



Business Partners Round Table Accounting Services Updates

Tuesday, February 17, 2026

Agenda

- DOA Updates
- AS Service Time Frames
- Year End Updates
- Required Documentation for Transfers Requests
- Documentation for Events
- MDR01 Updates and Reminders
- Reminders



DOA Updates

- Multiple Functions for different Systems

- CFS –
 - Budget Transfers (BT), Expenditure Transfers (ET), Hospitality (HO),
 - Other (OT)(Cost Recovery, Rev Transfers, Journal Requests),
 - ProCard (PC)
- P2P/CSUBuy –
 - Jagger (JGS)
- Concur –
 - Travel Request (TR),
 - Travel Expense (TE),

- Levels for Transactions

- CFS & P2P/CSUBuy
 - Transactions will go to the person or persons at the appropriate level below.
 - 1 - above \$5,000,000
 - 2 - up to \$5,000,000
 - 3 - up to \$500,000
 - 4 - up to \$100,000
 - 5 - up to \$5,000
- Concur –
 - Transactions will go to all people for each Dept ID in the order below
 - Primary
 - Secondary
 - Tertiary

- Things to remember

- In Jagger you must be a requester at least level 5 to process or move items into the process.
- Anyone can request transactions in CFS, but a level 5 approver or above must approve. This should be someone who has Financial Decision-Making Authority.
- DOA look up can be done with this query: SA_DOA360_APPROVER_INQUIRY_PUB
- Foundation Funds are not all in Fund Specific DOA. If you need Fund Specific DOA, please let the team know and give them all 5 levels per fund.
- All requests for changes need to go through the CARS Process. Questions can be directed to your VP office or the CFO/VP Office

AS Service Times

- Due to changes in Staffing and Year-End training processing times may be slower.

ABA Accounting Services						
Services/Times:						
Transfers	Financials Maintenance	CFS / CMS / Transact Maintenance	Process Compliance	Tax Compliance	Event Financials Maintenance	Reporting
Completion 10-15 days	Completion 5-10 days	Completion 5-10 days	Completion 5-10 days	Completion 5-10 days	Completion 5-10 days	Completion 5-10 days
Offerings:						
Manual Expenditure Transfers	Check Replacement Applications	Speed Chart Creation / Updates	Public User Fees / Fund Requests	NRA	Ticket Office Revenue Questions / Items	522 Reports
OnBase Expenditure Transfers	AR Questions / Maintenance	Chartfield Set Up / Updates	Event Revenue Questions	UBIT	Camps Revenue	CNOTE Confirmations
Campus Cost Recovery (CCR) Automatic	Abatements	Item Type GL Maintenance	Spec Sheet Research	W-9		ARP Confirmations
Campus Cost Recovery (CCR) Manual	ACH / Wire Requests (Outgoing)	Transact Set Up / Maintenance	Payments To Students	GAAP / GASB Compliance		
Revenue Transfers	FA / Money Orders					
Construction Transfers						
Interagency Fund Transfers (IFT)						
Sale of Assets Transfer						

Year End Updates

Item #	Task/Description	25/26	Day
1	Last day to submit hard copy requisitions for 2025/2026 renewal contracts (SA) as requested by Procurement (not service order renewals).	3/2/2026	Mon
2	Campus Departments to verify validity of outstanding encumbrances (purchase orders). See Finance Reference Training "PO Open Encumbrance Report in Sac Vault (Cognos)" Job Aid under the Financial Section at the following location: http://www.csus.edu/IRT/ServiceDesk/Documents/ACS/Finance/OpenEncumbranceSummaryDrillJobAid.pdf	3/2/2026	Mon
3	Last day to submit CFS requisitions for purchases or services over \$50,000 for the current fiscal year.	3/23/2026	Mon
4	Last day to submit Work Order Requests for current fiscal year to Facilities Management.	3/27/2026	Fri
5	Last day to submit project requests for summer work ending on or before August 31	3/27/2026	Fri
6	Last day for Division/College analysts to submit organizational changes (which affect ownership of department IDs) and Department Chartfield changes (deactivations, new request, updates) to be effective July 1.	4/13/2026	Mon
7	Last day to submit Concur Expense Reports, Direct Pay & Reimbursement Requests and UFSS Check Requests to Accounts Payable & Travel to ensure payment in 2025/2026 fiscal year.	5/8/2026	Fri
8	Last day to submit approved Release Time requests to Budget Office for credit in 2025/2026.	5/11/2026	Mon
9	Last day for all ProCard charges to be applied to the 2025/2026 fiscal year. Credit card charges not posted on this statement and for the month of June will be billed in the next fiscal year.	5/11/2026	Mon
10	Last day to submit 2025/2026 Personnel Transaction Forms (PTFs) to Human Resources for reappointments ending June 30.	5/15/2026	Fri
11	Last day to submit telephone services and network service requests to IRT on the Telecommunications Service order form for current fiscal year. (CCR)	5/28/2026	Thu
12	FINAL Chargeback charges to be billed in 2025/2026 due from Service Providers for charges through May 2026 (Please note - June 2026 will be billed in 2026/2027). IRT will confirm that Chargeback files have been received by all Service Providers. (note: always last calendar date of month e.g. 31st) (CCR)	5/28/2026	Thu
13	Jobs submitted to University Print must be completed by this date to be billed to fiscal year 2025/2026. All jobs completed after this date will be billed to next fiscal year. (CCR)	5/29/2026	Fri
14	Last day to incur 2025/2026 charges for photocopy, postage, and OneCard (credit accounts only-Cr Accts are billed in arrears to internal depts.). (CCR)	5/29/2026	Fri
15	Personal Transaction Forms (PTFs) for Faculty positions effective Fall 2026 (Deans to Human Resources): -Sabbaticals and Difference-in-Pay for 2025/2026 academic year (appointment and separation); -Fall 2025 FERP faculty (appointment and separation); -New and appointed Department Chairs; -2025/2026 Leaves without Pay (LWOP) (appointment and separation)	5/29/2026	Fri
16	Last day to submit 5/1 – 5/20 Federal Work Study (FWS) attendance reports by 3pm.	5/29/2026	Fri
17	Last day to submit 5/1 – 5/31 student assistant reports by 3pm.	5/29/2026	Fri

<https://www.csus.edu/administration-business-affairs/financial-services/internal/documents/25.26.ye.deptdeadlines.pdf>

	Task/Description	Deadline	Day
18	Last day to submit requests for IFT to AS for processing in 2025/2026	5/29/2026	Fri
19	Last day to submit requisitions and amend requests for purchase and service orders up to \$50,000 for 2025/2026 fiscal year (including requests for Payment in Advance – PIA). Note: Deadline for requisitions over \$50,000 is an earlier date	6/3/2026	Wed
20	Last day to submit invoices for all business units, or other items requiring payment by June 30. Due to the Accounts Payable office via adobe workflow. After this date, all invoices must still be submitted as soon as possible for audit purposes. Note: Concur Expense Reports, Direct Pay & Reimbursement Requests and UFSS Check Requests are on previous due date above.	6/4/2026	Thu
21	Last day for processing UFSS fund set up requests	6/5/2026	Fri
22	Last day to submit manual payroll adjustments/corrections for payroll occurring through May 31 to the Budget Office. Should be done after May month end close.	6/8/2026	Mon
23	Last day for May ProCard Statement reconciliations/adjustments must be complete by 5:00 p.m	6/9/2026	Tue
24	Last day to submit approved May ProCard Statements, due in Procurement and Contract Services by 5:00 p.m.	6/11/2026	Thu
25	Last day for employees to submit Petty Cash reimbursement to the Bursar's Office to ensure funds are expended in 2025/2026. Submit by 4:00 pm.	6/12/2026	Fri
26	Last day to host a ticketed event on campus	6/15/2026	Mon
27	Last day to submit requests for invoices to the Bursar's Office from other areas for services through May.	6/17/2026	Wed
28	Last day for Program Center Contacts to submit budget transfers.	6/17/2026	Wed
29	Last Day for all transfer requests: Expense, revenue, budget, etc for processing in fiscal year 2025/2026.	6/17/2026	Wed
30	Last day to enter Stock Received Reports	6/18/2026	Thu
31	Cut-off date for June docks and master payroll.	6/18/2026	Thu
32	Last day to submit Check Replacement Applications for the 2025/2026 fiscal year	6/18/2026	Thu
33	Last day for receiving in CFS	6/24/2026	Wed
34	Final AP check run, ACH and EFT processing for 2025/2026 fiscal year from vouchers processed on June 25. No entries to CFS Accounts Payable on this date.	6/27/2026	Sat
35	All Cashiering Locations will close at 3:00 p.m. today.	6/30/2026	Tue
36	First day to submit requisitions through CFS, SACST/SAFDN/SACPR for purchase, service for the 2025/2026 fiscal year.	7/2/2026	Thu
37	Begin Receiving in CFS	7/2/2026	Thu

All dates are subject to change depending on Chancellor's Office needs and P2P/CSUBuy Implementation

Required Documents for Transfer Requests

- Original request from the department requesting the journal
- FDW showing actuals and Cash available
- DOA, If multiple Funds or DeptID, must have written DOA for all
- Original invoice, PO, or other documentation that shows what was originally requested
- Fund and allowability documentation if possible
- Documentation to validate the item has not already been done
- Any emails or conversations requesting the recon or journal

MDR01 Updates and Reminders

- After April 1st: All items charged on Pro Cards and Travel cards should be reconciled to the correct Business Unit, Fund, and Account. No more MDR01 for Foundation and Cap Radio items.
- Any outstanding invoices after April that the foundation owes the University will need to be submitted to AS for wire transfer. - This should only be payroll items.
- Departments will need to begin to keep transactional reports for items sent to UEI as the department is responsible for maintaining information for account audits at UEI

Reminders

- Revenue Contracts need AS Review before signature.
- ACH Process is Moving to Bursar
- Bursar is main point of contact for Student Account updates and changes.
- Accounting verifies DOA, but cannot update or change it
- New Staff Training: If you have new staff working on Financial items, we can train them.
- CCR's are held by the service provider. Please refer all questions to the provider.
- Providers should all be keeping records.

