



STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
OFFICE OF THE STATE COMPTROLLER

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THOMAS L. WHITE, JR.  
CPA (Inactive)  
State Comptroller

June 3, 2010

MEMORANDUM

TO: ALL CHIEF FISCAL OFFICERS

FROM: Bill Newton, Acting Director of Finance  
Thomas L. White, Jr., State Comptroller  
Isaac Kervin, State Purchasing Director

SUBJECT: PROCEDURES FOR END OF FISCAL YEAR, SEPTEMBER 30, 2010 AND  
BEGINNING OF FISCAL YEAR, OCTOBER 1, 2010

The procedures and deadlines have been established for closing the fiscal year ending September 30, 2010 and opening the new fiscal year beginning October 1, 2010. There is also a calendar for use as a quick reference. *The detailed information is available online at [www.comptroller.state.al.us](http://www.comptroller.state.al.us). If your agency does not have access to the internet, please contact Gwen Barnett at (334) 242-2192 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 2010 will end on November 30, 2010.

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, 2010 until 7:00 am October 1, 2010.

Thank you for your cooperation during year-end closing.

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## BUDGET

### **FY 10**

AUGUST 27

All FY 10 Operations Plans revisions must be submitted to the Executive Budget Office for approval.

### **FY 11**

JULY 30

All FY 11 Operations Plans are due in the Executive Budget Office.

SEPTEMBER 3

All FY 11 Operations Plans entered into the Central Accounting System (CAS).

FOR ASSISTANCE, CALL:      EXECUTIVE BUDGET OFFICE  
242-7230

## CASH RECEIPTS

### **FY 10**

#### **SEPTEMBER 28**

This is the last day the Treasurer's Office will accept deposits that will be processed as FY 10 transactions. All deposits on September 28 to be processed in FY 10 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 Lillie Meeks of the Treasurer's Office at (334) 242-7520.

### **FY 11**

All deposits made after 10:00 a.m. on September 28 will be processed as FY 11 transactions.

The certificate number for FY 11 cash receipts should begin with a "1". 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 11.

#### **PRIOR BUDGET YEAR TRANSACTIONS**

A cash receipt modification may be used to correct a FY 10 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 10 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 10" in the accounting period while the second JV will reverse the first one and be coded with "10" 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 10" 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

## CASH RECEIPTS (CONTINUED)

accounting 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.)

All other modifications should be coded with “13 10” 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 10” 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.

All checks originally deposited in FY 10 that are returned after September 28 should be redeemed from the Treasurer’s Office as indicated on pages 3-8 and 3-9 of the Fiscal and Policy and Procedures Manual.

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

## CROSSWALK/CHART OF ACCOUNTS ROLLOVER

### **FY 10**

#### **JUNE 1 - 18 CROSSWALK**

Review the FY 10 crosswalk tables for your agency. Any additions or changes must be completed by 5:00 p.m., June 18. 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 21 CHART OF ACCOUNTS**

FY 11 records created by replicating FY 10 tables (fund, agency, orgn, activity, object, sub-object, revenue source, balance sheet).

#### **JUNE 21**

FY 11 crosswalk tables and chart of accounts will be available for inquiries, changes, additions, and inactivations. **Any additions or changes made to the FY 10 tables after the rollover must also be made to the FY 11 tables.**

Note: SNAP will not accept any FY 11 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 11 REQUISITIONS.**

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

## FINANCIAL STATEMENTS FOR 2010

### OCTOBER 6

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 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 10**

SEPTEMBER 15

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 11**

FY 11 journal vouchers should begin with a "1" 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 or 353-9275

## JOURNAL VOUCHER – ACCOUNTS PAYABLE

**FY 10**

**SEPTEMBER 13 (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 17 (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 2010 fiscal year expenditures and should consist only of expenditures incurred, but not paid by September 30, 2010, such as travel and utilities.

**NOTE: Sufficient cash must be available for all capital outlay appropriations (050) and FY 10 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.

In completing the year-end accounts payable journal voucher form, the document number must have 11 digits in the following format:

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

It must begin with “0”, 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 20

The Comptroller's Office will run a job on this date to insure that sufficient cash and budget authority are available for multi-year funds already appropriated under appropriation unit 050 and for all FY 10 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 10 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 10. 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 10 budget authority for spending during the thirteenth accounting period.

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



## PAYMENT VOUCHERS

### **FY 09**

#### AUGUST 16

All payment vouchers referencing FY 09 purchase orders/contracts must be placed in **separate batches** from all other payment vouchers. The batch listing must be clearly labeled "09" in red letters.

#### AUGUST 27

All payment vouchers referencing FY 09 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.

### **FY 10**

#### SEPTEMBER 8 (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 10 (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 3:30 p.m.

#### SEPTEMBER 17

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 11**

#### 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 9/30/10, the ACCOUNTING PERIOD on the payment voucher should be coded "13 10", whether you are making a direct payment (for example, utilities) or referencing a purchase order. This applies to all vouchers, without exception.

## FY 11 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 ordered on or before 9/30/10 and are received on or after 10/1/10, leave the date and accounting period blank on the payment voucher, and code "10" 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 "11" 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.

**MANUAL AGENCIES** – Must send their 13<sup>th</sup> 10 vouchers in separate batches marked **"13 10" in red on front of transmittal sheet.**

### 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 10 purchase order will be charged against the FY 10 budget; a payment voucher referencing an FY 11 purchase order will be charged against the FY 11 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 10/1/10, but the goods or services were ordered and received after 9/30/09, the Budget FY on the voucher should be "10". If the goods or services were ordered and received prior to 9/30/10, then "13 10" should be placed in the accounting period and "10" 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".

See the chart on pages 11 & 12 showing how to apply these rules in all situations.

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

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

**NOTE:** In order for a)goods/services under \$500 or b)purchases from other governmental entities to be paid from FY 10 appropriation, sufficient evidence must be present to document that the goods/services were ordered on or before 9/30/10.

CURRENT BUDGET YEAR TRANSACTIONS

FY 11 PO	After 9/30/10	Blank	Blank	FY 11
Phone Authorization after 10/1/10	After 9/30/10	Blank	Blank	FY 11
<\$500 and Gov. Entities	After 9/30/10	Blank	Blank	FY 11

**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 08 Cap Outlay	Before 9/30/10	Blank	13 10	FY 08
FY 08 Cap Outlay	After 9/30/10	Blank	Blank	FY 08
FY 09 Cap Outlay	Before 9/30/10	Blank	13 10	FY 09
FY 09 Cap Outlay	After 9/30/10	Blank	Blank	FY 09
FY 10 Cap Outlay	Before 9/30/10	Blank	13 10	FY 10
FY 10 Cap Outlay	After 9/30/10	Blank	Blank	FY 10

## THIRTEENTH ACCOUNTING PERIOD

The thirteenth accounting period for 2010 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 10" will be rejected. Documents carrying a blank date or accounting period and a budget fiscal year of "10" 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 9/30/10 paid against a FY 10 purchase order will continue to be paid against FY 10 encumbrances by referencing the purchase order and by placing the appropriate budget fiscal year in the voucher header. Payments against a FY 10 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 30.**

### OCTOBER 1

All FY 10 payment vouchers not referencing purchase orders (accounts payable) must be placed in separate batches and be clearly labeled "10" in red letters.

### NOVEMBER 17 (Automated Users)

All FY 10 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 16 (Manual Users):

All FY 10 payment vouchers not referencing purchase orders (accounts payable) and their supporting documentation must be received by the Section of Accounting Support by 3:30 p.m.

### NOVEMBER 24

All green slipped vouchers must be returned by **NOON** on this date to insure processing in the thirteenth accounting period.

### NOVEMBER 30

Thirteenth accounting period closes.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER  
ACCOUNTS PAYABLE SECTION  
242-7057, 242-7058, 242-7061, 242-7071, 242-7071 or  
272-7058  
MANUAL USERS 242-7061

## PAYROLL

### **FY 09**

#### SEPTEMBER 13

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 10.

#### SEPTEMBER 21

The final GHRG gross-to-net cycle for SUPPLEMENTAL pay to be paid in FY 10 will be processed.

#### SEPTEMBER 21

The GHRG gross-to-net cycle for the BI-WEEKLY pay period ending September 10 will be processed. These payrolls will be charged to FY 10.

#### SEPTEMBER 22

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 10.

#### SEPTEMBER 23

All GHRG salary warrants to be cancelled in FY 10 must be submitted to GHRG by 12:00 noon.

### **FY 11**

#### SEPTEMBER 27

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 11.

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

## PROFESSIONAL SERVICES CONTRACTS

### **FY 10**

#### SEPTEMBER 13

All FY 10 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 10. These contracts/amendments must then be entered into the Central Accounting System (CAS) during the 13th accounting period.

### **FY 11**

#### OCTOBER 1

New contracts for FY 11 should not be keyed into the system or submitted to our office prior to this date.

The rollover process for FY 10 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 4th in order to record quarterly amounts and any changes to the accounting distributions for your new FY 11 rollover contracts.

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

## PURCHASING

### REQUISITIONS

#### **FY 10**

JULY 19

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

AUGUST 16

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

AUGUST 20

State Purchasing will send final FY 10 requisitions to accounting systems. This will be the last day to create FY 10 Purchase Orders (except Capital Outlay) in SNAP.

SEPTEMBER 1

All FY 10 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 3 will be returned to the department. The department may resubmit these after October 1 to be processed against the new fiscal year (FY 11) budget.

SEPTEMBER 3

FY 10 RQs, except for appropriation 050 - capital outlay, will be closed.

#### **FY 11**

JUNE 21

Agencies can begin FY 11 requisitions if all XWLK changes have been made. It is essential that the FY 11 account codes be used on the FY 11 requisitions.

PURCHASE ORDERS

**FY 09**

SEPTEMBER 3

All outstanding FY 09 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 10**

SEPTEMBER 1

State Purchasing will not process any FY 10 purchase order modifications (POCs) during the period of September 1 - September 30.

FOR ASSISTANCE, CALL: TERRI COLE, STATE PURCHASING  
242-4650

REPORTS  
END OF FISCAL YEAR 2010

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 2009-2010 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 2010" 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 2010 Fiscal Year

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

WARRANT CANCELLATION / DUPLICATE WARRANT

SEPTEMBER 16

All warrants, except salary warrants, to be cancelled in FY 10 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.

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

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 242-7055

SEPTEMBER 23

All GHRs Salary warrants to be cancelled for FY 10 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 10 (October 1, 2009-September 30, 2010) 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

## CAPITAL ASSETS – REAL AND PERSONAL PROPERTY

### **Personal Property**

DECEMBER 10

Departmental Accountants – Verify that Personal Property Managers have updated the State Auditor's program Protege for purchases received through 09/30/2010 and paid for from the 13<sup>th</sup> accounting period.

JANUARY 3

Departmental Accountants – Verify that Personal Property Managers are including all FY10 purchases of personal property in the file sent to the State Auditor for January 10 import.

### **Real Property**

NOVEMBER 19

All real property purchased for FY10 was captured on GCAS and GCAD tables through the payment vouchers submitted to the Central Accounting System (CAS). The disposal date of any real property should be entered directly into the GCAS table no later than the end of the 13<sup>th</sup> accounting period, November 30. 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 30.

DECEMBER 10

CAS Exception Reports and end of month reports furnished for GCAS and GCAD should be balanced as soon as received around December 1<sup>st</sup> or 2<sup>nd</sup> and any corrections or changes made immediately to GCAS no later than December 10.

FOR ASSISTANCE CALL: OFFICE OF THE STATE COMPTROLLER  
FINANCIAL REPORTING SECTION  
353-3722

# June 2010

# End of Fiscal Year

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																																																
	<i>1</i> BEGIN MAKING ADDITIONS OR CHANGES TO FY10 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> FY 10 CROSSWALK ADDITIONS OR CHANGES MUST BE COMPLETED BY 5 PM.																																																																																																																
<i>21</i> BEGIN FY 11 REQUISITIONS, USE FY11 ACCOUNT CODES.  FY11 CROSSWALK/CHART OF ACCOUNTS TABLES AVAILABLE IN CAS	<i>22</i>	<i>23</i>	<i>24</i>	<i>25</i>																																																																																																																
<i>28</i>	<i>29</i>	<i>30</i>	<table border="1"> <thead> <tr> <th colspan="7">May 2010</th> <th colspan="7">Jul 2010</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> <tr> <td>31</td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>		May 2010							Jul 2010							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		31													
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# July 2010

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16 ALL PV's REFERENCING FY09 POs/CONTRACTS PLACED IN SEPARATE BATCHES.  PURCHASING WILL NOT ACCEPT OR PROCESS FY10 RQ's, INCLUDING RELEASE ORDERS, AFTER THIS DATE.	17	18	19	20 FINAL FY10 RQ's SENT TO AGENCIES & FINAL FY10 PO's CREATED BY PURCHASING.																																																																																																		
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<p><b>6</b></p> <p>HOLIDAY-LABOR DAY</p>	<p><b>7</b></p>	<p><b>8</b></p> <p>PV's FOR MANUAL USERS DUE BY 5 PM.</p>	<p><b>9</b></p>	<p><b>10</b></p> <p>PV's FOR AUTOMATED USERS DUE BY 3:30 PM.</p>																																																																																																									
<p><b>13</b></p> <p>FY10 PROFESSIONAL SERVICE CONTRACTS DUE.</p> <p>GHR'S GROSS-TO-NET SEMI-MONTHLY ARREARS FOR PAY PERIOD ENDING 8/31 PROCESSED (ALL ENTRIES DUE BY 2:45).</p> <p>YEAR-END ACCOUNTS PAYABLE JVs DUE (MANUAL USERS).</p>	<p><b>14</b></p>	<p><b>15</b></p> <p>ALL CORRECTION JV'S DUE.</p>	<p><b>16</b></p> <p>WARRANTS TO BE CANCELLED EXCEPT SALARY DUE BY 5 PM.</p>	<p><b>17</b></p> <p>GREEN-SLIPPED PV's DUE BY NOON.</p> <p>YEAR-END ACCOUNTS PAYABLE JVs FOR AUTOMATED USERS DUE.</p>																																																																																																									
<p><b>20</b></p>	<p><b>21</b></p> <p>FINAL GHR'S GROSS-TO-NET CYCLE FOR SUPPLEMENTAL FY10 PROCESSED.</p> <p>GHR'S GROSS-TO-NET BI-WEEKLY FOR PAY PERIOD ENDING 9/10 PROCESSED.</p>	<p><b>22</b></p> <p>FINAL DUPLICATE WARRANTS TO BE PROCESSED DURING CURRENT YEAR.</p> <p>GHR'S GROSS-TO-NET SEMI-MONTHLY CURRENT FOR PAY PERIOD ENDING 9/30 PROCESSED.</p>	<p><b>23</b></p> <p>GHR'S SALARY WARRANTS TO BE CANCELLED FOR FY10 DUE BY NOON.</p>	<p><b>24</b></p>																																																																																																									
<p><b>27</b></p> <p>GHR'S GROSS-TO-NET SEMI-MONTHLY ARREARS FOR PAY PERIOD ENDING 9/15 PROCESSED (ALL ENTRIES DUE BY 2:45).</p>	<p><b>28</b></p> <p>CAS UNAVAILABLE AFTER 5 PM UNTIL 10/1.</p> <p>DEPOSITS BY 10 AM PROCESSED AS FY10 &amp; AFTER 10 AM FY11.</p>	<p><b>29</b></p>	<p><b>30</b></p> <p>AFNS UNAVAILABLE AFTER 1 PM UNTIL 10/1.</p>																																																																																																										

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<p><i>4</i></p> <p>QUARTERLY AMOUNTS CAN BE MADE ON CM's TO FY10 MULTI-YEAR CONTRACTS ROLLED OVER FROM FY09.</p>		<p><i>5</i></p>		<p><i>6</i></p> <p>CAFR INSTRUCTIONS TO BE MAILED.</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>																																																																																																																			
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<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 2010

# End of Fiscal Year

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<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i> HOLIDAY-VETERAN'S DAY	<i>12</i>																																																																																																		
<i>15</i>	<i>16</i> ALL FY10 PV's NOT REFERENCING PO's DUE BY 3:30 PM. (MANUAL).	<i>17</i> ALL FY10 PV's NOT REFERENCING PO's DUE BY 3:30 PM. (AUTOMATED).	<i>18</i>	<i>19</i> JV CHANGES/CORRECTIONS FOR REAL PROPERTY DISPOSALS/CHANGES.																																																																																																		
<i>22</i>	<i>23</i>	<i>24</i> CANCELLATION OF FY10 EXPENSE WARRANTS DUE BY 5 PM.  GREEN-SLIPPED PV's DUE BY NOON.	<i>25</i> HOLIDAY-THANKSGIVING	<i>26</i> HOLIDAY - THANKSGIVING																																																																																																		
<i>29</i>	<i>30</i> THIRTEENTH ACCOUNTING PERIOD CLOSES.	<table border="1"> <thead> <tr> <th colspan="7">Oct 2010</th> </tr> <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>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="7">Dec 2010</th> </tr> <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>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> </tr> </tbody> </table>			Oct 2010							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	31	Dec 2010							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	31		
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# End of Fiscal Year

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# January 2011

# End of Fiscal Year

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<p><i>3</i></p> <p>PROPERTY MANAGERS SUBMIT FY10 PURCHASES OF PERSONAL PROPERTY FOR FILE SENT TO STATE AUDITOR.</p>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>																																																																																																		
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