

THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
401 Golden Shore  
Long Beach, California 90802-4210  
(562) 951-4610

**Date:** May 27, 1999 **Code:** AD 99-09

**To:** Vice Presidents for Administration **DUE DATE:** August 2, 1999

**From:** William P. Musselman  
Acting Director of Accounting  
Business and Finance

**Subject:** Year-End Financial Report Instructions

Attached are special instructions for preparation of the year-end reports. Year-end reports are to be submitted on or before August 2, 1999. Copies of these instructions should be provided to personnel in the accounting office and budget office who participate in the year-end closing.

The year-end instructions issued by the State Controller's Office (SCO) may appear to be in conflict with the CSU year-end report instructions. However, use of the SAM99 tape eliminates the need for submitting a substantial number of reports identified in the State Administrative Manual.

The printed reports and the feed to the FIRMS Data Base must be in agreement. The certification of year-end reports will apply to the machine readable feeds and the printed reports.

Campuses must also submit their auxiliary organizations' year-end financial data in the FIRMS format. Campuses are required to append the auxiliary submittal to their data and transmit it along with their own submission.

If you have questions about which reports are required please contact Ms. Ruth Stipp (562) 951-4610. If you have questions about data feeds for the FIRMS please contact Mr. Sedong John at (562) 951-4279, or Ms. Laleh Graylee at (562) 951-4276. Contact Mr. William P. Musselman via e-mail at [wmusselman@calstate.edu](mailto:wmusselman@calstate.edu) immediately if you anticipate that the year-end reports, paper, and data feeds will not be submitted by August 2, 1999.

WPM:RES:tp AD 99-09

Attachments

---

**Distribution:** Financial Managers  
(w/ Attachments) Accounting Officers  
Budget Officers  
Chancellor's Office  
Mr. Kevin Fujitani, State Controller's Office

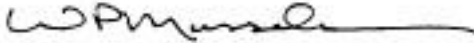
THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
401 Golden Shore  
Long Beach, California 90802-4210  
(562) 951-4610

Date: May 27, 1999

Code: AD 99-09

To: Vice Presidents for Administration

**DUE DATE:** August 2, 1999

From:   
William P. Musselman  
Acting Director of Accounting  
Business and Finance

Subject: Year-End Financial Report Instructions

Attached are special instructions for preparation of the year-end reports. Year-end reports are to be submitted on or before August 2, 1999. Copies of these instructions should be provided to personnel in the accounting office and budget office who participate in the year-end closing.

The year-end instructions issued by the State Controller's Office (SCO) may appear to be in conflict with the CSU year-end report instructions. However, use of the SAM99 tape eliminates the need for submitting a substantial number of reports identified in the State Administrative Manual.

The printed reports and the feed to the FIRMS Data Base must be in agreement. The certification of year-end reports will apply to the machine readable feeds and the printed reports.

Campuses must also submit their auxiliary organizations' year-end financial data in the FIRMS format. Campuses are required to append the auxiliary submittal to their data and transmit it along with their own submission.

If you have questions about which reports are required please contact Ms. Ruth Stipp (562) 951-4610. If you have questions about data feeds for the FIRMS please contact Mr. Sedong John at (562) 951-4279, or Ms. Laleh Graylee at (562) 951-4276. Contact Mr. William P. Musselman via e-mail at [wmusselman@calstate.edu](mailto:wmusselman@calstate.edu) immediately if you anticipate that the year-end reports, paper, and data feeds will not be submitted by August 2, 1999.

WPM:RES:tp AD 99-09

Attachments

---

Distribution: Financial Managers