

April 5, 2024

Memorandum

To: Campus Community

From: John Fugatt
AVP Financial Services

Subject: **2023-2024 Fiscal Year Closing Deadlines**



The purpose of this memorandum is to communicate the upcoming deadlines that are required in order to ensure the campus is able to meet the aggressive year-end closing requirement. The deadline for closing the books for FY 2023-2024 is Monday, July 8, 2024.

ACCOUNTING

Accounts Payable

Invoices – Please approve (sign and date) and submit invoices to CSUBUY P2P or Accounts Payable via email to accountspayable@mail.fresnostate.edu. Invoices must be received in Accounts Payable by Friday, June 7, 2024, to ensure processing by Friday, June 28, 2024. If you have questions or need to adjust a vendor's invoice previously submitted to Accounts Payable, please contact the appropriate AP technician immediately as listed below:

| | | |
|-----------------------------|-------------------------|----------|
| Vendor: A-C | <u>Anna Andalon</u> | 278-2760 |
| Vendors: D-H; Staples | <u>Paola Linares</u> | 278-1070 |
| Vendors: I-K | <u>Marie Cuningham</u> | 278-2911 |
| Vendors: L-Q; UBEO | <u>Eva Owens</u> | 278-7831 |
| Vendors: R-W | <u>Ashley Yu</u> | 278-5482 |
| Vendors: X-Z | <u>Marie Cuningham</u> | 278-2911 |
| Procurement Card Statements | <u>Eva Owens</u> | 278-7831 |
| Travel Expense Claims A-Z | <u>Marie Cuningham</u> | 278-2911 |
| Employee Reimb: A-M | <u>Marie Cuningham</u> | 278-2911 |
| Employee Reimb: N-Z | <u>Virginia Nevarez</u> | 278-2877 |

Direct Payments – All Direct Pay forms must be received in Accounts Payable via emailed to accountspayable@mail.fresnostate.edu, no later than Monday, June 4, 2024 to ensure entry in FY 2023-2024 (For IRA funds Direct Pays, refer to page 4).

Accounts Receivable

Requests for Billing - Requests for Billing must be received in Accounts Receivable (accountsreceivable@listserv.csufresno.edu) by Friday, May 31, 2024, to ensure entry in FY 2023-2024. Any Requests for Billing not received by the above date may be processed in FY 2024-2025. Please contact Jacob Locke at extension 8-5481 if you have any questions.

Cash Receipts/Cashiering

Deposits – To ensure credit to your accounts for FY 2023-2024, receipts (cash, checks, etc.) received during the period of Monday, June 10, 2024, through Friday, June 28, 2024, must be deposited daily at the cashiers' windows located in the south lobby of the Joyal Administration Building. Receipts received after 1:30 p.m. on Friday, June 28, 2024, will be receipted in FY 2024-2025. Please contact Brian Alley at extension 8-2881 if you have any questions.

Chargebacks

Printing & Mail Services, University Warehouse, ITS, TLT, etc. – Due to the early closing deadline, chargeback activity for FY 2023-2024 will be cut off Friday, May 31, 2024. June 2024 chargeback activity will be recorded as FY 2024-2025 activity. Please call Linda Vivian at extension 8-7882 if you have any questions.

Expenditure/Revenue Transfers

Due to 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 received by General Accounting by no later than Monday, June 3, 2024, for activity through May 31, 2024, to ensure appropriate review and processing before the close of FY 2023-2024. Requests to transfer recorded expenditures and/or revenues for June 2024 must be received in General Accounting by Monday, July 1, 2024. Transfer requests received after Monday, July 1, 2024 will not be processed in FY 2023-2024 nor in FY 2024-2025 because correcting prior year transactions in the current year will cause a mismatch of revenues and/or expenses in both years.

EXCEPTION: Transfer requests submitted to utilize remaining budget balances of capital outlay funds *reverting* as of Friday, June 28, 2024, must be received by General Accounting by Friday, May 31, 2024, to allow sufficient time for sending a Plan of Financial Adjustment (PFA) to the State Controller's Office (SCO) by the anticipated Thursday, June 15, 2024 SCO deadline.

Transfer of Payroll Expenditure (TOP) forms are to be submitted within 60 days of the pay period for payroll expenditures in the months July 2023 through March 2024. TOPs for April and May 2024 payroll expenditures must be submitted by Monday, June 3, 2024. TOPs for June 2024 payroll are to be submitted by Monday, July 1, 2024. There will be no retroactive TOPs processed. Effective July 2, 2024, TOPs will only be processed for fiscal year 2024-2025.

All non-payroll expense/revenue transfer journals must be prepared using the "Non-Payroll Expenditure / Revenue Transfer Request Form" (TOE) which is located in the Forms Portfolio at "My Fresno State/Main Menu/Forms Portfolio/Electronic Forms/Finance/" or on the Fresno State Accounting Services website <http://www.fresnostate.edu/adminserv/accountingservices/forms/>. When completed, email the non-payroll expense/revenue transfer Excel spreadsheet and the approved journal with supporting documentation to TOE_journals@mail.fresnostate.edu.

"Transfer of Payroll Expenditures" (TOP) request forms can be found at "My Fresno State/Main Menu/Forms Portfolio/Electronic Forms/Finance/" and are submitted to PJ Soligian (M/S JA58 or e-mail at pjsoligian@csufresno.edu).

Interagency Financial Transactions (IFT)

IFTs (formerly CPOs-Cash Posting Orders) are used for payments between CSU campuses and submitted to the Chancellor's office. Supporting documentation can be submitted to the Chancellor's Office or the Accounting Office on a Request for Billing or a Direct Pay form.

The deadline for submitting IFTs to the Chancellor's Office is tentatively June 14, 2024. The deadline to send the information to Accounting Services is June 9, 2024, if the department wants General Accounting to submit the IFT on behalf of the department.

Inventories

Facilities Management, ITS, Student Health Center, Printing and Mail Services, and the Warehouse must perform a physical count of their inventories on hand at Friday, June 28, 2024, and submit documentation by Monday, July 1, 2024 to the following individuals in General Accounting: Cherie Weber at cweber@csufresno.edu and Heather Santos at hsantos@mail.fresnostate.edu.

Petty Cash

Any petty cash receipts or invoices for FY 2023-2024 purchases, which have not previously been submitted for reimbursement, must be summarized using the petty cash voucher form and received in Cashiering no later than Friday, June 7, 2024, to ensure such purchases are correctly charged to your accounts. Please contact Brian Alley at extension 8-2881 if you have any questions.

Travel

Concur Electronic Expense Reports – All electronic expense reports must be approved and submitted to Accounts Payable by Friday, May 31, 2024, to ensure they will be recorded in FY 2023-2024. Concur electronic expense reports received with errors, omissions, etc. will not be recorded in FY 2023-2024. For travel expense claims charging IRA funds, refer to page 4.

Paper Travel Expense Claims – All paper travel expense claim forms through Wednesday, May 22, 2024, for FY 2023-2024 must be received in Accounts Payable by Friday, May 24, 2024, to ensure they will be recorded in FY 2023-2024. All paper travel expense claim forms for Thursday, May 23, 2024, through Friday, May 31, 2024, travel must be received in Accounts Payable by Tuesday, June 4, 2024, to be recorded in FY 2023-2024. Paper travel expense claims received with errors, omissions, etc. will not be recorded in FY 2023-2024. Paper travel expense claim forms for June 2024 travel received after Tuesday, June 4, 2024, will be recorded in FY 2024-2025. For travel expense claims charging IRA funds, refer to page 4. Please contact Marie Cuningham at extension 8-2911 if you have any questions.

Travel Spanning Fiscal Years – After the trip is completed, submit only one travel expense claim for the entire trip.

Release Time Contracts

FY 2023-2024 release time contracts must be received in Foundation Financial Services by Monday, April 15, 2024. Please contact extension 8-0850 for any questions.

FY 2023-2024 release time contracts must be received in Accounts Receivable by Friday, May 24, 2024. Please contact Jacob Locke at extension 8-5481.

All requests or contracts not received by the above dates will be processed in FY 2024-2025.

Trust Funds and IRA Trust Funds

Obligations and Encumbrances – All trust fund encumbrances, except IRA trust funds, open at FY 2023-2024 closing will be automatically rolled forward. IRA trust funds encumbrances will not be rolled forward.

IRA (Instructionally Related Activity) Expenditures:

Purchase Requisitions for less than \$100,000 (see page 5 for all purchase requisitions deadlines) will need to be in Procurement and Support Services by Friday, April 19, 2024. Please have all the appropriate signature approvals and Academic Resources approval prior to submitting the Requisitions.

For all IRA purchases/expenditures - Direct pay approval forms and Travel Expense Claims must be received with all the appropriate signature approvals in Academic Resources by Friday, May 17, 2024.

All paperwork that does not make these deadlines will be returned to the department and you will have to pay these expenditures out of your department funds or 2024-2025 IRA Allocations.

Unfortunately, THERE ARE NO EXCEPTIONS to these IRA deadlines.

Ending Trust Fund Balances

Ending fund balances in all trust funds, except IRA trust funds, will be rolled forward automatically to FY 2024-2025. Any unspent and unencumbered IRA ending trust fund balances will not be rolled forward to FY 2024-2025 but will, instead, be returned to the pool of unallocated IRA funds. In order to timely process FY 2023-2024 IRA expenditures, such expenditures must be submitted with all appropriate signature approvals to the Academic Resources Office two weeks prior to the respective deadlines as noted elsewhere in this letter.

BUDGET

Adjusting Budget Journals (ABJ's) – All budget adjustments for FY 2023-2024 must be submitted by Friday, July 5, 2024, to the Office of Budget and Treasury Management (Budget Office). All documents received after this date will be returned.

Operating Fund 90000

Obligations and 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 FY 2024-2025 within the department that created the PO.

Budget Balance Available Moved Forward – Budget balances that are shown on the PeopleSoft reports for fund 90000 as of Friday, June 28, 2024, will be rolled forward automatically to FY 2024-2025 within existing departments. It is the responsibility of the Deans and department heads to provide ABJs to the Budget Office if the budget balance available from FY 2023-2024 is to be reallocated.

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 FY 2023-2024 are correctly charged to your current year accounts. These include:

- **Late** hourly temporary help, student, overtime and shift differential hours vouchers for any pay period prior to June 2024 must be received in the Payroll Office by Friday, June 7, 2024.
- Student time entry, including hours worked in June, must be entered and approved on the PeopleSoft timesheet screen by Wednesday, July 3, 2024.
- The last day that work-study students can work in FY 2023-2024 is Friday, May 17, 2024. Work-study hours worked from May 1 through May 17 must be entered and approved on the PeopleSoft timesheet screen by Monday, June 3, 2024.
- Documents for hourly students, temporary help, overtime, and shift differential hours for the June payroll period are due in the Payroll Office by Wednesday, July 3, 2024.
- June payroll for hourly students, temporary help, and overtime and shift differential hours will be recorded in FY 2024-2025.

Please call Payroll Services at extension 8-2032 if you have any questions.

PROCUREMENT

Purchase Orders

Deans and department heads should review all outstanding purchase orders and notify Procurement if any purchase orders (other than blanket orders) need to be closed by Friday, May 17, 2024.

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.

If it is determined the item has already been paid, you will be directed to send a “Non-Payroll Expenditure/Revenue Transfer Request Form (TOE)” to TOE_journals@mail.fresnostate.edu requesting an expenditure transfer as described earlier under ACCOUNTING/Expenditure/Revenue Transfers. Expenditures paid through Accounts Payable will be processed as voucher adjustments.

Blanket Purchase Orders – Be sure to monitor available balances of all blanket POs. Your total orders should not exceed PO amounts without an approved alteration. All alterations to blanket POs must be received in Procurement by Friday, May 17, 2024.

Please forward all invoices related to blanket POs to Accounts Payable by Friday, June 7, 2024, to ensure that FY 2023-2024 activity is recorded in FY 2023-2024.

FY 2023-2024 Requisitions – The following deadlines have been established by Procurement to allow sufficient time to process requisitions in a timely manner for inclusion in FY 2023-2024:

- Public Work Projects (\$5,000 - \$250,000) Tuesday, April 30, 2024.
- All Goods and Services \$100,000 and greater Tuesday, April 30, 2024.
- All Goods and Services less than \$100,000..... Friday, May 17, 2024.

Any requisitions **not** meeting the above deadlines with proper signatures will be processed for inclusion in FY 2024-2025.

FY 2024-2025 Requisitions – All Purchase Requisitions for the new fiscal year (2024-2025) will be handled in CSUBUY P2P. Do not send the old hard copy Purchase Requisition form to Procurement for any FY 2024-2025 orders. More information will be shared with the campus on the handling of next fiscal year’s orders at the end of May..

REMINDER

Please remember to submit all Accounting Services and Procurement forms using your PeopleSoft Forms Portfolio menu and select Electronic Forms to see a menu of the forms available.