

COMPTROLLER OFFICE
Fiscal Year 2022 Year-end and Fiscal Year 2023 Information

IMPORTANT DATES – Additional attention should be paid to items in bold.

- 3/1/22 Departments can start submitting FY23 requisitions. **Note: vouchers cannot be submitted for FY23 until 6/27/22 with payment no sooner than 7/1/22.**
Sole source submittals due for a 7/1/22 [FY23] start date.
- 3/15/22 Last day to submit bids for a 7/1/22 [FY23] start date for general services.
Last day to submit bids for FY22 (ending 6/30/22) for construction and general services.
Last day to submit furniture requisitions for FY22 (ending 6/30/22).
Last day to submit new software with a 7/1/22 [FY23] start date.
Last day to submit copier requisitions with a 7/1/22 [FY23] start date.
- 4/15/22 For 7/1/22 [FY23] renewal requisitions that are over bid level.
- 5/13/22** Last day to submit FY23 requisitions with a 7/1/22 [FY23] start date.
Final date to submit FY22 requisitions.
- 6/25/22 **Please refrain from using P-Card after this date, if possible. If charge settles on or after the statement date it may be treated as a FY23 expense.**
- 6/27/22 **First day to submit FY23 vouchers for payments required on 7/1/22.**
- 6/29/22 Last day to place orders for Office Depot **(Must be received by 6/30/22).**
- 7/1/22 **FY23 begins - vouchers for FY23 may be entered in Colleague. Do not enter FY23 until this date unless payment on 7/1 is required.**
FY23 begins - resume JP Morgan and Office Depot purchases.
- 7/20/22 Last day to submit Travel Voucher Reimbursements.
Last day to submit non-PO/BPO Vouchers, journal entries, payroll adjustments and internal charges.
- 7/27/22 Last day to submit FY22 PO/BPO vouchers.
- 8/5/22 Last day to submit FY22 PO/BPO rollover requests FY23 (Final FY22 voucher **MUST** be paid before rollover occurs)
- 9/16/22 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 [FY22 VOUCHER](#).
- Order/Service/Delivery Dates after June 30th then [FY23 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/22 falls in a future fiscal year. Accept date? (Y/N).”
 - Create a [FY22](#) voucher by selecting or typing “N”. Enter date of service or date goods were delivered.
 - Create an [FY23](#) voucher by selecting or typing “Y”. Enter date of service or date goods were delivered.

NOTE: FY23 vouchers should not be entered prior to 7/1/22 unless due on 7/1/22.

- **Splitting Invoices across Fiscal Years**

The voucher date should reflect the last date of service when a service period crosses between months. In general, invoices will NOT be split across fiscal years due to this approach. An example where an invoice may be split is a BPO that does NOT include copier overages. The Department receives an invoice for June 15- July 14, 2022 services that has May overages. Since the May overages are not part of the BPO this would need to be on a separate voucher dated May 31, 2022 and the copier charges would be dated July 14, 2022. Please note that if a service period is greater than a month in duration, voucher date should be first date of service.

- **Equipment Orders**

Process equipment orders for FY22 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 minimum 3 quote process outlined on the Purchasing website.

- **Delivery and Time of Service**

Procurements need to have goods delivered or services performed before 7/1/22 to be counted as FY22 expense.

- **FY23 Requisitions**

- FY23 requisitions must have a start date of 7/1/22 (or later).
- Clearly indicate that the requisition is for FY23.
- If an FY22 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 FY22 POs with funding to rollover into FY23 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 FY22 funds. Travel starting **on or after** July 1st is paid from FY23 funds. **If FY22 traveler is not returning by July 8, 2022 please contact travel@ilstu.edu for assistance.**

- **June Reports**

June reports will constantly change until all activity is posted. We hope there will be few Departmental changes made after August 1st. Please keep in mind that University level adjustments take place AFTER the majority of Departmental processing is completed. As in past years, the general ledger will officially close 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_vendorsISU@ilstu.edu. 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: **FY22 deadline.**