

DATE: May 5, 2017

TO: Vice Provosts, Deans, Directors, Department Chairpersons and Personnel-Related Staff, and All Departments

FROM: Katrina Yoakum, KU Comptroller  
Gina Cregg, KUCR Chief Financial Officer

RE: FYI: 2017 Fiscal Year Reminders

The UKANS and KURES business units are collaborating together for fiscal year 2017 closing procedures. Highlights of both business units are provided in this memo.

Complete details regarding specific closing procedures are located at the following websites:

**UKANS** <http://www.procurement.ku.edu/fiscal-year-end-policies>

**KURES** [http://research.ku.edu/travel\\_expense\\_reports](http://research.ku.edu/travel_expense_reports)

Contact information for specific questions is can be obtained by clicking the appropriate business unit--[UKANS](#) or [KURES](#).

Below is a list of FY 2017 deadlines for both [UKANS](#) and [KURES](#) business units that must be observed. If these deadlines are not met, the transaction may not be charged as FY 2017 business.

**Note: Shared service center or internal departmental deadlines may be different than those noted below. Departments need to confirm deadlines with their internal contacts.**

FY 2017 Deadlines				
Business Unit	Date	Time	Subject Matter	Topic
UKANS & KURES	June 2	5:00 p.m.	RFP requiring PO for FY 2017 for any dollar amount	Purchasing
UKANS & KURES	June 2	5:00 p.m.	FY 2017 payroll adjustments and retroactive funding adjustments	Payroll
UKANS	June 2	5:00 p.m.	All budget transfers that must be processed by the Budget Office for FY 2017	Budget Office
UKANS & KURES	June 9		UKANS & KURES P-card Cycle Date; Any transaction not downloading to FSKU	Payments

FY 2017 Deadlines				
Business Unit	Date	Time	Subject Matter	Topic
			(regardless of when purchased) will be FY 2018	
UKANS	June 9	5:00 p.m.	Internal budget transfers processed by depts.	Budget Office
UKANS & KURES	June 14	5:00 p.m.	FY 2017 Non-grant PO closures; Purchase Orders with a voucher applied & remaining balance <\$100 automatically closed unless notification is submitted to <a href="mailto:fsku@ku.edu">fsku@ku.edu</a> .	Purchasing
UKANS	June 16	12:00 p.m.	Dept. deposits due in both drop box and in FSKU	Deposits
UKANS	June 16	12:00 p.m.	Interfund deposits must be received by Payables	Payments
UKANS	June 16	12:00 p.m.	Accounting changes or journal entries (org., fund, etc.) This is for <u>all UKANS</u> Funds – including sponsored project funds 717 & 718.	Payments
UKANS	June 16	12:00 p.m.	Check cancellations	Payments
UKANS	June 16	12:00 p.m.	P-card reconciliation deadline	Payments
UKANS & KURES	June 16	12:00 p.m.	All KUPPS transactions must be approved by the department and received by UKANS/KURES for processing.	Payments
UKANS & KURES	June 16	12:00 p.m.	SOV transactions must have buyer and seller side complete for FY 17 processing	Payments
UKANS	June 16	12:00 p.m.	Travel expense reports must be approved by the department. Any expense report not approved will wait until FY 2018 processing begins in July.	Payments
UKANS & KURES	June 16	12:00 p.m.	KUPPS access removed	Payments
KURES	June 20	5:00 p.m.	P-card reconciliation deadline	Payments
UKANS & KURES	June 21	Morning	KUPPS access restored for FY 2018 activity	Payments
KURES	June 22	12:00 p.m.	Travel expense reports must be approved by the department. Any expense report not approved will wait until FY 2018 processing begins in July.	Payments
KURES	June 23	12:00 p.m.	Accounting changes or journal entries (org., fund, etc.) and final posting of journal entries and accounting changes for AR billing	Payments
KURES	June 26	12:00 p.m.	Deadline for emergency AP payments that must be processed via direct entry by KURES Business Services	Payments
KURES	June 28	12:00 p.m.	Dept. deposits to be received by KURES	Deposits

<b>UKANS Contact Information</b>			
<b>Topic</b>	<b>Name</b>	<b>Telephone</b>	<b>Email</b>
Budget Office	Mary Ann Richey	4-3137	<a href="mailto:marichey@ku.edu">marichey@ku.edu</a>
Payables	Nolan Haire	4-5936	<a href="mailto:nolanh@ku.edu">nolanh@ku.edu</a>
	Mike Lewis	4-5938	<a href="mailto:malewis@ku.edu">malewis@ku.edu</a>
<i><u>Your Payables Contact:</u></i>			
Payments	Laura Albin	4-5940	<a href="mailto:lalbin1@ku.edu">lalbin1@ku.edu</a>
• P-card	Mischa Bell	4-5935	<a href="mailto:msbell@ku.edu">msbell@ku.edu</a>
• Check Requests	Stephanie Fisher	4-5939	<a href="mailto:stephanie_fisher@ku.edu">stephanie_fisher@ku.edu</a>
• SOV	Lisa Hetrick	4-5942	<a href="mailto:lisahetrick@ku.edu">lisahetrick@ku.edu</a>
• Travel	Nancy Winfough	4-4924	<a href="mailto:n381j358@ku.edu">n381j358@ku.edu</a>
	Rechelle Wustefeld	4-5941	<a href="mailto:rwustefeld@ku.edu">rwustefeld@ku.edu</a>
Purchasing Services	Carla Swoyer	4-5972	<a href="mailto:cswoyer@ku.edu">cswoyer@ku.edu</a>
• Purchasing Requests	Isaac Severance	4-3063	<a href="mailto:iseverance@ku.edu">iseverance@ku.edu</a>
• Purchasing Requisitions	Ephrom Marks	4-5811	<a href="mailto:emarks@ku.edu">emarks@ku.edu</a>
• Other			
FACC	Wendy Reese	4-5943	<a href="mailto:wreese@ku.edu">wreese@ku.edu</a>
• Accounting Changes	Kristine Druen	4-9653	<a href="mailto:kdruen@ku.edu">kdruen@ku.edu</a>
• Cash Transactions	Tricia Enfield	4-5952	<a href="mailto:tricia_enfield@ku.edu">tricia_enfield@ku.edu</a>
	Danita Robinson	4-5961	<a href="mailto:drobin@ku.edu">drobin@ku.edu</a>
Payroll	Payroll Services	4-4385	<a href="mailto:payroll@ku.edu">payroll@ku.edu</a>
Other Matters	Karen Banning	4-5977	<a href="mailto:kbanning@ku.edu">kbanning@ku.edu</a>
	Katrina Yoakum	4-3261	<a href="mailto:kyoakum@ku.edu">kyoakum@ku.edu</a>
	Rick Beattie	4-5947	<a href="mailto:rebeattie@ku.edu">rebeattie@ku.edu</a>
	Richard McKinney	4-3136	<a href="mailto:rlm@ku.edu">rlm@ku.edu</a>

<b>KURES Contact Information</b>			
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	Liz Monroe	4-6269	<a href="mailto:ejbennett@ku.edu">ejbennett@ku.edu</a>
Deposits	Annie Rajaei	4-7449	<a href="mailto:annieadh@ku.edu">annieadh@ku.edu</a>
	Karen Schaller	4-4702	<a href="mailto:kschaller@ku.edu">kschaller@ku.edu</a>
Purchasing Services	Linda Kerr	4-7732	<a href="mailto:lkerr@ku.edu">lkerr@ku.edu</a>
• Purchasing Requests	Kevin Teel	4-7775	<a href="mailto:kteel@ku.edu">kteel@ku.edu</a>
• PO Vouchers	Jade Brown		
• P-card			

**KURES Contact Information**

<b>Topic</b>	<b>Name</b>	<b>Telephone</b>	<b>Email</b>
Financial Services	Karen Schaller	4-4702	<a href="mailto:kschaller@ku.edu">kschaller@ku.edu</a>
• Payments	Brenda Barski	4-7780	<a href="mailto:b362b771@ku.edu">b362b771@ku.edu</a>
• Vouchers	Lisa LaBlanc-Willis	4-7235	<a href="mailto:llabanc@ku.edu">llabanc@ku.edu</a>
• Travel	Jenni Stinnett	4-7297	<a href="mailto:jstinnet@ku.edu">jstinnet@ku.edu</a>
• Check Requests	Justin Goetting	4-7464	<a href="mailto:jgoetting@ku.edu">jgoetting@ku.edu</a>
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Other Matters	Gina Cregg	4-7473	<a href="mailto:gcregg@ku.edu">gcregg@ku.edu</a>
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