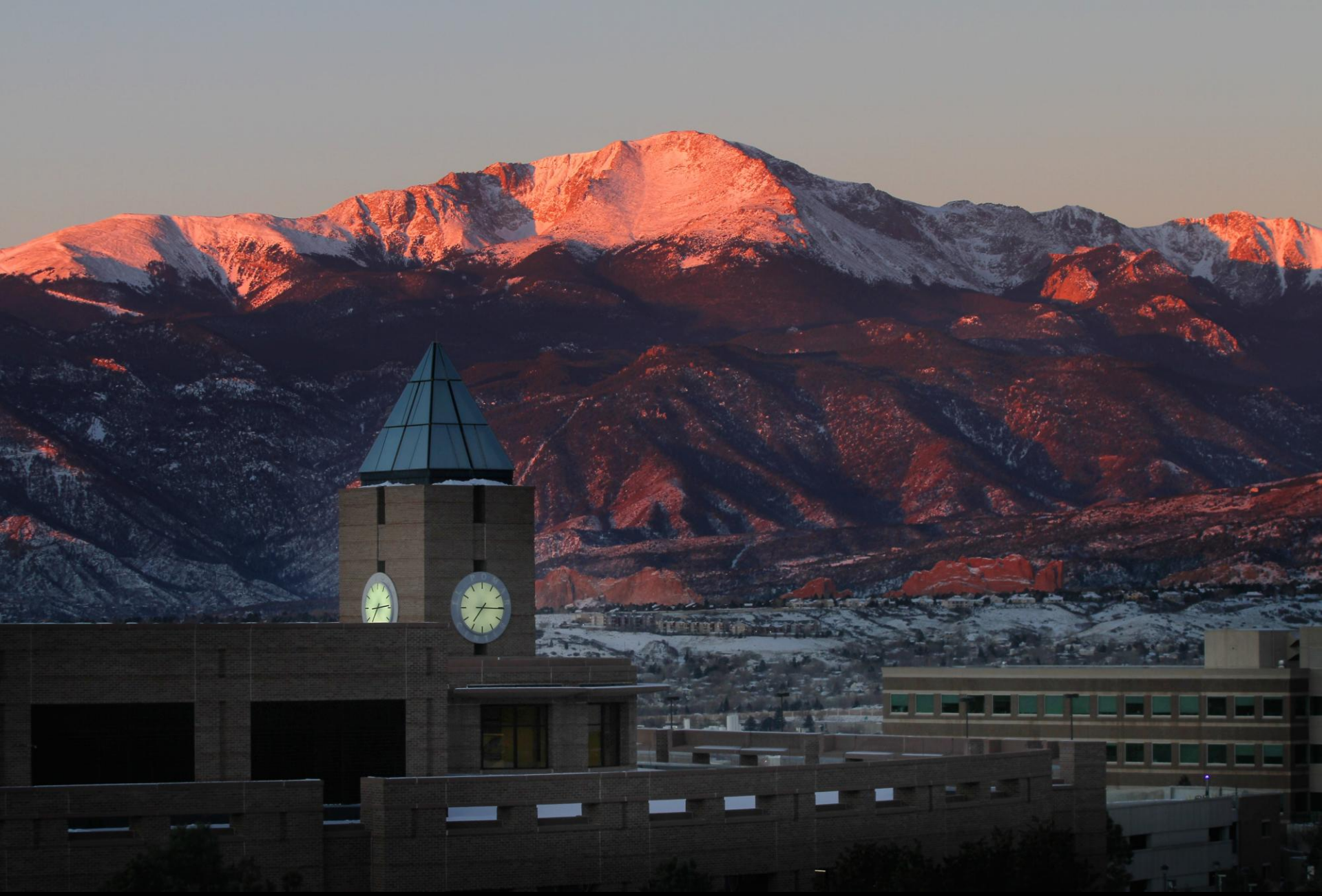

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It's the End of the World as We Know It (and I Feel Fine)

May 19, 2026

Kailee Hoover, Sponsored Projects Accountant
Jackie Rearick, Director, Office of Sponsored Programs
Marshall Ferguson, Post-Award Principal Professional
Melinda Hamilton, Director, Sponsored Projects Accounting

Agenda



- FY26 Fiscal Year-End
- International Travel
- NCEs vs Anticipated Extensions vs Pre-Award Spends
- Time and Labor Project

FY26 Fiscal Year-End


THIS IS
FINE

Overview

- As always, UCCS's fiscal year is 07.01 – 06.30
- Three closes: period 12 ("first close"), period 996 ("second close"), and period 997 ("final close")
- General resources may be found on the UCCS Controller's Office website
  - Presentations from this year are included on this page (BAPCO, PSC, etc.)
- Reminder: Sponsored projects are **not** like other funds

FYE and Sponsored Projects



- Don’t stop spending!
  - The world isn’t actually ending
- Keep state/sponsor deadlines in mind
  - State agencies are often on the same FY, and start requesting invoices/reports early
- Build budgets using the FY27 provisional fringe rates
- Process necessary accruals

It's Accrual World – Accounting 101

- UCCS operates on an accrual basis, meaning expenses/revenue are recorded in the period when they are incurred/earned
- This differs from cash basis, where expenses and revenue are recognized based on when cash is paid/received
- Sometimes expenses/revenue occur during one FY (on/before 06.30) but don't post until the next FY
  - In these cases, we accrue them so that they are recorded in the proper FY
- **TLDR: If it happened on/before 06.30 but didn't post, it should get accrued**

System vs Manual Accruals

- The system automatically posts many accruals for you – but only if it knows about the expenses
  - Concur: Transactions assigned to an expense report
- If the accrual requires manual entry, you will have to input a JE
  - Not in Concur or Marketplace
- See FY26 Year-End Meeting Presentation for more details

FYE 2026 – Other Activity *after* June 30

Procurement Card Accruals



- ***Wednesday, July 1, 2026 (deadline at 6pm)***
  - ✓ Last day to **allocate Procurement Card transactions in Concur for accrual** – for transactions dated June 30th or prior

SpeedType accrual:

- ✓ Transactions **assigned** to an expense report and **allocated** to a SpeedType – accrued to **allocated** SpeedType
- ✓ Transactions **assigned** to an expense report but **not allocated** to a SpeedType – accrued to **default** SpeedType
- ✓ Transactions **not assigned** to an expense report – accrued to **default** SpeedType

Account accrual:

- ✓ Transactions **assigned** (*or defaulted*) to an expense type in an expense report – accrued to that expense type's mapped account code
- ✓ If transaction is **not assigned** *and* no default expense type populates in Concur – accrued to account code *552601 (Other Operating Supplies)*

FYE 2026 – Reminders – No Accruals



- ***Received but No Invoice***
  - ✓ The PSC **will not** generate an accrual for items received but not invoiced
- ***Paper Forms (PA, SSP, & NRI)***
  - ✓ The PSC will not accrue payments processed on these forms
  - ✓ Follow the June 12, 2026 (6pm) deadline for payment and posting of FY26 form payments
- ***Travel & Reimbursement Expense Reports***
  - ✓ The PSC will not generate an accrual for travel and reimbursement expense reports
  - ✓ Follow the June 12, 2026 (6pm) deadline for campus approval of Concur *Travel*, *Employee Non-Travel* and *Non-Employee* expense reports

FYE 2026 – Accruals



- ***Procurement Card Accruals (ACCESP)***
  - ✓ Will be pulled on Thursday, July 2, 2026
  - ✓ Visible on reports by Tuesday, July 7, 2026

- ***Invoice Accruals (ACCAPMKT)***
  - ✓ Will be pulled on Thursday, July 2, 2026
  - ✓ Visible on reports by Tuesday, July 7, 2026

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Accrual JEs

- Journal ID must start with “ACC”
  - From there, you decide on the rest of the ID
- Journal date must be June 30
- Must be marked to reverse on July 1
- Must mark as an adjusting entry if it is not for period 12 (so after first close)
- Attachments: operating summary (like normal sponsored JEs) and supporting documentation for the expense
  - No financial detail needed

FYE: Additional Links/Resources

- Controller's Office FY26 Year-End Notices/Resources
- CU Controller's Office FYE: An Accrual Example
  - Video going through the accrual process
  - Detailed written instructions
- FIN How-to: FYE Accrual Journals
  - Video and instructions
- UCCS Fringe Benefit Rate

International Travel

International Travel (UCCS) – Requirements & Process

- All international travel must be pre-approved in Concur before booking
- Applies regardless of funding source
- Process: Submit request → Route for approvals → Wait for full approval → Then book travel

Why This Matters & Tips

- Ensures institutional approvals and addresses export control/compliance early
- Prevents reimbursement issues and travel disruptions
- ✅ Plan early and do NOT book travel until Concur request is fully approved
- Resource: https://www.cu.edu/psc/travel/you-travel/international-travel

No-Cost Extension
vs
Anticipated Extension
vs
Pre-Award Spend

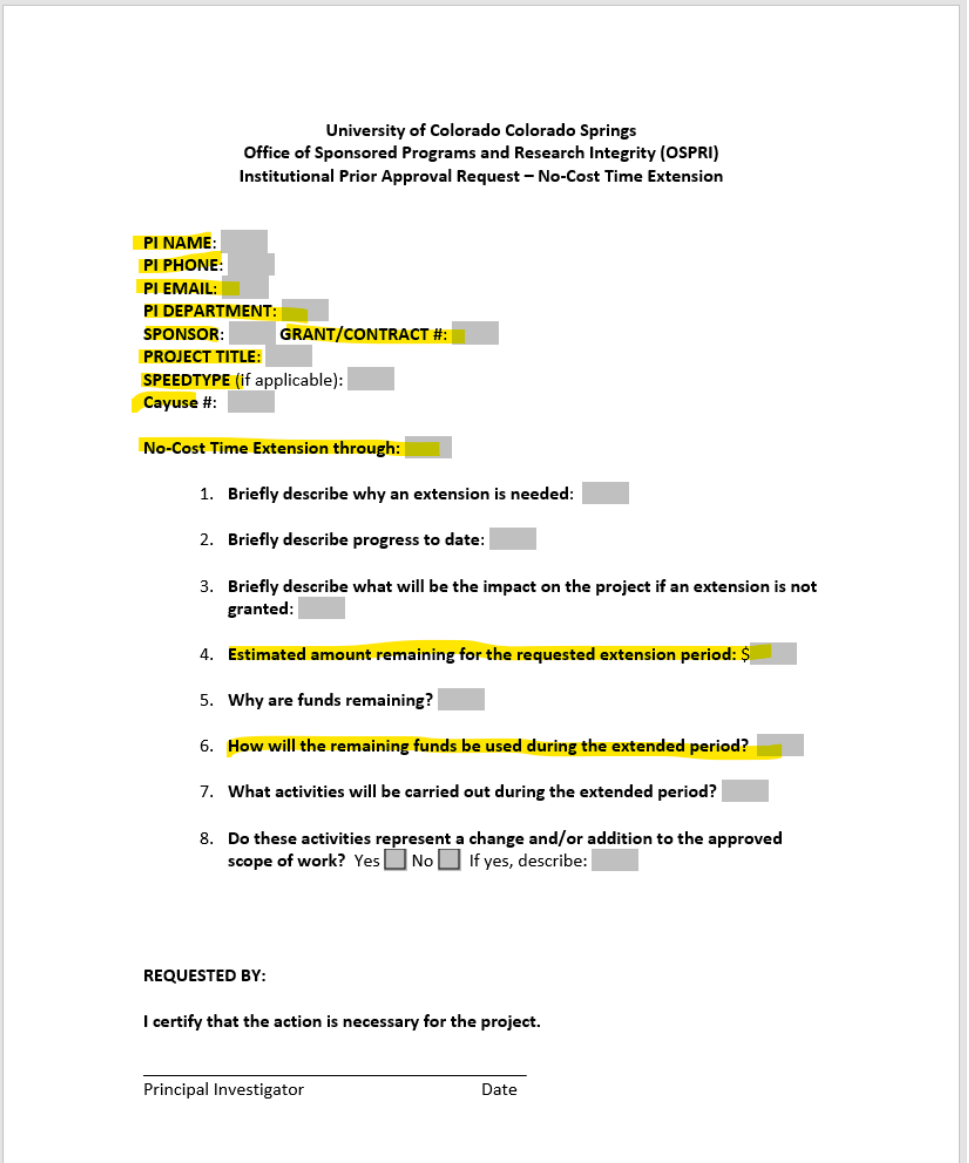
No-Cost Extension

- Award currently active
- More time needed to complete the goals / objectives / scope

- Process
  - https://osp.uccs.edu/resources/forms
  - Awards: **No-Cost Extension Approval Request**
  - DRA pre-populates, PI finishes, DRA routes for signatures
  - DRA sends to Marshall and Jackie
  - OSP requests NCE in sponsor's portal or via email
  - OSP tracks and then sponsor approves
  - OSP updates Cayuse
  - SPA update PeopleSoft

No-Cost Extension

Yellow = what the DRA can pre-populate **before** sending to PI. Generally: date, #4 and #6 are known after an internal budget meeting.



University of Colorado Colorado Springs
Office of Sponsored Programs and Research Integrity (OSPRI)
Institutional Prior Approval Request – No-Cost Time Extension

PI NAME:
PI PHONE:
PI EMAIL:
PI DEPARTMENT:
SPONSOR: **GRANT/CONTRACT #:**
PROJECT TITLE:
SPEEDTYPE (if applicable):
Cayuse #:

No-Cost Time Extension through:

1. **Briefly describe why an extension is needed:**
2. **Briefly describe progress to date:**
3. **Briefly describe what will be the impact on the project if an extension is not granted:**
4. **Estimated amount remaining for the requested extension period:** $
5. **Why are funds remaining?**
6. **How will the remaining funds be used during the extended period?**
7. **What activities will be carried out during the extended period?**
8. **Do these activities represent a change and/or addition to the approved scope of work?** Yes ☐ No ☐ If yes, describe:

REQUESTED BY:

I certify that the action is necessary for the project.

Principal Investigator Date

Anticipated Extension

- Award currently active AND incrementally funded
  or
- Award currently active and NOT incrementally funded but NCE is pending

- Process
  - https://osp.uccs.edu/resources/forms
  - Awards: **UCCS Prior Approval Request-Anticipated Extension Form**
  - DRA pre-populates, PI finishes, DRA routes for signatures
  - DRA sends to Paul, Jackie and Marshall
  - OSP updates Cayuse
  - Spa updates Peoplesoft
  - **OSP and PI continue to ping their counterparts for the increment**

Anticipated Extension

Yellow = what the DRA can pre-populate **before** sending to PI. Generally: #1 - #4 are known after an internal budget meeting.

University of Colorado Colorado Springs
Office of Sponsored Programs and Research Integrity (OSPRI)
Institutional Prior Approval Request – Anticipated Extension

This form should be used to request a temporary internal extension to an established award in the financial system while awaiting a formal extension from the sponsor. This will allow you to continue spending on the sponsored project SpeedType, eliminating the need for transfers.

By filling out this request, you acknowledge that any costs incurred during the temporary internal extension are the responsibility of the UCCS department/unit. In the event that the anticipated extension is not granted by the sponsor, the end date will be adjusted back to what was awarded and all expenses incurred after that date will be transferred to the SpeedType provided at the bottom of this form.

PI NAME:
PI DEPARTMENT:
SPONSOR:
GRANT/CONTRACT #:
PROJECT TITLE:
SPEEDTYPE:

1. **Is OSPRI aware of the intent to extend this award?** If this is an incrementally funded award, please check yes. Yes ☐ No ☐ If no, reach out to OSPRI to begin the request process. Do **not** submit this form until an extension request has been submitted.
2. **Number of days requested:** (no more than 90 days after the current end date)
3. **Estimated amount to be spent during the above requested temporary extension period:**
4. **Briefly describe why an extension is needed:**
5. **What information do you have to confirm that this extension is reasonably certain to be approved by the sponsor (explain or attach)?**

The signatures on the next page guarantee that the department/unit is responsible for expenses if an extension is not granted or if any costs are unallowable. The SpeedType that will cover any such costs is: #

REQUESTED BY:

I certify that the action is necessary for the project. I understand that any costs incurred

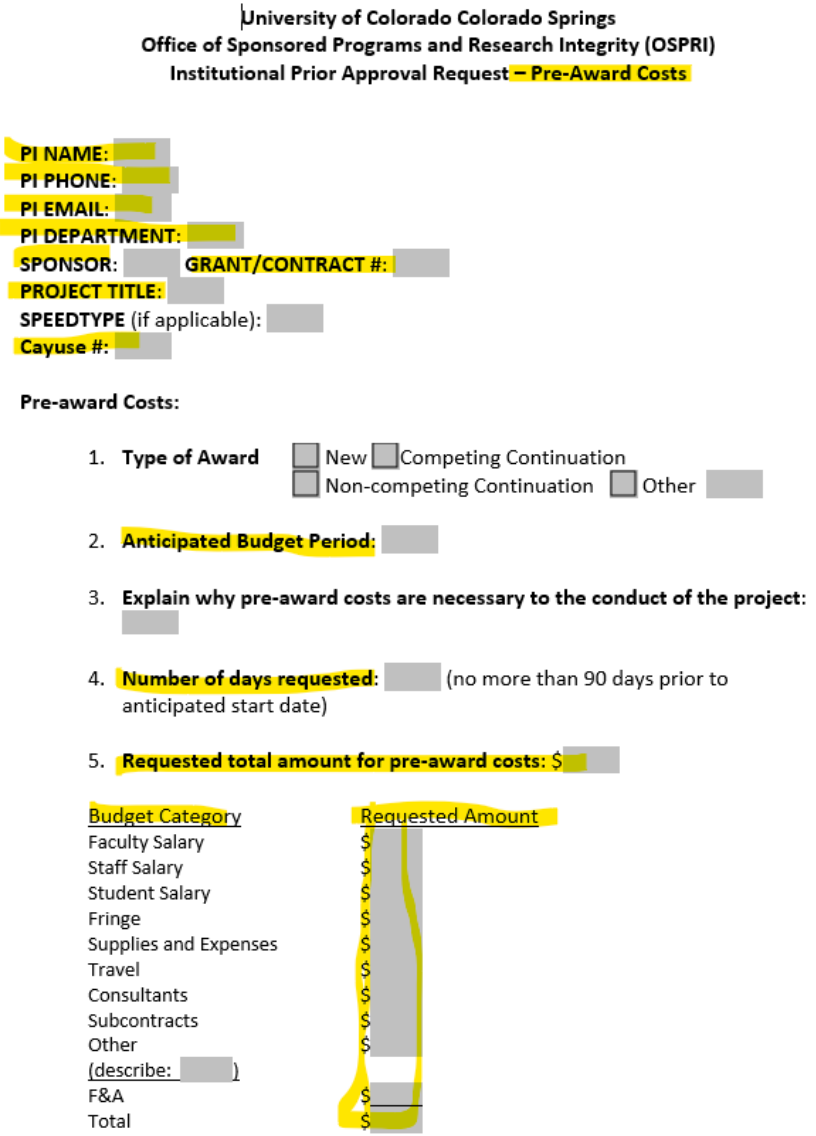
updated 09/04/2024

Pre-Award Spend

- Award NOT currently active but PI has rec'd an intent to fund from the sponsor
- Process
  - https://osp.uccs.edu/resources/forms
  - Awards: **Pre-Award Spend Approval Request**
  - DRA pre-populates, PI finishes, DRA routes for signatures
  - DRA sends to Marshall and Jackie
  - OSP in Cayuse creates the award record with the Pre-Award Spend tab populated
  - SPA creates the award, pre-award spend tag, in PeopleSoft
  - **OSP and PI continue to ping their counterparts for the NoA**

Pre-Award Spend

Yellow = what the DRA can pre-populate **before** sending to PI. Generally: #1 - #4 are known after an internal budget meeting.



University of Colorado Colorado Springs
Office of Sponsored Programs and Research Integrity (OSPRI)
Institutional Prior Approval Request – Pre-Award Costs

PI NAME:
PI PHONE:
PI EMAIL:
PI DEPARTMENT:
SPONSOR: **GRANT/CONTRACT #:**
PROJECT TITLE:
SPEEDTYPE (if applicable):
Cayuse #:

Pre-award Costs:

1. **Type of Award** ☐ New ☐ Competing Continuation ☐ Non-competing Continuation ☐ Other
2. **Anticipated Budget Period:**
3. **Explain why pre-award costs are necessary to the conduct of the project:**
4. **Number of days requested:** (no more than 90 days prior to anticipated start date)
5. **Requested total amount for pre-award costs: $**

Budget Category	Requested Amount
Faculty Salary	$
Staff Salary	$
Student Salary	$
Fringe	$
Supplies and Expenses	$
Travel	$
Consultants	$
Subcontracts	$
Other	$
(describe:)	
F&A	$
Total	$

Time and Labor Project



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