



SUSANA A. MENDOZA
ILLINOIS STATE COMPTROLLER

ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Ellen Andres, Assistant Comptroller – Operations

DATE: July 31, 2019

SUBJECT: Interest Payments on Back Pay- **Updates/Clarifications**

NUMBER: 231

Accounting Bulletin 230 addressed the processing of interest payments for the back pay authorized by Public Act 101-0007. Rather than submit the information using a secure email process, IOC will provide you with instructions to transmit the information using the Data Transmit Software, MoveIT.

This will only affect agencies choosing to upload the files using the FVEN layout for the commercial voucher certifications. Agencies with less than 100 employee certifications must enter directly into NVEN, and the instructions haven't changed from those in Accounting Bulletin 230.

Vendor Certification using the FVEN layout:

- For this process a five-digit zip code will be accepted for entry into NVEN or FVEN for file certification.
- Do not email your FVEN file.
- When you are ready to submit a file for testing, please send an email to vendor@illinoiscomptroller.gov. You will receive instructions on how to submit your information using MoveIT.
- The file naming convention has been changed from the original bulletin.
Name the file as follows: FVEN_Region_Agency_DateTime.txt.
For example, an FVEN file for agency 360 in production on July 30 at 1:35 PM would be named: FVEN_P_360_1907301335.txt.

If you have any questions concerning this bulletin update, please contact Karla Grigsby, Manager of Voucher Control at (217) 782-3608. Agencies may access this and other Accounting and Payroll Bulletins on the IOC website at <http://www.illinoiscomptroller.gov/agencies>.