 2019	9/4/2019 to 10/3/2019	Thursday, October 10, 2019
November 2019	10/4/2019 to 11/3/2019	Monday, November 11, 2019
December 2019	11/4/2019 to 12/3/2019	Tuesday, December 10, 2019
January 2020	12/4/2019 to 1/3/2020	Friday, January 10, 2020
February 2020	1/4/2020 to 2/3/2020	Monday, February 10, 2020
March 2020	2/4/2020 to 3/3/2020	Tuesday, March 10, 2020
April 2020	3/4/2020 to 4/3/2020	Friday, April 10, 2020
May 2020	4/4/2020 to 5/3/2020	Monday, May 11, 2020
June 2020	5/4/2020 to 6/3/2020	Wednesday, June 10, 2020
July 2020	6/4/2020 to 7/3/2020	Friday, July 10, 2020
August 2020	7/4/2020 to 8/3/2020	Monday, August 10, 2020