



Year End Memo

DATE: March 15, 2024

TO: Deans, Financial Managers, Directors, and Department Heads

FROM: Karen Pak Associate Vice President, Financial Services
John Veatch Assistant Vice President, Budget Planning & Management

SUBJECT: Fiscal Year 2023/24 Year End Calendar

We would like to take this opportunity to highlight a few items pertaining to year end. Please take note of the deadlines on the calendar to ensure that the year-end closing process can be completed on schedule.

- Correcting entries for 2023/24 fiscal year activity are due by the dates listed below.

TRANSACTIONS POSTED	CORRECTING ENTRY DUE DATE
July 1 - December 31, 2024	February 09, 2024
January 1 - March 31, 2024	April 19, 2024
April 1 - April 30, 2024	May 17, 2024
May 1 - May 31, 2024	June 14, 2024
June 2024 (485xx Funds)	July 01, 2024 - Noon
June 2024 (All Other Funds, non 485xx)	July 03, 2024 - Noon

- The Questica Change Request deadline is July 1, 2024. This deadline is subject to change if the posting of the payroll and benefits allocation is delayed at the State Controller's Office (SCO).
- Billing transactions for 2023/24 eMOU's must be fully approved by Service Provider and Recipient on or before Friday, June 7, 2024. Transactions received after this date will not be processed.
- Memorandums of Understanding (MOUs) are prepared annually. The eMOU module in LAD will be open for FY 2024/25 MOU submission beginning Monday, April 1, 2024. All eMOUs for FY 2024/25 are due to Financial Services no later than Friday, June 14, 2024. All MOUs must be submitted electronically via the module. Paper submissions will not be accepted.
- Deadlines for 2024/25 Budget Build in Questica are as follows:
 - March 15, 2024 – Departments to submit changes on Vacant Positions Audit to Human Resources
 - April 2, 2024 – Budget Office to distribute PY_ADJBASE amounts to divisions
 - April 26, 2024 – Divisions promote Campus Budget Requests to Budget Office
 - May 31, 2024 – Colleges departments promote line item budgets to Division Managers
 - June 28, 2024 – Divisions promote line item budgets to Budget Office
 - July 2024 – Budget Office publishes 2023/24 Initial Operating Budget after year-end close
- The deadline to submit student fee accountability information for 2023/24 fiscal year activity is Thursday, August 1, 2024. This information is reported to the Chancellor's Office and reviewed by the Campus Fee Advisory Committee. Specific information regarding this process will be distributed at a later date.

- The year-end calendar listing the processing deadlines, memos and financial forms can be found on the [University Financial Management](#) home page.

If you have any questions please contact Solar Financials at ext. 6685 or email solarfin@csun.edu.

Thank you.