

# FISCAL YEAR END 2009 and FISCAL YEAR 2010 RENEWALS

## Deadlines

May 15 <sup>th</sup>	To submit FY10 renewal requisitions
May 22 <sup>nd</sup>	To submit FY09 requisitions
May 29 <sup>th</sup>	To make equipment purchases < \$2,500. (This includes orders thru Tech Zone and on JP Morgan credit card)
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)
June 26 <sup>th</sup>	To place orders with OfficeMax (must be delivered on or before June 30 <sup>th</sup> )
July 1 <sup>st</sup>	FY 10 begins--resume JP Morgan and OfficeMax purchases
July 15 <sup>th</sup>	To submit Vouchers and Travel Voucher Reimbursements
July 15 <sup>th</sup>	To submit correcting journal entries and payroll adjustments
July 15 <sup>th</sup>	To submit service department billings and other internal charges.
July 15 <sup>th</sup>	To submit FY09 rollovers requests into FY10
July 15 <sup>th</sup>	All FY09 Purchase Orders and Blanket Purchase Orders will be closed

## How do I determine which fiscal year?

### Scenarios

- Order/Service/Delivery Dates on or before June 30<sup>th</sup> then FY09 VOUCHER**  
Is the performance date or delivery date of the service on or before June 30<sup>th</sup>?
- Order/Service/Delivery Dates after June 30<sup>th</sup> then FY10 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/10 falls in a future fiscal year. Accept date? (Y/N).”
  - Create an **FY 09** voucher by selecting or typing “N” then type a June date (preferably performance or delivery date) in the “Voucher Date” field.
  - Create an **FY 10** voucher by selecting or typing “Y”. Today’s date will remain in the “Voucher Date” field.

## 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 FY09 portion of the invoice and create another voucher, with a photocopy of the invoice, to pay the FY 10 portion of the invoice. Please cross-reference the voucher numbers in case they become separated.
- Travel Reimbursements**  
Travel beginning in June and ending in July is paid from FY09 funds. Travel starting **on or after** July 1<sup>st</sup> is paid from FY10 funds.
- FY10 Requisitions**
  - Using a July date, FY10 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 7/1/09 must be submitted to Purchasing by 5/15/09.
- Purchase Orders (Regular and Blanket)**
  - All invoices against FY09 Purchase Orders and Blanket Purchase Orders must be submitted by July 15<sup>th</sup>.
  - All requests for FY09 POs with funding to rollover into FY10 must be received by July 15<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.
  - All FY09 Purchase Orders and Blanket POs will be closed and FY09 funds unencumbered on July 15<sup>th</sup>.
- 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 officially close in October/November after the completion of the University’s annual audit.
- New Vendors**—To facilitate the payment process, contact Jane Ward, e-mail [vjward@ilstu.edu](mailto:vjward@ilstu.edu), phone 438-5751, fax 438-8245, if the vendor is not in the system.