

**FY 2026 Year End Calendar for CSU, CSUP, and BG**

<b>FY26 Date</b>	<b>Time</b>	<b>Item Description</b>	<b>Explanation</b>	<b>Responsible Area</b>	<b>Responsible Area Contact</b>
Monday, March 2, 2026		<b>Requisitions requiring competition expending this year's (FY26) remaining funds</b>	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 9, 2026		<b>First day requisitions can be initiated for FY2027</b>	Requisitions submitted for the next fiscal year (FY) must reference Year 2026. In the Kualii Requisition, select Year 2027 from the drop-down menu under the Document Overview tab (Financial Document Detail). Failure to do so may result in an encumbrance for FY2026.	Procurement Services	Farrah Bustamante - Procurement
Monday, March 30, 2026		<b>Requisitions for Open Purchase Orders &amp; Service Purchase Orders for next fiscal year (FY27).</b>	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 10, 2026		<b>Fort Collins and Pueblo - Deadline to notify Budgets of reorganization / department title / account remapping changes for new FY (FY27).</b>	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  Chris Fendrich - PB Office of Budgets  Kris King - Campus Services
Friday, April 24, 2026		<b>Order standard lead-time products with or without installations</b>	MillerKnoll and Workplace Resources	Procurement Services	Farrah Bustamante - Procurement
Monday, April 27, 2026		<b>Requisitions NOT requiring competition expending this year's (FY26) remaining funds.</b>	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
Friday, May 8, 2026		<b>Order Quick-Ship Products requiring install - delivered to CR</b>	MillerKnoll and Workplace Resources	Procurement Services	Farrah Bustamante - Procurement
Tuesday, May 12, 2026	1:00-2:30PM	<b>FY26 Year End Open Forum - MS Teams meeting</b>	FY26 Year End Open Forum for all campuses for accounting staff learn about the FYE Calendar for FY26 and necessary deadlines. Watch for email that will go out to the Bus-Fin list serve, and CAAG and CAPC list serves to announce the Forum and to register via My Learning.	Campus Services	Kris King - Campus Services
Friday, May 15, 2026		<b>Extend Expiration Date on 5394xx Salary Clearing (Budget Load only) accounts</b>	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 15, 2026		<b>Order Quick-Ship Products NOT requiring install - delivered to CR</b>	MillerKnoll and Workplace Resources	Procurement Services	Farrah Bustamante - Procurement
Friday, May 15, 2026	5:00 PM	<b>Last day for Campus Services and Budgets Office to approve or initiate new FY27 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.</b>  <b>NOTE:</b> Account responsibility is not a part of this black out.	This is the last day for Campus Services and Budget Office to approve or initiate new FY27 accounts, sub-accounts, and sub-objects for the new FY for Budget Load only accounts. All account maintenance changes on ACCT document to change existing attributes on Budget Load only accounts are also due by this date and time.  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, RECHAR, 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 receive budget load.  Please make cost allocation changes in Workday ASAP if an account is being expired or closed in FY26.	Office of Budgets, Campus Services, Cost Accounting, and FRA	CO Office of Budgets qb_budget_office_helpdesk@colostate.edu  Chris Fendrich - PB Office of Budgets  Kris King - Campus Services  Jacque Clark - Cost Accounting  FRA - bfs_fra@mail.colostate.edu

Monday, May 18, 2026	8:00 AM	<b>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.</b>	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.  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, RECHAR, STUORG, WILDMT and the corresponding CSUP sub-funds with a "1" in front.  Account responsibility changes can be made during the blackout period because it does not affect Budget load.	Office of Budgets and BFS - Campus Services	CO Office of Budgets qb_budget_office_helpdesk@colostate.edu  Chris Fendrich - PB Office of Budgets  Kris King - Campus Services
Friday, May 22, 2026		<b>Deadline for new ORGSs. New Org structure put in place for Budget Load Organization hierarchy changes.</b>	Budget Office will create new ORGs KFS Ops will work on establishing Groups and Workflow associated with changes.	Office of Budgets	Analia Endrizzi - CO Office of Budgets  Chris Fendrich - PB Office of Budgets
Friday, May 22, 2026		<b>Hourly Payroll posts to KFS (PPE 5/15)</b>	File to KFS tonight. Visible in KFS next morning	Payroll	Payroll - Jacqueline Derrick Herl and Matthew Miller
Monday, May 25, 2026		<b>Memorial Day Holiday</b>		All	
Friday, May 29, 2026		<b>Budget Office will communicate new Org Structures for the coming year to campus</b>	Budget Office will communicate new Org Structures for the coming year to campus	Office of Budgets	Analia Endrizzi - CO Office of Budgets
Monday, June 1, 2026		<b>Payroll opens June 2026 (FP12) in Workday for review and to make cost allocation changes from June 1 thru June 24 and PAAs from June 25 - July 9</b>	One advantage with Workday is that when Payroll opens the new period on the 1st of the month, campus can see what will be charged to the accounts that were set up for cost allocation for that month. On June 1, Payroll will open Period 12 (June). Please take advantage of this time from June 1 through June 24 to make any necessary cost allocation changes. From June 25 - July 9 at 1:00 PM you can submit PAAs to change the payroll entries for FY26. No changes to FY26 payroll in Workday can be made after July 9th at 1:00 PM.	Campus	All
Monday, June 1, 2026		<b>All canceled Special Course Fee accounts must be cleared of balances in June.</b>	Special Course Fee accounts that have been canceled for FY26 need to have their fund balance cleared and the account closed; however, it cannot be closed during the black out period for budget load sub-funds between May 18, 2026 8:00 AM and July 30, 2026 7:00 PM. If there are outstanding receivables on the account, it cannot be closed until they are received.	Campus Services	Kris King - Campus Services
Monday, June 1, 2026		<b>Vista Plus reports available for campus.</b>	The reports can be found in Vista Plus and are as of the previous day. Normal May month end - FP11 FY26 Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Monday, June 1, 2026		<b>Change Order Requests Due to Procurement</b>	Change orders requiring monetary increases or contract amendments must be submitted by this date	Procurement Services	Farrah Bustamante - Procurement
Monday, June 1, 2026		<b>Automatic Purchase Orders (APO) can be initiated for next fiscal year (FY27).</b>	APOs <u>\$10,000 or less</u> . Requests will route directly to the vendor. They will NOT stop in Procurement Services.	Procurement Services	Farrah Bustamante - Procurement
Tuesday, June 2, 2026		<b>FY27 Budget System ready for full budget input</b>	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	CO Office of Budgets qb_budget_office_helpdesk@colostate.edu  Chris Fendrich- PB Office of Budgets
Friday, June 5, 2026		<b>Hourly Approvals for PPE 5/29</b>	TCP Approvals for hourly employees, with the Pay Period End (PPE) May 29, 2026 are due by 11:59 PM	Payroll	Payroll - Jacqueline Derrick Herl and Matthew Miller
Friday, June 5, 2026		<b>Vista Plus reports available for campus.</b>	The reports in Vista Plus are as of the previous day. FP12 FY26 Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Tuesday, June 9, 2026		<b>Hourly Payroll posts to KFS (PPE 5/29)</b>	File to KFS tonight. Visible in KFS next morning	Payroll	Payroll - Jacqueline Derrick Herl and Matthew Miller
Friday, June 12, 2026		<b>Petty Cash and Change Fund confirmations</b>	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	Vai Parker - Banking Services
Friday, June 12, 2026		<b>Vista Plus reports available for campus.</b>	The reports in Vista Plus are as of the previous day. FP12 FY26 Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Friday, June 12, 2026		<b>Gifts of equipment and all non-cash donations of tangible gifts (Gifts in Kind) are due to the CSU Foundation (or CSUP)</b>	Campus to notify CSU Foundation (or CSUP) of all equipment and non-cash donations of tangible gifts (Gifts in Kind) by this day.	CSU Foundation	Terilyn Larson - CSUF Susie Pagnotta - PB  Debra Ellison - Property
Monday, June 15, 2026	4:00 PM	<b>64xxxx GIFT Sub-fund transfer request forms submitted to the CSU Foundation by 4:00 PM</b>	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 64xxxx GIFT accounts.	CSU Foundation	csuf_billing@colostate.edu

Monday, June 15, 2026	4:00 PM	<b>Unapproved DPSA forms to be submitted to Accounts Receivable by 4:00 PM</b>	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 15, 2026	4:00 PM	<b>ARIES load sheets need to be submitted to Accounts Receivable by 4:00 PM</b>	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
Monday, June 15, 2026	4:00 PM	<b>Campus last day to submit non-Budget Load account maintenance documents.</b> This includes accounts that need to be closed in FY26 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 6/30/26. <b>Please make cost allocation changes in Workday ASAP if an account is being expired or closed in FY26.</b>  Updates to responsibility roles can still be made.	Campus	All
Wednesday, June 17, 2026		<b>"GHOST" card airline tickets ordered for FY26 travel</b>	The last day to have "GHOST" card expenses reflect in department accounts for FY26. 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 FY27 travel and billed in FY26 will need to be accrued as a Prepaid expense (OC1740) by the department in FY26.	Travel	Ashley Meyer - Travel
Thursday, June 18, 2026	5:00PM	<b>Deadline for Non-College areas to complete budget input into Budget System (Questica) for FY27</b>	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	CO Office of Budgets qb_budget_office_helpdesk@colostate.edu  Chris Fendrich - PB Office of Budgets
Friday, June 19, 2026	Midnight	<b>Hourly Approvals for PPE 6/12 by midnight</b>	Workday approvals for hourly employees, with the Pay Period End (PPE) June12, 2026 are due by midnight.	Payroll	Payroll - Jacqueline Derrick Herl and Matthew Miller
<b>Friday, June 19, 2026</b>		<b>Juneteenth Holiday</b>		All	
Monday, June 22, 2026		<b>Vista Plus reports available for campus.</b>	The reports in Vista Plus are as of the previous day. FP12 FY26 Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Monday, June 22, 2026		<b>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)</b>	System generated emails will go to approvers for ENROUTE documents that need to be approved before 7:00 PM on 6/30/26 to avoid the document being disapproved by the system.  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 June 30th. <b>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.</b>	Campus Services	Kris King - Campus Services  BFS FSS
Tuesday, June 23, 2026	8:00 AM	<b>Hourly Payroll posts to KFS (PPE 6/12)</b>	File to KFS tonight. Visible in KFS next morning	Payroll	Payroll - Jacqueline Derrick Herl and Matthew Miller, Catherine Chavez, Elizabeth Mercier
Wednesday, June 24, 2026		<b>June 30th payroll posts to KFS</b>	File to KFS tonight. Visible in KFS next morning  <b>Campus can make changes to cost allocations for June payroll beginning June 1, 2026 in Workday. Please take advantage of this that time to make changes for FP12 FY26 as the cut-off for PAAs is July 9th, 2026 at 1:00 PM.</b>	Payroll	Payroll - Jacqueline Derrick Herl and Matthew Miller, Catherine Chavez, Elizabeth Mercier
Thursday, June 25, 2026	3:00 PM	<b>Laboratory Animal Resources (LAR) FP12 billing charges</b>	LAR will submit nightly upload to KFS for (5/21 - 6/20) billing cycle to post to FP12 FY26	LAR	Diana Smith - LAR
Thursday, June 25, 2026	4:00 PM	<b>TWARBUS uploads to student and commercial accounts must be done by 4:00 PM</b>	Departments that bill through TWARBUS need to have their batches submitted by 4:00 PM	Accounts Receivable	Suzanne Zimmerer & Angie Offord - A/R
Thursday, June 25, 2026	4:00 PM	<b>Approved DPSA forms to Accounts Receivable by 4:00 PM</b>	Approved forms returned to Accounts Receivable by 4:00 PM	Accounts Receivable	Suzanne Zimmerer & Angie Offord - A/R
Friday, June 26, 2026		<b>Vista Plus reports available for campus.</b>	The reports in Vista Plus are as of the previous day. FP12 FY26 Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Monday, June 29, 2026	10:00 AM	<b>Last day campus can request a Quick Pay for FY26.</b>	Quick Pay requests for FY26 need to be submitted to Payroll by 10:00 AM on this day.	Payroll and all	Payroll - Jacqueline Derrick Herl and Matthew Miller, Catherine Chavez, Elizabeth Mercier

Tuesday, June 30, 2026		<b>Year end inventory counts must be complete (regardless of being selected or not selected by Campus Services for a test count)</b>	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
Tuesday, June 30, 2026		<b>Dropdown available for new FY27 Budget Adjustment (BA) entries. Used for Kualii Research</b>	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	CO Office of Budgets qb_budget_office_helpdesk@colostate.edu  Chris Fendrich - PB Office of Budgets
Tuesday, June 30, 2026		<b>OSP State accounts ending June 30, 2026 or prior must have all transactions posted</b>	All transactions must be posted for State of Colorado accounts ending June 30, 2026 or prior. <b>Accruals for payroll or other expenses not posted in FY26 must be initiated by the Department and fully routed and approved by this date.</b> The OSP Financial Research Administrators will contact department Fiscal Officers with their list of State accounts.	OSP & campus	Chelo Jorge - OSP
Tuesday, June 30, 2026	Noon	<b>Asset Edit and retirement documents final for campus</b>	All asset edits need to be final by 06/30 at Noon.	Property	Debra Ellison or Rachel Drenth - Property
Tuesday, June 30, 2026	Noon	<b>Gifts of Equipment or other non-cash donations of tangible gifts (Gifts in Kind) sent to Property Management by Noon</b>	All Gift in Kind paperwork must be submitted to Property Management to create an asset record in the CAM database in FY26.	CSU Foundation Property	Terilyn Larson - CSUF Susie Pagnotta - PB  Debra Ellison - Property
Tuesday, June 30, 2026	Noon	<b>All travel documents with travel end dates thru 6/30/26 need to be approved by the submitting dept and in the Travel dept Action List by 12:00 PM</b>	TR's received by the Travel Desk with travel end dates thru 6/30/26 will be processed or accrued centrally and posted to FY26 if in the Travel Action List by 12:00 PM. All documents received by Travel after this day and time which have FY26 travel dates (7/1/25 - 6/30/26) must be accrued by the department (by July 8th). The accrual document # should be added to the Notes on the Trave Reimbursement document.	Travel	Ashley Meyer - Travel
Tuesday, June 30, 2026	1:00 PM	<b>Cash Receipts (CRs) and Advance Deposits (ADs) created with funds delivered to Cashier's Office by 1:00 PM</b>	CR and AD docs that are for FY26 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 FY26 are only allowed if the funds were received by CSU on or before June 30th.	Banking Services	Val Parker - Banking Services
Tuesday, June 30, 2026	3:00 PM	<b>Deadline for campus docs to hit Campus Services Kualii Action List for approval for FY26 FP12</b>	Campus documents (AV, DI, GLT and TF) need to be in the <b>Campus Services Kualii Action List by 3:00 PM</b> to allow time for review/approval for FY26 FP12. Any docs hitting the Action List after this deadline may not be approved and may be disapproved by the system.	Campus & Campus Services	Kris King - Campus Services
Tuesday, June 30, 2026	3:00 PM	<b>Review and clear OSP (5394xxx) salary clearing accounts being used for budget construction by 1:00 PM</b>	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 PAAs must be initiated in time for them to route for approvals and post prior to the payroll <b>PAA FY26 cut-off on July 9th at 1:00 PM.</b>	OSP & campus	Kim Brendsel - OSP
Tuesday, June 30, 2026	3:00 PM	<b>Review and clear salary clearing (1694xxx) accounts by 3:00 PM</b>	Any salary clearing accounts (1694xxx) need to have a zero balance by 3:00 PM.  NOTE: Any necessary PAAs must be initiated in time for them to route for approvals and post prior to the payroll <b>PAA FY26 cut-off on July 9th at 1:00 PM.</b>	Campus	1694xxx Fiscal Officers
Tuesday, June 30, 2026	5:00 PM	<b>Deadline for College areas and Agencies to complete budget input into Budget System (Questica) for FY27.</b>	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	CO Office of Budgets qb_budget_office_helpdesk@colostate.edu  Chris Fendrich - PB Office of Budgets
Tuesday, June 30, 2026	7:00 PM	<b>Last day for BFS, OSP, and Budget Office to initiate and approve account maintenance documents for FY26</b>	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
Tuesday, June 30, 2026	7:00 PM	<b>Internal Orders (IOs) submitted, approved and supplied and FINAL by 7:00 PM</b>	Internal Order documents must be submitted, approved, supplied and FINAL by 7:00 PM to post in FY26. If not, it will post in the next FY.	Campus	All
Tuesday, June 30, 2026	7:00 PM	<b>Clear deficits in 64xxxx GIFT sub-fund accounts</b>	Campus is responsible for having all GIFT sub-fund account deficits cleared by June 28th.  NOTE: Any necessary PAAs must be initiated in time for them to route for approvals and post prior to the payroll <b>PAA FY26 cut-off on July 9th at 1:00 PM.</b>	Campus and OSP	Kim Brendsel - OSP
Tuesday, June 30, 2026	7:00 PM	<b>Electronic uploads (CLTR) feeds must be uploaded to KFS prior to 7:00 PM for FP12 FY26</b>	These are the automatic Service Billing feeds (not the Service Billing document) from Mail Service, Telecom, ACNS, Facilities, etc.	Collector Feed Areas	Various

Tuesday, June 30, 2026	7:00 PM	<b>Period 12 close</b>	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
Tuesday, June 30, 2026	7:00 PM	<b>ENROUTE and SAVED documents will be disapproved at 7:00 PM</b>	<b>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 and period.</b>	KFS Operations, BFS - Campus Services	John Swaro & Grant Polzer - KFS Ops  Kris King - Campus Services
Wednesday, July 1, 2026		<b>Changes for existing ORGs complete. Begin using new accounts created for new year FY27.</b>	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
Wednesday, July 1, 2026		<b>Payroll Liabilities to be paid during Period 13.</b>	If payroll liabilities need to be paid in FP13, the drop down needs to be utilized to select the FY26 CLOSE option.	Payroll	Payroll - Jacqueline Derrick Herl and Matthew Miller, Catherine Chavez, Elizabeth Mercier
Wednesday, July 1, 2026		<b>Cash Receipt docs created 7/1/26 and beyond will post in FY27</b>	Cash Receipt (CR) documents created July 1st or later will post in FY27	Banking Services	Val Parker - Banking Services
Wednesday, July 1, 2026		<b>One Day of Credit Card Drafts will post to FP13 FY26</b>	One day of Credit Card Clearing / Drafts will be posted to FP13 FY26. It is possible additional transactions will need to be accrued from Credit Card Clearing OC6684 by the departments. <b>If monies have not been received from the bank for sales on or before 6/30/26, 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 2026 and with a Debit to OC1439 and a Credit to OC6684</b> 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 1, 2026		<b>Vista Plus reports available for campus.</b>	Normal month end reports for FP12 FY26. Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Wednesday, July 1, 2026		<b>PCard transactions dated July 1, 2026 or later will auto post to FY27. Departments need to accrue back to FY26 if the expense was incurred in FY26.</b>	PCard transactions dated July 1st or later will automatically post to FY27. Departments need to accrue transactions to FY26 if they were incurred in FY26 (the items were received on or before June 30th).	Procurement Services and all	Kellie Rainwater - Procurement
Wednesday, July 1, 2026		<b>First day TR docs for trip begin dates of 7/1/26 or after can be created in KFS</b>	First day Travel Reimbursement (TR) docs can be submitted in KFS for travel begin dates of 7/1/26 or after.	Travel and campus	Ashley Meyer - Travel
Wednesday, July 1, 2026		<b>FP13 FY26 opens and FP01 FY27 opens.</b>	The following documents will have a Fiscal Year drop down option available to select <b>FY26 Close (FY26 FP13) or July 2026 (FY27 FP01 )</b> : AV/AD/DI/DV/GLT/JV/IB/SB/ICA/ND/PE/TF  <b>NOTE: Please pay attention to which Fiscal Period option you select so that your document goes to the correct Fiscal Year!</b>	All	All
Wednesday, July 1, 2026	3:00 PM	<b>Laboratory Animal Resources (LAR) billing charges in FP13</b>	LAR will submit nightly upload for 6/21 - 6/30 billing charges. Charges will go to FP13 FY26.	LAR	Diana Smith - LAR
Friday, July 3, 2026	Midnight	<b>Hourly Approvals for PPE 6/26 by midnight</b>	TCP Approvals for hourly employees, with the Pay Period End (PPE) June 26, 2026 are due by midnight.	Payroll	Payroll - Jacqueline Derrick Herl and Matthew Miller
<b>Friday, July 3, 2026</b>			<b>4th of July Holiday</b>	All	
Monday, July 6, 2026		<b>Vista Plus reports available for campus.</b>	Reports are as of the previous day for FP13 FY26. Reports will load throughout the day.	BFS - FSS	Steven Dove - FSS
Monday, July 6, 2026		<b>System generated emails will go to initiators and approvers for ENROUTE documents for FP13 FY26 that need to be approved before 7/13/26 at 7:00 PM (DI, GLT, IB, ICA, PE, SB and TF)</b>	System generated emails will go to approvers for ENROUTE documents for FY13 FY26 that need to be approved before 7:00 PM on 7/13/26.  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 7/13/26. <b>It is the responsibility of the document initiator to track their documents to ensure they are fully approved prior to 7:00 PM on 7/13/26.</b>	Campus Services	Kris King - Campus Services  FSS
Tuesday, July 7, 2026		<b>June Treasury Interest post to accounts for FP13 FY26</b>	Treasury Interest earned on June average balances will post to designated accounts in FP13 FY26 using OC4405.	Banking Services	Val Parker - Banking Services

Tuesday, July 7, 2026	10:00 AM	<b>Deadline to submit invoices to A/P for FY26 PREQs. Deadline to submit DV's for FY26. After this, campus will still see dropdown but no documents should be submitted using FY26 after this deadline.</b>	DVs and PREQs created, approved, receipts/invoices attached, and in A/P queue (including petty cash reimbursements) for FY26. If not received by this deadline, the expense will post to FP01 FY27. Any invoice dates for PREQs that are dated June 30th or prior, will automatically post to FY26.  The FP13 FY26 option will still be available in the document drop down; however, it should not be used after this deadline. All DVs should be FY27 after this deadline.	Accounts Payable	Ashley Meyer - A/P
Tuesday, July 7, 2026	7:00 PM	<b>Final day for PCard reallocations &amp; approvals for transactions dated on or before 6/30/26.</b>	Final day to reallocate PCard transactions to FY26 by 7:00 PM. <b>All unapproved PCARD transactions at 7:00 PM with transaction dates of June 30th or prior, will be swept to FY26 to the PCard holder's default account and OC.</b>	Procurement Services and all	Kellie Rainwater - Procurement
Tuesday, July 7, 2026		<b>PPE June 26th - Hourly Payroll files generated for KFS</b>	Payroll Files generated for FY26 period 12. KFS Operations will move these entries to period 13 in KFS. Will not post to KFS GL until night of 07/08	Payroll	Payroll - Jacqueline Derrick Heri and Matthew Miller PB - Catherine Chavez
Wednesday, July 8, 2026		<b>KFS Operations directs PPE 06/26 to period 13 in KFS</b>	PPE 06/26 will post to FY26 period 13 tonight. KFS Operation will direct period 12 entries for PPE 06/26 to period 13 and will be visible in the GL on 07/09/26.	BFS - KFS Operations FRA	John Swaro, Grant Polzer, Jennifer Pollman
Wednesday, July 8, 2026	4:00 PM	<b>Campus deadline for submitting &amp; non-central approving of FY26 Year End documents (yearend versions of AV/BA/AD/DI/DV/GLT/ICA/ND/PE/T F/IB/SB)</b>	This is the <b>deadline for campus to SUBMIT documents for FY26</b> . After this deadline, the documents will no longer have the FP13 FY26 drop down option for Campus to use. Ad hoc process only used for material amounts. <b>The document initiator is responsible for making sure it makes it through all the workflow approvals prior to July 13, 2026.</b>	Campus	All
Wednesday, July 8, 2026	4:00 PM	<b>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)</b>	<b>Campus deadline to clear out the following accounts and Object Codes so they are a zero balance:</b>  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 PAA is needed to clear a Continuation account (200xxxx), the <b>deadline for PAAs is July 9th at 1:00 PM.</b>	Campus and Campus Services	All  Kris King - Campus Services
Wednesday, July 8, 2026	4:00 PM	<b>Inventory adjustment entry deadline to clear the Inventory Contra OCs (1585, 1590-1597, and 1599).</b>	Entries for final FY26 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
Wednesday, July 8, 2026	4:00 PM	<b>All 21 RECHAR and 22 GENOP account deficits need to be cleared by this deadline.</b>	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 PAA is needed to clear a RECHAR or GENOP account, the <b>deadline for PAAs is July 9th at 1:00 PM</b>	Campus and Campus Services	All  Kris King - Campus Services
Wednesday, July 8, 2026	4:00 PM	<b>All Internal Billing (IB) and Service Billing (SB) documents for FY26 must be submitted and fully approved in KFS by 4:00 PM (the FY26 dropdown will be removed)</b>	All Internal Billing (IB) and Service Billing (SB) documents the FY26 option will be removed from the drop down.	KFS Operations	John Swaro & Grant Polzer - KFS Ops
Wednesday, July 8, 2026	4:00 PM	<b>Deadline for colleges and units to SUBMIT Budget Adjustment (BA) documents for FY26 by 4 PM.</b>	Deadline to SUBMIT BAs by colleges and units for FY26.	Office of Budgets and all	CO Office of Budgets qb_budget_office_helpdesk@colostate.edu  Chris Fendrich - PB Office of Budgets
Wednesday, July 8, 2026	5:00 PM	<b>Final processing of DV's by A/P for FY26.</b>	A/P completes processing of DVs for FY26	Accounts Payable	Ashley Meyer - A/P
Wednesday, July 8, 2026	5:00 PM	<b>Final processing of PREQ's by A/P for FY26.</b>	A/P completes processing of PREQs for FY26 Set post back period parameter.	Accounts Payable	Ashley Meyer - A/P

Thursday, July 9, 2026	8:00 AM	Final Entries for PPE 06/26 post to KFS GL	<b>PPE 06/26 will be visible in KFS under FY26 FP13. Deadline for FY26 PAAs is 1:00 PM on 7/9/26.</b>  If a Continuation account is affected by the 06/26 PPE payroll, please contact BFS Campus Services for assistance in completing a GLT to move the salary & fringe off of the Continuation account.	BFS - KFS Operations	John Swaro, Grant Polzer
Thursday, July 9, 2026	Noon	<b>Inventory Certificates are due in Campus Services by noon.</b>	Final Inventory Certificates for FY26 are due in Campus Services by noon. The form must be submitted with the final FY26 inventory report and the balance listed in the form must match the amount in Kualii and the final balance on the inventory report. The form is located in the Accounting Miscellaneous section at: <a href="http://busfin.colostate.edu/Resources/Forms.aspx">http://busfin.colostate.edu/Resources/Forms.aspx</a>	Campus and Campus Services	All  Kris King - Campus Services
Thursday, July 9, 2026	Noon	<b>Non-cash donations of tangible gifts (Gifts in Kind) recorded by the CSU Foundation (or CSUP) between July 1 and July 8, 2026. Paperwork due to Property Management by noon.</b>	This is for non-cash donations of tangible gifts recorded by the CSU Foundation (or CSUP) between July 1 and July 8, 2026. 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.	CSU Foundation  BFS Property	Terilyn Larson - CSUF Susie Pagnotta - PB  Debra Ellison - Property
Thursday, July 9, 2026	1:00 PM	<b>Final day for Payroll Accounting Adjustments (PAAs) to FY26.</b>	<b>Final Payroll Accounting Adjustments are due by 1:00 PM. Effects of the PAAs will be visible in Kualii on 7/11/26.</b>	Payroll and all	Payroll - Jacqueline Derrick Herl and Matthew Miller, Catherine Chavez, Elizabeth Mercier
Thursday, July 9, 2026	6:00 PM	<b>Cutoff for ALL uploads to KFS for FP13 FY26. Uploads after this date will post to FY27.</b>	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
Friday, July 10, 2026	8:00 AM	<b>Encumbrance forward posts to GL.</b>	Encumbrances available in GL for review	KFS Operations	John Swaro & Grant Polzer - KFS Ops
Friday, July 10, 2026	8:00 AM	<b>Accounts Payable Open Subcontract PO report to OSP for accrual entry today.</b>	Accounts Payable will provide the report to OSP by 8:00AM. Accrue 75xx in 53 accts	Accounts Payable and OSP	Ashley Meyer - A/P Ben Egolf - OSP
Friday, July 10, 2026		<b>Vista Plus reports available for campus.</b>	Reports are as of the previous day for FP13 FY26. Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Friday, July 10, 2026		<b>Procurement can start voiding/closing PO's.</b>	End black out on Purchase Order closures and voids	Procurement Services	Farrah Bustamante - Procurement
Friday, July 10, 2026		<b>KFS Operations directs FY26 PAAs to period 13 in KFS</b>	KFS Operation will direct period 12 entries for FY26 PAAs to period 13 and will be visible in the GL on 07/11/26. Process GLCP for FP12 fall out.	KFS Operations	John Swaro & Grant Polzer
Monday, July 13, 2026		<b>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.</b>		BFS	BFS
Monday, July 13, 2026	3:00 PM	<b>Deadline for campus docs to hit Campus Services Kualii Action List for approval for FY26 FP13</b>	Campus documents (AV, DI, GLT and TF) need to be in the <b>Campus Services Kualii Action List by 3:00 PM</b> to allow time for review/approval for FY26 FP13. Any docs hitting the Action List after this deadline may not be approved and may be disapproved by the system.	Campus & Campus Services	Kris King - Campus Services
Monday, July 13, 2026	7:00 PM	<b>PB 53xxxxx Subcontract payable accrual entered by today.</b>	CSUP to enter Subcontract payable accrual for 53xxxxx accounts.	PB	Cynthia Decker - PB Sponsored Programs
Monday, July 13, 2026	7:00 PM	<b>Facilities Management late accruals entered by today.</b>	For late accruals, Facilities Management needs to use the AD HOC COMPELTE process to send them to Campus Services by 3:00PM and must include a Note asking Campus Services to flip the year back to FY26. Please also send BFS Campus Services an email letting us know the AV doc # you are sending to us as AD HOC COMPLETE.	BFS/Facilities	Kris King - Campus Services Amanda Smith - FM
Tuesday, July 14, 2026	After 7:00 PM	<b>FP13 automatic journal entries (AJV - prorates) job runs. These will post and be available for view on the next business day.</b>	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
Wednesday, July 15, 2026	8:00 AM	<b>FP13 FY26 AJV prorates posted from night before and available to view in GL.</b>	FP13 FY26 percentage based prorates are posted to GL	KFS Operations	John Swaro & Grant Polzer - KFS Ops
Wednesday, July 15, 2026	7:00 PM	<b>OSP Subcontract payable accrual entered and FINAL by 7:00PM today.</b>	OSP will enter the accrual to the OSP Control Accounts so the entry can be FINAL by 7:00PM	Sponsored Programs	Ben Egolf - OSP

Thursday, July 16, 2026	7:00 PM	<b>OSP and PB deadline to zero out Continuation accounts related to SPONPR &amp; 1SPONP accounts</b>	Needs to be done after the FY26 AJV's post	Sponsored Programs	Chelo Jorge - OSP CO Cynthia Decker - PB Sponsored Programs
Thursday, July 16, 2026	7:00 PM	<b>Last day for PB to enter documents.</b>		KFS Operations	All Pueblo accountants
Friday, July 17, 2026		<b>Vista Plus reports available for campus.</b>	Reports are as of the previous day for FP13 FY26. Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Friday, July 17, 2026	7:00 PM	<b>A/R deadline to initiate &amp; approve Year End documents.</b>		KFS Operations	John Swaro & Grant Polzer - KFS Ops
Friday, July 17, 2026	7:00 PM	<b>Treasury, Sponsored Programs and Campus Services, deadline to initiate &amp; approve Year-end documents.</b>	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 24, 2026		<b>Vista Plus reports available for campus.</b>	Reports are as of the previous day for FP13 FY26. Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Saturday, July 25, 2026		<b>Cash Reversion entries are posted to KFS GL</b>	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 25, 2026		<b>Nominal revenue/expense to Fund Balance entry is posted to KFS GL</b>	The system will automatically close all Revenue and Expense to Fund Balance for FY26.	KFS Operations & Campus Services	KFS Operations & Campus Services
Wednesday, July 29, 2026		<b>FY27 Budget loads to Financial System (KFS)</b>	The reconciled results of the budget input for FY27 loads account level budgets into KFS creating beginning budget.	Office of Budgets	Office of Budgets qb_budget_office_helpdesk@colostate.edu  Chris Fendrich - PB Office of Budgets
Wednesday, July 29, 2026		<b>Balance Forward Entries available in KFS GL</b>		KFS Operations	John Swaro & Grant Polzer - KFS Ops
Wednesday, July 29, 2026		<b>Official close of FP13 FY26</b>	This is the official close date of FY26 in KFS.	KFS Operations	John Swaro & Grant Polzer - KFS Ops
Wednesday, July 29, 2026		<b>Final FY26 ODS tables loaded</b>	The final ODS tables for FY26 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
Friday, July 31, 2026		<b>End of Blackout period to open, close or edit accounts related to Budget Load</b>	ACCT docs for budget load accounts can now be opened, closed, or edited.	All	All
Friday, July 31, 2026		<b>Vista Plus reports available for campus.</b>	Reports are as of the previous day for FP13 FY26. Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Friday, July 31, 2026	7:00 PM	<b>FP01 FY27 - July month-end close.</b>	This is the normal month end close for July.	KFS Operations and all	John Swaro & Grant Polzer - KFS Ops
Monday, August 3, 2026		<b>Vista Plus reports available for campus.</b>	This is the normal month end reports for FP01 FY27. Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Monday, August 3, 2026		<b>FY27 BA document start to be approved</b>	Campus can now enter BAs for FY27.	Office of Budgets	Office of Budgets qb_budget_office_helpdesk@colostate.edu  Chris Fendrich - PB Office of Budgets
Friday, August 7, 2026		<b>Vista Plus reports available for campus.</b>	Reports are as of the previous day for FP13 FY26. Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Friday, August 14, 2026		<b>Vista Plus reports available for campus.</b>	Reports are as of the previous day for FP13 FY26. Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Friday, August 21, 2026		<b>Vista Plus reports available for campus.</b>	Reports are as of the previous day for FP13 FY26. Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Friday, August 28, 2026		<b>Vista Plus reports available for campus.</b>	Reports are as of the previous day for FP13 FY26. Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Tuesday, September 1, 2026		<b>Vista Plus reports available for campus.</b>	Normal Month End reports for FP02 FY27. Reports will load throughout the day,	Campus Services	Kris King - Campus Services
Friday, September 4, 2026		<b>Vista Plus reports available for campus.</b>	Reports are as of the previous day for FP13 FY26. Reports will load throughout the day.	Campus Services	Kris King - Campus Services

Friday, September 11, 2026		<b>Vista Plus reports available for campus.</b>	Reports are as of the previous day for FP13 FY26. Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Friday, September 18, 2026		<b>Vista Plus reports available for campus.</b>	Reports are as of the previous day for FP13 FY26. Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Friday, September 25, 2026		<b>Vista Plus reports available for campus.</b>	Reports are as of the previous day for FP13 FY26. Reports will load throughout the day.	Campus Services	Kris King - Campus Services
Thursday, October 1, 2026		<b>Vista Plus reports available for campus.</b>	Normal Month End reports for FP03 FY27. Reports will load throughout the day,	Campus Services	Kris King - Campus Services
Friday, October 2, 2026		<b>Vista Plus reports available for campus.</b>	Reports are as of the previous day for FP13 FY26. Reports will load throughout the day.	Campus Services	Kris King - Campus Services