

# NOTES FOR FISCAL YEAR END 2017

## Deadlines

June 23 <sup>rd</sup>	To make purchases using JP Morgan Credit Cards (items must be billed before the June 27 <sup>th</sup> statement cutoff). Memberships/renewals for FY18 should not be charged until after the June 27 <sup>th</sup> statement cutoff.
June 27 <sup>th</sup>	To place orders with OfficeMax (must be delivered on or before June 30 <sup>th</sup> ).
July 1 <sup>st</sup>	FY18 begins - vouchers for FY 18 may be entered in Datatel. Do not enter FY18 until now.
July 1 <sup>st</sup>	FY18 begins - resume JP Morgan and OfficeMax purchases.
July 17 <sup>th</sup>	To submit Travel voucher reimbursements
July 17 <sup>th</sup>	To submit FY17 PO/BPO rollover requests for FY18.
July 17 <sup>th</sup>	To submit Vouchers
July 17 <sup>th</sup>	To submit correcting journal entries and payroll adjustments.
July 17 <sup>th</sup>	To submit service department billings and other internal charges.
July 31 <sup>st</sup>	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 30<sup>th</sup> then FY17 VOUCHER.**  
Is the performance date or delivery date of the service on or before June 30<sup>th</sup>?
- 2. Order/Service/Delivery Dates after June 30<sup>th</sup> then FY18 VOUCHER.**  
Is the performance date or delivery date of the service after June 30<sup>th</sup>?

## 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 1<sup>st</sup> 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 17<sup>th</sup>.  
All requests for FY17 POs with funding to rollover into FY18 must be received by July 17<sup>th</sup>.  
When the final payment is made on a Blanket PO, contact Mary Ellen Backlund [mebackl@ilstu.edu](mailto: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 1<sup>st</sup>. 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](mailto:ljoynt@ilstu.edu), phone 438-5751, fax 438-8245, if the vendor is not in the system.