


March 13, 2017

Memorandum

To: Campus Community

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

Subject: **2016-17 Fiscal Year Closing Deadlines**

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 2016-17 is Monday, July 10, 2017.

In order to ensure required coordination with various entities including the State Controller's Office, the Chancellor's Office and various campus offices, the following timelines and instructions are provided below. All deadlines are as of the close of business on the date listed, unless otherwise noted.

ACCOUNTING

Accounts Payable

Invoices – Please submit approved invoices to Accounts Payable (MS JA58) by Friday, June 16, 2017 to ensure processing by Thursday, June 29, 2017.

If you have any questions, please contact the appropriate AP technician as listed below:

Vendors: A – H	<u>Anna Andalon</u>	278-2760
Vendors: I – Z; Petty Cash	<u>Toni Castanon</u>	278-6808
Athletic Corp: A – L	<u>Virginia Nevarez</u>	278-2877
Athletic Corp: M – Z	<u>Marie Cuningham</u>	278-2911
Procurement Card Statements	<u>Denise Munoz</u>	278-5482
Travel Expense Claims: A – Q	<u>Marie Cuningham</u>	278-2911
Travel Expense Claims: R – Z	<u>Virginia Nevarez</u>	278-2877

Direct Payments – All Direct Pay forms must be received in Accounts Payable (MS JA58) no later than Friday, June 9, 2017, to ensure entry in FY 2016-17 (For IRA funds, refer to page 4).

Accounts Receivable

Request for Billings – Request for billings must be received in Accounts Receivable by Friday, June 2, 2017. All request for billings not received by this date will be processed in FY 2017-18.

Please contact Denise Munoz at extension 8-5482 if you have any questions.

Cash Receipts/Cashiering

Deposits – To ensure credit to your accounts for FY 2016-17, receipts (cash, checks, etc.) received during the time period of Monday, June 19, 2017 through Friday, June 30, 2017, must be deposited daily. Receipts received after 1:30 p.m. on Friday, June 30, 2017, will be receipted in FY 2017-18.

Please contact Gina Tamez at extension 8-2991 if you have any questions.

Chargebacks

Printing & Mail Services, University Warehouse, ITS, TLT, etc. – Chargeback activity for FY 2016-17 will cut off on Wednesday May 31, 2017. June 2017 chargeback activity will be recorded as FY 2017-18 activity.

Please call Linda Vivian at extension 8-7882 if you have any questions.

Expenditure/Revenue Transfers

Because of 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 6, 2017 for activity through May 31, 2017. Requests to transfer recorded expenditures and/or revenues for June 2017 must be received in General Accounting by Monday, July 3, 2017. Transfer requests received after Monday, July 3, 2017, will, most likely, be processed in FY 2017-18.

EXCEPTION: Transfer requests submitted to utilize remaining budget balances of capital outlay funds *reverting* as of Friday, June 30, 2017, must be received by General Accounting by Thursday, June 1, 2017, to allow sufficient time for sending a Plan of Financial Adjustment (PFA) to the State Controller's Office (SCO) by the anticipated Tuesday, June 6, 2017, 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 2016 through March 2017. TOPs for April and May 2017 payroll expenditures must be submitted by Friday, June 30, 2017. TOPs for June 2017 payroll are to be submitted by Thursday, July 6, 2017.

All requested transfers must be made using either the "Transfer of Operating Expenditures" (TOE) or "Transfer of Payroll Expenditures" (TOP) request forms, which can be found at "My Fresno State/Main Menu/Forms Portfolio/Electronic Forms/Finance?". When completed, send the TOE forms to General Accounting (M/S JA58) and TOP forms, to PJ Soligian (M/S JA58 or e-mail at pjsoligian@csufresno.edu).

Inventories

Plant Operations, Technology Services, Student Health Center, Print and Mail Services, and the Warehouse must perform a physical count of their inventories by Friday, June 30, 2017, and submit documentation to Ayesha Khan in General Accounting at ayeshak@csufresno.edu with a copy to Janice Loo at janicel@csufresno.edu by Monday, July 3, 2017.

Petty Cash

Any petty cash receipts or invoices for FY 2016-17 purchases, must be summarized using the petty cash voucher form and received in Accounts Payable by no later than Friday, June 16, 2017.

Please contact Toni Castanon at extension 8-6808 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 9, 2017. Concur electronic expense reports received with errors, omissions, etc. will, most likely, not be recorded in FY 2016-17. For travel expense claims using IRA funds, refer to page 4.

Paper Travel Expense Claims – All paper travel expense claim forms through May 2017 for FY 2016-17 must be received in Accounts Payable, by Friday, June 2, 2017. All paper travel expense claim forms for the month of June 2017 must be received in Accounts Payable by Friday, June 9, 2017. These expense claims will most likely be recorded in FY 2016-17, however, depending on volume, this cannot be guaranteed. Paper travel expense claims received with errors, omissions, etc. may not be recorded in FY 2016-17. For travel expense claims using 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.

Released Time Contracts

FY 2016-17 release time requests must be received in Budget and Treasury Management by Friday, May 26, 2017. Please contact Lisa Chavez at extension 8-5293.

FY 2016-17 release time contracts must be received in Accounts Receivable by Friday, June 2, 2017. Please contact Denise Munoz at extension 8-5482.

All requests or contracts not received by the above dates will be processed in FY 2017-18.

BUDGET

Adjusting Budget Journals (ABJ's) – All budget adjustments for FY 2016-17 must be submitted by Thursday, July 6, 2017, to the Office of Budget and Treasury Management. 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 2017-18 within the department that created the PO.

Every effort should be made to finalize these prior year obligations as quickly as possible.

Budget Balance Available Moved Forward – Budget balances that are shown on the PeopleSoft reports for fund 90000 as of Friday, June 30, 2017 will be rolled forward automatically to FY 2017-18 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 2016-17 is to be reallocated.

Trust Funds and IRA Trust Funds

Obligations and Encumbrances – All trust fund encumbrances open at FY closing will be automatically rolled forward. Every effort should be made to finalize these prior year encumbrances as quickly as possible.

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 Monday, April 10, 2017. 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 30, 2017.

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 2017-18 IRA Allocations.

THERE ARE NO EXCEPTIONS to the above IRA deadlines.

Budget Balance Available Moved Forward – Fund balances in all trust funds except IRA trust funds will be rolled forward automatically to FY 2017-18. Any unspent and unencumbered IRA trust fund balances will not be rolled forward to FY 2017-18 but will, instead, be returned to the pool of unallocated IRA funds. In order to timely process FY 2016-17 IRA expenditures, such expenditures

must be submitted with all appropriate signature approvals to the Academic Resources Office two (2) weeks prior to the respective deadlines as noted elsewhere in this letter.

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 2016-17 are correctly charged to your current year accounts. These include:

- June payroll for students, temporary help, and overtime and shift differential hours will be recorded in FY 2017-18.
- Documents for temporary help, overtime, and shift differential hours for the June payroll period are due in the Payroll Office by regular monthly deadlines.
- **Late** temporary help, student, overtime and shift differential hour vouchers for any pay period prior to June 2017 must be received in the Payroll Office by Wednesday, June 14, 2017.
- Student time entry, including hours worked in June must be entered on the PeopleSoft pay sheet screen by Friday, July 7, 2017.
- The last day that work-study students can work in FY 2016-17 is Saturday, May 20, 2017. Work-study hours worked from May 1 through May 15 must be entered on the PeopleSoft pay sheet screens by Thursday, June 8, 2017.

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 19, 2017.

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 PO’s. Your total orders should not exceed PO amounts without an approved alteration. All alterations to Blanket PO’s must be received in Procurement by Friday, May 19, 2017.

Please forward all invoices related to blanket PO’s to Accounts Payable by Friday June 9, 2017.

FY 2016-17 Requisitions – The following deadlines have been established by Procurement to allow sufficient time to process requisitions in a timely manner for inclusion in FY 2016-17:

Public Work Projects (\$5,000 - \$250,000) Friday April 7, 2017
All Goods and Services \$50,000 and greater Friday April 7, 2017
All Goods and Services less than \$50,000.....Friday April 28, 2017

Any requisitions **not** meeting the above deadlines **with required approvals** will be processed for inclusion in FY 2017-18.

FY 2017-18 Requisitions – Requisitions for the new fiscal year may be submitted starting Monday, April 10, 2017 and **must be clearly marked “2017FY”**. Requisitions for new contracts or blanket PO’s that need to be in place by Monday, July 3, 2017 should be submitted by Friday, May 5, 2017 to ensure a PO is in place at the start of the 2017-18 fiscal year.

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