# SABHRS FYE Schedule

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| **Date** | **Responsible Party** | **Activity** |
| June 29 | Agency | Last day to submit warrant cancellations for FY21 vouchers |
| June 29  @ 2:00 PM | Agency | Last day to sell STIP |
| June 30 | Agency | Mass change spreadsheets due |
| June 30  @ 5:00 PM | Agency | Last day to deposit FY21 money   * 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 1 | DEQ | Submit draft copy of SBECP Summary Worksheet to SAB |
| July 1 | Agency | May begin submitting FY22 entries w/ a July date |
| July 8 | Agency | Last day to process transactions in the Accounts Receivable (AR) module. All FY21 AR transactions, including bank deposits, made on or before June 30 in the State Treasury System must be completed. |
| July 12 | Agency | Last day to submit supplier adds or change for FY21 |
| July 13 | Agency | Deadline for interunit (IU) journals with DPHHS and MUS |
| July 14 | Agency | Last day to process FY21 transactions in the Accounts Payable (AP) module |
| July 15 | Agency | Last day to submit lease schedules to SAB |
| July 19 | Agency | Last day to initiate IU journals to allow enough time for the receiving agency to process them by July 22 |
| July 19 | Agency | Last day to process FY 21 transactions in the Asset Management (AM) module |
| July 20 | Agency | Last day to submit a letter to SAB/SAFRS to carry forward A Accruals into FY22 |
| July 20 | Agency | Last day to submit regular FY21 BCDs to OBPP |
| July 22  Noon | Agency | Last day for emergency FY21 BCDs to OBPP |
| July 22 | Agency | Last day to process FY 21 General Ledger (GL) transactions |
| July 22 | Agency | Agencies need to make final review of 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 23. |
| July 23 | SAB/Agency | Correct outstanding errors and run FY21 closing process. Every agency must have staff available during the closing process. |

# SABHRS Modules

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| **Module** | **Period** | **FY21**  **Status** | **FY22**  **Status** | **Default accounting date on transactions** |
| Accounts Receivable | July 1 to July 8 | Open | Open | Current date |
| July 9 to July 23 | Closed | Open | Current date |
| Accounts Payable | July 1 to July 14 | Open | Open | June 30, 2021 |
| July 15 to July 23 | Closed | Open | Current date |
| Asset Management | July 1 to July 19 | Open | Open | June 30, 2021 |
| July 20 to July 23 | Closed | Open | Current date |
| General Ledger | July 1 to July 22 | Open | Open | June 30, 2021 |
| Purchasing | July 1 to July 22 | Closed | Open | Current date |

# 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 for FY21.**

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| **Activity** | **Query** |
| Balance Sheet Account | MTGLAFSD\_FYE\_BADBAL\_BALSHEET |
| Operating Statement Account | MTGLAFSD\_FYE\_BADBAL\_OPSTMT |
| Equity Account | MTGLAFSD\_FYE\_BADBAL\_FND\_EQUITY |
| Account 1104 – Cash | MTGHLAFSD\_FYE\_BADBAL\_1104 |
| 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 Voucher that Have Not Been Paid | MTAP\_VOUCHERS\_NOT\_PAID |
| FYE Cash Balance | MTGL\_FYE\_CASH\_BALANCE |
| Appropriation Balances | MTGL\_APPROP\_BUDGETS\_AND\_BAL |
| 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) |

# SAB Website Links

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| --- | --- |
| **Topic** | **URL** |
| Fiscal Year-end Training Slides | <http://sfsd.mt.gov/SAB/FYE> |
| Accounting Forms | [ServiceNow](https://montana.servicenowservices.com/sp?id=sc_category&catalog_id=b65f628edb7f37009ecc362f7c961988) |
| MOM Policies | [ServiceNow MOM Policies](https://montana.servicenowservices.com/sp?id=kb_view2&kb=a9644643df101200dca6a5f59bf263b6) (Use “SAB” in search bar) |
| SABHRS Documentation | [ServiceNow SABHRS Documentation](https://montana.servicenowservices.com/sp?id=kb_view2&kb=d2a99db91be46410b392ed3ce54bcb06) (Use search bar for keywords) |