

**NEW**

# University Foundation at Sac State

## General Information

Financial Services at Sacramento State will be taking over the day-to-day business operations of UFSS effective 10/1/18. Departments involved are:

- Accounting Services
- Accounts Payable
- Procurement
- Bursar's Office



# University Foundation at Sac State

## General Information

- Only UFSS is transitioning to Financial Services. If you have UEI accounts, they will still be maintained by UEI
- UFSS will follow the policies and procedures of Sac State, when applicable

**NEW**

# Business unit for UFSS

UFSS financial data will be in the University's Common Financial System (CFS)

- The UFSS business unit is **SAFDN**. You will need this for all UFSS transactions (including travel requisitions) and reporting
- The UFSS business unit is different than the University's business unit (SACST) and the travel business unit (SACTV)



# UEI Account vs. Sac State Fund

## Old Way (UEI)

- UEI uses a 6-digit account to categorize Scholarship Expenditures, Endowments and Non-Scholarship Expenditures.
  - X01210-Gwynn Memorial Endow
  - X01220-Gwynn Memorial Expd

## New Way (Sac State)

- Sac State will use a 5-digit fund to categorize Scholarship Expenditures, Endowments and Non-Scholarship Expenditures
- Note: zero dropped from end of UEI's account
  - X0121-Gwynn Memorial Endow
  - X0122-Gwynn Memorial Expd



# UEI Object Code vs. Sac State Account

## Old Way (UEI)

- UEI uses a 4 digit object code to categorize expense/revenue
  - 8246 – Supplies
  - 8291 – Travel
  - 6117 – Contribution Private

## New Way (Sac State)

- Sac State uses 6 digit accounts to categorize expense/revenue
  - 660003 – Supplies & Services
  - 606001/606002-Travel
  - 503401- Private Contributions
- A translation listing of UEI object codes to Sac State accounts will be available soon
- All accounts from our existing listing is available for use in SAFDN.



# Establishing & Terminating UFSS Funds

## Establishing New Fund

### Old way (UEI)

- If you received a pledge or gift, contact the Development Office. They will work with you and the donor to draft & finalize the spec sheet
- Work with UEI to access funds and financial reporting

### New Way (Sac State)

- If you received a pledge or gift, contact the Development Office. They will work with you and the donor to draft & finalize the spec sheet
- If you have access to CFS you will already have access to financial reporting (FDW)
- If you need access to CFS, it can be requested through CARS



# Depositing Donations (Gifts)

- Donations will still be deposited through the University Advancement Office
- If donation amount is \$250 or more, a gift Acceptance Form is required
  - <http://www.csus.edu/giving/forms.html>
  - The Dean's signature is required for gifts of \$5,000 or more

# Establishing & Terminating UFSS Funds

## Terminating a Fund

### Old way (UEI)

- When an account is no longer needed, a request to close account signed by the authorized signer is sent to the UFSS account administrator at UEI. Memo must include:
  - Why the account will no longer be used,
  - Where the remaining balance (if any) is to go, and an
  - Explanation of why the receiving account is appropriate
- A “request for transfer” should be submitted to move any unspent funds

### New Way (Sac State)

- When a fund is no longer needed, a request to close fund signed by the authorized signer is sent to Accounting Services. Memo must include:
  - Why the fund will no longer be used,
  - Where the remaining balance (if any) is to go, and an
  - Explanation of why the receiving fund is appropriate
- **An “Expenditure Transfer” request should be submitted to move any unspent funds**



# Disbursement of UFSS Funds

## Purchase Orders

### Old Way (UEI)

- Purchase Order Request sent to UEI Sponsored Programs Administration
- Requisition is sent to Business Services for PO processing
- Requesting Department receives copy of PO to sign once items are received or services performed

### New Way (Sac State)

- Determine service or commodity requirement
- Enter requisition for service or commodity into CFS
  - UFSS requisition number begins with a “1”
- Requisition assigned to buyer
- Requisition is reviewed, evaluated and converted to PO
- PO released to contractor
  - UFSS Po numbers begins with a “2”
- No services or commodities shall be ordered without a PO



# University Foundation at Sac State Requisition Entry

- When entering a new requisition, you will need to change the business unit to SAFDN.

The screenshot shows the Oracle Requisition Entry interface. The breadcrumb trail is: Favorites > Main Menu > Purchasing > Requisitions > Add/Update Requisitions. The page title is 'ORACLE Requisitions'. There are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Business Unit' field is set to 'SACST' and is highlighted with a red box. Below it is the 'Requisition ID' field with 'NEXT' entered. An 'Add' button is visible. A 'Look Up Business Unit' dialog box is open, showing search results for business units. The dialog box has a 'Help' button and buttons for 'Look Up', 'Clear', and 'Cancel'. The search results table is as follows:

Business Unit	Description
SACST	Cal State Univ Sacramento
SACTV	CSUS Travel Business Unit
SAFDN	The Univ Foundation Sac State

The 'SAFDN' row is highlighted with a red box. The dialog box also shows 'View 100', 'First', '1-3 of 3', and 'Last' navigation options.

# University Foundation at Sac State

## Requisition Entry

- You will also need to change the business unit to SAFDN on the distribution line

**Requisition Defaults**

Business Unit SAFDN Requisition Date 10/03/2018  
Requisition ID NEXT Status Open

**Default Options** ?

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy, only non-blank values are assigned.

**Line**

Buyer  Unit of Measure   
Supplier  Supplier Location   
Category  Supplier Lookup

**Schedule**

Ship To  \*Distribute By   
Due Date  \*Liquidate By   
Ultimate Use Code  Ship Via   
Attention To  Freight Terms

**Distribution**

SpeedChart

**Distributions**

Details Asset Information (FF) ▶

Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref
1		SAFDN							

# Disbursement of UFSS Funds

## Pro-Card

### Old Way (UEI)

- Doesn't use Pro-Card

### New Way (Sac State)

- Use Pro-Card
  - The Procurement Card gives employees the ability to charge purchases eliminating requisitions, check requests and petty cash reimbursements. This provides department's greater convenience, control and flexibility
- Use the SACST business unit, with your reimbursed activity (MDR01-0xxA) chartstring.
- If you don't have a Pro-Card, you can get one here
  - <https://www.csus.edu/aba/procurement/procurement-card.html>
- Questions related to the pro-card can be directed to [procard@csus.edu](mailto:procard@csus.edu)
- You can use your pro-card for bottle water. Only allowed for UFSS.

# Disbursement of UFSS Funds Equipment

## Old Way (UEI)

- Equipment is purchased using check request

## New Way (Sac State)

- Equipment is purchased using a purchase order.
- Refer to PO guidelines

# Disbursement of UFSS Funds

## Check Request

### Old Way (UEI)

- UEI UFSS form
- Use a check request:
  - For purchases up to \$200
  - When a vendor will not accept a PO
  - When a payment in advance is required
  - For reimbursement of out-of-pocket expenses
  - Check requests may not be used for payment of consultant fees (special form required)

### New Way (Sac State)

- NEW Sac State UFSS Form
- Use a check request:
  - When a vendor will not accept POs or Pro-Card
  - For honorariums
  - For non-employee travel
- For out-of-pocket expenses use your pro-card
- Check requests may not be used for payment of consultant fees. (go through procurement)



# Disbursement of UFSS Funds

## Check Request

### Old Way (UEI)

- Submit check request to UEI for payment

### New Way (Sac State)

- Submit check request to Accounting Services for approval by the Auxiliary Accounting Manager. Accounting Services will forward to Accounts Payable for payment

# Disbursement of UFSS Funds

## Travel Policy

### Old Way (UEI)

- UFSS travel policy follows same general rules as the University, except Non-State meal allowances vary
  - UEI will reimburse for meals if trip is under 24 hours
- UEI reimburses for rental car insurance

### New Way (Sac State)

- UFSS will follow the University's travel policy
- Travel to banned states is still allowed
- We encourage the use of Enterprise for rental cars. Rental car insurance is included in the agreement
- If a car is rented with a company other than Enterprise, additional car rental insurance is **not needed**
  - University business travel is covered through Risk Management





# Disbursement of UFSS Funds

## Travel Request

### Old Way (UEI)

- Fill out Travel Request form from UEI website and submit before travel
- Attach meeting/conference announcement
- Student travel allowed

### New Way (Sac State)

- Submit travel requisition in CFS using UFSS business unit (SAFDN), can be done after the fact
- Use Foundation chartstrings
- Use UFSS travel expense claim when travel is complete
- Non-employee travel is only reimbursed via check request



# Disbursement of UFSS Funds

## Travel Advance

### Old Way (UEI)

- Request is made on the Travel Request form
- Up to 90% of trip costs available
- Must be cleared within 10 days of return

### New Way (Sac State)

- Submit request for advance when submitting travel req in CFS. Available to University employees only.
- All prepaid expenses should be paid via Travel card or Pro-Card (registration)



# Disbursement of UFSS Funds

## Travel Claim

### Old Way (UEI)

- Complete travel claim within 10 days of return
- Receipt required over \$25
- Insurance required on rental cars
- Claim must include Account number and object code

### New Way (Sac State)

- Within 60 days of return complete and submit travel claim to Accounting Services for approval by the Auxiliary Accounting Manager. Accounting Services will forward to Accounts Payable for payment
- Receipts required over \$75
- Chartstring is entered on the travel requisition



# Disbursement of UFSS Funds

## Reimbursement Activity

### Old Way (UEI)

- UFSS Expenditure Accounts (Funds) may require the need to use campus services. Need RA Class Code (0xxA)
- A University Chartstring will be established that links campus charges to UFSS Fund
- Bursar creates invoice, attach to UFSS Check Request w/backup documentation

### New Way (Sac State)

- **The only change in Process** – is Contacting the Auxiliary Mgr in Accounting Services
- Still Need RA Class Code – If do not have one then request from Auxiliary Mgr
- When using campus services provide them with chartstring: MDR01 0xxA deptID or the SpeedChart that is linked
- Bursars Office will generate RA Invoices monthly based on charges posted to MDR01 0xxA for reimbursement to University
- Send RA Invoice with any backup documentation to Auxiliary Mgr for processing payment
  - Review the invoice for accuracy
  - If a charge is incorrect then contact the Service Provider (the source) to fix
  - Approve the invoice for full or partial payment
  - Accounting will submit check request from Foundation to Sac State for payment

# Disbursement of UFSS Funds

## Petty Cash

### Old Way (UEI)

- Department is issued petty cash in the amounts between \$50-\$200
  - Used for small expenses such as postage stamps, small photocopying jobs, and misc office supplies
- Department is
- responsible for replenishing petty cash on a monthly basis

### New Way (Sac State)

- UFSS will have a petty cash fund held at the Bursar's Office for small expenses that do not exceed \$50 (without tax)
  - Guidelines to come
- Approved UFSS Petty Cash reimbursement form, with original receipts, is required for all petty cash requests
  - Email approval from Auxiliary Accounting Manager is required



# Events/Fund Raising

## Old Way (UEI)

- Fund Raising Approval form needed
- Revenue excepted through PayPal
- Hard copy of credit card information was sent to UEI for processing

## New Way (Sac State)

- New procedures for events will be available soon. If you have upcoming events, contact the Auxiliary Accounting Manager
  - Fund raising approval form will be needed
  - Credit card machines will be checked out to departments for events
  - Online option to collect payments (E-market)
  - Cash handling training will be needed



# Depositing Non-Gift Revenue

## Old Way (UEI)

- Cash and credit card transmittal form used
- Deposit delivered to UEI Business Office

## New Way (Sac State)

- Cash Receipts form will be used
- Credit card transmittal form will not be used
- Deposit delivered to the Bursar's Office (back door)

# Depositing of Non-Gift Revenue Back Office Drop Off





# Invoicing

## Old Way (UEI)

- Memo/email request would be sent to UEI
- Ghost invoice was created

## New Way (Sac State)

- Submit a UFSS Invoice Request form with back up documentation to the Auxiliary Accounting Manager
- After Auxiliary Accounting approves the invoice request, it will be forwarded to the Bursar's office for billing.



# Financial Reporting

## Old Way (UEI)

- UEI's One Solution

## New Way (Sac State)

- UFSS will use Finance Data Warehouse (FDW)
- If you need FDW training you can sign up through Skillport or the Financial Services training website.  
<https://www.csus.edu/aba/financial-services/financial-services%20training.html>



# Financial Reporting

en Periods   Financial Summary by Year   Trial Balance   Inception to Date Reports   **Cash**   Fund Balance   Performance Report As of Period

**Business Unit**  
SACST - Cal State Univ Sacramento

- SACSA - CSUS Student Financials
- SACST - Cal State Univ Sacramento
- SACSU - Sacramento CSU BU
- SACTV - CSUS Travel Business Unit
- SAGAP - Sacramento GAAP BU

Search...

FUND CF AttID   FUND CF Att Val  
--Select Value--   --Select Value--

**Fiscal Year**   **As Of Period**  
2018   3

**NOT Fund**  
NOT --Select Value--

**Fund Level 2**   **Fund Level 3**   **Fund Level 4**   **Fund Level 5**  
--Select Value--   --Select Value--   --Select Value--   --Select Value--

**CSU Fund Type**   **Fund Proc Type**   **Approp Rev Dt**   **Approp Avl To Date**  
--Select Value--   --Select Value--   --Select Value--   --Select Value--

**SCO Fund**   **SCO Subfund**   **CSU Fund**   **NOT CSU Fund**   **GAAP NAC**  
--Select Value--   --Select Value--   --Select Value--   NOT --Select Value--   --Select Value--

**Acct Tree Name**   **Acct Level 1**   **Acct Level 2**   **Acct Level 3**   **Acct Level 4**   **Acct Level 5**  
--Select Value--   --Select Value--   --Select Value--   --Select Value--   --Select Value--   --Select Value--

Apply Filters   Reset Filters

# Transfer of Balances from UEI to Sac State

- UFSS balances from One Solution will **NOT** be rolled over into CFS until mid to late October
  - Summary data by fund and account
- You will see detail in CFS for transactions that post starting October 1st
- If you need to submit a check request or PO in early October, use the September 30<sup>th</sup> balance in One Solution to determine your cash available
- If you need help in determining a more accurate cash balance after October 1 contact the Auxiliary Accounting Manager
- If you need details for transactions prior to October 1, 2018 you will use One Solution. UEI will keep UFSS data in One Solution until it's no longer needed



**NEW**

# University Foundation at Sac State

## Phase 2

- Inter-Unit Transfer
  - Checks will not need to be issued for transactions between UFSS and Sac State
  - Invoices will not need to be issued between UFSS and Sac State, except Payroll
  - Use SAFDN business unit and X-fund with Pro-Card



# University Foundation at Sac State

## UFSS Forms

### Old Way (UEI)

- Cash Transmittal
- Credit Transmittal
- Request for Transfer
- Request to Close Scholarship Account
- Check Request
- Purchase Order Request
- Purchase Order Sole Source Justification
- Performance/Speaker Agreement
- Consultant Agreement for Services
- Consultant Sole Source Justification
- Consultant Fee Invoice
- Travel Request
- Travel Claim

### New Way (Sac State)

- Cash Receipts Form
- There will be no Credit Transmittal form.
- Expenditure Transfer Form
- Request to Close Scholarship Account (same form)
- Check Request (to include non-employee travel worksheet)
- Requisition can be entered in CFS using UFSS business unit (SAFDN)
- Request for Sole Source (Only needed if over \$50,000)
- Independent Contractor vs worker determination
- Travel requisition can be entered in CFS using UFSS business unit (SAFDN)
- Travel Claim
- 204 Vendor Data Form



**NEW**

# UFSS User Guide

UFSS User Guide will be available in October

**PDF**

**User  
Guide**



**NEW**

# University Foundation at Sac State Website

<https://www.csus.edu/aba/financial-services/ufss/>



**SACRAMENTO STATE**  
*Redefine the Possible*



**NEW**

# University Foundation at Sac State

## Contact Information

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