




DATE: March 11, 2022  
TO: CSUMB Business Operations Forum Members  
FROM: Stephen W. Mackey, AVP for Finance   
SUBJECT: State University Fiscal Year-End Procedures FY21-22

As we prepare for another fiscal year-end (FYE), I felt it important to thank all of you for your continued efforts to bring the campus back to life and get on with the business of running our university in person – while maintain our digitally enhanced procedures. This year was probably the most difficult of the pandemic, we started the year primarily remote and switched to a hybrid and in person modality. Travel started, stopped, and has started again. In person events are taking place. In retrospect, I found it easier to go fully remote than to return because of the uncertainty. As we move forward, I would like to reiterate how proud I am of the entire finance team. We never left campus. Paychecks, AP, Cashiering, Contracts, Budget, and Support and Innovation - all continued with excellence.

Below are the details for this year's FYE. We cannot have excellence in financial reporting without your support and effort. I thank all of you for continuing to work with our teams and find ways to better serve our faculty and students

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You are invited to attend our **Year-End Fiscal Closing Forum**, Tuesday, April 26, 2022 via Zoom. We will be starting promptly at 2:00pm and ending at about 4:00pm. We will send out zoom information in the coming weeks.

Legal closing of the General Ledgers is planned for **Friday, July 1, 2022**.

It is imperative to identify and set aside (accrue) sufficient funds to cover all costs incurred but not yet paid by June 30th for goods and services received on or before June 30, 2022. Your cooperation in adhering to the schedule and procedures is critical for assuring accurate year-end financial reporting to the State Controller's Office. This helps prevent State funds from expiring or reverting, and ensures minimal disruption to employee and vendor payments.

The University Corporation deadlines may differ and your departmental deadlines may be earlier to meet the deadlines listed below. The dates below may be adjusted to meet the year-end requirements and deadlines. If this should happen, you will be notified in the weekly reminders (which include more detailed directions for year-end close) emailed by

the Year-End Close Team. Request to receive these emails at [accounts\\_payable@csumb.edu](mailto:accounts_payable@csumb.edu). See End of Fiscal Year - University for more directions on the year-end process which is available on the finance webpage.

**ACCOUNTS PAYABLE DISBURSEMENT DATES**

All Check Runs/ACH Disbursements:

Thursdays: May 5, 12, 19, 26  
 June 2, 9  
 July 7 (FY 22/23)

<b><u>DEPARTMENTAL ACTIVITY TIMELINE</u></b>		
<b><u>Date</u></b>	<b><u>Last Day for Submission of:</u></b>	<b><u>Contact</u></b>
Mon., March 14	Purchase Req requiring formal bid cutoff	Eva Salas/Reyola Carlisle/Miguel Silva
Mon. March 21	Submit transactions for reverting funds cutoff	<a href="mailto:accounts_payable@csumb.edu">accounts_payable@csumb.edu</a>
Mon. March 28	Purchase Requisitions over \$50,000 cutoff	Eva Salas/Reyola Carlisle/Miguel Silva
Thur., April 7	Purchase Requisitions over \$25,000 cutoff	Eva Salas/Reyola Carlisle/Miguel Silva
Mon, April 11	Payroll Adjustments thru March	Laurie Dixon/Bob Cubillas/Tiffany Grau
Tue., April 26	Year-End Close & 101 Training 2 pm – 4 pm	Garren Fisher/Susan Koch
Wed., May 11	Payroll Adjustments thru April	Laurie Dixon/Bob Cubillas/Tiffany Grau
Mon., May 16	PO alteration requests (increases) cutoff	Eva Salas/Reyola Carlisle/Miguel Silva
Mon., May 16	Purchase Requisitions under \$25,000 cutoff	Eva Salas/Reyola Carlisle/ Miguel Silva
Tues., May 17	Expend YTD Student fees	Laurie Dixon/Bob Cubillas/Tiffany Grau
Wed., May 25	Submit ‘Keep Open PO List’ to Proc cutoff	Miguel Silva
Fri., May 27	<b>INFO:</b> Close FY 19/20 Purchase Requisitions <u>not</u> converted to Purchase Orders	Eva Salas/Reyola Carlisle/Miguel Silva
Mon., June 7	Submit CO/CSU chargebacks and travel to be processed through June 30 (CPO) cutoff	<a href="mailto:accounts-receivable_non-student@csumb.edu">accounts-receivable_non-student@csumb.edu</a>
Fri., June 3	Final Petty Cash disbursements to individuals	Petty Cash Custodians
Wed., June 8	Submit budget transfers cutoff	Laurie Dixon/Bob Cubillas/Tiffany Grau
Wed., June 8	Payroll Adjustments thru May	Laurie Dixon/Bob Cubillas/Tiffany Grau
Fri., June 10	Submit approved invoices to AP cutoff	<a href="mailto:accounts_payable@csumb.edu">accounts_payable@csumb.edu</a>
Wed., June 15	ProCard activity available for reconciliation.	Eva Salas/AP
Wed., June 15	Noon deadline Submit all packing slips to ‘Shipping & Receiving Dept.’ cutoff	Shipping & Receiving (FSO)
Wed., June 15	Noon deadline for June ProCard reconciliation within CFS (update default chartfields)  <b>INFO:</b> Noon – ProCard activity will be finalized and posted into CFS	<a href="mailto:accounts_payable@csumb.edu">accounts_payable@csumb.edu</a>

Thu., June 16	5PM deadline Submit <i>manual accrual listing</i> cutoff. Departments to submit manual AP accrual listing to AP or approved invoices cutoff.	<a href="mailto:accounts_payable@csumb.edu">accounts_payable@csumb.edu</a>
Fri., June 17	Noon deadline ProCard June 17 Reconciliation Reports due cutoff	Eva Salas
Fri, June 17	All ProCard activity from June 17 <sup>th</sup> through 20 <sup>th</sup> will be accrued to default chartstrings.	Eva Salas/ <a href="mailto:accounts_payable@csumb.edu">accounts_payable@csumb.edu</a>
Thurs June 24	Noon deadline Submit CFS corrections cutoff	<a href="mailto:accounts_payable@csumb.edu">accounts_payable@csumb.edu</a>
Mon, Jun 27	4:00PM deadline Final deposits Cashier's Office cutoff	Felicia Valdez/ Alana Soliven
Mon, Jun 27	5pm deadline Submit invoices for payment on July 7	<a href="mailto:accounts_payable@csumb.edu">accounts_payable@csumb.edu</a>
<b>Fri., July 1</b>	<b>LEGAL CLOSE of General Ledgers</b>	Garren Fisher
Fri., July 8	Submit invoices or accrual template cutoff	<a href="mailto:accounts_payable@csumb.edu">accounts_payable@csumb.edu</a>
Wed., July 6	5PM deadline Prepaid Expense changes cutoff	<a href="mailto:accounts_payable@csumb.edu">accounts_payable@csumb.edu</a>