

# State of Alabama



Department of Finance  
Office of the Comptroller  
Montgomery, Alabama 36130-2602

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TO: All Agency Accounting Contacts

DATE: November 6, 2015

SUBJECT: IMPORTANT DATE CHANGE – 13<sup>TH</sup> Accounting Period FY 15 Close Out

Please forward this information to all staff as needed. Closing the 13th Accounting Period is a critical process to finalize the State's Comprehensive Annual Financial Report and for the Examiners of Public Accounts to complete the audit.

13th Accounting Period section of Fiscal Year close-out memorandum is hereby modified as highlighted in **red** below:

## THIRTEENTH ACCOUNTING PERIOD

The thirteenth accounting period for 2015 will end on **December 10**.

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 15" will be rejected. Documents carrying a blank date or accounting period and a budget fiscal year of "15" 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 9/30/15 paid against a FY 15 purchase order will continue to be paid against FY 15 encumbrances by referencing the purchase order and by placing the appropriate budget fiscal year in the voucher header. Payments against a FY 15 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 **December 10**.**

## OCTOBER 5

All FY 15 payment vouchers not referencing purchase orders (accounts payable) must be placed in separate batches and be clearly labeled "15" in red letters.

**NOVEMBER 20** (Automated and Manual Agencies)

All FY 15 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.

**DECEMBER 01**

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  
HOTLINE 334-242-4444  
MANUAL USERS 334-353-5418

This change is made to allow agencies to process transactions that have been delayed due to STAARS implementation and other issues.

Sincerely,

Tom White