

**Iowa State University – 2019
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)
5/31, Fri.		Last day for VO negative approval.				x		
6/3, Mon.					Update KFS Message of the Day to include link to processing schedule. Last day for new Object Codes in KFS. Any new requests for spend or revenue categories will occur in Workday. Last day for new Org Codes in KFS for FY19. Any new requests for Business Units and Cost Centers will occur in Workday and also be updated in ADIN.	x		
6/6, Thurs.					Final Library DV upload. Remainder DV's will be entered manually.			
6/10, Mon.					Requests for accounts needed for FY20 Budget need to be submitted by 12:00 noon to Controllers' Department. Controllers' Department needs to complete Account creation by 5:00 pm.	x		
6/11, Tues.						x		
6/12, Wed.					Account requests need to be submitted to Controllers' Department by 12:00 noon.	x		

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6/12 (con't)					<p>Controllers' Department needs to create accounts by 5:00 pm.</p> <p>Last day to create and subaccounts in KFS.</p> <p>Last day to CLOSE accounts and subaccounts in KFS.</p> <p>Account attribute reviews should be done by the end of the <i>day</i>. No Org code changes should be done until the 14wd. These will only be done in ADIN, not KFS.</p>			
6/13, Thurs.								
6/14, Fri.		Last day for Accounting to enter VO's paid via ACH/Wire.				x		
6/17, Mon.		Last day for Accounting to enter VO's paid via check.				x		
6/18, Tues.		VOs involving ACH or wire need fiscal department/college approval by 12:00 noon for June. Note—All other VOs due by 12:00 noon June 19 th .				x		
6/19, Wed.		VOs need fiscal department/college approval by 12:00 noon for June. Accounting and Equipment approval by 4:00 pm.				x		
6/20, Thurs.		Release last June 19 batches for VO, this also includes last VO dis-encumbrance batch feeds which will automatically release and post tonight	New Vendors in KFS for DV payments must be submitted by 4:00 pm		Bookstore DV upload needs to be finalized by 11 am. Batches initiated after cutoff will be cancelled and will need to be entered into Workday.	x		

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6/20 (con't)		– Last June releases today for these items.			Final Ames Lab's DV upload needs to be finalized by 11 am. Batches initiated after the cutoff will be cancelled and need to be entered into Workday.			
6/21, Fri.			<p>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.</p> <p>DV,SDV-Need Accounting approval by 3:00 pm in order to capture in format checks.</p> <p>Library will need to do final DV to close out (instead of DV upload).</p>			x		
6/24, Mon.			<p>Non-Check Disbursement (ND) eDocs for Petty Cash and Cash Advance for June need department approval by 9am, Accounting approval by 10am, to allow Treasurer to order money by 11am. July cash requests will need to be entered into Workday.</p>			x		

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6/25, Tues.					Update all necessary KFS Year End parameters (see KFS Year End Jobs and Parameters summary doc).	X		
6/26, Wed.						X		
6/27, Thurs.		Pcard, cyBUY – Final approvals needed by 4:30 PM for June. Transactions not approved will be charged to default funding source.	Non-Check Disbursement (ND) eDocs – Due today for June. Need department/college fiscal officer approval by 12:00 noon. 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.		Run Fiscal Year Maker job (Job: 01-60-90); initializes the new year. (Needs to run to post beginning balances in KFS for FY20)	X		
6/28, Fri.		Employee reimbursements – Final approvals needed by 8 pm for June. Release last June 27th batches for Pcard, cyBUY, Last possible day for June checks Final University Receivables income distribution, ART transactions (DI when posted), will be released and posted tonight (originally created 6/27- Job: 01-16-36).	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. ND eDocs for auto pays (June 28 th 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. Treasurer’s Office approve by 3:00. Any not		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. ALL “TO” ACCOUNTS AND SUBACCOUNTS THAT ARE INVALID OR CLOSED MUST BE FIXED BEFORE “ISU CLOSING ENTRY” JOB	X		

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6/28 (con't)			<p>final at 4:00 will be disapproved.</p> <p>ND – Treasurer's Office has blanket approval and can process NDs all day for June.</p> <p>Last possible format for June checks in KFS happens at 3:00 PM.</p>		<p>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>Update KFS Accounting Period and KFS University Date (see KFS Year End Jobs and Parameters summary doc). Need to do this for eData.</p> <p>At end of day Kevin DeRoos will add message to eData home page about default year and about eData custom reports not available until 2wd and for FY20 activity to look in Workday.</p>			
7/1, Mon.	1st	<p>Carole G. will release Friday's final June travel expense posting.</p> <p>Release pre-authorization dis-encumbrance for posting in June.</p> <p>Final University Bookstore intramural billing feed will be created tonight (Job: 24-35-57).</p> <p>All June SB batches (except those indicated on 2nd wd and 3rd wd) must</p>	Accounting: Suspend Check Settlement in Workday. Settle ACH payments.		<p>Programs/Gifts/Grants/Projects will now need to be created in Workday.</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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7/1 (con't)		<p>be received by today to be released as a June transaction.</p> <p>Transportation Services final batches for Lease and Rental are created and automatically released for posting tonight (it will post to June business)</p>						
					<p>Check writing process from legacy should be turned off.</p> <p>PO sync and exception processing should be turned off (Job 01-60-07 and 01-60-09).</p>			X
7/1 (con't)				<p>(See KFS Year End Document Permission Procedures for complete details- h/xdept/kuali/fy19year end)</p> <p>Must use KFS Year End Transactions for entries that must post in June. Transactions dates will show up as June 28th on transaction detail.</p> <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 			X	X

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				<p>income object codes on 2xx accounts.</p> <ul style="list-style-type: none"> 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>				
7/2, Tues.	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).</p>	Accounting: Suspend settlement check process in Workday. Settle ACH payments.		<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>Check writing process should be turned off for legacy.</p>	X		X
				<p>Must use KFS Year End Transactions for entries that must post in June. Transaction dates will show up as June 28th on transaction detail. (See rules on 7/1)</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).		X	
7/3,	3rd	July 15 payroll transactions will be created tonight (Job: 01-01-09).				X		

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Wed.		<p>Final June FP&M FAMIS intramural billings released today and posted tonight (created on 7/4). Billings available for campus to view today.</p> <p>Payroll CV (Job: 03-26-16) will run tonight and be released tomorrow for 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 6th wd) is completed so that it goes to July.</p>						
				<p>Must use KFS Year End Transactions for entries that must post in June. Transaction dates will show up as June 28th on transaction detail (See rules on 7/1)</p>	<p>Run TTI income distribution and post tonight. Use June balance as of 6/28 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.</p> <p>Verify that GF endowment spending has posted (Brad).</p>		X	
			Accounting: Start Check Settlement in Workday.		ALL July check writing process resumes in Workday.			X
7/4	Holiday							

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7/5, 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 28th on transaction detail (See rules on 7/1).	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	
7/8, Mon.	5th	Payroll CV (Job: 03-26-16) will run tonight and be released tomorrow for posting.		Must use KFS Year End Transactions for entries that must post in June. Transaction dates will show up as June 28th on transaction detail (See rules on 7/1).	Period 12 & 13 RMM distribution of IDC (Job: 01-60-93) posts tonight. Will look at transactions thru 4 th working day. 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). Zero out Payroll encumbrances for FY19 (Job: 01-60-99) Zero out Telecom encumbrances for FY19 (Job: 01-60-63).	X		

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7/9, Tues.	6th			Must use KFS Year End Transactions for entries that must post in June. Transaction dates will show up as June 28th on transaction detail (See rules on 7/1).	Controller's Dept. - Transfer of OUF and Incentive out of 101 occurs today for first June distribution.		X	
		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		
					Remind Peggy (if the job hasn't already run) to schedule (Job: 01-11-65) – BGOs & TFRs. Send file created for Ellen Reints and Ellen Rasmussen to Kathy also. Ellen reconciles to budget system before entries can be released – Will plan to release on 15 th wd, 7/23, if reconciled. Kathy will let Carole G. know to release batches – one for opening			X

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7/9 (con't)					allocations and one for budget expense entries.			
7/10, Wed	7th			<p><u>Ability to initiate Year End Transactions shuts off at 12 noon.</u> Previous rules for using YE eDocs still apply (see rules on 7/1).</p> <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 Y., Erin, Kathy, Alicia, Brad, Kevin, and Lana still have permission to initiate new Year End eDocs; all transactions must be blanket approved. Access will be removed as needed.</p>	<p>Brian/Kevin M will generate the preliminary (CE) entries of ISU CLOSING ENTRY transactions that close account BALANCES. This 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. Notify Alicia and Aaron Rogers that period 12 is closed to adjust reports.</p>		X	X
7/11, Thurs.	8th			<p>Campus and Controllers Dept. - YE eDocs locked out for RMM and FDN distributions.</p> <p>No Period 12 & 13 transactions allowed during 8th wd except RMM closing distributions.</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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7/11 (con't)					<p>Admin fee distribution (Period 12 only; posts tonight). Review the preliminary (CE) entries of ISU CLOSING ENTRY transactions that close account BALANCES.</p> <p>Tom Coy needs to print SPA invoices for cost reimbursable awards.</p>			
7/12, Fri.	9th			<p>Only Kathy, Kevin, Carol Y., Alicia, Brad and Lana have YE eDoc access; all transactions need to be blanket approved.</p>	<p>Brian/Kevin M will run the final staged ISU CLOSING ENTRY report tonight thru 9th wd to verify on 10th wd (Job: 01-60-96).</p> <p>Controller's Dept. MUST identify and code all encumbrances to be paid with carry-forward funds.</p> <p>Teresa will request equipment encumbrance carryforward download from Luke Healey today (Job: 01-13-43) to verify encumbrances were marked correctly before final report run.</p> <p>NOTE: Any changes affecting FY19 encumbrances MUST be entered via the Purchasing System before the end of the day.</p>		X	

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7/12 (con't)					Controller's Dept. transfers final OUF and incentive from 2 nd RMM distribution.			
7/15, Mon.	10th			Kathy, Kevin, Carol Y., Alicia, Lana 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	
7/16, Tues.	11th			Kathy, Kevin, Carol Y., Alicia, and Lana have access to YE eDocs to do any required adjustments; all transactions need to be blanket approved. Any YE eDocs that impact ISU CLOSING ENTRY transfers will also need to have a CLOSE TO entry	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 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).			

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7/16 (con't)				initiated manually (i.e. OUF final transfer, etc.). <u>ACCESS TO YE DOCS TO DO ADJUSTMENTS REMOVED AT END OF DAY for everyone. Lana, please verify with Kathy before removing access.</u>	The FINAL prior year encumbrance report received (Job: 01-13-43).			
7/17, Wed	12th				Run on Demand - KFS Nominal Balance Job. Run on Demand KFS Labor Balance Forward job [only for accounts with inception to date reporting] (Job: 01-60-97). Validate Nominal Balance and Labor Balance Forward job. If entries look okay, notify IT entry is ready to be staged for posting tonight.		X	
7/18, Thurs.	13 th				Run on Demand - KFS Beginning Balance Forward Job [this includes inception to date reporting] (Job: 01-60-98). Validate Beginning Balance Forward job. If entry looks okay, notify IT entry is ready to be staged for posting tonight.			X

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7/19, Fri.	14 th				<p>Edit KFS System Option (Administration Tab) 2019 Fiscal Year updating "Beginning Balances Loaded Indicator" from No to Yes.</p> <p>eData now contains ending June balances.</p> <p>Manually close periods June 13, AB (for prior FY), CB and BB.</p>			X