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| Closing of Fiscal Year 2024 and Opening of Fiscal Year 2025  Day by Day Calendar | | | |
| Day of Week | **Date** | **Task – Relevant Information including Deadlines** |
| Wednesday | May 1 | FY 2025 Requisitions (REQs) that require a bid event may be entered in SMART beginning May 1, 2024. The budget date will be changed by the Procurement Officer. |
| Thursday | May 16 | 5:00 PM – FY 2024 REQs estimated to be less than $50,000 must be submitted to the Office of Procurement and Contracts (OPC). |
| Monday | May 20 | Deadline to request FY 2024 ChartFields in SMART for SHaRP integration.  Agencies should review the SMART Month End Checklists to prepare for May month-end and fiscal year-end. |
| Wednesday | May 29 | FY 2025 REQs that require prior authorization approval may be entered in SMART beginning May 29, 2024. The budget date will be changed by the Procurement Officer. |
| Friday | May 31 | Last day of processing for May 2024 (Period 11, FY 2024).  12:00 PM (noon) – Last day to enter FY 2024 REQs greater than $100,000 that require prior authorization approval from OPC. |
| Saturday | June 1 | June 2024 (Period 12, FY 2024) open. |
| Friday | June 7 | 12:00 PM (noon) – Last day to enter FY 2024 REQs equal or less than $100,000 that require prior authorization approval from OPC. |
| Sunday | June 9 | Payroll Services will insert a new row in the SHaRP department budget tables effective dated June 09, 2024, which reflects a budget end date of June 14, 2025, and fiscal year of 2025. Agencies should refrain from entering any rows in the SHaRP department budget table with an effective date greater than or equal to June 09, 2024, until after the fiscal year 2025 insert has been completed on June 16, 2024. Further instructions on the entry of FY 2025 rows in the SHaRP department budget tables will be issued in an upcoming payroll informational circular. |
| Friday | June 14 | 5:00 PM – FY 2024 GL Encumbrance Request forms for State General Fund (SGF) amounts greater than $5,000 using SGF must be sent to the Central Responsibilities Team. The form should be attached to a Kansas Service Desk ticket.  7:00 PM – To encumber monies for FY 2024, REQs for an amount equal or greater than $5,000 using SGF must be sourced to Purchase Orders (POs) and the POs must be approved, budget checked, and dispatched.  7:00 PM – Travel Authorizations (TAs) greater than $5,000 using SGF must be agency approved and in valid budget status. |

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| Closing of Fiscal Year 2024 and Opening of Fiscal Year 2025  Day by Day Calendar | | | |
| Day of Week | **Date** | **Task – Relevant Information including Deadlines** |
| Saturday | June 15 | SMART open to all users, 6:00 AM – 6:00 PM. |
| Sunday | June 16 | SMART open to all users, 1:00 PM. |
| Monday | June 17 | JGEN, budget check, and post SHaRP and Regent payroll journals for the Friday, June 21, 2024, on-cycle pay date (last fiscal year 2024 on-cycle).  PCard voucher build process runs. |
| Tuesday | June 18 | JGEN, budget check, and post SHaRP and Regent payroll journals for the Friday, June 21, 2024, off-cycle ‘A’ pay date.  PCard voucher build process runs.  Final FY 2024 PCard transaction files received from bank will be loaded during nightly batch processing and will be available for reconciliation. |
| Wednesday | June 19 | **\*\*\* Holiday – SMART open to all users, 6:00 AM – 7:00 PM \*\*\*** |
| Thursday | June 20 | JGEN, budget check, and post SHaRP and Regent payroll journals for the Monday, June 24, 2024, off-cycle ‘B’ pay date.  PCard voucher build process runs.  Agencies should reconcile PCard transactions.  5:00 PM – FY 2024 GL Encumbrance Request forms for all encumbrances equal to or less than $5,000 using SGF or any amount using all other funds must be sent to the Central Responsibilities Team. The form should be attached to a Kansas Service Desk ticket. |
| Friday | June 21 | Payroll on-cycle and off-cycle 'A' pay date.  PCard voucher build process runs, this is an additional run for PCard voucher build.  Agencies should reconcile PCard transactions. |
| Saturday | June 22 | SMART open to all users, 6:00 AM – 6:00 PM. |
| Sunday | June 23 | SMART open to all users, 1:00 PM.  7:00 PM – PCard transactions much be verified and approved to be eligible for PCard voucher build on Monday June 24, 2024. |

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| Closing of Fiscal Year 2024 and Opening of Fiscal Year 2025  Day by Day Calendar | | | |
| Day of Week | **Date** | **Task – Relevant Information including Deadlines** |
| Monday | June 24 | Payroll off-cycle 'B' pay date.  ~~JGEN, budget check, and post SHaRP and Regent payroll journals for the Thursday, June 27, 2024, off-cycle ‘C’ pay date.~~ **This has been cancelled.**  PCard voucher build process runs.  Agencies should reconcile PCard transactions.  7:00 PM – FY 2024 Interface files (excluding AR files) must be loaded.  7:00 PM – Final INF02 Inbound Voucher for FY 2024 business must be loaded.  7:00 PM – Final INF06 Inbound GL Journal for FY 2024 business must be loaded. |

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| Closing of Fiscal Year 2024 and Opening of Fiscal Year 2025  Day by Day Calendar | | | |
| Day of Week | **Date** | **Task – Relevant Information including Deadlines** |
| Tuesday | June 25 | **\*\*\* Last day for agency processing in SMART \*\*\***  Daily batch processing, paycycle, and nightly batch processing will run. Kansas Service Desk and SMART Team will be available.  8:00 AM – The final PCard voucher build will run. This will be the last voucher build to include FY 2024 funds for PCard transactions that do not have a PO encumbrance.  1:00 PM – Final INF50 Voucher spreadsheets must be uploaded.  2:00 PM – Due to the reciprocal nature of interfunds, all initiating (I) interfunds must be created to allow the receiving (R) agency time to complete the interfund by 7:00 PM.  3:00 PM – Final GL Journal spreadsheet must be uploaded.  4:00 PM – Last hourly batch processing will run. Any transaction needing budget checked thereafter must have the budget check process run manually.  7:00 PM – GL Journals must be successfully edited, budget checked, agency approved, and submitted into workflow for central approval.  7:00 PM – To encumber monies for FY 2024, REQs for an amount less than $5,000 using SGF and any amount using all other funds must be sourced to POs and the POs must be approved, budget checked, and dispatched.  7:00 PM – All negative PO lines must be canceled or closed.  7:00 PM – For PCard vouchers to complete for FY 2024, they must be successfully edited, budget checked, and approved.  7:00 PM – AP transactions must be successfully edited, matched, budget checked, and agency approved to be postable or posted.  7:00 PM – TAs less than $5,000 and TAs greater than $5,000 not using SGF, must be entered, agency approved, and in valid budget status.  7:00 PM – Expense Reports must be agency approved and in valid budget status.  7:00 PM – Interfund transactions - Both AR/AP must be successfully edited, matched, and agency approved.  7:00 PM – AR entries for negative cash balances for federal funds must be complete.  7:00 PM – AR online transactions must be entered, and agency approved. All deposits received through June 24, 2024, that require deposit adjustments, such as those deposits into clearing funds for credit card receipts, must have deposit adjustments entered and agency approved.  7:00 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 IDs must be loaded.  7:00 PM – BI transactions must be agency approved and invoiced or written off.  7:00 PM – Nightly batch processing will run. |

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| Closing of Fiscal Year 2024 and Opening of Fiscal Year 2025  Day by Day Calendar | | | |
| Day of Week | **Date** | **Task – Relevant Information including Deadlines** |
| Wednesday | June 26 | **\*\*\* SMART closed to agency users \*\*\***  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.  8:00 AM – 5:00 PM – Agencies should have accounting staff available for questions.  8:00 AM – Credit card receipts load into SMART.  1:00 PM – Paycycles will run.  2:00 PM – STO will approve and release INF43 and INF44 deposits.  7:00 PM – Nightly batch processing will run. |
| Thursday | June 27 | **\*\*\* SMART closed to agency users \*\*\***  Payroll off-cycle ‘C’ pay date.  INF43 Excel Deposit Upload, INF44 Inbound Deposit, or Temporary Deposit forms may be used for AR deposits.  8:00 AM – 5:00 PM – Agencies should have accounting staff available for questions.  8:00 AM – Credit card receipts load into SMART.  2:00 PM – STO will approve and release INF43 and INF44 deposits.  7:00 PM – Nightly batch processing will run. |
| Friday | June 28 | **\*\*\* SMART closed to agency users \*\*\***  8:00 AM – Credit card receipts load into SMART.  10:00 AM – Final INF43 Excel Deposit Upload or INF44 Inbound Deposit must be uploaded (agencies will notify STO if they do INF43 or INF44). Temporary Deposit forms must be submitted to STO. |
| Saturday | June 29 | **\*\*\* SMART closed to agency users \*\*\*** |
| Sunday | June 30 | **\*\*\* SMART closed to agency users \*\*\***  Budget Journals for re-appropriations, lapses, transfers, and appropriations will be posted in SMART. |

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| Closing of Fiscal Year 2024 and Opening of Fiscal Year 2025  Day by Day Calendar | | | |
| Day of Week | **Date** | **Task – Relevant Information including Deadlines** |
| Monday | July 1 | **\*\*\* SMART open to all users, 6:00 AM – 7:00 PM \*\*\***  July 2024 (FY 2025, Period 1) accounting period open for General Ledger, Purchasing, Accounts Payable, Expenses, Accounts Receivable, Asset Management, and Billing.  June 2024 (FY 2024, Period 12) accounting period will be reopened for Accounts Receivable, Project Costing, and Billing. Deposits in transit must be entered in SMART with an accounting date of 06/30/2024 on the Totals tab and Payments tab.  12:00 AM (midnight) – Nightly batch processing will run.  Interfaces that have been held since June 25th will be loaded into SMART after 12:00 AM.  PCard transactions that have been held from June 18th through June 30th will be loaded through nightly batch processing after 12:00 AM.  FY 2025 REQs for contracts that have been previously approved in SMART (for example, multiyear contracts, including leases) should be entered in SMART on or after July 1, 2024.  7:00 PM – Nightly batch processing will run. |
| Tuesday | July 2 | **\*\*\* SMART open to all users, 6:00 AM – 7:00 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 06/30/2024 to recognize revenue in the appropriate fund and fiscal year. |
| Wednesday | July 3 | **\*\*\* SMART open to all users, 6:00 AM – 7:00 PM \*\*\***  June 2024 accounting period for Accounts Receivable, Project Costing, and Billing will be closed after nightly batch processing.  2:00 PM – Deposits in transit and Deposit Adjustments must be entered in SMART with an accounting of 06/30/2024 on the Totals tab and Payments tab.  7:00 PM - Last day June 2024 Accounts Receivable, Project Costing, and Billing will be open in SMART. |
| Thursday | July 4 | **\*\*\* Holiday – SMART open to all users, 6:00 AM – 7:00 PM \*\*\*** |

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| Closing of Fiscal Year 2024 and Opening of Fiscal Year 2025  Day by Day Calendar | | | |
| Day of Week | **Date** | **Task – Relevant Information including Deadlines** |
| Friday | July 5 | **\*\*\* SMART closed to agency users, 6:00 AM – 10:00 AM \*\*\***  SMART will be closed for final FY 2024 close processing. A SMART announcement will be sent when the system is opened to agency users.  SMART Team will run FY close. Year-end close (YEC) journals will be created to carry forward asset, liability, and equity account balances.  8:00 AM – Credit card receipts load into SMART.  10:00 AM, noon, and 2:00 PM – SMART AR deposit jobs will run to load transactions for State Treasurer's approval.  10:00 AM – Agencies can begin to write off receivables and/or record deposits for year-end AR entries to bring FY ending balances >= $0.  2:00 PM – Paycycles will run.  7:00 PM – Nightly batch processing will run. |
| Monday | July 15 | The final DA-87 Capital Asset Reporting log is due to the Financial Integrity Team (FIT). Agencies must submit data for the entire year (July 1 to June 30).  Submit the completed log to the FIT email at [OAR-FIT@ks.gov](mailto:OAR-FIT@ks.gov).  On or before July 15, 2024, agencies must reconcile, record expenditures to the appropriate suppliers, and replenish the imprest fund for June 2024 expenditures. |
| Thursday | August 1 | On or before August 1, 2024, budget period 2024 expense, encumbrance, and revenue data from SMART Commitment Control Ledgers will be electronically submitted to the Division of the Budget for loading the 2024 actuals into the IBARS system.  The DA-82 Capital Asset Supplemental Information form is due to FIT on the first business day of August each year. Submit the completed form to the FIT email at [OAR-FIT@ks.gov](mailto:OAR-FIT@ks.gov). |