| **Fiscal Year 2023 Year End Closing and 2024 New FY Opening** | | |
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| Day by Day Year End Calendar | | |
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| **Day** | **Date** | **TASK - DEADLINE** |
| Monday | May 1 | **FY 2024 Requisitions** that require a **bid event** may be entered in SMART beginning May 1, 2023. The budget date will be changed by the Procurement Officer. |
| Thursday | May 18 | **FY 2023 Requisitions** estimated to be ***less than*** $50,000 should be submitted to Office of Procurement and Contracts (OPC) by 5:00 PM on May 18, 2023. |
| Monday | May 22 | **Deadline** to request **FY 2023 ChartFields** in SMART for SHaRP integration. |
| Monday | May 22 | Agencies should review the **SMART month end checklists** preparing for May month-end and fiscal year-end. |
| Wednesday | May 31 | **Last day of processing for May.** |
| Thursday | June 1 | **June 2023** (Period 12, FY 2023) Open. |
| Thursday | June 1 | **FY 2024 Requisitions** that require **Prior Authorization** approval may be entered in SMART beginning June 1, 2023. The budget date will be changed by the Procurement Officer. |
| Friday | June 2 | **Noon** (12:00pm) -- Last day to enter FY 2023 **Requisitions greater than $100,000** that require **Prior Authorization approval** from P{C. |
| Friday | June 9 | **Noon** (12:00pm) -- Last day to enter FY 2023 **Requisitions equal or less than $100,000** that require **Prior Authorization approval** from OPC. |
| Sunday | June 11 | **Payroll Services** will insert a new row in the **SHaRP department budget tables** effective dated **June 11, 2023**, which reflects a budget end date of **June 8, 2024** and fiscal year of 2024.  Agencies should refrain from entering any rows in the SHaRP department budget table with an effective-date greater than or equal to **June 11, 2023** until after the fiscal year 2024 insert has been completed on **June 18, 2023**. Further instructions on the entry of FY 2024 rows in the SHaRP department budget tables will be issued in an upcoming payroll informational circular. |
| Friday | June 16 | 5:00 PM – **FY 2023 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 16 | 7:00 PM – FY 2023 **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. |
| Friday | June 16 | 7:00 PM – FY 2023 **Travel Authorizations** greater than $5,000 using SGF must be entered, fully approved and in valid budget status. |
| Saturday | June 17 | 6:00 AM – 6:00 PM – **SMART open** to all users. |
| Sunday | June 18 | 1:00 PM – **SMART open** toall users. |
| Monday | June 19 | **JGEN, Budget check and Post** SHARP and Regent payroll journals for the Friday, June 23, 2023 on-cycle pay date (last fiscal year 2023 on-cycle). |
| Monday | June 19 | **PCard Voucher build** process runs. |
| Tuesday | June 20 | **JGEN, Budget check and Post** SHaRP and Regent payroll journals for the Friday, June 23, 2023 off-cycle ‘A’ pay date. |
| Wednesday | June 21 | **Last P-Card transaction file from bank received** will be loaded for FY 2023 during nightly batch |
| Wednesday | June 21 | 5:00 PM – **FY 2023 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 21 | **JGEN, Budget check and Post SHARP and Regent payroll journals** for the **Monday, June 26, 2023** off-cycle ‘B’ pay date. |
| Thursday | June 22 | **PCard Voucher build** process runs. |
| Thursday | June 22 | Agencies reconcile **PCard transactions** |
| Friday | June 23 | **PCard Voucher build** process runs. This is an additional run for PCard voucher build. |
| Friday | June 23 | Agencies reconcile **PCard transactions** |
| Friday | June 23 | **Payroll On-cycle and off-cycle 'A' pay date**. |
| Saturday | June 24 | 6:00 AM – 6:00 PM – **SMART open** to all users. |
| Sunday | June 25 | 1:00 PM – **SMART open** toall users. |
| Monday | June 26 | The final **PCard voucher build** process for FY 2023 will run this morning. This will be the last voucher build process to include FY 2023 funds for PCard transactions that do not have a PO encumbrance tied to it. |
| Monday | June 26 | Agencies reconcile **PCard transactions** |
| Monday | June 26 | **JGEN, Budget check and Post** SHARP and Regent payroll journals for the **Thursday, June 29, 2023** off-cycle ‘C’ pay date. |
| Monday | June 26 | **Last day to load FY 2023 Interface files** (excluding AR files). Cutoff for interface files is 6pm. |
| Monday | June 26 | 6:00 PM – **Final INF02 Inbound Voucher** for FY 2023 business submitted by 6:00 PM. |
| Monday | June 26 | 6:00 PM – **Final INF06 Inbound GL Journal** for FY 2023 business submitted by 6:00 PM. |
| Monday | June 26 | **Payroll Off-cycle 'B' pay date.** |
| Tuesday | June 27 | **LAST DAY for Agency Processing** |
| Tuesday | June 27 | Daytime batch processes will run. |
| Tuesday | June 27 | **Kansas Service Desk** and **SMART Team** **will** be available. |
| Tuesday | June 27 | Pay cycle and nightly batch processes will run. |
| Tuesday | June 27 | 1:00 PM – **Final INF50 voucher spreadsheetuploads** must be submitted by 1:00 PM**.** |
| Tuesday | June 27 | 3:00 PM – **Final GL Journal spreadsheet** must be uploaded by 3:00 PM. These journals must be edited, budget checked and agency approved by 7:00 PM |
| Tuesday | June 27 | 4:00 PM – **Last hourly batch** will run. **Any transaction needing budget checked after 4:00 PM must have the budget check process run manually**. |
| Tuesday | June 27 | 7:00 PM – FY 2023 **Requisitions** must have sourced to a PO. |
| Tuesday | June 27 | 7:00 PM – FY 2023 **Purchase Orders** must be approved, budget checked, and dispatched. This deadline applies to non-SGF POs and SGF POs that are **less than $5,000.** |
| Tuesday | June 27 | 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 **less than $5,000.** |
| Tuesday | June 27 | 7:00 PM – **EX transactions** must be created, fully approved and in valid budget status. |
| Tuesday | June 27 | 7:00 PM – **BI transactions** must be approved and invoiced or written off. |
| Tuesday | June 27 | 7:00 PM – **AR entries for negative federal fund cash balances** must be complete. |
| Tuesday | June 27 | 7:00 PM – **AR online transactions** must be entered, and agency approved. All deposits received through June 27, 2023 that require deposit adjustments, such as those deposits into clearing funds for credit card receipts, **must have deposit adjustments entered and approved today**. |
| Tuesday | June 27 | 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. |
| Tuesday | June 27 | 7:00 PM –**Interfund transactions - both** **AR/AP** must be edited (error-free), matched and agency approved. Budget checking and post are done during nightly batch. |
| Tuesday | June 27 | 7:00 PM – **GL Journals** must be edited, budget checked, agency approved and submitted into workflow for central approval. |
| Tuesday | June 27 | 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. |
| Tuesday | June 27 | **Nightly Batch** will run at 7:00 PM. |
| Wednesday | June 28 | **SMART Closed** to Agencies. |
| Wednesday | June 28 | 8:00 AM – 5:00 PM – Agencies shall have **accounting staff available** for questions. |
| Wednesday | June 28 | 8:00 AM – **Credit card receipts** will load into SMART. |
| Wednesday | June 28 | **INF43 Excel Deposit Upload, INF44 Inbound Deposit or Temporary Deposit** forms may be used for AR deposits. |
| Wednesday | June 28 | Agencies will be notified if the Division of the Budget denies a **GL Encumbrance.** |
| Wednesday | June 28 | 1:00 PM – **Pay Cycles** run. |
| Wednesday | June 28 | **Nightly Batch** will run at 7:00 PM. |
| Thursday | June 29 | **SMART Closed** to Agencies. |
| Thursday | June 29 | 8:00 AM – 5:00 PM – Agencies shall have **accounting staff available** for questions. |
| Thursday | June 29 | 8:00 AM – **Credit card receipts** will load into SMART. |
| Thursday | June 29 | **INF43 Excel Deposit Upload, INF44 Inbound Deposit or Temporary Deposit Forms** may be used for AR deposits. |
| Thursday | June 29 | Payroll Off-cycle 'C' **pay date**. |
| Thursday | June 29 | **Nightly Batch** will run at 7:00 PM. |
| Friday | June 30 | **SMART Closed** to Agencies. |
| Friday | June 30 | 8:00 AM – **Credit card receipts** will load into SMART. |
| Friday | June 30 | 11:00 AM – **Final** **INF43 Excel Deposit Upload, INF44 Inbound Deposit or Temporary Deposit** forms must be submitted no later than 11:00 AM. |
| Friday | June 30 | **Budget Journals** for re-appropriations, lapses, transfers, and appropriationswill be posted in SMART. |
| Saturday | July 1 | **Nightly batch will run.** |
| Sunday | July 2 | **SMART open** to all users at 1:00 PM - 11:59 PM |
| Sunday | July 2 | **June 2023 (FY 2023, Period 12)** accounting period will be reopened for **Accounts Receivable, Billing and Project Costing.** **Deposits in transit** must be entered in SMART with an accounting date of 06/30/2023 on the **Totals** tab and **Payments** tab. |
| Sunday | July 2 | **July 2023 (FY 2024, Period 1)** accounting period open for Accounts Payable, Accounts Receivable, Asset Management, Billing, General Ledger, and Expenses. |
| Sunday | July 2 | **FY 2024 Requisitions for contracts** that have been previously approved in SMART (for example, multiyear contracts, including leases) should be entered in SMART **on or after July 2, 2023**. |
| Monday | July 3 | 12:00 AM – 7:00 PM – **SMART open** to all users. |
| Monday | July 3 | **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 06/30/2023 to recognize revenue in the appropriate fund and fiscal year. |
| Monday | July 3 | **PCard transactions** that have been held from **June 21st** through **June 30th** will start to be loaded through the nightly batch process. |
| Tuesday | July 4 | **HOLIDAY - SMART open to all users** 6:00 AM - 7:00 PM**.** |
| Wednesday | July 5 | 6:00 AM - 7:00 PM – **SMART open** to all users |
| Wednesday | July 5 | 7:00 PM - **Last day June 2023 Accounts Receivable, Billing and Project Costing** will be open in SMART. **Deposits in transit and Deposit Adjustments** must be entered in SMART with an accounting of 06/30/2023 on the **Totals** tab and **Payments** tab |
| Wednesday | July 5 | **June 2023** accounting period for **Accounts Receivable, Billing and Project Costing** will be closed after nightly batch. |
| Thursday | July 6 | 6:00 AM – 7:00 PM – **SMART open** to all users. |
| Friday | July 7 | **SMART closed** to agency users 6:00 AM – 10:00 AM for **final FY 2023 close** processing. A SMART announcement will be sent when the system is opened to agency users. |
| Friday | July 7 | **SMART Team will run FY Close**. Year-end close (YEC) journals will be created to carry forward Asset, Liability, and Equity Account balances. |
| Friday | July 7 | **Credit Card receipts** will run at 8:00 AM. |
| Friday | July 7 | **SMART AR Deposit jobs** will run at 10:00 AM, noon, and 2:00 PM to load transactions for State Treasurer's approval. |
| Friday | July 7 | 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. |
| Friday | July 7 | **Pay cycles** will be run as usual beginning at 2:00 PM. |
| Friday | July 7 | **Nightly batch** will run as usual beginning at 7:00 PM. |
| Friday | July 14 | 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 |
| Tuesday | 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 |
| Tuesday | August 1 | On or before August 1, 2023 budget period 2023 expense, encumbrance, and revenue data from **SMART Commitment Control Ledgers** will be submitted to the Division of the Budget for loading the 2023 ACTUALS into the IBARS system. |