To: All KFS Users  
From: Jamie Houghtaling, Interim Controller  
Date: July 5, 2017  
Subject: July Key Dates for Fiscal Year End June 30, 2017

Below are the key processing dates and deadlines for closing the fiscal year ending June 30, 2017. Please note the following:

- Send all FY17 invoices to Accounts Payable as soon as they are received.
- Review all pending eDocs in your action list and finalize prior to Period 12 close on July 12th.

### July Key Dates

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<th>Date</th>
<th>Description</th>
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| **Wednesday, July 5th** | Disbursement Vouchers (DV’s) should indicate the fiscal year for which the goods/services were purchased if the invoice does not clearly indicate it.  
- Use the “Note Text” box in the Notes and Attachments tab.  
  For salary transfers, use the YEST (Year End Salary Transfer) e-doc. |
| **Thursday, July 6th** | Payment Requisitions (PREQ’s) for FY17 Purchase Orders are due in FINAL status by 11AM on July 5th to be included in the July 6th check run.  
- Last chance to have the expense automatically posted to FY17. |
| **Thursday, July 6th** |  
  **July 6th Check run:**  
  - Payment Requests will post as FY17 expenses if paid against a FY17 PO.  
  - All DV’s in FINAL status will be paid and post to FY17.  
  *For subsequent check runs, FY17 expenses will be accrued for both PREQs and DVs.*  
  PCard holders submit envelopes to approvers. |
| **Wednesday, July 12th** | FY17 correcting e-docs (GEC, DI) must be in FINAL status by 5PM.  
PCard: Final chance to review and approve ALL FY17 expense reports in Concur by 5PM.  
FY17, Period 12 closes. |
| **Thursday, July 13th** | FY16, Period 13 opens. |
| **Friday, July 14th** | First FY18 check run for both PREQs and DVs. |
| **Tuesday, July 19th** | Year End Salary Transfers (YEST) for June must be in FINAL status.  
  FY17 Period 13 correcting e-docs (DI, GEC, etc.) must be in Final status by 5PM. This includes DI’s to move PCARD charges from expense to prepaid. |
| **Thursday, July 20th** | FY17, Period 13 closes. |

A repository of year end resources can be found on the Division of Finance website  
[https://www.stevens.edu/sit/finance/fiscal-year-end-information](https://www.stevens.edu/sit/finance/fiscal-year-end-information). Please contact [finance-support@stevens.edu](mailto:finance-support@stevens.edu) or call 201-216-8000 with questions. Thank you.