

FBMS YEAR END PROCESSING DUE DATES FY2015

	A	B	C	D	E
1	<u>DUE DATE</u>	<u>EVENT</u>	<u>RESPONSIBLE PARTY</u>	<u>POINT OF CONTACT FOR QUESTIONS</u>	<u>PHONE NUMBER</u>
2	5/29/2015	Program offices must deliver all FY15 purchase requisition packages to respective contracting offices for new acquisitions for products or services over \$150,000.	Program Offices	Victoria Swanson (DO), Douglas Stickler (OIG), Melvin Capers (OVS)	703-964-8436 703-487-5440 202-208-3906
3	6/26/2015	Program offices must deliver all FY15 purchase requisition packages to respective contracting offices for new acquisitions for products or services under \$150,000.	Program Offices	Victoria Swanson (DO), Douglas Stickler (OIG), Melvin Capers (OVS)	703-964-8436 703-487-5440 202-208-3906
4	6/26/2015	Submit requisitions for modifications that need to be completed prior to the end of FY2015.	Program Offices	Victoria Swanson (DO), Douglas Stickler (OIG), Melvin Capers (OVS)	703-964-8436 703-487-5440 202-208-3906
5	6/26/2015	Submit requisitions for modifications that need to be completed on October 1, 2015, or any time during the first weeks of FY 2016. The requisition must be coordinated with the contracting officer is funds are subject to availability.	Program Offices	Victoria Swanson (DO), Douglas Stickler (OIG), Melvin Capers (OVS)	703-964-8436 703-487-5440 202-208-3906
6	6/30/2015	UCO report provided to program offices. Responses due July 15, 2015	IBC - FMD - Billings and Collections	Matt Schallenberg	303-969-7274
7	7/15/2015	UCO certification due to Billings and Collections office.	Program Offices	Matt Schallenberg	303-969-7274
8	During Aug 2015	POB request to program offices for master data for FY16 data. Data must be submitted through POB.	Program Offices	Mark Reuter John Maye	303-969-5820 703-487-0891
9	8/7/2015	All overspent budget items (RESBA) must be resolved in order to prepare for mock year end testing.	Program Offices	Mark Reuter John Maye	303-969-5820 703-487-0891
10	8/7/2015	Ensure all RA key transactions are accurate.	IBC - FMD - Billings and Collections	Matt Schallenberg	303-969-7274
11	8/7/2015	All unapproved, incomplete, unsigned sales orders input to date should be finalized (APPV) in order to prepare for mock year end testing.	Program Offices	Matt Schallenberg	303-969-7274
12	8/7/2015	All WBS with expenses must be linked to sales orders in order to prepare for mock year end testing.	Program Offices	Matt Schallenberg	303-969-7274
13	8/12/2015	Labor cost structure updates must be submitted for pay period 17.	IBC Program Offices	Mark Reuter John Maye	303-969-5820 703-487-0891
14	8/21/2015	Office of Aircraft Service (OAS) Aircraft Use Reports (AUR) "ok'd" are final for processing.	OAS Program Offices	Ralph Getchell	208-433-5077

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15	8/26/2015	Labor cost structure updates must be submitted for pay period 18.	IBC Program Offices	Mark Reuter John Maye	303-969-5820 703-487-0891
16	8/26/2015	Provide extract of previous FY FAV keys to POB.	PPSD	Tim McStraw	303-969-5133
17	9/1/2015	FPSD request to program offices for and charge card FY16 data. Data must be submitted through Budget Office.	Program Offices	Sue Peyton	303-969-5433
18	9/1/2015	Obtain list of all open travel vouchers and notify responsible parties/travelers to process voucher or accrue expenditures.	Program Offices	DeAnne Wilson	303-969-5819
19	9/2/2015	FY16 charge card hierarchy due to IBC. Any FY16 reorganizations in DO must submit requests for new bank hierarchy to be established to match new organizational structure	Program Offices	Sue Peyton	303-969-5433
20	9/9/2015	Labor cost structure updates must be submitted for pay period 19.	IBC Program Offices	Mark Reuter John Maye	303-969-5820 703-487-0891
21	9/11/2015	Master data changes need to be provided to IBC - FPSD	Budget and Program Offices	Mark Reuter John Maye	303-969-5820 703-487-0891
22	9/14/2015	Provide IF624 excel file of FY16 WBS to IBC-FPSD to automatically process and use WBS upload program	Budget and Program Offices	Mark Reuter John Maye	303-969-5820 703-487-0891
23	9/14/2015	Last day to submit payroll adjustments/default corrections for pay period 18 and all prior pay periods.	Program Offices	Mark Reuter John Maye	303-969-5820 703-487-0891
24	9/14/2015	Last day to input or amend sales orders and move to LVL3 approval. Sales orders must be completed with signatures and attachments.	Program Offices	Matt Schallenberg	303-969-7274
25	9/14/2015	Last day to submit a manual obligation or deobligation.	Program Offices	Renae Trujillo	303-969-5886
26	9/14/2015	Last day to submit an IAA PR transaction (IAA obligation) for processing.	Program Offices	Renae Trujillo	303-969-5886
27	9/14/2015	Last day to submit travel charge card reallocations for processing. All reallocations must be finalized and error cleared by staff to all for B&C to process by 9/18	Program Offices	Van Peyton	303-969-5543
28	9/16/2015	Last day to process PCS vouchers.	IBC - FMD - Accounting Operations	Jeannine Harris	303-969-5435
29	9/16/2015	All overspent budget items (RESBA) must be resolved.	Program Offices	Mark Reuter John Maye	303-969-5820 703-487-0891

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30	9/16/2015	Last day to submit VA adjustment vouchers. All VA's must be processed without errors by COB on 9/18. VA's received by 9/16 with errors must have all errors cleared by program office to allow for B&C to process by COB 9/18.	Program Offices	Matt Schallenberg	303-969-7274
31	9/16/2015	Last day to submit non-travel charge card reallocations for processing. All charge card adjustments must be processed without errors by COB on 9/18. Charge card adjustments received by 9/16 with errors must have all errors cleared by program office to allow for B&C to process by COB 9/18	Program Offices	Matt Schallenberg	303-969-7274
32	9/17/2015	Requests for access for staff to close year end and prod support read access must be submitted to DO PSL	Budget Offices and Program Offices	Connie Sanborn	303-969-5196
33	9/17/2015	Adjustment for FBMS capitalized costs must be input.	DO Finance Officer	Julie Ehrlichman	303-969-5753
34	9/17/2015	Any sales orders that are not in LVL3 or do not have attachments or signatures in LVL3 will be drawn down and rejected.	IBC - FMD - Billings and Collections	Matt Schallenberg	303-969-7274
35	9/17/2015	Last day for receipt of paper invoices for grantees with ASAP waiver.	Program Offices	Renee Trujillo	303-969-5886
36	9/17/2015	Last day to submit hard copy invoice to IBC.	Program Offices	Victoria Swanson (DO), Douglas Stickler (OIG), Melvin Capers (OVS)	703-964-8436 703-487-5440 202-208-3906
37	9/17/2015	Last day for entry of invoice to IPP by vendors.	Vendors	Victoria Swanson (DO), Douglas Stickler (OIG), Melvin Capers (OVS)	703-964-8436 703-487-5440 202-208-3906
38	9/18/2015	Last IPP file.	Information only.	Connie Sanborn	303-969-5196
39	9/18/2015	FY16 charge cardholder individual defaults due. Data must be submitted via Budget Office.	Program Offices	Sue Peyton	303-969-5433
40	9/18/2015	FY16 charge card hierarchy defaults due	Program Offices	Sue Peyton	303-969-5433
41	9/18/2015	Last day for bank card payments	IBC - FMD - Accounting Operations	Debbie Sanrah	303-969-7378
42	9/18/2015	Last day to submit payroll adjustments/default corrections for pay period 19. Pay period 19 will be available 9/16/2015.	Program Offices	Mark Reuter John Maye	303-969-5820 703-487-0891
43	9/18/2015	All sales orders must be in final approval (APPV) (Level 4).	IBC - FMD - Billings and Collections	Matt Schallenberg	303-969-7274

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44	9/18/2015	All remaining WBS with expenses must be linked to sales orders.	IBC - FMD - Billings and Collections	Matt Schallenberg	303-969-7274
45	9/18/2015	Access to Core Financials for FBMS users will be locked at 10:00 PM MST for the remainder of the fiscal year unless you process year end. Josh Roark will be available to run reports if necessary.	IBC - FMD - Financial Systems	QA SPOC Team	703-487-0894 703-487-0883 703-487-0881
46	9/18/2015	Last day for authorizing official to sign TDY vouchers in Concur for FY2015 processing.	Program Offices	Van Peyton	303-969-5543
47	9/18/2015	Last day to enter service entry sheet and/or goods receipt by contracting officer representatives (COR)	Program Offices	Victoria Swanson (DO), Douglas Stickler (OIG), Melvin Capers (OVS)	703-964-8436 703-487-5440 202-208-3906
48	9/19/2015	Bankcard invoice processing (bank invoice posting date is 9/18).	IBC - FMD - Financial Systems	Sue Peyton	303-969-5433
49	9/21/2015	Last day for ASAP drawdown to be requested by grantee.	Program Offices	Rena Trujillo	303-969-5886
50	9/21/2015	Last day for IBC to approve travel vouchers in Concur for FY2015 processing for payment.	IBC - FMD - Accounting Operations	Van Peyton	303-969-5543
51	9/21/2015	Last day to submit accrual documents for processing. Accruals should be input for travel, charge card, etc. Accounting will post all accruals by COB 9/23/15.	Program Offices	Brent Stevenson	303-969-5416
52	9/22/2015	Last day for invoice approval by contracting officers.	Acquisition Offices	Victoria Swanson (DO), Douglas Stickler (OIG), Melvin Capers (OVS)	703-964-8436 703-487-5440 202-208-3906
53	9/22/2015	Last day to submit payroll corrections within Quick Time.	Program Offices	Tim McStraw	303-969-5133
54	9/23/2015	Labor cost structure updates must be submitted for pay period 20.	IBC Program Offices	Mark Reuter John Maye	303-969-5820 703-487-0891
55	9/23/2015	Last day to transmit IPAC disbursement and collection data to Treasury (non Department of Defense transactions), excluding payroll (POD).	IBC - FMD - Billings and Collections	Matt Schallenberg	303-969-7274
56	9/24/2015	All collection activity must be recorded in FBMS.	IBC - FMD - Billings and Collections	Matt Schallenberg	303-969-7274
57	9/25/2015	Last day for Secure Payment System (SPS) payments	IBC - FMD - Accounting Operations	Debbie Sanrah	303-969-7378
58	9/25/2015	Last day for automated disbursements (payment vouchers or bankcard payments).	IBC - FMD - Accounting Operations	Debbie Sanrah	303-969-7378

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59	9/25/2015	Last day payroll adjustment job will run.	Information only.	Mark Reuter John Maye	303-969-5820 703-487-0891
60	9/25/2015	Last day to input Fleet AUR documents.	Information only.	Ralph Getchell	208-433-5077
61	9/25/2015	Post August IPAC for rent/security (if received from GSA on time). Coordination must occur with POB, General Accounting, and FBMS PSL prior to posting.	IBC - FMD - Accounting Operations	Renae Trujillo	303-969-5886
62	9/25/2015	Budget Officers must provide file (if not inputting manually) of FY16 FAV keys to PPSD for update to Quick Time. Files must be submitted via Budget Office.	Budget Offices	Tim McStraw	303-969-5133
63	9/25/2015	Last day for making contract awards for FY2015. All FY2015 contract awards and modifications must be completed and processed in PRISM.	Acquisition Offices	Victoria Swanson (DO), Douglas Stickler (OIG), Melvin Capers (OVS)	703-964-8436 703-487-5440 202-208-3906
64	9/25/2015	All FY2015 procurement actions must be processed in FBMS (PRISM). SAP (FBMS) and Prism interface is terminated for fiscal year at 9:00 AM ET.	Acquisition Offices	Victoria Swanson (DO), Douglas Stickler (OIG), Melvin Capers (OVS)	703-964-8436 703-487-5440 202-208-3906
65	9/25/2015 - 10/13/2015	PRISM is available for FY16 preparatory work to create documents based on fund availability	Acquisition Offices	Victoria Swanson (DO), Douglas Stickler (OIG), Melvin Capers (OVS)	703-964-8436 703-487-5440 202-208-3906
66	9/27/2015	UDO Accrual to be processed NLT COB 9/27 to allow for year-end closing activities to begin on 9/28	DO Finance Officer	Julie Ehrlichman	303-969-5753
67	9/28/2015	Any unresolved overspent budget items (RESBA) will be moved by year-end close staff.	IBC - FMD - Accounting Operations	Brent Stevenson	303-969-5416
68	9/28/2015	Timekeepers must manually input FY16FAV key codes into Quicktime if not using the interface with POB	Program Offices	Tim McStraw	303-969-5133
69	9/29/2015	All PCS payroll suspense must be cleared and coordinated with General Accounting.	IBC - FMD - Financial Systems	Mark Reuter John Maye	303-969-5820 703-487-0891
70	9/29/2015	Last day for adjustments impacting Reimbursable Fund types. SD close will occur the next day and cannot impact reimbursable balances without adversely impacting the SD close	IBC-FMD-Accounting Operations, DO Finance Officer	Brent Stevenson Julie Ehrlichman	303-969-5416
71	9/29/2015	Unlock Fiscal Service user to post payroll IPAC	IBC-FMD-Accounting Operations	Brent Stevenson Renae Trujillo	303-969-5416 303-969-5886
72	9/29/2015	IPAC disbursement and collection data to Treasury for payroll processing (POD).	IBC - HRD - Payroll Operations Division	Michelle Blackmon	303-969-5649
73	9/30/2015	Final submission for access to Production Copy should be submitted to DO PSL.	FBMS Users	Connie Sanborn	303-969-5196
74	9/30/2015	Last ASAP file. Last major batch update to cash.	Information only.	N/A	N/A

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75	9/30/2015	Finalize appropriated/non-appropriated budget allotments	Budget Offices	Program Budget Offices	
76	10/1/2015	September month end and reconciliation	IBC - FMD - Accounting Operations	Brent Stevenson	303-969-5416
77	10/1/2015 - 10/6/2015	Period 12, 13, 14 opened. Data analysis and SD Order Close. If all bureaus finish before 10/6, 12, 13, 14 can close and 15, 16 open early. BPSL must send approval email to BIO.	IBC - FMD - Accounting Operations	Connie Sanborn	303-969-5196
78	10/1/2015	Start manual payments (if required) for charge card invoices as directed by BIO.	IBC - FMD - Accounting Operations	Debbie Sanrah	303-969-7378
79	10/1/2015	BIO executes last No Check run to clear final ASAP invoices to FY2015.	IBC - FMD - Accounting Operations	Rena Trujillo	303-969-5886
80	10/1/2015 - 10/7/2015	Open period for FY2015 emergency payment processing via Secure Payment System (SPS)	IBC - FMD - Accounting Operations	Denise Lombardi	303-969-5458
81	10/2/2015	Deadline for FBMS Master Table payroll data to PPSD. Data must be submitted via POB.	Program Offices	Tim McStraw	303-969-5133
82	10/5/2015	CARS submission to Treasury.	IBC - FMD/HRD	Brent Stevenson Michelle Blackmon	303-969-5416 303-969-5649
83	THE BELOW DATES MAY BE ADJUSTED DEPENDING ON CLOSING STATUS:				
84	10/7/2015	Open period 15, 16. Budget close for all bureaus. Ready bureaus can also perform year end GL close (close by 10/9).	Information only.	N/A	N/A
85	10/7/2015	BIO gives authorization by bureau. Budget loads and master data set up can be input. Batch processing begins.	Budget and Program Offices	N/A	N/A
86	10/7/2015	Last day for adjustments impacting the Working Capital Fund (WCF).	IBC-FMD-Accounting Operations and DO Finance Officer	Brent Stevenson	303-969-5416
87	10/8/2015	All FY15 favorite account codes must be removed from Quicktime.	Budget Offices	Tim McStraw	303-969-5133
88	10/9/2015	No adjustments to any funds may occur after 10AM MST on 10/9. Must coordinate all adjustments performed on 10/9 with General Accounting Branch A if an adjustment must occur before 10AM MST on 10/9.	IBC-FMD-Accounting Operations, DO Finance Officer	Brent Stevenson	303-969-5416
89	10/9/2015	Bureaus must complete budget close and notify BIO. Period 15 and 16 closed.	Information only.	N/A	N/A

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90	10/10/2015 - 10/19/2015	BIO - Treasury GTAS window (period 15 will be available for GTAS adjustments). Periods 13, 14, 16 will be locked and year-end close goes on hold. Period 13, 14 opened if a change to anticipated authority, cancelling authority, custodial liability (GL 2985 or 2990). Everything else posted to prior 15. Period 1 of FY2016 remains open.	Information only.	N/A	N/A
91	10/10/2015	FBMS transmission of QuickTime validation files is suspended until 10/22/2015.	IBC - FMD - Financial Systems	Mark Reuter John Maye	303-969-5820 703-487-0891
92	10/13/2015	Fleet managers/budget officers must provide FY16 accounting lines for BOAC MP table.	Fleet Managers/Budget Offices in OST, OIG, OAS and OFAS.	Mark Reuter John Maye	303-969-5820 703-487-0891
93	10/13/2015	System available for DO users.	Information only.	N/A	N/A
94	10/13/2015	Program offices and budget must provide FY15 accounting lines for rent and security charges and file must be ready for input.	Budget Offices and OFAS	Virginia McBride	202-501-0884
95	10/16/2015	Bureau default labor table updates must be submitted to IBC - FPSD.	Budget and Program Offices	Mark Reuter John Maye	303-969-5820 703-487-0891
96	10/16/2015	PRISM interface is activated for new business.	Information only.	N/A	N/A
97	10/19/2015	Periods 15 and 16 will be reopened for year end GL close. Period 1 of FY2016 remains open.	Information only.	N/A	N/A
98	10/19/2015	UDO Accrual for 4th Qtr FY15 must be reversed by COB 10/19.	DO Finance Officer	Julie Ehrlichman	303-969-5753
99	10/21/2015	Labor cost structure updates must be submitted for pay period 21 and 22.	IBC Program Offices	Mark Reuter John Maye	303-969-5820 703-487-0891
100	10/31/2015	Year end GL close must be complete for all bureaus. Final validation of close in EMIS.	Information only.	N/A	N/A
101	Late Nov 2015	BIO - Carry forward and BW beginning balances in SPL.	Information only.	N/A	N/A