

Master Calendar - CSU CSUP Fiscal Year End 2025 - Revised 5/15/25

Date	Time	Item Description	Explanation	Responsible Area	Responsible Area Contact
Monday, March 10, 2025		First day requisitions can be initiated for FY2026	Requisitions submitted for the next fiscal year (FY) must reference Year 2026. In the Kuali Requisition, select Year 2026 from the drop-down menu under the Document Overview tab (Financial Document Detail). Failure to do so may result in an encumbrance for FY2025.	Procurement Services	Farrah Bustamante - Procurement
Monday, March 31, 2025		Requisitions requiring competition expending this year's (FY25) remaining funds	Procurements <u>greater than \$100,000</u> . Competition is Documented Quote, Invitation for Bid and valid Notice of Proposed Sole Source. No Request for Proposals.	Procurement Services	Farrah Bustamante - Procurement
Monday, March 31, 2025		Requisitions for Open Purchase Orders & Service Purchase Orders for next fiscal year (FY26).	Service Purchase Orders include equipment maintenance/service, software maintenance/renewals, etc. Include any associated contract/vendor agreement/order form on requisition.	Procurement Services	Farrah Bustamante - Procurement
Friday, April 25, 2025		Order standard lead-time products with or without installations	MillerKnoll and Workplace Resources	Procurement Services	Farrah Bustamante - Procurement
Monday, April 28, 2025		Requisitions NOT requiring competition expending this year's (FY25) remaining funds.	Requisitions for goods or services NOT requiring competition, an approved purchase requisition must be in Procurement Services no later than this day. Procurements <u>less than \$100,000</u> .	Procurement Services	Farrah Bustamante - Procurement
Wednesday, April 30, 2025		Fort Collins and Pueblo - Deadline to notify Budgets of reorganization / department title / account remapping changes for new FY (FY26).	Submit requests for new departments, mergers of existing departments, or department name changes needed for next 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 New Department or Department Changes on the Office of Budgets website.	Office of Budgets	Analia Endrizzi & Kate Dominguez - CO Office of Budgets Chris Fendrich - PB Office of Budgets Kris King - Campus Services
Friday, May 9, 2025		Order Quick-Ship Products requiring install - delivered to CR	MillerKnoll and Workplace Resources	Procurement Services	Farrah Bustamante - Procurement
Thursday, May 15, 2025		Extend Expiration Date on 5394xx Salary Clearing (Budget Load only) accounts	Used for Budget Load purposes only. No actual payroll expenses on these accounts. As departments begin working on budget load, they need the expiration extended on these accounts.	Office of Sponsored Programs	Kim Brendsel - OSP
Friday, May 16, 2025		Order Quick-Ship Products NOT requiring install - delivered to CR	MillerKnoll and Workplace Resources	Procurement Services	Farrah Bustamante - Procurement
Friday, May 16, 2025	7:00 PM	Begin "blackout" period for EXPIRING and CLOSING accounts in sub-funds that participate in the Budget Load process. New accounts can be opened as long as they are not needed for Budget Load. Blackout period ends July 31.	<p>During the blackout period, do not expire and/or close accounts within Sub Funds that participate in the Budget Load process. Closing or expiring these accounts after Budget System is open causes problems with Budget Load.</p> <p>This includes sub-funds: ATHLET, AUX, CONTED, COURSE, CSFS, EG, EXPRHM, EXPRMC, EXPSTA, EXTAGR, EXTEEN, EXTR, EXTREF, EXTRRR, EXTRSL, GENOP, HEAFOR, ONLPL, PVM, PVMFED, PVMLRP, PVMSTA, RARSP, STUORG, WILDMT and the corresponding CSUP sub-funds with a "1" in front.</p> <p>Account responsibility changes can be made during the blackout period because it does not affect Budget load.</p>	Office of Budgets and BFS - Campus Services	Analia Endrizzi & Kate Dominguez - CO Office of Budgets Chris Fendrich - PB Office of Budgets Kris King - Campus Services

Date	Time	Item Description	Explanation	Responsible Area	Responsible Area Contact
Friday, May 16, 2025	7:00 PM	Last day for Campus Services and Budgets Office to approve new FY26 accounts, sub accounts, and sub objects for new FY Budget Load only accounts. All Account Maintenance documents to change existing attributes on budget load accounts also need to be final. NOTE: Account responsibility is not a part of this black out.	Account create and maintenance tab on Account Document. Sub-account and sub-object create and maintenance. Accts and sub-accts used in budget input. This includes sub-funds: ATHLET, AUX, CONTED, COURSE, CSFS, EG, EXPRHM, EXPRMC, EXPSTA, EXTAGR, EXTN, EXTR, EXTREF, EXTRRR, EXTRSL, GENOP, HEAFOR, ONLPL, PVM, PVMFED, PVMLRP, PVMSTA, RARSP, STUORG, WILDMT and the corresponding CSUP sub-funds with a "1" in front. Any new account, sub-account, and sub-object code requests need to be approved and in a FINAL status by this date. This is for all budget-based sub-fund accounts or sub-funds that use Budget System.	Office of Budgets, Campus Services, Cost Accounting, and FRA	Analia Endrizzi & Kate Dominguez - CO Office of Budgets Chris Fendrich - PB Office of Budgets Kris King - Campus Services Cheri Richardson - Cost Accounting FRA - bfs_fra@mail.colostate.edu
Friday, May 16, 2025	7:00 PM	Last day for BFS, OSP, and Budget Office to initiate and approve account maintenance documents for FY26	ACCT docs must be approved by BFS, OSP and Budget Office for FY26	BFS, OSP, and Office of Budgets	BFS, OSP, and Office of Budgets
Monday, May 26, 2025		Memorial Day Holiday			
Tuesday, May 27, 2025		Hourly Payroll posts to KFS (PPE 5/16)		Payroll	Payroll - Jacqueline Derrick Herl and Matthew Miller
Thursday, May 29, 2025		Budget Office will communicate new Org Structures for the coming year to campus	Budget Office will communicate new Org Structures for the coming year to campus	Office of Budgets	Analia Endrizzi - CO Office of Budgets
Monday, June 2, 2025		FY26 Budget System ready for full budget input	Budget System ready for authorized users on campus to load budgets for the coming year. Deadline: Non-College Areas: June 18th College Areas & Agencies: June 30th	Office of Budgets	Analia Endrizzi & Kate Dominguez- CO Office of Budgets Chris Fendrich- PB Office of Budgets
Monday, June 2, 2025		Automatic Purchase Orders (APO) can be initiated for next fiscal year (FY26).	APOs \$10,000 or less. Requests will route directly to the vendor. They will NOT stop in Procurement Services.	Procurement Services	Farrah Bustamante - Procurement
Monday, June 2, 2025		All canceled Special Course Fee accounts must be cleared of balances in June.	Special Course Fee accounts that have been canceled for FY25 need to have their fund balance cleared and the account closed. If there are outstanding receivables on the account, it cannot be closed until they are received.	Campus Services	Kris King - Campus Services
Monday, June 2, 2025		Vista Plus reports available for campus.	The reports can be found in Vista Plus and are as of the previous day. Normal May month end - FP11 FY25 Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Tuesday, June 3, 2025	11:59 PM	Hourly TCP Approvals for PPE 5/30 by 11:59 PM	TCP Approvals for hourly employees, with the Pay Period End (PPE) May 30, 2025 are due by 11:59 PM	Payroll	Payroll - Jacqueline Derrick Herl and Matthew Miller
Friday, June 6, 2025		Vista Plus reports available for campus.	The reports in Vista Plus are as of the previous day. FP12 FY25 Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Monday, June 9, 2025	8:00 AM	Hourly Payroll posts to KFS (PPE 5/30)		Payroll	Payroll - Jacqueline Derrick Herl and Matthew Miller
Monday, June 9, 2025	4:00 PM	Gift Sub-fund transfer request forms submitted to the CSU Foundation by 4:00 PM	Final FY transfer requests need to be submitted to the CSU Foundation @csuf_billing@colostate.edu by this deadline to transfer funds from the Foundation to the 64 GIFT accounts.	CSU Foundation	csuf_billing@colostate.edu
Friday, June 13, 2025		Petty Cash and Change fund confirmations	Every department/area that has a petty cash or change fund will receive a confirmation request. The request must be responded to by the fund custodian confirming the balance has been verified and is accurate.	Banking Services	Val Parker - Banking Services
Friday, June 13, 2025		Gifts of equipment and all non-cash donations due to CSU Foundation	Campus to notify CSU Foundation of all equipment and non-cash donations by this day.	CSU Foundation	Terilyn Larson - CSUF Susie Pagnotta - PB Debra Ellison - Property

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Friday, June 13, 2025		Vista Plus reports available for campus.	The reports in Vista Plus are as of the previous day. FP12 FY25 Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Monday, June 16, 2025	4:00 PM	Unapproved DPSA forms to be submitted to Accounts Receivable by 4:00 PM	Unapproved DPSA forms need to be to A/R by this day and time to allow time for routing and approval.	Accounts Receivable	Suzanne Zimmerer & Angie Offord - A/R
Monday, June 16, 2025	4:00 PM	ARIES load sheets need to be submitted to Accounts Receivable by 4:00 PM	Departments sending their ARIES load sheets to A/R to upload need to have them in by this day and time to allow time for input and processing.	Accounts Receivable	Suzanne Zimmerer & Angie Offord - A/R
Tuesday, June 17, 2025	10:00 AM	Hourly TCP Approvals for PPE 6/13 by 10:00 AM	TCP Approvals for hourly employees, with the Pay Period End (PPE) June13, 2025 are due by 10:00 AM	Payroll	Payroll - Jacqueline Derrick Herl and Matthew Miller
Tuesday, June 17, 2025		Campus last day to submit non-Budget Load account maintenance documents. This includes accounts that need to be closed in FY25 as well as updating account attributes on existing accounts.	Any edits to non-Budget Load accounts (including expiration date), need to be submitted by this day. We want all ACCT docs to be FINAL by 6/30/25 Updates to responsibility roles can still be made.	Campus	All
Tuesday, June 17, 2025		"GHOST" card airline tickets ordered for FY25 travel	The last day to have "GHOST" card expenses reflect in department accounts for FY25. If "GHOST" card airline tickets are ordered after this date, they may not be in the June service billing. If not included in the June service billing, the department will need to accrue for this expense. Airfare purchased for FY26 travel and billed in FY25 will need to be accrued as a Prepaid expense (OC1740) by the department in FY25.	Travel	Ashley Meyer - Travel
Wednesday, June 18, 2025	5:00PM	Deadline for Non-College areas to complete budget input into Budget System (Questica) for FY26	All Non-College areas must finalize and reconcile their budgets to the control numbers they received from the Office of Budgets by this date.	Office of Budgets and campus Budget Load Coordinators	Analia Endrizzi & Kate Dominguez - CO Office of Budgets Chris Fendrich - PB Office of Budgets
Thursday, June 19, 2025					
Friday, June 20, 2025		Vista Plus reports available for campus.	The reports in Vista Plus are as of the previous day. FP12 FY25 Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Monday, June 23, 2025	8:00 AM	Hourly Payroll posts to KFS (PPE 6/13)		Payroll	Payroll - Jacqueline Derrick Herl and Matthew Miller
Monday, June 23, 2025		System generated emails will go to initiators and approvers for ENROUTE documents that need to be approved before June 30th at 7:00 PM (DI, GLT, IB, ICA, PE, SB and TF)	System generated emails will go to approvers for ENROUTE documents that need to be approved before 7:00 PM on 6/30/25 to avoid the document being disapproved by the system. Campus Services will not be sending additional emails to initiators to monitor their ENROUTE document route logs and to have them contact the approvers to ensure the document is fully approved before 7:00 PM on June 30th. It is the responsibility of the document initiator to track their documents to ensure they are fully approved prior to 7:00 PM on June 30th.	Campus Services	Kris King - Campus Services
Wednesday, June 25, 2025		CSU - June 30th payroll posts to KFS	June salary for CO posts to KFS	Payroll	Payroll - Jacqueline Derrick Herl and Matthew Miller
Wednesday, June 25, 2025		Laboratory Animal Resources (LAR) FP12 billing charges	LAR will submit nightly upload to KFS for (5/21 - 6/20) billing cycle to post to FP12 FY25	LAR	Diana Collins - LAR
Wednesday, June 25, 2025	4:00 PM	TWARBUS uploads to student and commercial accounts must be done by 4:00 PM	Departments that bill through TWARBUS need to have their batches submitted by 4:00 PM	Accounts Receivable	Suzanne Zimmerer & Angie Offord - A/R
Wednesday, June 25, 2025	4:30 PM	Approved DPSA forms to Accounts Receivable by 4:30 PM	Approved forms returned to Accounts Receivable by 4:30 PM	Accounts Receivable	Suzanne Zimmerer & Angie Offord - A/R

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Friday, June 27, 2025		Vista Plus reports available for campus.	The reports in Vista Plus are as of the previous day. FP12 FY25 Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Monday, June 30, 2025		Dropdown available for new FY26 Budget Adjustment (BA) entries. Used for Kuali Research	Set parameter SOURCE FISCAL YEAR (This shouldn't be visible for all campus, just SPONSOR people need this. Date can be flexible, whenever needed)	Office of Budgets	Analia Endrizzi & Kate Dominguez - CO Office of Budgets Chris Fendrich - PB Office of Budgets
Monday, June 30, 2025		Year end inventory counts must be complete (regardless of being selected or not selected by Campus Services for a test count)	All inventories must be counted by this day for the year end valuation. Note that if your inventory account was not selected by Campus Services to do a test count, you are still responsible for conducting an inventory count for year end. Contact your Campus Services representative if you have questions about this.	Campus Services	Kris King - Campus Services
Monday, June 30, 2025		Clear deficits in GIFT sub-fund accounts	Campus is responsible for having all GIFT sub-fund account deficits cleared by June 28th. NOTE: Any necessary PPDA must be initiated in time for them to route for approvals and post prior to the payroll PPDA FY25 cut-off on July 3rd at 3:00 PM .	Campus and CSU Foundation	csuf_billing@colostate.edu
Monday, June 30, 2025		OSP State accounts ending June 30, 2025 or prior must have all transactions posted	All transactions must be posted for State of Colorado accounts ending June 30, 2025 or prior. Accruals for payroll or other expenses not posted in FY25 must be initiated by the Department and fully routed and approved by this date. The OSP Financial Research Administrators will contact department Fiscal Officers with their list of State accounts. NOTE: Any necessary PPDA must be initiated in time for them to route for approvals and post prior to the payroll PPDA FY25 cut-off on July 3rd at 3:00 PM .	OSP & campus	Chelo Jorge - OSP
Monday, June 30, 2025	Noon	Asset Edit and retirement documents final for campus	All asset edits need to be final by 06/30	Property	Debra Ellison or Rachel Drenth - Property
Monday, June 30, 2025	Noon	Gifts of equipment or other tangible gifts (Gifts in Kind) sent to Property Management by Noon	All Gift in Kind paperwork needs to be turned in to Property Management in order to create an asset record in the CAM database in FY25.	Property	Debra Ellison - Property
Monday, June 30, 2025	Noon	All travel documents with travel end dates thru 6/30/25 need to be approved by the submitting dept and in the Travel dept Action List by 12:00 PM	TR's received by the Travel Desk with travel end dates thru 6/30/25 will be processed or accrued centrally and posted to FY25 if in the Travel Action List by 12:00 PM. All documents received by Travel after this day and time which have FY25 travel dates (7/1/24 - 6/30/25) must be accrued by the department (by July 8th). The accrual document # should be added to the Notes on the Travel Reimbursement document.	Travel	Ashley Meyer - Travel
Monday, June 30, 2025	1:00 PM	Cash Receipts (CRs) and Advance Deposits (ADs) created with funds delivered to Cashier's Office by 1:00 PM	CR and AD docs that are for FY25 need to be submitted and the cash/checks/wires/ACH received by the Cashier's Office by 1:00 PM on June 30th to allow time for all deposits to be processed. AD docs for FY25 are only allowed if the funds were received by CSU on or before June 30th.	Banking Services	Val Parker - Banking Services
Monday, June 30, 2025	3:00 PM	Review and clear OSP (5394xxx) salary clearing accounts being used for budget construction by 3:00 PM	The 5394xxx accounts are used for budget construction only and should not have actuals in them. The accounts must be cleared by 3:00PM. NOTE: Any necessary PPDA must be initiated in time for them to route for approvals and post prior to the payroll PPDA FY25 cut-off on July 3rd at 3:00 PM .	OSP & campus	Kim Brendsel - OSP
Monday, June 30, 2025	3:00 PM	Review and clear salary clearing (1694xxx) accounts by 3:00 PM	Any salary clearing accounts (1694xxx) need to have a zero balance by 3:00 PM. NOTE: Any necessary PPDA must be initiated in time for them to route for approvals and post prior to the payroll PPDA FY25 cut-off on July 3rd at 3:00 PM .	Campus	1694xxx Fiscal Officers
Monday, June 30, 2025	5:00 PM	Deadline for College areas and Agencies to complete budget input into Budget System (Questica) for FY26.	All College areas and Agencies must finalize and reconcile their budgets to the control numbers they received from the Office of Budgets by this date.	Office of Budgets and campus Budget Load Coordinators	Analia Endrizzi & Kate Dominguez - CO Office of Budgets Chris Fendrich - PB Office of Budgets
Monday, June 30, 2025	7:00 PM	Last day for BFS, OSP, and Budget Office to initiate and approve account maintenance documents for FY25	ACCT docs must be approved by BFS, OSP and Budget Office for FY25	BFS, OSP, and Office of Budgets	BFS, OSP, and Office of Budgets
Monday, June 30, 2025	7:00 PM	Period 12 close	Month end close with all AJV/prorate cycles (1-4) running (includes 53 revenue recognition) against period 12. Generate reports to campus.	KFS Operations	John Swaro & Grant Polzer - KFS Ops

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Monday, June 30, 2025	7:00 PM	ENROUTE and SAVED documents will be disapproved at 7:00 PM	Documents (DI, GLT, IB, ICA, PE, SB, and TF) that have not been finalized (status of FINAL or PROCESSED), before 7:00 PM will be automatically disapproved and will need to be resubmitted and use the drop down to select the appropriate fiscal year.	KFS Operations, BFS - Campus Services	John Swaro & Grant Polzer - KFS Ops Kris King - Campus Services
Monday, June 30, 2025	7:00 PM	Internal Orders (IOs) submitted, approved and supplied and FINAL by 7:00 PM	Internal Order documents must be submitted, approved, supplied and FINAL by 7:00 PM to post in FY25. If not, it will post in the next FY.	Campus	All
Monday, June 30, 2025	7:00 PM	Electronic uploads (CLTR) feeds must uploaded to KFS prior to 7:00 PM for FP12 FY25	These are the automatic Service Billing feeds (not the Service Billing document) from Mail Service, Telecom, ACNS, Facilities, etc.	Collector Feed Areas	Various
7/1/25 - 7/12/25		Blackout period. No PO closing or voiding.	Procurement will hold off on closing/voiding POs until after 7/12/25.	Procurement Services	Farrah Bustamante - Procurement
Tuesday, July 1, 2025		FP13 FY25 opens and FP01 FY26 opens.	The following documents will have a Fiscal Year drop down option available to select FP13 FY25 or FP01 FY26: AV/AD/DI/DV/GLT/JV//IB/SB/ICA/ND/PE/TF NOTE: Please pay attention to which Fiscal Period option you select so that your document goes to the correct Fiscal Year!	All	All
Tuesday, July 1, 2025		Cash Receipt docs created 7/1/25 and beyond will post in FY26	Cash Receipt (CR) documents created July 1st or later will post in FY26	Banking Services	Val Parker - Banking Services
Tuesday, July 1, 2025		Changes for existing ORGs complete. Begin using new accounts created for new year FY26.	Budget Office and KFS Ops complete this early in the day. No action needed by campus.	Office of Budgets & KFS Ops	Analia Endrizzi - CO Office of Budgets Chris Fendrich - PB Office of Budgets
Tuesday, July 1, 2025		PCard transactions dated July 1, 2025 or later will auto post to FY26. Departments need to accrue back to FY25 if the expense was incurred in FY25.	PCard transactions dated July 1st or later will automatically post to FY26. Departments need to accrue transactions to FY25 if they were incurred in FY25 (the items were received on or before June 30th).	Procurement Services and all	Kellie Rainwater - Procurement
Tuesday, July 1, 2025	10:00 AM	Hourly TCP Approvals for PPE 6/27 by 10:00 AM	TCP Approvals for hourly employees, with the Pay Period End (PPE) June 27, 2025 are due by 10:00 AM	Payroll	Payroll - Jacqueline Derrick Herl and Matthew Miller
Tuesday, July 1, 2025		First day TR docs for trip begin dates of 7/1/25 or after can be created in KFS	First day Travel Reimbursement (TR) docs can be submitted in KFS for travel begin dates of 7/1/25 or after.	Travel and campus	Ashley Meyer - Travel
Tuesday, July 1, 2025		Credit Card Drafts will post to FP13 FY25	One day of Credit Card Clearing / Drafts will be posted to FP13 FY25. It is possible additional transactions will need to be accrued from Credit Card Clearing OC6684 by the departments. If monies have not been received from the bank for sales on or before 6/30/25, the department should accrue the amount to OC1439 - Credit Card Delay Receivable by creating an Accrual Voucher with an auto reversal date in mid-July 2025 and with a Debit to OC1439 and a Credit to OC6684 so that OC6684 will have a zero balance at year end.	Banking Services Campus Services	Val Parker - Banking Services Kris King - Campus Services
Tuesday, July 1, 2025	6:00 PM	Laboratory Animal Resources (LAR) billing charges in FP13	LAR will submit nightly upload for 6/21 - 6/30 billing charges. Charges will go to FP13 FY25.	LAR	Diana Collins - LAR
Tuesday, July 1, 2025		Vista Plus reports available for campus.	Normal month end reports for FP12 FY25. Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Wednesday, July 2, 2025	10:00 AM	Last day campus can request a Quick Pay for FY25.	Quick Pay requests for FY25 need to be submitted to Payroll by 10:00 AM on this day.	Payroll and all	Payroll - Jacqueline Derrick Herl and Matthew Miller
Thursday, July 3, 2025	3:00 PM	Final day for payroll Prior Period Distribution Adjustments (PPDA) to FY25.	Final Labor Redistributions (Prior Period Distribution Adjustment) and Payroll transactions are due by 3:00 p.m.	Payroll and all	Payroll - Jacqueline Derrick Herl and Matthew Miller
Friday, July 4, 2025		July 4th Holiday	CSU HOLIDAY	All	
Monday, July 7, 2025		Payroll "Dead" Day	No Quick Pay process will run today	Payroll	Payroll - Jacqueline Derrick Herl and Matthew Miller

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Monday, July 7, 2025		System generated emails will go to initiators and approvers for ENROUTE documents for FP13 FY25 that need to be approved before 7/11/25 at 7:00 PM (DI, GLT, IB, ICA, PE, SB and TF)	System generated emails will go to approvers for ENROUTE documents for FY13 FY25 that need to be approved before 7:00 PM on 7/11/25. Campus Services will <u>not</u> be sending additional emails to initiators to monitor their ENROUTE document route logs and to have them contact the approvers to ensure the document is fully approved before 7:00 PM on 7/11/25. It is the responsibility of the document initiator to track their documents to ensure they are fully approved prior to 7:00 PM on 7/11/25.	Campus Services	Kris King - Campus Services
Monday, July 7, 2025		June Treasury Interest post to accounts for FP13 FY25	Treasury Interest earned on June average balances will post to designated accounts in FP13 FY25 using OC4405.	Banking Services	Val Parker - Banking Services
Monday, July 7, 2025	10:00 AM	Deadline to submit invoices to A/P for FY25 PREQs. Deadline to submit DV's for FY25. After this, campus will still see dropdown but no documents should be submitted using FY25 after this deadline.	DVs and PREQs created, approved, receipts/invoices attached, and in A/P queue (including petty cash reimbursements) for FY25. If not received by this deadline, the expense will post to FP01 FY26. Any invoice dates for PREQs that are dated June 30th or prior, will automatically post to FY25. The FP13 FY25 option will still be available in the document drop down; however, it should not be used after this deadline. All DVs should be FY26 after this deadline.	Accounts Payable	Ashley Meyer - A/P
Monday, July 7, 2025		Vista Plus reports available for campus.	Reports are as of the previous day for FP13 FY25. Reports will load throughout the day.	BFS - FSS	Steven Dove - FSS
Monday, July 7, 2025		Hourly Payroll posted to KFS	PPE June 27th - Posts to FP01 of the new year. BFS FRA and CSUP BFS will accrue the FY25 portion of payroll back to FP13 FY25.	Payroll	Payroll - Jacqueline Derrick Herl and Matthew Miller PB - Catherine Chavez
Monday, July 7, 2025	7:00 PM	Final day for PCard reallocations & approvals for transactions dated on or before 6/30/25.	Final day to reallocate PCard transactions to FY25 by 7:00 PM. All unapproved PCARD transactions at 7:00 PM with transaction dates of June 30th or prior, will be swept to FY25 to the PCard holder's default account and OC.	Procurement Services and all	Kellie Rainwater - Procurement
Tuesday, July 8, 2025	4:00 PM	Campus deadline to zero out: Continuation accounts (all OCs) Credit Card Clearing OC6684 PayPal Clearing OC6784 RamCard Clearing OC6694 Expense Clearing OC6695 All OC16xxs OC1761 Bookstore IDV Clearing OC6711 (PB only)	Campus deadline to clear out the following accounts and Object Codes so they are a zero balance: Continuation accts (200xxxx) in all OCs CC Clearing OC6684 PayPal Clearing OC6784 RamCard Clearing OC6694 Expense Clearing OC6695 All OC16xxs OC1761 Bookstore IDV Clearing OC6711 (PB only) Please note that if a PPDA is needed to clear a Continuation account (200xxxx), the deadline for PPDAs is July 3rd at 3:00 PM .	Campus and Campus Services	All Kris King - Campus Services
Tuesday, July 8, 2025	4:00 PM	All 21 RECHAR and 22 GENOP account deficits need to be cleared by this deadline.	All 21xxxx RECHAR and all 22xxxx GENOP account deficits need to be cleared by this deadline. If a deficit cannot be cleared the department must submit a plan to clear the deficit to Campus Services to be approved by Campus Services and the Controller. Please note that if a PPDA is needed to clear a RECHAR or GENOP account, the deadline for PPDAs is July 3rd at 3:00 PM .	Campus and Campus Services	All Kris King - Campus Services
Tuesday, July 8, 2025	4:00 PM	Campus deadline for submitting & non-central approving of FY25 Year End documents (yearend versions of AV/AD/DI/GLT/ICA/ND/PE/TF/IB/SB)	This is the deadline for campus to SUBMIT documents for FY25 . After this deadline, the documents will no longer have the FP13 FY25 drop down option for Campus to use.	Campus	All
Tuesday, July 8, 2025	4:00 PM	Inventory adjustment entry deadline to clear the Inventory Contra OCs (1585, 1590-1597, and 1599).	Entries for final FY25 year end inventory adjustments must be submitted and non-central approved by this date and time. The Inventory Contra OCs (1585, 1590-1597, and 1599) must be cleared to zero.	Campus	All who have inventory

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Tuesday, July 8, 2025	4:00 PM	All Internal Billing (IB) and Service Billing (SB) documents for FY25 must be submitted and fully approved in KFS by 4:00 PM (the FY25 dropdown will be removed)	All Internal Billing (IB) and Service Billing (SB) documents the FY25 option will be removed from the drop down.	KFS Operations	John Swaro & Grant Polzer - KFS Ops
Tuesday, July 8, 2025	4:00 PM	Deadline for colleges and units to SUBMIT Budget Adjustment (BA) documents for FY25 by 4 PM.	Deadline to SUBMIT BAs by colleges and units for FY25.	Office of Budgets and all	Analia Endrizzi & Kate Dominguez - CO Office of Budgets
					Chris Fendrich - PB Office of Budgets
Tuesday, July 8, 2025	5:00 PM	Final processing of DV's by A/P for FY25.	A/P completes processing of DVs for FY25	Accounts Payable	Ashley Meyer - A/P
Tuesday, July 8, 2025	5:00 PM	Final processing of PREQ's by A/P for FY25.	A/P completes processing of PREQs for FY25 Set post back period parameter.	Accounts Payable	Ashley Meyer - A/P
Wednesday, July 9, 2025	Noon	Inventory Certificates are due in Campus Services by noon.	Final Inventory Certificates for FY25 are due in Campus Services by noon. The form must be submitted with the final FY25 inventory report and the balance listed in the form must match the amount in Kuali and the final balance on the inventory report. The form is located in the Accounting Miscellaneous section at: http://busfin.colostate.edu/Resources/Forms.aspx	Campus and Campus Services	All Kris King - Campus Services
Wednesday, July 9, 2025	Noon	Non-cash donations (Gifts in Kind) recorded by University Advancement between July 1 and July 8, 2025. Paperwork due to Property Management by noon.	This is for non-cash donations recorded by University Advancement between July 1 and July 8, 2025. These need to be to BFS Property and FRA by noon on this day so to allow time for entry to KFS by the end of the day.	University Advancement BFS Property	Pamela Eppler & Chloe Bergstrand - UA Debra Ellison - Property
Wednesday, July 9, 2025	6:00 PM	Cutoff for uploads to KFS for FP13 FY25	Last day for any feeds to prior year. Please don't wait until this day to put feeds thru, but this is the final cutoff.	KFS Operations	John Swaro & Grant Polzer - KFS Ops
Thursday, July 10, 2025	7:00 PM	Deadline for emergency uploads to KFS. Any bad feeds cannot be put back through on 07/11/25 due to prorates running.	Uploads BFS Cutoff 5:30 PM, Online 7:00 PM	KFS Operations	John Swaro & Grant Polzer - KFS Ops
Friday, July 11, 2025		Encumbrance forward posts to GL.	Encumbrances post to GL in FY26	KFS Operations	John Swaro & Grant Polzer - KFS Ops
Friday, July 11, 2025	8:00 AM	Accounts Payable Open Subcontract PO report to OSP for accrual entry today.	Accounts Payable will provide the report to OSP by 8:00AM	Accounts Payable and OSP	Ashley Meyer - A/P Ben Egolf - OSP
Friday, July 11, 2025		Thru final close....During the closing process authorization must be obtained before making an entry that affects another area. All areas impacted by your entry must review and approve them ahead of time.		BFS	BFS
Friday, July 11, 2025		Procurement can start voiding/closing PO's.	End black out on Purchase Order closures and voids	Procurement Services	Farrah Bustamante - Procurement
Friday, July 11, 2025		Vista Plus reports available for campus.	Reports are as of the previous day for FP13 FY25. Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Friday, July 11, 2025	After 7:00 PM	FP13 automatic journal entries (AJV - prorates) job runs. These will post and be available for view on the next business day.	Run AJV/prorates all cycles (1-4); (including 53 revenue recognition) against FP13. AJV/Prorates based on dollar amount will NOT run. (Sets not running - EE, EF, EN, FA, FF, FB)	KFS Operations	John Swaro & Grant Polzer - KFS Ops
Saturday, July 12, 2025		FP13 FY25 AJV prorates posted from night before and available to view in GL.	FP13 FY25 percentage based prorates are posted to GL	KFS Operations	John Swaro & Grant Polzer - KFS Ops

Date	Time	Item Description	Explanation	Responsible Area	Responsible Area Contact
Monday, July 14, 2025	7:00 PM	OSP Subcontract payable accrual entered and FINAL by 7:00PM today.	OSP will enter the accrual to the OSP Control Accounts so the entry can be FINAL by 7:00PM	Sponsored Programs	Ben Egolf - OSP
Wednesday, July 16, 2025	7:00 PM	OSP and PB deadline to zero out Continuation accounts related to SPONPR & 1SPONP	Needs to be done after the FY25 AJV's post	Sponsored Programs	Chelo Jorge - OSP CO Cynthia Decker - PB Sponsored Programs
Friday, July 18, 2025		Vista Plus reports available for campus.	Reports are as of the previous day for FP13 FY25. Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Friday, July 18, 2025	7:00 PM	A/R deadline to initiate & approve Year End documents.		KFS Operations	John Swaro & Grant Polzer - KFS Ops
Friday, July 18, 2025	7:00 PM	Treasury, Sponsored Programs and Campus Services, deadline to initiate & approve Year-end documents.	Role, CampusServiceReviewer (10121 Initiate Document); Role SponsoredProgramReviewer,CS will let KFS Ops know who will be in PB group.	KFS Operations	John Swaro & Grant Polzer - KFS Ops
Friday, July 25, 2025		Vista Plus reports available for campus.	Reports are as of the previous day for FP13 FY25. Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Saturday, July 26, 2025		Cash Reversion entries are posted to KFS GL	This is an automatic Cash Reversion that happens based on a field in the Central Administration tab of the account. If you have questions whether your account has a Cash Reversion number, contact your Campus Services representative.	KFS Operations & Campus Services	KFS Operations & Campus Services
Saturday, July 26, 2025		Nominal revenue/expense to Fund Balance entry is posted to KFS GL	The system will automatically close all Revenue and Expense to Fund Balance for FY25.	KFS Operations & Campus Services	KFS Operations & Campus Services
Monday, July 28, 2025		FY26 Budget loads to Financial System (KFS)	The reconciled results of the budget input for FY26 loads account level budgets into KFS creating beginning budget.	Office of Budgets	Office of Budgets Chris Fendrich - PB Office of Budgets
Tuesday, July 29, 2025		Official close of FP13 FY25	This is the official close date of FY25 in KFS.	KFS Operations	John Swaro & Grant Polzer - KFS Ops
Tuesday, July 29, 2025		Balance Forward Entries post to KFS GL		KFS Operations	John Swaro & Grant Polzer - KFS Ops
Tuesday, July 29, 2025		Final FY25 ODS tables loaded	The final ODS tables for FY25 will be uploaded and ready for use in various reporting tools such as Discoverer Plus, Vista Plus, WebFocus, etc.	KFS Operations & ODS	John Swaro & Grant Polzer - KFS Ops
Thursday, July 31, 2025		End of Blackout period to open, close or edit accounts related to Budget Load	ACCT docs for budget load accounts can now be opened, closed, or edited.	All	All
Thursday, July 31, 2025	7:00 PM	FP01 FY26 - July month-end close.	This is the normal month end close for July.	KFS Operations and all	John Swaro & Grant Polzer - KFS Ops
Thursday, July 31, 2025		Vista Plus reports available for campus.	Reports are as of the previous day for FP13 FY25. Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Friday, August 1, 2025		FY26 BA document start to be approved	Campus can now enter BAs for FY26.	Office of Budgets	Office of Budgets Chris Fendrich - PB Office of Budgets
Friday, August 1, 2025		Vista Plus reports available for campus.	This is the normal month end reports for FP01 FY26. Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Friday, August 8, 2025		Vista Plus reports available for campus.	Reports are as of the previous day for FP13 FY25. Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Friday, August 15, 2025		Vista Plus reports available for campus.	Reports are as of the previous day for FP13 FY25. Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Friday, August 22, 2025		Vista Plus reports available for campus.	Reports are as of the previous day for FP13 FY25. Reports will load throughout the day.	Campus Services	Kris King - Campus Services

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Friday, August 29, 2025		Vista Plus reports available for campus.	Reports are as of the previous day for FP13 FY25. Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Friday, September 5, 2025		Vista Plus reports available for campus.	Reports are as of the previous day for FP13 FY25. Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Friday, September 12, 2025		Vista Plus reports available for campus.	Reports are as of the previous day for FP13 FY25. Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Friday, September 19, 2025		Vista Plus reports available for campus.	Reports are as of the previous day for FP13 FY25. Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Friday, September 26, 2025		Vista Plus reports available for campus.	Reports are as of the previous day for FP13 FY25. Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Friday, October 3, 2025		Vista Plus reports available for campus.	Reports are as of the previous day for FP13 FY25. Reports will load throughout the day.	Campus Services	Kris King - Campus Services