KFS Cutover Schedule

Campus Calendar

Completed by: John Farley
Date: September 26th, 2013
# Table of Contents

Overview .......................................................................................................................... 3  
Accounts Payable ........................................................................................................... 3  
Assets ............................................................................................................................. 4  
Chart of Accounts ......................................................................................................... 4  
Journal Entries ............................................................................................................... 4  
Effort Reporting ............................................................................................................ 4  
Purchasing ...................................................................................................................... 5  
KFS Financial Processing Cutover Schedule - CHART ............................................... 6
Overview

On January 6, 2014 the University of Maryland, College Park will go live with our new financial and accounting system – the Kuali Financial System (KFS).

The UMCP suite of KFS modules includes the General Ledger and Chart of Accounts, Purchasing/Accounts Payable, Capital Asset Management, Labor Distribution, electronic documents and workflow and Financial Reporting. Together with College Park, our sister institutions at UMES and UMCES along with the USM will be moving to KFS in January.

KFS will replace our current financial system, FRS. In preparation for, and in advance of the KFS Go Live, we will follow a schedule of data conversion of our financial information that will impact the campus in a number of business areas. The schedule is comparable to our typical year-end schedule of cutoff activities, with the key difference being that our financial transactions will occur in KFS after January 6, 2014.

The following schedule outlines the critical dates, activities and contact information for the campus financial cutover schedule:

Accounts Payable

- **Thursday, December 12, 2013** – Last day to submit Purchase Order related invoices for payment to Accounts Payable.
  - **December 13, 2013 through January 6, 2014** – Payments related to a Purchase Order will be held to allow for the conversion of open encumbrances to KFS.
- **Monday, December 16, 2013** – Last day to perform Miscellaneous Payment Requests (MPRs) in ELF.
  - **By 5pm on December 17** - All supporting documentation must be received by Accounts Payable to ensure processing for December Month End.
  - If supporting documentation is not received, all remaining active ELF MPRs will be rejected. Rejected ELF MPRs will need to re-created in KFS using the Disbursement Voucher electronic document.
  - **December 17, 2013** - ELF MPR will be closed for payments.
- **January 6, 2014** - The KFS Disbursement Voucher electronic document will be available to users in replacement of the ELF MPR.

  *If the need for an expedited payment arises after the cutoff dates, please contact Chenise Patterson at (301) 405-2634.*
Assets

- **Thursday, December 12, 2013** - Last day to create, modify and approve pending assets in the Fixed Assets System (FFX).
  - **December 13, 2013** - FFX will not be accessible.
- **January 6, 2014** - The KFS Asset Management module will be available for asset processing.

  *If you have any questions regarding Assets, please contact Emma Thomas at (301) 405-2623 or Melvin Blount at (301) 405-7576.*

Chart of Accounts

- **Tuesday, November 26, 2013** – Last day to request the creation of a new Organization or request updates to an existing Organization in FRS.
- **Tuesday, December 17, 2013** – Last day to submit the FRS Account Request form to General Accounting (to be included in the December close).
  - Forms submitted after this date will result in the Account being created in KFS only.
  - **January 6, 2014** - The Account will be available for use in KFS.
- **January 6, 2014** - The KFS Account electronic document will be available to users in replacement of the FRS Account Request form.

  *If you have any questions regarding the Chart of Accounts, please contact Trina Tanner at (301) 405-2633.*

Journal Entries

- **By 4:00pm on Thursday, December 19, 2013** – All ELF JVs and PTs must be received by this date and time, to be included in the December Month End closing.
  - Transfers for Ledger 4 & 5 Accounts must be submitted to the Office of Contract and Grant Accounting (OCGA ELF group).
    *Contact Helena Moynahan at (301) 405-2615 with any questions.*
  - All other JVs & PTs must be submitted to the General Accounting ELF group.
    *Contact Trina Tanner at (301) 405-2633 with any questions.*
- **January 6, 2014** - The KFS Financial Processing electronic documents will be available to users in replacement of the ELF JVs and Non Payroll Transfers.
- **January 6, 2014** - The KFS Salary Transfer electronic document will be available to users in replacement of the ELF Payroll Transfers.

Effort Reporting

- Effort Reports for **FY14 Cycle 01** (pay period 1401 through 1414) will be created by PHR.
- Beginning with **FY14 Cycle 02** (pay period 1415 through 1427) Effort Reports will be created and completed in KFS Labor Distribution.

  *If you have any questions regarding Effort Reporting, please contact John Mason at (301) 405-2608 or Edward Waskiewicz at (301) 405-5101.*
Purchasing

- **Wednesday, December 11, 2013** – Last day to perform Small Procurement Orders and Master Contract Releases in ELF.
  - **December 12, 2013** - ELF will be closed for procurements to allow for the conversion of open encumbrances to KFS.
- **Friday, December 13, 2013** – Last day to submit paper Requisitions to Procurement for FRS Purchase Order processing. Submission of paper Requisitions after this date will result in the creation of a Purchase Order in KFS only.
- **January 6, 2014** – Purchase Orders will be available in KFS.

*If the need for an emergency or time sensitive procurement arises after the cutoff dates, please contact Jim Stirling at (301) 405-3372 or Jim Haley at (301) 405-5837.*
KFS Financial Processing Cutover Schedule - CHART

<table>
<thead>
<tr>
<th>Process</th>
<th>Critical Dates</th>
<th>Activity</th>
<th>Key Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>Thursday, December 12, 2013</td>
<td>• Last day to submit Purchase Order related invoices for payment to Accounts Payable. Payments related to a Purchase Order will be held from December 13, 2013 through January 6, 2014 to allow for the conversion of open encumbrances to KFS.</td>
<td>Chenise Patterson (301) 405-2634</td>
</tr>
<tr>
<td></td>
<td>Monday, December 16, 2013</td>
<td>• Last day to perform Miscellaneous Payment Requests in ELF.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tuesday, December 17, 2013</td>
<td>• ELF MPR will be closed for payments.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tuesday, December 17 by 5pm</td>
<td>• All supporting documentation must be received by Accounts Payable to ensure processing for December Month End.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If supporting documentation is not received, all remaining active ELF MPRs will be rejected.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Rejected ELF MPRs will need to re-created in KFS using the Disbursement Voucher electronic document.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If the need for an expedited payment arises after the cutoff dates, please contact Chenise Patterson.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday, January 6, 2014</td>
<td>• The KFS Disbursement Voucher electronic document will be available to users in replacement of the ELF MPR.</td>
<td></td>
</tr>
<tr>
<td>Process</td>
<td>Critical Dates</td>
<td>Activity</td>
<td>Key Contact</td>
</tr>
<tr>
<td>------------------</td>
<td>----------------------</td>
<td>----------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Assets           | Thursday, December 12, 2013 | • Last day to create, modify and approve pending assets in FFX.  
• FFX will not be accessible starting December 13, 2013. | Emma Thomas (301) 405-2623 or Melvin Blount (301) 405-7576 |
|                  | Monday, January 6, 2014 | • The KFS Asset Management module will be available for asset processing.                    |                                                                             |
| Chart of Accounts| Tuesday, November 26, 2013 | • Last day to request the creation of a new Organization or updates to an existing Organization in FRS. | Trina Tanner (301) 405-2633 |
|                  | Tuesday, December 17, 2013 | • Last day to submit the FRS Account Request form to General Accounting.  
• Forms submitted after this date will result in Account being created in KFS only. |                                                                             |
|                  | January 6, 2014 | • Account will be available for use in KFS.  
• The KFS Account electronic document will be available to users in replacement of the FRS Account Request form. |                                                                             |
<p>| Effort Reporting | FY14 Cycle 01         | • Effort Reports for <strong>FY14 Cycle 01</strong> (pay period 1401 through 1414) will be created by PHR.  | John Mason (301) 405-2608 or Edward Waskiewicz (301) 405-5101 |
|                  | FY14 Cycle 02         | • Beginning with <strong>FY14 Cycle 02</strong> (pay period 1415 through 1427) Effort Reports will be created and completed in KFS Labor Distribution. |                                                                             |</p>
<table>
<thead>
<tr>
<th>Process</th>
<th>Critical Dates</th>
<th>Activity</th>
<th>Key Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Journal Entries</strong></td>
<td>Thursday, December 19, 2013 by 4:00pm</td>
<td>- All ELF JVs and PTs must be received by this date to be included in the December Month End closing.</td>
<td>Trina Tanner (301) 405-2633</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Transfers for Ledger 4 &amp; 5 Accounts must be submitted to the Office of Contract and Grant Accounting (OCGA ELF group).</td>
<td>Helena Moynahan (301) 405-2615</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- All other JVs &amp; PTs must be submitted to the General Accounting ELF group.</td>
<td>Trina Tanner (301) 405-2633</td>
</tr>
<tr>
<td></td>
<td>January 6, 2014</td>
<td>- The KFS Financial Processing electronic documents will be available to users in replacement of the ELF JVs and Non Payroll Transfers.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- The KFS Salary Transfer electronic document will be available to users in replacement of the ELF Payroll Transfers.</td>
<td>Helena Moynahan (301) 405-2615</td>
</tr>
<tr>
<td>Process</td>
<td>Critical Dates</td>
<td>Activity</td>
<td>Key Contact</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------</td>
</tr>
</tbody>
</table>
| **Purchasing** | Wednesday, December 11, 2013 | - Last day to perform Small Procurement Orders and Master Contract Releases in ELF.  
- ELF will be closed for procurements starting December 12, 2013 to allow for the conversion of open encumbrances to KFS. | Jim Stirling (301) 405-3372 or Jim Haley (301) 405-5837 |
|           | Friday, December 13, 2013 | - Last day to submit paper Requisitions to Procurement for FRS Purchase Order processing.  
- Submission of paper Requisitions after this date will result in the creation of a Purchase Order in KFS only.  
- If the need for an emergency or time sensitive procurement arises after the cutoff dates, please contact Jim Stirling or Jim Haley. |                                      |
|           | January 6, 2014          | - Purchase Orders will be available in KFS.  
- The KFS Requisition electronic document will be available in replacement of ELF Small Procurement Orders, ELF Master Contract Releases and paper requisitions. |                                      |