

**DATE:** April 9, 2024

**TO:** Deans, Directors, and Fiscal Officers

**FROM:** Susan Simmers, Administration and Finance  
Charlie Cox, Accounting Services  
Eric Massey, Procurement Services  
Julie McReynolds, Administration and Finance

**RE: FY24 Fiscal Year End Closing Information**

We have consolidated the information you need to know to successfully close out fiscal year 2024 and begin fiscal year 2025. **Please note that some dates have changed and that deadlines will be strictly adhered to.** 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. Facilities and Energy Management
10. Printing and Duplicating
11. Student Center Bookstore
12. Bursar Deadlines
13. Accrual Deadlines for Accounting Services
14. Correcting Entries for FY24 Transactions
15. Grant Requirements
16. Budget Entries: BAA and FAR
17. Business Office Contact Information
18. 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:

Campus Business Procedures <https://bizprocedures.siu.edu>  
Budget Office <https://budget.siu.edu>  
Accounting Services <https://as.siu.edu>  
Human Resources <https://hr.siu.edu>  
Procurement Services <https://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 (FY24) business. Financial transactions should be reviewed in advance of this date 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.

**After June 30 – for STATE ACCOUNTS ONLY** – Any expenditures for FY24 must be turned in to Accounts Payable by **August 5, 2024**.

**AIS Unavailable during Year-End Processing** – The Administrative Information System (AIS) will be restricted to a limited number of users beginning at **10 a.m. on June 28**. AIS will be unavailable while general ledger balances and encumbrances roll to FY25. During this time, no checks will be written. It is anticipated that AIS will be available to all users again on **July 1**.

**REMINDER** – Services must be rendered and goods received and in service before July 1, 2024, to be paid with FY24 funds. Grant-funded purchases may have different fiscal years and deadlines, see section 15.

## 2. Purchase Requisitions

All FY24 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 FY24 funds. The Purchase requisition does not determine the fiscal year which the goods are expended. The goods must be received and in service before July 1, 2024, to be a FY24 expense.

- **Purchase Requisitions of \$1,000,000 or more:**

Purchase Requisitions in the amount of \$1,000,000 or more generally require approval of the Board of Trustees. The last Board meeting scheduled for FY24 is April 11, 2024. At this time, the deadline for inclusion in the final FY24 Board meeting has passed. For those requisitions in the amount of \$1,000,000 or more which require the approval of the Board of Trustees, every effort will be made to meet the inclusion deadline for the July 11, 2024, Board meeting.

- **Purchase Requisitions exceeding the Small Purchase Maximum:**

At this time, the deadline to receive Purchase Requisitions exceeding the Small Purchase Maximum (\$100,000 for goods and services, including professional services) has passed. 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 April 30, 2024**. Purchase Requisitions that total \$20,000 or more, but less than the current Small

Purchase Maximum must have a minimum of three vendor quotes, one being from a diverse vendor that is certified through CMS BEP.

Please note that all purchase requisitions, regardless of the dollar amount, must be signed by the appropriate Vice Chancellor. In addition, all requisitions totaling \$100,000 or more must be signed by the Chancellor.

Starting immediately for any FY25 requisitions, you may no longer submit a multi-year requisition. **All FY25 requisitions must be for one year or less and align with the fiscal year.** Directions to prepare single-year requisitions for multi-year contracts and single-year purchases that cross the fiscal year are posted on the Procurement website "How To" page - file name "Requisitions - Single Year" <https://procurement.siu.edu/how-to/>.

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

#### **Purchase Order Revisions:**

The last day to increase or decrease FY24 state funded Purchase Orders is **May 31**. All revisions for increases must be signed by the appropriate Vice Chancellor, and the Chancellor must sign for increases of \$100,000 or more.

#### **Releases and Receipts:**

Departments must have all Releases entered and approved and all Receipts for FY24 Purchase Orders entered no later than 4:30 p.m. on **June 21, 2024**.

**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, 2024, 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 21, 2024.

Purchase Orders issued after **July 1** will be encumbered against and charged to your FY25 budget.

FY24 planned and standard Purchase Orders using state funds will be cancelled during September 2024, and those using local funds will be cancelled during October 2024.

### **4. AIS Internal Billings**

All AIS Internal Billings for **June** must be submitted to Rae Wolaver in Accounting Services prior to noon on **Thursday, June 20, 2024**. All remaining FY24 charges must be included in the first **July** internal billing files and those files must be submitted to Rae Wolaver prior to the close of business on **July 12, 2024**.

## 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 FY25 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, FY24 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 FY24 funds if **ALL** these conditions were met:
  - a. The airline tickets must be for travel completed on or before August 31, 2024.
  - 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 FY24 funds.

## 6. Travel

All FY24 Travel Reimbursement Vouchers, regardless of account, must be received in Accounts Payable section of Accounting Services by **July 19**.

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 FY24 travel voucher.

## 7. P-Cards

1. The last day to return ordered merchandise from Office Depot for FY24 credit is **June 3**.
2. The last day to order any products or services (including Office Depot) using a P-Card for FY24 is **June 21**. Remember that you may not purchase office supplies from another vendor without the prior approval of Missy Carter, Purchasing Officer Specialist.
3. All FY24 P-Card transactions must be delivered by **June 30**, and reconciled and approved no later than **July 23**.

4. All P-Card corrections for FY24 must be received in Accounting Services prior to close of business on **June 21**.

NOTE: A transaction/order date on or before June 30, 2024, will be charged to FY24. A transaction/order date on or after July 1, 2024, will be charged to FY25.

To reconcile the P-Card Clearing Account for FY24, all P-Card transactions should be reviewed and approved no later than July 23.

## 8. Human Resources, including Payroll

The final payroll that will process and post in June will be the semi-monthly payroll (SM13) for June 16 – 30. This payroll will begin processing on **June 24**.

After that, these payrolls will process and post in July but may include entries for FY24:

|             | Payroll and Time Period |                   | FY24  |                      |          |
|-------------|-------------------------|-------------------|-------|----------------------|----------|
|             |                         |                   | FY    | Adjustments Allowed? | Accrued? |
| <b>ST14</b> | Student                 | June 9 – 22       | 24    | Yes                  | Yes      |
| <b>BW14</b> | Bi-weekly staff         | June 16 – 29      | 24    | Yes                  | Yes      |
| <b>SM14</b> | Semi-monthly            | July 1 – 15       | 25    | Yes                  | Possible |
| <b>ST15</b> | Student                 | June 23 – July 6  | Split | Yes                  | Partial  |
| <b>BW15</b> | Bi-weekly staff         | June 30 – July 13 | Split | Yes                  | Partial  |
| <b>MO08</b> | Monthly                 | July 1 – 31       | 25    | Yes                  | Possible |
| <b>SM15</b> | Semi-monthly            | July 16 – 31      | 25    | Yes                  | Possible |

**No FY24 entries will be possible after the payrolls listed above have processed and posted.**

**IMPORTANT:** To ensure that FY24 transactions are included in the above payrolls, paperwork must be received at Human Resources Data Control by the following deadlines:

- BW14** – June 27
- SM14** – June 28
- BW15** – July 11
- MO08** – July 12
- SM15** – July 12

**Deadlines for Account Correction forms are as follows:**

- BW14** – June 28
- SM14** – June 28
- ST15** – July 5
- BW15** – July 11
- MO08** – July 12

**PLEASE NOTE:** No manual adjustments will be made after the final deadlines.

## 9. Facilities and Energy Management

University guidelines require that all work must be completed by June 30, 2024. Be sure to complete the FY Funds box when submitting a Request for Facility Services if the budget purpose to be billed is state funded.

- **General Improvements Requests (GIRs)** utilizing FY24 state resources must be received at Engineering Services by **April 19** and approved by your cabinet level member and the Vice Chancellor for Administration and Finance. Approved project total costs will be transferred to a plant fund.
  - **GIRs** are projects that involve:
    - 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 FY24 state funds must be received by **May 14** and the work must be able to be completed by June 30, 2024.

## 10. Printing and Duplicating

All Printing, Duplicating/Mail Center and Campus Forms requests must be submitted online and approved by the fiscal officer/delegate by noon on **June 10**. Campus Sign requests need to be submitted by **May 20**. Work must be completed by June 21 to ensure FY24 billing.

If FY24 billing is critical, please make sure to meet these deadlines.

## 11. Student Center Bookstore

Any special order requests for books or supplies must be submitted to the University Bookstore no later than **May 17**.

The last day to charge in-stock merchandise at the Bookstore to be billed against FY24 funds will be **May 31**.

## 12. Bursar Deadlines

The deadline to make an FY24 deposit at the Bursar will be **2 p.m. on June 27**. Monies received after that deadline will not be processed until FY25, and will not be reflected in the June 30, 2024, cash balance of your account.

## 13. Accrual Deadlines for Accounting Services

The deadline to submit FY24 accrual entries, including compensated absences, to Accounting Services is **Monday, July 8**.

## 14. Correcting Entries for FY24 Transactions

All FY24 corrections must be received in Accounting Services by the close of business on **June 21**. Corrections related to FY24 transactions received after that date will be returned to the department.

## 15. Grant Requirements

Final reimbursement claims for awards with end dates of June 30, 2024, and **funded by the State of Illinois**, must be received at the sponsoring agencies by **July 15**. 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 7** 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.

## 16. Budget Entries: BAA and FAR

The deadline to submit Budget Allocation/Adjustment (BAA) and Funds Allocation Request (FAR) forms to the Budget Office for entry before June 30, 2024, will be **Monday, June 24**. No BAA or FAR forms will be processed for FY24 after June 30.

## 17. Business Office Contact Information

If you have questions or need additional information:

### **Campus Business Procedures:**

<https://bizprocedures.siu.edu>

### **Accounting Services:**

Corrections – Brian Kerley, [bkerley@siu.edu](mailto:bkerley@siu.edu), 536-2623

Employee Travel Reimbursements – Bonnie Stoffel, [bstoffel@siu.edu](mailto:bstoffel@siu.edu), 536-2653

Accounts Payable related questions – Julie Cook, [jfcook@siu.edu](mailto:jfcook@siu.edu), 453-1312

AIS Check processing and distribution – Julie Cook, [jfcook@siu.edu](mailto:jfcook@siu.edu), 453-1312

AIS Internal Billings – Rae Wolaver, [rwolaver@siu.edu](mailto:rwolaver@siu.edu), 536-2611

Other information – Charlie Cox, [ccox@siu.edu](mailto:ccox@siu.edu), 536-2625

### **Budget Office:**

BAAs – Patti Perschbacher, [pperschb@siu.edu](mailto:pperschb@siu.edu), 453-1258

FARs – Patti Perschbacher, [pperschb@siu.edu](mailto:pperschb@siu.edu), 453-1258

### **Grant and Contract Accounting:**

Year-end requirements – Ashley Matzenbacher, [acohoon@siu.edu](mailto:acohoon@siu.edu), 453-4542

Other information – Ashley Matzenbacher, [acohoon@siu.edu](mailto:acohoon@siu.edu), 453-4542

### **Human Resources:**

Bi-weekly (BW) payrolls – Jennifer Hanley, [jhanley@siu.edu](mailto:jhanley@siu.edu), 453-7953

Student (ST) payrolls – Liz Franklin, [lizann1@siu.edu](mailto:lizann1@siu.edu), 453-7954

Monthly (MO) payrolls – Christell Holmes, [christellholmes@siu.edu](mailto:christellholmes@siu.edu), 453-7940

Semi-monthly (SM) payrolls – Heidi Coons, [coons@siu.edu](mailto:coons@siu.edu), 453-7947

Account Correction forms – Kyle Crawford, [craw89@siu.edu](mailto:craw89@siu.edu), 453-5275

Data Control – Lisa Hottensen, [lhotten@siu.edu](mailto:lhotten@siu.edu), 453-6665

Employee Records – Lisa Hottensen, [lhotten@siu.edu](mailto:lhotten@siu.edu), 453-6665

Other information – Kyle Crawford, [craw89@siu.edu](mailto:craw89@siu.edu), 453-5275

### **Printing and Duplicating:**

Order Billing Inquiries – Michelle Rositch, [dsinin@siu.edu](mailto:dsinin@siu.edu), 453-2268

### **Procurement Services:**

P-Card Administrator – Missy Carter, [mcarter@siu.edu](mailto:mcarter@siu.edu), 453-5516

Processing of purchase requisitions – Missy Carter, [mcarter@siu.edu](mailto:mcarter@siu.edu), 453-5516

Other information – Eric Massey, [emassey@siu.edu](mailto:emassey@siu.edu), 453-6715



## 18. Summary of Deadlines by Date

| DUE DATE       | TIME    | ITEM | DESCRIPTION   |
|----------------|---------|------|---|
|                |         |      | <b>NOTE: 4:30 p.m. unless otherwise indicated</b>   |
| April 19       |         | 9    | Requests for GIRs must be received at Engineering Services for work to be billed to FY24                  |
| April 30       |         | 2    | Last day for Purchase Requisitions not exceeding the Small Purchase Maximum                               |
| May 14         |         | 9    | Service Requisitions must be received at FEM for work to be billed to FY24                                |
| May 17         |         | 11   | Deadline for special order requests at the University Bookstore   |
| May 20         | noon    | 10   | Requests for Campus Signs must be received by Printing/Duplicating  |
| May 31         |         | 3    | < Last day to increase or decrease an FY24 state Purchase Order   |
|                |         | 11   | < Last day to charge in-stock merchandise at the University Bookstore to FY24 funds                       |
| June 3         |         | 7    | Last day to return ordered merchandise from Office Depot for FY24 credit                                  |
| June 10        | noon    | 10   | Requests for Printing, Duplicating/Mail Center, and Campus Forms must be received by Printing/Duplicating |
| June 20        | noon    | 4    | Deadline for AIS Internal Billings for June to be submitted to Accounting Services                        |
| June 21        |         | 3    | < Last day to enter releases and receipts for FY24 Purchase Orders, including PPOs                        |
|                |         | 7    | < Last day to order any products or services using a P-Card for FY24, including items from Office Depot   |
|                |         | 7    | < Deadline to submit P-Card corrections to Accounting Services  |
|                |         | 14   | < Deadline to submit all FY24 corrections to Accounting Services  |
| June 24        |         | 8    | < Semi-Monthly Payroll for June 16 – 30 (SM13) will begin processing - final payroll to post in June      |
|                |         | 16   | < Last day to submit BAA and FAR forms to the Budget Office for entry in FY24                             |
| June 27        |         | 8    | < Deadline to submit paperwork for BW14 (June 16 – 29)  |
|                | 2 p.m.  | 12   | < Deadline to make an FY24 deposit at the Bursar  |
| June 28        | 10 a.m. | 1    | < AIS will not be available after 10 a.m. - no checks will be written                                     |
|                |         | 8    | < Deadline to submit paperwork for SM14 (July 1 – 15)   |
|                |         | 8    | < Deadline for Account Correction forms for BW14 (June 16 – 29)   |
|                |         | 8    | < Deadline for Account Correction forms for SM14 (July 1 – 15)  |
| <b>June 30</b> |         | 1    | <b>LAST DAY OF FISCAL YEAR 2024</b>   |
|                |         | 7    | < P-Card transactions must be delivered to be charged to FY24   |
|                |         | 9    | < FEM Service Requisitions must be completed to be billed to FY24   |
|                |         |      |   |
|                |         |      |   |
|                |         |      |   |

| DUE DATE      | TIME | ITEM | DESCRIPTION   |
|---------------|------|------|---|
|               |      |      | <b>NOTE: 4:30 p.m. unless otherwise indicated</b>   |
| <b>July 1</b> |      | 1    | <b>FIRST DAY OF FISCAL YEAR 2025</b>  |
|               |      | 1    | < AIS will be available to all users  |
|               |      | 3    | < Beginning today, Purchase Orders will be encumbered against FY25 funds  |
| July 5        |      | 8    | Deadline for Account Correction forms for ST15 (June 23 – July 6)   |
| July 7        |      | 15   | Notify Grant and Contract Accounting of any outstanding expenses for State grants that ended June 30, 2024, to ensure the final reimbursement claim is complete |
| July 8        |      | 13   | Deadline to submit accrual entries to Accounting Services   |
| July 11       |      | 8    | < Deadline to submit paperwork for BW15 (June 30 – July 13)   |
|               |      | 8    | < Deadline for Account Correction forms for BW15 (June 30 – July 13)  |
| July 12       |      | 4    | < Deadline for FY24 AIS Internal Billings to be submitted to Accounting Services  |
|               |      | 8    | < Deadline to submit paperwork for MO08 (July 1 – 31)   |
|               |      | 8    | < Deadline for Account Correction forms for MO08 (July 1 – 31)  |
|               |      | 8    | < Deadline to submit paperwork for SM15 (July 16 – 31)  |
|               |      | 8    | < Deadline for Account Correction forms for SM15 (July 16 – 31)   |
| July 15       |      | 15   | Final reimbursement claims for State of Illinois grants are due to sponsoring agencies  |
| July 19       |      | 6    | Last day to send Travel Reimbursement Vouchers to Accounting Services   |
| July 23       |      | 7    | All FY24 P-Card transactions must be reconciled and approved  |
| August 5      |      | 1    | Invoices and Invoice Distribution Forms (IDFs) on FY24 state funds must be received at Accounts Payable   |
| 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   |