## DISCUSSION

### 1. FINANCIAL SERVICES (Stacie Corona):
- The 18/19 Fiscal Year-End Schedule is now available on our Financial Services & Procurement websites-located on the left side under ‘Contact Us’.
  - The excel version is available, see Fiscal Year-End Schedule for link.
  - Please see Forum PowerPoint for noted ‘Important Dates’.

### 2. PROCUREMENT & CONTRACT SERVICES (Sara Rumiano):
- Meet with your Procure to Pay team
  - Go over what is coming up and what to expect.
- Check the Year End spreadsheet of PO’s and Agreements
- See quick guide for instructions on how to enter a new year requisition
- What are you buying between now and 6/30/19

### 3. ACCOUNTS PAYABLE (Melissa Taylor):
- Auxiliary Invoices (AS, Research Foundation)
  - Submit ASAP
  - Let AS know what funding source at point of reservations
- Invoices – no due date, please keep sending in as receive/approve
  - May need to walk over as June progresses
  - If you were contacted and responded with obligation amounts and receive actual invoice after wards please send over and note ‘Obligated’
  - All complete documentation, related to 18/19, and delivered by EOB on 6/20 will be processed in the current FY.
- ProCard
  - June transactions must be reconciled by EOB on 6/26.
  - Reminder: Please keep funding source in mind. See ProCard charges for expenses that are unallowable on state side.

### 4. FINANCIAL ACCOUNTING & REPORTING (Michelle Korte):
- The updated FAR website at [www.csuchico.edu/far/](http://www.csuchico.edu/far/) contains a Journal Entry Request guideline (PDF) which outlines practical examples of what to send to FAR@csuchico.edu when requesting a correction to an “Actuals” transaction. See the hyperlink within “Journal Entry Requests” section at [https://www.csuchico.edu/far/departments.shtml](https://www.csuchico.edu/far/departments.shtml)
- Record transactions in the appropriate fund. For example, it should not be necessary to request large sets of transactions to be moved from G1006- Operating Fund to T8530-Professional Dev after the fact.
- See forum PowerPoint for ‘Timeline for requests to correct CFS transactions’
- Review your transactions for appropriate chartfields and completeness.
- For items ordered and received by department-- not through shipping and receiving--be sure to call Shipping & Receiving to notify them that the item has been received. Omitting this step can delay payment to supplier.
- Review all funds with your deptid(s)-not just G1006.
- Other year end reminders:
  - Month of April 2019 estimated to close by 5/9/19
  - Month of May 2019 estimated to close by 6/10/19
  - Spring 2019 Reimbursed Time POs (RTPOs)-work with RESP analysts to process
  - CPO requests for CSU/CO reimbursements due to FAR 5/31/19
- If you are out of the office in June, July or August:
• Please set your outlook to ‘Out of office’ message and include the name of whomever we may contact in your absence.
  o Please cc whomever will cover desk for any requests you send right before you leave.
• Year-end receipting cutoff:
  o All checks and payments for State-side transactions must be receipted at Cashiering-SSC 230 by 12pm on 6/27/19.
  o Contact Anna Magana or Suzy Buck if you have something to receipt but are concerned about the 12 pm cutoff.

5.  • We welcome all feedback, future topics, and suggestions. Please send to fincfs@csuchico.edu

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