

2022-2023  
Fiscal Closing  
Business Operations Forum

April 19, 2023



California State University  
**MONTEREY BAY**

# Introduction & Welcome

Yolanda Anglin  
Interim AVP Finance



# Agenda

1. **Adobe Acrobat Sign in Improvements** (*5 minutes*)
2. **FY2022/2023 Fiscal Closing Workshop** (*90 minutes*)
  - a. Budget and Payroll
  - b. Business and Support Services
  - c. Accounting
  - d. CFO/VP Remarks
3. **Break** (*3 minutes*)
4. **Next BOF & Finance Office Hours** (*2 minutes*)
5. **Q&A** (*20 minutes*)



# Enterprise & Engagement Application Services

Alejandra Lopez  
Applications Analyst  
Ext 4039

[alejlopez@csumb.edu](mailto:alejlopez@csumb.edu)



# Adobe Acrobat Sign in Improvements

Improvements made to the way Adobe Acrobat Sign uses SSO are now made easier for users to sign in. - EAS

- No longer is there an extra step asking you to decide between a Personal or Enterprise ID account.
- It will take you directly to your enterprise account with your @csumb.edu email SSO.
- If you are already logged into the dashboard, you will not need to sign in again after clicking the Adobe Acrobat Sign dashboard link.



[Google Drive](#)[Google Calendar](#)[Google Mail](#)[Adobe Sign](#)[CalState S4](#)[OnBase](#)

Signing in to Adobe

# FY2022/2023 Fiscal Closing Workshop



# Budget and Payroll Deadlines

Laurie Dixon  
Lead Budget Analyst  
Ext. 4156

[ldixon@csumb.edu](mailto:ldixon@csumb.edu)





# Budget Office Deadlines

## May 10

- All payroll adjustments through April are due

## May 18

- Expend YTD student fees



# Budget Office Deadlines

## June 7

- All payroll adjustments through May due
- Last day for budget transfers



# Payroll Submission Deadlines

## June 22

- Absolute drop-dead date for late payroll submissions. Anything received after this date will not be processed for 22/23.



# Procurement Year-End

Sandra Amorim Ruiz

Director of Procurement and Contract Services

Ext 5347

[samorimruiz@csumb.edu](mailto:samorimruiz@csumb.edu)



# Purchase Req. Deadlines

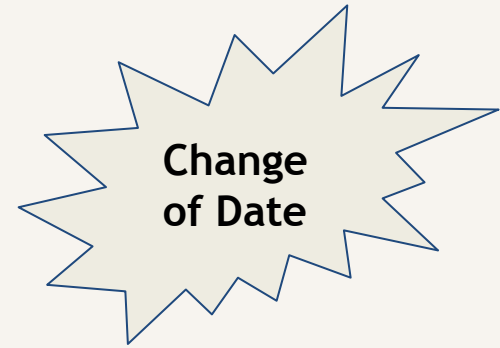


**May 1**

- All Purchase Requisitions  $\leq$  \$25,000
- All PO Alteration Requests (increases)



# May 1



- Last day for low-dollar Purchase Reqs.
- Goods and Services must be received no later than June 26, 2023
- Invoices must have a clean cutoff June 30



# June 26th

- Last day to receive goods and services
- Anything received after June 26<sup>th</sup> will be paid from FY 23/24 funds.



# Keep Open PO vs Voucher Accrual

- **Due May 1**
- Send to [msilva@csumb.edu](mailto:msilva@csumb.edu)
- Only for POs
- Preserves your PO
- Need to do both



Change  
of Date

- Due June 23rd
- Send to Accounting (AP)
- For many transactions
- Reserves your funds
- Need to do both





# ProCard Cutoff

**Beware:**  
Transactions can  
take up to three  
days to post!

## June 12

- End of billing cycle (May 16-June 15)

## June 13-30

- ProCard transactions will be recorded in FY 23/24



# Central email for Procard

**New!**

Please send pro card requests to  
[procard@csumb.edu](mailto:procard@csumb.edu).



# Accounting

Reinel Lagman  
Interim Accounting Manager  
Ext. 4269  
[rlagman@csumb.edu](mailto:rlagman@csumb.edu)

Susan Koch  
Director of Accounting  
Ext. 3501  
[sukoch@csumb.edu](mailto:sukoch@csumb.edu)



# Accounting For Expenses

## June 9th – 5:00pm

- Approved invoices due to A/P to guarantee payment by June 15<sup>th</sup> (last check run)

## June 23rd

- Approved invoices due to A/P to guarantee they will be entered into the system by June 23rd



# Accounting For Expenses

(continued)

## **June 26th – 12:00pm**

- Job run to accrue expenses for 3-way match POs  
(automated process)

## **June 27th - 8:00am**

Department to review Data warehouse reports

\*By this time your report should reflect what is expected



# Accounting For Expense/Revenue Transfers/GL Corrections

**June 29th - noon**

- Noon: last day to submit



# Journal Upload

## Use for:

- Large number of lines correcting the General Ledger (i.e. large number of expense transfers)

## Benefit:

- No limitations on how many lines
- Email approval (no paper or wet signatures required)



<https://csumb.edu/finance/accounting/general-accounting-tax-university-forms-information/university-forms/>

**Glossary of Terms, Abbreviations & Acronyms**

**University Forms**

Tax Information

## University Forms

- > **Accounts Payable Payment and Reimbursement Forms**
- > **Accounts Receivable and Billing Forms**
- ▼ **Managing the General Ledger**
  - [Delegation of Authority Form Revised 12/2021](#)
  - [Job Aide for the Delegation of Authority Form \(Revised 1-18-2012\)](#)
  - [Instructions for Managing Trust Projects](#)

### Transfers

- [Expense Transfer - Form](#)
- [Expense Transfer - Instructions](#)
- [Revenue Transfer - Form](#)
- [Revenue Transfer - Instructions](#)

### Journal Uploads

- [Journal Upload Template with Instructions \(revised 6-19-19\)](#)
- [ProCard Journal Upload Template with Instructions \(revised 6-24-2015\)](#)

Please see the forms on the [Billing Process: Third-Party, Non-Student](#) Web Page





# JOURNAL UPLOAD TEMPLATE

REQUIRED FIELDS ARE HIGHLIGHTED YELLOW

As applicable highlighted orange

Use unlimited under of lines

NOTE: The number of characters are limited per field

6 digits	5 characters	4 digits	3 characters	5 characters	8 characters		30 characters					10 characters	
Account	Fund	Dept	Program	Class	Project	Scenario	Line Description	Stat	Stat Amt	Open Item	Jrnl Line Ref	Amount	
660003	TL506	1062					Exp Transfer to add class code				00152228	(10.50)	
660003	TL506	1062		SF406			Exp Transfer to add class code				00152228	10.50	

Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Project Fdescr
B000 - Cal State Univ - Monterey Bay	2022	9	3/16/2023 12:00:00 AM	00152228	VCH - AP Voucher Accounting	AWL*PEARSON EDUCATION	10.50	660003 - Supplies	TL506 - AA Campus Wide Special Events	1062 - Education and Leadership	---	---	---

Period is between 0 and 10

- and Acct Fdescr
- and Acct Cat
- and Dept
- and Fund
- and Bus Unit
- and Fiscal Year

## Journal Upload training video:

<https://edit.csumb.edu/sites/default/files/images/st-block-80-1461881005140-raw-howtouploadajournal.mp4>



# Journal Upload

(continued)

Where to send Journal Upload :

[University-accounting@csumb.edu](mailto:University-accounting@csumb.edu)

- If ET affects a different department, please carbon copy fiscal authority from that department

Who to Contact Regarding ETs :

[University-accounting@csumb.edu](mailto:University-accounting@csumb.edu)



# Accounting For Revenues

All third party billing, including billing to the Auxiliary, has to be processed by the University Accounts Receivable Accountant

Deadline: June 23rd - Noon

- Submit non-student billing requests for revenues earned during FY22/23 to [accounts-receivable\\_non-student@csumb.edu](mailto:accounts-receivable_non-student@csumb.edu)



# Template and Instructions

<https://csumb.edu/finance/accounting/general-accounting-tax-university-forms-information/university-forms/>

## Accounting

Glossary of Terms,  
Abbreviations & Acronyms

**University Forms**

Tax Information

### University Forms

> **Accounts Payable Payment and Reimbursement  
Forms**

✓ **Accounts Receivable and Billing Forms**

[Updates to Existing Customers - with Instructions](#)  
[New Customer Upload Template - With Instructions](#)  
[Billing Upload Template - With Instructions](#)



# Interagency Financial Transactions (IFT)

Where to send IFT request:

[University-accounting@csumb.edu](mailto:University-accounting@csumb.edu)

Deadline: June 5 - Noon

Last day to submit IFT request.



# Things to do to make YE close easier

- Start preparing now:
  - Place your orders with sufficient time
  - Work with your Suppliers to meet fiscal deadlines



# Resources

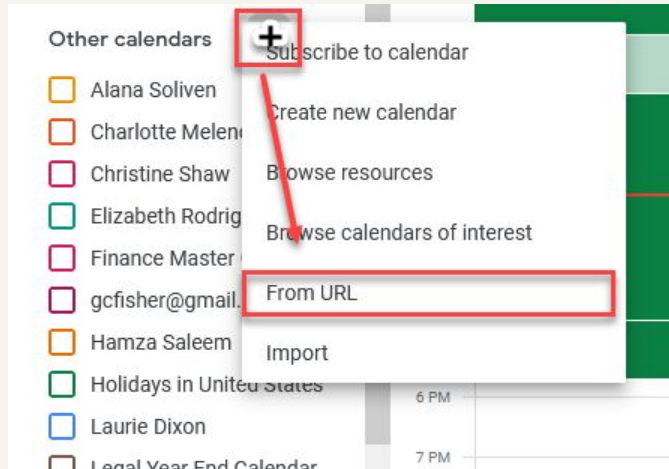
Finance Home Page

<https://csumb.edu/finance>

[Finance: Important Dates & Events Calendar](#)



# Finance: Important Dates & Events Calendar



<https://calendar.google.com/calendar/u/0?cid=Y19oZms1cWwyODgxZTQ2dGs4YzI0bzZ1NGw2b0Bncm91cC5jYWxlbnRhci5nb29nbGUuY29t>





# Staff & Faculty Communication

Join the Accounting Mailing List if you personally want to receive an email on year-end close reminders, instructions and changes.

Request through:

[accounts\\_payable@csumb.edu](mailto:accounts_payable@csumb.edu)



# Preferred Contact Route

[accounts-receivable\\_non-student@csumb.edu](mailto:accounts-receivable_non-student@csumb.edu)

[accounts\\_payable@csumb.edu](mailto:accounts_payable@csumb.edu)

[paymentrequest@csumb.edu](mailto:paymentrequest@csumb.edu)

[University-Accounting@csumb.edu](mailto:University-Accounting@csumb.edu)

A staff member will respond within 48 hours



# Finance Contacts

Accounts Payable, Direct/PO Payments,  
Accounts Payable, Accruals and Travel  
Accruals

Shari Mano . . . . . 4605  
Olga English . . . . . 4224  
Melanie Hernandez . . . . . 3128

Chargebacks and Billings

Elizabeth Rodriguez . . . . . 4526\*  
*(please contact Charlotte if Liz is out)*

Petty Cash and Cell Phone Reimbursements

Charlotte Melendrez. . . . . 4415

Expense transfers and GL corrections

Jane Zacchia . . . . . 4579

Deposits

Felicia Valdez. . . . . 3719

Budget Transfers, Payroll Adjustments

Laurie Dixon . . . . . 4156  
Bob Cubillas . . . . . 4634  
Tiffany Grau . . . . . 4618

Procurement, Contracts, and Asset  
Management

Sandra Ruiz . . . . . 5347  
Reyola Carlisle . . . . . 3506  
Eva Salas . . . . . 3751  
Miguel Silva . . . . . 5058  
Marcus Medina . . . . . 4073  
Calista Gasbarri.....4619



# STAR/CASHIER

Alana Soliven

Cashiering and Student Accounting Services Manager

Ext. 4323

[asoliven@csumb.edu](mailto:asoliven@csumb.edu)

Cashier's Office

Ext. 3719

[cashiers\\_office@csumb.edu](mailto:cashiers_office@csumb.edu)



# STAR/Cashier Reminders

Student Financial system (OASIS) and CASHNet will close by 1:00 pm on June 30<sup>th</sup>

- Special Cashier's office hours:

- 6/27 1:30-4:30pm
- 6/28 Wed 1:30-4:30 pm
- 6/29 Thurs 9am - 1pm\*

- Last day open in current fiscal year is Thursday, June 29

\*Stateside deposits are due to Cashier's Office by 1:00pm on 6/29 to be reflected in 22/23

\*UCORP deposits are due to Cashier's Office on 6/20 to be reflected in 22/23



# Next BOF & Finance Office Hours

**Next BOF 09/20/2023 (TBD)**

**Accounting**

**Weekly on Fridays (04/21) at 10:30 a.m.**

**<https://csumb.zoom.us/j/85920601537>**

**Budget**

**Bi-weekly on Wednesdays (04/26) at 11:00 a.m.**

**<https://csumb.zoom.us/j/87856562232>**

**BSS**

**Bi-weekly on Thursdays (04/27) at 11:00 a.m.**

**[meet.google.com/jbt-vrps-ofz](https://meet.google.com/jbt-vrps-ofz)**

**Please contact [financeasc@csumb.edu](mailto:financeasc@csumb.edu) for details.**



# Business Operations Forums Presentations

Business Operations Forum Presentations are available on the “[Business Operations Forums](#)” section of the [Finance](#) web page.

Today’s presentation will be included shortly.



# Survey

We encourage you to provide feedback not only on today's presentation but also any suggestions to assist you in making the year-end close better.





# Questions?





Thank you

