

Disbursements & Revenue Accounting
Certified Forward Deadlines and Target Dates for FY 2017-18

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 29, 2018 will be processed as fiscal year 2017-2018 disbursements.
- June 22** Deadline for submitting current year expense refunds to be processed; This will allow the Treasury (DFS) time to process these refunds for fiscal year 2017– 2018.
- June 25** 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 22nd. Reports should be in RDS during the afternoon of the 22nd.*
- June 27** Deadline for warrant cancellation requests.
- June 27** Deadline for submitting revenue deposits to JAC for processing.
- July 2-16** Certifications Forward Lump Sum or CF1 forms due to JAC.

Please notify your JAC Accountant, Vicki Nichols or Dina Kamen, if your office wishes to use the CF1 form (detailed list).
- July 5** June monthly FLAIR closing.
- July 6** June 30 balances and tentative certified releases will be posted to FLAIR. Once these budgets are posted to FLAIR invoices may be processed from certified funds.
- July 17** Deadline for Certifications Forward listing; adjustments may not be made after this date.
- July 19** 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.