

TO: All Faculty and Staff

FROM: Karl Spiecker, Vice President for Finance & Administration

SUBJECT: Year End Spending for FY 2017

DATE: May 25, 2017

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 2016-17. These deadlines are firm deadlines. Submissions after these dates will be posted to the next fiscal year and charged against that budget. Please contact the office identified with any questions.

DOCUMENT	SUBMITTAL CUT OFF DATE	CONTACT
Travel Reimbursement	June 16, 2017	Accounts Payable
Internal Billing (Interdepartmental Vouchers (IDV))	June 16, 2017	Accounts Payable
P-Card Expenditures	June 23, 2017	Purchasing Office
Petty cash requests to Cashier	June 21, 2017	Cashier
General Error Corrections (Journal Entry Requests)	June 26, 2017	Business Financial Services
Deposits to Cashier by 10:00 am	June 23, 2017	Cashier
Credit Card deposits to Cashier by 10:00 am	June 30, 2017	Cashier
Disbursement Vouchers (Check Requests) must be final by June 30 th . Otherwise work with A/P to get it posted into FY '17.	June 23, 2017	Accounts Payable/Purchasing Office
Payment Request to Accounts Payable	June 23, 2017	Accounts Payable
Last A/R posting	June 26, 2017	Accounts Receivable
Leave Requests	June 28, 2017	Human Resources Office
FY '17 Job Offers	June 16, 2017	Human Resources Office
Payroll Adjustments	June 28, 2017	Payroll Office
May NSH/Student Timesheets	July 03, 2017	Payroll Office

Budgets and spending can be monitored within the various General Ledger views in the Kual 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\FY '17 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 account number order).
2. *On-line Information.* Information about the KFS system is available on the CSU-Pueblo web site 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 or KFS, do not hesitate to contact one of the following people:

Robert Gonzales: robert.gonzales@csupueblo.edu
 Geraldine Trujillo-Martinez: g.truillomartinez@csupueblo.edu

The KUALI help session schedule has been posted on the Business Financial Services website throughout the year, as well as being publicized in the Email Digest. Individual help is also available by contacting Robert Gonzales or Geraldine Trujillo-Martinez.