



2018/2019 FISCAL CLOSING Workshop

March 20, 2019

A screenshot of an Excel spreadsheet with multiple columns and rows of data, representing financial information. The data is organized in a grid format with various numerical values and some text labels.



INTRODUCTION and WELCOME

William Musselman
Interim AVP for Finance

A screenshot of an Excel spreadsheet with multiple columns and rows of data, including numerical values and some text. The spreadsheet is partially obscured by the text and the 3D bar chart.



BOF PRESENTATIONS

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

Today’s presentation will be included as soon as any changes suggested by you, are made.





Upcoming Business Operations Forums



Year End Close Training 101

**Thursday, April 17, 2019 10:00-11:30 a.m.
University Center Living Room**

This training is geared for those new to CSUMB of those employees looking to get more detailed year end information and training. We will present on common year end topics and answer any questions you may have about the process.

University Corporation Updates

**Wednesday, May 8, 2019 10:00-12:00p.m.
University Center Living Room**

You will hear about updates and changes in most areas of the University Corporation for instance, A/P and Travel, Post-Award Grants & Contracts, Business Support Services, and Accounting.



FY2018/2019 FISCAL CLOSING (Year-End) WORKSHOP March 20, 2019



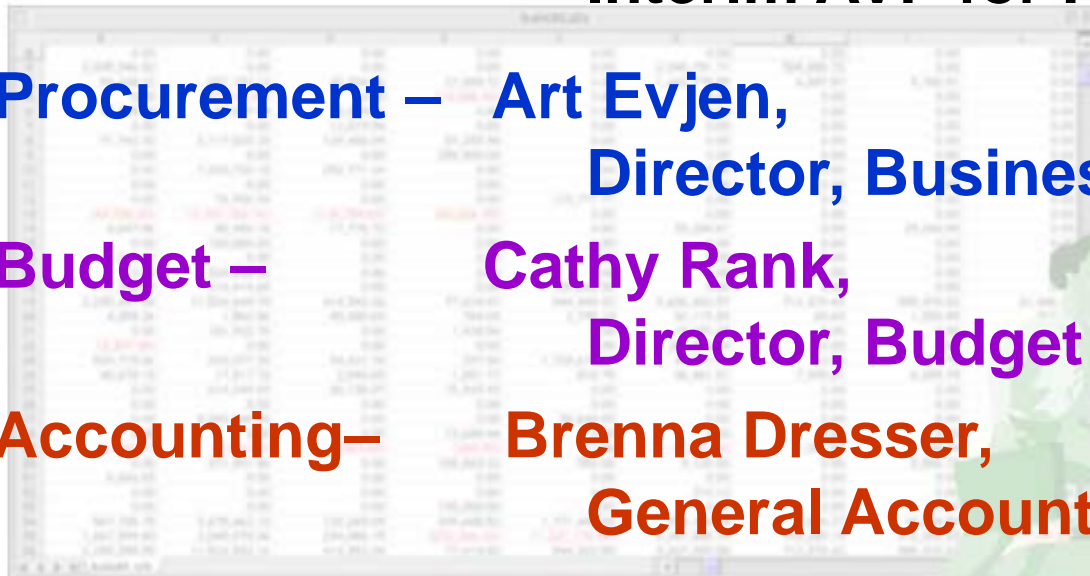
FINANCE:

**Introduction – William Musselman,
Interim AVP for Finance**

**Procurement – Art Evjen,
Director, Business & Support Services**

**Budget – Cathy Rank,
Director, Budget and Planning**

**Accounting– Brenna Dresser,
General Accounting Manager**



Procurement Year-End



Art Evjen

Director, Business and Support Services

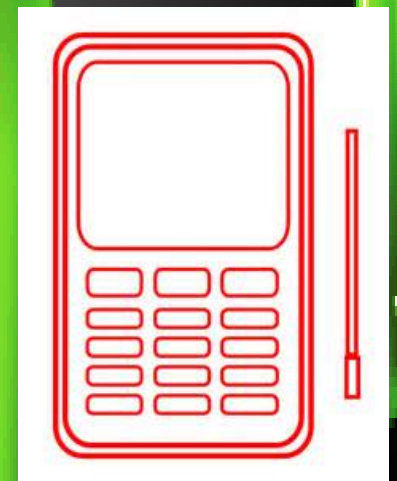
ext. 3394

TM

○ Cellphone Renewal

under Option 2 Plan

The Reimbursement Plan Agreements expire June 30, 2019 and must be renewed by June 14, 2019 so payment is not interrupted.



Purchase Req. Deadlines

March 22, 2019

- *All Purchase Requisitions > \$50,000*

April 9, 2019

- *All Purchase Requisitions > \$25,000*

May 9, 2019

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

May 9th

- Last day for low-dollar Purchase Reqs.
- Goods and Services must be received no later than June 30, 2019
- Invoices must have a clean cutoff June 30
- June 30, 2019 is a Sunday!

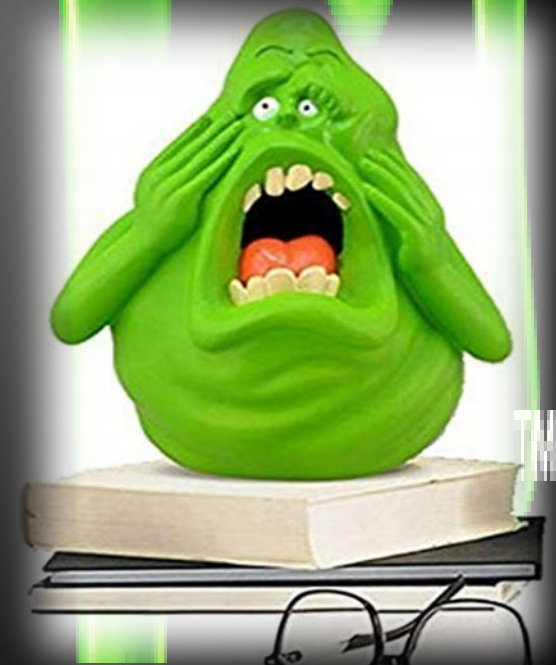
June 30th

Last day to receive goods and services
Anything received after June 30th will be
paid from FY19/20 funds.

June 30, 2019 is a Sunday!

There is no June 31st!

➤ *Art Evjen, ext. 3394*



Keep Open PO List

ALL Purchase Orders are subject to closure, starting June 19, unless Procurement receives a request (electronic spreadsheet) by **May 24** to keep the PO open.

May 13

through

May 24

Keep Open PO vs Manual Accrual

- Due May 24
- Send to Procurement
- Only for POs
- Preserves your PO
- Need to do both

- Due June 20
- Send to Accounting (AP)
- For many transactions
- Reserves your funds
- Need to do both

ProCard Cutoff

6/12 through 7/1 Procard Lockdown

6/11

- Last Day Procard can be Used until 7/1

6/14

- Procard billing cutoff date

6/17

- Procard activity loaded for departments review and revisions.

6/18

- Noon – Deadline for Procard changes

6/20

- Procard reconciliation reports due

6/20

- Manually accrue items expected to be received by 6/30 but not on the Procard statement.

➤ **Eva Salas, ext. 3751**

Supplies Ordering Cutoff



Palace, Staples, Office Max/Office Depot
Deliveries on Tuesdays, Wednesdays & Fridays

5/10 IF

still on old system, invoicing to chartstring

6/10 IF

using new system linked to ProCard



Budget and Payroll Deadlines

Cathy Rank
Director of Budget and Planning

ext. 4021



TM

Budget Office Deadlines

April 12

- *Student fees posted through March should be expended*

May 13

- *Student fees posted through April should be expended*

June 7

- *Last day for budget transfers*

Payroll Submission Deadlines

CHANGE

- *Most stipends and uniform allowances are now issued in the same month as regular pay*
- *Example, May stipends will be issued & paid in May; June stipends will be issued & paid in June*

Payroll Submission Deadlines

May 24

- *Special Consultant vouchers for effort already completed, submit by May 24th for inclusion on the May paytape*

June 21

- *Special Consultant vouchers for effort already completed, submit by June 21st for inclusion on the June paytape*

Payroll Submission Deadlines

June 21

- *Absolute drop-dead date for late payroll submissions. Anything received after this date will not be processed for 18/19.*

Payroll Adjustments Deadlines

April 12

- *For March
2019 Payroll*

May 8

- *For April
2019 Payroll*

June 6

- *For May
2019 Payroll*

Cost Recovery

Migration from MB570 Continues

- *Contact the Budget Office or Accounting with any questions*





Accounting



Brenna Dresser

ext. 4302

TM

Accounting For Expenses

Question: Why is this important to you?

Answer: A clean year-end helps you by recording all the CY expenses in the CY, so that next year's budget does not have to cover them!

Accounting For Expenses

Travel:

May 16

- *RATs for advances – 5/23 payment*

June 3

- *TECs due to be processed by June 6*

June 3

- *Travel 'Registration Payment Request' due to be processed by June 6*

Accounting For Expenses

May 16

- *5pm Approved invoices due to A/P to guarantee payment by 5/23 (last large check run)*

June 14

- *Approved invoices due to A/P to guarantee they will be entered into the system by June 20*

Accounting For Expenses

June 17

- *Noon: Submit receiving documents for 3 way match POs*

June 18

- *GL015 job run to accrue expenses for 3 way match POs*

Accounting For Expenses

*June
19*

- *8am: Depts to review DW to determine what accruals are needed*

*June
20*

- *Noon: Manual accruals are due back to Accounting Dept*

*June
24*

- *Depts to review DW and submit corrections*

*June
26*

- *Last day to submit any corrections (non guaranteed into Legal)*

Accrual Training Video:

<https://drive.google.com/drive/folders/0B6P0uerCu2SUSWZSVmdLWDVvRUK>

Accounting For Expenses

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 14

- *Due for activity thru
6/30*

June 26

- *Noon: last day to
submit (non-
guaranteed)*



Accounting For Receivables

Billing Cutoffs:

6/3

- Due for chargeback thru 6/30 – incl. CO & CO travel CPO's using Project "CHANCLOR"*

6/14

- Due for billings thru 6/30*

6/26

- Noon: last day to submit (non-guaranteed)*

Accounting For GAAP

GAAP (maybe Legal):

- ✓ 6/26 Noon: Continue to submit:
 - ✓ Corrections
 - ✓ Manual Accruals
 - ✓ TEC's
 - ✓ Billing Alterations

Non-guaranteed in Legal

Accounting For GAAP

GAAP ONLY:

6/27

- *Additional Invoices
(for pmt on 7/5)*

7/12

- *All remaining FY 2018/2019
invoices to be submitted to
be accrued in GAAP.*
- *Manual GAAP Accruals*



He slimed me

JOURNAL UPLOAD

Use for:

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

Benefit:

- No limitations on how many lines
- Time saver for all involved when multiple lines; otherwise use Expense Transfer (ET) Form

General Accounting, Tax, &
University Forms Information

Tax Information

University Forms

Glossary of Terms,
Abbreviations & Acronyms

University Accounts Payable

University Accounts
Receivable

Level Policies & Procedures

Roll

Accounting Training

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 \(revised 6-24-2015\)](#)

For more information, see the forms on the Billing Process Third-Party Non-Student Web Page.

JOURNAL UPLOAD

- 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>

JOURNAL UPLOAD

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

- It is easier to submit an approved invoice than manually accruing it.
- 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 20; & attach guarantee to the accrual

THINGS TO DO TO MAKE YE CLOSE EASIER

- Submit one manual AP accrual template per dept (**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.

YEAR END MEMO and POWERPOINT PRESENTATION

Finance Home Page

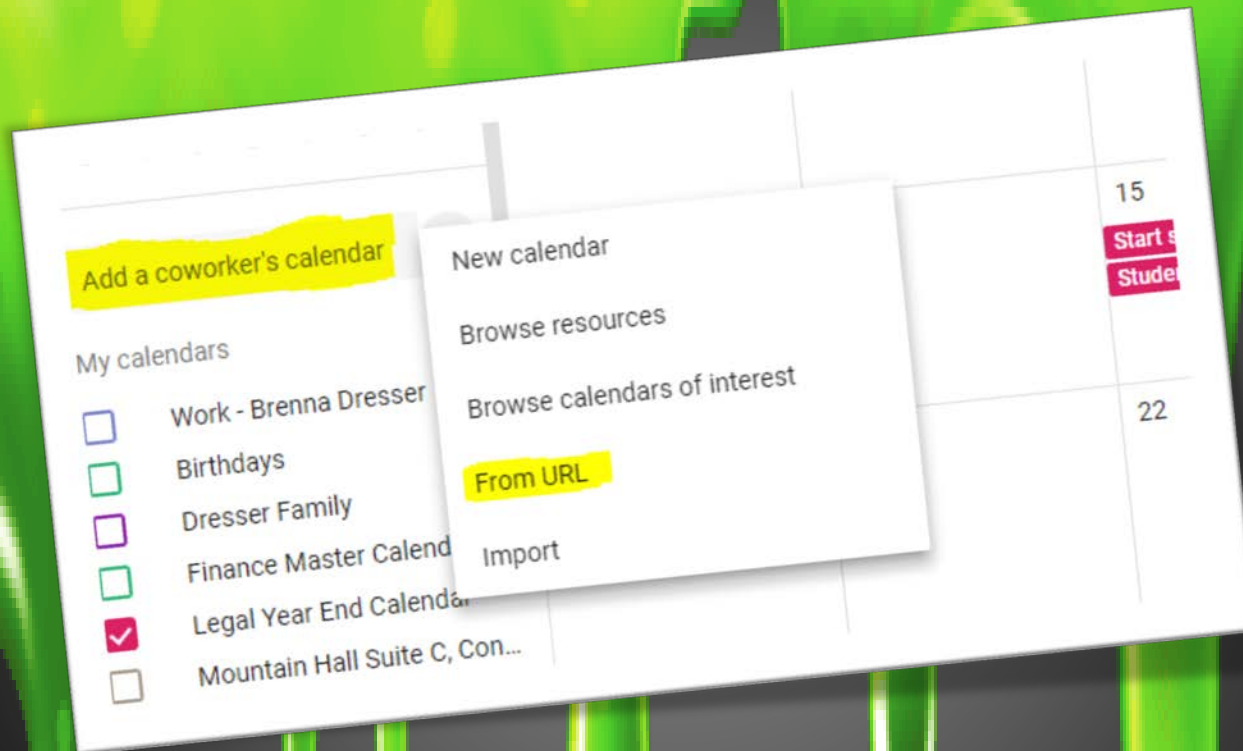
<https://csumb.edu/finance/end-fiscal-year-university>

Listing of deadline dates is in the

CURRENT YEAR-END MEMO



Year End Calendar



https://calendar.google.com/calendar/ical/csmb.edu_8qifghksd0cup2u5tnbos66gko%40group.calendar.google.com/public/basic.ics

Year End Calendar

California State University MONTEREY BAY Calendar TODAY < > June 2018

June 2018 < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	Jun 1	2
			Deadline for May Time Rep	Last Petty Cash disbursemen	Deadline for May Time App Final YR-END Petty Cash re Last date to request revisio 7 more	
3	4	5	6	7	8	9
	Submit CO/CSU chargebac Submit CO/CSU travel to be			Payroll expense adjustment	Budget transfers due (all pr	
10	11	12	13	14	15	16
	Last day to order supplies f May Shift Differential Overt May Special Consultant (vo	Last day ProCards can be u	ProCard Lockdown		5 p.m. Depts. are to help Ac All billing request (Account 3 more	
17	18	19	20	21	22	23
ProCard Lockdown						
	By noon, ProCard activity w Depts. to submit to 'Shippir	Noon deadline to update Ju	8 a.m. Depts. to drill into Cf All PY (prior year, FY17/18)	By noon, Depts. should mar By Noon- ProCard Reconcil Noon deadline for departm		
24	25	26	27	28	29	30
ProCard Lockdown						
	Depts. to review DW and su		By noon, submit all Univers By noon, submit approved i Master Payroll Certification	5pm - Deadline to submit i Final deposits to Cashier's i	Deadline for June Time Rep	

My calendars

- Work - Brenna Dresser
- Birthdays
- Dresser Family
- Finance Master Calendar
- Legal Year End Calendar
- Mountain Hall Suite C, Con...
- Mountain Hall Suite D, Co...
- Tasks

Other calendars

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

University AR: accounts-receivable_non-student@csumb.edu

University AP: accounts_payable@csumb.edu

University Accounting: University-Accounting@csumb.edu

A staff member will respond within 24 hours otherwise you run into the risk of service interruption if the individual person you contacted is unavailable.

WHO YOU GONNA CALL?



WHO YOU GONNA CALL??

• Accounts Payable, Direct/PO Payments, Accounts Payable Accruals and Travel Accruals.	Elizabeth Rodriguez	4526
	Roger Satof	3711
	Olga English	4224
• Chargebacks, Recharges & Billings.	Reinel Lagman	3745
• Deposits	Felicia Valdez	3719
• Expense Transfers (Non-Payroll)	Uzair Shakoor	4269
• Petty Cash (\$50 or less)	Elizabeth Porteous	4579
• Budget Transfers, Payroll Adjustments	Laurie Dixon	4156
	Cathy Rank	4021
	Ralph Sirtak	4618
	Bob Cubillas	4634
• Procurement	Eva Salas	3751
	Miguel Silva	5058
	Michael Phillips	4252
	Art Evjen	3394
	Reyola Carlisle	3506





Questions you came
with that we didn't
answer?
Or things that you
thought you
understood & we
totally messed up for
you?

SURVEY



We encourage you to provide feedback not only on today's presentation but also anything we could do in Finance to help make the year-end close better for you.

THANK YOU!!!