

Administrative Circular

Commonwealth of Pennsylvania
Governor's Office

11-10
Number

Subject: Closing Instruction No. 5, Fiscal Year 2010-11; Year-End Processing Deadlines	Date: May 13, 2011
By Direction of:  Charles B. Zogby, Secretary of the Budget	Expiration Date: May 13, 2012
Contact Agency: Office of the Budget, Office of Comptroller Operations, Bureau of Financial Management, Telephone 717.425.6740	

This circular addresses deadlines and procedures for the submission of expenditure and revenue documents for the fiscal year ending Thursday, June 30, 2011.

1. Expenditure Documents.

- a. **Cost Allocations.** Cost allocation requests must be submitted to the Office of the Budget, Office of Comptroller Operations (Comptroller Operations) cost allocation email resource account (ra-costallocationreq@state.pa.us) by the close of business, **Wednesday, June 22, 2011.**
- b. **Expenditure Adjustments/Transfer Vouchers.** Expenditure adjustments (SAP document types "EA" or "SU") must be parked in SAP or submitted to the applicable Comptroller Operations Bureau of Commonwealth Accounting (BCA) email resource account by the close of business, **Friday, June 24, 2011.** See Enclosure 1, BCA Email Resource Accounts for a list of e-mail resource accounts. Manual transfer vouchers must be received by the BCA General Accounting Division by the close of business **Friday, June 24, 2011.**

Please note that all parked adjustments in SAP must be entered using only the "park" option, not the "save as complete" option.

- c. **Invoices/Voucher Transmittals.** There is no deadline for posting payments in SAP. However, payments cannot be posted during SAP system blackout identified in [Administrative Circular 11-09, Closing Instruction No. 4, Fiscal Year 2010-11; Pending Lapse/Lapse Transactions and Reporting Deadlines](#). To schedule emergency payments, agencies must contact the appropriate Comptroller Operations email resource account for purchase order invoices (ra-pspoexpedite@state.pa.us) or non-purchase order invoices (ra-psnonpoexpedite@state.pa.us). To schedule payments for specific programs or systems, such as PROMISe; Women, Infants and Children (WIC); Property Tax/Rent Rebates; or Pharmaceutical Assistance Contract for the Elderly (PACE); agencies must contact the appropriate manager listed in Enclosure 2, BCA General Accounting Division Managers. Comptroller Operations staff will coordinate payment schedules with the Treasury Department, Bureau of Treasury Automated Bookkeeping System (TABS).

2. Revenue Documents (With or Without Remittance).

- a. **Accounts Receivable.** Checks, manual transfer vouchers, or other deposits to be applied to an accounts receivable customer account, or notification of agency-prepared revenue documents to be applied to an accounts receivable customer account, must be received by the BCA General Accounting Division, Accounts Receivable Section by the close of business **Friday, June 24, 2011**, in order to be posted into SAP for fiscal year 2010-11.

Lockbox processing for fiscal year 2010-11 must be completed by **Monday, June 27, 2011**. Lockbox processing will not occur from **Tuesday, June 28, 2011** to **Monday, July 4, 2011**, but will resume on **Tuesday, July 5, 2011**, for fiscal year 2011-12.

- b. **Transmittals of Revenue, Refunds of Expenditures, Adjustment Memos.**

(1) **NonSAP Agencies.** Transmittals of revenue, refunds of expenditures, and adjustment memos must be received by the commonwealth central depository facility, located at 1854 Brookwood Street, Harrisburg, PA 17104, by the close of business **Wednesday, June 29, 2011**, in order to be posted into SAP for fiscal year 2010-11. In order to avoid a backlog at the commonwealth central depository facility, agencies are encouraged to submit revenue documents as early as possible. Revenue documents should not be held or submitted in bulk at the deadline.

(2) **SAP Agencies.** Transmittals of revenue, refunds of expenditures, and adjustment memos can be entered into SAP until the close of business, **Thursday, June 30, 2011**.

[Administrative Circular 11-06, Closing Instruction No. 2, Fiscal Year 2010-11; Pre-closing at May 13, 2011](#), requires that estimated augmentations equal actual augmentations before the fiscal year is closed. Agency budget or fiscal office staff must contact the appropriate manager listed in Enclosure 2, BCA General Accounting Division Managers, at the close of business **Thursday, June 30, 2011**, to determine if adjustments are needed to balance estimated and actual augmentations.

- c. **Federal Funds.** Transmittals of revenue for federal funds using Smart Link or other automated draw systems should be processed in accordance with normal month-end closing procedures. **There is no need to hold such transmittals of revenue.**

The staff and computer files of Comptroller Operations BCA will be available to assist agencies and other Comptroller Operations personnel on fiscal year-end revenue matters during normal working hours.

Enclosure 1 - BCA E-Mail Resource Accounts

Enclosure 2 - BCA General Accounting Division Managers

BCA E-Mail Resource Accounts

Resource Account Name in Global Outlook	E-mail Address (for individuals without Global Outlook access)	Resource Account Description
OB, Cost_Allocation_Requests	RA-CostAllocationReq@state.pa.us	This account is used by agencies to submit electronic requests for expenditure adjustments (EA), transfers or cost allocations between agencies.
OB, REV_Revenue_Adjustments	RA-REVRevenueAdjust@state.pa.us	This account is used by agencies to submit requests for revenue adjustments and to submit supporting documentation for parked revenue adjustments.
OB, Parked_Doc_Support_Community_and_Agriculture	RA-SupportComm&Ag@state.pa.us	This account is used by the agencies serviced by the General Accounting Community, Agriculture & Emergency Management Section to send supporting documentation associated with parked documents.
OB, Parked_Doc_Support_Transport_Rec_and_Protect	RA-SupportTransRec@state.pa.us	This account is used by the agencies serviced by the General Accounting Transportation, Recreation & Enforcement Section to send supporting documentation associated with parked documents.
OB, Parked_Doc_Support_Central_Agencies	RA-SupportCentral@state.pa.us	This account is used by the agencies serviced by the General Accounting Central Agencies, Boards & Commissions Section to send supporting documentation associated with parked documents.
OB, Parked_Doc_Support_HHS	RA-SupportHHS@state.pa.us	This account is used by the agencies serviced by the General Accounting Health & Human Services Section to send supporting documentation associated with parked documents.
OB, Parked_Doc_Support_Spec_Central	RA-SupportSCA&SF@state.pa.us	This account is used by the Dept. of Education to provide supporting documentation for expenditure adjustment (EA) requests.
OB, Parked_Doc_Support_Spec_Economic_and_Environment	RA-SupportEconomic@state.pa.us	This account is used by the agencies serviced by the Special Accounting Economic and Environmental Support Section to send supporting documentation associated with parked documents.

BCA E-Mail Resource Accounts

Resource Account Name in Global Outlook	E-mail Address (for individuals without Global Outlook access)	Resource Account Description
OB, Parked_Doc_Support_Spec_Transportation	RA-SupportSpecTrans@state.pa.us	This account is used by the agencies serviced by the Special Accounting Transportation Section to send supporting documentation associated with parked documents.
OB, Parked_Document_Support_Fed_Central Agencies	RA-SupportFedCentral@state.pa.us	This account is used by the agencies serviced by the Federal Accounting Central Agencies Section to send supporting documentation associated with parked documents.
OB, Parked_Document_Support_Fed_Education	RA-SupportFedEduc@state.pa.us	This account is used by the agencies serviced by the Federal Accounting Education and Community Development Section to send supporting documentation associated with parked documents.
OB, Parked_Document_Support_Fed_Employment	RA-SupportFedEmploy@state.pa.us	This account is used by the agencies serviced by the Federal Accounting Employment Security Section to send supporting documentation associated with parked documents.
OB, Parked_Document_Support_Fed_Health_and_Medical	RA-SupportFedHlthMed@state.pa.us	This account is used by the agencies serviced by the Federal Accounting Health and Human Services Section to send supporting documentation associated with parked documents.
OB, Parked_Document_Support_Fed_Social Services	RA-SupportFedSocServ@state.pa.us	This account is used by the agencies serviced by the Federal Accounting Social Services Section to send supporting documentation associated with parked documents.

BCA General Accounting Division Managers

(Agency assignments listed by SAP business area and department name)

Community, Agricultural & Emergency Management

Manager: Tracy Zeigler

- 11 Corrections
- 12 Labor & Industry
- 13 Military & Veterans Affairs
- 16 Education
- 24 Community & Economic Development
- 31 PA Emergency Management Agency
- 68 Agriculture
- 83 Patient Safety Authority

Transportation, Recreation & Enforcement

Manager: Vanessa Gibboney

- 20 State Police
- 22 Fish & Boat Commission
- 23 Game Commission
- 27 Milk Marketing
- 37 Environmental Hearing Board
- 38 Conservation & Natural Resources
- 78 Transportation

Central Agencies, Commissions & Boards

Manager: Rosemary Witzel

- 15 General Services
- 17 Public Utility Commission
- 18 Revenue
- 19 Department of State
- 25 Board of Probation & Parole
- 28 Lieutenant Governor's Office
- 30 Historical & Museum Commission
- 32 Civil Service Commission
- 33 PA Infrastructure Investment Authority
- 35 Environmental Protection
- 36 State Tax Equalization Board
- 40 Ethics Commission
- 65 Gaming Control Board
- 66 Securities Commission
- 70 State Employees' Retirement System
- 71 PA Municipal Retirement System
- 72 Public School Employees' Retirement System
- 75 Banking
- 79 Insurance
- 81 Executive Offices
- 94 PA Housing Finance Authority
- 99 Governor's Office

Health & Human Services

Manager: Michele Shaughnessy

- 10 Aging
- 21 Public Welfare
- 67 Health