

DATE: May 7, 2019

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

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

RE: 2019 Fiscal Year Reminders

UKANS and KURES business units are once again collaborating together for fiscal year 2019 closing procedures. Highlights of both business units are provided in this memo.

Our year-end business process will be similar to FY18's year-end with users not being locked out except for over the weekend of June 29-30. 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 FY19 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 2019 business. The following list is also attached as an Excel file so that tasks can be filtered for easier tracking.

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**

<b>Topic</b>	<b>Name</b>	<b>Telephone</b>	<b>Email</b>	
Budget Office	Mary Ann Richey	4-3137	<a href="mailto:marichey@ku.edu">marichey@ku.edu</a>	
Payables	Nolan Haire	4-5936	<a href="mailto:nolanh@ku.edu">nolanh@ku.edu</a>	
	Mike Lewis	4-5938	<a href="mailto:malewis@ku.edu">malewis@ku.edu</a>	
Payments	Laura Albin	4-5940	<a href="mailto:lalbin1@ku.edu">lalbin1@ku.edu</a>	
	Mischa Bell	4-5935	<a href="mailto:msbell@ku.edu">msbell@ku.edu</a>	
	• P-card	Shay Brown	4-1315	<a href="mailto:shay@ku.edu">shay@ku.edu</a>
	• Invoice Payments	Lacie Turner	4-1094	<a href="mailto:lacieturner@ku.edu">lacieturner@ku.edu</a>
	• Travel	Nancy Winfough	4-4924	<a href="mailto:n381j358@ku.edu">n381j358@ku.edu</a>
Purchasing Services	Rechelle Wustefeld	4-5941	<a href="mailto:rwustefeld@ku.edu">rwustefeld@ku.edu</a>	
	Carla Swoyer	4-5972	<a href="mailto:cswoyer@ku.edu">cswoyer@ku.edu</a>	
	• Purchasing Requests	Isaac Severance	4-3063	<a href="mailto:iseverance@ku.edu">iseverance@ku.edu</a>
	• Purchasing Requisitions	Ephrom Marks	4-5811	<a href="mailto:emarks@ku.edu">emarks@ku.edu</a>
FACC	• Other	Wendy Reese	4-5943	<a href="mailto:wreese@ku.edu">wreese@ku.edu</a>
	Lee Goetz	4-5956	<a href="mailto:leegoetz@ku.edu">leegoetz@ku.edu</a>	
	• Accounting Changes	Kristine Druen	4-9653	<a href="mailto:kdruen@ku.edu">kdruen@ku.edu</a>
	• Cash Transactions	Tricia Enfield	4-5952	<a href="mailto:tricia_enfield@ku.edu">tricia_enfield@ku.edu</a>
	Danita Robinson	4-5961	<a href="mailto:drobin@ku.edu">drobin@ku.edu</a>	
Payroll	Payroll Services	4-4385	<a href="mailto:payroll@ku.edu">payroll@ku.edu</a>	
Other Matters	Karen Banning	4-5977	<a href="mailto:kbanning@ku.edu">kbanning@ku.edu</a>	
	Katrina Yoakum	4-3261	<a href="mailto:kyoakum@ku.edu">kyoakum@ku.edu</a>	
	Rick Beattie	4-5947	<a href="mailto:rebeattie@ku.edu">rebeattie@ku.edu</a>	
	Richard McKinney	4-3136	<a href="mailto:rlm@ku.edu">rlm@ku.edu</a>	

**KURES Contact Information**

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

**FY19 Year-End Deadlines**

						DEADLINE FOR:			
Date	Business Unit	Topic	Task	Time	Department	SSC	Approver	Central Office	
<b>MAY</b>									
May-13	KU & KUCR	Payroll	<b>RFAs &amp; Payroll Adjustments submitted to SSC --</b> ALL RFA & Payroll Adjustments submitted to SSC Finance Staff.	5:00 PM	X				
May-16	KU & KUCR	Payroll	<b>RFAs &amp; Payroll Adjustments --</b> 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 31 Payroll deadline	5:00 PM		X			
May-31	KU	Payroll	<b>RFA &amp; Payroll Adjustments</b> requests submitted to Payroll	5:00 PM		X		X	
May-31	KU & KUCR	Purchasing	<b>PO that requires RFP by Procurement --</b> Purchase requisitions for any dollar amount that require RFP by Procurement submitted within FITC.	5:00 PM		X			
<b>JUNE</b>									
Jun-3	KU	Payments	<b>KU Wire Payments --</b> Outgoing wire payment requests submitted to FACC. Confirmed wire payments processed must be submitted into FITC by June 14.	5:00 PM	X	X			
Jun-3	KU	Receivables	<b>KU Endowment Reimbursable Billing for Fund 725 --</b> Final FY19 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-5	KU & KUCR	Payments	<b>FITC Invoice &amp; Travel Reimbursements for payment by June 30 submitted to SSC --</b> 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 <b>**All required documentation must be submitted with request.**</b>	5:00 PM	X				
Jun-6	KU	Payments	<b>Internal Payment Cancellations --</b> Final FY19 internal payment cancellations submitted to FACC for processing	5:00 PM	X	X			

Date	Business Unit	Topic	Task	Time	Department	SSC	Approver	Central Office
Jun-7	KU & KUCR	Budget	<b>Budget Transfers</b> -- All budget transfers that must be processed centrally submitted to respective budget offices (KU or KUCR) for FY19.	5:00 PM	X	X		
Jun-7	KU & KUCR	Payments & Revenue	<b>ALL KU &amp; KUCR JRC Requests submitted to SSC</b> -- Accounting Changes or journal entries (org., fund, etc.) submitted to SSC Finance Staff. This includes sponsored project funds.	5:00 PM	X			
Jun-7	KU	Payments	<b>KUINT Invoice Approval Deadline</b> -- Internal invoices approved by department. Any KUINT invoices that are not approved will remain pending until FY20 and will included in FY19 budget carry forward calculation.	5:00 PM	X	X	X	
Jun-10	KU	Payments	<b>KUINT Pay Cycle</b> -- Final internal pay cycle processed for KUINT payments.	8:00 AM				X
Jun-10	KU	Receivables	<b>KUCR &amp; Other Affiliate Reimbursable Billing</b> -- Final FY19 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-11	KU & KUCR	Payments	<b>P-card Cycle Date</b> -- Any transaction not processed by Visa & downloaded to Concur (regardless of when purchased) as of June 11 will be processed as FY20 transaction	MIDNIGHT	X	X		
Jun-12	KU & KUCR	Payments	<b>Maximo Direct Charges</b> -- Final direct charges file from Facilities (Maximo) processed centrally	5:00 PM	X	X		
Jun-12	KU	Payments	<b>Optional Campus Fee Payouts</b> -- FACC will process final FY19 optional campus fee payouts	5:00 PM				X
Jun-13	KU	Payments	<b>KU Payment Cancellations</b> -- Payment cancellations submitted to AP	12:00 PM	X	X		
Jun-13	KU & KUCR	Payments	<b>P-Card Supporting Documentation</b> -- 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	Business Unit	Topic	Task	Time	Department	SSC	Approver	Central Office
Jun-13	KU	Budget	<b>Pending Budget Transfers</b> -- Budget office will delete all budget transfer that remain in pending status.	8:00 AM				X
Jun-13	KU	Deposits	<b>Campus Solutions Revenue</b> -- Final revenue interface from Campus Solutions Student Financials processed by FACC. All student enrollment changes & payments received after June 13 will be reflected in FY20.	MIDNIGHT				X
Jun-14	KU	Deposits	<b>ALL KU Deposits</b> -- Department Deposits, KUINT DARBI and Legacy Deposits submitted to FACC. Noon deadline to ensure that deposits can be processed in FITC & sent to bank for recording.	12:00 PM	X	X		X
Jun-14	KU	Deposits	<b>Internal Legacy/DARBI Refunds</b> -- Internal Legacy & DARBI Refunds submitted to FACC for processing	12:00 PM	X	X		
Jun-14	KU	Deposits	<b>Interfund Deposits</b> -- Interfund Deposits submitted to FACC.	5:00 PM	X	X		
Jun-14	KU	Payments	<b>KU Payment Cancellations</b> -- Payment cancellations submitted by AP to FACC	12:00 PM				X
Jun-14	KU & KUCR	Payments	<b>FITC Invoice &amp; Travel Reimbursement Payment by June 30 Entered into FITC/Concur by SSC</b> -- 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-14	KU & KUCR	Purchasing	<b>Non-Grant PO closures</b> -- Outstanding non-grant POs with voucher applied & remaining balance less than \$100 will be closed by Central Offices	5:00 PM				X
Jun-14	KU & KUCR	Payments & Revenue	<b>ALL KU &amp; KUCR JRC Requests Submitted by SSC</b> -- Accounting Changes or journal entries (org., fund, etc.) submitted to FACC or KUCR Financial Services. This includes sponsored project funds.	5:00 PM		X		X

Date	Business Unit	Topic	Task	Time	Department	SSC	Approver	Central Office
Jun-17	KU & KUCR	Payments	<b>FITC Invoice &amp; Travel Reimbursement Payment by June 30 Approval</b> -- All invoices and travel expense reports must be approved by the department. Any invoice or expense report not approved may wait until FY 2020 processing begins in July but will be included in FY19 budget carry forward calculations.	5:00 PM	X	X	X	
Jun-17	KU	State Interface	<b>Internal Transfers Interface</b> -- INTS (INF06) submitted to State	5:00 PM				X
Jun-18	KU	Payments	<b>KU FITC Invoices &amp; Travel Reimbursement Central Audit Approvals</b> -- Central Audit final approvals for FY19 transactions. Any transactions that are not approved will remain in pending status and will be included in FY19 budget carry forward calculations.	MIDNIGHT				X
Jun-19	KU	Payments	<b>KU Final Pay Cycle</b> -- 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-20	KU	State Interface	<b>State Interfaces</b> -- INF06 interfaces (Fee Report, Cross-Campus, RFA, SFA) submitted to State	5:00 PM				X
Jun-21	KU & KUCR	Payroll	<b>Payroll Final On-Cycle &amp; Off-Cycle</b> -- Final FY19 on-cycle & off-cycle payroll posted to G/L. Pending payroll will be available in OAC on Wed, June 19.	8:00 AM				X
Jun-21	KU & KUCR	Payments	<b>FITC Invoice against FY19 Budget Submission to SSC</b> -- Submission deadline to SSC Finance Staff for FITC invoices that need to be applied to FY19 budgets. Physical payment to vendor will not be processed until July.	5:00 PM	X			
Jun-21	KUCR	Payments	<b>Travel Cash Advances</b> -- Travel cash advance requests submitted to KUCR Financial Services	5:00 PM	X	X		
Jun-21	KUCR	Payments	<b>KUCR Wire Payments</b> -- Outgoing wire payment requests submitted to KUCR Financial Services.	5:00 PM	X	X		

Date	Business Unit	Topic	Task	Time	Department	SSC	Approver	Central Office
Jun-21	KU & KUCR	Purchasing	<b>ALL Purchase Requisitions Submission to SSC</b> -- Submission deadline to SSC Finance Staff for FY19 PR.	5:00 PM	X			
Jun-21	KU	State Interface	<b>State Interfaces</b> -- Final INF06 interface (ISS) submitted to State after final payroll posting is processed	5:00 PM				X
Jun-24	KUCR	Payments	<b>RSINT Pay Cycle</b> -- Final internal pay cycle processed for RSINT payments.	8:00 AM				X
Jun-25	KU & KUCR	Receivables	<b>Sponsored Project Billing</b> -- Final FY19 Sponsored Project billing processed & sent to sponsors	5:00 PM				X
Jun-26	KU	State Interface	<b>FITC to SMART Reconciliation</b> -- All cash related KU transactions finalized in G/L (Accrual & Cash Ledgers). FITC Cash ledger reconciliation to State financial system (SMART) for FY19 finalized. After this reconciliation is finalized no FY19 cash transactions will be processed by either KU or State.	5:00 PM				X
Jun-26	KU & KUCR	Purchasing	<b>ALL Purchase Requisitions Entered into FITC</b> -- Submission deadline for SSC Finance Staff to enter PR into FITC.	5:00 PM		X		
Jun-26	KUCR	Payments	<b>KUCR Payment Cancellations</b> -- Payment cancellations submitted to KUCR Financial Services	5:00 PM	X	X		
Jun-26	KUCR	Payments	<b>KUCR FITC Invoices &amp; Travel Reimbursement Central Audit Approvals</b> -- Central Audit final approvals for FY19 transactions. Any transactions that are not approved will remain in pending status and will be included in FY19 budget carry forward calculations.	MIDNIGHT				X
Jun-27	KUCR	Payments	<b>KUCR Final Pay Cycle</b> -- Final pay cycle for AP vouchers, Travel reimbursements and P-Card payment to UMB Bank processed & sent to bank	8:00 AM				X

Date	Business Unit	Topic	Task	Time	Department	SSC	Approver	Central Office
Jun-27	KUCR	Deposits	<b>ALL KUCR Deposits</b> -- 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-28	KU & KUCR	Purchasing	<b>ALL Purchase Requisitions Approvals</b> -- Purchase requisitions approved and PO issued in FITC. Any PR not approved by June 28 will be processed in FY20	5:00 PM		X	X	
Jun-28	KU & KUCR	Payments	<b>FITC Invoice &amp; Travel Reimbursement against FY19 Budget Entered into FITC</b> -- Submission deadline for SSC Finance Staff to enter FITC invoices that need to be applied to FY19 budgets. Physical payment to vendor will not be processed until July.	5:00 PM		X		
Jun-29	KU & KUCR	Receivables	<b>DARBI Billing</b> -- Final FY19 DARBI billing processed & sent to customers	5:00 PM	X	X		
Jun-29	KU & KUCR	System	<b>System closed to end users for final year-end system processes to be run over the weekend</b>	5:00 PM	X	X		X
<b>JULY</b>								
Jul-1	KU & KUCR	System	<b>System reopened for FY20</b>	8:00 AM	X	X		X
Jul-1	KU & KUCR	Payments	<b>FY20 Pay Cycle</b> -- First pay cycle in FY20 for AP vouchers, Travel reimbursements and P-Card payment to UMB Bank.	12:00 PM				X