**FISCAL YEAR 2021 YEAR-END CLOSING SCHEDULE**

**KEY MILESTONES:**

- **KFS will open on 7/6 without balances; balances will be available on 7/7**
- Outstanding invoices for goods/services received on or before 6/30/21 should be paid by 8/2/21
- GenCtq will provide updated instructions and Excel templates for YE JV Worksheets to record accruals and other year-end adjustments
- L-11 YE JV Worksheets should be used to record 1. A/P over $100,000 not paid by 8/2/21 and 2. ALL construction A/P as of 6/30/21 (including retainage)
- **KFS will be disabled on 7/1/21 at 7:00 pm and will not be available from 7/2 through 7/5 for fiscal year-end closing processes**
- DO NOT PROCESS ANY TRANSACTIONS IN KFS ON 7/1/21 EXCEPT FOR FY21 BANK DEPOSITS/RECEIPTS & FY21 BANK DEBIT/CREDIT MEMOS

**Purchases**

- Procurement (OPM - Office of Procurement Management)
  - **Goods, services, or small purchases requiring competitive solicitation by OPM, including solicitations utilizing SuperQuote**
  - 4/1/21
- **Solo source and professional services procurements**
  - 4/10/21
- **Exempt procurements including PO's for local or state governments**
  - 6/30/21
- **Small purchase procurements above FA purchasing authority where the competitive solicitation has been completed**
  - 5/12/21
- **Contract modifications (including renewals)**
  - 5/23/21
- **For Bookstore Only - Interdepartmental Orders (DOI) exceeding FA authority**
  - 4/1/21
- **Construction Procurement (FBO - Facilities Business Office)**
  - 4/1/21
- **Construction requiring competitive solicitation (including small purchase construction)**
  - 4/1/21
- **Solo source and professional services procurements**
  - 4/15/21
- **Contract modifications and Requests for Additional Contingency (non-G.O. Bonds)**
  - 4/15/21
- **Other**
  - 4/22/21

**Payments**

- **DAGS Payment Request**
  - Last day to submit DAGS payment requests to Disbursing for CIP contract payments
  - 6/2/21
  - Last day for FAs to approve PREQ invoices for CIP contract payments (DAGS)
  - 6/23/21

- **PREQs**
  - Last day to email PREQ invoices to Disbursing
  - 6/8/21
  - Last day for FAs to approve PREQ invoices (Disbursing to create/approve PREQ by 6/16/21)
  - 6/24/21

- **RCUH**
  - Last day for FAs to approve RCUH payments with equipment object codes in RCUH's system
  - 6/7/21
  - Last day for FAs to reconcile RCUH payments for accounts (109221) accounts in RCUH's system
  - 6/7/21

- **DVs and Travel**
  - Last day for FA to approve DVs
  - 6/10/21
  - Last day for FAs to approve PREQ invoices for travel completed in FY21
  - 6/24/21
  - Travel Completion Report (TCR) and Adjustments (eTravel) for travel completed in FY21
  - 7/4/21
  - Travel Advances for travel dates through 7/4
  - N/A

- **Last Electronic Payment Fees for FY21**
  - Banner, Cashiers, OCET (Destiny), Outreach (Destiny)
  - 6/28/21

- **DEPOSITS (ADS, CCs, CTNs, APs)**
  - Last day for FAs to approve edocs for deposits (include only receipts received as of 6/30/21)
  - 6/10/21

**Encumbrances & Budget Adjustments**

- **Budget adjustment edocs for ORS accounts**
  - N/A
  - 6/28/21
- **Non-payroll Purchase Orders (PO) and Pre-Encumbrances (PE) within FA authority**
  - N/A
  - 6/28/21
- **PE edocs to disbursement IDs**
  - N/A
  - 6/28/21

**Other**

- **Adjustments & Allocations (Dis, GECs, IBs, SBs, STs, TFs)**
  - Reclams of RCUH advances (7232) through May
  - 6/10/21
  - Last day for FAs to approve DI, GEC, IB, SB, ST, and TF edocs (including the clean up of clearing/continuation accounts)
  - 6/23/21

- **Revenue Bonds**
  - Revenue bond proceed drawn-down request memo due to FMO
  - 6/16/21
  - Generator sale or prepayment proceed drawn-downs and PREQs for project payments
  - 6/22/21

- **KFS Accounts Receivable - Provisioning Memos**
  - Approval of goods/services, contracts & grants, salary overpayments, and dishonored checks
  - 6/30/21

- **Miscellaneous**
  - Last day for FAs to record asset edits, loans, transfers, retirements, etc.
  - 6/10/21
  - Object code edits and new object codes, including sub-object codes
  - 6/10/21
  - Account maintenance edocs (new accounts, account edits)
  - 6/28/21
  - Last day for post student refunds in Banner SIS
  - 6/28/21
  - Last day for FAs to record FY21 bank debit and credit memos
  - 7/7/21

**Accruals & Other 13th Month Adjustments**

- **Email Year End JV Worksheets to GenAcctg - RCUH related**
  - due from/to RCUH, RJU 7232 reclass
  - 7/12/21
- **Email Year End JV Worksheets to GenAcctg - Other accounts/adjustments (AR, Allowance, Unreimb, Prepaid Exp, etc.)**
  - 7/14/21
- **Last day to email L-11 Year End JV Worksheets to GenAcctg - ALL construction A/P as of 6/30/21 (including retainage)**
  - 7/26/21
- **Last day to email L-11 Year End JV Worksheets to GenAcctg - AP over $100,000 not paid by 8/2/21**
  - 8/2/21
- **Last day to pay outstanding sub-recipient/vendor invoices for goods/services (including sub-awards) received on or before 6/30/21**
  - 8/2/21

**Other Key Dates**

**FY 2021**

- **Payroll on 6/18 (posted the night of 6/18) available for FA review**
  - 6/19/21
  - Last day for FAs to input POs into Banner SIS
  - 6/23/21
  - Last collector/maintenance payments for FY21
  - 7/1/21
  - Pending edocs will be automatically disapproved after 7:00 pm (except for REQS, PO, POA, account maintenance, and vendor edocs)
  - 7/1/21

**FY 2022**

- KFS to open for FY22 without balances (TENTATIVE)
  - 7/1/21
  - First day to resume ALL collector and PDP feeds for FY22
  - 7/6/21
  - KFS balances will be available (TENTATIVE)
  - 7/7/21
  - First check run for FY22
  - 7/7/21

* Equipment object codes = 770X, 771X, 772X, 773X, 774X, 775X, 776X, 777X; X = A, U, F, or G
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. PCDOs for 5/15 - 5/31 PCard transactions are in your Action List (PCDO edoc create date = 5/1, when feed occurred)</td>
<td>1. PCDOs for 6/1 - 6/14 PCard transactions are in your Action List (PCDO edoc create date = 6/1, when feed occurred)</td>
<td>1. General fund PAYMENTS should be &quot;IN ACTION LIST APPROVE&quot; for Disbursing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. CP contract payments (DAGS) - FAs to submit to Disbursing</td>
<td>2. Non-General fund PAYMENTS should be &quot;IN ACTION LIST APPROVE&quot; for Disbursing - DV edocs</td>
<td>- DV edocs - Travel Completion Report (TCR) and Adjustments (eTravel)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. FAs to submit to Disbursing</td>
<td>- Travel Advances for travel dates through 7/14</td>
<td></td>
<td></td>
<td>11.</td>
</tr>
</tbody>
</table>

**MONDAY**
1. FAs to approve in RCUH’s system:
   - RCUH payments with equip obj codes* - RCUH payments for advance (7232) accounts

2. Email PREQ invoices for FY21 payment, including equipment invoices* and contract payments (UH), to Disbursing

**TUESDAY**
1. Revenue bond proceed drawdown request memo due to FMO

2. Etechs for General funds, including those to clean up clearing/continuation accounts, should be approved, in PROCESSED or FINAL status - DI, GEC, IB, SB, ST, TF

**WEDNESDAY**
1. General fund PREQs, including equipment invoices* and contract payments (UH), should be approved, in PROCESSED or FINAL status

2. KFS Accounts Receivable - Customer Invoices - Goods/Services, Contracts & Grants in FINAL status - Salary overpayments should be "IN ACTION LIST APPROVE" for Payroll Office - Disbursed checks should be "IN ACTION LIST APPROVE" for Treasury Office

**THURSDAY**
1. Revenue bond proceed drawdown request memo due to FMO

2. OCET EDocs to disencumber IDOs due

**FRIDAY**
1. Non-General fund PREQs, including equipment invoices* and contract payments (UH), should be approved, in PROCESSED or FINAL status

2. PCDOs for 5/15 - 5/31 PCard transactions are in your Action List (PCDO edoc create date = 5/1, when feed occurred)

3. AOs for non General funds, including those to clean up clearing/continuation accounts, should be approved, in PROCESSED or FINAL status - DI, GEC, IB, SB, ST, TF

4. Last electronic payment feed for FY21 - Bookstore - Account maintenance edocs (new accounts, account edits) should be "IN ACTION LIST APPROVE" for Genl Acctg/ORS

5. Budget adjustment edocs for ORS accounts should be "IN ACTION LIST APPROVE" for ORS

6. Non-payroll PD and PE edocs (within FA authority) due

7. PE edocs to deassign IDOs due

**REMINDER:** Reclass of RCUH advances (7232) through June should be completed by 6/23 if General funds are used (deadline for DI edocs for General funds)

8. All remaining PCDOs will be auto (super-user) approved tomorrow, 6/19 (Saturday), at 8:00 pm - Includes PCard transactions posted by the bank from 3/15/21 through 6/14/21

9. Payroll paid on 6/18 (posted night of 6/18) available for FA review tomorrow, 6/19 (Saturday)
### Fiscal Year 2021 Year-End Closing Schedule

**Due 5:00 p.m. unless otherwise specified**

**July/August 2021**

(Calendar format of the same information contained in the Key Milestones page)

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. ADs, CCRs, CTRLs, &amp; APPs for FY21 BANK DEPOSITS &amp; RECEIPTS (non General funds) should be approved, in PROCESSED or FINAL status</strong></td>
<td><strong>1. KFS WILL BE DISABLED AT 7:00 PM</strong></td>
<td><strong>KFS WILL NOT BE AVAILABLE FROM 7/2 THROUGH 7/5 FOR FISCAL YEAR-END CLOSING PROCESSES</strong></td>
<td><strong>FISCAL YEAR-END CLOSING SCHEDULE</strong></td>
<td><strong>PLEASE DO NOT PROCESS ANY TRANSACTIONS IN KFS OTHER THAN THE ABOVE</strong></td>
</tr>
<tr>
<td><strong>2. Edocs to record FY21 bank debit and credit memos should be approved, in PROCESSED or FINAL status</strong></td>
<td><strong>3. Pending edocs will be disapproved after KFS is disabled at 7:00 pm (except for REQs, PO, POA, account maintenance, &amp; vendor edocs)</strong></td>
<td><strong>4. Last collector feeds (non-payment) for FY21</strong></td>
<td><strong>5. KFS WILL NOT BE AVAILABLE FROM 7/2 THROUGH 7/5 FOR FISCAL YEAR-END CLOSING PROCESSES</strong></td>
<td><strong>6. KFS OPEN FOR FY22 WITH NO BALANCES (tentative)</strong></td>
</tr>
<tr>
<td><strong>7. KFS BALANCES AVAILABLE (tentative)</strong></td>
<td><strong>8. First day to resume ALL collector and PDP feeds for FY22</strong></td>
<td><strong>1. First check run for FY22</strong></td>
<td><strong>9. First check run for FY22</strong></td>
<td><strong>10. First day to email L-11 Year End JV Worksheets to Genl Acctg for ALL construction A/P as of 6/30/21 (including retainage)</strong></td>
</tr>
<tr>
<td><strong>11. Year End JV Worksheets to Genl Acctg</strong> -Due from RCUH  -Due to RCUH  -RCUH 7232 to proper expense</td>
<td><strong>12. Year End JV Worksheets to Genl Acctg</strong> -Accts Receivable  -Allowance for D/A  -Unearned Revenues  -Prepaid Expenses  -Merchandise/Supplies Inventory  -Work-in-Progress  -Adj Miscellaneous Adj</td>
<td><strong>13. Year End JV Worksheets to Genl Acctg</strong></td>
<td><strong>14. Year End JV Worksheets to Genl Acctg</strong></td>
<td><strong>15. Last day to email L-11 Year End JV Worksheets to Genl Acctg for ALL construction A/P as of 6/30/21 (including retainage)</strong></td>
</tr>
<tr>
<td><strong>16. Year End JV Worksheets to Genl Acctg</strong> -Accts Receivable  -Allowance for D/A  -Unearned Revenues  -Prepaid Expenses  -Merchandise/Supplies Inventory  -Work-in-Progress  -Adj Miscellaneous Adj</td>
<td><strong>17. Last day to email L-11 Year End JV Worksheets to Genl Acctg for ALL construction A/P as of 6/30/21 (including retainage)</strong></td>
<td><strong>18. Last day to email L-11 Year End JV Worksheets to Genl Acctg for ALL construction A/P as of 6/30/21 (including retainage)</strong></td>
<td><strong>19. Last day to email L-11 Year End JV Worksheets to Genl Acctg for ALL construction A/P as of 6/30/21 (including retainage)</strong></td>
<td><strong>20. Last day to email L-11 Year End JV Worksheets to Genl Acctg for ALL construction A/P as of 6/30/21 (including retainage)</strong></td>
</tr>
<tr>
<td><strong>21. Last day to pay outstanding sub-recipient/vendor invoices for goods/services (including sub-awards) received on or before 6/30/21</strong></td>
<td><strong>22. Last day to email L-11 Year End JV Worksheets to Genl Acctg for ALL construction A/P as of 6/30/21 (including retainage)</strong></td>
<td><strong>23. Last day to email L-11 Year End JV Worksheets to Genl Acctg for ALL construction A/P as of 6/30/21 (including retainage)</strong></td>
<td><strong>24. Last day to email L-11 Year End JV Worksheets to Genl Acctg for ALL construction A/P as of 6/30/21 (including retainage)</strong></td>
<td><strong>25. Last day to email L-11 Year End JV Worksheets to Genl Acctg for ALL construction A/P as of 6/30/21 (including retainage)</strong></td>
</tr>
<tr>
<td><strong>26. Last day to email L-11 Year End JV Worksheets to Genl Acctg for ALL construction A/P as of 6/30/21 (including retainage)</strong></td>
<td><strong>27. Last day to email L-11 Year End JV Worksheets to Genl Acctg for ALL construction A/P as of 6/30/21 (including retainage)</strong></td>
<td><strong>28. Last day to email L-11 Year End JV Worksheets to Genl Acctg for ALL construction A/P as of 6/30/21 (including retainage)</strong></td>
<td><strong>29. Last day to email L-11 Year End JV Worksheets to Genl Acctg for ALL construction A/P as of 6/30/21 (including retainage)</strong></td>
<td><strong>30. Last day to email L-11 Year End JV Worksheets to Genl Acctg for ALL construction A/P as of 6/30/21 (including retainage)</strong></td>
</tr>
</tbody>
</table>

**Holiday**

- **Independence Day**

KFS WILL NOT BE AVAILABLE FROM 7/2 THROUGH 7/5 FOR FISCAL YEAR-END CLOSING PROCESSES
# Fiscal Year 2021 Year-End Closing Schedule

## Additional Information

(Please refer to Key Milestones and June/July/August 2021 calendar pages)

<table>
<thead>
<tr>
<th>PAYMENTS</th>
<th>DOCUMENT</th>
<th>Enroute to Office/Sys</th>
<th>Due Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. PREQs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Last day for FAs to approve PREQ invoices</td>
<td>General Funds</td>
<td>KFS</td>
<td>06/24/21</td>
<td>Accounting entries are posted to KFS after Disbursing submits &amp; approves the PREQ. FA approval is then required to generate the actual payment.</td>
</tr>
<tr>
<td></td>
<td>Non General Funds</td>
<td>KFS</td>
<td>06/25/21</td>
<td>Disbursing to create &amp; approve PREQ by 6/16/21</td>
</tr>
<tr>
<td>2. RCUH</td>
<td></td>
<td>RCUH</td>
<td>06/07/21</td>
<td>To enable timely reclassification of object code 7232 to appropriate object codes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPOSITS</th>
<th>DOCUMENT</th>
<th>Enroute to Office/Sys</th>
<th>Due Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Last day for FAs to approve edocs for deposits - General Funds</td>
<td>KFS</td>
<td>06/10/21</td>
<td>Receipts to reimburse expenditures (REX) charged to appropriate General fund accts (G 011-3xxxx). REX receipts recorded after 6/10/21 are deposited into G-000 acct.</td>
<td></td>
</tr>
<tr>
<td>- ADs for REX to G Funds should be approved, in PROCESSSED or FINAL status</td>
<td>Payroll Office</td>
<td>06/30/21</td>
<td>Include only receipts received as of 6/30/21</td>
<td></td>
</tr>
<tr>
<td>2. Last day for FAs to approve edocs for deposits - Non General Funds</td>
<td>KFS</td>
<td>07/01/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- ADs, CCRs, CTRLs, &amp; APPs for FY21 BANK DEPOSITS &amp; RECEIPTS should be approved, in PROCESSSED or FINAL status</td>
<td>Treasury Office</td>
<td>06/30/21</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER</th>
<th>DOCUMENT</th>
<th>Enroute to Office/Sys</th>
<th>Due Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. KFS Accounts Receivable - Customer Invoices</td>
<td>KFS A/R</td>
<td>06/30/21</td>
<td>Goods/Services = non-CG; Contracts &amp; Grants = CG</td>
<td></td>
</tr>
<tr>
<td>- Goods/Services, Contracts &amp; Grants</td>
<td>Payroll Office</td>
<td>06/30/21</td>
<td>Org Doc No. “SA”</td>
<td></td>
</tr>
<tr>
<td>- Salary overpayments</td>
<td>Capital Asset Acctg</td>
<td>06/10/21</td>
<td>Capital Asset Maintenance (CAM) edocs include the following:</td>
<td></td>
</tr>
<tr>
<td>- Dishonored checks</td>
<td></td>
<td></td>
<td>- Asset Add</td>
<td></td>
</tr>
<tr>
<td>2. Miscellaneous</td>
<td></td>
<td></td>
<td>- Asset Edit</td>
<td></td>
</tr>
<tr>
<td>- Last day for FAs to record asset edits, loans, transfers, retirements, etc.</td>
<td></td>
<td></td>
<td>- Loan/Renew/Return</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Asset Transfer</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>- Asset Location</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>- Asset Retirement</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCRUALS &amp; OTHER 13TH MONTH ADJUSTMENTS</th>
<th>DOCUMENT</th>
<th>Enroute to Office/Sys</th>
<th>Due Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Email Year End JV Worksheets to Genl Acctg - RCUH related</td>
<td>Genl Acctg</td>
<td>07/12/21</td>
<td>For service ordered projects; refer to RCUH's BSR/BCR reports.</td>
<td></td>
</tr>
<tr>
<td>- Due from RCUH</td>
<td></td>
<td></td>
<td>Amounts paid/advanced to RCUH but not yet expended by RCUH as of 6/30/21</td>
<td></td>
</tr>
<tr>
<td>- Due to RCUH</td>
<td></td>
<td></td>
<td>Payables to RCUH as of 6/30/21</td>
<td></td>
</tr>
<tr>
<td>- RCUH 7232 to proper expense</td>
<td>Genl Acctg</td>
<td>07/12/21</td>
<td>Reclassify funds paid/advanced to RCUH and expended by RCUH as of 6/30/21 from object code 7232 to proper expense object code(s)</td>
<td></td>
</tr>
<tr>
<td>2. Email Year End JV Worksheets to Genl Acctg - Other accruals/adjustments</td>
<td>Genl Acctg</td>
<td>07/14/21</td>
<td>To record Non-KFS A/R revenues/REX receivables &amp; Non-KFS A/R allowance for doubtful accounts</td>
<td></td>
</tr>
<tr>
<td>- Accounts Receivable, Allowance for Doubtful Accounts</td>
<td>Genl Acctg</td>
<td>07/14/21</td>
<td>Includes merchandise in transit &amp; work in process</td>
<td></td>
</tr>
<tr>
<td>- Merchandise/Supplies Inventory and Work-in-Progress Adj</td>
<td>Genl Acctg</td>
<td>07/14/21</td>
<td>Unearned revenues, prepaid expenses, tuition waivers, etc. (see AP 8.671)</td>
<td></td>
</tr>
<tr>
<td>- Other</td>
<td>Genl Acctg</td>
<td>07/14/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Last day to email L-11 Year End JV Worksheets to Genl Acctg - <strong>ALL construction A/P</strong> as of 6/30/21</td>
<td>Genl Acctg</td>
<td>07/26/21</td>
<td>Include all amounts owed on construction contracts, including retainage</td>
<td></td>
</tr>
<tr>
<td>4. Last day to email L-11 Year End JV Worksheets to Genl Acctg - <strong>A/P over $100,000 not paid by 8/2/21</strong></td>
<td>Genl Acctg</td>
<td>08/02/21</td>
<td>$100,000 threshold is per invoice</td>
<td></td>
</tr>
<tr>
<td>5. Last day to pay outstanding sub-recipient/vendor invoices for goods/services (including sub-awards) received on or before 6/30/21</td>
<td>KFS</td>
<td>08/02/21</td>
<td>Include payments to sub-recipients, commissions &amp; royalties payable, and RCUH charges, including RCUH project #, if applicable</td>
<td></td>
</tr>
</tbody>
</table>