





Prelim ~ May 2009 - ACO Year End Closing Schedule

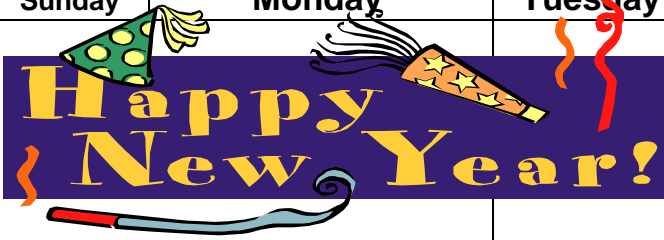


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Acronyms: ACO: Auditor - Controller Office, AM: Asset Management, AP: Accounts Payable, CAC: County Administration Center, CEO: County Executive Office, E/C: Exclusive Care, EOD: End of Day (5:00 PM), FY: Fiscal Year, Garn: Garnishments, ISF: Internal Service Funds, MAM: Monthly Accounting Meeting, PO: Purchase Order, PP: Pay Period, Req: Requisitions, RCRMC: Hospital, TCR: Treasurer Cash Receipt, T/TC: Treasurer / Tax Collector W/C: Worker's Compensation, YE: Year End, ZBA: Zero-Balance Account</p>					1	2
3	4 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	5 	6	7	8	9 April Final Reports Run Date
10 	11 April Final Reports Release Date Notifications to change "Regular Blanket PO's" roll over to new FY or stop "Roll over Blanket PO's" from rolling into new FY	12	13	14 Schedules for Periods 0-9 due to ACO: S-9 Deferred Revenue T-9 Due From Other Gov't (DFOG) V-9 Due to Other Gov't (DFOG)	15 Deadline to submit Capital Lease supporting documentation for purchase additions, acquisitions, and/or new financing agreements for equip or building leased assets for periods 1 thru 9	16 ~ Armed Forces Day 
17	18 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	19 Year End Training at DPSS @ 2 PM	20 Year End Training at CAC @ 9 AM	21 Deadline to submit documentation for Capital Asset listing corrections, betterments, transfers, surpluses or disposal to ACO for review & approval.	22 Last Day to Enter May Journals & Vouchers All FY 2009 Req for goods & services outside dept authority due to Purchasing	23
24	25 	26 ~ Open Period 12 Board Dark	27	28 May Journal & Voucher Supporting Documentation due to ACO	29 ISF Billing through April 30 should be posted on or before May 30 3rd Qtr Inter/Intra fund dept charges must be complete	30



Prelim ~ June 2009 - ACO Year End Closing Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Inventory Business Units must review Purchasing Calendar for items to do before starting physical inventories	2	3	4	5 Reminder to submit AP Signature List to ACO for FY 2010	6 May Final Reports Run Date
7	8 May Final Reports Release Date	9	10	11	12 Printing Services and Supply Services Reqs completed and delivered by June 12th will be billed in FY 2009, any items after this will be billed to FY 2010 Last day to enter Inventory Receivers	13
14 	15 First day to enter new year REQ's and PO's for all items except fixed assets that do not have Board Approval (Contingent upon having FY 2010 Proposed budget loaded) Central Mail charges (including postage) through June 15th will be billed to FY 2009, any items after this will be billed to FY 2010 DPARC (DPSS), Fire (FPARC) & Hospital (RCRMC) begin Inventory Processes / Procedures	16	17 Roll over Blanket PO's are copied into the new FY 2010	18 - PS down @ 5PM Request to change ROLL OVER BLANKET PO quantity or dollar amts may be submitted to Purchasing All business units must complete inventory processing / adjustments by 3PM	19 PeopleSoft will be completely Down for Hardware Upgrade <u>FY 2009 Form 11 Estimated Revenue & Expense Changes due to ACO by EOD</u>	20
21 	22 ~ Possible MAM Meeting PeopleSoft will be completely Down for Hardware Upgrade Reporting Environment will not be available Simpler available with data through EOD June 17th	23	24 Last day to process overnight payments for FY 2009 Last day to enter & submit vouchers and supporting documentation for FY 2009 to ACO by 5PM Last day to enter FY 2009 receivers Last day to enter and budget check PO's for FY 2009	25 Last day to process stops, cancels or replacement & stale dated warrants	26 <u>PeopleSoft Financials will come down at 5PM in order to begin the PO Rollover Process</u> Oasis to Run Reserve for Encumbrances Report Any FY 2009 Reqs not sourced to a PO will be canceled by depts. Depts will have to re-enter new reqs in FY 09/10 Receiving Finalization on PO's for Supply Services, Printing Services and Central Mail Balances on PO's that have vouchers with different distribution types (i.e. PO by amount, and voucher by quantity or vice versa) or vouchers with different matching types (i.e. PO is 3-way match, voucher said no match) MUST be cancelled by County departments	27 ~ PO Rollover PO's that rolled from previous fiscal years that have had no activity and PO's under \$1,000 that are more than 4 month old will not roll to the new year, FY 2010. PO's for goods that do not have receipts issued against and PO's for services that have no vouchers against them will roll to the FY 2010. Partially received PO's and partially vouchered PO's will not roll into the new FY. They have to be reconciled/closed by the depts
28	29 4th Qtr Inter/Intra fund dept charges must be complete ISF Billings thru June 30th (estimates) due by EOD ACO will delete any FY 2009 vouchers not received at ACO by EOD First day to enter receivers into PS for PO's that rolled over	30 ~ AP Module Closing for FY 2009 Wire Transfers delivered to ACO by 9 AM Final Paycycle will be run for all invoices scheduled to pay by June 30th Last cash deposit must be received by T/TC by 3:00 pm Run Asset Certification Query: RVAM_CAP_ASSET_PHY_INV (Run out of FRP8 Environment)		Email Questions to: acoyearend@co.riverside.ca.us		

Prelim ~ July 2009 - ACO Year End Closing Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 ~ Open Period 1 FY 2010 Signature List Due to the ACO before ANY warrants are released All Treasurer Approved TCR to be completed by 5 PM PP13 posted 7/1 & accrued 100% back to FY 2009	2	3 	
5	6 1st June Prelim Reports Release Date	7 Schedule K - Dept reports available on ACO Website	8	9 Capital Asset Certification due to ACO	10 Deadline to submit Capital Lease supporting documentation for purchase additions, acquisitions, and/or new financing agreements for equip or building leased assets for periods 10 thru 12	11 2nd June Prelim Reports Run Date
12	13 2nd June Prelim Reports Release Date Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	14	15 PP14 - 10% Split posted to FY 2010	16 MAM Meeting Deposit Based Fee Billings will post 100% to FY 2009	17 - All Capital Asset Documentation due to ACO Year-end Schedules due to ACO by EOD except Schedules P & W (due August 7) <u>Schedule K & K1 must be submitted to CEO</u> PP 14 (90/10 Split) payroll journal posted as June 30th for FY 2009 ALL vouchers that have an invoice date of 6/30/09 or earlier will be accrued back by the ACO to FY 2009's budget.	18 3rd June Prelim Reports Run Date
19	20 3rd June Prelim Reports Release Date Last day to input & process Billings in the Billing Module Last Day for Dept to process interface journals	21	22 Last day for Depts to edit check, budget check & post interface journals	23	24 Last Day to Enter June (<u>Period 12</u>) Journals Last day to enter "CASH" related journal entries <u>All journal backup documentation due to ACO by EOD</u> All Dept YE Accruals & Journal Cleanup must be completed by EOD Last Day to Enter July Journals & Vouchers Collections due from Tax Collector to ACO	25
26 National Parents Day	27 ~ Open Period 2 ACO to receive approved Schedule K & K-1 reports from CEO Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	28	29 July Journal & Voucher Supporting Documentation due to ACO	30 Last day to submit request for FY 08/09 Cash Overage and Shortages	31 ACO to Close Period 12 ACO to post FY 2009 AP accrual for vouchers greater than \$5,000 posted from 7/18 to 7/24 (FY 2010) Property Tax apportionment posted	Email Questions to: acoyearend@co.riverside.ca.us



Prelim ~ August 2009 - ACO Year End Closing Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Email Questions to: acoyearend@co.riverside.ca.us						1 FINAL June (Period 12) Reports Run Date	
2	3 FINAL June (Period 12) Reports Release Date FY 08/09 Final Appropriation Transfers due to ACO by Noon	4	5	6	7 Schedules P & W due to ACO FY 08/09 Final Appropriation Transfers due to CEO by Noon	8 July Final Run Date	
9	10 July Final Reports Release Date Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	11	12	13	14	15	
16	17 Each Monday you should review your Outstanding Encumbrance and Pre- Encumbrance Reports	18	19	20 MAM Meeting	21	22	
23	24 Last Day to Enter August Journals & Vouchers ACO to provide CEO with dept summary of Schedule K & K-1 for Final Approval Each Monday you should review your Outstanding Encumbrance and Pre- Encumbrance Reports	25 ~ Open Period 3	26 ACO to run FY 2009 AP accrual for invoices greater than \$5,000 paid in FY 2010 (invoices through August 25th)	27 August Journal & Voucher Supporting Documentation due to ACO	28 ACO to receive Final approved Schedule K & K- 1 from CEO with Form 11's for Reserve for Encumbrance	29 June & Period 998 Prelim Reports Run Date	
30	31 June & Period 998 Prelim Reports Release Date	Interesting Fact: Aug 1, 1969: The Birth of the Internet					



Prelim ~ September 2009 - ACO Year End Closing Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes		1	2	3	4 Component Unit drafts due to ACO by EOD State Controllers Report data due to ACO by EOD (only for RCRMC, Waste & Airport)	5 August Final Reports Run Date
6	Labor Day 	8 ~ Board Dark August Final Reports Release Date	9	10	11	12
13 National Grandparents Day	14 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	15 CEO to submit Reserve for Encumbrance Form 11 by Noon	16	17	18	19
20	21 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	22 Board to hear Reserve for Encumbrance Form 11	23 Last Day to Enter September Journals & Vouchers	24 ~ Open Period 4	25	26
27	28 September Journal & Voucher Supporting Documentation due to ACO Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	29	30	Email Questions to: acoyearend@co.riverside.ca.us		