

Notice 25-01
May 07, 2025

IMPORTANT FISCAL YEAR INFORMATION

Please route this notice to individuals in your department responsible for:

Accounting, Travel, Payroll, Accounts Receivable, Budget, and the processing of Cash Receipts.

As the fiscal year ends, it is essential to ensure that all state-administered obligations are paid by the designated deadlines whenever possible. Departments must actively monitor their budgets and fund activity during this period.

To ensure timely processing of current year obligations, the Division of Financial Services must receive the appropriate documentation by your department's respective deadlines:

- **Agency Payment Vouchers** and **Interfund Vouchers** must be submitted electronically via **E-Forms**.
- **Purchase Card Expense Reports, Travel Expense Reports, and Non-Travel Expense Reports** must be submitted through **Concur**.

If a payment voucher or expense report cannot be submitted and received by **June 16, 2025**, every effort should be made to process the payment as soon as possible after that date. Please note:

- Personal reimbursements submitted and approved in Concur after June 16 may **not be processed** until the **State of Kansas resumes payments in July**.
- **Direct payments to vendors** received after June 16 may also be **delayed until July**.
- Departments are encouraged to use the **Procurement Card** for vendor payments whenever possible to avoid delays.

Please retain a copy of this notice for reference throughout fiscal year-end processing.

FISCAL YEAR-END DEADLINES

To ensure timely processing, submit all transactions as early as possible and allow adequate time for approvals and audits.

- **E-Forms** documents must be submitted electronically.
- **Concur Expense Reports** must complete the approval workflow, including Department Head approval, by the stated deadlines.
- Departments are responsible for monitoring the workflow status and correcting returned reports promptly.

KEY FISCAL YEAR-END DATES

<u>Date</u>	<u>Item</u>
May 22	Final day to submit personnel transactions to HR for May 25 – June 07, 2025, pay period.
June 05	Recommended deadline to submit tax documentation for new vendor setups through the secure vendor portal .
June 06	Final day to submit FY25 payroll transfers/corrections.
June 13	All card charges with a transaction date prior to June 01, 2025 must be assigned to the appropriate expense report in Concur.
June 13	Final Adjustments on Facilities Invoice Voucher.
June 16	Interfund Vouchers that are created (initiated) by a KSU Department to another State Agency and Interdepartmental Interfund Vouchers.
June 16	All Non-Travel Purchase Card transactions with a transaction date on or before May 31, 2025, must be submitted and approved in Concur. Any cards with unsubmitted transactions will be temporarily placed on hold until the expense report(s) are received. *

***We recommend submitting reports no later than June 13 to ensure the report is received by June 16. Reports submitted and approved after June 16, may not receive priority processing and could be delayed until the State of Kansas resumes payment processing in July.**

- June 16 Travel Expense Reports for all trips completed by June 01, 2025. This includes the Procurement Card expenses related to that trip. *
- June 16 Agency Payment Vouchers. *
- June 16 Non-Travel Expense Reports. *
- June 16 All Outstanding Imprest Checks must be repaid to KSU Imprest Fund #1 and all Cash Advances for travel ending before June 01, 2025, must be closed out.
- June 17 Interfund Vouchers from other State Agencies assigned to a department by the Division of Financial Services.
- June 18 Expedite vouchers submitted **by NOON**. These include utility billings (electricity, water, sewer, and natural gas), construction payments, and foreign wires.
- June 18 Transfer of Payments.
- June 18 KSU Default account transfers submitted.
- June 18 Allocated Budget Transfer Forms and Non-Allocated Funds Transfer Forms.
- June 26 Local Agency payments.
- June 26 Departmental deposits due at **Commerce Bank (Union branch) by 3:30pm**.
- June 27 Expedite departmental deposits must be received by **the Cashiers' Office by 9am**.

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POST-FISCAL YEAR DEADLINES

<u>Date</u>	<u>Item</u>
July 11	All departmental change funds must be reconciled on June 30, 2025, and the Cash Count form and Record of Overage/Shortages be submitted to General Accounting, genacctg@ksu.edu . Update any cash custodian changes and close any unused change funds.
July 14	June Non-Travel Purchase Card transactions must be submitted and approved in Concur.
July 14	All Travel Expense Reports for trips completed by July 01, 2025.
July 14	Annual Inventory of Consumable Supplies and Commodities/Capital Outlay Items Purchased for Resale must be complete and returned to Financial Reporting, financialreport@ksu.edu for all qualifying departments.
July 14	Accounts Receivable Annual Report of outstanding receivables as of June 30, 2025, must be completed and returned to Financial Reporting, financialreport@ksu.edu for all qualifying departments. The instructions are located in PPM 6210 .
July 16	All June 2025 and prior Fixed Asset Additions Reports submitted to financialreport@ksu.edu , including any Fixed Assets purchased with foundation funds.

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