

## FY17 Year End Dates Calendar

Deadline	Summary	Explanation	Responsible Department	Department Contact
April 3rd	First day requisitions for FY 2018 can be entered into the Kuali Financial System	Requisitions submitted for the next fiscal year must reference Year 2018. In the Kuali Requisition Document, select Year 2018 from the drop-down menu under the Document Overview tab (Financial Document Detail). Failure to do so may result in an encumbrance for fiscal year 2017.	Procurement Services	Farrah Bustamante
April 24th	Requisitions for goods or services requiring competition expending this year's (FY17) remaining funds to Procurement Services	Requisitions for goods or services requiring competition (Documented Quote, Invitation for Bid) expending this year's (FY17) remaining funds	Procurement Services	Farrah Bustamante
May 8th	Requisitions for Open Purchase Orders & Service Purchase Orders next fiscal year (FY18)	An approved requisition and any associated contract/agreement must be received in Procurement Services	Procurement Services	Farrah Bustamante
May 18th	New organizations or re-mapping existing accounts identified to Budgets	Submit requests for new departments, mergers of existing departments, department name changes needed for new 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 a New Department or Department Changes on the Office of Budgets website.	Budget	Travis Webb & Cheyenne Hall
May 22nd	Requisitions for goods or services not requiring competition expending this year's (FY 2017) remaining funds to Procurement Services	Requisitions for goods or services not requiring competition (goods \$10K or less and services \$25K or less) expending this year's (FY 2017) remaining funds	Procurement Services	Farrah Bustamante
May 26th	Deadline to order HP configure-to-order (CTO) (Special Order) Computers	An approved purchase requisition must be received in Procurement Services prior to May 26, 2017	Procurement Services	Farrah Bustamante
June 1st	All cancelled Special Course Fee Accounts (25xxxxx) must be cleared of any balances	Special Course Fee accounts that have been cancelled for FY17 need to have their fund balance cleared and the account closed. If there are outstanding receivables on the account, the account cannot be closed until they are received.	Campus Services	Erin Mercurio

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June 2nd	New account requests submitted to support new year staffing (BC Only) by 7:00 p.m.	Any new account requests need to be submitted by this date. This is for all subfunds except AEP, ARRA, BANK, BOG, BOGSF, CAP & CP, CONFER, DIRLN, ENDOW, FEDSFA, GOVTRF, LOANS, POOLED, PRESEN, SFSF, FRP, GIFT, INTLPR, SPONPR, SPWIP, WATER.	Campus Services	Erin Mercurio
June 5th	Vista Plus reports available for campus	The reports can be found in Vista and are as of the previous day.	Campus Services	Erin Mercurio
June 7th	Draft FY18 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 FY18 are released to each college and VP.	Budget	Angie Nielsen
June 7th	Changes to account attributes and close accounts no longer needed (BC Only) by 7:00 p.m.	Any changes to existing budget construction accounts (i.e. expiration date) or to close an existing account needs to be completed by this day. This is for all subfunds except AEP, ARRA, BANK, BOG, BOGSF, CAP & CP, CONFER, DIRLN, ENDOW, FEDSFA, GOVTRF, LOANS, POOLED, PRESEN, SFSF, FRP, GIFT, INTLPR, SPONPR, SPWIP, WATER.	Campus Services	Erin Mercurio
June 9th	Petty Cash and Change Fund Confirmations by 4:00 p.m.	Every department/area that has a petty cash or change fund will get a confirmation letter stating the balance has been verified and is accurate. The letter must be signed by the fund custodian and returned to the Cashiers Office.	Banking Services	Val Parker
June 12th	Vista Plus reports available for campus	The reports can be found in Vista and are as of the previous day.	Campus Services	Erin Mercurio
June 13th	Gift sub-fund transfer request forms by 4:00 p.m.	Final FY paper transfer requests need to be submitted	Sponsored Programs	Clint Mc Blair
June 13th	Hourly Timesheets for PPE 6/9 by 4:00 p.m.	Timesheets for hourly employees, with the Paid Period End (PPE) June 9, 2017 are due by 4:00 p.m.	Payroll	Paul Grisdale
June 14th	Final FY18 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 FY18 are released to each college and VP.	Budget	Angie Nielsen

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Deadline	Summary	Explanation	Responsible Department	Department Contact
June 15th	"Ghost Card" airline tickets ordered for FY17 Travel	The last day to have ghost card expenses reflect in department accounts for FY17. If airfare tickets are purchased for FY18 travel the expense should be booked as a prepaid expense.	Travel	Grant Polzer
June 15th	Budget Construction input process begins	The Budget Construction Module is a financial tool used by campus to construct the base budget for the coming fiscal year. The end results is loaded into KFS.	Budget	Travis Webb & Cheyenne Hall
June 19th	Vista Plus reports available for campus	The reports can be found in Vista and are as of the previous day.	Campus Services	Erin Mercurio
June 19th	Unapproved DPSA/MPSA forms to Accounts Receivable by 4:00 p.m.	Unapproved forms need to be to A/R to allow time to be routed for approval	A/R	Barb Gustison
June 19th	Aries Load Sheets to Accounts Receivable by 4:00 p.m.	Departments sending their Aries Load sheets to A/R to upload need to have them in by June 20th to allow time for input and processing	A/R	Barb Gustison
June 19th	Gifts of Equipment due to Advancement	Gifts of equipment are due to Advancement	Property	Debra Ellison
June 20th	Hourly Payroll posts to KFS (PPE 6/9)	Hourly payroll will post to KFS for PPE June 09, 2017.	Payroll	Paul Grisdale
June 23rd	June Salary posts to KFS	June salary will post to KFS.	Payroll	Paul Grisdale
June 26th	Close accounts (Non-BC related) by 7:00 p.m.	Any non-budget construction related accounts that need to be closed for FY17 must be closed by this date. This is for only the following sub-funds AEP, ARRA, BANK, BOG, BOGSF, CAP & CP, CONFER, DIRLN, ENDOW, FEDSFA, GOVTRF, LOANS, POOLED, PRESEN, SFSF, FRP, GIFT, INTLPR, SPONPR, SPWIP, WATER.	Campus Services	Erin Mercurio
June 26th	Submit Account Maintenance and Create documents (Non-BC related)	Any edits to non-budget construction accounts (i.e. expiration date) need to be completed by this day. This is for only the following sub-funds AEP, ARRA, BANK, BOG, BOGSF, CAP & CP, CONFER, DIRLN, ENDOW, FEDSFA, GOVTRF, LOANS, POOLED, PRESEN, SFSF, FRP, GIFT, INTLPR, SPONPR, SPWIP, WATER.	Campus Services	Erin Mercurio
June 26th	Vista Plus reports available for campus	The reports can be found in Vista and are as of the previous day.	Campus Services	Erin Mercurio

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Deadline	Summary	Explanation	Responsible Department	Department Contact
June 29th	TWARBUS & Electronic uploads to student and commercial accounts by 4:00 p.m.	This is the automatic Service Billing feeds (not the Service Billing Document) from Mail Service, Telecom, ACNS, Facilities, etc. Departments that bill through TWARBUS need to have their batches submitted by 4:00 PM.	A/R	Barb Gustison
June 29th	Approved DPSA/MPSA forms to Accounts Receivable by 4:00 p.m.	Approved forms returned to A/R by 4:00 PM	A/R	Barb Gustison
June 30th	All travel documents with FY17 end date need to be approved by the department and in the Travel Department's approval que by noon.	TR's received by the travel desk with an FY17 travel end date will be processed or accrued centrally and post to FY17. All documents received by travel after this date will need to have an accrual document number added to the notes and attachments.	Travel	Grant Polzer
June 30th	Electronic EACR's need to be to the Property Office by Noon	All other electronic EACR's will be deleted and have to be re-entered in the new fiscal year.	Property	Jacque Clark
June 30th	Clear deficits in Gift sub-fund accounts	Campus responsible to have all fund deficits cleared	Sponsored Programs	Clint Mc Blair
June 30th	Inventories counted	All inventories must be counted by this day. If you have questions regarding this count contact your Campus Services Representative.	Campus Services	Erin Mercurio
June 30th	Cash Receipts & Advance Deposits created with funds delivered to Cashiers by 1:00 p.m.	CR and AD docs that are for FY17 need to be submitted and cash/checks/wire/ACH received by the Cashiers Office by 1pm on June 30th to allow time for all deposits to be processed.	Banking Services	Val Parker
June 30th	Clear salary clearing (5394xxx) accounts by 3:00 pm	Any salary clearing accounts (5394xxx) need to have a \$0.00 balance by 3:00 p.m.	Sponsored Programs	Clint Mc Blair
June 30th	Internal Orders submitted, approved and supplied by 7:00 p.m.	Internal Order documents must be submitted, approved and supplied by this day. If it is not completed by this day it will be applicable to the next Fiscal Year.	Campus Services	Erin Mercurio
June 30th	Enroute documents (DI, GEC, IAA, IB, ICA, PE, SB, TF, IAA) will be cancelled at 7:00 p.m.	Any documents that have not been finalized (if the status say "enroute" or "saved" then it is not final) will be cancelled by 7:00 and will need to be resubmitted and use the drop down to select the appropriate fiscal year.	Campus Services	Erin Mercurio
June 30th	Closeout 53xxxxx State Project accounts that have a June 30, 2017 end date	All transactions must be posted for projects ending June 30, 2017 or other accruals given to OSP Accounting Tech	Sponsored Programs	Laura Streit

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Deadline	Summary	Explanation	Responsible Department	Department Contact
June 30th	Gifts of Equipment sent to Property by 4:00 p.m.	All June GIK should be turned in to Property Management in order to create an asset record in the CAM database for FY17.	Property	Debra Ellison
June 30th	Telecom Posts FY17 expense	Uploads for Telecom will post today.	KFS Operations	Kimberly McCarthy
July 1st -7th	All travel documents submitted with a trip end date in FY17 will need to be properly accrued.	All documents will not be approved until the accrual document is submitted and final. The accrual document number will need to be added to the notes and attachments tab.	Travel	Grant Polzer
July 1st	A/R, Purchasing, and Cash Receipt documents post in new year	Accounts Receivable, Purchasing, and Cash Receipt documents created July 1st or later will post in new year	A/R & Procurement	Barb Gustison & Farrah Bustamante
July 1st	First day TR in state travel documents for FY18 can be created in KFS	The first day to create Travel Reimbursements (TR) for FY18.	Travel	Grant Polzer
July 3rd	Vista Plus reports available for campus	The reports can be found in Vista and are as of the previous day.	Campus Services	Erin Mercurio
July 3rd	Inventory Certificates by noon	The final inventory certificates will need to be submitted to Campus Services by noon on this day. The form is located at <a href="http://busfin.colostate.edu/forms.aspx">http://busfin.colostate.edu/forms.aspx</a> under the Accounting Misc. section.	Campus Services	Erin Mercurio
July 5th	Invoices to Accounts Payable by 12:00 p.m.	These invoices will be used to initiate Payment Requests (deadline to enter is July 7 at noon).	A/P	Grant Polzer
July 5th	DVs created and approved (including petty cash reimbursements) & DV receipts attached to the document to A/P by 12:00 p.m.	Expense will post to account in FY17 if DV received by deadline.	A/P	Grant Polzer
July 5th	Hourly Payroll posts to KFS (PPE 6/23)	Hourly payroll will posts to KFS for PPE June 23, 2017. This will be the last PPE that will post to the FY17.	Payroll	Paul Grisdale
July 6th	Non-college areas complete input to Budget Construction	Each non-college entity on campus must finalize and reconcile their budgets to the control numbers they received from the Budget Office 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.	Budget	Travis Webb & Cheyenne Hall

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Deadline	Summary	Explanation	Responsible Department	Department Contact
July 6th	Final Collector & Enterprise Feeds by 6:00 p.m.	This is service billing feeds (not the Service Billing document) from various areas such as Mail Service, ACNS, Facilities, etc.	KFS Operations	Kimberly McCarthy
July 6th	All Internal Billing and Service Billing Documents for FY17 must be submitted and approved in KFS by 7:00 p.m.	All Internal Billing and Service Billing Documents must be submitted and approved in KFS by 7:00 p.m.	Campus Services	Erin Mercurio
July 7th	PCard reallocations & approvals (transaction date <= June 30) by 7:00 p.m.	PCard reallocations & approvals (transaction date <= June 30)	Procurement Services	Kellie Rainwater
July 7th	Sweep all unapproved FY17 PCard documents to FY18 after 7:00 p.m.	Sweep all unapproved FY17 PCard documents to FY17 after 7:00 p.m.	Procurement Services	Kellie Rainwater
July 7th	Final Labor Redistributions (PPDA) & Payroll transactions by 3:00 p.m.	Final Labor Redistributions (Prior Period Distribution Adjustment) and Payroll transactions are due by 3:00 p.m.	Payroll	Paul Grisdale
July 7th	At noon, KFS input for FY17 submitted and approved (AD, AV, BA, DI, GEC, IAA, ICA, ND, PE, TF)	This is the last day to submit documents related to year-end. After this date and time all documents automatically default to the next fiscal year and the drop-down option is no longer available.	Campus Services	Erin Mercurio
July 7th	By noon, clear continuation accounts and credit card clearing	All continuation accounts (200xxxx) need to have a \$0.00 balance in all objects codes in the account, and all accounts with credit card clearing (object code 6684) need to have a \$0.00 balance by noon.	Campus Services	Erin Mercurio
July 7th	By noon, 21/22 account deficits covered	Accounts beginning with a 21 or a 22 that are in deficit for FY14 need to have their deficits covered by noon.	Campus Services	Erin Mercurio
July 7th	Accounts Payable completes processing of PREQ's and DV's for FY17 by 7:00 p.m.	Payment Request entries completed today; expense hits account immediately upon submission of PREQ even though it routes to FO for final approval. DV's awaiting A/P approval completed today.	A/P	Grant Polzer
July 10th	Encumbrance carryforward to FY18	Encumbrances that were not closed in FY17, will be carryforward into FY18.	Campus Services	Erin Mercurio
July 10th	Vista Plus reports available for campus	The reports can be found in Vista and are as of the previous day.	Campus Services	Erin Mercurio
July 11th	Period 13 prorates will post to FY17 (this excludes prorates based on dollar amounts)	Period 13 prorates will post to FY17. This excludes any prorates that are a set amount.	Campus Services	Erin Mercurio

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Deadline	Summary	Explanation	Responsible Department	Department Contact
July 13th	College areas & agencies complete input to Budget Construction	Each college along with PVM, Experiment Station, CSU Extension and CSFS must finalize and reconcile their budgets to the control numbers they received from the Budget Office 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.	Budget	Travis Webb & Cheyenne Hall
July 17th	Vista Plus reports available for campus	The reports can be found in Vista and are as of the previous day.	Campus Services	Erin Mercurio
July 24th	Vista Plus reports available for campus	FY17 Vista Plus reports available to campus.	Campus Services	Erin Mercurio
July 26th	Post cash reversion entries to FY17 for state accounts and selected other accounts	This is an automatic reversion that happens based on a field in the central administration tab of the account. If you have questions whether your account has a reversion number, contact your Campus Services Representative.	Campus Services	Erin Mercurio
July 27th	Official close of FY17 at 7:00 a.m.	This is the official close date of FY17 in Kualu.	KFS Operations	Kimberly McCarthy
July 27th	Load budgets from Budget Construction	The reconciled results of the Budget Construction budget process loads account level budgets into KFS creating beginning budgets each fiscal year.	Budget	Angie Nielsen, Debbie Smith, Travis Webb & Cheyenne Hall
July 27th	Balance forwards posted to FY18	Beginning Balances (FY17 ending balances) posted to FY18 in object code 3000.	KFS Operations	Kimberly McCarthy
July 28th	Post fund balance closeout to FY17 (nominal balances)	The ending fund balance for FY17 will post as the Beginning Balance (Object Code 3000) for FY18.	KFS Operations	Kimberly McCarthy
July 29th	Final FY 2017 ODS tables updated	The Final ODS tables will be updated and ready for use in various reporting tools such as Discoverer Plus, eThORITY, Vista, etc.	KFS Operations	Kimberly McCarthy
July 31st	July month-end close	This is the normal month close for FY17 for the month of July.	KFS Operations	Kimberly McCarthy
July 31st	Vista Plus reports available for campus (This is the last Vista Report for FY17)	FY17 Vista Plus reports available to campus.	Campus Services	Erin Mercurio

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Deadline	Summary	Explanation	Responsible Department	Department Contact
Aug 1st	End of Blackout period to open or close accounts ends	For Budget Construction related accounts, they can now be opened, closed, or edited. (Non-BC subfunds AEP, ARRA, BANK, BOG, BOGSF, CAP & CP, CONFER, DIRLN, ENDOW, FEDSFA, GOVTRF, LOANS, POOLED, PRESEN, SFSF, FRP, GIFT, INTLPR, SPONPR, SPWIP, WATER).	Campus Services	Erin Mercurio
Aug 1st	Vista Plus report for FY18 Period 1 available	FY18 Vista Plus report availbale to campus	Campus Services	Erin Mercurio
Aug 7th	Designated Future Commitments (DFCs) to Budgets by 4:00 p.m.	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 Budget Office annually.	Budget	Angie Nielsen