

DATE: March 9, 2026

TO: Campus Employees

FROM: Laleh Graylee
Vice President of Administration and Finance/CFO

SUBJECT: FY 2025 (07/01/2025 to 06/30/2026) Year-End Close Guidelines

To ensure the accuracy of the University's financial records and fiscal year-end financial statements, and to support an efficient fiscal year-end close, the attached processing guidelines have been established for Fiscal Year-End Close 2025 (July 1, 2025 through June 30, 2026). All processes and timelines have been reviewed and updated, as appropriate, to provide as much flexibility as possible to the campus community.

All documents are due by the close of business on the dates specified, unless otherwise indicated. All requests received after the stated deadlines will be processed in Fiscal Year 2026 (July 1, 2026 through June 30, 2027).

A year-end close workshop has been scheduled to provide an overview of the fiscal year-end close regulations, timelines, and reporting requirements. The workshop will be held on Tuesday, March 24, 2026, from 10:00 AM to 11:30 AM via [Zoom](#). Registration is not required to attend.

Please feel free to share this information with appropriate individuals within your organization. This memo will also be posted to the Financial Services website. Additional reminder communications will be distributed throughout the year-end close process.

If you have questions regarding the year-end close guidelines, please contact accounting@fullerton.edu.

Attachment: FY 2025-2026 Year-End Close Checklist

Year-End Checklist

Fiscal Year 2025-26

Last Updated: 03/30/2026

ITEM NO.	TOPIC	ACTIVITIES / DELIVERABLES	FY2025-26 START DATE	FY2025-26 END DATE	TIME	FORM OR RESOURCES (IF APPLICABLE)	SUBMIT TO
1	Training	Attend Year-End Close Training.	Tue, Mar 24, 2026	Tue, Mar 24, 2026	10:00 AM - 11:30 AM	Zoom	
2	CSU Expense Management Optimization Project	Last Day to Request a Limit Increase for Existing P-Cards	Mon, Feb 23, 2026	Mon, Feb 23, 2026	5:00 PM		
3	CSU Expense Management Optimization Project	Last Day to Use Existing P-Cards	Wed, Feb 25, 2026	Wed, Feb 25, 2026	5:00 PM		
4	CSU Expense Management Optimization Project	February P-Card Reports Due in Concur	Tue, Mar 10, 2026	Tue, Mar 10, 2026	5:00 PM		
5	CSU Expense Management Optimization Project	Last Day to Complete all Outstanding Reconciliations for P-Cards in Concur	Mon, Mar 16, 2026	Mon, Mar 16, 2026	5:00 PM		
6	CSU Expense Management Optimization Project	Last Day to Submit Travel Requests in the Existing Concur System	Mon, Mar 16, 2026	Mon, Mar 16, 2026	5:00 PM		
7	CSU Expense Management Optimization Project	Last Day to Complete All Outstanding Travel Expense Reports in Concur	Mon, Mar 16, 2026	Mon, Mar 16, 2026	5:00 PM		
8	CSU Expense Management Optimization Project	Blackout Period to Use Existing P-Cards (Non-Essential Areas / Cardholders)	Thu, Feb 26, 2026	Mon, Mar 23, 2026	5:00 PM		
9	CSU Expense Management Optimization Project	Last Day to Use Existing P-Card for Essential Areas / Cardholders	Mon, Mar 23, 2026	Mon, Mar 23, 2026	5:00 PM		
10	CSU Expense Management Optimization Project	New P-Cards Distribution	Mon, Mar 23, 2026	Fri, Mar 27, 2026	5:00 PM		
11	Requisition	Submit current FY purchase requisitions of \$250,000 and above (formal bidding required) to Contracts & Procurement (C&P).	Ongoing until end date	Fri, Apr 03, 2026	5:00 PM	CSUBUY P2P Launch	Contracts & Procurement
12	CSU Expense Management Optimization Project	Concur Blackout Period (No Concur Access)	Fri, Mar 27, 2026	Sun, Apr 05, 2026	5:00 PM		
13	CSU Expense Management Optimization Project	Concur (CSU Expense Management Optimization Project) Go Live Date	Mon, Apr 06, 2026	Mon, Apr 06, 2026	5:00 PM		
14	CSU Expense Management Optimization Project	New Travel Requests in Concur	Mon, Apr 06, 2026	N/A	5:00 PM		
15	Payroll Accounts (LCD)	Please note that the following accounts will be deactivated per the Chancellor's Office (CO), effective July 1, 2026: - 601102 Summer Fellowship - 601302 Temporary Help - 603025 Early Retirement Program Payments	Ongoing until end date	Fri, May 01, 2026	5:00 PM		
16	Study Abroad	Review Study Abroad 2xxxxx liability account balances in TitanInsights, and verify that all study abroad-related expenses have been properly posted to the Study Abroad 2xxxxx liability account.	Ongoing until end date	Fri, May 01, 2026	5:00 PM	TitanInsights > Dashboards > Liability Accounts	
17	Study Abroad	Process refunds to students for any unused study abroad funds remaining in the Study Abroad 2xxxxx liability account.	Ongoing until end date	Fri, May 01, 2026	5:00 PM	Check Request Form	Accounts Payable

Year-End Checklist

Fiscal Year 2025-26

Last Updated: 03/30/2026

ITEM NO.	TOPIC	ACTIVITIES / DELIVERABLES	FY2025-26 START DATE	FY2025-26 END DATE	TIME	FORM OR RESOURCES (IF APPLICABLE)	SUBMIT TO
18	Requisition	Review all pending purchase requisitions, and notify compliance approvers to take action by either approving requisitions or canceling requisitions that are no longer needed.	Ongoing until end date	Fri, May 01, 2026	5:00 PM	CSUBUY P2P > Search > Requisitions	
19	Requisition	Submit current FY purchase requisitions that are under \$100,000 and all change orders to Contracts & Procurement (C&P). All purchase requisitions must be approved by the end date, and either sourced to a purchase order (PO) or cancelled by June 30.	Ongoing until end date	Fri, May 08, 2026	5:00 PM	CSUBUY P2P > Purchase Order > Create Change Request	Contracts & Procurement
20	Payroll	Submit all payroll-related pay, adjustments, and changes for time periods prior to the end date to be reflected as a current FY expenditure.	Ongoing until end date	Fri, May 15, 2026	5:00 PM	Adobe Experience Manager (AEM) > My Forms	Payroll & Data Services
21	Direct Expense / Check Request	Submit approved Check Request forms by the end date. Payments will be issued on or before the first Thursday in June. These will only be accepted in rare circumstances, payments will generally be processed via P2P. Continue submitting Check Request forms after the end date so they can be appropriately obligated in CFS and campus financial statements.	Ongoing until end date	Fri, May 22, 2026	5:00 PM	Check Request Form	Accounts Payable
22	Invoice	Submit all invoices by the end date. Payments will be issued on or before the first Thursday in June. Approvals must be processed through P2P. Continue submitting current FY approved invoices after the end date so they can be appropriately obligated in CFS and campus financial statements.	Ongoing until end date	Fri, May 22, 2026	5:00 PM	E-Submission	Accounts Payable
23	Travel Expense Claim	Submit approved Travel Expense Claims with receipts / supporting documentation by the end date. Payments will be issued on or before the first Thursday in June. For travel occurring in June, submit the approved Travel Expense Claim within 5 business days of completion of the trip. Continue submitting approved Travel Expense Claims after the end date so that expenses can be obligated in CFS and campus financial statements.	Ongoing until end date	Fri, May 22, 2026	5:00 PM	Concur	Travel Operations
24	Student Business Travel	Submit approved Travel Requests for student business travel (06/01–06/30) with all required supporting documentation to Travel Operations for review.	Fri, May 29, 2026	Fri, May 29, 2026	5:00 PM	Travel Request Form (non-Concur users)	Accounts Payable
25	P-Card	Final day to submit approved manual reconciled P-Card Expense Reports for inclusion in the current FY. *Additional details to come.	Fri, May 29, 2026	Fri, May 29, 2026	5:00 PM	Manual Reconciliation	
26	Travel Request	Submit approved Travel Requests with supporting documentation for travel dates between June 1 and June 30 by end date. An initial list of open paper Travel Requests will be sent to the Provost's Office by the end of April; an updated list will be sent in June. Travel Operations will begin assigning travel document numbers for the new FY.	Ongoing until end date	Fri, May 29, 2026	5:00 PM	Concur	Travel Operations
27	Payroll Expenditure Transfer (PET)	Submit Payroll Expenditure Transfer (PET) forms to Budget Operations by the end date to be reflected in current FY.	Ongoing until end date	Mon, Jun 01, 2026	5:00 PM	Payroll Expenditure Transfer (PET)	Resource Planning & Budget
28	Check Run	Last Accounts Payable (AP) check run distribution for the current FY.	Thu, Jun 04, 2026	Thu, Jun 04, 2026	12:00 PM		
29	Purchase Order	Review the list of open purchase orders (POs) monthly (for March / April / May), and validate the accuracy of the information provided. Assist with requesting vendor invoices for open purchase orders (POs), and notify Contracts & Procurement (C&P) of POs to be closed.	Fri, Apr 10, 2026	Fri, Jun 05, 2026	5:00 PM	DL-C_and_P@fullerton.edu	Contracts & Procurement

Year-End Checklist

Fiscal Year 2025-26

Last Updated: 03/30/2026

ITEM NO.	TOPIC	ACTIVITIES / DELIVERABLES	FY2025-26 START DATE	FY2025-26 END DATE	TIME	FORM OR RESOURCES (IF APPLICABLE)	SUBMIT TO
30	Budget Balance Available (BBA)	Review the Budget Balance Available (BBA) for all funds in TitanInsights. Identify any discrepancies or issues with fund balances. And submit the necessary form(s) to Financial Services to request corrections as needed.	Fri, Jun 05, 2026	Fri, Jun 05, 2026	5:00 PM	TitanInsights > Dashboards > Rev/Exp (CFS) > Revenue/Expense Summary	Financial Services
31	Budget Transfer Request (BTR)	Submit online Budget Transfer Requests (BTRs) by the end date for current FY processing. New FY baseline budgets will be loaded into CFS and TitanInsights by July 31st. Any changes may be submitted via BTR for processing in August.	Ongoing until end date	Fri, Jun 05, 2026	12:00 PM	Budget Transfer Request (BTR)	Resource Planning & Budget
32	P-Card	Last day to request a temporary procurement card limit increase for charges to post in the current FY.	Fri, Jun 12, 2026	Fri, Jun 12, 2026	5:00 PM		Contracts & Procurement (e-Business)
33	Interagency Financial Transaction (IFT)	Submit Interagency Financial Transaction (IFT) requests to the Chancellor's Office (CO) for guaranteed processing prior to FY close.	Ongoing until end date	Thu, Jun 11, 2026	5:00 PM	Interagency Financial Transaction (IFT)	Chancellor's Office / Accounting Services & Financial Reporting
34	P-Card	Last day to make procurement card purchases to ensure posting in the current FY.* *Subject to change due to the transition of the CO's Concur Systemwide Solution.	Fri, Jun 19, 2026	Fri, Jun 19, 2026	5:00 PM		
35	P-Card	Review the balance of account 660898 (PCD Exp - Requires Reimbursement) in TitanInsights. Resolve the balance by one of the following methods: 1. Request reimbursement from the P-Card holder to the University. 2. Submit a Request for Invoice (RFI) form to ASFR to bill ASC or CSFPF. 3. Submit an Expenditure Transfer Request (ETR) to ASFR to bill ASC or CSFPF, using billable program code 7xxx.	Ongoing until end date	Fri, Jun 19, 2026	5:00 PM	TitanInsights > Dashboards > Rev/Exp (CFS) > Actuals Detail (between Accounting Periods)	Cashier's Office / Accounting Services & Financial Reporting
36	P-Card	Review the balance of account 660999 (P-Card Fraud & Disputed Transactions) in TitanInsights. P-Card holders are responsible for resolving all disputed charges with the vendor or bank provider.	Ongoing until end date	Fri, Jun 19, 2026	5:00 PM	TitanInsights > Dashboards > Rev/Exp (CFS) > Actuals Detail (between Accounting Periods)	
37	Accounts Receivable	For eMarket accounts, please notify Accounting Services & Financial Reporting (ASFR) if payment has not yet been received for services provided in the current FY. This notification is required so that an accrual entry can be recorded prior to year-end close.	Fri, Jun 26, 2026	Fri, Jun 26, 2026	5:00 PM	asfr@fullerton.edu	Accounting Services & Financial Reporting
38	Request for Invoice (RFI)	Submit approved Request for Invoice (RFI) forms to Accounting Services & Financial Reporting (ASFR) by the end date to be processed in current FY.	Ongoing until end date	Fri, Jun 26, 2026	5:00 PM	Request for Invoice (RFI)	Accounting Services & Financial Reporting
39	Petty Cash	Submit Petty Cash Disbursement Voucher to Accounts Payable (AP) prior to submitting to the Cashier's Office.	Ongoing until end date	Fri, Jun 26, 2026	5:00 PM	Petty Cash Disbursement Voucher	Accounts Payable
40	Open Travel Requests	Review the list of open Travel Requests provided by Travel Operations to the Division Financial Managers.	Fri, Apr 24, 2026	Tue, Jun 30, 2026	5:00 PM		Accounts Payable
41	Deposit or Reimbursement to the University	Last day to submit checks for deposit to the Cashier's Office for current FY.	Tue, Jun 30, 2026	Tue, Jun 30, 2026	12:00 PM	Deposit or Reimbursement to University Account	Cashier's Office
42	P-Card	Final day to approve Concur P-Card Expense Reports for inclusion in the current FY. Status must be "Approved & in Travel or C&P Review."* *Subject to change due to the transition of the CO's Concur Systemwide Solution.	Tue, Jun 30, 2026	Tue, Jun 30, 2026	5:00 PM	Concur	Concur
43	Travel Expense Claim	Final day to approve Concur Travel Expense Reports for inclusion in the current FY. Status must be "Approved & in Travel or C&P Review."	Tue, Jun 30, 2026	Tue, Jun 30, 2026	5:00 PM	Concur	Concur

Year-End Checklist

Fiscal Year 2025-26

Last Updated: 03/30/2026

ITEM NO.	TOPIC	ACTIVITIES / DELIVERABLES	FY2025-26 START DATE	FY2025-26 END DATE	TIME	FORM OR RESOURCES (IF APPLICABLE)	SUBMIT TO
44	Instructionally Related Activities (IRA)	Review the Budget Balance Available (BBA) for IRA Fund TA002. Ensure that the TA002 fund is fully spent down by fiscal year-end close (June 30). Any open balances on June 30 will be swept centrally for reallocation in the following fiscal year.	Ongoing until end date	Tue, Jun 30, 2026	5:00 PM	TitanInsights > Dashboards > Rev/Exp (CFS) > Revenue/Expense Summary	
45	Petty Cash	Submit Petty Cash Disbursement Vouchers, which has already been preapproved by Accounts Payable (AP), to the Cashier's Office.	Ongoing until end date	Tue, Jun 30, 2026	12:00 PM	Petty Cash Disbursement Voucher	Cashier's Office
46	Receipt of Goods	All orders must be delivered to Central Receiving. If an order is delivered directly to a department, notify Receiving immediately by emailing Annie Ekshian so that the receipt can be recorded in CFS. Also, notify Contracts & Procurement (C&P) if goods are returned to the vendor.	Ongoing until end date	Tue, Jun 30, 2026	4:00 PM	aeekshian@fullerton.edu DL-C_and_P@fullerton.edu	Shipping and Receiving / Contracts & Procurement
47	Travel Request	Close all approved open Travel Requests in Concur once all Travel Expense Reports have been submitted and processed.	Ongoing until end date	Tue, Jun 30, 2026	5:00 PM	Concur	Concur
48	Accruals	Review Concur P-Card Expense Reports that are not in "Approved" status. An accrual OBL entry will be posted for Concur P-Card Expense Reports that are not in "Approved" status by June 30th (06/30); the accrual entry will be dated June 30th (06/30) in the current FY and will be reversed on August 1st (08/01) in the next FY.	Ongoing until end date	Tue, Jun 30, 2026	8:00 AM	Concur	Concur
49	Accruals	Review Concur Travel Expense Reports that are not in "Approved" status. An accrual OBL entry will be posted for Concur P-Card Expense Reports that are not in "Approved" status by June 30th (06/30); the accrual entry will be dated June 30th (06/30) and will be reversed on July 1st (07/01) in the next FY.	Ongoing until end date	Tue, Jun 30, 2026	8:00 AM	Concur	Concur
50	Accruals	Review Approved Open Travel Requests in Concur. An accrual Encumbrance OBL entry will be posted for Approved Open Travel Requests in Concur; the accrual entry will be dated June 30th (06/30) in the current FY and will be reversed on July 1st (07/01) in the next FY.	Ongoing until end date	Tue, Jun 30, 2026	8:00 AM	Concur	Concur
51	Requisition	CSUBUY Global Fiscal-Year End (FYE) Process. During this period, all requisitions will be routed for Procurement Review to confirm which fiscal year the transaction should be recorded. When creating a requisition in the current Fiscal Year-End for the new Fiscal Year, the Accounting Date field should be populated. Only active chartfields will be available in CSUBUY. Any new fiscal year chartfields (chartfields active in July) will not be available in CSUBUY until that time.	Mon, Jun 01, 2026	Thu, Jul 02, 2026	5:00 PM	CSUBUY P2P Launch	
52	Expenditure Transfer Request (ETR)	Deadline to approve electronic Expenditure Transfer Requests (ETRs) for current FY.	Wed, Jul 01, 2026	Wed, Jul 01, 2026	5:00 PM	Expenditure Transfer Request (ETR)	Accounting Services & Financial Reporting
53	TitanInsights	Accounting Services & Financial Reporting (ASFR) will send an email once the Chancellor's Office (CO) has accepted the FIRMS post-close submission. After this confirmation, the final year-end reports will be available for download in TitanInsights.	Thu, Jul 16, 2026	Thu, Jul 16, 2026	5:00 PM	TitanInsights > Dashboards > Rev/Exp (CFS)	
54	Requisition	Enter new FY purchase requisitions in CSUBUY P2P. These will remain on hold until all current FY requisitions are processed. New FY requisitions entered prior to the start date will be cancelled by Contracts & Procurement (C&P).	Mon, May 11, 2026	N/A	7:00 AM	CSUBUY P2P Launch	Contracts & Procurement

Year-End Close Contacts

DEPARTMENT	CONTACTS	EXT	EMAIL
Accounting Services & Financial Reporting	Lynn Gañac	8474	
	Justin Chan	8371	ASFR@fullerton.edu
	Winnie Lin	4246	
Accounts Payable	Alberto Contreras	3750	
	Kathleen Cariaga	3339	AP@fullerton.edu
Contracts & Procurement	Alex Rosales	2411	
	Sally Yassine	5492	DL-C and P@fullerton.edu
Contracts & Procurement (e-Business)	Nikki Algarin-Chavarria	2411	Ebusiness@fullerton.edu
Payroll & Data Services	Antoinette Roberts	2066	
	Cassandra Granillo	4286	Payroll@fullerton.edu
Resource Planning & Budget	Raymond Juanico	4284	
	Oliver Ravela	5383	
	Stacy Threatt	5168	Budget@fullerton.edu
	Jennifer Chung	3634	
Shipping & Receiving	Annie Ekshian	7189	aekshian@fullerton.edu
Travel Operations	Zarita Moore	3543	Travel@fullerton.edu
University Cashiers	Diana Janzen	4248	DL-SBS_Cashier@fullerton.edu
Information Technology	Joe Luzzi	3251	jluzzi@fullerton.edu
IT Training	Lori Arthur	5792	larthur@fullerton.edu