



CALIFORNIA STATE UNIVERSITY, FULLERTON

Office of the Vice President for Administration and Finance/CFO

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Date: March 6, 2017
To: Campus Employees
From: Danny C. Kim *DK*
Vice President for Administration & Finance/CFO
Subject: FY 2016-2017 Year-End Close Guidelines

In order to ensure the accuracy of the University's financial records, the fiscal year-end financial statements, and to assure an efficient fiscal year-end close, the processing guidelines detailed in this memo have been established. All of the processes and timelines have been reviewed and updated as appropriate to provide as much flexibility as possible to the campus community.

All documents are due by the close of business on the dates specified unless otherwise indicated. All requests received after the specified deadline date will be processed in FY 2017-2018.

Two year-end close workshops are scheduled March 28, 2017 and March 30, 2017 to review the year-end close timetable. To register, please follow the link below to login to Skillport. https://ds.calstate.edu/?svc=skillsoft&org=fullerton&env=prod&uri=/skillportfe/main.action?path=summary/ILT/spcentralsta/ilt_CSUF_POD252.

Please disseminate this information to the appropriate individuals within your organization. This memo will also be posted to the Financial Services website. Additional communication reminders will be distributed throughout the process.

If you have any questions regarding the year-end close guidelines, please contact Steven Yim, Controller, at extension 4075, or by email at syim@fullerton.edu.

FINANCIAL SERVICES FY 2016-2017 YEAR-END CLOSE SCHEDULE

DEADLINE	TRANSACTION TYPE	DESCRIPTION	FORMS	DEPT/LOC	CONTACTS	EXT	EMAIL/DL
Tuesday April 11, 2017 5:00PM	Purchase Requisitions	FY 2016-2017 purchase requisitions \$100,000 and above (which require formal bidding) must be received by Contracts and Procurement.	http://finance.fullerton.edu/Procurement/Forms/	Contracts & Procurement/ CP-300	Nelson Nagai Michael Pruitt	2413 3829	Procurement@fullerton.edu
Friday May 19, 2017 5:00PM	Purchase Requisitions & Change Orders	FY 2016-2017 purchase requisitions less than \$100,000 and all change orders must be received by Contracts & Procurement.	http://finance.fullerton.edu/Procurement/Forms/	Contracts & Procurement/ CP-300	Nelson Nagai Michael Pruitt	2413 3829	Procurement@fullerton.edu
Monday May 22, 2017	Purchase Requisitions - New Year	FY 2017-2018 purchase requisitions can be entered in CFS where they will remain on hold until all 2016-2017 (current year) requisitions are processed. FY 2017-2018 requisitions entered prior to this date will be cancelled by Contracts and Procurement.	http://finance.fullerton.edu/Procurement/Forms/	Contracts & Procurement/ CP-300	Nelson Nagai Michael Pruitt	2413 3829	Procurement@fullerton.edu
Friday May 26, 2017 5:00PM	Payroll Adjustments, Changes, Pay, Special Consultant Pay, Hire Forms	All payroll-related pay, adjustments, and changes for the time period prior to May 26, 2017 must be turned in by this date to be reflected as a Fiscal Year 2016-2017 expenditure.	http://hr.fullerton.edu/payroll-benefits/Forms.php	Payroll, Benefits & Retirement Services/ CP-770	Susan Smith Marilou Encina	3704 2523	Payroll@fullerton.edu
Thursday June 1, 2017 5:00PM	Direct Expense	Submit Accounts Payable Check Request forms to Accounts Payable.	http://finance.fullerton.edu/Controller/AccountsPayable/Forms/	Accounts Payable/ CP-300	Mary Ann Torres Kathleen Cariaga	5735 3339	AP@fullerton.edu
Thursday June 1, 2017 5:00PM	Invoices	Submit all approved invoices for FY 2016-2017 to Accounts Payable for payments to be issued on or prior to June 12, 2017. Invoices received after this date, payments may be issued after the first check run in FY 2017-2018. Continue to submit FY 2016-2017 approved invoices ASAP or prior to Friday, June 30, 2017 so they can be appropriately obligated in CFS and campus financial statements.	http://finance.fullerton.edu/Controller/AccountsPayable/Forms/	Accounts Payable/ CP-300	Mary Ann Torres Kathleen Cariaga	5735 3339	AP@fullerton.edu
Thursday June 1, 2017 5:00PM	Travel Expense Claims	For travel completed prior to July 1, 2017, submit approved travel expense claims with the appropriate receipts and documentation to Travel Operations to receive reimbursement on or before the last check run date of June 12, 2017. For travel completed between June 2 and June 30, the approved travel expense claim must be submitted to Travel Operations within 5 business days upon completion of the trip. Reimbursements will be issued after the first check run in FY 2017-2018. Continue to submit FY 2016-2017 approved travel expense claims with the appropriate receipts and documentation to Travel Operations through Friday, June 30, 2017 so they can be appropriately obligated in CFS.	http://finance.fullerton.edu/Controller/AccountsPayable/Forms/	Travel Operations/ CP-300	Mary Ann Torres Debbie Hagman	5735 5385	Travel@fullerton.edu
Friday June 2, 2017 5:00PM	Staples	Last day to order from Staples to ensure that transactions are posted in FY 2016-2017. Goods that are shipped after Friday, June 30, 2017 will be expensed in FY 2017-2018.	http://finance.fullerton.edu/procurement/forms/	Contracts & Procurement/ CP-300	Michael Pruitt Clara Bowman	3829 5387	Pcard@fullerton.edu
Monday June 5, 2017 5:00PM	Travel Request	Last day to submit approved travel requests with the appropriate documentation for travel. A list of open travel authorization requests will be provided to the Division Financial Managers on Monday, April 17, 2017, for review and follow-up. Travel Operations will start assigning travel document numbers TR17 for FY 2017-2018 in June 2017.	http://finance.fullerton.edu/Controller/AccountsPayable/Forms/	Travel Operations/ CP-300	Mary Ann Torres Debbie Hagman	5735 5385	Travel@fullerton.edu
Friday June 9, 2017 5:00PM	Payroll Expense Transfers	The deadline for submission of Payroll Expense Transfer Forms to Budget Operations in order to be reflected in FY 2016-2017.	http://hr.fullerton.edu/payroll-benefits/Forms.php	Budget Planning & Administration/ CP-300	Joe Lipnisky	7392	Budget@fullerton.edu

FINANCIAL SERVICES FY 2016-2017 YEAR-END CLOSE SCHEDULE

DEADLINE	TRANSACTION TYPE	DESCRIPTION	FORMS	DEPT/LOC	CONTACTS	EXT	EMAIL/DL
Monday June 12, 2017 5:00PM	Procurement Card	Last day to make a purchase with your procurement card to ensure that transactions are posted in FY 2016-2017.	http://finance.fullerton.edu/procurement/forms/	Contracts & Procurement/ CP-300	Michael Pruitt Clara Bowman	3829 5387	Pcard@fullerton.edu
Monday June 12, 2017	Last AP Check Run	Last FY 2016-2017 Accounts Payable check run distribution.		Accounts Payable/ CP-300	Mary Ann Torres Kathleen Cariaga	5735 3339	AP@fullerton.edu
Monday June 12, 2017 12:00PM	Budget Transfers	The deadline for submission of online budget transfer requests is 12:00 PM on Monday, June 12, 2017. Divisional Financial Managers can expect to see their respective FY 2017-2018 Baseline Budgets as of year end June 30, 2017 loaded into CFS and OBIEE by July 29, 2017. Any changes may be submitted on a BTR for processing in August 2017.	http://resourceplanning.fullerton.edu/forms/	Budget Planning & Administration/ CP-300	Joe Lipnisky	7392	Budget@fullerton.edu
Friday June 30, 2017 12:00PM	Deposit or Reimbursement to University Account	Submit checks for deposit to the Cashier's Office by 12:00 PM.	http://finance.fullerton.edu/Controller/Accounting/Forms/	Cashiers/UH-180	Scott Petersen Diana Janzen	2759 4248	Cashiers@fullerton.edu
Friday June 30, 2017 12:00PM	Petty Cash	Petty cash transactions (approved Disbursement Voucher) should be submitted to the Cashiers Office by 12:00 PM.	http://finance.fullerton.edu/Controller/AccountsPayable/Forms/	Cashiers/UH-180	Scott Petersen Diana Janzen	2759 4248	Cashiers@fullerton.edu
Friday June 30, 2017 4:00PM	Receipt of Goods	Departments are reminded that all orders are to be delivered to Central Receiving. However, should an order be delivered directly to your department, Receiving must be notified immediately. Send an e-mail to David Aguirre in Receiving so the receipt can be appropriately recorded in CFS. Also please e-mail Contracts & Procurement if goods are to be returned to the vendor (i.e., incorrect/defective merchandise). The deadline to notify Receiving is 4:00 PM.		Central Receiving/ T-1100	David Aguirre	2532	daguirre@fullerton.edu
Wednesday July 5, 2017 5:00PM	Billing Request / Request for Invoice (RFI)	Requests for miscellaneous billing for FY 2016-2017 must be received by Accounting Services.	http://finance.fullerton.edu/Controller/Accounting/Forms/	Accounting Services/ CP-300	Lynn Ganac Tony Lee	8474 2044	Accounting@fullerton.edu
Wednesday July 5, 2017 5:00PM	Expenditure Transfer Request (ETR), Non-Payroll	Submit electronic Expenditure Transfer Request forms with backup documentation to Accounting Services.	http://finance.fullerton.edu/Controller/Accounting/Forms/	Accounting Services/ CP-300	Lynn Ganac Tony Lee	8474 2044	Accounting@fullerton.edu