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Office of the State Comptroller

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June 3, 2011

MEMORANDUM

TO: ALL CHIEF FISCAL OFFICERS

FROM: David A. Perry, Director of Finance
Thomas L. White, Jr., State Comptroller
Michael Jones, State Purchasing Director

SUBJECT: PROCEDURES FOR END OF FISCAL YEAR, SEPTEMBER 30, 2011 AND
BEGINNING OF FISCAL YEAR, OCTOBER 1, 2011

The procedures and deadlines have been established for closing the fiscal year ending September 30, 2011 and opening the new fiscal year beginning October 1, 2011. There is also a calendar for use as a quick reference. *The detailed information is available online at www.comptroller.state.al.us. 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 2011 will end on November 30, 2011.

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 28, 2011 until 7:00 am October 1, 2011.

Thank you for your cooperation during year-end closing.

2011 MAY 31 AM 2:15

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BUDGET

FY 11

AUGUST 26

All FY 11 Operations Plans revisions must be submitted to the Executive Budget Office for approval.

FY 12

JULY 29

All FY 12 Operations Plans are due in the Executive Budget Office.

SEPTEMBER 2

All FY 12 Operations Plans entered into the Central Accounting System (CAS).

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

CASH RECEIPTS

FY 11

SEPTEMBER 28

This is the last day the Treasurer's Office will accept deposits that will be processed as FY 11 transactions. All deposits on September 28 to be processed in FY 11 should be made between 8:00 a.m. and 10:00 a.m.

All bad checks that have been returned by September 28 should be redeemed from the Treasurer's Office by 10:00 a.m. on September 28 as indicated on pages 3-7 and 3-8 of the Fiscal Policy and Procedures Manual. Any questions regarding bad checks should be directed to Lillie Meeks of the Treasurer's Office at (334) 242-7520.

FY 12

All deposits made after 10:00 a.m. on September 28 will be processed as FY 12 transactions.

The certificate number for FY 12 cash receipts should begin with a "2". This includes cash receipts made after 10:00 a.m. on September 28.

No deposits should be coded as refunds of current year disbursements until there have been sufficient disbursements in FY 12.

PRIOR BUDGET YEAR TRANSACTIONS

A cash receipt modification may be used to correct a FY 11 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 11 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 11" in the accounting period while the second JV will reverse the first one and be coded with "11" 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 11" 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.)

All other modifications should be coded with “13 11” 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 11” 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.

All checks originally deposited in FY 11 that are returned after September 28 should be redeemed from the Treasurer’s Office as indicated on pages 3-8 and 3-9 of the Fiscal and Policy and Procedures Manual.

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

CROSSWALK/CHART OF ACCOUNTS ROLLOVER

FY 11

JUNE 1 - 17 CROSSWALK

Review the FY 11 crosswalk tables for your agency. Any additions or changes must be completed by 5:00 p.m., June 17. 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 20 CHART OF ACCOUNTS

FY 12 records created by replicating FY 11 tables (fund, agency, orgn, activity, object, sub-object, revenue source, balance sheet).

JUNE 20

FY 12 crosswalk tables and chart of accounts will be available for inquiries, changes, additions, and inactivations. **Any additions or changes made to the FY 11 tables after the rollover must also be made to the FY 12 tables.**

Note: SNAP will not accept any FY 12 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 12 REQUISITIONS.**

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

FINANCIAL STATEMENTS FOR 2011

OCTOBER 11

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 28

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

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

JOURNAL VOUCHER - CORRECTIONS

FY 11

SEPTEMBER 14

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 12

FY 12 journal vouchers should begin with a "2" 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 11

SEPTEMBER 12 (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 16 (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 2011 fiscal year expenditures and should consist only of expenditures incurred, but not paid by September 30, 2011, such as travel and utilities.

NOTE: Sufficient cash must be available for all capital outlay appropriations (050) and FY 11 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.

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

“1” X X X X X X X X "E"
Agcy Department
Code Discretion

It must begin with “1”, 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 19

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 11 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 11 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 11. 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 11 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 10

AUGUST 15

All payment vouchers referencing FY 10 purchase orders/contracts must be placed in **separate batches** from all other payment vouchers. The batch listing must be clearly labeled "10" in red letters.

AUGUST 26

All payment vouchers referencing FY 10 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.

FY 11

SEPTEMBER 9 (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 16

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.

FY 12

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 9/30/11**, the **ACCOUNTING PERIOD** on the payment voucher should be coded "13 11", 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 12 PAYMENT VOUCHERS CONTINUED

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 9/30/11 and are received on or after 10/1/11, leave the date and accounting period blank on the payment voucher, and code "11" 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 "12" for the budget fiscal year.

DATES ON MATERIAL RECEIPTS

The date items were received must be present on the material receipt form. This will assist in the audit.

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 11 purchase order will be charged against the FY 11 budget; a payment voucher referencing an FY 12 purchase order will be charged against the FY 12 budget. Expenditures must be paid from the proper fiscal year and multiple fiscal years cannot be processed on the same document.

Phone Authorizations - If the authorization was obtained prior to 10/1/11, but the goods or services were ordered and received after 9/30/10, the Budget FY on the voucher should be "11". If the goods or services were ordered and received prior to 9/30/11, then "13 11" should be placed in the accounting period and "11" 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".

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 334-242-4857
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 11 PO	Before 10/1/11	Blank	13 11	FY 11
FY 11 PO	After 9/30/11	Blank	Blank	FY 11
FY 11 PO w/overruns, shipping charges, etc	Before 10/1/11	Blank	13 11	FY 11
FY 11 PO w/overruns, shipping charges, etc	After 9/30/11	Blank	Blank	FY 11
Phone Authorization before 10/1/11	Before 10/1/11	Blank	13 11	FY 11
Phone Authorization before 10/1/11	After 9/30/11	Blank	Blank	FY 11
<\$500 and Gov. Entities	Before 10/1/11	Blank	13 11	FY 11
<\$500 and Gov. Entities	After 9/30/11	Blank	Blank	FY 11

NOTE: In order for a)goods/services under \$500 or b)purchases from other governmental entities to be paid from FY 11 appropriation, sufficient evidence must be present to document that the goods/services were ordered on or before 9/30/11.

CURRENT BUDGET YEAR TRANSACTIONS

FY 12 PO	After 9/30/11	Blank	Blank	FY 12
Phone Authorization after 10/1/11	After 9/30/11	Blank	Blank	FY 12
<\$500 and Gov. Entities	After 9/30/11	Blank	Blank	FY 12

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 09 Cap Outlay	Before 9/30/11	Blank	13 11	FY 09
FY 09 Cap Outlay	After 9/30/11	Blank	Blank	FY 09
FY 10 Cap Outlay	Before 9/30/11	Blank	13 11	FY 10
FY 10 Cap Outlay	After 9/30/11	Blank	Blank	FY 10
FY 11 Cap Outlay	Before 9/30/11	Blank	13 11	FY 11
FY 11 Cap Outlay	After 9/30/11	Blank	Blank	FY 11

THIRTEENTH ACCOUNTING PERIOD

The thirteenth accounting period for 2011 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 11" will be rejected. Documents carrying a blank date or accounting period and a budget fiscal year of "11" 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 9/30/11 paid against a FY 11 purchase order will continue to be paid against FY 11 encumbrances by referencing the purchase order and by placing the appropriate budget fiscal year in the voucher header. Payments against a FY 11 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 3

All FY 11 payment vouchers not referencing purchase orders (accounts payable) must be placed in separate batches and be clearly labeled "11" in red letters.

NOVEMBER 16 (Automated and Manual Agencies)

All FY 11 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 23

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

NOVEMBER 30

Thirteenth accounting period closes. JVs for correction of material errors will be accepted through early January 2012.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER
ACCOUNTS PAYABLE SECTION
334-242-7061, 334-242-7071, or 334-242-4857
MANUAL USERS 334-353-4108

PAYROLL

FY 11

SEPTEMBER 13

The GHRs 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 11.

SEPTEMBER 20

The GHRs gross-to-net cycle for the SEMI-MONTHLY CURRENT pay period ending September 30 will be processed. These payrolls will be charged to FY 11.

SEPTEMBER 21

The final GHRs gross-to-net cycle for SUPPLEMENTAL pay to be paid in FY 11 will be processed.

SEPTEMBER 22

All GHRs salary warrants to be cancelled in FY 11 must be submitted to GHRs by 12:00 noon.

FY 12

SEPTEMBER 27

The GHRs 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 12.

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

PROFESSIONAL SERVICES CONTRACTS

FY 11

SEPTEMBER 12

All FY 11 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 11. These contracts/amendments must then be entered into the Central Accounting System (CAS) during the 13th accounting period.

FY 12

OCTOBER 3

New contracts for FY 12 should not be keyed into the system or submitted to our office prior to this date.

The rollover process for FY 11 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 3rd in order to record quarterly amounts and any changes to the accounting distributions for your new FY 12 rollover contracts.

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

PURCHASING

REQUISITIONS

FY 11

JULY 18

State Purchasing will not accept or process requisitions (PR2s) in excess of \$7,500 that must be competitively bid after this date.

AUGUST 15

State Purchasing will not accept or process requisitions, including release orders, after this date.

AUGUST 19

State Purchasing will send final FY 11 requisitions to accounting systems. This will be the last day to create FY 11 Purchase Orders (except Capital Outlay) in SNAP.

SEPTEMBER 1

All FY 11 RQs (except Capital Outlay) must be converted to purchase orders in all systems. Automated 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 2 will be returned to the department. The department may resubmit these after October 1 to be processed against the new fiscal year (FY 12) budget.

SEPTEMBER 2

FY 11 RQs, except for appropriation 050 - capital outlay, will be closed.

FY 12

JUNE 20

Agencies can begin FY 12 requisitions if all XWLK changes have been made. It is essential that the FY 12 account codes be used on the FY 12 requisitions.

PURCHASE ORDERS

FY 10

SEPTEMBER 2

All outstanding FY 10 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 11

SEPTEMBER 1

State Purchasing will not process any FY 11 purchase order modifications (POCs) during the period of September 1 - September 30.

FOR ASSISTANCE, CALL: TERRI COLE, STATE PURCHASING
334-242-4650

REPORTS
END OF FISCAL YEAR 2011

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 2010-2011 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 2011" 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 2010 Fiscal Year

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

WARRANT CANCELLATION / DUPLICATE WARRANT

SEPTEMBER 15

All warrants, except salary warrants, to be cancelled in FY 11 must be received by the Comptroller's Office, RSA Union Building, Room 268 by 5:00 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

SEPTEMBER 23

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 334-242-7055

SEPTEMBER 22

All GHRs Salary warrants to be cancelled for FY 11 must be submitted to GHRs (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
GHRs SECTION, HOTLINE 334-242-2188

NOVEMBER 23

Expense warrants issued in FY 11 (October 1, 2010-September 30, 2011) and requiring cancellation, must be received by the Comptroller's Office, RSA Union Building, Room 268 by 5:00 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

CAPITAL ASSETS – REAL AND PERSONAL PROPERTY

Personal Property

DECEMBER 9

Departmental Accountants – Verify that Personal Property Managers have updated the State Auditor's program Protege for purchases received through 09/30/2011 and paid for from the 13th accounting period.

JANUARY 3

Departmental Accountants – Verify that Personal Property Managers are including all FY11 purchases of personal property in the file sent to the State Auditor for January 10 import.

Real Property

NOVEMBER 18

All real property purchased for FY11 was captured on GCAS and GCAD tables through the payment vouchers submitted to the Central Accounting System (CAS). The disposal date of any real 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 18 in order to be processed by November 30.

DECEMBER 9

CAS Exception Reports and end of month reports furnished for GCAS and GCAD should be balanced as soon as received around December 1st or 2nd and any corrections or changes made immediately to GCAS no later than December 9.

FOR ASSISTANCE CALL: OFFICE OF THE STATE COMPTROLLER
FINANCIAL REPORTING SECTION
334-353-3722

June 2011

End of Fiscal Year

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																																									
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<p><i>20</i></p> <p>BEGIN FY 12 REQUISITIONS, USE FY12 ACCOUNT CODES.</p> <p>FY12 CROSSWALK/CHART OF ACCOUNTS TABLES AVAILABLE IN CAS</p>	<p><i>21</i></p>	<p><i>22</i></p>	<p><i>23</i></p>	<p><i>24</i></p>																																																																																																									
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<p>5</p> <p>HOLIDAY-LABOR DAY</p>		<p>6</p>		<p>7</p>		<p>8</p>		<p>9</p> <p>PV's FOR AUTOMATED AND MANUAL AGENCIES DUE BY 3:30 PM.</p>																																																																																																									
<p>12</p> <p>FY11 PROFESSIONAL SERVICE CONTRACTS DUE.</p> <p>YEAR-END ACCOUNTS PAYABLE JVs DUE (MANUAL USERS).</p>		<p>13</p> <p>GHRG GROSS-TO-NET SEMI-MONTHLY ARREARS FOR PAY PERIOD ENDING 8/31 PROCESSED (ALL ENTRIES DUE BY 2:45).</p>		<p>14</p> <p>ALL CORRECTION JV'S DUE.</p>		<p>15</p> <p>WARRANTS TO BE CANCELLED EXCEPT SALARY DUE BY 5 PM.</p>		<p>16</p> <p>GREEN-SLIPPED PV's DUE BY NOON.</p> <p>YEAR-END ACCOUNTS PAYABLE JVs FOR AUTOMATED USERS DUE.</p>																																																																																																									
<p>19</p>		<p>20</p> <p>GHRG GROSS-TO-NET SEMI-MONTHLY CURRENT FOR PAY PERIOD ENDING 9/30 PROCESSED.</p>		<p>21</p> <p>FINAL GHRG GROSS-TO-NET CYCLE FOR SUPPLEMENTAL FY11 PROCESSED.</p>		<p>22</p> <p>GHRG SALARY WARRANTS TO BE CANCELLED FOR FY11 DUE BY NOON.</p>		<p>23</p> <p>FINAL DUPLICATE WARRANTS TO BE PROCESSED DURING CURRENT YEAR.</p>																																																																																																									
<p>26</p>		<p>27</p> <p>GHRG GROSS-TO-NET SEMI-MONTHLY ARREARS FOR PAY PERIOD ENDING 9/15 PROCESSED (ALL ENTRIES DUE BY 2:45).</p>		<p>28</p> <p>CAS UNAVAILABLE AFTER 5 PM UNTIL 10/1.</p> <p>DEPOSITS BY 10 AM PROCESSED AS FY11 & AFTER 10 AM FY12.</p>		<p>29</p>		<p>30</p> <p>AFNS UNAVAILABLE AFTER 1 PM UNTIL 10/1.</p>																																																																																																									

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<p>3</p> <p>ALL FY11 PV's NOT REFERENCING PO's MUST BE PLACED IN SEPARATE BATCHES.</p> <p>BEGIN SUBMITTING NEW FY12 CONTRACTS TO COMPTROLLER'S OFFICE.</p> <p>QUARTERLY AMOUNTS CAN BE MADE ON CM's TO FY12 MULTI-YEAR CONTRACTS ROLLED OVER FROM FY11.</p>	<p>4</p>	<p>5</p>	<p>6</p>	<p>7</p>																																																																																																		
<p>10</p> <p>HOLIDAY-COLUMBUS DAY</p>	<p>11</p> <p>CAFR INSTRUCTIONS TO BE MAILED.</p>	<p>12</p>	<p>13</p>	<p>14</p>																																																																																																		
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<i>14</i>	<i>15</i>	<i>16</i> ALL FY11 PV's NOT REFERENCING PO's DUE BY 3:30 PM. (AUTOMATED AND MANUAL).	<i>17</i>	<i>18</i> JV CHANGES/CORRECTIONS FOR REAL PROPERTY DISPOSALS/CHANGES.																																																																																																															
<i>21</i>	<i>22</i>	<i>23</i> CANCELLATION OF FY11 EXPENSE WARRANTS DUE BY 5 PM. GREEN-SLIPPED PV's DUE BY NOON.	<i>24</i> HOLIDAY-THANKSGIVING	<i>25</i>																																																																																																															
<i>28</i>	<i>29</i>	<i>30</i> THIRTEENTH ACCOUNTING PERIOD CLOSSES.	<table border="1"> <thead> <tr> <th colspan="7">Oct 2011</th> <th colspan="7">Dec 2011</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> </tr> <tr> <td>31</td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>		Oct 2011							Dec 2011							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	31													
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January 2012

End of Fiscal Year

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