

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
9. Facilities and Energy Management
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:

	Payroll and Time Period	FY	FY23 Adjustments	
			Allowed?	Accrued?
ST14	Student June 11 – 24	23	Yes	Yes
BW14	Bi-weekly staff June 18 – July 1	Split	Yes	Partial
SM14	Semi-monthly July 1 – 15	24	Yes	Possible
ST15	Student June 25 – July 8	Split	Yes	Partial
BW15	Bi-weekly staff July 2 – 15	24	Yes	Possible
MO08	Monthly July 1 – 31	24	Yes	Possible
SM15	Semi-monthly July 16 – 31	24	Yes	Possible

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.

9. Facilities and Energy Management

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, mcarter@siu.edu, 453-5516

Processing of purchase requisitions – Missy Carter, mcarter@siu.edu, 453-5516

Other information – Sue Zamora, susan.zamora@siu.edu, 453-6727

DUE DATE	TIME	ITEM	DESCRIPTION
			NOTE: 4:30 p.m. unless otherwise indicated
July 1		1	FIRST DAY OF FISCAL YEAR 2024
		1	< AIS will be available to all users
		3	< 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)
		8	< Deadline for Account Correction forms for MO08 (July 1 – 31)
July 13		8	< Deadline to submit paperwork for BW15 (July 2 – 15)
		8	< 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
		15	< 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
		14	< 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