



TO: Deans, Directors and Department Heads

FROM: Charles Eaton, Controller

DATE: April 10, 2012

SUBJECT: Financial System Conversion and Impact on Annual Year-End Deadlines for Expenditures, Contracts and Commitment Documents

As many of you know, starting July 1, 2012 the University will be deploying the new financial system called Quali Financial System (KFS) along with HuskyBuy (SciQuest). The KFS Project Team, comprised of multiple University Department representatives, is requesting your assistance with the conversion process from FRS to KFS. In addition to annual financial processing activities, such as the financial year-end close-out and purchasing renewals, we ask that you consider your operational needs in advance of the traditional timelines. KFS project updates are available at quali.uconn.edu and on the Purchasing website at purchasing.uconn.edu.

The 2012 fiscal year ends June 30, 2012. To facilitate the financial system transition and to permit timely handling of documents as required by the State Comptroller and the University, the following deadlines for the processing of University Contracts/Personal Service Agreements, purchase orders and voucher payments have been established. Your attention to and assistance in meeting these deadlines is necessary to ensure an orderly closing of University financial records and transition to KFS. As with any close of a fiscal year, Finance and Procurement Services staffs are committed to assisting you with your procurement and reimbursement needs. These timelines will help to properly manage and prioritize activities to accomplish our collective goals. We will continue to process all documents in accordance with Federal, State and University requirements in support of operational, educational and research activities during this period.

ENCUMBRANCES / PURCHASE REQUISITIONS

The following documents must be received in the Procurement Services Department by the deadline dates if they are to be reflected and processed in the current fiscal year.

DOCUMENTS

DEADLINE

Purchase Requisitions

- | | |
|---|--------------|
| • Purchases under \$10,000 on State and/or University contracts | June 1, 2012 |
| • Purchases over \$10,000 on State and/or University contracts | June 1, 2012 |
| • Purchases over \$10,000 not on State and/or University contracts | May 1, 2012 |
| • Purchases over \$50,000 including Federally funded or non-State and/or University contracts | May 11, 2012 |

Contract items

- Purchases over \$10,000 for Federally-funded grants and contracts May 11, 2012

CONTRACTS/ PERSONAL SERVICE AGREEMENTS

The following Contacts/ Personal Service Agreements must be received by either the Office for Sponsored Programs or the Procurement Services Department for review and execution before the following deadline dates:

<u>CONTRACT VALUE</u>	<u>DEADLINE</u>
• Less than \$3,000 in value	May 1, 2012
• \$3,000 or more (Storrs Asst. Attorney General subsequently approves)	May 1, 2012
• \$100,000 or more (Hartford Assoc. Attorney General subsequently approves)	May 1, 2012

EXPENDITURES AND INTERNAL TRANSFERS

All voucher payments must be received in the Accounts Payable Department by the deadline dates if payments are to be made in the current fiscal year.

<u>INVOICE/VOUCHER PAYMENTS</u>	<u>DEADLINE</u>
• CO17 & flat file for June 2012	June 1, 2012
• On-line CO-17 V screens and E screens (2E0 and 2V0)	May 1, 2012
• General Obligation Bond Vouchers paid by Comptroller	June 1, 2012
• UCONN 2000 Bond Vouchers	June 1, 2012
• Personal Services	June 1, 2012
• Utility bills for off-campus facilities only covering services rendered by May 27, 2012	June 1, 2012
• Telephone and postage charges for off-campus facilities only covering services rendered by May 27, 2012	June 1, 2012
• All other invoice/voucher payments (including wire transfers)	June 1, 2012
• Fellowships	June 1, 2012
• Charges made to Procurement Cards	June 1, 2012
• Transfer Vouchers processed via flat file for old fiscal year by Accounting	June 13, 2012
• On-Line Transfer Vouchers	June 13, 2012
• Procard reallocations for previous fiscal year (FY11)	June 1, 2012

Employee Vouchers

• Travel Reimbursements*	June 1, 2012
• Employee Reimbursements	June 1, 2012
• Travel Advances* and Cash Advances	June 15, 2012

*Note: Employees are encouraged to use Online booking agencies (Sanditz, Orbitz, WorldTek) in order to minimize year-end close-out activities.

Central Stores

- Department requests for coding corrections June 13, 2012
- Orders for in-stock items billed this year June 13, 2012
(Orders placed after June 13, 2012 will be billed in FY13)

Payroll

- Adjustments/funding changes June 8, 2012

Budget

- Closeout Personal Services Encumbrances June 15, 2012
- Reallocations (A-1 forms) June 15, 2012

YEAR END BALANCES

- University Supported Accounts (2 ledger) - On June 30, 2012, un-liquidated encumbrances will be carried forward with a corresponding budget.
- Accounts in All Other Funds - Un-liquidated encumbrances will be carried forward on June 30, 2012.

If there are any questions regarding “End-of-Year” deadlines and the procedures, please contact the applicable area:

Joe McCann, Director of Accounts Payable at 486-1654

Matt Larson, Director of Procurement Services at 486-2616

Kathleen Joy, Assistant Director of Procurement Services at 486-4202

Penny Guerin, Assistant Director of Contracting, Procurement Services at 486-2621

Lysa Teal, Budget Director at 486-6288

Robin Hoagland, Associate Controller and Director of Accounting at 486-3780

Jennifer Person, Director of Payroll at 486-2423.