





- Budget
 - Rebecca Zecha, Associate Director
- Human Capital Services
 - Richard Augustin, Manager Payroll
- Sponsored Programs Accounting
 - Roger McBride, Assistant Director
- Purchasing
 - Cathy Oehm, Assistant Director
- General Accounting
 - Tara DiPaolo, Assistant Director



- Budget Office 532-6767
- Human Capital Services 532-6277
- General Accounting 532-6202
- Purchasing 532-6214
- Sponsored Programs 532-6207



Budget

- **DEADLINE**
 - Thursday, June 20, 2019 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.)

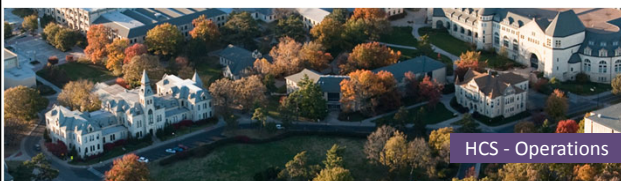
- The general use close-out transactions will appear on the July month-end transaction report.
- The general use carry forward amount will be manually transferred back to the designated accounts.
- The general use original budget for the new fiscal year will be interfaced into FIS in July.

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Legislative Update FY 2020

- Appropriate \$8.9 million for state universities, Washburn University, community and technical colleges to restore the final reductions from the FY 17 allotment.
- Appropriate additional \$24.1 million for state universities, Washburn University, community and technical colleges.
- Appropriate to the State Finance Council funding to reach a 2.5% salary increase across all state agencies.
- Appropriate \$4 million to restore Global Food Systems Grant to K-State.
- Appropriate \$520,000 to Polytechnic to add professional pilot instructors.
- Appropriate \$650,000 to K-State Research and Extension for K-State Forestry for statewide fire suppression efforts.

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HCS Operations

- Key Areas:
 - Payroll
 - Time and Leave
 - HRIS Reporting and ImageNow
 - NRA Employment and Tax Treaties

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Payroll Deadlines

Transfers: June 7th is the final day to submit retroactive funding transfer requests for FY 2019.

| Fiscal Year 2018 Transfers | | | Fiscal Year 2019 Transfers | | |
|----------------------------|--------------|-------------|----------------------------|--------------|-------------|
| | # of Checks | % | | # of Checks | % |
| July 2017 to May 2018 | 5,469 | 76% | July 2018 to May 13, 2019 | 6,437 | 76% |
| June 2018 | 1,684 | 24% | June 2019 (Estimated) | 1,987 | 24% |
| Total | 7,153 | 100% | Total | 8,424 | 100% |

| | # of Checks | % |
|----------|-------------|-----|
| Increase | 1,271 | 18% |

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Key Payroll Dates

First Pay Period (FY20): June 16, 2019 to June 29, 2019, Paid 07/12/19

Budget Funding Transferred to Payroll Funding: Wednesday June 19, 2019

- Budget funding designated by major administrative officers as payroll funding will be copied and loaded into the payroll funding distribution pages.

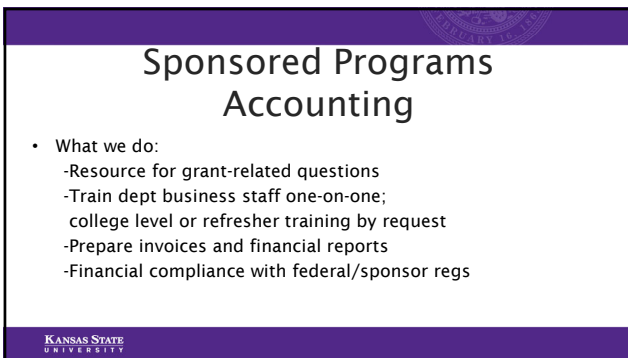
Deadline for timely on-line payroll **funding updates** for the first pay period: Friday, June 28th.

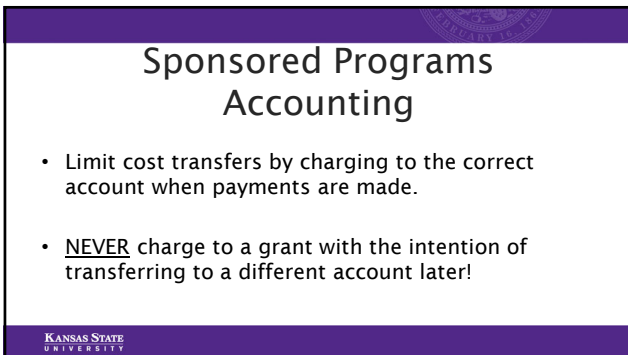
Link for all of the Payroll Funding Deadlines: <https://www.k-state.edu/hcs/tools/hcs-liaisons/personnel/summer/funding.html>

Final Pay Calculation for the first pay period: Tuesday, July 2nd.

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**Sponsored Programs
Accounting**

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

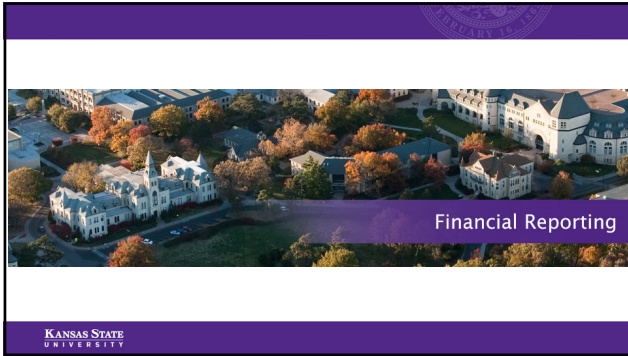
- Work with your end user to determine the need
- Identify potential sources
- Collect informal quotes
- Consider total cost of ownership - (purchase price, freight/handling fees, etc.)
- Receive order - Immediately inspect the order
- Invoicing & Payment - (Is the invoice correct?)
- Contact Purchasing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

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Purchasing Deadlines

- **June 3rd**
 - Prior Authorizations due.

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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, 2019 is due to Division of Financial Services by July 17th.
 - 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).

| | |
|--|--|
| | <ul style="list-style-type: none"> - 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. |
|--|--|

Financial Reporting

• Account Receivable

- Accounts receivable outstanding as of June 30, 2019 are due to Division of Financial Services by July 17th. 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 6/30 Report for the Fiscal Year Ending: _____ Monthly Report Ending: _____
* Use of this form is required for the Annual A/R reporting. * Use of this form is optional for the Monthly A/R reporting.

Department Name: _____ FIS Department #: _____
 Contact Person: _____ Signature: _____
 Phone #: _____ Date: _____ Title: _____

1. Monthly reports are for department use only.
 2. Annual reports are only to be completed when the department's total accounts receivable outstanding @ June 30 is \$50,000 or greater.
 3. The following should NOT be reported on the Annual report form:
 a) Student related receivables included in KSIS
 b) Receivables due from other university departments
 c) Sponsored projects receivables
 4. Additional information is available at: www.k-state.edu and [Instructions](#)

| Description - Revenue Type | Receivables | | | | | | | | | | Total Receivables |
|----------------------------|-------------|-------|----------------|----------------------|--------------|------------------|---------------|---------|-------|------|-------------------|
| | Tuition | Sales | Other Services | Other Gifts & Grants | Auxiliaries | Service Charging | Loans | General | Other | Only | |
| R205R | R200R | R500R | R410R | Housing | Printing Sec | Facilities | Public Safety | | | | |

•The Annual Accounts Receivable Form can be located in Eforms <https://dfs.ksu.edu/eforms/>

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General Accounting

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Accounts Payable Deadlines

- June 14th 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 14th 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 17th by 5:00 pm
 - Business Procurement Card Vouchers
 - The June 2019 card cycle will close on June 1, 2019
- June 19th 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 20th by NOON
 - Expedite Vouchers (Utility/Essential Payments)
- June 21st by NOON
 - Encumbrance Forms
 - Division of Financial Services does not require departments to encumber FY19 expenditures. The transaction date will be used for University Financial Reporting purposes.
 - FY19 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 FY19 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 FY19 date (the invoice/date of service must be FY19).
 - 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: 6/12/19, 6/18/19, 7/2/19, 7/5/19
 - 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 21st by 5:00 pm**
 - Final transfers of non-payroll payments and/or corrections.
- **June 28th by 10:00 am**
 - Final FY19 departmental deposits.

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Asset Management Deadlines

- **FIXED ASSET REPORTS**
 - Annual Certification Reports were due Friday, April 5th so if you have not submitted yours, please do so as soon as possible.
 - April Monthly Reports are due to Division of Financial Services by May 15th.
 - May Monthly Reports are due to Division of Financial Services by June 20th.
 - June Monthly Reports will be sent out early July and will need to be returned to the Division of Financial Services by July 15th.
 - 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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Other Year End Items

- **Change Funds**
 - July 10th is the deadline for submitting ALL Change Fund Reconciliation forms, "Cash Count" forms and short/long change fund logs, as of June 30, 2019. 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 19-01)**
 - <http://www.k-state.edu/finsvcs/notices/index.html>
 - Provides a comprehensive listing of important dates to consider.

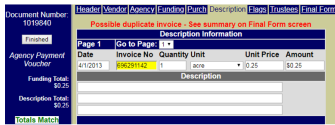
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What's New?

- Object Code Listing and Training
 - Please note that the Index of Expenditure Object Codes formally displayed in PPM 6320 has changed location. The **Expense Object Code Listing** and **Revenue Object Code Listing** are now available in Excel format at the following location. <https://www.k-state.edu/finsvcs/systems/chartofaccounts/coalinks.html>
 - An FIS Revenue Object Codes-Short List for Departments is located at <https://www.k-state.edu/finsvcs/cashiers/departmentinfo/departmentaccountinginfo.html>
This quick reference provides the most commonly used revenue codes.
- DFS is developing training specific to object code types and use. We are excited to bring that training to you at the Supplier Showcase-November 5, 2019!

What's New? (cont.)

- Duplicate Invoice Notification in E-Forms
 - In an effort to reduce the potential for invoice double payment, we are pleased to bring you a new duplicate invoice notification feature in E-Forms! A quick reference guide for this process can be found on the General Accounting site under *Additional Resources*.
 - <https://www.k-state.edu/finsvcs/generalaccounting/>



Reminders

- Check your Outstanding Documents in Eforms and ensure you have a trustee assigned so that **someone is available to make revisions from June 17th-21st**.
- 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, 2019 (only OCONUS/INTL. changed)
- Transfer of Payments must be uploaded and sent electronically via E-Forms.

Transfer of Payments

- Upload of supporting documentation

Document Number: 1918896

Header Funding Additional Explanation Transfer Form Check In

Send Electronically

Finished

Transfer of Payments

Functions best in Chrome, Firefox, and Microsoft Edge browsers.

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Transfer of Payments (cont.)

- Reminder: A transfer of payment form must be submitted with each warrant cancellation.
 - For transfer of payment for a warrant cancellation, check both the *Out of balance transfer* and *Warrant Cancellation* boxes.

Document Number: 1918896

Header Funding Additional Explanation Transfer Form Check In

| Account Line | Account | Source Org | Object Code - Transfer To | Transfer From |
|--------------|---------|------------|---------------------------|---------------|
| 1918896 | 0000 | 0000 | 0000 | 0000 |

Note: Transfers with a debit to a grant project will only print four funding lines. If more lines are required, please create another form.

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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 invoice Remit To address when completing the APV.
- 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.

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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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