**FY 2020 Closing and FY 2021 Opening Schedule**

**Day by Day Summary**

Day by Day Summary of agency tasks and deadlines for closing Fiscal Year 2020 and beginning Fiscal Year 2021:

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| **DATE** | **TASK - DEADLINE** |
| Friday  May 1 | **Requisitions** for FY 2021 that require a **bid event** may be entered in SMART beginning May 1, 2020. The budget date will be changed by the Procurement Officer prior to award. |
| Monday  May 18 | Deadline to request **FY 2021 ChartFields** in SMART for SHaRP integration. |
| Friday  May 22 | Agencies should review the **SMART month end checklists** preparing for May month-end and fiscal year-end. |
| Friday  May 29 | Last day of processing for May. |
|  | Month-end processes will be run in **Nightly batch**. May 2020 will be closed after batch is completed. |
| Monday  June 1 | **June 2020** (Period 12, FY 2020) Open. |
|  | **Requisitions** for FY 2021 that require **Prior Authorization** approval may be entered in SMART beginning June 1, 2020. The budget date will be changed by the Procurement Officer. |
| Friday  June 12 | 5:00 PM – FY 2020 **GL Encumbrance Request Forms** for SGF encumbrances greater than $5,000 attached to ManageEngine Service Desk ticket by June 12 to be approved and entered in SMART. |
|  | Last day to enter **Requisitions** for FY 2020 over $5,000 that require **Prior Authorization** from OPC. Documentation must include approval from DOB. |
| Monday  June 15 | 6:00 PM – FY 2020 **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 2020 **Travel Authorizations** greater than $5,000 using SGF must be entered and fully approved. |
| Friday  June 19 | **Budget check and Post Regent payroll journals** for the **Friday, June 26, 2020** on-cycle pay date (last fiscal year 2020 on-cycle). |
| Saturday  June 20 | 7:00 AM – 6:00 PM – **SMART open** to all users. |
|  | **Last PCard transaction file** (June 19 posted date) for FY 2020 loaded. Files received from the bank after June 20, 2020 will be held and loaded for FY 2021 after July 1, 2020. |
| Sunday  June 21 | **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 14, 2020**, which reflects a budget end date of **June 12, 2021** and fiscal year of 2021.  Agencies should refrain from entering any rows in the SHaRP department budget table with an effective-date greater than or equal to **June 14, 2020** until after the fiscal year 2021 insert has been completed. Further instructions on the entry of FY 2021 rows in the SHaRP department budget tables will be issued in an upcoming payroll informational circular. |
| Monday  June 22 | Agencies can reconcile **PCard transactions** from the last **PCard transaction file** loaded for FY 2020. |
|  | **PCard Voucher build** process runs. |
|  | **Budget check and Post SHARP payroll journals** for the **Friday, June 26, 2020** on-cycle pay date (last fiscal year 2020 on-cycle). |
|  | 5:00 PM – FY 2020 **GL Encumbrance Request Forms** attached to ManageEngine Service Desk ticket by June 22 to be approved and entered in SMART. This deadline applies to all non-SGF encumbrances and SGF encumbrances equal to or less than $5,000. |
| Tuesday  June 23 | Agencies will continue to reconcile **PCard transactions.** |
|  | **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 26, 2020** off-cycle pay date. |
| Wednesday June 24 | Agencies will continue to reconcile **PCard transactions.** |
|  | **PCard Voucher build** process runs. This is an additional run for PCard voucher build. |
|  | **Process last payroll** off-cycle 'B'for fiscal year 2020.  Review any outstanding checks and process paycheck reversals prior to **June 24, 2020**.  Any checks issued in this off-cycle will be dated **June 29, 2020** and charged to fiscal year 2020.  Any supplemental or paycheck reversal/adjustment transactions entered after this date will be charged to fiscal year 2021. |
| Thursday June 25 | Agencies will continue to reconcile **PCard transactions.** 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, 2020** off-cycle pay date (last fiscal year 2020 off-cycle). |
|  | 5:00 PM – **Final INF02 (Inbound Voucher)** for FY 2020 business submitted by 5:00 PM. |
| **Friday**  **June 26** | **Last day for processing FY 2020 business in SMART.** |
|  | **PCard Voucher build** process runs. This will be the last process to include FY 2020 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. 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 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 submitted 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, 2020 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 – **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. |
| Saturday  June 27 | **SMART Closed** to Agencies. |
| Sunday  June 28 | **SMART Closed** to Agencies. |
| Monday  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. |
|  | 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 6:00 PM. |
| Tuesday  June 30 | **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. |
|  | 1:00 PM - **Deposits** **with June 2020 accounting dates** not approved will be deleted by the SMART Team. |
| Wednesday  July 1 | **SMART Open** to Agencies. |
|  | **July 2020 (FY 2021, Period 1) open** for Accounts Payable, Accounts Receivable, Asset Management, Billing, General Ledger, and Expenses. |
|  | June 2020 **Accounts Receivable** will be reopened. **Deposits in transit** must be entered in SMART with an accounting date of 06/30/2020. |
|  | **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 06/30/2020 to recognize revenue in the appropriate fund and fiscal year. |
|  | **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 SHARP and Regent payroll journals** for the **Thursday, July 2, 2020** off-cycle pay date (first fiscal year 2021 off-cycle). Off-cycle ‘C’ processed in payroll on Monday, June 29, 2020. |
| Thursday  July 2 | **Deposits in transit** must be entered in SMART with an accounting date of 06/30/2020 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 06/30/2020 to recognize revenue in the appropriate fund and fiscal year. |
|  | **PCard Voucher build** process runs. |
|  | 3:00 PM – **Deposits** **and deposit adjustments with June 2020 accounting dates** not approved by 3:00 PM will be deleted by the SMART Team. |
|  | June 2020 **Accounts Receivable** will be closed after nightly batch. |
| Friday  July 3 (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. |
| Saturday July 4 | 7:00 AM – 6:00 PM – **SMART open** to all users. |
| Sunday July 5 | **SMART open** to all users at 1:00 PM. |
| Monday  July 6 | **SMART open** to all users – close at 6:00 PM. |
|  | **PCard Voucher build** process runs. Resume normal process schedule. |
| Tuesday  July 7 | 7:00 AM – 6:00 PM – **SMART open** to all users. |
| Wednesday  July 8 | **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 transactions for State Treasurer's approval.  Credit Card receipts 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 6:00 PM. |
| Thursday  July 9 | 7:00 AM – 6:00 PM – **SMART open** to all users. Resume **normal SMART** processing schedule. |
| Monday  August 3 | Budget period 2020 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. |
|  | Capital Asset Information Forms **DA-82** and **DA-87** are due. |