



April 10, 2009

Memorandum

CALIFORNIA
STATE
UNIVERSITY,
FRESNO

To: Directors, Administrative Assistants,
Office Managers and Project Directors

From: Clinton Moffitt *C. Moffitt*
Associate Vice President for Financial Services

Subject: **Fiscal Year-End Closing Information**

The deadline for closing the books for 2008-09 is July 15, 2009. The purpose of this memorandum is to outline year-end closing deadlines designed to help the campus meet this aggressive closing requirement.

In order to coordinate the various 2008-09 fiscal year-end closing procedures with the requirements of the State Controller's Office, the CSU Chancellor's Office and various campus offices, the following timelines and instructions is provided below under the primary headings ACCOUNTING, BUDGET, PAYROLL, and PROCUREMENT. All deadlines are as of the close of business on the date listed unless otherwise stated.

ACCOUNTING
Accounts Payable

Acknowledgments – Please submit all acknowledged (signed and dated) invoices to Accounting Services by June 22 to ensure processing by June 30.

If there is any reason to withhold or adjust a vendor's payment (such as duplicate billing, incorrect pricing, incorrect quantities, etc.) immediately notify the appropriate accounts payable technician as listed below:

Vendor A-D	Lisa Zimmerman	8-7690
Vendor E-L	Tiffany Jennings	8-2760
Vendor M-O	Carole Carlon	8-6775
Vendor P-Z	Ann Cornaggia	8-6808
Library & Contracts	Margaret Martinez	8-6810
Office Depot/Office Max/IOS/IKON/Utilities	Carole Carlon	8-6775

Office of the
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Direct Payments – All Direct Pay approval forms for incidentals purchased before July 1, 2009 should be received in Accounting Services no later than Friday, June 19, 2009, to ensure data entry in the 2008-09 fiscal year (FY).

Direct Pay approval forms to be charged to the 2009-10 FY must clearly be marked "2009 FY."

Cash Receipts/Cashiering

Deposits – To ensure credit to your accounts during the 2008-09 FY, any receipt items (cash, checks, etc.) received during the period of June 19 through June 30, 2009, should be deposited daily (at the cashier's windows located in the south lobby of the Joyal Administration Building). Any receipts received after 1:30 p.m. on June 30, 2009, may be accounted for in the 2009-10 FY.

Please contact Gina Tamez at extension 8-2991 if you have any questions.

Chargebacks

Printing & Mail Services, University Warehouse, ITS, TLT, etc. – Due to the early closing deadline, chargeback activity for 2008-09 will be cut off May 31, 2009. June chargeback activity will be recorded as 2009-10 activity.

Please call Linda Vivian at extension 8-7882 if you have any questions.

Expenditure/Revenue Transfers

Because of the large volume of year-end adjustments and various closing procedures performed during the month of June, requests to transfer recorded expenditures and/or revenues should be sent to Accounting Services as they occur throughout the year, but no later than Friday, June 12, 2009, to ensure appropriate review and processing before the close of the 2008-09 FY. Transfer requests received after June 12, 2009, may be processed in the 2009-10 FY. In order to meet this deadline it is recommended that departments review and reconcile their account activity early.

EXCEPTION: Transfer requests submitted to utilize remaining budget balances of capital outlay funds *reverting* as of June 30, 2009, must be received by Accounting Services by June 1, 2009, to allow for the sending of a Plan of Financial Adjustment (PFA) to the State Controllers Office by the anticipated June 12, 2009, deadline.

All requested transfers should be made using either the "Transfer of Operating Expenditures" (TOE) or "Transfer of Payroll Expenditures" (TOP) request forms which can be found using "Informed Filler". When completed, the TOE and TOP forms should be sent to Accounting Services, c/o Ayesha Khan (M/S JA58 or e-mail at ayeshak@csufresno.edu).

Inventories

Plant Operations, Student Health Center, Printing and Mail Services, and the Warehouse must perform a physical count of their inventories on hand at June 30, 2009, and submit documentation to Accounting Services by July 2, 2009.

Petty Cash

Any petty cash receipts or invoices for 2008-09 FY purchases, which have not previously been submitted for reimbursement, must be summarized using the petty cash voucher form and submitted to Accounting Services no later than Tuesday, June 30, 2009, to ensure such purchases are correctly charged to your accounts.

Questions regarding petty cash reimbursements should be directed to Carole Carlon at extension 8-6775.

Travel

2008-09 FY Travel Claims – All travel claim forms through May 2009 for 2008-09 FY travel must be forwarded to Accounting Services, c/o Tamara Cochran or Marie Cuninghame (M/S JA58) by June 1, 2009. All travel claim forms for the month of June 2009 must be forwarded to Accounting Services by June 22, 2009, to ensure processing by June 30.

Travel Spanning Fiscal Years – Accounting Services no longer requires two travel applications and travel claims for travel spanning fiscal years. Travel spanning fiscal years will be reported as an expense in the year the trip is completed.

Accrual Transactions

For financial reporting purposes, we will “accrue” or record as an actual expense of the fiscal year-ended June 30, 2009, certain outstanding purchase orders, contracts and p-card purchases even though they have not yet been paid and even though the amount we eventually pay may differ from the purchase order (PO) amount. We will do this when in our judgment the PO represents a binding contractual expense as of June 30, 2009.

If and whenever we record an accrual, we concurrently “liquidate” (eliminate) the related encumbrance. This is necessary because, otherwise, the encumbrance and the accrual would reduce the Budget Balance Available twice.

As of July 1 of the new fiscal year, all accrual entries will be reversed and all encumbrance amounts that were liquidated as a result of the accrual process will be reinstated.

Payroll accruals are no longer recorded at year end.

BUDGET

Adjusting Budget Journals (ABJ's) – All budget adjustments for 2008-09 FY must be submitted by Friday, June 19, 2009, to the Office of Budget and Treasury Management (Budget Office). All documents received after this date will be returned.

Operating Fund 90000

Encumbrances

Fund 90000 encumbrances (in which the good or service has not yet been received, but the purchase order remains valid), will remain open and the budget to cover those encumbrances and obligations will be “rolled forward” to the 2009-10 FY within the department that created the PO (see ACCOUNTING/ Accrual Transactions above).

Every effort should be made to finalize these prior year obligations as quickly as possible.

Budget Balance Available Moved Forward – Budget balances that are shown on the PeopleSoft nVision reports for fund 90000 will be rolled forward automatically to the 2009-10 FY within existing departments. It is the responsibility of the Deans and department heads to provide ABJ's to the Budget Office if the budget balance available from 2008-09 is to be reallocated.

Trust Funds and IRA Trust Funds

Encumbrances

All trust fund encumbrances open at FY closing will be automatically rolled forward as of July 1, 2009, as part of the accrual procedures (see ACCOUNTING/Accrual Transactions above).

Every effort should be made to finalize these prior year encumbrances as quickly as possible.

Budget Balance Available Moved Forward

Fund balances in all trust funds except IRA trust funds will be rolled forward automatically to the 2009-10 FY. Any unspent and unencumbered IRA trust fund balances will not be rolled forward to the 2009-10 FY but will, instead, be returned to the pool of unallocated IRA funds. In order to timely process 2008-09 IRA expenditures, such expenditures must be submitted with all appropriate signature approvals to the Academic Resources Office one week prior to the respective deadlines as noted elsewhere in this letter.

PAYROLL

Document Submission – Please submit all documents to the Payroll Office by the following deadlines to help ensure that payments made for work performed during the 2008-09 FY are correctly charged to your current year accounts. These include:

1. Due to the implementation of the Revenue Management Program, June payroll for students, temporary help, and overtime and shift differential hours will be recorded in the 2009-10 FY.
2. Late temporary help, student, overtime and shift differential hour vouchers for any pay period prior to June 2009 must be received in the Payroll Office by June 15, 2009.
3. Documents for temporary help, overtime, and shift differential hours for the June payroll period are due in the Payroll Office by regular monthly deadlines.
4. Student time entry, including hours worked in June must be entered on the PeopleSoft pay sheet screen by July 2, 2009. Please note – the student pay panels will not be available starting July 3, 2009.
5. The last day that work-study students can work in the 2008-09 FY is Saturday, May 23, 2009. Work-study hours worked from May 1 through May 23 must be entered on the PeopleSoft pay sheet screens by June 5, 2009. **Any student work-study hours entered in the pay sheet screens in PeopleSoft after June 5 must be charged as regular student assistants and not as work-study.**

Please call Payroll Services, at extension 8-3960, if you have any questions.

PROCUREMENT

Purchase Orders

Deans and department heads should review all outstanding purchase orders and notify Procurement if any PO needs to be closed by May 29, 2009.

Alterations – All alterations, whether at year-end or in the normal course of the fiscal year, should always be sent directly to Procurement, unless specifically directed otherwise by Procurement or Accounting Services. Before preparing an alteration form to request a chartfield code change, please call or verify with Accounts Payable that the PO is still open. If Accounts Payable can confirm that the PO is still open (or partially paid), you will be directed to send the alteration form to Procurement (M/S JA111) to process the alteration.

On the other hand, if it is determined the item has already been paid, you will be directed to send a TOE form to Accounting Services, c/o Ayesha Khan (M/S JA58), requesting the processing of an expenditure transfer as described earlier under ACCOUNTING/Expenditure/Revenue Transfers.

Blanket Purchase Orders – Be sure to monitor available balances of all Blanket PO’s. Your total orders should not exceed PO amounts without an approved alteration. All alterations to Blanket PO’s must be forwarded to Procurement by May 29. Blanket PO’s will remain open through the year-end close.

Please forward all invoices related to blanket PO’s to Accounting Services by June 19, 2009, to ensure that 2008-09 activity is recorded as a 2008-09 expense.

2008-09 FY Requisitions – The following deadlines have been established by Procurement to allow sufficient time to process requisitions in a timely manner for inclusion in the 2008-09 FY:

- All Goods and Services less than \$50,000..... May 29, 2009
- All Goods and Services \$50,000 and greater May 15, 2009
- Public Work Projects (\$5,000 - \$250,000) April 17, 2009

Any requisitions **not** meeting the above deadlines with proper signatures will be processed for inclusion in the 2009-10 FY.

2009-10 FY Requisitions – Requisitions for the new fiscal year may be submitted starting April 17th and must be clearly marked “2009 FY”. Requisitions for new contracts or blanket PO’s that need to be in place by July 1 should be submitted by May 15th to insure a PO is in place at the start of the new fiscal year.

When submitting requisitions for reoccurring blanket PO’s please indicate the current year blanket PO number on the requisition to facilitate Procurement setting up the new year blanket PO.

Multiple Year Agreements – Requisitions for multiple year agreements/PO’s need only be submitted one time when the agreement/PO is established. Departments should NOT submit a new requisition at the beginning of each new FY. In PeopleSoft, individual encumbrances will be made for each FY the agreement/PO is in affect. Each of these encumbrances can then be seen, using nVision, in the appropriate budget year.

Questions regarding any of the procurement information provided above should be directed to the “Buyer” shown on the PO at extension 8-2111.