

## Important Deadlines for FY 2017 Year End

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

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

## Important Deadlines for FY 2017 Year End

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- Aug 1<sup>st</sup> End of Blackout period to open or close accounts ends
- Aug 1<sup>st</sup> Vista Plus report for FY18 available every 1st of the month
- Aug 7<sup>th</sup> 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>.