

June 2020						
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 2020						
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	31	

University of Maryland Office of the Controller

Fiscal Year 2020 Closing Schedule

Deadline	Description
Monday 6/1	Payroll Check Cancellations Payroll checks cancellation requests due to Payroll 1101L Chesapeake Building. Contact Kim Williams on extension 5-7480.
Monday 6/1	Non-Payroll Check Cancellations Non-payroll checks returned for cancellation are due in Accounts Payable, 3101 Chesapeake Building. Contact Jaci Kilgore on extension 5-2644 with any questions.
Monday 6/1	Purchase Orders Last day to submit Requisitions/Purchase Orders for inclusion in the FY 2020 KFS database to Procurement and Strategic Sourcing, 2101 Chesapeake Building. Contact Jim Newman on extension 5-3372 with any questions.
Friday 6/5	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 2020. Checks disbursed and/or receipts received between 6/8 and 6/30 may be recorded as expenditures for FY2020, but it is not guaranteed. Contact Kathy Moody on extension 5-2595 with any questions.

Deadline	Description
<p align="center">Friday 6/5</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 Jaci Kilgore on extension 5-2644 with any questions.</p>
<p align="center">Friday 6/5</p>	<p>Vendor Invoices Vendor invoices must be received, all Disbursement Vouchers must be approved in KFS with the original documentation either attached to the Disbursement Voucher or delivered to Accounts Payable, 3101 Chesapeake Building, in order to be recorded as expenditures by June 30. Contact Jaci Kilgore on extension 5-2644 with any questions. *Note* – All Payment Requests (PREQ's) must be approved in KFS by Thursday 6/25</p>
<p align="center">Monday 6/10</p>	<p>Expenditure Accruals Additional expenditures for goods and services received by June 30 may be recorded in FY 2020 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 align="center">Friday 6/12</p>	<p>Freight Freight Invoices need to be delivered to Physical Distribution by this date to be charged to FY 2020 funds. Contact Doug Waterman on extension 5-5852 with any questions.</p>
<p align="center">Friday 6/12</p>	<p>Purchasing Card Transactions Last day to use the purchasing card for FY20 transactions. Contact Pamela McNally on extension 5-2898 with any questions.</p>
<p align="center">Friday 6/12</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 2020 funds. Contact Tyler Parsons on extension 5-5718 with any questions.</p>
<p align="center">Friday 6/12</p>	<p>Terrapin Trader All purchases from Terrapin Trader will be charged to FY 2020 funds. Contact Mike Painter on extension 5-5008 with any questions.</p>
<p align="center">Monday 6/15</p>	<p>Travel Card Management System Reallocation All travel card reallocation (including trip number and cost code updates) for the billing period of 5/9/20-6/8/20 must be completed by 5:30pm. Contact Cecilia Jabonete on extension 5-0607 with any questions.</p>

Deadline	Description
<p>Monday 6/15</p>	<p>Student Financial Services and Cashiering Distributes FY20 Credit Card Revenue This is the last day for the SFSC Office to distribute FY 2020 credit card revenue. All subsequent credit card revenue will be recorded in FY 2021. Contact Denise Moore on extension 5-9017 with any questions.</p>
<p>Wednesday 6/17</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 6/26. Contact Cecilia Jabonete on extension 5-0607 with any questions.</p>
<p>Wednesday 6/17</p>	<p>Terrapin Technology Store All purchases placed by June 17th, will be charged to FY 2020 funds. Contact Michael Hooker on extension 5-3028 with any questions.</p>
<p>Friday 6/19</p>	<p>External Department Billing All invoices and cancellations are due to Central Billing for inclusion in the FY 2020 KFS database. Contact Julia McTague on extension 5-9004 with any questions.</p>
<p>Monday 6/22</p>	<p>KFS Budget Amendments (BAs) All Budget Amendments must be Finalized by this date to be reflected in BPM to be recorded in FY 2020. Contact Cindy Barnes on extension 5-2602 with any questions.</p>
<p>Thursday 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>Thursday 6/25</p>	<p>Open Commitment Cancellations – Purchase Orders Please refer to the how to remove Purchase Order Encumbrances instructions.</p>
<p>Thursday 6/25</p>	<p>Open Commitment Cancellations - Travel Please refer to the how to remove Travel Encumbrances instructions.</p>
<p>6:00pm, Friday 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 Friday, 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 6/29. <u>Systems not meeting this cut-off date should be batch-dated July 1 with Fiscal Year = 2021 (and University Fiscal Period = '01' for KFS formatted files) and assigned the first batch number of FY 2021.</u> Contact Delonte Howell on extension 5-1172 with any questions.</p>

Deadline	Description
<p>Sunday 6/28</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 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>*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>Sunday 6/28, 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>4:00 pm, Monday 6/29</p>	<p>Procurement Card* All procurement card reallocations for the statement-billing period ending 06/25/20 must be completed on the Procurement Card Management System (PCMS) by 4:00 pm on Monday, 6/29. Contact Pamela McNally on extension 5-2898 with any questions.</p>
<p>Monday 6/29</p>	<p>Auto Disapprove – Financial Documents All Financial Documents that have been submitted to Central Administration after the cutoff date of Monday, 6/29 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>Monday 6/29</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, Monday, 6/29, for inclusion in FY20. All cash receipts received after Noon will be processed for FY21. Contact Denise Moore on extension 5-9017 with any questions.</p>
<p>Tuesday 6/30</p>	<p>June Month End and Fiscal Year End Closing Begin. KFS and KFS Web will not be available</p>
<p>Wednesday 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>

Deadline	Description
<p>Thursday 7/2</p>	<p>KFS Year End Financial Documents (YEDI, YEGEC, YETOF, AV)</p> <p>The year-end financial documents are available for processing year-end transactions until COB Wednesday 7/15/20.</p> <p>You must use these documents to process transactions in FY20. If using the AV document, you must use the toggle switch to select June close. Using the regular DI, GEC, TOF or no changing the toggle switch will post entries into FY21.</p> <p>Contact Trina Tanner on extension 5-2633 with any questions on the DI, GEC and TOF.</p>
<p>Wednesday 7/15</p>	<p>KFS Year End Financial Documents (YEDI, YEGEC, YETOF, AV)</p> <p>All Year End Financial Documents must be received by Central Administration by this date to be included in the June 30 (Period 12) <i>second closing</i>. <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>Friday 7/17</p>	<p>Second Close Begins (COB)</p>
<p>Friday 7/24</p>	<p>Final June Close Begins. KFS will not be available</p>
<p>Monday 7/27</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>Friday 7/31</p>	<p>July Month-End</p>