

**Iowa State University – 2017
Year-End Financial Processing Schedule**

Date	Working Day	Legacy Feeds	KFS Transactions	KFS Year-End Transactions (Will only post to Period 13)	Other	Period 12 (June)	Period 13 (June+)	Period 1 (July)
6/27 Tues.					Update all necessary KFS Year End parameters (see KFS Year End Jobs and Parameters summary doc). Update KFS Message of the Day to include link to processing schedule.	X		
6/28, Wed.					Final Ames Lab's final DV upload by end of day.	X		
6/29, Thurs.		VOs involving foreign wires – Due today for June. Note—All other VOs (including negative approval) due by 12:00 noon Friday, June 30th.	Non-Check Disbursement (ND) eDocs – Due today for June. Need department/college fiscal officer approval by 12:00 noon for June. Accounting Office approvals by 1 PM; Treasurer's Office approvals by 2:30 PM. For campus this is realistically the last day to get NDs approved as June business. Library planning to do final DV to close out (instead of DV upload).		Run Fiscal Year Maker job (Job: 01-60-90); initializes the new year. Any new objects and sub-objects need to be created in both FY17 and FY18 if needed for FY17. If Bookstore DV upload comes in, Acctg will process.	X		
6/30, Fri.		Employee reimbursements – Final approvals needed by 8 pm for June. VOs (including negative approval) - need fiscal department/college fiscal officer approval by 12:00 noon for June. Last day for June checks. Pcard, cyBUY – Final approvals needed by 8:00 PM for June.	KFS transactions DV,SDV,IB,SB,DI,TF,ST, GEC– Need department/college fiscal officer approval by 12:00 noon TODAY for June. This includes GECs, DIs and TFs making corrections between Sub Accounts within the same Account.		For the ISU CLOSING ENTRY job to run later in the year-end process, need verification of "CLOSE TO" accounts on eData Close To Report; report includes both TO and FROM accounts and sub accounts, active and inactive. Reviews of the TO accounts/subaccounts must be completed by FAR by 7th wd.	X		

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6/30 (con't)		Transportation Services final batches for Lease and Rental are created and automatically released for posting tonight.	<p>KFS transactions AD and CR need to be approved by 2:00 PM to allow Treasurer's Office time to process for June. Treasurer's Office cannot approve if they do not receive physical cash/check deposit by 2:00 PM.</p> <p>ND eDocs for auto pays (June 30th or earlier) – Due today for June business. Need department/college fiscal officer approval by 12:00 noon TODAY for June. Accounting approvals by 1:00.</p> <p>ND – Treasurer's Office has blanket approval and can process NDs all day for June.</p> <p>Last format for June checks happens at 3:00 PM.</p>		<p>ALL "TO" ACCOUNTS AND SUBACCOUNTS THAT ARE INVALID OR CLOSED MUST BE FIXED BEFORE "ISU CLOSING ENTRY" JOB RUNS on the 7th wd. The FROM sub accounts that are closed on open accounts will automatically be re-opened during the close to process in order to zero them and will then be re-closed at the end of the job.</p> <p>Last day to create FY17 accounts.</p> <p>Last day to CLOSE FY17 accounts.</p> <p>Account attribute reviews should be done by the end of the day. No Org code changes should be done until the 14wd unless account has had no activity.</p> <p>Snapshot taken of FY17 chart of accounts tonight.</p> <p>Update KFS Accounting Period and KFS University Date (see KFS Year End</p>			

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6/30 (con't)					<p>Jobs and Parameters summary doc).</p> <p>Bookstore DV upload will be processed until 10:00 AM. Batches after this will be processed in July business.</p> <p>Set eData default year to FY17 at end of day.</p> <p>At end of day add message to eData home page about default year and about eData custom reports not available until 2wd.</p>			
7/1	Weekend							
7/2	Weekend							
7/3, Mon. 7/3 (con't)	1st	<p>Release air ticket and pre-authorization dis-encumbrance for posting for June.</p> <p>Carole G. will release Friday's final June travel expense posting.</p> <p>Release last June 30 batches for VO, Pcard, cyBUY, this also includes last VO disencumbrance batch feeds which will automatically release and post tonight – Last June releases today for these items.</p> <p>Final University Bookstore intramural billing feed will be created tonight (Job: 24-35-57).</p> <p>Final University Receivables income distribution, ART transactions (DI</p>			<p>Accounts created are now FY18.</p> <p>Accounts cannot be closed until the 14wd.</p> <p>Run Prior Year Data Job (Job: 01-60-91).</p> <p>Verify period 13 is active so year-end documents will post tonight.</p>	X		

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		<p>when posted), will be released and posted tonight (originally created 6/30- Job: 01-16-36).</p> <p>All June SB batches (except those indicated on 2nd wd and 3rd wd) must be received by today to be released as a June transaction.</p>						
			<p>All KFS eDocs – Created and/or “final” since June 30 cutoff will now post to July.</p> <p>Suspend format check process</p>		<p>eData showing both June and July activity. Default will be to previous fiscal year.</p> <p>Check writing process is suspended (this includes KFS, VO, employee reimbursement, and refund checks). Review AR and Travel ACH and checks.</p> <p>Suspend PO sync and exception processing (Job 01-60-07 and 01-60-09).</p>			X
7/3 (con't)				<p>(See KFS Year End Document Permission Procedures for complete details- h/xdept/kuali/fy17year end)</p> <p>Must use KFS Year End Transactions for entries that must post in June. Transactions dates will show up as June 30th on transaction detail.</p>			X	X

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				<p>RULES FOR USING YEAR-END TRANSACTION TYPES:</p> <ul style="list-style-type: none"> • Do not use YEGEC or YEDI to move transactions using external income object codes on 2xx accounts. • Do not use YEGEC, YEDI, or YETF on entries impacting 497 accounts. <p>Do not use YEGEC, YEDI, or YETF to make corrections between sub accounts on the same Account.</p>				
7/4, Tues.	Holiday							
7/5, Wed. 7/5 (cont)	2nd	<p>Release final June Bookstore billing to post tonight (Job: 24-35-57).</p> <p>Final June FP&M FAMIS billing feed created tonight. (Job: 33-13-06)-No billings were done on the last working day of June.</p> <p>JULY Pcard, and cyBUY now released to July. These will be first transactions from July 1st but will not post until 4th wd.</p>	Suspend format check process.		<p>Final TUITSMY received today; final distribution needs to post on or before 4th wd. (Kathy will create transaction.)</p> <p>No further transactions should go thru on 101s.</p> <p>Run on Demand KFS Encumbrance Forward job [includes POs and Travel Encumbrance] (Job: 01-60-92).</p>	X		X

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					<p>Validate Encumbrance Forward job. If entry looks okay, notify IT entry is ready to be staged for posting tonight.</p> <p>Check writing process is suspended (this includes KFS, VO, employee reimbursement, and refund checks). Review AR and Travel ACH and checks.</p> <p>PO sync and exception processing is still suspended.</p>			
				<p>Must use KFS Year End Transactions for entries that must post in June. Transaction dates will show up as June 30th on transaction detail. (See rules on 7/3)</p>	<p>The Accounts with Prior Year Activity (acctPriorYrException and acctPriorYrInsert) should start running nightly through 13wd (Job 01-60-76). Need to review eReports for the exception report daily (Exception-New Accounts with Prior Year Activity).</p>		X	
7/6, Thurs. 7/6 (con't)	3rd	<p>July 15 payroll transactions will be created tonight (Job: 01-01-09).</p> <p>Final June FP&M FAMIS intramural billings released today and posted tonight (created on 7/5). Billings available for campus to view today.</p> <p>Payroll CV (Job: 03-26-16) will run tonight and be released tomorrow for</p>				X		

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		posting. Peggy needs to be sure (Job: 03-26-16), which normally runs every Thursday throughout the year, does not run until the Thursday after the final CV (Job: 03-26-15) (see 6 th wd) is completed so that it goes to July.						
				Must use KFS Year End Transactions for entries that must post in June. Transaction dates will show up as June 30th on transaction detail (See rules on 7/3)	Run TTI income distribution and post tonight. Use June balance as of 6/30 as last YE TTI distribution, then for July use additional 12 and 13 period activity after this point to calculate July TTI distribution. This is date based. July will look at date and all three periods open. Verify that GF endowment interest has posted (Brad).		X	
7/6 (con't)			Resume format check process.		ALL July check writing process resumes (this includes KFS, VO, employee reimbursement, and refund checks). Run Close Completed Contracts as of 6/30/17 (Job: 05-13-30). Run Contract Multi Year Encumbrance (Job: 05-13-31). PO sync and exception processing still suspended.			X

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7/7, Fri.	4th	The July 15 th payroll transactions (June special) will be released today and posted tonight. Payroll CV (Job: 03-26-16) will run tonight and be released tomorrow for posting.			A preliminary report of encumbrances against the 1xx, 6xx and 7xx funds will be delivered to the Controller's Dept. (Job: 01-60-53). This is an equipment report.	X		
				Must use KFS Year End Transactions for entries that must post in June. Transaction dates will show up as June 30th on transaction detail (See rules on 7/3).	Final tuition distributions must post no later than today. Controller's Dept. completes capital project funding and Plant Pro should be done by today using YETF.		X	
7/7 (con't)		Accounting and Receivables start releasing ALL batches to July period. Posting for July will occur for the first time tonight. First release of VO batches from working day (wd) #1, #2, and #3; automatic release of VO dis-encumbrances from wd #1, #2, and #3 will occur as well. Air Ticket Encumbrance Job (01-50-26) should run tonight.			Resume PO sync and exception processing (Job 01-60-07 and 01-60-09). Controller's office may need to activate certain subaccounts to allow job to process fully.			X
7/8	Weekend							
7/9	Weekend							
7/10, Mon.	5th	Payroll CV (Job: 03-26-16) will run tonight and be released tomorrow for posting.			Period 12 & 13 RMM distribution of IDC (Job: 01-60-93) posts tonight. Will	X		

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					<p>look at transactions thru 4th working day.</p> <p>All "prior year encumbrance" flag codes on the purchasing system's encumbrance display screen (ED) will be removed in preparation for determining the year end carry forwards (Job: 01-13-40).</p> <p>Zero out Payroll encumbrances for FY17 (Job: 01-60-99)</p> <p>Zero out Telecom encumbrances for FY17 (Job: 01-60-63).</p>			
				<p>Must use KFS Year End Transactions for entries that must post in June. Transaction dates will show up as June 30th on transaction detail (See rules on 7/3).</p>			X	
7/11, Tues.	6th		<p>Air tickets with departure dates in FY17 that are encumbered against state 1XX and 7XX funds that have available balances will appear on accounts with the description "YEDI to 202-0054"</p>	<p>Must use KFS Year End Transactions for entries that must post in June. Transaction dates will show up as June 30th on transaction detail (See rules on 7/3).</p>	<p>Use e-Data departmental statements in place of preliminary June ACTG-Acct Status by Account report.</p> <p>Controller's Dept. - Transfer of OUF and Incentive out of 101 occurs today for first June distribution.</p>		X	

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		Final June payroll CV (Job: 03-26-15) is an on demand job . Doug must notify Peggy when we are ready to run this job. This job will shut down ADIN temporarily. When completed, Carole G. must release batch so it can post tonight. JUNE payroll CV transactions (Job: 03-26-15) batch can be created as needed after 2:00 PM so that the batch can be released by Accounting prior to night posting process. Peggy needs to be sure (Job: 03-26-16), which normally runs every Thursday, does not run in the new year until the Thursday after the final CV (Job: 03-26-15) is completed.			Review Zero out Payroll and Telecom encumbrances If entry looks okay, notify IT entries are ready to be staged for posting tonight.	X		
7/11 (con't)					Remind Peggy (if the job hasn't already run) to schedule (Job: 01-11-65) – BGOs & TFRs. Send file created for Darin Wohlgemuth to Kathy also. Darin W. reconciles to budget system before entries can be released – Will plan to release on 15 th wd, 7/24, if reconciled. Kathy will let Teresa W. know to release batches – one for opening allocations and one for budget expense entries.			X
7/12, Wed.	7th			Ability to initiate Year End Transactions shuts off at 12 noon. Previous rules for using YE eDocs still apply (see rules on 7/3).	Brian/Kevin M will generate the preliminary (CE) entries of ISU CLOSING ENTRY transactions that close account BALANCES. This		X	X

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				<p><u>ALL campus approvals must be completed by 3:00 PM</u> to allow final processing by Controllers Dept. Controllers Dept./Super Users - Need to cancel anything not approved by 4:00 PM.</p> <p>Bill, Carol, Erin, Kathy, Alicia D., Brad, and Kevin still have permission to initiate new Year End eDocs; all transactions must be blanket approved. Access will be removed as needed.</p>	<p>will run tonight (Job: 01-60-96).</p> <p>The verification of CLOSE TO accounts must be completed before tonight. eData custom report available.</p> <p>Manually close June period for KFS at end of day.</p>			
		<p>FY18 payroll encumbrance feed jobs scheduled for tonight must run in the following order: (1) 03-11-03, (2) 01-01-21, (3) KFS Job 01-05-19. (Jobs 03-11-03 and 01-01-21 are Stan Welp's jobs.)</p>						X
7/13, Thurs.	8th	<p>Review payroll encumbrance (job 01-05-19) and notify Teresa W. if it is ok to release the batch.</p>		<p>Campus and Controllers Dept. - YE eDocs locked out for RMM and FDN distributions.</p> <p>No Period 12 & 13 transactions allowed during</p>	<p>2nd and FINAL (Periods 12 & 13) RMM distribution of IDC (Job: 01-60-93) posts tonight.</p> <p>ISU Foundation (Periods 12 & 13) distribution transfers post tonight.</p>		X	X

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				8 th wd except RMM closing distributions.	Admin fee distribution (Period 12 only; posts tonight). Review the preliminary (CE) entries of ISU CLOSING ENTRY transactions that close account BALANCES. SPA invoices for cost reimbursable awards need to be requested for printing.			
7/14, Fri. 7/14 (con't)	9th			Only Kathy, Kevin, Carol, Alicia D., and Brad have YE eDoc access; all transactions need to be blanket approved.	Brian/Kevin M will run the final staged ISU CLOSING ENTRY report tonight thru 9 th wd to verify on 10 th wd (Job: 01-60-96). Controller's Dept. MUST identify and code all encumbrances to be paid with carry-forward funds. Controller's Dept. transfers final OUF and incentive from 2 nd RMM distribution. NOTE: Any changes affecting FY17 encumbrances MUST be entered via the Purchasing System before the end of the day. Alicia S. will request equipment encumbrance		X	

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					carryforward download from Luke Healey today (Job: 01-13-43) to verify encumbrances were marked correctly before final report run.			
7/15	Weekend							
7/16	Weekend							
7/17, Mon.	10th			Kathy, Kevin, Carol, Alicia D., and Brad have access to YE eDocs to do any required adjustments; all transactions need to be blanket approved.	Review the final staged version of ISU CLOSING ENTRY report. CLOSE TO transfers (0A99) will be posted tonight (release JIRA process/interface system). ISU CLOSING ENTRY transactions will include transactions through 9 th wd and 10 th wd. ISU Closing Entry jobs scheduled for tonight run in the following order: 01-60-00 (regular posting job) 01-60-96 (create ISU Closing entries) 01-62-96 (special posting job including batch open and close subaccounts)		X	
7/17 (con't)								
7/18, Tues.	11th			Kathy, Kevin, Carol, Alicia D., and Brad have access to YE eDocs to do any required adjustments; all transactions need to be blanket approved.	See above ISU CLOSING ENTRY items. We need to prove all accounts which should have closed did close; need a way to view the results which includes			

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				<p>Any YE eDocs that impact ISU CLOSING ENTRY transfers will also need to have a CLOSE TO entry initiated manually (i.e. OUF final transfer, etc.).</p> <p><u>ACCESS TO YE DOCS TO DO ADJUSTMENTS REMOVED AT END OF DAY. Lana, please verify with Kathy before removing access.</u></p>	<p>cash balances (pending entries). Would be viewable in eData; but Lana will provide a query of all accounts with ending cash balance first thing in AM (back-up plan).</p> <p>The FINAL prior year encumbrance report received (Job: 01-13-43).</p>			
7/19, Wed. 7/19 (con't)	12th				<p>Run on Demand - KFS Nominal Balance Job.</p> <p>Run on Demand KFS Labor Balance Forward job [only for accounts with inception to date reporting] (Job: 01-60-97).</p> <p>Validate Nominal Balance and Labor Balance Forward job. If entries look okay, notify IT entry is ready to be staged for posting tonight.</p>		X	
7/20, Thurs.	13 th				<p>Run on Demand - KFS Beginning Balance Forward Job [this includes inception to date reporting] (Job: 01-60-98).</p> <p>Validate Beginning Balance Forward job. If entry looks okay, notify IT entry is ready</p>			X

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					to be staged for posting tonight.			
7/21, Fri.	14 th				<p>Edit KFS System Option (Administration Tab) 2018 Fiscal Year updating "Beginning Balances Loaded Indicator" from No to Yes. Once this attribute is Yes, Accounts can be closed. Up to this point, Accounts could not be closed.</p> <p>Can now close accounts in KFS again. eData now contains ending June and July balances forward. Default is now July.</p> <p>Manually close periods June 13, AB (for prior FY), CB and BB (for new FY).</p> <p>Changes for FY18 can be made to org codes on accounts today. Also, includes updates to FO on accounts and delegates in KFS. Org code structures within eData will be updated back to July 1st tonight.</p> <p>Begin running eReports for June.</p>			X
7/21 (con't)								
		Kathy will notify Carole G. if ready to release Initial Accounting Entries for						

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		opening allocations and budget expenditure entries.						
7/22	Weekend							
7/23	Weekend							
7/24, Mon.	15 th							X
7/25, Tues.	16 th	Begin rest of budget load process – Kathy.						