

Year End Open Forum

FY25

May 14, 2025

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

- Changes to Post-Cutoff Processes – Memo from CSU Controller, Dave Ryan, to CAAG and CAPAC (on or about 4/23/25)
- FY25 Year End Calendar (High level overview) and Year End Tips
- Forum Presenter's Tips & Reminders:
 - ARO, A/P & Travel, Banking Services/Cashiers Office, Office of Budgets, FRA, Office of Sponsored Programs, Payroll, Procurement, and Property
- Q&A



Changes to Post-Cutoff Processes

- Highlights from Controller's Memo to CAAG and CAPAC on or about 4/23/25
 - After FY25 campus cutoff on Tuesday, July 8th at 4:00 PM, Campus Services will no longer process entries that:
 - Are not material to the university's financial statements
 - 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
 - Determination of materiality rests with BFS.
 - Effective with FY25, no longer require departments to split travel expenses that span across June 30th. Travel that begins on or before June 30th may be accrued entirely to FY25.
 - Campus Services will not send individual email reminders regarding documents that are ENROUTE or SAVED. Please monitor and take action on the system generated email reminders to avoid having your documents disapproved by the system. For ENROUTE document(s) you initiated, please contact those in the route log to urge them to review/approve.
 - Review clearing accounts and clearing object codes early so they can be cleared and reconciled timely.



FY25 Year End Tips and Reminders from Campus Services

See “**FY25 Year End Tips and Reminders.docx**” that will be posted on the Campus Services and BFS Resources year-end sites

FY25 Year End Calendar High Level Overview

Year End Calendars are located in the following places:

- [Business and Financial Services](#) site under “News and Announcements”
- [BFS Resources - Year End](#) site
- [Campus Services](#) site under “Fiscal Year-End 2025 Resources”

We will cover some of the more important dates to be aware of, but we don’t have time to cover all of the dates, so we ask that you do a full review of the calendar on your own.



Open Forum Panel

- ARO – Angie Offord
- A/P & Travel – Ashley Meyer
- Banking Services / Cashier's Office – Val Parker
- Office of Budgets – Kate Dominguez
- FRA – Jennifer Pollman
- OSP – Ben Egolf, Chelo Jorge, and Kim Brendsel
- Payroll – Jacqueline Derrick-Herl and Matthew Miller
- Procurement – Alta Herndon and Kellie Rainwater
- Property – Deb Ellison



Where to Find Year End Resources

Campus Services page in the “Fiscal Year End 2025 Resources” folder:

- FY25 Year End Tips and Reminders
- FY25 Year End Open Form recorded session – to be posted w/in a week after the session
- FY25 Year End Open Forum slide deck – to be posted within a week after the session

Where to find Accrual Accounting Resources:

Campus Services page in the “Accounting Training” folder:

- Accrual Accounting Training session – Need a refresher on Accrual Accounting? Join us on MS Teams on Thursday, May 22nd 1:30-3:00 PM – Please register on “My Learning” using the following link: <https://csutraining.bridgeapp.com/learner/training/b9100534/enroll>
- The FY25 Accrual Accounting and Year-End Tips slide deck and recorded session will be posted within a week after the session



Questions for the Panel?



Thank you



Colorado State University