Accounting 101

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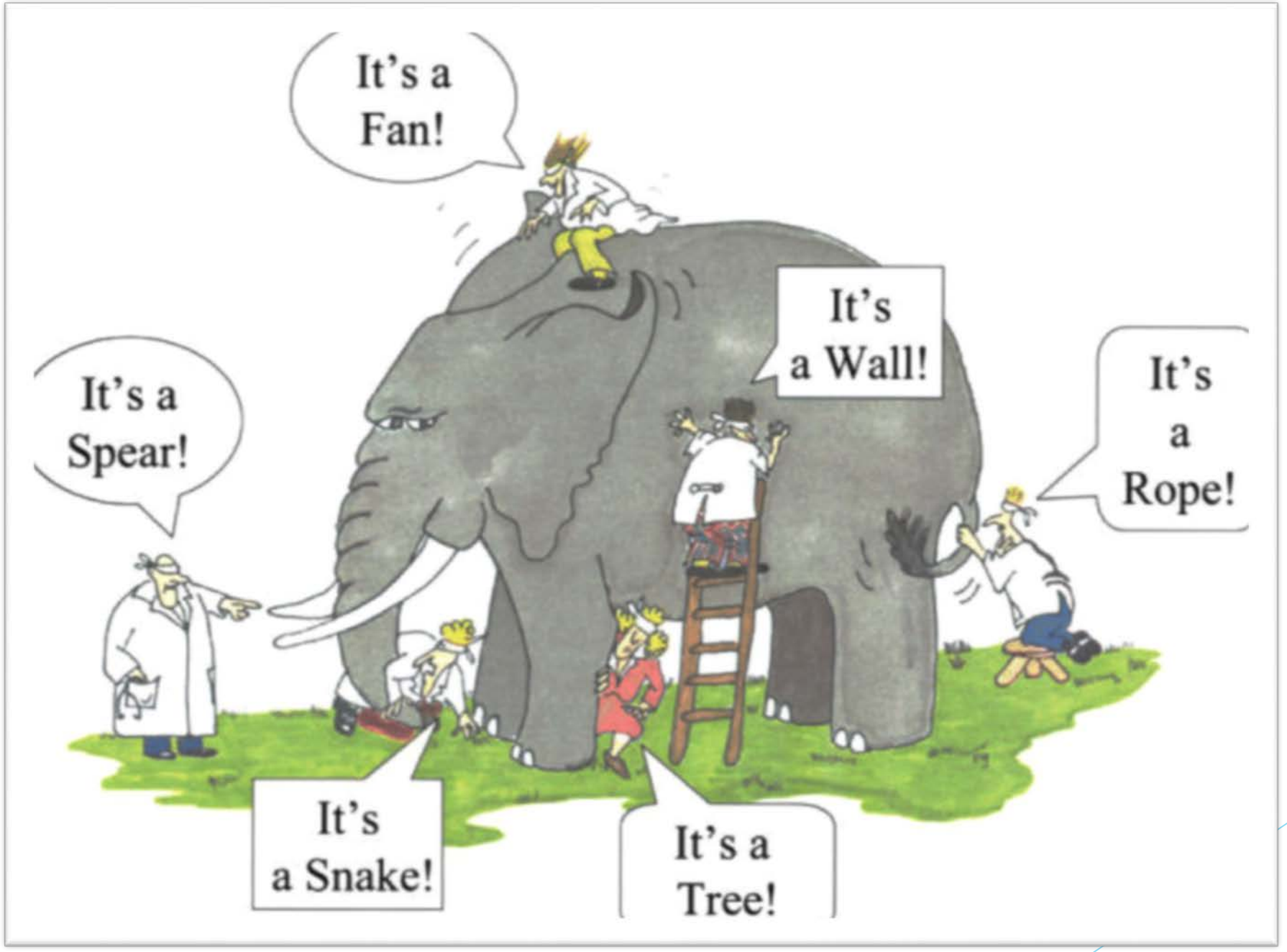
2018 CSUSB Business Conference

Learning Outcomes

- Attendees will learn the main functions and processes within Accounting Services departments:
  - Accounts Payable
  - Student Financial Services
  - General Accounting
  - Reporting and Tax


It's a Fan!
It's a Spear!
It's a Wall!
It's a Rope!
It's a Snake!
It's a Tree!

General Accounting

State Fund	Request for TOE	Chargeback
Auxiliary (ASI, SMSU, UEC, PHL)	Request for Invoice	Request for Invoice
Outside Entity	Request for Invoice	Request for Invoice
CO or CSU campus	Cash Posting Order	Cash Posting Order

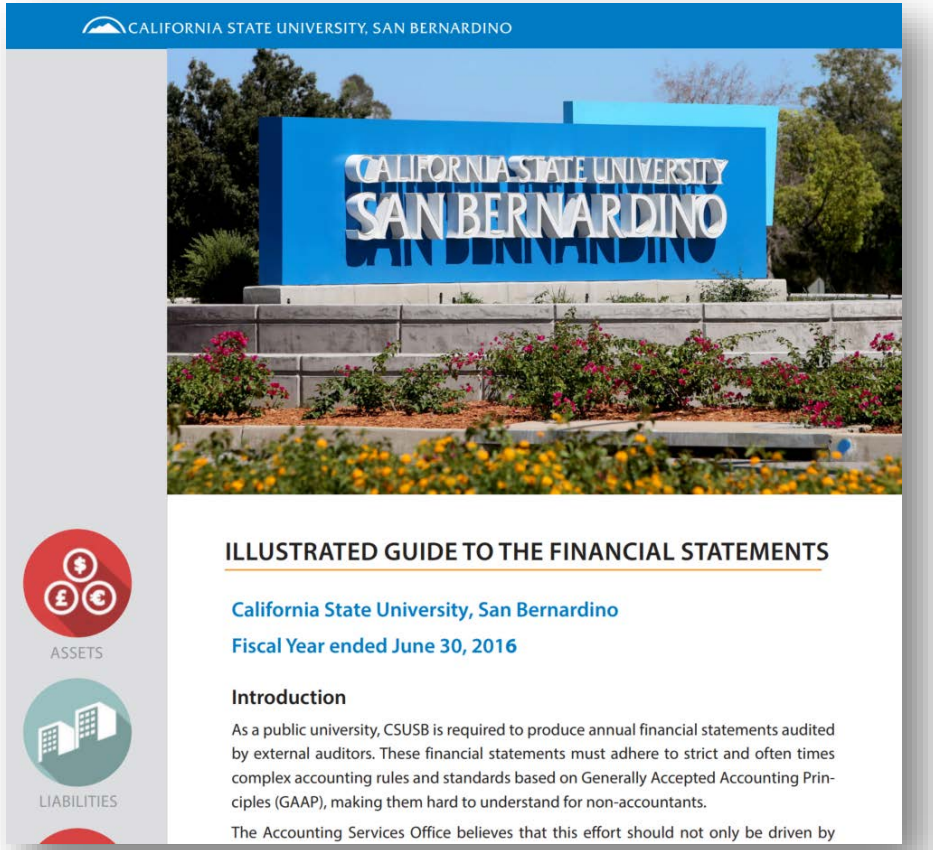
Student Financial Services

- Accept payments and campus deposits
- Establish cashiering collection points and provide cash handling training
- Petty cash disbursements
- Establish item codes for scholarship payments
- Set up online payment methods for events
- Distribution of pay warrants, travel checks, and other miscellaneous checks

Reporting and Tax

Fund	• Identify specific purpose/funding source • 5 Characters (Example: SB001) • Required field
Dept ID	• Identify organizational structure • 5 Characters (Example: D0400) • Required field
Account	• Identify transaction type • 6 Characters (Example: 660003) • Required field
Class	• Identify departmental level information • 5 Characters (Example 11696) • Optional Field
Project	• Track time specific information • 5 Characters (Example FAC_P/DEV_GRANT) • Optional Field

Reporting and Tax



CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

ASSETS

LIABILITIES

ILLUSTRATED GUIDE TO THE FINANCIAL STATEMENTS

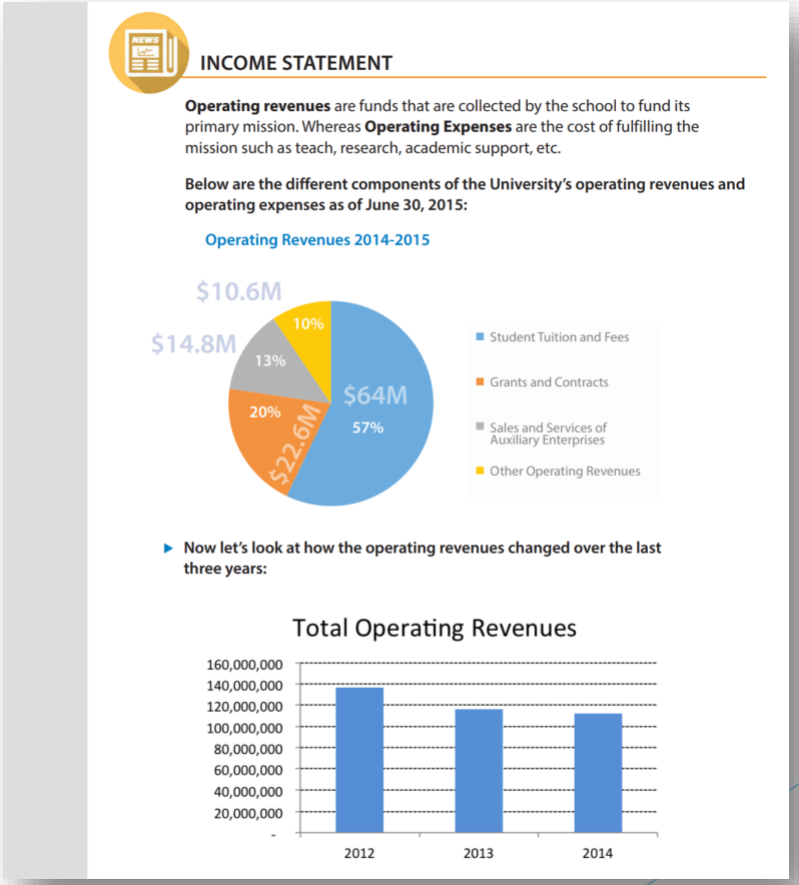
California State University, San Bernardino

Fiscal Year ended June 30, 2016

Introduction

As a public university, CSUSB is required to produce annual financial statements audited by external auditors. These financial statements must adhere to strict and often times complex accounting rules and standards based on Generally Accepted Accounting Principles (GAAP), making them hard to understand for non-accountants.

The Accounting Services Office believes that this effort should not only be driven by



INCOME STATEMENT

Operating revenues are funds that are collected by the school to fund its primary mission. Whereas **Operating Expenses** are the cost of fulfilling the mission such as teach, research, academic support, etc.

Below are the different components of the University's operating revenues and operating expenses as of June 30, 2015:

Operating Revenues 2014-2015

- **Now let's look at how the operating revenues changed over the last three years:**

Total Operating Revenues

Accounts Payable

- Process State vendor invoices and employee reimbursements
- Review and assess sales/use tax related to purchases
- Process reportable employee reimbursements to SCO W-2 Unit
- Review vendor payments for reportable income and issue tax forms (IRS 1099/FTB 592)
- Issue payments via check, direct deposit, and wire
- Respond to audit and Public Records Act requests regarding payments

Accounts Payable

- SOFTWARE – Taxable or Not?
  - Sales tax does not apply if delivered by:
    - electronic means
    - “load and leave” arrangement where vendor loads the software, but retains the physical media
  - Otherwise, software is taxable if physical media is received

Accounts Payable

- CSU travel follows an IRS Accountable Plan
  - 1) employee must have incurred expenses while performing services as employee
  - 2) employee must adequately account for expenses to employer within reasonable time period
  - 3) employee must return any excess allowance with a reasonable time period

- Employees benefit -> qualifying reimbursements are non-taxable