

# Learning the language

Dena Chester / Matias Farre

2018 CSUSB Business Conference

# Learning Outcomes

- ▶ Attendees will learn about various terms associated with key documents, processes and departments within Finance and Administrative Services

Sign in to Kahoot

Kahoot.it

## Online Request for Invoice

This form is for internal CSUSB staff use. If you have any questions, please contact Melania Herndon ([mherndon](#)) in General Accounting at extension 75154. If this request is to invoice another CSU campus or the Chancellor's Office, please return to the General Accounting website and submit the CPO Request Form.

The information below will appear on the invoice as provided.

Your name  Phone or ext

Title  Your e-mail  @csusb.edu

Organization/Dept

\* Indicates required field:

### BILLING TO:

Select an Option and Click the Change Form button

Foundation/UEC  Philanthropic  Other

\* To Bill

\* Attention

\* Street Address

Address (cont)

\* City  \* State

\* Zip code  \* Phone #

\* Dollar Amount

\* Credit account  
(Where you want the money to go)

Account	Fund	DeptID	Class	Project/Grant
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\* Explanation of this request.  
(Why are we doing this?)

Supporting Documentation  No file chosen  
(Add Attachment)

Clear form after successful submission?

To send this information, please press the **SUBMIT FORM** button below. Once you have done this, information is sent immediately. If you discover an error, please contact Melania Herndon in Accounting at ext. 75154

# REQ: Requisition

## Requisition CSU San Bernardino

**Ship To:** Receiving Warehouse  
CSU San Bernardino  
5500 University Parkway  
San Bernardino CA 92407-2397

<b>Business Unit:</b>	<b>SBCMP</b>	<b>APPROVED</b>
Req ID	Date	Page
0000052819	01/31/2018	1
Requester	Telephone	Entered By
Estrada,Sylvia	909/537-3908	Estrada,Sylvia

Line-Schd-Dist	Description	Fund	Dept	Category	Quantity	UOM	Price	Extended Amt	Due Date
Distribution	Account			Prgm	Class	Project		Dist Amt	
	Buyer: Vigil,Myra A								
1-1	Wolf Squeezies Stress Reliver #IVUIB-CACZQ Imprint: White			03700	1,000.0000	EA	2.17	2,170.00	
1-1-1	660840	RV002	C1108						2,170.00
				<u>Line Total:</u>				2,170.00	
	Buyer: Vigil,Myra A								
2-1	Wolf Squeezies Stress Reliver Setup charge			03700	1.0000	EA	40.00	40.00	
2-1-1	660840	RV002	C1108						40.00
				<u>Line Total:</u>				40.00	

# PO: Purchase Order

TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY



CSU San Bernardino  
San Bernardino, CA 92407-2397

**Supplier:** 0000014522

Educational Computer Systems, Inc.  
One Heartland Wy  
Jeffersonville IN 47130

## Purchase Order

Purchase Order	BU	Date	Revision	Page
0000049280	SBCMP	01/04/2018		1
Payment Terms	Freight Terms	Ship Via		
Net 30	Not Applicable	BestMethod		

**Ship To:** Receiving Warehouse  
CSU San Bernardino  
5500 University Parkway  
San Bernardino CA 92407-2397  
909/537-5150

**Bill To:** ACCOUNTS PAYABLE  
CSU San Bernardino  
5500 University Parkway  
San Bernardino CA 92407  
909/537-5155

Line-Sch	Quantity	UOM	Description	Unit Price	Extended Amt	Due Date
1 - 1	27,526.00	EA	Preparation and distribution of 2017 1098-T Forms	0.75	20,644.50	01/25/2018

CSUSB Contact: Sarah Powell, (909) 537-3246

For purposes of this procurement, CSU General Provisions for Service Acquisitions shall apply. These provisions are available at <http://www.calstate.edu/CSP/crl/GP/GP.shtml>, or by request at the University's procurement office.

No payments will be made in advance of service provided. Payments will be made pending evidence that service has been completed and accepted. Payment Terms are Net 30 Days after receipt of final invoice.

# TOE: Transfer of Expense

CSUSB HOME | MAP & DIRECTIONS | CONTACT CSUSB | DIRECTORY

CALIFORNIA STATE UNIVERSITY  
SAN BERNARDINO

Quick Links  Go  Search CSUSB

## Request for Transfer of Expenses

CSUSB General Accounting Office

This form is for internal CSUSB staff use. If you have any questions, please contact Yolanda Acosta (yacosta) in the Accounting Office at extension 73389. Thank you.

**All Fields Are Required**

Requested by:    
Last Name First Name

Date: February 23 2018

Department:  Extension:

Requestor E-Mail Address: @csusb.edu

E-Mail Address of Person or Dept Being Charged: @csusb.edu

Short Journal Line Description:

Full Explanation / Justification of Transfer:

*Please Note: Salary and Benefit Account Expenses must be transferred between like Salary and Benefit Accounts, not Supplies & Services or Other Expenses.*

*Transfer of Expenses moving Salary amounts should be accompanied by a Transfer of Expense request to also move the related Benefit amounts, although there may be exceptions.*

*Please refer to Department Pay Detail Reports prior to submitting requests.*

Transfer Dollar Amt:

---

PS Credit Chartfield:	Account	Fund	DeptID	Class	Project/Grant
<small>(Where expenses currently reside)</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PS Debit Chartfield:	Account	Fund	DeptID	Class	Project/Grant
<small>(where expenses should reside)</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*To send this information, please press the **SUBMIT FORM** button below. Once you have done this, information is sent immediately. If you discover an error, please contact Yolanda Acosta in Accounting at ext. 73389*

*Transfers are posted every Monday for requests received from prior week.*

Clear form after successful submission?

# CPO: Cash Posting Order

Data Read Page

**CSU** The California State University  
OFFICE OF THE CHANCELLOR  
*Business and Finance – Accounting*  
401 Golden Shore, 5th Floor  
Long Beach, CA 90802-4210

Value 2/23/2018  
Date:  
Correction  
Date:

CPO# 17-0707

To: Financial Managers  
Accounting Officers  
Budget Officers

From: Lan Luong  
Senior Accountant

Subject: Steelcase 2% UC Patronage Incentive Rebate July-Sept 2017 (CO-Cmps)

The Chancellor's Office has executed a transaction affecting your campus' Systemwide Inve

The journal entries to record this transaction in the following FIRMS object codes and Trust Fund 0948 are as follows:

**Receiving Agency Accounting Entry**

Debit 101100 Cash - Short Term Investment

Credit 660090 Expenses-Other

**Remitting Agency Accounting Entry**

Debit 250002 Uncleared Collections



# UPEC: Unauthorized Purchase Explanation/Certification

**CSUSB Purchasing Office**  
**Unauthorized Purchase**  
**Explanation/Certification**

Requisition ID:	<input type="text"/>
Vendor Name:	<input type="text"/>

- 1) Review the following statement and enter your initials in the acknowledgement box:

The University requires that a purchase order be obtained prior to placing an order for any items or services. Purchase orders are issued by the Purchasing Office after receipt of an online requisition and any required approvals, quotes, bids, or other required documentation from the department or vendor. See <http://purchasing.csusb.edu> for procedures, bidding requirements and other information associated to University procurement practices. This Unauthorized Purchase Explanation/Certification (UPEC) is required whenever an order is placed without prior authorization from the Purchasing Office.

Initial acknowledgement:

- 2) Was this an emergency situation (i.e., health or human safety were at risk)? If so, please detail the facts:

- 3) Explain why a requisition was not submitted and a purchase order number obtained prior to making this purchase.

- 4) List invoice number(s) and date(s) event(s) occurred.

- 5) Attach proof of delivery of item(s) or service(s) provided. This may be in the form of a packing slip, freight bill or invoice.

# AO: Allocation Order



## Notice of Allocation Order Support Funds (Budget)

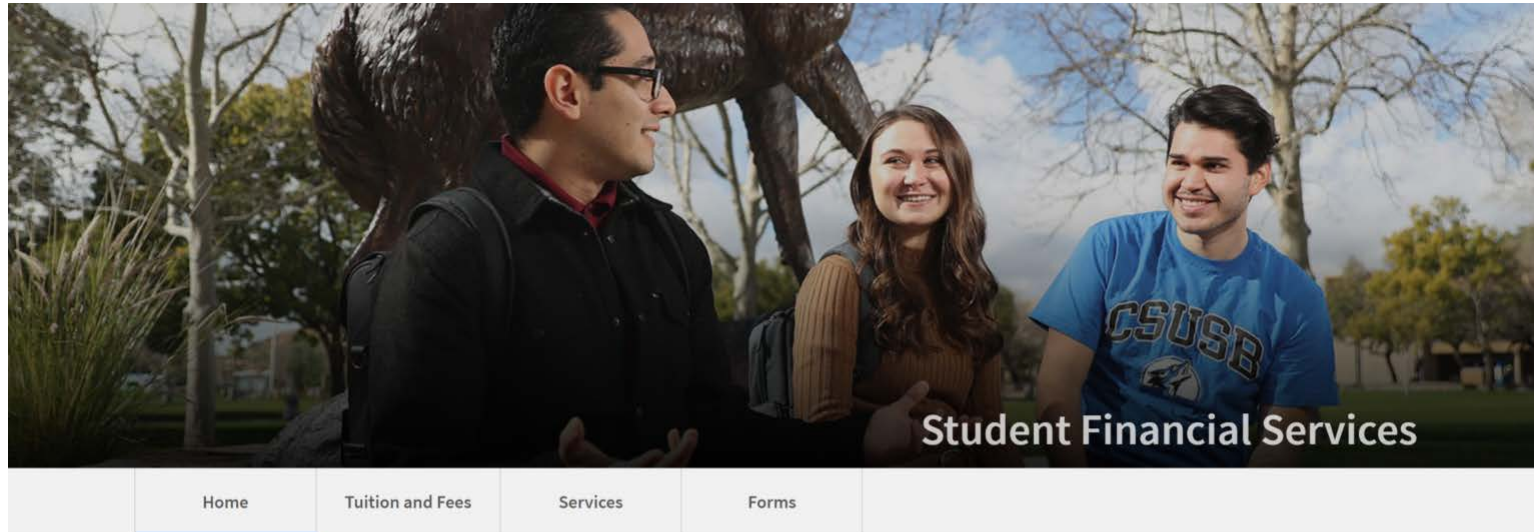
This is notice that an allocation order has been issued to the State Controller's Office increasing or decreasing agency appropriations as indicated below. The use of these funds is delegated to authorized agency officers by the Trustees of the California State University, subject to the provisions of Executive Order 648, Delegation of Fiscal Authority and Responsibility.

AO Number	17-004
Subject	Coded Memo B 2017-05: 2017-18 General
Requestor	Shannon Gordon
Date Sent to SCO	2017-07-11
FNAT	132074

State Fund	CSU Fund	Ref Item	Purpose
0001000	001	001	The purpose of this allocation order is to authorize allocation of 2017-18 operating support funds to the CSU agencies. Sacramento to note that the allocation includes the line item allocation for Center for California Studies and Education Insights Center; reference coded memo B 2017-05.

Agency Name	Agency #	Total
Systemwide Prov	6610	(2,931,005,124.00)
Chancellors Office	6620	156,544,253.00
Bakersfield	6650	69,947,309.00
Channel Islands	6850	76,116,910.00
Chico	6680	115,826,232.00
Dominguez Hills	6690	86,464,352.00
East Bay	6720	94,305,361.00
Fresno	6700	149,566,332.00
Fullerton	6710	183,192,661.00
Humboldt	6730	78,659,510.00

# SFS: Student Financial Services



- Home
- Tuition and Fees
- Services
- Forms

- FAQs
- Contact Us

## Contact Us

**Student Financial Services**

Phone (909) 537-5162  
Fax (909) 537-7607 or (909) 537-7060  
[sfs@csusb.edu](mailto:sfs@csusb.edu)

## Mission Statement

The mission of Student Financial Services is to effectively and efficiently assist students with managing their account balance, collect student fees, disburse financial aid, and provide collection activities in a manner which best serves students, faculty, staff, and community, and which is supportive of the mission of Financial Services.

### Winter 2018 Schedule of Important Dates

10/19/17 Winter Class Schedule Available  
10/30/17 Priority Registration Begins  
11/22/17 Open Enrollment Begins  
12/11/17 Late Registration Begins  
**12/19/17 Tuition and Registration Fees Due**  
**12/19/17 Installment Payment Plan 1st Due Date**  
01/02/18 Emergency Loan Applications Accepted (for personal  
fees)

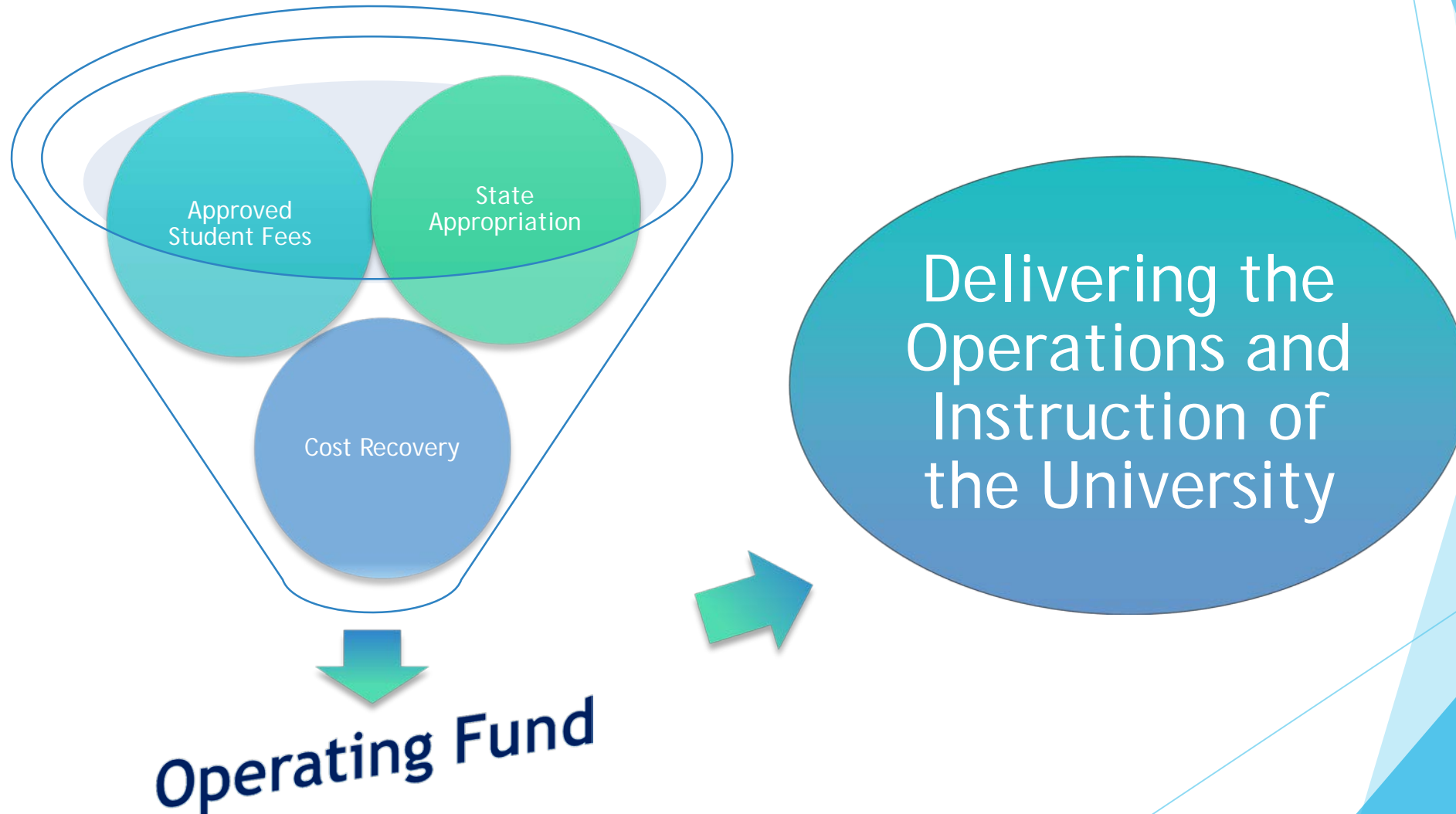
### Spring 2018 Schedule of Important Dates

02/01/18 Spring Class Schedule Available  
02/12/18 Priority Registration Begins  
03/06/18 Open Enrollment Begins  
03/19/18 Late Registration Begins  
**03/22/18 Tuition and Registration Fees Due**  
**03/22/18 Installment Payment Plan 1st Due Date**  
**03/23/18 Drop Date (Classes dropped due to non-payment of  
fees)**

# UBIT: Unrelated Business Income Tax



# Operating Fund:



# BBA: Budget Balance Available

Fund Fdescr	Acct Fdescr	Rev Budget	Tot Actuals	Tot Exp	BBA	% Used	
SB001 - TF-GENERAL FUND SUPPORT	601302 - SupStaffSal-Temp Help	846.00	3,237.30	0.00	(2,391.30)	380%	
	601303 - SupStaffSal-Student Assistant	5,459.00	0.00	0.00	5,459.00	0%	
	601822 - MgmtSprvsrSal-Salaries	331,258.00	113,713.95	0.00	217,544.05	34%	
	601826 - SupStaffSal-Salaries	650,703.00	29,371.87	0.00	621,331.13	4%	
	603001 - Ben-OASDI	9,121.03	9,121.03	0.00	0.00	100%	
	603003 - Ben-Dental Insurance	1,816.34	1,816.34	0.00	0.00	100%	
	603004 - Ben-Health And Welfare	18,085.57	18,085.57	0.00	0.00	100%	
	603011 - Ben-Life Insurance	215.10	215.10	0.00	0.00	100%	
	603012 - Ben-Medicare	2,133.18	2,133.18	0.00	0.00	100%	
	603013 - Ben-Vision Care	176.59	176.59	0.00	0.00	100%	
	603014 - Ben-Long-Term Disab Insurnce	79.31	79.31	0.00	0.00	100%	
	603808 - Ben-PERS	31,010.08	31,010.08	0.00	0.00	100%	
	603815 - Ben-Benefits-Others	1,364.00	1,364.00	0.00	0.00	100%	
	606808 - Travel-In State		169.33	0.00	(169.33)		
	613820 - Contract Svcs-Collection Costs			24,473.74	0.00	(24,473.74)	
	616002 - InfoTech-Hardware	2,000.00	0.00	0.00	2,000.00	0%	
	616003 - InfoTech-Software		4,500.00	0.00	(4,500.00)		
	619001 - Equip Other		8,655.58	0.00	(8,655.58)		
	619801 - Equip Other-Furniture	16,530.57	17,349.15	0.00	(818.58)	105%	
	660003 - Supplies&Srvcs-General	437.56	3,065.02	0.00	(2,627.46)	700%	
660895 - ExpOthr-CurrYr One-Time	54,000.00	0.00	0.00	54,000.00	0%		
<b>SB001 - TF-GENERAL FUND SUPPORT Total</b>		<b>1,125,235.33</b>	<b>268,537.14</b>	<b>0.00</b>	<b>856,698.19</b>	<b>24%</b>	
<b>Grand Total</b>		<b>1,125,235.33</b>	<b>268,537.14</b>	<b>0.00</b>	<b>856,698.19</b>	<b>24%</b>	

# FTE: Full-Time Equivalent



# COA: Chart of Accounts

## 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