



June 24, 2020

AC202009

MEMORANDUM

TO: All Financial Managers

FR: Nick Miller, DAS-SAE Division Administrator

RE: BFY20 Close / Opening of BFY21 – Schedule of Billings for Processing

PLEASE PASS THIS INFORMATION TO THE APPROPRIATE PERSONNEL

The information below is to assist in planning workflow during the coming weeks.

Appropriable Receipts

As in previous years, appropriable receipts will be held open during the encumbrance period. Please review your department's deposit policies to ensure receipts deposited to these accounts are being deposited to the correct budget fiscal year.

Sub Units

Sub Units are maintained at the department level. BFY21 Sub Units will be created in I/3 for active BFY20 Sub Units.

Corrections/Carry-Forwards

CDR and JV1 documents crossing fiscal years will not include a workflow level for DOM for the Department of Management during the hold open period. Corrections and carry-forwards relating to BFY20 will be processed through Tuesday, September 15.

Clean Up Document Catalog

Review the I/3 Document Catalog to find any unprocessed documents in a draft or pending phase. To do this, go to the Document Catalog and enter your department number and document code for the documents you want to review. To view all document codes, leave the document code field blank. In the User Information section, enter a "create date" (for example: <5/2/2020), then select either "Draft" or "Pending" in Phase under the Document State section. This will help you track documents that have not been processed. You can delete/discard unneeded documents, or you can follow up on documents that need to be processed.

BFY20 Close

All accounting transactions should be approved in I/3 by your department in a timely manner to

ensure prompt processing. To safeguard processing by June 30, **claims must be approved in I/3 by your department no later than Tuesday, June 30th at 3:00 p.m.** See dates as noted on the [BFY20 Year-End Close & BFY21 Open](#) web page.

After the nightly cycle has completed on June 30, I/3 will run a program to populate the Budget FY, Fiscal Year, and Period fields in the Document Header Section of all draft documents where the **budget fiscal year is blank**. These fields will each be populated with 2020, 2020 and 13 (respectively). The fields will only be populated if the Budget FY field is blank. Document templates will not be affected.

All BFY20 documents entered in the system on July 1 and after MUST have “2020” entered in the Budget FY and Fiscal Year fields, and “13” entered in the Period field.

See page 3 for a schedule of dates by which the departments have indicated they plan to complete their billing of BFY20 goods and services. This schedule is for your use and planning purposes for BFY20 closing activity. While not every billing listed is applicable to every department, I believe the information is useful for identifying all potential outstanding liabilities. All dates are approximate as provided by the department, but I am confident that departments will make every effort to meet the dates they have submitted.

BFY21 Implementation

As in past years, the BFY21 appropriations, expense and revenue budgets will be pulled from the Department of Management budget system and available in I/3 on July 1.

Any questions concerning your BFY21 appropriations, expense, or revenue budgets should be directed to your budget analyst in the Department of Management. If you have questions about the BFY20 close or BFY21 processing, review Section 235 of the State Accounting Policy and Procedures Manual. For questions not addressed in the manual, please contact me at (515) 281-4877 or by email at Nick.Miller@iowa.gov.

Billing Name	Dept.	Doc Series	Dept. to Mail On	Contact	Phone
July 2020					
Maintenance Billings	DAS-SAE	*PB*	7/01	Lisa Ayers	(515) 281-7231
Salary Billings	AG	112AG	7/07	Shelly DeForest	(515) 281-6362
Misc. Billings	AG	112AG	7/07	Shelly DeForest	(515) 281-6362
Insurance Refunds	DAS	*PX*	7/09	Sandy Mezera Lisa Ayers	(515) 281-8999 (515) 281-7231
IA Prison Industries Billings	DOC	Varies	7/10	Ann Pollock	(319) 462-3504 Ext 7710
Record Checks	DPS	NA	7/10	Travis Moyer	(515) 725-6243
Fire Inspections	DPS	NA	7/10	Travis Moyer	(515) 725-6243
SLIP	DAS-SAE	*PS*	7/10	Barb McNulty	(515) 281-3714
Appeal Hearing Billings	DIA	427SNT	7/15	Samin Teav	(515) 281-7523
Appeal Board Claims Fees	DOM	NA	7/15	Joe Barry	(515) 281-5512
eDAS Billings for Period 12	DAS	DAS202012 XXX	7/15	Pam Sullivan	(515) 281-0887
Maintenance Billings	DAS-SAE	*PB*	7/15	Lisa Ayers	(515) 281-7231
Investigation Billings	DIA	427NW	7/17	Nickie Whitaker	(515) 281-6459
eDAS Billings for Period 13	DAS	DAS202013 XXX	7/21	Pam Sullivan	(515) 281-0887
Unemployment Comp	DAS-SAE	None	7/23	Cassie Kibling	(515) 281-3130
Audit Billings	AOS	126J0024 XXX	7/28	Susan Fager	(515) 281-5619
Misc. Billings	AG	112AG	7/31	Shelly DeForest	(515) 281-6362
Salary Billings	AG	112AG	7/31	Shelly DeForest	(515) 281-6362
August 2020					
Net+ Billings	ICN	ICN132020	8/1	Kammy McHone	(515) 725-4666
Misc. Billings	AG	112AG	8/14	Shelly DeForest	(515) 281-6362
Insurance Refunds	DAS	*PX*	8/20	Sandy Mezera Lisa Ayers	(515) 281-8999 (515) 281-7231
Misc. Billings	AG	112AG	8/21	Shelly Deforest	(515) 281-6362