

CFMS YEAR END PROCESSING

TASKS TO BE PERFORMED FOR YEAR END PROCESSING:

1. Encumber all contracts on or before **6/30**.
Note: Setup vendors as interagency **before** the encumbrance is processed.
2. Liquidate all Pre-encumbrances before **08/01**.
3. Verify that grant end dates are correct.
4. Before changing structure in AFS, verify that encumbrances do not exist.
5. Process all payments before **08/01**.
6. Clean up Data.
7. Plan ahead! The end of the year deadlines (**6/30** & **8/15**) DO NOT change.

Year End Processing Facts

1. All new or increases to existing encumbrances must be processed on or before **06/30**. New encumbrances can not be created in the **13th period (7/1-8/15)** for prior year. Existing encumbrances can only be reduced or canceled. Only **DEC** and **CNB** accounting changes can be entered. All amendments can be entered, however only negative amendments can be encumbered.
2. Review all Pre-encumbrances before **06/30**, liquidate the pre-encumbrance (if possible). OSRAP will generate a list of open pre-encumbrances toward the end of the fiscal year, however you may review and liquidate open pre-encumbrances at anytime.
3. Review agency procedures. Contracts and amendments submitted for OCR approval in May or June that will require payments to be processed, must be encumbered on or before **06/30**. You may want to encumber these documents before they are submitted to OCR.
4. Process all payments on hand before **08/01**. This will allow time to work through any problems that may arise.