

Certified Forward Deadlines and Target Dates for FY 2015-16

The following important dates are related to Year-End processing and to the Certified Forward process. Your observance of these dates will give JAC sufficient time to enter the information into FLAIR and allow for last minute corrections, if necessary.

- June 23** Last day for submission of batch sheets to JAC for input into FLAIR; Vouchers presented to the Bureau of Auditing for payment by 5:00 p.m. June 30, 2016 will be processed as Fiscal Year 2015-2016 disbursements.
- Disbursement transactions must be input into Departmental FLAIR by 6:00 p.m. June 29, in order to be processed as Fiscal Year 2015-2016 disbursements.
- June 24** Last day for agency e-mailed Journal Transfer Submissions to JAC for input into FLAIR;
- June 24** Last day for Cash Receipts Transactions for current year expense refunds to be processed; This will allow the Treasury (DFS) time to process these refunds for Fiscal Year 2015– 2016.
- June 27** Last day for Warrant Cancellations to be processed;
- June 27** Lasts day for Revenue Deposits to be processed;
- July 07** June monthly FLAIR closing;
- July 11** Tentative Certified Forward Releases will become available for submitting vouchers (on or about this date). Each Circuit/Office will be notified when they are posted.
- July 5-15** Certifications Forward Forms CF1 and CF2 are due to JAC.
- July 18** Date for final Certifications Forward Listing; No adjustment will be made on this date.
- July 20** Certifications Forward Reports (DCFR02 and DCFR3) are due to the EOG. JAC will request, through the FLAIR help desk, the electronic transfer of this information to the Executive Office of the Governor (EOG).