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

POD 252
Presenters

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Resource Planning & Budget  
jlipnisky@fullerton.edu
General Overview

- Introduction
- Year-End Close Memo & Tasks
- Year-End Close Processes
- Understanding Processing Deadlines
- Preparing for Year-End Close Activities
- Announcements
THANK YOU for all your hard work!!!!

FY 17 or 17/18 ending 06/30/18, CSUF ranked 4th of 24
FY 18 or 18/19 ending 06/30/19, CSUF ranked 5th of 24

CSUF is one of 6 campuses that is considered full scope for Student Financial Aid (Single Audit) and Financial Statements Audit.
FY 2019-2020 Year-End Close Guidelines

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

Memo issued by: Danny C. Kim
VP for Administration & Finance/CFO

https://adminfin.fullerton.edu/
Payroll Services

HUMAN RESOURCES, DIVERSITY AND INCLUSION
Friday, May 22, 2020 at 5:00 pm:

For time period **prior** to Friday, May 22, 2020

- all payroll-related pay
- payroll adjustments
- payroll changes
- special consultant pay
- hire forms

Payroll Forms

[https://erpaeprd.fullerton.edu/CSUFWorkplace/HomePage.jsp?mode=reset](https://erpaeprd.fullerton.edu/CSUFWorkplace/HomePage.jsp?mode=reset)
Accounting Services & Financial Reporting (ASFR)

FINANCIAL SERVICES AND ADMINISTRATIVE SYSTEMS
Year-End Close Overview (Legal/FIRMS/GAAP)
Billing Requests
Reimbursement / Deposits to University
Expenditure Transfers, Non-Payroll
Managing Funds
FY 2019 (06/30/2020)

Note: Year-End Close Process Continues until OCT 2020

http://finance.fullerton.edu/Controller/Accounting/CampusRep.asp

Campus Reporting:
FLCMP (Legal close) - modified accrual
   ➢ OBIEE Reports finalized after submitting Year-End Reports to the Chancellor’s Office by July 15th

FLCSU (FIRMS close) – modified accrual
   ➢ 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 August
   ➢ Consolidated CSU Financial Statements issued around October 15th
FY 2019 (06/30/2020)

For FY 18 GAAP close, ASFR received invoices for $4.5M pertaining to FY 18 that were not included in Legal close (not in OBIEE)

**IMPORTANT:** Submit all transactions for current fiscal year ASAP
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 announcements
- Upcoming Workshops
- US Bank Download (PCD) Info
- Month & Year-End Schedules
- CFS Open Periods
# ASFR Forms

[https://adminfin.fullerton.edu/finance/asfr/forms/](https://adminfin.fullerton.edu/finance/asfr/forms/)

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chartfield Request Form</strong></td>
<td>Request a new chartfield (account, fund, department, program, class or project), modify or inactivate an existing chartfield. For more information: <a href="https://adminfin.fullerton.edu/finance/asfr/forms/">About Chartfield Request Forms</a></td>
</tr>
<tr>
<td><strong>CSU Chargebacks Template</strong></td>
<td>Upload chargeback transactions into the PeopleSoft Financial system (CFS), for Service Provider use only. For more information: <a href="https://adminfin.fullerton.edu/finance/asfr/forms/">About Chargebacks</a></td>
</tr>
<tr>
<td><strong>Expenditure Transfer Request (ETR)</strong></td>
<td>Process expenditure corrections (ACTUALS transactions only). For more information: <a href="https://adminfin.fullerton.edu/finance/asfr/forms/">About ETRs</a></td>
</tr>
<tr>
<td><strong>Deposit or Reimbursement to University Account</strong></td>
<td>Deposit funds at the Cashier’s Office.</td>
</tr>
<tr>
<td><strong>Deposit or Reimbursement to University Account (PCD)</strong></td>
<td>Reimburse the University for disallowed purchases (PCD transaction must be posted to account 660898 in Concur or US Bank Access Online)</td>
</tr>
<tr>
<td><strong>New Trust Account Agreement</strong></td>
<td>Establish new trust fund. For more information: <a href="https://adminfin.fullerton.edu/finance/asfr/forms/">About New Trust Accounts</a></td>
</tr>
<tr>
<td><strong>Petty Cash / Change Funds Custodian Transfer Receipt</strong></td>
<td>Transfer custodian of petty cash or change fund. For more information: <a href="https://adminfin.fullerton.edu/finance/asfr/forms/">About Petty Cash</a></td>
</tr>
<tr>
<td><strong>Request for Invoice</strong></td>
<td>On-demand request to record (1) or (2) when a request has been made (abatement) and additional information is needed. For more information: <a href="https://adminfin.fullerton.edu/finance/asfr/forms/">About Requests</a></td>
</tr>
<tr>
<td><strong>Service Provider Agreement</strong></td>
<td></td>
</tr>
</tbody>
</table>

Download ASFR Forms latest version
Billing Requests

Deadline:
Thursday, July 2, 2020 at 5:00 pm

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<table>
<thead>
<tr>
<th>Division of Administration &amp; Finance</th>
<th>Financial Services &amp; Administrative Systems</th>
<th>Accounting Services &amp; Financial Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUEST FOR INVOICE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Request for Invoice Form is an invoice form submitted by CSUF staff to: (1) request reimbursement for an expense that is already been made (payment) or (2) record accounts receivable/expense. Note: Auxiliary Organizations billing is posted to revenue account 580001 and credit THERES. 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. Invoices 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.

<table>
<thead>
<tr>
<th>I. Requester Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Dept:</td>
</tr>
<tr>
<td>Contact:</td>
</tr>
<tr>
<td>Ext:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. Reason for Request</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>III. Authorizing Signature(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print/Type Name:</td>
</tr>
<tr>
<td>Authorized Signer of Account(s):</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IV. Bill To Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer ID:</td>
</tr>
<tr>
<td>(if known)</td>
</tr>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Contact:</td>
</tr>
<tr>
<td>E-mail:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>Fax:</td>
</tr>
<tr>
<td>Address 1:</td>
</tr>
<tr>
<td>Address 2:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>State:</td>
</tr>
<tr>
<td>Zip Code:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>V. Bill Line Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Type:</td>
</tr>
<tr>
<td>(select from dropdown list)</td>
</tr>
<tr>
<td>Expense Type:</td>
</tr>
<tr>
<td>(select from dropdown list)</td>
</tr>
<tr>
<td>Description:</td>
</tr>
<tr>
<td>(50 characters)</td>
</tr>
<tr>
<td>PO Number:</td>
</tr>
<tr>
<td>(if applicable)</td>
</tr>
<tr>
<td>Amount (USD):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VI. Credit Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account (5):</td>
</tr>
<tr>
<td>Fund Code (5):</td>
</tr>
<tr>
<td>Dept (5):</td>
</tr>
<tr>
<td>Program (4):</td>
</tr>
<tr>
<td>Class (5):</td>
</tr>
<tr>
<td>Project (5):</td>
</tr>
<tr>
<td>Amount:</td>
</tr>
</tbody>
</table>

Submit form to Financial Services (GF-3000) | Questions? ASFR@fullerton.edu | Rev. 03/19
Deposit or Reimbursement to University Account

Deadline: Tuesday, June 30, 2020 at 12:00 pm
Procurement Card Reimbursement (PCD) Only Form

Deadline:
Tuesday, June 30, 2020 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

REVISED
FEBRUARY 2020
**Expenditure Transfer Request (ETR), Non-Payroll**

**Deadline:**
Thursday, July 2, 2020 at 5:00 pm

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**EXPERIMENT**

**Experiment Transfer Request (ETR)**

**Deadline:**
Thursday, July 2, 2020 at 5:00 pm

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**REVISED**

**JANUARY 2020**

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**Delivery has failed to these recipients or groups:**

zz-Popovic, Collin (zz-popovic@fullerton.edu)

Your message couldn't be delivered to the recipient because you don't have permission to send to it.

Ask the recipient's email admin to add you to the accept list for the recipient.

For more information, see [DSN 5.7.129 Errors in Exchange Online and Office 365](https://www.example.com).
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

<table>
<thead>
<tr>
<th>CF5 Fund</th>
<th>Description</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEFD</td>
<td>CSU Operating Fund</td>
<td>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.</td>
</tr>
<tr>
<td>SW001</td>
<td>RMP SWAT</td>
<td>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.</td>
</tr>
<tr>
<td>THOPR</td>
<td>Housing Operation</td>
<td>Used to record all revenue generated from license fees and other housing-related services and operating costs related to the Housing program.</td>
</tr>
<tr>
<td>TLD33</td>
<td>Discretionary Fund</td>
<td>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.</td>
</tr>
<tr>
<td>THD01</td>
<td>Parking Rev Fund</td>
<td>Used to record all revenues and operating costs related to the program. Includes revenue from advertising (e.g., on campus vehicles).</td>
</tr>
<tr>
<td>TAD01</td>
<td>CBF Extended Education</td>
<td>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.</td>
</tr>
</tbody>
</table>
Managing Funds

Cost Recovery Funds:

**THCSU** (Revenues received from Chancellor’s Office and other CSU campuses)

**THERA** (Mostly used by the Service Providers to process chargeback transactions; billed to both internal university departments and CSUF auxiliary organizations)

**THELS/THEOC** (for University Police only)

**THERE** (Cost recoveries from CSUF auxiliary organizations only: ASC, ASI or CSUPF)

**THEXT** (Revenues received from external entities (non CSU/Chancellor's Office)

**IMPORTANT:** Chancellor’s Office (CO) is closely monitoring campuses’ cost recovery fund balances; **CO is pushing for zero balance for these funds at year-end**
Contracts and Procurement

- Purchase Requisitions
- Change Orders
- Staples
- Procurement Card
Purchase Requisitions for FY 2019

FY 2019-2020 purchase requisitions $100,000 and above (which require formal bidding)

**Deadline:** Wednesday, April 8, 2020 at 5:00 pm

FY 2019-2020 purchase requisitions less than $100,000 and all change orders

**Deadline:** Friday, May 15, 2020 at 5:00 pm

**Reminder:**

All attached quotes must be less than 30 days old.
Purchase Requisitions for FY 2020 (New Year)

FY 2020-2021 purchase requisitions can be entered in CFS

**Start Date:** Monday, May 18, 2020

FY 2020-2021 purchase requisitions will remain on hold until all current year (FY 2019-2020) requisitions are processed

FY 2020-2021 requisitions entered prior to this date will be cancelled by Contracts & Procurement
Change Orders


Deadline: Friday, May 15, 2020 at 5:00 pm

Update to the C&P Change Order Process:

To expedite the Change Order process, all Change Order requests must be submitted using the CFS Requisition process.
Purchase Requisition
Fiscal Year Transition

May 2020

FY 2019-2020 (Current)
From now through May 15, 2020

FY 2020-2021 (New)
From May 18, 2020 going forward
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 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 the assigned Buyer (indicated on the Purchase Order) via email to schedule a specific PO closure.
Reminders

**Note:** Please include the following information on your e-mail “PO Closure Request”

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

If there are additional questions or clarifications, please contact the Buyer indicated on the Purchase Order.
Monday, June 8, 2020 at 5:00 pm: Last day to order from Staples to post in FY 2019-2020

Goods that are shipped after Tuesday, June 30, 2020 will be expensed in FY 2020-2021
Procurement Card (PCD) Access Online (Non-Concur)

**Monday, June 8, 2020 at 5:00 pm:** Last day to purchase with P-Card to post in FY 2019-2020

**Friday, July 3, 2020 at 5:00 pm:** Reconcile June 2020 Billing Cycle (ending 06/25/2020)

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 Friday, July 3, 2020 at 12:00 pm.

**Important:** Account 660999 must be zeroed out at year-end (except for fraudulent charges)
Wednesday, July 5, 2020 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
The Business Purpose field is to be used for notes or comments that you want loaded into OBIEE.
PCD June 2020 Billing Cycle (05/27/2020 – 06/25/2020) and Accrual Process for Year-End

- Both May 2020 (ending 05/26/2020) and June 2020 (ending 06/25/2020) transactions will be posted in Period 12 (JUN 2020)

- No accrual entry will be posted for transactions that occurred between 06/26/2020 and 06/30/2020 for both Concur and non-Concur users

- Concur Expense Reports that are not yet posted in OBIEE (Status <> Approved) will be posted (accrued) in OBIEE with a date of 06/30/2020; on 08/01/2020, reversal entry will be posted
  - Accrual entry dated 06/30/2020 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

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

**Tuesday, June 30, 2020 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

FINANCIAL SERVICES AND ADMINISTRATIVE SYSTEMS
Accounts Payable and Travel

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

https://adminfin.fullerton.edu/finance/ap_travel/forms/

Tuesday, June 30, 2020 at 12:00 pm: Submit Petty Cash Disbursement Voucher to Cashier’s Office. Petty Cash Disbursement Voucher MUST be approved by AP prior to submitting to Cashier’s Office.
Invoices

**Friday, May 29, 2020 at 5:00 pm:** Submit all approved invoices for FY 2019-2020 to Accounts Payable for payments to be issued on or prior to June 11, 2020. Invoices received after this date, payments maybe issued after the first check run in FY 2020-2021.

Continue to submit FY 2019-2020 approved invoices ASAP or prior to Friday, June 26th so they can be properly obligated in CFS and campus financial statements

**Thursday, June 11, 2020:** Last Accounts Payable Check Run for FY 2019-2020

If the invoice is a final payment, please indicate as such on the invoice to finalize the purchase order.
Direct Expense

**Deadline:** Friday, May 29, 2020 at 5:00 pm

[https://adminfin.fullerton.edu/finance/ap_travel/forms/](https://adminfin.fullerton.edu/finance/ap_travel/forms/)
Paper Travel Request Form
(Excludes divisions rolled out to Concur for employee travel)

https://adminfin.fullerton.edu/finance/ap_travel/forms/
Paper Travel Request
(Excludes divisions rolled out to Concur for employee travel)

Monday, June 1, 2020 at 5:00 pm: Submit approved travel requests with the appropriate documentation for travel.

Monday, April 20, 2020: A list of open travel authorization requests will be provided to the Division Financial Managers for review and follow-up.

June 2020: Travel Operations will start assigning travel document numbers (TR20) for FY 2020-2021.
Paper Travel Expense Claims
(Excludes divisions rolled out to Concur for employee travel)

http://finance.fullerton.edu/Controller/AccountsPayable/Forms/Default.asp#travel
Paper Travel Expense Claims
(Excludes divisions rolled out to Concur for employee travel)

For travel completed prior to July 1, 2020
✓ Approved Travel expense claims with receipts/supporting documentation received in Travel Operations prior to Friday, May 29, 2020 may receive reimbursement for the last check run of June 11, 2020.

✓ For travel completed between June 1 and June 30, 2020, submit travel expense claims with receipts/supporting documentation within five (5) business days upon completion of trip. Reimbursements will be issued after the first check run in FY 2020-2021.

For travel completed on or after July 1, 2020
Continue to submit travel expense claims with receipts/supporting documentation within five (5) business days upon completion of trip so expenses can be obligated in CFS.
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**.
Concur Expense Reports

**Tuesday, June 30, 2020 at 5:00 pm:** All Concur expense reports with receipts/supporting documentation for State Travel must have status of “Approved and in Travel or C&P Review” for travel completed prior to July 1, 2020.
Concur Expense Reports

**On or after July 1, 2020**

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.
Resource Planning and Budget

ADMINISTRATION AND FINANCE
Resource Planning and Budget

- Budget Transfers
- Payroll Expense Transfers
- FY 2020-2021 Baseline Budget
Budget

**Deadline:**
Monday, June 08, 2020 at 12:00 pm

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

<table>
<thead>
<tr>
<th>Budget Operations</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget Transfer Request (BTR)</strong></td>
<td>To request a fund transfer: one-time or baseline transfer</td>
</tr>
<tr>
<td><strong>Budget Transfer Request (BTR) (New)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Budget Transfer Log</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Capital Budget Request Form</strong></td>
<td>To request budget to fund capital project(s)</td>
</tr>
<tr>
<td><strong>CMS Chartfield Request</strong></td>
<td>To request a new chart-field: department ID and class (For: fund, account, program, and project, contact Accounting Services &amp; Financial Reporting)</td>
</tr>
<tr>
<td><strong>Payroll Expenditure Transfer (PET)</strong></td>
<td>To request payroll charges transfer: correction of a payment or move out a payroll charge</td>
</tr>
</tbody>
</table>
Budget Transfer Overview

Requester completes Budget Transfer Request (BTR) and emails it to Approver.

If request returned, BTR is mailed back to Requester.

Approver receives email. If approved, emails BTR to Budget Operations.

OR

BUDGET OPERATIONS

Receives approval email. Verifies appropriate approver and funds are available for transfer.

NOTE: Budget Operations can return to department if request cannot be processed.

Requester and Approver receive email budget transfer has been completed.

Budget Operations transfers the budget as requested and emails the journal ID to Approver and Requester.
Payroll Expense Transfers (PET)

Deadline: Friday, June 5, 2020 at 5:00 pm

http://resourceplanning.fullerton.edu/forms/Default.php
FY 2020-2021 Baseline Budget

Divisional Financial Managers can expect to see their respective FY 2020-2021 Baseline Budgets as of year end June 30, 2020 loaded into CFS and OBIEE by July 31, 2020.

Any changes may be submitted on a BTR for processing in August 2020.
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://adminfin.fullerton.edu/finance/asfr/](https://adminfin.fullerton.edu/finance/asfr/)
- Delegation of Authority
- Back-up documentation
- Only original forms will be processed

End of the Year
FUN
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 SWxxx, THERA, THERE, THEXT, THCSU, THELS, THEOC, SSFGF, etc.
Preparing for Year-End Close Activities

- Submit travel expenses in Concur
- Approve travel expenses in Concur
- Reconcile PCD in US Bank Access Online
- Submit Federal work study adjustments by Thursday, July 2, 2020
- Deposit all checks at the Cashier’s Office especially the ones issued by ASI, ASC or CSFPF
# Year-End Close Contacts

<table>
<thead>
<tr>
<th>DEPT/LOC</th>
<th>CONTACTS</th>
<th>EXT</th>
<th>EMAIL/DL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Services CP-300</td>
<td>Lynn Gañac</td>
<td>8474</td>
<td><a href="mailto:Accounting@fullerton.edu">Accounting@fullerton.edu</a></td>
</tr>
<tr>
<td></td>
<td>Justin Chan</td>
<td>8371</td>
<td></td>
</tr>
<tr>
<td>Accounts Payable CP-300</td>
<td>Mary Ann Torres</td>
<td>5735</td>
<td><a href="mailto:AP@fullerton.edu">AP@fullerton.edu</a></td>
</tr>
<tr>
<td></td>
<td>Kathleen Cariaga</td>
<td>3339</td>
<td></td>
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<tr>
<td>Resource Planning &amp; Budget CP-300</td>
<td>Joe Lipnisky</td>
<td>7392</td>
<td><a href="mailto:Budget@fullerton.edu">Budget@fullerton.edu</a></td>
</tr>
<tr>
<td>Cashiers UH-180</td>
<td>Scott Petersen</td>
<td>2759</td>
<td><a href="mailto:Cashiers@fullerton.edu">Cashiers@fullerton.edu</a></td>
</tr>
<tr>
<td></td>
<td>Diana Janzen</td>
<td>4248</td>
<td></td>
</tr>
<tr>
<td>Central Receiving T-1100</td>
<td>Anthony Sinopoli</td>
<td>2524</td>
<td><a href="mailto:asinopoli@fullerton.edu">asinopoli@fullerton.edu</a></td>
</tr>
<tr>
<td>Contracts &amp; Procurement CP-300</td>
<td>Nelson Nagai</td>
<td>2413</td>
<td><a href="mailto:Procurement@fullerton.edu">Procurement@fullerton.edu</a></td>
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<tr>
<td></td>
<td>Sergio Rodriguez</td>
<td>5492</td>
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<tr>
<td>Contracts &amp; Procurement CP-300</td>
<td>Nelson Nagai</td>
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<tr>
<td></td>
<td>Laura Restad</td>
<td>5387</td>
<td></td>
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<tr>
<td>Information Technology LH-717</td>
<td>Joe Luzzi</td>
<td>3251</td>
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<tr>
<td>IT Training PLN-130</td>
<td>Lori Arthur-Carmichael</td>
<td>5792</td>
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<tr>
<td>Payroll Services CP-770</td>
<td>Tami Lau</td>
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</tr>
<tr>
<td>Travel Operations CP-300</td>
<td>Mary Ann Torres</td>
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</tr>
<tr>
<td></td>
<td>Debbie Hagman</td>
<td>5385</td>
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</tr>
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Announcements

2020 Customer Satisfaction Survey - March 3 to 27, 2020


Accounting Updates Email Subscription

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Receive updates on month-end close, year-end close, new chartfields & Chancellor's Office updates.
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Thank you

KEEP CALM AND
Happy Year End