SUSANA A. MENDOZA
ILLINOIS STATE COMPTROLLER

ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Sarah Robinson, Deputy Assistant Comptroller

DATE: May 26, 2026

SUBJECT: SAMS Modernization – Cutover to New SAMS

NUMBER: 295

The Illinois Office of Comptroller (IOC) will initiate the cutover transition to new SAMS on Wednesday, July 1st, 2026. Access to classic SAMS will be restricted and transaction processing will be severely limited during the cutover period of July 1st and 2nd. WH01 and the data warehouse shall remain operational during this period. Normal processing operations will resume on Monday, July 6th. Due to the critical nature of this system migration, the IOC will strictly enforce the processing deadlines outlined below. **Exceptions to these deadlines will not be granted.**

Commercial Voucher Processing

The last day the IOC can process FY26 900M files prior to cutover is Monday, June 29th. Agencies must resolve all commercial voucher transaction errors before 4:30 p.m. on Tuesday, June 30th. Vouchers remaining on SUSF in a non-accept status as of 4:30 p.m. on June 30th will be deleted. Agencies will receive notification of these deletions and must resubmit the transactions on or after July 6th.

Voucher files received by IOC on July 1st and July 2nd will be processed on July 6th.

Payroll Voucher Processing

Payroll voucher files may still be submitted by agencies on July 1st and July 2nd for pre-audit processing within the payroll system. However, final processing through SAMS for payment generation will be suspended until Monday, July 6th. The IOC will reach out to agencies individually that have payroll vouchers due on or immediately before July 1st or 2nd to coordinate any necessary voucher file submission timing or due date changes. Additionally, agencies processing payroll vouchers immediately before the cutover period will need to verify available appropriation and cash balances prior to submitting their payroll files and vouchers. Insufficient appropriation or cash balance errors, that occur prior to June 30th and remain unresolved, or occur during the June 30th payroll processing cycle, cannot be remedied until Monday, July 6th.

Obligation Processing

The last day the IOC can process obligation files prior to cutover is Wednesday, June 24th. All errors on obligation transactions for both FY26 transactions and FY27 pre-filed obligations must be fully resolved before 4:30 p.m. on Tuesday, June 30th. Obligation transactions remaining on SUSF in a non-accept status as of 4:30 p.m. on June 30th will be deleted. Agencies will receive notification of these deletions and must resubmit the transactions on or after July 6th.

Obligations files received by IOC between Thursday, June 25th and Thursday, July 2nd will be processed on Monday, July 6th. Agencies with critical obligations processing needs during this period may reach out to Jeanette Goza (Jeanette.Goza@illinoiscomptroller.gov) and Nathan Bileck (Nathan.Bileck@illinoiscomptroller.gov) to discuss options.

Receipts and Refunds

Receipts and refunds must be delivered and received by the IOC no later than 11:00 a.m. on Tuesday, June 30th. Receipts and refunds received after 11:00 a.m. will not be processed until Monday July 6th. Agencies should plan accordingly for high-priority cash requirements, such as impending payroll expenditures.

All Other SAMS Processing

Other SAMS processing functions will cease at the close of business on June 30th and will resume on July 6th.

Agencies with critical processing requirements impacted by the cutover schedule should reach out to Sarah Robinson at Sarah.Robinson@illinoiscomptroller.gov to discuss options.

Please ensure this bulletin is provided to everyone in your organization impacted by these deadlines. If you have any questions concerning this Accounting Bulletin, please email Sarah Robinson at Sarah.Robinson@illinoiscomptroller.gov.

Agencies may access this and other Accounting, Payroll, and SAMS bulletins on the IOC website.