

**From:** [Snyder, Bruce](#)  
**To:** [Kadavath, Hari](#)  
**Subject:** Closing Schedule  
**Date:** Wednesday, May 08, 2013 3:01:30 PM  
**Attachments:** [FY13\\_ye\\_closing.pdf](#)

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This memo is being set to State Accounting Financial Contacts. Please share with appropriate staff in your agency.

**DATE:** May 8, 2013

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

**FROM:** Hari Kadavath, Administrator  
State Accounting Division

**SUBJECT:** Fiscal Year End (June 30, 2013) 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. These obligations should be identified even if a program is re-appropriated. State Accounting will prepare the manual encumbrance for payroll, including state contributions for FICA and retirement. Most dates listed are the **final date** the tasks need to be completed. Earlier completion is recommended.

**Friday, June 7, 2013:**

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

**Monday, June 10, 2013:**

- All Service Purchase Orders with a document type O9 or Z8 must be closed out or cancelled prior to June 25.
- 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 valid. These will be rolled over into July 1, 2013. If there is a problem, contact State Accounting by email at [as.stateaccounting@nebraska.gov](mailto: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 20, 2013:**

- Bi-weekly payroll B-13 is due for certification to State Accounting by the 3:00 P.M. deadline. This payroll will settle on 6/26/13.

**Tuesday, June 25, 2013:**

- 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 Service Purchase Orders with a document type O9 or Z8 must be closed out or cancelled. One way to do this is to add a line to the purchase order with a negative amount to offset the remaining balance. The line may then be cancelled in July to restore the purchase order.
- 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 6/25, and re-entered in July 2013.
- 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 6/30/13 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](mailto: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.

**Wednesday, June 26, 2013:**

- Treasurer's Office opens for normal business transactions.
- **No purchasing activity without authorization. Do not perform a receipt function against an outstanding purchase order for current period or a future period unless authorized since these must be posted before year-end.**
- State Accounting will process only volume voucher payments and emergency payments.
- Legally required expenditures for E1 Fiscal Year 12 (July 1, 2012 to June 30, 2013) will be allowed to post only with prior notification and approval by State Accounting.

**Thursday, June 27, 2013:**

- Treasurer's Office opens for normal business transactions.
- State Accounting will process only volume voucher payments and emergency payments.
- Legally required expenditures for E1 Fiscal Year 12 (July 1, 2012 to June 30, 2013) will be allowed to post only with prior notification and approval by State Accounting.

**Friday, June 28, 2013:**

- Treasurer's Office cut off for deposits – 9:00 A.M. E1 Deposit Documents delivered/submitted to the Treasurer's Office after 9:00 A.M. are required to have a 7/1/13 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 end of fiscal year are able to be processed in E1.

- 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 shut down for all agencies at 4:00 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 MONDAY, JULY 1, 2013 AT 7:00 A.M.**

**Monday, July 1, 2013:**

- State Budget Division provides first allotment of new fiscal year appropriations.
- Agencies should be using prior year voucher processing menus when appropriate.
- July 1, 2013 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 Friday, July 5, 2013:**

- Prior year manual encumbrances that were not liquidated and were voided may 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 10, 2013:**

- State Accounting will calculate the accrued payroll, including state contributions for FICA and retirement, and enter payroll manual encumbrances based on the July 10 biweekly payroll. Health, life and AD&D insurance expenses on the July 10 biweekly payroll are for July so these amounts will not be included in the payroll encumbrance.

**Wednesday, July 17, 2013:**

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

**Wednesday, July 31, 2013:**

- Deadline for agencies to complete entry of E1 Fiscal Year 13 (July 1, 2013 to June 30, 2014) budgeted amounts for the Budget Status Report.

**Friday, August 2, 2013:**

- State Accounting will run a draft of the Biennial Carryover Report as of Wednesday 7/31/13. This will be posted on the State Accounting website and a flash memo will be sent. Agencies should review the report and make corrections.

**Monday, August 26, 2013:**

- State Accounting runs a second draft of the Biennial Carryover Report as of Friday 8/23/13. 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 Friday 8/30/13.

**Tuesday, September 3, 2013:**

- State Accounting runs the 8/31/13 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 Tuesday, September 10, 2013.
- Agencies electing to load the certified encumbrance appropriations data may begin.
- Notification should be sent to State Accounting at [as.stateaccounting@nebraska.gov](mailto: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 Tuesday, October 1, 2013 (subject of Decline) or

- B) To request that State Accounting load the certified encumbrance appropriation data for the Agency on Wednesday, October 2, 2013 using the journal entry method (subject of Load).

**Tuesday, September 10, 2013:**

- Agency Director signed copies of Certified Biennial Carryover Report are due to State Accounting.
- State Accounting will liquidate payroll encumbrances following certification.

**Monday, September 30, 2013:**

- 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.

**Wednesday, October 2, 2013:**

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