

FISCAL YEAR END CLOSING CALENDAR

DATE	INSTRUCTIONS	SECTION
May 22	Distribution of Lease Income Certification via email	L
June 01	Distribution of Lease Income Report	L
01	Distribution of Lease Expense Report via email	K
30	Last date to receive goods and services for Fiscal Year 2020	D, F
July 01	Electronic distribution of Active Bank Accounts Reports	A
01	Start of period to pay "split payroll" within the Payroll Management System (PMS)	E
01	Capital Asset Inventory Reports available for printing by Agencies	J
02	Last date to enter June Period 12 CREs into FMS Accounting (deposit date of 6/30/20 or earlier)	C
03	Return Lease Expense Report	K
03	Return Lease Income Certification	L
08	Distribution of Period 12 REVPYA-001 report	C
10	Last date to process PRR1 as an FY 2020 voucher for goods and services received on or before June 30, 2020	B
10	Last date to enter "Cash Basis" Revenue/Deposit J2Ds into FMS Accounting for Fiscal Year 2020	C
10	Last date to enter Fiscal Year 2020 expenditure Payment Requests with Period 12	D,F
10	Distribution of R&D survey	G
10	Last date to submit Capital Reconciliation Representation Certificate	I
10	Return Lease Income Report	L
10	Last date to process IETC documents with a Period 12	N
13	Start of Automated Accruals & Clearings (ACCA/ACLA) generated in FMS Accounting for documents with service dates between 7/1/19 thru 6/30/20	D
13	Start of review of Automated Accruals & Clearings	D,F
17	Return Designated Fund Certification and Representation	O
17	Last date to submit inventory report	M
17	Last date to submit Accrual Clearings (ACL) for payment processed in Fiscal Year 2020	D,E,F
18	First Encumbrance "Roll"	D
24	Submit Fiscal Year 2020 Period 12 Revenue Reconciliation and Receivable Status Reports	C
24	Return R&D Survey via email	G
30	Submit Accountability Report via email	B
31	Submit June Bank Reconciliations and completed Active Bank Accounts	A
31	Agencies with Demand Accounts should submit J2I document ID number with Reconciliation Package via email	A
31	Distribution of CFEXRV-001 report	C
31	Complete Inventory reviews and process capital documents	J

FISCAL YEAR END CLOSING CALENDAR

DATE	INSTRUCTIONS	SECTION
August	06 Last date to submit IETC documentation to Department Of Environmental Protection (DEP) for review and processing	N
	07 Submit Capital Assets Certification Letter	J
	08 Second Encumbrances "Roll"	D
	14 End of Automated Accruals & Clearings (ACCA/ACLA) generated in FMS Accounting	D,E,F
	14 Last date to pay "split payroll" within the Payroll Management System	E
	14 Last date to enter IETC documents with a Period 13 without Comptroller override	N
	15 Lapse all open Encumbrances	D
	17 Start of setup of Manual Accrual document (ACC) in FMS Accounting and review of manual accruals for Fiscal Year 2020	D,E,F
	21 Last date to submit IETC documentation to Department Of Education (DOE) for review and processing	N
	28 Distribution of FMS Accounting Period 13 REVSMA-001 and REVPYA-001 reports (if applicable) and certification letter	C
	28 End of Set up of manual Accrual document (ACC) in FMS Accounting and review of Manual Accrual for Fiscal Year 2020	D,E,F
	28 Last date to submit Accrual Clearings (ACL) for payrolls that are paid out of Fiscal Year 2020 funding	E
	31 Submit July Bank Reconciliations	A
September	04 Last date to submit Capital Payment Request with service dates on or	H
	11 Last date to enter Fiscal Year 2020 Billed and Unbilled Receivable documents (REs/UREs), as well as any Fiscal Year 2020 adjustments into FMS Accounting	C
	11 Submit Fiscal Year 2020 Period 13 Revenue Reconciliation and Receivable Status Reports, and return Certification Letter before June 30, 2020	C
	11 Last date to submit IETC documentation for review and approval	N
October	06 Distribution of FMS Accounting Report of Federal Awards	G
	23 Return FMS Accounting Report of Federal Awards via email	G
November	01 Start to submit ACL Manual Accrual Clearings	D,E,F