

State of Alabama



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

TO: All Agency Accounting Contacts

DATE: November 24, 2015

SUBJECT: IMPORTANT – 13th Accounting Period Vouchers and Interfund Issues

Please forward this information to all accounting staff as needed. The revised deadline for 13th accounting period vouchers in the forwarded e-mail has passed.

Do not submit any additional transactions for FY 15 **except FY15 interfund vouchers**.

Due to STAARS processing issues, we will continue to accept FY15 interfund vouchers **through December 10th** by 3:30PM. We will work with agencies to process all interfund transactions vouchers as soon as the interface works properly. Please check for adequate cash and allotment availability for FY15 transaction processing. Interfund voucher processing is necessary for cash flow and required to close fiscal year 15 and prepare the State's CAFR.

Sincerely,

Tom White

From: White, Tom

Sent: Friday, November 06, 2015 10:34 AM

To: Comptroller - All

Cc: Newton, Bill; Butler, Kelly; Baxter, Kathleen; Nola, Thomas; Jones, Michael

Subject: IMPORTANT DATE CHANGE: 13th Accounting Period FY 15 Close-out

To: All Agency Accounting Contacts:

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