

Revised CSU Fiscal Year End 2023 - Campus Calendar

Date	Time	Item Description	Explanation	Responsible Area	Responsible Area Contact
Friday, March 10, 2023		First day requisitions can be initiated for FY24	Requisitions submitted for the next FY must reference Year 2024. In the Quali Requisition, select Year 2024 from the drop-down menu under the Document Overview tab (Financial Document Detail). Failure to do so may result in an encumbrance for FY23. FY24 Requisitions should not have payments process against them until FY24.	Procurement Services	Farrah Bustamante
Friday, March 31, 2023		Order standard lead-time products with or without installations	Herman Miller and Workplace Resources	Procurement Services	Farrah Bustamante
Monday, April 3, 2023		Requisitions requiring competition expending this year's (FY23) remaining funds	Procurements greater than \$50,000. Competition is Documented Quote, Invitation for Bid and valid Notice of Proposed Sole Source. No Request for Proposals.	Procurement Services	Farrah Bustamante
Monday, April 17, 2023		Requisitions for Open Purchase Orders & Service Purchase Orders for next fiscal year (FY24).	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
Friday, April 21, 2023		Order Quick-Ship Products requiring install	Herman Miller and Workplace Resources	Procurement Services	Farrah Bustamante
Friday, April 28, 2023		Fort Collins and Pueblo campus deadline to notify Budgets of reorganization/department title/account remapping changes for new FY (FY24).	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 - CSU B.O.
Monday, May 1, 2023		Requisitions <u>NOT</u> requiring competition expending this year's (FY23) 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 less than \$50,000.	Procurement Services	Farrah Bustamante
Monday, May 15, 2023		Extend Expiration Date on 5394xx Salary Clearing (Budget Construction only) accounts	Used for Budget Construction purposes only. No actual payroll expenses on these accounts. As departments begin working on budget construction, they need the expiration extended on these accounts.	Office of Sponsored Programs	Kim Brendsel
Friday, May 19, 2023		Order Quick-Ship Products <u>NOT</u> requiring install - delivered to CR	Herman Miller and Workplace Resources	Procurement Services	Farrah Bustamante
Tuesday, May 30, 2023		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
Tuesday, May 30, 2023		Hourly Payroll posts to KFS (PPE 5/19)		Payroll	Kaly McKenna

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Tuesday, May 30, 2023	10:00-11:00 AM	YE Open Forum for Campus	Microsoft Teams Meeting	BFS multiple areas, OSP, Office of Budgets, Payroll, Procurement	Kris King - Campus Services
Thursday, June 1, 2023		Last day for Campus Services and Budgets to approve the new FY24 accounts, sub accounts, and sub objects for new FY Budget Construction (BC) only accounts. All Account Maintenance documents to change existing attributes on BC accounts also need to be final. NOTE: Account responsibility and expiration date 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 BC. This includes sub-funds: ATHLET, AUX, CONTED, COURSE, CSFS, EG, EXPRHM, EXPRMC, EXPSTA, EXTAGR, EXTEN, EXTR, EXTREF, EXTRRR, EXTRSL, GENOP, HEAFOR, ONLPL, PVM, PVMFED, PVMLRP, PVMSTA, RARSP, SPONPR, 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 Construction.	Office of Budgets, Campus Services, Cost Accounting, and FRA	Analia Endrizzi & Jenn Thorland - Office of Budgets Kris King - Campus Services Cheri Richardson - Cost Accounting Sue Vander Vliet - FRA
Friday, June 2, 2023	7:00 PM	Begin "blackout" period for CLOSING accounts in specific sub-funds. New accounts can be opened as long as they are not needed for Budget Construction (BC). Blackout period ends July 31. Note: Account responsibility and expiration date is not part of the black out.	During the blackout period, do not close budget-based accounts or accounts that use Budget Construction. Closing these accounts after Budget Construction Genesis causes problems with BC. This includes sub-funds: ATHLET, AUX, CONTED, COURSE, CSFS, EG, EXPRHM, EXPRMC, EXPSTA, EXTAGR, EXTEN, EXTR, EXTREF, EXTRRR, EXTRSL, GENOP, HEAFOR, ONLPL, PVM, PVMFED, PVMLRP, PVMSTA, RARSP, SPONPR, STUORG, WILDMT and the corresponding CSUP sub-funds with a "1" in front.	Office of Budgets, BFS Campus Services	Analia Endrizzi & Jenn Thorland - Office of Budgets Kris King - Campus Services
Friday, June 2, 2023		All canceled Special Course Fee accounts must be cleared of any balances in June.	Special Course Fee accounts that have been canceled for FY23 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
Friday, June 2, 2023		FY23 Vista Plus reports available for campus. They will load to Vista Plus throughout the day.	The reports can be found in Vista Plus and are as of the previous day. Normal May month end - FP11 FY23	Campus Services	Kris King
Monday, June 5, 2023		Automatic Purchase Orders (APO) can be initiated for next fiscal year (FY24).	APOs \$10,000 or less. Requests will route directly to the vendor. They will NOT stop in Procurement Services.	Procurement Services	Farrah Bustamante
Tuesday, June 6, 2023	11:59 PM	Hourly TCP Approvals for PPE 6/2 by 11:59 PM	TCP Approvals for hourly employees, with the Pay Period End (PPE) June 2, 2023 are due by 11:59 PM	Payroll	Kaly McKenna
Friday, June 9, 2023		Petty Cash and Change fund confirmations	Every department/area that has a petty cash or change fund will receive a confirmation letter from the Cashier's Office. The letter must be signed by the fund custodian confirming the balance has been verified and is accurate, and then returned to the Cashier's Office.	Banking Services	Val Parker
Friday, June 9, 2023		FY23 reports available in Vista Plus. They will load to Vista Plus throughout the day.	The reports in Vista Plus are as of the previous day. FP12 FY23	Campus Services	Kris King

Date	Time	Item Description	Explanation	Responsible Area	Responsible Area Contact
Monday, June 12, 2023	4:00 PM	Gift Sub-fund transfer request forms submitted to OSP by 4:00 PM	Final FY transfer requests need to be submitted to Office of Sponsored Programs by this deadline to transfer funds from the Foundation to the 64 GIFT accounts.	Sponsored Programs	Kim Brendsel
Tuesday, June 13, 2023	8:00 AM	Hourly Payroll posts to KFS (PPE 6/2)		Payroll	Kaly McKenna
Tuesday, June 13, 2023		Draft FY24 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 FY24 are released to each college and VP.	Office of Budgets	Angie Nielsen
Wednesday, June 14, 2023		Gifts of equipment and all non-cash donations due to Advancement	Campus to notify Advancement of all equipment and non-cash donations by this day.	Advancement	Pamela Eppler and Chloe Bergstrand
Thursday, June 15, 2023		"GHOST" card airline tickets ordered for FY23 travel	The last day to have "GHOST" card expenses reflect in department accounts for FY23. If airfare tickets are purchased for FY24 travel, the department is responsible for recording it as a Prepaid expense (OC1740)	Travel	Ashley Meyer
Friday, June 16, 2023	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 and Angie Offord
Friday, June 16, 2023	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 and Angie Offord
Friday, June 16, 2023		FY23 reports available in Vista Plus. Reports will load to Vista Plus throughout the day.	The reports in Vista Plus are as of the previous day. FP12 FY23	Campus Services	Kris King
Tuesday, June 20, 2023	11:59 PM	Hourly TCP Approvals for PPE 6/16 by 11:59 p.m.	TCP Approvals for hourly employees, with the Pay Period End (PPE) June 16, 2023 are due by 11:59 p.m.	Payroll	Kaly McKenna
Tuesday, June 20, 2023		CO - June 30th payroll posts to KFS	June salary for CO posts to KFS	Payroll	Kaly McKenna
Tuesday, June 20, 2023		Final FY24 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 FY24 are released to each college and VP.	Office of Budgets	Angie Nielsen
Wednesday, June 21, 2023		Campus last day to submit non-Budget Construction account maintenance documents. This includes accounts that need to be closed in FY23 as well as updating account attributes on existing accounts. NOTE: Changes to responsibility roles can still be made.	Any edits to non-Budget Construction accounts (including expiration date), need to be submitted by this day. Updates to responsibility roles can still be made. <i>Note: FRA may need to push this date in order to close project accounts.</i>	Campus	All
Friday, June 23, 2023		FY23 reports available in Vista Plus. Reports will load to Vista Plus throughout the day.	The reports in Vista Plus are as of the previous day. FP12 FY23	Campus Services	Kris King
Monday, June 26, 2023		FY24 Budget Construction input process begins - KFS account level details developed.	BC opened up to specified users on campus to build budget for the coming year	Office of Budgets	Jenn Thorland / Analia Endrizzi
Monday, June 26, 2023		Laboratory Animal Resources (LAR) FP12 billing charges	LAR will submit nightly upload to KFS for (5/21 - 6/20) billing cycle	LAR	Diana Collins

Date	Time	Item Description	Explanation	Responsible Area	Responsible Area Contact
Wednesday, June 28, 2023	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 and Angie Offord
Thursday, June 29, 2023		Campus Services to begin watching ENROUTE documents and follow-up with campus to get them approved before June 30th at 7:00 PM (DI, GLT, IB, ICA, PE, SB and TF)	Campus Services will contact document 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	Campus Services	Kris King
Thursday, June 29, 2023	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 and Angie Offord
Friday, June 30, 2023 (moved from 7/3/2023)	10:00 AM	Last day campus can request a Quick Pay for FY23.	Quick Pay requests for FY23 need to be submitted to Payroll by 10:00 AM on this day.	Payroll and all	Kaly McKenna
Friday, June 30, 2023 (moved from 7/3/2023)	3:00 PM	Final day for payroll Prior Period Distribution Adjustments (PPDA) to FY23.	Final Labor Redistributions (Prior Period Distribution Adjustment) and Payroll transactions are due by 3:00 p.m.	Payroll and all	Kaly McKenna
Friday, June 30, 2023		Inventory counts complete	All inventories must be counted by this day. Contact your Campus Services representative if you have questions about this.	Campus Services	Kris King
Friday, June 30, 2023		Clear deficits in GIFT sub-fund accounts	Campus is responsible for having all GIFT sub-fund account deficits cleared by June 30th. Any necessary PPDAs must be initiated in time for them to route for approvals and post prior to the payroll FY23 cut-off (July 3rd at 3:00 PM)	Campus, OSP and Payroll	Kim Brendsel - OSP Kaly McKenna - Payroll
Friday, June 30, 2023		OSP State accounts ending June 30, 2023 or prior	All transactions must be posted for State of Colorado accounts ending June 30, 2023 or prior. Accruals for payroll or other expenses not posted in FY23 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.	OSP & campus	Chelo Jorge - OSP
Friday, June 30, 2023	Noon	Electronic EACR's need to be in the Property Office by noon.	All EACR's unapproved by the department will be deleted and will need to be re-entered in the new FY.	Property	Debra Ellison or Rachel Drenth
Friday, June 30, 2023	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 FY23 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 FY23 are only allowed if the funds were received in June.	Banking Services	Val Parker
Friday, June 30, 2023	3:00 PM	Review and clear salary clearing (1694xxx) & OSP (5394xxx) accounts by 3:00 PM	Any salary clearing accounts (1694xxx) need to have a zero balance by 3:00 PM. The 5394xxx accounts are used for budget only and should not have actuals in them.	OSP & campus	Kim Brendsel - OSP
Friday, June 30, 2023	4:00 PM	All travel documents with FY23 end date need to be approved by the submitting department and in the Travel Department's queue by 4:00 PM	TR's received by the Travel Desk with an FY23 travel end date will be processed or accrued centrally and posted to FY23. All documents received by Travel after this day and time will need to be accrued by the campus department and the accrual document # added to the Notes on the travel document.	Travel	Ashley Meyer
Friday, June 30, 2023	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 FY23.	Property	Debra Ellison
Friday, June 30, 2023		Electronic uploads (CLTR) feeds must uploaded to KFS prior to 7:00 PM for FP12 FY23	These are the automatic Service Billing feeds (not the Service Billing document) from Mail Service, Telecom, ACNS, Facilities, etc.	Collector Feed Areas	Various
Friday, June 30, 2023	7:00 PM	Last day for BFS, OSP and Budgets to initiate and approve account maintenance documents for FY23		BFS, OSP and Office of Budgets	BFS, OSP and Office of Budgets

Date	Time	Item Description	Explanation	Responsible Area	Responsible Area Contact
Friday, June 30, 2023	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 FY23. If not, it will post in the next FY.	Campus	All
Friday, June 30, 2023	7:00 PM	Enroute 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	Grant Polzer, John Swaro and Kris King
Friday, June 30, 2023	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	
Saturday, July 1, 2023 - Wednesday, July 12, 2023		Black Out Period on Purchase Orders	No Purchase Order closures or voids. Procurement will hold off on closing/voiding POs until Wednesday, July 12, 2023.	Procurement Services	Farrah Bustamante
Saturday, July 1, 2023		Purchasing docs post in new FY (FY24)	Purchasing documents created July 1st or later will post in new FY (FY24)	Purchasing	Farrah Bustamante
Saturday, July 1, 2023		Cash Receipt docs created 7/1/23 and beyond will post in new FY (FY24)	Cash Receipt (CR) documents created July 1st or later will post in FY24	Banking Services	Val Parker - Banking Services
Monday, July 3, 2023		FP13 opened, documents posting to FY23 yearend versions of AV/AD/DI/DV/GLT/JV/IB/SB/ICA/ND/PE/TF. All other documents post to FP01 of FY24.		KFS Operations	
Monday, July 3, 2023		FP13 opens for FY23 and FP01 opens for FY24.	The following documents will have a Fiscal Year drop down option available to select FP13 FY23 or FP01 FY24: AV/AD/DI/DV/GLT/JV/IB/SB/ICA/ND/PE/TF and CAM documents AA/AT/MPAY.	All	All
Monday, July 3, 2023		Changes for existing orgs are now in place. Begin using new accounts created for new year FY24.	Budget Office and KFS Ops completes this early in the day. No action needed by campus.	Office of Budgets & KFS Ops	Analia Endrizzi
Monday, July 3, 2023		All travel documents submitted with a trip end date in FY23 need to be properly accrued.	Documents will not be approved until the accrual document is submitted and final. The accrual document # must be added to the Notes and Attachments tab of the travel doc.	Travel and campus	Ashley Meyer
Monday, July 3, 2023		First day TR docs for trip end dates in FY24 can be created in KFS	First day Travel Reimbursement (TR) docs can be submitted in KFS for travel end dates in FY24	Travel and campus	Ashley Meyer
Tuesday, July 4, 2023		July 4th Holiday	CSU HOLIDAY	All	
Wednesday, July 5, 2023 (moved from 7/3/23)		Credit Card Drafts will post to FP13 FY23	One day of Credit Card Clearing / Drafts will be posted to FP13 FY23. 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 6/30/23, 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 2023 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
Wednesday, July 5, 2023 (moved from 7/3/23)	Noon	Inventory Certificates are due in Campus Services by noon.	Final Inventory Certificates for FY23 are due in Campus Services by noon. The form must be submitted with the final FY23 inventory report and the balance listed in the form must match the amount in Kualii. The form is located in the Accounting Miscellaneous section at: http://busfin.colostate.edu/Resources/Forms.aspx	Campus Services and campus	Kris King

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Wednesday, July 5, 2023 (moved from 7/3/23)		Begin follow up with Campus on ENROUTE documents for FP13 FY23	Campus Services will follow-up with document initiators on all ENROUTE and SAVED documents for FP13 FY23	Campus Services	Kris King
Wednesday, July 5, 2023 (moved from 7/3/23)		FY23 FP12 Vista Plus reports available for campus. Reports will load to Vista Plus throughout the day.	Reports are as of the previous day. Normal June month end. FP12 FY23	Campus Services	Kris King
Wednesday, July 5, 2023		Payroll "Dead" Day	No Quick Pay process will run today	Payroll	Kaly McKenna
Wednesday, July 5, 2023		June Treasury Interest post to accounts for FP13 FY23	Treasury Interest earned on June average balances will post to designated accounts in FP13 FY23 using OC4405	Banking Services	Val Parker
Wednesday, July 5, 2023		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 FY23.	LAR	Diana Collins
Friday, July 7, 2023		Vista Plus reports available for campus. The reports will load to Vista Plus throughout the day.	Reports are as of the previous day for FP13 FY23.	Campus Services	Kris King
Friday, July 7, 2023	7:00 PM	PCard reallocations & approvals for transactions dated on or before June 30th	Final day to reallocate PCard transactions into the current fiscal year (FY23) by 7:00 P.M.	Procurement Services and all	Kellie Rainwater
Friday, July 7, 2023	7:00 PM	Cutoff for PCARD (PCDO document) processing to FY23.	Deadline to reallocate to FY23. Sweep all unapproved PCARD transactions (purchase date June 30 or prior) to FY24.	Procurement Services	Kellie Rainwater
Friday, July 7, 2023	Noon	Deadline to submit invoices to A/P for FY23 PREQs. Deadline to submit DV's for FY23. After this, campus will still see dropdown but no documents should be submitted using FY23 after this deadline.	DVs and PREQs created, approved, receipts/invoices attached, and in A/P queue (including petty cash reimbursements) for FY23. If not received by this deadline, the expense will post to FP01 FY24. Any invoice dates for PREQs that are dated June 30th or prior, will automatically post to FY23. The FP13 FY23 option will still be available in the document drop down; however, it should not be used after this deadline. All DVs should be FY24 after this deadline.	Accounts Payable	Ashley Meyer
Monday, July 10, 2023	Noon	Non-cash donations (Gifts in Kind) recorded by University Advancement between July 1 and July 7, 2023. Paperwork due to Property Management by noon.	This is for non-cash donations recorded by University Advancement between July 1 and July 7, 2023. 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 and Chloe Bergstrand - UA Debra Ellison - BFS Property
Monday, July 10, 2023	4:00 PM	Campus deadline for submitting & non-central approving of FY23 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 FY23. After this deadline, the documents will no longer have the FP13 FY23 drop down option.	Campus	
Monday, July 10, 2023	Noon	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 OC1905, 1910, 1920, 1925 OC2905, 2920, 2930, 2975 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 OC1905 OC2905 Bookstore IDV Clearing OC6711 (PB only)	Campus Services and all	Kris King and all

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Monday, July 10, 2023	Noon	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.	Campus Services and all	Kris King and all
Monday, July 10, 2023	4:00 PM	Deadline for colleges and units to SUBMIT Budget Adjustment (BA) documents for FY23 by 4 PM.	Deadline to SUBMIT BAs by colleges and units for FY23.	Office of Budgets and all	Analia Endrizzi / Jenn Thorland - CSU Margaret Brewer - CSU PB
Monday, July 10, 2023	7:00 PM	Final processing of DV's by A/P for FY23.	A/P completes processing of DVs for FY23	Accounts Payable	Ashley Meyer
Monday, July 10, 2023	7:00 PM	Final processing of PREQ's by A/P for FY23.	A/P completes processing of PREQs for FY23 Set post back period parameter.	Accounts Payable	Ashley Meyer
Monday, July 10, 2023	7:00 PM	Non-College Areas to complete budget input into Budget Construction for FY24.	Each non-college entity on campus must finalize and reconcile their budgets to the control numbers they received from the Office of Budgets 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 and campus BC Coordinators	Analia Endrizzi & Jenn Thorland
Tuesday, July 11, 2023		Hourly Payroll posted to KFS (1 st cycle to FY24)	PPE June 30th	Payroll	Kaly McKenna
Tuesday, July 11, 2023	6:00 PM	Cutoff for Uploads to FP13 FY23	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	
Thursday, July 13, 2023		Encumbrance forward posts to GL.		KFS Operations	
Thursday, July 13, 2023		Procurement can start voiding/closing PO's.	End black out on Purchase Order closures and voids	Procurement Services	Farrah Bustamante
Thursday, July 13, 2023		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	
Thursday, July 13, 2023	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) No on monthly/dollars	KFS Operations	
Friday, July 14, 2023		FP13 FY23 AJV prorates posted from night before and available to view in GL.	FP13 FY23 percentage based prorates are posted to GL	KFS Operations	
Friday, July 14, 2023		Vista Plus reports available for campus. Reports will load to Vista Plus throughout the day.	Reports are as of the previous day for FP13 FY23.	Campus Services	Kris King
Friday, July 14, 2023	7:00 PM	OSP and PB deadline to zero out Continuation accounts.	Needs to be done after the FY23 AJV's post	Sponsored Programs	Chelo Jorge - OSP Brendan Reilly - PB

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Monday, July 17, 2023		Deadline for College Areas and Agencies to complete budget input into budget construction for FY24	Each college along with PVM, Experiment Station, CSU Extension and CSFS must finalize and reconcile budgets to the control numbers they received from the Office of Budgets 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 and campus BC Coordinators	Analia Endrizzi & Jenn Thorland
Friday, July 21, 2023		Vista Plus reports available for campus. Reports will load to Vista Plus throughout the day.	Reports are as of the previous day for FP13 FY23.	Campus Services	Kris King
Wednesday, July 26, 2023		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
Wednesday, July 26, 2023		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 FY23.	KFS Operations & Campus Services	KFS Operations & Campus Services
Wednesday, July 26, 2023		FY24 Budget Construction loaded to KFS	The reconciled results of the Budget Construction for FY24 loads account level budgets into KFS creating budgets beginning budget	Office of Budgets	Jenn Thorland / Analia Endrizzi
Friday, July 28, 2023		Balance Forward Entries post to KFS GL		KFS Operations	
Friday, July 28, 2023		Official close of FP13 FY23	This is the official close date of FY23 in KFS.		
Friday, July 28, 2023		Final FY23 ODS tables loaded	The final ODS tables for FY23 will be uploaded and ready for use in various reporting tools such as Discoverer Plus, Vista Plus, WebFocus, etc.	KFS Operations & ODS	
Friday, July 28, 2023		Vista Plus reports available for campus. Reports will load to Vista Plus throughout the day.	Reports are as of the previous day for FP13 FY23.	Campus Services	Kris King
Monday, July 31, 2023		FP01 FY24 - July month-end close.	This is the normal month end close for July	KFS Operations and all	
Tuesday, August 1, 2023		End of Blackout period to open, close or edit accounts related to Budget Construction		All	
Tuesday, August 1, 2023		FY24 BA document start to be approved	Campus can now enter BAs for FY24.	Office of Budgets	Analia Endrizzi and Jennifer Thorland
Tuesday, August 1, 2023		Vista Plus reports available for campus. Reports will load to Vista Plus throughout the day.	This is the normal month end reports for FP01 FY24.	Campus Services	Kris King
Friday, August 4, 2023		Vista Plus reports available for campus. Reports will load to Vista Plus throughout the day.	Reports are as of the previous day for FP13 FY23.	Campus Services	Kris King
Friday, August 11, 2023		Vista Plus reports available for campus. Reports will load throughout the day.	Reports are as of the previous day for FP13 FY23.	Campus Services	Kris King

Date	Time	Item Description	Explanation	Responsible Area	Responsible Area Contact
Friday, August 18, 2023		Vista Plus reports available for campus. Reports will load throughout the day.	Reports are as of the previous day for FP13 FY23.	Campus Services	Kris King
Monday, August 21, 2023		Submit Designated Future Commitment (DFC) forms for FY23 to FY24	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 Office of Budgets annually. Note that for CSU PB also uses this date but has a different carryforward policy than CSU.	Office of Budgets	Angie Nielsen - CSU Margaret Brewer - CSU PB
Friday, August 25, 2023		Vista Plus reports available for campus. Reports will load throughout the day.	Reports are as of the previous day for FP13 FY23.	Campus Services	Kris King
Thursday, August 31, 2023		Vista Plus reports available for campus. Reports will load throughout the day.	Reports are as of the previous day for FP13 FY23.	Campus Services	Kris King
Friday, September 1, 2023		Vista Plus reports available for campus. Reports will load throughout the day.	Reports are for normal month end FP02 FY24. Note that the FP13 FY23 reports won't be run on this Friday because the normal month end reports have to run.	Campus Services	Kris King
Friday, September 8, 2023		Vista Plus reports available for campus. Reports will load throughout the day.	Reports are as of the previous day for FP13 FY23.	Campus Services	Kris King
Friday, September 15, 2023		Vista Plus reports available for campus. Reports will load throughout the day.	Reports are as of the previous day for FP13 FY23.	Campus Services	Kris King
Friday, September 22, 2023		Vista Plus reports available for campus. Reports will load throughout the day.	Reports are as of the previous day for FP13 FY23.	Campus Services	Kris King
Friday, September 29, 2023		Vista Plus reports available for campus. Reports will load throughout the day.	Reports are as of the previous day for FP13 FY23.	Campus Services	Kris King
Monday, October 2, 2023		Vista Plus reports available for campus. Reports will load throughout the day.	Reports are for normal month end FP03 FY24	Campus Services	Kris King
Friday, October 6, 2023		Vista Plus reports available for campus. Reports will load throughout the day.	Reports are as of the previous day for FP13 FY23. This will be a final run of Account Statement by ORG into CSUFR092_FYE folders in Vista.	Campus Services	Kris King