



Office of the State Comptroller

2025 Fiscal Year End Instructions

April 1, 2025

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GENERAL INFORMATION

- ❑ **The fiscal year for all departments of State Government closes on the 30th day of June (CGS, Sec. 4-35).**
 - It is important that you review and closely follow the year-end instructions. If you have any questions, please refer to the list of contacts at the end of these instructions.
 - Agencies are responsible for distributing instructions to the appropriate staff. It is important that **all** dates and deadlines be observed. There will be no extensions, except for those authorized by the Comptroller's Office.
 - It is recommended that you use the delivered WorkCenters to track document status.
 - Filters **MUST** be set up prior to use. Use this [Job Aid](#) to Personalize your Workcenter.
 - Available WorkCenters – [Accounts Payable](#), [Asset Management](#), [Accounts Receivable](#), [Billing](#), [Buyer WorkCenter](#), [General Ledger](#), [Grants](#), [Inventory](#), [Project Costing](#).
 - The system will be unavailable for certain modules and transactions on the days noted in this document. Agency fiscal staff should be available to resolve any issues pertaining to transactions for the closing year. Review the list of [contacts](#) for your agency. If this list is incorrect, email osc.apd@ct.gov. Changes should be made as soon as possible and must be received by June 25th.
 - If you need help resolving issues, submit a [Footprints](#) ticket or email Readiness@ct.gov.
 - The term “Budgeted Funds” in these instructions, refers exclusively to the following funds:

FUND	DESCRIPTION
11000	General Fund
12001	Transportation
12002	Municipal Revenue Sharing
12003	Banking
12004	Insurance
12006	Consumer Counsel/DCPU
12007	Workers Compensation
12009	Mashantucket Pequot & Mohegan Fund
12010	Soldiers Sailors and Marines Fund
12013	Regional Market Operations Fund
12014	Criminal Injuries Compensation Fund
12069	Tourism Fund
12074	Prev & Recovery Services
12075	Cannabis Regulatory



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GENERAL LEDGER

☐ Budget Reference for Budgeted Funds and Consolidated Fund/Department

The Comptroller's Office will continue to post "budgeted funds" without a budget reference for the new fiscal year. Agencies must do the same. Agencies will **NOT** enter a budget reference value for these funds on their transactions, or in their agency/project budget journals.

- Fund/department budgets that have a blank budget reference in the current fiscal year will also be left blank for FY2026. The Comptroller's Office will post these budgets without budget reference.
- Non-lapsing fund/department budgets that currently maintain a budget ref. will continue to do so.
- Agencies will continue to populate budget reference as they always have on transactions and on budget journals.
 - SpeedCharts, SpeedTypes and distribution codes referencing budgeted funds will maintain the Blank Budget Reference for the new fiscal year.
 - Budget reference 2026 will be active on May 1st, for use with non-lapsing, non-consolidating funds.

☐ Maintaining or Revising Fiscal Year Financial ChartField and Budget Construction

- Any addition or inactivation of values required to the current financial ChartField structure should be submitted using the Structure Request Form in Core-CT, by close of business **Thursday, May 1, 2025**.
 - The effective date should be Current date.
 - Enter FY2026 in the Justification or Reason for Request.
- Update any ChartFields that exist on position coding in HR. [HRMS Fiscal Year End Job Aid for HRMS](#)
- Requests for budget structure changes including current budget structure control/tracking option should be emailed to GeneralAccountingOSC@ct.gov by close of business **Thursday, May 1, 2025**.
- Department Changes will be effective as of July 1st of the new fiscal year.
- Budget reference consolidations to a blank value, by fund and department, in non-budgeted funds will be allowed if all ChartField combinations for the fund/department are subject to consolidation.
 - Ex: Agencies may not select specific SIDs in a Fund for consolidation.
 - All SIDs within the fund requested will be consolidated.
- Any departments which budget references were blank in the previous Fiscal Year, will also be blank in new fiscal year, unless the Comptroller's Office receives specific notification to discontinue the consolidations for the new Fiscal Year.
 - It is not necessary to resubmit a consolidation request for the new fiscal year if the desired consolidation was executed in previous fiscal year.



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- GL Journal Corrections Spreadsheet or Online journal entry corrections for current Fiscal Year may be submitted until **12:00 pm, Wednesday, July 09, 2025**. After that date, no additional corrections will be accepted to the Fiscal Year transactions.
 - Instructions to spreadsheet journal tool to process payroll correction journals click [here](#).
- All CO-826 Cost Recovery Forms must be submitted **12:00 pm, Wednesday, July 09, 2025**.
- General Ledger for Fiscal Year will close at **12:00 pm, Thursday, July 10, 2025**.
- Core-CT will be unavailable from **12:00 pm July 10, 2025, through July 13, 2025**.

APPROPRIATIONS

- Agencies must notify the Office of Policy and Management of all appropriations within budgeted funds that qualify for continuance to new fiscal year by **Thursday, May 1, 2025**.
- Continuing New Fiscal Year appropriations:
 - All unexpended balances, unliquidated encumbrances, unencumbered, unallotted will be brought forward to the new-year appropriation early in the new fiscal year after adjustments and budget balances are verified.
 - Unliquidated encumbrances will be automatically recommitted against the new-year appropriation once the rolled POs have passed budget checking.
 - Expenditures posted after June 30th will be recorded as new-year expenditures.
 - All continuing appropriations should be balanced and closed by June 30th.
- Lapsing Previous Fiscal Year appropriations receiving new funding in new fiscal year:
 - No appropriation balances in budgeted funds will be brought forward to the new-year appropriation.
 - Unliquidated encumbrances from the previous fiscal year will be recommitted against the new-year appropriation once PO Roll-Over is complete.
 - Any expenditure posted after June 30th will be charged against the new-year appropriation.
- Lapsing appropriations not renewed with a new fiscal year appropriation (*One-Month Carry-Forward*)
 - These appropriations will be extended until 3:00 pm, July 25, 2025, for the purpose of liquidating obligations properly incurred in the previous fiscal year.
 - The unliquidated encumbrance balance will be automatically brought forward to the new fiscal year.
 - The unliquidated balance will be lapsed on July 31st.
- First quarter Fiscal Year Allotments
 - Submit your first quarter allotments to OPM **No Later than June 13, 2025**.
- Temporary Budgets



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- If an agency requires a temporary budget to be set up for a non-lapsing fund prior to the budget roll on July 11, 2025, email the list by **June 30, 2025**, to Budget and Financial Analysis GeneralAccountingOSC@ct.gov.

HRMS

- The pay period beginning on June 13, 2025, is the first payroll processed in the new fiscal year.
- HRMS Combination codes for budgeted funds and all other Fund/SID combinations that use a blank Budget Reference will retain the blank Budget Reference.
- Restructuring the HR department values that are used for controlling the security and reporting structure in the HR application must be done by the FYE deadline.
 - Any department that exists in the HR application must also exist in the FN application. In addition, if a ChartField value is changed to budgetary only, that value will **not** be valid for payroll processing within financials.
- For all other funds, there will be **NO** automatic increment of budget reference. Agencies must request new Payroll Account codes, just as they do during the fiscal year.
- High Level Sequence of Events for Combo Codes and Position Data:
 - All positions will be in view only status June 23, 2025, through June 27, 2025.
 - On June 23, 2025, Core-CT will generate a file containing all Position Data Budgeting information.
 - All positions that are currently approved for the State of Connecticut will be on this file.
 - This includes positions that were at one point approved but might be going through the Position Approval process for update.
 - A new FYL row will be inserted into Position Data on all approved or active positions.
 - The budget reference will remain blank, and the combination codes are not changing, this FYL row remains necessary to support further steps in the fiscal year end budgeting process required for proper payroll processing.
 - The effective date of the new budget row will be determined by the program and based on the Pay Begin Date of the first pay period with a check date on or after the fiscal year crossover (July 1).
 - The effective date is determined based on the pay frequency of the position's job code and the pay begin date of the fiscal year crossover for each position.
 - The Department Budget Build program will run and will create new rows on the Budgeting tables representing the new fiscal year for each position.
 - After the Budgeting tables have been updated for all approved positions, as well as those proposed positions that are currently going through the approval process, a program will run



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that will remove the new approved budgeting row for all proposed positions with an effective date before the pay begin date of the fiscal year crossover. This will allow these positions to continue through the workflow process.

PAYROLL

- The bi-weekly pay period May 30, 2025, through June 12, 2025, scheduled for payment on **June 27, 2025**, is the final payroll charged to appropriations for Fiscal Year.
- Semi-monthly and any payrolls which are paid on or before June 30th will also be charged to Fiscal Year 2025 appropriations.
- Payroll checks dated in July will be charged to Fiscal Year 2025 appropriations.

BILLING

- The Billing Module will close at **3:00 pm, June 30, 2025**.
- Billing for the New Fiscal Year will open on **July 1**.
 - Billing for the Internal Service Fund (ISF) Business Units (DASS1 & DOCS1) will close at **10:00 am, July 3, 2025**, Business Units will open as soon as the prior fiscal year is closed.

ACCOUNTS RECEIVABLE

- The AR Module will close for all Business Units at **10:00 am, July 3, 2025**.
- **All** deposits and payments should be completed **by the close of business on July 2, 2025**.
- All Maintenance Worksheets must be completed and be set to Batch Standard by **June 25, 2025**. If not completed, they **MUST** be deleted.
- All monies deposited on, or prior to June 30th are for prior fiscal year receipts.
- All monies deposited on or after July 1st are current fiscal year receipts.
 - The controlling factor is the date that the deposit is received at the bank. In Core-CT, this will show as the Accounting Date on the deposit.
 - The received and entered date may be dated in July, but if the Accounting Date is prior to July 1st, this is an old year deposit and must be completed.
- All bank deposits from June 30th will appear on the agency pick list on July 1st.
 - The entered date will be July 1st, but the accounting date will be June 30th and **MUST** be processed in prior fiscal year.
 - Any outstanding prior year deposits left unprocessed after 10 am, July 3, 2025, will be directly journalized to funds awaiting distribution (Pending Receipts) by the Comptroller's Office Budget and Analysis team (BFA).



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- Agencies will be responsible for modifying these entries to the proper coding with a GL spreadsheet or online journal before GL Close.
- Any prior Fiscal Year Refund of Expenditure Open Item coded to Budgeted Funds will be automatically updated to general revenue for the new fiscal year. This ensures that budgets are not increased in the new fiscal year.

E-PROCUREMENT

Agencies shall determine their own cut-off dates for the issuance of requisitions sourced to purchase orders (including PCard purchases), and the creation of new requisitions, within the following parameters:

- An additional run of Requisition Reconciliation will be added on Wednesdays beginning May 09, 2025. Then it will run nightly from Friday, June 13, 2025, to Thursday June 26, 2025.
- Requisitions must be closed by **4:00 pm, June 26, 2025**, If the status is approved, pending approval, canceled, denied, open or have a budget status of error.
 - Instructions on how to close a requisition click [here](#).
 - Budget errors must be resolved before cancelling or closing a requisition.
 - All e-Pro requisitions that have not been sourced to a purchase order will be canceled and closed. Agency personnel must recreate them in the new fiscal year.
 - POS and PSA Requisitions older than a year will be emailed to agencies in April to review and close.
 - DAS-BID Requisitions will be emailed to Contract Specialists in April to review and close.
- If an agency is currently using an open requisition as a template, the requisition must be saved as a template, or it should be closed. Templates will not be affected by the PO roll.
- The following Requisition Types must be in the following statuses:
 - DAS-BID, PSA_POS and TSR requisitions must be entered by **4:00pm, June 26, 2025**, and must be in Pending or Approved status.
 - During the Fiscal Year End activities, Core-CT will update the accounting date to the new fiscal year.
- eProcurement access will be removed at **4:00 pm, June 26, 2025**.



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PURCHASING

Agencies should practice closing eligible Purchase Orders throughout the fiscal year.

- The last day to create a voucher on a dispatched purchase order and have them approved by **4:00 pm, June 26, 2025**.
- **NEW!** Agencies can now Budget Check individual PO's.
 - Instructions on how to Budget Check a PO click [here](#).
- **IMPORTANT!** Per DAS: General Letter 71 will be updated effective **7/1/2025**. Purchasing Authority **GL71c, GL71d, GL71e, GL71f, GL71g** will be discontinued. Link [here](#) for detailed instructions.
- Access to purchasing and to close all POs will be removed at **4:00 pm, June 26, 2025**.
 - Prior to closing a PO, ensure that all vouchers referencing that PO have been paid.
 - Close all POs that are completed as soon as possible.
 - Do not close POs that have a remaining balance and will roll into the new fiscal year.
 - If the purchase order has a remaining balance and no further payments are necessary to complete the business transaction, a "Change Order" should be created to bring the PO amount to the amount expended. The purchase order must then be closed.
- PO's will be rolled by Core-CT **June 28, 2025, through June 30, 2025**, should the Core-CT team need additional time to roll POs, a daily mail will be issued notifying of the revised schedule.
 - For a purchase order to qualify for PO Roll:
 - Encumbered funds must remain on each PO line(s) and each open distribution
 - PO status must be Dispatched and Budget status must be Valid
 - Line(s) must not be Fully Matched.
 - POs rolled with budgeted funds will maintain the budget reference as blank.
 - Should PO encounter a problem with during roll the Core-CT team will close the PO.
 - POs that were closed by the Core-CT team will be posted on the Core-CT website for agencies to recreate in the new fiscal year.
- Access to all Purchasing will be re-established at **6:00 am, July 1, 2025**.
- Continuing Funds will be available **July 14, 2025**.

P-CARD

- All blanket P-Card Purchase Orders for JP Morgan and US Bank should be closed before **4:00 pm, June 26, 2025**.
- In addition, any PCARDPOS or PCARDOPTIN Purchase Orders with a JP Morgan credit card number attached must also be closed before **4:00 pm, June 26, 2025**.
- Transactions for the June 10th billing cycle must be paid by June 17, 2025.



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- Transactions for the July 10th billing cycle will not be available in CORE until July 1st.
- New-Year Purchasing Transactions Agencies may begin creating new fiscal year Requisitions and POs on July 1, at 6:00 am.
- Agencies should not approve Requisitions or POs until all the budgets are in place.

ACCOUNTS PAYABLE

☐ Voucher/Payment Processing

- Accounts Payable Scorecards will be emailed to agency processors starting in May.
 - There are queries on the AP WorkCenter to track your voucher progress. Instructions [here](#) on how to run.
- Payment Cancellation Form (CO-790) must be submitted on-line to the Central Accounts Payable Division by **5:00 pm, June 13, 2025**. Instructions on how to submit click [here](#).
 - Cancellations received after this date may be cancelled in the new year.
- Vouchers for Inter-agency transfers billed in fiscal 2025 should be approved and budget checked by **4:00 pm, June 20, 2025**, they will continue to be processed through June 23, 2025.
- Agencies should review the vouchers in their business units to identify all vendors with a negative balance in early June.
 - An EPM query (CT_CORE_FIN_AP_VENDOR_CREDIT) is available to identify these balances.
 - These credit vouchers should be combined with a regular voucher and paid before fiscal year end. Use this [JobAid](#) to manage credit vouchers, or email osc.apdsp@ct.gov for assistance.
 - If the agency does not plan to create a regular voucher to this vendor, the agency should contact the vendor immediately to request a refund.
- The last day Interfaced vouchers can be loaded is the night of **June 20, 2025**.
- **All** vouchers to pay **must** be approved and cleared of any exceptions by **4:00 pm, June 26, 2025**.
- Voucher Closure must be requested by **9:00 am, June 26, 2025**.
 - Instructions on how to request closure click [here](#).
- The Comptroller's last "STATE" Pay Cycle for fiscal year will be processed **7:00 am, June 27, 2025**. The last scheduled due date (pay through date) to be processed is **June 30, 2025**.
- All vouchers with a remaining balance after the last State Pay Cycle, (except those targeted for the ZERO pay cycle) will be **DELETED** or **CLOSED** by Core-CT and Central Accounts Payable.
- Journal Vouchers (JV) correcting prior year entries must be entered, approved, and budget checked by **2:00 pm, June 25, 2025**.
- Corrections to prior year expenditures recorded against budgeted funds, not processed in AP by **June 26, 2025**, must be done by online entry or spreadsheet upload of GL Journals before **12:00 pm, July 09, 2025**.



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- Any reversal or adjustment voucher (created to produce a \$0 payment) must be approved by **4:00 pm, June 26, 2025**.
- Access to Accounts Payable to ALL vouchers will be removed at **4:00 pm, June 26, 2025**.
- A "ZERO" Pay Cycle (ZPC) will be processed on **June 27, 2025**.
 - All vouchers intended for the ZPC should have a scheduled due date of July 17, 2025. The payment date will be June 30th.
- The AP module will be closed on **June 27th, 2025**.
- Non-PO vouchers can be entered into Core-CT when all affected budgets are in place July 1, 2025, at the earliest.
- New-year Purchase Order vouchers can be entered after PO Roll July 1st.

ACCOUNTS PAYABLE – JULY CARRY FOWARD

- The last pay cycle will be processed July 10, 2025, for all payments scheduled through July 14, 2025. These payments will be dated July 11, 2025.
- There will be no pay cycle run on July 11, 2025.
- The next pay cycle will not be run until July 14, 2025, which will be dated July 15, 2025. If you have payments that must be made before July 15, 2025, the vouchers must be entered and cleared of any exceptions by July 09, 2025.

CLAIMS AUTHORIZATION (CO-512)

- Download CO-512 here, <http://www.osc.ct.gov/agencies/forms/index.html>.
- A 'new' form must be submitted by **June 17, 2025**, to start Fiscal Year 2026. The original hard-copy form must be completed and forwarded to:
 - Comptroller's Office, Accounts Payable Division, 165 Capitol Avenue, Hartford, CT 06106
 - Attention: Rebecca Forand
- If working remotely, an electronic version of the form will be accepted if signed by the agency head using DocuSign or some other approved signature software.
- The CO-512 must contain the names of all agency personnel with the final approver role(s) listed below:

Encumbrance Roles:	Expenditure Roles:
Requisition Purchasing Approver	Voucher Approver
Purchase Order Budget Reviewer/Approver	Alternate Approver

- The Encumbrance or Expenditure box must be checked based on their authorization.



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- The signature of the agency head (Commissioner, Executive Director, etc.) must appear on all Claims Authorization Forms to certify that the listed personnel are authorized to encumber or expend funds on their behalf.
- Any forms with both boxes checked for one individual will be rejected for segregation of duties.
- The 'new' box on the CO-512 form should only be checked off for the first form of each fiscal year.
 - Enter the new fiscal year which starts on July 1st in the fiscal year ending box.
 - The effective date on the form is July 1st of the current calendar year.
 - This form will supersede all previously submitted forms
 - All employees with final approval roles must be listed on the updated form.
 - Encumbrance and expenditure documents may not be processed for the new fiscal year if the authorization form is not received by June 30, 2025.

GAAP

☐ **Statewide GAAP Closing and Schedule of Federal Financial Assistance.**

- A detailed GAAP closing package will be distributed prior to the end of the fiscal year.
- GAAP closing, which is separate from the legal closing, is to report in conformance with Generally Accepted Accounting Principles.
- This is required for the state to maintain a favorable bond rating.
- Agencies will be requested to provide a Schedule of Federal Financial Assistance. This report is critical to the Single Audit Report prepared by the Auditors of Public Accounts. A set of detailed instructions will be issued to each agency that receives federal financial assistance.

☐ **Asset Management & Inventory CO-59**

- The Asset Management/Inventory Report/GAAP Reporting Form, CO-59 is an annual report of all capitalized real and personal property owned by each state agency. This online form must be submitted before **October 1st** yearly and must reflect the sum of the physical inventory as of June 30th. Click [here](#) to link to CO-59.
- Executive Branch agencies must use the Core-CT Asset Management Module to complete the information requested on the CO-59.
- Agencies using the Inventory Module, or a separate inventory system are required to report their stores and supplies inventory and/or materials in progress on the CO-59.
- Agencies not using the Core-CT Asset Management module are required to report their assets on the CO-59 using their asset management systems.
- CO-59 information can be obtained directly from The Statewide Analytical Reporting System (STARS) Fixed Assets Overview Interactive Dashboard. The final balance cannot be run until July 14, 2025, after Asset Management has closed. Click [here](#) for the job aid.



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- Agencies with vehicles should also complete and submit the [CO-648B Summary Motor Vehicle Report](#).
- If the values recorded on the CO-59 do not reconcile with Core-CT, the agency **must** also submit a written explanation of the discrepancy.
- Email questions concerning the form to osc.co-59@ct.gov

ASSET MANAGEMENT

- Fiscal Year Asset Management Physical Inventories should be fully submitted by **4:00 pm, June 30th, 2025**.
 - This includes scanning, reconciling, and loading of Inventory History Insert (IHI) Transactions.
- All Capitalized Assets associated with planned FYE ChartField inactivation must be transferred to a valid ChartField by **4:00 pm, June 30th, 2025**. Click [here](#) to review the transfer job aid.
- Agencies must process all transactions including the following by **4:00 pm, July 9, 2025**:
 - Interfaces, Financial Adds, Adjustments, Retirements, Reinstatements, Re-categorizations, IntraUnit Transfers, and InterUnit Transfers.
 - Agencies should ensure all new Lease and SBITA assets with terms that began in the closing Fiscal Year, and have at least one posted voucher, have been manually Basic Added into their repositories. All expired Lease and SBITA assets should be retired.
 - Refer to OSC [Asset Directives](#) 4, 5, 5a, and 6 for additional guidance
 - Transactions recorded in July for the closing Fiscal Year must reflect a June Accounting Date. This will ensure they will be included in FYE Financial Reports and Statements.
 - After that date, all transactions will be booked as New Fiscal Year transactions.
 - Interfaces and Pre-interfaces for the closing Fiscal Year will be changed to **Excluded** status and will have to be manually entered using Basic Add.
 - These will have to appear in the variance attachment to the CO-59.
- The Asset Management Closing Fiscal Year's Accounting Period will close on **July 10, 2025**.



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CALENDAR OF EVENTS

Section	Event	Time	Date
GL	Structure Request Form due for Addition or Inactivation of ChartField Values	Close of Business	Thursday, May 1, 2025
GL	Budget Structure Changes submitted	Close of Business	Thursday, May 1, 2025
OPM	Notify OPM of all appropriation that qualify for continuance	Close of Business	Thursday, May 1, 2025
OPM	First Quarter Allotments Due	Close of Business	Friday, June 13, 2025
HR	First Payroll	N/A	Friday, June 13, 2025
CAP	Payment Cancellation (CO-790) Forms Due	5:00 PM	Friday, June 13, 2025
CAP	Claims Authorization (CO-512)	Close of Business	Tuesday, June 17, 2025
CAP	P-Card Transactions for the June 10th billing cycle must be paid	4:00 PM	Tuesday, June 17, 2025
AP	Vouchers for Inter-agency transfers	4:00 PM	Friday, June 20, 2025
AP	Last Day for Interfaces	4:00 PM	Friday, June 20, 2025
AR	All Maintenance Worksheets complete	Close of Business	Wednesday, June 25, 2025
AP	Journal Vouchers Due by	2:00 PM	Wednesday, June 25, 2025
ePro	Last Requisition Sourcing	12:00 PM	Thursday, June 26, 2025
ePro	Requisition in approved, pending approval, canceled, denied, open or have a budget status of error must be closed.	4:00 PM	Thursday, June 26, 2025
ePro	DAS-BID, PSA_POS and TSR requisitions must be entered by	4:00 PM	Thursday, June 26, 2025
ePro	ePro Access will be removed	4:00 PM	Thursday, June 26, 2025
PO	Last Day to create a PO Voucher	4:00 PM	Thursday, June 26, 2025
PO	Access to Purchasing Removed	4:00 PM	Thursday, June 26, 2025
P-Card	All blanket P-Card POs for JP Morgan and US Bank should be closed	4:00 PM	Thursday, June 26, 2025
P-Card	Any PCARDPOS or PCARDOPTIN POs with a JP Morgan credit card number attached must also be closed.	4:00 PM	Thursday, June 26, 2025
AP	All Vouchers Approved and Posted by	4:00 PM	Thursday, June 26, 2025
AP	Voucher Closure Must be Requested by	9:00 AM	Thursday, June 26, 2025



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AP	Any reversal or adjustment approved for \$0 Payment	4:00 PM	Thursday, June 26, 2025
AP	Access to AP Removed	4:00 PM	Thursday, June 26, 2025
AP	Last 'STATE' Pay Cycle	7:00 AM	Friday, June 27, 2025
AP	Zero Dollar Pay Cycle (ZPC)	7:00 AM	Friday, June 27, 2025
AP	AP will Close	4:00 PM	Friday, June 27, 2025
Payroll	Final Payroll of FY	N/A	Friday, June 27, 2025
PO	PO Roll Begins	N/A	Saturday, June 28, 2025
OPM	All continuing appropriations should be balanced and closed	Close of Business	Monday, June 30, 2025
BFA	Temporary Budget Request	Close of Business	Monday, June 30, 2025
BI	Billing will Close	3:00 PM	Monday, June 30, 2025
AM	Physical Inventories	4:00 PM	Monday, June 30, 2025
AM	Transfer Capitalized Assets associated with planned FYE ChartField Inactivation	4:00 PM	Monday, June 30, 2025
PO	Access to ePro/Purchasing re-established after PO Roll	6:00 AM	Tuesday, July 1, 2025
AP	Access to AP re-established	6:00 AM	Tuesday, July 1, 2025
AR	Deposits and Payments Complete	Close of Business	Wednesday, July 2, 2025
BI	ISF Business Units will Close	10:00 AM	Thursday, July 3, 2025
AR	AR Module will Close	10:00 AM	Thursday, July 3, 2025
GL	Journal Corrections Spreadsheet	12:00 PM	Wednesday, July 9, 2025
GL	CO-826 Cost Recovery Forms	12:00 PM	Wednesday, July 9, 2025
AP/GL	Corrections to prior year expenditures	12:00 PM	Wednesday, July 9, 2025
AM	All Transactions Processed	4:00 PM	Wednesday, July 9, 2025
GL	General Ledger for Fiscal Year will close	12:00 PM	Thursday, July 10, 2025
AM	Asset Management will close	7:00 AM	Thursday, July 10, 2025
Core-CT	Core-CT Unavailable - All Users Locked Out	12:00 PM	Thursday, July 10, 2025
GL	Continuing Funds Available	N/A	Monday, July 14, 2025
AM	Annual Report (CO-59)	Close of Business	Tuesday, September 30, 2025



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IMPORTANT CONTACTS

Division Questions:	Email:
HelpDesk	Footprints or Readiness@ct.gov
Budget and Financial Analysis Division:	
BFA Division Director	Michael.Delaney@ct.gov
BFA - Chart of Accounts	Brian.Connery@ct.gov
BFA General Accounting	Rebecca.Salerni@ct.gov
Central Accounts Payable Division:	
CAP Division Director	Elizabeth.Macha@ct.gov
CAP Asst. Division Director	Keith.Petit@ct.gov
CAP Asst. Division Director	Tammy.Peatman@ct.gov
CAP – P-CARD/Cancellations	Sarah.Ormerod@ct.gov
CAP – Asset Management/Inventory	Heidi.Rodriguez@ct.gov
CAP – STATE Pay Cycle	Chrispin.Stewart@ct.gov
CAP – FYE Scorecards	Lavern.Thomas@ct.gov
CAP – CO-512	Rebecca.Forand@ct.gov
Core-CT HR/FIN Division:	
Core-CT Business Team Manager	Donna.Braga@ct.gov
Core-CT HR Team Lead	Pradeep.Padinhare@ct.gov
Core-CT FIN Team Lead	Brianne.McKenna@ct.gov
Core-CT Accounts Payable Lead	Michael.Virone@ct.gov
Core-CT Accounts Payable Analyst	Tamara.Klett@ct.gov
Core-CT Asset Management Lead	Scott.Przygocki@ct.gov
Core-CT Asset Management Analyst	Juan.Diaz@ct.gov
Core-CT Accounts Receivable/Billing Lead	Chris.Marchese@ct.gov
Core-CT Accounts Receivable/Billing Specialist	Agnieszka.Kowalewska@ct.gov
Core-CT ePro Lead	Maty.Bello-Persson@ct.gov
Core-CT P-Card Lead	Brian.Guilmartin@ct.gov
Core-CT Purchasing Lead	Michele.Richmond@ct.gov
Core-CT Inventory Specialist	Shaun.Bucchere@ct.gov
Core-CT HR Positions	Cheryl.Catania@ct.gov
Payroll Division	
Payroll Division Director	Mark Bissoni