

Notice 24-01
May 13, 2024

IMPORTANT FISCAL YEAR INFORMATION

Please route this memo to the individuals responsible for the following functions in your department: accounting, travel, payroll, accounts receivable, budget and the recording and depositing of cash receipts.

At the end of each fiscal year, all state-administered obligations should be paid before the payment deadline, when possible. Departments should carefully monitor all funds as the year ends.

The Division of Financial Services must receive a payment voucher or expense report by the date listed for your department's current year obligations. All UMB business procurement card vouchers, agency payment vouchers and interfund vouchers should be submitted electronically through E-forms. All US Bank purchase card expense reports, travel expense reports and non-travel expense reports should be submitted through Concur.

If a payment voucher or expense report will not be submitted and received by general accounting on or before June 13, 2024, every attempt should be made to pay this expense as soon as possible after that date. Personal reimbursements submitted and approved by the department in Concur after this date will not be paid until the State of Kansas resumes payment processing in July.

Please keep a copy of this memo for reference during fiscal year-end processing.

FINAL DATES FOR CURRENT FISCAL YEAR FINANCIAL TRANSACTIONS

Please submit all transactions as early as possible. Allow time for proper payment approval, and pre-audit. eForms Documents should be “submitted electronically”. Expense Reports through Concur must flow through the approval workflow, with Department Head approval to meet processing deadlines.

<u>Date</u>	<u>Item</u>
May 23	Final day to submit personnel transactions to HR for 05/26/24 - 06/08/24 pay period.
June 03	Final day to submit FY24 payroll transfers/corrections.
June 03	All 2024 UMB eForms Procurement Card Vouchers must be submitted . All outstanding UMB Vouchers must be processed.
June 13	All Non-Travel Purchase Card transactions posted on or before May 31, must be submitted and approved in Concur. We recommend that cardholders submit reports no later than June 07 to ensure the report is received by June 13 . Any cards with unsubmitted transactions will be temporarily placed on hold until the expense report(s) are received.
June 13	Interfund Vouchers that are created (initiated) by a KSU Department to another State Agency and Interdepartmental Interfund Vouchers.
June 13	Travel Expense Reports for all trips completed by June 07, 2024. Reports submitted and approved after June 13, 2024, will not be paid until the State of Kansas resumes payment processing in July . This includes the Procurement Card expenses related to that trip.
June 13	Agency Payment Vouchers.
June 13	Non-Travel Expense Reports. We recommend all Non-Travel Expense Reports be submitted no later than June 07. Any Non-Travel Reports received after June 13 may have delayed processing while waiting for the State to reopen. Reimbursement will not be received until July.
June 13	All Outstanding Imprest Checks must be repaid to KSU Imprest Fund #1.

- | <u>Date</u> | <u>Item</u> |
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| June 14 | Interfund Vouchers from other State Agencies assigned to a department by the Division of Financial Services. |
| June 18 | Final transfers of non-payroll payments and/or corrections. All transfer of payments and corrections to the accounting records must be submitted by this date. |
| June 18 | Deadline for Allocated Budget Transfer Forms and Non-Allocated Funds Transfer Forms. |
| June 18 | Expedite vouchers submitted by NOON . These include FY24 vouchers for utility billings (electricity, water, sewer, and natural gas), construction payments, and foreign wires. |
| June 26 | Local Agency APVs requiring payment in FY24 should be submitted by this date to allow them to be processed by the close of the fiscal year. FY24 Local Agency APV payments could be delayed during year-end processing. |
| June 27 | Final FY24 departmental deposits. All deposits must be dropped at Commerce Bank in the Union by 10am to guarantee processing in FY24. Expedite deposits may be dropped off at the Cashiers Office 1-4:30pm; Contact Cashiers Office at cashiers@ksu.edu to make an appointment due to construction. |
| June 28 | Final Expedite FY24 departmental deposits. All deposits must be received by the Cashiers' Office by 9am ; Contact Cashiers Office at cashiers@ksu.edu to make an appointment due to construction. |
| July 12 | All departmental change funds must be reconciled on June 30, 2024, and the Cash Count form and Record of Overage/Shortages be submitted to General Accounting, genacctg@ksu.edu . The forms may be accessed via E-forms, https://dfs.ksu.edu/eforms/ under the accounting section. Please update any cash custodian changes. under the Accounting section. Please update any cash custodian changes. |
| July 12 | June Non-Travel Purchase Card transactions must be submitted and approved in Concur. |
| July 12 | Annual Inventory of Consumable Supplies and Commodities/Capital Outlay Items Purchased for Resale. The form is available in E-forms, under Fixed Assets/Inventory, https://dfs.ksu.edu/eforms/ or in PPM Chapter 6510.220. Complete and return the form to Financial Reporting, financialreport@ksu.edu . |

<u>Date</u>	<u>Item</u>
July 12	Accounts Receivable Annual Report This report should include only outstanding receivables as of June 30, 2024. The form is available in E-forms, under Cashiering, https://dfs.ksu.edu/eforms/ . The instructions are located in PPM 6210. Complete and return the form to Financial Reporting, financialreport@ksu.edu .
July 19	All June 2024 and prior Fixed Asset Additions Reports submitted to financialreport@ksu.edu . Please remember to include any Fixed Assets purchased with foundation funds in FY24.