



STATE OF ALABAMA
Department of Finance
Office of the State Comptroller

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June 12, 2015

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, 2015 AND
BEGINNING OF FISCAL YEAR, OCTOBER 1, 2015

The procedures and deadlines have been established for closing the fiscal year ending September 30, 2015 and opening the new fiscal year beginning October 1, 2015. There is also a calendar for use as a quick reference. *The detailed information is available online at www.comptroller.alabama.gov. If your agency does not have access to the internet, please contact Rick Thomas at (334) 353-1612 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 2015 will end on November 30, 2015.

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 after approximately 5:00 pm on September 25, 2015. STAARS will be available October 5, 2015.

Thank you for your cooperation during year-end closing.

STAARS TRANSITION FOR TRACK 1 AGENCIES

Track 1 agencies will enter all 13th period documents to their current accounting systems, whether AFNS or Alien, and continue to pass the documents up through the normal integration processes. Integration will convert these documents to STAARS format so they will be processed in both STAARS and CAS. This process will ensure that a complete set of FY 15 accounting records are recorded in all existing systems while also updating all balances converted to STAARS at September 30.

Any references in these instructions to documents should be taken generically. For example, a reference to a PO or “purchase order” should not be taken literally to mean only a STAARS “PO” document, but covers all encumbrance documents, whether a PO, DO, GAEI, etc. Similarly, there is no “PV” in STAARS, but there are several documents that can be used to make payments. Specific STAARS document instructions will be available through training and other documents later this summer.

For Track 1 agencies operating in STAARS for FY 16, all references contained in this document to “16” in the Budget FY or Accounting FY fields must be keyed in STAARS as “2016”.

BUDGET

FY 15

AUGUST 21

All FY 15 Operations Plans revisions must be submitted to the Executive Budget Office for approval.

AUGUST 31

All FY 15 Capital Outlay appropriation end date changes must be submitted.

FY 16

Executive Budget Office will determine the date for the following once the budget has passed.

All FY 16 Operations Plans are due in the Executive Budget Office.

All FY 16 Operations Plans entered into the Central Accounting System (CAS) and then loaded to STAARS.

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

CASH RECEIPTS

FY 15

SEPTEMBER 25

This is the last day the Treasurer's Office will accept deposits that will be processed as FY 15 transactions. All deposits on September 25 to be processed in FY 15 should be made between 8:00 a.m. and 10:00 a.m.

All bad checks that have been returned by September 25 should be redeemed from the Treasurer's Office by 10:00 a.m. on September 25 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 the Treasurer's Office at (334) 242-7510.

FY 16

All deposits made after 10:00 a.m. on September 25 will be processed as FY 16 transactions.

The certificate number for FY 16 cash receipts should begin with a "6" for Track 3 Agencies excluding manual agencies. Track 1 Agencies and manual agencies should follow the numbering scheme set-up in STAARS.

This includes cash receipts made after 10:00 a.m. on September 25. For all departments, including Track 3, these cash receipts must include the proper bank code and deposit ticket number. AFNS will provide information to Track 3 agencies for special coding.

No deposits should be coded as refunds of current year disbursements until there have been sufficient disbursements in FY 16.

PRIOR BUDGET YEAR TRANSACTIONS

A cash receipt modification may be used to correct a FY 15 deposit while the thirteenth accounting period is open. Modifications (whether expenditures, revenue or balance sheet codes) that reclassify deposits from one fund to another fund should be coded to the 13th accounting period. In the old fund, a line with the original coding will be decreased (debited) and offset with balance sheet account 2003 (Due to Other Funds). In the new fund, a line with the appropriate coding will be increased (credited) and offset with balance sheet account 1203. A FY16 cash receipt will be required to decrease the old fund (code to 2003) and increase the new fund (code to 1203).

CASH RECEIPTS (CONTINUED)

All other FY 15 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 13th accounting period zero dollar cash receipt should increase (credit) a line with the appropriate object and sub-object codes and offset with balance sheet account 1200 – Accounts Receivable (or 1205 – Due from Other Governments as appropriate). If the refund is coming from another State Agency operating outside of the State Treasury then use 1203. Both lines should be in the amount of the refund and coded to the same fund. A FY16 cash receipt in the amount of the refund will be required and must be coded to the same balance sheet account and fund used for the 13th accounting period cash receipt. After the thirteenth accounting period has closed, these prior year refunds should be entered in FY16 and coded to revenue source 0684.

All checks originally deposited in FY 15 that are returned after 10:00 a.m. on September 25 should be recorded in the 13th accounting period. A line with the original coding should be decreased (debited) and offset with balance sheet account 1006. The returned check should be recorded in FY16 by entering a negative line to balance sheet account 1006.

FOR ASSISTANCE CALL: OFFICE OF THE STATE COMPTROLLER
RECEIPTS SECTION
334-242-7068

CROSSWALK/CHART OF ACCOUNTS ROLLOVER

FY 15

JUNE 1 - 19 **CROSSWALK**

Review the FY 15 crosswalk tables for your agency. Any additions or changes must be completed by 5:00 p.m., June 19. 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 22 **CHART OF ACCOUNTS**

FY 16 records created by replicating FY 15 tables (fund, agency, orgn, activity, object, sub-object, revenue source, balance sheet).

JUNE 22

FY 16 crosswalk tables and chart of accounts will be available for inquiries, changes, additions, and inactivations. **Any additions or changes made to the FY 15 tables after the rollover must also be made to the FY 16 tables.**

Note: SNAP will not accept any FY 16 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 16 REQUISITIONS.**

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

FINANCIAL STATEMENTS FOR 2015

OCTOBER 9

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 30

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

JANUARY 15

January 15th 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 15

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 16 (Track 3 Agencies)

FY 16 journal vouchers should begin with a "6" followed by the department's three-digit agency code plus seven (7) digits at the discretion of the department.

FY 16 (Track 1 Agencies)

FY 16 Journal vouchers should follow the numbering scheme set-up in STAARS.

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

JOURNAL VOUCHER – ACCOUNTS PAYABLE

FY 15

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 11 (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 2015 fiscal year expenditures and should consist only of expenditures incurred, but not paid by September 30, 2015, 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 15 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:

“5” X X X X X X X X X X “E”
Agcy Department
Code Discretion

It must begin with “5”, 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 22

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 15 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 15 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 15. 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 15 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 14

AUGUST 10

All payment vouchers referencing FY 14 purchase orders/contracts must be placed in separate batches from all other payment vouchers. The batch listing must be clearly labeled "14" in red letters.

AUGUST 21

All payment vouchers referencing FY 14 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 15

SEPTEMBER 4

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

SEPTEMBER 4 (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 in-state travel payment vouchers for the October 1st paycheck must be submitted to the Comptroller's Office by 3:30 PM.

All FY15 travel payment vouchers not processed by September 11th will not be processed until after October 1st and will need to be processed during the 13th accounting period.

SEPTEMBER 11

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 15

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 9/30/15, the ACCOUNTING PERIOD on the payment voucher should be coded "13 15", 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 16

On your payment vouchers, **LEAVE THE DATE FIELD BLANK.**

If prior year goods or services are ordered on or before 9/30/15 and are received on or after 10/1/15, leave the date and accounting period blank on the payment voucher, and code "15" 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 "16" 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.

In STAARS, the use of the material receipt document is recommended.

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 15 purchase order will be charged against the FY 15 budget; a payment voucher referencing an FY 16 purchase order will be charged against the FY 16 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 10/1/15, but the goods or services were ordered and received after 9/30/15, the Budget FY on the voucher should be "15". If the goods or services were ordered and received prior to 9/30/15, then "13 15" should be placed in the accounting period and "15" in the Budget FY.

Capital Outlay (Track 3 and 13th period Track1) - 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", "15".

FY16

Capital Outlay – Track 1 – The budget FY field will be "9999". The year the capital outlay appropriation started will be embedded in the appropriation unit code.

See the chart on pages 13 & 14 showing how to apply these rules in all situations.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER
ACCOUNTS PAYABLE SECTION
HOTLINE 334-242-4444
MANUAL USERS 334-353-5418

REFERENCE GUIDE

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 15 PO	Before 10/1/15	Blank	13 15	FY 15
FY 15 PO	After 9/30/15	Blank	Blank	FY 15
FY 15 PO w/overruns, shipping charges, etc	Before 10/1/15	Blank	13 15	FY 15
FY 15 PO w/overruns, shipping charges, etc	After 9/30/15	Blank	Blank	FY 15
Phone Authorization before 10/1/15	Before 10/1/15	Blank	13 15	FY 15
Phone Authorization before 10/1/14	After 9/30/15	Blank	Blank	FY 15
<\$1000 and Gov. Entities	Before 10/1/15	Blank	13 15	FY 15
<\$1000 and Gov. Entities	After 9/30/15	Blank	Blank	FY 15

NOTE: In order for a)goods/services under \$1000 or b)purchases from other governmental entities to be paid from FY 15 appropriation, sufficient evidence must be present to document that the goods/services were ordered on or before 9/30/15.

CURRENT BUDGET YEAR TRANSACTIONS

FY 16 PO	After 9/30/15	Blank	Blank	FY 16
Phone Authorization after 10/1/15	After 9/30/15	Blank	Blank	FY 16
<\$1000 and Gov. Entities	After 9/30/15	Blank	Blank	FY 16

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 9/30/15	Blank	13 15	FY 11
FY 11 Cap Outlay	After 9/30/15	Blank	Blank	FY 11
FY 12 Cap Outlay	Before 9/30/15	Blank	13 15	FY 12
FY 12 Cap Outlay	After 9/30/15	Blank	Blank	FY 12
FY 13 Cap Outlay	Before 9/30/15	Blank	13 15	FY 13
FY 13 Cap Outlay	After 9/30/15	Blank	Blank	FY 13
FY 14 Cap Outlay	Before 9/30/15	Blank	13 15	FY 14
FY 14 Cap Outlay	After 9/30/15	Blank	Blank	FY 14
FY 15 Cap Outlay	Before 9/30/15	Blank	13 15	FY 15
FY 15 Cap Outlay	After 9/30/15	Blank	Blank	FY 15

For Track 1, in each case above where the accounting period is blank, the budget fiscal year will be "9999" and the budget fiscal year will be embedded in the appropriation unit.

THIRTEENTH ACCOUNTING PERIOD

The thirteenth accounting period for 2015 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 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 November 30.

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 12 (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.

NOVEMBER 18

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

PAYROLL

FY 15

SEPTEMBER 14

The GHRs 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 15.

SEPTEMBER 17

The GHRs gross-to-net cycle for the SEMI-MONTHLY CURRENT pay period ending September 30 will be processed. These payrolls will be charged to FY 15.

SEPTEMBER 18

The final GHRs gross-to-net cycle for SUPPLEMENTAL pay to be paid in FY 15 will be processed.

SEPTEMBER 21

All GHRs salary warrants to be cancelled in FY 15 must be submitted to GHRs by 12:00 noon.

FY 16

SEPTEMBER 24

The GHRs 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 16.

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

PROFESSIONAL SERVICES CONTRACTS

FY 15

AUGUST 27

All FY14 contracts currently set up on the contract sub-system (OCTH table) that are multi-year and rolled to FY15 must be reviewed. The system will purge all the C4 contracts (FY14) out of the system, with the exception of active, capital outlay appropriation (050) contracts. You must "roll forward" unused amounts from the C4 (FY14) contract record (OCTH/OCTL) into the C5 (FY15) 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 C4 contracts are purged. A CA transaction must be processed for this to be accomplished.

SEPTEMBER 8

All FY 15 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 15. These contracts/amendments must then be entered into the Central Accounting System (CAS) during the 13th accounting period. Track 1 and Track 3 agencies will enter their 13th accounting period transactions in CAS.

FY 16

OCTOBER 5

New contracts for FY 16 should not be keyed into the system or submitted to our office prior to this date.

The rollover process for FY 15 contracts affecting multiple fiscal years will run on this date. It will be necessary for Track 3 agencies 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 16 rollover contracts. Track 1 agencies will need to enter a DOP1 transaction to encumber funds for their professional services contracts. Manual users will continue to submit their paperwork to the Comptroller's office as usual.

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

PURCHASING

PRIORITY AUTHORIZATIONS

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

REQUISITIONS

FY 15

JUNE 29

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 7

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 14

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

AUGUST 20

State Purchasing will set final FY 15 requisitions to award. This will be the last day to create FY 15 Purchase Orders (except Capital Outlay) in SNAP.

SEPTEMBER 11

All FY 15 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 11 will be returned to the department. The department may resubmit these after October 1 to be processed against the new fiscal year (FY 16) budget.

FY 16

Information will be sent to the agencies in a separate memo regarding FY 16 requisitions.

PURCHASE ORDERS

FY 14

SEPTEMBER 4

All outstanding FY 14 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 15

SEPTEMBER 1

State Purchasing will not process any FY 15 purchase order modifications (POCs) during the period of September 1 - September 30.

FOR ASSISTANCE, EMAIL: TERRI COLE, STATE PURCHASING
Terri.cole@purchasing.alabama.gov

REPORTS
END OF FISCAL YEAR 2015

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 2014-2015 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 2015" 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 2015 Fiscal Year

STAARS- Track 1 Agencies only

Beginning October 1st STAARS will be used for FY16 reports for Track 1 Agencies. However, the FY15 FRMS reports will not be in STAARS.

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

WARRANT CANCELLATION / DUPLICATE WARRANT

SEPTEMBER 10

All warrants, except salary warrants, to be cancelled in FY 15 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

SEPTEMBER 18

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

SEPTEMBER 21

All GHRs Salary warrants to be cancelled for FY 15 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 18

Expense warrants issued in FY 15 (October 1, 2014-September 30, 2015) 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

CAPITAL ASSETS – NON-AUDITOR AND PERSONAL PROPERTY

Personal Property

DECEMBER 4

Departmental Accountants – Verify that Personal Property Managers have updated the State Auditor’s program Asset Works for purchases received through 09/30/2015 and paid for from the 13th accounting period.

JANUARY 4

Departmental Accountants – Verify that Personal Property Managers are including all FY15 purchases of personal property in the file sent to the State Auditor for January 8 import.

Non-Auditor Property

NOVEMBER 19

All non-auditor property purchased for FY15 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 13th 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 23 in order to be processed by November 30.

DECEMBER 11

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 11.

STAARS- Track 1 Agencies Only

OCTOBER 5

FY16 property transactions will be reported in STAARS beginning October 5th for Track 1 Agencies only. However, GCAS and Asset Works must be completed for FY15. The conversion of the prior year property records to STAARS will not be correct until GCAS and Asset Works are completed for FY15.

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

June 2015

End of Fiscal Year 2015

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15	16	17	18	19 FY15 crosswalk additions or changes must be completed by 5 PM.																																																																																																			
22 FY16 crosswalk/chart of accounts tables available in CAS.	23	24	25	26																																																																																																			
29 Information technology RQ's that must be bid due.	30	<table border="1"> <thead> <tr> <th colspan="7">May 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> </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>		May 2015							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	<table border="1"> <thead> <tr> <th colspan="7">Jul 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> </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>		Jul 2015							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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July 2015

End of Fiscal Year 2015

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	<p>1</p> <p>Purchasing will not process any FY15 PO Mod's through 30th.</p>	<p>2</p>	<p>3</p>	<p>4</p> <p>FY14 PO's, Not 050, closed in CAS.</p> <p>PV's for automated and manual agencies due by 3:30 PM.</p> <p>Travel Payment Vouchers for Sept 16 paycheck due.</p>																																																																																																									
<p>7</p> <p>Holiday - Labor Day</p>	<p>8</p> <p>FY15 professional service contracts due.</p> <p>Year-end accounts payable JV's due (manual users).</p>	<p>9</p>	<p>10</p> <p>All correction JV's due.</p> <p>Warrants to be cancelled except salary due by 4 PM.</p>	<p>11</p> <p>FY15 RQ's must be converted to PO's in all systems.</p> <p>Green-slipped PV's due by noon.</p> <p>Travel payment vouchers for Oct 1st paycheck due.</p> <p>Year-end Accounts Payable JV's for automated users due.</p>																																																																																																									
<p>14</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>15</p>	<p>16</p>	<p>17</p> <p>GHR's gross-to-net semi-monthly current for pay period ending Sep 30 processed.</p>	<p>18</p> <p>Final duplicate warrants to be processed during current year.</p> <p>Final GHR's gross-to-net cycle for supplemental pay in FY15 processed.</p>																																																																																																									
<p>21</p> <p>GHR's salary warrants to be cancelled for FY15 due by noon.</p>	<p>22</p> <p>Comptroller's office runs job for cash for 050, PO's, and contracts.</p>	<p>23</p>	<p>24</p> <p>GHR's gross-to-net semi-monthly arrears for pay period ending Sep 15 processed (all entries due by 2:45).</p>	<p>25</p> <p>Bad checks redeemed by 10 AM.</p> <p>CAS unavailable after 5 PM until Oct 1st.</p> <p>Deposits by 10 AM processed as FY15, after 10 AM FY16.</p>																																																																																																									
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<p>5</p> <p>All FY15 PV's not referencing PO's must be placed in separate batches.</p> <p>Begin submitting new FY16 contracts to Comptroller's Office.</p> <p>New FY16 professional service contracts due prior to this date.</p> <p>Quarterly amounts can be made on CM's to FY16 multi-year contracts rolled over from FY15.</p>	6	7	8	9																																																																																												
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November 2015

End of Fiscal Year 2015

Monday	Tues day	Wednesday	Thursday	Friday																																																																																																		
2	3	4	5	6																																																																																																		
9	10	11 Holiday - Veteran's Day	12 All FY15 PV's not referencing PO's due by 3:30 PM (automated and manual).	13																																																																																																		
16	17	18 Cancellation of FY15 expense warrants due by 4 PM. Green-Slipped PV's due by noon.	19	20																																																																																																		
23 JV changes/corrections for non-auditor property disposals/changes.	24	25	26 Holiday - Thanksgiving	27																																																																																																		
30 Thirteen accounting period closed.	<table border="1"> <thead> <tr> <th colspan="7">Oct 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> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> </tr> </tbody> </table>		Oct 2015							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		<table border="1"> <thead> <tr> <th colspan="7">Dec 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> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> </tr> <tr> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Dec 2015							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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