

MEMORANDUM

DATE: May 1, 2009

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

FROM: Katrina Yoakum, Comptroller

RE: Closing Procedures for the Fiscal Year Ending June 30, 2009

Fiscal year 2009 has been another exciting year with the successful implementation of PeopleSoft 9.0 in July 2008.

As we bring fiscal year 2009 to close and open fiscal year 2010, we are asking for everyone to be especially conscious of the year-end deadlines. We look forward to everyone's cooperation in meeting these deadlines.

The University's fiscal year ends June 30, 2009. In order that all University activities may take full advantage of the current year's 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. An exception is provided for Sponsored Program expenditures (funds 705 through 719) exempting them from the restrictions applied to the state's fiscal year. However, if it is necessary that the expense be recorded in fiscal year 2009, the transaction must meet the deadlines as set out in this memo. This is the only exception. Please speak to your Central Accounting Services contact if you have questions.

Since the dates listed are final dates, we urge you to place orders, pay bills and submit travel documents earlier where feasible. Items must be received in CASPUR (Central Accounting and Purchasing Services) by the dates in the following table. Simply dropping transaction logs and supporting material in campus mail on the deadline dates is not sufficient. These materials must be received in CASPUR (or other appropriate offices as indicated below) by the deadline dates.

Date	Time	Information	Topic
Year-End Seminar Dates			
June 1	2:00	UKANS year-end seminar- JRP 150	Information
June 3	2:00	UKANS year-end seminar-Simons 100 (Auditorium)	Information
June 9	9:00	UKANS year-end seminar-JRP 150	Information
Year-End Deadline Dates			
May 5	5:00 p.m.	Purchase requisitions (DA-100) \$50,000 and greater	Purchasing
May 26	5:00 p.m.	Purchase requisitions (DA-100) under \$50,000	Purchasing
June 2	5:00 p.m.	Contract cover sheets (DA-146) for FY 2009	Purchasing
June 5	5:00 p.m.	FY 2009 payroll Retroactive funding adjustment (RFA)	Payroll
June 5	5:00 p.m.	FY 2009 payroll adjustments due in Payroll office	Payroll
June 12	5:00 p.m.	All BMFS budget transfer for FY 2009	Budget Office
June 19	5:00 p.m.	Internal budget transfers processed by depts.	Budget Office
June 22	5:00 p.m.	Cancellation of warrants, accounting changes or journal vouchers (org., fund, etc.)	Payments
June 22	5:00 p.m.	Transaction logs for purchase orders, vouchers (including any travel completed prior to 6/15), SOVs, dept. refunds. All departments are restricted from entering any voucher, purchase order, or service order from 6/23 through mid-July.	Payments
June 23 Through July 1	All day	Emergency FY 2009 voucher transactions needing paid after the June 22 cut-off date will need to be entered in the CASPUR office. Contact Katrina Yoakum (864-3261) for emergency situations.	Payments
June 29	3:00 p.m.	Dept. deposits due in Bursar's office	Deposits
June 30	5:00 p.m.	BPC logs for June statement due in CASPUR	BPC
July 1	12:00 noon	Travel voucher logs for travel ending 6/16-6/30 due in CASPUR. Contact Katrina Yoakum (864-3261) to enter these transactions. Travel ending 6/15 or earlier is due 6/22.	Travel

Additional information:

Because departments will not be able to enter FY 2010 payments until mid-July, the use of the BPC is encouraged so payments will not be late.

Travel: All travel ending June 15 or earlier, is due in CASPUR by 5:00 p.m. on June 22. Only travel ending after June 15 may be entered after June 22. **Debbie Kramer (864-5935)** must be contacted, and those travel reimbursements must be entered in CASPUR.

Business Procurement Card: Posted transactions for the June statement will download to PeopleSoft. All BPC purchases appearing on the June 2009 statement will be charged as June business against fiscal year 2009 funds. Pending and posted transactions may be viewed at www.commercialcardcenter.com.

Encumbrances: Now is the time to request the cancellation of encumbrances (purchase orders) that are outstanding but you no longer plan on expending the funds. Cancellation requests must be made at: (http://www.comptroller.ku.edu/central_accounting_services/peoplesoft/po_cancellation.aspx) by June 22, 2009, in order to release encumbered funds. Encumbered funds are considered delayed expenditures and should not be considered part of your available cash balance until the funds have been officially released from the PO transaction.

SOVs: All SOV transactions that have not been marked “Sales Information Complete” will be encumbered by journal entries by central office personnel. Once the SOV is encumbered, the Buyer panel will be grayed out and not available for change by the user. SOV cancellations should be made at: (http://www.comptroller.ku.edu/central_accounting_services/peoplesoft/sov_cancellation.aspx), unless the SOV is to be encumbered. Payments against these “encumbered” SOVs will be handled by normal SOV processes. Service Departments: Be sure to complete the Sales Information panels on all SOVs before June 22 that have the Buyer Information Complete box checked, if you have invoiced the department for the goods or services. This will reduce the number of SOVs that need to be encumbered.

To facilitate the closing of fiscal year 2009 in the financial system, we will temporarily make changes to departmental users’ access. Beginning Monday, June 22 at 5:00 and continuing through mid-July, departments will have reporting and inquire access only. No transactions can be entered for vouchers, PO Vouchers and SOVs. Departments will have continuous access to BPC and Travel Authorizations throughout the year-end processing.

If you have any emergency expenditure during this period, please contact **Katrina Yoakum (864-3261)**, or the main Comptroller’s Office number at **864-3066**. Only exceptions for *extreme* emergencies will be considered. It is possible the transaction may not be approved.

Notification will be sent via HAWKFIN when 2010 transactions can be made. Due to State of Kansas restrictions, we cannot process any prior year encumbrances until the State closes fiscal year 2009 in late July.

For questions or concerns, please contact the following individuals:

Topic	Name	Telephone	Email
Budget Office	Richard McKinney	4-3136	rlm@ku.edu
Central Accounting Services	Debbie Kramer	4-5935	dkramer@ku.edu
	Mike Lewis	4-5938	malewis@ku.edu
	Wendy Reese	4-5943	wreese@ku.edu
Purchasing Services -Contract Cover Sheets -Purchasing Requests -Purchasing Requisitions	Deana Merryman	4-5971	merryman@ku.edu
	Kathy Jansen	4-3063	kjansen@ku.edu
	Eileen Phillips	4-5976	eileenlp@ku.edu
	Carla Swoyer	4-5972	cswoyer@ku.edu
Accounting Changes	Diane Brown	4-5946	dbrown@ku.edu
Payments: -BPC Payments -Payments Vouchers -Purchase Orders -Purchase Order Vouchers -SOV -Travel	CASPUR Contact:		
	Aimee Garcia	4-5943	amieeg@ku.edu
	LeAnn Ferguson	4-5942	lferguson@ku.edu
	Carla Harris	4-5939	carlah@ku.edu
	Cathleen Wilkinson	4-5940	cwilkins@ku.edu
	Rechelle Wustefeld	4-5941	rwustefeld@ku.edu
Sponsored Program Administration	Anita Abel	4-7780	aabel@ku.edu
Bursar & Cash Transactions	Danita Robinson	4-5961	drobin@ku.edu
Payroll	Payroll Services	4-4385	payroll@ku.edu
Other Matters	Katrina Yoakum	4-3261	kyoakum@ku.edu
	Barry Swanson	4-5978	bswanson@ku.edu
	Diane Goddard	4-4904	dgoddard@ku.edu