

June 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
July 2019						
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21	22	23	24	25	26	27
28	29	30	31			

University of Maryland Office of the Controller

Fiscal Year 2019 Closing Schedule

Deadline	Description
Monday 6/3	Payroll Check Cancellations Payroll checks cancellation requests due to Payroll 1101L Chesapeake Building. Contact Kim Williams on extension 5-7480.
Monday 6/3	Non-Payroll Check Cancellations Non-payroll checks returned for cancellation are due in Accounts Payable, 3101 Chesapeake Building. Contact Jacqueline Kilgore-Mattocks on extension 5-2644 with any questions.
Monday 6/3	Procurement - Requisitions Requisitions for non-federal funded orders at or over \$25,000 and requisitions for Federally funded purchase orders at or over \$5,000 may be submitted until June 3, 2019. Contact Jim Newman on extension 5-3372 with any questions.
Friday 6/7	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 2019. Checks disbursed and/or receipts received between 6/10 and 6/28 may be recorded as expenditures for FY2019, but it is not guaranteed. Contact Kathy Moody on extension 5-2595 with any questions.
Deadline	Description

<p>Monday 6/10</p>	<p>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-Mattocks on extension 5-2644 with any questions.</p>
<p>Monday 6/10</p>	<p>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 28. Contact Jacqueline Kilgore-Mattocks on extension 5-2644 with any questions. *Note* – All Payment Requests (PREQ’s) must be approved in KFS by Tuesday 6/25.</p>
<p>Monday 6/10</p>	<p>Expenditure Accruals Additional expenditures for goods and services received by June 28 may be recorded in FY 2019 upon request if material in amount and substantiated by invoices and receiving confirmation reports. Business officers should refer to the upcoming annual 3D's memo for additional guidance on the accruals.</p>
<p>Friday 6/14</p>	<p>ELF Budget Amendments (BAs) All ELF Budget amendments must be received by the ‘BFA’ ELF group by this time to be recorded in FY 2019. Contact Cindy Barnes on extension 5-2602 with any questions.</p>
<p>Friday 6/14</p>	<p>Freight Freight Invoices need to be delivered to Physical Distribution by this date to be charged to FY 2019 funds. Contact Doug Waterman on extension 5-5852 with any questions.</p>
<p>Friday 6/14</p>	<p>Stores – Guy Brown and Rudolph All Stores orders for Guy Brown and Rudolph, which are placed by this date and delivered on 6/21, will be charged to FY 2019 funds. Contact Tyler Parsons on extension 5-5718 with any questions.</p>
<p>Friday 6/14</p>	<p>Terrapin Trader All purchases from Terrapin Trader will be charged to FY 2019 funds. Contact Tyler Parsons on extension 5-5718 with any questions.</p>
<p>Monday 6/17</p>	<p>Travel Card Management System Reallocation All travel card reallocation (including trip number and cost code updates) for the billing period of 5/9/19-6/8/19 must be completed by 5:30pm. Contact Cecilia Jabonete on extension 5-0607 with any questions.</p>
<p>Deadline</p>	<p>Description</p>
<p>Monday 6/17</p>	<p>Student Financial Services and Cashiering Distributes FY19 Credit Card Revenue This is the last day for the SFSC Office to distribute FY 2019 credit card revenue. All subsequent credit card revenue will be recorded in FY 2020. Contact Denise Moore on extension 5-9017 with any questions.</p>

<p>Wednesday 6/19</p>	<p>Electronic Forms (ELF) Travel Management Program This is the last day for an ELF employee travel form to be approved. All approved employee reimbursements will be included in the paycheck on 6/28. Contact Cecilia Jabonete on extension 5-0607 with any questions.</p>
<p>Wednesday 6/19</p>	<p>Terrapin Technology Store All purchases placed by June 19th, will be charged to FY 2019 funds. Contact Michael Hooker on extension 5-3028 with any questions.</p>
<p>Friday 6/21</p>	<p>External Department Billing All invoices and cancellations are due to Central Billing for inclusion in the FY 2019 KFS database. Contact Julia McTague on extension 5-9004 with any questions.</p>
<p>Friday 6/21</p>	<p>Procurement – Delegated Procurement Purchase orders for delegated procurements may be submitted until June 21, 2019. Contact Jim Newman on extension 5-3372 with any questions.</p>
<p>Friday 6/25</p>	<p>Procurement – FY2020 Requisition Designations Requisitions designated for FY2020 may be entered from June 3-June 25, 2019. Contact Jim Newman on extension 5-3372 with any questions.</p>
<p>Tuesday 6/25</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 6/25</p>	<p>Open Commitment Cancellations – Purchase Orders Please refer to the how to remove Purchase Order Encumbrances instructions.</p>
<p>Tuesday 6/25</p>	<p>Open Commitment Cancellations - Travel Please refer to the how to remove Travel Encumbrances instructions.</p>
<p>Wednesday 6/26</p>	<p>KFS Financial Documents (DI, GEC, AV, JV, IB, SB, TOF, ST) All Financial Documents must be received by Central Administration by this date to be included in the June 28 (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>Wednesday 6/26 Cont....</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, JV, IB, SB and TOF.</p>

<p>6:00pm, Wednesday 6/26</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 Wednesday, 6/26. Any batches that are rejected in the nightly batch cycle on 6/26 should be corrected and resubmitted no later than COB on 6/27. <u>Systems not meeting this cut-off date should be batch-dated July 1 with Fiscal Year = 2020 (and University Fiscal Period = '01' for KFS formatted files) and assigned the first batch number of FY 2020.</u> Contact Delonte Howell on extension 5-1172 with any questions.</p>
<p>4:00 pm, Thursday 6/27</p>	<p>Procurement Card* All procurement card reallocations for the statement-billing period ending 06/25/19 must be completed on the Procurement Card Web Site by 4:00 pm on Thursday, 6/27. Contact Pamela McNally on extension 5-2898 with any questions.</p>
<p>Thursday 6/27</p>	<p>Auto Disapprove – Financial Documents All Financial Documents that have been submitted to Central Administration after the cutoff date of Wednesday, 6/26 will be automatically disapproved in KFS during the nightly cycle.</p> <p><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>Thursday 6/27</p>	<p>Process the final FY19 Payroll</p>
<p>Thursday 6/27</p>	<p>Cash Receipts to Student Financial Services and Cashiering All cash receipts must be delivered to the Cashier's Office, 1115 Lee Building by COB, Thursday, 6/27, for inclusion in FY19. All cash receipts received after Noon will be processed for FY20. Contact Denise Moore on extension 5-9017 with any questions.</p>
<p>Deadline</p>	<p>Description</p>
<p>Friday 6/28</p>	<p>June Month End and Fiscal Year End Closing Begin. KFS and KFS Web will not be available</p>
<p>Monday 7/1</p>	<p>June Account Information Available on KFS Web 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>Friday 6/28</p>	<p>June Month End and Fiscal Year End Closing Begin. KFS and KFS Web will not be available</p>
<p>Monday 7/1</p>	<p>KFS may not be available due to fringe benefit implementation</p>

<p>Tuesday 7/2</p>	<p>KFS Year End Financial Documents (DI, GEC, TOF and AV for the period “Close 2019”)</p> <p>The year-end financial documents are available for processing year-end transactions until Noon Monday, 7/15/19.</p> <p>Contact Trina Tanner on extension 5-2633 with any questions on the DI, GEC, TOF and AV.</p>
<p>Monday 7/15</p>	<p>Last day to submit KFS Year End Financial Documents (DI, GEC, TOF and AV for the period “Close 2019”) at Noon.</p> <p>Contact Trina Tanner on extension 5-2633 with any questions on the DI, GEC, TOF and AV.</p>
<p>Tuesday 7/16</p>	<p>KFS year-end financial documents are no longer available.</p> <p>Second KFS Closing Process Begins at COB</p>
<p>Wednesday 7/24</p>	<p>KFS will not be available due to the Third and Final June Closing process.</p>
<p>Thursday 7/25</p>	<p>Final June Year End 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>Wednesday 7/31</p>	<p>July Month-End</p>