

March 20, 2019

Memorandum

To: Campus Community

From: Deborah S. Adishian-Astone
Vice President for Administration and
Chief Financial Officer

Subject: **2018-19 Fiscal Year Closing Deadlines**

Isabelle

The purpose of this memorandum is to communicate the upcoming deadlines that are required in order to ensure the campus is able to meet the aggressive year-end closing requirement. The deadline for closing the books for FY 2018-19 is Monday, July 8, 2019.

ACCOUNTING

Accounts Payable

Invoices – Please approve (sign and date) and submit invoices to Accounts Payable (M/S JA58), or email to accountspayable@listserv.csufresno.edu. Invoices must be received in Accounts Payable by Friday, June 14, 2019 to ensure processing by Friday, June 28, 2019. If you have questions or need to adjust a vendor's invoice previously submitted to Accounts Payable, then contact the appropriate AP technician immediately as listed below:

Vendors: A – D; Petty Cash	<u>Anna Andalon</u>	8-2760
Vendors: E – L; Staples	<u>Paola Linares</u>	8-1070
Vendors: M – Z	<u>Eva Owens</u>	8-7831
Athletic Corp: A – L	<u>Virginia Nevarez</u>	8-2877
Athletic Corp: M – Z	<u>Marie Cuningham</u>	8-2911
Procurement Card Statements	<u>Denise Munoz</u>	8-5482
Travel Expense Claims: A – Q	<u>Marie Cuningham</u>	8-2911
Travel Expense Claims: R – Z	<u>Virginia Nevarez</u>	8-2877

Direct Payments – All Direct Pay forms must be received in Accounts Payable (M/S JA58), or emailed to accountspayable@listserv.csufresno.edu, no later than Friday, June 7, 2019, to ensure entry in FY 2018-19 (For IRA funds Direct Pays, refer to page 4).

Office of the Vice President for Administration and Chief Financial Officer

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Accounts Receivable

Requests for Billing - Requests for billing must be received in Accounts Receivable (accountsreceivable@listserv.csufresno.edu) by Friday, May 31, 2019 to ensure entry in FY 2018-19. Any requests for billing not received by the above date may be processed in FY 2019-20. Please contact Brandon McFarland at extension 8-5481 if you have any questions.

Cash Receipts/Cashiering

Deposits – To ensure credit to your accounts for FY 2018-19, receipts (cash, checks, etc.) received during the period of Monday, June 17, 2019 through Friday, June 28, 2019, must be deposited daily at the cashiers' windows located in the south lobby of the Joyal Administration Building. Receipts received after 1:30 p.m. on Friday, June 28, 2019 will be receipted in FY 2019-20. Please contact Gina Tamez at extension 8-2991 if you have any questions.

Chargebacks

Printing & Mail Services, University Warehouse, ITS, TLT, etc. – Due to the early closing deadline, chargeback activity for FY 2018-19 will be cut off Thursday, May 30, 2019. June 2019 chargeback activity will be recorded as FY 2019-20 activity. Please call Linda Vivian at extension 8-7882 if you have any questions.

Expenditure/Revenue Transfers

Due to the large volume of year-end adjustments and various closing procedures performed during the month of June, requests to transfer recorded expenditures and/or revenues should be received by General Accounting by no later than Tuesday, June 4, 2019 for activity through May 31, 2019 to ensure appropriate review and processing before the close of FY 2018-19. Requests to transfer recorded expenditures and/or revenues for June 2019 must be received in General Accounting by Wednesday, July 3, 2019. Transfer requests received after Monday, July 1, 2019 will, most likely, be processed in FY 2019-20.

EXCEPTION: Transfer requests submitted to utilize remaining budget balances of capital outlay funds *reverting* as of Friday, June 28, 2019, must be received by General Accounting by Friday, May 31, 2019, to allow sufficient time for sending a Plan of Financial Adjustment (PFA) to the State Controller's Office (SCO) by the anticipated Tuesday, June 4, 2019, SCO deadline.

Transfer of Payroll Expenditure (TOP) forms are to be submitted within 90 days of the pay period for payroll expenditures in the months July 2018 through March 2019. TOPs for April and May 2019 payroll expenditures must be submitted by Friday, June 28, 2019. TOPs for June 2019 payroll are to be submitted by Friday, July 5, 2019. There will be no retroactive TOP's processed. Effective July 6, 2019, TOP's will only be processed for fiscal year 2019-20.

All non-payroll expense/revenue transfers must be made using either the "Non-Payroll Expenditure/Revenue Transfer Request Form (N/P Transfer)" which can be found on the Accounting Services website <http://www.fresnostate.edu/adminserv/accountingservices/forms/> or the "Transfer of Operating Expenditures" (TOE) which can be found at "My Fresno State/Main Menu/Forms Portfolio/Electronic Forms/Finance?". When completed, send the non-payroll expense/revenue transfer forms to General Accounting (M/S JA58).

“Transfer of Payroll Expenditures” (TOP) request forms, which can be found at “My Fresno State/Main Menu/Forms Portfolio/Electronic Forms/Finance/” are submitted to PJ Soligian (M/S JA58 or e-mail at pjsoligian@csufresno.edu).

Inventories

Facilities Management, ITS, Student Health Center, Printing and Mail Services, and the Warehouse must perform a physical count of their inventories on hand at Friday, June 28, 2019, and submit documentation to Ayesha Khan in General Accounting at AyeshaK@csufresno.edu and copy Janice Loo at JaniceL@csufresno.edu by Monday, July 1, 2019.

Petty Cash

Any petty cash receipts or invoices for FY 2018-19 purchases, which have not previously been submitted for reimbursement, must be summarized using the petty cash voucher form and received in Accounts Payable no later than Friday, June 14, 2019, to ensure such purchases are correctly charged to your accounts. Please contact Anna Andalon at extension 8-2760 if you have any questions.

Travel

Concur Electronic Expense Reports – All electronic expense reports must be approved and submitted to Accounts Payable by Friday, June 7, 2019, to ensure they will be recorded in FY 2018-19. Concur electronic expense reports received with errors, omissions, etc. will, most likely, not be recorded in FY 2018-19. For travel expense claims charging IRA funds, refer to page 4.

Paper Travel Expense Claims – All paper travel expense claim forms through May 2019 for FY 2018-19 must be received in Accounts Payable, by Friday, May 31, 2019 to ensure they will be recorded in FY 2018-19. All paper travel expense claim forms for June travel through June 8, 2019 must be received in Accounts Payable by Friday, June 7, 2019, to be recorded in FY 2018-19. Paper travel expense claims received with errors, omissions, etc. will, most likely, not be recorded in FY 2018-19. Paper travel expense claim forms for June 2019 travel received after Friday, June 7, 2019 will be recorded in FY 2019-20. For travel expense claims charging IRA funds, refer to page 4. Please contact Marie Cuningham at extension 8-2911 or Virginia Nevarez at extension 8-2877 if you have any questions.

Travel Spanning Fiscal Years – After the trip is completed submit only one travel expense claim for the entire trip.

Release Time Contracts

FY 2018-19 release time contracts must be received in Foundation Financial Services by Friday, May 24, 2019. Please contact extension 8-0850 for any questions.

FY 2018-19 release time contracts must be received in Accounts Receivable by Friday, May 31, 2019. Please contact Denise Munoz at extension 8-5482.

All requests or contracts not received by the above dates will, most likely, be processed in FY 2019-20.

Trust Funds and IRA Trust Funds

Obligations and Encumbrances – All trust fund encumbrances, except IRA trust funds, open at FY 2018-19 closing will be automatically rolled forward. IRA trust funds encumbrances will not be rolled forward.

IRA (Instructionally Related Activity) Expenditures:

Purchase Requisitions for less than \$50,000 (see page 6 for all purchase requisitions deadlines) will need to be in Procurement and Support Services by Friday, April 26, 2019. Please have all the appropriate signature approvals and Academic Resources approval prior to submitting the Requisitions.

For all IRA purchases/expenditures - Direct pay approval forms and Travel Expense Claims must be received with all the appropriate signature approvals in Academic Resources by Tuesday, May 28, 2019.

All paperwork that does not make these deadlines will be returned to the department and you will have to pay these expenditures out of your department funds or 2019-20 IRA Allocations.

Unfortunately THERE ARE NO EXCEPTIONS to these IRA deadlines.

Ending Trust Fund Balances

Ending fund balances in all trust funds except IRA trust funds will be rolled forward automatically to FY 2019-20. Any unspent and unencumbered IRA ending trust fund balances will not be rolled forward to FY 2019-20, but, will instead be returned to the pool of unallocated IRA funds. In order to timely process FY 2018-19 IRA expenditures, such expenditures must be submitted with all appropriate signature approvals to the Academic Resources Office two weeks prior to the respective deadlines as noted elsewhere in this letter.

BUDGET

Adjusting Budget Journals (ABJ's) – All budget adjustments for FY 2018-19 must be submitted by Friday, July 5, 2019, to the Office of Budget and Treasury Management (Budget Office). All documents received after this date will be returned.

Operating Fund 90000

Obligations and Encumbrances – Fund 90000 encumbrances (in which the good or service has not yet been received, but the purchase order remains valid), will remain open and the budget to cover those encumbrances and obligations will be “rolled forward” to FY 2019-20 within the department that created the PO.

Budget Balance Available Moved Forward – Budget balances that are shown on the PeopleSoft reports for fund 90000 as of Friday, June 28, 2019 will be rolled forward automatically to FY 2019-20 within existing departments. It is the responsibility of the Deans and department heads to provide ABJ's to the Budget Office if the budget balance available from FY 2018-19 is to be reallocated.

PAYROLL

Document Submission – Please submit all documents to the Payroll Office by the following deadlines to help ensure that payments made for work performed during FY 2018-19 are correctly charged to your current year accounts. These include:

- June payroll for hourly students, temporary help, and overtime and shift differential hours will be recorded in FY 2019-20.
- Documents for hourly students, temporary help, overtime, and shift differential hours for the June payroll period are due in the Payroll Office by Monday, July 8, 2019.
- **Late** hourly temporary help, student, overtime and shift differential hours vouchers for any pay period prior to June 2019 must be received in the Payroll Office by Wednesday, June 12, 2019.
- Student time entry, including hours worked in June must be entered on the PeopleSoft pay sheet screen by Friday, July 5, 2019.
- The last day that work-study students can work in FY 2018-19 is Saturday, May 18, 2019. Work-study hours worked from May 1 through May 15 must be entered on the PeopleSoft pay sheet screens by Thursday, June 6, 2019.

Please call Payroll Services, at extension 8-2302, if you have any questions.

PROCUREMENT

Purchase Orders

Deans and department heads should review all outstanding purchase orders and notify Procurement if any purchase orders (other than blanket orders) that need to be closed by Friday, May 17, 2019.

Alterations – All alterations, whether at year-end or in the normal course of the fiscal year, should always be sent directly to Procurement, unless specifically directed otherwise by Procurement or Accounting Services. Before preparing an alteration form to request a chartfield code change, please call or verify with Accounts Payable that the PO is still open. If Accounts Payable can confirm that the PO is still open (or partially paid), you will be directed to send the alteration form to Procurement (M/S JA111) to process the alteration.

On the other hand, if it is determined the item has already been paid, you will be directed to send a TOE form to General Accounting, c/o Ayesha Khan (M/S JA58), requesting the processing of an expenditure transfer as described earlier under ACCOUNTING/Expenditure/Revenue Transfers.

Blanket Purchase Orders – Be sure to monitor available balances of all Blanket POs. Your total orders should not exceed PO amounts without an approved alteration. All alterations to Blanket POs must be received in Procurement by Friday, May 17, 2019.

Please forward all invoices related to blanket POs to Accounts Payable by Friday June 7, 2019, to ensure that FY 2018-19 activity is recorded in FY 2018-19.

FY 2018-19 Requisitions – The following deadlines have been established by Procurement to allow sufficient time to process requisitions in a timely manner for inclusion in FY 2018-19:

- Public Work Projects (\$5,000 - \$250,000) Friday April 5, 2019.
- All Goods and Services \$50,000 and greater Friday April 5, 2019.
- All Goods and Services less than \$50,000.....Friday April 26, 2019.

Any requisitions **not** meeting the above deadlines with proper signatures will be processed for inclusion in FY 2019-20.

FY 2019-20 Requisitions – Requisitions for the new fiscal year may be submitted starting Monday, April 8, 2019 and must be clearly marked “2019FY”. Requisitions for new contracts or blanket PO’s that need to be in place by Monday, July 1, 2019 should be submitted by Friday, May 3, 2019 to ensure a PO is in place at the start of the new fiscal year (2019-20).

When submitting requisitions for recurring blanket PO’s please indicate the current year blanket PO number on the requisition to facilitate Procurement setting up the new year blanket PO.

Questions regarding any of the procurement information provided above should be directed to the “Buyer” shown on the PO.

REMINDER

Please remember to submit all Accounting Services and Procurement forms using your PeopleSoft Forms Portfolio menu and select Electronic Forms to see a menu of the forms available.