

From: [Yoakum, Katrina](#)
To: [KU Lawrence All Staff, Faculty and Affiliates](#)
Subject: FY18 Year-End Financials Memo
Date: Friday, May 04, 2018 2:34:59 PM
Attachments: [image002.png](#)

DATE: May 4, 2018

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

FROM: Karen Banning, KU Interim Comptroller
Gina Cregg, KUCR Chief Financial Officer

RE: 2018 Fiscal Year Reminders

UKANS and KURES business units are once again collaborating together for fiscal year 2018 closing procedures. Highlights of both business units are provided in this memo.

With the implementation of KU's new financial system, we are making several changes to our year-end business process.

The biggest campus change is that users will not be locked out of the financial system as in years past. This means that department and SSC staff will be able to continue processing procurement orders and payments throughout the entire month of June.

While there will not be a system lock out, there are still key deadlines that need to be met for transactions to be processed against FY18 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 2018 business.

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.

FY 2018 Deadlines				
Business Unit	Date	Time	Subject Matter	Topic
UKANS & KURES	May 16	5:00 p.m.	Retroactive Funding Adjustments (RFAs) for UKANS projects and all KURES projects/funds due to Office of Research to accommodate June 1 Payroll deadline	Payroll
UKANS & KURES	May 25	5:00 p.m.	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	Payments
UKANS	June 1	5:00 p.m.	FY 2018 payroll adjustments and retroactive funding adjustments	Payroll
UKANS & KURES	June 1	5:00 p.m.	All budget transfers that must be processed centrally submitted to respective budget offices for FY 2018.	Budget
UKANS & KURES	June 1	5:00 p.m.	RFP requiring PO for FY 2018 for any dollar amount	Purchasing
UKANS & KURES	June 4	5:00 p.m.	All invoices and travel expense reports must be approved by the department. Any invoice or expense report not approved may wait until FY 2019 processing begins in July but will be included in FY2018 carry forward calculations.	Payments
UKANS & KURES	June 8	5:00 p.m.	Internal budget transfers processed by depts	Budget
UKANS	June 11	8:00 a.m.	Final pay cycle for KUINT A/P invoices	Payments
UKANS & KURES	June 11	Midnight	UKANS & KURES P-card Cycle Date; Any transaction not downloaded to Concur (regardless of when purchased) will be FY 2019	Payments
UKANS & KURES	June 13	5:00 p.m.	Final direct debit file from Maximo	Payments
UKANS &			P-Card supporting documentation	

KURES	June 13	5:00 p.m.	to SSC Finance staff for June statement activity	Payments
UKANS	June 14	Midnight	Final interface from Campus Solutions Student Financials	Revenue
UKANS & KURES	June 15	5:00 p.m.	FY 2018 Non-grant PO closures; purchase orders with a voucher applied & remaining balance less than \$100 automatically closed unless notification is submitted to fsku@ku.edu	Purchasing
UKANS	June 15	5:00 p.m.	KUINT DARBI and Legacy Deposits received by Comptroller's Office (FACC)	Deposits
UKANS	June 15	5:00 p.m.	Dept. deposits to be received by Comptroller's Office (FACC)	Deposits
UKANS	June 15	5:00 p.m.	Interfund deposits must be received by Payables	Payments
UKANS	June 15	5:00 p.m.	Accounting changes or journal entries (org., fund, etc.) This is for <i>all UKANS</i> Funds – including sponsored project funds 717 & 718	Payments
UKANS	June 15	5:00 p.m.	Payment cancellations	Payments
UKANS	June 20	12:00 p.m.	Final pay cycle for AP vouchers, Travel reimbursements and P-Card payment to UMB Bank sent to the State	Payments
UKANS & KURES	June 22	5:00 p.m.	Submission deadline to SSC Finance Staff for A/P voucher payments that need to be applied to FY18 budgets.	Payments
UKANS & KURES	June 22	8:00 a.m.	Final FY18 on-cycle & off-cycle payroll posted to G/L	Payroll
KURES	June 22	8:00 a.m.	Final pay cycle for RSINT A/P invoices	Payments
KURES	June 22	5:00 p.m.	Accounting changes or journal entries (org., fund, etc.)	Payments
UKANS & KURES	June 26	5:00 p.m.	Final FY18 Sponsored Project billing	Receivables
KURES	June 27	5:00 p.m.	Payment cancellations	Payments
KURES	June 28	8:00 a.m.	Final pay cycle for AP vouchers, Travel reimbursements and P-Card payment to UMB Bank	Payments
KURES	June 28	12:00 p.m.	Dept. deposits to be received by KURES	Deposits
			Purchase requisitions approved	

UKANS & KURES	June 29	5:00 p.m.	and PO issued in FITC. Any PR not approved by June 29 will be processed in FY2019	Purchasing
UKANS & KURES	June 29	5:00 p.m.	Final FY18 DARBI billing	Receivables
UKANS & KURES	July 2	12:00 p.m.	First pay cycle in FY19 for AP vouchers, Travel reimbursements and P-Card payment to UMB Bank.	Payments

UKANS Contact Information

Topic	Name	Telephone	Email
Budget Office	Mary Ann Richey	4-3137	marichey@ku.edu
Payables	Nolan Haire	4-5936	nolanh@ku.edu
	Mike Lewis	4-5938	malewis@ku.edu
	<i>Your Payables Contact:</i>		-
Payments • P-card • Invoice Payments • Travel	Laura Albin	4-5940	lalbin1@ku.edu
	Mischa Bell	4-5935	msbell@ku.edu
	Shay Brown	4-1315	shay@ku.edu
	Lacie Turner	4-1094	lacieturner@ku.edu
	Nancy Winfough	4-4924	n381j358@ku.edu
	Rechelle Wustefeld	4-5941	rwustefeld@ku.edu
Purchasing Services • 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
FACC • Accounting Changes • Cash Transactions	Wendy Reese	4-5943	wreese@ku.edu
	Lee Goetz	4-5956	leegoetz@ku.edu
	Kristine Druen	4-9653	kdruen@ku.edu
	Tricia Enfield	4-5952	tricia_enfield@ku.edu
Payroll	Danita Robinson	4-5961	drobin@ku.edu
	Payroll Services	4-4385	payroll@ku.edu
Other Matters	Karen Banning	4-5977	kbanning@ku.edu
	Katrina Yoakum	4-3261	k yoakum@ku.edu
	Rick Beattie	4-5947	rebeattie@ku.edu
	Richard McKinney	4-3136	rlm@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	kucrccr@lists.ku.edu

	Karen Schaller	4-4702	kucrcr@lists.ku.edu
Purchasing Services			
• BS Agreements	James Edmonds	4-1278	kucrsubin@ku.edu
• Subcontracts	James Edmonds	4-1278	kucrsubin@ku.edu
• Purchase Orders	James Edmonds	4-1278	kucrpurchasing@lists.ku.edu
• Purchase Requests	James Edmonds	4-1278	kucrpurchasing@lists.ku.edu
• Purchase Requisitions	James Edmonds	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	b362b771@ku.edu
• Travel	Jenni Stinnett	4-7297	jstinnet@ku.edu
• Check Requests	Justin Goetting	4-7464	jgoetting@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