

Administrative Circular
Commonwealth of Pennsylvania
Governor's Office

12-08
Number

Subject: Closing Instruction No. 5, Fiscal Year 2011-2012; Year-End Processing Deadlines	Date: May 11, 2012
By Direction of:  Charles B. Zogby, Secretary of the Budget	Expiration Date: May 11, 2013
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 Saturday, June 30, 2012.

1. Expenditure Documents.

- a. Cost Allocations.** Cost allocation requests must be submitted to the Office of the Budget, Office of Comptroller Operations (Comptroller Operations), Bureau of Commonwealth Accounting (BCA) cost allocation email resource account (ra-costallocationreq@pa.gov) by the close of business, **Friday, June 22, 2012.**
- b. Expenditure Adjustments/Transfer Vouchers.** Expenditure adjustments (SAP document types "EA" or "SU") and manual transfer vouchers must be parked in the SAP accounting system by the close of business **Monday, June 25, 2012.**

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 12-07, Closing Instruction No. 4, Fiscal Year 2011-2012; Pending Lapse/Lapse Transactions and Reporting Deadlines](#). To schedule emergency payments, agency personnel must contact the appropriate Comptroller Operations email resource account for purchase order invoices (ra-pspoexpedite@pa.gov) or non-purchase order invoices (ra-psnonpoexpedite@pa.gov). 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); agency personnel must contact the appropriate BCA General Accounting Division manager listed in [BCA Accounting Divisions and Agency Assignments](#). 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 **Monday, June 25, 2012**, in order to be posted into SAP for fiscal year 2011-2012.

Lockbox processing for fiscal year 2011-2012 must be completed by **Tuesday, June 26, 2012**. Lockbox processing will not occur from **Wednesday, June 27, 2012** to **Monday, July 2, 2012**, but will resume on **Tuesday, July 3, 2012**, for fiscal year 2012-2013.

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

- (1) **Non-SAP 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 **Thursday, June 28, 2012**, in order to be posted into SAP for fiscal year 2011-2012. 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, **Friday, June 29, 2012**.

[Administrative Circular 12-04, Closing Instruction No. 2, Fiscal Year 2011-2012; Pre-closing at May 14, 2012](#), requires that estimated augmentations equal actual augmentations before the fiscal year is closed. Agency budget or fiscal office staff must contact the appropriate BCA General Accounting Division manager listed in [BCA Accounting Divisions and Agency Assignments](#) at the close of business Friday, June 29, 2012, 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.**

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