



SANTA CLARA UNIVERSITY

Business Managers Meeting

June 23, 2011

Williman Room – Benson Memorial Center



Goals

Primary themes:

- Communication
- Coordination
- Accountability
- Customer focus

Identify business challenges and opportunities

Establish working groups to resolve issues

Share information across Departments

Keep a positive approach

Maintain customer focus

Meet 3 times a year with rotating host



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SCU Business Managers

- Provost Office- Robin Reynolds
- Budget Office- Dennis Roberts, Lucy Sardinha
- Bursar- Denise Burt
- Registrar- Monica Augustin
- Controller- Sarah Gatenby, Ramona Sauter
- HR- Charlie Ambelang, Ingrid Williams
- Risk Management- Sam Florio
- Student Life- Matt Cameron, Jon Gray
- IT- Carl Fussell, John Bright, Sheila Krumm
- Business School- Liz Barron Silva
- Engineering School- Scott Andrews
- Law School- Jacqueline Wender, Ben Martin
- College of Arts and Science- Kathleen Schneider, Rafael Ulate
- Counseling Psychology Educ- Josephine Ishou
- DeSaisset Museum- Elizabeth Carter, Rebecca Schapp

Centers of Distinction:

- Markkula Center- Monica DeLong
- Science /Technology- Karen Ajluni
- Ignatian Center- Theresa Ladrigan-Whelpley
- Undergraduate Studies- Robert Covich
- International Studies- Lori Johnson
- Univ. Relations/ Development- Alma McChesney, Paul Neilan, Margaret Avritt
- Athletics: Jon Clough, Janice DeMonisi, Tim Hauser
- Financial Aid : Joel Putnam
- Undergraduate Admissions: Charity Garcia
- Univ. Support Services: Ed Merryman
- Auxiliary Services: Jane Barrantes
- Facilities: David Cajigas, Don Akerland
- Campus Ministry: Peggy Tritto



Agenda

<u>Topic</u>	<u>Speaker</u>	<u>Time</u>
Introduction	Dennis Roberts	5
Undergraduate Enrollment	Sandra Hayes	20
FY 2011 Year-End Close Schedule	Dennis Roberts / Ramona Sauter	10
FY 2012 Budget – Next Steps	Dennis Roberts	10
New Journal Forms	Ramona Sauter	15
Open Discussion / Action Items		30



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Undergraduate Enrollment Management

Sandra Hayes Presentation

Slides Not Available

(Data presented at the meeting was a current snapshot (as of June 22nd) and is subject to change, for up-to-date information please contact Sandra directly.)



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FY 2011 Year-End Close Schedule

Date	Time	Process	Responsible Party
Fri, June 17	5:00 p.m.	Review of all FY11 transactions posted through 5/31/2011 and submit any corrections or adjustments as needed.	All University Departments
Fri., June 24	5:00 p.m.	All P Card transactions in Concur submitted and approved by 6/24/2011 will be posted per normal procedures.	All Concur Users and Managers
	12:00 p.m.	All outstanding Works P Card transactions need to be approved. <u>If not approved</u> , they will be swept to the default distribution and the card will be suspended until the card can be re-activated in Concur.	All Works Users and Managers
Thurs., June 30	3:00 p.m.	Deadline for all University Cashier transactions: Deposit reports, Payment requests, clearing cash advances, Petty cash replenishment	All University Departments
	3:00 p.m.	All Gifts to Gift Processing	All University Departments
	5:00 p.m.	All A/P quick vouchers for FY11 to Accounts Payable	All University Departments
	5:00 p.m.	PPE 6/15 Payroll journal entry posted from HR system	HR/Controller's Office
Weds., July 6	5:00 p.m.	UFO will post all unapproved/outstanding Works or Concur transactions through posted date 6/30/2011 on or before 7/6/2011.	Controller's Office
	5:00 p.m.	PPE 6/30 Payroll journal entry posted from HR system	HR/Controller's Office
	5:00 p.m.	Deadline to clear cash advances for travel occurring at the end of June.	All University Departments
	5:00 p.m.	First accounting close deadline, All <u>chargebacks</u> due to UFO, and any revenue/expense transfer adjustments due for first close reports.	All University Departments



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FY 2011 Year-End Close Schedule Cont

Mon., July 11	8:00 a.m.	First close reports available in Peoplesoft	Controller's Office
Fri., July 15	3:00 p.m.	Final revenue / expense transfer adjustments due to UFO	All University Departments
	3:00 p.m.	Final Fund Transfers due to UFO for: <ul style="list-style-type: none"> ♦ Internal Grants Close ♦ Equipment Reserves ♦ Technology Reserves 	All University Departments
Mon., July 18	8:00 a.m.	All adjustments in Peoplesoft, reports available online	Controller's Office
Weds., July 20	3:00 p.m.	Final Unit level gift fund transfers due to UFO for processing. <u>No further restricted fund transactions posted after this date.</u>	All University Departments
Tues., July 26	5:00 p.m.	Prepare end-of-year reconciliation of tuition revenue, financial aid, staff and faculty salaries, student wages, operating expenses, and library acquisitions for operating funds in schools, administrative units, and auxiliary services	Provost/ Budget Office
Fri., July 29	5:00 p.m.	Review end-of-year reconciliation of tuition revenue, financial aid, staff and faculty salaries, student wages, operating expenses, and library acquisitions for operating funds in schools, administrative units, and auxiliary services; submit any proposed changes	Schools, Auxiliary Services, and selected departments
Weds., Aug 3	5:00 p.m.	Confirm end-of-year reconciliation of tuition revenue, financial aid, staff and faculty salaries, student wages, operating expenses, and library acquisitions for operating funds in schools, administrative units, and auxiliary services; prepare and submit transfers to operating reserves	Provost/ Budget Office
Fri., Aug 5	5:00 p.m.	Final transfers complete; Final pre-audit reports available online	Provost/ Budget Office



FY 2012 Budget – Next Steps

Target Date

Action

Confirm Department Expenses and
Student Wage Budgets

June 30

Load Benefits, Faculty and Staff Salaries

July 15

Load Financial Aid

July 15


Load All Other Accounts

July 15



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Short Journal Form



Santa Clara University

FY	Period	Date
2011		

Financial Transaction Adjustment Request

Preparer Name	Department
Authorized By	Department

Journal Type Correct Expense or Revenue Transaction
 Share Expense
 Internal Sale of Goods or Services
 Transfer Between Operating & Non-Operating Funds

Journal Line	Account	Fund	Dept.	Program	Activity	Class	Project / Grant	Amount *	Description <i>(Key information; up to 30 characters)</i>	Authorized Approver <i>(last name first; 10 characters)</i>
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
							Debit Total	0.00	<i>* All Amounts should be positive numbers</i>	
CREDIT: <i>Correct Expense/Revenue Share Expense/Revenue Internal Sale of Goods or Services Transfer Between Operating & Non-Operating Funds</i>										
Journal Line	Account	Fund	Dept.	Program	Activity	Class	Project / Grant	Amount *	Description <i>(Key information; up to 30 characters)</i>	Authorized Approver <i>(last name first; 10 characters)</i>
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
							Credit Total	0.00	<i>* All Amounts should be positive numbers</i>	
Addition										
							Debit Total - Credit Total	0.00		
							<i>Should Always be 0</i>		Posted By	
									Posted Date	



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Long Journal Form



Financial Transaction Adjustment Request

FY	Period	Date
2011		

Preparer Name	Department

Authorized By	Department

Journal Type

<input type="checkbox"/>	Correct Expense or Revenue Transaction
<input type="checkbox"/>	Share Expense
<input type="checkbox"/>	Internal Sale of Goods or Services
<input type="checkbox"/>	Transfer Between Operating & Non-Operating Funds

Journal Line	Account	Fund	Dept.	Program	Activity	Class	Project / Grant	Amount *	Description <i>(Key information; up to 30 characters)</i>	Authorized Approver <i>(last name first; 10 characters)</i>	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
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25											
26											
27											
28											
29											
30											
							Credit Total	0.00	* Credits = positive numbers, Debits = negative numbers		
Addition										Posted By	
										Posted Date	



New Journal Form Instructions

Financial Transaction Adjustment Form Instructions

- *Not for Budgeting* - See Budget Adjustment Form for Budget Transactions

Correct Expense or Revenue Transaction

PURPOSE: Make corrections to expense or revenue transactions that have already been processed and are reflected on financial reports

DEBIT Move Expense to *a New Accounting Distribution* (Account / Fund / Department / Program / Activity / Class) or Move Revenue from the Accounting Distribution from where it was originally booked in the financial system (*Accounting distribution must be identical to original transaction*). Requires Authorized Approver signoff by the Department debited / charged

CREDIT Move Expense from where it was originally booked in the financial system (*Accounting distribution must be identical to original transaction*) or Move Revenue to new Accounting Distribution

Share Expense (or Revenue)¹

PURPOSE: Distribute expenses incurred (or revenue booked) to other departments per agreement

DEBIT Move Expense that has been booked to another Department per a cost sharing agreement or a billing agreement with them . Requires Authorized Approver signoff by the Department debited / charged

CREDIT Move Expense from the Accounting Distribution from where it was originally booked in the financial system (*Accounting distribution must be identical to original transaction*) to another Department per a cost sharing agreement or a billing agreement

Note: ¹ For Revenue Sharing transactions please contact the Budget Office or the Controller's Office



New Journal Form Instructions Cont.

Internal Sale of Goods or Services	
PURPOSE:	Restricted to departments that have budget responsibility to generate revenue for a planned program, event, or service. Goods or services must be provided
DEBIT	Enter the departments that will be charged for the service. <i>Department Budget Managers should be named as Authorized Approvers</i> . Attach scans / emails or other authorizing documents electronically with Journal submission.
	Internal Expense Accounts:
	Account 7494: Sales Expense-Internal
	Account 7495: Rental Expense-Internal
	Account 7496: Miscellaneous Expense-Internal
CREDIT	Enter the departments that will be credited for providing the service
	Internal Income Accounts:
	Account 5894: Sales Income-Internal
	Account 5895: Rental Income-Internal
	Account 5896: Miscellaneous Income-Internal
Transfer between Operating & Non-Operating funds²	
PURPOSE:	Transfer funds between Operating and Non-Operating funds
DEBIT	Identify the appropriate Accounting Distribution for the funds to be Transferred Out (<i>Use of Funds / Expense</i>)
CREDIT	Identify the appropriate Accounting Distribution for the funds to be Transferred In (<i>Source of Funds / Revenue</i>)
	<i>Note:</i> ² <i>Transfers In and Transfers Out account listing (most common transactions):</i>



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Upcoming Business Managers Meeting

- **Thursday, September 29, 2011**
(Host Needed)