

Disbursements & Revenue Accounting
Certified Forward Deadlines and Target Dates for FY 2016-17

The following dates are related to year-end processing and to the Certifications 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 22** Deadline for submitting batch sheets to JAC for input into FLAIR; Vouchers presented to the Bureau of Auditing for payment by 5:00 p.m. June 30, 2017 will be processed as fiscal year 2016-2017 disbursements.
- June 26** Deadline for submitting Journal Transfer (JT) requests (expenditure transfers) to JAC Accounting staff for processing into FLAIR. *Note: The June monthly payroll will run during the afternoon of June 23rd. Reports should be in RDS during the afternoon of the 23rd.*
- June 26** Deadline for submitting 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 2016– 2017
- June 27** Deadline for warrant cancellation requests.
- June 27** Deadline for submitting revenue deposits to JAC for processing.
- July 6-17** Certifications Forward form CF1 is due to JAC. *Note: If your office elects to use the “lump sum” certified option, this form is not required. JAC staff will work individually with each office to set up their certified budgets, beginning July 5th.*
- Please notify your JAC Accountant, Vicki Nichols or Dina Kamen, if your office wishes to utilize the “lump sum” certified option as soon as possible.*
- July 7** June monthly FLAIR closing.
- July 10** Tentative certified releases will be posted to FLAIR. Once these budgets are posted to FLAIR invoices may be processed from certified funds.
- July 19** Deadline for Certifications Forward listing; adjustments may not be made after this date.
- July 20** Certifications forward report (DCRFR01) is due to the Executive Office of the Governor (EOG). JAC submits the appropriate copies to the EOG for all of Justice Administration.