**INFORMATIONAL CIRCULAR NO.: 24-A-010**Supersedes: 23-A-009

**DATE:** May 3, 2024

**SUBJECT:** Closing of Fiscal Year 2024 and Opening of Fiscal Year 2025 in SMART

**EFFECTIVE DATE:** Immediately

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**APPROVAL:** Sunni Zentner (original signature on file)

**SUMMARY:** Schedule of accounting events relevant to the closing of Fiscal Year (FY) 2024 and the opening of FY 2025

K.S.A. 75-3002 establishes the state FY as commencing on the first day of July in each year and closing on the thirtieth day of June of the succeeding year.

For FY 2024 activity to be completed by June 30th, SMART will be closed to agencies from Wednesday, June 26, 2024, through Sunday, June 30, 2024.

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**Note:** The Additional Resources section contains information and links to training resources, the month end checklists, informational circulars, and policy manual filings.

Appendix A provides a list of SMART queries, reports, and job aids for fiscal year-end (FYE) processing.

1. **GENERAL ITEMS**
* The last day for agency processing in SMART is Tuesday, June 25, 2024.
* All FY 2024 transactions must be successfully edited, budget checked, matched, agency approved, dispatched, and submitted into workflow for central approval, as appropriate, by 7:00 PM on Tuesday, June 25, 2024.
* SMART will be closed to agencies from Wednesday, June 26, 2024 through Sunday, June 30, 2024.
* SMART will reopen for FY 2025 business at 6:00 AM on Monday, July 1, 2024. Nightly batch processing will run at midnight on Monday, July 1, 2024 so interface files will be loaded and available for review on Monday, July 1, 2024.
* SMART will be closed the morning of Friday, July 5, 2024 until 10:00 AM to run the FY 2024 close processes. At 10:00 AM SMART will reopen to agencies and daily batch processing will resume as normally scheduled.
* Agencies should have accounting staff available for questions from the SMART Team during the day from Wednesday, June 26, 2024 through Friday, June 28, 2024.
* The SMART Team will be sending Kansas Service Desk tickets to agencies for outstanding, incomplete, or incorrect transactions that must be resolved for FYE. The transactions may be a subset of all such transactions that the team will identify between now and the end of the FY. Agencies can use queries available on SMART Web to assist with their review.
* The dates provided in this document that relate to FY closing and opening activities may be revised, as necessary, by the Office of Accounts and Reports (OAR).  Revisions to SMART processing dates will be sent via email to all users subscribed to the SMART Infolist. To subscribe, click [Kansas Department of Administration (govdelivery.com)](https://public.govdelivery.com/accounts/KSDA/subscriber/new?topic_id=KSDA_69).
* Any revisions to payroll processing dates will be issued as a SHARP message to subscribers of the SHARP Infolist. To subscribe, click [Kansas Department of Administration (govdelivery.com)](https://public.govdelivery.com/accounts/KSDA/subscriber/new?topic_id=KSDA_71).

# PURCHASING

# Requisitions/Purchase Orders

* To encumber monies for FY 2024, Requisitions (REQs) for an amount equal or greater than $5,000using State General Fund (SGF)must be sourced to Purchase Orders (POs) and the POs must be approved, budget checked, and dispatched by 7:00 PM on Friday, June 14, 2024.
* 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 by 7:00 PM on Tuesday, June 25, 2024.
* No later than June 1st of the FY, agencies must review and release unliquidated encumbrances if all obligations/invoices have been met/paid, but encumbrances more than three years old must be closed. This includes:
	+ POs
	+ Travel Authorizations
	+ GL Encumbrances
* Agencies should review all outstanding encumbrances to determine if the encumbrance is still valid. If the encumbrance is no longer valid, any remaining balance should be released. The job aid titled “How to Run and Format KPO00008 (KS Budgetary Activity Report)” is available to assist with creating the report which can be used to identify all POs that have an outstanding encumbrance.
* As agencies review all outstanding encumbrances, double-check that the PO Shipment Due Date (Due Date) is a future date to keep a PO from qualifying for the monthly PO close process. Changing the Due Date will ensure POs are not closed due to inactivity. If a PO is closed during FY 2024, the encumbered funds are released and will not be available in FY 2025. Agencies should also review recently closed POs to make sure they were not closed in error.
* A remaining balance on a PO may be released by manually closing the PO or selecting the finalize button on the voucher. See the following job aids and month end checklist in the Additional Resources section of this circular:
	+ Manual PO Close Process
	+ When to Use the ‘Finalize’ and ‘Undo Finalize’ Button on a Voucher
	+ PO Month End Checklist
* Negative PO lines create unauthorized available budget. Run the KS\_PO\_NEGATIVE\_PO\_LINES query to find negative PO lines for your agency.
* Below is an example of a PO negative encumbrance amount. You can see that the expenditures equal the budget, so any additional expenditures should have budget checking errors. If there is a negative encumbrance added to a PO, the negative encumbrance amount makes $101 available budget which SMART will allow to be spent.

Credits should be entered at the voucher level not as a negative PO line.

Appropriation Budget $ 10,000

Expenditures 10,000

Encumbrances (101)

Available Budget $ 101

* Agencies must cancel or close all negative PO lines in SMART by 7:00 PM on Tuesday, June 25, 2024.
* Refer to “Office of Procurement and Contracts Informational Circular 24-03 Schedule for Submission of Purchase Requisitions to Close FY 2024 and begin FY 2025” for additional information and deadlines related to the submission of REQs for FY 2024 funded transactions.
* If you have questions pertaining to REQs or POs, contact the Office of Procurement and Contracts via email or contact the SMART Processing Team Purchasing Analyst, Michelle Dittman, through the Kansas Service Desk.

1. **Procurement Cards (PCards)**
* Agencies are encouraged to reconcile PCard transactions daily, especially during June.
* Final FY 2024 PCard transaction files will be available for reconciliation on Tuesday, June 18, 2024. PCard purchases loaded into SMART by this date should process as a FY 2024 transactions. PCard transactions must be verified and approved by 7:00 PM on Monday, June 24, 2024, to be eligible for PCard voucher build on Monday, June 24, 2024. No PCard voucher builds for FY 2024 transactions should take place after Monday, June 24, 2024.

PCard transaction files received from the bank after June 18, 2024, will be held and loaded for FY 2025 on or after July 1, 2024.

* The PCard voucher build process will run each business day beginning Monday, June 17, 2024. The final PCard voucher build process for FY 2024 will run the morning of Monday, June 24, 2024. For PCard vouchers to complete for FY 2024, they must be successfully budget checked and approved by 7:00 PM on Tuesday, June 25, 2024.
* The last hourly batch processing will run at 4:00 PM. Any PCard voucher still in process after 4:00 PM must be manually budget checked and then approved to be postable or posted by 7:00 PM.

The deletion of a PCard voucher and/or voucher line does not update the PCard transaction. Create a Kansas Service Desk ticket to have the PCard transaction reset to the Reconcile Statement page.

* A recent change was made on how negative PCard transactions are processed by UMB. Negative PCard transactions (credits) will not build to a voucher and will remain on the Reconcile Statement > Procurement Card Transactions page until an offsetting transaction associated to the same control account is approved for payment that would bring the total amount equal or greater than zero.
* This SMART change is being made to accommodate UMB Bank’s new procurement card processor, which will not accept negative amounts by control account. When agency users approve a negative PCard transaction, SMART will determine if the net amount at the control account level is equal or greater than zero. If not, the transaction will remain in an Approved status, so the system can automatically process it through to the voucher once the net amount is equal or greater than zero.

Any PCard voucher that has not been successfully edited, budget checked and approved by 7:00 PM on Tuesday June 25, 2024, will be deleted by the SMART Team.

* If you have questions pertaining to PCards, contact Tim Hund with the Office of Procurement and Contracts via email or contact the SMART Processing Team Purchasing Analyst, Michelle Dittman, through the Kansas Service Desk.

# ACCOUNTS PAYABLE

# Vouchers

Refer to PM 14,002 FY Closing Including FY Determination for guidelines to determine the appropriate FY for expenditure transactions.

FY 2024 Funded Transactions

* The final day agencies can enter a voucher in accounts payable for FY 2024 business will be Tuesday, June 25, 2024.
* Interfacing agencies must have their final INF02 Inbound Voucher file for FY 2024 business submitted by 7:00 PM on Monday, June 24, 2024.

Any INF02 Inbound Voucher file submitted after Monday, June 24, 2024, must have an accounting date of 07/01/2024 or greater and will process for FY 2025.

* For agencies that upload and submit vouchers via an INF50 Voucher spreadsheet, the final INF50 upload for FY 2024 business must be submitted by 1:00 PM on Tuesday, June 25, 2024.

* For accounts payable transactions to complete for FY 2024, all vouchers must be entered, matched, budget checked, and agency approved by 7:00 PM on Tuesday, June 25, 2024.
* The last hourly batch processing will run at 4:00 PM on Tuesday, June 25, 2024. Any 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.
* Any FY 2024 accounts payable transaction that cannot be completed by 7:00 PM on Tuesday, June 25, 2024, must be encumbered.

FY 2025 Funded Transactions

* Interfacing agencies may submit INF02 Inbound Voucher files for FY 2025 business in advance with an accounting date of 07/01/2024 or later. Any INF02 file submitted Wednesday, June 25, 2024 through Sunday, June 30, 2024, will be held and loaded in nightly batch processing and the vouchers will be available for agencies to review on Monday, July 1, 2024.
* Agencies that upload and submit vouchers via an INF50 Voucher spreadsheet may submit an upload for FY 2025 beginning Monday, July 1, 2024.

Any vouchers built on or after July 1, 2024, with an accounting date prior to 07/01/2024 will be in recycle status due to FY 2024 being closed. Agencies will be asked to delete these vouchers and will need to submit a new file (INF02 or INF50) with an accounting date of 07/01/2024 or later.

# Interfunds

* The accounting dates on both the interfund voucher and the interfund deposit must fall within the same FY. All interfunds created during FY 2024 must also pay during FY 2024. To ensure the interfund voucher will pay during FY 2024, the Scheduled Due date field on the Payments page of the voucher must have a date no later than 06/30/2024.
* Both sides of interfunds must be successfully edited, matched, and agency approved by 7:00 PM on Tuesday, June 25, 2024.
* Due to the reciprocal nature of interfunds, all initiating (I) interfunds must be created by 2:00 PM on Tuesday, June 25, 2024, to allow the receiving (R) agency time to complete the interfund by 7:00 PM on Tuesday, June 25, 2024.
* Agencies with interfunds remaining due to budget check exceptions will be contacted by the SMART Team between Wednesday, June 26, 2024, and Friday, June 28th, to resolve the budget check exceptions.

All remaining FY 2024 interfund deposits and interfund vouchers that have not been successfully edited, matched, and agency approved by 7:00 PM on Tuesday, June 25, 2024, will be deleted by the SMART Team.

Interfunds for **FY 2025** should not be entered until July 1, 2024 or later.

# ****Imprest Funds****

* Pursuant to PM 10,802 Imprest Fund Policy, agencies must reconcile, record expenditures to the appropriate suppliers, and replenish the imprest fund for June 2024 expenditures by July 15, 2024.
* The expenditure FY determination contained in PM 14,002 applies to imprest funds.

# ****Petty Cash Funds****

* Petty cash funds procedures are the same as those set forth in the Imprest Funds section above. The expenditure FY determination contained in PM 14,002 also applies to petty cash funds. Refer to PM 10,752 Petty Cash Fund Policy for additional information regarding petty cash funds.
* If you have questions pertaining to vouchers, interfunds, imprest funds or petty cash, contact the SMART Processing Team Accounts Payable Analyst, Carmen Pearson, through the Kansas Service Desk.

# EXPENSES (Travel and Expense)

Refer to PM 14,002 FY Closing Including FY Determination for guidelines to determine the appropriate FY for travel expenditure transactions.

# A. Travel Authorizations

* K.S.A. 75-3208 requires approval for all out-of-state travel. One method of approval is the use of a SMART Travel Authorization (TA), a TA also encumbers monies. In limited circumstances, GL encumbrances (non-employee specific encumbrances) may be used to encumber FY 2024 monies for travel. See the GL Encumbrance section of this circular for details.
* Pursuant to PM 10,300 Statewide Encumbrance Policy, TAs are required for all out-of-state and international travel events, and any travel or expense obligation incurred in FY 2024 that will not be reimburseable by 7:00 PM on Tuesday, June 25, 2024.
* The last hourly batch processing will run at 4:00 PM on Tuesday, June 25, 2024. Any 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.
* Run the KS\_EX\_UNPROCESSED\_TRAVEL\_AUTHS query to identify all TAs that have not successfully budget checked and agency approved. Results are based on the TA created date range entered.

Any TA that has not been successfully budget checked and agency approved by 7:00 PM on Tuesday, June 25, 2024, will be deleted or canceled by the SMART Team.

TAs must be agency approved and in valid budget status on or before the start date of travel.

TAs for travel occurring entirely in FY 2025 should not be entered in SMART until on or after Monday, July 1, 2024.

* To help ensure the TA will properly liquidate the encumbrance when associated to an Expense Report (ER) and that the ER will pass budget check, be sure…:

* The number of TA lines should be equal to or greater than the number of ER lines
* The TA fund and budget unit should be the same as the ER fund and budget unit
* The TA fund/budget unit amount should be equal to or greater than the ER fund/budget unit amount

If you revise the fund and/or budget unit on a TA, confirm the encumbrance was updated in KK using the KK ACTIVITY LOG.

Navigation: General Ledger > Commitment Control > Review Budget Activities > Activity Log. For Transaction Type, select EX\_TRVAUTH. For Ledger Group, select CC\_DETAIL.

# Expense Reports

* Per K.S.A. 75-3201 and PM 3,903 [Employee Travel Expense Reimbursement Handbook](https://admin.ks.gov/docs/default-source/cfo/policy-manual-3-000/03903_11-2015.doc?sfvrsn=8), employees who travel are to submit ERs for their expenses at least once a month.

Any ER that has not been successfully budget checked and agency approved by 7:00 PM on Tuesday, June 25, 2024, will be deleted or closed by the SMART Team.

* If you have questions pertaining to TAs or ERs, contact the SMART Processing Team Expenses Analyst, Vickie Hemmen, through the Kansas Service Desk.
1. **ACCOUNTS RECEIVABLE**
2. **Deposits**

FY 2024 deposits

* Deposits and deposit adjustments should be entered and approved prior to 7:00 PM on Tuesday, June 25, 2024.

* All deposits received through Tuesday, June 25, 2024, that require deposit adjustments must have deposit adjustments entered in SMART by 7:00 PM on Tuesday, June 25, 2024.
* SMART will be closed to agencies Wednesday, June 26,2024, through Sunday, June 30,2024, for online entry into SMART.

FY 2024 deposits and deposit adjustments received on or before Tuesday, June 25, 2024, that have not been agency approved by 7:00 PM on Tuesday June 25, 2024, will be deleted by the SMART Team.

FY 2024 Deposits received Wednesday, June 26, 2024, through Sunday, June 30, 2024

* Credit Card Receipts

Credit card receipts will load into SMART as scheduled at 8:00 AM each day Wednesday, June 26, 2024 through Friday, June 28, 2024. See below for instructions on Deposit Adjustments for Credit Card Clearing Funds.

* INF43 Excel Deposit Upload and INF44 Inbound Deposit

For agencies that upload and submit deposits via INF43 and INF44, continue to upload and submit FY 2024 deposits via INF43 and INF44 until 10:00 AM on Friday, June 28, 2024. SMART AR Deposit jobs will run according to the regular hourly schedule. At the time an INF43 or INF44 is uploaded and submitted, an email should also be sent to the State Treasurer’s Office (STO) by the agency at fiscal@treasurer.ks.gov. The email should include the Business Unit, Deposit ID (if known), and deposit total so the transaction can be approved in SMART.  STO will approve and release at 2:00 PM on Wednesday, June 26, 2024, and Thursday, June 27, 2024, and by 11:00 AM on Friday, June 28, 2024.

* “Deposits in transit”

“Deposits in transit” are specifically defined as deposits made with the STO on Wednesday, June 25, 2024, through Sunday, June 30, 2024. For agencies that do not use the INF43 or INF44 processes and need to make a deposit while SMART is unavailable, the STO has created the Temporary Deposit Form (link to: [Temporary\_Deposit\_Slip\_Johnsonfilla\_06D1C062DE91E.pdf (ks.gov)](https://admin.ks.gov/media/documents/Temporary_Deposit_Slip_Johnsonfilla_06D1C062DE91E.pdf)) to allow for deposits to be made.

Using the Temporary Deposit Form is preferable to holding checks and cash at an agency and allows for the requirement to deposit funds collected each day to be met. The completed form, along with the cash and checks (calculator tape attached) should be taken directly to the STO. For agencies who take their deposits to US Bank branches, continue to email fiscal@treasurer.ks.gov with the amount, Business Unit, Deposit ID (if known). An image of the US Bank deposit slip must be attached to the email.

Deposits made with the STO using the Temporary Deposit Form (“Deposits in transit”) must be entered and agency approved in SMART beginning Monday, July 1, 2024, through Wednesday, July 3, 2024, at 2:00 PM.

“Deposits in transit” must be entered with an accounting date of 06/30/2024. The accounting date of 6/30/2024 must be entered on the Totals tab and on the Payments tab for each deposit line. “Deposits in transit” should be recorded using a revenue account code (4XXXXX). A “deposit in transit” cannot debit expenditures.

Deposits with an accounting date of 06/30/2024 and processed in July 2024 will impact the GL for FY 2024.

“Deposits in transit” with a 06/30/2024 accounting date that have not been agency approved by 2:00 PM on Wednesday, July 3, 2024, will be deleted by the SMART Team.

1. **Deposit Adjustments**

Deposit Adjustments for Credit Card Clearing Funds

* Deposit adjustments are required for credit card deposits to recognize the revenue and move the monies out of the credit card clearing funds and into the appropriate funds.
* The credit card deposits will load into SMART as scheduled at 8:00 AM on Wednesday, June 26, 2024, Thursday, June 27, 2024, and Friday, June 28, 2024, when agencies do not have access to SMART.
	+ Be aware that deposit adjustments with an accounting date of 06/30/2024 and processed in July 2024 will impact the SMART GL for FY 2025. This may cause reconciling items for agencies between the AR module and the GL module.
* Follow the SMART job aid titled “Credit Card and E-Check Deposits – Revenue Only” on how to locate credit card deposits and how to complete the deposit adjustments. Use the guidelines below for any remaining FY 2024 deposit adjustments that need to be completed.
* On Monday, July 1, 2024, through Wednesday, July 3, 2024, the FY 2024 AR module will be reopened to agency users to complete June 2024 transactions.

* + - On the deposit adjustment Totals tab, the Accounting Date must be 6/30/2024.
		- On the deposit adjustment Payments tab, the Accounting Date on each transaction line must be 6/30/2024.
		- The SMART Accounts Payable module for FY 2024 will be closed on June 30, 2024, prohibiting the use of expenditure account codes in the deposit adjustment transactions.

* To account for credit card fees agencies should do the following:
* Create one deposit adjustment to recognize all revenue in the appropriate fund for FY 2024.
* If the original deposit adjustment is net of credit card fees that were charged to the agency, then the deposit adjustment must be grossed up to recognize all revenue. (For example, $95.00 on original deposit + $5.00 credit card fee not recorded on deposit equals $100.00 recognized as revenue on the deposit adjustment).
* A second deposit adjustment should be processed in the FY 2025 AR module to recognize any credit card fee expenses.
	+ For limited agencies who reduce their expenditures for charges that are passed on to other agencies:
* Instead of reducing expenditures, the agency must recognize the revenue by using a revenue account code such as 462110 – Recovery of Current FY Expenditures.
* Be aware that deposit adjustments with an accounting date of 06/30/2024 and processed in July 2024 will impact the SMART GL for FY 2025. This may cause reconciling items for agencies between the AR module and the GL module.

Deposit Adjustments with a 06/30/2024 accounting date that have not been agency approved by 2:00 PM on Wednesday, July 3, 2024, will be deleted by the SMART Team.

**Other Deposit Adjustments**

Follow the SMART job aid titled “Deposit Adjustments” on how to enter deposit adjustments.

* + On Monday, July 1, 2024, through Wednesday, July 3, 2024, the FY 2024 AR module will be reopened to agency users to complete June 2024 transactions. Use the guidelines below for any remaining FY 2024 deposit adjustments that need to be completed.
* On the deposit adjustment Totals tab, the Accounting Date must be 6/30/2024.
* On the deposit adjustment Payments tab, the Accounting Date on each transaction line must be 6/30/2024.
* The SMART Accounts Payable module for FY 2024 will be closed on June 30, 2024, prohibiting the use of expenditure account codes in a deposit adjustment transaction.
* Be aware that deposit adjustments with an accounting date of 06/30/2024 and processed in July 2024 will impact the SMART GL for FY 2025. This may cause reconciling items for agencies between the AR module and the GL module.

Deposit Adjustments with a 06/30/2024 accounting date that have not been agency approved by 2:00 PM on Wednesday, July 3, 2024, will be deleted by the SMART Team.

# Negative Cash Balances for Federal Funds

* + PM 8,004 Federal Funds - FY-End Negative Cash Balances allows federal funds to have a negative cash balance at FY-end if AR entries are recorded in SMART for the reimbursement requests that have been submitted to bring the fund balance to zero or greater. All other funds are still required to have a zero or greater cash balance at FY-end.
* AR entries are required for any federal funds that will have a negative cash balance at FY-end:
* Creation of AR entries must be complete by 7:00 PM on Tuesday, June 25, 2024. Best practice is to enter AR entries prior to the last day SMART is open to agencies Tuesday, June 25, 2024.
* An AR entry recorded in SMART may include requests for reimbursement for expenditure transactions associated with grants, cost-reimbursement contracts, cooperative agreements, and/or federal direct appropriations, and should have documentation to support the reimbursement request attached to the AR entry.
* Due to the requirement that both sides of a transfer be completed within the same FY, the use of a transfer account code on a receivable (pending) item that will cross FYs is prohibited. Instead, a revenue account code should be used on the Reason code (funding line) of a receivable for those that would normally use a transfer account code. Then, in the new FY, the interfund deposit should be a direct journal deposit using a transfer code and the receivable item created in the prior FY should be written off.

The following table outlines the steps to record and reverse AR transactions for grants in SMART. Determine if you are a Grantee or Sub-Grantee agency and complete the steps as shown:

|  |  |  |
| --- | --- | --- |
| Fiscal Year | Grantee agency(receives funds directly from federal agency) | Sub-Grantee agency(receives funds by interfund from another state agency) |
| FY 2024 | Enter pending item (receivable) | Enter pending item (receivable) |
|  | Use Account 440100 Federal Grant – Operating  | Use Account 469090 Other Non-Revenue Receipts |
| FY 2025 | Enter AR (Pending Item) Depositrevenue was recorded in FY 2024, cash is received | Enter Direct Journal Deposit (Interfund) transfer-in is recorded, cash is received |
|  |  | Write off pending item (receivable) and Other non-revenue receipts recorded in FY 2024 |

* Agencies currently using SMART Project Costing in conjunction with Customer Contracts for reimbursement processing may continue to use the modules to track grant expenditures. Reimbursable transactions from the billing worksheet must be approved and have generated receivable items by 7:00 PM on Tuesday, June 25, 2024.

# Interfunds

* The accounting dates on both the interfund voucher and the interfund deposit must fall within the same FY. All interfunds created during FY 2024 must also pay during FY 2024. To ensure the interfund voucher will pay during FY 2024, the Scheduled Due date field on the Payments page of the voucher must have a date no later than 06/30/2024.
* Both the AR and AP sides of the interfund must be successfully edited, matched, and agency approved by 7:00 PM on Tuesday, June 25, 2024.
* Due to the reciprocal nature of interfunds, all initiating (I) interfunds must be created by 2:00 PM on Tuesday, June 25, 2024, to allow the receiving (R) agency time to complete the interfund by 7:00 PM on Tuesday, June 25, 2024.
* Agencies with interfunds remaining due to budget check exceptions will be contacted by the SMART Team between Wednesday, June 26, 2024, and Friday, June 28, 2024, to resolve the budget check exceptions.

All remaining FY 2024 interfund deposits and interfund vouchers that have not been successfully edited, matched, and agency approved by 7:00 PM on Tuesday, June 25, 2024, will be deleted by the SMART Team.

Interfunds for **FY 2025** should not be entered until July 1, 2024 or later.

* If you have questions pertaining to Deposits, Deposit Adjustments or Interfunds, contact the SMART Processing Team AR Analyst, Shelly Myers, through the Kansas Service Desk.

#  BILLING/PROJECT COSTING

* All billing worksheets where revenue should be recognized in FY 2024 should be approved and invoiced or written off and any related deposits entered and approved by **7:00 PM on** **Tuesday, June 25, 2024.**
* Reimbursable transactions from billing worksheets being used to record AR entries to bring the fund balance to zero or greater must be approved and have generated receivable items in the AR module by ***7:00 PM on Tuesday, June 25, 2024.***
* The **Project Costing month end** checklist contains instructions for closing projects.  Projects pertaining to FY 2024 should be closed as soon as possible.  Prior FY projects more than seven (7) years old and still in Open status should also be reviewed and closed, if applicable.
* If you have questions pertaining to Billing or Project Costing, contact the SMART Project Costing Analyst, Brian Pinick, through the Kansas Service Desk.

# ASSET MANAGEMENT

* All FY 2024 asset transactions must be entered by 7:00 PM on Tuesday, June 25, 2024. This includes additions, adjustments, transfers, and retirements, as well as updating costs for CIP assets.
* Note that for new assets being entered in SMART, the Transaction Date is the date the asset was placed in service.
* See Informational Circular 18-A-007 Capital Asset Reporting for details outlining the requirements for proper recording of capital assets.
* For agencies utilizing asset integration, all outstanding Interface IDs for FY 2024 must be processed by 7:00 PM on Tuesday, June 25, 2024. If an asset is acquired by your agency at the end of the FY and the voucher will not be posted by Friday, June 21, 2024, enter the asset manually via Express Add.

Any remaining FY 2024 Interface IDs that have not been processed by 7:00 PM on Tuesday, June 25, 2024, will be deleted by the SMART Team.

* If you have questions pertaining to Asset Management, contact the SMART Processing Team Asset Management Analyst, Shelly Myers, through the Kansas Service Desk.

# GENERAL LEDGER

1. **GL Encumbrances**
* GL encumbrances (non-supplier specific encumbrances) will be used to encumber FY 2024 budget in limited circumstances. Complete the GL-F016 GL Encumbrance Request Form, (link: [GL Encumbrance Request From](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fadmin.ks.gov%2Fmedia%2Fdocuments%2Fglf016glencumbrancerequestform_A68C_D29DF9F7BF703.xlsx&wdOrigin=BROWSELINK)) and attach it (as an Excel file, not PDF) to a Kansas Service Desk ticket by 5:00 PM on Friday, June14, 2024 for an amount greater than $5,000 using SGF. The deadline is 5:00 PM on Thursday, June 20, 2024, for an amount equal to or less than $5,000 using SGF or any amount using all other funds. Provide a description of the obligation and the reason the supplier is not known.

* Requests will be routed to the Division of the Budget (DoB) for approval. The description of the obligation on the GL encumbrance form (GL-F016) must match the description of the transactions processed in the future which use the encumbered funds.
* GL encumbrance journals may be keyed by OAR staff into SMART prior to receiving DoB approval to give each agency the opportunity to review the document and its effects in SMART prior to FY close. Agencies will be notified via a Kansas Service Desk ticket of the GL Encumbrance Journal ID. In the event DoB denies the GL encumbrance, the affected agency will be notified via a Kansas Service Desk ticket and the document will be deleted by the SMART Team.
* If you have questions pertaining to GL Encumbrances, contact the Central Responsibilities Team (CRT) through the Kansas Service Desk.

**B. GL Journals**

* To affect FY 2024, GL journals must be reviewed, successfully edited, budget checked, agency approved, and submitted into workflow for central approval by 7:00 PM on Tuesday, June 25, 2024.
* Interfacing agencies must have their final INF06 Inbound GL Journal for FY 2024 submitted by 7:00 PM on Monday, June 24,2024.
* Spreadsheet Journals can be manually uploaded until 3:00 PM on Tuesday, June 25, 2024. The journals must be reviewed, successfully edited, budget checked, agency approved, and submitted for central approval by 7:00 PM on Tuesday, June 25, 2024.

Any FY 2024 online, interfaced, or spreadsheet GL journals with an accounting date of 6/30/2024 or before, that do not have agency approval by 7:00 PM on Tuesday, June 25, 2024, will be considered abandoned and will be deleted by the SMART Team.

* If you have questions pertaining to the GL, contact the SMART Processing Team GL Analyst, Annette Moody, through the Kansas Service Desk.

#  COMMITMENT CONTROL

* For agencies who use Track with Budget, FY 2025 budget journals must be entered prior to any FY 2025 pre-encumbrance (if applicable), encumbrance, expenditure, or revenue transactions being entered in SMART, otherwise, the transactions will fail budget check.
* If you have questions pertaining to Commitment Control, contact the SMART Processing Team Commitment Control Analyst, Annette Moody, through the Kansas Service Desk.

# ENCUMBRANCES

* Agencies should review all encumbrance balances (POs, TAs, and GL) at least annually. Any encumbrance balance that is no longer needed should be released.
* If you have questions pertaining to Encumbrances, please contact the following SMART Processing Team Analysts through the Kansas Service Desk:
* Michelle Dittman for PO encumbrances
* Vickie Hemmen for TA encumbrances
* Central Responsibilities Team for GL encumbrances

1. **IBARS**
* Budget Period 2024 expense, encumbrance, and revenue data from SMART Commitment Control Ledger groups (CC\_IBARS\_E, CC\_IBARS\_R) will be electronically submitted to the Division of the Budget on or before August 1, 2024, for loading into the IBARS system.
* If you have questions pertaining to IBARS data from SMART, contact the SMART Processing Team Commitment Control Analyst, Annette Moody, through the Kansas Service Desk.
1. SYSTEM AVAILABILITY

**SHARP**

Sunday through Friday, 7:00 AM to 7:00 PM.

Saturday, 7:00 AM to 9:00 PM.

**Kansas Service Desk**

Monday through Friday, 8:00 AM to 5:00 PM.

Saturdays, Sundays, and holidays, not available.

**SMART**

Sunday, 1:00 PM through Monday, 7:00 PM.

Tuesday through Friday, 6:00 AM to 7:00 PM.

Saturday, 6:00 AM to 7:00 PM.

**Note**: This is normal system availability and may be different for FYE. See the day by day calendar for FYE processing.

The cutoff for receiving SMART interface files is 7:00 PM Monday through Friday.

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# ADDITIONAL RESOURCES

**A. Closing of Fiscal Year 2024 and Opening of Fiscal Year 2025 Day by Day Calendar**

The Day by Day Calendar provides relevant information for SMART and SHARP including deadlines and processes. It is a separate document being sent with this Informational Circular.

1. **SMART Web Training Resources**
* To access Smart Web, click <http://www.smartweb.ks.gov/home>.
* SMART Training can also be accessed from the SMART Homepage. Click on the SMART Training tile to be directed to the SMART Web.



1. **Month End Checklists**
* Click [Month End Checklist | smartweb.ks.gov](https://smartweb.ks.gov/resources/month-end-checklist) to see the list of the month end checklists. There is a checklist for each of the following modules:
* Accounts Payable Month End Checklist
* Asset Management Month End Checklist
* GL Month End Checklist
* PO Month End Checklist
* Project Costing Month End Checklist
* Expenses Month End Checklist
* Accounts Receivable Month End Checklist
1. **Informational Circulars**
* OPC Informational Circular 24-03 Schedule for Submission of Purchase Requisitions to Close FY 2024 and begin FY 2025, click [Schedule for Submission of Purchase Requisitions to Close Fiscal Year 2024 and begin Fiscal Year 2025](https://admin.ks.gov/browse/files/76063ff904bb4871ace9ab6ffdfb42eb/download)
* OAR Informational Circular 21-A-005 Capital Asset Reporting, click <https://admin.ks.gov/offices/accounts-reports/informational-messages-and-circulars/accounting-circulars/fy-2021>
1. **Policy Manual Filings**
* PM 3,903 [Employee Travel Expense Reimbursement Handbook](https://admin.ks.gov/docs/default-source/cfo/policy-manual-3-000/03903_11-2015.doc?sfvrsn=8), click [3903emplyeetravelexpensereimburseme\_D0968922376CB.doc (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fadmin.ks.gov%2Fmedia%2Fdocuments%2F3903emplyeetravelexpensereimburseme_D0968922376CB.doc&wdOrigin=BROWSELINK)
* PM 8,004 Federal Funds - FY-End Negative Cash Balances, click[8004federalfundsfiscalyearendnegati\_8D5730B8EBAD4.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fadmin.ks.gov%2Fmedia%2Fdocuments%2F8004federalfundsfiscalyearendnegati_8D5730B8EBAD4.docx&wdOrigin=BROWSELINK)
* PM 10,300, Statewide Encumbrance Policy, click [Statewide Encumbrance Policy](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fadmin.ks.gov%2Fmedia%2Fdocuments%2F10300_Statewide_Encumbrance_Policy__8A1EB4253479C.docx&wdOrigin=BROWSELINK)
* PM 10,752 Petty Cash Fund Policy, click [10752\_10219\_te\_A95747E36EB7C\_035AFC6419B85.doc (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fadmin.ks.gov%2Fmedia%2Fdocuments%2F10752_10219_te_A95747E36EB7C_035AFC6419B85.doc&wdOrigin=BROWSELINK)
* PM 10,802 Imprest Fund Policy, click [10802\_10319\_te\_FF4D36C1D6B8C\_8422DA4133141.doc (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fadmin.ks.gov%2Fmedia%2Fdocuments%2F10802_10319_te_FF4D36C1D6B8C_8422DA4133141.doc&wdOrigin=BROWSELINK)
* PM 14,002 FY Closing Including FY Determination, click [Fiscal Year Closing Including Fiscal Year Determination](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fadmin.ks.gov%2Fmedia%2Fdocuments%2F14002_Fiscal_Year_Closing_Including_7540BC8115154.doc&wdOrigin=BROWSELINK)
1. **SMART Queries, Reports, and Job Aids**
* **Appendix A** provides a list of SMART Queries, Reports, and Job Aids referenced in this document. It is a separate document being sent with this Informational Circular.