

19/20 Fiscal Closing & 101 Workshop

The Circle of ~~Life~~ Year-end

April 22, 2020



California State University
MONTEREY BAY

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



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○ 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.**



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**



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

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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



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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>



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 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)



General Accounting, Tax, & University Forms Information

Tax Information

University Forms

Glossary of Terms, Abbreviations & Acronyms

University Accounts Payable

University Accounts Receivable

Travel Policies & Procedures

Payroll

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

Please 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

- 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

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

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.

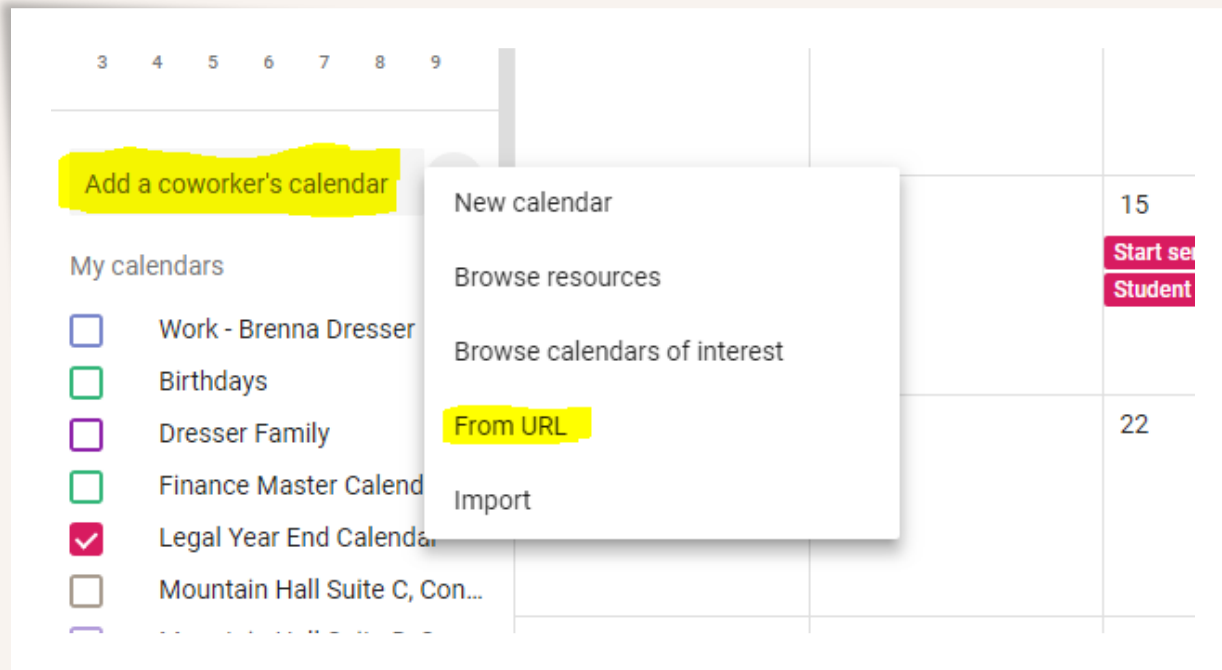
July 10 - Prepaid list through June 30 sent

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_8qjfgkhsd0cup2u5tnbos66gko%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



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

University-Accounting@csumb.edu

A staff member will respond within 24 hours



Contacts

- Accounts Payable, Direct/PO Payments, Accounts Payable Accruals and Travel Accruals. Shari Mano smano@csumb.edu
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Olga English oenglish@csumb.edu
Elizabeth Rodriguez elirodriguez@csumb.edu
- Chargebacks & Billings. Reinel Lagman rlagman@csumb.edu
- Deposits Felicia Valdez. fvaldez@csumb.edu
- Expense Transfers (Non-Payroll) Reinel Lagman rlagman@csumb.edu
- Petty Cash (\$50 or less) Roger Satof rsatof@csumb.edu
- Budget Transfers, Payroll Adjustments Laurie Dixon ldixon@csumb.edu
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THANK YOU!!!

