

Notice 12-03
May 11, 2012

IMPORTANT FISCAL YEAR 2012 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.

Departmental Training for Fiscal Year 2012 Year-End Processing will be conducted on the Manhattan Campus Monday, May 14, 2012 from 1:30 pm to 3:30 pm and Tuesday, May 15, 2012 from 9:00 am to 11:00 am in the Big XII Room of the KSU Student Union. The training material covered will be the same on either day. On the Salina Campus, training will be Thursday, May 17, 2012 from 10:00 am to 12:00 pm. An online training is offered for KSU locations outside of the Manhattan and Salina campuses on Friday, May 18, 2012 from 9:00 am to 11:00 am. Attendance for these training sessions is optional but is strongly encouraged for document processors. To register for training sessions on Manhattan, Salina, or Extension offices, please go to <https://eforms.ksu.edu:8080/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 draws to a close.

It is critical that the Division of Financial Services receive either a payment voucher (Travel Voucher, Agency Payment Voucher, Interfund Voucher) or a KSU Encumbrance Form by the date listed for your department's current year obligations. 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, 2012.

If a payment voucher will not be received in Accounting by June 20, 2012, it will be necessary to complete an E-form KSU Encumbrance Form by June 25, 2012. Sufficient descriptive detail and a sufficient amount to cover the payment must be included on the encumbrance documents. Attached are special instructions for encumbrance procedures. The Division of Financial Services does not require that 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 14	Purchase Requisitions for \$25,000 or more (See Notice 12-02)
May 25	Last day to submit transfers of non-payroll payment and/or corrections changing funding or correcting errors for the statement period July 2011 to April 2012.
May 29	Purchase Requisitions for less than \$25,000 (See Notice 12-02)
June 1	Final day to submit personnel transactions to HR for 05/27/12-06/09/12
June 7	Last day for Payroll transfers/corrections. June 2012 payroll calendar may be viewed at http://www.k-state.edu/hr/hris/Jun2012.pdf .
June 14	Interfund Vouchers that are created (initiated) by a Department to another State Agency.
June 20	Travel Vouchers. The vouchers are to cover all trips completed by July 1, 2012. Expenses for trips completed before July 1, which will not be submitted by this date, must be listed on KSU Encumbrance Forms and submitted by June 25. Travel expenses for trips 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 trip 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 trip on a new fiscal year voucher.
June 20	Agency Payment Vouchers and Interdepartmental Interfund Vouchers. All current fiscal year expenses to be paid with an APV or Interfund voucher submitted after this date are to be listed on KSU Encumbrance Forms (KSU118) and submitted by June 25. If estimates of such expenses are necessary, ensure amount is sufficient (i.e. include shipping and handling costs where applicable).
June 20	June 2012 BPC. All June 2012 and prior Procurement Card Vouchers should be submitted by this date to be processed by the close of the fiscal year.
June 22	Deadline for Allocated Budget Transfer Forms and Non-Allocated Funds Transfer Forms.
June 25	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 25	KSU Encumbrance Forms (KSU 118) due in Accounting by 5:00 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 that are not encumbered or are not encumbered properly for current year obligations could result in having to be processed as prior year payments which require Legislative approval, depending on the amount and time frame involved. **KSU Encumbrance forms are now “Savable Forms” available on the Division of Financial Service’s Home Page located in Eforms, and Division of Financial Services does not require a copy to be forwarded.** The website to view the KSU Encumbrance form is located at: <http://www.ksu.edu/controller/eforms/>.

- June 27 Local Agency APV’s. Local Agency APV’s requiring payment in FY12 should be submitted by this date to allow them to be processed by the close of the fiscal year. FY13 Local Agency APV payments could be delayed during year-end processing.
- June 27 Expedite vouchers due in Accounting **by noon**. These include FY12 vouchers for utility billings (landline phones, electricity, water, sewer, and natural gas), construction payments, foreign wires, and Imprest Repayments.
- June 28 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 29 11:00 A.M. – Cash Deposits. Receipts received too late to be included in this deposit are to be recorded with July or later dates.
- July 18 Annual Inventory of Consumable Supplies and Commodities/Capital Outlay Items Purchased for Resale. The form is available in Eforms, under Inventory, <http://www.k-state.edu/finsvcs/> or at <http://www.k-state.edu/policies/ppm/6510.html> in PPM Chapter [6510.220](http://www.k-state.edu/policies/ppm/6510.220). Contact DeeAnna Fugate (532-6525) with additional questions.
- July 20 Outstanding Accounts Receivables as of June 30, 2012. 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 in Financial Reporting and Inventory (532-1853), 21c Anderson Hall.

PROCEDURES FOR ENCUMBRANCES

Encumbrances are obligations incurred in the form of orders, contracts, and other similar items that will become payable when goods are delivered 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 that have not been invoiced and paid in the current fiscal year.

If an item is ordered in FY12 it must be paid with FY12 funds whether you have been invoiced for it or not. The key here is that the FY order date determines the fiscal year that the payment is charged to.

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.

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

SPONSORED PROJECTS 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.

General Reminders for All Encumbrances

We wish to emphasize the following, in connection with encumbering payables associated with FY12 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.
- Sponsored Project Accounts are not to be encumbered on the KSU Encumbrance Form. These are projects that 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 in which the obligations are made. Therefore, it is not necessary to encumber items purchased on sponsored project accounts. **However, obligations on any matching accounts must be encumbered.**
- Payroll transactions are not to be encumbered on the KSU Encumbrance Form.

If you have questions regarding encumbrance procedures or use of the KSU Encumbrance Form, please contact Division of Financial Services, General Accounting, at 532-6202.