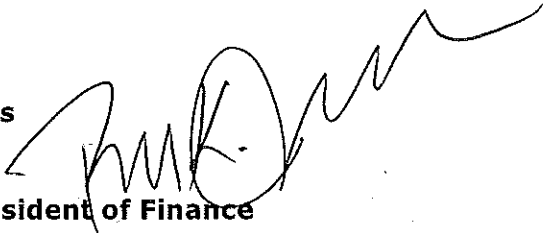




Financial Services  
(714) 278-2512 / Fax (714) 278-5816

**DATE:** April 13, 2009  
**TO:** Campus Employees  
**FROM:** Brian Jenkins  
Associate Vice President of Finance  
**SUBJECT:** FY 2008-2009 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.

Your cooperation and assistance in helping the campus meet various year-end processing and reporting deadlines is greatly appreciated. This information will also be available on the Financial Services website.

### ACCOUNTING

#### Billing Requests

Requests for miscellaneous billing for FY 2008-2009 must be received by Accounting Services by **Friday, June 19, 2009**. Requests received after this date will be processed in FY 2009-2010.

#### Reimbursements / Deposits to University

Submit checks for deposit to the Cashiers Office by **2:00 P.M., Tuesday, June 30, 2009**.

<http://finance.fullerton.edu/Controller/AccountsPayable/Forms/>

#### Expenditure Transfers, Non-Payroll

Submit electronic or manual Expenditure Transfer Forms to Accounting Services by **Friday, June 26, 2009**. Any request for expenditure transfers received after this date will be recorded in FY 2009-2010.

<http://finance.fullerton.edu/Controller/Accounting/Forms/>

#### Petty Cash

Petty cash transactions (Disbursement Voucher) should be submitted to the Cashiers Office by **12:00 P.M., Tuesday, June 30, 2009**.

<http://finance.fullerton.edu/Controller/AccountsPayable/Forms/>

### ACCOUNTS PAYABLE AND TRAVEL

#### Invoices

Submit Direct Expense Forms (subscriptions, memberships) to Accounts Payable by **Wednesday, June 17, 2009**. All requests made after this date will be processed in FY 2009-2010. The last FY 2008-2009 Accounts Payable check run distribution is scheduled for **Monday, June 22, 2009**.

Submit all outstanding invoices for FY 2008-2009 to Accounts Payable by **Friday, June 12, 2009** so they can be paid on or before the June 22, 2009 check run. Continue to submit FY 2008-2009 invoices through Wednesday, July 1, 2009 so they can be appropriately obligated in CMS. If the invoice is a final payment, please indicate as such on the invoice to finalize the purchase order.

After July 1, 2009, continue to forward all unpaid FY 2008-2009 invoices to Accounts Payable for goods and/or services received prior to July 1, 2009 to ensure transactions are captured for financial reporting in FY 2008-2009. Please note that these transactions may not be reflected in your reports.

<http://finance.fullerton.edu/Controller/AccountsPayable/Forms/>

#### **Travel Authorization Requests**

Submit approved travel authorization requests with the appropriate documentation for travel prior to July 1, 2009 to Travel Operations by **Friday, June 26, 2009**. Each Division Financial Manager will receive a list of open travel authorization requests on **Friday, May 1, 2009** for review and follow-up.

#### **Travel Expense Claims**

Submit approved travel expense claims (for travel completed prior to July 1, 2009) with the appropriate receipts and documentation to Travel Operations by **Friday, June 12, 2009** to receive reimbursement on or before the **June 22, 2009** check run. Note: For travel completed between June 12 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 2009-2010. Continue to submit FY 2008-2009 approved travel expense claims with the appropriate receipts and documentation to Travel Operations through Wednesday, July 1, 2009 so they can be appropriately obligated in CMS. After July 1, 2009 continue to forward all FY 2008-2009 approved travel expense claims (for travel completed prior to July 1, 2009) with the appropriate receipts and documentation to Travel Operations to ensure transactions are manually obligated for financial reporting in FY 2008-2009.

<http://finance.fullerton.edu/Controller/AccountsPayable/Forms/Default.aspx#Travel>

### **BUDGET**

#### **Budget Transfers**

The deadline for submission of on-line budget transfer requests is **12:00 P.M., Tuesday, June 30, 2009** in order to be reflected in FY 2008-2009.

<http://finance.fullerton.edu/Budget/Forms/>

On **Monday, June 15, 2009**, Divisional Financial Managers can expect to see their respective FY 2009-2010 Baseline Budgets with base budget data at the CMS chart-field level as of May 31, 2009. Fiscal Year-end Baseline budget data at the CMS chart-field level will be provided on **Monday, July 20, 2009**. The deadline to submit changes to the base budget is **Friday, July 31, 2009**.

#### **Payroll Expense Transfers**

The deadline for submission of Payroll Expense Transfer Forms to Budget Operations is **Tuesday, June 23, 2009** in order to be reflected in FY 2008-2009.

<http://finance.fullerton.edu/Budget/Forms/>

### **CONTRACTS & PROCUREMENT**

#### **Open FY 2008-2009 Purchase Orders**

Each Division Financial Manager will receive a list of open FY 2008-2009 purchase orders, blanket orders, and service orders no later than **Monday, May 4, 2009**. Please review the list and advise Contracts & Procurement via e-mail if the order should be closed/cancelled no later than **Monday, June 1, 2009**. Please be sure all invoices have been submitted to Accounts Payable by **Friday, June 12, 2009** (refer to the Invoice section for additional information).

#### **Purchase Requisitions – FY 2008-2009**

FY 2008-2009 purchase requisitions for services and commodities greater than \$50,000 (which require formal bidding) must be received by Contracts & Procurement no later than **Monday, May 4, 2009**.

FY 2008-2009 purchase requisitions for services and commodities less than \$50,000 must be received by Contracts & Procurement no later than **Friday, May 15, 2009**.

#### **Change Orders – FY 2008-2009**

All FY 2008-2009 change orders for services and commodities less than \$50,000 must be received by Contracts & Procurement no later than **Friday, May 15, 2009**. Requests received after this date will be processed in FY 2009-2010.

<http://finance.fullerton.edu/Procurement/Forms/>

#### **Purchase Requisitions – FY 2009-2010**

FY 2009-2010 purchase requisitions can be entered in CMS beginning **Monday, May 18, 2009**.

<http://finance.fullerton.edu/Procurement/Forms/>

#### **OfficeMax**

The deadline for using OfficeMax is **Friday, June 12, 2009** to ensure that transactions are posted in FY 2008-2009.

<http://finance.fullerton.edu/Procurement/PCard/Forms/>

#### **Procurement Cards**

The last day to use your American Express procurement card is **Friday, June 19, 2009** to ensure that the transactions are posted in FY 2008-2009.

<http://finance.fullerton.edu/Procurement/PCard/Forms/>

### **RECEIVING**

#### **Receipt of Goods**

Departments are reminded that all orders are 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 of goods can be recorded in CMS. 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 p.m., Tuesday, June 30, 2009**.

#### **Receipt of Services**

For services rendered prior to July 1, 2009 and a purchase order has not been issued, notify Accounts Payable via e-mail to ensure the transaction is appropriately obligated in FY 2008-2009. The deadline to notify Accounts Payable is **Friday, June 19, 2009**. After June 20, 2009, continue to notify Accounts Payable of goods and/or services received prior to July 1, 2009 to ensure transactions are captured for financial reporting in FY 2008-2009.

### **PAYROLL**

Payroll documents for the June 2009 pay period and prior must be received in Payroll Services by **Wednesday, July 1, 2009** to ensure that the expenditures are charged appropriately to FY 2008-2009. Hire or change documents for faculty, staff, and administrators must be received in Payroll Services by **Friday, June 5, 2009**, to ensure that the expenditures are charged appropriately to FY 2008-2009.

<http://hr.fullerton.edu/Payroll/Forms/>

## **FY 2008-2009 YEAR-END PROCESSING TIMELINES**

Documents are due by close of business unless indicated with a specified time.

### **Monday, May 4, 2009**

- FY 2008-2009 purchase requisitions for services and commodities greater than \$50,000 (which require formal bidding) must be received by Contracts & Procurement (CP-300)

### **Friday, May 15, 2009**

- FY 2008-2009 purchase requisitions for services and commodities less than \$50,000 must be received by Contracts & Procurement (CP-300)
- FY 2008-2009 change orders for services and commodities less than \$50,000 must be received by Contracts & Procurement (CP-300)

### **Monday, June 1, 2009**

- PO close and cancellation notification to Contracts & Procurement (CP-300)

### **Friday, June 5, 2009**

- Hire or change documents for faculty, staff, and administrators to Payroll Services (CP-700)

### **Friday, June 12, 2009**

- Invoices to Accounts Payable (CP-300)
- Travel expense claims to Travel Operations (CP-300)
- Order from OfficeMax – Contracts & Procurement (CP-300)

### **Wednesday, June 17, 2009**

- Direct Expense Forms to Accounts Payable (CP-300)

### **Friday, June 19, 2009**

- Miscellaneous billing requests to Accounting Services (CP-300)
- Last day to use the American Express procurement card – Contracts & Procurement (CP-300)
- Send email notification to Accounts Payable for receipts of services (CP-300)

### **Monday, June 22, 2009**

- Last FY 2008-2009 Accounts Payable check distribution cycle (CP-300)

### **Tuesday, June 23, 2009**

- Payroll Expense Transfer Forms to Budget Operations (CP-300)

### **Friday, June 26, 2009**

- Electronic/manual Expenditure Transfer Forms (Non-Payroll) to Accounting Services (CP-300)
- Travel authorization requests to Travel Operations (CP-300)

### **Tuesday, June 30, 2009**

- Reimbursements/Deposits to University account to Cashiers Office – 2:00 PM (UH-180)
- Petty cash vouchers (Disbursement Vouchers) to Cashiers – 12:00 PM (UH-180)
- On-line Budget Transfer Requests to Budget Operations – 12:00 PM (CP-300)
- Notify Receiving Department to post receipt of goods and services in CMS – 4:00 PM (T-1100)

### **Wednesday, July 1, 2009**

- Payroll documents to Payroll Services (CP-700)

## YEAR-END CLOSE REFERENCE LIST

PROCESS	DEPARTMENT LOCATION	CONTACTS	EXT	EMAIL
Billing Requests Expenditure Transfers,Non-Payroll	Accounting Services CP-300	Connie Burns Lynn Cayas Laura Hultman	8371 8474 8356	<a href="mailto:dl-accounting@fullerton.edu">dl-accounting@fullerton.edu</a>
Invoices	Accounts Payable CP-300	Mary Ann Torres Kathleen Cariaga	5735 3339	<a href="mailto:dl-ap@fullerton.edu">dl-ap@fullerton.edu</a>
Budget Transfers Payroll Expense Transfers	Budget CP-300	Sarah Song Jennifer Chung	2304 3634	<a href="mailto:dl-budget@fullerton.edu">dl-budget@fullerton.edu</a>
Reimbursement/Deposit to Univ Petty Cash	Cashiers UH-180	Zia Qureshi Diana Janzen	4238 4248	<a href="mailto:dl-cashiers@fullerton.edu">dl-cashiers@fullerton.edu</a>
Purchase Requisitions Purchase Orders Change Orders	Contracts & Procurement CP-300	Sally Yassine Angle Warren	4503 4532	<a href="mailto:dl-procurement@fullerton.edu">dl-procurement@fullerton.edu</a>
Payroll	Payroll CP-770	Glenda Hart Karen Batten	2099 3736	<a href="mailto:dl-payroll@fullerton.edu">dl-payroll@fullerton.edu</a>
American Express P-Card OfficeMax	Procurement Card OfficeMax CP-300	Michael Pruitt Sally Yassine	3758 4503	<a href="mailto:dl-pcard@fullerton.edu">dl-pcard@fullerton.edu</a>
Receipt of Goods Receipt of Services	Receiving T-1100	Danny Miranda Tim Arias	2531 2531	<a href="mailto:dmiranda@fullerton.edu">damiranda@fullerton.edu</a> <a href="mailto:tarias@fullerton.edu">tarias@fullerton.edu</a>
Travel Authorization Requests Travel Expense Claims	Travel Operations CP-300	Debble Hagman Mary Ann Torres	5385 5735	<a href="mailto:dl-travel@fullerton.edu">dl-travel@fullerton.edu</a>

**CALIFORNIA STATE UNIVERSITY, FULLERTON  
 FY 2008/2009 YEAR-END CLOSE CALENDAR  
 MAY 2009**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 2009					1	2
3	4 - FY 08/09 Purchase Requisition (require formal bid ) for goods and/or services > \$50,000 to C&P (CP-300)	5	6	7	8	9
10-Jan	11	12	13	14	15 - FY 08/09 Purchase Reqs for services and commodities < \$50,000 to C&P (CP-300) - FY 08/09 Change Orders <\$50,000 for services and commodities to C&P (CP-300)	16
17	18	19	20	21	22	23
24	25 Holiday	26	27	28	29	30
31						

**CALIFORNIA STATE UNIVERSITY, FULLERTON**  
**FY 2008-2009 YEAR-END CLOSE CALENDAR**  
**JUNE 2009**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<b>JUNE 1</b> - PO close notification to Contracts&Procurement(CP-300)	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> -Hire or Change Documents for Faculty, Staff, and Administrators to Payroll Services (CP-700)	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> -Invoices to Accounts Payable (CP-300) -Travel Expense Claims to Travel Operations (CP-300) -Orders from OfficeMax (CP-300)	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b> -Direct Expense Forms to Accounts Payable (CP-300)	<b>18</b>	<b>19</b> -Miscellaneous Billing Requests to Accounting Services (CP-300) -Last Day to use AMEX Procurement Card -Notify (email) Accounts Payable of services rendered	<b>20</b>
<b>21</b>	<b>22</b> -Last FY 08/09 check distribution	<b>23</b> -Payroll Expense Transfer Forms to Budget Operations (CP-300)	<b>24</b>	<b>25</b>	<b>26</b> -Expenditure Transfer Forms (Non-Payroll) to Accounting Services (CP-300) -Travel Authorization Requests to Travel Operations (CP-300)	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b> -12:00PM-Online Budget Transfers -12:00PM-Petty Cash Disbursement Vouchers to Cashiers (UH-180) -2:00PM-Reimbursements/Deposits to Cashiers Office (UH-180) -4:00PM-Email Receiving Dept-receipt of goods -6:00PM-Email AP for goods/services received but no invoice	<b>JULY 1</b> -Timesheets/Payroll documents to Payroll Services (CP-700)			