Fiscal Year-End 2013 Closing Changes:
The June 12th fiscal year-end calendar memo/email provides detailed information on the year-end closing processes and issues. Most of the year-end deadlines and processes have not changed and will be the same as they were last year. **ALL fiscal year 2013 transactions will continue to be processed through year-end close using our existing forms and systems.** However, the following summarizes dates and processes that **ARE** different than in the past:

- Non-purchase order (paper) vouchers must be delivered to Accounting by 4:00 p.m. on Friday, June 28th. In the past, the deadline was noon.
- University Receivables has slightly adjusted their deadline for entry of transactions into their billing system. The cut-off is Thursday, June 27th, for both direct entry and file transfers. Receivables entered on June 28 or later will be billed in July.
- Campus is asked to complete any needed correction vouchers, PECs and PRCs for fiscal year 2013 transactions before fiscal year 2013 closes. The General Error Correction (GEC) e-docs in KFS will not work for transactions for fiscal year 2013, which means corrections done in FY14 for FY13 transactions can only be done as lump sum adjustments using the KFS Distribution of Income and Expense e-Doc.
- The deadline for submission of inventory reports has been slightly extended and will now be sent to Alicia Smith, 3607 ASB or alismith@iastate.edu.

Opening KFS:
The first steps in bringing KFS into production are to load the chart of accounts, roles and other supporting tables. Balances will not be loaded until after the FY13 close in mid-July

1. These loads will start on June 24th, so any changes must be made in the legacy system no later than June 21st. Changes to roles must be communicated to Stephanie Fox no later than June 21st.
2. All accounts that were active in FY13 will be loaded initially as Active. Those closed and deleted in the legacy system for FY13 will be changed to Closed in KFS on July 16th.
3. All sub-accounts (section-projects) that were active in FY13 will be loaded initially as Active if the account was “on projects”. There are a lot of accounts not “on projects” where the 9999999 subaccount currently exists and these will **not** be loaded. If you don’t plan to use sub-accounts on an account in KFS, notify the Controller's Department and they will take the account off projects.
4. Cleaning up unneeded accounts and sub-accounts prior to go-live will help make your system as streamlined as possible.

Adding and updating Sub-Accounts in early FY14:
KFS will likely be opened to campus on June 26th for additions and updates to the chart of accounts. However,

1. Sub-accounts needing to be used before July 18th will need to be created in the legacy system in the manner in which you are accustomed. This is needed because the legacy system will continue to validate against the existing tables until FY13 closes and validation switches to KFS for both legacy and KFS jobs.
2. A nightly load of new sub-accounts from the legacy system to KFS will run through July 17th. However, if you need to use a sub-account in KFS the same day that you create it in legacy, it will also need to be created in KFS.

3. Beginning July 18th, create sub-accounts only in KFS.

**Loading Balances in KFS:**
Ending balances from FY13 will be loaded into KFS as the beginning balances for FY14 on July 17th. We have created tools that compare the legacy ending balances with the KFS beginning balances both in total and by account and sub-account so we are confident that these loads will be accurate. Loads that will be validated:
- Cash balance of accounts
- Cash balance of sub-accounts
- Inception to date revenue and expense on sponsored accounts
- Inception to date budgets on sponsored accounts

Note that while these balances will be loaded on the 17th, you won’t be viewing balances until e-Data becomes available later in the month.

**LEGACY SYSTEMS AND OBJECT CODES**
Beginning in FY14, we will use a combination of legacy (current) systems and KFS. The table in the appendix shows all the current (legacy) systems and documents and whether they continue in FY14 or are replaced with eDocs KFS. Those continuing as legacy systems show No in the “Change?” column of the table and have a blank third column.

**Use of Class Codes through July 17th:**
FY13 Class Codes must be used through July 17th in all legacy systems EVEN FOR FY14 BUSINESS.
FY14 KFS transactions will use new Object Codes.

On the night of July 17th, all transactions, both fully processed and enroute, in the legacy systems will be converted to the new Object Codes. Beginning July 18th, new Object Codes will be used in the legacy systems.

Service providers who submit intramurals via feeder systems and will use Sub-Objects should not bill customers until July 18th or later since Sub-Objects will not be available until that time.

**Use of 5 character Object Code in legacy systems:**
The new Object Code format is a total of seven digits, four digits for the primary Object Code and three digits for the Sub-Object Code. Since the field lengths in the legacy systems must remain at the five digits currently being used for Class Codes, converting the new Object Code to five digits will be made by dropping the leading zero from both the Object and Sub-Object. If there is no Sub-Object, the last two digits are 00.

Most legacy systems do not require entry of Object Codes, but instead use dropdowns so you will not need to make the conversion yourself. Those that will need entry of Object Codes are: Accounts Receivable, Deposits Online, Employee Reimbursement non-travel, and Intramurals using the IC system (seller only).
Example:

<table>
<thead>
<tr>
<th>Object Code 0699</th>
<th>Sub-Object 012</th>
<th>Shows in KFS and e-Data as 0699 012</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Shows in legacy systems as 69912</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Object Code 0699</th>
<th>Sub-Object none</th>
<th>Shows in KFS and e-Data as 0699 (blank)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Shows in legacy systems as 69900</td>
</tr>
</tbody>
</table>

**e-Data Opening:**
The e-Data Financial Reporting portal and Sponsored Programs Reporting portal will become available after fiscal year-end 2013 is closed and fiscal year 2014 data has been loaded and tested. We anticipate the new e-Data portals will be available Wednesday, July 24th, at the earliest. If we experience significant delays to that date, campus will be notified. After e-Data is opened to campus, nightly refreshes will update reports with the previous day’s transactions.

A few days prior to loading e-Data with fiscal year 2014 transactions, all currently existing e-Data transaction information will be cleared out so that the e-Data financial and sponsored portals will only contain 2014 financial information.

**KFS and e-Data Help Desk Resource:**
A KFS and e-Data Help Desk will be available Monday through Friday, from 8:00 a.m. – 4:00 p.m., through the ITS Solution Center number, 294-4000, beginning Monday, July 1st. By selecting the KFS/e-Data option, staff from the Controller’s Department, KFS, and Training teams will be answering calls and providing assistance. Using the Help Desk for KFS and e-Data will help us get your questions answered as quickly as possible.

Due to the heavy volume of calls that the Accounting Office receives during year-end close, please direct any KFS or e-Data questions to the Help Desk instead of directly to Accounting to help us avoid interruption to the year-end closing process. Of course, any questions concerning fiscal year-end 2013 should continue to be directed to the Accounting Office and other staff in the Controller’s Department as needed.

**KFS and e-Data Month-End Calendar:**
Attached is the month-end calendar schedule for July. The last working day of July will be the last day for approved payment transactions and cash/check deposits. It will also be the last day checks will be issued for July.

Starting the night of the first working day of August, we will immediately start posting KFS transactions and those transactions will appear in e-Data as August activity. The biggest change in financial reporting will be that for the 2nd and 3rd working day following a month-end, e-Data will have TWO months open at the same time. HOWEVER, the ending Cash Balance for the previous month and Balance Forward for the new month will not be final until the 4th working day, when all month-end transactions have posted.

The July/August month-end calendar schedule will be valid for all other months, except for the September 30th month-end, which is also federal year-end. That calendar will be distributed in September.

**Budget Allocations for FY14:**
Allocations that fund the 701 and 704 accounts for FY14 will post as normal in July. However, it is possible that entries to load the budget system and opening entries to fund the RRCs and ACSs accounts may not be complete until the first part of August. While this will impact reporting in the Budget Summary portal of eData, it will not impact the ability to spend on accounts in any way.
Interoffice Communication

DATE:       June 12, 2013
TO:         Controller's Information Network (via e-mail)
FROM:       Kathy Dobbs          Deb Nelson
            Controller            Information Technology Services
RE:         Fiscal Year-End Calendar

The fiscal year-end closing calendar is included in this message. The notes below give more detailed information about the fiscal year 2013 closing processes and explain some of the key issues relating to year-end. In addition, this memo and the attached calendar also include information on when transaction processing will begin in the new Kuali Financial System (KFS), as well as when we anticipate e-Data financial information for fiscal year 2013-2014 to be available. Unless a specific time of day is noted, assume transaction entries/approvals can occur until that evening’s overnight system processing begins.

ALL fiscal year 2013 transactions will continue to be processed through year-end close using our existing accounting forms and systems.

Accounts and Account Balances:

1. Balances in 701, 704, 711 and 714 accounts at the end of the fiscal year will close to the Advance Commitment (721) account for your college or administrative unit. Work with your fiscal officer to determine what, if any, departmental funds will be available for future use.

2. When projecting your ending balances, remember that WebFM has both a cash balance and a free balance. The free balance subtracts all your encumbrances whether or not they are likely to be paid during this fiscal year. For accounts closing out at year-end, we recommend you start with your cash balance and then subtract any items that you know will be processed this fiscal year.

3. If your college/admin unit approves the utilization of current year funds for equipment encumbrances existing at year-end, you will receive an allocation of funds in FY14 to cover that encumbrance. Any other active encumbrances remaining at the end of the fiscal year will be paid from FY14 funds.

Payment Processing:

4. Purchase order vouchers (VOs) must be approved and finalized in the system by 8:00 p.m. on Friday, June 28th, to be included in June business. Along with positive approval vouchers, units should also review all negative approval vouchers the last week of June and take action to approve any vouchers they want to have paid from FY13 funds. Negative approval vouchers without discounts approved by Accounting by June 21st and negative approval vouchers with discounts approved by Accounting by June 25th WILL be included in FY13 business. If you DO NOT want a negative approval voucher paid in FY13, you must place a “hold” on the VO e-doc.

5. To be included in June business, all non-purchase order vouchers must be delivered to Accounting by 4:00 p.m. on Friday, June 28th.
SUPPLEMENT ON ROLES AND DELEGATIONS

Managing Roles on Accounts
Accounts can be viewed in KFS on 6/26 and the people shown on the accounts should be accurate based on information you provided.

- Account Managers on sponsored accounts and Incentive accounts must be the PI and accordingly were not updated based on your spreadsheets. If you need to change the PI, contact SPA. Foundation 497 accounts are not considered sponsored.
- To view the Fiscal Officer and Account Manager on your accounts, go to the Account Lookup, enter your Organization Code and click search. This list of accounts includes Fiscal Officer and Manager and can be downloaded by clicking the spreadsheet link in the lower left corner.

- The Delegates on accounts do not appear on the Account lookup shown above. These are accessed through the Account Delegate lookup which is found in the same Chart of Accounts section of the KFS Main Menu. While you cannot create a list of delegates for you Organization Code, you can search for the delegates on a single account or use wildcards for a series of accounts as shown on the screenshot below.
You can also enter your netID in the Account Delegate Principal Name field above to search for all the accounts for which you are a delegate.

Any corrections should be sent to Stephanie Fox at ssfox@iastate.edu

Service Billing Initiator

Any service providing unit that currently creates intramurals in the DE system needs to have the people who will be creating Service Billings set up as an initiator along with the accounts on which they will be recording the income. You can still update CyPoint through 6/21 at https://www.cypoint.iastate.edu/group/kuali/KFS/SitePages/Home.aspx.

Contacts:
Legacy systems: Kathy Dobbs kadobbs@iastate.edu
KFS: Stephanie Fox ssfox@iastate.edu
6. Purchasing Card and cyBUY transactions must be approved on-line by Friday, June 28th, to be included in FY13 business.

7. Employee reimbursements approved by the final approver by Friday, June 28th, will be included in FY13 business.

**Internal Service Provider Billings:**

8. Fee-for-service units can only bill for services that have been provided by June 30th. Pre-billing to use remaining departmental funds is not allowed. Departments entering intramurals must have all June transactions entered by Monday, July.

9. Fee-for-service units doing business with external customers must process billings through University Receivables (UR) unless an alternate practice has been approved by UR. Departments directly entering into the UR system have until Thursday, June 27th, to enter transactions to be billed as June business. The last transfer date for FTP or batch transfers for June business is also June 27th. Receivables entered on June 28th will be billed in July.

10. Transactions at the Bookstore through 5:30 p.m. on June 23rd will be included in the current year. Bookstore purchases made June 1st through June 23rd will appear on departmental accounts on June 26th. Purchases made at the Bookstore through the end of June will appear on accounts by July 3rd as FY13 business.

11. Transactions at Central Stores and Chem Stores through June 28th will be included in the current year and will appear on accounts by July 3rd as FY13 business.

12. ITS charges, including computer repair service and telecommunications charges, for services through June 15th will be included as FY13 transactions. Charges for services after June 15th will be billed in July as FY14 business.

**Financial Aid:**

13. Scholarships must be entered into the financial aid system by June 28th to appear as FY13 business.

**Deposits:**

14. Deposits to be included in FY13 business must be delivered to the Treasurer's Office by 3:30 p.m. on June 28th. The Treasurer's Office closes early on June 28th for the year-end cash count. Departments must create credit memo transactions in the AccessPlus: Deposits On-Line system by 2:00 p.m. on July 1st for all FY13 business.

**Payroll:**

15. When budget information becomes finalized, the EPA system will be locked for approximately three days. Payroll will notify staff that uses the EPA system as soon as these dates are scheduled.

16. Hourly payroll for the period ending June 30th will appear on July 8th as FY13 business. Payroll vouchers will be available as e-Reports on AccessPlus on July 4th.
Corrections and Project Adjustments:

17. Correction vouchers and transfer transactions are due in Accounting by noon on July 10th. Hourly payroll correction vouchers are due in Payroll by noon on July 10th. EPA’s for a change in FY13 funding source must have all e-form approvals completed by noon on July 10th.

18. The last day to enter adjustments to projects is July 15th.

19. Since corrections of FY13 transactions can only be done in FY14 (in KFS) as lump sum adjustments (using the Distribution of Income and Expense e-Doc), it is more important than usual to complete Correction Vouchers. PECs and PRCs before FY13 closes, especially for accounts where detailed listings of the transactions being corrected are important.

Inventory Reports:

20. June 30th inventory reports for all departments with items for resale or for livestock should be submitted to Alicia Smith, Controller’s Department, 3607 ASB, by July 15th. If your June 2013 inventory is less than $25,000, please contact Alicia (alismith@iastate.edu) before sending.

FISCAL YEAR 2014 – KUAL FINANCIAL SYSTEM/E-DATA FINANCIAL REPORTS:

1. On Monday, July 1st, campus will begin using KFS to process (non-purchase order) payments, service billings and other transaction types. Visit the kuali.iastate.edu website for more specific information on transaction types and e-Data.

2. Transactions processed in KFS will begin posting daily on Wednesday, July 3rd. This will also be the first night July checks are written. Beginning Thursday, July 18th, legacy system feeds will also begin posting in KFS. Transactions processed in KFS will only be available for viewing in KFS until e-Data is available on or around Wednesday, July 24th. Campus will be notified as soon as e-Data information becomes available.

3. e-Data financial reports will replace WebFM beginning fiscal year 2014. WebFM will continue to provide financial information for fiscal years 2012 and 2013.

4. e-Reports available through AccessPlus will continue to provide the financial reports to which campus is accustomed. Reports for fiscal year 2013-2014 have been updated to reflect terminology from KFS and in some cases additional sorts have been added to make them more user-friendly.

If you have any questions regarding year-end, please contact Kathy Dobbs at kadobbs@iastate.edu or 294-6653 or Deb Nelson at danelso@iastate.edu or 294-3734.

Thank you.

Attachment
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 23</td>
<td>June 24</td>
<td>June 25</td>
<td>June 26</td>
<td>June 27</td>
<td>June 28</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Paper vouchers must be received by 4 PM for FY13. Last June cash/check deposits to Treasurer's Office by 3:30 PM. VO's approvals by 8 PM. Pcard, cyBUY &amp; Employee Reimbursement must be approved today for FY13.</td>
<td>June 29</td>
</tr>
</tbody>
</table>

**June 30**
1 - work day 1
The Accounting Period is still **JUNE**.
Last June checks printed.
Last INT's (intramurals) entered in Data Entry.
Last credit memos to Treasurer's Office by 2 PM today.
FY14 transactions using KFS e-Docs.

2 - work day 2
Last Ames Lab intramurals entered.

3 - work day 3
Resume VO negative approval automatic releases.
Final Bookstore, Central Stores, and Chem Stores intramurals appear.
Begin KFS e-Doc daily posting.
First July check writing.

4 University Holiday

5 work day 4
Admin fees and final Ames Lab and FP&M intramurals appear in WebFM. 1st June indirect cost (IDC) posting appears in WebFM.

6

**7**
8 - work day 5
July 15 (June Special) payroll, final RMM tuition distribution & first RMM IDC distribution appear in WebFM.

9 - work day 6
Hyperion database load contains all June activity to date.

10 - work day 7
Correction vouchers (including Payroll CV's & EPA's) & transfers must be delivered to Accounting 3606 ASB by noon for FY13.

11 - work day 8
2nd & final June IDC posting appears in WebFM

12 - work day 9
Final RMM IDC distribution appears in WebFM.
WebFM will not be available during mid-day posting.

**14**
15 - work day 10
Final closing transfers appear in WebFM.
Last report of project miscodes appears & last day to enter project adjustments.
Inventory reports due today to Alicia Smith, 3607 ASB.

16 - work day 11
Final FY13 (June) processing will be completed tonight.

17 - work day 12
The Accounting Period is now **JULY - FY14**

18 - work day 1

19 - work day 14

20

**21**
22 - work day 15

23 - work day 16
Earliest e-Data available to campus.

24 - work day 17

25

26

27
The following table contains the financial processes and systems currently used along with their replacement, if any, in KFS for FY14.

<table>
<thead>
<tr>
<th>Legacy System</th>
<th>Change?</th>
<th>New KFS eDoc</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Receivable System</td>
<td>No</td>
<td>KFS Distribution of Income and Expense (DI)</td>
<td>Used to bill external customers and students for goods and services</td>
</tr>
<tr>
<td>Adjusting Journal Entry (AJE)</td>
<td>KFS</td>
<td>KFS General Error Correction (GEC)</td>
<td>Used to distribute a lump sum of revenue or expense across accounts</td>
</tr>
<tr>
<td>Budget System</td>
<td>No</td>
<td>KFS General Error Correction (GEC)</td>
<td>Used to build the annual general fund budget</td>
</tr>
<tr>
<td>Campus Organizations Voucher</td>
<td>No</td>
<td>KFS General Error Correction (GEC)</td>
<td>Used to make payments from student organization accounts</td>
</tr>
<tr>
<td>Cash Receipt Adjustment (CRA)</td>
<td>KFS</td>
<td>KFS General Error Correction (GEC)</td>
<td>Used to move a specific transaction from one account to another or to correct an object code</td>
</tr>
<tr>
<td>Correction Voucher (CV)</td>
<td>KFS</td>
<td>KFS General Error Correction (GEC)</td>
<td>Used to move a specific transaction from one account to another or to correct an object code</td>
</tr>
<tr>
<td>CyBuy</td>
<td>No</td>
<td>CyBuy Non-Check Disbursement (ND)</td>
<td>Used to allow for the procurement of supplies from contracted vendors in a streamlined online marketplace</td>
</tr>
<tr>
<td>Debit Memo (DME)</td>
<td>KFS</td>
<td>KFS Non-Check Disbursement (ND)</td>
<td>Used to make payment with ACH, foreign draft, wire or petty cash</td>
</tr>
<tr>
<td>Deposits Online</td>
<td>No</td>
<td>Deposits Online</td>
<td>Used to deposit cash and checks into university accounts</td>
</tr>
<tr>
<td>Employee Activity Summary of Effort (EASE)</td>
<td>No</td>
<td>Employee Activity Summary of Effort (EASE)</td>
<td>Used to capture the types of activities or functions in which employees are involved</td>
</tr>
<tr>
<td>Employee Reimbursement</td>
<td>No</td>
<td>Employee Reimbursement</td>
<td>Used to process travel reimbursements, travel authorizations and air ticket requisitions</td>
</tr>
<tr>
<td>Honoraria Voucher</td>
<td>KFS</td>
<td>Honoraria Voucher</td>
<td>Used to make payment with US check when tax reporting is required but the procurement is not required to go through Purchasing</td>
</tr>
<tr>
<td>Hourly Time Entry System</td>
<td>No</td>
<td>Hourly Time Entry System</td>
<td>Used to enter hourly time information into the payroll system</td>
</tr>
<tr>
<td>Intramural feeds (seller only)</td>
<td>No</td>
<td>Intramural feeds (seller only)</td>
<td>Used by major intramural service providers to send transactions to the accounting system</td>
</tr>
<tr>
<td>Intramural Purchase Orders</td>
<td>No</td>
<td>Intramural Purchase Orders</td>
<td>Used to order goods and services from intramural providers that do not have online ordering systems</td>
</tr>
<tr>
<td>Intramural purchases using online ordering</td>
<td>No</td>
<td>Intramural purchases using online ordering</td>
<td>Used to order goods and services from internal providers that have their own online ordering systems</td>
</tr>
<tr>
<td>Intramurals using the DE/IC system (seller only)</td>
<td>No</td>
<td>Intramurals using the DE/IC system (seller only)</td>
<td>Used to bill internal customers (other departments) for goods and services.</td>
</tr>
<tr>
<td>Intramurals using the DE/ INT system (seller only)</td>
<td>KFS</td>
<td>Service Billing (SB) or Internal Billing (IB)</td>
<td>Used to bill internal customers (other departments for goods and services. SB does not route; IB routes. Most sellers should use SB</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>New Account Request</td>
<td>No</td>
<td></td>
<td>Used to request a new account except for sponsored programs accounts</td>
</tr>
<tr>
<td>New Accounts- sponsored</td>
<td>No</td>
<td></td>
<td>New sponsored programs accounts will continue to be created by SPA</td>
</tr>
<tr>
<td>Payroll CV (Hourly)</td>
<td>No</td>
<td></td>
<td>Used to move hourly payroll and benefits retroactively from one account to another</td>
</tr>
<tr>
<td>Payroll-Electronic Personnel Action (EPA)/ Payroll Commitment</td>
<td>No</td>
<td></td>
<td>Used to move salary and benefits retroactively or prospectively from one account to another</td>
</tr>
<tr>
<td>Project Expense Correction (PEC) with expense class codes</td>
<td>KFS</td>
<td>General Error Correction (GEC)</td>
<td>Used to move a specific transaction from one sub-account to another</td>
</tr>
<tr>
<td>Project Receipt Correction (PRC) when used as a correction</td>
<td>KFS</td>
<td>General Error Correction (GEC)</td>
<td>Used to move a specific transaction from one sub-account to another</td>
</tr>
<tr>
<td>Project Receipt Correction (PRC) when used for a lump sum distribution with revenue class codes</td>
<td>KFS</td>
<td>Distribution of Income and Expense (DI)</td>
<td>Used to distribute a lump sum of revenue or expense across sub-accounts</td>
</tr>
<tr>
<td>Project Receipt Correction (PRC) when used for a lump sum distribution with transfer class codes</td>
<td>KFS</td>
<td>Transfer (TF)</td>
<td>Used to distribute a lump sum of revenue or expense across sub-accounts using transfer object codes</td>
</tr>
<tr>
<td>Purchasing Card (p-card)</td>
<td>No</td>
<td></td>
<td>Used for the procurement of low-dollar supplies by the end user through the use of a VISA credit card.</td>
</tr>
<tr>
<td>Regular/ Invoice Voucher</td>
<td>KFS</td>
<td>Disbursement Voucher or Simple Disbursement Voucher</td>
<td>Used to make payment with US check when tax reporting is required but the procurement is not required to go through Purchasing</td>
</tr>
<tr>
<td>Tracy Time</td>
<td>No</td>
<td></td>
<td>Purchased software used to enter hourly time information into the payroll system.</td>
</tr>
<tr>
<td>Transfers (TFR)</td>
<td>KFS</td>
<td>Transfer (TF)</td>
<td>Used to distribute a lump sum of revenue or expense across accounts using transfer object codes</td>
</tr>
<tr>
<td>VOuchers on PO (VO)</td>
<td>No</td>
<td></td>
<td>Used to make payment for goods and services ordered through the Purchasing system</td>
</tr>
<tr>
<td>Web Requisitions</td>
<td>No</td>
<td></td>
<td>Used to order goods and services when the procurement is required to be processed through the Purchasing Department</td>
</tr>
<tr>
<td>Sunday</td>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------</td>
<td>--------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>July 28</td>
<td>July 29</td>
<td>July 30</td>
<td>July 31 (final working day)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Last day to approve KFS e-docs for July business.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Last day to approve VO, Pcard, cyBUY &amp; Employee reimbursements for July business.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>July cash and check deposits for Deposits on Line (DOL) entries must be to Treasurer's Office by 3 PM.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Last night for July checks.</td>
</tr>
<tr>
<td>Aug 4</td>
<td>5 (3rd working day)</td>
<td>6 (4th working day)</td>
<td>7 (5th working day)</td>
</tr>
<tr>
<td></td>
<td>Final IDC posting for July on sponsored programs accounts available in e-Data.</td>
<td>July Admin Fee, Interest Income (II), IGU Foundation transfers and RMM IDC distribution transactions available in e-Data.</td>
<td>July officially closes tonight.</td>
</tr>
<tr>
<td></td>
<td>Approved August VOs and Campus Org Vouchers available in e-Data.</td>
<td>NOTE: e-Data now contains FINAL July ending Cash Balance and August Balances Forward NOT yet final.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NOTE: e-Data contains July and August data but July ending Cash Balance and August Balances Forward NOT yet final.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
</tbody>
</table>