



COPPIN
STATE UNIVERSITY
— EST. 1900 —

COPPIN STATE UNIVERSITY
CONTROLLER'S OFFICE
FY 2025 FISCAL YEAR - END CLOSE OVERVIEW

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Departments> Controller's Office> Forms and other Downloads> or*

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<p>May 2025</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="background-color: #f2f2f2;">SUN</td> <td style="background-color: #f2f2f2;">MON</td> <td style="background-color: #f2f2f2;">TUE</td> <td style="background-color: #f2f2f2;">WED</td> <td style="background-color: #f2f2f2;">THU</td> <td style="background-color: #f2f2f2;">FRI</td> <td style="background-color: #f2f2f2;">SAT</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> </tr> </table> <p>June 2025</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="background-color: #f2f2f2;">SUN</td> <td style="background-color: #f2f2f2;">MON</td> <td style="background-color: #f2f2f2;">TUE</td> <td style="background-color: #f2f2f2;">WED</td> <td style="background-color: #f2f2f2;">THU</td> <td style="background-color: #f2f2f2;">FRI</td> <td style="background-color: #f2f2f2;">SAT</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>July 2025</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="background-color: #f2f2f2;">SUN</td> <td style="background-color: #f2f2f2;">MON</td> <td style="background-color: #f2f2f2;">TUE</td> <td style="background-color: #f2f2f2;">WED</td> <td style="background-color: #f2f2f2;">THU</td> <td style="background-color: #f2f2f2;">FRI</td> <td style="background-color: #f2f2f2;">SAT</td> </tr> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> </tr> </table>	SUN	MON	TUE	WED	THU	FRI	SAT					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	SUN	MON	TUE	WED	THU	FRI	SAT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						SUN	MON	TUE	WED	THU	FRI	SAT			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<h2 style="margin: 0;">Summary of Scheduled Timelines</h2> <p style="font-size: 2em; margin: 10px 0;">for</p> <h2 style="margin: 0;">Fiscal 2025 Year – End Closing</h2>
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Cut-off Date	Transaction
Friday MAY 30th	P Cards: P Cards will be closed for FY 2025. Exceptions to this timeline will be for essential services only and must be approved by the Vice President of Administration and Finance.
Friday MAY 30th	FY 2025 Requisitions: State-funded requisitions must be approved, and budget checked in Workday by this date. Failure to meet this deadline will result in these expenditures being charged to FY 26 budget. Exceptions to this timeline will be for essential services and grant funded projects.
Friday May 30th	FY 2025 Spend Authorizations: All spend authorizations for travel by June 30, 2025, must be approved, and budget checked in Workday by this date. Failure to meet this deadline will result in these expenditures being charged to FY 26 budget.
Friday MAY 30th	Budget Transfers: All budget transfer requests are due to the Budget office or Grants office.

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<p>Friday JUNE 6th</p>	<p>Third Party Billing: Requests to external agencies (e.g. Grants, MHEC, and BCPS) are due in the Controller's Office, Bursar / Student Accounts Department.</p>
<p>Monday JUNE 16th</p>	<p>Working Fund Reimbursements: Working Fund reimbursements with the proper supporting documentation (PO, original receipts, team travel roster, etc.) and approvals are due in the Controller's Office, Accounting Department.</p>
<p>Wednesday JUNE 18th</p>	<p>FY 2025 Invoices: All FY 2025 invoices must be received in the Accounts Payable Department for FY 2025 processing. Invoices received after this date will be charged to FY 2026 budgets.</p>
<p>3:00 PM, Friday JUNE 27th</p>	<p>Deposits: Deposits to be credited to FY 2025 must be received at the cashier's window on or before 3:00 p.m.</p>
<p>Tuesday JULY 1st</p>	<p>Requisitions and Spend Authorizations: FY 2026 fiscal year requisitions and spend authorizations may be entered into Workday.</p>
<p>Thursday JULY 3rd</p>	<p>Business Travel: Employee travel expense reimbursements must be received in the Accounts Payable Department to be charged to FY 2025 (travel must be completed on or before June 30, 2025).</p>
<p>Monday JULY 7th</p>	<p>Third Party Invoice Reconciliations: Third party invoice reconciliations are due in the Controller's Office, Bursar / Student Accounts Department.</p>
<p>5:00 pm Tuesday JULY 8th</p>	<p>PCARD Reallocations: University P Card June 25 statement verifications must be completed in Workday by the 8th of the month.</p>
<p>Tuesday JULY 8th</p>	<p>Internal Service Delivery (ISD) & Journal entries: Interdepartmental invoices, expenditure transfers, recharges/chargebacks (e.g. Parking, Mail and Print) are due in the Controller's Office, Accounting Department.</p>
<p>Thursday JULY 10th</p>	<p>P Card Accrual Reallocations: P Card Accrual reallocations must be recorded in Workday for charges posted at the bank between June 26-30, 2025.</p>
<p>Friday JULY 11th</p>	<p>Purchase Orders & Spend Authorizations close out: All FY 2025 purchase orders and travel requests will be closed out in Workday.</p>

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Purchasing Cards (P-Card) for Goods and Services Timeline: Friday, May 30, 2025

Purchasing Cards- The use of P-Cards and the processing of requisitions will be controlled unless the expenditure is an emergency.

Any exceptions to this timeline will be for essential services only and must be approved by the Vice President of Administration and Finance.

Contact: Thomas Dawson Jr., Assistant Vice President for Procurement and Business Services at ext. 3792, thdawson@coppin.edu

Requisitions for Goods and Services Timeline: Friday, May 30, 2025

All FY 2025 State-funded requisitions must be entered, approved and budget checked in the Workday (WD) system by May 30th.

Please plan accordingly. Review your calendars through the 2025 fiscal year-end for any business travel, events, Summer I programs and/or supplies needed that will require the completion of a requisition or spend authorization. P-Cards will also be unavailable after May 30th.

Requisitions already in process will be reviewed by the Procurement Office for conversion to a purchase order.

Any requisition that has not been approved and budget checked by May 30, 2025, will not be processed by the Procurement Office. The requisition will have to be re-entered into Workday for the new fiscal year (FY) 2026.

Contact: Charlie Bailey, Purchasing Manager for Procurement and Business Services at ext. 3791, cbailey@coppin.edu

Open Commitments & Obligations (Encumbrances)

Open commitments and obligations, also called encumbrances, reserve funds from your budget for specific goods or services acquired via requisitions and purchase orders. Normally, open commitments begin with a purchase requisition charged against your budget. After the requisition (commitment) has been approved and budget checked, it is then converted to a purchase order (obligation) by the Procurement Office.

It is important to review the open commitments and obligations charged against your budget on a regular basis. Funds reserved for specific purchase order commitments cannot be used for any other purpose.

Open Commitment (Requisitions) and Obligations (Purchase Orders) Review

Identify and review your open commitments. If you need help reviewing your open commitments, contact the Procurement department ext. 3791

You can also navigate to “Find Requisitions” in Workday to review your open commitments.

You can navigate to “Find Purchase Orders” in Workday to review your open obligations.

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Open Commitment questions you should ask yourself and act upon:

- Do I have any open commitments on my budget(s)?
- Are they current?
- If they are current, do I anticipate receiving the goods or services on or before 06/30/2025?

- Do I have open commitments on my budget that have not had activity in two months or more? If yes, research them further.
- Does the commitment still belong on the account? Has the service contract expired?
- Do you no longer need the current contract?

- Have you been waiting on an order?
- Is it taking a long time? If yes, notify the Procurement Office immediately of the vendor's failure to deliver, and include documentation of all attempts to obtain the goods or services. Maintain written records of correspondence, telephone conversations, emails, etc. of all inquiries made to the vendor.

To cancel a FY 2025 purchase order, notify the Procurement Office in writing by email. Your email should include the PO number, PO balance, vendor name and the reason for cancellation.

Do not cancel any purchase order which has been billed, is in dispute, or for which the goods or services have not been received.

If you are aware that the goods and services will not be received until after June 30, 2025, cancel the current PO and establish a new requisition for these same goods and services using FY 2026 funds.

Contact: Charlie Bailey, Purchasing Manager for Procurement and Business Services at ext. 3791, cbailey@coppin.edu

Payroll Accruals - Regular and Contractual Payrolls

Regular Payroll

The entire regular payroll for the pay period ending 06/24/2025 (pay date 07/02/2025) will be charged to your FY 2025 budgets.

For the next regular payroll, pay period ending 07/08/2025 (pay date 07/16/2025), an accrual entry for six (6) additional duty days will be charged to your FY 2025 budgets.

Contractual Payroll

For contractual payroll, pay period ending 07/01/2025 (pay date 07/9/2025), an accrual of thirteen (13) days will be charged to your FY 2025 budgets.

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Budget Transfer Timeline: Friday, May 30, 2025

All departmental transfer requests and any requests to transfer appropriations between accounts for FY 2025 must be received in the Budget Office on or before May 30, 2025.

Budget Transfers:

The Budget Office will continue to require departments to properly maintain their respective departments by budget pool. This activity is necessary to properly manage the University budget, as well as individual departments. The Budget Office uses this data to balance the current budget, to determine whether an amendment is needed, and to prepare the next fiscal year's budget request. Accurate and timely account management is critical and also helps departments to avoid any delays in the approval process. This is especially crucial at the end of a fiscal year.

After the May month-end closeout, scheduled for Friday, June 6, 2025, the Budget Office will concentrate its efforts on each department's 'bottom-line' only. While it is important to budget at the object/pool level as the year progresses, adjusting budgeted spending authority between specific budget pools during the last month of the fiscal year is neither cost effective nor beneficial to the University's efforts to accurately forecast its spending plan during the year.

In June, the Budget Office will process only transfers between Workday Dept IDs.

Contact: Wendy Koch, Associate Budget Director at ext. 3692; wkoch@coppin.edu

Third-Party External Agency Billing Timeline: Friday, June 06, 2025

For inclusion in the University's FY 2025 receivables, invoice requests to external agencies are due in the Controller's Office on or before June 6th. Examples of third-party billings are invoicing to other Universities or businesses for tuition waivers, auxiliary room rentals, student or grant payments, and/or game tickets.

Reminder: To safeguard timely and accurate billing, the Controller's Office has the *sole* responsibility of overseeing the invoicing process for *all* University activities. Centralized billing also helps the University to manage and record amounts due.

Contact: Jonathan Johnson, Student Account Specialist at ext. 3698; jonjohnson@coppin.edu

Deposits Over-the-Counter Timeline: Friday, June 27, 2025

To ensure that monies received on or before June 30th are properly credited to FY 2025, deposits must be brought to the cashier window no later than 3:00 p.m. on Friday, June 27th.

Deposits brought to the cashier after the 3 p.m. cutoff on June 27th will be credited to FY 2026.

As always, cash receipts must be deposited with the Controller's Cashier Office within one business day after receipt.

The Cashier Office is in the Miles Connor Administration Building -Suite 203.

Contact: Fargelah Quiwonkpa, Asst. Bursar, at ext. 3690, fquiwonkpa@coppin.edu
Meghan Lovelist, Students Accounts & Cashier, at ext. 3677, mlovelist@coppin.edu

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University Procurement Card June Reallocation Timeline: Tuesday, July 8, 2025

Procurement Card (P-Card) charges for the statement period ending June 25, 2025, must be reallocated through Workday on or before July 8th. This is the usual timeline for P-Card reallocations. P-Card expenses that have not been timely reallocated by individual cardholders will remain charged to a general WD default procurement card clearing.

Contact: Thomas Dawson Jr., Assistant Vice President for Procurement and Business Services at ext. 3792, thdawson@coppin.edu

Third Party Invoice Reconciliation: Monday, July 7, 2025

All departments who have been issued a block of invoices from the Bursar's Office to use for external agency billing must submit the June month-end reconciliation to that office by July 07th.

Contacts: Tammy Anderson, Bursar at ext. 3687, tanderson@coppin.edu
Jonathan Johnson, Student Account Specialist at ext. 3698,
jonjohnson@coppin.edu

Internal Service Delivery (ISDs) & Journal Entries (e.g., FedEx, Parking, Mail and Print services) Timeline: Tuesday, July 8, 2025

All ISD's and journal entries need to be submitted through Workday for interdepartmental charges no later than July 8th for FY 2025 transactions.

Written authorization from the *charged (payer)* department, with original signatures on the invoice, must be provided as supporting documentation. Please arrange the supporting documentation in the same order as the ISD or journal lines.

Interdepartmental invoices, transmittals, or chargebacks received after July 8, 2025, will be charged to FY 2026.

Note: Please keep in mind, when an invoice is received from another department, it is your responsibility to sign and date the *original* invoice as 'Okay to pay' and return the invoice to that department within three business days.

Contact: Charmaine Glass, Assistant Controller at ext. 3699, cglass@coppin.edu

Working Fund Reimbursements: Monday, June 16, 2025

Working Fund (WF) general advances will be charged to FY 2025 if the associated Working Fund expense voucher, appropriate supporting documentation (purchase order, original receipts, team travel roster, etc.) and approvals are received on or before June 16th.

Note: All petty cash accounts must be reconciled and closed out with the WF Manager on or before Monday, June 16th, 2025. A petty cash account may be re-established in the new fiscal year if still needed and approved by the Controller.

Contact: Charlee Garrett, Accounts Payable, ext. 3685; cgarrett@coppin.edu

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P-Card June Accrual - Verifications *after* June 25: Tuesday, July 8, 2025

P-Card charges for the statement period ending June 25, 2025, will be posted to your FY 2025 budget.

In addition, all P-Card transactions *posted at the Bank* between June 26 and June 30, 2025, will be accrued and charged to your FY 2025 budgets.

You will be required to complete June P-Card verifications for the period of June 26 - 30, 2025. All verifications must be completed in Workday on or before July 8th.

Contact: Thomas Dawson Jr., Assistant Vice President for Procurement and Business Services at ext. 3792, thdawson@coppin.edu

Accounts Payable Invoice Timeline: Wednesday, June 18, 2025

To be recorded in FY 2025, invoices and other miscellaneous expense vouchers must be *received* in the Accounts Payable Office on or before June 18, 2025.

Invoices must be signed and dated as 'Okay to pay', reference to a valid purchase order and/or properly coded with WD work tag and spend category information. *The Accounts Payable Department does not accept facsimiled invoices.*

Notify the Accounts Payable Department in writing if you have received FY 2025 goods or services and have not received the vendor's invoice by June 18th.

Invoices received after June 18th will need a FY26 requisition, purchase order and will be charged to FY 2026 budgets.

Contact: Charlee Garrett, Accounts Payable, ext. 3685; cgarrett@coppin.edu

Employee Business Travel Reimbursements: Thursday, July 3, 2025

Expense reports for expenses occurring in FY25 should be approved in Workday by Thursday, July 3rd, 2025. Travel and employee expense reimbursement reports received delivered to the Expense Auditor in Workday on or before July 3rd will be charged to FY 2025 budgets. Expense reports must be accompanied by valid, original receipt documentation *and* have all approval signatures.

Travel and expense vouchers received after this date will be charged to FY 2026 regardless of the trip/expense date. You will be also required to complete a new FY 26 spend authorization for these expenses.

Reminder: Properly authorized expense account reports should be submitted in Workday within sixty (60) days of your travel/expense date.

Contact: Crystal Mosley, Controller ext. 3685; cmosley@coppin.edu

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NEW!! FY 2025 Travel Expenses Charged to University Travel Card: Thursday, July 10, 2025

All FY 2025 travel expenses charged to the University travel card will need to be allocated by completing an employee expense report. This process is like Pcard charge verification process. For travel expenses such as conference registration fees, flights, train tickets, hotels, that were paid by accounts payable office using the University's travel card. Additional instructions are to follow on this process. All FY 2025 travel card expenses have to be verified/settled against FY 25 spend authorizations prior to the closing of FY 25 spend authorizations.

Contact: Crystal Mosley, Controller, ext. 3685; cmosley@coppin.edu

NEW!! FY 2026 Spend Authorizations Timeline: Tuesday, July 1, 2025

FY 2026 Spend authorizations may be entered into Workday starting July 1, 2025, for expenses that will occur during fiscal year 2026.

Split year travel costs: If there are travel expenses that will cross fiscal years, a spend authorization will need to be completed in each year for the applicable expenses. For example: There is a trip which is taking place in July 2025; however, the conference fee is due in June 2025. A spend authorization should be completed for conference fee in FY25- which will be charged to FY 25 budget. An additional spend authorization should be completed for FY26 for any travel-related expenses that will occur during travel in July (i.e. per diem for meals, Uber, taxi, etc.).

Note: All FY25 spend authorizations will be closed out on Friday, July 11, 2025.

Contact: Contact: Charlee Garrett, Accounts Payable, ext. 3685; cgarrett@coppin.edu

FY 2026 Requisitions Timeline: Tuesday, July 1, 2025

FY 2026 requisitions may be entered into Workday starting July 1, 2025.

Annual and/or multi-year contracts will require a new purchase order on July 1st. Please review your contracts that expire on June 30, 2025. Contact the Procurement office as soon as possible regarding contract status.

Requisitions are required for all renewals. A contract not renewed in a timely manner is an expired and 'dead' contract that cannot be used again.

Reminder: A purchase requisition is *not required* if the invoice will be paid using your University VISA P-Card.

As a best practice, the PO Contract service period should run concurrently with the fiscal year (*July 1, 2025 through June 30, 2026*).

Note: Different departments use the same vendor for certain services. It can be difficult to match the invoice to the correct PO unless identifiers such as equipment serial number and/or office location are included on the PO.

For all purchase orders, keep in mind the importance of the following:

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- Item Description
- Quantity
- Unit of measure (UOM)
- Unit price
- Service period
- Serial and/or vendor's CSU account number
- CSU department name and location

Example: Description: Copier lease -Controller's Office Location: MC Room 203 -
Serial Number: XER12345678

Lease period: July 1, 2025 through June 30, 2026

<u>PO Qty</u>	<u>UOM</u>	<u>Unit Price</u>	<u>Total (\$)</u>
12	months	175. ⁰⁰	2,100. ⁰⁰

Contact: Charlie Bailey, Purchasing Manager for Procurement at ext. 3791,
cbailey@coppin.edu

FY 2025 Purchase Order and Spend Authorization closing: Friday, July 11, 2025

The Procurement Office will close out **ALL** FY 2025 purchase orders and spend authorizations on July 11th. This timeline will allow the Accounts Payable Department to complete their year-end vendor payment processing.

This includes FY 2025 purchase orders and spend authorizations that have a create date on or between July 1, 2024 and June 30, 2025.

Note: The Accounts Payable Department cannot process payments against a closed purchase order.

Contact: Thomas Dawson Jr., Assistant Vice President for Procurement and Business Services at ext. 3792, thdawson@coppin.edu

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Thank you.