

TO: All Faculty and Staff

FROM: Meg Brewer, Executive in Charge of Business Financial Services

SUBJECT: Year End Deadlines for FY 2023

DATE: **May 9, 2023**

To facilitate a timely year-end closing process that complies with the deadlines established by several state agencies and the CSU System Office, see the following cutoff dates for FY 23. **Please note: these are firm deadlines. Any submission after these dates must be approved by Business Financial Services.** Keep in mind that all goods received, services performed, or travel conducted by June 30, 2023 must be recorded in FY 23. Contact the applicable office with any questions.

DOCUMENT	SUBMITTAL CUTOFF DATE	CONTACT
Account Create/Close Requests	June 1, 2023	Business Financial Services
FY 23 Job Offer Creation	June 1, 2023	Human Resources
Payroll Adjustments	June 9, 2023	Payroll Office
Interdepartmental Vouchers (IDVs), SB's	June 9, 2023	Accounts Payable
GLT's, Transfers of Funds	June 14, 2023	Business Financial Services
Travel Reimbursement	June 16, 2023	Accounts Payable
Disbursement Vouchers. DOC MUST BE FINAL BY JUNE 30th.	June 16, 2023	Accounts Payable
Preliminary Requests for Grant Draws	June 16, 2023	Business Financial Services
Payment Requests to AP	June 16, 2023	Accounts Payable
Credit Card Deposits to Cashier – See Below	June 16, 2023	Cashier
PCard Purchases. DOC MUST BE ALLOCATED AND FINAL BY 7/5/23	June 21, 2023	Purchasing
Deposits to Cashier by 10:00am	June 23, 2023	Cashier
Last AR Posting	June 23, 2023	Accounts Receivable
FY23 Leave Requests – submitted and approved	June 30, 2023	Human Resources
Departmental Travel Card Receipts & Allocations	June 30, 2023	Accounts Payable
June NSH/Student Timesheets	July 3, 2023	Payroll Office

Credit Cards: OUTSTANDING deposits (up through 6/15/23) are due to the Cashier by June 16, 2023. Deposits from the last 15 days of June are due to the Cashier by July 3, 2023.

Budgets and spending can be monitored within the various General Ledger views in the Kuali Financial System (KFS). Additionally, the following resources are available to review budgets.

1. *Monthly Reports.* Departments can reference their budget to actual expenditures by accessing monthly budget reports found on the I:\ drive as follows: I:\KFS\Reports\Revenue and Expense. Once there, select the most recent month's report. You can then click on the .pdf file with your account number (the list is in numerical order).
2. *Online information.* Information about the KFS system is available on the CSU-Pueblo website at the following location: <https://www.csupueblo.edu/business-financial-services/kuali-financial-system/index.html>.
3. *Contacts.* If you need any additional information pertaining to purchasing, accounting, or KFS, do not hesitate to contact one of the following people:

Meg Brewer: meg.brewer@csupueblo.edu, Chris Fendrich: Chris.fendrich@csupueblo.edu