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**DATE:** February 28, 2018  
**TO:** Campus Employees  
**FROM:** Danny C. Kim *DK*  
Vice President of Administration and Finance/CFO  
**SUBJECT:** FY 2017-2018 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 2018-2019.

Two year-end close workshops are scheduled for March 12, 2018 and March 28, 2018 to review the year-end close timetable. To register, please visit:  
[https://ds.calstate.edu/?svc=skillsoft&org=fullerton&env=prod&uri=/skillportfe/main.action?path=summary/ILT/ilt\\_CSUF\\_POD252](https://ds.calstate.edu/?svc=skillsoft&org=fullerton&env=prod&uri=/skillportfe/main.action?path=summary/ILT/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](mailto:syim@fullerton.edu).

**FINANCIAL SERVICES 2017-2018 YEAR-END CLOSE SCHEDULE**

DEADLINE	TRANSACTION TYPE	DESCRIPTION	FORMS	DEPT/LOC	CONTACTS	EXT	EMAIL/DL
<b>Monday March 12, 2018 2:00-4:00PM</b>	Year-End Close Training	An overview of the fiscal year-end close regulations, timelines and reporting requirements presented by representatives from the processing units.	<a href="#">Register for year-end close training</a>	CP-700 Training Room	Steven Yim	4075	<a href="mailto:syim@fullerton.edu">syim@fullerton.edu</a>
<b>Wednesday March 28, 2018 2:00-4:00PM</b>	Year-End Close Training	An overview of the fiscal year-end close regulations, timelines and reporting requirements presented by representatives from the processing units.	<a href="#">Register for year-end close training</a>	CP-700 Training Room	Steven Yim	4075	<a href="mailto:syim@fullerton.edu">syim@fullerton.edu</a>
<b>Wednesday April 11, 2018 5:00PM</b>	Purchase Requisitions	FY 2017-2018 purchase requisitions \$100,000 and above (which require formal bidding) must be received by Contracts and Procurement.	<a href="http://finance.fullerton.edu/Procurement/Forms/">http://finance.fullerton.edu/Procurement/Forms/</a>	Contracts & Procurement/ CP-300	Sergio Rodriguez Michael Pruitt	5492 3829	<a href="mailto:Procurement@fullerton.edu">Procurement@fullerton.edu</a>
<b>Thursday, April 26, 2018, 5:00PM to Monday, April 30, 2018, 9:00AM</b>	CFS 9.2 MP 3.0 Upgrade	CSU implementation of CFS 9.2 Maintenance Pack 3.0. CFS will be unavailable from Thursday, April 26, 2018, 5:00 PM to Monday, April 30, 2018, at 9:00 AM.		Controller/CP-300	Lydia Rodriguez Steven Yim	5380 4075	<a href="mailto:lrodriguez@fullerton.edu">lrodriguez@fullerton.edu</a> <a href="mailto:syim@fullerton.edu">syim@fullerton.edu</a>
<b>Friday May 18, 2018 5:00PM</b>	Purchase Requisitions & Change Orders	FY 2017-2018 purchase requisitions less than \$100,000 and all change orders must be received by Contracts & Procurement.	<a href="http://finance.fullerton.edu/Procurement/Forms/">http://finance.fullerton.edu/Procurement/Forms/</a>	Contracts & Procurement/ CP-300	Sergio Rodriguez Michael Pruitt	5492 3829	<a href="mailto:Procurement@fullerton.edu">Procurement@fullerton.edu</a>
<b>Monday May 21, 2018</b>	Purchase Requisitions - New Year	FY 2018-2019 purchase requisitions can be entered in CFS where they will remain on hold until all 2017-2018 (current year) requisitions are processed. FY 2018-2019 requisitions entered prior to this date will be cancelled by Contracts and Procurement.	<a href="http://finance.fullerton.edu/Procurement/Forms/">http://finance.fullerton.edu/Procurement/Forms/</a>	Contracts & Procurement/ CP-300	Sergio Rodriguez Michael Pruitt	5492 3829	<a href="mailto:Procurement@fullerton.edu">Procurement@fullerton.edu</a>
<b>Friday May 25, 2018 5:00PM</b>	Payroll Adjustments, Changes, Pay, Special Consultant Pay, Hire Forms	All payroll-related pay, adjustments, and changes for the time period prior to May 25, 2018 must be turned in by this date to be reflected as a FY 2017-2018 expenditure.	<a href="http://hr.fullerton.edu/payroll_benefits/Forms.php">http://hr.fullerton.edu/payroll_benefits/Forms.php</a>	Payroll, Benefits & Retirement Services/ CP-770	Susan Smith Marilou Encina	3704 2523	<a href="mailto:Payroll@fullerton.edu">Payroll@fullerton.edu</a>
<b>Friday June 1, 2018 5:00PM</b>	Direct Expense	Submit Accounts Payable Check Request forms to Accounts Payable.	<a href="http://finance.fullerton.edu/Controller/AccountsPayable/Forms/">http://finance.fullerton.edu/Controller/AccountsPayable/Forms/</a>	Accounts Payable/ CP-300	Mary Ann Torres Kathleen Cariaga	5735 3339	<a href="mailto:AP@fullerton.edu">AP@fullerton.edu</a>
<b>Friday June 1, 2018 5:00PM</b>	Invoices	Submit all approved invoices for FY 2017-2018 to Accounts Payable for payments to be issued on or prior to June 11, 2018. Invoices received after this date, payments may be issued after the first check run in FY 2018-2019. Continue to submit FY 2017-2018 approved invoices ASAP or prior to Friday, June 29, 2018 so they can be appropriately obligated in CFS and campus financial statements.	<a href="http://finance.fullerton.edu/Controller/AccountsPayable/Forms/">http://finance.fullerton.edu/Controller/AccountsPayable/Forms/</a>	Accounts Payable/ CP-300	Mary Ann Torres Kathleen Cariaga	5735 3339	<a href="mailto:AP@fullerton.edu">AP@fullerton.edu</a>

**FINANCIAL SERVICES 2017-2018 YEAR-END CLOSE SCHEDULE**

DEADLINE	TRANSACTION TYPE	DESCRIPTION	FORMS	DEPT/LOC	CONTACTS	EXT	EMAIL/DL
<b>Friday June 1, 2018 5:00PM</b>	Travel Expense Claims <i>(Paper Claims Only - all other travel expense claims will be processed through Concur except for Academic Affairs areas that have not yet rolled out on Concur.)</i>	For travel completed prior to July 1, 2018, 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 11, 2018. 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 2018-2019. Continue to submit FY 2017-2018 approved travel expense claims with the appropriate receipts and documentation to Travel Operations through Friday, June 29, 2018 so they can be appropriately obligated in CFS.	<a href="http://finance.fullerton.edu/Controller/AccountsPayable/Forms/">http://finance.fullerton.edu/Controller/AccountsPayable/Forms/</a>	Travel Operations/ CP-300	Mary Ann Torres Debbie Hagman	5735 5385	<a href="mailto:Travel@fullerton.edu">Travel@fullerton.edu</a>
<b>Monday June 4, 2018 5:00PM</b>	Travel Request <i>(Student Business Travel Only - all other travel requests should be processed through Concur except for Academic Affairs areas that have not yet rolled out on Concur.)</i>	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 16, 2018, for review and follow-up. Travel Operations will start assigning travel document numbers TR18 for FY 2018-2019 in June 2018.	<a href="http://finance.fullerton.edu/Controller/AccountsPayable/Forms/">http://finance.fullerton.edu/Controller/AccountsPayable/Forms/</a>	Travel Operations/ CP-300	Mary Ann Torres Debbie Hagman	5735 5385	<a href="mailto:Travel@fullerton.edu">Travel@fullerton.edu</a>
<b>Friday June 8, 2018 5:00PM</b>	Payroll Expense Transfers	The deadline for submission of Payroll Expense Transfer Forms to Budget Operations in order to be reflected in FY 2017-2018.	<a href="http://hr.fullerton.edu/payroll_benefits/Forms.php">http://hr.fullerton.edu/payroll_benefits/Forms.php</a>	Budget Planning & Administration/ CP-300	Joe Lipnisky	7392	<a href="mailto:Budget@fullerton.edu">Budget@fullerton.edu</a>
<b>Monday June 11, 2018 5:00PM</b>	Staples	All goods shipped before Friday, June 29, 2018 will be expensed for FY 2017-2018. This is the last day to order from Staples to ensure that transactions are posted in FY 2017-2018. Goods that are shipped after Friday, June 29, 2018 will be expensed in FY 2018-2019.	<a href="http://finance.fullerton.edu/procurement/forms/">http://finance.fullerton.edu/procurement/forms/</a>	Contracts & Procurement/ CP-300	Michael Pruitt Larissa Meza	3829 3758	<a href="mailto:ebusiness@fullerton.edu">ebusiness@fullerton.edu</a>
<b>Monday June 11, 2018 5:00PM</b>	Procurement Card	Last day to make a purchase with your procurement card to ensure that transactions are posted in FY 2017-2018.	<a href="http://finance.fullerton.edu/procurement/forms/">http://finance.fullerton.edu/procurement/forms/</a>	Contracts & Procurement/ CP-300	Michael Pruitt Larissa Meza	3829 3758	<a href="mailto:ebusiness@fullerton.edu">ebusiness@fullerton.edu</a>
<b>Monday June 11, 2018</b>	Last AP Check Run	Last FY 2017-2018 Accounts Payable check run distribution.		Accounts Payable/ CP-300	Mary Ann Torres Kathleen Cariaga	5735 3339	<a href="mailto:AP@fullerton.edu">AP@fullerton.edu</a>
<b>Monday June 11, 2018 12:00PM</b>	Budget Transfers	The deadline for submission of online budget transfer requests is 12:00 PM on Monday, June 11, 2018. Divisional Financial Managers can expect to see their respective FY 2018-2019 Baseline Budgets as of year end June 30, 2018 loaded into CFS and OBIEE by July 29, 2018. Any changes may be submitted on a BTR for processing in August 2018.	<a href="http://resourceplanning.fullerton.edu/forms/">http://resourceplanning.fullerton.edu/forms/</a>	Budget Planning & Administration/ CP-300	Joe Lipnisky	7392	<a href="mailto:Budget@fullerton.edu">Budget@fullerton.edu</a>
<b>Friday June 29, 2018 12:00PM</b>	Deposit or Reimbursement to University Account	Submit checks for deposit to the Cashier's Office by 12:00 PM.	<a href="http://finance.fullerton.edu/Controller/Accounting/Forms/">http://finance.fullerton.edu/Controller/Accounting/Forms/</a>	Cashiers/UH-180	Scott Petersen Diana Janzen	2759 4248	<a href="mailto:Cashiers@fullerton.edu">Cashiers@fullerton.edu</a>

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DEADLINE	TRANSACTION TYPE	DESCRIPTION	FORMS	DEPT/LOC	CONTACTS	EXT	EMAIL/DL
<b>Friday June 29, 2018 12:00PM</b>	Petty Cash	Petty cash transactions (approved Disbursement Voucher) should be submitted to the Cashiers Office by 12:00 PM.	<a href="http://finance.fullerton.edu/Controller/AccountsPayable/Forms/">http://finance.fullerton.edu/Controller/AccountsPayable/Forms/</a>	Cashiers/UH-180	Scott Petersen Diana Janzen	2759 4248	<a href="mailto:Cashiers@fullerton.edu">Cashiers@fullerton.edu</a>
<b>Friday June 29, 2018 4:00PM</b>	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	<a href="mailto:daguirre@fullerton.edu">daguirre@fullerton.edu</a>
<b>Tuesday July 3, 2018 5:00PM</b>	Billing Request / Request for Invoice (RFI)	Requests for miscellaneous billing for FY 2017-2018 must be received by Accounting Services.	<a href="http://finance.fullerton.edu/Controller/Accounting/Forms/">http://finance.fullerton.edu/Controller/Accounting/Forms/</a>	Accounting Services/ CP-300	Lynn Ganac	8474	<a href="mailto:Accounting@fullerton.edu">Accounting@fullerton.edu</a>
<b>Tuesday July 3, 2018 5:00PM</b>	Expenditure Transfer Request (ETR), <b>Non-Payroll</b>	Submit electronic Expenditure Transfer Request forms <b>(Non-Payroll)</b> with backup documentation to Accounting Services.	<a href="http://finance.fullerton.edu/Controller/Accounting/Forms/">http://finance.fullerton.edu/Controller/Accounting/Forms/</a>	Accounting Services/ CP-300	Lynn Ganac	8474	<a href="mailto:Accounting@fullerton.edu">Accounting@fullerton.edu</a>