### FISCAL YEAR 2018 YEAR-END CLOSING SCHEDULE

#### Key Milestones:
- No General fund encumbrances
- No Payroll encumbrances - ALL funds
- Outstanding invoices for goods/services received on or before 6/30/18 should be paid by 9/3/18
- Genl Acctg will provide updated instructions and Excel templates for YE Worksheets used to record accruals and other year-end adjustments
- L-11 YE JV Worksheets should be used to record 1. AP over $100,000 not paid by 8/3/18 and 2. ALL construction AP as of 6/30/18 (including retainage)
- KFS will be disabled on 7/1/18 at 7:00 pm and will not be available from 7/2 through 7/5 during the balance roll forward process

#### Purchases
- Procurement (OPRPM - Office of Procurement and Real Property Management)
  - Goods, services, or small purchase construction requiring competitive solicitation by OPRPM, including solicitations utilizing SuperQuote
  - Sole source and professional services procurements
  - Exempt procurements including P.O.s for short term leases
  - Small purchase procurements above FA purchasing authority where the competitive solicitation has been completed
  - Contract modifications (including renewals)
  - For Bookstore Only - Interdepartmental Orders (IDO) exceeding FA authority
- Construction Procurement (FBP - Facilities Business Office)
  - Construction requiring competitive solicitation (NOT small purchase)
- PCard (PCDO - Procurement Card Document)
  - PCards may continue to be used for purchases during year-end. Charges from 6/15/18 through 6/30/18 will be accrued by Genl Acctg.
- Miscellaneous
  - KFS Accounts Receivable - Customer Invoices
  - Revenue Bonds

#### Payments
- Dags Payment Request
  - Last day to submit DAGS payment requests to Disbursing for CIP contract payments
  - Last day for FAs to approve PREQ invoices for CIP contract payments (DAGS)
- PREQs
  - Last day to email PREQ invoices to Disbursing
  - Last day for FAs to approve PREQ invoices (reissues to create/reissue PREQ by 6/28/18)
- RCuh
  - Last day for FAs to approve RCUh payments with equipment object codes* in RCUh’s system
  - Last day for FAs to approve RCUh payments for advanced (7232) accounts in RCUh’s system
- DVs and Travel
  - Last day for FAs to approve DVS
  - Travel Completion Report (TCR) and Adjustments (eTravel) for travel completed in FY18
  - Last day for FAs to approve DVs
- Last day for FAs to approve PREQ invoices for CIP contract payments (Disbursing to create/approve PREQ by 6/18/18)
  - Last day for FAs to approve RCUH payments for advance (7232) accounts in RCUH’s system
- Last day to email PREQ invoices to Disbursing
  - Last day for FAs to approve PREQ invoices for CIP contract payments (DAGS)
- Last day for FAs to approve PREQ invoices (Disbursing to create/reissue PREQ by 6/28/18)
  - Last day for FAs to approve DVS
- Travel Completion Report (TCR) and Adjustments (eTravel) for travel completed in FY18
- Last day for FAs to approve PREQ invoices for CIP contract payments (Disbursing to create/reissue PREQ by 6/28/18)
- Last day for FAs to approve PREQ invoices for CIP contract payments (Disbursing to create/reissue PREQ by 6/28/18)

#### Deposits
- Last day for FAs to approve edocs for deposits (include only receipts received as of 6/30/18)
- Last day for FAs to approve edocs for deposits (include only receipts received as of 6/30/18)
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#### Encumbrances & Budget Adjustments
- Budget adjustment edocs for ORS accounts
- Non-payroll Purchase Orders (PO) and Pre-Encumbrances (PE) within FA authority

#### Other
- Adjustments & Allocations (Dis, GECs, IBs, SBs, STs, TFs)
  - Reclaves of RCUh advances (7232) through May
  - Last day for FAs to approve Dis, GEC, IB, SB, and TF edocs
  - Last day for FAs to approve Dis, GEC, IB, SB, and TF edocs
  - Last day for FAs to approve Dis, GEC, IB, SB, and TF edocs
- Revenue Bonds
  - Revenue bond proceed drawdown request memo due to FMO
  - Approve RCUH revenue bond proceed drawdowns and PREQs for proceeds summary
  - Approve RCUH revenue bond proceed drawdowns and PREQs for proceeds summary
- KFS Accounts Receivable - Customer Invoices
  - Approval of goods/services, contracts & grants, salary overpayments, and dishonored checks
- Miscellaneous
  - Last day for FAs to record asset edits, loans, transfers, retirements, etc.
  - Last day for FAs to record asset edits, loans, transfers, retirements, etc.
  - Last day for FAs to record bank debit and credit memos

#### Accruals & Other 13th Month Adjustments
- Email Year End JV Worksheets to Genl Acctg - RCUh related (due from/to RCUh)
- Email Year End JV Worksheets to Genl Acctg - Other accruals/adjustments (AR, Allowance, Unearned Rev, Prepaid Exp, etc.)
- Email Year End JV Worksheets to Genl Acctg - ALL construction AP as of 6/30/18 (including retainage)
- Email Year End JV Worksheets to Genl Acctg - A/P over $100,000 not paid by 8/3/18
- Last day to pay outstanding sub-recipient/vendor invoices for goods/services (including sub-awards) received on or before 6/30/18

### Other Key Dates
- FY 2018
  - Payroll paid on 6/20 (posted the night of 6/19) available for FA review
  - Last check run for FY18
  - Last collector fees (non-payment) for FY18
  - Pending edocs will be automatically disapproved after 7:00 pm (except for REQS, PO, POA, account maintenance, and vendor edocs)
- FY 2019
  - KFS to open for FY19 (TENTATIVE)
  - First Check run for FY19

* Equipment object codes = 776X, 771X, 772X, 773X, 774X, 775X, 776X, 7777; X = A, U, F, or G
### JUNE 2018

**FISCAL YEAR 2018 YEAR-END CLOSING SCHEDULE**

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

**JUNE 2018**

(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>
</table>
| 1. CIP contract payments (DAGS)  
- FAs to submit to Disbursing | 1. Email PREQ invoices for FY18 payment, including equipment invoices* and contract payments (UH), to Disbursing  
2. Reclass of RCUH advances (7232) through May should be completed | 1. PCDOs for 5/15 - 5/31 PCard transactions will be in your Action List tomorrow, 6/2  
(PCDO edoc create date = 6/1, when feed occurred) | 1. PCDOs for 6/1 - 6/14 PCard transactions will be in your Action List tomorrow, 6/16  
(PCDO edoc create date = 6/15, when feed occurred) |
| 5. 6. | 8. | 11. | 15. |

**HOLIDAY**

(KAMEHAMEHA DAY)

| FAs to approve in RCUH's system:  
- RCUH payments with equip obj codes*  
- RCUH payments for advance (7232) accounts | 1. General fund PAYMENTS should be "IN ACTION LIST APPROVE" for Disbursing  
- DV edocs  
- Travel Completion Report (TCR) and Adjustments (eTravel)  
- Travel Advances for travel dates through 7/14 | 1. General fund PREQs, including equipment invoices* and contract payments (UH), should be approved, in PROCESSED or FINAL status  
- DI, GEC, IB, SB, ST, TF | 1. Edocs for General funds should be approved, in PROCESSED or FINAL status  
- DI, GEC, IB, SB, ST, TF |
| 18. | 19. | 20. | 21. |
| REMINDER: Reclass of RCUH advances (7232) through June should be completed by 6/22 if General funds are used (deadline for DI edocs for General funds)  
- RCUH payments for advance (7232) accounts | 1. Non General fund PREQs, including equipment invoices* and contract payments (UH), should be approved, in PROCESSED or FINAL status  
- DI, GEC, IB, SB, ST, TF | 1. Last day to post student refunds in Banner SIS  
- Bookstore | 1. Last check run for FY18  
- Goods/Services, Contracts & Grants in FINAL status  
- Salary overpayments should be "IN ACTION LIST APPROVE" for Payroll Office  
- KFS Accounts Receivable - Customer Invoices  
- DI, GEC, IB, SB, ST, TF |
| 22. | 23. | 24. | 25. |
| 1. Non General fund PREQs, including equipment invoices* and contract payments (UH), should be approved, in PROCESSED or FINAL status  
- DI, GEC, IB, SB, ST, TF | 2. Account maintenance edocs (new accounts, account edits) should be "IN ACTION LIST APPROVE" for Genl Acctg/ORS  
REMINDER: Reclass of RCUH advances (7232) through June should be completed by 6/28 if non General funds are used (deadline for DI edocs for non General funds) | 1. Last electronic payment feed for FY18  
- Bookstore | 1. Last electronic payment feed for FY18  
- Bookstore  
- Banner  
- Cashiers |
| 26. | 27. | 28. | 29. |
| 1. General fund PREQs, including equipment invoices* and contract payments (UH), should be approved, in PROCESSED or FINAL status  
- DI, GEC, IB, SB, ST, TF | 3. Non-payroll PO and PE edocs (within FA authority) due  
4. PE edocs to disencumber IDOs due | 1. Edocs for non General funds should be approved, in PROCESSED or FINAL status  
- DI, GEC, IB, SB, ST, TF | 1. Last electronic payment feed for FY18  
- Bookstore |
| Applies to all funds | Applies to General funds only | Applies to equip obj codes* & fixed assets maint edocs | Applies to non General funds only  
Applies to equip obj codes* & fixed assets maint edocs |

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* Equipment object codes = 770X, 771X, 772X, 773X, 774X, 775X, 776X, 777X.
FISCAL YEAR 2018 YEAR-END CLOSING SCHEDULE  
(Due 5:00 p.m. unless otherwise specified)  
JULY/AUGUST 2018

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

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>2</td>
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<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td><strong>KFS WILL BE DISABLED AT 7:00 PM</strong></td>
<td>1st working day FY19 funds may be committed/expended</td>
<td><strong>HOLIDAY (INDEPENDENCE DAY)</strong></td>
<td>KFS OPEN FOR FY19 (tentative)</td>
<td></td>
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</tr>
<tr>
<td>Pending edocs will be disapproved after KFS is disabled at 7:00 pm (except for REQS, PO, POA, account maintenance, &amp; vendor edocs)</td>
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<tr>
<td>Last collector feeds (non-payment) for FY18</td>
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</table>

**JULY**

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<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
</tbody>
</table>
| **KFS WILL NOT BE AVAILABLE FROM 7/2 THROUGH 7/5 DURING THE BALANCE ROLL FORWARD PROCESS** | 1. First check run for FY19 | 1. Year End JV Worksheets to Genl Acctg  
- Due from RCUH  
- Due to RCUH  
- RCUH 7232 to proper expense | 1. Year End JV Worksheets to Genl Acctg  
- Accts Receivable  
- Allowance for D/A  
- Unearned Revenues  
- Prepaid Expenses  
- Merchandise/Supplies Inventory  
- Work-in-Progress Adj  
- Miscellaneous Adj | | |
| | | | | | |
| 15 | 16 | 17 | 18 | 19 | 20 |
| | | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 |
| | | | | | |
| 29 | 30 | 31 | 1 | 2 | 3 |
| | | | | | |
| 1. Last day to email L-11 Year End JV Worksheets to Genl Acctg for ALL construction A/P as of 6/30/18 (including retainage) | | | | | |
| 1. Last day to pay outstanding sub-recipient/vendor invoices for goods/services (including sub-awards) received on or before 6/30/18 | | | | | |
| 2. Last day to email L-11 Year End JV Worksheets to Genl Acctg for A/P over $100,000 not paid by 8/3/18 | | | | | |
## PAYMENTS

<table>
<thead>
<tr>
<th>Document</th>
<th>Enroute to Office/Sys</th>
<th>Due Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. RCUH</td>
<td>RCUH</td>
<td>06/12/18</td>
<td>To enable timely reclassification of object code 7232 to appropriate object codes</td>
</tr>
<tr>
<td></td>
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<tr>
<td>2. PREQs</td>
<td>KFS</td>
<td>06/25/18</td>
<td>Disbursing to create &amp; approve PREQ by 6/18/18</td>
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<tr>
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<tr>
<td></td>
<td>Disbursing to create &amp; approve PREQ by 6/18/18</td>
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</tbody>
</table>

## DEPOSITS

<table>
<thead>
<tr>
<th>Document</th>
<th>Enroute to Office/Sys</th>
<th>Due Date</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. Last day for FAs to approve edocs for deposits - General Funds</td>
<td>KFS</td>
<td>06/15/18</td>
<td>Receipts to reimburse expenditures (REX) charged to appropriate General fund accts (G 011-xxxx). REX receipts received after 6/15/18 are deposited into G-000 acct.</td>
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<tr>
<td>2. Last day for FAs to approve edocs for deposits - Non General Funds</td>
<td>KFS</td>
<td>07/01/18</td>
<td>Include only receipts received as of 6/30/18</td>
</tr>
</tbody>
</table>

## OTHER

<table>
<thead>
<tr>
<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>06/29/18</td>
<td>Goods/Services = non-CG; Contracts &amp; Grants = CG</td>
</tr>
<tr>
<td></td>
<td>Payroll Office</td>
<td>06/29/18</td>
<td>Org Doc No. &quot;SA&quot;</td>
</tr>
<tr>
<td></td>
<td>Treasury Office</td>
<td>06/29/18</td>
<td>Org Doc No. &quot;DM&quot;</td>
</tr>
<tr>
<td>2. Miscellaneous</td>
<td>Capital Asset A/c</td>
<td>06/15/18</td>
<td>Capital Asset Maintenance (CAM) edocs include the following:</td>
</tr>
<tr>
<td></td>
<td>Kg Cosby</td>
<td></td>
<td>- Asset Add</td>
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<td>- Asset Edit</td>
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<td>- Loan/Renew/Return</td>
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<td>- Asset Transfer</td>
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<td>- Asset Location</td>
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<td>- Asset Retirement</td>
</tr>
</tbody>
</table>

## ACCRUALS & OTHER 13TH MONTH ADJUSTMENTS

<table>
<thead>
<tr>
<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>07/11/18</td>
<td>For service ordered projects; refer to RCUH's BSR/BCR reports</td>
</tr>
<tr>
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<td></td>
<td>Amounts paid/advanced to RCUH but not yet expended by RCUH as of 6/30/18</td>
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<td>Payables to RCUH as of 6/30/18</td>
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<td></td>
<td>Reclassify funds paid/advanced to RCUH and expended by RCUH as of 6/30/18 from object code 7232 to proper expense object code(s)</td>
</tr>
<tr>
<td>2. Email Year End JV Worksheets to Genl Acctg - Other accruals/adjustments</td>
<td>Genl Acctg</td>
<td>07/13/18</td>
<td>To record Non-KFS A/R revenues/REX receivables &amp; Non-KFS A/R allowance for doubtful accounts</td>
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<td>Includes merchandise in transit &amp; work in process</td>
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<td>Unearned revenues, prepaid expenses, tuition waivers, etc. (see AP 8.671)</td>
</tr>
<tr>
<td>3. Last day to email L-11 Year End JV Worksheets to Genl Acctg - <strong>ALL construction A/P as of 6/30/18</strong></td>
<td>Genl Acctg</td>
<td>07/27/18</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 Genl Acctg - <strong>A/P over $100,000 not paid by 8/3/18</strong></td>
<td>Genl Acctg</td>
<td>08/03/18</td>
<td>$100,000 threshold is per invoice</td>
</tr>
<tr>
<td></td>
<td>KFS</td>
<td>08/03/18</td>
<td>Include payments to sub-recipients, commissions &amp; royalties payable, and RCUH charges, including RCUH project #, if applicable</td>
</tr>
</tbody>
</table>