California State University
SAN MARCOS
Finance & Administrative Services

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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 accounting@csusm.edu	Billing Transaction (AR/Invoice)	Billing Upload Form
	Expenditure Transfer	Financial Transfer Request **and** Backup (i.e., Drilldown)
	Salary Adjustment	Salary Expense Adjustment Form **and** HR Accruals Report
	Chargebacks	Chargeback Request Form
	Inter-Unit Billing Journal Entries	Inter-Unit Billing Journal Form
Accounts Payable accountspayable@csusm.edu	Invoices	Supporting Documentation
	Direct Pay	Direct Pay Form Direct Pay Guidelines Supporting Documentation
ProCard pcard@csusm.edu	ProCard	ProCard Backup

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