

AY15 Ends December 31, 2015

Consistent with Oregon State Law, SFMA will close the AY15 biennium on the last working day of calendar year 2015, which is **Thursday, December 31, 2015**. 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 12/31/2015.

What does this mean for agencies?

- All AY15 vouchers payable need to clear the 530 screen by December 31, 2015 to allow the liquidation batch to be dated December 31, 2015. 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 AY15 balanced transfers need to be complete by December 31, 2015.
- All AY15 financial statement adjustments need to be complete by December 31, 2015.
- All AY15 accrued expenditures (balance type = 17) need to be zero on the 62 screen for the appropriation by December 31, 2015. The exception is capital construction appropriations with effective end dates beyond December 31, 2015.
- All AY15 payroll transactions need to clear the 530 screen by December 31, 2015. Please have all AY15 payroll correctives complete by run 2 of the November payroll (final cutoff: Wednesday, December 9, 2015). If there are any correctives done after that they will post in January, when AY15 is closed. Agencies will need to obtain permission from their BAM analyst to have the appropriation activated in order for batches to clear.
- All AY15 SPOTS rebate and other deposits need to be reconciled by December 31, 2015 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 2016 to clear any AY15 transactions. Please send your SFMS analyst the appropriations that need to be activated for AY15.
- Any prior biennium transactions that need to be recorded after December 31 need to go through a review and exception process. The effective end date will remain set on December 31, 2015 so your transactions will need to use that as the effective date.
 - 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.
 - 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.