

FY21 CoreResearch@Duke Automated Billing Calendar

	Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa
July				1	2	3	4								
Period 1	5	6	7	8	9	10	11		3	4	5	6	7	8	9
	12	13	14	15	16	17	18		10	11	12	13	14	15	16
	19	20	21	22	23	24	25		17	18	19	20	21	22	23
	26	27	28	29	30	31			24	25	26	27	28	29	30
August							1			1	2	3	4	5	6
Period 2	2	3	4	5	6	7	8		7	8	9	10	11	12	13
	9	10	11	12	13	14	15		14	15	16	17	18	19	20
	16	17	18	19	20	21	22		21	22	23	24	25	26	27
	23	24	25	26	27	28	29		28						
	30	31													
September			1	2	3	4	5			1	2	3	4	5	6
Period 3	6	7	8	9	10	11	12		7	8	9	10	11	12	13
	13	14	15	16	17	18	19		14	15	16	17	18	19	20
	20	21	22	23	24	25	26		21	22	23	24	25	26	27
	27	28	29	30					28	29	30	31			
October					1	2	3			5	6	7	1	2	3
Period 4	4	5	6	7	8	9	10		4	5	6	7	8	9	10
	11	12	13	14	15	16	17		11	12	13	14	15	16	17
	18	19	20	21	22	23	24		18	19	20	21	22	23	24
	25	26	27	28	29	30	31		25	26	27	28	29	30	
November	1	2	3	4	5	6	7			3	4	5	6	7	8
Period 5	8	9	10	11	12	13	14		9	10	11	12	13	14	15
	15	16	17	18	19	20	21		16	17	18	19	20	21	22
	22	23	24	25	26	27	28		23	24	25	26	27	28	29
	29	30							30	31*					
December			1	2	3	4	5				1	2	3	4	5
Period 6	6	7	8	9	10	11	12		6	7	8	9	10	11	12
	13	14	15	16	17	18	19		13	14	15	16	17	18	19
	20	21	22	23	24	25	26		20	21	22	23	24	25	26
	27	28	29	30	31*				27	28	29	30			
January															
Period 7															

Month and period end - automated invoice locking
 Manual billing window (must manually approve invoices before 11:30pm on last day of window)
 12am billing transfer to SAP - **at beginning of day**
 University observed holidays
**also University observed holiday*

FY2021 Month-End CoreResearch Billing Cutoff Dates

Fiscal Month	Fiscal Month End Date	Automated Billing Workflow Cutoff * (Before 11:55pm)	Manual Intervention Final Cutoff ** (Before 11:55pm)
July	7/31/2020	7/31/20	8/4/20
August	8/31/2020	8/31/20	9/2/20
September	9/30/2020	9/30/20	10/2/20
October	10/31/2020	10/31/20	11/3/20
November	11/30/2020	11/30/20	12/2/20
December	12/31/2020	12/31/20	1/5/21
January	1/31/2021	1/31/21	2/2/21
February	2/28/2021	2/28/21	3/2/21
March	3/31/2021	3/31/21	4/2/21
April	4/30/2021	4/30/21	5/4/21
May	5/31/2021	5/31/21	6/2/21
June	6/30/2021	6/30/21	7/2/21

* Invoices in Initial Status on date listed will automatically lock and provide 2-day review window prior to automated billing at 12am on 3rd business day
 ** Invoices must be manually advanced to Ready to Bill status before cutoff date and time to be included in automated billing at 12am on 3rd business day