

COMPTROLLER OFFICE
Fiscal Year 2021 Year-end and Fiscal Year 2022
Information

IMPORTANT DATES

- 4/1/21 Departments can start submitting FY22 requisitions.
Sole source submittals due for a 7/1/21 [FY22] start date.
- 4/15/21 Last day to submit bids for a 7/1/21 [FY22] start date for general services.
Last day to submit bids for FY21 (ending 6/30/21) for construction and general services
Last day to submit furniture requisitions for FY21 (ending 6/30/21).
Last day to submit new software with a 7/1/21 [FY22] start date.
Last day to submit copier requisitions with a 7/1/21 [FY22] start date.
- 5/3/21 For 7/1/21 [FY22] renewal requisitions that are over bid level.
- 5/17/21 Last day to submit FY22 requisitions with a 7/1/21 [FY22] start date.
Final date to submit FY21 requisitions.
- 6/22/21 Last day to charge on P-Card to meet FY21 deadline.
- 6/29/21 Last day to place orders for Office Depot **(Must be received by 6/30/21)**.
- 7/1/21 FY22 begins - vouchers for FY21 may be entered in Colleague. Do not enter FY22 until now.
FY22 begins - resume JP Morgan and Office Depot purchases.
- 7/20/21 Last day to submit Travel Voucher Reimbursements.
Last day to submit non-PO/BPO Vouchers, journal entries, payroll adjustments and internal charges.
- 7/30/21 Last day to submit FY21 PO/BPO vouchers.
- 8/9/21 Last day to submit FY21 PO/BPO rollover requests FY22 (voucher MUST be paid before rollover occurs)
- 9/15/21 University due date for draft financials to the State.

ESSENTIAL INFORMATION

- **How do I determine which fiscal year when I submit a voucher?**

- Order/Service/Delivery Dates on or before June 30th then [FY21 VOUCHER](#).
- Order/Service/Delivery Dates after June 30th then [FY22 VOUCHER](#).

The “voucher date” field controls the fiscal year

- When a voucher is entered after July 1, the system will prompt you with “07/XX/21 falls in a future fiscal year. Accept date? (Y/N).”
 - Create a [FY21](#) voucher by selecting or typing “N”. Then type a June date (preferably performance or delivery date) in the “voucher date” field.
 - Create an [FY22](#) voucher by selecting or typing “Y”. Today’s date will remain in the “voucher date” field.

NOTE: FY22 vouchers should not be entered prior to 7/1/21.

- **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 FY21 portion of the invoice and create another voucher, with a photocopy of the invoice, to pay the FY22 portion of the invoice. Please cross reference the voucher numbers on the hard copy and in the comments section of the Colleague voucher in case they become separated.

- **Equipment Orders**

Process equipment orders for FY21 as early as possible to allow time for delivery, tagging, and capitalization.

- **Planning**

Plan ahead for any purchase with a long lead-time. Furniture, software, and copiers frequently take eight to ten weeks.

Prevent delays with requisitions over \$20,000 by following the multiple quote process outlined on the Purchasing website.

- **Delivery and Time of Service**

Procurements need to have goods delivered or services performed before 7/1/21 to be counted as FY21 expense.

- **FY22 Requisitions**

- FY22 requisitions must have a start date of 7/1/21 (or later).
- Clearly indicate that the requisition is for FY22.
- If an FY21 PO has an “M” in the PO number, the PO may be able to be rolled. Please contact the buyer indicated at the bottom of the PO to verify. If it cannot be rolled, a new requisition must be submitted each year for renewable multi-year contracts. Include the multi-year PO number on your requisition in Printed Comments and in SharePoint.

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

- All requests for FY21 POs with funding to rollover into FY22 should be received by July 15th.
- When the final payment is made on a Blanket PO, in order to close the Blanket PO and remove encumbrances, complete the [Close Request](#) form and submit to Purchasing.

- **Travel Reimbursements**

Travel beginning in June and ending in July is paid from FY21 funds. Travel starting **on or after** July 1st is paid from FY22 funds.

- **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**

If the vendor is not in Colleague please have vendor complete the substitute W-9 form found at <https://accountingoffice.illinoisstate.edu/forms/sub%20w9%20rev062119.pdf> and email to colleague_vendorsSU@ilstu.ed. The same email can be used for address updates.

Meeting the above dates is very important for the timely preparation of our financial statements and external audit. If for any reason a deadline cannot be met, please contact the Comptroller's Business Office at comptroller@ilstu.edu or isupurchasing@ilstu.edu with details and a subject line: **FY21 deadline.**