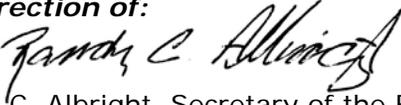


# Administrative Circular

Commonwealth of Pennsylvania  
Governor's Office

18-08  
Number

<b>Subject:</b> Closing Instruction No. 4, Fiscal Year 2017-18; Year-End Processing Deadlines and an Important Reminder about SAP Budget Period Values	<b>Date:</b>  May 29, 2018
<b>By Direction of:</b>  Randy C. Albright, Secretary of the Budget	<b>Expiration Date:</b>  May 29, 2019
<b>Contact Agency:</b> Office of the Budget, Office of Comptroller Operations, Bureau of Accounting and 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 June 30, 2018.**

## 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 Accounting and Financial Management (BAFM) cost allocation email resource account ([ra-costallocationreq@pa.gov](mailto:ra-costallocationreq@pa.gov)) by the close of business, **Friday, June 15** to guarantee inclusion in fiscal year 2017-18. Other cost allocations will be completed through fiscal year end as time permits.
- 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 18**.

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 18-07 Closing Instruction No. 3, Fiscal Year 2017-18; 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](mailto:ra-pspoexpedite@pa.gov)) or non-purchase order invoices ([ra-psnonpoexpedite@pa.gov](mailto:ra-psnonpoexpedite@pa.gov)). To schedule payments for specific programs or systems, such as PROMISE; Property Tax/Rent Rebates; or Pharmaceutical Assistance Contract for the Elderly (PACE); agency personnel must contact the appropriate BAFM General Accounting Division manager listed in [BAFM 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 BAFM Financial Accounting Division, Accounts Receivable, Cost Allocation, Revenue, and Cash Management Section by the close of business **Monday, June 18** in order to be posted into SAP for fiscal year 2017-18.

Lockbox processing for fiscal year 2017-18 must be completed by **Tuesday, June 26**. Lockbox processing will not occur from **Wednesday, June 27** to **Friday, June 29** but will resume on **Monday, July 2** for fiscal year 2018-19.

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

**SAP and Non-SAP Agencies.** Transmittals of revenue, refunds of expenditures, and adjustment memos can be entered into SAP until the close of business, **Friday, June 29**.

[Administrative Circular 18-06, Closing Instruction No. 2, Fiscal Year 2017-18; Pre-closing at May 14, 2018](#), requires that estimated augmentations equal actual augmentations before the fiscal year is closed. Agency budget or fiscal office staff must contact the Governor's Budget Office by the close of business **Friday, June 29** 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.**

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

### **3. Important Reminder about SAP Budget Period Default Values in Fiscal Year 2018-19**

Agencies are reminded that when the SAP system is reopened in fiscal year 2018-19, the default budget period value, "2018," may not be appropriate for all SAP documents (journal entries) or transactions. For any transaction applicable to fiscal year 2017-18, the budget period value must be changed manually to "2017" by the individual parking or posting the document or completing the transaction.