

# Administrative Circular

## Commonwealth of Pennsylvania Governor's Office

13-08  
Number

<b>Subject:</b> Closing Instruction No. 4, Fiscal Year 2012-13; Pending Lapse/Lapse Transactions and Reporting Deadlines	<b>Date:</b> May 16, 2013
<b>By Direction of:</b>  Charles B. Zogby, Secretary of the Budget	<b>Expiration Date:</b> May 16, 2014
<b>Contact Agency:</b> Office of the Budget, Office of Comptroller Operations, Bureau of Accounting and Financial Management, Telephone 717.425.6740	

This circular establishes final acceptance dates for submitting lapses and fiscal year-end closing reports to the Office of the Budget, Office of Comptroller Operations (Comptroller Operations), Bureau of Accounting and Financial Management (BAFM) and provides information regarding the SAP system blackout during fiscal year carry forward processes.

### 1. Lapses.

#### a. Agencies Under the Governor's Jurisdiction.

[Administrative Circular No. 13-04, Closing Instruction No. 2, Fiscal Year 2012-13: Pre-closing at May 13, 2013](#) instructed agencies under the Governor's jurisdiction to project fiscal year-end lapses and federal expirations for ledgers 1, 2, 7, and 8. The pending lapses posted to SAP as a result of this process will lapse/expire automatically at fiscal year-end. A file to record these transactions as part of June business in the Treasury Automated Bookkeeping System (TABs) will be produced and sent by the Office of Administration, Office for Information Technology, Bureau of Integrated Enterprise System (IES) to the Treasury Department in July.

If a liquidation of commitments in June results in a balance of unneeded funds, the agency fiscal office or budget office must add this balance to a pending lapse, using SAP transaction code FMBB (Budgeting Workbench – Process: Transfer) to prepare a transfer from budget type 9000 (carry forward), if applicable to a prior year fund, or budget type 1000 (appropriated), if applicable to a current year fund, to budget type 5000 (pending lapse); this will require BAFM General Accounting Division workflow approval. Likewise, if the agency determines that pending lapse funds should be returned to the available balance, SAP transaction code FMBB (Budgeting Workbench – Process: Transfer) must be used to prepare a transfer from budget type 5000 (pending lapse) to budget type 9000 (carry forward); returning pending lapse funds to an available balance also requires BAFM General Accounting Division workflow approval. Lapses to continuing SAP funds (ledger 3) may also be addressed in SAP by using SAP transaction code FMBB.

Agencies under the Governor’s jurisdiction must process all pending lapse transactions by **Wednesday, June 19, 2013**, to be included in the June Treasury lapse file. Adjustments to lapses and federal expirations may be processed between **Wednesday, June 19, 2013**, and the close of business **Friday, June 28, 2013**, as necessary, and will be posted to SAP as June business. If, during the SAP fund reconciliation period (after **Friday, June 28, 2013**, and prior to closing the fiscal year-end adjustment period 13), lapses or expirations need to be adjusted as part of the reconciliation process, the BAFM General Accounting Division must complete the Lapse Adjustment File template located at: \\cwopa\oaroot\OBShares\PUBLIC\_INFO\SAP-Users-Groups\2012 Year End Closing. The completed template must be sent via email to the BAFM fiscal year-end closing team, with a copy to the Office of the Budget, Governor’s Budget Office (GBO) and the IES Budget Team, since these transactions require IES intervention in order to be posted to fiscal year 2012-13 after **Friday, June 28, 2013**.

**b. Independent Agencies.**

Independent agencies will prepare lapses using [Form STD-292, Report of Lapse](#) (Form STD-292). In order for the Treasury Department to record these transactions in fiscal year 2012-13, Form STD-292 must be received in BAFM by **Wednesday, June 19, 2013**. BAFM will post these lapses to SAP. Adjustments to lapses may be processed between **Sunday, June 23, 2013**, and the close of business **Friday, June 28, 2013**, as necessary, and will be posted to SAP as June business. Lapses not submitted to BAFM in time for June posting to SAP and TABS will be recorded as fiscal year 2013-14 lapses.

## **2. Comptroller Operations Closing Reports and Reporting Deadlines.**

The SAP reports required for the BAFM General Accounting Division to reconcile SAP funds to TABS should be available by the evening of **Saturday, June 29, 2013**. The BAFM General Accounting Division must reconcile SAP funds to TABS using the Exception Report produced by IES and post all necessary adjusting entries during posting period 13.

Copies of the completed reconciliation reports for all fund types and business areas must be placed in the respective revenue, SAP fund, and Non-SAP business area reconciliation folders located at \\cwopa\oaroot\OBShares\Reconciliations no later than **1 p.m. on Sunday, June 30, 2013**. The BAFM General Accounting Division should provide these reports to the BAFM closing team as they are completed, so the closing team can review them as quickly as possible. The files must be labeled according to the business area and the month and year they represent (*e.g.*, "BA68-06-2013" denotes the Department of Agriculture, June 2013).

## **3. SAP System Blackout.**

SAP posting period 13 will be open to Comptroller Operations and IES staff only, from **Saturday, June 29, 2013 at 12 p.m. to Sunday, June 30, 2013 at 3 p.m.**, to close the 2012-13 fiscal year. Upon completion of closing activities on **Sunday, June 30, 2013 at 3 p.m.**, IES will initiate a system-wide blackout to perform fiscal year carry forward processes. All users will be locked out of the SAP system until carry forward processes are complete. IES plans to end the system-wide blackout on **Monday, July 1, 2013 at 12 p.m.** Agencies will be notified of any changes to the [System Blackout Schedule for the Fiscal Year Ending June 30, 2013](#).