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ILLINOIS STATE COMPTROLLER

ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Kathleen Killion, Assistant Comptroller - Operations

DATE: October 18, 2023

SUBJECT: Tracking Expenditures - Assistance for Asylum Seekers

NUMBER: 270

In order to accurately track revenues and expenditures related to aiding or supporting asylum seekers (per the Gubernatorial Disaster Proclamations), the IOC will utilize the CFDA field on vouchers and receipts. The IOC has assigned **CFDA number 00024** to be used for tracking purposes for such grants or operations expenses from any fund. This number is not a valid federally assigned code but is assigned by the IOC solely for tracking purposes of these expenditures from all sources.

Voucher processing: The CFDA number is a field on a C-13 Invoice Voucher. When submitting asylum seeker related expenses, 00024 should be entered on the 900M in bytes 439 through 443. This field is carried to the IOC warehouse on the WH_TRANS_EXP table.

Receipt processing: The CFDA field is on the Receipt Deposit Instrument (C-64). Enter 00024 in the CFDA field when submitting asylum seeker related receipts. When using an electronic receipt file, the CFDA number is located in bytes 25 through 59. The CFDA field is carried to the warehouse on the WH_TRANS_REV table.

DoIT has advised the IOC change will be implemented in SAP on November 1, 2023. Therefore, this change is effective on November 1, 2023.

For those agencies utilizing SAP to send vouchers and/or receipts to IOC, the ERP team will provide specific instructions to properly send CFDA 00024 on relevant transactions.

If you have any questions concerning this Accounting Bulletin, please contact Sarah Robinson at Sarah.Robinson@illinoiscomptroller.gov.

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