

**SDSU BUSINESS AND FINANCIAL AFFAIRS
2016/2017 CAMPUS YEAR-END DEADLINES & FY 2017/2018**

Date	Description
REMINDER	<ul style="list-style-type: none"> • <u>For current year requisitions:</u> Indicate “16/17FY” at the beginning of each description line on the requisition. The GL date does not need to be updated as it will reflect the current fiscal year. • <u>For future year requisitions:</u> Indicate “17/18FY” at the beginning of the each description line on the requisition and a GL date of 01-JUL-2017 when submitting 2017/2018 requisitions. • <u>The Final Close process is no longer valid.</u> The Requestor Change Order (RCO) process is used to increase and decrease your orders. Any appropriate adjustments to open encumbrance amounts should be done via RCO process to ensure encumbrances are as accurate as possible at year end.
3/1/2017	<ul style="list-style-type: none"> • Final day to submit requisitions <i>requiring formal bidding</i> for goods and services and requisitions for major capital construction projects charged to the <u>2016/2017</u> fiscal year to ensure timely completion. <u>This deadline does not apply to goods available on contracts that have been competitively bid and approved sole source requests.</u> Contact CPM to discuss your requests and determine if there are alternatives to the formal bidding process available.
4/06/2017	<ul style="list-style-type: none"> • Facilities Services Deadline for Receipt of New Work Orders for non-renovation/remodel related projects over \$2,500.00. No estimates can be provided.
4/20/2017	<ul style="list-style-type: none"> • Last day for departmental expenditure transfer requests to be received in Accounting Services for FY2016/2017 transactions processed through March 31, 2017.
5/2/2017	<ul style="list-style-type: none"> • Access to Oracle for submission and approval of all requisitions charged to the FY2016/2017 will be disabled at end of business. • <u>All requisitions charged to the 2016/2017 must be approved by 4:30 p.m. This will allow CPM adequate time to process the submitted/approved requisitions and the supplier adequate time to deliver goods/services prior to June 30, 2017.</u>
5/3/2017	<ul style="list-style-type: none"> • All requisitions not approved by end of business on May 2, 2017 with status of in process, returned or rejected will be cancelled. These will need to be resubmitted when the FY2017/2018 General Ledger (01-JUL-2017) is opened.
5/9/2017	<ul style="list-style-type: none"> • Last day for departments to submit Enterprise Technology Services (ETS) work orders that will be completed/closed for FY2016/2017.
5/15/2017 to 6/8/2017	<ul style="list-style-type: none"> • Access to the FY2017/2018 General Ledger (01-JUL-2017) will be enabled ONLY for submission of requisitions for goods/services requiring a Purchase Order (PO) or start date in July 2017 or August 2017. Line descriptions need to begin with 17/18 FY and the GL date needs to be changed to 01-JUL-2017. • <u>All requisitions for services/goods for July 2017 & August 2017 and requisitions and updates to recurring leases</u> must be submitted and approved between 5/15/2017 – 6/8/2017 to ensure timely completion.
5/26/2017	<ul style="list-style-type: none"> • Last day for Reprographics services and Copy Center orders for FY2016/2017.
5/31/2017	<ul style="list-style-type: none"> • Final day to submit all Expenditure Transfers for FY2016/2017 to Accounting Services.
6/1/2017	<ul style="list-style-type: none"> • Last day for departments to request corrections to billings for: ETS, Facilities Services, Reprographics, Copy Center, Mail and Material Management • Final day to submit Labor Cost Distribution Adjustments to Budget & Finance for FY2016/2017
6/8/2017	<ul style="list-style-type: none"> • <u>Last day to submit and approve requisitions for goods/services for July 2017 and August 2017 and requisitions and updates to recurring leases</u> to ensure timely completion.
6/9/2017	<ul style="list-style-type: none"> • Access to FY 2017/2018 General Ledger (01-JUL-2017) will be enabled for submission of all requisitions charged to the FY2017/2018. Line descriptions need to begin with 17/18 FY and the GL date needs to be changed to 01-JUL-2017. • Requisitions submitted using the current year GL date will be returned to the department for re-submittal using the 01-JUL-2017 GL date. Delivery of goods and services charged to the 2017/2018 FY must be scheduled after July 1, 2017.

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6/12/2017	<ul style="list-style-type: none"> • <u>Final day to submit RCOs for FY2016/2017.</u> Any appropriate adjustments to open encumbrance amounts should be done via RCO process to ensure encumbrances are as accurate as possible at year end. • <u>All 2016/2017 RCOs must be approved by 4:30 p.m.</u> This will allow CPM adequate time to process the RCOs to ensure encumbrances are as accurate as possible at year end. • Last day for FY2016/2017 International and Domestic Mail and Outgoing Freight Shipments. • Last day for FY 2016/2017 Moving Services Requests. • Last day for bulk mail for FY2016/2017. • Last day to submit FY2016/2017 Billing Requests and CPO requests to Accounting Services.
6/15/2017	<ul style="list-style-type: none"> • Final day to submit Budget Transfers to Budget & Finance for FY2016/2017 • Deadline for submitting Travel Expense Claims (TEC's) for travel during FY2016/2017 to ensure the use of current year funds. (Reminder: travel advances are not expensed until trip occurs and TEC is processed)
6/16/2017	<ul style="list-style-type: none"> • ESM orders must be placed and posted to your US Bank account by June 16, 2017 in order to be charged to your FY2016/2017 budget.
6/20/2017	<ul style="list-style-type: none"> • Last day for FY2016/2017 Copy Center Copier Counts/Charges
6/21/2017	<ul style="list-style-type: none"> • Facilities Services Deadline for Vehicle Maintenance, Gas & Oil, Completed Work Orders. All Facilities Services Vehicle Maintenance, Gas & Oil, or Work Orders not completed by this date will be billed to FY2017/2018. • Last day to submit Current Year invoices to Accounts Payable (Including Guest Lecturer). • Corporate Travel Card (CTC) charges must be made by June 21, 2017 and POSTED by June 23, 2017, in order to be charged to your FY2016/2017 budget
6/22/2017	<ul style="list-style-type: none"> • Procurement Credit Card (PCC) charges must be made by June 22, 2017 and POSTED by June 23, 2017, in order to be charged to your FY2016/2017 budget.
6/23/2017	<ul style="list-style-type: none"> • Last day to issue payments to Auxiliaries
6/27/2017	<ul style="list-style-type: none"> • Auxiliaries to send final FY2016/2017 ACH (SAS needs 2 business days to process). Checks will be walked over 6/28/2017 - 6/30/17.
6/29/2017	<ul style="list-style-type: none"> • Final day for input and processing into Oracle AR. Access will be disabled as of end of business.
6/30/2017	<ul style="list-style-type: none"> • Access to Oracle for submission and approval of requisitions charged to the FY2017/2018 will be <u>DISABLED</u> at 3:00PM, to allow for the year end closing process. • On 7/7/2017 all Oracle access will be enabled for FY2017/2018. • Deadline for Student Account Services to Receipt Deposits is 3:00PM for FY2016/2017 • All goods/services for FY2016/2017 must be ordered, received and delivered by this date. Orders for goods or services received after June 30, 2017 must be charged to the FY2017/2018. • Last day to enter receiving information for items delivered directly to Departments • JUNE 30, 2017: All goods/services for <u>2016/2017</u> must be ordered, received, and delivered by this date. Orders for goods or services received after June 30, 2017 must be charged to the <u>2017/2018</u> fiscal year.
7/3/2017	<ul style="list-style-type: none"> • Final day to submit Telephone & Utility Actuals or Accruals (please indicate which) to Accounting Services Accounts Receivable (AR) and Accounts Payable (AP)
7/7/2017	<ul style="list-style-type: none"> • All Oracle access enabled for FY2017/2018
7/17/2017	<ul style="list-style-type: none"> • Reconciliations with Auxiliaries complete (AR/AP & AP/AR)

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Frequently Asked Questions

What if I don't get my requisitions processed for 2016/2017? Will I lose those funds?

Fiscal year funds for 2016/2017 expire on June 30, 2017 for goods and services not ordered, received and delivered by June 30, 2017. Carry forward or re-allocation of these funds is subject to divisional policies and practices. Please contact your division's budget coordinator for guidance on how expired funds will be treated. We strongly encourage submittal of your 2016/2017 requisitions well before the dates above. You may contact our office now for assistance in early planning for large and/or multi-step, complex purchases.

What if our department requires an exception to the requisition deadline?

All exceptions to the deadlines will be reviewed on a case-by-case basis to determine the urgency of the requirement and the appropriate fiscal year. Requests for late submittal exceptions due to emergency, health, or safety should be routed to your appropriate Dean or Administrator for initial review and approval.

Final Close Request OR Requestor Change Order (RCO).

We are no longer final closing orders for goods and services. The Requestor Change Order (RCO) process is the method to increase or decrease your orders. There is no deadline for the RCO process. Campus will have continues access to Oracle to submit their RCO's. Continue to monitor your orders closely and continue to submit your RCO requests to maintain an accurate account of your fund balances and effectively track your accounts.

Why is March 1, 2017 the deadline for requisitions requiring formal bidding and requisitions for major capital construction projects charged to the 2016/2017 fiscal year?

CPM must have adequate time to process these types of requisitions. These procurement requests require advertising in the California State Contracts Register/Planet Bids/Cal E-Procure. Major Construction Projects have additional advertising requirements. These mandated requirements must be factored into processing time. Allow a minimum of eight (8) weeks for the bid process cycle. Additional time beyond the bid process may be required to obtain any special approvals in accordance with State, CSU and University policies. **Requisitions that are on contract via a competitive bid or sole source are exempt from this deadline. Contact CPM to discuss your request to determine any bidding requirements that pertain to this deadline.**

If my access to Oracle is disabled for submission and approval of requisitions will I still be able to access my account information?

Access to the Reports Environment will remain enabled for continuous monitoring of your accounts. Following is the link to the reports environment: <https://sdrptweb.sdsu.edu:4443>

What if my Office Supply or PCC purchase does not post on the June dates specified in this memo?

Charges posted after the June dates will be charged to your 2017/2018 fiscal year budget. Departments are encouraged to plan ahead and make purchases well in advance to ensure they are charged to your current year budget. Both PCC and Staples via the Campus Marketplace (on-line ordering) will not be disabled and will be available to the campus.

Reminder:

For current year requisitions: Indicate "16/17 FY" at the beginning of each description line on the requisition. The GL date does not need to be updated as it will reflect the current fiscal year.

For future year requisitions: Indicate "17/18 FY" at the beginning of the each description line on the requisition and a GL date of 01-JUL-2017 when submitting 2017/2018 requisitions.

This information is critical to identify the appropriate year the order will be funded and will assist you in identifying the funding year on your purchase order and in report review

If you have any questions about these submission dates, procedures, or requests for exceptions please contact Bruce Petrozza at bpetrozza@mail.sdsu.edu.