

**REVISED FYE 2023 CSU PB CALENDAR**

| Date                   | Time           | Item Description  | Explanation  | Responsible Area   | Responsible Area Contact    |
|------------------------|----------------|---|--|--|-----------------------------|
| Friday, March 10, 2023 |                | First day requisitions can be initiated for FY24  | Requisitions submitted for the next FY must reference Year 2024. In the Quali Requisition, select Year 2024 from the drop-down menu under the Document Overview tab (Financial Document Detail). Failure to do so may result in an encumbrance for FY23. FY24 Requisitions should not have payments process against them until FY24.   | Procurement Services   | Farrah Bustamante           |
| Friday, March 31, 2023 |                | Order standard lead-time products with or without installations   | Herman Miller and Workplace Resources  | Procurement Services   | Farrah Bustamante           |
| Monday, April 3, 2023  |                | Requisitions requiring competition expending this year's (FY23) remaining funds   | Procurements <u>greater than \$50,000</u> . Competition is Documented Quote, Invitation for Bid and valid Notice of Proposed Sole Source. No Request for Proposals.  | Procurement Services   | Farrah Bustamante           |
| Monday, April 17, 2023 |                | Requisitions for Open Purchase Orders & Service Purchase Orders for next fiscal year (FY24).  | Service Purchase Orders include equipment maintenance/service, software maintenance/renewals, etc. Include any associated contract/vendor agreement/order form on requisition.   | Procurement Services   | Farrah Bustamante           |
| Friday, April 21, 2023 |                | Order Quick-Ship Products requiring install   | Herman Miller and Workplace Resources  | Procurement Services   | Farrah Bustamante           |
| Friday, April 28, 2023 |                | Fort Collins and Pueblo campus deadline to notify Budgets of reorganization/department title/account remapping changes for new FY (FY24). | Submit requests for new departments, mergers of existing departments, or department name changes needed for next fiscal year or anything related to organizational changes or restructuring of existing departments that are planned to take place for the upcoming fiscal year. Also include requests to remap accounts to different departments. Reference Procedures for New Department or Department Changes on the Office of Budgets website. | Office of Budgets  | Analia Endrizzi - CSU B.O.  |
| Monday, May 1, 2023    |                | Requisitions <u>NOT</u> requiring competition expending this year's (FY23) remaining funds.   | Requisitions for goods or services NOT requiring competition, an approved purchase requisition must be in Procurement Services no later than this day. Procurements <u>less than \$50,000</u> .  | Procurement Services   | Farrah Bustamante           |
| Friday, May 19, 2023   |                | Order Quick-Ship Products <u>NOT</u> requiring install - delivered to CR  | Herman Miller and Workplace Resources  | Procurement Services   | Farrah Bustamante           |
| Tuesday, May 30, 2023  | 10:00-11:00 AM | YE Open Forum for Campus  | Microsoft Teams Meeting  | BFS multiple areas, OSP, Office of Budgets, Payroll, Procurement | Kris King - Campus Services |

| Date                     | Time    | Item Description   | Explanation   | Responsible Area   | Responsible Area Contact   |
|--------------------------|---------|--|---|--|--|
| Thursday, June 1, 2023   |         | Last day for Campus Services and Budgets to approve the new FY24 accounts, sub accounts, and sub objects for new FY Budget Construction (BC) only accounts. All Account Maintenance documents to change existing attributes on BC accounts also need to be final.<br>NOTE: Account responsibility and expiration date is not a part of this black out. | Account create and maintenance tab on Account Document. Sub-account and sub-object create and maintenance. Accts and sub-accts used in BC. This includes sub-funds:<br>ATHLET, AUX, CONTED, COURSE, CSFS, EG, EXPRHM, EXPRMC, EXPSTA, EXTAGR, EXTEN, EXTR, EXTREF, EXTRRR, EXTRSL, GENOP, HEAFOR, ONLPL, PVM, PVMFED, PVMLRP, PVMSTA, RARSP, SPONPR, STUORG, WILDMT and the corresponding CSUP sub-funds with a "1" in front.<br><br>Any new account, sub-account, and sub-object code requests need to be approved and in a FINAL status by this date. This is for all budget-based sub-fund accounts or sub-funds that use Budget Construction. | Office of Budgets, Campus Services, Cost Accounting, and FRA | Analia Endrizzi & Jenn Thorland - Office of Budgets<br><br>Kris King - Campus Services<br><br>Cheri Richardson - Cost Accounting<br>Sue Vander Vliet - FRA |
| Friday, June 2, 2023     | 7:00 PM | Begin "blackout" period for CLOSING accounts in specific sub-funds. New accounts can be opened as long as they are not needed for Budget Construction (BC). Blackout period ends July 31.<br>Note: Account responsibility and expiration date is not part of the black out.  | During the blackout period, do not close budget-based accounts or accounts that use Budget Construction. Closing these accounts after Budget Construction Genesis causes problems with BC.<br><br>This includes sub-funds:<br>ATHLET, AUX, CONTED, COURSE, CSFS, EG, EXPRHM, EXPRMC, EXPSTA, EXTAGR, EXTEN, EXTR, EXTREF, EXTRRR, EXTRSL, GENOP, HEAFOR, ONLPL, PVM, PVMFED, PVMLRP, PVMSTA, RARSP, SPONPR, STUORG, WILDMT and the corresponding CSUP sub-funds with a "1" in front.  | Office of Budgets, BFS<br>Campus Services                    | Analia Endrizzi & Jenn Thorland - Office of Budgets<br><br>Kris King - Campus Services   |
| Friday, June 2, 2023     |         | All canceled Special Course Fee accounts must be cleared of any balances in June.  | Special Course Fee accounts that have been canceled for FY23 need to have their fund balance cleared and the account closed. If there are outstanding receivables on the account, it cannot be closed until they are received.  | Campus Services  | Kris King  |
| Friday, June 2, 2023     |         | FY23 Vista Plus reports available for campus. They will load to Vista Plus throughout the day.   | The reports can be found in Vista Plus and are as of the previous day. Normal May month end - FP11 FY23   | Campus Services  | Kris King  |
| Monday, June 5, 2023     |         | Automatic Purchase Orders (APO) can be initiated for next fiscal year (FY24).  | APOs \$10,000 or less. Requests will route directly to the vendor. They will NOT stop in Procurement Services.  | Procurement Services   | Farrah Bustamante  |
| Friday, June 9, 2023     |         | FY23 reports available in Vista Plus. They will load to Vista Plus throughout the day.   | The reports in Vista Plus are as of the previous day. FP12 FY23   | Campus Services  | Kris King  |
| Monday, June 12, 2023    | 4:00 PM | Gift Sub-fund transfer request forms submitted to OSP by 4:00 PM   | Final FY transfer requests need to be submitted to Office of Sponsored Programs by this deadline to transfer funds from the Foundation to the 64 GIFT accounts.   | Sponsored Programs   | Kim Brendsel   |
| Tuesday, June 13, 2023   |         | Draft FY24 Budget Allocations to colleges & units  | Preliminary high level control numbers which include incremental base increases; permanent base changes and salary increases for sub-funds that require being budgeted for FY24 are released to each college and VP.  | Office of Budgets  | Angie Nielsen  |
| Wednesday, June 14, 2023 |         | Gifts of equipment and all non-cash donations due to Advancement   | Campus to notify Advancement of all equipment and non-cash donations by this day.   | Advancement  | Pamela Eppler and<br>Chloe Bergstrand  |

| Date                     | Time    | Item Description  | Explanation  | Responsible Area        | Responsible Area Contact                     |
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| Thursday, June 15, 2023  |         | "GHOST" card airline tickets ordered for FY23 travel  | The last day to have "GHOST" card expenses reflect in department accounts for FY23. If airfare tickets are purchased for FY24 travel, the department is responsible for recording it as a Prepaid expense (OC1740)   | Travel                  | Ashley Meyer                                 |
| Friday, June 16, 2023    |         | FY23 reports available in Vista Plus. Reports will load to Vista Plus throughout the day.   | The reports in Vista Plus are as of the previous day. FP12 FY23  | Campus Services         | Kris King                                    |
| Tuesday, June 20, 2023   |         | Final FY24 budget allocations to colleges and units   | Final high level control numbers which include incremental base increases; permanent base changes, and salary increases for sub-funds that require being budgeted for FY24 are released to each college and VP.  | Office of Budgets       | Angie Nielsen                                |
| Wednesday, June 21, 2023 |         | Campus last day to submit non-Budget Construction account maintenance documents. This includes accounts that need to be closed in FY23 as well as updating account attributes on existing accounts.<br>NOTE: Changes to responsibility roles can still be made. | Any edits to non-Budget Construction accounts (including expiration date), need to be submitted by this day.<br><br>Updates to responsibility roles can still be made.<br><br><i>Note: FRA may need to push this date in order to close project accounts.</i>  | Campus                  | All  |
| Friday, June 23, 2023    |         | PB - June Salary posts to KFS   | June salary for PB posts post to KFS.  | PB Payroll              | Jim Schultz                                  |
| Friday, June 23, 2023    |         | FY23 reports available in Vista Plus. Reports will load to Vista Plus throughout the day.   | The reports in Vista Plus are as of the previous day. FP12 FY23  | Campus Services         | Kris King                                    |
| Wednesday, June 28, 2023 |         | PB Vendor Payments  | Close Vendor Payroll   | PB Payroll              | Jim Schultz                                  |
| Wednesday, June 28, 2023 | 4:00 PM | TWARBUS uploads to student and commercial accounts must be done by 4:00 PM  | Departments that bill through TWARBUS need to have their batches submitted by 4:00 PM  | Accounts Receivable     | Suzanne Zimmerer and Angie Offord            |
| Thursday, June 29, 2023  |         | Campus Services to begin watching ENROUTE documents and follow-up with campus to get them approved before June 30th at 7:00 PM (DI, GLT, IB, ICA, PE, SB and TF)  | Campus Services will contact document initiators to monitor their ENROUTE document route logs and to have them contact the approvers to ensure the document is fully approved before 7:00 PM on June 30th  | Campus Services         | Kris King                                    |
| Friday, June 30, 2023    |         | Inventory counts complete   | All inventories must be counted by this day. Contact your Campus Services representative if you have questions about this.   | Campus Services         | Kris King                                    |
| Friday, June 30, 2023    |         | Clear deficits in GIFT sub-fund accounts  | Campus is responsible for having all GIFT sub-fund account deficits cleared by June 30th. Any necessary PPDAs must be initiated in time for them to route for approvals and post prior to the payroll FY23 cut-off (July 3rd at 3:00 PM)   | Campus, OSP and Payroll | Kim Brendsel - OSP<br>Kaly McKenna - Payroll |
| Friday, June 30, 2023    |         | OSP State accounts ending June 30, 2023 or prior  | All transactions must be posted for State of Colorado accounts ending June 30, 2023 or prior. Accruals for payroll or other expenses not posted in FY23 must be initiated by the Department and fully routed and approved by this date. The OSP Financial Research Administrators will contact department Fiscal Officers with their list of State accounts. | OSP & campus            | Chelo Jorge - OSP                            |
| Friday, June 30, 2023    | Noon    | Electronic EACR's need to be in the Property Office by noon.  | All EACR's unapproved by the department will be deleted and will need to be re-entered in the new FY.  | Property                | Debra Ellison or Rachel Drenth               |

| Date   | Time    | Item Description  | Explanation  | Responsible Area                      | Responsible Area Contact               |
|--|---------|---|--|---------------------------------------|--|
| Friday, June 30, 2023                                | 1:00 PM | Cash Receipts (CRs) and Advance Deposits (ADs) created with funds delivered to Cashier's Office by 1:00 PM                                  | CR and AD docs that are for FY23 need to be submitted and the cash/checks/wires/ACH received by the Cashier's Office by 1:00 PM on June 30th to allow time for all deposits to be processed. AD docs for FY23 are only allowed if the funds were received in June.                                       | Banking Services                      | Val Parker                             |
| Friday, June 30, 2023                                | 3:00 PM | Review and clear salary clearing (1694xxx) & OSP (5394xxx) accounts by 3:00 PM  | Any salary clearing accounts (1694xxx) need to have a zero balance by 3:00 PM. The 5394xxx accounts are used for budget only and should not have actuals in them.  | OSP & campus                          | Kim Brendsel - OSP                     |
| Friday, June 30, 2023                                | 4:00 PM | All travel documents with FY23 end date need to be approved by the submitting department and in the Travel Department's queue by 4:00 PM    | TR's received by the Travel Desk with an FY23 travel end date will be processed or accrued centrally and posted to FY23. All documents received by Travel after this day and time will need to be accrued by the campus department and the accrual document # added to the Notes on the travel document. | Travel                                | Ashley Meyer                           |
| Friday, June 30, 2023                                | Noon    | Gifts of equipment or other tangible gifts (Gifts in Kind) sent to Property Management by Noon  | All Gift in Kind paperwork needs to be turned in to Property Management in order to create an asset record in the CAM database in FY23.  | Property                              | Debra Ellison                          |
| Friday, June 30, 2023                                |         | Electronic uploads (CLTR) feeds must uploaded to KFS prior to 7:00 PM for FP12 FY23   | These are the automatic Service Billing feeds (not the Service Billing document) from Mail Service, Telecom, ACNS, Facilities, etc.  | Collector Feed Areas                  | Various                                |
| Friday, June 30, 2023                                | 7:00 PM | Last day for BFS, OSP and Budgets to initiate and approve account maintenance documents for FY23  |  | BFS, OSP and Office of Budgets        | BFS, OSP and Office of Budgets         |
| Friday, June 30, 2023                                | 7:00 PM | Internal Orders (IOs) submitted, approved and supplied and FINAL by 7:00 PM   | Internal Order documents must be submitted, approved, supplied and FINAL by 7:00 PM to post in FY23. If not, it will post in the next FY.  | Campus                                | All                                    |
| Friday, June 30, 2023                                | 7:00 PM | Enroute documents will be disapproved at 7:00 PM  | Documents (DI, GLT, IB, ICA, PE, SB, and TF) that have not been finalized (status of FINAL or PROCESSED), before 7:00 PM will be automatically disapproved and will need to be resubmitted and use the drop down to select the appropriate fiscal year.  | KFS Operations, BFS - Campus Services | Grant Polzer, John Swaro and Kris King |
| Friday, June 30, 2023                                | 7:00 pm | Period 12 close   | Month end close with all AJV/prorate cycles (1-4) running (includes 53 revenue recognition) against period 12. Generate reports to campus.   | KFS Operations                        |  |
|  |         |   |  |                                       |  |
| Saturday, July 1, 2023 -<br>Wednesday, July 12, 2023 |         | Black Out Period on Purchase Orders   | No Purchase Order closures or voids. Procurement will hold off on closing/voiding POs until Wednesday, July 12, 2023.  | Procurement Services                  | Farrah Bustamante                      |
| Saturday, July 1, 2023                               |         | Purchasing docs post in new FY (FY24)   | Purchasing documents created July 1st or later will post in new FY (FY24)  | Purchasing                            | Farrah Bustamante                      |
| Saturday, July 1, 2023                               |         | Cash Receipt docs created 7/1/23 and beyond will post in new FY (FY24)  | Cash Receipt (CR) documents created July 1st or later will post in FY24  | Banking Services                      | Val Parker - Banking Services          |
|  |         |   |  |                                       |  |
| Monday, July 3, 2023                                 |         | FP13 opened, documents posting to FY23 yearend versions of AV/AD/DI/DV/GLT/JV/IB/SB/ICA/ND/PE/TF. All other documents post to FP01 of FY24. |  | KFS Operations                        |  |
| Monday, July 3, 2023                                 |         | FP13 opens for FY23 and FP01 opens for FY24.  | The following documents will have a Fiscal Year drop down option available to select FP13 FY23 or FP01 FY24:<br>AV/AD/DI/DV/GLT/JV/IB/SB/ICA/ND/PE/TF and CAM documents AA/AT/MPAY.  | All                                   | All                                    |

| Date   | Time    | Item Description   | Explanation   | Responsible Area                    | Responsible Area Contact                                     |
|--|---------|--|---|-------------------------------------|--|
| Monday, July 3, 2023                           |         | Changes for existing orgs are now in place. Begin using new accounts created for new year FY24.        | Budget Office and KFS Ops completes this early in the day. No action needed by campus.  | Office of Budgets & KFS Ops         | Analia Endrizzi  |
| Monday, July 3, 2023                           |         | All travel documents submitted with a trip end date in FY23 need to be properly accrued.               | Documents will not be approved until the accrual document is submitted and final. The accrual document # must be added to the Notes and Attachments tab of the travel doc.  | Travel and campus                   | Ashley Meyer   |
| Monday, July 3, 2023                           |         | First day TR docs for trip end dates in FY24 can be created in KFS                                     | First day Travel Reimbursement (TR) docs can be submitted in KFS for travel end dates in FY24   | Travel and campus                   | Ashley Meyer   |
| Tuesday, July 4, 2023                          |         | <b>July 4<sup>th</sup> Holiday</b>   | <b>CSU HOLIDAY</b>  | <b>All</b>                          |  |
| Wednesday, July 5, 2023<br>(moved from 7/3/23) |         | Credit Card Drafts will post to FP13 FY23  | One day of Credit Card Clearing / Drafts will be posted to FP13 FY23. It is possible additional transactions will need to be accrued from Credit Card Clearing OC6684 by the departments. If monies have not been received from the bank for sales on or before 6/30/23, the department should accrue the amount to OC1439 - Credit Card Delay Receivable by creating an Accrual Voucher with an auto reversal date in mid-July 2023 and with a Debit to OC1439 and a Credit to OC6684 so that OC6684 will have a zero balance at year end. | Banking Services<br>Campus Services | Val Parker - Banking Services<br>Kris King - Campus Services |
| Wednesday, July 5, 2023<br>(moved from 7/3/23) | Noon    | Inventory Certificates are due in Campus Services by noon.   | Final Inventory Certificates for FY23 are due in Campus Services by noon. The form must be submitted with the final FY23 inventory report and the balance listed in the form must match the amount in Kualii. The form is located in the Accounting Miscellaneous section at: <a href="http://busfin.colostate.edu/Resources/Forms.aspx">http://busfin.colostate.edu/Resources/Forms.aspx</a>   | Campus Services and campus          | Kris King  |
| Wednesday, July 5, 2023<br>(moved from 7/3/23) |         | Begin follow up with Campus on ENROUTE documents for FP13 FY23   | Campus Services will follow-up with document initiators on all ENROUTE and SAVED documents for FP13 FY23  | Campus Services                     | Kris King  |
| Wednesday, July 5, 2023<br>(moved from 7/3/23) |         | FY23 FP12 Vista Plus reports available for campus. Reports will load to Vista Plus throughout the day. | Reports are as of the previous day. Normal June month end. FP12 FY23  | Campus Services                     | Kris King  |
| Wednesday, July 5, 2023                        |         | June Treasury Interest post to accounts for FP13 FY23  | Treasury Interest earned on June average balances will post to designated accounts in FP13 FY23 using OC4405  | Banking Services                    | Val Parker   |
| Thursday, July 6, 2023                         |         | PB June Payroll  | Deadline for any PPE June 30th payroll adjustments  | Pueblo                              | Jim Schultz  |
| Friday, July 7, 2023                           |         | Vista Plus reports available for campus. The reports will load to Vista Plus throughout the day.       | Reports are as of the previous day for FP13 FY23.   | Campus Services                     | Kris King  |
| Friday, July 7, 2023                           | 7:00 PM | PCard reallocations & approvals for transactions dated on or before June 30th                          | Final day to reallocate PCard transactions into the current fiscal year (FY23) by 7:00 P.M.   | Procurement Services and all        | Kellie Rainwater   |
| Friday, July 7, 2023                           | 7:00 PM | Cutoff for PCARD (PCDO document) processing to FY23.   | Deadline to reallocate to FY23. Sweep all unapproved PCARD transactions (purchase date June 30 or prior) to FY24.   | Procurement Services                | Kellie Rainwater   |

| Date                  | Time    | Item Description   | Explanation   | Responsible Area                             | Responsible Area Contact  |
|-----------------------|---------|--|---|--|---|
| Friday, July 7, 2023  | Noon    | Deadline to submit invoices to A/P for FY23 PREQs. Deadline to submit DV's for FY23. After this, campus will still see dropdown but no documents should be submitted using FY23 after this deadline.   | <p>DVs and PREQs created, approved, receipts/invoices attached, and in A/P queue (including petty cash reimbursements) for FY23. If not received by this deadline, the expense will post to FP01 FY24. Any invoice dates for PREQs that are dated June 30th or prior, will automatically post to FY23.</p> <p>The FP13 FY23 option will still be available in the document drop down; however, it should not be used after this deadline. All DVs should be FY24 after this deadline.</p> | Accounts Payable                             | Ashley Meyer  |
| Monday, July 10, 2023 | Noon    | Non-cash donations (Gifts in Kind) recorded by University Advancement between July 1 and July 7, 2023. Paperwork due to Property Management by noon.   | This is for non-cash donations recorded by University Advancement between July 1 and July 7, 2023. These need to be to BFS Property and FRA by noon on this day so to allow time for entry to KFS by the end of the day.  | University Advancement, BFS Property         | Pamela Eppler and Chloe Bergstrand - UA<br>Debra Ellison - BFS Property |
| Monday, July 10, 2023 | 4:00 PM | Campus deadline for submitting & non-central approving of FY23 Year End documents (yearend versions of AV/AD/DI/GLT/ICA/ND/PE/TF/IB/SB)  | This is the deadline for campus to SUBMIT documents for FY23. After this deadline, the documents will no longer have the FP13 FY23 drop down option.  | Campus                                       |   |
| Monday, July 10, 2023 | Noon    | <p><b>Campus deadline to zero out:</b><br/>           Continuation accounts (all OCs)<br/>           Credit Card Clearing OC6684<br/>           PayPal Clearing OC6784<br/>           RamCard Clearing OC6694<br/>           Expense Clearing OC6695<br/>           All OC16xxs<br/>           OC1761<br/>           OC1905, 1910, 1920, 1925<br/>           OC2905, 2920, 2930, 2975<br/>           Bookstore IDV Clearing OC6711 (PB only)</p> | <p><b>Campus deadline to clear out the following accounts and Object Codes so they are a zero balance:</b></p> <p>Continuation accts (200xxxx) in all OCs<br/>           CC Clearing OC6684<br/>           PayPal Clearing OC6784<br/>           RamCard Clearing OC6694<br/>           Expense Clearing OC6695<br/>           All OC16xxs<br/>           OC1761<br/>           OC1905<br/>           OC2905<br/>           Bookstore IDV Clearing OC6711 (PB only)</p>                   | Campus Services and all                      | Kris King and all   |
| Monday, July 10, 2023 | Noon    | All 21 RECHAR and 22 GENOP account deficits need to be cleared by this deadline.   | All 21xxxx RECHAR and all 22xxxx GENOP account deficits need to be cleared by this deadline. If a deficit cannot be cleared the department must submit a plan to clear the deficit to Campus Services to be approved by Campus Services and the Controller.   | Campus Services and all                      | Kris King and all   |
| Monday, July 10, 2023 | 4:00 PM | Deadline for colleges and units to SUBMIT Budget Adjustment (BA) documents for FY23 by 4 PM.   | Deadline to SUBMIT BAs by colleges and units for FY23.  | Office of Budgets and all                    | Analia Endrizzi / Jenn Thorland - CSU<br>Margaret Brewer - CSU PB       |
| Monday, July 10, 2023 | 7:00 PM | Final processing of DV's by A/P for FY23.  | A/P completes processing of DVs for FY23  | Accounts Payable                             | Ashley Meyer  |
| Monday, July 10, 2023 | 7:00 PM | Final processing of PREQ's by A/P for FY23.  | A/P completes processing of PREQs for FY23<br>Set post back period parameter.   | Accounts Payable                             | Ashley Meyer  |
| Monday, July 10, 2023 | 7:00 PM | Non-College Areas to complete budget input into Budget Construction for FY24.  | Each non-college entity on campus must finalize and reconcile their budgets to the control numbers they received from the Office of Budgets by this date. Budgets are built at the budget pool levels within accounts and include staffing details for salaried employees. There are BC Coordinators assigned this task for each unit.  | Office of Budgets and campus BC Coordinators | Analia Endrizzi & Jenn Thorland   |

| Date                     | Time          | Item Description  | Explanation   | Responsible Area                             | Responsible Area Contact                 |
|--------------------------|---------------|---|---|--|--|
| Tuesday, July 11, 2023   | 6:00 PM       | Cutoff for Uploads to FP13 FY23   | Last day for any feeds to prior year. Please don't wait until this day to put feeds thru, but this is the final cutoff.   | KFS Operations                               |  |
|                          |               |   |   |  |  |
| Thursday, July 13, 2023  |               | Encumbrance forward posts to GL.  |   | KFS Operations                               |  |
| Thursday, July 13, 2023  |               | Procurement can start voiding/closing PO's.   | End black out on Purchase Order closures and voids  | Procurement Services                         | Farrah Bustamante                        |
| Thursday, July 13, 2023  |               | Thru final close.....During the closing process authorization must be obtained before making an entry that affects another area. All areas impacted by your entry must review and approve them ahead of time. |   | BFS  |  |
| Thursday, July 13, 2023  | 7:00 PM       | PB 53xxxxx Subcontract payable accrual entered by today.  | Needs to go in prior to prorates  | PB   | Brendan Reilly                           |
| Thursday, July 13, 2023  | After 7:00 PM | FP13 automatic journal entries (AJV - prorates) job runs. These will post and be available for view on the next business day.   | Run AJV/prorates all cycles (1-4); (including 53 revenue recognition) against FP13. AJV/Prorates based on dollar amount will NOT run. (Sets not running - EE, EF, EN, FA, FF,FB) No on monthly/dollars  | KFS Operations                               |  |
|                          |               |   |   |  |  |
| Friday, July 14, 2023    |               | FP13 FY23 AJV prorates posted from night before and available to view in GL.  | FP13 FY23 percentage based prorates are posted to GL  | KFS Operations                               |  |
| Friday, July 14, 2023    |               | Vista Plus reports available for campus. Reports will load to Vista Plus throughout the day.  | Reports are as of the previous day for FP13 FY23.   | Campus Services                              | Kris King                                |
| Friday, July 14, 2023    | 7:00 PM       | OSP and PB deadline to zero out Continuation accounts.  | Needs to be done after the FY23 AJV's post  | Sponsored Programs                           | Chelo Jorge - OSP<br>Brendan Reilly - PB |
|                          |               |   |   |  |  |
| Monday, July 17, 2023    |               | Last day for PB to enter documents.   |   | KFS Operations                               | All Pueblo accountants                   |
| Monday, July 17, 2023    |               | Deadline for College Areas and Agencies to complete budget input into budget construction for FY24  | Each college along with PVM, Experiment Station, CSU Extension and CSFS must finalize and reconcile budgets to the control numbers they received from the Office of Budgets by this date. Budgets are built at the account and budget pool levels and include funding details for salaried employees. There are BC Coordinators assigned this task for each unit. | Office of Budgets and campus BC Coordinators | Analia Endrizzi & Jenn Thorland          |
|                          |               |   |   |  |  |
|                          |               |   |   |  |  |
| Friday, July 21, 2023    |               | Vista Plus reports available for campus. Reports will load to Vista Plus throughout the day.  | Reports are as of the previous day for FP13 FY23.   | Campus Services                              | Kris King                                |
|                          |               |   |   |  |  |
|                          |               |   |   |  |  |
| Wednesday, July 26, 2023 |               | Cash Reversion entries are posted to KFS GL   | This is an automatic Cash Reversion that happens based on a field in the Central Administration tab of the account. If you have questions whether your account has a Cash Reversion number, contact your Campus Services representative.  | KFS Operations & Campus Services             | KFS Operations & Campus Services         |
| Wednesday, July 26, 2023 |               | Nominal revenue/expense to Fund Balance entry is posted to KFS GL   | The system will automatically close all Revenue and Expense to Fund Balance for FY23.   | KFS Operations & Campus Services             | KFS Operations & Campus Services         |
| Wednesday, July 26, 2023 |               | FY24 Budget Construction loaded to KFS  | The reconciled results of the Budget Construction for FY24 loads account level budgets into KFS creating budgets beginning budget   | Office of Budgets                            | Jenn Thorland / Analia Endrizzi          |

| Date                      | Time | Item Description   | Explanation   | Responsible Area       | Responsible Area Contact                           |
|---------------------------|------|--|---|------------------------|--|
| Friday, July 28, 2023     |      | Balance Forward Entries post to KFS GL   |   | KFS Operations         |  |
| Friday, July 28, 2023     |      | Official close of FP13 FY23  | This is the official close date of FY23 in KFS.   |                        |  |
| Friday, July 28, 2023     |      | Final FY23 ODS tables loaded   | The final ODS tables for FY23 will be uploaded and ready for use in various reporting tools such as Discoverer Plus, Vista Plus, WebFocus, etc.   | KFS Operations & ODS   |  |
| Friday, July 28, 2023     |      | Vista Plus reports available for campus. Reports will load to Vista Plus throughout the day. | Reports are as of the previous day for FP13 FY23.   | Campus Services        | Kris King  |
| Monday, July 31, 2023     |      | FP01 FY24 - July month-end close.  | This is the normal month end close for July   | KFS Operations and all |  |
| Tuesday, August 1, 2023   |      | End of Blackout period to open, close or edit accounts related to Budget Construction        |   | All                    |  |
| Tuesday, August 1, 2023   |      | FY24 BA document start to be approved  | Campus can now enter BAs for FY24.  | Office of Budgets      | Analia Endrizzi and Jennifer Thorland              |
| Tuesday, August 1, 2023   |      | Vista Plus reports available for campus. Reports will load to Vista Plus throughout the day. | This is the normal month end reports for FP01 FY24.   | Campus Services        | Kris King  |
| Friday, August 4, 2023    |      | Vista Plus reports available for campus. Reports will load to Vista Plus throughout the day. | Reports are as of the previous day for FP13 FY23.   | Campus Services        | Kris King  |
| Friday, August 11, 2023   |      | Vista Plus reports available for campus. Reports will load throughout the day.               | Reports are as of the previous day for FP13 FY23.   | Campus Services        | Kris King  |
| Friday, August 18, 2023   |      | Vista Plus reports available for campus. Reports will load throughout the day.               | Reports are as of the previous day for FP13 FY23.   | Campus Services        | Kris King  |
| Monday, August 21, 2023   |      | Submit Designated Future Commitment (DFC) forms for FY23 to FY24                             | Unexpended year end balances in excess of the 1.5% carryforward limit may be retained for certain specific purposes if approved by Central Administration. The DFC request forms must be specific to University strategic purposes and are collected and reviewed through procedures outlined by the Office of Budgets annually. Note that for CSU PB also uses this date but has a different carryforward policy than CSU. | Office of Budgets      | Angie Nielsen - CSU<br>Margaret Brewer - CSU<br>PB |
| Friday, August 25, 2023   |      | Vista Plus reports available for campus. Reports will load throughout the day.               | Reports are as of the previous day for FP13 FY23.   | Campus Services        | Kris King  |
| Thursday, August 31, 2023 |      | Vista Plus reports available for campus. Reports will load throughout the day.               | Reports are as of the previous day for FP13 FY23.   | Campus Services        | Kris King  |
| Friday, September 1, 2023 |      | Vista Plus reports available for campus. Reports will load throughout the day.               | Reports are for normal month end FP02 FY24. Note that the FP13 FY23 reports won't be run on this Friday because the normal month end reports have to run.   | Campus Services        | Kris King  |



| Date                       | Time | Item Description   | Explanation  | Responsible Area | Responsible Area Contact |
|----------------------------|------|--|--|------------------|--------------------------|
| Friday, September 8, 2023  |      | Vista Plus reports available for campus. Reports will load throughout the day. | Reports are as of the previous day for FP13 FY23.  | Campus Services  | Kris King                |
| Friday, September 15, 2023 |      | Vista Plus reports available for campus. Reports will load throughout the day. | Reports are as of the previous day for FP13 FY23.  | Campus Services  | Kris King                |
| Friday, September 22, 2023 |      | Vista Plus reports available for campus. Reports will load throughout the day. | Reports are as of the previous day for FP13 FY23.  | Campus Services  | Kris King                |
| Friday, September 29, 2023 |      | Vista Plus reports available for campus. Reports will load throughout the day. | Reports are as of the previous day for FP13 FY23.  | Campus Services  | Kris King                |
| Monday, October 2, 2023    |      | Vista Plus reports available for campus. Reports will load throughout the day. | Reports are for normal month end FP03 FY24   | Campus Services  | Kris King                |
| Friday, October 6, 2023    |      | Vista Plus reports available for campus. Reports will load throughout the day. | Reports are as of the previous day for FP13 FY23. This will be a final run of Account Statement by ORG into CSUFR092_FYE folders in Vista. | Campus Services  | Kris King                |