

Year-End Close Processes for Financial Services, Budget and Payroll Services

MARCH 19, 2024

01:30 PM TO 03:30 PM

VIRTUAL PRESENTATION VIA ZOOM

Presenters

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General

- ❖ Introduction
- ❖ Year-End Close Memo & Tasks
- ❖ Year-End Close Processes
- ❖ Understanding Processing Deadlines
- ❖ Preparing for Year-End Close Activities
- ❖ Announcements

FY 2023 Year-End Close Guidelines

<https://financialservices.fullerton.edu/>

<https://financialservices.fullerton.edu/controller/asfr/services/MonthEndClose.php>



Memo issued by: Alexander Porter
VP for Administration & Finance/CFO

<https://adminfin.fullerton.edu/>

Payroll Services

ANTOINETTE ROBERTS, DIRECTOR OF PAYROLL & DATA SERVICES

CASSANDRA GRANILLO, PAYROLL SERVICES MANAGER

❖ Deadline: **05/17/2024 at 5:00 pm** for time period **prior** to 05/2024

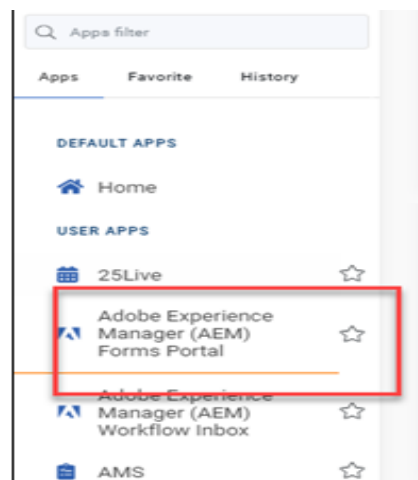
- All payroll-related pay
- Payroll adjustments
- Payroll status changes
- Special consultant pay
- Stipends
- Overtime/Shift Differential
- IRP/Temporary reassignments
- Appointments



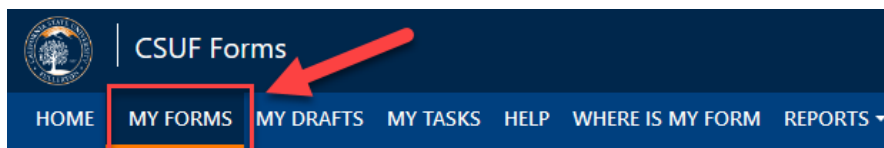
Payroll Forms

- Payroll forms are located in the Adobe Experience Manager portal (AEM) located via the Titan Online Portal page under “MY FORMS”
- Certain forms from other departments will be related to issuing payment from payroll.

1. Location of AEM link in TITAN portal:



2. “My Forms” Location:



Thank you!

QUESTIONS?

CONTACT: PAYROLL@FULLERTON.EDU

Receiving

ANNIE EKSHIAN, DIRECTOR, LOGISTICAL SERVICES AND
ASSET MANAGEMENT

Receipt of Goods

Deadline to Notify S/R: 06/28/2024, 4:00 PM

Departments are reminded that all orders are to be delivered to Central Receiving. However, should an order be delivered directly to your department, Receiving must be notified **immediately**. Send an e-mail to Annie Ekshian at aeckshian@fullerton.edu so the receipt can be appropriately recorded in CFS.



Thank you!

QUESTIONS?

CONTACT: SHIPPINGANDRECEIVING@FULLERTON.EDU



Accounting Services & Financial Reporting (ASFR)

JUSTIN CHAN, ACCOUNTANT III

DAWIT HAILE, ACCOUNTANT III

WINNIE LIN, ACCOUNTANT III



- Year-End Close Overview
- Managing Funds
- ASFR Forms
 - Billing Requests
 - Reimbursement / Deposits to University
 - Expenditure Transfers, Non-Payroll
- Accruals
 - PCD Monthly Accrual Process
 - PCD Year-End Accrual Process
 - Concur Travel Expenses Year-End Accrual Process (ACTUALS entry)
 - Concur Travel Requests Year-End Accrual Process (ENCUMBRANCE entry)
- Announcements

FY 2023 (06/30/2024)



Campus Reporting:

FLCMP (Legal close) - modified accrual

- Year-End Reports using campus chartfields
- OBIEE Reports finalized after submitting Year-End Reports to the Chancellor's Office by July 15th

FLCSU (FIRMS close) - modified accrual

- Year-End Reports using Chancellor's Office FIRMS Object Codes, CSU Funds and NACUBO Program Codes
- Year-End Reports due to Chancellor's Office by July 15th
- Year-End Reports due to State Controller's Office by July 31st

FLGAP (GAAP close) - full accrual

- External Audit field work begins 2nd week of September
- Consolidated CSU Financial Statements issued around October 15th*

**As of 03/13/2024, FY 2022 CSU Financial Statements not yet issued by the CO*

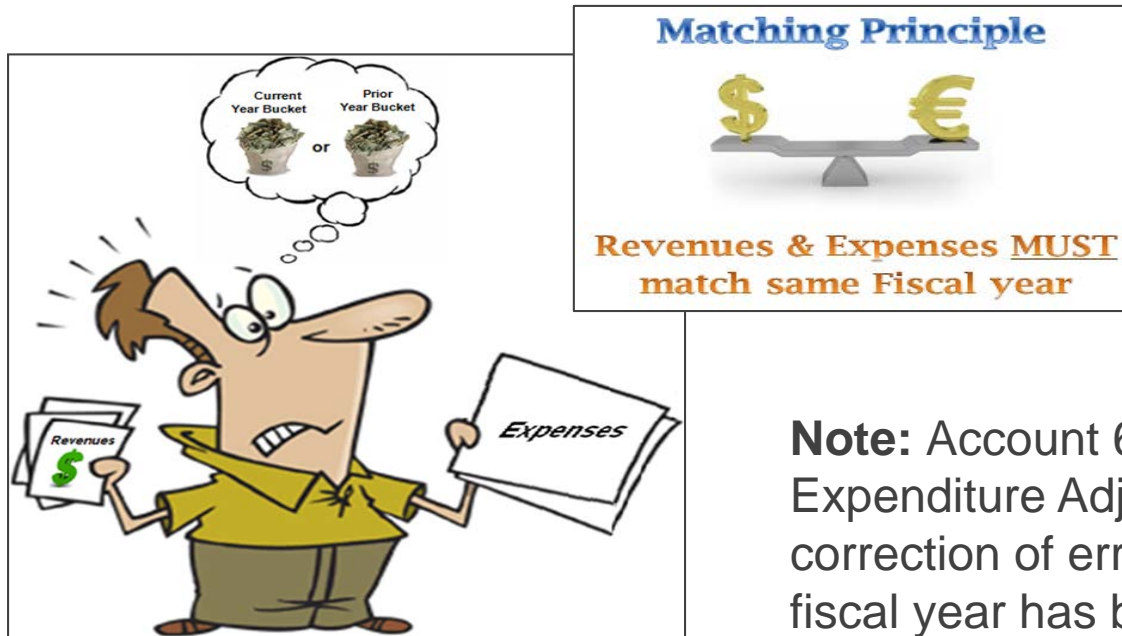
FY 2023 (06/30/2024)

Sum of Amount		BU		
Type	Entity	FLCMP	FLGAP	Grand Total
☐ AUX ORG-Oth CSU	AUX ORG-Oth CSU	72,723.28		72,723.28
☐ AUX-ASC	AUX ORG	389,114.64	79,036.22	468,150.86
☐ AUX-ASI	AUX ORG	325,889.75	10,150.00	336,039.75
☐ Capital	3rd party-Cap	4,818,610.68	969,179.41	5,787,790.09
☐ Capital-Retention	3rd party-Cap	4,931,995.48	1,085.34	4,933,080.82
☐ In/Out	In/Out	1,311,276.34	(1,311,276.34)	0.00
☐ Non-Capital	3rd party-NonCap	4,387,562.90	8,026,944.93	12,414,507.83
Grand Total		16,237,173.07	7,775,119.56	24,012,292.63

GAAP Close: ASFR received invoices for **\$7.775M** (FLGAP) pertaining to FY 2022 that were not included in Legal close (FLCMP); these missed invoices are posted in OBIEE in FY 2023 instead of FY 2022

IMPORTANT: Submit all transactions for current fiscal year ASAP even after 06/30 has passed

GOAL = Revenues & Expenses MUST be recorded in the correct Fiscal Year in which they occur



Note: Account 690002 (Prior Year Expenditure Adj) should only be used for correction of errors discovered AFTER a fiscal year has been closed. Expenses should never be purposely deferred to a subsequent fiscal year in order to record as a "prior year adjustment".

Managing Funds

Things to Consider:

- Fund source
- Funding restrictions (appropriate usage)
- Department restrictions
- Fund balance (BBA)
- Matching revenues earned to expenses in the same Fiscal Year



CFS FUND	DESCRIPTION	INFORMATION
THEFD	CSU Operating Fund	Used as the primary operating fund of the CSU. Student fees are recorded in this fund. Cannot be used by self-support auxiliary enterprise departments such as Housing, Parking and Extended Education.
SW001	RMP SWAT	Additional state appropriations (non-CSUPERB/COAST) processed via CPO (Cash Posting Order); CPO is posted to 572000-SW001-90002; BTR is posted by Budget Planning and Administration to allocate funds to the department.
THOPR	Housing Operation	Used to record all revenue generated from license fees and other housing-related services and operating costs related to the Housing program.
TLD33	Discretionary Fund	Used to record lottery allocations and related expenditures. In accordance with Government Code Section 8880.5(m), the activity funded must represent a bona fide educational experience for students, or result in the development of materials to be used for students, or lead to the development of a program or course. Fund expenditures cannot be for the acquisition of real property, construction of facilities, financing of research or any other non-instructional purpose.
THD01	Parking Rev Fund	Used to record all revenues and operating costs related to the program. Includes revenue from advertising (e.g. on campus vehicles).
TAD01	CERF Extended Education	Used to record all revenues and operating costs related to the Continuing Education program. All support, development and program allocations to campuses in connection with this program, exclusive of cost recovery, must be recorded in this fund.

Month & Year-End Close

<https://financialservices.fullerton.edu/controller/asfr/services/MonthEndClose.php>

- Month-End Close
 - CFS Open Periods
- Month & Year-End Schedules
- US Bank Download (PCD)

The screenshot shows the 'University Controller Accounting Services and Financial Reporting' website. The navigation menu includes 'SERVICES', 'FORMS', 'POLICIES', 'TAX COMPLIANCE', 'ANNOUNCEMENTS', and 'CONTACT US'. The main heading is 'Month & Year-End Close' with a sub-heading 'RESOURCES BELOW'. The page lists several resources:

- FEBRUARY 2024 MONTH-END CLOSE**
- MONTH & YEAR-END CLOSE SCHEDULES**
 - FY 2023 (07/01/2023 TO 06/30/2024) YEAR-END CLOSE
 - [GUIDELINES](#)
 - [MATRIX \(Summary - PDF\)](#)
 - [MATRIX \(Detail - Excel\)](#)
 - [PROPOSED MONTH-END CLOSE SCHEDULE FY 2023/2024](#) (posted 06/26/2023)
- US BANK DOWNLOAD FILE (PCD)**

<https://financialservices.fullerton.edu/controller/asfr/forms/Default.php>

ASFR Forms

University Controller
Accounting Services and Financial Reporting

SERVICES **FORMS** POLICIES TAX COMPLIANCE ANNOUNCEMENTS CONTACT US

Home > Forms

Forms

LIST OF FORMS

Name	Description
Chartfield Request Form [ⓘ] Revised 07/2023	Request a new chartfield (i.e., account, fund, department, program, class, project) or modify, reactivate, or inactivate an existing chartfield using AdobeSign. For more information: About Chartfield Request Forms .
CSU Chargebacks Template [ⓘ] Revised 09/2019	Upload chargeback transactions into the PeopleSoft Financial system (CFS); for Service Provider use only. For more information: About Chargebacks .
Expenditure Transfer Request (ETR) App [ⓘ] (New - launched 12/15/2021) Revised 12/2021	Process expenditure corrections (ACTUALS transactions only). For more information: About ETRs and ETR examples . Reminder: The ETR web application replaces the process of using Excel with macros. All ETR requests using the Excel file with macros are NO LONGER ACCEPTED after December 31st, 2021.
Deposit or Reimbursement to University Account [ⓘ] Revised 11/2022	Deposit funds at the Cashier's Office.
Deposit or Reimbursement to University Account (PCD) [ⓘ] Revised 02/2022	Reimburse the University for disallowed purchases (PCD transaction must be posted to account 660898 in Concur or US Bank Access Online).

IMPORTANT: Download the latest version of the form

ASFR Forms

The Request for Invoice form is used to request an invoice from a vendor. It includes sections for:

- Requestor Information: Name, Title, Department, and Contact Information.
- Request Details: Vendor Name, Invoice Number, and Description of the request.
- Approval: Authorized Signer of Account and Date.
- Account Information: Fund Code, Department, and Project.

Billing Requests

Form: Request for Invoice

Deadline: Friday, 06/28/2024 at 5:00 pm

IMPORTANT: Only ASFR can generate invoices to external entities

<https://financialservices.fullerton.edu/controller/asfr/services/InvoiceBilling.php>

The Deposit or Reimbursement To University Account form is used to request a deposit or reimbursement to a university account. It includes sections for:

- Requestor Information: Name, Title, Department, and Contact Information.
- Request Details: Vendor Name, Invoice Number, and Description of the request.
- Approval: Authorized Signer of Account and Date.
- Account Information: Fund Code, Department, and Project.
- Check Information: Check Number, Amount, and Date.

Reimbursement / Deposits to University

Form: Deposit or Reimbursement to University Account

Deadline: Friday, 06/28/2024 at 12:00 pm

The Deposit or Reimbursement To University Account (PCD) form is used to request a deposit or reimbursement to a university account (Procurement Card). It includes sections for:

- Requestor Information: Name, Title, Department, and Contact Information.
- Request Details: Vendor Name, Invoice Number, and Description of the request.
- Approval: Authorized Signer of Account and Date.
- Account Information: Fund Code, Department, and Project.
- Check Information: Check Number, Amount, and Date.
- Summary Table: A table with columns for Account ID, Fund Code, Department, Project, and Amount.

Reimbursement / Deposits to University (PCD)

Form: Deposit or Reimbursement to University Account (PCD)

Deadline: Friday, 06/28/2024 at 12:00 pm

- Use CASHNet Item Code S7050
 - Defaults to account 660898 (Unauthorized PCD Purchase); must have \$0 balance at 6/30)
- Fund and Department MUST be provided

ASFR Forms

Financial Services and Administrative Systems
Accounting Services and Financial Reporting

SERVICES FORMS POLICIES CONTACT US

ETR > Login

ETR Login

Please enter your username and password

Username:

Password:

Login

Expenditure Transfers, Non-Payroll

Expenditure Transfer Request (ETR) Web App:

<https://afapps.fullerton.edu/ETR/Login.aspx>

Deadline: Tuesday, 07/02/2024 at 5:00 pm

- Approval workflow
- Email notifications
- Online tracking of ETR (REQ) status
- Eliminates printing of ETR forms
- No more lost inter-office mail
- ETR Online Courses (training videos via Employee Training Center)
 - ETR User Online Training
 - ETR Approver Online Training
- Step by step Instructional Manuals
 - ETR User Guides
 - ETR Approver Guides

ETR > Upload

Expenditure Transfer Request (ETR)

CSUF Journal Entry Upload Form Download Template

Requestor Information Transfer Information Attach Backlogs

Instructions: This section must be filled out and saved before proceeding to Transfer Information. Complete all required sections.

Requestor's Department*
18095-Accounting & Financial Rptg

Requestor's Email*
lgran@fullerton.edu

Requestor's Phone & Ext.*
(657) 270-8471

Optional CC Email Addresses: (separate by semicolon and no spaces) dgran@fullerton.edu; jgran@fullerton.edu

Reason for Request*

Approver's Department*
Select

Select Approver*
Select

Requestor Signature*
Lynn Gates

Request Date*
02/28/2022

Requestor Comment:

Save Clear Fields Cancel Request

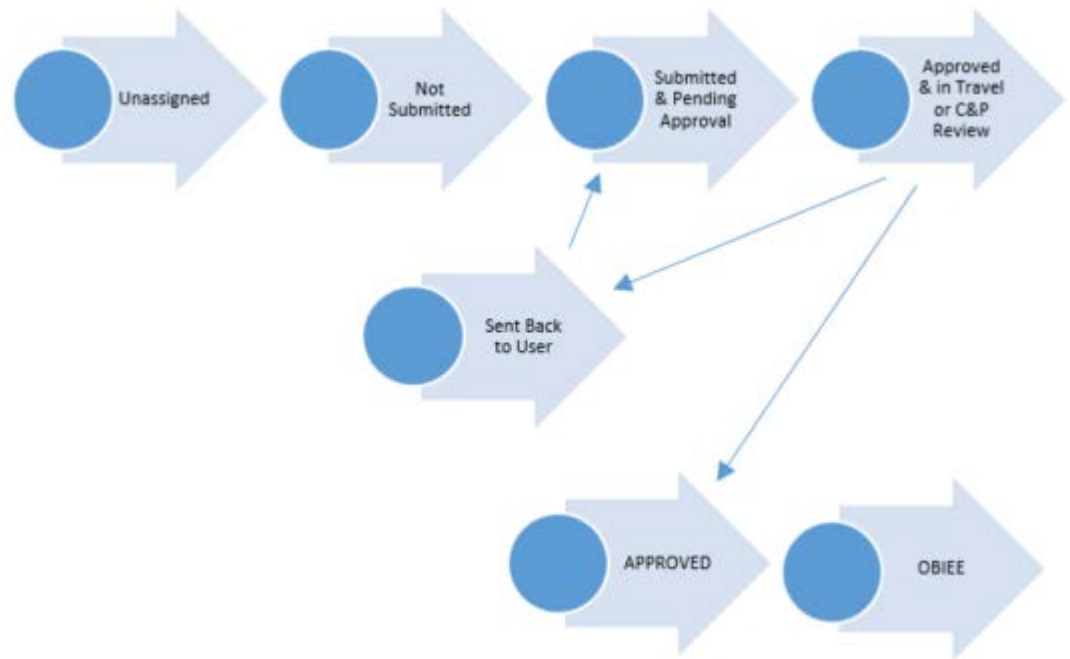
PCD Year-End Accrual Process

- Both May 2024 (ending 05/27/2024) and June 2024 (ending 06/25/2024) transactions will be posted in Period 12 (June 2024)
- No accrual entry will be posted for transactions that occurred between 06/26/2024 and 06/30/2024 for all Concur users; this will be accrued in GAAP close (Business Unit FLGAP)
- Concur Expense Reports that are not yet posted in OBIEE (Status <> Approved) will be accrued with a date of 06/30/2024; reversal entry will be posted on 08/01/2024
 - ❖ Actual chartfields (account, fund, department, program, class & project) will be used, if provided
 - ❖ If chartfields are not provided (Status = Unassigned or Not Submitted), ASFR will do their best to identify the appropriate chartfield using the merchant name
 - ❖ Source Code = OBL

PCD Monthly Accrual Process

- Account 660997 (Concur Not Approved Trans) used to record PCD Expense Reports that are not in Approved Status in Concur
- For August 2023 to May 2024 billing cycles
- Source Code = OBL
- Accrual entry (ex. 08/01) is reversed the following month (09/01)
- Accrual entry will continue until Concur Expense Report is in APPROVED status

NOTE: 660997 = \$0.00 balance at 06/30/2024



PCD Monthly Accrual Process

Dept ID	Fund	Account	Journal ID	Journal Date	Ln Descr	Reference	Reference 1	Fiscal Year	Period	Actuals
10005	THEFD	660997	0002010842	8/1/2022	AMELIA LE 07/18 CSULB PARKING	UNASSIGNED		2022	2	15.00
10005	THEFD	660997	0002010842	9/1/2022	AMELIA LE 07/18 CSULB PARKING	UNASSIGNED		2022	3	(15.00)
10005	THEFD	660997	0002023982	9/1/2022	AMELIA LE 07/18 CSULB PARKING	NOT SUBM		2022	3	15.00
10005	THEFD	660997	0002023982	10/1/2022	AMELIA LE 07/18 CSULB PARKING	NOT SUBM		2022	4	(15.00)
10005	THEFD	660997	0002037487	10/1/2022	AMELIA LE 07/18 CSULB PARKING	SUBMPNDAPP		2022	4	15.00
10005	THEFD	660997	0002037487	11/1/2022	AMELIA LE 07/18 CSULB PARKING	SUBMPNDAPP		2022	5	(15.00)
10005	THEFD	660997	0002059058	11/1/2022	AMELIA LE 07/18 CSULB PARKING	APPRINREVV		2022	5	15.00
10005	THEFD	660997	0002059058	12/1/2022	AMELIA LE 07/18 CSULB PARKING	APPRINREVV		2022	6	(15.00)
10005	THEFD	660997	0002064481	12/1/2022	AMELIA LE 07/18 CSULB PARKING	APPRINREVV		2022	6	15.00
10005	THEFD	660997	0002064481	1/1/2023	AMELIA LE 07/18 CSULB PARKING	APPRINREVV		2022	7	(15.00)
10005	THEFD	660997	0002076529	1/1/2023	AMELIA LE 07/18 CSULB PARKING	SENT BACK		2022	7	15.00
10005	THEFD	660997	0002076529	2/1/2023	AMELIA LE 07/18 CSULB PARKING	SENT BACK		2022	8	(15.00)
10005	THEFD	660997	0002094355	2/1/2023	AMELIA LE 07/18 CSULB PARKING	SUBMPNDAPP		2022	8	15.00



Journal ID	Journal Date	
0002010842	8/1/2022	For 660997, ignore the Journal Entries that have 2 dates (these are accruals and reversals that net to zero)
0002010842	9/1/2022	
0002023982	9/1/2022	
0002023982	10/1/2022	
0002037487	10/1/2022	
0002037487	11/1/2022	
0002059058	11/1/2022	
0002059058	12/1/2022	
0002064481	12/1/2022	
0002064481	1/1/2023	
0002076529	1/1/2023	
0002076529	2/1/2023	
0002094355	2/1/2023	

PCD Monthly Accrual Process

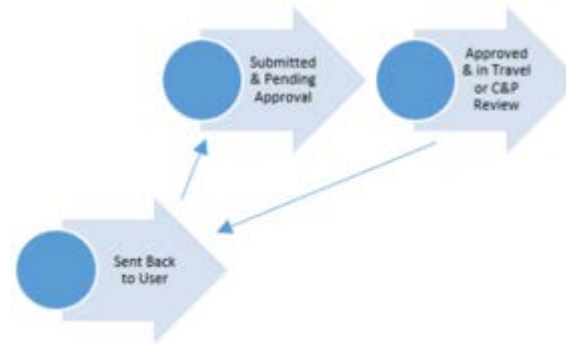
Dept ID	Fund	Account	Journal ID	Journal Date	Ln Descr	Reference	Reference 1	Fiscal Year	Period	Actuals
10005	THEFD	660997	0002010842	8/1/2022	AMELIA LE 07/18 CSULB PARKING	UNASSIGNED		2022	2	15.00
10005	THEFD	660997	0002010842	9/1/2022	AMELIA LE 07/18 CSULB PARKING	UNASSIGNED		2022	3	(15.00)
10005	THEFD	660997	0002023982	9/1/2022	AMELIA LE 07/18 CSULB PARKING	NOT SUBM		2022	3	15.00
10005	THEFD	660997	0002023982	10/1/2022	AMELIA LE 07/18 CSULB PARKING	NOT SUBM		2022	4	(15.00)
10005	THEFD	660997	0002037487	10/1/2022	AMELIA LE 07/18 CSULB PARKING	SUBMPNDAPP		2022	4	15.00
10005	THEFD	660997	0002037487	11/1/2022	AMELIA LE 07/18 CSULB PARKING	SUBMPNDAPP		2022	5	(15.00)
10005	THEFD	660997	0002059058	11/1/2022	AMELIA LE 07/18 CSULB PARKING	APPRINREVW		2022	5	15.00
10005	THEFD	660997	0002059058	12/1/2022	AMELIA LE 07/18 CSULB PARKING	APPRINREVW		2022	6	(15.00)
10005	THEFD	660997	0002064481	12/1/2022	AMELIA LE 07/18 CSULB PARKING	APPRINREVW		2022	6	15.00
10005	THEFD	660997	0002064481	1/1/2023	AMELIA LE 07/18 CSULB PARKING	APPRINREVW		2022	7	(15.00)
10005	THEFD	660997	0002076529	1/1/2023	AMELIA LE 07/18 CSULB PARKING	SENT BACK		2022	7	15.00
10005	THEFD	660997	0002076529	2/1/2023	AMELIA LE 07/18 CSULB PARKING	SENT BACK		2022	8	(15.00)
10005	THEFD	660997	0002094355	2/1/2023	AMELIA LE 07/18 CSULB PARKING	SUBMPNDAPP		2022	8	15.00
10005	THEFD	660997	0002094355	3/1/2023	AMELIA LE 07/18 CSULB PARKING	SUBMPNDAPP		2022	9	(15.00)
TOTAL FOR 660997									0.00	
CONCUR EXPENSE REPORT IS FINALLY IN "APPROVED" STATUS										
10005	THEFD	606001	PCD2064354	4/1/2023	AMELIA LEWIS	Exp ID: 50940	CSULB PARKING; Blanket Travel July22; Parking; 07/14/2022	2022	10	15.00
TOTAL FOR 606001									15.00	

Period	Total
2	15.00
3	0.00
4	0.00
5	0.00
6	0.00
7	0.00
8	0.00
9	(15.00)
660997 TOTAL	0.00
10	15.00
606001 TOTAL	15.00



Concur Travel Expenses Year-End Accrual Process (ACTUALS entry)

- Concur Travel Expense Reports that are not yet posted in OBIEE (Status <> Approved) will be accrued with a date of 06/30/2024; reversal entry will be posted on 07/01/2024
 - ❖ Actual chartfields (account, fund, department, program, class & project) will be used, if provided

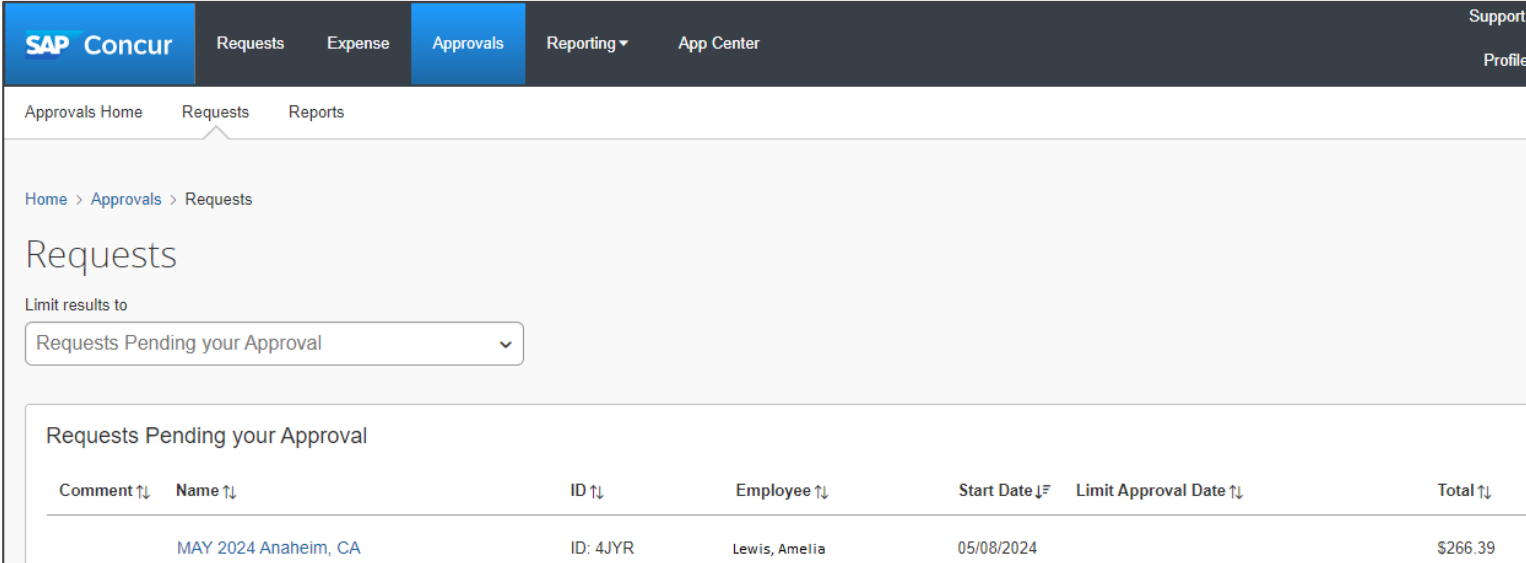


- ❖ If chartfields are not provided (Status = Unassigned or Not Submitted), ASFR will do their best to identify the appropriate travel chartfield using the report name or comments



- ❖ Source Code = OBL

Concur Travel Requests Year-End Accrual Process (ENCUMBRANCE entry)



The screenshot shows the SAP Concur interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The 'Approvals' tab is active. Below the navigation, there are links for 'Approvals Home', 'Requests', and 'Reports'. The breadcrumb trail is 'Home > Approvals > Requests'. The main heading is 'Requests'. A filter dropdown is set to 'Requests Pending your Approval'. Below this, a table titled 'Requests Pending your Approval' displays the following data:

Comment ↑↓	Name ↑↓	ID ↑↓	Employee ↑↓	Start Date ↓↑	Limit Approval Date ↑↓	Total ↑↓
	MAY 2024 Anaheim, CA	ID: 4JYR	Lewis, Amelia	05/08/2024		\$266.39

- Concur Travel Requests that are not yet approved in Concur will be accrued with a date of 06/30/2024; reversal entry will be posted on 07/01/2024
- Source Code = OBL

Sample Accrual Entries for Concur Travel Expenses and Concur Travel Requests

Concur Travel Expense Accrual

Actuals Detail Report											
Business Unit = FLCMP , Fiscal Year = 2022 , Period = Period 12 to Period 12											
Total Number of Records Retrieved = 7											
Dept ID	Fund	Account	Acct Descr	Program	Class	Project					
Dept ID	Fund	Account	Acct Descr	Doc Src	Journal ID	Journal Date	Ln Descr	Reference	Fiscal Year	Period	Actuals
10005	THEFD	606001	Travel-In State	OBL	2173685	6/30/2023	FEB23 San Diego CA	A LEWIS	2022	12	240.94
10005	THEFD	606001	Travel-In State	OBL	2173685	6/30/2023	FEB23 San Diego CA	A LEWIS	2022	12	240.94
10005	THEFD	606001	Travel-In State	OBL	2173685	6/30/2023	FEB23 San Diego CA	A LEWIS	2022	12	73.79
10005	THEFD	606001	Travel-In State	OBL	2173685	6/30/2023	FEB23 San Diego CA	A LEWIS	2022	12	73.79
10005	THEFD	606001	Travel-In State	OBL	2173685	6/30/2023	FEB23 San Diego CA	A LEWIS	2022	12	7.00
10005	THEFD	606001	Travel-In State	OBL	2173685	6/30/2023	FEB23 San Diego CA	A LEWIS	2022	12	40.00
10005	THEFD	606001	Travel-In State	OBL	2173685	6/30/2023	FEB23 San Diego CA	A LEWIS	2022	12	12.39
											688.85

Concur Travel Request Accrual

Encumbrance Detail Report												
Business Unit = FLCMP , Fiscal Year = 2022 , Period = 12												
Total Number of Records Retrieved = 4												
Dept ID	Fund	Account	Acct Descr	Program	Class	Project						
Dept ID	Fund	Account	Acct Descr	Doc Src	PO ID	PO Ln	PO Ln Descr	Voucher ID	Document Date	Beginning Encumbrance	Current Encumbrance	Ending Encumbrance
10005	THEFD	606001	Travel-In State	MJE	2168397	1	REQ: June 2023 Los Angeles CA	-	6/30/2023	0.00	48.47	48.47
10005	THEFD	606001	Travel-In State	MJE	2168397	2	REQ: MAR 2023 San Diego CA	-	6/30/2023	0.00	1,390.14	1,390.14
10005	THEFD	606001	Travel-In State	MJE	2168397	3	REQ: AUG 2022 Laguna Beach CA	-	6/30/2023	0.00	156.50	156.50
10005	THEFD	606001	Travel-In State	MJE	2168397	4	REQ: MAY 2022 San Diego CA	-	6/30/2023	0.00	660.71	660.71
										0.00	2,255.82	2,255.82

Announcements

Accounting Learning Opportunities – Ask ASFR

<https://financialservices.fullerton.edu/controller/asfr/services/Workshops.php>

Accounting Updates Email Subscription

<https://financialservices.fullerton.edu/controller/asfr/>



Click the link below to join via Zoom:

- February 20, 2024
- March 20, 2024 (WED)
- April 16, 2024
- May 21, 2024
- June 18, 2024
- October 15, 2024
- November 19, 2024
- December 17, 2024



Thank you!

Questions?

Contact: asfr@fullerton.edu

Lynn Gañac

Justin Chan

Betty Neri

Winnie Lin

Sarah Le Nguyen (new)

Nathan Le (new)

Jane Zacchia

Dawit Haile

Tony Lee

Estrella Mangahas



Contracts & Procurement

ALEX ROSALES, DIRECTOR

NIKKI-ALGARIN-CHAVARRIA, E-BUSINESS MANAGER

Contracts and Procurement

❖ Purchase Requisitions

❖ Change Orders

❖ Staples

❖ Procurement Card

Purchase Requisitions for FY 2023 (Current FY)

Friday, April 5, 2024: FY 2023 purchase requisitions \$100,000 and above (which require formal bidding)

Friday, May 10, 2024: FY 2023 purchase requisitions less than \$100,000 and all change orders

Reminder:

All attached quotes must be less than 30 days old.

Line-Sch	Quantity	UOM	Description	Unit Price	Extended Amt	Due Date
1- 1	1.00	LOT	J331510.00 UH101 Flooring Replacement and Paint (PR7003903) 960021-10395-20123-THEFD-58150006			06/30/2015
Contract ID:		PW14012		Contract Line:	0	Category Line: 0 Release: 7
2- 1	1.00	LOT	J331510.01 UH101 313,114 & 120 Refresh (PR7003903) 960021-10395-20123-THEFD-58150006			06/30/2015
Contract ID:		PW14012		Contract Line:	0	Category Line: 0 Release: 13
Subtotal		Sales Tax	Misc. Charge/Discount	Freight	Total	
		0.00	0.00	0.00		
				Internal Use Only	UH101 F IRPisPaint (PR7003903)	

Contractors are responsible for familiarity with California State University (CSU) General Provisions for Acquisition of Goods (CRL020), Service Acquisitions (CRL050), and Information Technology (IT) Acquisitions (CRL065). These provisions are available at: <http://www.calstate.edu/acq/pdfs/CP/CP.shtml> or by request to the Purchasing Office listed above.

Delay in Shipment: If you cannot fill this order without delay, notify the University Purchasing Office immediately of the probable delivery date.

Changes: No changes or modification in terms, quantities or specifications may be made without express authorization in writing from the University Purchasing Office. No other CSU officer or employee may authorize changes.

California State University, Fullerton is a smoke-free campus.

Purchase Requisitions for FY 2024 (New FY)

Monday, May 13, 2024: New FY purchase requisitions can be entered into CFS

New Year Purchase Requisitions:

- Will remain on hold until all current year (FY 2023) requisitions are processed
- Entries before this date will be canceled by Contracts & Procurement

Requisition
 CSU Fullerton

Ship To: RECEIVING (657) 278-2531
 CAL STATE FULLERTON
 800 N STATE COLLEGE BLVD
 FULLERTON CA 92831-3599

Business Unit:	FLCMP	APPROVED
Req ID	Date	Page
0000021030	12/15/2020	1
Requester	Telephone	Entered By
	(657) 278-	

Line-Schd-Dist	Description	Fund	Dept	Category	Quantity	UOM	Price	Extended Amt	Due Date
Distribution	Account			Prgrm	Class	Project		Dist Amt	
Buyer: Shenefield, Yvette									
1-1	H2 PW20021 TO#02: \$34,415.00 McCarthy Hall Renovations 607033			91200	1.0000	LOT	34,415.00	34,415.00	
1-1-1	607033	TOCAP	10302			56160001			34,415.00
<u>Line Total:</u>								34,415.00	
<u>Total Requisition Amount:</u>								34,415.00	

CSUF Contact:
Joel Gonzalez

Change Orders

Friday, May 10, 2024: All Change Order requests for funding increases must be submitted using the CFS Requisition process.

Change Order Process:

<https://financialservices.fullerton.edu/cp/documents/policies/Update%20to%20the%20CSUF%20Change%20Order%20Process.pdf>



Purchase Requisition Fiscal Year Transition

May 2024

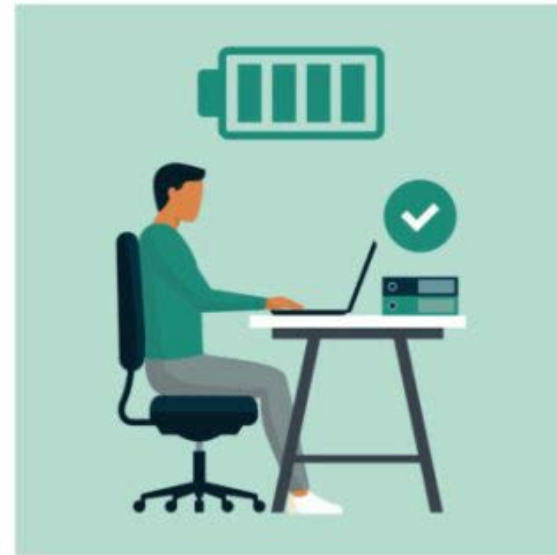
FY 2023 (Current)

From now through May 10, 2024



FY 2024 (New Year)

From May 13, 2024, going forward



Purchase Order (PO) Reminders

- End users should review all open PO balances to identify what POs should be closed/liquidated.
- Commodity POs that have been fully received yet have a balance after the final invoice should be scheduled to be closed.
- Service POs of which all services have been rendered and deemed acceptable yet have a balance after the final invoice should be scheduled to be closed.
- End users are encouraged to contact C&P via Contracts & Procurement Inquiry Form ([C&P Inquiry Form](#)) to schedule a specific PO closure.



Purchase Order (PO) Reminders



Note: Please include the following information on the inquiry form comment section “PO Closure Request”.

- Purchase Order Number.
- Vendor/Service Provider Name.
- Remaining Balance requiring closure/liquidation.

If there are additional questions or clarifications, please contact C&P via Contracts & Procurement Inquiry Form.

([C&P Inquiry Form](#))

Staples

Thursday, June 20, 2024: All goods must be shipped to post in the current FY by this date.

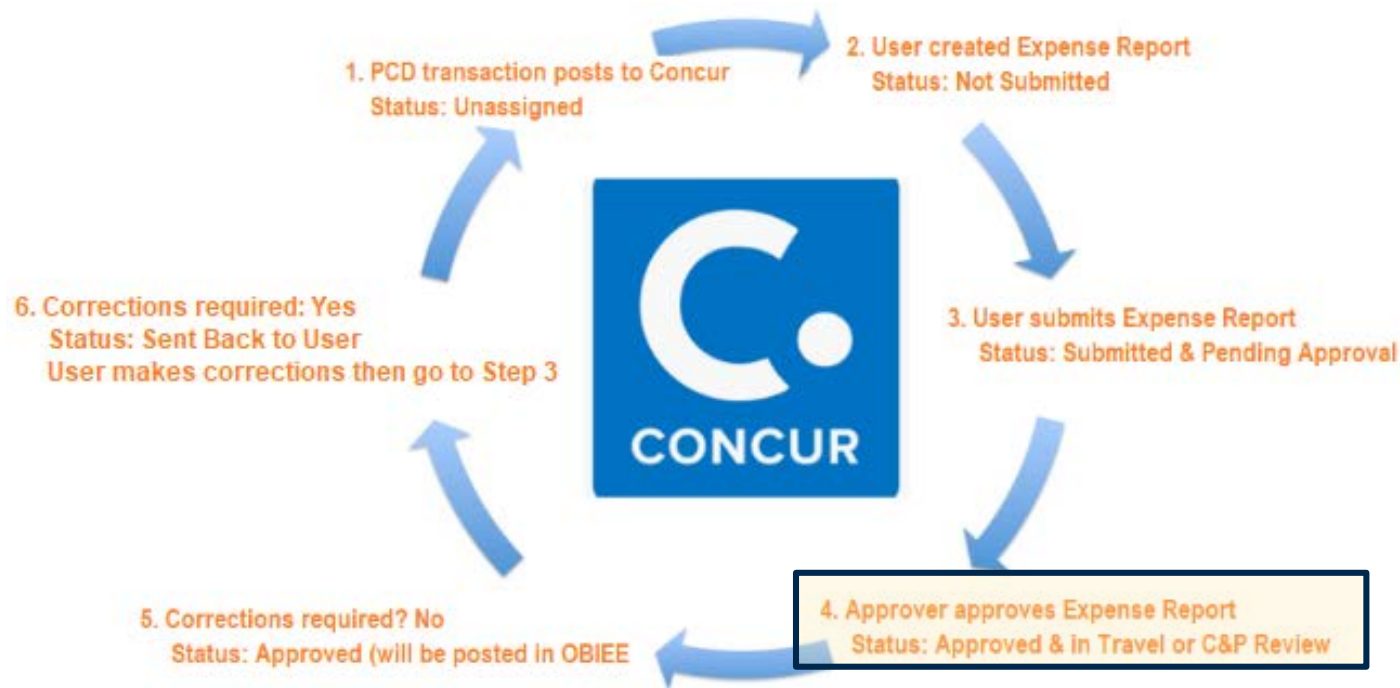
Goods that are shipped on or after **Friday, June 21, 2024**, will be expensed to the new FY.



Procurement Card (P-Card)

Friday, June 21, 2024, at 5:00 pm: Last day to purchase with P-Card to post in the current FY

Thursday, June 27, at 5:00 pm: All expense reports for Goods & Services must be in ***Approved and In Travel or C&P Review*** status for State P-Card



P-Card Reminder

- The Business Purpose field is to be used for notes or comments that you want loaded into OBIEE.
- The Comment field is to be used for the five Ws (who, what, when, where, and why – please, no abbreviations.)

The screenshot displays the 'Expense' section of a P-Card system. At the top, a navigation bar includes 'Requests', 'Travel', 'Expense' (highlighted in blue), 'Approvals', 'Reporting', and 'App Center'. Below this, the text 'New Transactions' is visible. The main form area is titled 'New Expense' and contains several input fields: 'Expense Type' (set to 'Services'), 'Transaction Date' (set to '03/08/2018'), 'Amount' (set to '100.00' with 'USD' as the currency), 'Business Purpose' (containing the text 'This will show up in OBIEE'), and 'Comment' (containing the text 'This will NOT show up in OBIEE'). The 'Business Purpose' and 'Comment' fields are highlighted with red rectangular boxes to draw attention to their respective functions as described in the text above.

Preparing for Year-End Close Activities

- ❖ Submit Purchase Requisitions and Change Orders.
- ❖ Reconcile P-Card in Concur.



Resources

C&P Website: <https://financialservices.fullerton.edu/cp/>

Concur P-Card Expense Type Definition:

<https://csuf-afit.screenstepslive.com/m/75002/l/1184595-p-card-expense-types-definition>

[P-Card Expense Types Definition _ Concur _ Administrative Systems _ AFIT.pdf \(fullerton.edu\)](#)

P-Card Expense Types Definition

The list below provides a summary of the different expense types that belong to the P-Card Goods and Services Expense Report and when they are used.

- > Services
- > Goods
- > D11 with Services
- > D11 without Services
- > IT Software and Services
- > IT Goods
- > Membership
- > Accounts Payable
- > Fraud
- > Disallowed
- > Uncleared Collection and Liability

Thank you!

QUESTIONS?

C&P CONTACT: DL-C_AND_P@FULLERTON.EDU

EBUSINESS CONTACT: EBUSINESS@FULLERTON.EDU

Accounts Payable and Travel

ALBERTO CONTRERAS, DIRECTOR

KATHLEEN CARIAGA, AP LEAD

ZARITA MOORE, TRAVEL LEAD

Accounts Payable and Travel



- ❖ Petty Cash
- ❖ Direct Expense
- ❖ Invoices
- ❖ Travel Request
- ❖ Travel Expense Claims

https://financialservices.fullerton.edu/controller/ap_travel/forms/

AP & Travel Forms

Financial Services and Administrative Systems
Accounts Payable and Travel

SERVICES **FORMS** POLICIES CONCUR[®] CONTACT US

Forms

USE INTERNET EXPLORER TO OPEN FORMS.

MAC users – to open the Travel forms:

1. If default PDF viewer on the MAC is Safari, change the setting to make the default viewer as Adobe Acrobat Reader
2. Save the PDF file to the desktop
3. On the desktop, press and hold the CTRL key and select the PDF file
4. Choose "Open With" and select Adobe Reader
5. Once selected (Adobe Reader will prompt the user to make Adobe Reader as the default application for PDF) select yes

*Please do not use any version of Informed Filler as the program is no longer supported.

LIST OF FORMS

Name	Submit Document To
Authorization for On-Campus In...	Travel Operations
Authorization to Obtain (254) .pdf	University Police
Authorization to Use Private State Business (STD 261) .pdf	Traveler's Supervisor
Blanket Travel Request .pdf	Travel Operations
Certification of Academic Activity .pdf	Accounts Payable
Certification for Reimbursement of Moving/Relocation Expenses .pdf	Travel Operations
Check Request	Accounts Payable
Delegation of Authority .pdf	Accounts Payable

Download the latest version of forms

E-Submission: Invoices, Check Request Forms and Inquiries

https://financialservices.Fullerton.edu/finance/ap_travel/services/payments/ESubmit.php

Invoice and check request submission updated. Invoices and check requests are now routed directly to analysts for processing. Please access E-Submission page for more information.

Effective March 1, 2023, invoices, Check Request forms and inquiries sent to DL-AP (ap@fullerton.edu) will not be processed.

VENDOR LINKS FOR INVOICES	VENDOR LINKS FOR CHECK REQUESTS	VENDOR LINKS FOR INQUIRIES
<ul style="list-style-type: none"> • FedEx Invoice[Ⓢ] • Public Works Invoice[Ⓢ] (construction or repair work done under contract) • Utilities Invoice[Ⓢ] • Xerox Invoice[Ⓢ] • Individual (use last name) • Vendor Letters A - E Invoice[Ⓢ] • Vendor Letters F - J Invoice[Ⓢ] • Vendor Letters K - S Invoice[Ⓢ] • Vendor Letters T - Z Invoice[Ⓢ] 	<p>Faculty/Staff/Student (use last name)</p> <p>Commuter Rewards Check Request[Ⓢ]</p> <p>Membership Check Request[Ⓢ]</p> <p>Vendor (use vendor name)</p> <ul style="list-style-type: none"> • Vendor Letters A - E Check Request[Ⓢ] • Vendor Letters F - J Check Request[Ⓢ] • Vendor Letters K - S Check Request[Ⓢ] • Vendor Letters T - Z Check Request[Ⓢ] 	<ul style="list-style-type: none"> • Commuter Rewards Inquiry • FedEx Inquiry[Ⓢ] • Membership Inquiry[Ⓢ] • Public Works Inquiry[Ⓢ] (construction or repair work done under contract) • Utilities Inquiry[Ⓢ] • Xerox Inquiry[Ⓢ] • Individual (use last name) • Vendor Letters A - E Inquiry[Ⓢ] • Vendor Letters F - J Inquiry[Ⓢ] • Vendor Letters K - S Inquiry[Ⓢ] • Vendor Letters T - Z Inquiry[Ⓢ]

Direct Expense

Deadline:

05/24/2024
at 05:00 pm

Online Form for Data Entry:

Accounts Payable Check Request Form

SECTION 1 - PAYEE INFORMATION

* Payments payable to: Faculty/Staff/Student Vendor

Vendor Number: _____ * Vendor Name: _____ CWID: _____

* Address: _____

* City: _____ * State: _____ * Zip: _____

* Category: _____
Select a Category

SECTION 2 - CHECK HANDLING INSTRUCTIONS

Invoice Number: _____ Invoice Date: _____ * Invoice Amount: _____

Check Request Form (PDF):

 **CALIFORNIA STATE UNIVERSITY FULLERTON**
Finance Services | <http://finance.fullerton.edu>

ACCOUNTS PAYABLE CHECK REQUEST FORM DP 201177
REFER TO INSTRUCTIONS TO COMPLETE THIS FORM

INSTRUCTIONS

- 1) Use the link to view approved categories.
[Click on link to view approved categories.
http://finance.fullerton.edu/Controller/AccountsPayable/GeneralInformation/APCheckRequestProcess.asp](http://finance.fullerton.edu/Controller/AccountsPayable/GeneralInformation/APCheckRequestProcess.asp)
- 2) Payment will only be issued on an approved category listed as a direct payment (no purchase order required). All required information must be provided and original invoice, order form, renewal notice or other appropriate documentation must be attached. Submits without appropriate documentation as outlined above will be returned to the department.
- 3) Use one Check Request Form per invoice. Services are not permitted on this form.
- 4) Person requesting this Check Request certifies that he/she has requesting authority for the Fund and Department listed.
- 5) Person approving this Check Request Form certifies that he/she has signature authority for the Fund and Department listed. (Responsible person for the Fund and Department, College Financial Manager, Division Financial Manager, Division Head).
- 6) Submit the approved Check Request Form to CP-300 for processing.
- 7) All check requests submitted that is not on the approved category list will be returned to the department. For questions on direct payment, please contact: ap@fullerton.edu

SECTION 1 - PAYEE INFORMATION

Vendor Number: _____ Tax ID: _____
(if known)

Vendor Name: Accurate Background, Inc.

Address: 7515 Irvine Center Drive

City: Irvine State: CA Zip Code: 92618

Qualifying Items Include:
Category: FINGER PRINTING CHARGE

SECTION 2 - CHECK HANDLING INSTRUCTIONS

Invoice Number: 5527 Invoice Date: 02/17/2021 Invoice Amount: 4.00

Description/Comments:
Accurate Background, Inc. REF 01542 System Issue billed for Additional Year Fees for years in excess of those requested. Credit period covers November - December 2020.

Check Handling Instructions (Indicate Name and Extension)

Reminders:

- ✓ Invoice
- ✓ Membership Justification form
- ✓ Receipts and/or supporting documentation
- ✓ Submit through Electronic Submission

https://financialservices.fullerton.edu/controller/ap_travel/services/payments/ESubmit.php

- ✓ Provide your vendor with the link to our Payee Vendor Data record form ahead of time.

[Payee/Vendor Data Record Form](#)

Invoices

Deadline:

05/24/2024
at 05:00 pm

Reminder:

If the invoice is a final payment, indicate as such to finalize the purchase order

Invoice (final payment) Sample:

The image shows a sample invoice form for 'ACME'. The form includes a header with the company name 'ACME' and a large red 'FINAL' stamp in the center. Below the stamp, there is a table with columns for 'Description', 'Quantity', 'Unit Price', and 'Total'. The table contains several rows of data, including 'Materials', 'Labor', and 'Overhead'. At the bottom of the form, there is a section for 'Signature' and 'Date'.

Tips:

- ✓ Purchase order is noted on the invoice.
- ✓ Make sure invoice is signed by an authorized approver for your Department.
- ✓ For Individual Contractor, make sure the invoice includes both signatures Payee and Department authorized approver.
- ✓ Submit through Electronic Submission.

https://financialservices.fullerton.edu/controller/ap_travel/services/payments/ESubmit.php

Paper Travel Request Form

Deadline:

Friday, 05/31/2024
at 5:00 pm

Important Dates:

- **04/26/2024:** A list of open travel requests will be provided to the Division Financial Manager for review & follow-up.
- **05/31/2024 :** Submit approved travel requests for Student Business Travel (for **06/01/2024 – 06/30/2024**) with the appropriate documentation to Travel Operations for review.
- **July 2024:** Travel Operations will start assigning Travel Request numbers (TR24) for FY 2024 Travel.

**CALIFORNIA STATE UNIVERSITY, FULLERTON
BUSINESS TRAVEL AND PREPAYMENT REQUEST**

Instructions: https://adminfin.fullerton.edu/finance/sp_travel/services/travel/

DOCUMENT NUMBER _____
F REVISION, CHECK HERE

TRAVELER'S INFORMATION

Faculty / Staff <input type="checkbox"/>	Student Employee (job related) <input type="checkbox"/>	Student Employee (non-job related) <input type="checkbox"/>	Student <input type="checkbox"/>
Traveler's Name _____	CUID _____		
Title _____	Prepared by _____		
Department Name _____	Phone Number _____		
Department ID _____	E-mail _____		

BUSINESS TRIP DETAILS AND PREPAYMENT REQUEST

University Business Purpose of Trip _____

Trip Destination (city/state or city/country) _____

The CSU is prohibited under California Law, Government Code Section 11120.8, from approving the use of "state funds" for travel to certain states. Please check the [California State Attorney General's website](#), State of California Department of Justice for a current list of affected states when planning out-of-state travel. Please refer to the document titled "Update on CSU Travel Bans and Clarification on Appropriate Use of Funds" for further details.

Trip Dates (departure date) _____ (return date) _____ Yes No

Is any portion of this travel personal? (Personal combined with international business travel may be subject to tax. Email Tax Office at csuftaxoffice@fullerton.edu) Yes No

List date(s) and location of personal travel _____

An international trip occurring after August 24, 2016 is considered entirely for business if at least one of the following four exceptions is met. (Select appropriate boxes):

<input type="checkbox"/> The employee does not have substantial control over arranging the trip	<input type="checkbox"/> Less than 25% of total time is spent on personal activities
<input type="checkbox"/> Travel outside of the U.S., combining business and personal time, in for a week or less	<input type="checkbox"/> Vacation is not a major consideration

Foreign Travel - Submit travel request 4 – 6 weeks prior to departure date (6 – 8 weeks prior to departure date) _____ Yes No

Have you obtained the required foreign travel liability insurance from the Office of University Risk Management? _____
If no, complete Foreign Travel Liability Insurance Form. Link is <https://www.fullerton.edu/insurance/>
If country is deemed high hazard, travel will require Chancellor's Office approval.

Check appropriate box: _____ Cash Posting Request

Travel Prepayment for Registration Fee (University of _____) _____
Payable To: _____

Account(s)	Fund(s)	Dept(s)	Program	Amount
State Funds: _____	_____	_____	_____	_____
State Funds: _____	_____	_____	_____	_____
State Funds: _____	_____	_____	_____	_____
State Funds: _____	_____	_____	_____	_____
IRA Funds (ASI): _____	_____	_____	_____	_____
CSFPF Funds: _____	_____	_____	_____	_____
CSUF ASC Project #: _____	<input type="checkbox"/> Sponsored Programs	<input type="checkbox"/> ** Other (describe) _____	_____	_____

* Using both State and ASC Sponsored Program funds, include explanation for use of state funds in Business Purpose of Trip. Total Amount Requested _____
** Other _____ Authorized Amount Not To Exceed (optional) _____

TRAVELER'S SIGNATURE

I HEREBY CERTIFY the above travel is necessary to conduct official business on behalf of California State University, Fullerton and agree to submit my Travel Expense Claims within 60 days from the return date.
I HEREBY CERTIFY THAT, IN DRIVING A VEHICLE FOR OFFICIAL STATE BUSINESS, I have complied with the Requirements for Driving on University Business provided in the following link: <https://www.fullerton.edu/vitalmanagement/colivingcampus/requirements.php> (Does not apply to Students or Student Employees - Non-Job related)

Will lodging exceed \$275 per night, excluding taxes, for travel in-state, out-of-state including Alaska, Hawaii and US possessions? (effective November 1, 2015) Yes No

If yes, describe the business purpose to stay within certain facilities at rate above \$275. VP/Designee signature below will serve as pre-approval to exceed the rate.

TRAVELER'S SIGNATURE _____ DATE _____

APPROVAL SIGNATURES

I HEREBY CERTIFY a) I have authorization to approve in-state, out-of-state, international travel and lodging in excess of \$275 per night in accordance with the CSUF Travel Policy; b) this travel is necessary for conducting business on behalf of the University; c) if foreign destination is on the State Department's travel warning list, I have read and understand the travel warning for the country to which I am authorizing travel; d) travel will be in accordance with the CSUF Travel Procedures and Regulations; and, e) "state funds have not been used to subsidize any activities funded through sponsored programs.

ADMIN UNIT/DEPT CHAIR _____	DATE _____	AVP/DEAN _____	DATE _____
VICE PRESIDENT/DESIGNEE _____	DATE _____		

PRESIDENT APPROVAL - REQUIRED FOR ALL INTERNATIONAL TRAVEL (INCLUDING U.S. POSSESSIONS) AND EXCEPTIONS TO THE CSUF TRAVEL RESTRICTIONS

CSUF PRESIDENT/DESIGNEE _____ DATE _____

ACCOUNTS PAYABLE/TRAVEL USE ONLY

Vendor # _____	Voucher # _____	Check # _____	Check Date _____	Check Amount _____
----------------	-----------------	---------------	------------------	--------------------

Submit form to Travel Operations (C-P-3001) Questions? travel@fullerton.edu | Rev. Date 10/2019

REVISED
OCTOBER 2019

Travel Expense Claims

Deadline:

Travel Expense Claims
05/24/2024 at 5:00 pm.

Reminder:

For travel completed after
06/30/2024.

- ❖ Continue to submit so that expenses can be obligated in CFS.

CALIFORNIA STATE UNIVERSITY FULLERTON
Travel Expense Claim
 Document # _____ Page _____ of _____
 CWD (or Vendor Data Record Form) _____

Claimant's First Name _____ Claimant's Last Name _____ Department _____
 Residence Address _____ Preparer's Name _____ Preparer's Email Address _____
 City _____ State _____ Zip Code _____ CSU Campus Name _____
 Please Check as Appropriate: If address has changed If name has changed
 Headquarters Address: 800 N. State College Blvd. City: Fullerton State: CA Zip Code: 92831-3599

(1) Month/Year	(2) Day	(3) Time	(4) Location Where Expenses Were Incurred	(5) Lodging	(6) Breakfast	(7) Lunch	(8) Dinner	(9) Incidentals	(10) Cost of Trans.	(11) Type of Vehicle Used	(12) Parking toll	(13) Miles	(14) Private Vehicle Use	(15) Business Expense Amount	(16) Total Expense For Day

(11) Travel Claim Total _____
 (12A) Amount Exceeds Authorized Amount _____
 (12B) Expenses Paid By University _____
 (12C) Expenses Paid By Auxiliary _____
 (13) Total Reimbursement To Claimant _____

Account (6)	Fund (5)	Dept (4)	Prog. (4)	Class (5)	Project (6)	Amount

TRANS. / TYPE USED
 Select appropriate letter for transportation type (Enter letter in column 11):
 (A) _____ (B) _____ (C) _____ (D) _____

MILEAGE CLAIMED
 Business Travel Dates: 01/01/20 - 12/31/20: .75
 01/01/19 - 12/31/19: .58
 Move / Relocation: 01/01/20 - 12/31/20: .17
 01/01/19 - 12/31/19: .20

ACCOUNTS PAYABLE/TRAVEL USE ONLY
 Voucher # _____ Rept./Tax Meal
 Check # _____ Rept. Moving
 Check Date _____ Taxable Moving
 Check Amt. _____
 Reviewed By _____ Date _____

TOTAL REIMBURSEMENT
 To sign up for CSUF Employee Direct Deposit for travel reimbursement, complete form below:
[Account/Check/Check Card and Date of Submission/Check Deposit/Authorizations/Comments](#)

(16) PURPOSE OF TRIP, REMARKS, AND DETAILS (attach all required receipts and documentation)

(17) I HEREBY CERTIFY that the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752 and 0754 pertaining to vehicle safety and fuel theft usage. In addition, I will not seek reimbursement for (1) a duplicate claim or (2) from any other source.

(17) CLAIMANT'S SIGNATURE _____ DATE _____
 (18) PRINT NAME OF APPROVER _____ (19) SIGNATURE OF APPROVER - I certify that this TEC is true and correct in accordance with the CSUF Travel Policy. Approver must have Delegation of Authority on file for the chartfield indicated. _____ DATE _____

Submit form to Travel Operations (CP-3000) | Questions? [travel@fullerton.edu](#) | Rev. 01/2020

- Forms submitted by the deadline may receive reimbursement on the last check run of 06/07/2024.

- Submit within 5 days upon completion of trip.

For travel completed between June 1 and June 30, 2024

- Reimbursement after 1st check run in FY 2024.



Concur Expense Reports

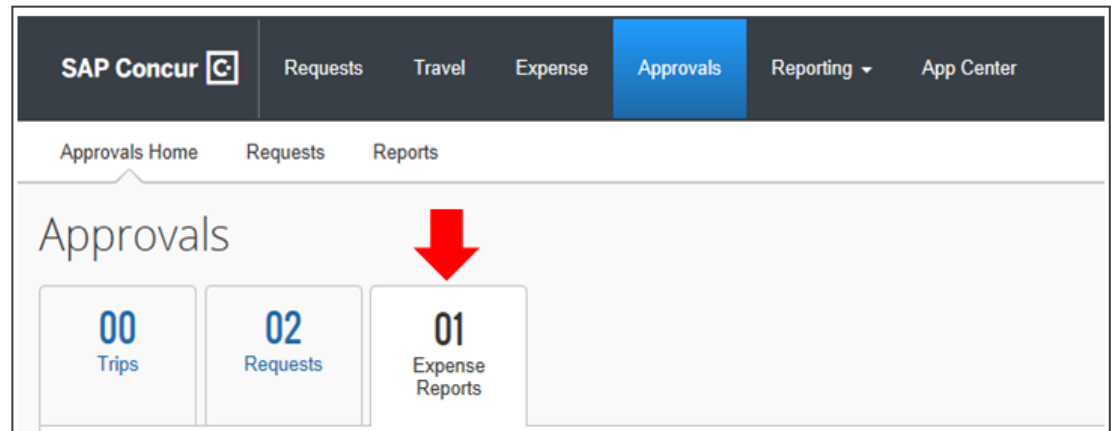
Deadline:

06/30/2024 at 5:00 pm

Reminder:

After June 30, 2024

Continue to submit Concur expense reports with receipts/supporting documentation for State Travel within five (5) business days upon completion of trip so expense reports with a status of “Approved and in Travel or C&P Review” can be obligated in CFS.



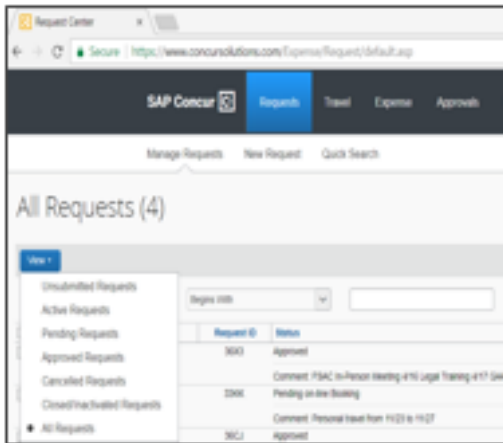
- ❖ Must have status of “Approved and in Travel or C&P Review” for travel completed by June 30, 2024.



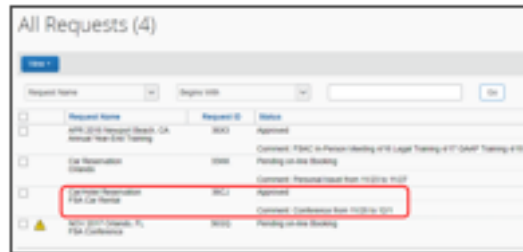
Concur Travel Requests

Reminder: After the traveler's final expense report has been approved and processed by Travel Operations, the Travel Request should be closed.

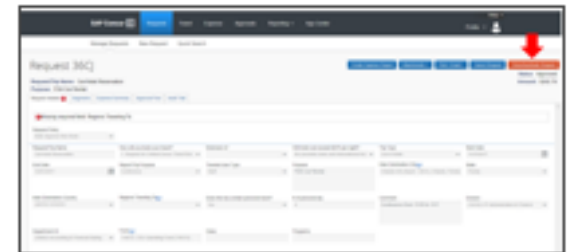
1. Go to Requests then View All Requests



2. Click on Request Name (Status must be Approved)



3. Click **Close/Inactivate Request**



If you have questions or need assistance, email concur@fullerton.edu.

Concur Information



- ❖ If users need technical support with Concur, please contact Concur Support for assistance.

Phone: (866) 793-4040

Email: concur@fullerton.edu

- ❖ Concur Resources page provides additional assistance, such as training, step-by-step guides and Open Lab sessions (a half hour 1:1 appointment with a member of the Concur Support Team for assistance with travel requests and/or expense reports in real time).

<https://adminfin.fullerton.edu/travel/resources/>

- ❖ Users can check the approval process status of their travel request/expense report with this guide:

<https://csuf-afit.screenstepslive.com/m/75002/l/1305984-approval-status-check>

Announcements

Accounts Payable Updates Email Subscription

https://financialservices.fullerton.edu/controller/ap_travel/

The screenshot shows the 'Accounts Payable and Travel' website interface. At the top, there is a navigation menu with links for SERVICES, FORMS, POLICIES, CONCUR®, CONTACT US, and WHAT'S NEW?. Below the navigation, a message states: 'Have you moved? Send ap@fullerton.edu your new address to ensure reimbursements are sent to the right place. Note: Addresses must be updated on both Titan Online and to Accounts Payable.' The main content area is divided into four quadrants: PAYMENTS (with a check request icon), TRAVEL (with an airplane icon), ENROLL IN DIRECT DEPOSIT! (with a piggy bank icon), and SUBSCRIBE TO UPDATES (with a lightbulb icon). An orange arrow points to the 'SUBSCRIBE TO UPDATES' button, which also includes the text 'RECEIVE IMPORTANT AP/TRAVEL INFORMATION'. Below this are buttons for FORMS and POLICIES. On the right side, there is a 'CONTACT US' section with contact information for Accounts Payable and Travel Operations, including email addresses, phone numbers, and office location.

Resources

https://financialservices.fullerton.edu/controller/ap_travel/

Thank you!

QUESTIONS?

CONTACT: AP@FULLERTON.EDU; TRAVEL@FULLERTON.EDU

Instructionally Related Activities (IRA)

IRA Resources

ASI IRA Website:

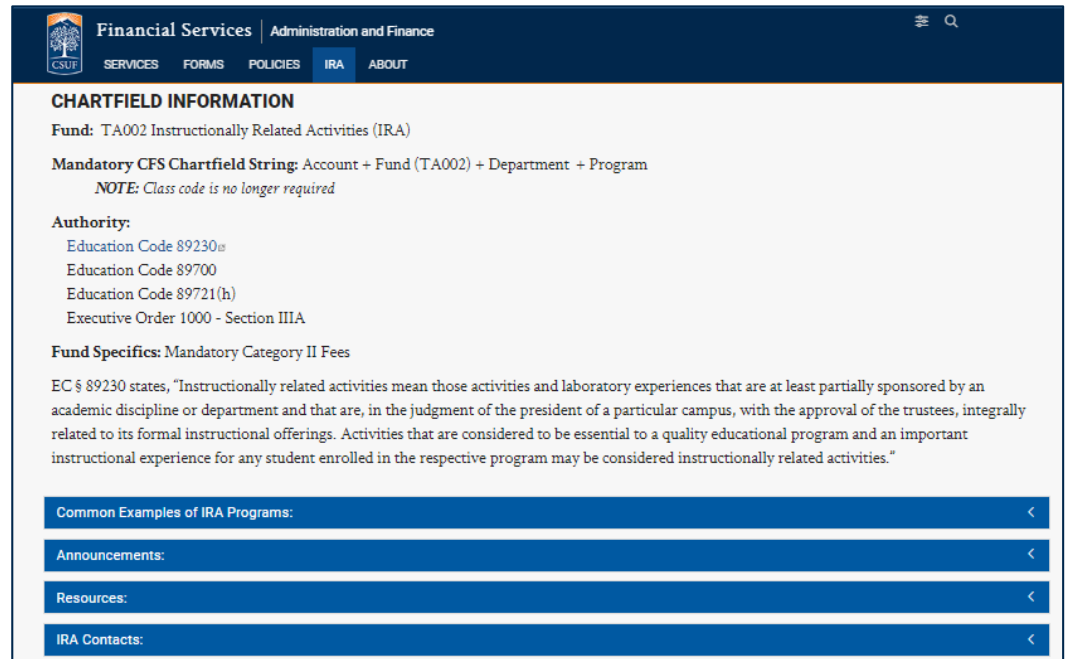
<https://asi.fullerton.edu/instructionally-related-activities/>

CSUF Financial Services IRA Website:

<https://financialservices.fullerton.edu/ira/>

Contact:

IRAfunding@fullerton.edu



The screenshot shows the CSUF Financial Services Administration and Finance website. The navigation menu includes SERVICES, FORMS, POLICIES, IRA (highlighted), and ABOUT. The main content area is titled "CHARTFIELD INFORMATION" and contains the following details:

- Fund:** TA002 Instructionally Related Activities (IRA)
- Mandatory CFS Chartfield String:** Account + Fund (TA002) + Department + Program
- NOTE:** Class code is no longer required
- Authority:**
 - Education Code 89230
 - Education Code 89700
 - Education Code 89721(h)
 - Executive Order 1000 - Section IIIA
- Fund Specifics:** Mandatory Category II Fees

Below this information is a quote from EC § 89230: "Instructionally related activities mean those activities and laboratory experiences that are at least partially sponsored by an academic discipline or department and that are, in the judgment of the president of a particular campus, with the approval of the trustees, integrally related to its formal instructional offerings. Activities that are considered to be essential to a quality educational program and an important instructional experience for any student enrolled in the respective program may be considered instructionally related activities."

At the bottom of the page, there are four expandable sections:

- Common Examples of IRA Programs: <
- Announcements: <
- Resources: <
- IRA Contacts: <

State Chartfield Information




Fund: TA002 Instructionally Related Activities (IRA).

Mandatory CFS Chartfield String: Account + Fund (TA002) + Department + Program (= ASI 4 digit program).

NOTE: *Class code is no longer required*

New Program Codes for FY 2024 (effective 07/01/2024) are created in CFS.

IMPORTANT: Department is responsible for managing TA002 balances by account and program (negative BBA = overspent budget).

- [IRA Program Codes \(updated 02/02/2024\)](#)
 - [PDF](#)  
 - [Excel \(sortable and table view\)](#) 

Reporting: OBIEE 12c – BI/DASHBOARDS

CALIFORNIA STATE UNIVERSITY FULLERTON Business Intelligence

Rev/Exp (CFS) Home

Revenue/Expense Summary All University Benefits Pool Budget Detail Actuals Detail (between Accounting Periods) Encumbrance Detail Pre-Encur

Fiscal Year (All Column Val) Accounting Period (All Column Val)

Fund --Select Value-- Account --Select Value-- Program --Select Value-- Class --Select Value-- Project --Select Value--

Division --Select Value-- Sub-Division/College --Select Value-- Master Department --Select Value-- Department --Select Value--

Rev/Exp (CFS)

- Revenue/Expense Summary Report.
- Budget Detail.
- Actuals Detail (between Accounting Periods) Report.
- Encumbrance Detail (*Open Purchase Orders*).
- Pre-Encumbrance Detail (*Open Requisitions*).

FY 2023 IRA Balance

- Budget Balance Available at 06/30/2024 must be zero.
- Unspent BBA will NOT be carried forward to the FY 2024.



Resource Planning and Budget

JOE LIPNISKY, SR DIRECTOR OF BUDGET OPERATIONS
AND SYSTEMS

Resource Planning and Budget

- ❖ Budget Transfers
- ❖ Payroll Expense Transfers
- ❖ FY 2024 Baseline Budget

Budget Transfers

Deadline:

Friday, June 07, 2024
at 12:00 pm

<https://financialservices.fullerton.edu/budget/forms/Default.php>

https://financialservices.fullerton.edu/budget/forms/Default.php

CALIFORNIA STATE UNIVERSITY, FULLERTON

Financial Services
Resource Planning and Budget

SERVICES FORMS POLICIES REPORTS PRBC TRAINING ABOUT

Home > Forms

Forms

LIST OF BUDGET OPERATIONS FORMS

Name	Description
Budget Transfer Request (BTR)	To request a fund transfer: one-time or baseline transfer
Budget Transfer Log	BTR Upload Template BTR Form Instructions
Capital Budget Request Form	To request budget to fund capital project(s)
Chartfield Request Form Revised 07/2023	Request a new chartfield, modify, reactivate, or inactivate an existing chartfield using AdobeSign. For more information: About Chartfield Request Forms NACUBO Code List
Payroll Expenditure Transfer (PET) AEM Payroll Expenditure Transfer Form	To request payroll charges transfer: correction of a payment or move out a payroll charge. Payroll Upload Template AEM Payroll Form Instructions

Contact Us

Resource Planning & Budget
budget@fullerton.edu

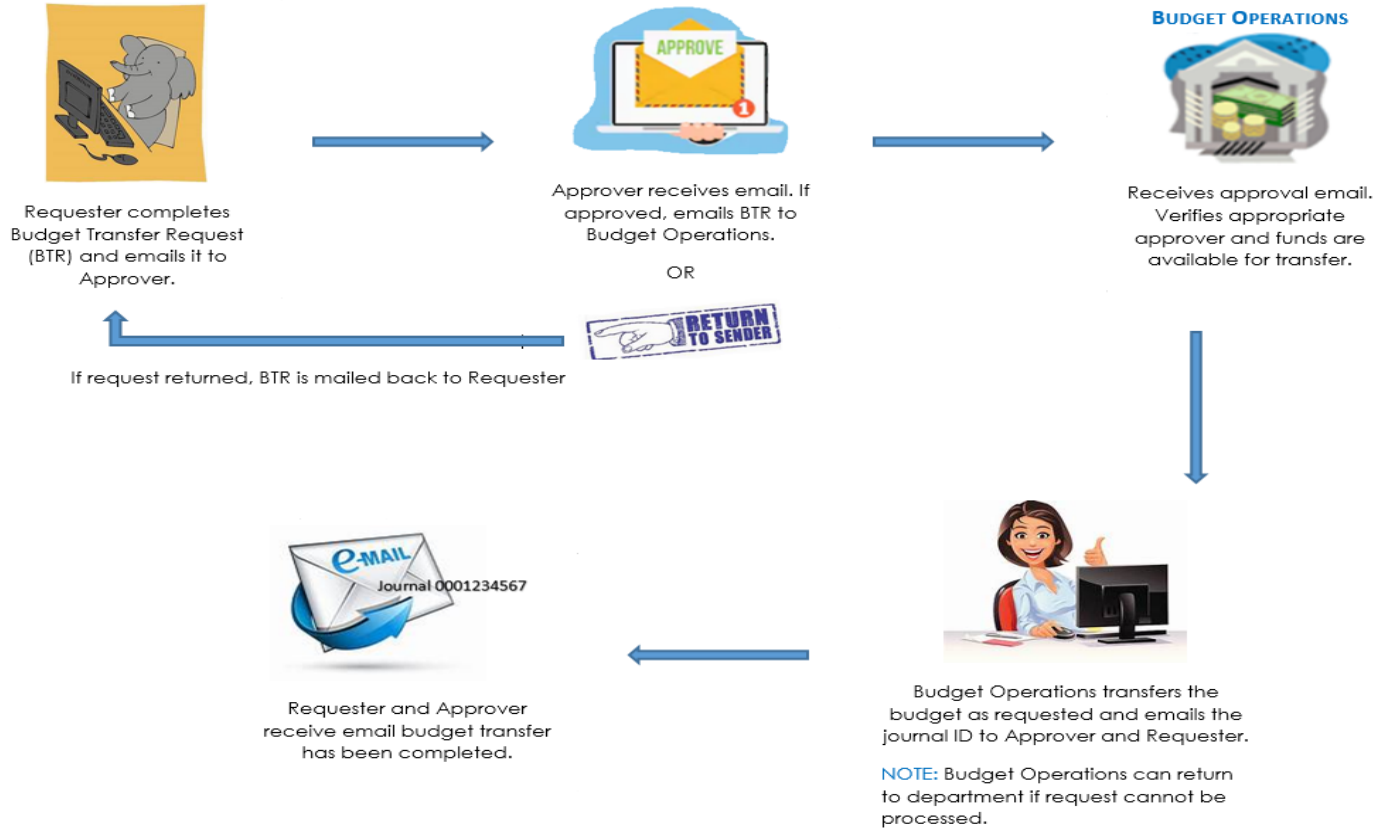
California State Fullerton
2600 Nutwood Avenue, CP-300
Fullerton, CA 92831

Hours: M-F 8am-5pm

RESOURCES & LINKS

- CSU Budget Central
- CSU Executive Orders
- CSU Fiscal Year Calendar
- CSU Integrated Administrative Manual
- California State Budget
- California State Budget Process: 8 Step Guide
- California State

Budget Transfer Overview



Payroll Expense Transfers (PET)

Deadline:

Tuesday, June 4, 2024
at 5:00 pm

<https://financialservices.fullerton.edu/budget/forms/Default.php>

https://financialservices.fullerton.edu/budget/forms/Default.php

CALIFORNIA STATE UNIVERSITY, FULLERTON

Financial Services
Resource Planning and Budget

SERVICES FORMS POLICIES REPORTS PRBC TRAINING ABOUT

Forms

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- California State Budget Process: 8 Step Guide
- California State

FY 2024 Baseline Budget

Divisional Financial Managers can expect to see their respective FY 2023 Baseline Budgets as of year end June 30, 2024 loaded into CFS and OBIEE by July 31, 2024.



Any changes may be submitted on a Budget Transfer Request (BTR) for processing in August 2024.

Thank you!

QUESTIONS?

CONTACT: BUDGET@FULLERTON.EDU

Preparing for Year-End Close Activities

- ❖ Plan early
- ❖ Watch out for deadlines (PLEASE DO NOT wait until the last minute!!!)
- ❖ Spread the word
- ❖ Visit the ASFR website frequently
<https://financialservices.fullerton.edu/controller/asfr/>
- ❖ Review and update Delegation of Authority
- ❖ Submit approved forms with appropriate back-up documentation



Preparing for Year-End Close Activities

- ❖ Review Revenue/Expense Report (record accruals, if needed).
- ❖ Review BBA in THEXT- fund is used for external deposits (usually for PCD reimbursements; might need to submit ETR to offset revenue in THEXT against expense in THEFD).
- ❖ Review BBA (Budget Balance Available) for funds such as SWxxx, THEXT, TA002, SSFGF, TLDxx, etc.
- ❖ Review Liability dashboards in OBIEE Data Warehouse for Study Abroad (2xxxxx) balances.



Preparing for Year-End Close Activities

- ❖ Submit travel expenses in Concur
- ❖ Approve travel expenses in Concur
- ❖ Reconcile PCD in Concur
- ❖ Deposit all checks at the Cashier's Office, especially the ones issued by ASI, ASC or CSFPF by Friday, June 28, 2024 at noon (12:00 PM).

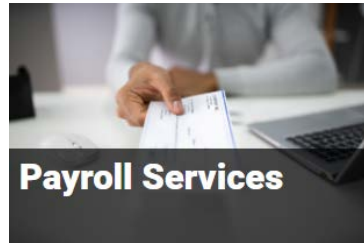


Year-End Close Contacts



DEPT/LOC	CONTACTS	EXT	EMAIL/DL
Accounting Services & Financial Reporting CP-300	Lynn Gañac Justin Chan	8474 8371	ASFR@fullerton.edu
Accounts Payable CP-300	Alberto Contreras Kathleen Cariaga	3750 3339	AP@fullerton.edu
Resource Planning & Budget CP-300	Joe Lipnisky	7392	Budget@fullerton.edu
Cashiers GH-180	Joyce Cross Diana Janzen	3656 4248	Cashiers@fullerton.edu
Central Receiving T-1100	Annie Ekshian	7189	aekshian@fullerton.edu
Contracts & Procurement CP-300	Alex Rosales Sally Yassine	4503 5492	DL-C and P@fullerton.edu
Contracts & Procurement (E-Business) CP-300	Nikki-Algarin-Chavarria Cynthia Aguirre Cris Godines Jimenez	3732 8184 3829	Ebusiness@fullerton.edu
Information Technology LH-717	Joe Luzzi	3251	jluzzi@fullerton.edu
IT Training PLN-130	Lori Arthur-Carmichael	5792	larthur@fullerton.edu
Payroll Services CP-770	Antoinette Roberts Cassandra Granillo	2066 4286	Payroll@fullerton.edu
Instructionally Related Activities (IRA) TSU-249B	Susan Collins	7456	irafunding@fullerton.edu
Travel Operations CP-300	Alberto Contreras Zarita Moore	3750 3543	Travel@fullerton.edu

Thank you and Happy Year End



Shipping & Receiving

Contracts & Procurement

