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A. Yearend Closing Overview

1. Efficiency in ACFR Preparation

The Division of Finance continues to work with the Office of the Utah State Auditor to streamline the preparation of the State’s Financial statements (the Annual Comprehensive Financial Report or ACFR) and complete the annual audit as efficiently as possible. In order to meet our goal to provide a complete draft of the ACFR to the Auditor’s for audit by October 19, 2026, the **deadline for submitting the closing schedule will remain approximately 5 weeks after yearend – August 4th, 2026**. If you cannot make the deadline please contact Patricia Nelson at patriciarnelson@utah.gov with the Division of Finance. Please note that UCA 63J-1-601(2) states that the Division of Finance is required to close out the budget on or before August 31 of each fiscal year and we cannot do this without your help! We would like to thank all of you in advance for your participation in achieving this goal.

We ask that you work with us and the auditors to meet any changes to specific deadlines. Please do not postpone reviewing your agency specific funds, accounts receivables/payables, or reconciling your capital assets and bank account statements. If you can complete tasks earlier, please do so. If you identify changes in your processes that could save time, please share this information with us so that we can pass along these time saving tips to other agencies and incorporate them in the future.

2. Yearend Closing Process

The yearend closing process is used to close out the budget for the fiscal year ending June 30, 2026. The closing period is **July 1, 2026 through August 4th, 2026** and is divided into two accounting periods, as follows:

Processing Date	Fiscal Year	Accounting Period
July 1 – July 3	2026	12
July 1 – August 31	2026	13

All Fiscal Year 2026 (Old Year) transactions must be processed by August 4th, 2026. Period 13 will be closed in Vantage on August 31, 2026. Any transactions after that date can only be entered and processed by State Finance.

It is very important to record yearend transactions in the correct fiscal year. Please enter all transactions and record any accrual entries according to the deadlines outlined in the *Agency Closing Calendar* under the 2026 April BAO meeting Reference Guide. If you experience issues related to cut-off during closeout, please contact the Division of Finance’s Vantage Support Help Desk at 801-957-7750 or financesupport@utah.gov for assistance.

To prevent system cut-off errors, all transactions processed as of Monday, June 8, 2026, require entering the *fiscal year* and appropriate *accounting period* fields in the Header of the document in Vantage as follows:

- Header for all FY2026 (Old Year) documents must include budget fiscal year 2026, fiscal year 2026, and either accounting period 12 or 13.
- Header for all FY2027 (New Year) documents must include budget fiscal year 2027, fiscal year 2027, and the appropriate accounting period 1, 2 or 3 in the New Year.

When coding the accounting lines, leave the budget fiscal year and fiscal year fields blank because those fields will override the same fields in the Header if there is a conflict between the two.

The system requirement that requires budget fiscal year, fiscal year, and accounting period on the header of all documents will be turned off around the end of the month of August.



Agencies are encouraged to establish earlier internal document cut-off dates than those outlined in the *Closing Calendar for Agencies*, posted online, in order to close by August 4th, 2026. **However, an agency's internal cut-off dates should not supersede the statewide cut-off dates for interactions with other agencies.**

3. Closing Schedule – Due August 4th, 2026

The Division of Finance will prepare and distribute closing packages for each appropriation line item. The closing package consists of the following:

- *Fixed State Funding Schedule* – Provides the detail of appropriated state funds.
- *Disposition of Line Item by Funding Source Form* (also known as the *Closing Schedule*) - Reports the disposition of unexpended balances by funding source. **Please note that this form includes, where applicable, your agency's amount of lapsing dedicated credits to be deducted from the total unexpended amount when figuring your remaining lapsing and non-lapsing balances. Please complete your closing package by August 4th, 2026.**

Important: As you complete your closeout, and where applicable, please make sure you comply with the order of spending as outlined in *UCA 63J-1-105(7)(a)*, which states the following:

“When an agency has a line item that is funded by more than one major revenue type, one of which is dedicated credits, the agency shall completely expend authorized dedicated credits within the current fiscal year and **allocate unused spending authorization among other funding sources based upon a proration of the amounts appropriated from each of those major revenue types** not attributable to dedicated credits, unless the Legislature has designated a portion of the dedicated credits as nonlapsing, in which case the agency shall completely expend within the current fiscal year authorized dedicated credits minus the portion of dedicated credits designated as nonlapsing, and allocate unused spending authorization among the other funding sources based upon a proration of the amounts appropriated from each of those major revenue types not attributable to dedicated credits.”

In addition, agencies will be notified by the Division of Finance in late fall after **approval is given from the Governor's Office of Planning and Budget** to setup their final non-lapsing carry forward balances. Agencies will be instructed to prepare an appropriation budget transaction **BGAA** document with Event Type **BG04** in Vantage to add these carry forward funds into their New Year appropriation budgets.

- *Line Item Status Report* – In addition to the information in the closing packages, agencies will need to access the Line Item Status Report to input the expenditures and the collections. The Line Item Status Report shows total state funding, revenues, total available funds, expenditures, and unexpended balances.

The Division of Finance has prepared a COGNOS version of the *Line Item Status Report* that can be used by agencies to view their line item balances following each Vantage cycle. To access this report, go to <https://ufbi.finance.utah.gov>.

- Log in with your email address and your LAN password (if required)
- Select the Content file folder/directory from the left navigation menu
- Click on the Vantage tab
- Select Budget Reports & Line Item Status Reports folder.
- Select Line Item Status Report link.
- Follow the on-screen instruction prompts.



You may also request an updated report by contacting Devin Anthony at devinanthony@utah.gov or 801-957-7778.

See Section M - Detailed Closing Instructions and Examples Reference, “Closing Package Instructions” for more detailed information.

4. Modifying Agency’s Budget Execution Plans (BGAA Transactions)

Utah Code 63J-1-206 and 209 outlines the requirements for agencies when modifying their Budget Execution Plans. Agencies are **REQUIRED** by GOPB and LFA to make modifications to their plans during the fiscal year when it is necessary to adjust an established budget by schedule of program(s) within a Line Item of appropriation. To make a budget modification change, agencies should enter a BGAA transaction in the Vantage Financial system (formerly known as FINET). This allows the adjustment of State Fixed funding appropriations from one schedule of program to another program within the same Line Item. In the Vantage Financial system, the schedule of program referenced in the Budget Execution plan corresponds to the individual appropriation unit code within that Line Item grouping.

Both the Governor’s Office of Planning and Budget (GOPB) and the Office of the Legislative Fiscal Analyst (LFA) now require that agencies close the fiscal year with all of their schedule of programs within the Line Item showing a positive balance. GOPB and LFA believe that new approach will increase efficiencies within the State’s annual budgeting process. Agencies will now need to closely monitor their spending down at the appropriation unit level and adjust individual appropriation unit budgets to account for any overspending at the appropriation unit level within the Line Item.

To make necessary adjustments, an agency must enter a BGAA transaction in the Vantage Financial system to adjust their Fixed State Funding budget amount by schedule of program. Use an Event Type **BG03** to “true up” the schedule of program(s) budget amounts.

Create Transaction

* Required fields

<p>* Transaction Code</p> <input type="text" value="BGAA"/>	<p>* Transaction Dept</p> <input type="text" value="150"/>	<p>Transaction Unit</p> <input type="text"/>
<p>* Transaction ID</p> <input type="text" value="26"/> <p>Show More</p>	<p><input checked="" type="checkbox"/> Auto Numbering</p>	

(Continues on next page)



On the Header section of the BGAA transaction, enter Budget Fiscal Year 2026, Fiscal Year 2026, and leave the current Period blank.

On the Appropriation section of the document, adjust your available State Fixed Funding by appropriation unit using an Action of 'Modify' and Event Type of 'BG03'. For a negative overspent balance, 'Increase' the Dollar Amount field of one appropriation unit and then adjust another appropriation unit with a 'Decrease' to the Dollar Amount within the same Line Item. Your total adjustments between appropriation units should equal \$0 for the Line Item. In addition as required by Utah Code 63J-1-209 (4), provide a brief explanation in the 'Description' field to explain the need for the increase and decrease by schedule of program (i.e., Appr Unit).

Once the BGAA document is completed, click on the Validate and Submit buttons.

After submission, please notify Devin Anthony at the Division of Finance via email at devinanthony@utah.gov for review and approval. This information that is required per Utah Code 63J-1-209 (4)(b) will be reported on the 'Appropriation Budget Detail' report available in COGNOS, where GOPB and LFA analysts can review your agency's Line Item BGAA budget transactions.



REPORT ID: BGAA

**State of Utah - FINET
Appropriation Budget Detail
Fiscal Year: 2025**

Fund: 1000
Department: 0

Line Item	Appropriation	Transaction Date	BGAA Transaction ID	Line	Transaction Description	Action	Fixed Funding Budget	Estimated Revenue	Total Budget
	CM Init	05/08/2025	150 AP20252021	5	FY2025 Supplemental Amended Appropriations-2025 General Session	Dedicated Credit Supplemental		\$150,000.00	\$150,000.00
							\$96,222,824.19	\$799,900.00	\$97,022,724.19
	CM & G	04/25/2024	150 AP20250037	11	FY2025 Original Adopted Appropriations-2024 General Session	Adopted Fixed Funding	\$3,213,800.00		\$3,213,800.00
				12	FY2025 Original Adopted Appropriations-2024 General Session	Dedicated Credit Adopt		\$260,300.00	\$260,300.00
		08/21/2024	2500000005	2	Moving revenue for unit 5160 to a new appropriation within the same line item	Amended Fixed Funding	\$545,654.42		\$545,654.42
		12/20/2024	2500000008	5	Beginning nonlapsing balance GS24 580003 item 60 for \$45M	Carry Forward Expense	\$4,406,955.53		\$4,406,955.53
		05/08/2025	150 AP20252021	6	FY2025 Supplemental Amended Appropriations-2025 General Session	Amended Fixed Funding	\$554,600.00		\$554,600.00
	CM						\$8,721,009.95	\$260,300.00	\$8,981,309.95
							\$76,829,114.62	\$15,591,300.00	\$92,420,414.62

Please note that you will need to continue to monitor for any subsequent transactions that come in after you have submitted your final closing package in Workiva to the Division of Finance to adjust for these late expenses received and processed that may put your adjusted program back into a negative ending position. You can check the *Line Item Status* report in COGNOS at any time during the close-out process to view the remaining balances of individual appropriation unit codes (i.e., schedule of programs).

Note: Agencies may manually enter their own Expense and/or Revenue Budget transactions (BGE44 or BGR45) to agree to their amended FY 2026 Appropriation Budgets (BGAA Documents) adjustments that are setup at yearend, though this is not required by the Division of Finance. These budgets are separate from the BGAA appropriation budget transactions.

Additionally, Darin Janzen from the Division of Finance will periodically send a report to agencies identifying any individual appropriation unit program with a negative ending balance, assisting you in identifying which appropriation unit codes need adjusting to ensure you do not close out the fiscal year with a negative balance by appropriation unit within Line Item. For any questions or assistance, please reach to Darin Janzen at djanzen@utah.gov or 801-957-7719 or Devin Anthony at devinanthony@utah.gov or 801-957-7778.

5. Inter-Agency Billings/Payments Cut-off Timeframe

As a final reminder, please enter June 30, 2026 as the document record date for all Old Year ITA transactions. Otherwise, the system will default and post the ITA to the new fiscal year.

The posting date on ITA documents is monitored and enforced by the Vantage Systems Operations Support team during the closeout period. Normally throughout the fiscal year, an ITA will auto-post in Vantage 20 calendar days after the ITA was created to give the 2nd party adequate review time. However, agencies will have less time to approve ITAs during closeout than normal due to the July 17th cut-off date (see the table below). **After July**



17, 2026, Old Year ITAs will be approved and posted by the Vantage System Operations Support team the next day if an agency has not approved them.

6. ITA, IDT, and IET Cut-off Dates

July 1	Deadline to finalize Old Year interagency ITAs and IETs in Vantage. After this date, Old Year interagency ITAs and IETs may only be processed if the Initiator notifies the 2nd Party so the 2nd Party can include the billing in their closing schedules. Any interagency billing should be coordinated with the other agency's main budget and accounting officer to ensure agreement and eliminate surprise billings in another agency's closing schedule.
July 17	Deadline to complete all Old Year interagency ITAs and IETs in Vantage, where the Initiator has notified the 2nd Party Do not set up accounts receivable or accrued expenditure JVYEs for unpaid Old Year interagency billings. Instead, set up Due To and Due From transactions. Please work with Sheena Goodsell with the Division of Finance at 801-957-7753 or sgoodsell@utah.gov to record these Due To and Due From transactions.
July 31	Deadline for all Old Year intra-agency IDTs and IETs (within the same agency). (Note: ITAs should only be used for interagency activity.)

7. ISF and UCI Old Year Billing Completion Dates

Agency/Division	Date
DGO Fleet Operations:	
Motor Pool	July 6
Fuel Network	July 6
DGO General Services:	
Publishing Services	July 6
State Mail	July 6
Surplus Property	July 6
DGO DFCM Facilities Management	July 20
Attorney General	July 17
Utah Correctional Industries	July 6

8. SAP Concur Yearend Processes

For fiscal year-end, all SAP Concur transactions (p-card and travel expenses) must be fully approved by June 29th to be interfaced into Vantage Financial for the current fiscal year. Transactions approved on or after June 30th will be processed as new fiscal year transactions and may require an accrual.

For detailed procedures, cutoff dates, accrual processes, and reporting resources, refer to the **SAP Concur Fiscal Year End Procedures**. This also outlines how to monitor SAP Concur draft transactions in Vantage Financial. State Finance will distribute relevant reports weekly to assist agencies with these processes. Please contact concur@utah.gov with any questions.



9. Reconciling DGO DTS Billings/Cut-off Dates

It is very important that agencies complete the reconciliation of DTS billings to Vantage to ensure all billing errors are corrected before closing out the FY 2026 budget. These billings must be reconciled and errors corrected by **August 4, 2026**, to avoid auditor findings and misstatements of the State’s financial statements.

Significant DTS billing dates and deadlines are listed below.

Billing	Description	Date
Agency Bill Charges	June Period 12 DTS Preview Bill available for agencies to review.	June 18
	Deadline to submit June Period 12 DTS Preview Bill updates. Please submit a request using the Billing Request Form.	June 29
	June Period 12 DTS Agency Bill complete in Vantage.	July 6
	June Period 13 DTS Preview Bill available for agencies to review (won’t include PP 13).	July 10
	Deadline to submit credit request or adjustments for FY2026 DTS Agency Bill charges. Please submit a request using the Billing Request Form.	July 15
	June Period 13 DTS Agency Bill completed in Vantage.	July 17
Direct Purchases	Deadline to submit technology invoices that need to be paid through DTS.	July 6
	Final day for processing OLD Year DTS technology invoice payments.	July 17

DTS Purchases: IT purchases initiated by DTS are charging directly to the agency expense budgets on the payment transactions. The Document ID will have “DTS” as the prefix. Agencies (ex: PRC 810 DTS00000001). The invoice and other back-up documentation have been attached directly to the PRC for you to view.

We recommend agencies track any DTS Direct Purchases during the last few weeks of June to ensure that these invoices are submitted to DTS by **July 6** to be recorded in the Old Year. Starting **July 20**, invoices for direct purchases will be processed by DTS in the New Year and it will be the agency’s responsibility to accrue the expenditures for purchases received prior to July 1 in the old fiscal year.

DTS Telecom: DTS sent all agencies a telephone inventory report in June. Please take the time to review your list. Changes that need to be reflected in FY 2026 should be submitted by **June 22, 2026**. When submitting the order, please refer to the order if the changes need to be reflected in FY 2026 or FY 2027.

ELCID Updates: Please notify DTS Billing of any changes to ELCIDs made in Vantage so that you can be sure that they are billing the correct one. If you have questions about your DTS bills, please email dtsbilling@utah.gov.



10. Yearend Accrual Accounting

JVYEs (Yearend Journal Vouchers) are for old year transactions that cannot be completed by closeout with a normal Vantage entry (e.g., GAX, PRC, RE, ITA). Agencies can begin entering yearend accrual and deferral entries using a JVYE transaction beginning July 1, 2026.

- 1. Agencies will first complete the JVYE form for the needed type of accrual. The form templates are available on the Division of Finance’s website at https://finance.utah.gov/state-agency-resources/forms/ (FI-61 series of forms).
2. Agencies will enter the JVYE in Vantage manually or by spreadsheet upload using an UPDOC template. Note that the UPDOC helps with data entry, but it does not replace the JVYE Excel forms. The completed JVYE form should be attached with each JVYE for review along with any other supporting documentation. Be sure to attach sufficient support to your JVYE in Vantage to ensure a smooth review process.
3. Agencies will review and approve JVYEs in Vantage. State Finance will be final approvers for all JVYEs greater than \$1 million. Contact the following approvers if you need a quick turnaround for your JVYE or you want to discuss a JVYE in process:
• Patricia Nelson at patriciarnelson@utah.gov or 801-808-0684
• Kelli Levanger at klevanger@utah.gov or 801-957-7774
• Rebekka Wilkinson at wilkinsonr@utah.gov or 801-957-7715
4. Agencies should monitor processed JVYEs to catch any errors before closeout.
5. Last, agencies should ensure each JVYE is reversed in the new year.

See Section M.2 - “JVYE Accruals and Deferrals” for detailed instructions for completing each of the JVYE forms, entering JVYEs in Vantage, including via spreadsheet upload, searching for JVYEs in Vantage, and reversing JVYEs in the new year.

In addition to the information provided in this Reference Guide, you may find JVYE Training video and slides here, as well as other yearend training: https://finance.utah.gov/state-agency-resources/budget-accounting-officers/.

11. Old Year Transactions Identified After August 4th, 2026

All old year financial transactions, regardless of amount, should be identified, recorded, and accrued in Old Year before August 4th, 2026. If you identify significant (greater than \$50,000) Old Year payment transactions or other



transaction types (i.e., ITI/ITA, Prepays, and Receivables) after the closeout deadline of August 4th, 2026 and before the ACFR is issued in November, and a JVYE transaction had not already been recorded for those transactions in FY2026, please contact Patricia Nelson, Assistant State Comptroller at 801-808-0684 or patriciarnelson@utah.gov to determine how and when to record the transaction in FY2026.

Old Year expenditure transactions less than \$50,000 identified after closeout and not accrued on a JVYE (and therefore recorded/paid in New Year) must be identified and tracked by the department throughout the entire New Year for budgetary compliance. Follow the steps outlined below to record the payment:

- a. For a GAX, PRC, or GMA, record the transaction in the New Year in Vantage using the unique **prefix F26** in the Document ID field. Although these transactions include **prefix F26** in the Document ID field, **enter fiscal year 2026 in the header section** of the Vantage transaction. With the unique **prefix F26** in the document transaction ID, the Division of Finance will query for these transactions to evaluate budgetary compliance and determine if accrual entries need to be recorded in preparing the State’s financial statements.

Create Transaction

Continue Cancel

* Required fields

* Transaction Code GAX	* Transaction Dept 150	Transaction Unit
* Transaction ID F25	<input checked="" type="checkbox"/> Auto Numbering	

[Show More](#)

- b. Agencies are required to maintain a separate listing for all other Vantage expenditure transaction types that are unable to include the **F26 prefix** in the transaction ID. For these types of transactions, the agency must list the transaction in the agency’s closing package on the tab titled “**Prior Year Transactions.**” This will include reporting the transaction ID, amount, description, and account coding. The Division of Finance will review this list during closeout to determine if expenditures need to be accrued for the State’s financial statements. This list will also be used at closeout and throughout the New Year to determine budgetary compliance.

A1 Prior Year Transactions												
A	B	C	D	E	F	G	H	I	J	K	L	
Prior Year Transactions										DOF Reviewer:	Devin Anthony	
										Review Date:		
Instructions: Please record transactions paid in the New Fiscal Year (i.e., FY2026) for a prior fiscal year related expenditure for goods or services which could not be identified already by using the FINET entry (examples include interface, p-card, travel, or any other low dollar transactions where a JVYE accrual entry for old year was not created).												
Invoice	Description of Invoice	FINET Transaction Doc ID (GAX or PRC)	Amount	-----FINET Coding Block-----								Notes: (Anything that State Financial Officers should be aware of related to Transaction?)
				FUND	DEPT	UNIT	APPR CLASS	APPR	OBJECT	BSA		
123456A	Payment on Contract# 123456789	GAX 123 230000001	1123.56	1234	123	1234		ABC	1234	1234	<- This is provided as an example for transactions identified.	

- c. To ensure compliance with the Budgetary Procedures Act (UCA 63J-1-601(3)), please scan and attach the appropriate supporting documentation to the Vantage transaction. This will facilitate analysis of these types of payments and will be considered sufficient to comply with the procedures as outlined in the *Prior Year Payments – Reporting* accounting policy FIACCT 05-16.01 related to reporting these transactions to the Division of Finance.



B. Expenditure Payment Cut-off

1. Payment Processing

The Vantage system will allow the processing of Old Year payments (GAX, PRC, or GMA documents) using the regular payment process until the closing date of **August 04, 2026**. This is to help minimize the number of accrued expenditure JVYE entries that you would have to process in cases where the expenditure was recorded in New Year, but applies to your agency’s Old Year budget. The system will record the cash side of the transaction in the New Year correctly and set up a liability in Old Year. We recommend that you try to have all Old Year payments made by **July 17, 2026**, where possible.

See Section M - Detailed Closing Instructions and Examples Reference, “Old Year and New Year Payments” for more detailed information.

2. Accrued Expenditures

An accrued expenditure transaction is used to record an Old Year expenditure (**for goods or services received by June 30, 2026**) when you will not be able to process the payment in the Old Year using the regular payment process by **August 04, 2026**. It is also used when you pay an invoice that covers expenditures that occurred in both Old and New Year. Normally, these types of payments are made in the New Year and the accrued expenditure transaction is used to move the Old Year portion out of New Year and record it as an Old Year expenditure. Please include reference of the JVYE FI61AE transaction with the New Year payment.

See Section M - Detailed Closing Instructions and Examples Reference, “Accrued Expenditures” for more detailed information.

You may process an Accrued Expenditure JVYE transaction (form FI61AE) in Vantage between July 1 and **August 04, 2026**.

3. Prepaid Expenditures

Agencies should only pay New Year expenditures before July 1 if a prepayment for services is required by the vendor (i.e., registration fees and travel). Rent and other charges due July 1 should not be prepaid, but should be scheduled to be paid on July 1.

Prepaid Expenditures – Paid Before Yearend

If you had to pay for the above types of services before July 1, 2026 , process a Prepaid Expenditure JVYE transaction (form FI61PE) in Old Year to move the related expenditure to New Year.

Prepaid Expenditures – Governmental Funds

An agency operating in a governmental fund will occasionally pay for services in the Old Year where the service period starts in the Old Year and extends into the New Year. Examples include maintenance contracts, software licenses, subscriptions, and insurance fees. If there are yearend prepaid expenses that need to be booked, use the Prepaid Expenditure JVYE transaction (form FI61PE) in Old Year to move the related expenditure to New Year.

Prepaid Expenses – Non-Governmental Funds

Enterprise, Internal Service, and Fiduciary funds operate and report under the full accrual basis of accounting. These fund types should record prepaid type expenses (i.e., where the service period starts in the Old Year and extends into the New Year) at the time of payment and record the costs in the proper periods that the expense covers. If there are yearend prepaid expenses that need to be booked, use the Prepaid Expenditure JVYE transaction (form FI61PE) in Old Year to move the related expenditure to New Year.



See Section M - Detailed Closing Instructions and Examples Reference, “Prepaid Expenditures” for more detailed information.

4. Paying Old Year Taxable Earnings – Paid Through Payroll

Enter Old Year taxable earnings (such as incentive awards, severance pay, or retro pay) on the Time Entry screen before 5:00 pm on **July 10, 2026**. If you are unable to meet this cut-off date, enter Old Year taxable earnings on the Time Entry screen as New Year and prepare and enter an Accrued Expenditure JVYE transaction (form FI61AE) in Old Year to move the expenditure from New Year into Old Year.

5. Petty Cash Old Year Cut-off Procedures and Reimbursement

Petty cash reimbursements for purchases made on or before June 30, need to be recorded as expenditures in the Old Year. Do not combine Old Year and New Year expenditures made for reimbursement on the same document. Agencies may enter their petty cash reimbursement entries using a Vantage GAX document and filing the original form (FI 53) with their agency. Old Year petty cash reimbursements should be entered in Vantage by **July 07, 2026**.

6. Yearend JVYE and Expenditure Training

Yearend JVYE and expenditure training is on the Finance website at <https://finance.utah.gov/state-agency-resources/budget-accounting-officers/>. If your agency is in need of individualized yearend training, please contact Rebekka Wilkinson (801-957-7715, wilkinsonr@utah.gov).

C. Cash and Revenue Cut-off

NOTE: For purposes of this Guide, the term “cash” includes currency, checks, or any type of electronic payment transaction (i.e., credit or debit cards, ACH/electronic funds transfer, or E-checks).

Generally, revenue is earned when goods or services have been provided, while cash may be received before, at the same time, or after the revenue is earned. Cash and revenue accounting cut-off procedures are used to record **cash in the year it is received** and **revenue in the year it is earned** for proper reporting in the ACFR.

Timing	Cash Received	Revenue Earned	Procedure
Cash Received Before Revenue Earned	Old Year (By or before June 30)	Old Year (By or before June 30)	Record CR in Old Year with revenue code; no RE is needed* Both cash and revenue are recorded in Old Year.
Cash Received Before Revenue Earned	Old Year (By or before June 30)	New Year (On or after July 1)	Record CR in Old Year with revenue code; no RE is needed* - AND - At yearend, enter an Unearned Revenue JVYE (form FI61-UR) Cash is recorded in Old Year and revenue in New Year.
Cash Received At The Same Time Revenue Earned	Old Year New Year	Old Year New Year	Record CR in the year cash was received with revenue code; no RE is needed* Both cash and revenue are recorded in the same year.



Timing	Cash Received	Revenue Earned	Procedure
Cash Received After Revenue Earned	New Year (On or after July 1)	New Year (On or after July 1)	Record an RE in New Year with revenue code - AND - Record a CR in New Year, referencing the CR to the RE in order to close out the RE Both cash and revenue are recorded in New Year.
Cash Received After Revenue Earned	New Year (On or after July 1)	Old Year (By or before June 30)	Do only one of the following. Note that REs can be entered in period 13, and agencies should enter REs instead of JVYEs where possible. 1) Record an RE in Old Year with revenue code - AND - Record a CR in New Year, referencing the CR to the RE in order to close out the RE - OR - 2) At yearend, enter an Accounts Receivable JVYE (form FI61-AR) - AND - Record a CR in New Year; no RE is needed* #1 or #2 record revenue in Old Year and cash in New Year.

*If federal revenue is involved, you will need to record an RE in the same year cash is recorded in order to determine compliance with the Cash Management Improvement Act (CMIA) and Treasury-State Agreement (TSA) requirements. Be sure to reference the CR to the RE in order to close out the RE

1. Cash Cut-off

Cash may be received in the office (e.g., over the counter or in the mail), by field agents, or through electronic transactions processed at the office (e.g., over the counter or over the phone) or via an agency website.

Cash received **on or before June 30 is FY 2026 cash.**

- Record a CR in **FY 2026, through accounting period 13.**
- If applicable, the CR should reference the related receivable.

Cash received **after June 30 is FY 2027 cash.**

- Record a CR in **FY 2027.**
- If applicable, the CR should reference the related receivable.

Agencies must record all old year CRs by July 10, 2026 to ensure State Finance can close out properly. If this deadline cannot be met, do not process a New Year CR to record Old Year cash. Instead contact Michelle Barnes at the Division of Finance (801-957-7756, mpbarnes@utah.gov).

Closely monitor your CRs during closeout to ensure they are entered in the correct year. If a CR is entered in the wrong year, the agency will need to cancel and re-enter the CR in the correct year. Please contact Rebekka Wilkinson (801-957-7715, wilkinsonr@utah.gov) if your agency needs help with this process.

See Section M - Detailed Closing Instructions and Examples Reference, “Revenues, Receivables, and Cash Cut-Off” for more detailed information.



2. Revenue Monitoring and Lapsing of Excess Dedicated Credits

Throughout the year, departments should monitor compliance with Dedicated Credits, Expendable Receipts, Revenue Transfers, and Federal Revenue budgeting, reporting, and monitoring requirements.

DGO Finance will distribute Revenue Monitoring Report Exceptions (Dedicated Credits, Expendable Receipts, Revenue Transfers, and Federal Revenue) during closeout on **July 2nd, 10th, 17th, and 23rd**. This will include line items that are at risk of lapsing during close (if applicable).

Departments can and should continue to self-monitor throughout the Old Fiscal Year close process but detailed reports will not be sent since they are available through the Finance website. Departments must review these reports, acknowledge, and take action as necessary.

Revenue monitoring reports can be found at <https://ufbi.finance.utah.gov/>, Content > FINET > Revenue – AM11, AM12 Reports:

- **Dedicated Credit Monitoring Report** – This report monitors compliance with UCA 63J-1-105(3), which states that an agency may expend the excess up to 25% of the amount appropriated if the expenditure is included in a revised budget execution plan (BGAA document) or if an agency's dedicated credits revenue represents over 90% of the budget line the agency may expend 100% of the excess of the amount appropriated if the agency submits a revised budget execution plan (BGAA document).
- **Expendable Receipts Monitoring Report** – This reports monitors compliance with UCA 63J-1-105(10) which states that agencies must submit a revised budget execution plan (BGAA document) to expend any excess expendable receipts. Excess expendable receipts revenue that is more than 25% greater than the amount appropriated by line item, must be reported (including the excess amount, source of expendable receipts, and purpose for which receipts will be expended) to GOPB, LFA, and EAC within 60 days of submitting a revised budget execution plan.
- **Federal Revenue Monitoring Report** – UCA 63J-5-201 requires all Federal Revenue to be approved by the Legislative Executive Appropriations Committee (EAC), including any excess amounts received before they can be spent. UCA 63J-5-205 allows for agencies to expend up to 125% of appropriated federal revenues under certain limitations. However, Statute is currently silent on the budgetary compliance expectations for excess federal revenues. State Finance worked with the LFA and GOPB to determine that departments are expected to submit a revised budget execution plan (BGAA document) to expend any excess Federal revenue.
- **Revenue Transfers Monitoring Report** – Agencies are limited to 100% of Revenue Transfer appropriations. Although statute is silent on any exceptions to collection limits and budgetary compliance expectations for revenue transfers, State Finance worked with the LFA and GOPB to determine that departments may not exceed 100% of appropriated revenue transfers.

Due to errors occurring in previous years with unauthorized expenditure of excess revenue, DGO Finance, GOPB and the LFA’s office require agencies to report the excess amount of major revenue types collected to the GOPB, the LFA, and the EAC when submitting a revised budget execution plan. **Documentation that the agency has reported to the GOPB, LFA, and EAC must be attached to the BGAA in Vantage.**

Please contact Liahona Hepworth (801-957-7705, lrhepworth@utah.gov) with any questions.

Final Calculation of Lapsing Amounts

At the end of July, agencies will receive a report from Liahona Hepworth at State Finance indicating the final amount of excess dedicated credits to be lapsed by line item. If your line items are not expected to have lapsing dedicated credits, you may not receive a report.

State Finance will not enter a JVA to lapse your dedicated credits. The FY 2026 lapsing amount will appear on the Disposition of Line Item by Funding Source form and must be part of your agency’s final closing



package. Agencies affected must deduct this amount from the total “Unexpended” amount shown on their closing schedule when calculating the remaining portion of unexpended funds that are either lapsing or non-lapsing. The Division of Finance will review your submitted form and will contact your agency’s Budget and Accounting officer with any concerns or issues.

3. Revenue and Receivable Accounting

Each agency should record revenues regularly as they are earned during the year. As shown in the table above, when revenues are earned before cash is collected, a receivable must be recorded either in Vantage (RE) or an approved subsidiary ledger:

Vantage REs [FIACCT 06-01, 02]

- The CR that records the collection of an RE **must** reference the RE in order to close the RE and prevent the duplication of revenues in the ACFR.
- If the collection of a receivable was recorded in Vantage through a transaction other than a CR, please contact Rebekka Wilkinson (801-957-7715, wilkinsonr@utah.gov) to discuss how to close the RE.
- Old year REs can be entered during accounting period 13.
- If you are unable to enter an RE in Old Year, you should enter an Accounts Receivable closing JVYE transaction (form FI-61AR). However, agencies should enter REs instead of JVYEs where possible.

Subsidiary Ledger Receivables [FIACCT 06-00, 02]

- Agencies with written approval from State Finance and the Office of State Debt Collection (OSDC) to track non-Federal invoices in a subsidiary ledger instead of Vantage must still record summarized revenues and receivables monthly in Vantage.
- Each agency is responsible to ensure revenues and receivables recorded in a subledger are valid and accurate and reconcile to Vantage.
- Summarized entries for old year can be entered during accounting period 13.
- If you are unable to record a receivable in the subledger in Old Year, you should enter an Accounts Receivable closing JVYE transaction (form FI-61AR). **Such JVYEs should be properly accounted for when reconciling between the subledger and Vantage.**

See Section M - Detailed Closing Instructions and Examples Reference, “Revenues, Receivables, and Cash Cut-Off” for more detailed information.

4. Review of Open Accounts Receivables

Agencies should review open accounts receivable throughout the year to ensure they are valid and accurate, correcting invalid receivables and writing off uncollectible receivables as needed.

AR04 Current and Aged Receivables by Customer Name:
<https://ufbi.finance.utah.gov/> > Content > FINET > Receivables – AR Reports

Note that WOs (write-offs) cannot be submitted in Vantage in fiscal period 13. If an agency misses the period 12 cut-off, the WO must be submitted in the new year, and a JVYE should be recorded to reflect the WO in old year. Contact Liahona Hepworth (801-957-7705, lrhepworth@utah.gov) or Rebekka Wilkinson (801-957-7715, wilkinsonr@utah.gov) with any questions.

5. Expenditure Refunds

Situations may occur where a non-State entity (e.g., outside vendor) owes a refund or reimbursement to the state, for example due to a credit memo, a vendor overbilling, or an overpayment for goods or services. Agencies



should typically record these using an RE that credits the original object code. If circumstances do not permit recording an RE, at yearend agencies may process an Expenditure Refund JVYE transaction (form FI-61ER).

See Section M - Detailed Closing Instructions and Examples Reference, “Revenue, Receivables, and Cash Cut-Off” for more detailed information.

6. Unearned Revenues and Deferred Inflows

Unearned revenue and deferred inflows (deferred revenue) represent assets received by the State that will be recognized as revenue in the future periods it is considered “earned”.

Unearned Revenue - earned as performance obligations are met

Recording an Unearned Revenue JVYE transaction (form FI-61UR) is necessary if cash or assets are received on or before June 30, 2026, but performance obligations are not met until FY 2027 (e.g., before the goods or services have been provided; before there is an enforceable legal claim and a right to use the revenue; or before all eligibility requirements have been met).

Deferred Inflows - earned based solely on the passage of time

Recording a Deferred Inflow JVYE transaction (form FI-61DIR) is necessary in situations where revenue is recorded in a governmental fund but the actual collection or receipt of the revenue is not “available” - not received or is not expected to be received to cover current year expenditures. The State of Utah defines “available” as

- Revenues other than Federal Grant revenue collected or expected to be collected generally within 45 days of fiscal yearend.
- Federal Grant revenue collected or expected to be collected generally within 12 months of fiscal yearend.

If these availability criteria are NOT met, the revenue should be reclassified as a deferred inflow. If availability criteria ARE met but revenues are not *legally* usable for expenditure for that year, the revenue should also be reclassified as a deferred inflow.

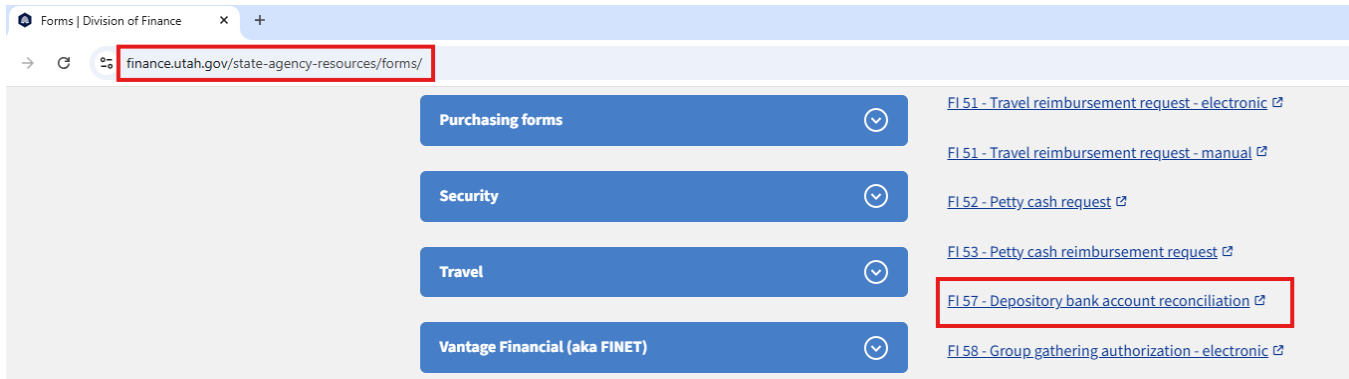
See Section M - Detailed Closing Instructions and Examples Reference, “Revenue, Receivables, and Cash Cut-Off” for more detailed information.

7. Yearend JVYE and Revenue Training

Yearend JVYE and revenue training is located on the Division of Finance website at <https://finance.utah.gov/state-agency-resources/budget-accounting-officers/>. If your agency is in need of individualized yearend training, please contact Rebekka Wilkinson (801-957-7715, wilkinsonr@utah.gov).

8. Depository Bank Account Reconciliations

Agencies should complete their bank reconciliations using the most recent “FI 57 Depository bank account reconciliation” available at finance.utah.gov/state-agency-resources/forms/. Follow the instructions on the form and format of the form to adequately document the resolution of all reconciling items.



Complete your June and July depository bank reconciliations as soon as possible but no later than the following deadlines (see also the Closing Calendar):

- June = July 17, 2026
- July = August 14, 2026
- Old Year reconciling items resolved = August 4, 2026 (closing deadline)

Remember that old year CRs are entered for receipts up to and including June 30, 2026. New year CRs are entered for receipts July 1, 2026 and thereafter.

Notifications will be sent to agencies that are not current with their bank reconciliations or that have outstanding reconciling items over 90 days. **Your agency will not be considered closed out if your Old Year monthly reconciliations have not been completed and all reconciling items that affect Old Year have not been resolved in Vantage.**

Please contact Michelle Barnes, (801-957-7756, mpbarnes@utah.gov) with any questions about bank reconciliations and resolving reconciling items.

D. Capital Asset Closeout

1. Capital Asset Reconciliations

Per Capital Asset policy 9-1 section O-1, each agency should be completing a reconciliation between Vantage capital expenditures and Vantage Capital Assets monthly. Each agency should be receiving Capital Asset reports monthly via email from Matt Rich at State Finance. These reports are used to reconcile capital object code expenditures recorded to additions in the Capital Asset Subsystem. Notifications will be sent to agencies if they are not current with their capital asset reconciliations. All FY 2026 capital asset reconciliations should be turned into Matt Rich by **July 17, 2026**, for June Old Year month end and **August 21, 2026**, for final closeout. If you have any questions, please contact Matt Rich at 801-957-7704 or mattrich@utah.gov.

2. Capital Asset Physical Inventory

Agencies are required to certify that they have completed and verified their annual capital asset physical inventory. This certification is part of the year-end closing package process and must be submitted by the same deadline as the closing package. Before the end of the fiscal year, agencies must conduct a thorough physical inventory of their capital assets, reconcile the results to their internal records, and update those records to reflect any discrepancies. See 8. Closing Package Instructions to reference the exact due date. Each year, auditors review a sample of the physical inventory and capital asset records for accuracy. Agencies with unresolved discrepancies or a high number of audit exceptions will be asked to provide explanations.



Inventory of capital assets should be completed by **June 26, 2026**, in order to meet the closeout certification deadline. If you have not already done so during FY 2026, please take a careful physical inventory of your capital assets as soon as possible and update your capital asset records accordingly. Contact Matt Rich at the Division of Finance at 801-957-7704 or mattrich@utah.gov if you have any questions.

3. DGO DTS Purchased IT Capital Assets

During FY 2026, DTS purchased IT capital assets for agencies using the funding codes from the original payment transactions. These transactions were charged directly to agency expense budgets and can be identified by the "DTS" prefix in the Document ID (e.g., PRC 810 DTS00000001). To facilitate your review, all relevant invoices and supporting documentation have been attached directly to the corresponding PRC.

Agencies must thoroughly review these DTS billings to determine which items qualify as capital assets. Qualified assets must be recorded in the Capital Asset Subsystem. If the initial billing used a non-capital expenditure code for an item that meets capitalization criteria, you must also process an Inter-Departmental Transfer (IDT) to reclassify the expense correctly. Additionally, please note that these purchases may fall under the Cloud-Based Solutions and Software Subscriptions category; further classification guidance is available in Section 5, Capital Asset Miscellaneous Items.

Accurately recording capital assets in the Capital Asset Subsystem and ensuring expenses are moved to the proper capital object codes is essential for precise financial reporting. If you have questions regarding this process or require assistance, please reach out to Matt Rich or Gillian Rousselle.

4. Internally Developed Computer Software

If your agency was involved in internally developing computer software during FY 2026 (including multi-year projects), please ensure all implementation costs incurred during the development stage have been tracked. The development stage officially begins after the preliminary assessment is complete and management has authorized and committed funding to the project. In accordance with Capital Asset Policy 9-1, if the total expected cost of the software exceeds the State's capitalization threshold of \$500,000, the project must be capitalized.

For multi-year projects, whether developed by internal agency personnel or an outside consultant, agencies must record expenditures on the Software Development Projects form so costs can be captured in a work-in-progress (WIP) balance sheet account. Completed forms must be submitted to Matt Rich at mattrich@utah.gov by **July 31, 2026**. For additional tracking details and allowed expenses, please reference the full Capital Asset Policy 9-1, Section N.

5. Capital Asset Miscellaneous Items

Following past agency consolidations, Finance no longer requires the first three digits of the capital asset number to match the department number, though agencies may absolutely choose to continue this practice for internal tracking if they prefer. For previously consolidated agencies, original fixed asset (FA) numbers remain unrevised, while the associated accounting lines reflect the updated department codes. Consequently, any financial queries must be configured to pull the department number directly from the accounting line rather than relying on the capital asset number itself.

The DGO Division of Finance is required by the Governmental Accounting Standard (GASB96) to compile a list of all software related contracts to determine if/how that contract should be reported in the State's Financial Statements. The DGO Division of Finance compiled a list of potential software contracts for each agency and will need copies of those contracts as well as a list of other potential software contracts not already identified, by **August 14, 2026**. These lists are for NON-DTS contracts and non-statewide contracts only. Your department



should have already been contacted by the DGO Division of Finance with the list and directions to the Google directory to save those contracts. Any other questions regarding capital asset accounting, please contact Gillian Rousselle at grousselle@utah.gov.

GASB 87 *Leases* and GASB 96 *Subscription-Based Information Technology Agreements* establish accounting standards based primarily on contract length, introducing distinct treatments for short-term and long-term arrangements. Short-term agreements are defined as contractual arrangements with a maximum possible term of 12 months or less, including any options to extend, while agreements with a total potential duration exceeding 12 months are classified as long-term. To ensure proper financial reporting and compliance with these standards, the specific object codes summarized below must be utilized to differentiate between these short-term and long-term obligations:

- Short-term lease of land/building and equipment - 6161 & 6162
- Long-term lease of land/building and equipment - 6163 & 6164
- Short-term lease of data processing hardware and software - 6587 & 6588
- Long-term lease of data processing hardware and software - 6589 & 6590
- Interest payment on financed purchase - 6264

6. Vantage Capital Asset Approval Workflow

Departments approve their own FI, FC, and FD transactions in Vantage prior to the final approval from the Division of Finance. These transactions can be viewed in the FIN Approvals (WRKLSTC) section from Vantage if you are the assigned approvers. To help identify if your agency has any outstanding FI/FC/FDs that need to be reviewed/approved, please use the Transaction Catalog > Search Transaction Code “FI,FC,FD” > Transaction Phase as “Pending” This will generate a list of all pending FI/FC/FDs. Please make sure to review and approve them in a timely manner.

7. Capital Asset Training

If your agency is in need of capital asset training, please contact Matt Rich at 801-957-7704 or mattrich@utah.gov to schedule a time and location.

E. Federal Grant Considerations

1. Federal Funds Contingency Plan

[UCA 63J Chapter 5, Part 3](#) governs the preparation and submission of agency Federal Funds Contingency Plans. Submission of the plans will be administered by the GOPB. Please contact Duncan Evans, GOPB, at devans@utah.gov or 801-538-1592 with questions.

2. Federal Funds Received in Advance

Some agencies receive federal funds as advance distributions or upfront payments (payouts). These distributions are required to earn interest and must be accounted for separately. If your agency has received or expects to receive any upfront federal funds or advanced federal payments, we ask you to do the following:

- Contact Rebekka Wilkinson, State Finance (801-957-7715, wilkinsonr@utah.gov) to determine the most effective way to account for these funds and the interest earned on these funds and to determine if the funds and related interest should be reported as “unearned”.
- Contact the Governor’s Office of Planning and Budget (GOPB) to verify compliance with UCA 63J-5, Federal Funds Procedures Act.
- Verify with GOPB the need to request a legislative supplemental appropriation.



Due to the potential accounting impact of fiscal yearend, we ask that you contact the above individuals as soon as possible during the year to ensure compliance with Federal requirements.

3. Single Audit/SEFA

At the end of each state fiscal year, agencies report the amount the federal government paid for federal programs run by the state. Agencies report all such federal expenditures in Workiva, which allows State Finance to easily summarize all amounts by federal award into one report, the SEFA (Schedule of Expenditure of Federal Awards). Agencies also provide in Workiva the corrected status of audit findings received from prior year audits. State Finance summarizes these updates into one report.

Workiva due date for state agency SEFA and corrected status of prior audit findings: August 18, 2026.

The Office of the State Auditor (OSA) audits the SEFA and the status of prior audit findings, completing what is known as a “single audit.” A single audit combines the audit requirements for all federal funds received into one comprehensive, unified process. OSA will perform single audit testwork through the state fiscal year, completing the single audit around January 2027. OSA will issue management letters for any single audit findings identified. **Please respond to auditor requests and management letters promptly to help ensure a smooth process and timely completion of the audit.**

Yearend considerations. The yearend closeout process involves the accrual/deferral of federal revenues and expenditures, ensuring federal grants are reported on a state fiscal year basis. As you work through the closeout process, please pay attention to the proper cut-off of federal revenues and expenditures **by grant award**, including amounts expended by subrecipients. Your efforts prior to and during closeout will help you catch errors timely, preventing the need to correct errors after you’ve closed out.

Yearend SEFA training (video and slides) is found on the Finance website at <https://finance.utah.gov/state-agency-resources/budget-accounting-officers/>. If your agency is in need of individualized SEFA training, please contact Liahona Hepworth (801-957-7705, lrhepworth@utah.gov) or Rebekka Wilkinson (801-957-7715, wilkinsonr@utah.gov).

F. Yearend Payroll Issues

1. Payroll Fiscal Yearend Documents

The Payroll Leave Year End 2026 document outlines various instructions regarding the yearend payroll process (i.e., payroll system security, time/other pay entries, Old/New Year fiscal year transactions, timing, contacts, etc.) and payroll calendar year-end dates. A link to the Public B&A Handouts Google Drive is provided here: <https://drive.google.com/drive/folders/1nLYNrGQFvwAnFnYtM49Frr2qf7L5-Em5>

Please contact the Payroll Help Desk at 801-957-7770 with any questions.

2. Payroll Accrual

Pay period 12/2026, ending June 19, 2026, paid on July 3, 2026, is all Old Year and will be posted to Vantage Financial in FY 2026 period 13.

Pay period 13/2026, beginning June 20, 2026, and ending July 3, 2026, paid on July 17, 2026, will be split between Old Year and New Year. Eleven days (June 20–30) will be posted to Old Year FY 2026 in July and the remaining three days (July 1-3) will be posted to New Year FY 2027. New Year pay rates and benefit rates go into effect beginning June 20, 2026.



3. Security for the Vantage Payroll System

Security changes for users of the Vantage payroll system will have the following deadlines and considerations:

Mass changes to an employee's home unit may require a change to the user's security authorization for the payroll system. The user is responsible for making sure their security authorization is updated to include any new fiscal year units. Failure to do this may result in the user not having access to all of their assigned employees on July 01, 2026.

Departments are encouraged to give their accountants access to the 'Payroll Accountant' role in the Vantage payroll system. This allows accountants to access reports, as well as make changes to employee's LDPRs

LDPR Training Resources

To support continued learning and reference, the following materials are now available:

- [LDPR quick reference guide](#)
- [eLearning Module](#)
- [Training Recording](#)
- [Gemini notes](#)

Submit Payroll System Access Request changes for new fiscal year units through this [form](#) by June 19, 2026. Please specify whether the units are in addition to what is currently set up, or if the units are replacing what is currently set up for the individual.

4. Comp Time Pool Balances

During the past year, we have provided reports on a quarterly basis to assist you in estimating the liability your agency has for Comp Time wages due to your employees. All agencies should review the status of their Comp Time Pool balances before yearend and make any necessary adjustments to unfunded amounts or to reduce amounts where over funding is excessive. The agency pool is divided into both FLSA Exempt and Non-Exempt employees earning Excess Time hours and only Non-Exempt employees earning Compensatory Time hours.

We will send out the latest reports indicating your balances via email. From these reports, you should have a good idea of whether or not your benefit rate is high enough to keep your pool balances in a positive position. If you have been over or under funded, we urge you to adjust the rate for FY 2027 (New Year) as early as possible to prevent a continual increase in this over or under funded position. You may also make adjustments by putting funds directly into or out of your pool by completing an IDT transaction in Vantage. Please refer to the email for instructions on completing the IDT transaction.

Note that the benefit rate used as your labor additive rate in the State's Payroll system must also cover any increases in pay from when leave and benefits are accrued to when they are actually paid. Any amounts due at yearend will be paid out in FY 2027 (New Year) at the individual's new pay rate. If your additive rate is only equal to the benefit rate, you will have a shortage in your pool when these higher amounts are paid out. Accordingly, the benefit rate should be several percentage points higher than the actual rate. Keep in mind that the comp labor rate does not apply to all wages, but only comp wages as they are earned. Thus, an increase in your labor additive rate will only have an effect on the comp wages as they are earned.

Final reports showing your agency's yearend balances will be sent out the last week of July. If you end the year with an extremely large under or over funded liability, you will need to make an adjustment entry in Vantage before submitting your agency's Closing Package schedule to the Division of Finance. Use an Old Year IDT



transaction in Vantage to charge your department's applicable unit codes. Please refer to the instructions sent via email on how to make any adjustments using an IDT transaction.

Changes to your benefit rate can be made by sending an email to the Payroll help desk at the Division of Finance by e-mail at payroll@utah.gov. If you have questions on how the pools operate, please contact Darin Janzen at 801-957-7719 or djanzen@utah.gov for assistance.

5. SAP Concur & Travel Reminders

As a reminder, the State of Utah utilizes GSA travel allowance rates for meals, incidentals, and hotel lodging. This information is updated nightly from the GSA website to Concur globally, ensuring the most up-to-date rates and costs when travelers submit for reimbursement. Travelers will be reimbursed the daily per diem rate based on GSA rules. Lodging should ideally be booked at the GSA rate. However, lodging can be booked above the GSA rate with appropriate approval. Any hotel rooms exceeding 300% of the per diem rate, as well as any group gatherings, require booking through State Travel. See also Travel policies and procedures at <https://finance.utah.gov/travel-and-p-card/>.

G. Canceling Vantage Warrants

Vantage warrants posted to Old Year should be canceled in Old Year and submitted to the Division of Finance no later than **July 10, 2026**. Any warrant cancellations received after this date will be processed as a New Year cancellation. Generally, Old Year warrants that were issued from lapsed budgets and are canceled after July 10, 2026, will be canceled to Free Revenue and will not post to the agency's coding or budget. There are some exceptions to this rule such as warrants that were issued out of a federal program. Please use the current FI 27 Warrant Cancellation form available on our website at <https://finance.utah.gov/state-agency-resources/forms/>. **Please use this form, which requires agencies to provide the Vantage coding block, to record the cancellation in Vantage.** If you have any questions related to warrant cancellation, please contact State Finance Disbursements at fi_disbursements@utah.gov or (801) 957-7760.

H. Vantage System Issues

1. Purchase Order Roll

Beginning the afternoon of July 1, 2026, you may begin approving purchase order transactions for roll on the *Roll/Lapse Summary Pre-Selection Table* (page code: RLPSS) after an email notice that the table is ready has been sent out. The roll process will run every Friday through the end of August. The first roll is on Friday, July 10, 2026. The Pre-Selection Table will be refreshed and available Monday of each week. Emails will notify users when the table is ready.

The *Purchase Order Roll Summary Pre-Selection Table* refresh schedule is as follows:

July 1 – Begin selecting transactions that you want to approve for roll after notification that the table is ready.

July 10 – First roll processed.

July 17, 20, 27; August 3, 10, 17, 24, – Pre-Selection Table refreshed.

August 24 – Lapse all unapproved for roll transactions. This is the last run!

Each Monday, the *Roll/Lapse Summary Pre-Selection Table* will be refreshed and populated with open orders. Monday through Friday, agencies can select any order displayed to approve for roll, if all Old Year invoices have been processed. Cut-off is Friday at 5:00 PM.



Approved for roll orders will roll into FY 2027 on Friday night. New Year payments may be processed against these orders beginning that following Monday.

2. Open Purchase Order Report

Two reports showing the status of each agency's commodity based or non-commodity based purchase orders can be found in State Data Warehouse. These reports are:

- A640C – Purchase Order Detail Report (Commodity Based)
- A640NC – Purchase Order Activity Detail Listing (Non-Commodity Based)

To access these reports, go to <https://ufbi.finance.utah.gov/>:

- Log in with your email address and your LAN password.
- Select the Content file folder/directory from the left navigation menu.
- Click on the FINET tab.
- Select the *Procurement – A640, EP Reports, MA Reports* folder link.
- Select either the *A640C* or *A640NC* Report link.
- Follow the online instruction prompts.

You may use these reports to begin cleaning up these items in preparation for the yearend close.

3. Document Catalog Cleanup

Please examine the Vantage Document Catalog for old transactions that have not been processed and either approve and process them or delete them. Pay special attention to P-Card and Travel IET transactions as many remain in held status from prior periods and need to be taken care of. If you have questions, please contact the Vantage Support Help Desk at 801-957-7750, or send an e-mail message to financesupport.utah.gov.

4. Held and Rejected Transactions

Each agency should be monitoring and resolving their rejected and held transactions in Vantage regularly. Please be diligent in reviewing your outstanding transactions throughout the year. State Finance will also be monitoring these transactions through closeout and providing periodic reminders to agencies to resolve these transactions. Reach out to Finance Support if you have any Vantage issues. All held or rejected transactions should be resolved - either processed or deleted - before the closeout date of August 4, 2026.

To see whether you have any held or rejected transactions in Vantage, use the Document Catalog and under the "Document State" section, make sure the "Status" says either "Held" or "Rejected", respectively.

5. Vantage Schedule and Month End

Currently, Vantage is available from 7 am to 8 pm Monday through Saturday, and 7 am to 2 pm Sunday, including holidays. Vantage may not be available on the 2nd Saturday of each month due to system maintenance. The month-end close process is generally 3 business days after the month has ended. Finance Support is available from 8 am to 5 pm - Monday through Friday. Month-end occurs on the 3rd working day of the new month. If you're ever unsure, scroll to the bottom of the Vantage Financial Help page to see those dates: <https://finance.utah.gov/state-agency-resources/finet-help/>



6. Upcoming Budget and Accounting Officer (BAO) Meetings

BAO Meetings are the 2nd Wednesday of each even numbered month at 1 pm. State Finance conducts these meetings to disseminate pertinent information and also provide the financial accounting staff of each agency the opportunity to discuss issues and provide feedback on current issues.

7. Vantage Security Annual Review & Certification

The Vantage Security Annual Review & Certification form must be completed annually to certify that Vantage system security and access is appropriate for agency accounting procedures, internal processes, and control. The form is available on the Division of Finance website at <https://finance.utah.gov/state-agency-resources/forms/> under Security forms. This form must be completed by the Department Security Coordinator and the Department Finance Director and is due back to financesupport@utah.gov by **August 30, 2026**. Please contact Michelle Mounts at mmounts@utah.gov.

I. Internal Controls

Federal and State regulations, as well as State policies and procedures require us to maintain strong internal controls. Management of each state agency is responsible for establishing, monitoring, and maintaining internal controls. The State's internal control program is designed to help both state and agency management determine whether an effective internal control system has been designed and deployed at the agency level.

Segregation of duties is one of the most important features of effective internal control. The fundamental premise of segregated duties is that an individual or small group of individuals should not be in a position to initiate, approve, undertake, and review the same action. Agencies should ensure appropriate segregation of duties is maintained at all times. We also need to guard against becoming too complacent about internal controls or rationalizing why certain controls or procedures do not have to be followed.

If you are aware of any internal control weaknesses that have not been corrected, please contact Jenifer Vallejos, Internal Control Manager, at tjenifervallejos@utah.gov or 801-957-7739.

Fraud Prevention and Detection

Fraud is an expensive drain on state resources, not only in lost assets due to the fraud, but also in increased costs to investigate, prosecute, and take corrective action.

Those of us who have oversight over the accounting and financial reporting processes share a responsibility with agency management to set the proper tone; create and maintain a culture of honesty and high ethical standards; and establish appropriate controls to prevent, deter, and detect fraud. The message should be clear within an organization that fraud and other improprieties will not be tolerated.

Fraud is mainly thought of as misappropriation of funds such as embezzling receipts, stealing assets, or causing an entity to pay for goods or services that have not been received. However, fraudulent financial reporting can occur when accounting transactions are intentionally misstated or omitted; or when accounting standards are intentionally misapplied or errors pointed out by the auditors are left uncorrected. The State is at risk for both types of fraud.

Agencies should periodically review their internal controls to ensure adequate controls are in place to prevent and detect fraud and errors. One of the key aspects of internal control is proper segregation of duties.



We all need to take a proactive stand in watching for fraud. If you become aware of a potential fraud, please report it first to your agency management. If you are uncomfortable reporting to agency management, please report it to either the Office of the Utah State Auditor or the DGO Division of Finance:

- Office of the Utah State Auditor Fraud Hotline:
<https://auditor.utah.gov/hotline/> or 800-622-1243 or auditorhotline@utah.gov
- DGO Division of Finance Internal Control Group
Jenifer Vallejos, Internal Control Manager
jenifervallejos@utah.gov or 801-957-7739

J. Nonprofit Reporting Requirements

UCA 51-2a-201.5 requires various nonprofits receiving State funds to provide the State Auditor a copy of their financial statements within 6 months of their yearend. As a reminder, agencies should have established procedures and written contract provisions to require nonprofits with whom it contracts to submit the required information to ensure the required information is provided to the Office of the State Auditor (OSA). See also OSA's additional guidance and information located at <https://auditor.utah.gov/audit-reports/audit-resources/state-agency-report-of-grants-to-nonprofits/>.

K. Informational Items and Other Considerations

1. Closing Calendar for Agencies (*Provided as a Separate Document*) [Link to Public B&A Handouts Google Drive](#)

2. Agency Certifications

The following certifications are included in the agency closing package in a separate tab.

- Capital Assets Inventory
- Pollution Remediation
- Litigation, Claims or Assessments Representation
- Fee Agency - Fees

After reviewing each certification, please complete the certifier name, certified date, and the department response.

3. Payroll Yearend Calendar (*Will be provided as a separate email*).

4. Financial Policies, Procedures, and Other information Website Locations

All Division of Finance policies are available on our website at <https://finance.utah.gov/state-agency-resources/policies/>. You can either expand the hierarchy list, or search to locate the policy of interest. We are in the process of making revisions to them, so please check back frequently for any updates to existing policies.

The Finance Support Center located on our website at <https://financesupport.utah.gov/portal/home> you browse through collections of articles, user guides and FAQs, including the following:

- a. Quick reference guides for ease of Vantage Financial use. Training materials with step-by-step instructions: <https://finance.utah.gov/state-agency-resources/quick-reference-guides/>
 - b. The Vantage User Guide, including screenshots and videos - <http://apps.finance.utah.gov:8090/quest/Vantage20/index.htm>
 - c. The Yearend Process Knowledge Base and training - <https://financesupport.utah.gov/portal/kb/Vantage/yearend>
 - d. Fiscal Year-End Resources - <https://finance.utah.gov/state-agency-resources/budget-accounting-officers/>
- ### **5. Revenue and Expense Decision Matrices**



Agencies may use the following matrices to help them determine how revenues and expenses should be recorded when there are timing questions around year end:

Revenue Decision Matrix			
	Revenue Earned		
		<i>Revenue Earned Prior to July 1</i>	<i>Revenue Earned After June 30</i>
Cash Received	<i>Cash Received Prior to July 1</i>	Treatment Old Year Cash Old Year Revenue Documents Old Year CR	Treatment Old Year Cash New Year Revenue Documents Old Year CR AND Unearned Revenue
	<i>Cash Received After June 30</i>	Treatment New Year Cash Old Year Revenue Documents New Year CR AND Accounts Receivable OR Expenditure Refund	Treatment New Year Cash New Year Revenue Documents New Year CR

Expense Decision Matrix			
	Payment Made		
		<i>Payment Made Prior to July 1</i>	<i>Payment Made After June 30</i>
Goods or Services Received	<i>Goods or Services Received Prior to July 1</i>	Treatment Old Year Expenditure Documents Old Year GAX or PRC	Treatment Old Year Expenditure New Year Accrued Expenditure Documents Old Year GAX or PRC OR New Year GAX or PRC AND Accrued Expenditure
	<i>Goods or Services Received After June 30</i>	Treatment New Year Expenditure Old Year Prepaid Expenditure Documents Old Year PRC or GAX AND Prepaid Expenditure	Treatment New Year Expenditure Documents New Year GAX or PRC



**L. Financial Reporting and Financial Transactions Organization Chart
June 2026**

Patricia Nelson 801-808-0684 patriciarnelson@utah.gov Assistant State Comptroller
--

Kelli Levanger 801-957-7774 klevanger@utah.gov Manager, Financial Reporting (Budgets, Expenditures, Bonds)
Liahona Hepworth 801-957-7705 lrhepworth@utah.gov General Fund and Income Tax Fund accounting, Land Exchange allocations, Surplus calculations, SEFA reporting, Vantage Financial Revenue Source Code setup; Revenues monitoring, Cash Management Improvement Act (CMIA) monitoring, Treasury State Agreement.
Darin Janzen 801-957-7719 djanzen@utah.gov Financial Reporting Database creation and maintenance, Budget Transactions Interfaces & Approp. Budget monitoring, Quarterly Cash Transfers Interfaces, Comp and Excess Time Pool monitoring, OPEB Actuarial Data Valuation, Tax Accruals
Sheena Goodsell-Haynes 801-957-7753 sgoodsell@utah.gov Cash and Investment monitoring, Trust & Custodial Funds accounting bank reconciliations, OPEB, OEBT, and AL Trust Fund accounting. Court Surcharge allocations, Mineral Lease, PILT, SRS allocations/payments, SFLP reporting, University/College Draw Disbursements. URS payments for back credits.
Devin Anthony 801-957-7780 devinanthony@utah.gov Transportation Fund and Special Revenue Fund accounting, BGAA Budget Transaction Approvals, Component Unit ACFR reporting, Closing Packages and lapsing entries, Wdesk/Workiva administrator.

Haniel Barajas-Gutierrez 801-957-7736 hbarajas-gutierrez@utah.gov Legislative monitoring, Vantage Financial Fund code setup, FundInfo database maintenance, Finance Training

Rebekka Wilkinson 801-957-7715 wilkinsonr@utah.gov Manager, Financial Reporting (Revenues, Federal Grants, Statewide Cost Allocation Plan, TOPS coordinator)
Marnie Davis 801-957-7781 marniedavis@utah.gov Internal Service Fund and Utah Correctional Industries accounting and compliance, Vantage Financial expense object code setup, Statewide Cost Allocation Plan (SWCAP) coordinator
Michelle Barnes 801-957-7756 mpbarnes@utah.gov Payment Tracking System, Depository Bank Reconciliations, Loan Servicing (Backup)

Gillian Rousselle 801-957-7757 grousselle@utah.gov Manager, Financial Reporting (Loans, Enterprise Funds, and Capital Assets)
Mark Petersen 801-957-7740 mpetersen@utah.gov Loan Accounting, Enterprise Fund accounting, yearend Capital Assets ACFR preparation.
Matt Rich 801-957-7704 mattrich@utah.gov Capital Asset accounting, Lease and SBITA accounting
Chelsea Cormey 801-957-7737 ccormey@utah.gov Loan Servicing



M. Detailed Closing Instructions and Examples

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1. General Information

The yearend closing process is used to close out the budget for the fiscal year ending June 30, 2026. This year we will use the period from July 1, 2026 through August 4, 2026 to closeout Fiscal Year 2026.

During the closeout period, two fiscal years will be open at the same time. Agencies should use great care to ensure they submit and approve transactions in Vantage in the correct fiscal year.

- Vantage will start to require agencies to enter the accounting period, Fiscal Year, and Budget Fiscal Year on Vantage transactions.
- Use accounting period 12 through July 6; use period 13 once period 12 closes.

After all Old Year revenues and expenditures are recorded, agencies should submit a single closing schedule that identifies whether any line item’s unexpended funds are carried forward to the agencies’ budgets in New Year (i.e., non-lapsing, provided with authorization or documentation) or are returned to the General Fund or other specified source fund (i.e., lapsing).

Agencies are encouraged to establish earlier internal document cut-off dates than those outlined in the *Closing Calendar for Agencies* to close by August 4th, 2026. Agency cut-off dates, if earlier, take precedence over the Division of Finance final cut-off dates. **However, an agency’s cut-off dates do not supersede the statewide cut-off dates for interaction with other agencies.**

2. Overview of JVYE Accruals and Deferrals

Contact Liahona Hepworth (801-957-7705, lrhepworth@utah.gov) or Rebekka Wilkinson (801-957-7715, wilkinsonr@utah.gov) for help with any questions regarding this section.

Please read section A.10 Yearend Accrual Accounting before reading this section. Read the entire section M before preparing a JVYE form.

You can generally use the same transaction types during closeout that you used during the first twelve fiscal periods of the year. However, some events need to be recorded in Old Year that cannot be recorded using regular transaction types (e.g., GAX, PRC, ITA, RE). For example:

1. Goods or services that were received on or before June 30 but the payment has not or will not be processed by August 4. An invoice may not have yet been received.
2. Revenues earned but uncollected as of June 30 where circumstances do not permit recording an RE.
3. Expenditures or revenues were recorded in the Old Year for goods or services not received or delivered by June 30.
4. Expenditures or revenues were recorded in the New Year for goods or services received or delivered before July 1.
5. Finalizing the Old Year activity a couple of weeks before the closing schedule is due in order to complete other agency cost allocation processes.

These examples require making accrual or deferral entries, also known as JVYEs, to accurately report Old Year expenditures and revenues. **You can begin entering JVYEs in Vantage on July 1.** Note that all old year JVYEs must be approved in Vantage in enough time to meet the **August 4th, 2026** closeout deadline.

The following table lists the available JVYE forms. Remember that you should not record both a regular type transaction (e.g., GAX, PRC, ITA, RE) and a JVYE in Old Year. You should record one or the other.



Form No.	Form Name	Old Year Prefixes
FI-61AE	Accrued Expenditure	26AE
FI-61PE	Prepaid Expenditure	26PE
FI-61ER	Expenditure Refund	26ER
FI-61AR	Accounts Receivable	26AR
FI-61UR	Unearned Revenue	26UR
FI-61DIR	Deferred Inflow Reclassification	26DR
FI-61DIA*	Deferred Inflow Accrued Receivable	26DA
FI-61IA*	Inventory Accrued	26IA

*JVYE form FI-DIA should only be used on direction from State Finance. FI-61IA is typically only used for DOT inventory accruals; contact State Finance before using it.

Steps to Enter an Old Year JVYE

BASIC JVYE PROCESS

- I. Complete the JVYE form in Excel
- II. Enter the JVYE in Vantage (manually or via spreadsheet upload)
- III. Review the JVYE before approving in Vantage
- IV. Monitor completed JVYEs and JVYE reversals
- V. Reverse JVYEs in the new year

DETAILED JVYE PROCESS

I. Complete the JVYE form in Excel

Download and complete the appropriate current version of the JVYE form (<https://finance.utah.gov/state-agency-resources/forms/>). Do not use last year’s form. Do not skip using a JVYE form. Using a form will prevent avoidable errors and extra work in the long run.

- Cells with light yellow highlighting are data entry cells. Tab between these cells for quick entry.
- Some form fields have been prefilled and should not be changed. Debits and credits should not be reversed on a form. Cells that should not be used are grayed out and locked.
- Include the *Reversal Date* on the form. If the *Reversal Date* should not be used due to some exception, document the exception clearly for data entry staff and reviewers.
- **NEW:** Pay attention to which balance sheet account code (BSA) should be used. More instruction is provided with the individual forms in later sections **M3-M7**.



Each form is organized into the four sections. A screenshot of each of the forms is shown in later sections M3-M7.

- a. Top Section. Enter department information, the JVYE department and document ID, and the names of those who enter and approve the JVYE.
b. Header. Enter the Reversal Date and indicate whether a Reversal Hold should be entered (Yes or No).
c. Line Group. Enter a descriptive Line Group Description to enable easy searching in Vantage.
d. Accounting. Enter the debit/credit amounts, line descriptions, and coding for both the Balance Sheet accounting lines and the Revenue or Expenditure accounting lines.

The forms generally have more lines than are included in the default print view. You can increase or decrease the number of rows that print using Page Break Preview. You can also add new lines to the end of the JVYE.

II. Enter the JVYE in Vantage (manually or via spreadsheet upload)

FYI - Vantage uses Event Types and Posting Codes on JVYE transactions to make JVYE a little simpler and to control what is entered to ensure correct accounting.

Manual Entry

The JVYE document is manually created from the Transaction Catalog in Vantage. Click the Create button on the top right side of the screen, then enter as shown below and click Continue:



Create Transaction form with fields: Transaction.Code (JVYE), Transaction.Dept ([your dept code here]), Transaction.Unit ([optional]), Transaction.ID ([JVYE prefix here, e.g., 26AE]), Auto.Numbering (checked), Create.Template (unchecked).



Header:

Enter information from the Header section of the Excel form as shown in the screenshot below.

- Enter the period, fiscal year, and budget FY only on the Header; do not enter these on the accounting line.
- The Reversal Date should be at least 5-10 business days from the date the JVYE is entered in Vantage.
- Attach the completed JVYE form and adequate supporting documentation to the Header in Vantage.

Line Group:

Enter information from the Line Group section of the Excel form as shown in the screenshot below.

Accounting:

BSA Accounting Line(s): Add a new accounting line and enter information from the Balance Sheet Closing Entry section of the Excel form.

- Only the coding elements shown on the JVYE form are needed.
- Only one BSA line is needed per JVYE, with the exception noted below.
- Do not enter the Period, Fiscal Year, or Budget FY in the accounting lines. Those dates only need to be entered in the Header.



NEW IN FY2026 State Finance has added a drop-down list to the BSA cell/field for JVYE forms FI-61AE Accrued Expenditure and FI-61AR Accounts receivable to streamline the ACFR reporting process for receivables and payables.

Revenue/Expenditure Accounting Line(s): Add a new accounting line and enter information from the last section of the Excel form (Revenue Accounts, Expenditure Accounts, Deferred Inflow).

- Using the gear icon in the middle right of Vantage, add COA fields to match the form.
Copy and paste from the JVYE Excel form instead of entering fields by hand to avoid data entry errors.
Copy and paste lines in Vantage, making sure to change any fields that are different from the copied line.
Do not enter the Period, Fiscal Year, or Budget FY in the accounting lines.

Validate and Submit: Review your work then click Validate in the upper right part of the screen. Resolve any errors. When the transaction is free of errors, click Submit.

Entering the JVYE in Vantage Using Spreadsheet Upload (UPDOC)

Please first review the FINET quick reference guide for UPDOCs and watch the Division of Finance FINET UPDOCS Training to familiarize yourself with how UPDOCs work.

The JVYE UPDOC is an Excel file template, downloadable from Vantage, that enables bulk uploads. The template is broken into sections that correspond with Vantage: Header, Line Group, and Accounting.

Below are screenshots showing the JVYE UPDOC template columns, broken into the three main sections, as previously mentioned. Please contact Rebekka Wilkinson (801-957-7715, wilkinsonr@utah.gov) with any questions.

Table showing JVYE UPDOC template columns for Header, Line Group, and Accounting sections with field names and lengths.

Once the JVYE has been successfully uploaded in Vantage, attach the JVYE form and supporting documentation.

Review your work then click Validate in the upper right part of the screen and resolve any errors. When the transaction is free of errors, click Submit.



III. Review and Approve the JVYE

Those who review the JVYE prior to entry and who approve the JVYE transaction in Vantage should review the JVYEs carefully to prevent avoidable errors and ensure the transaction is correctly capturing the accrual or deferral needed.

- The correct document ID prefix is used (26AE, 26AR, 26ER, etc.)
- The type of JVYE used makes sense. If the agency alters the form provided by State Finance, the alterations should be clearly explained. An alteration should not be made if the accrual/deferral can be accomplished with an existing form.
- The reversal date is present (only for the original JVYE; a reversal date should not be entered on the New Year reversal).
- The correct accounting period, fiscal year, and budget fiscal year are entered in Vantage in the Header. If these dates are also entered on accounting lines, they must match the dates used in the Header.
- Form fields in the form and in Vantage are properly completed. Data entered in Vantage matches the completed form.
- Dollar amounts and coding are correct, make sense, and clearly match supporting documentation.

State Finance will be final approvers for all JVYEs greater than \$1 million. Contact the following approvers if you need a quick turnaround for your JVYE or you want to discuss a JVYE in process:

- Patricia Nelson at patriciarnelson@utah.gov or 801-808-0684
- Kelli Levanger at klevanger@utah.gov or 801-957-7774
- Rebekka Wilkinson at wilkinsonr@utah.gov or 801-957-7715

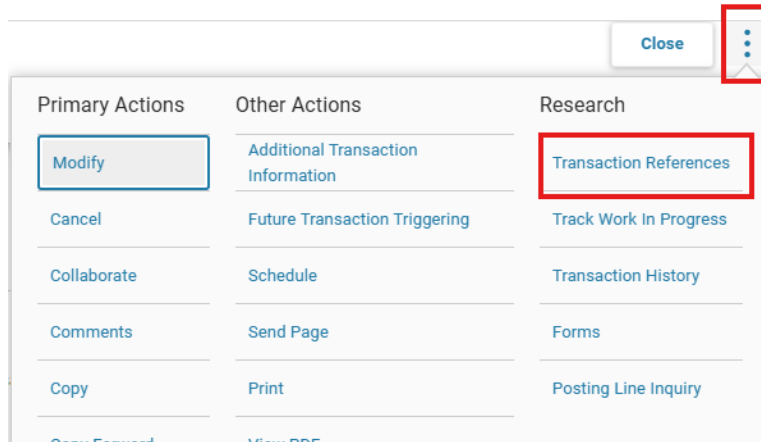
IV. Monitor completed JVYEs and JVYE reversals

Once JVYEs are approved in Vantage, agencies should monitor the impact on their budgets. Was the impact what you expected? Was the JVYE entered with debits and credits backwards? Also, agencies should monitor whether their JVYEs reversed in the new year.

Tips for Searching for the Old Year JVYE or New Year JVYE Reversal

Monitoring completed JVYEs will likely involve searching State Datawarehouse or Vantage for the Old Year JVYE or New Year JVYE Reversal. Note that document IDs for Old Year JVYEs and New Year reversals will not match. Below are some tips for searching:

- State Datawarehouse – The Old Year JVYE will not reference the New Year JVYE. However, once finalized, the New Year JVYE reversal will reference the Old Year JVYE. Query the New Year JVYE transaction ID in the Accounting Journal and include the Ref_Trans_ID field to identify the Old Year JVYE.
- Vantage –
 - Entering unique Transaction Descriptions in Vantage, such as using an internal tracking number, will enable searching by the description later.
 - Search by dollar amount.
 - Search by Transaction ID prefix.
 - Use Forward Referencing from the Old Year JVYE and Backward Referencing from the New Year JVYE reversal. Note forward and backward referencing will only work after the New Year reversal is Final in Vantage. See the following screenshots:



Forward Reference Query ☆

Form with filters for Transaction Code (JVYE), Transaction Dept (150), and Transaction ID (000000107). 'Forward' and 'Backward' buttons are highlighted in red.

V. Reverse JVYEs in the new year

All JVYEs must be reversed in the New Year. For Vantage to auto-generate the reversal in the New Year, you must enter a Reversal Date in the Header section of the Old Year JVYE (see screenshot below). Agencies must monitor whether JVYEs reversed in the new year.

- The JVYE Excel form is typically prepared several days before the JVYE is entered in Vantage. It is recommended that the Reversal Date entered on the Excel form be at least 10 business days after the date the JVYE is expected to be finalized in Vantage.
• Regardless of the date on the Excel form, the Reversal Date actually entered in Vantage should provide reviewers adequate time to complete their review. A rule of thumb is a minimum of 5 business days from the date the JVYE is submitted in Vantage. More than 5 business days may be needed depending on factors like reviewer workload and number of JVYEs submitted. Please coordinate well within your agency.
• Avoid approving the JVYE on the same date as the Reversal Date to avoid processing issues.



Header	Line Group (1)	Accounting	Summary
	Line Group 1	Posting Code Name -	

Created By: 166385 | Created On: 06/03/2025 | Modified By: 166385 | Modified On: 06/03/2025

General Information

Record Date
MM/DD/YYYY

Period
Fiscal Year
Budget FY

Transaction Name
Transaction Description

Total Credits
\$0.00
Total Debits
\$0.00

Reversal Date
MM/DD/YYYY

Reversal Hold

Contact Code

If the *Reversal Date* is left blank, the reversing JVYE will not be created in Vantage. Do not try to enter a New Year reversal yourself. Instead, contact Rebekka Wilkinson (wilkinsonr@utah.gov), Division of Finance, who will create a reversal document for all Old Year accruals that are not properly reversed.

If a Reversal Date is entered correctly, a JVYE reversal will be auto-generated in *Pending* status in New Year with a Document_ID that is auto-numbered based on the reversal date entered with the Old Year JVYE. Note that Old Year document ID prefixes are not used in the New Year document ID.

However, the JVYE reversal may be auto-generated in *Draft* status if one of the following occurs:

- If the Old Year coding does not validate in the New Year, the JVYE reversal will be auto-rejected to Draft status to allow for editing. **Make sure to regularly search for JVYE Draft throughout closeout.**
- If the *Reversal Hold* checkbox was checked, the JVYE reversal will be auto-generated in Draft status to allow for editing.

CHANGES TO NEW YEAR CODING: If the coding on your New Year JVYE reversal needs to be different than your Old Year JVYE (e.g., department consolidations or reorganizations or other reasons), you should check the *Reversal Hold* checkbox so you can change the department coding on the JVYE reversal.



Header	Line Group (1)	Accounting	Summary
	Line Group 1	Posting Code Name -	

Created By: 166385 | Created On: 06/03/2025 | Modified By: 166385 | Modified On: 06/03/2025

General Information

Record Date
MM/DD/YYYY

Period
Fiscal Year
Budget FY

Transaction Name
Transaction Description

Total Credits
\$0.00
Total Debits
\$0.00

Reversal Date
MM/DD/YYYY

Reversal Hold

Contact Code

3. Revenues, Receivables, and Cash Cut-Off

Contact Liahona Hepworth (801-957-7705, lrhepworth@utah.gov) or Rebekka Wilkinson (801-957-7715, wilkinsonr@utah.gov) for help with any questions regarding this section.

Please read section C. Cash and Revenue Cut-off before reading this section.

This section explains the procedures to follow to ensure revenue, receivables, and cash are recorded in the correct fiscal years.

Definitions

Cash: Payments by currency, checks, or electronic transactions including credit or debit cards, electronic funds transfer, and wire.

Old Year Cash: Cash received by an agency on or before the end of the day on June 30, regardless of when it is deposited in the bank. This includes any cash received on or before June 30 in the main office, in satellite offices, or by personnel out in the field. For electronic transactions, cash is considered received when the transaction has been processed by your agency or on your agency’s website.

New Year Cash: Cash received on or after July 1. See also the definition for Old Year Cash.

Earned Revenue: The agency has earned the right to be paid (an enforceable claim to payment). This typically occurs when goods are delivered, services are completed, a bill is issued, or a refund is owed to the state.

Old Year revenue: Revenue **earned** by or before June 30, regardless of when the cash is received.

New Year revenue: Revenue **not earned** until after June 30, regardless of when the cash is received.



Federal Revenue codes: Federal revenue reported on the ACFR is recorded using the 3000 series of revenue codes.

- Federal grant revenue that the State receives as a subrecipient from another entity is recorded using expendable receipts revenue source codes 2265 and 2278. As such, this revenue is not identified as “federal revenue” in the ACFR, but it is tracked for Federal Single Audit purposes and for the Cash Management Improvement Act (CMIA).

Receivable: An asset recognized when payment is not received at the time revenue is earned (debits a receivable, credits a revenue). See also the definition for Deferred inflow.

Deferred Inflow: See definition in C.6 Unearned Revenues and Deferred Inflows. See also the Deferred Inflow section below for further information).

Recording Receivables

Agency yearend receivable balances should represent valid amounts owed as of June 30, 2026. Receivables should be recorded as revenue is earned during the year. During closeout, it is common to record revenue and receivables in one fiscal year and the receipt of cash in another.

- A CR that does not reference an RE will record cash and revenue in the same fiscal year.
- A CR that references an RE will record cash in the year the cash was received and revenue in the year the RE was recorded. Referencing the RE closes the RE.
- A yearend accrued Accounts Receivable transaction (JVYE FI-61AR) will record revenue and a receivable in the same fiscal year. Do not enter both an RE and JVYE in the old year; use one or the other.

It is critical that cash is recorded in the correct fiscal year in order to report the correct accounts receivable balances as of June 30, 2026 in the ACFR.

When recording receivables at yearend, remember the following:

1. For agencies using Vantage to track receivables: If an earned revenue can be billed in Old Year, enter an RE in Old Year. If an earned revenue cannot be billed in Old Year, enter a JVYE (FI-61AR) in Old Year and an RE in New Year.
2. For agencies using an approved subsystem to track receivables instead of Vantage: Record revenue earned but unpaid before July 1 in the subsystem. Enter summarized receivables from the subsystem in Vantage, ensuring they reconcile together.
3. Attach adequate supporting documentation for each Accounts Receivable JVYE transaction in Vantage.
4. The transaction date of the RE should be the date the revenue was considered earned.
5. Review receivables listed on the COGNOS AR04 aging report for validity and accuracy.
6. Receivable write-offs (WOs) should have been submitted to State Finance by May 8, 2026. WO cannot be submitted in Vantage in fiscal period 13. If an agency misses the period 12 cut-off, the WO must be submitted in the new year, and a JVYE should be recorded to reflect the WO in old year.
7. Debit and credit card payments are considered to be cash or deposits in transit for cash reporting at fiscal yearend and should not be recorded as accounts receivable for fiscal yearend cut-off and reporting. For more information about credit card payments, please refer to the Division of Finance’s *Revenue - Credit Cards* accounting policy FIACCT 07-08.00.
8. If agencies receive a check for \$50,000 or less before July 1 and it’s returned after June 30, agencies must modify the original CR in the new year. If agencies receive a check exceeding \$50,000 before July 1 and it’s returned after June 30, please contact Patricia Nelson at patriciarnelson@utah.gov for instructions on recording it in Vantage Financial.



Examples

Review the examples below comparing them to the table to understand the correct fiscal year to enter cash, revenue, and receivables. Ask these two main questions:

1. In what fiscal year was the revenue earned?
2. In what fiscal year was the cash received?

Note: See M.4 Unearned Revenues and Deferred Inflows for how to enter revenues earned in old year but not “available” soon enough after year end to be recorded as revenue.

	Revenue Earned before to July 1	Revenue Earned after June 30
Cash Received before July 1	See <u>Section 1</u> below: Old Year cash and Old Year revenue.	See <u>Section 2</u> below: Old Year cash and New Year revenue.
Cash Received After June 30	See <u>Section 3</u> below: New Year cash and Old Year Revenue	See <u>Section 4</u> below: New Year cash and New Year Revenue

Section 1: Old Year Cash and Old Year Revenue

Example A: An agency provides a good or service on May 15, but payment is not received until June 30.

- *Revenue Earned:* The revenue was earned on May 15 and since the payment was not received until later, the revenue is recorded on an Old Year RE, which also sets up the receivable.
- *Cash Received:* Since the cash was received before July 1, it is recorded on an Old Year CR that references the Old Year RE. The receivable is closed once the cash is recorded in Old Year.

Example B: On June 30, the same agency provides a service for a non-Federal customer and receives payment at the same time.

- *Revenue Earned:* The revenue was earned before July 1, so the revenue should be recorded in Old Year.
- *Cash Received:* Since the cash was received at the same time, there is no need to record a receivable. Enter a non-referencing Old Year CR. This will record the revenue and the cash in the Old Year.

Example C: On June 27, an agency requests funds from a **federal** grant where the agency has met all eligibility requirements and the time frame for when funds can be used has begun. Payment is received on June 30.

- *Revenue Earned:* The revenue was earned before July 1, so the revenue should be recorded on an Old Year RE.
- *Cash Received:* Since the cash was received before July 1, the payment should be recorded on an Old Year CR that references the Old Year RE.



Section 2: Old Year Cash and New Year Revenue (Unearned Revenue)

- Example:* An agency receives a payment on June 21 for camping reservations for the week of July 24.
- *Revenue Earned:* The revenue is not earned until the customer uses the camping reservations in New Year, so process an Unearned Revenue JVYE transaction (FI-61UR).
 - *Cash Received:* Since the cash was received before July 1 it is recorded on an Old Year CR.

Section 3: New Year Cash and Old Year Revenue (Receivable)

- Example:* An agency earns **federal** revenue on June 26. Because of the federal agency's draw system requirements, a drawdown request could not be made until June 30. The federal funds are received July 3.
- *Revenue Earned:* The revenue was earned before July 1, so record an Old Year RE.
 - *Cash Received:* Since the payment was received after June 30, process a New Year CR that references the RE with a transaction date of July 3 (date the federal funds were received).
- Example:* A New Year non-referencing CR includes both Old Year and New Year revenue. In this case, since cash was already received, it would be impractical to record an Old Year RE.
- *Revenue Earned:* Enter an Accounts Receivable JVYE to "move" the Old Year portion of the CR to Old Year.
 - *Cash Received:* No changes needed to the New Year non-referencing CR.

- Example:* An agency inspects a company's boiler on June 1. On June 29 a check of \$250 is received and deposited. After 2 attempts at processing the check, the bank returns the check to the agency on July 2 for non-sufficient funds.
- *Revenue Earned:* The revenue was earned on June 1, so record an Old Year RE.
 - *Cash Received:* Since the check was received before July 1, process an Old Year CR that references the RE.
 - *Cash Returned NSF:* Since the check was returned after June 30 and it is less than \$50,000, enter a New Year modification to the Old Year CR to zero out the effect, and enter a New Year modification to the Old Year RE to add any additional NSF charges required by FIACCT 06-01_12. If the returned check is for more than \$50,000, contact Patricia Nelson at patriciarnelson@utah.gov.

Section 4: New Year Cash and New Year Revenue

- Example:* A customer enters your office on July 9 and purchases 500 maps on account. On July 20, you receive a payment for the maps.
- *Revenue Earned:* The revenue was earned after June 30, so record a New Year RE.
 - *Cash Received:* Since the payment was also received after June 30, process a New Year CR that references the RE.

Vantage Receivable Exempt Agencies

Agencies that have received an exemption from State Finance and the Office of State Debt Collection (OSDC) from using Vantage to track their non-Federal invoices should still be recording their revenues and receivables regularly in an approved subsidiary ledger. The balances of the subledger should be recorded in Vantage monthly and reconciled to Vantage at least quarterly. Your agency is responsible to ensure receivable balances are valid and accurate in Vantage at yearend and that Vantage balances reconcile to the subledger.



FI-61AR Accounts Receivable – Closing Old Year Form

This form should be prepared and attached in Vantage for all Accounts Receivable JVYE transactions. The form has been designed to follow transaction entry in Vantage and is used to ensure proper data entry and review. The form can be downloaded from the Division of Finance website at https://finance.utah.gov/state-agency-resources/forms/ under the JVYE FI 61 Series button.

Entering the JVYE in Vantage

Follow the instructions for the JVYE document detailed in section M.2 Steps to Enter an Old Year JVYE. Ensure the Event Type and Posting Codes match the FI-61AR form.

NEW IN FY2026 State Finance has added a drop-down list to the BSA cell/field to streamline the ACFR reporting process for receivables. Agencies should be careful to select the correct BSA from the drop-down list using definitions provided in the “BSA Definitions” tab of the form. If your JVYE includes more than one type of receivable, you will need to add additional BSA lines and summarize by type.

Division of Finance

FI-61AR
ACCOUNTS RECEIVABLE
Year-end Closing Entry

Department Name _____

Division _____

Dept Control No. _____

JVYE Type: _____

26 AR

Dept Prefix Auto-number

Prepared by _____

Date _____

Approved by _____

Date _____

Debit Amount	Credit Amount
0.00	0.00 OK

HEADER

Period: 13 Fiscal Year: 2026 Budget FY: 2026

Reversal Date: Required _____
Rule of thumb is 10 business days from entry in Vantage

Reversal Hold: Yes or No _____
e.g., to change New Year coding

LINE GROUP

Event Type: GA31 Line Group Description (opt.) max 60 characters _____

ACCOUNTING

Balance Sheet Closing Entry (Posting Code A016) Drop-down list:

Line	Posting Code	Debit	Credit	Line Description (max 100)	Fund	Dept	Select BSA (blank)
01	A016						

Revenue Accounts - Accrued (Posting Code R003)

Line	Posting Code	Debit	Credit	Line Description (max 100)	Fund	Dept	Unit	Appr Unit	Revenue	Activity	Function	Program	Phase	Program Period
02	R003													
03	R003													
04	R003													
05	R003													
06	R003													
07	R003													
08	R003													

H:\Financial Reporting\FINET Transactions\FY2026\2026 JVYE Form Templates\FI-61AR Accounts receivable

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FI-61ER Expenditure Refund – Closing Old Year Form

This form should be prepared and attached in Vantage for all Expenditure Refund JVYE transactions. The form has been designed to follow transaction entry in Vantage and is used to ensure proper data entry and review. The form can be downloaded from the Division of Finance website at <https://finance.utah.gov/state-agency-resources/forms/> under the JVYE FI 61 Series button.

Entering the JVYE in Vantage

Follow the instructions for the JVYE document detailed in section M.2 **Steps to Enter an Old Year JVYE**. Ensure the Event Type and Posting Codes match the FI-61ER form.

**Division of
Finance**

FI-61ER
EXPENDITURE REFUND
Year-end Closing Entry

Department Name: _____

Division: _____

Dept Control No.: _____

JVYE Type: 26 ER

Dept: _____ Prefix: _____ Auto-number: _____

Prepared by: _____ Date: _____

Approved by: _____ Date: _____

Debit Amount: 0.00

Credit Amount: 0.00 OK

HEADER

Period: 13 Fiscal Year: 2025 Budget FY: 2026 Reversal Date: Required Reversal Hold: Yes or No

Rule of thumb is 10 business days from entry in Vantage e.g. to change New Year coding

LINE GROUP

Event Type: GA24 Line Group Description (opt.) max 50 characters: _____

ACCOUNTING

Balance Sheet Closing Entry (Posting Code A016)

Line	Posting Code	Debit	Credit	Line Description (max 100)	Fund	Dept	BSA
01	A016						1025

Expenditure Accounts — Refunded (Posting Code D014)

Line	Posting Code	Debit	Credit	Line Description (max 100)	Fund	Dept	Unit	Appr Unit	Object	Subobject	Activity	Function	Program	Phase	Program Period
02	D014														
03	D014														
04	D014														
05	D014														
06	D014														
07	D014														
08	D014														
09	D014														
10	D014														

H:\Financial Reporting\FINET Transactions\FY2026\2026 JVYE Form Templates\FI-61ER Expenditure refund
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4. Unearned Revenues and Deferred Inflows

Contact Liahona Hepworth (801-957-7705, lrhepworth@utah.gov) or Rebekka Wilkinson (801-957-7715, wilkinsonr@utah.gov) for help with any questions regarding this section.

Review section C.6 Unearned Revenues and Deferred Inflows before preparing and submitting Unearned Revenue or Deferred Inflow JVYEs.

FI-61DIR Deferred Inflow Reclassification – Closing Old Year Form

This form should be prepared and attached in Vantage for all Deferred Inflow Reclassification JVYE transactions. The form has been designed to follow transaction entry in Vantage and is used to ensure proper data entry and review. The form can be downloaded from the Division of Finance website at https://finance.utah.gov/state-agency-resources/forms/ under the JVYE FI 61 Series button.

Entering the JVYE in Vantage

Follow the instructions for the JVYE document detailed in section M.2 Steps to Enter an Old Year JVYE. Ensure the Event Type and Posting Codes match the FI-61DIR form.

FI-61DIR
DEFERRED INFLOW RECLASSIFICATION
(available after 45 days / not meeting time requirements)

Department Name: _____ JVYE _____ 26 DR _____

Division: _____ Type: Dept Prefix Auto-number Prepared by: _____ Date: _____

Dept Control No. _____

Debit Amount	Credit Amount
0.00	0.00 OK

Approved by: _____ Date: _____

HEADER

Period: 13 Fiscal Year: 2026 Budget FY: 2026 Reversal Date: Required Reversal Hold: Yes or No

Rule of thumb is 10 business days from entry in Vantage e.g., to change New Year coding

LINE GROUP

Event Type: GA32 Line Group Description (opt) max 60 characters: _____

ACCOUNTING

Balance Sheet Closing Entry (Posting Code A015)

Line	Posting Code	Debit	Credit	Line Description (max 100)	Fund	Dept	BSA
01	A015						6455

Revenue Accounts — Deferred Inflow Reclassification (Posting Code R003)

Line	Posting Code	Debit	Credit	Line Description (max 100)	Fund	Dept	Unit	Appr Unit	Revenue	Activity	Function	Program	Phase	Program Period
02	R003													
03	R003													
04	R003													
05	R003													
06	R003													
07	R003													
08	R003													

H:\Financial Reporting\FINET Transactions\FY2026\2026 JVYE Form Templates\FI-61DIR Deferred inflow reclassification
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FI-61UR Unearned Revenue - Closing Old Year Form

This form should be prepared and attached in Vantage for all Unearned Revenue JVYE transactions. The form has been designed to follow transaction entry in Vantage and is used to ensure proper data entry and review. The form can be downloaded from the Division of Finance website at https://finance.utah.gov/state-agency-resources/forms/ under the JVYE FI 61 Series button.

Entering the JVYE in Vantage

Follow the instructions for the JVYE document detailed in section M.2 Steps to Enter an Old Year JVYE. Ensure the Event Type and Posting Codes match the FI-61UR form.

Form template for FI-61UR Unearned Revenue Year-end Closing Entry. Includes fields for Department Name, JVYE Type, Fiscal Year, Budget FY, Reversal Date, and tables for Balance Sheet Closing Entry and Revenue Accounts - Unearned.



5. Old and New Year Payments

Old Year payments are for goods or services received or benefits delivered on or before June 30. New Year payments are for goods or services received or benefits delivered on or after July 1.

Old Year Payment Cut-off Dates

The Vantage system will allow the processing of Old Year payments (GAX, PRC, or GMA documents) through fiscal period 13 until the closing date of **August 4, 2026**. If transactions are needed after the closing date, please contact State Finance for assistance.

- This helps minimize the number of JVYEs needed in cases where an invoice for an Old Year expenditure was received after June 30 but in time to process in Old Year pd 13. Vantage will record cash in the New Year and an expenditure and liability in the Old Year.
- It is not usually practical to process payments up to the closing date, so we recommend completing Old Year payments by **July 17, 2026** and use JVYEs thereafter. Your agency’s financial director will set internal due dates for transaction processing.

Old Year Payment Procedure

Process Old Year payments (GAX, PRC, or GMA documents) using the regular payment process. Beginning **June 9**, Vantage will require entering the fiscal period, fiscal year, and budget fiscal year for each transaction to ensure posting to the correct year.

New Year Payments for Purchase Order Documents Entered in Old Year

If a New Year payment needs to be made for a purchase document that was entered in Old Year, approve the purchase order transaction for roll into the New Year. This is done in Vantage on the *Roll/Lapse Summary Pre-Selection Table* (page code: **RLPSS**).

- Select *Approve Selected Document for Roll* for the transaction you want rolled on the table.
- After the purchase order document is rolled forward, process the payment in New Year.
- Do not roll the purchase order if any portion is to be paid in Old Year.
- You only need to roll PO, PD, DO, and GAE transactions that you want in the New Year; all others will lapse at the end of closeout.

You may begin selecting transactions on the **RLPSS** page when you receive an email notice that the table is ready. The roll process will run every Friday through the end of August.

- The first roll is on Friday, July 1. This will enable you to enter New Year payments on Old Year purchase order documents beginning July 2.
- The Table will be refreshed and populated on the Monday of each week until the end of August.
- Please do not approve for roll any orders on Monday, but wait until Tuesday. Tuesday through Friday, agencies can approve for roll any order displayed.

6. Accrued Expenditures

Contact *Liahona Hepworth* (801-957-7705, lrhepworth@utah.gov) or *Rebekka Wilkinson* (801-957-7715, wilkinsonr@utah.gov) for help with any questions regarding this section.

Accrued Expenditures JVYE transactions are used to record expenditures (for goods or services purchased and received by the State on or before June 30) when you have not been able to process the payment in Old Year by August 4. The JVYE records an expenditure and a liability in the Old Year which is reversed in the New Year in order to offset the payment entered in the New Year. The Accrued Expenditure JVYE essentially moves the expenditure from the New Year back to the Old Year.

FI-61AE Accrued Expenditure – Closing Old Year Form

This form should be prepared and attached in Vantage for all accrued expenditure JVYE transactions. The form has been designed to follow transaction entry in Vantage and is used to ensure proper data entry and review. The



form can be downloaded from the Division of Finance website at <https://finance.utah.gov/state-agency-resources/forms/> under the JVYE FI 61 Series button.

Entering the JVYE in Vantage

Follow the instructions for the JVYE document detailed in section M.2 **Steps to Enter an Old Year JVYE**. Ensure the Event Type and Posting Codes match the FI-61AE form.

**Division of
Finance**

FI-61AE
ACCRUED EXPENDITURES
Year-end Closing Entry

Department Name: _____

Division: _____

Dept Control No.: _____

JVYE Type: _____

26 AE: _____

Dept: _____ Prefix: _____ Auto-number: _____

Prepared by: _____ Date: _____

Approved by: _____ Date: _____

Debit Amount: 0.00

Credit Amount: 0.00 OK

HEADER

Period: 13 Fiscal Year: 2026 Budget FY: 2026 Reversal Date: Required Reversal Hold: Yes or No
Rule of thumb is 10 business days from entry in Vantage e.g. to change New Year coding

LINE GROUP

Event Type: GA30 Line Group Description (opt.) max 60 characters: _____

ACCOUNTING

Balance Sheet Closing Entry (Posting Code A015)

Line	Posting Code	Debit	Credit	Line Description (max 100)	Fund	Dept	BSA
01	A015						5000

Expenditure Accounts - Accrued (Posting Code D014)

Line	Posting Code	Debit	Credit	Line Description (max 100)	Fund	Dept	Unit	Appr Unit	Object	Subobject	Activity	Function	Program	Phase	Program Period
02	D014														
03	D014														
04	D014														
05	D014														
06	D014														
07	D014														
08	D014														
09	D014														

H:\Financial Reporting\FINET Transactions\FY2026\2026 JVYE Form Templates\FI-61AE Accrued expenditure

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7. Prepaid Expenditures

Contact Liahona Hepworth (801-957-7705, lrhepworth@utah.gov) or Rebekka Wilkinson (801-957-7715, wilkinsonr@utah.gov) for help with any questions regarding this section.

Prepaid Expenditures JVYE transactions are used when New Year expenditures should be paid before the beginning of the New Year beginning July 1. The Prepaid Expenditure JVYE increases (debits) an asset and also decreases (credits) the expenditure in the Old Year and is reversed in the New Year. The Prepaid Expenditure JVYE essentially moves the expenditure from the Old Year to the New Year.

Agencies should only pay New Year expenditures before July 1 if a prepayment for services is required by the vendor (i.e., registration fees and travel.). Rent and other charges due July 1 should not be prepaid, but should be



scheduled to be paid on July 1 and will be available on July 2. **Agencies should track New Year expenditures paid before June 30.**

Prepaid Expenditure Cut-off Dates

Prepaid Expenditure JVYE transactions may be entered anytime beginning July 1, but need to be completed by the final cut-off date of **August 4**.

Prepaid Expenditures – Governmental Funds

An agency operating in a governmental fund will occasionally pay for services in the Old Year where the service period starts in the Old Year and extends into the New Year. Examples include maintenance contracts, software licenses, subscriptions, and insurance fees. Use the Prepaid Expenditure JVYE transaction (form FI61PE) to move the new year portion of the amount paid in old year forward to the new year.

Prepaid Expenses – Non-Governmental Funds

Enterprise, Internal Service, and Trust funds operate and report under the full accrual basis of accounting. These fund types should record prepaid type expenses (i.e., where the service period starts in the Old Year and extends into the New Year) at the time of payment and record the costs in the proper periods that the expense covers. If yearend prepaid expenses need to be booked, use the Prepaid Expenditure JVYE transaction (form FI61PE) to move the new year portion of the amount paid in old year forward to the new year.

(Continued on the next page)



FI-61PE Prepaid Expenditure – Closing Old Year form

This form should be prepared and attached in Vantage for all Prepaid Expenditure JVYE transactions. The form has been designed to follow transaction entry in Vantage and is used to ensure proper data entry and review. The form can be downloaded from the Division of Finance website at <https://finance.utah.gov/state-agency-resources/forms/> under the JVYE FI 61 Series button.

Entering the JVYE in Vantage

Follow the instructions for the JVYE document detailed in section M.2 **Steps to Enter an Old Year JVYE**. Ensure the Event Type and Posting Codes match the FI-61PE form.

**Division of
Finance**

FI-61PE
PREPAID EXPENDITURE
Year-end Closing Entry

Department Name: _____
Division: _____
Dept Control No.: _____

JVYE Type: _____
Dept: _____
26 FE Prefix: _____
Auto-number: _____

Prepared by: _____
Date: _____

Approved by: _____
Date: _____

Debit Amount	Credit Amount
0.00	0.00 OK

HEADER

Period: 13 Fiscal Year: 2026 Budget FY: 2026 Reversal Date: Required Reversal Hold: Yes or No
Rule of thumb is 10 business days from entry in Vantage e.g., to change New Year coding

LINE GROUP

Event Type: GA24 Line Group Description (opt.) max 60 characters: _____

ACCOUNTING

Balance Sheet Closing Entry (Posting Code A016)

Line	Posting Code	Debit	Credit	Line Description (max 100)	Fund	Dept	BSA
01	A016						3340

Expenditure Accounts — Prepaid (Posting Code D014)

Line	Posting Code	Debit	Credit	Line Description (max 100)	Fund	Dept	Unit	Appr Unit	Object	Subobject	Activity	Function	Program	Phase	Program Period
02	D014														
03	D014														
04	D014														
05	D014														
06	D014														
07	D014														
08	D014														
09	D014														

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8. Closing Package Instructions

Overview

The closing package is used to report all unexpended appropriation balances and to identify the disposition of those balances. The legal authority should be provided for all funds identified as non-lapsing. In addition, supporting documentation should be provided for any non-lapsing funds that are based on unfulfilled purchase orders.

NOTE: Transactions for accrued expenditures, accounts receivable, deferred revenue, and prepaid expenditures are to be entered at the agency level prior to closeout and are not to be submitted with the closing schedule. These transactions will be reflected in the amounts that appear on the Line Item Status report as of the cut-off date of the report. The amounts appearing in the report will need to be adjusted for any additional transactions which are processed after the run date of the report. Instructions for the processing of these transactions are included with other yearend closing materials.

DUE DATE: **August 3, 2026**

ITEMS TO SUBMIT: FORM – *DISPOSITION OF LINE ITEM BY FUNDING SOURCE* (a.k.a. *Closing Schedule*) should be submitted electronically via the closing package document provided and any supporting documentation such as copies of purchase orders should be e-mailed to Devin Anthony at devinanthony@utah.gov.

QUESTIONS: Contact Devin Anthony at devinanthony@utah.gov or 801-957-7778.

Basic Assumptions of the Closing Process

Vantage RULES: For financial reporting purposes, all final closing amounts are those recorded in Vantage.

TRANSACTIONS: All financial transactions for the old fiscal year need to be entered into Vantage before the closing schedule is completed. Any transaction not posted to Vantage at the time of submitting the schedule to the Division of Finance should be reflected on the closing schedule. The closing schedule must agree to final Vantage reports.

BUDGETARY

PROCEDURES: As you complete your closeout, and where applicable, please make sure you comply with the order of spending as outlined in Utah Code *63J-1-105(7)(a)*, which states the following:

“When an agency has a line item that is funded by more than one major revenue type, one of which is dedicated credits, the agency shall completely expend authorized dedicated credits within the current fiscal year and allocate unused spending authorization among other funding sources based upon a proration of the amounts appropriated from each of those major revenue types not attributable to dedicated credits, unless the Legislature has designated a portion of the dedicated credits as nonlapsing, in which case the agency shall completely expend within the current fiscal year authorized dedicated credits minus the portion of dedicated credits designated as nonlapsing, and allocate unused spending authorization among the other funding sources based upon a proration of the amounts appropriated from each of those major revenue types not attributable to dedicated credits.”



Fixed State Funding Schedule

The Fixed State Funding schedule documents the detail of the Fixed Funding column (appropriations) of the Line Item Status report. Contact Devin Anthony at devinanthony@utah.gov or 801-957-7759 about any adjustments which may need to be made to this report. This schedule will be provided to all agencies by Finance and is provided for information purposes only and should **not** be returned to the Division of Finance with the closing schedule. An example Fixed State Funding Schedule is provided below:

**STATE OF UTAH - DIVISION OF FINANCE
FIXED STATE FUNDING
FISCAL YEAR 20XX**

Judicial Branch

BAAA SJC Court Administrator

1000 (GF) General Fund Unrestricted		
Item No.: 07	SB008 18GS STATE AGENCY AND HIGHER EDUCATION CO	3,151,200
Item No.: 07	HB008 18GS STATE AGENCY FEES AND ISF RATE AUTH AN	8,700
Item No.: 07	HB002 18GS NEW FISCAL YEAR SUPPLEMENTAL APPROP	683,700
Item No.: 21	HB006 18GS EXECUTIVE OFFICES AND CRIMINAL JUSTICE	107,861,300
Item No.: 82	HB003 18GS APPROPRIATIONS ADJUSTMENTS (BILL OF BI	288,800
Item No.: 83	HB003 18GS APPROPRIATIONS ADJUSTMENTS (BILL OF BI	7,000
Item No.: 84	HB003 18GS APPROPRIATIONS ADJUSTMENTS (BILL OF BI	7,000
Item No.: 85	HB003 18GS APPROPRIATIONS ADJUSTMENTS (BILL OF BI	900
Item No.: 86	HB003 18GS APPROPRIATIONS ADJUSTMENTS (BILL OF BI	5,000
Item No.: 87	HB003 18GS APPROPRIATIONS ADJUSTMENTS (BILL OF BI	149,700
Item No.: 88	HB003 18GS APPROPRIATIONS ADJUSTMENTS (BILL OF BI	76,100
Item No.: 89	HB003 18GS APPROPRIATIONS ADJUSTMENTS (BILL OF BI	128,000
Item No.: 90	HB003 18GS APPROPRIATIONS ADJUSTMENTS (BILL OF BI	7,200
Item No.: 04	SB003 19GS APPROPRIATIONS ADJUSTMENTS (BILL OF BI	12,000
Item No.: 10	SB006 19GS EXECUTIVE OFFICES AND CRIMINAL JUSTICE	0
Item No.: 002	BEGINNING NONLAPSING BALANCE	99,400
Item No.: 003	BEGINNING NONLAPSING BALANCE	365,000
Item No.: 004	BEGINNING NONLAPSING BALANCE	20,000
Item No.: 005	BEGINNING NONLAPSING BALANCE	607,000
Item No.: 006	BEGINNING NONLAPSING BALANCE	54,000
Item No.: 007	BEGINNING NONLAPSING BALANCE	1,279,700
Item No.: 009	BEGINNING NONLAPSING BALANCE	62,300
Item No.: 010	BEGINNING NONLAPSING BALANCE	10,600
Item No.: 011	BEGINNING NONLAPSING BALANCE	2,000
(GF) General Fund Unrestricted		<u>114,886,600</u>
1250 (DPS) DNA Specimen Restricted Account		
Item No.: 21	HB006 18GS EXECUTIVE OFFICES AND CRIMINAL JUSTICE	269,700
(DPS) DNA Specimen Restricted Account		<u>269,700</u>
1320 (FIN) Tobacco Settlement Restricted Account		
Item No.: 21	HB006 18GS EXECUTIVE OFFICES AND CRIMINAL JUSTICE	193,700
(FIN) Tobacco Settlement Restricted Account		<u>193,700</u>
1440 (JUD) Dispute Resolution Account		
Item No.: 21	HB006 18GS EXECUTIVE OFFICES AND CRIMINAL JUSTICE	565,200
(JUD) Dispute Resolution Account		<u>565,200</u>
1442 (JUD) Children's Legal Defense Account		
Item No.: 07	SB008 18GS STATE AGENCY AND HIGHER EDUCATION CO	13,900
Item No.: 07	HB008 18GS STATE AGENCY FEES AND ISF RATE AUTH AN	0
Item No.: 21	HB006 18GS EXECUTIVE OFFICES AND CRIMINAL JUSTICE	468,100
(JUD) Children's Legal Defense Account		<u>482,000</u>
1444 (JUD) Court Security Account		
Item No.: 07	SB008 18GS STATE AGENCY AND HIGHER EDUCATION CO	3,300
Item No.: 21	HB006 18GS EXECUTIVE OFFICES AND CRIMINAL JUSTICE	11,172,800
(JUD) Court Security Account		<u>11,176,100</u>
1445 (JUD) State Courts Complex Account		



**STATE OF UTAH - DIVISION OF FINANCE
FIXED STATE FUNDING
FISCAL YEAR 20XX**

Page 2

Item No.: 21	HB006 18GS EXECUTIVE OFFICES AND CRIMINAL JUSTICE	322,100
(JUD) State Courts Complex Account		322,100
1447 (JUD) Justice Court Technology, Security, & Trainin		
Item No.: 07	HB008 18GS STATE AGENCY FEES AND ISF RATE AUTH AN	0
Item No.: 21	HB006 18GS EXECUTIVE OFFICES AND CRIMINAL JUSTICE	1,218,900
(JUD) Justice Court Technology, Security, & Tra		1,218,900
1448 (JUD) Nonjudicial Adjustment Account		
Item No.: 21	HB006 18GS EXECUTIVE OFFICES AND CRIMINAL JUSTICE	1,056,400
(JUD) Nonjudicial Adjustment Account		1,056,400
1449 (JUD) Online Court Assistance Program		
Item No.: 07	SB008 18GS STATE AGENCY AND HIGHER EDUCATION CO	4,400
Item No.: 21	HB006 18GS EXECUTIVE OFFICES AND CRIMINAL JUSTICE	233,700
(JUD) Online Court Assistance Program		238,100
1450 (JUD) Substance Abuse Prevention Account		
Item No.: 21	HB006 18GS EXECUTIVE OFFICES AND CRIMINAL JUSTICE	571,800
(JUD) Substance Abuse Prevention Account		571,800
1451 (JUD) Trust Account Support		
Item No.: 07	HB008 18GS STATE AGENCY FEES AND ISF RATE AUTH AN	300
Item No.: 21	HB006 18GS EXECUTIVE OFFICES AND CRIMINAL JUSTICE	255,200
(JUD) Trust Account Support		255,500
9400 NONLAPSING DEDICATED CREDITS		
Item No.: 001	BEGINNING NONLAPSING BALANCE	292,766
Item No.: 008	BEGINNING NONLAPSING BALANCE	52,691
NONLAPSING DEDICATED CREDITS		345,457
SJC Court Administrator		131,581,557

Line Item Status Report

The Line Item Status report shows, by appropriation unit, all amounts that have posted to Vantage as of the date of the report. If all Old Year transactions have posted to Vantage, the column totals of this report can be used to complete the closing schedule. Any transactions which have not posted will have to be accounted for before completing the closing schedule. This report will be provided to all agencies by State Finance and is provided for information purposes only and should **not** be returned to the Division of Finance with the closing schedule.

The Division of Finance has prepared a COGNOS version of the Line Item Status Report that can be used by agencies to view their line item balances following each Vantage cycle. To access this report, go to <https://ufbi.finance.utah.gov>.

1. Log in with your email address and your LAN password (if required)
2. From the navigation bar on the left, select Team Content, then Reports, then Vantage and open the Budget Reports & Line Item Status Reports folder.
3. Select Line Item Status Report link.
4. Follow the on-screen instruction prompts.

You may also request an updated report by contacting Devin Anthony at devinanthony@utah.gov or 801-957-7778.



The following instructions are cross-referenced to the attached sample report.

- A. Report Title.
- B. Fixed State Funding. This amount comes from the Current Appropriation field of the Appropriation Inquiry Table in Vantage (Page Code: **BQ31**). The detail of this number is found in the State Fixed Funding report distributed with the closing package.
- C–D. Actual Revenue Collected - This represents the total of Federal Revenue and Dedicated Credits amounts accumulated from the general ledger and summarized by appropriation unit and line item.
- E. Total Available. This amount is the sum of Fixed State Funding, Federal Revenue, and Dedicated Credits. This is the total amount of funding available to cover expenditures.
- F. Expenditures. The expenditure amounts are accumulated from the general ledger and summarized by appropriation unit and line item.
- G. Unexpended Balance. This amount is the difference between the Total Available and Expenditures.

(A)

REPORT ID: Line Item Status Report

Dept: 020

Fund: 1000

**State of Utah - FINET
Line Item Status Report**

Fiscal Year: 20XX

Line Item: BAAA

		(B)	(C-D)	(E)	(F)	(G)
APPROPRIATION CLASS	APPROPRIATION NAME	FIXED FUNDING	ACTUAL REVENUE COLLECTED	TOTAL AVAILABLE	EXPENDITURES	UNEXPENDED BALANCE
BAAA SJC Court Administrator	BAA Supreme Court	\$3,381,500.00	\$7,660.00	\$3,389,160.00	\$3,052,599.04	\$336,560.96
	BAB Law Library	\$1,111,191.00	\$113,398.23	\$1,224,589.23	\$1,002,987.68	\$221,601.55
	BAC Court of Appeals	\$4,488,400.00	\$0.00	\$4,488,400.00	\$4,139,601.51	\$348,798.49
	BAD District Courts	\$51,292,600.00	\$112,955.65	\$51,405,555.65	\$46,728,234.98	\$4,677,320.67
	BAE Juvenile Courts	\$43,838,065.50	\$122,702.74	\$43,960,768.24	\$37,375,870.43	\$6,584,897.81
	BAF Justice Courts	\$1,434,200.00	\$0.00	\$1,434,200.00	\$724,948.16	\$709,251.84
	BAG Court Security	\$11,676,100.00	\$0.00	\$11,676,100.00	\$7,040,378.83	\$4,635,721.17
	BAH Administrative Office	\$6,097,400.00	\$652,091.65	\$6,749,491.65	\$4,968,959.69	\$1,780,531.96
	BAJ Judicial Education	\$685,400.00	\$105,000.00	\$790,400.00	\$617,593.40	\$172,806.60
	BAK Data Processing	\$7,576,700.00	\$1,139,511.30	\$8,716,211.30	\$7,859,551.74	\$856,659.56
	BAM Grants Program	\$0.00	\$473,630.84	\$473,630.84	\$732,412.00	(\$258,781.16)
BAAA SJC Court Administrator totals:		\$131,581,556.50	\$2,726,950.41	\$134,308,506.91	\$114,243,137.46	\$20,065,369.45
Department 020 totals:		\$131,581,556.50	\$2,726,950.41	\$134,308,506.91	\$114,243,137.46	\$20,065,369.45
Report Summary		\$131,581,556.50	\$2,726,950.41	\$134,308,506.91	\$114,243,137.46	\$20,065,369.45



Disposition of Line Item by Funding Source

The Disposition of Line Item by Funding Source is also known as the “Closing Schedule” which should be completed and submitted electronically via Workiva to the Division of Finance. State Finance will distribute/give access to the Closing Schedule Spreadsheet after yearend. All Old Year transactions should be posted to Vantage or otherwise accounted for prior to completing this schedule.

It is important that Lapsing and Non-lapsing funds be allocated to the appropriate funding sources.

The statutory authority must be cited for any funds shown as non-lapsing.

Agencies will be contacted whenever there is a substantial variance between final Vantage reports and the submitted closing schedule. It is the responsibility of the agency to reconcile any variances.

The following instructions are cross-referenced to the attached sample reports.

- A. Report title.
- B. Line Item name and code.
- C. Agency name.
- D. Fixed State Funding. There will be one line for each fund from which appropriations were made to this line item showing the fund code, the fund name, and the amount appropriated. The detail of appropriations by Vantage Fund source will be listed in the Fixed State Funding report.
- E. Total Available. This column shows the total available funds for each funding source (*State Fixed Funding plus Actual Revenue Collected* columns). This is the total amount of funding available to be expended in this line item.
- F. Expenditures Column. Enter in the total expenditures for the line item as shown on the Line Item Status report, adjusted as necessary for any additional transactions which may have posted after the run date of the report. It is not necessary to list expenditures by each funding source.
- G. Unexpended Column. The difference between the total available funds and the total expenditures.
- H. Lapsing Column. The portion of the unexpended balance which will lapse. Most lapsing amounts will generally be to the General Fund. **Attention: An agency’s lapsing dedicated credit amount as calculated by Mark Petersen, Division of Finance, will be prepopulated in the box as shown in column referenced here as H and the row reference here as J. The total Lapsing balance must take into account this amount so that it will total correctly. Any *Dedicated Credit* lapsing amount will also generally be to the General Fund.**
- I. Non-lapsing. Enter any portion of the unexpended balance for which there is statutory authorization to be carried as non-lapsing. Spread the non-lapsing amount to the detailed funding source lines. Under most circumstances, there should not be any non-lapsing federal funds. Unearned federal revenue should be deferred into the next fiscal year using the Unearned Revenue JVYE accrual form. **The sum of lapsing and non-lapsing should equal the total unexpended balance.**
- J. Actual Revenue Collected (federal revenue + dedicated credits) is populated per the Line Item Status report. Be sure that this amount reflects any adjustments for excess dedicated credits.
- K. Total Lapsing amount.
- L. Description of Nonlapsing Authority:
 - 1. Statutory Authorization for Nonlapsing. List each statutory reference which authorizes any portion of this line item to be non-lapsing. If there is a single reference which makes the entire line item non-lapsing, that one reference will be sufficient. If a line item has blanket non-lapsing authorization it is not necessary to provide copies of purchase orders which qualify for non-lapsing funds.



Division of Finance

Budget and Accounting Officers June 2026 Reference Guide

2. Purchase Orders. When other nonlapsing authorization does not exist and there are purchase orders which qualify to have the funds carried as non-lapsing, enter the total amount of the purchase orders up to the amount of unexpended funds. To qualify for non-lapsing funds a purchase order should be for capital equipment, should have been issued prior to May 1, and normal delivery should have been expected by June 30 (See UCA 63J-1-601 2(e)). A copy of each qualifying purchase order should be attached, with the P.O. number and date clearly visible.
3. Authorized Amount. *UCA 63J-1-603* one-time project list authorized nonlapsing amounts are identified, usually by specific projects, in the intent statements of line item appropriations. Enter the legislative bill and item number and the total of all authorized nonlapsing amounts for the line item. Do not list the individual project amounts.
4. Actual Amount. Enter the actual amount of non-lapsing funds based on the available unexpended balance. In many cases, this amount may be less than the authorized amount. The total non-lapsing amount listed in this column should balance to the total shown in column I (Nonlapsing).

Instructions continue on next page



Disposition of Line Item by Funding Source "Closing Schedule"

The columns highlighted in green below will require manual input to update the information to tie to FINET.

(A)	(B)	(C)	(J)	(E)	(F)	(G)	(H)	(I)	(L)
Dept 017: Legislative Services	LINE ITEM	STATE FIXED FUNDING	ACTUAL REVENUE COLLECTED	TOTAL AVAILABLE	EXPENDITURES	UNEXPENDED AMOUNT	LAPSED	NON-LAPSED	STATUTORY AUTHORITY REFERENCE / P.O.# TO KEEP NON-LAPSED FUNDS OR IF ELECTING TO RETURN NON-LAPSED FUNDS, PLEASE EXPLAIN
LEG Legislative Services	AHAA								<--Gray row will be empty when \$ entered in green below is complete.
LEG Legislative Services	ACTUAL REVENUE COLLECTED		\$ 125,381.30	\$ 125,381.30	\$ 125,381.30	\$ -	\$ -	\$ -	631-1-602.2 (1)
LEG Legislative Services	(GF) General Fund Unrestricted	\$9,367,591.96		\$ 9,367,591.96	\$ 5,719,320.35	\$ 3,648,271.61	\$ -	\$ 3,648,271.61	631-1-602.2 (1)
LEG Legislative Services	DEDICATED CREDITS	\$ 557,010.00		\$ 557,010.00	\$ -	\$ 557,010.00	\$ -	\$ 557,010.00	631-1-602.2 (1)
AHAA TOTAL		\$9,924,601.96	\$ 125,381.30	\$10,049,983.26	\$ 5,844,701.65	\$ 4,205,281.61	\$ -	\$ 4,205,281.61	
LSV Legislative Services Digital Wellness Commission	AIAA								<--Gray row will be empty when \$ entered in green below is complete.
LSV Legislative Services Digital Wellness Commission	ACTUAL REVENUE COLLECTED		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	631-1-602.2 (1)
LSV Legislative Services Digital Wellness Commission	(GF) General Fund Unrestricted	\$1,300,000.00		\$ 1,300,000.00	\$ 302,384.04	\$ 997,615.96	\$ 0.03	\$ 997,615.93	631-1-602.2 (1)
AIAA TOTAL		\$1,300,000.00	\$ -	\$ 1,300,000.00	\$ 302,384.04	\$ 997,615.96	\$ 0.03	\$ 997,615.93	

(K)

If applicable:
Lapsing Dedicated Credit Amount will appear here



Right side up version:

(A)

Dept 017: Legislative Services				(B)	(C)	(J)	(E)
LINE NAME	SOURCE FUND	FUND NAME	LINE ITEM	STATE FIXED FUNDING	ACTUAL REVENUE COLLECTED	TOTAL AVAILABLE	
LEG Legislative Services			AHAA				
LEG Legislative Services		ACTUAL REVENUE COLLECTED	AHAA		\$ 125,381.30	\$ 125,381.30	
LEG Legislative Services	1000	(GF) General Fund Unrestricted	AHAA	\$9,367,591.96		\$ 9,367,591.96	
LEG Legislative Services	9400	DEDICATED CREDITS	AHAA	\$ 557,010.00		\$ 557,010.00	
AHAA TOTAL				\$9,924,601.96	\$ 125,381.30	\$10,049,983.26	
LSV Legislative Services Digital Wellness Commission			AIAA				
LSV Legislative Services Digital Wellness Commission		ACTUAL REVENUE COLLECTED	AIAA		\$ -	\$ -	
LSV Legislative Services Digital Wellness Commission	1000	(GF) General Fund Unrestricted	AIAA	\$1,300,000.00		\$ 1,300,000.00	
AIAA TOTAL				\$1,300,000.00	\$ -	\$ 1,300,000.00	

(F)	(G)	(H)	(I)	(L)
EXPENDITURES	UNEXPENDED AMOUNT	LAPSING	NONLAPSING	STATUTORY AUTHORITY REFERENCE / P.O.# TO KEEP NONLAPSING FUNDS OR IF ELECTING TO RETURN NON LAPSING FUNDS, PLEASE EXPLAIN
\$ -	\$ -	\$ -	\$ -	<--Gray row will be empty when \$ entered in green below is complete.
\$ 125,381.30	\$ -	\$ -	\$ -	63J-1-602.2 (1)
\$ 5,719,320.35	\$ 3,648,271.61	\$ -	\$ 3,648,271.61	63J-1-602.2 (1)
\$ -	\$ 557,010.00	\$ -	\$ 557,010.00	63J-1-602.2 (1)
\$ 5,844,701.65	\$ 4,205,281.61	\$ -	\$ 4,205,281.61	
\$ -	\$ -	\$ -	\$ -	<--Gray row will be empty when \$ entered in green below is complete.
\$ -	\$ -	\$ -	\$ -	63J-1-602.2 (1)
\$ 302,384.04	\$ 997,615.96	\$ 0.03	\$ 997,615.93	63J-1-602.2 (1)
\$ 302,384.04	\$ 997,615.96	\$ 0.03	\$ 997,615.93	

(K)

Lapsing amount (if any) gets transferred back from General Fund to Source fund by JVA (done by Finance).

Nonlapsing amount eventually gets added back to the next fiscal year budget (BGAA's done by agencies) after GOPB's approval.



Accessing Disposition of Line Item by Funding Source “Closing Schedule” Via Workiva

- Go to app.wdesk.com
- Your username will be sent to you in an email where you can also set your password, unless you already had access to Workiva.
- Closing Package - FY 2026 is found in Files/FY2026 - ACFR/SEFA/CDM/FY 2026 - Closing Package
- Trouble Logging in? Email/message me: Devin Anthony at devinanthony@utah.gov

The screenshot shows the Workiva file explorer interface. On the left sidebar, the 'Files' menu item is highlighted with a red circle. The main content area shows the breadcrumb path: Files / FY2026 - ACFR/SEFA/CDM / FY 2026 - Closing Package. Below this, the title 'FY 2026 - Closing Package' is displayed with a red circle around it. Underneath the title, the 'All Files' tab is selected and circled in red. Below the tabs, a list of folders is shown, including 'ARCHIVE', 'B&A Reference Guide', 'Devin's Test 1', 'FY2023 - ACFR/SEFA/CDM', 'FY2024 - ACFR/SEFA/CDM', 'FY2025 - ACFR/SEFA/CDM', and 'FY2026 - ACFR/SEFA/CDM'. The 'FY2026 - ACFR/SEFA/CDM' folder is expanded, and the 'FY 2026 - Closing Package' folder is highlighted with a blue background and circled in red. To the right of the folder list, a table header 'NAME' is visible, and the entry 'Closing Package - FY 2026' is circled in red.