

FY16 Year-end Checklist

Date	Area	Action Required	Check upon Completion
Monday, March 7	Budget	A preliminary “draft” FY17 budget entered in GEARS.	
Monday, March 21	PTP – Purchasing	Start Entering AY2017 Requisitions – should be approved but not budget checked.	
Thursday, March 31	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Thursday, March 31	PTP – Purchasing	On-going review and monitoring of voucher statuses utilizing the voucher activity page.	
Friday, April 29	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Friday, April 29	PTP – Purchasing	On-going review and monitoring of voucher statuses utilizing the voucher activity page.	
Tuesday, May 31 (approximately)	Budget	Final actual FY17 budget entered in GEARS.	
Friday, June 10	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Friday, June 10	PTP – Purchasing	On-going review and monitoring of voucher statuses utilizing the voucher activity page.	
Friday, June 17	PTP – Purchasing	Complete all ordering and Express PO’s for FY16 to allow for receipt and voucher entry by July 14.	
Monday, June 20 – Thursday, June 30	Order to Cash (OTC)	Non-GEARS OTC (COA, COSA, Board of Law Examiners, Law Library) – Please email your daily CD’s to DBF.	
Friday, June 24	Purchasing Card	This is the cycle end date for the final P-card statement.	
Friday, June 24	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Friday, June 24	PTP – Purchasing	On-going review and monitoring of voucher statuses utilizing the voucher activity page.	
Tuesday, June 28	Order to Cash (OTC)	Cooperative Reimbursement Agreement Reports (Child Support Expense Allocations and Project Timesheets through PPE 6/21/16) are due to the Family Division at cra@mdcourts.gov .	
Saturday, June 25 and Sunday, June 26	Order to Cash (OTC)	GEARS Users – Recommended weekend for courts to “catch-up” and process any outstanding deposits.	
Monday, June 27 – Thursday, June 30	Order to Cash (OTC)	Anne Arundel (Circuit and District), Prince George’s and Montgomery Counties should send daily credit card totals to DBF.	
Thursday, June 30	Order to Cash (OTC)	Ensure all FY16 adjustments, such as bad checks, CCU, P&P, are completed in GEARS.	
Thursday, June 30	Order to Cash (OTC)	Non-GEARS users (COA, COSA, Board of Law Examiners, Law Library) should send all remaining FY16 revenue adjustments via email to DBF.	
Friday, July 1	Order to Cash (OTC)	Process the June 30 deposit. It should have an accounting date of 6/30.	

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Date	Area	Action Required	Check upon Completion
Friday, July 1	PTP – Accounts Payable and Order to Cash (OTC)	All FY17 invoice and revenue refund processing should be held until Friday, July 15.	
Thursday, July 7	PTP – Accounts Payable	All local jurisdiction reimbursement requests for Masters and Jurors from the applicable counties should be submitted to DBF and Interpreters to Access to Justice.	
Thursday, July 7	PTP – Accounts Payable	All tuition reimbursement expense requests should be submitted to the Education Division.	
Thursday, July 7	PTP – Accounts Payable	Submit all inter-agency invoices normally processed by DBF.	
Thursday, July 7	Order to Cash (OTC)	All FY16 Revenue refunds should be recorded in GEARS. All non-GEARS users should have paper revenue refund requests submitted to DBF.	
Thursday, July 7	Order to Cash (OTC)	Send all remaining OTC adjustments, such as appeals and agency return of funds to DBF.	
Thursday, July 7	Order to Cash (OTC)	Send Nonresident MD withholding report for June 2016 and Litigant (Escrow) Bank account information to DBF.	
Friday, July 8	General Ledger	Please complete any remaining FY16 journal entries in GEARS using a journal date of June 30. 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 11	Order to Cash (OTC)	Accounts Receivable Summaries for the month of June and year-end compilation reports are due to DBF.	
Thursday, July 14	PTP – Accounts Payable	Last day to enter vouchers against your FY16 budget.	
Thursday, July 14 (approximately)	Order to Cash (OTC)	Once June interest is received from DBF, please ensure that EOM disbursements are processed timely.	
Friday, July 15	PTP-Accounts Payable and Order to Cash (OTC)	Begin processing any FY17 invoices and FY17 revenue refunds.	
Friday, July 15	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 .	
Friday, July 15	PTP – Purchasing	All PO's from FY16 are no longer available for use and will be closed unless encumbered or accrued.	
Friday, August 3 (approximately)	PTP – Purchasing	PO's that were rolled into FY17 and encumbered or accrued from AY16 or earlier will be available for use. A notification will be sent when processing can resume.	