

Disbursements & Revenue Accounting
Certified Forward Deadlines and Target Dates for FY 2018-19

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 17** Last day to process Statewide Travel Management System (STMS) transactions for payment in the in the 18-19 Fiscal Year. Pending STMS transactions will be paid in July (19-20 Fiscal Year). (*NEW*)
- June 21** Deadline for submitting batch sheets to JAC for input into FLAIR; Vouchers presented to the Bureau of Auditing (DFS) for payment by 12:00 p.m. June 28, 2019, will be processed as Fiscal Year 2018-2019 disbursements.
- June 21** Deadline for submitting current year expense refunds to be processed; This will allow the Treasury (DFS) time to process these refunds for Fiscal Year 2018– 2019.
- June 25** Deadline for submitting Journal Transfer (JT) requests (expenditure transfers) to JAC Accounting staff for processing into FLAIR. *Note: Please be mindful of the payroll activities that may occur during the last days of June and consider those activities when submitting JT requests: June monthly payroll will run during the afternoon of June 20th and the June supplemental payroll will run on June 24th. The last on-demand payroll request date is June 26th. The payroll reports showing the payroll charges are available in RDS within 24 hours of the payroll activity.*
- June 26** Deadline for warrant cancellation requests.
- June 26** 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 3** June monthly FLAIR closing.
- July 5** June 30 balances and tentative certified budgets will be posted to FLAIR. Once these budgets are posted to FLAIR, invoices may be processed from certified funds.
- July 16** Deadline for certifications forward listing; adjustments may not be made after this date.
- July 18** 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.