

## Fiscal Year-End Announcements

As the University approaches fiscal year-end, June 30, 2021, Financial Services would like to remind the campus that effective financial oversight is the result of reviews and reconciliations occurring throughout the year. Below are key year-round activities that must be performed on a regular basis and more frequently as year-end approaches.

### Year-round activities:

- **Encumbrances and POs:** Review balances to ensure accuracy, working with buyers as needed.
- **Fund and DeptID balance reviews:** Review fund, DeptID, or other chartfield account string to ensure accuracy.
- **Requisitions:** Processing time of requisitions vary greatly, depending on its complexity and scope. For a standard requisition, processing time is approximately 10 business days.
- **Accounts Payable:** Processing time for accounts payable varies depending on completeness of documentation and volume of campus submissions. A typical turn-around for AP invoices, check requests, STLS payments and travel claims is 10 business days. .
- **Accounts Receivable Billing Requests:** CSUEB invoice requests are only permitted to be issued from the Student Finance office. Processing time is generally 5 business days.

### Year-end reminders:

- **P-Card transactions** posted to the USBank statement by May 25<sup>th</sup> will be included in the current fiscal year. These P-Card transactions will be the last ones to record for the year and consist mostly of May transactions.
- **Certify's** pre-paid expenses (i.e., Enterprise Car Rental, etc.) should be processed timely. Please check your Certify wallet for unclaimed expenses. Any unclaimed company credit card transactions posted thru June 30<sup>th</sup> will be accrued by Accounting and included with June expenses. This will include expenses incurred for planned trips occurring in the next fiscal year.
- Transactions or requests received by the cut-off dates allow for normal processing times and inclusion within the current fiscal year. Any items received after the due dates will be processed as time permits:

### June 7, 2021 – Monday:

- Notify Procurement of any remaining purchase orders that are no longer needed in the new fiscal year (i.e., no further invoices or planned purchases). Note that this should be an ongoing activity throughout the year.
- New requisitions received after this date will be dated for the new fiscal year.
- Submit final expenditure transfers, budget transfers and payroll adjustment requests.

### June 30, 2021 –Wednesday:

- The Cashier's Office will close at 1:00 P.M.

Please contact Kim Napoli with any questions or concerns ([kim.napoli@csueastbay.edu](mailto:kim.napoli@csueastbay.edu))