

FY18 Year End Dates Calendar

Deadline	Summary
April 2nd	First day requisitions for FY 2019 can be entered into the Kuali Financial System.
April 23rd	Requisitions for goods or services requiring competition expending this year's (FY18) remaining funds to Procurement Services.
May 7th	Requisitions for Open Purchase Orders & Service Purchase Orders next fiscal year (FY19).
May 18th	New organizations or re-mapping existing accounts identified to Budgets.
May 21st	Requisitions for goods or services not requiring competition expending this year's (FY 2018) remaining funds to Procurement Services.
June 1st	Deadline to order HP configure-to-order (CTO) (Special Order) Computers.
June 1st	All cancelled Special Course Fee Accounts (25xxxxx) must be cleared of any balances.
June 1st	Last day for new account requests to be submitted for Budget Construction by 7:00 p.m.
June 1st	Vista Plus reports available for campus.
June 6th	Draft FY19 Budget Allocations to colleges & units.
June 6th	Changes to account attributes and close accounts no longer needed (Budget Construction Only) by 7:00 p.m.
June 8th	Petty Cash and Change Fund Confirmations.
June 8th	Vista Plus reports available for campus.
June 12th	Hourly TCP (Time Clock Plus) Approvals for PPE 6/8 by 11:59 p.m.
June 13th	Gift sub-fund transfer request forms by 4:00 p.m.
June 13th	Final FY19 Budget Allocations to colleges and units.
June 14th	Budget Construction input process begins.

June 15th	"Ghost Card" airline tickets ordered for FY18 Travel.
June 15th	Vista Plus reports available for campus.
June 15th	Gifts of Equipment due to Advancement.
June 18th	Unapproved DPSA/MPSA forms to Accounts Receivable by 4:00 p.m.
June 18th	Aries Load Sheets to Accounts Receivable by 4:00 p.m.
June 19th	Hourly Payroll posts to KFS (PPE 6/8).
June 22nd	June Salary posts to KFS.
June 22nd	Vista Plus reports available for campus.
June 25th	Close accounts (Non-Budget Construction related) by 7:00 p.m.
June 25th	Submit Account Maintenance and Create documents (Non-BC related).
June 26th	Hourly TCP Approvals for PPE 6/22 by 11:59 p.m.
June 28th	TWARBUS & Electronic uploads to student and commercial accounts by 4:00 p.m.
June 28th	Approved DPSA/MPSA forms to Accounts Receivable by 4:00 p.m.
June 29th	All travel documents with FY18 end date need to be approved by the department and in the Travel Department's approval que by noon.
June 29th	Electronic EACR's need to be to the Property Office by Noon.
June 29nd	Vista Plus reports available for campus.
June 29th	Inventories must be counted by this date.
June 29th	Cash Receipts & Advance Deposits created with funds delivered to Cashiers by 1:00 p.m.
June 29th	Internal Orders submitted, approved, supplied and final by 7:00 p.m.
June 29th	Enroute documents (DI, GEC, IAA, IB, ICA, PE, SB, TF) will be disapproved at 7:00 p.m.

June 29th	Gifts of Equipment sent to Property by 4:00 p.m.
June 29th	Last day for Telecom Uploads.
June 29th	Clear deficits in Gift sub-fund accounts.
June 29th	All salary clearing accounts related to Sponsored Projects needs to have a \$0.00 balance by 3:00 pm.
June 29th	Closeout 53xxxxx State Project accounts that have a June 29, 2018 end date.
June 30th -July 6th	All travel documents submitted with a trip end date in FY18 will need to be properly accrued.
July 1st	First day TR in state travel documents for FY19 can be created in KFS.
July 2nd	A/R, Purchasing, and Cash Receipt documents post in new year.
July 2nd	Vista Plus reports available for campus.
July 3rd	Inventory Certificates are due by noon.
July 3rd	Hourly Payroll posts to KFS (PPE 6/22).
July 3rd	DVs created and approved (including petty cash reimbursements) & DV receipts attached to the document for FY18 to A/P by noon.
July 5th	Non-college areas complete input to Budget Construction.
July 5th	PCard reallocations & approvals (transaction date <= June 30) by 7:00 p.m.
July 5th	Cutoff for PCARD (PCDO document) processing to FY2018.
July 3rd	Invoices to Accounts Payable due by 12:00 p.m.
July 6th	Final Collector & Enterprise Feeds by 6:00 p.m.
July 6th	All Internal Billing and Service Billing Documents for FY18 must be submitted and approved in KFS by noon.
July 6th	Final Labor Redistributions (PPDA) & Payroll transactions to FY18 by 3:00 p.m.
July 6th	At noon, deadline for initiating FY18 documents (AD, AV, DI, GEC, IAA, ICA, ND, PE, TF).

July 6th	By noon, clear continuation accounts and credit card clearing object code (6684).
July 6th	By noon, 21/22 account deficits must be covered.
July 6th	Accounts Payable completes processing of PREQ's and DV's for FY18 by 7:00 p.m.
July 6th	Vista Plus reports available for campus.
July 9th	Encumbrance carryforward to FY19.
July 11th	Period 13 prorates based on percentage will post to FY18, but this is not applicable to prorates with set dollar amount.
July 12th	College areas & agencies complete input to Budget Construction.
July 13th	Vista Plus reports available for campus.
July 20th	Vista Plus reports available for campus.
July 25th	Post cash reversion entries to FY18 for state accounts and selected other accounts.
July 26th	Official close of FY18 at 7:00 a.m.
July 26th	Load FY19 budgets from Budget Construction to KFS.
July 27th	Balance forwards posted to FY19.
July 27th	Vista Plus reports available for campus (This is the last Vista Report for FY18).
July 28th	Post fund balance closeout to FY18 (nominal balances).
July 29th	Final FY 2018 ODS tables updated.
July 31st	July month-end close.
Aug 1st	End of Blackout period to open or close accounts.
Aug 1st	Vista Plus report for FY19 Period 1 available.
Aug 6th	Designated Future Commitments (DFCs) requests to Office of Budgets