



STATE OF ALABAMA
DEPARTMENT OF FINANCE
OFFICE OF THE STATE COMPTROLLER

RSA UNION
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Montgomery, Alabama 36130-2602
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BOB RILEY
Governor

DRAYTON NABERS, JR.
Director of Finance

ROBERT L. CHILDREE
State Comptroller

June 1, 2004

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, 2004
AND BEGINNING OF FISCAL YEAR, OCTOBER 1, 2004

The procedures and deadlines have been established for closing the fiscal year ending September 30, 2004 and opening the new fiscal year beginning October 1, 2004. 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 Jeanne Brackin at (334) 242-7064 or Pam Harris at (334) 242-4225 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 2004 will end on November 30, 2004.

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, 2004 until October 1, 2004.

Thank you for your cooperation during year-end closing.

RLC/jb

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BUDGET

FY 04

SEPTEMBER 3

All FY 04 Operations Plans revisions must be submitted to the Executive Budget Office for approval.

FY 05

AUGUST 6

All FY 05 Operations Plans are due in the Executive Budget Office.

SEPTEMBER 10

All FY 05 Operations Plans entered into the Central Accounting System(CAS).

FOR ASSISTANCE, CALL: EXECUTIVE BUDGET OFFICE
242-7230

CASH RECEIPTS

FY 04

SEPTEMBER 28

This is the last day the Treasurer's Office will accept deposits that will be processed as FY 04 transactions. All deposits on September 28 to be processed in FY 04 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. Any questions regarding bad checks should be directed to Helen Mitchell of the Treasurer's Office at (334) 242-7520.

FY 05

All deposits made after 10:00 a.m. on September 28 will be processed as FY 05 transactions.

The certificate number for FY 05 cash receipts should begin with a "5". 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 05.

PRIOR BUDGET YEAR TRANSACTIONS

A cash receipt modification may be used to correct a FY 04 deposit while the thirteenth accounting period is open. Modifications to reclassify deposits from one fund to another fund should be coded to the FY 04 budget. The accounting period should be left blank. All other modifications should be coded with "13 04" 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. The receipt should be coded to the FY 04 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 04 that are returned after September 28 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 04

JUNE 1 - 25 CROSSWALK

Review the FY 04 crosswalk tables for your agency. Any additions or changes must be completed by 5:00 p.m., June 25. 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 26 CHART OF ACCOUNTS

FY 05 records created by replicating FY 04 tables (fund, agency, orgn, activity, object, sub-object, revenue source, balance sheet).

JUNE 28

FY 05 crosswalk tables and chart of accounts will be available for inquiries, changes, additions, and inactivations. **Any additions or changes made to the FY 04 tables after the rollover must also be made to the FY 05 tables.**

Note: SNAP will not accept any FY 05 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 05 REQUISITIONS.**

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

FINANCIAL STATEMENTS FOR 2004

OCTOBER 4

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 22

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 04

SEPTEMBER 21

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 05

FY 05 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
242-4225

JOURNAL VOUCHER – ACCOUNTS PAYABLE

FY 04

SEPTEMBER 17 (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 20 (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 2004 fiscal year expenditures and should consist only of expenditures incurred, but not paid by September 30, 2004, such as travel and utilities. Capital outlay funds already appropriated under appropriation unit 050 and all FY 04 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:

“4” 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.**

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 04. 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 04 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

STATE OF ALABAMA
DEPARTMENT OF FINANCE
State Comptroller
Montgomery, AL 36130

JOURNAL VOUCHER NUMBER 010 4010000001E

Comptroller will distribute as follows
White - Comptroller
Yellow - Treasurer
Pink - Auditor
Gold - Department

BATCH NUMBER _____

DATE _____

ACCOUNTING PERIOD _____ BUDGET FY 04

JOURNAL VOUCHER

AC TP	FUND	AGCY	ORG	APPR	ACTI- VITY	OBJ/ REV	SUB O/R	BS ACCT	REPT CATG	DESCRIPTN	V/ P	VENDOR/ PROVIDER	DEBIT AMOUNT	CREDIT AMOUNT
22	0100	010		913	0124	0300	01						5,000.00	
22	0100	010		913	0124	0400	01						2,500.00	
22	0100	010		913	0124	0500	01						1,200.00	
22	0100	010		913	0124	0600	01						9,000.00	
22	0100	010		913	0124	0700	01						15,000.00	
22	0100	010		913	0124	0800	01						23,000.00	
01	0100	010						1001						55,700.00
TOTALS													55,700.00	55,700.00

Explanation: To set up Accounts Payable for FY2004 (see attached supporting documentation).

Submitted by: _____

Audited by: _____

Date: _____ Phone: _____

Date Audited: _____

PAYMENT VOUCHERS

FY 03

AUGUST 23

All payment vouchers referencing FY 03 purchase orders/contracts must be placed in **separate batches** from all other payment vouchers. The batch listing must be clearly labeled "03" in red letters.

SEPTEMBER 3

All payment vouchers referencing FY 03 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 04

SEPTEMBER 17 (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 17 (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 05

DATES ON PAYMENT VOUCHERS

During the 13th accounting period, if goods or services are received (the expenditure has actually been incurred) on or before 9/30/04, the ACCOUNTING PERIOD on the payment voucher should be coded "13 04", whether you are making a direct payment (for example, utilities) or referencing a purchase order. This applies to all vouchers, without exception.

FY 05 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 10/1/04, leave the date and accounting period blank on the payment voucher, and code "04" 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 "05" 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 04 purchase order will be charged against the FY 04 budget; a payment voucher referencing a FY 05 purchase order will be charged against the FY 05 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 10/1/04, but the goods or services were received after 9/30/04, the Budget FY on the voucher should be "04". If the goods or services were received prior to 9/30/04, then "13 04" should be placed in the accounting period and "04" in the Budget FY.

Capital Outlay - Always code the correct budget year in the Budget FY field, whether "99", "00", "01", "02", "03", "04".

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 04 PO	Before 10/1/04	Blank	13 04	FY 04
FY 04 PO	After 9/30/04	Blank	Blank	FY 04
FY 04 PO w/overruns, shipping charges, etc	Before 10/1/04	Blank	13 04	FY 04
FY 04 PO w/overruns, shipping charges, etc	After 9/30/04	Blank	Blank	FY 04
Phone Authorization before 10/1/04	Before 10/1/04	Blank	13 04	FY 04
Phone Authorization before 10/1/04	After 9/30/04	Blank	Blank	FY 04
No Prior Authorization	Before 10/1/04	Blank	13 04	FY 04

NOTE: In order for goods/services under \$500 or purchases from other governmental entities to be paid from FY 04 appropriation, sufficient evidence must be present to document that the goods/services were ordered on or before 9/30/04.

CURRENT BUDGET YEAR TRANSACTIONS

FY 05 PO	After 9/30/04	Blank	Blank	FY 05
Phone Authorization after 10/1/04	After 9/30/04	Blank	Blank	FY 05
No Prior Authorization	After 9/30/04	Blank	Blank	FY 05

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 02 Cap Outlay	Before 9/30/04	Blank	13 04	FY 02
FY 02 Cap Outlay	After 9/30/04	Blank	Blank	FY 02
FY 03 Cap Outlay	Before 9/30/04	Blank	13 04	FY 03
FY 03 Cap Outlay	After 9/30/04	Blank	Blank	FY 03
FY 04 Cap Outlay	After 9/30/04	Blank	Blank	FY 04

PAYROLL

FY 04

SEPTEMBER 14

The GHRS gross-to-net cycle for the BI-WEEKLY pay period ending September 3 will be processed. All entries must be made by 11:45 am. These payrolls will be charged to FY 04.

SEPTEMBER 21

The final GHRS gross-to-net cycle for SUPPLEMENTAL pay to be paid in FY 04 will be processed.

SEPTEMBER 22

The GHRS 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 04.

SEPTEMBER 23

All GHRS salary warrants to be cancelled in the FY 04 must be submitted to GHRS by 12:00 noon.

FY 05

OCTOBER 1

BI-WEEKLY payrolls for the pay-period ending September 17, 2004, will be charged to FY 05.

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

PROFESSIONAL SERVICES CONTRACTS

FY 04

SEPTEMBER 16

All FY 04 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 04. These contracts/amendments must then be entered into the Central Accounting System (CAS) during the 13th accounting period.

FY 05

OCTOBER 1

New contracts for FY 05 should not be keyed into the system or submitted to our office prior to this date.

The rollover process for FY 04 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 05 rollover contracts.

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

PURCHASING

REQUISITIONS

FY 04

JULY 26

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

AUGUST 9

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

AUGUST 13

State Purchasing will send final FY 04 requisitions to accounting systems. This will be the last day to create FY 04 Purchase Orders (except Capital Outlay) in SNAP.

SEPTEMBER 8

All FY 04 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 10 will be returned to the department. The department may resubmit these after October 1 to be processed against the new fiscal year (FY 05) budget.

SEPTEMBER 10

FY 04 RQs, except for appropriation 050 - capital outlay, will be closed.

FY 05

JUNE 28

Agencies can begin FY 05 requisitions if all XWLK changes have been made. It is essential that the FY 05 account codes be used on the FY 05 requisitions.

PURCHASE ORDERS

FY 03

SEPTEMBER 10

All outstanding FY 03 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 04

SEPTEMBER 1

State Purchasing will not process any FY 04 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 2004

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 2003-2004 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 2004" 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 2005 Fiscal Year

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

THIRTEENTH ACCOUNTING PERIOD

The thirteenth accounting period for 2004 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 04" will be rejected. Documents carrying a blank date or accounting period and a budget fiscal year of "04" 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 9/30/04 paid against a FY 04 purchase order will continue to be paid against FY 04 encumbrances by referencing the purchase order and by placing the appropriate budget fiscal year in the voucher header. Payments against a FY 04 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 04 payment vouchers not referencing purchase orders (accounts payable) must be placed in separate batches and be clearly labeled "04" in red letters.

NOVEMBER 22 (Automated Users)

All FY 04 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 22 (Manual Users):

All FY 04 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, 242-7061, OR 242-7071
MANUAL USERS 242-7061

WARRANT CANCELLATION / DUPLICATE WARRANT

SEPTEMBER 17

All warrants, except salary warrants, to be cancelled in FY 04 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 20

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 04 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 242-2188

NOVEMBER 24

Expense warrants issued in FY 04 (October 1, 2003-September 30, 2004) 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

June 2004

END OF FISCAL YEAR

Monday	Tuesday	Wednesday	Thursday	Friday
	<i>1</i> BEGIN MAKING ADDITIONS OR CHANGES TO FY04 CROSSWALK TABLES.	<i>2</i>	<i>3</i>	<i>4</i>
<i>7</i> HOLIDAY-JEFFERSON DAVIS' BIRTHDAY	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>
<i>14</i>	<i>15</i>	<i>16</i>	<i>17</i>	<i>18</i>
<i>21</i>	<i>22</i>	<i>23</i>	<i>24</i>	<i>25</i> FY04 CROSSWALK ADDITIONS OR CHANGES MUST BE CO- MPLETED BY 5 PM.
<i>28</i> BEGIN FY05 REQUISITIONS, USE FY05 ACCOUNT CODES FY05 CROSSWALK/CHART OF ACCOUNTS TABLES AVAILAB- LE IN CAS	<i>29</i>	<i>30</i>		

July 2004
END OF FISCAL YEAR

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5 HOLIDAY - INDEPENDENCE DAY	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26 PURCHASING WILL NOT ACCEPT OR PROCESS RQ's (PR2's) IN EXCESS OF \$7,500.	27	28	29	30

August 2004

END OF FISCAL YEAR

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6 FY05 OPERATIONS PLANS DUE IN EXECUTIVE BUDGET OFFICE
9 PURCHASING WILL NOT ACCEPT OR PROCESS FY04 RQ's, INCLUDING RELEASE ORDERS, AFTER THIS DATE.	10	11	12	13 FINAL FY04 RQ's SENT TO AGENCIES & FINAL FY04 PO's CREATED BY PURCHASING.
16	17	18	19	20
23 ALL PV'S REFERENCING FY03 POs/CONTRACTS PLACED IN SEPARATE BATCHES.	24	25	26	27
30	31			

September 2004

END OF FISCAL YEAR

Monday	Tuesday	Wednesday	Thursday	Friday
		<i>1</i> PURCHASING WILL NOT PROCESS ANY FY04 PO MOD'S THUR 30TH	<i>2</i>	<i>3</i> ALL PV's REFERENCING FY03 PO's/CONTRACTS DUE BY 5 PM. FY04 OPERATIONS PLANS REVISIONS DUE IN EXECUTIVE BUDGET OFFICE.
<i>6</i> HOLIDAY - LABOR DAY	<i>7</i>	<i>8</i> FY04 RQ's MUST BE CONVERTED TO PO's IN ALL SYSTEMS	<i>9</i>	<i>10</i> FY03 PO's & FY04 RQ's, NOT 050, CLOSED IN CAS.
<i>13</i>	<i>14</i> GHR'S BI-WEEKLY GROSS-TO-NET FOR PAY PERIOD ENDING 9/3 PROCESSED (ALL ENTRIES DUE BY NOON).	<i>15</i>	<i>16</i> FY04 PROFESSIONAL SERVICE CONTRACTS DUE.	<i>17</i> PV's FOR AUTOMATED & MANUAL USERS DUE BY 5 PM. WARRANTS TO BE CANCELLED EXCEPT SALARY DUE BY 5 PM. YEAR-END ACCOUNTS PAYABLE JV's DUE (MANUAL USERS).
<i>20</i> FINAL DUPLICATE WARRANTS TO BE PROCESSED DURING CURRENT YEAR. YEAR-END ACCOUNTS PAYABLE JV's FOR AUTOMATED USERS DUE.	<i>21</i> ALL CORRECTION JV's DUE. FINAL GHR'S GROSS-TO-NET CYCLE FOR SUPPLEMENTAL FY04 PROCESSED.	<i>22</i> GHR'S GROSS-TO-NET MONTHLY & SEMI-MONTHLY FY04 PROCESSED. GREEN-SLIPPED PV's DUE BY NOON.	<i>23</i> GHR'S SALARY WARRANTS TO BE CANCELLED FOR FY04 DUE BY NOON.	<i>24</i>
<i>27</i>	<i>28</i> CAS UNAVAILABLE AFTER 5 PM UNTIL 10/1/04. DEPOSITS RECEIVED BY 10 AM PROCESSED AS FY04 & RECEIVED AFTER 10AM AS FY05.	<i>29</i>	<i>30</i> AFNS UNAVAILABLE AFTER 1 PM UNTIL 10/1/04.	

October 2004

END OF FISCAL YEAR

Monday	Tuesday	Wednesday	Thursday	Friday
				<p><i>1</i></p> <p>ALL FY04 PV's NOT REFERENCING PO's MUST BE PLACED IN SEPARATE BATCHES. BEGIN SUBMITTING NEW FY05 CONTRACTS TO COMPTROLLER'S OFFICE. QUARTERLY AMOUNTS CAN BE MADE ON CM's TO FY05 MULTI-YEAR CONTRACTS ROLLED OVER FROM FY04.</p>
<p><i>4</i></p> <p>CAFR INSTRUCTIONS TO BE MAILED.</p>	<p><i>5</i></p>	<p><i>6</i></p>	<p><i>7</i></p>	<p><i>8</i></p>
<p><i>11</i></p> <p>HOLIDAY - COLUMBUS DAY</p>	<p><i>12</i></p>	<p><i>13</i></p>	<p><i>14</i></p>	<p><i>15</i></p>
<p><i>18</i></p>	<p><i>19</i></p>	<p><i>20</i></p>	<p><i>21</i></p>	<p><i>22</i></p> <p>CAFR JV's DUE IN COMPTROLLER'S OFFICE.</p>
<p><i>25</i></p>	<p><i>26</i></p>	<p><i>27</i></p>	<p><i>28</i></p>	<p><i>29</i></p>

November 2004

END OF FISCAL YEAR

Monday	Tuesday	Wednesday	Thursday	Friday
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i> HOLIDAY - VETERANS DAY	<i>12</i>
<i>15</i>	<i>16</i>	<i>17</i>	<i>18</i>	<i>19</i>
<i>22</i> ALL FY04 PV's NOT REFERENCING PO's DUE BY 3 PM. (AUTOMATED & MANUAL)	<i>23</i>	<i>24</i> CANCELLATION OF FY04 EXPENSE WARRANTS DUE BY 5 PM.	<i>25</i> HOLIDAY - THANKSGIVING	<i>26</i>
<i>29</i>	<i>30</i> THIRTEENTH ACCOUNTING PERIOD CLOSES.			