Fiscal year-end is coming this summer. Ensure your year-end tasks go smoothly by reviewing best practices, reminders and resources.

**Ongoing monthly funding**

Update funding and job data for monthly payroll by the 10th of each month to ensure accuracy, including this year's April payroll funding.

Review important reminders to ensure successful payrolls:

- Look for end dates that are subject to the grant optimization process.
- Projects in pre-spending and open status may be used for new funding entries, but projects in ended and reporting status are not available. Projects in reporting status during a pay period will go to suspense.
- Projects in pre-spending, open and ended statuses are available for Payroll Expense Transfers (PETs). Projects in reporting status are not allowed.
- Only projects require end dates. As the fiscal year rollover nears, consider removing end dates from non-sponsored funding before the fiscal year.

**Start planning for fiscal year-end**

Be sure to continue clearing suspense SpeedTypes and review the payroll budget to avoid last minute PETs in June and July. Use the HCM Funding Distribution query (CUES_HCM_FUNDING_DISTRIBUTION) to identify current funding.

Follow these steps to access the query:

1. Log into the employee portal. [3]
2. Open the CU Resources dropdown menu and click Business Tools.
3. Select the HCM tile and choose HCM Community Users from the drop-down menu.
4. Click the HCM WorkCenter tile.
5. Select the Resources tab and click Funding Distribution.
reminders-and-resources-prepare-fiscal

Links
[1] https://www.cu.edu/blog/hcm-community/review-fiscal-year-funding-best-practices-reminders-and-resources-prepare-fiscal
[3] https://my.cu.edu
[7] https://www.cu.edu/blog/hcm-community/tag/funding