



Division of Financial Services
102 Anderson Hall
Manhattan, KS 66506-0108
www.k-state.edu/finsvcs/

Notice 11-05
May 9, 2011

IMPORTANT FISCAL YEAR CLOSING INFORMATION

Departmental Training for Year-End Processing will be conducted on the Manhattan Campus May 9, 2011 from 1 p.m. to 3 p.m. and May 10, 2011 from 9 a.m. to 11 a.m. in the Big 12 Room of the K-State Student Union. Training at the KSU Salina Campus will be May 11, 2011 from 10 a.m. to 12 Noon. The training on the Manhattan Campus, will be the same for both days, and is geared toward year-end document issues. Attendance for these training sessions is optional, but strongly encouraged for the first and second year document processors. To register for training sessions on campus, in Salina, or for our Extension offices, please go to <http://eforms.ksu.edu/events/register.aspx>.

At the end of each fiscal year, all state-administered obligations must be paid or an encumbrance established for them.

Departments should carefully monitor all funds as the year ends.

It is critical that the Division of Financial Services receive either a payment voucher (Travel Voucher, APV, Interfund Voucher) or a KSU Encumbrance Form by the date listed for your department's current year obligations. 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, 2011.

If a payment voucher will not be received in Accounts Payable by June 21, 2011 it will be necessary to complete an E-Form KSU Encumbrance Form by June 24, 2011. Sufficient descriptive detail and a sufficient amount to cover the payment must be included on the encumbrance documents. Special instructions for encumbrance procedures follow.

The Division of Financial Services does not require hardcopies of the KSU Encumbrance Forms be sent to the Division of Financial Services. 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.

Date	Item
May 13	Purchase Requisitions for \$25,000 or more (See Memo 11-04).
May 17	Interfund Vouchers from other state agencies assigned to a department by the Division of Financial Services and created on or before April 15, 2011.
May 27	Purchase Requisitions for less than \$25,000 (See Memo 11-04).

Cashiers & Student
Accounts
211 Anderson Hall
785-532-6317
Fax: 785-532-6454

Accounts Payable
220 Anderson Hall
785-532-6202
Fax: 785-532-1305

Purchasing
21 Anderson Hall
785-532-6214
Fax: 785-532-5577

Fund Balancing
206 Anderson Hall
785-532-1838
Fax: 785-532-1305

Sponsored Programs
10 Anderson Hall
785-532-6207
Fax: 785-532-5577

Systems
218 Anderson Hall
785-532-2048
Fax: 785-532-1305

Financial Reporting &
Asset Management
21C Anderson Hall
785-532-6525
Fax: 785-532-5577

Administration
102 Anderson Hall
785-532-6210
Fax: 785-532-6612

FINAL DATES CONTINUED

- May 27 This is the last day to submit transfers of non-payroll payment and/or corrections changing funding or correcting errors for the statement period July 2010 to April 2011.
- June 3 Final guaranteed date for personnel transactions to Division of Human Resources for May 29, 2011 to June 11, 2011 pay period.
- June 6 Last day for Payroll transfers/corrections.
- June 15 Interfund Vouchers created (initiated) by a department to another state agency.
- June 21 Travel Vouchers. These vouchers are to cover all travel completed by July 1, 2011. Expenses for travel completed before July 1, 2011, which will not be submitted by this date, must be listed on KSU Encumbrance Forms and submitted by June 24, 2011. Travel expenses for travel beginning in June and ending in July or later may be charged in part to both fiscal years, or in total to the new fiscal year. Therefore, departments can divide the expenses for this type of travel into old and new fiscal year payments, with the old fiscal year segment paid on a June voucher and the new fiscal year segment paid on a July voucher, or paying the expenses for the entire travel on a new fiscal year voucher.
- June 21 APV's and Interdepartmental Interfund Vouchers. All current fiscal year expenses paid with an APV or Interfund Voucher submitted after this date is to be listed on KSU Encumbrance Forms (KSU118) which must be submitted by June 24, 2011. If estimates of expenses are necessary, make sure estimated amount is sufficient (i.e. includes shipping and handling costs where applicable.)
- June 21 June 2011 BPC. Submit all June 2011 Procurement Card Vouchers by this date to allow processing by the close of the fiscal year.
- June 24 Interfund Vouchers from other state agencies assigned to a department by the Division of Financial Services.
- June 24 Deadline for Allocated Budget Transfer Forms and Non-Allocated Funds Transfer Forms
- June 24 KSU Encumbrance Forms (KSU 118) due in Accounts Payable **by 5 p.m.** Includes all current year obligations to vendors including other state agencies, and travel expenses that won't be submitted to the Division of Financial Services by the final dates. Departments must obtain special approval to pay for current fiscal year items not reported by final dates. Note: Items not encumbered or not encumbered properly for current year obligations could result in the process of items as prior year payments, which require legislative approval, depending on the amount and time period. **KSU Encumbrance forms are now "Savable Forms" available on the Division of Financial Service's Home Page. The Division of Financial Services does not require a copy.** The website to view the KSU Encumbrance form is located at <http://www.ksu.edu/controller/eforms/>.
- June 27 Local Agency APV's. Submit Local Agency APV's requiring payment in FY11 by this date to allow processing by the close of the fiscal year. There may be a delay of FY12 Local Agency APV processing during year-end processing.
- June 28 Expedite vouchers due in Accounts Payable **by 12 Noon.** These include FY11 vouchers for utility billings (landline phones, electricity, water, sewer, and natural gas), construction payments, foreign wires, and Imprest repayments.

FINAL DATES CONTINUED

- June 29 Final transfers of non-payroll payments and/or corrections. Submit all transfer of payments and corrections to the accounting records by this date.
- June 30 **11 a.m.** – Cash Deposits Receipts received too late to be included in this deposit are to be recorded with July or later dates.
- July 22 Outstanding Accounts Receivables as of June 30, 2011. The instructions and form are located at <http://www.ksu.edu/policies/ppm/6210.html>. Do not use the Monthly Receivables form (KSU DA-32). Complete and return the form to Julie Huff, Financial Reporting, and Asset Management, 21 Anderson Hall (785-532-1853.)

Procedures for Encumbrances

Encumbrances are obligations incurred in the form of orders, contracts, and other similar items that will become payable upon delivery of goods or services rendered. Generally this allows for encumbrance payments only for:

Goods or equipment **ordered** through non-cancelable purchase contracts or services completed prior to June 30, 2011 that have not been invoiced and paid in the current fiscal year.

Items ordered in FY11 it must be paid with FY11 funds whether you have been invoiced for the item or not. The key is the fiscal year order date determines the fiscal year of the payment.

SPONSORED PROJECT EXEMPTION:

Sponsored Projects are exempt from the encumbrance requirements. Therefore, it is not necessary to encumber items paid for on sponsored projects. This applies to projects that begin with a "G."

Please note obligations paid from matching OOE accounts and organized research funds must be encumbered.

ENCUMBRANCES:

Encumbrances are established through two general procedures:

1. The Division of Financial Services automatically encumbers all outstanding purchase requisitions and APO's on June 24, 2011.
2. Departmental completion of the KSU Encumbrance Form. See the following General Reminders for all Encumbrances and KSU Encumbrance Forms.

Departments must retain auditable documentation to verify amounts encumbered are supported by firm orders to specific vendors. We recommend filing with the departmental copy of the encumbrance form the APV or IDV that will be used to liquidate the encumbrance, and a copy of the order to the vendor dated prior to July 1, 2011.

KSU Encumbrance forms are now "Savable Forms" available on the Division of Financial Service's Home Page, <http://www.ksu.edu/controller/eforms/>. The Division of Financial Services does not require a copy.

General Reminders for All Encumbrances

We wish to emphasize the following, in connection with encumbering payables associated with FY11 obligations:

- Amounts for encumbrances need to be accurate and all-inclusive. The department needs to ensure that shipping and other miscellaneous costs are included.
- A 6-digit document number is automatically assigned to the KSU Encumbrance Form; this number will assist in identifying the encumbrance when the liquidating payment(s) is made.
- Encumbrances for Purchase Requisitions and APO's are not to be recorded on the KSU Encumbrance Form. These are set-up under another process.
- Sponsored Project Accounts are not to be encumbered on the KSU Encumbrance Form. These projects begin with "G." Legislation has allowed expenditures from sponsored project accounts anytime during the term of the grant or contract, regardless of the fiscal year of the obligations. Therefore, it is not necessary to encumber items purchased on sponsored project accounts. **However, encumbrance is required for obligations on any matching accounts.**
- Do not encumber Payroll transactions on the KSU Encumbrance Form.
- The state has instructed they will not process encumbered payments until current year books are closed, late in July. If a travel reimbursement or other payment voucher is encumbered notify the traveler or vendor of the delay.

If you have questions regarding encumbrance procedures or use of the KSU Encumbrance Form, please contact Division of Financial Services, Accounts Payable, at (785) 532-6202, or one of the following contacts.

CONTACTS: Accounting Procedures – Sabrina Ritter, Extension 2-6202
Purchasing Procedures – Carla Bishop, Extension 2-6214
Payroll Procedures – Julie Henton, Extension 2-6277
Cash Receipts Procedures – Jim Keating, Extension 2-1834
Financial Reporting and Inventory Procedures – Julie Huff, Extension 1853
