

An aerial photograph of the Kansas State University campus is the background for the central text. The image shows several large, light-colored buildings with dark roofs, interspersed with trees displaying vibrant autumn foliage in shades of orange, yellow, and red. The perspective is from a high angle, looking down on the campus.

2019 Fiscal Year End Training

Division of Financial Services



Presenters

- Budget
 - Rebecca Zecha, Associate Director
- Human Capital Services
 - Richard Augustin, Manager Payroll
- Sponsored Programs Accounting
 - Roger McBride, Assistant Director
- Purchasing
 - Cathy Oehm, Assistant Director
- General Accounting
 - Tara DiPaolo, Assistant Director



Contact Information

- Budget Office 532-6767
- Human Capital Services 532-6277
- General Accounting 532-6202
- Purchasing 532-6214
- Sponsored Programs 532-6207



Budget



Budget

- **DEADLINE**
 - Thursday, June 20, 2019 by 5:00 PM
 - Allocated Budget Transfer Form
 - Non-Allocated Funds Transfer Form



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 general use close-out process will occur after balances carry forward to July of the new fiscal year.



Budget Year End Process (cont.)

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



Legislative Update FY 2020

- Appropriate \$8.9 million for state universities, Washburn University, community and technical colleges to restore the final reductions from the FY 17 allotment.
- Appropriate additional \$24.1 million for state universities, Washburn University, community and technical colleges.
- Appropriate to the State Finance Council funding to reach a 2.5% salary increase across all state agencies.
- Appropriate \$4 million to restore Global Food Systems Grant to K-State.
- Appropriate \$520,000 to Polytechnic to add professional pilot instructors.
- Appropriate \$650,000 to K-State Research and Extension for K-State Forestry for statewide fire suppression efforts.



HCS - Operations



HCS Operations

- Key Areas:
 - Payroll
 - Time and Leave
 - HRIS Reporting and ImageNow
 - NRA Employment and Tax Treaties



Payroll Deadlines

Transfers: June 7th is the final day to submit retroactive funding transfer requests for FY 2019.

Fiscal Year 2018 Transfers	# of Checks	%
July 2017 to May 2018	5,469	76%
June 2018	1,684	24%
Total	7,153	100%

Fiscal Year 2019 Transfers	# of Checks	%
July 2018 to May 13, 2019	6,437	76%
June 2019 (Estimated)	1,987	24%
Total	8,424	100%

	# of Checks	%
Increase	1,271	18%



Key Payroll Dates

First Pay Period (FY20): June 16, 2019 to June 29, 2019, Paid 07/12/19

Budget Funding Transferred to Payroll Funding: Wednesday June 19, 2019

- Budget funding designated by major administrative officers as payroll funding will be copied and loaded into the payroll funding distribution pages.


Deadline for timely on-line payroll **funding updates** for the first pay period: Friday, June 28th.

Link for all of the Payroll Funding Deadlines: <https://www.k-state.edu/hcs/tools/hcs-liaisons/personnel/summer/funding.html>

Final Pay Calculation for the first pay period: Tuesday, July 2nd.




Sponsored Programs Accounting




Sponsored Programs Accounting

- What we do:
 - Resource for grant-related questions
 - Train dept business staff one-on-one;
college level or refresher training by request
 - Prepare invoices and financial reports
 - Financial compliance with federal/sponsor regs



Sponsored Programs Accounting

- Limit cost transfers by charging to the correct account when payments are made.
- NEVER charge to a grant with the intention of transferring to a different account later!



Sponsored Programs Accounting

- Check out our website for:
 - Forms
 - Policies
 - Newsletters
 - F&A rates
 - Training
 - SPA Contacts

<http://www.k-state.edu/finsvcs/sponsoredprograms/>



Purchasing



Purchasing Avenues

- Contracts www.k-state.edu/finsvcs/purchasing/contract.html
- State Use Catalog
- Facilities and Printing/Copying Services
- KSU Departments/State Agencies
- Direct Buy Authority up to \$10,000 (as of July 1, 2017)
- Special Authority



Purchases under \$10,000

- Purchasing Best Practices
 - Obtain pricing before creating a purchase order
 - Collect quotes from 2-3 sources before selecting
 - Use Purchasing's Bid Tabulation Sheet
 - <http://www.k-state.edu/finsvcs/purchasing/forms.html>
 - Include freight get a “not to exceed” (NTE) quote
 - DO NOT pay for orders in advance
 - Contact Purchasing before any repetitive purchases are made with a Purchase Order, a contract may be more appropriate and efficient



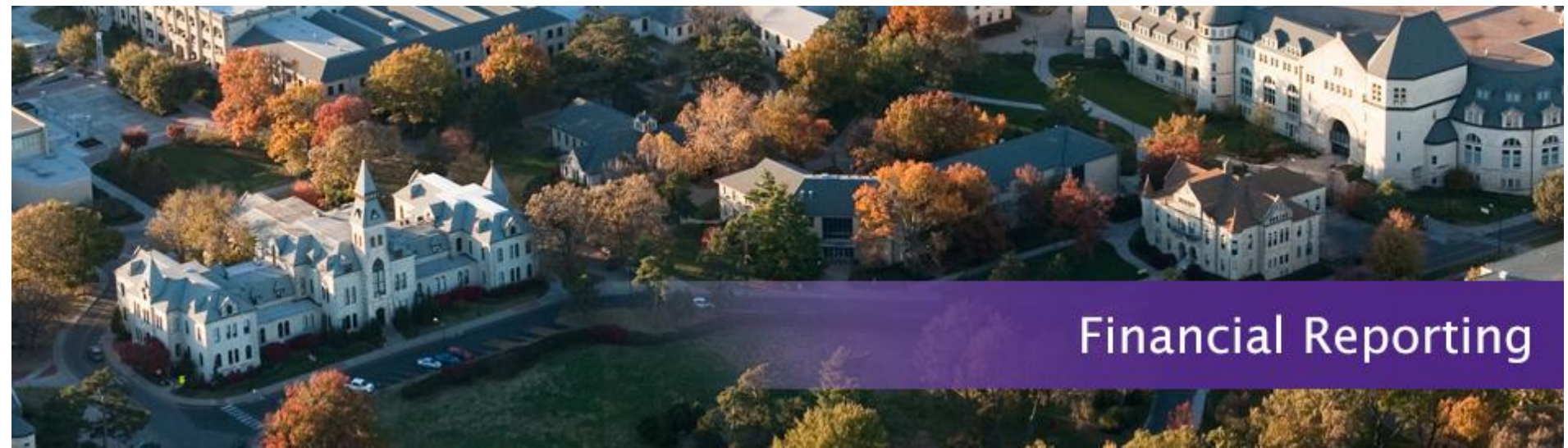
Purchases under \$10,000

- Work with your end user to determine the need
- Identify potential sources
- Collect informal quotes
- Consider total cost of ownership - (purchase price, freight/handling fees, etc.)
- Receive order - Immediately inspect the order
- Invoicing & Payment - (Is the invoice correct?)
- Contact Purchasing if you have any questions or need guidance



Purchasing Deadlines

- **June 3rd**
 - Prior Authorizations due.



Financial Reporting



Financial Reporting

- **CONSUMABLE SUPPLIES/CAPITAL OUTLAY REPORT**
 - The report for consumable supplies/capital outlay items on hand as of June 30, 2019 is due to Division of Financial Services by July 17th.
 - The form is located in Eforms and the instructions are located at <http://www.k-state.edu/policies/ppm/6510.html>.
 - Only report full lots of items (i.e. a ream of paper in the storage cabinet would be included but not the paper already in the printer).



PPM 6510.220 KANSAS STATE UNIVERSITY
Rev 08/11
INVENTORY OF CONSUMABLE SUPPLIES AND
COMMODITIES/CAPITAL OUTLAY ITEMS PURCHASED FOR RESALE

Department of _____ Org: _____

Expenditure RSU Object Code	Item	Total Cost
E3001	Clothing	\$ _____
E3100	Feed and Forage	_____
E3200	Food for Human Consumption	_____
E3300	Fuel (Other than for motor vehicles, includes E3310 E3320, E3330 and E3390)	_____
E3400	Maintenance and construction materials, supplies and parts (Includes E3410, E3430 and E3490)	_____
E3500	Motor vehicle parts, supplies and accessories (Includes E3510, E3520, E3530, E3540, E3550, E3560 and E3590)	_____
E3600	Professional and scientific supplies and materials (Includes E3610, E3620, E3690 and E3691)	_____
E3700	Stationery, office and data process supplies (Includes E3710, E3720, and E3730)	_____
E3800	Research supplies and materials	_____
E3900	Other supplies, materials and parts (Includes E3910, E3911, E3912, E3913, E3920, E3930, E3940, E3950, and E3995)	_____
Total Consumable Supplies		\$ _____ 0
E3970	Manufacturing and Printing Supplies Purchased for Resale	_____
E3980	Commodities Purchased for Resale	_____
E3990	Other Supplies, Materials and Parts Purchased for Resale	_____
E4980	Capital Outlay Items Purchased for Resale	_____
Total Items Purchased for Resale		\$ _____ 0

The value of consumable supplies as of June 30 is less than \$5,000. A record of these supplies has been retained by the department.

I certify the above physical inventory was prepared by personnel under my direction in accordance with Chapter 6510 of the University's Policy and Procedures Manual and is correct and complete.

Signature and Date

Return To: Financial Reporting & Asset Management
21C Anderson Hall

- If the total cost of consumables on hand is less than \$5,000 it is not necessary to break down the costs on the form - just be sure to mark the box indicating this.
- All departments should submit a signed form - either with the form filled out or the box checked.



Financial Reporting

- **Account Receivable**

- Accounts receivable outstanding as of June 30, 2019 are due to Division of Financial Services by July 17th. If you do not have receivables, a report does not need to be completed.
- Instructions are located at <http://www.k-state.edu/policies/ppm/6210.html>
- If charges are assessed through the KSIS student information system, do NOT include those receivables on the annual report.

Accounts Receivable Report

Kansas State University Accounts Receivable Report

<input type="checkbox"/> Annual 6/30 Report for the Fiscal Year Ending: _____	<input type="checkbox"/> Monthly Report Ending: _____
<small>* Use of this form is required for the Annual A/R reporting.</small>	<small>*Use of this form is optional for the Monthly A/R reporting.</small>
Department Name: _____	FIS Department #: _____
Contact Person: _____	Signature: _____
Phone #: _____	Title: _____
Date: _____	

1. Monthly reports are for department use only.
2. Annual reports are only to be completed when the department's total accounts receivable outstanding @ June 30 is **\$50,000 or greater**.
3. The following should **NOT** be reported on the Annual report form:
 - a) Student related receivables included in KSIS
 - b) Receivables due from other university departments
 - c) Sponsored projects receivables
4. Additional information is available at: [PPM Chapter 6210](#) and [Instructions](#)

Receivables								
Description - Revenue Type	Tuition	Sales	Other Services	Other Gifts & Grants	Auxiliaries	Service Clearing	Loans	
	R205X	R20XX	R5XXX	R41XX	Housing	Printing Svc	Central	Total
		R22XX	R6XXX		Child Care	Facilities	Use	Receivables
		R3XXX			Parking	Public Safety	Only	

•The Annual Accounts Receivable Form can be located in Eforms

<https://dfs.ksu.edu/eforms/>



General Accounting



Accounts Payable Deadlines

- June 14th by 5:00 pm
 - Repayment of Imprest Funds
 - All outstanding Imprest must be repaid by this date, unless an exception has been granted. Exceptions will be granted for International Travel Advances where travel has not been completed.



AP Deadlines (cont.)

- June 14th by 5:00 pm
 - Travel Vouchers
 - Agency Payment Vouchers
 - Interdepartmental Interfund Vouchers
 - State Agency (KSU Initiated Interfunds)
 - All Interfunds created by a KSU Department to another State Agency



AP Deadlines (cont.)

- June 17th by 5:00 pm
 - Business Procurement Card Vouchers
 - The June 2019 card cycle will close on June 1, 2019
- June 19th by 5:00 pm
 - State Agency Reciprocated Interfunds Due
 - All Interfunds created by Division of Financial Services for payment to another State Agency



AP Deadlines (cont.)

- June 20th by NOON
 - Expedite Vouchers (Utility/Essential Payments)
- June 21st by NOON
 - Encumbrance Forms
 - Division of Financial Services does not require departments to encumber FY19 expenditures. The transaction date will be used for University Financial Reporting purposes.
 - FY19 payments will be determined by the date of service/invoice date.



Encumbrances Are Optional

- Departments who wish to utilize encumbrances to communicate FY19 obligations within their department/college may continue to do so.
- Keep in mind, to use an encumbrance on a payment, the transaction date must be a FY19 date (the invoice/date of service must be FY19).
 - Projects that start with the letter “G” should not be encumbered for departmental use.



Transaction Date Overview

– Important to Note

- Statements that include multiple payment for services or commodities that cross fiscal years should be paid on separate payment vouchers.
 - For example if you received a statement that included invoices for: 6/12/19, 6/18/19, 7/2/19, 7/5/19
 - The two invoices for June would be paid on one voucher and the July invoices on another. Exceptions will be granted for low dollar, immaterial transactions such as Fedex.



Additional Important Dates

- June 21st by 5:00 pm
 - Final transfers of non-payroll payments and/or corrections.
- June 28th by 10:00 am
 - Final FY19 departmental deposits.



Asset Management Deadlines

- FIXED ASSET REPORTS
 - Annual Certification Reports were due Friday, April 5th so if you have not submitted yours, please do so as soon as possible.
 - April Monthly Reports are due to Division of Financial Services by May 15th.
 - May Monthly Reports are due to Division of Financial Services by June 20th.
 - June Monthly Reports will be sent out early July and will need to be returned to the Division of Financial Services by July 15th.
 - Information provided from the monthly/annual reports is due to Topeka and the State's Audit firm shortly after the end of the fiscal year – please help us ensure K-State is able to meet these very critical deadlines.



Other Year End Items

- **Change Funds**

- July 10th is the deadline for submitting ALL Change Fund Reconciliation forms, “Cash Count” forms and short/long change fund logs, as of June 30, 2019. The forms are available in Eforms, <https://dfs.ksu.edu/eforms> under the Accounting Section.
- Verify that all Custodians are current and send updates on the Change Fund Maintenance form located in Eforms under the Accounting Section.

- **Year End Notice (Notice 19-01)**

- <http://www.k-state.edu/finsvcs/notices/index.html>
- Provides a comprehensive listing of important dates to consider.



What's New?

- Object Code Listing and Training
 - Please note that the Index of Expenditure Object Codes formally displayed in PPM 6320 has changed location. The ***Expense Object Code Listing*** and ***Revenue Object Code Listing*** are now available in Excel format at the following location.
<https://www.k-state.edu/finsvcs/systems/chartofaccounts/coalinks.html>
 - An FIS Revenue Object Codes-Short List for Departments is located at <https://www.k-state.edu/finsvcs/cashiers/departmentinfo/departmentaccountinginfo.html>
This quick reference provides the most commonly used revenue codes.
- DFS is developing training specific to object code types and use. We are excited to bring that training to you at the Supplier Showcase-November 5, 2019!

What's New? (cont.)

- Duplicate Invoice Notification in E-Forms
 - In an effort to reduce the potential for invoice double payment, we are pleased to bring you a new duplicate invoice notification feature in E-Forms! A quick reference guide for this process can be found on the General Accounting site under *Additional Resources*.
 - <https://www.k-state.edu/finsvcs/generalaccounting/>

Document Number: 1019840

Finished

Agency Payment Voucher

Funding Total: \$0.25

Description Total: \$0.25

Totals Match

Header Vendor Agency Funding Purch Description Flags Trustees Final Form

Possible duplicate invoice - See summary on Final Form screen

Description Information

Page 1 Go to Page: 1

Date	Invoice No	Quantity	Unit	Unit Price	Amount
4/1/2013	696291142	1	acre	0.25	\$0.25

Description



Reminders

- Check your Outstanding Documents in Eforms and ensure you have a trustee assigned so that *someone is available to make revisions from June 17th-21nd.*
- Update Trustees, Signature Authority, BPC Changes
- FIS Statements will not be available until approximately the 2nd or 3rd week of July
- Travel Rates – Updated on April 1, 2019 (only OCONUS/INTL. changed)
- Transfer of Payments must be uploaded and sent electronically via E-Forms.

Transfer of Payments

- Upload of supporting documentation

Document Number: 1918896

Finished

Transfer of Payments

Header Funding Explanation Trustees Form Check In

Instructions for sending electronically:
See [here](#) for complete instructions.

[View & Print Form](#)

Upload Signed Form and Supporting Documentation

- Click 'Upload File'
- Drag and drop the file or select 'Choose File' to attach the required signed form
- Click 'Refresh' if additional supporting documentation is needed

For complete instructions on uploading and viewing uploaded documents, [Click Here](#)

Upload File:

Supporting Documents ():

Refresh Delete Selected View Selected

Document Number: 1918896

Finished

Transfer of Payments

Header Funding Additional Explanation Trustees Form Check In

Send Electronically

Functions best in Chrome, Firefox, and Microsoft Edge browsers.

Transfer of Payments (cont.)

- Reminder: A transfer of payment form must be submitted with each warrant cancellation.
 - For transfer of payment for a warrant cancellation, check both the *Out of balance transfer* and *Warrant Cancellation* boxes.

Document Number: 1918896

Finished

Transfer of Payments

Header Funding Explanation Trustees Form Check In

Header Information

Document Org: 05040 Division of Financial Services

Original Transaction Date: 05/06/2019 (MM/DD/YYYY)

Department Name: Division of Financial Services

Requested By: Jane Smith

Original Voucher No: V 1234567

Original EForms Doc No: 1234567

Out of balance transfer:

Warrant Cancellation:

Warrant Cancellation

Purpose (for non-grant only)

Next

Document Number: 1918896

Finished

Transfer of Payments

Header Funding Additional Explanation Trustees Form Check In

Funding Information

Add Line:

Project	Award	Source	Org	Object	Debit - Transfer To	Credit - Transfer From
NFZV000097		2080	69999	E4200		100.00

User No: Desc: Save

Edit Line:

Note: Transfers with a debit to a grant project will only print four funding lines. If more lines are required, please create another form.

Next



Housekeeping Items

- W-9s
 - Ensure clearly legible or we cannot submit the vendor for processing.
 - *Recommend having vendor use fillable PDF located at, <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.
 - Verify the Tax ID provided is their SSN or FEIN
 - Use the invoice Remit To address when completing the APV.
- Memberships
 - Be sure to include the following: date, benefit, and indicate that you have insured an institutional membership is not available if it is a personal membership



Housekeeping Items (cont.)

- Personal Reimbursements to Employees
 - Receipts must be signed by employee to be reimbursed
- Payments to Foreign Nationals
 - If paying for services (E2XXX) that occurred outside the U.S., please attach flag stating such on document.
 - Payments to foreign nationals for services performed in the U.S. may be subject to additional tax withholding requirements.



Division of Financial Services Website

- <http://www.k-state.edu/finsvcs/>
 - General Accounting
 - Purchasing
 - Sponsored Programs Accounting
 - Cashiers and Student Accounts
 - Financial Reporting
 - Fund Balancing
 - Systems