

Office of the Controller

Date: March 24, 2026
To: Accounting Listserv
From: Controller's Office – Office of Financial Reporting
Subject: 2026 Fiscal Year End Accounting Cut-Off Procedures and
Campus Forum

Overview: In preparation for the fiscal year ending June 30, 2026, the Office of the Controller has published important information related to the timing and cutoff dates for certain financial, budget, and payroll related transactions. This information highlights key due dates for processing transactions to ensure proper inclusion in either the current fiscal year (2025-26) or the next fiscal year (2026-27) general ledger/operating reports. This information can be found at the following website: <https://controller.msu.edu/financial-reporting/year-end-cutoff-procedures>

Similar to last year, the Office of the Controller will be hosting an open forum to review and discuss the information outlined in the Year-End Cutoff Procedures information. This interactive session will include:

- An overview of the year end cutoff procedures
- A review of new or changed procedures in comparison to prior years
- A question and answer period

When:

- Wednesday, May 13, 2026
- 11:00 – 12:00 pm via Zoom

Who Should Attend:

- Fiscal Officers
- Fiscal Officer Delegates
- Financial Administrators
- Document Initiators
- Account Reviewers
- Payroll Processors

The details on the Zoom connection are as follows:

- Join from a PC, Mac, iPad, iPhone or Android device:
 - Please click this URL to join. <https://msu.zoom.us/j/97318729210>

- Passcode: 297519

- Or Phone one-tap:
 - +16468769923,,97318729210# US (New York)
 - 13017158592,,97318729210# +US (Washington DC)

- Join via audio:
 - +1 646 876 9923 US (New York)
 - +1 301 715 8592 US (Washington DC)
 - +1 312 626 6799 US (Chicago)
 - +1 669 900 6833 US (San Jose)
 - +1 253 215 8782 US (Tacoma)
 - +1 346 248 7799 US (Houston)
 - Webinar ID: 973 1872 9210
 - International numbers available: <https://msu.zoom.us/j/97318729210>

We look forward to seeing you at the forum. You may contact the Office of Financial Reporting at financial.reporting@ctrl.msu.edu if you have any questions regarding the cutoff procedures or the forum.

To subscribe/unsubscribe, please go to the following link:
<https://controller.msu.edu/join-list-serv>
