

## FY20 Year End Dates Calendar

Deadline	Summary	Explanation	Responsible Department	Department Contact
March 16th	First day requisitions for FY 2021 can be entered into the Kuali Financial System	Requisitions submitted for the next fiscal year must reference Year 2021. In the Kuali Requisition Document, select Year 2021 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 2020. FY21 Requisitions should not have payments processed against them until FY21.	Procurement Services	Farrah Bustamante
April 6th	Requisitions for goods or services requiring competition expending this year's (FY20) remaining funds to Procurement Services	Requisitions for goods or services requiring competition (Documented Quote, Invitation for Bid) expending this year's (FY20) remaining funds.	Procurement Services	Farrah Bustamante
April 10th	Establish new organizations and remapping accounts for FY 21	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.	Office of Budgets	Travis Webb
April 13th	Requisitions for Open Purchase Orders & Service Purchase Orders next fiscal year (FY21)	An approved requisition and any associated contract/agreement must be received in Procurement Services.	Procurement Services	Farrah Bustamante
May 4th	Requisitions for goods or services not requiring competition expending this year's (FY20) 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 4, 2020.	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 FY20 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	Kris King
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	Kris King
June 3rd	Last day for new account requests to be submitted for FY21 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, CONFER, DIRLN, ENDOW, FEDSFA, GOVTRF, LOANS, POOLED, PRESEN, SFSF, FRP, GIFT, INTLPR, SPONPR, SPWIP, WATER.	Office of Budgets	Travis Webb & Karen Kalahar
June 4th	Changes to account attributes (Budget Construction Only) by 7:00 p.m.	Any changes to existing budget construction accounts (i.e. expiration date) needs to be completed by this day. This is for all subfunds except AEP, ARRA, BANK, BOG, BOGSF, 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 5th.	Office of Budgets	Travis Webb & Karen Kalahar
June 4th	Begin Blackout Period to close FY20 accounts (Budget Construction Only) by 7:00 p.m.	Due to the process of Budget Construction, accounts cannot be closed after this date for all budget based accounts. The only exclusion are the following subfunds: AEP, ARRA, BANK, BOG, BOGSF, CONFER, DIRLN, ENDOW, FEDSFA, GOVTRF, LOANS, POOLED, PRESEN, SFSF, FRP, GIFT, INTLPR, SPONPR, SPWIP, WATER.	Office of Budgets	Travis Webb & Karen Kalahar
June 5th	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	Kris King
June 9th	Hourly TCP (Time Clock Plus) Approvals for PPE 6/5 by 11:59 p.m.	TCP Approvals for hourly employees, with the Paid Period End (PPE) June 5, 2020 are due by 11:59 p.m.	Payroll	hr_payroll@mail.colostate.edu
June 12th	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 12th	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 12th	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	Kris King

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June 15th	"Ghost Card" airline tickets ordered for FY20 Travel	The last day to have ghost card expenses reflect in department accounts for FY20. If airfare tickets are purchased for FY21 travel the department is responsible for booking it 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.	Office of Budgets	Travis Webb & Karen Kalahar
June 16th	Hourly Payroll posts to KFS (PPE 6/05)	Hourly payroll will post to KFS for PPE June 05, 2020.	Payroll	hr_payroll@mail.colostate.edu
June 17th	Draft FY21 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 FY21 are released to each college and VP.	Office of Budgets	Angie Nielsen
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	Suzanne Zimmerer
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 19th to allow time for input and processing.	A/R	Suzanne Zimmerer
June 19th	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	Kris King
June 22nd	Final FY21 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 FY21 are released to each college and VP.	Office of Budgets	Angie Nielsen
June 23rd	Hourly TCP Approvals for PPE 6/19 by 11:59 p.m.	TCP Approvals for hourly employees, with the Paid Period End (PPE) June 19, 2020 are due by 11:59 p.m.	Payroll	hr_payroll@mail.colostate.edu
June 24th	June Salary posts to KFS	June salary will post to KFS.	Payroll	hr_payroll@mail.colostate.edu
June 24th	Close accounts (Non-Budget Construction related) by 7:00 p.m.	Any non-budget construction related accounts that need to be closed for FY20 must be closed by this date. This is for only the following sub-funds AEP, ARRA, BANK, BOG, BOGSF, CONFER, DIRLN, ENDOW, FEDSFA, GOVTRF, LOANS, POOLED, PRESEN, SFSF, FRP, GIFT, INTLPR, SPONPR, SPWIP, WATER.	Office of Budgets	Travis Webb & Karen Kalahar
June 24th	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, 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).	Office of Budgets	Travis Webb & Karen Kalahar
June 26th	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	Kris King
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	Suzanne Zimmerer
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	Suzanne Zimmerer
June 30th	All travel documents with FY20 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 FY20 travel end date will be processed or accrued centrally and post to FY20. 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	Inventories counted	All inventories must be counted by this day. If you have questions regarding this count contact your Campus Services Representative.	Campus Services	Kris King
June 30th	Cash Receipts & Advance Deposits created with funds delivered to Cashiers by 1:00 p.m.	CR and AD docs that are for FY20 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. AD doc's to FY20 are only allowed if funds were received in June.	Banking Services	Val Parker

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Deadline	Summary	Explanation	Responsible Department	Department Contact
June 30th	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	Kris King
June 30th	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	Kris King
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 FY20.	Property	Debra Ellison
June 30th	Last day for Telecom Uploads	Telecom Posts FY20 expense.	KFS Operations	Kimberly McCarthy
June 30th	Clear deficits in Gift sub-fund accounts	Campus responsible to have all fund deficits cleared.	Sponsored Programs	Consuelo Jorge
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	Consuelo Jorge
June 30th	OSP State accounts ending June 30, 2020 or earlier	All transactions must be posted for projects ending June 30, 2020. Accruals for payroll not posted to FY20 or other expenses must be given to the OSP Accounting Tech by 3:00 PM on July 2nd. The OSP Accounting Tech should be contacting you also for a reminder.	Sponsored Programs	Laura Streit
June 30th	Hourly Payroll posts to KFS (PPE 6/19)	Hourly payroll will post to KFS for PPE June 19, 2020. This will be the last PPE that will post to the FY20.	Payroll	hr_payroll@mail.colostate.edu
July 1st	All travel documents submitted with a trip end date in FY20 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 FY21 can be created in KFS	The first day to create Travel Reimbursements (TR) for FY21.	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	Suzanne Zimmerer & Farrah Bustamante
July 1st	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	Kris King
July 1st - July 10th	Blackout period for closing /voiding Purchase order and Change Order.	Procurement will hold off on closing/ voiding PO's through Friday, July 10th.	Procurement Services	Farrah Bustamante
July 2nd	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/Resources/Forms.aspx">http://busfin.colostate.edu/Resources/Forms.aspx</a> under the Accounting Misc. section.	Campus Services	Kris King
July 6th	Invoices to Accounts Payable by 12:00 p.m.	These invoices will be used to initiate Payment Requests (deadline to enter is July 8 at noon).	A/P	Grant Polzer
July 6th	PCard reallocations & approvals (transaction date <= June 30) by 7:00 p.m.	Final day to reallocate PCard transactions for FY20 by 7:00 P.M.	Procurement Services	Kellie Rainwater
July 6th	Cutoff for PCARD (PCDO document) processing to FY2020.	Sweep all unapproved FY20 PCard documents (purchase date June 30 or prior) to FY2021.	KFS Operations	Kimberly McCarthy
July 7th	DVs created and approved (including petty cash reimbursements) & DV receipts attached to the document for FY20 to A/P by noon.	Expense will post to account in FY21 if DV is not received by this deadline.	A/P	Grant Polzer
July 7th	All Internal Billing and Service Billing Documents for FY20 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 FY21.	Campus Services	Kris King
July 7th	Final Labor Redistributions (PPDA) & Payroll transactions to FY20 by 3:00 p.m.	Final Labor Redistributions (Prior Period Distribution Adjustment) and Payroll transactions are due by 3:00 p.m.	Payroll	hr_payroll@mail.colostate.edu
July 7th	At noon, deadline for initiating FY20 documents (AD, AV, DI, GEC, IAA, ICA, ND, PE, TF).	This is the last day to submit documents related to FY20 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	Kris King
July 7th	By noon, clear continuation accounts, credit card clearing, and PayPal 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) and Paypal clearing (object code 6784) need to have a \$0.00 balance by noon.	Campus Services	Kris King
July 7th	By noon, 21/22 account deficits covered	Accounts beginning with a 21 or a 22 that are in deficit for FY20 need to have their deficits covered by noon or updated billing rates (approved by Campus Services) to recover the deficit.	Campus Services	Kris King

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Deadline	Summary	Explanation	Responsible Department	Department Contact
July 8th	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 8th	Accounts Payable completes processing of PREQ's and DV's for FY20 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 8th	Non-college areas to complete budget input into Budget Construction for FY21	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.	Office of Budgets	Travis Webb & Karen Kalahar
July 8th, 9th	Encumbrance carryforward to FY20 - run date (July 8th), post date (July 9th)	Encumbrances that were not closed in FY20, will be carryforward into FY21.	Campus Services	Kris King
July 10th	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	Kris King
July 10th	Period 13 prorates based on percentage will post to FY20 after the nightly run on July 10th. This is not applicable to prorates with set dollar amount.	Period 13 prorates will run the evening of July 10th and will post in KFS for FY20 on July 11th. This excludes any prorates that are a set dollar amount.	Campus Services	Kris King
July 15th	Submit Budget Adjustment document for FY20 at 12:00 PM (noon)	Deadline to submit Budget Adjustment document for FY20 at 12:00 PM (noon) for Colleges and units.	Office of Budgets	Travis Webb & Karen Kalahar
July 15th	Deadline for college areas and agencies to complete budget input into budget construction for FY21	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.	Office of Budgets	Travis Webb & Karen Kalahar
July 17th	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	Kris King
July 22nd	Post cash reversion entries to Period 13, FY20. Runs this night, posts the next night. Available in system to review July 24th.	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	Kris King
July 24th	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	Kris King
July 24th	Official close of FY20 at 7:00 a.m.	This is the official close date of FY20 in Quali.	KFS Operations	Kimberly McCarthy
July 28th	Final FY 2020 ODS tables updated	The Final ODS tables will be updated and ready for use in various reporting tools such as Discoverer Plus, Vista Plus, Webfocus, etc.	KFS Operations	Kimberly McCarthy
July 28th	FY21 Budget Construction loads to Quali	The reconciled results of the Budget Construction budget process loads account level budgets into KFS creating beginning budgets each fiscal year.	Office of Budgets	Travis Webb & Karen Kalahar
July 29th	Balance forwards posted to FY21	Beginning Balances (FY20 ending balances) posted to FY21 in object code 3000.	KFS Operations	Kimberly McCarthy
July 31st	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	Kris King
July 31st	July month-end close	This is the normal month close for FY21 for the month of July.	KFS Operations	Kimberly McCarthy
Aug 3rd	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, CONFER, DIRLN, ENDOW, FEDSFA, GOVTRF, LOANS, POOLED, PRESEN, SFSF, FRP, GIFT, INTLPR, SPONPR, SPWIP, WATER).	Office of Budgets	Angie Nielsen
Aug 3rd	Vista Plus report for FY21 Period 1 available	FY21 Vista Plus report available to campus. Normal month end.	Campus Services	Kris King
Aug 3rd	Submit Designated Future Commitment (DFC) forms for FY20 to FY 21	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.	Office of Budgets	Angie Nielsen

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Aug 7th	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	Kris King
Aug 14th	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	Kris King
Aug 21st	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	Kris King
Aug 28th	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	Kris King
Sept 1st	Vista Plus report for FY21 Period 2 available	FY21 Vista Plus report available to campus. Normal month end.	Campus Services	Kris King
Sept 4th	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	Kris King
Sept 11th	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	Kris King
Sept 18th	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	Kris King
Sept 25th	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	Kris King
Oct 1st	Vista Plus report for FY21 Period 3 available	FY21 Vista Plus report available to campus. Normal month end.	Campus Services	Kris King