DATE: March 16, 2012
TO: Campus Employees
FROM: Brian K. Jenkins
Associate Vice President of Finance

SUBJECT: FY 2011-2012 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 completely reviewed and updated as appropriate and provide as much flexibility as possible to the campus community.

Please disseminate this information to the appropriate individuals within your organization. This memo will also be posted to the Financial Services website. Several communication reminders will be sent out during the first half of 2012.

ACCOUNTING SERVICES

Billing Requests
Requests for miscellaneous billing for FY 2011-2012 must be received by Accounting Services by **Tuesday, July 3, 2012.** Requests received after this date will be processed in FY 2012-2013. 
http://finance.fullerton.edu/Controller/Accounting/Forms/

Reimbursements / Deposits to University
Submit checks for deposit to the Cashiers Office by 12:00 P.M., **Friday, June 29, 2012.**
http://finance.fullerton.edu/Controller/Accounting/Forms/

Expenditure Transfers, Non-Payroll
Submit electronic or manual Expenditure Transfer Forms with backup documentation to Accounting Services by **Tuesday, July 3, 2012.** Any request for expenditure transfers received after this date will be recorded in FY 2012-2013.
http://finance.fullerton.edu/Controller/Accounting/Forms/

Petty Cash
Petty cash transactions (approved Disbursement Voucher) should be submitted to the Cashiers Office by 12:00 P.M., **Friday, June 29, 2012.**
http://finance.fullerton.edu/Controller/AccountsPayable/Forms/

ACCOUNTS PAYABLE AND TRAVEL OPERATIONS

Invoices
Submit Direct Expense Forms (subscriptions, memberships) to Accounts Payable by **Thursday, June, 7, 2012.** All requests made after this date will be processed in FY 2012-2013. The last FY 2011-2012 Accounts Payable check run distribution is scheduled for **Monday, June 18, 2012.**
Submit all outstanding Invoices for FY 2011-2012 to Accounts Payable by **Thursday, June 7, 2012** so they can be paid on or before the **June 18, 2012** check run. Continue to submit FY 2011-2012 Invoices through **Friday, June 29, 2012** so they can be appropriately obligated in CFS. If the invoice is a final payment, please indicate as such on the invoice to finalize the purchase order.

After **June 29, 2012**, continue to forward all unpaid FY 2011-2012 Invoices (for goods and/services received prior to July 1, 2012) to Accounts Payable in order to ensure these transactions are captured for FY 2011-2012 financial reporting. These transactions; however, may not be reflected in your reports.

[http://finance.fullerton.edu/Controller/AccountsPayable/Forms/](http://finance.fullerton.edu/Controller/AccountsPayable/Forms/)

**Travel Authorization Requests**
Submit approved travel authorization requests with the appropriate documentation for travel prior to June 29, 2012 to Travel Operations by **Monday, June 11, 2012**. Each Division Financial Manager will receive a list of open travel authorization request on **Monday, April 30, 2012** for review and follow-up.

[http://finance.fullerton.edu/Controller/AccountsPayable/Forms/Default.aspx#Travel](http://finance.fullerton.edu/Controller/AccountsPayable/Forms/Default.aspx#Travel)

**Travel Expense Claims**
Submit approved travel expense claims (for travel completed prior to July 1, 2012) with the appropriate receipts and documentation to Travel Operations by **Thursday, June 7, 2012** to receive reimbursement on or before the **June 18, 2012** check run. Note: For travel completed between June 11 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 2012-2013. Continue to submit FY 2011-2012 approved travel expense claims with the appropriate receipts and documentation to Travel Operations through **Friday, June 29, 2012** so they can be appropriately obligated in CFS. After July 1, 2012 continue to forward all FY 2011-2012 approved travel expense claims (for travel completed prior to July 1, 2012) with the appropriate receipts and documentation to Travel Operations to ensure transactions are manually obligated for financial reporting in FY 2011-2012.

[http://finance.fullerton.edu/Controller/AccountsPayable/Forms/Default.aspx#Travel](http://finance.fullerton.edu/Controller/AccountsPayable/Forms/Default.aspx#Travel)

**BUDGET OPERATIONS**

**Budget Transfers**
The deadline for submission of online budget transfer requests is 12:00 P.M., **Friday, June 29, 2012** in order to be reflected in FY 2011-2012.

On **Friday, June 15, 2012**, Divisional Financial Managers can expect to see their respective FY 2012-2013 Baseline Budgets with base budget data at the CFS chart-field level as of May Month-end (May 31, 2012). Fiscal Year-end Baseline budget data at the CFS chart-field level will be provided on **Wednesday, July 18, 2012**. The deadline to submit changes to the base budget is **Wednesday, August 1, 2012**.

**Payroll Expense Transfers**
The deadline for submission of Payroll Expense Transfer Forms to Budget Operations is **Wednesday, June 20, 2012** in order to be reflected in FY 2011-2012.

[http://finance.fullerton.edu/Budget/Forms/](http://finance.fullerton.edu/Budget/Forms/)

**CONTRACTS AND PROCUREMENT**

**Purchase Requisitions - $50,000 and above**
FY 2011-2012 purchase requisitions $50,000 and above (which require formal bidding) must be received by Contracts and Procurement no later than **Friday, April 20, 2012**.
Purchase Requisitions – less than $50,000
FY 2011-2012 purchase requisitions less than $50,000 must be received by Contracts and Procurement no later than Friday, May 25, 2012.

Change Orders
FY 2011-2012 change orders must be received by Contracts and Procurement no later than Friday, May 25, 2012. Change orders received after this date will be processed in FY 2012-2013.
http://finance.fullerton.edu/Procurement/Forms/

Purchase Requisitions for New Fiscal Year
FY 2012-2013 purchase requisitions can be entered in CFS beginning Tuesday, May 29, 2012. FY 2012-2013 requisitions entered prior to this date will be cancelled by Contracts and Procurement and must be resubmitted.

OfficeMax
The last day to order from OfficeMax is Friday, June 8, 2012 to ensure that transactions are posted in FY 2011-2012. Goods that are shipped after Friday, June 29, 2012 will be expensed in FY 2012-2013.
http://finance.fullerton.edu/Procurement/PCard/Forms/

Procurement Card
The last day to make a purchase with your procurement card is Monday, June 18, 2012 to ensure that transactions are posted in FY 2011-2012.
http://finance.fullerton.edu/Procurement/PCard/Forms/

The Procurement Card may continue to be used after Monday, June 18, 2012, but the transactions may be posted in FY 2012-2013.

NOTE: Use of procurement card is encouraged for all appropriate purchases after the purchase requisition deadline.

CENTRAL RECEIVING

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 Danny Miranda or Tim Arias in Receiving so the receipt can be appropriately recorded in CFS. Also, please e-mail Contracts and Procurement if goods are to be returned to the vendor (i.e., incorrect/defective merchandise). The deadline to notify Receiving is 4:00 P.M. Friday, June 29, 2012.

PAYROLL SERVICES

To ensure that all expenditures are charged appropriately to FY 2011-2012, hire or change documents for faculty and staff must be received in Payroll Services by Friday, June 1, 2012. Please note that documents to be submitted are for payment only. For additional Payroll-related deadlines, please refer to 2012 the Attendance and Pay Schedule at:
http://hr.fullerton.edu/Payroll/Documents/Attendance_and_Pay_Schedule_2012.pdf
http://hr.fullerton.edu/Payroll/Forms/
FY 2011-2012 Year-End Close Timelines

Documents are due by close of business on dates specified unless otherwise indicated.

Friday, April 20, 2012
- FY 2011-2012 purchase requisitions $50,000 and above must be received by Contracts and Procurement (CP-300)

Friday, May 25, 2012
- FY 2011-2012 purchase requisitions less than $50,000 to Contracts and Procurement (CP-300)
- Change orders to Contracts & Procurement (CP-300)

Friday, June 1, 2012
- Hire or change documents for faculty, staff, and administrators to Payroll Services (CP-770)

Thursday, June 7, 2012
- Direct Expense Forms to Accounts Payable (CP-300)
- Invoices to Accounts Payable (CP-300)
- Travel Expense Claims to Travel Operations (CP-300)

Friday, June 8, 2012
- Orders to OfficeMax – Contracts and Procurement (CP-300)

Monday, June 11, 2012
- Travel Authorizations to Travel Operations (CP-300)

Monday, June 18, 2012
- Final check run – Accounts Payable (CP-300)
- Last day to use the procurement card – Contracts and Procurement (CP-300)

Wednesday, June 20, 2012
- Payroll Expense Transfer Forms to Budget Operations (CP-300)

Friday, June 29, 2012
- Notification of receipt of goods to Central Receiving for posting in CFS - 4:00 p.m. (T-1100)
- Online Budget Transfer Requests to Budget Operations – 12:00 p.m. (CP-300)
- Petty Cash (Disbursement Vouchers) to Cashiers Office – 12:00 p.m. (UH-180)
- Reimbursements/Deposits to University account to Cashiers Office – 12:00 p.m. (UH-180)

Tuesday, July 3, 2012
- Miscellaneous billing requests to Accounting Services (CP-300)
- Electronic/manual Expenditure Transfer Forms (Non-Payroll) to Accounting Services (CP-300)
# Year-End Close Reference List

<table>
<thead>
<tr>
<th>Process</th>
<th>Department Location</th>
<th>Contacts</th>
<th>Ext.</th>
<th>Distribution List Email Address</th>
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</thead>
<tbody>
<tr>
<td>Billing Requests, Expenditure Transfers, Non-Payroll</td>
<td>Accounting Services CP-300</td>
<td>Lynn Cayas, Laura Hultman</td>
<td>8474</td>
<td>DL-Accounting <a href="mailto:Accounting@fullerton.edu">Accounting@fullerton.edu</a></td>
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<td>Invoices</td>
<td>Accounts Payable CP-300</td>
<td>Mary Ann Torres, Kathleen Cariaga</td>
<td>5735</td>
<td>DL-AP <a href="mailto:AP@fullerton.edu">AP@fullerton.edu</a></td>
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<td>Budget Transfers, Payroll Expense Transfers</td>
<td>Budget Operations CP-300</td>
<td>Sarah Song, Jennifer Chung</td>
<td>2304</td>
<td>DL-Budget <a href="mailto:Budget@fullerton.edu">Budget@fullerton.edu</a></td>
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<td>Reimbursement/Deposit to Univ</td>
<td>Cashiers UH-180</td>
<td>Zia Qureshi, Diana Janzen</td>
<td>4238</td>
<td>DL-Cashier <a href="mailto:Cashier@fullerton.edu">Cashier@fullerton.edu</a></td>
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<td>Petty Cash</td>
<td>Purchase Recuisitions Contracts and Procurement CP-300</td>
<td>Sally Yassine, Angie Warren</td>
<td>4503</td>
<td>DL-Procurement <a href="mailto:Procurement@fullerton.edu">Procurement@fullerton.edu</a></td>
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<td>Purchase Orders, Change Orders</td>
<td>US Bank Visa P-Card OfficeMax Contracts and Procurement CP-300</td>
<td>Michael Pruitt, Hector Muniz</td>
<td>3758</td>
<td>DL-Pcard <a href="mailto:Pcard@fullerton.edu">Pcard@fullerton.edu</a></td>
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<td>Hire or Change Documents</td>
<td>Payroll Services CP-770</td>
<td>Blanca Rodriguez, Karen Batten</td>
<td>2099</td>
<td>DL-Payroll <a href="mailto:Payroll@fullerton.edu">Payroll@fullerton.edu</a></td>
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<td>Receipt of Goods</td>
<td>Central Receiving T-1100</td>
<td>Danny Miranda, Tim Arias</td>
<td>2531</td>
<td><a href="mailto:damiranda@fullerton.edu">damiranda@fullerton.edu</a> <a href="mailto:tarias@fullerton.edu">tarias@fullerton.edu</a></td>
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<td>Travel Authorization Requests</td>
<td>Travel Operations CP-300</td>
<td>Debbie Hagman, Mary Ann Torres</td>
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<td>DL-Travel <a href="mailto:Travel@fullerton.edu">Travel@fullerton.edu</a></td>
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<td>20 FY 11/12 Change Orders and Purchase Requisitions for services and commodities &lt; $50,000 to Contracts &amp; Procurement (CP-300)</td>
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- Miscellaneous Billing Requests to Accounting Services (CP-300)
- Expenditure Transfer Forms (Non-Payroll) to Accounting Services (CP-300)
- Last FY 11/12 Accounts Payable check run
- Last day to use procurement card (CP-300)
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- Invoices to Accounts Payable (CP-300)
- Travel Expense Claims to Travel (CP-300)
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- 12:00PM-Online Budget Transfers
- 2:00PM-Reimbursements/Deposits to Cashiers Office (UH-180)
- 4:00PM-Email Receiving Dept-receipt of goods