

## AY11 Ends December 30, 2011

Consistent with Oregon State Law, SFMA will close the AY11 biennium on the last working day of calendar year 2011 which is December 30, 2011. Biennium Close DAFJ1651 changes the status on the appropriation profile (screen 20) from active to inactive if the effective end date is less than or equal to 12/31/2011.

What does this mean for agencies?

- All AY11 vouchers payable need to clear the 530 screen by December 30, 2011 to allow the liquidation batch to be dated December 30, 2011. Agencies should plan to have vouchers recorded a couple of days ahead of time to allow for possible 530 screen errors that may need to be corrected.
- All AY11 balanced transfers need to be complete by December 30, 2011.
- All AY11 financial statement adjustments need to be complete by December 30, 2011.
- All AY11 accrued expenditures (balance type = 17) need to be zero on the 62 screen for the appropriation by December 30, 2011. The exception is capital construction appropriations with effective end dates beyond December 31, 2011.
- All AY11 payroll transactions need to clear the 530 screen by December 30, 2011. Please have all AY11 payroll correctives complete by run 2 of the November payroll. If there are any correctives done after that they will post in January, when AY11 is closed. Agencies will need to obtain permission from their BAM analyst to have the appropriation activated in order for batches to clear.
- All AY11 SPOTS rebate and other deposits need to be reconciled by December 30, 2011 so that prior biennium appropriations do not need to be opened when the deposits reconcile.
- SFMS will work with agencies that run cost allocation the first week of January 2012 to clear any AY11 transactions. Please send your SFMS analyst the appropriations that need to be activated for AY11.
- Any prior biennium transactions that need to be recorded after December 31st need to go through a review and exception process. The effective end date will remain set on December 31, 2011 so your transactions will need to use that as the effective date.
  1. BAM exception required – any transactions that relate to additional expenditures, operating transfers or cash revenue posted to the closed biennium require an exception approval by the agency's BAM analyst. If an exception is granted, the 20 Appropriation profile will be temporarily activated by BAM to allow the additional transactions.
  2. SFMS approval – any transactions that relate to accrued revenue, deposit liability, deferred revenue and unreimbursed advances posting to the closed biennium require an approval by SFMS. If it's appropriate for the agency to move the document to the current biennium for further processing, the 20 Appropriation profile will be temporarily activated by SFMS to allow the additional transactions.