

CHAPTER 1: SECTION 1 INTRODUCTION AND AUDIT RISK LETTER

TO: Controllors and Chief Fiscal Officers of State Departments and Higher Education
 Institutions and Boards

FROM: David J. McDermott, CPA
 State Controller

DATE: March 2013

SUBJECT: FY13-14 Opening/FY12-13 Closing Procedures



The open/close process continues to be complex, and success can only be assured when each of us assumes personal responsibility for our portion of the process. I know from working with many of you that you take this responsibility seriously. Your continued input has been greatly appreciated as we strive to continuously improve the process. I look forward to a successful opening/closing for this year.

In order for the Office of the State Controller (OSC) to meet its statutory deadline for issuing the basic financial statements, it is crucial that each of you complete your close by July 31. The OSC close is August 1 and 2 and COFRS Journal Adjustments during this time should not be relied on as a time to record routine year-end activity. This timeframe is needed by the OSC to review the State accounts and make material error corrections. I greatly appreciate your efforts to schedule tasks to meet the agency close deadline.

Agency financial statements, per CRS 24-30-204(1) are due to the State Controller by August 25, 2013. As permitted by the statute, through this letter I am granting an administrative hardship extension of the date for the submittal of departmental financial statements to September 6, 2013. As a result, your financial statements, Exhibit I, and Exhibit J (when applicable) are due to the OSC on September 6. This hardship extension applies to all state Departments and Higher Education Institutions and Boards, but applies only to the Fiscal Year ended June 30, 2013.

The “Highlights” section following this letter summarizes changes and improvements for this fiscal year. I encourage each agency to make full use of the “Agency Planning Guidelines and Checklist” to ensure that each of the tasks required of your agency is specifically assigned and completed. We have included for your reference a copy of this year’s risk letter from the State Auditor. I would remind you that a copy of the management representation letter that you provide to the State Auditor must be submitted to the Office of the State Controller as soon as it is available.

These procedures are available on our website at: <http://www.colorado.gov/dpa/dfp/sco>. In addition to the Fiscal Procedures Manual, many other resources are available on our website. We, at the Office of the State Controller, hope you will find these resources valuable.

By the close of Fiscal Year 2013-14, we expect to be incorporating into this manual the requirements of the modernized COFRS application. I want to thank you all for your participation in helping us identify current processes and design improvements into the new system configuration. I recognize that it is a burden on your busy schedules.

Best wishes for a successful open/close. Thank you for your continued cooperation and support.

1.1 Audit Risk Letter



Office of the State Auditor

Dianne E. Ray, CPA
State Auditor

To: Agency Controllers
From: Dianne E. Ray, CPA
State Auditor
Topic: Preliminary Risk Areas for Fiscal Year 2013 Audit
Date: March 2013

The purpose of this memorandum is to advise agencies of several identified preliminary risk areas for the Fiscal Year 2013 Statewide Audit. We will be completing our Fiscal Year 2013 financial audit by the end of December 2013. As always, audit staff will be working closely with agency personnel to keep the audit on schedule.

Our Fiscal Year 2013 audit will include performing audit procedures required by generally accepted auditing standards and *Government Auditing Standards*, reviewing compliance with selected state and federal laws, and addressing other agency-specific key financial areas. We will also follow up on prior-year findings and recommendations.

The risk areas identified for our Fiscal Year 2013 audits include, but are not limited to, the following:

- **Internal Controls.** Internal control should provide reasonable assurance that financial reporting is reliable and accurate, reduce the risk of error or fraud, and reasonably ensure that operations are performed effectively and efficiently and comply with laws and regulations.
 - While many departments strengthened their internal control processes in Fiscal Year 2012 in comparison to Fiscal Year 2011, our Fiscal Year 2012 audit continued to identify weaknesses in various internal control areas. For example, we identified problems with departments' internal controls in areas including overall revenues and expenditures, payroll, capital assets, procurement card transactions, and fiscal year-end accounting functions. We made 57 audit recommendations in Fiscal Year 2012 compared to 65 recommendations in Fiscal Year 2011.
- **Federal Awards.** The State's administration of federal grants continues to be a risk area due to the large number and varied requirements of federal grant awards the State receives. Agencies receiving federal funds are responsible for being aware of and complying with the related requirements in the federal Office of Management and Budget's *Circular A-133*.
 - During the Fiscal Year 2012 audit, we identified material weaknesses in internal control over federal programs including the Vocational Rehabilitation Program and the Temporary Assistance for Needy Families/Colorado Works Program. Additionally, we continued to identify significant deficiencies in internal control over compliance with various aspects of the Medicaid Program and Childrens' Basic Health Plan Program. Specifically, we identified significant deficiencies related to eligibility determinations and allowable costs for both programs.



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Office of the State Auditor

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- **Review and Oversight.** Review processes should be in place to detect and prevent errors and lessen the chance of potential misstatement or fraud.
 - We have continued to identify a lack of adequate review procedures over basic accounting processes such as reconciliations, exhibit preparation, payment vouchers, journal vouchers, and payroll at several agencies and instances in which reviewers have not been adequately trained.
- **Financial Reporting.** Reporting financial activity should be accurate, timely, and complete. The Office of the State Controller establishes standard policies and procedures that must be followed by state agencies and institutions. In order for the State to issue its Comprehensive Annual Financial Report in a timely manner, agencies must complete fiscal year-end closing activities within the timeframe established by the Office of the State Controller.
 - We identified several agencies that did not meet due dates for submission of exhibits or submitted exhibits with errors for Fiscal Year 2012.
- **Controls over Information Technology Systems.** State agencies are responsible for implementing, maintaining, and adequately securing the state's computer systems.
 - During our Fiscal Year 2012 audit, we determined that some agencies' computer systems did not comply with information technology—related auditing standards and/or the Colorado Information Security Policies.

Although the State's economic condition appears to be slowly improving, we recognize that budget constraints are continuing to have an impact on our resources. As State employees, we all must ensure that the State's assets are safeguarded and that resources are used efficiently, effectively, and in accordance with legal requirements. Thank you for the work that you do and for your assistance in completing the State's audit.

If you have questions about the audit process, please feel free to contact the audit staff.

1.2 FY12-13 Closing and FY13-14 Opening Highlights

The following items are brought to your attention, as they represent new policies and procedures, a new area of emphasis, or address problems identified during last year's closing process. Review of these highlights should not be used as a substitute for a close review of the text of these instructions.

1. Approval of general-funded rollforward requests will be extremely limited due to continuing demands on resources, as communicated to agency controllers in Alert #201. Given this limitation, agencies are encouraged to seek legislative approval for such rollforward requests. (See Chapter 3, Section 2.)
2. The Geological Survey Cash Fund, fund 342, was added to the TABOR enterprise in the Colorado School of Mines effective January 31, 2013, via House Bill 12-1355. For FY12-13, it is expected that all Higher Education Institutions, except the Auraria Higher Education Center (AHEC), will fully qualify as TABOR enterprises. (See Chapter 5, Section 5.8.)
3. For most employees, the State PERA contribution percentage from July 1, 2012 through December 31, 2012, is 15.65 percent, and from January 1, 2013 to June 30, 2013, 16.55 percent. (See Chapter 3, Section 4.3.)
4. The reporting for bad debt expense has been modified to align with GASB Q&A 7.40.3 and 7.72.2, and will be reported as reductions in the related revenue stream. For bad debt related to current year revenues, the reduction in revenue should be recorded on COFRS. For bad debt related to prior year revenues, the reduction in revenue needs to be reflected as a nonbudgetary revenue reduction and this can only occur in the post closing process with the inability to post Type 32 revenue on COFRS. Agencies will continue to record nonbudgetary bad debt expense, and the OSC will prepare the entry to reclassify the expense to revenue as part of the financial statement process based on information reported on the Exhibit U2. (See Chapter 3, Section 3.5.)
5. The requirement for reclassifying unspent bond and COP proceeds has been extended to capital leases, and BACC 02-2823 has been established for that purpose. (See Chapter 9, Section 2.5.2.)
6. There are some changes to the exhibits this year (See Chapter 3, Section 5):
 - a. A long form for Exhibit H has been made available for larger entries.
 - b. Exhibit H398 has been added to facilitate budgetary reporting for Higher Education Institutions.
 - c. Exhibit O2 has been added to collect descriptive information about service concession arrangements with the implementation of GASB Statement. No. 60. The previous Exhibit O for related parties has been relabeled as Exhibit O1.
 - d. Exhibit S has been revised to include additional information about new issuances of short-term financing for disclosure purposes.
 - e. Exhibit U2 has been revised to reflect new component unit evaluation threshold levels, and reporting for bad debt expense.
 - f. Additional minor revisions were made to the Exhibit C (updated for a new capital lease account), Exhibit D (updated for a new unspent bonds payable account) and Exhibit W and Exhibit F1 (updated for new nondepreciable other capital asset account).
7. As a reminder, year-end closing procedures for the COFRS inventory module include recommended guidelines for document processing. The INV05R Document Direct report assists in year-end closing by listing all outstanding inventory SR and ST documents and is run daily. Please note that the inventory freeze takes a minimum of three days to complete and the system must run overnight on Day One to begin the freeze process. (See Chapter 3, Section 3.14.)

8. Under CRS 24-30-202(13)(b) & (d), higher education institutions may elect to opt out of the State fiscal rules. The exempted institutions are not required to comply with the Annual Travel Expense Report in the year following the fiscal year during which the institution has opted out. (See Chapter 5, Section 2.)
9. If a COFRS user is unable to log into his/her account, the user should contact the OIT Service Desk (303-239-4357, Option 4). If a user is unable to log in to the FDW or Document Direct, the user should contact either the OIT Service Desk (ServiceDesk@state.co.us), or the COFRS Service Desk. (See Chapter 10, Section 1.7.)
10. Over the next few years the following pronouncements become effective: GASB Statement No. 60 – *Accounting and Financial Reporting for Service Concession Arrangements* and GASB Statement No. 62 – *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 1989 FASB and AICPA* are effective beginning in FY12-13. GASB Statement No. 65 – *Items Previously Reported as Assets and Liabilities* is effective for FY13-14, and several new deferred inflow and outflow balance sheet accounts have been added to the chart of accounts as a result. GASB Statement No. 66 – *Technical Corrections – 2012 – an amendment of GASB Statements No. 10 and No. 62* is also effective in FY13-14. Also on the horizon are modified pension standards that will have a significant impact in FY14-15. (See Chapter 3, Section 6.)
11. House Bill 12-1246 reverses the annual pay date shift for those State employees paid on a bi-weekly basis and results in programming changes to the pay date shift processing. (See Chapter 3, Section 3.26.)
12. The OSC has issued a Lease Classification Policy, which is effective as of February 19, 2013. See Chapter 3, Section 3.24, which refers agencies to the lease policy when there are questions regarding the classification of a lease.
13. Procedures regarding crediting expenditures as a result of refunds and reimbursements have been clarified and recommended guidelines have been included in Chapter 3, Section 28.
14. With the continuation of the COFRS Modernization Project, the OSC will be tracking and demonstrating funding source compliance to the federal government on the COFRS maintenance portion of the billing, separately from the COFRS modernization portion of the billing. Therefore, agencies should continue to positive code the “COFRS Modernization” long bill line when booking the FY13-14 Long Bill. (See chapter 2, Section 2.14.)
15. Procedures for the American Recovery and Reinvestment Act of 2009 (ARRA) and the Federal Funds Accountability and Transparency Act (FFATA) are not included in this manual, as they are considered temporary or agency controlled compliance activity, respectively. (See Chapter 5, Section 6.5.)
16. As a reminder, agencies and institutions shall continue to review their data as presented on the Transparency Online Project System (TOPS) and provide certification of that review on the Financial Responsibility and Accountability Compliance Act (FRAC) Statement. (See Chapter 5, Section 6.7.)
17. As a reminder, all agencies must continue to submit copies of Forms 8038, 8038-G, 8038-GC and 8038-T related to debt issuances within one week of filing with the IRS. (See Chapter 5, Section 6.3.)

1.3 Agency Planning Guidelines for FY12-13 Closing and FY13-14 Opening Activities

To ensure a successful close, adequate planning and scheduling of year-end activities are critical to agencies. It is imperative that agencies plan and complete critical tasks early in the year and monitor year-end activities closely. The following information is designed to give agencies helpful suggestions for developing plans to complete both current year closing and new year opening activities.

1. Identify critical dates.
2. Identify critical tasks for new year opening activities:
 - a. Review new year preliminary Long Bill for APP2 and annotation changes.
 - b. Review all outstanding encumbrances. Are they valid for the new year?
 - c. Add new APP2 records.
 - d. Make FY13-14 changes/deletions of incorrect or unneeded APP2s.
 - e. Prepare Long Bill booking worksheet.
 - f. Process AP documents to record FY13-14 Long Bill using the booking process, including all informational appropriations contained therein.
 - g. Prepare expense/revenue budget worksheets.
 - h. Process expense (EB) and revenue (RB) budget documents.
 - i. Process FY13-14 encumbrance documents as needed.
 - j. Review all capital construction appropriations for completion of CCCAS forms.
 - k. Review agency-defined coding structures, sub-object, sub-revenue, GBLs, organization, and program codes. Be sure to make all GVAL entries that are needed so that EPS encumbrances rolled into the new year on RO documents will not reject.
 - l. Identify special and supplemental bills with appropriations or spending authority that must be recorded.
 - m. Identify potential appropriation rollforwards.
 - n. Make needed changes to the REIT, REJA, REJV, and REPV tables.
3. Identify critical tasks for year-end closing activities:
 - a. Clear documents off SUSF.
 - b. Clear out invalid encumbrances.
 - c. Record all augmenting revenue and receivables including distribution of indirect cost recoveries.
 - d. Take the fixed asset inventory and record adjustments. Be sure depreciation expense and accumulated depreciation are recorded appropriately.
 - e. Calculate and record the compensated absence liability. Segregate the liability into current and noncurrent portions.
 - f. Clear (pay) outstanding invoices; record payables.
 - g. Review balance sheet accounts for accuracy.
 - h. Confirm intra/interfund payables/receivables in excess of \$1,000.
 - i. Record and process all cash receipts by the Treasurer's closing date.

- j. Ensure that all transfer expenditures and revenues are in balance.
 - k. Review proper classification of revenues for TABOR reporting purposes.
 - l. Review year-end diagnostic reports, which are updated and available on a daily basis on the Financial Data Warehouse.
 - m. Clear all default and clearing accounts.
 - n. Prepare all required exhibits and use e-mail or electronic submission.
 - o. Submit department/agency/institution financial statements, if required.
 - p. Submit the management representation letter to the Office of the State Auditor and a copy to the OSC, immediately upon availability.
4. Every task should have an individual assigned the responsibility for its completion.
 5. Identify timelines for completion of critical tasks:
 - a. Identify start dates for all tasks to assure that they are completed by the deadlines.
 - b. Identify checkpoints on the status of tasks to assure staying on schedule.
 6. Ensure that internal cutoff dates and deadlines are established early enough to allow sufficient lead time for meeting statewide deadlines:
 - a. Cut off issuance of POs according to the dates established by your departmental purchasing office.
 - b. Cut off acceptance of PV document requests prior to system cutoff date.
 - c. Cut off central services and Correctional Industries orders well before the IT transaction cutoff date; remember that Integrated Document Solutions is using the EPS inventory system for its billings.
 7. Establish a regular process for monitoring the status of tasks:
 - a. Schedule regular status meeting to report progress.
 - b. Monitor and review reports and online tables to verify status and progress.
 - c. Use the checklist to record status and completion of tasks and deadlines.
 8. Establish a process to address problems as they arise.
 9. Review your plan and make necessary changes for next year.

1.4 Abbreviations Used Throughout This Manual

- ARRA – American Recovery and Reinvestment Act of 2009
- CAFR – Comprehensive Annual Financial Report
- CAOS – Central Accounting Operations Section
- CCCAS - Capital Construction Continuing Appropriation Status
- CCS – Central Collection Services
- CDC – Capital Development Committee
- CFDA – Catalog of Federal Domestic Assistance
- COFRS – Colorado Financial Reporting System
- COPs – Certificates of Participation
- CPPS – Colorado Personnel Payroll System
- DHE – Department of Higher Education
- DUNS - Data Universal Numbering System Number
- EPS – Extended Purchasing System
- ESRC – Excess State Revenues Cap
- FASB – Financial Accounting Standards Board
- FAST – Field Accounting Services Team
- FDW – Financial Data Warehouse
- FFATA – Federal Funding Accountability and Transparency Act
- GAAP – Generally Accepted Accounting Principles
- GASB – Governmental Accounting Standards Board
- IBNR – Incurred But Not Reported
- JBC – Joint Budget Committee
- NYTI – New Year Table Initialization
- OIT – Governor’s Office of Information Technology
- OMB – Office of Management and Budget
- OSC – Office of the State Controller
- OSPB – Office of State Planning and Budgeting
- PERA – Public Employees Retirement Association
- POTS – Personal Services, Operating, Travel, and Special Items
- R&A – Reporting & Analysis
- RSRC – Revenue Source Code
- SAI – Spending Authority Indicator
- SAS – Statements on Auditing Standards
- TOPS – Transparency Online Project System

- ♦ See the COFRS Fiscal Year Document Closing Table for certain Transaction IDs and Document Descriptions (see Section 3.16 of this chapter).
- ♦ Find explanations of the various COFRS tables referenced in the manual in the FDW at: <https://fdw.state.co.us/>. There is a link to COFRS Documentation on the bottom left side of the main FDW page.
- ♦ For department abbreviations that appear throughout this manual and in various object and revenue source code titles see Appendix 2.

1.5 Agency Planning Checklist FY12-13 Closing/FY13-14 Opening

Due Date	Date Completed	Task
Beginning July 1		<p>The following items are ongoing accounting issues that agencies need to be aware of during the fiscal year to help ensure the year-end closing process goes smoothly. The issues may not apply to every agency. The issues are grouped by topic area:</p> <p>Capital Assets and Infrastructure:</p> <p>_____ Record depreciable assets separately from nondepreciable assets.</p> <p>_____ Use account type 23 for capital asset acquisitions by non-higher education proprietary fund types.</p> <p>Capital and Operating Debt:</p> <p>_____ Amortize premium/discount and gain/loss on debt refunding (debit/credit account 6730 or 6740 and debit/credit balance sheet 2801, 2806, 2803, 2807, 2809, or 2814). Note: Beginning in FY13-14 amortization of the gain/loss on debt refunding impacts deferred inflows/outflows rather than the debt liability. (See Chapter 3, Section 6.12.)</p> <p>_____ Record capital asset related debt separately from operating debt.</p> <p>_____ Record bond premium proceeds in another financing revenue source code (RSRC 7010) separately from bond proceeds (RSRC 7000), and track the premium in a separate balance sheet account (2801 or 2806) for future amortization.</p> <p>_____ Code capital grants separately from operating grants. Capital grants should be recorded in revenue source codes 7430, 7530, 7630, 7730, or 7830.</p> <p>_____ Copy of IRS Form(s) 8038, 8038-G, 8038GC, and 8038-T related to debt issuances are due to the OSC within five days of filing.</p> <p>Assets and Liabilities:</p> <p>_____ Record deferred revenue related to advances (250x) in balance sheet codes separately from deferred revenue related to long-term assets such as taxes receivable (2530). Note: Beginning in FY13-14, the practice of recording deferred revenue liabilities is eliminated under GASB Statement No. 65. (See Chapter 3, Section 6.12.)</p> <p>_____ If practical, record restricted assets and related liabilities in a fund separate of the related operating fund for the activity.</p>

Due Date	Date Completed	Task
	_____	Record proprietary fund-type assets and liabilities in current and noncurrent accounts to support a classified statement of net position.
	_____	Prepare to segregate year-end current liabilities (due within one year) from noncurrent liabilities (due after one year) for governmental funds. This requirement includes compensated absences.
	_____	Record the principal of permanent funds (nonexpendable portion) in a fund separate from the earnings or expendable portion of the permanent fund.
		Revenues and Expenditures:
	_____	Use intrafund and interfund coding to separate disbursements of pass-through federal grants (object code 5770 and 5771) and state grants and contracts (object codes 5775 and 5776).
	_____	Code additions to permanent funds to RSRC 9525 or 9527.
	_____	Record deferred compensation plan contributions segregated between member contributions (RSRC 9531 or 9533) and employer contributions (RSRC 9532).
	_____	For internal service funds serving primarily governmental activities, record internal service fund charges for services in the accounts that indicate the source of the revenue by program (RSRC 44xx). Also for internal service funds, record all external transactions in the non-program service fee revenue sources codes (revenue source class 440) or in RSRCs outside 44xx. This will allow the OSC to exclude external transactions from the year-end look back adjustment.
July 15		The following items summarize other year-end accounting entries that agencies should review and evaluate to determine if they apply: Assets and Liabilities: _____ Record any current year infrastructure additions.

Due Date	Date Completed	Task
	_____	Review the balances in balance sheet codes 1362/1363 and 1762/1764 to determine if loans receivable are properly classified between current and noncurrent/long-term. Proprietary funds are required to segregate balances into current and noncurrent portions. Governmental funds are not required to segregate the balances between current and noncurrent, but they should record the loans in the accounts that best matches the nature of the loans.
	_____	Reclassify a portion of compensated absences as current. For governmental funds this entry is made in Fund 471, and for all other funds, it is made in the fund that will make the payment.
	_____	Governmental funds accrue compensated absence liabilities in the fund only to the extent that they are due and payable at June 30. Do not accrue amounts of known retirements that are due and payable in the following year.
	_____	Reclassify the unspent portion of capital bond, COP proceeds, capital lease proceeds and related premium/discount to unspent proceeds (out of 2800/2801/2808/2809/2820 and into 2813, 2817, and 2823).
	_____	Clear all intragovernmental receivables and payables of agency funds through cash before the close of Period 13.
	_____	Higher education institutions should reclassify restricted cash and restricted investments from the existing cash and investment accounts to 1034 and 1634. This entry should be made in Fund 399. If restricted cash is held by the State Treasurer, the entry in Fund 399 should not be to 1100 cash; instead, it should be made to another 10xx account. This will preserve the balancing of 1100 cash with Fund 995-Treasury Investment Offset. Non-higher education agencies are required to make this entry if they have partially restricted activity within a single fund.

Due Date	Date Completed	Task	Ref. Page #
		<p>Accrue state Risk Management claims liabilities according to GASB Interpretation No. 6 in the Risk Management funds, which are to be reported in a Special Purpose General Fund. Since the claims have not matured, only the amounts due and payable at June 30 should be recorded in the Risk Management funds. Therefore no estimate of amounts payable within one year should be recorded in the funds. However, the entire remaining liability (including IBNR) should be recorded in Fund 471 and be segregated between current and noncurrent liability accounts.</p>	
		<p>Reclassify fund balances, if the balance does not meet the criteria for committed fund balance (either by the OSC for fully restricted fund balances as previously identified in Chapter 3, Section 4, through reporting of updates to fully restricted funds on the Exhibit Q, or manually for partially restricted fund balances). If discretionary fund balance accounts are used for internal purposes, they must be updated.</p>	
		<p>Higher education institutions need to reclassify fund balance accounts from 3400 to the four accounts set up to report restricted net assets. 3200-Externally Restricted Other, 3220-Restricted for Debt Service, 3230-Permanent Endowment Expendable, 3240-Permanent Endowment Nonexpendable. This entry is also required for non-Higher Education Institutions proprietary funds.</p>	
		<p>Expenditures/Expenses:</p>	
		<p>Record depreciation on all fixed assets for FY12-13. This task can be done on a more frequent basis during the fiscal year at the agencies' discretion.</p>	
		<p>Opening Items:</p>	
<p>Beginning April 1</p>		<p>Submit requests to COFRS for FY13-14 automatic document numbering prefix identifiers (ADNT table entries).</p>	<p>60</p>
<p>April 15</p>		<p>Make changes and deletions to APP2 records.</p>	<p>59</p>
<p>June 5</p>		<p>Target date to have all revenue receiving appropriations active in COFRS and to notify the Department of Revenue of the coding string.</p>	<p>65</p>
<p>June 14</p>		<p>Deadline for agencies' 3rd level approval on AP documents needed to record FY13-14 Long Bill.</p>	<p>61</p>

<u>Due Date</u>	<u>Date Completed</u>	<u>Task</u>	
July 12	_____	Rollforward requests submitted to the OSC.	83
August 16	_____	CCCAS forms to reestablish capital construction continuing appropriation spending authority submitted to the OSC, with appropriate AP document and supporting documentation.	304
August 16	_____	Deadline for booking FY13-14 special bills with FY13-14 spending authorizations.	64
September 30	_____	Accounts Payable relating to FY12-13 should be cleared.	88
January 10	_____	Clear or reclassify assets and liabilities impacted by the accounting change contained in GASB Statement No. 65. (See Chapter 3, Section 6.12.)	297

		Closing Items:	Ref. Page #
Determined at departmental level	_____	Requisitions for items not on state contract or price agreement must be received by agency purchasing contacts - delivery by June 30.	n/a
May 31	_____	Expired warrant selection process runs and populates EXPW table for agency review and posting of federal/exempt portion.	107
June 10	_____	Bank confirmations sent to confirm all agency bank accounts.	210
June 21	_____	Requests to cancel or reissue aged warrants from the EAP18R report submitted to the OSC for processing prior to the expired warrant purge.	379
June 21	_____	Requests submitted to the OSC for the cancellation of FY12-13 warrants. No FY12-13 warrants will be canceled after June 21; they will be canceled in FY13-14.	108
June 28	_____	Physical inventory of consumable goods completed on or before this date.	91
June 28	_____	Petty cash and change funds counted.	238
June 28	_____	Cash deposited with the State Treasurer’s Office prior to the cutoff (walk-in cutoff is 2:00 pm). Wire or electronic transfer deposited in the Treasurer’s bank account by close of business.	92
June 28	_____	All inventory module transactions must be cleared by the close of business.	96
July 5	_____	Resolve all intra/interfund receivable/payable issues including those related to Central Services and OIT billings. For contact information see Chapter 3, Section 5.45.	276
July 9	_____	Last FY12-13 biweekly payroll posted.	91
July 9	_____	ITs with higher education processed.	88
July 11	_____	CR documents completed and approved by the State Treasurer.	92
July 12	_____	ITs with non-higher education processed.	88
July 12	_____	Last day to have POs accepted on COFRS for encumbrances to automatically roll into next fiscal year.	47

July 12	_____	PORL and PORA tables reviewed for roll/lapse and changes made to account codes prior to encumbrances automatically rolling to FY13-14. Appropriation codes for rollforwards should have zero-dollars (\$0) if necessary so that the code will accept the rollforward encumbrance.	49
July 12	_____	All balances from balance sheet 2751 cleared.	108
July 12	_____	Clear all default and clearing accounts. These include the following balance sheet accounts: 1583-1599, 2510, 2520, and 2751. (Target date.)	104
July 16	_____	Deadline for expenses recorded related to controlled maintenance projects funded with section 8 enabling act moneys.	309
July 16	_____	Budget transfer and overexpenditure requests submitted to the OSC. Executive director approval is required upon submission.	74
July 19	_____	Deadline to record and communicate the general-funded Purchased Services budgetary deferral to the OIT.	111
July 19	_____	Last day to confirm intra/interfund receivables/payables, except for the Gaming distribution that has a later due date of July 25.	276
July 19	_____	All Highway Users Tax Fund Certifications submitted to the State Treasurer by noon.	n/a
July 19	_____	Capital Construction CCCAS form for reversions submitted to the OSC with appropriate AP document and supporting documentation.	304
July 31	_____	Compensated absences accruals must be completed by the close of Period 13. For most employees the PERA percent is 15.65% from July 1, 2012 through December 31, 2012, and after January 1, 2013, 16.55%. Medicare is included in the annual leave accrual.	93
July 31	_____	Period 13 of FY12-13 closes for agency input.	n/a
August 14	_____	Variance analysis responses submitted to the OSC.	106
August 14	_____	Agency Exhibit Listing and completed exhibits A1, A2, B, C, D1 D2, D3, E1, E2, F1, F2, G, L, M, N1, N2, N3, N4, N5, N6, O1, O2, P, Q, R, S, T, U1, U2, V1, V2, W1, W2, Y1, Y2, Y3, Y4, and Z submitted to the OSC.	137
August 21	_____	Due date for exhibits H related to deferral activity, the H99 for Medicaid and the OIT revenue entry for the purchased services shift.	n/a

August 30	_____	This is the last day to submit exhibits H for posting to the Basic Financial Statements. Entries received after this date are considered audit adjustments.	170
September 6	_____	Exhibits I, J, and H398 due to the OSC.	176
September 20	_____	Exhibit K1 and K2 (as applicable) due to the OSC.	186
September 20	_____	Management’s Discussion and Analysis due to the OSC for agencies/institutions issuing stand-alone financial statements.	113
November 1	_____	Annual Travel Report turnaround forms due to the OSC.	347
Upon Availability	_____	Copy of management representation letter to the Office of the State Auditor due to the OSC as soon as available.	371
Upon Availability	_____	Final Exhibit J due to the OSC prior to the release of agency/institution separately issued financial statements, if any changes were made to the prior Exhibit J submitted on September 6. This submission is the basis of the OSC’s required approval of the statements.	178



CHAPTER 1: SECTION 2 OPENING AND CLOSING CALENDAR

2.1 Events Calendar

Note: Standard font represents opening events; *italic* font represents *closing* events.

Date	Event
April 1	FY13-14 table initialization completed. See Chapter 2, Section 1.3 for the list of tables to be initialized.
April 1	New year tables are available. Note: After this date, if you add a current fiscal record to an agency defined table and you want this record also in the new fiscal year, you will need to manually add the record to the new fiscal year.
April 1	System available for input of FY13-14 pre-encumbrances and encumbrances into SUSF. There will be numerous errors that should clear when the FY13-14 appropriation and budget documents are processed. See Chapter 1, Section 4 for additional discussion of this issue.
April 1	Agencies may begin to delete FY12-13 CERT and ORGN entries. All deletions will be made prior to calendar year-end.
April 1	New year prefix identifier '14' will automatically be available on this date. Agencies may begin requesting changes to ADNT new year automatic document numbering prefix identifiers.
April 12	<i>Close of Period 9 FY12-13.</i>
April 15	Begin nightly run of book process.
April 15	Agencies may begin to update APP2 tables as well as begin to make changes on other agency-defined tables. Active and approved FY12-13 APP2 table entries that were initialized over the previous weekend rolled to create the FY13-14 hierarchy.
May 10	<i>Close of Period 10 FY12-13.</i>
May 27	STATE HOLIDAY
May 31	<i>June recurring entries are generated. See Chapter 2, Section 1.2.</i>
May 31	<i>Expired Warrants Selection Process runs and populates the EXPW table for agency review and posting of exempt/federal portion. See Chapter 3, Section 3.23.</i>

MARCH 2013							APRIL 2013							MAY 2013						
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- June 3 Recurring entries for FY13-14 may be modified. See Chapter 2, Section 1.2.
- June 5 Target date to have all revenue receiving appropriation codes for FY13-14 active in COFRS and to notify the Department of Revenue of coding string. See Chapter 2, Section 2.9 for details.
- June 7 Coding changes for final billing corrections for Multi-Use Network, data lines, or phone lines prior to fiscal close communicated to the Governor’s Office of Information Technology.
- June 10 *Bank confirmations sent to confirm bank accounts. See Chapter 3, Section 5.21.1 for instructions and the bank confirmation form.*
- June 14 *Close of Period 11 FY12-13.*
- June 14 Deadline for agencies’ level 3 approvals on AP documents needed to record the FY13-14 Long Bill, including all informational appropriations contained therein.
- June 21 *All requests to cancel or reissue aged warrants from the EAP18R report must be submitted to the OSC by this date to ensure processing prior to the expired warrant purge. See Chapter 3, Section 3.22.*
- June 21 *Deadline to submit requests to the OSC for the cancellation of FY12-13 warrants. All requests submitted by this date will be processed prior to month-end. No FY12-13 warrants will be canceled after June 30 in FY12-13; they will be canceled in FY13-14. See Chapter 3, Section 3.23 for explanation of FY12-13 warrants canceled in FY13-14.*
- June 21 *Last recommended day to freeze inventory for year-end adjustment. See Chapter 3, Section 3.14.*
- June 22 *Biweekly payroll (062) posted to COFRS (pay period beginning June 1 and ending June 14).*
- June 25 *Last FY12-13 (M06) payroll to be posted in nightly cycle to COFRS will be recorded for GAAP purposes in FY12-13, and the general-funded portion for budget purposes in FY13-14.*
- June 26 *The Labor Data Collection (LDC) module runs for the 062 biweekly payroll.*

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- June 28 *Purge of aged warrants.*
- June 28 *Deadline for having FY13-14 Long Bill recorded, approved, and reconciled. Deadline for recording expense budgets to be active July 1.*
- June 28 *Run point-in-time reports. See Chapter 1, Section 3.15.*
- June 28 *Physical inventory of consumable goods completed on or before this date. Refer to Chapter 3, Section 3.14 for discussion of this topic.*
- June 28 *A count of petty cash and change funds should be completed on this date.*
- June 28 *Treasury cash cutoff. Walk-in deposits must be at the State Treasurer’s Office by 2:00 pm to be recorded in balance sheet account 1100-Operating Cash for FY12-13.*
- June 28 *Wire or electronic fund transfers of depository account balances or federal fund drawdowns must be deposited into the State Treasurer’s operating account at Chase by close of business to have cash included in balance sheet account 1100-Operating Cash. (Amounts not transferred by this date must be in 10xx accounts and included on the agencies’ Exhibit M.)*
- June 28 *All inventory module transactions must be closed by the close of business. This includes the SR, CI, OC, TI, TR, IA, and SN documents. See Chapter 3, Section 3.14 for details.*
- June 28 *All year-end reports (RYE) will begin to run on the revised schedule for the closing period (run nightly, weekly, monthly).*
- June 28 *Nightly run of book process is turned off.*
- June 30 *All goods and services must be received by this date in order to be accounted for in FY12-13.*
- June 30 *For continuation of expiring capital construction project appropriations, all contracts must be effective on or before this date.*

JUNE 2013							JULY 2013							AUGUST 2013						
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- July 1 FY13-14 Period 1 open for all accounting transactions.
- July 1 *Last central payroll FY12-13 (schedule 906 payroll adjustments) to be posted in nightly cycle to COFRS.*
- July 1 *Reports on purge of aged warrants available on Document Direct.*
- July 1 *BDA01RYE available on Document Direct.*
- July 1 *Overexpenditure reports will be available.*
- July 1 *OSC diagnostic reports available on the FDW. See Chapter 5, Section 1 for details.*
- July 1 - 12 FYE02R and INV02R available on Document Direct nightly.
- July 1 – July 31 *The document suspense file “SUSF” needs to be cleared daily of all FY12-13 rejects and documents that need approval. (See GNL15R weekly.)*
- July 1 – July 31 *EAP05R Report (Unscheduled Payment Turnaround) and EAP12 Report (EFT Unscheduled Turnaround) need to be reviewed daily for payments being held due to vendors on hold or overspent appropriations. If overspent appropriations cannot be corrected, agency must request overexpenditure or transfer authority under the authority granted to the State Controller in CRS 24-75-105 to 110. See Chapter 3, Section 1.*
- July 4 STATE HOLIDAY

JUNE 2013							JULY 2013							AUGUST 2013						
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- July 5 *Resolve all intra/interfund receivable/payable issues including any related to Central Services billings by this date. See Chapter 3, Section 5.45 for Central Services contact information.*

- July 8 *The Labor Data Collection (LDC) module runs for the M06 monthly payroll.*

- July 9 *Last FY12-13 biweekly payroll (071) posted to COFRS (pay period beginning June 15 and ending June 28). With the passage of House Bill 12-1246, this will be recorded for both GAAP and budget purposes in FY12-13.*

- July 9 *Deadline for completing ITs with higher education institutions including direct billing.*

- July 10 *The Labor Data Collection (LDC) module runs for the 071 biweekly payroll.*

- July 10 *Last day to process reallocation entries for June payroll expenditures. Payroll corrections for periods prior to Period 12 may be processed after this date. From June 1 – July 11, only payroll corrections related to Period 12 may be processed.*

- July 11 *COFRS run process to restore cash related to deferred monthly payroll.*

- July 11 *Deadline to have FY12-13 CR documents approved by State Treasury (Treasury email address treasurycashiers@state.co.us).*

JUNE 2013							JULY 2013							AUGUST 2013						
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- July 12 *Deadline to reissue expired warrants in FY12-13 from balance sheet account 2751.*
- July 12 *Close of Period 12 (non-higher education IT transaction and PV document cutoff).*
- July 12 *Last day to process CR, CX, IN, IT, MW, OE, PB, PC, PD, PG, PO, PV, RQ, RX, SC, and WR transactions.*
- July 12 *Last day to have FY12-13 encumbrance documents accepted on COFRS SUSF for encumbrances to automatically roll to FY13-14.*
- July 12 *Deadline for entries to PORL table to lapse or roll EAP or EPS encumbrance documents. The system default is to roll. See Chapter 1, Section 4.*
- July 12 *Last day to make entries to the PORA table to change coding for EPS encumbrance documents.*
- July 12 *Deadline to have FY13-14 appropriation codes activated by an AP document (zero-dollar AP if necessary) so the code will accept rolled forward encumbrance (EPS documents).*
- July 12 *Process run for modification of purchase requisitions and rollover of FY12-13 purchase orders into FY13-14.*
- July 12 *Clear all balances from balance sheet 2751 per Chapter 3, Section 3.22.*
- July 12 *Target date to clear all default and clearing accounts. (These include the following balance sheet accounts: 159X, 2510, 2520, and 2751.)*
- July 12 *Deadline to submit rollforward requests to the OSC. See Chapter 3, Section 2.*
- July 12 *Deadline for booking FY12-13 Supplemental Bills and FY12-13 special bills with expenditure authorizations.*
- July 15 *Period 13 of FY12-13 open. Only JVs, JAs, JSs, TAs, APs, EBs, RBs, TBs, FDs, DPs, FAs, and FCs may be processed.*
- July 15 – August 2 *Overexpenditure reports and OSC diagnostic reports for FY12-13 will be available on the FDW on these business days.*
- July 16 *Finalize expenditure related to Controlled Maintenance Projects funded with section 8 enabling act moneys. See Chapter 4, Section 1.16.*
- July 16 *Deadline for submitting appropriation transfer and overexpenditure request forms.*

JUNE 2013							JULY 2013							AUGUST 2013						
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- July 17 *Preliminary Period 12 Exhibit Reconciling Balance Report distributed (via the FDW).*
- July 17 *The OSC issues the Period 12 preliminary Unrealized Gain/Loss Report on market valuation of Treasurer’s pooled cash via the FDW. See Chapter3, Section 5.17.*
- July 19 *Final day to confirm intra/interfund receivable and payable balances. Confirmations after this date may be rejected by the buyer. See Chapter 3, Section 5.45.*
- July 19 *All Highway Users Tax Fund and Tobacco Cash Fund Certifications are due to Treasury by 12:00 noon.*
- July 19 *Bank confirmations should be received back from your financial institution by this date for the completion of risk classification on Exhibit M.*
- July 19 *Last day to set up the DUMP account on the CERT table on COFRS for processing of the first FY13-14 payroll cycle.*
- July 19 *Agencies shall record deferrals related to OIT purchased services and communicate that back to the OIT by this date. See Chapter 3, Section 3.27.*
- July 19 *Capital Construction CCCAS form for reversions due to the OSC, with the signed AP document and supporting documentation.*
- July 23 *First FY13-14 biweekly payroll (072) posted to COFRS (pay period beginning June 29 and ending July 12).*
- July 23 *Target date for the State Controller and the OSPB to approve or disapprove all transfer and overexpenditure forms. (See Chapter 3, Section 1.)*
- July 24 *The Labor Data Collection (LDC) module runs for the 072 biweekly payroll.*
- July 25 *First FY13-14 (M07) payroll posted to COFRS.*
- July 25 *Final day to confirm intra/interfund receivable related to the Gaming distribution.*
- July 31 *Period 13 of FY12-13 closes for agency input.*
- July 31 *This is the last day to process JV, EB, RB, TB, DP, FA, FC, FD, and JS transactions.*
- July 31 *Sweep entries are generated and processed. See Chapter 3, Section 3.16.*

JUNE 2013							JULY 2013							AUGUST 2013						
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- August 1 *Period 13 of FY12-13 open for OSC input only. Only JAs, APs, and TAs may be processed. For JAs include sweep entries, as applicable. See Chapter 3, Section 3.16.*
- August 2 *Intra/Interfund Receivable/Payable Confirmation Forms due to the OSC.*
- August 2 *Close of Period 13 for FY12-13 and FY12-13 final close. JAs, APs, and TAs will be turned off for FY12-13 after nightly processing. Budget fiscal year and fiscal year will be closed. Period 13 final close balances will be used as the basis for preparation of both agency statements and statewide basic financial statements.*
- August 3 – 4 *Year-end processing occurs to roll ending FY12-13 balance sheet balances as FY13-14 beginning balances complete with reporting categories and grant budget line detail. See Chapter 1, Section 3.13 for more detailed discussion.*
- August 5 *The OSC distributes Exhibit J financial statement files.*
- August 5 *FY13-14 beginning balances available in COFRS. Year-end GNL reports are available on Document Direct (except GNL21R).*
- August 5 *Begin production of final GNL21R for FY12-13 for distribution.*
- August 7 *The OSC issues the Period 13 final Unrealized Gain/Loss Report on market valuation of Treasurer’s pooled cash via the FDW. See Chapter 3, Section 5.17.*
- August 7 *The OSC distributes Exhibit Reconciling Balance report, Variance Analysis reports, and requests for responses to the Variance Analysis report (via the FDW).*
- August 9 *Turnaround uncommitted cash reserves reports distributed to agencies (via the FDW).*

JUNE 2013							JULY 2013							AUGUST 2013						
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- August 10 Target date for submitting AP documents for State Controller approved rollforwards and carryforwards for custodial/statutory fund balance in funds 100, 1EX, and 461.
- August 12 The Labor Data Collection (LDC) module runs for the M07 monthly payroll.
- August 12 Final GNL21R for FY12-13 available on Document Direct.
- August 14 *Agency Exhibit Listing and completed exhibits A1, A2, B, C, D1, D2, D3, E1, E2, F1, F2, G, L, M, N1, N2, N3, N4, N5, N6, O1, O2, P, Q, R, S, T, U1, U2, V1, V2, W1, W2, Y1, Y2, Y3, Y4, and Z due to the OSC. Electronic exhibits and instructions will be distributed in April 2013. See Chapter 3, Section 5 for details on exhibits.*
- August 14 *Variance Analysis report responses due to the OSC.*
- August 16 Close of Period 1 FY13-14.
- August 16 *Cash reserves turnaround report due to the OSC.*
- August 16 CCCAS forms to reestablish capital construction continuing appropriation spending authority due to the OSC with AP document and supporting documentation.
- August 16 Target date for recording special bills in COFRS, unless later effective date exists.
- August 21 *Due date for submission of the Medicaid Exhibit (referred to as the Exhibit H99) and submission of exhibits H related to the OIT Purchased Services deferral.*
- August 26 All funds return to full appropriation control, except Fund 471 and most higher education 3xx funds.
- August 30 *Any incomplete or new exhibits H received after this date are considered audit adjustments. See Chapter 3, Section 5 for details on exhibits.*

JUNE 2013							JULY 2013							AUGUST 2013						
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- September 6 *Exhibits I and J and agency financial statements due to the OSC. See Chapter 3, Section 5 for details on exhibits.*
- September 6 *Higher education regular appropriated revenue and expense and informational only appropriated revenue and expense for budget reporting purposes (Exhibit H398) due to the OSC. See Chapter 3, Section 5 for details on exhibits.*
- September 13 *Target completion date for booking restrictions for previous year overexpenditures.*
- September 13 *Close of Period 2 FY13-14.*
- September 17 *Subsequent events reporting related to the BFS is due to the OSC.*
- September 20 *Exhibit K1 and K2 (as applicable) due to the OSC. See Chapter 3, Section 5 for details on exhibits.*
- September 20 *Issue Basic Financial Statements for June 30 (limited distribution).*
- September 20 *Uncommitted Cash Reserves Report due to the OSPB and the JBC.*
- September 20 *Management Discussion and Analysis due from agencies/institutions issuing stand-alone financial statements.*
- September 30 *Accounts payable relating to FY12-13 should be cleared.*
- October 11 *Close of Period 3 FY13-14.*
- October 25 *Current year audited financial statements from Discretely Presented Component Units meeting the materiality threshold due to the OSC.*
- November 1 *Schedule of Federal Assistance by State Agencies due to the Legislature.*
- November 1 *Procurement Card violation report due to the OSC.*
- November 1 *Completed annual travel report turnaround forms due back to the OSC with distribution of expense by source of funds.*
- November 29 *Due date for State Controller's statutory loan and advance report.*

SEPTEMBER 2013

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OCTOBER 2013

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- December 10 *Subsequent events reporting related to the final CAFR is due to the OSC*

- Upon Availability *Final Exhibit J due to the OSC prior to the release of agency/institution separately issued financial statements, if any changes were made to the prior Exhibit J submitted on September 6. This submission is the basis of the OSC's required approval of the statements.*

- Upon Availability *Copy of management representation letter due to the OSC. See Chapter 5, Section 6.2.*

- Upon Availability *Copy of IRS Form(s) 8038, 8038-G, 8038-GC, and 8038-T related to debt issuances are due to the OSC within five days of filing. See Chapter 5, Section 6.3.*

- December 13 *Finalize Comprehensive Annual Financial Report (CAFR) with State Auditor opinion.*

- December 31 *Financial Responsibility and Accountability Act Statements due to the OSC. See Chapter 5, Section 6.1.*

- January 10 *Second quarter FY13-14 closing.*

- April 11 *Third quarter FY13-14 closing.*

DECEMBER 2013

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2.2 Fiscal Procedures Manual Calendar

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AUGUST 2013

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2013

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2013

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2013

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2013

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2014

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2014

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2014

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

CHAPTER 1: SECTION 3

GENERAL OPENING AND CLOSING ISSUES

There are many issues to be discussed with the closing of one fiscal year and the opening of a new one. This section addresses issues of general interest.

3.1 COFRS Reports

Report availability will be posted on the COFRS general message screen (GMSS). Contact the OIT Service Desk at 303-239-4357 if you have questions on the distribution frequency for the standard COFRS reports during the fiscal year and at year-end.

3.2 Document Dating Data Elements

During the period from July 1 through the close of Period 13, we will be operating in two fiscal years. In addition, you may record FY13-14 budgets and pre-encumbrances or encumbrances before July 1. See Section 4 of this chapter for more information on encumbrance issues. Required data elements for each document during this period are the budget fiscal year, transaction date, and accounting period. This coding is essential to ensure that transactions are posted to the proper fiscal year and must be recorded on each document. Careful thought should be given to assigning the correct fiscal year to transactions processed during this period. Below is an example of how documents should be dated for FY12-13 and FY13-14:

FY12-13:

- ♦ Date = 06 30 13
- ♦ Accounting Period = 12 13, or 13 13
- ♦ Budget Fiscal Year = 13

FY13-14:

- ♦ Date = 07 XX 13, or 08 XX 13
- ♦ Accounting Period = 01 14, or 02 14
- ♦ Budget Fiscal Year = 14

3.3 Assignment of Document ID Numbers

DOAC/COFRS Alert No. 9 promulgates the policy mandating the use of the automatic document numbering feature in COFRS for the assignment of document identification numbers on COFRS documents. In order to be able to separately identify various documents in the system while still utilizing this mandated feature, agencies have the option of establishing document prefixes. The COFRS Service Desk staff have the ability to establish prefix identifiers in the ADNT table and will do so based on a telephone request from an agency. The prefix identifier "14" will automatically be available beginning April 1.

Once a prefix is established, the user simply enters the prefix in the first characters of the document ID field and then enters a pound (#) sign. COFRS then automatically assigns a document ID number with the beginning prefix. If you need additional prefix identifiers or wish to extend the use of current prefix identifiers into the next fiscal year, call or e-mail the COFRS Service Desk.

3.4 Properly Recording Fiscal Year Revenue

The recording of cash receipts and revenues in the proper fiscal year is extremely important for accurate financial statements and cash reconciliation. Departments should review COFRS reports to make sure both FY12-13 and FY13-14 receipts and revenue are recorded in the proper fiscal year. See Section 3.2 of this chapter for document dating discussion.

3.5 Specifying Vendor and Subrecipient Relationships in Contracts

If a contract involves the disbursement or receipt of federal funds, special attention should be paid to the coding and reporting of those funds. Such contracts may result in either a subrecipient or vendor relationship between the parties involved. When the transaction is between state agencies it is important that the parties code the transaction similarly. In general, the language in the contract specifying the party's responsibilities determines the type of relationship involved. When a subrecipient relationship exists, the State of Colorado Contract Procedures and Management Manual requires specific language to be included in the contract. Please refer to that manual for details.

OMB Circular A-133 defines subrecipient as, "Subrecipient means a non-federal entity that expends federal awards received from a pass-through entity to carry out a federal program, but does not include an individual that is a beneficiary of such a program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency." Section .210 of OMB A-133 provides guidance on making the subrecipient versus vendor determination. It states:

Characteristics indicative of a federal award received by a subrecipient are when the organization:

1. Determines who is eligible to receive what federal financial assistance;
2. Has its performance measured against whether the objectives of the federal program are met;
3. Has responsibility for programmatic decision making;
4. Has responsibility for adherence to applicable federal program compliance requirements; and
5. Uses the federal funds to carry out a program of the organization as compared to providing goods or services for a program of the pass-through entity.

Characteristics indicative of a payment for goods and services received by a vendor are when the organization:

1. Provides the goods and services within normal business operations;
2. Provides similar goods or services to many different purchasers;
3. Operates in a competitive environment;
4. Provides goods or services that are ancillary to the operation of the federal program; and
5. Is not subject to compliance requirements of the federal program.

Section .210 also speaks to the use of judgment in making the determination as well as a recipient's responsibility for for-profit subrecipients and vendor compliance.

The following table specifies the accounting and reporting treatment for subrecipient/vendor transactions. See Chapter 3, Section 5.18 for Exhibit K1 reporting requirements.

	DISBURSOR	RECIPIENT
Vendor Relationship Contract		
	Code payments using object code indicating type of good or service purchased. Report expenditure on Exhibit K1. Disburser is responsible for ensuring that expenditure is an allowable cost.	Code receipts using revenue source code indicating type of good or service sold. Do not report on the Exhibit K1.
Subrecipient Relationship Contract		
With Another State Agency	Code disbursement using object code 5770 – Pass thru Fed Grant Intrafund or 5771 – Pass-through Fed Grant Interfund. Report on the Exhibit K1. In general, disburser is responsible for determining if recipient is a qualified recipient and for monitoring if recipients expenditures are allowable costs.	Code receipt using revenue source code 7501-7523, 7526, 7530, 7540, 7541- Fed Grant/Cont – Subrecip -Dept. Higher education institutions feed to revenue source code 7500. Do not report on Exhibit K1. Recipient is responsible for helping disburser comply with grant requirements.
With a NonState Entity	Code disbursement using object code 51xx-Intergovernmental Grants or 5781-Grants to Non-Gov/Organizations. Report on the Exhibit K1. In general, disburser is responsible for determining if recipient is a qualified recipient and for monitoring if recipient’s expenditures are allowable costs.	Code receipt using revenue source code 7500 - Fed Grant/Cont – Subrecipient - Other. Report on the Exhibit K1. Recipient is responsible for helping disburser comply with grant requirements.

3.5.1 Pass-Through Entity Notification

State agencies that receive federal assistance from pass-through entities should review the requirements of OMB Circular A-133 for notification of audit results. A-133 requires subrecipients to notify pass-through entities of the results of the subrecipients’ A-133 audit whether or not there were audit findings or updates to prior audit findings related to the pass-through assistance. If there were audit comments or updates to prior audit findings, a state agency must send to the pass-through entity a reporting package containing the following four items:

- ◆ Financial statements and schedule of expenditures of federal awards
- ◆ Summary schedule of prior audit findings
- ◆ Auditor’s report
- ◆ Corrective action plan

These four items are included in the Office of the State Auditor Single Audit Report. When no findings or updates to prior audit findings related to the pass-through assistance occur, a state agency should notify the pass-through entity of that fact in writing or send the pass-through entity a copy of the reporting package. You can find the text of OMB Circular A-133 on the Internet at: http://www.whitehouse.gov/omb/circulars_default/

3.6 VEND Table

Please be sure to follow all procedures issued by the OSC to ensure that the vendor you are adding is not already on the file. Vendor file procedures are located in Appendix B of the State of Colorado 1099 Reporting Guide available on the OSC website. Make sure all data you are entering is valid. Changes to vendor information will be processed in a timely manner by the OSC. Please make sure your request for vendor changes is supported by adequate documentation, is signed, and includes your phone number in case we need to call you for additional information.

3.7 Program Codes

Program codes are not required for state agencies or colleges and universities for statewide financial statement reporting purposes except as required for disaster emergency tracking as discussed in Chapter 5, Section 6.4. Colleges and universities use program codes for internal management reporting purposes.

3.8 Presence Budgetary Control

Until August 26 all funds in the COFRS system will be set at presence control for budgetary purposes. If an agency needs to process a payment before budget is recorded (from the Long Bill, a special bill, a federal grant, nonappropriated, or ongoing capital construction project), they may activate an appropriation code with a zero-dollar appropriation transaction and record the expenditure. On August 26, all funds will be placed on “full control” except for funds 471, 305, 320, and 399. After this date adequate budget must be recorded to generate a warrant.

3.9 COFRS Hours of Operation

COFRS availability will be posted on the COFRS general message screen (GMSS). In addition, the message on the helpline answering machine will provide the most current information on that weekend’s hours of operation. Please call 303-239-4357 before leaving for the office to ensure the system is available on that weekend. The system will not be available on the weekends of Period 12 and 13 closing.

3.10 Cash Adjustments on Journal Adjustment Documents (JA Document)

Any JA document resulting in a net change to the total book balance of the State cash must be sent to the State Treasurer’s Office for level 5 approval. These transactions include:

- ♦ Recording of investments and/or dis-investments of Treasury cash.
- ♦ Other actions that require adjustments in the total book balance of the State.

All other JA documents should be sent to your FAST field controller.

3.11 Loans and Advances

Prior to year-end close, please review all negative balance sheet code 1100 cash account balances for your agency, except for funds 100, 1EX, 361, 461, and 600, to determine if loan/advance approvals are current and for the correct amount. A statewide report of all outstanding loans and advances is prepared at the end of the fiscal year to compare approved loans/advances to actual balances. The OSC is also monitoring deficit average daily cash balances and will notify you if any loans/advances need to be initiated or revised for year-end. Refer to Chapter 5, Section 3 of this manual for policies and procedures for applying for a loan/advance.

3.12 Dating of Warrants

All payment vouchers that are accepted in COFRS and recorded on the scheduled payment report (EAP04) as of June 26 will create a warrant (AD document) dated June 28. The total of these warrants will be included in the balance of the Warrants Payable Account (balance sheet account 2000) for FY12-13. All payment vouchers entered and accepted in COFRS and recorded on the scheduled payment report (EAP04) between June 27 and June 30 will create warrants (AD documents) dated in the new fiscal year. The total of these warrants will be included in the balance of the Warrants Payable Account (balance sheet account 2000) for FY13-14, but expenses will be included in FY12-13. If an action of "R" (Run-Immediate) is performed on the PV, the PV does not show on EAP04R report. If the SCH PAY DATE is left blank, the warrant will be generated the next processing night.

3.13 Ledgers Rolled after FY12-13 Final Close

Following FY12-13 final close on August 2, beginning FY13-14 balance sheet account balances will be established on the FY13-14 online ledgers based on the FY12-13 final balance sheet balances. You will receive two reports (FYE07R1-Roll Forward Summary Trial Balance By Agency Within Fund and GNL21R1-General Ledger Year-To-Date Detail by Fund Within Agency) giving you ending and beginning balances by fund, agency, and account. Beginning FY13-14 account balances will be reflected on the July 2013 (FY13-14 Period 1) month-end closing reports. The coding items that will be carried forward are fund, agency, balance sheet account, grant budget line, and reporting category. The GNL21R report for FY12-13 periods 1-13 will be available in Document Direct on August 12.

3.14 Pre-Audit Sensitive Account Codes

There are a number of account codes that are particularly audit and reporting sensitive. An example is travel object codes that are reported in a separate report by the OSC to the General Assembly by in-state, out-of-state, and international travel breakouts. Another example is the proper use of revenue source codes to appropriately classify revenues in accordance with the provisions of the TABOR amendment. Accounts of this nature should be carefully reviewed for proper classification prior to close.

3.15 Point-in-Time Reports

There are three reports (FYE04R1, R2, and R3) that provide subsidiary detail and balances for the following three balance sheet control accounts:

- ♦ Billed Accounts Receivable (account 1330) - FYE04R1
- ♦ Vouchers Payable (account 2100) - FYE04R2
- ♦ Warrants Payable (account 2000) - FYE04R3

On June 28, COFRS will produce these three point-in-time reports. This subsidiary detail will be as of the close of business for that day and month (calendar basis). These calendar month-end reports are intended for use by agencies to reconcile and analyze these three system accounts prior to the actual close. FYE04R2 is unique in that it is also an accounting period report and will be produced for the close of periods 12 and 13. There will be a GNL19R report produced as a calendar month-end report for reconciliation purposes.

3.16 COFRS Fiscal Year Document Closing Table

The following are the last dates for processing COFRS documents for FY12-13. Questions about the closing dates should be directed to your field controller.

FISCAL YEAR DOCUMENT CLOSING TABLE (FYDC)

TRAN ID	DOCUMENT DESCRIPTION	LAST DATE OPEN
CI	Stock issue confirmation	June 28
IA	Physical inventory adjustment	June 28
OC	Over the counter	June 28
SN	Stock return	June 28
SR	Stock requisition	June 28
TI	Stock transfer issue	June 28
TR	Stock transfer receipt	June 28
CR	Cash receipt	July 12
CX	Check cancellation	July 12
IN	Invoice	July 12
IT	Interagency	July 12
MW	Manual warrant	July 12
OE	Open end purchase order	July 12
PB	Payroll voucher	July 12
PC	Central purchase order	July 12
PD	Departmental purchase order	July 12
PG	Price agreement release	July 12
PO	Purchase order	July 12
PV	Payment voucher	July 12
RQ	Requisition	July 12
RX	Standard EPS requisition	July 12
SC	Service contract	July 12
WR	Warrant reconciliation	July 12
JV	Journal voucher	July 31
EB	Expense budget	July 31
RB	Revenue budget	July 31
TB	Expense budget transfer	July 31
DP	Fixed asset depreciation	July 31
FA	Fixed asset acquisition	July 31
FC	Fixed asset modification	July 31
FD	Fixed asset disposition	July 31
JS	Journal Special	July 31
AP	Appropriation	August 2
JA	Adjusting journal voucher	August 2
TA	Transfer of appropriation	August 2

CHAPTER 1: SECTION 4

ENCUMBRANCE ISSUES

KEY DATES

April 1	New year tables and encumbrance transactions available for modification and input.
July 12	Last day to have FY12-13 encumbrance transactions accepted into COFRS for encumbrances to automatically roll into FY13-14.
July 12	Last day to make entries to the PORL table to lapse or roll EAP or EPS encumbrance documents. System default is to roll the encumbrance amount into the new fiscal year.
July 12	Last day to make entries to the PORA table to change coding for EPS encumbrance documents. Account coding changes for non-EPS documents may be made directly in the rollover document from the suspense file. Process run for the modification and rollover of FY12-13 purchase requisitions and orders into FY13-14.
July 12	Close of Period 12 (non-higher education IT transaction and PV document cutoff.)
July 12	Last day to process CR, CX, IN, IT, MW, OE, PB, PC, PD, PG, PO, PV, RQ, RX, SC and WR transactions.

This section identifies several issues with pre-encumbrance and encumbrance transactions for both the close of the old fiscal year and the opening of the new fiscal year. These issues include: (1) recording new year pre-encumbrances and encumbrances prior to the opening of the new fiscal year, (2) encumbering for contracts prior to the opening of the new fiscal year, and (3) the modification and roll of pre-encumbrances and encumbrances.

4.1 New Year POs and RQs (Appropriation Booked)

There is a need to process purchase requisitions (RX and RQ documents) and purchase orders (PC, PD, PG, SC, OE, and PO documents) for the upcoming fiscal year before the year is open on the fiscal year (FSYR) and accounting period (APRD) tables. All document processors for the previously mentioned transactions have been modified to allow future fiscal year transactions when the following conditions have been met (see SYAD Bulletin No. 249 for additional discussion):

- ♦ All budgetary and account coding necessary for the encumbrance to accept are in place and active in COFRS, and the coding on the document is accurate. This includes, but is not limited to, appropriation codes, expense budgets, grant validations, organizations, sub-objects, etc.
- ♦ The accounting period on the document is the first accounting period in the future fiscal year (i.e., 01 14). Accounting period is a required field on all future fiscal year documents.
- ♦ The fiscal year on the document is the soon to be opened fiscal year; purchase orders cannot be placed two years in advance. Fiscal year is also a required field on the future fiscal year documents.

If the above conditions are met, COFRS will accept the document and will also print the EPS purchase order form for mailing to the vendor. Each EPS purchase order that is printed prior to the opening of the new fiscal year will have printed in the space reserved for SPECIAL INSTRUCTIONS the following message: "Goods are not to be delivered or invoiced prior to

July 1.”

4.2 New Year POs and RQs (Appropriation Not Booked)

Agencies may input FY13-14 purchase requisitions (RX and RQ documents) and purchase orders (PC, PD, PG, SC, OE, and PO documents) prior to the beginning of FY13-14 without the budgetary and account coding being in place and active in COFRS. However, these transactions will show error messages.

In each nightly cycle COFRS attempts to process all purchase order and purchase requisition documents on reject-hold status. If all errors are cleared and the transaction has a third level approval, the transaction will accept during this nightly cycle process and the EPS purchase orders will print. This process saves the users from having to quick edit the document(s) each day. If the transaction is not approved and/or still has errors, the transaction will not accept.

Some common error messages that maybe experienced on these transactions for future fiscal years that do not have active budgetary or account coding are listed below:

- ♦ BUFRE - RECORD NOT FOUND ON AFSI
- ♦ BUFFE - RECORD NOT FOUND ON APPI
- ♦ CO69E - DOC PROCESSING BYPASSED

There may be more error messages depending on the combination of date, accounting period, budget fiscal year, and account coding used on a particular transaction.

If the transaction is not accepted and the vendor requires a PO document number, agencies may use the document number of the rejected COFRS document to get the PO document number for the vendor. That number will stay with the document until it is approved and processed through COFRS.

The State Controller has also authorized the Division of Purchasing to accept agency purchase requisitions prior to July 1 without the necessary COFRS approvals. Agencies may forward rejected RX and RQ documents to the Division of Purchasing so that purchase commitments for goods and services will be in place July 1. The agency controller or chief financial officer must sign as an approver on the rejected RXs or RQs in this process.

4.3 Instructions for Encumbering FY13-14 Contracts Prior to July 1

During the period from April 1 to June 28 agencies are in the process of recording appropriations that have been signed into law. In addition, custodial and statutorily authorized budgets that carry forward from FY12-13 to FY13-14 will be recorded from August 5 up until the system goes on full appropriation control on August 26. Regardless of source, the agency shall enter FY13-14 encumbrance documents into COFRS for the amounts required to be encumbered for FY13-14 contracts. If the budget has not yet been recorded a \$0 AP document needs to be processed to activate the appropriation. For agencies whose controllers have contract signature delegation and only for low risk contracts, the program or contract staff shall forward the encumbrance documents with the contracts to the agency controller. The agency controller may approve the encumbrance at their discretion without a sufficient custodial or statutory budget. For agencies whose controllers lack contract signature delegation or for high risk contracts, the program or contract staff shall forward the encumbrance documents to the OSC and the OSC may approve the encumbrance at their discretion without a sufficient custodial or statutory budget. By entering the encumbrance document the agency is asserting the funding and budgetary authority exists, and due to timing may or may not be recorded on the system. The agency is responsible to take the necessary steps to book any remaining related budget before the system is placed on full appropriation control on August 26.

4.4 Modification and Rollover of FY12-13 Purchase Requisitions and Purchase Orders

All encumbrances and pre-encumbrances on current year appropriations are reduced to zero on the COFRS system at fiscal year-end. At Period 12 close on July 12, COFRS automatically modifies all purchase requisitions (both RX and RQ documents) to zero. There is no automated process to rollover pre-encumbrances; agencies must manually reenter those transactions if they wish the pre-encumbrance to be recorded in the new fiscal year.

The rollover process is set by default to “roll” the encumbrance to the new year. If there is a balance outstanding on an encumbrance, it will roll to the next fiscal year and establish an encumbrance in the new fiscal year appropriation unless the procedures below for “lapse” are followed. If you do not want the encumbrance to roll, you must make a manual entry on the PORL table. Instructions are listed below.

If you plan to roll your encumbrance document, please be aware some errors may still occur in this modification and roll process. These errors are primarily due to coding problems that are under the control of the agencies. Examples include appropriation codes not being active, expense budgets not being active, missing GVAL entries, grants closed, etc. It is essential that agencies do everything possible to ensure that the codes necessary to roll encumbrances into the new year are active and available. Errors in the roll process require a significant amount of time and effort to correct and should be avoided, if at all possible.

The process to roll encumbrance documents for agencies using EPS and for non-EPS agencies have some common elements and some differences. Those common elements and differences are discussed below.

Common Elements to Both Processes:

The Purchase Order Roll Table (PORL) lists every open purchase order on the open item tables: OPPH and OPPL for EPS documents/OPOH and OPOL for non-EPS documents. These tables are organized by budget fiscal year, agency, and purchase order number. Agencies have the opportunity to determine which purchase orders will rollover and which will lapse. This is accomplished as follows.

Roll - To roll a purchase order enter either an “R” (roll) in the ROLL ACTN field on the PORL table or leave the field blank. Since the system-wide default is to roll purchase orders, leaving the field blank is the simplest option. The process for generating the new year transaction is different for EPS than for non-EPS and is discussed below.

Lapse - To lapse a purchase order enter an “L” (lapse) in the ROLL ACTN field on the PORL table. Lapsed purchase order documents will be reduced to zero in the old year, thereby reducing the encumbrance and reserve for encumbrances. The system will not generate new year purchase order documents.

The system will automatically lapse any purchase order if the vendor associated with that purchase order is on hold. System edits will block any attempt to enter an “R” in the ROLL ACTN field on the PORL table if the vendor is on hold. A vendor hold indicator is on the PORL table for reference.

Two reports are generated by the modification and roll process. The FYE01 reports all pre-encumbrances that were modified to zero by the system. It reports both RQ and RX documents. The FYE02 reports the disposition of each open FY12-13 encumbrance document (PC, PD, PG, PO, OE and SC documents). This report indicates whether the document has lapsed or rolled.

A daily version of the FYE02R (Report ID = FYE02RYE) will be available on Document Direct from July 1 - 12. This report should be reviewed often to assist in determining the purchase orders that will roll and those that will lapse. The report will be generated every night until all of the FY12-13 purchase orders have been closed.

The final version of the FYE02R report will be generated the night of July 12. This is the version of the report that will be stored on Document Direct for five years. The daily version will be archived off of Document Direct on a weekly basis.

Unique Features for Extended Purchasing Agencies:

The EPS purchase order roll process will be as follows:

1. The system will read the "ROLL ACTN" field on the PORL table. If the purchase order is marked to lapse, a zero-dollar payment voucher will be created and processed through COFRS in the old year. These documents will accept automatically without any action from agency personnel. The document number will begin with PV 999. The actual PV document number will appear on the FYE02R report.
2. If the purchase order is to roll into the new year, the system will create a roll over transaction (RO document). This transaction is created and posted to the transaction suspense file (SUSF). If the necessary budget and account coding are in place and active, the RO document will accept automatically without action from agency personnel. If the coding is not in place and active, the RO will reject. The RO is not included in any security group that would allow a user to change or delete the document. So to correct the errors, the agency must establish the account coding that exists on the rejected RO document (i.e., activate an appropriation code, create a GVAL entry, process an expense budget, etc.). After the errors are corrected, the agency should contact the COFRS Service Desk at 303-764-7844 to get the RO document processed.

If an EPS agency wishes to change the coding on an encumbrance, the change must be made prior to the roll process. These changes can be made by using the EPS purchase order roll account code table (PORA). Entries into PORA must be completed prior to July 12. The process to change an account code is as follows:

- ♦ Go to the PORA table. This table displays all open EPS purchase order documents including the detail account codes.
- ♦ There are two account code lines for each purchase order. The first line contains the codes on the purchase order as it is in the system in the old year. This information comes from the open purchase order line table (OPPL). This set of codes is protected and cannot be changed.
- ♦ The second line is initially blank. To change the encumbrance account coding for the new year, the new account coding string must be entered in this second line. If any code is being changed in the string, the whole string must be entered here.
- ♦ The purpose of this table is to change account codes on existing lines. The table is not designed for, nor will it allow for, splitting an existing accounting line into multiple lines.
- ♦ The old codes will be used to modify the old year encumbrance to zero. The new codes will be validated against new year codes and the new codes will appear on the OPPL table after the roll process is completed.
- ♦ All codes entered on the new year line on PORA must be valid in the new fiscal year. For example, if a new appropriation code is entered, it must already be on the APP2 table for the new fiscal year. In order for the RO document to process, the appropriation code must be activated by an AP document. The AP document must

- be processed before the roll occurs on July 12. The RO document edits will look for active appropriation codes.
- ♦ The system will read the PORA table during the roll process to determine if there are any changes in the account code structure. Since the system needs the new structure on July 12, the changes MUST be identified and entered onto PORA before July 12. Changes made after that date will not be taken into account in the roll process.
 - ♦ A flag has been added to the PORL table that indicates a change has been made to the account codes on the PORA table.
3. For all PGs (price agreement document) on the PORL table, a valid entry must exist on the PASM (price agreement summary) table and the PAVC (price agreement vendor/commodity) table in FY13-14 in order for the RO document to accept in the new year. If the price agreement on the FY12-13 PG document is not valid in FY13-14, the PG document should be flagged to lapse (L) on the PORL table and a new PG document entered in FY13-14 for the new price agreement. Without valid entries in PASM and PAVC, the RO document will reject.
 4. All EPS purchase order documents and their disposition will be reported on the FYE02R report.

Unique Features for Nonextended Purchasing Agencies:

The roll/lapse of non-EPS documents (PO document only) works essentially the same as for extended purchasing documents with some subtle differences.

1. The system will read the "ROLL ACTN" field on the PORL table. If the purchase order is marked to lapse, a modify purchase order document will be created and automatically accepted through COFRS. The agencies do not have to do anything to get the old year transactions to process, unless there is an error of some type. These modify transactions will be batched. The Batch ID will be identified with the term "old" as the first three characters of the batch number. Agencies need to review the COFRS suspense file (SUSF) on the first Monday after Period 12 close to determine if all modify transactions in "old" batches have accepted.
2. If the purchase order is marked to roll, the system will perform a series of functions:
 - ♦ Create a modify transaction for the old year as discussed immediately above.
 - ♦ Purge the open item tables (OPOH and OPOL) of all coding for transactions that will roll into the new year. This is done so that the new transaction can be processed and posted to the tables. Historical information such as previous references will be lost. The purge is necessary so that new transactions with the same document ID will accept. (The system cannot handle duplicate records.)
 - ♦ Create new year transactions that are identical to the PO document that was just lapsed. These new year transactions will be batched and can be identified by the term "new" as the first three characters of the batch number. These transactions will be posted unapproved to SUSF and made available for agency action.
3. Agency staff can then go to SUSF, call up the document, and make any changes that may be required and approve the document. The transaction will be processed as any other PO document. Once the new transaction is accepted, the OPOH and OPOL table records will be created in the normal manner. Once again, there will be no historical information on the table. The system views this as a totally new record. If it is determined that the PO document is no longer needed, it can be deleted as any other unprocessed document.
4. All open nonextended purchasing purchase order documents and their disposition will be reported on the FYE02 report.



