

Notice 14-03

May 1, 2014

### **IMPORTANT FISCAL YEAR INFORMATION**

Please route this memo to the individuals responsible for the following functions in your department: Accounting, Purchasing, 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. Current year obligations include all payment due for goods, equipment, or services received; and/or orders for goods or equipment dated prior to June 30, 2014.

If a payment voucher will not be received in Accounting (220 Anderson Hall) by June 19, 2014, every attempt should be made to pay this expense as soon after that date as possible. Departments will no longer be requested to complete a KSU Encumbrance for these outstanding obligations. The Division of Financial Services will still process encumbrances for departments still 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 16	Purchase Requisitions for \$25,000 or more (See Notice 14-02)
May 23	Final day to submit personnel transactions to HR for 05/25/14-06/07/14
May 30	Purchase Requisitions for less than \$25,000 (See Notice 14-02)
June 4	Last day for Payroll transfers/corrections. June 2014 payroll calendar may be viewed at <a href="http://www.k-state.edu/hr/hris/hris_calendar.html">http://www.k-state.edu/hr/hris/hris_calendar.html</a> .
June 17	June 2014 BPC. All June 2014 and prior Procurement Card Vouchers should be submitted by this date to be processed by the close of the fiscal year. This statement cycle will close early on June 2, 2014 to allow extra time for processing.
June 19	Interfund Vouchers that are created (initiated) by a KSU Department to another State Agency.
June 19	Travel Vouchers. The vouchers are to cover all trips completed by June 18, 2014. Expenses for trips completed after June 18, 2014 will be processed as FY15 expenditures.
June 19	Agency Payment Vouchers and Interdepartmental Interfund Vouchers.
June 20	Deadline for Allocated Budget Transfer Forms and Non-Allocated Funds Transfer Forms.
June 23	Interfund Vouchers from other State Agencies that have been assigned to a department by the Division of Financial Services.
June 25	KSU Encumbrance Forms (KSU 118) due in Accounting <b>by NOON</b> . Use of the KSU Encumbrance form is <i>optional</i> for KSU Departments. The KSU Encumbrance form is available in Eforms, <a href="https://dfs.ksu.edu/eforms/eformsMenu.aspx">https://dfs.ksu.edu/eforms/eformsMenu.aspx</a> . Division of Financial Services does not require a copy to be forwarded.

<u>Date</u>	<u>Item</u>
June 25	Expedite vouchers due in Accounting <b>by NOON</b> . These include FY14 vouchers for utility billings (landline phones, electricity, water, sewer, and natural gas), construction payments, foreign wires.
June 25	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 26	Local Agency APV's. Local Agency APV's requiring payment in FY14 should be submitted by this date to allow them to be processed by the close of the fiscal year. FY14 Local Agency APV payments could be delayed during year-end processing.
July 11	Cash Count balances for June 30, 2014 for all departmental change funds.
July 18	Annual Inventory of Consumable Supplies and Commodities/Capital Outlay Items Purchased for Resale. The form is available in Eforms, under Inventory, <a href="https://dfs.ksu.edu/eforms/">https://dfs.ksu.edu/eforms/</a> or at <a href="http://www.k-state.edu/policies/ppm/6510.html">http://www.k-state.edu/policies/ppm/6510.html</a> in PPM Chapter 6510.220. Contact DeeAnna Fugate (532-6525) with additional questions.
July 18	Outstanding Accounts Receivables as of June 30, 2014. The instructions and form are located at <a href="http://www.ksu.edu/policies/ppm/6210.html">http://www.ksu.edu/policies/ppm/6210.html</a> . <u>Do not</u> use the Monthly Receivables form (KSU DA-32). Complete and return the form to Julie Huff in Financial Reporting and Inventory (532-1853), 21c Anderson Hall.
July 21	July 2014 BPC Vouchers Due