

Fiscal Quarter, FY 2017	Dashboard Expenditure Posting Month	P-card Charges included in the SWaM Dashboard Posting Dates	Charge Card Closing Date	Cardinal Payments (Other than P-card charges) included in the QTR Report
1st Quarter	July 2016 August 2016 September 2016	06/16 -07/15 07/16 -08/15 08/16 -09/15	Jul 15 th Aug 15 th Sept 15 th	07/01- 9/30: Includes Cardinal Fiscal Months; July, August, and September
2nd Quarter	October 2016 November 2016 December 2016	09/16 -10/15 10/16 -11/15 11/16 -12/15	Oct 15 th Nov 15 th Dec 15 th	10/01- 12/30: Includes Cardinal Fiscal Months; October, November, and December
3rd Quarter	January 2017 February 2017 March 2017	12/16 -01/15 01/16 -02/15 02/16 -03/15	Jan 15 th Feb 15 th Mar 15 th	1/01- 3/31: Includes Cardinal Fiscal Months; January, February, and March
4th Quarter	April 2017 May 2017 June 2017	03/16 -04/15 04/16 -05/15 05/15 -06/15	Apr 15 th May 15 th Jun15 th	4/01- 6/30: Includes Cardinal Fiscal Months; April, May, and June

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 normally 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 7/1/16 through 9/30/16; and, charge card payments for charges posted on statements from 6/17/16 through 9/15/16.