

CSU The California State University



A COLLABORATIVE PROCURE TO PAY MARKETPLACE

CSUBUY Procure-to-Pay (P2P) Global Year-End Training



Agenda

Topics
Key Dates
Other Important Information
Preparing Requisitions for FY 25-26 in Advance Using Draft Carts
Submitting Requisitions During Fiscal Year-End
Q&A

Key Dates

- 6/1 – 7/2: P2P Global fiscal year-end process goes into effect
- 6/5: Last day for invoices or Direct Pays to be received by AP to be charged in FY 24-25
- 6/16: Last day for AP to enter any FY 24-25 vouchers
- 6/24: Last day for Procurement to create a PO in P2P/CFS

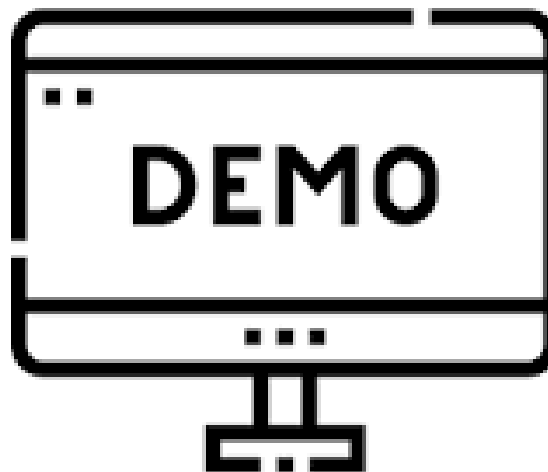
Other Important Information

- A list of FY 24-25 Blanket POs is posted on the [Fiscal Deadlines and Renewals](#) website.
- DO NOT submit punchout (Staples, Amazon, etc.) orders in advance; wait until 7/2 to submit these orders for FY 24-25.
- While Direct Pays (DPs) can be submitted anytime as they do not encumber funds, the 6/5 deadline in the [Year End Memo](#) for Direct Pays applies to P2P DPs as well.
 - Any DPs that are not in our P2P approval queue by the 6/5 deadline will not be paid against the FY 24-25 budget.
 - Submit the following in advance as they have time-sensitive documents:
 - Blanket POs
 - Annual Renewals (contracts/agreements)
 - IT Hardware Requests
 - IT Software Requests

Punchout Orders

- DO NOT submit punchout (Staples, Amazon, etc.) orders in advance in P2P; wait until 7/2 to submit these orders for FY 25-26.
- The Marketplace will remain open. If you need items and cannot wait until 7/2 utilize Marketplace. Please be aware of the ProCard deadlines:
 - The ProCard billing cycle for June is 5/13-6/10/2025
 - Anything purchased in the Marketplace after 6/10/2025 will be encumbered in FY 25-26 budget.

Preparing Requisitions for FY 25-26 in Advance Using Draft Carts



CSUBUY P2P: Global FYE Overview – Configuration Review

CFS

- Campus Accounting Teams to Open June & July Accounting Period

CSUBUY

CSUBUY: Global FYE Time Period: June 1st – July 2nd

New Custom Field - FY Processing Options

- Set by Procurement & Viewable by AP

Requisition WF:

- During Global FYE Accounting Period, **ALL** Requisitions to stop in Procurement Review for Buyers to set the following required fields:
 - Accounting Date
 - FY Processing Options (new custom field above)
 - Buyer

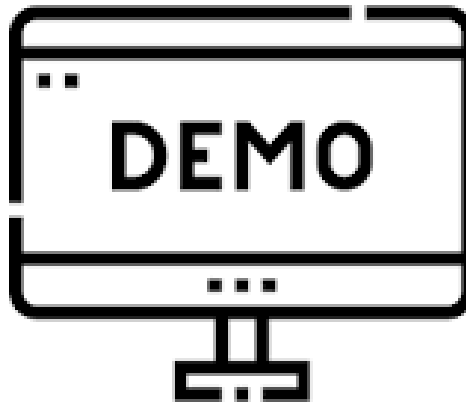
Purchase Order (PO) WF:

- Activate PO WF step “Distribute Held New FY POs”
- All POS with FYE Processing Option = New FY – Hold for Distribution will stop.
- CSUBUY System Admin will release on July 2nd.

Voucher WF:

- Activate Voucher WF Step “FY Account Date Review”
- Any vouchers where the PO was distributed early (FY Process Option = New FY - Distribute Early) will stop in FY Account Date for AP Manager to confirm
- Any vouchers against a held PO (FYE Process Option = New FY – Hold for Distribution) will fail at Invoice Validation because the PO is not in CFS

Submitting Requisitions During Fiscal Year-End



Submitting Multi-Year POs

