

June 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
July 2016						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

University of Maryland Office of the Comptroller

Fiscal Year 2016 Closing Schedule

Deadline	Description
Friday June 3rd	Payroll Check Cancellations Payroll checks cancellation requests due to Payroll 1101L Chesapeake Building. Contact Kim Williams on extension 5-7480.
Monday June 6th	Non-Payroll Check Cancellations Non-payroll checks returned for cancellation are due in Accounts Payable, 3101 Chesapeake Building. Contact Jacqueline Kilgore on extension 5-2644 with any questions.
Monday June 6th	Purchase Orders Last day to submit Requisitions/Purchase Orders for inclusion in the FY 2016 KFS database to Procurement & Supply, 2113 Chesapeake Building. Contact Bob Martinazzi on extension 4-5924 with any questions.
Friday June 10th	ELF Budget Amendments (BAs) All ELF Budget amendments must be received by the 'BFA' ELF group by this time to be recorded in FY 2016. Contact Theresa Beck on extension 5-5636 with any questions.
Monday June 13th	Non-Payroll Hard-Copy Travel Expense Statements Non-payroll hard-copy Travel Expense Statements are due to Accounts Payable, 3101 Chesapeake Building. Contact Jacqueline Kilgore on extension 5-2644 with any questions.
Monday June 13th	Vendor Invoices Vendor invoices must be received, all Disbursement Vouchers must be approved in KFS and the original documentation delivered to Accounts Payable, 3101 Chesapeake Building, in order to be recorded as expenditures by June 30. Contact Jacqueline Kilgore on extension 5-2644 with any questions. *Note* – All Payment Requests (PREQ's) must be approved in KFS by Monday June 27th Expenditure Accruals Additional expenditures for goods and services received by June 30 may be recorded in FY 2016 upon request if material in amount and substantiated by invoices and receiving

Deadline	Description
<p>Monday June 13th</p>	<p>Vendor Invoices, cont. confirmation reports. Requests for expenditure accruals must be submitted to Cindy Barnes, by Wednesday, July 6th Accrued expenditures will be recorded in FY 2016 KFS by Wednesday, July 13th. Contact Cindy Barnes on extension 5-2602 with any questions.</p>
<p>Monday June 13th</p>	<p>Travel Card Management System Reallocation All travel card reallocation (including trip number and cost code updates) for the billing period of 5/9/16-6/8/16 must be completed by 5:30pm. Contact Carol Baumann on extension 5-0607 with any questions.</p>
<p>Friday, June 17th</p>	<p>Freight Freight Invoices need to be delivered to Physical Distribution by this date to be charged to FY 2016 funds. Contact Sidney Salazar on extension 5-5852 with any questions.</p>
<p>Friday June 17th</p>	<p>Stores – Guy Brown All Stores orders for Guy Brown, which are placed by this date and delivered on June 22nd, will be charged to FY 2016 funds. Contact Sidney Salazar on extension 5-5853 with any questions.</p>
<p>Friday June 17th</p>	<p>Stores – Rudolph All Stores orders for Rudolph which are placed by this date, delivered on June 22nd, and are not on back order will be charged to FY 2016 funds. Contact Sidney Salazar on extension 5-5853 with any questions.</p>
<p>Friday June 17th</p>	<p>Working Fund Disbursements Working Fund checks for which all documentation (i.e. invoices, receipts, etc.) have been received by the Working Fund issued up to and including this day will be recorded as expenditures for FY 2016. Items disbursed/received between 6/18 and 6/30 may be recorded as expenditures for FY2016, but it is not guaranteed. Contact Kathy Moody on extension 5-2595 with any questions.</p>
<p>Friday June 17th</p>	<p>External Department Billing All invoices and cancellations are due to Central Billing for inclusion in the FY 2016 KFS database. Contact Julia McTague on extension 5-9004 with any questions.</p>
<p>Friday June 17th</p>	<p>Terrapin Trader All purchases from Terrapin Trader will be charged to FY 2016 funds. Contact Sidney Salazar on extension 5-5853 with any questions</p>

Deadline	Description
<p>Monday June 20th</p>	<p>Bursar's Office Distributes FY16 Credit Card Revenue This is the last day for the Bursar's Office to distribute FY 2016 credit card revenue. All subsequent credit card revenue will be recorded in FY 2017. Contact Angela Ryan on extension 5-9008 with any questions.</p>
<p>11:59pm, Wednesday June 22nd</p>	<p>Electronic Forms (ELF) Travel Management Program ELF employee must be approved by 11:59pm on Wednesday, June 22nd. Approved employee reimbursements will be included in the paycheck on July 1st. Contact Carol Baumann on extension 5-0607 with any questions</p>
<p>Friday June 24th</p>	<p>Open Commitment Cancellations – Purchase Orders Please refer to the how to remove Purchase Order Encumbrances instructions located on https://kualifinancial.umd.edu/KFS/</p>
<p>Friday June 24th</p>	<p>Open Commitment Cancellations - Travel Please refer to the how to remove Travel Encumbrances instructions located on https://kualifinancial.umd.edu/KFS/</p>
<p>6:00pm, Monday June 27th</p>	<p>Automated "Feeder" Systems Final Input to KFS All batches from automated billing/posting systems must be submitted and transferred to the KFS system by Monday 6/27. Any batches that are rejected in the nightly batch cycle on 6/27 should be corrected and resubmitted no later than COB on 6/28. Systems not meeting this cut-off date should be batch-dated July 1 with Fiscal Year = 2017 (and University Fiscal Period = '01' for KFS formatted files) and assigned the first batch number of FY 2017. Contact Rob Goebeler on extension 5-7382 with any questions.</p>
<p>Monday June 27th</p>	<p>Auto Disapprove – Payment Requests (PREQ) All Payment Requests (PREQ's) that have not been approved by Fiscal Officers will be automatically disapproved in KFS during the nightly cycle</p>
<p>Tuesday June 28th</p>	<p>KFS Financial Documents (DI, GEC, JV, IB, SB, TOF, ST) All Financial Documents must be received by this date to be included in the June 30 (Period 12) closing. <u>Please keep in mind the workflow process in KFS and allow sufficient time for your department approvers to review the documents.</u></p> <p>*Reviewers* – Please take action on the items in your Action List. Other Campus Units are depending on you to review and approve documents in a timely manner as they may be affected if their accounts are on the document as well.</p> <p>Contact Janice Oakley on extension 5-8860 with any questions regarding Salary Transfers and Trina Tanner on extension 5-2633 with any questions on the DI, GEC, AV, IB, SB and TOF.</p>

Deadline	Description
<p>4:00 pm, Tuesday</p> <p>June 28th</p>	<p>Procurement Card All procurement card reallocations for the statement-billing period ending 06/24/16 must be completed on the Procurement Card Web Site by 4:00 pm on Tuesday, June 28th</p> <p>Contact Kristina Libby on extension 5-5839 with any questions.</p>
<p>Wednesday</p> <p>June 29th</p>	<p>Auto Disapprove – Financial Documents All Financial Documents that have been submitted after the cutoff date of Tuesday, 6/28 will be automatically disapproved in KFS during the nightly cycle</p>
<p>Thursday</p> <p>June 30th</p>	<p>Cash Receipts to Bursar All cash receipts must be delivered to the Cashier's Office, 1115 Lee Building by 3:00pm Thursday, June 30, for inclusion in FY16. All cash receipts received after 3:00pm will be processed for FY17. Contact Tina Dowd on extension 5-9015 with any questions.</p>
<p>Thursday, June 30th</p> <p>Thursday, June 30th</p> <p>Friday, July 1st- 4th</p> <p>Monday, July 4th</p>	<p>Process the final FY16 Payroll</p> <p>June Month End and Fiscal Year End Closing Begin</p> <p>KFS will not be available</p> <p>HOLIDAY OBSERVED</p>
<p>Tuesday</p> <p>July 5th</p>	<p>June 30th Account Information Available on KFS Web</p> <p>KFS account information will be available. If there is a delay with the posting of the data, an announcement will appear on KFS Web and Kualifinancial.umd.edu.</p>
<p>Tuesday</p> <p>July 5th</p>	<p>KFS Year End Financial Documents (DI, GEC, TOF)</p> <p>The year-end financial documents are available for processing year-end transactions through Thursday, 7/13/16.</p> <p>Contact Trina Tanner on extension 5-2633 with any questions on the DI, GEC and TOF.</p>