

University of Illinois
Office of Business and Financial Services
June 30, 2011 Closing Procedures
And July 1, 2011 Opening Procedures
(Subject to revision if required by legislative action)

Table of Contents

A. Important Highlights	1
B. OBFS Contacts	2
C. Calendar of Critical Dates	3
D. Definitions	8
E. Disposition of Fund and Budget Balances as of June 30	
1. State Funds	10
2. Institutional Funds	11
3. Self Supporting Funds	11
4. Practice Plan Funds	11
a. Fact Sheet Requirements	11
5. Gift and Endowment Income Funds	13
6. Grant and Contract Funds	13
7. Other non-State Funds	13
F. Procedures for the Encumbrance of and Payment from Fiscal Year 11 Funds	
1. Internal Transactions	13
2. Encumbrance of FY11 Funds	13
3. Payment of FY11 Encumbrances after June 30	15
G. Accounts Receivable	15
H. Cash Receipts/Departmental Deposits	15
I. Payroll	16
J. Fixed Asset Accounting	17
K. Grant and Contract Funds	17
L. Banner Fund Type Table	19

A. Important Highlights

Closing periods/statements

- The University has two year-end closing runs for the Banner general ledger. Period 12 will close on July 16 and period 14, which is restricted to certain OBFS users, will close on July 30.
- June 30 statements will be available for periods 12 and 14; in addition, preliminary statements including transactions from July 1 through July 8 will be provided to assist with year-end review.
- **Banner journal voucher forms (FGAJVCD, FGAJVCM, and FGAJVCQ) automatically default the current calendar date as the transaction date, and the transaction date determines the fiscal year of the journal voucher. When we are in the month of July, the current calendar date will default for the transaction date. FOR A TRANSACTION TO POST IN FY11, YOU MUST MANUALLY CHANGE THE TRANSACTION DATE TO A JUNE 2011 DATE. Journal vouchers with a July 2011 transaction date will post in FY12.**

Closing processes

- General ledger balances, encumbrances, requisitions and purchase orders will roll to FY12 on July 16. Any transactions posted to FY11 by OBFS between July 17 and July 30 will update automatically the FY12 beginning general ledger balances.
- Units will not be permitted to post any transactions in FY11 following the close of June Period 12 (on July 16).
- General ledger and accounts payable feeders for FY11 must be submitted by July 15. However, users are strongly encouraged to post earlier if possible.
- Budget balances will roll to FY12 on July 30.

State fund coding

- Because state appropriation fund codes are specific to the fiscal year, the FY11 fund codes end in 11 and the FY12 fund codes end in 12. For example, 100011 is an FY11 state fund code and 100012 is an FY12 state fund code.
- Fiscal year 2011 transactions must be coded using the appropriate FY11 fund code and fiscal year 2012 transactions must be coded using the appropriate FY12 fund code as described above.
- Effective June 30, 2011, FY11 State funds in iBuy will be inactivated.
- Effective July 1, 2011, index codes and fund defaults using state funds will be converted automatically from the FY11 fund codes to the FY12 fund codes as described above. **Therefore, anyone relying on index codes or fund defaults to record FY11 state fund transactions in FY12 (beginning July 1) must manually enter or change the automatically populated fund code to the FY12 fund code.**
- Effective July 1, 2011, iBuy profiles using the FY11 state fund as part of their default C-FOAPAL must **manually update** the default fund code from 100011 to 100012.
- Effective July 1, 2011, state appropriated funds on job labor distribution records will be converted automatically from the FY11 to the FY12 fund code as described above. State funded 9/12 jobs will be converted from the FY11 to the FY12 state fund code with a June 16 effective date.
- Effective July 1, 2011, P-Card default C-FOPs on state funds will be converted automatically from the FY11 fund code to the FY12 fund code as described above.
- Any unapproved P-Card transactions still on FY11 state funds at the end of Period 12 will be converted automatically from the FY11 fund code to the FY12 fund code.

Work study fund coding

- Effective July 1, 2011, the last two digits of the Federal Work Study funds will change from 11 to 12 to reflect the new fiscal year.
- The FY12 Federal Work Study funds are 498112 (Urbana), 498212 (Chicago), and 498412 (Springfield).
- Effective July 1, 2011, Federal Work Study funds on job labor distribution records will be converted automatically from the FY11 to the FY12 fund code as described above.

B. OBFS Contacts

University Accounting and Financial Reporting (UAFR)		
Accounting Services	Jan Gill (jkgill@uillinois.edu)	217-244-6003
	Nicholas Deitch (ndeitch@uillinois.edu)	312-996-5960
	John Laroe (jmlaroe@uillinois.edu)	217-333-9133
	Linda McCaffrey (lmcca1@uillinois.edu)	217-206-7848
	Rebecca Moyer (rmoyer@uillinois.edu)	217-244-1379
	Brent Rasmus (brasmus@uillinois.edu)	217-244-7347
	Roger Wade (rwade@uillinois.edu)	217-333-9138
Property Accounting and Reporting	Denise Stanley (dmstanly@uillinois.edu)	217-333-0487
	Jeff Weaver (jweaver2@uillinois.edu)	217-244-7978
Administrative Accounting/ Financial Reporting	Janet Ford (jford@uillinois.edu)	217-265-0250
	Mike Godsell (mgodsell@uillinois.edu)	217-244-6464
	Phil McCarthy (pjmccart@uillinois.edu)	217-244-0307
Budget Operations and Analysis		
Chicago	Russ Biskup (rjbiskup@uillinois.edu)	312-996-0531
Springfield	Jackie Gillock (jbarn1@uis.edu)	217-206-6077
Urbana	Pat Hoey (phoey@uillinois.edu)	217-244-0542
University Administration	Janet Ford (jford@uillinois.edu)	217-265-0250
University Student Financial Services and Cashier Operations		
General and Student Accounts Receivable	Ben Greco (bgreco@uillinois.edu)	217-244-2926
Cashier Operations	Deborah Rahn (drahn@uillinois.edu)	217-244-7450
	Darisse Culp, UIC (dculp@uillinois.edu)	312-996-7094
	James Burgdorf, UIS (jburg3@uillinois.edu)	217-206-6738
	Jill Mosley, UIUC (jmosley@uillinois.edu)	217-333-4870
Grants and Contracts		
Chicago	Vanessa Peoples (vpeoples@uillinois.edu)	312-996-5958
	Fuller Lyons (fullerl@uillinois.edu)	312-996-0624
	Mee Mee Lee-Choi (meemlee@uillinois.edu)	312-996-5961
Springfield	Rebecca Jones (rjone1@uis.edu)	217-206-7849
Urbana	Kelli Wendt (kwendt@uillinois.edu), NSF	217-244-4496
	Linda Gregory (lagregry@uillinois.edu), Private Sponsors	217-333-4881
	Greg Anderson (gnanders@uillinois.edu), DOD, Energy, USDA, NASA, Misc Federal	217-265-0930
	Matt Murphy (murphymr@uillinois.edu), HHS	217-244-4766
	Jessi Katterhenry (jkatterh@uillinois.edu), Education, EPA	217-333-6786
	Karen Thomas (kthomas2@uillinois.edu), State of Illinois	217-244-7034
	Kathy Vance (kvance@uillinois.edu), Closeout Section	217-265-6459
University Payroll		
	Kassaundra Hester (khester@uillinois.edu)	312-996-1922
Purchasing		
Chicago	Gene Suwanski (suwanski@uic.edu)	312-996-7084
	Kevin Fair (kevinf@uillinois.edu), Healthcare and Related Services	312-996-1925

Springfield	Jay Simpson (jsimp5@uis.edu)	217-206-6606
	Jill Menezes (jmene1@uillinois.edu)	217-206-6651
	Mike Bloechle (mbloe1@uillinois.edu)	217-206-6653
Urbana	Mary Nielsen (mnielsen@uillinois.edu)	217-333-1408
	Danny Lienard (lienard@uillinois.edu)	217-333-0777
	Cathy Reisner (reisner@uillinois.edu)	217-333-0019
University Payables		
	Sandy Ehler (sehler@uillinois.edu)	217-265-8129
	Jim Martinie (martini1@uillinois.edu)	217-333-0780
	Steve Wiggs (swiggs@uillinois.edu)	217-244-4684
Customer Service	Edward Snyder (eesnyder@uillinois.edu)	217-244-1105
Direct Pay Processing	Darren Strater (dstrater@uillinois.edu)	217-244-3139
Purchase Order Payables	Susie Baker (susbaker@uillinois.edu)	217-333-6401

C. Calendar of Critical Dates

March 14, 2011	<p>All properly completed and approved purchase requisitions of \$51,300 to \$999,999 for commodities and general services (\$20,000 to \$999,999 for professional and artistic services) must be received in the Purchasing Division to ensure FY11 funding.</p> <p>All properly completed and approved purchase requisitions of \$70,100 to \$2,499,999 for construction and construction-related services (excluding professional services) must be received in the Purchasing Division to ensure FY11 funding.</p>
March 17, 2011	Sole source purchases are due in the Purchasing Division.
April 7, 2011	All other non-sole source purchases requiring Board of Trustees approval are due in Purchasing Division.
May 16, 2011	<p>Contract documents for professional and artistic services up to \$19,999 for services to be received by June 30, 2011, along with the appropriate contract approval form, must be received in the Purchasing Division with sufficient time to allow for review and approval prior to the commencement of services.</p> <p>All properly completed and approved purchase requisitions up to \$51,299 for commodities and general services must be received in the Purchasing Division to ensure FY11 funding.</p> <p>All properly completed and approved iBuy requisitions from \$5,000 to \$51,299 must be received in the Purchasing Division to ensure FY11 funding.</p> <p>All properly completed and approved purchase requisitions up to \$70,099 for construction and construction-related services (excluding professional services) must be received in the Purchasing Division to ensure FY11 funding.</p>
May 27, 2011	<p>Departments must clear all overdrafts in gift and endowment income funds.</p> <p>Departments should zero out and request the termination of all inactive funds.</p>

Appropriate administrative approval forms, along with the contract documents and Board of Trustees approval summary for FY11 state-funded contracts payable from General Revenue or Capital Development Funds must be submitted to University Payables to ensure that the contract is obligated with the State Comptroller's Office by June 30, 2011.

All sponsored project overdrafts (funds 400000 through 599999) should be cleared unless the project will be continued with additional funds or prior arrangements have been made with the Grants and Contracts Office (Request for Anticipation Fund, Form GC70).

June 3, 2011	All vouchers payable from FY11 special state funds that are reappropriated for FY12 must be received in University Payables in order to be included in FY11 business. No lapse period spending is permitted on funds that are reappropriated.
June 16, 2011	State funded 9/12 payroll jobs will be converted from the FY11 to the FY12 state fund code with a June 16 effective date.
June 17, 2011	Departments must notify UAFR – Administrative Accounting to request the reinvestment of accumulated University endowment income fund cash balances into quasi-endowment funds. Note this does NOT apply to UI Foundation related gift fund returns and reinvestments (fund type 4M), only endowment income fund returns/reinvestments (fund type 4J).
June 23, 2011	Departments must submit all requests for returning gift funds (fund type 4M) from Banner to the UI Foundation for reinvestment into a UIF endowment or quasi-endowment via the form at https://online.uif.uillinois.edu/infocenter/Sec11-8TransferBANNERmoney.pdf by 5 p.m. The UI Foundation must review and approve these request forms before any transfer can be made. Note this does not apply to University endowment income funds (fund type 4J) – returns and reinvestments for those fund types are handled by UAFR - Administrative Accounting (see June 17 entry).
June 24, 2011	<p>All Accounts Receivable (SAR and GAR) feeders for FY11 must be submitted by 5:00 p.m.</p> <p>Orders to Campus Stores for equipment and supplies, including purchases made through General Accounts Receivable (GAR), must be received by Campus Stores, no later than 5:00 p.m. to be charged to FY11 funds.</p> <p>Departments should no longer use FY11 state funds when submitting orders under \$5,000 in iBuy.</p> <p>All state fund orders must be approved and posted to Banner to ensure FY11 state funding. Allow time for requisitions to pass through iBuy departmental approval queues. Departments should follow up on all orders to ensure they are approved.</p>
June 28, 2011	<p>Prior period pay adjustments submitted by 12:00 p.m. will be paid on Friday, July 1, 2011.</p> <p>BW14 payroll calculation will run this evening. Departmental approvers must complete approvals by noon. Superusers must complete approvals by 5:00 p.m. Current pay period adjustments must be submitted through ANA by 5:00 p.m.</p>
June 30, 2011	General encumbrances for petty cash and travel expenditures incurred, but not reimbursed by June 30, 2011, must be encumbered by the department by 5:00 p.m. When possible, vouchers to reimburse these expenditures should be processed instead of recording encumbrances. General encumbrances for contractual services, such as honoraria, leases or

other contractual agreements must be encumbered by 5:00 p.m. See more details on Page 20, under Contracts and Other Non-Purchase Order Encumbrances.

All Accounts Receivable (SAR and GAR) manual charges and credits for FY11 must be submitted by 5:00 p.m. On-line A/R charges and credits submitted after 5:00 p.m. on June 30, 2011, will post in FY12.

All monies that are to be deposited into a University fund for FY11 must be received by the OBFS Cashier Operations by 2:00 p.m. Cashiering cannot ensure that cash receipts or deposits received after the 2:00 p.m. deadline will be processed in FY11.

All payments for student accounts must be received by the OBFS Cashier Operations by 2:00 p.m. Cashiering cannot ensure that cash receipts or deposits received after the 2:00 p.m. deadline will be processed in FY11.

FY11 state fund 100011 will be inactivated from use in iBuy. All state funded orders should be approved and out of all the iBuy department approval queues.

All requisitions (Banner and iBuy) remaining on FY11 state funds will be cancelled.

The end of FY11. Please see critical dates in July 2011 for processing adjusting and closing entries for the final June 2011 ledgers.

Contracts executed after June 30, 2011, will be charged to FY12 funds.

P-Card transactions with a transaction (swipe) date of June 30, 2011, or earlier and which are received and reconciled by the University by July 15, 2011, will be charged to FY11. P-Card transactions, regardless of the transaction date, reconciled after July 15, 2011, will be charged to FY12.

July 1, 2011

Beginning of FY11 state funds lapse period (see definition on page 13) and beginning of FY12.

Because state appropriation fund codes are specific to the fiscal year, the FY11 state fund codes end in 11 and the FY12 state fund codes end in 12. For example, 100011 is an FY11 fund code and 100012 is an FY12 fund code. All index codes that include an FY11 state fund code will be changed to the FY12 state fund code. Therefore, anyone relying on index codes for appropriation year 2011 state fund transactions processed after June 30 must manually change the automatically populated fund code to 100011 if the transaction is to be posted after June 30.

The FY12 state fund 100012 will be activated in iBuy.

iBuy profiles using the FY11 state fund as part of their default C-FOAPAL must update manually the default fund code from 100011 to 100012.

All P-Card default C-FOP codes that include an FY11 state fund code will be automatically converted to the FY12 state fund code as described above. The coding for P-Card purchases involving state funds needs to be reviewed carefully in the June/July time period. P-Card purchases made in June must use fund code 100011 and purchases in July must use fund code 100012.

State funded payroll jobs (excluding state funded 9/12 employees) will have the job labor distribution records converted automatically to the FY12 state fund as described above. State funded 9/12 payroll jobs will be converted from the FY11 to the FY12 state fund code with a June 16 effective date.

The last two digits of the Federal Work Study funds will change from 11 to 12 to reflect the new fiscal year.

All Federal Work Study funds on job labor distribution records will be converted automatically to the FY12 funds.

The labor encumbrance process for FY12 will be disabled until July 10. As a result, users will not see labor encumbrances post in FY12 until after this date.

July 6, 2011	<p>MN 7 payroll calculation will begin this evening. Current pay period adjustments must be submitted through ANA by 5:00 p.m.</p> <p>Submit requests for budget transfers and exchanges involving state or institutional funds to the respective campus Budget Office.</p>
July 7, 2011	<p>Labor redistributions of FY11 payroll charges, excluding 2011 MN7 and 2011 BW14, must use a June transaction date and be approved (the labor redistribution must be at disposition 60) in Banner by 12:00 p.m. to appear on the June preliminary statements.</p> <p>Labor redistributions involving accrued payrolls, 2011 MN7 or 2011 BW14, must also be entered and approved (the labor redistribution must be at disposition 60) in Banner by 5:00 p.m. to appear on the June preliminary statements; however, special instructions apply to enter the transaction date correctly.</p> <p>A Year-End Labor Redistribution Job Aid describing how to enter the transaction date for labor redistributions of accrued payrolls is available on the OBFS Training Center website:</p> <p>http://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=920040</p>
July 8, 2011	<p>Transactions posted as of this date will be reflected in Banner preliminary statements, which will run when Banner processing for the day is completed.</p> <p>Current year labor encumbrances will be liquidated. Users should be aware of this event when examining their departmental budget balances available (BBA) during the FY11 closing process because not all of the accrual payrolls will have posted to Banner at this time. Users should carefully monitor their BBAs during this time period. Note the multi-year labor encumbrances representing salary and fringe charges to be incurred in future fiscal years on grant and federal agriculture funds will NOT be liquidated.</p>
July 11, 2011	<p>The labor encumbrance process for FY12 will be activated.</p> <p>All invoices and miscellaneous vouchers for payment of goods and services that were received or performed prior to July 1, 2011, regardless of funding source, must be submitted to University Payables by 5:00 p.m. in order to post in FY11 via the Banner A/P system.</p> <p>All travel reimbursement vouchers for travel completed prior to July 1, 2011, regardless of funding source, must be submitted to Payables by 5:00 p.m. in order to post in FY11 via the Banner A/P system.</p>
July 12, 2011	<p>Banner statements for June transactions posted through July 8 will be available on View Direct. These statements should include payroll accruals (FY11 portion of payroll paid in July) for Biweekly Period 14 (BW14) and may include payroll accruals for Monthly Period 07 (MN7). They will not include payroll accruals for Biweekly Period 15 (BW15).</p> <p>BW15 payroll calculation will run this evening. Departmental approvers must complete approvals by 12 noon. Superusers must complete approvals by 5:00 p.m. Current pay period adjustments must be submitted through ANA by 5:00 p.m.</p>
July 13, 2011	<p>All requests to increase FY11 purchase order encumbrances must be transmitted to Purchasing by 5:00 p.m. Journal vouchers cannot be used to adjust purchase order encumbrances. See references to state-funded orders under August 26.</p> <p>Notification of equipment received, fabricated equipment completed, and construction</p>

completed as of June 30 must be reported to UAFR - University Property Accounting and Reporting.

Retainage fees and payables on construction contracts must be received by UAFR – University Property Accounting and Reporting for posting in FY11.

July 14, 2011

Labor redistributions of FY11 payroll charges, excluding 2011 MN7, 2011 BW14, and 2011 BW15, must use a June transaction date and be approved (the labor redistribution should be at disposition 60) in Banner by 5:00 p.m. to appear on the June Period 12 statements.

Labor redistributions involving accrued payrolls, 2011 MN7, 2011 BW14, and 2011 BW15, must be entered and approved (the labor redistribution should be at disposition 60) in Banner by 5:00 p.m. to appear on the June Period 12 statements; however, special instructions apply to enter the transaction date correctly.

A Year-End Labor Redistribution Job Aid describing how to enter the transaction date for labor redistributions of **accrued** payrolls is available on the OBFS Training Center website:

<http://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=920040>

Labor redistributions cannot be processed in June Period 14. Units cannot process labor redistributions in FY12 pertaining to FY11 state funds.

July 15, 2011

All FY11 transactions, including general ledger and accounts payable transactions, routed to approval queues must be approved by 5:00 p.m. to appear on FY11 statements.

All P-Card transactions with a transaction date of June 30, 2011, or earlier must be reconciled and approved in the P-Card system in order to post to FY11. Any unapproved P-Card transactions using a FY11 state fund will have the fund changed automatically to the FY12 state fund.

All receiving reports required for FY11 purchase orders must be completed in Banner by 5:00 p.m. in order for the transactions to appear on FY11 statements. Receiving reports completed after this date for FY11 orders will cause the transactions to post in FY12.

All iBuy departmental approval queues must be cleared out before the July 16 year-end roll. **This requires a final action; i.e., approval or rejection of all requisitions (regardless of source of funds) in the department approval queues.**

Last day to process general ledger and accounts payable feeder system transactions into FY11. Users are strongly encouraged to post earlier if possible.

Last day to process adjustments to encumbrances in FY11. After encumbrances roll into FY12, Banner does not allow users to adjust these rolled encumbrances in FY11.

All journal vouchers payable from FY11 funds (including stores/service transactions chargeable to FY11 state funds) must be entered into Banner by 5:00 p.m. Users attempting to enter journal vouchers after this deadline will be unable to complete the journal vouchers because of Banner year-end security. Special arrangements should be made with UAFR – University Accounting Services if FY11 journal vouchers need to be processed in Banner after July 15. No labor redistributions to or from FY11 state funds can be processed in FY12.

All FY11 journal vouchers using capital asset (equipment/construction) account codes must be submitted to Banner by 5:00 p.m. Any subsequent transactions using these codes must be reviewed with UAFR - University Property Accounting and Reporting.

Equipment acquired with FY11 funds must have associated acquisition attributes entered into FABweb and submitted to UAFR – University Property Accounting and Reporting by 5:00 p.m.

All FY11 expenditures for State of Illinois sponsored projects (funds 560000 through 599999) that require June 30 billings and reports must be processed by 5:00 p.m.

July 16, 2011	June period 12 is closed. General ledger balances, encumbrances, and reservations will roll to FY12. Memo and current year labor encumbrances will not roll forward.
July 19, 2011	June period 12 statements are available on View Direct. These statements will include payroll accruals (FY11 portion of payroll paid in July) for Biweekly Period 14 (BW14), Monthly Period 07 (MN7), and Biweekly Period 15 (BW15).
July 20, 2011	<p>Fact sheets for <u>all</u> self-supporting and practice plan funds are required by using the FY10 Year End Fact Sheet submission tool A link to the submission tool and other related resources are at the link below, under Useful Year End Resources – Fact Sheet Requirements: http://www.obfs.uillinois.edu/accounting-financial-reporting/year-end-procedures/</p> <p>All non-cash exchange transactions for FY11 are due to UAFR – University Accounting Services Division by 5:00 p.m. using the Report of Non-monetary Exchange Transactions form located at the following link http://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=927412. See OBFS Policies & Procedures Section 13.7.</p> <p>Units offering Study Abroad Exchange Programs must submit their Report of Incoming/Outgoing Students as of June 30, 2011, to UAFR – University Accounting Services Division by 5:00 p.m. Form is available at the following link - http://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=927390.</p> <p>All remaining invoices, miscellaneous vouchers, and travel reimbursement vouchers for goods or services incurred in FY11 must be submitted to University Payables. FY11 invoices and vouchers that were submitted after July 11 will process via Banner A/P as a FY12 transaction. However, manual accrual entries will be processed in FY11 and will be reversed in FY12. Every attempt should be made to submit all FY11 invoices and vouchers to University Payables on or before July 11.</p>
July 30, 2011	After Banner processing has completed, June period 14 will be closed in Banner. Where applicable, operating ledger budget balances will roll to FY12.
August 2, 2011	June period 14 statements should be available on View Direct. The FY12 beginning balances are static after the period 14 closing.
August 5, 2011	July period 01 is closed.
August 9, 2011	All state-funded invoices and miscellaneous vouchers for goods or services contracted for in FY11, but received or rendered after June 30, 2011, must be submitted to University Payables by 5:00 p.m.

July period 01 statements should be available on View Direct.

August 26, 2011	<p>All appropriation year 2011 state-funded transactions, including general ledger and accounts payable transactions, routed to approval queues must be approved by 5:00 p.m. for posting to occur during the lapse period.</p> <p>Once August period 02 is closed in Banner, no more transactions will be allowed during the state lapse period on the FY11 state fund code 100011. Users should carefully monitor their lapse period transactions and spending in order to make any necessary corrections before the month of August is closed.</p> <p>All receiving reports required for state-funded FY11 purchase orders where the goods are received after June 30 must be completed in Banner by 5:00 p.m. for posting to occur during the lapse period.</p> <p>All FY11 state-funded purchase orders will be closed.</p> <p>All FY11 state-funded standing orders will be closed. Other standing orders will be closed based on individual review.</p>
August 31, 2011	<p>The end of the state appropriations lapse period. All FY11 state fund codes, including 100011, will be terminated in Banner. After the month of August is closed, no more transactions will be allowed on FY11 state funds.</p>
September 9, 2011	<p>Unrelated business taxable income (UBIT) schedules for FY11 must be submitted to UAFR University Accounting Services Division by 5:00 p.m.</p>

D. Definitions

Allowance for doubtful accounts – An allowance for doubtful accounts is an estimate of the uncollectibility of past due receivables. The balance is an offset to the accounts receivable balance and is used to write off accounts that are deemed uncollectible.

Bad debt expense – A bad debt expense is an entry booked against the appropriate expense account to record adjustments to the allowance for doubtful accounts.

Banner fund type table – Table that includes the Banner fund type and Banner range of fund codes assigned to that particular source of funds. (See section L. Banner Fund Type Table)

Budget balance available – Equal to the revised budget less expenditures and encumbrances/ reservations (also known as “commitments” in Banner terminology).

Cash receipts – A pre-numbered form used to record receipt of funds at the time of sale.

C-FOAPAL – The accounting string attached to each Banner transaction. The string is represented by the following segments:

C = Chart – The Chart code refers to a specific campus.

F = Fund – The fund uniquely identifies a source of revenue for financial reporting purposes. The nature of certain revenue streams requires the revenues and the associated expenses be accounted for separately. The fund represents that accounting entity with a self-balancing set of accounts.

O = Organization – The organization code tracks financial activity by functional reporting unit such as campus, college, school, department, division, and cost center.

A = Account – The account code classifies accounting transactions by type and categorizes the financial activity into asset, liability, equity, revenue and expenditure designations.

P = Program – The program code classifies accounting transactions by function; i.e., instruction, research, public service, academic support, student services, institutional support, operation and maintenance of plant, scholarships and fellowships, auxiliary enterprises, hospital and medical activities, independent operations, and storeroom and service activities. Within these major functions, units use distinct program codes to further identify these functions.

A = Activity – The activity code is an optional segment in Banner used to track temporary events or projects.

L = Location – The location code is an optional segment in Banner used mainly for fixed assets to track building and geographic locations.

Encumbrances – Funds set aside to acquire goods or services under the terms of a University purchase order, contract or miscellaneous obligation for services with non-employees (e.g., honoraria), or for travel or petty cash expenditures incurred. All outstanding encumbrances excluding current year labor encumbrances and memo encumbrances will be rolled into FY12 on July 16, 2011.

Feeder – An electronic file that contains a large volume of payments, charges or journal entries that are posted to Banner. The file is often generated through another Banner process.

Fiscal year – The fiscal year begins on July 1 and ends on June 30 of the following year. Fiscal Year 2011 (FY11) is from July 1, 2010, through June 30, 2011. Fiscal year 2012 (FY12) is from July 1, 2011, through June 30, 2012.

FY11 state funds – Funds containing budget from state appropriations for the period July 1, 2010, through the lapse period, August 31, 2011. Note the last 2 digits of the state fund code correspond to the state appropriation year. Charges against the FY11 state appropriations should use the Banner fund code that ends in 11.

FY12 state funds – Funds containing budget from state appropriations for the period July 1, 2011, through the lapse period, August 31, 2012. Note the last 2 digits of the state fund code correspond to the state appropriation year. Charges against the FY12 appropriations should use the Banner fund code that ends in 12.

Institutional funds – Includes indirect cost recovery (ICR) funds, educational and administrative allowance funds, and patents, copyrights, and royalty funds. (See section L. Banner Fund Type Table)

Journal entry – Journal transactions used to record original entries or adjustments and corrections to previously posted transactions. The debit and credit amounts on the journal transaction must equal.

Lapse period – The period from July 1, 2011, through August 31, 2011, as it pertains to the expenditure of FY11 state appropriated funds. Encumbrances on FY11 state funds as of the end of FY11 period 12 must be paid during

the lapse period.

Memo encumbrances – Encumbrances created by units to reserve funds during the current fiscal year. Memo encumbrances will not roll forward to FY12.

Other non-state funds – Includes federally appropriated funds, gift funds, grant and contract funds, self-insurance funds, and plant funds. (See section L. Banner Fund Type Table)

Period 12 – The period of June designated for departmental processing of FY11 transactions in Banner. The period closes on July 16, 2011.

Period 14 – The accrual period in June designated for OBFS-only processing in Banner. The period closes on July 30, 2011.

Practice plans – Medical Service Plan/Dental Service Plan/Nursing Service Plan/Occupational Health Service Plan are plans approved by the Board of Trustees under the State of Illinois statutes to bill and collect for health care professional services provided at University facilities.

Reservations – Memorandum entries in the current fiscal year to set-aside funds for future expenditures. All reservations (requisitions) on FY11 state funds will be deleted on June 30, 2011. Reservations on other funds will be rolled into FY12 on July 16, 2011.

Self-supporting funds – Funds, including service departments, storerooms, auxiliary enterprises and departmental activity funds, that depend upon self-generated income (sales) to support their operations. (See section L. Banner Fund Type Table)

Sponsored project funds – Funds provided by entities outside the University, which have a defined scope or objective, and include reporting requirements.

Sponsored project overdrafts – Expenditures exceeding the sponsored project award amount including the sum total of all funds related to the project.

E. Disposition of Fund and Budget Balances as of June 30

1. State Funds

The staff assigned to oversee the budget function in your campus OBFS executive office review State budget balances at fiscal year end. The net state funds budget balance available at the college/major administrative-unit level determines whether an overdraft or a surplus exists. The campus budget staff provides guidance to college/administrative unit business offices regarding the year-end state budget close process.

The budget balance available is based on both actual expenditures to date and unpaid encumbrances. It is very important that you review the accuracy of your non-personal services encumbrances shown on the May statements and those recorded during June. Any necessary additions and/or corrections should be made **no later than June 30, 2011**. Any salary encumbrances remaining on state funds after the accrued payrolls are calculated in July will be eliminated automatically before the final state budget rollup balances are reviewed.

Final FY11 state budget balances available and non-personal services encumbrances will be rolled forward to FY12 on the prior appropriation year fund 100011 to facilitate the payment of valid obligations related to FY11 during the lapse period months of July and August. Vouchers paid from state funds during the lapse period that liquidate valid recorded encumbrances outstanding as of June 30, 2011, will be posted to the FY11 state fund in fiscal year 2012. Balances that remain unexpended on these lapse period funds, as of August 31, 2011, will not be available after that date.

Once August period 02 is closed in Banner no more transactions will be allowed on the FY11 state fund code 100011. Users should carefully monitor their lapse period transactions and spending in order to make any necessary corrections before the month of August is closed.

2. Institutional Funds - Governed by University Guidelines - Balances Forward

State of Illinois Legislative Audit Commission *University Guidelines* define the allowable balances that can be carried forward. For purposes of the carry forward calculation, institutional funds include indirect cost recovery and cost of educational and administrative allowances. On an overall institutional basis, these combined unencumbered balances cannot exceed 30% of the current year's budget (FY11) for these funds. Accurate encumbrances are equally important in determining excess institutional funds as they are in determining excess state funds. Only June 30 encumbrances that are actually paid during the lapse period (July 1, 2011 to August 31, 2011) will be considered valid in preparing the excess funds calculation.

Encumbrances will be rolled forward into FY12 on July 16, 2011. Budget balances available will be rolled forward as of July 30, 2011, into the appropriate FY12 institutional funds.

FY11 institutional budget itself will not be carried forward. However, FY12 budgets will be composed of two components:

- Departmental allocations and earnings estimate recorded in Budget Development for FY12, and
- An unencumbered/adjusted balance forward, which is the amount of the carryover.

3. Self-Supporting Funds – Governed by University Guidelines

The State Finance Act and the Legislative Audit Commission *University Guidelines* require a review of all service, storeroom, auxiliary enterprise and departmental activity funds to determine the reasonableness of cash balances. Excess cash balances must be lapsed to the University Income Fund. The accuracy of general ledger balances is extremely important, as the general ledger statements are used in the calculation of excess funds. Units operating these activities must complete the electronic Fact Sheet (see Fact Sheet Requirements after this section). The Fact Sheet is subject to audit by the independent Certified Public Accounting firm engaged by the Auditor General of the State of Illinois. Before completing the Fact Sheet, the June period 12 financial statements should be reviewed carefully to determine the necessity of year-end closing entries. The Fact Sheet should also be reviewed carefully by a supervisor before finalizing and submitting to University Accounting and Financial Reporting.

Chicago campus hospital and ambulatory units are not required to complete individual fact sheets. Information will be consolidated centrally.

4. Practice Plan Funds

Units with operating responsibilities for practice plan funds must complete the electronic Fact Sheet (see Fact Sheet Requirements after this section). The Fact Sheet is subject to audit by the independent Certified Public Accounting firm engaged by the Auditor General of the State of Illinois.

Before completing the Fact Sheet, carefully review June period 12 financial statements to determine the need for year-end closing entries. The Fact Sheet should also be reviewed carefully by a supervisor before finalizing and submitting to University Accounting and Financial Reporting.

MSP units – Fact sheets are prepared and submitted to UAFR - University Accounting Services as follows:

Receivable related items: Central MSP Office

Other items: Departmental MSP Offices

DSP/NSP/OHSP units – Fact sheets are prepared by the responsible college Dean's office.

4a. Fact Sheet Requirements - Fact Sheet data is required from all departments with self-supporting (all campuses) and practice plan (UIC and UIUC) funds to ensure that the Banner accounting records accurately reflect their financial condition as of June 30, 2011. Not all accrued transactions are recorded in our normal accounting process and must be

captured on Fact Sheets. OBFS UAFR - University Accounting Services will post to Banner the information reported on the Fact Sheets. **A fact sheet containing the following information for each service, storeroom, auxiliary enterprise, departmental activity, or practice plan fund must be submitted by 5:00 p.m. on July 20 using the FY11 Year End Fact Sheet Submission Tool, listed at the link below, under Useful Year End Resources – Fact Sheet Requirements: (<http://www.obfs.uillinois.edu/accounting-financial-reporting/year-end-procedures/>).**

Fact Sheets are not required for terminated funds. A separate Fact Sheet should be prepared for each fund.

The Fact Sheet should also be reviewed carefully by a supervisor before finalizing and submitting to University Accounting and Financial Reporting.

Job aids to use the electronic Fact Sheet are available at the link above. Questions concerning the Fact Sheet requirements may be directed to Nick Deitch 312-996-5960, Linda McCaffrey 217-206-7848, or Roger Wade 217-333-9138.

The electronic Fact Sheet contains the following elements:

1. Fund, description, and individual's name and phone number to contact with questions.
2. Indicate any change from FY10 in activity(ies) for which the fund is being used.
3. Indicate the approximate percentage of total income to your fund that is funded by each source.

SOURCE	%
University Departments (includes grants)	
Students	
Staff	
General Public	
Other (please describe)	

4. If the fund is a storeroom or service activity (fund type 3E) located on the **Urbana Campus**, indicate the date when the rate(s) was reviewed by your department and/or submitted to OBFS Governmental Costing for a formal review as required by [OBFS Policies and Procedures Section 13.6.2](#).
5. Indicate if the fund should be terminated after the current fiscal year and describe the plan to remedy the balance or deficit in the fund.
6. Indicate if no information needs to be reported (based on the questions below).
7. If there is a petty cash or change fund used in connection with this activity that has been funded from internal departmental resources, describe how it was set up (provide C-FOAP used) and provide the final dollar amount on the worksheet (or tab) labeled Petty Cash in the Excel file. Do not include petty cash or change funds that were funded by OBFS - Student Financial Services and Cashier Operations (USFSCO).
8. Are inventories for resale of materials, supplies, merchandise, or inventoried items involved in the operations? If so, provide a total inventory amount **as of June 30, 2011**, and CFOP, and provide details of the quantity and original cost (not selling price) supporting this figure. (When publications are included, indicate the date of publication in order for us to devalue the publication inventory 25% each year after the current fiscal year.) Indicate whether perpetual or periodic inventory system is used for each inventory amount listed. **All values must reflect the amount of inventory as of June 30.** If a physical count of the inventory was done at a date other than June 30, that balance must be adjusted for all purchases and sales between the date of the physical count and June 30. Please see OBFS Business and Financial Policies and Procedures Sections 5.8, 13.6.1 and 13.6.2 for further explanation.
9. Itemize accounts receivable from sources external to the University. **The source, CFOAP, and amount must be listed.** Do not include accounts receivable already posted to your fund as of the June period 12 statements available on July 19, 2011.
10. List any accounts receivable from #9 that might not be 100% collectible. Include an estimate for allowance for doubtful accounts.

11. Itemize deferred income by CFOAP. Deferred income is defined as monies collected in this fiscal year (FY11) for goods/services to be provided in the next fiscal year (FY12). For example, monies collected before June 30, 2011, for subscriptions or publications to be issued July 1, 2011, or after is deferred income.
12. Itemize accounts payable for amounts due vendors, suppliers, etc., for goods or services received as of June 30, 2011, that have not already posted to your fund as of the June period 12 statement available on July 19, 2011. The vendor, CFOAP, and amount must be listed.
13. Itemize prepaid expenses by CFOAP. Prepaid expenses are defined as amounts charged to this fiscal year (FY11) for which goods or services will be received in the next fiscal year (FY12).
14. Itemize any accounts receivable from state agencies (which should also be included in #9).
15. Itemize any accounts payable from state agencies (which should also be included in #12).

5. Gift and Endowment Income Funds

Departments must clear all overdrafts on all types of gift and endowment income funds by May 27, 2011. Gift and endowment income funds are administered centrally by UAFR - University Accounting Services located in Urbana. For assistance contact Timisha Luster at 217-333-9147, 111 E. Green Street, MC-597, or tluster@uillinois.edu.

6. Grant and Contract Funds

All sponsored project overdrafts (funds 400000 through 599999) should be cleared by May 27, 2011, unless the project will be continued with additional funds or prior arrangements have been made with the Grants and Contracts Office (Request for Anticipation Fund, Form GC70). During June, the Grants and Contracts Office will transfer unauthorized overdrafts to departmental funds.

7. Other Non-State Funds

General ledger balances remaining after the closing of period 14 on July 30, 2011, will be carried forward. Balances in inactive funds and overdrafts should be eliminated before June 1 to avoid carrying such balances forward unnecessarily into fiscal year 2012. Departments should zero out all inactive funds by May 27, 2011 and request the fund be terminated by emailing CFOAPALMAINTENANCE@uillinois.edu.

F. Procedures for the Encumbrance of and Payment from FY11 Funds

1. Internal Transactions

State regulations prohibit any agency from creating an encumbrance with itself. Therefore, departments may not create encumbrances for stores and service transactions. All stores and service vouchers chargeable to FY11 state funds must be entered into Banner by the close of business on July 15, 2011. This is also the last date for processing FY11 feeder system transactions into Banner. However, users are strongly encouraged to post all transactions earlier if possible. Common stores and service vouchers are those related to Physical Plant, Campus Stores, other storerooms, duplicating, telecommunications, and information technology services, and various auxiliary activities. Purchases from these units must be completed (ordered and delivered) by June 30 in order for the purchase to be charged to FY11 funds. When transferring expenditures that include equipment account codes between FY11 funds, see section J – Fixed Asset Accounting.

2. Encumbrance of FY11 Funds

2a. Purchase Orders

Completed and approved requisitions for purchases of goods and services that are to be charged to your FY11 budget must be received by the Purchasing Division by the dates listed below to ensure the encumbrance of FY11 funds. If the deadline dates indicated below are not met, Purchasing cannot guarantee that your transaction will be completed prior to July 1. Requisitions received by the Purchasing Division for which encumbrances cannot be

entered by June 30, 2011, will be charged to FY12 funds.

Amount or Type of Requisition	Deadline for Receipt by Purchasing
\$70,100 to \$2,499,999 for construction and construction-related services (excluding professional services) \$51,300 to \$999,999 for commodities and general services \$20,000 to \$999,999 for professional and artistic services	March 14, 2011
Up thru \$19,999 for professional and artistic services Up thru \$70,099 for construction and construction-related services (excluding professional services) Up thru \$51,299 for commodities and general services All iBuy requisitions from \$5,000 to \$51,299	May 16, 2011

Delays in submitting renewals for orders above the Sealed Bid Limits may result in the Procurement Policy Board not providing a waiver, which would delay issuance of the order and/or payment by 30 days, as well as requiring the department to appear at a public hearing in Springfield, or not being able to exercise the option for renewal and having to initiate a new bid/RFP.

For requests for Sole Source and orders requiring Board of Trustees approval, documentation needs to be submitted to the Purchasing Division with sufficient time to meet special processing requirements and obtain the necessary approvals. These orders are due to the Purchasing Division by the following dates:

Sole Source Purchases Due to Purchasing Division	All Other Purchases (requiring BOT approval and non-Sole Source) Due to Purchasing Division	Board of Trustees Meeting Dates
March 17, 2011	April 7, 2011*	June 9, 2011

*All formal bidding, evaluations, approvals, etc. must be completed by this date.

Purchase orders issued after July 1 will be encumbered against and charged to your FY12 budget.

Renewable and multi-year purchase orders present unique complications at year-end. Invoices dated prior to July 1, 2011, will be financed from FY11 funds. Invoices dated July 1, 2011, and thereafter are chargeable to FY11

funds only if the call (order) for the goods or services was placed prior to July 1, 2011. If the call (order) for the goods or services occurred after June 30, 2011, then payment of the invoice must be financed with FY12 funds on a new Banner purchase order effective in FY12.

Adjustments to purchase order (PO) encumbrances must be made using a change order to the original purchase order. Journal vouchers cannot be used to adjust PO encumbrances because the changes will not be reflected properly on the purchase order. A written request or email requesting the necessary adjustment to the purchase order should be sent to the responsible buyer by July 13. Requests for increases in purchase order encumbrances, particularly on standing orders, should allow for a sufficient remaining encumbrance amount to cover payment for goods or services requested through the end of FY11. Since any remaining standing order encumbrances are closed at the end of the fiscal year lapse period, the Purchasing Division will not initiate change orders to reduce encumbrances on standing orders.

2b. Contracts and other non-Purchase Order Encumbrances

Contracts encumbering FY11 state and non-state funds for services provided in FY11 must be executed by June 30, 2011, and prior to the commencement of services. Contracts for professional and artistic services may be encumbered against FY11 state funds only if the services, or the portion of the services to be funded from FY11 funds, will be completed prior to July 1, 2011. Professional and artistic services for \$20,000 or more are subject to a competitive selection process.

Contracts requiring a competitive selection process must be received in the Purchasing Division in accordance with dates shown in Section C. Calendar of Critical Dates. Contracts executed after June 30, 2011, will be charged to FY12 funds.

Professional and artistic services must be performed on or before June 30 in order to be paid from FY11 state funds during the lapse period. Services that are encumbered but not yet performed by June 30 cannot be paid from FY11 state funds and the encumbrance should be removed.

Locally funded contracts under \$5,000 encumbering FY11 funds for services in FY11 should be submitted by June 30 to University Payables. Contracts executed after June 30, 2011, for services in FY12 will be chargeable to FY12 funds.

Approved invoices payable from FY11 state appropriations must be received in University Payables by August 9, 2011, to ensure payment from state funds during the lapse period.

2c. Travel and Miscellaneous Vouchers

Every effort should be made by the unit to forward vouchers for travel taken or goods/services received prior to July 1, 2011, to University Payables no later than July 20 in order for the expenses to be recorded in FY11. In those situations where it is impossible to submit the vouchers by July 20, encumbrances should be entered to the extent that goods and/or services will be received and/or travel performed but not paid by June 30, 2011. Therefore, any goods/services received or travel taken prior to June 30 must be encumbered against FY11 state funds (if available) in order to be paid from FY11 state funds after June 30.

2d. Encumbrances and Reservations

Any encumbrances outstanding in Banner as of FY11 (ending July 16) will be rolled forward to FY12. Reservations on state funds will not be rolled forward to FY12.

3. Payment of FY11 Encumbrances after June 30

State law limits the payment of prior year state-funded encumbrances to the lapse period (July 1 - August 31, 2011). To meet the lapse period deadline for state-funded encumbrances, University Payables must receive approved vouchers by Tuesday, August 9, 2011. The Office of Business and Financial Services will exercise due diligence in expediting shipments and vendor invoices. If payment of outstanding FY11 state encumbrances

during the lapse period is not possible, payment will be made from a department's FY12 local or institutional fund. Payment, in such cases, cannot be charged to either FY11 or FY12 state funds but will instead have to be charged to a different funding source such as institutional funds.

Payments from non-state funds that liquidate outstanding encumbrances as of June 30, 2011, are not bound by the lapse period time frame. However, under the Legislative Audit Commission *University Guidelines*, unexpended institutional funds (not including patents and royalties) and self-supporting funds may be subject to lapse to the income fund.

NOTE: Units should review the Receipts Required Report on the OBFS Purchases Reports Web page at <http://www.obfs.uillinois.edu/purchases/reports/> to ensure that receiving reports are completed for any FY11 purchases requiring a receiving report prior to payment. Units must complete the receiving report by July 15 to have the expenditure recorded in FY11. Receiving reports for FY11 state-funded orders where the goods are received after June 30 must be completed by August 26 in order to be recorded in the lapse period.

G. Accounts Receivable

The following are critical dates for campus units that provide goods or services to students (SAR) and external customers (GAR) and utilize Banner A/R to bill these customers. The deadline to submit manual charges/credits for FY11 is 5:00 p.m. on Thursday, June 30, 2011. AR charges submitted after 5:00 p.m. on June 30, 2011, will post in FY12. However, A/R feeders must be submitted no later than Friday, June 24, 2011, to enable OBFS University Student Financial Services and Cashier Operations (USFSCO) to process the transactions, record the receivable and revenue in FY11, and to allow departments to clear rejected transactions or batches by June 30, 2011.

H. Cash Receipts/Departmental Deposits

OBFS University Student Financial Services and Cashier Operations must receive all monies that are to be deposited into a University fund for FY11 by 2:00 p.m. on Thursday, June 30, 2011. Cashier Operations cannot ensure that cash receipts or deposits received after the 2:00 p.m. deadline will be processed in FY11.

I. Payroll

Labor redistributions of FY11 payroll charges, excluding 2011 MN7, 2011 BW14 and 2011 BW15, must use a June transaction date and be approved (the labor redistribution should be at disposition 60) in Banner by 12:00 p.m. on July 7, 2011, to appear on the June preliminary statements or by 5:00 p.m. on July 14, 2011, to appear on the June period 12 statements. Labor redistributions involving accrued payrolls, 2011 MN7, 2011 BW14 and 2011 BW15, must also be entered and approved (the labor redistribution should be at disposition 60) in Banner by the time and dates indicated above; however, special instructions apply to enter the transaction date correctly. A Year-End Labor Redistribution Job Aid describing how to enter the transaction date for labor redistributions of accrued payrolls is available on the OBFS UAFR website:

<http://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=920040>

Labor redistributions cannot be processed in June period 14. Units cannot process labor redistributions in FY12 pertaining to FY11 state funds.

The June period 12 financial statements will include an accrual for payroll charges through June 30, 2011, and paid in July 2011. The FY11 accrued payrolls are 2011 BW14, 2011 MN7, and 2011 BW15. 100% of the BW14 pay event will be charged to FY11. 50% of the MN7 pay event will be charged to FY11 and the other 50% will be charged to FY12. The **state-funded** portion for the 9 over 12 appointments on these accrued payrolls will not be split between fiscal years. The full amount will be charged to FY12. 40% of the BW15 pay event will be charged to FY11 and the other 60% will be charged to FY12.

All current year labor encumbrances will be liquidated and closed via an automated process on July 8, which is before 2011 BW15 posts in Banner. Users should be aware of this situation when examining their departmental budget balances available (BBAs) during the FY11 closing process. Multi-year labor encumbrances representing salary charges to be incurred in future fiscal years on grant and federal agriculture funds will **NOT** be liquidated.

Effective July 1, 2011, state appropriated funds on job labor distribution records (excluding 9/12 employees) will be converted automatically to the new year fund code (100012). Departments should review all job labor distribution records for non-state appropriated funds and make appropriate changes for the new fiscal year before July 1, 2011.

The following guidelines explain changes to job records funded on state funds:

- Jobs with 9/12 employee classes (AA, AB, BC, and BD) on state funds:
If the effective date of the appointment is before 6/16/11, use FY11 state fund code (100011).
If the effective date of the appointment is 6/16/11 or later, use FY12 state fund code (100012).
- Jobs with non-9/12 employee classes on state fund code.
If the effective date of the appointment is before 7/1/11, use FY11 state fund code (100011).
If the effective date of the appointment is 7/1/11 or later, use FY12 state fund code (100012).
- **If a terminated job is reactivated, be sure that the state fund code used on the labor distribution record follows the guidelines above.**

Effective July 1, 2011, all Federal Work Study funds on job labor distribution records will be converted automatically to the new year fund code.

J. Fixed Asset Accounting

Fabricated equipment and construction will only be capitalized and depreciated in the Banner fixed asset module when the equipment or construction is completed and placed in service. Notification of equipment received (whether invoiced and paid for or not), fabricated equipment completed, software development projects completed, and construction completed as of June 30 must be reported to UAFR - University Property Accounting and Reporting by July 13. Equipment-related communications must be submitted via FABweb. Accrued liabilities for construction retainage and estimates of the cost of construction work completed but not billed must also be submitted to UAFR - University Property Accounting and Reporting by July 13.

Equipment acquired with FY11 funds must have associated acquisition attributes entered into FABweb and submitted to UAFR – University Property Accounting and Reporting no later than July 15.

Whenever journal vouchers transfer funding sources that use “tracked” fixed asset expenditure account codes, a separate debit and credit must be entered for **each** item of equipment originally purchased on the FOAPAL credited, and the Ptag/property control number of the associated asset must be recorded in the JV description, document reference field, or record text of the journal voucher. All journal vouchers using capital asset (equipment/construction) account codes must be submitted to Banner by 5:00pm on July 15.

The use of correct account codes on transactions is critical, especially during July. Banner equipment codes are as follows:

Dollar Value	Account Range
Not Tracked in Fixed Asset Module:	
Equipment <\$100	122000-12499U
Equipment \$100-\$499	126nnn

Dollar Value	Account Range
Administrative Software <\$100,000	1538nn
Research Software (any value)	1538nn
Materials for Equipment Fabrication	128nnn
Tracked in Fixed Asset Module:	
Equipment \$500-\$2499	127nnn
Equipment \$2500-\$4999	161nnn
Equipment >\$4999	163nnn
Artwork <\$5000	162100
Antiques/Historic Treasures <\$5000	162200
Firearms/weapons <\$5000	162300
Artwork >\$4999	164100
Antiques/Historic Treasures >\$4999	164200
Firearms/weapons >\$4999	163140
Group Asset/Collections Additions >\$0	165000-167000
Administrative Software >\$99,999	168600

K. Grant and Contract Funds

For State of Illinois sponsored projects (funds 560000 through 599999), all fiscal year expenditures should be processed by July 15, 2011, or the dates designated in the Calendar of Critical Dates to ensure inclusion of these expenditures on FY11 billings and reports.

New FY12 Federal Work Study funds have been established in Banner to use beginning July 1, 2011. Effective July 1, 2011, all Federal Work Study funds on job labor distribution records will automatically be converted to the new year fund code. Index codes for the Federal Work Study program will be updated automatically as of July 1 to reflect the new fund codes. Departmental allocations using state funds will be updated with the new FY12 state fund code (100012). If other changes are needed, please contact your campus Grants and Contracts Office. The new FY12 funds are as follows:

Urbana	498112
Chicago	498212
Springfield	498412

Facilities and Administrative Costs (Indirect Costs) and Tuition Remission will not be assessed in FY12 until FY11 is closed.

Banner Fund Type Table

Funding Source and Type Description	Fund Type	Fund Range
Current Unrestricted – State		
State Approp-GRF/ IF	1A	100000 - 189999
State Approp-St Col and Univ Trust	1F	100000 - 189999
State Approp-Fire Prevention Fund	1G	100000 - 189999
State Approp-State Capital Approp	1X	100000 - 189999
University Income Fund Receipts	1Z	190000 - 199999
Current Unrestricted – Other		
Educational and Admin Allowances	2A	200000 - 299999
Institutional Costs Recovered	2C	200000 - 299999
Patents Copyrights and Royalties	2E	200000 - 299999
Private Gifts-Unrestricted	2G	200000 - 299999
Consolidated Group Investments	2J	200000 - 299999
Unrestricted Receivables/Payables	2L	200000 - 299999
Student Deposits and Other	2N	200000 - 299999
Self Insurance Programs	2P	200000 - 299999
Termination/Sick Leave Benefits	2R	200000 - 299999
Self-Supporting Activities		
Suspense and System Clearing	3A	300000 - 399999
Service and Storeroom Activities	3E	300000 - 399999
Auxiliary Enterprises Not Under Indenture	3J	300000 - 399999
Auxiliary Enterprises Under Indenture	3M	300000 - 399999
Departmental Activities	3Q	300000 - 399999
Current Restricted		
Sponsored Prog-US Gov G and C	4A	400000 - 499999
Sponsored Prog-Federal Work Study	4A	498000 - 498999
Sponsored Prog-Other Gov Agcy GC	4C	500000 - 509999
Sponsored Prog-Private G and C	4E	510000 - 559999
Sponsored Prog-State of Ill G and C	4G	560000 - 599999
Trust-Endowment Income	4J	610000 - 619999
Trust-Endowment Farm Operations	4K	620000 - 699999
Trust-Private Gifts	4M	620000 - 699999
Trust-Other Restricted	4N	620000 - 699999
Trust-Medical Service Plan	4S	620000 - 699999
Trust-Occupational Health Service Plan	4T	620000 - 699999
Trust-Dental Service Plan	4U	620000 - 699999
Trust-Nursing Services Plan	4W	620000 - 699999
Land Grant- Federal Appropriations	4Y	600000 - 609999
Restricted Receivables/Payables	4Z	400000 - 499999
Loan Funds		
Loan Funds-University	5A	800000 - 809999
Loan Funds-Federal	5D	800000 - 809999
Endowment Funds		
Endowment-Pool Fund	6A	810000 - 819999
Endowments-US Land Grant 1862	6D	810000 - 819999
Endowments-True/In Perpetuity	6G	810000 - 819999
Endowments-Quasi	6J	810000 - 819999

Funding Source and Type Description	Fund Type	Fund Range
Endowments-Term/Living Trust	6M	810000 - 819999
Endowments-Beneficial Interest In Trust	6P	810000 - 819999
Unexpended Plant Funds		
Unexpended Plant-Unrestricted	8A	700000 - 759999
Unexpended Plant-Restricted	8C	700000 - 759999
Unexpended Plant-Internal Financing	8E	700000 - 759999
Unexpended Plant- Bonded	8G	700000 - 759999
Unexpended Plant-COP Acq Funds	8J	700000 - 759999
Unexpended Plant-Other Financing	8K	700000 - 759999
Unexpended Plant-Cap Dev Fund	8L	700000 - 759999
Renewal and Replacement Funds		
Renewal and Replacement	8N	760000 - 779999
Retirement of Indebtedness		
Debt Service	8Q	780000 - 789999
Debt Service-COP	8S	780000 - 789999
Investment in Plant		
Investment in Plant	8Z	790000 - 799999
Agency Funds		
Agency-Payroll	9A	900000 - 999999
Agency-Other	9D	900000 - 999999
Agency-Student Organizations	9G	900000 - 999999