

*Division of  
Financial Services*

**2015  
Fiscal Year  
End  
Training**

# Presenters

- ❑ Purchasing

- ❑ Carla Bishop, Director

- ❑ Budget

- ❑ Karen Horton, Associate Director

- ❑ General Accounting

- ❑ Memory Buffington, Assistant Director

- ❑ DeeAnna Fugate, Fiscal Analyst Asset Management

# Contact Information

- Budget 532-6767
- Financial Reporting 532-1853
- Fund Balancing 532-7089
- General Accounting 532-6202
- Purchasing 532-6214

# PURCHASING



# Purchasing Avenues

- Contracts [www.k-state.edu/finsvcs/purchasing](http://www.k-state.edu/finsvcs/purchasing)
- State Use Catalog
- Printing/Copying Services
- KSU Departments/State Agencies
- Local Authority up to \$5,000
- Special Authority

# BUDGET



# Budget



## DEADLINE

Friday, June 19, 2015 by 5:00 PM

Allocated Budget Transfer Form

Non-Allocated Funds Transfer Form



# Legislative Action FY 2016

- The Legislature is still meeting - nothing has been decided yet.
- There has been discussion on a tax package as well as cuts.
- Once we know something we will get the information out.



# 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.

# Financial Reporting



# Financial Reporting

## ❑ CONSUMABLE SUPPLIES/CAPITAL OUTLAY REPORT

- ❑ The report for consumable supplies/capital outlay items on hand as of June 30, 2015 is due to Division of Financial Services by July 17<sup>th</sup>.
- ❑ 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).
- ❑ 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.



PPM 6510.220  
Rev 08/11

KANSAS STATE UNIVERSITY

INVENTORY OF CONSUMABLE SUPPLIES AND  
COMMODITIES/CAPITAL OUTLAY ITEMS PURCHASED FOR RESALE

Department of \_\_\_\_\_ Org: \_\_\_\_\_

Expenditure KSU 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

- The Inventory of Consumable Supplies Form can be located in Eforms:

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

# Financial Reporting

## ❑ ACCOUNTS RECEIVABLE

- ❑ Accounts receivable outstanding as of June 30, 2015 are due to Division of Financial Services by July 17<sup>th</sup>. 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.



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

Dept Name \_\_\_\_\_ Dept # \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Signature \_\_\_\_\_  
 Phone # \_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_

FIS Proj # \_\_\_\_\_ FIS Proj Name \_\_\_\_\_ Fund / Source \_\_\_\_\_

Receivables by Revenue Subcode			Total Receivables @ June 30	Estimated Uncollectible	Net Receivables @ June 30
KSU	Description	Topeka			
R205X	Services-Tuition	420500			
R20XX	All Other Services	420XXX			
R2205	Interdepartmental Sales	425XXX			
R22XX	Sale of Commodities	422XXX			
R30XX	Investment Income	430XXX			
R31XX	Rents and Royalties	431XXX			
R40XX	Federal Gifts & Grants	440100			
R41XX	Other Gifts & Grants	441010			
R54XX	Parking & Other Fines	454XXX			
R59XX	Other Misc Revenue	459XXX			
R80XX	Non-Revenue Receipts	480XXX			
R82XX	Reimbursements & Refunds	482XXX			
R8700	Suspense	487010			

<b>Totals</b>			
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R80XX	Non-Revenue Receipts	480XXX			
R82XX	Reimbursements & Refunds	482XXX			
R8700	Suspense	487010			

<b>Totals</b>			
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- The Annual Accounts Receivable Form can be located in Eforms

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

# General Accounting





# Asset Management

## ❑ FIXED ASSET REPORTS

- ❑ Annual Certification Reports were due Friday, April 17<sup>th</sup> so if you have not submitted yours, please do so as soon as possible.
- ❑ April Monthly Reports will be due to Division of Financial Services by May 20<sup>th</sup>.
- ❑ May Monthly Reports will be sent out on June 2<sup>nd</sup> and due to Division of Financial Services by June 19<sup>th</sup> .
- ❑ June Monthly Reports will be sent out early July and will need to be returned to the Division of Financial Services by July 22<sup>nd</sup>.
- ❑ 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.



# Asset Management

## ❑ Let's Clean and Go Green Campaign

- ❑ The Office of the Vice President for Administration and Finance (VPAF) is again inviting the campus to clean out their closets and storage areas of unwanted, outdated, or broken equipment, apparatus, furniture, and fixtures. For a limited time this summer, the VPAF will cover the hauling fees associated with removing these items, as well as some of the costs associated with the disposal of hazardous waste during the designated time frame. The disposal procedures for items costing less than \$5,000.00 will also be relaxed. More information will be available mid-May in the K-State Today and on the website of General Accounting.
- ❑ **Important Dates:**
  - ❑ May 18<sup>th</sup> - Scheduling calendars will open. Calendars will close on May 29<sup>th</sup> or when they are full, whichever comes first.
  - ❑ June 22<sup>nd</sup> - First day for items to be picked up.
  - ❑ July 9<sup>th</sup> - Last day items will be picked up.
  - ❑ July 9<sup>th</sup> - Items can be chosen for departmental use between 9:00 a.m. and 1:00 p.m. at Weber Arena.
  - ❑ July 18<sup>th</sup> - Live public auction for remaining items.



# Accounts Payable Deadlines

## ☐ June 15<sup>th</sup> 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.

## ☐ June 16<sup>th</sup> by 5:00 pm

### ☐ Business Procurement Card Vouchers

- ☐ The June 2015 card cycle will close on June 1, 2015 to allow for additional processing time to accommodate the earlier deadline.



# AP Deadlines (cont.)

- ❑ June 18<sup>th</sup> 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 22<sup>rd</sup> by 5:00 pm

### State Agency Reciprocated Interfunds Due

- All Interfunds created by Division of Financial Services for payment to another State Agency

## June 24<sup>th</sup> by NOON

### Expedite Vouchers (Utility/Essential Payments)

## June 24<sup>th</sup> by NOON

### Encumbrance Forms

- For FY15, Encumbrances will be optional for departments to use. FY15 payments will be determined by the date of service/invoice date.



# Encumbrances Are *Optional*

- ❑ Division of Financial Services will not require departments to encumber FY15 expenditures.
- ❑ The transaction date will be used for University Financial Reporting purposes.

# Encumbrances Are *Optional*

- ❑ Departments who wish to utilize encumbrances to communicate FY15 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 FY15 date (the invoice/date of service must be FY15).
- ❑ Projects that start with the letter “G” should not be encumbered for departmental use.

# Encumbrances (cont.)

## ❑ Important to Note

- ❑ If choosing to use an optional encumbrance for travel, you must split the travel reimbursement on two separate travel vouchers.
  
- ❑ Statements that include multiple payment for services or commodities that cross fiscal years must be paid on separate payment vouchers.
  - ❑ For example if you received a statement that included invoices for:  
6/12/14, 6/18/14, 7/2/14, 7/5/14

The two invoices for June would be paid on one voucher and the July invoices on another. Exceptions may be made based on materiality.



# Additional Important Dates

- **June 25<sup>th</sup> by 5:00**


- Final transfers of non-payroll payments and/or corrections.



# Transaction Date Overview

### Header Information

User Number:

Invoice Date   [Invoice Date Tips](#)  
(Transaction Date): (MM/DD/YYYY)

Remittance Info:

Check Type:

Wire Type:

Title:

## Regarding invoice dates:

E2xxx – Use end date of service or Invoice date if end date is future date

E3xxx/E4xxx – Use invoice date (if multiple invoices, use most recent date)

Note: Invoices occurring over multiple fiscal years must be placed on different vouchers.

# Transaction Date Overview

## Payment of Services

- The date the service was completed determines the transaction date. In situations where there were multiple service dates billed, use the last date of service as the transaction date.

3/16/2014	Sun	:30	KJCK-FM	06:25:03 AM			
					<b>Log Event: Commercial Stopset 3</b>		
3/15/2014	Sat	:30	KJCK-FM	06:44:37 PM	07:24:29 PM		
3/17/2014	Mon	:30	KJCK-FM	09:00:14 AM			
3/19/2014	Wed	:30	KJCK-FM	07:02:46 AM			
					<b>Log Event: Commercial Stopset 4</b>		
3/15/2014	Sat	:30	KJCK-FM	03:39:06 PM			
3/16/2014	Sun	:30	KJCK-FM	08:22:56 AM	09:48:37 AM	10:38:48 AM	
3/17/2014	Mon	:30	KJCK-FM	11:54:48 AM	09:38:53 PM		
3/18/2014	Tue	:30	KJCK-FM	09:47:00 AM	02:26:30 PM	07:45:00 PM	
3/19/2014	Wed	:30	KJCK-FM	05:36:20 PM	09:24:50 PM		
3/20/2014	Thu	:30	KJCK-FM	07:22:52 PM	08:39:36 PM	09:52:05 PM	
					<b>Log Event: Evening</b>		

Transaction Date  
would be  
3/20/2014

# Transaction Date Overview

## ❑ Payment of Services-Special Situations

### ❑ Service Contracts

- ❑ If required to pay prior to the end date of service, use the invoice date provided.

### ❑ Phone Bills

- ❑ The Bill Date(*invoice date*) will be treated as the transaction date.

# Transaction Date Overview

## ❑ Payment for Commodities

- ❑ Transaction Date is determined by the *Vendor Invoice Date*.
  - ❑ If combining multiple invoices from the same vendor, use the date of the most recent invoice.
  - ❑ If documentation received includes both invoice dates and a statement date, use the date of the most recent invoice, not the statement date.

# Transaction Date Overview

## □ Payment for Travel

- Transaction Date for reimbursement of travel expenses is determined by the last date of business travel.
- This would apply to employee travel, consultant/speaker travel, grant participant travel and honorarium travel.

# Transaction Date Overview

- ❑ KSU Business Procurement Card (BPC)
  - ❑ The Transaction Date is determined by the Order Date listed on the statement. Eforms automatically populates this for you.

# Statement/Account Review

## Balance Accounts

- Balance all accounts with your shadow systems.
- Monitor projects for negative balances.





# Other Year End Items

## ❑ Change Funds

- ❑ July 10<sup>th</sup> is the deadline for submitting ALL Change Fund Reconciliation forms, “Cash Count” forms, as of June 30, 2015. The Cash Count form is 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 15-01)

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



# Reminders:

- ❑ FIS Statements will not be available until approximately the 2<sup>nd</sup> or 3<sup>rd</sup> week of July
- ❑ Check your **Outstanding Documents** in Eforms
- ❑ Update Trustees, Signature Authority, BPC Changes
- ❑ FY16 Travel Rates - Not yet available
- ❑ Please visit the General Accounting website for additional information, <http://www.k-state.edu/finsvcs/generalaccounting/> .

# FY16 Updates/Changes

- ❑ BPC Cards
  - ❑ Upgrade to UMB In Command Site - Login will look different than current site
  - ❑ [Upgrade to Chip](#) and [Signature cards](#) this Fall
  - ❑ Fraud prevention techniques
- ❑ Payments to Foreign Nationals
  - ❑ <http://www.k-state.edu/finsvcs/generalaccounting/paymentstoreignnationals.html>
- ❑ Research Participant Payments
- ❑ E56xx Trainee Scholarships/Fellowships
- ❑ DFS Workflow System Upgrades
  - ❑ BPC Viewing and Printing
  - ❑ Other Eforms Updates

# Division of Financial Services Website

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