

Notice 23-01
May 8, 2023

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 ends.

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. All payment vouchers should be submitted electronically through E-forms.

If a payment voucher will not be submitted and received to General Accounting by June 15, 2023, 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 pre-audit.

<u>Date</u>	<u>Item</u>
May 25	Final day to submit personnel transactions to HCS for 05/28/23 - 06/10/23 pay period.
June 02	Final day to submit FY23 payroll transfers/corrections to HCS.
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, 2023. Expenses for trips completed after June 14, 2023, will be processed as FY24 expenditures.
June 15	Agency Payment Vouchers.
June 15	All Outstanding Imprest Checks must be repaid to KSU Imprest Fund #1.
June 15	All June 2023 and prior Procurement Card Vouchers must be submitted. This statement cycle will close on June 1, 2023. All outstanding FY23 BPC Vouchers must be processed. Any cards with outstanding vouchers will 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 the card will be restored to open status.
June 16	Interfund Vouchers from other State Agencies assigned to a department by the Division of Financial Services.
June 20	Final transfers of non-payroll payments and/or corrections. All transfer of payments and corrections to the accounting records must be submitted by this date.
June 20	Deadline for Allocated Budget Transfer Forms and Non-Allocated Funds Transfer Forms.
June 20	Expedite vouchers submitted by NOON . These include FY23 vouchers for utility billings (electricity, water, sewer, and natural gas), construction payments, and foreign wires.

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General Accounting
785-532-6202
Fax: 785-532-1305
Suite 500

Purchasing
785-532-6214
Fax: 785-532-5577
Suite 500

Fund Balancing
785-532-1838
Fax: 785-532-3640
Suite 600

Sponsored Programs
785-532-6207
Fax: 785-532-3640
Suite 600

Systems
785-532-2048
Fax: 785-532-3640
Suite 600

<u>Date</u>	<u>Item</u>
June 20	KSU Encumbrance Forms (KSU-118) due submitted by NOON . Use of the KSU Encumbrance form is <i>optional</i> for KSU Departments. The KSU Encumbrance form is available in E-forms, https://dfs.ksu.edu/eforms/eformsMenu.aspx . The Division of Financial Services does not require a copy to be forwarded.
June 28	Local Agency APVs requiring payment in FY23 should be submitted by this date to allow them to be processed by the close of the fiscal year. FY23 Local Agency APV payments could be delayed during year-end processing.
June 29	Final FY23 departmental deposits. All deposits must be dropped at Commerce Bank by noon to guarantee processing in FY23. Expedite deposits may be dropped off at the Cashiers Office 12-4:30pm.
June 30	Final Expedite FY23 departmental deposits. All deposits must be received by the Cashiers' Office by 10am .
July 11	All departmental change funds must be reconciled on June 30, 2023, and the Cash Count form and Record of Overage/Shortages be submitted to General Accounting, genacctg@ksu.edu . The forms may be accessed via E-forms, https://dfs.ksu.edu/eforms/ under the accounting section. Please update any cash custodian changes. under the Accounting section. Please update any cash custodian changes.
July 14	July 2023 BPC Vouchers Due.
July 14	Annual Inventory of Consumable Supplies and Commodities/Capital Outlay Items Purchased for Resale. The form is available in E-forms, under Fixed Assets/Inventory, https://dfs.ksu.edu/eforms/ or in PPM Chapter 6510.220. Complete and return the form to Financial Reporting, financialreport@ksu.edu .
July 14	Accounts Receivable Annual Report This report should include only outstanding receivables as of June 30, 2023. The form is available in E-forms, under Cashiering, https://dfs.ksu.edu/eforms/ . The instructions are located in PPM 6210. Complete and return the form to Financial Reporting, financialreport@ksu.edu .

July 19 All June 2023 and prior Fixed Asset Additions Reports submitted to financialreport@ksu.edu. Please remember to include any Fixed Assets purchased with foundation funds in FY23.