

# HUMBOLDT STATE UNIVERSITY

## HSU, HSUF, SPF and AS Fiscal Year 2019/2020 Critical Year-End Date Memo

- Documents must be received by the Critical Year-End Date
- Since closing out 2019-20 activity may take longer due to working remotely, the accounting office recommends beginning as soon as possible. As a courtesy the accounting office will be reaching out to remind individuals to close open travel requests.

Accounts Payable <a href="https://procurement.humboldt.edu/accounts-payable">https://procurement.humboldt.edu/accounts-payable</a>	
Description	Critical Year-End Dates
Payment Request Forms (Direct Pay, Hospitality, Guest Lecturer, Employee Recruitment, etc.) with appropriate attachments	June 5, 2020
Accounts Payable Change Requests	June 12, 2020
Invoices against current year BLANKET Purchase Orders	June 19, 2020
<b>ProCard</b> charges appearing on June Statement will post by June 30	June 15, 2020
<b>ProCard</b> June Reconciliations due to Accounts Payable by 10AM	June 23, 2020

Requisition and Purchase Order Transactions <a href="http://procurement.humboldt.edu/requisition-purchase-order-po">http://procurement.humboldt.edu/requisition-purchase-order-po</a>	
Description	Critical Year-End Dates
Requisitions <b>over</b> \$50,000 must be approved and budget checked	May 8, 2020
Requisitions <b>under</b> \$50,000 must be approved and budget checked	June 19, 2020
Purchase Order Change Requests	June 12, 2020
All Blanket Purchase/Service Orders will be closed, no exceptions	June 30, 2020
Begin Entering 2020/2021 Requisitions	May 4, 2020

Requisition

Business Unit HMCMP  
Requisition ID NEXT  
Requisition Name  Copy From

Status Open  
Budget Status Not Chk'd  
☐ Hold From Further Processing

**Header** ?

\*Requester   
\*Requisition Date 07/01/2020  
Origin FYR  
\*Currency Code USD  
Accounting Date 04/17/2020

Requester Info  
Online Entry  
Dollar

Requisition Defaults  
Requisition Activities  
Add Comments

**Amount Summary** ?

Total Amount 0.00 USD

**Add Items From** ?

Purchasing Kit  
Item Search  
Catalog  
Requester Items

Line ?

Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1		FY 20/21 - Your Desc.	0.0000			0	0.00	Open

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<b>Payroll Transactions</b> <a href="https://payroll.humboldt.edu/">https://payroll.humboldt.edu/</a>	
<b>Description</b>	<b>Critical Year-End Dates</b>
Payroll Expenditure Adjustments	May 1, 2020
College Work Study Vouchers	May 20, 2020
<b>ALL</b> payroll documentation for appointments and separations for 2019/2020	June 12, 2020

<b>Accounting Transactions</b> <a href="https://www2.humboldt.edu/financialservices/accounting">https://www2.humboldt.edu/financialservices/accounting</a>	
<b>Description</b>	<b>Critical Year-End Dates</b>
Non-payroll expenditure/cash transfers	June 19, 2020
Invoicing Request (Any billings for activity prior to 7/1/2019 will <b>NOT</b> be processed)	June 12, 2020
Cash Posting Order (CPO) requests	June 12, 2020

<b>Budget Transactions</b> <a href="http://budget.humboldt.edu/">http://budget.humboldt.edu/</a>	
<b>Description</b>	<b>Critical Year-End Dates</b>
Budget transfers (HMCMP only)	May 29, 2020

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## **Accounts Payable:**

- Request for [Direct Pay/Hospitality/Guest Lecturer/Employee Recruitment, etc.](#) must be received, along with the appropriate support documentation by the posted cutoff date in order to be paid against the 2019/2020 budget.
- To change chart fields on paid transactions please use the Change Request Form, which can be found at <https://forms.humboldt.edu/change-request-form>. This form should be submitted to Accounts Payable as soon as possible, and will not be guaranteed after the posted deadline. Requests received after the deadline will be processed as time allows.
- Invoices against this year's Blanket Purchase Orders must be approved by appropriate departments and received in Accounts Payable by June 19<sup>th</sup> to ensure processing before the PO is closed on June 29<sup>th</sup>.

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## **Procurement:**

- Purchase Requisitions **over** \$50,000 must be approved and budget checked by the

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posted cutoff date. This is necessary in order to comply with the CSU formal solicitation (bid) process.

- Purchase Requisitions **under** \$50,000 must be approved and budget checked by the posted cutoff date.
- All Blanket Purchase/Service Orders will be closed on June 30<sup>th</sup> and any remaining balance will be disencumbered, no exceptions. Any invoices dated prior to July 1, 2020 received after the Blanket Purchase/Service Order has been closed must be processed as a direct pay and will be paid against the 2020/2021 budget.
- ProCard – Transactions posted to the statement ending June 15<sup>th</sup> will be expensed in fiscal year 2019/2020.
  - Note: Transactions usually take several days from order date before they post to the statement, so make sure to allow for that lag time if you want the expense in fiscal year 2019/2020.
- ProCard statements are due to Accounts Payable no later than June 23<sup>rd</sup> at 10:00 am
- To change chart fields on purchase orders please use the Change Request Form, which can be found at <https://forms.humboldt.edu/change-request-form>. This form should be submitted to Accounts Payable as soon as possible, and will not be guaranteed after the posted deadline. Requests received after the deadline will be processed as time allows.

## **Payroll:**

- Intermittent hourly and student assistant will be processed according to regular monthly processing procedures.
  - Time sheets for all Federal Work Study students must be received by the Payroll Office no later than the posted date to be paid from Federal Work Study funds. Time sheets received after this date cannot be processed as Work Study. Consequently, there can be no reimbursement for the late payroll and the department or off-campus employer will be liable for the full payroll cost because any late vouchers will be processed as Student Assistants.
  - Any payroll adjustments need to be received by the Payroll Office by May 1<sup>st</sup> to be included in the May pay tape (not June).
  - ALL payroll documentation for appointments and separations for 2019/2020 must be received in the Payroll Office by the posted date to be processed for June payroll.
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## **General Accounting:**

- Non-payroll and non-accounts payable expenditure transfers requests should be submitted as soon as possible via email. Requests received after the deadline will not be processed in the current 19/20 fiscal year.
- Cash transfer requests within CSU fund 496 should be submitted via email by the person authorized by the trust agreement to spend funds from where the funds are being transferred out of. These requests should be submitted **as soon as possible**, and will not be guaranteed after the posted deadline. Requests received after the deadline will be processed as time allows.
- CPO Request cut-off date is June 12<sup>th</sup> for guaranteed processing with the CO.

## **Accounts Receivables:**

- Invoicing requests should be submitted as soon as possible, and will not be guaranteed after the posted deadline. Invoicing request received after the deadline will be processed as time allows.

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## **Budget:**

- Requests to revise budgets should be submitted as soon as possible, and by May 29<sup>th</sup> at the latest. Transfers received after May 29<sup>th</sup> will only be posted on an exception basis.

Send requests for budget transfers using the Budget Transfer Template, located at <https://www2.humboldt.edu/forms/node/630> to [budget@humboldt.edu](mailto:budget@humboldt.edu), SBS - Room 345.

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## **General:**

**Questions** should be directed to Business Services Info and Drop off Center, Student Business Services Building, Room 345, extension 3512.