KFS Year End Processes:

The following FY12 in-year e-docs will be automatically disapproved if they have not reached final status by 9pm on Saturday, June 30th: BA, DI, GEC, IB, TF, ST & BT

PREQs will continue to be processed through 9pm on Thursday, July 3rd, Auxiliary Vouchers (AV) will continue to be processed through 9pm on Friday, July 6th, both posting to period 12 in FY12. PCDOs will also continue to be processed through 9pm on Tuesday, July 10th, but note that PCDO payments approved between July 1-10 will post to period 13 in FY12.

A limited number of year end e-docs will also be made available for corrections during FY12 period 13, running from 7/1/2012 to 7/15/2012:

- YEDI — Year End Distribution of Income and Expense
- YEBA — Year End Budget Adjustment
- YEGA — Year End General Error Correction
- YETF — Year End Transfer of Funds
- YEST — Year End Salary Transfer
- YEBT — Year End Benefit transfer

FY13 business can begin to be processed on July 1, 2012, using normal in-year e-docs.

Note that Asset & Liability entries — this covers outstanding travel advances — will not close out or impact balances that roll forward to accounts designated in the account reversion process.

Because the last Pcard payment load will be on Saturday, June 30th, the ASC will only have 6 business days to release transactions by 7/10/12 to post to FY12. Departments will need to identify any that should be considered for priority processing in FY12.

The Year End calendar is displayed on Page 2. For more information on year-end dates and processing, you may want to review the KFS Year-End presentation slide show at the following link:

http://www.dfa.cornell.edu/kfs/presentations/index.cfm

Please also plan to attend the AFAR meeting next week to review year end issues in more detail.
FY12 Year End Calendar

<table>
<thead>
<tr>
<th>Day</th>
<th>Date ('estimated')</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>June-July</td>
<td></td>
<td>Daily approval of entries (all billings current)</td>
</tr>
<tr>
<td>Monday</td>
<td>June 25</td>
<td>9:00pm</td>
<td>LTIP cutoff for June activity</td>
</tr>
<tr>
<td>Saturday</td>
<td>June 30</td>
<td>9:00pm</td>
<td>Final procurement card load</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Final collector files &amp; enterprise feeds</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9:00pm</td>
<td>In-year e-docs automatically disapproved: BA, DI, GEC, IB, TF, ST &amp; BT</td>
</tr>
<tr>
<td>Sunday</td>
<td>July 1</td>
<td>8:00am</td>
<td>Year End (YE) e-docs for FY12 available</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8:00am</td>
<td>FY 13 in-year e-docs available</td>
</tr>
<tr>
<td>Tuesday</td>
<td>July 3*</td>
<td></td>
<td>Central payroll accrual</td>
</tr>
<tr>
<td>Thursday</td>
<td>July 5</td>
<td>9:00pm</td>
<td>Final PREQ input for FY12 (last day FOs can adjust accounts on PREQs for FY12)</td>
</tr>
<tr>
<td>Friday</td>
<td>July 6</td>
<td>9:00pm</td>
<td>Last day to use Auxiliary Voucher (AV) for FY12</td>
</tr>
<tr>
<td>Tuesday</td>
<td>July 10</td>
<td>9:00pm</td>
<td>First account reversion</td>
</tr>
<tr>
<td>Thursday</td>
<td>July 12</td>
<td>9:00pm</td>
<td>Second account reversion</td>
</tr>
<tr>
<td>Sunday</td>
<td>July 15</td>
<td></td>
<td>End of day Final YE e-doc creation/approval (by departments)</td>
</tr>
<tr>
<td>Friday</td>
<td>July 20*</td>
<td>9:00pm</td>
<td>Year-end close</td>
</tr>
</tbody>
</table>

Other Year-End Requisition Processing Deadlines

To ensure processing prior to Fiscal Year-end close, the following items must be received by the Office of Supply Management by the dates listed below.

- **June 15**—New DV vendor requests for approval. Requisitions with new vendors. Requisitions for orders totaling more than $500K.
- **June 22**—Requisitions for orders totaling from $100K—$500K.
- **June 25**—All other requisitions.
- **July 5**—Payment requests created by A/P on or before July 5 (for FY12 PO) will post to FY12. This is the last day for fiscal officers to adjust the accounting line on a payment request for that change to be reflected in FY12.

Petty Cash Accounts:

Beginning this FY (2011-12), General Accounting will no longer be requesting copies of reconciliations for Petty Cash, inventory, or asset/liability object codes in excess of $800K. However, units are still responsible for reconciling all asset/liability object codes on a monthly basis. If audited, units would be required to provide the reconciliation within 48 hours of the request. Also note specifically related to petty-cash accounts:

- Reimbursement for expenses should be completed at year-end to properly reflect expenses.
- Beginning mid-year FY13, DFA will perform an annual confirmation of custodians and petty cash amounts.
**When to use a GEC vs. DI**

**General Error Correction (GEC):**

Use the GEC e-doc to correct inappropriate or incorrect accounting string data posted to the general ledger. The GEC e-doc is used to correct previously posted transactions, except when the correction involves labor, fund transfers, or cash deposits.

The GEC e-doc allows users to easily make corrections to transactions previously submitted and approved.

To reverse 100% of the e-doc, you can use the Error Correction button on an original e-doc.

**Examples of common use:**

- Correcting accounts and object codes on a PCDO or PREQ.
- Moving expenses to clear an overdraft from an account.
- Correcting unallowable expense object codes that were originally coded to allowable object codes.

**Distribution of Income & Expense (DI):**

Use the DI e-doc to distribute income, expenses, assets or liabilities to one or more appropriate accounts when one account has incurred expenses or received income on behalf of one or more other accounts. Programs with shared costs within a department might accumulate shared costs, like copiers, salaries, and other supplies, in a single account and then distribute the costs on a predetermined basis to each program periodically.

The DI is also used to release a liability when external income is received, or to clear a travel advance by distributing the travel expense to the general ledger.

Do NOT use the DI to bill other departments for goods or services that you provide to them (use either the Internal Billing or Service Billing e-doc).

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**New Supplier Catalogs added to e-Shop:**

- Eaton Office Supply
- Image Packaging
- Proforma Strategic Marketing
- Best Buy

Please check the preferred supplier list before placing orders:  
http://www.dfa.cornell.edu/supply/supplierlist/index.cfm

**Job Related Allowances (JRA)**

JRAs for Personnel Communication Devices should be forwarded to your ASC Representative either through campus mail or as a pdf via email. The form will be returned to departments after review and authorization by the College. Departments are responsible for initiating the payroll transaction once the allowance has been approved.
Tax on Reimbursements:

You are not required to code “tax” as federal unallowable unless the transaction is otherwise federal unallowable (i.e. alcohol purchases).

DFA has requested an update to the Buying Manual so it is aligned with Cornell’s position that coding all “tax” as federal unallowable is not required.

Note: Cornell and its travelers are trained to seek tax exemptions whenever possible, but Cornell is not exempt from all taxes and it is not always cost beneficial to try to identify whether the tax is in fact one with an exemption or not. In addition, some vendors, based on past audits, will not grant an exemption because of their experience with state tax auditors.

Use of Pcards and External Organization Accounts:

Cornell unit’s individual PCARDs or FTC/BSC’s super PCARDs can continue to be used to:

- Pay an invoice submitted in the name of an External Org
- Make a purchase by phone, fax or internet for the External Org

However, if the External Org does not hold tax-exempt status, the cardholder must be trained to indicate that the purchase is for an external organization and the vendor should charge any applicable sales tax. For tax-exempt external organizations, the department should keep a copy of its NY State Sales tax exemption certificate and number on file.

US State Abbreviation Codes including Canada and Mexico:

When processing a DV and the system requires a state code, you can find the codes at the following link:

http://www.acronymfinder.com/stateabbreviations.asp

Cornell C/APPS:

Cornell C/APPS is going away permanently as of June 22, 2012: Supply Management Services has created a Purchasing Datamart (PDM) which can be accessed through Brio. If you need a pdf copy of an old purchase order or blanket order number, please contact your department’s ASC Team Leader.
The following guidelines are offered to help you decide who to assign the *account supervisor* and *account manager* roles to in KFS.

**Account Supervisor Principal Name:**

The KFS Account Supervisor oversees the management of the account at a higher level than the FO, but rarely receives any direct requests for action from KFS.

*Note:* account supervisor cannot be the same person as the FO or the account manager.

This individual is not part of the workflow, but will receive an FYI when an account is established or changed. Typically this role might be assigned to the departmental financial manager.

This role does not grant access to the Account-Award Portfolio Dashboard.

**Account Manager Principal Name:**

The KFS Account Manager is the individual responsible for ensuring that funds are spent and managed according to the goals, objectives and mission of the organization, are being spent according to a budgeted plan, and that the allocation of expenditures is appropriate to the account.

For research accounts or faculty discretionary accounts, this is the faculty member responsible for the activity. For non-sponsored/non-faculty discretionary accounts, this is the individual who is responsible for financial oversight of the account within and across the organization. The KFS Account Manager cannot be the same person as the Account Supervisor.

Reporting access to the Account-Award Portfolio Dashboard is automatically granted to the Account Manager.

*Note:* reporting access is granted to the Account Manager.

Faculty members who are the Account Manager on an account, or are named as the primary C&G Project Director on an award, will automatically be assigned the “Faculty Researcher” role, which includes access to the GL Dashboard, Labor Dashboard, and Research Dashboard for all accounts on which they are named.