

FAA FY 2015 Year-End Closing Dates (v1.2)

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***Visit the Delphi Year End Communications website often at
<https://employees.faa.gov/org/staffoffices/afn/finance/systems/delphi/yearend/>
to ensure you have the most current and up to date
documents.***

Change Record

Version	Author	Change Reference	Date
1.0	AFO-110 Team	Initial Draft	04/09/2015
1.1	YE Review Community	Comments incorporated into Draft	04/10/2015 – 04/20/2015
1.2	AFO-110 Team	Document issued to community	04/30/2015

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FAA FY2015 YEAR-END CLOSING SUMMARY DATES

Please note the following:

- Headquarters (HQ) dates provided in this document supersede dates provided by the Regions/LOBs unless earlier deadlines have been established by the Regions/LOBs.

Summary of Key Closing Dates

Activity	Due Date
PRISM FY-15 Purchase Requests (PRs)/Requisition for Modifications (RFMs)/Requisition for Delivery/Task Order (REQ for DO/TOs) to Contracting (Last day to Approve (Commit))	August 24
<u>Begin Emergency Process for All FY15 PRs (except for Service Area/Service Centers using Non-Expiring F&E Funds)</u>	August 25
YE Accrual <u>MOD mask available</u> in PRISM for Non-Labor (MD), Labor (ML) and Reimbursable (MR) Mods	August 31
Cash Awards (SF50s into HR by COB)	September 4
Program Offices need to cancel Released FY15 PRs that will not be awarded unless linked to a Milestone and/or Solicitation	September 11
Budget Execution Module (BEM) Allowance/Allotment Adjustments for Direct (Operations (Ops), Facilities & Equipment (F&E), Research Engineering & Development (RE&D), Airports (AIP) and Franchise Funds (FF)	September 15
Last day to submit executed grants to AMK	September 18
Non – Labor Reclasses (ESC)	September 18
YE Accrual <u>MOD mask available</u> in PRISM for PCS (MP) and Travel (MT) Mods	September 21
Last day for AMK to obligate grants in Delphi	September 22
Last day to obligate Aviation Grants	September 22
Labor Reclass Submission of Exceptions and Cross Charge Headquarters (HQ)	September 22
Temporary removal of PRISM Approval rights for Contracting Officers, Fund Certifiers and Approvers	September 22 – 6:00am
Return of PRISM Approval rights for Contracting Officers, Fund Certifiers and Approvers	September 23 – 6:00am
Non – PRISM Obligating Documents to Accounting (MODs)	September 23
PRISM Acceptance / Receipts Last Interface to DELPHI (Last Day to send Acceptances/Receipts in PRISM to Delphi) for Cancelling funds	September 24 – Noon – EST
PRISM Acceptance / Receipts Last Interface to DELPHI (Last Day to send Acceptances/Receipts in PRISM to Delphi) for Non-Cancelling funds	September 28
PRISM Awards Obligated via Interface with Delphi (Last Day for all Approvals in PRISM)	September 28
Final removal of PRISM Approval rights for Contracting Officers, Fund Certifiers and Approvers	September 28 – 9:00pm
Reversal of YE Accrual Mods for Travel (MT) and Labor (ML)	October 1
Reversal of YE Accrual Mods for Non-Labor (MD) and Reimbursable (MR)	October 31
Reversal of YE Accrual MODs for Travel PCS (MP)	December 31 or report date if sooner

Detail Listing of Major Due Dates

PART I – ACCOUNTING OPERATIONS

NON-PRISM Obligating Documents	
Activity	Due Date
Last day to submit executed grants to AMK	September 18
Last day for AMK to obligate grants in Delphi	September 22
Training Purchase Orders or Training Forms Training must begin prior to October 1 or meet Bona Fide Needs Rule according to GAO Redbook	September 22
Purchase Orders	September 22
Blanket Purchase/Delivery Orders	September 22
Miscellaneous Obligating Documents	September 22
SF-1164, Claim for Reimbursement	September 22
Other Contractual Service Contracts	September 22
Last day to obligate Aviation Grants	September 22
Non – PRISM Obligating Documents to Accounting (MODs)	September 22
Fedmil transactions initiated through the Logistics and Inventory System (LIS)	September 28
VOLPE Intra Agency Agreements (IAA's) – FY15 Volpe IAA's are obligated in PRISM.	Follow dates in Part II-PRISM

Travel	
<i>All manual travel orders must be received in accounting by September 18. Travel starting October 1 or later must be on FY16 travel orders.</i>	
Activity	Due Date
Permanent Change of Station (PCS) Packages from HR	September 18
PCS Travel Authorizations and Vouchers	September 11
Reclassification Requests (Manual & E2 (formerly known as GovTrip))	September 18
Manual Travel Authorizations	September 18
E2 (formerly known as GovTrip) Travel Authorizations	September 18
FY15 Annual Travel Authorizations	September 18
Manual Travel Vouchers	September 18
E2 (formerly known as GovTrip) Travel Vouchers	September 18
YE Accrual <i>MOD masks available</i> in PRISM for PCS (MP) and Travel (MT) Mods	September 21
Reversal of YE Accrual MODs for Travel (MT)	October 1

Reversal of YE Accrual MODs for Travel PCS (MP)	December 31 or report date if sooner
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Intra-Governmental Payment and Collection System (IPAC)	
Activity	Due Date
Last Day to Initiate IPAC Collections	
Defense Finance and Accounting Service (DFAS)	September 22
DOT	September 23
Non-DOT	September 23
Last Day to Initiate IPAC Payments	
DFAS	September 22
DOT	September 23
Non-DOT	September 23

Purchase Card Transactions	
Activity	Due Date
Credit Card Purchases Suspended	September 22
Allocation of Transactions to the Proper Account (verify that this is the spreading of the dollars from a high level)	September 22
Purchase Card Interface (Last Day) (The interface table will continue to be populated with US Bank payment data after Sept. 24th. AP at ESC will not process these payments and will notify the ESC Month End team to NOT clear the interface table or process accruals for these transactions. The LOB's will record accruals according to the balance at COB September 24th. Upon the completion of YE-1, ESC AP will process the US Bank transactions on the interface table for September 30; and the LOB's will reverse the accruals to avoid duplications.)	September 24 * (Draft)
Emergency Purchase Card MODs Submission (Emergency – Defined as equipment failures, aircraft failures or emergency from act of God.) See “A”	September 25

***Please Note: The last day for the Purchase card interface may change once FAA receives DOT's Year End dates.**

Government Bill of Lading (GBL)	
Activity	Due Date
Government Bill of Lading (GBL)	September 22

Certified Invoices/Receiving Reports	
Activity	Due Date
Certified Invoices/Receiving Reports	September 22

Accruals (Non-Prism)	
Activity	Due Date
Accruals for actual aircraft rentals (Received by AMK-110)	September 28
Accruals – On Hand Invoices Only (ESC to provide to AFR-300 through ADI)	October 5
Capitalization Accruals (ATO Capital Program Mgmt Div, ABP-300 provide to AFO -200)	October 5

PART II – PRISM

FY15 Canceling Funds (De-obligations, Closeout, and Invoice to Accounting)	
Activity	Due Date
Requisitioner – Create Request For Modification (RFM) to De-obligate FY15 Canceling Funds	June 26
Buyer/CO – FY15 Canceling Funds (De-obligate, Closeout, and/or Approve Invoice)	July 30

Purchase Requisitions (PRs)	
Activity	Due Date
PRISM FY-15 Purchase Requests (PRs)/Requisition for Modifications (RFMs)/Requisition for Delivery/Task Order (REQ for DO/TOs) to Contracting (Last day to Approve (Commit))	August 24
<p><u>Begin Emergency Process for All FY15 PRs (except for Service Area/Service Centers using Non-Expiring F&E Funds)</u></p> <p><i>Emergency PRs must be routed through appropriate LOB manager and ABP in PRISM for approval before sending to the Contracting Officer</i></p> <p>Follow Emergency PR Guidance in FAA FY 2015 Year End Closing & Reporting Instructions. https://employees.faa.gov/org/staffoffices/afn/finance/systems/delphi/yearend/</p> <p>ABP EOY Approver: Chera Canupp–ATO OPS and F&E A5 202-267-8525 Michele Orsino-All other LOB/SO for OPS and F&E A5 202-267-3325 Dorothy Holmes/Thane Peters – AIP 202-493-4210/ 202-267-8319 Grace Fong/Carmen Ortiz - F&E Acts. 1-4 202-267-7881/ 202-267-4558 Melissa Tapscott/Robin West – RE&D 202-267-8891/ 202-267-3142 Huy Au/Crystal Dickerson – Reimb-All funds 202-267-7916/ 202-267-8650</p>	August 25

YE Accrual MOD Mask available in PRISM for Non-Labor (MD), Labor (ML) and Reimbursable (MR) Mods	August 31
Program Offices need to cancel Released FY15 PRs that will not be awarded unless linked to a Milestone and/or Solicitation	September 11
YE Accrual MOD Mask available in PRISM for PCS (MP) and Travel (MT) Mods	September 21
Temporary removal of PRISM Approval rights for Contracting Officers, Fund Certifiers and Approvers	September 22 – 6:00am
Released FY15 PRs not anticipating award will be cancelled in PRISM (PRISM Team will cancel ALL REMAINING RELEASED Unobligated FY15 PRs and DELETE those in a status of in-progress, pending, and disapproved).	September 22
Return of PRISM Approval rights for Contracting Officers, Fund Certifiers and Approvers	September 23 – 6:00am
Reversal of YE Accrual Mods for Travel (MT) and Labor (ML)	October 1
Reversal of YE Accrual Mods for Non-Labor (MD) and Reimbursable (MR)	October 31
Reversal of YE Accrual Mods for Travel PCS (MP)	December 31 or report date if sooner

Obligations Recorded in PRISM and Interfaced to Delphi	
Activity	Due Date
PRISM Awards Obligated via Interface with Delphi (Last Day for all Approvals in PRISM)	September 28

Acceptance in PRISM and interfaced to Delphi	
Activity	Due Date
PRISM Acceptance / Receipts Last Interface to DELPHI (Last Day to send Acceptances/Receipts in PRISM to Delphi) for Cancelling funds	September 24 – Noon – EST
PRISM Acceptance / Receipts Last Interface to DELPHI (Last Day to send Acceptances/Receipts in PRISM to Delphi) for Non -Cancelling funds	September 28

Access to PRISM	
Activity	Due Date
Final Removal of Approval Rights for FY15 PRISM Approval rights for Contracting Officers, Funds Certifiers and Approvers will be removed.	September 28- 9:00pm
Approval Rights returned for Contracting Officers, Funds Certifiers and Approvers.	October 8

YE Accrual MOD – Recorded in PRISM and Interfaced to Delphi	
Activity	Due Date

YE MOD Accruals that have been recorded in PRISM and interfaced to Delphi will be Approved during this period.	September 24 - 25
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PART III – REIMBURSABLE PROGRAMS AND REFUNDS

Project Authorizations (PA)/ Reimbursable Allotments	
Activity	Due Date
Project Authorizations for All Reimbursable Funds	August 21
Final Allotment (in BEM) for OPs, F&E, RE&D & AIP - Reimbursable	September 11
Accruals – Reimbursable Expiring Funds	September 21

Reimbursable Programs and Refunds	
Activity	Due Date
Estimated Reimbursements and/or Transfers for Sept 2015	September 14
Refund of Expiring Funds (Feds) For Advance balances that exceed all obligations including accruals submitted must be returned to Sponsor by	September 14
Miscellaneous Reimbursements and/or Transfers	September 15

Reimbursable Cleanup Activity	
Activity	Due Date
Expiring with Exceptions (Clear ALL Exceptions)	August 14
Canceling – Federal (Last day for IPAC collections & Payments)	August 14
Unexpiring (Clear ALL exceptions)	August 14
Canceling – Non Federal (Clear non-expended UDOs)	September 1
Expired with Exceptions	On-going

PART IV – ASSETS

All Regional & Headquarters (HQ) Capitalization Year End Close-out	
Activity	Due Date
All Regional & HQ FY15 Capitalization for Year End	September 25

All Lease activity must be payment processed	
Activity	Due Date
All Lease activity must be payment processed	September 24

Clear Expired/Cancel Funds Lines in Mass Additions	
Activity	Due Date
Clear Expired/Cancel Funds Lines in Mass Additions	September 25

PART V – PERSONNEL/HUMAN RESOURCE OFFICE

Cash Awards (SF50s into HR by COB)	
Activity	Due Date
Cash Awards (SF50s into HR by COB)	September 4

Common Accounting Number (CAN) Reclass Submission	
Activity	Due Date
Common Accounting Number (CAN) Reclass Submission	September 4

Labor Reclass Submission of Exceptions and Cross Charge	
Activity	Due Date
Labor Reclass Submission of Exceptions and Cross Charge	September 22

PART VI – BUDGET MATTERS

Direct Allowance/Allotment Adjustments (OPs, F&E, RE&D, AIP, and FF)	
Activity	Due Date
Project Authorizations for (Direct) 582A and 582W (Expiring)	September 15
Project Authorizations for (Direct) 682A and 782A (Non-Expiring)	September 15
Budget Execution Module (BEM) Allowance/Allotment Adjustments for Direct	September 15

(Operations (Ops), Facilities & Equipment (F&E), Research Engineering & Development (RE&D), Airports (AIP) and Franchise Funds (FF))	
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PART VII – TABLE VALIDATIONS

RT2, CAN, FAA Employee and Org Tables	
Activity	Due Date
Send out RT2 and CANs to LOBs for validation with instructions	August 3
RT2 and CAN validations due	August 28