

## Finance Calendar

The Finance Calendar is a Shared Calendar in Outlook and includes important deadlines, Dunbar pick up dates, meetings/trainings, and pay dates.

In Outlook Calendar, select

- Open Calendar
  - Open Shared Calendar...
    - Name... = Finance Calendar

The Finance Calendar color should be grey so the deadlines are clear. If the color is not grey, it can be changed by selecting View > Color.

Events are color coded as follows:

- Accounts Payable DEADLINES (yellow)
- Budget and FY End DEADLINES (purple)
- Deposit Pick Up (green)
- Meetings/Trainings (red)
- Payroll DEADLINES (blue)
- Purchasing DEADLINES (orange)

NOTE: The DEADLINES are when these items must be completely approved, not just submitted.

For questions, please contact Janet Maluschka in Finance.