

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

MARCH 23, 2023  
09:30 AM TO 11:30 AM  
VIRTUAL PRESENTATION VIA ZOOM

# Presenters

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Payroll Services  
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# General Overview

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

# FY 2022 Year-End Close Guidelines

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


<https://adminfin.fullerton.edu/finance/asfr/services/MonthEndClose.php>

**CSUF** | DIVISION OF  
Administration  
and Finance  
Paving the Road to Student Success

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**Date:** March 16, 2023

**To:** Campus Employees

**From:** Alexander Porter   
Vice President for Administration & Finance & CFO

**Subject:** FY 2022 Year-End Close Guidelines (07/01/2022 to 06/30/2023)

In order to ensure the accuracy of the University's financial records, the fiscal year-end financial statements, and to assure an efficient fiscal year-end close, the processing guidelines attached to this memo have been established. All of the processes and timelines have been reviewed and updated as appropriate to provide as much flexibility as possible to the campus community.

All documents are due by the close of business on the dates specified unless otherwise indicated. All requests received after the specified deadline date will be processed in FY 2023 (07/01/2023 to 06/30/2024).

A year-end close workshop has been scheduled to provide an overview of the fiscal year-end close regulations, timelines and reporting requirements. The workshop will be conducted on Thursday, March 23, 2023, from 9:30 am to 11:30 am via [Zoom](#). Registration is not required to attend.

Please feel free to disseminate this information to the appropriate individuals within your organization. This memo will also be posted to the Financial Services website. Additional communication reminders will be distributed throughout the process.

If you have any questions regarding the year-end close guidelines, please contact Laleh Graylee, Associate Vice President for Resource Planning, Budget & Financial Services, at extension 2304, or by email at [lgraylee@fullerton.edu](mailto:lgraylee@fullerton.edu).

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

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

# Payroll Services

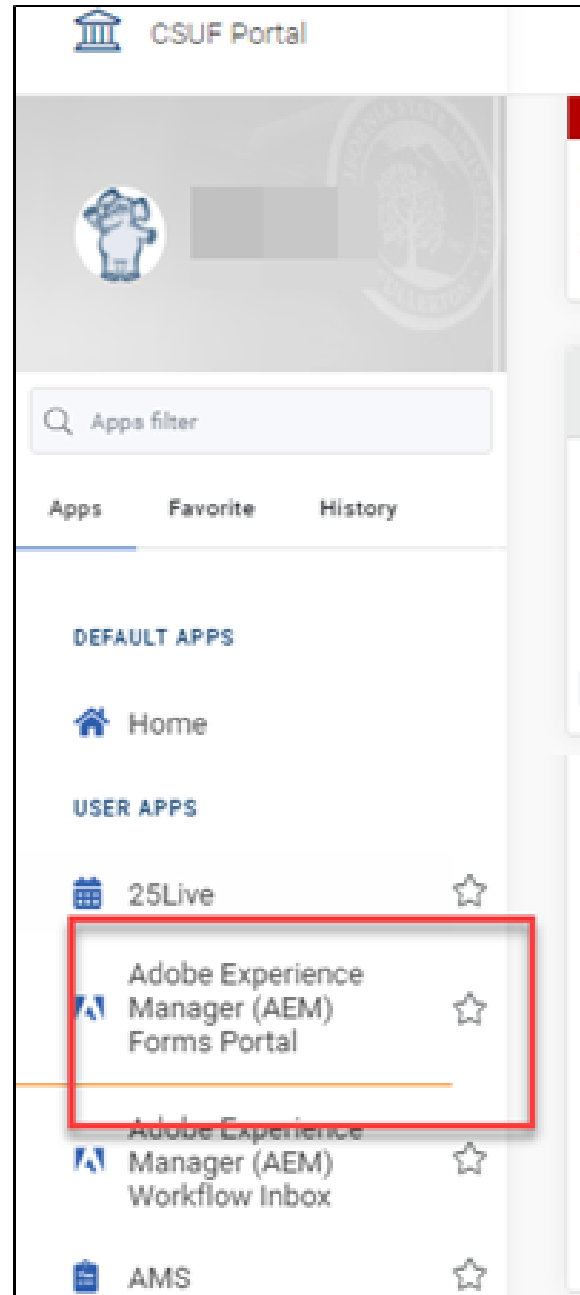
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HUMAN RESOURCES, DIVERSITY AND INCLUSION



# Payroll Forms

Payroll forms have moved to AEM forms located via the Titan Online Portal page.





# Accounting Services & Financial Reporting (ASFR)

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FINANCIAL SERVICES





- 
- ❖ Year-End Close Overview (Legal/FIRMS/GAAP)
  - ❖ Billing Requests
  - ❖ Reimbursement / Deposits to University
  - ❖ Expenditure Transfers, Non-Payroll
  - ❖ Managing Funds



# FY 2022 (06/30/2023)

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## 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 15<sup>th</sup>

FLCSU (FIRMS close) - modified accrual

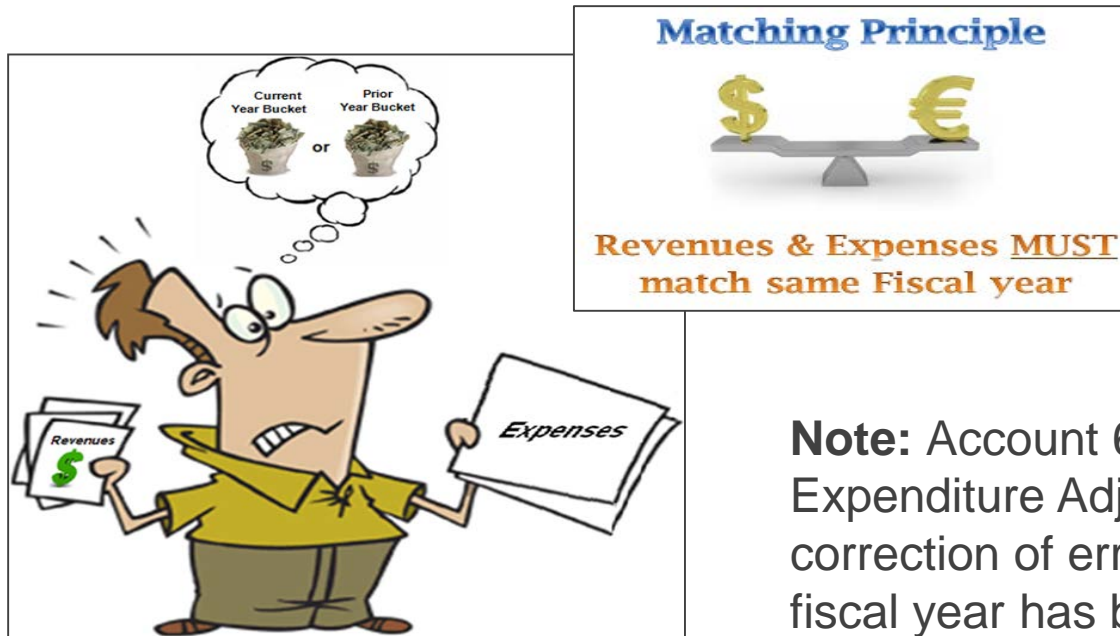
- Year-End Reports using Chancellor's Office FIRMS Object Codes, CSU Funds and NACUBO Program Codes
- Year-End Reports due to Chancellor's Office by July 15<sup>th</sup>
- Year-End Reports due to State Controller's Office by July 31<sup>st</sup>

FLGAP (GAAP close) - full accrual

- External Audit field work begins 2<sup>nd</sup> week of August
- Consolidated CSU Financial Statements issued around October 15<sup>th</sup>\*



**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".**

# Month & Year-End Close

<https://adminfin.fullerton.edu/finance/asfr/services/MonthEndClose.php>

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

Financial Services and Administrative Systems

## Accounting Services and Financial Reporting

SERVICES FORMS POLICIES TAX COMPLIANCE ANNOUNCEMENTS CONTACT US

### Month & Year-End Close

**RESOURCES BELOW**

February 2023 MONTH-END CLOSE

MONTH & YEAR-END CLOSE SCHEDULES

FY 2022 (07/01/2022 TO 06/30/2023) YEAR-END CLOSE

[GUIDELINES](#)  

[MATRIX](#)  

*PROPOSED MONTH-END CLOSE SCHEDULE FY 2022/2023*   (posted 02/28/2022)

US BANK DOWNLOAD FILE (PCD)

<https://adminfin.fullerton.edu/finance/asfr/forms/>

# ASFR Forms

CALIFORNIA STATE UNIVERSITY, FULLERTON

Financial Services and Administrative Systems



## Accounting Services and Financial Reporting

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

Home > Forms

### Forms

LIST OF FORMS

Name	
<a href="#">Chartfield Request Form</a>  Revised 12/2012 (Download the PDF and open using Adobe Acrobat)	Request a new department, program, class or project), modify existing department, program, class or project, or request a new Chartfield. For more information: <a href="#">About Chartfield</a>
<a href="#">CSU Chargebacks Template</a> Revised 09/2019	Transactions into the PeopleSoft Financial system (CFS); for use only. For more information: <a href="#">About Chargebacks</a> .
<a href="#">Expenditure Transfer Request (ETR) App</a> (New - launched 12/15/2021) Revised 12/2021	Expenditure corrections (ACTUALS transactions only). For more information: <a href="#">About ETRs</a> and <a href="#">ETR examples</a>  . <b>Reminder:</b> The ETR web application replaces the process of using Excel with macros. All ETR requests using the Excel file with macros will NOT be accepted after December 31st, 2021.
<a href="#">Deposit or Reimbursement to University Account</a> Revised 02/2022	Deposit funds at the Cashier's Office.

Download the latest version of forms

<https://adminfin.fullerton.edu/finance/asfr/services/InvoiceBilling.php>

# Billing Requests

Deadline:  
 Friday, June 30, 2023  
 at 5:00 pm

Division of Administration & Finance   Financial Services & Administrative Systems   Accounting Services & Financial Reporting						
REQUEST FOR INVOICE						
<p><i>The Request for Invoice Form is an invoice form submitted by CSUF staff to: (1) request reimbursement for an expense that's already been made (abatement) or (2) record accounts receivable/revenue. Note: Auxiliary Organizations billing is posted to revenue account 580095 and fund THERE. Upon receipt of this completed form, Accounting Services will invoice Auxiliary Organizations and other 3rd party organizations on your behalf. Please send the original form to Accounting Services with supporting documentation. Invoice will be mailed by Accounting Services to the customer and an electronic copy will be sent to the requesting department. If you have questions, please contact Accounting Services. Please note that only Accounting Services may invoice or bill on behalf of the University.</i></p>						
I. Requester Information						
From Dept:				Contact:		
Ext: _____						
II. Reason for Request						
III. Authorizing Signature(s)						
Print/Type Name _____ Authorized Signer of Account(s) _____ Date _____						
IV. Bill To Information						
Customer ID: <small>(if known)</small>				Name:		
For New Customer Only						
Name:				Contact:		
Address 1:				E-mail:		
Address 2:				Phone:		
City:			State:	Zip Code:		
Fax: _____						
V. Bill Line Information						
Invoice Type <small>(select from drop down list)</small>	Expense Type <small>(select from drop down list)</small>	Description <small>(30 characters)</small>			PO Number <small>(required for ASC, ASI and Philanthropic Foundation)</small>	Amount <small>(USD)</small>
VI. Credit Information						
Account (6)	Fund Code (5)	Dept (5)	Program (4)	Class (5)	Project (8)	Amount



Submit form to Financial Services (CP-300) | Questions? ASFR@fullerton.edu | Rev. 03/19

# Deposit or Reimbursement to University Account

Deadline:

Friday, June 30, 2023  
at 12:00 pm

Division of Administration & Finance | Financial Services & Administrative Systems | Accounting Services & Financial Reporting  
To: CSUF Cashier's Office (UH-180)

**Deposit Or Reimbursement To University Account**

**NOTE: If you received a university invoice (ASRxxxxx) DO NOT use this form; take the invoice to the Cashier's Office with your payment.**

The Deposit to University Account form is submitted by departments to record revenue from student fees. Attach any supporting documentation deemed relevant to the transaction. To request a new CASHNet Item Code, contact the Cashier's Office. NOTE: Effective May 29, 2009, credit cards are no longer accepted as a form of payment at the Cashier's Office.

**I. Requester Information**

From Dept: \_\_\_\_\_ Contact: \_\_\_\_\_ Ext: \_\_\_\_\_

**II. Reason for Deposit or Reimbursement (To select (v) Reason for Reimb or Deposit, click the yellow drop down option below and choose or type "1")**

**a. Travel Advance / Other**

Other (Enter explanation here): \_\_\_\_\_  
Travel Advance (S5078 = 107001-DVPRF)

**b. Vendor Refund / PCD Reimbursement (click PCD Macro to go to the NEW form)**

Vendor refund (S4000/FUND) Invoice # \_\_\_\_\_ Purchase Order # \_\_\_\_\_

**MACRO: PCD** University reimbursement for personal expenditure charged to a PCD - Procurement Card (Click Macro to launch NEW form)

S5002 = 604001-FUND (Telephone Usage) S5050 = 606802-FUND (Travel-International) S4000 FUND = any other 6xxxx account (eg. 600003)  
S5092 = 604802-FUND (Wireless Service) S5081 = 606001-FUND (Travel-In State) To post to the correct expense account, submit ETR, Charge 580093 / Credit 6xxxx  
S5055 = 600001-FUND (Postage and Freight) S5082 = 606002-FUND (Travel-Out of State) (original expense account); see ETR instructions below

**Instructions for Deposit Form:** Complete to: (a) automatically identify CASHNet Item Code to use in Section IV and (b) auto-fill Expenditure Transfer Request (ETR) form  
**Instructions for ETR Form:** (a) To be used for CASHNet Item Codes S4000 only; (b) click "Create ETR" macro button to go to the ETR worksheet; (c) validate ETR data; and (d) follow same procedures when submitting an ETR

Enter chartfield to reimburse Account: \_\_\_\_\_ Fund: \_\_\_\_\_ For ETR: CC... e-mail address(es): \_\_\_\_\_ (separate by "; " semi-colon)

**III. Deposit Information (To select (v) Form of Payment, click the yellow drop down option below and choose or type "1")**

Form of Payment	<input type="checkbox"/> Cash	\$	-	<input type="checkbox"/> Check	\$	-	Total Deposit:	\$	-	Cashier's Office use only: Cashier's Endorsement
	<input type="checkbox"/> Other (please specify)							\$	-	

**Check Information**

Check Number: \_\_\_\_\_ Check Date: \_\_\_\_\_ Received From: \_\_\_\_\_

Check Memo / Desc: \_\_\_\_\_

**IV. Chart Field Information (If CASH Net Item Code is not known, use "S4000" (account default is 580093 (Other Non-operating Revenues)). Fund and Dept MUST be provided.**

CASH/Net Item Code REQUIRED (select fr drop down list)	Account (6)	Fund (5)	Dept (5)	Program (4)	Class (5)	Project (8)	Deposit Amount	
							\$ -	
							\$ -	
							\$ -	
							\$ -	
							\$ -	
OK: Total Amount = Total Deposit							Total Amount:	\$ -

Submit form to Cashier's Office (GH-180) | Questions? ASFR@fullerton.edu | Rev. 02/2020

**REVISED**  
**FEBRUARY 2020**



# Procurement Card Reimbursement (PCD) Only Form


Deadline:

Friday, June 30, 2023  
at 12:00 pm

- Defaults:
  - CASHNet Item Code S7050
  - Account 660898 – Unauthorized PCD Purchase (account 660898 must have \$0 balance at 06/30)
- Fund and Department MUST be provided

Division of Administration & Finance | Financial Services & Administrative Systems | Accounting Services & Financial Reporting  
To: CSUF Cashier's Office (UH-180)

**Deposit Or Reimbursement To University Account**  
**Procurement Card Reimbursement (PCD) Only**

  
Deposit Form

Reimbursing the University for Disallowed Purchases: All disallowed expenditures must be reimbursed to the University within 30 days of purchase.  
INSTRUCTION: (1) Complete Deposit Or Reimbursement To University Account (Procurement Card Reimbursement (PCD) Only) and submit to CSUF Cashier's Office (UH-180); (2) Cashier's Office issues receipt and (3) Attach receipt to the reconciled Procurement Card statement. If the statement has already been submitted, forward the receipt along with the cardholder information (name, statement month, Procurement Card number) to the Procurement Card Program in CR-300.  
IMPORTANT: Remember to use account 000898 when reconciling Procurement Card activity through Access Online or Concur for disallowed expenditures only.  
Questions? Send an email to [business@fullerton.edu](mailto:business@fullerton.edu).

<b>I. Requester Information</b>		Contact:		Ext:			
From Dept:							
<b>II. Reason for Deposit or Reimbursement (PCD Reimbursement)</b>							
Cardholder Name:		Travel Number:		Statement Date:			
Vendor(s)/Merchant Name(s):		Original Charge: (as shown on Statement)		\$ -			
<b>III. Deposit Information (To select (-) Form of Payment, click the yellow drop down option below and choose or type "1")</b>							
Form of Payment:		Total Deposit:		Cashier's Office use only: Cashier's Endorsement			
<input type="checkbox"/>	Cash \$ -	<input type="checkbox"/>	Check \$ -	\$ -			
<input type="checkbox"/>	Other (please specify)						
<b>Check Information</b>							
Check Number:		Check Date:	Received From:				
Check Memo / Desc:							
<b>IV. Chart Field Information</b>							
DEFAULT		REQUIRED		OPTIONAL		Deposit Amount	
CASHNet Item Code	Account (8)	Fund (5)	Dept (5)	Program (4)	Class (5)		Project (8)
S7050	660898						\$ -
S7050	660898						\$ -
S7050	660898						\$ -
S7050	660898						\$ -
S7050	660898						\$ -
S7050	660898						\$ -
OK: Total Amount = Total Deposit				Total Amount:			\$ -

Submit form to Cashier's Office (UH-180) | Questions? ASFR@fullerton.edu | Rev: 02/2020

**REVISED**  
**FEBRUARY 2020**



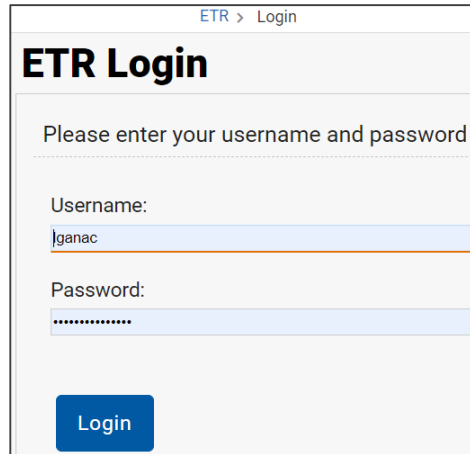
# Expenditure Transfer Request (ETR), Non-Payroll

## Deadline:

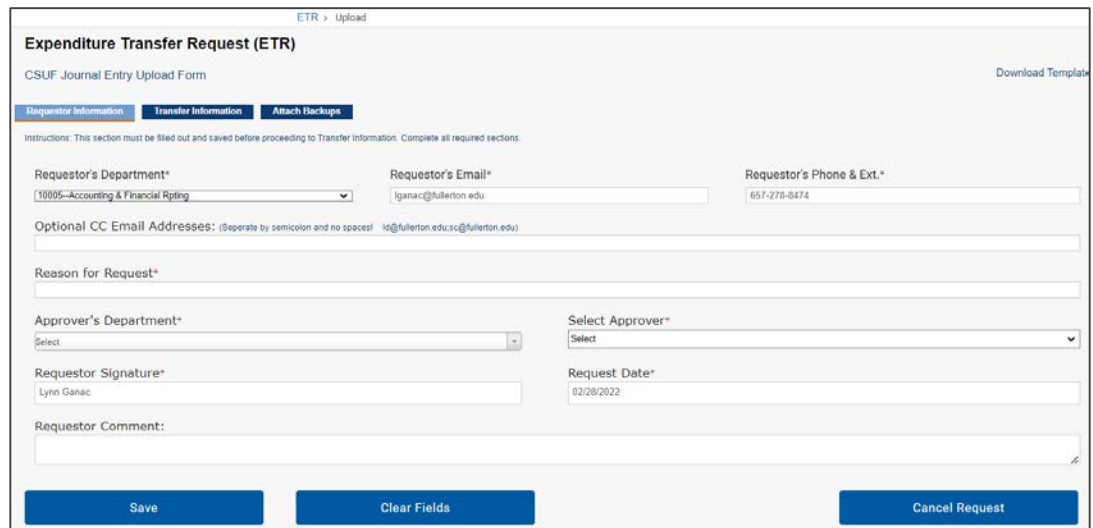
Monday, July 3, 2023  
at 5:00 pm

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

<https://adminfin.fullerton.edu/finance/asfr/services/ETR.php>



- ✓ 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



# 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.

# Contracts & Procurement

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ADMINISTRATION AND FINANCE

# Contracts and Procurement

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❖ Purchase Requisitions

❖ Change Orders

❖ Staples

❖ Procurement Card

# Purchase Requisitions for FY 2022

FY 2022 purchase requisitions \$100,000 and above (which require formal bidding)

**Deadline:** Friday, April 7, 2023 at 5:00 pm

ITEM	QUANTITY	UNIT PRICE	TOTAL PRICE	ESTIMATED QTY DATE
1. 1	1.000	4.000	4.000	00/00000
2. 1	1.000	4.000	4.000	00/00000

FY 2022 purchase requisitions less than \$100,000 and all change orders

**Deadline:** Friday, May 12, 2023 at 5:00 pm

## **Reminder:**

All attached quotes must be less than 30 days old.

# Purchase Requisitions for FY 2023 (New Year)

FY 2023 purchase requisitions can be entered in CFS

**Start Date:** Monday, May 15, 2023

## New year purchase requisitions:

- ❖ will remain on hold until all current year (FY 2022) requisitions are processed
- ❖ entries prior to this date will be cancelled by Contracts & Procurement

**Requisition**  
CSU Fullerton

Business Unit:	<b>FLCMP</b>	<b>APPROVED</b>
Req ID	Date	Page
0000021030	12/18/2020	1
Requester	Telephone	Entered By
	(657) 278-	

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

Line-Schd-Dist	Description	Fund	Dept	Category	Quantity	UOM	Price	Extended Amt	Due Date
Distribution	Account			Prgm	Class	Project			Dist Amt
Buyer: Shenefield, Yvette									
1-1	H2 PW20021 TO#02: 534.415.00 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

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

**Deadline:** Friday, May 12, 2023 at 5:00 pm

## **Update to the C&P Change Order Process:**

All Change Order requests for funding increases must be submitted using the CFS Requisition process.

# Purchase Requisition Fiscal Year Transition

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## May 2023

**FY 2022 (Current)**

**From now through May 12, 2023**



**FY 2023 (New Year)**

**From May 15, 2023 going forward**





# Reminders

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- 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 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 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.

DON'T  
FORGET

# Reminders

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**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

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**Thursday, June 22, 2023 at 5:00 pm:** Last day to order from Staples to post in FY 2022

Goods that are shipped after Friday, June 23, 2023 will be expensed in FY 2023





# Procurement Card (PCD) Access Online ~~(Non-Concur)~~

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**Thursday, June 22, 2023 at 5:00 pm:** Last day to purchase with P-Card to post in FY 2022

**Thursday, June 22, 2023 at 3:00 pm:** Reconcile June 2023 Billing Cycle (ending 06/26/2023)

~~The default account for P-Card transactions has been changed in Access Online to 660999, "Unreconciled P-Card Expense".~~

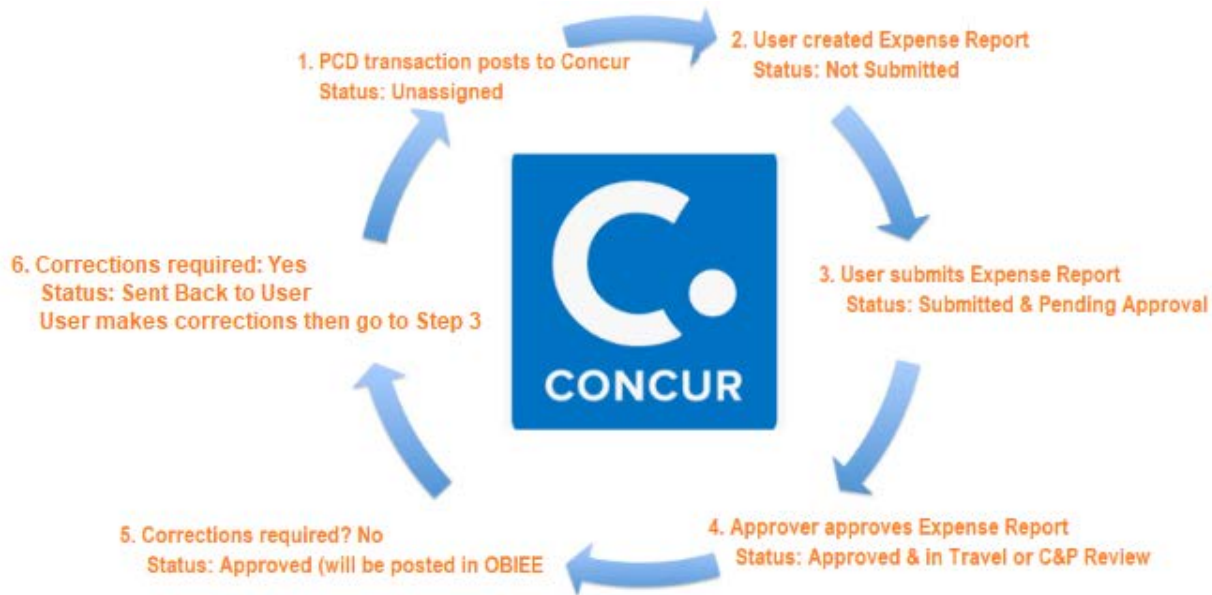
~~Transactions posted to 660999 (Unreconciled P-Card Expense) MUST be corrected by Monday, July 5, 2023 at 12:00 pm.~~

**Important:** ~~Account 660999 must be zeroed out at year-end (except for fraudulent charges)~~

# Procurement Card (PCD) for Goods & Services (Concur)

**Friday, June 30, 2023 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



# Procurement Card (PCD) Concur

The Business Purpose field is to be used for notes or comments that you want loaded into OBIEE.

The screenshot shows the 'Expense' tab selected in the Concur interface. The 'New Expense' form contains the following fields:

- Expense Type:** Services
- Transaction Date:** 03/08/2018
- Amount:** 100.00 USD
- Business Purpose:** This will show up in OBIEE
- Comment:** This will NOT show up in OBIEE

Red boxes highlight the 'Business Purpose' and 'Comment' fields, indicating their specific use for OBIEE data loading.



# PCD June 2023 Billing Cycle (05/26/2023 – 06/25/2023 ?) and Accrual Process for Year-End

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- Both May 2023 (ending 05/25/2023) and June 2023 (ending 06/26/2023) transactions will be posted in Period 12 (JUN 2023)
- No accrual entry will be posted for transactions that occurred between 06/27/2023 and 06/30/2023 for all Concur users
- Concur Expense Reports that are not yet posted in OBIEE (Status <> Approved) will be accrued with a date of 06/30/2023; on 07/31/2023, reversal entry will be posted
  - ❖ Accrual entry dated 06/30/2023 will not post to 660997 (Concur Not Approved Trans); Account 660997 should have \$0.00 balance at 06/30
  - ❖ Actual chart fields (account, fund, department, program, class & project) will be used

# Receipt of Goods

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<https://facilities.fullerton.edu/services/>

**Friday, June 30, 2023 at 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 Anthony Sinopoli in Receiving so the receipt can be appropriately recorded in CFS. Also please e-mail Contracts & Procurement if goods are to be returned to the vendor (i.e., incorrect/defective merchandise). The deadline to notify Receiving is 4:00 PM.





# Accounts Payable and Travel

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FINANCIAL SERVICES

# Accounts Payable and Travel

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

# AP & Travel Forms

[https://adminfin.fullerton.edu/finance/ap\\_travel/forms/](https://adminfin.fullerton.edu/finance/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
<a href="#">Authorization for On-Campus Interview Ex</a>	Travel Operations
<a href="#">Authorization to Obtain Driving Re</a>	University Police
<a href="#">Authorization to Use Private Vehicle for Business (STD 261)</a>	Traveler's Supervisor
<a href="#">Blanket Travel Request</a>	Travel Operations
<a href="#">Certification of Academic A</a>	Accounts Payable
<a href="#">Certification for Reimbursement of Moving/Relocation Expenses</a>	Travel Operations
<a href="#">Check Request</a>	Accounts Payable
<a href="#">Delegation of Authority</a>	Accounts Payable

**Download the latest version of forms**

# E-Submission: Invoices, Check Request Forms and Inquiries

[https://adminfin.fullerton.edu/finance/ap\\_travel/services/payments/ESubmit.php](https://adminfin.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](mailto: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"> <li>• <a href="#">FedEx Invoice</a><sup>Ⓢ</sup></li> <li>• <a href="#">Public Works Invoice</a><sup>Ⓢ</sup> (construction or repair work done under contract)</li> <li>• <a href="#">Utilities Invoice</a><sup>Ⓢ</sup></li> <li>• <a href="#">Xerox Invoice</a><sup>Ⓢ</sup></li> <li>• Individual (use last name)</li> <li>• <a href="#">Vendor Letters A - E Invoice</a><sup>Ⓢ</sup></li> <li>• <a href="#">Vendor Letters F - J Invoice</a><sup>Ⓢ</sup></li> <li>• <a href="#">Vendor Letters K - S Invoice</a><sup>Ⓢ</sup></li> <li>• <a href="#">Vendor Letters T - Z Invoice</a><sup>Ⓢ</sup></li> </ul>	<p>Faculty/Staff/Student (use last name)</p> <p><a href="#">Commuter Rewards Check Request</a><sup>Ⓢ</sup></p> <p><a href="#">Membership Check Request</a><sup>Ⓢ</sup></p> <p>Vendor (use vendor name)</p> <ul style="list-style-type: none"> <li>• <a href="#">Vendor Letters A - E Check Request</a><sup>Ⓢ</sup></li> <li>• <a href="#">Vendor Letters F - J Check Request</a><sup>Ⓢ</sup></li> <li>• <a href="#">Vendor Letters K - S Check Request</a><sup>Ⓢ</sup></li> <li>• <a href="#">Vendor Letters T - Z Check Request</a><sup>Ⓢ</sup></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Commuter Rewards Inquiry</a></li> <li>• <a href="#">FedEx Inquiry</a><sup>Ⓢ</sup></li> <li>• <a href="#">Membership Inquiry</a><sup>Ⓢ</sup></li> <li>• <a href="#">Public Works Inquiry</a><sup>Ⓢ</sup> (construction or repair work done under contract)</li> <li>• <a href="#">Utilities Inquiry</a><sup>Ⓢ</sup></li> <li>• <a href="#">Xerox Inquiry</a><sup>Ⓢ</sup></li> <li>• Individual (use last name)</li> <li>• <a href="#">Vendor Letters A - E Inquiry</a><sup>Ⓢ</sup></li> <li>• <a href="#">Vendor Letters F - J Inquiry</a><sup>Ⓢ</sup></li> <li>• <a href="#">Vendor Letters K - S Inquiry</a><sup>Ⓢ</sup></li> <li>• <a href="#">Vendor Letters T - Z Inquiry</a><sup>Ⓢ</sup></li> </ul>



# Direct Expense

Deadline:

Friday, May 26, 2023  
at 5:00 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  
REFER TO INSTRUCTIONS TO COMPLETE THIS FORM

DP 201177

**INSTRUCTIONS**

- Use the link to view approved categories.  
[Click on link to view approved categories.](http://finance.fullerton.edu/Controller/AccountsPayable/GeneralInformation/APCheckRequestProcess.asp)
- 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. Submittals without appropriate documentation as outlined above will be returned to the department.
- Use one Check Request Form per invoice. Services are not permitted on this form.
- Person requesting this Check Request certifies that he/she has requesting authority for the Fund and Department listed.
- 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).
- Submit the approved Check Request Form to CR-300 for processing.
- 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 (if known) \_\_\_\_\_ Tax ID \_\_\_\_\_

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 015-02 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://adminfin.fullerton.edu/finance/ap\\_travel/services/payments/ESubmit.php](https://adminfin.fullerton.edu/finance/ap_travel/services/payments/ESubmit.php)



# Invoices

## Deadline:

Friday, May 26, 2023  
at 5:00 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 'Item', '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 'Total' and a signature line.

## 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://adminfin.fullerton.edu/finance/ap\\_travel/services/payments/ESubmit.php](https://adminfin.fullerton.edu/finance/ap_travel/services/payments/ESubmit.php)

# Paper Travel Request & Paper Travel Claim

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- ✓ Paper forms are for Student Business Travel Only
- ✓ All employee travel forms MUST be processed through Concur
- ✓ Employees with open Paper Travel Request MUST submit an Expense Report through Concur as of December 27, 2022

# Paper Travel Request Form

## Deadline:

Thursday, June 1, 2023  
at 5:00 pm

## Important Dates:

- **Thursday, March 30, 2023:** A list of open travel requests will be provided to the Division Financial Manager for review & follow-up
- **Thursday, June 1, 2023:** Submit approved travel requests for Student Business Travel (for June 1 – June 30, 2023) with the appropriate documentation to Travel Operations for review.
- **July 2023:** Travel Operations will start assigning Travel Request numbers (TR23) for FY 2023 Travel.

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

Instructions: [https://adminfin.fullerton.edu/finance/sp\\_travel/services/travel/](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 Ban 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 [csuoftaxoffice@fullerton.edu](mailto:csuoftaxoffice@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, 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) _____	_____	_____

\* If 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 any 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/vtr/mcagovern/CSUhighcampusBejalement.pdf> (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 a rate above \$275. VP/Designee signature below will serve as pre-approval to exceed the rate.  
\_\_\_\_\_  
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 DECEPTIONS TO THE CSUF TRAVEL RESTRICTIONS

CSUF PRESIDENT/DESIGNEE _____	DATE _____
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ACCOUNTS PAYABLE/TRAVEL USE ONLY

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

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

REVISED  
OCTOBER 2019



# Concur Expense Reports

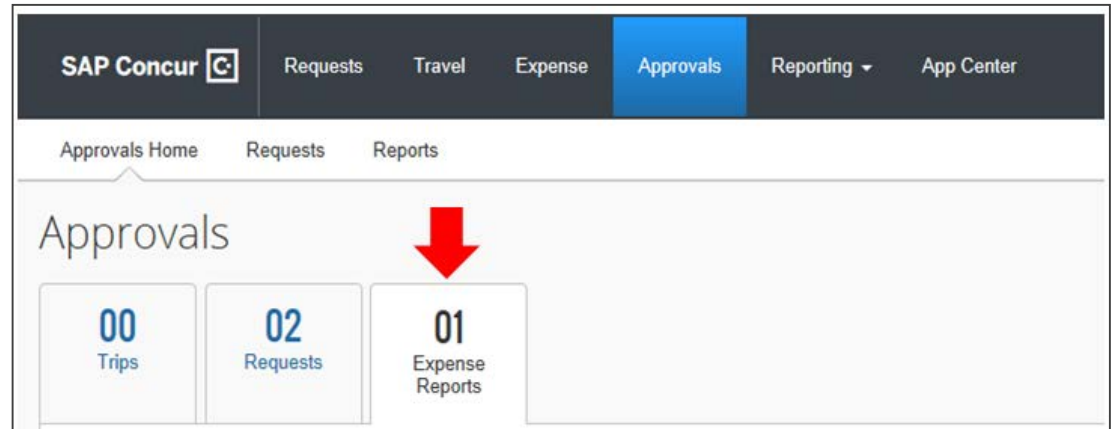
## Deadline:

Friday, June 30, 2023  
at 5:00 pm

## Reminder:

### **After June 30, 2023**

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.



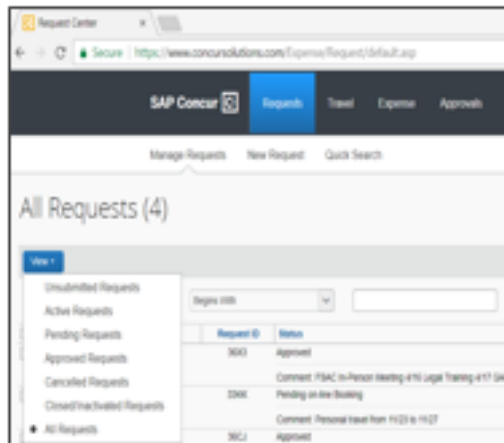
- ❖ Must have status of “Approved and in Travel or C&P Review” for travel completed by June 30, 2023



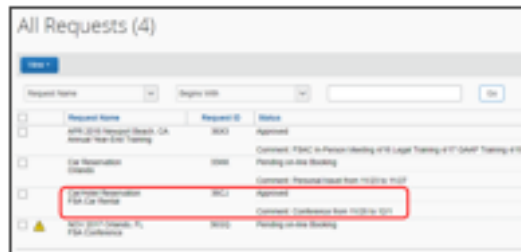
# Concur Travel Requests

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

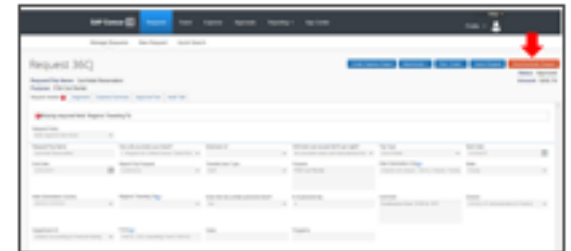
1. Go to Requests then View All Requests



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](mailto:concur@fullerton.edu).



# Concur Information

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

Phone: (866) 793-4040

Email: [concur@fullerton.edu](mailto: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>



# Resource Planning and Budget

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ADMINISTRATION AND FINANCE



# Resource Planning and Budget

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- ❖ Budget Transfers
- ❖ Payroll Expense Transfers
- ❖ FY 2023 Baseline Budget

# Budget Transfers

**Deadline:**  
 Wednesday,  
 June 07, 2023  
 at 12:00 pm

<http://resourceplanning.fullerton.edu/forms/Default.php>

CALIFORNIA STATE UNIVERSITY, FULLERTON - Administration and Finance

Resource Planning and Budget

SERVICES FORMS POLICIES REPORTS PRBC ABOUT

A-Z Index Search

SITE CSUF

Forms

**LIST OF BUDGET OPERATIONS FORMS**

Name	Description
<a href="#">Budget Transfer Request (BTR)</a>	To request a fund transfer: one-time or baseline transfer
<a href="#">Budget Transfer Log</a>	<a href="#">BTR Upload Template</a> <a href="#">BTR Form Instructions</a>
<a href="#">Capital Budget Request Form</a>	To request budget to fund capital project(s)
<a href="#">CMS Chartfield Request</a>	To request a new chart-field: department ID and class (For: fund, account, program, and project, contact <a href="#">Accounting Services &amp; Financial Reporting</a> )
<a href="#">Payroll Expenditure Transfer (PET)</a>	To request payroll charges transfer: correction of a payment or move out a payroll charge
<a href="#">CARES Act Funding Request for Reimbursement Form</a>	To request the CARES Act Funding Request for Reimbursement form <a href="#">CARES Act Form Instructions - REQUESTOR</a> <a href="#">CARES Act Form Instructions - APPROPRIATE ADMINISTRATOR</a>

**LIST OF POSITION BUDGETING AND PLANNING SYSTEM (PBPS) FORMS**

Name	Description
<a href="#">Budget Review Checklist</a>	A checklist to assist in reviewing a position permanent budget
<a href="#">Vacant/To Be Hired (TBH)</a>	A form for departments/division to submit when creating vacant & to-be hired positions

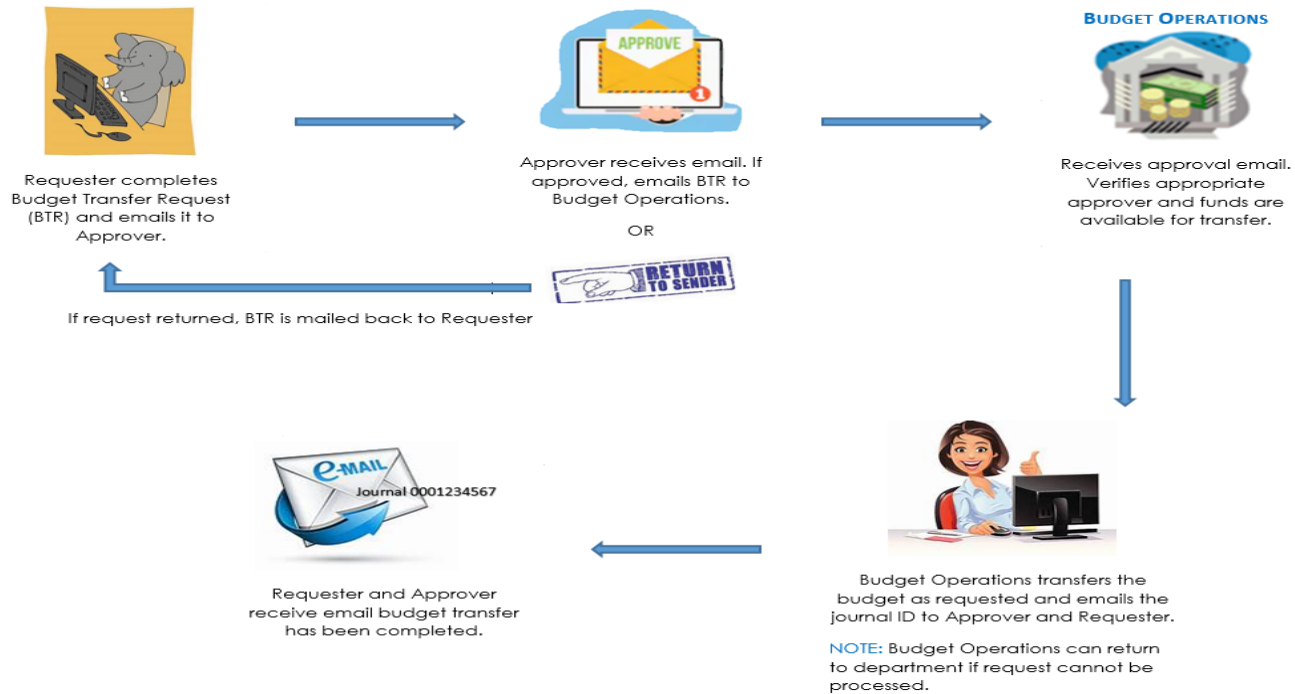
**Contact Us**

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 Timetable
- California Department of Finance
- California Legislative Analyst
- CA Legislative Information

# Budget Transfer Overview





# FY 2023 Baseline Budget

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



Any changes may be submitted on a Budget Transfer Request (BTR) for processing in August 2023.

# Preparing for Year-End Close Activities

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- Plan early
- Watch out for deadlines (PLEASE DO NOT wait until the last minute!!!)
- Spread the word
- Visit the ASFR website frequently  
<https://adminfin.fullerton.edu/finance/asfr/>
- Review and update Delegation of Authority
- Submit approved forms via email 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, THELS, THEOC, SSFGF, TADxx, etc.

Revenue/Expense Summary Report

Business Unit = FLCMP, Fiscal Year = 2015, YTD Period = 10  
Total Number of Records Retrieved = 1

Dept ID	Fund	Account	Acct Descr	Baseline Budget	Revised Budget	Current Period Actuals	Current Year Actuals	Encumbrance	Pre-Encumbrance	Budget Balance Available
10003	SW001	660003	General Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		<b>660003 Total</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>SW001 Total</b>			0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>10003 Total</b>				0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Grand Total</b>				0.00	0.00	0.00	0.00	0.00	0.00	0.00



# Preparing for Year-End Close Activities

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- ❖ Submit travel expenses in Concur
- ❖ Approve travel expenses in Concur
- ❖ Reconcile PCD in Concur
- ❖ Submit Federal work study adjustments by Monday, July 3, 2023
- ❖ Deposit all checks at the Cashier's Office especially the ones issued by ASI, ASC or CSFPF







# Year-End Close Contacts

DEPT/LOC	CONTACTS	EXT	EMAIL/DL
Accounting Services & Financial Reporting CP-300	Lynn Gañac Justin Chan	8474 8371	<a href="mailto:ASFR@fullerton.edu">ASFR@fullerton.edu</a>
Accounts Payable CP-300	Kathleen Cariaga	3339	<a href="mailto:AP@fullerton.edu">AP@fullerton.edu</a>
Resource Planning & Budget CP-300	Joe Lipnisky	7392	<a href="mailto:Budget@fullerton.edu">Budget@fullerton.edu</a>
Cashiers GH-180	Joyce Cross Diana Janzen	3656 4248	<a href="mailto:Cashiers@fullerton.edu">Cashiers@fullerton.edu</a>
Central Receiving T-1100	Anthony Sinopoli	2524	<a href="mailto:asinopoli@fullerton.edu">asinopoli@fullerton.edu</a>
Contracts & Procurement CP-300	Nelson Nagai Sally Yassine Alex Rosales	2413 5492 4503	<a href="mailto:DL-C and P@fullerton.edu">DL-C and P@fullerton.edu</a>
Contracts & Procurement (E-Business) CP-300	Rick Nelson Cris Godines Jimenez	8357 3829	<a href="mailto:Ebusiness@fullerton.edu">Ebusiness@fullerton.edu</a>
Information Technology LH-717	Joe Luzzi	3251	<a href="mailto:jluzzi@fullerton.edu">jluzzi@fullerton.edu</a>
IT Training PLN-130	Lori Arthur-Carmichael	5792	<a href="mailto:larthur@fullerton.edu">larthur@fullerton.edu</a>
Payroll Services CP-770	Susan Smith Ann Truong	2386 3676	<a href="mailto:Payroll@fullerton.edu">Payroll@fullerton.edu</a>
Travel Operations CP-300	Zarita Moore	3543	<a href="mailto:Travel@fullerton.edu">Travel@fullerton.edu</a>



**QUESTIONS**

**ANSWERS**

# Announcements

## Cash Posting Order (CPO) Name Change -> Interagency Financial Transaction (IFT)

**CSU** The California State University  
OFFICE OF THE CHANCELLOR  
Business and Finance - Accounting  
401 Golden Shore, 5th Floor  
Long Beach, CA 90802-4210

Value: 8/17/2021  
Date:  
Correction  
Date:

To: Financial Managers  
Accounting Officers  
Budget Officers

From: Anasheh Begjani  
Assistant Manager, Accounting

Subject: FY21/22 Q1 Centrally Paid Indirect Costs (Cmps-CO)

The Chancellor's Office has executed a transaction affecting your campus' Systemwide Investment Fund - Trust (SWIFT) account. This transaction is for the Chancellor's Office to collect from campuses fiscal year 2021/2022 Q1 centrally paid indirect costs, per attached. Re: Financial Services Coded Memo FS 2021-01.

The journal entries to record this transaction in the following FIRMS object codes and Trust Fund 0948 are as follows:

**Receiving Agency Accounting Entry**

Debit	101100	Cash - Short Term Investment
Credit		See CPIC Summary Schedule

**Remitting Agency Accounting Entry**

Debit		See CPIC Summary Schedule
Credit	101100	Cash - Short Term Investment

**Accounting Notes:**

CPO# 21-0061

~~The Chancellor's Office anticipates the change from CPO to IFT to occur at the end of March 2022.~~

~~Email notification will come from a different email address.~~

Tue 8/17/2021 3:05 PM

CPO Request <share@calstate.edu>

[External] CPO 21-0061 FY21/22 Q1 Centrally Paid Indirect Costs (Cmps-CO) has been Distributed

To:  DL-Budget;  DL-Accounting

**External Email Use Caution and Confirm Sender**

Dear Users,

This email is to notify you that CPO 21-0061 FY21/22 Q1 Centrally Paid Indirect Costs (Cmps-CO) has been distributed.

Accounting departments, please record this transaction according to the accounting instructions included on the CPO "Memo Page." With the appropriate access, CPO transaction should also be reconciled monthly with the Bank of CSU.

Click [HERE](#) to view CPO.

Should you have any questions, please email [cporequest@calstate.edu](mailto:cporequest@calstate.edu).

Thank you,

CO CPO Team  
Office of the Chancellor



# Announcements

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

### ChartField Request Form

Clear Print

1. Select one:  
 Add  Modify  Inactive  Reactivate

2. Select one ChartField:  
 Account  Fund  DeptID  Program  Class  Project

3. Have you verified that the ChartField value does not exist?  
 Yes  No

4. Indicate value to modify, inactivate or reactivate:  
Account (6) Fund(5) Department (5) Program (4) Class (5) Project (8)

(If yes, please indicate the ChartFields to be used for Payroll Costs)

5. Payroll costs apply?  
 Yes  No Fund(5) Department (5) Program (4) Class (5) Project (8)

If yes, select the types of employees that will be paid:  
Students   
Part-Time Faculty   
Staff/Mgmt  (Requires a Position Action Form)

6. Effective Date (mm/DD/yyyy): \_\_\_\_\_ Use the first day of the current fiscal year.

7. Short Descriptions (10 characters): \_\_\_\_\_

8. Long Description (30 characters): \_\_\_\_\_

9. Purpose (If Project, please include Funding Source): \_\_\_\_\_

10. Project ONLY: Start Date (mm/dd/yyyy): \_\_\_\_\_ End Date (mm/dd/yyyy): \_\_\_\_\_  
(Revision date or Open Ended)

11. Will there be any revenue to this new ChartField?  
 Yes  No

12. If yes to question above, please provide explanation: \_\_\_\_\_

**Form Approval:**

13. Requested by: Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_ Extension \_\_\_\_\_

14. Department Head: Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_ Extension \_\_\_\_\_

15. Division: Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_ Extension \_\_\_\_\_

**Central Office Use Only:**

Accounting Services: Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_ Extension \_\_\_\_\_

Budget Operations: Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_ Extension \_\_\_\_\_

New ChartField Code: \_\_\_\_\_ New Pool ID (if Applicable): \_\_\_\_\_

## ChartField Request Form Automation Project

- Accounting Services & Financial Reporting (ASFR)
  - Account
  - Fund
  - Program
  - Project
- Resource Planning & Budget
  - Department
  - Class
- Administrative Systems (AFIT)

# Announcements

## Accounting Updates Email Subscription

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

The screenshot shows the website interface for Accounting Services and Financial Reporting. The main navigation bar includes links for SERVICES, FORMS, POLICIES, TAX COMPLIANCE, ANNOUNCEMENTS, and CONTACT US. The page is divided into several sections:

- SERVICES:** Includes Cash Posting Order (CPO), Expenditure Transfer Request (ETR), Request for Invoice (RFI), and More Services...
- MONTH/YEAR-END CLOSE:** Includes Accounting Updates, CFS Open Periods, and Month-End Close Schedule.
- FORMS:** Includes Deposit or Reimbursement to University Account, Expenditure Transfer Request (ETR), Request for Invoice (RFI), and More Forms...
- POLICIES:** Includes Capital Assets Guide, Capital Projects (Funding for University Facilities), and More Policies...

A prominent blue button with a lightbulb icon and the text "SUBSCRIBE TO UPDATES" is highlighted with an orange arrow. Below the button, it says "RECEIVE IMPORTANT ACCOUNTING INFORMATION" and "Receive updates on month-end close, year-end close, new chartfields & Chancellor's Office updates." To the right, there is a "CONTACT US" section with address, hours, and email information, and a "FINANCIAL REPORTING" section with a description of ASFR's role and a list of awards.

# Announcements

## Accounts Payable Updates Email Subscription

[https://adminfin.fullerton.edu/finance/ap\\_travel/](https://adminfin.fullerton.edu/finance/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?. A notification banner reads: '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.' Below this, there are two main sections: 'PAYMENTS' and 'TRAVEL'. The 'PAYMENTS' section includes links for 'Check Requests', 'Invoices', and 'More Accounts Payable Services...'. The 'TRAVEL' section includes links for 'Employee Travel or Student Travel', 'On-Campus Candidates or Moving/Relocation', and 'More Travel Operations Services...'. A prominent blue button with a lightbulb icon says 'ENROLL IN DIRECT DEPOSIT!' with the subtext 'For non-payroll reimbursements'. Below that, another blue button with a lightbulb icon says 'SUBSCRIBE TO UPDATES' with the subtext 'RECEIVE IMPORTANT AP/TRAVEL INFORMATION'. An orange arrow points to this 'SUBSCRIBE TO UPDATES' button. At the bottom, there are sections 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, a phone number, office location, mailing address, and hours.

# Resources

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

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

[https://adminfin.fullerton.edu/finance/ap\\_travel/](https://adminfin.fullerton.edu/finance/ap_travel/)

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

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

<https://hr.fullerton.edu/payroll/>



# Resource Planning and Budget



# Contracts and Procurement