

DATE: May 8, 2020

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

FROM: Katrina Yoakum, Senior Director for Financial Analysis & Reporting
Craig Alexander, Senior Director for Financial Services
Gina Cregg, KUCR Chief Financial Officer

RE: FY2020 Financial Year-End Guidelines

UKANS and KURES business units are once again collaborating together for fiscal year 2020 closing procedures. Highlights of both business units are provided in this memo.

Our year-end business process will be similar to FY19's year-end with users not being locked out except for between July 1 – 5 (this is a longer period of time than FY19 because it includes the holiday weekend). This means that **department and SSC staff will be able to continue processing procurement orders and payments throughout the entire month of June.**

The following is a list of key deadlines that need to be met for transactions to be processed against FY20 budgets. These deadlines are listed in the table below for both UKANS and KURES business units. If these deadlines are not met, the transaction may not be charged as FY 2020 business. The following list is also [attached as an Excel file](#) so that tasks can be filtered for easier tracking. In addition to the excel file, this year the central offices have also created Outlook year-end deadline calendars that can be downloaded at <http://procurement.ku.edu/fiscal-year-end-policies>. Individualized Outlook year-end deadline calendars are available for departmental staff, SSC staff, approvers, and central offices.

The deadlines listed below assist with determining the fiscal year budget impacted for any given purchase/payment. We realize the university is in an unusual time with the current campus work situation, and we will work with departments/units to assist during this transition time. Please reach out to your SSC finance representative if you have questions about order/payment process timing.

If you have specific questions, please contact the appropriate business unit by clicking--[UKANS](#) or [KURES](#), or finding the contact information in the table below.

Note: Internal departmental deadlines may be different than those noted below. Please confirm deadlines with your internal contacts.

UKANS Contact Information

Topic	Name	Telephone	Email
Budget Office	Mary Ann Richey	4-3137	marichey@ku.edu
Payables	Mike Lewis	4-5938	malewis@ku.edu
Payments <ul style="list-style-type: none"> • P-card • Invoice Payments • Travel 	Mischa Bell	4-5935	msbell@ku.edu
	Shay Brown	4-1315	shay@ku.edu
	Heather Campbell	4-9349	hcamp@ku.edu
	Jessie Hamm	4-1539	j186h235@ku.edu
	Hannah Harnden	4-0458	h676h434@ku.edu
	Tyler Kottman	4-0529	t593k776@ku.edu
	Rechelle Wustefeld	4-5941	rwustefeld@ku.edu
Purchasing Services <ul style="list-style-type: none"> • Purchasing Requests • Purchasing Requisitions • Other 	Carla Swoyer	4-5972	cswoyer@ku.edu
	Isaac Severance	4-3063	iseverance@ku.edu
	Ephrom Marks	4-5811	emarks@ku.edu
	David Thompson	4-2331	dthomps7@ku.edu
	Julie Bellucci	4-5613	jbellucci@ku.edu
	Gary Schwein	4-6412	glschwein@ku.edu
Accounting Services <ul style="list-style-type: none"> • Accounting Changes • Wire Transfers 	Wendy Reese	4-5943	wreese@ku.edu
	Accounting Services		accounting-svcs@ku.edu
Payroll	Penny Kellum	4-5995	pkellum@ku.edu
	Payroll Services	4-4385	payroll@ku.edu
Student Accounts & Receivables <ul style="list-style-type: none"> • Deposits 	Karen Bailey	4-5929	ksbailey@ku.edu
	Student Accounts & Receivables	4-3322	stu.account@ku.edu
Shared Service Centers	Amy Carlson (O'Leary)	4-5209	a374c329@ku.edu
	Jody Milford (Carruth)	4-3551	jmilford@ku.edu
	Karla Williams (Strong)	4-5605	kkw@ku.edu
	Michelle Ginavan-Hayes (Eaton)	4-7688	mginavan@ku.edu
Other Matters	Craig Alexander	4-1432	craig.x.alexander@ku.edu
	Karen Banning	4-5977	kbanning@ku.edu
	Katrina Yoakum	4-3261	kyoakum@ku.edu



KURES Contact Information

Topic	Name	Telephone	Email
Budget	Mike Heaton	4-1646	michael.heaton@ku.edu
	Liz Monroe	4-6269	ejbennett@ku.edu
Deposits	Annie Rajaei	4-7449	kucr@lists.ku.edu
	Karen Schaller	4-4702	kucr@lists.ku.edu
Purchasing Services			
• BS Agreements		4-1278	kucrsbinv@ku.edu
• Subcontracts		4-1278	kucrsbinv@ku.edu
• Purchase Orders	James Edmonds	4-1278	kucrpurchasing@lists.ku.edu
• Purchase Requests	Jennifer Tucker	4-1278	kucrpurchasing@lists.ku.edu
• Purchase Requisitions		4-1278	kucrpurchasing@lists.ku.edu
Financial Services			
• P-card	Karen Schaller	4-4702	kschaller@ku.edu
• Payments	Kevin Teel	4-7775	kures_card@ku.edu
• Invoices	Brenda Barski	4-7780	KURESAccounting-1@lists.ku.edu
• Travel	Jenni Stinnett	4-7297	KURESAccounting-1@lists.ku.edu
• Check Requests	Justin Goetting	4-7464	KURESAccounting-1@lists.ku.edu
	Lilly Bobb	4-4312	KURESAccounting-1@lists.ku.edu
Post-Award Services	Anita Abel	4-6841	aabel@ku.edu
Other Matters	Gina Cregg	4-7473	gcregg@ku.edu
	Karen Schaller	4-4702	kschaller@ku.edu

FY20 Year-End Deadlines

						DEADLINE FOR:			
Date	Weekday	Business Unit	Topic	Task	Time	Depart	SSC	Approver	Central
MAY									
May-12	Tuesday	KU & KUCR	Payroll	RFAs & Payroll Adjustments submitted to SSC -- ALL RFA & Payroll Adjustments submitted to SSC Finance Staff.	5:00 PM	X			
May-15	Friday	KU & KUCR	Payroll	RFAs & Payroll Adjustments -- ALL Sponsored Projects & KUCR Funding -- Retroactive Funding Adjustments (RFAs) for UKANS projects and all KURES projects/funds due to Office of Research to accommodate May 29 Payroll deadline	5:00 PM		X		
May-29	Friday	KU	Payroll	RFA & Payroll Adjustments requests submitted to Payroll	5:00 PM		X		X
May-29	Friday	KU & KUCR	Purchasing	PO that requires RFP by Procurement -- Purchase requisitions for any dollar amount that require RFP by Procurement submitted within FITC.	5:00 PM		X		
JUNE									
Jun-1	Monday	KU	Payments	KU Wire Payments -- Outgoing wire payment requests submitted to Accounting Services. Confirmed wire payments processed must be submitted into FITC by June 14.	12:00 PM	X	X		

Date	Weekday	Business Unit	Topic	Task	Time	Depart	SSC	Approver	Central
Jun-1	Monday	KU	Receivables	KU Endowment Reimbursable Billing for Fund 725 -- Final FY20 reimbursable billing will be processed & sent to KU Endowment. Transactions finalized after this bill will be submitted to KU Endowment for reimbursement in July.	5:00 PM				X
Jun-3	Wednesday	KU & KUCR	Payments	FITC Invoice & Travel Reimbursements for payment by June 30 submitted to SSC -- Priority processing submission deadline to SSC Finance Staff for A/P invoices & travel reimbursement payments if payment needs to be received by vendor before June 30 **All required documentation must be submitted with request.**	5:00 PM	X			
Jun-5	Friday	KU & KUCR	Budget	Budget Transfers -- All budget transfers that must be processed centrally submitted to respective budget offices (KU or KUCR) for FY20.	5:00 PM	X	X		
Jun-5	Friday	KU	Payments	Internal Payment Cancellations - Final FY20 internal payment cancellations submitted to Accounting Services for processing	12:00 PM	X	X		
Jun-5	Friday	KU & KUCR	Payments & Revenue	ALL KU & KUCR JRC Requests submitted to SSC -- Accounting Changes or journal entries (org., fund, etc.) submitted to SSC Finance Staff. This includes sponsored project funds.	5:00 PM	X			

Date	Weekday	Business Unit	Topic	Task	Time	Depart	SSC	Approver	Central
Jun-5	Friday	KU	Payments	KUINT Invoice Approval Deadline -- Internal invoices approved by department. Any KUINT invoices that are not approved will remain pending until FY21 and will included in FY20 budget carry forward calculation.	5:00 PM	X	X	X	
Jun-8	Monday	KU	Payments	KUINT Pay Cycle -- Final internal pay cycle processed for KUINT payments.	8:00 AM				X
Jun-8	Monday	KU	Receivables	KUCR & Other Affiliate Reimbursable Billing -- Final FY20 reimbursable bills will be processed & sent to KUCR & other affiliates. Transactions finalized after this bill will be submitted for reimbursement in July.	5:00 PM				X
Jun-9	Tuesday	KU & KUCR	Payments	P-Card Cycle Date -- Any transaction not processed by Visa & downloaded to Concur (regardless of when purchased) as of June 9 will be processed as FY21 transaction	MIDNIGHT	X	X		
Jun-10	Wednesday	KU & KUCR	Payments	Maximo Direct Charges -- Final direct charges file from Facilities (Maximo) processed centrally	5:00 PM	X	X		
Jun-11	Thursday	KU & KUCR	Payments	P-Card Supporting Documentation -- P-Card supporting documentation (receipts, funding assignments, etc.) submitted to SSC for all transactions received from Visa as of June 11.	5:00 PM	X			

Date	Weekday	Business Unit	Topic	Task	Time	Depart	SSC	Approver	Central
Jun-11	Thursday	KU	Budget	Pending Budget Transfers -- Budget office will delete all budget transfer that remain in pending status.	8:00 AM				X
Jun-11	Thursday	KU	Deposits	Campus Solutions Revenue -- Final revenue interface from Campus Solutions Student Financials processed by SAR. All student enrollment changes & payments received after June 11 will be reflected in FY21.	MIDNIGHT				X
Jun-12	Friday	KU	Deposits	ALL KU Deposits -- Department Deposits, KUINT DARBI and Legacy Deposits submitted to SAR. Noon deadline to ensure that deposits can be processed in FITC & sent to bank for recording.	12:00 PM	X	X		X
Jun-12	Friday	KU	Deposits	Internal Legacy/DARBI Refunds - Internal Legacy & DARBI Refunds submitted to SAR for processing	12:00 PM	X	X		
Jun-12	Friday	KU	Deposits	Interfund Deposits -- Interfund Deposits submitted to SAR.	5:00 PM	X	X		
Jun-12	Friday	KU & KUCR	Payments & Revenue	ALL KU & KUCR JRC Requests Submitted by SSC -- Accounting Changes or journal entries (org., fund, etc.) submitted to Accounting Services or KUCR Financial Services. This includes sponsored project funds.	5:00 PM		X		X
Jun-12	Friday	KU	Payments	KU Payment Cancellations -- Payment cancellations submitted by AP to Accounting Services	12:00 PM				X

Date	Weekday	Business Unit	Topic	Task	Time	Depart	SSC	Approver	Central
Jun-12	Friday	KU & KUCR	Payments	FITC Invoice & Travel Reimbursement Payment by June 30 Entered into FITC/Concur by SSC -- All invoices and travel expense reports that need payment processed by June 30 must be entered by SSC into FITC/Concur. FITC Invoices that need to be submitted includes confirmed wire payments processed in June.	5:00 PM		X		
Jun-12	Friday	KU	Payments	Optional Campus Fee Payouts -- SAR will process final FY20 optional campus fee payouts	5:00 PM				X
Jun-12	Friday	KU	Payments	KU Payment Cancellations -- Payment cancellations submitted to AP	5:00 PM	X	X		
Jun-12	Friday	KU & KUCR	Purchasing	Non-Grant PO closures -- Outstanding non-grant POs with voucher applied & remaining balance less than \$100 will be closed by Central Offices	5:00 PM				X
Jun-12	Friday	KUCR	Payments	KUCR Reimbursable Billing for Fund 921 -- Final FY20 reimbursable bills will be processed & sent to KU. Transactions finalized after this bill will be submitted for reimbursement in July.	5:00 PM				

Date	Weekday	Business Unit	Topic	Task	Time	Depart	SSC	Approver	Central
Jun-15	Monday	KU & KUCR	Payments	FITC Invoice & Travel Reimbursement Payment by June 30 Approval -- All invoices and travel expense reports must be approved by the department. Any invoice or expense report not approved may wait until FY 2021 processing begins in July but will be included in FY20 budget carry forward calculations.	5:00 PM	X	X	X	
Jun-15	Monday	KU	State Interface	Internal Transfers Interface -- INTS (INF06) submitted to State	5:00 PM				X
Jun-16	Tuesday	KU	Payments	KU FITC Invoices & Travel Reimbursement Central Audit Approvals -- Central Audit final approvals for FY20 transactions. Any transactions that are not approved will remain in pending status and will be included in FY20 budget carry forward calculations.	MIDNIGHT				X
Jun-17	Wednesday	KU	Payments	KU Final Pay Cycle -- Final pay cycle for AP vouchers, Travel reimbursements and P-Card payment to UMB Bank processed & sent to the State	12:00 PM				X
Jun-18	Thursday	KU	State Interface	State Interfaces -- INF06 interfaces (Fee Report, Cross-Campus, RFA, SFA) submitted to State	5:00 PM				X
Jun-19	Friday	KU & KUCR	Payroll	Payroll Final On-Cycle & Off-Cycle -- Final FY20 on-cycle & off-cycle payroll posted to G/L. Pending payroll will be available in OAC on Wed, June 17.	8:00 AM				X

Date	Weekday	Business Unit	Topic	Task	Time	Depart	SSC	Approver	Central
Jun-19	Friday	KU & KUCR	Purchasing	ALL Purchase Requisitions Submission to SSC -- Submission deadline to SSC Finance Staff for FY20 PR.	5:00 PM	X			
Jun-19	Friday	KU & KUCR	Payments	FITC Invoice against FY20 Budget Submission to SSC -- Submission deadline to SSC Finance Staff for FITC invoices that need to be applied to FY20 budgets. Physical payment to vendor will not be processed until July.	5:00 PM	X			
Jun-19	Friday	KUCR	Payments	Travel Cash Advances -- Travel cash advance requests submitted to KUCR Financial Services <i>NOTE: Deadline assumes that travel ban has been lifted by Exec. Leadership team.</i>	5:00 PM	X	X		
Jun-19	Friday	KUCR	Payments	KUCR Wire Payments -- Outgoing wire payment requests submitted to KUCR Financial Services.	12:00 PM	X	X		
Jun-19	Friday	KU	State Interface	State Interfaces -- Final INF06 interface (ISS) submitted to State after final payroll posting is processed	5:00 PM				X
Jun-22	Monday	KUCR	Payments	RSINT Pay Cycle -- Final internal pay cycle processed for RSINT payments.	8:00 AM				X
Jun-23	Tuesday	KU & KUCR	Receivables	Sponsored Project Billing -- Final FY20 Sponsored Project billing processed & sent to sponsors	5:00 PM				X

Date	Weekday	Business Unit	Topic	Task	Time	Depart	SSC	Approver	Central
Jun-26	Friday	KU	State Interface	FITC to SMART Reconciliation -- All cash related KU transactions finalized in G/L (Accrual & Cash Ledgers). FITC Cash ledger reconciliation to State financial system (SMART) for FY20 finalized. After this reconciliation is finalized no FY20 cash transactions will be processed by either KU or State.	5:00 PM				X
Jun-26	Friday	KUCR	Deposits	ALL KUCR Deposits -- Department Deposits, RSINT DARBI and Legacy Deposits submitted to KUCR Financial Services. Noon deadline to ensure that deposits can be processed in FITC & sent to bank for recording.	12:00 PM	X	X		X
Jun-26	Friday	KUCR	Payments	KUCR Payment Cancellations -- Payment cancellations submitted to KUCR Financial Services	5:00 PM	X	X		
Jun-26	Friday	KUCR	Payments	KUCR FITC Invoices & Travel Reimbursement Central Audit Approvals -- Central Audit final approvals for FY20 transactions. Any transactions that are not approved will remain in pending status and will be included in FY20 budget carry forward calculations.	MIDNIGHT				X
Jun-26	Friday	KU & KUCR	Purchasing	ALL Purchase Requisitions Entered into FITC -- Submission deadline for SSC Finance Staff to enter PR into FITC.	5:00 PM		X		

Date	Weekday	Business Unit	Topic	Task	Time	Depart	SSC	Approver	Central
Jun-29	Monday	KU & KUCR	Payments	Final Travel & P-Card Approvals in Concur -- Any transactions not approved by this day will be processed as FY21 budget transaction	5:00 PM		X		
Jun-29	Monday	KU & KUCR	Purchasing	SSC/Department Approver Purchase Requisitions Approvals -- Purchase requisitions approved and PO issued in FITC. Any PR not approved by June 30 will be processed in FY21	5:00 PM		X	X	
Jun-29	Monday	KUCR	Payments	KUCR Final Pay Cycle -- Final pay cycle for AP vouchers, Travel reimbursements and P-Card payment to UMB Bank processed & sent to bank	8:00 AM				X
Jun-30	Tuesday	KU & KUCR	Purchasing	Central Office Purchase Requisitions Approvals -- Purchase requisitions approved and PO issued in FITC. Any PR not approved by June 30 will be processed in FY21	5:00 PM				X
Jun-30	Tuesday	KU & KUCR	Payments	FITC Invoice & Travel Reimbursement against FY20 Budget Entered into FITC -- Submission deadline for SSC Finance Staff to enter FITC invoices that need to be applied to FY20 budgets. Physical payment to vendor will not be processed until July.	5:00 PM		X		
Jun-30	Tuesday	KU & KUCR	Receivables	DARBI Billing -- Final FY20 DARBI billing processed & sent to customers	5:00 PM	X	X		

Date	Weekday	Business Unit	Topic	Task	Time	Depart	SSC	Approver	Central
Jun-30	Tuesday	KU & KUCR	System	System closed to end users for final year-end system processes to be run July 1 - 2 (Friday, July 3 is University holiday)	5:00 PM	X	X		X
JULY									
Jul-6	Monday	KU & KUCR	System	System reopened for FY21	8:00 AM	X	X		X
Jul-6	Monday	KU & KUCR	Payments	FY21 Pay Cycle -- First pay cycle in FY21 for AP vouchers, Travel reimbursements and P-Card payment to UMB Bank.	12:00 PM				X
Jul-13	Monday	KU	Payments	FY21 KUINT Pay Cycle -- First internal pay cycle in FY21	12:00 PM				X

