NOTES FOR FISCAL YEAR END 2014

Deadlines
May 16th   To submit FY15 renewal requisitions.
May 16th   To submit FY14 requisitions.
May 30th   To make equipment purchases < $4,999. (This includes orders thru TechZone and on JP Morgan credit card)
NOTE: Deliveries or services must be rendered on or before June 30.
June 23rd   To make purchases using JP Morgan Credit Cards (items must be billed before the June 27th statement cutoff)
June 26th   To place orders with OfficeMax   (must be delivered on or before June 30th).
July 1st   FY15 begins - vouchers for FY 15 may be entered in Datatel. Do not enter FY15 until now.
July 1st   FY15 begins - resume JP Morgan and OfficeMax purchases.
July 15th   To submit FY14 PO/BPO rollover requests for FY15.
July 18th   To submit Vouchers and Travel Voucher Reimbursements.
July 18th   To submit correcting journal entries and payroll adjustments.
July 18th   To submit service department billings and other internal charges.
July 31st   All FY14 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** FY14 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** FY15 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/14 falls in a future fiscal year. Accept date? (Y/N)."
    o   Create an FY14 voucher by selecting or typing "N". Then type a June date (preferably performance or delivery date) in the "voucher date" field.
    o   Create an FY15 voucher by selecting or typing "Y". Today's date will remain in the "voucher date" field.
NOTE: FY 15 vouchers should not be entered prior to July 1, 2014.

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 FY14 portion of the invoice and create another voucher, with a photocopy of the invoice, to pay the FY15 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 FY14 funds. Travel starting **on or after** July 1st is paid from FY15 funds.

- **FY15 Requisitions**
  Using a July date, FY15 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 7/01/14 must be submitted to Purchasing by 5/16/14.

- **Purchase Orders (Regular and Blanket)**
  All Invoices against FY14 Purchase Orders and Blanket Purchase Orders must be submitted by July 15th.
  All requests for FY14 POs with funding to rollover into FY15 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 Hayley Helpingstine, e-mail hlhelpi@ilstu.edu, phone 438-5751, fax 438-8245, if the vendor is not in the system.