

March 7, 2018

## Memorandum

To: **Campus Community**

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

Subject: **2017-18 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 2017-18 is Monday, July 9, 2018.

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 stated.

### ACCOUNTING

#### Accounts Payable

**Invoices** – Please approve (sign and date) and submit invoices to Accounts Payable (M/S JA58). Invoices must be received (not mailed by) in Accounts Payable by Friday, June 15, 2018 to ensure processing by Friday, June 29, 2018.

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>	278-2760
Vendors: E – L; Staples	<u>Paola Linares</u>	278-1070
Vendors: M – Z	<u>Eva Owens</u>	278-7831
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 (M/S JA58) no later than Friday, June 8, 2018, to ensure entry in FY 2017-18 (For IRA funds Direct Pays, refer to page 4).

#### Office of the Chief Financial Officer

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### **Accounts Receivable**

**Request for Billings** - Request for billings must be received in Accounts Receivable by Friday, June 1, 2018, to ensure entry in FY 2017-18. All request for billings not received by the above date will be processed in FY 2018-19.

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 2017-18, receipts (cash, checks, etc.) received during the period of Monday, June 18, 2018 through Friday, June 29, 2018, must be deposited daily at the cashier's windows located in the south lobby of the Joyal Administration Building. Receipts received after 1:30 p.m. on Friday, June 29, 2018, will be receipted in FY 2018-19.

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 2017-18 will be cut off Thursday, May 31, 2018. June 2018 chargeback activity will be recorded as FY 2018-19 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 as they occur throughout the year, but no later than Tuesday, June 5, 2018 for activity through May 31, 2018 to ensure appropriate review and processing before the close of FY 2017-18. Requests to transfer recorded expenditures and/or revenues for June 2018 must be received in General Accounting by Monday, July 2, 2018. Transfer requests received after Monday, July 2, 2018, will, most likely, be processed in FY 2018-19. In order to meet this deadline, it is recommended that departments review and reconcile their account activity early.

EXCEPTION: Transfer requests submitted to utilize remaining budget balances of capital outlay funds *reverting* as of Friday, June 29, 2018, must be received by General Accounting by Friday, June 1, 2018, to allow sufficient time for sending a Plan of Financial Adjustment (PFA) to the State Controller's Office (SCO) by the anticipated Tuesday, June 5, 2018, 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 2017 through March 2018. TOPs for April and May 2018 payroll expenditures must be submitted by Friday, June 29, 2018. TOPs for June 2018 payroll are to be submitted by Friday, July 6, 2018.

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, ITS, Student Health Center, Printing and Mail Services, and the Warehouse must perform a physical count of their inventories on hand at Friday, June 29, 2018, and submit documentation to Ayesha Khan in General Accounting at [AyeshaK@csufresno.edu](mailto:AyeshaK@csufresno.edu) and copy Janice Loo at [JaniceL@csufresno.edu](mailto:JaniceL@csufresno.edu) by Monday, July 2, 2018.

### **Petty Cash**

Any petty cash receipts or invoices for FY 2017-18 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 15, 2018, 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 8, 2018, to ensure they will be recorded in FY 2017-18. Concur electronic expense reports received with errors, omissions, etc. will, most likely, not be recorded in FY 2017-18. For travel expense claims charging IRA funds, refer to page 4.

**Paper Travel Expense Claims** – All paper travel expense claim forms through May 2018 for FY 2017-18 must be received in Accounts Payable, by Friday, June 1, 2018 to ensure they will be recorded in FY 2017-18. All paper travel expense claim forms for June travel through June 8, 2018 must be received in Accounts Payable by Friday, June 8, 2018 and depending on the volume will, most likely, but not guaranteed, be recorded in FY 2017-18. Paper travel expense claims received with errors, omissions, etc. will, most likely, not be recorded in FY 2017-18. Paper travel expense claim forms for June 2018 travel received after Friday, June 8, 2018 will be recorded in FY 2018-19. 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.

### **Released Time Contracts**

FY 2017-18 release time contracts must be received in Foundation Financial Services by Friday, May 11, 2018. Please contact extension 8-0850 for any questions.

FY 2017-18 release time contracts must be received in Accounts Receivable by Friday, June 1, 2018. 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 2018-19.

## **BUDGET**

**Adjusting Budget Journals (ABJ's)** – All budget adjustments for FY 2017-18 must be submitted by Thursday, July 5, 2018, 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 2018-19 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 29, 2018 will be rolled forward automatically to FY 2018-19 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 2017-18 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 9, 2018. 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 29, 2018.

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 2018-19 IRA Allocations.

**There will be NO EXCEPTIONS to these IRA deadlines.**

### **Budget Balance Available Moved Forward**

Fund balances in all trust funds except IRA trust funds will be rolled forward automatically to FY 2018-19. Any unspent and unencumbered IRA trust fund balances will not be rolled forward to FY 2018-19 but will, instead, be returned to the pool of unallocated IRA funds. In order to timely process FY 2017-18 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.

### **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 2017-18 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 2018-19.
- Documents for hourly temporary help, overtime, and shift differential hours for the June payroll period are due in the Payroll Office by regular monthly deadlines.
- **Late** hourly temporary help, student, overtime and shift differential hour vouchers for any pay period prior to June 2018 must be received in the Payroll Office by Wednesday, June 13, 2018.
- Student time entry, including hours worked in June must be entered on the PeopleSoft pay sheet screen by Friday, July 6, 2018.
- The last day that work-study students can work in FY 2017-18 is Saturday, May 19, 2018. Work-study hours worked from May 1 through May 15 must be entered on the PeopleSoft pay sheet screens by Thursday, June 7, 2018.

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 18, 2018.

**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 18, 2018.

Please forward all invoices related to blanket PO’s to Accounts Payable by Friday June 8, 2018, to ensure that FY 2017-18 activity is recorded as a FY 2017-18 expense.

**FY 2017-18 Requisitions** – The following deadlines have been established by Procurement to allow sufficient time to process requisitions in a timely manner for inclusion in FY 2017-18:

- Public Work Projects (\$5,000 - \$250,000) ..... Friday April 6, 2018
- All Goods and Services \$50,000 and greater ..... Friday April 6, 2018
- All Goods and Services less than \$50,000.....Friday April 27, 2018

Any requisitions **not** meeting the above deadlines with proper signatures will be processed for inclusion in FY 2018-19.

**FY 2018-19 Requisitions** – Requisitions for the new fiscal year may be submitted starting Monday, April 9th and must be clearly marked “2018FY”. Requisitions for new contracts or blanket PO’s that need to be in place by Monday, July 2nd should be submitted by Friday, May 4th to insure a PO is in place at the start of the new fiscal year (2018-19).

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 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.