



DATE: March 1, 2023

TO: Campus Community

FROM: Yolanda Anglin, Interim AVP Finance *Yolanda Anglin*

SUBJECT: State University Fiscal Year-End Procedures

In preparation for another fiscal year-end (FYE), 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 assisting in finding better ways to serve our faculty and students.

You are invited to attend our **Year-End Fiscal Closing Forum**, Wednesday, April 19, 2023 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 **Monday, July 3, 2023**.

It is critical 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, 2023. 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 at <https://csumb.edu/financetraining/end-fiscal-year-university>

All Check Runs/ACH Disbursements:  
 Thursdays: May 4, 11, 18, 25  
 June 1, 8, 15  
 July 7 *Due to Holiday* (FY 23/24)  
 July 13 *Resume Normal Thursday schedule*

**DEPARTMENTAL ACTIVITY TIMELINE**

| <b><u>Date</u></b> | <b><u>Last Day for Submission of:</u></b>   | <b><u>Contact</u></b>  |
|--------------------|---|--|
| Wed. March 15      | Purchase Req requiring formal bid cutoff  | Eva Salas/Reyola Carlisle/Miguel Silva   |
| Wed. March 22      | Submit transactions for reverting funds cutoff  | <a href="mailto:accounts_payable@csumb.edu">accounts_payable@csumb.edu</a>                               |
| Mon. March 27      | Purchase Requisitions over \$50,000 cutoff  | Eva Salas/Reyola Carlisle/Miguel Silva   |
| Fri. April 7       | Purchase Requisitions over \$25,000 cutoff  | Eva Salas/Reyola Carlisle/Miguel Silva   |
| Tue. April 11      | Payroll Adjustments thru March  | Laurie Dixon/Bob Cubillas/Tiffany Grau   |
| Wed. April 19      | Year-End Close & 101 Training 2 pm – 4 pm   | Reinel Lagman/Susan Koch   |
| Mon. May 1         | Purchase Requisitions under \$25,000 cutoff   | Eva Salas/Reyola Carlisle/ Miguel Silva  |
| Mon. May 1         | PO alteration requests (increases) cutoff   | Eva Salas/Reyola Carlisle/Miguel Silva   |
| Mon. May 1         | Submit 'Keep Open PO List' to Proc cutoff   | Miguel Silva   |
| Mon. May 1         | INFO: Close FY 22/23 Purchase Requisitions not converted to Purchase Orders                     | Eva Salas/Reyola Carlisle/Miguel Silva   |
| Wed. May 10        | Payroll Adjustments thru April  | Laurie Dixon/Bob Cubillas/Tiffany Grau   |
| Thur. May 18       | Expend YTD Student fees   | Laurie Dixon/Bob Cubillas/Tiffany Grau   |
| Fri. June 2        | Final Petty Cash disbursements to individuals   | Petty Cash Custodians  |
| Mon. June 5        | Submit CO/CSU chargebacks and travel by noon to be processed through June 30 (IFT) cutoff       | <a href="mailto:accounts-receivable-non-student@csumb.edu">accounts-receivable non-student@csumb.edu</a> |
| Wed. June 7        | Submit budget transfers cutoff (base/fiscal)  | Laurie Dixon/Bob Cubillas/Tiffany Grau   |
| Wed. June 7        | Payroll Adjustments thru May  | Laurie Dixon/Bob Cubillas/Tiffany Grau   |
| Fri. June 9        | Submit approved invoices to AP cutoff 5pm   | <a href="mailto:accounts_payable@csumb.edu">accounts_payable@csumb.edu</a>                               |
| Tue. June 12       | 2:00 PM deadline for ProCard Reconciliation within CFS (update default chartfields)             | Eva Salas  |
| Tue. June 12       | All ProCard activity from June 13 <sup>th</sup> through 30 <sup>th</sup> will post to FY 23/24. | Eva Salas  |
| Wed. June 14       | Noon deadline Submit all packing slips to 'Shipping & Receiving Dept.' cutoff                   | Shipping & Receiving (FMD)   |
| Tue. Jun 20        | UCorp deposits due to Cashier's Office to be reflected in FY 22/23 GL                           |  |
| Thu. Jun 29        | Noon deadline Submit CFS corrections noon cutoff  | <a href="mailto:accounts_payable@csumb.edu">accounts_payable@csumb.edu</a>                               |
| Fri. Jun 30        | 1:00PM deadline Final deposits Cashier's Office cut off   | Felicia Valdez/Alana Soliven   |
| Fri. Jun 23        | 5PM deadline Submit invoices for payment on July 7  | <a href="mailto:accounts_payable@csumb.edu">accounts_payable@csumb.edu</a>                               |
| Mon. Jul 3         | Legal CLOSE of General Ledgers  | Reinel Lagman  |