



## Instructions for Completing the After-the-Fact Submission Form

These instructions are to assist you in completing the After-the-Fact Submission Form. If you have any questions, please refer to the table below and email the appropriate department (Column A) based on the type of submission (Column B).

Please complete the [After-the-Fact Form](#). (Select: FA-Fiscal\_Services-After\_The\_Fact\_Submission\_Form).

We recommend that you prepare the Required Documentation (Column C) before completing the After-the-Fact Submission form, as this documentation must be attached to the form. Incomplete submissions will be returned to the requestor. Thank you.

Column A Send Email/Submission To	Column B Type of Submission	Column C Required Documentation
Accounting Services <a href="mailto:accounting@csusm.edu">accounting@csusm.edu</a>	Billing Transaction (AR/Invoice)	<a href="#">Billing Upload Form</a>
	Expenditure Transfer	<a href="#">Financial Transfer Request</a> and Backup (i.e., Drilldown)
	Salary Adjustment	<a href="#">Salary Expense Adjustment Form</a> and HR Accruals Report
	Chargebacks	<a href="#">Chargeback Request Form</a>
	Inter-Unit Billing Journal Entries	<a href="#">Inter-Unit Billing Journal Form</a>
Accounts Payable <a href="mailto:accountspayable@csusm.edu">accountspayable@csusm.edu</a>	Invoices	Supporting Documentation
	Direct Pay	<a href="#">Direct Pay Form</a> <a href="#">Direct Pay Guidelines</a> Supporting Documentation
ProCard <a href="mailto:pcard@csusm.edu">pcard@csusm.edu</a>	ProCard	ProCard Backup

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