



CALIFORNIA  
STATE  
UNIVERSITY,  
FRESNO

April 8, 2008

**Memorandum**

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

From: Clinton Moffitt *CM*  
Associate Vice President for Financial Services

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

The deadline for closing the books for 2007-08 is July 15, 2008. 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 2007-08 fiscal year-end closing procedures with the requirements of the State Controller's Office, the CSU Chancellor's Office and various campus offices, information regarding timelines and instructions is summarized below under the primary headings ACCOUNTING, BUDGET, PAYROLL, and PROCUREMENT. All deadlines are as of 3:30 p.m. on the date listed unless otherwise stated.

NOTE: With changes brought about by the Revenue Management Program, activity of the campus that used to be considered "general fund" activity is now considered "operating fund" activity. The Operating Fund, which acts as a trust fund, is Fund 90000. Operating fund activity for 2007-08 and all future years will be recorded in Fund 90000.

**ACCOUNTING**  
***Accounts Payable***

**Acknowledgments** – Please submit all acknowledged (signed and dated) invoices to Accounting Services by June 26 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  
Vice President  
for Administration and  
Chief Financial Officer

5241 N. Maple Ave. M/S TA52  
Fresno, CA 93740-8027

559.278.2083  
Fax 559.278.2928

**Direct Payments** – All Direct Pay approval forms for incidentals purchased before July 1, 2008 should be received in the Accounting Services no later than Friday, June 20, 2008, to ensure data entry in the 2007-08 fiscal year (FY).

Direct Pay approval forms to be charged to the 2008-09 FY must clearly be marked "2008 FY."

### ***Cash Receipts/Cashiering***

**Deposits** – To ensure credit to your accounts during the 2007-08 FY, any receipt items (cash, checks, etc.) received during the period of June 20 through June 30, 2008, 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, 2008, may be accounted for in the 2008-09 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 2007-08 will be cut off at May 31, 2008. June chargeback activity will be recorded as 2008-09 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 13, 2008, to ensure appropriate review and processing before the close of the 2007-08 FY. Transfer requests received after June 13, 2008, may be processed in the 2008-09 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, 2008, must be received by Accounting Services by June 1, 2008, to allow for the sending of a Plan of Financial Adjustment (PFA) to the State Controllers Office by the anticipated June 11, 2008, 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, 2008, and submit documentation to Accounting Services by July 3, 2008.

### ***Petty Cash***

Any petty cash receipts or invoices for 2007-08 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 Wednesday, June 30, 2008, 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***

**2007-08 FY Travel Claims** – All travel claim forms through May 2008 for 2007-08 FY travel must be forwarded to Accounting Services, c/o Tamara Cochran or Esmeralda Ramirez (M/S JA58) by June 1, 2008. All travel claim forms for the month of June 2008 for must be forwarded to Accounting Services by June 26, 2008, to ensure processing by June 30.

**Travel Spanning Fiscal Years** – Accounting Services will no longer require two travel applications and travel claims for travel spanning fiscal years. Effective immediately, 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, 2008, 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, 2008.

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 2007-08 FY should be submitted by Friday, June 20, 2008, to the Office of Budget and Treasury Management (Budget Office). All documents received after this date will be returned.

**Purchase Orders** – Deans and department heads should review all outstanding purchase orders and notify Procurement if any PO needs to be closed by May 20, 2008. (For discussion of Blanket Purchase Orders please see PROCUREMENT/Blanket Purchase Orders.)

### **Operating Fund – ‘90000’**

#### **Obligations and Encumbrances**

All fund 90000 obligations (in which the service or supply has been received but not yet invoiced) open at FY closing will be liquidated against fund 90000 as of June 30, 2008, and will be reinstated as of July 1, 2008, as part of the accrual procedures (see ACCOUNTING/ Accrual Transactions above).

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 2008-09 FY within the department that created the PO.

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 2008-09 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 2007-08 is to be reallocated.

### **Trust Funds and IRA Trust Funds –**

#### **Obligations and Encumbrances**

All trust fund obligations open at FY closing will be liquidated as of June 30, 2008, and will be reinstated as of July 1, 2008, as part of the accrual procedures (see ACCOUNTING/ Accrual Transactions above).

All trust fund encumbrances open at FY closing will be automatically rolled forward as of July 1, 2008, 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 2008-09 FY. Any unspent and unencumbered IRA trust fund balances will not be rolled forward to the 2008-09 FY but will, instead, be returned to the pool of unallocated IRA funds.

### **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 2007-08 FY are correctly charged to your current year accounts. These include:

1. Student time entry including hours worked from May 31 through June 30, 2008, must be entered on the PeopleSoft paysheet screens by July 3, 2008. Please note: The student pay panels will **not** be available starting July 4, 2008.
2. Temporary help, overtime and shift differential hours for the June payroll period are due in the Payroll Office by June 30, 2008 (submit earlier if possible).
3. 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 2008-09 FY.
4. The last day that work-study students can work in the 2007-08 FY is Saturday, May 17, 2008. Work-study hours worked from May 1 through May 17 must be entered on the PeopleSoft paysheet screens by June 5, 2008. **Any student work-study hours entered in the paysheet screens in PeopleSoft after JUNE 5 must be charged to regular student assistants and not to work-study.**

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

**PROCUREMENT**

**PO Follow-up for Fiscal Year End Closing:**

**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. Since implementation of the Direct Pay Program, Accounts Payable is usually able to process payments to vendors within ten working days; as a result, your PO may have already been processed for payment by the time you contact Accounts Payable. 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 9. Beginning this year, blanket PO's will remain open through the year-end close. Procurement will close all open 2007-08 blanket PO's on or about August 15, 2008.

Please forward all invoices related to blanket PO's to Accounting Services by June 20, 2008, to ensure that 2007-08 activity is recorded as a 2007-08 expense.

**2007-08 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 2007-08 FY:

- All Goods and Services less than \$50,000..... June 2, 2008
- All Goods and Services \$50,000 and greater ..... May 14, 2008
- Public Work Projects (\$5,000 - \$250,000)..... April 18, 2008

Any requisitions **not** meeting the above deadlines will be processed for inclusion in the 2008-09 FY.

**2008-09 FY Requisitions** – Requisitions for the new fiscal year may be submitted starting April 20<sup>th</sup> and must be clearly marked "2008 FY". Requisitions for new contracts or blanket PO's that need to be in place by July 1, should be submitted by May 15<sup>th</sup> 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.