



STATE OF ALABAMA  
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Office of the State Comptroller

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May 26, 2017

MEMORANDUM

TO: ALL CHIEF FISCAL OFFICERS

FROM: Kelly Butler, Assistant Finance Director *KB*  
Kathleen D. Baxter, Acting State Comptroller *KB*  
Michael A. Jones, State Purchasing Director *MAJ*

SUBJECT: PROCEDURES FOR END OF FISCAL YEAR, SEPTEMBER 30, 2017  
BEGINNING OF FISCAL YEAR, OCTOBER 1, 2017

The procedures and deadlines have been established for closing the fiscal year. The last working day will be September 25, 2017. ***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 does not have access to the internet, please contact Rick Thomas at (334) 353-1612 for a paper copy of this document.

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 FY2017 will end on November 30, 2017.

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 working day will be October 2, 2017.

Thank you for your cooperation during year-end closing.

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Note for Manual Agency Documents:

For all agencies, all FY18 documents should be numbered with "18".

Please organize all hard copied documents and clearly identify FY17 13th accounting period documents in order to expedite the FY17 payments.

BUDGET

**FY 17**

1

**AUGUST 25**

All FY 17 Operations Plans Revisions must be submitted to the Executive Budget Office for approval.

**AUGUST 31**

All FY 17 Capital Outlay appropriation end date changes must be submitted.

**FY 18**

**JUNE 15**

Begin entering FY18 Operation Plan in STAARS Performance Budgeting (PB).

**JULY 31**

All FY 18 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 17**

#### **SEPTEMBER 25**

This is the last day the Treasurer's Office will accept deposits that will be processed as FY 17 transactions. All deposits on September 25 to be processed in FY 17 should be made between 8:00 a.m. and 12:00 p.m.

All bad checks that have been returned by September 25 should be redeemed from the Treasurer's Office by 12:00 p.m. on September 25 as indicated on pages 3-10 and 3-11 of the Fiscal Policy and Procedures Manual. Any questions regarding bad checks should be directed to the Treasurer's Office at (334) 242-7510.

### **FY 18**

All deposits made after 12:00 p.m. on September 25 will be processed as FY 18 transactions.

The STAARS Doc ID# for FY 18 cash receipts should begin with an "18" in STAARS.

This includes cash receipts made after 12:00 p.m. on September 25. 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 18.

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

A cash receipt may be used to correct a FY 17 deposit while the thirteenth accounting period is open. Cash Receipts (whether expenditures, revenue or balance sheet codes) that reclassify FY 17 deposits from one fund to another fund should be coded in the following manner. In the old fund, an accounting line with the original coding will be decreased (debited) and offset on a second accounting line with the balance sheet account 2003 (Due to Other Funds). In the new fund, a third accounting line with the appropriate coding will be increased (credited) and offset on a fourth accounting line with balance sheet account 1203. These first four lines that reclassify deposits from one fund to another fund should be coded to the 13<sup>th</sup> accounting period. Two additional accounting lines will be required to decrease the old fund (code to 2003) and increase the new fund (code to 1203), and should be coded to FY 18.

CASH RECEIPTS (CONTINUED)

All FY 17 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 13<sup>th</sup> accounting period. A third accounting line in the amount of the refund using to the same balance sheet account should be coded to FY 18. 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 18 on a single accounting line and coded to revenue source 0684.

All checks originally deposited in FY 17 that are returned after 12:00 p.m. on September 25 should be recorded on an NSF1 document. The first accounting line with the original 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 13<sup>th</sup> accounting period. A third negative accounting line to balance sheet account 1006 should be coded to FY 18. 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 8 Decentralized Chart of Accounts**

Review the FY17 Chart of Account pages in STAARS for Track 1 agencies (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 p.m., June 3.

### **JUNE 9 New Year Table Initialization (Chart of Accounts)**

FY 18 chart of accounts will be available for inquiries, changes, additions, and inactivations. **Any additions or changes made to the FY 17 pages after the rollover must also be made to the FY 18 pages.**

**Note: IT IS ESSENTIAL THAT THE AGENCIES' PURCHASING SECTION USE THE NEW CODING ON FY18 REQUISITIONS or PURCHASE ORDERS.**

FOR ASSISTANCE CALL: STAARS SUPPORT  
334-353-9000

FINANCIAL STATEMENTS FOR 2017

OCTOBER 10

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 27

FRJV1 Journal vouchers to record accruals and other accounting adjustments must be submitted to Financial Reporting (Room 206, RSA Union Building). FRJV1's should not include changes to cash nor budgeted expenditures.

JANUARY 15

January 15<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  
334-353-1612 or 334-242-2275



JOURNAL VOUCHER - CORRECTIONS

**FY 17**

SEPTEMBER 7

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. Manual agencies must submit their paper correction JVs by this date.

**FY 18**

FY 18 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 17

SEPTEMBER 8 (Manual Agencies)

Manual agencies 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. Attached is a sample of the journal voucher document (for Manual Agencies) to be completed in order to establish the year-end accounts payable.

SEPTEMBER 15 (STAARS Agencies)

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. 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 2017 fiscal year expenditures and should consist only of expenditures incurred, but not paid by September 30, 2017, such as travel and utilities.

**NOTE: Do not include capital outlay (050 or other capital outlay units) lines 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 17 POs.**

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

STAARS Agency	DR	Expenditures (Posting Code D014)
	CR	Cash (Posting Code A001) Bal Sheet 1001
Manual Agency	DR	Expenditures (Account Type 22)
	CR	Cash (Account Type 01) Bal Sheet 1001

JOURNAL VOUCHER – ACCOUNTS PAYABLE (CONTINUED)

Manual Agencies

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

"7" X X X X X X X X "E"  
Agcy      Department  
Code     Discretion

It must begin with "7", 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.

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 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 09/26/2017 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.

**Document Identifier**

Code :   Unit :   
Dept. :  ID :

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:** Manual Users - 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.

STAARS Users – should use 0801, 0901, etc., 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 for manual users and 0104 for STAARS users.**

## SEPTEMBER 19

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 17 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 17 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 17. 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 17 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 16**

**AUGUST 7**

All payment documents referencing FY 16 purchase orders/contracts must be emailed to Lindsay Bryant and Robyn Coppock.

**AUGUST 18**

All payment documents referencing FY 16 purchase orders/contracts complete with supporting documentation must be received by the Comptroller's Office by 3:30 P.M. and emailed to Lindsay Bryant and Robyn Coppock.

**FY 17**

**SEPTEMBER 1**

All in-state travel payment documents for the September 15<sup>th</sup> paycheck must be received by the Comptroller's Office by 3:30 PM.

**SEPTEMBER 6**

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

**SEPTEMBER 8**

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 FY17 travel payment documents not processed by September 8<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.

**SEPTEMBER 11**

All green slipped documents must be returned by **NOON** on this date to ensure processing in this fiscal year. Agencies must notify the staff member that green slipped the document once the document is returned. **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 17

#### 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 9/30/17, 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 18

On your payment documents, LEAVE THE DATE FIELD BLANK.

If prior year goods or services are ordered on or before 9/30/17 and are received on or after 10/1/17, leave the date and accounting period blank on the payment document, and code "2017" 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 "2018" 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 "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 17 purchase order will be charged against the FY 17 budget; a payment document referencing an FY 18 purchase order will be charged against the FY 18 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 10/1/17, but the goods or services were ordered and received after 9/30/17, the Budget FY on the document should be "2017". If the goods or services were ordered and received prior to 9/30/17, then "13" should be placed in the accounting period and "2017" 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".

See the chart on pages 15 & 16 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

<u>PURCHASING AUTHORITY</u>	<u>GOODS RECEIVED</u>	<u>DATE ON DOCUMENT</u>	<u>ACCOUNTING PERIOD</u>	<u>BUDGET FY</u>
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PRIOR BUDGET YEAR TRANSACTIONS

FY 17 PO	Before 10/1/17	Blank	13	2017
FY 17 PO	After 9/30/17	Blank	Blank	2017
FY 17 PO w/overruns, shipping charges, etc	Before 10/1/17	Blank	13	2017
FY 17 PO w/overruns, shipping charges, etc	After 9/30/17	Blank	Blank	2017
Priority Authorization before 10/1/17	Before 10/1/17	Blank	13	2017
Priority Authorization before 10/1/17	After 9/30/17	Blank	Blank	2017
<\$1000 and Gov. Entities	Before 10/1/17	Blank	13	2017
<\$1000 and Gov. Entities	After 9/30/17	Blank	Blank	2017

**NOTE:** In order for a)goods/services under \$1000 or b)purchases from other governmental entities to be paid from FY 17 appropriation, sufficient evidence must be present to document that the goods/services were ordered on or before 9/30/17.

CURRENT BUDGET YEAR TRANSACTIONS

FY 18 PO	After 9/30/17	Blank	Blank	2018
Priority Authorization after 10/1/17	After 9/30/17	Blank	Blank	2018
<\$1000 and Gov. Entities	After 9/30/17	Blank	Blank	2018

**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 9/30/17	Blank	13	2011
FY 11 Cap Outlay	After 9/30/17	Blank	Blank	2011
FY 12 Cap Outlay	Before 9/30/17	Blank	13	2012
FY 12 Cap Outlay	After 9/30/17	Blank	Blank	2012
FY 13 Cap Outlay	Before 9/30/17	Blank	13	2013
FY 13 Cap Outlay	After 9/30/17	Blank	Blank	2013
FY 14 Cap Outlay	Before 9/30/17	Blank	13	2014
FY 14 Cap Outlay	After 9/30/17	Blank	Blank	2014
FY 15 Cap Outlay	Before 9/30/17	Blank	13	2015
FY 15 Cap Outlay	After 9/30/17	Blank	Blank	2015
FY 16 Cap Outlay	Before 9/30/17	Blank	13	2016
FY 16 Cap Outlay	After 9/30/17	Blank	Blank	2016
FY 17 Cap Outlay	Before 9/30/17	Blank	13	2017
FY 17 Cap Outlay	After 9/30/17	Blank	Blank	2017

## THIRTEENTH ACCOUNTING PERIOD

### NOVEMBER 9 (All Agencies)

All FY 17 payment documents not referencing purchase orders (accounts payable) and their supporting documentation must be reviewed by the Comptroller's Office by 3:30 p.m.

### NOVEMBER 15

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 2017 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" will be rejected. Documents carrying a blank date or accounting period and a budget fiscal year of "2017" 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 9/30/17 paid against a FY 17 purchase order will continue to be paid against FY 17 encumbrances by referencing the purchase order and by placing the appropriate budget fiscal year in the document header. Payments against a FY 17 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 17**

**SEPTEMBER 13**

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 17.

**SEPTEMBER 15**

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 17.

**SEPTEMBER 18**

The final GHRs gross-to-net cycle for SUPPLEMENTAL pay to be paid in FY 17 will be processed.

**SEPTEMBER 20**

All GHRs salary warrants to be cancelled in FY 17 must be submitted to GHRs by 12:00 noon.

**FY 18**

**SEPTEMBER 27**

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 18.

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

PROFESSIONAL SERVICES CONTRACTS

FY 17

AUGUST 24

Track 3 & Manual Agencies

All FY16 contracts currently set up on the contract sub-system (OCTH table in CAS) that are multi-year and rolled to FY17 must be reviewed. The system will purge all the C6 contracts (FY16) out of the system, with the exception of active, capital outlay appropriation (050) contracts. You must "roll forward" (or reduce) unused amounts from the C6 (FY16) contract record (on the OCTH/OCTL tables in CAS) and also key in a matching increase to the corresponding C7 MAP\* document in STAARS to manually complete the rollover process, by August 24<sup>th</sup>. 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 C6 contract portions are purged. Therefore, a CA transaction to decrease the C6 (FY16) portion of the contract in CAS and a new version of the existing C7 MAP\* to increase the C7 (FY17) document in STAARS, by the amounts described above, must be processed together for this to be accomplished and to keep the overall contract total intact on the system. Please coordinate this with Fiscal Management in the Comptroller's Office, Randy Head at (334) 353-9275.

STAARS Agencies

All FY16 DOP\* documents that are multi-year and have or will have a corresponding FY17 encumbrance must be reviewed. FY16 DOP\* encumbrances will be closed and should be decreased to the amount spent. This reduced amount will increase the available amount on the MAP\* document and will allow an FY17 increase for an encumbrance, with available allotment, and keep the contract amount whole for any future year encumbrances, if applicable.

SEPTEMBER 5

All outstanding FY16 encumbrances (except Capital Outlay) will be closed in STAARS.

SEPTEMBER 6

All FY 17 Professional Services contracts/amendments (MAP1, MAPIT1 and MAPBC1) must be submitted to the Comptroller's Office for approval and processing by this date (manual agencies will send their hard copies to Fiscal Management for this process).

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 17. These contracts/amendments/encumbrances must then be entered into STAARS during the 13th accounting period (manual agencies will send their hard copies to Fiscal Management for this process).

SEPTEMBER 13

All FY 17 encumbrances (DOP1, DOPIT1, and DOPBC1) must be submitted to the Comptroller's Office for approval and processing by this date (manual agencies will send their requests to Fiscal Management for this process). If the MAP\* is a multi-year award, you will be allowed to modify any FY17 encumbrance document during the 13th accounting period, if you have sufficient FY17 allotment.

**NOTE: All FY16 GAE decentralized encumbrances will be closed. All FY17 GAE decentralized encumbrances will be closed at the end of the 13<sup>th</sup> accounting period.**

FY 18

OCTOBER 3

New contracts (MAP\*'s & ISA1's) or modifications (DOP\*'s & ISE1's) for FY18 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 FY17 DOP\* or ISE1 document if you have sufficient FY17 allotment reserved for the 13th accounting period.

You may also enter any new FY18 DOP\* & ISE1 documents against their corresponding MAP\* & ISA1, if applicable, on October 3, 2017, if the expiration date of the MAP\* or ISA1 extends past 09/30/2017. The encumbrances on multi-year agreements will reference the same MAP\* or ISA1 number already on the system. Agencies may have multiple fiscal year (FY17 and FY18) DOP\*s for the same MAP\* for multi-year agreements.

DOP\*s may be modified (decreased) throughout the year.

**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  
334-242-4225 or 334-353-9275

Track 1

SEPTEMBER 8

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 should not be keyed into the system or 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 (A) after October 5<sup>th</sup> 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.

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

REQUISITIONS

**FY 17 Documents**

JUNE 29

All RQS's for **bids requiring a site visit** must be submitted to State Purchasing by this date.

All **Information Technology** RQS's which **require bidding** must be submitted for approval to the Office of Information Technology (OIT) by this date.

JULY 7

All other RQS's which require bidding must be submitted to State Purchasing by this date.

AUGUST 11

All FY 17 purchase documents (RQS/DO) must be submitted to State Purchasing by this date.

AUGUST 18

State Purchasing will set all outstanding FY 17 bid documents to award.

SEPTEMBER 15

All FY 17 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 department. The department may resubmit these after October 1 to be processed against the new fiscal year (FY 18) budget.

## **FY 18 Documents**

JUNE 19

Agencies can begin entering FY 18 preprocessing RQN's if all Chart of Accounts are available. It is essential that the FY 18 account codes be used on the FY 18 documents.

- Jobs Aids for RQN can be found at [www.purchasing.alabama.gov](http://www.purchasing.alabama.gov) under Purchasing News.

SEPTEMBER 19

Last date to submit FY 18 preprocessing RQN's.

## **PURCHASE ORDERS**

**FY 16**

SEPTEMBER 5

All outstanding FY 16 purchase orders, (including Professional Services contracts) except for appropriation 050 – capital outlay, will be closed in STAARS.

**FY 17**

SEPTEMBER 18

State Purchasing will suspend processing of any FY 17 purchase order / deliver order modifications during the period of September 18 – September 30.

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



REPORTS  
END OF FISCAL YEAR 2017

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 2017 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 2017" 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 2017 Fiscal Year

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER,  
FINANCIAL REPORTING SECTION  
334-353-1612 or 334-242-2275

WARRANT CANCELLATION / DUPLICATE WARRANT

SEPTEMBER 8

All warrants, except salary warrants, to be cancelled in FY 17 must be received by the Comptroller's Office by 3:30 p.m. Due to the impact on budgets, cash, and accounts payable journal vouchers, warrant cancellations should be submitted immediately and not held until this date.

NOTE: Expense warrants may be cancelled as long as the thirteenth accounting period is open.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER,  
AGENCY DISTRIBUTION SECTION  
334-242-4335

SEPTEMBER 18

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

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER,  
AGENCY DISTRIBUTION SECTION  
334-242-4732

NOVEMBER 15

Expense warrants issued in FY 17 (October 1, 2016-September 30, 2017) and requiring cancellation, must be received by the Comptroller's Office by 3:30 p.m. Any warrant not received by this deadline must be certified into the State Treasury.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER,  
AGENCY DISTRIBUTION SECTION  
334-242-4335

## CAPITAL ASSETS

### **Asset Works**

#### **DECEMBER 5**

Verify that Personal Property Managers have updated the State Auditor's program Asset Works for purchases received through 09/30/2017 and paid for from the 13<sup>th</sup> accounting period.

#### **JANUARY 5**

Verify that Personal Property Managers are including all FY17 purchases of personal property in the file sent to the State Auditor for January 5 import.

### **STAARS**

#### **SEPTEMBER 25**

All FA shell documents should be completed by the departments and submitted by September 25<sup>th</sup>.

#### **NOVEMBER 30**

All property acquired during FY17 submitted on fixed asset documents in STAARS by November 30<sup>th</sup>. This includes purchased, self-constructed and donated capital assets. Also, all FY17 disposals and corrections submitted with fixed asset documents in STAARS. For FY17 disposals, corrections, and non-auditor property submitted to the Financial Reporting Section by November 30<sup>th</sup>.

**FOR ASSISTANCE CALL: OFFICE OF THE STATE COMPTROLLER,  
FINANCIAL REPORTING SECTION  
334-353-1612 or 334-242-2275**

# May 2017

# End of Fiscal Year 2017

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# End of Fiscal Year 2017

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# July 2017

# End of Fiscal Year 2017

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<p data-bbox="1227 1570 1252 1913"><b>31</b></p> <p data-bbox="1252 1570 1466 1913">FY 18 Operations Plans due in Executive Budget Office.</p> <div data-bbox="1242 903 1429 1344" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Jan 2017</p> <table border="1" style="width: 100%; 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>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td> </tr> <tr> <td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td> </tr> <tr> <td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td> </tr> <tr> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td> </tr> </tbody> </table> </div> <div data-bbox="1242 409 1429 850" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Aug 2017</p> <table border="1" style="width: 100%; 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>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td> </tr> <tr> <td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td> </tr> <tr> <td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td> </tr> <tr> <td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td> </tr> </tbody> </table> </div>					M	T	W	T	F	S	S	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			M	T	W	T	F	S	S	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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# August 2017

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# September 2017

End of Fiscal Year 2017

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<p>4</p> <p>Holiday - Labor Day</p>	<p>5</p> <p>All outstanding FY16 PO's (except 050 - Capital Outlay) will be closed in STAARS.</p>	<p>6</p> <p>All payment documents with supporting documentation must be received by 3:30 pm.</p> <p>FY 17 professional service contracts/amendments are due.</p>	<p>7</p> <p>All correction JV's due by 5:00 pm.</p> <p>Manual agencies must submit paper correction JV's by 5:00 pm.</p>	<p>8</p> <p>In-state travel payment documents for Oct 1st paycheck are due by 3:30pm.</p> <p>Warrants (except salary) to be cancelled are due by 3:30pm.</p> <p>Year-end-accounts payable JV's for manual agencies due by 5:00 pm.</p>																																																																																																										
<p>11</p> <p>ALL green slipped payment documents are due by NOON.</p>	<p>12</p>	<p>13</p> <p>FY17 AP JV's are due.</p> <p>GHR's gross-to-net SEMI-MONTHLY ARREARS for pay period ending 8/31 processed. All entries due by 2:45pm.</p>	<p>14</p>	<p>15</p> <p>All FY17 pre-encumbrance documents (except Capital Outlay) must be converted to PO/DO's.</p> <p>GHR's gross-to-net SEMI-MONTHLY CURRENT pay period ending 9/30 processed.</p> <p>Year-end accounts payable JV's for STAARS agencies are due by 5:00 pm.</p>																																																																																																										
<p>18</p> <p>Final duplicate warrants to be processed during current year.</p> <p>Final GHR's gross-to-net cycle for SUPPLEMENTAL paid in FY17 processed.</p> <p>Purchasing will not process any FY17 PO Mod's through Sept 30th.</p>	<p>19</p> <p>Comptroller's Office runs job for cash for 050 PO's and contracts.</p> <p>Last date to submit FY 18 preprocessing RQN's.</p>	<p>20</p> <p>All GHR's salary warrants to be cancelled for FY 17 due by NOON.</p>	<p>21</p>	<p>22</p>																																																																																																										
<p>25</p> <p>All FA shell documents are due.</p> <p>Bad checks redeemed by NOON.</p> <p>Deposits made by 12 pm are processed as FY17, after noon will be processed as FY18.</p>	<p>26</p>	<p>27</p> <p>GHR's gross-to-net SEMI-MONTHLY ARREARS for the pay period ending 9/15 will be processed. All entries must be made by 2:45pm.</p>	<p>28</p>	<p>29</p>																																																																																																										



# October 2017

End of Fiscal Year 2017

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2	3 Begin submitting FY18 contracts (MAP's & ISA1's) or modifications DOP's & ISE1's) to Comptroller's Office.	4	5	6																																																																																				
9 Holiday - Columbus Day	10 CAFR Instructions to be mailed.	11	12	13																																																																																				
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# November 2017

# End of Fiscal Year 2017

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All FY17 payment documents not referencing PO's (along with supporting documentation) are due by 3:30pm.

All green slipped payment documents must be returned by NOON.  
Cancellation of FY 17 expense warrants due by 3:30pm.

Holiday - Thanksgiving

13th Accounting period closed.  
JV changes/corrections for non-auditor property disposals/changes due.

# December 2017

End of Fiscal Year 2017

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																				
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# January 2018

End of Fiscal Year 2017

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