



**ASSOCIATE VICE PRESIDENT
BUSINESS AND FINANCE**

**OFFICE OF THE VICE PRESIDENT
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Date: April 20, 2021

To: Campus Community


Wayne Nishioka (Apr 20, 2021 10:13 PDT)

From: Wayne Nishioka, Interim Associate Vice President for Business and Finance

Tranitra Avery, Executive Director, CSUDH Foundation 
Tranitra Avery (Apr 20, 2021 10:57 PDT)

Subject: 2020/21 Year-End Close for University & CSUDH Foundation Accounts

In preparation for FY 2020/21 year-end closing, this memo provides due dates to assist in meeting required deadlines with minimal disruption to operations. Meeting established dates is important in ensuring the accuracy of the University's financial records. Unless otherwise noted, all documents must be received by 5 p.m. on the specified dates.

In addition to meeting these deadlines, departments should access and review departmental financial reports to ensure appropriate year-to-date budgets and expenditures have been recorded. For assistance in accessing and reviewing reports, please contact the fiscal officer for your division or college. For reporting discrepancies, please contact the appropriate Administration and Finance department: Procurement and Contracts (ext. 3799); Accounting Services (ext. 3791); Payroll (ext. 3769); Budget (ext. 3750); Facilities Services (ext. 3804); CSUDH Foundation (ext. 3306).

FISCAL YEAR 2020/21 YEAR-END

UNIVERSITY ACCOUNTS*

**Includes all accounts held/managed by the University, including trust accounts, Extended Education, and ASI accounts payable and receivable.*

Monday, May 3, 2021

Purchase Requisitions \$100,000 & Above due in Procurement and Contracts to allow adequate time for bid advertising and submission prior to fiscal year-end.

Non-Maintenance Facility Work Orders due to Facilities Services to allow sufficient time for estimating, chargeback approval, and processing.

Monday, May 17, 2021

Purchase Requisitions Under \$100,000 & All Change Orders regardless of dollar value due to Procurement and Contracts.

Thursday, May 20, 2021

FY 2021/22 Purchase Requisitions can be entered in CFS by changing the Requisition Date and the Accounting Date to 07-01-21. These requisitions will remain on hold until all FY 2020/21 requisitions are processed. FY 2021/22 requisitions entered prior to this date will be cancelled.

NOTE: Paper requisitions are no longer accepted. Information on entering requisitions in the correct period can be provided by Procurement and Contracts. Please contact Gene Surh, Director, Procurement and Contracts, at ext. 3250 or Maria Hernandez, ext. 3249 for guidance in an emergency situation.

Tuesday, June 1, 2021

Payroll Transfer Requests and/or requests to correct salary expenses for periods 1-11 (July through May) due to the Budget Office.

Thursday, June 3, 2021

Chargebacks for Services performed through May 31, 2021 will be charged in FY 2020/21. Departments are requested to ensure sufficient funds are retained in the account provided for chargeback to pay for approved services. June chargebacks will be charged and posted in the following fiscal year.

Friday, June 4, 2021*

Overtime Authorization, Shift Differential & Student Pay Request must be entered and approved in Absence Management and Time & Labor for the May pay period.

Friday, June 4, 2021

Requests to Invoice other CSUs & Chancellor's Office to be credited to FY 2020/21 due to Accounting Services.

Friday, June 11, 2021*

eFASTs/Letters & Faculty Contracts, including for Extended Education contracts, for June 2021 and prior months due to Human Resources. Submission of summer session faculty contracts by this date is required to process June paychecks.

Special Consultant Pay Certifications/Vouchers for May 2021 and prior months due to Human Resources.

Student Pay Transfers/Position Changes for May 2021 and prior months due to Human Resources.

Friday, June 11, 2021

Requests to Invoice Auxiliaries & Third Parties to be credited to FY 2020/21 due to Accounting Services.

Faculty Workload Summary Forms to be credited for FY 2020/21 due to Accounting Services. Faculty workload summary forms must be approved by Foundation.

University P-Cards may be used until June 11, 2021. To ensure timely reconciliation and proper posting of charges, P-Cards *may not be used between June 12 and June 30, 2021*, except for essential use only to be approved by the Purchasing Director or Associate Director prior to incurring charges. P-card charges thru June P-Card closing period will be expensed in current fiscal year. If any, material P-Card charges incurred after the June P-Card closing period thru June 30, 2021 may result in a current year expense accrual. Beginning July 1, 2021, P-Cards may be used to incur expenses in FY 2021/22.

Monday, June 14, 2021*

Hourly Payroll Certifications/Vouchers for May 2021 and prior months due to Payroll.

Stipend Requests for May 2021 and prior months due to Payroll.

Payroll Adjustment Form for any adjustment to pay for a previous pay period due to Payroll.

**Pay-related documents submitted to Human Resources and Payroll after the above due dates will be expensed in FY 2021/22.*

Friday, June 18, 2021

Travel Claims and Other Employee Reimbursements to be charged to FY 2020/21, regardless of funding source, due to Accounting Services. **Note: Travel expense claims supported by appropriate receipts and other documentation for travel completed between June 22 and June 30, 2021 are due in Accounting Services no later than July 1, 2021 for posting to FY 2020/21.**

Budget Transfer Requests from or between operating expense accounts due to the Budget Office. **Note: Budget transfers resulting from June labor cost distribution will be processed through July 1, 2021.**

Operating Expenditure Transfers from or between operating expense accounts due to Accounting Services. **Note: Division-approved operating expenditure transfers will be processed through July 1, 2021.**

Wednesday, June 30, 2021 at 10AM

Departmental Deposits for credit in FY 2020/21 must be received in the Cashier's Office by 10 am. The Cashier's Office will close at noon for year-end close processing.

Wednesday, June 30, 2021 at noon

University P-Card reconciliations are due to Accounting Services at noon. Pcard period will be closed on June 30 to ensure that FY 2020/21 charges are posted to the departmental accounts.

CSUDH FOUNDATION ACCOUNTS*

**Includes all accounts held/managed by the Foundation, including Philanthropic Foundation accounts, ASI student club accounts, and LSU accounts payable and receivable.*

Tuesday, June 22, 2021

Accounts Payable Payment (Check) Requests for payments in FY 2020/21 due to the Foundation. Check requests received after this date will be paid in FY 2021/22. Note: All invoices with an invoice date/services/product provided on or before June 30, 2021 are due to the Foundation no later than July 6, 2021 for posting to 2020/21.

New Purchase Orders for FY 2020/21 due to the Foundation. New purchase orders received after this date will be opened in FY 2021/22.

Payroll Transfers (moving salaries, taxes, and benefits from one account to another) due to the Foundation.

Expense/Income Transfers between accounts due to the Foundation.

Requests to Invoice the University, Other Auxiliaries & Third Parties (Accounts Receivable) due to the Foundation. Requests to invoice received after this date will be processed in FY 2021/22.

Monday, June 28, 2021

Deposits (Cash/Checks) for credit in FY 2020/21 must be received in the Foundation office.

Your assistance and support in adhering to these due dates is greatly appreciated and will allow the University to complete year-end financial transactions timely and produce accurate financial reports. Should you have questions, please feel free to call the appropriate department or either of us directly: Wayne Nishioka, Interim AVP for Business and Finance, ext. 3750; or Tranitra Avery, Foundation Executive Director, ext. 2501.

Thank you.