FISCAL YEAR END 2021

THERE IS NO VACCINATION TO PREVENT FISCAL YEAR END!
YEAR END TRAINING 2021

- Important Dates To Remember
- EFORMS Tips & Tricks
  - Add a Trustee
  - Has this document been processed?
  - Has the check been cashed?
  - Document Submission
  - Vendor Search
- Vendor Portal – How does this work?
- Travel Website
- Fund Balancing
- SPA/Financial Reporting
- Purchasing
### IMPORTANT DATES FY21

#### 16th - Interdepartmental
16th - Interdepartmental IFVs, IFVs to other State Agencies created by the department, TPVs, APVs, June 2021 and prior BPCs, and Facilities Invoice Voucher

#### 21st - Final transfers of payments or corrections and Budget transfers

### JUNE 2021

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
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<td>All Payroll transfers must be submitted to HCS</td>
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<td>Interfund Vouchers from other State Agencies that DFS assigned to department</td>
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<td>Allocated and Non-Allocated Fund Transfers and Transfer of Payments</td>
<td>Facilities Invoice Voucher</td>
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#### FINAL TRANSFERS OF PAYMENTS OR CORRECTIONS AND BUDGET TRANSFERS

- **Final FY21 Deposits must be made to Cashiers Office by 10am**

- **CLOSE SYSTEMS KSU ACCOUNTING SYSTEM CLOSE**
All documents:

- EFORMS > My Account > Add Trustees
- Important to have at least one trustee set up
Go to the Document > Click on the Trustees Tab > Add Trustee
EFORMS: HAS THIS DOCUMENT BEEN PROCESSED?

- EFORMS Menu > Document Tracking
- Key in document number and click Submit
- Document status noted in the "Processing" column. Status are:
  - Outstanding, In Process, Processed, Rejected, Canceled
- May also view status using "Search Existing Forms"
- Document status noted in the "Status" column
EFORMS: HAS THIS CHECK BEEN CASHED?

- EFORMS Menu > Document Tracking
- Key in document number and click Submit
- Click on the Link under the User No heading
- Click on the link under Warrant No
- Copy & Paste or Key in the Warrant Number into the State Treasurer's Website
Enter a 7 or 10 digit number from the upper right hand corner of a State of Kansas issued check.

**Check Number**

Message from Lynn

"Even though a large portion of transactions are conducted electronically, the State of Kansas still issues thousands of paper checks each year. We are making every effort to switch to just electronic payments. Until then, this page can be used to check the status of a paper check to ensure accuracy and validity. " Learn more about Lynn.

Remittance Information:
8027919444

There was 1 check matching check number 2005467564

<table>
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<tr>
<th>ISSUED</th>
<th>AMOUNT</th>
<th>STATUS</th>
<th>STATUS DATE</th>
<th>CHECK TYPE</th>
<th>BIN</th>
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<td>04/21/2021</td>
<td>5,216.25</td>
<td>Cashed</td>
<td>05/09/2021</td>
<td>2-Misc Payment</td>
<td>6087263087</td>
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All EFORMS documents should be submitted as a PDF.

Files saved in the following formats are unable to be viewed:
- PDF Portfolio, Zip Files, JPG
- If using signature certified, save as PDF

Please name your files and emails
- Example: Document Number_Transaction Type/Number/Description
  - ONE FILE - 2100999_Charlie Brown May BPC
  - MULTIPLE FILES - 2100999_TX#1, 2100999_TX#2, 2100999_TX#3
- If multiple files are uploaded, upload in Alpha-Numeric order

Ensure that all scanned documents are clearly legible and in the correct viewing format prior to uploading (i.e. all documents are right-side up).
After uploading your documentation please do not forget to click on the "Send Electronically" button located on the Check In tab! This step submits your document to DFS and should be completed when initially submitting as well as when you are resubmitting after a revision has been completed.
EFORMS: VENDOR SEARCH

- Step 1 – Receive an invoice
- Step 2 – Go to EFORMS to create an Agency Payment Voucher (APV)
- Step 3 – On the VENDOR tab, always use the SEARCH function
- Step 4 – Try a variety of searches if the vendor’s name is multiple words

Brittny McLaughlin – Odd spelling?
Search a portion of the name: Brit
Or go by the last name

Common Name: Have individual verify the last 4 digits of the vendor number

*Don’t make the search too specific; you want more results from which to select*
Step 5a - Vendor IS in system: verify data and click USE
Step 5b – Vendor is NOT in system: Ask the vendor to submit a W-9 through the Vendor Portal
- DFS Vendoring sets up the vendor in the system
Step 6 – Wait one day after the vendor submits their W-9
Step 7 – Repeat Steps 1-4 to see if the vendor is now available to select

*Only use NEW VENDOR for Expedite or Foreign Wires*
VENDOR PORTAL:
TO SUBMIT TAX DOCUMENTS

https://www.k-state.edu/finsvcs/generalaccounting/VendorEforms.html

PLEASE DO NOT UPLOAD tax forms or ACH forms in EFORMS
VENDOR PORTAL DOCUMENT TYPES

W-9
- US Citizens
- US Entities (Companies)
- Resident Aliens

ACH
- Authorization For Electronic Deposit of Vendor Payment Form
  - Available in EFORMS
  - Have voided check or bank letter with the form
  - This is state policy

W-8
- W-8BEN – Nonresident Aliens (an individual)
  - 8233 – Only if claiming a Tax Treaty Exemption on taxable payment
  - Check IRS website for US Income Tax Treaties list
- W-8BEN-E – Foreign Entities (company)

Questions on which form to use: Contact one of our Vendor Specialists: Robin, Cherri or Julie
Shorts Travel has assigned their contract to Direct Travel: Direct Travel is contract #50019.
OUT OF STATE TRAVEL REQUEST

- OSTR is a State Requirement
- Departments must complete an OSTR when a student on university business or state employee will be claiming reimbursement for out-of-state travel
- OSTR located in EFORMS
- Estimate of anticipated expenses
- Substantiates department approval received
- Reviewed by DFS
INTERNATIONAL TRAVEL REGISTRATION

- University Compliance Requirement to provide Duty of Care
- Effective May 17th, all travelers whose destination is outside of the US must register their travel
  - [https://www.k-state.edu/risk/international/registration.html](https://www.k-state.edu/risk/international/registration.html)
- Reviewed by Risk & Compliance Office
- Contact Risk & Compliance Officer, Elliot Young, for guidance if needed
Transfer of Payments are used for changing the funding on payments for commodities and/or services ordered and received from vendors.

Information needed to complete a TOP can be found on the monthly statement or the transaction detail report in FIS. Confirm the Original Voucher No and Original E-forms Doc No are correct.

- The "V" or "S" in the Voucher No is required

All TOPs need to be signed by Department Head or someone with Signature Authority.

Payment transfers for FY21 are due June 21st at 5:00pm.

Any questions email Leah Forst at lforst@ksu.edu or Angela Nabors at anabors@ksu.edu.
FUND BALANCING: OVERDRAWN ACCOUNTS

- **PPM 6030.140** explains Overdraft Status.
  - Non-Grant accounts overdrawn for 3 consecutive months
- To exempt an overdrawn account: send a letter explaining the reason for the overdraft and the business plan for relieving the negative balance, also include if the account is reimbursed by Foundation.
- Requests need to be signed by the Dean or Department Head.
- Email requests to Fran Willbrant at [fmw@ksu.edu](mailto:fmw@ksu.edu) and copy Angela Nabors at [anabors@ksu.edu](mailto:anabors@ksu.edu)
SPA: AWARD SETUP AND MODIFICATIONS

New Awards, Time Extensions and Overdrafts

• New Awards – If you know there is a new award in Cayuse that is coming to us and there needs to be spend prior to year-end, please make sure you contact us so that we can either put an expedite on the award or at least get a status. There must be actual documentation from the sponsor it has been awarded.

• Time Extensions – If you know an agreement has a time extension and there is documentation from the sponsor you will want to makes sure that it is in Cayuse and coming to us to change the end dates.

• Overdrafts – If there is documentation from the sponsor that an award is imminent yet the agreement has not been received you can work with PreAwards in getting an Overdraft setup so you can spend and not have to charge department projects and do transfers later.

Work with the appropriate staff within your college who work with faculty and Cayuse. We cannot act with verbal approval. There MUST be documentation in place for us to do any of the above.
Be sure that the expenditures during this period you receive from faculty to pay are expenses for the grant.

Cost transfers are a highly reviewed item for certain sponsors.

SPA invoices the sponsor monthly. If transfers are done later to move charges to a department project, or to another award, a credit balance on an invoice or on our cash draws creates a red flag.
Year End Spending on Matching Projects (M projects):

- **REMINDER** - Hard Dollar/Internal: Non-salary matching commitment made on an agreement. An “M” project is created to coordinate with the award/project. Funds are to be spent according to how you are receiving your matching funds from the different areas.
  - If you are using any allocated funds for purchases on your matching projects for grants, be sure it is either spent by year end or you swap out funding.
  - Allocated funds will not carry forward to the next fiscal year.
SPA: ALLOWABLE COSTS

- Post Award Procedures
  - [Post Award Procedures (k-state.edu)](k-state.edu) PPM Chapter 7050

- Unallowable costs are covered in PPM 7050.075

- Additional Guidance for Specific Costs
  - [Post Award Procedures (k-state.edu)](k-state.edu) PPM Chapter 7050.070
  - This includes specifics on
    - Administrative Salaries
    - Computing Devices
    - Participant Costs
SPA: PERTINENT GRANT LINKS

- SPA Webpage - [https://www.k-state.edu/finsvcs/sponsoredprograms/](https://www.k-state.edu/finsvcs/sponsoredprograms/)
- PreAwards Webpage -
  - Preparation Information [k-state.edu](https://www.k-state.edu)
  - PreAward Services | Administration | Research | Kansas State University [k-state.edu](https://www.k-state.edu)
- Cayuse Webpage - [https://k-state.cayuse424.com/](https://k-state.cayuse424.com/)
Contacts: Shannon Fisher & Michelle Parker

New Project Requests
- Form is in E-forms under Admin/Financial Reporting
- Department, Fund Source and PCA information located: www.k-state.edu/finsvcs/systems/chartofaccounts/coalinks.html
Annual Financial Report

- Includes financial reporting information for all of Kansas State University, including our component units.

- Prior year reports are located here:
  
  https://www.k-state.edu/finsvcs/financialreporting/reports.html

- Each report contains:
  
  - Statement of Net Position
  - Statement of Revenues, Expenses and Changes in Net Position
  - Statement of Cash Flows
  - Management’s Discussion and Analysis
  - Notes to Financial Statements
PURCHASING UPDATES

- Resources
  - KSU Purchasing Website
  - PPM 6310 Purchasing Procedures
  - PPM 3070 University Contracts
  - Forms, Form Upload and Form Instructions
  - IT Technical Review
  - OGC Checklist and KSU-146c
Stay Safe and Healthy!
Thank you for playing along.
Send any other questions to: genacctg@ksu.edu
spaaccts@ksu.edu
kspurch@ksu.edu

2021 Fiscal Year End Training slides available online:
https://www.k-state.edu/finsvcs/generalaccounting/training.html
THE END OF FISCAL YEAR 2021

6 WEEKS
05 DAYS
21 HOURS
27 MINUTES

The Final Countdown