		CSU PB Fiscal Year End 2024 Calendar - Revised 6/20/24			
Date	**Time**	**Item Description**	**Explanation**	**Responsible Area**	**Responsible Area Contact**
Monday, April 1, 2024		Requisitions <u>requiring competition</u> expending this year's (FY24) remaining funds	Procurements <u>greater than $50,000</u>. Competition is Documented Quote, Invitation for Bid and valid Notice of Proposed Sole Source. No Request for Proposals.	Procurement Services	Farrah Bustamante - Procurement
Friday, April 12, 2024		Order **standard lead-time products** with or without installations	MillerKnoll and Workplace Resources	Procurement Services	Farrah Bustamante - Procurement
Monday, April 15, 2024		Requisitions for **Open Purchase Orders & Service Purchase Orders** for next fiscal year (**FY25**).	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
Tuesday, April 30, 2024		Fort Collins and Pueblo **campus deadline to notify Budgets of reorganization / department title / account remapping changes** for new FY (**FY25**).	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 - CO Office of Budgets Meg Brewer - PB Office of Budgets
Monday, May 6, 2024		**Requisitions <u>NOT</u> requiring competition** expending this year's (FY24) 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 $50,000</u>.	Procurement Services	Farrah Bustamante - Procurement
Wednesday, May 15, 2024		**Last day for Campus Services and Budgets Office to approve the new FY25 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 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 budget input. 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, 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 - CO Office of Budgets Meg Brewer - PB Office of Budgets Kris King - Campus Services Cheri Richardson - Cost Accounting FRA - bfs_fra@mail.colostate.edu
Wednesday, May 15, 2024	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 Load. Blackout period ends July 31. Note: Account responsibility and expiration date is not needed for Budget Load	During the blackout period, do not close accounts within Sub Funds that participate in the Budget Load process. Closing these accounts after Budget System is open causes problems with Budget Load. This includes sub-funds: ATHLET, AUX, CONTED, COURSE, CSFS, EG, EXPRHM, EXPRMC, EXPSTA, EXTAGR, EXTEN, EXTR, EXTREF, EXTRRR, EXTRSL, GENOP, HEAFOR, ONLPL, PVM, PVMLRP, PVMSTA, RARSP, STUORG, WILDMT and the corresponding CSUP sub-funds with a "1" in front.	Office of Budgets and BFS - Campus Services	Analia Endrizzi & Adam Stark - CO Office of Budgets Meg Brewer - PB Office of Budgets Kris King - Campus Services

Date	Time	Item Description	Explanation	Responsible Area	Responsible Area Contact
Friday, May 17, 2024		Order **Quick-Ship Products** <u>requiring</u> install - delivered to CR	MillerKnoll and Workplace Resources	Procurement Services	Farrah Bustamante - Procurement
Friday, May 24, 2024		Order **Quick-Ship Products** <u>NOT</u> requiring install - delivered to CR	MillerKnoll and Workplace Resources	Procurement Services	Farrah Bustamante - Procurement
Monday, May 27, 2024		**Memorial Day Holiday**			
Tuesday, May 28, 2024	10:00-11:30 AM	**YE Open Forum for Campus**	In Person and also available on MS Teams	BFS multiple areas, OSP, Office of Budgets, Payroll, Procurement	Kris King - Campus Services
Tuesday, May 28, 2024		**FY25 Budget System opens** for Personnel Module (salary & fringe)	Budget System opened up to specified users on campus to build personnel budgets for the coming year. System closes on June 14th.	Office of Budgets	Adam Stark & Analia Endrizzi - CO Office of Budgets Meg Brewer - PB Office of Budgets
Wednesday, May 29, 2024	10:00-11:30 AM	**Accrual Accounting Training and Year End Tips**	In Person and also available on MS Teams	Campus and Campus Services	All Kris King
Monday, June 3, 2024		All **canceled Special Course Fee accounts must be cleared** of balances in June.	Special Course Fee accounts that have been canceled for FY24 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 3, 2024		Vista Plus reports available for campus. Reports will load throughout the day.	The reports can be found in Vista Plus and are as of the previous day. Normal May month end - FP11 FY24	Campus Services	Kris King - Campus Services
Monday, June 3, 2024		**Automatic Purchase Orders (APO)** can be initiated for next fiscal year **(FY25)**.	APOs $10,000 or less. Requests will route directly to the vendor. They will NOT stop in Procurement Services.	Procurement Services	Farrah Bustamante - Procurement
Friday, June 7, 2024		Vista Plus reports available for campus. Reports will load throughout the day.	The reports in Vista Plus are as of the previous day. FP12 FY24	Campus Services	Kris King - Campus Services
Monday, June 10, 2024	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 - OSP
Friday, June 14, 2024		**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 14, 2024		**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 & Chloe Bergstrand - UA Debra Ellison - Property
Friday, June 14, 2024		Vista Plus reports available for campus. Reports will load throughout the day.	The reports in Vista Plus are as of the previous day. FP12 FY24	Campus Services	Kris King - Campus Services

Date	Time	Item Description	Explanation	Responsible Area	Responsible Area Contact
Friday, June 14, 2024	5:00PM	**Budget system Personnel Module closes**	All FY25 budget Personnel Module entries need to be entered by 5:00PM on this day.	Office of Budgets	Adam Stark & Analia Endrizzi - CO Office of Budgets Meg Brewer - PB Office of Budgets
Tuesday, June 18, 2024		**Campus last day to submit non-Budget Load account maintenance documents**. This includes accounts that need to be closed in FY24 as well as updating account attributes on existing accounts. NOTE: Changes to responsibility roles can still be made.	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 6/28/24 Updates to responsibility roles can still be made. *Note: FRA may need to push this date in order to close project accounts.*	Campus	All
Tuesday, June 18, 2024		**"GHOST" card airline tickets ordered for FY24 travel**	The last day to have "GHOST" card expenses reflect in department accounts for FY24. 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 FY25 travel and billed in FY24 will need to be accrued as a Prepaid expense (OC1740) by the department in FY24.	Travel	Ashley Meyer - Travel
Wednesday, June 19, 2024		**Juneteenth Holiday**			
Friday, June 21, 2024		Vista Plus reports available for campus. Reports will load throughout the day.	The reports in Vista Plus are as of the previous day. FP12 FY24	Campus Services	Kris King - Campus Services
Monday, June 24, 2024		**FY25 Budget System opens for operating budget input for all areas.**	Budget System opened up to specified users on campus to build FY25 operational budgets for the coming year for all areas. Deadline for entry is July 12th at 5:00PM	Office of Budgets	Adam Stark & Analia Endrizzi - CO Office of Budgets Meg Brewer - PB Office of Budgets
Wednesday, June 26, 2024		**Campus Services to begin watching ENROUTE documents** and follow-up with campus to get them **approved before June 28th 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 28th	Campus Services	Kris King - Campus Services
Wednesday, June 26, 2024	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
Friday, June 28, 2024		**Year end inventory counts 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

Date	Time	Item Description	Explanation	Responsible Area	Responsible Area Contact
Friday, June 28, 2024		**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 PPDAs must be initiated in time for them to route for approvals and post prior to the payroll **PPDA FY24 cut-off on July 2nd at 3:00 PM**.	Campus, OSP and Payroll	Kim Brendsel - OSP Kaly McKenna - Payroll
Friday, June 28, 2024		**OSP State accounts ending June 30, 2024** or prior must have all transactions posted	All transactions must be posted for State of Colorado accounts ending June 30, 2024 or prior. Accruals for payroll or other expenses not posted in FY24 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 PPDAs must be initiated in time for them to route for approvals and post prior to the payroll **PPDA FY24 cut-off on July 2nd at 3:00 PM**.	OSP & campus	Chelo Jorge - OSP
Friday, June 28, 2024		Vista Plus reports available for campus. Reports will load throughout the day.	The reports in Vista Plus are as of the previous day. FP12 FY24	Campus Services	Kris King - Campus Services
Friday, June 28, 2024	Noon	**Asset Edit and retirement documents final** for campus	All asset edits need to be final by 06/28	Property	Debra Ellison or Rachel Drenth - Property
Friday, June 28, 2024	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 FY24.	Property	Debra Ellison - Property
Friday, June 28, 2024	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 FY24 need to be submitted and the cash/checks/wires/ACH received by the Cashier's Office by 1:00 PM on June 28th to allow time for all deposits to be processed. AD docs for FY24 are only allowed if the funds were received by or before June 28th.	Banking Services	Val Parker - Banking Services
Friday, June 28, 2024	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 PPDAs must be initiated in time for them to route for approvals and post prior to the payroll **PPDA FY24 cut-off on July 2nd at 3:00 PM**.	Campus	1694xxx Fiscal Officers
Friday, June 28, 2024	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 PPDAs must be initiated in time for them to route for approvals and post prior to the payroll **PPDA FY24 cut-off on July 2nd at 3:00 PM**.	OSP & campus	Kim Brendsel - OSP
Friday, June 28, 2024	4:00 PM	**All travel documents with travel end dates thru 6/28/24 need to be approved by the submitting department and in the Travel department's Action List by 4:00 PM**	TR's received by the Travel Desk with travel end dates thru 6/28/24 will be processed or accrued centrally and posted to FY24 if in the Travel Action List by 4:00 PM. All documents received by Travel after this day and time which have FY24 travel dates (7/1/23 - 6/30/24) must be accrued by the department and the accrual document # added to the Notes on the travel document.	Travel	Ashley Meyer - Travel

Date	Time	Item Description	Explanation	Responsible Area	Responsible Area Contact
Friday, June 28, 2024	7:00 PM	**Electronic uploads (CLTR) feeds must uploaded to KFS prior to 7:00 PM for FP12 FY24**	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 28, 2024	7:00 PM	**Last day for BFS, OSP, and Budget Office to initiate and approve account maintenance documents for FY24**	ACCT docs must be approved by BFS, OSP and Budget Office for FY24	BFS, OSP, and Office of Budgets	BFS, OSP, and Office of Budgets
Friday, June 28, 2024	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 FY24. If not, it will post in the next FY.	Campus	All
Friday, June 28, 2024	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	John Swaro & Grant Polzer - KFS Ops Kris King - Campus Services
Friday, June 28, 2024	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
6/29/24 - 6/30/24		**Travel reimbursement document black out dates.**	Travel reimbursement documents should not be submitted on June 29th or 30th. This allows Travel to pull data on the 29th for the accruals that the Travel department will post on behalf of the departments.	Campus	All
Saturday, June 29, 2024		**Cash Receipt docs created 6/29/24 and beyond will post in new FY (FY25)**	Cash Receipt (CR) documents created June 29th or later will post in FY25	Banking Services	Val Parker - Banking Services
Saturday, June 29, 2024		**FP13 FY24** opens and **FP01 FY25** opens.	The following documents will have a **Fiscal Year drop down option available to select FP13 FY24 or FP01 FY25**: **AV/AD/DI/DV/GLT/JV/IB/SB/ICA/ND/PE/TF and CAM documents AA/AT/MPAY**. NOTE: Please pay attention to which Fiscal Period option you select so that your document goes to the correct Fiscal Year!	All	All
Saturday, June 29, 2024		**PCard transactions dated June 29, 2024 or later will auto post to FY25. Departments need to accrue back to FY24 if the expense was incurred in FY24.**	PCard transactions dated June 29th or later will automatically post to FY25. Departments need to accrue transactions to FY24 for transactions dated June 29th or 30th if they were incurred in FY24 (the items were received on or before June 30th).	Procurement Services and all	Kellie Rainwater - Procurement
Saturday, June 29, 2024		**Purchasing docs post in new FY (FY25)**	Purchasing documents created June 29th or later will post in new FY (FY25)	Purchasing	Farrah Bustamante - Procurement
7/1/24 - 7/11/24		**Blackout period. No PO closing or voiding.**	Procurement will hold off on closing/voiding POs until Thursday, July 11, 2024.	Procurement Services	Farrah Bustamante - Procurement
Monday, July 1, 2024		**First day TR docs for trip end dates of 6/29/24 or after can be created in KFS**	First day Travel Reimbursement (TR) docs can be submitted in KFS for travel end dates of 6/29/24 or after.	Travel and campus	Ashley Meyer - Travel

Date	Time	Item Description	Explanation	Responsible Area	Responsible Area Contact
Monday, July 1, 2024		**Departments must accrue FY24 travel if the TR is not in the Travel Action List by the June 28th 4:00 PM cut-off. This includes accruing travel on 6/29/24 and 6/30/24.**	Travel reimbursement documents that were not in the Travel Action List on June 28th at 4:00 PM must be accrued by campus for travel occurring in FY24 (7/1/23 - 6/30/24). Travel will not approve the TR unless the accrual document is created and added to the Notes and Attachments tab of the TR. Please note that campus won't be required to accrue TRs for the non-state funded 53 SPONPR sub-fund accounts.	Travel and campus	Ashley Meyer -Travel
Monday, July 1, 2024		**Changes for existing ORGs complete**. Begin using new accounts created for new year FY25.	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 Meg Brewer - PB Office of Budgets
Monday, July 1, 2024		**Credit Card Drafts will post to FP13 FY24**	One day of Credit Card Clearing / Drafts will be posted to FP13 FY24. 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 6/28/24, 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 2024 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
Monday, July 1, 2024		Vista Plus reports available for campus. Reports will load throughout the day.	Normal month end reports for FP12 FY24	Campus Services	Kris King - Campus Services
Thursday, July 4, 2024		**July 4th Holiday**	**CSU HOLIDAY**	**All**	
Friday, July 5, 2024		**July 5th State Holiday**	**State Holiday**	**All**	
Monday, July 8, 2024		Begin follow up with Campus on ENROUTE documents for FP13 FY24	Campus Services will follow-up with document initiators on all ENROUTE and SAVED documents for FP13 FY24	Campus Services	Kris King - Campus Services
Monday, July 8, 2024		**June Treasury Interest post to accounts for FP13 FY24**	Treasury Interest earned on June average balances will post to designated accounts in FP13 FY24 using OC4405.	Banking Services	Val Parker - Banking Services
Monday, July 8, 2024	Noon	**Deadline to submit invoices to A/P for FY24 PREQs. Deadline to submit DV's for FY24.** After this, campus will still see dropdown but no documents should be submitted using FY24 after this deadline.	DVs and PREQs created, approved, receipts/invoices attached, and in A/P queue (including petty cash reimbursements) for FY24. If not received by this deadline, the expense will post to FP01 FY25. Any invoice dates for PREQs that are dated June 28th or prior, will automatically post to FY24. The FP13 FY24 option will still be available in the document drop down; however, it should not be used after this deadline. All DVs should be FY25 after this deadline.	Accounts Payable	Ashley Meyer - A/P
Monday, July 8, 2024	7:00 PM	**Deadline for PCard reallocations & approvals for transactions dated on or before June 28, 2024**	Final day to reallocate PCard transactions to FY24 by 7:00 PM. **All unapproved PCARD transactions at 7:00 PM with transaction dates of June 28th or prior, will be swept to FY24 to the PCard holder's default account and OC.**	Procurement Services and all	Kellie Rainwater - Procurement

Date	Time	Item Description	Explanation	Responsible Area	Responsible Area Contact
Monday, July 8, 2024	4:00 PM	**Deadline for colleges and units to SUBMIT Budget Adjustment (BA) documents for FY24 by 4 PM.**	Deadline to SUBMIT BAs by colleges and units for FY24.	Office of Budgets and all	Adam Stark & Analia Endrizzi - CO Office of Budgets

Meg Brewer - PB Office of Budgets |
| Monday, July 8, 2024 | | Vista Plus reports available for campus. Reports will load throughout the day. The reports may run on 7/5; however, they probably won't be available until 7/8/24 due to the 7/5/24 state day off. | Reports are as of the previous day for FP13 FY24. | BFS - FSS | Steven Dove - FSS |
| Tuesday, July 9, 2024 | 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
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 2nd at 3:00 PM**. | Campus and Campus Services | All

Kris King - Campus Services |
| Tuesday, July 9, 2024 | Noon | **Non-cash donations (Gifts in Kind)** recorded by University Advancement between July 1 and July 8, 2024. **Paperwork due to Property Management by noon.** | This is for non-cash donations recorded by University Advancement between July 1 and July 8, 2024. 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 |
| Tuesday, July 9, 2024 | Noon | **All 21 RECHAR and 22 GENOP account deficits need to be cleared by this deadline.** | All 21xxxxx RECHAR and all 22xxxxx 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 2nd at 3:00 PM**. | Campus and Campus Services | All

Kris King - Campus Services |
Tuesday, July 9, 2024	4:00 PM	**Campus deadline for submitting & non-central approving of FY24 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 FY24**. After this deadline, the documents will no longer have the FP13 FY24 drop down option for Campus to use.	Campus	All
Tuesday, July 9, 2024	4:00 PM	**Inventory adjustment entry deadline - clear the inventory contra OCs.**	Entries for final FY24 year end inventory adjustments must be submitted and non-central approved. The inventory contra OC must be cleared to zero.	Campus	All who have inventory
Tuesday, July 9, 2024	7:00 PM	**Final processing of DV's by A/P for FY24.**	A/P completes processing of DVs for FY24	Accounts Payable	Ashley Meyer - A/P

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Tuesday, July 9, 2024	7:00 PM	**Final processing of PREQ's by A/P for FY24.**	A/P completes processing of PREQs for FY24 Set post back period parameter.	Accounts Payable	Ashley Meyer - A/P
Wednesday, July 10, 2024	Noon	**Inventory Certificates** are due in Campus Services by noon.	Final Inventory Certificates for FY24 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 Kuali. 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 10, 2024	6:00 PM	**Cutoff for uploads to KFS for FP13 FY24**	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 11, 2024		**Procurement can start voiding/closing PO's.**	End black out on Purchase Order closures and voids	Procurement Services	Farrah Bustamante - Procurement
Friday, July 12, 2024		**Encumbrance forward posts to GL.**		KFS Operations	John Swaro & Grant Polzer - KFS Ops
Friday, July 12, 2024		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 12, 2024	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	John Swaro & Grant Polzer - KFS Ops
Friday, July 12, 2024	5:00 PM	**Deadline for ALL areas to complete budget input** into Budget System for FY25.	**All 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	Adam Stark & Analia Endrizzi - CO Office of Budgets Meg Brewer - PB Office
Friday, July 12, 2024		Vista Plus reports available for campus. Reports will load throughout the day.	Reports are as of the previous day for FP13 FY24.	Campus Services	Kris King - Campus Services
Monday, July 15, 2024		**FP13 FY24 AJV prorates posted** from night before and available **to view in G**L.	FP13 FY24 percentage based prorates are posted to GL	KFS Operations	John Swaro & Grant Polzer - KFS Ops
Monday, July 15, 2024	7:00 PM	**OSP and PB deadline to zero out Continuation accounts.**	Needs to be done after the FY24 AJV's post	Sponsored Programs	Chelo Jorge - OSP CO Cynthia Decker - PB Sponsored Programs
Friday, July 19, 2024		Vista Plus reports available for campus. Reports will load throughout the day.	Reports are as of the previous day for FP13 FY24.	Campus Services	Kris King - Campus Services

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Wednesday, July 24, 2024		FY25 Budget loads to Financial System (KFS)	The reconciled results of the budget input for FY25 loads account level budgets into KFS creating beginning budget.	Office of Budgets	Adam Stark & Analia Endrizzi - CO Office of Budgets Meg Brewer - PB Office of Budgets
Thursday, July 25, 2024		**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
Thursday, July 25, 2024		**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 FY24.	KFS Operations & Campus Services	KFS Operations & Campus Services
Friday, July 26, 2024		Vista Plus reports available for campus. Reports will load throughout the day.	Reports are as of the previous day for FP13 FY24.	Campus Services	Kris King - Campus Services
Saturday, July 27, 2024		**Balance Forward Entries post to KFS GL**		KFS Operations	John Swaro & Grant Polzer - KFS Ops
Saturday, July 27, 2024		Final FY24 ODS tables loaded	The final ODS tables for FY24 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
Monday, July 29, 2024		**Official close of FP13 FY24**	This is the official close date of FY24 in KFS.	KFS Operations	John Swaro & Grant Polzer - KFS Ops
Wednesday, July 31, 2024		FP01 FY25 - July month-end close.	This is the normal month end close for July.	KFS Operations and all	
Wednesday, July 31, 2024		**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, August 1, 2024		FY25 BA document start to be approved	Campus can now enter BAs for FY25.	Office of Budgets	Adam Stark & Analia Endrizzi - CO Office of Budgets Meg Brewer - PB Office of Budgets
Thursday, August 1, 2024		Vista Plus reports available for campus. Reports will load throughout the day.	This is the normal month end reports for FP01 FY25.	Campus Services	Kris King - Campus Services
Friday, August 2, 2024		Vista Plus reports available for campus. Reports will load throughout the day.	Reports are as of the previous day for FP13 FY24.	Campus Services	Kris King - Campus Services
Friday, August 9, 2024		Vista Plus reports available for campus. Reports will load throughout the day.	Reports are as of the previous day for FP13 FY24.	Campus Services	Kris King - Campus Services
Friday, August 16, 2024		Vista Plus reports available for campus. Reports will load throughout the day.	Reports are as of the previous day for FP13 FY24.	Campus Services	Kris King - Campus Services
Friday, August 23, 2024		Vista Plus reports available for campus. Reports will load throughout the day.	Reports are as of the previous day for FP13 FY24.	Campus Services	Kris King - Campus Services
Friday, August 30, 2024		Vista Plus reports available for campus. Reports will load throughout the day.	Reports are as of the previous day for FP13 FY24.	Campus Services	Kris King - Campus Services
Tuesday, September 3, 2024		Vista Plus reports available for campus. Reports will load throughout the day.	This is the normal month end reports for FP02 FY25.	Campus Services	Kris King - Campus Services

Date	Time	Item Description	Explanation	Responsible Area	Responsible Area Contact
Friday, September 6, 2024		Vista Plus reports available for campus. Reports will load throughout the day.	Reports are as of the previous day for FP13 FY24.	Campus Services	Kris King - Campus Services
Friday, September 13, 2024		Vista Plus reports available for campus. Reports will load throughout the day.	Reports are as of the previous day for FP13 FY24.	Campus Services	Kris King - Campus Services
Friday, September 20, 2024		Vista Plus reports available for campus. Reports will load throughout the day.	Reports are as of the previous day for FP13 FY24.	Campus Services	Kris King - Campus Services
Monday, September 30, 2024		Vista Plus reports available for campus. Reports will load throughout the day.	Reports are as of the previous day for **FP13 FY24. Final run of Account Statement by ORG** into CSUFR092_FYE folders in Vista.	Campus Services	Kris King - Campus Services
Tuesday, October 1, 2024		Vista Plus reports available for campus. Reports will load throughout the day.	This is the normal month end reports for FP03 FY25.	Campus Services	Kris King - Campus Services