

KSU FY 2017 YEAR END DEADLINES
Updated as of 03/06/2017

** Adherence to the deadlines below is critical to the successful closing of the fiscal year. **
 ** All University System of Georgia (USG) institutions are closely monitored for compliance. **

Deadline	Facilities Design and Construction Services (FDCS) Facility Proposals for Work	Estimated Value	Additional Requirements/Notes
01/20/2017 COB 5:00 pm	Construction Requests for Projects requiring architectural design, engineering, and/or significant renovations.	All Dollar Amounts	Project Planning/Construction Request Approval Forms must be received in Facilities Design and Construction Services (FDCS) by the due date. FDCS requires advanced planning in order to accommodate all requests.
03/06/2017 COB 5:00 pm	Moving, Painting, Carpet, Ceiling Tiles, Furniture, and other services which are on Agency or Statewide contract.	All Dollar Amounts	
Deadline	Human Resources - Payroll	Estimated Value	Additional Requirements/Notes
06/14/2017 COB 5:00 pm	Special Pay Request (SPARS) Monthly paid employees		Must be received in HR by 5:00 pm Hand deliver if necessary.
06/15/2017 COB 5:00 pm	Special Pay Request (SPARS) Bi-Weekly paid employees		Must be received in HR by 5:00 pm Hand deliver if necessary.
06/16/2017 COB 5:00 pm	All hard-copy time sheets (both retroactive and current period)		Must be received in HR by 5:00 pm Hand deliver if necessary.
06/16/2017 COB 5:00 pm	Monthly eTime		Must be entered into system by deadline.
06/16/2017 COB 5:00 pm	Bi-Weekly eTime		Must be entered into system by deadline.
Deadline	Technology Purchases - Quotes and Approvals	Estimated Value	Additional Requirements/Notes
05/26/2017 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. that are available on State, BOR, or Agency Contract.</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>	All Dollar Amounts	<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><u>Reference:</u> UITS Forms – Technology Purchases</p> <p><u>Special Note:</u> The deadlines in this category are for UITS quote/approval only. <u>All Procurement, P-Card, & A/P deadlines will apply.</u></p> <p>It is recommended to allow up to two (2) weeks for UITS approval.</p>

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Deadline	Office of Procurement and Contracting (OPC) Procurement – Goods & Services	Estimated Value	Additional Requirements/Notes If you have not submitted to OPC all RFP/RFQ requirements in complete form by deadlines noted, OPC cannot guarantee a contract award prior to end of the current fiscal year. <u>After the deadlines noted, you can and should continue to submit future RFP/RFQ requirements to OPC to begin the solicitation process as soon as possible for the next fiscal year.</u>
01/06/2017 COB 5:00 pm	Requests for Proposals (RFPs).	All Dollar Amounts	Per DOAS guidelines, average processing time for RFP scope development to contract award is six-seven months.
03/31/2017 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.
05/05/2017 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.
05/12/2017 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.
06/06/2017 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.
06/06/2017 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.

Special Notes:

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 30th. This role will inhibit a Requester’s ability to create ePro requisitions (this includes Special Requests and GeorgiaFIRST Marketplace Requisitions) from Wednesday, June 7th through Friday, June 30th. ePro is expected to re-open for FY18 use on Wednesday, July 5, 2017. A KSU Inform announcement will be issued when ePro is re-opened and available for FY18 use.

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Deadline	Office of Procurement and Contracting (OPC) – P-Card	Estimated Value	Additional Requirements/Notes
06/09/2017 COB 5:00 pm	Prescribed date to cease P-Card usage so that transactions in the “bank authorized charge” status will post to Works Payment Manager in FY17.		<p>Transactions that appear in Works after 06/30/2017 will be applied to FY18 funds.</p> <p>Note: P-Card transactions made after 06/09/2017 may not be posted as a “bank authorized charge” by 06/30/2017.</p>
06/28/2017 COB 5:00 pm	All P-Card transactions that posted between 05/16/17-06/15/17 must be allocated and signed off on in Works Payment Manager.		<p>The system will be swept of all FY17 transactions at this deadline.</p>
06/28/2017 COB 5:00 pm	P-Card Statements for the statement cycle of 05/16/17-06/15/17 are due.		<p>Statements must be received in the Office of Procurement and Contracting by the deadline.</p>
06/30/2017 COB 5:00 pm	All P-Card transactions that posted between 06/16/17-06/30/17 must be allocated and signed off on in Works Payment Manager or charges will post to the default chart string.		<p>The system will be swept of additional FY17 transactions at this deadline.</p> <p>Note: P-Card transactions made prior to this date that have not posted as a “bank authorized charge” will be expensed in FY18.</p>
07/28/2017 COB 5:00 pm	P-Card Statements for the statement cycle of 06/16/17-07/15/17 are due.		<p>Statements must be received in the Office of Procurement and Contracting by the deadline.</p>

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Deadline	Office of Finance and Accounting (OFA) – Travel & Expenses	Estimated Value	Additional Requirements/Notes
05/05/2017 4:00 pm	Travel Requests for trip end date through 06/15/2017 or prior.		All scheduled FY17 travel must be documented by the Travel Requests deadline. Unanticipated travel can be approved by the department manager on a case-by-case basis.
06/02/2017 4:00 pm	Travel Expense Reports (fully approved) for trip end date through 05/31/17 or prior.		Fully approved Travel Expense Reports and back-up documentation must be received by the Travel Team by the deadlines.
06/23/2017 4:00 pm	<p>Travel Expense Reports (fully approved) for trip end date 06/01/17 through 06/15/17.</p> <p>Every attempt will be made to expense travel reports for trip end dates after 06/23/16 in FY17, however, based upon the date the travel expense is fully approved, this cannot be guaranteed.</p> <p>Any Travel Expense Reports not processed in FY17 will be expensed in FY18.</p>		<p>No FY17 travel encumbrances will be processed.</p> <p>Expenses paid in FY17 for trips occurring in FY18 will be expensed in FY18.</p> <p>Travelers with trip dates through 06/23/17 are advised to submit their Travel Expenses Reports as timely as possible. Contact the Travel Team if you have any specific questions.</p>
06/30/2017 4:00 pm	<p>Travel Expense Reports (fully approved) for trip end date 06/16/17 through 06/30/17.</p> <p>All employee airfare for trip end dates through 06/30/17 should be expensed in Concur towards current FY budget.</p>		

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Deadline	Office of Finance and Accounting (OFA) Accounts Payable - Invoices with a Purchase Order (PO)	Estimated Value	Additional Requirements/Notes
04/07/2017 4:00 pm	Invoices dated 3/31/2017 or before.		<p>All Invoices resulting from an established Purchase Order should be submitted to Accounts Payable as soon as they are received.</p> <p><u>ePro receiving</u> must be completed no later than 24 hours after receipt of the product(s) and/or service(s).</p> <p>Note: <u>Invoices for Purchase Orders received after 06/21/2017 must be forwarded to Accounts Payable immediately for financial reporting purposes.</u></p> <p>Because Purchase Orders are encumbered, expenses associated with FY17 PO's will be expensed against budgets in FY17.</p>
05/05/2017 4:00 pm	Invoices dated 4/01/2017 through 04/30/2017.		
06/02/2017 4:00 pm	Invoices dated 5/01/2017 through 05/31/2017.		
06/16/2017 4:00 pm	Invoices dated 06/01/2017 through 06/14/2017.		
06/21/2017 4:00 pm	Invoices dated 6/15/2017 through 06/21/2017.		
06/30/2017 4:00 pm	Invoices dated 06/22/2017 through 06/30/2017.		
Deadline	Office of Finance and Accounting (OFA) Accounts Payable - Invoices without a Purchase Order (e.g. "OwlPay" Requests)	Estimated Value	Additional Requirements/Notes
05/05/2017 4:00 pm	Payment Requests/Invoices dated 04/30/2017 or before.		<p>Fully approved payment requests and back-up documentation must be processed in OwlPay by the deadline(s) indicated.</p> <p>To ensure invoices are expensed against the FY17 budget, do <u>not</u> wait until 07/03/2017 to send them to A/P. Any invoices that A/P is not able to voucher due to volume by the C.O.B. on 07/03/2017 will be expensed against the FY18 budget.</p> <p>** They will be recorded for financial reporting purposes only. **</p> <p>Note: It is imperative to continue to send invoices to A/P for items received by 06/30/2017 as promptly as possible.</p>
06/02/2017 4:00 pm	Payment Requests/Invoices dated 05/01/2017 through 05/31/2017.		
06/16/2017 4:00 pm	Payment Requests/Invoices dated 6/01/2017 through 06/14/2017.		
06/21/2017 4:00 pm	Payment Requests/Invoices dated 6/15/2017 through 06/21/2017.		
07/03/2017 11:00 am	Payment Requests/Invoices dated 06/22/2017 through 06/30/2017.		

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Deadline	Office of Finance and Accounting (OFA) Accounts Payable	Estimated Value	Additional Requirements/Notes
06/23/2017 4:00 pm	Corrective/Adjustment Voucher Forms		
Deadline	Office of Budget and Planning (OBP) Budgets	Estimated Value	Additional Requirements/Notes
06/16/2017 COB 5:00 pm	FY17 Fourth Quarter Budget Amendments		
Deadline	Office of Finance and Accounting (OFA) Bursar	Estimated Value	Additional Requirements/Notes
06/30/2017 10:00 am	Cash Receipts		
Deadline	Office of Finance and Accounting (OFA) General Ledger	Estimated Value	Additional Requirements/Notes
07/01/2017 4:00 pm	Year End Corrective Journal Entries		

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

*** Stay tuned via [KSU Inform](#) and the [Year-End Procedures](#) web page for the latest “Year-End” information updates! ***

*** TAKE NOTE: SPECIAL YEAR-END FUNDING REQUESTS APPROVED BY SENIOR EXECUTIVE LEADERSHIP FOLLOW UNIQUE DEADLINES, SEPARATE FROM THIS DOCUMENT, AS COMMUNICATED AND PROVIDED IN INDIVIDUAL COMMUNICATIONS TO THOSE DEPARTMENTS AWARDED SPECIAL FUNDING. THOSE SPECIAL YEAR-END FUNDING REQUESTS ARE ASSIGNED A SPECIFIC PRIORITY NUMBER FOR TRACKING PURPOSES. ***

These deadlines are in accordance with the [Board of Regents Business Procedures Manual, Section 1.7.3, Year End Closing of Accounting Records](#), where the closing of the accounting year is accomplished by the date(s) established by the Office of Fiscal Affairs, Accounting and Reporting.

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Contact Information

Facilities Design and Construction Services (FDCS)

Phone: (470) 578-3602

Email: facilities@kennesaw.edu

Human Resources (HR) – Payroll

Phone: (470) 578-6019

Email: payroll@kennesaw.edu

Email timesheets and SPARs to: timesheet@kennesaw.edu

Office of Budget and Planning (OBP)

Phone: (470) 578-6315

Email: budget@kennesaw.edu

Office of Finance and Accounting (OFA)

Phone: (470) 578-6214

Emails: vendor@kennesaw.edu (Accounts Payable)
compliance@kennesaw.edu (Reporting and Compliance)
travel@kennesaw.edu (Travel)

Office of Procurement and Contracting (OPC)

Phone: (470) 578-4355

Email: purchasing@kennesaw.edu –or- pcard@kennesaw.edu

- o [Campus Buyer Partner\(s\)](#)

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 approved by the Office of Legal Affairs (ref: <http://www.kennesaw.edu/legal/contracts.shtml>). 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>.

**** This list is NOT all-inclusive. Additionally, contact your department's Business Manager for any additional internal approvals and internal procedures that may be required.**