

## FY15 Year-end Checklist

Date	Area	Action Required	Check upon Completion
Monday, April 7	Budget	A preliminary "draft" FY16 budget entered in GEARS.	
Monday, April 27	PTP – Purchasing	Start Entering AY2016 Requisitions – should be approved but not budget checked.	
Thursday, April 30	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Thursday, April 30	PTP – Purchasing	On-going review and monitoring of voucher statuses utilizing the voucher activity page.	
Friday, May 29	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Friday, May 29	PTP – Purchasing	On-going review and monitoring of voucher statuses utilizing the voucher activity page.	
Friday, May 29 (approximately)	Budget	Final actual FY16 budget entered in GEARS.	
Friday, June 12	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Friday, June 12	PTP – Purchasing	On-going review and monitoring of voucher statuses utilizing the voucher activity page.	
Wednesday, June 17 – Tuesday, June 30	Order to Cash (OTC)	Non-GEARS OTC – Please email your daily CD's to DBF.	
Friday, June 19	PTP – Purchasing	Complete all ordering and Express PO's for FY15 to allow for receipt and voucher entry by July 14.	
Thursday, June 25 – Tuesday, 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 25	Purchasing Card	This is the cycle end date for the final P-card statement.	
Friday, June 26	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Friday, June 26	PTP – Purchasing	On-going review and monitoring of voucher statuses utilizing the voucher activity page.	
Saturday, June 27 and Sunday, June 28	Order to Cash (OTC)	GEARS Users – Recommended weekend for courts to "catch-up" and process any outstanding deposits.	
Tuesday, June 30	Order to Cash (OTC)	Ensure all FY15 local adjustments, such as bad checks, CCU, P&P, are completed in GEARS.	
Tuesday, June 30	Order to Cash (OTC)	Non-GEARS users should send all remaining FY15 revenue adjustments via email to DBF.	
Wednesday, July 1	Order to Cash (OTC)	Process the June 30 deposit. It should have an accounting date of 6/30.	
Wednesday, July 1	PTP – Accounts Payable and Order to Cash (OTC)	All FY16 invoice and revenue refund processing should be held until Wednesday, July 15.	

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Date	Area	Action Required	Check upon Completion
Thursday, July 2	Order to Cash (OTC)	Cooperative Reimbursement Agreement Reports (Child Support Allocations and Employee Time Reports) are due via email to the Family Division.	
Monday, July 6	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.	
Monday, July 6	PTP – Accounts Payable	All tuition reimbursement expense requests should be submitted to the Education Division.	
Monday, July 6	PTP – Accounts Payable	Submit all inter-agency invoices normally processed by DBF.	
Tuesday, July 7	Order to Cash (OTC)	All FY15 Revenue refunds should be recorded in GEARS. All non-GEARS users should have paper revenue refund requests submitted to DBF.	
Tuesday, July 7	Order to Cash (OTC)	Send all remaining OTC adjustments, such as appeals and agency return of funds to DBF.	
Tuesday, July 7	Order to Cash (OTC)	Send Nonresident MD withholding report for June 2015 and Litigant (Escrow) Bank account information to DBF.	
Thursday, July 9	General Ledger	Please complete any remaining FY15 journal entries in GEARS using a journal date of June 30. Non-GEARS users should have paper entries submitted as well.	
Friday, July 10	Order to Cash (OTC)	Accounts Receivable Summaries for the month of June and year-end compilation reports are due to DBF.	
Tuesday, July 14	PTP – Accounts Payable	Last day to enter vouchers against your FY15 budget.	
Tuesday, July 14 (approximately)	Order to Cash (OTC)	Once June interest is received from DBF, please ensure that EOM Disbursements are processed timely.	
Wednesday, July 15	PTP-Accounts Payable and Order to Cash (OTC)	Begin processing any FY16 invoices and FY16 revenue refunds.	
Wednesday, July 15	PTP – Purchasing	Notify DBF of any purchase orders that you would like to be encumbered or accrued.	
Wednesday, July 15	PTP – Purchasing	All PO's from FY15 are no longer available for use and will be closed unless encumbered or accrued.	
Wednesday, August 5 (approximately)	PTP – Purchasing	PO's that were rolled into FY16 and encumbered or accrued from AY15 or earlier will be available for use. A notification will be sent when processing can resume.	