

TO: All Faculty and Staff  
 FROM: Alejandro Rojas-Sosa, Vice President for Finance & Administration  
 SUBJECT: Year-end Deadlines for FY 2021  
 DATE: April 19, 2021

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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 FY21. **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, 2021, must be recorded in FY21. Contact the applicable office with any questions.

DOCUMENT	SUBMITTAL CUTOFF DATE	CONTACT
Account Create/Close Requests	June 1, 2021	Business Financial Services
FY21 Job Offer Creation	June 04, 2021	Human Resources
Travel Reimbursement	June 11, 2021	Accounts Payable
Interdepartmental Vouchers (IDVs)	June 14, 2021	Accounts Payable
Disbursement Vouchers. <b>DOC MUST BE FINAL BY JUNE 30<sup>th</sup>.</b>	June 18, 2021	Accounts Payable
Preliminary Requests for Grant Draws	June 18, 2021	Business Financial Services
Payment Requests to AP	June 21, 2021	Accounts Payable
PCard Purchases. <b>DOC MUST BE ALLOCATED AND FINAL BY 7/6/21</b>	June 23, 2021	Purchasing
Credit Card Deposits to Cashier – See Below	June 23, 2021	Cashier
Deposits to Cashier <b>by 10:00am</b>	June 24, 2021	Cashier
Last AR Posting	June 25, 2021	Accounts Receivable
General Error Corrections. Transfer of Funds	June 25, 2021	Business Financial Services
Leave Requests	June 30, 2021	Human Resources
Payroll Adjustments	June 30, 2021	Payroll Office
June NSH/Student Timesheets	July 2, 2021	Payroll Office

**Credit Cards: OUTSTANDING deposits (up through 6/21/21) are due to the Cashier by June 23, 2021. Deposits from the last 9 days of June are due to the Cashier by July 2, 2021.**

Budgets and spending can be monitored within the various General Ledger views in the Kualo 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\FY21 Account Reports. 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:

Juanita Pena: [Juanita.pena@csupueblo.edu](mailto:Juanita.pena@csupueblo.edu)

Geraldine Trujillo-Martinez: [g.trujillomartinez@csupueblo.edu](mailto:g.trujillomartinez@csupueblo.edu)