Published on *University of Colorado* (https://www.cu.edu)

Year-End Calendar: OnBase Instructions [1]

Beginning Fiscal Year 2023, the year-end calendar in Microsoft Excel has been replicated in the OnBase platform. If you are a FYE Calendar Team Member, you have been granted access to the OnBase version of the calendar.

NOTE: The Excel version presents a snapshot of the initial due dates that were communicated to the campus controllers' offices in April.

Throughout year-end, due date changes may occur and are updated in the OnBase calendar only. FYE Calendar Team Members should rely on the OnBase version for the most up-to-date information. Departments should rely on information presented at their Campus FYE Town Halls and ongoing communications from their campus controller's office.

Watch the video or download the attachment for information on how to access OnBase, how to navigate the new version of the year-end calendar, and how to mark calendar tasks completed.

Attachments:
OUC FYE Solution - User Documentation [2]
Groups audience:
Controller

Source URL:https://www.cu.edu/controller/accounting-finance/calendars/year-end-calendar-onbase-instructions

Links
[1] https://www.cu.edu/controller/accounting-finance/calendars/year-end-calendar-onbase-instructions
[2] https://www.cu.edu/doc/s-ouc-fye-solution-documentation-userpdf