

Department of Administrative Services - State Accounting Enterprise

Section PRE-AUDIT	Procedure Number 235.100	Page Number 1 of 1	Effective Date January 1, 2018
Subject YEAR-END PROCEDURES DEADLINE FOR PROCESSING PREVIOUS FISCAL YEAR PAYMENTS			

Section 8.33 of the Code of Iowa states that the last day to charge accounting transactions to the previous fiscal year is August 31. In order to meet this statutory requirement, below is a summary of deadlines which apply to the processing of documents during the hold-open period. These deadlines apply to all documents; documents paid out of appropriated monies as well as non-appropriated funding sources.

1. Corrective Documents for Prepayments - Correcting Journal Voucher 1 (JV1), Correction Document Expenditure (CDE) for the prepayment of expenditures for the next fiscal year and subsequent fiscal years, see Procedure 235.200, if applicable, should be prepared with the initial document and processed by the department during the first ten (10) working days of July and each subsequent July. See Procedure 235.200 for additional information relating to the processing of documents for prepayment of next year's expenditures.
2. Central Procurement and Fleet Services Enterprise - For deadlines of processing the documents related to DAS-CPFSE, see Procedure 235.350.
3. Payments to Vendors - All payments for the previous fiscal year must be processed by the last working day of August. This includes payments to outside vendors, employee reimbursements, payments within and among state government (all internal accounting documents), and all previously rejected payments. Payments relating to the previous fiscal year that are not processed by the last working day of August must be submitted to the State Appeal Board for approval.

In order to better ensure previous fiscal year documents will be paid during the hold-open period, and to avoid the State Appeal Board process, all previous fiscal year documents must be processed by the department no later than four (4) working days prior to the last working day of August.

4. Internal Documents - Internal Exchange Transfer (IET) and Internal Payment Request - Commodity Based (PRCI) must be processed by the last working day of the fiscal year hold open period. In order to better ensure previous fiscal year documents will be paid during the hold-open period, and to avoid the State Appeal Board process, all previous fiscal year documents must be processed by the department and submitted to DAS-SAE no later than one (1) working day prior to the last working day of August.
5. Corrections/Carry-Forwards - It is not always possible for departments to make final corrections and/or carry-forward certain revenues until the August month-end reports are distributed. It is recognized that departments need some time to make these adjustments. Documents prepared to make corrections to the financial reports and to carry-forward applicable revenues will be processed through the 10th working day of September. No documents for the previous fiscal year will be processed after the 10th working day of September.