**FY 2019 Closing and FY 2020 Opening Schedule**

**Day by Day Summary**

The scheduled dates for closing Fiscal Year 2019 and beginning Fiscal Year 2020 are as follows:

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| **DATE** | **ITEM** |
| Wednesday  May 1 | **Requisitions** for FY 2020 that require a **bid event** may be entered in SMART beginning May 1, 2019. The budget date will be changed by the Procurement Officer prior to award. |
| Saturday  May 18 | Deadline to request **FY 2020 ChartFields** in SMART for SHaRP integration. If you are adding **new Department IDs or Program Codes**, enter a ChartField Request for the desired ChartField into SMART. 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 SMART *Web* in the Training section under General Ledger, Configurations.  Submit the request form(s) in SMART no later than **May 18, 2019**.   If the new Department IDs/Program Codes in will be used in SHARP (for positions or funding) the effective date for the new values shall be the first day of the first pay period that will be paid in the new fiscal year. For FY 2020, this date is **June 16, 2019**. For any Department ID or Program Code that shall be inactivated for the new fiscal year, use an effective date that corresponds to the day after the closing date for the old fiscal year or later.  For FY 2019 inactivations, use **July 8, 2019** or later. |
| Friday  May 24 | Agencies should review the **SMART month end checklists** preparing for May month-end and fiscal year-end. |
| Friday  May 31 | Last day of processing for May. |
|  | Month-end processes will be run in **Nightly batch**. May 2019 will be closed after batch is completed. |
| Saturday  June 1 | **June 2019** (Period 12, FY 2019) Open. |
|  | **Requisitions** for FY 2020 that require **Prior Authorization** approval may be entered in SMART beginning June 1, 2019. The budget date will be changed by the Procurement Officer. |
| Thursday  June 20 | **Last PCard transaction file** (June 19 posted date) for FY 2019 loaded. Files received from the bank after June 20, 2019 will be held and loaded for FY 2020 after July 1, 2019. |
| Friday  June 21 | Agencies can begin to reconcile **PCard transactions** from the last **PCard transaction file** loaded for FY 2019. |
|  | **PCard Voucher build** process runs. This is an additional run for PCard voucher build. |
|  | **Budget check and Post Regent payroll journals** for the **Friday, June 28, 2019** on-cycle pay date (last fiscal year 2019 on-cycle). |
|  | 5:00 PM – FY 2019 **GL Encumbrance Request Forms** attached to ManageEngine Service Desk ticket by June 21 to be approved and entered in SMART. |
| Sunday  June 23 | 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 16, 2019**, which reflects a budget end date of **June 13, 2020** and fiscal year of 2020.  Agencies should refrain from entering any rows in the SHaRP department budget table with an effective-date greater than or equal to **June 16, 2019** until after the fiscal year 2020 insert has been completed. Further instructions on the entry of FY 2020 rows in the SHaRP department budget tables will be issued in an upcoming payroll informational circular. |
| Monday June 24 | Agencies will continue to reconcile **PCard transactions.** |
|  | **PCard Voucher build** process runs. |
|  | **Budget check and Post SHARP payroll journals** for the **Friday, June 28, 2019** on-cycle pay date (last fiscal year 2019 on-cycle). |
|  | **Process last payroll** off-cycle 'A'for fiscal year 2019.  Review any outstanding checks and process paycheck reversals prior to **June 24, 2019**.  Any checks issued in this off-cycle will be dated **June 28, 2019** and charged to fiscal year 2019.  Any supplemental or paycheck reversal/adjustment transactions entered after this date will be charged to fiscal year 2020. |
| Tuesday June 25 | Agencies will continue to reconcile **PCard transactions.** No PCard reconciliation shall take place after 6:00 PM. |
|  | **PCard Voucher build** process runs. This is an additional run for PCard voucher build. |
|  | **Budget check and Post SHARP and Regent payroll journals** for the **Friday, June 28, 2019** off-cycle pay date (last fiscal year 2019 off-cycle). |
|  | 5:00 PM – **Final INF02 (Inbound Voucher)** for FY 2019 business submitted by 5:00 PM. |
| **Wednesday June 26** | **Last day for processing FY 2019 business in SMART.** |
|  | **PCard Voucher build** process runs. This will be the last process to include FY 2019 funds for PCard transactions that do not have a PO encumbrance tied to it. |
|  |    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. |
|  | • 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. |
|  |    6:00 PM – **Travel Authorizations** must be entered and fully approved. |
|  | • 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, 2019 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, submitted for approval, 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. |
|  | **Nightly Batch** will run at 6:00 PM |
| Thursday June 27 | **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 as normal. |
|  | **Nightly Batch** will run at 6:00 PM |
| Friday  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. |
|  | 3:00 PM - **Deposits** **with June 2019 accounting dates** not approved will be deleted by the SMART Team. |
|  | **AR Monthly Batch jobs** will be run manually after clean-up is complete. |
| Saturday  June 29 | **SMART Closed** to Agencies. |
| Sunday  June 30 | **SMART Closed** to Agencies. |
| Monday  July 1 | **SMART Open** to Agencies. |
|  | **July 2019 (FY 2020, Period 1) open** for Accounts Payable, Accounts Receivable, Asset Management, Billing, General Ledger, and Travel & Expenses. |
|  | June 2019 **Accounts Receivable** will be reopened. **Deposits in transit** must be entered in SMART with an accounting date of 06/30/2019. |
|  | **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 06/30/2019 to recognize revenue in the appropriate fund. |
|  | **PCard transactions** that have been held from **June 19** (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 1, 2019** off-cycle pay date (first fiscal year 2020 off-cycle). Off-cycle ‘B’ processed in payroll on Wednesday, June 26, 2019. |
| Tuesday July 2 | **Deposits in transit** must be entered in SMART with an accounting date of 06/30/2019 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 06/30/2019 to recognize revenue in the appropriate fund. |
|  | **PCard Voucher build** process runs. This is an additional run for PCard voucher build. |
|  | 3:00 PM – **Deposits** **and deposit adjustments with June 2019 accounting dates** not approved by 3:00 PM will be deleted by the SMART Team. |
|  | June 2019 **Accounts Receivable** will be closed after nightly batch. |
| Wednesday July 3 | **Deposits in transit** must be entered in SMART with an accounting date of June 30, 2019 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 June 30, 2019 to recognize revenue in the appropriate fund. |
|  | **PCard Voucher build** process runs. This is an additional run for PCard voucher build. |
| Thursday  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. |
| Friday July 5 | **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**. 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 2020 must be entered in SHARP by **6:00 PM** in order to be reflected in the charges for the on-cycle paychecks dated **July 12, 2019** (first on-cycle paychecks charged to fiscal year 2020). Updates should be entered with an effective date of **June 17, 2019** 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 6 | **SMART open** to all users at 7:00 AM |
| Sunday July 7 | **SMART open** to all users at 1:00 PM |
| Monday July 8 | **SMART open** to all users. Resume **normal SMART** processing schedule. |
| Thursday  August 1 | Budget period 2019 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. |