



STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
OFFICE OF THE STATE COMPTROLLER

RSA UNION  
100 North Union Street, Suite 220  
Montgomery, Alabama 36130-2602  
Telephone (334) 242-7050  
FAX (334) 242-2440

BOB RILEY  
Governor

BILL NEWTON  
Acting Director of Finance

MICHAEL G. HUDSON  
Acting State Comptroller

June 3, 2009

MEMORANDUM

TO: ALL CHIEF FISCAL OFFICERS

FROM: Bill Newton, Acting Director of Finance  
Michael G. Hudson, Acting State Comptroller  
Isaac Kervin, State Purchasing Director

SUBJECT: PROCEDURES FOR END OF FISCAL YEAR, SEPTEMBER 30, 2009 AND  
BEGINNING OF FISCAL YEAR, OCTOBER 1, 2009

The procedures and deadlines have been established for closing the fiscal year ending September 30, 2009 and opening the new fiscal year beginning October 1, 2009. 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 2009 will end on November 30, 2009.

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, 2009 until 7:00 am October 1, 2009.

Thank you for your cooperation during year-end closing.

MGH/gb

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## BUDGET

### **FY 09**

AUGUST 28

All FY 09 Operations Plans revisions must be submitted to the Executive Budget Office for approval.

### **FY 10**

JULY 31

All FY 10 Operations Plans are due in the Executive Budget Office.

SEPTEMBER 4

All FY 10 Operations Plans entered into the Central Accounting System (CAS).

FOR ASSISTANCE, CALL:      EXECUTIVE BUDGET OFFICE  
242-7230

## CASH RECEIPTS

### **FY 09**

#### SEPTEMBER 28

This is the last day the Treasurer's Office will accept deposits that will be processed as FY 09 transactions. All deposits on September 28 to be processed in FY 09 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 10**

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

The certificate number for FY 10 cash receipts should begin with a "0". 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 10.

#### PRIOR BUDGET YEAR TRANSACTIONS

A cash receipt modification may be used to correct a FY 09 deposit while the thirteenth accounting period is open. Modifications to reclassify deposits from one fund to another fund should be coded to the FY 09 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 new fund, debit balance sheet account 1203 and credit the accounting distribution from the CR and, in the old fund, debit the accounting distribution from the CR and credit balance sheet account 2003. The first JV will be coded with "13 09" in the accounting period while the second JV will reverse the first one and be coded with "09" in the budget FY and the accounting period blank.) All other modifications should be coded with "13 09" 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.

### CASH RECEIPTS (CONTINUED)

Refunds of prior year expenditures may be deposited as refunds against disbursements while the thirteenth accounting period is open. The receipt should be coded to the FY 09 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 debit balance sheet account 1200 and credit the accounting distribution from the CR. The first JV will be coded with "13 09" in the accounting period. The second JV will reverse the first one and be coded with "09" in the budget FY and the accounting period 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 09 that are returned after September 28 should be redeemed from the Treasurer's Office as indicated on page 3-10 of the Fiscal Policy and Procedures Manual.

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

## CROSSWALK/CHART OF ACCOUNTS ROLLOVER

### **FY 09**

#### **JUNE 1 - 19 CROSSWALK**

Review the FY 09 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 "0" 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 10 records created by replicating FY 09 tables (fund, agency, orgn, activity, object, sub-object, revenue source, balance sheet).

#### **JUNE 22**

FY 10 crosswalk tables and chart of accounts will be available for inquiries, changes, additions, and inactivations. **Any additions or changes made to the FY 09 tables after the rollover must also be made to the FY 10 tables.**

Note: SNAP will not accept any FY 10 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 10 REQUISITIONS.**

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

## FINANCIAL STATEMENTS FOR 2009

### OCTOBER 2

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 23

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 09**

SEPTEMBER 16

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 10**

FY 10 journal vouchers should begin with a "0" 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



## JOURNAL VOUCHER – ACCOUNTS PAYABLE

**FY 09**

SEPTEMBER 14 (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 18 (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 2009 fiscal year expenditures and should consist only of expenditures incurred, but not paid by September 30, 2009, such as travel and utilities.

**NOTE: Sufficient cash must be available for all capital outlay appropriations (050) and FY 09 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:

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

It must begin with “9”, 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.

## SEPTEMBER 21

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 09 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 09 POs.**

**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.**

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 09. 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 09 budget authority for spending during the thirteenth accounting period.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER,  
FISCAL MANAGEMENT SECTION  
242-7064 or 242-4225

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
State Comptroller  
Montgomery, AL 36130

JOURNAL VOUCHER NUMBER 010 9010000000E

BATCH NUMBER \_\_\_\_\_

DATE \_\_\_\_\_

ACCOUNTING PERIOD \_\_\_\_\_ BUDGET FY 09

Comptroller will distribute as follows  
White - Comptroller  
Yellow - Department

**JOURNAL VOUCHER**

AC TP	FUND	AGCY	ORG	APPR	ACTI-VITY	OBJ/REV	SUB O/R	BS ACCT	REPT CATG	DESCRIPTN	V/P	VENDOR/ PROVIDER	DEBIT AMOUNT	CREDIT AMOUNT
22	0100	010	1020	917	0582	0300	01						5,000.00	
22	0100	010	1020	917	0582	0400	01						2,500.00	
22	0100	010	1020	917	0582	0500	01						1,200.00	
22	0100	010	1020	917	0582	0600	01						9,000.00	
22	0100	010	1020	917	0582	0700	01						15,000.00	
22	0100	010	1020	917	0582	0800	01						23,000.00	
01	0100	010						1001						55,700.00
										<b>SAMPLE</b>				
TOTALS												55,700.00	55,700.00	

Explanation: To set up Accounts Payable JV for FY 2009 (see attached supporting documentation).

Submitted by: \_\_\_\_\_

Audited by: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Audited: \_\_\_\_\_

## PAYMENT VOUCHERS

### **FY 08**

AUGUST 17

All payment vouchers referencing FY 08 purchase orders/contracts must be placed in **separate batches** from all other payment vouchers. The batch listing must be clearly labeled "08" in red letters.

AUGUST 28

All payment vouchers referencing FY 08 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 09**

SEPTEMBER 9 (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 11 (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 18

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 10**

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 9/30/09, the ACCOUNTING PERIOD on the payment voucher should be coded "13 09", whether you are making a direct payment (for example, utilities) or referencing a purchase order. This applies to all vouchers, without exception.

## FY 10 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 9/30/09 and are received on or after 10/1/09, leave the date and accounting period blank on the payment voucher, and code "09" 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 "10" 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> '09 vouchers in separate batches marked **"13 09" 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 09 purchase order will be charged against the FY 09 budget; a payment voucher referencing an FY 10 purchase order will be charged against the FY 10 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 10/1/09, but the goods or services were ordered and received after 9/30/09, the Budget FY on the voucher should be "09". If the goods or services were ordered and received prior to 9/30/09, then "13 09" should be placed in the accounting period and "09" 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".

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, 242-4954, 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 09 PO	Before 10/1/09	Blank	13 09	FY 09
FY 09 PO	After 9/30/09	Blank	Blank	FY 09
FY 09 PO w/overruns, shipping charges, etc	Before 10/1/09	Blank	13 09	FY 09
FY 09 PO w/overruns, shipping charges, etc	After 9/30/09	Blank	Blank	FY 09
Phone Authorization before 10/1/09	Before 10/1/09	Blank	13 09	FY 09
Phone Authorization before 10/1/09	After 9/30/09	Blank	Blank	FY 09
<\$500 and Gov. Entities	Before 10/1/09	Blank	13 09	FY 09
<\$500 and Gov. Entities	After 9/30/09	Blank	Blank	FY 09

**NOTE:** In order for a)goods/services under \$500 or b)purchases from other governmental entities to be paid from FY 09 appropriation, sufficient evidence must be present to document that the goods/services were ordered on or before 9/30/09.

CURRENT BUDGET YEAR TRANSACTIONS

FY 10 PO	After 9/30/09	Blank	Blank	FY 10
Phone Authorization after 10/1/09	After 9/30/09	Blank	Blank	FY 10
<\$500 and Gov. Entities	After 9/30/09	Blank	Blank	FY 10

**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 07 Cap Outlay	Before 9/30/09	Blank	13 09	FY 07
FY 07 Cap Outlay	After 9/30/09	Blank	Blank	FY 07
FY 08 Cap Outlay	Before 9/30/09	Blank	13 09	FY 08
FY 08 Cap Outlay	After 9/30/09	Blank	Blank	FY 08
FY 09 Cap Outlay	Before 9/30/09	Blank	13 09	FY 09
FY 09 Cap Outlay	After 9/30/09	Blank	Blank	FY 09

## THIRTEENTH ACCOUNTING PERIOD

The thirteenth accounting period for 2009 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 09" will be rejected. Documents carrying a blank date or accounting period and a budget fiscal year of "09" 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 9/30/09 paid against a FY 09 purchase order will continue to be paid against FY 09 encumbrances by referencing the purchase order and by placing the appropriate budget fiscal year in the voucher header. Payments against a FY 09 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 09 payment vouchers not referencing purchase orders (accounts payable) must be placed in separate batches and be clearly labeled "09" in red letters.

### NOVEMBER 18 (Automated Users)

All FY 09 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 17 (Manual Users):

All FY 09 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 25

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, or 242-4954  
MANUAL USERS 242-7061 or 242-4954



## PAYROLL

### **FY 08**

#### SEPTEMBER 11

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 09.

#### SEPTEMBER 21

The final GHRS gross-to-net cycle for SUPPLEMENTAL pay to be paid in FY 09 will be processed.

#### SEPTEMBER 23

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 09.

#### SEPTEMBER 24

All GHRS salary warrants to be cancelled in FY 09 must be submitted to GHRS by 12:00 noon.

#### SEPTEMBER 22

The GHRS gross-to-net cycle for the BI-WEEKLY pay period ending September 11 will be processed. These payrolls will be charged to FY 09.

### **FY 10**

#### SEPTEMBER 28

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 10.

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

## PROFESSIONAL SERVICES CONTRACTS

### **FY 09**

#### SEPTEMBER 14

All FY 09 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 09. These contracts/amendments must then be entered into the Central Accounting System (CAS) during the 13th accounting period.

### **FY 10**

#### OCTOBER 1

New contracts for FY 10 should not be keyed into the system or submitted to our office prior to this date.

The rollover process for FY 09 contracts affecting multiple fiscal years will be completed on this date. It will be necessary for each agency to complete CM transactions in the Central Accounting System (CAS) after October 1 in order to record quarterly amounts and any changes to the accounting distributions for your new FY 10 rollover contracts.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER  
FISCAL MANAGEMENT SECTION  
242-7064 or 242-4225

## PURCHASING

### REQUISITIONS

#### **FY 09**

JULY 20

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

AUGUST 17

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

AUGUST 21

State Purchasing will send final FY 09 requisitions to accounting systems. This will be the last day to create FY 09 Purchase Orders (except Capital Outlay) in SNAP.

SEPTEMBER 2

All FY 09 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 4 will be returned to the department. The department may resubmit these after October 1 to be processed against the new fiscal year (FY 10) budget.

SEPTEMBER 4

FY 09 RQs, except for appropriation 050 - capital outlay, will be closed.

#### **FY 10**

JUNE 22

Agencies can begin FY 10 requisitions if all XWLK changes have been made. It is essential that the FY 10 account codes be used on the FY 10 requisitions.

PURCHASE ORDERS

**FY 08**

SEPTEMBER 4

All outstanding FY 08 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 09**

SEPTEMBER 1

State Purchasing will not process any FY 09 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 2009

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 2008-2009 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 2009" 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 2009 Fiscal Year

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

WARRANT CANCELLATION / DUPLICATE WARRANT

SEPTEMBER 17

All warrants, except salary warrants, to be cancelled in FY 09 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. **Interface warrants not received by this deadline must be certified into the State Treasury on or after October 1.**

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 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 242-7055

SEPTEMBER 24

All GHRs Salary warrants to be cancelled for FY 09 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 18

Expense warrants issued in FY 09 (October 1, 2008-September 30, 2009) 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 11

Departmental Accountants – Verify that Personal Property Managers have updated the State Auditor's program Protege for purchases received through 09/30/2009 and paid for from the 13<sup>th</sup> accounting period.

JANUARY 4

Departmental Accountants – Verify that Personal Property Managers are including all FY09 purchases of personal property in the file sent to the State Auditor for January 11 import.

### **Real Property**

NOVEMBER 20

All real property purchased for FY09 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 20 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 1<sup>st</sup> or 2<sup>nd</sup> and any corrections or changes made immediately to GCAS no later than December 11.

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

# June 2009

# End of Fiscal Year

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																																		
<p><i>1</i></p> <p>BEGIN MAKING ADDITIONS OR CHANGES TO FY09 CROSSWALK TABLES.</p> <p>HOLIDAY-JEFFERSON DAVIS' BIRTHDAY</p>	<p><i>2</i></p>	<p><i>3</i></p>	<p><i>4</i></p>	<p><i>5</i></p>																																																																																																		
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<p><i>15</i></p>	<p><i>16</i></p>	<p><i>17</i></p>	<p><i>18</i></p>	<p><i>19</i></p> <p>FY 09 CROSSWALK ADDITIONS OR CHANGES MUST BE COMPLETED BY 5 PM.</p>																																																																																																		
<p><i>22</i></p> <p>BEGIN FY 10 REQUISITIONS, USE FY10 ACCOUNT CODES.</p> <p>FY10 CROSSWALK/CHART OF ACCOUNTS TABLES AVAILABLE IN CAS</p>	<p><i>23</i></p>	<p><i>24</i></p>	<p><i>25</i></p>	<p><i>26</i></p>																																																																																																		
<p><i>29</i></p>	<p><i>30</i></p>	<table border="1"> <thead> <tr> <th colspan="7">May 2009</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">Jul 2009</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>			May 2009							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	Jul 2009							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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20 PURCHASING WILL NOT ACCEPT OR PROCESS RQ's(PR2'S) IN EXCESS OF \$7,500.	21	22	23	24																																																																																																											
27	28	29	30	31 FY10 OPERATIONS PLANS DUE IN EXECUTIVE BUDGET OFFICE.																																																																																																											

# August 2009

# End of Fiscal Year

Monday	Tuesday	Wednesday	Thursday	Friday
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17 ALL PV's REFERENCING FY08 POs/CONTRACTS PLACED IN SEPARATE BATCHES.  PURCHASING WILL NOT ACCEPT OR PROCESS FY09 RQ's, INCLUDING RELEASE ORDERS, AFTER THIS DATE.	18	19	20	21 FINAL FY09 RQ's SENT TO AGENCIES & FINAL FY09 PO's CREATED BY PURCHASING.
24	25	26	27	28 FY09 OPERATIONS PLANS REVISIONS DUE IN EXECUTIVE BUDGET OFFICE.  PV's REFERENCING FY08 PO's/CONTRACTS BY 3:30 PM.

31

Jul 2009						
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# September 2009

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	<i>1</i> HOLIDAY-LABOR DAY PURCHASING WILL NOT PROCESS ANY FY09 PO MOD's THRU 30TH.	<i>2</i> FY09 RQ's MUST BE CONVERTED TO PO's IN ALL SYSTEMS.	<i>3</i>	<i>4</i> FY08 PO's & FY09 RQ's, NOT 050, CLOSED IN CAS.																																																																																																																
<i>7</i>	<i>8</i>	<i>9</i> PV's FOR MANUAL USERS DUE BY 5 PM.	<i>10</i>	<i>11</i> GHR'S SEMI-MONTHLY ARREARS GROSS-TO-NET FOR PAY PERIOD ENDING 8/31 PROCESSED (ALL ENTRIES DUE BY 2:45).  PV's FOR AUTOMATED USERS DUE BY 3:30 PM.																																																																																																																
<i>14</i> FY09 PROFESSIONAL SERVICE CONTRACTS DUE.  YEAR-END ACCOUNTS PAYABLE JVs DUE (MANUAL USERS).	<i>15</i>	<i>16</i> ALL CORRECTION JVs DUE.	<i>17</i> WARRANTS TO BE CANCELLED EXCEPT SALARY DUE BY 5 PM.	<i>18</i> FINAL DUPLICATE WARRANTS TO BE PROCESSED DURING CURRENT YEAR.  GREEN-SLIPPED PV's DUE BY NOON.  YEAR-END ACCOUNTS PAYABLE JVs FOR AUTOMATED USERS DUE.																																																																																																																
<i>21</i> FINAL GHR'S GROSS-TO-NET CYCLE FOR SUPPLEMENTAL FY09 PROCESSED.	<i>22</i> GHR'S GROSS-TO-NET BI-WEEKLY FOR PAY PERIOD ENDING 9/11 PROCESSED.  GHR'S SALARY WARRANTS TO BE CANCELLED FOR FY08 DUE BY NOON.	<i>23</i> GHR'S GROSS-TO-NET SEMI-MONTHLY CURRENT FOR PAY PERIOD ENDING 9/30 PROCESSED.	<i>24</i> GHR'S SALARY WARRANTS TO BE CANCELLED FOR FY09 DUE BY NOON.	<i>25</i>																																																																																																																
<i>28</i> CAS UNAVAILABLE AFTER 5 PM UNTIL 10/1.  DEPOSITS BY 10 AM PROCESSED AS FY09 & AFTER 10 AM FY10.  GHR'S GROSS-TO-NET SEMI-MONTHLY ARREARS FOR PAY PERIOD ENDING 9/15 PROCESSED (ALL ENTRIES DUE BY 2:45).	<i>29</i>	<i>30</i> AFNS UNAVAILABLE AFTER 1 PM UNTIL 10/1.	<table border="1"> <thead> <tr> <th colspan="7">Aug 2009</th> <th colspan="7">Oct 2009</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>		Aug 2009							Oct 2009							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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<p><i>12</i></p> <p>HOLIDAY-COLUMBUS DAY</p>		<i>13</i>		<i>14</i>		<i>15</i>		<i>16</i>																																																																																																		
<i>19</i>		<i>20</i>		<i>21</i>		<i>22</i>		<p><i>23</i></p> <p>CAFR JV's DUE IN COMPTOLLER'S OFFICE.</p>																																																																																																		
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16	17 ALL FY09 PV's NOT REFERENCING PO's DUE BY 3:30 PM. (MANUAL).	18 ALL FY09 PV's NOT REFERENCING PO's DUE BY 3:30 PM. (AUTOMATED).  CANCELLATION OF FY09 EXPENSE WARRANTS DUE BY 5 PM.	19	20 JV CHANGES/CORRECTIONS FOR REAL PROPERTY DISPOSALS/CHANGES.																																																																																																		
23	24	25 GREEN-SLIPPED PV's DUE BY NOON.	26 HOLIDAY - THANKSGIVING	27																																																																																																		
30 THIRTEENTH ACCOUNTING PERIOD CLOSSES.	<table border="1"> <thead> <tr> <th colspan="7">Oct 2009</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>5</td> <td>6</td> <td>7</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td></td> <td></td> <td></td> <td>29</td> <td>30</td> <td>31</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="7">Dec 2009</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>7</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>14</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>21</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>28</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> </tr> <tr> <td></td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Oct 2009							M	T	W	T	F	S	S	5	6	7	1	2	3	4	12	13	14	8	9	10	11	19	20	21	15	16	17	18	26	27	28	22	23	24	25				29	30	31		Dec 2009							M	T	W	T	F	S	S	7	1	2	3	4	5	6	14	8	9	10	11	12	13	21	15	16	17	18	19	20	28	22	23	24	25	26	27		29	30	31			
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# December 2009

# End of Fiscal Year

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# January 2010

# End of Fiscal Year

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