CSU EXTENSION ACCOUNTING 101

Colorado State University uses Kuali Financial System as its financial system and Kuali Research for all sponsored program applications. All payroll and HR transactions are managed in Oracle HR.   Timekeeping is done via the TimeClockPlus System. Links to all these systems and more can be found on the Administrative Applications and Resources (commonly referred to as AAR): https://aar.is.colostate.edu/

If the application you are looking for is not showing under Application Systems on the right-hand side, click on the triangle next to the words, and the full list will open up.

Account Structure:

CSU uses Fund-based accounting. This means, all specific types of monies are held in accounts under that fund type. Each fund type has specific rules around use. The accounting hierarchy is as follows:

1.) Fund
   a. Account
   b. Sub-Account
      i. Object Code, sub-object (currently not used), Project, Amount

FUND - *Funds are identified by up to 6 ALPHA characters in Kuali, which are intended to logically name the type of monies contained/managed in each fund type. Fund creation is controlled at the University level and are used to designate and isolate a CATEGORY of funds which must follow specific rules.*

County Appropriated and Non-appropriated accounts are all held under Fund type – AGENCY. The AGENCY fund type indicates to CSU that these funds are on deposit from another agency to be used toward a specified purpose – in this case Extension. AGENCY funds cannot be taken or "swept" by CSU, and balances carry forward (both deficits and positive balances) at the end of each fiscal year.

Account – Accounts are composed of 7 numbers. Some account beginning numbers are an added reference to the type of funds in the account. For example, all AGENCY account begin with 99XXXXX. For this reason, they are sometimes referred to as 99 accounts.

Accounts are controlled at the Division or College Level – in this case the CSU Extension Fiscal Office. These are defined by us for our specific needs, with the review and oversight by CSU Central Accounting.

An account is essentially the same as a checking account, it is the primary level of accounting operation established for a specific purpose to house and track expenses and revenues for that purpose. Accounts are generally established at a unit level. Ex.: Mesa County account, or Director's Office account

Sub-Account – Sub-accounts consist of up to 5 characters (alpha and numbers). *These are controlled at the local level, and can be generated quickly within the Kuali system.* Requests for sub-accounts can be made to the CSU Extension Fiscal Office and generally are ready for use within 1-2 days.

A sub-account is essentially a project or program level accounting element that allows us to identify and track specific activities under an account. Example, Mesa County 4-H.

Object Code –   An object code is made up of 4 numbers, and is used for each individual transaction. The object code is a short-hand reference indicating the category of expense or revenue each transaction represents.

For example: 6207 = Office Supplies;   6603 = Printing/Copying Services

ACCOUNTING TRANSACTIONS:

Each accounting transactions includes:

Fund**, Account, Sub-account, Object Code, Sub-object, Project, Amount

Required fields are marked with an asterisk in blue.

Please note that if you are using sub-accounts, to ensure proper accounting, you will need to include the sub-account I the accounting line entry. However, Kuali will not stop a transaction from processing if you forget to include that field.

**When an account is created, it is assigned to the appropriate fund type, this is done within the CSU Fiscal Office. Therefore, the Fund will default in all transactions based on the account number.

When entering transaction data into Kuali, you will only need to enter:

- A business purpose for the expense
- Account
- sub-account (if needed)
- object code,
- amount
- Upload/attach receipt and supporting
  - All receipts and back-up/supporting documentation is scanned into Kuali and attached to each electronic document.

NOTE: All purchases MUST be approved by the account supervisor. The account supervisor is the individual who is fiscal responsible for all the funds in a given account. For the county appropriated and non-appropriated accounts this is the County/Area Director. E-mail authorizations are allowed and should be included as part of the back-up/supporting documentation for the purchase.

RECONCILING ACCOUNTS:

CSU does not do a hard close each month. This means that transactions for the month are not accrued, nor processed retro-actively into the month or time period of the invoice. This makes reconciling accounts incredibly important to ensure that all transactions do post, and that you are taking any in-process transactions into consideration when looking at remaining balances.

Reports for the prior month are available to be printed and reviewed a few days after the end of the month.

SUGGESTED RECONCILIATION PROCESS:

1. Retain original (if a scanned copy is uploaded into Kuali) in a file.
2. At month end, review all transactions that have posted to the account.
3. File all expenses that have cleared (been paid by CSU), and
4. retain those expenses that are still outstanding.
5. When looking at remaining balances, be sure to include any outstanding activities and reduce the balance accordingly.