

PROJECTED SWAM REPORTING DATES FY11

Appendix 2

FY2011	Month	P-card Charges Included in the QTR Report Charge Card Posted Dates	Charge Card Closing Date	CARS Paymens (Other than P-card charges) Included in the QTR Report
1st Quarter	July, 2010	06/16 - 07/15	15-Jul	07/01 - 09/30: Includes CARS Fiscal Months; July, August and September
	August, 2010	07/16 - 08/13	13-Aug	
	September, 2010	08/14 - 09/15	15-Sep	
2nd Quarter	October, 2010	09/16 - 10/15	15-Oct	10/01 - 12/30: Includes CARS Fiscal Months; October, November and December
	November, 2010	10/16 - 11/15	15-Nov	
	December, 2010	11/16 - 12/15	15-Dec	
3rd Quarter	January,2011	12/16 - 01/14	14-Jan	01/01 - 03/31: Includes CARS Fiscal Months; January, February and March
	February, 2011	01/15 - 02/15	15-Feb	
	March, 2011	02/16 - 03/15	15-Mar	
4th Quarter	April, 2011	03/16 - 04/15	15-Apr	04/01 - 06/30: Includes CARS Fiscal Months; April, May, and June
	May, 2011	04/16 - 05/13	13-May	
	June, 2011	05/14 - 06/15	15-Jun	

1. Do not use the charge dates for the purpose of reporting SWAM
 2. Utilize the charge card statement for SWAM reporting after the payment has been processed
 3. Closing date for the monthly P-card statement is the 15th of each month (charges made close to this date may take as long as two months before reflected in CARS)
 4. e-Bill will be received by agencies three days after the closing date each month
 5. Payments to the charge card statement for the last month of the quarter should be processed by the end of the month. If not, the agency charges may not be captured in the current quarterly SWAM report
- For example: 1st Quarterly SWAM Report will include: CARS payments from 7/1/09 through 9/30/09; and, charge card payments for charges posted on statements from 6/17/09 through 9/15/09