

DATE: May 4, 2018

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

FROM: Karen Banning, KU Interim Comptroller  
Gina Cregg, KUCR Chief Financial Officer

RE: 2018 Fiscal Year Reminders

UKANS and KURES business units are once again collaborating together for fiscal year 2018 closing procedures. Highlights of both business units are provided in this memo.

With the implementation of KU's new financial system, we are making several changes to our year-end business process. The biggest campus change is that users will not be locked out of the financial system as in years past. This means that department and SSC staff will be able to continue processing procurement orders and payments throughout the entire month of June.

While there will not be a system lock out, there are still key deadlines that need to be met for transactions to be processed against FY18 budgets. These deadlines are listed in the table below for both [UKANS](#) and [KURES](#) business units. If these deadlines are not met, the transaction may not be charged as FY 2018 business.

If you have specific questions, please contact the appropriate business unit by clicking--[UKANS](#) or [KURES](#), or finding the contact information in the table below.

**Note: Internal departmental deadlines may be different than those noted below.  
Please confirm deadlines with your internal contacts.**

FY 2018 Deadlines				
Business Unit	Date	Time	Subject Matter	Topic
UKANS & KURES	May 16	5:00 p.m.	Retroactive Funding Adjustments (RFAs) for UKANS projects and all KURES projects/funds due to Office of Research to accommodate June 1 Payroll deadline	Payroll
UKANS & KURES	May 25	5:00 p.m.	Priority processing submission deadline to SSC Finance Staff for A/P invoices & travel reimbursement payments if payment needs to be received by vendor before June 30	Payments
UKANS	June 1	5:00 p.m.	FY 2018 payroll adjustments and retroactive funding adjustments	Payroll
UKANS & KURES	June 1	5:00 p.m.	All budget transfers that must be processed centrally submitted to respective budget offices for FY 2018.	Budget
UKANS & KURES	June 1	5:00 p.m.	RFP requiring PO for FY 2018 for any dollar amount	Purchasing
UKANS & KURES	June 4	5:00 p.m.	All invoices and travel expense reports must be approved by the department. Any invoice or expense report not approved may wait until FY 2019 processing begins in July but will be included in FY2018 carry forward calculations.	Payments
UKANS & KURES	June 8	5:00 p.m.	Internal budget transfers processed by depts	Budget
UKANS	June 11	8:00 a.m.	Final pay cycle for KUINT A/P invoices	Payments
UKANS & KURES	June 11	Midnight	UKANS & KURES P-card Cycle Date; Any transaction not downloaded to Concur (regardless of when purchased) will be FY 2019	Payments
UKANS & KURES	June 13	5:00 p.m.	Final direct debit file from Maximo	Payments
UKANS & KURES	June 13	5:00 p.m.	P-Card supporting documentation to SSC Finance staff for June statement activity	Payments
UKANS	June 14	Midnight	Final interface from Campus Solutions Student Financials	Revenue
UKANS & KURES	June 15	5:00 p.m.	FY 2018 Non-grant PO closures; purchase orders with a voucher applied & remaining balance less than \$100	Purchasing

FY 2018 Deadlines				
Business Unit	Date	Time	Subject Matter	Topic
			automatically closed unless notification is submitted to <a href="mailto:fsku@ku.edu">fsku@ku.edu</a>	
UKANS	June 15	5:00 p.m.	KUINT DARBI and Legacy Deposits received by Comptroller's Office (FACC)	Deposits
UKANS	June 15	5:00 p.m.	Dept. deposits to be received by Comptroller's Office (FACC)	Deposits
UKANS	June 15	5:00 p.m.	Interfund deposits must be received by Payables	Payments
UKANS	June 15	5:00 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 15	5:00 p.m.	Payment cancellations	Payments
UKANS	June 20	12:00 p.m.	Final pay cycle for AP vouchers, Travel reimbursements and P-Card payment to UMB Bank sent to the State	Payments
UKANS & KURES	June 22	5:00 p.m.	Submission deadline to SSC Finance Staff for A/P voucher payments that need to be applied to FY18 budgets.	Payments
UKANS & KURES	June 22	8:00 a.m.	Final FY18 on-cycle & off-cycle payroll posted to G/L	Payroll
KURES	June 22	8:00 a.m.	Final pay cycle for RSINT A/P invoices	Payments
KURES	June 22	5:00 p.m.	Accounting changes or journal entries (org., fund, etc.)	Payments
UKANS & KURES	June 26	5:00 p.m.	Final FY18 Sponsored Project billing	Receivables
KURES	June 27	5:00 p.m.	Payment cancellations	Payments
KURES	June 28	8:00 a.m.	Final pay cycle for AP vouchers, Travel reimbursements and P-Card payment to UMB Bank	Payments
KURES	June 28	12:00 p.m.	Dept. deposits to be received by KURES	Deposits
UKANS & KURES	June 29	5:00 p.m.	Purchase requisitions approved and PO issued in FITC. Any PR not approved by June 29 will be processed in FY2019	Purchasing
UKANS & KURES	June 29	5:00 p.m.	Final FY18 DARBI billing	Receivables
UKANS & KURES	July 2	12:00 p.m.	First pay cycle in FY19 for AP vouchers, Travel reimbursements and P-Card payment to UMB Bank.	Payments

**UKANS Contact Information**

<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>Your Payables</i>			
<i>Contact:</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>
• Invoice Payments	Shay Brown	4-1315	<a href="mailto:shay@ku.edu">shay@ku.edu</a>
• Travel	Lacie Turner	4-1094	<a href="mailto:lacieturner@ku.edu">lacieturner@ku.edu</a>
	Nancy Winfough	4-4924	<a href="mailto:n381j358@ku.edu">n381j358@ku.edu</a>
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Purchasing Services	Carla Swoyer	4-5972	<a href="mailto:cswoyer@ku.edu">cswoyer@ku.edu</a>
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• Purchasing Requisitions	Ephrom Marks	4-5811	<a href="mailto:emarks@ku.edu">emarks@ku.edu</a>
• Other			
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FACC	Lee Goetz	4-5956	<a href="mailto:leegoetz@ku.edu">leegoetz@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>
	Karen Banning	4-5977	<a href="mailto:kbanning@ku.edu">kbanning@ku.edu</a>
Other Matters	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>
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	Karen Schaller	4-4702	<a href="mailto:kucr@lists.ku.edu">kucr@lists.ku.edu</a>
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• Subcontracts	James Edmonds	4-1278	<a href="mailto:kucrs@lists.ku.edu">kucrs@lists.ku.edu</a>
• Purchase Orders	James Edmonds	4-1278	<a href="mailto:kucrpurchasing@lists.ku.edu">kucrpurchasing@lists.ku.edu</a>
• Purchase Requests	James Edmonds	4-1278	<a href="mailto:kucrpurchasing@lists.ku.edu">kucrpurchasing@lists.ku.edu</a>
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