

FY 2017-2018 ACCRUAL TRAINING

**FHR Council
May 8, 2018**

Presented by:

**Myrna Sta Ana,
Accounts Payable
Supervisor**



Upcoming Deadlines

◀ ▶ June - July 2018 Camarillo, California ☀ Today 70° F / 56° F ☀ Tomorrow 69° F / 57° F ☀ Thursday 70° F / 56° F

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 17	18	19 LAST DAY TO SUBMIT REIMBURSEMENTS/CHECK REQUESTS/INVOICES (2-way POs) TO ACCOUNTS PAYABLE; St...	20	21	22	23
ACCRUAL ITEMS						
24	25	26	27	28	29	30
ACCRUAL ITEMS						
					LAST DAY FOR SHIPPING AND RECEIVING TO ENTER A RECEIVER FOR 3-WAY POS	
Jul 1	2	3 LAST DAY FOR ACCRUAL FORMS - EMAIL TO CIAP@CSUCI.EDU	4	5	6	7
8	9	10	11	12	13	14

Accruals

- Accruals pertain only to items and/or services purchased and delivered by June 30, 2018 that are not submitted to AP office on June 19, 2018.

◀ ▶ June - July 2018 Camarillo, California ☀ Today 70° F / 56° F ☀ Tomorrow 69° F / 57° F ☀ Thursday 70° F / 56° F Search My Calendar (Ctrl+E)

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Accruals - Requirements

ITEMS TO ACCRUE

- Tangible Goods/ Services on PO performed or delivered by June 30, 2018
 - Tangible Goods
 - Services on PO
 - Other Open PO items

- Direct Payments
 - Travel Reimbursements
 - Business Expense Claim Reimbursements
 - P-card items from June 11-30, 2018
 - Other allowable direct pay items over \$500

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, 2018 will be included in expenditures for the current year.

ITEMS THAT CANNOT BE ACCRUED

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

Exception :

P-card items from June 11-30, 2018

Accounts Payable Accrual Form

CICMP Accounts Payable Accrual Form FY17-18

Due Tuesday, July 03, 2018

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 purchased and delivered by June 30, 2018 for FY17-18. Delivery confirmation is required for an item to be accrued and must be included as back-up.
- 5 - Accruals will not be accepted for purchases under \$500.
- 6 - This form and all supporting documentation will only be accepted via email to CIAP@CSUCI.EDU.

Preparer:

Date:

FINANCE USE ONLY

SAVE AS CSV

Business Unit:

	Account	Fund	Dept	Program	Class	Project	Vendor Name	Reason for Accrual	Invoice Date	Amount
1										
2										
3										
4										
5										

Journal Entry and Auto Reversal

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
ACCRUAL 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	Jrnl Descr
CICMP - CSU Channel Islands	2017	12	06/30/2018	0001087141	MJE - Manual Journal Entry	John Doe TEC June 25, 2018	1,000.00	606001 - Travel In State	GD901 - CI * Operating	550 - Financial Aid	---	---	---	AP Accruals 1
ACCRUAL ENTRY REVERSAL														
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	Jrnl Descr
CICMP - CSU Channel Islands	2018	1	07/01/2018	0001087141	MJE - Manual Journal Entry	John Doe TEC June 25, 2018	(1,000.00)	606001 - Travel In State	GD901 - CI * Operating	550 - Financial Aid	---	---	---	AP Accruals 1
CICMP - CSU Channel Islands	2018	1	07/25/2018	00140406	VCH - AP Voucher Accounting	Jul 18-20 17 Los Angeles CA	1,000.00	606001 - Travel In State	GD901 - CI * Operating	550 - Financial Aid	---	---	---	-

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

FY 2017-18 Journal Entry (AP Accruals)

June 30, 2018

606001-GD901-550	1,000.00 Debit
201801-GD901	(1,000.00) Credit

FY 2018-19 Journal Entry Auto Reversal (AP Accruals)

July 1, 2018

606001-GD901-550	(1,000.00) Credit
201801-GD901	1,000.00 Debit

FY 2018-19 AP Voucher Entry and Payment

July 25, 2018

606001-GD901-550	1,000.00 Debit
101100-GD901	(1,000.00) Credit



Expenditures Errors and Duplications

To avoid duplications and errors on your department expenditures, please run a report by department 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

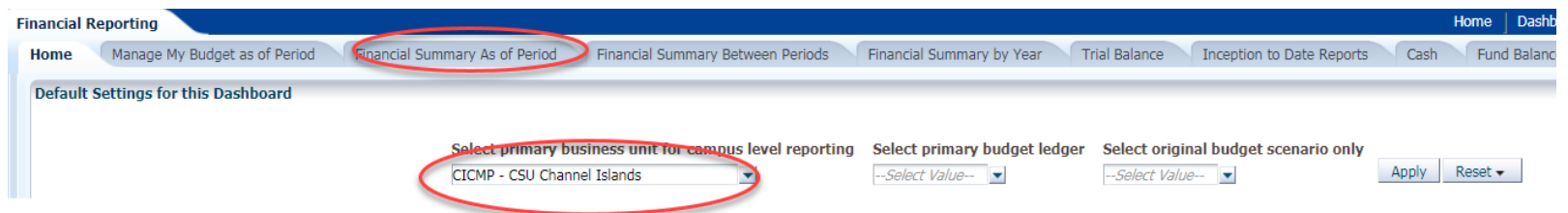
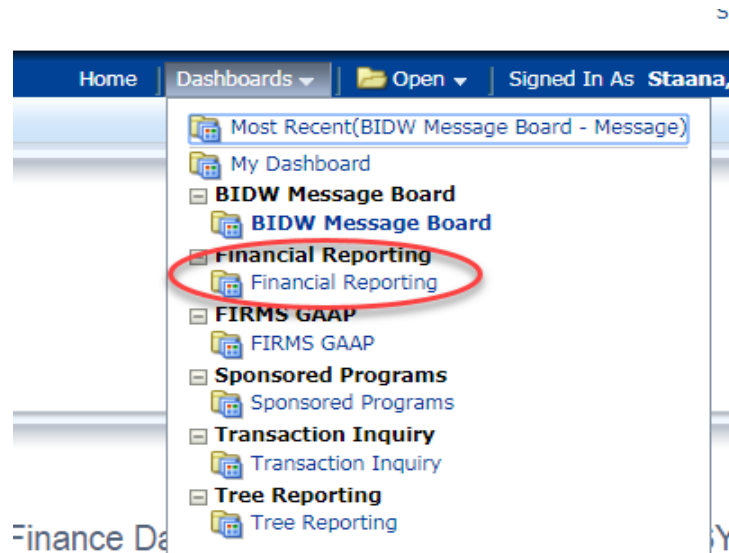
[Open a ticket using ServiceNow](#)

Outage Bulletins

Channel Islands
CALIFORNIA STATE UNIVERSITY

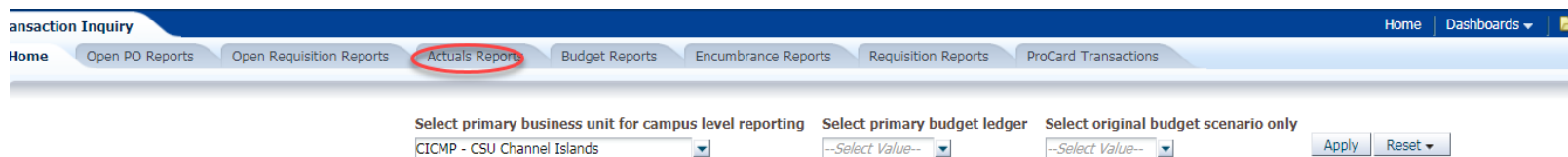
Data Warehouse – Financial Reporting

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



Data Warehouse – Transaction Inquiry

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



Data Warehouse – Transaction Inquiry

Click on Actuals Transactions → click on “Dept” dropdown

The screenshot shows the 'Transaction Inquiry' application interface. At the top, there is a navigation bar with tabs for 'Home', 'Open PO Reports', 'Open Requisition Reports', 'Actuals Reports', 'Budget Reports', 'Encumbrance Reports', 'Requisition Reports', and 'ProCard Transactions'. Below this is the 'Report Index' section. The 'Actuals Transactions' link is circled in red. Below the link, there is a description: 'Actuals Transactions is a transactional display based on selected filters with several views.' There are two sub-links: 'Actuals Reporting by Attributes' and 'Actuals Reporting by Attributes is a transactional display with six column selectors.'

The screenshot shows the 'Report Filters' section of the 'Transaction Inquiry' application. It contains several rows of dropdown menus for filtering data. The 'Dept' dropdown menu is circled in red. Other dropdown menus include 'Business Unit' (CICMP - CSU Channel Islands), 'Fiscal Year' (2017), 'Period From' (Between 0), 'Period To' (-12), 'Account Type', 'Account Category', 'Fund', 'Account', 'Project', 'Program', 'Class', 'NOT Fund', 'NOT Dept', 'NOT Account', 'NOT Project', 'NOT Program', 'NOT Class', 'NOT Acct Cat', 'Posted Date', 'Document Source', 'Doc ID', 'Accounting Date', 'Doc Line Descr', 'Journal Source', 'Journal Template', 'Supplier', and 'Supplier Descr'. At the bottom, there are 'Apply Filters' and 'Reset Filters' buttons.

Purchase Order with Receiving Required

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

Lines Personalize | Find | View 10 | [grid] | [refresh] First 1 of 1 Last

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

3-way PO. automatic accrual if receiver is recorded in PS by June 29, 2018

Mfg Item ID

Price Qty Schedule

Withholding

Receiving Required Do Not

Inspect

Configuration Code

2-way PO. accrual needed if items are received by June 30, 2018 and invoice was not submitted to AP before June 18, 2018.

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



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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 annual membership or subscription expense

Item	Description	Unit Cost (\$)	Quantity	Price (\$)
SLV2	StudentLink Annual Service Fee January 2018 to December 2018	16,000.00	1	16,000.00
SSOAnnual	Single Sign-On Annual Service Fee January 2018 to December 2018	1,500.00	1	1,500.00
Subtotal:				17,500.00
Total:				17,500.00
Amount Paid:				0.00
Balance Due (USD):				\$17,500.00
Net 60 Days				



1 4 6 9 1 3 FEB 2 0 '18

technologies

California State University: Channel Islands
Josh Magana
One University Drive
Attn: Accounts Payable
Camarillo CA 93012

Invoice #:	1446608
Date:	December 1, 2017
Balance Due (USD):	\$17,500.00
PO #:	PO#16363

Prepaid Expenses

AP Voucher Entry

▼ Distribution Lines Personalize | Find | | First 1 of 1 Last

GL Chart | Exchange Rate | Statistics | Assets |

Copy Down	Line	MOC	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date	Finalize
<input type="checkbox"/>	1		8,750.00	0.5000	CICMP	613801	GD901	X20301				02/20/2018	<input type="checkbox"/>

Line 2 Copy Down SpeedChart One Asset

*Distribute by: Amount ▼

Item

Quantity

UOM

Unit Price

Line Amount Calculate

Ship To: RECEIVING

Description: SLV2 - Student Link Annual Ser

▼ Distribution Lines Personalize | Find | | First 1 of 1 Last

GL Chart | Exchange Rate | Statistics | Assets |

Copy Down	Line	MOC	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
<input type="checkbox"/>	1		8,750.00		CICMP	107090	GD901					02/20/2018

Save

Prepaid Expenses

Journal Entries showing on Expense Account and Prepaid Expenses-Other and Prepaid Expenses Reversal usually posted in August (Period 2)

PREPAID EXPENSES													
Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdes	Doc Ln Descr	Amount	Account Fdesc	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Project Fdesc
CICMP - CSU Channel Islands	2017	8	02/20/2018	00146913	VCH - AP Vou	Student Link An	8,750.00	613801	GD901 - CI ~ Operating	550 - Financial Aid	---	---	---
CICMP - CSU Channel Islands	2017	8	02/20/2018	00146913	VCH - AP Vou	Student Link An	8,750.00	107090	GD901 - CI ~ Operating	---	---	---	---

PREPAID EXPENSES - REVERSAL															
Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdes	Doc Ln Descr	Amount	Account Fdesc	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Project Fdescr	Jrnl Descr	
CICMP - CSU Channel Islands	2018	2	08/01/2018	0001087141	MJE - Manua	Student Link An	(8,750.00)	107090	GD901 - CI ~ Operating	---	---	---	---	Prepaid Reversal FY 17-18	
CICMP - CSU Channel Islands	2018	2	08/01/2018	0001087141	MJE - Manua	Student Link An	8,750.00	613802	GD901 - CI ~ Operating	550 - Financial Aid	---	---	---	Prepaid Reversal FY 17-18	

Prepaid Expenses

Example : How to calculate Prepaid Expenses

Item	Description	Unit Cost (\$)	Quantity	Price (\$)
SLV2	StudentLink Annual Service Fee January 2018 to December 2018	16,000.00	1	16,000.00
SSOAnnual	Single Sign-On Annual Service Fee January 2018 to December 2018	1,500.00	1	1,500.00
Subtotal:				17,500.00
Total:				17,500.00
Amount Paid:				0.00
Balance Due (USD):				\$17,500.00
Net 60 Days				

Annual Membership				
Period Cover : January - December 2018				
FY17-18	Jan - June 2018	6 months		
FY18-19	July - Dec 2018	6 months		
Invoice amount		\$ 17,500.00		
Divided by 12 months		\$ 1,458.33	\$17,500.00 / 12	
Voucher				Voucher Entry
FY17-18	6 months	\$ 8,750.00	\$1,458.33*6 months	Debit = 613001-GD901-X20301
FY18-19	6 months	\$ 8,750.00	\$1,458.33*6 months	Debit = 107090-GD901
		\$(17,500.00)		Credit = 101100-GD901
Reversal				Journal Entry Reversal
FY18-19		\$ 8,750.00	\$1,458.33*6 months	Credit = 107090-GD901
FY18-19		\$ 8,750.00	\$1,458.33*6 months	Debit = 613001-GD901-X20301

Questions?

➤ Myrna StaAna

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- Myrna.staana@csuci.edu
- X 8489