

NOTES FOR FISCAL YEAR END 2017

Deadlines

- June 23rd To make purchases using JP Morgan Credit Cards (items must be billed before the June 27th statement cutoff). Memberships/renewals for FY18 should not be charged until after the June 27th statement cutoff.
- June 27th To place orders with OfficeMax (must be delivered on or before June 30th).
- July 1st FY18 begins - vouchers for FY 18 may be entered in Datatel. Do not enter FY18 until now.
- July 1st FY18 begins - resume JP Morgan and OfficeMax purchases.
- July 17th To submit Travel voucher reimbursements
- July 17th To submit FY17 PO/BPO rollover requests for FY18.
- July 17th To submit Vouchers
- July 17th To submit correcting journal entries and payroll adjustments.
- July 17th To submit service department billings and other internal charges.
- July 31st All FY17 Purchase Orders and Blanket Purchase Orders will be closed.

How do I determine which fiscal year?

Scenarios

1. **Order/Service/Delivery Dates on or before June 30th then FY17 VOUCHER.**
Is the performance date or delivery date of the service on or before June 30th?
2. **Order/Service/Delivery Dates after June 30th then FY18 VOUCHER.**
Is the performance date or delivery date of the service after June 30th?

The "voucher date" field controls the fiscal year

- When a voucher is entered after July 1, the system will prompt you with "07/XX/17 falls in a future fiscal year. Accept date? (Y/N)."
 - Create an FY17 voucher by selecting or typing "N". Then type a June date (preferably performance or delivery date) in the "voucher date" field.
 - Create an FY18 voucher by selecting or typing "Y". Today's date will remain in the "voucher date" field.

NOTE: FY 18 vouchers should not be entered prior to July 1, 2017. This includes subscriptions, registrations and dues payments.

Other Items

Splitting Invoices across Fiscal Years

All invoices or portions of invoices should be fiscal year specific. When a service period occurs in both June and July or when partial deliveries are made in both months the invoice must be split. It is possible to create two vouchers from one vendor invoice. Create one voucher to pay the FY17 portion of the invoice and create another voucher, with a photocopy of the invoice, to pay the FY18 portion of the invoice. Please cross reference the voucher numbers on the hard copy and in the comments section of the Datatel voucher in case they become separated.

Travel Reimbursements

Travel beginning in June and ending in July is paid from FY17 funds. Travel starting on or after July 1st is paid from FY18 funds.

FY18 Requisitions

Using a July date, FY18 requisitions can be entered on-line or submitted to Purchasing at anytime.

Renewals of Services – To assure compliance with state regulations, all renewals of contracts and services that begin 7/01/17 must be submitted to Purchasing by 5/19/17.

Purchase Orders (Regular and Blanket)

All Invoices against FY17 Purchase Orders and Blanket Purchase Orders should be submitted by July 17th.

All requests for FY17 POs with funding to rollover into FY18 must be received by July 17th.

When the final payment is made on a Blanket PO, contact Mary Ellen Backlund mebackl@ilstu.edu to close the Blanket PO and remove encumbrances.

June Reports

June reports will constantly change until all activity is posted. Hopefully, there will be few changes made after August 1st. As in past years, the general ledger will be officially closed after the completion of the University's annual audit.

New Vendors

To facilitate the payment process, contact Lauri Joynt, e-mail ljoynt@ilstu.edu, phone 438-5751, fax 438-8245, if the vendor is not in the system.