

## **Student Financial Services FYE 2023 Important Dates**

### **Friday, June 9**

- To ensure payment in FY 2023, last day to submit paper forms (PAs, NRIs and SSPs) to the PSC ([apinvoice@cu.edu](mailto:apinvoice@cu.edu)) - deadline 6 p.m.
- To ensure payment in FY 2023, last day to provide campus approval for payment vouchers (PV) in Marketplace - deadline 6 p.m.
- To ensure payment in FY 2023 (subject to payment terms), last day to submit vendor invoices to the PSC ([apinvoice@cu.edu](mailto:apinvoice@cu.edu)) - deadline 6 p.m.
- To ensure payment in FY 2023, last day to provide campus approval for both employee and non-employee travel/expense reimbursements in Concur - deadline 6 p.m.

### **Friday, June 23 (7 days prior to the PSC deadline for student AP checks)**

- Last day to submit requests to cancel AP Checks to PSC – deadline noon

### **Monday, June 26**

- Last day to issue Demand Warrants (on a case-by-case basis) by 4:30 p.m.
- Last day to run ACH refund process for FY 2023
- Last day for Batch Refund Warrants for FY 2023
- All Campus Solutions refunds including batch check refunds, direct deposit refunds, credit card refunds, and demand warrants must be cancelled for FY 2023 by 4:30 p.m.

### **Tuesday, June 27**

- 6 p.m. deadline for applying departmental approval on JEs and PETs that required secondary approval for 1st close

### **Friday, June 30**

- Money received for FY 2023 is due in the Office of Cash Management by 4 p.m. – Final Feed FY 2023
- All checks on hand MUST be distributed by 4:30 p.m.
- All collection payments received by SDM in June must be posted to CU-SIS and PeopleSoft by 4:30 p.m.
- NelNet web payments including web deposit payments will be turned off by 4:30 p.m.
- Tuition Calc. and COF turn off at 4:30 p.m.

**(Friday, June 30 cont.)**

- Bursar's Payment Applier runs after web payments turn off, GL Interface runs after Payment Applier is finished
- CU-SIS close for year-end
- Final CU-SIS accounting feed to PeopleSoft

**Monday, July 3**

- Direct deposit refunds resume
- Special check refund run
- Student Financials snapshot data may be available in Cognos by noon. If not, it will be available Wed., July 5, by noon

**Thursday, July 6**

- Review Accounting Feed to confirm final JEs are posted for 1st Preliminary Close.
- 1st year-end close (Period 12) for PeopleSoft at 6 p.m.

**Friday, July 7**

- **USER ALERT:** No FY 2023 journals should be approved or manually posted (new fiscal-year exemption)
- Review the journal feed to ensure that all related journals are posted. Journals not posted will be updated to the open adjustment period.

**Saturday, July 8**

- June 1st Close (Period 12) Reports available on demand in the reporting system after 8 a.m.

**Monday, July 10**

- Normal Refund Schedule resumes

**Thursday, July 13**

- 2nd year-end close (Period 996) for PeopleSoft. All journals must be posted and approved by 6 p.m.
- All Auxiliary CU-SIS receivable allowance adjustments must be posted to PeopleSoft by this date

**Friday, July 14**

- **USER ALERT:** No FY 2023 journals should be approved or manually posted (new fiscal year exemption)

**(Friday, July 14 cont.)**

- Journals not approved will be updated to the open adjustment period
- All Departments begin reporting errors greater than \$10,000

**Saturday, July 15**

- June 2nd Close (Period 996) Reports available on demand in the reporting system after 8 a.m.

**Tuesday, July 18**

- 6 p.m. - Final cutoff for departments to enter JEs, BJs and cash transfers for FY23, includes ALL FUNDS (Period 997)

**Thursday, July 20**

- 3rd year-end close for campus (period 997) 6 p.m.
- Last day to post manual accruals for all significant items by 6 p.m.

**Friday, July 21**

- **USER ALERT:** No journals should be approved or manually posted. No 998 entries should be created.

**Saturday, July 22**

- 3rd Close (Period 997) Reports available on demand in the reporting system after 8 a.m.

**Monday, July 24**

- CCO Request departmental balance sheet detail. Due back to CCO August 6.

**Wednesday, July 26**

- Final close (Period 998) for OUC closes at 3 p.m.

**Friday, August 4**

- Departmental Balance Sheet Support Detail is due back to CCO

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**Item Type Maintenance**

Any June re-organization of a FOPP on PS Financials that affects SF transactions and requires Item Type Maintenance, will not be updated to Campus Solutions until July 1 of the next fiscal year.

**Supporting Detail Requests**

The Student Financial Services department of the Bursar's Office will provide CCO with supporting detail for June 30, 2023, balances in accounts 012901 and 012902 for the Boulder campus.

**Links**

For additional year-end information, please visit the [CCO FYE 2023 webpage](#).

**Bursar's Office Contacts for Year-End Procedures**

Department	Process	Contact
Student Financial Services	3rd Party Sponsorships	<a href="mailto:3rdparty@colorado.edu">3rdparty@colorado.edu</a>
Student Financial Services	<ul style="list-style-type: none"> <li>• Student Account Detail by FOPP</li> <li>• CU-SIS Reports</li> <li>• CU-SIS Suspense</li> <li>• Item Type Requests</li> <li>• Confirmation Deposits</li> <li>• Data Entry (Group Post)</li> <li>• Other Inquiries</li> </ul>	<a href="mailto:sf.accounting@colorado.edu">sf.accounting@colorado.edu</a>
Office of Cash Management	Cash Receipts	<a href="mailto:cashmanagement@colorado.edu">cashmanagement@colorado.edu</a>
Area Accountant	Auxiliary Allowance for Student A/R	<a href="#">Find Your Area Accountant</a>