



STATE OF ALABAMA
Department of Finance
Office of the State Comptroller

100 North Union Street, Suite 220
Montgomery, Alabama 36130-2620
Telephone (334) 242-7050 Fax (334) 242-7466
www.comptroller.alabama.gov

Robert Bentley
Governor

Thomas L. White, Jr.
State Comptroller

Marquita F. Davis, Ph.D.
Director of Finance

Janice A. Hamm
Deputy State Comptroller

May 31, 2013

MEMORANDUM

TO: ALL CHIEF FISCAL OFFICERS

FROM: Bill Newton, Assistant Finance Director
Thomas L. White, Jr., State Comptroller
Michael Jones, State Purchasing Director

SUBJECT: PROCEDURES FOR END OF FISCAL YEAR, SEPTEMBER 30, 2013 AND
BEGINNING OF FISCAL YEAR, OCTOBER 1, 2013

The procedures and deadlines have been established for closing the fiscal year ending September 30, 2013 and opening the new fiscal year beginning October 1, 2013. There is also a calendar for use as a quick reference. *The detailed information is available online at www.comptroller.alabama.gov. If your agency does not have access to the internet, please contact Gwen Barnett at (334) 242-2192 for a paper copy of this document.*

Departments must insure that sufficient cash, appropriation, allotment, and expense budget authority are available to cover all transactions by the deadline dates. Note that the thirteenth accounting period for FY 2013 will end on November 29, 2013.

The last few days of the fiscal year are a critical time for processing documents. During this time, all rejected documents are handled special because of time constraints. Therefore, it is very important that members of your staff be available to answer questions, make necessary changes, or otherwise help resolve problems as they arise. The Central Accounting System (CAS) will be unavailable for normal processing of transactions from approximately 5:00 pm on September 26, 2013 until 7:00 am October 1, 2013.

Thank you for your cooperation during year-end closing.

TABLE OF CONTENTS

1	BUDGET
2 - 3	CASH RECEIPTS
4	CROSSWALK/CHART OF ACCOUNTS ROLLOVER
5	FINANCIAL STATEMENTS
6	JOURNAL VOUCHER - CORRECTIONS
7 - 8	JOURNAL VOUCHER – ACCOUNTS PAYABLE
8A	ACCOUNTS PAYABLE JOURNAL VOUCHER SAMPLE
9 - 11	PAYMENT VOUCHERS
12-13	REFERENCE GUIDE
14	THIRTEENTH ACCOUNTING PERIOD
15	PAYROLL
16	PROFESSIONAL SERVICES CONTRACTS
17 - 18	PURCHASING
19	REPORTS - END OF FISCAL YEAR
20	WARRANT CANCELLATION / DUPLICATE WARRANTS
21	CAPITAL ASSETS – REAL AND PERSONAL PROPERTY
22-29	MONTHLY CALENDARS

BUDGET

FY 13

AUGUST 23

All FY 13 Operations Plans revisions must be submitted to the Executive Budget Office for approval.

FY 14

JULY 26

All FY 14 Operations Plans are due in the Executive Budget Office.

SEPTEMBER 6

All FY 14 Operations Plans entered into the Central Accounting System (CAS).

FOR ASSISTANCE, CALL: EXECUTIVE BUDGET OFFICE
334-242-7230

CASH RECEIPTS

FY 13

SEPTEMBER 26

This is the last day the Treasurer's Office will accept deposits that will be processed as FY 13 transactions. All deposits on September 26 to be processed in FY 13 should be made between 8:00 a.m. and 10:00 a.m.

All bad checks that have been returned by September 26 should be redeemed from the Treasurer's Office by 10:00 a.m. on September 26 as indicated on pages 3-10 and 3-11 of the Fiscal Policy and Procedures Manual. Any questions regarding bad checks should be directed to Beth Rowlen of the Treasurer's Office at (334) 242-7510.

FY 14

All deposits made after 10:00 a.m. on September 26 will be processed as FY 14 transactions.

The certificate number for FY 14 cash receipts should begin with a "4". This includes cash receipts made after 10:00 a.m. on September 26.

No deposits should be coded as refunds of current year disbursements until there have been sufficient disbursements in FY 14.

PRIOR BUDGET YEAR TRANSACTIONS

A cash receipt modification may be used to correct a FY 13 deposit while the thirteenth accounting period is open. Modifications involving revenues and balance sheet accounts that reclassify deposits from one fund to another fund should be coded to the FY 13 budget. The accounting period should be left blank. (For CAFR purposes, two journal vouchers should also be prepared and sent to the Financial Reporting Section. The first JV will, in the old fund, debit the accounting distribution from the CR and credit balance sheet account 2003 and, in the new fund, debit balance sheet account 1203 and credit the accounting distribution from the CR. The first JV will be coded with "13 13" in the accounting period while the second JV will reverse the first one and be coded with "13" in the budget FY and the accounting period blank.) Modifications involving expenditures that reclassify deposits from one fund to another fund should be coded with "13 13" in the accounting period. The budget FY should be left blank. Four lines will be required on this modification. In the old fund, the first line will reflect the appropriate object and sub-object codes and have a "D" in the "I/D" column and the second line will be coded to balance sheet account 2003 (Due to Other Funds) with an "I". In the new fund, the third line of the modification will be coded to balance sheet account 1203 (Due from Other Funds) with a "D" and the fourth line will reflect the appropriate object and sub-object codes with an "I" in the "I/D" column. A second zero dollar cash receipt is required with the

CASH RECEIPTS (CONTINUED)

accounting period and budget FY blank. The entries to the balance sheet accounts on the above modification should be reversed with a “D” to BS account 2003 and an “I” to BS account 1203. (No CAFR JV will be required.) See pages 3-9 and 3-10 of the Fiscal Policy and Procedures Manual for further instructions.

All other modifications should be coded with “13 13” in the accounting period. The budget FY should be left blank. All modifications coded to the thirteenth accounting period must have a total deposit amount of \$0.00 and the modification must not change cash (in total) in a fund.

Refunds of prior year expenditures may be deposited as refunds against disbursements while the thirteenth accounting period is open using two cash receipts. A zero dollar cash receipt should be coded with “13 13” in the accounting period. Two lines are required on this zero dollar cash receipt. The first line of the cash receipt should be coded to balance sheet account 1200 – Accounts Receivable (or 1205 – Due from Other Governments as appropriate) and have a “D” in the “I/D” column. If the refund is coming from another State Agency operating outside of the State Treasury then use 1203. The second line should reflect the appropriate object and sub-object codes and have an “I” in the “I/D” column. Both lines should be in the amount of the refund. The second cash receipt should be coded with just one line to balance sheet 1200 (or 1203 or 1205) in the amount of the refund and have an “I” in the “I/D” column. The accounting period and budget FY should be left blank. After the thirteenth accounting period has closed, these prior year refunds should be coded to revenue source 0684. The accounting period and budget FY should be left blank. See pages 3-6 and 3-7 of the Fiscal Policy and Procedures Manual for further instructions.

All checks originally deposited in FY 13 that are returned after September 26 should be redeemed from the Treasurer’s Office as indicated on pages 3-11 and 3-12 of the Fiscal Policy and Procedures Manual.

FOR ASSISTANCE CALL: OFFICE OF THE STATE COMPTROLLER
RECEIPTS SECTION
334-242-7068

CROSSWALK/CHART OF ACCOUNTS ROLLOVER

FY 13

JUNE 1 - 21 CROSSWALK

Review the FY 13 crosswalk tables for your agency. Any additions or changes must be completed by 5:00 p.m., June 21. The XGFS table may be used as a convenient reference for the XWLK table.

The following tables must be used for your additions or changes, and the status code must be changed to "9" on all records that are no longer valid:

XWLK - fund/agency/orgn/appr/actv
OWLK - object/sub-object
BRWK - revenue source/balance sheet

JUNE 24 CHART OF ACCOUNTS

FY 14 records created by replicating FY 13 tables (fund, agency, orgn, activity, object, sub-object, revenue source, balance sheet).

JUNE 24

FY 14 crosswalk tables and chart of accounts will be available for inquiries, changes, additions, and inactivations. **Any additions or changes made to the FY 13 tables after the rollover must also be made to the FY 14 tables.**

Note: SNAP will not accept any FY 14 requests until the account coding is valid in the Crosswalk tables. **IT IS ESSENTIAL THAT THE AGENCIES' PURCHASING SECTION USE THE NEW CODING ON THE FY 14 REQUISITIONS.**

FOR ASSISTANCE CALL: STATE BUSINESS SYSTEMS
AFNS HOTLINE
334-242-2686

FINANCIAL STATEMENTS FOR 2013

OCTOBER 8

Departments will be sent specific instructions regarding accruals and other entries for accounting events that have not been captured through daily transactions. Departments will be required to provide journal vouchers to record accounts receivable, deferred revenue, depreciation, inventory adjustments, capital leases, debt service adjustments and other non-budgeted accounting events.

OCTOBER 25

Journal vouchers to record accruals and other accounting adjustments must be submitted to Financial Reporting (Room 206, RSA Union Building).

JANUARY 15

January 15th is the new deadline for audited financial statements instead of January 31st. Please make your auditors aware of this change.

Departments should check the end of November reports and reconcile their books promptly so that they can submit final correcting JVs as soon as possible in December.

FOR ASSISTANCE CALL: OFFICE OF THE STATE COMPTROLLER
FINANCIAL REPORTING SECTION
334-242-2192

JOURNAL VOUCHER - CORRECTIONS

FY 13

SEPTEMBER 11

All journal voucher corrections (not year-end accounts payable journal vouchers) must be submitted to the Comptroller's Office for approval and processing no later than 5:00 p.m. Automated users must insure that this data is passed to the Central Accounting System (CAS) by this date.

FY 14

FY 14 journal vouchers should begin with a "4" followed by the department's three-digit agency code plus seven (7) digits at the discretion of the department.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER,
FISCAL MANAGEMENT SECTION
334-242-4225 or 334-353-9275

JOURNAL VOUCHER – ACCOUNTS PAYABLE

FY 13

SEPTEMBER 9 (Manual Users)

Manual users must submit completed year-end accounts payable journal voucher forms with supporting documentation to the Comptroller's Office by 5:00 PM on this date to allow time for entering into the system.

SEPTEMBER 13 (Automated Users)

The year-end accounts payable journal vouchers and corresponding documentation must be received by the Comptroller's office by 5:00 p.m. on this date. Automated users must insure that this data is passed to the Central Accounting System (CAS) by this date.

Attached is a sample of the journal voucher document to be completed in order to establish the year-end accounts payable. The purpose of these journal vouchers is to insure that sufficient cash and budget authority are available at year-end for remaining 2013 fiscal year expenditures and should consist only of expenditures incurred, but not paid by September 30, 2013, such as travel and utilities.

NOTE: Do not include capital outlay (050) lines on your accounts payable JV to be encumbered. However, sufficient cash must be available for all capital outlay appropriations (050) and FY 13 POs.

Year-end accounts payable journal vouchers will be accomplished by making the following accounting entry:

DR	Expenditures (Account Type 22)
CR	Cash (Account Type 01)

These journal vouchers should be entered into agency accounting systems using departmental codes that will pass through integration to the Central Accounting System (CAS) for processing. Corresponding journal voucher forms, completed with the Central Accounting System (CAS) accounting codes, must be submitted to the Comptroller's Office along with supporting documentation. This documentation should be the detail of items that are included in the requested accounts payable amounts.

JOURNAL VOUCHER – ACCOUNTS PAYABLE (CONTINUED)

In completing the year-end accounts payable journal voucher form, the document number must have 11 digits in the following format:

“3” X X X X X X X X X X “E”
Agcy Department
Code Discretion

It must begin with “3”, followed by the three-digit agency code, plus six digits at the department's discretion, and end with the letter "E". It is **imperative** that you adhere to this numbering scheme.

The debits to the expenditure accounts (credits not allowed) must include all applicable accounting codes down to the sub-object level.

Note: Sub-objects are not required for budgetary control purposes, but are required for journal voucher processing. Therefore, you should use 01 as the sub-object in each expenditure transaction in order to reduce the number of journal voucher lines. **Major object 0100 can only be used with prior approval from the Comptroller's Office. Sub-object 04 should be used with major object 0100.**

SEPTEMBER 16

The Comptroller's Office will run a job on this date to insure that sufficient cash and budget authority are available for multi-year funds already appropriated under appropriation unit 050 and for all FY 13 SNAP POs and encumbered professional services contracts. Therefore, these items should NOT be included on your year-end accounts payable journal vouchers.

NOTE: Sufficient cash must be available for all capital outlay appropriations (050) and FY 13 POs.

Once these accounts payable journal vouchers are updated and cash is reserved for Snap/Professional Services Contract POs and cash is reserved for Capital Outlay (appropriation unit 050) in the Central Accounting System (CAS), any remaining unexpended/unencumbered budget authority will be reduced to zero for FY 13. After the year-end closing process is completed in the Central Accounting System (CAS), journal vouchers (accounts payable, and those processed to reserve cash for POs and Capital Outlay) will be reversed in order to restore the cash and FY 13 budget authority for spending during the thirteenth accounting period.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER,
FISCAL MANAGEMENT SECTION
334-242-4225 or 334-353-9275

PAYMENT VOUCHERS

FY 12

AUGUST 12

All payment vouchers referencing FY 12 purchase orders/contracts must be placed in **separate batches** from all other payment vouchers. The batch listing must be clearly labeled "12" in red letters. Place batches in the "SPECIAL" basket in Room 270.

AUGUST 23

All payment vouchers referencing FY 12 purchase orders/contracts complete with supporting documentation must be received in the Comptroller's Office by 3:30 p.m. Automated users must insure that this data is passed to the Central Accounting System (CAS) by this date. Place batches in the "SPECIAL" basket in Room 270.

FY 13

SEPTEMBER 4

All travel payment vouchers for the September 16th paycheck must be submitted to the Comptroller's Office by 3:30 PM.

SEPTEMBER 6 (Automated and Manual Agencies)

Payment vouchers and supporting documentation for all departments (AFNS, Non-AFNS, and Manual Agencies) must be received by the Comptroller's Office by 3:30 p.m.

SEPTEMBER 11

All travel payment vouchers for the October 1st paycheck must be submitted to the Comptroller's Office by 3:30 PM.

All FY13 travel payment vouchers not processed by September 11th will not be processed until after October 1st and will need to be processed during the 13th accounting period.

SEPTEMBER 13

All green slipped vouchers must be returned by **NOON** on this date to insure processing in this fiscal year. ANY PAYMENT VOUCHERS REJECTED, GREEN SLIPPED, OR OTHERWISE NOT COMPLETED MUST BE INCLUDED IN THE TOTALS FOR THE YEAR-END ACCOUNTS PAYABLE JOURNAL VOUCHERS.

PAYMENT VOUCHERS (CONTINUED)

FY 14

DATES ON PAYMENT VOUCHERS

During the 13th accounting period, if goods or services are ordered and received (the expenditure has actually been incurred) on or before 9/30/13, the ACCOUNTING PERIOD on the payment voucher should be coded "13 13", whether you are making a direct payment (for example, utilities) or referencing a purchase order. This applies to all vouchers, without exception.

PAYMENT VOUCHERS REFERENCING INTERFUND INVOICES

When paying Interfund invoices, the accounting period year on the payment voucher (ACCTG PRD) must be the same as the accounting fiscal year (INVOICE AFY) on the IFSH table in CAS.

FY 14

On your payment vouchers, **LEAVE THE DATE FIELD BLANK.** This will allow vouchers to be found on OLGL in the 13th accounting period with the date of the transaction.

If prior year goods or services are ordered on or before 9/30/13 and are received on or after 10/1/13, leave the date and accounting period blank on the payment voucher, and code "13" for the budget fiscal year when making a direct payment. On payment vouchers processed for current year goods or services, leave the date and accounting period blank and code "14" for the budget fiscal year.

DATES ON MATERIAL RECEIPTS

As of October 1, 2012, the material receipt form is no longer required. The material receipt STATEMENT is required. The statement MUST have the date received on it. Please refer to the memo dated February 13, 2012 regarding Material Receipt Change for instructions.

If the payment voucher references a purchase order, the fiscal year of the purchase order determines which fiscal year budget is charged. A payment voucher referencing a FY 13 purchase order will be charged against the FY 13 budget; a payment voucher referencing an FY 14 purchase order will be charged against the FY 14 budget. Expenditures must be paid from the proper fiscal year and multiple fiscal years cannot be processed on the same document.

PAYMENT VOUCHERS (CONTINUED)

Phone Authorizations - If the authorization was obtained prior to 10/1/13, but the goods or services were ordered and received after 9/30/12, the Budget FY on the voucher should be "13". If the goods or services were ordered and received prior to 9/30/13, then "13 13" should be placed in the accounting period and "13" in the Budget FY.

Capital Outlay - Always code the correct budget year in the Budget FY field, whether "02", "03", "04", "05", "06", "07", "08", "09", "10", "11", "12", "13".

See the chart on pages 11 & 12 showing how to apply these rules in all situations.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER
ACCOUNTS PAYABLE SECTION
334-242-7061, 334-242-7071, or 334-242-7057
MANUAL USERS 334-353-4108

R E F E R E N C E G U I D E

PAYMENT VOUCHER DATING INSTRUCTIONS

<u>PURCHASING AUTHORITY</u>	<u>GOODS RECEIVED</u>	<u>DATE ON VOUCHER</u>	<u>ACCOUNTING PERIOD</u>	<u>BUDGET FY</u>
<u>PRIOR BUDGET YEAR TRANSACTIONS</u>				
FY 13 PO	Before 10/1/13	Blank	13 13	FY 13
FY 13 PO	After 9/30/13	Blank	Blank	FY 13
FY 13 PO w/overruns, shipping charges, etc	Before 10/1/13	Blank	13 13	FY 13
FY 13 PO w/overruns, shipping charges, etc	After 9/30/13	Blank	Blank	FY 13
Phone Authorization before 10/1/13	Before 10/1/13	Blank	13 13	FY 13
Phone Authorization before 10/1/12	After 9/30/13	Blank	Blank	FY 13
<\$500 and Gov. Entities	Before 10/1/13	Blank	13 13	FY 13
<\$500 and Gov. Entities	After 9/30/13	Blank	Blank	FY 13

NOTE: In order for a)goods/services under \$500 or b)purchases from other governmental entities to be paid from FY 13 appropriation, sufficient evidence must be present to document that the goods/services were ordered on or before 9/30/13.

CURRENT BUDGET YEAR TRANSACTIONS

FY 14 PO	After 9/30/13	Blank	Blank	FY 14
Phone Authorization after 10/1/13	After 9/30/13	Blank	Blank	FY 14
<\$500 and Gov. Entities	After 9/30/13	Blank	Blank	FY 14

NOTE: Title passes to the buyer when goods are shipped “FOB shipping point,” therefore use the shipping date as the date the goods were received.

CAPITAL OUTLAY TRANSACTIONS

Capital Outlay transactions follow the same date rules as current budget year transactions, but always enter the appropriate budget fiscal year.

<u>PURCHASING AUTHORITY</u>	<u>GOODS RECEIVED</u>	<u>DATE ON VOUCHER</u>	<u>ACCOUNTING PERIOD</u>	<u>BUDGET FY</u>
FY 11 Cap Outlay	Before 9/30/13	Blank	13 13	FY 11
FY 11 Cap Outlay	After 9/30/13	Blank	Blank	FY 11
FY 12 Cap Outlay	Before 9/30/13	Blank	13 13	FY 12
FY 12 Cap Outlay	After 9/30/13	Blank	Blank	FY 12
FY 13 Cap Outlay	Before 9/30/13	Blank	13 13	FY 13
FY 13 Cap Outlay	After 9/30/13	Blank	Blank	FY 13

THIRTEENTH ACCOUNTING PERIOD

The thirteenth accounting period for 2013 and all future fiscal years will end on the last working day of November. After that date, no further expenditures or adjustments can be made against the 13th accounting period, and all unencumbered previous year budget balances will lapse.

After November 30, all documents with an accounting period of "13 13" will be rejected. Documents carrying a blank date or accounting period and a budget fiscal year of "13" that do not reference a contract or purchase order will also reject. Capital outlay items are the exception and can continue to be processed with a blank date and the appropriate budget fiscal year. Payments for items received after 9/30/13 paid against a FY 13 purchase order will continue to be paid against FY 13 encumbrances by referencing the purchase order and by placing the appropriate budget fiscal year in the voucher header. Payments against a FY 13 purchase order can have overruns during the 13th accounting period only.

NOTE: Any goods or services not on purchase orders received prior to October 1 must be paid for by November 30.

OCTOBER 1

All FY 13 payment vouchers not referencing purchase orders (accounts payable) must be placed in separate batches and be clearly labeled "13" in red letters.

NOVEMBER 13 (Automated and Manual Agencies)

All FY 13 payment vouchers not referencing purchase orders (accounts payable) and their supporting documentation must be received by the Comptroller's Office by 3:30 p.m. Automated users must insure this data is passed to the Central Accounting System (CAS) by this date.

NOVEMBER 20

All green slipped vouchers must be returned by **NOON** on this date to insure processing in the thirteenth accounting period.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER
ACCOUNTS PAYABLE SECTION
334-242-7061, 334-242-7071, or 334-242-7057
MANUAL USERS 334-353-4108

PAYROLL

FY 13

SEPTEMBER 11

The GHRIS gross-to-net cycle for the SEMI-MONTHLY ARREARS pay period ending August 31 will be processed. All entries must be made by 2:45 pm. These payrolls will be charged to FY 13.

SEPTEMBER 18

The GHRIS gross-to-net cycle for the SEMI-MONTHLY CURRENT pay period ending September 30 will be processed. These payrolls will be charged to FY 13.

SEPTEMBER 19

The final GHRIS gross-to-net cycle for SUPPLEMENTAL pay to be paid in FY 13 will be processed.

SEPTEMBER 19

All GHRIS salary warrants to be cancelled in FY 13 must be submitted to GHRIS by 12:00 noon.

FY 14

SEPTEMBER 25

The GHRIS gross-to-net cycle for the SEMI-MONTHLY ARREARS pay period ending September 15 will be processed. All entries must be made by 2:45 pm. These payrolls will be charged to FY 14.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER
GHRIS SECTION, HOTLINE,
334-242-2188

PROFESSIONAL SERVICES CONTRACTS

FY 13

AUGUST 28

All FY12 contracts currently set up on the contract sub-system (OCTH table) that are multi-year and rolled to FY13 must be reviewed. The system will purge all the C2 contracts (FY12) out of the system, with the exception of active, capital outlay appropriation (050) contracts. You must “roll forward” unused amounts from the C2 (FY12) contract record (OCTH/OCTL) into the C3 (FY13) contract record (OCTH) by August 28th. If there are any encumbered amounts remaining unspent, or if there are any amounts in the “contract amount” field on the OCTH that is not encumbered, those amounts will be lost from the system when the C2 contracts are purged. A CA transaction must be processed for this to be accomplished.

SEPTEMBER 9

All FY 13 Professional Services contracts/amendments must be submitted to the Comptroller's Office for approval and processing by this date. Any contract modifications (CMs) should be entered into the Central Accounting System (CAS) by this date.

Any contracts/amendments not submitted by this date must be included on the year-end accounts payable journal vouchers if expenditures are applicable FY 13. These contracts/amendments must then be entered into the Central Accounting System (CAS) during the 13th accounting period.

FY 14

OCTOBER 1

New contracts for FY 14 should not be keyed into the system or submitted to our office prior to this date.

The rollover process for FY 13 contracts affecting multiple fiscal years will run on this date. It will be necessary for each agency to complete CM transactions in the Central Accounting System (CAS) after October 1st in order to record quarterly amounts and any changes to the accounting distributions for your new FY 14 rollover contracts.

**FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER
FISCAL MANAGEMENT SECTION
334-242-4225 or 334-353-9275**

PURCHASING

PHONE AUTHORIZATION'S

State Purchasing will accept Phone Authorizations for EMERGENCY PURCHASES ONLY. Phone Authorizations for Non-Emergency purchases will not be approved.

REQUISITIONS

FY 13

JUNE 21

State Purchasing will not accept any **Information Technology** related requisitions **that must be bid** after this date. Information Technology includes any requisition that must have ISD's Oversight approval.

JULY 8

State Purchasing will not accept or process requisitions (PR2s) in excess of \$15,000 that must be competitively bid after this date. (Note the bid limit increase)

AUGUST 9

State Purchasing will not accept requisitions under \$15,000, including release orders, after this date.

AUGUST 15

State Purchasing will set final FY 13 requisitions to award. This will be the last day to create FY 13 Purchase Orders (except Capital Outlay) in SNAP.

SEPTEMBER 6

All FY 13 requisitions (except Capital Outlay) must be converted to purchase orders in all systems. AFNS Users must insure that this data is updated to their agency accounting system, the Central Accounting System (CAS), and passed back to SNAP by this date. Any requisition remaining in State Purchasing that has not been converted to a purchase order by September 6 will be returned to the department. The department may resubmit these after October 1 to be processed against the new fiscal year (FY 14) budget.

FY 14

JUNE 24

Agencies can begin FY 14 requisitions if all XWLK changes have been made. It is essential that the FY 14 account codes be used on the FY 14 requisitions.

PURCHASE ORDERS

FY 12

SEPTEMBER 6

All outstanding FY 12 purchase orders, (including Professional Services contracts) except for appropriation 050 - capital outlay, will be closed in the Central Accounting System (CAS) by the system.

FY 13

SEPTEMBER 1

State Purchasing will not process any FY 13 purchase order modifications (POCs) during the period of September 1 - September 30.

FOR ASSISTANCE, CALL: TERRI COLE, STATE PURCHASING
Terri.cole@purchasing.alabama.gov or 334-242-4650

REPORTS
END OF FISCAL YEAR 2013

Four end-of-year reports will be generated and distributed to each agency through the routine end-of-month report distribution process. These reports include all transactions recorded in the Central Accounting System (CAS) during the 2012-2013 fiscal year and are identified as "Year End" in the heading. Please note that the A103 & A501 reports include the year-end accounts payable journal vouchers in the expenditure columns. The standard reports for the month of September identified as "September 2013" do not include the accounts payable expenditures.

There is one other year-end transaction that is similar to an expenditure and is included in order to make the allotment balance an even dollar amount. This "expenditure" is coded to activity "YRND" and will be reversed after the close of the thirteenth accounting period in early December.

END OF FISCAL YEAR REPORTS

- P441 EOY Budget Management Report
- A103 Detail Listing of Obligations vs Budget
- A203 Detail Listing of Revenues vs Budget
- A501 Agency Obligations vs Expense Budget,
Appropriations, and Allotments
- P421 Operations Plans for 2012 Fiscal Year

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER
FINANCIAL REPORTING SECTION
334-242-2192

WARRANT CANCELLATION / DUPLICATE WARRANT

SEPTEMBER 12

All warrants, except salary warrants, to be cancelled in FY 13 must be received by the Comptroller's Office, RSA Union Building, Room 268 by 4:00 p.m. Due to the impact on budgets, cash, and accounts payable journal vouchers, warrant cancellations should be submitted immediately and not held until this date.

NOTE: Expense warrants may be cancelled as long as the thirteenth accounting period is open.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER
AGENCY DISTRIBUTION SECTION 334-242-7078 or
334-353-1285

SEPTEMBER 20

Requests for duplicate warrants received after this date will not be processed until after October 1.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER
AGENCY DISTRIBUTION SECTION 334-242-4732 or
334-353-1285

SEPTEMBER 19

All GHRM Salary warrants to be cancelled for FY 13 must be submitted to GHRM (RSA Union Building, Room 282) by 12:00 noon. Due to the impact on budgets, cash, and accounts payable journal vouchers, warrant cancellations should be submitted immediately and not held until this date. **Any warrant not received by this deadline must be certified into the State Treasury on or after October 1.**

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER
GHRM SECTION, HOTLINE 334-242-2188

NOVEMBER 20

Expense warrants issued in FY 13 (October 1, 2012-September 30, 2013) and requiring cancellation, must be received by the Comptroller's Office, RSA Union Building, Room 268 by 4:00 p.m. Any warrant not received by this deadline must be certified into the State Treasury.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER
AGENCY DISTRIBUTION SECTION 334-242-7078 or
334-353-1285

CAPITAL ASSETS – NON-AUDITOR AND PERSONAL PROPERTY

Personal Property

DECEMBER 6

Departmental Accountants – Verify that Personal Property Managers have updated the State Auditor's program Asset Works for purchases received through 09/30/2013 and paid for from the 13th accounting period.

JANUARY 2

Departmental Accountants – Verify that Personal Property Managers are including all FY13 purchases of personal property in the file sent to the State Auditor for January 10 import.

Non-Auditor Property

NOVEMBER 20

All non-auditor property purchased for FY13 was captured on GCAS and GCAD tables through the payment vouchers submitted to the Central Accounting System (CAS). The disposal date of any non-auditor property should be entered directly into the GCAS table no later than the end of the 13th accounting period, November 30. Changes and corrections requiring JVs should be submitted directly to Financial Reporting numbered as an FR JV no later than November 20 in order to be processed by November 30.

DECEMBER 13

CAS Exception Reports and end of month reports furnished for GCAS and GCAD should be balanced as soon as received around December 2nd or 3rd and any corrections or changes made immediately to GCAS no later than December 13.

FOR ASSISTANCE CALL: OFFICE OF THE STATE COMPTROLLER
FINANCIAL REPORTING SECTION
334-242-2193

June 2013

End of Fiscal Year

Monday	Tuesday	Wednesday	Thursday	Friday
<p>3</p> <p>HOLIDAY-JEFFERSON DAVIS' BIRTHDAY</p>	<p>4</p>	<p>5</p>	<p>6</p>	<p>7</p>
<p>10</p>	<p>11</p>	<p>12</p>	<p>13</p>	<p>14</p>
<p>17</p>	<p>18</p>	<p>19</p>	<p>20</p>	<p>21</p> <p>FY 13 CROSSWALK ADDITIONS OR CHANGES MUST BE COMPLETED BY 5 PM.</p> <p>INFORMATION TECHNOLOGY RQ's THAT MUST BE BID DUE</p>
<p>24</p> <p>BEGIN FY 14 REQUISITIONS, USE FY14 ACCOUNT CODES.</p> <p>FY14 CROSSWALK/CHART OF ACCOUNTS TABLES AVAILABLE IN CAS</p>	<p>25</p>	<p>26</p>	<p>27</p>	<p>28</p>

May 2013

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jul 2013

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July 2013

End of Fiscal Year

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																																		
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i> HOLIDAY-INDEPENDENCE DAY	<i>5</i>																																																																																																		
<i>8</i> PURCHASING WILL NOT ACCEPT OR PROCESS RQ's(PR2'S) IN EXCESS OF \$15,000.	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>																																																																																																		
<i>15</i>	<i>16</i>	<i>17</i>	<i>18</i>	<i>19</i>																																																																																																		
<i>22</i>	<i>23</i>	<i>24</i>	<i>25</i>	<i>26</i> FY14 OPERATIONS PLANS DUE IN EXECUTIVE BUDGET OFFICE.																																																																																																		
<i>29</i>	<i>30</i>	<i>31</i>	<table border="1"> <thead> <tr> <th colspan="7">Jun 2013</th> <th colspan="7">Aug 2013</th> </tr> <tr> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td> <td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td> </tr> <tr> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> <td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td> </tr> <tr> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> <td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td> </tr> <tr> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> <td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td> </tr> <tr> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td> </tr> </tbody> </table>		Jun 2013							Aug 2013							M	T	W	T	F	S	S	M	T	W	T	F	S	S						1	2				1	2	3	4	3	4	5	6	7	8	9	5	6	7	8	9	10	11	10	11	12	13	14	15	16	12	13	14	15	16	17	18	17	18	19	20	21	22	23	19	20	21	22	23	24	25	24	25	26	27	28	29	30	26	27	28	29	30	31	
Jun 2013							Aug 2013																																																																																															
M	T	W	T	F	S	S	M	T	W	T	F	S	S																																																																																									
					1	2				1	2	3	4																																																																																									
3	4	5	6	7	8	9	5	6	7	8	9	10	11																																																																																									
10	11	12	13	14	15	16	12	13	14	15	16	17	18																																																																																									
17	18	19	20	21	22	23	19	20	21	22	23	24	25																																																																																									
24	25	26	27	28	29	30	26	27	28	29	30	31																																																																																										

August 2013

End of Fiscal Year

Monday		Tuesday		Wednesday		Thursday		Friday																																																																																																												
<table border="1"> <thead> <tr> <th colspan="7">Jul 2013</th> </tr> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Jul 2013							M	T	W	T	F	S	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<table border="1"> <thead> <tr> <th colspan="7">Sep 2013</th> </tr> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Sep 2013							M	T	W	T	F	S	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							1		2	
Jul 2013																																																																																																																				
M	T	W	T	F	S	S																																																																																																														
1	2	3	4	5	6	7																																																																																																														
8	9	10	11	12	13	14																																																																																																														
15	16	17	18	19	20	21																																																																																																														
22	23	24	25	26	27	28																																																																																																														
29	30	31																																																																																																																		
Sep 2013																																																																																																																				
M	T	W	T	F	S	S																																																																																																														
						1																																																																																																														
2	3	4	5	6	7	8																																																																																																														
9	10	11	12	13	14	15																																																																																																														
16	17	18	19	20	21	22																																																																																																														
23	24	25	26	27	28	29																																																																																																														
30																																																																																																																				
5		6		7		8		9																																																																																																												
								PURCHASING WILL NOT ACCEPT OR PROCESS FY13 RQ's UNDER \$15,000, INCLUDING RELEASE ORDERS, AFTER THIS DATE.																																																																																																												
12		13		14		15		16																																																																																																												
ALL PV's REFERENCING FY12 POs/CONTRACTS PLACED IN SEPARATE BATCHES.						FINAL FY13 RQ's SENT TO AGENCIES & FINAL FY13 PO's CREATED BY PURCHASING.																																																																																																														
19		20		21		22		23																																																																																																												
								FY13 OPERATIONS PLANS REVISIONS DUE IN EXECUTIVE BUDGET OFFICE. PV's REFERENCING FY12 PO's/CONTRACTS BY 3:30 PM.																																																																																																												
26		27		28		29		30																																																																																																												

September 2013

End of Fiscal Year

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																																		
<p>2</p> <p>HOLIDAY-LABOR DAY PURCHASING WILL NOT PROCESS ANY FY13 PO MOD's THRU 30TH.</p>	<p>3</p>	<p>4</p> <p>TRAVEL PAYMENT VOUCHERS FOR SEPT 16TH PAYCHECK DUE</p>	<p>5</p>	<p>6</p> <p>FY12 PO's, NOT 050, CLOSED IN CAS. FY13 RQ's MUST BE CONVERTED TO PO's IN ALL SYSTEMS. PV's FOR AUTOMATED AND MANUAL AGENCIES DUE BY 3:30 PM.</p>																																																																																																		
<p>9</p> <p>FY13 PROFESSIONAL SERVICE CONTRACTS DUE. YEAR-END ACCOUNTS PAYABLE JVs DUE (MANUAL USERS).</p>	<p>10</p>	<p>11</p> <p>ALL CORRECTION JV'S DUE. GHR'S GROSS-TO-NET SEMI-MONTHLY ARREARS FOR PAY PERIOD ENDING 8/31 PROCESSED (ALL ENTRIES DUE BY 2:45). TRAVEL PAYMENT VOUCHERS FOR OCT 1ST PAYCHECK DUE</p>	<p>12</p> <p>WARRANTS TO BE CANCELLED EXCEPT SALARY DUE BY 4 PM.</p>	<p>13</p> <p>GREEN-SLIPPED PV's DUE BY NOON. YEAR-END ACCOUNTS PAYABLE JVs FOR AUTOMATED USERS DUE.</p>																																																																																																		
<p>16</p>	<p>17</p>	<p>18</p> <p>GHR'S GROSS-TO-NET SEMI-MONTHLY CURRENT FOR PAY PERIOD ENDING 9/30 PROCESSED.</p>	<p>19</p> <p>FINAL GHR'S GROSS-TO-NET CYCLE FOR SUPPLEMENTAL FY13 PROCESSED. GHR'S SALARY WARRANTS TO BE CANCELLED FOR FY13 DUE BY NOON.</p>	<p>20</p> <p>FINAL DUPLICATE WARRANTS TO BE PROCESSED DURING CURRENT YEAR.</p>																																																																																																		
<p>23</p>	<p>24</p>	<p>25</p> <p>GHR'S GROSS-TO-NET SEMI-MONTHLY ARREARS FOR PAY PERIOD ENDING 9/15 PROCESSED (ALL ENTRIES DUE BY 2:45).</p>	<p>26</p> <p>CAS UNAVAILABLE AFTER 5 PM UNTIL 10/1. DEPOSITS BY 10 AM PROCESSED AS FY13 & AFTER 10 AM FY14.</p>	<p>27</p>																																																																																																		
<p>30</p> <p>AFNS UNAVAILABLE AFTER 1 PM UNTIL 10/1.</p>	<table border="1"> <thead> <tr> <th colspan="7">Aug 2013</th> <th colspan="7">Oct 2013</th> </tr> <tr> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td> <td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td> </tr> <tr> <td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td> <td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td> </tr> <tr> <td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td> <td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td> </tr> <tr> <td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td> <td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td> </tr> <tr> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td> <td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td> </tr> </tbody> </table>				Aug 2013							Oct 2013							M	T	W	T	F	S	S	M	T	W	T	F	S	S				1	2	3	4		1	2	3	4	5	6	5	6	7	8	9	10	11	7	8	9	10	11	12	13	12	13	14	15	16	17	18	14	15	16	17	18	19	20	19	20	21	22	23	24	25	21	22	23	24	25	26	27	26	27	28	29	30	31		28	29	30	31			
Aug 2013							Oct 2013																																																																																															
M	T	W	T	F	S	S	M	T	W	T	F	S	S																																																																																									
			1	2	3	4		1	2	3	4	5	6																																																																																									
5	6	7	8	9	10	11	7	8	9	10	11	12	13																																																																																									
12	13	14	15	16	17	18	14	15	16	17	18	19	20																																																																																									
19	20	21	22	23	24	25	21	22	23	24	25	26	27																																																																																									
26	27	28	29	30	31		28	29	30	31																																																																																												

October 2013

End of Fiscal Year

Monday	Tuesday	Wednesday	Thursday	Friday																																																								
<table border="1"> <thead> <tr> <th colspan="7">Sep 2013</th> </tr> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sep 2013							M	T	W	T	F	S	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							<p><i>1</i></p> <p>ALL FY13 PV's NOT REFERENCING PO's MUST BE PLACED IN SEPARATE BATCHES.</p> <p>BEGIN SUBMITTING NEW FY14 CONTRACTS TO COMPTROLLER'S OFFICE.</p> <p>QUARTERLY AMOUNTS CAN BE MADE ON CM's TO FY14 MULTI-YEAR CONTRACTS ROLLED OVER FROM FY13.</p>	<p><i>2</i></p>	<p><i>3</i></p>	<p><i>4</i></p>
Sep 2013																																																												
M	T	W	T	F	S	S																																																						
						1																																																						
2	3	4	5	6	7	8																																																						
9	10	11	12	13	14	15																																																						
16	17	18	19	20	21	22																																																						
23	24	25	26	27	28	29																																																						
30																																																												
<p><i>7</i></p>	<p><i>8</i></p> <p>CAFR INSTRUCTIONS TO BE MAILED.</p>	<p><i>9</i></p>	<p><i>10</i></p>	<p><i>11</i></p>																																																								
<p><i>14</i></p> <p>HOLIDAY-COLUMBUS DAY</p>	<p><i>15</i></p>	<p><i>16</i></p>	<p><i>17</i></p>	<p><i>18</i></p>																																																								
<p><i>21</i></p>	<p><i>22</i></p>	<p><i>23</i></p>	<p><i>24</i></p>	<p><i>25</i></p> <p>CAFR JV's DUE IN COMPTROLLER'S OFFICE.</p>																																																								
<p><i>28</i></p>	<p><i>29</i></p>	<p><i>30</i></p>	<p><i>31</i></p>	<table border="1"> <thead> <tr> <th colspan="7">Nov 2013</th> </tr> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> </tr> </tbody> </table>	Nov 2013							M	T	W	T	F	S	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30								
Nov 2013																																																												
M	T	W	T	F	S	S																																																						
				1	2	3																																																						
4	5	6	7	8	9	10																																																						
11	12	13	14	15	16	17																																																						
18	19	20	21	22	23	24																																																						
25	26	27	28	29	30																																																							

November 2013

End of Fiscal Year

Monday		Tuesday		Wednesday		Thursday		Friday																																																																																																								
<table border="1"> <thead> <tr> <th colspan="7">Oct 2013</th> </tr> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> </tr> <tr> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Oct 2013							M	T	W	T	F	S	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<table border="1"> <thead> <tr> <th colspan="7">Dec 2013</th> </tr> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Dec 2013							M	T	W	T	F	S	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								1	
Oct 2013																																																																																																																
M	T	W	T	F	S	S																																																																																																										
	1	2	3	4	5	6																																																																																																										
7	8	9	10	11	12	13																																																																																																										
14	15	16	17	18	19	20																																																																																																										
21	22	23	24	25	26	27																																																																																																										
28	29	30	31																																																																																																													
Dec 2013																																																																																																																
M	T	W	T	F	S	S																																																																																																										
						1																																																																																																										
2	3	4	5	6	7	8																																																																																																										
9	10	11	12	13	14	15																																																																																																										
16	17	18	19	20	21	22																																																																																																										
23	24	25	26	27	28	29																																																																																																										
30	31																																																																																																															
4		5		6		7		8																																																																																																								
11 HOLIDAY-VETERAN'S DAY		12		13 ALL FY13 PV's NOT REFERENCING PO's DUE BY 3:30 PM. (AUTOMATED AND MANUAL).		14		15																																																																																																								
18		19		20 CANCELLATION OF FY13 EXPENSE WARRANTS DUE BY 4 PM. GREEN-SLIPPED PV's DUE BY NOON. JV CHANGES/CORRECTIONS FOR NON-AUDITOR PROPERTY DISPOSALS/CHANGES.		21		22																																																																																																								
25		26		27		28 HOLIDAY-THANKSGIVING		29 THIRTEENTH ACCOUNTING PERIOD CLOSES.																																																																																																								

December 2013

End of Fiscal Year

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																																		
2	3	4	5	6 UPDATE ASSET WORKS FOR PURCHASES RECEIVED THROUGH 9/30 OR THAT WERE PAID IN THE 13TH.																																																																																																		
9	10	11	12	13 BALANCE GCAS/GCAD EXCEPTION REPORT AND MAKE ALL CORRECTIONS/CHANGES.																																																																																																		
16	17	18	19	20																																																																																																		
23	24	25 HOLIDAY-CHRISTMAS	26	27																																																																																																		
30	31	<table border="1"> <thead> <tr> <th colspan="7">Nov 2013</th> </tr> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="7">Jan 2014</th> </tr> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> </tr> </tbody> </table>			Nov 2013							M	T	W	T	F	S	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		Jan 2014							M	T	W	T	F	S	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Nov 2013																																																																																																						
M	T	W	T	F	S	S																																																																																																
				1	2	3																																																																																																
4	5	6	7	8	9	10																																																																																																
11	12	13	14	15	16	17																																																																																																
18	19	20	21	22	23	24																																																																																																
25	26	27	28	29	30																																																																																																	
Jan 2014																																																																																																						
M	T	W	T	F	S	S																																																																																																
		1	2	3	4	5																																																																																																
6	7	8	9	10	11	12																																																																																																
13	14	15	16	17	18	19																																																																																																
20	21	22	23	24	25	26																																																																																																
27	28	29	30	31																																																																																																		

January 2014

End of Fiscal Year

Monday		Tuesday		Wednesday		Thursday		Friday																																																																																																										
<table border="1"> <thead> <tr> <th colspan="7">Dec 2013</th> </tr> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Dec 2013							M	T	W	T	F	S	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<table border="1"> <thead> <tr> <th colspan="7">Feb 2014</th> </tr> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td></td> <td></td> </tr> </tbody> </table>		Feb 2014							M	T	W	T	F	S	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			<p><i>1</i></p> <p>HOLIDAY-NEW YEAR'S DAY</p>		<p><i>2</i></p> <p>PROPERTY MANAGERS SUBMIT FY13 PURCHASES OF PERSONAL PROPERTY FOR FILE SENT TO STATE AUDITOR.</p>		<p><i>3</i></p>	
Dec 2013																																																																																																																		
M	T	W	T	F	S	S																																																																																																												
						1																																																																																																												
2	3	4	5	6	7	8																																																																																																												
9	10	11	12	13	14	15																																																																																																												
16	17	18	19	20	21	22																																																																																																												
23	24	25	26	27	28	29																																																																																																												
30	31																																																																																																																	
Feb 2014																																																																																																																		
M	T	W	T	F	S	S																																																																																																												
					1	2																																																																																																												
3	4	5	6	7	8	9																																																																																																												
10	11	12	13	14	15	16																																																																																																												
17	18	19	20	21	22	23																																																																																																												
24	25	26	27	28																																																																																																														
<i>6</i>		<i>7</i>		<i>8</i>		<i>9</i>		<i>10</i>																																																																																																										
<i>13</i>		<i>14</i>		<p><i>15</i></p> <p>AUDITED FINANCIAL STATEMENTS DUE TO THE COMPTROLLER'S OFFICE</p>		<i>16</i>		<i>17</i>																																																																																																										
<i>20</i>		<i>21</i>		<i>22</i>		<i>23</i>		<i>24</i>																																																																																																										
<i>27</i>		<i>28</i>		<i>29</i>		<i>30</i>		<i>31</i>																																																																																																										