

Reporting Schedule for CTE EF

Reporting Period	Report Due from Colleges to FA	Report due from RC to CO
1/1/15-6/30/15	8/14/15	9/15/15
7/1/15-9/30/15	10/21/15	11/20/15
10/1/-15-12/31/15	1/21/16	2/19/16
1/1/16-3/31/16	4/21/16	5/20/16
4/1/16-6/30/16	8/15/16	9/15/16
7/1/16-10/31/16 (Reallocated funds)	11/29/16	12/19/16

- Availability of each quarter's reports
 - 5 days before reports are due from colleges, the link to the form will turn red as a warning to the user that time is running out.
 - On the date itself, a new column of active quarters to the right will be created and appear to the user, ready for editing.
 - Also on the date itself, the previous form is officially flagged as "locked" in the database.
 - HOWEVER, for 5 days past each boundary date, the previous quarter's form, even though "locked", will be "exception" mode and the user may access it and changes will be save-able. This is so an admin can preemptively unlock a locked form even while the user is still actively editing it.
 - 5 days past the boundary date, the previous form can no longer be clicked or edited. Attempts to save a form (even if a user manages to access it using their browser in offline mode, for example) will fail. Admins may edit forms at any time. Admins may also set any single form's status to "unlocked" so that the user may continue to edit it past the 5 day grace period.