

NOTES FOR FISCAL YEAR END 2016

Deadlines

June 24 th	To make purchases using JP Morgan Credit Cards (items must be billed before the June 27 th statement cutoff). Memberships/renewals for FY17 should not be charged until after the June 27 th statement cutoff.
June 27 th	To place orders with OfficeMax (must be delivered on or before June 30 th).
July 1 st	FY17 begins - vouchers for FY 17 may be entered in Datatel. Do not enter FY17 until now.
July 1 st	FY17 begins - resume JP Morgan and OfficeMax purchases.
July 15 th	To submit Travel voucher reimbursements
July 15 th	To submit FY16 PO/BPO rollover requests for FY17.
July 15 th	To submit Vouchers
July 15 th	To submit correcting journal entries and payroll adjustments.
July 15 th	To submit service department billings and other internal charges.
July 31 st	All FY16 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 FY16 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 FY17 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/16 falls in a future fiscal year. Accept date? (Y/N).”
 - Create an **FY16** voucher by selecting or typing “N”. Then type a June date (preferably performance or delivery date) in the “voucher date” field.
 - Create an **FY17** voucher by selecting or typing “Y”. Today’s date will remain in the “voucher date” field.

NOTE: FY 17 vouchers should not be entered prior to July 1, 2016. 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 FY16 portion of the invoice and create another voucher, with a photocopy of the invoice, to pay the FY17 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 FY16 funds. Travel starting **on or after** July 1st is paid from FY17 funds.

• **FY17 Requisitions**

Using a July date, FY17 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 7/01/16 must be submitted to Purchasing by 5/17/16.

• **Purchase Orders (Regular and Blanket)**

All Invoices against FY16 Purchase Orders and Blanket Purchase Orders should be submitted by July 15th.
All requests for FY16 POs with funding to rollover into FY17 must be received by July 15th.
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 officially close in October/November 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.