ABC Open Forum
Year-End

Year End Planning

Kimberly Perez

March 25, 2014
Year End Planning

■ What is Year End Close and What Does It Mean?

- For us, a series of processes and continual reviews dependent on the other in an extremely tight period of time
  ■ Begins mid-April and ends July 10 – Subsystems close June 30
  ■ Chancellor’s Office Reporting – July 15
  ■ State of California Reporting - July 31
  ■ Annual audit – August to October

- For you, the end of a budget year
Year End Planning

- **Year End Deadlines Memo**
  - Sent out in early March each year
  - Sent to Vice Presidents, Deans, Division Heads and University Departments
  - **Purpose:**
    - Planning
    - Ensure that departments, divisions and colleges end the year where they intended to
    - Ensure that University meets mandated reporting and annual audit requirements
### Year End Planning

#### Timeline

- **April 11**
  - Purchase requisitions $3,500-$49,999 approved, budget checked with backup

- **May 2**
  - Purchase Requisitions $50,000 and over approved, budget checked with backup

- **May 23**
  - * Final PO Change Orders Submitted
  - * Last OfficeMax Charges

- **May 30**
  - General Chargeback Files-Alarm, Copier, Ship, Live Scan, Postage, Warehouse Supplies and UPS

- **June 4**
  - Approve May Hourly Employee Payroll

- **June 6**
  - Cash Posting Order Requests

- **June 9**
  - Submit Annual Software Inventory

- **June 11**
  - * Cutoff for Invoices from University Contracts
  - * Non-payroll Expenditure Transfer Requests

- **June 13**
  - Deadline for Pro Card Charges

- **June 16**
  - * Facility/Transportation Services Chargebacks
  - * Payroll Transfer Requests
  - * Budget Transfer Requests
  - * Direct Buy Reimbursement Forms
  - * Travel Expense Claims

- **June 20**
  - Petty Cash Reimbursement Transactions

- **June 23**
  - Deposit of 107C Payments & Other Deposits

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Year End Planning

- Earlier Ongoing Reviews of Transactions
  - Appropriate sourcing of the transaction where it is intended to be funded
  - Dashboard reviews and corrections
  - Monitor cash balances in non-SL001 funds, i.e. IRA funds
  - Augment “expected” cash and/or budget deficits with deposits from auxiliary (CPC/CPF) accounts rather than moving expenses to the auxiliary accounts
Year End Planning

Kimberly Perez
kperez@calpoly.edu
Extension
6-7415
ABC Open Forum
Year-End

Budget & Analytic Business Services

Janice Manzo

March 25, 2014
Year-End Planning - BABS

- **Journal Deadlines**
  - Start planning now
    - June Payroll
  - Deadline not for Discretionary Supplemental Transfers
Payroll Expenditure Transfers

- Start planning now
- Submit what you know ASAP
- Position Funding form
  - [http://afd.calpoly.edu/budget/forms/Position_Funding_Form.docx](http://afd.calpoly.edu/budget/forms/Position_Funding_Form.docx)
107C – Release Time

- Start planning now
- Corporation deadline.
- Include xxxx80 department in budget calculations
Year-End Planning - BABS

- Trust Funds
  - Start planning now
  - Expenditure transfer deadline
  - 20% maximum balance
Year-End Planning - BABS

Janice Manzo

jmanzo@calpoly.edu

x62663
ABC Open Forum
Year-End

Cal Poly Corporation

Wendy Forester, Controller

March 25, 2014
Corporation accounts include:

- Sponsored Programs (Research)
- Campus Programs
- Agriculture
- Other CPC Auxiliary activities
Standing Purchase Orders
- May 21 - Renewals for 2014-15 due
- June 28 – Standing PO’s sent to vendors

Purchase Orders
- July 9 – FY 2013-14 PO’s cancelled or closed

Travel Claims
- July 3 – Claims must be submitted for all travel through June 30

Check Requests
- July 7 at 12:00
  - Hosting
  - Equipment/Supplies
  - Services
Year-End - Cal Poly Corporation

- **P-card logs**
  - July 9 at 10:00 AM – for transactions through June 30

- **Deposits**
  - July 3 at 10:00 AM – June deposits must be received by CPC for posting to correct accounting period

- **State Chargebacks to CPC accounts**
  - June 30 – Review for May chargebacks due
  - July 10 – Review for June chargebacks due

- **AP Form 107c – release time**
  - June 30 – All spring quarter release time paperwork due
Year-End - Cal Poly Corporation

- **Accounts Receivable**
  - July 3 – All billing info for activity through June 30 due

- **Other**
  - July 7 at noon – All expenditure and transfer requests due
  - July 7 at noon – All other June or FY 2013-14 paperwork due
Accounts Receivable
- July 3 – All billing info for activity through June 30 due

Other
- July 7 at noon – All expenditure and transfer requests due
- July 7 at noon – All other June or FY 2013-14 paperwork due
Contact Information

- Campus Programs: Maurnie Higginbotham x62423
- Agriculture: Maurnie Higginbotham x62423
- Sponsored Programs: SP Office x61123
- Cashiering: Merrie Kay Reis x62849
- Accounts Receivable/Travel: Julia Perez x61125
- Payroll: Payroll Office x62339

Wendy Forester
wforeste@calpoly.edu
x67335
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Cal Poly Foundation

Debbie Tuson, Campus Programs Analyst

March 25, 2014
ABC Open Forum
Year-End

Non-Payroll Expenditure Transfers

Elizabeth Williams

March 25, 2014
Non-Payroll Expenditure Transfers

These are for non-payroll expenditure/revenue transfers between state accounts either direction or a transfer of expense from the state to one of our auxiliaries ex. Cal Poly Corporation

- Note: We are unable to credit an expense to an auxiliary
- An expenditure transfer may be requested if a transaction was recorded in the wrong chartfield or when a department is sharing the cost of a purchase.
Non-Payroll Expenditure Transfers

- Reminder:
  If the transaction was posted into the wrong chartfield but the paperwork (source document) reflected the correct chartfield, contact the area that originally posted the transaction so that they can correct the transaction in the same subsystem so that the transaction matches the source document for audit purposes.
Non-Payroll Expenditure Transfers

- Year End Deadline
  - This year all non-payroll expenditure transfers must be submitted by end of business on June 13th, 2014 to guarantee posting for fiscal year end
  - So review your funds early and often
Non-Payroll Expenditure Transfers

- What is needed for an expenditure transfer
  - Complete expenditure transfer form
  - Required Backup
    - Copy of the invoice
    - Dashboard screen shot (3rd View)
    - Other supporting documentation
  - Departmental Approval (Delegation of Authority)
  - Email all documents to expendituretransfer@calpoly.edu
  - Copy all users/departments that are affected
Non-Payroll Expenditure Transfers

- Non-Payroll Expenditure Transfer Form
  - Fill out top portion (boxed below in yellow)
  - Verify that it nets to zero (boxed below in green)

![Image of Non-Payroll Expenditure Transfer Form]

California Polytechnic State University
Non Payroll Expenditure/Revenue Transfer Request

<table>
<thead>
<tr>
<th>Date</th>
<th>Reference #</th>
<th>Journal Class</th>
<th>Original Journal ID</th>
<th>Prepared By:</th>
<th>Orig Dept:</th>
<th>.CC:</th>
<th>Via:</th>
<th>Description:</th>
<th>Account</th>
<th>Fund</th>
<th>DeptId</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
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</tbody>
</table>
Non-Payroll Expenditure Transfers

- Completed Expenditure Transfer
  - Verify the chartfield string is complete (as posted)
  - Do not use Commas in any field
  - Be sure to include a line description, you will see this on the Dashboard
  - Verify your debits (positive) and credits (negative) net to zero

![Image of a form with details filled in]

- California Polytechnic State University
- Non Payroll Expenditure/Revenue Transfer Request

<table>
<thead>
<tr>
<th>Date</th>
<th>Reference #</th>
<th>Journal Class</th>
<th>Orig Journal ID</th>
<th>Description</th>
<th>Account</th>
<th>Fund</th>
<th>Deptld</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
<th>Accounting Use</th>
<th>Line Desc</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>3/25/2014</td>
<td>660003</td>
<td>SL001</td>
<td>109200</td>
<td>Expenditure Transfer to correct class code on purchase of supplies from 2.6.14</td>
<td>660003</td>
<td>SL001</td>
<td>109200</td>
<td>PM001</td>
<td>CU003</td>
<td></td>
<td>Class Code Corr Reimb Supplies</td>
<td>-191.81</td>
<td></td>
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<tr>
<td>3/25/2014</td>
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<td>SL001</td>
<td>109200</td>
<td></td>
<td>660003</td>
<td>SL001</td>
<td>109200</td>
<td>PM001</td>
<td>CU004</td>
<td></td>
<td>Class Code Corr Reimb Supplies</td>
<td>191.81</td>
<td></td>
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</tbody>
</table>

abc.afd.calpoly.edu
Non-Payroll Expenditure Transfers

- Required Backup
  - Dashboard showing the transaction that you would like moved 3rd View
- Actuals Custom Summary
  - Please leave complete chartfield string on your backup for our verification process
Non-Payroll Expenditure Transfers

- My Revenue and Expense Transactions
  - Actuals Custom Summary (3rd View)
Non-Payroll Expenditure Transfers

- Required Backup
  - Difference between the two views

**Transactions - Actuals**

<table>
<thead>
<tr>
<th>Fund Fdscr</th>
<th>Deptid Fdscr</th>
<th>Account Fdscr</th>
<th>Document ID</th>
<th>CSU Ref 1</th>
<th>Vendor Name</th>
<th>Invoice ID</th>
<th>Date Posted</th>
<th>Fiscal Year</th>
<th>Doc Src Fdscr</th>
<th>Document Line Descr</th>
<th>Actuals</th>
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</thead>
<tbody>
<tr>
<td>SL001-948-485</td>
<td>109200-CLA-Graphic Communication</td>
<td>660003-Supplies and Services</td>
<td>00110191</td>
<td>000004059</td>
<td></td>
<td></td>
<td>2/6/2014</td>
<td>2013</td>
<td>VCH-AP Voucher Accounting</td>
<td>REIMB SUPPLIES</td>
<td>191.81</td>
</tr>
</tbody>
</table>

**Grand Total**

| | | | | | | | | | | | 191.81 |

**Transactions - Actuals for Download**

<table>
<thead>
<tr>
<th>Fund Fdscr</th>
<th>Deptid Fdscr</th>
<th>Account Fdscr</th>
<th>Program Fdscr</th>
<th>Project Fdscr</th>
<th>Class Fdscr</th>
<th>Document ID</th>
<th>Vendor Name</th>
<th>Invoice ID</th>
<th>Date Posted</th>
<th>Fiscal Year</th>
<th>Doc Src Fdscr</th>
<th>Document Line Descr</th>
<th>Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>SL001-948-485</td>
<td>109200-CLA-Graphic Communication</td>
<td>660003-Supplies and Services</td>
<td>PM001-Miscellaneous Course Fee</td>
<td>CU003-User Defined 003</td>
<td></td>
<td>00110191</td>
<td></td>
<td>2/6/2014</td>
<td>2013</td>
<td>VCH-AP Voucher Accounting</td>
<td>REIMB SUPPLIES</td>
<td>191.81</td>
<td></td>
</tr>
</tbody>
</table>

**Total Records:** 1
After the journal has been posted, you can review Dashboard for the change.

- Expense in CU003 class code nets to zero
- Expense now in CU004
Non-Payroll Expenditure Transfers

Tips

- Pro Card transactions – Be sure to change the chartfield string during the review period
- The expenditure transfer form is a Comma Separated Value (CSV) form, you should never use a comma in your descriptions.
- If you have a question – Please feel free to call us

abc.afd.calpoly.edu
Tips

- Please do not highlight your documents, when a document is scanned, it becomes illegible. Bold the portion that you are transferring.

- If you do use a highlighter, please remember go Mustangs… Green and Gold only…
Non-Payroll Expenditure Transfers

Tips

- If you have an IRA fund (MOxxx) or Other Trust fund (MXxxx) that has a cash deficit at year end, request a check from the auxiliary if allowable and remit to the University Cashiers. On the check request, use the appropriate revenue account.

  - Example (for monies from the auxiliaries)
    - 503809 is used for scholarship funds MIxxx and MHxxx
    - 503811 is used for endowment funds MQxxx
    - 503810 is used for other funds. Ex. SL001, MOxxx and MXxxx
Non-Payroll Expenditure Transfers

Tips

- If you have a question – Call us or email us
  - Elizabeth Williams 6-7327 ejwillia@calpoly.edu
  - Linda Ortiz 6-1711 lortiz01@calpoly.edu
  - Van McCarty 6-1438 vmccarty@calpoly.edu
  - Expenditure Transfer expendituretransfer@calpoly.edu

- If you have any questions you would like in an FAQ format, please forward your questions to expendituretransfer@calpoly.edu, in the subject line please put “FAQ requests”
Non-Payroll Expenditure Transfers

Useful Links

- **Expenditure Transfer Instructions**
  - How to fill out the non-payroll expenditure transfer form

- **Expenditure Transfer Form**
  - Please always go out to the website to get the current form

- **Dashboard Training**
  - The above link will take you to the documentation and training for Finance and Labor Cost Dashboards
  - If you have questions regarding Dashboard please feel free to contact Janice Manzo at 6-2663
Non-Payroll Expenditure Transfers

Elizabeth Williams

ejwillia@calpoly.edu

6-7327
ABC Open Forum
Year-End

Release Time - AP Form 107C

Van McCarty

March 25, 2014
Release Time – Form 107C

- **Release Time what is it**
  - State employee performs work for a Foundation or Corporation project
  - Based on percentage worked for Project, State department requests reimbursement from CPC/CPF
  - Department completes Academic Personnel (AP) Form 107C and forwards to appropriate auxiliary
  - CPC/CPF reviews and issues a check to the University Cashiers
  - Accounting processes a journal to credit (reduce) departments’ salaries and benefits
Release Time – Form 107C

- Release Time Request
  - AP Form 107C

- Where to find it:
  - abc.afd.calpoly.edu > Forms > Release Time 107C
  - afd.calpoly.edu/fiscalservices/forms.asp > Release Time 107C
Release Time – Form 107C

abc.afd.calpoly.edu > Forms > Release Time 107C

<table>
<thead>
<tr>
<th>FORM NAME</th>
<th>DEPARTMENT</th>
<th>FORMAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012/2013 Outstanding Student Employee of the Year Nomination Form</td>
<td>Payroll Services</td>
<td>PDF</td>
</tr>
<tr>
<td>Address Change (Students)</td>
<td>Payroll Services</td>
<td>Web</td>
</tr>
<tr>
<td>Authorization for Off-Campus Use of Cal Poly Property</td>
<td>Property Accounting</td>
<td>Excel</td>
</tr>
<tr>
<td>Authorization to Use Privately Owned Vehicles (Form 261)</td>
<td>State Travel</td>
<td>Word</td>
</tr>
<tr>
<td>Budget Transfer</td>
<td>Budget &amp; Analytic Business Services</td>
<td>Excel</td>
</tr>
<tr>
<td>Campus Dining Approval</td>
<td>Accounts Payable</td>
<td>Word</td>
</tr>
<tr>
<td>Direct Buy</td>
<td>Payroll Services</td>
<td>PDF</td>
</tr>
<tr>
<td>Direct Deposit</td>
<td>Payroll Services</td>
<td>Word</td>
</tr>
<tr>
<td>Duplicate W-2 Request</td>
<td>Payroll Services</td>
<td>Link to SCO</td>
</tr>
<tr>
<td>Property Survey Request</td>
<td>Property Accounting</td>
<td>Word</td>
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<tr>
<td>Report of Employee Schedule Change</td>
<td>Accounts Receivable</td>
<td>Word</td>
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<tr>
<td>RFQ Fax</td>
<td>Payroll Services</td>
<td>Excel</td>
</tr>
<tr>
<td></td>
<td>Contacts &amp; Procurement</td>
<td>Word</td>
</tr>
</tbody>
</table>

abc.afd.calpoly.edu
Release Time – Form 107C

- afd.calpoly.edu/fiscalservices > Policies, Procedures and Forms > Release Time 107C
Release Time – Form 107C

- Name, emplid
- Dept, deptid, project #
- Release Time %, release time salary (gross salary X % to Project)

Signatures & Dates:
- Employee
- Project Dir
- Dept Head/Chair
- CPC/CPF approval
- Dean/Manager
How to Complete AP Form 107C

- Employee Name and Empl ID
- Department and Dept ID
- CPC/CPF org key/project chartfield (psoft)
- Quarter Release Time %, Salary amounts
- Employee signature and date
- All necessary approving signatures and date
  - Project Director
  - CPC/CPF approval
  - Department Head/Chair
  - Dean/Manager Approval
Release Time – Form 107C

Supporting Document

- Excel spreadsheet for the quarter
  - Monthly salary and release time percentage
  - Released time salary amount (salary * release time %)
  - State benefit amount (release time salary from above * current rate (42.50% for fiscal year 2013))
  - Work comp/UI rate (currently 1.61%)
  - Janice Manzo maintains an email distribution list as these rates change, you can request to be added to the list by emailing Janice at: jmanzo@calpoly.edu

- Tricky part: Since employees are paid monthly, and 3 months per Quarter are used to determine CPSU release time, you need to add all 4 months of salary and benefits then divide by 3 to get the 3 month/Quarter amount for CPSU reimbursement.

- Example to follow

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Example:

- Julie Mustang’s monthly salary = $4,718
- 29% of her time was for CPF project #12345
- Release Time salary = $1,368.22 ($4718*.29)
- State Benefits = $581.53 ($1,368.22*.4250)
- Work Comp/UI = $21.90 ($1,368.22*.0161)
To compute the 3 month/Quarter payment, salary = 4*$1368.22 = $5472.88. Divide that by 3 and you have $1824.29 for salary release time. The same is done for State benefits and work comp/UI.
Release Time – Form 107C

Shows credit to departments’ Academic Salary account
Release Time – Form 107C

- **Tips**
  - Correct Empl ID and Department
  - Correct CPC/CPF Project/Grant/Org Key
  - Check for any benefit or insurance rate changes
  - Correct calculation of salary release time amount
  - All necessary signatures obtained
  - Back up spreadsheet is attached

Fiscal Year end is fast approaching. We can accept checks up to June 30th, however, please allow adequate time for CPC/CPF to process your request.
ABC Open Forum
Year-End

Cash Posting Orders
CPO

Linda Ortiz

3/25/2014
What is a Cash Posting Order (CPO)?

- Required process to transfer cash between campuses and the Chancellor’s Office (CO)

Example: Library Subscription

- The CO purchases the subscription with Oxford University Press on behalf of several campuses
- The CO needs to recoup the cost from each campus
Cash Posting Orders

Example CPO Process Steps:

- CO completes a Cash Posting Order to request cash be deducted from each campus’ bank account and transferred to the CO’s bank account
- CO General Accounting Department processes the CPO request, issues and distributes the CPO to the campuses
- Once the CPO has been processed, each campus posts the transaction
- The transaction you would see is:
  
  DR Subscriptions 608005; CR Cash 101100
Cash Posting Orders

Value Date: 2/10/2014

To: Financial Managers
    Accounting Officers
    Budget Officers

From: Demetrie Hall
      Manager, General Accounting

Subject: FY 13/14 Subscription with Oxford University Press - Journals PO 4490

The Chancellor’s Office has executed a transaction affecting your campus’ Systemwide Investment Fund - Trust (SWIFT) account. This transaction is to reimburse the Chancellor's Office for the annual renewal of electronic subscription services with Oxford University Press - Journals. Subscription term: January 1, 2014 - December 31, 2014. The costs relating to subsequent year(s) should be recorded as prepaid.

The journal entries to record this transaction in the following FIRMS object codes and Trust Fund 0948 are as follows:

**Receiving Agency Accounting Entry**

Debit 101100 Cash - Short Term Investment
Credit 608005 Subscriptions

**Remitting Agency Accounting Entry**

Debit 608005 Subscriptions
Debit 107090 Other Prepaid Expenses
Credit 101100 Cash - Short Term Investment
Cash Posting Orders

Value Date: 3/17/2014
CPO# 13-1246

To: Financial Managers
   Accounting Officers
   Budget Officers

From: Demetrie Hall
      Manager, General Accounting

Subject: Payment to the Chancellor's Office - VPA Meeting February 2014

The Chancellor's Office has executed a transaction affecting your campus' Systemwide Investment Fund - Trust (SWIFT) account. This transaction is to remit payment to the Chancellor's Office for attendance to the VPA Meeting, Feb. 13, 2014, at CSU Sacramento. Per attached attendee list.

The Journal entries to record this transaction in the following FIRMS object codes and Trust Fund 0948 are as follows:

**Receiving Agency Accounting Entry**
Debit  101100  Cash - Short Term Investment
Credit 660090  Expenses-Other

**Remitting Agency Accounting Entry**
Debit  660090  Expenses-Other
Credit 101100  Cash - Short Term Investment
### Accounting Notes:

Abatement - As this is a direct allocation of cost, abatement against the original expense is necessary for compliance to the Systemwide Cost Recovery Guideline. However, Campuses may deviate from this practice based on their adopted accounting practice.

<table>
<thead>
<tr>
<th>Value Date</th>
<th>3/17/2014</th>
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<tbody>
<tr>
<td>CPO</td>
<td>13-1246</td>
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</table>

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Code</th>
<th>Contact Name</th>
<th>Campus Email</th>
<th>Increase (Decrease) to SWIFT</th>
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<tbody>
<tr>
<td>Systemwide Prov</td>
<td>6610</td>
<td>Shannon Bowman</td>
<td><a href="mailto:sbowman@calstate.edu">sbowman@calstate.edu</a></td>
<td>0.00</td>
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<tr>
<td>Chancellor's Office</td>
<td>6620</td>
<td>Sylvia Pino</td>
<td><a href="mailto:spino@csub.edu">spino@csub.edu</a></td>
<td>1,100.00</td>
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<td>Systemwide Clearing</td>
<td>6630</td>
<td>Crystal Vickery</td>
<td><a href="mailto:crystal@csusb.edu">crystal@csusb.edu</a></td>
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<tr>
<td>Bakersfield</td>
<td>6650</td>
<td>Elizabeth Ward</td>
<td><a href="mailto:eward1@csustan.edu">eward1@csustan.edu</a></td>
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<tr>
<td>San Bernardino</td>
<td>6660</td>
<td>Mimi Photichack</td>
<td><a href="mailto:bphothi@csus.edu">bphothi@csus.edu</a></td>
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<td>San Luis Obispo</td>
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<td>Heidi M. Lorge</td>
<td><a href="mailto:hlorge@calpoly.edu">hlorge@calpoly.edu</a></td>
<td>(50.00)</td>
</tr>
</tbody>
</table>
Cal Poly is required to obtain remitting campus’s approval prior to submitting CPO request.

- Written acceptance from remitting campus showing charge has been agreed upon by both parties.

- Can be in the form of:
  - Agreement
  - Contract
  - MOU
  - Email exchange
Cash Posting Orders

- FY End deadline to submit a CPO Request
  June 10th
- Send email to lortiz01@calpoly.edu
  Include as much information and details as possible.
Linda Ortiz
lortiz01@calpoly.edu
756-1711
ABC Open Forum
Year-End

Annual Software Inventory

Dee Louie

March 25, 2014

abc.afd.calpoly.edu
Annual Software Inventory

- California State University (CSU) policy
  - Recognize and safeguard its Intangible Assets (Software) via timely recording and tracking
- Annually, campus is required to record and report changes in significant software holdings costing $5,000 or more:
  - Acquired and/or locally designed in the current year
  - No longer in use (disposed)
What is Software

- Off the shelf or a license
- Expected useful life greater than one year
  - Exclude annual license renewals for effective periods one year or less
- Software cost of $5,000 or more
  - Includes sales tax and freight
    - Tip: When software is electronically downloaded it is exempt from sales tax unless anything tangible is received
  - Exclude software maintenance costs when determining software value
Types of Software Acquisition
- Purchased
- Donated
- Internally Generated Intangible Assets or Software
  - The software must be acquired, internally developed, or modified solely to meet the university’s internal needs, and
  - During the software’s development or modification, the university must not have a substantive plan to market the software externally to other organizations.
Annual Software Inventory

- Reporting of Software Inventory
  - Fund
  - Department ID
  - Location – Building and Room
  - Software name/description
  - Vendor
  - Purchase Order Number
  - Acquisition date
  - Original cost, including sales tax and freight
Annual Software Inventory

- Software Inventory report

<table>
<thead>
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<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
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[1] Include only software purchased (or locally designed) and gifted in the last 5 years costing $5,000 or more, even if not currently in use.
Identifying Software acquisition costs

- Donation or Gift-in-Kind Acceptance forms
- Purchase Orders
- Use the following accounts when purchasing software
  - 616003 – IT Software
  - 616800 – IT Software-Site License
  - 616801 – IT Software Maintenance
Annual Software Inventory

- Submission Date
  - Software Inventory - June 11, 2014