

DATE: March 18, 2022

TO: Deans, Directors, and Fiscal Officers

FROM: Charlie Cox, Accounting Services
Tina Logan, Procurement Services
Renee Colombo, Human Resources
Julie McReynolds, Administration and Finance

RE: **FY22 Fiscal Year End Closing Information**

We have consolidated the information you need to know in order to successfully close out fiscal year 2022 and begin fiscal year 2023. 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 FY22 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:

<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 (FY22) 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, 2022, or later in local accounts will be considered FY23 activity.

The lapse period – July 1 through August 31 – 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” (FY22). However, funds must have been encumbered (committed) prior to June 30, 2022, in order to be considered FY22 transactions. For additional information regarding the encumbrance of state funds, please see “Utilizing State Funds” in item 5 below.

Please ensure that any FY22 state account transactions are submitted in a timely manner to allow posting before August 31, 2022. Invoices and/or Invoice Distribution Forms (IDFs) to be processed against FY22 state funds must be received in Accounts Payable by August 5, 2022. After August 31, no more transactions will be allowed on FY22 state funds. After that, payments cannot be charged to either FY22 or FY23 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 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 FY23. 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 FY22 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 FY22 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 FY22 is April 28, 2022. At this time, the deadline for inclusion in the final FY22 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 21, 2022, Board meeting.

- **Purchase Requisitions exceeding the Small Purchase Maximum:**
Purchase Requisitions exceeding the Small Purchase Maximum (\$100,000 for goods and services, including professional services), **must be received in Procurement Services no later than April 1, 2022.** 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 3, 2022.** 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 FY22 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 FY22 Purchase Orders entered no later than 4:30 p.m. on June 24, 2022.

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, 2022, 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 24, 2022.

Purchase Orders issued after July 1 will be encumbered against and charged to your FY23 budget.

FY22 planned and standard Purchase Orders using state funds will be cancelled during September 2022, and those using local funds will be cancelled during October 2022.

4. AIS Internal Billings

All AIS Internal Billings must be submitted to Accounts Payable prior to noon on Wednesday, June 22, 2022. Billings received after that time will not be processed as June business.

Remember that after July 1, billings for FY22 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, 2022.”

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 FY23 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, FY22 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 FY22 funds if **ALL** of these conditions were met:
 - a. The airline tickets must be for travel completed on or before August 31, 2022.
 - 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 FY22 funds.

6. Travel

All FY22 Travel Reimbursement Vouchers, regardless of account, must be received in Accounts Payable section of Accounting Services by July 19.

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 FY22 travel voucher.

7. P-Cards

1. The last day to return ordered merchandise from Office Depot for FY22 credit is June 3.
2. The last day to order any products or services (including Office Depot) using a P-Card for FY22 is June 30. Remember that you may not purchase office supplies from another vendor without the prior approval of Tara Thompson, Purchasing Officer.
3. All FY22 P-Card transactions must be delivered, reconciled, and approved no later than July 29.
4. The last day to process P-Card corrections for FY22 state accounts is July 22.

NOTE: Transactions purchased/ordered by P-Card on or before June 30, 2022, will be charged to FY22. Transactions purchased/ordered by P-Card on July 1, 2022, and after will be charged to FY23.

In order to reconcile the P-Card Clearing Account for FY22, 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- June 30. This payroll will begin processing on June 23.

After that, these payrolls will process and post in July but may include entries for FY22:

	Payroll and Time Period	FY	FY22	
			Adjustments Allowed?	Accrued?
BW13	Bi-weekly staff June 5 – 18	22	Yes	Yes
ST14	Student June 12 - 25	22	Yes	Yes
BW14	Bi-weekly staff June 19 – July 2	Split	Yes	Partial
SM14	Semi-monthly July 1 – 15	23	Yes	Possible
ST15	Student June 26 – July 9	Split	Yes	Partial
MO08	Monthly July 1 – 31	23	Yes	Possible
BW15	Bi-weekly staff July 3 – 16	23	Yes	Possible
SM15	Semi-monthly July 16 – 31	23	Yes	Possible

No FY22 entries will be possible after the payrolls listed above have processed and posted.

IMPORTANT: To ensure that FY22 transactions are included in the above payrolls, paperwork must be received at Human Resources Data Control by the following deadlines:

BW14 – July 1
SM14 – July 1
BW15 – July 15
SM15 – July 18
MO08 – July 14

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

July 1 SM14 (July 1 – 15)
July 1 BW14 (June 19 – July 2)
July 8 ST15 (June 26 – July 9)
July 14 MO08 (July 1 – 31)
July 15 BW15 (July 3 – 16)
July 18 SM15 (July 16 – 31)

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, 2022, and completed and billed by August 24, 2022. 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)** billed to FY22 state funds must be received at Engineering Services by April 12 and the work must be able to be completed by August 12, 2022.
 - **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 FY22 state funds must be received by May 17 and the work must be able to be completed by August 12, 2022.

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 3 to be billed as FY22 jobs. Any state account requests received after this date will be billed in FY23.

Requests using **all other accounts** must be received no later than noon on June 3 to be billed during June 2022. Jobs using local accounts received after June 3 will be billed in FY23. If it is critical that a job be billed in FY22, 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 FY22 funds will be **June 1**.

12. Bursar Deadlines

The deadline to make an FY22 deposit at the Bursar will be 2 p.m. on June 29. Monies received after that deadline will not be processed until FY23, and will not be reflected in the June 30, 2022, cash balance of your account.

13. Accrual Deadlines for Accounting Services

The deadline to submit FY22 accrual entries, including compensated absences, to Accounting Services is Monday, July 11.

14. Correcting Entries for FY22 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 Monday, **June 20**. Corrections received after that date will be entered in July as FY23 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 22**.

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 22**.

15. Grant Requirements

Final reimbursement claims for awards with end dates of June 30, 2022, 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

For state accounts, any remaining budget balance on June 30, 2022, 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, 2022, will be Monday, June 27.

The deadline to submit FY22 Budget Allocation/Adjustment (BAA) and FY22 Funds Allocation Adjustment (FAR) forms for state accounts will be Friday, August 26.

17. Business Office Contact Information

If you have questions or need additional information:

Campus Business Procedures:

<http://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 – Shirley Castle, scastle@siu.edu, 453-4535

Other information – Patrick Amihere, patrick.amihere@siu.edu, 453-4541

Human Resources:

Bi-weekly (BW) payrolls – Sandy Schenk, sandys@siu.edu, 453-7953

Student (ST) payrolls – Sandy Schenk, sandys@siu.edu, 453-7953

Linda Wheatley, wheatley@siu.edu, 453-7948

Monthly (MO)/Semi-monthly (SM) payrolls – Sue Jennings, sjennings@siu.edu, 453-5275

Semi-monthly (SM) payrolls – Christell Holmes, christellholmes@siu.edu, 453-7940

Retroactive Adjustments (RAAs) – 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 – Renee Colombo, colombo@siu.edu, 453-6689

Printing and Duplicating:

Order Billing Inquiries – Alaina Mevert, alainaa@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 – Tina Logan, tlogan@siu.edu, 453-6713

DUE DATE	TIME	ITEM	DESCRIPTION
			NOTE: 4:30 p.m. unless otherwise indicated
July 1		1	FIRST DAY OF FISCAL YEAR 2023
		1	< AIS will be available to all users
		3	< Beginning today, Purchase Orders will be encumbered against FY23 funds
		8	< Deadline to submit paperwork for BW14 (June 19 – July 2)
		8	< Deadline to submit paperwork for SM14 (July 1 – 15)
		8	< Deadline for RAA forms for BW14 (June 19 – July 2)
		8	< Deadline for RAA forms for SM14 (July 1 – 15)
July 8		8	Deadline for RAA forms for ST15 (June 26 – July 9)
July 11		13	Deadline to submit accrual entries to Accounting Services
July 14		8	< Deadline to submit paperwork for MO08 (July 1 – 31)
		8	< Deadline for RAA forms for MO08 (July 1 – 31)
July 15		8	< Deadline to submit paperwork for BW15 (July 3 – 16)
		8	< Deadline for RAA forms for BW15 (July 3 – 16)
		15	< Payments made from State grants ending June 30, 2022, should be final by today
		15	< Notify Grant and Contract Accounting of any outstanding expenses for State grants that ended June 30, 2022, to ensure the final reimbursement claim is complete
July 18		8	< Deadline to submit paperwork for SM15 (July 16 – 31)
		8	< Deadline for RAA forms for SM15 (July 16 – 31)
July 19		6	Last day to send Travel Reimbursement Vouchers to Accounting Services
July 22		14	< Last day to submit corrections to FY22 IDFs to Accounting Services
		14	< Last day to process corrections to P-Card transactions, transfer vouchers, and Bursar Deposits for FY22 state accounts - send these to Accounting Services
July 29		7	All FY22 P-Card transactions must be reconciled, reviewed, and approved
July 31		15	Final reimbursement claims for State of Illinois grants are due to sponsoring agencies
August 5		1	Invoices and Invoice Distribution Forms (IDFs) on FY22 state funds must be received at Accounts Payable
August 12		9	FEM projects must be completed no later than today to be billed to FY22
August 24		9	Last day for FEM to submit FY22 internal billings to Accounts Payable
August 26		16	Last day to submit state account BAA and FAR forms to the Budget Office for entry in FY22
August 31		1	END OF LAPSE PERIOD for state funds - last day for any FY22 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