Teaching Tracking and Payment Schedule – 2020/21 Overview

Tracking Period
Exception & Validation
Verify Statement
Financial Authorization & Payment Processing

Delivery Period
Apr 1 – Jun 30

Tracking Period
Exception & Validation
Verify Statement
Financial Authorization & Payment Processing

Delivery Period
Jul 1 – Sept 30

Tracking Period
Exception & Validation
Verify Statement
Financial Authorization & Payment Processing

Delivery Period
Oct 1 – Dec 31

Delivery Period
Jan 1 – Mar 31

Apr-18 May Jun Jul Aug Sep Oct Nov Dec Jan-19 Feb Mar Apr May Jun
2020/2021 Q1 2020/2021 Q2 2020/2021 Q3 2020/2021 Q4 2021/2022 Q1
<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
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<td>Track Activities</td>
<td>Delivery Period + 3 Weeks</td>
<td>Apr 1, 2020</td>
<td>Jul 17, 2020</td>
<td>Jul 1, 2020</td>
<td>Oct 16, 2020</td>
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<td>Activity Tracker</td>
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<tr>
<td>Exception &amp; Validation</td>
<td>Delivery Period + 5 Weeks</td>
<td>Apr 1, 2019</td>
<td>Jul 30, 2020</td>
<td>Jul 1, 2020</td>
<td>Oct 29, 2020</td>
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<td>Exception Approver &amp; Activity Validator</td>
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<td>Financial Approver &amp; Payment Manager</td>
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QUARTER 2 – FS 20/21

Track Activities
July 1 – Oct 16

Verification & Authorization Period
- Exception & Validation
  July 1 – Oct 29
- Email sent to Service Providers
- Review Statement
  Oct 30 – Nov 6
- Revise Statements
  Oct 30 – Nov 13
- Statement Finalized

Payment Processing Period
- Financial Authorization & Payment Processing
  Nov 14 – Dec 11

Delivery Period
July 1 – Sept 30
QUARTER 3 – FS 20/21

**Tracking Period**
- Track Activities
  - Oct 1 – Jan 15

**Verification & Authorization Period**
- Exception & Validation
  - Oct 1 – Jan 28
  - Email sent to Service Providers
  - Review Statement
    - Jan 29 – Feb 5
  - Revise Statements
    - Jan 29 – Feb 12

**Payment Processing Period**
- Statement Finalized
- Financial Authorization & Payment Processing
  - Feb 13 – March 12

**Delivery Period**
- Oct 1 – Dec 31

**October 1, 2020 – January 15, 2021**
**January 16, 2021 – February 12, 2021**
**February 13, 2021 – March 12 2021**
QUARTER 4 – FS 20/21

**Tracking Period**
- Track Activities
  - Jan 1 – April 16

**Verification & Authorization Period**
- Email sent to Service Providers
  - May 15 – June 11
- Review Statement
  - Apr 30 – May 7
- Revise Statements
  - Apr 30 – May 14
- Statement Finalized

**Payment Processing Period**
- End
  - Financial Authorization & Payment Processing
    - May 15 – June 11

**Delivery Period**
- Jan 1 – Mar 31