**FY 2022 Closing and FY 2023 Opening Schedule**

**Day by Day Summary**

Day by Day Summary of agency tasks and deadlines for closing Fiscal Year 2022 and beginning Fiscal Year 2023:

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| **DATE** | **TASK - DEADLINE** |
| Monday  May 2 | **Requisitions** for FY 2022 that require a **bid event** may be entered in SMART beginning May 2, 2022. The budget date will be changed by the Procurement Officer. |
| Monday  May 23 | 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. |
| Tuesday  May 31 | **Last day of processing for May.** |
| Wednesday  June 1 | **June 2022** (Period 12, FY 2022) Open. |
| **Requisitions** for FY 2023 that require **Prior Authorization** approval may be entered in SMART beginning June 1, 2022. The budget date will be changed by the Procurement Officer. |
| Friday  June 3 | **Noon** (12:00pm) -- Last day to enter **Requisitions** for FY 2022 over $100,000 that require **Prior Authorization** from OPC. |
| Friday  June 10 | **Noon** (12:00pm) -- Last day to enter **Requisitions** for FY 2022 $100,000 or less that require **Prior Authorization** from OPC. |
| Sunday  June 12 | Payroll Services will insert a new row in the **SHaRP department budget tables** effective dated **June 12, 2022**, which reflects a budget end date of **June 24, 2023** and fiscal year of 2023.  Agencies should refrain from entering any rows in the SHaRP department budget table with an effective-date greater than or equal to **June 12, 2022** until after the fiscal year 2023 insert has been completed. Further instructions on the entry of FY 2023 rows in the SHaRP department budget tables will be issued in an upcoming payroll informational circular. |
| Thursday  June 16 | 5:00 PM – **FY 2022 GL Encumbrance request forms** for SGF amounts greater than $5,000 must be sent to the Central Responsibilities Team. The form shall be attached to a Kansas Service Desk ticket. |
| Friday  June 17 | 7:00 PM – FY 2022 **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. |

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| Friday  June 17 | 7:00 PM – FY 2022 **Travel Authorizations** greater than $5,000 using SGF must be entered, fully approved and in valid budget status. |
| Saturday  June 18 | 6:00 AM – 6:00 PM – **SMART open** to all users. |
| Sunday  June 19 | 1:00 PM – **SMART open** toall users. |
| Monday  June 20 | **JGEN, Budget check and Post SHARP and Regent payroll journals** for the **Friday, June 24, 2022** on-cycle pay date (last fiscal year 2022 on-cycle). |
| Tuesday  June 21 | **JGEN, Budget check and Post SHaRP and Regent payroll journals** for the **Friday, June 24, 2022** off-cycle ‘A’ pay date. |
| **PCard Voucher build** process runs. This is an additional run for PCard voucher build. |
| Agencies reconcile **PCard transactions** |
| 5:00 PM – **FY 2022 GL Encumbrance Request Forms** for all non-SGF and SGF encumbrances equal to or less than $5,000 must be sent to the Central Responsibilities Team. The form shall be attached to a Kansas Service Desk ticket. |
| Wednesday June 22 | **PCard Voucher build** process runs. This is an additional run for PCard voucher build. |
| Agencies reconcile **PCard transactions** |
| Thursday  June 23 | The final **PCard voucher build** process for FY 2022 will run this morning. This will be the last voucher build process to include FY 2022 funds for PCard transactions that do not have a PO encumbrance tied to it. |
| Agencies reconcile **PCard transactions** |
| **JGEN, Budget check and Post SHARP and Regent payroll journals** for the **Monday, June 29, 2022** off-cycle ‘B’ pay date (last fiscal year 2022 off-cycle). **PLEASE NOTE -** **There will be NO** off-cycle ‘C’ processed the night of Monday, June 27, 2022. |
| To give agencies as much processing time as possible, SMART will be open to agencies on **Saturday, June 25, 2022 until 6 PM** andat **1 PM, or as soon as maintenance is complete, on Sunday, June 26, 2022.** |
| Friday  June 24 | **Last day to load FY 2022 Interface files** (excluding AR files). Cutoff for interface files is 6pm. |
| 6:00 PM – **Final INF02 (Inbound Voucher)** for FY 2022 business submitted by 6:00 PM. |
| 6:00 PM – **Final INF06 (Inbound GL Journal)** for FY 2022 business submitted by 6:00 PM. |
| Saturday  June 25 | **SMART will be open to users 6**:00 AM – 6:00 PM. |
| Sunday  June 26 | **SMART will be open to users** 1:00 PM, or as soon as maintenance is complete. |
| Monday  June 27 | * **LAST DAY for Agency Processing** * Daytime batch processes will run. * Kansas Service Desk and SMART Team **will** be available. * Pay cycle and nightly batch processes will run. |
| • 1:00 PM – **Final INF50 voucher spreadsheetuploads** must be submitted**.** |
| • 3:00 PM – **Final GL Journal spreadsheet uploads** must be uploaded. |
| • 4:00 PM – **Last hourly batch** will run. |
| • 7:00 PM – **Requisitions** must have sourced to a PO. |
| • 7:00 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. |
|    7:00 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. |
| • 7:00 PM – **EX transactions** must be created, fully approved and in valid budget status. |
| • 7:00 PM – **BI transactions** must be approved and invoiced or written off. |
| • 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 prior to June 27, 2022 that require deposit adjustments, such as those deposits into clearing funds for credit card receipts, must have deposit adjustments entered and approved. |
| • 7:00 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 7:00 PM. |
| • 7:00 PM –**Interfund transactions - both** **AR/AP** must be edited (error-free), matched and agency approved. |
| • 7:00 PM – **GL Journals** must be successfully edited, budget checked, agency approved and submitted into workflow for central approval. |
| • 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 ID's must be loaded. |
| **Nightly Batch** will run at 7:00 PM. |
| Tuesday  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.** |
| 1:00 PM – **Pay Cycles** run. |
| **Nightly Batch** will run at 7:00 PM. |
| Wednesday  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. |
| Thursday  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. |
| Friday  July 1 | 6:00 AM – 7:00 PM – **SMART open** to all users. |
| **July 2022 (FY 2023, Period 1) open** for Accounts Payable, Accounts Receivable, Asset Management, Billing, General Ledger, and Expenses. |
| **June 2022** **Accounts Receivable, Billing and Project Costing** will be reopened. **Deposits in transit** must be entered in SMART with an accounting of 06/30/2022 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 06/30/2022 to recognize revenue in the appropriate fund and fiscal year. |
| **PCard transactions** that have been held from **June xx** through **June 30** will start to be loaded through the nightly batch process. |
| **There will be NO** Off-cycle ‘C’ processed in payroll at the end of June. |

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| Saturday  July 2 | **SMART open** to all users 6:00 AM – 6:00 PM. |
| Sunday  July 3 | **SMART open** to all users at 1:00 PM. |
| Monday  July 4 | **HOLIDAY - SMART open to all users** 6:00 AM - 7:00 PM**.** |
| Tuesday  July 5 | 6:00 AM - 7:00 PM – **SMART open** to all users |
| **Last day June 2022 Accounts Receivable** will be open in SMART. **Deposits in transit** must be entered in SMART with an accounting of 06/30/2022 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 06/30/2022 to recognize revenue in the appropriate fund and fiscal year. |
| **June 2022 Accounts Receivable will be closed after nightly batch.** |
| Wednesday  July 6 | 6:00 AM – 7:00 PM – **SMART open** to all users. |
| Thursday  July 7 | **SMART closed** to agency users 6:00 AM – 10:00 AM for final FY 2022 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. |
| **Agencies can begin to write off receivables and/or record deposits** for year-end AR entries to bring FY ending balances >= $0. |
| **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 8 | 6:00 AM – 7:00 PM – **SMART open** to all users. Resume **normal SMART processing schedule**. |
| **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 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).  Submit the completed DA-87 log to the Financial Integrity Team (FIT) email: [OCFO-FIT@ks.gov](mailto:OCFO-FIT@ks.gov) |
| Monday  August 1 | 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). |
| On or before August 1, 2022 budget period 2022 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. |