

June 2024						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
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23	24	25	26	27	28	29
30						
July 2024						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
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28	29	30	31			

**University of Maryland
Office of the Controller
Fiscal Year 2024
Closing Schedule**

Deadline	Description
Monday 6/3	Payroll Check Cancellations Payroll checks cancellation requests due to Payroll 1101L Chesapeake Building. Contact Kim Williams on extension 5-7480.
Monday 6/3	Non-Payroll Check Cancellations Non-payroll checks returned for cancellation are due in Accounts Payable, 3101 Chesapeake Building. Contact Jaci Kilgore on extension 5-2644 with any questions.
Monday 6/3	Purchase Orders Last day to submit Requisitions/Purchase Orders for inclusion in the FY 2024 KFS database to Procurement & Supply, 2101 Chesapeake Building. Contact Kim Watson on extension 5-5837 with any questions.

Deadline	Description
<p>Monday 6/3</p>	<p>Vendor Invoices Vendor invoices must be received, all Disbursement Vouchers must be approved in KFS and routed to AP by 6/3 to be recorded as expenditures by June 30. Contact Jaci Kilgore on extension 5-2644 with any questions. *Note* All Payment Requests (PREQs) must be approved in KFS by 6/26.</p>
<p>Monday 6/3</p>	<p>Working Fund Disbursements Working Fund checks for which all documentation (i.e. invoices, receipts, etc.) have been received by the Working Fund issued up to and including this day will be recorded as expenditures for FY 2024. Checks disbursed and/or receipts received between 6/5 and 6/26 may be recorded as expenditures for FY2024, but it is not guaranteed. Contact Jeanna Reaves on extension 5-2634 with any questions.</p>
<p>Monday 6/3</p>	<p>Non-Payroll Hard-Copy Travel Expense Statements Non-payroll hard-copy Travel Expense Statements are due to Accounts Payable, 3101 Chesapeake Building. Contact Jaci Kilgore on extension 5-2644 with any questions.</p>
<p>Monday 6/3</p>	<p>Expenditure Accruals Additional expenditures for goods and services received by June 30 may be recorded in FY 2025 upon request if material in amount and substantiated by invoices and receiving confirmation reports. Business officers should refer to the upcoming annual 3D's memo for additional guidance on the accruals.</p>
<p>Friday 6/14</p>	<p>Stores – Guy Brown and Rudolph All Stores orders for Guy Brown and Rudolph, which are placed by this date and delivered on 6/17, will be charged to FY 2024 funds. Contact Tyler Parsons on extension 5-5718 with any questions.</p>
<p>Friday 6/14</p>	<p>Freight Freight Invoices need to be delivered to Physical Distribution by this date to be charged to FY 2024 funds. Contact Transportation Manager on extension 5-5852 with any questions.</p>

Deadline	Description
Friday 6/14	<p>Terrapin Trader All purchases from Terrapin Trader will be charged to FY 2024 funds.</p> <p>Contact Mike Painter on extension 5-5008 with any questions.</p>
Wednesday 6/12	<p>Student Financial Services and Cashiering Distributes FY24 Credit Card Revenue This is the last day for the SFSC Office to distribute FY 2024 credit card revenue. All subsequent credit card revenue will be recorded in FY 2025.</p> <p>Contact Denise Moore on extension 5-9017 with any questions.</p>
Wednesday 5/29	<p>Concur Travel Management Program Employees with a 9 month/22 pay period appointment must have all travel reimbursements fully approved by 5 pm to be reimbursed in PP25 (6/7 paycheck PP25)</p> <p>Contact Pamela McNally on extension 5-2898 with any questions.</p>
Tuesday 6/11	<p>Concur Travel Management Program Employees with a 9 month/12 month and 12 month appointments must have their travel reimbursements fully approved by 6 pm to be reimbursed in FY24 (6/21 paycheck PP26)</p> <p>Contact Pamela McNally on extension 5-2898 with any questions</p>
Wednesday 6/26	<p>Concur Travel Management Program 12 month employees that need their travel paid in FY24 must have their travel reimbursements fully approved by 5 pm.</p> <p>Contact Pamela McNally on extension 5-2898 with any questions.</p>
Friday 6/14	<p>Purchasing Card Transactions Last day to use the purchasing card for FY24 transactions.</p> <p>Contact Pamela McNally on extension 5-2898 with any questions.</p>
Friday 6/21	<p>KFS Budget Amendments (BAs) All Budget Amendments must be Finalized by this date to be reflected in KFS to be recorded in FY 2024.</p> <p>Contact Joe Miller on extension 5- 1916 with any questions.</p>
Thursday 6/27	<p>Open Commitment Cancellations – Purchase Orders Please refer to the how to remove Purchase Order Encumbrances instructions located on Kualifinancial web page PO Encumbrance Removal</p>

Deadline	Description
<p align="center">Monday 6/24 6:00 pm</p>	<p>Automated "Feeder" Systems Final Input to KFS* All batches from automated billing/posting systems must be submitted and transferred to the KFS system by Monday, 6/24. Any batches that are rejected in the nightly batch cycle on 6/24 should be corrected and resubmitted no later than COB on 6/25.</p> <p><u>Systems not meeting this cut-off date should be batch-dated July 1 with Fiscal Year = 2025 (and University Fiscal Period = '01' for KFS formatted files) and assigned the first batch number of FY 2025.</u></p> <p>Contact Delonte Howell on extension 5-1172 with any questions.</p>
<p align="center">Monday 6/24</p>	<p>KFS Financial Documents (DI, GEC, JV, IB, SB, TOF, ST) All Financial Documents must be received by Central Administration by this date to be included in the June 30 (Period 12) closing.</p> <p><u>Please keep in mind the workflow process in KFS and allow sufficient time for your department approvers to review the documents.</u></p> <p>*Reviewers* – Please act on the items in your Action List. Other Campus Units depend on you to review and approve documents promptly, as they may be affected if their accounts are on the document too.</p> <p>Contact Janice Oakley on extension 5-8860 with any questions regarding Salary Transfers and Teri Oyegoke on extension 5-5672 with any questions on the DI, GEC, AV, IB, SB and TOF.</p>
<p align="center">Wednesday 6/19 4:00 pm</p>	<p>Procurement Card* All procurement card reallocations for the statement-billing period ending 05/25/24 must be completed on the Procurement Card Web Site by 4:00 pm on Wednesday, 6/19.</p> <p>Contact Pamela McNally on extension 5-2898 with any questions.</p>
<p align="center">Wednesday 6/26 4:00 pm</p>	<p>Procurement Card* All procurement card reallocations for the statement-billing period ending 06/25/24 must be completed on the Procurement Card Web Site by 4:00 pm on Wednesday, 6/26.</p> <p>Contact Pamela McNally on extension 5-2898 with any questions.</p>

Deadline	Description
Tuesday 6/25	<p>Auto Disapprove – Financial Documents All Financial Documents submitted to Central Administration after the cutoff date of Monday, 6/24 will be automatically disapproved in KFS during the nightly cycle.</p> <p>Please remember the workflow process in KFS and allow enough time for your department approvers to review and approve the documents.</p>
Thursday 6/27	<p>Cash Receipts to Student Financial Services and Cashiering All cash receipts must be delivered to the Cashier's Office, 1115 Lee Building, Thursday, 6/27 for inclusion in FY24.</p> <p>Contact Tina Dowd on extension 5-9015 with any questions.</p>
Thursday 6/27	<p>Payment Requests AutoDisapproval</p> <p>All Payment Requests in routing will be disapproved in the morning, before the open commitments for FY 2024 are cancelled.</p>
Tuesday 7/2	<p>June Month End and Fiscal Year End Closing Begin. KFS and KFS Reports will not be available.</p>
Wednesday 7/3	<p>June Account Information Available on KFS Reports. KFS account information will be available. If there is a delay with the posting of the data, an announcement will appear on KFS Reports and Kualifinancial web page</p>
Thursday 7/18	<p>KFS Year End Financial Documents (YEDI, YEGEC, YETOF, AV) All Year End Financial Documents must be received by Central Administration by this date to be included in the June Interim (July 19) closing (Period 13) <i>second closing</i>.</p> <p>Please remember the workflow process in KFS and allow enough time for your department approvers to review the documents. *Approvers* - Please act on the items in your Action List. Other Campus Unit are depending on you to review and approve documents in a timely manner as they may be affected if their accounts are on the documents as well.</p>
Friday 7/19	<p>Second Close Begins (COB)</p>
Friday 7/26	<p>Final June Close Begins. KFS will not be available the entire day from 7 am to 7 pm.</p>

Monday 7/29	Final June Account Information Available on KFS Reports. KFS account information will be available. If there is a delay with the posting of the data, an announcement will appear on KFS Reports and Kualifinancial.umd.edu
Wednesday 7/31	July Month-End (FY25)