**FY 2017 Closing and FY 2018 Opening Schedule**

**Day by Day Summary**

The scheduled dates for closing Fiscal Year 2017 and beginning Fiscal Year 2018 are as follows:

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| **DATE** | **ITEM** |
| Monday  May 1 | **Requisitions** for FY 2018 that require a **bid event** may be entered in SMART beginning May 1, 2017. The budget date will be changed by the Procurement Officer prior to award. |
| Saturday May 20 | Deadline to request **FY 2018 ChartFields** in SMART for SHaRP integration. If you are adding **new Department IDs or Program Codes**, please enter a ChartField Request for the desired ChartField into SMART. The navigation in SMART is Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Request. Attach an updated Department ID Budget Tree or an updated Program ID Tree on the ChartField Request. See Job Aids for Adding or Updating ChartFields on the SMART *Web* in the Training section under General Ledger, Configurations.  Please submit the request form(s) in SMART no later than **May 20, 2017**.   If you will be utilizing the new Department IDs/Program Codes in SHARP (for positions or funding) the effective date for the new values needs to be the first day of the first pay period that will be paid in the new fiscal year.  For FY 2018, this date is **June 18, 2017**.  If you are inactivating any Department IDs or Program Codes for the new fiscal year, please use an effective date that corresponds to the day after closing date for the old fiscal year or later.  For FY 2017 inactivations, please use **July 10, 2017** or later. |
| Friday May 26 | All **Billing Worksheets** created from Customer Contracts prior to April 1, 2017 should be processed for deposit or write-off by close of business. This is a reminder that funds that are allowed to go negative, like cost reimbursable grants for example, cannot end the year in a negative cash position. |
|  | Agencies should review the **SMART monthly checklists** preparing for May month-end and fiscal year-end. |
| Wednesday May 31 | Last day of processing for May. |
|  | Month-end processes will be run in **Nightly batch**. May 2017 will be closed after batch is completed. |
| Thursday | **June 2017** (Period 12, FY 2017) Open. |
| June 1 | **Requisitions** for FY 2018 that require **Prior Authorization** approval may be entered in SMART beginning June 1, 2017. The budget date will be changed by the Procurement Officer. |
|  | July 2017 (Period 1, FY 2018) open for **Purchase Orders**. Agencies may start submitting Service Desk tickets requesting budget date changes on requisitions to a FY 2018 date. FY 2018 PO's will not pass budget check until the appropriation budget has been loaded and posted in SMART. |
|  | July 2017 (Period 1, FY 2018) open for **Project Costing** to capture any FY 2018 PO related activity. |
| Sunday June 4 | Run scheduled **PO Close Process** |
| Tuesday  June 13 | 5:00 PM -- FY 2017 **GL Encumbrance Request Forms** for **SGF** encumbrances greater than $5,000 due to Central Responsibilities Team by June 13 in order to be approved and entered in SMART by Friday, June 16. |
| Friday  June 16 | 6:00 PM – **Requisitions** greater than $5,000 using **SGF** must have built to a PO and all Purchase Orders must be successfully approved, budget checked, and dispatched. |
|  | 6:00 PM – **Travel Authorizations** greater than $5,000 using **SGF** must be entered and fully approved. |
| Saturday June 17 | **Last P-Card transaction file** (June 16 posted date) for FY 2017 loaded. Files received from the bank after June 16, 2017 will be held and loaded for FY 2018 beginning on July 1, 2017. |
| Monday June 19 | **P-Card Voucher build** process runs. |
| Tuesday June 20 | Agencies will continue to reconcile **P-Card transactions.** |
|  | **P-Card Voucher build** process runs. This is an additional run for P-Card voucher build. |
| Wednesday June 21 | Agencies will continue to reconcile **P-Card transactions.** |
|  | **P-Card Voucher build** process runs. This is an additional run for P-Card voucher build. |
| Thursday June 22 | Agencies will continue to reconcile **P-Card transactions.** |
|  | **P-Card Voucher build** process runs. This is an additional run for P-Card voucher build. |
|  | 5:00 PM -- FY 2017 **GL Encumbrance Request Forms** for all non-SGF encumbrances and SGF encumbrances equal to or less than $5,000 due to Central Responsibilities Team by June 22 in order to be approved and entered in SMART. |
| Friday June 23 | Agencies will continue to reconcile **P-Card transactions.** |
|  | **P-Card Voucher build** process runs. This is an additional run for P-Card voucher build. |
| Sunday  June 25 | SMART will open to agency users at 1:00 PM if maintenance is complete, or immediately following the completion of maintenance, if after 1:00 PM. |
|  | Payroll Services will insert a new row in the **SHaRP department budget tables** effective dated **June 18, 2017**, which reflects a budget end date of **June 17, 2018** and fiscal year of 2018.  Agencies should refrain from entering any rows in the SHaRP department budget table with an effective-date greater than or equal to **June 18, 2017** until after the fiscal year 2018 insert has been completed.  Further instructions on the entry of FY 2018 rows in the SHaRP department budget tables will be issued in an upcoming payroll informational circular. |
| Monday June 26 | Agencies will continue to reconcile **P-Card transactions.** No P-Card reconciliation shall take place after 6:00 PM June 26. |
|  | **P-Card Voucher build** process runs. This is an additional run for P-Card voucher build. |
|  | **Budget check and Post Regent payroll journals** for the **Friday, June 30, 2017** on-cycle pay date (last fiscal year 2017 on-cycle) and for the **Friday, June 30, 2017** off-cycle pay date (last fiscal year 2017 off-cycle). |
|  | **Budget check and Post SHARP payroll journals** for the **Friday, June 30, 2017** on-cycle pay date (last fiscal year 2017 on-cycle). |
|  | **Process last payroll** off-cycle 'A'for fiscal year 2017.  Review any outstanding checks and process paycheck reversals prior to **June 26, 2017**.  Any checks issued in this off-cycle will be dated **June 30, 2017** and charged to fiscal year 2017.  Any supplemental or paycheck reversal/adjustment transactions entered after this date will be charged to fiscal year 2018. |
|  | 5:00 PM -- **Final INF02 (Inbound Voucher)** for FY 2017 business submitted by 5:00 PM. |
| **Tuesday June 27** | **Last day for processing FY 2017 business in SMART.** |
|  | **P-Card Voucher build** process runs. This will be the last process to include FY 2017 P-Card transactions that do not have a PO encumbrance tied to it. |
|  | **Budget check and Post SHARP payroll journals** for the **Friday, June 30, 2017** off-cycle pay date (last fiscal year 2017 off-cycle). |
|  |    1:00 PM -- **Final INF50 voucher spreadsheetuploads** must be submitted. |
|  |    2:30 PM -- **Pay Cycles** run as normal. |
|  |    3:00 PM -- **Final GL Journal spreadsheet uploads** must be submitted. |
|  | • 6:00 PM -- **Requisitions** must have built to a PO and all Purchase Orders must be successfully approved, budget checked, and dispatched. This deadline applies to non-SGF POs and SGF POs that are equal to or less than $5,000. |
|  |    6:00 PM – **Travel Authorizations** must be entered and fully approved. This applies to non-SGF TAs and SGF TAs that are equal to or less than $5,000. |
|  | • 6:00 PM -- **BI transactions** must be finalized and moved into AR. |
|  | • 6:00 PM -- **AR online transactions** must be entered and agency approved. All deposits received prior to June 27, 2017 that require deposit adjustments, such as those deposits into clearing funds for credit card receipts, must have deposit adjustments entered and approved. |
|  | • 6:00 PM -- **AP transactions** must be matched, budget checked and approved. The last hourly batch will run at 4:00 PM. Any AP transaction still in process after 4:00 PM must be manually budget checked, matched, and then approved to be postable or posted by 6:00 PM. |
|  | • 6:00 PM – **AR/AP Interfund transactions** must be edited (error-free), matched, in postable or posted status, and all agency approvals complete. |
|  | • 6:00 PM *--* **EX transactions** must be submitted and fully approved. |
|  | • 6:00 PM -- **GL Journals** must be successfully edited, budget checked, agency approved and submitted into workflow for central approval. |
|  |    6:00 PM *--* **AM transactions** must be complete. All capital assets (including CIP) must be entered. Any adjustments, transfers, and retirements must be complete. All outstanding Interface ID's must be loaded. |
| Wednesday June 28 | **SMART Closed** to Agencies. SMART Team will review and clean up transactions in preparation for fiscal year end close. |
|  | 8:00 AM – 5:00 PM -- Agencies must have **accounting staff available** for questions. |
|  | 8:00 AM – Credit card receipts will load into SMART. |
|  | **INF43 (Excel Deposit Upload), INF44 (Inbound Deposit) or Temporary Deposit Forms** may be used for AR deposits. |
|  | Agencies will be notified if Div. of Budget denies a **GL Encumbrance.** |
|  | **Nightly Batch** will run at 6:00 PM |
| Thursday June 29 | **SMART Closed** to Agencies. SMART Team will review and clean up transactions in preparation for fiscal year end close. |
|  | 8:00 AM – 5:00 PM -- Agencies must have **accounting staff available** for questions. |
|  | 8:00 AM – Credit card receipts will load into SMART. |
|  | **INF43 (Excel Deposit Upload), INF44 (Inbound Deposit) or Temporary Deposit Forms** may be used for AR deposits. |
| Friday  June 30 | **SMART Closed** to Agencies. SMART Team will review and clean up transactions in preparation for fiscal year end close. |
|  | 8:00 AM – 5:00 PM -- Agencies must have **accounting staff available** for questions. |
|  | 8:00 AM – Credit card receipts will load into SMART. |
|  | 11:00 AM - **INF43 (Excel Deposit Upload) or INF44 (Inbound Deposit)** used for AR deposits must be submitted by 11:00 AM. **Temporary Deposit Forms** may continue to be used for AR deposits. |
|  | 3:00 PM - **Deposits** **with June 2017 accounting dates** not approved will be deleted by the SMART Team. |
|  | **AR Monthly Batch jobs** will be run manually after clean-up is complete. |
|  | AFTER June 2017 closed in ALL modules, Central Responsibilities Team will calculate and post FY 2017 and prior fiscal year’s **lapses** and FY 2017 **reappropriation budget journals**. |
| Saturday  July 1 | 7:00 AM - 6:00 PM - **SMART open** to all users. No daytime batch processes will run. No pay cycles will be run. No Service Desk or SMART production support will be available. **SMART Open** to Agencies*.* |
| Monday  July 3 | **SMART Open** to Agencies. |
|  | **July 2017 (FY 2018, Period 1) open** for Accounts Payable, Accounts Receivable, Asset Management, Billing, General Ledger, and Travel & Expense. |
|  | **FY 2018 appropriations** available for expenditure transaction budget checking when the system opens to agency users. |
|  | June 2017 **Accounts Receivable** will be reopened. **Deposits in transit** must be entered into SMART with an accounting date of June 30, 2017. |
|  | **Deposit adjustments** for remaining June deposits into clearing funds, such as for credit card receipts, must be entered into SMART with an accounting date of June 30, 2017 to recognize revenue in the appropriate fund. |
|  | **P-Card transactions** that have been held from **June 16** (posted date) through **June 30** will start to be loaded through the nightly batch process. |
|  | **Budget check and Post payroll journals** for the **Monday, July 3, 2017** off-cycle pay date (first fiscal year 2018 off-cycle). Off-cycle ‘B’ processed in payroll on Wednesday, June 28, 2017. |
| Tuesday July 4 (Holiday) | 7:00 AM - 6:00 PM - **SMART open** to all users. No daytime or nightly batch processes will run. No pay cycles will be run. No Service Desk or SMART production support will be available. |
| Wednesday July 5 | **Deposits in transit** must be entered into SMART with an accounting date of June 30, 2017 so the Treasurer’s Office can approve by 3:00 PM. |
|  | **Deposit adjustments** for remaining June deposits into clearing funds, such as for credit card receipts, must be entered into SMART with an accounting date of June 30, 2017 to recognize revenue in the appropriate fund. |
|  | 3:00 PM - **Deposits** **and deposit adjustments with June 2017 accounting dates** not approved by 3:00 PM will be deleted by the SMART Team. |
|  | **P-Card Voucher build** process runs. |
|  | **Budget check and Post payroll journals** for the **Friday, July 7, 2017** off-cycle pay date. |
| Thursday July 6 | **P-Card Voucher build** process runs. Resume **normal P-Card Voucher build** process schedule. |
| Friday July 7 | **SMART closed** to agency users, 7:00 AM - noon. A SMART announcement will be sent when the system is opened to agency users. |
|  | **Run FY Close batch process**. Year-end close (YEC) journals will be created to carry forward Asset, Liability, and Equity Account balances. |
|  | **SMART AR Deposit jobs** will run at 10:00 AM, noon, and 2:00 PM to load these transactions for State Treasurer's approval.  Credit Card receipts run at 8:00 AM. |
|  | **Updates to payroll position pool/Department Budget Table definitions** for fiscal year 2018 must be entered into SHARP by **6:00 PM** in order to be reflected in the charges for the on-cycle paychecks dated **July 14, 2017** (first on-cycle paychecks charged to fiscal year 2018). Updates should be entered with an effective date of **June 19, 2017** or greater. |
|  | **Pay cycles** will be run as usual beginning at 2:30 PM. |
|  | **Nightly batch** will run as usual beginning at 6:00 PM |
| Saturday July 8 | **SMART open** to all users at 7:00 AM |
| Sunday July 9 | **SMART open** to all users at 1:00 PM |
| Monday July 10 | **SMART open** to all users. Resume **normal SMART** processing schedule. |
| Tuesday August 1 | Budget period 2017 expense, encumbrance, and revenue data from **SMART Commitment Control Ledgers** will be submitted to the Division of the Budget for loading into the IBARS system. |
|  | Form **DA-82**, **CAPITAL ASSET SUPPLEMENTAL INFORMATION**, due. |