

June 2017						
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 2017						
						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	31					

## University of Maryland Office of the Comptroller

### Fiscal Year 2017 Closing Schedule

Deadline	Description
<b>Friday 6/2</b>	<b>Payroll Check Cancellations</b> Payroll checks cancellation requests due to Payroll 1101L Chesapeake Building. Contact <a href="#">Kim Williams</a> on extension 5-7480.
<b>Monday 6/5</b>	<b>Non-Payroll Check Cancellations</b> Non-payroll checks returned for cancellation are due in Accounts Payable, 3101 Chesapeake Building. Contact <a href="#">Jacqueline Kilgore</a> on extension 5-2644 with any questions.
<b>Monday 6/5</b>	<b>Purchase Orders</b> Last day to submit Requisitions/Purchase Orders for inclusion in the FY 2017 KFS database to Procurement & Supply, 2113 Chesapeake Building. Contact <a href="#">Bob Martinazzi</a> on extension 4-5924 with any questions.
<b>Friday 6/9</b>	<b>Working Fund Disbursements</b> 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 2017. Checks disbursed and/or receipts received between 6/12 and 6/30 may be recorded as expenditures for FY2017, but it is not guaranteed. Contact <a href="#">Kathy Moody</a> on extension 5-2595 with any questions.
<b>Monday 6/12</b>	<b>Travel Card Management System Reallocation</b> All travel card reallocation (including trip number and cost code updates) for the billing period of 5/9/16-6/8/17 must be completed by 5:30pm. Contact <a href="#">Carol Baumann</a> on extension 5-0607 with any questions.
<b>Monday 6/12</b>	<b>Non-Payroll Hard-Copy Travel Expense Statements</b> Non-payroll hard-copy Travel Expense Statements are due to Accounts Payable, 3101 Chesapeake Building. Contact <a href="#">Jacqueline Kilgore</a> on extension 5-2644 with any questions.

<b>Deadline</b>	<b>Description</b>
<p><b>Monday 6/12</b></p>	<p><b>Vendor Invoices</b> 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 <a href="#">Jacqueline Kilgore</a> on extension 5-2644 with any questions. <b>*Note* – <u>All Payment Requests (PREQ's) must be approved in KFS by Tuesday 6/27</u></b></p>
<p><b>Monday 6/12</b></p>	<p><b>Expenditure Accruals</b> Additional expenditures for goods and services received by June 30 may be recorded in FY 2017 upon request if material in amount and substantiated by invoices and receiving confirmation reports. <b>Business officers</b> should refer to the upcoming annual 3D's memo for additional guidance on the accruals.</p>
<p><b>Monday 6/12</b></p>	<p><b>Travel Card Management System Reallocation</b> All travel card reallocation (including trip number and cost code updates) for the billing period of 5/9/16-6/8/17 must be completed by 5:30pm. Contact <a href="#">Carol Baumann</a> on extension 5-0607 with any questions.</p>
<p><b>Friday 6/16</b></p>	<p><b>ELF Budget Amendments (BAs)</b> All ELF Budget amendments must be received by the 'BFA' ELF group by this time to be recorded in FY 2017. Contact <a href="#">Theresa Beck</a> on extension 5-5636 with any questions.</p>
<p><b>Friday 6/16</b></p>	<p><b>Freight</b> Freight Invoices need to be delivered to Physical Distribution by this date to be charged to FY 2017 funds. Contact <a href="#">Sidney Salazar</a> on extension 5-5852 with any questions.</p>
<p><b>Friday 6/16</b></p>	<p><b>Stores – Guy Brown and Rudolph</b> All Stores orders for <b>Guy Brown and Rudolph</b>, which are placed by this date and delivered on 6/23, will be charged to FY 2017 funds. Contact <a href="#">Sidney Salazar</a> on extension 5-5853 with any questions.</p>
<p><b>Friday 6/16</b></p>	<p><b>Terrapin Trader</b> All purchases from Terrapin Trader will be charged to FY 2017 funds. Contact <a href="#">Sidney Salazar</a> on extension 5-5853 with any questions</p>
<p><b>Monday 6/19</b></p>	<p><b>Bursar's Office Distributes FY17 Credit Card Revenue</b> This is the last day for the Bursar's Office to distribute FY 2017 credit card revenue. All subsequent credit card revenue will be recorded in FY 2018. Contact <a href="#">Adrienne Okoro</a> on extension 4-9924 with any questions.</p>

Deadline	Description
<p><b>11:59pm, Wednesday 6/21</b></p>	<p><b>Electronic Forms (ELF) Travel Management Program</b>            ELF employee must be approved by 11:59pm on Wednesday, 6/21. Approved employee reimbursements will be included in the paycheck on 6/30. Contact <a href="#">Carol Baumann</a> on extension 5-0607 with any questions</p>
<p><b>Friday 6/23</b></p>	<p><b>Terrapin Technology Store</b>            All purchases placed by June 23rd, will be charged to FY 2017 funds. Contact Michael Hooker (<a href="mailto:mhooker@umd.edu">mhooker@umd.edu</a>) on extension 5-3028 with any questions.</p>
<p><b>Monday 6/26</b></p>	<p><b>External Department Billing</b>            All invoices and cancellations are due to Central Billing for inclusion in the FY 2017 KFS database. Contact <a href="#">Julia McTague</a> on extension 5-9004 with any questions.</p>
<p><b>Tuesday 6/27</b></p>	<p><b>Auto Disapprove – Payment Requests (PREQ)</b>            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><b>Tuesday 6/27</b></p>	<p><b>Open Commitment Cancellations – Purchase Orders</b>            Please refer to the how to remove Purchase Order Encumbrances instructions located on <a href="https://kualifinancial.umd.edu/KFS/">https://kualifinancial.umd.edu/KFS/</a></p>
<p><b>Tuesday 6/27</b></p>	<p><b>Open Commitment Cancellations - Travel</b>            Please refer to the how to remove Travel Encumbrances instructions located on <a href="https://kualifinancial.umd.edu/KFS/">https://kualifinancial.umd.edu/KFS/</a></p>
<p><b>Wednesday 6/28</b></p>	<p><b>KFS Financial Documents (DI, GEC, JV, IB, SB, TOF, ST)</b>            All Financial Documents must be received by Central Administration 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><b>*Reviewers*</b> – 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 <a href="#">Janice Oakley</a> on extension 5-8860 with any questions regarding Salary Transfers and <a href="#">Trina Tanner</a> on extension 5-2633 with any questions on the DI, GEC, AV, IB, SB and TOF.</p>

Deadline	Description
<p><b>6:00pm, Wednesday 6/28</b></p>	<p><b>Automated "Feeder" Systems Final Input to KFS*</b> All batches from automated billing/posting systems must be submitted and transferred to the KFS system by Wednesday, 6/28. Any batches that are rejected in the nightly batch cycle on 6/28 should be corrected and resubmitted no later than COB on 6/29. <u>Systems not meeting this cut-off date should be batch-dated July 1 with Fiscal Year = 2018 (and University Fiscal Period = '01' for KFS formatted files) and assigned the first batch number of FY 2018.</u> Contact <a href="#">Rob Goebeler</a> on extension 5-7382 with any questions.</p>
<p><b>4:00 pm, Thursday 6/29</b></p>	<p><b>Procurement Card*</b> All procurement card reallocations for the statement-billing period ending 06/24/17 must be completed on the Procurement Card Web Site by 4:00 pm on Wednesday, 6/29. Contact <a href="#">Kristina Libby</a> on extension 5-5839 with any questions.</p>
<p><b>Thursday 6/29</b></p>	<p><b>Auto Disapprove – Financial Documents</b> All Financial Documents that have been submitted to Central Administration after the cutoff date of Wednesday, 6/28 will be automatically disapproved in KFS during the nightly cycle  <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><b>Thursday 6/29</b></p>	<p><b>Process the final FY17 Payroll</b></p>
<p><b>Friday 6/30</b></p>	<p><b>Cash Receipts to Bursar</b> All cash receipts must be delivered to the Cashier's Office, 1115 Lee Building by <b>Noon</b>, Friday, 6/30, for inclusion in FY17. All cash receipts received after <b>Noon</b> will be processed for FY18. Contact <a href="#">Tina Dowd</a> on extension 5-9015 with any questions.</p>
<p><b>Friday 6/30</b></p>	<p><b>June Month End and Fiscal Year End Closing Begin KFS and KFS Web will not be available</b></p>
<p><b>Monday 7/3</b></p>	<p><b>June 30<sup>th</sup> Account Information Available on KFS Web</b>  KFS account information will be available. If there is a delay with the posting of the data, an announcement will appear on <a href="#">KFS Web</a> and <a href="#">Kualifinancial.umd.edu</a>.</p>
<p><b>Monday 7/3</b></p>	<p><b>KFS Year End Financial Documents (DI, GEC, TOF)</b>  The year-end financial documents are available for processing year-end transactions through Wednesday, 7/12/17. Contact <a href="#">Trina Tanner</a> on extension 5-2633 with any questions on the DI, GEC and TOF.</p>
<p><b>Friday 7/14</b></p>	<p><b>Second Close Begins (COB)</b></p>

<b>Deadline</b>	<b>Description</b>
<b>Friday 7/21</b>	<b>Final June Close Begins. KFS will not be available</b>
<b>Monday 7/24</b>	<b>Final June 30<sup>th</sup> Account Information Available on KFS Web</b> KFS account information will be available. If there is a delay with the posting of the data, an announcement will appear on <a href="#">KFS Web</a> and <a href="http://Kualifinancial.umd.edu">Kualifinancial.umd.edu</a>
<b>Monday 7/31</b>	<b>July Month-End</b>