TO: Financial System Users
FROM: Cindy Lee, Senior Accounting/Financial Manager
DATE: April 13, 2018
SUBJECT: SPA Year-End Closing Procedures/Deadlines

Listed below are the 2017/2018 Sponsored Projects Accounting (SPA) year-end closing procedures and deadlines for SPA processes. The deadline represents the date that all complete documentation must be received by SPA. If requests are incomplete, SPA cannot assure that the requests will be processed within the 2017/2018 fiscal year. If you have questions regarding any SPA process, please refer to our website http://fabs.usc.edu/depts/spa or contact us. Thank you.

Kuali Payroll Expense Transfers

13-Series 2017/2018 Deadline: Tuesday, July 17, 2018, Noon

Payroll Expense Transfers (PETs) are submitted electronically through the Kuali Financial System. PET eDocs must be received by SPA before the indicated due date to be considered for the 2017/2018 fiscal year. Incomplete PET eDocs will delay the processing time and are not guaranteed to be processed in the 2017/2018 fiscal year. PETs from the prior fiscal year 12x account to a 5x sponsored account are submitted using the LLJV form. Approval from the University Comptroller Erik Brink is required before submitting the form to SPA. Upon SPA’s approval, the LLJV form will be forwarded to Payroll Department for further processing. See SPA’s website for details on Kuali PETs and LLJVs.

http://fabs.usc.edu/depts/kuali/page/8103/pet-payroll-expense-transfer/
https://fabs.usc.edu/depts/spa/page/815/forms-page/

Non-Payroll Expense Transfers

2017/2018 Deadline: Friday, June 29, 2018, Noon

All Non-Payroll Expense Transfers (NPETs) must be received by SPA before the indicated due date to be considered for the 2017/2018 fiscal year. Any requests received after the due date will be processed in the new fiscal year 2018/2019. Incomplete NPETs will delay the processing time and are not guaranteed to be processed in the 2017/2018
fiscal year. See SPA’s website for the NPET form and check-off list.
https://fbs.usc.edu/depts/spa/page/815/forms-page/

Account Creation/Edits in the Kuali Financial System (KFS)

2017/2018 Deadline:
- For New KFS Accounts: Tuesday, June 26, 2018, 5:00pm
- For Modification/Updates to Existing Accounts: Wednesday, June 27, 2018, 5:00pm

New KFS Accounts include Financial Aid, Recharge and Satellite Accounts not mandated by the award’s terms and conditions. Requests to create or edit accounts through the Kuali Financial System (KFS) must be received by SPA no later than the due date indicated above. Note: There is no 13-Series for account creations/edits. All account creation/edit requests received after the due date indicated above will be processed in the new fiscal year 2018/2019. Contact the Department of Contacts and Grants for awards creations.

Detailed Budgets

2017/2018 Deadline: Wednesday, June 27, 2018, 5:00pm

13 Series 2017/2018 Deadline: Wednesday, July 18, 2018, 5:00pm

Detailed Budget requests must be received by SPA no later than the due date indicated above. Note: All 13-Series Detailed Budgets must indicate “13-Series” on the request if they need to be processed in the 2017/2018 fiscal year. Otherwise, all Detailed Budgets with no written indication of 13-Series will be processed in the new fiscal year 2018/2019.

Budget Reallocations

2017/2018 Deadline: Tuesday, June 26, 2018, 5:00pm

13 Series 2017/2018 Deadline: Tuesday, July 17, 2018, 5:00pm

SPA Budget Reallocations are submitted electronically in the Kuali Financial System. Budget Reallocation eDocs must be received by SPA no later than the due date indicated above. Budget Reallocation for 13-Series must be processed through the Year End SPA Budget Reallocation KFS module, under the Financial Main

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Menu tab, under Year End Transactions section. Otherwise, they will NOT be considered a 2017/2018 Budget Reallocation.

Note: Any Budget Reallocation eDoc submitted after the deadline will be disapproved and a new eDoc must be submitted for fiscal year 2018/2019.

Kuali Journal Vouchers

June 2017/2018 Deadline: Monday, June 25, 2018, Noon


All Journal Vouchers must be received by SPA no later than the due date and time indicated above, otherwise Journal Vouchers may not be considered for 2017/2018 processing.

Note: There are NO 14-Series Journal Vouchers processed on SPA JVs.