

Notice 11-03
May 9, 2011

IMPORTANT FISCAL YEAR CLOSING INFORMATION

Department Training for fiscal year closing will be conducted on [unclear] for both days, and is geared toward year-end document issues. Attendance for those training sessions is optional, but strongly encouraged for the first and second year document

encumbrance established for them.

encumbrance established for them.

listed for your department's current year obligations. Current year obligations include

211 Anderson Hall
785-532-6317

If a payment voucher will not be received in Accounts Payable by June 21, 2011 it will be

Fax: 785-532-6454

one encumbrance document. Check all encumbrance documents for encumbrance documents.

Fax: 785-532-1305

Fund Balancing

206 Anderson Hall
785-532-1838

FINAL DATES FOR CURRENT FISCAL YEAR FINANCIAL TRANSACTIONS

785-532-6207
Fax: 785-532-5577

Date	Item
May 13	Purchase Requisitions for \$25,000 or more (see memo 11-04)
May 17	Interfund Vouchers from other inter-agency payment has developed by

Systems
218 Anderson Hall
785-532-1305
Fax: 785-532-1305

FINAL DATES CONTINUED

May 27 This is the last day to submit transfers of non-payroll payment and/or corrections

June 3 Final guaranteed date for personnel transactions to Division of Human Resources for May 29, 2011 to June 11, 2011 pay period.

June 6 Last day for Payroll transfers/corrections.

June 15 Interfund Vouchers created (initiated) by a department to another state agency

Expenses for travel completed before July 1, 2011, which will not be submitted by this

travel expenses for travel completed in June and ending in July or later may be charged in part to both fiscal years, or in total to the new fiscal year. Therefore, departments can

June 21 APV's and Interdepartmental Interfund Vouchers. All current fiscal year processed

June 21 Interfund Vouchers from other state agencies assigned to a department by the Division of Financial Services.

June 24 KSI Encumbrance Forms to SIA. All KSI Encumbrance Forms to SIA must be processed

June 27 Local Agency APV's - Submit Local Agency APV's requiring payment in FY11 by this

Local Agency APV processing during year-end processing.

for utility billings (landline phones, electricity, water, sewer, and natural gas), construction

Financial Service's home page. The Division of Financial Services does not feature

<http://www.ksu.edu/controller/forms/>

FINAL DATES CONTINUED

June 24 Final transfers or non-payroll payments and/or corrections. Submit all transfer or payments and corrections to the accounting records by this date.

June 30 All items that are to be included in this deposit should be recorded with July or later dates.

July 22 Outstanding Accounts Receivables as of June 30, 2011. The instructions and form are

Receivables (UNIKSU IAS-27) Complete and submit to the Controller, Accounting and Asset Management, 21 Anderson Hall (702-332-1000).

Procedures for Encumbrances

Encumbrances are obligations incurred in the form of orders, contracts, and other similar items that will

Please note obligations paid from matching GOE accounts and organized research funds must be

ENCUMBRANCE.

Encumbrances are established through two general procedures:

1. The Division of Financial Services automatically encumbers all unannounced purchase requisitions and APO's on June 24, 2011.

2. Departmental encumbrance of the KSU Encumbrance Form. Complete the following Contract and Purchase of all Encumbrances and KSU Encumbrance Forms.

Departments must retain auditable documentation to verify amounts encumbered are supported by firm orders to specific vendors. We recommend filing with the departmental copy of the encumbrance form, the APV or IDV that will be used to liquidate the encumbrance, and a copy of the order to the vendor.

KSU Encumbrance forms are now "Saveable Forms" available on the Division of Financial Service's home Page: <http://www.ksu.edu/controller/forms/>. The Division of Financial Services does not require a copy

obligations:

Amounts for encumbrances need to be accurate and all inclusive. The department needs to ensure that shipping and other miscellaneous costs are included.

Encumbrance Form. These are set up under another process.

- Do not encumber Payroll transactions on the KSU Encumbrance Form.

If you have any questions regarding procedures, please contact the KSU Encumbrance Form course, please contact Division of Financial Services, Accounts Payable, at (785) 532-6202, or one of the following contacts.

CONTACTS: Accounting Procedures - Sabrina Ritter - Extension 2-6000

Financial Reporting and Inventory Procedures - Sabrina Ritter - Extension 2-6000