



Business Partners Round Table Accounting Services Updates

Thursday, August 14, 2025

Redefine the Possible™

Agenda

- CFS – Account Updates and Uses
- Payment to Students
- Foundation Updates
- Process Updates/Reminders
- DOA Updates
- Accounting Services Updates

Account Updates and Uses

- MDR01 –
 - Can only use 0xxxA Class Codes
 - Cannot Deposit funds into MDR01
 - Only works one way. Creates bills for Auxiliaries, but not payables to them.
- Obsolete Accounts –
 - 619002 Instructional Equipment is obsolete
 - Use 619001 instead
 - Deactivate CapRadio Dept IDs and chart stings in SACST. Payments need to now go to MDR01 to be paid by check
- Deposits
 - Revenue cannot be deposited into 6XXXXX accounts
 - Abatements must be preapproved by an Accounting Services Manager
- Transact
 - We will be cleaning up ChartStrings in September



Payment to Students

- Form Update Do not use MDR01, Put the X fund
- Process directly from SAFDN not SACST
- We will be asking forms older than 2 years to be reapproved this year.
- Reminder any time we use any state side or foundation fund to purchase items for or on behalf of a student you must have an approved form on file.
- Swag is exempt



Foundation Updates

- SunShine Funds – discontinuing, please spend down. Donations will no longer be accepted.
- Spend out of SAFDN: Requisitions, Purchases, check requests
- Transfer funds to the university, if necessary
- Moving into Service Now soon
- Spec Sheets cannot be updated or changed without sign off from all donors
- Timely Submissions are required for X funds to show accurate cash balance.
- Change in investment policy

DOA Updates

- Delegation of Fiscal Authority or DOA will be moving from DART to CFS
- The DOA will be called DOA 360 and will be a robust system.
- Will be effective in CFS in September, will be fully live with Jagger in January.
- Changes:
 - Who can Authorize a transaction
 - Will be for all transaction types
 - DOA will be based on amount spent per dept ID
 - Levels of approval based on amount being spent



Process Updates/Reminders

- Service Now
 - Please do not respond to the emails, but click the link and respond in Service Now. This will decrease incident numbers, and create better tracking for your incident.
- ProCard & Travel Reconciliations
 - When not done timely, funds appear to have higher cash available than they really do.
- Events
 - Campus events with space rental still need an events form.
 - Also make sure to describe your event in the space rental form and include any third party sponsors and partnerships in the notes.

Accounting Services Updates

- Michael Gill is Retiring! His last day is August 22nd
- UFSS services may be a bit slow while we work on hiring a new Accountant II.
- Please remember to email our main inboxes
 - accts@skymail.csus.edu
 - ufssaccounting@csus.edu
 - Cpr-financial@csus.edu

