

Important Deadlines for FY 2015 Year End

April 6 th	First day requisitions for FY16 can be entered in KFS
May 1 st	Requisitions for goods or services requiring competition to Procurement expending FY15 funds
May 11 th	Requisitions for Open Purchase Orders and Service Purchase Orders for FY16
May 18 th	First day to submit TA for FY16 travel
May 21 st	New departments or re-mapping existing accounts identified to Budgets
June 1 st	Requisitions for goods or services not requiring competition to Procurement expending FY15 funds
June 3 rd	All <i>Cancelled</i> Special Course Fee Accounts (25xxxxx) must be cleared of any balances
June 5 th	Vista Plus reports available for campus
June 5 th	New account requests submitted to support new year staffing (BC Only) by 7:00 p.m.
June 5 th	Submit changes to account attributes (BC Only)
June 8 th	Draft FY16 Budget Allocations to colleges & units
June 10 th	Changes to account attributes and close accounts no longer needed (BC Only) by 7:00 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 15 th	"Ghost Card" airline tickets ordered
June 15 th	Final FY16 Budget Allocations to colleges and units
June 16 th	Hourly Timesheets for PPE 6/12 by 4:00 p.m.
June 18 th	Budget Construction input process begins
June 19 th	Vista Plus reports available for campus
June 19 th	Hourly Payroll posts to KFS (PPE 6/12)
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 23 rd	Gifts of Equipment due to Advancement
June 24 th	June Salary posts to KFS
June 25 th	Submit Account Maintenance and Create documents (Non-BC related)
June 25 th	Close accounts (Non-BC related) by 7:00 p.m.
June 26 th	Vista Plus reports available for campus
June 29 th	TWARBUS & electronic uploads to student and commercial accounts by 4:00 p.m.
June 30 th	Approved DPSA/MPSA forms to Accounts Receivable by 4:00 p.m.
June 30 th	Clear deficits in Gift sub-fund accounts
June 30 th	Inventories counted
June 30 th	Cash Receipts & Advance Deposits created and funds delivered to Cashier's by 1:00 p.m.
June 30 th	Clear salary clearing (5394xxx) accounts by 3:00 pm
June 30 th	Work Order Authorizations submitted and approved (to be encumbered in FY15) by 7:00 p.m.
June 30 th	Internal Orders submitted, approved and supplied by 7:00 p.m.
June 30 th	Enroute documents (DI, GEC, IB, ICA, PE, SB, TF) will be cancelled at 7:00 p.m.

Important Deadlines for FY 2015 Year End

- June 30th Closeout 530xxxx State Project accounts that have a June 30, 2015 end date
- June 30th Gifts of equipment sent to Property Management by 4:00 p.m.
- June 30th Telecom posts FY15 expense
- June 30th Last day to use paper travel documents for trips with end date of June 30 or prior
- July 1st First day TR travel documents can be created in KFS; first day travel encumbrances will post
- July 1st A/R, Purchasing and Cash Receipts will post to new year
- July 1st Vista Plus reports available for campus
- July 2nd Petty Cash Confirmation by 4:00 p.m.
- July 2nd Travel documents with an end trip date of June 30th or prior to A/P by 4:00 p.m.
- July 2nd Invoices to Accounts Payable by 4:00 p.m.
- July 2nd Inventory Certificates by noon
- July 2nd DVs created and approved (including petty cash reimbursements) & DV receipts to A/P by 4:00 p.m.
- July 2nd Service and Maintenance payable information due to Accounts Payable by 4:00 p.m.
- July 3rd Vista Plus reports available for campus
- July 6th Hourly Payroll posts to KFS (PPE 6/26)
- July 7th Non-college areas complete input to Budget Construction
- July 7th Final Collector & Enterprise Feeds by 6:00 p.m.
- July 7th PCard reallocations & approvals (transaction date <= June 30) by 7:00 p.m.
- July 7th Sweep all unapproved FY15 PCard documents to FY16 after 7:00 p.m.
- July 7th Final Labor Redistributions (PPDA) & Payroll transactions by 3:00 p.m.
- July 7th Direct online KFS input for FY15 submitted and approved by 7:00 p.m. for Internal Billing and Service Billing Documents
- July 8th At noon, direct online KFS input for FY15 submitted and approved (AD, AV, BA, DI, GEC, ICA, ND, PE, TF)
- July 8th *By noon*, clear continuation accounts and credit card clearing
- July 8th *By noon*, 21/22 account deficits covered
- July 8th Accounts Payable completes processing of PREQ's and DV's for FY15 by 7:00 p.m.
- July 9th Encumbrance carryforward to FY16
- July 10th Vista Plus reports available for campus
- July 10th Period 13 prorates will post to FY15 (this excludes prorates based on dollar amounts)
- July 14th College areas & agencies complete input to Budget Construction
- July 17th Vista Plus reports available for campus
- July 24th Post cash reversion entries to FY16 for state accounts and selected other accounts
- July 24th Post fund balance closeout to FY15 (nominal balances)
- July 24th Vista Plus reports available for campus
- July 27th Official close of FY15 at 7:00 a.m.

Important Deadlines for FY 2015 Year End

July 27 th	Load budgets from Budget Construction
July 27 th	End of Blackout period to open or close accounts ends
July 28 th	Balance forwards posted to FY16
July 28 th	Final FY 2015 ODS tables updated
July 31 st	July month-end close
Aug 1 st	July month end Vista reports for campus
Aug 3 rd	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>.