2018 Fiscal Year End Training
Division of Financial Services
Presenters

• Budget
  – Tara DiPaolo, Fiscal Analyst
• Sponsored Programs Accounting
  – Roger McBride, Assistant Director
• Purchasing
  – Cathy Oehm, Assistant Director
• General Accounting
  – Tara DiPaolo, Fiscal Analyst
Contact Information

- Budget 532-6226
- Financial Reporting 532-1853
- General Accounting 532-6202
- Purchasing 532-6214
- Sponsored Programs 532-6207
Budget
Budget

• DEADLINE
  – Wednesday, June 20, 2018 by 5:00 PM

  • Allocated Budget Transfer Form
  • Non-Allocated Funds Transfer Form
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.
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.
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
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!
Sponsored Programs Accounting

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

http://www.k-state.edu/finsvcs/sponsoredprograms/
Purchasing Avenues

- Contracts  [www.k-state.edu/finsvcs/purchasing/contract.html](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
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
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
Purchasing Deadlines

• May 17th
  – Purchase Requisitions less than $50,000
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).
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, 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.
Accounts Receivable Report

- The Annual Accounts Receivable Form can be located in Eforms

https://dfs.ksu.edu/eforms/
ASSET MANAGEMENT
Asset Management

• FIXED ASSET REPORTS
  – Annual Certification Reports were due Monday, April 2nd 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 21.
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.
### Asset Management

- **Example of Monthly Fixed Asset Report**

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**Kansas State University**

**Monthly Fixed Assets Report For Nov-2015**

**PART 1 - Capital Outlay Expenditures**

**Organization 45130 Mechanical & Nuclear Engg**

Please complete the Dept Fixed Asset Additions Template found at www.k-state.edu/fnsvev/generaaccounting by typing in the necessary information in accordance with PFA Chapter 6510. Explain unusual entries for gifts, trade in allowances, etc. Email the completed spreadsheet to the Div of Financial Svcs Office by 12/19/2015. Please refer your questions to DeeAnna Fugate-dlfugate@ksu.edu-532.6525.

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<th>Project</th>
<th>Fund</th>
<th>Source</th>
<th>Voucher</th>
<th>Doc No</th>
<th>User No</th>
<th>Vendor</th>
<th>Object</th>
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**Total Payments**

28,342.40
## Asset Management

- Example of Completed Template

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<th>Property Number</th>
<th>Description</th>
<th>Object Code</th>
<th>Serial Number</th>
<th>Fixed Asset Acquisition Code</th>
<th>Org Name</th>
<th>Project Number</th>
<th>Parent Prop Num</th>
<th>Vendor/Mfg</th>
<th>Model Number</th>
<th>Unit Cost</th>
<th>Org Desc (Internal)</th>
<th>Org Number</th>
<th>Org</th>
<th>City</th>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
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.
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
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
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.
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.
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.
Additional Important Dates

• June 22nd by 5:00 pm
  – Final transfers of non-payroll payments and/or corrections.

• June 29th by 10:00 am
  - Final FY18 departmental deposits.
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/efor... 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.
Reminders

• Check your Outstanding Documents in Eforms and ensure you have a trustee assigned so that *someone is available to make revisions from June 18th-22nd*.

• 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/](http://www.k-state.edu/finsvcs/generalaccounting/)
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
Housekeeping Items

• **W-9s**
  - Ensure clearly legible or we cannot submit the vendor for processing.
  - 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
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?
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