



Business Matters at Sac State
October 28, 2005

It's Not too Soon to Think about June

The Five W's

- **What?**
 - Sacramento State is required to close the accounting books two weeks earlier than normal this year end.
- **Why?**
 - The State Controller's Office through the Chancellor's Office has mandated this earlier close. Historically, the CSU has been the last State Agency to submit year end reports.
- **When?**
 - Financial Services deadline for the final report is July 15, 2006.
- **Who?**
 - Everyone's help is needed to meet this accelerated deadline. Some ideas to make this happen include
 - Spend your General Fund dollars first
 - Monthly review of financial information to promptly identify corrections needed
 - Earlier deadlines for expenditure transfers
 - Earlier deadlines to review and disencumber PO's
 - Earlier deadlines to accrue Payroll
- **Where?**
 - Where you can go to help Sac State have a successful and timely year end close
 - nVision - Month End Reports
 - Query – SAC8ALL_OPEN_ENC_LIST_BY_DEPT
 - YE Calendar – January Business Partners Round Table

Questions about year-end timelines can be directed to the AVP, Financial Services (x85992), the University Controller (x87440), or the University Budget Officer (x85992).

Financial Services

One of the Administration and Business Services Families

Associate Vice President's Office · Budget Planning & Administration ·

University Controller · Accounting Services · Cash Management & Investments · Financial Reporting · University Accounts Payable · University Bursar · Cashier's Office · Financial Aid Disbursements · Student Loans & Collections · Student Financial Services Center · University Accounts Receivable