

Important Deadlines for FY 2017 Year End

April 3 rd	First day requisitions for FY 2018 can be entered into the Kuali Financial System
April 24 th	Requisitions for goods or services requiring competition to Procurement expending FY17 funds
May 8 th	Requisitions for Open Purchase Orders & Service Purchase Orders next fiscal year (FY18)
May 18 th	New departments or re-mapping existing accounts identified to Budgets
May 22 nd	Requisitions for goods or services not requiring competition to Procurement expending FY17 funds
May 26 th	Deadline to order HP configure-to-order (CTO) (special order) computers
June 1 st	All cancelled Special Course Fee Accounts (25xxxx) must be cleared of any balances
June 2 nd	New account requests submitted to support new year staffing (BC Only) by 7:00 p.m.
June 5 th	Vista Plus reports available for campus
June 7 th	Draft FY18 Budget Allocations to colleges & units
June 7 th	Changes to account attributes and close accounts no longer needed (BC Only) by 7:00 p.m.
June 9 th	Petty Cash and Change Fund Confirmations by 4:00 p.m.
June 12 th	Vista Plus reports available for campus
June 13 th	Gift sub-fund transfer request forms by 4:00 p.m.
June 13 th	Hourly Timesheets for PPE 6/9 by 4:00 p.m.
June 14 th	Final FY18 Budget Allocations to colleges and units
June 15 th	"Ghost Card" airline tickets ordered for FY17 Travel
June 15 th	Budget Construction input process begins
June 19 th	Vista Plus reports available for campus
June 19 th	Unapproved DPSA/MPSA forms to Accounts Receivable by 4:00 p.m.
June 19 th	Aries Load Sheets to Accounts Receivable by 4:00 p.m.
June 19 th	Gifts of Equipment due to Advancement
June 20 th	Hourly Payroll posts to KFS (PPE 6/9)
June 23 rd	June Salary posts to KFS
June 26 th	Vista Plus reports available for campus
June 26 th	Close accounts (Non-BC related) by 7:00 p.m.
June 26 th	Submit Account Maintenance and Create documents (Non-BC related)
June 29 th	TWARBUS & Electronic uploads to student and commercial accounts by 4:00 p.m.
June 29 th	Approved DPSA/MPSA forms to Accounts Receivable by 4:00 p.m.
June 30 th	All travel documents with FY17 end date need to be approved by the department and in the Travel Department's approval que by noon.
June 30 th	Electronic EACR's need to be to the Property Office by Noon
June 30 th	Clear deficits in Gift sub-fund accounts
June 30 th	Inventories counted
June 30 th	Cash Receipts & Advance Deposits created/funds delivered to Cashiers by 1:00 p.m.
June 30 th	Clear salary clearing (5394xxx) accounts by 3:00 pm
June 30 th	Internal Orders submitted, approved and supplied by 7:00 p.m.

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June 30 th	Enroute documents (DI, GEC, IAA, IB, ICA, PE, SB, TF, IAA) will be cancelled at 7:00 p.m.
June 30 th	Closeout 53xxxxx State Project accounts that have a June 30, 2017 end date
June 30 th	Gifts of Equipment sent to Property by 4:00 p.m.
June 30 th	Telecom Posts FY17 expense
July 1 st	First day TR in state travel documents for FY18 can be created in KFS
July 1 st	A/R, Purchasing, and Cash Receipt documents post in new year
July 1 st - 7 th	All travel documents submitted with a trip end date in FY17 will need to be properly accrued.
July 3 rd	Vista Plus reports available for campus
July 3 rd	Inventory Certificates by noon
July 5 th	DVs created and approved (including petty cash reimbursements) & DV receipts attached to the document to A/P by 12:00 p.m.
July 5 th	Hourly Payroll posts to KFS (PPE 6/23)
July 5 th	Invoices to Accounts Payable by 12:00 p.m.
July 6 th	Non-college areas complete input to Budget Construction
July 6 th	Final Collector & Enterprise Feeds by 6:00 p.m.
July 6 th	All Internal Billing and Service Billing docs for FY17 must be submitted and approved in KFS by 7:00 p.m.
July 7 th	PCard reallocations & approvals (transaction date <= June 30) by 7:00 p.m.
July 7 th	Sweep all unapproved FY17 PCard documents to FY18 after 7:00 p.m.
July 7 th	Final Labor Redistributions (PPDA) & Payroll transactions by 3:00 p.m.
July 7 th	At noon, KFS input for FY17 submitted and approved (AD, AV, BA, DI, GEC, IAA, ICA, ND, PE, TF)
July 7 th	By noon, clear continuation accounts and credit card clearing
July 7 th	By noon, 21/22 account deficits covered
July 7 th	Accounts Payable completes processing of PREQ's and DV's for FY17 by 7:00 p.m.
July 10 th	Encumbrance carryforward to FY18
July 10 th	Vista Plus reports available for campus
July 11 th	Period 13 prorates will post to FY17 (this excludes prorates based on dollar amounts)
July 13 th	College areas & agencies complete input to Budget Construction
July 17 th	Vista Plus reports available for campus
July 24 th	Vista Plus reports available for campus
July 26 th	Post cash reversion entries to FY17 for state accounts and selected other accounts
July 27 th	Official close of FY17 at 7:00 a.m.
July 27 th	Load budgets from Budget Construction
July 27 th	Balance forwards posted to FY18
July 28 th	Post fund balance closeout to FY17 (nominal balances)
July 29 th	Final FY 2017 ODS tables updated
July 31 st	July month-end close
July 31 st	Vista Plus reports available for campus (This is the last Vista Report for FY17)

Important Deadlines for FY 2017 Year End

- Aug 1st End of Blackout period to open or close accounts ends
- Aug 1st Vista Plus report for FY18 available every 1st of the month
- Aug 7th Designated Future Commitments (DFCs) to Budgets by 4:00 p.m.

For any questions regarding these deadlines or year-end please contact your Campus Services representative. To find your Campus Services Representative please visit <http://busfin.colostate.edu/cs.aspx>.