

October 2024						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
29	30	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	1	2

**University of Maryland
Office of the Controller
Kuali Financial System
(KFS) Closing Schedule**

Date	Description (Milestone)
Friday 10/4	Accounts Payable Last day to <ul style="list-style-type: none"> Receive Non-employee travel expense statements, DVs and Vendor invoices.
Wednesday 10/9	Kuali Research (KR) Last day to <ul style="list-style-type: none"> Make changes in Kuali Research that add new sponsored accounts or modify existing sponsored accounts in KFS.
Friday 10/11	Chart of Accounts Last day to <ul style="list-style-type: none"> Add new KFS account (non-sponsor) Add new KFS Org Code Add new KFS Object Code Modify existing KFS account (non-sponsor) Modify an existing KFS Org Code Modify existing KFS Object Code Add or modify Sponsor Accounts in KFS (partner institutions) Add or modify Account Delegates
Friday 10/11	Last day to <ul style="list-style-type: none"> Request KFS Access or modify existing KFS Access.

<p>Monday 10/21</p>	<p>Last day to</p> <ul style="list-style-type: none"> • Submit KFS Budget Amendments(BAs) (Labor Operating Budget Amendment, Position Budget Amendment) • Initiate a New Vendor Request or Update an existing Vendor
<p>Friday 10/25</p>	<p>Last day to</p> <ul style="list-style-type: none"> • Submit KFS Financial Documents (DI, GEC, AV, JV, IB, SB, TOF, ST, LLJV) • Create Customer Invoices in KFS • Tag and Approve assets • Submit and approve delegated and Shell Shop (non-office supplies) requisitions. (ALL university approvals must be completed by this date)
<p>Wednesday 10/30</p>	<p>All Financial Processing Documents that have been submitted but not fully approved will be automatically disapproved in KFS.</p> <p>All Payment Requests (PREQs) not approved by Fiscal Officers will be automatically disapproved in KFS.</p> <p>Last day to submit a Report of Cash Collection & Deposit to SFSC.</p>
<p>Thursday 10/31</p>	<p>KFS set to Read Only</p> <p>Financial Processing will resume in Workday on November 15, 2024.</p>