

**YEAR END INTERNAL PROCESSING CALENDAR  
FY 2011/12 YEAR END ACTIVITIES**



Date	Day	Dept	Task	RESPONSIBLE PERSON(S)	ACTUAL COMPLETION DATE
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**MONTH OF MAY**

2	April		Load SAM99 Accrual Reversal Tape	FABS/Arsenio	
4	Fri	ALL	Final Submission of reqs over \$20,000	Campus	
		PO	Pre-Encumbrance - Review all open requisitions. Prior to end of year, Requisitions should be Closed, Sourced entirely to Purchase Orders or Cancelled then Budget Checked.	Deanna/Buyers	
		PO	Encumbrance - Review all openPurchase Orders. Prior to end of year, low remaining balance and inactive PO should be Cancelled and/or closed.	Deanna/Buyers	
mid-May			Send out memo on inventory.	Agnes	4/4/2012
mid May			Review reverting funds - a) Clear any remaining assets & liabilities, b) current year rev & expenses will close to fund balance clearing.	Helen/Gloria	
May	daily	PO	Source all Approved Requisitions	Buyers	
14	Mon	DoIT	Compensated absences calculation for March by DoIT	Saudeep Biswas	
14	Mon		GAAP Derivation - April	Edlyn/Bon	
14	Mon	AO	Test the Closing Rules in PeopleSoft - (PROD Support instance)	Bon	
24	Thur	UCorp	Last day to enter online requisitions in CFS for current FY (CFY)	UCorp	
		FABS	Remove requisition entry role from all end-users	Michael	
		FABS	Remove Requisition Entry Role from end-users except ORSP?	Michael	
late May			Collect Data and analyze capital leases, capital projects & other potential complex transactions (Donated) - As of March	Bon/Jennifer	
late May			All BS Reconciliation as of April	All accountants	
late May			Distribute 4Q SWIFT Investment Earnings (Remember 4Q is March, April and May; June interest will be accrued in GAAP)	Joe Troung/Richard	
		ALL	REPROGRAPHICS (campus copier) charges based on your end-of-May meter reading will represent the end of CFY	Campus	
end of May			REPROGRAPHICS (campus copies) charges based on end-of-May meter reading will represent the end of current FY	Cecilia	

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**MONTH OF JUNE**

**1st week of June**



		AP	Stop payment of all financial aids checks issued prior to 12/1/11, issuance of replacement checks and return of Title IV stale dated checks.	AP (Julie, David)	
Fri		ALL	Final date to submit requisitions for the procurement of any item After this date NO purchasing commitment of any amount may be charged to current FY without the AVP-Fiscal Affairs approval	Campus	
		AO	Title IV /Stale dated checks	Vicky, Cathy	
		AO	Complete April SAM99 to identify & research problem items	Gloria, Richard	
		AO	April Bank Reconciliation	Helen	
		ALL	Review Year End Issues	Campus	
		PO	Pre-Encumbrance - Review all open requisitions. Prior to end of year, Requisitions should be Closed, Sourced entirely to Purchase Orders or Cancelled then Budget Checked.	Deanna	
		PO	Encumbrance - Review all open Purchase Orders. Prior to end of year, low remaining balance and inactive PO's should be Cancelled and/or closed.	Deanna	
		AP	Accounts Payable - Review all Vouchers. Vouchers must have a "Valid" budget checking status and if PO related, a match status must be "Matched."	Julie, Deanna	
		BO	Run May Labor Distribution. Include May Payroll adjustments.	Jack, DoIT	
		AO	Load May Payroll.	Gabe & Dana	
		AO	Process and load all May Chargebacks	Cecilia	
		FS	Run Expenditure Analysis Report and SAM6B; Review of negative balances	Operating Fund & Capital Outlay - Gloria	
		BO	Complete schedule on IDL and NDI costs for June	Franz	
		AO	Pay year-to-date administrative expenses on NDSL (Perkins), SEOG, and CWS to General Fund (accrue May CWS administrative expenses.	Vicky, Gloria	
		AO	Process Pro-rates	Winky Fung	
		AO	Update FMS with ARM Invoice and Invoice Adjustments	Bella,Joe, Duncan	
1	Fri	UCorp	Review all open requisitions and close those which are no longer valid Last day to enter online requisitions in CFS for current fiscal year	UCorp Ucorp	

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**2nd WEEK OF JUNE**

4	Mon	CO	Bursar provide bank recon supporting docs to Helen	Edwin, Tammie	
6	Wed	AP	First June claim submitted to SCO; Overnight Fed-Ex claims to SCO; must be received by SCO by 6/12; must receive reimbursement before 6/30	Julie	
6	Wed		Remove UCorp Access to Requisition Module (CW)	Michael	
7	Thurs	ALL	Last day for budget transfer on BF104	Campus	
8	Fri	All	Budget Transfer Requests/memo for current FY due to Budget Office.	Campus	
8	Fri	All	Deadline for submitting requests for carry-forwards to the next fiscal year, due to special circumstances, to the VP of Administration & Finance, via your VP	Campus	
8	Fri	AO	Finalize clean up of negative expenditure accounts Thru MAY	Richard, Gloria	

**3RD WEEK OF JUNE**

11	Mon	AO	Final submission of additions, deletions or changes to CRS numbers to Accounting to be effective 07/01 of NFY	Accounting	
13	Wed	EOM	Close Month of May	Edlyn/Bon	
13	Wed	AP	Last Day to process vouchers for reimbursable funds for CFY SCO reimbursement, e.g. Capital Outlay & Rev Bond Funds	AP	
15	Fri	SCO	Cut-off for Claims\PFA's\Transfer Requests to SCO for CFY	Accounting/AP	
15	Fri	ALL	Campus service providers to submit chargeback batches for processing and accounting adjustment requests, May 2011 - Noon; Final submission of Transfer Request Form to Accounting for CFY	Campus	
		ALL	Final date to submit budget transfers to the Budget Office.	Campus	
15	Fri	UCorp	Last date to request Project Account Adjustments (ie. Transfers, reclassifications)for transactions posted before May 31st	UCorp	

**4TH WEEK OF JUNE**

mid-Jun		AO	May University operating fund reconciliation completed/Escheat reconciliation	Cathy	
mid-Jun			Clear all known FIRMS error messages as of May	Edlyn	
mid-Jun		AP/PO	Begin reviewing encumbered documents in Open Commitment File for amounts of items received and not received.	Julie Savignano, Deanna	
mid-Jun			Mark Open Commitment file appropriately.	AP - Julie	

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no later than Jun 18			Final Escheat Checks(grants) Remitted; Review and Adjust A/R Reserves; Clear all SAM99 reconciliation issues identified in May month-end or June mid-month review.	Cathy, Cecilia	
18	Mon	AO	Review closing rules and trees for (update for reverting/reverted funds)	Bon	
18	Mon	AO	Review FIRMS Abnormal Balance report	Bon	
19	Tues	CO	Last run of ARM Univ and CEL Refunds in June.	Edwin/DoIT	
19	Tues		Procurement card/Office Max/Ligature purchase charges which post on or after this date will be charged to new FY. Charges posted by the cut-off will be charged to current fiscal year.	Campus	
19	Tue	AP	Process student checks for Univ and CEL refunds	David/Mandy	
20	Wed	CO	Final run of ARM054 PLUS for Spr and Summer; Sum 12 Disb will resume in July 9th	Edwin/DoIT	
20	Wed	All	Last day to submit Petty Cash vouchers for CFY	Campus	
21	Thurs	DoIT	Final run of ARM055 for Spr and Summer 12.	DoIT	
22	Thurs	All	Last day to submit requests for travel and hospitality, direct vendor pay and invoices to AP to be included in CFY	Campus	
22	Fri	CO	Last Day to submit Petty Cash Replishment to AP for CFY	Campus	
		SIMS	Generate Summer 12 Unit Enrollment Status per Session	c/o Rita or Suzanne	
22	Fri	DoIT	Final run of ARM Invoice and Invoice Adjustment Feed to FMS; General DCS Report. (after 5 p.m.)	DoIT	
		AO,CO	Last day to process ARM Invoicing & Billing ( no posting after 5 pm)	Gloria, Richard, Edwin	
	Fri	CO	Generate a preliminary report for Registration and Non-Resident Tuition A/R for current fiscal year (CFY) and prior fiscal year/s.	Edwin/Jackie	
		AO,CO	Final submission of additions, deletions, or changes of CRS account numbers for upcoming fiscal year.	Gloria, Richard, Edwin	
22	Fri	UCorp	All Travel Advance /Requests settlements due by this date	UCorp	
22	Fri	UCorp	Last date to submit payment requests (.e. check requests, honoraria, etc...	UCorp	
22	Fri	UCorp	Last date to submit Petty Cash Requests; no Petty Cash will be distributed after this date	UCorp	
22	Fri	PO	Blanket purchase orders for the support appropriation (NG001) will be closed.	Deanna/Buyers	
22	Fri	AO	Recharges (excluding Reprographics)	Cecilia	

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22	Fri	AO	May 2010 Bank Check Reconciliation.	Gloria/Helen	
	Fri	PO	Last day for Receiving to receive items for CFY	Stan Pearse	
		AO	Complete May SAM99 to identify & research problem items	Gloria, Richard	
22	Fri	UCorp	Last check run	UCorp	
		UCorp	Submit list of all goods or services received by this date where an invoice has not been received		
		UCorp	Close outstanding/inactive purchase orders (UCorp); inactive contract POs will be reviewed for closure on a case by case basis		

**FROM JUNE 26 UNTIL YEAR END CLOSING (LAST WEEK OF JUNE)**

26	Tue	All	Uncommitted funds in NG001 will be pooled and allocated centrally	Campus	
	Tue	All	Last day to make departmental deposits with Bursar's Office	Campus	
	Tue		Verify and ensure invoice and invoice adjustment files are processed and posted in FMS.	Linda N (DCS), CMH & Bella (Acctng)	
		DoIT	DBA Support for weeknight/weekend schedules Contact Andy # 510-334-1328	Andy/Borre	
	Tue	AO	Provide Cathy a list of all new projects set up in June	Alex	
	Tue	AO	Copy Trees with effective date 6/30/2013	Edlyn	
27	Wed	AO & Bursar	Run DCS and Invoice Aging Reports (use v_charge_balance table)	Cecilia, Bella, Joe, Duncan, Edwin & Linda N.	
		FABS	Copy ARM.V_Charge_Balance to FAPRD	Gabe	
	Thurs	DoIT & Bursar	After the run of all ARM Reports (ARM010, ARM031, ARM030, etc...) Archive, Roll and Purge CRS paid and applied transactions with the exception of Spring and Summer fee transactions.	MOB and Edwin	
	Thurs	AO	Generate and save a copy of the Open Commitment Report for NG001 (SAM 18A Report)	Bon	
June 30 before mn	Thurs	AO	Close SFCMP AP/PO Period; (verify if ok to close) ; Accounting Monthend date roll	Bon	
	Thurs	AO	ARM Cash Off-set Account Set-up	Bon	
	Fri	FABS	Copy ARM.V_Charge_Balance to FAPRD After ARM end-of-day process DOIT will provide feedfile that must be loaded immediately.	Gabe	
Jun 25-Jun 29	Mon-Thurs	BO	Process June payroll and adjustments		
29	Fri	AO	Open New Year Period for AP and PO (verify if ok to open)	Bon	



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Date	Day	Dept	Task	RESPONSIBLE PERSON(S)	ACTUAL COMPLETION DATE
	Fri	AO	Purchasing Roll Over (in PRD)	Bon	
	Fri	CO	Complete input of new/changed CRS Account mapping to New FY CFs.	Edwin	
	Fri	AO	Verify completeness of all June Cash Receipts.	Cathy Cheng	
	Fri	AO	Accrual 4th QTR IDL/NDL/UI and email to CO (mwong@calstate.edu) Accrue IDL and NDI	Cecilia Cathy L.	
		FABS	Submit Help Desk ticket to reset Req and PO No for FY 12/13; Reinstate REQ Entry access. Advise Purchasing when completed.	Arsenio/Michael	
29	Fri	AP	Last Day to Cut Checks-12:00 noon	Mandy	
29	Fri	AP	Last CLAIMS Process for FY11-12	David, Julie	
29	Fri	UCorp	Last Day to make UCorp deposits with the Bursar's Office for 11/12	UCorp	
30	Sat		Process LCD and payroll adjustments	Accounting	
30	Sat	CO	Suspend EPOS transactions after closing at 2 p.m. Shutdown OneStep Interface with ARM. (After Orientation payment processing)	Edwin, Jackie, Excel	
	Sat	DoIT	Cash Receipt Feed file for June. Request special run of ARM10. (Bursar's deadline - 3 p.m; )	MOB	
	Sat	FABS	After ARM end-of-day process DOIT will provide feedfile that must be loaded immediately.	Arsenio/Tram??	

**Month of July**

July 2- 3	Mon-Tues	UCorp	No checks will be cut during the first two days of July, including Payroll Advances	UCorp	
2	Mon	AO	Make sure the CWSP "Off Campus" agency matching funds for actual June expenditures (May payroll) are remitted to the General Fund	Vicky & Gloria	
	Mon	AO	Remit CWSP "Off Campus" agency administrative expenses to Trust Funds	Vicky & Cathy	
	Mon	AO	Notify the General Fund Accountant and Trust Funds accountant of any amounts that should be accrued, e.g. matching funds or administrative fee income.		
	Mon	AO	Verify Journal entries with NDSL (Perkins)/ NSLP Campus Partner reports	Vicky	
	Mon	AO	Complete CSU Operating Fund (NG001, NE001) reconciliation.	Cathy Cheng	
	Mon	AO	Reclass outstanding UNPAID claims as Due To and Due From	Cathy Cheng	
	Mon	AO	Reconcile June CPO posting	Helen	
2	Mon		Resume AP processing for new fiscal year	AP	

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3	Tues	AM	Complete Fixed Asset Additions, Retirements, Adjustments/Transfers in AM.	Stan Pearse	
3	Tues	CO	Submit to Accounting final A/R for CY and PY Registration and Non-Resident Tuition fees.	Edwin/Jackie	
3	Tues	Library	Submit final list of Library Collections (additions/deletions, etc.) to the Accounting Office (Bon Bitonio x 8-	Bon/Karen	
3 - 6	Tue - Fri	AO	Monitor Balance Sheets / Trial Balance and due to-due from report (SAM18B)	All Managers	
	Tue - Fri	AO	Begin confirmation of accruals due from Financial Managers. Finalize clean up of negative expenditures through JUNE (Income Statement)	All Managers	
	Tue - Fri	AO	Reconciliation of all subsystems to ledger	All Accountants	
	Tue - Fri	AO	Complete routine month-end JEs; Load bank recon/paid claims/SAM99 files; Revolving Fund	Accounting/AP	
	Tue - Fri	AO	Reconciled-Closing entries completed; Negative Cash Balances Resolved;	All Accountants	
	Tue - Fri	AO	Reconcile AR/AP & Trust in/out w/CSU (Chancellor's Office)	Edlyn	
	Tue	AO	Generate final A/R Report for Invoices (DCS, 3-rd Party Billing, Housing, CEL, etc..) from ARM. Supporting detail report needed as back up.	Cecille, Bella, Joe, Linda N.	
	Tue	AO	Adjust receipts and disbursements, if necessary, per bank reconciliations.	GF and TF	
	Tue	AO	Agency Reconciliation report due from SCO; Run SAM99	Richard, Gloria	
	Tue	AO	Finish report of Bank and Savings and Loan Association Outside the State Treasury (FORM 445.)	Cathy	
	Tue	AO	Purchasing Roll Over (in CFS ... CW)	Bon	
3	Thurs	AO	Process Pro-rates	Win	
4	Wed		July 4th Holiday Observance		
	Wed/Thurs	AO	Monitor Balance Sheet / Trial Balance and due to-due from report (SAM18B)	All Managers	
5	Thurs	AO	Record Student AR in legal; query results from Edwin	Edlyn	
	Wed/Thurs	AO	Accrue revenue for Grants & Contracts	Cathy & Staff	
		AO	Run Abnormal Balance Query	Bon	
	Thurs	AO	Last day to record cash receipt disbursement and/or transfer entries for final year-end closing report.	GF-Gloria, TF-Richard	



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Date	Day	Dept	Task	RESPONSIBLE PERSON(S)	ACTUAL COMPLETION DATE
	Thurs	OA	Transfer positive balances for Lottery Trust Equity programs (exception: Pre-Doctoral Program) to unallocated reserve account.	Richard	
5	Thurs	UCorp	First check run of new FY	UCorp	
5	Thurs	UCorp	First Day to enter Requisitions for FY	UCorp	
5	Thurs	FABS	Start submitting all interface/synch jobs	Arsenio & Co	
	Thurs	ALL	Access to CFS Requisitions reopens for new FY	Campus	
6	Fri	AP	Begin processing student disbursements (Fin Aid, PLUS, Refunds and STL)	David	
	Fri	BO	Finalize Budget transfers - use 6/30 date for CY transfers	Franz	
	Fri	AO	Process June Month End Process	Bon	
	Fri	CO	Submit to Accounting Summer unit enrollment with payments and unpaid fees. Save result in an excel format.	Edwin and CEL	
	Fri		Final review of program/ledger balances (clear any remaining deficits);		
	Fri		Breakdown of 948-485 fund balance into 3 reserves	Agnes	



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Date	Day	Dept	Task	RESPONSIBLE PERSON(S)	ACTUAL COMPLETION DATE
	Fri	AO	Final list of Asset Additions, process June AM journal entries	Karen	
	Fri	AO	Complete AM/GL equipment reconciliation	Karen	
	Fri	AO	TF, GF, BO: Review negative expenditures at FNAT Key and Program level to insure no program expenditure totals are negative.	GF-Gloria, TF-Richard	
	Fri	AO	TF: For Lottery Trust, transfer from unallocated reserve account to Lottery Trust Equity programs that have a negative balance (overspent). Clear out the deficit.	Richard	
		AO	CEL Program Reserve	Richard	
	Fri	AO	SAM99 Reconciliation Completed - All SAM99 Reconciling items cleared	Gloria/Richard	
<b>Reclass all PS accounts in accordance with the MP2 CF requirements</b>					
6 - 7	Fri/Sat	AO	1st Pre-Closing Report		
9	Mon	AO	Run reports to support 2nd and final Pre-Closing	GF-Glora, TF-Richard	
	Mon	AO	Trial Balance and other SAM YE reports	GF-Glora, TF-Richard	
	Mon	AO	Preliminary FIRMS submission in TST	Bon/Edlyn	
	Mon	AO	Start loading grants budgets in GL (CFS)	Alex/Cathy	
10	Tue		Generate Final SAM099 file; Final FIRMS derivation; Prepare Manual Reporting Packages for Management Review.	Arsenio, Bon/Edlyn	
	Tue	AO	Close SFCMP Business Unit to prevent further entries (7/10 or earlier)	Bon/Edlyn	
	Tue	AO	FIRMS extract reports must be clean before the close; Submit pre-close FIRMS to the Chancellor's Office	Bon/Edlyn	
	Tue	AP	Begin Processing Summer Disbursements	AP	
	Tue		July 10: Management Review/Approval;		
	Tue	AO	FIRMS Submission COMPLETED (24 hour review backs this up to July 12)	Bon/Edlyn	
12	Thur		Reporting deadline to the Chancellor's Office.		
	Thur		SAM99 Completed	Richard, Gloria	
	Thur		Legal closing - complete and accurate	Richard, Gloria	
	Thur		Close the Fiscal Year	Bon/Edlyn	

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	Thur		Notify Systems to run script to update queries to reference new trees. To immediately follow Year-End Roll	Bon/FABS	
	Thur		Notify Systems to re-establish nightly schedules for July processing	Bon/FABS	
	Thur		Run pre and post closing SAM reports	All	
	Thur		Review post-close reports (SAM07, SAM20)	All	
	Thur		Run Post-Closing FIRMS report (must be in CO by 7/31)	Bon/Edlyn	
13	Fri		If post-close reports are fine, schedule creation of the CO tape	Bon/Edlyn	
	Fri		FIRMS submission completed (Pre & Post) - Close Files; Transmit Final SAM99 to SCO	Bon/Edlyn	
14	Sat	FS	Trigger Data Warehouse to begin picking up new Fiscal Year data.	Gabriel	
16	Mon	BO	Upload all PTD budgets into FMS (Period 1).	Michael O'Leary	
	Mon	AO	4th Quarter FIRMS data submission General Fund - 0001 Feeder Funds - 0081, 0084, 0086, 0088, 0089, 0090, 0091, 0094, 0097 Special Funds for Economic Uncertainties - 0374, 0375, 0377	Bon/Edlyn	
16->			Prepare GAAP entries		