19/20 Fiscal Closing & 101 Workshop

The Circle of Life Year-end

April 22, 2020
REMINDER: CFS Fluid User Interface - Phase II
ACTION by April 23, 2020

- Go-Live April 27, 2020
  - Multiple FLUID Homepages
    - CFS 9.2 CO Delivered Homepage
    - User Maintained Personalized Homepages [CFSDEFINEDHP (1-4)]
    - Branding – CSU Logo
    - Move User Direct Links Tiles to Personalized Homepages by APRIL 23, 2020
  - No change to Favorites within CFS
  - No change to Finance Data Warehouse

- For Instructions and more information, please visit: https://csumb.edu/finance/administrative-systems-management
Procurement Year-End

Art Evjen
Director, Business and Support Services
ext. 3394
Cellphone Renewal

The Reimbursement Plan Agreements expire June 30, 2020 and must be renewed by July 1, 2020 so payment is not interrupted.
Purchase Req. Deadlines

March 23, 2020
• All Purchase Requisitions >$50,000

April 9, 2020
• All Purchase Requisitions >$25,000

May 18, 2020
• All Purchase Requisitions ≤ $25,000
• All PO Alteration Requests (increases)
May 18th

• Last day for low-dollar Purchase Reqs.

• Goods and Services must be received no later than June 30, 2020

• Invoices for services must have a clean cutoff June 30. (No July services)
June 30th

Last day to receive goods and services

Anything received after June 30th will be paid for from FY20/21 funds.

Art Evjen, ext. 3394
Keep Open PO vs Manual Accrual

- Due May 27
- Send to Procurement
- Only for POs
- Preserves your PO
- Need to do both

- Due June 18
- Send to Accounting (AP)
- For many transactions
- Reserves your funds
- Need to do both

Art Evjen, ext. 3394
ProCard Cutoff

No ProCard Cutoff!!!!

6/16 - 6/21

• All purchases from June 16 forward will be accrued.
• 16th – 21st in FY 19/20

6/22 - 6/30

• ProCard transactions will be recorded in FY 20/21.
Budget and Payroll Deadlines

Yolanda Anglin
Director of Budget and Planning
ext. 4021
Budget Office Deadlines

May 8
- All payroll adjustments through April due.

May 18
- Expend YTD student fees

June 5
- All payroll adjustments through May due
- Last day for budget transfers
Payroll Submission Deadlines

June 19

- Absolute drop-dead date for late payroll submissions. Anything received after this date will not be processed for 19/20.
Accounting

Brenna Dresser
General Accounting Manager
ext. 4302
Accounting For Expenses

June 5

• 5pm Approved invoices due to A/P to guarantee payment by 6/11 (last large check run)

June 12

• Approved invoices due to A/P to guarantee they will be entered into the system by June 21
Accounting For Expenses

June 17
• Noon: Submit receiving documents for 3 way match POs

June 17
• GL015 job run to accrue expenses for 3 way match POs
Accounting For Expenses

June 17
• 8am: Depts to review DW

June 18
• Noon: Manual accruals are due

June 22
• Depts to review DW

June 24
• Last day to submit any corrections

Accrual Training Video:
https://drive.google.com/drive/folders/0B6P0uerCu2SUSWZSVmdLWDVvRUk
How can I tell if an invoice has been vouchered/paid?

✔ CFS Voucher Inquiry Screen can be used to search for vendor payments

Checking invoice status training video:
https://drive.google.com/drive/folders/0B6P0uerCu2SUSWZSVmdLWDVvRUK
Accounting For Expense/Revenue Transfers

June 24

• Noon: last day to submit
Accounting For Receivables

Billing Cutoffs:

June 24

• Noon: last day to submit
Accounting For GAAP

GAAP:

6/24 Noon: Continue to submit:

Corrections
Manual Accruals
Billing Alterations
TEC’s
Accounting For GAAP

GAAP ONLY:

June 26

- Additional Invoices (for pmt on 7/2)

July 10

- All remaining FY 19/20 invoices to be submitted to be accrued in GAAP.
- Manual GAAP Accruals
JOURNAL UPLOAD

Use for:

• Large number of lines correcting the General Ledger (i.e.: big expense transfers)

Benefit:

• No limitations on how many lines
• Email approval (no paper or wet signatures)
University Forms

› Accounts Payable Payment and Reimbursement Forms

› Accounts Receivable and Billing Forms

› Managing the General Ledger

- Delegation of Authority Form (updated 12-10-18)
- Job Aide for the Delegation of Authority Form (Revised 1-18-2012)
- Instructions for Managing Trust Projects

Journal Uploads

- Journal Upload Template with Instructions (revised 6-24-2015)
- ProCard Journal Upload Template with Instructions (revised 6-24-2015)

Please see the forms on the Billing Process: Third-Party, Non-Student Web Page
• Support required showing how activity reflects in the GL and why correcting chartfield
• (attach explanation, receipt, DW printout, etc.)
• Let the documents tell the story!

Journal Upload training video:
https://drive.google.com/drive/folders/0B6P0uerCu2SUSWZSVmdLWDVvRUk
Where to send Journal Upload:
- 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
- Call 4269
THINGS TO DO TO MAKE YE CLOSE EASIER

• Start preparing now:
  – Place your orders early
  – Work with your vendors
  – Order goods on 3-way match PO’s (automated accruals!)
THINGS TO DO TO MAKE YE CLOSE EASIER

• If manually accrued item, when invoice is received make notation on the invoice that it was already accrued in order to avoid duplicate accrual.

• If vendor guarantees shipment by June 30, go ahead and manually accrue by NOON- June 18; & attach guarantee to the accrual
THINGS TO DO TO MAKE YE CLOSE EASIER

• Submit one manual AP accrual template per department (remember travel is on a separate template) to avoid duplicate requests.
• Accrue open items for all funds.
• If manually accruing PO related activity, make sure the chartstring is the same as the PO.
Manual Accrual Templates will be emailed to the A/P mailing list on June 12.

Due back June 18, noon

To get added to the list, send a request to Accounts_payable@csumb.edu
Manual Accrual Templates

• Check data warehouse on June 22 and submit any modifications or corrections to accruals via e-mail to Accounts_Payable@csumb.edu

• Keep a copy of manual accrual spreadsheet on hand so when invoices come in you can compare against your accruals. Mark “ACCRUED” on invoices that have been accrued.
Travel Accruals

If a TEC is not submitted by 6/12, on travel occurring prior to and including June 30, then the department will need to submit to AP a Travel Manual Accrual Worksheet on 6/18.
Travel

– If the actual travel expense exceeds the amount accrued, only the amount accrued will be charged to FY19/20

– The remainder will be charged to the FY20/21 departmental funds
Travel

– If you embark on a trip in FY19/20 and the trip continues into FY20/21, you need to split the cost per fiscal year on a separate RAT and TEC.

– You need to also submit a manual accrual for the FY19/20 portion of the trip. State the destination and dates of the trip on the accrual form. Place on 2 separate TECs.
PREPAID EXPENSES
PREPAID EXPENSES

Prepaid Expense definition:

Amounts that are paid prior to the period they cover (Paying FY20/21 expense in FY19/20).

Recording of a prepaid expense has the effect of reducing expenditures in the current year and recording them in the following year.

We are only recording prepaids for:

invoice amounts greater than $2,000.00
Prepaid Expenses can include (but not limited to):

- Travel
- Insurance (insurance accounts only)
- Licenses (use same account # of item purchased that is being licensed)
- Memberships (account # 660804 - except Library Acquisitions)
- Maintenance Agreements (use same acct # of item purchased agreement for)
- Postage (accounts # 660867, 660868 & 660869 - depends on type)
- Rent (account # 660831)
- Services (account # 613001 & 613813)
- Space Rental (account # 660041)
- Subscriptions (account # 660804-except CSUMB Library Acquisitions)
- Telephone bill (account # 604001)
- Utilities (account # 605000-605005 - depends on type)
- Warranties (use same account # of item purchased warranty for)
PREPAID EXPENSES

The good news??????
We track prepaids for you!!
You double check us...

June 22 - All prepaid expenses will be recorded in the Legal ledger. Please review and submit any changes by Noon on June 24.

July 10 - Prepaid list through June 30 sent
Revise and get back to Accounting by July 13

Remember only invoices over $2,000 are analyzed for prepaid amounts.
Year End Calendar

https://calendar.google.com/calendar/ical/csumb.edu_8qjfghksd0cup2u5tnbos66gko%40group.calendar.google.com/public/basic.ics
YEAR END MEMO and
POWERPOINT PRESENTATION

Finance Home Page
https://csumb.edu/finance/end-fiscal-year-university
Listing of deadline dates is in the
CURRENT YEAR-END MEMO
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
PREFERRED CONTACT ROUTE

accounts-receivable_non-student@csumb.edu

accounts_payable@csumb.edu

University-Accounting@csumb.edu

A staff member will respond within 24 hours
# Contacts

<table>
<thead>
<tr>
<th>Category</th>
<th>Contact Name</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable, Direct/PO Payments, Accounts Payable Accruals and Travel Accruals</td>
<td>Shari Mano</td>
<td><a href="mailto:smano@csumb.edu">smano@csumb.edu</a></td>
</tr>
<tr>
<td></td>
<td>Trianna Kyu</td>
<td><a href="mailto:tkyu@csumb.edu">tkyu@csumb.edu</a></td>
</tr>
<tr>
<td></td>
<td>Olga English</td>
<td><a href="mailto:oenglish@csumb.edu">oenglish@csumb.edu</a></td>
</tr>
<tr>
<td></td>
<td>Elizabeth Rodriguez</td>
<td><a href="mailto:elirodriguez@csumb.edu">elirodriguez@csumb.edu</a></td>
</tr>
<tr>
<td>Chargebacks &amp; Billings</td>
<td>Reinel Lagman</td>
<td><a href="mailto:rlagman@csumb.edu">rlagman@csumb.edu</a></td>
</tr>
<tr>
<td>Deposits</td>
<td>Felicia Valdez</td>
<td><a href="mailto:fvaldez@csumb.edu">fvaldez@csumb.edu</a></td>
</tr>
<tr>
<td>Expense Transfers (Non-Payroll)</td>
<td>Reinel Lagman</td>
<td><a href="mailto:rlagman@csumb.edu">rlagman@csumb.edu</a></td>
</tr>
<tr>
<td>Petty Cash ($50 or less)</td>
<td>Roger Satof</td>
<td><a href="mailto:rsatof@csumb.edu">rsatof@csumb.edu</a></td>
</tr>
<tr>
<td>Budget Transfers, Payroll, Adjustments</td>
<td>Laurie Dixon</td>
<td><a href="mailto:ldixon@csumb.edu">ldixon@csumb.edu</a></td>
</tr>
<tr>
<td></td>
<td>Yolanda Anglin</td>
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<td></td>
<td>Ralph Sirtak</td>
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<td></td>
<td>Bob Cubillas</td>
<td><a href="mailto:rcubillas@csumb.edu">rcubillas@csumb.edu</a></td>
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<tr>
<td>Procurement</td>
<td>Eva Salas</td>
<td><a href="mailto:esalas@csumb.edu">esalas@csumb.edu</a></td>
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<tr>
<td></td>
<td>Miguel Silva</td>
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<td></td>
<td>Michael Phillips</td>
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<td>Art Evjen</td>
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<tr>
<td></td>
<td>Reyola Carlisle</td>
<td><a href="mailto:rcarlisle@csumb.edu">rcarlisle@csumb.edu</a></td>
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</table>
THANK YOU!!!