Year-End Close Processes for Financial Services, Budget and Payroll Services

MARCH 19, 2024
01:30 PM TO 03:30 PM

VIRTUAL PRESENTATION VIA ZOOM
Presenters

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Contracts & Procurement
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Resource Planning & Budget
jlipnisky@fullerton.edu
General

- Introduction
- Year-End Close Memo & Tasks
- Year-End Close Processes
- Understanding Processing Deadlines
- Preparing for Year-End Close Activities
- Announcements
FY 2023 Year-End Close Guidelines

https://financialservices.fullerton.edu/
https://financialservices.fullerton.edu/controller/asfr/services/MonthEndClose.php

Memo issued by: Alexander Porter
VP for Administration & Finance/CFO

https://adminfin.fullerton.edu/
Payroll Services

ANTOINETTE ROBERTS, DIRECTOR OF PAYROLL & DATA SERVICES
CASSANDRA GRANILLO, PAYROLL SERVICES MANAGER
Deadline: **05/17/2024 at 5:00 pm** for time period **prior** to 05/2024

- All payroll-related pay
- Payroll adjustments
- Payroll status changes
- Special consultant pay
- Stipends
- Overtime/Shift Differential
- IRP/Temporary reassignments
- Appointments
Payroll Forms

- Payroll forms are located in the Adobe Experience Manager portal (AEM) located via the Titan Online Portal page under “MY FORMS”

- Certain forms from other departments will be related to issuing payment from payroll.

1. Location of AEM link in TITAN portal:

2. “My Forms” Location:
Thank you!

QUESTIONS?
CONTACT: PAYROLL@FULLERTON.EDU
Receiving

ANNIE EKSHIAN, DIRECTOR, LOGISTIC AL SERVICES AND ASSET MANAGEMENT
Receipt of Goods

Deadline to Notify S/R: 06/28/2024, 4:00 PM

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 Annie Ekshian at aekshian@fullerton.edu so the receipt can be appropriately recorded in CFS.
Thank you!

QUESTIONS?
CONTACT: SHIPPING AND RECEIVING @FULLERTON.EDU
Accounting Services & Financial Reporting (ASFR)

JUSTIN CHAN, ACCOUNTANT III
DAWIT HAILE, ACCOUNTANT III
WINNIE LIN, ACCOUNTANT III
Year-End Close Overview

Managing Funds

ASFR Forms
- Billing Requests
- Reimbursement / Deposits to University
- Expenditure Transfers, Non-Payroll

Accruals
- PCD Monthly Accrual Process
- PCD Year-End Accrual Process
- Concur Travel Expenses Year-End Accrual Process (ACTUALS entry)
- Concur Travel Requests Year-End Accrual Process (ENCUMBRANCE entry)

Announcements
FY 2023 (06/30/2024)

Campus Reporting:

FLCMP (Legal close) - modified accrual
- Year-End Reports using campus chartfields
- OBIEE Reports finalized after submitting Year-End Reports to the Chancellor’s Office by July 15th

FLCSU (FIRMS close) - modified accrual
- Year-End Reports using Chancellor’s Office FIRMS Object Codes, CSU Funds and NACUBO Program Codes
- Year-End Reports due to Chancellor’s Office by July 15th
- Year-End Reports due to State Controller’s Office by July 31st

FLGAP (GAAP close) - full accrual
- External Audit field work begins 2nd week of September
- Consolidated CSU Financial Statements issued around October 15th*

*As of 03/13/2024, FY 2022 CSU Financial Statements not yet issued by the CO
FY 2023 (06/30/2024)

**GAAP Close:** ASFR received invoices for **$7.775M** (FLGAP) pertaining to FY 2022 that were not included in Legal close (FLCMP); these missed invoices are posted in OBIEE in FY 2023 instead of FY 2022

**IMPORTANT:** Submit all transactions for current fiscal year ASAP even after 06/30 has passed
GOAL = Revenues & Expenses **MUST** be recorded in the correct Fiscal Year in which they occur.

**Note:** Account 690002 (Prior Year Expenditure Adj) should only be used for correction of errors discovered AFTER a fiscal year has been closed. Expenses should never be purposely deferred to a subsequent fiscal year in order to record as a "prior year adjustment".
Managing Funds

Things to Consider:

- Fund source
- Funding restrictions (appropriate usage)
- Department restrictions
- Fund balance (BBA)
- Matching revenues earned to expenses in the same Fiscal Year

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<th>CFS FUND</th>
<th>DESCRIPTION</th>
<th>INFORMATION</th>
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<tr>
<td>THEF0</td>
<td>CSU Operating Fund</td>
<td>Used as the primary operating fund of the CSU. Student fees are recorded in this fund. Cannot be used by self-support auxiliary enterprise departments such as Housing, Parking, and Extended Education.</td>
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<tr>
<td>SV001</td>
<td>RMP SWAT</td>
<td>Additional state appropriations (non-CSUPERB/COAST) processed via CPO (Cash Posting Order); CPO is posted to 572000-SW001-90002; BTR is posted by Budget Planning and Administration to allocate funds to the department.</td>
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<tr>
<td>TNO001</td>
<td>Housing Operation</td>
<td>Used to record all revenue generated from license fees and other housing-related services and operating costs related to the Housing program.</td>
</tr>
<tr>
<td>TLD33</td>
<td>Discretionary Fund</td>
<td>Used to record lottery allocations and related expenditures. In accordance with Government Code Section 8880.5(m), the activity funded must represent a bona fide educational experience for students, or result in the development of materials to be used for students, or lead to the development of a program or course. Fund expenditures cannot be for the acquisition of real property, construction of facilities, financing of research or any other non-instructional purpose.</td>
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<tr>
<td>THD01</td>
<td>Parking Rev Fund</td>
<td>Used to record all revenues and operating costs related to the program. Includes revenue from advertising (e.g., on campus vehicles).</td>
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<tr>
<td>TAD01</td>
<td>CBF Extended Education</td>
<td>Used to record all revenues and operating costs related to the Continuing Education program. Support, development and program allocations to campuses in connection with this program, exclusive of cost recovery, must be recorded in this fund.</td>
</tr>
</tbody>
</table>
Month & Year-End Close

https://financialservices.fullerton.edu/controller/asfr/services/MonthEndClose.php

- Month-End Close
  - CFS Open Periods
- Month & Year-End Schedules
- US Bank Download (PCD)
IMPORTANT: Download the latest version of the form

**ASFR Forms**


<table>
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<tr>
<th>Name</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Chartfield Request Form</strong>&lt;sup&gt;a&lt;/sup&gt;</td>
<td>Request a new chartfield (i.e., account, fund, department, program, class, project) or modify, reactivate, or inactivate an existing chartfield using AdobeSign. For more information: About Chartfield Request Forms&lt;sup&gt;a&lt;/sup&gt;.</td>
</tr>
<tr>
<td>Revised 07/2023</td>
<td></td>
</tr>
<tr>
<td><strong>CSU Chargebacks Template</strong>&lt;sup&gt;b&lt;/sup&gt;</td>
<td>Upload chargeback transactions into the PeopleSoft Financial system (CFS); for Service Provider use only. For more information: About Chargebacks.</td>
</tr>
<tr>
<td>Revised 09/2019</td>
<td></td>
</tr>
<tr>
<td><strong>Expenditure Transfer Request (ETR) App</strong>&lt;sup&gt;c&lt;/sup&gt; (New - launched 12/15/2021) Revised 12/2021</td>
<td>Process expenditure corrections (ACTUALS transactions only). For more information: About ETRs and ETR examples&lt;sup&gt;d&lt;/sup&gt;.</td>
</tr>
<tr>
<td><strong>Deposit or Reimbursement to University Account</strong>&lt;sup&gt;e&lt;/sup&gt; Revised 11/2022</td>
<td>Deposit funds at the Cashier's Office.</td>
</tr>
<tr>
<td><strong>Deposit or Reimbursement to University Account (PCD)</strong>&lt;sup&gt;f&lt;/sup&gt; Revised 02/2022</td>
<td>Reimburse the University for disallowed purchases (PCD transaction must be posted to account 660898 in Concur or US Bank Access Online).</td>
</tr>
</tbody>
</table>
ASFR Forms

Billing Requests

Form: Request for Invoice

Deadline: Friday, 06/28/2024 at 5:00 pm

IMPORTANT: Only ASFR can generate invoices to external entities

https://financialservices.fullerton.edu/controller/asfr/services/InvoiceBilling.php

Reimbursement / Deposits to University

Form: Deposit or Reimbursement to University Account

Deadline: Friday, 06/28/2024 at 12:00 pm

- Use CASHNet Item Code S7050
  - Defaults to account 660898 (Unauthorized PCD Purchase); must have $0 balance at 6/30
- Fund and Department MUST be provided

Reimbursement / Deposits to University (PCD)

Form: Deposit or Reimbursement to University Account (PCD)

Deadline: Friday, 06/28/2024 at 12:00 pm
Expenditure Transfers, Non-Payroll

Expenditure Transfer Request (ETR) Web App: https://afapps.fullerton.edu/ETR/Login.aspx

Deadline: Tuesday, 07/02/2024 at 5:00 pm

- Approval workflow
- Email notifications
- Online tracking of ETR (REQ) status
- Eliminates printing of ETR forms
- No more lost inter-office mail
- ETR Online Courses (training videos via Employee Training Center)
  - ETR User Online Training
  - ETR Approver Online Training
- Step by step Instructional Manuals
  - ETR User Guides
  - ETR Approver Guides
PCD Year-End Accrual Process

- Both May 2024 (ending 05/27/2024) and June 2024 (ending 06/25/2024) transactions will be posted in Period 12 (June 2024)

- No accrual entry will be posted for transactions that occurred between 06/26/2024 and 06/30/2024 for all Concur users; this will be accrued in GAAP close (Business Unit FLGAP)

- Concur Expense Reports that are not yet posted in OBIEE (Status <> Approved) will be accrued with a date of 06/30/2024; reversal entry will be posted on 08/01/2024

  - Actual chartfields (account, fund, department, program, class & project) will be used, if provided

  - If chartfields are not provided (Status = Unassigned or Not Submitted), ASFR will do their best to identify the appropriate chartfield using the merchant name

  - Source Code = OBL
PCD Monthly Accrual Process

- Account 660997 (Concur Not Approved Trans) used to record PCD Expense Reports that are not in Approved Status in Concur
- For August 2023 to May 2024 billing cycles
- Source Code = OBL
- Accrual entry (ex. 08/01) is reversed the following month (09/01)
- Accrual entry will continue until Concur Expense Report is in APPROVED status

NOTE: 660997 = $0.00 balance at 06/30/2024
# PCD Monthly Accrual Process

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For 660997, ignore the Journal Entries that have 2 dates (these are accruals and reversals that net to zero)

Use this one
## PCD Monthly Accrual Process

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**TOTAL FOR 560997** 0.00

**CONCUR EXPENSE REPORT IS FINALLY IN "APPROVED" STATUS**

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<td>AMELIA LEWIS</td>
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<td>CSULB PARKING, Blanket Travel July 22, Parking; 07/14/2022</td>
<td>2022</td>
<td>10</td>
</tr>
</tbody>
</table>

**TOTAL FOR 5606001** 15.00

<table>
<thead>
<tr>
<th>Period</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>15.00</td>
</tr>
<tr>
<td>3</td>
<td>0.00</td>
</tr>
<tr>
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<td>7</td>
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</tr>
<tr>
<td>8</td>
<td>0.00</td>
</tr>
<tr>
<td>9</td>
<td>(15.00)</td>
</tr>
</tbody>
</table>

| 660997 TOTAL | 0.00 |
| 606001 TOTAL | 15.00 |
Concur Travel Expense Reports that are not yet posted in OBIEE (Status <> Approved) will be accrued with a date of 06/30/2024; reversal entry will be posted on 07/01/2024

- Actual chartfields (account, fund, department, program, class & project) will be used, if provided

- If chartfields are not provided (Status = Unassigned or Not Submitted), ASFR will do their best to identify the appropriate travel chartfield using the report name or comments

- Source Code = OBL
Concur Travel Requests Year-End Accrual Process (ENCUMBRANCE entry)

- Concur Travel Requests that are not yet approved in Concur will be accrued with a date of 06/30/2024; reversal entry will be posted on 07/01/2024
- Source Code = OBL
Sample Accrual Entries for Concur Travel Expenses and Concur Travel Requests

### Concur Travel Expense Accrual

**Actuals Detail Report**

<table>
<thead>
<tr>
<th>Dept ID</th>
<th>Fund</th>
<th>Account</th>
<th>Acct Descr</th>
<th>Doc Src</th>
<th>Journal ID</th>
<th>Journal Date</th>
<th>Ln Descr</th>
<th>Reference</th>
<th>Fiscal Year</th>
<th>Period</th>
<th>Actuals</th>
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</thead>
<tbody>
<tr>
<td>10005</td>
<td>THEFD</td>
<td>606001</td>
<td>Travel-In State</td>
<td>OBL</td>
<td>2173685</td>
<td>6/30/2023</td>
<td>FEB23 San Diego CA</td>
<td>A LEWIS</td>
<td>2022</td>
<td>12</td>
<td>240.94</td>
</tr>
<tr>
<td>10005</td>
<td>THEFD</td>
<td>606001</td>
<td>Travel-In State</td>
<td>OBL</td>
<td>2173685</td>
<td>6/30/2023</td>
<td>FEB23 San Diego CA</td>
<td>A LEWIS</td>
<td>2022</td>
<td>12</td>
<td>240.94</td>
</tr>
<tr>
<td>10005</td>
<td>THEFD</td>
<td>606001</td>
<td>Travel-In State</td>
<td>OBL</td>
<td>2173685</td>
<td>6/30/2023</td>
<td>FEB23 San Diego CA</td>
<td>A LEWIS</td>
<td>2022</td>
<td>12</td>
<td>73.79</td>
</tr>
<tr>
<td>10005</td>
<td>THEFD</td>
<td>606001</td>
<td>Travel-In State</td>
<td>OBL</td>
<td>2173685</td>
<td>6/30/2023</td>
<td>FEB23 San Diego CA</td>
<td>A LEWIS</td>
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<td>7.00</td>
</tr>
<tr>
<td>10005</td>
<td>THEFD</td>
<td>606001</td>
<td>Travel-In State</td>
<td>OBL</td>
<td>2173685</td>
<td>6/30/2023</td>
<td>FEB23 San Diego CA</td>
<td>A LEWIS</td>
<td>2022</td>
<td>12</td>
<td>40.00</td>
</tr>
<tr>
<td>10005</td>
<td>THEFD</td>
<td>606001</td>
<td>Travel-In State</td>
<td>OBL</td>
<td>2173685</td>
<td>6/30/2023</td>
<td>FEB23 San Diego CA</td>
<td>A LEWIS</td>
<td>2022</td>
<td>12</td>
<td>12.39</td>
</tr>
</tbody>
</table>

Total: 688.85

### Concur Travel Request Accrual

**Encumbrance Detail Report**

<table>
<thead>
<tr>
<th>Dept ID</th>
<th>Fund</th>
<th>Account</th>
<th>Acct Descr</th>
<th>Doc Src</th>
<th>PO ID</th>
<th>PO Ln</th>
<th>PO Ln Descr</th>
<th>Voucher ID</th>
<th>Document Date</th>
<th>Beginning Encumbrance</th>
<th>Current Encumbrance</th>
<th>Ending Encumbrance</th>
</tr>
</thead>
<tbody>
<tr>
<td>10005</td>
<td>THEFD</td>
<td>606001</td>
<td>Travel-In State</td>
<td>MJE</td>
<td>2168397</td>
<td>1</td>
<td>REQ: June 2023 Los Angeles CA</td>
<td>-</td>
<td>6/30/2023</td>
<td>0.00</td>
<td>48.47</td>
<td>48.47</td>
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<tr>
<td>10005</td>
<td>THEFD</td>
<td>606001</td>
<td>Travel-In State</td>
<td>MJE</td>
<td>2168397</td>
<td>2</td>
<td>REQ: MAR 2023 San Diego CA</td>
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<td>6/30/2023</td>
<td>0.00</td>
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<td>Travel-In State</td>
<td>MJE</td>
<td>2168397</td>
<td>3</td>
<td>REQ: AUG 2022 Laguna Beach CA</td>
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<td>6/30/2023</td>
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<td>156.50</td>
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<tr>
<td>10005</td>
<td>THEFD</td>
<td>606001</td>
<td>Travel-In State</td>
<td>MJE</td>
<td>2168397</td>
<td>4</td>
<td>REQ: MAY 2022 San Diego CA</td>
<td>-</td>
<td>6/30/2023</td>
<td>0.00</td>
<td>660.71</td>
<td>660.71</td>
</tr>
</tbody>
</table>

Total: 2,255.82
Announcements

Accounting Learning Opportunities – Ask ASFR
https://financialservices.fullerton.edu/controller/asfr/services/Workshops.php

Accounting Updates Email Subscription
https://financialservices.fullerton.edu/controller/asfr/

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- February 20, 2024
- May 21, 2024
- November 19, 2024
- March 20, 2024 (WED)
- June 18, 2024
- December 17, 2024
- April 16, 2024
- October 15, 2024
Thank you!

Questions?

Contact: asfr@fullerton.edu

Lynn Gañac
Justin Chan
Betty Neri
Winnie Lin
Sarah Le Nguyen (new)
Nathan Le (new)

Jane Zacchia
Dawit Haile
Tony Lee
Estrella Mangahas
Contracts & Procurement

ALEX RO SALES, DIRECTOR
NIKKI-ALGARIN-CHAVARRIA, E-BUSINESS MANAGER
Contracts and Procurement

- Purchase Requisitions
- Change Orders
- Staples
- Procurement Card
**Purchase Requisitions for FY 2023 (Current FY)**

**Friday, April 5, 2024:** FY 2023 purchase requisitions $100,000 and above (which require formal bidding)

**Friday, May 10, 2024:** FY 2023 purchase requisitions less than $100,000 and all change orders

**Reminder:**
All attached quotes must be less than 30 days old.
Purchase Requisitions for FY 2024 (New FY)

Monday, May 13, 2024: New FY purchase requisitions can be entered into CFS.

New Year Purchase Requisitions:
- Will remain on hold until all current year (FY 2023) requisitions are processed.
- Entries before this date will be canceled by Contracts & Procurement.
Change Orders

Friday, May 10, 2024: All Change Order requests for funding increases must be submitted using the CFS Requisition process.

Change Order Process:  
Purchase Requisition
Fiscal Year Transition

May 2024

FY 2023 (Current)
From now through May 10, 2024

FY 2024 (New Year)
From May 13, 2024, going forward
Purchase Order (PO) Reminders

• End users should review all open PO balances to identify what POs should be closed/liquidated.

• Commodity POs that have been fully received yet have a balance after the final invoice should be scheduled to be closed.

• Service POs of which all services have been rendered and deemed acceptable yet have a balance after the final invoice should be scheduled to be closed.

• End users are encouraged to contact C&P via Contracts & Procurement Inquiry Form (C&P Inquiry Form) to schedule a specific PO closure.
Note: Please include the following information on the inquiry form comment section “PO Closure Request”.

- Purchase Order Number.
- Vendor/Service Provider Name.
- Remaining Balance requiring closure/liquidation.

If there are additional questions or clarifications, please contact C&P via Contracts & Procurement Inquiry Form.

(C&P Inquiry Form)
Thursday, June 20, 2024: All goods must be shipped to post in the current FY by this date.

Goods that are shipped on or after Friday, June 21, 2024, will be expensed to the new FY.
Procurement Card (P-Card)

**Friday, June 21, 2024, at 5:00 pm:** Last day to purchase with P-Card to post in the current FY

**Thursday, June 27, at 5:00 pm:** All expense reports for Goods & Services must be in *Approved and In Travel or C&P Review* status for State P-Card
P-Card Reminder

- The Business Purpose field is to be used for notes or comments that you want loaded into OBIEE.
- The Comment field is to be used for the five Ws (who, what, when, where, and why – please, no abbreviations.)
Preparing for Year-End Close Activities

- Submit Purchase Requisitions and Change Orders.
- Reconcile P-Card in Concur.
Resources

C&P Website: https://financialservices.fullerton.edu/cp/

Concur P-Card Expense Type Definition:
https://csuf-afft.screenstepslive.com/m/75002/l/1184595-p-card-expense-types-definition

P-Card Expense Types Definition _ Concur _ Administrative Systems_AFIT.pdf (fullerton.edu)
Thank you!

QUESTIONS?
C & P CONTACT:  DL-C_AND_P@FULLERTON.EDU
EBUSINESS CONTACT:  EBUSINESS@FULLERTON.EDU
Accounts Payable and Travel

ALBERTO CONTRERAS, DIRECTOR
KATHLEEN CARIAGA, AP LEAD
ZARITA MOORE, TRAVEL LEAD
Accounts Payable and Travel

- Petty Cash
- Direct Expense
- Invoices
- Travel Request
- Travel Expense Claims
AP & Travel
Forms

https://financialservices.fullerton.edu/controller/ap_travel/forms/

Download the latest version of forms
E-Submission: Invoices, Check Request Forms and Inquiries


Invoice and check request submission updated. Invoices and check requests are now routed directly to analysts for processing. Please access E-Submission page for more information.

Effective March 1, 2023, invoices, Check Request forms and inquiries sent to DL-AP (ap@fullerton.edu) will not be processed.

<table>
<thead>
<tr>
<th>VENDOR LINKS FOR INVOICES</th>
<th>VENDOR LINKS FOR CHECK REQUESTS</th>
<th>VENDOR LINKS FOR INQUIRIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>• FedEx Invoice</td>
<td>Faculty/Staff/Student (use last name)</td>
<td>• Commuter Rewards Inquiry</td>
</tr>
<tr>
<td>• Public Works Invoice (construction or repair work done under contract)</td>
<td>Commuter Rewards Check Request</td>
<td>• FedEx Inquiry</td>
</tr>
<tr>
<td>• Utilities Invoice</td>
<td>Membership Check Request</td>
<td>• Membership Inquiry</td>
</tr>
<tr>
<td>• Xerox Invoice</td>
<td>Vendor (use vendor name)</td>
<td>• Public Works Inquiry (construction or repair work done under contract)</td>
</tr>
<tr>
<td>Individual (use last name)</td>
<td>• Vendor Letters A - E Invoice</td>
<td>• Utilities Inquiry</td>
</tr>
<tr>
<td>• Vendor Letters A - E Invoice</td>
<td>• Vendor Letters F - J Check Request</td>
<td>• Xerox Inquiry</td>
</tr>
<tr>
<td>• Vendor Letters F - J Invoice</td>
<td>• Vendor Letters K - S Check Request</td>
<td>Individual (use last name)</td>
</tr>
<tr>
<td>• Vendor Letters K - S Invoice</td>
<td>• Vendor Letters T - Z Check Request</td>
<td>• Vendor Letters A - E Inquiry</td>
</tr>
<tr>
<td>• Vendor Letters T - Z Invoice</td>
<td></td>
<td>• Vendor Letters F - J Inquiry</td>
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<tr>
<td></td>
<td></td>
<td>• Vendor Letters K - S Inquiry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Vendor Letters T - Z Inquiry</td>
</tr>
</tbody>
</table>
Petty Cash

AP Deadline:
06/26/2024
at 05:00 pm

Cashier’s Office Deadline:
06/28/2024
at 12:00 pm

Reminder:

Petty Cash Disbursement Voucher **MUST** be approved by AP prior to submitting to Cashier’s Office. Contact Cashier’s Office for an appointment at cashiers@fullerton.edu.
Direct Expense

Deadline:
05/24/2024 at 05:00 pm

Online Form for Data Entry:

Accounts Payable Check Request Form

SECTION 1 - PAYEE INFORMATION

* Payments payable to: ○ Faculty/Staff/Student ○ Vendor
Vendor Number: * Vendor Name: CWID:

* Address:

* City: * State: * Zip:

* Category:
Select a Category

SECTION 2 - CHECK HANDLING INSTRUCTIONS

Invoice Number: Invoice Date: * Invoice Amount:

Check Request Form (PDF):

https://financialservices.fullerton.edu/controller/ap_travel/services/payments/ESubmit.php

Reminders:
✓ Invoice
✓ Membership Justification form
✓ Receipts and/or supporting documentation
✓ Submit through Electronic Submission

✓ Provide your vendor with the link to our Payee Vendor Data record form ahead of time.

Payee/Vendor Data Record Form
Invoices

Deadline:
05/24/2024 at 05:00 pm

Reminder:
If the invoice is a final payment, indicate as such to finalize the purchase order

Invoice (final payment) Sample:

Tips:

✓ Purchase order is noted on the invoice.
✓ Make sure invoice is signed by an authorized approver for your Department.
✓ For Individual Contractor, make sure the invoice includes both signatures Payee and Department authorized approver.
✓ Submit through Electronic Submission.

https://financialservices.fullerton.edu/controller/ap_travel/services/payments/ESubmit.php
Paper Travel Request Form

Deadline:
Friday, 05/31/2024 at 5:00 pm

Important Dates:
- **04/26/2024**: A list of open travel requests will be provided to the Division Financial Manager for review & follow-up.
- **05/31/2024**: Submit approved travel requests for Student Business Travel (for 06/01/2024 – 06/30/2024) with the appropriate documentation to Travel Operations for review.
- **July 2024**: Travel Operations will start assigning Travel Request numbers (TR24) for FY 2024 Travel.
Travel Expense Claims

Deadline:
Travel Expense Claims 05/24/2024 at 5:00 pm.

Reminder:
For travel completed after 06/30/2024.

- Continue to submit so that expenses can be obligated in CFS.

➢ Forms submitted by the deadline may receive reimbursement on the last check run of 06/07/2024.

➢ Submit within 5 days upon completion of trip.

For travel completed between June 1 and June 30, 2024

➢ Reimbursement after 1st check run in FY 2024.

CSUF | DIVISION OF Administration and Finance
Concur Expense Reports

Deadline:
06/30/2024 at 5:00 pm

Reminder:
After June 30, 2024
Continue to submit Concur expense reports with receipts/supporting documentation for State Travel within five (5) business days upon completion of trip so expense reports with a status of “Approved and in Travel or C&P Review” can be obligated in CFS.

Must have status of “Approved and in Travel or C&P Review” for travel completed by June 30, 2024.
Concur Travel Requests

**Reminder:** After the traveler’s **final expense report** has been approved and processed by Travel Operations, the Travel Request should be closed.

1. Go to Requests then View All Requests
2. Click on Request Name (Status must be Approved)
3. Click **Close/Inactivate Request**

If you have questions or need assistance, email concur@fullerton.edu.
Concur Information

- If users need technical support with Concur, please contact Concur Support for assistance.
  
  Phone: (866) 793-4040
  
  Email: concur@fullerton.edu

- Concur Resources page provides additional assistance, such as training, step-by-step guides and Open Lab sessions (a half hour 1:1 appointment with a member of the Concur Support Team for assistance with travel requests and/or expense reports in real time).
  
  https://adminfin.fullerton.edu/travel/resources/

- Users can check the approval process status of their travel request/expense report with this guide:
  
  https://csuf-afit.screenstepslive.com/m/75002/l/1305984-approval-status-check
Announcements

Accounts Payable Updates Email Subscription

https://financialservices.fullerton.edu/controller/ap_travel/
Resources

https://financialservices.fullerton.edu/controller/ap_travel/
Thank you!

QUESTIONS?
CONTACT: AP@FULLERTON.EDU; TRAVEL@FULLERTON.EDU
Instructionally Related Activities (IRA)
IRA Resources

ASI IRA Website:  
https://asi.fullerton.edu/instructionally-related-activities/

CSUF Financial Services IRA Website:  
https://financialservices.fullerton.edu/ira/

Contact:  
IRAfunding@fullerton.edu
State Chartfield Information

**Fund:** TA002 Instructionally Related Activities (IRA).

**Mandatory CFS Chartfield String:** Account + Fund (TA002) + Department + Program (= ASI 4 digit program).

*NOTE: Class code is no longer required
New Program Codes for FY 2024 (effective 07/01/2024) are created in CFS.*

**IMPORTANT:** Department is responsible for managing TA002 balances by account and program (negative BBA = overspent budget).

- IRA Program Codes (updated 02/02/2024)
  - PDF
  - Excel (sortable and table view)
Rev/Exp (CFS)

- Revenue/Expense Summary Report.
- Budget Detail.
- Actuals Detail (between Accounting Periods) Report.
- Encumbrance Detail (Open Purchase Orders).
- Pre-Encumbrance Detail (Open Requisitions).
FY 2023 IRA Balance

- Budget Balance Available at 06/30/2024 must be zero.
- Unspent BBA will NOT be carried forward to the FY 2024.

Use it or Lose it!
Resource Planning and Budget

Resource Planning and Budget

- Budget Transfers
- Payroll Expense Transfers
- FY 2024 Baseline Budget
Budget Transfers

Deadline: Friday, June 07, 2024 at 12:00 pm

https://financialservices.fullerton.edu/budget/forms/Default.php

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Transfer Request (BTR)</td>
<td>To request a fund transfer: one-time or baseline transfer</td>
</tr>
<tr>
<td>Budget Transfer Log</td>
<td>BTR Upload Template, BTR Form Instructions</td>
</tr>
<tr>
<td>Capital Budget Request Form</td>
<td>To request budget to fund capital project(s)</td>
</tr>
<tr>
<td>Chartfield Request Form</td>
<td>Request a new chartfield, modify, reactivate, or inactivate an existing chartfield using AdobeSign. For more information: About Chartfield Request Forms, NACUBO Code List.</td>
</tr>
<tr>
<td>Payroll Expenditure Transfer (PET)</td>
<td>To request payroll charges transfer: correction of a payment or move out a payroll charge. Payroll Upload Template, AEM Payroll Form Instructions</td>
</tr>
</tbody>
</table>
Budget Transfer Overview

Requester completes Budget Transfer Request (BTR) and emails it to Approver.

If request returned, BTR is mailed back to Requester.

Approver receives email. If approved, emails BTR to Budget Operations.

OR

Receives approval email. Verifies appropriate approver and funds are available for transfer.

Requester and Approver receive email budget transfer has been completed.

Budget Operations transfers the budget as requested and emails the journal ID to Approver and Requester.

NOTE: Budget Operations can return to department if request cannot be processed.
Payroll Expense Transfers (PET)

Deadline:
Tuesday, June 4, 2024 at 5:00 pm

https://financialservices.fullerton.edu/budget/forms/Default.php
Divisional Financial Managers can expect to see their respective FY 2023 Baseline Budgets as of year end June 30, 2024 loaded into CFS and OBIEE by July 31, 2024.

Any changes may be submitted on a Budget Transfer Request (BTR) for processing in August 2024.
Thank you!

QUESTIONS?
CONTACT: BUDGET@FULLERTON.EDU
Preparing for Year-End Close Activities

- Plan early
- Watch out for deadlines (PLEASE DO NOT wait until the last minute!!!)
- Spread the word
- Visit the ASFR website frequently
  [https://financialservices.fullerton.edu/controller/asfr/](https://financialservices.fullerton.edu/controller/asfr/)
- Review and update Delegation of Authority
- Submit approved forms with appropriate back-up documentation
Preparing for Year-End Close Activities

- Review Revenue/Expense Report (record accruals, if needed).
- Review BBA in THEXT- fund is used for external deposits (usually for PCD reimbursements; might need to submit ETR to offset revenue in THEXT against expense in THEFD).
- Review BBA (Budget Balance Available) for funds such as SWxxx, THEXT, TA002, SSFGF, TLDxx, etc.
- Review Liability dashboards in OBIEE Data Warehouse for Study Abroad (2xxxxx) balances.
Preparing for Year-End Close Activities

- Submit travel expenses in Concur
- Approve travel expenses in Concur
- Reconcile PCD in Concur
- Deposit all checks at the Cashier’s Office, especially the ones issued by ASI, ASC or CSFPF by Friday, June 28, 2024 at noon (12:00 PM).
# Year-End Close Contacts

<table>
<thead>
<tr>
<th>DEPT/LOC</th>
<th>CONTACTS</th>
<th>EXT</th>
<th>EMAIL/DL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Services &amp; Financial Reporting CP-300</td>
<td>Lynn Gañac, Justin Chan</td>
<td>8474</td>
<td><a href="mailto:ASFR@fullerton.edu">ASFR@fullerton.edu</a></td>
</tr>
<tr>
<td>Accounts Payable CP-300</td>
<td>Alberto Contreras, Kathleen Cariaga</td>
<td>3750</td>
<td><a href="mailto:AP@fullerton.edu">AP@fullerton.edu</a></td>
</tr>
<tr>
<td>Resource Planning &amp; Budget CP-300</td>
<td>Joe Lipinsky</td>
<td>7392</td>
<td><a href="mailto:Budget@fullerton.edu">Budget@fullerton.edu</a></td>
</tr>
<tr>
<td>Cashiers GH-180</td>
<td>Joyce Cross, Diana Janzen</td>
<td>3656</td>
<td><a href="mailto:Cashiers@fullerton.edu">Cashiers@fullerton.edu</a></td>
</tr>
<tr>
<td>Central Receiving T-1100</td>
<td>Annie Ekshian</td>
<td>7189</td>
<td><a href="mailto:sekshian@fullerton.edu">sekshian@fullerton.edu</a></td>
</tr>
<tr>
<td>Contracts &amp; Procurement CP-300</td>
<td>Alex Rosales, Sally Yassine</td>
<td>4503</td>
<td>DL-C and <a href="mailto:P@fullerton.edu">P@fullerton.edu</a></td>
</tr>
<tr>
<td>Contracts &amp; Procurement (E-Business) CP-300</td>
<td>Nikki-Algarin-Chavarria, Cynthia Aguirre, Cris Godines Jimenez</td>
<td>3732</td>
<td><a href="mailto:Ebusiness@fullerton.edu">Ebusiness@fullerton.edu</a></td>
</tr>
<tr>
<td>Information Technology LH-717</td>
<td>Joe Luzzi</td>
<td>3251</td>
<td><a href="mailto:jluzzi@fullerton.edu">jluzzi@fullerton.edu</a></td>
</tr>
<tr>
<td>IT Training PLN-130</td>
<td>Lori Arthur-Carmichael</td>
<td>5792</td>
<td><a href="mailto:larthur@fullerton.edu">larthur@fullerton.edu</a></td>
</tr>
<tr>
<td>Payroll Services CP-770</td>
<td>Antoinette Roberts, Cassandra Granillo</td>
<td>2056</td>
<td><a href="mailto:Payroll@fullerton.edu">Payroll@fullerton.edu</a></td>
</tr>
<tr>
<td>Instructionally Related Activities (IRA) TSU-249B</td>
<td>Susan Collins</td>
<td>7456</td>
<td><a href="mailto:irafunding@fullerton.edu">irafunding@fullerton.edu</a></td>
</tr>
<tr>
<td>Travel Operations CP-300</td>
<td>Alberto Contreras, Zarita Moore</td>
<td>3750</td>
<td><a href="mailto:Travel@fullerton.edu">Travel@fullerton.edu</a></td>
</tr>
</tbody>
</table>
Thank you and Happy Year End

Payroll Services

Shipping & Receiving

Contracts & Procurement