



CALIFORNIA STATE UNIVERSITY, FULLERTON

Administration and Finance

Financial Services

P.O. Box 6808, Fullerton, CA 92834 / T 657-278-2512 / F 657-278-5816

DATE: February 8, 2010
TO: Campus Employees
FROM: Brian K. Jenkins
Associate Vice President of Finance
SUBJECT: FY 2009-2010 Year-End Close and CMS Guidelines

In order to ensure the accuracy of the University's financial records and the year-end financial statements, and in order to prepare for the conversion and implementation of the Common Financial System (CFS), the following guidelines have been established to help meet several University's goals and objectives: Ensure a successful year-end close and a smooth transition and implementation of CFS. Many of the year-end closing procedures in CMS will follow the same guidelines as last year.

ACCOUNTING

Billing Requests

Requests for miscellaneous billing for FY 2009-2010 must be received by Accounting Services by **Monday, June 21, 2010**. Requests received after this date will be processed in FY 2010-2011.

Reimbursements / Deposits to University

Submit checks for deposit to the Cashiers Office by 12:00 P.M., **Wednesday, June 30, 2010**.
<http://finance.fullerton.edu/Controller/AccountsPayable/Forms/>.

Expenditure Transfers, Non-Payroll

Submit electronic or manual Expenditure Transfer Forms to Accounting Services by **Friday, June 25, 2010**. Any request for expenditure transfers received after this date will be recorded in FY 2010-2011.
<http://finance.fullerton.edu/Controller/Accounting/Forms/>

Petty Cash

Petty cash transactions (approved Disbursement Voucher) should be submitted to the Cashiers Office by 2:00 P.M., **Wednesday, June 30, 2010**.
[Http://finance.fullerton.edu/Controller/AccountsPayable/Forms/](http://finance.fullerton.edu/Controller/AccountsPayable/Forms/)

ACCOUNTS PAYABLE AND TRAVEL

Invoices

Submit Direct Expense Forms (subscriptions, memberships) to Accounts Payable by **Thursday, June 17, 2010**. All requests made after this date will be processed in FY 2010-2011. The last FY 2009-2010 Accounts Payable check run distribution is scheduled for **Monday, June 21, 2010**.

Submit all outstanding Invoices for FY 2009-2010 to Accounts Payable by **Thursday, June 10, 2010** so they can be paid on or before the **June 21, 2010** check run. Continue to submit FY 2009-2010 Invoices through **Wednesday, July 1, 2010** so they can be appropriately obligated in CMS. If the Invoices is a final payment, please indicate as such on the Invoice to finalize the purchase order.

After July 1, 2010, continue to forward all unpaid FY 2009-2010 Invoices (for goods and/services received prior to July 1, 2010) to Accounts Payable in order to ensure these transactions are captured for FY 2009-2010 financial reporting. These transactions; however, 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, 2010 to Travel Operations by **Friday, June 25, 2010**. Each Division Financial Manager will receive a list of open travel authorization request on **Monday, May 3, 2010** for review and follow-up.

Travel Expense Claims

Submit approved travel expense claims (for travel completed prior to July 1, 2010) with the appropriate receipts and documentation to Travel Operations by **Thursday, June 10, 2010** to receive reimbursement on or before the **June 21, 2010** 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 2010-2011. Continue to submit FY 2009-2010 approved travel expense claims with the appropriate receipts and documentation to Travel Operations through **Thursday, July 1, 2010** so they can be appropriately obligated in CMS. After July 1, 2010 continue to forward all FY 2009-2010 approved travel expense claims (for travel completed prior to July 1, 2010) with the appropriate receipts and documentation to Travel Operations to ensure transactions are manually obligated for financial reporting in FY 2009-2010.

<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., **Wednesday, June 30, 2010** in order to be reflected in FY 2009-2010.

On **Tuesday, June 15, 2010**, Divisional Financial Managers can expect to see their respective FY 2010-2011 Baseline Budgets with base budget data at the CMS chart-field level as of May Month-end (**May 31, 2010**). Fiscal Year-end Baseline budget data at the CMS chart-field level will be provided on **Monday, July 19, 2010**. The deadline to submit changes to the base budget is **Friday, July 30, 2010**.

Payroll Expense Transfers

The deadline for submission of Payroll Expense Transfer Forms to Budget Operations is **Tuesday, June 22, 2010** in order to be reflected in FY 2009-2010.

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

CONTRACTS & PROCUREMENT

Due to the CFS implementation, Contracts & Procurement year-end processing functions and deadlines will change significantly this year. All blanket service orders and blanket commodity orders will expire on May 31, 2010, to allow sufficient time for outstanding invoices to be received before the end of the fiscal year. Ongoing PO close out efforts are currently underway and will continue throughout the months preceding cut over to CFS. You will be notified when access to the new system becomes available.

Purchase Requisitions – FY 2009-2010

All FY 2009-2010 purchase requisitions for services and commodities must be received by Contracts & Procurement no later than **Monday, April 19, 2010**.

Change Orders – FY 2009-2010

FY 2009-2010 change orders for services and commodities must be submitted no later than **Friday, May 28, 2010**.

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

Purchase Requisitions – FY 2010-2011

You will be notified by separate communication when CFS requisition access is available for FY 2010-2011.

OfficeMax

The deadline for using OfficeMax is **Thursday, June 10, 2010** to ensure that transactions are posted in FY 2009-2010. Transactions that are not shipped by Thursday, July 1, 2010 will be expensed in FY 2010-2011.

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

Procurement Cards

The deadline for using your procurement card is **Monday, June 21, 2010** to ensure that transactions are posted in FY 2009-2010.

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

NOTE: Use of procurement card is encouraged for all appropriate purchases after the purchase requisition deadline. For assistance, contact Michael Pruitt at ext. 3758.

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. **Wednesday, June 30, 2010**.

PAYROLL

Payroll documents for the June 2010 pay period and prior must be received in Payroll Services by **Thursday, July 1, 2010** to ensure that the expenditures are charged appropriately to FY 2009-2010 (see 2010 Attendance and Pay Schedule for other due dates http://hr.fullerton.edu/Payroll/Documents/Attendance_and_Pay_Schedule_2010.pdf). Hire or change documents for faculty, staff, and administrators must be received in Payroll Services by **Friday, June 4, 2010**, to ensure that the expenditures are charged appropriately to FY 2009-2010.

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

Please disseminate this information to the appropriate individuals within your organization. This memo will also be posted to the Financial Services and CMS websites. Several communication reminders will be sent out during the first half of 2010.

Thank you.

FY 2009-2010 YEAR-END PROCESSING TIMELINES

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

Monday, April 19, 2010

- FY 2009-2010 purchase requisitions for services and commodities must be received by Contracts & Procurement (CP-300)

Friday, May 28, 2010

- FY 2009-2010 change orders for services and commodities must be received by Contracts & Procurement (CP-300)

Friday, June 4, 2010

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

Thursday, June 10, 2010

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

Thursday, June 17, 2010

- Direct Expense Forms to Accounts Payable (CP-300)
- Send email notification to Accounts Payable for receipts of services (CP-300)

Monday, June 21, 2010

- Miscellaneous billing requests to Accounting Services (CP-300)
- Last day to use the procurement card – Contracts & Procurement (CP-300)
- Last FY 2009-2010 Accounts Payable check distribution cycle (CP-300)

Tuesday, June 22, 2010

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

Friday, June 25, 2010

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

Wednesday, June 30, 2010

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

Thursday, July 1, 2010

- Payroll documents to Payroll Services (CP-770)

YEAR-END CLOSE REFERENCE LIST

PROCESS	DEPARTMENT LOCATION	CONTACTS	EXT	EMAIL
Billing Requests Expenditure Transfers, Non-Payroll	Accounting Services CP-300	Lynn Cayas Laura Hultman	8474 8356	dl-accounting@fullerton.edu
Invoices	Accounts Payable CP-300	Mary Ann Torres Kathleen Cariaga	5735 3339	dl-ap@fullerton.edu
Budget Transfers Payroll Expense Transfers	Budget CP-300	Sarah Song Jennifer Chung	2304 3634	dl-budget@fullerton.edu
Reimbursement/Deposit to Univ Petty Cash	Cashiers UH-180	Zia Qureshi Diana Janzen	4238 4248	dl-cashiers@fullerton.edu
Purchase Requisitions Purchase Orders Change Orders	Contracts & Procurement CP-300	Sally Yassine Angie Warren	4503 4532	dl-procurement@fullerton.edu
American Express P-Card OfficeMax	Contracts & Procurement CP-300	Michael Pruitt Sally Yassine	3758 4503	dl-pcard@fullerton.edu
Payroll	Payroll CP-770	Karen Batten Denise Johnson	3736 2948	dl-payroll@fullerton.edu
Receipt of Goods Receipt of Services	Receiving T-1100	Danny Miranda Tim Arias	2531 2531	damiranda@fullerton.edu tarias@fullerton.edu
Travel Authorization Requests Travel Expense Claims	Travel Operations CP-300	Debbie Hagman Mary Ann Torres	5385 5735	dl-travel@fullerton.edu

CALIFORNIA STATE UNIVERSITY, FULLERTON
 FY 2009/2010 YEAR-END CLOSE CALENDAR
 APRIL & MAY 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	APRIL 19 - FY 09/10 Purchase Requisition for services and commodities C&P (CP-300)					MAY 1
2	3	4	5	6	7 Furlough Day	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 Furlough Day	25	26	27	28 - FY 09/10 Change Orders for services and commodities C&P (CP-300)	29
30	31 Holiday					

**CALIFORNIA STATE UNIVERSITY, FULLERTON
 FY 2009-2010 YEAR-END CLOSE CALENDAR
 JUNE & JULY 2010**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		JUNE 1	2	3	4 -Hire or Change Documents for Faculty, Staff, and Administrators to Payroll Services (CP-770)	5
6	7	8	9	10 -Invoices to Accounts Payable (CP-300) -Travel Expense Claims to Travel Operations (CP-300) -Orders from OfficeMax (CP-300)	11 Furlough Day	12
13	14	15	16	17 -Direct Expense Forms to Accounts Payable (CP-300)	18 Furlough Day	19
20	21 -Miscellaneous Billing Requests to Accounting Services (CP-300) -Last Day to use Procurement Card -Last FY 09/10 Accounts Payable check distribution	22 -Payroll Expense Transfer Forms to Budget Operations (CP-300)	23	24	25 -Expenditure Transfer Forms (Non-Payroll) to Accounting Services (CP-300) -Travel Authorization Requests to Travel Operations (CP-300)	26
27	28	29	30 -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	JULY 1 -Timesheets/Payroll documents to Payroll Services (CP-770)		