

2012 FISCAL YEAR END TRAINING

Division of Financial Services

Presenters

Purchasing

Carla Bishop, Director

Budget

Cindy Bontrager, Asst. VP/Budget Planning

Mandy Cole, Assistant Director

Accounts Payable

Memory Buffington- Assistant Director

Bernetta Finch- Supervisor

Contact Information

- Accounts Payable 532-6202
- Budget 532-6767
- Fin. Report/Asset Mgmt. 532-1853
- Fund Balancing 532-7089
- Purchasing 532-6214

Purchasing Issues



Purchasing Avenues

- State Contract Items Internet Address
– www.ksu.edu/policies/ppm/6312.html
- Catalog of Blind & Handicapped Made Goods (State Use)
- Printing/Copying Services
- KSU Departments/State Agencies

Purchasing Avenues (cont.)

- Local Authority, up to \$5,000
- Business Procurement Card
(\$5000/Purchase Limit)
- Sole Sources/Emergencies



Purchase Requisitions - State Funds

FINAL DATES

5/14/12- Requisitions equal to or over \$25,000

5/29/12- Requisitions under \$25,000

Purchase Requisitions

Requirements for posting must be met.

Allow time for error, protests, change in specs, etc.

All Purchase Requisitions will have a Purchase Order issued by year-end closing but department encumbers funds.

Purchase Requisitions

(Sponsored funds)

- Purchase Requisitions with matching STATE funds must be received in the Purchasing Office by the closing date for non-sponsored funds.

- A Purchase Order will be issued by the KSU Purchasing Office prior to the end of the fiscal year.

- On Sponsored Funds ONLY, the Purchase Order can be issued at any time.

BUDGET



Budget

DEADLINE



Friday, June 22, 2012 by 5:00 PM

Allocated Budget Transfer Form

Non-Allocated Funds Transfer Form

Fiscal Year 2012

D&D Moratorium in FY 2012

No departmental call-back of funds this fiscal year

Legislative Action FY 2013

Senate Budget Bill Passed

- Classified market equity funding year 4 of 5 year commitment
- 1% state employee increase
- Longevity bonus will remain at \$50/year (Minimum of 10 years of service to 25 years of service for those employees hired before June 15, 2008.)

Legislative Action FY 2013

House Budget Bill Passed

- Removed longevity funding from state general fund totaling \$332,693
- Reduced longevity bonus payment from \$50 to \$40/year

A Conference committee will be established and hopefully the FY 2013 budget will be finalized by May 18th.

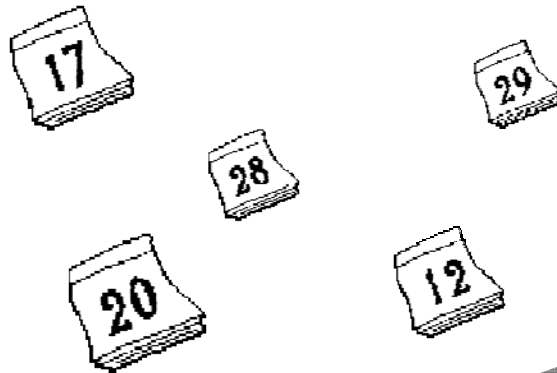
Budget Year End Process

- The year end balance in each account (project, source, and organization) will not close out at the end of the fiscal year.
- The year end balance, positive or negative, will carry forward in each account.
- The close-out process will occur after balances carry forward to July of the new fiscal year.

Budget Year End Process (cont.)

- The close-out transactions will appear on the July month-end transaction report.
- The carry forward amount will be manually transferred back to the designated accounts.
- The original budget for the new fiscal year will be interfaced into FIS.

Review Fiscal Year End Dates



Financial Reporting & Asset Management

ACCOUNTS RECEIVABLE

- Accounts receivable outstanding as of June 30, 2012 are due to Division of Financial Services by July 20th. If you do not have receivables, a report does not need to be completed.
- Instructions and the Annual Report Form are located at <http://www.k-state.edu/policies/ppm/6210.html>
- If charges are assessed through the ISIS student information system, do NOT include those receivables on the annual report.

Page _____

**ANNUAL ACCOUNTS RECEIVABLE REPORT
FOR THE FISCAL YEAR ENDING JUNE 30, 20__**

Dept Name _____ Dept # _____
 District Agency _____ Agency # _____
 Agency # _____ LTR # _____ RTR # _____

FY Program _____ State Fund _____

Account by Agency (Agency 10/0/00)	Accounts Receivable (R 3/30 31)	Accounts Payable	Net Accounts (6 June 31)
3000 Salaries - Salary			0.00
3000 All Other Services			0.00
2200 Sale of Commodities			0.00
2000 Miscellaneous Costs			0.00
4000 Educational Expense			0.00
3100 Books and Supplies			0.00
4100 Printing, Gifts, & Grants			0.00
4100 Other Gifts & Grants			0.00
4100 Printing & Other Equip			0.00
1000 Other Misc. Revenue			0.00
4000 Non-Resident Students			0.00
4100 Miscellaneous & Profunds			0.00
4100 Subtotal			0.00
Totals	0.00	0.00	0.00

FY Program _____ State Fund _____

Account by Agency (Agency 10/0/00)	Accounts Receivable (R 3/30 31)	Accounts Payable	Net Accounts (6 June 31)
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4000 Non-Resident Students			0.00
4100 Miscellaneous & Profunds			0.00
4100 Subtotal			0.00
Totals	0.00	0.00	0.00

Return To: Financial Reporting & Analytics
200 Anderson Hall

Final Dates Accounts Payable

- June 14 by 5:00 pm
 - State Agency Interfunds Due

- Initiated by Department to another State Agency

Final Dates Accounts Payable

- June 20 by 5:00 pm**
 - Travel Vouchers
 - Agency Payment Vouchers
 - Interdepartmental Interfund Vouchers
 - Procurement Card Vouchers (BPC Payments)

Final Dates Accounts Payable

- June 25 by 5:00 pm**
 - KSU Encumbrance Forms (DA-118)
 - Interfund Vouchers from other State Agencies that have been assigned to a department by the Division of Financial Services.
- June 27 by NOON**
 - Expedite Vouchers (Utility/Essential Payments)

Important Code Changes

- ❑ E3998- Other Pending Credits/Payments to the BPC
 - ✓ Used on BPC Vouchers ONLY
 - ✓ E3999 will be used for Sales Tax Credits ONLY
 - ✓ E3998/E3999 are not allowable codes with Grant Fund ("G" Project Numbers)

- ❑ E2661- Job Related Training and Conference Registration
 - ✓ Previously coded under 259x

STATEMENT/ACCOUNT REVIEW



Balance Accounts

- 1. Balance all accounts with your shadow systems.
- 2. Monitor Project for negative balances.

Dates to be aware of

- May 25th - Non-payroll transfers of payment correcting errors for the statement period July 2011-April 2012.

Encumbrances

- Verify all outstanding commitments are valid.

FY12? Or FY13?



Encumbrance Payments

- ❑ Encumbrances –
 - ❑ Goods or Equipment **ordered** through non-cancelable purchase contracts or services completed prior to June 30th that have not been invoiced and paid in the current fiscal year. If an item is ordered in FY12 it must be paid in FY12.

Encumbrance Payments

- ❑ Here are some things to consider when determining what should be encumbered:
 - ❑ **Telephone Exchange and Toll Calls**
 - ❑ The **beginning** date of the exchange service determines the FY that the bill is paid.
 - ❑ Toll calls billed with the exchange bill are paid in the FY the bill is paid. If toll calls are billed separately, the FY is determined by the date of the latest toll call.

- ❑ **Utilities:** electricity, natural gas, water, sewer, etc.
 - ❑ The **ending** date of service determines the FY to be paid.

- ❑ **Rental Equipment**

- ❑ The **ending** date of service determines the FY to be paid. In special instances (e.g. postal meters) in which advance payments are required by the lease agreement the payment date specified by the agreement will determine the FY to be charged.

- ❑ **Rental of Space in Buildings**

- ❑ The **beginning** date determines the FY.

- ❑ **Repairing and Servicing of Buildings and Equipment**

- ❑ FY is determined by the **completion** date of the job.



Maintenance and Service Contracts:



- The **beginning** date of the period covered determines what FY funds should be used.

Professional Services and Other Contractual Services:

- FY is determined by the date services were rendered.

Credit Card or Charge Account Purchases:

- Date an item is ordered, not billing date, determines FY paid.



Dues, Memberships, and Subscriptions



- The **beginning** date of the period covered determines the FY paid.

Registration

- The **beginning** date of service determines the FY charged.

Advertisements



- Date advertisement was run** determines the FY paid.

Freight

- Encumber any freight that may be added to invoices.

- ❑ Exempt Account Numbers
 - ❑ Projects that start with the letter “G” are exempt from KSU encumbrance requirements.

Year End Questions:



Q & A

- ❑ Q: How do I know if I should encumber something or not?

- ❑ A: If you ordered the item in FY12, you will need to encumber the payment if the line item of the invoice or the TOTAL amount of the travel voucher is over \$1000. You may choose to encumber invoices less than \$1000 as well.

Q & A

- ❑ Q: On copier rental maintenance, can I pay for copies made during FY12 with FY13 monies or do I encumber the payment for copies.

- ❑ A: If the copies are billed with the July rental/maintenance invoice, then you can pay for them with FY13 money. If the copies are billed separately, then you need to encumber. This mainly depends on your billing cycle.

Q & A

- ❑ Q: Do funds in SRO and/or Restricted Fee Projects carry over or do I have to encumber payments made on these projects?

- ❑ A: Purchases made from these projects are treated just like purchases made on appropriated projects. The only projects that do not require encumbering are sponsored projects accounts (start with letter "G"). SRO projects are not considered sponsored projects. They are treated like other restricted fee projects.

Q & A

- ❑ Q: Will I lose the money I encumber if I don't use it?

- ❑ A: If it is an appropriated project, yes, you will lose any encumbered funds not used. If it is a restricted fee or an SRO project, funds will be returned to the FIS Departmental Project when the encumbrance is liquidated.

Q & A

- ❑ Q: What if I didn't encumber enough money to pay for the items I ordered in FY12?
- ❑ A: You will have to look at the payment being made from other sources (other departments, foundation, etc.).

Q & A

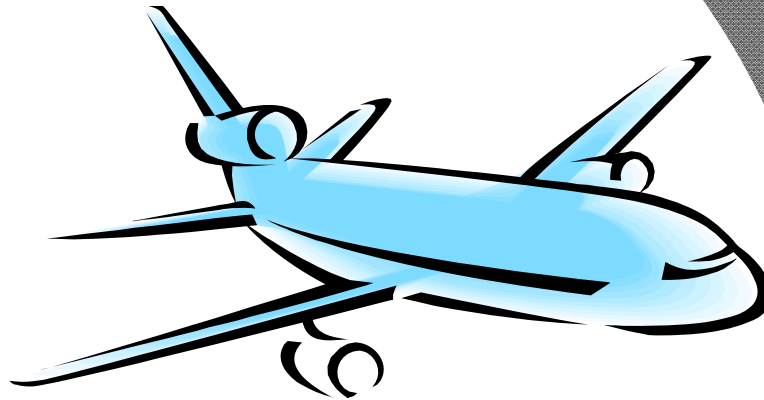
- ❑ Q: How will I know when to start paying encumbered bills?
- ❑ A: As a rule, you can start paying these bills in mid July. Check your FIS projects. You probably will want to screen print your encumbrance posting before the DA118 conversion is run during the first week of July. The detail will be listed on the screen until the conversion runs.

Q & A

- ❑ Q: If I encumber funds for an obligation to be paid to another department on campus, which form do I use for payment?
- ❑ A: When paying prior year expenses to other departments that have been encumbered under the DA118 process, an Interfund Voucher must be used for payment.

Q & A

- ❑ Q: When can I begin submitting payment vouchers for FY13?
- ❑ A: These can be submitted starting June 29th for Sponsored (Grant) fund documents and July 1st for Non-sponsored Document.



Travel Questions:

Q & A

- ❑ Q: What if I have someone who begins official travel status in June and returns from official travel status in July?

- ❑ A: Normally fiscal year is determined by the date the official travel occurred. In cases of consecutive travel that begins in the old FY and ends in the new FY, the entire cost may be charged to the new FY.

Q & A

- ❑ Q: What if I have to pay for a conference in May or June but it isn't held until July?
- ❑ A: Technically this is an FY13 payment. An exception can be made if the circumstances are clearly explained so that the payment may be processed.

Q & A

- ❑ Q: Can I pay for airfare on the BPC account in FY12 for a trip in FY13?
- ❑ A: Yes. If an airline or rail ticket for travel in the new fiscal year must be purchased *and* the transaction is included on a statement due and paid prior to the time the new fiscal year funds are available, the expenditure may be charged against old fiscal year funds.

Reminders:

- ❑ **Outstanding Imprest Requests must be repaid by the end of the Fiscal Year or encumbered**
- ❑ **Transaction Dates on FY13 documents**
 - ✓ **Non Grant documents: 07/01/12 or later**
 - ✓ **Grant documents: Actual Invoice Date**
- ❑ **FIS Statements will not be available until approximately 3rd week of July**
- ❑ **Payment Vouchers can start being submitted on June 29th for Sponsored Documents**
- ❑ **Check your Outstanding Documents in eForms**
- ❑ **Update Trustees, Signature Authority, BPC Changes**
- ❑ **FY13 Travel Rates – Not yet available**

Contacts

- ❑ Accounts Payable 532-6202
- ❑ Budget Office 532-6748
- ❑ Financial Reporting/Asset Mgmt. 532-1853
- ❑ Fund Balancing 532-7089
- ❑ Purchasing 532-6214

