



Pete Ricketts, Governor

DATE: May 7, 2020

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

FROM: Philip Olsen, Administrator
State Accounting Division

SUBJECT: Fiscal Year End (June 30, 2020) Closing Schedule

The following information is being provided to assist you in closing the State's accounting records in the JD Edwards EnterpriseOne (E1) system for the fiscal year.

All prior year obligations should be identified in the system, including accounts payable, 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** tasks need to be completed. Earlier completion is recommended. If there are unique circumstances, agencies should contact State Accounting as soon as possible, and we will determine the best way to coordinate completion of your year-end work.

Friday, June 5, 2020:

- Agencies complete review of any open manual encumbrances that were established at June 30, 2019. If you had a lapse of an encumbrance and have **not** sent the information to DAS State Budget, this needs to be completed.

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- All Service Purchase Orders with a document type O9, Z8 or X6 must be closed out or cancelled prior to June 25 unless the service will be received as of or before June 30.
- 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 to July 1, 2020.
- For any questions or help cancelling a purchase order please contact Whitney Titov with Materiel Division @ (402) 471-3391.
- Agencies replenish petty cash funds and vendor deposit accounts to authorized levels.
- Agencies complete reconciliations of all balance sheet accounts (100000 – 399999) to determine if correcting entries need to be made before the end of the fiscal year. **For each of these accounts that have a balance, you need to be able to document exactly what that balance consists of. These reconciliations should occur throughout the year.** Please pay particular attention to Accounts Receivable and Accounts Payable balances.

Thursday, June 11, 2020:

- Bi-weekly payroll B-12 is due for certification to State Accounting by the 3:00 P.M. deadline. This payroll will settle on 6/17/20.

Tuesday, June 23, 2020:

- June monthly payroll is due for certification to State Accounting by the 3:00 P.M. deadline. This payroll will settle on 6/30/20.

Thursday, June 25, 2020:

- Bi-weekly payroll B-13 is due for certification to State Accounting by the 3:00 P.M. deadline. This payroll will settle on 7/1/2020.
- All items on the Unposted Fixed Asset Report must be posted or passed. **This report must be blank as of today.**
- 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, Z8 or X6 must be closed out or cancelled unless the service will be received as of or before June 30.
- For any questions or help cancelling a purchase order please contact Whitney Titov with Materiel Division @ (402) 471-3391.
- All prior year 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 June 25, and re-entered in July 2020.
- 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 6/30/20 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 **Sheryl Hesseltine** at sheryl.hesseltine@nebraska.gov, or telephone at **471-0610** 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.

Monday, June 29, 2020:

- Treasurer's Office opens for normal business transactions.
- **No purchasing activity without authorization from Materiel. 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.
- For three-way match vouchers with July 2020 GL dates, do not adjust the voucher amount (line type 4) until July.
- Legally required expenditures for E1 Fiscal Year 19 (July 1, 2019 to June 30, 2020) will be allowed to post only with prior notification and approval by State Accounting.

Tuesday, June 30, 2020:

- 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 7/1/20 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. **Please note: these requirements may be altered if we are still in a direct agency deposit to bank situation on June 30, 2020. Separate notice of the new requirements will be sent out to this group by June 20, 2020 if needed.**
- No purchasing or posting activities are allowed without authorization.
- If there are outstanding issues for your agency that will have a financial impact, contact Sheryl Hesseltine at 471-0610 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 WEDNESDAY, JULY 1, 2020 AT 7:00 A.M.

Wednesday, July 1, 2020:

- State Budget Division provides first allotment of new fiscal year appropriations.
- July 1, 2020 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.
- Agencies should be using prior year voucher processing menus when appropriate.

Beginning Thursday, July 2, 2020:

- Agencies may start entering valid manual encumbrances for the new fiscal year, including any outstanding from prior year that need to be re-entered. After you have entered encumbrances, run the Encumbrance Detail Report (R5509594A) to ensure that your encumbrances are recorded correctly.

Wednesday, July 15, 2020:

- State Accounting will calculate the accrued payroll, including state contributions for FICA and retirement, and enter payroll manual encumbrances based on the July 1st and July 15th biweekly payrolls. Health, life and AD&D insurance expenses on the biweekly payrolls are for July, so these amounts will not be included in the payroll encumbrance.
- This fiscal year, the July 1st payroll is 100% June hours and the July 15th payroll is 70% (7 days out of 10) June hours. Therefore, when State Accounting calculates the accrued payroll it will be based on these percentages.
- Agencies who need to use a different method or have questions regarding the above calculation can contact State Accounting to discuss your situation.

Friday, July 31, 2020:

- Deadline for agencies to complete entry of E1 Fiscal Year 20 (July 1, 2020 to June 30, 2021) budgeted amounts for the Budget Status Report.

Monday, August 3, 2020:

- State Accounting will run a draft of the PSL Mid-Biennial Carryover Report as of Friday 7/31/20. 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 8/14/20.

Monday, August 17, 2020:

- State Accounting will run a second draft of the PSL Mid-Biennial Carryover Report as of Friday 8/14/20. 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 Monday 8/31/20.

Tuesday, September 1, 2020:

- State Accounting runs the 8/31/20 certified version of the PSL Mid-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, even if it is blank, for the Director's signature. These should be sent to State Accounting by Friday, September 18, 2020.

Friday, September 18, 2020:

- Agency Director signed copies of the Certified PSL Mid-Biennial Carryover Report are due to State Accounting.

Wednesday, September 30, 2020:

- State Accounting and State Budget complete review of certified encumbrances and provide re-appropriation of personal services limitation.
- State Accounting will liquidate payroll encumbrances following the certification process.