

Subject: DPB Instructions: FY 2019 Year-End Close and FY 2020 New Year Start-Up

DPB has posted instructions and deadlines related to the closing of Fiscal Year 2019 and the start-up of FY 2020 on the [DPB Web site](#). These instructions can be found on DPB's "Documents, Instructions, and Publications" page on that Web site. The following link will take you directly to the Web site folder containing both sets of instructions and other pertinent documents: [FY 2019 Year-End Close and FY 2020 New Year Start Up folder link](#)

It should be noted that our agency has provided instructions for year-end close AND new year start-up in one package in the past. However, details regarding the passage of the next-year budget are not always known in time for the year-end close instructions to be distributed on a timely basis, as was the case last year during the 2018 Session of the General Assembly. We hope clarity is increased by separating the two topics as well. For these reasons, we are issuing both sets of instructions simultaneously, but as separate documents.

FY 2019 YEAR-END CLOSE:

The key dates for year-end close are as follows:

<i>Date</i>	<i>Action</i>
June 14, 2019	Deadline for agencies to submit execution transactions for FY 2019
June 14, 2019	Deadline for agencies to submit capital project review work items in the Performance Budgeting system

FY 2020 NEW YEAR START-UP:

The key dates for new year start-up actions are as follows:

<i>Date</i>	<i>Action</i>
June 14, 2019	(As a reminder from FY 2019 year-end close instructions previously released) Deadline for agencies to submit final execution transactions for FY 2019
June 17, 2019	The Performance Budgeting (PB) system becomes available for FY 2020 transactions
June 21, 2019	Deadline to submit FY 2020 budget execution adjustments that must be in place when DOA's Cardinal system opens for the new year
July 17, 2019	Deadline for cabinet secretaries and agency heads to return the "Deficit Provision Acknowledgement Form"
August 14, 2019	Deadline for agencies to submit budget execution adjustments to clear out convenience subobject codes other than the xx95 series

Please review both sets of instructions at your earliest convenience and contact your DPB budget analyst if you have any questions.

Note: It should also be noted that the Department of Accounts (DOA) has distributed separate instructions detailing accounting procedures and payroll information for year-end close. Do not confuse these instructions as a substitute for DOA's instructions.

DPB Website: dpb.virginia.gov

Direct Link to Instructions: [FY 2019 Year-End Close and FY 2020 New Year Start Up folder link](#)

Important Note: Please contact your DPB budget analyst for questions rather than reply directly to this email. This mailbox is not monitored regularly and your requests or inquiries will likely go unnoticed.