DATE: April 18, 2023

TO: Deans, Directors, and Fiscal Officers

FROM: Susan Simmers, Administration and Finance
       Charlie Cox, Accounting Services
       Sue Zamora, Procurement Services
       Julie McReynolds, Administration and Finance

RE: FY23 Fiscal Year End Closing Information

We have consolidated the information you need to know to successfully close out fiscal year 2023 and begin fiscal year 2024. Please note that some dates have changed and that deadlines will be strictly adhered to. 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
10. Printing and Duplicating
11. Student Center Bookstore
12. Bursar Deadlines
13. Accrual Deadlines for Accounting Services
14. Correcting Entries for FY23 Transactions
15. Grant Requirements
16. Budget Entries: BAA and FAR
17. Business Office Contact Information
18. 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:

- Campus Business Procedures: https://bizprocedures.siu.edu
- Budget Office: https://budget.siu.edu
- Accounting Services: https://as.siu.edu
- Human Resources: https://hr.siu.edu
- Procurement Services: https://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 (FY23) business. Financial transactions should be reviewed in advance of this date 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, 2023, or later in local accounts will be considered FY24 activity.

After June 30 – for STATE ACCOUNTS ONLY – Any expenditures for FY23 must be turned in to Accounts Payable by August 4, 2023.

AIS Unavailable during Year-End Processing: The Administrative Information System (AIS) will be restricted to a limited number of users beginning at 10 a.m. on June 30. AIS will be unavailable while general ledger balances and encumbrances roll to FY24. During this time, no checks will be written. It is anticipated that AIS will be available to all users again on July 1.

2. Purchase Requisitions

All FY23 purchase requisitions (regardless of the paying account) must be received in Procurement Services by the deadlines listed below. Procurement Services cannot guarantee that requisitions submitted after the deadlines will be paid from FY23 funds.

- **Purchase Requisitions of $1,000,000 or more:**
  Purchase Requisitions in the amount of $1,000,000 or more generally require approval of the Board of Trustees. The last Board meeting scheduled for FY23 is April 27, 2023. At this time, the deadline for inclusion in the final FY23 Board meeting has passed. For those requisitions in the amount of $1,000,000 or more which require the approval of the Board of Trustees, every effort will be made to meet the inclusion deadline for the July 20, 2023, Board meeting.

- **Purchase Requisitions exceeding the Small Purchase Maximum:**
  At this time, the deadline to receive Purchase Requisitions exceeding the Small Purchase Maximum ($100,000 for goods and services, including professional services) has passed. 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 31, 2023. Purchase Requisitions that total $20,000 or more, but less than the current Small Purchase Maximum must have a minimum of three vendor quotes, one being from a diverse vendor that is certified through CMS BEP.

Please note that all purchase requisitions, regardless of the dollar amount, must be signed by the appropriate Vice Chancellor. In addition, all requisitions totaling $100,000 or more must be signed by the Chancellor.
3. Purchase Orders, including PPOs

Purchase Order Revisions:
The last day to increase or decrease FY23 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 $100,000 or more.

Releases and Receipts:
Departments must have all Releases entered and approved and all Receipts for FY23 Purchase Orders entered no later than 4:30 p.m. on June 23, 2023.

**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, 2023, 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 23, 2023.

Purchase Orders issued after July 1 will be encumbered against and charged to your FY24 budget.

FY23 planned and standard Purchase Orders using state funds will be cancelled during September 2023, and those using local funds will be cancelled during October 2023.

4. AIS Internal Billings

All AIS Internal Billings must be submitted to Accounts Payable prior to noon on Thursday, June 22, 2023. Billings received after that time will not be processed as June business.

Remember that after July 1, billings for FY23 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, 2023.”

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 FY24 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, FY23 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 FY23 funds if ALL these conditions were met:
  a. The airline tickets must be for travel completed on or before August 31, 2023.
  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 FY23 funds.

6. Travel

   All FY23 Travel Reimbursement Vouchers, regardless of account, must be received in Accounts Payable section of Accounting Services by July 18.

   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 FY23 travel voucher.

7. P-Cards

   1. The last day to return ordered merchandise from Office Depot for FY23 credit is June 2.

   2. The last day to order any products or services (including Office Depot) using a P-Card for FY23 is June 23. Remember that you may not purchase office supplies from another vendor without the prior approval of Missy Carter, Purchasing Officer.

   3. All FY23 P-Card transactions must be delivered by June 30, and reconciled and approved no later than July 23.

   4. The last day to process P-Card corrections for FY23 state accounts is July 21.

   NOTE: A transaction/order date on or before June 30, 2023, will be charged to FY23. A transaction/order date on or after July 1, 2023, will be charged to FY24.

   To reconcile the P-Card Clearing Account for FY23, 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 semi-monthly payroll (SM13) for June 16-June 30. This payroll will begin processing on June 26.

After that, these payrolls will process and post in July but may include entries for FY23:

<table>
<thead>
<tr>
<th>Payroll and Time Period</th>
<th>FY23 Adjustments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Payroll and Time Period</td>
</tr>
<tr>
<td>ST14 Student</td>
<td>June 11 – 24</td>
</tr>
<tr>
<td>BW14 Bi-weekly staff</td>
<td>June 18 – July 1</td>
</tr>
<tr>
<td>SM14 Semi-monthly</td>
<td>July 1 – 15</td>
</tr>
<tr>
<td>ST15 Student</td>
<td>June 25 – July 8</td>
</tr>
<tr>
<td>BW15 Bi-weekly staff</td>
<td>July 2 – 15</td>
</tr>
<tr>
<td>MO08 Monthly</td>
<td>July 1 – 31</td>
</tr>
<tr>
<td>SM15 Semi-monthly</td>
<td>July 16 – 31</td>
</tr>
</tbody>
</table>

No FY23 entries will be possible after the payrolls listed above have processed and posted.

IMPORTANT: To ensure that FY23 transactions are included in the above payrolls, paperwork must be received at Human Resources Data Control by the following deadlines:

- BW14 – June 30
- SM14 – July 3
- BW15 – July 13
- MO08 – July 14
- SM15 – July 19

Deadlines for Account Correction forms are as follows:

- SM14 – June 30
- BW14 – June 30
- ST15 – July 7
- BW15 – July 13
- MO08 – July 14
- SM15 – July 14

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

University guidelines require that all services must be contracted for by June 30, 2023, and completed and billed by August 23, 2023. Be sure to complete the FY Funds box when submitting a Request for Facility Services if the budget purpose to be billed is state funded.

- **General Improvements Requests** (GIRs) utilizing FY23 state resources must be received at Engineering Services by April 21.
  - GIRs are projects that involve:
    - 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 FY23 state funds must be received by May 16 and the work must be able to be completed by June 30, 2023.

10. Printing and Duplicating

All requests for Printing, Duplicating/Mail Center, Campus Forms and Campus Signs using state accounts must be received by Printing and Duplicating by noon on June 2 to be billed as FY23 jobs. Any state account requests received after this date will be billed in FY24.

Requests using all other accounts must be received no later than noon on June 2 to be billed during June 2023. Jobs using local accounts received after June 2 will be billed in FY24. If it is critical that a job be billed in FY23, please make sure to meet this deadline.

11. Student Center Bookstore

Any special order requests for books or supplies must be submitted to the University Bookstore no later than May 19.

The last day to charge in-stock merchandise at the Bookstore to be billed against FY23 funds will be June 1.

12. Bursar Deadlines

The deadline to make an FY23 deposit at the Bursar will be 2 p.m. on June 29. Monies received after that deadline will not be processed until FY24, and will not be reflected in the June 30, 2023, cash balance of your account.
13. Accrual Deadlines for Accounting Services

The deadline to submit FY23 accrual entries, including compensated absences, to Accounting Services is Monday, July 10.

14. Correcting Entries for FY23 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 Tuesday, June 20. Corrections received after that date will be entered in July as FY24 business.

Corrections for Invoice Distribution Forms (IDFs) on state accounts must be submitted to Accounts Payable section of Accounting Services no later than Friday, July 21.

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 Friday, July 21.

15. Grant Requirements

Final reimbursement claims for awards with end dates of June 30, 2023, 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 15.
- 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 15 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.

16. Budget Entries: BAA and FAR

The deadline to submit Budget Allocation/Adjustment (BAA) and Funds Allocation Adjustment (FAR) forms for entry before June 30, 2023, will be Monday, June 26. No BAA or FAR forms will be processed after June 30.
17. Business Office Contact Information

If you have questions or need additional information:

**Campus Business Procedures:**
https://bizprocedures.siu.edu

**Accounting Services:**
- Corrections – Brian Kerley, bkerley@siu.edu, 536-2623
- Employee Travel Reimbursements – Bonnie Stoffel, bstoffel@siu.edu, 536-2653
- Accounts Payable related questions – Julie Cook, jfcook@siu.edu, 453-1312
- AIS Check processing and distribution – Julie Cook, jfcook@siu.edu, 453-1312
- Other information – Charlie Cox, ccox@siu.edu, 536-2625

**Budget Office:**
- BAAs – Trent McKay, tmckay@siu.edu, 453-6749

**Grant and Contract Accounting:**
- Year-end requirements – Ashley Matzenbacher, acohoon@siu.edu, 453-4542
- Other information – Ashley Matzenbacher, acohoon@siu.edu, 453-4542

**Human Resources:**
- Bi-weekly (BW) payrolls – Jennifer Hanley, jhanley@siu.edu, 453-7953
- Student (ST) payrolls – Liz Franklin, lizann1@siu.edu, 453-7954
- Monthly (MO) payrolls – Christell Holmes, christellholmes@siu.edu, 453-7940
- Semi-monthly (SM) payrolls – Heidi Coons, coons@siu.edu, 453-7947
- Account Correction forms – Sue Jennings, sjennings@siu.edu, 453-5275
- Data Control – Lisa Hottensen, lhotten@siu.edu, 453-6665
- Employee Records – Holly Sparkman, hsparkman@siu.edu, 453-6696
- Other information – Susan Simmers, susan.simmers@siu.edu, 453-1213

**Printing and Duplicating:**
- Order Billing Inquiries – Michelle Rositch, dsinin@siu.edu, 453-2268

**Procurement Services:**
- P-Card Administrator – Missy Carter, mncarter@siu.edu, 453-5516
- Processing of purchase requisitions – Missy Carter, mncarter@siu.edu, 453-5516
- Other information – Sue Zamora, susan.zamora@siu.edu, 453-6727
<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>TIME</th>
<th>ITEM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 21</td>
<td>9</td>
<td>Requests for GIRs must be received at Engineering Services for work to be billed to FY23</td>
<td></td>
</tr>
<tr>
<td>May 16</td>
<td>9</td>
<td>Service Requisitions must be received at FEM for work to be billed to FY23</td>
<td></td>
</tr>
<tr>
<td>May 19</td>
<td>11</td>
<td>Deadline for special order requests at the University Bookstore</td>
<td></td>
</tr>
<tr>
<td>May 31</td>
<td>2</td>
<td>Last day for Purchase Requisitions not exceeding the Small Purchase Maximum</td>
<td></td>
</tr>
<tr>
<td>June 1</td>
<td>3</td>
<td>Last day to increase or decrease an FY23 state Purchase Order</td>
<td></td>
</tr>
<tr>
<td>June 1</td>
<td>11</td>
<td>Last day to charge in-stock merchandise at the University Bookstore to FY23 funds</td>
<td></td>
</tr>
<tr>
<td>June 2</td>
<td>7</td>
<td>Last day to return ordered merchandise from Office Depot for FY23 credit</td>
<td></td>
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<td>noon</td>
<td>10</td>
<td>Requests for Printing, Duplicating/Mail Center, Campus Forms and Campus signs using FY23 state accounts must be received by Printing/Duplicating</td>
<td></td>
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<tr>
<td>noon</td>
<td>10</td>
<td>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</td>
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<tr>
<td>June 20</td>
<td>14</td>
<td>Deadline to submit corrections to Accounting Services for entry in June</td>
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<tr>
<td>June 22</td>
<td>noon</td>
<td>4</td>
<td>Deadline for AIS Internal Billings to be submitted to Accounts Payable</td>
</tr>
<tr>
<td>June 23</td>
<td>3</td>
<td>Last day to enter releases and receipts for FY23 Purchase Orders, including PPOs</td>
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<tr>
<td>7</td>
<td></td>
<td></td>
<td>Last day to order any products or services using a P-Card for FY23, including items from Office Depot</td>
</tr>
<tr>
<td>June 26</td>
<td>8</td>
<td>Semi-Monthly Payroll for June 16 – June 30 (SM13) will begin processing - final payroll to post in June</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td>Last day to submit BAA and FAR forms to the Budget Office for entry in FY23</td>
</tr>
<tr>
<td>June 29</td>
<td>2 p.m.</td>
<td>12</td>
<td>Deadline to make an FY23 deposit at the Bursar</td>
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<tr>
<td>June 30</td>
<td>1</td>
<td>LAST DAY OF FISCAL YEAR 2023</td>
<td></td>
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<tr>
<td>10 a.m.</td>
<td>1</td>
<td>AIS will not be available after 10 a.m. - no checks will be written</td>
<td></td>
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<tr>
<td>7</td>
<td></td>
<td>P-Card transactions must be delivered to be charged to FY23</td>
<td></td>
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<td>8</td>
<td></td>
<td>Deadline to submit paperwork for BW14 (June 18 – July 1)</td>
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<td>8</td>
<td></td>
<td>Deadline for Account Correction forms for BW14 (June 18 – July 1)</td>
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<tr>
<td>8</td>
<td></td>
<td>Deadline for Account Correction forms for SM14 (July 1 – 15)</td>
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<td>9</td>
<td></td>
<td>FEM Service Requisitions must be completed to be billed to FY23</td>
<td></td>
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<tr>
<td>DUE DATE</td>
<td>TIME</td>
<td>ITEM</td>
<td>DESCRIPTION</td>
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</tbody>
</table>
| July 1   | 1    | FIRST DAY OF FISCAL YEAR 2024 | < AIS will be available to all users  
< Beginning today, Purchase Orders will be encumbered against FY24 funds |
| July 3   | 8    | Deadline to submit paperwork for SM14 (July 1 – 15) | |
| July 7   | 8    | Deadline for Account Correction forms for ST15 (June 25 – July 8) | |
| July 10  | 13   | Deadline to submit accrual entries to Accounting Services | |
| July 14  | 8    | < Deadline to submit paperwork for MO08 (July 1 – 31)  
< Deadline for Account Correction forms for MO08 (July 1 – 31) | |
| July 13  | 8    | < Deadline to submit paperwork for BW15 (July 2 – 15)  
< Deadline for Account Correction forms for BW15 (July 2 – 15) | |
| July 14  | 8    | Deadline for Account Correction forms for SM15 (July 16 – 31) | |
| July 15  | 15   | < Payments made from State grants ending June 30, 2023, should be final by today  
< Notify Grant and Contract Accounting of any outstanding expenses for State grants that ended June 30, 2023, to ensure the final reimbursement claim is complete | |
| July 18  | 6    | Last day to send Travel Reimbursement Vouchers to Accounting Services | |
| July 19  | 8    | Deadline to submit paperwork for SM15 (July 16 – 31) | |
| July 21  | 14   | < Last day to submit corrections to FY23 IDFs to Accounting Services  
< Last day to process corrections to P-Card transactions, transfer vouchers, and Bursar Deposits for FY23 state accounts - send these to Accounting Services | |
| July 23  | 7    | All FY23 P-Card transactions must be reconciled and approved | |
| July 31  | 15   | Final reimbursement claims for State of Illinois grants are due to sponsoring agencies | |
| August 4 | 1    | Invoices and Invoice Distribution Forms (IDFs) on FY23 state funds must be received at Accounts Payable | |
| August 23| 9    | Last day for FEM to submit FY23 internal billings to Accounts Payable | |
| 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 | |

NOTE: 4:30 p.m. unless otherwise indicated