

Notice 18-02
April 27, 2018

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. Current year obligations include all payments due for goods, equipment, or services received; and/or orders for goods or equipment dated prior to June 30, 2018, where payment is required.

If a payment voucher will not be received in General Accounting (2323 Anderson Ave., Ste. 500) by June 15, 2018, 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 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>
June 1	Final day to submit personnel transactions to HCS for 06/03/18 - 06/16/18 pay period.
June 8	Final day to submit FY 18 payroll transfers/corrections to HCS. The May and June 2018 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, 2018. Expenses for trips completed after June 14, 2018 will be processed as FY19 expenditures
June 15	Agency Payment Vouchers
June 18	All June 2018 and prior Procurement Card Vouchers must be submitted by this date for year end processing. This statement cycle will close on June 1, 2018 to allow extra time for processing. Any cards with outstanding vouchers after June 18, 2018 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 card will be restored to open status.
June 20	Deadline for Allocated Budget Transfer Forms and Non-Allocated Funds Transfer Forms.
June 20	Interfund Vouchers from other State Agencies that have been assigned to a department by the Division of Financial Services.
June 21	Expedite vouchers due in Accounting by NOON . These include FY18 vouchers for utility billings (landline phones, electricity, water, sewer, and natural gas), construction payments, and foreign wires.

<u>Date</u>	<u>Item</u>
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 28	Local Agency APVs requiring payment in FY18 should be submitted by this date to allow them to be processed by the close of the fiscal year. FY19 Local Agency APV payments could be delayed during year-end processing.
June 29	Final FY18 departmental deposits processed. All deposits must be received by 10:00 am to guarantee processing in FY18.
July 11	All departmental change funds must be reconciled on June 30, 2018 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 18	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 18	Accounts Receivable Annual Report. This report should include only outstanding receivables as of June 30, 2018. 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
July 20	July 2018 BPC Vouchers Due