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JOHN FARRIS
SECRETARY

TO: Constitutional Officers, Cabinet Secretaries,
All Agency Heads, and Fiscal Officers

FROM: John Farris, Secretary
Finance and Administration Cabinet

DATE: March 12, 2007

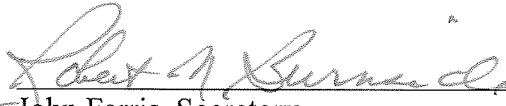
SUBJECT: Closing Schedule – Fiscal Year 2006-2007

The schedule of closing procedures for fiscal year 2007 is attached. It includes the deadlines for final eMARS document approvals that apply to accounting, purchasing, budgeting, and personnel matters.

In accordance with KRS 45.229(2), the Finance and Administration Cabinet is legally required to close the old year accounts within thirty days of June 30. It is important that all agencies comply with the document completion schedule and procedures outlined in this memorandum.

During the closing period, it is important to segregate all transactions for goods and services received by June 30, 2007, from transactions for fiscal year 2008.

Deadlines vary according to type of transaction. No deadline is earlier than Friday, March 30, 2007 and none is later than Thursday, July 12, 2007. All transactions for fiscal year 2007 must be accepted in the eMARS Accounting System by close of business, Thursday, July 12, 2007. After Thursday, July 12, 2007, all transactions will post to fiscal year 2008 and will be charged to fiscal year 2008 allotments, except those journal voucher documents necessary to close out fiscal year 2007.


per John Farris, Secretary
Finance and Administration Cabinet

March 12, 2007
Date


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The Closing Schedule shows the responsibility for approval of eMARS documents, whether Agency, Statewide Accounting Services, Office of Material and Procurement Services, Office of the State Budget Director, or Department of Treasury. The information is formatted two ways, Final Approval by Responsibility (listing responsibility by area responsible for final approval) and Final Approval by Date (listing the last date that a particular document can be approved or action occur). This should facilitate agency knowledge of document due dates for final fiscal year 2007 approval. Additional comments follow the charts. **Remember that the last date to post fiscal year 2007 documents is Thursday, July 12, 2007. Only CA, JV, JVA, JV2P, JV2IN, JV2T, JV2E, JV2R, and JVC documents will be allowed to post in fiscal year 2007 after this date, and only with override approval from Statewide Accounting Services.**

New Year Procurement document activity before Friday, June 15, 2007 must use non-accounting event types in order to validate and submit into workflow.

Order by Responsibility

Final Approval Resp	Document Code	Document Description	Last Day to Process Old Year	First Day to Process New Year
Agency	AD	Automated Disbursement	2007-06-30	2007-07-01
Agency	CA	Cost Allocation	2007-07-19	2007-07-01
Agency	CH	Charge Transaction	2007-07-12	2007-07-01
Agency	CT	Contract Modification (Goods Rec by 6/30)	2007-07-01	2007-06-15
Agency	CT2	Contract 2-Way Match Modification (Goods Rec by 6/30)	2007-07-01	2007-06-15
Agency	CTT1	Contract KYTC Modification (Goods Rec by 6/30)	2007-07-01	2007-06-15
Agency	CTT2	Contract 2-Way Match KYTC Modification (Goods Rec by 6/30)	2007-07-01	2007-06-15
Agency	DO	Delivery Order (Goods Rec by 6/30)	2007-06-30	2007-06-15
Agency	DO2	Delivery Order 2 Way Match (Goods Rec by 6/30)	2007-06-30	2007-06-15
Agency	EFT	Electronic Funds Transfer	2007-06-30	2007-07-01
Agency	GAX	General Accounting Expense/Expenditure	2007-07-12	2007-07-01
Agency	GAX2	General Accounting Revenue Refund	2007-07-12	2007-07-01
Agency	GAX3	General Accounting Balance Sheet Payable	2007-07-12	2007-07-01
Agency	IA	Inventory/Stock Adjustment	2007-07-12	2007-07-01
Agency	IET	Internal Exchange Transaction	2007-07-12	2007-07-01
Agency	ITA	Internal Transaction Agreement	2007-07-12	2007-07-01
Agency	ITI	Internal Transaction Initiator	2007-07-12	2007-07-01
Agency	JV2E	Cash Expenditure Correction	2007-07-19	2007-07-01
Agency	JV2R	Cash Coll Earned Rev Corr	2007-07-19	2007-07-01
Agency	OB1	Management Budget	2007-07-19	2007-07-01
Agency	OC	Over the Counter Stock Issue	2007-07-12	2007-07-01
Agency	PO	Purchase Order Modification (Goods Rec by 6/30)	2007-07-01	2007-06-15
Agency	PO2	Purchase Order 2 Way Match Modification (Goods Rec by 6/30)	2007-07-01	2007-06-15
Agency	PRC	Commodity Based PR	2007-07-12	2007-07-01

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Agency	PRC2	Commodity Based PR Pro Card	2007-07-12	2007-07-01
Agency	PRCI	Commodity Based Internal PR	2007-07-12	2007-07-01
Agency	PRM	Matching PR - Normal	2007-07-12	2007-07-01
Agency	PRMI	Matching PR - Internal	2007-07-12	2007-07-01
Agency	RE	Receivable	2007-07-12	2007-07-01
Agency	SN	Stock Return	2007-07-12	2007-07-01
Agency	TI	Stock Transfer Issue	2007-07-12	2007-07-01
Agency	TP	Travel Payments	2007-07-12	2007-07-01
Agency	TR	Stock Transfer Receipt	2007-07-12	2007-07-01
Agency	WO	Write Off	2007-07-12	2007-07-01
OMPS	CT	Contract	2007-07-01	2007-06-15
OMPS	CT2	Contract 2-Way Match	2007-07-01	2007-06-15
OMPS	CTT1	Contract KYTC	2007-07-01	2007-06-15
OMPS	CTT2	Contract 2-Way Match KYTC	2007-07-01	2007-06-15
OMPS	DO	Delivery Order	2007-06-30	2007-06-15
OMPS	DO2	Delivery Order 2 Way Match	2007-06-30	2007-06-15
OMPS	PO	PO, Request for Appv for Spec Auth, exception to sealed bid - all purchases except equipment and furniture (Rec by 6/30)	2007-06-15	2007-05-15
OMPS	PO	PO, Request for Appv for Spec Auth, exception to sealed bid - new equipment and furniture (Rec by 6/30)	2007-05-31	2007-05-15
OMPS	PO2	PO2, Request for Appv for Spec Auth, exception to sealed bid - new equipment and furniture (Rec by 6/30)	2007-05-31	2007-05-15
OMPS	PO2	PO2, Request for Appv for Spec Auth, exception to sealed bid - all purchases except equipment and furniture (Rec by 6/30)	2007-06-15	2007-05-15
OMPS	PON2	Proof of Necessity Agreement- New Year PSC/MOA requiring an effective date of 7/1		2007-04-02
OMPS	PON2	Proof of Necessity Agreement- Old Year PSC/MOA modifications for services performed by 6/30-Place Old Year in Document Description	2007-05-15	
OMPS	RC	Receiver	2007-06-30	
OMPS	RQS	Standard Requisition >= \$20,000	2007-03-30	2007-05-15
OMPS	RQS	Standard Requisition < \$20,000- all purchases except equipment and furniture (Rec by 6/30)	2007-06-15	2007-05-15
OMPS	RQS	Standard Requisition < \$20,000- new equipment and furniture (Rec by 6/30)	2007-05-31	2007-05-15
OSBD	BRASS	Brass Allotment Modifications	2007-07-19	2007-06-01
SAS	CWA	Check Writer Accounting	2007-07-12	2007-07-01
SAS	CWI	Check Writer Intercept Transfer	2007-07-12	2007-07-01
SAS	IT	Intercept Transfer	2007-07-12	2007-07-01
SAS	JV	Standard Journal Voucher	2007-07-19	2007-07-01

