

# Fiscal Officers Training



# Overview

- Definitions
- Responsibilities
- KFS Workflow
- Balances
- Policy and Procedures
- Internal Controls



# DEFINITIONS



## Kuali Financial System (KFS)

- CSU-Pueblo's Financial System of record where all financial transactions related to the university are maintained
- Electronic Workflow
- Has checks and balances
  - Require receipts before reimbursement is paid (PDF Format)



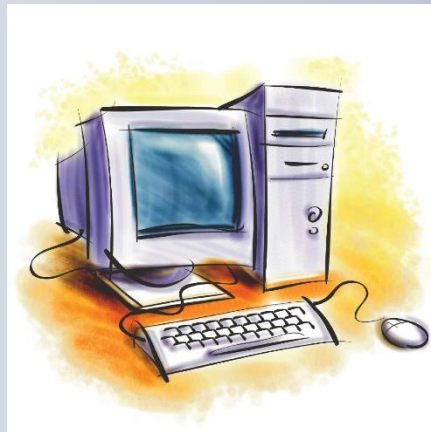
# Account

- A seven digit number that is specific to a certain activity (e.g. Mathematics)
- Falls within a sub-fund that defines the activity (Education and General, Auxiliary, etc.)
- Three roles within the Account
  - Fiscal Officer (day to day person overseeing activity)
  - Account Manager (confirms financial objectives are met)
  - Account Supervisor (high level oversight, must be a different person from other two roles)
- Every journal entry posts to an account number. Entries route to Fiscal Officer for approval to ensure appropriateness of the charge



## Activity 1

1. Find an Account in your department.
2. Who is listed in the three main roles on that account?
3. Pull a complete list of accounts for your department.
  - Sort the list on the screen by fiscal officer





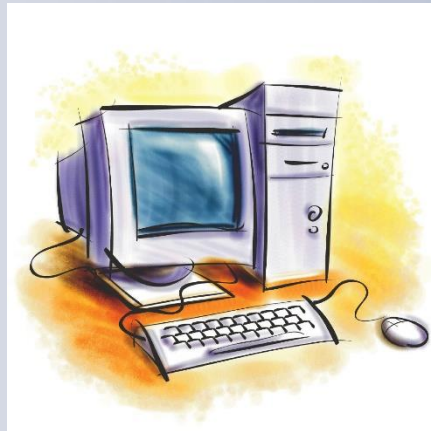
## Fiscal Officer (FO)

- A role assigned in Kuali at the account level
- Individual, not a group
  - Can be delegated
- Journal Entries entered in Kuali that relate to the account route to FO for approval
- FO must be knowledgeable on:
  - transactions that should hit the account
  - Funds are spent according to a pre-established budget or need
  - allocation of expenses are appropriate



## Activity 2

- Pull a list of accounts you are fiscal officer on. If you are not a fiscal officer, pull a list of accounts Robin Arwood is Fiscal Officer on.





# Organizational Approver

- ORG-Pxxx
- Multiple people in group, but only needs 1 to approve
- Access is granted via a form, and not through edit in Quali
- Approver is normally a business officer, department manager or other senior administrator



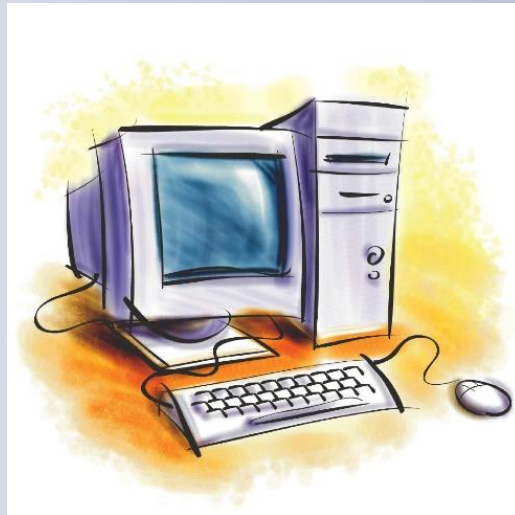
## Division Approver

- DIV-Pxxx
- Multiple people in group, but only needs 1 to approve
- Access is granted via a form, and not through edit in Quali
- Typically dean, department head, or other senior administrator
- Individual can be in ORG and DIV roles, but should not be the fiscal officer
  - If not an option, at a minimum, the individual entering the document should be different



## Activity 3

- Look up the ORG approvers for your department
- Look up the Hospitality approver for your department



# Object Codes

- Four digit code which specifies the type of activity being charged (assets, liabilities, revenue, expense)





# Object Code Smart Coding

Object Code	Type	Normal Balance	Objects commonly used
1XXX	Asset	Debit	Cash (1100)
2XXX	Liability	Credit	A/P Liability (2100)
3xxx	Beginning Balance	Credit	3000 Beginning Balance Upload
4XXX 9900 9904	Revenue	Credit	External Revenue (43xx-44xx) Internal Revenue (48xx-49xx) Transfer Income (9900, 9904-Plant)
5XXX – 6XXX 7xxx-8xxx 9902, 9905	Expense	Debit	Salary (5xxx), General Supplies (62xx), General Services (66xx) COGS, Equipment (7xxx-8xxx), Transfer Expense (9902, 9905-Plant)

## Activity 4

- Find the “KFS Income Statement Object Descriptions” listing as well as the “KFS Balance Sheet Object Descriptions” listing links on the CSUP website.
- Look up all the General Supplies Object Codes (62xx) in Kualu.





# RESPONSIBILITIES



# Fiscal Officers Responsibilities

- Review every Kualo document that routes and if appropriate, approve
  - A few documents are uploads and do not route (e.g. payroll)
- During review, ensure:
  - Adequate resources exist (i.e. budget or cash)
  - Entry is correct and is supported by adequate back-up
  - Correct Object Code/Account Number
  - Does not violate Fiscal Rules, Federal or State Laws or Uniform Guidance



# Fiscal Officer/Account Manager Responsibilities

- Account Reconciliation
  - Recommend monthly reconciliation, but at a minimum quarterly reconciliation of every account to ensure:
    - Appropriate charges - charges are appropriate and charged to correct account
    - Not overspent - account is not in cash deficit or exceeds budget
    - Expense being recorded in period incurred and revenue being recorded in period earned
  - No set reconciliation template, but we can provide examples



# Reconciliation Example-Salary Savings

<i>Budget:</i>										
Compensation	352,668.00									
General Expense	1,700.00									
Total Budget	354,368.00	<b>A</b>								
<i>Actuals:</i>										
Salary:	<b>Monthly</b>	<b>Q1</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>Q2</b>	<b>Q1 &amp; Q2</b>	<b>Total</b>	<b>Salary Savings</b>
Employee 1	6,140.42	18,421.26	6,140.42	6,140.42	6,140.42	(9,954.25)	18,421.26	36,842.52	26,888.27	
Employee 2	5,755.25	17,265.75	5,755.25	5,755.25	5,755.25	5,755.25	17,265.75	34,531.50	40,286.75	
Employee 3 (left in November)	4,365.08	13,095.24	4,365.08	198.41	-	-	4,563.49	17,658.73	17,658.73	16,729.30
Employee 4	4,777.75	14,333.25	4,777.75	4,777.75	4,777.75	4,777.75	14,333.25	28,666.50	33,444.25	
Employee 5	4,175.25	12,525.75	4,175.25	4,175.25	4,175.25	4,175.25	12,525.75	25,051.50	29,226.75	
Employee 6	4,175.25	12,525.75	4,175.25	4,175.25	4,175.25	4,175.25	12,525.75	25,051.50	29,226.75	
Employee 7 (replaced 3)	3,976.81	-	-	-	-	532.61	-	-	532.61	
Supplemental Pay - EE 2	-	-	-	-	-	2,250.00	-	-	2,250.00	
<b>Total</b>	<b>29,389.00</b>	<b>88,167.00</b>	<b>29,389.00</b>	<b>25,222.33</b>	<b>25,023.92</b>	<b>11,711.86</b>	<b>79,635.25</b>	<b>167,802.25</b>	<b>178,981.50</b>	
Descr.	Amt	OC								
Office Supplies	25.70	6208	Stapler and Folder							
Telephone Service	888.87	6619	Higher than last year due to one phone being in FRA that should have been CS							
Long Distance Telephone Tolls	30.48	6621	Old Long Distance charges hit in Dec/Jan							
Postage Expense	126.00	6622	Double this time last year							
<b>Total Expenses</b>	<b>180,052.55</b>	<b>B</b>								
Remaining Balance	174,315.45	<b>C=A-B</b>								
Encumbrances	145,536.25	<b>D</b>								
Balance after Encumbrances	28,779.20	<b>C-D</b>								

# Reconciliation Example-Error

Fiscal Year	Chart Code	Account Number	Object Code	Object Code Name	July	August	September	October	November	December	January	February	March	April	May	June	Year End	Total
2017	CO	1356570	1100	Claim on Cash	(24,549.50)	(24,764.32)	(26,665.34)	(29,081.65)	(28,844.33)	(28,959.14)	(28,851.70)	(28,847.76)	(29,130.03)	(28,884.21)	(29,127.58)	(28,873.51)	336,579.07	-
2017	CO	1356570	2100	Accounts Payable	-	-	-	-	7.36	(7.36)	-	4.90	(4.90)	-	-	-	-	-
2017	CO	1356570	3000	Beginning Balance	-	-	-	-	-	-	-	-	-	-	-	-	336,579.07	336,579.07
2017	CO	1356570	5111	Admin Professional Salary	20,389.82	20,389.82	22,245.88	24,473.15	28,742.15	28,742.15	28,742.15	28,742.15	28,742.15	28,742.15	28,742.15	28,742.15	-	317,435.87
2017	CO	1356570	5411	State Classified Salary	4,051.23	4,269.00	4,269.00	4,486.77	-	-	-	-	-	-	-	-	-	17,076.00
2017	CO	1356570	6201	General Supplies	-	-	-	-	-	-	-	-	-	-	65.68	-	-	65.68
2017	CO	1356570	6203	Printing & Copying Supplies	-	-	-	-	98.10	-	-	-	-	-	-	-	-	98.10
2017	CO	1356570	6601	General Services	-	-	10.00	-	-	-	-	-	-	-	-	-	-	10.00
2017	CO	1356570	6603	Printing & Copying Services	-	-	-	-	-	-	-	-	-	-	184.00	-	-	184.00
2017	CO	1356570	6619	Telephone Service	93.15	93.15	113.15	93.15	-	186.30	93.15	93.15	127.41	127.41	127.41	127.41	-	1,274.84
2017	CO	1356570	6621	Long Distance Telephone Tolls	7.47	9.63	10.16	1.50	-	23.33	4.60	0.42	8.29	1.35	0.35	3.46	-	70.56
2017	CO	1356570	6622	Postage Expense	7.83	2.72	3.40	27.08	11.44	-	11.80	16.94	247.28	13.30	7.99	0.49	-	350.27
2017	CO	1356570	9905	Plant Sub Funds Transfer EX	-	-	13.75	-	-	-	-	-	-	-	-	-	-	13.75

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Fiscal Period	Document Type	Origin Code	Document Number	Transaction Ledger Entry Description	Transaction Ledger Entry Amount
2017	CO	1356570	-----	6619	---	AC	EX	08	CLTR	T1	TELO2281700784	BASIC SERVICE	78.15
2017	CO	1356570	-----	6619	---	AC	EX	08	CLTR	T1	TELO2281700786	VOICE MAIL	15.00

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Fiscal Period	Document Type	Origin Code	Document Number	Transaction Ledger Entry Description	Transaction Ledger Entry Amount
2017	CO	1356570	-----	6619	---	AC	EX	09	CLTR	T1	TELO3311700771	BASIC SERVICE	109.41
2017	CO	1356570	-----	6619	---	AC	EX	09	CLTR	T1	TELO3311700773	VOICE MAIL	18.00



# Reconciliation Example - Comparative

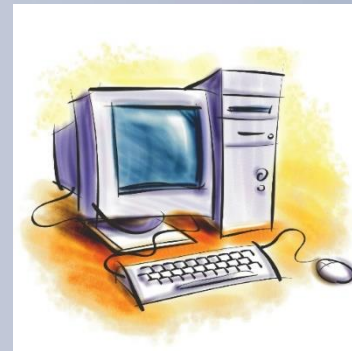
Student Media						
FY18						
Combined accounts 2351100						
Q4 FY18						
			YTD 6/30/18	YTD 3/31/18	YTD 12/31/17	YTD 9/30/17
1100	Cash		12,130.54	10,574.01	(281,661.16)	9,983.79
1410	Aries Student Rec	1B	52.30	52.30	52.30	52.30
1437	Other Rec		29,944.90	31,423.04	31,618.57	31,637.61
1438	Allow bad debt	2D	(6,517.79)	(6,517.79)	(6,517.79)	(6,517.79)
	<b>Total</b>		<b>35,609.95</b>	<b>35,531.56</b>	<b>(256,508.08)</b>	<b>35,155.91</b>
<b>Beginning Balance</b>						
3000	Fund Balance	2F	35,091.96	35,091.96	35,091.98	33,948.29
<b>Revenue</b>						
6689	Transfers	2J	585,711.00	585,711.00	-	-
4380/4389	Brokerage fees	2G	1,200.00	1,200.00	1,200.00	1,200.00
4405	Interest Revenue		(682.01)	(760.40)	55.46	7.62
9900	Pay-off Receivables					
	<b>Total Revenue/Transfers</b>		<b>586,228.99</b>	<b>586,150.60</b>	<b>1,255.46</b>	<b>1,207.62</b>
<b>Expense</b>						
6601	General Svcs	2I	585,711.00	585,711.00	292,855.50	-
6606	Computer Service					
			<b>585,711.00</b>	<b>585,711.00</b>	<b>292,855.50</b>	<b>-</b>
<b>Net income</b>						
<b>Fund Balance</b>						
			\$ 35,609.95	\$ 35,531.56	\$ (256,508.06)	\$ 35,155.91
<b>CY Notes:</b>						
A	Payment to RMSMC per agreement \$146,427.75 per quarter.					
B	Receivable from prior to FY13					
C	Brokerage Fees \$100 a month for 12 months					
D	Negative interest due to daily cash balance being negative in December					
E	Transfer from ASCSU to the Collegian (2 transfers of \$292,855.50)					
<b>PY Notes:</b>						
1	Transfer from ASCSU to the Collegian (2 transfers of \$278,910.00)					
2	Broker Fees - Payment for FY15 and FY16					
3	Payment to RMSMC per agreement \$557,820 (4 equal payments - \$139,455.00)					
4	Hazardous disposal fees for computer/electronic equipment that went to Surplus					





## Activity 5

- Use account 2210219 to pull a monthly balance by Object Code summary using the “General Ledger Balance” lookup in Kual.
  - Export the results to Excel.
- Pull transactions for 2<sup>nd</sup> quarter (periods 04-06) for account 2210219 in the “General Ledger Entry” lookup



# Kuali Workflow-Fiscal Officer

- Approves all Adjustment/Accrual Vouchers, Budget Adjustments, Distribution of Income and Expense, General Error Correction, Encumbrance and Transfer of Funds
- Does not approve: automatic uploads such as payroll and student/commercial receivables

## Fiscal Officer Route Log Example:

<b>APPROVE</b>	<u>MCELWAIN, EMILY ANN</u>	<b>09:51 AM 11/16/2018</b>	KFS-SYS Fiscal Officer PB 2631001
<b>APPROVE</b>	<u>MCELWAIN, EMILY ANN</u>	<b>09:51 AM 11/16/2018</b>	KFS-SYS Fiscal Officer PB 2552001



# Organization Approval

- **ORG-Pxxx**
  - Approves all Adjustment/Accrual Vouchers, Budget Adjustments, Distribution of Income and Expense, General Error Correction, Encumbrance and Transfer of Funds
  - \$1,000 or greater: Disbursement Voucher, Internal Billing, Internal Order, Requisition

## Organization Approval Route Log Example:

APPROVE	<a href="#">ORG-P512</a>	01:24 PM 11/16/2018	KFS-SYS Accounting Reviewer PB 99999999 TF P512 0
APPROVE	<a href="#">ORG-P512</a>	01:24 PM 11/16/2018	KFS-SYS Accounting Reviewer PB 99999999 TF P512 0



## Division Approver

- Approves all transactions over \$10,000

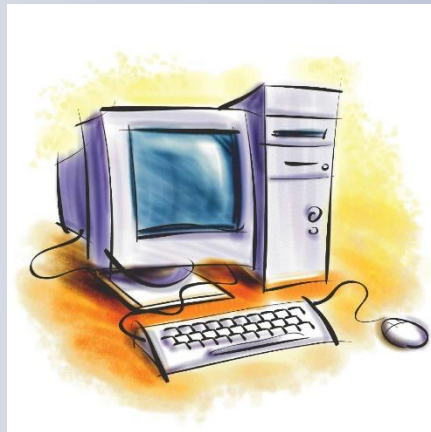
### Division Approval Route Log Example:

<b>APPROVE</b>	<u>DIV-PSEM</u>	<b>01:24 PM 11/16/2018</b>	KFS-SYS Accounting Reviewer PB 99999999 TF PSEM 10000
<b>APPROVE</b>	<u>DIV-PSEM</u>	<b>01:24 PM 11/16/2018</b>	KFS-SYS Accounting Reviewer PB 99999999 TF PSEM 10000



## Activity 6

- Select a document in your Action List to review the Route Log (workflow). If you do not have a document in your action list, reference DOC# 17966571.



# BALANCE LOOKUP





## Budget vs Self Funded (Cash)

Budget Based: calculate balance based off of budget (e.g. Education and General funds)

- $\text{Budget} - \text{Actual} - \text{Encumbrances} = \text{Available Balance}$

Self-Funded (Cash) Based: calculated balance based off of fund balance (e.g. Athletics, Auxiliaries)

- $\text{Assets (1xxx)} - \text{Liabilities (2xxx)} = \text{Available Balance}$

Capital accounts vary between budget and self-funded



## Budget or Self-Funded (Cash) Account?

- Click on Account Number:

2631003

Student Recreation Savings



# Budget or Self-Funded (Cash) Account?

- Click on “SubFund Group Code”:

<b>Chart Code:</b>	<u>PB - CSU Pueblo</u>
<b>Account Number:</b>	2631003
<b>Account Title:</b>	Student Recreation Savings
<b>Organization Code and Description:</b>	<u>P512-STUDENT RECREATION CENTER</u>
<b>Campus Code:</b>	<u>PC - CSU Pueblo Campus</u>
<b>Account Effective Date:</b>	06/05/2018
<b>Account Postal Code:</b>	<u>81001</u>
<b>Account City Name:</b>	PUEBLO
<b>Account State Code:</b>	<u>CO</u>
<b>Account Street Address:</b>	2200 Bonforte Blvd
<b>SubFund Group Code:</b>	<u>1AUX - Auxiliaries</u>
<b>Account Expiration Date:</b>	
<b>Continuation Chart Code:</b>	
<b>Continuation Account Number:</b>	
<b>Closed?:</b>	No



## Budget or Self-Funded (Cash) Account?

- Spending Authority will populate with Cash or Budget:

<b>Sub-Fund Group Code:</b>	<u>1AUX</u>
<b>Description:</b>	Auxiliaries
<b>Sub-Fund Group Type Code:</b>	<u>N - Neither</u>
<b>Fund Group Code:</b>	<u>B *-* Auxiliary + Self Funded</u>
<b>Wage Indicator:</b>	Yes
<b>Financial Reporting Sort Code:</b>	06
<b>Active Indicator:</b>	Yes
<b>Budget Adjustment Restriction Code:</b>	SubFund
<b>Default Account Restricted Status Code:</b>	<u>U - Unrestricted</u>
<b>CORE Fund Code:</b>	<u>320G</u>
<b>Spending Authority:</b>	Cash



# Balance Inquiry

- Budget Based Accounts: Use Balances by Consolidation
- Self-Funded (Cash) Based Accounts: Use Available Balances

## Balance Inquiries

### General Ledger





- Available Balances
- Balances by Consolidation
- Cash Balances
- General Ledger Balance
- General Ledger Entry
- General Ledger Pending Entry
- Open Encumbrances





## Balances by Consolidation (Budget Based Inquiries)

### Balances By Consolidation Lookup

* Fiscal Year:	<input type="text" value="2019"/> 
* Chart Code:	<input type="text" value="PB"/> 
* Account Number:	<input type="text" value="1310000"/> 
Sub-Account Number:	<input type="text"/> 
Consolidation Option:	<input checked="" type="radio"/> Consolidation <input type="radio"/> Detail <input type="radio"/> Exclude Sub-Accounts
Include Cost Share Sub-Accounts:	<input type="radio"/> Include <input checked="" type="radio"/> Exclude
Include Pending Ledger Entry:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	




## Balances by Consolidation (Budget Based Inquiries)







### Totals

Type	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
Income	0.00	0.00	0.00	0.00
Income From Transfers	0.00	0.00	0.00	0.00
<b>Total Income</b>	0.00	0.00	0.00	0.00
Expense	0.00	25,363.16	0.00	(25,363.16)
Expense From Transfers	491,000.00	4,637.79	0.00	486,362.21
<b>Total Expense</b>	491,000.00	30,000.95	0.00	460,999.05



## Available Balances (Self-Funded/Cash Based Account Inquiry)

Available Balances Lookup 

* Fiscal Year:	<input type="text" value="2019"/> 
* Chart Code:	<input type="text" value="PB"/> 
* Account Number:	<input type="text" value="2622000"/> 
Sub-Account Number:	<input type="text"/> 
Object Code:	<input type="text"/> 
Sub-Object Code:	<input type="text"/> 
Consolidation Option:	<input checked="" type="radio"/> Consolidation <input type="radio"/> Detail <input type="radio"/> Exclude Sub-Accounts
Include Pending Ledger Entry:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All





# Available Balances (Self-Funded/Cash Based Account Inquiry)

- Fund Balance = \$40

Assets = \$159,245

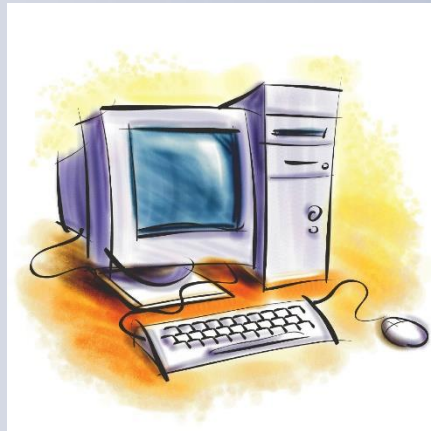
Liabilities = \$159,205

11 items retrieved, displaying all items.

<u>Fiscal Year</u>	<u>Chart Code</u>	<u>Account Number</u>	<u>Sub-Account Number</u>	<u>Object Code</u>	<u>Sub-Object Code</u>	<u>Budget Amount</u>	<u>Actuals Amount</u>	<u>Encumbrance Amount</u>	<u>Variance</u>
2019	PB	2622000	*ALL*	1100	*ALL*	0.00	11,691.18	0.00	11,691.18
2019	PB	2622000	*ALL*	1410	*ALL*	0.00	884,086.73	0.00	884,086.73
2019	PB	2622000	*ALL*	1412	*ALL*	0.00	(739,836.50)	0.00	(739,836.50)
2019	PB	2622000	*ALL*	1415	*ALL*	0.00	8,992.48	0.00	8,992.48
2019	PB	2622000	*ALL*	1417	*ALL*	0.00	(5,313.89)	0.00	(5,313.89)
2019	PB	2622000	*ALL*	1428	*ALL*	0.00	(375.00)	0.00	(375.00)
2019	PB	2622000	*ALL*	2060	*ALL*	0.00	159,205.00	0.00	159,205.00
2019	PB	2622000	*ALL*	2101	*ALL*	0.00	0.00	0.00	0.00
2019	PB	2622000	*ALL*	3000	*ALL*	0.00	1,221,346.42	0.00	1,221,346.42
2019	PB	2622000	*ALL*	6201	*ALL*	0.00	(40.00)	0.00	40.00
2019	PB	2622000	*ALL*	9902	*ALL*	0.00	1,221,346.42	0.00	(1,221,346.42)

## Activity 7

- Look up if 2602235 is a Cash (Self-Funded) based or a budget based account.
  - Look up the balance within account 2602235.
- Look up if 1310640 is a cash based or budget based account.
  - Look up the balance within account 1310640.



# **POLICY AND PROCEDURES**





# Policy and Procedures

- The CSU System is governed by the CSU System Rules, which then delegates to the campuses, more authority to add more detail/information to the rules

<https://www.csupueblo.edu/vice-president-for-finance-and-administration/bfs-policy/index.html>

- Financial Procedures Instruction (FPI)

<https://www.csupueblo.edu/vice-president-for-finance-and-administration/bfs-policy/rule-02-expenditures-and-revenues.html>





## Helpful Links

- Funds and Subfunds Guidance: <https://www.csupueblo.edu/vice-president-for-finance-and-administration/doc/bfs-policy/rule01/fpi-1-3-csu-pueblo-funds-and-subfunds.pdf>
- KFS Income Statement Object Code Descriptions: <https://www.csupueblo.edu/business-financial-services/doc/kuali-financial-system/resources/kfs-income-statement-descriptions.pdf>
- KFS Balance Sheet Object Code Descriptions: <https://www.csupueblo.edu/business-financial-services/doc/kuali-financial-system/resources/kfs-balance-sheet-object-descriptions.pdf>



# INTERNAL CONTROLS



# Internal Controls

- The mechanisms, rules and procedures implemented by CSUP to ensure the integrity of financial and accounting information, promote accountability and prevent fraud.
- Two types of Internal Controls:
  - Preventative Controls – Policies and procedures
  - Detective Controls – account reconciliations



# Internal Control Example

- Cash Handling
  - Cashiers, who process check and cash payments, do not have access to Cash Receipt documents
  - Ticket Sales: some departments sell tickets, and depending on size could have software that sells tickets, or do it by hand – depending on set up, controls could vary
  - Credit Card Sales: Depending on size of department, separation of duties around payment processing, entering journal entry and reconciliation
  - Cash/Check: Person creating the deposit cannot also approve the deposit



**QUESTIONS?**

