



SACRAMENTO
STATE

Business Partners Round Table Accounting Services Reminders

Wednesday, October 20, 2021

Redefine the Possible™

Federal Work Study

- Confirm using the correct Position numbers and Job Codes
 - Job Code – 1871 Student Trainee **On-Campus** Work Study
 - Job Code – 1872 Student Trainee **Off-Campus** Work Study
 - Job Code – 1151 Instructional Student Assistant **On-Campus** Work Study
 - **Do Not Use:**
 - 1874 – Bridge Student Assistant
 - 1876 – Bridge Student **Off-Campus** Work Study
- Please monitor FWS Budget monthly to prevent overspending
 - Causes major issues
 - Difficult & time consuming to fix

Reconciliation ProCard & Concur

- Default chartstring can be edited
 - Please change if need to use a different value
 - Eliminates the need for EXPTX to correct

Reminder: OnBase EXPTX

- Do Not Use Special Characters in the Description Fields
 - Causes Errors on the Backend processing
 - Special Characters include:
!@#\$%^&*()'"<>{}[]`~+=

617xxx Accounts

Services from Other Funds/Agencies Group

- Do not change to another 6xxxxx account
- Value must stay as 617xxx
 - Even when submitting an EXPTX

Reimbursed Activity Transactions (RA)

Departments have money at the Auxiliaries and use University procurement options to spend

- Must use this Fund & Class Code – **MDR01 0xxA**
- The Bursars Office will create an invoice monthly for the expenses posted using **6xxxxx MDR01 0xxA**
- Once invoice is received – approve and submit for payment according to Auxiliary’s procedures
- Please do in a timely manner

Contact Us

Accounting Services:

Sacramento State (SACST): accountingservices@csus.edu

University Foundation (UFSS): ufssaccounting@csus.edu

Information & Resources: <https://www.csus.edu/administration-business-affairs/financial-services/accounting.html>