Deadlines

- 1st two Business Days of Current Month
  - Create Final Journal Entries for prior month
  - Cut-off for campus users is 6:00 p.m. on the 2nd business day

- 3rd Business Day
  - PeopleSoft Finance System Close
  - GAR (General Administrative Recharge)/GIR (General Infrastructure Recharge) and Other Allocations
  - Delete Prior Month Unposted Journal Entries/Journal Entries in Saved Incomplete Status

- 4th Business Day
  - CIW Updated with Month-End Closing Entries; Monthly Statements Ready for Review/Reconciliation

- 3rd Business Day Prior to End of Calendar Month
  - Gift Expenditure Wire Cut-off

- 2nd Business Day Prior to End of Calendar Month
  - Fully Approve Concur Travel and Expense Reports

- Items that vary by campus or month:
  - Budget Journals, Sponsored Project, Gift Fund, and Cash Transfer Journal Entry deadlines vary by campus
  - Payroll cut-offs vary by month

- Other Monthly Activities with flexible deadlines:
  - Account Reconciliations
  - Budget to Actual Analysis
  - Financial Forecasting

Resources

Controller's Offices
- https://www.colorado.edu/controller/
- https://www.uccs.edu/rmd/uccs-controllers-office
- http://www.ucdenver.edu/about/departments/finance/Pages/default.aspx
- https://www.cu.edu/controller/

Finance System and Fiscal Year-End Calendars
- https://www.cu.edu/controller/accounting-finance-system/calendars

Payroll Calendar
- https://www.cu.edu/employee-services/skillsoft/payroll-production-calendars

Accounting Handbook
- https://www.cu.edu/controller/procedures/accounting-handbook

m-Fin Reports Training
- https://www.cu.edu/controller/cognos-reporting-system-training