

# General Accounting Update

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### IMPORTANT DATES:

- June 15- Imprest Repayments**
- June 16- BPC Vouchers**
- June 18- KSU Initiated Interfunds**
- June 18- Travel Vouchers**
- June 18- APVs**
- June 18- Interdepartmental Interfunds**
- June 19- Budget Transfers**
- June 19- GRANT Transfer of Payments (non- payroll)**
- June 22- State Initiated Interfunds**
- June 24- Optional Encumbrance Forms**
- June 24- Expedite Vouchers (12:00 p.m.)**
- June 24-Non-Grant Transfer of Payments (non-payroll)**
- June 30-FY15 Cashnet Deposits (10:00 a.m.)**

## Great Attendance at Year End Training

Thank you to everyone who was able to attend our 2015 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. Outlined in the training was a refresher on the encumbrance guidelines implemented in FY 2014. Encumbrances will not be required. 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 or if an alternative communication method would be more efficient.

An update was provided on the changes occurring to the UMB In Command Cardholder Website. Information was also provided on the transition of all University BPCs to a new chip card this fall. Department attendees received a brief over view

of payments to foreign nationals and research participants. Information regarding the FY16 changes to the E56xx coding and form processing and multiple enhancements that have been made in Eforms were also discussed.

A recording of the slide show and printable version of the presentation may be found at: [http://www.k-state.edu/finsvcs/general\\_accounting/training.html](http://www.k-state.edu/finsvcs/general_accounting/training.html)

Thank you for all that you do and please let me know how my office can assist you through the year-end process.

*Memory Buffington,*  
AP Assistant Director

## BPC and Electronic Deposit...the Alternative to Check

I often hear concerns expressed for the delay in check processing times at the State level to our vendors. I would encourage you to look at utilizing two alternative payment methods that are more efficient and less costly for the University and State to process. The BPC offers an opportunity for vendors to receive payment immediately at time of purchase. Electronic Deposit eliminates the check printing time and mail time for payments, making the payment 3-5 days faster than check. The Electronic Deposit Form to forward to vendors can be found in Eforms, <https://dfs.ksu.edu/eforms>.

## Accounts Payable Contact Information

532-6202

## BPC Questions:

bpc@k-state.edu

## YEAR END PROCESSING DATES

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 15-** Repayment of Imprests requested prior to May 31, 2015.

**June 16-** BPC Vouchers for FY15 (**ALL** vouchers for statements dated July 2014-June 2015 must be received).

**June 18** – Interfunds Initiated to Another State Agency

**June 18** - Travel Vouchers,

**June 18-** Agency Payment Vouchers

**June 18-** Interdepartmental Interfunds

**June 19-** Allocated and Non-Allocated Budget Transfers

**June 19-** Final Transfer of Non-Payroll Payments/Corrections-**GRANT ONLY**

**June 19-** May Monthly Fixed Asset Report Due

**June 24-** *Optional* KSU Encumbrance Forms

**June 24-** Expedite Vouchers (utility, construction, Non-Grant foreign wires) **Due by Noon**

**June 24** - Final Transfer of Non-Payroll Payments/Corrections-**NON-GRANT ONLY**

**June 30** - Final Date for FY15 Cashnet Deposits, 10:00 am.

**June 26-** Local Agency Payments requiring payment in FY15

**July 10-** Cash Count Balance for all Change Fund **Balances on 6/30/15**

**July 17-** Annual Inventory of Consumable Supplies and Commodities/Capital Outlay Items Purchased for Resale

**July 17-** Outstanding Accounts Receivable as of 6/30/15

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

**July 22-** June Monthly Fixed Asset Report 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 FY15, 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 FY15 commitments that will not be paid by June 18<sup>th</sup>.

\*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.



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(Click picture above)