**Day by Day Summary**

The scheduled dates for closing Fiscal Year 2014 and beginning Fiscal Year 2015 are as follows:

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| **DATE** | **ITEM** |
| 1-May | **July 2014** (period 1, FY 2015) opens for **Requisitions** to accommodate FY 2015 bid events, leases & prior authorizations. · **Bid Events**: Requisitions for bid events should be saved and submitted, the budget date will be changed by the Procurement Officer prior to award.· **Leases & Prior Authorizations**: Users entering requisitions for leases & prior authorizations should select the ‘Save & preview approvals’ option. The Purchase Order period must be open before the budget dates can be changed on the requisitions, this will happen on June 2, 2014. Submit Service Desk tickets to change budget dates beginning June 2, 2014. |
| 20-May | All **Billing Worksheets** created from Customer Contracts prior to April 1, 2014 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. |
|  | Deadline to establish **FY 2015 ChartFields** in SMART for SHaRP integration. If you are adding **new Department IDs or Program Codes**, please complete the form *GL\_F003 Department IDs* (including an updated Department ID Tree) or *GL\_F006 for Program Codes* (including an updated Program ID Tree) and attach to a Service Desk ticket.  Please submit the request form(s) no later than May 20, 2014.   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 2015, this date is June 8, 2014.  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 2015 inactivations, please use July 20, 2014 or later.  |
| 30-May | Last day of processing for May.  |
|  | Month end processes will be run in **Nightly batch**. |
| 1-Jun | Run scheduled Monthly **PO Close Process.** |
| 2-Jun | **June 2014** (Period 12, FY 2014) will open (and May 2014 closed) by 7:00 AM |
|  | **July 2014** (period 1, FY 2015) open for **Purchase Orders** to accommodate FY 2015 leases & prior authorizations. Agencies may start submitting Service Desk tickets requesting budget date changes on requisitions to an FY 2015 date. FY 2015 PO's will not pass budget check until the appropriation budget has been loaded and posted in SMART.  |
|  | **July 2014** (period 1, FY 2015) open for **Project Costing** to capture any FY 2015 PO related activity. |
| Mid-Jun | **SHARP Informational Circular** to all agencies regarding fiscal year rate changes in payroll deductions and contributions.  The release of the Informational Circular is contingent upon publication of the budget indices for fiscal year 2015 by the Division of the Budget.  |
| 15-Jun | Payroll Services will insert a new row in the **SHaRP department budget tables** effective dated June 8, 2014, which reflect a budget end date of June 7, 2015 and fiscal year of 2015.  Agencies should refrain from entering any rows in the SHaRP department budget table with an effective-date greater than or equal to June 8, 2014 until after the fiscal year 2015 insert has been completed.  Further instructions on the entry of FY 2015 rows in the SHaRP department budget tables will be issued in an upcoming circular. |
| 16-Jun | **Process payroll off-cycle 'A'** for Friday June 20, 2014 pay date. |
| 18-Jun | **Process payroll off-cycle 'B'** for Monday June 23, 2014 pay date. |
|  | **Budget check and Post payroll journals** for the Friday, June 20th on-cycle pay date (last fiscal year 2014 on-cycle) and for the Friday, June 20th off-cycle pay date. |
| 20-Jun | **Last P-Card transaction file** (6/20 posted date) for FY 2014 loaded in the nightly batch. Files received from the bank after 6/20 will be held and loaded for FY 2015 beginning on 7/1.  |
| **Budget check and Post payroll journals** for the Monday, June 23rd off-cycle pay date. |
| 22-Jun | Final FY 2014 **P-Card transactions** expected to be available for reconciliation in SMART. |
| 23-Jun | **P-Card Voucher build** process runs.  |
|  | Process last **payroll off-cycle 'C'** for fiscal year 2014.  Review any outstanding checks and process paycheck reversals prior to June 23, 2014.  Any checks issued in this off-cycle will be dated June 26, 2014 and charged to fiscal year 2014.  Any supplemental or paycheck reversal/adjustment transactions entered after this date will be charged to fiscal year 2015. |
| 24-Jun | 5:00 PM -- FY 2014 **GL Encumbrance Request Forms** due to Central Accounting. |
|  | **P-Card Voucher** build process runs. This is an additional run for P-Card voucher build. |
| 25-Jun | **GL Encumbrances** keyed into SMART by Off. of Systems Mgmt. as time permits. |
|  | **P-Card Voucher build** process runs. This is an additional run for P-Card voucher build.  |
|  | **Budget check and Post payroll journals** for the Thursday, June 26th off-cycle pay date. |
|  | 5:00 PM -- Final FY 2014 **Expenditure and Journal interface files** must be placed on the mainframe to be processed in nightly batch. This includes INF02 (Inbound Vouchers) and INF06 (Inbound GL Journals). |
|  | 6:00 PM --Last day to **reconcile and approve FY 2014 P-Card transactions**.   An encumbrance must be created using the requisition to PO process for any P-Card transaction payments needing to use FY 2014 funds but have not been reconciled by end of day.  The PO must be approved and dispatched by 6:00 pm on June 26, 2014. |
| 26-Jun | **\*\*\*Last day for processing FY 2014 business in SMART\*\*\*** |

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| 26-Jun |   **8:00 AM P-Card Voucher build** process run. This will be the last P-Card voucher build process to include FY 2014 P-Card transactions that do not have a PO encumbrance tied to it. Any resulting PCard Vouchers must be edited (error-free), budget checked, in postable or posted status, and all agency approvals complete by 6:00 PM. |
|  |    1:00 PM -- **Final INF50 spreadsheet voucher** 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. |
|  | • 6:00 PM -- ***BI transactions***must be finalized and moved into AR.   |
|  | • 6:00 PM -- ***AR online transactions***must be entered and agency approved.   |
|  | • 6:00 PM -- ***AP transactions*** must be edited (error-free), budget checked, matched, in postable or posted status, and all agency approvals complete. |
|  | • 6:00 PM *--* ***EX transactions*** must be edited, budget checked, and all agency approvals complete. |
|  | • 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. |
|  | **Asset Management Monthly batch** runs in nightly batch. |
| 27-Jun | 8:00 AM – 5:00 PM -- Agencies must have **accounting staff available** for questions. |
|  | **INF43, INF44 or Temporary Deposit Forms** may be used for AR deposits. |
|  | 2:30 PM -- **Pay Cycles** run as normal. |
|  | **Updates to payroll position pool definitions** for fiscal year 2015 must be entered into SHARP by 6:00 PM in order to be reflected in the charges for the on-cycle paychecks dated July 3, 2014 (first on-cycle paychecks charged to fiscal year 201~~4~~5). Updates should be entered with an effective date of June 9, 2014. |
|  | Agencies notified if Div. of Budget denies a **GL Encumbrance** |
| 30-Jun | 8:00 AM – 5:00 PM -- Agencies must have **accounting staff available** for questions. |
|  | **INF43, INF44 or Temporary Deposit Forms** may be used for AR deposits. |
|  | **AR Monthly Batch jobs** will be run manually after clean-up is complete. |
|  | Post FY 2014 and prior fiscal year’s **lapses** and FY 2014 **reappropriation budget journals**. |
|  | The normal Monday morning **P-Card voucher build process will NOT be run**. |
|  | **Process first payroll off-cycle 'A'** for fiscal year 2015.  Checks will be dated July 3rd. |
| 1-Jul | **July 2014** (FY 2015, Period 1) **open** for Accounts Payable, Accounts Receivable, Asset Management, Billing, General Ledger, and Travel & Expense.  |
| 1-Jul | **FY 2015 appropriations** available for expenditure transaction budget checking when the system opens to agency users. |
|  | June 2014 **Accounts Receivable** will be reopened. *“Deposits in transit”* must be entered into SMART with an accounting date of June 30, 2014. |
|  | 8:00 AM -- Final FY 2014 **credit card receipts and credit card clearing fund fees and charges** via First Data, American Express, and Discover Card are processed by the State Treasurer. All transactions to this date are credited to fiscal year 2014; all transactions after this date are credited to FY 2015. |
|  | **P-Card transactions** that have been held from 6/21 (posted date) through 6/30 will start to be loaded through the nightly batch process.  |
| 2-Jul | **Deposits in transit** must be entered into SMART with an accounting date of June 30, 2014 so the Treasurer’s Office can approve by 3:00 PM. |
|  | **Deposits** **with June 2014 accounting dates** not approved by 3:00 PM will be deleted by the SMART Team. |
|  | **Process payroll off-cycle 'B'** for fiscal year 2015.  Checks will be dated July 8th. |
|  | **P-Card Voucher build** process runs and resume **normal P-Card Voucher build** process schedule. |
| 4-Jul | 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. |
| 11-Jul | **SMART closed** to agency users for yearend closing process. |
|  | **SMART AR Deposits** for agencies that do not use the INF43 or INF44 processes, use the *Temporary Deposit Form* to meet the requirement to deposit funds collected each day. See the year end circular for details. |
|  | **SMART AR Deposit jobs** will run at 10:00 AM, noon, and 2:00 PM to load INF43 and INF44 files so the transactions are available for State Treasurer's approval.  Credit Card receipts run at 8:00 AM. |
|  | **Run FY Close batch process**. Year end close (YEC) journals will be created to carry forward Asset, Liability, and Equity balances to Period 0 and transfer the totals (since SMART inception) for revenues, expenditures and transfers from FY 2014 (period 999). |
|  | **Pay cycles** will be run as usual beginning at 2:30 PM. |
|  | Agencies may place **FY 2015 interface files** on the mainframe by 5:00 PM to be processed.  |
|  | **Nightly batch** will run as usual. |
| 12-Jul | **SMART closed** to agency users. |
| 13-Jul | **SMART closed** to agency users. |
| 14-Jul | **SMART open** to all users (7:00 AM - 6:00 PM) |
| 4-Aug | Budget period 2014 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. |
| 29-Aug | Form **DA-82**, **CAPITAL ASSET SUPPLEMENTAL INFORMATION**, due. |