KFS Year End Processing

June 6, 2014
10:00 am – 12:00 pm
McKeldin Library
Room 6137
Welcome to the FY14 Year End Information session

Today’s presenters are:

- Colleen Dove Auburger, Comptroller
- Chenise Patterson, Assoc Comptroller Financial Systems Services
- Trina Tanner, Asst Comptroller General Accounting
- Helena Moynahan, Asst. Director OCGA
- Cindy Barnes, Manager of General Accounting
- April Weimer, Procurement
- Kathi Ruffin, Navigator
The University of Maryland’s first Year End with KFS

- Fiscal Year End: **June 30, 2014**
- KFS Web will be available **July 1st – July 3rd**
- June month end (first close) will occur on **Thursday, July 3rd**
- KFS will **not** be available **July 1st – July 7th** until Noon.
- FY14 Year End interim (second close) will occur for the campus on **Wednesday, July 16th**
- Labor Processing (Payroll #1 FY15) will post on **Thursday, July 17th**. KFS will be available on **Friday, July 18th** between 10am and Noon for FY15 transaction processing
- FY14 Year End final (third close) will occur for the Comptroller’s office on **Friday, July 25th**
- KFS will be available **Monday, July 28th** by Noon
- Full closing schedule is available on KualiFinancial.umd.edu

Contact us at kfs@umd.edu
The University of Maryland’s first Year End with KFS

- June month end (first close 6/30) reports will be available on Monday, July 7th
  - From KFS Web => under ‘Financial Reports’, select fiscal period of **June 2014**
- FY14 Year End interim (second close 6/31) Reports will be available on Monday, July 21st
  - From KFS Web => under ‘Financial Reports’, select fiscal period of **FY14 Year End Interim**
- Final FY14 Reports will be available on Monday, July 28th: (6/32)
  - From KFS Web => under ‘Financial Reports’, select fiscal period of **FY14 Year End Final**

Because KFS operates with one closing fiscal period (period 13) Financial Inquiries will reflect the previous day’s activities during the closing timeframe
Fiscal Year 2014 Transactions

- **Friday June 6, COB**
  - **Purchase Orders** — Requisitions to Purchasing for approval
  - Requisitions received by this day will be processed in FY14

- **Friday June 13, COB**
  - **A/P Payments** — Vendor invoices and KFS approved Disbursement Vouchers with original documentation received in Accounts Payable
  - Includes non-employee travel expense statements

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# First closing cut-off dates

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<th>Task</th>
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| Travel Card Reallocation                       | Monday, June 16, 5pm  
   Billing period 5/09-6/08/14                  |
| Inter-Agency/RSTARS payments – Originate FY14   | Friday, June 20, COB  
   Documentation received after date will be held and processed in FY15 |
| Financial Processing Docs (DI, GEC, JV, IB, SB, TOF, ST) | Thursday, June 26, COB |
| Remove FY14 Purchase Order and Travel Encumbrances | Thursday, June 26, COB |
| P-Card Reallocation                            | Friday, June 27, 4:30pm  
   Reallocation for June billing period         |
| Cash Deposits to Bursar                         | Monday, June 30, 3pm                          |

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## Feeder Systems Dates

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<th>Feeders</th>
<th>Date/Time</th>
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<td>All Feeders</td>
<td>Thursday, June 26, COB</td>
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KFS Documents

- To ensure that financial documents intended for the current fiscal year are included with the June 30th financial data, approving the documents in a timely manner is an important step.

Reviewers

- Please take a few minutes throughout the day to review and 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.

Contact us at kfs@umd.edu
Disbursement Vouchers

- Document approvals for Enroute Disbursement Vouchers must be completed by Friday, June 13th and the original documentation attached to the Disbursement Voucher coversheet delivered to Accounts Payable by 4:30pm.

Payment Requests

- Document approvals for Enroute Payment Requests must be completed by 6pm, June 26, 2014. If the document(s) has an Enroute Status after the deadline it will be automatically disapproved and the document initiator notified.
Procurement

PO ENCUMBRANCE REMOVALS

If you need to remove a PO Encumbrance please follow the instructions below. If you need assistance with PO Encumbrance removals please contact the KFS Help Desk by email at fp-kfs-support@umd.edu or call the helpdesk at 301-405-1500.

Please follow these instructions to remove PO Encumbrances

1. If a payment has been made in KFS the user can select the "close order" button at the bottom of the Purchase Order. This will close the Purchase Order and remove the encumbrance.

2. If no payments have been made in KFS to request the removal of this encumbrance in KFS:
   a. If the PO was processed by the Department of Procurement those requests go directly to the Buyer (Contract Manager) that completed the Purchase Order.
   b. If the Purchase Order is an Automatic Purchase Order (APO) and the Contract Manager is listed as ‘user, kuali’ those requests can be emailed to tyanul@umd.edu.
Year End Documents are located in the “Year End Transactions” section of the KFS home page.

- Located in ‘Year End Transactions’ section of KFS
- Distribution of Income and Expense
- General Error Correction
- Transfer of Funds

*Auxiliary Voucher will not be available for processing transactions during the period of July 17th – July 28th.
FY15 transaction processing begins **Monday, July 7th**

- Use forms under ‘Transactions’ section of KFS
  - Financial Processing
  - Labor Distribution
  - Purchasing/Accounts Payable

Contact us at kfs@umd.edu
IMPORTANT REMINDERS

• Ad hoc routing for APPROVAL will prevent document from moving to the next route node. Please select ‘Acknowledge’ or ‘FYI’ in Ad hoc routing so that documents will route normally.

• KFS Documents that are ENROUTE will be Auto-Disapproved – PREQs Thursday, 6/26 and FP Documents except DVs Monday, 6/30. Disapproved KFS Documents can be copied and processed in the new fiscal year.
QUESTIONS?

Contact us at kfs@umd.edu
For additional information regarding this presentation, please contact kfs@umd.edu.

Please check the KFS website for frequent updates:
KualiFinancial.umd.edu

THANK YOU FOR ATTENDING TODAY!