

TO: All Faculty and Staff

FROM: Karl Spiecker, Vice President for Finance & Administration

SUBJECT: Year End Spending for FY 2016

DATE: May 19, 2016

To facilitate a timely year-end closing process that complies with deadlines established by several state agencies and the CSU System Office, see the following cutoff dates for FY 2015-16. 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 17, 2016	Accounts Payable
Internal Billing (Interdepartmental Vouchers (IDV))	June 17, 2016	Accounts Payable
P-Card Expenditures	June 22, 2016	Purchasing Office
Petty cash requests to Cashier	June 22, 2016	Cashier
General Error Corrections (Journal Entry Requests)	June 24, 2016	Business Financial Services
Deposits to Cashier by 10:00 am	June 24, 2016	Cashier
Disbursement Vouchers (Check Requests) must be final by June 30 <sup>th</sup> . Otherwise work with A/P to get it posted into FY '16.	June 24, 2016	Accounts Payable/Purchasing Office
Payment Request to Accounts Payable	June 24, 2016	Accounts Payable
Last A/R posting	June 27, 2016	Accounts Receivable
Leave Requests	June 27, 2016	Human Resources Office
Payroll Adjustments	June 27, 2016	Payroll Office
Hourly Timesheets	July 01, 2016	Payroll Office

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:\University Common\KFS\Reports>. Once there, select the most recent month's report. Then you can 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: [www.csupueblo.edu/BFS/Kualo/Pages/default.aspx](http://www.csupueblo.edu/BFS/Kualo/Pages/default.aspx).
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](mailto:robert.gonzales@csupueblo.edu)  
 Geraldine Trujillo-Martinez: [g.trujillomartinez@csupueblo.edu](mailto:g.trujillomartinez@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. If you need help with KUALI, you are encouraged to attend the last help session of the year on Friday, May 20th from 1:30 p.m. to 4:30 p.m. in the LARC, Room 217. Individual help is also available by contacting Robert Gonzales or Geraldine Trujillo-Martinez.