

## FISCAL YEAR END CLOSING CALENDAR

DATE	INSTRUCTIONS	SECTION
<b>June</b>	03 Distribution of Lease Income Report	P
	05 Distribution of Lease Expense Report	O
	14 Return Lease Income Certification	P
	14 Last date to request copy of Accountability Report	B
	30 Last date to receive goods and services for Fiscal Year 2013	F,H
<b>July</b>	01 Start of period to enter Fiscal Year 2013 Expense Payment Requests with accounting Period 12	F,H
	01 Start of period to pay "split payroll" within the Payroll Management System (PMS)	G
	01 Electronic distribution of Active Bank Account Reports	A
	01 Capital Asset Inventory Reports available for printing by Departments	M
	08 Return Lease Expense Report	O
	08 Return Lease Income Report	P
	12 Last date to submit inventory report	Q
	13 Last date to process Fiscal Year 2013 PRR1 for goods and services received on or before June 30, 2013.	B
	13 Last date to enter June month 12 CREs into FMS Accounting (deposit date of 6/30/13 or earlier)	C
	13 Last day to process IETC documents with an accounting Period of 12	J
	13 First Encumbrance "Roll"	F
	13 End of period to enter Fiscal Year 2013 Expenditure Payment Requests with accounting Period 12	F,H
	15 Start of Automated Accruals & Clearings (ACCA/ACLA) are generated in FMS Accounting for documents with service dates between 7/1/12 thru 6/30/13	F,H
	16 Start of review of Automated Accruals & Clearings	F,H
	17 Departments without FMS Accounting access should request Report ID: DLPRQS-001 FMS InfoAdvantage report listing PRR1 Payment Requests processed in Fiscal Year 2013	B
	19 Last date to submit Capital Reconciliation Representation Certificate	L
	26 Accountability Report is Due: after this deadline funding will be reduced (refer to Section B for details)	B
	31 Submit June Bank Reconciliations and completed Active Bank Account Report	A
	31 Departments with Demand Accounts should submit J2I Document ID number with Reconciliation Package via email	A
	31 Last date to enter "Cash Basis" Revenue/ Deposit J2Ds into FMS Accounting for Fiscal Year 2013	D
31 Submit Fiscal Year 2013 Month 12 Revenue Reconciliation & Receivable Status Reports	E	

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<b>DATE</b>	<b>INSTRUCTIONS</b>	<b>SECTION</b>
<b>August</b>	02 Return completed Vacation and Sick Leave Sample	N
	12 Return Fiduciary Account Certification and Representation	R
	16 Complete review and update process of Capital Assets	M
	17 Second Encumbrances "Roll"	F
	19 Submit Capital Assets Certification Letter	M
	23 Last date to enter IETC documents with an Accounting Period of 13 without Comptroller override	J
	23 End of Automated Accruals & Clearings (ACCA/ACLA) generated in FMS Accounting	F,H
	23 End of period to pay "split payroll" within the Payroll Management System (PMS)	G
	24 Lapse all open Encumbrances	F
	26 Start of set up of Manual Accrual document (ACC) in FMS Accounting and review of manual accruals for Fiscal Year 2013	F, G, H
	30 Submit July Bank Reconciliations	A
	30 Last date to enter Fiscal Year 2013 REs into FMS Accounting	C
	30 Last date to submit Capital Payment Requests with period of service on or before June 30, 2013	K
	<b>September</b>	04 Distribution of FMS Accounting Month 13 REVSMA-001 and REVPYA-001 reports and certification letter
13 End of Set up of Manual Accrual document (ACC) in FMS Accounting and review of Manual Accrual for Fiscal Year 2013		F,G,H
16 Last date to submit Manual Accrual Package		F,G,H
20 Last date to enter Fiscal Year 2013 UREs into FMS Accounting		C
20 Submit Fiscal Year 2013 Month 13 Revenue Reconciliation and Receivable Status Reports, and return Certification Letter		E
27 Last date to process IETC documents in FMS		J
<b>October</b>	1 Distribution of FMS Accounting Report of Federal Awards	I
	15 Return FMS Accounting Report of Federal Awards via email in PDF format	I
<b>November</b>	01 Start to submit ACL Manual Accrual Clearings	F,G,H