CSUF | DIVISION OF Administration and Finance

Accounting Services & Financial Reporting (ASFR) Forms

TUESDAY, JANUARY 21, 2025
10:00 AM TO 11:30 AM
VIRTUAL PRESENTATION VIA ZOOM

Presenters

Accounting Services & Financial Reporting (ASFR)

asfr@fullerton.edu

Lynn Gañac, Director	lganac@fullerton.edu
Justin Chan, Associate Director	juschan@fullerton.edu
Dawit Haile, Accountant III	dhaile@fullerton.edu
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Tony Lee, Accountant III	tolee@fullerton.edu
Winnie Lin, Accountant III	winlin@fullerton.edu
Estrella Mangahas, Accountant III	emangahas@fullerton.edu
Sarah Nguyen, Accountant II	slenguyen@fullerton.edu

Agenda

1. Introduction
2. ASFR Forms
   - ✓ Chartfield Request Form
   - ✓ Expenditure Transfer Request (ETR)
   - ✓ Request for Invoice (RFI)
   - ✓ Deposit or Reimbursement to University Account
3. Announcements
4. Questions

ASFR Forms

HTTPS://FINANCIALSERVICES.FULLERTON.EDU/CONTROLLER/ASFR/SERVICES-FORMS-POLICIES/

Forms

Reminder: Always download the latest version of the form.

Chartfield Request Form

HTTPS://FINANCIALSERVICES.FULLERTON.EDU/CONTROLLER/ASFR/SERVICES-FORMS-POLICIES/?ITEMID=4158-B4F1-D31E68-11

Chartfield Request Form

https://financialservices.fullerton.edu/controller/asfr/services-forms-policies/?itemID=4158-b4f1-d31e68-11

- Request new chartfield
- Modify, reactivate or inactivate existing chartfield

Form:
https://afapps.fullerton.edu/AdobeSign/Chartfields.aspx

Processing Time: 2 business days after approval

Chartfield Request Form (continued)

MANAGED BY ASFR:

- **Account**
- **Fund**
- **Program**
- **Project**

Questions? Email asfr@fullerton.edu.

MANAGED BY RESOURCE PLANNING AND BUDGET:

- **Department**
- **Class**

Questions? Email budget@fullerton.edu.

Forms

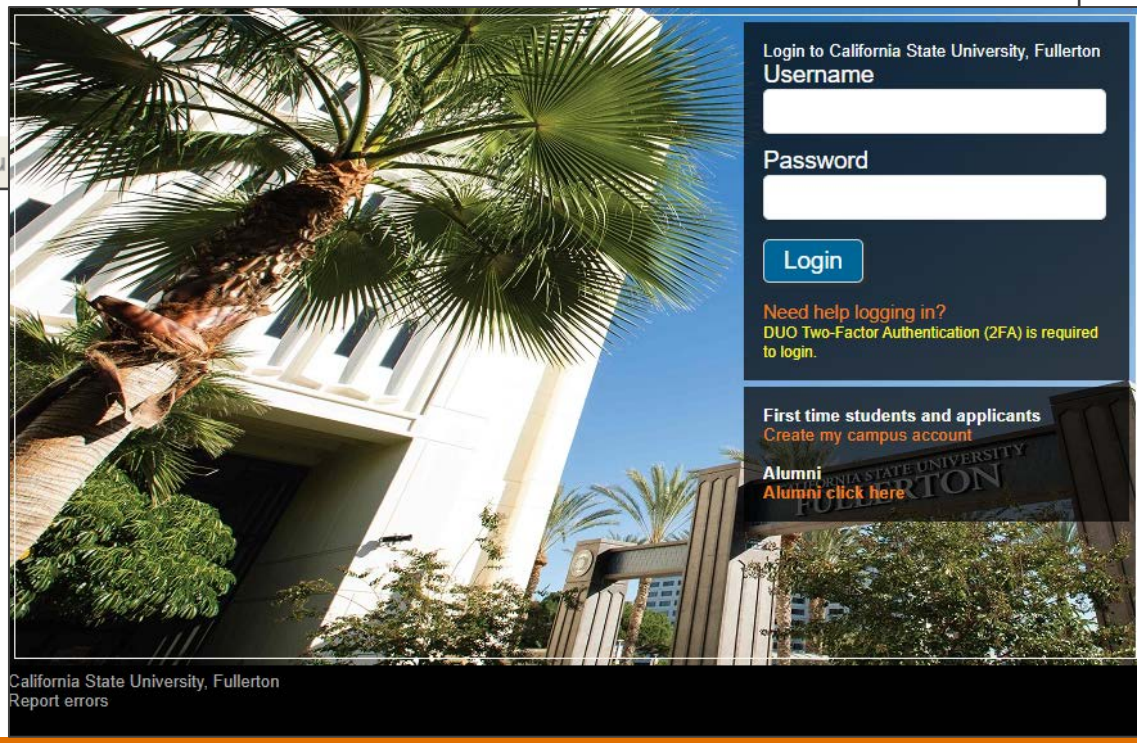
Chartfield Request Form

Request a new chartfield (i.e., account, fund, department, program, class, project) or modify, reactivate or inactivate an existing chartfield using AdobeSign.

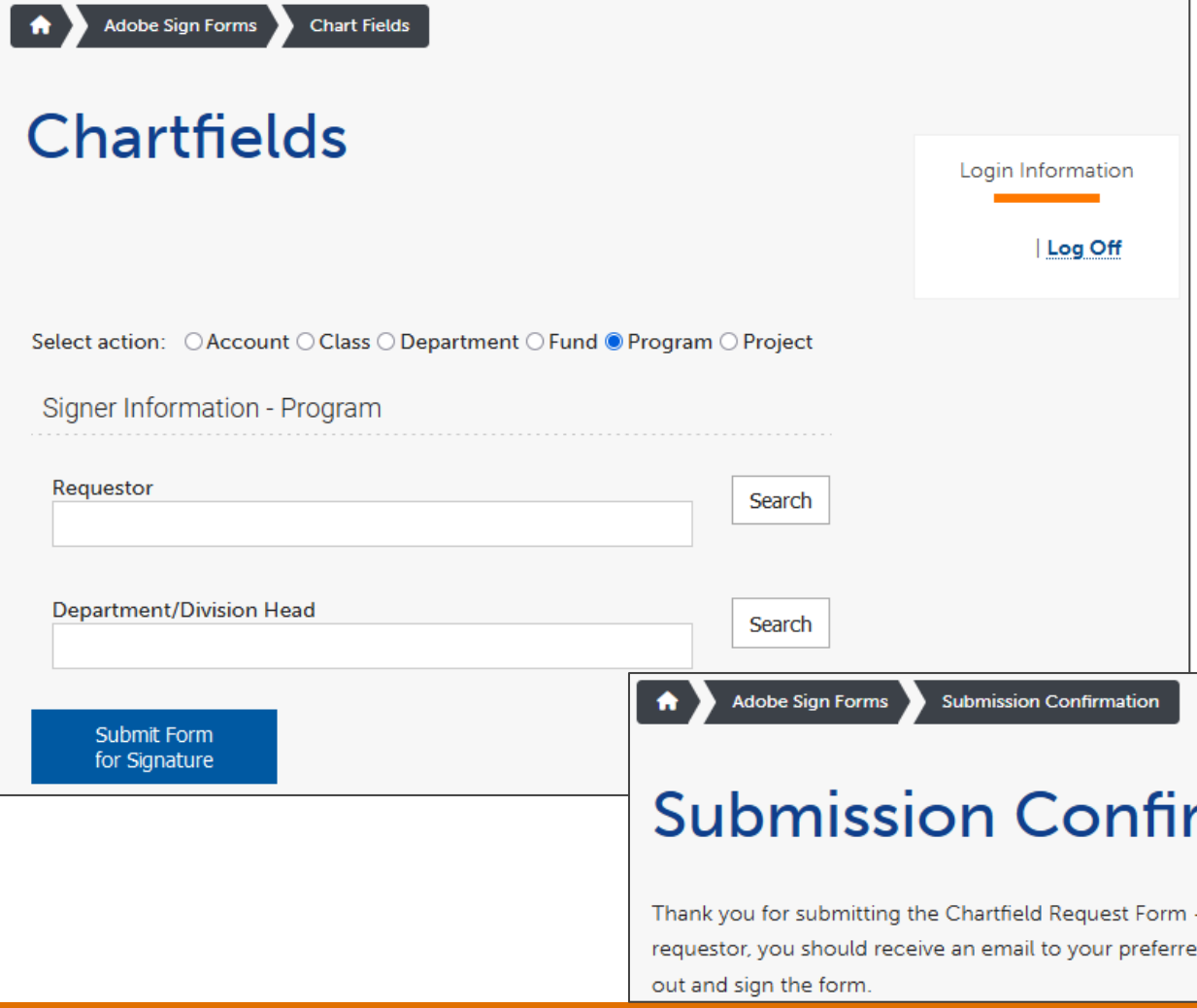
Revised 07/2023.

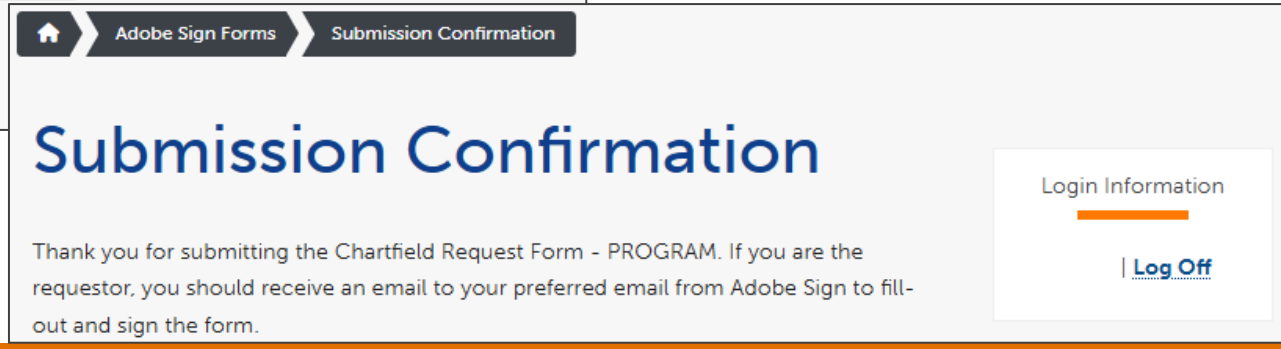
Access Chartfield Request Form

Questions: Email asfr@fullerton.edu or budget@fullerton.edu



Accessing Chartfield Request Form





Submitting Chartfield Request Form

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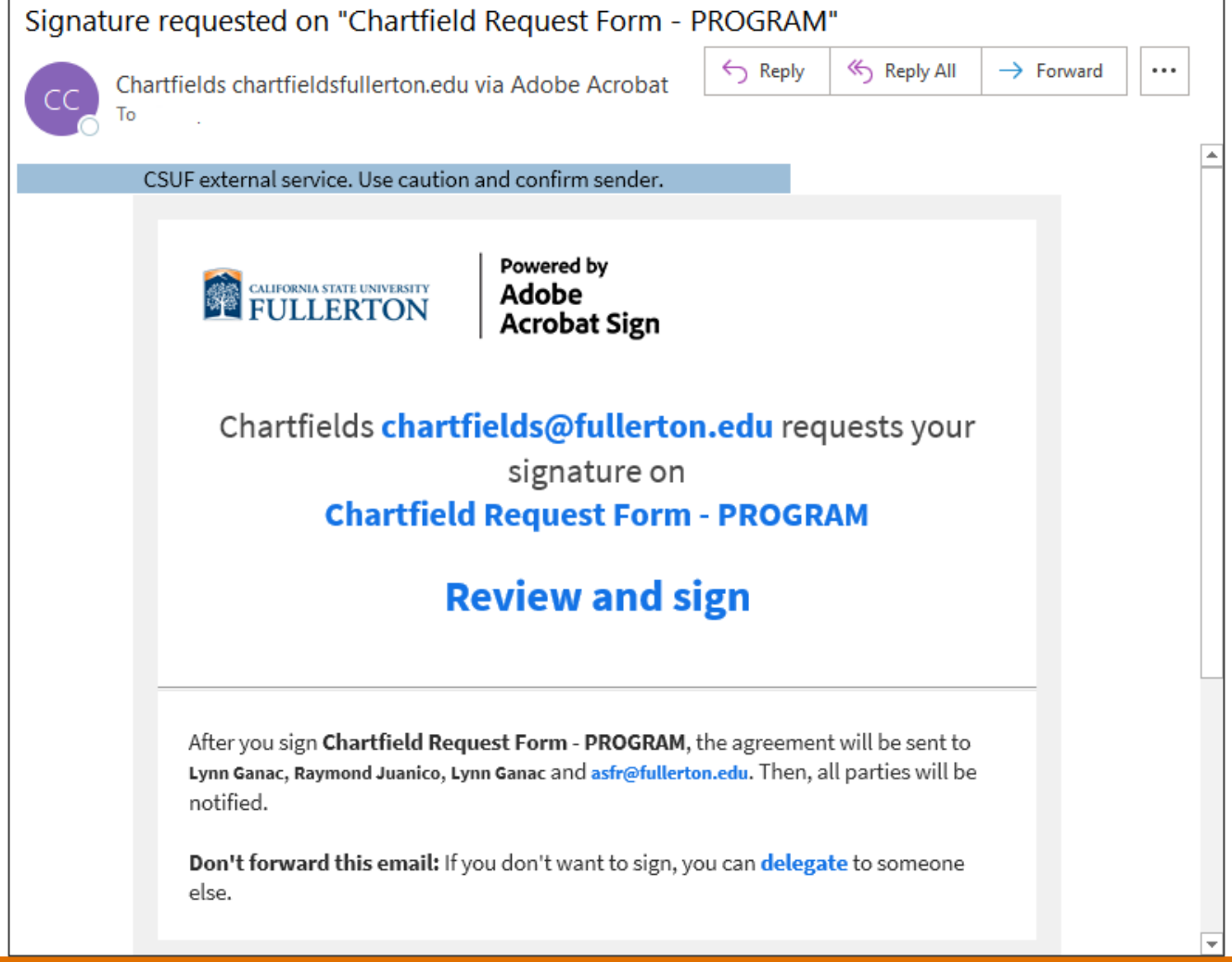
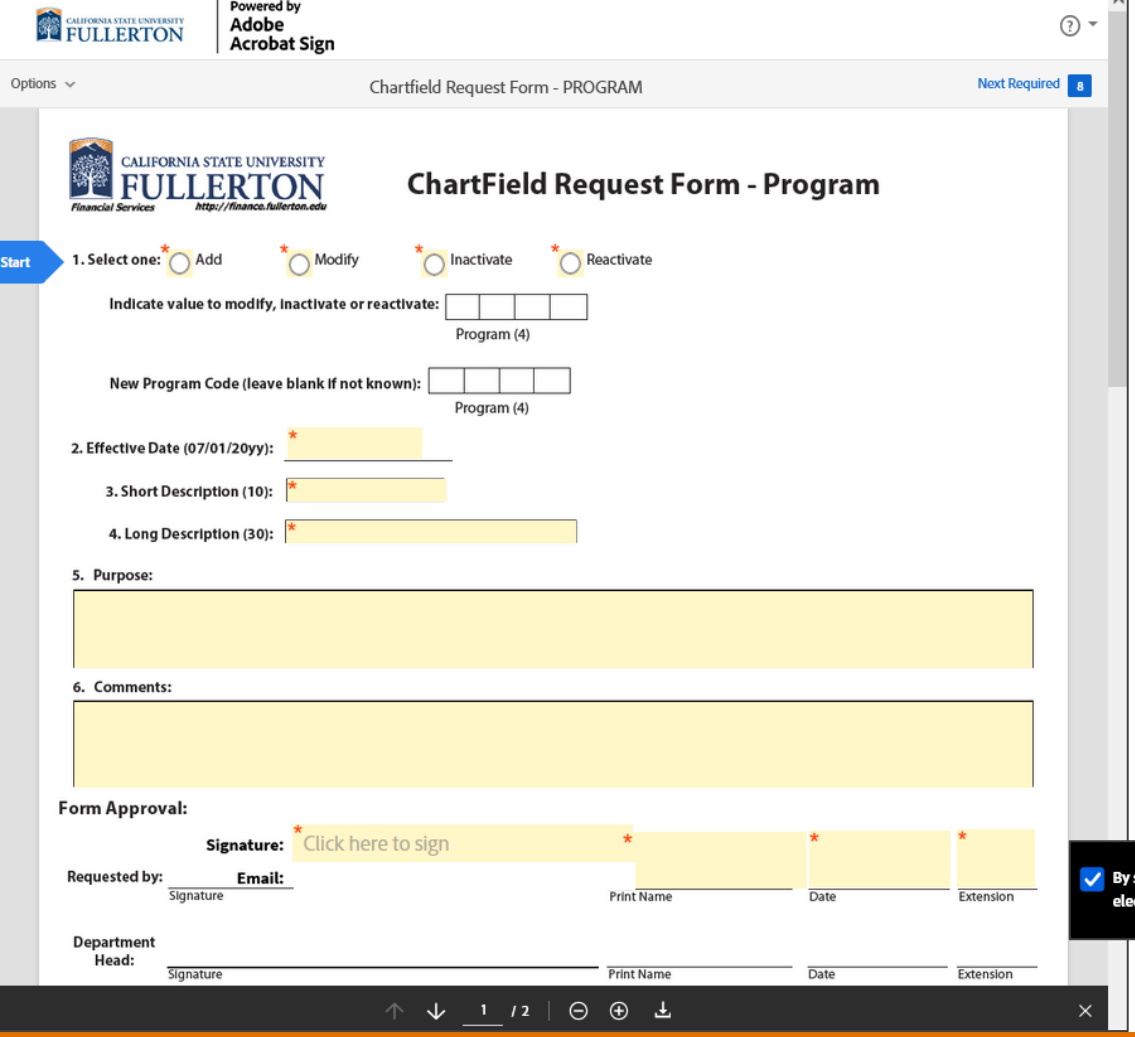
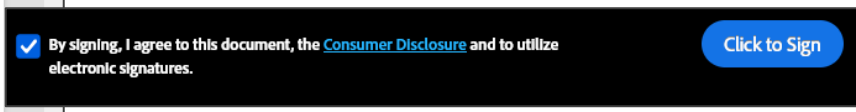


Submitting Chartfield Request Form
(continued)





Completing Chartfield Request Form

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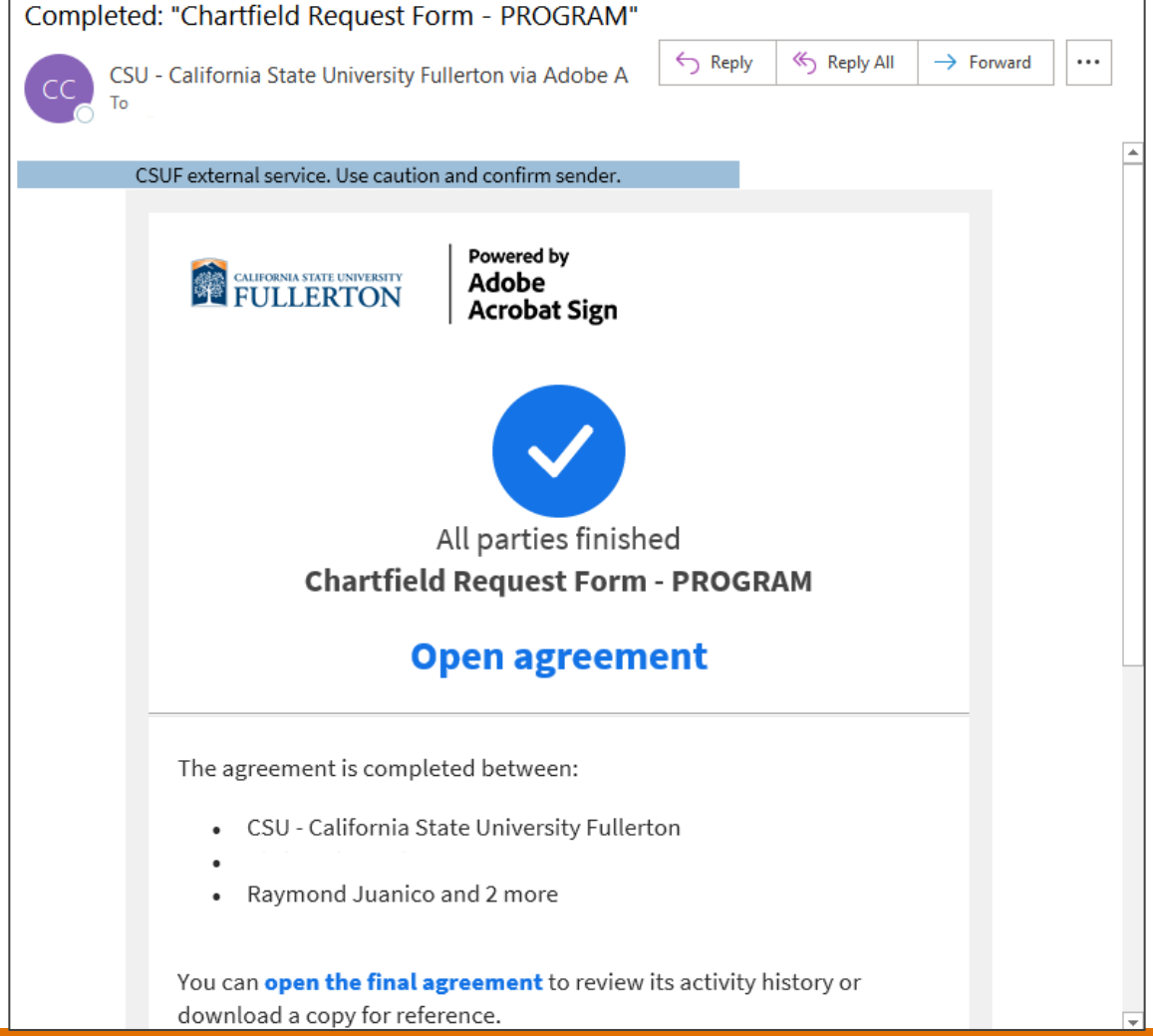


Completing Chartfield Request Form
(continued)

Combination Edits (Quick FYI)

Please note that you may run into restrictions in which chartfields can be used together.

- **Account-Fund** combos are subject to combination edits that are managed by the Chancellor's Office.
  - Ex. Accreditation Fees 660043 is <u>not</u> allowed with TA002

- **Department-Fund** and **Fund-Program** combos are subject to combination edits that are managed by the campus.
  - Dept-Fund Ex.: 10130-THOPR, 10181-THD01 allowed
  - Fund-Program Ex.: SSFGF-810x, TA002-xxxx required

Expenditure Transfer Request (ETR)

Expenditure Transfer Request (ETR)

https://afapps.fullerton.edu/ETR/Login.aspx?ReturnUrl=%2fETR%2f

Services

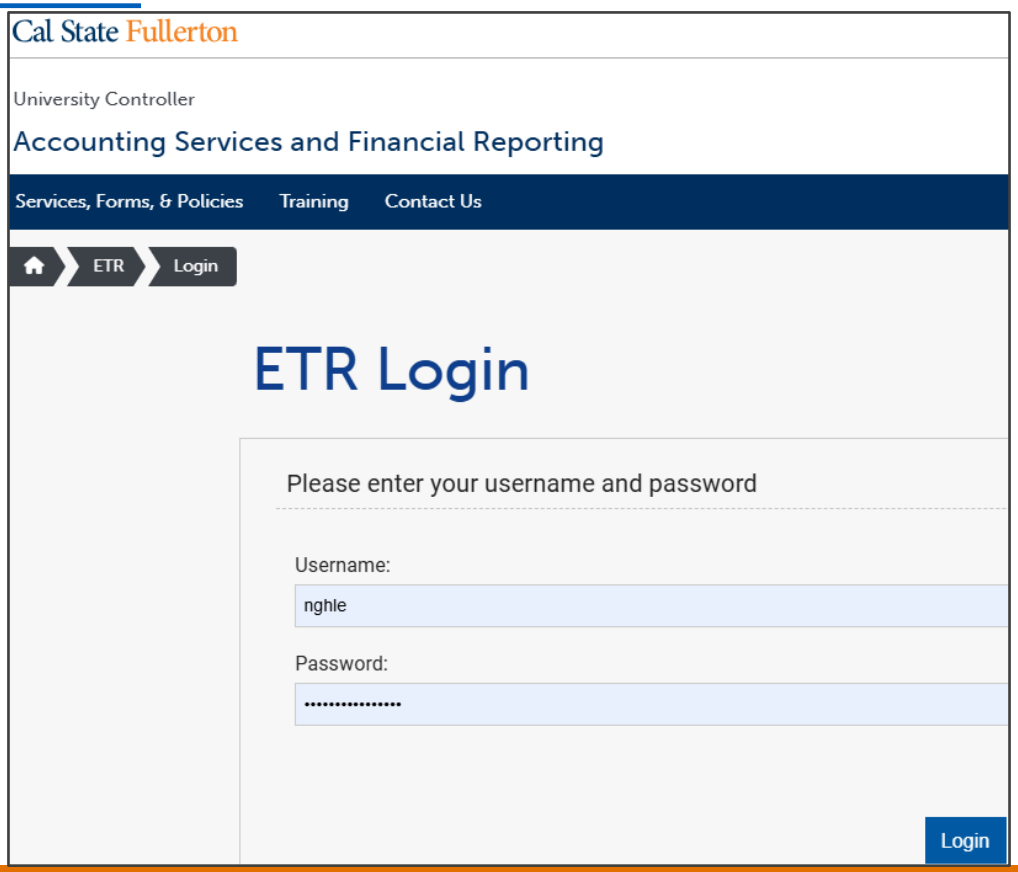
Expenditure Transfer Request (ETR)

Usage

- Correct payment(s) from a purchase order (PO) that was set up with the wrong chartfield(s)
  NOTE: If PO has remaining balance, submit a Change Order Request form to Contracts & Procurement. Guidelines for setting up a Change Order via CFS Requisition are available here.
- Correcting keying errors for travel claims or check requests
- Allocate expenses between departments (one department pays for expense and then charges other departments)
- Bill another CSU Fullerton department for facility rental, insurance premium, etc.
- Bill a CSU Fullerton Auxiliary Organization by using 7xxx billable program codes (invoices for billable ETR's are usually generated on the 5th business day of the month)

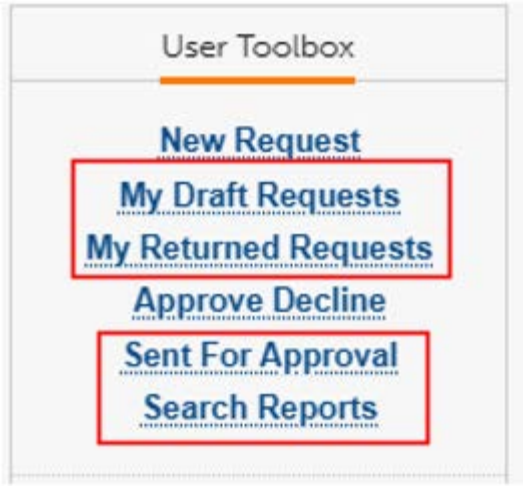
ETR App

https://afapps.fullerton.edu/ETR/Login.aspx?ReturnUrl=%2fETR%2f



ETR App Features

- Built in workflow that sends emails to Requestor, Approver and ASFR
- On demand inquiry tools

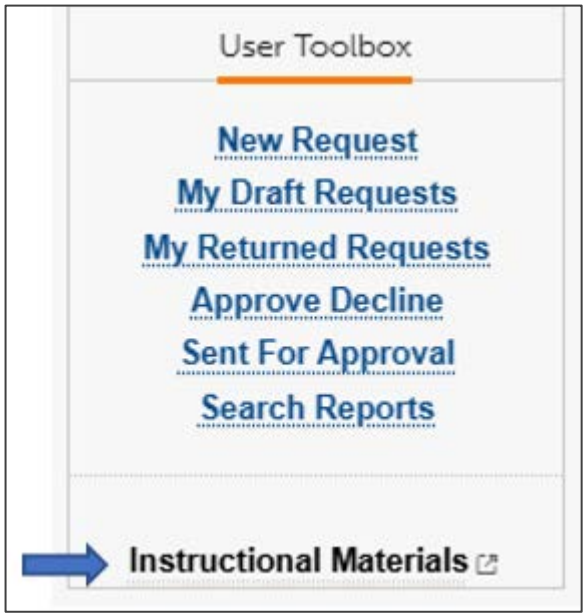


Search Reports by:

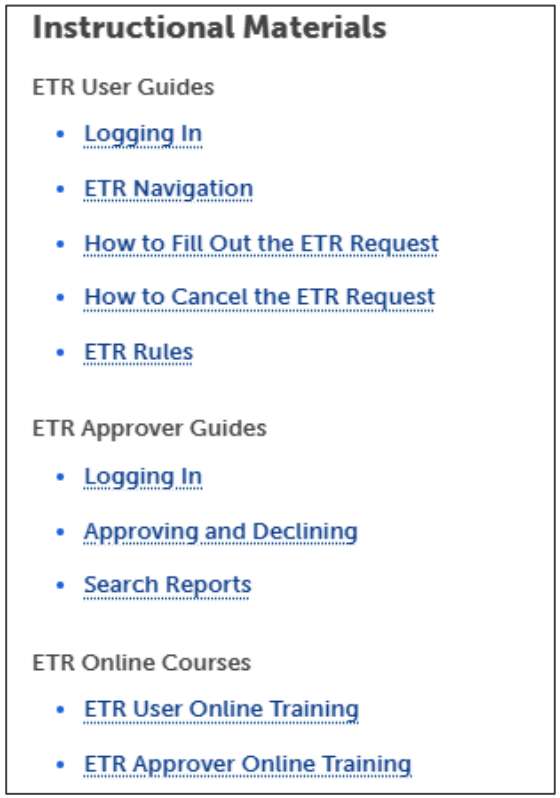
Request ID	Reference
Doc Src	Line Desc
Journal ID	Amount
Requestor	Reason
Status	Date From/To
Chartfield	Type of Date

ETR App Instructional Materials

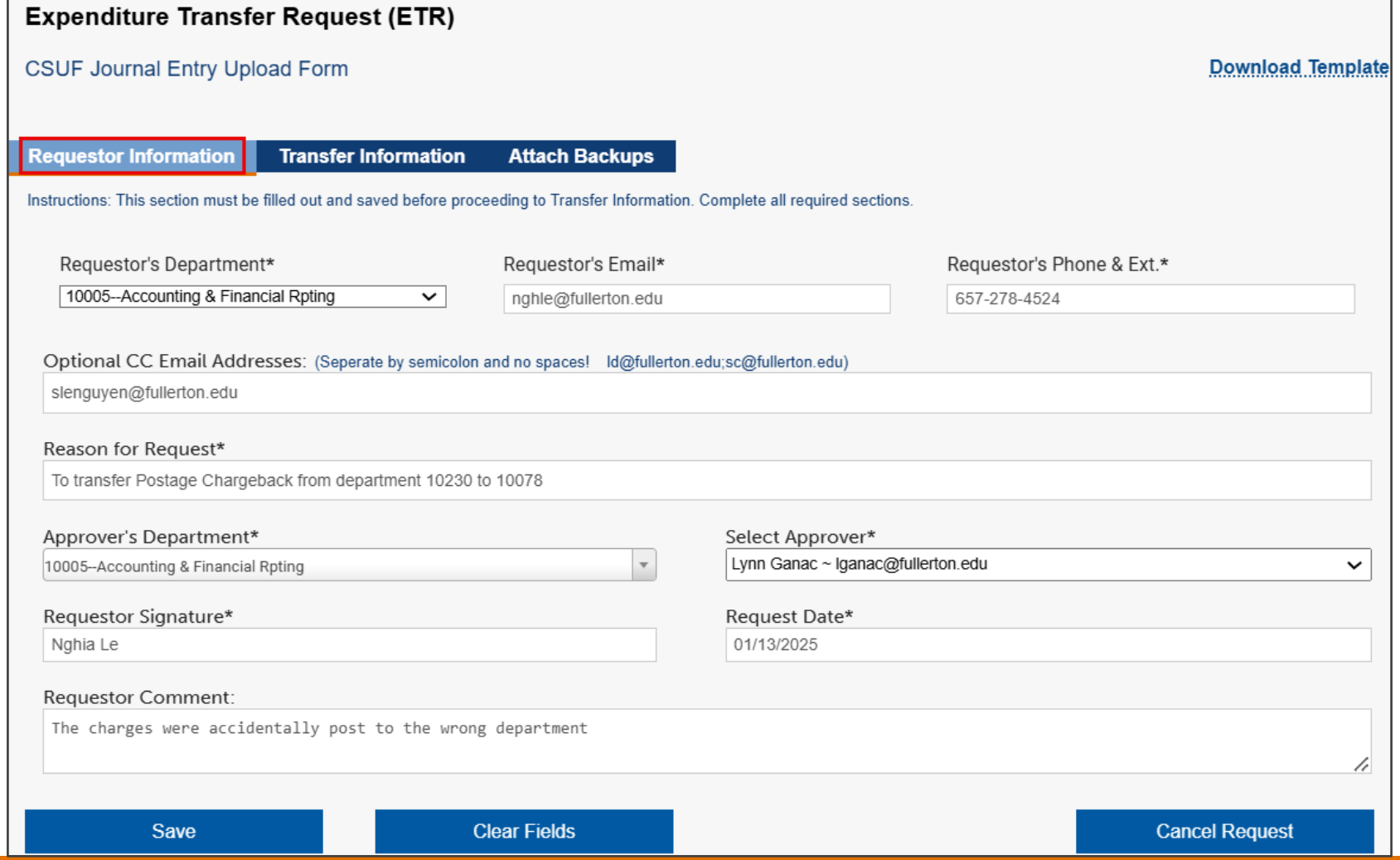
ETR APP



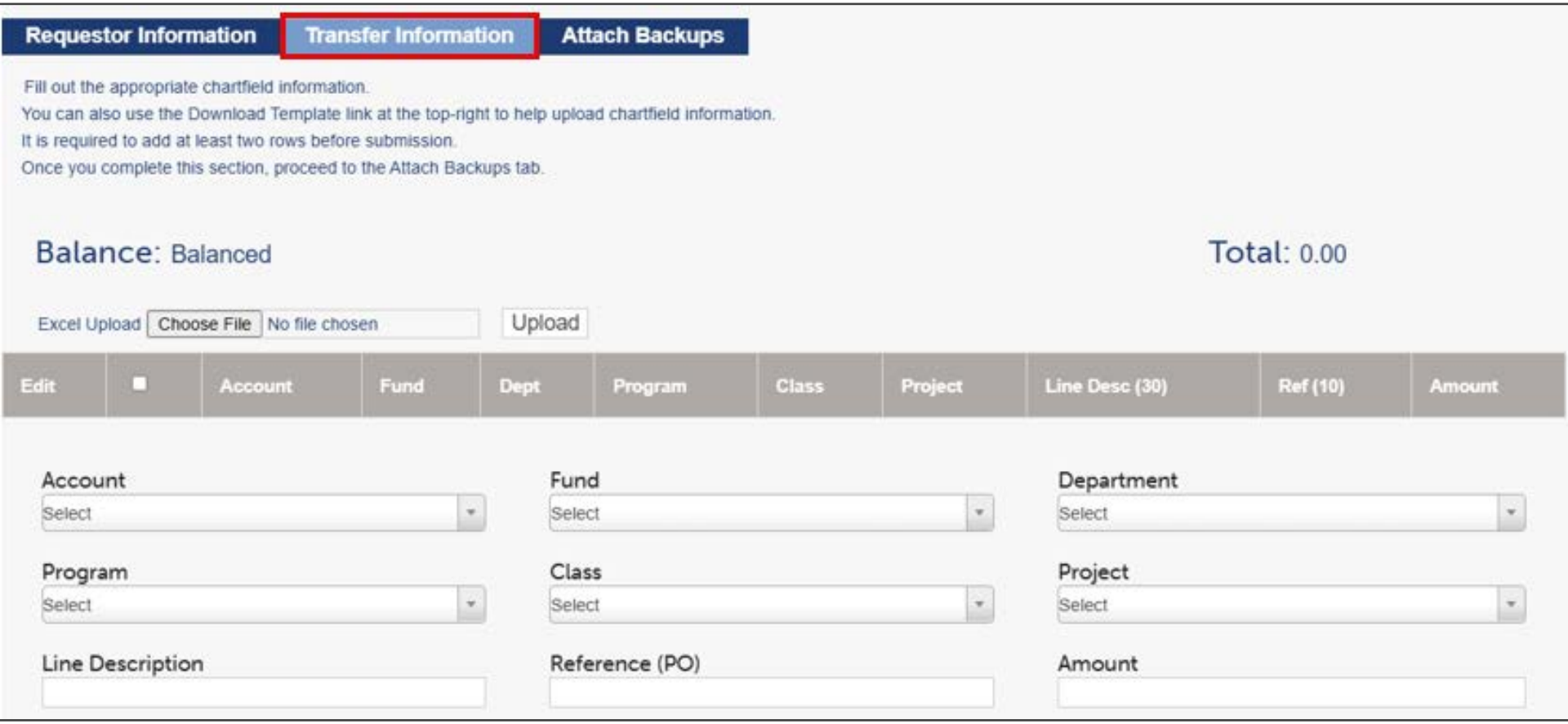
ASFR WEBSITE



https://financialservices.fullerton.edu/controller/asfr/services-forms-policies/?itemID=4957-a8df-d31e140-3



ETR App – Requestor Information



ETR App – Transfer Information

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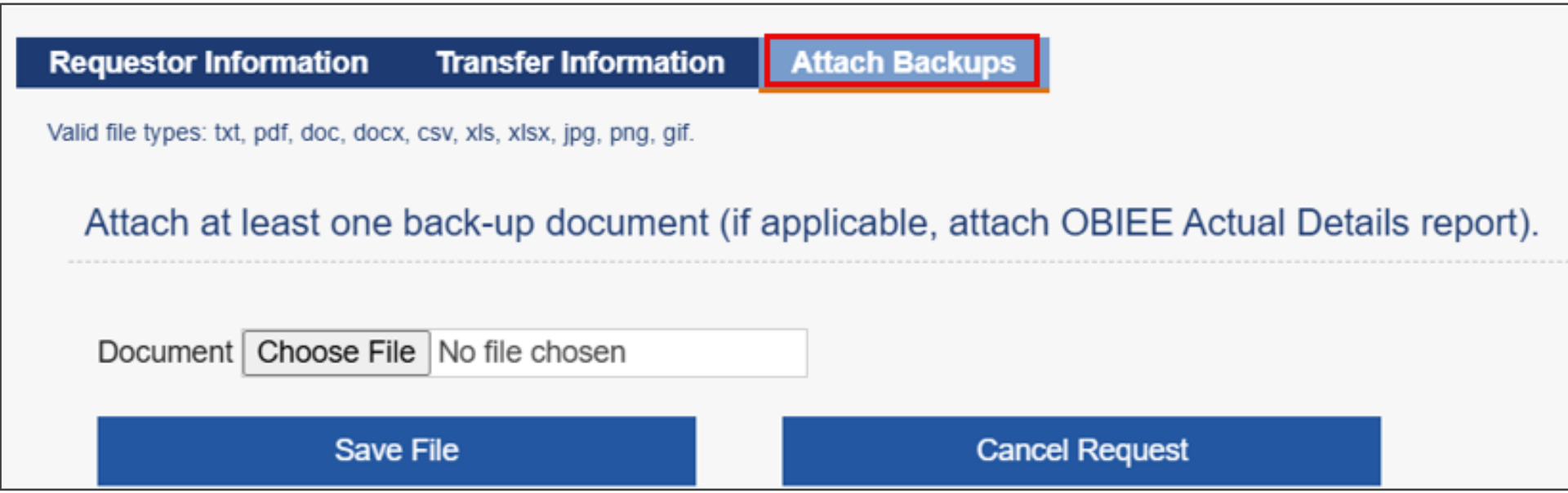
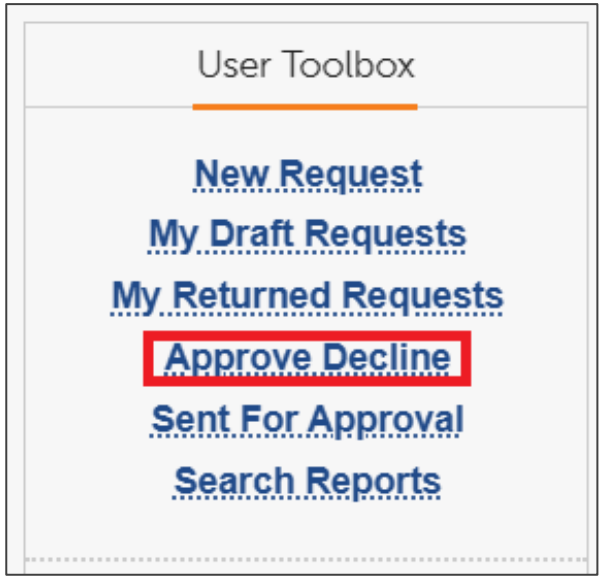


ETR App – Attach Backups



ETR > Approve Decline

Expenditure Transfer Request (ETR)

Pending Your Approval - Approve or Decline

This page is mainly for approvers. In this page, you will see all requests pending your approval, and requests you previously approved.

	Request ID	Requestor	R.Dept.	Reason	Requ. Date	Approver	Status

ETR App – Approve / Decline

Source	Line Description (Vendor name, Student name, etc.) (30)	Reference or Aux Org PO Nos.* (10)
AP Voucher	Vendor Name & Invoice or Purchase Order *Spinitar Inv 933993 or PO 20197*	Journal ID *APV1433165*
AP Travel (Concur)	Vendor Name & Expense Descr *James Jones Per Day Meal*	Journal ID *APV1430560*
AP Travel	Vendor Name & Travel Destination *Jimmy Smith China*	TR Number *TR180290*
PCD Travel (Concur)	PCD Holder Name & Merchant Name *Jason Williams Marriott*	Journal ID or Exp ID *PCD1438285 or EID 9313*
Chargebacks	Ln Descr or Reference or Reference 1	Journal ID
IFT	IFT Descr	IFT Number
7xxx Billable	Vendor Name & Invoice or Journal ID	Purchase Order (for Auxiliary Organizations)

Examples for ETR Line Description and Reference Fields

Reason for Request: Reclassify travel expenses paid by p-card for Amy Jones from department 10005 to 10118

OBIEE Actuals Detail Report

Dept ID	Fund	Account	Acct Descr	Doc Src	Document ID	Document Date	Journal ID	Journal Date	Ln Number	Ln Descr	Reference	Reference 1	Reference 2	Fiscal Year	Period	Actuals
10005	THEFD	606001	Travel-In State	CSU	CHBK137408	7/25/2022	PCD2002723	8/1/2022	1627	AMY JONES	Exp ID: 50518	MARRIOTT FULLERTON;P-Card Travel May 2022; Lodging; Hotel stay for Commencement 04/27/2022	AMY JONES	2022	2	596.00
10005	THEFD	606001	Travel-In State	CSU	CHBK137408	7/25/2022	PCD2002723	8/1/2022	1629	AMY JONES	Exp ID: 50518	MARRIOTT FULLERTON;P-Card Travel May 2022; Lodging Tax; Hotel stay for Commencement 04/27/2022	AMY JONES	2022	2	68.25

ETR Section IV (Transfer Information)

IV. Transfer Information							Check/Total:	0.00	0.00
Acct.	Fund.	Dpt.	Program	Class	Project	Line Description	Reference		Amount
606001	THEFD	10005	0	0	0	Amy Jones MARRIOTT FULLERTON	PCD2002723		-596.00
606001	THEFD	10118	0	0	0	Amy Jones MARRIOTT FULLERTON	PCD2002723		596.00

ETR Example# 1 – Reclassify Travel Expense

Reason for Request: Bill Philanthropic Foundation (CSFPF) $8.86 for FEDEX charges

OBIEE Actuals Detail Report

Dept ID	Fund	Account	Doc Src	Document ID	Document Date	Journal ID	Journal Date	Ln Descr	Invoice ID	Vendor / Customer ID	Vendor / Customer Name	Reference	Fiscal Year	Pd	Actuals
10005	THEFD	660001	VCH	231093	8/14/2020	APV1671732	8/26/2020	DP20000	709425766	33	FEDEX	17567	2020	2	8.86
10005	THEFD	660001	VCH	231528	9/4/2020	APV1680353	9/16/2020	DP200000	711365276	33	FEDEX	17623	2020	3	8.86
10005	THEFD	660001	VCH	231815	9/18/2020	APV1686016	10/1/2020	DP200000	712616478	33	FEDEX	17674	2020	4	8.93
															26.65

ETR Section IV (Transfer Information)

IV. Transfer Information							Check/Total:	0.00	0.00
Acct.	Fund.	Dpt.	Program	Class	Project	Line Description	Reference		Amount
660899	THEFD	11244	7806	0	0	V#231093 FEDEX	P20-626		8.86
660001	THEFD	10005	0	0	0	V#231093 FEDEX	P20-626		-8.86

Reminder:

Department must request Purchase Order (PO) from Auxiliary Organization before submitting ETR

Chartfields to use to bill Auxiliary Organizations (billable goods only)

ASI: use 660899-THEFD-10021-7xxx

ASC: use 660899-THEFD-10297-7xxx

CSFPF: use 660899-THEFD-11244-7xxx

ETR Example# 2 – Bill Auxiliary Organization

Reason for Request: Add program code 5459 to H Huynh's travel reimbursement

OBIEE Actuals Detail Report

Dept ID	Fund	Account	Acct Descr	Doc Src	Document ID	Document Date	Journal ID	Journal Date	Ln Number	Ln Descr	Invoice ID	Vendor / Customer ID	Vendor / Customer Name	Reference	Reference 2	Fiscal Year	Period	Actuals
10005	THEFD	606001	Travel-In State	VCH	261160	4/27/2023	APV2173181	6/30/2023	1	Parking	55379	1216	HUYEN HUYNH	20875	EXT	2022	12	20.00
10005	THEFD	606001	Travel-In State	VCH	261160	4/27/2023	APV2173181	6/30/2023	2	Parking	55379	1216	HUYEN HUYNH	20875	EXT	2022	12	20.00

ETR Section IV (Transfer Information)

IV. Transfer Information							Check/Total:	0.00	0.00
Acct.	Fund.	Dpt.	Program	Class	Project	Line Description	Reference		Amount
606001	THEFD	10005	5459	0	0	H Huynh Parking Inv #55379	APV2173181		20.00
606001	THEFD	10005	5459	0	0	H Huynh Parking Inv #55379	APV2173181		20.00
606001	THEFD	10005	0	0	0	H Huynh Parking Inv #55379	APV2173181		-20.00
606001	THEFD	10005	0	0	0	H Huynh Parking Inv #55379	APV2173181		-20.00

OR

Acct.	Fund.	Dpt.	Program	Class	Project	Line Description	Reference	Amount
606001	THEFD	10005	5459	0	0	H Huynh Parking Inv #55379	APV2173181	20.00
606001	THEFD	10005	0	0	0	H Huynh Parking Inv #55379	APV2173181	-20.00
606001	THEFD	10005	5459	0	0	H Huynh Parking Inv #55379	APV2173181	20.00
606001	THEFD	10005	0	0	0	H Huynh Parking Inv #55379	APV2173181	-20.00

ETR Example# 3 – Add program code

Reason for Request: Add class code 20002 to IFT 23-0037

OBIEE Actuals Detail Report

Dept ID	Fund	Account	Acct Descr	Class	Doc Src	Document ID	Document Date	Journal ID	Journal Date	Ln Number	Ln Descr	Reference	Fiscal Year	Period	Actuals
10005	THEFD	660848	Registration Fee	-	AEM	0002180716	7/19/2023	2180716	7/19/2023	1	JUNE23 EFO/DFO MTG-J HUYNH	IFT230037	2023	1	175.00
10005	THEFD	660848	Registration Fee	-	AEM	0002212295	9/15/2023	2212295	9/15/2023	7	Leadership Acad: J Ramirez	IFT230287	2023	3	1,000.00

ETR Section IV (Transfer Information)

IV. Transfer Information							Check/Total:	0.00	0.00
Acct.	Fund.	Dpt.	Program	Class	Project	Line Description	Reference		Amount
660848	THEFD	10005	0	20002	0	IFT 23-0037 J Huynh	0002180716		175.00
660848	THEFD	10005	0	0	0	IFT 23-0037 J Huynh	0002180716		-175.00

ETR Example# 4 – Add class code

ETR Example# 5 – Reclassifying Prior Year Expense

Reason for Request: Move prior year expenses from THEFD to SW001

OBIEE Actuals Detail Report

Dept ID	Fund	Account	Acct Descr	Doc Src	Document ID	Document Date	Journal ID	Journal Date	Ln Descr	Invoice ID	Vendor/Customer Name	Reference	Reference 1	Fiscal Year	Period	Actuals
10005	THEFD	660003	General Services	VCH	00251611	3/31/2022	APV2024246	9/28/2022	1098T Services including proc	2203S1F	EDUCATIONAL COMPUTER SYSTEMS INC	19837	PO 0000025629	2022	3	6.10
10005	THEFD	660003	General Services	VCH	00258499	7/1/2022	APV2128556	4/27/2023	Service Order: Armored Car Tra	22070551	SECTRAN SECURITY INC	20540	PO 0000026698	2022	10	740.72

ETR Section IV (Transfer Information)

IV. Transfer Information							Check/Total:	0.00	0.00
Acct.	Fund.	Dpt.	Program	Class	Project	Line Description	Reference		Amount
690002	SW001	10005	0	0	0	660003 Educ Computer I#2203S1F	APV2024246		6.10
690002	THEFD	10005	0	0	0	660003 Educ Computer I#2203S1F	APV2024246		-6.10
690002	SW001	10005	0	0	0	660003 Sectran Sec I#22070551	APV2128556		740.72
690002	THEFD	10005	0	0	0	660003 Sectran Sec I#22070551	APV2128556		-740.72

Note: Prior year expense adjustments will be posted to account 690002.

New ETR Requirement for Restricted Funds

Summary of Recommendations and Corrective Action

RECOMMENDATION	RECOMMENDATION
4a	Establish a process to review expense transfer requests for compliance with fund restrictions.

When transferring expenses to restricted funds such as lottery (TLDxx),student success fee (SSFGF) and IRA (TA002), a copy of the original document (invoice, check request, etc.) must be submitted in addition to OBIEE backup.

Example: REQ ID: 1723 - Move honorarium expense for A Smith from THEFD to TA002

New ETR Requirement for Restricted Funds (continued)

Example: REQ ID: 1723 - Move honorarium expense for A Smith from THEFD to TA002

Business Unit = **FLCMP** , Fiscal Year = **2023** , Period = **Period 3 to Period 3**
Total Number of Records Retrieved = **1**

Dept ID	Fund	Account	Acct Descr	Program	Class	Project	Doc Src	Document ID	Document Date	Journal ID	Journal Date	Ln Number	Ln Descr	Invoice ID	Vendor/Customer ID	Vendor/Customer Name	Reference	Reference 1	Reference 2	Fiscal Year	Period	Actuals
10005	THEFD	660832	Honorariums	3232	-	-	VCH	00263106	8/30/2023	APV2208186	9/15/2023	1	DP230218	083023	0000021759	Adam Smith	0000021213	-	ONL	2023	3	1,250.00
	THEFD Total																					**1,250.00**
10014 Total																						**1,250.00**
Grand Total																						**1,250.00**

Honorarium expense was originally paid using THEFD, when submitting ETR to transfer from THEFD to TA002, submit a copy of Invoice 082023 (paid via Check Request to Adam Smith).

ETR will not be processed without a copy of the invoice.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
2	Dept ID	Fund	Account	Document ID	Document Date	Journal ID	Journal Date	Ln Descr	Invoice ID	Vendor / Customer ID	Vendor / Customer Name	Reference	Reference 1	Reference 2	Fiscal Year	Pd	Actuals	
3	10005	THEFD	606002	CHBK133598	7/25/2019	PCD1494801	8/1/2019	LYNN GANAC	-	-	-	Exp ID: 24003	HARD ROCK HOTEL;P-Card Travel May 2019; Lodging Tax; Reconciling P?Card expenses paid for other employee 05/03/2019	LYNN GANAC	2019	2	4.82	
4	10005	THEFD	606001	216743	5/16/2019	APV1476836	7/16/2019	Parking	25246	6286	LYNN GANAC	16273	-	-	2019	1	11.00	
5																		
7																		
8								Check / Total:	0.00									
9								Line Description (Vendor name, Student name, etc.) (30)	Reference or Aux Org PO Nos. * (10)									
10																		
11								Exp ID: 24003 LYNN GAN HARD RO	PCD1494801									
12								LYNN GANAC 25246 Parking	APV1476836									
13																		
14								Exp ID: 24003 LYNN GAN HARD ROCK	PCD1494801									
15								HOTEL;P-Card Travel May 2019; Lodging Tax;										
16								Reconciling P?Card expenses paid for other										
17								employee 05/03/2019										
18								LYNN GANAC 25246 Parking	APV1476836									

=LEN(B11)

FORMULAS:	TEXT LENGTH	
=LEFT(M3&" "&LEFT(I3,8)&" "&N3,30)	30	10
=LEFT(L4&" "&J4&" "&I4,30)	24	10
=M3&" "&LEFT(I3,8)&" "&N3	139	10
=L4&" "&J4&" "&I4	24	10

Excel Tips – Join/Concatenate Formula

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	**How do we move the debits and credits side by side?**												
2	Account (6)	Fund Code (5)	Dept (5)	Program (4)	Class (5)	Project (8)	Line Description (Vendor name, Student name, etc.) (30)	Reference or Aux Org PO Nos. * (10)	Amount		Step 1	Step 2	Step 3
3	660003	THEFD	10065				LINE 1		10.00	1	=1		
4	660003	THEFD	10065				LINE 2		20.00	3		=J3+2	
5	660003	THEFD	10065				LINE 3		30.00	5		=J4+2	
6	660003	THEFD	10065				LINE 4		40.00	7		=J5+2	
7	660003	THEFD	10065				LINE 5		50.00	9		=J6+2	
8	660003	THEFD	10065				LINE 6		60.00	11		=J7+2	
9	660003	THEFD	10065				LINE 7		70.00	13		=J8+2	
10	660003	THEFD	10065				LINE 8		80.00	15		=J9+2	
11	660003	THEFD	10065				LINE 9		90.00	17		=J10+2	
12	660003	THEFD	10065				LINE 10		100.00	19		=J11+2	
13	660003	THEFD	10065				LINE 11		110.00	21		=J12+2	
14	660003	THEFD	10065				LINE 12		120.00	23		=J13+2	
15	660003	THEFD	10005				LINE 1		(10.00)	2		=J14+2	=2
16	660003	THEFD	10005				LINE 2		(20.00)	4		=J15+2	
17	660003	THEFD	10005				LINE 3		(30.00)	6		=J16+2	
18	660003	THEFD	10005				LINE 4		(40.00)	8		=J17+2	
19	660003	THEFD	10005				LINE 5		(50.00)	10		=J18+2	
20	660003	THEFD	10005				LINE 6		(60.00)	12		=J19+2	
21	660003	THEFD	10005				LINE 7		(70.00)	14		=J20+2	
22	660003	THEFD	10005				LINE 8		(80.00)	16		=J21+2	
23	660003	THEFD	10005				LINE 9		(90.00)	18		=J22+2	
24	660003	THEFD	10005				LINE 10		(100.00)	20		=J23+2	
25	660003	THEFD	10005				LINE 11		(110.00)	22		=J24+2	
26	660003	THEFD	10005				LINE 12		(120.00)	24		=J25+2	
27													
28	1. In Cell J3, type 1												
29	2. In Cell J4, add formula =J3+2 and copy down until Cell J26												
30	3. In Cell J15 where the credit starts, type 2												
31	4. Copy Paste Special Values Column J												
32	5. Sort Rows 3 to 26 by Column J												

Excel Tips – Sorting Debit (+) and Credit (-) Lines

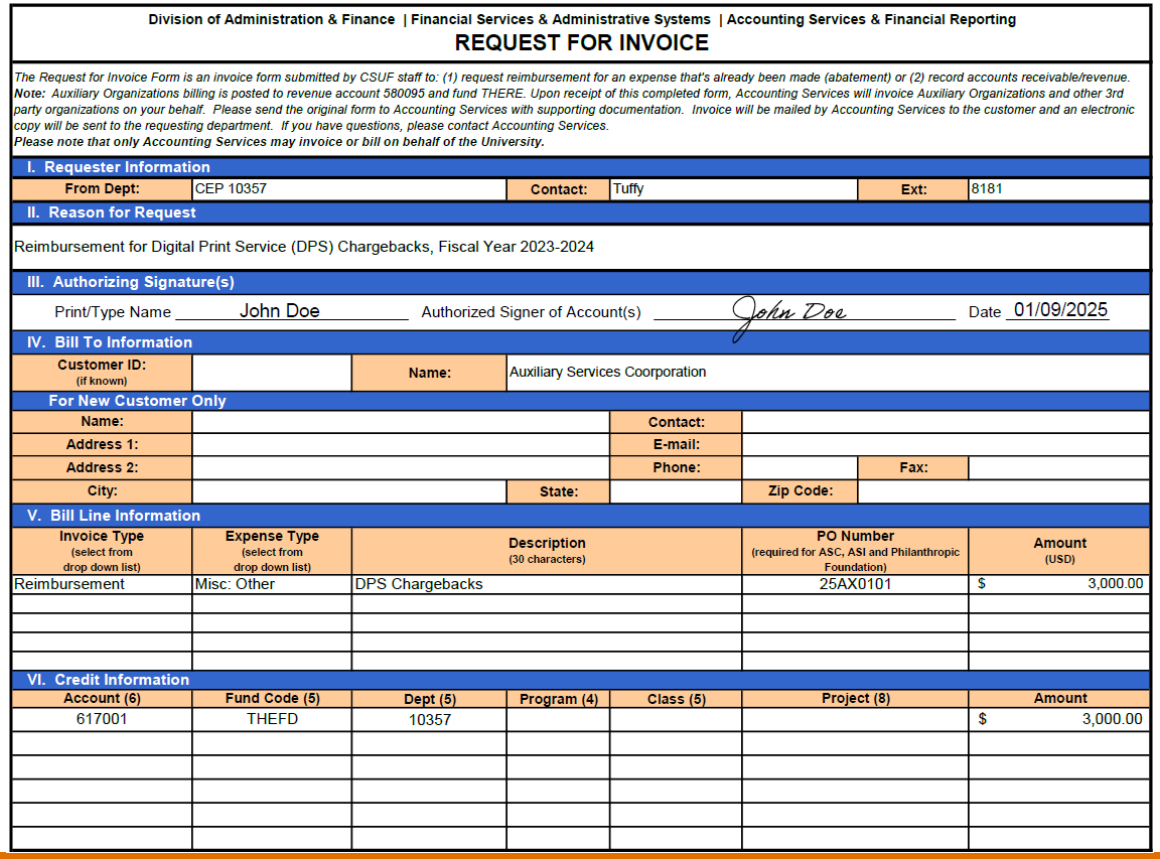
	A	B	C	D	E	F	G	H	I	J
1	**Result**									
2	Account (6)	Fund Code (5)	Dept (5)	Program (4)	Class (5)	Project (8)	Line Description (Vendor name, Student name, etc.) (30)	Reference or Aux Org PO Nos. * (10)	Amount	
3	660003	THEFD	10065				LINE 1		10.00	1
4	660003	THEFD	10005				LINE 1		(10.00)	2
5	660003	THEFD	10065				LINE 2		20.00	3
6	660003	THEFD	10005				LINE 2		(20.00)	4
7	660003	THEFD	10065				LINE 3		30.00	5
8	660003	THEFD	10005				LINE 3		(30.00)	6
9	660003	THEFD	10065				LINE 4		40.00	7
10	660003	THEFD	10005				LINE 4		(40.00)	8
11	660003	THEFD	10065				LINE 5		50.00	9
12	660003	THEFD	10005				LINE 5		(50.00)	10
13	660003	THEFD	10065				LINE 6		60.00	11
14	660003	THEFD	10005				LINE 6		(60.00)	12
15	660003	THEFD	10065				LINE 7		70.00	13
16	660003	THEFD	10005				LINE 7		(70.00)	14
17	660003	THEFD	10065				LINE 8		80.00	15
18	660003	THEFD	10005				LINE 8		(80.00)	16
19	660003	THEFD	10065				LINE 9		90.00	17
20	660003	THEFD	10005				LINE 9		(90.00)	18
21	660003	THEFD	10065				LINE 10		100.00	19
22	660003	THEFD	10005				LINE 10		(100.00)	20
23	660003	THEFD	10065				LINE 11		110.00	21
24	660003	THEFD	10005				LINE 11		(110.00)	22
25	660003	THEFD	10065				LINE 12		120.00	23
26	660003	THEFD	10005				LINE 12		(120.00)	24

Excel Tips – Sorting Debit (+) and Credit (-) Lines (continued)

Request for Invoice (RFI)

Request For Invoice (RFI) Form

https://financialservices.fullerton.edu/controller/asfr/services-forms-policies/forms/request-for-invoice.xlsx



Division of Administration & Finance | Financial Services & Administrative Systems | Accounting Services & Financial Reporting

REQUEST FOR INVOICE

The Request for Invoice Form is an invoice form submitted by CSUF staff to: (1) request reimbursement for an expense that's already been made (abatement) or (2) record accounts receivable/revenue.
***Note:** Auxiliary Organizations billing is posted to revenue account 580095 and fund THERE. Upon receipt of this completed form, Accounting Services will invoice Auxiliary Organizations and other 3rd party organizations on your behalf. Please send the original form to Accounting Services with supporting documentation. Invoice will be mailed by Accounting Services to the customer and an electronic copy will be sent to the requesting department. If you have questions, please contact Accounting Services.*
Please note that only Accounting Services may invoice or bill on behalf of the University.

I. Requester Information

From Dept:	CEP 10357	Contact:	Tuffy	Ext:	8181

II. Reason for Request

Reimbursement for Digital Print Service (DPS) Chargebacks, Fiscal Year 2023-2024

III. Authorizing Signature(s)

Print/Type Name John Doe Authorized Signer of Account(s) John Doe Date 01/09/2025

IV. Bill To Information

Customer ID: (if known)		Name:	Auxiliary Services Coorporation

For New Customer Only

Name:		Contact:		
Address 1:		E-mail:		
Address 2:		Phone:		Fax:
City:		State:		Zip Code:

V. Bill Line Information

Invoice Type (select from drop down list)	Expense Type (select from drop down list)	Description (30 characters)	PO Number (required for ASC, ASI and Philanthropic Foundation)	Amount (USD)
Reimbursement	Misc: Other	DPS Chargebacks	25AX0101	$ 3,000.00

VI. Credit Information

Account (6)	Fund Code (5)	Dept (5)	Program (4)	Class (5)	Project (8)	Amount
617001	THEFD	10357				$ 3,000.00

Request for Invoice (RFI) – Usage

A Request for Invoice (RFI) is an on-demand request to bill auxiliary organizations or external entities (non-student billing).

- For an expense reimbursement that has already been made (abatement).
- To record accounts receivable/revenue (non-student).

Note: When an invoice is generated by ASFR, revenue is immediately posted to the department; there is no need to wait for the customer to pay the invoice.

Request for Invoice (RFI) – Usage (continued)

A Request for Invoice (RFI) cannot be used:

- To bill another CSUF department
  - Use the Expenditure Transfer Request (ETR) app instead
- To bill another California State University (CSU) or the Chancellor's Office (CO)
  - Initiate an Interagency Financial Transaction (IFT) instead

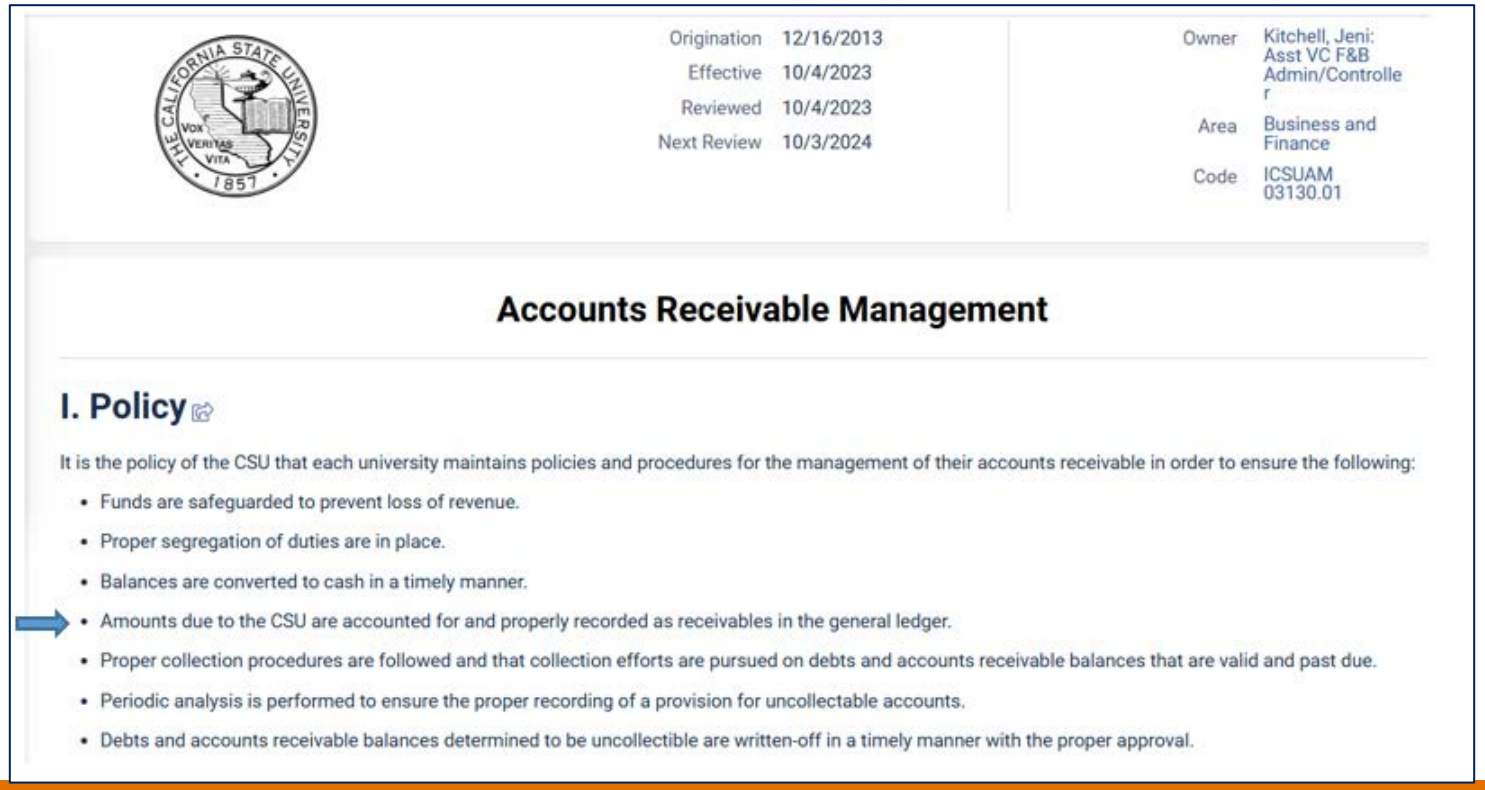
Common Types of Transactions

- Invoicing to outside agencies, vendors or individuals for activities or services performed (such as live scan or fingerprinting service, academic advising)
- Invoicing campus auxiliary organizations:
  - Auxiliary Services Corporation (ASC)
  - Associated Students, Inc. (ASI)
  - Cal State Fullerton Philanthropic Foundation (CSFPF)
- University facility rentals (such as Housing room rental, Desert Studies facility usage, Alumni House rental, Baseball field rental, etc.)
- Expense abatements

Request for Invoice (RFI) – Usage (continued)

Request for Invoice (RFI) – AR Policy

Only ASFR can generate invoices on behalf of the campus in order to comply with the Chancellor's Office's (CO's) requirements for recording receivables.



Origination	12/16/2013	Owner	Kitchell, Jeni: Asst VC F&B Admin/Controller
Effective	10/4/2023	Area	Business and Finance
Reviewed	10/4/2023	Code	ICSUAM 03130.01
Next Review	10/3/2024		

Accounts Receivable Management

I. Policy

It is the policy of the CSU that each university maintains policies and procedures for the management of their accounts receivable in order to ensure the following:

- Funds are safeguarded to prevent loss of revenue.
- Proper segregation of duties are in place.
- Balances are converted to cash in a timely manner.
- Amounts due to the CSU are accounted for and properly recorded as receivables in the general ledger.
- Proper collection procedures are followed and that collection efforts are pursued on debts and accounts receivable balances that are valid and past due.
- Periodic analysis is performed to ensure the proper recording of a provision for uncollectable accounts.
- Debts and accounts receivable balances determined to be uncollectible are written-off in a timely manner with the proper approval.

Billing Process for Contracts

Do you have any of the following?

- **Auxiliary Organization operating agreements**
- **Revenue generating contracts**
- **Game guarantees**
- **Memorandum of Understanding (MOU)**

Billing Process for Contracts
(continued)

1. Please work with **Contracts & Procurement** as is the usual process for all contracts. Submit a contract request through the **Contract Request Application** page: https://financialservices.fullerton.edu/cp/services-forms-policies/?itemID=4d38-bcae-d31e209-3

Set up a Contract

All contracts must meet the CSU's requirements to ensure procurement and contracting activities are in compliance with applicable regulations. To begin the contract request process, follow these steps:

1. Gather all information (i.e. proposal, IT Authorization #) that will assist in the processing of the contract request.
2. Submit the contract request through the **Contract Request Application (CRA)** .

Billing Process for Contracts
(continued)

2. Contracts & Procurement will review and approve / deny your contract request.

3. If your contract request **(a)** has been approved by Contracts & Procurement, **(b)** is financial in nature, and **(c)** has terms outlining payment due to the University, please submit a Request for Invoice (RFI) to ASFR.

Request for Invoice (RFI) – General Information

- Processing time: 2 business days
- Invoice numbers always start with ASRxxxxx
- Payment Terms: Net 30

After the RFI is processed, a PDF copy of the invoice is provided to the requestor via email.

- If the customer is an Auxiliary Organization, the invoice is emailed to them.
- If the customer is an external customer, the invoice is mailed to them.

RFI Requirements

- Form must be approved by the department that is requesting the RFI. See Delegation of Authority (DOA) for appropriate approver.

Delegation of Authority Status Report

Short Description ▼ | Division ▼ | Sub-Division/College ▼ | Department ID ▼ | Operator Name ▼

DOA Type →

Short Description	Division	Sub-Division/College	Department ID	Operator Name	Operator Type	Effective Date	Status
Check Request	Administration and Finance	Financial Services	10005	Au-yeung,Michael	Approver	05/01/2023	Active
Check Request	Administration and Finance	Financial Services	10005	Ganac,Lynn A	Approver	01/01/2013	Active
Requisition/Expense Transfer	Administration and Finance	Financial Services	10005	Au-yeung,Michael	Approver	05/01/2023	Active

- Provide the external customer's address and contact information on the RFI form (**Section IV**).

Name:	America on Track		**Contact:**	Nick H	
Address 1:	300 S Santa Ana Blvd		**E-mail:**	NickH@gmail.com	
Address 2:			**Phone:**	714-222-4444	**Fax:**
City:	Santa Ana	**State:**	CA	**Zip Code:**	92201

- When billing a CSUF Auxiliary Organization (ASC, ASI, CSFPF), a Purchase Order (PO) issued from them is required for the RFI.

RFI Requirements – Supporting Documents

For Expense Reimbursement (Abatement),

- Please provide an OBIEE Actuals Detail Report showing the original expense.

For Revenue Billing,

- Please provide contract or agreement outlining the terms of the service and indicating the amount to be billed.

RFI Example 1: Expense Reimbursement (Abatement)

Reason for request: To bill ASC for DPS Chargebacks

III. Authorizing Signature(s)

Print/Type Name: John Doe Authorized Signer of Account(s): John Doe Date: 01/09/2025

IV. Bill To Information

Customer ID: (if known)		Name:	Auxiliary Services Coorporation

For New Customer Only

Name:		Contact:			
Address 1:		E-mail:			
Address 2:		Phone:		Fax:	
City:		State:		Zip Code:	

V. Bill Line Information

Invoice Type (select from drop down list)	Expense Type (select from drop down list)	Description (30 characters)	PO Number (required for ASC, ASI and Philanthropic Foundation)	Amount (USD)
Reimbursement	Misc: Other	DPS Chargebacks	25AX0101	$ 3,000.00

VI. Credit Information

Account (6)	Fund Code (5)	Dept (5)	Program (4)	Class (5)	Project (8)	Amount
617001	THEFD	10357				$ 3,000.00

OBIEE Actuals Detail Report

Dept ID	Fund	Account	Acct Descr	Program	Class	Project	Document ID	Journal ID	Journal Date	Ln Number	Reference	Reference 1	Reference 2	Fiscal Year	Period	Actuals
10357	THEFD	617001	Svcs from Other Funds/Agencies	-	-	-	CHBK138000	DPS2200009	2/29/2024 0:00	703	1/10/2024_ Job 16666	Digital Printing Services	-	2023	8	3,000.00

When billing Auxiliary Organizations, a Purchase Order (PO) issued from them is required for the RFI.

RFI Example 2: Revenue

Reason for request: To bill Fresno College for room rental

III. Authorizing Signature(s)

Print/Type Name: John Doe Authorized Signer of Account(s): John Doe Date: 01/09/2025

IV. Bill To Information

Customer ID: (if known)		Name:	

For New Customer Only

Name:	Fresno City College		Contact:	xyz	
Address 1:	1111 Fulton St		E-mail:	xyz@gmail.com	
Address 2:			Phone:		Fax:
City:	Fresno	State:	CA	Zip Code:	93721

V. Bill Line Information

Invoice Type (select from drop down list)	Expense Type (select from drop down list)	Description (30 characters)	PO Number (required for ASC, ASI and Philanthropic Foundation)	Amount (USD)
Revenue	Room Rental	2024 Summer Conference		$ 2,000.00

VI. Credit Information

Account (6)	Fund Code (5)	Dept (5)	Program (4)	Class (5)	Project (8)	Amount
504802	THOPR	10388				$ 2,000.00

Contract / Agreement

Housing and Residential Engagement

California State University, Fullerton

1509 East Campus Drive
Fullerton, CA 92834
Phone (657) 278-2168 Fax (657) 278-3994

Date: September 12, 2024
Invoice # 24-037

Official Business Name:
Fresno City College
Business Address:
1111 E Univeristy Ave, Fresno
CA 9372
Fresno, CA 93741
Billing Coordinator: xyz
(xxx) xxx-xxxx xyz@gmail.com

Contact Name:

Designated Signing Authority Name:
xyz xyz@gmail.com

Contact Phone:
(xxx) xxx-xxxx

Description	AMOUNT
Conference Check-in/Check-out: 7/14/24 11:00am - 7/17/24 11:00am (3-Nights)	

Invoice Payment Methods

- **Cash**
  - Collected at Cashier Office
  - Do not mail cash !!!
- **Checks / Money Orders / Cashier's Checks**
  - Make it out to "California State University, Fullerton"
  - Send to billing address listed on the invoice

---------- Please return this portion of invoice with payment ----------

Total Amount Due: $1,000.00
Please include the following on the payment:
Account No. 10003
Invoice No. ASR26608

Payable to:
California State University, Fullerton
Cashier's Office, GH 180
P.O. Box 6808
Fullerton, CA 92834-6808

- **Credit cards are not accepted**

Outstanding Invoices

Once a month, ASFR assesses invoices that are outstanding and reach out to the requestors of those RFI's to notify that the customer has not yet paid.

For invoices billing Auxiliary Organizations, ASFR directly contacts ASC, ASI, or CSFPF with an aging report.

- If additional information is requested or if the invoice is disputed, the requestor / department will be contacted.

Outstanding Invoices (continued)

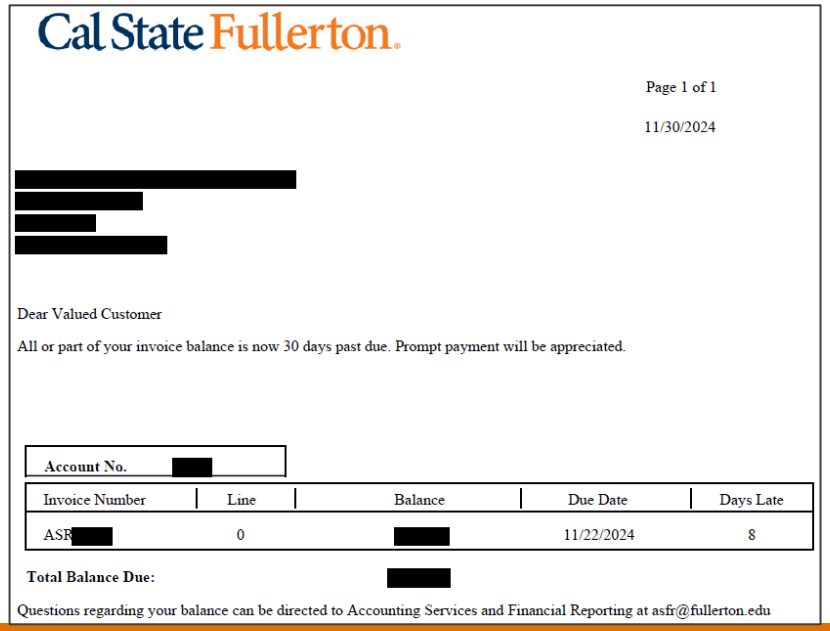
Brief overview of some of the actions ASFR may exercise regarding outstanding unpaid invoices:

- Mail **Dunning letters** to customers monthly
- Forward to **collections** via Student Business Services (SBS) collections team
- **Reverse invoice** in CFS Finance; department revenue or expense abatement will also be reversed

Outstanding Invoices – Dunning Letters

When 30 days have passed since an invoice's bill date and it is still outstanding, a Dunning letter is mailed to the customer to notify them.

Until the outstanding invoice is paid in full, the customer will receive a Dunning letter every month.



Cal State Fullerton.

Page 1 of 1

11/30/2024

[redacted]

Dear Valued Customer

All or part of your invoice balance is now 30 days past due. Prompt payment will be appreciated.

Account No. [redacted]

Invoice Number	Line	Balance	Due Date	Days Late
ASR[redacted]	0	[redacted]	11/22/2024	8

Total Balance Due: [redacted]

Questions regarding your balance can be directed to Accounting Services and Financial Reporting at asfr@fullerton.edu

Cal State Fullerton.

Page 1 of 1

10/31/2024

[redacted]

Dear Valued Customer

As stated on your last letter, all or part of your invoice balance is now 60 days past due. Prompt payment is expected.

Account No. [redacted]

Invoice Number	Line	Balance	Due Date	Days Late
ASR[redacted]	0	[redacted]	9/7/2024	54
ASR[redacted]	0	[redacted]	10/10/2024	21

Total Balance Due: [redacted]

Questions regarding your balance can be directed to Accounting Services and Financial Reporting at asfr@fullerton.edu

Salary Adjustments
Current and Prior Year (excluding Faculty Release Time (FRT))

Scenario (Non-Billable Transactions)	ETR	PET
Add/update class code only	Yes	No
Add/update program code only (non-7xxx)	Yes	No
Department change	No	Yes*
Fund change	No	Yes*

Scenario (Billable Transactions)	ETR	PET	RFI
Bill Auxiliary Organization (ASC, ASI or CSFPF) using 7xxx program code	Yes**	No	No
Bill external entity (no 7xxx program code)	No	No	Yes

* PET will NOT be processed if it will cause an abnormal balance in current year balances (ledger).
** For permanent changes (ex. split funding with Auxiliary Organization, salary posted to the wrong department or fund, etc.), submit a Position Action Form and PET if a portion of wages/benefits were posted to the incorrect chartfield.

Note:
1. Prior year salary adjustments processed via ETR will be posted to account 690002.
2. If department or fund is changed as well as class or program being added/updated at the same time, a PET should be submitted since this is affecting department/fund.

ETR:
Expenditure Transfer Request

PET:
Payroll Expenditure Transfer

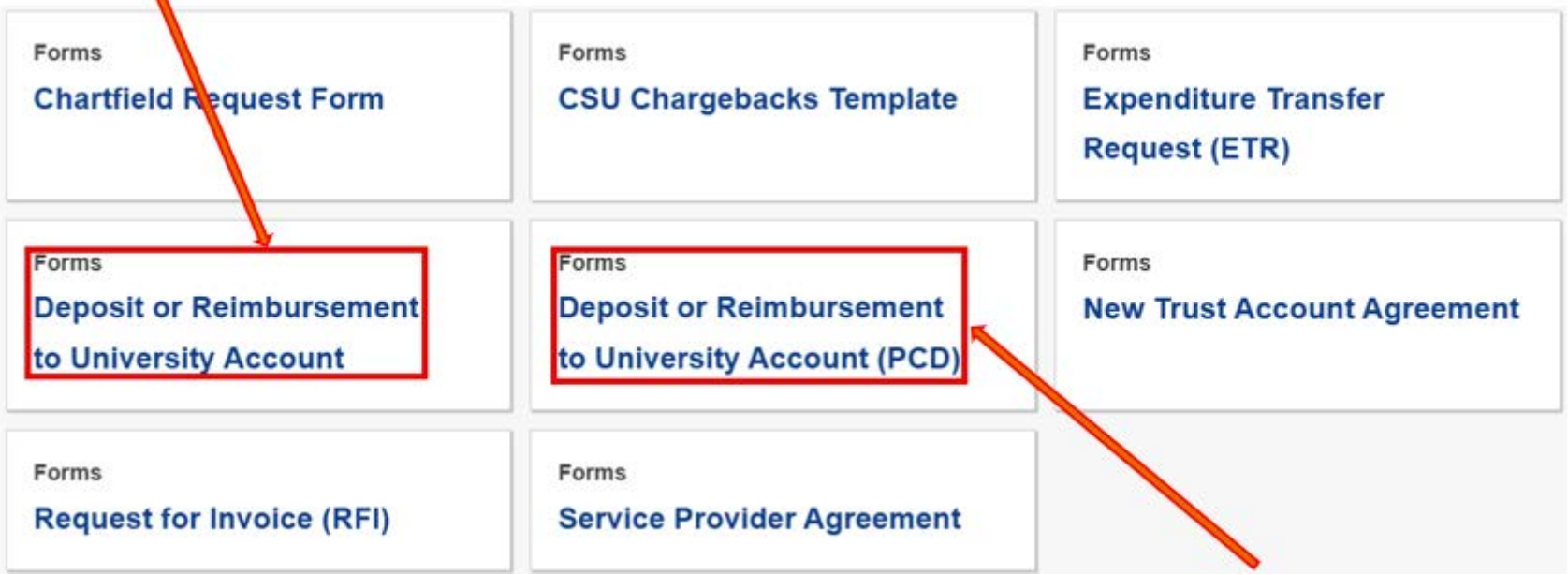
RFI:
Request for Invoice

Salary Adjustments (ETR vs PET vs RFI)

Deposit or Reimbursement to University Account

Deposit or Reimbursement to University Account Forms

https://financialservices.fullerton.edu/controller/asfr/services-forms-policies/?itemID=4158-b4f1-d31e140-14



https://financialservices.fullerton.edu/controller/asfr/services-forms-policies/?itemID=4158-b4f1-d31e165-15

Item Code	Description	Account	Fund	Dept	Program	Class	Project
S5092	Wireless Service	604802	Required	Required	Optional	Optional	Optional
S5081	Travel - In State	606001	Required	Required	Optional	Optional	Optional
S5082	Travel - Out of State	606002	Required	Required	Optional	Optional	Optional
S5080	Travel - International	606802	Required	Required	Optional	Optional	Optional
S5055	Postage and Freight Reimb	660001	Required	Required	Optional	Optional	Optional
S7050	Unreconciled P-Card Expense	660898	Required	Required	Optional	Optional	Optional
S4000 *	Various 6xxxxx expense acoounts other than 604802, 606001, 606002, 606802, 660001, 660898	590093	THEXT	Required	Optional	Optional	Optional

* Expenditure Transfer Request Form required to offset 580093-THEXT against original expense

Important:
Each CASHNet transaction requires an Item Code which associates the payment with a predefined chartfield string (account, fund, department, program, class or project).

Deposit or Reimbursement to University Account Forms

Example 1: Deposit or Reimbursement to University Account Form

Scenario: PCD was used for a personal meal so employee had to reimburse the university. PCD expense was posted to 660003-TA002-10005-3201 but CASHNET deposit was posted to 580093-THEXT-10005-3201. ETR is required.

OBIEE ACTUALS DETAIL

Unit	Account	Fund	Dept	Program	Class	Project	Document Source	Doc ID	Date	Journal ID	Date
FLCMP	660003	TA002	10005	3201			CSU	CHBK141131	11/25/2024	PCD2461797	12/1/2024
FLCMP	580093	THEXT	10005	3201			CSU	CR65441120	11/20/2024	CRS2444148	11/20/2024

Doc Line Descr	CSU Ref 1	CSU Ref 2	Year	Period	Amount
MIRANDA BAILEY	FULLERTON IC SUA 534	ISTANBUL CAFE;10/30/2024	2024	6	25.39
MISC	S4000	08891404	2024	5	(11.45)

CASHNET DEPOSIT

Dept ID	Fund	Account	Acct Descr	Program	Class	Project	Doc Src	Document ID	Document Date	Journal ID	Journal Date	Ln Number	Ln Descr	Reference	Reference 1	Reference 2	Fiscal Year	Period	Actuals
10005	THEXT	580093	Other Non-operating Revenues	3201	-	-	CSU	CR65441120	11/20/2024	CRS2444148	11/20/2024	93	MISC	S4000	08891404	COMM/ DISALLOWED P	2024	5	(11.45)
	THEXT Total																		(11.45)

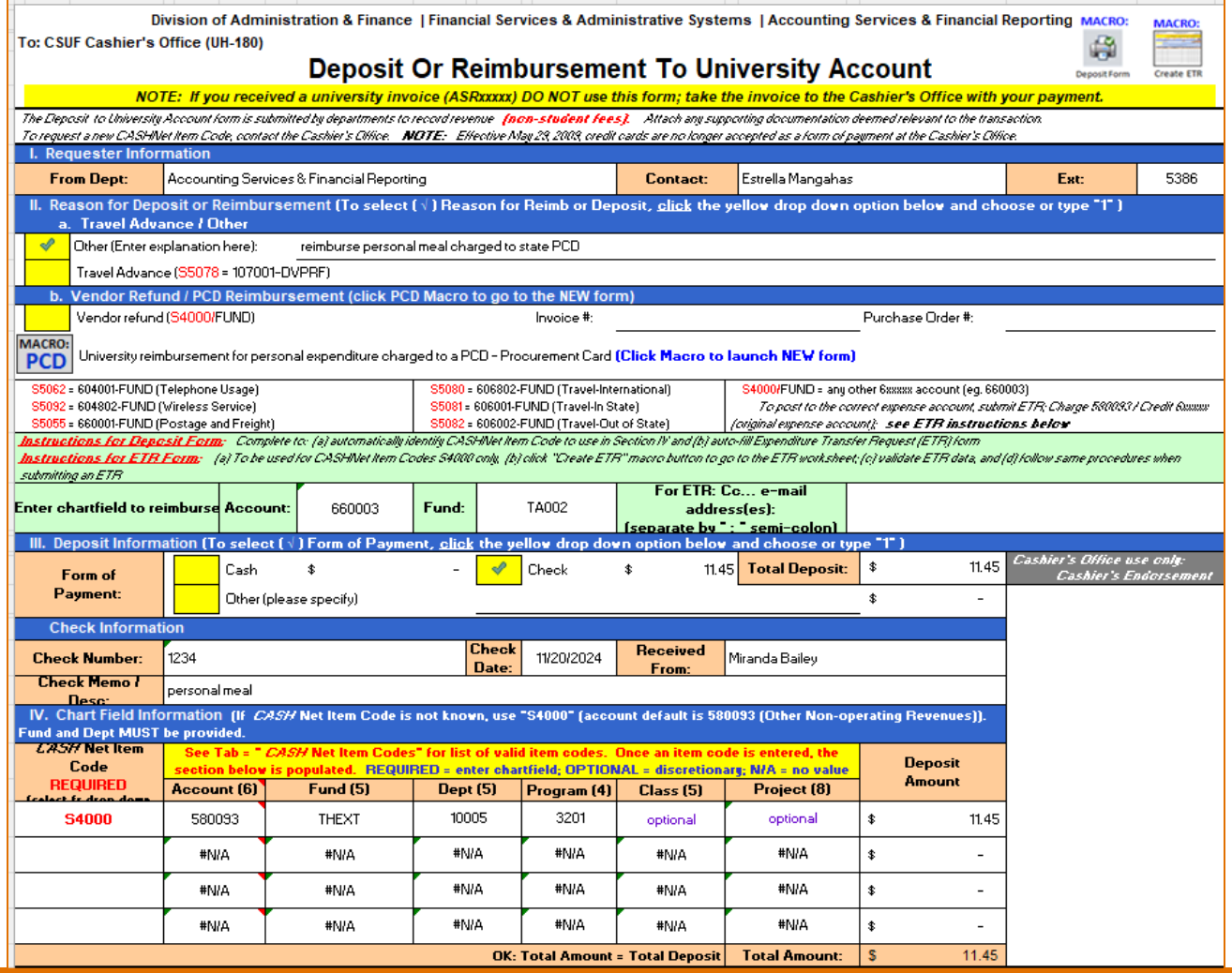
ETR TO OFFSET 580093-THEXT-10005 AGAINST 660003-TA002-10005-3201

IV. Transfer Information — Check/Total: 0.00 0.00

Acct.	Fund.	Dpt.	Program	Class	Project	Line Description	Reference	Amount
660003	TA002	10005	3201			Disallowed-M Bailey-Instant Card	CRS2444148	-11.45
580093	THEXT	10005	3201			Disallowed-M Bailey-Instant Card	CRS2444148	11.45

V. Comments

slenguyen@fullerton.edu	12/19/2024	ASFR: ASN: Updated the account from 606002 to 660003 because the original expense was posted to account 660003 (Instant Card)



Division of Administration & Finance | Financial Services & Administrative Systems | Accounting Services & Financial Reporting

To: CSUF Cashier's Office (UH-180)

MACRO: Deposit Form MACRO: Create ETR

Deposit Or Reimbursement To University Account

NOTE: If you received a university invoice (ASRxxxxx) DO NOT use this form; take the invoice to the Cashier's Office with your payment.

The Deposit to University Account form is submitted by departments to record revenue (non-student fees). Attach any supporting documentation deemed relevant to the transaction.
To request a new CASHNet Item Code, contact the Cashier's Office. NOTE: Effective May 29, 2008, credit cards are no longer accepted as a form of payment at the Cashier's Office.

I. Requester Information

From Dept:	Accounting Services & Financial Reporting	Contact:	Estrella Mangahas	Ext:	5386

II. Reason for Deposit or Reimbursement (To select (√) Reason for Reimb or Deposit, click the yellow drop down option below and choose or type "1")

a. Travel Advance / Other

- [√] Other (Enter explanation here): reimburse personal meal charged to state PCD
- [ ] Travel Advance (S5078 = 107001-DVPRF)

b. Vendor Refund / PCD Reimbursement (click PCD Macro to go to the NEW form)

- [ ] Vendor refund (S4000/FUND) Invoice #: _____ Purchase Order #: _____

MACRO: PCD — University reimbursement for personal expenditure charged to a PCD – Procurement Card (Click Macro to launch NEW form)

S5062 = 604001-FUND (Telephone Usage)	S5080 = 606802-FUND (Travel-International)	S4000/FUND = any other 6xxxxx account (eg. 660003)
S5092 = 604802-FUND (Wireless Service)	S5081 = 606001-FUND (Travel-In State)	*To post to the correct expense account, submit ETR; Charge 580093 / Credit 6xxxxx (original expense account); see ETR instructions below*
S5055 = 660001-FUND (Postage and Freight)	S5082 = 606002-FUND (Travel-Out of State)	

Instructions for Deposit Form: Complete to: (a) automatically identify CASHNet Item Code to use in Section IV and (b) auto-fill Expenditure Transfer Request (ETR) form
Instructions for ETR Form: (a) To be used for CASHNet Item Codes S4000 only, (b) click "Create ETR" macro button to go to the ETR worksheet; (c) validate ETR data, and (d) follow same procedures when submitting an ETR

Enter chartfield to reimburse	Account:	660003	Fund:	TA002	For ETR: Cc... e-mail address(es): (separate by " ; " semi-colon)	

III. Deposit Information (To select (√) Form of Payment, click the yellow drop down option below and choose or type "1")

Form of Payment:						Total Deposit:		Cashier's Office use only: Cashier's Endorsement
	[ ]	Cash	$ -	[√]	Check	$ 11.45	$ 11.45	
	[ ]	Other (please specify)					$ -	

Check Information

Check Number:	1234	Check Date:	11/20/2024	Received From:	Miranda Bailey
Check Memo / Desc:	personal meal				

IV. Chart Field Information (If *CASH* Net Item Code is not known, use "S4000" (account default is 580093 (Other Non-operating Revenues)). Fund and Dept MUST be provided.

See Tab = " *CASH* Net Item Codes" for list of valid item codes. Once an item code is entered, the section below is populated. REQUIRED = enter chartfield; OPTIONAL = discretionary; N/A = no value

CASH Net Item Code REQUIRED	Account (6)	Fund (5)	Dept (5)	Program (4)	Class (5)	Project (8)	Deposit Amount
S4000	580093	THEXT	10005	3201	optional	optional	$ 11.45
	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	$ -
	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	$ -
	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	$ -
					OK: Total Amount = Total Deposit	Total Amount:	$ 11.45

Example 1: Deposit Form

Division of Administration & Finance | Financial Services & Administrative Systems | Accounting Services & Financial Reporting

Expenditure Transfer Request (ETR)

CSUF Journal Entry Upload Form

INSTRUCTIONS: (1) Complete sections I to IV; (2) Click "Data Validation" macro; (3) OPTIONAL: Save a copy of the Excel file for your records; (4) Click "E-mail" macro to send form via e-mail to DL-Accounting_Services; and (5) Send signed original form with back-up to CP-300 via inter-office mail (if applicable, attach OBIEE Actuals Detail report).

* If billing an auxiliary organization (use of program code 7xxx), a purchase order (PO) is required. To obtain a PO, please contact:
Auxiliary Services (CSUFASC) @ ext 4145 Philanthropic Foundation (CSFPF) @ ext 4420 Associated Students (ASI) @ ext 2406

IMPORTANT: Please contact Budget Planning and Administration (Budget@fullerton.edu) for ALL salary related adjustments (accounts 601xxx, 602xxx or 603xxx)

Step 1	Step 2 (click to run macro)	Step 3	Step 4 (click to run macro)	Step 5	(macro DISABLED)	(click to run macro)
Data Entry	MACRO: Data Validation	Save As (F12) Save As (OPTIONAL)	E-mail MACRO: Email file to ASFR	Interoffice mail to CP-300	Clear MACRO: Clear Data (Section II...)	MACRO: View File (ASFR use only)

I. Requestor Information

From Department:	counting Services & Financial Report	Contact:	Estrella Mangahas	Ext:	5386
OPTIONAL: Cc... e-mail address(es) (separate by " ; " semi-colon)	0				

II. Reason for Request — **V. Data Validation Completed?** *(No: email macro disabled)* 1

Offset CASHNet deposit with reimbursement ~ Miranda Bailey ~ personal meal

III. Authorizing Signature(s) *(must be setup as a REQ approver)* — *Reviewed By: (ASFR use only)*

Print / Type Name: _____ Authorized Signer of Account(s) _____ Date _____

IV. Transfer Information — Check / Total: 0.00 0.00

Account (6)	Fund Code (5)	Dept (5)	Program (4)	Class (5)	Project (8)	Line Description (Vendor name, Student name, etc.) (30)	Reference or Aux Org PO Nos. * (10)	Amount
660003	TA002	10005	3201			CN Dep/Reimb~personal meal	Miranda Bailey	(11.45)
580093	THEXT	10005	3201			CN Dep/Reimb~personal meal	Miranda Bailey	11.45

Example 1: Macro – Create ETR

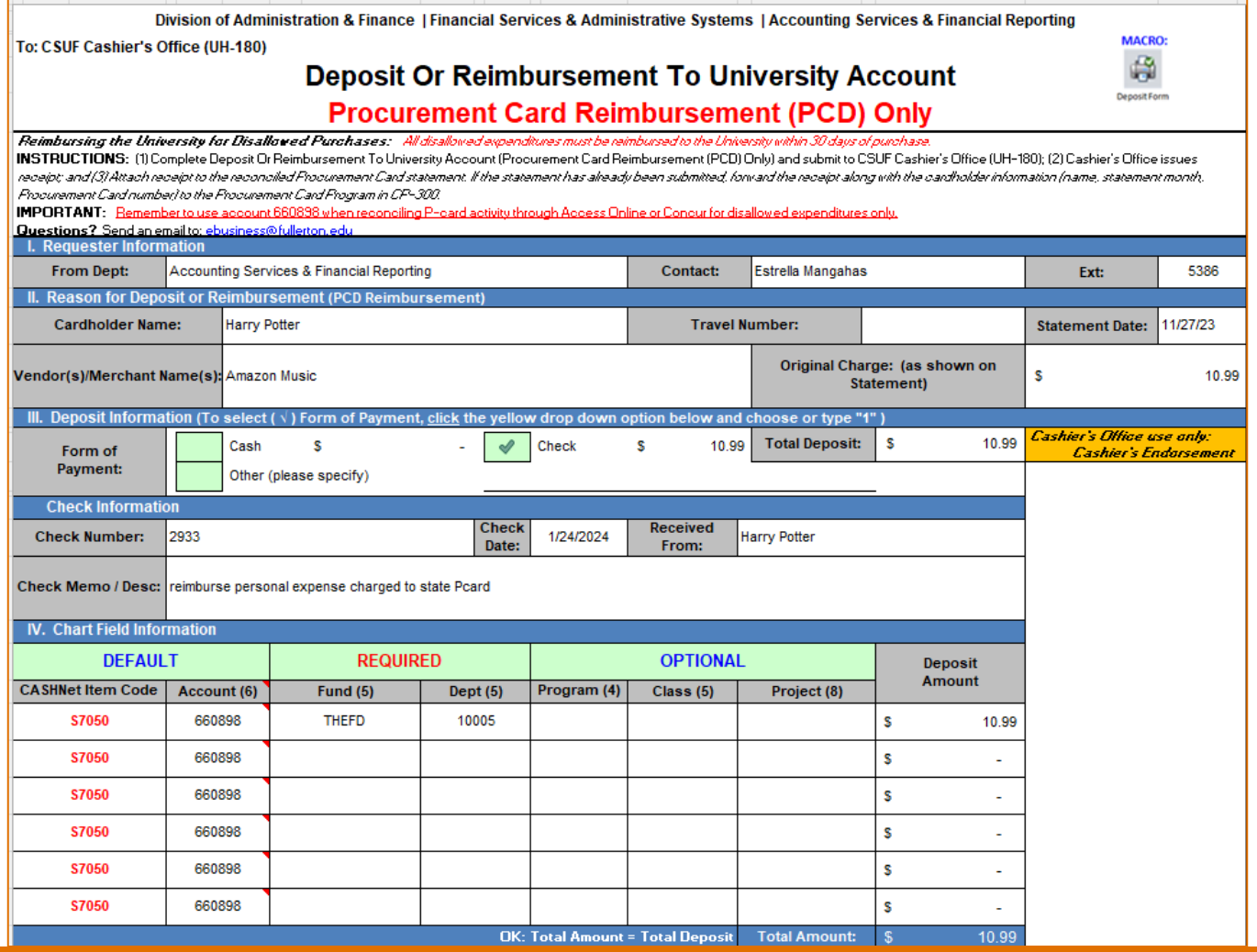
Example 2: Deposit or Reimbursement to University Account Form (PCD)

Scenario: PCD was used for personal office supplies so employee had to reimburse the university. PCD expense and CASHNET deposit were posted to 660898-THEFD-10005.

OBIEE ACTUALS DETAIL

Dept ID	Fund	Account	Program	Class	Project	Doc Src	Document ID	Document Date	Journal ID	Journal Date
						CSU	CHBK140118	4/25/2024	PCD2335672	5/1/2024
10005	THEFD	660898	-	-	-					
10005	THEFD	660898	-	-	-	CSU	CR63290124	1/24/2024	CRS2271964	1/24/2024

Reference	Reference 1	Reference 2	Fiscal Year	Period	Actuals
Exp ID: 58434	AMAZON MUSIC*YV04S40S3;Nov 2023 P-Card; (660898) Disallowed Expense; Office Supplies 11/23/2023	HARRY POTTER	2023	11	10.99
S7050	8735433	ASFR	2023	7	(10.99)



Division of Administration & Finance | Financial Services & Administrative Systems | Accounting Services & Financial Reporting

To: CSUF Cashier's Office (UH-180)

MACRO: Deposit Form

Deposit Or Reimbursement To University Account

Procurement Card Reimbursement (PCD) Only

Reimbursing the University for Disallowed Purchases: *All disallowed expenditures must be reimbursed to the University within 30 days of purchase.*

INSTRUCTIONS: (1) Complete Deposit Or Reimbursement To University Account (Procurement Card Reimbursement (PCD) Only) and submit to CSUF Cashier's Office (UH-180); (2) Cashier's Office issues receipt; and (3) Attach receipt to the reconciled Procurement Card statement. If the statement has already been submitted, fax and the receipt along with the cardholder information (name, statement month, Procurement Card number) to the Procurement Card Program in CP-300.

IMPORTANT: Remember to use account 660898 when reconciling P-card activity through Access Online or Concur for disallowed expenditures only.

Questions? Send an email to: ebusiness@fullerton.edu

I. Requester Information

From Dept:	Accounting Services & Financial Reporting	Contact:	Estrella Mangahas	Ext:	5386

II. Reason for Deposit or Reimbursement (PCD Reimbursement)

Cardholder Name:	Harry Potter	Travel Number:		Statement Date:	11/27/23
Vendor(s)/Merchant Name(s):	Amazon Music	Original Charge: (as shown on Statement)		$	10.99

III. Deposit Information (To select (√) Form of Payment, click the yellow drop down option below and choose or type "1")

Form of Payment:						Total Deposit:	$	10.99	*Cashier's Office use only: Cashier's Endorsement*
		Cash	$	-	√ Check	$	10.99		
		Other (please specify)							

Check Information

Check Number:	2933	Check Date:	1/24/2024	Received From:	Harry Potter
Check Memo / Desc:	reimburse personal expense charged to state Pcard				

IV. Chart Field Information

DEFAULT		REQUIRED		OPTIONAL			Deposit Amount	
CASHNet Item Code	Account (6)	Fund (5)	Dept (5)	Program (4)	Class (5)	Project (8)		
S7050	660898	THEFD	10005				$	10.99
S7050	660898						$	-
S7050	660898						$	-
S7050	660898						$	-
S7050	660898						$	-
S7050	660898						$	-
						OK: Total Amount = Total Deposit	Total Amount:	$ 10.99

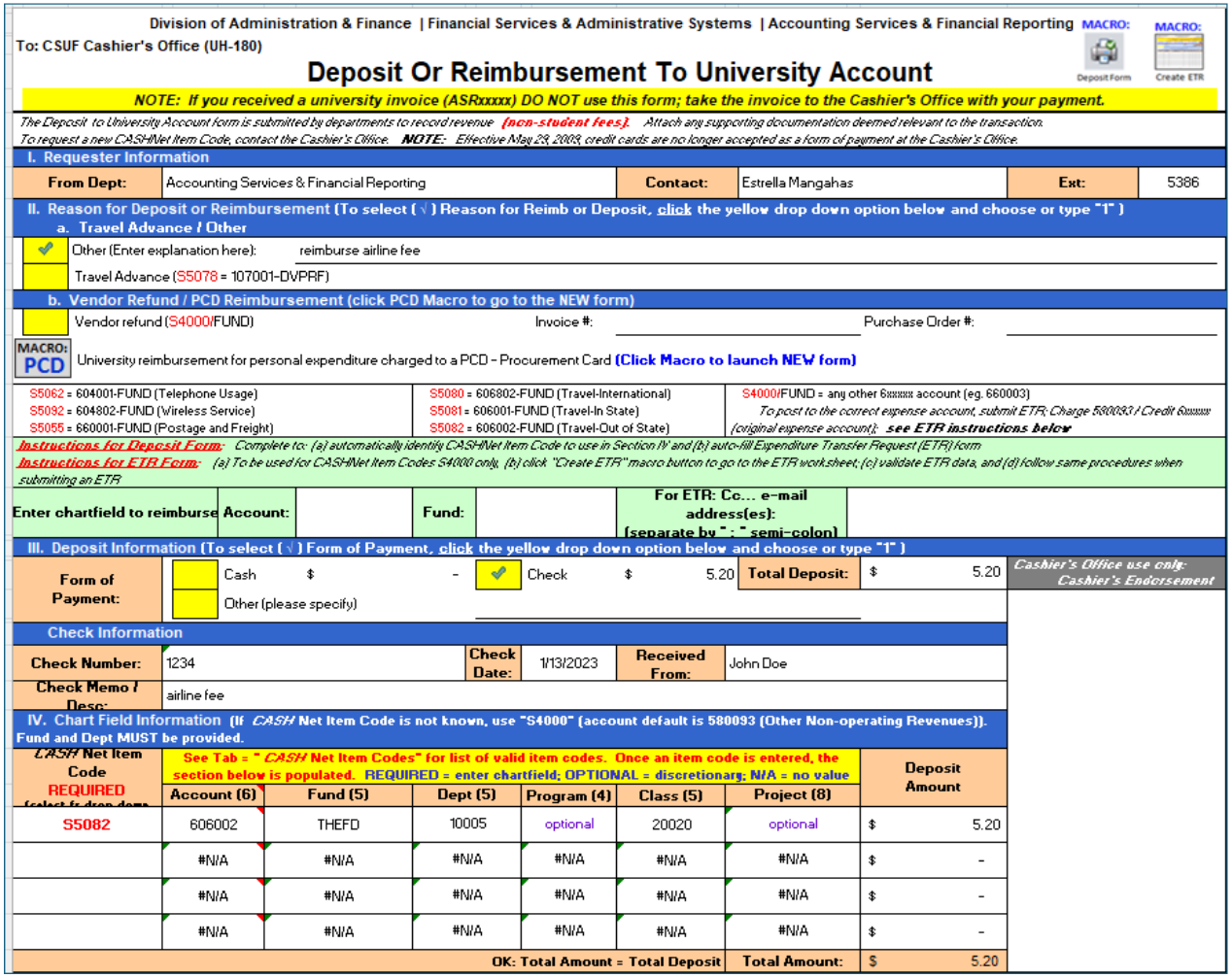
Example 2: Deposit Form

Example 3: PCD Deposit Form Used to Reimburse PCD

Scenario: $5.20 airline fee is not a qualified business expense so employee had to reimburse the university. PCD expense and CASHNET deposit were posted to 606002-THEFD-10005.

Dept ID	Fund	Account	Program	Class	Project	Doc Src	Document ID	Document Date	Journal ID	Journal Date	Reference
10005	THEFD	606002	-	20020	-	CSU	CHBK138177	1/25/2023	PCD2094128	2/1/2023	Exp ID: 51922
10005	THEFD	606002		20020		CRS	CR60610113	1/13/2023	CRS2075534	1/16/2023	S5082

Reference 1	Reference 2	Fiscal Year	Period	Actuals
SOUTHWES 5262172042623;Oct 2022 Las Vegas NV; Airfare; 10/03/2022	JOHN DOE	2022	8	207.98
STUDENT HEALTH AND	08511536	2022	7	(5.20)



Division of Administration & Finance | Financial Services & Administrative Systems | Accounting Services & Financial Reporting

To: CSUF Cashier's Office (UH-180)

MACRO: Deposit Form | MACRO: Create ETR

Deposit Or Reimbursement To University Account

NOTE: If you received a university invoice (ASRxxxxx) DO NOT use this form; take the invoice to the Cashier's Office with your payment.

The Deposit to University Account form is submitted by departments to record revenue (non-student fees). Attach any supporting documentation deemed relevant to the transaction.
*To request a new CASHNet Item Code, contact the Cashier's Office. **NOTE:** Effective May 29, 2009, credit cards are no longer accepted as a form of payment at the Cashier's Office.*

I. Requester Information

From Dept:	Accounting Services & Financial Reporting	Contact:	Estrella Mangahas	Ext:	5386

II. Reason for Deposit or Reimbursement (To select (√) Reason for Reimb or Deposit, click the yellow drop down option below and choose or type "1")

a. Travel Advance / Other

- [√] Other (Enter explanation here): reimburse airline fee
- [ ] Travel Advance (S5078 = 107001-DVPRF)

b. Vendor Refund / PCD Reimbursement (click PCD Macro to go to the NEW form)

- [ ] Vendor refund (S4000/FUND) Invoice #: Purchase Order #:

MACRO: PCD — University reimbursement for personal expenditure charged to a PCD – Procurement Card **(Click Macro to launch NEW form)**

S5062 = 604001-FUND (Telephone Usage)	S5080 = 606802-FUND (Travel-International)	S4000/FUND = any other 6xxxxx account (eg. 660003)
S5092 = 604802-FUND (Wireless Service)	S5081 = 606001-FUND (Travel-In State)	*To post to the correct expense account, submit ETR: Charge 580093 / Credit 6xxxxx (original expense account); **see ETR instructions below***
S5055 = 660001-FUND (Postage and Freight)	S5082 = 606002-FUND (Travel-Out of State)	

Instructions for Deposit Form: *Complete to: (a) automatically identify CASHNet Item Code to use in Section IV and (b) auto-fill Expenditure Transfer Request (ETR) form*
Instructions for ETR Form: *(a) To be used for CASHNet Item Codes S4000 only, (b) click "Create ETR" macro button to go to the ETR worksheet; (c) validate ETR data, and (d) follow same procedures when submitting an ETR*

Enter chartfield to reimburse	Account:		Fund:		For ETR: Cc... e-mail address(es): (separate by " ; " semi-colon)	

III. Deposit Information (To select (√) Form of Payment, click the yellow drop down option below and choose or type "1")

Form of Payment:						Total Deposit:		Cashier's Office use only: Cashier's Endorsement
	[ ]	Cash	$ -	[√]	Check	$ 5.20	$ 5.20	
	[ ]	Other (please specify)						

Check Information

Check Number:	1234	Check Date:	1/13/2023	Received From:	John Doe
Check Memo / Desc:	airline fee				

IV. Chart Field Information (If *CASH* Net Item Code is not known, use "S4000" (account default is 580093 (Other Non-operating Revenues)). Fund and Dept MUST be provided.

See Tab = "*CASH* Net Item Codes" for list of valid item codes. Once an item code is entered, the section below is populated. REQUIRED = enter chartfield; OPTIONAL = discretionary; N/A = no value

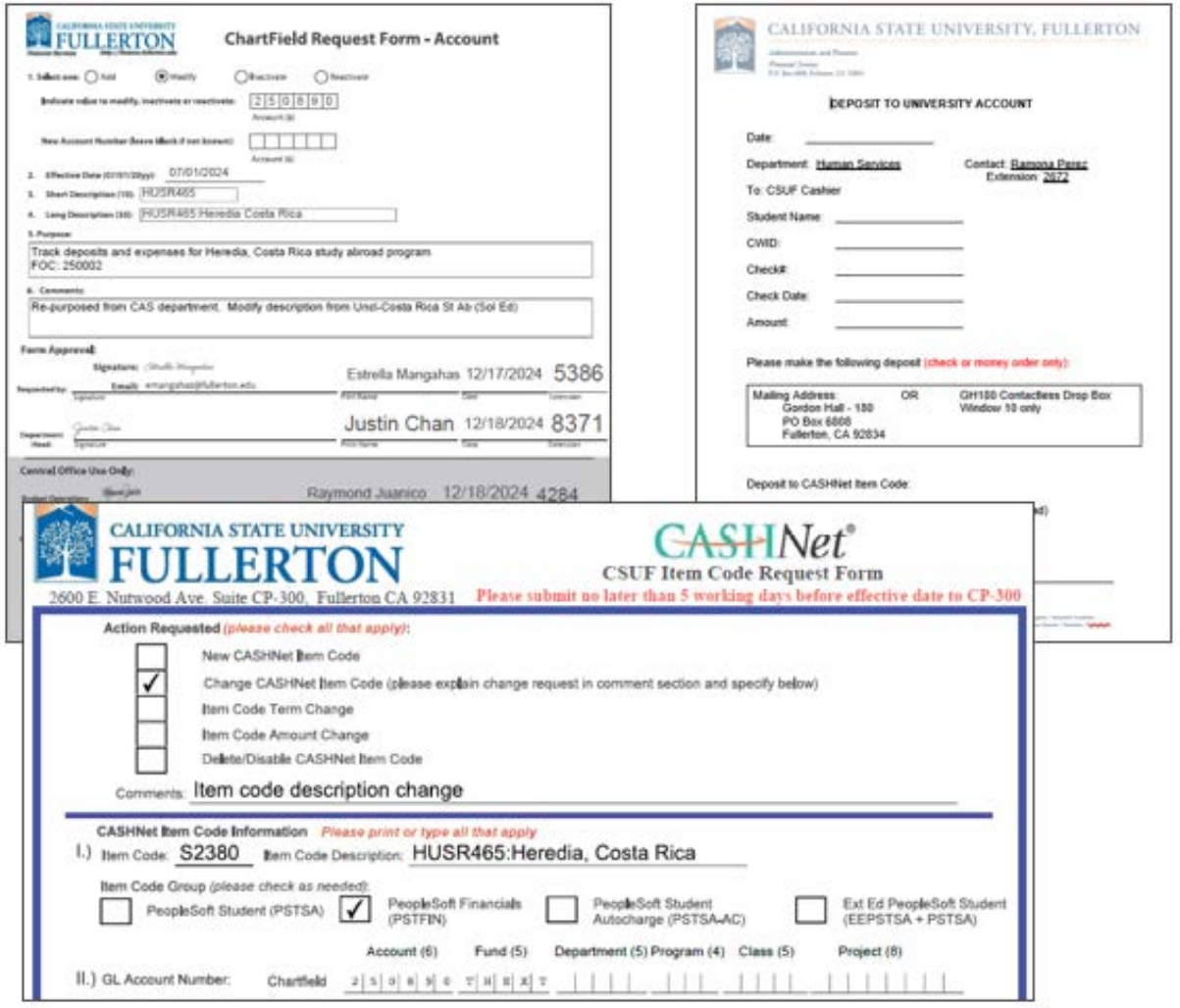
CASH Net Item Code REQUIRED	Account (6)	Fund (5)	Dept (5)	Program (4)	Class (5)	Project (8)	Deposit Amount
S5082	606002	THEFD	10005	optional	20020	optional	$ 5.20
	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	$ -
	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	$ -
	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	$ -
					OK: Total Amount = Total Deposit	Total Amount:	$ 5.20

Example 3: Deposit Form

Study Abroad Programs

For new study abroad programs, work with ASFR to establish the following:

- **Liability Account**
  - Ex. 250890 (Uncl-HUSR465:Heredia CostaRica)
- **CASHNet Item Code**
  - Ex. S2380 (HUSR465 Heredia Costa Rica Study Abroad 250890-THEXT)
- **Deposit Form**



Study Abroad Programs (continued)

Form	Processing Time	Notes
Request for Invoice (RFI)	2 business days once approved RFI is submitted	On-demand invoice.
Expenditure Transfer Request (ETR)	2 to 4 business days once ETR is approved	ETRs with 7xxx billable program codes are billed on the 5th business day after the end of the month
Chartfield Request Form	2 business days once approved	ASFR processes account, fund, program and project chartfield forms Budget processes department and class chartfield forms
Interagency Financial Transaction (IFT)	2 business days once approved then ASFR submits to the Chancellor's Office.	IFT entry is posted to OBIEE 2 business days after the Chancellor's Office issues the IFT.

Forms Processing Time

Announcements

- Accounting Updates Email Subscription

Announcements (continued)

- Congratulations Justin Chan, new Associate Director of Accounting Services & Financial Reporting
- Request for Invoice (RFI) / Interagency Financial Transaction (IFT) automation is on-going
- Upcoming Trainings:
  https://financialservices.fullerton.edu/controller/asfr/training/

OBIEE CFS Revenue/Expense Reports Training is now available on demand in the Titan Training Hub.
IT: ERP CFS Revenue/Expense Reports (Online)

CSUF | DIVISION OF Administration and Finance

Nathan, Michael (Controller), Justin, Dawit, Tony
Winnie, Lynn, Estrella, Sarah, Betty

Thank you!

QUESTIONS?

CONTACT: ASFR@FULLERTON.EDU

HTTPS://FINANCIALSERVICES.FULLERTON.EDU/CONTROLLER/ASFR/CONTACT-US/