

FY21 Closing Procedures/ FY22 Opening Procedures

(SUBJECT TO REVISION IF REQUIRED BY LEGISLATIVE ACTION)

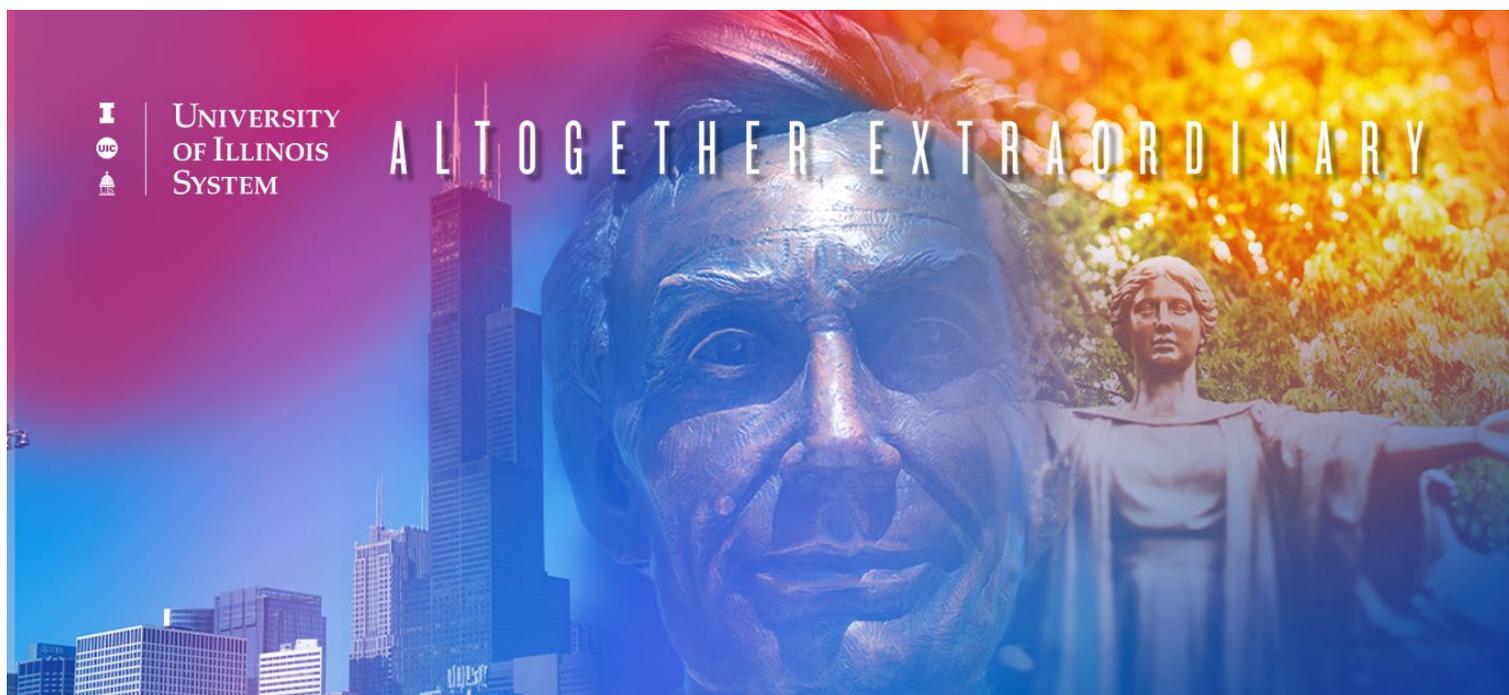


TABLE OF CONTENTS

A. Important Highlights.....	1
B. Contacts	3
C. Calendar of Critical Dates and Deadlines	4
D. Disposition of Fund and Budget Balances as of June 30.....	14
1. State Funds.....	14
2. Institutional Funds	14
3. Self-Supporting Funds	15
4. Practice Plan Funds.....	15
5. Fact Sheet Requirements – Self-Supporting and Certain Practice Plan Funds	16
6. Gift and Endowment Income Funds	16
7. Grant and Contract Funds	16
8. Other Non-State Funds.....	16
E. Procedures for the Encumbrance of and Payment from FY21 Funds	17
1. Internal Transactions	17
2. Encumbrance of FY21 Funds	17
3. Payment of FY21 Encumbrances after June 30.....	18
F. Payroll.....	19
G. Accounts Receivable.....	20
H. Cash Receipts/Departmental Deposits	20
I. Grant and Contract Funds.....	20
J. Property Accounting & Reporting.....	21
K. Banner Fund Type Table.....	22
L. Definitions.....	22

A. Important Highlights

Fact Sheets for self-supporting and practice plan funds

- ◆ To ensure the appropriate accruals, deferrals, and general ledger adjustments are made in Banner for fiscal year-end, Fact Sheets are required to be completed for all self-supporting funds and certain types of service plan funds (i.e., DSP, NSP, and OHSP). Please ensure the Fact Sheet contains accurate information of all activities described in [Section D-5. Fact Sheet Requirements](#). For further details, see UAFR's Year-End Fact Sheets resource webpage located at <https://www.obfs.uillinois.edu/accounting-financial-reporting/year-end-procedures/fact-sheets/>.

Closing periods/statements

- ◆ The University has two FY21 year-end closing periods (Period 12 and Period 14) to facilitate the recording of all FY21 transactions in the Banner general ledger. Period 12 will close on July 17, 2021; Period 14, which is restricted to certain System Office employees, will close on July 31, 2021.
- ◆ June 30 statements will be available for Period 12 and Period 14; in addition, preliminary statements that include June transactions posted through July 10, 2021, will be provided to assist with year-end review prior to the closing of Period 12.

Posting journal voucher entries to the proper fiscal year

- ◆ FY21 and FY22 will both be available for processing transactions during the month of July. Therefore, special care must be taken to ensure entries posted in July are recorded in the proper fiscal year.
- ◆ When posting journal vouchers, the transaction date used determines which fiscal year the transaction will post. Banner journal voucher forms (FGAJVCD, FGAJVCM, and FGAJVCQ) automatically default to the current calendar date as the transaction date. **Therefore, journal vouchers entered in July will post in FY22 unless the transaction date is manually changed to a June date. For a transaction to post in FY21, you must manually change the transaction date to a June 2021 transaction date.**

Rolling FY21 balances to FY22

- ◆ On July 17, open encumbrances, requisitions, and purchase orders will roll forward to FY22 and general ledger balances will roll to establish FY22 beginning balances. Transactions posted to FY21 by certain System Office employees between July 18 and July 31 will be added to FY21 balances and automatically update FY22 beginning balances.
- ◆ Units will not be permitted to post any FY21 transactions after the close of June Period 12 (July 17th).
- ◆ General ledger and accounts payable feeders for FY21 must be submitted no later than July 16th. However, users are strongly encouraged to post feeders earlier to enable corrections to be made if needed.
- ◆ Remaining FY21 budget balances will roll to FY22 on July 31, 2021.

FY21 Closing Procedures / FY22 Opening Procedures

Use of state fund codes during July and August

- ◆ State fund codes relate to a specific appropriation year. State funds have the appropriation year assigned as a part of the Banner fund code, where the last two digits of the state fund code represent the applicable appropriation year. For example, all FY21 state appropriation fund codes end in 21 (such as 100021) and all FY22 fund codes end in 22 (such as 100022).
- ◆ Appropriation year 2021 transactions must therefore be assigned to appropriate FY21 fund codes ending in 21 and appropriation year 2022 transactions must be assigned to appropriate FY22 fund codes ending in 22.
- ◆ Effective June 30, 2021, FY21 state fund codes in iBuy will be inactivated.
- ◆ Effective July 1, 2021, index codes and fund defaults that include FY21 state fund codes will be converted automatically to include corresponding FY22 state fund codes ending in 22. **Therefore, beginning July 1st, anyone using index codes or fund defaults to record FY21 state fund entries must manually enter or change the automatically populated fund code to the FY21 fund code ending in 21.**
- ◆ Effective July 1, 2021, units with iBuy profiles that contain the FY21 state fund as a part of their default CFOAPAL must **manually update** their iBuy profile by changing the default fund code 100021 to 100022.
- ◆ Effective July 1, 2021, appointments (other than 9/12) paid on state funds will automatically be converted on job labor distribution records from the FY21 fund codes to the FY22 fund codes. State funded 9/12 appointments will be assigned the FY22 fund code using a June 15, 2021 effective date.
- ◆ Effective July 1, 2021, P-Card default CFOPs on state funds will be converted automatically from the FY21 fund code to the FY22 fund code ending in 22.
- ◆ Effective July 1, 2021, FY22 state-funded project codes related to the Travel and Expense Management system (TEM) will automatically be created.
- ◆ Any unreconciled P-Card and T-Card transactions still on FY21 state funds at the end of Period 12 (July 17th) will be converted automatically from the FY21 fund code to the FY22 fund code.

Use of Federal Work Study fund codes

- ◆ Effective July 1, 2021, the last two digits of the Federal Work Study funds will change from 21 to 22 to reflect the new fiscal year.
- ◆ The FY22 Federal Work Study funds are 498122 (Urbana), 498222 (Chicago), and 498422 (Springfield).
- ◆ Effective July 1, 2021, payroll appointments paid on Federal Work Study funds will be automatically converted on job labor distribution records from the FY21 to the FY22 fund code ending in 22.

Standard Finance Reports in FY22

- ◆ The most recent data for Standard Finance Reports in the distribution tool My-UI-Financials and, as well as the Standard Finance Reports generated via EDDIE, will only display FY21 reports until FY21 is closed. July (FY22) activity will not be displayed until FY21 is closed.
- ◆ Permissions set at the CFOP level with the Standard Finance Reports distribution tool My-UI Financials will have the state funded CFOP's, as well as work study CFOP's, roll to the new-year fund codes automatically on July 1st.

B. Contacts

University Accounting and Financial Reporting (UAFR)

University Accounting Services (UAS)	John Laroe, Assistant Controller	jmlaroe@uillinois.edu	217-333-9133
	Kimloan Coventry, Director	bui@uillinois.edu	217-244-3206
	Kasey Wilken, Assistant Director	wilken3@uillinois.edu	217-244-6809
	Anne Larimore, Assistant Director	koester1@uillinois.edu	217-300-1793
	Jenny Li, Assistant Director	yli21@uillinois.edu	312-996-4013
Property Accounting and Reporting – Equipment and Software	Jeff Weaver, Senior Director	jweaver2@uillinois.edu	217-244-7978
	Marti Conrad, Assistant Director	mdesjar2@uillinois.edu	217-300-2159
Property Accounting and Reporting – Buildings and Construction	Aaron Rund, Senior Business & Financial Coordinator	arund@uillinois.edu	217-300-1738
	Jasmine White, Financial Accounting & Reporting Analyst	jdougl@uillinois.edu	217-333-9135
Administrative Accounting and Financial Reporting	Phil McCarthy, Assistant Controller	pjmccart@uillinois.edu	217-244-0307
	Courtney Englehardt, Associate Director	hampton2@uillinois.edu	217-244-8739

Budget Operations and Analysis

University of Illinois at Chicago	Mark McClellan, Associate Director	mmmccle1@uillinois.edu	312-413-5370
University of Illinois at Springfield	Jackie Gillock, Associate Director	jbarn1@uis.edu	217-206-6077
University of Illinois at Urbana	Jamie Hackett, Assistant Provost & Director	jhackett@uillinois.edu	217-333-3214

University Bursar

General and Student Accounts Receivable	Susan Cotter, Senior Assistant Director	skcotter@uillinois.edu	217-244-6022
Cashier Operations	Joseph Shroyer, Senior Associate Director	jshroyer@uillinois.edu	217-265-4711

Sponsored Programs Administration (SPA)

University of Illinois at Chicago	Karen McCormack, Executive Director	krmccor@uic.edu	312-996-0624
	Mee Mee Lee-Choi, Director	meemlee@uic.edu	312-996-5961
University of Illinois at Springfield	Charles Alsbury, Coordinator	ralsb01s@uis.edu	217-206-7849
University of Illinois at Urbana	Linda Gregory, Director	lagregry@uillinois.edu	217-333-4881
	Jayne Goby, Senior Associate Director	goby@uillinois.edu	217-244-4759

University Payroll and Benefits (UPB)

UPB Management	Kassaundra Hester, Senior Director	khester@uillinois.edu	312-585-9137
	Larry Hanyzewski, Director	lhanyzew@uillinois.edu	312-585-9138

University Purchasing Division

University of Illinois at Chicago	Debra Matlock, Director	mdecra@uillinois.edu	312-996-7084
	Aaron Rosenthal, Senior Associate Director	aaronr1@uillinois.edu	312-996-8074
University of Illinois at Springfield	Jill Menezes, Director	jmene1@uillinois.edu	217-206-6651
University of Illinois at Urbana	Brad Henson, Director	bhenson4@uillinois.edu	217-300-2459
	Justin Johnston, Senior Associate Director	jjustin@uillinois.edu	217-333-6261
University of Illinois System	Daniel Szajna, Director	dszajna@uillinois.edu	217-333-2650

University Payables (UPAY)

UPAY Management	Jim Martinie, Senior Director	martini1@uillinois.edu	217-333-0780
Support Service	Darren Strater, Senior Associate Director	dstrater@uillinois.edu	217-244-3139
Payment Operations	Susie Baker, Senior Associate Director	susbaker@uillinois.edu	217-333-6401

C. Calendar of Critical Dates & Deadlines

Note: Critical dates related to Purchasing are included in [Section E: Procedures for the Encumbrance of and Payment from FY21 Funds](#).

May 16, 2021

Sponsored Programs Administration

- Clear overdrafts in sponsored project funds (400000 through 599999); unless the project will be continued with additional funds as documented on an approved Request for Anticipation Fund (Form GC70) or prior arrangements have been made with the Sponsored Programs Administration.

May 18, 2021

Year End Closing/Opening Procedures Webinar

- Register for this webinar by visiting the [Webinars](#) section of the [Training Center](#).

June 1, 2021

Inactive Funds

- Departments zero out all inactive funds and submit requests for their termination to uas@uillinois.edu. Balances in inactive funds should not be carried forward unnecessarily into the next fiscal year.

June 3, 2021

Year End Closing/Opening Procedures Webinar

- Register for this webinar by visiting the [Webinars](#) section of the [Training Center](#).

June 4, 2021

Purchasing-State Fund Orders

- All state fund orders must be approved and posted to Banner to ensure FY21 state funding. Allow time for requisitions to pass through iBuy departmental approval queues. Departments should follow up on all orders to ensure the department executes approvals in time to permit posting the orders in Banner.

June 10, 2021

Year End Fact Sheet Webinar

- Register for this webinar by visiting the [Webinars](#) section of the [Training Center](#).

June 11, 2021

Gift Funds

- If needed, complete a [Return of Gift Funds to UI Foundation](#) form (which is located within the **Fund** drop-down menu of the UIF webpage at <https://online.uif.uillinois.edu/pages/forms>) to return any accumulated funding from a Banner gift fund (fund type 4M) to the University of Illinois Foundation (UIF) for reinvestment into a UIF endowment or quasi-endowment. The completed form must be submitted to UIF as instructed within the yellow box on the form by **5:00 p.m. on Friday, June 11**. UIF will then review the request for appropriateness. If approved, UIF will send the form to UAFR for processing. For further details, refer to [Section 11.8](#) within the [Business and Financial Policies and Procedures](#).

June 11, 2021 (continued)

University Payroll & Benefits

- Prior Underpayment Adjustments (PUA) submitted and reviewed in PARIS by 5:00 p.m. will be paid on Friday, June 18, 2021.

June 15, 2021

University Payroll & Benefits

- BW13 payroll calculation will run in the evening. Department approvers must complete time entry payroll approvals by noon. Superusers complete payroll time entry and approvals by 5:00 p.m.

June 16, 2021

University Payroll & Benefits

- BW 13 Current Pay Adjustments (CPA) must be submitted through PARIS by 10:00 a.m.

University Payroll & Benefits - State Funds

- Conversion of state fund code 100021 to 100022 for state funded 9/12 payroll jobs with a June 16, 2021 effective date.

June 17, 2021

Accounts Receivable

- Submit accounts receivable (SAR & GAR) feeders for FY21 by 5:00 p.m. to allow departments to clear rejected transactions by June 30, 2021.

June 18, 2021

CFOAPAL Termination

- Last day to submit CFOAPAL termination requests to uas@uillinois.edu for FY21. Requests received after June 18th will be processed in August after the fiscal year end close is completed.

Quasi-Endowment Funds

- Request reinvestment of accumulated University endowment income fund cash balances to quasi-endowment funds to UAFR-Administrative Accounting.

University Payroll & Benefits

- Prior Underpayment Adjustments (PUA) submitted and reviewed in PARIS by 5:00 p.m. will be paid on Friday, June 25, 2021.

June 21, 2021

Campus Store Orders

- Submit orders to Campus Stores for equipment and supplies, including purchases made through GAR. These orders must be submitted by 5:00 p.m. in order to be charged to FY21 funds.

June 25, 2021

University Payroll & Benefits

- Prior Underpayment Adjustments (PUA) submitted and reviewed in PARIS by 5:00 p.m. will be paid on Friday, July 2, 2021.

June 29, 2021

University Payroll & Benefits

- BW14 payroll calculation will run in the evening. Department approvers must complete time entry payroll approvals by noon. Superusers must complete payroll time entry and approvals by 5:00 p.m.

June 30, 2021

Last Day of FY21

Refer to critical dates in July 2021 for processing, adjusting, and closing entries for the final June 2021 Banner financial record.

Accounts Receivable

- Submit Banner Accounts Receivable (SAR & GAR) manual charges and credits for FY21 by 5:00 p.m. Online Accounts Receivable charges and credits submitted after deadline will be posted in FY22.

Cashier Operations

- Submit cash receipts, departmental deposits, and payments for general accounts received on or before June 30th to University Bursar Cashier Operations by 2:00 p.m. to ensure processing in FY21.

Gift and Endowment Income Funds

- Departments must clear all deficits in their gift and endowment income funds to ensure these funds do not end the fiscal year in a deficit. Fund transfers or expense reclassifications are both allowable methods to use for clearing deficits in gift or endowment income funds. For guidance on how to perform fund transfers, see [UAFR's Processing Fund Transfers Between Gift Funds](#).
- To ensure gift revenue is properly recognized in FY21, all FY21 donations need donated by **June 30**. For example, any donations received by mail would need postmarked on or before June 30 and any donations received by credit card would need to have a processing date on or before June 30. All donations must be timely deposited through the University of Illinois Foundation (UIF) using the proper gift transmittal form, which can be found on UIF's [Forms](#) webpage. For official guidance, please reference the applicable UIF announcement regarding year-end processing dates and details.

Purchasing

- All requisitions (Banner and iBuy) remaining on FY21 state funds will be canceled.
- FY21 state fund 100021 will be inactivated in iBuy. All FY21 state fund orders should be approved and removed from iBuy department approval requests.

University Payroll & Benefits

- BW 14 Current Pay Adjustments (CPA) must be submitted through PARIS by 10:00 a.m.

T-Card

- Last swipe date for FY21 transactions. All T-Card transactions with a swipe date of June 30, 2021 or earlier and which are reconciled by July 3, 2021 will be charged to FY21. T-Card transactions, regardless of the swipe date, reconciled after July 3, 2021 will be charged to FY22.

July 1, 2021

First Day of FY22

Federal Work Study

- The last two digits of the Federal Work Study funds will change from 21 to 22 to reflect the new fiscal year.

July 1, 2021 (continued)

- Federal Work Study funds reported on job labor distribution records will be converted automatically to the FY22 funds ending in 22.

Financial Reports

- Financial data in My-UI Financials and EDDIE will only display FY21 until FY21 is closed. July (FY22) activity will not be displayed until FY21 is closed.
- Permissions set at the CFOP level in My-UI-Financials will have the state funded and work study CFOP's rolled to the new-year fund codes automatically on July 1st.

Journal Vouchers

- Manually change Banner transactions to a June date for journal vouchers that should post in FY21. Banner will default transaction dates to July. Failure to manually modify the date will result in posting the transaction in FY22.

iBuy

- FY22 state fund code 100022 activated in iBuy. iBuy user personal profiles that include FY21 state fund code as part of their default CFOAPAL setting must be manually updated to change the default code from 100021 to 100022.

State Funds

- The state fund codes for the new fiscal year are now open and available for use. State fund codes are specific to the applicable fiscal year. For example, the FY21 state fund codes end in 21 (such as 100021) and the FY22 state fund codes end in 22 (such as 100022).
- July 1 marks the beginning of the lapse period. The lapse period typically occurs during the first two months of a new fiscal year (i.e, July and August). During this time frame, certain types of transactions are allowed on the prior fiscal year's State fund. These transactions are limited to goods or services that were contracted for or received **prior** to July 1. During the lapse period, there are two State fund codes open for transaction processing: the **prior** year State fund (1000PY) and the **current** year State fund (1000CY). So it is important that the State fund selected is accurate and relates to the same time period as the applicable expenditure.
- Begin performing regular reviews of all operating ledger and general ledger transactions posting to FY21 state funds (e.g., 100021) to ensure that they are reconciled, approved, and posted to Banner. This will help ensure that any necessary corrections to these FY21 state funds are identified and processed before the close of August business (which is the close of the lapse period). For example, if you identify transactions on your FY21 state fund that relate to FY22 business, then those transactions would need to be re-classified before the close of the lapse period.
- All index codes that include an FY21 state fund code will be automatically updated to use the applicable FY22 state fund code instead. Thus, when using an index code to process any FY21 transactions between July 1 – August 31, you will need to manually change the automatically populated fund code from 100022 to 100021.
- Payroll appointments (excluding state funded 9/12 appointments) which are funded with state funds will be automatically converted on job labor distribution records to the applicable FY22 state fund code ending in 22 (such as 100022).

Labor Encumbrances

- Labor encumbrance process disabled until July 17th. As a result, users will not see FY22 labor encumbrances post in Banner until after July 17th.

July 1, 2021 (continued)

P-Card

- P-Card default CFOP codes that include an FY21 state fund code will be automatically converted to FY22 state fund code ending in 22. The coding for P-Card purchases involving state funds needs to be reviewed carefully during June and July. Purchases made in June must use fund code 100021 and purchases in July must use fund code 100022.

Travel and Expense Management System

- Travel and Expense Management system (TEM) project codes that include an FY21 state fund will be copied, and new project codes created to reflect the FY22 state fund code ending in 22. TEM documents (including T-Card) involving state funds need to be reviewed carefully during June and July. Travel/purchases made in June must use fund code 100021 and travel/purchases in July must use fund code 100022.

University Property Accounting and Reporting

- Report fabricated equipment completed as of June to UAFR - University Property Accounting and Reporting.
- Assign proper entity code to equipment as applicable. Equipment used directly in the operation of a specific self-supporting fund's activity needs to have that self-supporting fund's same exact entity code assigned (refer to Section [Definitions](#))

July 2, 2021

University Payables

- Submit all FY21 purchase order related invoices and other invoices, which are not appropriate to process via TEM, regardless of funding source, to University Payables by 5:00 p.m. in order to post in FY21 via the Banner A/P system.
- All travel and other reimbursement expense reports for travel or purchases made prior to July 1, regardless of funding source, must be departmentally approved in TEM in order to post in FY21.

University Payroll & Benefits

- Prior Underpayment Adjustments (PUA) submitted and reviewed in PARIS by 5:00 p.m. will be paid on Friday, July 9, 2021.

July 3, 2021

Labor Encumbrances

- Current year labor encumbrances will be liquidated. Users should be aware of this event when monitoring their departmental budget balances available (BBAs) during the FY21 closing process.
- **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.

July 6, 2021

University Property Accounting and Reporting

- Submit retainage fees and payables on construction contracts to UAFR – University Property Accounting and Reporting for posting in FY21.
- Report construction completed as of June 30th to UAFR-University Property Accounting and Reporting.

July 7, 2021

Year End Fact Sheet Webinar

- Register for this webinar by visiting the [Webinars](#) section of the [Training Center](#).

Non-Monetary Exchange Transactions

- Per [Section 13.5](#) of the Business and Financial Policies and Procedures, non-monetary exchange transactions should be reported in the same period (i.e., the same month) in which they occur. However, if you have any unreported non-monetary exchange transactions for FY21 business, you will need to complete a [Report of Non-Monetary Exchanges](#) form and submit to UAFR by 5:00 PM.

July 8, 2021

University Payroll & Benefits

- MN7 payroll calculation will begin this evening.

Fact Sheet Open Lab

- Register for the virtual *Fact Sheet Open Lab* by visiting the applicable registration link for each university within the [Course Registration](#) webpage.

July 9, 2021

University Payroll & Benefits

- MN 7 Current Pay Adjustments (CPA) must be submitted through PARIS by 10:00 a.m. on July 9, 2021.
- Prior Underpayment Adjustments (PUA) submitted and reviewed in PARIS by 5:00 p.m. will be paid on Friday, July 16, 2021.

Labor Redistributions

- Labor redistributions of FY21 payroll charges must use a June transaction date and be approved (the labor redistribution must be at disposition 60) in Banner by 5:00 p.m. to appear on the June preliminary statements.

July 10, 2021

Preliminary Financial Statements

- Cut off to post transactions that will appear on June preliminary statements.

July 12, 2021

Preliminary Financial Statements

- Banner statements for June transactions posted through July 10, 2021, will be available in Mobius View. These statements will include payroll charges for Biweekly Pay Event 14 (BW14). Users should be aware of this situation when analyzing their preliminary statements.

July 13, 2021

University Payroll & Benefits

- BW15 payroll calculation will run this evening. Departmental approvers must complete payroll time entry approvals by noon. Superusers must complete payroll time entry and approvals by 5:00 p.m.

Fact Sheet Open Lab

- Register for the virtual *Fact Sheet Open Lab* by visiting the applicable registration link for each

July 13, 2021 (continued)

university within the [Course Registration](#) webpage.

July 14, 2021

University Payroll & Benefits

- BW 15 Current Pay Adjustments (CPA) must be submitted through PARIS by 10:00 a.m.

July 15, 2021

Labor Redistributions

- Last day to process FY21 labor redistributions. Labor redistributions of FY21 payroll charges, excluding 2021 MN7 and 2021 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 2021 MN7 and 2021 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** (refer to [Section F. Payroll](#)).

July 16, 2021

Last Business Day of Period 12

Journal Vouchers and Feeders

- Last day to process general ledger and accounts payable feeder system transactions into FY21. Users are strongly encouraged to process earlier if possible.
- Last day to process adjustments to encumbrances in FY21. After encumbrances roll into FY22, Banner does not allow users to adjust these rolled encumbrances in FY21.
- All FY21 journal vouchers must be entered into Banner by 5:00 p.m. After 5:00 p.m., users will not be able to complete the journal vouchers due to Banner year end security.
- All FY21 transactions routed to approval queues, including general ledger and accounts payable transactions, must be approved by 5:00 p.m. to appear on FY21 statements.
- All FY21 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.

Petty Cash

- Post FY21 general encumbrances for petty cash and travel expenditures incurred but not reimbursed by 5:00 p.m. When possible, vouchers to reimburse these expenditures should be processed instead of recording encumbrances.

Budget

- Requests for budget transfers to appear on Period 12 statements must be submitted to all university budget offices by 3pm CST.

FABweb

- Equipment acquired with FY21 funds must have associated acquisition attributes entered into FABweb and submitted to UAFR – University Property Accounting and Reporting by 5:00 p.m.

Sponsored Projects

- Process FY21 expenditures for State of Illinois sponsored projects (funds 560000 through

July 16, 2021 (continued)

599999) that require June 30 billings and reports by 5:00 p.m.

P-Card

- All P-Card transactions with a transaction (swipe) date of June 30, 2021, or earlier, and which are reconciled and approved by the University by July 16, 2021, will be charged to FY21.
- P-Card transactions, regardless of the transaction date, reconciled *after* July 16, 2021, will be charged to FY22. Any departmentally unapproved or unreconciled transactions using a FY21 state fund code will have the fund code changed automatically to the FY22 state fund code ending in 22.

July 17, 2021

June Period 12 FY21 Closed in Banner

- General ledger balances, encumbrances, and reservations will roll to FY22.

Labor Encumbrances

- FY22 labor encumbrance process activated.

July 19, 2021

Financial Statements

- June Period 12 statements are available in My-UI-Financials, EDDIE, and Mobius View. This will include payroll accruals (FY21 portion of payroll paid in July) for Biweekly 15 (BW15) and Monthly 07 (MN7).

July 21, 2021

Fact Sheets

- All Fact Sheets for self-supporting funds and certain practice plan funds need to be completed and submitted to UAFR by 5:00 PM. The Fact Sheet submission tool and other related resources may be accessed at <https://www.obfs.uillinois.edu/accounting-financial-reporting/year-end-procedures/fact-sheets>.

University Property Accounting and Reporting

- Report completed software development projects to UAFR - University Property Accounting and Reporting.
- Report equipment received as of June 30 but not paid to UAFR – University Property Accounting and Reporting.

July 28, 2021

Budget

- Submit requests for budget transfers and exchanges involving state or institutional funds to the respective university Budget Office.

July 30, 2021

University Payables

- Submit invoices and miscellaneous vouchers to be funded by FY21 state funds, for goods or services contracted for in FY21, but received or rendered after June 30, 2021, to University Payables or enter and approve in the TEM system (if appropriate).

July 31, 2021

June Period 14 FY21 is closed in Banner

- June Period 14 will be closed after Banner processing has completed. Where applicable, operating ledger budget balances will roll to FY22.

August 2, 2021

Financial Statements

- June Period 14 statements available in My-UI-Financials, EDDIE, and Mobius View. The FY22 beginning balances are static after the Period 14 closing.

My-UI-Financials Financial Data

- Month to date July (FY21) financial data will be available in the Standard Financials Reports distribution tool My-UI-Financials.

August 6, 2021

July Period 01 FY22 Closed in Banner

- July Period 01 FY22 will be closed after Banner nightly processes are completed.

August 10, 2021

Financials Statements

- July Period 01 FY22 statements available in My-UI-Financials, EDDIE, and Mobius View.

August 13, 2021

University Payables-State Funded Orders

- Cut-off to complete in Banner receiving reports required for state-funded FY21 purchase orders where the goods are received after June 30 in Banner by 5:00 p.m. in order to post during the lapse period.

August 20, 2021

State Funds

- Continue performing regular reviews of all operating ledger and general ledger transactions posting to FY21 state funds (e.g., 100021) on a daily basis through the end of August. This helps ensure all transactions posting to the FY21 state funds are properly reconciled, approved, and posted to Banner and that any erroneous transactions posting to the FY21 state funds are properly identified and corrected before August 31 (which is the close of the lapse period). For example, if you identify transactions on your FY21 state fund that relate to FY22 business, then those transactions would need to be re-classified off the FY21 state fund and posted to the FY22 state fund before the close of August business.

August 31, 2021

State Funds

- This is the final day of the lapse period for the FY21 state funds. It is also the final day of business to make corrections, adjustments, expense re-classifications, etc. to your FY21 state funds. After August (period 02) is officially closed, **no** additional transactions will be allowed to post to FY21 state funds. There are **no** exceptions to this rule.
- All FY21 state funds (e.g., 100021) will be terminated in Banner.

September 1, 2021

State Funds

- All purchase orders (including standing orders) on FY21 state funds (e.g., 100021) will be closed.

September 3, 2021

August Period 02 FY22 Closed in Banner

- No transactions will be allowed on FY21 state funds (e.g., 100021) once August Period 02 is closed.

September 8, 2021

Financial Statements

- August Period 02 FY22 statements will be available in My-UI-Financials, EDDIE, and Mobius View.

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

1. State Funds

The applicable Budget Office reviews state budget balances at fiscal year-end for each Banner chart. The Budget Offices determine whether a state fund overdraft or surplus exists at each college/administrative-unit level based on the net budget balance available (BBA). They also provide guidance to college/administrative unit regarding the year-end state budget close process.

The BBA takes into account both: (1) actual year-to-date expenditures and (2) unpaid encumbrances. It is very important that you review the accuracy of your non-personnel encumbrances shown on the May statements and those recorded during June. Any necessary additions and/or corrections to these encumbrances should be made **no later than July 16, 2021 (during FY21 Period 12)**.

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 by the Budget Office.

Final FY21 state budget balances available and non-personnel encumbrances will be rolled forward to FY22 on the prior state appropriation year fund code 100021. This move will facilitate the payment of valid obligations related to FY21 during the lapse period months of July and August.

Vouchers paid from state funds during the lapse period that liquidate encumbrances which are outstanding as of June 30, 2021 will be posted to the FY21 state fund in fiscal year 2022. Balances that remain unexpended on these lapse period funds, as of August 31, 2021, will not be available after that date.

Once August (Period 02) is closed in Banner in early September, no more transactions will be allowed on the FY21 state fund code 100021. Users should carefully monitor their lapse period transactions and spending and make any necessary corrections to ensure available FY21 state fund appropriations are fully expended before the month of August is closed.

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

State of Illinois Legislative Audit Commission (LAC) *University Guidelines* define the allowable balances that can be carried forward from one year to the next for institutional funds. For purposes of this carry forward calculation, institutional funds include: (1) Indirect Cost Recovery (ICR) funds (fund type 2C) and (2) Educational and Administrative Allowances funds (fund type 2A). Unencumbered balances, combined on an overall institutional basis, cannot exceed 30% of the current year's budget (FY21) for these funds. Accurate encumbrances are equally important for determining excess institutional funds as they are for determining state funds available to be expended prior to the end of the lapse period. Only June 30 encumbrances that are actually paid during the lapse period (July 1, 2021 to August 31, 2021) will be considered valid in preparing the excess funds calculation.

Encumbrances will be rolled forward into FY22 on July 17, 2021. Budget balances available will be rolled forward as of July 31, 2021, into the appropriate FY22 institutional fund.

FY21 institutional fund budgets per se will not be carried forward. However, FY22 budgets will be composed of two components:

- Departmental allocations and earnings estimate recorded in Budget Development for FY22, 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 (LAC) *University Guidelines* require a review of all service, storeroom, auxiliary enterprise, and departmental activity self-supporting funds to determine the reasonableness of cash balances. Any excess cash balances which are identified during this excess funds calculation process must be lapsed to the University Income Fund. Ensuring accurate balances in the various general ledger account codes of these self-supporting funds is critical to ensuring the accuracy of this calculation, as general ledger data is used to calculate excess self-supporting funds.

Units with self-supporting activities must complete an electronic Fact Sheet for each self-supporting fund they operate (refer to [Section 5. Fact Sheet Requirements](#)). 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 whether year-end closing/adjusting entries are needed to reflect accurate accruals, deferrals, and general ledger adjustments. The Fact Sheet should also be reviewed carefully by a supervisor before finalizing and submitting to University Accounting and Financial Reporting.

4. Practice Plan Funds

Units with operating responsibilities for practice plan funds must post certain accrual and deferral entries at fiscal year-end (refer to [Section 5. Fact Sheet Requirements](#)). 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.

MSP units – Entries as listed below in [Section 5. Fact Sheet Requirements](#) are prepared and posted in Banner 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 and submitted using the electronic Fact Sheet application for review and entry into Banner.

5. Fact Sheet Requirements – Self-Supporting and Certain Practice Plan Funds

Fact Sheets are a year-end tool used to report information related to accrual, deferral, and/or inventory adjustments as of June 30th for self-supporting funds and certain health service plan funds to ensure proper financial reporting at year-end. University Accounting & Financial Reporting (UAFR) will review each Fact Sheet and post the appropriate year-end adjustments to Banner.

A separate Fact Sheet is required to be completed and submitted for all self-supporting funds and certain health service plan funds. Any accrual, deferral, and/or inventory adjustments which are not recorded in the unit's normal accounting processes must be reported on the Fact Sheet to ensure that Banner accurately reflects the fund's financial condition as of June 30th, regardless of dollar amount.

A Fact Sheet for each service, storeroom, auxiliary enterprise, departmental activity, or DSP/NSP/OHSP practice plan fund must be submitted by 5:00 p.m. on July 21, 2021 using the FY21 Year End Fact Sheet Submission Tool, accessible using the following link:

<https://www.obfs.uillinois.edu/accounting-financial-reporting/year-end-procedures/fact-sheets>

Fact Sheets are not required for funds which were terminated as of June 30th.

For further details, see UAFR's Year-End Fact Sheets resource webpage located at

<https://www.obfs.uillinois.edu/accounting-financial-reporting/year-end-procedures/fact-sheets/>

6. Gift and Endowment Income Funds

Departments must eliminate all overdrafts on all types of gift and endowment income funds by June 30, 2021. Gift and endowment income funds are administered centrally by UAFR – University Accounting Services. For assistance, please refer to the Gift Funds section of the [UAFR Who to Ask](#) list.

7. Grant and Contract Funds

Clear overdrafts in sponsored project funds (400000—599999) by May 16, 2021, unless the project will be continued with additional funds as documented on an approved Request for Anticipation Fund (Form GC70), or prior arrangements have been made with the Grants and Contracts Office. If efforts are not made to clear unauthorized overdrafts, the Grants and Contracts Office may transfer overdrafts to departmental funds.

8. Other Non-State Funds

General ledger balances remaining after the closing of Period 14 on July 31, 2021, will be carried forward. Balances in inactive funds should not be carried forward unnecessarily into fiscal year 2022. By May 31, 2021, departments should eliminate balances in all inactive funds and request the fund be terminated by emailing uas@uillinois.edu.

E. Procedures for the Encumbrance of and Payment from FY21 Funds

1. Internal Transactions

State regulations prohibit any state 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 FY21 state funds must be entered into Banner by the close of business on July 16, 2021. This is also the last date for processing FY21 feeder system transactions into Banner. However, users are strongly encouraged to post all transactions earlier if possible, to allow time for corrections. Common stores and service vouchers are those related to Physical Plant, Campus Stores, other storerooms, duplicating, telecommunications, 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 FY21 funds. When transferring expenditures that include equipment account codes between FY21 funds (refer to [Section J. Property Accounting & Reporting](#)).

2. Encumbrance of FY21 Funds

2a. Purchase Orders

Completed and approved requisitions for purchases of goods and services that are to be charged to your FY21 budget must be received by the Purchasing Division by the dates listed on the website below to ensure the encumbrance of FY21 funds. If the deadline dates indicated 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, 2021, will be charged to FY22 funds.

For the latest information on renewals visit the Purchasing Website.

<https://www.obfs.uillinois.edu/purchases/renewals>

For requests for Sole Source purchases 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.

For the latest information on sole source purchasing visit the Purchasing Website.

<https://www.obfs.uillinois.edu/purchases/procedures-rules/sole-source-purchases/>

Purchase orders issued after July 1 will be encumbered against and charged to your FY22 budget.

Renewable and multi-year purchase orders present unique complications at year-end. Invoices dated prior to July 1, 2021, will be financed from FY21 funds. Invoices dated July 1, 2021, and thereafter are chargeable to FY21 funds only if the call (order) for the goods or services was placed prior to July 1, 2021. If the call (order) for the goods or services occurred after June 30, 2021, then payment of the invoice must be financed with FY22 funds on a new Banner purchase order effective in FY22.

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 June 1. 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 FY21. 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 FY21 state and non-state funds for services provided in FY21 must be executed by June 30, 2021, and prior to the commencement of services. Contracts for professional and artistic services may be encumbered against FY21 state funds only if the services, or the portion of the services to be funded from FY21 funds, will be completed prior to July 1, 2021. Professional and artistic services for \$20,000 or more are subject to a competitive selection process.

Professional and artistic services must be performed on or before June 30th in order to be paid from FY21 state funds during the lapse period. Services that are encumbered but not yet performed by June 30th cannot be paid from FY21 state funds and the encumbrance should be removed.

Locally funded contracts under \$10,000 encumbering FY21 funds for services in FY21 should be submitted by June 30, 2021 to University Payables. Contracts executed after June 30, 2021, for services in FY22 will be chargeable to FY22 funds.

Approved invoices payable from FY21 state funds must be received in University Payables or be completed and approved in the Travel and Expense Management system (TEM) as appropriate, by July 31, 2021, to ensure payment from state funds during the lapse period.

2c. Expense Reports (Travel Reimbursements and Miscellaneous Payments) and Purchase Order Payments

Every effort should be made by the unit to ensure expense reports are completed and approved in the TEM system (if travel occurs prior to July 1, 2021) no later than July 2, 2021 in order for the expenses to be recorded in FY21. For those payment types that are not initiated in the TEM system and the goods/services were received prior to July 1, 2021, the invoice must be submitted to University Payables no later than 5 p.m. on July 2, 2021 in order for the expenses to be recorded in FY21.

2d. Encumbrances and Reservations

Any encumbrances outstanding in Banner as of FY21 Period 12 (ending July 17, 2021) will be rolled forward to FY22. Reservations on state funds will not be rolled forward to FY22.

3. Payment of FY21 Encumbrances after June 30

State law limits the payment of prior year state-funded obligations to the lapse period (July 1 – August 31, 2021). To meet the lapse period deadline for state-funded obligations, University Payables must receive approved State-funded invoices and expense reports by July 31, 2021. University Payables will exercise due diligence in expediting shipments and vendor invoices. If payment of outstanding FY21 state encumbrances during the lapse period is not possible, payment will be made from a department's FY22 local or institutional fund. Payment, in such cases, cannot be charged to either FY21 or FY22 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, 2021, are not bound by the lapse period timeframe. 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* (located at <http://www.obfs.uillinois.edu/purchases/reports/>) to ensure that receiving reports are completed for any FY21 purchases requiring a receiving report prior to payment. Units must complete the receiving report by July 16, 2021 to have the expenditure recorded in FY21. Receiving reports for FY21 state-funded orders where the goods are received after June 30, 2021 must be completed by August 20, 2021 in order to be recorded in the lapse period.

F. Payroll

Labor redistributions of FY21 payroll charges must be approved (the labor redistribution should be at disposition 60) in Banner by 5:00 p.m. on July 9, 2021, to appear on the June **preliminary statements**, and by 5:00 p.m. on July 15, 2021, to appear on the June Period 12 statements.

Redistributions, excluding 2021 MN7 and BW15, must use a June transaction date to post in FY21. **Labor redistributions involving 2021 MN7 and 2021 BW15 must follow special instructions to enter the transaction date correctly and post in the appropriate fiscal years.**

For guidance on how to complete a year-end labor redistribution, refer to UAFR's [Year-End Labor Redistribution Job Aid](#). This job aid describes how to enter the transaction date for labor redistributions of accrued payrolls. For additional information, visit UAFR's [Fiscal Year-End Deadlines for Labor Redistributions](#) webpage.

Labor redistributions cannot be processed in June Period 14.

The June Period 12 financial statements will include an accrual for payroll charges through June 30, 2021 and paid in July 2021. The FY21 accrued payrolls are 2021 BW14, 2021 BW15 and 2021 MN7. 100% of the BW14 pay event will be charged to FY21. 30% of the BW15 pay event will be charged to FY21 and 70% will be charged to FY22. 50% of the MN7 pay event will be charged to FY21 and 50% will be charged to FY22. The **state-funded** portion for the 9 over 12 appointments on the MN7 pay event will not be split between fiscal years. The full amount will be charged to FY22.

All current year labor encumbrances will be liquidated and closed via an automated process on July 3, 2021. Users should be aware of this situation when examining their departmental budget balances available (BBAs) during the FY21 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, 2021, state appropriated appointments on job labor distribution records (excluding 9/12 employees) will be converted automatically to the new-year state fund code (100022). Departments should review all job labor distribution records appointments on non-state appropriated funds and make appropriate fund code changes for the new fiscal year before July 1, 2021.

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

- ◆ Jobs with 9/12 employee classes (AA, AB, BC, and BD) assigned to state fund codes:
 - If the effective date of the appointment is before 6/16/2021; use FY21 state fund code (100021). If the effective date of the appointment is 6/16/2021 or later, use FY22 state fund code (100022).
- ◆ Jobs with non 9/12 employee classes assigned to state fund code:
 - If the effective date of the appointment is before 7/1/2021, use FY21 state fund code (100021). If the effective date of the appointment is 7/1/2021 or later, use FY22 state fund code (100022)
- ◆ **If a terminated job is reactivated, be sure that the state fund code used on the labor distribution record follow the guidelines above.**
- ◆ State funded appointments set up before July 1 utilizing an effective dated Job Labor Distribution Record **after** July 1 must be **manually** updated to the new fiscal year state fund.

Effective July 1, 2021, all Federal Work Study funds on job labor distribution records will be converted automatically to the FY22 fund code ending in 22.

G. Accounts Receivable

The following dates and times are critical for university units that bill student (SAR) and non-student (GAR) customers (through Banner AR):

- ◆ June 17, 2021 – Deadline for submitting Banner AR feeders; this will enable University Bursar to process the transactions and record the receivable and revenue in FY21 and allow departments to clear rejected transactions or batches by June 30, 2021.
- ◆ 5:00 p.m., June 30, 2021 – Deadline to submit manual charges/credits in Banner AR for FY21.
- ◆ After 5:00 p.m., June 30, 2021 – All charges assessed in Banner AR will post in FY22.

H. Cash Receipts/Departmental Deposits

University Bursar must receive all monies received from departments on or before **June 30, 2021, by 2:00 p.m.** Cashier Operations cannot ensure that cash receipts or deposits received after the 2:00 p.m. deadline will be processed in FY21.

I. Grant and Contract Funds

For State of Illinois sponsored projects (funds 560000 through 599999), all fiscal year expenditures should be processed by July 16, 2021, or by any earlier document submission deadline dates as designated in [Section C. Calendar of Critical Dates](#) to ensure inclusion of these expenditures on FY21 billings and reports.

FY22 Federal Work Study funds have been established in Banner for use beginning July 1, 2021. Effective July 1, 2021, all Federal Work Study appointments on job labor distribution records will be converted automatically to the FY22 fund code. Index codes for the Federal Work Study program will be updated automatically as of July 1 to reflect the FY22 fund codes. Departmental allocations using state funds will be updated with the new FY22 state fund code (100022). If other changes are needed, please contact your university Grants and Contracts Office (SPA). The new FY22 Federal Work Study funds are as follows:

Urbana	498122
Chicago	498222
Springfield	498422

Facilities and Administrative Costs (Indirect Costs) and Tuition Remission will not be assessed in FY22 until FY21 is closed.

J. Property Accounting & Reporting

The University of Illinois System relies on proper entity code assignment for tracked equipment (i.e., equipment with an assigned PTag number) to utilize in Facilities and Administration Rate (F&A) calculations, excess fund computations, and financial statement presentation. An entity code is a four-digit numeric code (e.g., 3100, 3110, etc.) which properly classifies a self-supporting fund within a certain type of activity, or "entity." The entity code assigned to your specific self-supporting fund can be found in the "Predecessor Fund" field of Banner page FZMFUND. Equipment used directly in the operation of a specific self-supporting fund's activity needs to have that self-supporting fund's same entity code assigned. Confirm the proper entity code has been assigned to equipment as applicable by July 1, 2021.

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 fabricated equipment completed as of June 30 must be reported to UAFR-University Property Accounting and Reporting (UPAR) by July 1, 2021. Notification of construction completed as of June 30 must be reported to UAFR-UPAR by July 6, 2021. 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-UPAR by **July 6, 2021**.

Equipment acquired with FY21 funds must have associated acquisition attributes entered into FABweb and submitted to UAFR-UPAR no later than July 16, 2021. Completed software development projects must also be reported to UAFR-UPAR by July 21, 2021. Equipment received as of June 30, but not paid must be reported to UAFR-UPAR by July 21, 2021.

When journal vouchers transfer funding sources that use "tracked" fixed asset expenditure account codes (see chart below), a separate debit and credit must be entered for **each** item of equipment originally purchased on the FOAPAL being credited, and the PTag/property control number of the associated asset must be recorded in the JV description, document reference, or FOATEXT field of the journal voucher. All journal vouchers using capital asset (equipment/construction) account codes must be submitted to Banner by 5:00 p.m. on July 16, 2021.

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

Dollar Value	Account Range
Not Tracked in Fixed Asset Module:	
Equipment <\$100	122000-12499U
Equipment \$100-\$499	126nnn
Administrative Software <\$100,000	1538nn
Research Software (any value)	1538nn
Materials for Equipment Fabrication	128nnn
Tracked in Fixed Asset Module:	
Equipment \$1000-\$4999	127nnn
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. Banner Fund Type Table

For a complete listing of Banner fund types and Banner range of fund codes assigned to that particular source of funds, refer to [Banner Fund Type Descriptions](#).

L. Definitions

Allowance for Uncollectible Accounts – An allowance for uncollectible 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 uncollectible accounts.

Budget Balance Available (BBA) – Equal to the revised budget less expenditures and encumbrances/ reservations.

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

CFOAPAL – The accounting string attached to each Banner transaction. Refer to the [CFOAPAL Quick Guide](#) for a detail explanation of each segment.

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 FY22 on July 17, 2021. These are also known as “commitments” in Banner terminology.

Entity Codes – A four-digit numeric code (e.g., 3100, 3110, etc.) which properly classifies a self-supporting fund within a certain type of activity, or "entity." The entity code assigned to your specific self-supporting fund can be found in the “Predecessor Fund” field of FZMFUND in Banner. Equipment used directly in the operation of a specific self-supporting fund’s activity needs to have that self-supporting fund’s same exact entity code assigned. The University of Illinois System relies on proper entity code assignment for tracked equipment (i.e., equipment with an assigned PTag number) to utilize in F&A rate calculations, excess fund computations, and financial statement presentation.

Facilities & Administrative Rates (F&A) – Rates charged to sponsored projects for University costs with common objectives not identifiable with a project or activity. Administrative expenses include University operations such as general university administration, sponsored projects administration, department administration, and student services administration. Facility expenses include building and equipment depreciation, interest, operations & maintenance including utilities, library, etc.

Feeder – An electronic file that contains a large volume of journal entries, charges, or payments that are posted to Banner. The file is often generated through another Banner process or [Feeder Front End](#) application.

Fiscal Year – The fiscal year begins on July 1 and ends on June 30 of the following year. Fiscal Year 2021 (FY21) is from July 1, 2020 through June 30, 2021. Fiscal year 2022 (FY22) is from July 1, 2021 through June 30, 2022.

FY21 State Funds – Funds containing budget from state appropriations for the period July 1, 2020 through the lapse period, August 31, 2021. The last two digits of the state fund code correspond to the state appropriation year. Charges against FY21 state appropriations should use the state fund ending in 21.

FY21 Closing Procedures / FY22 Opening Procedures

FY22 State Funds – Funds containing budget from state appropriations for the period July 1, 2021 through the lapse period, August 31, 2022. The last two digits of the state fund code correspond to the state appropriation year. Charges against FY22 appropriations should use the state fund ending in 22.

Institutional Funds – Include indirect cost recovery (ICR) funds, educational and administrative allowance funds, patents, copyrights, and royalty funds (refer to [Section K. 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 lapse period typically occurs during the first two months of a new fiscal year (i.e., July and August). During this time frame, certain types of transactions are allowed on the prior fiscal year's State fund. These transactions are limited to goods or services that were contracted for or received **prior** to July 1. During the lapse period, there are two State fund codes open for transaction processing: the prior year State fund (1000PY) and the current year State fund (1000CY). So it is important that the State fund selected is accurate and relates to the same time period as the applicable expenditure.

Other Non-State Funds – Includes federally appropriated funds, gift funds, grant and contract funds, self-insurance funds, and plant funds (refer to [Section K. Banner Fund Type Table](#)).

Period 12 – The period of June designated for departmental processing of FY21 transactions in Banner. The period closes on July 17, 2021.

Period 14 – The accrual period in June designated for certain System Office employees processing in Banner. The period closes on July 31, 2021.

Practice Plans – Medical Service Plan (MSP)/Dental Service Plan (DSP)/Nursing Service Plan (NSP)/Occupational Health Service Plan (OHSP) are approved by the Board of Trustees under 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 FY21 state funds will be deleted on June 30, 2021. Reservations on other funds will be rolled into FY22 on July 17, 2021.

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 (refer to [Section K. 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 of the total of all funds related to the project.