

**To: CAAG and CAPAC Members**

**Subject: FY25 Year-End Close and Changes to Post-Cutoff Processes**

Dear CAAG and CAPAC Members,

As the regulatory environment continues to evolve in complexity, preparing the University's audited financial statements has become increasingly challenging. In response, we are adopting a more risk-based approach to year-end financial close processes.

Historically, our goal has been to record all year-end entries in KFS. Moving forward, we will focus on materiality and prioritize entries that significantly impact our financial statements. This shift means that, after the campus cutoff for FY25, **Campus Services will no longer process entries that:**

- Are not material to the University's financial statements
- Do not impact financial reporting
- Do not affect statutory compliance for the System
- Are solely for budgetary purposes
- Involve object code corrections or intra-departmental allocations

Please note that the determination of materiality rests with BFS.

In addition, effective FY25, we will no longer require departments to split travel expenses that span across June 30th. Travel that begins on or before June 30th may be accrued entirely into FY25.

We also encourage you to monitor and act on **system-generated email reminders** to approve documents promptly. In the past, Campus Services has issued supplemental reminders; however, moving forward, we believe the system-generated notifications are sufficient.

To ensure a smooth year-end close, we strongly recommend reviewing your accounts and action lists in Kuali early and frequently so that all entries are approved in a timely manner. We also strongly recommend you review your clearing accounts and clearing object codes so that they are reconciled in a timely manner.

Should you have any questions, please contact your Campus Services liaison.

Thank you for your continued support and collaboration.

Best regards,  
Dave Ryan