

FY 2022-2023 ACCRUAL AND PREPAID TRAINING

May 22, 2023



Upcoming Deadlines

Deadline	Accounts Payable
Friday, June 9, 2023	Petty Cash Replenishments
Thursday, June 15, 2023	Item received on site for Shipping and Receiving to process
Friday, June 16, 2023	Travel Expense Claims (TEC), Certify, and Business Expense Claims (BEC)
Friday, June 16, 2023	Invoices and Check Requests
Monday, June 26, 2023	Campus Last Check Run for FY 2022-2023
Thursday, June 29, 2023	AP ACCRUAL Form with attached Supporting Documentation
Friday, June 30, 2023	Shipping and Receiving to Enter a Receiver for 3-way PO (Received Required)



Channel Islands
CALIFORNIA STATE UNIVERSITY

Accruals

- **Accruals pertain only to items and/or services purchased and delivered by June 30, 2023, that are not submitted on Approver's Dropbox or Adobe sign on June 16, 2023.**

Accruals - Requirements

ITEMS TO ACCRUE

- ☐ Tangible Goods/ Services on **2-way match** POs performed or delivered by June 30, 2023
 - ☐ Tangible Goods (if item has been received in PS, it should not be included on the manual accrual sheet)
 - ☐ Services on PO
 - ☐ Other Open PO items
- ☐ Direct Payments/Reimbursement
 - ☐ Travel Reimbursements and CERTIFY
 - ☐ Business Expense Claim Reimbursements
 - ☐ P-card items from June 11-30, 2023
 - ☐ Other allowable direct pay items over \$500 per invoice

Proof of delivery is required from the supplier and back-up documentation must be included.

Accruals - Requirements

ITEMS THAT WILL AUTOMATICALLY ACCRUE

- ☐ Purchase Order with receiving requirement (3-way match PO) received by Shipping and Receiving Office and entered into PeopleSoft by June 30, 2023, will be included in expenditures for the current year.

ITEMS THAT CANNOT BE ACCRUED

- ❖ Payroll
- ❖ Items for Grant funds
- ❖ Items under \$500.00

Exception :

All P-card items from June 11-30, 2023

Accounts Payable Accrual Form

CICMP Accounts Payable Accrual Form FY22-23 V1																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
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Directions: 1 - Select the Business Unit for the accruals. Business units cannot be combined on this form. 2 - Each accrual must be listed separately on the below worksheet -- one line per expense accrual. 3 - Each accrual must have supporting back-up, with the dollar amount being accrued "highlighted" on the back-up. 4 - Accruals pertain only to items or services <u>purchased and delivered</u> by June 29, 2023 for FY22-23. Delivery confirmation is required for an item to be accrued and must be included as back-up. 5 - Accruals <u>will not</u> be accepted for purchases under \$500. 6 - This form and all supporting documentation will <u>only be accepted via email</u> to CIAP@CSUCI.EDU .																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
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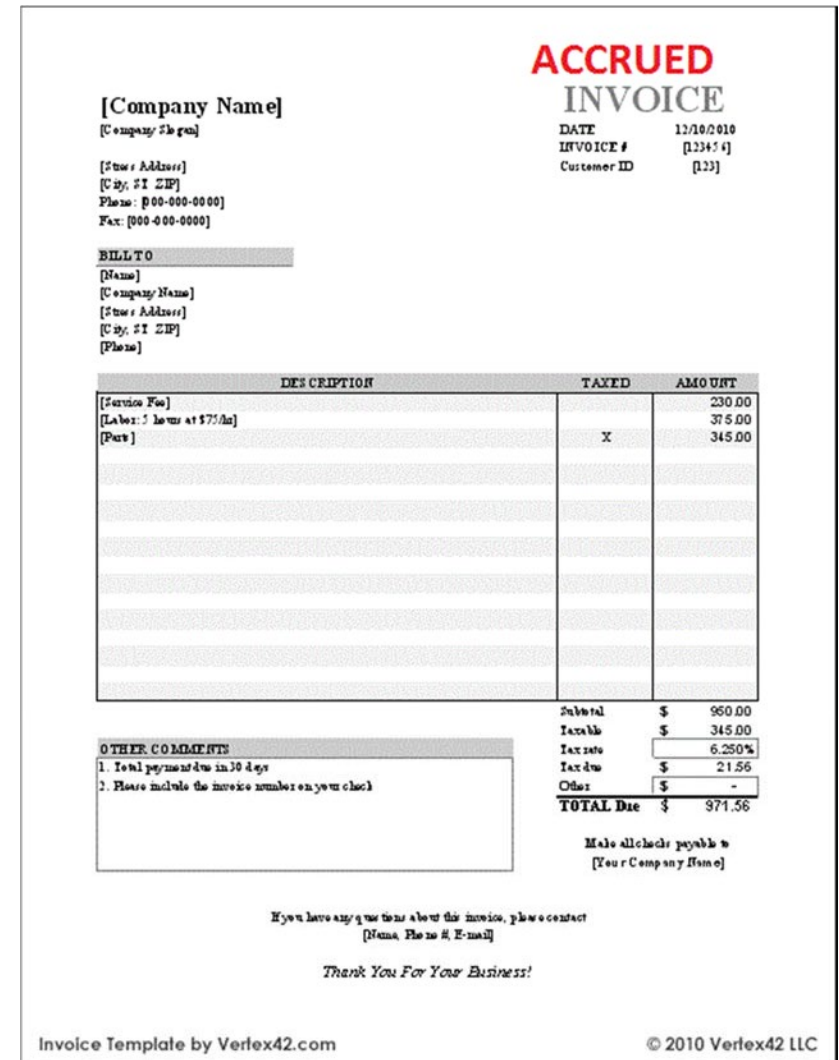
<https://www.csuci.edu/financial-services/forms-tutorials.htm>

[Accounts Payable Accrual Form 2023](#) 05/2023 -
(MS Excel, 69KB)



Channel Islands
CALIFORNIA STATE UNIVERSITY

- Email the AP Accrual Form in excel macro-enabled workbook format (.xlsm) and the related documentations in pdf format to ciap@csuci.edu.
- ACCRUED TECs/BECs/ Check request, Invoices, etc. must be submitted via Dropbox or Adobe sign for voucher and payment.



Journal Entry and Auto Reversal

FY 2021-22 ACCRUAL JOURNAL ENTRY													
Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Project Fdescr
CICMP - CSU Channel Islands	2020	12	06/29/2021	0001801399	MJE - Manual Journal Entry	Invoice submitted after June 1	13,106.25	613001 - Contractual Services	GD901 - CI ~ Operating	110101 - Office of the President	---	---	---
FY 2022-23 ACCRUAL REVERSAL JOURNAL ENTRY													
Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Project Fdescr
CICMP - CSU Channel Islands	2021	1	7/1/2021 12:00:00 AM	0001810167	MJE - Manual Journal Entry	Invoice submitted after June 1	(13,106.25)	613001 - Contractual Services	GD901 - CI ~ Operating	110101 - Office of the President	---	---	---
CICMP - CSU Channel Islands	2021	1	7/15/2021 12:00:00 AM	00180953	VCH - AP Voucher Accounting	Campus Climate Survey 2020 - N	13,106.25	613001 - Contractual Services	GD901 - CI ~ Operating	110101 - Office of the President	---	---	---

An accrued expense is an expense that has been incurred, but for which there is not yet voucher on CFS. In place of the voucher a journal entry is created to record an accrued expense, as well as an offsetting liability.

FY 2021-22 ACCRUAL JOURNAL ENTRY

As of June 30, 2022

613001-GD901-110101	13,106.25 Debit
201801-GD901	(13,106.25) Credit

FY 2022-23 ACCRUAL REVERSAL JOURNAL ENTRY

As of July 15, 2022

613001-GD901-110101	(13,106.25) Credit
201801-GD901	13,106.25 Debit

FY 2022-23 AP VOUCHER ENTRY AND PAYMENT

As of July 20, 2022

613001-GD901-110101	13,106.25 Debit
101100-GD901	(13,106.25) Credit

Summary

- Deadline for all Payment Requests - June 16, 2023
- Deadline for AP Accrual Form submission via email
 - June 29, 2023, by close of business
 - Accounts Payable Accrual Form
 - Write “ACCRUED” on the upper right corner of the back-up document/s
- Deadline for 3-way PO for receiver number on CFS - June 30, 2023


[illegible]

Prepaid Expenses

Prepaid expenses are goods or services paid for and recorded in advance of their use or consumption in the course of business, which represent expenses for the next fiscal year and therefore, should properly be reported as a current asset (107090- Prepaid Expenses-Other).

Prepaid Expenses

Examples are annual license renewal, membership and subscription



CAS
A division of the
American Chemical Society
2540 Olentangy River Road
Columbus, OH 43202 U.S.A.
ACS US Tax Identification Number (TIN): 53-0196572

INVOICE

Customer Account Number:	317033
Invoice Number:	91055961
Purchase Order Number:	
Invoice Date:	01/13/2022
Payment Term:	Net 30 days from date of invoice
Service Period:	02/01/2022 - 01/31/2023
Page:	1 of 1

B I L L T O	California State Univ Channel Isle Dr Stephen Stratton University Lbry 1 University Dr CAMARILLO CA 93012-8599
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IF YOUR ADDRESS HAS CHANGED, PLEASE CONTACT HELP@CAS.ORG

PAY THIS AMOUNT IN U.S. DOLLARS
\$ 8,000.00

DESCRIPTION	QTY	UNIT PRICE	SUBTOTAL	ADJUSTMENT APPLIED	TAX	TOTAL
CAS SciFinder [®] Academic Unlimited Access Plan	1.00		8,000.00			8,000.00
<div style="border: 1px solid red; padding: 5px;"> <p>Approved For Payment : <i>Martha Page</i></p> <p>Date: 1-24-2022</p> <p>Acct. Strings: 608005-GD901-340840-\$3333.60 107090-GD901-340840-\$4666.40</p> <p>PO/Direct Pay: 26632</p> <p>Pay in Full: <input type="checkbox"/> \$ 8,000</p> <p>Pay in Partial: <input type="checkbox"/> \$</p> <p>Requestor Signature: <i>Barbara Cullin</i></p> <p>Dept. Approver Signature: <i>Martha Page</i></p> </div>						
TOTAL			\$8,000.00			\$8,000.00

Prepaid Expenses

AP Voucher Entry

Invoice Lines ? 1 of 1

Line 1 ☐ Copy Down

*Distribute by Quantity

Item

Quantity 1.0000

UOM DLR

Unit Price 8,000.00000

Line Amount 8,000.00

SpeedChart

Ship To NA

Description CAS SciFindern Academic Unlimi

Purchase Order

☐ Or Sales/UPN

CICMP0000028632111
Associate Receiver(s)
☐ Force Price

▼ Distribution Lines

GL Chart

Copy Down	Line	MOC	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1		3,333.60	0.4167	CICMP	608005	GD901	340840			
<input type="checkbox"/>	2		4,666.40	0.5833	CICMP	107090	GD901				

Save



Channel Islands
CALIFORNIA STATE UNIVERSITY

Prepaid Expenses

Journal Entries :

- > Expense Account and Prepaid Expenses-Other (Current FY)
- > Prepaid Expenses Reversal usually posted in August (Next FY Period 2)

	A	B	C	D	E	F	G	H	I	J	K	L	
1	PREPAID EXPENSES - OTHER FY 2021-22												
2	Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class
3	CICMP - CSU Channel Islands	2021	8	2/1/2022 12:00:00 AM	184838	VCH - AP Voucher Acc	CAS SCIFINDEM ACA	3,333.60	608005 - Subscriptions	GD901 - CI ~ Operating	340840	---	---
4	CICMP - CSU Channel Islands	2021	8	2/1/2022 12:00:00 AM	184838	VCH - AP Voucher Acc	CAS SCIFINDEM ACA	4,666.40	107090 - Prepaid Expenses - Other	GD901 - CI ~ Operating	-	---	---
5													
6	PREPAID EXPENSES - OTHER REVERSAL - FY 2022-23												
7	CICMP - CSU Channel Islands	2022	2	8/31/2020 12:00:00 AM	0001677433	MJE - Manual Journal	vchr_1843838_CAS	(4,666.40)	107090 - Prepaid Expenses - Other	GD901 - CI ~ Operating	-	---	---
8	CICMP - CSU Channel Islands	2022	2	8/31/2020 12:00:00 AM	0001677433	MJE - Manual Journal	vchr_1843838_CAS	4,666.40	608005 - Subscriptions	GD901 - CI ~ Operating	340840	---	---
9													
10													



Questions?

➤ Kara Waycasz

- Interim Accounts Payable Supervisor
- Kara.waycasz@csuci.edu