

# FISCAL YEAR 2019-2020 YEAR-END CLOSE CALENDAR

DEADLINES		TRANSACTION TYPE	DESCRIPTION	DEPT/LOC	CONTACTS	EXT	EMAIL/DL
TBD	TBD	CFS 9.2 MP 4.0 UPGRADE	<b>FURTHER DETAILS WILL BE PROVIDED TO THE CAMPUS, AS INFORMATION FROM THE CO BECOMES AVAILABLE.</b>	Financial Services CP-300	Steven Yim	4075	<a href="mailto:syim@fullerton.edu">syim@fullerton.edu</a>
Friday, March 20, 2020	9:00 AM - 10:30 AM	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-730 Training Room	Steven Yim	4075	<a href="mailto:syim@fullerton.edu">syim@fullerton.edu</a>
Tuesday, March 24, 2020	9:30 AM - 11:00 AM	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-730 Training Room	Steven Yim	4075	<a href="mailto:syim@fullerton.edu">syim@fullerton.edu</a>
Wednesday, April 8, 2020	5:00 PM	Purchase Requisitions	FY 2019-2020 purchase requisitions \$100,000 and above (which require formal bidding) must be received by Contracts and Procurement.	Contracts & Procurement/ CP-300	Sergio Rodriguez Nelson Nagai	5492 3829	<a href="mailto:Procurement@fullerton.edu">Procurement@fullerton.edu</a>
Friday, May 15, 2020	5:00 PM	Purchase Requisitions & Change Orders	FY 2019-2020 purchase requisitions less than \$100,000 and all change orders must be received by Contracts & Procurement.	Contracts & Procurement/ CP-300	Sergio Rodriguez Nelson Nagai	5492 3829	<a href="mailto:Procurement@fullerton.edu">Procurement@fullerton.edu</a>
Monday, May 18, 2020	7:00 AM	Purchase Requisitions - New Year	FY 2020-2021 purchase requisitions can be entered in CFS where they will remain on hold until all 2019-2020 (current year) requisitions are processed. FY 2020-2021 requisitions entered prior to this date will be cancelled by Contracts and Procurement.	Contracts & Procurement/ CP-300	Sergio Rodriguez Nelson Nagai	5492 3829	<a href="mailto:Procurement@fullerton.edu">Procurement@fullerton.edu</a>
Friday, May 22, 2020	5:00 PM	Payroll Adjustments, Changes, Pay, Special Consultant Pay, Hire Forms	All payroll-related pay, adjustments, and changes for the time period prior to May 22, 2020 must be turned in by this date to be reflected as a FY 2019-2020 expenditure.	Payroll, Benefits & Retirement Services/ CP-770	Tami Lau Ann Truong	3704 3676	<a href="mailto:Payroll@fullerton.edu">Payroll@fullerton.edu</a>
Friday, May 29, 2020	5:00 PM	Direct Expense	Submit Accounts Payable Check Request forms to Accounts Payable.	Accounts Payable/ CP-300	Mary Ann Torres Kathleen Cariaga	5735 3339	<a href="mailto:AP@fullerton.edu">AP@fullerton.edu</a>
Friday, May 29, 2020	5:00 PM	Invoices	Submit all approved invoices for FY 2019-2020 to Accounts Payable for payments to be issued on or prior to June 11, 2020. Invoices received after this date, payments maybe issued after the first check run in FY 2020-2021. Continue to submit FY 2019-2020 approved invoices ASAP or prior to Friday, June 26, 2020 so they can be appropriately obligated in CFS and campus financial statements.	Accounts Payable/ CP-300	Mary Ann Torres Kathleen Cariaga	5735 3339	<a href="mailto:AP@fullerton.edu">AP@fullerton.edu</a>
Friday, May 29, 2020	5:00 PM	Travel Expense Claims (Paper Claims for Student Business Travel Only - all employee travel expense claims will be processed through Concur except for Academic Affairs areas that have not yet rolled out on Concur.)	Approved Travel expense claims with receipts/supporting documentation received in Travel Operations prior to the deadline date may receive reimbursement for the last check run of <b>June 11, 2020</b> .  Within <b>5 business days</b> upon completion of trip: <ul style="list-style-type: none"> <li>Travel completed between <b>June 1 and June 30</b>, the approved travel expense claim with the appropriate receipts/documentation must be received in Travel Operations. Reimbursements will be issued after the first check run in FY 2020-2021.</li> <li>Travel completed after <b>June 30th</b> - Continue to submit the approved Travel Expense Claims with the appropriate receipts/documentation to Travel Operations so that expenses can be obligated in CFS.</li> </ul>	Travel Operations/ CP-300	Mary Ann Torres Debbie Hagman	5735 5385	<a href="mailto:Travel@fullerton.edu">Travel@fullerton.edu</a>

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<b>Monday, June 1, 2020</b>	<b>5:00 PM</b>	Travel Request <i>(Paper Travel Requests for Student Business Travel Only - all employee 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 paper travel requests will be provided to the Division Financial Managers on Monday, April 20, 2020, for review and follow-up. Travel Operations will start assigning travel document numbers in June 2020 to approve paper Travel Requests for FY 2020-2021.	Travel Operations/ CP-300	Mary Ann Torres Debbie Hagman	5735 5385	<a href="mailto:Travel@fullerton.edu">Travel@fullerton.edu</a>
<b>Friday, June 5, 2020</b>	<b>5:00 PM</b>	Payroll Expense Transfers	The deadline for submission of Payroll Expense Transfer Forms to Budget Operations in order to be reflected in FY 2019-2020.	Resource Planning & Budget/ CP-300	Joe Lipnisky	7392	<a href="mailto:Budget@fullerton.edu">Budget@fullerton.edu</a>
<b>Monday, June 8, 2020</b>	<b>5:00 PM</b>	Staples	All goods shipped before Monday, June 8, 2020 will be expensed for FY 2019-2020. This is the last day to order from Staples to ensure that transactions are posted in FY 2019-2020. Goods that are shipped after Tuesday, June 30, 2020 will be expensed in FY 2020-2021.	Contracts & Procurement/ CP-300	Nelson Nagai Laura Restad	3829 5387	<a href="mailto:ebusiness@fullerton.edu">ebusiness@fullerton.edu</a>
<b>Monday, June 8, 2020</b>	<b>5:00 PM</b>	Procurement Card	Last day to make a purchase with your procurement card to ensure that transactions are posted in FY 2019-2020.	Contracts & Procurement/ CP-300	Nelson Nagai Laura Restad	3829 5387	<a href="mailto:ebusiness@fullerton.edu">ebusiness@fullerton.edu</a>
<b>Thursday, June 11, 2020</b>	<b>12:00 PM</b>	Last AP Check Run	Last FY 2019-2020 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 8, 2020</b>	<b>12:00 PM</b>	Budget Transfers	The deadline for submission of online budget transfer requests is 12:00 PM on Monday, June 8, 2020. Divisional Financial Managers can expect to see their respective FY 2020-2021 Baseline Budgets as of year end June 30, 2020 loaded into CFS and OBIEE by July 31, 2020. Any changes may be submitted on a BTR for processing in August 2020.	Resource Planning & Budget/ CP-300	Joe Lipnisky	7392	<a href="mailto:Budget@fullerton.edu">Budget@fullerton.edu</a>
<b>Tuesday, June 30, 2020</b>	<b>12:00 PM</b>	Deposit or Reimbursement to University Account	Submit checks for deposit to the Cashier's Office by 12:00 PM.	Cashiers/GH-180	Scott Petersen Diana Janzen	2759 4248	<a href="mailto:Cashiers@fullerton.edu">Cashiers@fullerton.edu</a>
<b>Tuesday, June 30, 2020</b>	<b>12:00 PM</b>	Petty Cash	Petty cash transactions (approved Disbursement Voucher) should be submitted to the Cashiers Office by 12:00 PM.	Cashiers/GH-180	Scott Petersen Diana Janzen	2759 4248	<a href="mailto:Cashiers@fullerton.edu">Cashiers@fullerton.edu</a>
<b>Tuesday, June 30, 2020</b>	<b>4:00 PM</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 Anthony Sinopoli 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	Anthony Sinopoli	2524	<a href="mailto:asinopoli@Fullerton.edu">asinopoli@Fullerton.edu</a>
<b>Thursday, July 2, 2020</b>	<b>5:00 PM</b>	Billing Request / Request for Invoice (RFI)	Requests for miscellaneous billing for FY 2019-2020 must be received by Accounting Services & Financial Reporting (ASFR).	ASFR/ CP-300	Lynn Gañac	8474	<a href="mailto:ASFR@fullerton.edu">ASFR@fullerton.edu</a>
<b>Thursday, July 2, 2020</b>	<b>5:00 PM</b>	Expenditure Transfer Request (ETR), <b>Non-Payroll</b>	Submit electronic Expenditure Transfer Request forms ( <b>Non-Payroll</b> ) with backup documentation to & Financial Reporting (ASFR).	ASFR/ CP-300	Lynn Gañac	8474	<a href="mailto:ASFR@fullerton.edu">ASFR@fullerton.edu</a>

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**FORMS:**

Accounting Services & Financial Reporting		<a href="https://adminfin.fullerton.edu/finance/asfr/forms/">https://adminfin.fullerton.edu/finance/asfr/forms/</a>				
Accounts Payable/Travel Operations		<a href="https://adminfin.fullerton.edu/finance/ap_travel/forms/">https://adminfin.fullerton.edu/finance/ap_travel/forms/</a>				
Contracts & Procurement		<a href="https://adminfin.fullerton.edu/cp/forms/">https://adminfin.fullerton.edu/cp/forms/</a>				
Financial Services and Administrative Systems		<a href="https://adminfin.fullerton.edu/finance/forms.php">https://adminfin.fullerton.edu/finance/forms.php</a>				
Payroll, Benefits & Retirement Services		<a href="http://hr.fullerton.edu/payroll_benefits/Forms.php">http://hr.fullerton.edu/payroll_benefits/Forms.php</a>				
Resource Planning & Budget		<a href="https://resourceplanning.fullerton.edu/forms/">https://resourceplanning.fullerton.edu/forms/</a>				