INFORMATIONAL CIRCULAR NO. 16-A-019

Supersedes 16-A-017

**DATE:** June 3, 2016

**SUBJECT:** Closing of Fiscal Year 2016 and Opening of Fiscal Year 2017 in SMART

**EFFECTIVE DATE:** Immediately

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Office of the State Treasurer

**APPROVAL:** Nancy T. Ruoff (original Signature on File)

**SUMMARY:** Schedule of accounting events relevant to the closing of fiscal year 2016 and the opening of fiscal year 2017 – **Revised**

***K.S.A. 75-3002*** establishes the state fiscal year as commencing on the first day of July in each year and closing on the thirtieth day of June of the succeeding year.  In order for activity for fiscal year 2016 to be completed by June 30th, the cutoff date for most agency processing will be **Monday, June 27, 2016 at 6:00 PM**.

SMART will be closed to agencies from **Tuesday, June 28, 2016 through Thursday, June 30, 2016** so the SMART team can review and finalize all outstanding FY 2016 business. SMART will also be closed on **Friday, July 8, 2016** to run the fiscal year 2016 closing processes and verify the fiscal year end journals were completed correctly.

The workload for both your agency and the SMART Team increases greatly during the Fiscal Year end closing period. In order to facilitate successful year end processing, reminders and guidelines for agencies are included below. **Please note: to give agencies as much processing time as possible, SMART will be open to agencies on Saturday, June 25, 2016 from 7:00 AM – 6:00 PM. Daytime and nightly batch processes will run. Service Desk and SMART production support will be available. No pay cycles will be run.**

It is necessary for agency accounting staff to be available during the day **Tuesday, June 28, 2016 through Thursday, June 30, 2016** in case assistance is needed as the SMART Team is preparing the system for closing.

Nightly batch processes will run beginning at midnight the night of Thursday, June 30, 2016. This will allow transactions on interface files for fiscal year 2017 to be entered in SMART. SMART will be open on **Friday, July 1, 2016** for fiscal year 2017 activity for all modules at 7:00 AM or as soon as nightly batch has completed.

# General Items

The cutoff for interface files into SMART for fiscal year 2016 will be 5:00 PM on Saturday, June 25, 2016 for Expenditures and 5:00 PM on Monday, June 27, 2016 for Deposits.

All FY 2016 transactions must be successfully edited, budget checked, matched, agency approved, dispatched, and submitted into workflow for central approval, as appropriate, by **6:00 PM on Monday, June 27, 2016**. After this time, SMART will be closed to all agency users, and the SMART clean-up process will begin on Tuesday, June 28, 2016.

State agencies should be reviewing financial data and processing any necessary corrections before the end of the fiscal year. Please consult the month end checklists available on the SMART website, <http://smartweb.ks.gov/home/month-end-checklists/>, to assist with this review. There are additional queries listed in the REFERENCES section at the end of this document that may also be helpful. The SMART Team is actively working to assist agencies in preparation of fiscal year end. Service Desk tickets will be sent to agencies as outstanding or incomplete transactions are found. The transactions identified by the SMART Team will likely be just a subset of the outstanding, incomplete or incorrect transactions agencies will identify between now and the end of the fiscal year.

General Ledger Encumbrances (non-supplier specific encumbrances) will be used to encumber fiscal year 2016 budget in limited circumstances. The *GL-F016 GL Encumbrance Request Form* is located on the Department of Administration website at the following link: <http://www.admin.ks.gov/resources/document-center>

**Complete the *GL-F016 GL Encumbrance Request Form* and attach it to a Service Desk Ticket by 5:00 PM on Tuesday, June 14, 2016 for an amount greater than $5,000 using State General Fund. The deadline is 5:00 PM on Thursday, June 23, 2016 for an amount less than $5,000 using State General Fund and any amount using all other funds.** Provide a description of the obligation and the reason the supplier is not known or the Purchase Requisition/Order process is not practical for encumbering budget. Requests will be routed to the Division of the Budget (DoB) for approval.

GL Encumbrance Journals may be keyed by the Office of the Chief Financial Officer staff into SMART prior to receiving DoB approval in order to give each agency the opportunity to review the document and its effects in SMART prior to close. Agencies will be notified via Service Desk ticket of the Journal ID(s). In the event DoB denies the GL encumbrance, the affected agency will be notified via Service Desk ticket and the document will be deleted from SMART.

Budget Period 2016 expense, encumbrance, and revenue data from SMART Commitment Control Ledger groups (CC\_IBARS\_E, CC\_IBARS\_R) will be electronically submitted to the Division of the Budget by Monday, August 1, 2016 for loading into the IBARS system.

The dates provided in this document that relate to fiscal year closing and opening activities will be revised, as necessary, by the Office of the Chief Financial Officer.  Revisions to SMART processing dates will be sent via email to all users subscribed to the SMART listserv (subscribe at <http://www.da.ks.gov/Gov/listserv.htm>).  After issuance, SMART Announcements are also posted on the SMART Website at <http://smartweb.ks.gov/announcements/impt-announce>

Any revisions to payroll processing dates will be issued as a SHARP message to subscribers of the SHARP listserv (subscribe at <http://www.da.ks.gov/Gov/listserv.htm>).

# Accounts Payable

The final day agencies can enter a voucher in accounts payable for FY 2016 business will be Monday, June 27, 2016. Here is additional information that will help you with accounts payable:

Please refer to PM 14,002 (<http://www.admin.ks.gov/offices/chief-financial-officer/policy-manual>) to help determine the appropriate processing period for each type of account code activity.

For agencies that upload and submit vouchers via INF50 (Voucher Spreadsheet Upload), the final INF50 for FY 2016 business must be submitted by **1:00 PM on Monday, June 27, 2016**.

In order for accounts payable transactions to complete for FY 2016, online vouchers must be entered, matched, budget checked and approved by **6:00 PM on Monday, June 27, 2016**.

Any FY 2016 accounts payable item that cannot be entered into SMART by the cutoff date must be encumbered by using a purchase order.

Interfacing agencies must have their final INF02 (Inbound Voucher) for FY 2016 business submitted by **5:00 PM on** **Saturday, June 25, 2016**.

Interfacing agencies may submit their INF02 files for FY 2017 business in advance with an accounting date on or after **July 1, 2016**. The files received and processed prior to July 1st will be in voucher build error until FY 2017 is opened. At that time, vouchers will be built and will be eligible for pay cycle once they are matched, budget checked, and approved.

Any voucher that has not been successfully edited, matched, budget checked and approved by **6:00 PM on Monday, June 27, 2016** will be deleted by the SMART Team.

# Travel Authorizations

K.S.A. 75-3208 requires approval for all out-of-state travel. One method of approval is the use of a Travel Authorization. Travel Authorizations are not required, but are recommended as a best practice for all agency travel. Travel Authorizations must be entered prior to the dates of travel.

**All in-state and out-of-state travel occurring in FY 2016 must be reimbursed using FY 2016 funds. If an expense report for an amount greater than $5,000 using State General Fund will not be submitted and fully approved by 6:00 PM on Monday, June 27, 2016, a Travel Authorization must be entered by 6:00 PM on Friday, June 17, 2016. If an expense report for an amount less than $5,000 using State General Fund and any amount using all other funds will not be submitted and fully approved by 6:00 PM on Monday, June 27, 2016, a Travel Authorization must be entered by 6:00 PM on Monday, June 27, 2016.**

If you need to encumber money for Prepaid expenses that will not be paid by close of FY 2016, you will need to create a purchase order for the prepaid items.

Travel Authorizations for FY 2017 shall not be entered until FY 2017 is open on Friday, July 1, 2016.

# Cash Advance

# Cash Advances must be reconciled by 6:00 PM on Monday, June 27, 2016.

# Expense Reports

Expense Reports chargeable to FY 2016 must be submitted and fully approved in SMART by **6:00 PM on** **Monday, June 27, 2016**. For any travel that is chargeable to FY 2016 that cannot be processed by the deadline, the agency must process a Travel Authorization.

*Per K.S.A. 75-3201* and as stated in *PM 3,903 --Employee Travel Expense Reimbursement Handbook*, employees who travel are to submit paperwork for their expenses at least once a month.

If agency employees have expense reports for travel occurring in FY 2016, and there is no approved travel authorization or GL encumbrance in SMART, the use of the *Prior Fiscal Year Claims Process* as described in *PM 11,966* is required. The Policy Manual can be found at the following link: <http://admin.ks.gov/offices/chief-financial-officer/policy-manual>

**Any expense report that has not been fully approved by 6:00 PM on Monday, June 27, 2016 will be deleted by the SMART Team.**

# ****Imprest Funds****

Expenditures paid from imprest funds dated on or before June 30, 2016 must be recorded in SMART prior to the deadline for payment voucher submission. For imprest fund expenditures not expected to be recorded in SMART by the fiscal year end cutoff for payment vouchers, a purchase order (PO) or general ledger encumbrance (GL encumbrance) must be created as appropriate using the correct budget period and funding. Prior to July 15, 2016, the agency must replenish the imprest fund and record expenditures to the appropriate suppliers (using the PO or GL encumbrance). The expenditure fiscal year determination contained in PM 14,002 also applies to imprest funds. Refer to PM 10,802 for additional information regarding imprest funds. PM 10,802 can be found at the following link: <http://admin.ks.gov/offices/chief-financial-officer/policy-manual>

# ****Petty Cash Funds****

Petty cash procedures are the same as those set forth in the Imprest Funds section above. The expenditure fiscal year determination contained in PM 14,002 also applies to petty cash funds. Refer to PM 10,752 for additional information regarding petty cash funds. PM 10,752 can be found at the following link: <http://admin.ks.gov/offices/chief-financial-officer/policy-manual>

# Purchasing

**To encumber monies for FY 2016, requisitions must be sourced to purchase orders (POs) and the purchase orders must be approved, budget checked and dispatched by 6:00 PM on Friday, June 17, 2016 for an amount greater than $5,000 using State General Fund and 6:00 PM on Monday, June 27, 2016 for an amount less than $5,000 using State General Fund and any amount using all other funds.**

If an Agency needs to process a requisition using FY 2017 funds prior to July 1, 2016 the agency should take the following steps:

* Starting **Monday, May 2, 2016** enter the requisition and select the ‘Save & preview approvals’ option.
* Starting **Wednesday, June 1, 2016** submit a Service Desk ticket requesting the budget date on the requisition be changed to a FY 2017 date.
* Once the budget date has been changed, select the ‘Save & submit’ button on the requisition.

The requisition will source to a PO; however, the PO will not pass budget check until the FY 2017 appropriations budget has been loaded into SMART.

Link to Procurement Informational Circular 16-03, Schedule for Submission of Purchases Requisitions to Close Fiscal Year 2016 and begin Fiscal Year 2017 [*https://admin.ks.gov/offices/procurement-and-contracts/procurement-informational-circulars*](https://admin.ks.gov/offices/procurement-and-contracts/procurement-informational-circulars)

Purchase orders entered after **6:00 PM on** **Monday, June 27, 2016** will **NOT** be back dated to a 2016 Fiscal Year budget date.

# Procurement Cards

Agencies are encouraged to reconcile P-Card transactions on a daily basis, especially during the month of June.  Final FY 2016 P-Card transactions will be available for reconciliation on **Monday, June 20, 2016**.  P-Card transactions must be verified and approved by 6:00 PM on Saturday, June 25, 2016 to be eligible for P-Card voucher build on Monday, June 27, 2016.

The P-Card voucher build process will run each day during the week beginning Monday, June 20, 2016. The final P-Card voucher build process for FY 2016 will run the morning of **Monday, June 27, 2016**. In order for P-Card vouchers to complete for FY 2016, they must be approved and successfully budget checked by **6:00 PM on** **Monday**, **June 27, 2016**.  Any P-Card voucher that has not been successfully edited, matched, budget checked and approved by **6:00 PM on Monday, June 27, 2016** will be deleted by the SMART Team.

# Asset Management

All FY 2016 asset transactions must be entered by **6:00 PM on** **Monday, June 27, 2016**. This includes additions, adjustments, transfers, and retirements, as well as updating costs for CIP assets. Please see the AM Month End Checklist (linked at the end of this document) for links to applicable training materials covering these financial transactions.

Note that for new assets being entered in SMART, the Transaction Date will be the In Service Date. The KS\_AM\_VCHRS\_WITH\_54XXXX\_ACCT query in the **HELPFUL QUERIES** section of this circular is designed to help identify vouchers processed during a specified timeframe that utilized 54xxxx (capital outlay) account codes.

For agencies utilizing integration, all outstanding Interface ID’s for FY 2016 must be processed by **6:00 PM on** **Monday, June 27, 2016**. If an asset is acquired by your agency at the end of the fiscal year and the voucher will not be posted by **Thursday, June 23, 2016**, please enter the asset(s) manually via Express Add. Any remaining FY 2016 Interface IDs after **Monday, June 27, 2016** will be deleted by the SMART Team.

Additional information can be found in the Job Aid under the Assets Month/Year End Reconciliation Section: Asset Management Preparing for Fiscal Year End at <http://smartweb.ks.gov/training/asset-management>

# Project Costing

All billing worksheets where revenue should be recognized in FY 2016 should be approved or written-off and any related deposits completed by **6:00 PM on** **Monday, June 27, 2016.**

It is recommended that all billing worksheets created prior to April 1, 2016 be reviewed and processed by **Friday, May 27, 2016**. The KS\_PC\_BILLING\_WORKSHEET query in the **HELPFUL QUERIES** section of this circular is designed to help identify unprocessed billing worksheets by accounting date.

# Accounts Receivable

Fiscal year 2016 deposits must be entered as follows:

Deposits should be entered, agency approved, and budget checked prior to **6:00 PM on** **Monday, June 27, 2016**.

**Tuesday, June 28,2016** through **Thursday, June 30,2016** online entry into SMART will be closed to agencies.

## Deposits received Tuesday, June 28 through Thursday, June 30shall be processed as follows:

Credit card receipts will load into SMART as scheduled at **8:00 AM** **Tuesday, June 28, 2016** through **Thursday, June 30, 2016**. See below for instruction on **Deposit Adjustments for Credit Card Clearing Funds.**

For agencies that upload and submit deposits via INF43 (Excel Deposit Upload) and INF44 (Inbound Deposit) -- continue to upload and submit FY 2016 deposits via INF43 and INF44 until **1:00 PM on** **Thursday, June 30, 2016**. SMART AR Deposit jobs will run according to the regular hourly schedule. If you process an INF43 or INF44, please e-mail the State Treasurer’s Cash Management Group at cash@treasurer.ks.gov to notify them of the Business Unit, Deposit ID (if known), and deposit total so they can approve the transaction in SMART.  STO will perform their normal approval and release at **3:00 PM Tuesday, June 28, 2016** through **Thursday, June 30, 2016**.

For agencies that do not use the INF43 or INF44 processes and need to make a deposit while SMART is unavailable -- the State Treasurer’s Office has created the [Temporary Deposit Form](http://www.da.ks.gov/ar/infocirc/fy2012/Temporary%20Deposit%20Form.docx) to allow you to continue to deposit funds. Using the Temporary Deposit Form is preferable to holding checks and cash at your agency, and allows you to meet the requirement to deposit funds collected each day. Please bring the completed form, along with the cash and checks (calculator tape attached) to the State Treasurer’s Office. **June 2016** **Accounts Receivable** will be reopened on Friday, July 1, 2016, and will remain open through Tuesday, July 5, 2016 to allow agencies to enter **Deposits in transit** with an accounting date of June 30, 2016 using the following instructions:

**“Deposits in transit” are specifically defined as Deposits made with the State Treasurer on Tuesday, June 28, 2016, Wednesday, June 29, 2016 or Thursday, June 30, 2016 using the Temporary Deposit Form*.***

Agencies will enter deposits, for the “deposits in transit”, using an accounting date of June 30, 2016. The accounting date of 6/30/2016 must be entered on the **Totals** tab in addition to being entered on the **Payments** tab for each deposit line. “Deposits in transit” should be recorded using a revenue account code (4XXXXX). A “deposit in transit” cannot debit expenditures.

Please be aware that deposits with an accounting date of June 30, 2016 and processed in July 2016 will impact the General Ledger for FY 2017.

Deposits with a June 30, 2016 accounting date that have not been agency approved by **3:00 PM on Tuesday, July 5, 2016**, will be deleted by the SMART Team.

**Deposit Adjustments for Credit Card Clearing Funds:**

Deposit adjustments are required for credit card deposits to recognize the revenue and move the monies out of the credit card clearing funds and into the appropriate funds.

All deposits received prior to June 27, 2016 that require deposit adjustments, such as those deposits into clearing funds for credit card receipts, must have deposit adjustments entered in SMART by **6:00 PM on** **Monday, June 27, 2016**.

The credit card deposits will load into SMART as scheduled at 8:00 AM on Tuesday, June 28, 2016, Wednesday, June 29, 2016 and Thursday, June 30, 2016 when agencies do not have access to SMART.

On Friday, July 1, 2016 and Tuesday, July 5, 2016 the SMART Accounts Receivable module will be reopened to agency users to complete June 2016 (FY16) transactions. Use the instructions below for any remaining prior year deposit adjustments that need to be completed:

1. Follow SMART job aid “Credit Card/E-Check Deposits – Revenue Only” on how to locate credit card deposits and how to complete the deposit adjustments.
2. On the deposit adjustment Totals tab, the Accounting Date must be 6/30/2016.
3. On the deposit adjustment Payments tab, the Accounting Date on each transaction line must be 6/30/2016
4. The SMART Accounts Payable module for FY16 will be closed by July 1, 2016, preventing the use of expenditure account codes in the deposit adjustment transactions.
	1. To account for credit card fees agencies should do the following:
		1. One deposit adjustment to recognize all revenue in the appropriate fund for fiscal year 2016.
			1. If the original deposit adjustment is net of credit card fees that were charged to the agency, then the deposit adjustment must be grossed up to recognize all revenue.  (Example: $95.00 on original deposit + $5.00 credit card fee not recorded on deposit = $100.00 recognized as revenue on deposit adjustment.)
		2. A second deposit adjustment processed in FY17 Accounts Receivable module to recognize any credit card fee expenses.
	2. For limited agencies who reduce their expenditures for charges that are passed on to other agencies:
		1. Instead of reducing expenditures, the agency must recognize the revenue by using a revenue account code such as 462110 – Recovery of Current Fiscal Year Expenditures.

Please be aware that deposit adjustments with an accounting date of June 30, 2016 and processed in July 2016 will impact the SMART General Ledger for FY 2017. This may cause reconciling items for agencies between the Accounts Receivable module and the General Ledger module.

Deposit adjustments with a June 30, 2016 accounting date that have not been agency approved by **3:00 PM on Tuesday, July 5, 2016**, will be deleted by the SMART Team.

# Interfunds

The accounting dates on both the voucher and the deposit must fall within the same fiscal year.

Both sides of the interfund must be successfully edited, matched, budget checked and approved by **6:00 PM on Monday, June 27, 2016**. ALL remaining FY 2016 interfund deposits and interfund vouchers that have not been successfully edited, matched, budget checked and approved by **6:00 PM on Monday, June 27, 2016** will be deleted by the SMART team.

# GL Journals

In order to affect fiscal year 2016, all GL Journals must be successfully edited, budget checked, agency approved, and submitted into workflow for central approval by **6:00 PM on Monday, June 27, 2016**.

Interfacing agencies must have their final INF06 (Inbound GL Journal) for FY 2016 business submitted by **5:00 PM on** **Saturday, June 25,2016**.

GL Spreadsheet Journals can be uploaded manually until **3:00 PM on** **Monday, June 27, 2016**. The journals must be edited, budget checked, approved and submitted for central approval by **6:00 PM on** **Monday, June 27, 2016**.

Any online, spreadsheet, or interface FY 2016 GL Journals with an accounting date of 6/30/2016 or before, that do not have agency approvals by **6:00 PM on** **Monday, June 27, 2016**, will be considered an abandoned transaction and will be deleted by the SMART team.

# Commitment Control

FY 2017 Budget Journals for agencies who use “Track with Budget” must be entered prior to any FY 2017 pre-encumbrance (if applicable), encumbrance, expenditure, or revenue transactions are entered into SMART. Otherwise the transactions will fail budget check.

System Availability

**Normal hours of availability are shown below.**

## SMART

Monday through Saturday, 7:00 AM to 6:00 PM. The cutoff for receiving SMART interface files is 5:00 PM Monday through Friday.

Sunday, 1:00 PM through Monday, 6:00 PM. Not all Sundays are open. Please refer to the SMART Calendar: <http://www.smartweb.ks.gov/home/calendar>

**SMART availability during fiscal year end processing.**

Monday, June 20, 2016 through Saturday, June 25, 2016, 7:00 AM to 6:00 PM. The cutoff for receiving SMART interface files is 5:00 PM Monday through Saturday.

Sunday, June 26, 2016, 1:00 PM through Monday, June 27, 2016, 6:00 PM.

SMART Closed Tuesday, June 28, 2016 through Thursday, June 30, 2016.

Friday, July 1, 2016 and Saturday, July 2, 2015, 7:00 AM to 6:00 PM (7:00 AM availability is contingent upon the completion of nightly batch on these days).

Monday, July 4, 2016, 7:00 AM to 6:00 PM.  SMART daytime and nighttime batch processes will **not** run.

Tuesday, July 5, 2016 through Thursday, July 7, 7:00 AM to 6:00 PM (normal availability and processing).

SMART Closed Friday, July 8, 2016

Saturday, July 9, 2016, 7:00 AM – SMART resumes normal availability and processing.

## Kansas Service Desk

Monday through Friday, 8:00 AM to 5:00 PM.

Saturdays, Sundays, and holidays, not available.

Saturday, June 25, 2016, available 8:00 AM to 5:00 PM for fiscal year end processing.

## SHARP

Monday through Friday, 7:00 AM to 6:00 PM

Saturday, 1:00 PM to 9:00 PM

Sunday, 1:00 PM to 6:00 PM

####  Accounts Receivable (Deposit) Processing when SMART is closed to users on Friday, July 8, 2016:

SMART will be closed to agency users on Friday, July 8, 2016 to run the fiscal year close processes. The following process should be followed to make FY 2017 deposits:

The State Treasurer’s Office will have limited access to SMART to allow them to process deposits.

If you are expecting funds to be wired to the State Treasurer on Friday, July 8, 2016, please enter and approve the appropriate deposit in SMART by 6:00 PM on Thursday, July 7, 2016. When the wire transfer arrives at the Treasurer’s Office, they will match the funds to the appropriate deposit transaction, and complete the State Treasurer Approval on the deposit.  This deposit will then be recorded in SMART as usual during the next nightly batch.

Agencies may continue to upload and submit FY 2017 deposits via INF43 (Excel Deposit Upload) and INF44 (Inbound Deposit) on Friday, July 8, 2016. SMART AR Deposit jobs will run at 10:00 AM, Noon and 2:00 PM. If you process an INF43 or INF44, please e-mail the State Treasurer’s Cash Management Group at cash@treasurer.ks.gov to notify them of the Business Unit, Deposit ID (if known), and deposit total so they can approve the transaction in SMART.

For agencies that do not use the INF43 or INF44 processes and need to make a deposit while SMART is unavailable -- the State Treasurer’s Office has created the [Temporary Deposit Form](http://www.da.ks.gov/ar/infocirc/fy2012/Temporary%20Deposit%20Form.docx) to allow you to continue to deposit funds. Using the Temporary Deposit Form is preferable to holding checks and cash at your agency, and allows you to meet the requirement to deposit funds collected each day. Please bring the completed form, along with the cash and checks (calculator tape attached) to the State Treasurer’s Office.

On Monday, July 11, 2016 (when SMART is again open for business), agencies will need to enter and approve the appropriate “temporary” Deposit.

Credit Card Receipts will load into SMART as scheduled at 8:00 AM on Friday, July 8, 2016. Agencies will be able to enter the appropriate Deposit Adjustments on Monday, July 11, 2016.

Any questions about this process should be addressed to Brenda Linder, (785) 296-4144, or e-mail brenda@treasurer.ks.gov.

# REFERENCES

FY 2016 Close Day by Day Summary – Attached

Schedule for Submission of Purchases Requisitions to Close Fiscal Year 2016 and begin Fiscal Year 2017 [*https://admin.ks.gov/offices/procurement-and-contracts/procurement-informational-circulars*](https://admin.ks.gov/offices/procurement-and-contracts/procurement-informational-circulars)

SMART Training Resources -- <http://www.smartweb.ks.gov/home>, click the Training link

Month-End Checklists:  [http://smartweb.ks.gov/home/month-end-checklists/Month End Checklists](http://smartweb.ks.gov/home/month-end-checklists/)

  Accounts Receivable Month End Checklist

 AP Month End Checklist (includes Travel and Expense Month End Checklist)

 Asset Management Month End Checklist

 GL Month End Checklist

 PO Month End Checklist

Forms:

[Temporary Deposit Form](http://www.da.ks.gov/ar/infocirc/fy2012/Temporary%20Deposit%20Form.docx)

[GL Encumbrance Request Form](http://admin.ks.gov/docs/default-source/osm---accounting-forms/gl_f016---gl-encumbrance-request-form.xlsx?sfvrsn=8)

# HELPFUL QUERIES:

**Navigation:** Reporting Tools>Query>Query Viewer

**Travel and Expense**

UNPROCESSED\_TRAVEL\_AUTHS – Users will enter a date range based upon the accounting date of the Travel Authorization.  This will typically be the date the Travel Authorization was created.  The query returns all Travel Authorizations that have not fully processed in the system sorted by TA Status, Travel Date From and Travel Auth ID number.  Note\*\* Travel Authorizations with a valid budget status have encumbered budget.

UNPROCESSED\_EXPENSE\_REPORTS – Users will enter a date range based upon when the Expense Report was created.  The query returns all unprocessed Expense Reports sorted by Status and Report ID.

**Accounts Payable**

UNPROCESSED\_VOUCHERS – Users will enter a date range based upon the accounting date of the vouchers.  This will typically be the date the voucher was created.  The query returns all vouchers that have not fully processed in the system sorted by Voucher ID.

KS\_APAR\_PENDING\_INTRFNDS -This query will show pending Interfunds, both Initiated and Received by your agency, that are tied to a Voucher or Deposit.

KS\_INTRFNDS\_APPR\_NOT\_POSTED - User will enter Business Unit. The query will return results for either side (deposit or voucher) to which your agency is a party, and at least one of the following is true: 1) Voucher is not posted 2) Payment is not posted 3) Deposit is not posted. This query should give you an indication of transaction exceptions that may need further review. Depending on when you run the query, you may have interfunds that were approved in the current day’s activity that have not yet posted in the nightly batch. If the deposit or voucher approval date reflects the current or previous day’s date, you can likely ignore it.  We recommend running it first thing in the morning before new approvals are registered to avoid extraneous results. We recommend running this query at least monthly and more frequently as fiscal year end close approaches.

Additional assistance can be found in the following Job Aid: [Voucher will not Process for Payment](http://smartweb.ks.gov/docs/default-source/ap---vouchers---job-aids/voucher-will-not-process-for-payment-v-1-2.pdf?sfvrsn=4 )

**Asset Management**

KS\_AM\_VCHRS\_WITH\_54XXXX\_ACCT - This query displays a list of all vouchers within a specified date range with 54XXXX account codes. You should use the Asset Inventory List report in conjunction with this query to make sure all capital assets have been added to SMART.

**Project Costing**

KS\_PC\_BILLING\_WORKSHEET – This query shows a list of all unprocessed billing worksheets that can be either billed or written off to help get Federal Funds into a positive cash position by year-end.

**General Ledger**

KS\_GL\_JOURNALS\_BUDGET\_ERROR – This query displays any GL Journals in Budget Check error.

KS\_GL\_JOURNALS\_ERRORS – This query will show GL Journals in Edit error and cannot be posted.

**Purchasing**

KS\_PO\_NEGATIVE\_PO\_LINES - This query was designed to identify those POs that have a negative PO line. Negative PO lines create unauthorized budget. Agencies must cancel or close any negative PO lines currently in SMART prior to close of business on June 27, 2016.

Job Aid: <http://smartweb.ks.gov/docs/default-source/po---po---queries/using-the-ks_po_negative_po_lines-query.pdf?sfvrsn=2>

KS\_PO\_PCRD\_VCHR\_DELETED - This query was designed to identify those P-Card vouchers/lines that have been deleted. Agencies should not delete P-Card vouchers/lines. The deletion of a P-Card voucher/line does not update the P-Card transaction; consequently, the P-Card transaction retains a voucher ID and voucher line number that no longer exists in SMART. This gives the appearance that the P-Card transaction has not been paid.

Job Aid: <http://smartweb.ks.gov/docs/default-source/po---p-cards---queries/using-the-ks_po_pcrd_vchr_deleted-query.pdf?sfvrsn=4>

KS\_PO\_REQS\_OPEN\_PNDNG – This query was designed to identify those requisition lines that need to have some action taken by end of day June 27, 2016.

Job Aid: <http://smartweb.ks.gov/docs/default-source/po---reqs---queries/using-the-ks_po_reqs_open_pndng-query.pdf?sfvrsn=6>