
As the University approaches fiscal year-end, June 30, 2022, Financial Services would like to remind the campus that effective financial oversight is the result of reviews and reconciliations occurring throughout the year. Below are key year-round activities that must be performed on a regular basis and more frequently as year-end approaches.

Year-round activities:

- **Encumbrances and POs:** Review balances to ensure accuracy, working with buyers as needed.
- **Fund and DeptID balance reviews:** Review fund, DeptID, or other chartfield account string to ensure accuracy.
- **Requisitions:** Processing time of requisitions vary greatly, depending on it complexity and scope. For a standard requisition, processing time is approximately 10 business days.
- **Accounts Payable:**

- New requisitions received after this date will be dated for the new fiscal year.
- Submit final expenditure transfers, budget transfers and payroll adjustment requests.

June 30, 2022 –Thursday:

- The Cashier's Office will close at 1:00 P.M.

Please contact the following personnel with any questions or concerns:

Rabi Joseph - General Accounting and Accounts Payable (rabi.joseph@csueastbay.edu)

Monique Cornelius - Budget Office (monique.cornelius@csueastbay.edu)

Jon Medwin - Procurement Office (jon.medwin@csueastbay.edu)

Flo Olney - Student Finance and Cashiers Office (flo.olney@csueastbay.edu)

April 13, 2022