

2012

Administration & Finance



TABLE OF CONTENTS

- I. [Accounts Payable](#)
- II. [Accounts Receivable](#)
- III. [Budget Planning & Resource](#)
- IV. [Bursar](#)
- V. [Cashiering Operations](#)
- VI. [Meetings & Events](#)
- VII. [Property Control](#)
- VIII. [Purchasing /Payables](#)
- IX. [Central Stores/Receiving](#)
- X. [Mail Communication](#)

Updated: July 1, 2012

I. Accounts Payable



TABLE OF CONTENTS (ACCOUNTS PAYABLE)

1. [Creating the Cougar Cash Card Refund File](#)
2. [Book Voucher Partial Refunds to Cougar Debit Card](#)
3. [Regular Refund Issuance Process](#)
4. [Journal Voucher Processing](#)
5. [Reconciliation of Financial Assistance Awards](#)
6. [Daily Banking Functions](#)
7. [Monthly Banking Functions](#)
8. [Daily Voucher Review](#)
9. [Monthly Bank Reconciliation Review](#)
10. [Monthly Interest Income Allocation](#)
11. [Monthly Public Fund Act Compliance Report](#)
12. [Updating the Website](#)
13. [Monthly Account Analysis/Reconciliation](#)
14. [Payroll Advances](#)
15. [Quarterly Investment Report](#)
16. [Quarterly CSU Foundation Billing](#)
17. [Annual Bank Confirmation for External Auditors](#)
18. [Annual On-Behalf Payments from SURS and CMS](#)
19. [Annual Bond Confirmation](#)
20. [Rollover of Non-Appropriated Funds](#)



21. [Annual Indirect Cost Funds to be Deposited into Income Fund](#)
22. [Downloading Bank from General Ledger](#)
23. [Opening a File](#)
24. [Extracting Data from Banner](#)
25. [Reconciling Bookstore Account for Book Vouchers](#)
26. [Recording Perkin Loan Payments](#)
27. [Unclaimed Property](#)
28. [Reconciling U-Pass Account](#)
29. [Grant Draw Downs](#)
30. [Work Study](#)
31. [Review of Grant Agreements & Other Documentation](#)
32. [Re-Payment Process](#)
33. [Reconcile Financial Aid IV](#)
34. [Reconcile Financial Aid to COD Process](#)
35. [New Grant Code Set Up](#)
36. [Approval of Stipends](#)
37. [Approval of Awards](#)
38. [Preparation of C-13 Invoice Vouchers](#)
39. [Preparation 403b File for Submission](#)
40. [Uploading the 403b File and Performing the Wire](#)

1. CREATING THE COUGAR CASH CARD REFUND FILE

Note: The refund process is performed by a Bursar representative (Bursar) in the Banner enterprise software according to the three options selected by students. Bursar runs output reports for the three different refund options and emails them to the Controller's Office. The Controller's Office imports the Banner refund report into Excel and formats the data in accordance with the specifications agreed upon with the debit card vendor for submission of refund transactions. The refund file is submitted to the Urban Partnership Bank and direction is given to perform a matching Fed wire to the bank of the debit card company.

Step 1 Bursar runs the refund process and emails the electronic Banner refund reports (TSRRFND) to the Controller's Office. The three reports are text files and are distinguished by the detail code used for the three different refund options:

- RFCC = Cougar Cash Card refunds
- RFDD = Direct Deposit refunds
- RFFA = Check refunds
-

Note: Similar data can also be obtained by running the TGIACCD query form in Banner separately for each refund detail code (RFCC, RFDD, RFFA).

Step 2 The Controller's Accounting representative (Accounting) copies the RFCC, RFDD and RFFA report text files from the email and imports them into Excel for formatting. The text files include the following data elements: UID number, student name, detail code (RFCC), dollar amount, address of student.

Step 3 Accounting checks to determine when Accounts Payable runs the refund payment process and creates the electronic payment file for the bank in NACHA format which includes the direct deposit and Cougar Card payment transactions. This file must be created by Accounts Payable and uploaded to the bank by the Chief Accountant or designated alternate at least one business day prior to the deposit (delivery) date of the payments. The Banner accounts payable system creates the NACHA file in the required format and Accounts Payable makes it available to the designated Accounting staff.

Step 4 Separately, the designated accountant submits the NACHA file to the bank by the deadline (6:30 p.m. Central Time) via the online banking tool which is available to limited CSU users.

Step 5 Accounting retrieves the NACHA refund file and imports it into Excel. The data elements in the file are: 3-digit transaction code, bank routing account number, recipient bank account

number, dollar amount, UID number, recipient name, source bank routing number (CSU's) and 7-digit transaction number.

Step 6 Accounting formats/parses the NACHA file and sorts the data by routing number and account number to identify the Cougar Card refunds and separate them from the direct deposit refunds. The Cougar Card routing number is 071004226 and the account is an 8-digit number ending in 2400. These bank data identify the University's account at Urban Partnership Bank which is reserved for the Cougar Cash Card program.

Step 7 The Cougar Card refund detail from the NACHA file is compared to the RFCC refund data for consistency. When these two data sources agree, it means a Fed wire for the same amount needs to be performed out of the University's Urban Partnership account ending in 2400 which matches the total in the RFCC file. Any differences between the two data sources need to be resolved and explained. Since the Cougar Card refunds are first deposited into the University's own bank account, it is possible to adjust the final refund file and wire amount up or down to ensure the appropriate refunds are submitted to the card company.

Step 8 The Accountant prepares the Cougar Cash Card refund file in Excel using the following data elements from the RFCC refund file:

- UID number for student
- Student last name
- Student first name
- Dollar amount
- Date of file submission
- A "1" for each refund used to be summed as the item count total.

The student name in the RFCC file version is a single field which must be separated into two fields for the last name and first name using the Excel Text to Columns feature.

The Accountant names and saves the refund file with a password. The password is shared verbally over the phone with the designated parties who need it.

Step 9 The Accountant emails the refund file to the Urban Partnership Bank contact and other designated recipients including the contact for the card company that issues the debit cards.

Step 10 Next, the Accountant emails the Vice President of Administration and Finance and the designated Urban Partnership Bank contact requesting the matching wire transfer be sent to the card company's designated bank account to be loaded onto the Cougar Cash Cards.

Step 11 The Vice President of Administration and Finance or other authorized signer confirms approval for the Urban Partnership Bank to wire the funds to the bank of the card company.

Step12 The card company is requested to confirm when the cards have been loaded with the refund deposits.

2. BOOK VOUCHER PARTIAL REFUNDS TO COUGAR DEBIT CARD

Step1 The Bursar coordinates with Information Technology in the creation of the book voucher refunds.

Step2 Information Technology creates a third party interface flat file for the book voucher refunds and emails the file to the Bursar and the Director of Accounting/Controller. The file uses student ID numbers and does not use social security numbers.

Step3 The Director of Accounting/Controller's Office uses the partial refund flat file obtained from Information Technology to create a refund file for the card processor and emails the password protected file to the card company. The file data contains the student ID (not social security number), student name and the refund amount.

Step4 When the refund file is sent, the Director of Accounting/Controller's Office alerts the bank for the Cougar Cash Card; gives the authorized signer on the bank account used to fund Cougar Cash Cards the refund amount total and requests the authorized signer to approve a wire to the card company to fund the debit card refunds. The Vice President of Administration and Finance or another authorized signer gives the approval for the wire by 2:00 p.m. in accordance with the bank deadline for outgoing wires on any given business day.

Step5 The card company is engaged by the University's bank for the Cougar Cash Card Program to issue and administer the debit cards.

3. REGULAR REFUND ISSUANCE PROCESS

Note: The Bursar Office is the key driver of the regular refund process intended to refund the full credit balance to the student. The full refund process is built into the Banner enterprise software and designed to be primarily controlled by the Bursar Office with assistance from Accounts Payable and Finance to move funds to students. It begins in the Banner Student Module and is fed to Accounts Payable in the Finance Module through the nightly production posting processes which move transactions from the various feeder modules into the general ledger in the Finance Module. The refund process is a cycle that involves different steps on different days which are required to control the process effectively and minimize errors that have the potential to result in overpayments. The Bursar Office controls its functions in the Student Module which is where the refund process is initiated.

Step1 The Bursar Office establishes or “locks” the population of student accounts with credit balances as of close of business on a scheduled day.

Step2 Review the accounts and refund option setups to ensure the refunds are performed according to plan. (As an example, this may involve un-applying payments and credits and reapplying them to ensure different forms of aid apply in the proper sequence so that any credit balance created becomes a refundable credit balance rather than a non-refundable one.)

Note: Certain state aid can only be applied against tuition and fees and cannot be refunded to students; hence non-refundable aid must be applied before refundable aid so that any ultimate credit balance can actually be refunded to the student. The review is also intended to verify a refund is warranted under the applicable rules and student account conditions and to prevent an improper refund. The Bursar may initially run the refund process in audit mode to assist in the review process and to highlight any potential issues prior to running it in update/production mode.

Step3 Run the refund process in production mode. After this step is completed, the nightly posting jobs are run and the refunds post as invoices in Accounts Payable on the next business day after the nightly posting jobs have been run. The Bursar Office forwards separate electronic files to the Director of Accounting/Controller’s Office for the three types of refunds: a) debit card (Cougar Cash Card), b) direct deposit to another bank and c) checks.

Step4 Accounts Payable takes its role in the refund process. Accounts Payable first runs the process which creates the electronic payments and produces an electronic file in NACHA (National Automated Clearing House Association) format which needs to be submitted to the University’s bank used to fund student refunds. Accounts Payable places the NACHA file in a shared Finance folder accessible to designated Finance personnel. After the electronic refund payments have been run, Accounts Payable then runs the check refund process. After the checks have been run, they are delivered to the Cashier Office which prepares them for mailing and delivers them to Mail Services to have postage applied and to be delivered to the U.S. Postal Service.

Step5 The designated Finance person uploads the NACHA direct deposit file to the bank via the online electronic banking tool. This ACH (Automated Clearing House) electronic funds transfer method of payment is a two business day process: it is submitted online on day one by the bank’s deadline and arrives at the recipient financial institution on day two. For the Cougar Cash Card (debit card) option, all the direct deposit amounts are set to be direct deposited in the University’s bank account for the Cougar Cash Card Program. The funds are then subsequently wired to the card company for loading onto the cards.

Step6 The Director of Accounting/Controller's Office matches the NACHA file data with the separate debit card and direct deposit files obtained from the Bursar Office and uses the Bursar debit card file to prepare a password protected Excel refund file for the card company.

Step7 The Director of Accounting/Controller's Office emails the password protected refund file to the bank and the card company and requests the designated authorized signer to give the bank the approval to wire funds equal to the file total amount to the card company.

Step8 The card company loads the refunds onto the Cougar Cash Cards and the various direct deposit banks post the refunds they receive to the accounts of their respective customers, the students.

Step9 The Bursar Office addresses student inquiries and concerns around the refunds and takes any appropriate action to properly service the students as needed.

4. JOURNAL VOUCHER PROCESSING

Note: All journal entries to the general ledger are required to be done electronically; to be reviewed and approved by someone other than the preparer, preferably a more senior staff person; and are required to include document text, which briefly explains the rationale for the entry and identifies the preparer and approver.

Step1 The most common journal entry form in the Banner enterprise software is the FGAJVCD, which is accessed by typing FGAJVCD in the Banner “Go To” data entry box on the initial entry screen.

Step2 Click on the Next Block icon to get to the Journal Voucher Document Header where one must enter the Transaction Date and the Document Total. The Document Total is the absolute value sum of all debit and credit amounts or “hash total.”

Step3 At this point one must click on Options and Document Text from the drop down menu. Once in the Document Text page, one must write the comments on the lines provided including the preparer and approver. When the text is completed, one must click on Save and then exit by clicking on the X in the upper right corner of the page.

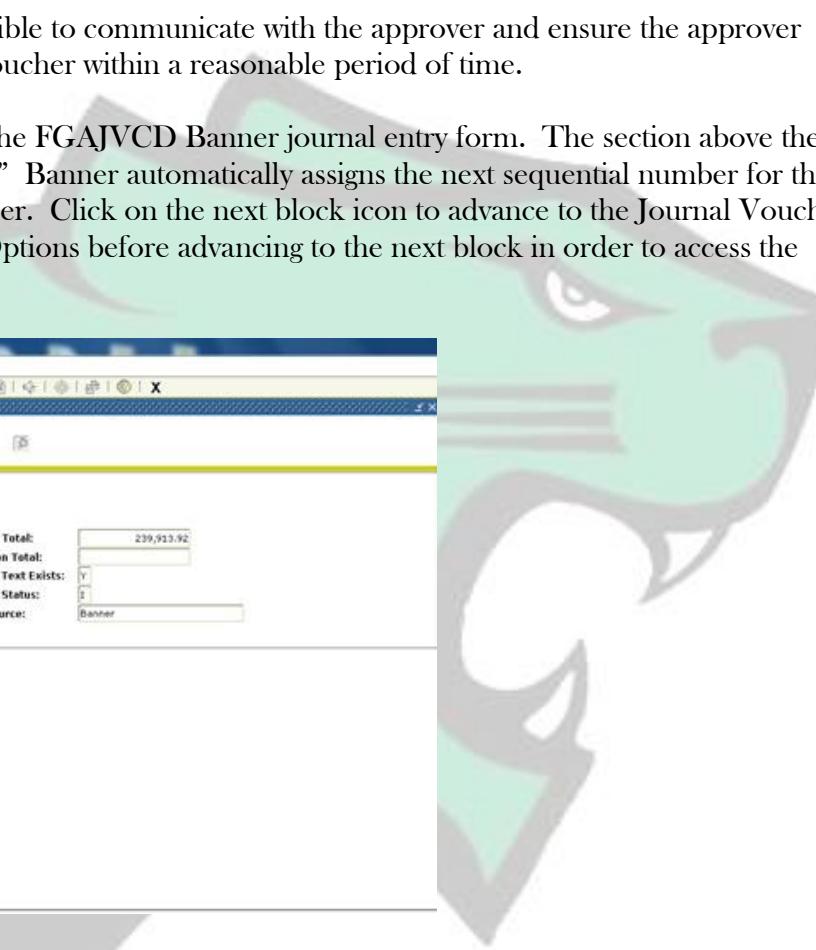
Step4 Click next block to move from the Document Header to the entry details section.

Step5 Proceed to enter all the data elements for the journal entries including, as applicable, the Program Code and Bank Code.

Step 6 After the entries are completed, one must review them for accuracy and save the entry by clicking on the In Process option and not the Complete option. This saves the journal voucher to a temporary suspense status.

Step 7 The preparer is responsible to communicate with the approver and ensure the approver completes the journal voucher within a reasonable period of time.

This is the initial screen under the FGAJVCD Banner journal entry form. The section above the yellow line is a so called “block.” Banner automatically assigns the next sequential number for the journal voucher number identifier. Click on the next block icon to advance to the Journal Voucher Document Header. Click on Options before advancing to the next block in order to access the Document Text screen.



Oracle Developer Forms Runtime - Web: Open > FGAJVCD

File Edit Options Block Item Record Query Tools Help

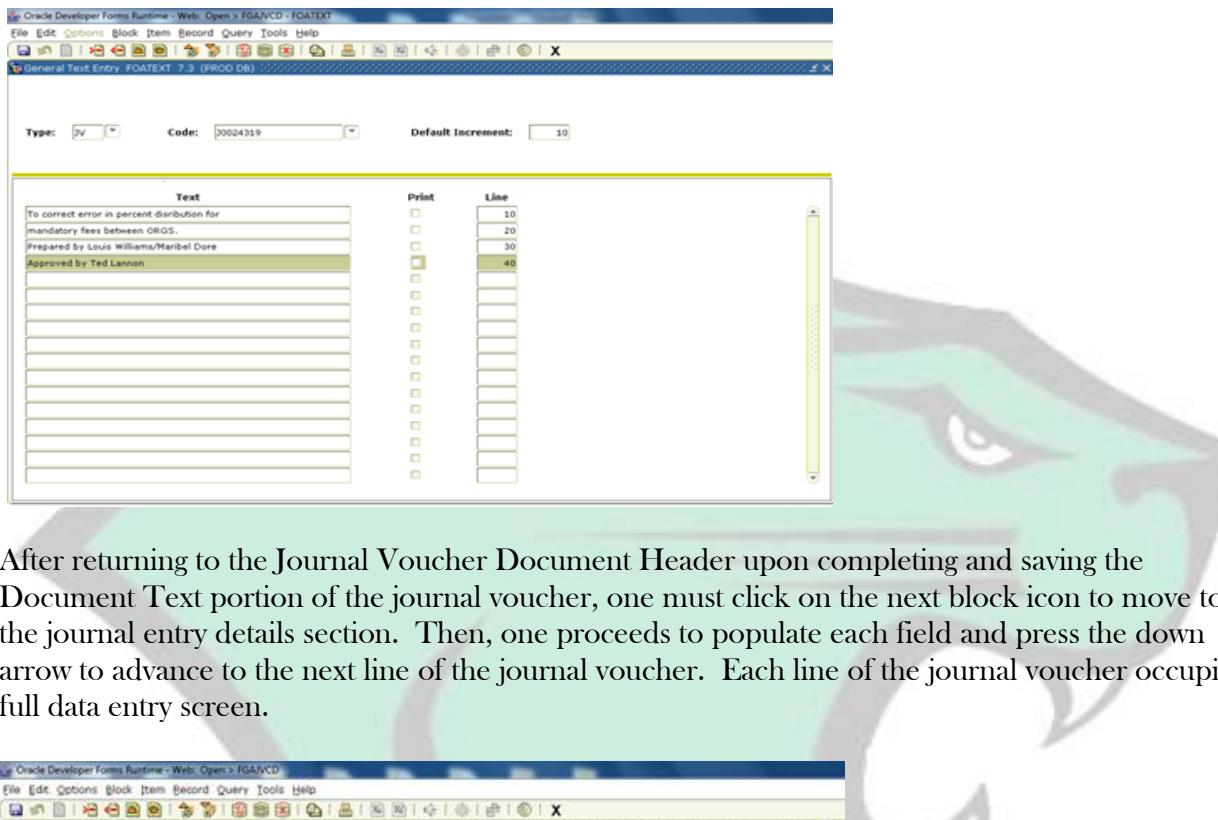
Journal Voucher Entry FGAJVCD 2.3 (PROD DB)

Document Number: 00024319 Submission Number: 0

Journal Voucher Document Header

Transaction Date:	25-OCT-2010
<input type="checkbox"/> Redistribute	Document Total: 239,913.92
<input checked="" type="checkbox"/> NSF Checking	Distribution Total:
<input type="checkbox"/> Defer Edit	Document Text Exists: Y
	Document Status: I
	Create Source: Banner

This is the document text screen which is accessed from the Voucher Document Header of the FGAJVCD form by using the Options drop down menu at the top of the screen. Input text and click on the Save icon; Next, click on the X in the upper right to exit the Document Text and return to the Journal Voucher Document Header.



Oracle Developer Forms Runtime - Web: Open > FGA/VC - FOATEXT

File Edit Options Block Item Record Query Tools Help

General Text Entry FOATEXT 7.3 (PROD DB) X

Type: 2v Code: 30024319 Default Increment: 10

Text

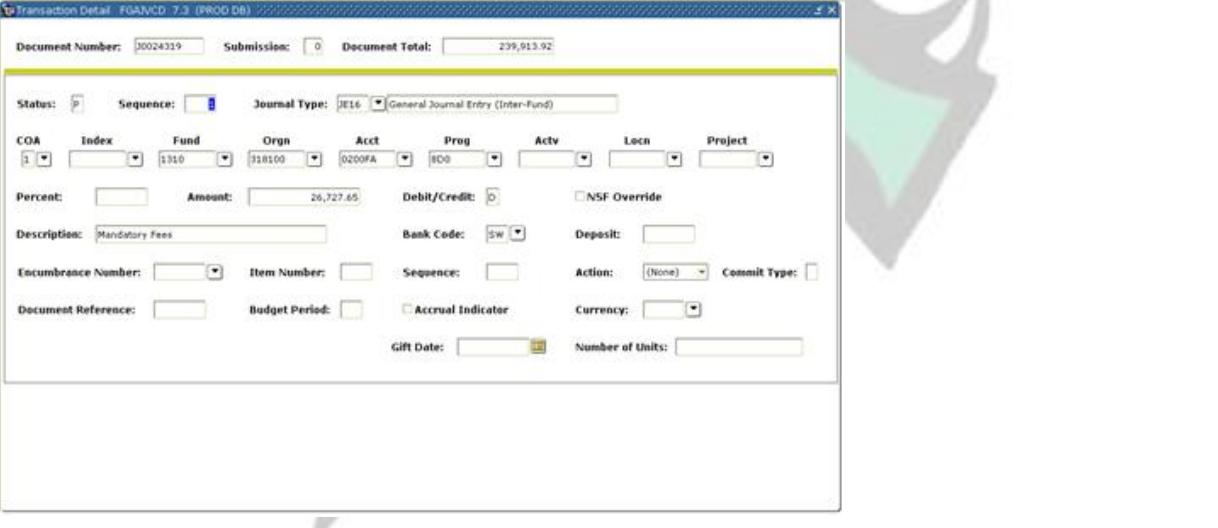
To correct error in percent distribution for mandatory fees between ORGS.
Prepared by Louis Williams/Maribel Dore
Approved by Ted Lannon

Print

Line

10
20
30
40

After returning to the Journal Voucher Document Header upon completing and saving the Document Text portion of the journal voucher, one must click on the next block icon to move to the journal entry details section. Then, one proceeds to populate each field and press the down arrow to advance to the next line of the journal voucher. Each line of the journal voucher occupies a full data entry screen.



Oracle Developer Forms Runtime - Web: Open > FGA/VC

File Edit Options Block Item Record Query Tools Help

Transaction Detail FGA/VC 7.3 (PROD DB) X

Document Number: 30024319 Submission: 0 Document Total: 239,913.92

Status: P Sequence: 8 Journal Type: JE16 General Journal Entry (Inter-Fund)

COA Index Fund Orgn Acct Prog Actv Locn Project

Percent: 100 Amount: 26,727.65 Debit/Credit: NSF Override

Description: Mandatory Fees Bank Code: SW Deposit:

Encumbrance Number: Item Number: Sequence: Action: (None) Commit Type:

Document Reference: Budget Period: Accrual Indicator Currency:

Gift Date: Number of units:

Once each line of the journal voucher has been entered, press the down arrow to advance to a blank line; then one can click on Options and select Access Transaction Summary in order to see a summary listing of all the journal voucher line entries as shown in the screen print below. Next, click on the X in the upper right to exit the summary and return to the next step.



Oracle Developer Forms Runtime - Web: Open > FGA/CD : FGDSUM

File Edit Options Block Item Record Query Tools Help

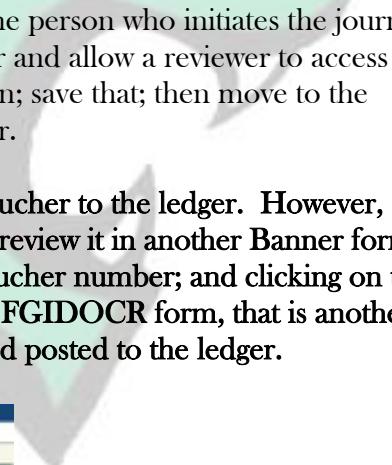
Journal Voucher Summary FGDSUM 7.3 (PROD DB)

Document: 30024319 Submission: 0 Transaction Date: 25-OCT-2010 Document Total: 239,913.92

Status	Sequence	Type	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Transaction Amount	Debit/Credit
P	1	JE16	1		1310	318100	0200FA	8D0			26,727.65	D
P	2	JE16	1		1532	3101	0200FA	SAO			8,713.86	D
P	3	JE16	1		1591	319500	0230FA	S80			7,373.70	D
P	4	JE16	1		1520CL	310322	0251PT	1F2			15,515.26	D
P	5	JE16	1		1520CN	310712	0245PT	7C0			15,515.26	D
P	6	JE16	1		1534	3401	0210FA	SF0			73,643.73	C
P	7	JE16	1		1310	318100	0210FA	8D0			16,301.71	C
P	8	JE16	1		1532	3101	0221FA	S40			4,585.06	D
P	9	JE16	1		1531	319500	0231FA	S80			1,402.02	D
P	10	JE16	1		1520CL	310322	0251PT	1F2			12,012.22	D
P	11	JE16	1		1520CN	310712	0251PT	7C0			12,012.22	D
P	12	JE16	1		1534	3401	0211FA	SF0			46,313.23	C
Total: 239,913.92												

Upon exiting the Transaction Summary one is returned to a blank record. Then, one clicks on next block to arrive at the final step of saving the journal voucher. At this point there are two choices: Complete and In Process. Chicago State University policy is for the person who initiates the journal voucher to click on In Process in order to save the journal voucher and allow a reviewer to access the journal voucher; review it; approve it on the Document Text screen; save that; then move to the screen below and click on Complete to finalize the journal voucher.

Note: It may take a few minutes for Banner to post the journal voucher to the ledger. However, once the journal voucher has been posted, it is possible to review it in another Banner form FGIDOCR by accessing that form; entering the journal voucher number; and clicking on the next block icon. If the journal voucher is accessible in the FGIDOCR form, that is another way to verify that the journal voucher has been finalized and posted to the ledger.



Oracle Developer Forms Runtime - Web: Open > FGA/CD

File Edit Options Block Item Record Query Tools Help

Transaction Detail FGAVCD 7.3 (PROD DB)

Document Number: 30024319 Submission: 0 Document Total: 239,913.92

Status:	Sequence:	1	Journal Type:	JE16	General Journal Entry (Inter-Fund)				
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Project	
1		1310	318100	0200FA	8D0				
Percent:		Amount:	26,727.65	Debit/Credit:	D				
<input type="checkbox"/> NSF Override									
Description:	Mandatory Fees		Bank Code:	SW	Deposit:				
Encumbrance Number:	Item Number:	Sequence:	Action:	(None)	Commit Type:				
Document Reference:	Budget Period:	<input type="checkbox"/> Accrual Indicator	Currency:						
Gift Date: Number of Units:									
Complete: <input type="radio"/> In Process: <input type="radio"/>									

5. RECONCILIATION OF FINANCIAL ASSISTANCE AWARDS

Note: The BO Accountant requests the custom Federal Direct Loan report data by aid year covering the period beginning a few days prior to the beginning of the CSU fiscal year up to the current date from the Financial Aid reconciler. Reconciliations are generally based on cumulative data beginning prior to the fiscal year to account for timing differences.

Step1 The first reconciliation step is: the BO Accountant uses pivot tables in Excel to compare the Financial Aid custom report award data to the award data in the detail code data extract from TGIACCD. This step agrees the source data from the Financial Aid module to the TGIACCD detail code data based on the effective date of the activity.

Step2 The second reconciliation step is: the BO Accountant uses pivot tables in Excel to agree the validated TGIACCD aid award data to the grant fund ledger data extracted from Banner via the FGRGLTA report tool. The award data is posted in the grant fund of the general ledger in summarized form via the Banner automated transaction posting process except that awards and award reversals are summarized separately.

Step3 The expected outcome is that the Financial Aid award source data will match similar detail in the TGIACCD data set by effective date; then that same TGIACCD data will match the grant ledger posted data by the feed date (posting date). The TGIACCD tool is the one tool that captures both the effective date and the feed date for the same transaction which makes it very useful for identifying timing differences.

Step4 Once the award data is reconciled, the next step is to agree the draw downs recorded in the A1330 account to the draw down data reflected in the G-5 online system. Detail of the draw down activity stored in G-5 is requested from the Grants Accountant by the BO Accountant. The expected outcome is that the two draw down data sets should match or corrective action must be taken. The G-5 draw down data must be obtained for several aid years since awards are permitted to be made well after a given aid year has been active for an initial 12-month period.

Step5 The BO Accountant also requests the COD award data from the Financial Aid Reconciler in order to compare it to the awards contained in the Financial Aid custom award data report. The expected outcome is that these data should match or corrective action must be taken.

Step6 The BO Accountant prepares a final summary of the reconciliation process which shows the following:

- The Financial Aid award data (custom report) agrees to the award data in TGIACCD by effective date.

- The award data in TGIACCD agrees to the summarized award data in the grant fund (data from FGRGLTA report) by “feed date” meaning the date the awards posted in the grant fund of the general ledger.
- The award data also agrees to the COD award data.
- The draw down data stored in the G-5 system matches the draw downs recorded in the grant A1330 account in the general ledger.
- The net receivable in the A1330 account represents the true difference between the cumulative total awards performed to date and the cumulative draw downs performed to date.

6. DAILY BANKING FUNCTIONS

Step1 Access Urban Partnership bank (4 accounts), Citibank (5 accounts), IL Funds (1 account), Seaway Bank (1 account) and JP Morgan Chase (1 account) online accounts daily.

Note:

Urban Partnership - make sure total bank balance do not exceed collateral, otherwise do wire transfer; bank 04 - any credit from CardFlex, notify bursar and accountant responsible for the account for necessary journal entry; bank 05 - any HHS eft credit, notify grants for posting cash receipt.

Citibank - check for positive pay exception, makes decision otherwise default will return check unpaid; check returned ach, if any, furnish copy to bursar and accountant; for eft credits incoming wire transfers & eft debits, do jvs or notify parties concerned for postings; upload positive pay files, upload ach files, complete wire transfers for vendors, make sure that vendor and student bank accounts are funded.

Chase - check for positive pay exception, makes decision otherwise default will return check unpaid; upload positive pay files, prepare ach files and wire for payroll vendors

Step2 Stop payments, as requested by utilizing FAICHKH (for vendor, student & payroll AP checks) & PHICHEK (for payroll checks)

- Verify that information on the stop payment form is correct for student checks
- Verify that check is not at the cashiers office
- For stale checks, verify with accountant (Sam-bk07 & bk22, Mary bk08)
- Go to online banking to complete the bank stop payment process
- Sign the form
- Send original to A/P, except for payroll checks, this will go back to Payroll Dept.
- Copy furnish: bk07-Sam, bk08-Mary, bk22-Sam, Cashier & Bursar

7. MONTHLY BANKING FUNCTIONS

- Step1* Make sure that all bank statements are received, make copy and distribute to accountants
- Step2* Download electronic bank statements and stop payments
- Step3* Download bank 22 ach files

Note: Prepare bank signature cards and IOC cards as needed

8. DAILY VOUCHER REVIEW -10K AND OVER

- Step1* Verify invoice was approved/signed and dated for payment by authorized fiscal officer
- Step2* Verify payment was processed in the proper fiscal year
- Step3* Verify proper account code was used
- Step4* Verify invoice is mathematically correct
- Step5* Verify amount of the check matched the invoice amount
- Step6* Verify compliance with 60 days Prompt Payment Act

Contractual Vouchers

Note: Contract required for \$10K and above

- Contracts \$25K and above must be signed by the president
- Contractor name on contract is the same as voucher and check
- Contract reviewed by legal
- Contract was signed timely
- Invoice service dates agree with contract date
- Payment agrees with term of compensation on contract

Bidding requirements

Note: Higher Education Bid Limits - FY2012

- Small Purchase: \$52,100
- Construction: \$73,100
- Professional/Artistic: \$20,000
- Architectural/Engineering/Land Survey: \$25,000
- Board Approval

- Threshold: \$250K & over, eff 10/9/09 - attached approval

Note: Items with discrepancies or issues are returned to accounts payable for resolution.

9. MONTHLY BANK RECONCILIATION REVIEW

Note: Bank reconciliations must be done by the 25th of the following month.

- Step1* Verify bank balance agrees with bank statement
- Step2* Create detailed listing of bank reconciling items such as in-transit deposits
- Step3* Verify book balance agrees with general ledger balance
- Step4* Verify book reconciliations have explanations or detailed listing, if necessary
- Step5* Verify adjusted balance by checking additions and subtractions
- Step6* Sign and date

10. MONTHLY INTEREST INCOME ALLOCATION

Note: Interest income must be allocated to Perkins Loan Fund and some prefunded grants.

- Step1* Run FGRGLTA, account A1195 for the month that just ended
- Step2* Calculate the average balance for the month
- Step3* Multiply the average balance with the bank interest rate
- Step4* Prepare journal entry and submit for posting and approval
 - Debit: LI - 9999 - 0432 - N00
 - Credit: Fund - Org - 0432 - Prog

11. MONTHLY PUBLIC FUND ACT COMPLIANCE REPORT

This information is being provided in conformity with Public Act 93-0499; an Act concerning public funds. Each State agency shall make available on the internet, and update at least monthly by the 15th of the month, sufficient information concerning the investment of any public fund held by that State agency.

- Step1* Open prior month's report and save as current month
- Step2* Go to "SUPPORT" tab and update heading, month the report is for
- Step3* Delete bank balance amounts, interest earned and rates, but not formulas/totals
- Step4* From the bank statements, type-in account ending balances, interests & rates for the month
- Step5* For Illinois Funds interest rate, go to the Illinois Treasurer's website, click on historical rate

information, scroll down to money market fund and click on the month and print

Step6 For Seaway Bank (cash), interest rate is not provided on the statement this is calculated by taking the interest earned for the month, multiply by 12 to annualize divide by average account balance for the month.

Step7 Print support sheet. Review that amounts and mathematics are correct

Step8 Go to "REPORT" tab and update heading, month the report is for

Step9 Update amounts and rates based on SUPPORT schedule

Step10 Update approved depository institution and approved investment providers, if necessary

Step11 Save excel file

Step12 Save "REPORT" tab as PDF file

12. UPDATING THE WEBSITE

Step1 Open Contribute program

Step2 Click on Chicago State University - Financial Affairs link

Step3 Click on Public Fund Act on the left hand side

Step4 Click Connect

Step5 Click on Edit Page

Step6 Right click on Public Fund Act Compliance (PDF), and click on Link Properties

Step7 Click on File On My Computer

Step8 Locate PDF file and click OK

Step9 Click Publish

Step10 Message will appear "your report have been publish to the website, click OK

Step11 Go to csu.edu and verify that website was updated correctly

Step12 Close Contribute

13. MONTHLY ACCOUNT ANALYSIS/RECONCILIATION

Step1 Run FGRGLTA for the account with no fund code, on DATABASE

Step2 Open FGRGLTA report result and save

Step3 Open the saved report in excel

Step4 Perform analysis/reconciliation

Step5 Reconciling items must be resolved

A1130 - Dummy Bank, bank code ZZ

- Since this is a clearing account, debits and credits should wash to zero balance
- Possible reconciling items issues
- Missing credit transactions - check process was not completed
- Missing debit transactions - un-posted wire transfer or ach

14. PAYROLL ADVANCES (A1380 - 70%)

Step1 Bring forward prior month's ending balance detailed listing of names and balances (cells A9.G77)

Step2 Add columns J, K and L

Step3 Add formulas: J is the sum of K and L; I is G minus H and J

Step4 Totals of K and L should matched journals posted (H82 and H90)

Step5 Quarterly aging is prepared and provided to Maribel Dore for C97 reporting

Figure 1 (General Ledger Detail)

1	E12-JUN-20	12 11:4	6:25 AM	Chicago State Univers	ity								
2	FISCAL-YEA	R 2012		General Ledger Detail Tra	nsact								
3	FUND: LI			From 01-MAY-2012 To 31-MAY-2012									
4													
5	A	B	C	D	E	F	G	H	I	J	K	L	
6	TRANS	TRAN	DOCUMENT	DOCUMENT	REF	DESCRIPTION	ACCOUNT	DEBITS	CREDITS	BALANCE	CUP W/H	PR W/H	
7	DATE	TYPE	NUMBER	REF						Total	05/15/12	05/31/12	
73	1/27/2011	INN	D197274	900009384	Burks, Elsie B.	A1380	568.00			568.00	-		
74	2/17/2011	INN	D196739	900028397	Champion, Glodean	A1380	488.25			488.25	-		
75	10/14/2011	INN	D204322	900034906	McAllister, Leonard Francis.	A1380	219.80			219.80	-		
76	4/17/2012	INNI	D205668		Langanan, Jerome C.	A1380	280.35			280.35			
77							39,427.16				-		
78											-		
79	BEGINNING	BALANCE	:	Payro	II Advanc	es 70%	A1380	39,427.16		-	-		
80	5/9/2012	INN	D208544		Marshall, Rose M.	A1380	646.80			646.80			
81	5/9/2012	INN	D208543		Bailey, Brittany Raquel.	A1380	196.00			196.00			
82	5/15/2012	JE16	J0027458		CUP w/h - 5/15/12	A1380	2,780.35						
83	5/17/2012	INNI	D208552		McClure, Felicia A.	A1380	277.20			277.20			
84	5/17/2012	INNI	D208549		Jones, Ernest L.	A1380	238.00			238.00			
85	5/17/2012	INNI	D208550		Shuter, Jocelyn R.	A1380	243.95			243.95			
86	5/17/2012	INNI	D208546		Goodar, Lori	A1380	283.50			283.50			
87	5/17/2012	INNI	D208548		Jackson, Quinton A.	A1380	264.78			264.78			
88	5/18/2012	INNI	D207560		Baillard, Roderika	A1380	259.88			259.88			
89	5/21/2012	INNI	I0072062		Worrell, Arline	A1380	1,447.07			1,447.07			
90	5/31/2012	JE16	J0027465		Apply CUP w/h 5/31/12	A1380	6,821.28						
91	TOTAL	DEBITS	AND	CREDITS			A1380	3,857.18	9,601.63	39,146.81	4,137.53	280.35	9,857.18
92	ENDING	BAL	ANCE	Payro	II Advanc	es 70%		33,682.71					
93													
94													
95													
96													
97													
98													

15. QUARTERLY INVESTMENT REPORT

Note: This report is prepared for inclusion in the financial affairs quarterly board report. Only the report is provided. Schedules are prepared as supporting worksheets only.

Step1 Gather all bank statements for the quarter, including bank account analysis

Step2 Prepare two schedules, interest accounts and non-interest accounts

- Schedule 1 - interest accounts, should include interest income, interest rates & average balances
- Schedule 2 - non-interests accounts, are only average balances

Note: if average balance is not indicated on the bank statement, then it should be calculated

Investment Performance

- Amount labeled A, is coming from schedule 2
- Amounts labeled B, E and F, are coming from schedule 2
- Amount labeled C, is the total of A and B
- Amount labeled D, is the percentage of invested over total (B/C)
- Amount labeled G, is the interest earned from January to date of the report
- Amount labeled H, is the interest earned from July to date of the report

Figure2 (Quarterly Investment Report)

CHICAGO STATE UNIVERSITY Quarterly Investment Report October 1, 2011 through December 31, 2011			
<u>I. Investment Performance</u>			
Average Monthly Cash Balance	\$ 1,643,558	A	
Average Monthly Invested Balance	\$ 17,091,691	B	
Average Total Cash and Investments	\$ 18,735,249	C	
Percentage of Available Cash Invested	91.23%	D	
Total Interest Earned on Investments	\$ 3,882	E	
Average Interest Earned	0.07%	F	
Interest Earned (Calendar Year-to-date)	\$ 10,987	G	
Interest Earned (Fiscal Year-to-date)	\$ 5,172	H	
<u>II. Investment Summary</u>			
Location	Investment	Average Rate	Interest Earned
Seaway Bank and Trust Series 1998 Bonds NOW Account	Illinois Funds	0.07% 0.10%	\$ 26 3,193
US Bank	Illinois Funds	0.07%	497
Citibank	Interest Checking	0.05%	166
	Total		\$ 3,882

16. QUARTERLY CSU FOUNDATION BILLING

Note: All CSU Foundation staff is paid through the University's payroll. The University then bills the Foundation.

- Step1* Using NHIDIST, query Fund 1220 (CSU Foundation) expenses for the quarter, then extract data and open in excel
- Step2* Summarize data by employee, wages only
- Step3* Prepare billing invoice, include the following information:
 - Customer name and address
 - Invoice number

- Account to be credited when payment is received
- Balance forwarded based on last invoice
- Payments received since last invoice
- Detailed billing for the quarter
- Total amount due
- If necessary, ageing of the amount due
- Instruction where to send the payment

Step4 Email invoice to the Foundation's controller and director

Step5 Prepare journal entry to record receivable

- debit: LI - A1383
- credit: 1220 - 9000 1120X - XXX

Step6 Submit journal voucher for approval and posting

Figure 3 (Sample Invoice)

CHICAGO STATE UNIVERSITY		
INVOICE		
DATE	INVOICE NUMBER	
7/14/2011	CSUF11-40	
FOR CSU USE ONLY		
CSU ACCOUNTS TO BE CREDITED		
LI - A1383	AMOUNT	
Received By: ACCOUNTANT	AMOUNT TOTAL	
Chat Viacrusis	\$ 565,174.73	
BILLING CODE EXPLANATION OF CHARGES		
Balance - Inv#: CSUF11-3Q, 4/22/11	AMOUNT	
	\$ 488,548.13	
Less: none		
Add: Fy11- 4th Qtr Billing, 4/1/11-6/30/11	76,626.60	
Kate'y Assem	33,018.00	
Matthew Lucas	6,780.60	
Joja Porter	16,995.00	
Johnnie Barker	19,833.00	
ALL ACCOUNTS DUE AND PAYABLE UPON RECEIPT OF INVOICE	AMOUNT DUE	
	\$ 565,174.73	
Receivable Aging - Past Due		
Fy11 - 4th Qtr, 06/30/2011	Current	\$ 76,626.60
Fy11 - 3rd Qtr, 03/31/2011	3 months	83,009.45
Fy11 - 2nd Qtr, 12/31/2010	6 months	83,789.38
Fy11 - 1st Qtr, 09/30/2010	9 months	104,201.10
Fy10 - 4th Qtr, 06/30/2010	12 months	112,257.00
Fy10 - 3rd Qtr, 03/31/2010	15 months	104,387.00
		\$ 565,174.73
PLEASE SEND CHECK TO:		
Chicago State University		
Office of Financial Affairs, Adm-213		
Attention: Chat Viacrusis		

17. ANNUAL BANK CONFIRMATION FOR EXTERNAL AUDITORS

Step1 Standard Form to Confirm Account Balance Information with Financial Institutions must be filled-out for each of the University's financial institution

Include the following information to complete the form:

- The University's name
- Bank's name and address

- Date
- List of bank accounts, account numbers, balance as of date indicated and amount of collateral pledge to the University
- Name and address where this form should be mailed back
- Form must have the University's authorized signature

Step2 Make a copy for file

Step3 Provide completed form to the external auditors

Figure 4 (Standard Form to Confirm Account)

**STANDARD FORM TO CONFIRM ACCOUNT
BALANCE INFORMATION WITH FINANCIAL INSTITUTIONS**

ORIGINAL
To be held in our account

CHICAGO STATE UNIVERSITY

CUSTODIAN

Financial
Institution's
Name and
Address
[Redacted]
Citicorp/Cizbank
Cizbank F.S.B.
8650 South Stony Island
Chicago, IL 60617
[Redacted]

We have provided to our accountants the following information as of
the close of business on **June 30, 2011**, regarding our deposit and loan balances. Please confirm the accuracy
of our records and advise us of any errors. We will be pleased to furnish you with a copy of the
following statement in the appropriate space below. Although we
have conducted a comprehensive search of our records, if during the process of completing this con-
firmation you find any errors, please advise us of the same. We will be pleased to furnish you with a copy of
any records we may have with you concerning your account, please include such
information in the space provided and we will be pleased to enclose an envelope to return the
form directly to our accountants.

1. At the close of business on the date listed above, our records indicated the following deposit and collateral balances:

ACCOUNT NAME	ACCOUNT NO.	INTEREST RATE	BALANCE
Public Funds Chk - AP	980917156	\$	3,913,086.10
Public Funds Chk - Student	980917157	\$	42,664.68
Public Funds Chk - EFTs	980917520	\$	106,892.01
Public Funds Chk - TMS	980917148	\$	407.17
Public Funds Chk - C.R.	800917109	\$	45,041.67
Federal Direct Loan Funds	800922303	\$	

Please indicate Collateral Pledge to the University **\$ 198,857.58**

2. We were directly liable to the financial institution for loans at the close of business on the date listed above as follows:

ACCOUNT NO.	BALANCE	DATE DUE	INTEREST RATE	DATE THROUGH WHICH INTEREST IS PAID	DESCRIPTION OF COLLATERAL
Glen Meeks, Vice President Administration & Finance					

(Customer's Authorized Signature)

(Date)

The information presented above by the customer is in agreement with our records. Although we have not conducted a comprehensive, detailed search of our records, no other deposit or loan accounts have come to our attention except as noted below.

(Financial Institution Authorized Signature)

(Date)

(TIN)

EXCEPTIONS AND/OR COMMENTS	
Please return this form directly to our accountants: Borschback, Pelleier & Co. 200 E. Court St., Suite 608 Kankakee, IL 60901	

* Ordinarily, balances are intentionally left blank if they are not
available at the time the form is prepared.

Approved by _____, _____, American Institute of Certified Public Accountants, and Bank Administration Institute.

(7075)

18. ANNUAL ON-BEHALF PAYMENTS FROM SURS AND CMS

Note: SURS pays for the employer portion of the retirement benefit. CMS pays for the employer portion of the health and dental benefits. These two agencies prepare an annual (fiscal year) statement showing how much were paid on-behalf of the University.

Step1 Contact the agencies to get a copy of the statements, if not received in the mail
Step2 Prepare journal entries to record these transactions

- SURS
 - Debit fringe benefit - retirement: SURS - SURS1 - 1162 - 1A0
 - Credit revenue: SURS - SURS1 - 0902 - 1A0
- CMS

- Debit fringe benefit - insurance: CMS - CMS1 - 1180 - 1A0
- Credit revenue: CMS - CMS1 - 0901 - 1A0

Step3 Submit journal entries for approval and posting

19. ANNUAL BOND CONFIRMATION

Note: Bond confirmation request comes from The Comptroller's office

- Step1* Review list provided, compare with the bonds payable amortization schedule
- Step2* If everything is correct, then mark the line that says "agrees"
- Step3* Obtain authorized signature
- Step4* Email confirmation to The Comptroller's Office

20. ROLLOVER OF NON-APPROPRIATED FUNDS

Note: Non-appropriated funds generate their own revenue. Excess revenue (revenues less expenditures) can be rolled-over to the following fiscal year, but this is not automatic.

- Step1* Fiscal officer must submit a request to the vice president of Administration and Finance and copy to the chief accountant
- Step2* Excess revenue from the prior fiscal year must be verified
- Step3* Claim on cash must have a positive balance and the request should not exceed this balance
- Step4* Accountant prepares the approval form and secures the signature of the vice president
- Step5* Signed copy together with budget form are scanned and emailed to the fiscal officer and budget office

21. ANNUAL INDIRECT COST FUNDS TO BE DEPOSITED INTO INCOME FUND

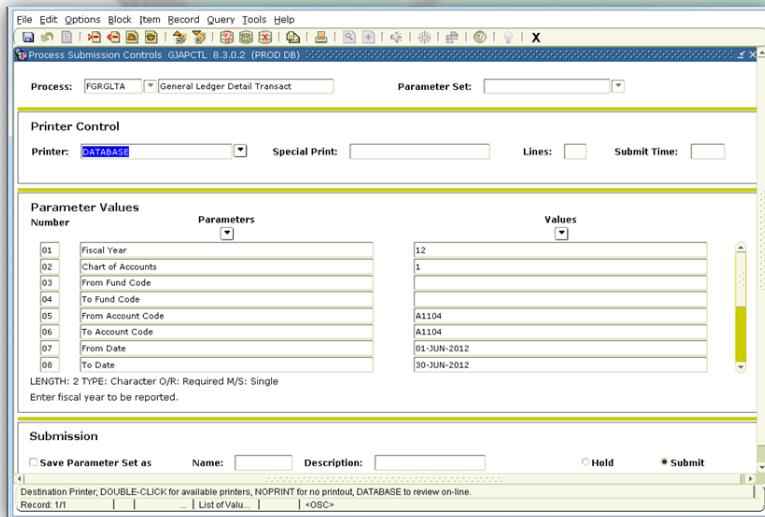
Note: This report is one of the annual compliance schedules. It is a calculation of allowable indirect cost carryover. Any excess should be deposited into the university income fund.

- Step1* Print FGITBAL for fund 1650 (Indirect Cost Recovery Fund)
 - Amount marked "A" is coming from account A1195
 - Amount marked "B" is coming from account 3210 multiply by 30% and 10%
 - Amount marked "C" is coming from account 3510 plus current liabilities
- Step2* Any excess fund should be deposited into the LI fund by October 15th in the following fiscal year

22. DOWNLOADING BANK FROM GENERAL LEDGER (A.P)

- Step1* Enter “FGRGLTA”
- Step2* Type “DATABASE” in Field named: Printer
- Step3* Enter “1” in Field named: Chart of Accounts
- Step4* Enter “L2930” in Fields named: From Account and To Account
- Step5* Enter “1500” in Field named: From Fund Code
- Step6* Enter “1599” in Field named: To Fund Code
- Step7* Enter date range in Field named: From Date and To Date (one per month)
- Step8* Save Parameters and recall file name at bottom of screen
- Step9* Click Review Output under Options Menu Tab
- Step10* Click on File in File List and save

Figure 5 (Banner’s General Ledger Detail Report Screen (FGRGLTA))



23. OPENING A FILE (A.P)

- Step1* Open Microsoft Office Excel
- Step2* Click “Open”, Browse for file in C Drive, Temp folder
- Step3* Open File, Format and Save
- Step4* Create a copy of the general ledger detail report on a different worksheet within the same file.

Step5 Identify activity by fund type (1500-1599)

Step6 Analyze data to determine which invoices have been paid and which are open invoices.

Step7 On a different worksheet, create a final summary of all open invoices

Step8 See Ms. Williams with any questions or comments.

Figure 6 (Step1)

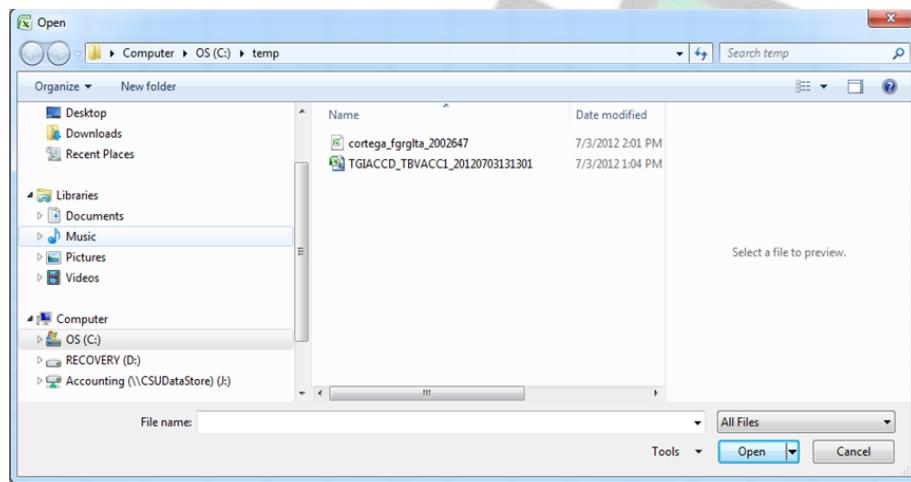


Figure 7 (Step 2)

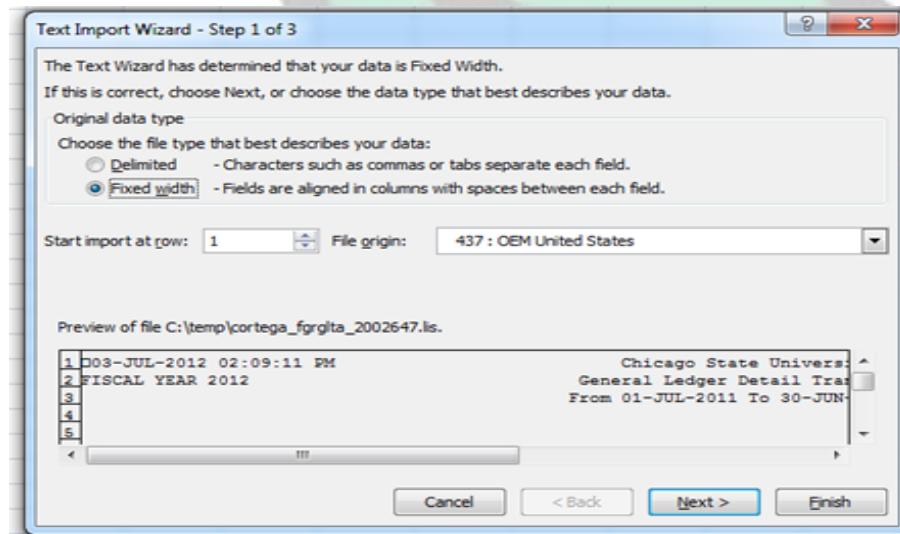


Figure 8 (Step3)

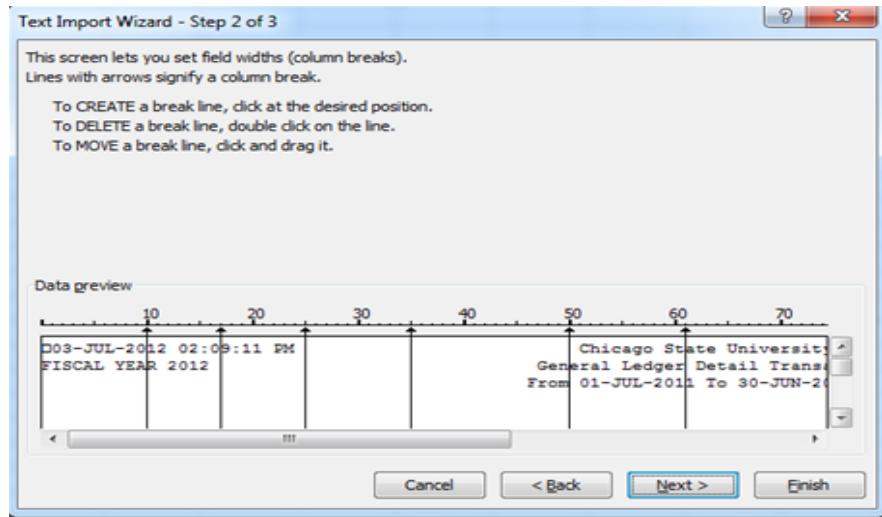
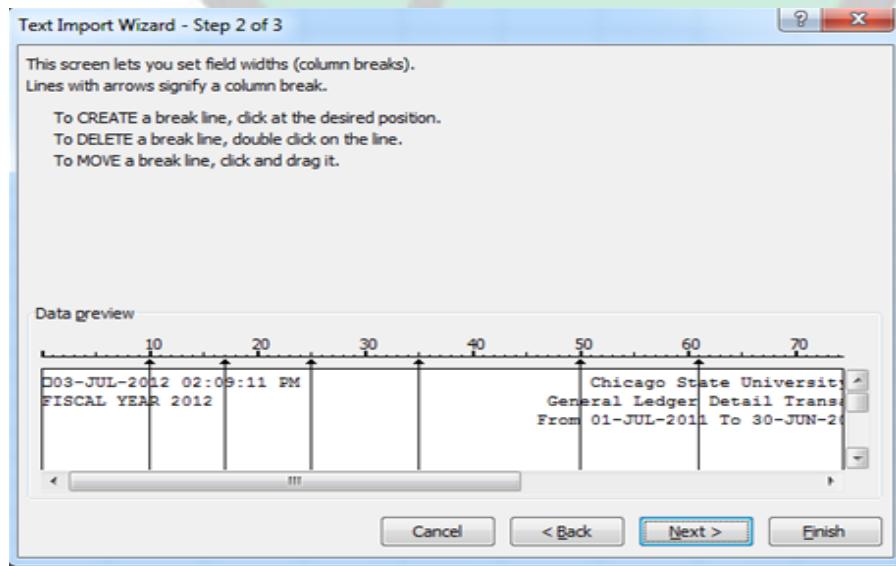


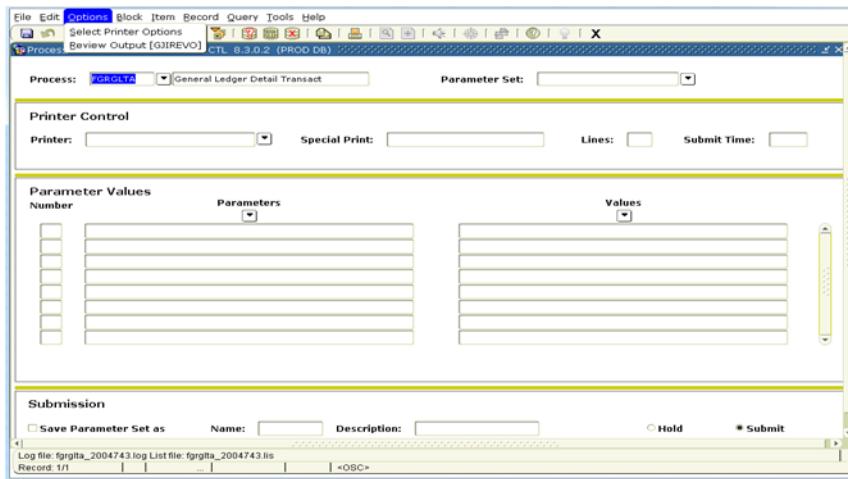
Figure 9 (Step4)



24. EXTRACTING DATA FROM BANNER

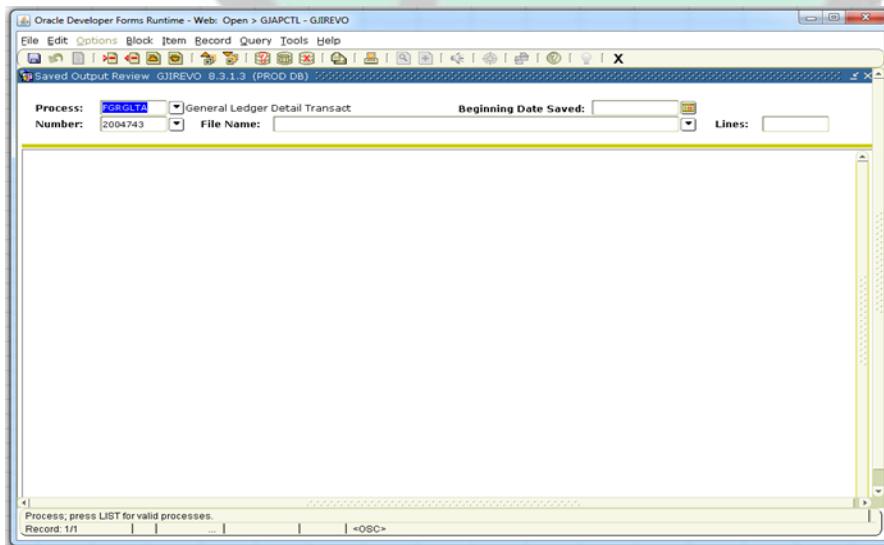
- Step1* Click "Options"
- Step2* Select Review Output (GJIREVO)

Figure 10 (Step2)



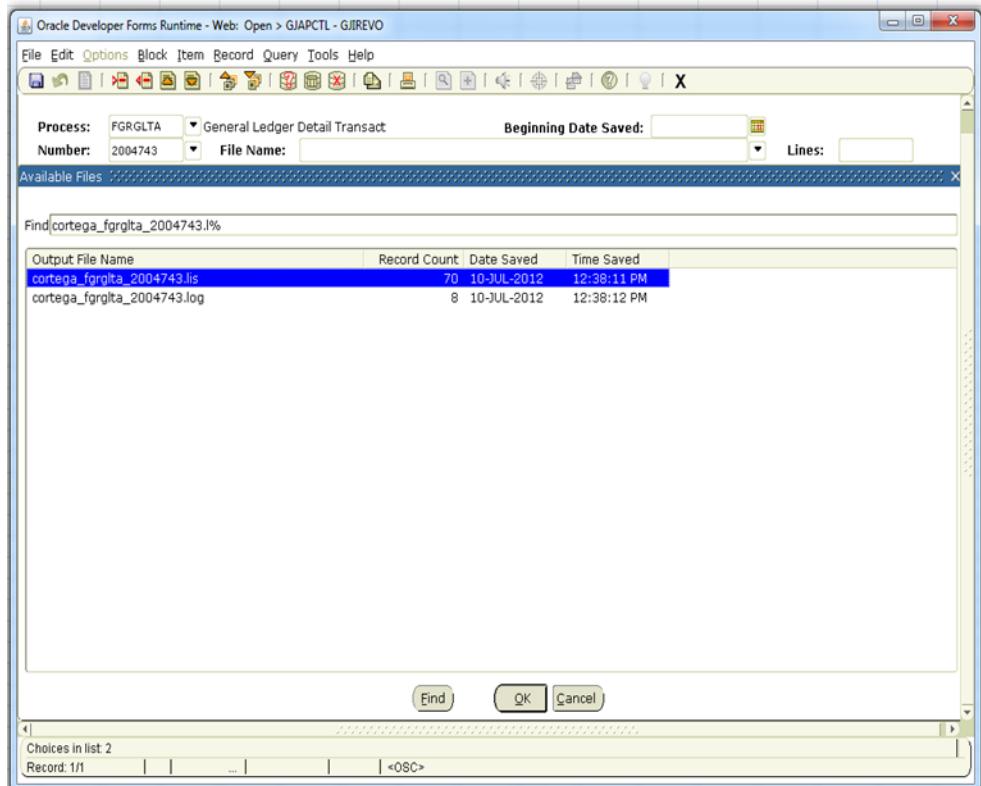
Step3 Double Click “File Name” field

Figure 11 (Step3)



Step4 Select Report, OK to extract report.

Figure 12 (Step4)



25. RECONCILING BOOKSTORE ACCOUNT FOR BOOK VOUCHERS

Note: Students are issued book vouchers based on the amount of the student's credit balance on their student account, up to \$900. Financial Aid Book Vouchers are posted to the student's cougar card only. Third party – Paper Book Vouchers are issued at the Bursars Office for use at Follett's Book Store only. As students make book purchases, fees are charged to the student's account with the University. The initial credit amount is reversed and actual amount due to bookstore is credited to the account. Follett Bookstore will then bill CSU for purchases made by students. CSU collects payment and issues check to Follett Bookstore.

- Step1* Download Bank from General Ledger
- Step2* Enter "FGRGLTA"
- Step3* Type "DATABASE" in Field named: Printer
- Step4* Enter "1" in Field named: Chart of Accounts
- Step5* Enter "L2930" in Fields named: From Account and To Account

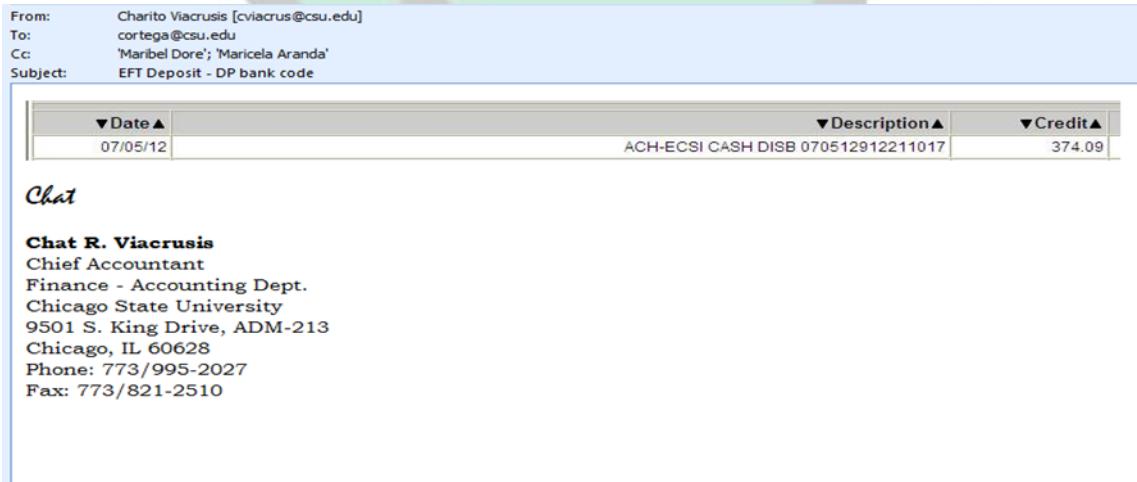
Step6 Save Parameters and recall file name at bottom of screen
Step7 Click Review Output under Options Menu Tab
Step8 Click on File in File List and save

Step9 Open File
Step10 Open Microsoft Office Excel
Step11 Click “Open”, Browse for file in C Drive, Temp folder
Step12 Open File, Format and Save
Step13 Reconcile Follett Store’s Sales and/or Aging reports to Banner General Ledger File

26. RECORDING PERKIN LOAN PAYMENTS

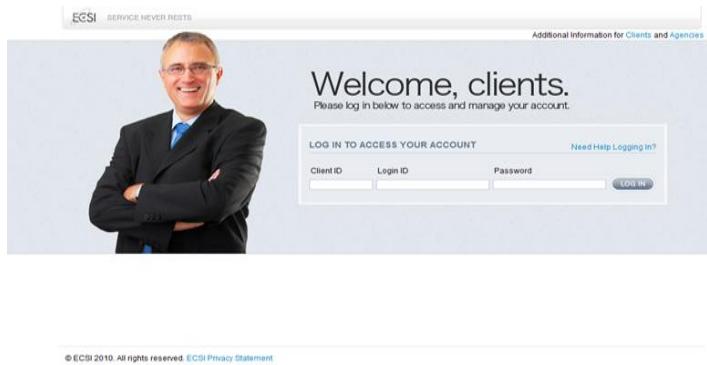
Step1 Chief Accountant, Chat Viacrusis, sends out e-mail advising of the ACH transaction from ECSI to CSU.

Figure 13 (E-Mail Screen Print)



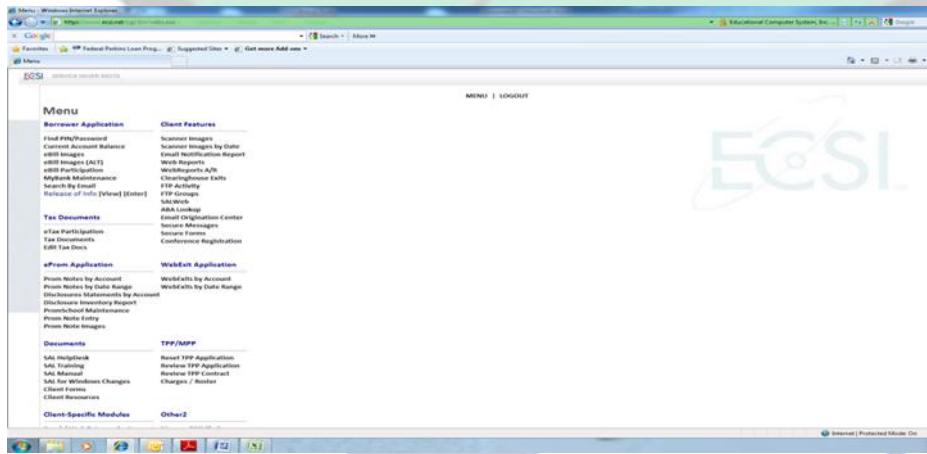
Step2 Log-on to ECSI system to retrieve Monthly Cash Applied Listing report (Authorized Access Only)

Figure 14 (ESCI Log-on Screen)



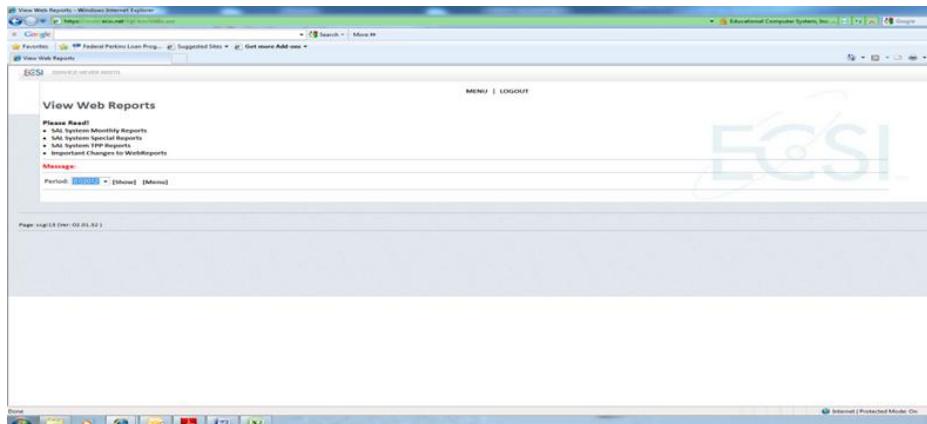
Step3 Select “Web Reports” from ESCI’s main menu

Figure 15 (ESCI’s Main Menu)



Step4 Select appropriate month from drop down box, then click “Show”

Figure 16 (ECSI Screen Print)



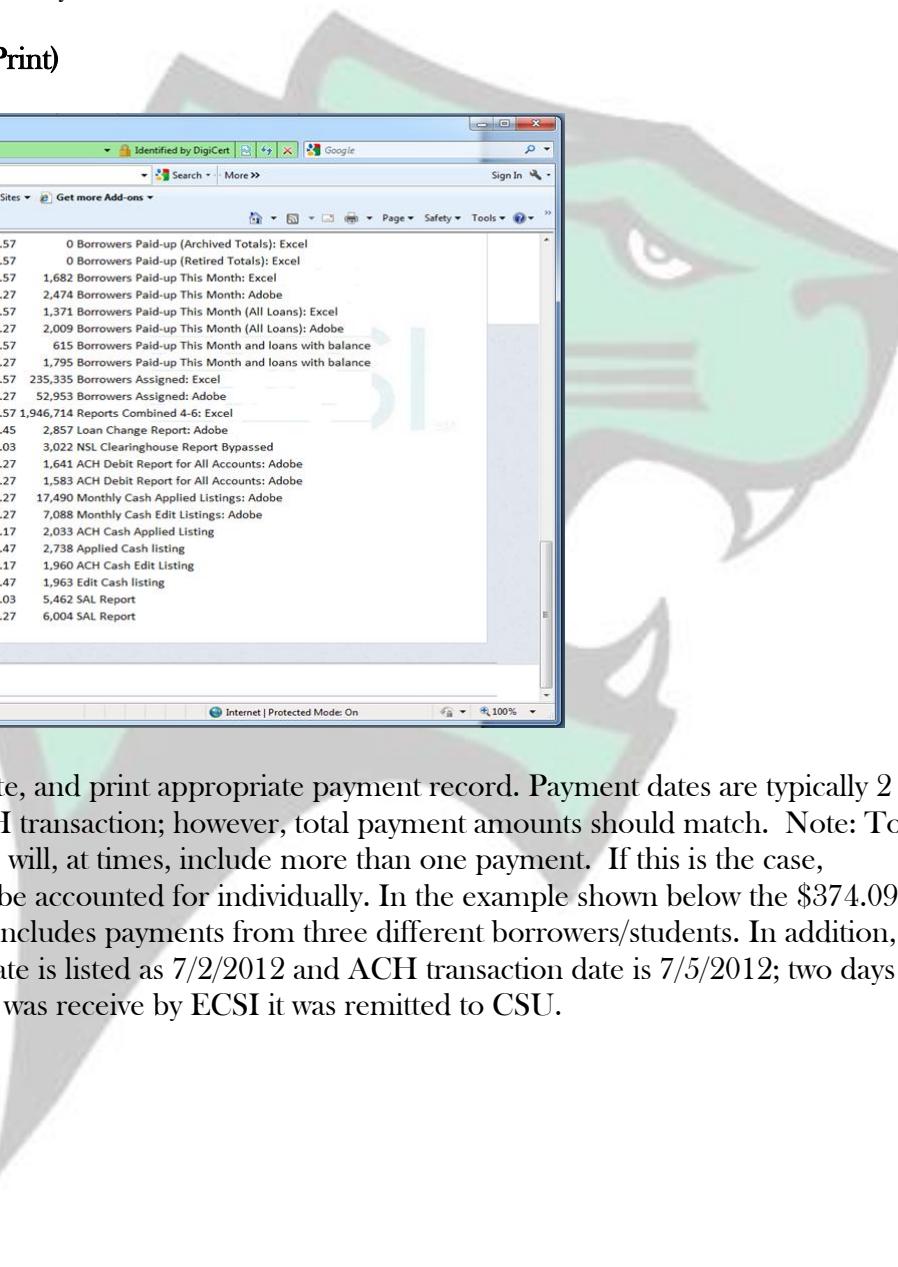
Step 5 Sort reports by clicking on the “+” located under the “Category” column.

Figure17 (ECSI Screen Print)

Category	File	Date/Time	Size	Description
IV ACNTING	rpt-6a.csv	07/11/2012 03:57	428	Reports 1 thru 6 (Totals - Summary); Excel
IV ACNTING	rpt-6a.pdf	07/11/2012 09:27	2,088	Reports 1 thru 6 (Totals - Summary); Adobe
IV ACNTING	rpt-6b.csv	07/11/2012 03:57	1,859	Reports 1 thru 6 (Totals - Detail); Excel
IV ACNTING	rpt-6b.pdf	07/11/2012 09:27	3,314	Reports 1 thru 6 (Totals - Detail); Adobe
IV ACNTING	rpt-12.pdf	07/11/2012 09:27	4,811	Monthly Transactions
IV ACNTING	rpt-12a.csv	07/11/2012 03:57	15,259	Monthly Transaction - Excel
IV ACNTING	escr021.csv	07/03/2012 14:37	454	Long Daily Escrow Transfer Breakdown
IV ACNTING	escr021.csv	07/03/2012 14:35	452	Short Daily Escrow Transfer Breakdown
IV ACNTING	escr021.csv	07/03/2012 14:35	307	Long Daily Escrow Transfer Breakdown
IV ACNTING	escr031.csv	07/05/2012 12:03	307	Short Daily Escrow Transfer Breakdown
IV ACNTING	escr051.csv	07/06/2012 13:46	454	Long Daily Escrow Transfer Breakdown
IV ACNTING	escr051.csv	07/06/2012 13:46	452	Short Daily Escrow Transfer Breakdown
IV ACNTING	escr061.csv	07/09/2012 14:51	307	Long Daily Escrow Transfer Breakdown
IV ACNTING	escr061.csv	07/09/2012 14:51	307	Short Daily Escrow Transfer Breakdown
IV ACNTING	escr061.csv	07/09/2012 14:51	307	Long Daily Escrow Transfer Breakdown
IV ACNTING	escr061.csv	07/10/2012 10:50	307	Short Daily Escrow Transfer Breakdown
IV ACNTING	rpt-12-basisInfo.csv	07/11/2012 03:57	1,522	Monthly Transactions - IV Information
IV ACNTING	rpt-12-j-Info.csv	07/11/2012 03:57	105	Monthly Transactions - IV Information
IV ACNTING	rpt-40.csv	07/11/2012 03:57	3,794	Aging Report, Excel
IV ACNTING	rpt-40.pdf	07/11/2012 09:27	3,160	Aging Report
IV ADVANCES	advance.csv	07/03/2012 14:47	349	Advance Report; Excel
IV ADVANCES	advance.pdf	07/03/2012 14:47	414	Advance Report

Step6 Look for the “Monthly Cash Applied Listings: Adobe” report. The Monthly Cash Applied Listing report is updated daily by ECSI to include the latest payments, so you will need to update your file as well. To view report click on the corresponding “v” located to the left of the category name “Payment”

Figure 18 (ECSI Screen Print)



A screenshot of a Windows Internet Explorer browser window titled "View Web Reports". The address bar shows the URL "https://www.ecsi.net/cgi-bin/webx.exe". The main content area displays a table of reports with columns for file name, date, and description. The table includes rows for various reports like "BORROWER rpt-4a.csv", "BORROWER rpt-4b.csv", and "PAYMENTS ach-bank-10.pdf". The "Description" column provides details such as "0 Borrowers Paid-up (Archived Totals): Excel" and "1,583 ACH Debit Report for All Accounts: Adobe". The bottom of the browser window shows the status bar with "Page: ccg13 (Ver: 02.01.32)" and "Internet | Protected Mode: On".

[v] BORROWER rpt-4a.csv	07/11/2012 03.57	0 Borrowers Paid-up (Archived Totals): Excel
[v] BORROWER rpt-4b.csv	07/11/2012 03.57	0 Borrowers Paid-up (Retired Totals): Excel
[v] BORROWER rpt-5.csv	07/11/2012 03.57	1,682 Borrowers Paid-up This Month: Excel
[v] BORROWER rpt-5.pdf	07/11/2012 09.27	2,474 Borrowers Paid-up This Month: Adobe
[v] BORROWER rpt-5a.csv	07/11/2012 03.57	1,371 Borrowers Paid-up This Month (All Loans): Excel
[v] BORROWER rpt-5a.pdf	07/11/2012 09.27	2,009 Borrowers Paid-up This Month (All Loans): Adobe
[v] BORROWER rpt-5b.csv	07/11/2012 03.57	615 Borrowers Paid-up This Month and loans with balance
[v] BORROWER rpt-5b.pdf	07/11/2012 09.27	1,795 Borrowers Paid-up This Month and loans with balance
[v] BORROWER rpt-6.csv	07/11/2012 03.57	235,335 Borrowers Assigned: Excel
[v] BORROWER rpt-6.pdf	07/11/2012 09.27	52,953 Borrowers Assigned: Adobe
[v] BORROWER rpt4-Gal.csv	07/11/2012 03.57	1,946,714 Reports Combined 4-6: Excel
[v] BORROWER rpt-11a.pdf	07/03/2012 01.45	2,857 Loan Change Report: Adobe
[v] CLRHOUSE nsle-bypvk.csv	07/09/2012 01.03	3,022 NSL Clearinghouse Report Bypassed
[v] PAYMENTS ach-bank-01.pdf	07/11/2012 09.27	1,641 ACH Debit Report for All Accounts: Adobe
[v] PAYMENTS ach-bank-10.pdf	07/11/2012 09.27	1,583 ACH Debit Report for All Accounts: Adobe
[v] PAYMENTS fsh-apca.pdf	07/11/2012 09.27	17,490 Monthly Cash Applied Listings: Adobe
[v] PAYMENTS fsh-edca.pdf	07/11/2012 09.27	7,088 Monthly Cash Edit Listings: Adobe
[v] PAYMENTS rpt-apah.pdf	07/11/2012 02.17	2,033 ACH Cash Applied Listing
[v] PAYMENTS rpt-apbk.pdf	07/06/2012 01.47	2,738 Applied Cash listing
[v] PAYMENTS rpt-edah.pdf	07/11/2012 02.17	1,960 ACH Cash Edit Listing
[v] PAYMENTS rpt-edbk.pdf	07/06/2012 01.47	1,963 Edt Cash listing
[v] SAL nsle-vk.csv	07/09/2012 01.03	5,462 SAL Report
[v] SAL nsle-vk.pdf	07/11/2012 09.27	6,004 SAL Report

Step7 Save Report, locate, and print appropriate payment record. Payment dates are typically 2 days prior to ACH transaction; however, total payment amounts should match. Note: Total payment amounts will, at times, include more than one payment. If this is the case, payments should be accounted for individually. In the example shown below the \$374.09 remitted to CSU includes payments from three different borrowers/students. In addition, notice payment date is listed as 7/2/2012 and ACH transaction date is 7/5/2012; two days after the payment was received by ECSI it was remitted to CSU.

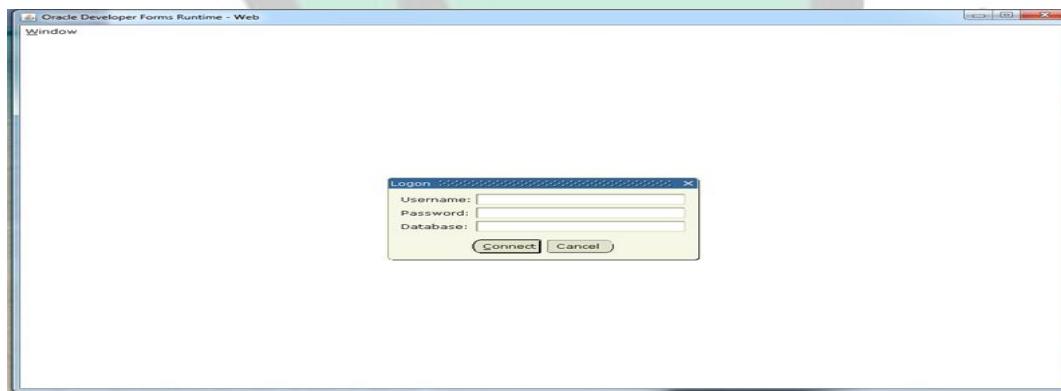
Figure 19 (Payment Record)

PAGE: 1 POSTED: 07/02/2012 16:22		CASH APPLIED FOR: Chicago State University				ACVK	FROM YOUR REP -				
ACCT NUM	LOAN NAME	DATE	CHK-NO	CHK-AMT	PRINCIPAL	INTEREST	PENALTY	LATE	AGENCY	INHOUSE	LEGAL
303907419	24A WYNN SHA M	7/ 2/2012	120701	240.73	239.73-	1.00-					
306846168	24A NELSON TAWAN	7/ 2/2012	120701	69.72	64.81-	4.91-					
325709333	24A BROOKS DORIS	7/ 2/2012	120701	63.64	43.55-	20.09-					
DEPOSITS FOR LOAN PER ON 7/ 2/2012 ***				374.09	348.09-	26.00-					
CASH PAYMENTS WERE APPLIED AT: E.C.S.I.											
LOAN: PER CAMPUS: VK		DEBIT		CREDIT							
AA	ACI CASH		374.09			348.09					
BA	PRINCIPAL					26.00					
EA	INTEREST										
TOTALS			374.09		374.09						

Step8 Identify the Borrowers/Students UID number Students' social security numbers are found in the upper left hand side of the payment record (see above). The Social security numbers are cross referenced with UID numbers in Banner system. Therefore, you'll need to log-on the Banner to identify the borrowers/student's UID number.

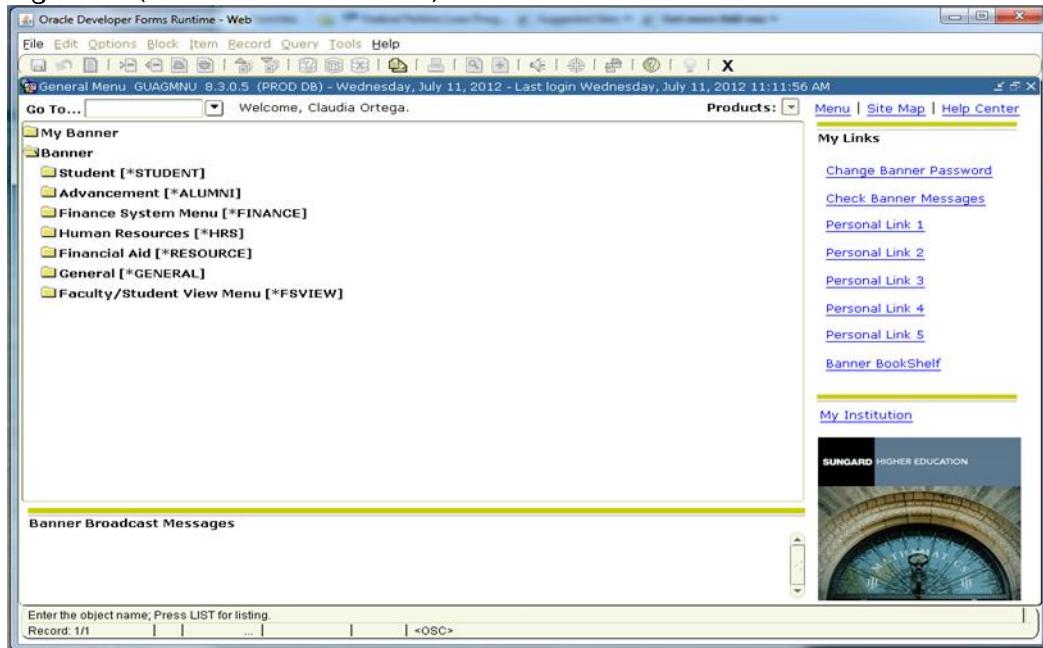
Step9 Log-on to Banner system (Authorized Access Only)

Figure 20 (Banner Log-in Screen)



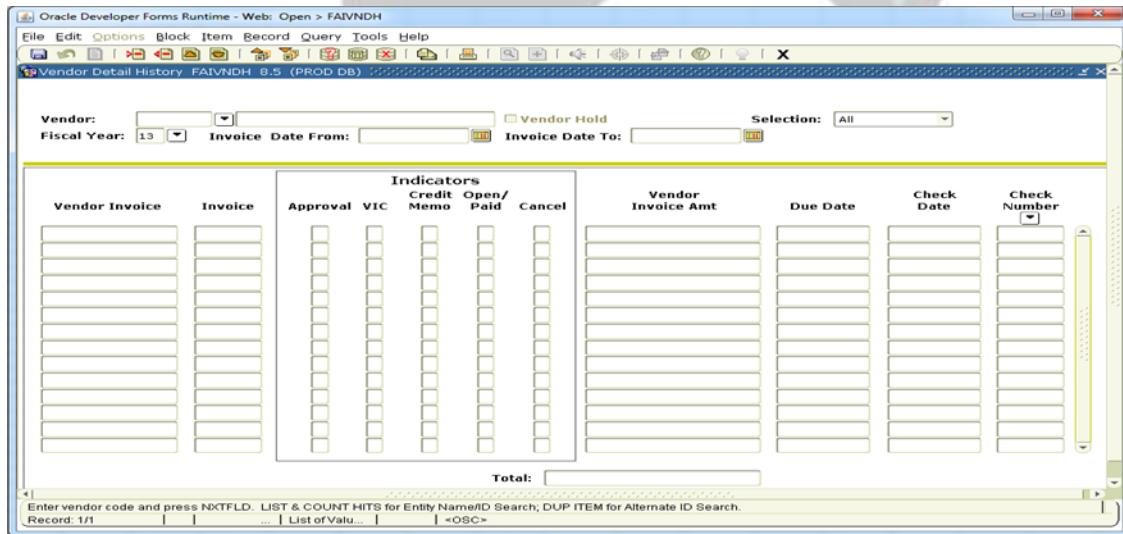
Step10 TYPE “FAIVNDH” in the “Go To...” field

Figure 21 (Banner General Menu)



Step 11 Type the borrower/student social security number in the “Vendor” field. As you finish typing the social security number, the boxed field located next to the “Vendor”, will be automatically filled and the social security number you just entered will also change automatically to the assigned UID number for that particular student. Note: double-check names and social security numbers to insure you have appropriate information.

Figure 22 (Banner Vendor History Screen)



Step12 Prepare Journal Entry cover form to record payment (s). Document Number: will be generated once you begin to enter transaction into banner system, Journal Type: CR05, Fund: 4110, Acct: A1401, and Bank Code DP. At bottom you will have a sub-total of debits and credits in the corresponding columns and a “Hash Total” amount. The “Hash Total” is the combined amount of Debits and Credits.

Figure 23 (Banner Journal Entry Form)

CHICAGO STATE UNIVERSITY Controller's Office BANNER - JOURNAL ENTRY FORM							
1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32
33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48
49	50	51	52	53	54	55	56
57	58	59	60	61	62	63	64
65	66	67	68	69	70	71	72
73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88
89	90	91	92	93	94	95	96
97	98	99	100	101	102	103	104
105	106	107	108	109	110	111	112
113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128
129	130	131	132	133	134	135	136
137	138	139	140	141	142	143	144
145	146	147	148	149	150	151	152
153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168
169	170	171	172	173	174	175	176
177	178	179	180	181	182	183	184
185	186	187	188	189	190	191	192
193	194	195	196	197	198	199	200
201	202	203	204	205	206	207	208
209	210	211	212	213	214	215	216
217	218	219	220	221	222	223	224
225	226	227	228	229	230	231	232
233	234	235	236	237	238	239	240
241	242	243	244	245	246	247	248
249	250	251	252	253	254	255	256
257	258	259	260	261	262	263	264
265	266	267	268	269	270	271	272
273	274	275	276	277	278	279	280
281	282	283	284	285	286	287	288
289	290	291	292	293	294	295	296
297	298	299	300	301	302	303	304
305	306	307	308	309	310	311	312
313	314	315	316	317	318	319	320
321	322	323	324	325	326	327	328
329	330	331	332	333	334	335	336
337	338	339	340	341	342	343	344
345	346	347	348	349	350	351	352
353	354	355	356	357	358	359	360
361	362	363	364	365	366	367	368
369	370	371	372	373	374	375	376
377	378	379	380	381	382	383	384
385	386	387	388	389	390	391	392
393	394	395	396	397	398	399	400
401	402	403	404	405	406	407	408
409	410	411	412	413	414	415	416
417	418	419	420	421	422	423	424
425	426	427	428	429	430	431	432
433	434	435	436	437	438	439	440
441	442	443	444	445	446	447	448
449	450	451	452	453	454	455	456
457	458	459	460	461	462	463	464
465	466	467	468	469	470	471	472
473	474	475	476	477	478	479	480
481	482	483	484	485	486	487	488
489	490	491	492	493	494	495	496
497	498	499	500	501	502	503	504
505	506	507	508	509	510	511	512
513	514	515	516	517	518	519	520
521	522	523	524	525	526	527	528
529	530	531	532	533	534	535	536
537	538	539	540	541	542	543	544
545	546	547	548	549	550	551	552
553	554	555	556	557	558	559	560
561	562	563	564	565	566	567	568
569	570	571	572	573	574	575	576
577	578	579	580	581	582	583	584
585	586	587	588	589	590	591	592
593	594	595	596	597	598	599	600
601	602	603	604	605	606	607	608
609	610	611	612	613	614	615	616
617	618	619	620	621	622	623	624
625	626	627	628	629	630	631	632
633	634	635	636	637	638	639	640
641	642	643	644	645	646	647	648
649	650	651	652	653	654	655	656
657	658	659	660	661	662	663	664
665	666	667	668	669	670	671	672
673	674	675	676	677	678	679	680
681	682	683	684	685	686	687	688
689	690	691	692	693	694	695	696
697	698	699	700	701	702	703	704
705	706	707	708	709	7010	7011	7012

Step13 Return to Banner system's General Menu

Step14 Type “FGAJVCQ” in “Go To...” box

Step 15 Type the word “NEXT” in the Document Number box, click on “Next Block” downward arrow, located directly under the “Record” toolbar name. This will assign the next JV number to the transaction. The JV number is the Document Number that you will reference in your JV coversheet. Transaction date will be generated automatically. For Document Total enter the “Hash Total” found in your JV coversheet (Debits + Credits).

Step16 Click on “Options”, Select Document Text (FOATEXT).

Step17 In the General Test Entry screen type a detailed description of the transaction, then save, print text screen and Click on the white “X” to close the General Text Entry Screen.

Step18 Click on the white “X” to close the General Text Entry screen. When you close screen, you will be back in the Journal Voucher Quick screen again. Click on the “Next Block” to go to next screen.

Step19 Enter transaction information from Journal Entry Form. Use “Tab” key to move between cell blocks. This is a one sided entry to increase cash, therefore you will not select Debit nor Credit, select + Plus. If you have multiple entries, the system will assign a unique sequence number for each entry. Once you enter the first entry click F6 and then F4 on your keyboard, then “Tab” key.

Step20 Once you get enter your last entry, do not click on the F6, F4, keys. You will click on the Next Block key. The system will then prompt you to select “Complete Now” or “In Progress”, always select “In Progress”. Once transaction is reviewed and approved, the transaction is completed by the reviewer/approver, typically by the Controller or Chief Accountant.

Step21 After you click on the “In Process” button, go to Options again, select Access Transaction Summary Info (FGIJSUM)

Step22 Review data to insure accuracy and print screen. Status column will notify you if there are errors; should always read “Postable” at this point.

Step23 Gather the following forms and submit them from approval; Chief Accountant, Chat Viacrusis or Edward “Ted” Lannon, Controller will approve.

- E-mail notification;
- ECSI’s Payment Record;
- Transaction Detail Summary - Screen Print (FGIJSUM);
- General Text Entry - Screen Print (FOATEXT);
- Any other supporting documentation, when applicable.

Note: Once approved, all documents will be returned to you, with the appropriate approving signature.

27. UNCLAIMED PROPERTY

Step1 Cross reference reports with SURS Deduction Register report to identify any unclaimed property potentially belonging to current CSU employees.

Step2 Research all unclaimed property to determine if an actual liability exists.

Step3 Perform Due Diligence as defined in Section 760.35 of the Illinois Unclaimed Property Act (Act)

a) Letters mailed to owners as required by Section 11(e) of the Act shall include as a minimum:

the name, address, position and telephone number of the person to contact of the holder; the steps required by the owner to have the holder remit the property to the owner; the steps required by the owner to have the holder continue to maintain the property for the owner; a statement that, if the owner's property is remitted to the State, the owner or heirs may file a claim for the property with the State;

a statement that the State is a perpetual custodian for presumptively abandoned property remitted to the State;

a date, not less than 15 business days prior to the date the holder will remit the property to the State Treasurer, by which the owner must contact the holder.

b) A holder is not required to make a due diligence mailing to owners whose property, prior to deducting allowable service charges, has an aggregate value of less than \$10, and is not included in the categories of securities, commodities, safe deposit boxes, and tangible property.

(Source: Added at 18 Ill. Reg. 18001, effective December 12, 1994)

Step 4 Mass Mailings – two letters CSU letter and Claim Form (sample shown below)

- Combine all reports – Making one excel file of all Unclaimed Property
- Mail Merge – CSU Letter and Excel file
- Monitor/Document mailings
- Monitor/Document response to letters

Figure 24 (Sample Claim Form)

CLAIM FORM					
PRINT & EXCEPT FOR SIGNATURE					
ACCOUNT INFORMATION					
1. Name as it appears on bill/Company Name			3. Address as listed		
2. Social Security/PIN Number					
INDIVIDUAL FILING CLAIM					
4. Last Name	5. First Name	6. Middle Initial			
7. Street Address	8. City	9. State	10. Zip Code		
11. Daytime Telephone Number	12. Social Security Number/Plan Number				
13. My relationship to the owner of the property:					
<input type="checkbox"/> I am the owner of the property <input type="checkbox"/> I am the joint owner of the property <input type="checkbox"/> Executor or administrator for the owner <input type="checkbox"/> Other _____					
The following documents are included with this form.					
1. Clear copy documentation showing the social security number of the claimant 2. Proof of the original owner's address as listed in box #8 above 3. Proof that the value of the property is less than \$100 4. Additional documentation as described in the instructions					
Check # _____ Date _____ Amount \$ _____ Acct # _____ Note: Claimant must be the payee as listed on the check.					
The named claimant hereby certifies that this claim for property presumed abandoned is valid and just, that all statements made are true to the best of his/her knowledge, and that he/she will not file a claim for the same property with any other University, its officers and employees, from any valid claims to the said property.					
Claimant swears and affirms that he/she is the proper claimant to the foregoing and that the above statements are true to the best of his/her knowledge.					
SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ day of _____, 20_____					
_____ (County), _____ (State) Notary Public My commission Expires _____ Seal: Signature(s) of Claimant(s): _____ X _____					
Note: Original Claim Form required; faxed copy is not acceptable. For inquiries, please call 773-923-2559 or email admors@csu.edu					
Mail completed form to: Chicago State University Attn: Admors Department 9201 S King Drive, ADMR 13 Chicago, Illinois 60623-2198					

Step5 Collect appropriate documentation from claimant/employee and submit forms to Ms. Dore. Ms. Dore will submit paperwork to Accounts Payable department so that old checks can be voided and a new check re-issued.

Note: Claim Form and CSU Letter – located in J Drive, MDore, Unclaimed Property folder. Ms. Maribel Dore is the lead Accountant for unclaimed property, questions, problems or concerns, see Ms. Dore.

28. RECONCILING U-PASS ACCOUNT

Note: Chicago State University in conjunction with the Chicago Transit Authority implemented a program to provide the U-Pass to all students with 12 or more credit hours in an undergraduate, graduate, doctoral, and pharmacy students. All full-time students with 12 hours or more have their accounts billed automatically. U-Passes are supplied on a semester basis. Fees collected are then paid to Chicago Transit Authority in two increments 1) 50% of estimated enrollment count and 2) 50% actual enrollment count. Account L2945 capture fees collected and due to Chicago Transit Authority for U-Pass.

Step1 Download Bank from General Ledger

- Enter “FGRGLTA”
- Type “DATABASE” in Field named: Printer
- Enter “1” in Field named: Chart of Accounts
- Enter “L2945” in Fields named: From Account and To Account
- Enter date range in From Date and To Date
- Save Parameters and recall file name at bottom of screen
- Click Review Output under Options Menu Tab
- Click on File in File List and OK to save.

Step2 Extract Data from Banner

- Click “Options”
- Select Review Output (GJIREVO)
- Double Click “File Name” field
- Select Report, OK to extract report.

Step3 Open/Save File in Excel

- Open Microsoft Office Excel
- Click “Open”, Browse for file in C Drive, Temp folder
- Open File,
- Format File – Follow Text Import Wizard’s Step 1-3.
- Click “Finish” to save file

Step4 Reconcile account by analyzing General Detail Report and Electronic Enrollment Reports
Step5 Any and all variances found should be reconciled as all account should have zero variance

Note: When reviewing Enrollment Reports to determine the student count, make sure students are not counted or charged multiple times. The reports will provide an Undergraduate count, graduate count and pharmacy student count along with a different report detailing all waivers.

Payment from CSU to CTA is made in two payments per semester:

- Fifty percent (50%) of an estimated student count
- The remaining fifty percent (50%) based on actual student count

See below for an example of a year-end U-Pass Analysis:

(Figure 25)

Fall 2011	Count	Per TGIACCD	Detail Code Split	
			L2945 - 94.6903%	0283-5.3097%
Students with correct charges = \$113	4,001	452,113.00		
Students with NET Zero charges	-	-		
Total per TGIACCD	4,001	452,113.00	428,107.16	24,005.84
CTA Payments	(4,001)		(414,823.68)	D199866 & D199071
Fall 2011 Excess	-		13,283.48	
<hr/>				
Spring 2012				
Students with correct charch = \$113	3487	394,031.00		
Students with Net Zero charges	-	-		
Total per TGIACCD	3487	394,031.00	373,109.00	20,922.00
CTA Payments	(3,487)		(370,005.57)	D203608 & D199854
Spring 2012 Excess	-		3,103.43	
<hr/>				
Summary:		Per TGIACCD	Per GL	Variance
Due to CTA (150AL - L2945)		801,216.16	797,926.21	
CTA Payments		(784,829.25)	(784,829.25)	
Misc.				
Total Excess		16,386.91	13,096.96	3,289.95
Revenue Fees		44,927.84	44,863.64	64.20

29. GRANT DRAW DOWNS

Step1 Prepare a Grant Inception to Date Report by Grant No., as of the current month or whatever month you are drawing down funds for and other key information

Step2 Grant Accountant opens the Excel file DOE Draw Downs Report Enters the "inception to date Activity cost in Column H (actually the YTD)

Step3 Grant Accountant enters the previous month in column I. The amount to be drawn will automatically calculate in column K; Amount to be drawn.

Step4 By entering steps 3 & 4 above, the file will calculate the "Amount to Be Drawn" in column K.

Step5 The DOE Draw Down and the Inception to Date Report must be signed off by the appropriate supervisors prior to the DOE Draw.

Step6 Log on to DOE Web Site (www.G5.gov)

Step7 On DOE Click Payments

Step8 Select: Create Payments

- All awards to CSU will appear on the screen
- Enter the amounts from the above worksheet to draw down in the rectangular box to the right of the Award Numbers.
- After you've entered the amounts for each award, click on Continue.
- Summary of total draw will appear. Compare this amount with the total on your Federal Cash Transaction Report, if it agrees, then confirm draw and Print Screen for Documentation

Step9 Prepare Cash Receipts Journal for entry in SCT Banner and provide to appropriate supervisor for review and posting

Step10 In two working days, request confirmation from the Chief Accountant, that the funds were received in the Bank account.

Step11 Attach the confirmation to your journal entry and enter in SCT Banner.

30. WORK STUDY

Step1 Receive Work Study Agreement signed by student and PI, including all relevant forms to process award to be attached.

Step2 Review award letter package for the following:

- Proper Grant Number , Grant Name
- Hourly amount and purpose
- Semester date for the study
- Fund Balance Check - making sure appropriate amount of revenue is available

Note: This is performed by Grant Account

Step3 Grant Accountant approves Award for payment

Step4 VP of OGRA reviews package and determines if work study or hourly hire is appropriate in terms of Grant Agreement

Step5 VP signs to approve

Step6 Finance and Accounting Specialist reviews the Work Study

- Validates against the student financial aid account
- Validates against the Grant listing to confirm cumulative aid is still available
- Enters student into the control file
- Determines if student is in good academic standing

Step7 Documents are copied and sent to HR to complete

Step8 Student payments and academic record are reviewed quarterly by Grant Accountant

31. REVIEW OF GRANT AGREEMENTS & OTHER DOCUMENTATION

Step1 Create a Summary Sheet in each Grant Reconciliation File

Step2 Discuss each Grant with OGRA Team

- Obtain copy of Grant
- Highlight key compliance requirements
- Highlight key terms
- Confirm assertions with team and PI
- Set up parameters and key variances to monitor grant changes
- Update summary file each period and link any variance or other "ticket" items in share point

Step3 List all documents that relate to grant from:

- Banner
- Financial Aid System
- Third party documents

Step4 List Grant Expense Criteria

Step5 List Grant Criteria for Awards & Stipends

- Maintain update a running list of students in each of the Other Grants
- Maintain monthly updates and sign-offs for the Grant

32. RE-PAYMENT PROCESS

Step1 Review weekly petitions to withdraw

Step2 Review related Student Account for Recalculation

Step3 Determine if Student owes money to the School

- Due to refund to be returned
- Other Grants
- Stipends

Step4 Determine and monitor how repayment occurs

Step5 Reallocate Grant funds to appropriate accounts

Step6 Alert VP of OGRA, Grant Accountant and PI

Step7 Reallocate funds to other "Grants"

33. RECONCILE FINANCIAL AID IV

Step1 Obtain final detail Financial Aid Report

Step2 Download Financial Data into Excel

Step3 Download Banner GL data for each Title IV grant

Step4 In excel monthly Financial Aid Reconciliation file

Step5 Combine data and sort by student:

- Identify Students missing between GL and Financial Aid (and amounts)
- Identify differences in student balance between systems
- Reconcile to differences in the General ledger

Step6 Reconcile differences between system by student

Step7 Create journal entry but do not post

- Timing differences between the system
- Differences should reconcile for the student in next periods
- If differences do not reconcile in next period, review student financial aid account and discuss with appropriate parties.

Step8 Ongoing student differences must be reconciled and documented to determine student issues.

34. RECONCILE FINANCIAL AID TO COD PROCESS

Step1 Obtain COD Report (1st weekend after the end of month)

Step2 Download data and create pivot table from COD information

Step3 Download data from Financial Aid and create Pivot table

Step4 In excel monthly Financial Aid Reconciliation file

- Combine both Pivot tables and compare data by student

Step5 Reconcile differences by student

- Review Student Financial Aid to determine changes
- Document changes
- Reconcile to differences in the General ledger

Step6 Reconcile differences between all three systems by student

Step7 Maintain list for next period to determine if student adjustments clear the systems accurately.

35. NEW GRANT CODE SET UP

Step1 OGRA Grant Administrator creates an Activation of Project Memo providing relevant attachments; such as budget, period and other key information

Step2 Grant Accountant must utilize an Excel File to document the Set up in Banner

Step3 In Banner access the Form "FRAGRNT"
➤ Process all fields in the Banner FRAGRNT Form document with the form noted in step 2
➤ Printer Type: DATABASE

Note: This step ensures the information is written to the Banner Database

Step4 Send Grant Fund Set Up Form to Financial Affairs Department Grant Accountant should sign off on this form electronically and in hard copy

Step5 Finance Department set-up the Fund for the new grant using FTM FUND in Banner

36. APPROVAL OF STIPENDS

Step1 Receive Stipend Award Letter signed by student and PI, including all relevant forms to process award to be attached.

Step2 Award Letter package is reviewed by Grant Accountant for the following:
➤ Proper signatures
➤ Proper Grant Number , Grant Name
➤ Stipend Award amount and purpose
➤ Semester date for the Stipend Award
➤ Fund Balance Check - making sure appropriate amount of revenue is available

Step3 Grant Accountant approves Award for payment

Step4 VP of OGRA reviews package and determines if award is appropriate in terms of Grant Agreement

Step5 VP signs to approve

Step6 Finance and Accounting Specialist reviews the Award Package

- Validates against the student financial aid account
- Validates against the Grant listing to confirm cumulative aid is still available
- Enters student into the control file
- Signs and approves

Step7 Award letter is copied and provided to Financial Aid to complete process and award funds.

37. APPROVAL OF AWARDS

Step1 Receive Award Letter signed by student and PI, including all relevant forms to process award to be attached.

Step2 Award Letter package is reviewed by Grant Accountant for the following:

- Proper signatures
- Proper Grant Number, Grant Name
- Award amount and purpose
- Semester date for the Award
- Fund Balance Check - making sure appropriate amount of revenue is available

Step3 Grant Accountant approves Award for payment

Step4 VP of OGRA reviews package and determines if award is appropriate in terms of Grant Agreement

Step5 VP signs to approve

Step6 Finance and Accounting Specialist reviews the Award Package

- Validates against the student financial aid account
- Validates against the Grant listing to confirm cumulative aid is still available
- Enters student into the control file
- Signs and approves

Step7 Award letter is copied and provided to Financial Aid to complete process and award funds.

38. PREPARATION OF C-13 INVOICE VOUCHERS

Note: The Invoice Voucher (Form C-13) is used to request payment for goods or services to a Vendor or a reimbursement for goods or services paid out of local funds.

Step1 In the heading box enter the name and location of governmental unit at the top of the Invoice Voucher form.

Step2 In Box 2 enter the vendor's nine digit Taxpayer Identification Number.

Step3 In Box 3 enter the payee name in the following format: Last Name, First Name, Middle Name or initial and the address to which the warrant is to be mailed.

Step4 On line 4 enter the number assigned to this voucher. (Voucher numbers must be 8 characters in length and not.

Step5 Enter the date on which the vouchers were batched.

Step6 Line 6 enter the appropriation account code number on line

Step7 In Box 10 enter the beginning and ending service dates of service followed by the GAAP Function Code. List a description of the goods and services delivered.

Step8 In Column 14 enter the extended price of the goods and services delivered.

Step9 In Box 15 & 17 add the amounts in column 14 and enter the sum as the subtotal in box 15 total amounts in box 17.

Step10 In Column 18 list the expenditure object codes for the voucher and the respective & 19 expenditure amounts in column 19.

Note: The authorized Agency head should sign and date on the signature line provided at the bottom of the form.

39. PREPARATION OF 403b FILE FOR SUBMISSION

Prior to each payroll pay date, three actions are performed:

Step1 The Accounting Associate assigned to the payroll bank account runs a report of the Deduction Register which captures all payroll deductions for each payroll. A separate register is run for each of the payroll ID's: FS, SM, SD and NE. These registers are used as

needed to verify the 403b contributions. The reports are saved in a designated place on the Finance shared drive.

- Step2* The IT Human Resources Representative prepares and submits the 403b participant contribution data file to the Controller.
- Step3* The Payroll Manager or designate submits the 403b DPV's to Accounts Payable and the detail for the DPV's to the Controller in the form of paper versions of the Deduction Register sections pertaining to the 403b contributions from the various payroll ID's (FS, SM, and NE). The SD payroll ID includes employees such as students and part timers who are not eligible for the 403b plan.
- Step4* The Chief Accountant obtains the 403b vendor DPV's from Accounts Payable; reviews them to verify the correct accounting; lists and totals the amounts by vendor; and provides the list to the Controller.
- Step5* The Controller receives the 403b data file from the IT Representative for Human Resources; imports the data into Excel; and summarizes the data by vendor and grand total in an Excel workbook.
- Step6* The Controller and the Chief Accountant compare the totals by vendor and grand totals that each obtains separately from the DPV's and the summarized data from the 403b file to ensure they match.
- Step7* In the event the two data sources do not match, the Controller uses the detail data from the paper version Deduction Register 403b sections or the electronic version that was run by the Accounting Associate in order to reconcile the data and edit the 403b file as necessary to ensure the contribution file data is matched to the DPV totals.
- Step8* The 403b file is formatted as a .csv text file, so any edits to the file must be done in a manner that complies with the format requirements. The Controller has instructions that explain the format requirements.

40. UPLOADING THE 403b FILE & PERFORMING THE WIRE

- Step1* After the DPV's have been matched to the 403b file, the Controller alerts the Chief Accountant; provides the final file summary to the Chief Accountant to verify the match; and directs the Chief Accountant to initiate the wire.

Step2 The Controller goes to the ING online web site using the established user name and password and prepares to upload the 403b file.

Step3 The 403b file is retrieved and kept open on the computer while performing the file upload process.

Step4 The file upload process involves the following steps:

- The file is selected from the storage directory on the computer.
- The file is uploaded to the screen.
- The total record count (participant contribution count) and file total dollar amount are displayed on the screen. The Controller uses the final summary list by vendor and file total obtained earlier to verify again that the data matches the expected results.
- Once the total is re-verified, the Controller clicks the “Submit” button which formally delivers the file to the ING vendor system.
- The Controller makes screen prints of these steps in an Excel workbook as a record of the file submission process and saves the file on the computer.

Step5 The Chief Accountant accesses the online banking tool; initiates the wire to ING; and presents a record (hard copy of screen print) of it to the Controller.

Step6 The Controller accesses the online banking tool; re-verifies that the wire total matches the file total; approves the wire; releases the wire; and then sign off and dates the wire completion on the record provided by the Chief Accountant. The record is returned to the Chief Accountant for filing.

Step7 In the event of a need to edit 403b file to match it to the data contained in the Deduction Register, the Controller informs the IT Human Resources Representative so that the next 403b file will be updated appropriately.

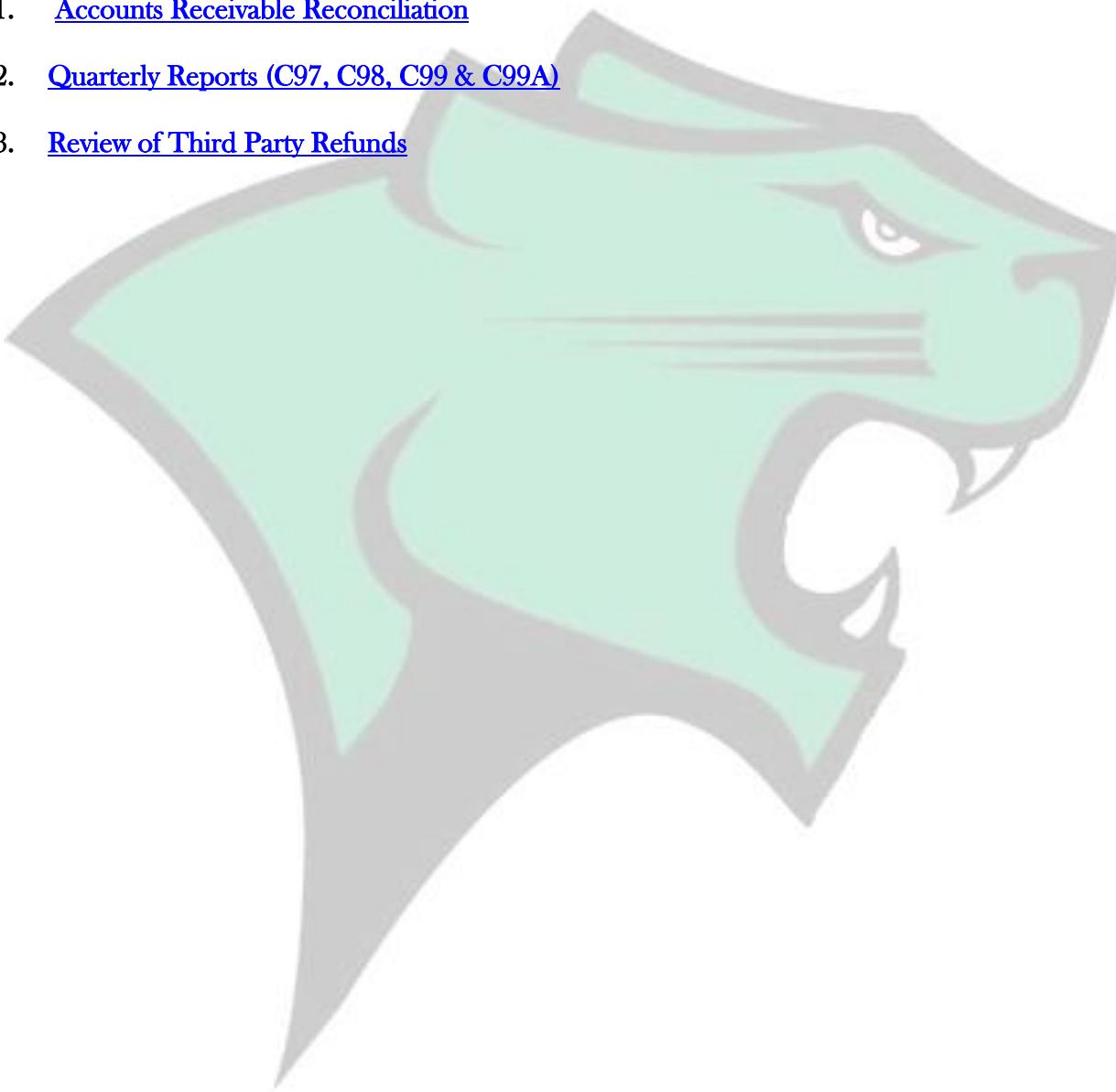
Updated: July 1, 2012

II. Accounts Receivable



TABLE OF CONTENTS (ACCOUNTS RECEIVABLE)

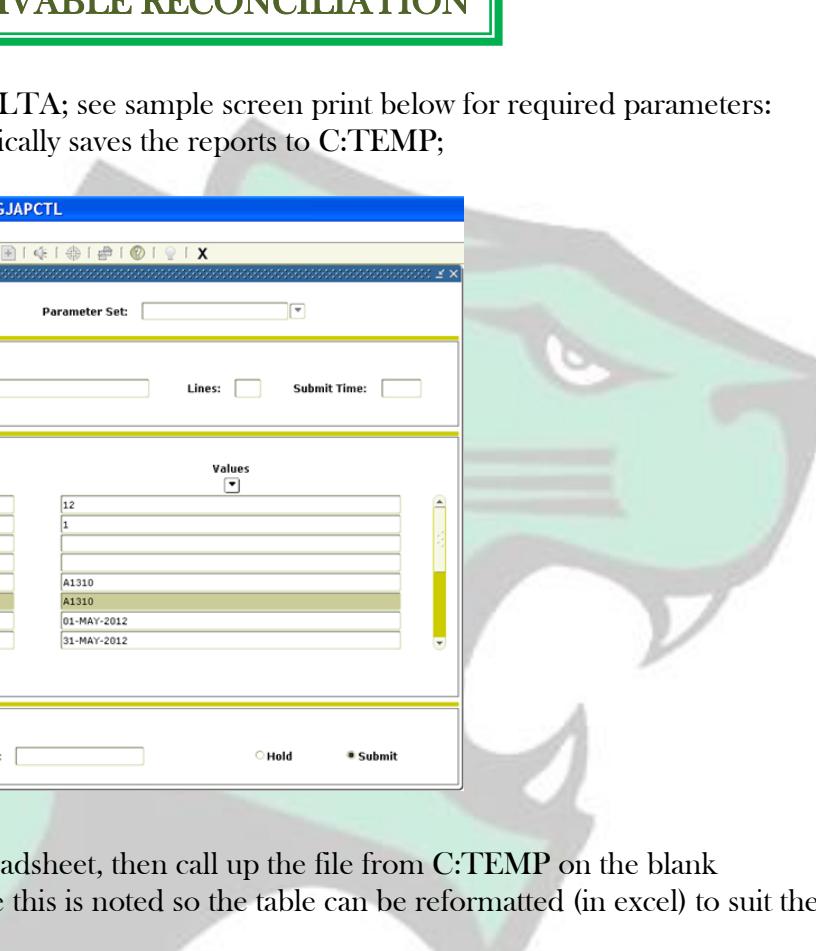
1. [Accounts Receivable Reconciliation](#)
2. [Quarterly Reports \(C97, C98, C99 & C99A\)](#)
3. [Review of Third Party Refunds](#)



1. ACCOUNTS RECEIVABLE RECONCILIATION

Step1 Download Banner FGRLTA; see sample screen print below for required parameters:

- The system automatically saves the reports to C:TEMP;



Oracle Developer Forms Runtime - Web: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GJAPCTL 8.3.0.2 (PROD DB)

Process: FGRLTA General Ledger Detail Transact Parameter Set: [dropdown]

Printer Control

Printer: DATABASE Special Print: [dropdown] Lines: [dropdown] Submit Time: [dropdown]

Parameter Values

Number	Parameters	Values
01	Fiscal Year	12
02	Chart of Accounts	1
03	From Fund Code	A1310
04	To Fund Code	A1310
05	From Account Code	01-MAY-2012
06	To Account Code	31-MAY-2012
07	From Date	
08	To Date	

LENGTH: 6 TYPE: Character O/R: Optional M/S: Single
Enter ending range of Accounts to be reported.

Submission

Save Parameter Set as Name: [dropdown] Description: [dropdown] Hold Submit

Step2 Open a blank excel spreadsheet, then call up the file from C:TEMP on the blank spreadsheet – make sure this is noted so the table can be reformatted (in excel) to suit the desired format.

Information vital to the reconciliation are the following:

- Download FGRLTA in excel format (for ease of data manipulation);

Nuances for each of the receivable accounts to take note of:

- A1310 - Student Account Rec Control
- A1360 - Third Party Account Rec Control

Note: Several detail codes were set up each with corresponding third party agency to facilitate posting to this account; Payments received from third party agencies are posted to either Bank 25 (BK25) or Bank 27 (BK27) or a one side entry using CR05.

- A1361 - Third Party Account ISAC
- R167 detail code was set up to facilitate posting to this account;

Step3 Payments received are posted thru a one side entry using CR05.

- A1363 - VA Post 911 GI Bill
- R125 detail code was set up to facilitate posting to this account;

Step4 Payments received are posted thru a one side entry using CR05

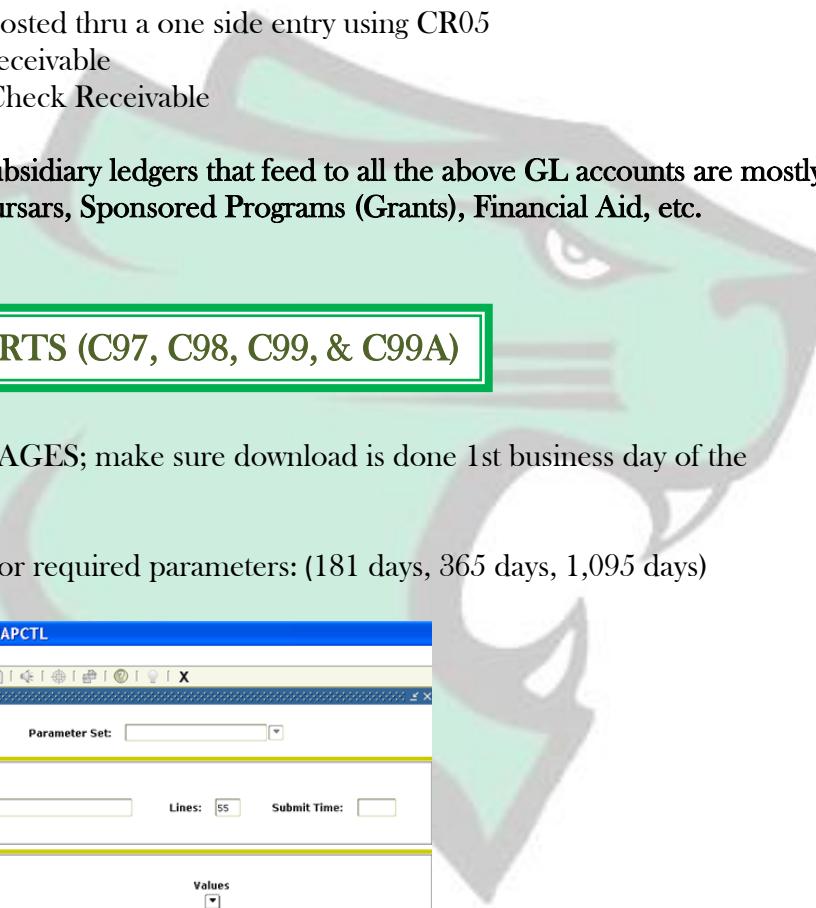
- A1365 - Contract Receivable
- A1381 - Returned Check Receivable

Note: All transactions in the subsidiary ledgers that feed to all the above GL accounts are mostly transactions from the Bursars, Sponsored Programs (Grants), Financial Aid, etc.

2. QUARTERLY REPORTS (C97, C98, C99, & C99A)

Step1 Download banner TGRAGES; make sure download is done 1st business day of the following month;

See sample screen print below for required parameters: (181 days, 365 days, 1,095 days)



Oracle Developer Forms Runtime - Web: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 9.3.0.2 (PROD DB)

Process: TGRAGES Parameter Set:

Printer Control

Printer: DATABASE Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Age Date B-Bill E-Eff D-Due	<input type="text" value="E"/>
02	Range Date 1	<input type="text" value="181"/>
03	Range Date 2	<input type="text" value="365"/>
04	Range Date 3	<input type="text" value="1095"/>
05	Minimum Account Balance	<input type="text" value="-999999.0"/>
06	Maximum Account Balance	<input type="text" value="999999.0"/>
07	Detail Code	<input type="text" value="%"/>
08	As Of Date (DD-MON-YYYY)	<input type="text" value="31-MAR-2012"/>

LENGTH: 4 TYPE: Character O/R: Required M/S: Single

Submission

Save Parameter Set as Name: Description: Hold Submit

Step2 Download banner FGRGLTA for assigned A/R accounts (A1310, A1360, A1361, A1362, A1363, A1365, A1366, A1381, A1382, A1385, A1388, A1390, A1391, A1393);

- The system automatically saves the reports to C:TEMP;

Step3 Open a blank excel spreadsheet, then call up the file from C:TEMP on the blank spreadsheet - make sure this is noted so the table can be reformatted (in excel) to suit the desired format.

Information vital to the report preparation are the following:

- Make sure ALL fund type 10 and account type 13 are included in the report;
- Accounts A1380, A1383, A1384 and A1386 are c/o Chat Viacrusis and A1350 are c/o Jackie Pointer;

Step4 Prepare an A/R summary worksheet based on individual accounts reconciled balances.

- Once the A/R summary worksheet is done, forms C97, C98, C99, and C99A can now be assembled;
- Details for C99 and C99A, students past due accounts over 180 days, are c/o Maricela Aranda;

Note: Reporting deadline for all quarterly reports are due to the Illinois Office of the Comptroller by the end of the day of the month following end of the reporting quarter, i.e. April 30 for 3rd quarter ending March 31. Forms can be submitted by mail, email (scanned form with signature), fax or personal delivery. If forms are submitted by interagency messenger mail, please allow adequate time for delivery. If the forms are not received by the Financial Reporting Department in the first mail delivery on the day following the deadline, they will be considered delinquent;

Step5 Contact information at the Illinois Office of the Comptroller is as follows:

David A. Nation
Accounting Professional
Office of the Comptroller
325 West Adams
Springfield, IL 62704-1871
(217) 524-7220 voice
(217) 524-5877 fax
Natioda@mail.ioc.state.il.us

3. REVIEW OF THIRD PARTY REFUNDS

Step1 Requests are initiated by Financial Aid thru memo with a DPV for each student indicating the following details:

- Student name
 - SS #
 - Amount to be refunded
 - Reason for refund
 - Term

Step2 The above details are verified for accuracy;

Step3 Memo should be initialed and dated;

Step4 FOAP is then indicated on the corresponding box in the DPV;

Step5 The whole packet is date stamped and turned over to A/P for check processing.

Step6 It should be noted that this information is vital to the corresponding GL account reconciliation.

Updated: July 1, 2012

III. Budget Planning & Resource



TABLE OF CONTENTS (BUDGET PLANNING & RESOURCE)

1. DAILY PROCEDURES

- 1.1 [Logging in/out system](#)
- 1.2 Hiring Authorizations
 - 1.2.1 Administrator/Other Professional
 - 1.2.2 Faculty
- 1.3 [Termination Payouts](#)
- 1.4 [Part-Time Lecturers](#)
- 1.5 [College Work Study, Student Tutors & State Aid](#)
- 1.6 [Non-Exempt Tutors](#)
- 1.7 [Overrides](#)
- 1.8 [Quarterly Exemptions](#)
- 1.9 [Budget Change Forms](#)
 - 1.9.1 Obtaining Form
 - 1.9.2 Posting Budget Change Form
- 1.10 [Personnel Change Notice Procedures](#)

2. SPECIAL PROJECTS

- 2.1 [ISL Forms Procedures](#)
- 2.2 [Internal Operating Budget Book Procedures](#)
- 2.3 [Resource Allocation Management Program \(RAMP\) Process](#)

DAILY PROCEDURES

Some activities or functions of the Budget Office are done on a daily basis. These include processing hiring forms or all kinds-Administrative and Professional, Faculty (full and part-time), Students and Non-Students and Special Hires. Also, included are Overrides, Budget Changes, Quarterly Exemptions, Redistributions (as needed), and Funding Requests.

1.1 Logging In/Out System

Step1 Incoming documents are logged in at student desk by the person bringing them

Step2 Budget Office Personnel date/time stamps

Step3 Budget Office Personnel assigns next number on computer log-in sheet, and logs in description of document, the sender's name and designated BO staff for processing (there is a tab with legend)

Step4 Give document to assigned budget staff, when processing is completed log out to destination. If it needs additional processing by sender, return to sender log out in the "Pending" column; when it is returned log-in in next "Pending" column; when all processing is complete route to final destination-e.g. Human Resources

Step5 Before taking document to HR, scan to electronic filing system and name file in proper folder

1.2 Hiring Authorizations

1.2.1 Administrator/Other Professional

Step1 Log-in to PeopleAdmin at <http://chicagostate.peopleadmin.com/hr/sessions/new>

Step2 Check inbox for Position Type: Staff

- President
- Vice President
- Dean
- Director
- Coordinator
- Specialist
- Counselor/Advisor
- Coach

Step3 Check that Title/Posting/Working Title/Title Code are consistent

Step4 Check if position is Full-Time or Part-Time

- Full-Time/Continuous position requires permanent budget

Step5 Check history for comments/special instructions and VP approval

Step6 Check for start/end date and rate of pay

Step7 Calculate funds needed based on start date/rate of pay

- Permanent Budget=annual salary
- Temporary Budget=needed for current fiscal year only (number of months to work x monthly salary) Ex. FY11 12mos. 07/01/10-06/30/11

Step8 Check posting document for attached Budget Change Forms

Step9 Use available funds from department vacancy then Dean's Pool within position classification 1120A only

- If funds are available in different classification 1120C/1120F contact fiscal officer to submit a completed Budget Change Form, needs VP approval. Add comment to posting with date and name of person contacted.
- If no funds are available, return to VP with INSF comment and permanent/temporary amounts needed. Advise VP of funds available in VP vacancy pool if any.

Step10 Check for correct labor distribution: Fund/Organization/Account

Step11 Same position number may be used if replacing position with same title and start date does not overlap replacement's end date. Otherwise, select a cancelled position number based on title.

Step12 Enter Query in NBAPOSN Position Number:

- Select available position from query: position A% Status C with end date less than 2-3 fiscal years.
- Re-type position class to update salary group. Salary group must be current for position budget rolls to future fiscal years.
- Check budget type, change to temporary if funding is temporary
- Backdate to employee start date, if needed
- Save

Step13 Add position budget to NBAPBUD

- Position Budget Tab
- Select Type: Single or Pooled
- Remove end date if budget is permanent. Add end date if budget is temporary, end date should be one day after job end date.
- Select Budget Roll Rule: If pooled select Current Budget, if single with permanent budget select Current Salary, if single with temporary budget select Current Budget, if grant funded select Zero

Step14 Salary Budget Tab

- Enter fiscal year

- Select Status: Approved for current fiscal year or Working for next fiscal year (after budgets are rolled)
- Enter Organization; if split funding enter in priority Appropriated, Non-Appropriated, Grant
- Enter budget ID
- Enter Phase ID
- Enter budgeted amount only if funding source is permanent/recurring. If funding is temporary or grant enter zero
- Check Create FTE...if permanent funding
- Tab through budget FTE
- Save

Step15 Labor Distributions Tab

- Enter organization...fund/program will default
- Fund should be LG if appropriated funding is 100%, LI if split funding, use default fund for non-appropriated and grants
- Program should be selected based on title/function description in functional program classification structure set by the State of Illinois-Resource Allocation Management Program
- Salary budget enter amount funded by organization, round to nearest whole dollar
- Save

Step16 Comments Tab

- First line of comment should be date/amount of original budget/initials
- Comment on amount of transfers, to and from (indicate if permanent)
- Keep running balance of temporary budget only
- Add comment of documents/postings processed (include log-in numbers, posting numbers, start/end dates, contract amount and/or annual salary)
- All budget balance available (BBA) should be transferred to Dean's Pool or Department's vacancy pools

Step17 Processed documents/postings, dated and initialed, go to Budget Director for final review

Step18 Approved documents/postings, signed by Budget Director go to Human Resources to complete hiring process

1.2.2 Faculty

Step1 Log-in to PeopleAdmin at <https://chicagostate.peopleadmin.com/hr.sessions/new>

Step2 Check inbox for position type: Faculty

- Professor (P)
- Associate Professor (AP)
- Assistant Professor (AA)

- Instructor (I)
- Full-Time Lecturer (FTL)
- Graduate Assistant (GA)

Step3 Check that Faculty Rank/Posting Title/Class Code are consistent with faculty title

Step4 Check if position is Tenured/Tenure Track

- If Yes, position requires permanent budget (P,AP,AA, I)
- If No, position may be processed using temporary budget with end date (FTL, GA)

Step5 Check for start/end date and annual salary (usually in Special Instructions)

Note: Human Resources to submit PeopleAdmin ticket to add start date/salary range; currently no space for this information is available in Faculty hiring authorizations

Step6 Check history for comments/special instructions and VP approval

Step7 Calculate funds needed based on start date/salary/9 mos. 12 mos.

- Permanent Budget=annual salary
- Temporary Budget=needed for current fiscal year only (number of months to work x monthly salary)

Step8 Use available funds from department vacancy then dean's pool within position classification 1120F only

- If funds are available in different classification 1120A/1120C contact fiscal officer to submit a completed Budget Change Form (needs VP approval). Add comment to posting with date and name of person contacted.
- If no funds are available, return to VP with INSF comment and Permanent/Temporary amounts needed. Advice VP of funds available in VP vacancy pool if any

Step9 Check for correct labor distribution: Fund/Organization/Account

Note: Human Resources to submit PeopleAdmin ticket to add fund/organization; currently no space for this information is available in Faculty hiring authorizations

Step10 Same position number may be used if replacing faculty at same rank and start date does not overlap replacement's end date. Otherwise select a cancelled position number based on title

Step11 Enter Query in NBAPOSN Position Number

- Select available position from query: position F% Status C with end date less than 2-3 fiscal years.
- Re-type position class to update salary group. Salary group must be current for position budget rolls to future fiscal years.
- Check budget type, change to temporary if funding is temporary
- Backdate to employee start date, if needed

- Save

Step12 Add position budget to NBAPBUD

- Position Budget Tab
- Select type: Single or Pooled
- Remove end date if budget is permanent. Add end date if budget is temporary (end date should be one day after job end date)
- Select Budget Roll Rule: If pooled select Current Budget, if single with permanent budget select Current Salary, if single with temporary budget select Current Budget, if grant funded select Zero

Step13 Salary Budget Tab

- Enter fiscal year
- Select status: Approved for current fiscal year or Working for next fiscal year (after budgets are rolled)
- Enter organization (if split enter in priority Appropriated, Non-Appropriated, Grant)
- Enter budget ID
- Enter phase ID
- Enter budgeted amount only if funding source is permanent/recurring. If funding is temporary or grant enter zero
- Check Create FTE...if permanent funding
- Tab through budget FTE
- Save

Step14 Labor Distributions Tab

- Enter organization...fund/program will default
- Fund should be LG if appropriated funding is 100%. LI if split funding, use default fund for non-appropriated and grants
- Program should be selected based on title/function description in functional program classification structure set by the State of Illinois-Resource Allocation Management Program
- Salary budget enter amount funded by organization (round to nearest whole dollar)
- Save

Step15 Comments Tab

- First line of comment should be date/amount of original budget/initials
- Comment on amount of transfers, to and from (indicate if permanent)
- Keep running balance of temporary budget only
- Add comment of documents/postings processed (include login numbers, posting numbers, start/end dates, contract amount and/or annual salary)

- All budget balance available (BBA) should be transferred to Dean's Pool or Department's vacancy pools
- Processed documents/postings, dated and initialed, go to Budget Director for final review
- Approved documents/postings, signed by Budget Director go to Human Resources to complete hiring process

1.3 Termination Payouts

Step1 Get names of terminated personnel from monthly report from Office of Human Resources

Step2 Log on spreadsheet with name of person terminated, department worked in, effective date or termination, fund, accrued and/or sick leave

Step3 Get termination payout information from Payroll Department and enter on spreadsheet the amount of payout and the number of days being paid. Keep a running total of number of days and dollar amounts. Have report run from Banner (NHRDIST) and reconcile spreadsheet with report. This report is used in the annual RAMP report requested by the legislator's downstate.

1.4 Part-Time Lecturers

Step1 Hiring forms for part-time lecturers are received from the Office of Academic Affairs with budget change form to identify funding (funding source is checked to see if funds are available)

Step2 If funding is not available, the form is returned to Academic Affairs

Step3 Hiring forms are processed if funding is available, budget transfers are done to transfer funds from funding source to the department where the part-time lecturer will work/teach

Step4 Spreadsheet is set up by orgn/department (keep running total of amounts expended and available balances in Banner through NBAPBUD)

Step5 Part-Time Lecturers are pooled positions so the PC# is PT=Orgn-(e.g. Psychology would be PT0550)

Step6 After processing hiring forms are given to Budget Director for approval, scanned/copied for Budget Office files and taken to HR/Payroll

1.5 Extra Help Workers

Step1 At the beginning of each fiscal year the Office of Student Financial Aid allocates dollar amounts to departments for students eligible for work study

Step2 These allocations are listed in Banner comments (NBAPBUD) and each time a student contract is processed, the amount is subtracted in Banner and available balance is recorded for tracking (the actual amount used by the student is tracked by Financial Aid Department)

Step3 Information such as name, department/orgn and amount of contract is returned to Student Employment Coordinator in Office of Human Resources

Step4 For tutors and state aid student workers, the allocations are determined by departments but the process is the same as with CWS

1.6 Non-Student Tutors (XT+ORGN)

- Non-student tutor hiring contracts are basically processed the same as above. Non-student tutors are extra help category i.e. account code 1130, whereas CWS, Tutors and State Aid are account code 1140.

1.7 Overrides

Step1 Check for fiscal officer signature

Step2 Check for VP signature

Step3 Check for DJ initials (Dr. D. Jefferson)

Step4 Write current Position Number on top of Name on override form

- NBAJOBS
- Type UID number or search by name
- Search position
- Select list of employee's jobs (NBIJLIST)
- Check for fund org. program
- Check NBAPBUD for funding ex. OR0XXX
- If funding is required contact R. Dunner who will ask department for budget transfer to fund override
- Be sure to make appropriate comments on NBAPBUD
- Date & initial on Director of Budget line

Step5 Enter data on Overrides file

Step6 Forward to Director of Budget for final approval

Step7 If any information is missing do not sign (initial) or date

Step8 Go to NBAPBUD check for position end date if an end date appears on NBAJOBS and not NBAPBUD (you can still process because the end date of NBAJOBS can always be changed by Payroll Department per Yolanda Castrejon) (Ex. NBAPBUD SCREEN PRINT.pdf)

Step9 If end date is present and you need to extend it, change by 2 pay periods & add comments to explain why extension occurred

Ex. 1 day after 2 pay periods

1.8 Quarterly Exemption Budget Forms

Step1 Transfer 4th, 3rd, and 2nd quarters to 1st quarter (always move 4th quarter to 1st)

Step2 Check FGIBDST if budget is loaded quarterly, print as backup for quarterly BCF

Step3 Post on FGAJVCQ, BCF numbers examples are 11BQAx Appropiated 11BQNxx Non-Appropiated (if account number starts with 3)

Note: Remember to include a document text for every quarterly exemption BCF that is processed.

Step4 All are BD04 and all are LI fund, unless it is a non-appropriated account

Note:
1Q=1
2Q=4
3Q=7
4Q=9

Step5 Description is usually all caps for the **From** quarter and the **To** quarter involved

Ex. (From 3Q to 1Q)

Step6 Look up FGIDOC for next number of budget transfer

1Q=July 01 Aug 01 Sept 01
2Q=Oct 01 Nov 01 Dec 01
3Q=Jan 01 Feb 01 Mar 01
4Q=Apr 01 May 01 June 01

Note: Remember that once you have passed a quarter (2nd), and you cannot make a quarterly budget transfer on that quarter's amount. Be sure to enter quarterly exemption Budget Change Form on appropriated Excel spreadsheet for record keeping.

Quarterly Exemption Budget Form (Figure 1):

REQUEST FOR EXEMPTION FROM QUARTERLY BUDGET ALLOCATION
FY_____

Amount requested to be added to Quarterly Budget _____

Reason for Exemption and Payment Due Date: _____

Fund/Org. & Org. Title: _____

Line Item: (i.e., Contractual, Commodities, etc.) _____

Requested by: _____ Fiscal Officer Printed Name/ Signature _____ Date _____

Approvals:

Dean/Director _____ Date _____

Vice President _____ Date _____

Forward approved form to the Office of Budget, ADM 210

Budget Office Use Only _____

Office of Budget Approval _____ Date _____

Budget Change No. _____

BOEX2003



Note: Quarterly Exemption Form can be printed from Budget Resource & Planning website at:
<http://www.csu.edu/budget/documents/exemptionquarterlybudget.pdf>

1.9 Budget Change Forms

1.9.1 Obtaining Budget Change Form

Step 1 Check for all approvals

- Go to Chicago State University Website
- Go to CSU X-Press
- OK entry to secure area
- Enter secure area
- Put in User ID#
- Put in PAC# and Log-in
- Go to Fiscal Officer Menu
- Go to Financial Information Menu
- Go to Budget Queries
- Make sure that "Budget Status by Organizational Hierarchy" is displayed

- Create a query

Step2 Next screen should have 8 areas checked as follows:

- Adopted Budget
- Budget Adjustments
- Adjusted Budget
- Year-To-Date
- Encumbrances
- Commitments
- Available Balance

Step3 Check that all the above is marked before continuing

Note: Next screen should have the following required fields

- Fiscal Year
- Fiscal Period
- Commitment Type (All)
- Chart of Accounts (1)
- Fund, Organization, and Account Type

Step4 Submit query

Step5 On this screen, click on 70 and it will take you to the next screen listing Contractual, Commodities, Travel, etc. and Rollup Amount

Example: If you are decreasing travel, and it has a positive balance but Rollup Amount is negative the budget transfer cannot be done. If both the Travel and Rollup amounts are positive do budget transfer and print a copy of the Organization Budget Status Report and attach it to the Budget Change Form. You may be asked to type a Budget Change Form, use the computer template for this purpose.

Budget Change Form (Figure 2):

BUDGET CHANGE FORM (Unrestricted Accounts – Appropriated and Non Appropriated)

Change Requested by: _____	Date: _____	Budget Change No. Budget Office Use Only				
<p>*All budget changes are temporary unless checked continuing/permanent. <input type="checkbox"/></p> <p>Temporary and permanent budget transfer requests must be completed on separate Budget Change Forms.</p>						
Banner Organization		Account (Line Item)	TRANSFER AMOUNTS (Whole Dollars Only)		Purpose of Transfer	
Fund & Org.	Org. Title	No.	Description	Budget (Decrease)		Budget (Increase)
Budget Change Form Rev 12/11 <i>This form is not to be used for Grants</i>						
Approvals:			Copies to:			
Fiscal Officer	_____		_____			
Dean/Director	_____		_____			
Operating Vice President	_____		_____			
Director of Budget	_____		_____			

Note: Budget change form can be printed from Budget Resource & Planning website at <http://www.csu.edu/budget/documents/budgetchangeform.pdf>

1.9.2 Posting a Budget Change Form

- Step 1* Check for last number used by going to FGIDOCR(see figure 3 below)
- Step 2* Click on 1st flashlight icon, here do an F7 and put in (example 11BA %) and hit F8. This will show you all JV's completed
- Step 3* Go to FGAJVCQ; here click on the first flashlight icon. Repeat step of F& and put in (example 11BA %) and hit F8. Here you will see JV's entered but not completed. These two procedures should give an idea of your next JV number
- Step 4* Once you have this number, go on Banner and enter FGAJVCQ
- Step 5* Enter your JV number and hit "Control + Page Down" Remember to do the document text for every budget transfer. Now you have your date and over in you amount column, if you double click the calculator comes up multiply your total by 2 click OK, and your hashed amount will appear

Step6 Control + Page Down will take you into the JV screen, here your sequence is always “1”, and your Journal type is BD01, BD02, BD03, or BD04. Chart is 1

Step7 Fill in fund, org, account, program should default

Step8 Fill in amount, then + or -, description “To” account number if amount is negative and “From” if amount is positive (budget period goes along with fiscal year’s month)

Example: 01 is July, 02 is August, etc.

Step9 Hit F10, F6 and F4 to save, duplicate and insert the net entry (if you don’t need to duplicate, just change new fields) Keep in mind that you will have to change the amount total and status. (negative or positive)

Step10 At the last entry view Access Transaction summary info. (This is to check on your entries)
DO NOT COMPLETE, JUST EXIT until authorized budget staff member reviews JV and completes it

Step11 File budget transfer into book, after logging it into the budget transfer file (this file must balance with the totals in Banner)

1.10 Personnel Change Notice Procedure (PCN)

Step1 Confirm that Personnel Change Notice (PCN) document was completed correctly

Step2 In Banner use NBAPBUD form

Step3 Enter fiscal year

Step4 Enter position number

Step5 Press F8 on keyboard

Step6 Click on Next Block button

Step7 Make necessary changes on Position Budget Tab

Step8 Save

Step9 Click on Salary Budget tab to make necessary changes and save

Step10 Click on Labor Distributions tab to make necessary changes and save

Step11 Click on Rollback, then click on Comments tab

Step12 Enter comment detailing the changes that were made and save

2. SPECIAL PROJECTS

There are projects that are done once a year and these are considered “special projects” which staff must complete by a predetermined deadline. These projects-in the order in which they are done are: The Illinois State Legislative Forms (ISL) due in February; Budget Call for Non-Appropriated budgets for upcoming fiscal year-done in March; Budget Roll process done by July 1; Internal Operating Budget Book-July & August-due by September Board Meeting; Technical Questions-due mid-September; Resource Allocation Management Program (RAMP) Historical, Technical

Questions and Operating & Capital Budget-GOMB requests due in mid-October, with final on-line submission due early December.

2.1 Illinois State Legislature (ISL) Forms

Step1 ISL forms are sent to the Budget Director from the Legislature in December, at which time he/she generates memos to various department designees requesting responses to narrative questions and ISL forms. Some of these narratives and forms are to be completed by designated Budget Office staff

Step2 Responses are reviewed by Director and Associate Director and necessary corrections/adjustments are made. After all data is completed it is given to the Administrative Assistant or designated staff person to make a required number of books for distribution (see list below)

Step3 Eight (8) copies are sent to Springfield via UPS overnight delivery

Step4 Two (2) copies each to:

- Senate Majority Leader
- Senate Minority Leader
- House Majority Leader
- House Minority Leader

ISL Distribution List- 19 Books

-8 copies downstate to legislative staff (see above)

-President Watson

-Sr. VP Sandra Westbrooks

-VP Glenn Meeks

-VP Angela Henderson

-Budget Director

-Arrie Patawaran

-Yolanda Castrejon Uriostegui

-Lynette Ellis

-Juanita Cruz

-Office file + 1 extra copy

ISL attachments can be found at the following link:

ISL Forms

2.2 Internal Operating Budget Book

Step1 Tab dividers should be ordered in early July (may be printed in-house)

Step2 Update table of contents
Step3 Secure letter for budget book from whomever is writing it
Step4 Verify cover with Duplicating Department and Budget Director
Step5 Proof and make necessary corrections on budget pages, check specifically fiscal officer information and page numbers
Step6 Draft copies are made and placed in binders and distributed to President and Vice Presidents for review, after which we:
Step7 Submit the master copy (after necessary corrections have been made) to duplicating along with tab dividers and instructions for requested number of books to be bound and run

- While waiting for books to be printed and bound in duplicating, fiscal officer pages should be copied and placed in envelopes to be picked up at appropriate time
- When books are returned by Duplicating Department, each one is checked thoroughly for errors. Any books with errors are returned to Duplicating for corrections.
- Books are numbered and names written on them and distributed at appropriate time (after the September Board meetings)*
- The budget book is given to IT Department to post on-line and give designated individuals on-line access
- Fiscal officers are notified via e-mail that their budget pages can be picked up in Budget Office, (must be signed for upon pick up)

Note: Board of Trustees must receive books prior to the Board Meeting to approve the budget.

2.3 Resource Allocation Management Program (RAMP)

Step1 RAMP instructions, narrative questions and forms are received from the legislative in August
Step2 The Budget Director distributes assignments to designated persons in the Budget Office and various other departments
Step3 RAMP tabs are printed and binders are assembled waiting for data for each section

- By Operating Requests
- By Capital Requests
- Major Capital Requests
- CY Historical, Cost, Staff and Enrollment Data
- By Technical Questions

Step4 When responses are received and reviewed, copies are made and placed in binders
Step5 When binders are completed they are checked and edited and draft copies are given to President and Vice Presidents for their input
Step6 Final copies of the books are run and assembled and distributed as follows:

- President Wayne Watson
- Provost & Senior VP Sandra Westbrooks
- Vice President Glenn Meeks
- Vice President Angela Henderson

- Budget Director
- Mrs. Arrie Patawaran
- Ms. Yolanda Castejon Urestegui
- Mrs. Lynette Ellis
- Office file copy
- Extra copy

RAMP attachments can be found at the following link:

[RAMP Documents](#)



Updated: July 1, 2012

IV. Bursar



TABLE OF CONTENTS (BURSAR)

1. [Billing Procedure](#)
2. [Generate a Schedule/Bill](#)
3. [Schedule/Bill Messages](#)
4. [Automated Hold/Release](#)
5. [SOREMAL](#)
6. [UNIX Set Up](#)



1. BILLING PROCEDURE (CURRENTLY ENROLLED STUDENT ACCOUNTS)

Note: The Student Billing Statement Process (TSRCBIL) produces a multiple page invoice/statement. It can also produce a schedule/bill document, which is a combination of a student's schedule of classes and an invoice of charges and credits. There are four steps required in the billing process:

- Step1* Set up the schedule/bill parameters on the Schedule/Bill Rules Form (TSASBRL).
- Step2* Automatically apply and release hold on student account by running the process (TGPHOLD).
- Step3* Produce the e-bill by running the Billing Process (TSRCBIL).
- Step4* Send email notification to students receiving the bill (SOREMAL)

TSRCBIL (Student Billing Statement) - enables you to create credits for student accounts, generate invoices or statements for students, or produce schedule bills for students. The output of TSRCBIL depends upon the values selected for the parameters, and the run mode chosen. To create credits and update accounts, run TSRCBIL in STATEMENT, SCHEDSTMT, or APPLYCRED mode with the Create Cont, Dep, Expts Credits parameter set to Y.

2. GENERATE A SCHEDULE/BILL

- Step1* Run TSRCBIL for a schedule bill,

Note: You must first set up rules on the Schedule/Bill Rules Form (TSASBRL).

- Step2* Run TSRCBIL in SCHEDSTMT (recommended).

Note: A schedule bill is a combination of a student's schedule of classes and their charges and credits. A schedule bill can be produced for either an individual or a group of students.

- Step3* In SCHEDSTMT mode, the bill and due date are updated for unbilled transactions, without regard to term, that are included in Amount Due.
- Step4* When you run TSRCBIL in STATEMENT and SCHEDSTMT modes, a unique statement number is generated for each bill. This statement number is stored in the Statement Header Table as tbbstmt_stmt_number and prints in the statement output. The statement may be stored in order to be able to retrieve a copy via Cougar Connect, CSU Xpress, or the Statement and Payment History Inquiry Form (TGISTMT).

3. SCHEDULE/BILL MESSAGES

Note: You may enter messages to be displayed on the schedule/bill document on the Schedule/Bill Messages Window on TSASBRL. The messages will display immediately following the billing information. An unlimited number of messages may be displayed; however, remember space considerations when supplying messages.

- Step1* Access the Schedule/Bill Rules Form (TSASBRL).
- Step2* Enter the rules code you chose from TTVSBRC in the Rules Code field.
- Step3* Perform a Next Block function.
- Step4* The Use Selection Criteria field should be populated with the default value (Y - Build Student Selection Rules).
- Step5* Select Create Student Selection/Print Options from the Options menu. Review the information.
- Step6* Select Schedule Item Selection from the Options menu.
- Step7* Review the options that are available to print on the document. Notice that the number in the Total Length field (in the upper right corner of the form) adjusts to reflect the total number of characters to be displayed.
- Step8* Select Create Bill Selection Parameters from the Options menu. Review the options that are available for processing and review with the instructor.
- Step9* Select Create Billing Messages from the Options menu. Notice that this is a free-form message block. As you move between the blocks of this form, the options in the Options menu change to the options that are available for each block.
- Step10* Click Exit.

4. AUTOMATED HOLD/RELEASE

Note: The automated hold/release process (TGPHOLD) can automatically assign holds to and release holds from a person or entity when specified conditions are met. Update the Auto Holds Rule Form (TGAHOLD) prior to running the hold/release process. The holds can be non-conditional which ignore balances and put a hold on all accounts within a certain population if desired. Holds can also be placed on accounts by building balance or aging criteria using this form. Always run the application of payment process (TGRAPPL) before running the process TGPHOLD to putting automatic holds on an account.

- Step1* Access the Auto Holds Rule Form (TGAHOLD)
- Step2* Enter AR in the Rule Code field
- Step3* Perform a Next Block function.

- Step4* Enter AR in the Hold Type field in order to put AR holds on any accounts that meet the criteria.
- Step5* Click the Release checkbox only the user that is referenced in the following box can release this hold.

Note: Recommended to leave blank for auto-hold process.

- Step6* Enter an explanation of why a hold is put on an account in the Reason field.
- Step7* Enter the dollar amount associated with the hold in the Amount field.
- Step8* Enter a begin date of the hold in the From field.
- Step9* Enter an expiration date of the hold in the To field.
- Step10* Enter the office that originates the hold in the Originator field.
- Step11* Click the Purge Prior Holds checkbox to purge prior released holds from the hold table (SPRHOLD).
- Step12* Click the Include Non-Person checkbox to apply the hold to non-person accounts as well as person accounts.
- Step13* Click the Non-Conditional checkbox if you are performing a population selection that you want to apply the hold regardless of balance.

Note: If this box is checked and a population selection is not used Banner will put the hold on all accounts. Leave unchecked to build balance or aging rules.

- Step14* Perform a Next Block to access the Account Balance Rules window.

Note: Use this window to build hold criteria based on account balance. To build hold rules use this window or the next window but not both. If both are populated the Automatic Hold Process (TGPHOLD) will not work.

- Step15* Enter 100.00 in the Minimum Account Balance field to put holds on any accounts greater than \$100.00.
- Step16* Enter a maximum balance if desired in the Maximum Account Balance field.
- Step17* Enter a date in the Account As of Date field to look for charges as of the date entered.
- Step18* Click the Include Future Charges checkbox if you want it to calculate future charges in the balance calculation like payment plans.
- Step19* Click the Include Financial Aid checkbox to include any authorized financial aid used in the calculation.
- Step20* Select the term in the For Terms field to limit the terms for the financial aid calculation.
- Step21* Enter the term for the above selection in the Term field.
- Step22* Click the Include FinAid Memos checkbox to select financial aid memos in the calculation.
- Step23* Select the term in the Memos For Terms field to limit the terms for the financial aid calculation.

- Step24* Enter the term for the above selection in the Memos Term field.
- Step25* Click the Include A/R Memos checkbox to include AR memos in the calculation
- Step26* Click the Include Contract Memos checkbox to include memos entered on contracts for the account.
- Step27* Perform a Next Block function to navigate to the next window.

Note: Use this window to build rules based on aging date of the accounts instead of balance criteria. Use either this window or the previous window to build criteria or the Auto Hold Process (TGPHOLD) will not work.

- Step28* Select a date to base the criteria in the Aging Date field.

Note: Options include:

Billed Date - Date the transaction was billed.

Effective Date - The effective date of the charge

Due Date - Date the transaction is due

- Step29* Enter a number in the Minimum Aging Days field to put a hold on any account with a balance that is this many days or greater.
- Step30* Enter the maximum days to age to in the Maximum Aging Days fields.

Note: This field is usually used in conjunction with the above parameter.

- Step31* Enter an amount in the Minimum Aging Balance field to put a hold on an account with a balance greater than or equal to the amount entered.
- Step32* Run the Automated Hold Release Process (TGPHOLD) several times during the term according to your process(s) to place a hold on every account with a balance, as well as release holds on accounts that are paid in full.

5. SOREMAL

Note: Banner process for creating emails, electronic letters by web page for students and tracking them within Banner. This process sends a mass mailing as an email notification letter using population selection on UIDs for individuals with existing Banner records. This process is used in conjunction with the TSRCBIL (Banner Student Billing) Process. The procedure includes the following processes; Population Selection, UNIX, SURLOAD, and SOREMAL.

- Step1* Create a population selection of students who received an e-Bill via the TSRCBIL monthly billing process.
- Step2* In UNIX run the PIDM conversion script on the population selection in #1 above to convert the student UID's to a PIDM flat file.
- Step3* SOAELTR - set up email body.
- Step4* Run the SURLOAD process using PIDM conversion flat file created in #2 above to perform a mass entry of email records.

6. UNIX SET UP

- Step1* Log into UNIX: Modify email_notification.sql file
- Step2* From the desktop - Click SSH Secure Shell Client
- Step3* Click Connect
- Step4* Enter: adm2.csu.edu
- Step5* Enter: your username
- Step6* Enter: your password
- Step7* Type: PROD
- Step8* At the PROD prompt type: sqlplus
- Step9* Enter your Banner username
- Step10* Enter your Banner password
- Step11* At the SQL prompt type: HOST
- Step12* Type: vi email_notification.sql
- Step13* Save your changes, type: wq
- Step14* Type EXIT to return to sql prompt
- Step15* Type: @email_notification.sql

SURLOAD Parameters:

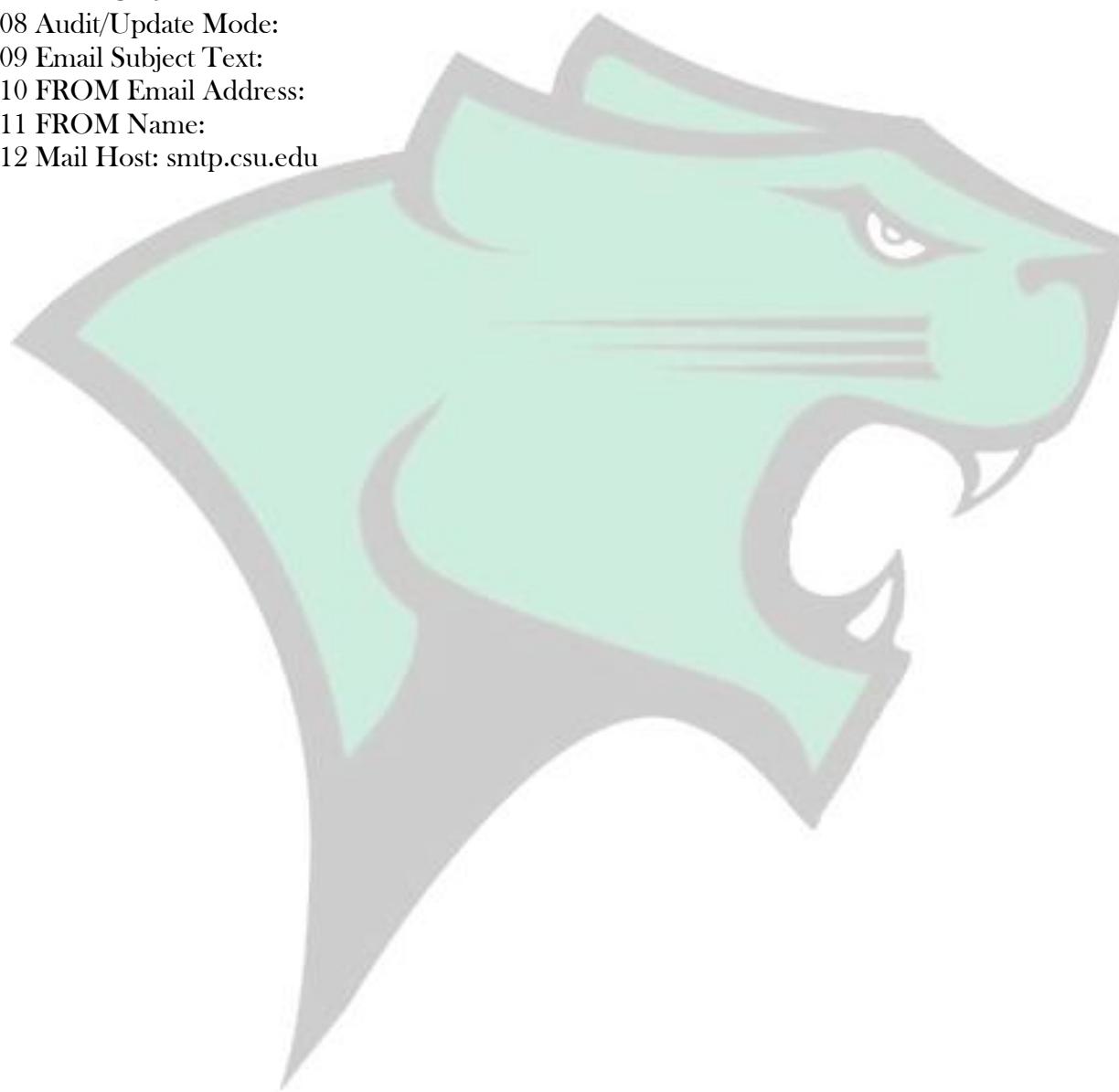
01 File: /home/your Banner Username/Email.txt
02 System Indicator: S
03 Term Code:
04 Letter Code:
08 Initials: your initials
11 Generated or Published: G

Run SOREMAL process to send the mass mailing as an email letter.

SOREMAL Parameters:

01 Email Letter Code:

03 Application Code:
04 Selection Identifier:
05 Creator ID:
06 User ID:
07 Term Code:
08 Audit/Update Mode:
09 Email Subject Text:
10 FROM Email Address:
11 FROM Name:
12 Mail Host: smtp.csu.edu



Updated: July 1, 2012

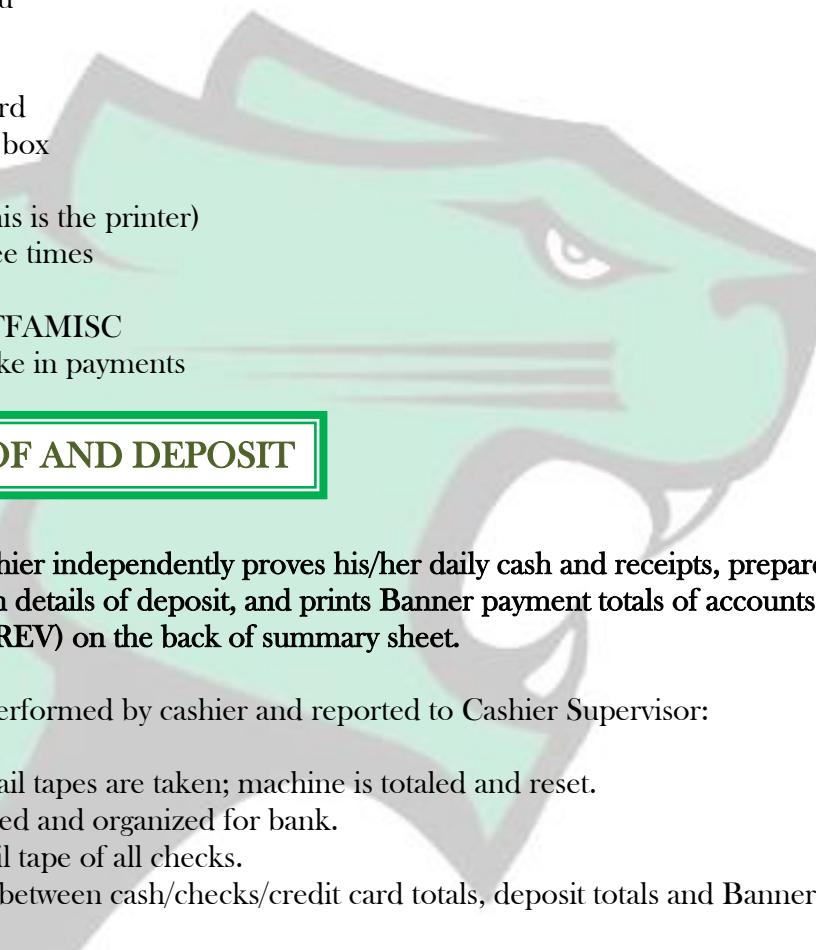
V. Cashiering Operations



TABLE OF CONTENTS (CASHIERING OPERATIONS)

1. [Bringing Up the Computer](#)
2. [Daily Cash Proof and Deposit](#)
3. [Running Daily Reports](#)
4. [Check Payments](#)
5. [Credit Card Payments](#)
6. [Auditing](#)
7. [Daily Off-Site Cash Proof and Deposit](#)
8. [Daily Parking Cash Proof and Deposit](#)
9. [Cashier Banner Forms](#)
10. [Parking Department Day Drop](#)
11. [Parking Department Night Drop](#)
12. [Cashiers Office Day Drop Procedures](#)
13. [Cashiers Office Night Drop Procedures](#)

1. BRINGING UP THE COMPUTER



- Step1* Double click on internet explorer
- Step2* Type in Banner8.csu.edu
- Step3* Click on run twice
- Step4* User Name = Yours
- Step5* Password = your password
- Step6* Key PROD in the same box
- Step7* Click connect
- Step8* Type in TOADEST (this is the printer)
- Step9* F9 select the printer three times
- Step10* Click on the X
- Step11* Type in TSASPAY or TFAMISC
- Step12* Now you are ready to take in payments

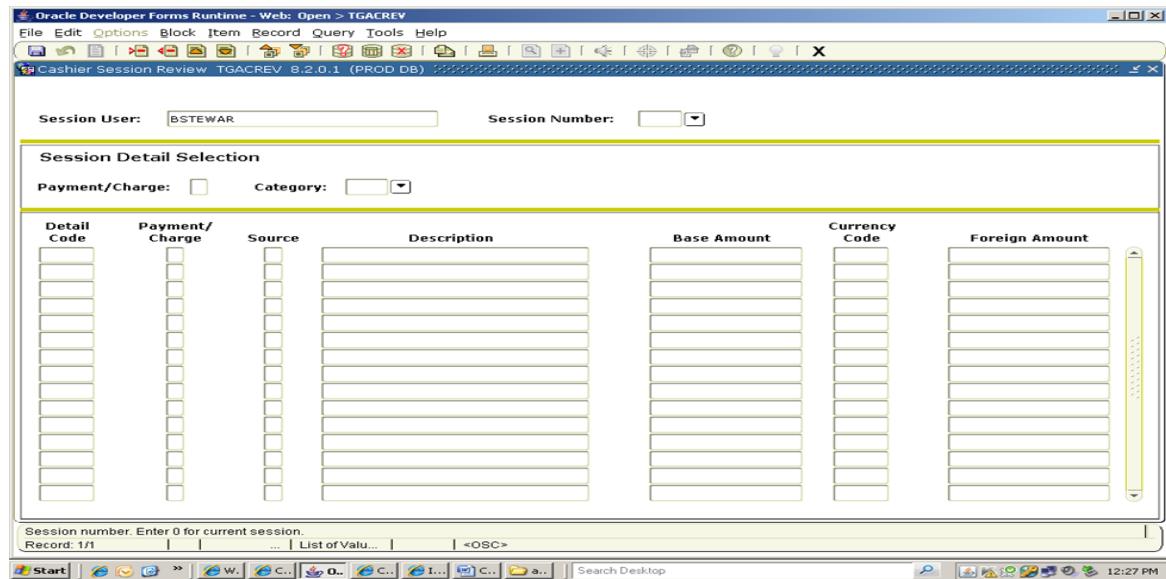
2. DAILY CASH PROOF AND DEPOSIT

Note: On a daily basis, the cashier independently proves his/her daily cash and receipts, prepares cash summary sheet with details of deposit, and prints Banner payment totals of accounts credited (screen TGACREV) on the back of summary sheet.

The following procedures are performed by cashier and reported to Cashier Supervisor:

- Credit card terminal detail tapes are taken; machine is totaled and reset.
- Remaining cash is counted and organized for bank.
- Prepares calculator detail tape of all checks.
- Performs reconciliation between cash/checks/credit card totals, deposit totals and Banner student account totals.
- The Supervisor verifies and approves cashier's deposit totals, prepares deposit ticket, and deposit daily receipt.
- Prepares deposit ticket listing cash and total of checks. Indicates ticket number on summary sheet.
- Prepares deposit for Dunbar pick-up.
- A copy of each deposit slip is retained and attached to bank bag ID tear- off stub. Files deposit slip, as appropriate.

TGACREV Screen Print

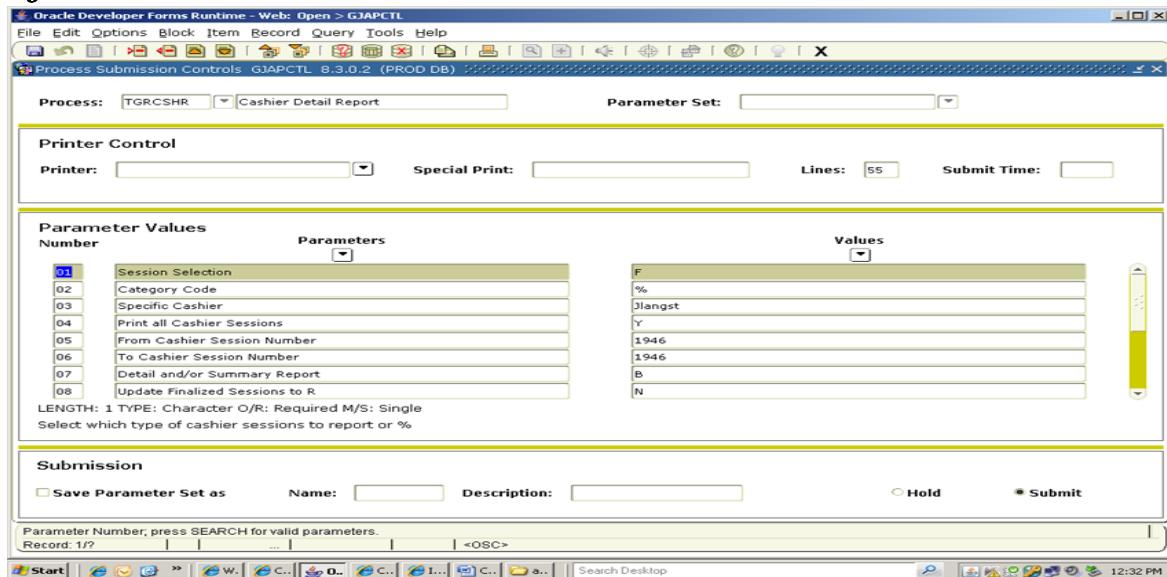


- Step1* Using the Cashier office Talley sheet
- Step2* Write down your actually cash, check, Credit card totals
- Step3* Type in TGACREV
- Step4* Type in user name in session
- Step5* Go to payment/ charge box and type in P
- Step6* Next Box type in CSH
- Step7* Double click for session totals
- Step8* Right click to get the Banner total
- Step9* Then once reviewed your totals and the banner totals
- Step10* Right click CLOSE and then the session number will appear

3. RUNNING DAILY REPORTS

- Step1* Go to TGRCSHR
- Step2* Double click on printer and select printer for reports to run on
- Step3* Click save parameters, Submit and save
- Step4* Then go pick up your reports

GJAPCTL Screen Print



4. CHECK PAYMENTS

- Step1* Conditionally endorses back of check with “for deposit only” stamps.
- Step2* Write Banner ID number on front of check for students or inspect for conditional endorsement stamp on back of check for non-students’ transactions.

5. CREDIT CARD PAYMENTS

- Step1* Input into credit card terminal all specific customer card and dollar amount information.
- Step2* Verifies machine printed sales slip information for accuracy.
- Step3* Obtain customer signature on sales slip copy.
- Step4* Upon verification of proper payment amount, cashier completes and initials invoice with payment amount and type. Student’s account on banner is updated with payment via online terminal keyboard entry using screen TSAAREV or TSASPAY

Cashiers distribute receipts as followed:

- Original (accounting copy) to bookkeeper for support of daily deposit.
- First copy (pay or copy) to person making payment in person or through the mail.

- For student transactions, place cash and/or check in register drawer; attaches any sales slips to original receipts. All original receipts are maintained at cashier's station in processing order until daily deposit is made.

6. AUDITING

Note: The supervisor maintains file of deposits/ cash summary sheets until proper credit of funds can be discerned at the bank. On a daily basis, Cashier Supervisor has direct access with bank reports showing previous-day deposits as extracted from bank's "Commerce Treasury Direct" reporting system.

Step1 Upon determining proper bank credit, Supervisor of Accounts posts summary totals from each cash summary sheet to the University records system via an online terminal keyboard.
Step2 The University's financial records system (Banner) "Clearing account" is credited for all funds deposited.

Note: Student payment transactions: Transfer entry in Banner Finance System for clearing on a weekly basis. On a monthly basis, a complete and in-depth reconciliation is performed of University accounts. Any findings are quickly identified and resolved.

7. DAILY OFF-SITE CASH PROOF AND DEPOSIT

Note: The cashier independently goes to offsite (Jazz on the grass, Movie Night, Campus Parties, Campus Fashion Shows and Concerts, etc.).

The following procedures are performed by cashier and reported to Cashier Supervisor.

Step1 Tickets are taken.
Step2 Tickets are counted and cash is counted and organized for bank.
Step3 Evening cashier verifies and approves cashier's deposit.
Step4 Deposit is dropped in lock bag and placed in night depository box
Step5 Next business day, Supervisor opens deposit bag and performs reconciliation between cash and ticket totals, and deposit cash totals in banner.
Step6 A Banner receipt is sent to the department

8. DAILY PARKING CASH PROOF AND DEPOSIT

- Step1* The daily booth deposits are delivered to the Cashier's office night drop box located on the 2nd floor in the Cook Building.
- Step2* Compare the receipt issued by the Parking Agent to the supporting documentation.
- Step3* The deposit is then recorded into the Banner and receipt is sent to: 1. the parking department, 2. Cashier Manager, and 3. two receipts are kept with the cashier's daily work for deposit.

9. CASHIER BANNER FORMS

TSASPAY- Student Payment

TFAMISC- Non-student Payment

TSAMASS- Supervisor use

TGACSPV - Dunbar bag number is posting in Banner

SPAIDEN - Look up student address

SOAIDEN - Look up student UID number

TGARCPPT - duplicates student payment receipt

CHSLEEP - Bring up Line printer

TOADEST - assists line printer to cashier

TCRCREV- close cashier session

TGRCSHR - run reports

TGRCLOS - closing for all university Banner sessions (closing supervisor) this feeds all transactions to finance.

10. PARKING DEPARTMENT DAY DROP

- Step1* The Parking Agent collects money as the vehicles enter CSU.

- Step2* At the end of t shift, a police escorts agent to the Cashier's Office to bring the cash

11. PARKING DEPARTMENT NIGHT DROP

- Step1* The Parking Agent collects money as the vehicles enter CSU.

- Step2* At the end of their shift, a police escorts agent to the Cashier's Office to bring their cash

- Step3* The University Police opens the Night Depository and lets the parking agent drop the bags

Note: The only personnel that have the key to the Night Depository are the University Police and The Cashier's Office.

12. CASHIERS OFFICE DAY DROP PROCEDURES

- Step1* The Cashier No. 1 will log the Parking bag on a 3 ply tally sheet. 1- Parking Agent (for parking manager) 2- Cashier Manager- 3- attached to appropriate bag (to be staple to banner receipt)
- Step2* The Cashier No. 2 will open and verify the parking deposit slip.
- Step3* The Cashier No.2 will disburse the bag to the entering cashier
- Step4* The 4-ply receipt is disburses as follows: 1 copy with deposit slip, 1 copy to Director of Cashiering Operations and 2 copies along with Bag Talley staple to the cashier receipt for her deposit.

13. CASHIERS OFFICE NIGHT DROP PROCEDURES

- Step1* Cashier No. 1 pulls the bags out of the Night Depository and logs the bags using the daily Talley sheet.
- Step2* Cashier No. 1 will log the Parking bag on a 3 ply tally sheet. 1- Parking manager 2- Cashier Manager- 3- attached to appropriate bag (to be staple to banner receipt)
- Step3* Once the receipt is return to parking, the parking manager will verify that bags are accounted for.
- Step4* All daily transactions are keyed within 72 hours and if there is a bag missing, it should be reported to the Director of Cashiering Operations.

Updated: July 1, 2012

VI. Meetings & Events



TABLE OF CONTENTS (MEETINGS & EVENTS)

1. [Reserving Space for an Event](#)
2. The Concession Stand
 - 2.1 [Preparing the Concession Stand](#)
 - 2.2 [Breakdown/Close Concession Stand](#)
3. The Ticket Area
 - 3.1 [Preparing the Ticket Area](#)
 - 3.2 [Closing the Ticket Area](#)
4. The Venue
 - 4.1 [Preparing/Closing the Venue](#)

1. RESERVING SPACE FOR AN EVENT

The process for reserving space for “university groups” is to complete a Space Reservation Form”. This form is currently located on
<http://www.csu.edu/convocationcenter/documents/roomreservationform2.pdf>

The following is an example of the form:

CHICAGO STATE UNIVERSITY
Office of Meetings & Events
9501 South King Drive – Room 2304
Chicago, IL 60628-1598
Office: (773) 821-2183 Fax: (773) 821-2721
Space Reservation Request Form

APPLICATION INFORMATION (Please print or type)		PLEASE NOTE: ONE EVENT, ONE DATE, and ONE LOCATION per form.		
Requestor's Name: _____ Title: _____ Department/Organization: _____ Address: _____ City, State, Zip: _____ Telephone: _____ Fax: _____ Email: _____ Funding Account #: _____ <small>(Please include your account number or your reservation will not be processed if blank)</small>				
EVENT/ACTIVITY INFORMATION (Please be specific) Name/Type of Event: _____ Event Date: _____ Alternative Date: _____ Start Time: _____ End Time: _____ Attendance: _____ Purpose of Event: (Describe the outcome and benefit of this event) <small>_____ _____ _____ _____ _____</small>				
Name of Speaker/Performer: _____ Who may attend this event? _____ Admission Charge (Please circle) Tickets/Pay on Site: _____ Pay on Site: _____ Will food and/or beverages be served? (Y/N) _____ Will music be provided? (DJ/Band/Other): _____ Concessions Needed? (Y/N) _____ Catered: (Y/N) _____ Web Calendar: (Y/N) _____				
SPACE REQUESTED & SPACE SET UP ARRANGEMENTS (Please be specific) Requested Space: (Lecture Halls, Arena, Conference Rooms, Auditorium, etc.) Set-Up: (Describe how you want the space arranged and attach a sketch to this request.) <small>_____ _____ _____ _____ _____</small>				
What time should doors be opened? For Sponsor: _____ For Public: _____				
ADDITIONAL SERVICES (SUBJECT TO COST) <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <input type="checkbox"/> Sound/Microphone <input type="checkbox"/> Audiovisual <input type="checkbox"/> Podium <input type="checkbox"/> Stage: How big? _____ <input type="checkbox"/> Parking <input type="checkbox"/> Telecommunication Devices </td> <td style="width: 50%; padding: 5px;"> Tables: Type: 4ft 6ft 8ft Round (please circle) <input type="checkbox"/> Registration Table <input type="checkbox"/> Chairs: How many? _____ <input type="checkbox"/> Lighting <input type="checkbox"/> Pipe & drape <input type="checkbox"/> Other: _____ </td> </tr> </table>			<input type="checkbox"/> Sound/Microphone <input type="checkbox"/> Audiovisual <input type="checkbox"/> Podium <input type="checkbox"/> Stage: How big? _____ <input type="checkbox"/> Parking <input type="checkbox"/> Telecommunication Devices	Tables: Type: 4ft 6ft 8ft Round (please circle) <input type="checkbox"/> Registration Table <input type="checkbox"/> Chairs: How many? _____ <input type="checkbox"/> Lighting <input type="checkbox"/> Pipe & drape <input type="checkbox"/> Other: _____
<input type="checkbox"/> Sound/Microphone <input type="checkbox"/> Audiovisual <input type="checkbox"/> Podium <input type="checkbox"/> Stage: How big? _____ <input type="checkbox"/> Parking <input type="checkbox"/> Telecommunication Devices	Tables: Type: 4ft 6ft 8ft Round (please circle) <input type="checkbox"/> Registration Table <input type="checkbox"/> Chairs: How many? _____ <input type="checkbox"/> Lighting <input type="checkbox"/> Pipe & drape <input type="checkbox"/> Other: _____			
<small>* By signing the form below you are agreeing to the General Rules & Regulations that governs space requests in the Office of Meetings & Events.</small> Signature: (Applicant) _____ Date: _____ Signature: (Club / Organization Advisor) _____ Date: _____ Signature: (Fiscal Officer) _____ Date: _____ Signature: (Event Manager) _____ Date: _____ Revised: April 8, 2011				

Note: The funding account information is required. If there are any expenses associated with the staffing, set-up, or support of your event your specific department/ organization will be billed. This includes Trade support i.e. electricians, building service workers, A/V, and/or student worker support used to set-up or staff your event.

2. THE CONCESSION STAND

- Step1** Sign-in for shift
- Step2** Check-in with lead or manager on duty
- Step3** Determine which concession stand you are assigned to work (JCC 1 - 4, outside, JDC)

- Step4* Report to concession stand and prepare for opening
- Step5* Set-up and start cooking equipment so that they are properly heated (cheese warmer and Hot dogs)
- Step6* Check concession stock & use dolly to move required stock from storeroom or other concession stand
- Step7* Ensure that stock is used based on the soonest date of freshness expiration (oldest stock first)
- Step8* Stage concession stand so that it is customer ready
 - Condiments, napkins, hand sanitizer accessible
 - Examples of what is being sold are clearly displayed in customer sight (i.e. candy, sodas, juices, etc.)

2.1 Preparing the Concession Stand

Note: Begin cooking popcorn, hot dogs, & nacho cheese 30 minutes before event begins

- Step1* Ensure all food is properly prepared and cooked thoroughly
 - Hot dogs are to be cooked to 175 degrees and kept warm
 - Do not pre-wrap hot dogs whenever possible
- Step2* Ensure that you are working efficiently to avoid running low on cooked stock items
 - Nacho cheese should be warming so that it is ready for serving as the one in use is depleted
 - Hot dogs should be cooked/ placed on warmer so that there is always stock ready for serving
- Step3* Pay attention to crowd flow as well as event timing.
- Step4* Be prepared for half-time/ intermission concession crowd based on event attendance
- Step5* Continuously clean your work station ensuring that the entire concession stand is cleared of debris, food spoilage, and other trash
- Step6* Have BSWs clear garbage throughout the event so that there is limited clutter in the work area
- Step7* Place full trash receptacles outside of concession area for garbage pick-up

2.2 Breakdown/Close Concession Stand

Note: 30 – 45 minutes before the event is scheduled to end begin preparing the concession stand for break-down/ closing

- Step1* Stop cooking food
- Step2* Turn off all cooking equipment so that they cool off
- Step3* Clean concession stand thoroughly (tables, counter, floor, cooking equipment)
 - Use warm soapy water/ disinfectant

- Step4* Properly store all unused food items and other stock
- Step5* Coordinate with BSW to remove all trash/ debris from concession stand
 - Place full trash receptacles outside of concession area for garbage pick-up
- Step6* Update stock check-list to reflect what is currently in stock in that concession stand
- Step7* Provide verbal advisement to Concession Manager to advise out of stock items
- Step8* Have lead/ duty manager sign-off on closing/ locking the clean concession stand
- Step9* Sign-out at end of shift

3. THE TICKET AREA

Note: Arrive 45 minutes before event doors are to open

3.1 Preparing the Ticket Area

- Step1* Sign-in for shift
- Step2* Check-in with lead or manager on duty
- Step3* Check duty sheet to determine work station assignment
- Step4* Go to storage and put on uniform jacket if required
- Step5* Report to work station and prepare for opening
- Step6* Review event security and entrance requirements (posted in Manager's Office)
- Step7* Review work station materials to ensure that you have proper tools on-hand (punchers, wristbands, tickets, envelope/ basket to place collected tickets)

3.2 Closing the Ticket Area

Note: 30 - 45 minutes before the event is scheduled to end begin preparing the ticket area for break-down/ close

- Step1* Coordinate with BSW to remove all trash/ debris from work areas
- Step2* Have lead/ duty manager sign-off on closing/ locking the clean work area
- Step3* Turn-in uniform at end of shift
- Step4* Sign-out at end of shift

4. THE VENUE

4.1 Preparing /Closing the Venue

- Step1* Sign-in for shift

- Step2* Check-in with lead or manager on duty
- Step3* Check duty sheet to determine work assignment
- Step4* Immediately report to work station and prepare for job (set-up/ breakdown)
- Step5* Review work station materials to ensure that you have proper tools on-hand (tape, gloves, storage rooms open, bleacher remote, etc.)
- Step6* Begin job on-time (per schedule) do not wait for manager to tell you to begin work assignment if you already know what you are to work on for the day.
- Step7* Stagehand assignments include, but are not limited to: setting up/ breaking down staging, venue seating, tables, bleachers, railings, basketball floor, A/V equipment, and other event set requirements
- Step8* You may be required to use hand tools depending on the set-up/ breakdown requirements
- Step9* Sign-out at the end of your shift ensuring that the manager on duty has reviewed the work completed that day. If there is remaining work required to complete assignment determine when the manager wants that work completed, and if you are scheduled to complete task

Note: All positions are to perform all duties as assigned, but may be requested to do other functions based on the needs of the business/ event.

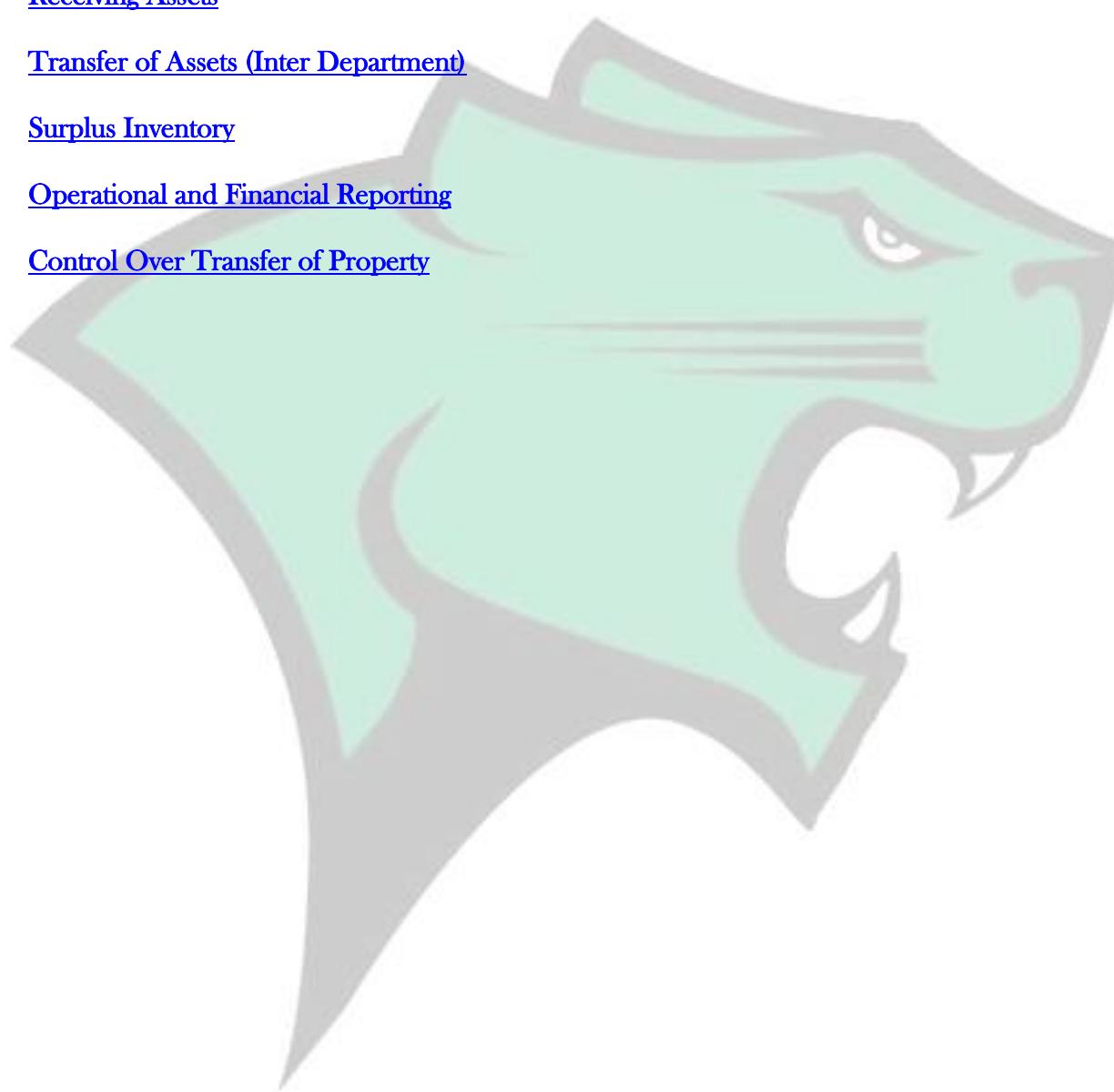
Updated: July 1, 2012

VII. Property Control



TABLE OF CONTENTS (PROPERTY CONTROL)

1. [Receiving Assets](#)
2. [Transfer of Assets \(Inter Department\)](#)
3. [Surplus Inventory](#)
4. [Operational and Financial Reporting](#)
5. [Control Over Transfer of Property](#)



1. RECEIVING ASSETS

In order to receive assets the procedure is as follows:

Step1 A requisition must be created stating that the account code is referenced by the 1500 series.

Note: All equipment must be coded as such in order for equipment (assets) to be received by the requisitioning department.

Step2 The requisition will go thru a series of approvals including the “asset approver” and will eventually turn into a purchase order.

Step3 Once the purchase order is created the order is ready to be delivered to Central Receiving.

Step4 Central Receiving will receive the item and notify Property Control.

Step5 Property Control will inspect, tag, and record item information on PC form A or B.

Step6 Central Receiving will deliver items to End User and/or FO. User signs Form B on Non I.T. items.

Note: If the Item is a laptop, IPAD, CPU Form A will be used; forward to IT for software updates and downloads. (IT must sign the form) Once that is completed the item can be distributed to the FO/End user. Also the form will stay with IT until the FO/End User signs for item(s). IT will forward form to PC.

Step7 Central Receiving will return the form to PC. PC will sign and update information in banner. PC will file both electronic and hard copy of PC form and purchase order.

2. TRANSFER OF ASSETS (INTER-DEPARTMENT)

Note: There will be times when assets will shift from one location and/or Fiscal Officer to another. When this happens the procedure is as follows:

Step1 The transferring department must fill out the PC form in its entirety including signature. Indicating each item as identified by tag number and description. *Be sure to check every item for correct numbers.

Step2 Fill out a Facilities form indicating the service needed. i.e.; movers, carpenters, etc.

Step3 Send PC forms to Property Control for approval and Facilities form to Facilities.

Step4 Once forms are approved by PC Manager, the forms are forwarded to Facilities.

Step5 Facilities will schedule a transfer date for the movers to pick up equipment.

Step6 Once the movers have verified and matched the equipment they are transferring the item(s) will be moved. *Do not add assets to the form after it has been submitted to PC. The movers are instructed not to move anything that is not on the original signed document.

- Step7* The receiving department is to verify that the item(s) tag number and description match what they are receiving.
- Step8* FO or assigned designee is to sign as confirmation of receipt of the items
- Step9* The movers will sign and deliver the form to PC as confirmation that all item(s) have been transferred to the accurate location on the PC form.
- Step10* PC will update in FFATRAN and PC Manager will sign as confirmation that the procedure has been followed.

3. SURPLUS INVENTORY

Note: There will be times when equipment becomes outdated, broken, or obsolete. When this happens the department has no further use of the asset(s). Departments that have this issue must request to have their asset(s) removed and then becomes surplus inventory. The correct procedure to comply is as follows:

- Step1* The department must fill out a PC form requesting that the asset(s) be removed from their location and transferred to Property Control for surplus.
- Step2* In addition, they must fill out a facilities form requesting whatever services needed in order to have items transferred to Property Control.
- Step3* Send forms to Property for approval
- Step4* Once approved forms are forward to facilities for scheduling.
- Step5* Once the movers have verified and matched the equipment they are transferring the item(s) will be moved. *Do not add assets to the form after it has been submitted to PC. The movers are instructed not to move anything that is not on the original signed document.
- Step6* The items will be transported to PC Warehouse where a PC representative will verify every piece that is acquired.
- Step7* When surplus inventory is returned to the Property Control Warehouse it will be removed from the inventory of the department that has turned it in. Once this is done the returning department will no longer be responsible for reporting the surplus items on an annual basis. The responsibility of the surplus items then becomes that of the Property Control Department.

4. OPERATIONAL AND FINANCIAL REPORTING

Quarterly fixed asset reports submitted to Office of the Comptroller are based on the available ADO-43 F/S balances for plant funds. The balances by equipment classification are accounts 1701-1785. Additions are basically accounts 4512-4535 and deletions are accounts 5313.

In order to comply with the new GASB 51 Accounting and Financial Reporting for Intangible Assets, the University has determined to record such intangible assets that have an acquisition cost of \$100,000 or more and a useful life greater than one year.

5. CONTROL OVER TRANSFERS OF PROPERTY

Note: The purpose of this procedure is to control the transfer of property within the campus facilities and to track it in Property Control records which will also enable the University to avoid audit findings and maintain compliance with the State Property Control Act 30 ILCS 605/6.04 (the “Act”).

The key departments responsible for monitoring and facilitating overall control and record keeping are: Property Control, the Office of Events Management, Information Technology and all Fiscal Officers.

- Step1* Property Control is responsible to tag all physical assets, maintain accurate records of the assets and their physical location and of the responsible Fiscal Officers by area.
- Step2* The Office of Events Management manages the mover staff that actually transports property from one location to another.
- Step3* Information Technology moves existing computer equipment as well new computer equipment.

Note: A key tool to control and track the movement of physical property is the Property Control Internal Transfer Form. This form will be available online. This form is to be used as follows:

- Step1* The Fiscal Officer who initiates the request to move, scrap, or trade in property must prepare the form; sign and date the form; obtain the signature and date of the Fiscal Officer whose department is receiving the property; and obtain the signature and date of the Property Control Department upon delivery of the completed form to Property Control.
- Step2* The actual sender and receiver of said property must also sign the form for identification purposes.
- Step3* The transfer form must be properly and completed filled out by the Fiscal Officer or sender so that the form identifies current location of the property and new location of the property.
- Step4* After receipt of the form by Property Control and after signature of the same by Property Control, the form will be entered into the system to reflect the new location of property.

Updated: July 1, 2012

VIII. Purchasing/ Payables

Purchase Requisition

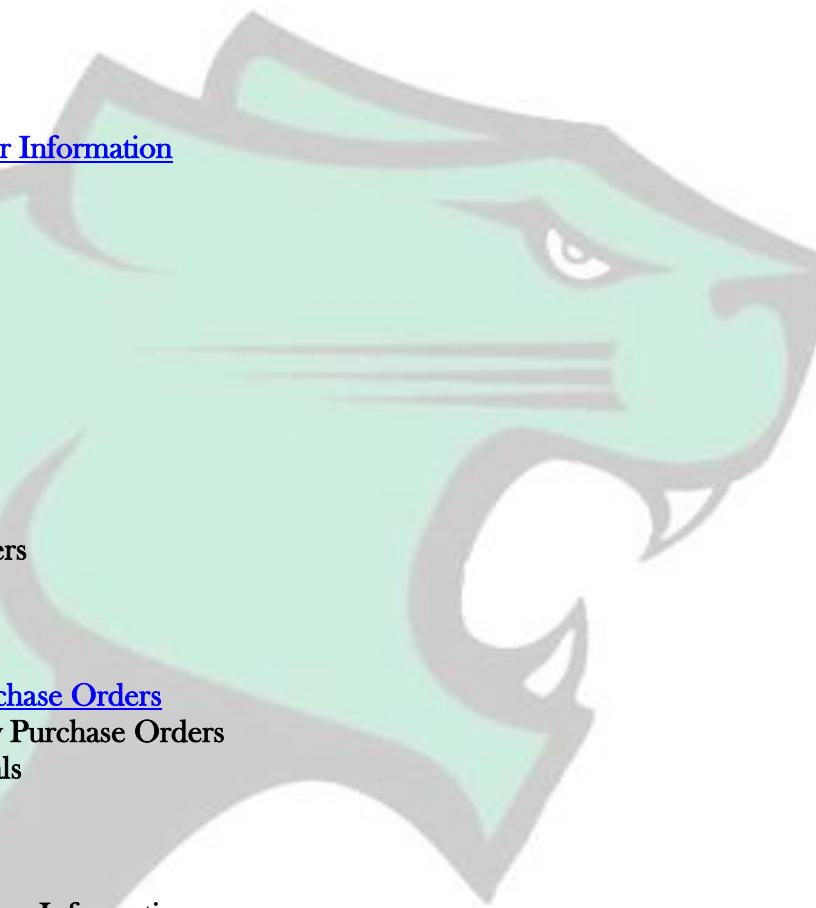


Purchase Order

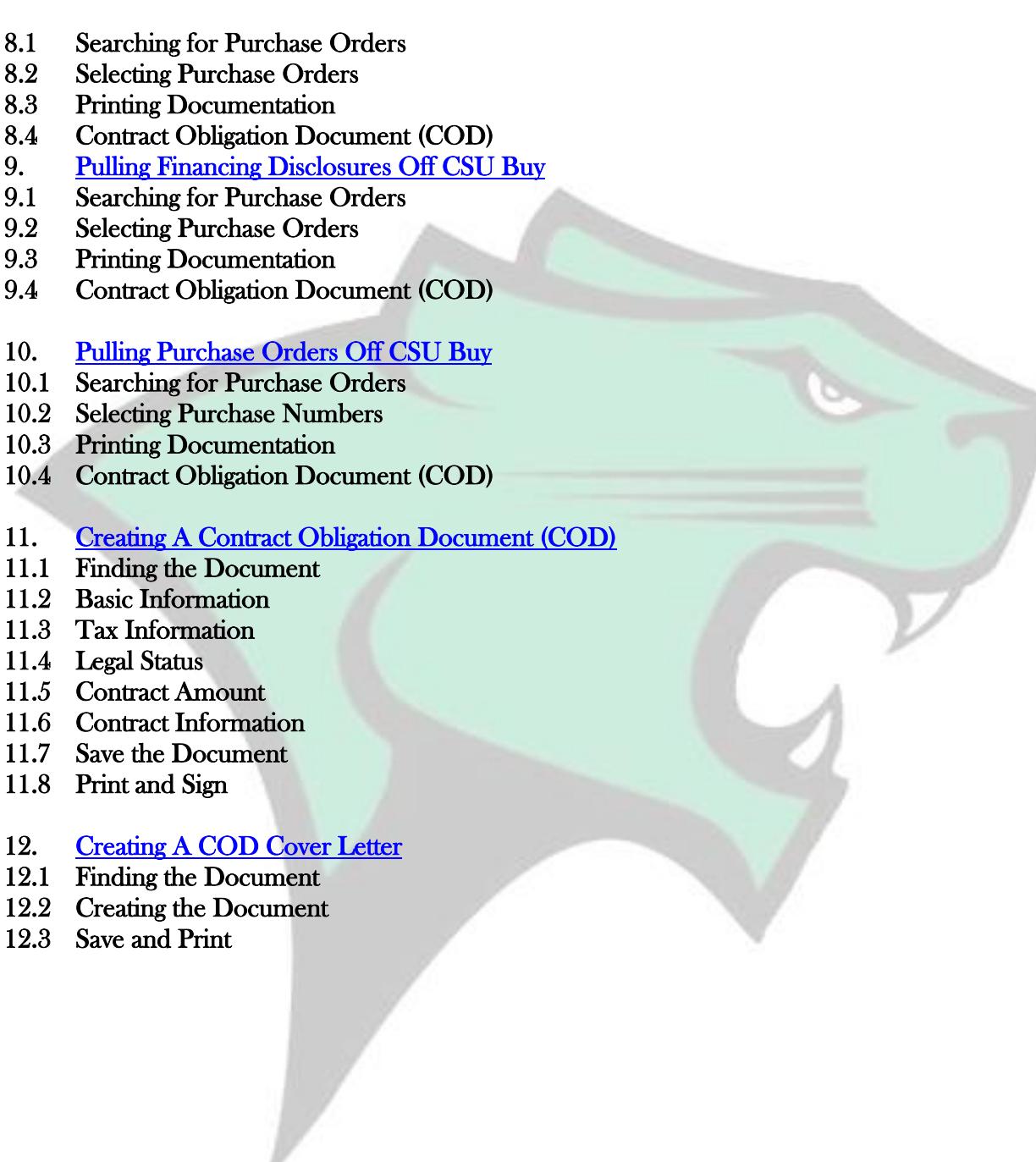


Receipt

TABLE OF CONTENTS (PURCHASING/PAYABLES)



1. [Entering Vendor Information in Banner](#)
 - 1.1 Vendor Maintenance
 - 1.2 Additional Information
 - 1.3 Vendor Types
2. [Updating Existing Vendor Information](#)
 - 2.1 Vendor Maintenance
 - 2.2 Search for Vendor
 - 2.3 Updating Information
3. [Password Reset](#)
 - 3.1 Finding An End User
 - 3.2 Verification
 - 3.3 Changing Password
4. [Error Management](#)
 - 4.1 Searching Purchase Orders
 - 4.2 Verify Fax Information
 - 4.3 Queue to Resend
5. [Temporary/Pending Purchase Orders](#)
 - 5.1 Searching for Temporary Purchase Orders
 - 5.2 Purchase Order Approvals
 - 5.3 Restart the Approval
6. [Approving Requisitions](#)
 - 6.1 General, Shipping & Billing Information
 - 6.2 Account Codes Verification
 - 6.3 Attachment Verification
 - 6.4 Check Comments Tab
 - 6.5 Final Approval
7. [Cancel/Close Purchase Orders](#)
 - 7.1 Searching for Purchase Orders
 - 7.2 Selecting the Cancel/Close Action
 - 7.3 Finalize Revision
8. [Pulling Contracts Off CSU Buy](#)



- 8.1 Searching for Purchase Orders
- 8.2 Selecting Purchase Orders
- 8.3 Printing Documentation
- 8.4 Contract Obligation Document (COD)
- 9. [Pulling Financing Disclosures Off CSU Buy](#)
 - 9.1 Searching for Purchase Orders
 - 9.2 Selecting Purchase Orders
 - 9.3 Printing Documentation
 - 9.4 Contract Obligation Document (COD)
- 10. [Pulling Purchase Orders Off CSU Buy](#)
 - 10.1 Searching for Purchase Orders
 - 10.2 Selecting Purchase Numbers
 - 10.3 Printing Documentation
 - 10.4 Contract Obligation Document (COD)
- 11. [Creating A Contract Obligation Document \(COD\)](#)
 - 11.1 Finding the Document
 - 11.2 Basic Information
 - 11.3 Tax Information
 - 11.4 Legal Status
 - 11.5 Contract Amount
 - 11.6 Contract Information
 - 11.7 Save the Document
 - 11.8 Print and Sign
- 12. [Creating A COD Cover Letter](#)
 - 12.1 Finding the Document
 - 12.2 Creating the Document
 - 12.3 Save and Print

1. ENTERING VENDOR INFORMATION IN BANNER

Note: Vendors who wish to do business with the University, and are not currently in CSU Buy, MUST fill out and sign a Vendor Information Form. Purchasing will add the vendor information to banner, which will sync the information to CSU Buy.

1.1 Vendor Maintenance

- Step1* Login to banner
- Step2* In the “go to” box enter FTMVEND. Vendor maintenance tab will be displayed.
- Step3* In the “vendor” box at the top left of page, type a vendor ID. [Usually first 4 letters of vendor name followed by five digits, (EX. VEND10000) or first 4 letter of individuals last name followed by 5 digits (EX. SMIT10000)]
- Step4* Under “address defaults” the procurement type code should be “PO”, and the sequence should be “1”.

Next block. Additional information tab will be displayed.

1.2 Additional Information

- Step1* In the 1099 Information box, enter vendor’s Tax ID. (This is also referred to as the federal identification number, FEIN)
- Step2* The “income type” is “PR”
- Step3* At the bottom of page, next to State Indicator, check box that indicates whether the vendor is an “instate vendor” or “out of state vendor”.
- Step4* The Procurement Vendor drop down should always display “YES”

Next block. Vendor Types tab will be displayed

1.3 Vendor Types

- Step1* To enter vendor classification code, select the drop down button. Different vendor classification s will be displayed.
- Step2* Select the coding that applies to the vendor.

Next block. Address tab will be displayed.

Address

Step1 The “address type” should always be “PO”. The “sequence number” should be “1”

Step2 Enter the vendor’s contact information in the appropriate places on the page.

Note: Make sure the “Telephone Type” saves as “PO” or the vendors fax number will not sync to CSU Buy.

Step3 SAVE

2. UPDATING EXISTING VENDOR INFORMATION

Note: Vendors who have contact information that needs to be updated must fill out and sign a Vendor Information Form. The vendor’s signature is required for purchasing to make any changes to vendor information.

2.1 Vendor Maintenance

Step1 Login to banner

Step2 In the “go to” box enter FTMVEND

2.2 Search for Vendor

Step1 To find an existing vendor in banner, select the drop down arrow button next to “vendor”

Step2 If searching for a company/ business type the first four letters of the vendor’s name followed by % (ex. ABCD%), then press the F8 button on keyboard.

Step3 If searching for an individual type the first four letters of the last name followed by % (ex. SMIT%) then press the F8 button on keyboard.

Step4 Double click on the appropriate vendor

2.3 Updating Information

Step1 Once on the Vendor maintenance page, click “Next block: button at top of page.

Step2 Enter updated information for vendor. **NOTE:** If vendor supplies a new address, do not change existing info on address page. Select the “insert record” button at the top of page and

create new record with information. The PO Sequence on the address page must match the PO Sequence on the vendor maintenance page.

Step3 Save

3. PASSWORD RESET

Note: If an end user has forgotten their CSU Buy password, or have entered an invalid password three times, the password will need to be changed. Purchasing can create a temporary password for the end user.

3.1 Finding An End User

Step1 Login to CSU Buy

Step2 At the far right top of the home page there will be an options box that displays “MORE”.

Step3 Click the drop down arrow.

Step4 Select “user management”

3.2 Verification

Step1 In the user search box enter last name. Information about the user will be displayed.

Step2 Verify info is associated with the correct person.

3.3 Changing Password

Step1 Select “change password” button at top right of page. Password is usually changed to the word “password”, all lower case, and a two digit number. (Ex password30)

Step2 Save

4. ERROR MANAGEMENT

Note: Purchase orders will appear here if they have not been successfully faxed to the vendor.

4.1 Searching Purchase Orders

Step1 Login to CSU Buy

- Step2* At the far right top of the home page there will be an options box that displays “MORE”.
- Step3* Click the drop down arrow.
- Step4* Select “error management”. A filter box will be displayed.
- Step5* Select “PO Distribution Maintenance”, above the filter box. A list of all PO’s that have not been faxed to the vendor will appear.

4.2 Verify Fax Information

- Step1* Verify the fax number is correct.
- Step2* If not, obtain an updated fax number.

4.3 Queue to Resend

- Step1* Once an updated fax number is obtained, check the box to the far right of the purchase order information.
- Step2* Select “queue to resend to supplier via fax” at top right of page
- Step3* Select “GO”
- Step4* A box will display with info on resending the PO. Update the fax number and type the reason for the update in the comment section.
- Step5* Select “SAVE”. The PO will not be resent to the supplier unless the update is saved.
- Step6* If the vendor prefers to have the PO sent via email, instead of selecting “queue to resend to supplier via fax”, select “queue to resend to supplier via email” and enter email address. **ALWAYS** send the document as an HTML attachment.
- Step7* Refresh the page.
- Step8* Repeat the process for the other PO’s.

5. TEMPORARY/PENDING PURCHASE ORDERS

Note: Pending purchase orders are purchase orders that have not been given an actual purchase order number, and therefore have not been sent to the vendor. Usually start with 2...

5.1 Searching for Temporary Purchase Orders

- Step1* Login to CSU Buy
- Step2* Select the “Document Search” tab at the top of page

- Step3* Click on “advanced search” (this provides more detailed search criteria)
- Step4* In the “Search” dropdown at the top of the page, select “Purchase Order”
- Step5* Scroll to middle of page and find “Purchase Order Information”
- Step6* The “date” dropdown will display “ALL DATES” by default. Select the date range preferred. (ex. last 7 days, last 30 days, fiscal year to date, etc.)
- Step7* Under “workflow Status” check the “pending” box
- Step8* Select “GO”

5.2 Purchase Order Approvals

- Step1* Select the temporary PO number
- Step2* Click the “PO Approvals” tab. The sequence of the purchase order process/ approvals will be displayed

5.3 Restart the Approval

- Step1* Under the “Create Banner PO” box select the “restart” button
- Step2* Enter the restart reason in the comment box. (ex. system error)
- Step3* Select “restart” NOTE: Information on why the PO is in temporary status can be found in “history”

6. APPROVING REQUISITIONS

Note: Purchasing is responsible for reviewing requisitions for accuracy and completeness. Attachments are reviewed for the proper approvals and signatures, and purchasing verifies all rules and regulations are being followed according to the University and the Illinois Procurement Code.

6.1 General, Shipping & Billing Information

- Step1* Go to desired requisition (make sure the status is in Purchasing Buyer Review 1 or 2)
- Step2* In the “Shipping Info” box, make sure the expedite option displays a red “X”
- Step3* In the “Billing” box, make sure the transaction date is current.

6.2 Account Codes Verification

Step1 Verify “Account Codes” matches the items being purchased (fund, org, account, program)

Note: If account in 1300's no one item may exceed \$499.99.

Step2 If account in 1500's all items must be above \$500 and Sam Khankhan must be in the workflow under Capital Asset approval.

Step3 If purchasing on a grant, the Sponsored Programs stamp of approval must be in the “General” box, and sponsored programs must be in the PR Approvals)

6.3 Attachment Verification

Step1 If a contractual service is being purchased for \$5,000 or above a CSU contract must be attached to the requisition.

Step2 Quotes attached with Terms and Conditions must be approved by legal. If LEGAL is not in the PR approvals the requisition must be forwarded to legal.

6.4 Check Comments Tab

- Check comments to ensure all requirements have been met.

6.5 Final Approval

Step1 To approve a requisition go to the “available actions” box at the top right of the page. Select the drop down box and “Assign to myself”. Click GO

Step2 Change the transaction date to current date

Step3 In the “available actions” drop down box select “Approve/complete step. Click GO

7. CANCEL/CLOSE PURCHASE ORDERS

Note: If an end user needs to cancel or close a purchase order, a memo stating the PO number to cancel/close must be sent to purchasing. The fiscal officer over the account must sign and date the memo.

7.1 Searching for Purchase Orders

Step1 Login to CSU Buy

Step1 At the top right of the page in the “Search For” options drop down, select “PO No.”
Step2 In the space provided next to the drop down button enter the PO number. The status of the PO will be displayed.

7.2 Selecting the Cancel/Close Action

Step1 Above “document status” box in the middle of the page there will be an “available actions” box. (Add comment is displayed by default)
Step2 Click on the drop down arrow and select “cancel PO” or “close PO”, depending on desired action.

7.3 Finalize Revision

Step1 Click “go” (the “add note” window will display)
Step2 Enter the reason for cancelling/closing the PO.
Step3 At the bottom of the window, where it reads “would you like to create a revision now” select YES.
Step4 Enter revision information and Save.

8. PULLING CONTRACTS OFF CSU BUY

Note: All purchase orders in the amount of \$10,000 and above must have a contract attached.
These contracts are to be sent to the comptroller’s office on a weekly basis.

8.1 Searching for Purchase Orders

Step1 Login to CSU Buy
Step2 Select the “Document Search” tab at the top of page
Step3 Click on “advanced search” (this provides more detailed search criteria)
Step4 In the “Search” dropdown at the top of the page, select “Purchase Order”
Step5 Scroll to middle of page and find “Purchase Order Information”
Step6 The “date” dropdown will display “ALL DATES” by default. Select the date range preferred.
(Ex. last 7 days, last 30 days, fiscal year to date, etc.)
Note: Contracts are to be reviewed and sent to the comptroller’s office on a weekly basis.
Step7 Select “GO”

8.2 Selecting Purchase Orders

Step1 Number of PO's matching criteria will be displayed. Top of the page will show the number of results for the search as well as the date range selected.

Step2 In "sort by" drop down box select "Total high to low". This will display the purchase orders in descending order by dollar amount. Contracts are needed for PO's \$10,000 and above.

Step3 Select the green purchase order number.

8.3 Printing Documentation

Step1 Select the "Purchase Order" tab at top of page. Information about the purchase order will be displayed.

Step2 Scroll to middle of page for "supplier information". Print contracts and related documents.

8.4 Contract Obligation Document (COD)

➤ Create a COD NOTE: To look up more contracts go back to the list of PO's

9. PULLING FINANCIAL DISCLOSURES OFF CSU BUY

Note: Financial disclosures are needed for each vendor the university does business with where the dollar amount is above \$25,000. They are to be attached to the purchase order along with any contracts and supporting documentation.

9.1 Searching for Purchase Orders

Step1 Login to CSU Buy

Step2 Select the "Document Search" tab at the top of page

Step3 Click on "advanced search" (this provides more detailed search criteria)

Step4 In the "Search" dropdown at the top of the page, select "Purchase Order"

Step5 Scroll to middle of page and find "Purchase Order Information"

Step6 The "date" dropdown will display "ALL DATES" by default. Select the date range preferred. (Ex. last 7 days, last 30 days, fiscal year to date, etc.)

Step7 Select "GO"

9.2 Selecting Purchase Orders

- Step1* Number of PO's matching criteria will be displayed. Top of the page will show the number of results for the search as well as the date range selected.
- Step2* In "sort by" drop down box select "Total high to low". This will display the purchase orders in descending order by dollar amount. NOTE: Financial Disclosures are needed for PO's \$25,000 and above.
- Step3* Select the green purchase order number.

9.3 Printing Documentation

- Step1* Select the "Purchase Order" tab at top of page. Information about the purchase order will be displayed.
- Step2* Scroll to middle of page for "supplier information". Print disclosure and related documents.
- Step3* Financial disclosures can also be found in "attachments" if not on the actual purchase order. Click on the "Attachments" tab at top of page and find documentation. Print Disclosure.
- Step4* A copy of the purchase order is to be printed and attached to the financial disclosure.

9.4 Contract Obligation Document (COD)

- Create a COD NOTE: To look up more financial disclosures go back to the list of PO's.

10. PULLING PURCHASE ORDER OBLIGATIONS OFF CSU BUY

Note: Purchase orders in the amount of \$10,000 and above, that do not have contracts attached to the purchase order, are to be printed and sent to the comptroller's office. Purchase order obligations are treated as contracts.

10.1 Searching for Purchase Orders

- Step1* Login to CSU Buy
- Step2* Select the "Document Search" tab at the top of page
- Step3* Click on "advanced search" (this provides more detailed search criteria)
- Step4* In the "Search" dropdown at the top of the page, select "Purchase Order"
- Step5* Scroll to middle of page and find "Purchase Order Information"

Step6 The “date” dropdown will display “ALL DATES” by default. Select the date range preferred. (Ex. last 7 days, last 30 days, fiscal year to date, etc.)

Step7 Select “GO”

10.2 Selecting Purchase Numbers

Step1 Number of PO’s matching criteria will be displayed. Top of the page will show the number of results for the search as well as the date range selected.

Step2 In “sort by” drop down box select “Total high to low”. This will display the purchase orders in descending order by dollar amount. NOTE: Financial Disclosures are needed for PO’s \$25,000 and above.

Step3 Select the green purchase order number.

10.3 Printing Documentation

Step1 Select the “Purchase Order” tab at top of page. Information about the purchase order will be displayed.

Step2 Scroll to middle of page for “supplier information”. If there are no attachments, print the actual purchase order.

10.4 Contract Obligation Document (COD)

➤ Create a COD NOTE: To look up more purchase order obligations go back to the list of PO’s

11. CREATING A CONTRACT OBLIGATION DOCUMENT (COD)

Note: A Contract Obligation Document (COD) is a form used to describe the contract that is being sent to the comptroller’s office. It is to be filled out by a member of purchasing, signed by the director, and mailed to the comptroller’s office via UPS.

11.1 Finding the Document

Step1 Login to the H DRIVE

Step2 Select fiscal year needed (ex. FY11 or FY12)

Step3 Select “COD Template”

11.2 Basic Information

Step1 Type the PO number associated with the contract in the “Contract/ Obligation No.” box

Step2 Type the start and end dates of the contract in the “Transaction Date” box in the format mm/dd/yy. Also type dates in the box titled “Current Fiscal Year of Contract” in the format mm/dd/yyyy. (These dates can be found on the first page of a CSU contract. Other contracts may vary.)

11.3 Tax Information

Step1 Type the Federal ID or Tax ID number in the “Nine Digit Taxpayer Identification Number” box. (The FIN/ TAX ID can be found on the signature page of a CSU contract. Other contracts may vary.)

Step2 If the FIN is not on the contract it can be found on SciQuest. In the “Search For” dropdown tab on the top right of the screen select “Supplier Profile”. Under the green “Suppliers” category select the “general” tab. Under the “additional information” section of the page the “Federal ID Number” line displays the FIN/ Tax ID.

11.4 Legal Status

Step1 Type the legal status of the vendor in the “Legal Status” box. The legal status information can be found below the FIN on a CSU contract.

Step2 Match the description selected by the vendor with the appropriate number associated with the description on the legal status form.

11.5 Contract Amount

Step1 Type the dollar amount of the contract in the “Obligation Amount” box. Also type the dollar amount in the box titled “Maximum Contract Amount”. The amount of the contract can be found on the first page of a CSU contract.

Step2 If the amount on the contract does not match the amount associated with the Purchase Order, use the dollar amount associated with the Purchase Order.

11.6 Contact Information

Type the vendor's information in the "Vendors Name and Address" box. This information can be found on the top of the first page of the contract.

11.7 Save the Document

- Step1* The person who has created the COD must enter their name as the preparer at the bottom of the document.
- Step2* Save the COD to the H Drive. To do this, click on "File" then "Save As". Double click on the yellow COD folder associated with the fiscal year for the contract. (It is important to save each COD to the COD folder for referencing the documents in the future)
- Step3* To name the document, enter the vendor name and PO number associated with the contract in "File Name" and click ok.

11.8 Print and Sign

- Step1* Print the document
- Step2* Sign and date as the preparer of the document and attach the document to the front of the contract.
- Step3* Take to the director of purchases to be signed.

12. CREATING A COD COVER LETTER

Note: All cover letters should have the current date, a list of all the contracts, financial disclosures, and purchase order obligations being sent to the comptroller's office.

12.1 Finding the Document

- Step1* Login to the H DRIVE
- Step2* Select fiscal year needed (ex. FY11 or FY12)
- Step3* Select "COD Cover Letter"

12.2 Creating the Document

- Step1* Type the current date at the top of the page
- Step2* Change “total enclosures” to total number of documents being sent downstate
- Step3* Under “enclosures” list the PO# and vendor name for each document being sent downstate. Indicate which PO numbers and vendor names are associated with contracts, with financial disclosure, and with purchase order obligations. Also indicate which contracts are late.
- Step4* UPS tracking number should be on the letter

12.3 Save and Print

- Step1* Save the Cover Letter to the H Drive. To do this, click on “File” then “Save As”. Double click on the yellow COD folder associated with the fiscal year for the contract. (It is important to save each Affidavit to the COD folder for referencing the documents in the future)
- Step2* To name the document, type “cover letter” and the date with no dashes or symbols (ex. Nov 2 2011) in “File Name” and click ok.
- Step3* Print the document and have it signed by the director or purchases

Updated: July 1, 2012

XI. Central Stores/Receiving

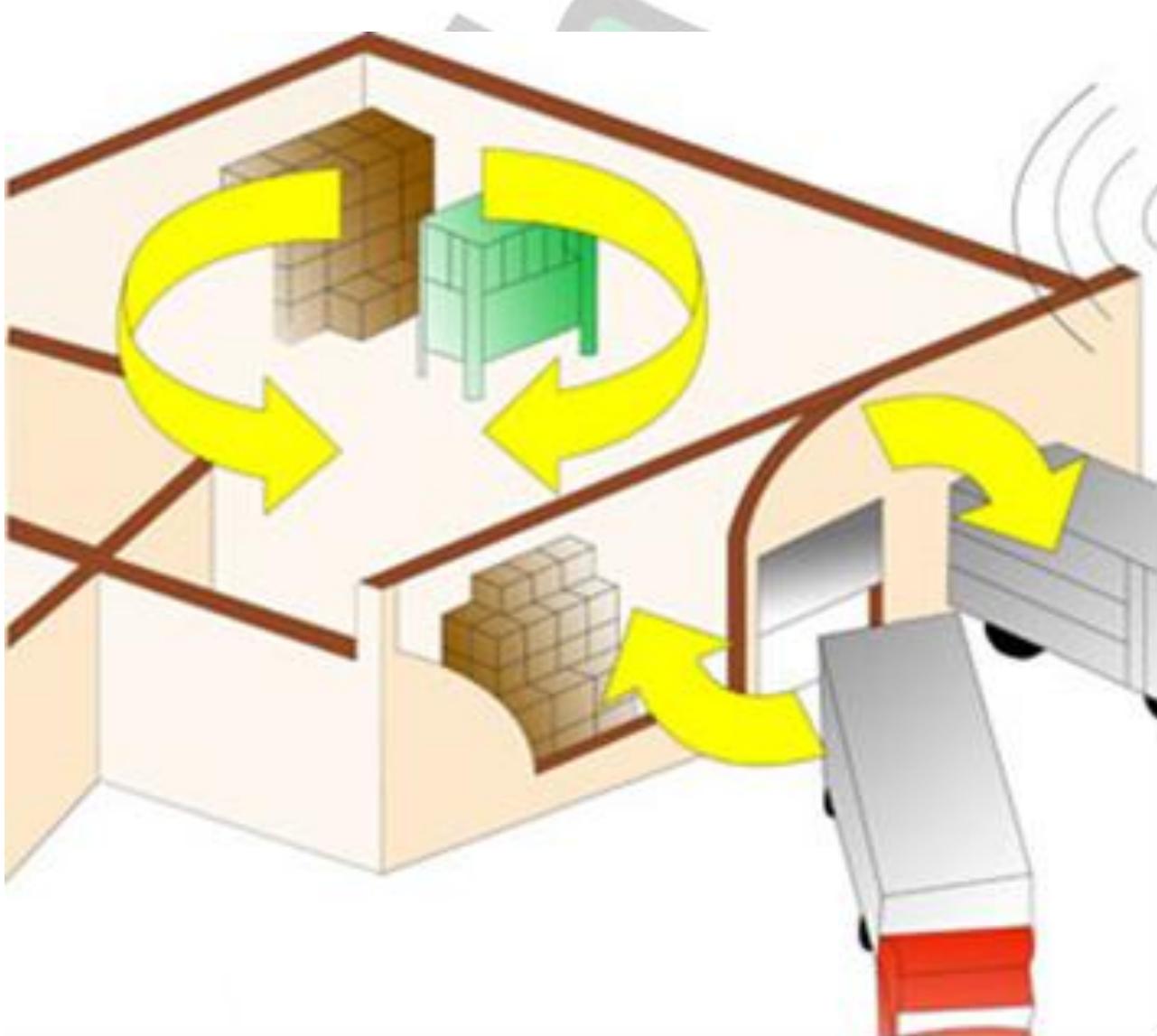


TABLE OF CONTENTS (CENTRAL STORES/RECEIVING)

1. [Delivery Process](#)
2. [Over- Shipments and OVERRUNS](#)
3. [Substitutions](#)
4. [Receipt of Shipments](#)
5. [Damaged Shipments](#)
6. [Logging and Tracking](#)



This process should be followed when accepting delivery, whether directly, from Central Receiving or Property Control:

1. DELIVERY PROCESS

- Step1* Inspect all packages
- Step2* Approve receiving report (signify receipt and acceptance of the items on the invoice)
 - and/or pink copy of purchase order
 - and/or partial shipment form
- Step3* Follow Receipt of Shipment procedures

Note: If the items received are not per specifications, such as color, model, size, etc., Purchasing Department will contact the vendor after notification by the requesting department.

2. OVER SHIPMENTS AND OVERRUNS

- CSU's Purchasing Department has the authority to approve the acceptance of goods in excess of those specified on the purchase order or contract upon communication with the requesting department.

3. SUBSTITUTIONS

Note: Substitution is defined as delivery of an item that does not conform to the specifications of the purchase order or contract

- Step1* Check item specifications against purchase order
- Step2* If item does not match purchase order, send it back to vendor for them to send the correct item.

Note: Substitutions on purchase orders require the prior approval of the Purchasing Department.

4. RECEIPT OF SHIPMENTS

- Step1* Receive items
- Step2* Make a visual inspection where possible to determine any damages to items
- Step3* Bring in items from shipping deck
- Step4* Log item in system (scan shipment tag)
- Step5* Pull the purchase order to determine if items is over \$500

Items under \$500

- Step6* Deliver to department

Items over \$500

- Step7* Store in designated area for CSU tagging
 - tagging is completed by Property Control
- Step8* Property Control will match the purchase order with the packing slip to determine what parts are to be tagged
- Step9* Property Control will unpack the item for tagging, at this time they will inspect to determine if there are any visible damages to the equipment
- Step10* The item is tagged and the information is logged in the Banner system
- Step11* Property Control will return the equipment to Central Receiving for delivery
- Step12* Deliver to department
- Step13* Receive a signature upon delivery

5. DAMAGED SHIPMENTS

- Step1* Inspect packages upon delivery
- Step2* Note all apparent damages in transit on the freight bill
- Step3* Notify the Purchasing Department, who in turn will contact the vendor
- Step4* Return authorization memo to send item back to vendor

Note: Discovery of concealed damage or loss must be reported to Central Receiving, the carrier, and the vendor within seven days of receipt. If damages are discovered after delivery to

requesting department after signing the delivery receipt, the department is to immediately notify Purchasing Department.

6. LOGGING AND TRACKING

- Step1* Receive packages incoming to Central Receiving dock
- Step2* Inspect packages
- Step3* Sign for packages
- Step4* Electronically log package information into Central Receiving tracking database
- Step5* Route and deliver package to requisitioning department (A signature **MUST** be captured by the signee)
- Step6* Sync the handheld with home database to transfer signature files.

Note: In some cases the deliver to is different from the authorized signer

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X. Mail Communications



TABLE OF CONTENTS (MAIL COMMUNICATION)

1. [Incoming Mail](#)
2. [Outgoing Mail](#)
3. [Intra-Campus Mail](#)
4. [Mail Delivery/Pick up Schedule](#)
5. [Signature Mail](#)
6. [Certified Mail](#)
7. [Bulk Mail](#)
8. [Residence Hall Mail](#)
9. [Postage Due Mail](#)
10. [Mail Communication Supply Codes](#)

1. INCOMING MAIL

- Step1* Bring in mail
- Step2* Sort by department
- Step3* Bag mail
- Step4* Deliver to departments

2. OUTGOING MAIL

- Step1* Un-bag mail
- Step2* Separate by department
- Step3* Run mail through DM1000
- Step4* Produce stamp
- Step5* Invoice Admin. & Finance for reimbursement for stamp

3. INTRA-CAMPUS MAIL

Note: Intra-campus mail should be kept separate from all other mail and labeled as “INTRA-CAMPUS MAIL” if it is not placed inside an Intra-campus envelope.

- Step1* Sort mail by department
- Step2* Deliver to departments

4. MAIL DELIVERY/PICKUP SCHEDULE

- The Mail Center delivers mail once a day Monday-Friday
- Delivery times are as follows: 11:00am-1:00pm
- Pickup times are as follows: 9:00am-1:30pm

5. SIGNATURE MAIL

- Step1* Bring in mail
- Step2* Scan tag to enter item into mail communication's database
- Step3* Send courtesy email to each recipient of each individual piece informing them of its arrival
- Step4* Deliver to department
- Step5* Receive a signature upon delivery

Note: If a department rejects to sign for its items, Mail Communication will return to sender and holds no liability for cost or damage

6. CERTIFIED MAIL

- Step1* Pick up mail from Post Office
- Step2* Sign for mail
- Step3* Input mail into arrival system upon bringing back to CSU
- Step4* Scan item tag to log into mail communication's database
- Step5* Sort by department
- Step6* Deliver to departments
- Step7* Obtain signature upon delivery from department

7. BULK MAIL

- Step1* Pick up mail from department
- Step2* Obtain internal payment voucher from fiscal officer
- Step3* Apply postage
- Step4* Prepare invoice to charge the requesting department through Admin. & Finance
- Step5* Send invoice with weekly billing to Admin. & Finance who posts to department account

Note: There must be a total of 200 or more pieces of mail to qualify as bulk mail.

RESIDENCE HALL MAIL

Step1 Pick up mail at Post Office

Step2 Sort mail

Step3 Deliver to Residence Hall

Note: Residence Hall has its own separate mailing procedure. However, if any Residence Hall mail is mixed in with first class mail follow the above procedures.

POSTAGE DUE

Step1 Accept mail

Step2 Charge postage to the individual department

Step3 Submit invoice to Admin. & Finance

MAIL COMMUNICATION SUPPLY CODES

Mail communication holds inventory supplies for our faculty and staff needs. Mail is sorted as follows:

- Trays are used for letters
- Bins are used for flats
- Labels and envelopes are used for all tracking correspondence mail
- Tape is use for priority mail packaging

Mail Communication Codes:

UAA#001- No name

UAA#002-Full name required example J. Doe

UAA#003-Unknown recipient example department rejection

UAA#004-Wrong department example unknown by Dean

UAA#005-Damaged package