



MEMORANDUM

To: Campus Community

Date: March 22, 2024

From: Heather Macaulay, Senior Director and Controller, Chief Accounting Officer 

CC: Mike Chavez, Interim Associate Vice President for Business and Financial Services 

Re: Fiscal Year End Schedule and Deadlines for FY 2023-2024

The purpose of this memorandum is to outline year end processing deadlines for FY 2023-2024. The deadline for closing the financial records for this fiscal year is June 30, 2024. This deadline enables the campus to meet the financial reporting requirements of the State Controller's Office, CSU Chancellor's Office, and various other government and non-governmental agencies.

The following details the current year deadlines for processing paperwork. **All deadlines are as of 5:00pm on the date listed.**

Financial and business services will host two year-end training/workshops to discuss year-end deadlines and to provide campus the opportunity to ask questions and gain assistance with paperwork. There will be a few changes to year-end processes and timelines due to CSU Procure-to-Pay (P2P). As a result, attendance at one of the year-end training sessions is highly encouraged.

The workshops will be held via zoom on Tuesday, April 9th from 2-4pm and Tuesday, April 16th from 9-11am.

Clickable Zoom links are below:

Tuesday, April 9th (Clickable Zoom link is) [Zoom Link - YE Training April 9th](#)

Tuesday, April 16th (Clickable Zoom link is) - [Zoom Link - YE Training, April 16th](#)

Year-end Deadline Summary

April 2024

Deadlines for Transactions Relating to months through Fiscal Year 2023-2024

(All state-side grant-related paperwork listed below is due in Post Award by April 18, 2024).

April 19, 2024 – Labor Cost Distribution (LCD) payroll moves related to the month of March 2024.

April 26, 2024 – Procurement: Requisitions \$25,000 or greater submitted in CSUBUY Procure-to-Pay (P2P) with all appropriate approvals.

May 1, 2024 – Direct Pays and invoices through April 26, 2024.

May 2, 2024 – Chargebacks through April 30, 2024.

May 2, 2024 – Journal entries for transactions up through April 30, 2024.

May 6, 2024 – Billing request forms for activity related to the month of April 2024.

May 8, 2024 – Travel claims for travel ending through April 26, 2024

NOTE: No travel ending before April 7, 2024, will be accrued, so departments need to submit the claims by the deadlines to be charged against the FY23-24 budget.

May 2024

Deadlines for Transactions Relating to Fiscal Year 2023-2024

(All state-side grant related paperwork listed below is due in Post Award by May 17, 2024).

May 10, 2024 -Procurement: Requisitions less than \$25,000 submitted in CSUBUY P2P with all appropriate approvals.

May 20, 2024 - Labor Cost Distribution (LCD) payroll moves related to the month of April 2024.

May 23, 2024 -Procurement: **Public Works Project** Requisitions submitted in CSUBUY P2P with all appropriate approvals.

June 3, 2024 - Direct Pays and invoices through the month of May 2024.

June 3, 2024 - Journal entries for the month of May 2024.

June 3, 2024 - Chargebacks for the month of May 2024.

June 6, 2024 - Billing request forms for activity related to the month of May 2024.

June 6, 2024 - Travel claims through May 2024.

NOTE: No travel ending before April 7, 2024 will be accrued, so departments need to submit the claims by the deadlines for them to be charged against the FY23-24 budget.

June 2024

Deadlines for Transactions Relating to Fiscal Year 2023-2024

(All state-side grant-related paperwork listed below is due in Post Award by May 23, 2024).

June 6, 2024 - Billing request forms for activity related to the month of June 2024.

June 6, 2024 - Direct Pays and invoices for the month of June 2024.

June 6, 2024 - Travel claims through June 5, 2024.

June 6, 2024 - Travel claims estimate for June (thru June 30, 2024)

NOTE: No travel ending before April 7, 2024 will be accrued, so departments need to submit the claims by the deadlines for them to be charged against the FY23-24 budget.

June 19, 2024 - Labor Cost Distribution (LCD) payroll moves related to the month of May 2024.

Year-End Deadline Summary by Department for Fiscal Year 2023-2024

Accounting (e-mail: accounting@csub.edu)

Chargebacks through May 31, 2024 deadline is Monday June 3, 2024

Contact Michael Hufnagel at x2685 if you have questions related to:

Hot Spot -Mobile Internet Access
CCP Use Tax
Telecommunications
Telecomm (Cell/Equipment)

Contact Emily Azamar at x6458 if you have questions related to:

Voyager
Photo ID
Postage/AV Postage
Courier/Shipping
Parking

Contact Adam Bye at x2205 if you have questions related to:

Media Services
Fingerprinting
Facilities Work Orders
Utilities

Contact Lexis Hanssen at x2502 if you have questions related to:

Printshop/Reprographics
Copier Program

*Note: All **June** chargebacks will be posted to FY 2024-25.*

The May 2024 Expenditure Transfers Deadline is June 3, 2024.

If you have questions call Michael Hufnagel at x2685.

Budget Office (email: ORG-Budget@csub.edu)

Budget Transfers for the FY 2023-24 Year due by June 20, 2024.

If you have any question, contact Natasha Hayes at x2263.

Grants and Sponsored Program Grant Related Activities (email: spaaccounting@csub.edu)

State-side grants are funds beginning with SC and SD.

**All grant-related paperwork needs to be approved by SPA Post-Award, prior to being submitted to other departments. To meet designated deadlines, all paperwork must be received in SPA Post-Award one week before campus deadlines.*

SPA Grants

Deadline to turn in all SPA FY 2023-24 invoices to SPA Accounting.

SPA Accounting will manually accrue all FY 2023-24 invoices submitted to Post Award by **noon** July 8th.
*(All grant-related paperwork is due in Post Award by **July 3, 2024**)*

Manual accrual list must be submitted to the SPA Accountant for all individual FY 2023-24 invoices greater than \$100 that were not submitted to Post Award by July 3rd deadline, must be submitted by July 11, 2024.

If you have any questions, contact Sixto Solis at x2579

Payroll (email: hr@csub.edu)

To meet reporting requirements, the Campus reports on a June through May operating cycle. This process is consistent with most of the CSU campuses and will maintain 12 months of payroll expenses in the fiscal year. With respect to grant programs, these year-end deadlines must be met in addition to any specific deadlines set by grant award sponsors.

Deadline is Wednesday, June 19, 2024.

If you have any questions, please contact Linda Lara at x 6085.

Please note the following dates:

March 2024 LCD Payroll moves due April 19, 2024.

April 2024 LCD Payroll moves due May 20, 2024.

May 2024 LCD Payroll moves due June 19, 2024.

June 2024 LCD Payroll moves due July 18, 2024.

June Payroll will be posted by the end of June 2024; payroll moves processed in next fiscal year.

All monthly June **Payroll** dated on or before July 1, 2024, will be charged to FY 2023-24 budget. Employees that are paid for June on July 12, 2024, will be charged to the FY 2024-25 budget (this includes prior pay period late time). Hourly and Special Consultant Payroll for Grant programs ending June 30, 2024, must be submitted to HR/Payroll by June 13, 2024, for these transactions to be charged to FY 2023-24.

If you have any questions, please contact Tina Williams at x 3205

Payment Services (Accounts Payable and Travel) (email:accounts_payable@csub.edu)

Any new expenditures, via a Direct Pay, Travel, Petty Cash, etc., received after the deadlines designated on the following pages will not be posted to the FY 2023-24 budget. Incomplete paperwork (i.e. paperwork missing chartfield, signatures, or supporting documentation) will result in expenses being recorded as a FY 2024-25 transaction.

**All grant-related paperwork needs to be approved by SPA Post-Award prior to being submitted to Payment Services and still be received in our office by our deadlines.*

Procurement Card (ProCard)

- The ProCard billing cycle for June is May 11- June 10, 2024.
- The reconciliation period in PeopleSoft for the June statement is June 11-20, 2024 (7 business days). Use tax chargebacks for purchases made in the June 2024 billing cycle will be posted to the FY 2024-25 budget.

Invoices, Direct Pays, and Special Services forms

- Through April 26th due to Payment Services May 1, 2024
- April 27 - May 2024 Transactions due June 3, 2024
- June 2024 Transactions due June 6, 2024.

Travel Claims through April 26th are due May 8, 2024

No travel ending before April 7, 2024, will be accrued.

Travel Claims through June 5th are due on June 6, 2024

**** Travel Accruals:** To accrue travel that will end April 7th or later and hasn't been submitted on a travel claim by June 6, 2024 _submit the [FY23-24 Travel Accrual PowerForm](#) early enough for it to be received by Payment Services by the June 6, 2024 deadline.

All non-accrued travel will be charged to the FY 2024-25 budget.

If you have any questions, please contact Tina Livingston at x3567.

Direct-Billed Travel Expenses (Concur, Uniglobe, car rentals, local hotels)

Car rentals and local hotels are paid based on the date the invoice is received. If both the vendor invoice and the Charge Request have been received by June 6, 2024, the expense will be recorded in the current fiscal year.

Uniglobe expenses posted after June 6, 2024, and any charge for which no Charge Request is on file will be recorded as FY 2024-25 transactions.

Procurement and Contract Services (email: procurement@csub.edu)

Please include all necessary supporting documentation with a requisition, including authorizations. When feasible, use the Procurement Credit Card (ProCard) for routine low value commodity purchases. If you anticipate any issues with meeting these deadlines, please contact Procurement.

Purchases of \$25,000 and greater require requisitions to be submitted in CSUBUY P2P with required approvals by Friday, April 26, 2024.

Purchases under \$25,000 require requisitions to be submitted in CSUBUY P2P with required approvals by Friday, May 10, 2024.
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Purchases under \$5,000 and greater that require Public Works project requisitions must be submitted in CSUBUY P2P with required approvals by Friday, May 23, 2024.

Note: Any requisitions not meeting the above due dates will be held for processing in **FY 2024-25**. Procurement cannot guarantee any requisitions submitted by due dates above will be processed in FY 2023-24 if additional approvals are needed or processes required, such as contract creation or bid process.

Invoices for services rendered must be received by June 6, 2024, in Payment Services to be paid from the FY 2023-24 budget. This deadline does not apply to grants. ***Please refer to the Grants and Sponsored Programs related activities section of this memo.***

FY 2024-2025 Requisitions submitted in current fiscal year

Requisitions for the new fiscal year may be submitted in CSUBUY P2P on or after Monday, June 3, 2024. Please be sure to input an accounting date (field in P2P) of July 1, 2024, or later and add comment: *“PO is for FY 2024-25.”* POs processed will be held for release until July 3, 2024, unless there is a critical need to release early (contact Procurement and provide justification). All requisitions submitted early for FY 2024-25 will go to Procurement for processing, including punchout catalog items (i.e. Staples, Amazon). This process only applies to requisitions submitted for FY 2024-25 from June 3, 2024, to July 2, 2024.

Annual Renewals and Blanket Purchase Orders

Annual renewals and blanket PO requisitions can be submitted on or after Monday, June 3, 2024. Please be sure to input the accounting date (field in P2P) of July 1, 2024, or later and add comment: *“annual renewal or blanket PO for FY 2024-25”*. POs will be held for release until July 3, 2024. After July 2nd, the accounting date and comment is no longer necessary. Procurement will provide the annual renewal/blanket spreadsheet this year only as requestors will have visibility for all their POs in P2P as well as have the ability to run reports to collect this data. Annual renewals and blanket PO information will be posted on the following website on May 1, 2024:

Clickable website link is [Fiscal Deadlines & Renewals | California State University, Bakersfield \(csub.edu\)](#)

Student Financial Services (email: sfs@csub.edu)

Petty Cash through June 6, 2024, are due by June 6, 2024.

Note: Petty Cash vouchers for submission after June 6, 2024, will be charged to the FY 2024-25 budget.

If you have any questions, please contact Cashiering at x 6204.

Billing Request Forms:

April 2024 Billing Request Forms are due May 1, 2024

May 2024 Billing Request Forms are due June 6, 2024.

June 2024 Billing Request Forms are due June 6, 2024.

If you have any questions concerning the Billing Request Forms, please email Accounts Receivables at email address below:

Accounts_receivable@csub.edu

All billing requests submitted after this date will be processed in FY 2024-25.

Signature: *Heather Macaulay*
Heather Macaulay (Mar 25, 2024 09:04 PDT)

Email: hmacaulay@csub.edu

Signature: 
Michael Chavez AVP CPO (Mar 25, 2024 09:35 PDT)

Email: mchavez14@csub.edu