



MEMORANDUM

To: Campus Community
Date: February 17, 2023
From: Heather Macaulay, Interim Senior Director and Controller
CC: Mike Chavez, Interim Associate Vice President for Business and Financial Services
Re: Fiscal Year End Schedule and Deadlines for FY 2022-2023

The purpose of this memorandum is to outline year-end processing deadlines for FY 2022-2023. The deadline for closing the financial records for this fiscal year is **June 30, 2023**. This deadline enables the campus to meet the financial reporting and audit requirements of the State Controller's Office, CSU Chancellor's Office, and various other government and non-governmental agencies.

The following deadlines for processing paperwork have been developed. **All deadlines are as of 5:00 p.m. on the date listed.**

Financial 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.

The workshops will be held via zoom on Tuesday, March 21st from 9-11am and Tuesday, April 18th from 2-4pm.

Zoom links for the workshops will be sent closer to the dates.

Year-end Deadline Summary

April 2023

Deadlines for Transactions Relating to months through Fiscal Year 2022-2023

(All state-side grant-related paperwork listed below is due in Post Award by April 20, 2023).

April 20, 2023– Labor Cost Distribution (LCD) payroll moves related to the month of April 2023.

April 28, 2023- Procurement: Purchase Requisitions \$ 25,000 or greater submitted with all appropriate signatures.

May 01, 2023 – Chargebacks through April 30, 2023.

May 01, 2023 – Journal entries for transactions up through April 30, 2023.

May 01, 2023 – Billing request forms for activity related to the month of April 2023.

May 01, 2023 – Direct Pays, Special Services, travel claims, and invoices through April 30, 2023.

May 2023

Deadlines for Transactions Relating to Fiscal Year 2022-2023

(All state-side grant related paperwork listed below is due in Post Award by May 18, 2023).

May 12, 2023 -Procurement: Purchase Requisitions less than \$25,000 submitted with all appropriate signatures.

May 26, 2023 -Procurement: **Public Works Project** Purchase Requisitions submitted with all appropriate signatures

May 19, 2023 - Labor Cost Distribution (LCD) payroll moves related to the month of May 2023.

June 01, 2023 - Direct Pays, Special Services, and invoices through the month of May 2023.

June 01, 2023 - Billing request forms for activity related to the month of May 2023.

June 01, 2023 - Journal entries for the month of May 2023.

June 05, 2023 - Chargebacks for the month of May 2023.

June 05, 2023 - Travel claims through May 2023.

June 2023

Deadlines for Transactions Relating to Fiscal Year 2022-2023

(All state-side grant-related paperwork listed below is due in Post Award by May 25, 2023).

June 01, 2023 - Billing request forms for activity related to the month of June 2023.

June 02, 2023 - Direct Pays, Special Services, and invoices for the month of June 2023.

June 05, 2023 - Travel claims through June 02, 2023.

June 07, 2023 - Travel claims estimate for June 04-June 30, 2023 (see travel estimate form, attached)

June 19, 2023 - Labor Cost Distribution (LCD) payroll moves related to the month of June 2023.

Year-End Deadline Summary by Department for Fiscal Year 2022-2023

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

Charge backs through May 31, 2023 Printshop/Reprographics Copier Program Postage/AV Postage Courier/Shipping Parking	Monday 06/05/2023	Lexis Hanssen x2502
Voyager Hot Spot -Mobile Internet Access Photo ID Telecommunications Telecomm (Cell/Equipment)	Monday 06/05/2023	Michael Hufnagel x2685
Media Services Fingerprinting Facilities Work Orders Utilities	Monday 06/05/2023	Adam Bye x2205
CCP Use Tax	Monday 06/05/2023	Susan Young x6458
<i>Note: All June chargebacks will be posted to FY 2023-24.</i>		
May 2023 Expenditure Transfers	Thursday 06/01/2023	Lexis Hanssen x2502

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

Budget Transfers for the FY 2022-23 Year due by June 15, 2023.	Thursday 06/15/2023	Natasha Hayes x2263
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Grants and Sponsored Program Grant Related Activities (email: spapostaward@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.*

CMP - Manual Accruals for grants related funds due from Departments (services must be provided, or items must be received/delivered to the campus by June 22, 2023). <i>(All grant-related paperwork is due in Post Award by June 01, 2023).</i>	Thursday 06/08/2023	Sixto Solis X2579
Note: <u>To avoid a duplication</u>, invoices submitted to Post Award for payment should not be on the June 10 accrual list.		

SPA GrantsSixto Solis
X2579

Deadline to turn in all SPA FY 2022-23 invoices to SPA Accounting.

SPA Accounting will manually accrue all FY 2022-23 invoices submitted to Post Award by **noon** July 6th.
(All grant-related paperwork is due in Post Award by July 03, 2023)

Thursday
07/06/2023
Noon

Manual accrual list must be submitted to the Grants Accountant for all individual FY 2022-23 invoices greater than \$100 that were not submitted to Post Award by July 3rd deadline.

Thursday
07/13/2023

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

Any new expenditures, via a Direct Pay, Special Services, Travel, Petty Cash, etc., received after the deadlines designated on the following pages will not be posted to the FY 2022-23 budget. Incomplete paperwork (i.e. paperwork missing chartfield, signatures, or supporting documentation) will result in expenses being recorded as a FY 2023-24 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 12, 2023.
- The reconciliation period in PeopleSoft for the June statement is June 13-22, 2023 (7 business days). Use tax chargebacks for purchases made in the June 2023 billing cycle will be posted to the FY 2023-24 budget.

Invoices, Direct Pays, and Special Services forms through

Tina
Livingston
x3567

- April 30 due to Payment Services May 01, 2023. Monday, 05/01/2023
- May 2023 Transactions due June 01, 2023. Thursday, 06/01/2023
- June 2023 Transactions due June 02, 2023. Friday, 06/02/2023

Travel Claims through June 2nd are due on June 05, 2023

Monday
06/05/2023

Sally Shaff
x6207

Travel June 04 – June 30, 2023 must be estimated and reported to Payment Services by 6/07/2023 for the expense to be accrued and charged to FY 2022-23. All non-accrued travel will be charged to the FY 2023-24 budget.

Wednesday
06/07/2023

** Email attached Travel Accrual Form to accounts_payable@csub.edu by **06/07/2023**.**

Direct-Billed Travel Expenses (Concur, Uniglobe, car rentals, local hotels)	Thursday 06/08/2023	Sally Shaff x6207
<p>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 06/08/2023, the expense will be recorded in the current fiscal year.</p> <p>Uniglobe expenses posted after June 08, 2023 and any charge for which no Charge Request is on file will be recorded as FY 2023-24 transactions.</p>		

Payroll (email: hr@csub.edu)

<p>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.</p> <p>March 2023 LCD Payroll moves due April 20, 2023. April 2023 LCD Payroll moves due May 19, 2023. May 2023 LCD Payroll moves due June 19, 2023. June 2023 LCD Payroll moves due July 19, 2023.</p> <p><i>(*June Payroll will be posted by the end of June 2023; payroll moves processed in next fiscal year).</i></p> <p>All monthly June Payroll dated on or before July 01, 2023 will be charged to FY 2022-23 budget. Employees that are paid for June on July 14, 2023 will be charged to the FY 2022-23 budget (this includes prior pay period late time). Hourly and Special Consultant Payroll for Grant programs ending June 30, 2023 must be submitted to HR/Payroll by June 13, 2023, for these transactions to be charged to FY 2022-23.</p>	Monday 06/12/2023	Linda Lara X6085
<p style="text-align: right;">Tina Williams x3205</p>		

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

Please send the appropriate supporting documentation with a requisition, including authorizations, as soon as possible. When feasible, use the Procurement Credit Card (ProCard) for routine low value commodity purchases. If you need a ProCard or anticipate any issues with meeting these deadlines, please contact Procurement.

\$25,000 and greater	Friday, April 28, 2023	Purchase Requisitions submitted with all appropriate signatures.
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Under \$25,000	Friday, May 12, 2023	Purchase Requisitions submitted with all appropriate signatures.
\$5,000 and greater	Friday, May 26, 2023	Public Works Projects Purchase Requisitions submitted with all appropriate signatures.

Note: Any requisitions not meeting the above timelines will be held for processing in **FY 2023-24**. Invoices for services rendered must be received by June 02, 2023 in Payment Services to be paid from the FY 2022-23 budget. This deadline does not apply to grants. *Please refer to the Sponsored Programs and Grant related activities section of this memo.*

FY 2023-2024 Requisitions

Requisitions for the new fiscal year may be submitted starting June 1 and must be clearly marked “FY 2023-24.” However, they will not be entered into PeopleSoft until after July 1.

Annual Renewals and Blanket Purchase Orders

Departments can submit requisitions for annual renewals or blanket purchase orders beginning June 1, 2023. Please follow the instructions on the Procurement & Contract Services website located at: <https://www.csub.edu/bas/fiscal/procurement/Renewals/index.html>. A campus master list of renewal and blanket purchase orders is provided on this site as well for reference. No other notification of expiring Renewals or Blankets will be provided.

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

Petty Cash through June 01, 2023.	Thursday 06/01/2023	Cashiering x6204
Note: Petty Cash vouchers for submission after June 01, 2023 will be charged to the FY 2023-24 budget.		
Billing Request Forms up through April 30 th , due May 1 st .		Accounts Receivables accounts_receivable@csub.edu
May 2023 Billing Request Forms due June 01, 2023.	Thursday 06/01/2023	
June 2023 Billing Request Forms due June 01, 2023.		
<i>All billing requests submitted after this date will be processed in FY 2023-24.</i>		