**FY 2015 Closing and FY 2016 Opening Schedule**

**Day by Day Summary**

The scheduled dates for closing Fiscal Year 2015 and beginning Fiscal Year 2016 are as follows:

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| **DATE** | **ITEM** |
| 1-May | July 2015 period will be opened for **Requisitions** to accommodate FY 2016 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 1, 2015. Submit Service Desk requests to change budget dates beginning June 1, 2015. |
| 21-May | Deadline to request **FY 2016 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 Budget Tree) or GL\_F006 for Program Codes (including an updated Program ID Tree) and attach to a SMART Help Desk Ticket.  Please submit the request form(s) no later than **May 21, 2015**.   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 2016, this date is **June 7, 2015**.  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 13, 2015** or later. |
| 26-May | All **Billing Worksheets** created from Customer Contracts prior to April 1, 2015 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. |
| 29-May | Last day of processing for May. |
|  | Month-end processes will be run in **Nightly batch**. May 2015 will be closed after batch is completed. |
| 1-Jun | **June 2015** (Period 12, FY 2015) Open. |
|  | July 2015 period open for **Purchase Orders** to accommodate FY 2016 leases & prior authorizations. Agencies may start submitting Service Desk tickets requesting budget date changes on requisitions to a FY 2016 date. FY 2016 PO's will not pass budget check until the appropriation budget has been loaded and posted in SMART. |
|  | July 2015 period open for **Project Costing** to capture any FY 2016 PO related activity. |
|  | **Payroll 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 2016 by the Division of the Budget. |
| 7-Jun | Run scheduled **PO Close Process** |
|  | Payroll Services will insert a new row in the **SHaRP department budget tables** effective dated **June 7, 2015**, which reflects a budget end date of **June 6, 2016** and fiscal year of 2016.  Agencies should refrain from entering any rows in the SHaRP department budget table with an effective-date greater than or equal to **June 7, 2015** until after the fiscal year 2016 insert has been completed.  Further instructions on the entry of FY 2016 rows in the SHaRP department budget tables will be issued in an upcoming payroll circular. |
| 15-Jun | **Process payroll** off-cycle 'A' for **Friday, June 19, 2015** pay date. |
| 17-Jun | **Process payroll** off-cycle 'B' for **Monday, June 22, 2015** pay date. |
|  | **Budget check and Post payroll journals** for the **Friday, June 19, 2015** on-cycle pay date (last fiscal year 2015 on-cycle) and for the **Friday, June 19, 2015** off-cycle pay date. |
| 19-Jun | **Budget check and Post payroll journals** for the **Monday, June 22, 2015** off-cycle pay date. |
| 20-Jun | **Last P-Card transaction file** (June 19 posted date) for FY 2015 loaded. Files received from the bank after June 19, 2015 will be held and loaded for FY 2016 beginning on July 1, 2015. |
| 22-Jun | **P-Card Voucher build** process runs. |
|  | **Process last payroll** off-cycle 'C'for fiscal year 2015.  Review any outstanding checks and process paycheck reversals prior to **June 22, 2015**.  Any checks issued in this off-cycle will be dated **June 25, 2015** and charged to fiscal year 2015.  Any supplemental or paycheck reversal/adjustment transactions entered after this date will be charged to fiscal year 2016. |
|  | 5:00 PM -- FY 2015 **GL Encumbrance Request Forms** due to Central Responsibilities Team. |
|  | **GL Encumbrances** keyed into SMART by the Central Responsibilities Team, as time permits. |
| 23-Jun | Agencies will continue to reconcile **P-Card transactions.** |
|  | **P-Card Voucher build** process runs. This is an additional run for P-Card voucher build. |
| 24-Jun | **Budget check and Post payroll journals** for the **Thursday, June 25, 2015** off-cycle pay date. |
|  | Agencies will continue to reconcile **P-Card transactions.** |
|  | **P-Card Voucher build** process runs. This is an additional run for P-Card voucher build. |
| 25-Jun | Agencies will continue to reconcile **P-Card transactions.** |
|  | **P-Card Voucher** build process runs. This is an additional run for P-Card voucher build. |
| **26-Jun**  **(FRIDAY)** | **Last day for processing FY 2015 business in SMART.** |
|  | Last day agencies can reconcile **P-Card transactions.** |
|  | **P-Card Voucher build** process run. This will be the last process to include FY 2015 P-Card transactions that do not have a PO encumbrance tied to it. |
|  |    1:00 PM -- *Final INF50 voucher 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. |
|  | • 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 26, 2015 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 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. |
|  | **Updates to payroll position pool definitions** for fiscal year 2016 must be entered into SHARP by 6:00 PM in order to be reflected in the charges for the on-cycle paychecks dated **July 2, 2015** (first on-cycle paychecks charged to fiscal year 2016). Updates should be entered with an effective date of **June 8, 2015** or greater. |
| 27-Jun  28-Jun | **SMART Closed** to Agencies. The SMART Team will review and clean up transactions in preparation for fiscal year end close. |
| 29-Jun | **SMART Closed** to Agencies. The SMART Team cleaning up transactions in preparation for fiscal year end close. |
|  | 8:00 AM – 5:00 PM -- Agencies must have **accounting staff available** for questions. |
|  | **INF43 (Excel Deposit Upload), INF44 (Inbound Deposit) or Temporary Deposit Forms** may be used for AR deposits. |
|  | 2:30 PM -- **Pay Cycles** run as normal. |
|  | The normal Monday morning **P-Card voucher build process will NOT be run**. |
|  | Agencies will be notified if Div. of Budget denies a **GL Encumbrance.** |
|  | Nightly Batch will be run at 6:00 PM |
| 30-Jun | **SMART Closed** to Agencies. The SMART Team cleaning up transactions in preparation for fiscal year end close. |
|  | **Deposits** **with June 2015 accounting dates** not approved by 6:00 PM will be deleted by the SMART Team. |
|  | **AR Monthly Batch jobs** will be run manually after clean-up is complete. |
|  | AFTER June 2015 closed in ALL modules, Central Responsibilities team will calculate and post FY 2015 and prior fiscal year’s **lapses** and FY 2015 **reappropriation budget journals**. |
| 1-Jul | June 2015 **Accounts Receivable** will be reopened. **Deposits in transit** must be entered into SMART with an accounting date of June 30, 2015. |
|  | **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, 2015 to recognize revenue in the appropriate fund. |
|  | **July 2015 (FY 2016, Period 1) open** for Accounts Payable, Accounts Receivable, Asset Management, Billing, General Ledger, and Travel & Expense. |
|  | **FY 2016 appropriations** available for expenditure transaction budget checking when the system opens to agency users. |
|  | **Budget check and Post payroll journals** for the **Thursday, July 2, 2015** on-cycle pay date (first fiscal year 2016 on-cycle) and for the **Thursday, July 2, 2015** off-cycle pay date. |
|  | **P-Card transactions** that have been held from **June 19** (posted date) through **June 30** will start to be loaded through the nightly batch process. |
|  | **P-Card Voucher build** process runs. |
|  | **Process payroll off-cycle 'B'** for fiscal year 2016.  Checks will be dated **July 7, 2015.** |
| 2-Jul | **Deposits in transit** must be entered into SMART with an accounting date of June 30, 2015 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, 2015 to recognize revenue in the appropriate fund. |
|  | **Deposits** **and deposit adjustments with June 2015 accounting dates** not approved by 6:00 PM will be deleted by the SMART Team. |
| 3-Jul (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. |
| 6-Jul | **P-Card Voucher build** process runs. |
|  | Resume **normal P-Card Voucher build** process schedule. |
| 10-Jul | **SMART closed** to agency users. |
|  | **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. |
|  | **Run FY Close batch process**. Year-end close (YEC) journals will be created to carry forward Asset, Liability, and Equity Account balances. |
|  | **Pay cycles** will be run as usual beginning at 2:30 PM. |
|  | Agencies may place **FY 2016 interface files** on the mainframe by 5:00 PM to be processed. |
|  | **Nightly batch** will run as usual. |
| 11-Jul  12-Jul | **SMART closed** to agency users. |
| 13-Jul | **SMART open** to all users (7:00 AM - 6:00 PM) |
| 3-Aug | Budget period 2015 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. |
| 3-Aug | Form **DA-82**, **CAPITAL ASSET SUPPLEMENTAL INFORMATION**, due. |