




DATE: April 23, 2026
TO: Campus Community
FROM: Shauna Lyons, AVP for Finance 
Shauna Lyons (04/28/2026 16:48:48 PDT)
SUBJECT: Fiscal Year-End Campus Schedule

The legal close of the General Ledgers for Fiscal Year 2025–26 will occur on **Wednesday, July 15, 2026**. Accordingly, all campus units must adhere to the schedule outlined in the attachment to this memo. Additional information is provided below to assist departments in preparing for fiscal year-end close.

Accruals - Only for Year End

Departments must identify and accrue costs for goods and services received on or before June 30, 2026, that have not yet been paid as of that date. Payment requests should be initiated as soon as invoices are received to allow Accounts Payable sufficient time to review invoices for items received on or before June 30. Adhering to the established schedule and procedures is essential to ensure accurate year-end financial reporting to the State Controller’s Office.

Accruals – For FMD

Construction invoices are typically larger and require additional detail for accrual purposes. The timing of receiving invoices for work performed through June 30 may cause delays and prevent accurate reporting by the University Corporation. Therefore, for campus-owned construction projects that are partially funded by a grant managed by the University Corporation, the estimated work completed must be identified for accrual. Facilities Management and Development (FMD) must provide an estimate of the work completed on each Construction Work in Progress (CWIP) project when any portion of the project is grant-funded.

Important Reminders

- University Corporation deadlines may differ from those listed in the attached timeline.
- Departments may establish earlier internal deadlines to ensure compliance with campus requirements.
- Reminders and detailed year-end close instructions will be sent via email from university-accounting@csumb.edu. To join the year-end listserv, send an email with the subject line “Year End Updates”; no message body is required.
- Dates are subject to change based on guidance from the Chancellor’s Office. If adjustments are necessary, notifications will be distributed through the year-end listserv.

Information Sessions

Fiscal Year-End Open Hour Zoom sessions will be held:

- **11am to 12pm, Monday through Thursday**
- **May 4 through June 30**

Invitations will be sent in the coming weeks, and we encourage your participation. These open hour sessions will include details on the year end process and open up for questions with:

- Accounting
- Business and Support Services
- Operations Support and Innovation
- Budget

These sessions will be a valuable resource for those who are new, as well as for anyone needing a refresher for the year end period.

A successful year-end close supports excellence in financial reporting. We appreciate your continued collaboration and support, and thank you in advance for your partnership.

Check Run/ACH disbursement schedule:

FY 25/26

Thursday, June 4, 11, 18, 25

FY 26/27

Thursday, July 9 (resume normal schedule)

FY 25/26 YEAR END CAMPUS SCHEDULE		
Date	Last Day for Submission of:	Contact
Mon, April 6	Payroll Adjustments through March.	budget_office@csumb.edu
Wed, April 15	Formal bid request over \$250,000.	procurement@csumb.edu
May 4 - June 30	Fiscal Year-End Zoom Open Hour 11 am – 12pm.	university-accounting@csumb.edu
Mon, May 4	First day to enter purchase requisitions and POs for FY 26/27.	procurement@csumb.edu
Wed, May 6	Payroll Adjustments through April.	budget_office@csumb.edu
Fri, May 22	Course fee & MSF projects- spend down YTD fees/allocations.	budget_office@csumb.edu
Mon, June 8	Submit budget transfers (base/fiscal).	budget_office@csumb.edu
Mon, June 8	Payroll Adjustments through May.	budget_office@csumb.edu
Fri, June 12	Position Funding Form (PFFs) with June 1 effective date (No payroll adjustments will be accepted for June payroll).	budget_office@csumb.edu
Fri, June 12	Travel expense report including supervisor and DOA approval to be recorded in FY 25/26.	travel@csumb.edu
Mon, June 15	Noon deadline to submit IFT requests to be paid by CO or other CSU campuses (e.g., travel reimbursements and other chargebacks).	accounts-receivable_non-student@csumb.edu
Mon, June 22	New purchase requisitions or POs for goods/services to be received by June 30.	procurement@csumb.edu
Tue, June 23	Last day to use ProCard to be posted in FY 25/26.	procard@csumb.edu
Tue, June 23	UCorp deposits and Stateside cash deposits due to Department Cashier's Office to be reflected in FY 25/26 (Department Cashier hours: 1:30-4:30 p.m.).	cashiers_office@csumb.edu
Thur, June 25	Stateside check deposits due to Department Cashier's Office (Department Cashier hours: 1:30-4:30 p.m.).	cashiers_office@csumb.edu
Thur, June 25	Noon deadline to submit invoices to A/P to be included in FY25/26 for goods/services received by June 30.	accounts_payable@csumb.edu
Tue, June 30	Noon deadline to submit financial corrections (expense/revenue transfers) for FY 25/26.	university-accounting@csumb.edu
Mon, July 6	Accounting runs process to accrue expenses for goods received by June 30th on a PO, but invoice not received.	university-accounting@csumb.edu
Tue, July 7	5pm deadline to request manual accrual. (NOTE: Accruals are only for goods and/or services received by June 30 and not invoiced/paid.)	university-accounting@csumb.edu
Wed, July 15	Legal CLOSE of FY 25/26 General Ledgers.	