




Prelim ~ April 2009 - ACO Year End Closing Schedule



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Reqs for goods & Services over \$100K must be received by Purchasing Dept in order to go through bidding process (if necessary)	4 March Final Reports Run Date
		5	6 March Final Reports Release Date	7	8	9
12 	13	14	15	16 PO Cleanup Capital Assets Certification Packets Distributed	17	18
19	20	21	22	23 Last Day to Enter April Journals & Vouchers	24 Requisitions for goods or services between \$25,000 and \$100,000 not covered by an existing County contract must be received in Purchasing	25
26	27	28 April Journal & Voucher Supporting Documentation due to ACO	29	30 MAM Meeting @ 2PM	Email Questions to: acoyearend@co.riverside.ca.us	





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, RMC: 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	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 (DTOG)	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 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 (DTOG)	19 Year End Training at DPSS	20 Year End Training at CAC	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~ Board Dark	27	28 May Journal & Voucher Supporting Documentation due to ACO	29 Oasis to run Preliminary Encumbrances Report (RVPOA591) 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 08/09	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 08/09, any items after this will be billed to FY 09/10	13
14 - Flag Day 	15 <u>First day</u> to enter new year <u>REQ's</u> and <u>PO's</u> for all items except fixed assets that do not have Board Approval Central Mail charges (including postage) through June 15th will be billed to FY 08/09, any items after this will be billed to FY 09/10 DPARC (DPSS), Fire (FPARC) & MCARC begin Inventory Processes / Procedures	16	17 Roll over Blanket PO's are copied into the new FY 09/10	18 MAM Meeting Request to change ROLL OVER BLANKET PO quantity or dollar amts may be submitted to Purchasing	19 All business units must complete inventory processing / adjustments by 12 Noon <u>FY 08/09 Form 11 Estimated Revenue & Expense Changes due to ACO by EOD</u>	20
21 	22	23	24	25	26 - PeopleSoft Financials will come down at 4PM in order to begin the PO Rollover Process Oasis to Run remaining Encumbrances Report (RVPOA591) Last day to enter and budget check PO's for FY 08/09 Any FY 08/09 Reqs not sourced to a Purchase Order will be canceled by departments. Departments will have to re-enter new reqs in FY 09/10 Last day to enter FY 08/09 receivers. These transactions can be paid / vouchered through July 17th and the transaction will be included in FY 08/09 reports. 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 09/10. 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 09/10. Partially received PO's and partially vouchered PO's will not roll into the new FY.
28	29 4th Qtr Inter/Intra fund dept charges must be complete ISF Billings thru June 30th (estimates) due by EOD First day to enter receipts into PS for PO's that rolled over.	30 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) Last day to process stops, cancels or replacement &		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 FY 09/10 Signature List Due to the ACO before ANY warrants are released All Treasurer Approved TCR to be completed by 5 PM	2	3	
5	6 1st June Prelim Reports Release Date	7 ~ Board Dark 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	14 Board Dark	15 PP14 - 10% Split posted to FY 09/10	16 MAM Meeting Deposit Based Fee Billings will post 100% to FY 2007	17 - All Capital Asset Documentation due to ACO Year-end Schedules due to ACO by EOD except Schedule P (due August 7) Schedule K & K1 must be submitted to CEO PP 14 (90/10 Split) payroll journal posted as June 30th for FY 08/09 Last day to enter FY 08/09 Vouchers (including Revolving Fund Reimbursement) and AP Voucher Interfaces (W/C, E/C, Garn., & Property Tax) <u>All voucher backup documentation due to ACO by EOD</u> Last day to enter vouchers against old FY 08/09 Purchase Orders for services rendered in FY 08/09 or goods that were received and entered into Peoplesoft prior to 06/26/2009 ALL PO's that have an invoice date of 6/30/09 or earlier will be accrued back by the ACO to FY 08/09'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 Any FY 08/09 receiver not vouchered will be canceled in order to roll the PO to the new year. Departments will have to enter receivers into FY 09/10 after PO's have rolled (starting 07/28/09) Non-Roll over Blanket PO's will be canceled & remaining encumbrances returned to the old year FY 08/09	21 Board Dark	22 Last day for Depts to edit check, budget check & post interface journals	23	24 Last Day to Enter June (Period 12) Journals <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 - 2nd PO Rollover The balance of the FY 2009 (08/09) PO's for goods and services that have not been vouchered will roll to FY 2010 (09/10). <u>Note: Funding from FY 2009 does not roll to FY 2010.</u>
26 National Parents Day	27 Rolled PO's available for receipt or vouchering. Note: Funding from FY 2009 does not roll to FY 2010. Canceled FY 08/09 receivers can be re-entered as FY 09/10 receivers. Remaining FY 08/09 requisitions will be zeroed out and re-budget-checked in order to relieve pre-encumbrances. ACO to receive approved Schedule K & K-1 reports from CEO	28 Board Dark	29 July Journal & Voucher Supporting Documentation due to ACO	30 ACO to run FY 08/09 1st AP accrual for invoices greater than \$5,000 paid in FY 09/10 Last day to submit request for FY 08/09 Cash Overage and Shortages	31 ACO to Close Period 12 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	
<p>Email Questions to: acoyearend@co.riverside.ca.us</p>						<p>1 FINAL June <u>(Period 12)</u> Reports Run Date</p>	
<p>2</p>	<p>3 FINAL June <u>(Period 12)</u> Reports Release Date FY 08/09 Final Appropriation Transfers due to ACO by Noon</p>	<p>4 Board Dark</p>	<p>5</p>	<p>6</p>	<p>7 Schedule P due to ACO FY 08/09 Final Appropriation Transfers due to CEO by Noon</p>	<p>8 July Final Run Date</p>	
<p>9</p>	<p>10 July Final Reports Release Date</p>	<p>11 Board Dark</p>	<p>12</p>	<p>13</p>	<p>14</p>	<p>15</p>	
<p>16</p>	<p>17</p>	<p>18 Board Dark</p>	<p>19</p>	<p>20 MAM Meeting</p>	<p>21</p>	<p>22</p>	
<p>23</p>	<p>24 Last Day to Enter August Journals & Vouchers ACO to provide CEO with dept summary of Schedule K & K-1 for Final Approval</p>	<p>25 Board Dark</p>	<p>26</p>	<p>27 August Journal & Voucher Supporting Documentation due to ACO</p>	<p>28 ACO to receive Final approved Schedule K & K- 1 from CEO with Form 11's for Reserve for Encumbrance ACO to run FY 2009 AP accrual for invoices greater than \$5,000 paid in FY 2010</p>	<p>29 June & Period 998 Prelim Reports Run Date</p>	
<p>30</p>	<p>31</p>	<p>Interesting Fact: Aug 1, 1969: The Birth of the Internet</p>					



Prelim ~ September 2009 - ACO Year End Closing Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes		1	2 June & Period 998 Prelim Reports Release Date	3	4	5 August Final Reports Run Date
6	Labor Day 	8 August Final Reports Release Date CEO to submit Reserve for Encumbrance Form 11 by Noon	9	10	11	12
13 National Grandparents Day	14	15 Board to hear Reserve for Encumbrance Form 11	16	17	18	19
20	21	22 Board Dark	23	24	25	26
27	28 August Journal & Voucher Supporting Documentation due to ACO	29	30	Email Questions to: acoyearend@co.riverside.ca.us		