

FY18 Year End Dates Calendar

Deadline	Summary	Explanation	Responsible Department	Department Contact
April 2nd	First day requisitions for FY 2019 can be entered into the Kualu Financial System	Requisitions submitted for the next fiscal year must reference Year 2019. In the Kualu Requisition Document, select Year 2019 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 2018. FY19 Requisitions should not have payments processed against them until FY19.	Procurement Services	Farrah Bustamante
April 23rd	Requisitions for goods or services requiring competition expending this year's (FY18) remaining funds to Procurement Services	Requisitions for goods or services requiring competition (Documented Quote, Invitation for Bid) expending this year's (FY18) remaining funds	Procurement Services	Farrah Bustamante
May 7th	Requisitions for Open Purchase Orders & Service Purchase Orders next fiscal year (FY19)	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
May 21st	Requisitions for goods or services not requiring competition expending this year's (FY 2018) remaining funds to Procurement Services	Requisitions for goods or services not requiring competition, an approved purchase requisition must be received in Procurement Services no later than May 21, 2018	Procurement Services	Farrah Bustamante
June 1st	Deadline to order HP configure-to-order (CTO) (Special Order) Computers	An approved purchase requisition must be received in Procurement Services prior to May 31, 2018	Procurement Services	Farrah Bustamante
June 1st	All cancelled Special Course Fee Accounts (25xxxx) must be cleared of any balances	Special Course Fee accounts that have been cancelled for FY18 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 1st	Last day for new account requests to be submitted for Budget Construction 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 1st	Vista Plus reports available for campus	The reports can be found in Vista and are as of the previous day. Normal May month end.	Campus Services	Erin Mercurio
June 6th	Draft FY19 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 FY19 are released to each college and VP.	Budget	Angie Nielsen
June 6th	Changes to account attributes and close accounts no longer needed (Budget Construction 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. Blackout period for creating accounts needed for BC starts June 7th.	Campus Services	Erin Mercurio
June 8th	Petty Cash and Change Fund Confirmations	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 8th	Vista Plus reports available for campus	The reports can be found in Vista and are as of the previous day. Fiscal Period 12.	Campus Services	Erin Mercurio
June 12th	Hourly TCP (Time Clock Plus) Approvals for PPE 6/8 by 11:59 p.m.	TCP Approvals for hourly employees, with the Paid Period End (PPE) June 8, 2018 are due by 11:59 p.m.	Payroll	Pamela Pendleton
June 13th	Gift sub-fund transfer request forms by 4:00 p.m.	Final FY paper transfer requests need to be submitted	Sponsored Programs	Consuelo Jorge
June 13th	Final FY19 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 FY19 are released to each college and VP.	Budget	Angie Nielsen

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Deadline	Summary	Explanation	Responsible Department	Department Contact
June 14th	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 & Karen Kalahar
June 15th	"Ghost Card" airline tickets ordered for FY18 Travel	The last day to have ghost card expenses reflect in department accounts for FY18. If airfare tickets are purchased for FY19 travel the department is responsible for booking it as a prepaid expense.	Travel	Grant Polzer
June 15th	Vista Plus reports available for campus	The reports can be found in Vista and are as of the previous day. Fiscal Period 12.	Campus Services	Erin Mercurio
June 15th	Gifts of Equipment due to Advancement	Gifts of equipment and all non-cash donations due to Advancement	Property	Debra Ellison
June 18th	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 18th	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 18th to allow time for input and processing	A/R	Barb Gustison
June 19th	Hourly Payroll posts to KFS (PPE 6/8)	Hourly payroll will post to KFS for PPE June 08, 2018.	Payroll	Pamela Pendleton
June 22nd	June Salary posts to KFS	June salary will post to KFS.	Payroll	Pamela Pendleton
June 22nd	Vista Plus reports available for campus	The reports can be found in Vista and are as of the previous day. Fiscal Period 12.	Campus Services	Erin Mercurio
June 25th	Close accounts (Non-Budget Construction related) by 7:00 p.m.	Any non-budget construction related accounts that need to be closed for FY18 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

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Deadline	Summary	Explanation	Responsible Department	Department Contact
June 25th	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. This does not include updates to responsibility roles (i.e. Fiscal Officer, Account Manager and Account Supervisor)	Campus Services	Erin Mercurio
June 26th	Hourly TCP Approvals for PPE 6/22 by 11:59 p.m.	TCP Approvals for hourly employees, with the Paid Period End (PPE) June 22, 2018 are due by 11:59 p.m.	Payroll	Pamela Pendleton
June 28th	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 28th	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 29th	All travel documents with FY18 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 FY18 travel end date will be processed or accrued centrally and post to FY18. 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 29th	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 29nd	Vista Plus reports available for campus	The reports can be found in Vista and are as of the previous day. Fiscal Period 12.	Campus Services	Erin Mercurio
June 29th	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 29th	Cash Receipts & Advance Deposits created with funds delivered to Cashiers by 1:00 p.m.	CR and AD docs that are for FY18 need to be submitted and cash/checks/wire/ACH received by the Cashiers Office by 1pm on June 29th to allow time for all deposits to be processed.	Banking Services	Val Parker

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Deadline	Summary	Explanation	Responsible Department	Department Contact
June 29th	Internal Orders submitted, approved, supplied and final by 7:00 p.m.	Internal Order documents must be submitted, approved, supplied and final by this day. If it is not final by this day it will post in the next Fiscal Year.	Campus Services	Erin Mercurio
June 29th	Enroute documents (DI, GEC, IAA, IB, ICA, PE, SB, TF) will be disapproved at 7:00 p.m.	Documents (DI, GEC, IAA, IB, ICA, PE, SB, TF) that have not been finalized (if the status say "enroute" or "saved" then it is not final) will be disapproved 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 29th	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 FY18.	Property	Debra Ellison
June 29th	Last day for Telecom Uploads	Telecom Posts FY18 expense	KFS Operations	Kimberly McCarthy
June 29th	Clear deficits in Gift sub-fund accounts	Campus responsible to have all fund deficits cleared	Sponsored Programs	Consuelo Jorge
June 29th	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	Consuelo Jorge
June 29th	All salary clearing accounts related to Sponsored Projects need to have a \$0.00 balance by 3:00 p.m.	All transactions must be posted for projects ending June 29, 2018 or other accruals given to OSP Accounting Tech	Sponsored Programs	Laura Streit
June 30th -July 6th	All travel documents submitted with a trip end date in FY18 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	First day TR in state travel documents for FY19 can be created in KFS	The first day to create Travel Reimbursements (TR) for FY19.	Travel	Grant Polzer
July 2nd	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 2nd	Vista Plus reports available for campus	The reports can be found in Vista and are as of the previous day. Normal June month end.	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 http://busfin.colostate.edu/forms.aspx under the Accounting Misc. section.	Campus Services	Erin Mercurio

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Deadline	Summary	Explanation	Responsible Department	Department Contact
July 3rd	Hourly Payroll posts to KFS (PPE 6/22)	Hourly payroll will posts to KFS for PPE June 22, 2018. This will be the last PPE that will post to the FY18.	Payroll	Pamela Pendleton
July 3rd	DVs created and approved (including petty cash reimbursements) & DV receipts attached to the document for FY18 to A/P by noon.	Expense will post to account in FY19 if DV is not received by deadline.	A/P	Grant Polzer
July 5th	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 & Karen Kalahar
July 5th	PCard reallocations & approvals (transaction date <= June 30) by 7:00 p.m.	Final day to reallocate PCard transactions into the current fiscal year by 7:00 P.M.	Procurement Services	Kellie Rainwater
July 5th	Cutoff for PCARD (PCDO document) processing to FY2018.	Sweep all unapproved FY18 PCard documents to FY18 after 7:00 p.m.	KFS Operations	Kimberly McCarthy
July 3rd	Invoices to Accounts Payable by 12:00 p.m.	These invoices will be used to initiate Payment Requests (deadline to enter is July 6 at noon).	A/P	Grant Polzer
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 FY18 must be submitted and approved in KFS by noon.	All Internal Billing and Service Billing Documents must be submitted and approved in KFS by noon. Any that are not approved by this time will post in FY19.	Campus Services	Erin Mercurio
July 6th	Final Labor Redistributions (PPDA) & Payroll transactions to FY18 by 3:00 p.m.	Final Labor Redistributions (Prior Period Distribution Adjustment) and Payroll transactions are due by 3:00 p.m.	Payroll	Pamela Pendleton
July 6th	At noon, deadline for initiating FY18 documents (AD, AV, 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 6th	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

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Deadline	Summary	Explanation	Responsible Department	Department Contact
July 6th	By noon, 21/22 account deficits covered	Accounts beginning with a 21 or a 22 that are in deficit for FY18 need to have their deficits covered by noon or updated billing rates to recover the deficit.	Campus Services	Erin Mercurio
July 6th	Accounts Payable completes processing of PREQ's and DV's for FY18 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 6th	Vista Plus reports available for campus	The reports can be found in Vista and are as of the previous day. Fiscal Period 13.	Campus Services	Erin Mercurio
July 9th	Encumbrance carryforward to FY19	Encumbrances that were not closed in FY18, will be carryforward into FY19.	Campus Services	Erin Mercurio
July 11th	Period 13 prorates based on percentage will post to FY18, but this is not applicable to prorates with set dollar amount.	Period 13 prorates will run the evening of July 10th and will posts in KFS for FY18 on July 11th. This excludes any prorates that are a set dollar amount.	Campus Services	Erin Mercurio
July 12th	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 & Karen Kalahar
July 13th	Vista Plus reports available for campus	The reports can be found in Vista and are as of the previous day. Fiscal Period 13.	Campus Services	Erin Mercurio
July 20th	Vista Plus reports available for campus	The reports can be found in Vista and are as of the previous day. Fiscal Period 13.	Campus Services	Erin Mercurio
July 25th	Post cash reversion entries to FY18 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 26th	Official close of FY18 at 7:00 a.m.	This is the official close date of FY18 in Kualii.	KFS Operations	Kimberly McCarthy
July 26th	Load FY19 budgets from Budget Construction to KFS	The reconciled results of the Budget Construction budget process loads account level budgets into KFS creating beginning budgets each fiscal year.	Budget	Travis Webb & Karen Kalahar

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Deadline	Summary	Explanation	Responsible Department	Department Contact
July 27th	Balance forwards posted to FY19	Beginning Balances (FY18 ending balances) posted to FY19 in object code 3000.	KFS Operations	Kimberly McCarthy
July 27th	Vista Plus reports available for campus (This is the last Vista Report for FY18)	FY18 Vista Plus reports available to campus. Fiscal Period 13.	Campus Services	Erin Mercurio
July 28th	Post fund balance closeout to FY18 (nominal balances)	The ending fund balance for FY18 will post as the Beginning Balance (Object Code 3000) for FY19.	KFS Operations	Kimberly McCarthy
July 29th	Final FY 2018 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 FY19 for the month of July.	KFS Operations	Kimberly McCarthy
Aug 1st	End of Blackout period to open or close accounts	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 FY19 Period 1 available	FY19 Vista Plus report available to campus. Normal month end.	Campus Services	Erin Mercurio
Aug 6th	Designated Future Commitments (DFCs) requests to Office of Budgets	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