

Notice 16-02
May 2, 2016

IMPORTANT FISCAL YEAR INFORMATION

Please route this memo to the individuals responsible for the following functions in your department: Accounting, Purchasing, Travel, Payroll, Accounts Receivable, Budget, and the recording and depositing of cash receipts.

At the end of each fiscal year, all state-administered obligations should be paid before the payment deadline, when possible. Departments should carefully monitor all funds as the year draws to a close.

It is critical that the Division of Financial Services receive a payment voucher (Travel Voucher, Agency Payment Voucher, Interfund Voucher) by the date listed for your department's current year obligations if an invoice has been received from the vendor. Current year obligations include all payments due for goods, equipment, or services received; and/or orders for goods or equipment dated prior to June 30, 2016, where payment is required.

If a payment voucher will not be received in General Accounting, 220 Anderson Hall, by June 17, 2016, every attempt should be made to pay this expense as soon after that date as possible. Departments will no longer be requested to complete a KSU Encumbrance for these outstanding obligations. The Division of Financial Services will still process encumbrances for departments wishing to track obligations in this manner, but the encumbrances will be used for internal departmental use only. Tracking of KSU Encumbrance Forms is available through E-forms. Please keep a copy of this memo for reference during fiscal year-end processing.

102 Anderson Hall, Manhattan, KS 66506-0108 | k-state.edu/finsvcs

Cashiers & Student Accounts
211 Anderson Hall
(785) 532-6317
fax: (785) 532-6454

Accounts Payable
220 Anderson Hall
(785) 532-6202
fax: (785) 532-1305

Purchasing
21 Anderson Hall
(785) 532-6214
fax: (785) 532-5577

Fund Balancing
206 Anderson Hall
(785) 532-1838
fax: (785) 532-1305

Sponsored Programs
10 Anderson Hall
(785) 532-6207
fax: (785) 532-3640

Systems
218 Anderson Hall
(785) 532-2048
fax: (785) 532-1305

Financial Reporting & Asset Management
21C Anderson Hall
(785) 532-6525
fax: (785) 532-5577

Administration
102 Anderson Hall
(785) 532-6210
fax: (785) 532-6612

FINAL DATES FOR CURRENT FISCAL YEAR FINANCIAL TRANSACTIONS

Please submit all transactions as early as possible. Allow time for proper payment approval, and for delivery to the Division of Financial Services.

<u>Date</u>	<u>Item</u>
May 20	Final day to submit personnel transactions to HCS for 05/22/16 - 06/04/16
June 1	Last day for Payroll transfers/corrections. The May 2016 payroll calendar may be viewed at http://www.k-state.edu/hcs/tools/hcs-liaisons/resources/hris-calendar.html .
June 17	All June 2016 and prior Procurement Card Vouchers must be submitted by this date to be processed by the close of the fiscal year. This statement cycle will close on June 1, 2016 to allow extra time for processing. Any cards with outstanding vouchers after June 17, 2016 will be temporarily placed on hold until the vouchers are received.
June 17	Interfund Vouchers that are created (initiated) by a KSU Department to another State Agency.
June 17	Travel Vouchers for all trips completed by June 16, 2016. Expenses for trips completed after June 16, 2016 will be processed as FY17 expenditures.
June 17	Agency Payment Vouchers and Interdepartmental Interfund Vouchers.
June 20	Deadline for Allocated Budget Transfer Forms and Non-Allocated Funds Transfer Forms.
June 21	Interfund Vouchers from other State Agencies that have been assigned to a department by the Division of Financial Services.
June 23	KSU Encumbrance Forms (KSU 118) due in Accounting by NOON . Use of the KSU Encumbrance form is <i>optional</i> for KSU Departments. The KSU Encumbrance form is available in Eforms, https://dfs.ksu.edu/eforms/eformsMenu.aspx . Division of Financial Services does not require a copy to be forwarded.

<u>Date</u>	<u>Item</u>
June 23	Expedite vouchers due in Accounting by NOON . These include FY16 vouchers for utility billings (landline phones, electricity, water, sewer, and natural gas), construction payments, and foreign wires.
June 23	Final transfers of <i>non-payroll</i> payments and/or corrections. All transfer of payments and corrections to the accounting records must be submitted by this date.
June 24	Local Agency APV's requiring payment in FY16 should be submitted by this date to allow them to be processed by the close of the fiscal year. FY17 Local Agency APV payments could be delayed during year-end processing.
June 30	Final FY16 departmental deposits processed. All deposits must be received by 10:00 am to guarantee processing in FY16.
July 11	All departmental change funds must be reconciled on June 30, 2016 and the Cash Count form and Record of Overage/Shortages be submitted to General Accounting, 220 Anderson Hall. The form may be accessed via Eforms, https://dfs.ksu.edu/eforms/ under Accounting.
July 18	Annual Inventory of Consumable Supplies and Commodities/Capital Outlay Items Purchased for Resale. The form is available in Eforms, under Fixed Assets/Inventory, https://dfs.ksu.edu/eforms/ or at http://www.k-state.edu/policies/ppm/6510.html in PPM Chapter 6510.220. Complete and return the form to Julie Huff in Financial Reporting (532-1853), 21d Anderson Hall.
July 18	Accounts Receivable Annual Report. This report should include only outstanding receivables as of June 30, 2016. The form is available in Eforms, under Cashiering, https://dfs.ksu.edu/eforms/ . The instructions are located at http://www.ksu.edu/policies/ppm/6210.html . Complete and return the form to Julie Huff in Financial Reporting (532-1853), 21d Anderson Hall.
July 21	July 2016 BPC Vouchers Due