**FY 2016 Closing and FY 2017 Opening Schedule**

**Day by Day Summary**

The scheduled dates for closing Fiscal Year 2016 and beginning Fiscal Year 2017 are as follows:

|  |  |
| --- | --- |
| **DATE** | **ITEM** |
| Tuesday  May 2 | July 2016 period will be opened for **Requisitions** to accommodate FY 2017 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, 2016. Submit Service Desk requests to change budget dates beginning June 1, 2016. |
| Saturday May 21 | Deadline to request **FY 2017 ChartFields** in SMART for SHaRP integration. If you are adding **new Department IDs or Program Codes**, please enter a ChartField Request for the desired ChartField into SMART. The navigation in SMART is Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Request. Attach an updated Department ID Budget Tree or an updated Program ID Tree on the ChartField Request. See Job Aids for Adding or Updating ChartFields on the SMART *Web* in the Training section under General Ledger, Configurations.  Please submit the request form(s) in SMART no later than **May 21, 2016**.   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 FY 2017, this date is **June 5, 2016**.  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 2016 inactivations, please use **July 13, 2016** or later. |
| Friday May 27 | All **Billing Worksheets** created from Customer Contracts prior to April 1, 2016 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. |
| Tuesday May 31 | Last day of processing for May. |
|  | Month-end processes will be run in **Nightly batch**. May 2016 will be closed after batch is completed. |
| Wednesday Jun 1 | **June 2016** (Period 12, FY 2016) Open. |
|  | July 2016 period open for **Purchase Orders** to accommodate FY 2017 leases & prior authorizations. Agencies may start submitting Service Desk tickets requesting budget date changes on requisitions to a FY 2017 date. FY 2017 PO's will not pass budget check until the appropriation budget has been loaded and posted in SMART. |
|  | July 2016 period open for **Project Costing** to capture any FY 2017 PO related activity. |
|  | **Payroll Informational Circular** will be available to all agencies regarding fiscal year rate changes in payroll deductions and contributions.  The release of the Payroll Informational Circular is contingent upon publication of the budget indices for fiscal year 2017 by the Division of the Budget. |
| Sunday Jun 5 | Run scheduled **PO Close Process** |
|  | Payroll Services will insert a new row in the **SHaRP department budget tables** effective dated **June 5, 2016**, which reflects a budget end date of **June 4, 2017** and fiscal year of 2017.  Agencies should refrain from entering any rows in the SHaRP department budget table with an effective-date greater than or equal to **June 5, 2016** until after the fiscal year 2017 insert has been completed.  Further instructions on the entry of FY 2017 rows in the SHaRP department budget tables will be issued in an upcoming payroll informational circular. |
| Monday Jun 13 | **Process payroll** off-cycle 'A' for **Friday, June 17, 2016** pay date. |
| **Tuesday**  **Jun 14** | **5:00 PM -- FY 2016 GL Encumbrance Request Forms for SGF encumbrances greater than $5,000 due to Central Responsibilities Team by June 14 in order to be approved and entered in SMART by June 17.** |
| Wednesday Jun 15 | **Process payroll** off-cycle 'B' for **Monday, June 20, 2016** pay date. |
|  | **Budget check and Post payroll journals** for the **Friday, June 17, 2016** on-cycle pay date (last fiscal year 2016 on-cycle) and for the **Friday, June 17, 2016** off-cycle pay date. |
| Friday Jun 17 | **Budget check and Post payroll journals** for the **Monday, June 20, 2016** off-cycle pay date. |
|  | **6:00 PM – Requisitions greater than $5,000 using SGF must have built to a PO and all Purchase Orders must be successfully approved, budget checked, and dispatched.** |
|  | **6:00 PM – Travel Authorizations greater than $5,000 using SGF must be entered, edited, budget checked, and approved.** |
| Saturday Jun 18 | **Last P-Card transaction file** (June 17 posted date) for FY 2016 loaded. Files received from the bank after June 17, 2016 will be held and loaded for FY 2017 beginning on July 1, 2016. |
| Monday Jun 20 | **P-Card Voucher build** process runs. |
|  | **Process last payroll** off-cycle 'C'for fiscal year 2016.  Review any outstanding checks and process paycheck reversals prior to **June 20, 2016**.  Any checks issued in this off-cycle will be dated **June 23, 2016** and charged to fiscal year 2016.  Any supplemental or paycheck reversal/adjustment transactions entered after this date will be charged to fiscal year 2017. |
| Tuesday Jun 21 | Agencies will continue to reconcile **P-Card transactions.** |
|  | **P-Card Voucher build** process runs. This is an additional run for P-Card voucher build. |
| Wednesday Jun 22 | Agencies will continue to reconcile **P-Card transactions.** |
|  | **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 23, 2016** off-cycle pay date. |
| Thursday Jun 23 | Agencies will continue to reconcile **P-Card transactions.** |
|  | **P-Card Voucher build** process runs. This is an additional run for P-Card voucher build. |
|  | **5:00 PM -- FY 2016 GL Encumbrance Request Forms due to Central Responsibilities Team. This deadline applies to all non-SGF encumbrances and SGF encumbrances equal to or less than $5,000.** |
|  | **GL Encumbrances** keyed into SMART by the Central Responsibilities Team, as time permits. |
| Friday Jun 24 | Agencies will continue to reconcile **P-Card transactions.** |
|  | **P-Card Voucher build** process runs. This is an additional run for P-Card voucher build. |
|  | **Updates to payroll position pool/Department Budget Table definitions** for fiscal year 2017 must be entered into SHARP by **6:00 PM** in order to be reflected in the charges for the on-cycle paychecks dated **July 1, 2016** (first on-cycle paychecks charged to fiscal year 2017). Updates should be entered with an effective date of **June 6, 2016** or greater. |
| Saturday Jun 25 | 7:00 AM - 6:00 PM - **SMART open** to all users. Daytime and nightly batch processes will run. Service Desk and SMART production support will be available. **No pay cycles will be run.** |
|  | Agencies will continue to reconcile **P-Card transactions.** |
|  | **P-Card Voucher build** process runs. This is an additional run for P-Card voucher build. |
| **Monday Jun 27** | **Last day for processing FY 2016 business in SMART.** |
|  | **P-Card Voucher build** process runs. This will be the last process to include FY 2016 P-Card transactions that do not have a PO encumbrance tied to it. |
|  |    1:00 PM -- *Final INF50 voucher spreadsheet* uploads must be submitted. |
|  |    3:00 PM -- *Final GL Journal spreadsheet* uploads must be submitted. |
|  | **• 6:00 PM -- Requisitions must have built to a PO and all 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.** |
|  | **   6:00 PM – Travel Authorizations must be entered, edited, budget checked, and approved. This applies to non-SGF TAs and SGF TAs that are equal to or less than $5,000.** |
|  | • 6:00 PM -- *BI transactions* must be finalized and moved into AR. |
|  | • 6:00 PM -- *AR online transactions* must be entered and agency approved. All deposits received prior to June 27, 2016 that require deposit adjustments, such as those deposits into clearing funds for credit card receipts, must have deposit adjustments entered and 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 – *AR/AP Interfund 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. |
| Tuesday Jun 28 | **SMART Closed** to Agencies. The SMART Team cleaning up transactions in preparation for fiscal year end close. |
|  | 8:00 AM – 5:00 PM -- Agencies must have **accounting staff available** for questions. |
|  | **INF43 (Excel Deposit Upload), INF44 (Inbound Deposit) or Temporary Deposit Forms** may be used for AR deposits. |
|  | 2:30 PM -- **Pay Cycles** run as normal. |
|  | Agencies will be notified if Div. of Budget denies a **GL Encumbrance.** |
|  | Nightly Batch will be run at 6:00 PM |
| Wednesday Jun 29 | **SMART Closed** to Agencies. The SMART Team will review and clean up transactions in preparation for fiscal year end close. |
|  | **INF43 (Excel Deposit Upload), INF44 (Inbound Deposit) or Temporary Deposit Forms** may be used for AR deposits. |
| Thursday Jun 30 | **SMART Closed** to Agencies. The SMART Team cleaning up transactions in preparation for fiscal year end close. |
|  | **INF43 (Excel Deposit Upload) or INF44 (Inbound Deposit)** used for AR deposits must be submitted by 1:00 PM. **Temporary Deposit Forms** may continue to be used for AR deposits. |
|  | **Deposits** **with June 2016 accounting dates** not approved by 6:00 PM will be deleted by the SMART Team. |
|  | **AR Monthly Batch jobs** will be run manually after clean-up is complete. |
|  | AFTER June 2016 closed in ALL modules, Central Responsibilities team will calculate and post FY 2016 and prior fiscal year’s **lapses** and FY 2016 **reappropriation budget journals**. |
| Friday Jul 1 | June 2016 **Accounts Receivable** will be reopened. **Deposits in transit** must be entered into SMART with an accounting date of June 30, 2016. |
|  | **Deposit adjustments** for remaining June deposits into clearing funds, such as for credit card receipts, must be entered into SMART with an accounting date of June 30, 2016 to recognize revenue in the appropriate fund. |
|  | **July 2016 (FY 2017, Period 1) open** for Accounts Payable, Accounts Receivable, Asset Management, Billing, General Ledger, and Travel & Expense. |
|  | **FY 2017 appropriations** available for expenditure transaction budget checking when the system opens to agency users. |
|  | **Budget check and Post payroll journals** for the **Friday, July 1, 2016** on-cycle pay date (first fiscal year 2017 on-cycle) and for the **Friday, July 1, 2016** off-cycle pay date. |
|  | **P-Card transactions** that have been held from **June 17** (posted date) through **June 30** will start to be loaded through the nightly batch process. |
| Monday Jul 4 (Holiday) | 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. |
| Tuesday Jul 5 | **Deposits in transit** must be entered into SMART with an accounting date of June 30, 2016 so the Treasurer’s Office can approve by 3:00 PM. |
|  | **Deposit adjustments** for remaining June deposits into clearing funds, such as for credit card receipts, must be entered into SMART with an accounting date of June 30, 2016 to recognize revenue in the appropriate fund. |
|  | **Deposits** **and deposit adjustments with June 2016 accounting dates** not approved by 6:00 PM will be deleted by the SMART Team. |
|  | **P-Card Voucher build** process runs. |
| Thursday Jul 7 | **P-Card Voucher build** process runs. Resume **normal P-Card Voucher build** process schedule. |
| Friday Jul 8 | **SMART closed** to agency users. |
|  | **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 Account balances. |
|  | **Pay cycles** will be run as usual beginning at 2:30 PM. |
|  | Agencies may place **FY 2017 interface files** on the mainframe by 5:00 PM to be processed. |
|  | **Nightly batch** will run as usual. |
| Saturday Jul 9 | **SMART open** to all users at 7:00 AM |
| Sunday Jul 10 | **SMART open** to all users at 1:00 PM |
| Monday Jul 11 | **SMART open** to all users. Resume **normal SMART** processing schedule. |
| Monday Aug 1 | Budget period 2016 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. |
| Monday Aug 1 | Form **DA-82**, **CAPITAL ASSET SUPPLEMENTAL INFORMATION**, due. |