# 2021 OMES Deadlines and Reminders

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| **Forms 11 and 11a Reconciliation for ASAs and Clearing Accounts Due by the 20th of each Month****Payroll Due 5 Business Days Before each Payday****Agencies should review Outstanding Warrant report monthly****Agencies should review the Stat-Cancel reports monthly****Agencies should reconcile ABC and SRD reports monthly** |
| **January** |  **February** |  **March** |
| * Single audit in process
* Reporting corrections due (6)
* P-card voucher build available (8)
* Budget Report (10)
* Clearing Account Transfer (10)
* P-card voucher submission deadline (12)
* OMES Runs “PC” Pay Group (13)
* Agencies pick up year-end forms (19-21)
* Form 11 and 11a Reconciliation (20)
* Corrected W-2 and 1099 forms (27)
 | * Single audit in process
* Tax forms to employees/vendors (1)
* P-card voucher build available (5)
* Clearing Account Transfer (10)
* P-card voucher submission deadline (10)
* OMES Runs “PC” Pay Group (11)
* IRS exempt W-4 expires (16)
* Form 11 and 11a Reconciliation (20)
* Corrected 1095-C forms (26)
 | * Single audit submission
* SWCAP submission
* P-card voucher build available (5)
* Clearing Account Transfer (10)
* P-card voucher submission deadline (10)
* OMES Runs “PC” Pay Group (11)
* Form 11 and 11a Reconciliation (20)
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| **April** | **May** | **June** |
| * P-card voucher build available (7)
* Budget Report (10)
* Clearing Account Transfer (10)
* OMES Runs “PC” Pay Group (13)
* P-card voucher submission deadline (12)
* PO/Contract Renewal (15)
* Form 11 and 11a Reconciliation (20)
 | * Agency responses for Treasury State Agreement questionnaires due
* New FY Solicitations – ABS Agencies (3)
* P-card voucher build available (7)
* Clearing Account Transfer (10)
* P-card voucher submission deadline (12)
* OMES Runs “PC” Pay Group (13)
* Renewal of Central Purchasing Contracts (17)
* Form 11 and 11a Reconciliation (20)
 | * Agency budget work programs due
* P-card voucher build available (7)
* Clearing Account Transfer (10)
* P-card voucher submission deadline (10)
* OMES Runs “PC” Pay Group (11)
* Budget Work Program – ABS Agencies (15)
* Run Misc Tax Info Report – Submit updates (15)
* Form 11 and 11a Reconciliation (20)
* ABS contract renewal (30)
* P-card AOs in Place – ABS Agencies (30)
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| **July** | **August** | **September** |
| * Payroll withholding (994 and 789) Fund reconciliation (7)
* P-card voucher build available (8)
* Budget Report (10)
* Clearing Account Transfer (10)
* P-card voucher submission deadline (12)
* OMES Runs “PC” Pay Group (13)
* Form 11 and 11a Reconciliation (20)
* GAAP Package A, B, G, H, L, O P, S due (27)
 | * P-card voucher build available (6)
* Clearing Account Transfer (10)
* GAAP Package K, Y due (10)
* P-card voucher submission deadline (11)
* OMES Runs “PC” Pay Group (12)
* Form 11 and 11a Reconciliation (20)
* Professional Services Evaluation – ABS Agencies (31)
 | * Cost Savings Report due to CP - ABS Agencies (1)
* GAAP Package C, D, E, F, I, M, R, X, Z due (8)
* P-card voucher build available (8)
* Clearing Account Transfer (10)
* P-card voucher submission deadline (10)
* OMES Runs “PC” Pay Group (13)
* Budget Request – ABS Agencies (15)
* Form 11 and 11a Reconciliation (20)
* Agencies run Lapse Fund Report – Appropriated Funds for review and action (25)
* Close out expired PO – ABS Agencies (30)
* Cost Performance Assessment (30)
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| **October** | **November** | **December** |
| * Agency cost performance evaluation information due with budget request
* Agencies run Lapse Fund Report – Appropriated Funds for review and action
* Budget requests due (1)
* GAAP Package N, Q due (5)
* P-card voucher build a4vailable (7)
* Budget Report (10)
* Clearing Account Transfer (10)
* P-card voucher submission deadline (12)
* OMES Runs “PC” Pay Group (13)
* Form 11 and 11a Reconciliation (20)
* All component unit audits due (31)
 | * SWCAP data requests due
* Report of CMIA reportable interest events
* PO/Contract Report to CP – ABS Agencies (1)
* P-card voucher build available (5)
* P-card voucher submission deadline (9)
* Clearing Account Transfer (10)
* OMES Runs “PC” Pay Group (10)
* FY21 fiscal appropriations not carried forward lapse (15)
* Run Misc Tax Info Report – Submit updates (15)
* Form 11 and 11a Reconciliation (20)
* FY20 funds lapse (21)
 | * P-card voucher build available (7)
* Clearing Account Transfer (10)
* P-card voucher submission deadline (10)
* OMES Runs “PC” Pay Group (13)
* Form 11 and 11a Reconciliation (20)
* Last day to process 2021 payrolls (28)
* Backup withholding due (29)
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