Office of Systems Management

INFORMATIONAL CIRCULAR NO. 13-A-006   *(supersedes 12-a-008)*

DATE: April 30, 2013

SUBJECT: Closing of Fiscal Year 2013 and Opening of Fiscal Year 2014

EFFECTIVE DATE: Immediately

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SUMMARY: Schedule of accounting events relevant to the close of fiscal year 2013 and
                  the opening of fiscal year 2014.

New for FY 2013 Year-End Processing: The concurrent processing period that has been used in SMART for previous years will no longer be available. Also, the one day of concurrent processing that has been available at the close of each monthly period will no longer be available. This change is effective for the closing of May. See **Informational Circular 13-A-005** for additional details regarding the elimination of concurrent processing periods.

K.S.A. 75-3002 establishes the state fiscal year as commencing on the first day of July in each year and closing on the thirtieth day of June of the succeeding year. In order for activity for fiscal year 2013 to be completed by June 30th, the cutoff date for most agency processing will be June 27th, 2013. The exception to this will be Accounts Receivable items, which is explained in the Accounts Receivable section below. SMART will be open on July 1st, 2013 for Fiscal Year 2014 activity for all modules.

Please refer to **Policy Manual 14,002** to help you determine the appropriate processing period for each type of activity.

The workload for both your agency and the SMART Team increases greatly during the Fiscal Year end closing period. In order to facilitate successful year end processing, reminders and guidelines for agencies are included below as well as a day by day summary. Additionally, it is necessary for agency accounting staff to be available during the day Friday, June 28th in case assistance is needed as the SMART Team is preparing the system for closing.

General Items

The cutoff for <u>interface files</u> into SMART for fiscal year 2013 will be 5:00 PM on Wednesday, June 26, 2013 for Expenditures and 5:00 PM on June 28, 2013 for Deposits.

All FY 2013 transactions must be successfully edited, budget checked, matched, agency approved, dispatched, and submitted into workflow for central approval, as appropriate, by 6:00 PM on June 27, 2013. After these dates, SMART will be closed to all agency users, and the SMART clean-up process will begin on June 28th.

State agencies should review financial data through May and process the necessary corrections in the SMART system before **June 15th**. Please consult the month end checklists available on the SMART website, http://smartweb.ks.gov/home/month-end-checklists/.

There are queries listed in the **References** section at the end of this document to assist your agency.

General Ledger (GL) Encumbrance Request Form and Process

GL Encumbrances (non-vendor specific encumbrances) will be used to encumber fiscal year 2013 budget in limited circumstances. The GL Encumbrance Request Form is located on the Office of Systems Management website at the following link:
http://www.da.ks.gov/ar/pm/Forms/GL_F016.xlsx

1. Complete request form and attach it to a Service Desk Ticket by 5:00 PM on 6/24/2013.
2. Provide a description of the obligation and the reason the vendor is not known or the Purchase Requisition/Order process is not practical for encumbering budget.
3. Requests will be routed to the Division of the Budget (DoB) for approval.
4. GL Encumbrance Journals may be keyed by the Office of Systems Management staff into SMART prior to receiving DoB approval in order to give each agency the opportunity to review the document and its effects in SMART prior to close. Agencies will be notified via the Service Desk of the Journal ID(s).
5. In the event DoB denies the GL encumbrance, the affected agency will be notified via the Service Desk and the document will be deleted from SMART

Budget Period 2013 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 by August 5th for loading into the IBARS system.

The dates provided in this document that relate to fiscal year closing and opening activities will be revised, as necessary, by the Office of Systems Management. Revisions to SMART processing dates will be sent via email to all users subscribed to the SMART listserv (subscribe at http://www.da.ks.gov/Gov/listserv.htm). The subject of these emails begins with "[smartinfo]" - the sender is smartinfo@da.ks.gov.

Any revisions to payroll processing dates will be issued as a SHARP message to subscribers of the SHARP listserv. After issuance, SHARP messages are also posted on the SHARP Customer Service Website at http://www.da.ks.gov/SHARP/documents/message.htm.

Accounts Payable

The final day that agencies can enter a voucher in accounts payable for FY 2013 business will be 6 PM on Thursday, June 27th, 2013. Here is additional information that will help you with accounts payable:

- In order for accounts payable transactions to complete for FY 2013, vouchers must be entered, approved, matched, and budget checked by 6:00 PM on June 27.
- Any FY 2013 accounts payable item that cannot be entered into SMART by the cutoff date must be encumbered by using a purchase order.
- Interfacing agencies must have their final INF02 for FY 2013 business submitted by 5:00 PM on Wednesday, June 26.
- Interfacing agencies may submit their INF02 files for FY 2014 business in advance with accounting and budget dates of July 1. The files received and processed prior to July 1 will be in voucher build error until FY 2014 is open on July 1. At that time, vouchers will be built and will be eligible for paycycle once they are matched, budget checked, and approved.

Travel Authorizations

Travel Authorizations are recommended as a best practice for all agency travel. Although they are not required for either in-state or out-of-state travel, they are the only mechanism available for encumbering funds for travel expenses reimbursable to employees. Travel Authorizations must be entered prior to the dates of travel.

If you need to encumber money for Prepaid expenses that will not be paid by close of FY 2013, you will need to create a purchase order for the prepaid items.

Expense Reports

Expense Reports chargeable to FY 2013 must be processed in SMART by June 27th.   For any travel that is chargeable to FY 2013 that cannot be processed by the deadline, the agency must process a Travel Authorization. Here are tips that will assist you with travel expenses:

- Per the Travel Handbook employees who travel are to submit paperwork for their expenses at least once a month. K.S.A. 75-3201
- According to policy, agencies must have a travel authorization to pay prior year travel. If prior year expenses are entered without an appropriate encumbrance, the transaction will be subject to an audit finding.
- Approvers should review the transaction dates carefully prior to approving expense reports to ensure compliance.
- If agency employees have expense reports for travel occurring in FY 2013, and there is no approved travel authorization or GL encumbrance in SMART, you will need to use the Prior Fiscal Year Claims Process as described in PM 11,966 (http://www.da.ks.gov/ar/pm/PM11966.htm).
- Expense Reports (created in FY2014) for prior year expenses that will reference a GL encumbrance shall be processed using the following procedure:
  o Create the expense report and list the GL encumbrance number in the reference or comments field.
  o Submit the expense report and allow it to progress through approvals.
  o Once the expense report has paid, reduce the GL encumbrance.

- Create a GL Journal to move the expense from current fiscal year to prior fiscal year. Make sure to include the original GL encumbrance number and the associated expense report id in the comment section.
- Submit a Service Desk Ticket to request a budget date change on the GL Journal. Please make sure to indicate the GL Journal line number that will need the update as well as the desired date.

Following is a reminder about Imprest Fund and Petty Cash reimbursements prior to FY13 close. The following is included in **Policy Manual 14,002**:

Imprest Funds

"Check" expenditures from locally held imprest funds dated on or before June 27 should be submitted for reimbursement prior to the deadline for Accounts Payable voucher submission. Expenditures applicable to the period after June 27 should be submitted separately from those pertaining to the period (separate from expenditures applicable to the period after June 27) so that charges pertaining to the two accounting periods will not be commingled on the same document. Fiscal year determination for imprest fund expenditures is the same as for "Expenditures" listed above.

The imprest fund should be intact as of June 30, as required by **K.S.A. 75-3073**. Agencies using imprest funds should process a reimbursement voucher, and complete the reconciliation, prior to the closing of the fiscal year.

Petty Cash

Petty cash procedures are the same as those set forth in the Imprest Fund Section above.

Purchasing

To encumber monies for FY 2013, requisitions must be sourced to POs and the PO must be approved, budget checked and dispatched by end of business on June 27, 2013.

If an Agency needs to process a requisition using FY 2014 funds prior to June 27th, the agency should take the following steps:

- Starting May 1st, enter the requisition and select the 'Save & preview approvals' option.
- Starting June 1st, submit a Service Desk ticket requesting that the budget date be changed to an FY 2014 date.
- Once the budget date has been changed, select the 'Save & submit' button on the requisition.
- The requisition will source to a PO; however, the PO will not pass budget check until the FY 2014 appropriations budget has been loaded.

Requisitions/purchase orders entered after June 27, 2013 will **NOT** be back dated to a 2013 Fiscal Year budget date.

Agencies are encouraged to **reconcile P-Card transactions on a daily basis**, especially during the month of June. Final FY 2013 P-Card transactions are expected to be available

for reconciliation on June 23rd. The last P-Card voucher build process for FY 2013 will run the morning of June 27th. The resulting P-Card vouchers must be approved and successfully budget checked prior to 3:00 PM on June 27th so they are eligible to process in pay cycle. Consequently, agencies will have **three (3) business days** to reconcile the final 2013 P-Card transactions.

Asset Management

All FY 13 asset transactions must be entered by 6:00 PM on June 27th, 2013. This includes additions, adjustments, transfers, and retirements, as well as updating costs for CIP assets. The **Transaction Date** should be the effective date of the transaction. For new assets being entered in SMART, the Transaction Date will be the In Service Date.

For agencies utilizing integration, all outstanding Interface ID's for FY 2013 must be processed by 6:00 PM on June 27th. If an asset is acquired by your agency at the end of the fiscal year and the voucher will not be posted by June 25th, please enter the asset(s) manually via Express Add.

Project Costing

All Federal funds must be in a positive cash position by year-end close. For agencies with Federal funds tied to Project Costing and Customer Contracts, this means that FY 2013 billing worksheets should be approved or written-off and any related deposits completed by 6:00 PM Thursday, June 27th.

It is recommended that all billing worksheets created prior to April 1, 2013 be processed by May 25th. The **KS_PC_BILLING_WORKSHEET** query in the "Helpful Queries" section of this circular is designed to help identify unprocessed billing worksheets by accounting date.

Accounts Receivable

Fiscal year 2013 deposits must be entered as follows:

- Thursday, June 27th at 6:00 PM is the cutoff for <u>online entry</u> of FY13 deposits.
- Friday, June 28th online entry into SMART will be closed to agencies.
- Friday, June 28th, agencies may continue to upload and submit FY 2013 deposits via INF43 and INF44 until 5:00 PM. SMART AR Deposit jobs will run according to the regular hourly schedule. If you process INF43 or INF44, please e-mail the State Treasurer's Cash Management Group at <u>cash@treasurer.state.ks.us</u> to notify them of the Business Unit, Deposit ID (if known), and deposit total so they can approve the transaction in SMART. STO will perform their normal approval and release at 3:00 PM.
- Friday, June 28th: If your agency does not use the INF43 or INF44 processes and needs to make a deposit while SMART is unavailable, the State Treasurer's Office has created the attached Temporary Deposit Form to allow you to continue to deposit funds. Using the Temporary Deposit Form is preferable to holding checks and cash at your agency, and allows you to meet the requirement to deposit funds collected each day. Please bring the completed form, along with the cash and checks (calculator tape attached) to the State Treasurer's Office. On Monday morning, July 1st, you will enter a deposit and complete the agency approval using the deposits in transit instructions below.

Any FY 2013 deposits with an accounting date of 6/21/13 or before, that have not been released and approved by the Treasurer's Office as of 3:00 PM on Friday, June 28th, will be considered abandoned transactions and will be deleted by the SMART team.

Deposits in transit are defined as:

- Deposits made with the State Treasurer on Friday, June 28th with the Temporary Deposit Form.
- Agency receipts from Saturday, June 29th.
- Agency receipts from Sunday, June 30th.

Deposits in transit will have special handling so that the Office of Audit and Assurance will be able to identify them separately as requested by our independent auditors. On July 1st and 2nd, the SMART AR module will be re-opened to agency users for June. Agencies will enter new deposits, for these deposits in transit, using an accounting date of June 30th. Please be aware that even though these deposits have the accounting date of June 30th, the transaction will actually process in the General Ledger for FY 2014.

By 6:00 PM on Tuesday, July 2nd, any remaining deposit in transit transactions with a June 2013 accounting date that have not been approved will be deleted by the SMART Team.

Interfunds

- The accounting dates on both the voucher and deposit must fall within the same fiscal year.
- Thursday, June 27th 6:00 PM: both sides of the interfund must be approved. All remaining FY2013 interfund deposits and interfund vouchers will be deleted by the SMART team.

GL Journals

In order to affect fiscal year 2013, ALL GL Journals must be successfully edited, budget checked, agency approved, and submitted into workflow for central approval by 6:00 PM Thursday June 27, 2013.

- Interfacing agencies must have their final INF06 for FY 2013 business submitted by 5:00 PM on June 26th.
- GL Spreadsheet Journals can be uploaded manually until 3:00 PM on June 27th. The journals must be approved and submitted for central approval by 6:00 PM.

Allocations

Agencies using Allocations must run their last FY 2013 allocation process on June 27th. All resulting GL Journals must be posted by 5:00 PM that day.

Expenditures typically charged to a Pool to be allocated should be direct charged during the week of June 24th. This will ensure all charges in the Pool have been posted when the last FY 2013 allocation is run. Any encumbrances or travel authorizations remaining against the

Pool at the end of the year need to be changed to a direct charge to prevent a FY 2013 date causing issues when the allocation is run in the new fiscal year to pick those costs up.

Commitment Control

FY 2014 Budget Journals for agencies who use "Track with Budget" must be entered prior to any FY 2014 pre-encumbrance (if applicable), encumbrance, expenditure, or revenue transactions are entered into SMART. Otherwise the transactions will fail budget check.

System Availability

Normal hours of availability are shown below.

SMART
- Monday through Saturday, 7:00 AM to 6:00 PM.
- The cutoff for receiving SMART interface files is 5:00 PM Monday through Friday.
- Sunday, 1:00 PM through Monday morning. Not all Sundays are open. Please note that Sundays open for May and June may be found at http://www.smartweb.ks.gov/announcements/impt-announce/general-system-news/2013/02/04/smart-sunday-availability.

SMART - July 4th, 7:00 AM to 6:00 PM. Daytime batch processes do not run.

SMART online access will <u>not</u> be available to agencies on the following dates:
- June 28th
- June 29th and June 30th
- July 12th – 14th

Kansas Service Desk
- Monday through Friday, 8:00 AM to 5:00 PM.
- Saturdays, Sundays, and holidays, not available.

SHARP
- Monday through Friday, 6 AM to 6 PM
- Saturdays, 1:00 PM to 9:00 PM
- Sundays, 1:00 PM to 6:00 PM

Accounts Receivable (Deposit) Processing when SMART is closed to users on July 12, 2013:

Since SMART will be closed to agency users on July 12-14, 2013 the following process should be followed to make FY 2014 deposits on these days:

- The State Treasurer's Office will have limited access to SMART to allow them to process deposits.
- If you are expecting that funds will be wired to the State Treasurer on July 12th, please enter the appropriate deposit into SMART by 6:00 PM on July 11, 2013 and complete the agency approval. When the wire transfer arrives at the Treasurer's

Office, they will match the funds to the appropriate deposit transaction, and complete the State Treasurer Approval on the deposit. This deposit will then be recorded in SMART as usual during the next nightly batch.

- Agencies may continue to upload and submit FY 2014 deposits via INF43 and INF44. SMART AR Deposit jobs will run at 10 AM, noon and 2:00 PM. If you process INF43 or INF44, please e-mail the State Treasurer's Cash Management Group at cash@treasurer.state.ks.us to notify them of the Business Unit, Deposit ID (if known), and deposit total so they can approve the transaction in SMART.
- If your agency does not use the INF43 or INF44 processes and needs to make a deposit while SMART is unavailable, the State Treasurer's Office has created the attached Temporary Deposit Form to allow you to continue to deposit funds. Using the Temporary Deposit Form is preferable to holding checks and cash at your agency, and allows you to meet the requirement to deposit funds collected each day. Please bring the completed form, along with the cash and checks (calculator tape attached) to the State Treasurer's Office.
- If you have checks or cash that should be deposited on this date, please bring the completed form, along with the cash and checks (calculator tape attached) to the State Treasurer's Office. On Monday morning, July 15th (when SMART is again open for business), you will need to enter the appropriate Deposit, and complete the agency approval.
- The Credit Card Receipts will run into SMART as scheduled at 8:00 AM on this day.

Any questions about this process should be addressed to Brenda Linder, (785) 296-4144, or e-mail brenda@treasurer.ks.gov.

Day by Day Summary

The scheduled dates for closing Fiscal Year 2013 and beginning Fiscal Year 2014 are as follows:

DATE	ITEM
1-May	July period open for Requisitions to accommodate FY 2014 bid events, leases & prior authorizations. · **Bid Events**: Requisitions for bid events should be saved and submitted, the budget date will be changed by the Procurement Officer prior to award. · **Leases & Prior Authorizations**: Users entering requisitions for leases & prior authorizations should select the 'Save & preview approvals' option. The Purchase Order period must be open before the budget dates can be changed on the requisitions, this will happen on June 1, 2013. Submit Service Desk requests to change budget dates beginning June 1, 2013.
14-May	**ASTRA** meeting.
21-May	Deadline to establish **FY 2014 ChartFields** in SMART for SHaRP integration.
25-May	All **Billing Worksheets** created from Customer Contracts prior to April 1, 2013 should be processed for deposit or write-off by close of business. This is a reminder that funds that are allowed to go negative, like cost reimbursable grants for example, cannot end the year in a negative cash

	position.
	Agencies should review the **SMART monthly checklists** preparing for May month end and fiscal year end.
	If you are adding **new Department IDs or Program Codes**, please complete the form GL_F003 Department IDs (including an updated Department ID Budget Tree) or GL_F006 for Program Codes (including an updated Program ID Tree) and attach to a SMART Help Desk Ticket. Please submit the request form(s) no later than May 25, 2013. If you will be utilizing the new Department IDs/Program Codes in SHARP (for positions or funding) the effective date for the new values needs to be the first day of the first pay period that will be paid in the new fiscal year. For FY2014, this date is June 9, 2013. If you are inactivating any Department IDs or Program codes for the new fiscal year, please use an effective date that corresponds to the day after closing date for the old fiscal year or later. For FY 2013 inactivations, please use July 16, 2013 or later.
31-May	**Last day of processing for May**. Note there is no concurrent processing day on June 3, 2013.
	Month end processes will be run in **Nightly batch**. May 2013 will be closed after batch is completed.
1-Jun	Run scheduled **PO Close Process.**
3-Jun	**June 2013** (Period 12, FY 2013) Open.
	July 2013 period open for **Purchase Orders to accommodate FY 2014 leases & prior authorizations**. Agencies may start submitting Service Desk tickets requesting budget date changes on requisitions to an FY 2014 date. FY 2014 PO's will not pass budget check until the appropriation budget has been loaded and posted in SMART.
	July 2013 period open for **Project Costing** to capture any FY 2014 PO related activity.
15-Jun	**Informational Circular** to all agencies regarding fiscal year rate changes in payroll deductions and contributions. The release of the Informational Circular is contingent upon publication of the budget indices for fiscal year 2014 by the Division of the Budget.
16-Jun	Payroll Services will insert a new row in the **SHaRP department budget tables** effective dated June 9, 2013, which reflect a budget end date of June 8, 2014 and fiscal year of 2014. Agencies should refrain from entering any rows in the SHaRP department budget table with an effective-date greater than or equal to June 9, 2013 until after the fiscal year 2014 insert has been completed. Further instructions on the entry of FY 2014 rows in the SHaRP department budget tables will be issued in an upcoming circular.
17-Jun	**Process payroll off-cycle 'A'** for Friday June 21, 2013 pay date.
19-Jun	**Process payroll off-cycle 'B'** for Monday June 24, 2013 pay date.
	Budget check and Post payroll journals for the Friday, June 21st on-cycle pay date (last fiscal year 2013 on-cycle) and for the Friday, June 21st off-cycle pay date.
22-Jun	**Last P-Card transaction file** (6/21 posted date) for FY 2013 loaded in the nightly batch. Files received from the bank after 6/22 will be held and loaded for FY 2014 beginning on 7/1.
23-Jun	Final FY 2013 **P-Card transactions** expected to be available for reconciliation in SMART.

24-Jun	5:00 PM -- FY 2013 **GL Encumbrance Request Forms** due to Central Accounting.
	P-Card Voucher build process runs.
	Budget check and Post payroll journals for the Monday, June 24th off-cycle pay date.
	Process last **payroll off-cycle 'C'** for fiscal year 2013. Review any outstanding checks and process paycheck reversals prior to June 24, 2013. Any checks issued in this off-cycle will be dated June 27, 2013 and charged to fiscal year 2013. Any supplemental or paycheck reversal/adjustment transactions entered after this date will be charged to fiscal year 2014.
25-Jun	**GL Encumbrances** keyed into SMART by Off. Of Systems Mgmt. as time permits.
	P-Card Voucher build process runs. This is an additional run for P-Card voucher build.
26-Jun	**P-Card Voucher build** process runs. This is an additional run for P-Card voucher build.
	Budget check and Post payroll journals for the Thursday, June 27th off-cycle pay date.
	5:00 PM -- Final FY 2013 **Expenditure and Journal interface files** must be placed on the mainframe to be processed in nightly batch. This includes INF02 (Inbound Vouchers) and INF06 (Inbound GL Journals).
	6:00 PM --Last day to **reconcile and approve FY 2013 P-Card transactions**. An encumbrance must be created using the requisition to PO process for any P-Card transaction payments needing to use FY 2013 funds but have not been reconciled by end of day. The PO must be approved and dispatched by end of day June 27, 2013.
27-Jun	**P-Card Voucher build** process run. This is an additional run for P-Card voucher build and will be the last process to include FY 2013 P-Card transactions that do not have a PO encumbrance tied to it.
	Last day for processing FY 2013 business in SMART.
	• 1:00 PM -- *Final INF50 spreadsheet voucher* uploads must be submitted.
	• 5:00 PM -- *Allocations* must be completed with all resulting GL Journals posted.
	• 6:00 PM -- *Requisitions* must have built to a PO and all *Purchase Orders* must be successfully approved, budget checked, and dispatched.
	• 6:00 PM -- *BI transactions* must be finalized and moved into AR.
	• 6:00 PM -- *AR online transactions* must be entered and agency approved.
	• 6:00 PM -- AP transactions must be edited (error-free), budget checked, matched, in postable or posted status, and all agency approvals complete.
	• 6:00 PM -- *EX transactions* must be edited, budget checked, 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.
	Asset Management Monthly batch runs after 6:00 PM.

28-Jun	8:00 AM – 5:00 PM -- Agencies must have **accounting staff available** for questions.
	INF43, INF44 or Temporary Deposit Forms may be used for AR deposits.
	3:00 PM -- **Pay Cycles** run as normal.
	Updates to payroll position pool definitions for fiscal year 2014 must be entered into SHARP by 6:00 PM in order to be reflected in the charges for the on-cycle paychecks dated July 5, 2013 (first on-cycle paychecks charged to fiscal year 2014). Updates should be entered with an effective date of June 10, 2013.
	Agencies notified if Div. of Budget denies a **GL Encumbrance**
30-Jun	**AR Monthly Batch jobs** will be run manually after clean-up is complete.
	Post FY 2013 and prior fiscal year's **lapses** and FY 2013 **reappropriation budget journals**.
1-Jul	June 2013 **Accounts Receivable** will be reopened. *"Deposits in transit"* must be entered into SMART with an accounting date of June 30, 2013.
	July 2013 (FY 2014 ,Period 1) open for Accounts Payable, Accounts Receivable, Asset Management, Billing, General Ledger, and Travel & Expense.
	8:00 AM -- Final FY 2013 **credit card receipts and credit card clearing fund fees and charges** via First Data, American Express, and Discover Card are processed by the State Treasurer. All transactions to this date are credited to fiscal year 2013; all transactions after this date are credited to FY 2014.
	FY 2014 appropriations available for expenditure transaction budget checking when the system opens to agency users.
	Process first payroll off-cycle 'A' for fiscal year 2014. Checks will be dated July 5th.
	P-Card transactions that have been held from 6/22 (posted date) through 6/29 will start to be loaded.
	The normal Monday morning **P-Card voucher build process will NOT be run**.
	Start loading **P-Card transactions** through the nightly batch process.
2-Jul	**Deposits in transit** must be entered into SMART with an accounting date of June 30, 2013 so the Treasurer's Office can approve by 3:00 PM.
	Deposits with June 2013 accounting dates not approved by 6:00 PM will be deleted by the SMART Team.
3-Jul	**Process payroll off-cycle 'B'** for fiscal year 2014. Checks will be dated July 9th.
4-Jul	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.
5-Jul	**P-Card Voucher build** process runs.
8-Jul	Resume **normal P-Card Voucher build** process schedule.
12-Jul	**SMART closed** to agency users due to year end closing process.
	SMART AR Deposit jobs will run at 10:00 AM, noon, and 2:00 PM to load these transactions for State Treasurer's approval. Credit Card receipts run at 8:00 AM.

	Run FY Close batch process. Year end close (YEC) journals will be created to carry forward Asset, Liability, and Equity balances and transfer the total (since inception) revenues and expenditures from FY 2013 (period 999) to FY 2014 (period 0).
	Pay cycles will be run as usual beginning at 3:00 PM.
	Agencies may place **FY 2014 interface files** on the mainframe by 5:00 PM to be processed.
	Nightly batch will run as usual.
13-Jul	**SMART closed** to agency users.
14-Jul	**SMART closed** to agency users.
15-Jul	**SMART open** to all users (7:00 AM - 6:00 PM)
5-Aug	Budget period 2013 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.
30-Aug	Form **DA-82**, **CAPITAL ASSET SUPPLEMENTAL INFORMATION**, due.

REFERENCES

Helpful Queries: Navigation: Reporting Tools>Query>Query Viewer>

Travel and Expense

UNPROCESSED_EXPENSE_REPORTS – Users will enter a date range based upon when the Expense Report was created. The query returns all unprocessed Expense Reports sorted by status and report id. Expense Reports with a status of DEN can either be deleted or left in the system depending on your agency's business process.

UNPROCESSED_TRAVEL_AUTHS – Users will enter a date range based upon the accounting date of the Travel Authorization. This will typically be the date the Travel Authorization was created. The query returns all Travel Authorizations that have not fully processed in the system sorted by Travel Date From and Travel Auth ID number. Note** Travel Authorizations with a status of APR and a valid budget status have encumbered budget.

Accounts Payable

UNPROCESSED_VOUCHERS – Users will enter a date range based upon the accounting date of the vouchers. This will typically be the date the Voucher was created. The query returns all Vouchers that have not fully processed in the system sorted by Voucher ID.

KS_APAR_PENDING_INTRFNDS -This query will show pending Interfunds, both Initiated and Received by your agency, that are tied to a Voucher or Deposit.

*KS_INTRFNDS_APPR_NOT_POSTED - User will enter Business Unit. The query will return results for either side (deposit or voucher) to which your agency is a party, and at least one of the following is true: 1) Voucher is not posted 2) Payment is not posted 3) Deposit is not posted. This query should give you an indication of transaction exceptions

that may need further review. Depending on when you run the query, you may have interfunds that were approved in the current day's activity that have not yet posted in the nightly batch. If the deposit or voucher approval date reflects the current or previous day's date, you can likely ignore it. We recommend running it first thing in the morning before new approvals are registered to avoid extraneous results. We recommend running this query at least monthly and more frequently as fiscal year end close approaches.

Asset Management

KS_AM_VCHRS_WITH_54XXXX_ACCT - This query displays a list of all vouchers within a specified date range with 54XXXX account codes. You should use the Asset Inventory List report in conjunction with this query to make sure all capital assets have been added to SMART. See the KS_AM_VCHRS_WITH_54XXXX_ACCT Query training document for additional information.

Project Costing

KS_PC_BILLING_WORKSHEET – This query shows a list of all unprocessed billing worksheets that can be either billed or written off to help get Federal Funds into a positive cash position by year-end.

General Ledger
KS_GL_JOURNALS_BUDGET_ERROR – This query displays any GL Journals in Budget Check error.

KS_GL_JOURNALS_ERRORS – This query will show GL Journals in Edit error and cannot be posted.

Purchasing
KS_PO_NEGATIVE_PO_LINES - The 'KS_PO_NEGATIVE_PO_LINES' query was designed to identify those POs that have a negative PO line. Negative PO lines create unauthorized budget. Agencies must cancel or close any negative PO lines currently in SMART prior to close of business on June 27, 2013.

Job Aid: http://smartweb.ks.gov/docs/default-source/po---po---queries/using-the-ks_po_negative_po_lines-query.pdf?sfvrsn=2

KS_PO_PCRD_VCHR_DELETED - The KS_PO_PCRD_VCHR_DELETED query was designed to identify those P-Card vouchers/lines that have been deleted. Agencies should not delete P-Card vouchers/lines. The deletion of a P-Card voucher/line does not update the P-Card transaction; consequently, the P-Card transaction retains a voucher ID and voucher line number that no longer exists in SMART. This gives the appearance that the P-Card transaction has not been paid.

Job Aid: http://smartweb.ks.gov/docs/default-source/po---p-cards---queries/using-the-ks_po_pcrd_vchr_deleted-query.pdf?sfvrsn=4

KS_PO_REQS_OPEN_PNDNG - The KS_PO_REQS_OPEN_PNDNG query was designed to identify those requisition lines that need to have some action taken by end of day June 27, 2013.

Job Aid: http://smartweb.ks.gov/docs/default-source/po---reqs---queries/using-the-ks_po_reqs_open_pndng-query.pdf?sfvrsn=6

Helpful links:

PROCUREMENT AND CONTRACTS INFORMATION CIRCULAR 13-01

Solutions database https://dahelpdesk.ks.gov/sd/SolutionsHome.sd

Solution 533: Converting a GL encumbrance to a PO

Solution 741:   How do I run the Req and PO Budgetary Activity Report?

Job Aids:

Asset Management Preparing for Fiscal Year End
Voucher will not Process for Payment

Policy Manual 14,002 Fiscal Year Closing of Obligations

 SMART Training Resources click the Training link

Month-End Checklists:

Accounts Payable Month-End Checklist
Accounts Receivable Month-End Checklist
Asset Management Month-End Checklist
General Ledger Month End Checklist
Purchasing Month End Checklist

Form:

Temporary Deposit Form