WHAT IS YEAR-END?

• End of the fiscal year
  • July 01 - June 30

• Procedure to close out budget, revenue, and expense activity for the year.

• Provides accurate data for year-end financial reporting.
WHEN DOES YEAR-END START?

• July 1, 2017
  • Account review/reconciliation and disencumbrances should be taking place throughout the year.

• A little late to the game?
  • No worries, we have a plan for that!
  • Financial Calendar available on Financial Services website (www.csuchico.edu/fin)

• When is the official year-end kick-off for 2017/18?
  • May 4th
    • CFS opened for new year purchase requisition entry
PROCUREMENT DEADLINES AND YEAR-END TASKS
# PROCUREMENT DEADLINES

## NEW CONTRACTS FOR 18/19

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/18/18</td>
<td>Software requisitions and ITPRs for contracts/licenses to begin 07/01/18 or later.</td>
</tr>
<tr>
<td>05/18/18</td>
<td>ALL annual service renewal requisitions and blanket agreements needing to be in place by 07/01/18 for continuity of services.</td>
</tr>
</tbody>
</table>

## REQUISITIONS IMPACTING 17/18

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/11/18</td>
<td>Commodity &amp; Service requisitions with a value of $50K or more.</td>
</tr>
<tr>
<td>05/25/18</td>
<td>Software requisitions &amp; ITPRs</td>
</tr>
<tr>
<td>05/25/18</td>
<td>Commodity &amp; Service requisitions with a value of $20K-$49,999.</td>
</tr>
<tr>
<td>05/30/18</td>
<td>Disencumbrances Due</td>
</tr>
<tr>
<td>06/07/18</td>
<td>Commodity &amp; Service requisitions with a value up to $19,999.</td>
</tr>
<tr>
<td>06/07/18</td>
<td>CFS User lockout. No further entry permitted.</td>
</tr>
</tbody>
</table>
YEAR-END TASK: DISENCUMBRANCES

- DISENCUMBRANCES
  - 05/30/18 - Disencumber POs with no further expected activity.
  - Run the Open Commitments PO Summary in Insight
    - Select ALL appropriate deptids and ALL funds
YEAR-END TASK: DISENCUMBRANCES

What to look for:
• Encumbrances less than $1
• Small encumbrance balances after a large portion has been paid
• Lines with old PO dates
• Anything that seems odd or out-of-place

What to do:
• Contact the buyer via email with a request to disencumber and include:
  • PO Number
  • Vendor
  • Amount to Disencumber
  • Line number (optional)
YEAR-END TASK: DISENCUMBRANCES

Disencumbrance request example email:

Good day, Michael -

Please disencumber and close the following:

| PO 73425 | Sorenson Moving & Storage | Line 2 | $40.00 |
| Line 3   |                          |       | $00.01 |

Thank you,

Darleen Sowers
Budget Analyst
University Budget Office
California State University, Chico
530-898-6243
# Matters of Special Interest

## P-Cards

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/30/18</td>
<td>Purchases made through the June billing cycle (ending June 22(^{nd})) will be charged to the current fiscal year if the vendor submits the charge before June 22(^{nd}).</td>
</tr>
<tr>
<td>06/27/18</td>
<td>You will receive a notification from A/P on the morning of June 25(^{th}) that the reconciliation cycle is open. Reconciliation must be completed by EOB on June 27(^{th}). If reconciliation is not complete, the default chartfield will be used. A/P will not be able to process corrections to this posting.</td>
</tr>
</tbody>
</table>
OBLIGATIONS

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/19/18</td>
<td>Departments with open POs will be contacted to obtain further information of PO activity.</td>
</tr>
<tr>
<td>06/25/18</td>
<td>Return of open PO information due back to A/P</td>
</tr>
</tbody>
</table>

WHAT IS AN OBLIGATION?

• An open PO where the goods/services have been fully received, but an invoice has not arrived.
  • Invoices that are not expected to be received and posted prior to 06/30 need to be identified and will be obligated into the new fiscal year through the obligation process.
ACCOUNTING OPERATIONS AND BUDGET DEADLINES AND YEAR-END TASKS
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/30/18</td>
<td>Changes to chartfield elements (fund, deptid, account, program, class) due for actuals transactions posted July-February.</td>
</tr>
<tr>
<td>05/31/18</td>
<td>Changes to chartfield elements (fund, deptid, account, program, class) due for actuals transactions posted March-April.</td>
</tr>
<tr>
<td>06/21/18</td>
<td>Changes to chartfield elements (fund, deptid, account, program, class) due for actuals transactions posted May-June.</td>
</tr>
<tr>
<td>06/21/18</td>
<td>Budget transfers &amp; corrections due.</td>
</tr>
</tbody>
</table>
YEAR-END TASK: ACCOUNT BALANCE & TRANSACTION REVIEW

• Review balances using the Insight Account Balance Report
  • Do balances seem appropriate?
  • Is there enough budget left to cover remaining expenses for the year?
  • Is there activity in a fund/deptid that is not expected?
YEAR-END TASK: ACCOUNT BALANCE & TRANSACTION REVIEW

- Run the Insight Transaction Report.
- This report can be useful when looking for something specific.
YEAR-END TASK: ACCOUNT BALANCE & TRANSACTION REVIEW

• ERROR CORRECTION - Actuals
  • Email far@csuchico.edu
    • INCLUDE
      • Current chartfield information
        • Fund
        • Deptid
        • Account
        • Program or class (if applicable)
        • Amount
      • Corrected chartfield information
        • Fund
        • Deptid
        • Account
        • Program or class (if applicable)
        • Amount
YEAR-END TASK: ACCOUNT BALANCE & TRANSACTION REVIEW

• Correction request example email:

Good day-

Upon reviewing my accounts, I have discovered an error that we would like corrected as follows:

- Currently posted transaction:
  - G1006-D99900-608002  $2374.00

- Please move to:
  - G1006-D99901-608002  $2374.00

Darleen Sowers
Budget Analyst
University Budget Office
California State University, Chico
530-898-6243
YEAR-END TASK: ACCOUNT BALANCE & TRANSACTION REVIEW

• ERROR CORRECTION - Budget
  • Fill out and email the budget transfer request form available at http://www.csuchico.edu/fin/forms.shtml
YEAR-END TASK: ACCOUNT BALANCE & TRANSACTION REVIEW

- Complete chartfield information that includes where to move the budget from (negative) and where to move it to (positive).
- Select the “Email” button to send directly to University Budget.
  - Note: “Edit Check” is optional.
  - Budget transfers typically post within 48 hours.
## Chargeback Corrections

<table>
<thead>
<tr>
<th>06/07/18</th>
<th>Notify the appropriate service center for correction.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• CAF</td>
</tr>
<tr>
<td></td>
<td>• NowPrint</td>
</tr>
<tr>
<td></td>
<td>• Office Copiers</td>
</tr>
<tr>
<td></td>
<td>• Telephone</td>
</tr>
<tr>
<td></td>
<td>• Postage</td>
</tr>
<tr>
<td></td>
<td>• Bus Reservations</td>
</tr>
</tbody>
</table>
PAYROLL DEADLINES AND YEAR-END TASKS
PAYROLL DEADLINES

- **05/25/18** - Payroll Corrections due.
- **06/14/18** - Payroll Adjustments due.
  - Review payroll transactions using the Labor Cost by Account report in Insight.
  - Using the link at the bottom of the report, switch the report to employee detail view.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Code</th>
<th>Year</th>
<th>Month</th>
<th>Department</th>
<th>Employee ID</th>
<th>Date</th>
<th>Rate (2k18)</th>
<th>Total (2k18)</th>
<th>Date</th>
<th>Rate (2k17)</th>
<th>Total (2k17)</th>
<th>Date</th>
<th>Rate (2k16)</th>
<th>Total (2k16)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stewart, Karen</td>
<td>Admin Analyst/Spclst 12 Mo</td>
<td>5</td>
<td>2016</td>
<td>October</td>
<td>Department</td>
<td>292</td>
<td>261.38</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Johnson, June</td>
<td>Accounting Technician II</td>
<td>6</td>
<td>2016</td>
<td>November</td>
<td>Department</td>
<td>292</td>
<td>26.82</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robertson, Bob</td>
<td>Admin Analyst/Spclst 12 Mo</td>
<td>8</td>
<td>2017</td>
<td>January</td>
<td>Department</td>
<td>292</td>
<td>498.52</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Row total: 2,040.29
PAYROLL DEADLINES

• Think a payroll expense is posted incorrectly?
  • Contact Josh James x5938 (fin_lcd@csuchico.edu) with any potential errors.

• Other payroll items and deadlines.
  • Contact Alison Christensen x5476 (alchristensen@csuchico.edu)
    • 05/30/18 - Faculty lump sums
    • 06/01/18 - Reassignments, separation lump sums, and settlement pay
    • 06/07/18 - June pay docks
PROPERTY MANAGEMENT DEADLINES

• 06/13/18 - Department inventory due.
• Run the Insight Property Management Inventory Listing report.
  • Select all applicable deptids
  • Select “Exceptions Only”

### Inventory Listing

<table>
<thead>
<tr>
<th>DeptID</th>
<th>Department Description</th>
<th>Location</th>
<th>Tag Number</th>
<th>Description</th>
<th>Manufacturer</th>
<th>Model</th>
<th>Version</th>
<th>Serial ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>D12500</td>
<td>UNIVERSITY BUDGET OFFICE</td>
<td>KNDL201</td>
<td>C01219</td>
<td>CPU DESKTOP 3.6 GHZ</td>
<td>DELL</td>
<td>OPTIPLEX 9020</td>
<td>J0K9FX1</td>
<td></td>
</tr>
<tr>
<td>D12500</td>
<td>UNIVERSITY BUDGET OFFICE</td>
<td>KNDL201</td>
<td>C01395</td>
<td>CPU LAPTOP 2.2 GHZ</td>
<td>DELL</td>
<td>LATITUDE E5550</td>
<td>D4RTS32</td>
<td></td>
</tr>
<tr>
<td>D12500</td>
<td>UNIVERSITY BUDGET OFFICE</td>
<td>KNDL201</td>
<td>S552901</td>
<td>CPU DESKTOP 3.2 GHZ</td>
<td>DELL</td>
<td>OPTIPLEX 3010</td>
<td>3W5R6Y1</td>
<td></td>
</tr>
<tr>
<td>D12500</td>
<td>UNIVERSITY BUDGET OFFICE</td>
<td>KNDL201</td>
<td>S552930</td>
<td>CPU DESKTOP</td>
<td>DELL</td>
<td>OPTIPLEX 3010</td>
<td>369821</td>
<td></td>
</tr>
<tr>
<td>D12500</td>
<td>UNIVERSITY BUDGET OFFICE</td>
<td>KNDL201</td>
<td>S554245</td>
<td>CPU DESKTOP 3.2 GHZ</td>
<td>DELL</td>
<td>OPTIPLEX 3010</td>
<td>JJ7XJ02</td>
<td></td>
</tr>
<tr>
<td>D12500</td>
<td>UNIVERSITY BUDGET OFFICE</td>
<td>KNDL201</td>
<td>951346</td>
<td>CPU TABLET</td>
<td>MICROSOFT</td>
<td>SURFACE PRO 4</td>
<td>059475562653</td>
<td></td>
</tr>
</tbody>
</table>

Run date: 4/10/2017  Displaying: Exceptions Only
PROPERTY MANAGEMENT DEADLINES

- Email file with any needed changes to property@csuchico.edu.

---

Please find attached our inventory verification with changes needed.

Thank you,

Darleen Sowers
Budget Analyst
University Budget Office
California State University, Chico
530-898-6243

Please find attached our inventory verification. At this time, the inventory record needs no changes.

Thank you,

Darleen Sowers
Budget Analyst
University Budget Office
California State University, Chico
530-898-6243
OTHER DEADLINES
## OTHER DEADLINES

### ACCOUNTS PAYABLE

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/05/18</td>
<td>Direct pay and invoices due</td>
</tr>
<tr>
<td>06/19/18</td>
<td>BTA (Airfare) &amp; CRBTA (Car Rental) due</td>
</tr>
<tr>
<td></td>
<td>• Charges through 06/22 will be charged to 17/18</td>
</tr>
<tr>
<td></td>
<td>• Travel request approval forms must be on file immediately upon reservation.</td>
</tr>
</tbody>
</table>
## OTHER DEADLINES

### FINANCIAL ACCOUNTING AND REPORTING

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/01/18</td>
<td>CPO (Cash Posting Order) deadline</td>
</tr>
<tr>
<td>06/28/18</td>
<td>A/R Invoices Due</td>
</tr>
<tr>
<td></td>
<td>• Actual costs of services provided in 17/18</td>
</tr>
<tr>
<td></td>
<td>• Invoice accruals for estimated amount of funding from off-campus sources (including AS &amp; Foundation)</td>
</tr>
</tbody>
</table>
OTHER DEADLINES

CASHIERING

06/28/18  Any payments (cash or checks) to the campus must be deposited with University Cashiering by this date. If received after this time, contact Suzy Buck.

UNIVERSITY ADVANCEMENT

06/21/18  In-kind gift acceptance forms.
IMPORTANT POINTS TO REMEMBER

• Submit all invoices ASAP, even if the deadline has passed.

• Submit all corrective payroll documents YESTERDAY!

• Run and review reports frequently.

• Always obtain the year-end calendar from the original source (www.csuchico.edu/fin)

• Don’t be afraid to ask a lot of questions!
FINANCIAL SERVICES
fincfs@csuchico.edu
X5103

ACCOUNTS PAYABLE
accountspayable@csuchico.edu
X6426

FINANCIAL ACCOUNTING & REPORTING
far@csuchico.edu
X5103

PROCUREMENT & CONTRACT SERVICES
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X5134

UNIVERSITY BUDGET
budgetcfs@csuchico.edu
X5931

PAYROLL CORRECTIONS
Josh James
fin_lcd@csuchico.edu
X5938

PAYROLL FORMS
Alison Christensen
alchristensen@csuchico.edu

CASHIERING
Suzy Buck
smbuck@csuchico.edu
X5936

PROPERTY MANAGEMENT
Jason Smock
jsmock1@csuchico.edu
X6559