

DATE: May 6, 2011

TO: Accounting & Payroll Personnel
All Agencies, Boards, and Commissions

FROM: Michael J. Keays, Administrator *MJK*
State Accounting Division

SUBJECT: Fiscal Year End (June 30, 2011) Closing Schedule

The following information is being provided to you to assist in fiscal year-end closing of the State's accounting records. As always, if there are unique circumstances, agencies can contact State Accounting and we will determine the best way to coordinate the completion of your year-end work. Agencies should identify all prior year obligations in the system, including accounts payable and payroll, including benefits. These obligations should be identified even if a program is re-appropriated. Most dates listed are the **final date** the tasks need to be completed. Earlier completion is recommended.

Friday, June 10, 2011:

- Agencies complete review of manual encumbrances. If you had a lapse of an encumbrance and have **not** sent the information to State Budget Division, this needs to be completed.

Monday, June 13, 2011:

- State Accounting performs position roll-overs to create new positions for EnterpriseOne (E1) Fiscal Year 11 (July 1, 2011 through June 30, 2012). Agencies will need to make any position budget adjustments after the rollover takes place, since various adjustments will need to be made based on information provided to the agencies by State Personnel and Employee Relations.
- Agencies complete review of Received Not Vouchered (Object Code 211700) for all funds and confirm that the balance is correct. The balance should be supported by purchase orders received but not paid.
- Agencies complete review of Open Purchase Orders to ensure the order is a valid encumbrance. These will be rolled over into July 1, 2011. If there is a problem, contact State Accounting by email at as.stateaccounting@nebraska.gov with a subject line of PO followed by the purchase order number and agency number.
- Agencies replenish petty cash funds and vendor deposit accounts to authorized levels.

- Agencies complete review of all balance sheet accounts (100000 – 399999) to determine if correcting entries need to be made before the end of the fiscal year. Please pay particular attention to Accounts Receivable and Accounts Payable balances. For each of these accounts that have a balance, you need to be able to document exactly what that balance consists of. This review should occur throughout the year.

Thursday, June 23, 2011:

- Preparation for the biweekly payroll for 6/29/11 allowed for Agency payroll teams until the 1:00 P.M. payroll deadline.

Monday, June 27, 2011:

- All items on the Unposted Fixed Asset Report must be posted or passed on. This Report must be blank.
- The Fixed Asset No Cost Integrity Report must be blank, except for items that have not been received.
- All Manual Encumbrances should be liquidated (voided or credit JE) from the system. If a manual encumbrance is still outstanding, it will need to be voided and posted in the system prior to this date, and re-entered in July 2011.
- Agencies reconcile encumbrances on the allotment status to supporting documentation (a listing of outstanding purchase orders.)
- Agencies review any outstanding cash transactions related to the Treasurer's office to ensure that cash activity in the bank has been cleared or paperwork has been processed.
- **LAST DAY TO POST FISCAL YEAR END 6-30-2011 TRANSACTIONS.** This includes purchase orders and purchase order receipts, fixed assets, voucher processing, journal entry activity, etc. Agencies that require access to the system for specific June 30 business transactions can email **Wes Mohling at wes.mohling@nebraska.gov, or telephone at 471-0601** and State Accounting will determine the best way to coordinate the completion of your year-end work. State Accounting will be monitoring the queues for the rest of the fiscal year.

Tuesday, June 28, 2011:

- Treasurer's Office opens for normal business transactions.
- **No purchasing activity without authorization. Do not perform a receipt function against an outstanding purchase order unless authorized.**
- State Accounting will process only volume voucher payments and emergency payments.
- Legally required expenditures for the period ending June 30, 2011 will be allowed to post only with prior notification and approval by State Accounting.

Wednesday, June 29, 2011:

- Treasurer's Office opens for normal business transactions.
- State Accounting will process only volume voucher payments and emergency payments.
- Legally required expenditures for the period ending June 30, 2011 will be allowed to post only with prior notification and approval by State Accounting.

Thursday, June 30, 2011:

- Treasurer's Office cut off for deposits – 9:00 A.M. Deposit Documents delivered/submitted to the Treasurer's Office after 9:00 A.M. are required to have a 7/1/11 GL date. For agencies submitting documents today, please have staff available to answer State Treasury questions in a timely manner if your agency is contacted – this will ensure that all documents that are eligible to be posted by the end of fiscal year are able to be processed.
- **No purchasing or posting activities are allowed without authorization.**
- If there are outstanding issues for your agency that will have a financial impact, contact Bruce Snyder at 471-0620 by 12:00 P.M.
- E1 will be unavailable for all agencies at 3:00 P.M. except for State Accounting.
- State Accounting will roll-over outstanding purchase orders into the new fiscal year.

NO POSTING UNTIL FLASH MEMO IS RECEIVED THAT YEAR END CLOSE IS COMPLETE – ANTICIPATED BY FRIDAY, JULY 1, 2011 AT 7:00 A.M.

Friday, July 1, 2011:

- State Budget Division provides first allotment of new fiscal year appropriations.
- Agencies must use the prior year voucher processing menus when goods or services are received on or before June 30 that have GL dates after June 30, even if programs are re-appropriated.
- July 1, 2011 Allotment Status Report, with new fiscal year data, will be available on MREPORT.
- Agencies review Purchase Orders to determine if Year End Rollover is correct.

Beginning Tuesday, July 5, 2011:

- Prior year manual encumbrances that were not liquidated and were voided should be re-entered.
- Agencies may start entering valid manual encumbrances. After you have entered encumbrances, run the Encumbrance Detail Report (R5509594A) to ensure that your encumbrances are recorded correctly.

Wednesday, July 13, 2011:

- Agencies may calculate the accrued payroll, including benefits, and enter payroll manual encumbrances based on the July 13 biweekly payroll, which will be posted by State Accounting on July 11.

Wednesday, July 20, 2011:

- Agencies with biweekly payrolls should ensure all accrued payroll is encumbered.

Tuesday, August 2, 2011:

- State Accounting will run a draft of the Biennial Carryover Report as of 7/31/11. This will be posted on the State Accounting website and a flash memo will be sent. This should agree with the 7/31/11 Encumbrance Detail Report.

Monday, August 22, 2011:

- State Accounting runs a second draft of the Biennial Carryover Report as of Friday, 8/19/11. This will be posted on the State Accounting website and a flash memo will be sent. Agencies should review the report and make corrections by Tuesday, August 30, 2011.

Wednesday, August 31, 2011:

- State Accounting runs a third draft of the Biennial Carryover Report as of 8/30/11. This will be posted on the State Accounting website and a flash memo will be sent. Agencies should review and determine if any changes should be made. Changes must be completed by the end of the day.

Friday, September 2, 2011:

- State Accounting runs the 8/31/11 certified version of the Biennial Carryover Report. This will be posted on the State Accounting website and a flash memo will be sent. **THIS IS THE CERTIFICATION REPORT.** Agencies should print out their agency page for the Director's signature even if it is blank. These should be sent to State Accounting by Monday, September 12, 2011.
- Agencies electing to load the certified encumbrance appropriations data may begin.
- Notification should be sent to State Accounting at as.stateaccounting@nebraska.gov with a subject line of your Agency Number and either Decline or Load.
 - A) Indicating that the Agency will load the certified encumbrance appropriations into Budget Status prior to Monday, October 3, 2011 (subject of Decline) or
 - B) To request that State Accounting load the certified encumbrance appropriation data for the Agency on Tuesday, October 4, 2011 using the journal entry method (subject of Load).

Monday, September 12, 2011:

- Agency Director signed copies of Certified Biennial Carryover Report are due to State Accounting.
- PSL encumbrances may be liquidated following certification. Be sure to approve and post the voided PSL encumbrance batches.

Friday, September 30, 2011:

- State Accounting and State Budget complete review of certified encumbrances and provide appropriations related to the certified encumbrances.
- Last day to load certified encumbrance appropriations into Budget Status or send notification to State Accounting that you want State Accounting to load your agency's certified encumbrance appropriations. If State Accounting does not receive notification by this date, we assume you will load your own.

Tuesday, October 4, 2011:

- State Accounting will load certified encumbrance appropriations into Budget Status for agencies that have previously requested this.