

FY2015 Year-end Dates and Explanations

Deadline	Summary	Explanation	Responsible Department	Department Contact
April 6th	First day requisitions for FY 2016 can be entered into the Kualu Financial System	Requisitions submitted for the next fiscal year must reference Year 2016. In the Kualu Requisition Document, select Year 2016 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 2015.	Procurement Services	Farrah Bustamante Rick Tensley
May 1st	Requisitions for goods or services requiring competition expending this year's (FY15) remaining funds to Procurement Services	Requisitions for goods or services requiring competition (Documented Quote, Invitation for Bid) expending this year's (FY15) remaining funds	Procurement Services	Farrah Bustamante Rick Tensley
May 11th	Requisitions for Open Purchase Orders & Service Purchase Orders next fiscal year (FY16)	An approved requisition and any associated contract/agreement must be received in Procurement Services	Procurement Services	Farrah Bustamante Rick Tensley
May 18th	First day to submit TA for FY16 travel	FY16 travel will be submitted in KFS starting May 18th via the Travel Authorization document (TA), this is the pre-trip.	Travel	Terri Bedan
May 21st	New departments 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
June 1st	Requisitions for goods or services not requiring competition expending this year's (FY2015) 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 (FY2015) remaining funds	Procurement Services	Farrah Bustamante Rick Tensley
June 3rd	All Cancelled Special Course Fee Accounts (25xxxxx) must be cleared of any balances	Special Course Fee accounts that have been cancelled for FY16 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 5th	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	Submit changes to account attributes (BC Only)	Any changes to existing accounts (i.e. account responsibilities, expiration date, etc.) need 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 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 8th	Draft FY16 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 FY16 are released to each college and VP.	Budget	Angie Nielsen
June 10th	Changes to account attributes and close accounts no longer needed (BC Only) by 7:00 p.m.	Any changes to existing accounts (i.e. account responsibilities, expiration date, etc.) 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 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 transfer requests need to be submitted	Foundation	Laura Streit
June 15th	"Ghost Card" airline tickets ordered	The last day to have ghost card expenses reflect in department accounts for FY15	Travel	Terri Bedan

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June 15th	Final FY16 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 FY16 are released to each college and VP.	Budget	Angie Nielsen
June 16th	Hourly Timesheets for PPE 6/12 by 4:00 p.m.	Timesheets for hourly employees, with the Paid Period End (PPE) June 12, 2015 are due by 4:00 p.m.	Payroll	Paul Grisdale
June 18th	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, Debbie Smith, Rod Dunning
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 19th to allow time for input and processing	A/R	Barb Gustison
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	Hourly Payroll posts to KFS (PPE 6/12)	Hourly payroll will post to KFS for PPE June 12, 2015.	Payroll	Paul Grisdale
June 23rd	Gifts of Equipment due to Advancement	Gifts of equipment are due to Advancement	Property	Debra Ellison
June 24th	June Salary posts to KFS	June salary will post to KFS.	Payroll	Paul Grisdale
June 25th	Submit Account Maintenance and Create documents (Non-BC related)	Any changes to existing accounts (i.e. account responsibilities, expiration date, etc.) 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 25th	Close accounts (Non-BC related) by 7:00 p.m.	To close an existing account needs to be done 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

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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
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 and KFS Operations	Barb Gustison, John Swaro
June 30th	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	Clear deficits in Gift sub-fund accounts	Campus responsible to have all fund deficits cleared	Foundation	Laura Streit
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/delivered to Cashiers by 1:00 p.m.	CR and AD docs that are for FY15 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	Laura Streit
June 30th	Work Order Authorizations submitted and approved (to be encumbered in FY15) by 7:00 p.m.	All Work Order Authorizations are to be submitted and approved by 7:00 pm.	Facilities	Ginger Wright
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, IB, ICA, PE, SB, TF) 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	Last day to use paper travel documents for trips with end date of June 30 or prior	FY15 travel will use the adobe travel system, and FY16 travel will use the Kualu TEM Module.	Travel	Terri Bedan
June 30th	Closeout 530xxxx State Project accounts that have a June 30, 2015 end date	All transactions must be posted for projects ending June 30, 2015 or other accruals given to OSP Accounting Tech	Sponsored Programs	Laura Streit

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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 FY15.	Property	Debra Ellison
June 30th	Telecom Posts FY15 expense	Uploads for Telecom will post today.		
July 1st	A/R, Purchasing, and Cash Receipt post in new year	Accounts Receivable, Purchasing, and Cash Receipt done July 1st or later will post in new year.	A/R & Purchasing	
July 1st	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 1st	First day TR travel documents can be created in KFS; first day travel encumbrances will post	The first day to create Travel Reimbursements (TR), which is your post-trip document, in Quali. The Travel Authorization (TA), which is the pre-trip document, created July 1st or later, a travel encumbrance will book to 6050 until the TR is created and checked for final reimbursement. See Business and Financial Services website for Quali Travel Training documents for more information.	Travel	Terri Bedan
July 2nd	Petty Cash Confirmation by 4:00 p.m.	Every department/area that has a petty cash fund will get a confirmation letter stating that the balance in the petty cash account has been verified and is accurate and that letter must be signed by the assigned fund custodian and returned to the Cashiers Office.	Banking Services	Val Parker
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 http://busfin.colostate.edu/forms.aspx under the Accounting Misc. section.	Campus Services	Erin Mercurio
July 2nd	Travel documents with an end trip date of June 30th or prior to A/P by 4:00 p.m.	Travel expense will post to account in FY15; those received after the deadline will post to FY16.	Travel	Terri Bedan
July 2nd	DVs created and approved (including petty cash reimbursements) & DV receipts to A/P by 4:00 p.m.	Expense will post to account in FY15 if DV received by deadline.	A/P	Jackie Riba
July 2nd	Invoices to Accounts Payable by 4:00 p.m.	These invoices will be used to initiate Payment Requests (deadline to enter these is July 8 at noon).	A/P	Jackie Riba

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July 2nd	Service and Maintenance payable info to Accounts Payable by 4:00 p.m.	Campus should notify AP if they want these to reflect in their account for FY15.	A/P	Jackie Riba
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 6th	Hourly Payroll posts to KFS (PPE 6/26)	Hourly payroll will posts to KFS for PPE June 26, 2015.	Payroll	Paul Grisdale
July 7th	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 7th	PCard reallocations & approvals (transaction date <= June 30) by 7:00 p.m.	PCard reallocations & approvals (transaction date <= June 30)	Procurement Services	Farrah Bustamante
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	Direct online KFS input for FY15 submitted and approved by 7:00 p.m. for Internal Billing and Service Billing Documents	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	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, Debbie Smith, Rod Dunning
July 7th	Sweep all unapproved FY15 PCard documents to FY16 after 7:00 p.m.	Sweep all unapproved FY15 PCard documents to FY16 after 7:00 p.m.	Procurement Services	Farrah Bustamante
July 8th	At noon, direct online KFS input for FY15 submitted and approved (AD, AV, BA, DI, GEC, IB, ICA, ND, PE, SB, 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 not longer available.	Campus Services	Erin Mercurio
July 8th	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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July 8th	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 8th	Accounts Payable completes processing of PREQ's and DV's for FY15 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	Jackie Riba
July 9th	Encumbrance carryforward to FY16	Encumbrances that were not closed in FY15, will be carryforward into FY16.	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 10th	Period 13 prorates will post to FY15 (this excludes prorates based on dollar amounts)	Period 13 prorates will post to FY15. This excludes any prorates that are a set amount.	Campus Services	Erin Mercurio
July 14th	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, Debbie Smith, Rod Dunning
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	Post cash reversion entries to FY16 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 24th	Vista Plus reports available for campus	FY15 Vista Plus reports available to campus.		
July 24th	Post fund balance closeout to FY15 (nominal balances)	The ending fund balance for FY15 will post as the Beginning Balance (Object Code 3000) for FY16.	KFS Operations	Kimberly McCarthy
July 27th	Official close of FY15 at 7:00 a.m.	This is the official close date of FY15 in Kualu.	KFS Operations	Kimberly McCarthy

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July 27th	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
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	Travis Webb
July 28th	Balance forwards posted to FY16	Beginning Balances (FY15 ending balances) posted to FY16 in object code 3000.	KFS Operations	Kimberly McCarthy
July 28th	Final FY 2015 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 FY16 for the month of July.	KFS Operations	Kimberly McCarthy
Aug 1st	July month end Vista reports for campus	The reports can be found in Vista and are as of the previous day.	Campus Services	Erin Mercurio
Aug 3rd	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