

2005 General Accounting Year End Closing Schedule Dates

March 30 – All Agencies must have written Fixed Asset policies.

April 29 – All Accounts Receivable Aging Reports must be received by Marie.

April 30 – Security coordinators must report on user status.

May 26 – Last day to make entries into YACC table.

May 27 - Last day to encumber 4th quarter non-emergency Purchase Orders.

May 27 – New Year Table Initialization. (Phase I)

May 31 – All FAIT table entries must be made for both FY 05 and 06 until July 1.

All new org requests must be done for both FY 05 and 06 until July 1.

June 13-17 – Test Week (OIT Phase II Budget Load)

June 24 – Budget Load. (Phase II)

Last week of June – Load of New Year appropriations and allotment
Cannot be run on the same night as a current year Budget load.

Test Purchase Order rollover. Make necessary corrections to live system.

Financial Order for amounts to be written off should be signed by the Governor. Once signed, advise BIS to run their special nightly process. PUNR table must have statuses updated to “WO”.

June 28 – Encumbered PVs over \$2,500.00 to BAC for approval by 12:00.

June 30 – Non-encumbered FY 04 PVs over \$2500 to BAC for approval.
Last day for Agencies to enter and approve under \$2500 PVs.

Last day to deposit FY04 cash and checks.

Last day for FY 05 Budget interfaces. Any other Budget FY 05 transactions received after June 30 must be hand posted.

All payroll insufficiencies must be resolved.

Night of June 30 – Purchase Order Rollover (Phase III)

July 1 – system unavailable. Any Purchase Order rollover problems need to be resolved. Appropriation Rollover. (Phase IV)

BIS will process NECSES file. BIS will open the tso portion of the system to allow Donna to process externals. Cash control must be removed for any externals to process. Files may reject for estimated revenue.

Recommendation for next year – limit the external load or do not process externals.

TAMICRED will process. Cash receipts will be loaded as normal.

July 5 – FY06 opens

Remove FY 06 Cash Controls on Funds 013 through 019.

Must be done daily until Period 13 close. *BIS inserted a flag that will allow cash controls to remain open through nightly processing until Period 13 close.*

Prepare entry for Salary Plan reimbursement.

July 6 – CR documentation to Treasury by 2:00 for FY05 deposits.

JVs to BAC by 12:00

All J1s must post. All prepay JVs must post.

Run Period 12 StaCap

July 8 Weekend – Period 12 Close

July 11 – Period 12 Reports mailed

July 11-13 – Contingent Account Restoration JV

Transfer amounts from IF & W operating account to carrying account.

Reverse all estimated revenue amounts. Very important - Change option from “E” to “A”.

Restore the Governor-Elect Account back to \$5,000.00.

Check for negative allotment . The B934 Report, listing accounts with negative allotment, is run daily for Dawna Lapotosky.

Note for next year: Request COLD version.

July 13 – Last Day for BAC JVs

Run Period 13 StaCap

(Post General message and/or send email to all estimated revenue agencies)

July 15 - Non-lapsing appropriations roll forward.

July 15 - Weekend – Period 13 Close

July 18 – Period 13 Reports mailed.

July 18 – Transfer Reserve for Encumbrance balances to Unappropriated Surplus.