

TO: All Faculty and Staff

FROM: Alejandro Rojas-Sosa, Vice President for Finance & Administration

SUBJECT: Year End Spending for FY 2020

DATE: May 15, 2020

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 2019-2020. These deadlines are firm deadlines. Any submission after these dates will be reviewed by Business Financial Services. Keep in mind that all goods received, services performed, or travel conducted by June 30, 2020 must be recorded in FY 20. Contact the office identified with any questions.

DOCUMENT	SUBMITTAL CUTOFF DATE	CONTACT
Travel Reimbursement	June 12, 2020	Accounts Payable
Interdepartmental Vouchers (IDVs)	June 12, 2020	Accounts Payable
Disbursement Vouchers. DOC MUST BE FINAL BY JUNE 30th.	June 19, 2020	Accounts Payable
Payment Requests to AP	June 19, 2020	Accounts Payable
Last AR Posting	June 23, 2020	Accounts Receivable
General Error Corrections. Transfer of funds	June 23, 2020	Business Financial Services
Account Create/Close Requests	June 1, 2020	Business Financial Services
Deposits to Cashier by 10:00am	June 24, 2020	Cashier
Credit Card deposits to Cashier	June 23, 2020	Cashier
FY 20 Job Offers	June 15, 2020	Human Resources
Leave Requests	June 30, 2020	Human Resources
Payroll Adjustments	June 30, 2020	Payroll Office
June NSH/Student Timesheets	July 2, 2020	Payroll Office
PCard Purchases. DOC MUST BE ALLOCATED AND FINAL BY 7/6/20	June 26, 2020	Purchasing

Budgets and spending can be monitored within the various General Ledger views in the Kualu 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\FY20 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