

Agency End of Year Calendar and Checklist

For Fiscal Year Ended 2017

DATE	ACTIVITY	COMMENTS	DATE COMPLETED
	MAY/JUNE TASKS		
5/1	Begin flagging accruals	Agencies may begin flagging accruals for Accounts Payable invoices for Fiscal Year 2017.	
6/1 - 6/27	Override payment terms to pay invoices by June 27 , where appropriate	Agencies must override payment terms on invoices for all payments to be issued in FY 2017 by June 27 . (All AP transactions to be paid from current year appropriations must have a PCC payment date no later than June 27 .)	
6/1 - 6/30	Review SBM Validation Report	SBM Validation Report is used to detect detail line errors in an SBM batch. The report is available daily in the Systemware report group OSCOP* GL EOY SBM VALIDATE ERROR or can be run out of the GLPUBLIC IE library as C-U-GL-SBM-VALIDATION-REPORT.	
6/1 - 6/30	Verify PO multi-year indicators	Run PSPUBLIC IE reports C-U-PS-LIST-FUTURE -PO and C-U-PS-LIST-FUTURE-REQ and make any necessary corrections to the multi-year indicators . Only documents with 18 indicators will be converted to a current encumbrance in the next fiscal year. Review all requisitions and POs containing a prior year indicator.	
6/1 - 6/30	Review open requisitions and purchase orders	Review all open requisitions and purchase orders to determine if any action is required by viewing new XPTR report OSCOPC (F) REQ/ENCUMB BY AGENCY.	
6/1 - 6/30	Delete all requisition headers and purchase order headers with no attached lines	Use the C-U-PS-REQ-MAINT report to list all requisition headers with no attached lines and the C-U-PS-PO- MAINT-REPORT to list all purchase order headers with no attached lines.	
6/1 - 6/30	Manually close all purchase orders where no more activity (receiving or invoicing) will take place	The NCAS closes these automatically only when payments are within tolerances. Agencies can use report C-U-AP-INVOICE-STATUS (in the APPUBLIC Library) to help identify candidates for manual closing. Report C-U-PS-OPEN-PO-INV-RECV-RUN (in the PSPUBLIC Library) shows all purchase orders that are in either open or partial status for either receiving and/or invoicing.	
6/2	Submit CI budget code requisitions (COPS/LOBS, 2/3 GO)	Capital Improvements requisitions and transfers must be submitted by 10:30 a.m. on this date.	
6/9	Submit CI budget code requisitions (Appropriated/receipts)	Certifications of Deposit must be entered in CMCS by 1:45 pm and approved by the State Treasurer.	
6/16	Process cash transfers for CI reversions	The IGO vendor # for the reversion is 561611588-08	

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		(OSCGENFUNDREV). Remittance message should be: FY2017 Reversions. For those not processing through the A/P module in NCAS please prepare a CMCS transfer to Dept 9973 with budget code in explanation of transfer section. Please "PASS" in CMCS by 10:00 am.	
	JUNE TASKS		
6/20	Deadline for closing out travel advances	All permanent and temporary travel advances need to be closed. Travel advance account (532799) must have a zero balance. Outstanding Employee advance Report (AP-I0005) must show no advances and the Negative Balance Report (I-0004) must have no negative balances for employees. Reports are in XPTR - OSCOPX MM122-6 AP BALANCE/MAINT. New employee travel advances should no longer be made using the SSN vendor number when using paying entity PE.	
6/21	Deadline for transfer of net proceeds from sale, lease or rental of lands	The IGO vendor # for the transfer is 561611588-08 (OSCGENFUNDREV). Remittance message should be: FY2017 Net proceeds from Sale, Lease, Rental. For those not processing through the A/P module in NCAS please prepare a CMCS transfer to Dept. 9978 with the message in the explanation of transfer section. Please "PASS" in CMCS by 10:00 am.	
6/21	Deadline for transfer of funds for sale of surplus property	The IGO vendor # for the transfer is 561611588-08 (OSCGENFUNDREV). Remittance message should be: FY2017 Sale of Surplus Property. For those not processing through the A/P module in NCAS please prepare a CMCS transfer to Dept 9978 with the message in the explanation of transfer section. Please "PASS" in CMCS by 10:00 am.	
6/21	Deadline for submitting CI certified reports to Central Managers	Certified CI reports for June are due to Central Managers on this date.	
6/26	Deadline for Reviewing and resolving outstanding credit/debit memos.	Resolve all credit/debit memos that have been outstanding for more than a year. Review all credit/debit memos for collection. Use Negative Balance Report (I-0004) in XPTR - OSCOPX MM122-6 AP BALANCE/MAINT and the Credit Memo List report (I-004A) in XPTR - MM122-6 CREDIT MEMO LIST.	
6/26	Deadline for reconciling Procurement-Card Transactions	Reconcile all charges in PC module associated with payments that have a payment date prior to 6/27/17 . All transactions on PUTL and PILS with a P in the Pay Indicator field must have a status 1 on PILS screen prior to 6/27/17 .	

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6/27	Year-end check run processed – all June manual payments entered	Last Check run for FY 2017 (checks will print on following day, 6/28). Check runs set on this date may not legally be issued until approved by CMCS. No June manual payments or corrections between budget codes allowed after this date without prior approval by CMCS.	
6/27	Reimburse and close imprest cash accounts	Imprest cash should be reimbursed and closed out.	
6/29 - 7/14	Cash carryforward	Perform cash carryforward procedures	
6/30	Reconcile all clearing accounts	All clearing accounts should have a zero balance before certification.	Start here
6/30	Clear all suspense balances	All suspense accounts should have a zero balance before certification.	
6/30	Review the Suspended Batch Master file	All FY 2017 SBM entries need to be corrected and released .	
	JUNE TASKS		
6/30	End all BC documents	End all FY 2017 unfinished BC documents: ON HOLD AWAITING COMPLETION, ON HOLD AWAITING APPROVAL, and IN PROGRESS .	
6/30	FY 2018 Company Fund Table created	FY 2018 budget funds will appear on the Batch Proof List dated 06/30.	
	JULY TASKS		
7/1	NCAS system unavailable	NCAS system down for year-end processing.	
7/4	EOY Trial Balances available for Fiscal Year Ended 2017	Begin reviewing June 30 (13th month) trial balances on DSS	
7/2 - 7/7	Automated accrual reversals posted	Verify prior fiscal year accrual reversals have been released from SBM .	
7/2 - 7/7	Process manual reversing entries	Key and update any manual reversing entries .	
7/2 - 7/17	Deadline for pre-certifying final budgetary reports	Certified June cash basis reports due to Central Managers by July 17 .	
7/2 - 7/25	Flag Accounts Receivable accruals for automated posting to June 30	Use BC to flag AR accruals for posting back to June 30.	
7/2 - 7/25	Flag AP accruals for automated posting to June 30	Use accrual indicators to flag AP invoices for posting back to June 30. May begin process in May.	
7/2 - 7/31	Audit tape available	FY 2017 cash basis audit tape (periods 1-12) generated by request after cash is certified and closed.	
7/2 - 8/4	Post manual accruals	Post manual accruals and adjustments for fiscal year ended June 30.	

DATE	ACTIVITY	COMMENTS	DATE COMPLETED
7/7	FY 2017 Cash Close deadline	2016-2017 CMCS data base will be closed at the end of the business day. Do not enter any requisitions or transfers after 10:30 am and any certifications of deposits after 1:45 pm. Any requisitions, transfers or certifications of deposit that are not approved and updated on July 7, 2017 will be deleted from the 2016-2017 CMCS data base. Post fourth quarter allotment reversion entry to NCAS with an effective date of June 30.	
7/11	Deadline for transferring fixed assets	Deadline for submitting FY 2017 asset transfers to OSC Support Services	
7/21	Fixed asset deadline	Last day to enter asset data for fiscal year ended June 30. Year ending reports are available in Systemware the following morning when production has completed.	
7/25 - 7/26	Review flagged accrual report for completion and correctness.	All accruals flagged during the month of July should be reviewed for accuracy and completeness.	
	JULY TASKS		
7/25 - 7/28	Post flagged AP accruals Post flagged AR accruals Post Items Received Not Invoiced accruals	Request injection of flagged accruals. Only one processing run can occur for each agency:	
7/29	Deadline for processing non-system checks	Process Non-system check deletes and cancellations	
	AUGUST TASKS		
8/4	Post manual accruals	Key and Update manual accruals and adjustments	
8/4	Record GASB 68 Pension entries	Proprietary Funds Only: All GASB 68 Pension entries must be recorded in NCAS by this date. Notify OSC analyst if entries needed after this date.	
8/9	Record Compensated Absence entries	Proprietary Funds Only: All compensated absence entries must be recorded in NCAS by this date. Notify OSC analyst if entries needed after this date.	
8/11	Review CAFR information	Review GASB trial balances and DSS financial statements for completion and correctness	
8/15	Year-end close packages	Prepare year-end close packages	
8/15	CAFR Statements	Tier 1 - Agency financial statements due to OSC.	

DATE	ACTIVITY	COMMENTS	DATE COMPLETED
8/18	Post 6/30 entries for transfer accounts	All 6/30 elimination entries for transfer accounts 438XXX and 538XXX must be complete by this date. Notify OSC analyst if entries needed after this date.	
8/21	CAFR Statements	Tier 2 - Agency financial statements due to OSC.	
8/25	CAFR Statements	Tier 3 - Agency financial statements due to OSC.	
8/28	CAFR Statements	All Others - Agency financial statements due to OSC.	