

Year End Open Forum FY26

May 12, 2026

Presented by Campus Services



Colorado State University

Housekeeping Items

- This session is being recorded - the link will be posted for later viewing
- Please mute your microphones unless speaking
- Attendees - Please turn off your cameras
- Presenters - Please turn on your camera when you are speaking
- Online Questions - Please use the Chat feature in MS Teams to ask questions - Campus Services reps will be monitoring Chat



Agenda

- Post-Cutoff Process Change Reminder – Memo from CSU Controller, Dave Ryan, to CAAG and CAPAC (on or about 4/23/25)
- CSU System Fiscal Year - July 1st thru June 30th
- FY26 Year End Calendar (High level overview) and Year End Tips
- Campus Services FY26 Year End Tips and Reminders
- Tips & Reminders by Forum Presenters from:
 - ARO, A/P & Travel, Banking Services/Cashiers Office, Office of Budgets, Office of Sponsored Programs, Payroll, Procurement, and Property
- Q&A



Reminder about Changes to Post-Cutoff Processes

Highlights from Controller's Memo to CAAG and CAPAC in FY25 still apply:

- After campus cutoff on Wednesday, July 8th at 4:00 PM, Campus Services will no longer process entries that:
 - Are not material to the university's financial statements (determination of materiality rests with BFS)
 - Do not impact financial reporting
 - Do not affect statutory compliance for the CSU System
 - Are solely for budgetary purposes
 - Involve object code corrections or intra-departmental allocations
- Travel spanning across FYE June 30th - BFS no longer requires travel expenses to be split. Travel beginning on or before June 30th may be accrued entirely to the current fiscal year.
- Campus Services will not send individual email reminders regarding ENROUTE or SAVED documents
 - Monitor and take action to avoid document disapproval at 7:00PM on June 30th
 - Initiators of ENROUTE documents should contact people in the Route Log urging them to review/approve ASAP



CSU System Fiscal Year

CSU System Fiscal Year runs July 1st to June 30th (matches the State of CO)

FY26 Year End Calendar High Level Overview

Please be sure to fully review the FY26 Year End Calendar as we only cover some of the more important dates due to time constraints.

FY26 Year End Tips & Reminders

Please have your AV, DI, GLT and TF docs to the Campus Services action list by 3:00 PM on 6/30/26 (for FP12) and 7/13/26 for (FP13); otherwise, it may not be approved and could be system disapproved.

See “FY26 Year End Tips and Reminders.docx” on the Campus Services and BFS Resources Year End sites linked above



Open Forum Panel

- **ARO** – Angie Offord
- **A/P & Travel** – Ashley Meyer
- **Banking Services / Cashier's Office** – Val Parker
- **Office of Budgets** – Analia Endrizzi and Don Kammerer
- **Office of Sponsored Programs** – Ben Egolf, Chelo Jorge, and Kim Brendsel
 - **Payroll** – Debi Holmes, Jacqueline Derrick-Herl and Matthew Miller
 - **Procurement** – Greg Smith and Kellie Rainwater
 - **Property** – Deb Ellison



Accounts Payable

- Deadline to submit Disbursement Vouchers and Invoices is **10:00 AM, Tuesday, July 7**
- Start checking your open POs now to ensure there is enough money on them. If not, please amend the PO at your earliest convenience.
- Send invoices to AP as soon as you receive them. To avoid delays in processing, ensure invoices include the following:
 - Invoice must have CSU PO #
 - Vendor remit/ payable to name must match the vendor's name on the PO.
 - Invoice must be in PDF format
 - Special instructions must be included on the invoice (not in the body of an email).
- Only void an open PO if you know it has never been used and will never be used. If a PO is voided, Procurement cannot reopen the PO for payment to be made.
- Check the “view payment history” tab on the PO to see if your invoice has been processed and determine payment status (paid, awaiting receiving, etc.)
- AP can only initiate a PREQ for FY27 if you are paying for software, membership, maintenance, or a subscription. The object code will be changed to 1740, and a note will be added to notify the FO.
- We will not change object codes on disbursement vouchers. If a prepayment is submitted using 6xxx object code, it will be disapproved.
- Do not submit FY27 invoices or DVs until after Thursday, July 9th.



Travel

- Travel documents with end dates of June 30 must be approved by the department and in the travel queue by **Noon, Tuesday, June 30**. I will accrue anything in our action list that has not been approved. TRs received after the deadline must be accrued by the department. Please include the accrual document number in the notes on the travel document. TRs on 53 and 64 accounts do not need to be accrued.
- We no longer require departments to split travel expenses that cross fiscal years. Travel that begins on or before June 30th may be accrued entirely to FY26.
- We no longer require an AV doc number in the notes and attachments section of the TR before approval. We will review and approve as normal.
- Close any open travel authorizations that will not have a reimbursement, this includes no cost travel authorizations. If you're unable to cancel or close the TA, it most likely has an advance on it.
- June 17th – Deadline for Ghost card airline tickets ordered for FY26 travel.
- Moving expenses, anything submitted after June 10th will be paid in July (FY27) through payroll.



Procurement Dates & Deadlines for FY 2026



PROCUREMENT SERVICES
COLORADO STATE UNIVERSITY SYSTEM

Every year, we receive last-minute requests that come in under the assumption we can get them done. We always want to help, but these urgent requests put a lot of pressure on our team and can lead to mistakes, delays, or compliance issues. By sticking to the deadlines, we can keep everything running smoothly and make sure we're supporting everyone in the best way possible. **These deadlines do NOT apply to 53 accounts unless funds must be expended by June 30.**

Date	Action	Explanation
Monday, March 2, 2026	Requisitions requiring competition expending FY2026 funds are due in Procurement.	Procurements <u>greater than \$150,001</u> . Competition is Documented Quote, Invitation for Bid and valid Notice of Proposed Sole Source.
Monday, March 9, 2026	First day requisitions greater than \$10,000 can be initiated for FY2027.	Requisitions submitted for the next fiscal year (FY) must reference Year 2027. In the Quali Requisition, select Year 2027 from the drop-down menu under the Document Overview tab (Financial Document Detail). Failure to do so may result in an encumbrance for FY2026.
Monday, March 30, 2026	Requisitions for Open Purchase Orders and Service Purchase Orders for FY2027 are due in Procurement.	Service Purchase Orders include equipment maintenance/service, software maintenance/renewals, etc.
Friday, April 24, 2026	Order standard lead-time products with or without installation	MillerKnoll and Workplace Resources.
Monday, April 27, 2026	Requisitions <u>NOT</u> requiring competition expending FY2026 funds are due in Procurement.	Procurements <u>less than \$150,000</u> .
Friday, May 8, 2026	Order Quick-Ship products requiring install.	MillerKnoll and Workplace Resources.
Friday, May 15, 2026	Order Quick-Ship products <u>NOT</u> requiring install - delivered to CR.	MillerKnoll and Workplace Resources.
Monday, June 1, 2026	Change orders requests are due in Procurement.	Change orders requiring monetary increases or contract amendments must be submitted by this date.
Monday, June 1, 2026	Automatic Purchase Orders (APO) can be initiated for FY2027.	APOs <u>\$10,000 or less</u> . APO's less than \$10,000 initiated before this date will be disapproved.
Wednesday, July 1, 2026 - Friday, July 10, 2026	Black out period. No Purchase Order closures or voids.	No Purchase Order closures or voids.
Tuesday, July 7, 2026	PCard reallocations and approvals for transactions completed on or before June 30th.	Final day to reallocate PCard transactions to FY2026 by 7:00 P.M.

Where to Find Year End Resources

[Campus Services](#) “Fiscal Year End 2026 Resources” folder and [BFS Resources - Year End](#) have or will have the following resources:

- FY26 Year End Calendar CSU, CSUP, and BG
- FY26 Year End Tips and Reminders
- FY26 Year End Open Form recorded session – to be posted w/in a week after the session
- FY26 Year End Open Forum slide deck – to be posted within a week after the session

[Business and Financial Services](#) “News and Announcements” (FY26 YE Calendar only)



Accrual Accounting Resources

Need an Accrual Accounting refresher?

- Join us on MS Teams on Tuesday, May 19th 10:00 -11:30 AM for the FY26 Accrual Accounting training session
 - Please register on “My Learning” using this link: <https://csutrainng.bridgeapp.com/learner/training/b9100534/enroll>

[Campus Services](#) “Accounting Training” folder

- FY26 Accrual Accounting and Year-End Tips slide deck and recorded session – to be posted within a week after the session
- FY25 Accrual Accounting Training and Year End Tips recorded session and slide deck - currently posted to the above Campus Services site



Questions for the Panel?



Thank you



Colorado State University