

**CSU** The California State University

**CSUBUY** 

*A COLLABORATIVE PROCURE TO PAY MARKETPLACE*

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



# Agenda

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## Topics

Key Dates

Other Important Information

Preparing Requisitions for FY 24-25 in Advance Using Draft Carts

Submitting Requisitions During Fiscal Year-End

Multi-Year POs

Q&A

# Key Dates

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- 6/1 – 7/2: P2P Global fiscal year-end process goes into effect
- 6/6: Last day for invoices or Direct Pays to be received by AP to be charged in FY 23-24
- 6/13: Last day for AP to enter invoices against blanket POs
- 6/17: Procurement will begin closing blanket POs in CFS
- 6/20: Last day for AP to enter any FY 23-24 vouchers
- 6/24: Last day for Procurement to create a PO in P2P/CFS

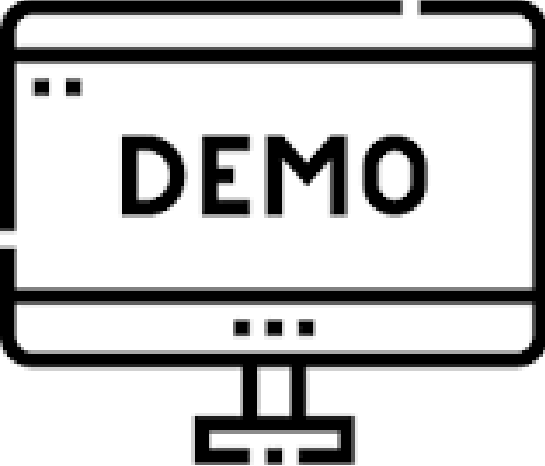
# Other Important Information

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- A list of FY 23-24 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 6/6 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 6/6 deadline will not be paid against the FY 23-24 budget.
  - Submit the following in advance as they have time-sensitive documents:
    - Blanket POs
    - Annual Renewals (contracts/agreements)
    - IT Hardware Requests
    - IT Software Requests

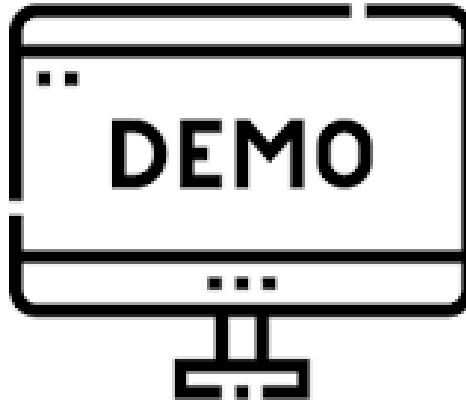
# Preparing Requisitions for FY 24-25 in Advance Using Draft Carts

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# Submitting Requisitions During Fiscal Year-End

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# Submitting Multi-Year POs

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