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State Comptroller

June 4, 2003

MEMORANDUM

TO: ALL CHIEF FISCAL OFFICERS

FROM: Finance Department
Bill Newton, Assistant Finance Director
Robert L. Childree, State Comptroller
Isaac Kervin, State Purchasing Director

SUBJECT: PROCEDURES FOR END OF FISCAL YEAR, SEPTEMBER 30, 2003 AND
BEGINNING OF FISCAL YEAR, OCTOBER 1, 2003

The following procedures and deadlines have been established for closing the fiscal year ending September 30, 2003 and opening the new fiscal year beginning October 1, 2003. Also included in this packet is a calendar for use as a quick reference. 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 2003 WILL END ON NOVEMBER 30, 2003.**

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 12:00 noon on September 29, 2003 until October 1, 2003.

Thank you for your cooperation during year-end closing.

RLC/jb
Attachment

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BUDGET

FY 03

SEPTEMBER 5

All FY 03 Operations Plans revisions must be submitted to the Executive Budget Office for approval.

FY 04

THE EXECUTIVE BUDGET OFFICE WILL NOTIFY ALL STATE AGENCIES OF THE PROCEDURES TO BE FOLLOWED FOR THE SUBMISSION OF FY 04 OPERATIONS PLANS IN SEPARATE CORRESPONDENCE AT A LATER DATE.

FOR ASSISTANCE, CALL: EXECUTIVE BUDGET OFFICE
242-7230

CASH RECEIPTS

FY 03

SEPTEMBER 29

This is the last day the Treasurer's Office will accept deposits that will be processed as FY 03 transactions. All deposits on September 29 to be processed in FY 03 should be made between 8:00 a.m. and 10:00 a.m.

All bad checks that have been returned by September 29 should be redeemed from the Treasurer's Office by 10:00 a.m. on September 29. Any questions regarding bad checks should be directed to Helen Mitchell of the Treasurer's Office at (334) 242-7520.

FY 04

All deposits made after 10:00 a.m. on September 29 will be processed as FY 04 transactions.

The certificate number for FY 04 cash receipts should begin with a "4". This includes cash receipts made after 10:00 a.m. on September 29.

No deposits should be coded as refunds of current year disbursements until there have been sufficient disbursements in FY 04.

PRIOR BUDGET YEAR TRANSACTIONS

A cash receipt modification may be used to correct a FY 03 deposit while the thirteenth accounting period is open. Modifications to reclassify deposits from one fund to another fund should be coded to the FY 03 budget. The accounting period should be left blank. All other modifications should be coded with "13 03" in the accounting period. The budget FY should be left blank.

Refunds of prior year expenditures may be deposited as refunds against disbursements while the thirteenth accounting period is open. The receipt should be coded to the FY 03 budget. The accounting period 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 03 that are returned after September 29 should be redeemed from the Treasurer's Office as indicated on page 3-10 of the Fiscal Policy and Procedures Manual.

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

CROSSWALK/CHART OF ACCOUNTS ROLLOVER

FY 03

JUNE 3 - 27 CROSSWALK

Review the FY 03 crosswalk tables for your agency. Any additions or changes must be completed by 5:00 p.m., June 27. 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 28 CHART OF ACCOUNTS

FY 04 records created by replicating FY 03 tables (fund, agency, orgn, activity, object, sub-object, revenue source, balance sheet).

JUNE 30

FY 04 crosswalk tables and chart of accounts will be available for inquiries, changes, additions, and inactivations. **Any additions or changes made to the FY 03 tables after the rollover must also be made to the FY 04 tables.**

Note: SNAP will not accept any FY 04 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 04 REQUISITIONS.**

FOR ASSISTANCE CALL: OFFICE OF THE STATE COMPTROLLER
AFNS HOTLINE
242-2686

FINANCIAL STATEMENTS FOR 2003

OCTOBER 2

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 entries.

OCTOBER 24

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
242-2192

JOURNAL VOUCHER - CORRECTIONS

FY 03

SEPTEMBER 22

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 04

FY 04 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
242-4225

JOURNAL VOUCHER – ACCOUNTS PAYABLE

FY 03

SEPTEMBER 18 (Manual Users)

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

SEPTEMBER 22 (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 2003 fiscal year expenditures and should consist only of expenditures incurred, but not paid by September 30, 2003, such as travel and utilities. Capital outlay funds already appropriated under appropriation unit 050 and all FY 03 Snap POs and encumbered professional services contracts should NOT be included on the year-end accounts payable journal vouchers. The Comptroller's Office will insure that sufficient cash and budget authority are available for these items in addition to the year-end accounts payable journal vouchers.

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

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:

"3" 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.**

Once these accounts payable journal vouchers are updated and cash is reserved for Snap/Professional Services Contract POs and cash is reserved for Capitol Outlay (appropriation unit 050) in the Central Accounting System (CAS), any remaining unexpended/unencumbered authority will be reduced to zero for FY 03. 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 Capitol Outlay) will be reversed in order to restore the cash and FY 03 budget authority for spending during the thirteenth accounting period.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER,
FISCAL MANAGEMENT SECTION
242-7064 or 242-4225

PAYMENT VOUCHERS

FY 02

AUGUST 22

All payment vouchers referencing FY 02 purchase orders/contracts must be placed in **separate batches** from all other payment vouchers. The batch listing must be clearly labeled "02" in red letters.

SEPTEMBER 4

All payment vouchers referencing FY 02 purchase orders/contracts complete with supporting documentation must be received in the Comptroller's Office by 5:00 p.m. Automated users must insure that this data is passed to the Central Accounting System (CAS) by this date.

FY 03

SEPTEMBER 15 (Automated Users)

Payment vouchers and supporting documentation for departments with automated systems (AFNS and Non-AFNS) must be received by the Comptroller's Office by 5:00 p.m.

SEPTEMBER 15 (Manual Users)

Payment vouchers and supporting documentation for Manual Users must be received no later than 5:00 p.m. in the Section of Accounting Support of the State Comptroller's Office (Room 274, RSA Union Building).

SEPTEMBER 22

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 04

DATES ON PAYMENT VOUCHERS

During the 13th accounting period, if goods or services are received (the expenditure has actually been incurred) on or before 9/30/03, the ACCOUNTING PERIOD on the payment voucher should be coded "13 03", whether you are making a direct payment (for example, utilities) or referencing a purchase order. This applies to all vouchers, without exception.

FY 04 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 received on or after 10/1/03, leave the date and accounting period blank on the payment voucher, and code "03" 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 "04" for the budget fiscal year.

NOTE: NON-AFNS AGENCIES - Must insure that the appropriate budget fiscal year is passed in the Voucher Header Record on all transactions.

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 03 purchase order will be charged against the FY 03 budget; a payment voucher referencing a FY 04 purchase order will be charged against the FY 04 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 10/1/03, but the goods or services were received after 9/30/03, the Budget FY on the voucher should be "03". If the goods or services were received prior to 9/30/03, then "13 03" should be placed in the accounting period and "03" in the Budget FY.

Capital Outlay - Always code the correct budget year in the Budget FY field, whether "95", "96", "97", "98", "99", "00", "01", "02", "03".

See the chart on pages 10 & 11 showing how to apply these rules in all situations.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER
ACCOUNTS PAYABLE SECTION
242-7057, 242-7058, 242-7061, or 242-7071
MANUAL USERS 242-7071

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

P A Y M E N T V O U C H E R D A T I N G I N S T R U C T I O N S

<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 03 PO	Before 10/1/03	Blank	13 03	FY 03
FY 03 PO	After 9/30/03	Blank	Blank	FY 03
FY 03 PO w/overruns, shipping charges, etc	Before 10/1/03	Blank	13 03	FY 03
FY 03 PO w/overruns, shipping charges, etc	After 9/30/03	Blank	Blank	FY 03
Phone Authorization before 10/1/03	Before 10/1/03	Blank	13 03	FY 03
Phone Authorization before 10/1/03	After 9/30/03	Blank	Blank	FY 03
No Prior Authorization	Before 10/1/03	Blank	13 03	FY 03

NOTE: In order for goods/services under \$500 or purchases from other governmental entities to be paid from FY 03 appropriation, sufficient evidence must be present to document that the goods/services were ordered on or before 9/30/03.

CURRENT BUDGET YEAR TRANSACTIONS

FY 04 PO	After 9/30/03	Blank	Blank	FY 04
Phone Authorization after 10/1/03	After 9/30/03	Blank	Blank	FY 04
No Prior Authorization	After 9/30/03	Blank	Blank	FY 04

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 01 Cap Outlay	Before 9/30/03	Blank	13 03	FY 01
FY 01 Cap Outlay	After 9/30/03	Blank	Blank	FY 01
FY 02 Cap Outlay	Before 9/30/03	Blank	13 03	FY 02
FY 02 Cap Outlay	After 9/30/03	Blank	Blank	FY 02
FY 03 Cap Outlay	After 9/30/03	Blank	Blank	FY 03

PAYROLL

FY 03

SEPTEMBER 16

The GHRG gross-to-net cycle for the BI-WEEKLY pay period ending September 5 will be processed. All entries must be made by 12:00 noon. These payrolls will be charged to FY 03.

SEPTEMBER 22

The GHRG gross-to-net cycle for the MONTHLY AND SEMI-MONTHLY pay period ending September 30 will be processed. These payrolls will be charged to FY 03.

SEPTEMBER 23

The final GHRG gross-to-net cycle for SUPPLEMENTAL pay to be paid in FY 03 will be processed.

SEPTEMBER 23

All GHRG salary warrants to be cancelled in the FY 03 must be submitted to GHRG by 12:00 noon.

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

PROFESSIONAL SERVICES CONTRACTS

FY 03

SEPTEMBER 17

All FY 03 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 03. These contracts/amendments must then be entered into the Central Accounting System (CAS) during the 13th accounting period.

FY 04

OCTOBER 1

New contracts for FY 04 should not be keyed into the system or submitted to our office prior to this date.

The rollover process for FY 03 contracts affecting multiple fiscal years will be completed on this date. It will be necessary for each agency to complete CM transactions in the Central Accounting System (CAS) after October 1 in order to record quarterly amounts and any changes to the accounting distributions for your new FY 04 rollover contracts.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER
FISCAL MANAGEMENT SECTION
242-7064 or 242-4225

PURCHASING

REQUISITIONS

FY 03

JULY 14

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

JULY 28

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

AUGUST 15

State Purchasing will send final FY 03 requisitions to accounting systems. This will be the last day to create FY 03 Purchase Orders (except Capital Outlay) in SNAP.

SEPTEMBER 8

All FY 03 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 12 will be returned to the department. The department may resubmit these after October 1 to be processed against the new fiscal year (FY 04) budget.

SEPTEMBER 12

FY 03 RQs, except for appropriation 050 - capital outlay, will be closed.

FY 04

JUNE 30

Agencies can begin FY 04 requisitions if all XWLK changes have been made. It is essential that the FY 04 account codes be used on the FY 04 requisitions.

PURCHASE ORDERS

FY 02

SEPTEMBER 12

All outstanding FY 02 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 03

SEPTEMBER 2

State Purchasing will not process any FY 03 purchase order modifications (POCs) during the period of September 1 - September 30.

FOR ASSISTANCE, CALL: KATHY MOORE, STATE PURCHASING
242-7040

REPORTS
END OF FISCAL YEAR 2003

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 2002-2003 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 2003" 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 at the close of the thirteenth accounting period.

END OF FISCAL YEAR REPORTS

- P441 EOY Budget Management Report
- A103 Detail Listing of Obligations vs Budget
- A501 Agency Obligations vs Expense Budget,
Appropriations, and Allotments
- P421 Operations Plans for 2004 Fiscal Year

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

THIRTEENTH ACCOUNTING PERIOD

The thirteenth accounting period for 2003 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 03" will be rejected. Documents carrying a blank date or accounting period and a budget fiscal year of "03" 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 9/30/03 paid against a FY 03 purchase order will continue to be paid against FY 03 encumbrances by referencing the purchase order and by placing the appropriate budget fiscal year in the voucher header. Payments against a FY 03 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 03 payment vouchers not referencing purchase orders (accounts payable) must be placed in separate batches and be clearly labeled "03" in red letters.

NOVEMBER 20 (Automated Users)

All FY 03 payment vouchers not referencing purchase orders (accounts payable) and their supporting documentation must be received by the Comptroller's Office by 3:00 p.m. Automated users must insure this data is passed to the Central Accounting System (CAS) by this date.

NOVEMBER 20 (Manual Users):

All FY 03 payment vouchers not referencing purchase orders (accounts payable) and their supporting documentation must be received by the Section of Accounting Support by 3:00 p.m.

NOVEMBER 30

Thirteenth accounting period closes.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER
ACCOUNTS PAYABLE SECTION
242-7057, 242-7058 OR 242-7061
MANUAL USERS 242-7075

WARRANT CANCELLATION / DUPLICATE WARRANT

SEPTEMBER 19

All warrants, except salary warrants, to be cancelled in FY 03 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. **Any warrants (except expense warrants) not received by this deadline must be certified into the State Treasury on or after October 1.**

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 242-7078

SEPTEMBER 22

All 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 242-7056

SEPTEMBER 23

All GHRs Salary warrants to be cancelled for FY 03 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 after October 1.**

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

NOVEMBER 24

Expense warrants issued in FY 03 (October 1, 2002-September 30, 2003) 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 242-7078