



Administrative Circular

Commonwealth of Pennsylvania

Governor's Office

Administrative Circular 23-04 – Approval of 2023-24 Advancement Accounts and Completion of Form STD-133, Request for Approval of Advancement Account

Date: January 19, 2023

By Direction of:

A handwritten signature in black ink, appearing to read "Uri Z. Monson".

Uri Z. Monson, Secretary of the Budget

Contact Agency:

Office of the Budget
Office of Comptroller Operations
Bureau of Accounting and Financial Management
Telephone 717.787.6496

This circular outlines procedure for rolling over advancement account authorized balances to fiscal year 2023-24.

Agencies Under the Governor's Jurisdiction

Gubernatorial agencies must review the XACE641 report¹, "Request for Approval of Advancement Accounts" for accuracy. Agencies can submit report revisions to the Office of the Budget, Office of Comptroller Operations, Bureau of Payable Services (BPS) by using email resource account ra-bpsadvacctforms@pa.gov. Revisions are due to BPS by May 05, 2023.

Reviewers should consider the following:

- Account custodian information should reflect any changes since July 1, 2022.
- There are no limits to the number of custodians for each account.

Agencies must submit a completed [Form STD-133, Request for Approval of Advancement Account](#) signed by an agency head or designee by the due date using the [Instructions for Completing STD- 133 Annual Rollover](#). This form is required by the Treasury Department to transfer advancement account authorized balances to fiscal year 2023-24.

¹ SAP transaction code Y_DC1_32000712

Agencies must return the signed form to ra-bpsadvacctforms@pa.gov. Signed forms are due to BPS by June 2, 2023.

The Office of Administration, Office for Information Technology, Bureau of Integrated Enterprise System (IES) will prepare an electronic expenditure adjustment in the SAP enterprise resource planning system (SAP). This adjustment is based on the information contained in the XACE641 report. IES will complete the electronic expenditure adjustment on June 23, 2023.

The Office of the Budget, Office of Comptroller Operations, Bureau of Accounting and Financial Management (BAFM) will attach the completed Forms STD-133 and the XACE641 report to the SAP expenditure adjustment documents. BAFM will then notify the Treasury Department, Bureau of Fiscal Review prior to July 1, or enactment of the 2023-24 budget. Advancement account changes between May 6, 2023, and the completion of closing transactions are prohibited.

Office of Attorney General

The XACE641 report also contains advancement account details for the Office of Attorney General. The Office of Attorney General must follow the instructions and due dates outlined above, except that the completed Form STD-133 must be signed by the agency comptroller prior to being returned to ra-bpsadvacctforms@pa.gov. BPS is not responsible for obtaining comptroller approval for the Office of Attorney General.

Treasury Department

Treasury should review its advancement account details for accuracy and make any necessary changes.²

Treasury should submit Form STD-133, signed by the Treasurer and agency head, to ra-bpsadvacctforms@pa.gov by the close of business on June 2, 2023. Treasury must prepare the necessary transactions in its PeopleSoft enterprise resource planning system to adjust its advancement account appropriation symbol.

² Note: Advancement account details for Treasury are not maintained in the XACE641 report. In addition, IES does not prepare Treasury's expenditure adjustment.