

FY17 Year-end Checklist

Date	Area	Action Required	Check upon Completion
Monday, March 6	Budget	A preliminary “draft” FY18 budget entered in GEARS.	
Monday, March 13	PTP – Purchasing	Start Entering AY2018 Requisitions – should be approved but not budget checked.	
Friday, March 31	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Friday, March 31	PTP – Purchasing	On-going review and monitoring of voucher statuses utilizing the voucher activity page.	
Friday, April 28	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Friday, April 28	PTP – Purchasing	On-going review and monitoring of voucher statuses utilizing the voucher activity page.	
Monday, May 1 – Friday, June 30	OTC – Order to Cash	On-going review and monitoring of chargeback clearing account. The account must have a zero, -0-, balance at year-end.	
Wednesday, May 31	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Wednesday, May 31	PTP – Purchasing	On-going review and monitoring of voucher statuses utilizing the voucher activity page.	
Wednesday, May 31 (approximately)	Budget	Final actual FY18 budget entered in GEARS.	
Friday, June 9	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Friday, June 9	PTP – Purchasing	On-going review and monitoring of voucher statuses utilizing the voucher activity page.	
Monday, June 12 (approximately)	PTP – Purchasing	Grant Awarding Departments – Please watch for and review email information from the DBF for guidance on your year-end grant accruals due by July 7.	
Thursday, June 15	OTC – Order to Cash	Circuit Court only – Transfer all interest earned on Escrow Accounts to account 8049.	
Friday, June 16	PTP – Purchasing	Complete all ordering and Express PO’s for FY17 to allow for receipt and voucher entry by July 14.	
Friday, June 16	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Friday, June 16	PTP – Purchasing	On-going review and monitoring of voucher statuses utilizing the voucher activity page.	
Friday, June 23	Purchasing Card	This is the cycle end date for the final P-card statement.	
Friday, June 23	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Friday, June 23	PTP – Purchasing	On-going review and monitoring of voucher statuses utilizing the voucher activity page.	
Saturday, June 24 and Sunday, June 25	OTC – Order to Cash	GEARS Users – Recommended weekend for courts to “catch-up” and process any outstanding deposits.	
Monday, June 26 – Friday, June 30	OTC – Order to Cash	Prince George’s and Montgomery Counties should send daily credit card totals to DBF.	

FY17 Year-end Checklist

Date	Area	Action Required	Check upon Completion
Monday, June 26 – Friday, June 30	OTC – Order to Cash	Non-GEARS OTC (COA, COSA, Board of Law Examiners, Law Library) – Please email your daily CD’s to DBF jfru@mdcourts.gov .	
Tuesday, June 27	OTC – Order to Cash	Cooperative Reimbursement Agreement Reports (Child Support Expense Allocations and Project Timesheets through PPE 6/20/17) are due to the Family Division at cra@mdcourts.gov .	
Friday, June 30	OTC – Order to Cash	Non-GEARS users (COA, COSA, Board of Law Examiners, and Law Library) should send all remaining FY17 revenue adjustments, such as returned checks, via email to DBF jfru@mdcourts.gov .	
Friday, June 30	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Friday, June 30	PTP – Purchasing	On-going review and monitoring of voucher statuses utilizing the voucher activity page.	
Monday, July 3	OTC – Order to Cash	Process the June 30 deposit. It should have an accounting date of June 30.	
Monday, July 3	PTP – Accounts Payable and OTC – Order to Cash	All FY18 invoice and revenue refund processing should be held until Monday, July 17.	
Friday, July 7	PTP – Accounts Payable	All local jurisdiction reimbursement requests for Masters and Jurors from the applicable counties should be submitted to DBF.	
Friday, July 7	PTP – Accounts Payable	All tuition reimbursement expense requests should be submitted to the Education Division.	
Friday, July 7	PTP – Accounts Payable	Submit all inter-agency invoices normally processed by DBF.	
Friday, July 7	PTP - Grants	Submit grant accruals to DBF.	
Friday, July 7	OTC – Order to Cash	All FY17 Revenue refunds should be recorded in GEARS. All non-GEARS users should have paper revenue refund requests submitted to DBF.	
Friday, July 7	OTC – Order to Cash	For District Court MDEC locations, any circuit court FY17 lien revenue received but not sent to the courts by this date must be accrued. Please send the data to Laura Jones.	
Friday, July 7	OTC – Order to Cash	Ensure all FY17 adjustments, such as returned checks, deposit errors, CCU, and P&P, are completed in GEARS and send all other remaining DBF OTC adjustments, such as appeals and agency return of funds, to DBF via fax or email jfru@mdcourts.gov .	
Friday, July 7	OTC – Order to Cash	Send: 1. Nonresident MD withholding report for June 2017 2. Litigant (Escrow) Bank account information to DBF.	

FY17 Year-end Checklist

Date	Area	Action Required	Check upon Completion
Friday, July 7	General Ledger	Please complete any remaining FY17 journal entries in GEARS using a journal date of June 30. This includes any entries required to clear the 0995 Pcard account. Non-GEARS users should have paper entries submitted as well. Please ensure that the journals are approved to allow for posting as well.	
Monday, July 10	OTC – Order to Cash	Accounts Receivable Summaries for the month of June and year-end compilation reports are due to DBF.	
Friday, July 14	PTP – Accounts Payable	Last day to enter vouchers against your FY17 budget. Please be sure that you have processed your final petty cash reimbursement, even if under \$10, as well as any applicable PO Box rental fees.	
Friday, July 14 (approximately)	OTC – Order to Cash	Once June interest is received from DBF, please ensure that EOM disbursements are processed timely with an accounting date of June 30 and AY2017.	
Friday, July 14	OTC – Order to Cash	Circuit Court only – Deposit June’s Escrow interest to FY18.	
Friday, July 14	PTP – Purchasing	Notify DBF of any purchase orders that you would like to be encumbered or accrued. For encumbrances, please use the new Encumbrance Request form and submit it to JFBU@mdcourts.gov .	
Monday, July 17	PTP – Purchasing	All PO’s from FY17 are no longer available for use and will be closed unless encumbered or accrued. If you have an invoice applicable to a PO that will be encumbered or accrued, you must hold it until notification is received that the encumbered/accrued PO is available for vouchering.	
Monday, July 17	PTP-Accounts Payable and OTC – Order to Cash	Begin processing any FY18 invoices and FY18 revenue refunds.	
Friday, August 4 (approximately)	PTP – Purchasing	PO’s that were rolled into FY18 and encumbered or accrued from AY17 or earlier will be available for use. A notification will be sent when processing can resume against the PO’s.	