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**MEMORANDUM**

**TO:** All Chief Fiscal Officers

**FROM:** Bill Poole, Finance Director *Bill Poole 7/27/22*  
Kathleen Baxter, State Comptroller *Kathleen D. Baxter* Digitally signed by Kathleen D. Baxter  
Date: 2022.07.26 14:08:06 -05'00'  
Christine Segrest, State Purchasing Director *Christine Segrest* Digitally signed by Christine Segrest  
Date: 2022.07.26 16:02:34 -05'00'

**DATE:** July 26, 2022

**SUBJECT: PROCEDURES FOR END OF FISCAL YEAR SEPTEMBER 30, 2022 AND BEGINNING OF FISCAL YEAR OCTOBER 1, 2022**

The procedures and deadlines have all been established for closing the fiscal year. Please ensure that all appropriate staff are informed of the following deadlines. The last working day will be September 28, 2022. ***The deadline information is available online at [www.comptroller.alabama.gov](http://www.comptroller.alabama.gov).*** There is also a calendar for use as a quick reference. If your agency experiences problems downloading this EOY memo, please contact Randy Head at (334) 353-9275 or [randy.head@comptroller.alabama.gov](mailto:randy.head@comptroller.alabama.gov), for a paper copy of this document.

*Please be aware of the dates in this memo. The date deadlines for payment documents and for closing prior year encumbrances will be strictly adhered to.*

Departments must ensure 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 2022 will end on November 30, 2022.

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 first STAARS processing day of FY 2023 will be October 3, 2022.

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**TRAVEL CALENDAR 2022**

**2022**

January '22						
Su	M	Tu	W	Th	F	Sa
						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					

February '22						
Su	M	Tu	W	Th	F	Sa
		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					

March '22						
Su	M	Tu	W	Th	F	Sa
		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		

April '22						
Su	M	Tu	W	Th	F	Sa
					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

May '22						
Su	M	Tu	W	Th	F	Sa
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				

June '22						
Su	M	Tu	W	Th	F	Sa
			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		

July '22						
Su	M	Tu	W	Th	F	Sa
					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						

August '22						
Su	M	Tu	W	Th	F	Sa
	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			

September '22						
Su	M	Tu	W	Th	F	Sa
				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	

October '22						
Su	M	Tu	W	Th	F	Sa
						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					

November '22						
Su	M	Tu	W	Th	F	Sa
		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			

December '22						
Su	M	Tu	W	Th	F	Sa
				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



**PAY DAY**

**HOLIDAY**

**TRAVEL DUE**

(March 1 BALDWIN AND MOBILE COUNTIES ONLY FOR MARDI GRAS)

**\*Please note: Travel due dates for September subject to change due to year end deadlines. Travel due dates for November and December subject to change due to the Thanksgiving and Christmas holidays.**

## **MANUAL AGENCIES**

For all agencies, all FY 23 documents should be numbered with “23” as the first two characters.

Please clearly identify FY 22, 13<sup>th</sup> accounting period documents in the SUBJECT of the EMAIL and on all forms in order to expedite the FY 22 payments. Please remember to submit all documents electronically to [comptroller--sharedservices@comptroller.alabama.gov](mailto:comptroller--sharedservices@comptroller.alabama.gov)

### **FY 22**

#### **SEPTEMBER 2**

All in-state travel payment documents for the September 16th paycheck must be received by Shared Services by 3:30 PM.

#### **SEPTEMBER 7**

Payment documents and documents green slipped prior to September 6th must be received by Shared Services by 3:30 PM.

All correction journal vouchers (not year-end accounts payable journal vouchers) must be received by Shared Services by 3:30 PM.

#### **SEPTEMBER 9**

All green slipped documents generated after September 6th must be returned by **NOON** on this date to ensure processing in this fiscal year.

All in-state travel payment documents for the October 1st paycheck should be received by Shared Services by 3:30 PM.

All FY 22 travel payment documents not submitted to Shared Services by September 9th will not be processed until after October 1st and will need to be processed during the 13th accounting period.

**ANY PAYMENT DOCUMENTS REJECTED, GREENSLIPPED, OR OTHERWISE NOT COMPLETED MUST BE INCLUDED ON THE YEAR-END ACCOUNTS PAYABLE JOURNAL VOUCHERS BY 09/16/2022 (SEE PAGES 13-16 FOR DETAILS).**

**THIRTEENTH ACCOUNTING PERIOD (MANUAL AGENCIES)**

NOVEMBER 8

All FY 22 payment documents and document green slipped prior to November 8th must be received by the Comptroller's Shared Services office by 3:30 PM. This includes all FY 22 purchase order/contract payments not involving an ongoing project.

NOVEMBER 14

All green slipped documents generated after November 8th must be returned by **NOON** on this date, to ensure processing in the thirteenth accounting period.

The thirteenth accounting period for FY 22 and all future fiscal years will end on the last working day of November. After the date, no further expenditures or adjustments can be made against the 13th accounting period, and all unencumbered previous year budget balances will lapse.

FOR ASSISTANCE EMAIL: SHARED SERVICES

[comptroller--sharedservices@comptroller.alabama.gov](mailto:comptroller--sharedservices@comptroller.alabama.gov)

**BUDGET**

**FY 22**

AUGUST 26

All FY 22 Operations Plans Revisions must be submitted to the Executive Budget Office for approval.

AUGUST 31

All FY 22 (and Prior FY) Capital Outlay appropriation end date changes must be submitted.

**FY 23**

JUNE 13

Begin entering FY 23 Operations Plans in STAARS Performance Budgeting (PB).

JULY 29

All FY 23 Operations Plans are due in the Executive Budget Office.

The Salaries and Benefit Forecasting System (SBFS) in STAARS PB will be updated with the June 1<sup>st</sup> payroll data, and the budget results will prepopulate in Expense Objects 0100 and 0200 in the Operations Plan.

FOR ASSISTANCE CALL: EXECUTIVE BUDGET OFFICE

334-242-7230

## **CASH RECEIPTS**

### **FY 22**

SEPTEMBER 28

This is the last day the Treasurer's Office will accept deposits that will be processed as FY 22 transactions. All deposits on September 28 to be processed in FY 22 should be made between 8:00 AM and 2:30 PM.

All bad checks that have been distributed by the Treasurer's Office by 2:30 PM on September 28 should be processed in FY 22 as indicated on page 19 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 23**

All deposits made after 2:30 PM on September 28 will be processed as FY 23 transactions.

The STAARS Doc ID# for FY 23 cash receipts should begin with "23" in STAARS.

This includes cash receipts made after 2:30 PM on September 28. For all departments, these cash receipts must include the proper bank code and deposit ticket number.

No deposits should be coded as refunds of current year disbursements until there have been sufficient disbursements in FY 23.

## **PRIOR BUDGET YEAR TRANSACTIONS**

A cash receipt may be used to correct a FY 22 deposit while the thirteenth accounting period is open. Cash Receipts (whether expenditure, revenue or balance sheet codes) that reclassify FY 22 deposits from one fund to another fund should be coded in the following manner. In the old incorrect fund, an accounting line with the original coding will be decreased (debited) and offset by a second accounting line with the balance sheet account 2003 (Due to Other Funds). These two lines should be coded to the thirteenth accounting period. A third line using the same balance sheet account should be decreased and coded to FY 23. In the new correct fund, a fourth accounting line with the appropriate coding will be increased (credited) and offset on a fifth accounting line with balance sheet account 1203. These two lines should be coded to the thirteenth accounting period. A sixth line using the same balance sheet account should be increased and coded to FY 23.



**CASH RECEIPTS - CONTINUED**

All FY 22 modifications coded to the thirteenth accounting period must not change the total deposit amount 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 first accounting line should increase (credit) a line with the appropriate object code and offset a second accounting line with balance sheet account 1200 – Accounts Receivable (or 1205 – Due from Other Governments as appropriate). Both lines should be coded to the thirteenth accounting period. A third accounting line in the amount of the refund using the same balance sheet account should be coded to FY 23. All three lines must be coded to the same fund. After the thirteenth accounting period has closed, these prior year refunds should be entered in FY 23 on a single accounting line and coded to revenue source 0684.

All checks originally deposited and certified in FY 22 that are returned after 2:30 PM on September 28 should be recorded on an NSF1 document while the thirteenth accounting period is open. The first accounting line with the original deposit's coding should be decreased (debited) and offset on a second accounting line with balance sheet account 1006. These two lines should be coded to the thirteenth accounting period. A third accounting line decreasing balance sheet account 1006 should be coded to FY 23. All three accounting lines must be coded to the same fund.

FOR ASSISTANCE CALL: OFFICE OF THE STATE COMPTROLLER

RECEIPTS SECTION

334-242-7068

## **CHART OF ACCOUNTS ROLLOVER**

### JUNE 10 Decentralized Chart of Accounts

Begin reviewing the FY 22 Chart of Account pages in STAARS (FUND, DEPT, UNIT, FUNC, OBJ, RSRC, BBALS). **Any additions or changes to decentralized accounts (SFUND, DOBJ, ERSRC, RPT, ACTV, etc.) must be completed by 5:00 PM, June 15.**

### JUNE 16 New Year Table Initialization (Chart of Accounts)

FY 23 chart of accounts will be available for inquiries, changes, additions, and inactivations. Any additions or changes made to the FY 22 pages after the rollover must also be made to the FY 23 pages.

**NOTE: IT IS ESSENTIAL THAT THE AGENCIES' PURCHASING SECTION USE THE NEW CODING ON FY 23 REQUISITIONS or PURCHASE ORDERS.**

FOR ASSISTANCE CALL: STAARS SUPPORT

334-353-9000

## **FINANCIAL STATEMENTS FOR 2022**

### OCTOBER 5

Agencies will be sent specific instructions regarding accruals and other entries for accounting events that have not been captured through daily transactions. Agencies will be required to provide journal vouchers to record uncertified deposits, cash in transit, fair value of investments, accounts receivable, deferred revenue, unavailable revenue, inventory adjustments, capital leases, debt service adjustments, federal accruals and other non-budgeted accounting events.

### OCTOBER 28

FRJV1 Journal vouchers to record accruals and other accounting adjustments must be submitted in STAARS. FRJV1's should not include changes to Treasury cash, budgeted/cash expenditures, nor collected revenue.

### DECEMBER 5

If an agency requests an extension of time for certain CAFR accruals, then the final deadline for the remaining FRJV1's for that agency is December 5<sup>th</sup>. This includes all entries for Interfund Transactions including due to/due from and transfers.

### JANUARY 17<sup>th</sup>

January 17<sup>th</sup> is the deadline for audited financial statements.

**Agencies should check the end of November reports and reconcile their books promptly so that they can submit final FRJV1's by December 5<sup>th</sup>. FRJV1's cannot be used to change Treasury cash, budgeted/cash expenditures, nor collected revenue.**

FOR ASSISTANCE CALL: OFFICE OF THE STATE COMPTROLLER

FINANCIAL REPORTING SECTION

Elisabeth Tucker 334-353-5152 or Megan Corley 334-353-1611

**JOURNAL VOUCHER - (CORRECTIONS)**

**FY 22**

SEPTEMBER 7

Manual agencies' correction JVs (not year-end accounts payable journal vouchers) must be submitted to the Shared Services email for processing no later than 3:30 PM.

SEPTEMBER 8

STAARS Users' correction JVs (not year-end accounts payable journal vouchers) must be submitted to the Comptroller's Fiscal Management section for approval and processing no later than 5:00 PM.

SEPTEMBER 16

All cost allocation journal entry corrections are due.

NOVEMBER 18

FY 22 correction JVs for 13 APD due by 5:00 PM.

**FY 23**

FY 23 Journal vouchers should follow the numbering scheme set-up in STAARS.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER,

FISCAL MANAGEMENT SECTION

Grant Wallace 334-242-7073 or Randy Head 334-353-9275

**JOURNAL VOUCHER – (ACCOUNTS PAYABLE)**

**FY 22**

SEPTEMBER 16 (Manual Agencies)

Manual agencies must electronically submit completed year-end accounts payable journal voucher forms with supporting documentation to the Comptroller's Office Shared Services email by 5:00 PM on this date to allow time for entering the system. Attached is a sample of the journal voucher document (for Manual Agencies) to be completed to establish the year-end accounts payable.

SEPTEMBER 19 (STAARS Agencies)

The year-end accounts payable journal vouchers and corresponding documentation must be received by the Comptroller's office by 5:00 PM on this date. Supporting documentation should be attached to the header of this document.

The purpose of these journal vouchers is to ensure that sufficient cash and budget authority are available at year-end for remaining 2022 fiscal year expenditures and should consist only of expenditures incurred, but not paid by September 30, 2022, such as (but not limited to) travel and utilities.

**NOTE: Do not include capital outlay lines (050 or other capital outlay units) on your accounts payable JV to be encumbered. However, sufficient cash must be available for all capital outlay appropriations (050 or other capital outlay units) and FY 22 PO type documents.**

Year-end accounts payable journal vouchers will be accomplished by making the following accounting entry:

DR Expenditures (Posting Code D014)
<b>Both STAARS and Manual Agencies</b>
CR Cash (Posting Code A001) Bal Sheet 1001

**EXAMPLE OF A/P JOURNAL VOUCHER**

FRMS-20  
REV 09/2016

STATE OF ALABAMA  
DEPARTMENT OF FINANCE

JOURNAL VOUCHER NUMBER 010 22 010 XXXXXE

State Comptroller  
Montgomery, AL 36130

DATE (Reversal Date) 9/29/2022

ACCOUNTING PERIOD \_\_\_\_\_ BUDGET FY \_\_\_\_\_

**JOURNAL VOUCHER**

POSTING CODE	FUND	DEPT	UNIT	APPR UNIT	FUNC	OBJ	REV	BS ACCT	DESCRIPTION	VENDOR	DEBIT AMOUNT	CREDIT AMOUNT
D0 1 4	XXXX	010	XXXX	XXXX	XXXX	0301					\$ 1 0 . 0 0	
D0 1 4	XXXX	010	XXXX	XXXX	XXXX	0401					\$ 2 5 . 0 0	
D0 1 4	XXXX	010	XXXX	XXXX	XXXX	0501					\$ 5 . 0 0	
A0 0 1	XXXX	010						1001				\$ 4 0 . 0 0
TOTALS											\$ 4 0 . 0 0	\$ 4 0 . 0 0

Explanation: DETAILED EXPLANATION SUPPORT DOCUMENTATION BY ATTACHMENT

Submitted by: SIGNED BY AUTHORIZED DEPT APPROVER Audited by: \_\_\_\_\_

Date: TODAY'S DATE Phone XXX-XXX-XXXX Date Audited: \_\_\_\_\_

**JOURNAL VOUCHER – (ACCOUNTS PAYABLE) - CONTINUED**

**Manual Agencies**

Manual agencies, in completing the year-end accounts payable journal voucher form to send to the Shared Services email, the document number must have 11 digits in the following format:

“22”	X X X	X X X X X	"E"
	Dept	Department	
	Code	Discretion	

It must begin with “22”, followed by the three-digit agency/department code, plus five digits at the department's discretion, and end with the letter "E".

The debits to the expenditure accounts (credits not allowed) must include all applicable accounting codes down to the applicable object level.

**STAARS Agencies**

STAARS agencies, in completing the year-end accounts payables journal vouchers, the document in STAARS is a cloned JVC document and should be entered as an APJV1 document. STAARS agencies **must** enter their accounts payable JV in this format.

A reversal date is required on the header of each document. It is imperative to enter a reversal date for these documents to process correctly and for budget and cash to be restored to allow available budget and cash for 13<sup>th</sup> accounting period transactions to process. The reversal date of **09/29/2022** must be entered on the header of the **APJV1** document. Agencies **must** place a check mark in the “create reversal document on hold” check box under the reversal date on the header of the APJV1.

\*The debits to the expenditure accounts (credits not allowed) must include all applicable accounting codes down to the applicable object level (only one accumulated amount for each major object category is needed).

The screenshot shows a 'Document Catalog' interface with a 'Create' button. Under the 'Document Identifier' section, there are four input fields: 'Code' with the value 'APJV1', 'Unit' with '0000', 'Dept.' with 'XXX', and 'ID' with '22XXX00001E'. Below this are sections for 'User Information' and 'Document State', both currently collapsed.

Code – APJV1

Unit, Department and ID – (XXX) applicable to your specific agency

## **JOURNAL VOUCHER – (ACCOUNTS PAYABLE) – CONTINUED**

**If you do not enter your accounts payable journal voucher in the prescribed format it may be missed and not processed. It is imperative to follow this format.**

**\*Note:** Manual Users – Object categories are used for budgetary control purposes. Therefore, you should use 01 as the last two digits of the object in each expenditure transaction in order to reduce the number of journal voucher lines. For simplicity, all object codes within the same major object category should be consolidated and entered as 0301, 0401, 0501, 0601, 0701, 0801, 0901, etc.

### **All Users**

**Object categories 0100 and 0200 can only be submitted with prior approval from the Comptroller's Office. Object 0104 and 0201 should be used for major object categories 0100 and 0200, respectively, for manual and STAARS users, if preapproved.**

### **SEPTEMBER 23**

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, or other capital outlay units, and for all FY 22 encumbrances through Purchasing 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 or other capital outlay units) and FY 22 POs.**

Once the accounts payable journal vouchers are updated, and cash is reserved for Purchasing/Professional Services Contract encumbrances, and cash is reserved for Capital Outlay in STAARS, any remaining unexpended/unencumbered budget authority will be reduced to zero for FY 22. After the year-end closing process is completed in STAARS, journal vouchers (accounts payable, and those processed to reserve cash for encumbrances and Capital Outlay) will be reversed in order to restore the cash and FY 22 budget authority/allotment for spending during the thirteenth accounting period.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER,

FISCAL MANAGEMENT SECTION

Grant Wallace 334-242-7073 or Randy Head 334-353-9275



## **PAYMENT DOCUMENTS**

**Manual Agencies: Please refer to the “Manual Agencies” portion of the YE Memo for payment document deadlines.**

### **FY 21**

#### **AUGUST 1**

Begin emailing the Accounts Payable Special Request email (ap@comptroller.alabama.gov) with Document IDs of payments made against FY 21 purchase orders/contracts as they are submitted to the Comptroller’s Office for processing. This is to allow the Comptroller’s Office to identify and process before FY 21 encumbrances are closed.

#### **AUGUST 19**

All payment documents referencing FY 21 purchase orders/contracts, complete with supporting documentation, must be received by the Comptroller's Office and emailed to the Accounts Payable Special Request email (ap@comptroller.alabama.gov) by 3:30 PM.

### **FY 22**

#### **SEPTEMBER 6**

All in-state travel payment documents for the September 16<sup>th</sup> paycheck must be received by the Comptroller’s Office by 3:30 PM.

#### **SEPTEMBER 9**

Payment documents and documents green slipped prior to September 8<sup>th</sup> must be received by the Comptroller's Office by 3:30 PM.

This also includes all PCard payments and Concur travel expense reports. Both document types must be received by the Comptroller’s Office by 3:30pm.

#### **SEPTEMBER 13**

All green slipped documents generated after September 8<sup>th</sup> must be returned by **NOON** on this date to ensure processing in this fiscal year. Agencies must notify the Comptroller staff member that green slipped the document once the document is returned.

**ANY PAYMENT DOCUMENTS REJECTED, GREENSLIPPED, OR OTHERWISE NOT COMPLETED MUST BE INCLUDED ON THE YEAR-END ACCOUNTS PAYABLE JOURNAL VOUCHERS BY 09/19/2022 (SEE PAGES 13-16 FOR DETAILS).**

## **PAYMENT DOCUMENTS – CONTINUED**

### **FY 22 CONTINUED**

#### SEPTEMBER 13 - continued

All in-state travel payment documents for the October 1<sup>st</sup> paycheck must be received by the Comptroller's Office by 3:30 PM.

All FY 22 travel payment documents not submitted to the Comptroller's Office by September 13<sup>th</sup> will not be processed until after October 1<sup>st</sup> and will need to be processed during the 13<sup>th</sup> accounting period.

#### DATES ON PAYMENT DOCUMENTS

During the 13th accounting period, if goods or services are ordered and received (the expenditure was actually incurred) on or before 9/30/22, the ACCOUNTING PERIOD on the payment document should be coded "13", whether you are making a direct payment (for example, utilities) or referencing a purchase order. This applies to all payment documents, without exception.

#### PAYMENT DOCUMENTS REFERENCING INTERFUND INVOICES

When paying Interfund invoices, the accounting period year on the payment document must be the same as the accounting fiscal year on the ITI in STAARS.

### **FY 23**

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

If prior year goods or services are ordered on or before 9/30/22 and are received on or after 10/1/22, leave the Fiscal Year and Accounting Period fields blank on the payment document, and code "2022" for the budget fiscal year when making a direct payment. On payment documents processed for current year goods or services, leave the Fiscal Year and Accounting Period fields blank and code "2023" for the budget fiscal year.

## **PAYMENT DOCUMENTS - CONTINUED**

### DATES ON MATERIAL RECEIPTS

**The material receipt STATEMENT is required. The statement MUST have the date the good or service was received. Please refer to the memo dated February 13, 2012 regarding Material Receipt Change for instructions.**

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

If the payment document references a purchase order, the fiscal year of the purchase order determines which fiscal year budget is charged. A payment document referencing a FY 22 purchase order will be charged against the FY 22 budget; a payment document referencing a FY 23 purchase order will be charged against the FY 23 budget. Expenditures must be paid from the proper fiscal year and multiple fiscal years cannot be processed on the same document.

### PRIORITY AUTHORIZATIONS

If the authorization was obtained prior to 10/1/22, but the goods or services were ordered and received after 9/30/22, the Budget FY on the document should be “2022”. If the goods or services were ordered and received prior to 9/30/22, then “13” should be placed in the accounting period and “2022” in the Budget FY.

### CAPITAL OUTLAY

Always code the correct budget year in the Budget FY field, whether “2002”, “2003”, “2004”, “2005”, “2006”, “2007”, “2008”, “2009”, “2010”, “2011”, “2012”, “2013”, “2014”, “2015”, “2016”, “2017”, “2018”, “2019”, “2020”, “2021” or “2022”.

See the chart on pages 20 through 22 showing how to apply these rules in all situations.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER,

ACCOUNTS PAYABLE SECTION

HOTLINE 334-242-4444

**REFERENCE GUIDE****PAYMENT DOCUMENT DATING INSTRUCTIONS**

***THIS APPLIES ONLY DURING THE 13<sup>TH</sup> ACCOUNTING PERIOD UNLESS PAYMENT IS RELATED TO AN ONGOING PROJECT, WHICH MUST BE NOTATED.***

<b><u>PURCHASING AUTHORITY</u></b>	<b><u>GOODS RECEIVED</u></b>	<b><u>BUDGET FY</u></b>	<b><u>FISCAL YEAR</u></b>	<b><u>ACCOUNTING PERIOD</u></b>
<b><u>PRIOR BUDGET YEAR TRANSACTIONS</u></b>				
FY 22 PO	Before 10/1/22	2022	2022	13
FY 22 PO	After 9/30/22	2022	2023	Blank
FY 22 PO w/overruns, shipping charges, etc.	Before 10/1/22	2022	2022	13
FY 22 PO w/overruns, shipping charges, etc.	After 9/30/22	2022	2023	Blank
Priority Authorization before 10/1/22	Before 10/1/22	2022	2022	13
Priority Authorization before 10/1/22	After 9/30/22	2022	2023	Blank
<\$1000 and Gov. Entities	Before 10/1/22	2022	2022	13
<\$1000 and Gov. Entities	After 9/30/22	2022	Blank	Blank

**NOTE: In order for a) goods/services under \$1000 or b) purchases from other governmental entities to be paid from FY 22 appropriation, sufficient evidence must be present to document that the goods/services were ordered on or before 9/30/22. The only payments that can be made against FY 22 budget after the close of the 13th Accounting Period are those considered as ongoing projects referencing a centralized encumbrance document.**

**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.**

**REFERENCE GUIDE CONTINUED**

**PAYMENT DOCUMENT DATING INSTRUCTIONS CONTINUED**

<b><u>PURCHASING AUTHORITY</u></b>	<b><u>GOODS RECEIVED</u></b>	<b><u>BUDGET FY</u></b>	<b><u>FISCAL YEAR</u></b>	<b><u>ACCOUNTING PERIOD</u></b>
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**CURRENT BUDGET YEAR TRANSACTIONS**

FY 23 PO	After 9/30/22	2023	2023	Blank
Priority Authorization after 10/1/22	After 9/30/22	2023	2023	Blank
<\$1000 and Gov. Entities	After 9/30/22	2023	Blank	Blank

**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.

<b><u>PURCHASING AUTHORITY</u></b>	<b><u>GOODS RECEIVED</u></b>	<b><u>BUDGET FY</u></b>	<b><u>FISCAL YEAR</u></b>	<b><u>ACCOUNTING PERIOD</u></b>
FY 11 Cap Outlay	Before 9/30/22	2011	2022	13
FY 11 Cap Outlay	After 9/30/22	2011	2023	Blank
FY 12 Cap Outlay	Before 9/30/22	2012	2022	13
FY 12 Cap Outlay	After 9/30/22	2012	2023	Blank
FY 13 Cap Outlay	Before 9/30/22	2013	2022	13
FY 13 Cap Outlay	After 9/30/22	2013	2023	Blank
FY 14 Cap Outlay	Before 9/30/22	2014	2022	13
FY 14 Cap Outlay	After 9/30/22	2014	2023	Blank
FY 15 Cap Outlay	Before 9/30/22	2015	2022	13
FY 15 Cap Outlay	After 9/30/22	2015	2023	Blank
FY 16 Cap Outlay	Before 9/30/22	2016	2022	13
FY 16 Cap Outlay	After 9/30/22	2016	2023	Blank
FY 17 Cap Outlay	Before 9/30/22	2017	2022	13
FY 17 Cap Outlay	After 9/30/22	2017	2023	Blank
FY 18 Cap Outlay	Before 9/30/22	2018	2022	13
FY 18 Cap Outlay	After 9/30/22	2018	2023	Blank
FY 19 Cap Outlay	Before 9/30/22	2019	2022	13
FY 19 Cap Outlay	After 9/30/22	2019	2023	Blank
FY 20 Cap Outlay	Before 9/30/22	2020	2022	13
FY 20 Cap Outlay	After 9/30/22	2020	2023	Blank
FY 21 Cap Outlay	Before 9/30/22	2021	2022	13
FY 21 Cap Outlay	After 9/30/22	2021	2023	Blank
FY 22 Cap Outlay	Before 9/30/22	2022	2022	13
FY 22 Cap Outlay	After 9/30/22	2022	2023	Blank

## **THIRTEENTH ACCOUNTING PERIOD**

### **NOVEMBER 10**

All FY 22 payment documents and documents green slipped prior to November 9<sup>th</sup> must be received by the Comptroller's Office by 3:30 PM. This includes all FY 22 purchase order/contract payments not involving an ongoing project. An ongoing project is anything on a centralized purchase order that was ordered in FY22 but has not been received by this payment document deadline.

### **NOVEMBER 15**

All green slipped documents generated after November 9th must be returned by **NOON** on November 15 to ensure processing in the thirteenth accounting period.

The thirteenth accounting period for 2022 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<sup>th</sup>, all documents with an accounting period of "13" will be rejected. Documents carrying a blank date or accounting period and a budget fiscal year of "2022" that do not reference a centralized contract or purchase order pertaining to an ongoing project 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 ongoing projects received against an FY 22 centralized purchase order will continue to be paid against FY 22 encumbrances by referencing the purchase order, placing the appropriate budget fiscal year in the document header and documenting the related ongoing project. Payments against an FY 22 purchase order cannot have overruns after the 13<sup>th</sup> accounting period is closed. If you have an invoice for an FY 22 related purchase not referencing a centralized contract or purchase order or referencing a capital outlay appropriation and the 13<sup>th</sup> accounting period is closed, please contact Lindsay Bryant, Jamie Jackson or Kathleen Baxter to discuss payment options.

**THIRTEENTH ACCOUNTING PERIOD - CONTINUED**

**NOTE:** Any goods or services not on purchase orders that are ordered in FY22 and received prior to October 1 (13th APD) or after October 1 but before the payment document deadline (BFY2022/AFY2023) must be paid for by November 30. Only purchases on a FY22 purchase order received after the payment document deadline (November 10) can be submitted after November 30th as an ongoing project. However, these BFY2022/AFY2023 payments should not be for recurring type purchases such as office supplies, automotive supplies, building supplies, etc. or other items that are generally on statewide contract. Payments coded to BFY2022/AFY2023 should be project based such that it took time to get everything together for the procurement/delivery to be complete such as automobiles, large equipment, etc. If you have questions if a specific purchase can be submitted for payment after the posted deadlines, please contact [ap@comptroller.alabama.gov](mailto:ap@comptroller.alabama.gov) prior to the deadline to get confirmation.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER,

ACCOUNTS PAYABLE SECTION

HOTLINE 334-242-4444



**PAYROLL**

**FY 22**

SEPTEMBER 14

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 11:00 AM. These payrolls will be charged to FY 22.

SEPTEMBER 20

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 22.

SEPTEMBER 21

The final GHRG gross-to-net cycle for SUPPLEMENTAL pay to be paid in FY 22 will be processed.

SEPTEMBER 22

All GHRG salary warrants to be cancelled in FY 22 must be submitted to GHRG by 12:00 Noon.

**FY 23**

SEPTEMBER 29

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 23.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER,

GHRG SECTION

HOTLINE 334-242-2188

## **PROFESSIONAL SERVICES CONTRACTS**

### **FY 21**

AUGUST 16

All FY 21 DOP\*/ISE1 documents that are multi-year and have or will have a corresponding FY 22 encumbrance must be reviewed. FY 21 DOP\*/ISE1 encumbrances will be closed and should be decreased to the amount spent. This reduced amount will increase the available amount on the MAP\*/ISA1 document and will allow a FY22 increase for an encumbrance, with available allotment, and keep the contract amount whole for any future year encumbrances, if applicable. Please ask questions and coordinate this with Fiscal Management in the Comptroller's Office, Denise Perdue at (334) 353-1524 or Randy Head (334) 353-9275.

SEPTEMBER 7

FY 21 Professional service contract/ Mods Due on this date.

**NOTE: Manual agencies will email these transactions to the Comptroller's Shared Services Section at [comptroller--sharedservices@comptroller.alabama.gov](mailto:comptroller--sharedservices@comptroller.alabama.gov) by this date.**

SEPTEMBER 12

All outstanding FY 21 DOP\*/ISE1 encumbrances (except Capital Outlay) will be closed.

### **FY 22**

SEPTEMBER 12

All FY 22 Professional Services contracts/amendments (ISA1, MAP1, MAPIT1 and MAPBC1) must be submitted to the Comptroller's Office for approval and processing by this date (manual agencies will email their copies to the Shared Services by this date).

**Any contracts/amendments/encumbrances not submitted by this date must be included on the year-end accounts payable journal vouchers IF expenditures are applicable to FY 22.** Contracts/amendments/encumbrances must then be entered into STAARS during the 13th accounting period (manual agencies email Shared Services).

SEPTEMBER 15

All FY 22 encumbrances (DOP1, DOPIT1, DOPBC1, and ISE1) must be submitted to the Comptroller's Office for approval and processing by this date (manual agencies will send their requests to the Shared Services email for this process). If the MAP\*/ISA1 is a multi-year award, you will be allowed to modify any FY 22 encumbrance documents during the 13th accounting period, if you have sufficient FY 22 allotment reserved.

DECEMBER 1

**NOTE: All FY 22 GAE and POD1 decentralized encumbrances will be closed at the end of the 13th accounting period.**

## **PROFESSIONAL SERVICE CONTRACTS - CONTINUED**

### **FY 23**

OCTOBER 4

New contracts/interagency agreements (MAP\*'s & ISA1's) or encumbrances (DOP\*'s & ISE1's) for FY 23 may be keyed in STAARS and validated but should not be submitted to our office prior to this date. *Do not enter a BFY in the header on your new documents.*

#### STAARS Agencies

If a MAP\* or ISA1 is a multi-year award, you will be allowed to modify (increase) any FY 22 DOP\* or ISE1 document if you have sufficient FY 22 allotment reserved for the 13th accounting period.

You may also enter any new FY 23 DOP\* & ISE1 documents against their corresponding MAP\* & ISA1, if applicable, on October 4, 2022, if the expiration date of the MAP\* or ISA1 extends past 09/30/2022. The encumbrances on multi-year agreements will reference the same MAP\* or ISA1 number already on the system. Agencies may have multiple fiscal year (FY 22 and FY 23) DOP\*s/ISE1's for the same MAP\*/ISA1 for **multi-year agreements.**

FY 22 DOP\*s/ISE1s may be modified (decreases only) throughout FY 23, after the 13<sup>th</sup> accounting period of FY 22 has ended.

**We encourage the use of one DOP\* for each MAP\* document in a fiscal year.**

#### Manual Users

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

Denise Perdue 334-353-1524 or Randy Head 334-353-9275

## PURCHASING

### REQUISITIONS

#### FY 22 Documents

JUNE 17

All FY 22 **Information Technology** RQ's **which require bidding** must be submitted for approval to the Office of Information Technology (OIT).

JUNE 23

All RQs for **bids requiring a site visit** must be submitted to State Purchasing.

JULY 11

All other RQs (non-technology) which require bidding must be submitted to State Purchasing.

AUGUST 5

All FY 22 bid Award Letters must be received from the agency.

AUGUST 12

State Purchasing will set all outstanding FY 22 bid documents to Intent to Award.

AUGUST 26

All FY 22 documents (RQS/DO) must be completed, **to include all agency internal approvals**, and submitted to State Purchasing.

SEPTEMBER 14

All FY 22 documents (except Capital Outlay) must be converted to purchase orders/delivery orders. Any document(s) remaining in State Purchasing that has not been converted to a purchase order/delivery order by September 15 will be returned to the agency. The agency may resubmit these after October 1 to be processed against the new fiscal year (FY 23) budget.

## **PURCHASING – CONTINUED**

### **FY 23 Requisitions**

All FY 23 procurements will be processed in Alabama Buys. Requisitions will remain in draft until the agency Chart of Accounts (COA) are loaded into STAARS. Once the agency COA's are loaded, the agency can go to their draft Requisitions in Alabama Buys and update the Budget Allocations and submit. Submitted Requisitions will perform budget checks, route through workflow, and stop before the PO is issued. On October 1, POs will automatically workflow to Final and encumber in STAARS.

- Processing FY 23 Requisitions will be suspended when End of Year processing is taking place (September 23-30).

### **PURCHASE ORDERS**

#### **FY 21**

SEPTEMBER 12

All outstanding FY 21 purchase orders, (including Professional Services contracts) except for appropriation 050 – capital outlay, will be closed in STAARS.

#### **FY 22**

SEPTEMBER 22

State Purchasing will suspend processing of any FY 22 purchase order / delivery order modifications during the period of September 23 – September 30.

NOVEMBER 4

All FY 22 modification **increases** must be submitted to State Purchasing by this date. Increases needed after this date must go to the Board of Adjustments.

FOR QUESTIONS OR ASSISTANCE, EMAIL: [terri.cole@purchasing.alabama.gov](mailto:terri.cole@purchasing.alabama.gov)

## **REPORTS**

### **END OF FISCAL YEAR 2022**

All departments will be able to generate the End-of-Year (EOY) reports through STAARS InfoAdvantage except for AFIN-BUD-004 EOY which will be run by the BICC Team during the closing process. The EOY reports include all transactions recorded in STAARS during the 2022 fiscal year through the 12<sup>th</sup> accounting period except for the year-end accounts payable reversals. All EOY reports will be in one special folder (Public Folders>STAARS Financial Reports>STAARS Financial Statewide Reports>EOY Agency) and AFIN-BUD-004 EOY will be in a subfolder of this same folder (Public Folders>STAARS Financial Reports>STAARS Financial Statewide Reports>EOY Agency>Budget Management Report- End of Fiscal Year-2022. Please note that the report AFIN-EOY-004 includes the year-end accounts payable journal vouchers in the total obligations column. AFIN-BUD-010 in Public Folders>STAARS Financial Reports>STAARS Financial Statewide Reports>Budget will not include these amounts if it is run after the year-end accounts payable journal vouchers are reversed.

### **END OF FISCAL YEAR REPORTS**

AFIN-BUD-004 EOY	Budget Management Report (EOY)
AFIN-EOY-003	Detailed Listing of Revenue vs Budget
AFIN-EOY-004	Department Obligations vs Expense Budget, Appropriations and Allotments
AFIN-EOY-005	Operation Plan Status

Also, the Cash Reconciliation Reports will be emailed to the agencies.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER,

FINANCIAL REPORTING SECTION

Scott Stevenson 334-242-2192

**WARRANT CANCELLATION / DUPLICATE WARRANT**

SEPTEMBER 14

All warrants, except salary warrants, to be cancelled in FY 22 must be received by the Comptroller's Office by **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.

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

334-242-0306

SEPTEMBER 14

Requests for duplicate warrants received after **NOON** on this date will not be processed until after October 1.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER,

AGENCY DISTRIBUTION SECTION

334-353-5395

**WARRANT CANCELLATION / DUPLICATE WARRANT – CONTINUED**

NOVEMBER 17

Expense warrants issued in FY 22 (October 1, 2021-September 30, 2022) and requiring cancellation, must be received by the Comptroller's Office by **Noon**. Any warrant not received by this deadline must be certified into the State Treasury.

**NOTE:** During the thirteenth accounting period, an expense warrant issued in a prior fiscal year must be cancelled by a different method. The normal cancellation process is used; however, some additional information must be input. Go into the **CHK\*** document as if you were doing a regular cancellation. In the header line, tab over to **CANCELLATION**. The cancellation type should be **“HOLD”** instead of **“PR CANCELLATION”**. You still enter the cancellation reason and any comments as normal. Tab over to the **Hold Type** and use the pic line to click **“USER01”** as the type. In the hold request description box type **13<sup>th</sup> APD PR Cancellation**. The **Payment Type Hold Department** and the **Payment Hold Type Unit** should show **“ALL”**. The final step is to validate and submit the document, which will workflow to the State Treasurer’s Office.

If the thirteenth accounting period is closed, the warrant must be deposited on a cash receipt form following the instructions located on page 5 of the EOY Memo.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER,

AGENCY DISTRIBUTION SECTION

334-242-0306



## **CAPITAL ASSETS**

### **ASSET WORKS**

NOVEMBER 30

Verify that Personal Property Managers have updated the State Auditor's program Asset Works for purchases received through 09/30/2022 including property paid for from the 13<sup>th</sup> accounting period. Agencies are responsible for reconciling Asset Works property to STAARS fixed assets. All Asset Works corrections due by November 30th.

### **STAARS**

SEPTEMBER 27

All unprocessed FA shell documents should be completed by the departments and submitted by September 27<sup>th</sup>.

All FA's created during the 13<sup>th</sup> accounting period with a prior year acquisition date should be coded to fiscal year 2022 period 13.

NOVEMBER 30

All property acquired during FY 22 including the 13<sup>th</sup> accounting period must be submitted on fixed asset documents in STAARS by November 30th. This includes purchased, self-constructed and donated capital assets. Also, all FY 22 disposals and corrections submitted with fixed asset documents in STAARS. For FY 22 disposals, corrections, and non-auditor property submitted to the Financial Reporting Section by November 30th. Agencies are responsible for reconciling STAARS fixed assets to Asset Works property. All corrections to STAARS fixed assets due by November 30th.

FOR ASSISTANCE CALL: OFFICE OF THE STATE COMPTROLLER,

FINANCIAL REPORTING SECTION

Dwayne McCain 334-353-7575

# June 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
30	31	1	2	3
6	7	8	9	10
Jefferson Davis' Birthday Holiday Observed				Start reviewing FY22 Chart of Accounts in STAARS, Additions & Changes to decentralized charts of accounts must be completed by 5:00 p.m. on 06/15/22.
13	14	15	16	17
Begin entering FY23 Operation Plan in STAARS Performance Budgeting		Additions & Changes to decentralized charts of accounts must be completed by 5:00 p.m.	NYTI FY23 Chart of Accounts available for inquiries, changes, additions and activations, any FY22 changes made after NYTI must also be made on FY 23 pages	All FY22 Information Technology RQS's which require bidding must be submitted for approval to OIT
20	21	22	23	24
Juneteenth Holiday Observed			All RQS's for bids requiring a site visit must be submitted to State Purchasing.	
27	28	29	30	1

# July 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
27	28	29	30	1
4	5	6	7	8
Independence Day Holiday Observed				
11	12	13	14	15
Non-technology RQ's which require bidding must be submitted to State Purchasing.				
18	19	20	21	22
25	26	27	28	29
				FY 23 Operations Plans due to EBO.  SBFS in STAARS PB updated with 6/1 payroll data & the budget results will prepopulate in OBJ 0100 & 0200.

# August 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
Begin emailing A/P Special Requests with Doc IDs of payments made against FY21 POs/Contracts.	All FY23 procurements will be processed in Alabama Buys. When an agency goes live, they may enter FY23 DRAFT requisitions until COAs are loaded in STAARS.			FY22 Bid Award Letters must be received by Purchasing from the agency
8	9	10	11	12
				State Purchasing will set all outstanding FY22 bid docs to Intent to Award.
15	16	17	18	19
	All outstanding FY21 encumbrances (except Capital Outlay) should be reviewed in STAARS. All FY21 DOP*/ISE1 should be reduced to the amount expended before they are closed on September 12th.			Payment docs referencing FY21 POs and contracts are due to Comptroller by 3:30.
22	23	24	25	26
				FY22 Operations Plans Revisions must be submitted to the EBO for approval. FY22 purchase docs (RQS/DO) completed (including internal AGCY approvals) & submitted to State Purchasing.
29	30	31	1	2
		FY22 (and prior FY) Capital Outlay appropriation end date changes must be submitted to the EBO.		

# September 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29	30	31	1	2
				Manual agency's in-state travel payment docs for 9/16 paycheck are due by 3:30
5	6	7	8	9
Labor Day Holiday	In-state travel payment docs for 9/16 paycheck are due by 3:30	FY21 professional service contract amendments/mods due. Manual agency docs green slipped <u>prior</u> to 9/6 are due by 3:30 pm.  Manual agencies email correction JVs to the Shared Services by 3:30 PM.	STAARS Users correction JVs to Comptroller's office by 5:00 pm.	Pay't docs, PCard pay'ts and docs greenslipped <u>prior</u> to 9/8, and Concur Expense Reports by 3:30pm Manual agency docs green slipped <u>after</u> to 9/6 are due by noon. Manual agency in-state travel pmt docs for 10/1 paycheck by 3:30 pm.
12	13	14	15	16
Outstanding FY21 POs and DOP/ISE1 enc.(except Capital Outlay) will be closed.  All FY22 Professional Service contracts/amendments (MAP*s & ISA1s) must be submitted to Comptroller's Office by 5 pm.	Greenslipped docs generated <u>after</u> 9/8 must be returned by Noon.  In state travel payments docs for 10/1 check due 3:30 pm	GHRG gross-to-net SEMI-MONTHLY ARREARS for pay period ending 8/31 processed,all entries due by 11 AM. All FY22 docs (except Capital Outlay) must be converted to POs/DOs. Final duplicate FY22 warrants due by Noon. Warrants (except salary) to be cancelled are due by Noon.	All FY22 professional service contract DOP*/ISE1 encumbrances must be submitted to Comptroller's office by 5 pm on this date.	All cost allocation JV entry corrections are due.  Manual agencies must email completed APJVs with supporting doc. to Shared Services by 5:00 p.m.
19	20	21	22	23
Year End APJVs must be received in the Comptroller's office by 5:00 p.m.	GHRG gross-to-net SEMI MONTHLY CURRENT for pay period 9/30 processed. These payrolls will be charged to FY22.	Final GHRG gross-to-net cycle for SUPPLEMENTAL paid in FY22 processed.	GHRG salary warrants to be cancelled in FY22 must be submitted to GHRG by NOON.  Purchasing suspends processing any FY22 PO/DO mods or requisitions for FY23 during the dates of 9/23-9/30.	Reserve Cash for Capital Outlay Appropriations, POs, and APJV1s.
26	27	28	29	30
	All unprocessed FA shell docs should be completed by depts. and submitted by 9/27.  All FA's created during 13th APD with a prior year acquisition date should be coded to FY22 period 13.	Bad checks redeemed by 2:30 PM.  Deposits made by 2:30 PM will be processed as FY22, <u>after</u> 2:30 PM will be processed as FY23.  ***Last working day of FY22***	GHRG gross-to-net SEMI MONTHLY ARREARS for the pay period ending 9/15 will be processed. Entries must be made by 2:45PM. These payrolls will be charged to FY23.  ***APJV1 reversal process starts***	

# October 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
FY23 requisitions in DRAFT with updated Budget Allocations will automatically workflow the PO docs to FINAL and encumber in STAARS.  First processing day for STAARS for FY2023	New MAP*/ISA1 docs or DOP*/ISE1 encumbrances for FY23 may be keyed in STAARS and validated, but should not be submitted <u>prior</u> to this date.	CAFR instructions to be mailed.		
10	11	12	13	14
Columbus Day Holiday				
17	18	19	20	21
24	25	26	27	28
				CAFR FRJV1's due in Comptroller's Office.
31	1	NOTES		

# November 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
31	1	2	3	4
				Last day to increase FY22 PO documents in Purchasing.
7	8	9	10	11
	Manual agency FY22 pmts docs & docs greenslipped <u>prior</u> to 11/8 must be received by Shared Services by 3:30. This includes all FY22 POs/contracts not involving an ongoing project.		FY22 pmts docs & greenslips <u>prior</u> to 11/9 must be to Comptroller by 3:30. This includes all FY22 PO's & contracts not for an ongoing project.	Veterans Day Holiday
14	15	16	17	18
Manual agency greenslipped docs generated <u>after</u> 11/8 must be returned by NOON to ensure processing in the 13th acct period.	Greenslipped docs generated <u>after</u> 11/9 must be returned by NOON on this date to ensure processing in the 13th acct period.		Expense warrants issued in FY22 & requiring cancellation, must be received by the Comptroller by Noon. Any warrant not received must be certified into the State Treasury.	FY22 correction JVs for 13th APD due by 5:00 PM.
21	22	23	24	25
			Thanksgiving Day Holiday	
28	29	30	1	2
		FY22 disposals, corrections, and non-auditor property should be submitted to Financial Reporting by 11/30.  Update AssetWorks for purchases received through 9/30 and paid for from 13th acct period.		

# December 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
28	29	30	1	2
			Decentralized FY22 GAE and POD1 encumbrances will be closed, after the 13th accounting period.	
			13th Accounting Period now closed	
5	6	7	8	9
Extensions for CAFR accruals deadline. Includes entries for interfund, transfers, and due to/due from. Final FRJV1s due.				
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
Christmas Holiday Observed				



# January 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6
New Year's Holiday observed				
9	10	11	12	13
16	17	18	19	20
Holiday - MLK & Robert E. Lee	Deadline for audited financial statements to Financial Reporting			
23	24	25	26	27
30	31	NOTES		