

2017

UKANS FISCAL YEAR CLOSING
PROCEDURES AND INFORMATION



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General Information

In order for all University activities to take full advantage of current year resources, it is important that you review remaining budget balances and take action without delay to complete spending plans. We ask for your full support and cooperation to ensure that receipts, expenditures, and obligations pertaining to the current fiscal year are properly processed. This memorandum provides dates and instructions that we ask you to observe, so these state requirements are satisfied.

These guidelines apply equally to all funds deposited with the State Treasurer. If it is necessary that the expense be recorded in fiscal year 2017, the transaction must meet the deadlines as set out in this guide. Please speak to your [Payables contact](#) if you have questions.

Since the dates listed are final dates, please place orders, pay bills and submit travel documents earlier when feasible. Items must be received in Payables by the dates in [Appendix A](#). Simply entering information in KUPPS or PeopleSoft on the deadline dates is not acceptable. **These transactions must be received in Payables (or other appropriate offices as indicated below) by the deadline dates.**

If a transaction is to be recorded in FY 2017, it must meet the established deadlines

Deposits

All deposits are due by 12:00 p.m. on June 16. Deposits can be left in either of the drop-boxes located in Strong Hall or Carruth O'Leary. Deposit can still be made after this deadline. However, deposits made after the deadline will be for FY 2018.

Travel

All travel expense reports must be approved in the T&E module by the department approver before 12:00 p.m. on June 16. Any expense report received after the deadline will not be approved centrally until FY 2018 processing begins in early July.

Departments may continue to enter and approve travel authorizations throughout year-end processing.

Procurement Card

Posted transactions for the June statement will download to P-card module in FSKU. The June cycle date is June 9. Regardless of when the order was placed, all P-card purchases downloading to FSKU will be FY 2017. Any transaction not downloading after the final file is received will be charged to fiscal year 2018 regardless of the transaction date. The statement deadline is June 16. All transactions must be reconciled and approved by the department by this time. Due to the short amount of time between the statement cycle date and statement deadline, departments are encouraged to reconcile P-card transactions daily or at the very least weekly during the month of June. If there are fund and department ID issues at the time of force close, the default fund and department for the cardholder may be used.

Pending and posted transactions may be viewed at www.commercialcardcenter.com.

SOV

Departments are strongly encouraged to complete FY 2017 transactions if at all possible. SOV cancellations should be made online at: (<http://www.procurement.ku.edu/sov-cancellation>).

Service Departments: Please complete the Sales Information panels on all SOVs before 12:00 p.m. on June 16, which have the Buyer Information Complete box checked, if you have invoiced the department for the goods or services.

Purchase Orders

Purchase Orders (POs) are generated automatically by KUPPS once the requisition is approved. The creation of a PO will be reflected as a commitment in DEMIS. Departments need to request cancellation of PO with a balance that will not be used for a future transaction. Departments can check their PO balances by using the query named *DEPT_PO_BALANCE_BY_DEPT*. Departments may also use the PO activity report in DEMIS to verify activity against a particular PO.

Carry Forward Balances

Carry forward balances will be based on a “cash” basis. Purchase orders may be required for purchasing purposes, but are not used for an encumbering process. **Internal carry forward processes are not changing.** Questions regarding if specific funds will carry forward should be directed to the unit’s Dean’s Office or Vice Provost Office.

Changes to FSKU User Access

Beginning 12:00 p.m. June 16, direct entry for SOVs will be removed. Departments will have access to travel authorizations during the year-end processing. SOV entry will be restored once year-end activity is complete.

KUPPS Access

KUPPS access will be removed at 12:00 p.m. on June 16. Access to KUPPS is expected to be restored the morning of June 21.

Emergency Expenditures

Departments are expected to plan for year-end processing, and meet the established deadlines. If something is truly an emergency, the p-card may be used. Otherwise, the use of other non-state funds may need to be explored.

Entering FY 2018 Transactions

Notification will be sent via HAWKFIN when 2018 transactions can be entered. This is expected to occur in early July.

Questions

Questions regarding year-end processes should be directed to the appropriate person listed in [Appendix B](#).

Appendix A

FY 2017 Deadlines

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 (regardless of when purchased) will be FY 2018	Payments
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 fsku@ku.edu .	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

FY 2017 Deadlines				
Business Unit	Date	Time	Subject Matter	Topic
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

Appendix B

Contact Information

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