CI Accounting String Training

November 2018

Presenters:

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What is an Accounting String?

➤ Created list of accounts, funds, and departments used by a business entity to define and organize how money is received (revenue) or spent (expense) in it's general ledger

➤ Governed by US GAAP (Generally Accepted Accounting Principles)

➤ Also known as the "ChartField Value" or "Chart of Accounts"

What is an Accounting String?

➢ At CI this consists of:
  - ▪ Account
  - ▪ Fund

➢ <u>Only if required</u>:
  - ▪ Department
  - ▪ Program
  - ▪ Class
  - ▪ Project

Required for Revenue and Expense Accounts

Required for Q Funds (Class may also be required for Q Funds)

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Revenue or Expense Accounting String

Account	Fund	Dept	Prog
504001	TT901	530301	
601300	GD901	920201	
616003	GD901	570101	00046
619801	GD901	950301	00174
660003	TG901	960301	X0010

Program is optional

Q Funds
Accounting String

Account	Fund	Dept	Class	Project
613001	Q0184	745		G0184
606001	Q0146	860	0146A	G0146

Class may be required

Example - #1 (Data Warehouse)

Example - #2 (ProCard)

CSU Channel Islands
ProCard Statement

Business Unit: CICMP	Invoice Number: PC02120077
Account Name: ████████████████████	Invoice Date: February 11, 2012
Origin: USB	Total Amount: $ 1,329.86

Tran Dt	Vendor	St	Line Amt Distrib Ln#	Description Acct	Fund	Dept	Prgm	Class	Proj	Amount	Pur Cat	Upd By	Upd Dt	Disp
02/08/12	██████████████	SC	375.00 114	GOVERNMENT SERVICES-OTHER 1149 660003 GD901 ██						375.00		7300057835803/01/12		
				Total Distribution						375.00				
01/13/12	██████████████	SC	375.00 114	GOVERNMENT SERVICES-OTHER 1149 660003 GD901 ██						375.00		7300057835803/01/12		
				Total Distribution						375.00				
01/18/12	████████	CA	74.23 061 061	8620001VPRY7000022695GROCERY STORES, SUPERMARK 8620001VPRY70000 660003 GD901 ██						74.23		7300057835803/01/12		
				Total Distribution						74.23				
01/18/12	████████	CA	1.00 061 061	8620001VPRY7000022696GROCERY STORES, SUPERMARK 8620001VPRY70000 660003 GD901 ██						1.00		7300057835803/01/12		
				Total Distribution						1.00				
01/13/12	█████████████	SC	375.00 114	GOVERNMENT SERVICES-OTHER 1149 660003 GD901 ██						375.00		7300057835803/01/12		
				Total Distribution						375.00				
01/19/12	█████████████	CA	129.63 1	EATING PLACES AND RESTAURANTS 1 660003 GD901 ██						129.63		7300057835803/01/12		
				Total Distribution						129.63				

Purchase Categories:
1 - Sales Tax Charged on Invoice for this Item
2 - Conference & Training Registration Fees
3 - IT Peripherals

have reviewed the card statement and have approved the transactions. I certify that all the purchases listed on the statement, unless Noted in "Disputed Item" column, are true and correct and were made for official CSU purposes. All goods or services have been received and payment is authorized. The card issuer has been notified of all disputed items. (A copy of the cardholders statement of disputed items is attached.)

Signature of Card Holder, ████████████   Date   Signature of Approving Official, ████████   Date

What is an Account?

Account	Fund	Dept	Prog
504001	TT901	530301	
601300	GD901	920201	
616003	GD901	570101	00046
619801	GD901	950301	00174
660003	TG901	960301	X0010

What is an Account?

➢ Balance Sheet Accounts:
- ▪ Assets (1xxxxx)
- ▪ Liabilities (2xxxxx)
- ▪ Equity (3xxxxx)

➢ Income Statement Accounts:
- ▪ Revenues (5xxxxx)
- ▪ Expenses (6xxxxx)

Most commonly seen accounts on your Department Reports

Account Examples

➢ Examples of CI Expense Accounts:

CICMP	660001	Postage and Freight
CICMP	660002	Printing
CICMP	660003	Supplies and Services - Other
CICMP	660004	Interfund Interest Expense
CICMP	660006	Interest on Bonds and Notes
CICMP	660008	Interest Charges-Other
CICMP	660009	Workshops & Training Fees
CICMP	660010	Insurance Premium
CICMP	660011	Insurance Claim NDI/IDL
CICMP	660012	Insurance Claim Deductible
CICMP	660013	Workers Comp Dividend
CICMP	660014	State Service Charges for SRB
CICMP	660017	Advertising and Promo Pubs
CICMP	660019	Litigation cost
CICMP	660024	Overhead Grants & Contracts

Accounts – General Information

➢ Must be six (6) numeric digits

➢ All business units at CI use the same Accounts

➢ All accounting strings <u>must</u> have an Account and a Fund

➢ Revenue and Expense accounts <u>must</u> have a Department

➢ Q Funds <u>must</u> have Project

Accounts – General Information

➢ Fixed Asset Accounts (616xxx and 619xxx)

Account	Description
616001	Communications Over $5k
616002	Desk/Lap/Peripherals Over $5k
616003	Software Over $5k
616004	Computer Networks Over $5k
616801	Servers/Peripherals Over $5k
616901	Computer Networks Under $5k
616902	Communications Under $5k
616903	Desk/Lap/Peripherals Under $5k
616904	Servers/Peripherals Under $5k
616905	Software Under $5k
617001	Service from other Fund/Agency
619001	Other Equipment
619002	Instructional Equip Over $5k
619801	Furniture/Equipment over $5k
619802	Vehicles over $5K
619803	Works of Art over $5K
619901	Instructional Equip Under $5k
619902	Furniture/Equipment Under $5k
619903	Vehicles Under $5k

Choose either:

Over $5k or Under $5k

➢ Multiple equipment purchases may be grouped together, if for the same project

Accounts – General Information

➢ Travel Accounts
- ▪ Use guidelines provided by the Chancellor's Office

"Non-Employee" Travel Accounts
613001 - Contractual Services   ▪ Contractual obligation to reimburse vendors for travel expenses
660009 - Training & Professional Development   ▪ Obligation to reimburse travel expenses of individuals engaged to provide staff training
660042 - Recruitment & Employee Relocation   ▪ Costs associated with employee recruitment

Accounts – General Information

"Non-Employee" Travel Accounts

660090 - Expenses Other
- Reimbursement of travel costs incurred by official guests
- Examples of official guests include: a newly hired executive visiting a CSU campus for business purposes prior to his or her official starting date as a CSU employee, or a student defined as an official guest by the CSU hospitality policy

Accounts – General Information

"Employee Only" Travel Accounts
606001 - Travel In State
606002 - Travel Out of State

- ➢ All student travel (CI or non-CI) should be coded the same as employee travel
    - ▪ Chancellor's Office is working on travel policy guidelines for students, but, until that is released, please treat the same as employee travel

What is a Fund?

Account	Fund	Dept	Prog
504001	TT901	530301	
601300	GD901	920201	
616003	GD901	570101	00046
619801	GD901	950301	00174
660003	TG901	960301	X0010

What is a Fund?

➢ In California State Government, a fund is a legal entity that provides for the segregation of monies or other resources in the State Treasury for specific activities or obligations in accordance with specific restrictions or limitations

Fund – General Information

➢ Must be five (5) alpha / numeric digits

➢ Each business unit has it's own set of funds
- Campus (Example - GD901)
- Associated Students (Example - ASI01)
- Foundation (Example - 10034)
- University Glen (Example - UGC01)
- Site Authority (Example - XSA28)

➢ Each business unit can <u>only use the Fund(s)</u> <u>for their respective business unit</u>

General Fund vs. Trust Fund

➤ General Fund
- In California State Government, the predominant fund for financing state operations
- Examples: GD901, GD915, GD935

➤ Trust Fund
- Resources held by the government as a trustee, to be expended or invested in accordance with the conditions of the trust
- Examples: TG901, TM955, TT901, TK920

General Fund vs. Trust Fund

➢ General Fund – <u>Not allowed</u> for the below purchases:

- Alcoholic beverages
- Tobacco products
- Gifts
- Awards
- Food and beverages for employee birthdays, weddings, holiday gatherings, or luncheons

Fund – General Information

➢ Your "Fund Balance" is the amount of equity (profit/loss) in your fund

➢ Q Funds (Example - Q0171) except Q0000 are for Grants / Contracts only
- ▪ Contact Leo Cervantes for assistance

What is a Department?

Account	Fund	Dept	Prog
504001	TT901	530301	
601300	GD901	920201	
616003	GD901	570101	00046
619801	GD901	950301	00174
660003	TG901	960301	X0010

What is a Department?

➢ A department is an additional unit of classification used to further break out transactions on the general ledger

➢ Must be three (3) numeric digits

➢ Revenue and Expense accounts <u>must</u> have a Department (5xxxxx and 6xxxxx)

➢ Asset and Liability Accounts <u>cannot</u> have a Department (1xxxxx and 2xxxxx)

Department Examples

➢ Examples of CI Departments:

Department	Description
580	SL- Dean of Students
580101	AVP ROI Office
580201	Student Success & Outreach
580202	EOP
580203	Foster Youth
580204	Trio Programs
580205	University Outreach
580301	Inclusive Student Services
580302	Multicultural Dream Center
580303	AB540 Intiatives
580304	Intercultural Services
581	SL- Foster Youth
582	SL- Judicial Affairs

PeopleSoft Look-Up

1) Log into CI Financials
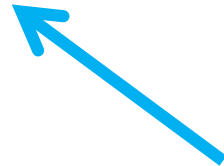
PeopleSoft Look-Up

2) Select Financial Services

PeopleSoft Look-Up

3) Select Set Up Financials / Supply Chain

PeopleSoft Look-Up

4) Select Common Definitions
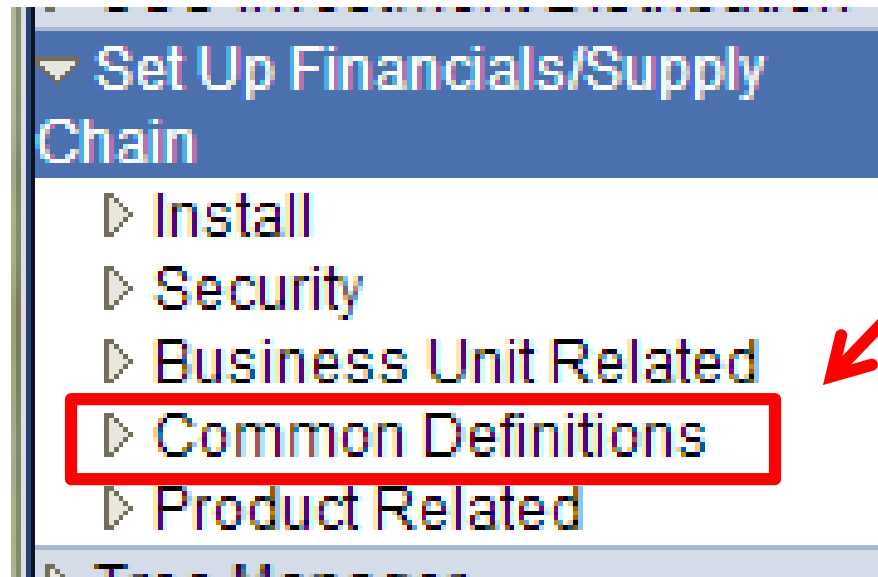
PeopleSoft Look-Up
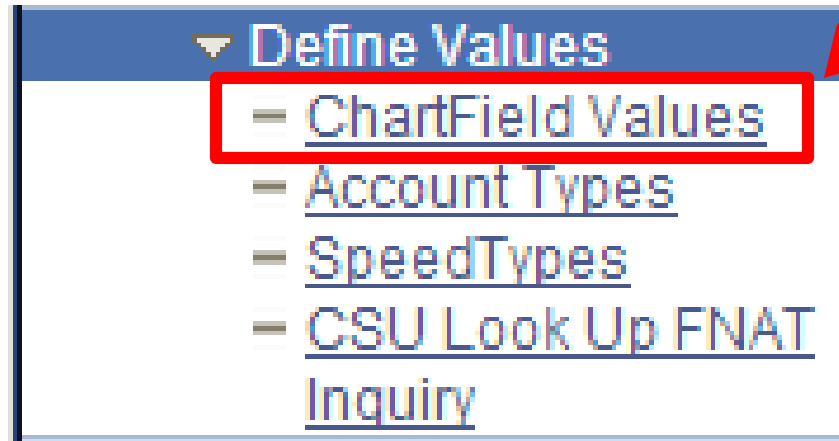
5) Select Design ChartFields

PeopleSoft Look-Up

6) Select Design Values
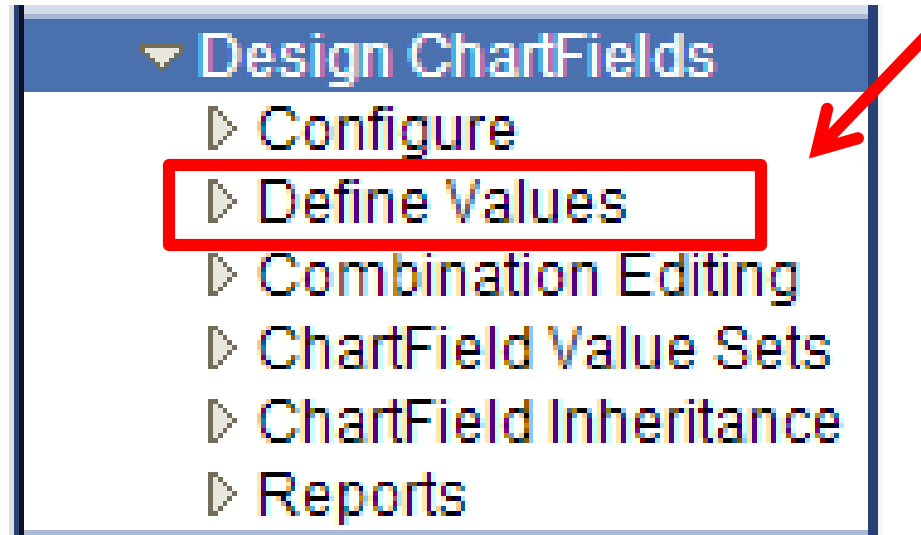
PeopleSoft Look-Up

7) Select ChartfieldValues

PeopleSoft Look-Up

8) Select Account

ChartField Values

You do not have security privileges to access the ChartFields that are not hyperlinks.

Account

Fund Code

Alternate Account

Operating Unit

Department

Class Field

Program Code

Project

Budget Reference

Product

Book Code

Adjustment Type

Scenario

Statistics Code

PeopleSoft Look-Up

9) Enter SetID

➢ Always use CICMP = CSU Channel Islands

PeopleSoft Look-Up

10) Select Search

Account

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID:	= ▾	CICMP	🔍
Account:	begins with ▾		🔍
Description:	begins with ▾		
Account Type:	begins with ▾		🔍

☐ Include History   ☐ Case Sensitive

[Search]   [Clear]   Basic Search   💾 Save Search Criteria

PeopleSoft Look-Up

11) View Search Results

Account

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID:	= ▾	CICMP 🔍
Account:	begins with ▾	🔍
Description:	begins with ▾	
Account Type:	begins with ▾	🔍

☐ Include History ☐ Case Sensitive

[Search] [Clear] Basic Search 💾 Save Search Criteria

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

View All   First ◄ 1-100 of 300 ▶ Last

SetID	Account	Description	Account Type	Control Flag	Book Code	Balance Sheet Indicator
CICMP	101006	Wells Fargo		N	(blank)	(blank)
CICMP	101009	Cash on Hand		N	(blank)	(blank)
CICMP	101100	Cash-Short Term Investment		N	(blank)	(blank)
CICMP	101802	Site Authority Cash		N	(blank)	(blank)
CICMP	101803	CIUGC -Rabo bank Money Market		N	(blank)	(blank)
CICMP	101804	CICSA Smith Barney		N	(blank)	(blank)
CICMP	101805	CICSA Rabobank		N	(blank)	(blank)
CICMP	101806	CICSA Rabobank - Money Market		N	(blank)	(blank)
CICMP	101807	CIASI Rabobank		N	(blank)	(blank)
CICMP	101808	CIUGC Rabobank		N	(blank)	(blank)
CICMP	101809	CIFDN Rabobank		N	(blank)	(blank)
CICMP	101810	CASH - MM FDN		N	(blank)	(blank)
CICMP	101811	CIASI Rabobank Money Market		N	(blank)	(blank)
CICMP	101812	WE-CASH-25054401		N	(blank)	(blank)

PeopleSoft Look-Up

12) View Search Results - Continued

PeopleSoft Look-Up

13) View Search Results - Continued

Examples from the JET / RET

JET Journal Entry

☐ Construction Fund?

	Account	Fund	Dept	Program	Class	Project (Grants Only)	Amount	Line Description (Maximum 30 Characters)
1	580094	GD901	420				122.00	Correction to July JET
2	580094	TG901	420				(122.00)	Correction to July JET
3								
4								

Correct!

JET Journal Entry

☐ Construction Fund?

	Account	Fund	Dept	Program	Class	Project (Grants Only)	Amount	Line Description (Maximum 30 Characters)
1	580094	GD901	420				122.00	Correction to July JET
2	580094	TG901					(122.00)	Correction to July JET
3								
4								

Incorrect – Missing Department

Examples from the JET / RET

JET Journal Entry

☐ Construction Fund?

	Account	Fund	Dept	Program	Class	Project (Grants Only)	Amount	Line Description (Maximum 30 Characters)
1	622002	Q0159	750		0159B	G0159	457.14	Correct April RET - BEO charge
2	622002	Q0159	750	00159		G0159	(457.14)	Correct April RET - BEO charge
3								

Correct!

JET Journal Entry

☐ Construction Fund?

	Account	Fund	Dept	Program	Class	Project (Grants Only)	Amount	Line Description (Maximum 30 Characters)
1	622002	Q0159	750		0159B		457.14	Correct April RET - BEO charge
2	622002	Q0159	750	00159		G0159	(457.14)	Correct April RET - BEO charge
3								

Incorrect – Missing Project

Examples from the JET / RET

JET Journal Entry

☐ Construction Fund?

	Account	Fund	Dept	Program	Class	Project (Grants Only)	Amount	Line Description (Maximum 30 Characters)
1	660003	GD901	746				240.00	ERWC High School
2	580094	TG901	420				(240.00)	ERWC High School
3								

Correct!

JET Journal Entry

☐ Construction Fund?

	Account	Fund	Dept	Program	Class	Project (Grants Only)	Amount	Line Description (Maximum 30 Characters)
1	660003	GD901	746	0	0	0	240.00	ERWC High School
2	580094	TG901	420	0	0	0	(240.00)	ERWC High School
3								

Incorrect – Blank fields should not have a zero value

Questions?

Leslie Brotcke   x1631
     General Accounting

Myrna StaAna   x8489

Stacie Dee   *x8578*

Aimee Mejia   *x3238*
     Accounts Payable

Michelle Hense   x3143
     Accounts Receivable/RET

Leo Cervantes   x3175
     Treasury/JET

Esmeralda Mendoza   x3620
     Asset Management/GAAP Accounting & Reporting

TBD/Currently Rick Hurtado   x8463
     Grants and Contracts

Rhonda Floric   x8581
     ProCard

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