

FY 2016-2017 ACCRUAL TRAINING

June 6, 2017

Presented by:

**Myrna Sta Ana,
Accounts Payable
Supervisor**



Channel Islands
CALIFORNIA STATE UNIVERSITY



Upcoming Deadlines

June - July 2017

Camarillo, California

Today
70° F / 59° F

Tomorrow
70° F / 58° F

Wednesday
71° F / 60° F

Search All Calendar Items (Ctrl+E)

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
WEEK 23	Jun 4	5	6 ACCRUAL TRAINING	7	8	9	10	
WEEK 24	11	12	13	14	15 CPO Deadline	16	17	
WEEK 25	18	19 Accounts Payable Deadline for direct pay and 2-way POs Payroll Adjustments Deadline Petty Cash Deadline ProCard Deadline	20-24 ACCRUAL ITEMS				23 Accounts Receivable Invoice Requests Dead... Journal Entires (JETs) Deadline Related Entity Transactions (RETs) De...	24
WEEK 26	25	26-30 ACCRUAL ITEMS					30 ALL TANGIBLE GOODS PURCHASED MUST BE DELIVERED BY JUNE 30th TO BE INCLUDED IN FY16-17	Jul 1
WEEK 27	2	3 ACCRUAL FORMS DUE TO AP	4	5	6	7	8	

Accruals

- Accruals pertain only to items and/or services purchased and delivered by June 30, 2017 that are not submitted to AP office on June 19, 2017.

18	19	20	21	22	23	24	
	<div style="background-color: #e06666; padding: 2px;">Accounts Payable Deadline for direct pay and 2-way POs</div> <div style="background-color: #a0c0ff; padding: 2px;">Payroll Adjustments Deadline</div> <div style="background-color: #a0c0ff; padding: 2px;">Petty Cash Deadline</div> <div style="background-color: #a0c0ff; padding: 2px;">ProCard Deadline</div>	ACCRUAL ITEMS				<div style="background-color: #a0c0ff; padding: 2px;">Accounts Receivable Invoice Requests Dead...</div> <div style="background-color: #a0c0ff; padding: 2px;">Journal Entires (JETs) Deadline</div> <div style="background-color: #a0c0ff; padding: 2px;">Related Entity Transactions (RETs) De...</div>	
25	26	27	28	29	30	Jul 1	
	ACCRUAL ITEMS					<div style="background-color: #e06666; padding: 2px;">ALL TANGIBLE GOODS PURCHASED MUST BE DELIVERED BY JUNE 30th TO BE INCLUDED IN FY16-17</div>	
2	3	4	5	6	7	8	
	<div style="background-color: #e06666; padding: 2px;">ACCRUAL FORMS DUE TO AP</div>						

Accruals - Requirements

ITEMS TO ACCRUE

- Tangible Goods/ Services on PO performed or delivered by June 30, 2017
 - Tangible Goods
 - Services on PO
 - Other Open PO items
- Direct Payments
 - Travel Reimbursements
 - Business Expense Claim Reimbursements
 - P-card items from June 11-30, 2017
 - Other allowable direct pay items over \$500

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

ITEMS THAT WILL AUTOMATICALLY ACCRUE

- Purchase Order with receiving requirement (3-way match PO) received by Shipping and Receiving Office & entered into PeopleSoft by June 30, 2017 will be included in expenditures for the current year.

ITEMS THAT CANNOT BE ACCRUED

- ❖ Payroll
- ❖ Items for Grant funds
- ❖ Items under \$500.00 (except P-card items from June 11-30, 2017)

Accounts Payable Accrual Form

Accrual Form was sent by email to FHR Council on April 27, 2017

CICMP Accounts Payable Accrual Form FY16-17									
Due Monday, July 03, 2017									
Directions:									
1 - Select the Business Unit for the accruals. Business units cannot be comingled 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 30, 2017 for FY16-17. 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 Myrna StaAna (myrna.staana@csuci.edu).									
Preparer: _____								FINANCE USE ONLY <input type="button" value="SAVE AS CSV"/>	
Date: _____									
Business Unit: <u>CICMP</u>									
Account	Fund	Dept	Program	Class	Project	Vendor Name	Reason for Accrual	Invoice Date	Amount
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									

AP Accrual Form

Accounts Payable Accrual Form

Invoice attachment

Submit form along with scanned copies of backup by email only.



ACCRUED INVOICE

[Company Name]
[Company Phone]
[State Address]
[City, ST ZIP]
Phone: [000-000-0000]
Fax: [000-000-0000]

DATE 12/10/2010
INVOICE # [123456]
Customer ID [123]

BILL TO
[Name]
[Company Name]
[State Address]
[City, ST ZIP]
[Phone]

DESCRIPTION	TAXED	AMOUNT
[Service Fee]		230.00
[Labor: 1 hour at \$75/hr]		375.00
[Part]	X	345.00

OTHER COMMENTS
1. Total payment due in 30 days
2. Please include the invoice number on your check

Subtotal	\$	960.00
Taxable	\$	345.00
Tax rate		6.250%
Tax due	\$	21.56
Other	\$	-
TOTAL Due	\$	971.56

Make all checks payable to
[Your Company Name]

If you have any questions about this invoice, please contact
[Name, Phone #, E-mail]

Thank You For Your Business!

Invoice Template by Vertex42.com © 2010 Vertex42 LLC

Journal Entry and Auto Reversal

2016-17	Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Account Fdescr	Amount	Doc Ln Descr	
	CICMP - CSU Channel Islands	2016	12	06/30/2017	0000XXXXX	MJE - Manual Journal Entry	613001 - Contractual Services	5,000.00	Accrue Consult Bill	ACCRUAL ENTRY
	Grand Total							5,000.00		

2017-18	Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Account Fdescr	Amount	Doc Ln Descr	
	CICMP - CSU Channel Islands	2017	1	07/01/2017	0000XXXXX	MJE - Manual Journal Entry	613001 - Contractual Services	(5,000.00)	Accrual Consult Bill	ACCRUAL ENTRY
	CICMP - CSU Channel Islands	2017	1	07/11/2017	0000XXXXX	MJE - Manual Journal Entry	613001 - Contractual Services	5,000.00	Consult Bill	Invoice Payment
	Grand Total							0.00		

Accrued expense is expense which has been incurred but not yet paid.

Expense must be recorded in the accounting period in which it is incurred. Therefore, accrued expense must be recognized in the accounting period in which it occurs rather than in the following period in which it will be paid.



FY 2016-17 Journal Entry

June 30, 2017

660003-GD901-799	1,580.00	Dr
201801- GD901	1,580.00	Cr

FY 2017-18 Journal Entry Auto Reversal

July 1, 2017

660003-GD901-799	1,580.00	Cr
201801-GD901	1,580.00	Dr

AP Voucher

660003-GD901-799	1,580.00	Dr
101100-GD901	1,580.00	Cr

Expenditures Errors and Duplications

To avoid duplications and errors on your department expenditures, please make sure that expenditures are not already posted to your department by pulling your departmental reports from the Data Warehouse.

Go to the Data Warehouse and run a report to help you determine what accruals are needed by your department.

EMPLOYEE RESOURCES **TOOLS & SERVICES** **DIVISION & ORGANIZATIONS** **PROJECTS & INITIATIVES** **COLLABORATE** **POLICIES** **FORMS** **NEWS & COMMUNICATIONS**

HOME > TOOLS & SERVICES > FINANCIAL TOOLS > **COMMON FINANCIAL SYSTEM (CFS)**

Common Financial System (CFS)

CFS Non-Production
Financial Information Systems (FIS)

CFS Login
Finance Data Warehouse Login
Finance DW Home Page
CPO Request

Common Financial System (CFS)

The Common Financial System, referred to systemwide as the CFS, replaced the California State University PeopleSoft Finance 9.0 environment in July 2011. CFS was instituted in an effort to achieve database consolidation across all campuses.

Please utilize the CFS 9.2 and Data Warehouse 11G Training materials available in the links provided below.

CFS System Outages

Title	Distribution Date
There are no items to show in this view of the "System Outages" list.	

[View All...](#)

CFS Application Development Documentation

[CFS 9.2 Application Documentation](#) (CMS Project Site)

CFS Production Log-in

Systemwide Technical Support

Requests for assistance begin by contacting the ITSupport Center by [email](#) or by telephone (562) 951-8500.

Requests are routed to technology service providers 24 hours a day, 7 days a week, 365 days a year.

Open a Ticket

[Open a ticket using ServiceNow](#)

Outage Bulletins

Data Warehouse – Financial Reporting

On the upper right side tab click on the Dashboard drop down and click on Financial Reporting



A screenshot of the 'Financial Reporting' interface. The page title is 'Financial Reporting'. There are several tabs: Home, Manage My Budget as of Period, Financial Summary As of Period (selected), Financial Summary Between Periods, Financial Summary by Year, Trial Balance, and Inception to Date Reports. Below the tabs is a 'Report Filters' section with the following fields:

Business Unit	Fiscal Year	Accounting Period (as of)	Account Type	Account Category
CICMP - CSU Cha	2016	12	--Select Value--	--Select Value--
Fund	Dept	Account	Project	
Q0265 - New Gen of Ed for CA Sub	--Select Value--	--Select Value--	--Select Value--	
NOT Fund	NOT Dept	NOT Account	NOT Project	NOT Pro
NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Se

Data Warehouse – Transaction Inquiry

On the upper right side tab click on the Dashboard drop down and click on Transaction Inquiry



Other Training Materials

<http://www.csuci.edu/financial-services/forms-tutorials.htm>

CI Finance 101 Training Presentations

CI Finance 101 Refresher Training Presentations - March 2017	Location	Hosted
CSUCI Direct Payment Procedures (PDF, 225KB)	Petit Salon	03/14/17
Data Warehouse Most Used Reports (PDF, 563KB)	Petit Salon	03/14/17
Delegation of Authority - Audit Direct Payment Training for Accounts Payable Staff (PDF, 333KB)	Petit Salon	03/14/17
JET/RET Form Version 2.0 - Refresher Training (PDF, 1.3MB)	Petit Salon	03/14/17
Position Management Training (PDF, 286KB)	Petit Salon	03/14/17
Travel & Reimbursement (PDF, 1.2MB)	Petit Salon	03/14/17
How to Access Scanned Backup (PDF, 156KB)	Petit Salon	03/14/17
How to Check Payment Status (PDF, 378KB)	Petit Salon	03/14/17
How to Check for the Supplier ID (PDF, 272KB)	Petit Salon	03/14/17
How to Request for a Supplier ID to Procurement (PDF, 67.6KB)	Petit Salon	03/14/17

CI Finance 101 Training Presentations - November 2016	Location	Hosted
November 2016 Training - Full Schedule (PDF, 348KB)		
Understanding Accounting Strings (PDF, 663KB)	Broome 1360	11/14/16
CASHNet EMarket (PDF, 262KB)	Broome 1360	11/14/16
Position Management (PDF, 350KB)	Broome 1360	11/14/16
Travel Workshop & Risk Management in Travel	Broome 1360	11/17/16
<ul style="list-style-type: none"> Travel & Reimbursement (PDF, 1.2MB) Risk Management in Travel (PDF, 2.2MB) 		

Purchase Order with Receiving Required

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Review PO Information ▾ > Purchase Orders

Lines									
Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status		
		4'x8' Steel trench plate reg (57800	5.0000	DLR	5,330.75 USD	Approved		



Mfg Item ID

Price Qty Schedule

Withholding

Receiving Required Required

Inspect

Configuration Code

Automatic accrual if received & recorded by June 30, 2017

Mfg Item ID

Price Qty Schedule

Withholding

Receiving Required Do Not

Inspect

Configuration Code

Accrual needed if received by June 30, 2017 and invoice was not submitted to AP before June 19, 2017.

Purchase Order with Receiving Required

ORACLE

PeopleSoft Purchasing
RECEIVER SUMMARY REPORT

Page No. 1
Run Date 6/5/2017
Run Time 15:52:41 PM

Receiver Dates Included: 06/01/2017 Thru: 06/05/2017
Business Unit: CICMP

Ship To	Receiver ID	Rcv Date	Supplier ID	Supplier Name	Rcv Status	Match Status	Bill Of Lading	Carrier ID	Hold Asset	Hold Inventory
RECEIVING	0000077679	06/01/2017	0000000121	Clark's Printing Company	Received	To Match			N	N
	0000077680	06/02/2017	0000001093	Proforma Color Press	Received	To Match			N	N



Channel Islands
CALIFORNIA STATE UNIVERSITY

Questions?

➤ Myrna Sta Ana

- Accounts Payable Supervisor
- Myrna.staana@csuci.edu
- X 8489

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 at June 30.

Typical example is library subscription or periodical

Description	Quantity	Amount
Annual Subscription May 2017 - April 2018	1	6357.00

Prepaid Example	Total Invoice:	\$	6,357.00
Annual Subscription	Divided by 12 months	\$	529.75 is = 6,357.00 /12
Coverage Period: May 2017 - April 2018			
FY16-17 - 2 months	FY16-17 (2 months)	\$	1,059.50 is = 529.75 * 2
FY17-18 - 10 months	FY17-18 (10 months)	\$	5,297.50 is = 529.75 * 10
		\$	<u>6,357.00</u>

	Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Account Fdescr	Amount	Doc Ln Descr	
2016-17	CICMP - CSU Channel Islands	2016	12	06/30/2017	0000XXXXX	MJE - Manual Journal Entry	608005 - Subscriptions	1,059.50	Annual Subscription	FY16-17 Annual Subscription
	Grand Total							1,059.50		
2017-18	CICMP - CSU Channel Islands	2017	2	08/15/2017	0000XXXXX	MJE - Manual Journal Entry	608005 - Subscriptions	5,297.50	Annual Subscription	FY17-18 Annual Subscription
	Grand Total							5,297.50		

Prepaid Expenses

Description	Quantity	Amount
Annual Subscription May 2017 - April 2018	1	6357.00

FY 16-17 Entry

Account	Amount	
608009	\$ 1,059.50	2 months applied to Dept. account
107090	\$ 5,297.50	
101100	\$ (6,357.00)	Supplier is paid
	<u>\$ -</u>	

FY17-18 Entry

Account	Amount	
608009	\$ 5,257.50	10 months applied to Dept. account
107090	\$ (5,257.50)	
	<u>\$ -</u>	

	Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Account Fdescr	Amount	Doc Ln Descr	
2016-17	CICMP - CSU Channel Islands	2016	12	06/30/2017	0000XXXX	MJE - Manual Journal Entry	608005 - Subscriptions	1,059.50	Annual Subscription	FY16-17 Annual Subscription
	Grand Total							1,059.50		
2017-18	CICMP - CSU Channel Islands	2017	2	08/15/2017	0000XXXX	MJE - Manual Journal Entry	608005 - Subscriptions	5,297.50	Annual Subscription	FY17-18 Annual Subscription
	Grand Total							5,297.50		

