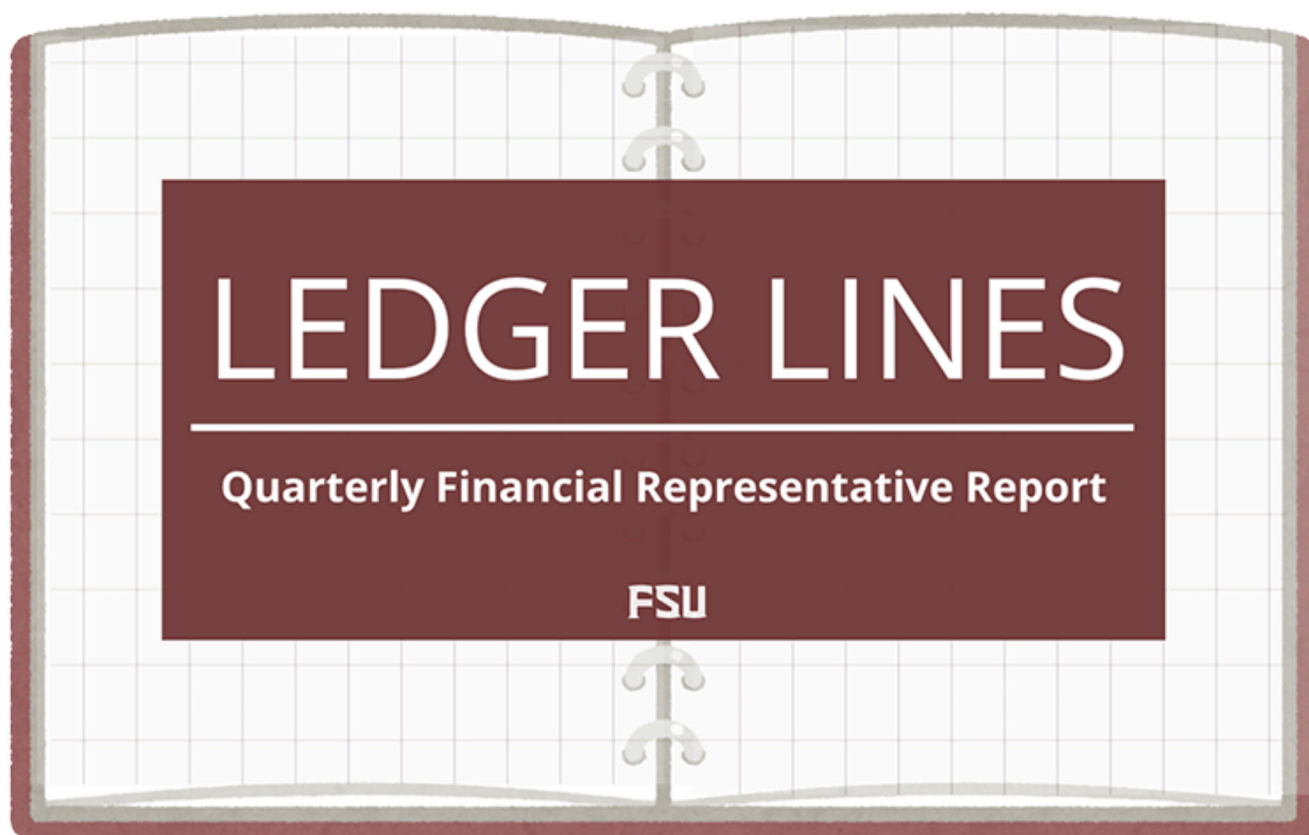




Welcome to Ledger Lines!

Fourth Edition, Quarter 4 - FY 2025/2026

This is a quarterly publication that highlights recent announcements, important dates, and upcoming training classes for financial representatives.



Happy Fiscal New Year!

Happy Fiscal New Year to You!

It's July, and that means one thing - FY26 is over and Fiscal Year 27 has officially arrived! The university has successfully concluded another fiscal year, a milestone achieved thanks to the hard work and diligence of financial representatives across campus.

The year-end closing process is a complex operation that requires significant coordination across

numerous departments, and your efforts are greatly appreciated.

FY 26 Highlights

- Financial Aid Accounting team created approximately 440 fiscal item types in Campus Solutions to facilitate various charges and Departmental Student Payments
- Deposit accounting processed the following:
 - 33,508 ARD Payments Processed totaling \$617,022,845
 - 3,926 Auxiliary Invoice Payments Processed totaling \$103,991,695
- Payroll Services issued 398,484 paychecks, totaling roughly \$913.4M in gross pay
- Payroll processed a total of 1,801 RDFs
- In calendar year 2025, payroll issued 21,454 W2s. This is the greatest number of W2s ever produced, with a 91.15% electronic participation.

Year-End System Transition and Rollover

During the scheduled two-day system downtime required to transition into the new fiscal year, teams completed the following key activities:

- 5,618 Purchase Orders totaling \$289,055,471 rolled to the new fiscal year
- 2,117 Requisitions totaling \$38,325,727 were pre-entered in myFSU Financials

Thank you to everyone across campus who contributed to the efficiency and success of this fiscal year-end transition.



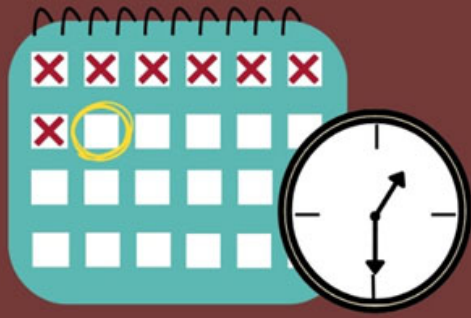
Transition to Lightning

Reminder!

The university is transitioning to Lightning for travel bookings on August 4, 2026. As part of the transition, online travel bookings will be **unavailable from July 24th through August 3rd**.

Travelers with anticipated booking needs between July 24 and August 3 are encouraged to make reservations prior to the migration window whenever possible. If that is not possible, travelers may contact CTP by phone at 888-862-2947 while the system is down.

For more information on the Lightning transition, please visit the transition website [here](#).



Important Dates

This Quarter's Key Dates

Carryforward Spending Plan Timeline

The Budget Office reminds you to be aware of upcoming important dates and items for the carryforward spending plan:

- **7/8:** ADP opens for spending plan development in “2026-27 Carryforward Spending Plan” version
- **7/8:** Pre-recorded CFSP Training is available (see *Upcoming Trainings* section below for more details)
- **7/13:** Virtual Office Hours (9:00am to 10:00am)
- **7/16:** Virtual Office Hours (9:00am to 10:00am)
- **7/21:** ADP “2026-27 Carryforward Spending Plan” version closes
- **7/31:** CFSP final reconciliation for 2025-26 spending plans are due

Auxiliary Billing Cycle

The auxiliary billing cycle will occur on the following dates: **7/23**, **8/20**, and **9/23**.



Recent Communications

Recent Communications

7/9/2026: New JP Morgan Travel Card Application

We are pleased to announce that the new JPMorgan Travel Card online application is now available on the [Travel website](#).

The new application streamlines the travel card request process by eliminating the need to download, complete, and print a PDF application. Applicants and approvers will be directed to the secure JPMorgan application site to complete the electronic workflow. To learn more, click [here](#).

6/26/2026: Policy and Website Updates

The Controller's Office has recently completed a comprehensive review and update of our [Payroll \(4-OP-D-2-E\)](#) and [Payables & Disbursements \(4-OP-D-2-C\)](#) policies, alongside a redesign of our website. These updates are designed to streamline policy governance and make everyday operational resources easier to navigate. To learn more, click [here](#).

6/25/2026: Lightning Travel Booking Training Sessions

As previously [communicated on June 11th](#), the university is transitioning to a new travel booking tool, Lightning. As we prepare for the upcoming launch, we invite you to participate in [Zoom training sessions](#) to ensure a smooth and confident transition. No registration prior to the session is required. To learn more, click [here](#).

6/11/2026: FSU's New Travel Booking Experience is Coming Soon

The Controller's Office is committed to continuously improving the tools that support our faculty and staff. In response to your feedback, we are excited to announce that FSU will be transitioning from Concur Travel booking to **Lightning**, a modern, user-first booking platform designed to simplify and elevate your travel booking experience. The anticipated go-live date for this transition is **August 4th**. To see the complete announcement, click [here](#).

5/22/2026: New Property Training Virtual Course (BTPT01)

The Controller's Office is pleased to offer a new training course, Property Training Online (BTPT01). This class will be offered virtually and teaches the fundamentals of property management. To learn more, click [here](#).

Want more information?

To see additional information regarding these announcements, please visit our [Current Announcements](#) page. To sign up for the Financial Representative (FinRep) or other Controller's Office listserv, click [here](#).



Take Advantage of These Future Learning Opportunities!

The Controller's Office is always available to schedule department-specific or one-on-one training courses on various topics. Reach out to CTL-Communication@fsu.edu to discuss training needs for yourself or your department.

Pre-Recorded Training Classes

- **Carryforward Spending Training for Budget Preparers and Approvers:** Pre-recorded video sessions and training presentation slides are available through the [Budget Office Canvas course site](#).

Online Training Classes

- **Introduction to University Accounting (BTAC10)**
- **Concur for Travelers (CONCUR)**
- **Mastering Auxiliary Billing Training** - Link: <https://canvas.fsu.edu/enroll/TFP3DY>

In-Person Training Classes

- **Introduction to Accounts Payable (BTAP01)**
 - Tuesday, August 4, 9:00 AM to 11:00 AM
 - Tuesday, Sept 1, 9:00 AM to 11:00 AM
 - Tuesday, October 6, 9:00 AM to 11:00 AM
 - Tuesday, Nov. 3, 9:00 AM to 11:00 AM
 - Tuesday, Dec. 1, 9:00 AM to 11:00 AM
- **Introduction to University Accounting (BTAC01)**
 - Thursday, August 6, 9:00 AM to 11:00 AM
 - Tuesday, October 13, 9:00 AM to 11:00 AM
 - Tuesday, Dec. 8, 9:00 AM to 11:00 AM
- **Intermediate University Accounting (BTAC02)**
 - Tuesday, July 21, 9:00 AM to 11:00 AM
 - Tuesday, August 11, 9:00 AM to 11:00 AM
 - Tuesday, Sept. 22, 9:00 AM to 11:00 AM
 - Tuesday, October 20, 9:00 AM to 11:00 AM
 - Friday, Nov. 13, 9:00 AM to 11:00 AM
 - Thursday, Dec. 10, 9:00 AM to 11:00 AM
- **Advanced University Accounting (BTAC03)**
 - Tuesday, July 28, 9:00 AM to 11:00 AM
 - Thursday, Sept. 24, 9:00 AM to 11:00 AM
 - Tuesday, Nov. 17, 9:00 AM to 11:00 AM
- **Departmental Ledger Review (BTAC04)**
 - Thursday, July 30, 2:00 PM to 4:00 PM
 - Thursday, August 18, 9:00 AM to 11:00 AM
 - Tuesday, Sept. 29, 9:00 AM to 11:00 AM
 - Thursday, Oct. 29, 9:00 AM to 11:00 AM
 - Thursday, Nov. 19, 2:00 PM to 4:00 PM
 - Tuesday, Dec. 15, 9:00 AM to 11:00 AM
- **Understanding Internal Billing (BTUIB1)**
 - Wednesday, Sept. 9, 2:00 PM to 4:00 PM
 - Wednesday, Oct. 14, 10:00 AM to 12:00 PM
 - Thursday, Dec. 3, 2:00 PM to 4:00 PM
- **Travel Expense and Concur (BTTE03)**
 - Wednesday, July 15, 9:00 AM to 12:00 PM
 - Wednesday, August 19, 9:00 AM to 12:00 PM
 - Wednesday, Sept. 16, 9:00 AM to 12:00 PM
 - Tuesday, Nov. 10, 9:00 AM to 12:00 PM
 - Wednesday, Dec. 16, 9:00 AM to 12:00 PM

To view all of the Controller's Office course offerings, click [here](#). For information on signing up for courses in myFSU, see the [Training Registration Guide](#).