

# **Guide to Fiscal Year 2013 – Year End Closing Process**

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## **NEW for FY 2013 Year End Processing**

**Updated 6-26-13** - Changes to the schedule of accounting events relevant to the close of fiscal year 2013 and the opening of fiscal year 2014.

As a result of unforeseen technical issues and the extended delay of opening SMART to agencies on Tuesday, June 25, 2013, changes have been made to the previous schedule of accounting events relevant to the close of fiscal year 2013 and the opening of fiscal year 2014.

***This document has been updated to reflect the new dates for closings, processing, cut off times etc. Changes made to this document on 6-26-13 have been highlighted in yellow. Thank you.***

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 2013.

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 30<sup>th</sup>, the cutoff date for most agency processing will be Friday, June 28<sup>th</sup>, 2013.*** The exception to this will be Accounts Receivable items, which is explained in the 'Accounts Receivable' section of this circular. SMART will be open on July 1<sup>st</sup>, 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 in this circular, as well as a day by day summary. ***Additionally, it is necessary for agency accounting staff to be available to answer questions during the weekend of Saturday, June 28 and Sunday, June 29, 2013. Your agency should have submitted a Service Desk Request with contact details for your agency Accounting Staff*** in case assistance is needed while the SMART Team is preparing SMART for closing.

## General Items

### Clean Up Transactions

State agencies should review financial data through **May 2013**, and process the necessary corrections in SMART *before* **Saturday, June 15, 2013**. Please consult the [month end checklists](#) available on the SMART website.

**(Note:** There are additional resources and queries listed in each of the module sections of this circular, which contain additional ‘References’ and ‘Queries’ information to assist your agency with Fiscal Year end activities).

### Interface Files – Cut off Dates and Times

The cut-off dates/times for interface files into SMART for **Fiscal Year 2013** is:

- **5:00 PM** on **Thursday, June 27, 2013** for Expenditures
- **5:00 PM** on **Friday, June 28, 2013** for Deposits

### Processing of Transactions

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 Friday, June 28, 2013**.

After these dates, SMART will be closed to all agency users, and the **SMART Fiscal Year End clean-up process will begin on Saturday, June 29, 2013**.



## General Ledger (GL) Encumbrance Request Form and Business Process

GL Encumbrances (non-vendor specific encumbrances) will be used to encumber Fiscal Year 2013 budget in limited circumstances. The [GL Encumbrance Request Form \(Form # GL\\_F016\)](#) is located on the *Office of Systems Management website* at the following link: [http://www.da.ks.gov/ar/pm/Forms/GL\\_F016.xlsx](http://www.da.ks.gov/ar/pm/Forms/GL_F016.xlsx).

### **Business Process:**

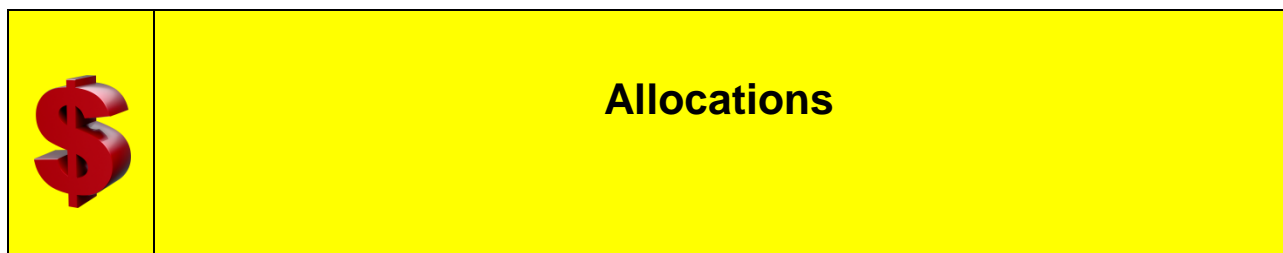
1. Complete the [GL Encumbrance Request Form](#) and attach it to a **Service Desk Request** *by 5:00 PM on Monday, June 24, 2013*.
2. In the *Service Desk Request*, please provide a description of the obligation AND either: The reason the vendor is not known, OR, why the Purchase Requisition/Order process is not practical for encumbering budget.
3. Service Desk 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 Request* of the *GL Encumbrance Journal ID number(s)*.
5. In the event DoB denies the GL encumbrance, the affected agency will be notified via the *Service Desk Request* 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' and 'CC\_IBARS\_R') will be electronically submitted to the Division of the Budget *by August 5<sup>th</sup>, 2013* 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.

\* **Note:** Revisions to SMART processing dates will be sent via email to all users subscribed to the SMART Info listserv. (Subscribe at <http://www.da.ks.gov/Gov/listserv.htm>). The subject line of these emails begins with “[smartinfo]”, and the ‘sender’ of the email 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>.



Agencies using allocations must run their last **FY 2013** allocation process **on Friday, June 28, 2013.** All resulting GL Journals MUST be **posted by 5:00 PM on Friday, June 28, 2013.**

Expenditures typically charged to a Pool to be allocated should be direct charged during ***the week of June 24, 2013.*** 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 to pick those costs up is run in FY 2014).



## Accounts Payable

The final day that agencies can enter a **voucher** in Accounts Payable for **FY 2013** business is **6:00 PM on Friday, June 28<sup>th</sup>, 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 Friday, June 28, 2013**.
- Any FY 2013 Accounts Payable item that can **NOT** be entered into SMART by the cut-off date/time must be encumbered by using a **Purchase Order**.
- Interfacing agencies must have their final **INF02 files for FY 2013** business submitted **by 5:00 PM on Thursday, June 27, 2013**.
- Interfacing agencies may submit their **INF02 files for FY 2014** business in advance with **Accounting and Budget dates of July 1, 2013**.

The files received and processed **prior to July 1, 2013** will be in '**voucher build error**' until FY 2014 is opened on **July 1, 2013**. On **July 1, 2013**, vouchers will be built and will be eligible for paycycle once they are matched, budget checked, and approved.



### Accounts Payable - References



**Job Aid:** [Voucher will not Process for Payment](#)



**Job Aid:** [Accounts Payable Month-End Checklist](#)



## Accounts Payable - Queries

**Navigation:** *Reporting Tools > Query > Query Viewer >*

**UNPROCESSED\_VOUCHERS** – Users enter a *date range* based upon the *Accounting Date* of the *vouchers*. This is typically *the date the voucher was created*. The query results return *all vouchers that have not fully processed in SMART*, sorted by Voucher ID.

**KS\_APAR\_PENDING\_INTRFNDS** -This query displays pending Interfunds, both 'Initiated' and 'Received' by your agency, that are tied to a Voucher or a Deposit.

**KS\_INTRFNDS\_APPR\_NOT\_POSTED** – The user enters the Business Unit. The query returns results for either side (either the deposit or the 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 this query first thing in the morning, before new approvals are registered to avoid extraneous results. Additionally, we recommend running this query at least monthly, and more frequently as Fiscal Year end close approaches.



## Expense Reports

Expense Reports chargeable to *FY 2013* MUST be processed in SMART **by Friday, June 28, 2013**. **For any travel that is chargeable to FY 2013 that can NOT be processed by the deadline, the Agency MUST process a Travel Authorization.**

Following 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 Fiscal Year expenses that will reference a GL Encumbrance MUST use the following business process:**
  - Create the *Expense Report* and list the *GL Encumbrance number* in the reference field or in the comments field.
  - Submit the *Expense Report* and allow it to progress through approvals.
  - Once the *Expense Report* has ‘Paid’, reduce the *GL Encumbrance*.
  - Create a *GL Journal* to move the expense from the current fiscal year (2014) to the prior fiscal year (2013). **You MUST include the original GL encumbrance number AND the associated Expense Report ID in the comment section.**
  - Submit a *Service Desk Request* to request a budget date change on the *GL Journal*. **In the Notes field: You MUST indicate the GL Journal Line Number that will need the update AND you MUST include the desired date.**



### Expense Reports - Queries

**Navigation:** *Reporting Tools > Query > Query Viewer >*

**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.



## 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.***



### Travel Authorizations - Queries

**Navigation:** *Reporting Tools > Query > Query Viewer >*

**UNPROCESSED\_TRAVEL\_AUTHS** – Users enter a *date range* based upon the *Accounting Date* of the Travel Authorization. *This is typically the date the Travel Authorization was created.* The query results return all the Travel Authorizations that have not fully processed in SMART, 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 Receivable

Fiscal Year 2013 Deposits must be entered as follows:

- **Friday, June 28, 2013** online entry into SMART will be **open** to agencies.
- **Friday, June 28, 2013 at 6:00 PM** is the cutoff for **online entry** of FY2013 deposits.
- SMART AR Deposit jobs will run according to the regular hourly schedule on **Friday, June 28, 2013**.
- **Friday, June 28<sup>th</sup>, 2013** agencies may continue to upload and submit FY 2013 deposits via **INF43 and INF44** until **5:00 PM**.
- Only deposits approved and released by the State Treasurer's Office by **3:00 PM on Friday, June 28, 2013** will be considered as FY13 GL business.
- Any FY13 deposits processed **after 3:00 PM on Friday, June 28, 2013**; and also deposits processed on Saturday, June 29, 2013; and on Sunday, June 30, 2013 will be considered as 'deposits in transit'. **These deposits will have a FY13 AR date and will have a FY14 GL date.**

**Important! 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 28, 2013, will be considered abandoned transactions and will be deleted by the SMART team.**



### Accounts Receivable - References



Job Aid: [Accounts Receivable Month-End Checklist](#)



Job Aid: [Searching for Interfunds Needing Reciprocation](#)



## Deposits In Transit

**‘Deposits in transit’ are defined as:**

- Agency receipts **after 3:00 PM on Friday, June 28, 2013.** These deposits will have a FY13 AR date and will have a FY14 GL date.
- Agency receipts from **Saturday, June 29, 2013.**
- Agency receipts from **Sunday, June 30, 2013.**

Since SMART will be open to agencies on **Friday, June 28, 2013**, the Temporary Deposit Form will NOT be used on this day.

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 1, 2013** and **July 2, 2013**, the SMART Accounts Receivable module will be re-opened to agency users **for June 2013**. Agencies will enter new deposits, for these **deposits in transit, using an accounting date of June 30, 2013**.

*Please be aware that even though these deposits have the accounting date of June 30, 2013, the transaction will actually process in the General Ledger for FY 2014.*

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



## Deposit processing when SMART is closed to agencies on July 12 - 14, 2013

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

- 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 12, 2013***, 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, 12 noon, and 2:00 PM. If you process an INF43 or INF44, ***please e-mail the State Treasurer's Cash Management Group*** at [cash@treasurer.state.ks.us](mailto: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 a **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 **Temporary Deposit Form**, along with the cash and checks (calculator tape attached) to the State Treasurer's Office.

- On Monday morning, ***July 15, 2013*** (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**, Ph: (785) 296-4144, or by e-mail to: [brenda@treasurer.ks.gov](mailto:brenda@treasurer.ks.gov).



All FY 2013 asset transactions must be entered **by 6:00 PM on Friday, June 28, 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 Friday, June 28, 2013**. If an asset is acquired by your agency at the end of the fiscal year and the voucher will not be posted **by Wednesday June 26, 2013**, please enter the asset(s) manually via **Express Add**.



### Asset Management - References



**Job Aid:** [Asset Management Preparing for Fiscal Year End](#)



**Job Aid:** [Asset Management Month-End Checklist](#)



### Asset Management - Queries

**Navigation:** *Reporting Tools > Query > Query Viewer >*

**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. Please see the [KS\\_AM\\_VCHRS\\_WITH\\_54XXXX\\_ACCT Query](#) training document for additional information.



## Commitment Control - Budget Journals

Business Process: FY 2014 Budget Journals for agencies who **use “Track with Budget”** MUST be entered PRIOR to any FY 2014 transactions such as: Pre-encumbrance (if applicable), encumbrance, expenditure, or revenue transactions.

*If the budget journals are **NOT** entered PRIOR to the entry of these transactions, the transactions will **fail budget checking**.*



## General Ledger - 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 6:00PM, on Friday, June 28, 2013.**

- Interfacing agencies must have their final **INF06** for **FY 2013** business submitted **by 5:00 PM on Thursday, June 27, 2013.**
- **GL Spreadsheet Journals** can be uploaded manually **until 3:00 PM on Friday, June 28, 2013.** The spreadsheet journals must be approved and submitted for Central approval **by 6:00 PM on Friday, June 28, 2013.**



### General Ledger - References



**Job Aid:** [General Ledger Month End Checklist](#)



### General Ledger - Queries

**Navigation:** *Reporting Tools > Query > Query Viewer >*

**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 which can **NOT** be posted.





## Imprest Funds

“Check” expenditures from locally held imprest funds dated **on or before Friday, June 28, 2013** should be submitted for reimbursement PRIOR to the deadline for Accounts Payable voucher submission.

Expenditures applicable to the period **after Friday, June 28, 2013** should be submitted separately from those pertaining to the period (separate from expenditures applicable to the period after June 27, 2013) so that charges pertaining to the two accounting periods will NOT be co-mingled 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, 2013**, 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.



## Interfunds

*Important notes about Interfunds for end of Fiscal Year 2013:*

- The Accounting Dates on **BOTH the voucher and deposit** must fall within the **same fiscal year**.
- **Friday, June 28, 2013 by 6:00 PM**: Both sides of the interfund must be approved.
- All remaining (unapproved) FY2013 interfund deposits and interfund vouchers will be deleted by the SMART team.



## Interfunds - Queries

**Navigation:** *Reporting Tools > Query > Query Viewer >*

**KS\_APAR\_PENDING\_INTRFNDS** -This query displays pending Interfunds, both 'Initiated' and 'Received' by your agency, that are tied to a Voucher or a Deposit.

**KS\_INTRFNDS\_APPR\_NOT\_POSTED** – The user enters the Business Unit. The query returns results for either side (either the deposit or the 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 this query first thing in the morning, before new approvals are registered to avoid extraneous results. Additionally, we recommend running this query at least monthly, and more frequently as Fiscal Year end close approaches.



## Petty Cash

**Petty Cash** procedures are the same as those set forth in the *Imprest Funds* section of this circular.



## 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 on Friday, June 28, 2013.**

It is recommended that all billing worksheets created *PRIOR to April 1, 2013* be processed ***by May 25, 2013.***



### Project Costing - Queries

**Navigation:** *Reporting Tools > Query > Query Viewer >*

**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.



## Purchasing

To encumber monies for **FY 2013**, requisitions must be sourced to Purchase Orders, and the Purchase Order (PO) must be approved, budget checked, and dispatched **by end of business on Friday, June 28, 2013.**

***If an Agency needs to process a requisition using FY 2014 funds PRIOR to June 27 2013,*** the agency should follow this business process:

- Starting **May 1, 2013**, enter the requisition and select the **'Save & preview approvals'** button.
- Starting **June 1, 2013**, submit a *Service Desk Request* 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*.

**Important! Requisitions / Purchase Orders entered **after end of business on Friday, June 28, 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 2013.

Final FY 2013 P-Card transactions are expected to be available for reconciliation on *June 23, 2013*.

The last P-Card voucher build process for FY 2013 will run the morning of **Friday, June 28, 2013**. The resulting P-Card vouchers MUST be approved and successfully budget checked **PRIOR to 3:00 PM on Friday, June 28, 2013** so they are eligible to process in paycycle.

Consequently, agencies will have **three (3) business days** to reconcile the final 2013 P-Card transactions.



### **Purchasing - References**

#### **[PROCUREMENT AND CONTRACTS INFORMATION CIRCULAR 13-01](#)**

**Service Desk - Solution 533:** [Converting a GL encumbrance to a PO](#)

**Service Desk - Solution 741:** [How do I run the Req and PO Budgetary Activity Report?](#)



**Job Aid:** [Purchasing Month End Checklist](#)



## Purchasing - Queries

**Navigation:** *Reporting Tools > Query > Query Viewer >*

**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 Friday, June 28, 2013.**



**Job Aid:** [Using the KS\\_PO\\_NEGATIVE\\_PO\\_LINES Query](#)

**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:** [Using the KS\\_PO\\_PCRD\\_VCHR\\_DELETED Query](#)

**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 on Friday, June 28, 2013.**



**Job Aid:** [Using the KS\\_PO\\_REQS\\_OPEN\\_PNDNG Query](#)

## Helpful Links

**Policy Manual 14,002:** [Policy Manual 14,002 Fiscal Year Closing of Obligations](#)

**Service Desk - Solutions database:** <https://dahelpdesk.ks.gov/sd/SolutionsHome.sd>

**SMART Website:** <http://www.smartweb.ks.gov/>

**Informational Circulars:** <http://www.da.ks.gov/ar/infocirc/>

## Hours of Availability

Normal hours of availability are shown below:

### **SMART**

- Monday through Saturday, 7:00 AM to 6:00 PM.
- The cut-off 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 2013 and June 2013 may be found at <http://www.smartweb.ks.gov/announcements/impt-announce/general-system-news/2013/02/04/smart-sunday-availability>.

### **SMART Exceptions**

**July 4<sup>th</sup>, 2013** - 7:00 AM to 6:00 PM. Daytime batch processes do **NOT** run.

**SMART online access will NOT be available to agencies on the following dates:**

- June 29
- June 30
- July 12 – 14

### **Kansas Service Desk**

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

### **SHARP**

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

## **FY 2013 Year End Closing Activities – Day by Day Summary**

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

<b>DATE</b>	<b>ITEM</b>
<b>Wednesday, May 1, 2013</b>	
1-May	<p>July period open for Requisitions to accommodate <b>FY 2014</b> bid events, leases &amp; prior authorizations.</p> <p><b>Bid Events:</b> Requisitions for bid events should be saved and submitted, the budget date will be changed by the Procurement Officer prior to award.</p> <p><b>Leases &amp; Prior Authorizations:</b> Users entering requisitions for leases &amp; prior authorizations should select the <b>'Save &amp; preview approvals' button</b>.</p> <p>The Purchase Order period must be open <i>before</i> the budget dates can be changed on the requisitions, this will happen on <b>June 1, 2013</b>. Please submit <i>Service Desk Requests</i> to change budget dates beginning <b>June 1, 2013</b>.</p>
<b>Tuesday, May 14, 2013</b>	
14-May	<b>ASTRA</b> meeting.
<b>Tuesday, May 21, 2013</b>	
21-May	Deadline to establish <b>FY 2014 ChartFields</b> in SMART for SHaRP integration.
<b>Saturday, May 25, 2013</b>	
25-May	<p>All <b>Billing Worksheets</b> created from Customer Contracts <i>prior to April 1, 2013</i> should be processed for deposit or write-off <b>by close of business</b>.</p> <p><i>This is a reminder that funds which are allowed to go negative, such as cost reimbursable grants, can <b>NOT</b> end the year in a negative cash position.</i></p> <p>Agencies should review the <b>SMART <a href="#">month end checklists</a></b> preparing for May 2013 month end and for 2013 Fiscal Year end.</p> <p>If you are adding <b>new Department IDs or Program Codes</b>, please complete the form <b>GL_F003 Department IDs</b> (including an updated Department ID Budget Tree) or <b>GL_F006 for Program Codes</b> (including an updated Program ID Tree) and attach to a SMART Service Desk Request.</p> <p>Please submit the Service Desk Request and form(s) <b>no later than <u>May 25, 2013</u></b>.</p>

	<p>If you will be <b>utilizing</b> the new Department IDs/Program Codes in SHARP (for positions or funding) the effective date for the new values needs to be <i>the first day of the first pay period that will be paid in the new fiscal year</i>. For <b>FY2014</b>, this date is <b><u>June 9, 2013</u></b>.</p> <p>If you are <b>inactivating</b> any Department IDs or Program codes for the new fiscal year, please use an effective date that corresponds to <i>the day after closing date for the old fiscal year or later</i>. For <b>FY 2013</b> inactivations, please use the date of <b><u>July 16, 2013 or later</u></b>.</p>
<b>Friday, May 31, 2013</b>	
31-May	<p><b>Last day of processing for May.</b></p> <p>There is <b><u>no concurrent processing on Monday, June 3, 2013</u></b>.</p> <p>Month end processes will be run in <b>Nightly batch</b>. May 2013 will be <b>closed</b> after batch is completed.</p>
<b>Saturday, June 1, 2013</b>	
1-Jun	Run scheduled <b>PO Close Process</b> .
<b>Monday, June 3, 2013</b>	
3-Jun	<p><b>June 2013</b> (Period 12, FY 2013) Open.</p> <p>July 2013 period open for <b>Purchase Orders to accommodate FY 2014 leases &amp; prior authorizations</b>.</p> <p>Agencies may start submitting <i>Service Desk Requests</i> requesting budget date changes on requisitions to an <i>FY 2014</i> date.</p> <p>FY 2014 PO's will <b><u>NOT</u></b> pass budget check until the appropriation budget has been loaded and posted in SMART.</p> <p>July 2013 period open for <b>Project Costing</b> to capture any FY 2014 PO related activity.</p>
<b>Saturday, June 15, 2013</b>	
15-Jun	<p><b>Informational Circular</b> to all agencies regarding fiscal year rate changes in payroll deductions and contributions.</p> <p>The release of the Informational Circular is contingent upon publication of the budget indices for Fiscal Year 2014 by the <i>Division of the Budget</i>.</p>
<b>Sunday, June 16, 2013</b>	



16-Jun	<p>Payroll Services will insert a new row in the <b>SHaRP department budget tables</b> effective dated <i>June 9, 2013</i>, which will reflect a budget end date of <i>June 8, 2014</i> and a Fiscal Year of 2014.</p> <p><i>Agencies should refrain from entering any rows in the SHaRP department budget table with an effective-date 'greater than' or 'equal to' <u>June 9, 2013</u> until after the Fiscal Year 2014 row insert has been completed.</i></p> <p>Further instructions on the entry of FY 2014 rows in the SHaRP department budget tables will be issued in an upcoming circular.</p>
<b>Monday, June 17, 2013</b>	
17-Jun	<b>Process payroll off-cycle 'A'</b> for <i>Friday, June 21, 2013</i> pay date.
<b>Wednesday, June 19, 2013</b>	
19-Jun	<b>Process payroll off-cycle 'B'</b> for <i>Monday June 24, 2013</i> pay date.
	<b>Budget check and Post payroll journals</b> for the <i>Friday, June 21, 2013</i> on-cycle pay date (last fiscal year 2013 on-cycle) and for the <i>Friday, June 21, 2013</i> off-cycle pay date.
<b>Saturday, June 22, 2013</b>	
22-Jun	<b>Last P-Card transaction file</b> (6/21/13 posted date) for <b>FY 2013</b> loaded in the nightly batch.
	<i>Files received from the bank <b>after 6/22/13</b> will be held and loaded for <b>FY 2014</b> beginning on <u>7/1/13</u>.</i>
<b>Sunday, June 23, 2013</b>	
23-Jun	Final <b>FY 2013 P-Card transactions</b> expected to be available for reconciliation in SMART.
<b>Monday, June 24, 2013</b>	
24-Jun	<b>5:00 PM - FY 2013 GL Encumbrance Request Forms</b> due to Central Accounting.
	<b>P-Card Voucher build</b> process runs.
	<b>Budget check and Post payroll journals</b> for the <i>Monday, June 24, 2013</i> off-cycle pay date.
	Process last <b>payroll off-cycle 'C'</b> for Fiscal Year 2013.
	Review any outstanding checks and process paycheck reversals prior to <i>June 24, 2013</i> .

	<p>Any checks issued in this off-cycle will be dated <i>June 27, 2013</i> and charged to Fiscal Year 2013.</p> <p>Any supplemental or paycheck reversal/adjustment transactions entered <i>after this date</i> will be charged to Fiscal Year 2014.</p>
<b>Tuesday, June 25, 2013</b>	
25-Jun	<p><b>GL Encumbrances</b> keyed into SMART by Office of Systems Management staff, as time permits.</p> <p><b>P-Card Voucher build</b> process runs. <i>This is an additional run for P-Card voucher build.</i></p>
<b>Wednesday, June 26, 2013</b>	
26-Jun	<p><b>GL Encumbrances</b> keyed into SMART by the Office of Systems Management (OSM) as time permits.</p> <p>PCard Voucher build process ran. This is an additional run for PCard voucher build.</p> <p>Budget check and Post payroll journals for the Thursday, June 27 off-cycle pay date.</p>
<b>Thursday, June 27, 2013</b>	
27-Jun	<p><b>P-Card Voucher build</b> will run normally as scheduled for Thursday mornings.</p> <p><b>5:00 pm</b> – <b>Final FY2013 Expenditure and Journal interface files</b> must be placed on the mainframe to be processed in nightly batch. This includes <b>INF02 (Inbound Vouchers) and INF06 (Inbound GL Journals)</b>.</p> <p><b>6:00 PM</b> - 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 28, 2013.</p>
<b>Friday, June 28, 2013</b>	
28-Jun	<p>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.</p> <p><b>Last day for processing FY 2013 business in SMART.</b></p> <p><b>1:00 PM</b> -- Final INF50 spreadsheet voucher uploads must be submitted.</p>

	<p><b>5:00 PM</b> – Allocations must be completed with all resulting GL Journals posted.</p> <hr/> <p><b>6:00 PM</b> -- Requisitions must have built to a PO and all Purchase Orders must be successfully approved, budget checked, and dispatched.</p> <hr/> <p><b>6:00 PM</b> -- BI transactions must be finalized and moved into AR.</p> <hr/> <p><b>6:00 PM</b> -- AR online transactions must be entered and agency approved.</p> <hr/> <p><b>6:00 PM</b> -- AP transactions must be edited (error-free), budget checked, matched, in postable or posted status, and all agency approvals complete.</p> <hr/> <p><b>6:00 PM</b> -- EX transactions must be edited, budget checked, and all agency approvals complete.</p> <hr/> <p><b>6:00 PM</b> -- GL Journals must be successfully edited, budget checked, agency approved and submitted into workflow for central approval.</p> <hr/> <p><b>6:00 PM</b> -- 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.</p> <hr/> <p>Asset Management Monthly batch runs after <b>6:00 PM</b>.</p> <hr/> <p>Updates to payroll position pool definitions for fiscal year 2014 must be entered into SHARP by <b>6:00 PM</b> 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.</p> <hr/>
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**Saturday, June 29, 2013**

29-Jun	<p><b>8:00 AM – 6:00 PM</b> – The SMART team will be correcting issues so that FY 2013 can be closed. Agencies should submit the contact information for a person who can provide guidance in the event the SMART team has a question about an agency transaction. Please submit a SMART Service Desk Ticket with the name and phone where they can be reached on Saturday and Sunday.</p>
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**Sunday, June 30, 2013**

30-Jun	<p><b>8:00 AM – 6:00 PM</b> – The SMART team will be correcting issues so that FY 2013 can be closed. Agencies should submit the contact information for a person who can provide guidance in the event the SMART team has a</p>
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	question about an agency transaction. Please submit a SMART Service Desk Ticket with the name and phone where they can be reached on Saturday and Sunday.
<b>Monday, July 1, 2013</b>	
1-Jul	<p>June 2013 <b>Accounts Receivable</b> will be reopened. <b><i>“Deposits in transit”</i></b> must be entered into SMART with an accounting date of <b><i>June 30, 2013</i></b>.</p> <p><b>July 2013 (FY 2014, Period 1) open</b> for Accounts Payable, Accounts Receivable, Asset Management, Billing, General Ledger, and Travel &amp; Expense.</p> <p><b>8:00 AM</b> -- Final FY 2013 <b>credit card receipts and credit card clearing fund fees and charges</b> via First Data, American Express, and Discover Card are processed by the State Treasurer.</p> <p><i>All transactions to this date are credited to Fiscal Year 2013; all transactions after this date are credited to FY 2014.</i></p> <p><b>FY 2014 appropriations</b> available for expenditure transaction budget checking when SMART opens to agency users.</p> <p><b>Process first payroll off-cycle 'A'</b> for Fiscal Year 2014. Checks will be dated <i>July 5, 2013</i>.</p> <p><b>P-Card transactions</b> that have been held from <i>6/22/13</i> (posted date) <i>through 6/29/13</i> will start to be loaded.</p> <p>The normal Monday morning <b>P-Card voucher build process <u>will NOT be run</u></b>.</p> <p>Start loading <b>P-Card transactions</b> through the nightly batch process.</p>
<b>Tuesday, July 2, 2013</b>	
2-Jul	<p><b>3:00 PM</b> – ‘<b>Deposits in transit</b>’ must be entered into SMART with an Accounting Date of <b><i>June 30, 2013</i></b> so the Treasurer’s Office can approve them by <b>3:00 PM</b>.</p> <p><b>6:00 PM</b> – ‘<b>Deposits</b>’ with <b><i>June 2013 Accounting Dates</i></b> which are not approved by <b>6:00 PM</b> will be deleted by the SMART Team.</p>
<b>Wednesday, July 3, 2013</b>	
3-Jul	<b>Process payroll off-cycle 'B'</b> for Fiscal Year 2014. Checks will be dated <i>July 9, 2013</i> .

Thursday, July 4, 2013 [HOLIDAY]	
4-Jul	<p><b><u>7:00 AM - 6:00 PM</u></b> - SMART open to all users.</p> <ul style="list-style-type: none"> <li>- No daytime or nightly batch processes will run.</li> <li>- No pay cycles will be run.</li> <li>- No Service Desk or SMART production support available.</li> </ul>
Friday, July 5, 2013	
5-Jul	<b>P-Card Voucher build</b> process runs.
Sunday, July 7, 2013	
7-Jul	<b>SMART closed to Agency users.</b>
Monday, July 8, 2013	
8-Jul	Resume normal <b>P-Card Voucher build</b> process schedule.
Friday, July 12, 2013	
12-Jul	<p><b>SMART closed to agency users due to year end closing process.</b></p> <p><b><u>8:00 AM</u></b> - Credit Card receipts run.  <b>SMART AR Deposit jobs</b> will run at <b>10:00 AM, 12:00 PM</b> (noon), and <b>2:00 PM</b> to load these transactions for State Treasurer's approval.</p> <p><b>Run <u>FY Close</u> batch process.</b> 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).</p> <p><b><u>3:00 PM</u></b> - <b>Pay cycles</b> will be run as usual beginning at 3:00 PM.</p> <p><b><u>5:00 PM</u></b> - Agencies may place <b>FY 2014 interface files</b> on the mainframe by 5:00 PM to be processed.</p> <p><b>Nightly batch</b> will run as usual.</p>
Saturday, July 13, 2013	
13-Jul	<b>SMART closed</b> to agency users.
Sunday, July 14, 2013	
14-Jul	<b>SMART closed</b> to agency users.
Monday, July 15, 2013	
15-Jul	<b><u>7:00 AM - 6:00 PM</u></b> - SMART open to all users.
Monday, August 5, 2013	

5-Aug	Budget period 2013 expense, encumbrance, and revenue data from <b>SMART Commitment Control Ledgers</b> will be submitted to the <i>Division of the Budget</i> for loading into the <i>IBARS</i> system.
<b>Friday, August 30, 2013</b>	
30-Aug	<b>Form DA-82, CAPITAL ASSET SUPPLEMENTAL INFORMATION</b> , due.