2022-2023
Fiscal Closing
Business Operations Forum
April 19, 2023
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
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
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
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 26th will be paid from FY 23/24 funds.
Keep Open PO vs Voucher Accrual

- Due May 1
- Send to msilva@csumb.edu
- Only for POs
- Preserves your PO
- Need to do both

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

Change of Date
ProCard Cutoff

June 12
- End of billing cycle (May 16-June 15)

June 13-30
- ProCard transactions will be recorded in FY 23/24

Beware: Transactions can take up to three days to post!
Central email for Procard

New!

Please send pro card requests to procard@csumb.edu.
Accounting

Reinel Lagman
Interim Accounting Manager
Ext. 4269
rlagman@csumb.edu

Susan Koch
Director of Accounting
Ext. 3501
sukoch@csumb.edu
Accounting For Expenses

**June 9th – 5:00pm**
- Approved invoices due to A/P to guarantee payment by June 15\(^{th}\) (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/
### 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

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**Journal Upload training video:**

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

California State University
MONTEREY BAY
Journal Upload

(continued)

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
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/
Interagency Financial Transactions (IFT)

Where to send IFT request:
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=Y19oZms1cWwyODgxZTQ2dGs4YzI0bzZ1NGw2b0Bncm91cC5jYWxlbmRhci5nb29nbGUuY29t
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
Preferred Contact Route

accounts-receivable_non-student@csumb.edu
accounts_payable@csumb.edu
paymentrequest@csumb.edu
University-Accounting@csumb.edu

A staff member will respond within 48 hours
## Finance Contacts

<table>
<thead>
<tr>
<th>Category</th>
<th>Contact</th>
<th>Phone Number</th>
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<tr>
<td>Accounts Payable, Direct/PO Payments,</td>
<td>Shari Mano</td>
<td>4605</td>
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<tr>
<td>Accounts Payable, Accruals and Travel Accruals</td>
<td>Olga English</td>
<td>4224</td>
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<td>Melanie Hernandez</td>
<td>3128</td>
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<tr>
<td>Chargebacks and Billings</td>
<td>Elizabeth Rodriguez</td>
<td>4526*</td>
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<td>Charlotte if Liz is</td>
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<td>Petty Cash and Cell Phone Reimbursements</td>
<td>Charlotte Melendrez</td>
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<td>Expense transfers and GL corrections</td>
<td>Jane Zacchia</td>
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<td>Deposits</td>
<td>Felicia Valdez</td>
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<td>Budget Transfers, Payroll Adjustments</td>
<td>Laurie Dixon</td>
<td>4156</td>
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<td>Bob Cubillas</td>
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<td>Tiffany Grau</td>
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<td>Procurement, Contracts, and Asset Management</td>
<td>Sandra Ruiz</td>
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<td>Marcus Medina</td>
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<td>Calista Gasbarri</td>
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STAR/CASHIER

Alana Soliven
Cashiering and Student Accounting Services Manager
Ext. 4323
asoliven@csumb.edu

Cashier’s Office
Ext. 3719
cashiers_office@csumb.edu
STAR/Cashier Reminders

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

• 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 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

Please contact 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