TO: Financial System Users
FROM: Cindy Lee, Senior Accounting/Financial Manager
DATE: May 1, 2021
SUBJECT: SPA Year-End Closing Procedures/Deadlines

Listed below are the 2020/2021 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. Due to the Workday Financials implementation, if requests are incomplete or late, SPA cannot assure that the requests will be processed within the 2020/2021 fiscal year in Kuali Financial System (KFS). Any unprocessed requests will be canceled and must be resubmitted in Workday Financial Management (Workday). It is crucial to reconcile your account(s) in a timely manner to provide sufficient time for your requests to be processed. If you have questions regarding any SPA processes, please refer to our website https://usc.edu/spa or contact us. Thank you.

Kuali Payroll Expense Transfers

- 2020/2021 Deadline: Wednesday, June 30, 2021, 12:00pm
- No 13-Series Submission allowed due to Workday implementation.

Payroll Expense Transfers (PETs) are submitted electronically through KFS. PET eDocs must be received by SPA before the indicated due date to be considered for the 2020/2021 fiscal year. Incomplete PET eDocs will delay the processing time and are not guaranteed to be processed in the 2020/2021 fiscal year. Any requests received after the due date will be disapproved and must be resubmitted in Workday to be processed in the new fiscal year 2021/2022. 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

- 2020/2021 Deadline: Wednesday, June 30, 2021, 5:00pm ²
- No 13-Series Submission allowed due to Workday implementation.

All Non-Payroll Expense Transfers (NPETs) must be received by SPA no later than the indicated due date to be considered for the 2020/2021 fiscal year. Any requests received after the due date will be disapproved and must be resubmitted in Workday to be processed in the new fiscal year 2021/2022. Incomplete NPETs will delay the processing time and are not guaranteed to be processed in the 2020/2021 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)

2020/2021 Deadline:
- For New KFS Accounts: Tuesday, June 29, 2021, 5:00pm
- For Modification/Updates to Existing Accounts: Tuesday, June 29, 2021, 5:00pm

New KFS Accounts include Financial Aid, Satellite Accounts, and Recharge Accounts not mandated by the award’s terms and conditions. However, Recharge Accounts for fiscal year 2021/2022 will not be created in KFS and will be created by Office of Financial Analysis in Workday upon go-live. Requests to create or edit Financial Aid and Satellite accounts through 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 2021/2022 in Workday. Contact the Department of Contacts and Grants for award creations.

Detailed Budgets

- 2020/2021 Deadline: Tuesday, June 29, 2021, 5:00pm
- 13-Series 2020/2021 Deadline: Tuesday, July 20, 2021, 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 2020/2021 fiscal year. Any requests received after the due date will be disapproved and must be resubmitted via Award Budget Amendment in Workday to be processed in the new fiscal year 2021/2022. See SPA’s website for the Detailed Budget Request Form:
https://fbs.usc.edu/departments/sponsored-projects-accounting/detailed-budget/
Budget Reallocations

- 2020/2021 Deadline: Tuesday, June 29, 2021, 5:00pm
- 13-Series 2020/2021 Deadline: Tuesday, July 20, 2021, 5:00pm

SPA Budget Reallocations are submitted electronically in 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. Any requests received after the due date will be disapproved and must be resubmitted via Award Budget Amendment in Workday to be processed in the new fiscal year 2021/2022.

Note: If applicable, remember to allot sufficient time for additional departmental and/or DCG approvers.

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<th>Year End Transactions</th>
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Kuali Journal Vouchers

- 2020/2021 Deadline: Friday, June 25, 2021, 12:00pm\(^2\)
- No 13-Series Submission allowed due to Workday implementation.

All Journal Vouchers must be received by SPA no later than the due date and time indicated above. Any requests received after the due date will be disapproved and must be resubmitted in Workday to be processed in the new fiscal year 2021/2022.

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\(^1\) 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.