

Kennesaw State University FY2018 Year End Deadlines

The mission of the Office of Fiscal Services is to ensure the optimal accounting, monitoring, and reporting of the institution’s financial resources in order to achieve the goals outlined in the University’s strategic plan.

Our responsibilities include, but are not limited to, the following:

- Provide quality customer service to the University’s students, faculty, staff, and administrators.
- Receive and disburse the University’s funds in a timely, accurate, and reliable manner.
- Deliver accurate and timely financial analysis and information to support decision-making.
- Safeguard and manage the University’s financial assets in compliance with regulatory requirements.

□ □ Adherence to the deadlines below is critical to the successful closing of the fiscal year. □ □

Facilities Services

Deadline	Action Item(s)	Estimated Value	Additional Requirements/Notes
Friday, 01/05/2018 COB 5:00 PM	Construction Requests for Projects requiring architectural design, engineering, and/or significant renovations.	All	Project Planning/Construction Request Approval Forms must be received in Facilities Services (FS) by the due date. FS requires advanced planning in order to accommodate all requests.
Friday, 03/02/2018 COB 5:00 PM	Moving, Painting, Carpet, Ceiling Tiles, Furniture, and other services that are on Agency or Statewide contract.	All	Please use the form on the link below: http://campus.kennesaw.edu/forms/docs/planning-request-form_2016-07-01.doc

University Information Technology (UITs) Purchases - Quotes and Approvals

Deadline	Action Item(s)	Estimated Value	Additional Requirements/Notes
Friday, 05/18/2018 COB 5:00 PM	<p>Technology Purchases for Computers, Telephones, Audio-Visual, Hardware, Software, iPads, Monitors, Scanners, Printers, Keyboards, Mouse/Mice, PC Speakers, other input devices and accessories, etc. <i>that are available on State, BOR, or Agency Contract.</i></p> <p>Be cognizant of Technology Purchases, as they require Special Routing approvals for all dollar values. Technology Purchases of \$250,000 or more require both UITs and USG/ITS approval.</p>	Less than \$250,000	<p>Technology Purchases require advance Special Routing approval from UITs, as well as quotes, which are only valid for 30 calendar days after date of issue.</p> <p>Reference: UITs Forms – Technology Purchases</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. The deadlines in this category are for obtaining UITs quotes or approval only. All other deadlines, i.e. Procurement, AP and P-Card remain the same, so please plan accordingly. 2. Please allow up to two (2) weeks for UITs approval.

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Purchasing Notes:

If you have not submitted to the Office of Procurement all RFP/RFQ requirements in complete form by deadlines noted the Office of Procurement cannot guarantee a contract award prior to end of the current fiscal year. After the deadlines noted, you can and should continue to submit future RFP/RFQ requirements to the Office of Procurement to begin the solicitation process as soon as possible for the next fiscal year.

ePro - KSU will be utilizing the PeopleSoft “year-end cut-off role” in order to ensure that all eligible requisitions are sourced to purchase orders by June 29th. This role will inhibit a Requester’s ability to create ePro requisitions (this includes Special Requests and GeorgiaFIRST Marketplace Requisitions) from Friday, June 1st through Friday, June 29th. ePro is expected to re-open for FY19 use on or around Monday, July 9, 2018. A KSU Inform announcement will be issued when ePro is re-opened and available for FY19 use.

Office of Procurement

Deadline	Action Item(s)	Estimated Value	Additional Requirements/Notes
Friday, 01/05/2018 COB 5:00 PM	Requests for Proposals (RFPs).	All	Please note that the average processing time for RFP scope development to contract award is six to seven months.
Friday, 03/30/2018 COB 5:00 PM	<u>Fully Approved</u> e-Pro Requisition with specifications/requirements for bidding (RFQ process) or approved Sole Source justification.	\$250,000 or more	Be cognizant of purchases that require Special Routing approvals. Technology Purchases of \$250,000 or more require both UITS and USG/ITS approval.
Friday, 04/27/2018 COB 5:00 PM	<u>Fully Approved</u> e-Pro Requisition with specifications/requirements for bidding (RFQ process) or approved Sole Source justification.	\$100,000 to \$249,999	Be cognizant of purchases that require Special Routing approvals.
Friday, 05/04/2018 COB 5:00 PM	<u>Fully Approved</u> e-Pro Requisition with specifications/requirements for bidding (RFQ process) or approved Sole Source justification.	\$25,000 to \$99,999	Be cognizant of purchases that require Special Routing approvals.
Friday, 06/01/2018 COB 5:00 PM	<u>Fully Approved</u> e-Pro Requisition with specifications/requirements and any supporting back-up documentation.	\$24,999 or less	Be cognizant of purchases that require Special Routing approvals.
Friday, 06/01/2018 COB 5:00 PM	All purchases from State, BOR, or Agency contracts, and items classified as exempt with <u>Fully Approved</u> e-Pro Requisition.	All Dollar Amounts	Be cognizant of purchases that require Special Routing approvals. Technology Purchases of \$250,000 or more require both UITS and USG/ITS approval.

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Office of Fiscal Services – P-Card

Deadline	Action Item(s)	Additional Requirements/Notes
Wednesday, 05/30/2018 COB 5:00 PM	All P-Card transactions that post for the May 2018 cycle (04/28/18 – 05/25/18) must be allocated and signed-off in Works	
Friday, 06/08/2018 4:00 PM	P-Card statements for the May 2018 cycle are due in the Office of Procurement	
Friday, 06/15/2018 COB 5:00 PM	Recommended date to cease P-Card usage so that transactions in a “bank authorized charge” status will post to Works by 06/30/2018 for FY18	Transactions made after 6/15/2018 may not have sufficient time to post as an authorized charge by 06/30/2018. Transactions that post in Works after 06/30/2018 will be applied to FY2019 funds.
Friday, 06/29/2018 3:00 PM	All P-Card transactions that post for the June 2018 cycle (05/26/2018 – 06/27/2018) must be allocated and signed off in Works or the charges will post to the default chart string.	
Friday, 06/29/2018 4:00 PM	All P-Card transactions will be swept at this time.	Statements must be received in the Office of Procurement and Contracting by the deadline.
Monday, 07/02/2018 9:00 AM	Works system will be swept of any remaining transactions dated 06/30/2018 and will be posted to FY2018	Transactions that post in Works after 06/30/2018 will be applied to FY2019 funds
Tuesday, 07/10/2018 4:00 PM	P-Card Statements for the June 2018 cycle are due to the Office of Procurement	

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Travel & Expenses

Deadline	Action Item(s)	Additional Requirements/Notes
Friday, 05/04/2018 4:00 PM	Travel Requests for trip end date through 06/15/2018 or prior.	All scheduled FY18 travel must be documented by the Travel Requests deadline. Unanticipated travel may be approved by the department manager on a case-by-case basis. Fully approved Travel Expense Reports and back-up documentation must be received by the Travel Team by the deadlines. Travelers with trip dates through 06/15/18 are advised to submit their Travel Expenses Reports as timely as possible. Contact the Travel Team if you have any specific questions.
Friday, 06/08/2018 4:00 PM	Travel Expense Reports (fully approved) for trip end date through 06/01/18 or prior.	
Friday, 06/08/2018 4:00 PM	<i>All employee airfare for trip end dates through 06/30/18 should be expensed/submitted in Concur towards current FY budget.</i>	
Friday, 06/22/2018 4:00 PM	Travel Expense Reports (fully approved) for trip end date 06/01/18 through 06/15/18. Every attempt will be made to expense travel reports for trip end dates after 06/15/18 in FY18. However, based on the date the travel expense is fully approved, this cannot be guaranteed.	
Friday, 06/29/2018 4:00 PM	Travel Expense Reports (fully approved) for trip end date 06/16/18 through 06/30/18 may be paid in FY19 and charged to your department's FY 19 budget. Any Travel Expense Reports not processed in FY18 will be expensed in FY19.	

Accounts Payable – Invoices with a Purchase Order

Deadline	Action Item(s)	Additional Requirements/Notes
Friday, 04/06/2018 4:00 PM	Invoices dated 3/31/2018 or before.	All Invoices resulting from an established purchase order should be submitted to Accounts Payable as soon as they are received. ePro receiving must be completed no later than 24 hours after receipt of the product(s) and/or service(s). <i>Note: because POs are encumbered, these expenses will be expensed against budget in FY2018. Please send invoices for items received prior to 6/30/18 or prior to Accounts Payable as soon as possible.</i>
Friday, 05/04/2018 4:00 PM	Invoices dated 4/01/2018 through 04/30/2018.	
Friday, 06/01/2018 4:00 PM	Invoices dated 5/01/2018 through 05/31/2018.	
Friday, 06/15/2018 4:00 PM	Invoices dated 06/01/2018 through 06/14/2018.	
Friday, 06/21/2018 4:00 PM	Invoices dated 6/15/2018 through 06/20/2018.	
Friday, 6/29/2018 11:00 AM	Invoices dated 6/20/18 through 6/29/18.	

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Accounts Payable – Invoices without a Purchase Order (e.g. “OwlPay” Requests)

Deadline	Action Item(s)	Additional Requirements/Notes
Friday, 05/04/2018 4:00 PM	Payment Requests/Invoices dated 04/30/2018 or before.	Fully approved payment requests and back-up documentation must be processed in OwlPay by the deadline(s) indicated.
Friday, 06/01/2018 4:00 PM	Payment Requests/Invoices dated 05/01/2018 through 05/31/2018.	
Friday, 06/15/2018 4:00 PM	Payment Requests/Invoices dated 6/01/2018 through 06/14/2018.	
Thursday, 06/21/2018 4:00 PM	Payment Requests/Invoices dated 6/15/2018 through 06/20/2018.	
Friday, 6/29/2018 11:00 AM	Payment Requests/Invoices dated 6/22/2018 through 06/29/2018.	<i>To ensure invoices are expensed against the FY2018 budget, please do not wait until 6/29/18 to send them to AP. Any invoices that cannot be vouchered due to volume by end of day on 6/29/18 will be expensed against the FY2019 budget. They will be recorded for financial reporting purposes only. Please continue to send invoices to AP for items received prior to 6/30/18 as soon as possible.</i>

Accounts Payable

Deadline	Action Item(s)	Additional Requirements/Notes
Friday, 06/22/2018 4:00 PM	Corrective/Adjustment Voucher Forms	

Payroll

Deadline	Action Item(s)	Additional Requirements/Notes
Thursday, 06/14/2018 COB 5:00 PM	Special Pay Request (SPARS) Weekly paid employees	Must be received in OFS by 5:00PM Hand deliver if necessary.
Thursday, 06/14/2018 COB 5:00 PM	All hard-copy time sheets (both retroactive and current period)	Must be received in OFS by 5:00PM Hand deliver if necessary.

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Friday, 06/15/2018 COB 5:00 PM	Bi-Weekly eTime	Must be entered into system by deadline.
Wednesday, 06/20/2018 COB 5:00 PM	Special Pay Request (SPARS) Monthly paid employees	Must be received in OFS by 5:00PM Hand deliver if necessary.
Thursday, 06/21/2018 COB 5:00 PM	Monthly eTime	Must be entered into system by deadline.

Budgets

Deadline	Action Item(s)	Additional Requirements/Notes
Wednesday, 05/31/2018	FY18 Fourth Quarter Budget Amendments – E&G Funds (10000, 10500, 10600)	Must be processed by Friday, 06/01/2018
Monday, 06/04/2018	Budget Office to Sweep Remaining E&G Budgets	Excludes Distance Learning and Premium Programs
Friday, 06/15/2018 COB 5:00 pm	FY18 Fourth Quarter Budget Amendments (All Other Funds)	

Bursar

Deadline	Action Item(s)	Additional Requirements/Notes
Friday, 06/29/2018 10:00 am	Cash Receipts – Receipt book transactions, one time deposits with a transmittal and Auxiliary services collections	Must be received by the Bursar's Office by 10:00AM. Hand deliver only. Please do not put deposits in campus mail.

Financial Reporting/General Ledger

Deadline	Action Item(s)	Additional Requirements/Notes
Tuesday, 07/03/2018 4:00 PM	June Journal Entry Deadline	Any June monthly journals and/or corrective journals needed for prior months in FY 18.

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Year-End Budget Sweep

The Budget Office will sweep available E&G funds (10000, 10500 and 10600) on June 4, 2018. This process is meant to encourage departments to encumber purchases prior to this deadline allowing for more accurate projections of year-end funds and expediting the year-end spending process.

Notes about the process:

1. All funds swept from departmental budgets contribute towards year-end spending priorities approved by the Budget Committee.
2. The Budget Office will only sweep E&G funds (10000, 10500 and 10600). Premium program revenue and distance learning funds will not be swept.
3. Personal services and non-personal services budgets will be swept for all E&G funded departments including faculty salary lapse.
4. Any amount swept through this process will not affect the department's FY19 budget allocation.
5. Departments should not hold invoices received after June 4th. Please process invoices as normal and as soon as possible.
6. The Budget Office will push a budget amendment to cover payment requests, travel, vouchers, and P-Card charges that process after June 4th and are not encumbered. The total value of these items cannot exceed the amount swept from the department on June 4th. All e-Pro purchases should be fully approved by June 1st. All budget amendments with E&G funds are due to the Budget Office by May 31st.
7. June 15th is the recommended date to cease P-Card usage. Transactions that post in Works after June 30th will be applied to FY19 funds.

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☐☐ **If you have a Business Manager, please follow their individual departmental deadlines.** ☐☐

Office of Fiscal Services (OFS)

Phone: (470) 578-6214

Emails:

Procurement	purchasing@kennesaw.edu
P-Card	pcard@kennesaw.edu
Payroll	payroll@kennesaw.edu
Timesheets and SPARs	timesheet@kennesaw.edu
Accounts Payable	vendor@kennesaw.edu
Travel-	travel@kennesaw.edu
Budgets	budget@kennesaw.edu
Compliance	compliance@kennesaw.edu

Facilities Services

Phone: (470) 578-3602

Email: facilities@kennesaw.edu

University Information Technology Services (UITS)

Phone: (470) 578-6999

Email: service@kennesaw.edu

Contact Information for Special Routing Approvals

- 1) Computer-related purchases, including software, keyboards, and other miscellaneous computer equipment and peripheral equipment. For the most current ITS policy on such purchases, refer to the KSU Policy Portal (ref: <https://policy.kennesaw.edu/sites/web.kennesaw.edu.policy/files/technologypurchasingrelocationandsurplus.pdf>). Secure prior approval from ITS by completing the web form at: <http://uits.kennesaw.edu/support/formspurchases.php>.
- 2) Multimedia (audio-visual) equipment purchases such as digital cameras, VCR's, DVD players, TV's, camcorders, recording hardware, projectors, large-format digital displays (LCD, LED, etc.), microphones, and related equipment. For the most current ITS policy on such purchases, refer to the KSU Policy Portal (ref: <https://policy.kennesaw.edu/sites/web.kennesaw.edu.policy/files/technologypurchasingrelocationandsurplus.pdf>). Secure prior approval from ITS by completing the web form at: <http://uits.kennesaw.edu/support/formspurchases.php>.
- 3) Contracts and service agreements that are not university or statewide contracts must be submitted to the Contracts Office for approval using the Contract Submission Form. (<http://fiscalservices.kennesaw.edu/contracts/contract-submission-form.php>). Questions regarding the contract review process should be sent to contracts@kennesaw.edu.
- 4) Printed material, printed items, and/or products requiring the use of KSU's official logos and/or name. University Relations requires that such requirements be submitted for advance approval to designapproval@kennesaw.edu to ensure that KSU's image is projected in a cohesive manner in accordance with the registered trademarks and licensing. For the most current information on such purchases, review University Relations Visual Identity Program, Style Guide, and Licensing information at <http://www.kennesaw.edu/styleguide/index.shtml>.