

FISCAL YEAR END CLOSING CALANDER

DATE	INSTRUCTIONS	SECTION
May	29 Distribution of Lease Income Certification via email	P
June	02 Distribution of Lease Income Report	P
	02 Distribution of Lease Expense Report	O
	30 Last date to receive goods and services for Fiscal Year 2015	F,H
July	01 Start of period to enter Fiscal Year 2015 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 Accounts Reports	A
	01 Capital Asset Inventory Reports available for printing by Agencies	M
	06 Return Lease Expense Report	O
	06 Return Lease Income Certification	P
	10 Last date to process Fiscal Year 2015 PRR1 for goods and services received on or before June 30, 2015 with Accounting Period 12	B
	10 Last date to enter June month 12 CREs into FMS Accounting (deposit date of 6/30/15 or earlier)	C
	10 Last day to process IETC documents with an accounting Period of 12	J
	10 End of period to enter Fiscal Year 2015 Expenditure Payment Requests with Accounting Period 12	F,H
	11 First Encumbrance "Roll"	F
	13 Start of Automated Accruals & Clearings (ACCA/ACLA) are generated in FMS Accounting for documents with service dates between 7/1/14 thru 6/30/15	F,H
	13 Return Lease Income Report	P
	13 Last date to submit inventory report	Q
	14 Start of review of Automated Accruals & Clearings	F,H
	17 Last date to submit Capital Reconciliation Representation Certificate	L
	24 Accountability Report is Due via email	B
	31 Submit June Bank Reconciliations and completed Active Bank Accounts Report	A
	31 Agencies 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 2015	D
	31 Submit Fiscal Year 2015 Month 12 Revenue Reconciliation & Receivable Status Reports	E

FISCAL YEAR END CLOSING CALENDAR

DATE	INSTRUCTIONS	SECTION	
August	03	Complete Inventory reviews and process capital documents	M
	03	Return completed Vacation and Sick Leave Sample	N
	14	Return Fiduciary Account Certification and Representation	R
	14	Submit Capital Assets Certification Letter	M
	15	Second Encumbrances "Roll"	F
	21	Last date to enter IETC documents with an Accounting Period of 13 without Comptroller override	J
	21	End of Automated Accruals & Clearings (ACCA/ACLA) generated in FMS Accounting	F,G,H
	22	Lapse all open Encumbrances	F
	24	Start of set up of Manual Accrual document (ACC) in FMS Accounting and review of manual accruals for Fiscal Year 2015	F, G, H
	28	Submit July Bank Reconciliations	A
	28	Last date to enter Fiscal Year 2015 REs into FMS Accounting for General & Capital Fund billed Receivables	C
	31	End of period to pay "split payroll" within the Payroll Management System (PMS)	G
	September	04	Distribution of FMS Accounting Month 13 REVSMA-001 and REVPYA-001 reports and certification letter
04		Last date to submit Capital Payment Requests with period of service on or before June 30, 2015	K
11		Last date to submit IETC documentation for review and approval	J
11		End of Set up of Manual Accrual document (ACC) in FMS Accounting and review of Manual Accrual for Fiscal Year 2015	F,G,H
14		Last date to submit Manual Accrual Package	F,G,H
18		Last date to enter Fiscal Year 2015 UREs into FMS Accounting for General & Capital Fund Unbilled Receivables	C
18		Submit Fiscal Year 2015 Month 13 Revenue Reconciliation and Receivable Status Reports, and return Certification Letter	E
October	01	Distribution of FMS Accounting Report of Federal Awards	I
	15	Return FMS Accounting Report of Federal Awards via email in PDF format	I
November	02	Start to submit ACL Manual Accrual Clearings	F,G,H