**FY 2021 Closing and FY 2022 Opening Schedule**

**Day by Day Summary**

Day by Day Summary of agency tasks and deadlines for closing Fiscal Year 2021 and beginning Fiscal Year 2022:

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| **DATE** | **TASK - DEADLINE** |
| Monday  May 3 | **Requisitions** for FY 2022 that require a **bid event** may be entered in SMART beginning May 3, 2021. The budget date will be changed by the Procurement Officer. |
| Monday  May 24 | Deadline to request **FY 2022 ChartFields** in SMART for SHaRP integration. |
| Agencies should review the **SMART month end checklists** preparing for May month-end and fiscal year-end. |
| Friday  May 28 | Last day of processing for May. |
| Monday  May 31  (Holiday) | 6:00 AM - 7:00 PM – **SMART open** to all users. No daytime or nightly batch processes will run. No pay cycles will be run. ManageEngine Service Desk and SMART Team will NOT be available. |
| Tuesday  June 1 | **June 2021** (Period 12, FY 2021) Open. |
| **Requisitions** for FY 2022 that require **Prior Authorization** approval may be entered in SMART beginning June 1, 2021. The budget date will be changed by the Procurement Officer. |
| Friday  June 4 | Last day to enter **Requisitions** for FY 2021 over $100,000 that require **Prior Authorization** from OPC. |
| Friday  June 11 | Last day to enter **Requisitions** for FY 2021 $100,000 or less that require **Prior Authorization** from OPC. |
| Thursday  June 17 | 5:00 PM – FY 2021 **GL Encumbrance Request Forms** for SGF encumbrances greater than $5,000 must be attached to a ManageEngine Service Desk ticket. |
| Friday  June 18 | 6:00 PM – FY 2021 **Requisitions** greater than $5,000 using SGF must have sourced to a PO and all **Purchase Orders** must be successfully approved, budget checked, and dispatched. |
| 6:00 PM – FY 2021 **Travel Authorizations** greater than $5,000 using SGF must be entered, fully approved and in valid budget status. |
| Saturday  June 19 | 6:00 AM – 6:00 PM – **SMART open** to all users. |
| Sunday  June 20 | **SMART open** to all users at 1:00 PM. |
| Payroll Services will insert a new row in the **SHaRP department budget tables** effective dated **June 13, 2021**, which reflects a budget end date of **June 12, 2022** and fiscal year of 2022.  Agencies should refrain from entering any rows in the SHaRP department budget table with an effective-date greater than or equal to **June 14, 2021** until after the fiscal year 2022 insert has been completed. Further instructions on the entry of FY 2022 rows in the SHaRP department budget tables will be issued in an upcoming payroll informational circular. |
| Monday  June 21 | **Budget check and Post SHARP and Regent payroll journals** for the **Friday, June 26, 2021** on-cycle pay date (last fiscal year 2021 on-cycle). |
| **Budget check and Post SHaRP and Regent payroll journals** for the **Friday, June 26, 2021** off-cycle pay date. |
| Tuesday  June 22 | **PCard Voucher build** process runs. This is an additional run for PCard voucher build. |
| 5:00 PM – FY 2021 **GL Encumbrance Request Forms** for all non-SGF encumbrances and SGF encumbrances equal to or less than $5,000 must be attached to a ManageEngine Service Desk ticket. |
| Wednesday June 23 | The final FY 2021 **PCard transaction file** is available to be reconciled. Files received from the bank after June 22, 2021 will be held and loaded for FY 2022 after July 1, 2021. |
| **PCard Voucher build** process runs. This is an additional run for PCard voucher build. |
| Thursday  June 24 | Final **PCard** reconciliation - no PCard reconciliation shall take place after 6:00 PM. |
| **PCard Voucher build** process runs. |
| **Budget check and Post SHARP and Regent payroll journals** for the **Monday, June 29, 2021** off-cycle pay date (last fiscal year 2021 off-cycle). |
| 6:00 PM – **Final INF02 (Inbound Voucher)** for FY 2021 business submitted by 6:00 PM. |
| 6:00 PM – **Final INF06 (Inbound GL Journal)** for FY 2021 business submitted by 6:00 PM. |
| Friday  June 25 | **The last business day for agency processing.** To give agencies as much processing time as possible, SMART will be open to agencies on **Saturday, June 26, 2021 and Sunday, June 27, 2021**. |
| The final **PCard voucher build** process for FY 2021 will run this morning. This will be the last voucher build process to include FY 2021 funds for PCard transactions that do not have a PO encumbrance tied to it. |
| 1:00 PM – **Final INF50 voucher spreadsheetuploads** must be submitted**.** |
| 3:00 PM – **Final GL Journal spreadsheet uploads** must be uploaded. |
| Saturday  June 26 | **SMART will be open to users** 7:00 AM – 6:00 PM.   * Daytime batch processes will run * ManageEngine Service Desk and SMART Team will NOT be available * No pay cycle and no nightly batch |
| Sunday  June 27 | **Last day for processing FY 2021 business in SMART.**   * Open to users 1:00 PM – 6:00 PM * Daytime batch processes will run * ManageEngine Service Desk and SMART Team **will be available** * No pay cycle * Nightly batch processes will run |
| • 4:00 PM – **Last hourly batch** will run. |
| • 6:00 PM – **Requisitions** must have sourced to a PO. |
| • 6:00 PM – **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, fully approved and in valid budget status. This deadline applies to non-SGF TAs and SGF TAs that are equal to or less than $5,000. |
| • 6:00 PM – **EX transactions** must be created, fully approved and in valid budget status. |
| • 6:00 PM – **BI transactions** must be approved and invoiced or written off. |
| • 6:00 PM – **AR entries for negative cash balances for federal funds** must be complete. |
| • 6:00 PM – **AR online transactions** must be entered, and agency approved. All deposits received prior to June 26, 2021 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 entered, 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, submitted for approval, and then approved to be postable or posted by 6:00 PM. |
| • 6:00 PM –**Interfund transactions - both** **AR/AP** must be edited (error-free), matched and agency approvaled. |
| • 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 entered. All capital assets (including CIP) must be entered. Any adjustments, transfers, and retirements must be complete. All outstanding Interface ID's must be loaded. |
| **Nightly Batch** will run at 6:00 PM. |
| Monday  June 28 | **SMART Closed** to Agencies. |
| 8:00 AM – 5:00 PM – Agencies shall 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 the Division of the Budget denies a **GL Encumbrance.** |
| 2:30 PM – **Pay Cycles** run. |
| **Nightly Batch** will run at 7:00 PM. |
| Tuesday  June 29 | **SMART Closed** to Agencies. |
| 8:00 AM – 5:00 PM – Agencies shall 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. |
| Wednesday  June 30 | **SMART Closed** to Agencies. |
| 8:00 AM – Credit card receipts will load into SMART. |
| 11:00 AM – **Final** **INF43 (Excel Deposit Upload), INF44 (Inbound Deposit) or Temporary Deposit Forms** must be submitted. |
| **Budget Journals** for re-appropriations, lapses, transfers, and appropriationswill be posted in SMART. |
| Thursday  July 1 | 6:00 AM – 7:00 PM – **SMART open** to all users. |
| **July 2021 (FY 2022, Period 1) open** for Accounts Payable, Accounts Receivable, Asset Management, Billing, General Ledger, and Expenses. |
| June 2021 **Accounts Receivable** will be reopened. **Deposits in transit** must be entered in SMART with an accounting of 06/30/2021 on the **Totals** tab and **Payments** tab. |
| **Deposit adjustments** for remaining June deposits into clearing funds, such as for credit card receipts, must be entered in SMART with an accounting date of 06/30/2021 to recognize revenue in the appropriate fund and fiscal year. |
|  | **PCard transactions** that have been held from **June 22** through **June 30** will start to be loaded through the nightly batch process. |
|  | **Budget check and Post SHARP and Regent payroll journals** for the **Thursday, July 1, 2021** off-cycle pay date (first fiscal year 2022 off-cycle). Off-cycle ‘C’ processed in payroll on Monday, June 29, 2021. |
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| Friday  July 2 | **Deposits in transit** must be entered in SMART with an accounting date of 06/30/2021 on the **Totals** tab and **Payments** tab 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 in SMART with an accounting date of 06/30/2021 to recognize revenue in the appropriate fund and fiscal year. |
|  | **PCard Voucher build** process runs. This is an additional run for PCard voucher build. |
|  | 3:00 PM – **Deposits** **and deposit adjustments with June 2021 accounting dates** not agency approved by 3:00 PM will be deleted by the SMART Team. |
|  | June 2021 **Accounts Receivable** will be closed after nightly batch. |
| Saturday  July 3 | 6:00 AM – 6:00 PM – **SMART open** to all users. |
| Sunday  July 4 | **SMART open** to all users at 1:00 PM. |
| Monday  July 5  (Holiday) | 6:00 AM - 7:00 PM – **SMART open** to all users. No daytime or nightly batch processes will run. No pay cycles will be run. ManageEngine Service Desk and SMART Team will NOT be available. |
| Tuesday  July 6 | 6:00 AM – 7:00 PM – **SMART open** to all users. |
| Wednesday  July 7 | 6:00 AM – 7:00 PM – **SMART open** to all users. |
| Thursday  July 8 | **SMART closed** to agency users 7:00 AM – 10:00 AM for final FY end close processing. A SMART announcement will be sent when the system is opened to agency users. |
| **Run FY Close**. 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 transactions for State Treasurer's approval.  Credit Card receipts will run at 8:00 AM. |
| **Pay cycles** will be run as usual beginning at 2:30 PM. |
| **Nightly batch** will run as usual beginning at 7:00 PM. |
| Friday  July 9 | 7:00 AM – 6:00 PM – **SMART open** to all users. Resume **normal SMART** processing schedule. |
| Thursday  July 15 | The final DA-87 Capital Asset Reporting log is due on July 15. Agencies must submit data for the entire year (July 1 to June 30).  Please submit the completed DA-87 log to the Financial Integrity Team (FIT) email: [OCFO-FIT@ks.gov](mailto:OCFO-FIT@ks.gov). |
| August | On or before August 1, 2021 budget period 2021 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. |
| The DA-82 Capital Asset Supplemental Information form is due to the Financial Integrity Team (FIT) on the first business day of August each year via email to: [OCFO-FIT@ks.gov](mailto:OCFO-FIT@ks.gov). |