Thank you to everyone who was able to attend our 2014 Fiscal Year End Training Sessions. We had **more than 200 attendees** for our live and online sessions. I know that it was a very busy time for all of you and truly appreciate your participation.

The topics covered at our year end training included a review of current end of year procedures for Purchasing, Budget, Financial Reporting Asset Management, and Accounts Payable. Also outlined in the training were **NEW encumbrance guidelines** for FY 2014. Encumbrances will not be required by The Division of Financial Services in Fiscal Year 2014 as they were in years past. The Division of Financial Services will still facilitate encumbrance payments for departments wishing to encumber for internal budgeting purposes. I encourage you to contact your Administrative Unit to determine if encumbering would be beneficial to your department. A recording of the slide show and printable version of the presentation may be found at: [http://www.k-state.edu/finsvcs/accountspayable/training.html](http://www.k-state.edu/finsvcs/accountspayable/training.html).

Additional topics covered included an overview of the new tools available through Short’s Travel and a presentation by KSU Facilities. Facilities provided an overview of what their new system and processes will look like when they go live in June.

I will continue to update our website with important accounting related information as soon as it is available, including:

* FY15 travel rates (not yet released by the state)

*Year End Date Reminders

Thank you for all that you do!

Memory Buffington,
AP Assistant Director

---

**Welcome New Travel Auditor:**

**Maggie Quigley**

I would like to welcome Maggie Quigley, who joined our Accounts Payable team this past month as our new Travel Auditor. Maggie worked at KSU as a student while attending school. After gaining experience working outside the University, Maggie decided to pursue the opportunity to come back. Please feel free to contact Maggie (senderm@ksu.edu) or 785-532-7356 with your travel questions as she will be happy to assist you.
In order to comply with state deadlines for end of year processing, Division of Financial Services has determined the following end dates for processing of transactions. The deadline for these items is 5:00 p.m. unless noted otherwise:


**June 17** - BPC Vouchers for FY14 (Statements July 2013-June 2014).

**June 19** - Interfunds Initiated to Another State Agency

**June 19** - Travel Vouchers,

**June 19** - Agency Payment Vouchers

**June 19** - Interdepartmental Interfunds

**June 20** - Allocated and Non-Allocated Budget Transfers

**June 20** - (NEW DATE) Final Transfer of Non-Payroll Payments/Corrections-GRANT ONLY

**June 25** - Optional KSU Encumbrance Forms

**June 25** - Expedite Vouchers (utility, construction, Non-Grant foreign wires) Due by Noon

**June 25** - Final Transfer of Non-Payroll Payments/Corrections- NON-GRANT ONLY

**June 30** - Final Date for FY13 Cashnet Deposits, 2:00 p.m.

**June 26** - Local Agency Payments requiring payment in FY14

**July 11** - Cash Count Balance for all Change Fund Balances on 6/30/14

**July 18** - Annual Inventory of Consumable Supplies and Commodities/Capital Outlay Items Purchased for Resale

**July 18** - Outstanding Accounts Receivable as of 6/30/13

**July 21** - July Business Procurement Card Vouchers Due

A notice of these dates was sent out the beginning of May and may be located at:

http://www.k-state.edu/finsvcs/notices/index.html

Please share this information with departmental faculty and staff that may be affected by these deadlines.

---

**Year End Tips**

As we approach the close of FY14, it is important to begin communicating information about budgeting, purchasing, and potential expenditures. Following are a few tips to help make this process as smooth as possible.

- Verify that all shadow systems are reconciled to FIS and any corrections have been made going into June.
- Begin communicating with faculty and staff about potential expenditures that will be occurring in June to make adequate time for payment.
- Contact the Dean’s Office of your college to determine the best way for communicating FY14 commitments that will not be paid by June 19th.
- Continually monitor balances in all departmental accounts
- Add trustees to all of your documents so that corrections can be made as needed to meet deadlines.