Fiscal Year-End Tips and Dates for CSU Accounting Across Campus

Prepared by BFS Campus Services

Year-End Tips

- **Accrual Accounting and Year-End Tips Training –** See Campus Services page in the Accounting Training folder for a PowerPoint and a recorded training session from FY21
- **Prepare early!**
- **Be flexible! –** With our FY22 conversion to Kuali Cloud we may encounter delays or issues during the annual close processing. Please be patient and flexible in case we run into Cloud type issues.
- **Attach documentation for KFS entries –** Please make sure that you attach proper support backing to the KFS entries to avoid delays and having Campus Services have to contact you. Please attach your support backing in pdf file format.
- **Review TF documents on your accounts to determine if the available balance can cover the TF and make a note on the doc when necessary -** If the TF will put the account into deficit (or if it already is in deficit), please be proactive and add a note to the TF doc regarding how and when the deficit will be cleared. This will save Campus Services a great deal of time following up with you and delays in finalizing the TF.
- **Determining the Available Balance in an Account –** If your account is budget-based spending authority, use the Balance by Consolidation screen and include All Pending Entries. If your account is cash-based spending authority, use the Available Balance Inquiry screen and include All Pending Entries. To determine the Spending Authority of an account, look up the attributes using Account Lookup and click on the **Sub-Fund Group Code** link. Then look for "Spending Authority" at the bottom of the Sub-Fund Group screen.
- **Review expenses to determine any necessary accruals:**
    - All or a portion of Expense has been paid in FY22 but will not be incurred (product or services received/completed) by 6/30/22 - Accrue to FY23 and treated as a Prepaid in FY22
        - Accrue by DR Prepaid OC1740 and CR Expense OC6xxxin FY22 (include auto reversal date in next FY)
        - Be careful to watch DVs and PREQs at year end to see if they were already recorded to OC1740 – Prepaid.
    - Goods/services have been received or completed in FY22, but the invoice will not be paid by 6/30/22
        - Accrue on an Adjustment Voucher by DR Expense OC6xxx and CR Year-End Payable OC2103 in FY22

- **Review revenue to determine any necessary accruals:**
    - All or a portion of the Revenue needs to be accrued to FY23 because it has not been earned in FY22 but the $$ was received and recorded to Revenue in FY22
        - Accrue by DR Revenue OC4xxx and CR Unearned Revenue OC25xx (include auto reversal date in next FY)
    - Goods/services have been provided to a customer in FY22 (by 6/30/22) but the customer has not paid yet
        - Accrue on an Adjustment Voucher by DR Receivable OC14xx and CR Revenue OC4xxx
    - Do not book Receivables for internal revenue from another area at CSU

Year-End Dates and Times – Following are a some of the more important dates and times for year-end

- **5/23/22 – Accrual Training and Year-end Tips –** Register for this MS Teams training on the My Learning site.
- **5/27/22 – Budget Office to communicate any new org structures or remapping of accounts for FY23**
- **5/31/22 – Year-End Open Form** – Register for this MS Teams open forum on the My Learning site.
- **6/1/22 – Last day for Budget Office and Campus Services to approve the new FY (2023) accounts, sub-accounts and sub-object codes** for Budget Construction type of accounts. This is for all sub-funds except: AEP, AGENCY, AGENCY, ARRA, BANK, CAPAUX, CAPGEN, CLPB, CONFER, COPT, CPAD, CPCOP, CPOTH, CPPR, CSUGGE, CSUSDR, DIRLN, ENDOW, ERRF, FEDSFA, FRP, GIFT, INTLPR, LOANS, POOLED, PRESEN, RESERV, SLICE, SPONPR, SPWIP, SUSPEN, WATER, WIP, WORKST.
- **6/1/22 7:00pm – Last day for changes to attributes on existing accounts (Budget Construction only).** This is for all sub-funds except: AEP, AGENCY, AGENCY, ARRA, BANK, CAPAUX, CAPGEN, CLPB, CONFER, COPT, CPAD, CPCOP, CPOTH, CPPR, CSUGGE, CSUSDR, DIRLN, ENDOW, ERRF, FEDSFA, FRP, GIFT, INTLPR, LOANS, POOLED, PRESEN, RESERV, SLICE, SPONPR, SPWIP, SUSPEN, WATER, WIP, WORKST.
- **6/2/22 7:00pm – Begin blackout period to close FY22 accounts (Budget Construction only).** After this date, budget based accounts cannot be closed until the blackout period is complete. This is for all sub-fund except: AEP, AGENCY, AGENCY, ARRA, BANK, CAPAUX, CAPGEN, CLPB, CONFER, COPT, CPAD, CPCOP, CPOTH, CPPR, CSUGGE, CSUSDR, DIRLN, ENDOW, ERRF, FEDSFA, FRP, GIFT, INTLPR, LOANS, POOLED, PRESEN, RESERV, SLICE, SPONPR, SPWIP, SUSPEN, WATER, WIP, WORKST.
- **6/7/22 – Budget Construction genesis job is run.**
- **6/17/22 4:00pm – Unapproved DPSA/MPSA forms submitted to Accounts Receivable by 4:00pm** to allow time for routing/approval.
- **6/21/22 – Budget Construction input process begins**
- **6/22/22 7:00pm – Last day for campus to submit non-Budget Construction account docs for accounts needing to be closed in FY22 as well as for updating account attributes before the blackout.** This is for only the following sub-funds: AEP, AGENCY, AGENCY, ARRA, BANK, CAPAUX, CAPGEN, CLPB, CONFER, COPT, CPAD, CPCOP, CPOTH,

CPPR, CSUGGE, CSUSDR, DIRLN, ENDOW, ERRF, FEDSFA, FRP, GIFT, INTLPR, LOANS, POOLED, PRESEN, RESERV, SLICE, SPONPR, SPWIP, SUSPEN, WATER, WIP, WORKST.

- **6/30/22 1:00pm – Cash Receipts and Advance Deposits with funds delivered to Cashier's Office by 1:00pm** to allow time for deposit processing. AD docs for FY22 are only allowed if the funds were received in FY22.
- **6/30/22 4:00pm – Travel Docs with FY22 end travel dates need to be approved and, in the Travel dept's approval que by 4:00pm**. All TRs received by this date/time will be processed or accrued centrally to post to FY22. If documents are received after this cutoff, the campus department needs to properly accrue and include the Accrual Voucher document number on the travel doc.
- **6/30/22 4:00pm – TWARBUS uploads** to student and commercial accounts must be done by 4:00pm
- **6/30/22 4:00pm – Approved DPSA/MPSA forms to Accounts Receivable by 4:00pm**
- **6/30/22 7:00pm – Docs (DI, GLT, IB, ICA, PE, SB, and TF) not in a "FINAL" or "PROCESSED" status (those in an "Enroute" or "Saved" status) will be automatically disapproved by the system.** Please be proactive and watch the route logs of the docs you've created. Contact approvers to get the docs finalized.
- **6/30/22 7:00pm – Last day for BFS, OSP and Office of Budgets to initiate and/or approve account maintenance docs for FY23.**
- **7/1/22 – Begin blackout period for closing/voiding Purchase Orders and Change Orders.**
- **7/1/22 - YE 2022 Close drop-down option** – Available July 1st thru July 6th for campus to post entries back to **Fiscal Period 13 of FY22**
    - **YE 2022 Close** drop-down will be on the AV/AD/DI/DV/GLT/JV/IB/SB/ICA/ND/PE/TF and CAM documents AA/AT/MPAY
    - Note that the **July 2022 FP01** drop down is for **Period 1 (July) of FY23**
- **7/5/22 3:00pm – Final labor redistributions (PPDAs) and Payroll transactions for FY22**
- **7/6/22 Noon - Campus Cut-off for FY22 entries** – This is the deadline for campus to submit (AD, AV, DI, GLT, ICA, ND, PE, and TF) docs for FP13 FY22
- **7/6/22 Noon – Invoices must be to Accounts Payable by Noon**
- **7/6/22 Noon – All 21/22 account deficits must be covered by 12:00pm** or need to update Billing Rates to recoup the deficit in the next 12 months (must be approved by Campus Services)
- **7/6/22 7:00pm – PCard reallocations and approvals for transaction dates on or before 6/30/22**
- **7/7/22 7:00pm – Accounts Payable completes PREQ & DV processing for FY22**. If the invoice date on the KFS doc is dated 6/30/22 or earlier, KFS will automatically post it to FY22. On 7/8/22, all PREQs & DVs, regardless of the invoice date, go to the next FY.
- **7/08/22 – Deadline for non-college areas to complete budget input to Budget Construction for FY23**
- **7/11/22 – Blackout period ends for closing/voiding purchase orders**

- **7/15/22 – Deadline for college areas and agencies to complete budget input to Budget Construction for FY23**
- **7/20/22 – FP13 Cash Reversion and Nominal Close (Revenue & Expense) jobs are run, balanced, and posted to KFS on 7/22/22**
- **7/26/22 – KFS account Beginning Balances are posted to FY23 FP01**
- **7/26/22 – FY23 Budget Construction loads to Kuali**
- **8/1/22 – End of blackout period to open or close accounts related to Budget Construction**
- **8/22/22 – Submit Designated Future Commitment (DFC) forms for FY22 to FY23**

Other Special Year End Information on Sub-Funds, Accounts and Object Codes

- **Sub-Funds, Accounts and Object Codes (OCs) that must be zero ($0.00) at year end (July 6th at Noon) –** Please be proactive to clear balances in these sub-funds, accounts and object codes early if possible:
    - **Specific Sub-Funds**
        - 17xxxxx – EXTREF, EXTRSL, EXTRRR, EXTR
        - 200xxxx – SUSPENSE (Continuation Accounts)
    - **Specific Accounts**
        - 1694xxx – Salary Clearing Accounts (Clear by June 30th 7:00pm – Campus to clear)
        - 5394xxx – Salary Clearing Accounts (These are now for budget construction only. The 5394xxx have to be opened for Budget Construction process and then expired after BC load. Who is responsible for this? OSP?)
    - **Specific Object Codes**
        - OC 16xx – various clearing OCs
        - OC 1761 – Intergovernmental Tran-Undistrib Charges
        - OC 1905 – Due from Internal (BFS only)
        - OC 2905 – Due to Internal (BFS only)
        - OC 6694 – RAMCard Clearing
        - OC 6695 – Expense Clearing
        - OC 6684 – Credit Card Clearing
        - OC 6784 – PayPal Clearing
- **Sub-Funds/Accounts that cannot have a deficit at year end (July 6th at Noon) -** Please be proactive on these Sub-Funds to clear the deficits early if possible.
    - **Specific Sub-Funds/Accounts**
        - 12xxxxx - DCESUP
        - 13xxxxx – EG
        - 14xxxxx – PVM, PVMFED, PVMSTA (PVMFED – only one acct has budget and the others do not, so it looks like they are in deficit, but in total they are good)

- 15xxxxx – EXPSTA, EXPSF, EXPRHF, EXPRHM, EXPRMC
- 16xxxxx – RARSP
- 17xxxxx – EXTEN, EXTSF, EXTR, EXTREF, EXTRRR, EXTRSL
- 19xxxxx – CSFS, CSFSSF, FRP, HEAFOR
- 21xxxxx – RECHAR (Discuss plan to clear deficit with Campus Services & gain approval)
- 22xxxxx – GENOP (Discuss plan to clear deficit with Campus Services & gain approval)
- 25xxxxx – COURSE
- 64xxxxx – GIFT (Clear deficits by June 30th)
- 75xxxxx - RESERV
- 76xxxxx – ERRF
- 99xxxxx - AGENCY