



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](http://www.comptroller.alabama.gov)

Robert Bentley  
Governor

Bill Newton  
Acting Director of Finance

Thomas L. White, Jr., CPA  
State Comptroller

Janice A. Hamm, CPA  
Deputy State Comptroller

June 4, 2014

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, 2014 AND  
BEGINNING OF FISCAL YEAR, OCTOBER 1, 2014

The procedures and deadlines have been established for closing the fiscal year ending September 30, 2014 and opening the new fiscal year beginning October 1, 2014. There is also a calendar for use as a quick reference. *The detailed information is available online at [www.comptroller.alabama.gov](http://www.comptroller.alabama.gov). If your agency does not have access to the internet, please contact Rachel Chou at (334) 353-1611 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 2014 will end on November 26, 2014.

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, 2014 until 7:00 am October 1, 2014.

Thank you for your cooperation during year-end closing.

## BUDGET

### **FY 14**

AUGUST 22

All FY 14 Operations Plans revisions must be submitted to the Executive Budget Office for approval.

### **FY 15**

JULY 25

All FY 15 Operations Plans are due in the Executive Budget Office.

SEPTEMBER 5

All FY 15 Operations Plans entered into the Central Accounting System (CAS).

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

## CASH RECEIPTS

### **FY 14**

#### SEPTEMBER 26

This is the last day the Treasurer's Office will accept deposits that will be processed as FY 14 transactions. All deposits on September 26 to be processed in FY 14 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 15**

All deposits made after 10:00 a.m. on September 26 will be processed as FY 15 transactions.

The certificate number for FY 15 cash receipts should begin with a "5". 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 15.

#### PRIOR BUDGET YEAR TRANSACTIONS

A cash receipt modification may be used to correct a FY 14 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 14 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 14" in the accounting period while the second JV will reverse the first one and be coded with "14" 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 14" 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 accounting

## CASH RECEIPTS (CONTINUED)

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 14" 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 14" 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 14 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 14**

#### **JUNE 1 - 20 CROSSWALK**

Review the FY 14 crosswalk tables for your agency. Any additions or changes must be completed by 5:00 p.m., June 20. 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 23 CHART OF ACCOUNTS**

FY 15 records created by replicating FY 14 tables (fund, agency, orgn, activity, object, sub-object, revenue source, balance sheet).

#### **JUNE 23**

FY 15 crosswalk tables and chart of accounts will be available for inquiries, changes, additions, and inactivations. **Any additions or changes made to the FY 14 tables after the rollover must also be made to the FY 15 tables.**

Note: SNAP will not accept any FY 15 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 15 REQUISITIONS.**

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

## FINANCIAL STATEMENTS FOR 2014

### OCTOBER 7

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 24

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

### JANUARY 15

January 15<sup>th</sup> is the deadline for audited financial statements.

**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  
334-353-1611 or 334-242-2275

JOURNAL VOUCHER - CORRECTIONS

**FY 14**

SEPTEMBER 10

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 15**

FY 15 journal vouchers should begin with a "5" 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 14**

#### SEPTEMBER 8 (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 12 (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 ensure that sufficient cash and budget authority are available at year-end for remaining 2014 fiscal year expenditures and should consist only of expenditures incurred, but not paid by September 30, 2014, 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 14 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:

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

It must begin with “4”, 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 ensure that sufficient cash and budget authority are available for multi-year funds already appropriated under appropriation unit 050 and for all FY 14 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 14 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 14. 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 14 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 13**

#### AUGUST 11

All payment vouchers referencing FY 13 purchase orders/contracts must be placed in **separate batches** from all other payment vouchers. The batch listing must be clearly labeled "13" in red letters. Place batches in the "SPECIAL" basket in Room 270.

#### AUGUST 22

All payment vouchers referencing FY 13 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 14**

#### SEPTEMBER 4

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

#### SEPTEMBER 5 (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 1<sup>st</sup> paycheck must be submitted to the Comptroller's Office by 3:30 PM.

All FY14 travel payment vouchers not processed by September 11<sup>th</sup> will not be processed until after October 1<sup>st</sup> and will need to be processed during the 13<sup>th</sup> accounting period.

#### SEPTEMBER 12

All green slipped vouchers must be returned by **NOON** on this date to ensure 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 9/30/14, the ACCOUNTING PERIOD on the payment voucher should be coded "13 14", 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 15**

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 9/30/14 and are received on or after 10/1/14, leave the date and accounting period blank on the payment voucher, and code "14" 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 "15" 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 14 purchase order will be charged against the FY 14 budget; a payment voucher referencing an FY 15 purchase order will be charged against the FY 15 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 10/1/14, but the goods or services were ordered and received after 9/30/14, the Budget FY on the voucher should be "14". If the goods or services were ordered and received prior to 9/30/14, then "13 14" should be placed in the accounting period and "14" 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", "14".

See the chart on pages 12 & 13 showing how to apply these rules in all situations.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER  
ACCOUNTS PAYABLE SECTION  
334-242-7071 or 334-242-7057  
MANUAL USERS 334-353-5418

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 14 PO	Before 10/1/14	Blank	13 14	FY 14
FY 14 PO	After 9/30/14	Blank	Blank	FY 14
FY 14 PO w/overruns, shipping charges, etc	Before 10/1/14	Blank	13 14	FY 14
FY 14 PO w/overruns, shipping charges, etc	After 9/30/14	Blank	Blank	FY 14
Phone Authorization before 10/1/14	Before 10/1/14	Blank	13 14	FY 14
Phone Authorization before 10/1/13	After 9/30/14	Blank	Blank	FY 14
<\$500 and Gov. Entities	Before 10/1/14	Blank	13 14	FY 14
<\$500 and Gov. Entities	After 9/30/14	Blank	Blank	FY 14

**NOTE:** In order for a)goods/services under \$500 or b)purchases from other governmental entities to be paid from FY 14 appropriation, sufficient evidence must be present to document that the goods/services were ordered on or before 9/30/14.

CURRENT BUDGET YEAR TRANSACTIONS

FY 15 PO	After 9/30/14	Blank	Blank	FY 15
Phone Authorization after 10/1/14	After 9/30/14	Blank	Blank	FY 15
<\$500 and Gov. Entities	After 9/30/14	Blank	Blank	FY 15

**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 9/30/14	Blank	13 14	FY 11
FY 11 Cap Outlay	After 9/30/14	Blank	Blank	FY 11
FY 12 Cap Outlay	Before 9/30/14	Blank	13 14	FY 12
FY 12 Cap Outlay	After 9/30/14	Blank	Blank	FY 12
FY 13 Cap Outlay	Before 9/30/14	Blank	13 14	FY 13
FY 13 Cap Outlay	After 9/30/14	Blank	Blank	FY 13
FY 14 Cap Outlay	Before 9/30/14	Blank	13 14	FY 14
FY 14 Cap Outlay	After 9/30/14	Blank	Blank	FY 14

## THIRTEENTH ACCOUNTING PERIOD

The thirteenth accounting period for 2014 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 26, all documents with an accounting period of "13 14" will be rejected. Documents carrying a blank date or accounting period and a budget fiscal year of "14" 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 9/30/14 paid against a FY 14 purchase order will continue to be paid against FY 14 encumbrances by referencing the purchase order and by placing the appropriate budget fiscal year in the voucher header. Payments against a FY 14 purchase order can have overruns during the 13<sup>th</sup> accounting period only.

**NOTE: Any goods or services not on purchase orders received prior to October 1 must be paid for by November 26.**

### OCTOBER 1

All FY 14 payment vouchers not referencing purchase orders (accounts payable) must be placed in separate batches and be clearly labeled "14" in red letters.

### NOVEMBER 12 (Automated and Manual Agencies)

All FY 14 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 19

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  
334-242-7071 or 334-242-7057  
MANUAL USERS 334-353-5418

## PAYROLL

### **FY 14**

#### **SEPTEMBER 11**

The GHRG 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 14.

#### **SEPTEMBER 18**

The GHRG gross-to-net cycle for the SEMI-MONTHLY CURRENT pay period ending September 30 will be processed. These payrolls will be charged to FY 14.

#### **SEPTEMBER 19**

The final GHRG gross-to-net cycle for SUPPLEMENTAL pay to be paid in FY 14 will be processed.

#### **SEPTEMBER 19**

All GHRG salary warrants to be cancelled in FY 14 must be submitted to GHRG by 12:00 noon.

### **FY 15**

#### **SEPTEMBER 25**

The GHRG 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 15.

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

## PROFESSIONAL SERVICES CONTRACTS

### **FY 14**

#### **AUGUST 27**

All FY13 contracts currently set up on the contract sub-system (OCTH table) that are multi-year and rolled to FY14 must be reviewed. The system will purge all the C3 contracts (FY13) out of the system, with the exception of active, capital outlay appropriation (050) contracts. You must "roll forward" unused amounts from the C3 (FY13) contract record (OCTH/OCTL) into the C4 (FY14) contract record (OCTH) by August 27th. 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 C3 contracts are purged. A CA transaction must be processed for this to be accomplished.

#### **SEPTEMBER 8**

All FY 14 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 14. These contracts/amendments must then be entered into the Central Accounting System (CAS) during the 13th accounting period.

### **FY 15**

#### **OCTOBER 1**

New contracts for FY 15 should not be keyed into the system or submitted to our office prior to this date.

The rollover process for FY 14 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 15 rollover contracts.

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

## PURCHASING

### PRIORITY AUTHORIZATION'S

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

### REQUISITIONS

#### **FY 14**

JUNE 20

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 1

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 8

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

AUGUST 14

State Purchasing will set final FY 14 requisitions to award. This will be the last day to create FY 14 Purchase Orders (except Capital Outlay) in SNAP.

SEPTEMBER 5

All FY 14 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 5 will be returned to the department. The department may resubmit these after October 1 to be processed against the new fiscal year (FY 15) budget.

#### **FY 15**

JUNE 23

Agencies can begin FY 15 requisitions if all XWLK changes have been made. It is essential that the FY 15 account codes be used on the FY 15 requisitions.

## PURCHASE ORDERS

### **FY 13**

#### SEPTEMBER 5

All outstanding FY 13 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 14**

#### SEPTEMBER 2

State Purchasing will not process any FY 14 purchase order modifications (POCs) during the period of September 2 - September 30.

FOR ASSISTANCE, EMAIL: TERRI COLE, STATE PURCHASING  
[Terri.cole@purchasing.alabama.gov](mailto:Terri.cole@purchasing.alabama.gov)

REPORTS  
END OF FISCAL YEAR 2014

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 2013-2014 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 2014" 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 2014 Fiscal Year

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER  
FINANCIAL REPORTING SECTION  
334-353-1611 or 334-242-2275

WARRANT CANCELLATION / DUPLICATE WARRANT

SEPTEMBER 11

All warrants, except salary warrants, to be cancelled in FY 14 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 19

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 GHRs Salary warrants to be cancelled for FY 14 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 19

Expense warrants issued in FY 14 (October 1, 2013-September 30, 2014) 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 5

Departmental Accountants – Verify that Personal Property Managers have updated the State Auditor's program Asset Works for purchases received through 09/30/2014 and paid for from the 13<sup>th</sup> accounting period.

JANUARY 2

Departmental Accountants – Verify that Personal Property Managers are including all FY14 purchases of personal property in the file sent to the State Auditor for January 9 import.

### **Non-Auditor Property**

NOVEMBER 19

All non-auditor property purchased for FY14 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 13<sup>th</sup> accounting period, November 26. Changes and corrections requiring JVs should be submitted directly to Financial Reporting numbered as an FR JV no later than November 19 in order to be processed by November 26.

DECEMBER 12

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 12.

FOR ASSISTANCE CALL: OFFICE OF THE STATE COMPTROLLER  
FINANCIAL REPORTING SECTION  
334-353-1611 or 334-242-2275

# June 2014

End of Fiscal Year 2014

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<b>2</b> Holiday - Jefferson Davis's Birthday	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>																																																																																																		
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<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> FY14 crosswalk additions or changes must be completed by 5 PM.  Information technology RQ's that must be bid due.																																																																																																		
<b>23</b> Begin FY15 requisitions, use FY15 account codes.  FY15 crosswalk/chart of accounts tables available in CAS.	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>																																																																																																		
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# September 2014

End of Fiscal Year 2014

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<b>1</b> Holiday - Labor Day	<b>2</b> Purchasing will not process any FY14 PO Mod's through 30th.	<b>3</b>	<b>4</b> Travel Payment Vouchers for Sept 16 paycheck due.	<b>5</b> FY13 PO's, Not 050, closed in CAS. FY14 RQ's must be converted to PO's in all systems. PV's for automated and manual agencies due by 3:30 PM.																																																																																																		
<b>8</b> FY14 professional service contracts due. Year-end accounts payable JV's due (manual users).	<b>9</b>	<b>10</b> All correction JV's due.	<b>11</b> GHRG 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. Warrants to be cancelled except salary due by 4 PM.	<b>12</b> Green-slipped PV's due by noon. Year-end Accounts Payable JV's for automated users due.																																																																																																		
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b> GHRG gross-to-net semi-monthly current for pay period ending Sep 30 processed.	<b>19</b> Final duplicate warrants to be processed during current year. Final GHRG gross-to-net cycle for supplemental pay in FY14 processed. GHRG salary warrants to be cancelled for FY14 due by noon.																																																																																																		
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> GHRG gross-to-net semi-monthly arrears for pay period ending Sep 15 processed (all entries due by 2:45).	<b>26</b> CAS unavailable after 5 PM until Oct 1st. Deposits by 10 AM processed as FY14, after 10 AM FY15.																																																																																																		
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End of Fiscal Year 2014

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<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center;">Sep 2014</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <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></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Nov 2014</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <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>29</td><td>30</td></tr> </tbody> </table> </div>	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						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 style="text-align: right; color: red; font-weight: bold;">1</p> <p>All FY14 PV's not referencing PO's must be placed in separate batches.</p> <p>Begin submitting new FY15 contracts to Comptroller's Office.</p> <p>Quarterly amounts can be made on CM's to FY15 multi-year contracts rolled over from FY14.</p>	<p style="text-align: right; color: red; font-weight: bold;">2</p>	<p style="text-align: right; color: red; font-weight: bold;">3</p>
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<p style="text-align: right; color: red; font-weight: bold;">6</p>	<p style="text-align: right; color: red; font-weight: bold;">7</p> <p>CAFR instructions to be mailed.</p>	<p style="text-align: right; color: red; font-weight: bold;">8</p>	<p style="text-align: right; color: red; font-weight: bold;">9</p>	<p style="text-align: right; color: red; font-weight: bold;">10</p>																																																																																				
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# November 2014

End of Fiscal Year 2014

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
10	11 Holiday - Veteran's Day	12 All FY14 PV's not referencing PO's due by 3:30 PM (automated and manual).	13	14
17	18	19 Cancellation of FY14 expense warrants due by 4 PM. Green-Slipped PV's due by noon. JV changes/corrections for non-auditor property disposals/changes.	20	21
24	25	26 Thirteen accounting period closed.	27 Holiday - Thanksgiving	28

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# December 2014

End of Fiscal Year 2014

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																																		
1	2	3	4	5 Update asset works for purchases received through Sep 30 or that were paid in the 13th accounting period.																																																																																																		
8	9	10	11	12 Balance GCAS/GCAD exception report and make all corrections/changes.																																																																																																		
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22	23	24	25 Holiday - Christmas	26																																																																																																		
29	30	31	<table border="1"> <thead> <tr> <th colspan="7">Nov 2014</th> <th colspan="7">Jan 2015</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>		Nov 2014							Jan 2015							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	
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