

Disbursements & Revenue Accounting
Deadlines and Target Dates for FY 2024-25

The following dates are related to year-end processing and to the certifications forward process. Your observance of these dates will give JAC sufficient time to enter the information into FLAIR and allow for last-minute corrections, if necessary.

- June 19th** Deadline for supervisor approval for Statewide Travel Management System (STMS) transactions for payment in the in the 24-25 fiscal year. DFS's deadline is Friday, June 20th. This will give JAC time to audit and submit the travel to FLAIR. Pending STMS transactions will be paid in July (24-25 fiscal year).
- June 23rd** Deadline for submitting batch sheets to JAC for input into FLAIR; Vouchers presented to the Bureau of Auditing (DFS) for payment by 2:00 p.m. on Friday, June 27th, will be processed as fiscal year 2024-25 disbursements.
- June 20th** Deadline for submitting current year expense refunds to be processed; this will allow the Treasury (DFS) time to process these refunds for fiscal year 2024-25.
- June 24th** Deadline for submitting Journal Transfer (JT) requests (expenditure transfers) to JAC Accounting staff for processing into FLAIR. ***Note: Please be mindful of the payroll activities that may occur during the last days of June and consider those activities when submitting JT requests: June monthly payroll will run during the afternoon of Friday, June 20th. The last on-demand payroll request date is Thursday, June 26th. The payroll reports showing the payroll charges will begin to be available after 3:30 p.m. on Friday, June 20th.***
- June 25th** Deadline for PCard approvals to be paid with 24-25 fiscal year funds. This will give JAC Accounting a day to audit and approve any transactions.
- June 26th** Deadline for warrant cancellation requests.
- June 26th** Deadline for submitting revenue deposits to JAC for processing.
- July 3rd** June 30th balances and tentative certified budgets will be posted to FLAIR. Once these budgets are posted to FLAIR invoices may be processed from certified funds
- July 3rd-15th** Certifications Forward Lump Sum form due to JAC.
- July 7th** June monthly FLAIR closing.
- July 15th** Deadline for certifications forms to JAC; adjustments may not be made after this date.
- July 17th** Certifications forward report (DCRFR01) is due to the Executive Office of the Governor (EOG). JAC submits the appropriate copies to the EOG for all of Justice Administration.