## Fiscal Year 2016 Year-End Closing Schedule

### Key Milestones:
- No General fund encumbrances
- No Payroll encumbrances - ALL funds
- Outstanding invoices for goods/services received on or before 6/30/16 should be paid by 8/5/2016
- GALC will provide updated instructions and Excel templates for YE JV worksheets used 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 8/5/2016 and 2. ALL construction A/P as of 6/30/2016 (including retraining)
- KFS will be disabled on 7/1 at 7 pm and will not be available from 7/2 through 7/6 during the balance roll forward process

### Payments

#### Dags Payment Request
- Last day to submit DAGS payment requests to Disbursing for CIP contract payments

<table>
<thead>
<tr>
<th>FY 2016 Cut-off Dates for FAs</th>
<th>G Funds</th>
<th>Non G Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/17/2016</td>
<td></td>
<td></td>
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</tbody>
</table>

#### PREQs
- Last day to email PREQ invoices to Disbursing
- Last day for FAs to approve PREQ invoices for equipment object codes
- Last day for FAs to approve PREQ invoices (non-equity)

<table>
<thead>
<tr>
<th>Date</th>
<th>G Funds</th>
<th>Non G Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/13/2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/17/2016</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### RCUIH
- Last day for FAs to approve RCUIH payments with equipment object codes in RCUIH's system
- Last day for FAs to approve RCUIH payments for advance (7232) accounts in RCUIH's system

<table>
<thead>
<tr>
<th>Date</th>
<th>G Funds</th>
<th>Non G Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/13/2016</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### DVs and Travel
- Last day for FAs to approve DVs with equipment object codes
- Last day for FAs to approve DVs (non-equity)
- Travel Completion Report (TCR) and Adjustments (eTravel) for travel completed in FY 2016
- Travel Advances for travel dates through 7/14

<table>
<thead>
<tr>
<th>Date</th>
<th>G Funds</th>
<th>Non G Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/13/2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/17/2016</td>
<td></td>
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</tr>
</tbody>
</table>

#### Last Electronic Payment Feeds for FY 2016
- Bookstore
- Banner, Cashiers

<table>
<thead>
<tr>
<th>Date</th>
<th>G Funds</th>
<th>Non G Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/28/2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/29/2016</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Deposits (ADs, CCNs, CTRLs, APPs)
- Last day for FAs to approve edocs for deposits with equipment object codes

<table>
<thead>
<tr>
<th>Date</th>
<th>G Funds</th>
<th>Non G Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/13/2016</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Encumbrances & Budget Adjustments
- Budget adjustment edocs for ORS accounts
- Non-payroll Purchase Orders (PO) and Pre-Encumbrances (PE) within FA authority
- PE edocs to disencumber IDOs

<table>
<thead>
<tr>
<th>Date</th>
<th>G Funds</th>
<th>Non G Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/17/2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/1/2016</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Other

#### Adjustments & Allocations (DIs, GECs, IBs, SBs, STs, TFs)
- Reclass of RCUIH advances (7232) through May
- Last day for FAs to approve edocs with equipment object codes

<table>
<thead>
<tr>
<th>Date</th>
<th>G Funds</th>
<th>Non G Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/13/2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/23/2016</td>
<td></td>
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</tr>
<tr>
<td>6/27/2016</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Revenue Bonds
- Revenue bond proceed draft request memo due to FMO
- Approve ADs for revenue bond proceed draft requests and PREQs for project payments

<table>
<thead>
<tr>
<th>Date</th>
<th>G Funds</th>
<th>Non G Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/17/2016</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### KFS Accounts Receivable - Customer Invoices
- Approval of goods/services, contracts & grants, salary overpayments, and dishonored checks

<table>
<thead>
<tr>
<th>Date</th>
<th>G Funds</th>
<th>Non G Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/30/2016</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Miscellaneous
- Last day for FAs to record asset edits, loans, transfers, retirements, etc.
- Last day to send student refunds in Banner SIS
- Last day for FAs to record bank debit and credit memos

<table>
<thead>
<tr>
<th>Date</th>
<th>G Funds</th>
<th>Non G Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/17/2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/28/2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/1/2016</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Accruals & Other 13th Month Adjustments
- Email Year End JV Worksheets to GALC - RCUIH related (due from/to RCUIH, RCUIH 7232 reclass)
- Email Year End JV Worksheets to GALC - Other accrual adjustments (A/R, Allowance, Unearned Rev., Prepaid Exp., etc.)
- Last day to email L-11 Year End JV Worksheets to GALC - ALL construction A/P as of 6/30/2016 (including retraining)
- Last day to submit sub-recipient/vendor invoices for goods/services (excluding sub-awards) received on or before 6/30/16

<table>
<thead>
<tr>
<th>Date</th>
<th>G Funds</th>
<th>Non G Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/5/2016</td>
<td></td>
<td></td>
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</tbody>
</table>

### Other Key Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>G Funds</th>
<th>Non G Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/18/2016</td>
<td></td>
<td></td>
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<tr>
<td>6/20/2016</td>
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<tr>
<td>6/21/2016</td>
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<tr>
<td>7/8/2016</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Equipment object codes = 770X, 771X, 772X, 773X, 774X, 775X, 776X, 7777; X = A, U, F, or G
**FISCAL YEAR 2016 YEAR-END CLOSING SCHEDULE**
(Due 5:00 p.m. unless otherwise specified)

**JUNE 2016**

(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>1. Email PREQ invoices for FY 2016 payment, including equipment invoices* and contract payments (UH), to Disbursing</td>
<td>1. PCDOs for 5/15 - 5/31 PCard transactions will be in your Action List (PCDO edoc create date = 6/1, when feed occurred)</td>
<td>1. Revenue bond proceed drawdown request memo due to FMQ</td>
<td>1. ADs for REX to G funds should be approved, in PROCESSED or FINAL status</td>
<td></td>
</tr>
<tr>
<td>2. CIP contract payments (DAGS)</td>
<td>2. General fund PREQs, including contract pymts (UH), should be approved, in PROCESSED or FINAL status</td>
<td>2. EDs for BOTH General funds AND non General funds should be approved, in PROCESSED or FINAL status</td>
<td>2. Non General fund PREQs, including contract pymts (UH), should be approved, in PROCESSED or FINAL status</td>
<td></td>
</tr>
<tr>
<td>- FAs to submit to Disbursing</td>
<td>- Travel Completion Report (TCR) and Adjustments (eTravel)</td>
<td>- DI, GEC, IB, SB</td>
<td>- Travel Completion Report (TCR) and Adjustments (eTravel)</td>
<td></td>
</tr>
<tr>
<td>3. Reclass of RCUH advances (7232) through May should be completed</td>
<td>3. General fund PAYMENTS should be &quot;IN ACTION LIST APPROVE&quot; for Disbursing</td>
<td>3. Complete cleanup of &quot;clearing&quot; (continuation) accounts, moving transactions and/or balances to proper accounts</td>
<td>3. Revenue bond proceed drawdowns:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- DV edocs</td>
<td>- GEc edocs should be approved, in PROCESSED or FINAL status</td>
<td>- ADs should be in FINAL status</td>
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</tr>
<tr>
<td></td>
<td>- Travel Completion Report (TCR) and Adjustments (eTravel)</td>
<td></td>
<td>- PREQs for project payments should be approved</td>
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<tr>
<td></td>
<td>- CIP contract payments (DAGS)</td>
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<tr>
<td></td>
<td>- FAs to approve RCUH payments in RCUH's system</td>
<td></td>
<td>- ‘IN ACTION LIST APPROVE’ for ORS</td>
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<tr>
<td></td>
<td>- PREQs for project payments should be approved</td>
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<tr>
<td>4. EDs with equipment object codes* for BOTH General funds AND non General funds should be approved, in PROCESSED or FINAL status</td>
<td>4. EDs with equipment object codes* should be approved, in PROCESSED or FINAL status</td>
<td>4. EDs with equipment object codes* for BOTH General funds AND non General funds should be approved, in PROCESSED or FINAL status</td>
<td>4. EDs with equipment object codes* for BOTH General funds AND non General funds should be approved, in PROCESSED or FINAL status</td>
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<tr>
<td>5. Last day to use equipment object codes* (UH &amp; RCUH)</td>
<td>5. EDs with equipment object codes* should be approved, in PROCESSED or FINAL status</td>
<td>5. EDs with equipment object codes* should be approved, in PROCESSED or FINAL status</td>
<td>5. EDs with equipment object codes* should be approved, in PROCESSED or FINAL status</td>
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<tr>
<td>- DV edocs</td>
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<tr>
<td>6. ADs with equipment object codes* should be approved, in PROCESSED or FINAL status</td>
<td>6. ADs with equipment codes* should be approved, in PROCESSED or FINAL status</td>
<td>6. PE edocs to disencumber IDOs due</td>
<td>6. EDs with equipment object codes* should be approved, in PROCESSED or FINAL status</td>
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<tr>
<td>7. Reminder: Reclass of RCUH advances (7232) through June should be completed by 6/23 (deadline for DI edocs)</td>
<td>7. 3/15 - 6/14 PCard transactions - PCDO edocs will be auto (super-user) approved at 8 pm</td>
<td>7. EDs for BOTH General funds AND non General funds should be approved, in PROCESSED or FINAL status</td>
<td>7. Equipment object codes = 770X, 771X, 772X, 773X, 774X, 775X, 776X, 777X; X = A, U, F, or G</td>
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</tr>
</tbody>
</table>

*Equipment object codes = 770X, 771X, 772X, 773X, 774X, 775X, 776X, 777X; X = A, U, F, or G*
## FISCAL YEAR 2016 YEAR-END CLOSING SCHEDULE

(Due 5:00 p.m. unless otherwise specified)

**JULY/AUGUST 2016**

(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>
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</thead>
<tbody>
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<td>1.</td>
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<td></td>
<td><strong>KFS WILL BE DISABLED AT 7:00 PM</strong></td>
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<tr>
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<td></td>
<td></td>
<td>1. ADs, CCRs, CTRLs, &amp; APPs for FY16 BANK DEPOSITS &amp; RECEIPTS (non General funds) should be approved, in PROCESSED or FINAL status</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td>2. Edocs to record Bank debit and credit memos should be approved, in PROCESSED or FINAL status</td>
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<td></td>
<td>3. Pending edocs will be disapproved after KFS is disabled at 7 pm (except for REQs, PO, POA, account maintenance, &amp; vendor edocs)</td>
</tr>
<tr>
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<td></td>
<td>Last collector feeds (non-payment) for FY 2016</td>
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<td>1st working day FY 2017 funds may be committed/expended</td>
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<tr>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>HOLIDAY</td>
<td></td>
<td></td>
<td><strong>KFS OPEN FOR FY 2017 (tentative)</strong></td>
<td>1. First check run for FY 2017</td>
</tr>
<tr>
<td>(INDEPENDENCE DAY)</td>
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<td><strong>KFS WILL NOT BE AVAILABLE FROM 7/2 THROUGH 7/6 DURING THE BALANCE ROLL FORWARD PROCESS</strong></td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>1. Year End JV Worksheets to GALC</td>
<td></td>
<td></td>
<td></td>
<td>1. Year End JV Worksheets to GALC</td>
</tr>
<tr>
<td>- Due from RCUH</td>
<td></td>
<td></td>
<td></td>
<td>- Accts Receivable</td>
</tr>
<tr>
<td>- Due to RCUH</td>
<td></td>
<td></td>
<td></td>
<td>- Allowance for D/A</td>
</tr>
<tr>
<td>- RCUH 7232 to proper expense</td>
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<td></td>
<td></td>
<td>- Uneamed Revenues</td>
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<td></td>
<td></td>
<td></td>
<td>- Prepaid Expenses</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>- Supplies Inventory</td>
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<td>- Work-in-Progress Adj</td>
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<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
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<td>28</td>
<td>29</td>
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<td></td>
<td>1. Last day to email L-11 Year End JV Worksheets to GALC for <strong>ALL construction A/P</strong> as of 6/30/2016 (including retainage)</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td>2. Last day to email L-11 Year End JV Worksheets to GALC for A/P over $100,000 not paid by 8/5/2016</td>
</tr>
</tbody>
</table>

**AUG**
<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>Enroute to Office/Sys</th>
<th>Due Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PAYMENTS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. RCUH</td>
<td>RCUH</td>
<td>06/13/16</td>
<td>To enable timely reclassification of object code 7232 to appropriate object codes</td>
</tr>
<tr>
<td>- Last day for FAs to approve RCUH payments for advance (7232) accounts in RCUH's system</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. DVs and Travel - General Funds</td>
<td>Disbursing</td>
<td>06/13/16</td>
<td>Treasury deadline for deposits affects TCR recordation</td>
</tr>
<tr>
<td>- Travel Completion Report (TCR) and Adjustments (eTravel) for travel completed in FY 2016</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. DVs and Travel - Non General Funds</td>
<td>Disbursing</td>
<td>06/17/16</td>
<td>Treasury deadline for deposits affects TCR recordation</td>
</tr>
<tr>
<td>- Travel Completion Report (TCR) and Adjustments (eTravel) for travel completed in FY 2016</td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>DEPOSITS</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1. Last day for FAs to approve edocs for deposits (non-equipment) - General Funds</td>
<td>KFS</td>
<td>06/17/16</td>
<td>Receipts to reimburse expenditures (REX) charged to appropriate General fund accts (G 011-3xxxx). REX receipts received after 06/17/16 are deposited into G-000 acct.</td>
</tr>
<tr>
<td>- ADs for REX to G funds should be in PROCESSED or FINAL status</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2. Last day for FAs to approve edocs for deposits (non-equipment) - Non General Funds</td>
<td>KFS</td>
<td>07/01/16</td>
<td>Include only receipts received as of 6/30/2016</td>
</tr>
<tr>
<td>- ADs, CCRs, CTRLs, &amp; APPs for FY16 BANK DEPOSITS &amp; RECEIPTS should be approved, in PROCESSED or FINAL status</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OTHER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. KFS Accounts Receivable - Customer Invoices</td>
<td>KFS A/R</td>
<td>06/30/16</td>
<td>Goods/Services = non-CG; Contracts &amp; Grants = CG</td>
</tr>
<tr>
<td>- Goods/Services, Contracts &amp; Grants</td>
<td>Payroll Office</td>
<td>06/30/16</td>
<td>Org Doc No. &quot;SA&quot;</td>
</tr>
<tr>
<td>- Salary overpayments</td>
<td>Treasury Office</td>
<td>06/30/16</td>
<td>Org Doc No. &quot;DM&quot;</td>
</tr>
<tr>
<td>- Dishonored checks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Miscellaneous</td>
<td>PFMO</td>
<td>06/17/16</td>
<td>Capital Asset Maintenance (CAM) edocs include the following:</td>
</tr>
<tr>
<td>- Last day for FAs to record asset edits, loans, transfers, retirements, etc.</td>
<td></td>
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<tr>
<td><strong>ACCRUALS &amp; OTHER 13TH MONTH ADJUSTMENTS</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>1. Email Year End JV Worksheets to GALC - RCUH related</td>
<td>GALC</td>
<td>07/11/16</td>
<td>Amounts paid/advanced to RCUH but not yet expended by RCUH as of 6/30/16 for service ordered projects; refer to RCUH's BSR/BCR reports</td>
</tr>
<tr>
<td>- Due from RCUH</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Email Year End JV Worksheets to GALC - Other accruals/adjustments</td>
<td>GALC</td>
<td>07/15/16</td>
<td>To record Non-KFS A/R revenues/REX receivables &amp; Non-KFS A/R allowance for doubtful accounts</td>
</tr>
<tr>
<td>- Accounts Receivable, Allowance for Doubtful Accounts</td>
<td>GALC</td>
<td>07/15/16</td>
<td>Includes merchandise in transit &amp; work in process</td>
</tr>
<tr>
<td>- Supplies Inventory and Work-in-Progress Adj</td>
<td>GALC</td>
<td>07/15/16</td>
<td>Unearned revenues, prepaid expenses, tuition waivers, etc. (see AP 8.671)</td>
</tr>
<tr>
<td>- Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Last day to email L-11 Year End JV Worksheets to GALC - ALL construction A/P as of 6/30/2016</td>
<td>GALC</td>
<td>07/29/16</td>
<td>Include all amounts owed on construction contracts, including retainage.</td>
</tr>
<tr>
<td>4. Last day to email L-11 Year End JV Worksheets to GALC - A/P over $100,000 not paid by 8/5/2016</td>
<td>GALC</td>
<td>08/05/16</td>
<td>$100,000 threshold is per invoice</td>
</tr>
<tr>
<td>5. Last day to pay outstanding sub-recipient/vendor invoices for goods/services (including sub-awards) received on or before 6/30/16</td>
<td>KFS</td>
<td>08/05/16</td>
<td>Include payments to sub-recipients, commissions &amp; royalties payable, and RCUH charges, including RCUH project#, if applicable (see AP 8.866)</td>
</tr>
</tbody>
</table>