DATE: March 15, 2017

TO: Deans, Directors, and Fiscal Officers

FROM: Charlie Cox, Director, Accounting Services
Debbie Abell, Director, Procurement Services
Jennifer Watson, Director, Human Resources
Judy Marshall, Executive Director for Finance

RE: **FY17 Fiscal Year End Closing Information**

We have consolidated the information you need to know in order to successfully close out fiscal year 2017 and begin fiscal year 2018. The following information regarding year-end processing is included in this document:

1. General Information
2. Purchase Requisitions
3. Purchase Orders, including PPOs
4. AIS Internal Billings
5. Utilizing State Funds for Transactions that Cross Fiscal Years
6. Travel
7. P-Cards
8. Human Resources, including Payroll
9. Plant and Service Operation Charges (Physical Plant, Printing/Duplicating)
10. Student Center Bookstore
11. Bursar Deadlines
12. Accrual Deadlines for Accounting Services
13. Correcting Entries for FY17 Transactions
14. Grant Requirements
15. Budget Entries: BAA and FAR
16. Business Offices Contact Information
17. Summary of Deadlines by Date

Please share this information with members of your staff who handle business matters. This information is also available on the following websites:
http://bizprocedures.siu.edu
http://www.budgetoffice.siu.edu/
http://as.siu.edu/
http://hr.siu.edu/
http://procurement.siu.edu/

1. General Information

The University's fiscal year begins on July 1 and closes on June 30 of the following year. For departments closing a fiscal year, there are two critical periods to remember:

The time prior to June 30 – All transactions entered before June 30 will be current year (FY17) business. Financial transactions should be reviewed in advance of this date in order to ensure that they have been correctly posted in your budget purposes (accounts). Required corrections and adjustments should be submitted as soon as they are identified. Please note: Any transactions entered July 1, 2017, or later in local accounts will be considered FY18 activity.

The lapse period – July 1 through August 31, 2017 – for STATE ACCOUNTS ONLY – The State of Illinois allows a two-month period in which to finalize financial transactions in state accounts (BP 270xxx, BP 272xxx, and BP 372xxx) that should appropriately be recorded in the "old year" (FY17). However, funds must have been encumbered (committed) prior to June 30, 2017, in order to be considered FY17 transactions. For additional information regarding the encumbrance of state funds, please see "Utilizing State Funds" in item 5 below.

Please ensure that any FY17 state account transactions are submitted in a timely manner to allow posting before August 31, 2017. Invoices and/or Invoice Distribution Forms (IDFs) to be processed against FY17 state funds must be received in Accounts Payable by August 7, 2017. <u>After August 31, no more transactions will be allowed on FY17 state funds.</u> After that, payments cannot be charged to either FY17 or FY18 state funds but will instead have to be charged to a local account or to a Foundation account.

AIS Unavailable during Year-End Processing: The Administration Information System (AIS) will be restricted to a limited number of users beginning at 10 a.m. on Friday, June 30. AIS will be unavailable while general ledger balances and encumbrances roll to FY18. During this time, <u>no checks will be written.</u> It is anticipated that AIS will be available to all users again before the close of business on July 1.

2. Purchase Requisitions

All FY17 purchase requisitions (regardless of the paying account) must have been received in Procurement Services by the deadlines listed below. Procurement Services cannot guarantee that requisitions submitted after the deadlines will be paid from FY17 funds.

- **<u>Purchase Requisitions of $500,000 or more:</u>**
  Purchase Requisitions in the amount of $500,000 or more generally require approval of the Board of Trustees. The last Board meeting scheduled for FY17 is April 6, 2017. At this time, the deadline for inclusion in the final FY17 Board meeting has passed. For those requisitions in the amount of $500,000 or more which require the approval of the Board of Trustees, every effort will be made to meet the inclusion deadline for the July 13, 2017, Board meeting.

- **Purchase Requisitions exceeding the Small Purchase Maximum:**
  Purchase Requisitions exceeding the Small Purchase Maximum ($80,000 for goods and services, $19,999.99 for professional services), **must be received in Procurement Services no later than April 3, 2017.** The deadline is necessary to allow the time required for bidding.

- **Purchase Requisitions not exceeding the Small Purchase Maximum:**
  Purchase Requisitions not exceeding the Small Purchase Maximum **will be accepted until May 1, 2017.**

Please note that all purchase requisitions, regardless of the dollar amount, must be signed by the appropriate Vice Chancellor. In addition, all requisitions totaling $50,000 or more must be signed by the Chancellor.

3. Purchase Orders, including PPOs

Purchase Order Revisions:
The last day to increase or decrease FY17 state funded Purchase Orders is June 1. All revisions for increases must be signed by the appropriate Vice Chancellor, and the Chancellor must sign for increases of $50,000 or more.

Releases and Receipts:
Departments must have all Releases entered and approved and all Receipts for FY17 Purchase Orders entered no later than 4:30 p.m. on June 27, 2017.

> **Note**: Departments utilizing **Planned Purchase Orders (PPO)** should pay particular attention to the expiration date. If an invoice has not been received for a purchase against a PPO which expires on June 30, 2017, a release for an estimated amount of the purchase should be entered and approved in AIS. If an estimated amount cannot be easily determined, enter and approve a release for $1 (one dollar). Upon receipt of the invoice, the Department can adjust the release within AIS. Please note that releases cannot be entered into AIS after the expiration date of the PPO, and that releases left "unapproved" cannot be adjusted and approved after June 27, 2017.

Purchase Orders issued after July 1 will be encumbered against and charged to your FY18 budget.

FY17 planned and standard Purchase Orders using state funds will be cancelled during September 2017, and those using local funds will be cancelled during October 2017.

4. AIS Internal Billings

All AIS Internal Billings must be submitted to Accounts Payable prior to noon on Wednesday, June 21, 2017. Billings received after that time will not be processed as June business.

Remember that after July 1, billings for FY17 must contain this statement on the billing summary sheet:

> "I certify that the charges for goods or services contained within this billing were ordered or delivered prior to July 1, 2017."

5. Utilizing State Funds for Transactions that Cross Fiscal Years

- Regular subscriptions and memberships, if crossing fiscal years, **CAN** be paid in the current fiscal year and do not require prorating.
- On-line services, if crossing fiscal years, **MUST** be prorated between fiscal years.
- Maintenance agreements and fees, if crossing fiscal years, **MUST** be prorated between fiscal years.
- Licenses for periods covering two fiscal years **CAN** be paid in the current fiscal year.
- Registrations for conferences in FY18 can only be paid in the current fiscal year if there is a written requirement of payment prior to June 30. State of Illinois regulations do not allow discounted prices and cost savings to be considered.
- Deposit for Lodging:

  To confirm lodging arrangements the vendor often requires one night's deposit or a credit card guarantee. For lodging occurring from July 1 through August 31, FY17 travel funds for one night's deposit may be used whenever expressly required in writing by the vendor. Payment must be made directly to the vendor.
- Payments to travelers for prepaid air travel costs **CAN** be paid from FY17 funds if **ALL** of these conditions were met:
  a. The airline tickets must be for travel completed on or before August 31, 2017.
  b. There must be a certification on the IDF or travel voucher stating the airline ticket was purchased to "ensure availability of a seat on that specific flight" (State Comptroller's requirement)
  c. There must be sufficient travel funds in the account(s) to pay for the full cost of the ticket from FY17 funds.

6. Travel

All FY17 Travel Reimbursement Vouchers, regardless of account, must be received in Accounts Payable section of Accounting Services by July 24.

If travel expenses crossing fiscal years are being charged to a **STATE** account, separate vouchers are required for the period in each year. The total airfare must be included in the FY17 travel voucher.

7. P-Cards

1. The last day to return ordered merchandise from OfficeMax for FY17 credit is June 15.

2. The last day to order any products or services (including OfficeMax) using a P-Card for FY17 is Friday, June 30. Remember that you may not purchase office supplies from another vendor without the prior approval of Betty Rouse, Purchasing Officer.

3. All FY17 P-Card transactions must be delivered, reconciled, and approved no later than July 31.

4. The last day to process P-Card corrections for FY17 state accounts is July 24.

NOTE: Transactions purchased/ordered by P-Card on or before June 30, 2017, will be charged to FY17. Transactions purchased/ordered by P-Card on July 1, 2017, and after will be charged to FY18.

In order to reconcile the P-Card Clearing Account for FY17, all P-Card transactions should be reviewed and approved within 30 days of the transaction date.

8. Human Resources, including Payroll

The final payroll that will process and post in June will be the **monthly payroll (MO07) for June 1-30**. This payroll will begin processing on June 22.

After that, these payrolls will process and post in July but may include entries for FY17:

Payroll and Time Period			FY	FY17 Adjustments Allowed?	Accrued?
BW 14	Bi-weekly staff	June 11 - 24	17	yes	yes
ST 14	Student	June 18 - July 1	split	yes	partial
SM 14	Semi-monthly	July 1 - 15	18	yes	possible
BW 15	Bi-weekly staff	June 25 - July 8	split	yes	partial
ST 15	Student	July 2 - 15	18	yes	possible
SM 15	Semi-monthly	July 16 - 31	18	yes	possible
MO 08	Monthly	July 1 - 31	18	yes	possible

No FY17 entries will be possible after the payrolls listed above have processed and posted.

IMPORTANT: To ensure that FY17 transactions are included in the above payrolls, paperwork must be received at Human Resources Data Control by the following deadlines:

BW 14 – June 16
SM 14 – June 29
BW 15 – July 7
SM 15 – July 14
MO 08 – July 14

Deadlines for Retro Active Adjustment (RAA) forms are as follows:

June 29 SM 14 (July 1 – 15)
July 7 BW 15 (June 25 - July 8)
July 14 SM 15 (July 16 - 31)
July 14 MO 08 (July 1 – 31)

PLEASE NOTE: No manual adjustments will be made after the final deadlines.

9. Plant and Service Operation Charges (Physical Plant, Printing/Duplicating)

Physical Plant:
University guidelines require that all services must be contracted for by June 30, 2017, and completed and billed by August 4, 2017. Be sure to complete the FY Funds box when submitting a Request for Physical Plant Services if the budget purpose to be billed is state funded.

- **General Improvements Request**s (GIRs) billed to FY17 state funds must be received at Physical Plant Engineering Services by April 17 and the work must be able to be completed prior to August 2, 2017.

  - **GIRs** are projects that involve:
    - Physical Plant Engineering Services, and/or
    - Changes to buildings, floor plans, site, structure, environment, components, systems utilities, or
    - Specific projects including carpet/floor tile replacement and window treatments.

  Some projects are more involved and may require additional time.

- **Service Requisitions** (SRQs) billed to FY17 state funds must be received at the Physical Plant by May 26 and the work must be able to be completed prior to August 2, 2017.

Printing/Duplicating:
All requests for Printing, Duplicating/Mail Center, Campus Forms and Campus Signs using **state** accounts must be received by Printing/Duplicating by noon June 9 to be billed as FY17 jobs. Any state account requests received after this date will be billed in FY18.

Requests using **all other accounts** must be received no later than noon June 9 to be billed during June 2017. Jobs using local accounts received after June 9 will be billed in FY18. If it is critical that a job be billed in FY17, please make sure to meet this deadline.

10. Student Center Bookstore

Any special order requests for books or supplies must be submitted to the University Bookstore no later than **May 29**.

The last day to charge in-stock merchandise at the Bookstore to be billed against FY17 funds will be **June 5**.

11. Bursar Deadlines

The deadline to make a FY17 deposit at the Bursar will be 2 p.m. on June 29. Monies received after that deadline will not be processed until FY18, and will not be reflected in the June 30, 2017, cash balance of your account.

12. Accrual Deadlines for Accounting Services

The deadline to submit FY17 accrual entries, including compensated absences, to Accounting Services is Friday, July 14.

13. Correcting Entries for FY17 Transactions

The deadline to submit corrections to Accounting Services for P-Card transactions, Transfer Vouchers, and Bursar deposits on **local** accounts is 4:30 p.m. on Friday, **June 23.** Corrections received after that date will be entered in July as FY18 business.

Corrections for Invoice Distribution Forms (IDFs) on state accounts must be submitted to Accounts Payable section of Accounting Services no later than Monday, **July 24**.

The deadline to submit corrections to Accounting Services for P-Card transactions, Transfer Vouchers, and Bursar deposits on **STATE** accounts is 4:30 p.m. on Monday, **July 24**.

14. Grant Requirements

Final reimbursement claims for awards with end dates of June 30, 2017, and **funded by the State of Illinois,** must be received at the sponsoring agencies by July 31. This requirement assists agencies in meeting the State Comptroller's lapse period, which ends August 31.

Timely submission of reimbursement claims requires the following actions:

- Reconcile all P-Card transactions for your award prior to July 1.
- Submit requisitions to Procurement Services in time to allow for payment by July 17.
- Process all payments for goods or services in a timely manner.
- Submit payroll corrections in time to allow for inclusion on the June "*Funds Available Report of Transactions.*"
- Notify Grant and Contract Accounting by July 17 if there are outstanding expenses applicable to your State of Illinois award. This will allow for the proper inclusion of all costs in the final reimbursement claim.

15. Budget Entries: BAA and FAR

For state accounts, any remaining budget balance at June 30, 2017, will roll into the lapse period. This balance may be used during the lapse period between July 1 and August 31 if the goods and/or services have been committed prior to June 30.

The deadline to submit Budget Allocation/Adjustment (BAA) and Funds Allocation Adjustment (FAR) forms for entry before June 30, 2017, will be Thursday, June 29.

The deadline to submit FY17 Budget Allocation/Adjustment (BAA) and FY17 Funds Allocation Adjustment (FAR) forms for state accounts will be Tuesday, August 29.

16. Business Office Contact Information

If you have questions or need additional information:

Campus Business Procedures:
http://bizprocedures.siu.edu/

Accounting Services:
Corrections – Kristine McCurdy, kristine@siu.edu, 536-2620
Employee Travel Reimbursements – 536-2351
Accounts Payable related questions – Liz Heflin, lheflin@siu.edu, 453-1312
AIS Check processing and distribution – Liz Heflin, lheflin@siu.edu, 453-1312
Other information – Charlie Cox, ccox@siu.edu, 536-2625

Budget Office:
BAAs – James Hamilton, jimh@chanc.siu.edu, 453-7933

Grant and Contract Accounting:
Year-end requirements – Shirley Castle, scastle@siu.edu, 536-2646
Other information – Shirley Castle, scastle@siu.edu, 536-2646

Human Resources:
Bi-weekly (BW) payrolls – Vicky McLaskey, vmclaske@siu.edu, 453-7953
Student (ST) payrolls – Amy Auton, amy08@siu.edu, 453-7954
Semi-monthly (SM) payrolls – Sue Jennings, sjennings@siu.edu, 453-5275
Monthly (MO) payrolls – Cheryl Carlson, carlson@siu.edu, 453-7949
Retroactive Adjustments (RAAs) –Vicky McLaskey, vmclaske@siu.edu, 453-7953
Data Control – Lisa Hottensen, lhotten@siu.edu, 453-6665
Employee Records – Tara Moore, tmoore@siu.edu, 453-6604
Other information – Jennifer Watson, jlwatson@siu.edu, 453-6689

Procurement Services:
P-Cards Administrator – Rich Jarvis, richardj@siu.edu, 453-6728
Processing of purchase requisitions – Missy Carter, mcarter@siu.edu, 453-5516
Other information – Debbie Abell, kohley@siu.edu, 453-6727

17. Summary of Deadlines by Date

DUE DATE	TIME	ITEM	DESCRIPTION
	NOTE: 4:30 p.m. unless otherwise indicated		
April 3		2	Last day for Purchase Requisitions exceeding the Small Purchase Maximum ($80,000 goods and certain services; $19,999.99 professional services)
April 17		9	Requests for GIRs must be received at Physical Plant Engineering Services for work to be billed to FY17
May 1		2	Last day for Purchase Requisitions not exceeding the Small Purchase Maximum
May 26		9	Service Requisitions must be received at Physical Plant for work to be billed to FY17
May 29		10	Deadline for special order requests at the University Bookstore
June 1		3	Last day to increase or decrease an FY17 state Purchase Order.
June 5		10	Last day to charge in-stock merchandise at the University Bookstore to FY17 funds
June 9	noon	9	< Requests for Printing, Duplicating/Mail Center, Campus Forms and Campus signs using FY17 state accounts must be received by Printing/Duplicating
	noon	9	< Requests for Printing, Duplicating/Mail Center, Campus Forms and Campus signs using all other accounts must be received by Printing/Duplicating to be billed during June.
June 15		7	Last day to return ordered merchandise from OfficeMax for FY17 credit
June 16		8	Deadline to submit paperwork for BW 14
June 21	noon	4	Deadline for AIS Internal Billings to be submitted to Accounts Payable
June 22	noon	8	Monthly Payroll for June 1 - 30 (MO 07) will begin processing - final payroll to post in June.
June 23		13	Deadline to submit corrections to Accounting Services for entry in June 2017
June 27		3	Last day to enter releases and receipts for FY17 Purchase Orders, including PPOs
June 29	2 p.m.	11	< Deadline to make an FY17 deposit at the Bursar
		15	< Last day to submit BAA and FAR forms to the Budget Office for entry in June
		8	<Deadline for RAA forms for SM14 (July 1 - 15)
		8	<Deadline to submit paperwork for SM14 (July 1 - 15)
June 30	10 a.m.	1	**LAST DAY OF FISCAL YEAR 2017**
		7	< Last day to order any products or services using a P-Card for FY17, including items from OfficeMax
		1	< AIS will not be available after 10 a.m. No checks will be written.

July 1	1	**FIRST DAY OF FISCAL YEAR 2018**
	1	< AIS will be available after completion of year-end processing (anticipated time - noon)
	3	< Beginning today, Purchase Orders will be encumbered against FY18 funds
July 7	8	<Deadline for RAA forms for BW 15 (June 25 - July 8)
	8	< Deadline to submit paperwork for BW 15 (June 25 - July 8)
July 14	8	<Deadline to submit paperwork for SM 15 and MO 08
	8	<Deadline for RAA forms for SM 15 (July 16 - 31) and MO 08 (July 1 - 31)
	12	<Deadline to submit accrual entries to Accounting Services
July 17	14	<Payments made from State grants ending June 30, 2017, should be final by today
		< Notify Grant and Contract Accounting of any outstanding expenses for State grants that ended June 30, 2017, to ensure the final reimbursement claim is complete
July 24	6	<Last day to send Travel Reimbursement Vouchers to Accounting Services
	13	< Last day to submit corrections to FY17 IDFs to Accounting Services
	13	< Last day to process corrections to P-Card transactions, transfer vouchers, and Bursar Deposits for FY17 state accounts - send these to Accounting Services
July 31	14	<Final reimbursement claims for State of Illinois grants are due to sponsoring agencies
	7	<All FY17 P-Card transactions must be reconciled, reviewed, and approved
August 2	9	Physical Plant projects must be completed no later than today to be billed to FY17
August 4	9	Last day for Physical Plant to submit FY17 internal billings to Accounts Payable
August 7	1	Invoices and Invoice Distribution Forms (IDFs) on FY17 state funds must be received at Accounts Payable
August 29	15	Last day to submit state account BAA and FAR forms to the Budget Office for entry in FY17
August 31	**1**	**END OF LAPSE PERIOD for state funds. Last day for any FY17 activity.**
September	3	Planned and Standard Purchase Orders using state funds will be cancelled this month
October	3	Planned and Standard Purchase Orders using local funds will be cancelled this month