

MEMORANDUM

TO: University of Kansas Medical Center

FROM: Robert Weseloh, Controller
Peggy Davis, Purchasing Director

Date: May 7, 2008

SUBJECT: Closing Procedures for the Fiscal Year Ending June 30, 2008

This memo provides dates and instructions that we ask you to observe so we may satisfy state closing requirements. It is very important to plan accordingly for all purchases utilizing FY 2008 funds. Lack of planning will not constitute an emergency for purchase requests falling outside of the dates listed below.

1. **Requisitions:** Cut off for data entry of routine requisitions into PeopleSoft will be Wednesday, June 25, 2008, at noon. Any requisition that is recycled must be corrected and Purchasing notified of the correction by June 26, 2008, at noon, or it will be canceled. All routine requisitions entered into the system the afternoon of June 25th through June 30th will be canceled. Emergency orders will be accepted into the system through noon, June 30, 2008. All emergency orders require the Prior Authorization Form and approval by Purchasing. Any emergency orders submitted without the required form will not be processed.
2. **Interfund Payments:** (See requisition and invoice cut-off timelines). It is recommended that you enter your interfund requisition by Friday, June 13th, to allow Purchasing adequate time to process your request. All current outstanding interfund payments must be paid **immediately**. Departments will be notified by email of their current obligations. Interfund receipts, including Student Financial Accounting, need to be in Control and Reporting no later than close of business June 20th. If you are billing another state agency for goods/services, be aware that they also follow similar cutoff time lines. If your invoices are not submitted to their accounting departments by their cut-off time, the revenue will not be posted in FY2008.
 - a. Departments paying tuition (Fall 07, Spring 08, Summer 08) to KUMC Student Financial Accounting **only**, utilizing state funds, are processed by interfund. These payments also follow the deadlines set forth for requisition and invoice processing. The invoice with po/receiving numbers indicated and paper interfund voucher **must be sent directly** to Student Financial Accounting for processing. **Do not send** the invoice to Accounts Payable. Failure to forward these documents directly to Student Financial Accounting may result in your student's tuition not being paid. Please note that the fiscal year is determined by the beginning date of the class.

3. **Imprest Checks:** Imprest Checks for FY08 will not be issued after June 20, 2008.
4. **Travel:** Travel Reimbursement Claims relating to in-state/out-of-state travel must be in the Travel Audit department by July 1, 2008. Requests for 2008 travel will be accepted until 4:00 p.m. on June 20th.
5. **Interdepartmental Billing:** Cut off for FY 2008 transactions (both on-line and interface) is June 25, 2008. **Printing Services panels** will no longer be accessible.
6. **Request for Journal Voucher/Funding Adjustment:** Cut off for on-line **expense** journal voucher requests for FY 2008 transactions is June 20, 2008. Revenue requests sent via e-mail will also cut-off on June 20, 2008 at the close of business. All requests submitted **may not** be processed. Approval or denial of your request will be sent via e-mail. Please contact Control and Reporting for any questions or problems relating to your requests.
7. **Invoices:** Invoices must be in the Accounts Payable Office, Support Service Building, Suite 120, by the close of business June 20, 2008. To allow for processing before year-end close, all invoices must be **received** in PeopleSoft and **approved** in Stellent if applicable. To avoid delays, **each PO line must have an adequate amount encumbered to process the invoice for payment, including any freight charges.**
8. **Change Orders:** Cut off for any change orders is June 26, 2008. **No changes** will occur to purchase orders after this date. If you face an encumbrance shortfall after this deadline, you will be required to utilize private funds to satisfy payments. Please remember to verify all open orders to determine if freight charges, hazardous charges, etc. should have been included on the purchase order. If they should be included, and were not, this additional charge requires a change order.
9. **Business Procurement Card:** If you are using a business procurement card, you may continue to use your card after the requisition cut off date. However, the Transaction Log will be unavailable to you after June 25, 2008, at noon. All transactions entered after this date will be charged to Fiscal Year 2009 funds. The log will once again be available to you for making entries July 1, 2008.
10. **Receiving** in PeopleSoft may continue through the close of year.
FY09 Requisitions may be entered in PeopleSoft starting July 1, 2008.
11. **Receipts:** All deposits and supporting documentation **must** be in Control and Reporting to be processed for FY 2008 by July 3, 2008. Deposits received after this date may be recorded in FY 2009.

12. **Office Supply Store:** All office supply store orders must be placed in the system by Wednesday, June 25th at noon. The Office Supply Store will be open on June 26th to pick up orders only. It will be closed on June 27-30th for inventory. It will open back up on July 1st for placing and picking up orders.
13. **Budget adjustments:** All permanent budget adjustments made to FY2008 base budgets need to be in the system no later than 8:00AM on Wednesday, May 21, 2008. This includes all permanent changes to both salary and OOE budgets.
14. **Payroll Transactions:** All FY08 payroll transactions must be in the Budget office by the close of business on Friday, June 6, 2008.

The following rules apply when determining the fiscal year to be charged:

- a. Generally the date an item is ordered or the date service is rendered determines the fiscal year to be charged. Please note, the date of the invoice does **not** determine the fiscal year to be charged.
- b. Rental equipment expenses are determined by the **ending** date of the period.
- c. Maintenance or service contracts are determined by the **beginning** date of the period.
- d. Subscriptions and memberships are determined by the **beginning** date of the period.

For additional information or clarification of the Medical Center's closing procedures for Fiscal Year 2008, you may contact the following by telephone or e-mail:

Peggy Davis, Director	Purchasing	8-1115
Stephen Scanlon, Associate Director	Purchasing	8-4186
Deborah Alspaugh, BPC	Purchasing	8-1116
Janie Meeker, Requisitions	Purchasing	8-1130
Havis Wright, Assistant Controller	Accounts Payable	8-5335
Toni Funderburke, Manager	Accounts Payable	8-5335
Tony Orlich, Manager	Travel Audit	8-5349
Jerry Glenn, Associate Controller	Control and Reporting	8-5365
Valerie Warren, Manager	Control and Reporting	8-5333

Wednesday, May 21, 2008

Permanent adjustments to FY08 Base Budget to Budget Office.	8:00AM
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Friday June 6, 2008

Last day for FY08 Payroll transactions to Budget Office.	4:30PM
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Friday June 13, 2008

Last recommended date to enter Interfund Requisitions.	4:30PM
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Friday June 20, 2008

Last day for Interfund orders and invoices to Accounts Payable.	4:30PM
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Interfund receipts, including Student Financial Accounting to be in Control and Reporting.	4:30PM
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Request for FY08 travel will not be accepted after 4:00 PM on this day.	4:00PM
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Last day that Journal Vouchers/Funding adjustments can be requested.	4:30PM
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Invoices must be in the Accounts Payable Office by close of business.	4:30PM
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Imprest Checks for FY08 will not be issued after close of business.	4:30PM
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Wednesday, June 25, 2008

Last day for Routine Requisitions. Must be entered prior to noon.	12:00PM
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BPC Transaction Log will be unavailable after noon.	12:00PM
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Last day for FY08 Interdepartmental Billings to be processed (Includes Printing Services)	4:30PM
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Office Supply Store orders cut off at noon.	12:00PM
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Thursday, June 26, 2008

Office Supply Store will be open to pick up orders only.	CLOSED
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Last day for Change Orders - No changes to existing POs after this date.	4:30PM
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Last day to notify Purchasing of corrections to Recycled Requisitions.	12:00PM
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Friday, June 27, 2008

Office Supply Store closed for inventory.	CLOSED
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Monday, June 30, 2008

Office Supply Store closed for inventory.	CLOSED
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Emergency orders will be accepted into the system through 12:00 PM on this day.	12:00PM
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Tuesday July 1, 2008	
First day that FY09 requisitions may be entered into PeopleSoft.	8:00AM
Last day for Travel Reimbursement Claims relating to in-state/out-of-state travel to be accepted by Travel Audit.	4:30PM
BPC Log available for FY 09 entries.	8:00AM
Office Supply Store open.	8:00AM

Thursday, July 3, 2008	
Last day to submit deposits and deposit memos to Control and Reporting.	4:30PM

Fiscal Year End for the Research Institute:

The Research Institute will not be closing down for any fiscal year end procedures. You may continue to enter Requisitions throughout the last week of June and into the first week of July. Any KUMED processes where you use a "Q" account (i.e. the Office Supply Store, Printing Services, and/or the Interdepartmental Billing System), fall under KUMC's guidelines and policies set forth above. RINST Requisitions and Travel Requests that only use RINST funds are exempt from the KUMC fiscal year end procedures.