

## **FY 2022-23 Year-End Deadlines**

This communication addresses year-end closing deadlines, including key dates and critical deadlines related to FI\$Cal transactions and vouchers that interface to the State Controller's Office (SCO) Legacy system.

Please note: For transactions with pending Cash Validation/Cash Validation Appropriation Control (CV/CVAC) corrective action to be taken, they must be completed by the cutoff to ensure they are picked up on the last interface run.

### **General Ledger (GL) Journals:**

For GL Journals with Fiscal Year (FY) 2022-2023 accounting dates that result in a transaction that is interfaced to SCO, departments must submit their journals to SCO State Accounting and Reporting Division (SARD) by Wednesday, June 7, 2023, 5:00 p.m.

However, Bond Cash Transfer GL Journals must be submitted 2 business days prior to its corresponding Accounts Payable (AP) Voucher (in accordance with Job Aid [FISCal.404 - SCO Approval of GL Journals and AP Journal Vouchers](#)). See the AP Vouchers section below.

For journals that miss the above cutoff date (including those that are submitted on time, but subsequently denied), departments will need to submit a paper Transaction Request form (CA 504) to SCO SARD to be received by Thursday, June 15, 2023, 5:00 p.m. Reverting appropriation items must be clearly marked on the document (see attached memo BAC # 22-001). Journals posted in SCO Legacy via CA 504 forms will then be posted in the FI\$Cal GL Module through INFGL108 - SCO Legacy Transactions Interface. Departments can run the ZZ\_SCO\_GL108\_TRANSACTIONS query to view transactions that were interfaced from SCO Legacy to FI\$Cal.

For the transactions that only correct the central records maintained by SCO as of June 30, 2023, as reported on the Year-End Report No. 3, departments should submit a paper Transaction Request form (CA 504) to SCO SARD. Departments must clearly identify in the Reason for Request that these are **SCO Legacy-only corrections** with "NF" (Non-FI\$Cal) as the document prefix. Since the "NF" document prefix is to be used for SCO Legacy-only corrections, it must not be used for transactions that also need to be recorded in FI\$Cal.

GL Journal transactions (except for Bond Cash Transfer GL Journals for Vouchers, SCO Type of Transaction BDCT) with CV/CVAC errors which are not resolved by 4:00 p.m. on Friday, June 16, 2023, will be unposted. If the unposted GL Journal impacts a reverting appropriation, please contact your SCO Analyst immediately. For Bond Cash Transfer GL Journals for Vouchers (SCO Type of Transaction BDCT), the interface will continue until Friday, June 23, 2023, and any BDCT Journals with CV/CVAC errors which are not resolved by 5:00 p.m. on Monday, June 26, 2023, will be unposted. Departments will have to re-create the unposted GL Journal transactions with FY 2023-2024 accounting dates and resubmit for SCO approval as needed.

The SCO GL Interfaces will resume daily processing on Monday, July 3, 2023, for transactions with FY 2023-2024 accounting dates.

### **Plan of Financial Adjustment (PFA) Transactions:**

For PFA Transactions with FY 2022-2023 accounting dates that result in a transaction that is interfaced to SCO, departments must submit their transactions based on the below cutoffs:

All pending PFA transactions for reverting appropriations must be certified on the PFA Interface Review page by Thursday, June 15, 2023, 3:00 p.m.

PFA Corrections or Estimated PFA GL Journals (SCO Type of Transaction PFA or ESAD) must be submitted to SCO SARD by Wednesday, June 7, 2023, 5:00 p.m.

PFA-related Bond Cash Transfer or other Cash Transfer GL Journals (SCO Type of Transaction PFBC or PFCT) must be submitted, and the associated PFA transactions must be certified, by Wednesday, June 7, 2023, 5:00 p.m.

The last PFA Interface run will be on Monday, June 26, 2023 and departments must certify PFA transactions that do not require a transfer of cash by 3:00 p.m. on that date.

For journals that miss the above cutoff date, but that are needed to cover payroll or other mandated payments before year-end, departments will need to submit a paper Transaction Request form (CA 504) via the PFA Interface Paper Exception Process as outlined in Job Aid [FISCal.440 – FISCal PFA Functionality](#). Journals posted in SCO Legacy via CA 504 forms will then be posted in the FISCal GL Module through INFGL108 - SCO Legacy Transactions Interface. Departments can run the ZZ\_SCO\_GL108\_TRANSACTIONS query to view transactions that were interfaced from SCO Legacy to FISCal.

PFA Interface transactions (certified PFA transactions which are posted in the PFA\_SUBMSN ledger) with CV/CVAC errors which are not resolved by 3:00 p.m. on Wednesday, June 28, 2023, will be unposted and be considered outstanding PFA, which are eligible to be re-summarized for further action on the PFA Interface Review page. Departments will need to re-certify the transactions starting July 1, 2023.

The PFA Interface will resume daily processing on Monday, July 3, 2023.

### **Accounts Receivable (AR) Deposits and Payments:**

In order to be recognized at the State Treasurer's Office (STO) and/or SCO, the last interface run of the fiscal year for Deposits and Payments will be on Friday, June 30, 2023. For AR deposit and payment (TC-47) with FY 2022-2023 accounting dates that result in a transaction that is interfaced to SCO, departments must submit their transactions based on the below cutoffs:

- Deposits must be entered by Friday, June 30, 2023, 2:30 p.m.
- AR Payments requiring SCO manual review must be submitted for approval by Monday, June 26, 2023, Noon.  
*(AR payments submitted to SCO SARD after June 26, 2023 may be denied. Departments will have to update to FY 2023-2024 payment accounting date and resubmit starting July 1, 2023).*
- AR Payments that meet pre-approval rules must be submitted by Friday, June 30, 2023, Noon.  
*(Any transactions with sequences that meet pre-approval rules, but are comingled with sequences that require SCO Manual review are subject to denial of the entire AR Deposit ID; see previous bullet.)*

Note: Any AR Payments that miss these cutoffs must use a Payment Accounting Date starting July 1, 2023, for remitting payments to state funds.

The following actions are needed if CV/CVAC errors for AR Remittance transactions are not resolved by Friday, June 30, 2023:

- Direct Journal Payment (DJP) AR Remittance with Deposit Slip – Departments will update the payment accounting date of AR deposit payments to FY 2023-2024.
- DJP AR Remittance without Deposit Slip – Departments will put the remittance back to Unclear Collection Centralized Treasury System (CTS) by changing the accounting entries of remittance (no change of accounting date). Then, departments will create a brand new Zero Dollar Deposit (ZDD) DJP remittance transaction in FY 2023-2024.
- Customer Item Payment (CIP) AR Remittance with or without Deposit Slip – In cases where an invalid appropriation was used in FI\$Cal and the remittance went into error suspense and was subsequently corrected in SCO Legacy, SCO FI\$Cal will override the CV/CVAC exception, then create a ZDD with Location Code DLC - Departmental Level Corrections to reverse the AR remittance transaction and record the interface in FI\$Cal under the same appropriation it was posted to in SCO Legacy.

The STO and SCO AR Interfaces will resume daily processing Monday, July 3, 2023, for transactions with FY 2023-2024 accounting dates.

#### **AR Corrections:**

For AR corrections (TC-35/TC-38) with FY 2022-2023 accounting dates that result in a transaction that is interfaced to SCO, departments must submit their AR corrections to SCO SARD by Wednesday, June 7, 2023, 5:00 p.m.

For AR Corrections that miss the above cutoff date (including those that are submitted on time, but subsequently denied), departments will need to submit a Form CA 504 Transaction Request (TR) to SCO SARD to be received by Thursday, June 15, 2023, 5:00 p.m. Reverting appropriation items must be clearly marked on the document (see attached memo BAC # 22-001). AR corrections posted in Legacy via CA 504 forms will then be posted in the FI\$Cal GL Module through INFGL108 - SCO Legacy Transactions Interface. For transactions excluded from the INFGL108 interface, departments will need to create AR corrections (ZDD with DLC location) in FI\$Cal (*except transactions with direct cash impact and transactions requiring correction to SCO Legacy only [ex: "NF" document prefix]*). (Job Aid [FISCal.391B - SCO Approval of AR Deposits–Remittances](#)). Departments can run the ZZ\_SCO\_GL108\_TRANSACTIONS query to view transactions that were interfaced from SCO Legacy to FI\$Cal.

AR Remittance Correction transactions with CV/CVAC errors which are not resolved by 5:00 p.m. on Friday, June 16, 2023, will be reversed using ZDD with Location Code DLC by SCO FI\$Cal. Departments will need to re-create the transactions with FY 2023-2024 accounting dates and resubmit for SCO approval.

The SCO AR Corrections Interfaces will resume daily processing on Monday, July 3, 2023, for transactions with FY 2023-2024 accounting dates.

#### **AP Journal Vouchers (excluding Office Revolving Fund (ORF) Replenishment Journal Vouchers):**

For journal vouchers with FY 2022-2023 accounting dates that result in a transaction that is interfaced to SCO, departments must submit their journals to SCO SARD by Wednesday, June 7, 2023, 5:00 p.m.

For journal vouchers that miss the above cutoff date (including those that are submitted on time but subsequently denied), departments will need to submit a Form CA 504 Transaction Request (TR) to SCO SARD to be received by Thursday, June 15, 2023, 5:00 p.m. Reverting appropriation items must be clearly marked on the document (see attached memo BAC # 22-001). Journals posted in Legacy via CA 504 forms will then be posted in the FI\$Cal GL Module through INFGL108 - SCO Legacy Transactions Interface. For transactions excluded from the interface, departments will need to create a GL Journal in FI\$Cal using APRE SCO type of transaction (*except TC-38 CPF Vouchers, transactions with direct cash impact, and transactions requiring correction to SCO Legacy [ex: "NF" document prefix]*) (Job Aid [FISCal.404 - SCO Approval of GL Journals and AP Journal Vouchers](#)). Departments can run the ZZ\_SCO\_GL108\_TRANSACTIONS query to view transactions that were interfaced from SCO Legacy to FI\$Cal.

AP Journal Voucher transactions with CV/CVAC errors which are not resolved by 4:00 p.m. on Friday, June 16, 2023, will be unposted. Departments will need to re-create new journal vouchers with FY 2023-2024 accounting dates and resubmit for SCO approval. If the unposted AP Journal Voucher impacts a reverting appropriation, please contact your SCO Analyst immediately for resolution.

The SCO AP Outbound Interfaces will resume daily processing on Monday, July 3, 2023, for transactions with FY 2023-2024 accounting dates.

### **ORF Replenishment Regular Vouchers and Journal Vouchers**

For ORF Replenishment Regular Vouchers and Journal Vouchers with FY 2022-2023 accounting dates that result in a transaction that is interfaced to SCO, departments must submit their journals to SCO Audits by Thursday, June 15, 2023, 5:00 p.m.

For ORF Replenishment Regular Vouchers and Journal Vouchers that miss the above cutoff date (including those that are submitted on time, but subsequently denied), departments will need to submit a paper Replenishment Claim Schedule to SCO Audits, only for reverting appropriations, by Thursday, June 15, 2023, 5:00 p.m. Paper Replenishment Claim Schedules posted in Legacy will then be posted in the FI\$Cal AP Module as regular vouchers with origin "Non-FI\$Cal ORF (NFO)" through the EXTAP074 - ORF Replenishment Interface. Departments will need to correct the NFO voucher accounting entries in FI\$Cal AP Module (Job Aid [FISCal.400 - Non-FI\\$Cal ORF Voucher Correction](#)).

- After the cutoff date, any ORF Replenishment Regular Vouchers and Journal Vouchers should have an accounting date on or after July 1, 2023.

For AP ORF Replenishment transactions with CV/CVAC errors which are not resolved by noon on Friday, June 23, 2023:

- Prepaid vouchers replenished by regular vouchers will be reversed with FISCal Service Center (FSC) Journal Vouchers. This will not recover the ORF Advance for future replenishment and departments will need to re-establish the ORF Advance balance before submitting a new Replenishment Regular Voucher in the next fiscal year.
- ORF Replenishment Journal Voucher transactions will be unposted. Departments will need to create new journal vouchers with FY 2023-2024 accounting dates.

The ORF Replenishment Interface will resume daily processing on Monday, July 3, 2023, for transactions with FY 2023-2024 accounting dates.

### **AP Vouchers:**

For FY 2022-2023 payments required to be issued by Friday, June 30, 2023:

- **By 5:00 p.m. Thursday, June 15, 2023**, vouchers must be received by SCO Audits for approval. Pay Cycle for approved vouchers will run on Thursday, June 22, 2023, resulting in payments with an issue date of Tuesday, June 27, 2023. Vouchers with payment scheduled due dates through Thursday, July 6, 2023, will be included in this Pay Cycle. Vouchers paid from reverting appropriations must reflect a payment date of Friday, June 30, 2023 or earlier.
- **Voucher payments for reverting appropriations not submitted to SCO by Thursday, June 15, 2023 at 5:00 p.m. may not be approved by the Friday, June 30, 2023 deadline. It is imperative for reverting appropriations to reflect a payment date of Friday, June 30, 2023 or earlier.**
  - Voucher payments with an issue date after Wednesday, May 31, 2023, for reverting appropriations must be created under the ultimate program and not the clearing account to avoid a mismatch between FI\$Cal and Legacy.
  - **Departments are expected to start populating the ultimate program for vouchers with a reverting appropriation starting on Tuesday, May 16, 2023.**

For vouchers that miss the above cutoff date for FY 2022-2023 payment and need to be recognized as accounts payable for year-end reporting:

- **After 5:00 p.m. Thursday, June 15, 2023 through 5:00 p.m. Thursday, June 22, 2023**, departments may continue to submit FI\$Cal vouchers to SCO Audits for approval, **except for reverting appropriations** as those must meet the above deadline. All vouchers approved by Department AP Approver II on or before 5:00 p.m. on Thursday, June 22, 2023, will be approved by SCO Audits by Friday, June 30, 2023. This will result in inclusion of these vouchers in the year-end financial reports for both commitment control and modified accrual ledger.
- **After 5:00 p.m. Thursday, June 22, 2023 through Friday, June 30, 2023**, departments may create new vouchers in FI\$Cal, **except for reverting appropriations**. However, creating new vouchers in FI\$Cal during this period will result in differences between commitment control and modified accrual ledger. Since SCO may not approve vouchers during this period, the accounts payable will not be in modified accrual ledger. The year-end budgetary legal ledger (BLL) process will include the payables in the BLL. Departments must reconcile the differences between the ledgers for year-end.

For vouchers that are not approved by SCO Audits by Friday, June 30, 2023, and do not need to be recognized as accounts payable for year-end reporting:

- Voucher maybe denied by SCO Audits.
- Departments should monitor voucher status to determine if vouchers require additional action by departments. Should a different Accounting Date (different fiscal year) need to be on the voucher and the voucher has not yet been posted, the voucher **must** be deleted, and a new voucher entered with the correct Accounting Date. For vouchers posted, but pay cycle has not yet run, the department would need to request SCO to close the voucher and enter a new voucher.

For AP Vouchers with CV/CVAC errors which are not resolved by Noon on Thursday, June 22, 2023:

- Vouchers will be reset by SCO Audits, so departments can change the accounting date and resubmit for approval in the next fiscal year, or
- Vouchers can be closed by SCO FI\$Cal per department request, and the department would submit a new voucher in the next fiscal year.

**Warrant Pay Cycle:**

Warrant Pay Cycle will suspend daily processing between Friday, June 23, 2023 – Friday, June 30, 2023, and resume on Monday, July 3, 2023. Vouchers approved by the department accounting staff and SCO Audits will be processed on Monday, July 3, 2023, with an issue date of Friday, July 7, 2023. Departments with vouchers that require payment between July 1, 2023 and July 6, 2023, to comply with the Prompt Payment Act, are responsible for identifying the proper Scheduled Due Dates.

All documents required to be processed by Friday, June 30, 2023, must be received in SCO by close of business on Thursday, June 15, 2023. For guidance, please refer to the attached SCO's Year-End Procedures memorandum for Fiscal Year 2022-23 (BAC# 22-001).

**Summary Year-End Deadlines**

Module	TC	Description	FI\$Cal Transaction Cutoff		Paper Transaction Cutoff	
			Date	Time	Date	Time
GL	35/38	GL Journal	Wednesday, June 7, 2023	5:00 p.m.	Thursday, June 15, 2023	5:00 p.m.
GL	38	GL Journal - Bond Cash Transfer	Wednesday, June 7, 2023	5:00 p.m.		
GL	35/38	Year-End Report No. 3 Item			Friday, June 30, 2023	5:00 p.m.
GL	36	PFA with Reverting Appropriations	Thursday, June 15, 2023	3:00 p.m.	Thursday, June 15, 2023	5:00 p.m.
GL	36	PFA transactions that do not require a transfer of cash	Monday, June 26, 2023	5:00 p.m.		
GL	36	PFA Corrections	Wednesday, June 7, 2023	5:00 p.m.	Thursday, June 15, 2023	5:00 p.m.
GL	36	PFA Estimates	Wednesday, June 7, 2023	5:00 p.m.	Thursday, June 15, 2023	5:00 p.m.
GL	36/38	PFA and related Bond fund transactions/other cash - submitted and certified	Wednesday, June 7, 2023	5:00 p.m.	Thursday, June 15, 2023	5:00 p.m.
AR	45	Deposits	Friday, June 30, 2023	2:30 p.m.		
AR	47	Payments that require SCO manual review	Monday, June 26, 2023	12:00 p.m.		
AR	47	Payments meet pre-approval rules	Friday, June 30, 2023	12:00 p.m.		
AR	35/38	Corrections	Wednesday, June 7, 2023	5:00 p.m.	Thursday, June 15, 2023	5:00 p.m.
AP	35/38	Journal Vouchers - Same fund	Wednesday, June 7, 2023	5:00 p.m.	Thursday, June 15, 2023	5:00 p.m.
AP	48	ORF Replenishment Regular Vouchers/Journal Vouchers	Thursday, June 15, 2023	5:00 p.m.	Thursday, June 15, 2023	5:00 p.m.
AP	50	Vouchers	Thursday, June 15, 2023	5:00 p.m.		

**Note: Reverting appropriation items must be clearly marked on Form CA 504 TR to SCO SARD. Departments are expected to start populating the ultimate program for vouchers with a reverting appropriation starting on Tuesday, May 16, 2023.**