

FYE Dates and Reminders

For Fiscal Year 2015

June 2015 Dates

Date	Responsible Party	Activity
June 26 @ 3:00 pm	Agency	Last day to submit Warrant Cancellations for FY15 vouchers
June 29 @ 2:00 pm	Agency	Last day to sell STIP. BOI memo is expected to be released around June 19 th
June 30 @ 5:00 pm	Agency	Last day to deposit FY15 money <ul style="list-style-type: none">• State Treasury open until 5:00• If you are depositing money with an outside bank be sure to inquire on the latest time a deposit can be made to be credited that same day

July 2015 Dates (cont.)

Date	Responsible Party	Activity
July 1	Agency	May begin submitting FY16 entries
July 15 @ noon	Agency	Last day to submit Vendor forms to be used in FY15
July 15	Agency	Last day to process transactions in modules: <ul data-bbox="926 1105 1472 1268" style="list-style-type: none">• Accounts Payable (AP)• Accounts Receivable (AR)• Asset Management (AM)

July 2015 Dates (cont.)

Date	Responsible Party	Activity
July 15	Agency	Strongly recommended that the last day to initiate IU Journals, note IUJs with DPHHS must be complete by the 8th
July 16	Agency	Last day to submit A-Accrual Carry-forward letters to State Accounting Bureau
July 21 July 22 @ noon	Agency	Last day for processing FY15 BCD's by OBPP Emergency situations only

July 2015 Dates (cont.)

Date	Responsible Party	Activity
July 22	Agency	Last day to process adjusting/correcting journal entries in GL module
July 22	Agency	Last day to eliminate negative cash balances in all funds
July 23	SAB/Agency	Correct outstanding errors and run FY15 closing process Every agency must have staff available during the closing process

SABHRS FYE Default Dates

Module	Period	Default Accounting Date
Accounts Payable	July 1 st – July 15 th	June 30, 2015
	Starting July 16 th	Current Date
Accounts Receivable	Starting July 1 st	Current Date
Asset Management	July 1 st – July 15 th	June 30, 2015
	Starting July 16 th	Current Date
General Ledger	July 1 st – July 22 nd	June 30, 2015
	Starting July 23 rd	Current Date

Accounts Receivable

- Accounting Date on Totals Page **must match** Accounting Date on Payments Page...

Totals Deposit Reference Payments

Unit: 61010 Deposit ID: NEXT

*Accounting Date: 04/25/2013

*Bank Code: [] [Search]

*Bank Account: [] [Search]

*Deposit Type: [] [Search]

Totals Deposit Reference Payments

Unit: 61010 Deposit ID: NEXT Date: 04/25/2013 Balance: Not Balanced

Payment Information

Payment Seq: [] *Payment ID: [] *Accounting Date: 04/25/2013

Amount: 0.00 Currency: USD

Rate Type: CRRNT Exchange Rate: []

Payment Predictor Journal Directly Range of References

Asset Management

- Transaction Date **must be changed to match** the In-Service Acquisition Date...

Cost / Asset Information

Asset Information

Unit: 61010 Asset ID: NEXT

Profile ID: **Trans Date:** 04/25/2013

Description: Acctg Date: 04/25/2013

Location: Trans Code:

Tag Number: Currency: USD

Accum Depr in Current Pd Rate Type: CRRNT

Asset Cost Information

Book Name: STATE Quantity: 1.0000 Cost: 0.00 USD Salvage: 0.00 USD

Category: Cost Type: Accum Depr: 0.00 YTD Depr: 0.00 USD

Chartfields

Fund	Org	Program	Sub-Class	Project	ChartField 1	ChartField 2	ChartField 3
<input type="text"/>							

Asset Additional information

Asset Type:

Asset Subtype:

CAP #: Seq #:

Serial ID:

Asset Class:

Asset Status: In Service

FERC Code:

Acquisition Date: 04/25/2013

*Acquisition Code: Purchased

Collateral Asset:

Parent/Child: None Parent ID:

[Set R and D Info...](#)

[Hazardous Code Info...](#)

Hazardous Asset

Taggable Asset

Capitalized Asset

Composite Asset

Asset Management (cont.)

- Modifications of status fields, such as location, on existing assets cannot be done until after July 16th
- Strongly recommended that FY16 capital assets are added after AM FY15 closing is complete

General Ledger

- Do not create reversing entries during FYE
 - Journals with June 30th date set to automatically reverse will do so on July 1st
- Speedcharts
 - SABHRS automatically adds one year to the program code on or around July 1st
 - Other changes (add, modify, delete) will be done on or around July 17th

Clearing Accounts

- Must have a zero balance in both the Actuals and Entitywide Ledger
- Detailed list of accounts in MOM Policy 375
- Examples include:
 - 1823 Due from
 - 2558 Due to
 - 2506 Uncleared Collections

Zero Balance Accounts

- Must have a zero balance when both the Actuals and Entitywide Ledgers are combined
- Detailed list of accounts in MOM Policy 375
- Primarily deals with capital assets and debt

Unusual Account Balances

- Accounts with a balance opposite of their normal balance
 - Fund Equity accounts with a debit balance
 - Asset accounts with a credit balance
 - Liability accounts with a debit balance
- Reports will be sent to agencies to review
- Unusual balance  Incorrect balance

Unusual Balance Queries

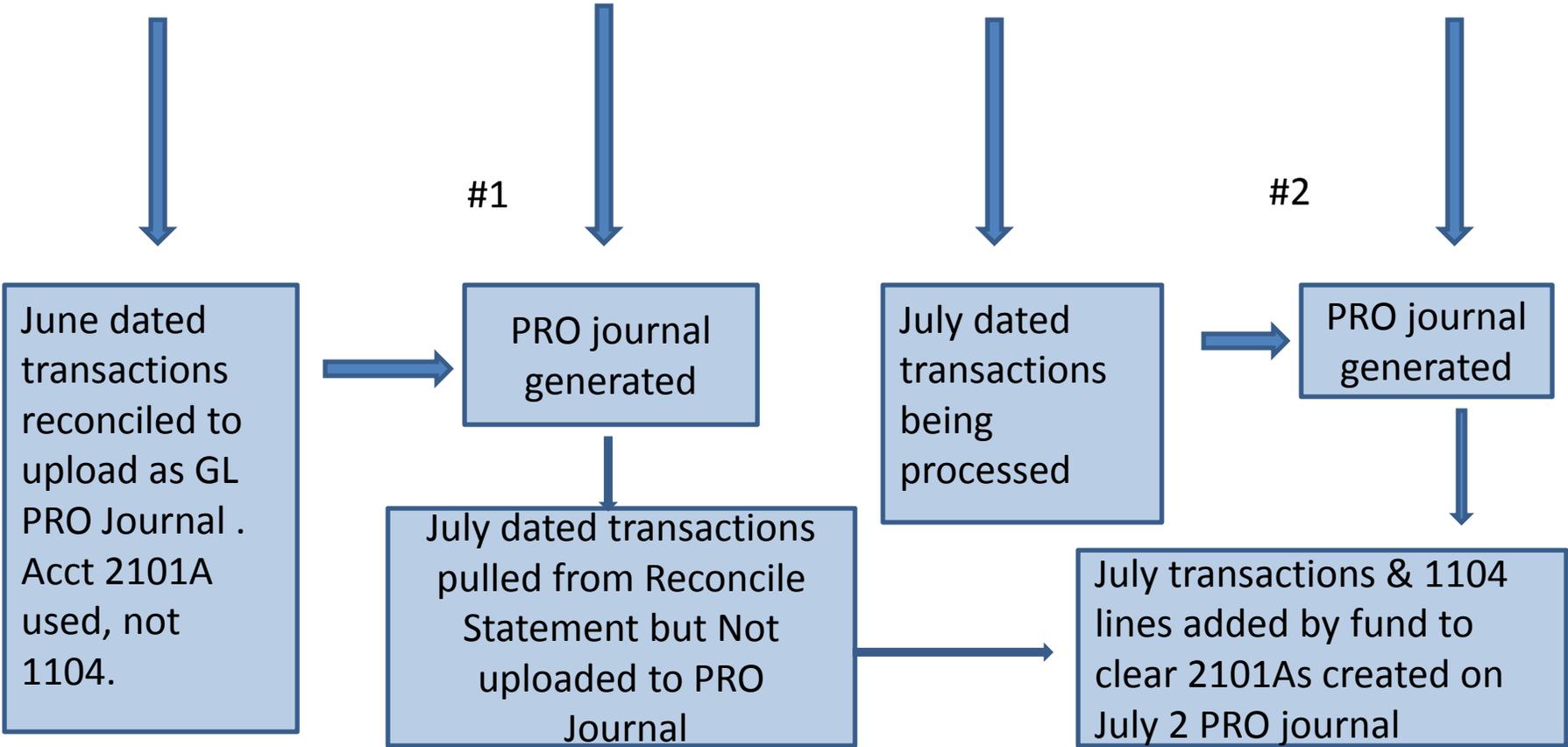
- Unusual Balances - Balance Sheet
MTGLAFSD_FYE_BAD_BAL_BALSHEET
- Unusual Balances - Operating Statement
MTGLAFSD_FYE_BAD_BAL_OPSTMT
- Unusual Balance - Fund Equity
MTGLAFSD_FYE_BADBAL_FND_EQUITY
- Unusual Balance - Account 1104
MTGLAFSD_FYE_BAD_BAL_1104

Procard GL Journals

- SABHRS auto generated PRO journal #1
 - July 2nd journal
 - Includes all June dated transactions
 - Account 2101A used in place of 1104
 - July dated transactions are removed from Reconcile Statement but NOT included on this PRO journal

Procard GL Journals (cont.)

- SABHRS auto generated PRO journal #2
 - July 30th Journal
 - Includes remainder of July 22nd cycle end transactions currently in Reconcile Statement not previously included on the July 2nd PRO journal
 - Account 1104 lines are to be added by agency
 - This reverses the liability created with the PRO journal generated on July 2nd



SABHRS Financials Hours

- Monday thru Friday
 - 6:00 am to 8:00 pm
- Saturday
 - 11:00 am to 9:00 pm
- Sunday
 - 6:00 am to 9:00 pm
 - Regularly scheduled maintenance on the 3rd Sunday of each month has been moved to the 4th Sunday in July

SABHRS Financials Contacts

- GL, AM Modules
 - 444-4681
 - Saccounting@mt.gov
- AR Module
 - 444-5271
- AP Module
 - 444-3092
 - 444-2812 Fax

Interentity
Loan
Reminders

Use of Cash

- Payment for goods
 - Use 1104 first
 - Request IE loan if needed
 - May use 1306/2106B unless there is positive cash
- Do not use warrants or electronic payments – use IU or SWI journal source
 - Exception: Payments dealing with Unemployment insurance (UI)

Negative Cash

- No negative cash at FYE
- Each fund in total must have positive cash at fiscal year-end. The Administrating BU is responsible for ensuring that an individual fund does not have negative cash.
 - The Administrating BU is the responsible BU for obtaining the IE Loan

Negative Cash

- Agencies anticipate FYE cash needs
 - Recommend document the process
- Sell STIP before loan is approved
 - Deadline: 2:00 p.m., June 29, 2015
 - Board of Investments FYE STIP Procedures Memo

<http://www.investmentmt.com/STIP/Default.mcp>

Negative Cash & Agency Funds

- No 1306/2106B Balances
- Should **not** need loan at year-end
- Negative Cash – determine reason
 - Invested in STIP – sell STIP
 - Excess cash dispersal – collect over-distributed funds by June 30th
 - Negative cash must be investigated and resolved