



SACRAMENTO  
STATE

# Business Partners Round Table Accounting Services Updates

Tuesday, August 15, 2023

*Redefine the Possible™*

# Agenda

- What is Accounting Services
- UFSS Reminders
- Yearly Reminders
- Payments To Students - Updates
- Staff Updates/Reminders

# What Does Accounting Services Do?

Expenditure Transfers  
Cost Recovery  
Wires  
Campus W-9  
Inter Agency Fund Transfers (IFT)

Check Replacement Applications  
Chart field's (not Class Codes)  
Payment to Students Questions  
GAAP/GASB Compliance  
Verify Fund Allowability

Revenue Transfers  
Spec Sheets  
ACH Bank Data  
Sales and Use Tax  
Maintain Financial Records for Reporting

Chargebacks  
Public User Fee Requests  
Unrelated Business Income Tax (UBIT)  
NRA Tax - 1042S forms

# What Accounting Services Does Not Do?

## Accounts Payable Items

Check Requests  
EFT

Travel Requests  
Travel Expense Information

Direct Pay Requests  
Moving and Relocation

Payment of Invoice Received  
Vendor Forms (204)

## Bursars Items

CSUS Invoice Requests  
Deposits  
Campus Collections

CSUS Invoice Questions  
Campus Cashiering  
Item Type (Code) Set up

Student Account Corrections  
Credit Memos

Petty Cash Reimbursement  
1098Ts

## Other Camus Departments

Financial Aid Item Types

Class Chart Field Requests

Pro Cards

Campus Agreements

This is not an exhaustive list of the work done by any of the departments mentioned.



# UFSS Reminders

- Foundation business processes mirror Sac State's
- Departments should use the Sac State Req, PO, and AP process
- MDR01 is not needed if departments process items in SAFDN
  
- UFSS Forms are on the ABA Forms page
  - Transfer Form
  - Check Request to AP
  - Invoice Request
  
- University Foundation (UFSS): [ufssaccounting@csus.edu](mailto:ufssaccounting@csus.edu)

# Yearly Reminders

- Transfer Requests need the correct form
- Only CY Expenditure transfers can be in OnBase
- [Revenue](#), [Sponsorship](#), [Budget Transfers](#), and [Cost Recovery](#) have to be emailed
- MDR01 is primarily for Procard transaction reimbursement
- AS is available to consult on IFT's before departments contract with other campuses
- Fees for campus events require [Public User Fee Approval](#)
- Spec Sheets and Grant documents define how \$ can be used
- Bank Data is level one data
- Level one data should not be sent via email

# Payments to Students

- Purpose
  - AS monitors Federal and State Regulations as well as CSU Policies. We work to educate and correct processes to make compliance easy for campus.
  - Major areas of focus:
    - Student Work that is not paid via employment process
    - Reimbursements for costs associated to education
    - Making sure all funds paid out by Sac State are on the correct Tax forms
    - ALL FUNDS ARE REPORTBLE – Not all are taxed
- New Website is on the way in the Fall
  - Website is similar to [this one](#). Keep in mind the CSU's compliance requirements are different.
- Revamped Process is on the way
  - New Form – Campus feed back is being used to update and clarify
- Approval is for a payment process
  - Regular Payment Processes – Only need one time approval
  - This is not per student
  - After approval you will follow the normal process to pay the student for the type of payment.
- Send questions to [paymentstostudents@csus.edu](mailto:paymentstostudents@csus.edu)

# Staff Updates

## Open Positions (1)

- Accountant

Position in Process – Auxiliary Accounting Manager

## Accounting Services Team

- Accountant I's – Martha Peters, Manoj Pal, Jarod Alles, Mike Laduzinsky, Omar Ruiz
- Accountant II's – Michael Gill, Denise Morgan, Sanjela Prasad, Ta'mar Purdy
- Accountant III's – Hai Ly, Nicole Barksdale, Amanda Davenport
- Management – Tabitha Leeds, Daniel Manomai, LaVerne Simmons-Barnett

## Contact Us

Sacramento State (SACST): [accts-01@skymail.csus.edu](mailto:accts-01@skymail.csus.edu)

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



# *Celebrate!!*

*La Verne's Retirement*

*Where:*

*Harper Alumni Center*

*When:*

*Monday, August 21, 2023*

*4:00 p.m. - 6:30 p.m.*

[\*RSVP Online Here\*](#)