

YEAR END INTERNAL PROCESSING CALENDAR
FY 2012/13 YEAR END ACTIVITIES



Date	Day	Dept	Task	RESPONSIBLE PERSON(S)	ACTUAL COMPLETION DATE
MONTH OF April					
Mid-April		AO	Complete legal balance sheet account reconciliation as of March	All Accountant	
17	Wed	AO	GAAP derivation, period 1-9	Edlyn/Bon	
18	Thurs	AO	Review derived GAAP data; ensure derived program code is appropriate	GAAP team	
30		DoIT	Year end meeting for action items, deadlines, compensated absence, etc.- Accounting, Budget, DOIT, HR	Saudeep Biswas	
30	Tues	AO	Meeting with CEL and Six Colleges on CEL Reserve	Richard, Cathy and Franz	
	Tues		Third Party Reconciliation with Auxiliary as of March	Richard, Cathy, Alex, Gloria, Tammie and Vincent	
30		AO			

MONTH OF MAY					
1	Wed	AO	AR/BI Customer Conversion	Dana	
2	Thur		Load SAM99 Accrual Reversal Tape	FABS/Arsenio	
3	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.	Campus/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.	Campus/Deanna/Buyers	
		AO	Review reverting funds - a) Clear any remaining assets & liabilities, b) current year rev & expenses will close to fund balance clearing.	Helen/Gloria	
mid-May			Send out memo on inventory.	Agnes	4/4/2012
May	daily	PO	Source all Approved Requisitions	Buyers	
13	Mon	DoIT	Compensated absences calculation for March by DoIT	Saudeep Biswas	
13			GAAP Derivation - April	Edlyn/Bon	
13	Mon	AO	Review and test the Closing Rules in PeopleSoft - (PROD Support instance)	Bon	
31	Fri	UCorp	Last day to enter online requisitions in CFS for current FY (CFY)	UCorp	
31	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	
late May			Collect Data and analyze capital leases, capital projects & other potential complex transactions (Donated) - As of March	Bon/Edlyn	
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	
end of May		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 12/1/12, issuance of replacement checks and return of Title IV stale dated checks.	AP - David	
3	Mon	FABS	Remove requisition entry role from all end-users	Michael	
3	Mon	BO	Run May Labor Cost Distribution. Include May Payroll adjustments.	Jack, DoIT	
4	Tue	AO	Process May LCD	Dana	
		AO	Title IV /Stale dated checks	Vicky, Cathy	
		AO	Complete April SAM99 to identify & research problem items	Gloria, Richard	
		AO	Complete April Bank Reconciliation	Derek, Gloria	
		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/Buyers	
		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.	Campus/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."	David, Deanna	
		AO	Process and load all May Chargebacks	Cecilia	
		FS	Run Expenditure Analysis Report and SAM6B; Review of negative balances	CSU485 & Capital Outlay - Gloria	
		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	

2nd WEEK OF JUNE

10	Mon	CO	Bursar provide bank recon supporting docs to Helen	Jackie	
12	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	David	
	Wed		Remove UCorp Access to Requisition Module (CW)	Michael	
12	Wed	AO	Close Month of May	Edlyn/Bon	
12	Wed	AO	Cut off for June postage recharge	Dana/Cecilia	
13	Thurs	ALL	Last day for budget transfer on BF104	Campus	

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14	Fri	All	Budget Transfer Requests/memo for current FY due to Budget Office.	Campus	
	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	
	Fri	AO	Finalize clean up of negative expenditure accounts Thru MAY	Richard, Gloria	

3RD WEEK OF JUNE

mid-Jun		AO	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.	David, Deanna	
mid-Jun			Mark Open Commitment file appropriately.	AP -David	
14	Wed	AP	Last Day to process vouchers for reimbursable funds for CFY SCO reimbursement, e.g. Capital Outlay & Rev Bond Funds	AP - David	
		Ucorp	Last Day to request Account Adjustments for transactions posted before May 31, 2013.	Ucorp	
14		SCO	Cut-off for Claims\PFA's\Transfer Requests to SCO for CFY	Accounting/AP	
14		AO	Last day to submit CPO requests to CO for guaranteed processing prior to yearend	Cecilia	
17	Mon	AO	Final submission of additions, deletions or changes to CRS numbers to Accounting to be effective 07/01 of New FY	Accounting	
no later than Jun 18			Final Escheat Checks(grants) Remitted; Review and Adjust A/R Reserves;	Cathy C., Cecilia	
			Clear all SAM99 reconciliation issues identified in May month-end or June mid-month review.	Gloria & Richard	
20	Thurs	ALL	Procurement card/Office Max/Ligature purchase charges which post on or after June 21 will be charged to new FY. Charges posted by the cut-off will be charged to current fiscal year.	Campus	
21	Fri	ALL	Campus service providers to submit chargeback batches for processing and accounting adjustment requests, May 2013 - Noon; Final submission of Transfer Request Form to Accounting for CFY	Campus	
21	Fri	ALL	Last day of requesting journal entries adjustment for guaranteed processing prior to year end	Campus	
		ALL	Final date to submit budget transfers to the Budget Office.	Campus	
21	Fri	ALL	Last day to submit requests for travel and hospitality, direct vendor pay and invoices to AP to be included in CFY	Campus	
		All	Last day to submit Petty Cash vouchers for CFY	Campus	
21	Fri	CO	Last date to submit Petty Cash Request and replenishment for CFY	Ucorp	
	Fri	UCorp	All Travel Advance /Requests settlements due by this date	UCorp	
	Fri	UCorp	Last date to submit payment requests (.e. check requests, honoraria, etc...	UCorp	
	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		

4TH WEEK OF JUNE

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Date	Day	Dept	Task	RESPONSIBLE PERSON(S)	ACTUAL COMPLETION DATE
24	Mon	AO	May University operating fund reconciliation completed/Escheat reconciliation	Cathy C.	
24	Fri	CO	Last date to submit Petty Cash replenishment for CFY to AP	Bursar	
24	Mon	AO	Update YE rollforward tree for reverting/reverted funds and test closing process.	Bon	
	Mon	AO	Review FIRMS Abnormal Balance report/Managers review SAM07 for abnormal balance.	Edlyn/Managers	
25	Tues	CO	Last run of ARM Univ and CEL Refunds in June.	Jackie/DoIT	
	Tue	AP	Process student checks for Univ and CEL refunds	David/Mandy	
25	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	CO/AO	Verify and ensure invoice and invoice adjustment files are processed and posted in FMS.	Linda N (DCS), CMH & Bella (Acctng)	
	Tue	AO	Provide Cathy L. a list of all new projects set up in June	Alex	
	Tue	AO	Copy Trees with effective date 6/30/2013	Edlyn	
26	Wed	CO	Final run of ARM054 PLUS for Spr and Summer; Sum 13 Disb will resume in July 9th	Jackie/DoIT	
	Wed	All	Last day to submit Petty Cash vouchers for CFY	Campus	
26	Wed	AO & Bursar	Run DCS and Invoice Aging Reports (use v_charge_balance table)	Cecilia, Bella, Joe, Duncan, Jackie & Linda N.	
		FABS	Copy ARM.V_Charge_Balance to FAPRD	Gabe	
27	Thurs	CO/DoIT	Final run of ARM055 for Spr and Summer 13.	Jackie/DoIT	
27	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 Jackie	
	Thurs	AO	Update ARM Cash Off-set Account Set-up if necessary	Bon	
27	Tues	Library	Submit final list of Library Collections (additions/deletions, etc.) to the Accounting Office (Bon Bitonio x 8-2589)	Karen	
28	Fri	CO	Last Day to submit Petty Cash Replishment to AP for CFY	Campus	
		SIMS	Generate Summer 13 Unit Enrollment Status per Session	c/o Rita or Suzanne	
	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, Jackie	
	Fri	CO	Generate a preliminary report for Registration and Non-Resident Tuition A/R for current fiscal year (CFY) and prior fiscal year/s.	Jackie/Jackie	
		AO,CO	Final submission of additions, deletions, or changes of CRS account numbers for upcoming fiscal year.	Gloria, Richard, Jackie	

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28	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	
28	Fri	CO	Suspend EPOS transactions after closing at 2 p.m. Shutdown OneStep Interface with ARM. (After Orientation payment processing)	Jackie, Jackie, Excel	
	Fri	DoIT	Cash Receipt Feed file for June. Request special run of ARM10. (Bursar's deadline - 3 p.m;)	MOB	
	Fri	FABS	After ARM end-of-day process DOIT will provide feedfile that must be loaded immediately.	Arsenio/Jeff	
	Fri	AO	Recharges (excluding Reprographics)	Cecilia	
		AO	Complete May SAM99 to identify & research problem items	Gloria, Richard	
	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.	
	Fri	FABS	Submit Help Desk ticket to reset Req and PO No for FY 13/14; Reinstate REQ Entry access. Advise Purchasing when completed.	Arsenio/Michael	
	Fri	PO	Blanket purchase orders for the support appropriation (NG001) will be closed. (except newly created blanket orders with appropriate VP's signature.)	Deanna/Buyers	
	Fri	PO	Last day for Receiving to receive items for CFY	Stan Pearse	
	Fri	CO	Complete input of new/changed CRS Account mapping to New FY CFs.	Jackie	
28	Fri	AP	Last Day to Cut Checks-12:00 noon	Mandy	
28	Fri	AP	Last CLAIMS Process for FY11-12	David	
28	Fri	UCorp	Last Day to make UCorp deposits with the Bursar's Office for 12-13	UCorp	
Jun 26-Jun 29	Mon-Thurs	BO	Process June payroll and adjustments	Jack Mao	
29 / 30	Sat /Sun		Process LCD and payroll adjustments	Accounting	
30	Sun	AO	Open New Year Period for AP and PO (verify if ok to open)	Bon	
	Sun	AO	Purchasing Roll Over (in PRD)	Bon	
	Sun	AO	Generate and save a copy of the Open Commitment Report for NG001 (SAM 18A Report)	Bon	
June 30 before mn	Sun	AO	Close SFCMP AP/PO Period; (verify if ok to close) ; Accounting Monthend date roll	Bon	



Month of July

July 1	Mon	UCorp	Resume A/P processing for new fiscal year	UCorp	
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Date	Day	Dept	Task	RESPONSIBLE PERSON(S)	ACTUAL COMPLETION DATE
1	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.	Vicky	
	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	Reclass escheated liabilities (250009) to NE001	Cathy Cheng	
	Mon	AO	Reconcile June CPO posting	Derek	
1	Mon		Resume AP processing for new fiscal year	AP	
2	Tues	AM	Complete Fixed Asset Additions, Retirements, Adjustments/Transfers in AM.	Stan Pearse/Karen	
2	Tues	CO	Submit to Accounting final A/R for CY and PY Registration and Non-Resident Tuition fees.	Jackie/Jackie	
2 - 5	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	
2	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 L.	
4	Thurs	AO	Process Pro-rates	Wink	
4	Thurs		July 4th Holiday Observance		
	Wed/Thurs	AO	Monitor Balance Sheet / Trial Balance and due to-due from report (SAM18B)	All Managers	
	Thurs	AO	Record Student AR in legal; query results from Jackie	Edlyn	
	Wed/Thurs	AO	Accrue revenue for Grants & Contracts	Cathy & Staff	



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Date	Day	Dept	Task	RESPONSIBLE PERSON(S)	ACTUAL COMPLETION DATE
		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	
	Fri	AO	Final list of Asset Additions, process June AM journal entries	Karen	
5	Fri	UCorp	First Day to enter Requisitions for FY	UCorp	
5	Fri	FABS	Start submitting all interface/synch jobs	Arsenio & Co	
	Thurs	ALL	Access to CFS Requisitions reopens for new FY	Campus	
5	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	BO/AO	Breakdown of 948-485 fund balance into 3 reserves	Franz/Gloria	
	Fri	CO	Submit to Accounting Summer unit enrollment with payments and unpaid fees. Save result in an excel format.	Jackie and CEL	
	Fri		Final review of program/ledger balances (clear any remaining deficits);		
	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	
			Reclass all PS accounts in accordance with the MP2 CF requirements		
5 - 7	Fri/Sat	AO	1st Pre-Closing Report		
8	Mon	AO	Process June Month End Process	Bon	
		AO	Run reports to support 2nd and final Pre-Closing	GF-Gloria, TF-Richard	
	Mon	AO	Trial Balance and other SAM YE reports	GF-Gloria, TF-Richard	
	Mon	AO	Preliminary FIRMS submission in CFS non-PRD	Bon/Edlyn	
	Mon	AO	Start loading grants budgets in GL (CFS)	Alex/Cathy	
9	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	
10	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	

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Date	Day	Dept	Task	RESPONSIBLE PERSON(S)	ACTUAL COMPLETION DATE
	Tue		July 10: Management Review/Approval;		
	Tue	AO	FIRMS Submission COMPLETED (24 hour review backs this up to July 12)	Bon/Edlyn	
11	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	
	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	
12	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	
13	Sat	FS	Trigger Data Warehouse to begin picking up new Fiscal Year data.	Gabriel	
15	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		