

DATE: March 19, 2018

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 of Administration and Finance

RE: FY18 Fiscal Year End Closing Information

We have consolidated the information you need to know in order to successfully close out fiscal year 2018 and begin fiscal year 2019. 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 FY18 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 (FY18) 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, 2018, or later in local accounts will be considered FY19 activity.

The lapse period – July 1 through August 31, 2018 – 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” (FY18). However, funds must have been encumbered (committed) prior to June 30, 2018, in order to be considered FY18 transactions. For additional information regarding the encumbrance of state funds, please see “Utilizing State Funds” in item 5 below.

Please ensure that any FY18 state account transactions are submitted in a timely manner to allow posting before August 31, 2018. Invoices and/or Invoice Distribution Forms (IDFs) to be processed against FY18 state funds must be received in Accounts Payable by August 6, 2018. After August 31, no more transactions will be allowed on FY18 state funds. After that, payments cannot be charged to either FY18 or FY19 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 29. AIS will be unavailable while general ledger balances and encumbrances roll to FY19. During this time, no checks will be written. It is anticipated that AIS will be available to all users again on July 2.

2. Purchase Requisitions

All FY18 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 FY18 funds.

- **Purchase Requisitions of \$500,000 or more:**

Purchase Requisitions in the amount of \$500,000 or more generally require approval of the Board of Trustees. The last Board meeting scheduled for FY18 is April 12, 2018. At this time, the deadline for inclusion in the final FY18 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 12, 2018, 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 2, 2018.** 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, 2018.**

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 FY18 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 FY18 Purchase Orders entered no later than 4:30 p.m. on June 26, 2018.

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, 2018, 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 26, 2018.

Purchase Orders issued after July 1 will be encumbered against and charged to your FY19 budget.

FY18 planned and standard Purchase Orders using state funds will be cancelled during September 2018, and those using local funds will be cancelled during October 2018.

4. AIS Internal Billings

All AIS Internal Billings must be submitted to Accounts Payable prior to noon on Wednesday, June 20, 2018. Billings received after that time will not be processed as June business.

Remember that after July 1, billings for FY18 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, 2018.”

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 FY19 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, FY18 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 FY18 funds if **ALL** of these conditions were met:
 - a. The airline tickets must be for travel completed on or before August 31, 2018.
 - 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 FY18 funds.

6. Travel

All FY18 Travel Reimbursement Vouchers, regardless of account, must be received in Accounts Payable section of Accounting Services by July 23.

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 FY18 travel voucher.

7. P-Cards

1. The last day to return ordered merchandise from Office Depot for FY18 credit is June 8.
2. The last day to order any products or services (including Office Depot) using a P-Card for FY18 is Friday, June 29. Remember that you may not purchase office supplies from another vendor without the prior approval of Betty Rouse, Purchasing Officer.
3. All FY18 P-Card transactions must be delivered, reconciled, and approved no later than July 31.
4. The last day to process P-Card corrections for FY18 state accounts is July 23.

NOTE: Transactions purchased/ordered by P-Card on or before June 30, 2018, will be charged to FY18. Transactions purchased/ordered by P-Card on July 1, 2018, and after will be charged to FY19.

In order to reconcile the P-Card Clearing Account for FY18, 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 **student payroll (ST 13) for June 3-16**. This payroll will begin processing on June 25.

After that, these payrolls will process and post in July but may include entries for FY18:

| Payroll and Time Period | | | FY18 | | |
|-------------------------|-----------------|------------------|-------|----------------------|----------|
| | | | FY | Adjustments Allowed? | Accrued? |
| BW 14 | Bi-weekly staff | June 10 – 23 | 18 | yes | yes |
| ST 14 | Student | June 17 – 30 | 18 | yes | yes |
| SM 14 | Semi-monthly | July 1 – 15 | 19 | yes | possible |
| BW 15 | Bi-weekly staff | June 24 – July 7 | split | yes | partial |
| ST 15 | Student | July 1 – 14 | 19 | yes | possible |
| SM 15 | Semi-monthly | July 16 – 31 | 19 | yes | possible |
| MO 08 | Monthly | July 1 – 31 | 19 | yes | possible |

No FY18 entries will be possible after the payrolls listed above have processed and posted.

IMPORTANT: To ensure that FY18 transactions are included in the above payrolls, paperwork must be received at Human Resources Data Control by the following deadlines:

BW 14 – June 22

SM 14 – July 2

BW 15 – July 9

SM 15 – July 17

MO 08 – July 19

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

June 29 SM 14 (July 1 – 15)

July 6 BW 15 (June 24 – July 7)

July 13 SM 15 (July 16 – 31)

July 13 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, 2018, and completed and billed by August 3, 2018. 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 Requests (GIRs)** billed to FY18 state funds must be received at Physical Plant Engineering Services by April 16 and the work must be able to be completed by July 31, 2018.
 - **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 FY18 state funds must be received at the Physical Plant by May 25 and the work must be able to be completed by July 31, 2018.

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 8 to be billed as FY18 jobs. Any state account requests received after this date will be billed in FY19.

Requests using **all other accounts** must be received no later than noon June 8 to be billed during June 2018. Jobs using local accounts received after June 8 will be billed in FY19. If it is critical that a job be billed in FY18, 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 25**.

The last day to charge in-stock merchandise at the Bookstore to be billed against FY18 funds will be **June 4**.

11. Bursar Deadlines

The deadline to make an FY18 deposit at the Bursar will be 2 p.m. on June 28. Monies received after that deadline will not be processed until FY19, and will not be reflected in the June 30, 2018, cash balance of your account.

12. Accrual Deadlines for Accounting Services

The deadline to submit FY18 accrual entries, including compensated absences, to Accounting Services is Friday, July 13.

13. Correcting Entries for FY18 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 22**. Corrections received after that date will be entered in July as FY19 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 23**.

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 23**.

14. Grant Requirements

Final reimbursement claims for awards with end dates of June 30, 2018, 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 16.
- 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 16 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, 2018, 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, 2018, will be Thursday, June 28.

The deadline to submit FY18 Budget Allocation/Adjustment (BAA) and FY18 Funds Allocation Adjustment (FAR) forms for state accounts will be Wednesday, 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 – Julia Buenker, jbuenker@siu.edu, 536-2645

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 – Michelle Schmid, mschmid@siu.edu, 453-7947

Monthly (MO) payrolls – Cheryl Carlson, carlson@siu.edu, 453-7949

Retroactive Adjustments (RAAs) – Sue Jennings, sjennings@siu.edu, 453-5275

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-Card Administrator – Missy Carter, mcarter@siu.edu, 453-5516

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 2 | | 2 | Last day for Purchase Requisitions exceeding the Small Purchase Maximum (\$100,000 goods and certain services, including professional services) |
| April 16 | | 9 | Requests for GIRs must be received at Physical Plant Engineering Services for work to be billed to FY18 |
| May 1 | | 2 | Last day for Purchase Requisitions not exceeding the Small Purchase Maximum |
| May 25 | | 9 | < Service Requisitions must be received at Physical Plant for work to be billed to FY18 |
| | | 10 | < Deadline for special order requests at the University Bookstore |
| June 1 | | 3 | Last day to increase or decrease an FY18 state Purchase Order |
| June 4 | | 10 | Last day to charge in-stock merchandise at the University Bookstore to FY18 funds |
| June 8 | | 7 | < Last day to return ordered merchandise from Office Depot for FY18 credit |
| | noon | 9 | < Requests for Printing, Duplicating/Mail Center, Campus Forms and Campus signs using FY18 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 20 | noon | 4 | Deadline for AIS Internal Billings to be submitted to Accounts Payable |
| June 22 | | 8 | < Deadline to submit paperwork for BW 14 (June 10 – 23) |
| | | 13 | < Deadline to submit corrections to Accounting Services for entry in June 2018 |
| June 25 | | 8 | Student Payroll for June 3 – 16 (ST 13) will begin processing - final payroll to post in June |
| June 26 | | 3 | Last day to enter releases and receipts for FY18 Purchase Orders, including PPOs |
| June 28 | 2 p.m. | 11 | < Deadline to make an FY18 deposit at the Bursar |
| | | 15 | < Last day to submit BAA and FAR forms to the Budget Office for entry in June |
| June 29 | | 1 | LAST DAY OF FISCAL YEAR 2018 |
| | 10 a.m. | 1 | < AIS will not be available after 10 a.m. - no checks will be written |
| | | 7 | < Last day to order any products or services using a P-Card for FY18, including items from Office Depot |
| | | 8 | < Deadline for RAA forms for SM 14 (July 1 – 15) |

| DUE DATE | TIME | ITEM | DESCRIPTION |
|--|----------|------|---|
| NOTE: 4:30 p.m. unless otherwise indicated | | | |
| July 1 | 1 | 3 | FIRST DAY OF FISCAL YEAR 2019 < Beginning today, Purchase Orders will be encumbered against FY19 funds |
| July 2 | 1 | 8 | < AIS will be available to all users < Deadline to submit paperwork for SM 14 (July 1 – 15) |
| July 6 | 8 | | Deadline for RAA forms for BW 15 (June 24 – July 7) |
| July 9 | 8 | | Deadline to submit paperwork for BW 15 (June 24 – July 7) |
| July 13 | 8 | 12 | < Deadline for RAA forms for SM 15 (July 16 – 31) and MO 08 (July 1 – 31) < Deadline to submit accrual entries to Accounting Services |
| July 16 | 14 | 14 | < Payments made from State grants ending June 30, 2018, should be final by today < Notify Grant and Contract Accounting of any outstanding expenses for State grants that ended June 30, 2018, to ensure the final reimbursement claim is complete |
| July 17 | 8 | | Deadline to submit paperwork for SM 15 (July 16 – 31) |
| July 19 | 8 | | Deadline to submit paperwork for MO 08 (July 1 – 31) |
| July 23 | 6 | 13 | < Last day to send Travel Reimbursement Vouchers to Accounting Services < Last day to submit corrections to FY18 IDFs to Accounting Services < Last day to process corrections to P-Card transactions, transfer vouchers, and Bursar Deposits for FY18 state accounts - send these to Accounting Services |
| July 31 | 7 | 9 | < All FY18 P-Card transactions must be reconciled, reviewed, and approved < Physical Plant projects must be completed no later than today to be billed to FY18 < Final reimbursement claims for State of Illinois grants are due to sponsoring agencies |
| August 3 | 9 | | Last day for Physical Plant to submit FY18 internal billings to Accounts Payable |
| August 6 | 1 | | Invoices and Invoice Distribution Forms (IDFs) on FY18 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 FY18 |
| August 31 | 1 | | END OF LAPSE PERIOD for state funds - last day for any FY18 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 |