

HUMBOLDT STATE UNIVERSITY

Fiscal Year 2020/2021 Critical Year-End Date Memo

HSU, HSUF, SPF and AS Fiscal Year 2020/2021 Critical Year-End Date Memo

- **Documents must be received by the Critical Year-End Date**
- Since closing out 2020/2021 activity may take longer due to working remotely, the accounting office recommends beginning as soon as possible.

Accounts Payable https://procurement.humboldt.edu/accounts-payable	
Description	Critical Year-End Dates
Payment Request Forms (Direct Pay, Hospitality, Guest Lecturer, Employee Recruitment, etc.) with appropriate attachments	June 4, 2021
Accounts Payable Change Requests	June 11, 2021
Invoices against current year BLANKET Purchase Orders	June 18, 2021
ProCard charges appearing on June Statement will post by June 28	June 16, 2021
ProCard June Reconciliations due to Accounts Payable by 10AM	June 22, 2021

Requisition and Purchase Order Transactions http://procurement.humboldt.edu/requisition-purchase-order-po	
Description	Critical Year-End Dates
Requisitions over \$50,000 must be approved and budget checked	May 7, 2021
Requisitions under \$50,000 must be approved and budget checked	June 18, 2021
Purchase Order Change Requests	June 11, 2021
Begin Entering 2020/2021 Requisitions	May 1, 2021
All Blanket Purchase/Service Orders will be closed, no exceptions	June 28, 2021

Requisition

Business Unit: HMCMP Status: Open

Requisition ID: NEXT Budget Status: Not Chk'd

Requisition Name: Copy From

Hold From Further Processing

Header

*Requester:

*Requisition Date: 07/01/2021 Requester Info

Origin: FYR Future Year

*Currency Code: USD Dollar

Accounting Date: 4/19/2021

Amount Summary

Requisition Defaults Add Comments Total Amount: 0.00 USD

Requisition Activities

Add Items From

Purchasing Kit Catalog
Item Search 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	<input type="text"/>	FY 21/22 - Your Desc.	0.0000	<input type="text"/>	<input type="text"/>	0	0.00	Open

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Payroll Transactions https://payroll.humboldt.edu/	
Description	Critical Year-End Dates
Payroll Expenditure Adjustments	May 3, 2021
College Work Study Vouchers	May 17, 2021
ALL payroll documentation for appointments and separations for 2020/2021	June 11, 2021

Accounting Transactions https://www2.humboldt.edu/financialservices/accounting	
Description	Critical Year-End Dates
Non-payroll expenditure/cash transfers	June 18, 2021
Invoicing Request (Any billings for activity prior to 7/1/2020 will NOT be processed)	June 11, 2021

Budget Transactions http://budget.humboldt.edu/	
Description	Critical Year-End Dates
Budget transfers (HMCMP only)	May 28, 2021

Facilities https://pmc.humboldt.edu/portal/facilities-management-end-fiscal-year-2021	
Description	Critical Year-End Dates
Work order prioritization and indication of work requests no longer needed	May 1, 2021
Claims processing-realignment of funding sources for processing of claims.	May 15, 2021
Analysis and reclassifications related to reverting funds	May 15, 2021

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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 2020/2021 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 21st to ensure processing before the PO is closed on June 28th.
 - Travel will continue to be processed as in the prior months. Travel that has been completed by the last day of the fiscal year, which has not yet been submitted on a Travel Expense Claim, will remain encumbered if it went through the paper process. Travel that has not been completed by the end of the fiscal year will also remain encumbered. Travel that has a completion date of more than 90 days after the beginning of fiscal year 2021/2022 will not be encumbered in fiscal year 2020/2021 unless approved by the Vice President, Administration & Finance (This does not apply to SPF). An accrual will be made for any Concur travel that has taken place, but has not been expensed in Concur.
 - Please direct any questions to accountspayable@humboldt.edu
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Procurement:

- Purchase Requisitions **over** \$50,000 must be approved and budget checked by the 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 28th and any remaining balance will be disencumbered, no exceptions. Any invoices dated prior to July 1, 2021 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 16th will be expensed in fiscal year 2020/2021.
 - 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 2020/2021.
- **ProCard** statements are due to Accounts Payable no later than June 24th at 10:00 am

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Procurement (continued):

- 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.
 - Please direct any questions to procure@humboldt.edu
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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 3rd to be included in the May pay tape (not June).
 - ALL payroll documentation for appointments and separations for 2020/2021 must be received in the Payroll Office by the posted date to be processed for June payroll.
 - Please direct any questions to payroll@humboldt.edu
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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 2020/2021 fiscal year.
- Cash transfer requests within CSU fund 496 will continue to be processed as in the prior months. Cash transfer requests may be submitted using either email or memo 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 14th for guaranteed processing with the CO.
- Please direct any questions to accounting@humboldt.edu

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Accounts Receivable:

- 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.
 - Please direct any questions to accountsreceivable@humboldt.edu
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Budget:

- Requests to revise budgets should be submitted as soon as possible, and by May 28th at the latest. Transfers received after May 28th will only be posted on an exception basis.
 - Please direct any questions to budget@humboldt.edu
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Facilities:

- Please direct any questions to facilitymgmt@humboldt.edu