Year End Users’ Group Meeting

Thursday, May 8, 2014
Seven Hills Conference Center (SHCC)
Agenda

- Introduction
- Year-End Processing
  - Packing Slip Requirement
  - Important Due Dates
  - Refresher Notes/Account Guide for Requesters
  - CFS Account Listing
- Budget Year-End Procedures
- New Insurance Cost Recovery Rate
  - NDI/IDL/UI
  - Worker’s Compensation
- New Trust Agreements
- Cash Handling
- Higher One – eMarket
Year-End Processing

- Packing Slip Requirement
  - Recognizing and recording expenses for goods and/or services received on or before June 30, 2014 but have not been invoiced or paid
  - **Required Documentation** - to adequately substantiate the accrual of business expense
    - Packing or Receipts - Must be kept and attached to invoices
    - Period Covered May – September 30, 2014

Note: In the absence of a packing slip or receipt - the department must attach a signed memo by the authorized approver (AVP, Chair, Director, etc. certifying the date when the items/services were received.
Receipt Certification

Memo should contain the following information:

Invoice Number: _________________________
Purchase Order No (if applicable): _________________

I certify that the goods and/or services have been received on ____________ (date).

Received by: Noted by:

__________________ __________________________
Name Department Approver’s Name

__________________
Signature Signature

Date: ___________ Date: _____________
<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAY 2</td>
<td>Final date to submit requisitions for any order exceeding $20,000.</td>
</tr>
<tr>
<td>MAY 30</td>
<td>Final date to submit requisitions for the procurement of any item.</td>
</tr>
<tr>
<td>END OF MAY</td>
<td>REPROGRAPHICS (campus copier) and Telephone charges based on your end-of-May meter reading will represent the end of FY 2013 - 2014.</td>
</tr>
<tr>
<td>JUNE 13</td>
<td>Final date to submit budget transfers to the Budget Office. Last day to submit Labor Cost Distribution Adjustments. Any adjustments requested after this date will not be processed until FY 2014-15.</td>
</tr>
<tr>
<td>JUNE 13</td>
<td>Cut-off for June postage recharge. Any posting after June 13 will be charged to FY 14-15.</td>
</tr>
<tr>
<td>JUNE 18</td>
<td>Final date to submit all other departmental recharge requests to the Accounting Office.</td>
</tr>
<tr>
<td>JUNE 20</td>
<td>Final date to submit journal entry and fund transfer requests.</td>
</tr>
<tr>
<td>JUNE 20</td>
<td>Procurement Card/Office Max/Ligature/Departmental Travel Card purchases which post after June 20 will be charged to FY 2014-15. Charges posted by the cut-off will be charged to FY 2013-14.</td>
</tr>
<tr>
<td>JUNE 20</td>
<td>Final date to submit PETTY CASH vouchers to the Bursar's Office. Any vouchers received after the close of business on June 20 will automatically be charged to FY 2014-15.</td>
</tr>
<tr>
<td>JUNE 23</td>
<td>Final date to submit requests for travel and hospitality reimbursements. Last day to submit FY 2013-14 invoice/payment requests to Accounts Payable.</td>
</tr>
<tr>
<td>JUNE 30</td>
<td>The support appropriation’s (NG001) uncommitted balances will be pooled and allocated centrally.</td>
</tr>
</tbody>
</table>
Year-End Calendar

- These deadlines apply to all state-appropriated funds and all self-support revenue funds such as Extended Education, Housing and Parking.

- Grant and Contract purchases are exempt from the May 2nd and May 30th deadlines but you should be aware that "high priority" is assigned to processing impacted orders.

- Review all outstanding encumbrances, including prior year open purchase orders, to ensure that only valid obligations are posted to your department’s accounts.
Refresher Notes and Account Guide for Requesters
**Refresher Notes**

**PROCUREMENT & SUPPORT SERVICES**
1600 Holloway Avenue, Corp. Yd 140
San Francisco, CA 94132

---

**REQUISITION REFRESHER TRAINING**

1. **Buyer** – Do not enter a Buyer ID in this field; Buyer assignment is determined by the Category Code selected for the purchase.

2. **Vendor** –
   a. *Never* leave the Vendor field blank. If you have not already done so, send the 204 Vendor Data Form and request the vendor submit the completed form to Steve Puig in Fiscal Services.
   b. Wait for the vendor to be entered into our system before creating your requisition.
   c. If you believe the vendor already exists but you cannot locate it, check with Steve Puig in Fiscal Services. Some vendors without recent activity were inactivated during the CFS conversion back in 2010.

3. **Description** –
   a. The description field should only be used to enter the description of the material or service being ordered. Do not use a requisition description line to enter comments or other "conversational" text. This will only be confusing to the vendor. This information should be entered in header or
CFS Account Listing

Visit Fiscal Affairs website: fiscaff.sfsu.edu
Under Quick Links section, click on Account Listing

List of CFS Accounts

http://fiscaff.sfsu.edu/content/account_codes_from_cfs_required_training_guide
Budget Year-End Procedures

✓ Budget Transfers: Submit by Friday, June 13th

✓ Labor Cost Distribution adjustments: Submit by Friday, June 13th, adjustments requested after this date will not be processed until Fiscal Year 2014-15

✓ Special circumstances concerning year-end expenditures: Work with Cabinet Budget Coordinators, no later than Friday, June 13th, so that arrangements can be made (if necessary) to cover the expenditure

✓ Close all purchase orders no-longer active

✓ Open purchase orders at year-end will roll-forward to the new fiscal year as encumbrances

✓ Encumbrance funding must be used for the purpose for which it was intended, if not, the funds are subject to de-allocation
Payroll Related

- All ETRAC transactions must be entered and approved in HRMS no later than **Monday, June 9th**

- All Payroll related transactions (including late time) for Faculty, Staff, Students, Work-Study, Overtime, Shift-Differential and all Hourly employees must be submitted by **Friday, June 13th**

- Special Consultant and Honorarium related transactions must be submitted by **Friday, June 13th**

- **June 2014 payroll for Student Assistants, Work-Study and all other hourly payroll** will be charged to Fiscal Year 2014-15. Accruals will not be made for these payroll expenses
Budget & Payroll Year-End Deadlines

✓ **Monday, June 9th** – Final day to enter and approve all ETRAC transactions in HRMS

✓ **Friday, June 13th** – Final day to submit
  - Budget transfers
  - Labor Cost Distribution adjustments
  - Budget carry-forward requests (work with Cabinet Budget Coordinators)
  - Payroll related transactions for Students, Work-Study, Overtime, Shift-Differential and all Hourly employees
  - Special Consultants and Honorariums payment for FY 13-14

*If the deadlines are missed*, it is assumed the expense/s will post or be processed in Fiscal Year 2014-15
Contact Information

**Budget Administration & Operations**

Hours: Monday - Friday, 8:00 a.m. – 5:00 p.m.
Email: budget@sfsu.edu
Phone: (415) 338-1463
Fax: (415) 338-7186
Address: Administration Building, Room 355

**Human Resources**

Hours: Monday - Friday, 8:00 a.m. – 5:00 p.m.
Email: hrwww@sfsu.edu
Phone: (415) 338-1872
Fax: (415) 338-0521
Address: Administration Building, Room 252
## New Insurance Cost Recovery Rates

<table>
<thead>
<tr>
<th>Insurance Premium Cost Recovery</th>
<th>FY13-14</th>
<th>FY14-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>NDI/IDL/UI</td>
<td>1.01%</td>
<td>1.13%</td>
</tr>
<tr>
<td>Worker's Compensation</td>
<td>1.26%</td>
<td>1.25%</td>
</tr>
</tbody>
</table>

*Reference: ICSUAM Section 3552.01*
New Trust and Special Project Agreements

- Due Date -> June 30, 2014
- Form can be found at:
  - [link](http://fiscaff.sfsu.edu/sites/sites7.sfsu.edu.fiscalaffairs/files/forms/pdf/trust_and_special_project_agreement_0.pdf)
Cash Handling

- **Separation of Duties**
  No single person should have complete control over the entire process of posting charges, receiving, processing/applying payments and preparing deposits

- **Accountability**
  - Individual accountability must be maintained, documented and adhered to for all cash handling procedures
  - Unique identifier not accessible or shared with other people must be assigned to each cashier and/or individual in a department
  - Secure cash receptacle to which only the cashier/assigned individual has access

- **Safekeeping of Funds**
  Must be physically protected through the use of vaults, locked cash drawers, cash registers, locked metal boxes, etc. Department is responsible to make whatever provisions are necessary to properly safeguard the cash receipts in their area.
Cash Handling

- **Deposits**
  - Must be submitted to the main/satellite cashiering office daily (at a minimum, for off-campus – weekly) or whenever collections exceed $500.
  - Transporting cash equivalents by employees should be done in dual custody. In excess of $2,500, employees should be escorted by a Campus Security or Police Officer.
  - Checks, including mailed remittances, must be restrictively endorsed for deposit or electronically deposited as soon as possible but not later than the close of business on the day of receipt.

- **Sale of Admission or Event Ticket**
  - Department must develop adequate controls to safeguard tickets, including the use of pre-numbered ticket stock, and collections to ensure that the number of tickets or items sold corresponds to the expected revenue.
  - Controls must be reviewed by the department and maintained for audit purposes.
Cash Handling

- **Criminal Background Checks**
  - Required for cashiers and department cash handlers. Department heads are required to verify that this requirement has been met of all employees within their department performing cash handling duties.
  - Our Audit and Advisory Services team will be performing periodic audits of cash handling. If your department receives cash and/or cash equivalents, your cash procedures and controls may be subject to an audit.

Cashiering policies are also applicable to operation of a CSU Auxiliary Organization in the handling of state funds on behalf of and/or under contract with the CSU

Reference: Cashiering and Cash Handling Guidelines
http://www.sfsu.edu/~bursar/index.html
Higher One – eMarket Product

- New online application for the campus
  - Create, manage and operate an event/storefront and sell only the items they want
  - Provide a simple shopping environment with photos, descriptions and one-click payment at checkout
  - Offer any payment tender types desired
  - Allow 24/7 convenient access for campus community via eMarket mobile friendly website
- eMarket will provide departments uniformly manage commerce operations across campus and utilize simplified control of information for reporting, auditing and other important functions.
Higher One – eMarket Product

- Implementation
  - Development will start within next two weeks
  - Interested Departments must contact the Bursar’s Office
  - Priority will be given to Summer Activities and Events
Fiscal Affairs’ Contact Information

Accounting Office, ADM 358

Hours: Monday - Friday, 8:30 a.m. – 5:00 p.m.

General Fund: email: gtseung@sfsu.edu
Phone: (415) 338-2220

Accounts Rec’bles: email: cmh@sfsu.edu
Phone: (415) 338-2390

Trust & Special Proj: email: richardc@sfsu.edu
Phone: (415) 338-2436

Controller’s Office: email: bonb@sfsu.edu
Phone: (415) 338-2589

Account Payable, ADM 351

Hours: Monday - Friday, 9:00 a.m. – 4:00 p.m.

Account Payable: email: clcheng@sfsu.edu
email: chelliah@sfsu.edu
Phone: (415) 405-3693

Bursar’s Office, ADM 155 & SSB 103

Hours: Monday - Thursday, 8:30 a.m. – 5:00 p.m.
Friday, 8:30 a.m. – 4:30 p.m.
e-mail: bursar@sfsu.edu
Questions