



CALIFORNIA STATE UNIVERSITY
LONG BEACH



ASM Retreat January 14, 2015
Financial Management Overview
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Director, CMS Finance



What Role does Financial Management play at CSULB?

FM's role/mission is to maintain the University's fiscal integrity through accurate record keeping and adherence to Federal, State, CSU, and University procedures. In addition FM provides fiscal oversight to the campus business entities and activities handling money.

- California State University Long Beach - LBCMP
- Research Foundation - LBFND
- 49R Foundation – LB49R

What is the Financial Management Sub Division?

Financial Management (FM) is comprised of several Departments within the Division of Administration & Finance.

- Managed by AVP, Sharon Taylor



FM's organizational structure includes the following areas:

- **Controllers Office – Maureen O'Brien x52259**
 - Accounts Payable
 - Financial Reporting (Legal, State, GAAP)
 - General Accounting
- **Procurement & Contractual Services – Malia Kinimaka x54890**
 - Purchasing
 - Contract Services
 - Risk Management



- Parking Administration (CSULB) – Robyn Ames-Woodyard
x58295
- Support Operations - Robyn Ames-Woodyard x58295
 - Print Shop
 - Copier Program
 - Mail Services
 - Property Management
 - Receiving
- Common Financial Systems – Elaine Kist x57134
 - CFS PeopleSoft
 - CFS Data Warehouse



- Student Financial Services – **John Fugatt x58302**
- FM Information Systems – **Christine Welch x58307**
- Advisory to Auxiliaries (Associated Students and University Student Union)



Why is Financial Management needed?

Numbers can be flexible and creative – allowing you to report what you want. For this reason there are many ways to record transactions to ensure:

- Data Integrity
- Reliable Reporting
- Accurate Data for Decision Making
- Strong Financial positions for Donors, Bond Funding, Public Opinion, Government Agencies



Along with principle guidelines set forth by the FM departments, all Divisions within CSULB have a Financial Management responsibility, as all decisions affect all aspects of the University. FM is looking to the Administrative Service Manager (ASM) or the assigned designee for the following:

- ✓ Expenditure Oversight
- ✓ Communications
- ✓ Training
- ✓ Property Custodian
- ✓ Campus Services
- ✓ P-Card
- ✓ Office Max/Office Depot
- ✓ CFS Annual Security Audit
- ✓ Chartfield Usage



“Remember, ‘accounting’ and ‘accountability’: nothing in common.”



Business Units, Chartfields & DOA



What is a Business Unit?

- Represents an Operational Entity
- Required on a financial transaction

Business Unit	Description	Purpose
LBCMP	California State University, Long Beach	Main Campus transaction processing and reporting
LBFDN	CSULB Research Foundation	Research Foundation transaction processing and reporting
LB49R	CSULB 49er Foundation	Endowments and Scholarships transaction processing and reporting



What are Chartfields?

- Chartfields are components that make up the University's Chart of Accounts in CFS PeopleSoft
- Chart of Accounts is the backbone of CFS
 - Provides a common language for classifying and grouping business transactions
 - Chartfields used together on a transaction are referred to as a "Chartfield String". ie:
Fund/Dept/Account



Basic Characteristics of Chartfields

	Fund	Account	DeptID	Program	Class	Project	Scenario
Identifies	Where	What	Who	Report	Report	Report	Budget
Length	5	6	5	5	5	10	>=10
Required	Yes	Yes	Yes	Maybe	No	Maybe	Yes
Example:							
LBCMP	GF001	660003	00220	10572	C9001	00113SS075	ORIGINAL
LBFDN	G1263	660003	00269			G126310100	ORIGINAL
LB49R	B0109	660003	00361	P0001			ORIGINAL



BU	Definition
LBCMP LBFDN LB49R	<ul style="list-style-type: none">• Each Business Unit has a unique list• Identifies the “Where” of the transaction and its source and use of dollars being held• Tracks spending restrictions and designations• The lowest level at which the system will generate a Trial Balance• Delegation of Authority (DOA): If the fund has one owner authorizing transactions, then the DOA is at the fund level (e.g., ERXXX)• Required on all transactions• Characters 5 = Alpha numeric
LBFDN	<ul style="list-style-type: none">• Represents a Sponsored Program Award. A unique fund code is set up for every Sponsored Program Award.
Examples	<ul style="list-style-type: none">• LBCMP = GF001 – CSU Operating Fund• LBFDN = G1263 - Dibner Research Fellowship• LB49R = B0109 - Heritage Language & Culture En



Business Unit	Description
LBCMP LBFDN LB49R	<ul style="list-style-type: none">• Shared by all three Business Units• Identifies “What” is the nature of the transaction• Captures the detailed breakdown of a financial transaction that is entered into the system.• Account type starts with: <i>1=Assets 2=Liabilities 3=Fund Equity</i> <i>5=Revenues 6=Expenses</i>• Required on all transactions• Characters = 6 numeric
Examples	<ul style="list-style-type: none">• LBCMP/LBFDN/LB49R = 660003 – Supplies and Services



Business Unit	Description
LBCMP LBFDN LB49R	<ul style="list-style-type: none">• Shared by all Business Units• Identifies “Who” is the department affected by the revenue/expenditure transaction.• Represents the detailed breakdown of the Business Unit organization structures.• If Budgets are applicable, allocated at this Chartfield.• Delegation of Authority (DOA): If the fund has been authorized for many Departments to use (e.g., GF001) then the DOA is at the Department level.• Required & used only for revenue and expenditure accounts.• Characters = 5 numeric• No numbering logic. Sequentially numbered.
Examples	<ul style="list-style-type: none">• LBCMP/LBFDN/LB49R = 00325 - Physics and Astronomy



Business Unit	Description
LBCMP LBFDN LB49R	<ul style="list-style-type: none">• Shared by all Business Units• Used to define a set of ongoing accounting activities for which revenues and/or expenditures need to be tracked at a campus wide level• Identifying transactions for additional accounting treatments. Ie: Reimbursable activities• Used on Revenue and Expense Accounts• Does not have strict start and end dates• Required for accurate data collection and reporting when defined• Characters = 5 alphanumeric
LB49R	<ul style="list-style-type: none">• Required for Endowments (E, B, Q, T Funds)
Examples	<ul style="list-style-type: none">• LBCMP = 10572 - Commencement• LBFDN = ER001 – Japanese Garden Fund Program• LB49R = S0001 – Endowment – Scholarships



Business Unit	Description
LBCMP	<ul style="list-style-type: none">• Shared list by all Business Units• Identifies a discrete set of activities that occur within a finite time period (defined start and end date)• Primarily used for identifying construction projects• Activities associated with the Project Chatfield may span multiple funds, accounts and/or departments• Revenues and Expense cross multiple years (required PTD reporting). Balances are rolled forward• Required for accurate data collection and reporting when defined• Characters = 10 alphanumeric
Examples	<ul style="list-style-type: none">• LBCMP = 05012DM074 - VEC Roof Hatch Replacement



Business Unit	Description
LBFDN	<ul style="list-style-type: none">• Shared list by all Business Units• Identifies a discrete set of activities that occur within a finite time period (defined start and end date)• Activities associated with the Project Chatfield may span multiple funds, accounts and/or departments• Revenues and Expense cross multiple years (required PTD reporting). Balances are rolled forward.• Required on all Sponsored Programs Funds, G1xxx. Begins with the Fund number, G1xxxxxxx & used only for revenue and expenditure accounts• Unique Project for every Sponsored Award set up• Required on construction projects• Characters = 10 alphanumeric
Examples	<ul style="list-style-type: none">• LBFDN = G126310100 - DIBNER RESEARCH FELLOWSHI 2010



Business Unit	Description
LBCMP LBFDN LB49R	<ul style="list-style-type: none">• Each Business Unit has its own list• Used for any special reporting needs a department or other organizational unit may have• Fifty user designated class values of C9001 through C9050 (with description left blank in PS) have been made available for any activity the department may want to track• Activities associated with class may span multiple departments, funds and/or accounts• Optional & used only for revenue and expenditure accounts• Characters = 5 alphanumeric
Examples	<ul style="list-style-type: none">• LBCMP/LBFDN/LB49R = C9001



Business Unit	Description
LBCMP LBFDN LB49R	<ul style="list-style-type: none">• Shared list by all Business Units• Used to track budget scenarios: Original, New, Carry Forward, and Project to Date• Required for all Budget Ledger transactions expenditure accounts• Characters = Up to 10 alphanumeric
Example	<ul style="list-style-type: none">• LBCMP/LBFDN/LB49R = ORIGINAL – Original Budget



Signature Authority Guideline

- The University has provided signature authority to certain individuals based on their level in the organization to approve various transactions.
- Signature authority is granted by department or fund.



Business Unit	Fund	Delegation of Authority is by:
LBCMP	48101	Department
	CB001	Department
	CL499	Department
	GFxxx	Department
	GRCxx	Department
	PKxxx	Department
	All Others	Fund
LBFDN	GFxxx	Department
	All Others	Fund
LB49R	AFxxx	Department
	GFxxx	Department
	All Others	Fund



Level Definitions

- Level 1 = President
- Level 2 = Direct reports to the Level 1, typically (but not limited to) Provost, Vice President, Athletic Director
- Level 3 = Direct reports to Level 2, typically (but not limited to) Deans, Associate Vice Presidents, Assistant Vice Presidents
- Level 4 = Other Management Personnel or Academic Equivalent, typically (but not limited to) Associate Deans, Department Chairs, Directors, ASMs, Division Fiscal Officers, Managers
- Level 5 = Non management personnel, typically (but not limited to) Assistant ASMs, PI's



Financial Transaction Examples

- \$ Establish Funds, Departments, Account, Project, Class, or Program
- \$ Journal Entry Request
- \$ Campus Services – Facilities, Print Shop, Mail Services, Copier, Telephone
- \$ Payroll approval and corresponding Labor Cost Distribution (LCD)
- \$ Purchases – Requisitioning/Direct Pay/P Card
- \$ Travel
- \$ General Expenses
- \$ Budget Transfer Requests



Managing Funds



CSULB has Various Funding Sources

- You must know the rules and restrictions around the funds to maximize flexibility & spending power for your department.
- The following questions need to be understood and answered?
 - Is the Fund Budgeted?
 - How is my fund “funded”?
 - Are there Revenues?
 - Where is the DOA? At the Fund or Department?
 - How do I manage my Fund? At a Fund or Department? (report to use?)
 - Can I request a new Fund Number?



Process for Funding Determines?

- **Whether there is a budget or not**
- **Where the DOA is, Fund or Department**
- **How to manage**
- **What reports/criteria to use**

Are there Revenues?

- **Does spending amount rely on Revenues?**
- **Are Revenues Budgeted – Determines which report/criteria to use.**



LBCMP Budgeted Funds

463xx	Instructionally Related Activities
481xx	Lottery Trust Funds
531xx	Housing Trust Funds
CE	Continuing Educ/Campus Partners
GF	General Fund
IR	Instructionally Related Activities
PK	Parking Self Support Funds
SE	Student Excellence Fund

LBCMP Non Budgeted Funds

CF	Course Fees
ER	External Revenue
GR	Grants
HS	Health Services Trust
MT	Miscellaneous Trusts
SS	Self Support Activities
UF	User Fees



LBFDN Budgeted Funds

G	Grants & Contracts
GF	General Fund
RS	Research Stimulation

LBFDN Non Budgeted Funds

C	Centers
M	Special Projects
P	Program Revenue From Grants



LB49R Budgeted Funds

AF	Annual Fund
E	Pure Endowment
B	Board Designated Endowment
Q	Quasi Endowment
T	Term Endowment

LB49R Non Budgeted Funds

K	Scholarships
N	Special Projects



Managing your Funds Reporting in CFS DWH



Budgeted Funds are managed with a Budget.

Budget - What you spent = What you have left to spend (BBA)

Reports to Run:

LBCMP/LBFDN

**Manage My Budget > Organization > Revenue and Expense
Summary by Organization (3/4 Columns)**

OR

LB49R/LBCMP/LBFDN

**Operations > Organization > Ledger Summary by Organization (3/4
Columns)**



At a minimum specify the Budgeted Fund(s) and the Department.

Manage My Budget Home Da

Report Filters

Fiscal Year 2014	Period (as of) 6					
CSU Fund --Select Value--						
Fund GF001 - CSU Ope	Account --Select Value--	Program --Select Value--	Project --Select Value--	Class --Select Value--		
Department 00512 - Library C	Dept Level 1 --Select Value--	Dept Level 2 --Select Value--	Dept Level 3 --Select Value--	Dept Level 4 --Select Value--	Dept Level 5 --Select Value--	<input type="button" value="Apply"/> <input type="button" value="Reset"/>

[Translate Period to Month](#)



At a minimum specify the Budgeted Fund(s), the Department, and Account Type = 60 - Expenditures

Operations Home Dash

Report Filters

This filter allows you to **EXCLUDE** (as needed) Funds, Account Categories & Accounts from your reports.

Fiscal Year 2014	Period (as of) 6						
SCO Fund --Select Value--	CSU Fund --Select Value--	Account Type 60 - Expenditures					
Fund GF001 - CSU Ope	Fund NOT --Select Value--						
Account Category --Select Value--	Account Category NOT --Select Value--						
Account --Select Value--	Account NOT --Select Value--						
Program --Select Value--	Project --Select Value--	Class --Select Value--					
Department 00512 - Library C	Dept Level 1 --Select Value--	Dept Level 2 --Select Value--	Dept Level 3 --Select Value--	Dept Level 4 --Select Value--	Dept Level 5 --Select Value--	Apply	Reset

[Translate Period to Month](#)



Budget to Actuals

Fund Fdescr	Dept Fdescr	Acct Fdescr	Rev Budget	Tot Actuals	Tot Enc	BBA	% Used
GF001 - CSU Operating Fund	00888 - The Fun Department	601300 - Support Staff Salaries	310,680.00	134,650.00	0.00	176,030.00	43%
		601303 - Student Assistant	17,400.00	6,322.50	0.00	11,077.50	36%
		601812 - Shift Differential		2,064.10	0.00	(2,064.10)	
		602001 - Work Study-On Campus		4,292.10	0.00	(4,292.10)	
		603001 - OASDI	8,414.19	8,414.19	0.00	0.00	100%
		603003 - Dental Insurance	1,628.90	1,628.90	0.00	0.00	100%
		603004 - Medical Insurance	23,817.45	23,817.45	0.00	0.00	100%
		603005 - Retirement	33,194.14	33,194.14	0.00	0.00	100%
		603011 - Life Insurance	60.00	60.00	0.00	0.00	100%
		603012 - Medicare	2,004.74	2,004.74	0.00	0.00	100%
		603013 - Vision Care	300.00	300.00	0.00	0.00	100%
		604001 - Telephone Usage		1,138.80	0.00	(1,138.80)	
		613001 - Contractual Services		9,430.00	0.00	(9,430.00)	
		616002 - I/T Hardware-Non Capitalized		0.00	0.00	0.00	
		619001 - Other Equipment-Capitalized		0.00	0.00	0.00	
		660001 - Postage and Freight		1.92	0.00	(1.92)	
		660002 - Printing		280.00	0.00	(280.00)	
		660003 - Supplies and Services	11,500.00	0.00	0.00	11,500.00	0%
		660930 - Copier Program		4.88	0.00	(4.88)	
		660933 - Office Max - Speedcharts		1,272.52	0.00	(1,272.52)	
	00888 - The Fun Department Total		408,999.42	228,876.24	0.00	180,123.18	56%
GF001 - CSU Operating Fund Total			408,999.42	228,876.24	0.00	180,123.18	56%
Grand Total			408,999.42	228,876.24	0.00	180,123.18	56%



Managing LB49R Endowments – E, B, Q, T Funds

Q. How much money can I spend this year from my Endowment?

A. A budget is provided at a Fund/Dept/Program. As a result, you manage at a BBA, Budget – Actuals = Amount left to spend.

Run an Operations > Organization Report

Note: The Revised Budget is entered as a single number. For Example:

- Fund = E0057 Program = P0001 (Programs) Budget in 660003 Supplies & Services
- Fund = E0103 Program = C0001 (Chair) Budget in 601201 Management and Supervisory
- Fund = E0145 Program = S0001 (Scholarships) Budget in 609008 Scholarships/Grants Institute
- Fund = E0085 Program = U0001 (Unrestricted) Budget in 660003 Supplies & Services



Show Column 1: Fund Fdescr Column 2: Dept Fdescr Column 3: Prog Fdescr Column 4: Acct Fdescr

Select Report View: Summarized

Fund Fdescr▲▼	Dept Fdescr	Prog Fdescr	Acct Fdescr	Rev Budget	Tot Actuals	Tot Enc	BBA	% Used
B0030 - Chemistry Endowment	00328 - Chemistry-Biochem	P0001 - Endowment - Programs	660003 - Supplies and Services	32,690.00	0.00	0.00	32,690.00	0%
			660021 - Repairs and Maintenance		25,000.00	0.00	(25,000.00)	
			660041 - Space Rental		750.00	0.00	(750.00)	
			660922 - Hospitality Expense		2,874.10	0.00	(2,874.10)	
		P0001 - Endowment - Programs Total		32,690.00	28,624.10	0.00	4,065.90	88%
	00328 - Chemistry-Biochem Total			32,690.00	28,624.10	0.00	4,065.90	88%
B0030 - Chemistry Endowment Total				32,690.00	28,624.10	0.00	4,065.90	88%
Grand Total				32,690.00	28,624.10	0.00	4,065.90	88%

Trial Balance - At a minimum specify the Non Budgeted Fund(s)

**Non Budgeted Funds are managed at a Fund Balance.
Fund Balance + Revenues - Expenses = Amount you have left
to spend.**

Reports to Run:

**LBCMP/LBFDN/LB49R (non Endowments)
Operations > Fund Balance**

And/Or

**LBCMP/LBFDN/LB49R
Operations > Actual Trial Balance**



Fund Balance - At a minimum specify the Non Budgeted Fund(s)

Operations Home Dashboards Open Sign

Home Ledger Reporting Organization Actuals Trial Balance Projects Cash **Fund Balance** Actuals Transactions Budget Transactions Open POs PO Transactions Open Reqs Req Transactio

Report Filters

Fiscal Year: 2014 Period (as of): 12 Fund: **K0002 - CBA Scholarship Fund** CSU Fund: --Select Value-- SCO Fund: --Select Value-- Apply Reset

[Translate Period to Month](#)

Trial Balance - At a minimum specify the Non Budgeted Fund(s)

Operations Home

Report Filters

Fiscal Year: 2014 Period (as of): 12 Fund: **K0002 - CBA Schc** CSU Fund: --Select Value-- SCO Fund: --Select Value-- Apply Reset

[Translate Period to Month](#)

Trial Balance (2 Columns)



Fund/Trial Balance

TRIAL BALANCE								
Fund Fdescr	Acct Type Fdescr	Actuals						
K8888 - My Kids Scholarship Fund	10 - Assets	15,492.05						
	30 - Fund Equity and Reserves (A)	(18,989.53)						
	50 - Revenues (B)	(11,060.00)						
	60 - Expenditures (C)	14,557.48						
K8888 - My Kids Scholarship Fund Total		0.00						
Grand Total		0.00						
FUND BALANCE								
SCO Fund Fdescr	CSU Fund Fdescr	Fund Fdescr	Fiscal Year	Beginning Fund Balance (A)	YTD Revenue (B)	YTD Expenses (C)	Ending Fund Balance (A) + (B) + (C)	
0994 - Auxiliary Funds	931 - Auxiliary Org-Restricted Expendable-Scholarships/Fellowships	K8888 - My Kids Scholarship Fund	2014	(18,989.53)	(11,060.00)	14,557.48	(15,492.05)	
	931 - Auxiliary Org-Restricted Expendable-Scholarships/Fellowships Total			(18,989.53)	(11,060.00)	14,557.48	(15,492.05)	
0994 - Auxiliary Funds Total				(18,989.53)	(11,060.00)	14,557.48	(15,492.05)	
Grand Total				(18,989.53)	(11,060.00)	14,557.48	(15,492.05)	



Training Opportunities

From Single Sign On, Select



CFS Information

Training Classes and Guides

- **CFS Data Warehouse**
 - Overview
 - All BU Reporting
 - Open Session

- **CFS PeopleSoft**
 - Overview
 - Inquiry & Reports
 - Journal Entry
 - Entering Requisitions
 - Open Session



The following link will get you to the 2014/15
Expenditure Calendar:

http://daf.csulb.edu/offices/financial/financial_management_calendar1415.html



Now What?



BU	Fund/Descr	Managed by (Budget/Fund Balance)	DOA	Expenditure CF's	Report(s) to use
LBCMP	GF001 - CSU Operating Fund	Budget	Dept	Fund/Dept	Operations > Organization > Ledger Summary by Organization (3/4 Columns) or Manage My Budget > Organization > Revenue and Expense Summary by Organization (3/4 Columns)
LBCMP	CE114 - CERF the Waves	Fund Balance	Dept	Fund/Dept	Operations > Organization > Ledger Summary by Organization (3/4 Columns) or Manage My Budget > Organization > Revenue and Expense Summary by Organization (3/4 Columns)
LBCMP	ER001 - External Fund	Fund Balance	Fund	Fund/Dept	Operations > Fund Balance or Operations > Actuals Trial Balance
LBFDN	G1496 - Earth is Part Art	Budget	Fund	Fund/Dept/Project	Operations > Organization > Ledger Summary by Organization (4 Columns)
LBFDN	M0030 - Earl Smith Gardens	Fund Balance	Fund	Fund/Dept	Operations > Fund Balance or Operations > Actuals Trial Balance
LBFDN	RS273 - Res Stim-URD-EBM	Budget	Fund	Fund/Dept	Operations > Organization > Ledger Summary by Organization (4 Columns)
LB49R	B0097 - Womens Fund	Budget and Fund Balance	Fund	Fund/Dept/Program	Operations > Organization > Ledger Summary by Organization (4 Columns) and Operations > Fund Balance
LB49R	K0125 - Health Scholarship	Fund Balance	Fund	Fund/Dept	Operations > Fund Balance or Operations > Actuals Trial Balance
LB49R	N0027 - Women and Childrens Fund	Fund Balance	Fund	Fund/Dept	Operations > Fund Balance or Operations > Actuals Trial Balance



"To be honest, I'm not sure that accounting can be taught."



Questions?



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