

**Disbursements & Revenue Accounting**  
**Deadlines and Target Dates for FY 2019-20**

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** Last day to process Statewide Travel Management System (STMS) transactions for payment in the in the 19-20 fiscal year. Pending STMS transactions will be paid in July (20-21 fiscal year). (*NEW*)
- June 19** 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 29, 2020, will be processed as fiscal year 2019-2020 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 2019-20.
- June 23** 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 22<sup>th</sup>, the June supplemental payroll will run on June 23<sup>rd</sup>. The last on-demand payroll request date is June 26<sup>th</sup>. The payroll reports showing the payroll charges are available in RDS within 24hrs of the payroll activity.*
- June 24** Deadline for warrant cancellation requests.
- June 25** Deadline for submitting revenue deposits to JAC for processing.
- July 2** 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 2-14** 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 14** Deadline for certifications forms to JAC; adjustments may not be made after this date.
- July 16** 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.