



STATE OF ALABAMA  
Department of Finance  
Office of the State Comptroller

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Robert Bentley  
Governor

Bill Newton  
Acting Director of Finance

Thomas L. White, Jr., CPA  
State Comptroller

June 13, 2016

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, 2016 AND  
BEGINNING OF FISCAL YEAR, OCTOBER 1, 2016

The procedures and deadlines have been established for closing the fiscal year ending September 30, 2016 and opening the fiscal year beginning October 1, 2016. There is also a calendar for use as a quick reference. ***The detailed information is available online at [www.comptroller.alabama.gov](http://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 2016 will end on November 30, 2016.

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. STAARS will be available October 3, 2016.

Thank you for your cooperation during year-end closing.

Note:

For all agencies, all FY17 documents should be numbered with "17".

For Track 3 agencies, all FY16 documents should be entered into AFNS and then loaded to STAARS. Please organize all hard copied documents and clearly identify FY16 13th accounting period documents in order to expedite the FY16 payments.

BUDGET

**FY 16**

AUGUST 19

All FY 16 Operations Plans Revisions must be submitted to the Executive Budget Office for approval.

AUGUST 31

All FY 16 Capital Outlay appropriation end date changes must be submitted.

**FY 17**

JUNE 15

Begin entering FY17 Operation Plan in STAARS Performance Budgeting (PB).

JULY 29

All FY 17 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 16**

#### SEPTEMBER 23

This is the last day the Treasurer's Office will accept deposits that will be processed as FY 16 transactions. All deposits on September 23 to be processed in FY 16 should be made between 8:00 a.m. and 10:00 a.m.

All bad checks that have been returned by September 23 should be redeemed from the Treasurer's Office by 10:00 a.m. on September 23 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 17**

All deposits made after 10:00 a.m. on September 23 will be processed as FY 17 transactions.

The certificate number for FY 17 cash receipts should begin with a "17" in STAARS.

This includes cash receipts made after 10:00 a.m. on September 23. 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 17.

#### PRIOR BUDGET YEAR TRANSACTIONS

A cash receipt modification may be used to correct a FY 16 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 13<sup>th</sup> 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 FY17 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 16 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 13<sup>th</sup> 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 FY17 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 13<sup>th</sup> accounting period cash receipt. After the thirteenth accounting period has closed, these prior year refunds should be entered in FY17 and coded to revenue source 0684.

All checks originally deposited in FY 16 that are returned after 10:00 a.m. on September 23 should be recorded in the 13<sup>th</sup> 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 FY17 by entering a negative line to balance sheet account 1006.

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

## CHART OF ACCOUNTS ROLLOVER

### JUNE 3 **Decentralized Chart of Accounts**

Review the FY16 Chart of Account pages in STAARS for Track 1 agencies (FUND, DEPT, UNIT, FUNC, OBJ, RSRC, BBALS). Track 3 agencies review the FY17 Chart of Account pages in STAARS. Any additions or changes to decentralized accounts (SFUND, DOBJ, ERSRC, RPT, ACTV, etc.) must be completed by 5:00 p.m., June 3. A previous memo was sent to agencies on May 6, 2016 regarding this process. This memo can be found on the Comptroller's web site.

### JUNE 6 **New Year Table Initialization (Chart of Accounts)**

#### JUNE 7

FY 17 records created by replicating FY 16 pages for Track 1 agencies.

FY 17 chart of accounts will be available for inquiries, changes, additions, and inactivations. **Any additions or changes made to the FY 16 pages after the rollover must also be made to the FY 17 pages.**

Note: **IT IS ESSENTIAL THAT THE AGENCIES' PURCHASING SECTION USE THE NEW CODING ON FY17 REQUISITIONS or PURCHASE ORDERS.**

FOR ASSISTANCE CALL: STAARS Support  
334-353-9000

FINANCIAL STATEMENTS FOR 2016

OCTOBER 7

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 accounts receivable, deferred revenue, depreciation, inventory adjustments, capital leases, debt service adjustments and other non-budgeted accounting events.

OCTOBER 28

Journal vouchers to record accruals and other accounting adjustments must be submitted to Financial Reporting (Room 206, RSA Union Building). Track 1 agencies should use FRJV1 in STAARS. Track 3 agencies should enter JV's in AFNS and send a copy to Financial Reporting.

JANUARY 16

January 16<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 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 16**

SEPTEMBER 8

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. Track 3 users must insure that this data is in STAARS by this date.

**FY 17**

FY 17 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 16**

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 16 (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. Track 3 users must insure that this data is passed to STAARS by this date. Track 1 agencies should have their journal vouchers submitted to the Comptroller's office by 5 PM on this date.

Attached is a sample of the journal voucher document (for Track 3 Agencies) 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 2016 fiscal year expenditures and should consist only of expenditures incurred, but not paid by September 30, 2016, 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 16 POs.**

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

Track 1	DR	Expenditures (Event Type D014)
	CR	Cash (Event Type AP01)
Track 3	DR	Expenditures (Account Type 22)
	CR	Cash (Account Type 01)

Track 3 journal vouchers should be entered into agency accounting systems using departmental codes that will pass through integration to STAARS for processing. Corresponding journal voucher forms 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. Track 1 agencies should be sure to include and attach detailed documentation on the journal vouchers to support the requested accounts payable amounts.

JOURNAL VOUCHER – ACCOUNTS PAYABLE (CONTINUED)

Manual and Track 3 agencies, in completing the year-end accounts payable journal voucher form, the document number must have 11 digits in the following format:

"6" X X X X X X X X "E"  
Agcy      Department  
Code      Discretion

It must begin with "6", 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.

Track 1 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. Track 1 agencies **must** enter their accounts payable JV in this format.

A reversal date is required on 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 09/26/2016 should be entered on the header of the **APJV1** document.

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

**Document Identifier**

<b>Code :</b>	<input type="text" value="APJV1"/>		<b>Unit :</b>	<input type="text" value="0000"/>
<b>Dept. :</b>	<input type="text" value="XXX"/>		<b>ID :</b>	<input type="text" value="16XXXXXXXX"/>

Code – APJV1

Unit, Department and ID - applicable to your specific agency

**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:** Sub-objects are not required for budgetary control purposes, but are required for journal voucher processing. Therefore, you should use 01 as the sub-object in each expenditure transaction in order to reduce the number of journal voucher lines. **Major object 0100 can only be used with prior approval from the Comptroller's Office. Sub-object 04 should be used with major object 0100.**

SEPTEMBER 20

The Comptroller's Office will run a job on this date to ensure that sufficient cash and budget authority are available for multi-year funds already appropriated under appropriation unit 050 and for all FY 16 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 16 POs.**

Once the accounts payable journal vouchers are updated and cash is reserved for Purchasing/Professional Services Contract POs and cash is reserved for Capital Outlay (appropriation unit 050) in STAARS, any remaining unexpended/unencumbered budget authority will be reduced to zero for FY 16. After the year-end closing process is completed in STAARS, 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 16 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 DOCUMENTS

FY 15

AUGUST 8

All payment documents referencing FY 15 purchase orders/contracts must be placed in separate batches from all other payment documents. The batch listing must be clearly labeled "15" in red letters.

AUGUST 19

All payment documents referencing FY 15 purchase orders/contracts complete with supporting documentation must be received in the Comptroller's Office by 3:30 p.m. All users must insure that this data is passed to STAARS by this date.

**FY 16**

SEPTEMBER 2

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 7 (All Users)

Payment documents and supporting documentation for all departments (Track 1 and Track 3) must be received by the Comptroller's Office by 3:30 p.m.

SEPTEMBER 9

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 FY16 travel payment documents not processed by September 9th 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.

SEPTEMBER 12

All green slipped documents must be returned by **NOON** on this date to ensure processing in this fiscal year. **ANY PAYMENT DOCUMENTS REJECTED, GREEN SLIPPED, OR OTHERWISE NOT COMPLETED MUST BE INCLUDED IN THE TOTALS FOR THE YEAR-END ACCOUNTS PAYABLE JOURNAL VOUCHERS.**

## PAYMENT DOCUMENTS (CONTINUED)

### **FY 16**

#### **DATES ON PAYMENT DOCUMENTS**

During the 13th accounting period, if goods or services are ordered and received (the expenditure has actually been incurred) on or before 9/30/16, the ACCOUNTING PERIOD on the payment document should be coded "13 16", 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 (ACCTG PRD) must be the same as the accounting fiscal year (INVOICE AFY) on the IFSH table in CAS or ITI in STAARS.

### **FY 17**

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

If prior year goods or services are ordered on or before 9/30/16 and are received on or after 10/1/16, leave the date and accounting period blank on the payment document, and code "16" for the budget fiscal year when making a direct payment. On payment documents processed for current year goods or services, leave the date and accounting period blank and code "17" for the budget fiscal year.

#### **DATES ON MATERIAL RECEIPTS**

**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 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 16 purchase order will be charged against the FY 16 budget; a payment document referencing an FY 17 purchase order will be charged against the FY 17 budget. Expenditures must be paid from the proper fiscal year and multiple fiscal years cannot be processed on the same document.

## PAYMENT DOCUMENTS (CONTINUED)

### Priority Authorizations

If the authorization was obtained prior to 10/1/16, but the goods or services were ordered and received after 9/30/16, the Budget FY on the document should be "16". If the goods or services were ordered and received prior to 9/30/16, then "13 16" should be placed in the accounting period and "16" in the Budget FY.

### Capital Outlay

(Track 3 and 13<sup>th</sup> accounting 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", "16", "17"

See the chart on pages 14 & 15 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 DOCUMENT DATING INSTRUCTIONS

<u>PURCHASING AUTHORITY</u>	<u>GOODS RECEIVED</u>	<u>DATE ON DOCUMENT</u>	<u>ACCOUNTING PERIOD</u>	<u>BUDGET FY</u>
<u>PRIOR BUDGET YEAR TRANSACTIONS</u>				
FY 16 PO	Before 10/1/16	Blank	13 16	FY 16
FY 16 PO	After 9/30/16	Blank	Blank	FY 16
FY 16 PO w/overruns, shipping charges, etc	Before 10/1/16	Blank	13 16	FY 16
FY 16 PO w/overruns, shipping charges, etc	After 9/30/16	Blank	Blank	FY 16
Priority Authorization before 10/1/16	Before 10/1/16	Blank	13 16	FY 16
Priority Authorization before 10/1/16	After 9/30/16	Blank	Blank	FY 16
<\$1000 and Gov. Entities	Before 10/1/16	Blank	13 16	FY 16
<\$1000 and Gov. Entities	After 9/30/16	Blank	Blank	FY 16

**NOTE:** In order for a)goods/services under \$1000 or b)purchases from other governmental entities to be paid from FY 16 appropriation, sufficient evidence must be present to document that the goods/services were ordered on or before 9/30/16.

CURRENT BUDGET YEAR TRANSACTIONS

FY 17 PO	After 9/30/16	Blank	Blank	FY 17
Priority Authorization after 10/1/16	After 9/30/16	Blank	Blank	FY 17
<\$1000 and Gov. Entities	After 9/30/16	Blank	Blank	FY 17

**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 DOCUMENT</u>	<u>ACCOUNTING PERIOD</u>	<u>BUDGET FY</u>
FY 11 Cap Outlay	Before 9/30/16	Blank	13 16	FY 11
FY 11 Cap Outlay	After 9/30/16	Blank	Blank	FY 11
FY 12 Cap Outlay	Before 9/30/16	Blank	13 16	FY 12
FY 12 Cap Outlay	After 9/30/16	Blank	Blank	FY 12
FY 13 Cap Outlay	Before 9/30/16	Blank	13 16	FY 13
FY 13 Cap Outlay	After 9/30/16	Blank	Blank	FY 13
FY 14 Cap Outlay	Before 9/30/16	Blank	13 16	FY 14
FY 14 Cap Outlay	After 9/30/16	Blank	Blank	FY 14
FY 15 Cap Outlay	Before 9/30/16	Blank	13 16	FY 15
FY 15 Cap Outlay	After 9/30/16	Blank	Blank	FY 15
FY 16 Cap Outlay	Before 9/30/16	Blank	13 16	FY 16
FY 16 Cap Outlay	After 9/30/16	Blank	Blank	FY 16

## THIRTEENTH ACCOUNTING PERIOD

### OCTOBER 3

Track 3 FY 16 payment documents not referencing purchase orders (accounts payable) must be placed in separate batches and be clearly labeled "16" in red letters.

### NOVEMBER 10 (All Agencies)

All FY 16 payment documents not referencing purchase orders (accounts payable) and their supporting documentation must be received by the Comptroller's Office by 3:30 p.m. Track 3 users must insure this data is passed to STAARS by this date.

### NOVEMBER 16

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

The thirteenth accounting period for 2016 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 16" will be rejected. Documents carrying a blank date or accounting period and a budget fiscal year of "16" 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 9/30/16 paid against a FY 16 purchase order will continue to be paid against FY 16 encumbrances by referencing the purchase order and by placing the appropriate budget fiscal year in the document header. Payments against a FY 16 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.**

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER

ACCOUNTS PAYABLE SECTION  
HOTLINE 334-242-4444  
MANUAL USERS 334-353-5418

## PAYROLL

### **FY 16**

#### 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 16.

#### SEPTEMBER 16

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 16.

#### SEPTEMBER 19

The final GHRs gross-to-net cycle for SUPPLEMENTAL pay to be paid in FY 16 will be processed.

#### SEPTEMBER 20

All GHRs salary warrants to be cancelled in FY 16 must be submitted to GHRs by 12:00 noon.

### **FY 17**

#### SEPTEMBER 23

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 17.

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

## PROFESSIONAL SERVICES CONTRACTS

### **FY 16**

AUGUST 25

#### Track 3

All FY15 contracts currently set up on the contract sub-system (OCTH table) that are multi-year and rolled to FY16 must be reviewed. The system will purge all the C5 contracts (FY15) out of the system, with the exception of active, capital outlay appropriation (050) contracts. You must “roll forward” unused amounts from the C5 (FY15) contract record (OCTH/OCTL) into the C6 (FY16) contract record (OCTH) by August 25th. 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 C5 contracts are purged. Therefore, a CA – transaction to decrease the C5 (FY15) by the amounts described above must be processed for this to be accomplished to keep the overall contract total intact on the system.

#### Track 1

All FY15 encumbrances that are multi-year and rolled to FY16 must be reviewed because all FY15 GAE1Is (encumbrances) will be closed. Any unused amounts from FY15 must be moved to the FY16 contract record by August 25th. Please coordinate this with Fiscal Management in the Comptroller's Office, Randy Head at (334) 353-9275. If the MAP1 is a multi-year award, you will be allowed to modify any FY16 DOP1 document if you have sufficient FY16 allotment during the 13th accounting period. You may also enter any new FY17 DOP1 documents against the MAP1, if applicable, on October 3, 2016, if the expiration date of the MAP1 extends past 09/30/2016.

SEPTEMBER 6

#### Track 3

All FY 16 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 (manual agencies will send their hard copies to Fiscal Management for this process, as in the past).

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

**Track 3 agencies will enter their 13<sup>th</sup> accounting period contract transactions in CAS.**

SEPTEMBER 8

Track 1

All FY 16 Professional Services contracts/amendments (MAP's) or modifications (DOP's) must be submitted in STAARS for approval and processing by this date. Any contracts/amendments/encumbrances not submitted by this date must be included on the year-end accounts payable journal voucher if expenditures are applicable to FY16. Track 1 agencies will enter their 13<sup>th</sup> accounting period contract transactions in STAARS.

**FY 17**

OCTOBER 3

New contracts (MAP1's) for FY 17 may be keyed in STAARS and validated, but should not be submitted to our office prior to this date.

Track 3

The rollover process for FY 16 contracts affecting multiple fiscal years will have run by this date. It will be necessary for Track 3 agencies to complete CM transactions in the Central Accounting System (CAS) after October 5th in order to make changes to the FY16 contract transactions that were not completed before the 09/06/2016 cutoff date. Track 3 agencies will also have to enter amounts and any changes to the accounting distributions for your new FY 17 rollover contracts by entering DOP1's that reference the C7 MAP1's created by the system during the rollover process.

Track 1

Track 1 agencies will need to enter a DOP1 transaction to encumber funds for their professional services contracts (referencing the same MAP1 numbers already on the system). Agencies will have multiple FY DOP1s for the same MAP1 for multi-year agreements.

DOP1s may be modified throughout the year. We encourage the use of one DOP1 for each MAP1 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  
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 16**

JUNE 27

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 6

State Purchasing will not accept or process requisitions (PR2s) in excess of \$15,000 that must be competitively bid after this date.

AUGUST 12

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

AUGUST 18

State Purchasing will set final FY 16 requisitions to award. This will be the last date to create FY 16 Purchase Orders (except Capital Outlay).

SEPTEMBER 9

All FY 16 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, STAARS, and passed back to SNAP by this date. Any requisitions remaining in State Purchasing that has not been converted to a purchase order by September 9 will be returned to the department. The department may resubmit these after October 1 to be processed against the new fiscal year (FY 17) budget.

#### **FY 17**

JUNE 20

Agencies can begin entering FY 17 requisitions if all Chart of Accounts are available. It is essential that the FY 17 account codes be used on the FY 17 requisitions.

PURCHASE ORDERS

**FY 15**

SEPTEMBER 2

All outstanding FY 15 purchase orders, (including Professional Services contracts) except for appropriation 050 – capital outlay, will be closed in STAARS.

**FY 16**

SEPTEMBER 1

State Purchasing will not process any FY 16 purchase order changes (POCs) during the period of September 1 – September 30.

FOR ASSISTANCE, EMAIL: TERRI COLE, STATE PURCHAING  
[terri.cole@purchasing.alabama.gov](mailto:terri.cole@purchasing.alabama.gov)

REPORTS  
END OF FISCAL YEAR 2016

All agencies will be able to generate the End-of-Year (EOY) reports through STAARS InfoAdvantage. The EOY reports include all transactions recorded in STAARS during the 2016 fiscal year and are identified as "Year End" in the heading. All EOY reports will be in one special folder (Public Folders>STAARS Financial Reports>STAARS Financial Statewide Reports>EOY Agency). Please note that AFIN-EOY-002 (Formerly A103) and AFIN-EOY-004 (Formerly A501) reports include the year-end accounts payable journal vouchers in the expenditure columns. The standard report for the month of September identified as "For Accounting Period September AFY 2016" does not include the accounts payable expenditures.

**END OF FISCAL YEAR REPORTS**

AFIN-EOY-001	EOY Budget Management Report
AFIN-EOY-002	Detail Listing of Obligations vs Budget
AFIN-EOY-003	Detail Listing of Revenues vs Budget
AFIN-EOY-004	Agency Obligations vs Expense Budget, Appropriations, and Allotments
AFIN-EOY-005	Operations Plans for 2016 Fiscal Year

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

WARRANT CANCELLATION / DUPLICATE WARRANT

SEPTEMBER 9

All warrants, except salary warrants, to be cancelled in FY 16 must be received by the Comptroller's Office, RSA Union Building, Room 268 by 3:30 p.m or to STAARS by this date and time. 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  
334-242-4335

SEPTEMBER 19

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 20

All GHRS Salary warrants to be cancelled for FY 16 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 16

Expense warrants issued in FY 16 (October 1, 2015-September 30, 2016) and requiring cancellation, must be received by the Comptroller's Office, RSA Union Building, Room 268 by 3:30 p.m or to STAARS by this date and time. 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  
334-242-4335

## CAPITAL ASSETS

### **Asset Works**

DECEMBER 5

Track 1 and Track 3 Departmental Accountants Deadline – Verify that Personal Property Managers have updated the State Auditor’s program Asset Works for purchases received through 09/30/2016 and paid for from the 13<sup>th</sup> accounting period.

JANUARY 3

Track 1 and Track 3 Departmental Accountants Deadline – Verify that Personal Property Managers are including all FY16 purchases of personal property in the file sent to the State Auditor for January 6 import.

### **STAARS**

SEPTEMBER 26

Track 1 all FA shell documents should be completed by the departments and submitted by September 26th.

NOVEMBER 30

Track 1 all property acquired during FY16 submitted on fixed asset documents in STAARS by November 30th. This includes purchased, self-constructed and donated capital assets. Also, all FY16 disposals and corrections submitted with fixed asset documents in STAARS.

Track 3 information for FY16 disposals, corrections, and non-auditor property submitted to the Financial Reporting Section by November 30th. FY16 Track 3 fixed asset documents entered in STAARS by the Financial Reporting Section from this information and Asset Works.

### **FY17 STAARS**

OCTOBER 3

Track 1 and Track 3 property transactions for FY17 will be entered by all departments in STAARS with fixed asset documents. **Asset Works is still required.**

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

# June 2016

# End of Fiscal Year 2016

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<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">May 2016</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <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></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Jul 2016</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <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> </div>	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						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		<p style="text-align: right; color: red; font-weight: bold;">1</p> <p>FY16 Centralized Chart of Accounts changes must be completed.</p>	<p style="text-align: right; color: red; font-weight: bold;">2</p>	<p style="text-align: right; color: red; font-weight: bold;">3</p> <p>FY16 Departmental Chart of Accounts changes must be completed.</p>
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<p style="text-align: right; color: red; font-weight: bold;">6</p> <p>Holiday - Jefferson Davis's Birthday</p> <p>Run New Year Table Initialization (NYTI).</p>	<p style="text-align: right; color: red; font-weight: bold;">7</p> <p>FY17 Chart of Accounts available in STAAARS.</p>	<p style="text-align: right; color: red; font-weight: bold;">8</p>	<p style="text-align: right; color: red; font-weight: bold;">9</p>	<p style="text-align: right; color: red; font-weight: bold;">10</p>																																																																																											
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<p style="text-align: right; color: red; font-weight: bold;">20</p> <p>Begin Entering FY17 Requisitions and Purchase Orders using FY17 Chart of Accounts.</p>	<p style="text-align: right; color: red; font-weight: bold;">21</p>	<p style="text-align: right; color: red; font-weight: bold;">22</p>	<p style="text-align: right; color: red; font-weight: bold;">23</p>	<p style="text-align: right; color: red; font-weight: bold;">24</p>																																																																																											
<p style="text-align: right; color: red; font-weight: bold;">27</p> <p>Information technology RQ's that must be bid due.</p>	<p style="text-align: right; color: red; font-weight: bold;">28</p>	<p style="text-align: right; color: red; font-weight: bold;">29</p>	<p style="text-align: right; color: red; font-weight: bold;">30</p>																																																																																												

# July 2016

End of Fiscal Year 2016

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# August 2016

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8 All payment documents referencing FY15 POs/contracts placed in separate batches.	9	10	11	12 Purchasing will not accept or process FY16 RQ's under \$15,000, including release orders, after this date.																																																																																																		
15	16	17	18 Final FY16 RQ's sent to agencies & final FY16 PO's created by Purchasing.	19 FY16 Operation plans revisions due in Executive Budget Office.  Payment documents referencing FY15 PO's/contracts by 3:30PM.																																																																																																		
22	23	24	25 FY15 review of professional service contracts due.	26																																																																																																		
29	30	31 Capital Outlay appropriation end date changes due.	<table border="1"> <thead> <tr> <th colspan="7">Jul 2016</th> <th colspan="7">Sep 2016</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>1</td><td>2</td><td>3</td> <td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td> </tr> <tr> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</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>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</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>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</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>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td> </tr> </tbody> </table>		Jul 2016							Sep 2016							M	T	W	T	F	S	S	M	T	W	T	F	S	S					1	2	3				1	2	3	4	4	5	6	7	8	9	10	5	6	7	8	9	10	11	11	12	13	14	15	16	17	12	13	14	15	16	17	18	18	19	20	21	22	23	24	19	20	21	22	23	24	25	25	26	27	28	29	30	31	26	27	28	29	30		
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<p style="text-align: right;"><b>5</b></p> <p>Holiday - Labor Day</p>	<p style="text-align: right;"><b>6</b></p> <p>FY16 professional service contract due.</p>	<p style="text-align: right;"><b>7</b></p> <p>All users Payment Documents due by 3:30</p>	<p style="text-align: right;"><b>8</b></p> <p>All correction JV's due. Year-end accounts payable JV's due (manual users).</p>	<p style="text-align: right;"><b>9</b></p> <p>FY16 RQ's must be converted to PO's in all systems.</p> <p>In-state Travel payment documents for Oct 1st paycheck due.</p> <p>Warrants to be cancelled except salary due by 3:30 PM.</p>																																																																																																									
<p style="text-align: right;"><b>12</b></p> <p>Green slipped payment documents due by noon.</p>	<p style="text-align: right;"><b>13</b></p>	<p style="text-align: right;"><b>14</b></p> <p>GHRSS gross to net semi-monthly arrears fo pay period ending 8/31 processed. (all entries due by 2:45)</p>	<p style="text-align: right;"><b>15</b></p>	<p style="text-align: right;"><b>16</b></p> <p>GHRSS gross to net semi-monthly current for pay period ending Sept 30 processed.</p> <p>Year-end accounts payable JV's for automated users due.</p>																																																																																																									
<p style="text-align: right;"><b>19</b></p> <p>Final duplicate warrants to be processed during current year.</p> <p>Final GHRSS gross to net cycle for supplemental pay in FY16 processed.</p>	<p style="text-align: right;"><b>20</b></p> <p>Comptroller's office runs job for cash for 050 PO's, and contracts.</p> <p>GHRSS salary warrants to be cancelled for FY16 due by noon.</p>	<p style="text-align: right;"><b>21</b></p>	<p style="text-align: right;"><b>22</b></p>	<p style="text-align: right;"><b>23</b></p> <p>Bad checks redeemed by 10AM.</p> <p>Deposits by 10 AM processed as FY16, after 10 AM FY17.</p> <p>GHRSS gross to net semi-monthly arrears for pay period ending Sept 15 processed (all entries due by 2:45 PM).</p>																																																																																																									
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# October 2016

# End of Fiscal Year 2016

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3  Begin submitting new FY17 contracts to Comptroller's Office.  Quarterly amounts can be made on CM's to FY17 multi year contracts rolled over from FY16.  T3 FY16 payment documents not referencing PO's must be placed in separate batches.	4	5	6	7  CAFR instructions to be mailed.																																																																																																		
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End of Fiscal Year 2016

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7	8	9	10 All FY16 payment documents not referencing PO's due by 3:30 PM (all agencies)	11 Holiday - Veteran's Day																																																																																																															
14	15	16 Cancellation of FY16 expense warrants due by 3:30.  Green slipped payment documents due by noon.	17	18																																																																																																															
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28	29	30 JV changes/corrections for non-auditor property disposals/changes.  Thirteen accounting period closed.	<table border="1"> <thead> <tr> <th colspan="7">Oct 2016</th> <th colspan="7">Dec 2016</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> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td>31</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>		Oct 2016							Dec 2016							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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End of Fiscal Year 2016

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End of Fiscal Year 2016

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