

DATE: May 11, 2016

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

FROM: Katrina Yoakum, KU Comptroller
Gina Cregg, Chief Financial Officer

RE: FYI: 2016 Fiscal Year Reminders

The UKANS and KURES business units are collaborating together for fiscal year 2016 closing procedures. Highlights of both business units are provided in this memo.

Complete details regarding specific closing procedures are located at the following websites:

UKANS <http://www.procurement.ku.edu/fiscal-year-end-policies>

KURES http://research.ku.edu/travel_expense_reports

Contact information for specific questions is can be obtained by clicking the appropriate business unit--[UKANS](#) or [KURES](#).

Below is a list of FY 2016 deadlines for both [UKANS](#) and [KURES](#) business units that must be observed. If these deadlines are not met, the transaction may not be charged as FY 2016 business.

Note: Shared service center or internal departmental deadlines may be different than those noted below. Departments need to confirm deadlines with their internal contacts.

FY 2016 Deadlines				
Business Unit	Date	Time	Subject Matter	Topic
UKANS & KURES	June 3	5:00 p.m.	RFP requiring PO for FY 2016 for any dollar amount	Purchasing
UKANS & KURES	June 3	5:00 p.m.	FY 2016 payroll adjustments and retroactive funding adjustments	Payroll
UKANS	June 3	5:00 p.m.	All budget transfers that must be processed by the Budget Office for FY 2016	Budget Office
KURES	June 9		KURES P-card Cycle Date; Any transaction not downloading to FSKU (regardless of when purchased) will be FY 2017	Payments

FY 2016 Deadlines				
Business Unit	Date	Time	Subject Matter	Topic
UKANS	June 10	5:00 p.m.	Internal budget transfers processed by depts.	Budget Office
UKANS	June 14		UKANS P-card Cycle Date; Any transaction not downloading to FSKU (regardless of when purchased) will be FY 2017	Payments
UKANS & KURES	June 15	5:00 p.m.	FY 2016 Non-grant PO closures; Purchase Orders with a voucher applied & remaining balance <\$100 automatically closed unless notification is submitted to fsku@ku.edu .	Purchasing
UKANS	June 17	12:00 p.m.	Dept. deposits due in both drop box and in FSKU	Deposits
UKANS	June 17	12:00 p.m.	Interfund deposits must be received by Payables	Payments
UKANS	June 17	12:00 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 17	12:00 p.m.	Check cancellations	Payments
UKANS	June 17	12:00 p.m.	P-card reconciliation deadline	Payments
UKANS & KURES	June 17	12:00 p.m.	All KUPPS transactions must be approved by the department and received by UKANS/KURES for processing.	Payments
UKANS	June 17	12:00 p.m.	SOV transactions must have buyer and seller side complete for FY 16 processing	Payments
UKANS	June 17	12:00 p.m.	Travel expense reports must be approved by the department. Any expense report not approved will wait until FY 2017 processing begins in July.	Payments
UKANS & KURES	June 17	12:00 p.m.	KUPPS access removed	Payments
UKANS & KURES	June 22	Morning	KUPPS access restored	Payments
KURES	June 22	12:00 p.m.	Final posting of journal entries and accounting changes for AR billing	Payments
KURES	June 23	5:00 p.m.	P-card reconciliation deadline	Payments
KURES	June 23	5:00 p.m.	Travel expense reports must be approved by the department. Any expense report not approved will wait until FY 2017 processing begins in July.	Payments
KURES	June 27	12:00 p.m.	Deadline for emergency AP payments that must be processed via direct entry by KURES Business Services	Payments
KURES	June 27	5:00 p.m.	Accounting changes or journal entries (org., fund, etc.)	Payments
KURES	June 29	12:00 p.m.	Dept. deposits to be received by KURES	Deposits

FY 2016 Deadlines				
Business Unit	Date	Time	Subject Matter	Topic

UKANS Contact Information

Topic	Name	Telephone	Email
Budget Office	Mary Ann Richey	4-3137	marichey@ku.edu
Payables	Nolan Haire	4-5935	nolanh@ku.edu
	Lily Yu	4-5964	lilyyu@ku.edu
	Mike Lewis	4-5938	malewis@ku.edu
<i><u>Your Payables Contact:</u></i>			
Payments	Laura Albin	4-5940	lalbin1@ku.edu
• P-card	Linda Bruce	4-4988	lkbruce@ku.edu
• Check Requests	Stephanie Fisher	4-5939	stephanie_fisher@ku.edu
• SOV	Lisa Hetrick	4-5942	lisahetrick@ku.edu
• Travel	Nancy Winfough	4-4924	n381j358@ku.edu
	Rechelle Wustefeld	4-5941	rwustefeld@ku.edu
Purchasing Services	Carla Swoyer	4-5972	cswoyer@ku.edu
• Purchasing Requests	Isaac Severance	4-3063	iseverance@ku.edu
• Purchasing Requisitions	Ephrom Marks	4-5811	emarks@ku.edu
• Other			
FACC	John Mulvihill	4-5946	jmulv03@ku.edu
• Accounting Changes	Wendy Reese	4-5943	wreese@ku.edu
• Cash Transactions	Danita Robinson	4-5961	drobin@ku.edu
Payroll	Payroll Services	4-4385	payroll@ku.edu
Other Matters	Karen Banning	4-5977	kbanning@ku.edu
	Katrina Yoakum	4-3261	kyoakum@ku.edu
	Rick Beattie	4-5947	rebeattie@ku.edu
	Richard McKinney	4-3136	rlm@ku.edu

KURES Contact Information

Topic	Name	Telephone	Email
Budget	Rose Galindo	4-1646	rgalindo@ku.edu
	Liz Monroe	4-6269	ejbennett@ku.edu
Deposits	Annie Rajaei	4-7449	annieadh@ku.edu
	Karen Schaller	4-4702	kschaller@ku.edu
Purchasing Services	Linda Kerr	4-7732	lkerr@ku.edu
• Purchasing Requests	Kevin Teel	4-7775	kteel@ku.edu
• PO Vouchers			
• P-card			
Financial Services	Karen Schaller	4-4702	kschaller@ku.edu
• Payments	Brenda Barski	4-7780	b362b771@ku.edu
• Vouchers	Lisa LaBlanc-Willis	4-7235	lلابlanc@ku.edu
• Travel	Jenni Stinnett	4-7297	jstinnet@ku.edu
• Check Requests			
Post-Award Services	Anita Abel	4-6841	aabel@ku.edu
Other Matters	Gina Cregg	4-7473	gcregg@ku.edu

KURES Contact Information

Topic	Name	Telephone	Email
	Karen Schaller	4-4702	kschaller@ku.edu