

FISCAL YEAR-END INFORMATION



Photo: KU University Relations

FY 2009

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Disclaimer

The information contained in this handout is to be used as an aid. Departments are responsible for ensuring all end-of-year policies, procedures, and guidelines are followed, whether in this guide or not. All departments are encouraged to attend one of the year-end seminars. Often, questions arise that are not covered here.

Fiscal Year Closing Dates

Date	Time	Information	Topic
June 1	2:00 p.m.	JRP 150--UKANS year-end seminar	Information
June 3	2:00 p.m.	UKANS year-end seminar-Simons Auditorium	Information
June 9	9:00 p.m.	JRP 150--UKANS year-end seminar	Information
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 3	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 2008 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 departments	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, SOVs, dept. refunds. All departments are restricted from entering any voucher, purchase order, or service order voucher from 6/23 through mid-July.	Payments
June 22	5:00 p.m.	Travel voucher logs for travel ending 6/15 or earlier	Travel

Date	Time	Information	Topic
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 NOTE - Travel ending 6/15 or earlier is due 6/22.	Travel

General Information

Remember to print a voucher log and submit to CAS **DAILY** - even if only 1 voucher is entered.

In general, purchase orders need to be created for any expenditure in FY09 that will not be paid by 06/30/09.

Departments who created a PO for Century United for the entire year, Please review and determine amounts needed for the final month's payments for the fiscal year.

The Comptroller's Web address is <http://www.comptroller.ku.edu>. Central Accounting, Purchasing, Bursar's Office, and Payroll can be accessed via this Webpage.

Common Contract Numbers

Vendor	Contract
Office Max (office supplies)	1054
Century United	2523
Software House International (SHI)	7359
FedEx Kinko's (digital copies)	9036
Printing Solutions (stationary)	9054

KUFS

- Departmental budgets online at <https://demisweb.ku.edu/Portal/main.do>
- Refreshed twice daily
- Lists pending as well as posted transactions

Vouchers and Logs

- Sign and send the Central Accounting Services log and attach all invoices to it
- Voucher numbers should be in the upper right-hand corner of the invoice
- If more than one page to an invoice, staple all pages together
- Tape small invoices to an 8 ½ X 11 sheet of paper

Additional Info Link

- Subscription/Membership – must have beginning and ending dates in the comments panel
- Certify Correct/Unpaid – must have signature on receipt for reimbursement
- KSA 76-752 and/or 76-770– select if paying with state grant funds (705-719)

Comments Link

- ALL vouchers need a short description of what was purchased and the purpose of the purchase – CANNOT be left blank
- Advertisement – must have dates of ad and short description or tear sheet
- Gasoline – must have number of gallons and whether or not FET tax was taken
- Century United – must have dates of service, serial, and model number

Payment Comments

- First 30 characters print on warrant
- Do NOT put invoice number here (Invoice field prints on warrant)
- Customer or account number should be here
- Or Univ of KS--Dept Name

Vendor Not in PeopleSoft

- Department enters the vendor in PeopleSoft following directions in the vendor user guide
 - http://www.comptroller.ku.edu/user_guides/documents/Vendor_Updates-Dept.pdf
 - Once approved, department may use the vendor in creating a voucher

Purchase Orders

- Encumber funds for the correct amount or close estimate
- DO NOT create a PO for \$1, just to have a PO
- **Do not** encumber shipping costs on a separate line – Shipping should be added in with the cost of the item purchased. Any encumbrances that did not include shipping will have processing delays when creating a PO Voucher.
- Express Purchase Orders Add & Update user guide contains information to create a Purchase Order.
 - http://www.comptroller.ku.edu/user_guides/documents/POs_Single_MultiLine_Express.pdf

The dollar amount per item determines the account number not total of invoice:

\$0.01 - \$499.99 13XXX
\$500.00 - \$4,999.99 14XX9
\$5,000.00 and greater 14XX0

Contact CASPUR if not sure which account number to use.

Scholarship/Fellowship Form

- Two signatures are required
- Fill in all funding information
- If paying with Endowment funds, be sure to send the Payment Verification Form
- If it is a single payment, the department enters the voucher into PeopleSoft

SOVs

- Any SOV with both the seller and buyer checked as complete will be audited and approved by CASPUR at year-end
 - Once approved, an SOV log is not required
 - If buyer/seller panels are “grayed-out”, the SOV is approved. It is not necessary to call CASPUR or print a log.
- Any SOV not approved will be automatically encumbered.
- Prior to canceling any SOV, departments need to verify with Seller okay to cancel.
- To cancel an SOV after verification from Seller, fill the SOV cancellation form out located on the Central Accounting Services website under the PeopleSoft tab.
- Do not create SOVs to the KU Bookstore or UDK – these will need to be paid by a voucher.

Postage

DO NOT encumber for postage. Buying postage is not an appropriate way to “spend down” funds. Purchases of postage should be just enough to get through June and not have excess amounts for the next fiscal year. Large purchases of postage will be questioned.

Travel

The fiscal year is determined by the date that the segment of travel took place. In cases of consecutive travel that begins in the old fiscal year and ends in the new fiscal year, the entire cost may be charged to the new fiscal year. ([PPM 14,002](#))

Determining Fiscal Year When Reimbursing an Employee for Travel: If airfare is purchased by an employee with personal funds, the date of travel determines the fiscal year. Example: An employee uses personal funds to purchase airfare online in May 2009 for travel occurring in July 2009, must be reimbursed with FY 2010 funds. Even though the airfare is purchased with employee personal funds in FY09, the travel will not take place until FY10. Therefore, the funding for the airfare must be paid with FY10.

Determining Fiscal Year When Using BPC for Travel: When airfare, 1st night lodging, car rental is booked using an Enhanced BPC, FY is determined by the statement. For example, if airfare posts to the June statement for travel beginning on July 1, the airfare will be a FY 09 expense.

Moving Expenses

Although paid with KUEA and sometimes KUCR funds, moving expenses need to be encumbered. The fiscal year is determined by the date the move begins, not ends. For example, if a move begins on June 30, but ends on July 3 the fiscal year is 2009 since that is when the move began.

For more information visit:

http://www.comptroller.ku.edu/central_accounting_services/policies_and_procedures/departmen%20tal_policies/Moving_Expense_Policy.aspx

Federal Express and UPS

- Drop/Ship date determines a fiscal year, **NOT** invoice date

Century United—photocopier rental vendor

- Invoices are after the fact
- Encumber for May and June; usage for June is on the July invoice
- One PO for each copier
- A separate PO is required for month encumbered

Telephone

If local service & toll calls are combined on the same billing, the commencement dated of the local service stated on the billing determines the fiscal year to be charged. If tolls calls only are included on the billing, the date of the latest toll call determines the fiscal year to be charged.

([PPM 14,002](#))

Cell Phone

The first day of the service period on a cell phone invoice determines fiscal year.

Utilities

The ending date of the service covered on the billing determines the fiscal year to be charged with the total expense of the billing. ([PPM 14,002](#))

Business Procurement Cards

- Cut-off date will be June 22nd.
- Transactions download directly from Visa in to PeopleSoft. Departments can review their transactions by going to www.commercialcardcenter.com. Statements are not required for CASPUR processing.
- ***MOST*** purchases after cut-off date will be charged to FY10. Be aware that some vendors may not charge your card the same day as the order is placed. By VISA guidelines, most orders cannot be charged until the day of shipment. Since the BPC is not charged until orders are shipped, use extreme caution if trying to “spend down” funds. If the vendor cannot guarantee when the item will be shipped, using the BPC to “spend down” funds may not be the method to deplete the fund.
- Submit logs to CASPUR by the due date. Failure to do so will result in all amounts being charged to your 700 funds in FY09 and documented as in non-compliance.

Nonresident Alien Awards

- ***ALL*** are taxable
- Contractual Service Form: Need not be signed if student is unaware of award. Part IV on back is VERY important.
- Ensure that account number & fund are established for the DEPTID (budget checking) - Contact Post Audit – [Diane Brown](#) at 864-5946 to set it up

Emergency Vouchers

If you have an emergency expenditure after the cut-off dates, the voucher will need to be entered using the computer in CASPUR. Before coming to enter the voucher, contact Katrina Yoakum, Comptroller (kyoakum@ku.edu; 864-3261). If not approved, the payment must come from non-state sources.

Old Year/New Year Payments Process

- Must appeal directly to Katrina Yoakum, Comptroller
- If approved, Comptroller will notify the department and CASPUR
- CASPUR will process the same as in previous years

Queries

Run “Use Queries” to review outstanding vouchers – recommend weekly throughout the year

VOUCHERS

VOUCHERS_NOT_PAID_DEPT

Outstanding vouchers – send log and invoice to CAS contact

PURCHASE ORDERS

DEPT_PO_INQUIRY

- 4-digit department number followed by %
- List of open purchase orders with balances by department

PO_NOT_POSTED_DEPT

- Outstanding purchase orders that have not been approved
- Send PO log to CAS contact

BPC

BPC_APPROVED_BY_MONTH

BPC_BY_VENDOR_BY_DATE

BPC_BY_VENDOR_BY_DEPTID

Year-End Memo



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. <u>Contact Katrina Yoakum (864-3261) for emergency situations.</u>	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. <u>Contact Debbie Kramer (864-5935) to enter these transactions.</u> 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 July 2009 statement will be charged as July business against fiscal year 2010 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	Deana Merryman	4-5971	merryman@ku.edu
-Contract Cover Sheets	Kathy Jansen	4-3063	kjansen@ku.edu
-Purchasing Requests	Eileen Phillips	4-5976	eileenlp@ku.edu
-Purchasing Requisitions	Carla Swoyer	4-5972	cswoyer@ku.edu
Accounting Changes	Diane Brown	4-5946	dbrown@ku.edu
Payments:	CASPUR Contact:		aimeeg@ku.edu
-BPC Payments	Aimee Garcia	4-5943	lferguson@ku.edu
-Payments Vouchers	LeAnn Ferguson	4-5942	carlah@ku.edu
-Purchase Orders	Carla Harris	4-5939	cwilkins@ku.edu
-Purchase Order Vouchers	Cathleen Wilkinson	4-5940	rwustefeld@ku.edu
-SOV	Rechelle Wustefeld	4-5941	gswart@ku.edu
-Travel	Greg Swart	4-5936	
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

Additional information:

Effective July 1, all transactions under \$5,000 where the vendor accepts Visa, the BPC must be used as long as no additional fees are incurred just for using the card.

PeopleSoft User Guides

PeopleSoft user guides are designed to assist PeopleSoft FSKU users with PeopleSoft entries. Topics include are voucher entry, vendor entry, purchase orders, BPC, travel authorizations, and other topics. User guides are located at

http://www.comptroller.ku.edu/user_guides/financial_system_user_guides.aspx