April 1, 2014

MEMO 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: FY14 Fiscal Year End Closing Information

We have consolidated the information you need to know in order to successfully close out fiscal year 2014 and begin fiscal year 2015. 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 FY14 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.
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 (FY14) 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, 2014, or later in local accounts will be considered FY15 activity.

**The lapse period – July 1 through August 31, 2014 – 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” (FY14). However, funds must have been encumbered (committed) prior to June 30, 2014, in order to be considered FY14 transactions. For additional information regarding the encumbrance of state funds, please see “Utilizing State Funds” in item 5 below.

Please ensure that any FY14 state account transactions are submitted in a timely manner to allow posting before August 31, 2014. Invoices and/or Invoice Distribution Forms (IDFs) to be processed against FY14 state funds must be received in Procurement Services by August 11, 2014. **After August 31, no more transactions will be allowed on FY14 state funds.** After that, payments cannot be charged to either FY14 or FY15 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 Monday, June 30. AIS will be unavailable while general ledger balances and encumbrances roll to FY15. During this time, **no checks will be written.** It is anticipated that AIS will be available to all users again before the close of business on July 1.

2. Purchase Requisitions

All FY14 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 FY14 funds.

NOTE: Since these deadlines fall early in the close-out process, this information was shared via memo and emails sent to Deans, Directors, and Business Managers on February 28, 2014.

- **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 FY14 is May 8, 2014. In order to meet the
deadline for inclusion in the final FY14 Board meeting and the time required for bidding, requisitions in the amount of $500,000 or more must have been submitted to Procurement Services by March 14, 2014.

- **Purchase Requisitions exceeding the Small Purchase Maximum:**
  Purchase requisitions exceeding the Small Purchase Maximum ($54,600 for goods and services, $19,999.99 for professional services), must have been received in Procurement Services no later than April 1, 2014. 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, 2014.

Please note that all purchase requisitions, regardless of the dollar amount, must be signed by the appropriate Vice Chancellor. In addition, all requisitions totaling $20,000 or more must be signed by the Chancellor.

3. **Purchase Orders, including PPOs:**

**Purchase Order Revisions:**
The last day to increase or decrease FY14 state funded Purchase Orders is June 2. All revisions for increases must be signed by the appropriate Vice Chancellor, and the Chancellor must sign for increases of $20,000 or more.

**Releases and Receipts:**
Departments must have all Releases entered and approved and all Receipts for FY14 purchase orders entered no later than 4:30 p.m. on June 27, 2014.

**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, 2014, 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, 2014.

Purchase orders issued after July 1 will be encumbered against and charged to your FY15 budget.

FY14 planned and standard Purchase Orders using state funds will be cancelled during September 2014, and those using local funds will be cancelled during October 2014.
4. **AIS Internal Billings**

All AIS Internal Billings must be submitted to Procurement Services prior to noon on Monday, June 23, 2014. Billings received after that time will not be processed as June business.

Remember that after July 1, billings for FY14 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, 2014.”

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 FY15 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, FY14 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 FY14 funds if ALL of these conditions were met:**
  
  a. The airline tickets must be for travel completed on or before August 31, 2014.
  b. There must 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 FY14 funds.

6. **Travel:**

All FY14 Travel Reimbursement Vouchers, regardless of account, must be received in Procurement Services by July 25.

If travel expenses cross fiscal years, separate vouchers are required for the period in each year. The total airfare must be included in the FY14 travel voucher.
7. P-Cards

1. The last day to return ordered merchandise from OfficeMax for FY14 credit is June 6.

2. The last day to order products from OfficeMax using a P-Card is Monday, June 23. Please take note of this deadline and stock up on items that you may need. Remember that you may not purchase office supplies from another vendor without the prior approval of Betty Rouse, Purchasing Officer.

3. The last day to order any products or services using a P-Card for FY14 is Monday, June 23.

4. All FY14 P-Card transactions must be delivered, reconciled, and approved no later than August 11.

5. The last day to process P-Card corrections for FY14 state accounts is August 15.

8. Human Resources

The final payroll that will process and post in June will be the student payroll (ST14) for June 8-21. This payroll will begin processing on June 25.

After that, these payrolls will process and post in July but may include entries for FY14:

<table>
<thead>
<tr>
<th>Payroll and Time Period</th>
<th>FY</th>
<th>Allowed?</th>
<th>Accrued?</th>
</tr>
</thead>
<tbody>
<tr>
<td>BW 14 Bi-weekly staff</td>
<td>14</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>SM 14 Semi-monthly</td>
<td>15</td>
<td>yes</td>
<td>possible</td>
</tr>
<tr>
<td>ST 15 Student</td>
<td>split</td>
<td>yes</td>
<td>partial</td>
</tr>
<tr>
<td>BW 15 Bi-weekly staff</td>
<td>split</td>
<td>yes</td>
<td>partial</td>
</tr>
<tr>
<td>SM 15 Semi-monthly</td>
<td>15</td>
<td>yes</td>
<td>possible</td>
</tr>
<tr>
<td>MO 08 Monthly</td>
<td>15</td>
<td>yes</td>
<td>possible</td>
</tr>
</tbody>
</table>

No FY14 entries will be possible after the payrolls listed above have processed and posted.
IMPORTANT: To ensure that FY14 transactions are included in the above payrolls, paperwork must be received at Human Resources Data Control by the following deadlines:

BW 14 – June 23  
SM14 – July 8  
BW 15 – July 8  
SM 15 – July 18  
MO 08 – July 18

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

July 1    BW 15 (June 29-July 12)  
July 2    SM 14 (July 1 – 15)  
July 14   SM15 (July 16-31)  
July 16   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, 2014, and completed and billed by August 7, 2014. 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 FY14 state funds must be received at Physical Plant Engineering Services by April 21 and the work must be able to be completed prior to August 1, 2014.
  - 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 FY14 state funds must be received at the Physical Plant by May 30 and the work must be able to be completed prior to August 1, 2014.
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 13 to be billed as FY14 jobs. Any state account requests received after this date will be billed in FY15.

Requests using all other accounts must be received no later than noon June 13 to be billed during June 2014. Jobs using local accounts received after June 13 will be billed in FY15. If it is critical that a job be billed in FY14, 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 30.

The last day to charge in-stock merchandise at the Bookstore to be billed again FY14 funds will be June 6.

11. Bursar Deadlines

The deadline to make a FY14 deposit at the Bursar will be 2 p.m. on June 27. Monies received after that deadline will not be processed until FY15.

12. Accrual Deadlines for Accounting Services

The deadline to submit FY14 accrual entries, including compensated absences, to Accounting Services is Monday, July 14.

13. Correcting Entries for FY14 Transactions

The deadline to submit corrections to Accounting Services for P-Card entries, transfer vouchers, and Bursar deposits on local accounts is 4:30 p.m. on Wednesday June 25. Corrections received after that date will be entered in July as FY15 business.

Corrections for Invoice Distribution Vouchers (IDFs) must be submitted to Procurement Services no later than Monday, August 11.

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, August 15.
14. Grant requirements

Final reimbursement claims for awards with end dates of June 30, 2014, 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.

15. Budget Entries: BAA and FAR

For state accounts, any remaining budget balance at June 30, 2014, 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, 2014, will be Friday, June 27.

The deadline to submit FY14 Budget Allocation/Adjustment (BAA) and FY14 Funds Allocation Adjustment (FAR) forms for state accounts will be Wednesday, August 27.
16. Business Office Contact Information

If you have questions or need additional information:

Accounting Services:
Corrections – Shawn Johns, shawns@siu.edu, 536-2628
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 – Rae Wolaver, rewolf@siu.edu, 536-2641
Other information – Shirley Castle, scastle@siu.edu, 536-2646

Human Resources:
Bi-weekly (BW) payrolls – Vicky McClaskey, vmclaske@siu.edu, 453-7953
Student (ST) payrolls – Kyle Crawford, craw89@siu.edu, 453-5604
Semi-monthly (SM) payrolls – Russ Chiaventone, rctone@siu.edu, 453-7945
Monthly (MO) payrolls – Russ Chiaventone, rctone@siu.edu, 453-7945
Retroactive Adjustments (RAAs) – Russ Chiaventone, rctone@siu.edu, 453-7945
Data Control – Lisa Hottensen, lhottoten@siu.edu, 453-6665
Employee Records – Tara Moore, tmoore@siu.edu, 453-6604
Other information – Jennifer Watson, jlwatson@siu.edu, 453-6689

Procurement Services:
Employee Travel Reimbursements – Dana Garsky, dgarsky@siu.edu, 453-1301
P-Cards Administrator – Rich Jarvis, richardj@siu.edu, 453-6728
Accounts Payable related questions – Linda Laird, lindal@siu.edu, 536-2645
AIS Check processing and distribution – Lynn Stocks, lstocks@siu.edu, 453-1304
Processing of purchase requisitions – Lois Thompson, yooyo1@siu.edu, 453-4802
Other information – Debbie Abell, kohley@siu.edu, 453-6727
### 17. Summary of Deadlines by Date

<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>TIME</th>
<th>ITEM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 14</td>
<td>2</td>
<td>Last day for Purchase Requisitions of $500,000 or more</td>
<td></td>
</tr>
<tr>
<td>April 1</td>
<td>2</td>
<td>Last day for Purchase Requisitions exceeding the Small Purchase Maximum ($54,600 goods and certain services; $19,999.99 professional services)</td>
<td></td>
</tr>
<tr>
<td>April 21</td>
<td>9</td>
<td>Requests for GIRs must be received at Physical Plant Engineering Services for work to be billed to FY14</td>
<td></td>
</tr>
<tr>
<td>May 1</td>
<td>2</td>
<td>Last day for Purchase Requisitions not exceeding the Small Purchase Maximum</td>
<td></td>
</tr>
<tr>
<td>May 30</td>
<td>9</td>
<td>Service Requisitions must be received at Physical Plant for work to be billed to FY14</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Deadline for special order requests at the University Bookstore</td>
<td></td>
</tr>
<tr>
<td>June 2</td>
<td>3</td>
<td>Last day to increase or decrease a FY14 state Purchase Order.</td>
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<tr>
<td>June 6</td>
<td>10</td>
<td>Last day to charge in-stock merchandise at the University Bookstore to FY14 funds</td>
<td></td>
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<tr>
<td></td>
<td>7</td>
<td>Last day to return ordered merchandise from OfficeMax for FY14 credit</td>
<td></td>
</tr>
<tr>
<td>June 13</td>
<td>noon</td>
<td>Requests for Printing, Duplicating-Mail Center, Campus Forms and Campus signs using FY14 state accounts must be received by Printing/Duplicating</td>
<td></td>
</tr>
<tr>
<td>June 23</td>
<td>noon</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>
<td></td>
</tr>
<tr>
<td>June 25</td>
<td>13</td>
<td>Deadline for AIS Internal Billings to be submitted to Procurement Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Last day to order any products or services using a P-Card, including items from OfficeMax</td>
<td></td>
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<tr>
<td>June 27</td>
<td>2 p.m.</td>
<td>Deadline to submit paperwork for BW 14</td>
<td></td>
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<tr>
<td>June 30</td>
<td>10 a.m.</td>
<td>LAST DAY OF FISCAL YEAR 2014.</td>
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<tr>
<td></td>
<td>1</td>
<td>AIS will not be available after 10 a.m. No checks will be written.</td>
<td></td>
</tr>
<tr>
<td>July 1</td>
<td>1</td>
<td>FIRST DAY OF FISCAL YEAR 2015</td>
<td></td>
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<tr>
<td></td>
<td>1</td>
<td>AIS will be available after completion of year-end processing (anticipated time - noon)</td>
<td></td>
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<tr>
<td></td>
<td>3</td>
<td>Beginning today, Purchase Orders will be encumbered against FY15 funds</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Deadline for RAA forms for BW 15 (June 29-July 12)</td>
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</tr>
</tbody>
</table>

**NOTE:** 4:30 p.m. unless otherwise indicated.
July 2 8  Deadline for RAA forms for SM 14 (July 1-15)

July 8 8  Deadline to submit paperwork for SM 14 and BW 15

July 14 12  < Deadline to submit accrual entries to Accounting Services
8  < Deadline for RAA forms for SM 15 (July 15-31)

July 15 14  < Payments made from State grants ending June 30, 2014, should be final by today
< Notify Grant and Contract Accounting of any outstanding expenses for State grants that
ended June 30, 2014, to ensure the final reimbursement claim is complete

July 16 8  Deadline for RAA forms for MO 08 (July 1-31)

July 18 8  Deadline to submit paperwork for SM 15 and MO 08

July 25 6  Last day to send Travel Reimbursement Vouchers to Procurement Services

July 31 14  Final reimbursement claims for State of Illinois grants are due to sponsoring agencies

August 1 9  Physical Plant projects must be completed no later than today to be billed to FY14

August 7 9  Last day for Physical Plant to submit FY14 internal billings to Procurement Services

August 11 1  < Invoices and Invoice Distribution Forms (IDFs) on FY14 state funds must be received at
Procurement Services
7  < All FY14 P-Card transactions must be reconciled, reviewed, and approved
13  < Last day to submit corrections to FY14 IDFs to Procurement Services

August 15 13  Last day to process corrections to P-Card transactions, transfer vouchers, and Bursar
Deposits for FY14 state accounts - send these to Accounting Services

August 27 15  Last day to submit state account BAA and FAR forms to the Budget Office for entry in FY14

August 31 1  END OF LAPSE PERIOD for state funds. Last day for any FY14 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