California State University | FINANCIAL SERVICES CHANNEL ISLANDS

Date: April 26, 2018

To: FHR Council Members

From: Leslie Brotcke, Accounting Manager

Subject: **Year-End Financial Deadlines for FY 17-18**

Below are the year-end financial deadlines for FY 17-18. These deadlines are established to ensure that CSU Channel Islands will meet its reporting deadlines to the CSU Chancellor's Office and the State Controller's Office.

This year's deadline for submission to these agencies is **Friday, July 13, 2018**.

By distributing the deadlines and requiring documents to be submitted earlier than in a normal month, Financial Services is in a better position to meet both the needs of the campus as well as submit our campus' reporting package on time.

Year-End Financial Deadlines

Type of Transaction	Deadline	Contact Name	Contact Information
Accruals	Tue, July 3, 2018	Myrna StaAna	x8489 or myrna.staana@csuci.edu
	➢ Payroll Accruals: Per the CO, payroll accruals are not allowed. ➢ Accounts Payable Accruals: ➢ All AP accrual transactions should be submitted with the form entitled "Accounts Payable Accrual Form" by close of business via email. ➢ Write "ACCRUED" on the upper right corner of the back-up document/s to be attached to the form. ➢ Accruals pertain only to items and/or services purchased and delivered by June 30, 2018. ➢ Delivery confirmation is required from the Supplier for an item to be accrued, and back-up document/s must be included. ➢ Accruals for direct payment, travel, business expense reimbursement (TEC and BER) as of June 30, 2018, back-up document/s must be included to be accrued. ➢ Accruals will not be accepted for items under $500. (e.g. TEC/BER/Direct Payment, and PO). ➢ Accruals are not allowed for grant funds. • P-Card charges from June 11-30, 2018		

California State University | FINANCIAL SERVICES CHANNEL ISLANDS

Type of Transaction	Deadline	Contact Name	Contact Information
Accounts Payable Check and Direct Payment Requests	Tue, June 19, 2018	Myrna StaAna	x8489 or myrna.staana@csuci.edu
	➢ All requests for direct pay must be submitted on a "Check Request Form," and/or non-receiving PO invoice related payments must be approved and submitted to Accounts Payable by close of business. • If not fully completed and received by Accounts Payable by above deadline, submit an "Accounts Payable Accrual Form" as per above to ensure the expense gets recorded in FY 17-18. *Accruals will not be accepted for purchases under $500*. • Purchase Order with receiving requirement (3-way match PO) needs to be received in PeopleSoft (PS) by Shipping and Receiving Office by June 30, 2018 in order to include expenditures for the current year.		
Accounts Receivable Invoice Requests	Tue, June 19, 2018	Michelle Hense	x3143 or michelle.hense@csuci.edu
	➢ Invoice requests must be received by close of business.		
Budget Transfers	Tue, June 19, 2018	Jennifer Moss	x3510 or jennifer.moss@csuci.edu
	➢ Budget transfers are due by close of business.		
Deposits	Tue, June 26, 2018	Letitia Poteet	X8454 or letitia.poteet@csuci.edu
	➢ All deposits, as recorded on the "Request to Deposit Funds" form, must be dropped off to Student Business Services (SBS) by close of business.		
Journal Entries (JETs)	Mon, June 25, 2018	Leo Cervantes	X8578 or leopoldo.cervantes@csuci.edu
	➢ The "JET Form" should be used for all non-payroll expenditure adjustments. • All adjustments through May 2018 should be submitted by this deadline. • Once preliminary June 2018 reports are issued, only June 2018 adjustments will be accepted. • Also, use the "JET Form" for Chargebacks (phone, copier, utilities, postage).		
Payroll Expenditure Adjustments	Tue, June 19, 2018	Jennifer Moss	x3510 or jennifer.moss@csuci.edu
	➢ These transfers must finalize all adjustments through May 2018. • Adjustments should be made using the "Payroll Expenditure Transfer Form." • Once preliminary June 2018 reports are issued, only June 2018 adjustments will be accepted.		

California State University | FINANCIAL SERVICES | CHANNEL ISLANDS

Type of Transaction	Deadline	Contact Name	Contact Information
Payroll Related Pay Requests	Fri, June 8, 2018	Vickie Metcalfe	x3731 or vickie.metcalfe@csuci.edu
	➢ Last day HR can receive pay related transactions in order to ensure expenses will post in FY 17-18. This includes: • Special Pay Authorizations • Stipends • Overtime • Shift Differential Note: This does not include time entered in TLSS.		
Cash Posting Orders (CPOs)	Fri, June 15, 2018	Esmeralda Mendoza	X3620 or esmeralda.mendoza@csuci.edu
	• Cash Posting Orders (CPO's) for FY2017-2018 are due to the Chancellor's Office by this date.		
Petty Cash Replenishments	Fri, June 15, 2018	Myrna StaAna	x8489 or myrna.staana@csuci.edu
	➢ The "BEC Form" should be used for petty cash replenishments. • Petty Cash Custodians are to submit the "BEC Form" to Accounts Payable.		
ProCard Statements	Tue, June 19, 2018	Karina Cruz	X8581 or karina.cruz@csuci.edu
	➢ Reporting date is for the period May 11, 2018 - June 8, 2018. ➢ June reconciliation period is June 12, 2018 - June 19, 2018. ➢ Submit an "Accounts Payable Accrual Form" as per above to ensure that ProCard charges for June 11, 2018 - June 30, 2018 get recorded in the proper fiscal year.		
Related Entity Transactions (RETs)	Mon, June 25, 2018	Michelle Hense	x3143 or michelle.hense@csuci.edu
	➢ The "RET Form" should be used for all revenue/expenditure adjustments between campus and auxiliary organizations. ➢ All transactions through June 2018 should be submitted by this deadline.		

California State University | FINANCIAL SERVICES CHANNEL ISLANDS

Type of Transaction	Deadline	Contact Name	Contact Information
Travel Expense Claims (TEC) and Business Expense Claims (BEC)	Tue, June 19, 2018	Myrna StaAna	x8489 or myrna.staana@csuci.edu
	➢ TEC and BEC Forms must be submitted by close of business to Accounts Payable. • If not fully completed and received by Accounts Payable by above deadline, submit an "Accounts Payable Accrual Form" as per above to ensure the expense gets recorded in FY 17-18. *Accruals will not be accepted for purchases under $500*. ➢ Forms must be signed and dated, and include all necessary backup.		

June 2018 Year-End Reports

Preliminary Reports Available for Review	Fri, July 6, 2018	Esmeralda Mendoza	x3620 or esmeralda.mendoza@csuci.edu
	➢ Preliminary reports (department and payroll) will be available for review		

Final Adjustments Due	Mon, July 9, 2018	Esmeralda Mendoza	x3620 or esmeralda.mendoza@csuci.edu
	➢ Adjustments (June 2018 only) are due by 12noon.		

Procurement Year-End Deadlines

Type of Transaction	Deadline	Description
Reqs $50,000 and over	Tues, May 22, 2018	Requisitions must be received by this date.
Reqs $10,000 - $50,000	Tues, May 29, 2018	
Reqs less than $10,000	Tues, May 29, 2018	
Change Orders	Fri, June 8, 2018	

Priority will be placed on all requisitions submitted in accordance with the above deadlines. Those received after these dates will be processed as the workflow in the Procurement office permits.

If further assistance is needed, please contact one of the following Procurement staff members:

Kim Beach	Buyer II	kim.beach@csuci.edu or x1628
Karina Cruz	Buyer II	karina.cruz@csuci.edu or x8581
Rhonda Florick	Buyer II	rhonda.florick@csuci.edu or x3775
Ilene Mehrez	Interim Manager, Procurement	ilene.mehrez@csuci.edu or 8481