

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
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Date: May 10, 2004

Code: AD 04-01

To: FOA Representatives

DUE DATE: August 2, 2004

From: George V. Ashkar
Director of Systemwide Financial Operations
Business and Finance

Subject: Year-End Financial Report Instructions

Instructions for the Year-End Financial Reports can be downloaded from our website at http://www.calstate.edu/SFR/Y-E-R_Instructions/Year-End.shtml. The Year-end reports are to be submitted on or before August 2, 2004. 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 differ from the CSU year-end report instructions. However, use of the SAM99 electronic file eliminates the need for submitting a substantial number of reports identified in the State Administrative Manual.

Reports submitted to the SCO, whether electronically or on paper, and the feed to the Chancellor's Office FIRMS database must be in agreement. The certification of year-end reports will apply to all financial data submitted to both the SCO and the FIRMS database.

Campuses must also transmit their auxiliary organizations' year-end data in the FIRMS format using a template included in the instructions.

Please contact Mr. Sedong John at (562) 951-4577 or sjohn@calstate.edu if you have questions about reporting requirements or FIRMS information content. Please contact Mr. George Ashkar immediately at (562) 951-4671 or gashkar@calstat.edu if you anticipate that any year-end reports or data feeds will not be submitted by August 2, 2004.

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Distribution:

Financial Managers
Accounting Officers
Budget Officers
Chancellor's Office
Ms. Sandy Rogerson, State Controller's Office