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| --- | --- | --- |
| **Date** | **Responsible Party** | **Activity** |
| June 16 | Agency | All new leases should be entered into the Lease Administration (LA) Module. In addition, all existing leases should be reviewed for changes to terms or assumptions that would require remeasurement. Use Appendix B checklist in MOM 336 or MOM 337 to document the remeasurement determinations and attach the form to each lease within the LA Module. If remeasurement is needed, amend the lease(s) within SABHRS LA Module by June 16. |
| June 16 | Agency | Installment purchase schedules due to SAB. See MOM 335 for more detail. |
| June 29 | 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 30 through July 26. On July 26 all ACH return payment files received between June 30 and July 26 will be processed and reissues will be done in the order received. |
| June 29 @ 2:00 PM | Agency | Last day to buy or sell STIP (Short Term Investment Pool). |
| June 30 | Agency | Mass change spreadsheets due to SABHRS FSTB (SABHRS Financial Services Technology Bureau) for orgs, speedcharts, and projects. |
| June 30@ 1:00 PM | Agency | Last day for depositing checks and/or currency relating to FY2023 business:* The 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 on the same day.
 |
| July 3 | DEQ | Submit a draft copy of the SBECP Summary Worksheet to SAB and all participating agencies. |
| July 3 | Agency | Begin submitting all FY2024 entries in SABHRS with a July date.  |
| July 11 | Agency | Last day to process transactions in the Accounts Receivable (AR) module. All FY2023 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 FY2023 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 17 | Agency | Last day to process transactions in the Accounts Payable (AP) module. ALL AP vouchers paying valid obligations of FY2023 must be entered and posted. |
| July 17 | 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 26. |
| July 18 | Agency | Last day to submit ServiceNow Request to carry forward A-Accruals into FY2024. |
| July 20 | Agency | Last day to enter FY2023 asset and lease/SBITA transactions in the Asset Management module (AM) and Lease Administration (LA) module. |
| July 24 | Agency | Last day to submit regular FY2023 Budget Change Documents (BCDs) to the Office of Budget and Program Planning (OBPP).  |
| July 25 @ Noon | Agency | Last day to submit emergency FY2023 BCDs to OBPP.  |
| July 25 | 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 by July 26. |
| July 25 | SAB/Agency | SAB will do a final review and work with all agencies to eliminate any negative cash balances. |
| July 26 | SAB/Agency | General Ledger (GL) module is closed for FY2023 transactions. If you must input a document that is material to FY2023 contact SAB. |
| July 26 | SAB/SABHRS/Agency | SABHRS closing processes are run by SAB. Agencies must have appropriate staff available to respond to any errors. |
| July 27 | SABHRS | Reverted appropriations and FY2023 appropriation balances that continue into FY2024 are established in SABHRS. |
| July 31 | SABHRS | July month-end cutoff in SABHRS. |
| August 4 | DEQ | Submit a final copy of SBECP Summary Worksheet to SAB. |
| August 18 | Agency | ACFR Questionnaire is due to SAB. |
| August 30 | Agency | Last day to submit information to SAB to obtain a refund of federal excise tax paid on gasoline and diesel fuel purchased during FY2023. See MOM Policy 382-Fuel Excise Tax for details. |
| August 31 | 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 FY2023 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

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| --- | --- | --- | --- | --- |
| **Module** | **Period** | **FY23****Status** | **FY24****Status** | **Default accounting date on transactions** |
| Accounts Receivable | July 1 to July 11 | Open | Open | Current date |
| July 12 to July 26 | Closed | Open | Current date |
| Accounts Payable | July 1 to July 18 | Open | Open | June 30, 2023 |
| July 19 to July 26 | Closed | Open | Current date |
| Asset Management | July 1 to July 21 | Open | Open | June 30, 2023 |
| July 21 to July 26 | Closed | Open | Current date |
| General Ledger | July 1 to July 25 | Open | Open | June 30, 2023 |
| Purchasing | July 1 to July 25 | Closed | Open | Current date |

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| --- | --- |
| **Weekend Batch Processes will run for:** | **Date** |
| Accounts Receivable and General Ledger | 7/8/2023 and 7/9/2023 |
| General Ledger | 7/15/2023 and 7/16/2023 |
| General Ledger | 7/22/2023 and 7/23/2023 |

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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 |
| Posted Vouchers Not Paid | MTAPAFSD\_POSTED\_VCHRS\_NOT\_PAID |
| Vouchers w Not Valid Status | MTAPAFSD\_BUDGET\_STATUS\_NOT\_V |
| 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 |
| Unposted Wires | MTGL\_WIRES\_UNPOSTED |
| Deposit Review | MTAR\_DIRJRNL\_UNPOST |
| MTAR\_BU\_BCM\_ERRORS |
| Trial Balance Review | MTGL\_TB\_FUND\_CHOOSE\_LEDGER |
| MTGL\_TB\_FUND\_ACT\_ENTWIDE\_COMB |

# SAB Contact Information

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| --- | --- | --- | --- |
| **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) |