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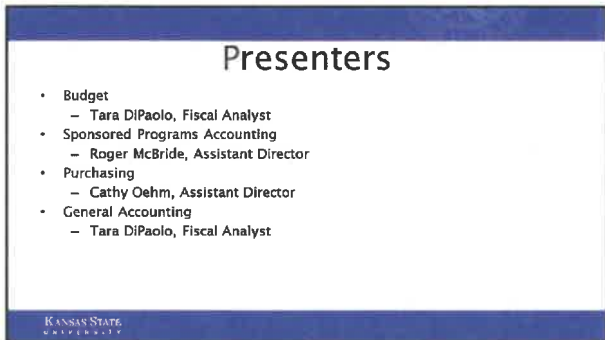
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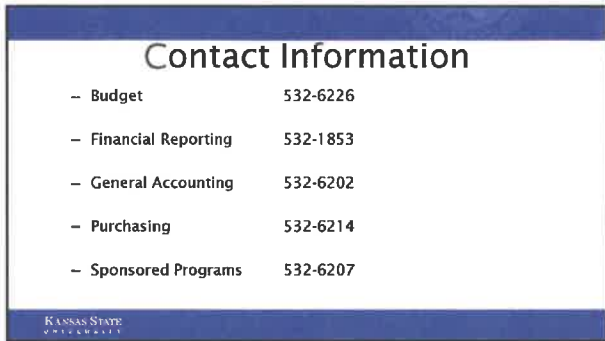
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### Budget

- **DEADLINE**
  - Wednesday, June 20, 2018 by 5:00 PM
- Allocated Budget Transfer Form
- Non-Allocated Funds Transfer Form

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### Budget Year End Process

- The year end balance in each account (project, source, and organization) will not close out at the end of the fiscal year.
- The year end balance, positive or negative, will carry forward in each account.
- The general use close-out process will occur after balances carry forward to July of the new fiscal year.

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**Budget Year End Process (cont.)**

- The general use close-out transactions will appear on the July month-end transaction report.
- The general use carry forward amount will be manually transferred back to the designated accounts.
- The general use original budget for the new fiscal year will be interfaced into FIS in July.

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Sponsored Programs Accounting

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**Sponsored Programs Accounting**

- What we do:
  - Resource for grant-related questions
  - Train dept business staff one-on-one; college level or refresher training by request
  - Prepare invoices and financial reports
  - Financial compliance with federal/sponsor regs

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### Sponsored Programs Accounting

- Limit cost transfers by charging to the correct account when payments are made.
- **NEVER** charge to a grant with the intention of transferring to a different account later!

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### Sponsored Programs Accounting

- Check out our website for:
  - Forms
  - Policies
  - Newsletters
  - F&A rates
  - Training
  - SPA Contacts

<http://www.k-state.edu/finsvcs/sponsoredprograms/>

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Purchasing

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### Purchasing Avenues

- **Contracts** [www.k-state.edu/finsvcs/purchasing/contract.html](http://www.k-state.edu/finsvcs/purchasing/contract.html)
- **State Use Catalog**
- **Facilities and Printing/Copying Services**
- **KSU Departments/State Agencies**
- **Direct Buy Authority up to \$10,000 (as of July 1, 2017)**
- **Special Authority**

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### Purchases under \$10,000

- **Purchasing Best Practices**
  - Obtain pricing before creating a purchase order
  - Collect quotes from 2-3 sources before selecting
  - Use Purchasing's Bid Tabulation Sheet  
<http://www.k-state.edu/finsvcs/purchasing/forms.html>
  - Include freight get a "not to exceed" (NTE) quote
  - DO NOT pay for orders in advance
  - Contact Purchasing before any repetitive purchases are made with a Purchase Order, a contract may be more appropriate and efficient

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### Purchases under \$10,000

- Work with your end user to determine the need
- Identify potential sources
- Collect informal quotes
- Consider total cost of ownership - (purchase price, freight/handling fees, etc.)
- Receive order - Immediately inspect the order
- Invoicing & Payment - (Is the invoice correct?)
- Contact Purchasing if you have any questions or need guidance

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**Purchasing Deadlines**

- **May 17<sup>th</sup>**
  - Purchase Requisitions less than \$50,000

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Financial Reporting

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**Financial Reporting**

- **CONSUMABLE SUPPLIES/CAPITAL OUTLAY REPORT**
  - The report for consumable supplies/capital outlay items on hand as of June 30, 2018 is due to Division of Financial Services by July 18th.
  - The form is located in Eforms and the instructions are located at <http://www.k-state.edu/policies/ppm/6510.html>
  - Only report full lots of items (i.e. a ream of paper in the storage cabinet would be included but not the paper already in the printer).

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**Inventory Report**

– If the total cost of consumables on hand is less than \$5,000 it is not necessary to break down the costs on the form – just be sure to mark the box indicating this.

– All departments should submit a signed form – either with the form filled out or the box checked.

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## Financial Reporting

- **Account Receivable**
  - Accounts receivable outstanding as of June 30, 2018 are due to Division of Financial Services by July 18th. If you do not have receivables, a report does not need to be completed.
  - Instructions are located at <http://www.k-state.edu/policies/ppm/6210.html>
  - If charges are assessed through the KSIS student information system, do NOT include those receivables on the annual report.

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## Accounts Receivable Report

Kansas State University  
Accounts Receivable Report

Annual E-Info Report for the Fiscal Year Ending: \_\_\_\_\_  Quarterly Report Ending: \_\_\_\_\_  
Year ends on regular business calendar Month ends on business calendar

Department Name: \_\_\_\_\_ 10 Department #: \_\_\_\_\_  
 Estimate Period: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Fiscal Year: \_\_\_\_\_ Date: \_\_\_\_\_

1. Issuing agency and the reporting unit  
 2. Annual reports will be required when the department's total estimated receivable (including all fees) is \$5,000 or greater  
 3. The following should be included on the Annual Report Form:  
 a. Budgeted receivables for fiscal year  
 b. Available due from other university department  
 c. Estimated payable receivables  
 4. Additional information is available at <https://dfs.ksu.edu/forms/>

Department - Business Type	Location	BSN	BSN	BSN	BSN	BSN	BSN	BSN	BSN	BSN	BSN	BSN
		0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000

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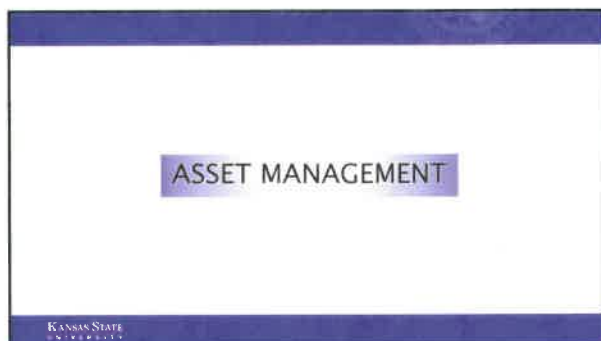
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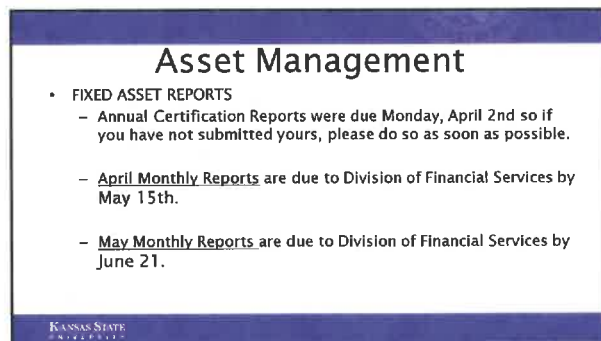
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
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## Asset Management

- **June Monthly Reports** will be sent out early July and will need to be returned to the Division of Financial Services by July 16th.
- Information provided from the monthly/annual reports is due to Topeka and the State's Audit firm shortly after the end of the fiscal year - please help us ensure K-State is able to meet these very critical deadlines.




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
## Asset Management

- Example of Monthly Fixed Asset Report

Kansas State University  
Monthly Fixed Asset Report For 2017 2018  
PART I - Major Equipment

Please provide the Right/Plant Asset Addition Register based on asset Addition/Disposal transactions by 15th of the month for information in compliance with 2017 Kansas State Budget revised rules for public higher education, see Asset Disposal/Registration for the 2017 Fiscal Year Order by 12/19/17

Month	Event	Location	Buy No.	Equip. No.	Category	Asset	Asset	Asset	Asset	Asset	Asset	Asset	Asset	Asset	Asset	Asset	Asset	Asset	Asset
01/2017	01	01	01	01	01	01	01	01	01	01	01	01	01	01	01	01	01	01	01
02/2017	02	02	02	02	02	02	02	02	02	02	02	02	02	02	02	02	02	02	02
03/2017	03	03	03	03	03	03	03	03	03	03	03	03	03	03	03	03	03	03	03
04/2017	04	04	04	04	04	04	04	04	04	04	04	04	04	04	04	04	04	04	04
05/2017	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05
06/2017	06	06	06	06	06	06	06	06	06	06	06	06	06	06	06	06	06	06	06
07/2017	07	07	07	07	07	07	07	07	07	07	07	07	07	07	07	07	07	07	07
08/2017	08	08	08	08	08	08	08	08	08	08	08	08	08	08	08	08	08	08	08
09/2017	09	09	09	09	09	09	09	09	09	09	09	09	09	09	09	09	09	09	09
10/2017	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
11/2017	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11
12/2017	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12




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## Asset Management

- Example of Completed Template

Reporting Group	Asset	Buy No.	Equip. No.	Category	Asset	Asset	Asset	Asset	Asset	Asset	Asset	Asset	Asset	Asset	Asset	Asset	Asset	Asset	Asset
01000 0	16100000000000000000	0000	0	0000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000
01000 0	16100000000000000000	0000	0	0000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000
01000 0	16100000000000000000	0000	0	0000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000
01000 0	16100000000000000000	0000	0	0000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000




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## Asset Management

- **FIXED ASSET REPORTS**
  - If there are multiple payments for an item (property number) where the project and fund source are the same, they should be combined into one lump sum.
  - You will be notified via the FASSETS-LISTSERV when the Discoverer Reports are available following the update of the Fixed Asset System.
  - Review the information on the reports and contact us if you see any errors.

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## ACCOUNTS PAYABLE

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## Accounts Payable Deadlines

- **June 15th by 5:00 pm**
  - **Repayment of Imprest Funds**
    - All outstanding Imprest must be repaid by this date, unless an exception has been granted. Exceptions will be granted for International Travel Advances where travel has not been completed.

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**AP Deadlines (cont.)**

- **June 15th by 5:00 pm**
  - Travel Vouchers
  - Agency Payment Vouchers
  - Interdepartmental Interfund Vouchers
  - State Agency (KSU Initiated Interfunds)
    - All Interfunds created by a KSU Department to another State Agency

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**AP Deadlines (cont.)**

- **June 18th by 5:00 pm**
  - Business Procurement Card Vouchers
    - The June 2018 card cycle will close on June 1, 2018 to allow for additional processing time to accommodate the earlier deadline.
- **June 20th by 5:00 pm**
  - State Agency Reciprocated Interfunds Due
    - All Interfunds created by Division of Financial Services for payment to another State Agency

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**AP Deadlines (cont.)**

- **June 21st by NOON**
  - Expedite Vouchers (Utility/Essential Payments)
- **June 22nd by NOON**
  - Encumbrance Forms
    - Division of Financial Services does not require departments to encumber FY18 expenditures. The transaction date will be used for University Financial Reporting purposes.
    - FY18 payments will be determined by the date of service/invoice date.

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### Encumbrances Are Optional

- Departments who wish to utilize encumbrances to communicate FY18 obligations within their department/college may continue to do so.
- Keep in mind, to use an encumbrance on a payment, the transaction date must be a FY18 date (the invoice/date of service must be FY18).
  - Projects that start with the letter "G" should not be encumbered for departmental use.

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### Transaction Date Overview

– Important to Note

- Statements that include multiple payment for services or commodities that cross fiscal years should be paid on separate payment vouchers.
  - For example if you received a statement that included invoices for: 6/12/18, 6/18/18, 7/2/18, 7/5/18
  - The two invoices for June would be paid on one voucher and the July invoices on another. Exceptions will be granted for low dollar, immaterial transactions such as Fedex.

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### Additional Important Dates

- June 22nd by 5:00 pm
  - Final transfers of non-payroll payments and/or corrections.
- June 29<sup>th</sup> by 10:00 am
  - Final FY18 departmental deposits.

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**Other Year End Items**

- **Change Funds**
  - July 11th is the deadline for submitting ALL Change Fund Reconciliation forms, "Cash Count" forms and short/long change fund logs, as of June 30, 2018. The forms are available in Eforms, <https://dfs.ksu.edu/eforms> under the Accounting Section.
  - Verify that all Custodians are current and send updates on the Change Fund Maintenance form located in Eforms under the Accounting Section.
- **Year End Notice (Notice 18-01)**
  - <http://www.k-state.edu/finsvcs/notices/index.html>
  - Provides a comprehensive listing of important dates to consider.

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**Reminders**

- Check your Outstanding Documents in Eforms and ensure you have a trustee assigned so that *someone is available to make revisions from June 18<sup>th</sup>-22<sup>nd</sup>*.
- Update Trustees, Signature Authority, BPC Changes
- FIS Statements will not be available until approximately the 2nd or 3rd week of July
- Travel Rates - Updated on April 1, 2018 (only OCONUS/INTL. changed)
- Please visit the General Accounting website for additional information, <http://www.k-state.edu/finsvcs/generalaccounting/>

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**Changes for Fiscal Year 2019**

- **Continued Progress in Paperless Workflow**
  - Begin Pilot of EAPV
  - Provide additional methods for uploading receipts/invoices
- **New BPC User Tool**
  - Will begin July 2018
  - Additional information will be sent via the DFS listservs and by email

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### Housekeeping Items

- **W-9s**
  - Ensure clearly legible or we cannot submit the vendor for processing.  
\*Recommend having vendor use fillable PDF located at, <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
  - Verify the Tax ID provided is their SSN or FEIN
  - Use the Remit To address on the APV, not the W-9 address
- **Memberships**
  - Be sure to include the following: date, benefit, and indicate that you have insured an institutional membership is not available if it is a personal membership

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### Housekeeping Items (cont.)

- **Personal Reimbursements to Employees**
  - Receipts must be signed by employee to be reimbursed
- **Payments to Foreign Nationals**
  - If paying for services (E2XXX) that occurred outside the U.S., please attach flag stating such on document.
  - Payments to foreign nationals for services performed in the U.S. may be subject to additional tax withholding requirements.
- **QUESTIONS?**

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### Division of Financial Services Website

- <http://www.k-state.edu/finsvcs/>
  - General Accounting
  - Purchasing
  - Sponsored Programs Accounting
  - Cashiers and Student Accounts
  - Financial Reporting
  - Fund Balancing
  - Systems

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