

TO: All Faculty and Staff

FROM: Karl Spiecker, Vice President for Finance & Administration

SUBJECT: Year End Spending for FY 2019

DATE: June 3, 2019

To facilitate a timely year-end closing process that complies with the deadlines established by several state agencies and the CSU System Office, see the following cutoff dates for FY 2018-19. These deadlines are firm deadlines. Any submission after these dates will be reviewed by Business Financial Services. Keep in mind that all goods received or services performed by June 30, 2019 must be posted in FY 19. Please contact the office identified with any questions.

DOCUMENT	SUBMITTAL CUTOFF DATE	CONTACT
Travel Reimbursement	June 14, 2019	Accounts Payable
Interdepartmental Vouchers (IDVs)	June 14, 2019	Accounts Payable
Disbursement Vouchers. DOC MUST BE FINAL BY JUNE 28TH.	June 21, 2019	Accounts Payable
Payment Requests to AP	June 21, 2019	Accounts Payable
Last AR Posting	June 24, 2019	Accounts Receivable
General Error Corrections. Transfer of funds	June 24, 2019	Business Financial Services
Deposits to Cashier by 10:00am	June 26, 2019	Cashier
Credit Card deposits to Cashier	July 1, 2019	Cashier
Petty Cash Requests to Cashier	June 24, 2019	Cashier
FY 19 Job Offers	June 14, 2019	Human Resources
Leave Requests	June 28, 2019	Human Resources
Payroll Adjustments	June 28, 2019	Payroll Office
June NSH/Student Timesheets	July 3, 2019	Payroll Office
PCard Purchases. DOC MUST BE ALLOCATED AND FINAL BY 7/3/19	June 24, 2019	Purchasing

Budgets and spending can be monitored within the various General Ledger views in the Kualo Financial System (KFS). Additionally, the following resources are available to review budgets.

1. *Monthly Reports.* Departments can reference their budget to actual expenditures by accessing monthly budget reports found on the I:\ drive as follows: I:\KFS\Reports\FY19 Account Reports. Once there, select the most recent month's report. You can then click on the pdf file with your account number (the list is in numerical order).
2. *On-line information.* Information about the KFS system is available on the CSU-Pueblo website at the following location: <https://www.csupueblo.edu/business-financial-services/kuali-financial-system/index.html>.
3. *Contacts.* If you need any additional information pertaining to purchasing, accounting, or KFS, do not hesitate to contact one of the following people:

Juanita Pena: Juanita.pena@csupueblo.edu

Geraldine Trujillo-Martinez: g.trujillomartinez@csupueblo.edu