

Notice 20-01
May 15, 2020

IMPORTANT FISCAL YEAR INFORMATION

Please route this memo to the individuals responsible for the following functions in your department: Accounting, Travel, Payroll, Accounts Receivable, Budget, and the recording and depositing of cash receipts.

At the end of each fiscal year, all state-administered obligations should be paid before the payment deadline, when possible. Departments should carefully monitor all funds as the year draws to a close.

It is critical that the Division of Financial Services receive a payment voucher (Travel Voucher, Agency Payment Voucher, Interfund Voucher) by the date listed for your department's current year obligations if an invoice has been received from the vendor.

If a payment voucher will not be submitted and received to General Accounting by June 15, 2020, every attempt should be made to pay this expense as soon after that date as possible. Departments are not required to complete a KSU Encumbrance for these outstanding obligations. The Division of Financial Services will still process encumbrances for departments wishing to track obligations in this manner, but the encumbrances will be used for internal departmental use only. Tracking of KSU Encumbrance Forms is available through E-forms. Please keep a copy of this memo for reference during fiscal year-end processing.

FINAL DATES FOR CURRENT FISCAL YEAR FINANCIAL TRANSACTIONS

Please submit all transactions as early as possible. Allow time for proper payment approval, and for delivery to the Division of Financial Services.

<u>Date</u>	<u>Item</u>
May 28	Final day to submit personnel transactions to HCS for 05/31/20 - 06/13/20 pay period.
June 5	Final day to submit FY20 payroll transfers/corrections to HCS. The May and June 2020 HRIS calendars/schedules may be viewed at http://www.k-state.edu/hcs/tools/hcs-liaisons/resources/hris-calendar.html .
June 15	Interfund Vouchers that are created (initiated) by a KSU Department to another State Agency and Interdepartmental Interfund Vouchers
June 15	Travel Vouchers for all trips completed by June 14, 2020. Expenses for trips completed after June 14, 2020 will be processed as FY21 expenditures
June 15	Agency Payment Vouchers
June 15	All June 2020 and prior Procurement Card Vouchers must be submitted by this date for year end processing. This statement cycle will close on June 1, 2020. All outstanding FY20 BPC Vouchers must be processed. Any cards with outstanding vouchers after June 15, 2020 may be temporarily placed on hold until the vouchers are received, and transactions will be funded with departmental funding. All receipts and transfer of payments to correct funded transactions must be received before card will be restored to open status.
June 18	Interfund Vouchers from other State Agencies that have been assigned to a department by the Division of Financial Services.
June 22	Deadline for Allocated Budget Transfer Forms and Non-Allocated Funds Transfer Forms.
June 22	Expedite vouchers due in Accounting by NOON . These include FY20 vouchers for utility billings (landline phones, electricity, water, sewer, and natural gas), construction payments, and foreign wires.

- | <u>Date</u> | <u>Item</u> |
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| June 22 | KSU Encumbrance Forms (KSU-118) due in Accounting by NOON . Use of the KSU Encumbrance form is <i>optional</i> for KSU Departments. The KSU Encumbrance form is available in Eforms, https://dfs.ksu.edu/eforms/eformsMenu.aspx . Division of Financial Services does not require a copy to be forwarded. |
| June 22 | Final transfers of <i>non-payroll</i> payments and/or corrections. All transfer of payments and corrections to the accounting records must be submitted by this date. |
| June 29 | Local Agency APVs requiring payment in FY20 should be submitted by this date to allow them to be processed by the close of the fiscal year. FY20 Local Agency APV payments could be delayed during year-end processing. |
| June 30 | Final FY20 departmental deposits processed. All deposits must be received by 10:00 am to guarantee processing in FY20. |
| July 10 | All departmental change funds must be reconciled on June 30, 2020 and the Cash Count form and Record of Overage/Shortages be submitted to General Accounting, Unger Complex, 2323 Anderson Avenue, Ste. 500. The forms may be accessed via Eforms, https://dfs.ksu.edu/eforms/ under the Accounting section. |
| July 15 | July 2020 BPC Vouchers Due |
| July 17 | Annual Inventory of Consumable Supplies and Commodities/Capital Outlay Items Purchased for Resale. The form is available in Eforms, under Fixed Assets/Inventory, https://dfs.ksu.edu/eforms/ or at http://www.k-state.edu/policies/ppm/6510.html in PPM Chapter 6510.220. Complete and return the form to Michelle Parker in Financial Reporting (532-3807), Division of Financial Services, Unger Complex, 2323 Anderson Ave. Ste. 600. |
| July 17 | Accounts Receivable Annual Report. This report should include only outstanding receivables as of June 30, 2020. The form is available in Eforms, under Cashiering, https://dfs.ksu.edu/eforms/ . The instructions are located at http://www.ksu.edu/policies/ppm/6210.html . Complete and return the form to Michelle Parker in Financial Reporting (532-3807), Division of Financial Services, Unger Complex, 2323 Anderson Ave. Ste. 600 |