Student Financial Services-Accounting
Important Dates for Year-End Close 2024
(updated 05/14/2024)

Friday – June 14, 2024
- To ensure payment in FY 2024, the last day to submit paper forms (PAs, NRIs, and SSPs) to the PSC (APInvoice@cu.edu) - deadline 6 p.m.
- To ensure payment in FY 2024, the last day to provide campus approval for payment vouchers (PV) in Marketplace - deadline 6 p.m.
- To ensure payment in FY 2024 (subject to payment terms), the last day to submit vendor invoices to the PSC (APInvoice@cu.edu) - deadline 6 p.m.
- To ensure payment in FY 2024, the last day to provide campus approval for both employee and non-employee travel/expense reimbursements in Concur - Deadline 6:00 p.m.

Monday – June 24, 2024
- Last day to issue Demand Warrants (on a case-by-case basis) by 4:30 p.m.
- Last day to run the ACH refund process for FY 2024
- Last day for Batch Refund Warrants for FY 2024
- All CU-SIS refunds including batch check refunds, Credit Card Refunds, demand warrants, and AP Checks must be canceled for FY 2024 by 4:30 p.m.

Wednesday - June 26, 2024
- All petty cash/change fund replenishment checks should be cashed for FY 2024 by 4:30 p.m.

Friday - June 28, 2024
- Money received for FY 2024 is due in the Office of Cash Management by 4:30 p.m. – Final Feed FY 2024.
- All checks on hand MUST be distributed by 4:30 p.m.
- All collection/DOR payments received by SDM in June must be posted to CU-SIS and PeopleSoft by 4:30 p.m.

Sunday - June 30, 2024
- Nelnet web payments including web confirmation deposit payments will be turned off by 4:30 p.m.
- Tuition Calc. and COF turn off at 4:30 p.m.
- Bursar's Payment Applier runs after web payments are turned off. GL Interface runs after the Payment Applier is finished.
- CU-SIS close for year-end.
- Final CU-SIS accounting feed to PeopleSoft.

Monday - July 1, 2024
- All CU-SIS refund processes are resumed.

Tuesday - July 2, 2024
- Student Financials snapshot data is available in Cognos by Noon.

Wednesday - July 3, 2024
- Review the Accounting Feed to confirm final JEs are posted for 1st Close.
- **1st year-end close** (Period 12) for PeopleSoft at 6:00 p.m.

Friday - July 5, 2024
- USER ALERT: No FY 2024 journals should be approved or manually posted (new fiscal year exemption)
- Journals not posted will be updated to the open adjustment period.
- Invoices for FY 2024 business should NOT be sent to PSC until July 5.

Thursday - July 11, 2024
- **2nd year-end close** (Period 996) for PeopleSoft. All journals must be posted and approved by 6:00 p.m.
- All Auxiliary CU-SIS receivable allowance adjustments must be posted to PeopleSoft by this date to allow for review by accounting.

Friday – July 12, 2024
- USER ALERT: No FY 2024 journals should be approved or manually posted (New fiscal year exemption).
- Journals not approved will be updated to the open adjustment period.
- All Departments begin reporting errors > $10,000.

Tuesday – July 16, 2024
- 6:00 p.m. cutoff for departments to enter JEs, BJEs, and cash transfers including all funds for final close Period 997.

Thursday – July 18, 2024
- **Final Campus Close** (period 997) 6:00 p.m.
- Last day to post manual accruals for all significant items by 6:00 p.m.

Friday – July 19, 2024
- USER ALERT: No FY 2024 journals should be approved or manually posted.
- No 998 entries should be created.

Monday – July 22, 2024
- CCO requests departmental balance sheet details. Due back to CCO on August 9.

Wednesday – July 24, 2024
- Period 998 closes at 3 p.m.

Friday – August 9, 2024
- Departmental Balance Sheet Support Detail is due back to CCO.

Item Type Maintenance
Any June re-organization of FOPPs on PS Financials that affects SF transactions and requires Item Type Maintenance, will not be updated to CUSIS until July 1st of the next Fiscal Year.

Supporting Detail Requests
The Student Financial Services department of the Bursar's Office will provide CCO with supporting details for June 30, 2024, balances in accounts 012901 and 012902 for the Boulder Campus.

Links
For additional year-end information, please visit the CCO website:
https://www.colorado.edu/controller/fye24

Bursar's Office Contacts for Year-end Procedure

Department	Process	Contact Information
Student Financial Services	3rd Party Sponsorships	3rdparty@colorado.edu
Student Financial Services	Student Account Detail by FOPP CU-SIS Reports CU-SIS Suspense Item Type Requests Confirmation Deposits Data Entry (Group Post) Other Inquiries	sf.accounting@colorado.edu
Office of Cash Management	Cash Receipts	cashmanagement@colorado.edu
Campus Accountant	Auxiliary Allowance for Student A/R	fiscalcompliance@colorado.edu