| **Date** | **Responsible Party** | **Activity** |
| --- | --- | --- |
| June 13 | Agency | All new leases and SBITAs should be entered into the LA Module. In addition, all existing leases and SBITAs should be reviewed for changes to terms or assumptions that would require remeasurement. Use Appendix B checklist in MOM 336, 337 or, 338 to document your remeasurement determinations and attach this form to each lease within the LA Module. If remeasurement is needed, amend the lease(s) within SABHRS Lease Administration (LA) module by June 13. |
| June 13 | Agency | Finance purchase schedules due to SAB. See MOM 335 for more details |
| June 27-*2 p.m.* | Agency | Last day to buy or sell STIP (Short Term Investment Pool). |
| June 27 | SAB/Agency | Last day to process warrant cancellations and/or reissues. Warrant cancellations and/or reissues cannot be processed by either the agency or SAB from June 28 through July 24. On July 25, all ACH return payment files received between June 28 and July 24 will be processed and reissues will be done in the order received. |
| June 30-*1 p.m.* | Agency | Last day for depositing checks and/or currency relating to FY2025 business:* State Treasury is open until 1 P.M.
* If you are depositing money with an outside bank, be sure to inquire about the latest time a deposit can be made to be credited same day.
 |
| June 30 | Agency | All existing IE loans and advances related to Federal Special Revenue funds need to be reversed by this day.  |
| June 30 | Agency | Mass change spreadsheets due to SABHRS FSTB (SABHRS Financial Services Technology Bureau) for orgs, speedcharts, and projects. |
| July 1 | DEQ | Submit draft copy of the SBECP Summary Worksheet to SAB and all participating agencies. |
| July 1 | Agency | Begin submitting all FY2026 entries in SABHRS with a July date. |
| July 7 | TE Agencies | Last day to submit expense reports for approval for FY25 transactions in the Travel & Expense module.  |
| July 9 | TE Agencies | Last day to approve expense reports for FY25 transactions. All outstanding expense reports and My Wallet transactions related to FY25 must be completed in the Travel & Expense module. |
| July 10 | Agency | Last day to process transactions in the Accounts Receivable (AR) module. All FY2025 AR transactions, including bank deposits, made on or before June 30 in the State Treasury System must be completed.  |
| July 14 | Agency | Last day to submit supplier add or update forms related to FY2025 payments. |
| July 14 | Agency | Inter-unit (IU) journals with the Department of Public Health and Human Services (DPHHS) and the Montana University System (MUS) must be completed by this date. |
| July 15 | Agency | Last day to process transactions in the Accounts Payable (AP) module. All AP vouchers paying valid obligations of FY2025 must be entered and posted. |
| July 15 | Agency | IU journals should be invoiced and initiated in SABHRS by this date to allow enough time for receiving agency to process them by July 23. |
| July 16 | Agency | Last day to submit Service Now Request to carry forward A-Accruals into FY2026. |
| July 17 | Agency | Last day to enter FY2025 asset and lease/SBITA transactions in the Asset Management module (AM) and Lease Administration (LA) module. |
| July 22 | Agency | Last day to submit regular FY2025 Budget Change Documents (BCDs) to the Office of Budget and Program Planning (OBPP).  |
| July 23-*12 p.m.* | Agency | Last day to submit emergency FY2025 BCDs to OBPP.  |
| July 23 | Agency | Agencies need to make a final review of appropriate trial balances for unusual account balances that need to be corrected before fiscal year-end closing. Last day to submit adjusting and correcting entries to post for FY2025. |
| July 23 | SAB/Agency | SAB will do a final review and work with all agencies to eliminate any negative cash balances, excluding Federal Special Revenue funds with negative cash balances.  |
| July 24 | SAB/Agency | General Ledger (GL) module is closed for FY2025 transactions. If you must input a document that is material to FY2025 contact SAB. |
| July 24 | SAB/SABHRS/Agency | SABHRS closing processes are run by SAB. Agencies must have appropriate staff available to respond to any errors. |
| July 25 | SABHRS | Reverted appropriations and FY2025 appropriation balances that continue into FY2026 are established in SABHRS. |
| July 25 | SAB/Agency | Resume processing all warrant cancellations, reissues, and ACH return payments. |
| July 31 | SABHRS | July month-end cutoff in SABHRS. |
| August 1 | DEQ | Submit a final copy of SBECP Summary Worksheet to SAB. |
| August 15 | Agency | ACFR Questionnaire is due to SAB. |
| August 29 | Agency | Last day to submit information to SAB to obtain a refund of federal excise tax paid on gasoline and diesel fuel purchased during FY2025. See MOM Policy 382-Fuel Excise Tax for details. |
| August 29 | Agency | Last day to submit the Schedule of Expenditures of Federal Awards (SEFA) and related notes to OBPP. |
| Sept 30 | CMIA Agencies | Last day to provide FY2025 annual interest calculation spreadsheets in accordance with the Cash Management Improvement Act (CMIA) agreement. More information can be found in MOM Policy 381 CMIA. |

SABHRS Modules

| **Module** | **Period** | **FY2025 status** | **FY2026 status** | **Default accounting date on transactions** |
| --- | --- | --- | --- | --- |
| Travel & Expense | July 1 to July 9 | Open | Open | June 30 |
| July 10 to July 31 | Closed | Open | Current date |
| Accounts Receivable | July 1 to July 10 | Open | Open | June 30 |
| July 11 to July 31 | Closed | Open | Current date |
| Accounts Payable | July 1 to July 15 | Open | Open | June 30 |
| July 16 to July 31 | Closed | Open | Current date |
| Asset Management and Lease Administration | July 1 to July 19 | Open | Open | June 30 |
| July 20 to July 31 | Closed | Open | Current date |
| General Ledger | July 1 to July 23 | Open | Open | June 30 |
| Purchasing | July 1 to July 31 | Closed | Open | Current date |

|  |  |
| --- | --- |
| **Weekend Batch Processes will run for:** | **Date** |
| Accounts Receivable and General Ledger | 7/5/2025 and 7/6/2025 |
| General Ledger | 7/12/2025 and 7/13/2025 |
| General Ledger | 7/19/2025 and 7/20/2025 |

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| --- | --- |
| **Weekend SABHRS Financials Hours:** | **Times** |
| Saturday | 11:00 am – 9:00 pm |
| Sunday | 6:00 am – 9:00 pm |

# FYE Queries

**In addition to the queries below, agencies are encouraged to use the GL Work Center and the AP Work Center to review outstanding SABHRS transactions.**

|  |  |
| --- | --- |
| **Activity** | **Query** |
| Balance Sheet Account | MTGLAFSD\_FYE\_BADBAL\_BALSHEET |
| Operating Statement Account | MTGLAFSD\_FYE\_BADBAL\_OPSTMT |
| Equity Account | MTGLAFSD\_FYE\_BADBAL\_FND\_EQUITY |
| AM and GL Recon | MTAM\_GL\_RECON |
| Gov Fund Profile Errors | MTAM\_GOV\_STATE\_BKERRORS |
| Prop Fund Profile Errors | MTAM\_PROP\_GOV\_BKERRORS |
| Voucher Failing Budget Checking | MTAP\_INSUFFICIENT\_APPROP |
| Closed Vouchers Failing Budget Check | MTAP\_CLOSURE\_BUDGET\_ERRORS |
| Open Vouchers that Have Not Been Paid | MTAP\_VOUCHERS\_NOT\_PAID |
| Appropriation Balances | MTGL\_APPROP\_BUDGETS\_AND\_BAL |
| Deposit Review | MTAR\_DIRJRNL\_UNPOST |
| MTAR\_BU\_BCM\_ERRORS |
| Travel & Expense Review | MTTE\_OUTSTANDING\_EXP\_RPT |
| MTTE\_OUTSTANDING\_MYWALLET\_CHRG |
| Trial Balance Review | MTGL\_TB\_FUND\_CHOOSE\_LEDGER |
| MTGL\_TB\_FUND\_ACT\_ENTWIDE\_COMB |

# SAB Contact Information

|  |  |  |  |
| --- | --- | --- | --- |
| **SAB Department** | **Phone** | **Module** | **ServiceNow Catalog** |
| SAFRS | 444-3092 | GL and AM | [ServiceNow Accounting Requests](https://montana.servicenowservices.com/sp?id=sc_category&catalog_id=b65f628edb7f37009ecc362f7c961988&sys_id=ece7df88db4af3009ecc362f7c9619ea) |
| Treasury | 444-4579 | AR | [ServiceNow Treasury Requests](https://montana.servicenowservices.com/sp?id=sc_category&catalog_id=b65f628edb7f37009ecc362f7c961988&sys_id=1a385304db4af3009ecc362f7c961984) |
| Warrant Writer | 444-3092 | AP | [ServiceNow Payment Requests](https://montana.servicenowservices.com/sp?id=sc_category&catalog_id=b65f628edb7f37009ecc362f7c961988&sys_id=e91813c8db4af3009ecc362f7c961995) |