

Student Financial Services-Accounting
Important Dates for Year-End Close 2025
Updated 05/23/25

Friday – June 13, 2025

- To ensure payment in FY2025, last day to submit paper forms (PAs, NRIs and SSPs) to the PSC (APIInvoice@cu.edu) - deadline 6 p.m.
- To ensure payment in FY2025, last day to provide campus approval for payment vouchers (PV) in Marketplace - deadline 6 p.m.
- To ensure payment in FY2025 (subject to payment terms), last day to submit vendor invoices to the PSC (APIInvoice@cu.edu) - deadline 6 p.m.
- To ensure payment in FY 2025, last day to provide campus approval for both employee and non-employee travel/expense reimbursements in Concur - Deadline 6:00 p.m.
- To ensure payment in FY2025, last day to provide supplier information to PSC to request new or update existing supplier 6 p.m.

Monday – June 23, 2025 (7 days prior to the PSC deadline for student AP checks)

- Last day to submit requests to cancel AP Checks to PSC– Deadline Noon.

Wednesday – June 25, 2025

- Last day to issue Demand Warrants (on a case-by-case basis) by 4:30 PM.
- Last day to run ACH refund process for FY 2025.
- Last day for Batch Refund Warrants for FY 2025.
- All CU-SIS refunds including batch check refunds, Credit Card Refunds, and demand warrants must be cancelled for FY2025 by 4:30 p.m. For direct deposit refund returns please contact sf.accounting@colorado.edu for specific instruction.

Thursday – June 26, 2025

- 6:00 PM deadline for applying departmental approval on 3X JEs and PET's requiring secondary CCO approval for 1st close.

Monday - June 30, 2025

- Money received for FY2025 is due in the Office of Cash Management by 4:30 p.m. – Final Feed FY2025.
- 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 turned off at 4:30 p.m.
- Bursar's Payment Applier runs after web payments are turned off; GL Interface runs after Payment Applier is finished.
- CU-SIS close for year-end.
- Final CU-SIS accounting feed to PeopleSoft.

Tuesday - July 1, 2025

- Direct deposit refunds resume.

Wednesday – July 2, 2025

- Student Financials snapshot data available in Cognos by Noon.

Thursday - July 3, 2025

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

Monday - July 7, 2025

- **USER ALERT:** No FY 2025 journals should be approved or manually posted (new fiscal year exemption).
- Journals not posted will be updated to the open adjustment period. New FY exemption.
- Invoices for FY2026 business should NOT be sent to the PSC until July 7.
- June 1st Close (Period 12) reports should be available on demand in the reporting system after 8:00 a.m.
- Normal Refund Schedule resumes.

Thursday – July 10, 2025

- 12:00 p.m. noon deadline for departmental approval on 3X JEs and PET's requiring secondary CCO approval for 2nd close

Monday - July 14, 2025

- **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.

Tuesday – July 15, 2025

- **USER ALERT:** No FY 2025 journals should be approved or manually posted (New fiscal year exemption).
- Journals not approved will be updated to the open adjustment period.

Wednesday – July 16, 2025

- June 2nd Close (Period 996) reports should be available on demand in the reporting system after 8:00 a.m.

Thursday – July 17, 2025

- 6:00 p.m. - Final cutoff for depts. to enter JEs, BJs and cash transfers for FY25, includes ALL FUNDS (Period 997).

Friday – July 18, 2025

- All Departments begin reporting errors > \$10,000 to Campus Accounting.

Monday – July 21, 2025

- **3rd year-end close** for Campus (period 997) 6:00 p.m.
- Last day to post manual accruals for all significant items by 6:00 p.m.

Tuesday – July 22, 2025

- **USER ALERT:** No FY 2025 journals should be approved or manually posted. No 998 entries should be created.

Wednesday – July 23, 2025

- 3rd Close (Period 997) reports should be available on demand in the reporting system after 8:00 a.m.

Wednesday – July 23, 2025

- CCO Request departmental balance sheet detail. Due back to CCO August 8.

Wednesday – July 30, 2025

- **Final Close**, (Period 998) for OUC at 3 p.m.

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 CUSIS until July 1st of the next Fiscal Year.

Supporting Detail Requests

The Student Financial Accounting department of Bursar's Office will provide CCO with supporting detail for June 30, 2025, 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/fye25>.

Bursar's Office Contacts for Year-end Procedure

| Department | Process | Contact Information |
|------------------------------|--|---|
| Student Financial Accounting | 3 rd Party Sponsorships | 3rdparty@colorado.edu |
| Student Financial Accounting | 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 |
| Area Accountant | Auxiliary Allowance for Student A/R | https://www.colorado.edu/controller/contact-us/find-your-campus-accountant |