TO: Financial System Users
FROM: Cindy Lee, Senior Accounting/Financial Manager
DATE: May 21, 2019
SUBJECT: SPA Year-End Closing Procedures/Deadlines

Listed below are the 2018/2019 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 2018/2019 fiscal year. If you have questions regarding any SPA processes, please refer to our web site https://usc.edu/spa or contact us. Thank you.

Kuali Payroll Expense Transfers

13-Series 2018/2019 Deadline: Friday, July 12, 2019, 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 2018/2019 fiscal year. Incomplete PET eDocs will delay the processing time and are not guaranteed to be processed in the 2018/2019 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:

- PET Information: https://fbs.usc.edu/departments/sponsored-projects-accounting/transfers-of-costs/

Non-Payroll Expense Transfers

2018/2019 Deadline: Tuesday, June 25, 2019, 5:00pm

All Non-Payroll Expense Transfers (NPETs) must be received by SPA no later than the indicated due date to be considered for the 2018/2019 fiscal year. Any requests received after the due date will be processed in the new fiscal year 2019/2020. Incomplete NPETs will delay the processing time and are not guaranteed to be processed in the 2018/2019 fiscal year. See SPA’s website for the NPET form:

https://fbs.usc.edu/departments/sponsored-projects-accounting/transfers-of-costs/
Account Creation/Edits in the Kuali Financial System (KFS)

2018/2019 Deadline:
- For New KFS Accounts: Wednesday, June 26, 2019, 5:00pm
- For Modification/Updates to Existing Accounts: Thursday, June 27, 2019, 5:00pm

New Kuali Financial System (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 KFS must be received by SPA no later than the due date indicated above. Note: there are 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 2019/2020. Contact the Department of Contacts and Grants for award creations.

Detailed Budgets

2018/2019 Deadline: Friday, June 28, 2019, Noon

13-Series 2018/2019 Deadline: Wednesday, July 17, 2019, 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 have 13-Series selected in the request form if they need to be processed in the 2018/2019 fiscal year. Otherwise, the Detailed Budgets will be processed in the new fiscal year 2019/2020. See SPA’s website for the Detailed Budget Request Form: https://fbs.usc.edu/departments/sponsored-projects-accounting/detailed-budget/

Budget Reallocations

2018/2019 Deadline: Friday, June 28, 2019, Noon

13-Series 2018/2019 Deadline: Tuesday, July 16, 2019, 5:00pm

SPA Budget Reallocations are submitted electronically in the Kuali Financial System (KFS). 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 Menu tab, under Year End Transactions section. Otherwise, they will NOT be considered for 2018/2019.

<table>
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<tr>
<th>Year End Transactions</th>
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<tr>
<td><strong>Financial Processing</strong></td>
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<td>- Year End Distribution of Income and Expense</td>
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<td>- Year End General Journal Voucher</td>
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<td>- Year End General Budget Change</td>
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Note: Any Budget Reallocation eDoc submitted after the deadline will be disapproved and a new eDoc must be submitted for the new fiscal year 2019/2020. If applicable, remember to allot sufficient time for additional departmental and/or DCG approvers.

**Kuali Journal Vouchers**

June 2018/2019 Deadline: Tuesday, June 25, 2019, 12:00pm\(^2\)

13-Series 2018/2019 Deadline: Tuesday, July 16, 2019, 12:00pm\(^2\)

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 2018/2019 processing.

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

\(^1\) Dates subject to change, which are dictated by deadlines indicated by the Payroll Department.

\(^2\) Dates subject to change, which are dictated by deadlines indicated by the Office of Comptroller.