

Cal Poly Fencing

Accounting Instruction Manual

Introduction
Understanding Account Numbers
Uses of Accounts
Accounting Reports
Reading Transaction Reports
Sample Expense Account Transaction Report
Sample Income Account Transaction Report

*Last modified 6/1/00
written by David K. Grant
dkgrant@calpoly.edu*

Understanding Accounts

One of the most critical skills for a Cal Poly Fencing officer consists of understanding how the ASI accounting system works. In order to do this, let's first examine some basic concepts.

Two distinct types of transactions occur, credits (also referred to as deposits) and debits (also referred to as payments). Because of how ASI sets up our accounts, we can not transfer money between our accounts.

Examples of credits or deposits include, Grant money given directly to us from ASI, donations from alumni, club dues, tournament revenues, fund-raising revenues, etc.

Examples of debits or payments include, Reimbursement for items purchases, equipment purchases, travel reimbursement, etc.

In accounting format, a credit or deposit appears as a negative number. This probably conflicts with how you usually think of money, but accountants use it as a standard practice. On the other hand, debits or payments appear as positive numbers. Keep this change in mind for later.

Note that now your balance will consist of your debits (a negative number) *plus* your credits (a positive number)

Account numbers

Now that we understand the types of transactions that take place, we need to understand where these transactions apply.

The fencing funds reside in separate accounts. Think of an account as a piggy bank with rules on how the money may be used. Some accounts only allow money put *in* (credits or deposits) some only allow for withdrawal (debits or payments), and include rules over acceptable uses for the funds.

ASI assigned the Cal Poly fencing club 4 accounts

890099-56220 Subsidy Expense Account

890100-56220 Discretionary Expense Account

690099-56220 Subsidy Income Account

690100-56220 Discretionary Income Account

Notice the pattern to the account numbering system.

The first three digits designate Expense or Income.

890 Expense
690 Income

The second three digits designate Subsidy or Discretionary.

099 Subsidy
100 Discretionary

The last 5 digits (56220) represent the fund code. This code designates that the overall fund for the fencing club.

Uses of the Accounts

Now that we understand the different accounts, lets examine how we use each differently.

Only credit transactions occur in income accounts. They allow a way for us to deposit money.

Only debit transactions occur in expense accounts, they allow a way to make payments.

ASI only allows for very specific uses of subsidy moneys. They outline these uses as to ***“assist with base operational expenses, these include national membership dues, league and mandatory tournament fees, 50% of required coaches salary, and 100% of officiating expenses”***. (*collegiate sport club program manual page 11*)

ASI allows for much broader use of discretionary funds, but still maintains some rules and guidelines ***“monies contained within this account can be use [sic] for any expenses that are not covered by fund contained within the subsidy account with the exception of alcoholic beverages and tobacco”*** (*collegiate sport club manual page 11*).

So valid uses for each of these accounts consists of:

890099-56220 Subsidy Expense Account

- reimbursement of national membership dues (USFA members and team)
- reimbursement league and mandatory tournament fees (tournament entree fees)
- payment of 50% of required coaches salary (instructors)
- payment of 100% of officiating expenses (tournament directors)

890100-56220 Discretionary Expense Account

- equipment purchases
- party supplies
- travel reimbursement
- misc. purchases
- tournament prizes

690099-56220 Subsidy Income Account

We never access this account directly, ASI deposits moneys in this account each year based on our budget.

690100-56220 Discretionary Income Account

- deposits from club dues
- deposits from fund raising revenues
- deposits from cash donations
- deposits from tournament revenues.

Accounting Reports

Now that you understand the accounting system, how do you find out the current status of the account.

ASI supplies two reports that give us information about our account. The first report, a **Transaction Report (FDTRNSBA.RPT)** lists all transactions against our various accounts.

This report sorts the information first by account number, then by date. It gives a subtotal for each of the accounts, and then a grand total for all of the accounts.

You may request this report for a range of account numbers, and a range of time periods. In practice, always request the report for all of our accounts and for then entire academic year currently in progress. Note that the academic year goes from 7/1/yyyy to 6/30/yyyy+1.

The second report an Account Encumbrance Report (FDATEBA.RPT) does not provide much useful information to us, but I want you aware of it. Perhaps at a later date, I will include a description of the report. Suffice it to say, request it when you request the others, but don't expect to get much information from it.

To get copies of these reports, request them from Osvaldo Torres (x65843 otorres@calpoly.edu)

The request should take the form as follows

"Hi Ozzy, I'm [name] [title] of the Cal Poly Fencing club,

We need a Transaction Report (FDTRNSBA.RPT) for all of our accounts (account range 1000000-999999 fund range 56220 through 56220) for the current year (7/1/YYYY through today).

Also, if you wouldn't mind could you include an Account Encumbrance Report (FDATEBA.RPT) for our accounts as well (account range 1000000-999999 fund range 56220 through 56220) for the current year (7/1/YYYY through today).

Could you send me an email at fencing@spider.calpoly.edu when its ready in our box (or even better if you could attach it and email it to us that would be great!) .

Thanks! We appreciate the help."

Always make sure to:

- 1) copy fencing@spider.calpoly.edu with the request
- 2) identify yourself by name and title
- 3) fill in the proper year (YYYY) for the beginning of the academic year)
- 4) Thank Ozzy

Understanding the Transaction Report

Now examine the transaction report on page 6.

The first critical item is the **run date [A]**. Suppose you send a request to Ozzy on 5/20, you put in a deposit on 5/23, and a payment request on 5/24. You find the report waiting for you on 5/25. Do you think the report includes the deposit and payment?

Of course not, the report was run on 5/22 **[A]** before the deposit and payment! So you must understand that the balances you compute do NOT include those deposits and payments processed after 5/22 (in practice think 5/21, because the report may be run very early on 5/22 before other transactions take place that day).

Also verify that the **Run Period [B]** and **Account Range [C]** match the correct times and accounts. By the same logic as above, if the Run Period is for Fiscal Year 1999, it does no good to look for transactions in 2000. (Note: We refer to 7/1/2000 through 6/30/2001 as fiscal year 2000, fiscal month 1 is July not January)

This reports account range consists of 690000 through 690100, or all of our Expense accounts.

Now look for discrepancies in the types of transactions applied to the account. Looking at the report on the next page, we notice that it lists all transactions for account 690099 through 690100. These are both expense accounts, so we should only see debits (positive numbers) in the report.

Wait, notice **Adjustments [D]**, see how there are two credits (negative numbers) in this account? Someone applied a wrong transaction in this account. The 890xxx designates *expense* account, only debits (positive numbers) belong here. Sometimes, a wrong transaction posts in the account, to correct it, they apply an offsetting amount. Notice **Mistakes [E]** the two debits that **[D]** reverses. This shows the very important point that if you see a credit in a debit account, you should always find the incorrect debit that caused it.

Now look down the debits, the treasurer should have copies of a **Payment Request Form** for every entry in the debit accounts. Further, every Payment Request that we made prior to the run date should appear on this report.

Now get the account subtotals for each account. **Subtotal [F]** shows the total debits for 890099 our subsidy account, **Subtotal [G]** shows the total debits for 890100 our discretionary account.

Now examine the transaction report on pages 7 and 8. See the same report format but for the account range of 890099 through 890100, or our income accounts.

Use the same procedure as above, first check the run date, run period, and account range.

Next look for discrepancies, but since the income accounts contain only credits (negative numbers) look for debits (positive numbers)

Get the subtotals.

[B] Run Period

[C] Account Range

[A] Run Date

Associated Students Inc.
Report ID: FDTRNSBA.RPT
Business Unit: CPAS1

TRANSACTION REPORT

From period: 1 to 11

Fiscal year: 2000

Page No. 1 of 1

Run date: 5/22/00

Fund range: 56220 - 56220 Acct range: 890000 - 890100 Project range: - 999999

UND	PROJ	ORG	ACCT	JRNL ID	DESCRIPTION	JRNL DT	BALANCE	ANN BUDGET	PERCENT	VARIANCE	UPDATE DATE
220			890099	AP00019151	RANCHIE, DAWN	1/7/00	40.00				1/7/00
220			890099	AP00021838	TORRES, JUAN	3/15/00	40.00				3/15/00
220			890099		Beginning balance	0.00		0.00			
					Ending balance	80.00	80.00		0.00 %	-80.00	
220			890100	AP00016371	MCDONALD, ERIC	10/13/99	1,489.63				10/14/99
220			890100	AP00016553	RANCHIE, DAWN	10/18/99	15.26				10/19/99
220			890100	AP00016553	TORRES, JUAN	10/18/99	7.51				10/19/99
220			890100	AP00016924	GRANT, DAVID K	10/28/99	41.47				10/29/99
220			890100	AP00016924	THELEN, DUSTIN	10/28/99	22.33				10/29/99
220			890100	AP00017152	MCDONALD, ERIC	11/3/99	1,354.54				11/4/99
220			890100	AP00020386	J. CARROLL LIFEWEAR	2/9/00	217.72				2/9/00
220			890100	JSS0020923	OPEN HOUSE BOOTH	2/23/00	30.00				2/25/00
220			890100	AP00021693	MCDONALD, ERIC	3/10/00	614.02				3/10/00
220			890100	AP00021838	MCDONALD, ERIC	3/15/00	600.00				3/15/00
220			890100	AP00022155	CAL POLY FOUNDATION	3/24/00	532.28				3/24/00
220			890100	AP00022817	PETTY CASH-REC SPORTS	4/12/00	75.00				4/12/00
220			890100	AP00022857	PETTY CASH-REC SPORTS	4/13/00	75.00				4/13/00
220			890100	AP00022912	PETTY CASH-REC SPORTS	4/14/00	-75.00				4/14/00
220			890100	AP00023471	GRANT, DAVID K	4/27/00	97.44				4/27/00
220			890100	AP00023471	MCDONALD, ERIC	4/27/00	336.95				4/27/00
220			890100	AP00023471	OSTREICHER, JENNIE	4/27/00	13.82				4/27/00
220			890100	CRW0023847	4/28/00 PETTY CASH DEP.	5/1/00	-75.00				5/9/00
220			890100	AP00023712	GEDEON, JOHN	5/3/00	42.90				5/3/00
220			890100	AP00024094	MCDONALD, ERIC	5/10/00	470.76				5/10/00
220			890100		Beginning balance	0.00		0.00			
					Ending balance	5,886.63	5,886.63		0.00 %	-5,886.63	

[F] Subtotal

[E] Mistakes

[D] Adjustments

[G] Subtotal

und Code 56220

Beginning balance	0.00	5,966.63			
Ending balance	5,966.63		0.00	0.00 %	-5,966.63

RNS Transaction balance

Beginning balance	0.00	5,966.63			
Ending balance	5,966.63		0.00	0.00 %	-5,966.63

TRANSACTION REPORT

From period: 1 to 11

Run date: 5/22/00

Fiscal year: 2000

Fund range: 56220 - 56220 Acct range: 690000 - 690100 Project range: - 999999

FUND	PROJ	ORG	ACCT	JRNL ID	DESCRIPTION	JRNL DT	BALANCE	ANN BUDGET	PERCENT	VARIANCE	UPDATE DATE
56220			690000		Beginning balance	10/1/99	-1,451.49	0.00			
					Ending balance		-1,451.49	0.00	0.00 %	1,451.49	
56220			690099	JSS0015989	CORRECT SPORTS SUBSIDY	10/1/99	-915.00				10/7/99
56220			690099		Beginning balance		0.00	0.00			
					Ending balance		-915.00		0.00 %	915.00	
56220			690100	0000015641	REC SPORTS SUBSIDY - 1999/2000	8/18/99	-915.00				9/23/99
56220			690100	0000016532	9-21-99	9/22/99	-85.00				10/18/99
56220			690100	0000016534	9-22-99	9/24/99	-20.00				10/18/99
56220			690100	0000016534	9-23-99	9/24/99	-40.00				10/18/99
56220			690100	0000016537	9/28/99	9/29/99	-20.00				10/18/99
56220			690100	0000016538	9-29-99	9/30/99	-20.00				10/18/99
56220			690100	CRW0016293	9/30/99	10/1/99	-370.00				10/12/99
56220			690100	JSS0015989	CORRECT SPORTS SUBSIDY	10/1/99	915.00				10/7/99
56220			690100	CRW0016307	10/1-10/3/99	10/4/99	-15.00				10/13/99
56220			690100	CRW0016342	10/5/99	10/6/99	-160.00				10/14/99
56220			690100	CRW0016404	10/7/99	10/8/99	-15.00				10/15/99
56220			690100	CRW0016431	10/8-10/10/99	10/11/99	-1,814.00				10/15/99
56220			690100	CRW0016497	10/12/99	10/13/99	-15.00				10/19/99
56220			690100	AP00016371	HARIS, DIONNA K	10/13/99	20.00				10/14/99
56220			690100	CRW0016813	10/21/99	10/22/99	-15.00				10/26/99
56220			690100	CRW0016932	10/26/99	10/27/99	-105.00				11/1/99
56220			690100	CRW0017216	11/2/99	11/3/99	-16.00				11/5/99
56220			690100	CRW0017780	11/19-11/21/99	11/22/99	-55.00				12/2/99
56220			690100	CRW0018332	12/3-12/5/99	12/6/99	-168.00				12/14/99
56220			690100	CRW0019198	1/3/00	1/5/00	-15.00				1/11/00
56220			690100	CRW0019516	1/10/00	1/11/00	-240.00				1/20/00
56220			690100	CRW0019656	1/12/00	1/13/00	-170.00				1/25/00
56220			690100	CRW0019702	1/19/00	1/20/00	-5.00				1/25/00
56220			690100	CRW0019966	1/24/00	1/26/00	-35.00				1/31/00
56220			690100	CRW0019996	1/26/00	1/27/00	-40.00				2/1/00
56220			690100	CRW0020101	1/31/00	2/1/00	-15.00				2/4/00
56220			690100	CRW0020578	2/10/00	2/11/00	-144.00				2/15/00
56220			690100	CRW0021078	2/23/00	2/24/00	-10.00				2/29/00

Associated Students Inc.
 Report ID: FDTRNSBA.RPT
 Business Unit: CPASI

TRANSACTION REPORT

Page No. 2 of 2

From period: 1 to 11

Run date: 5/22/00

Fiscal year: 2000

Acct range: 690000 - 690100

Fund range: 56220 - 56220

Project range: - 999999

FUND	PROJ	ORG	ACCT	JRNL ID	DESCRIPTION	JRNL DT	BALANCE	ANN BUDGET	PERCENT	VARIANCE	UPDATE DATE
56220			690100	JSS0021334	DONATIONS	3/6/00	-750.00				3/8/00
56220			690100	CRW0021930	3/10-3/12/00	3/13/00	-10.00				3/22/00
56220			690100	CRW0022324	3/27/00	3/28/00	-110.00				3/31/00
56220			690100	CRW0022359	3/29/00	3/30/00	-45.00				4/3/00
56220			690100	CRW0022645	4/3/00	4/6/00	-130.00				4/11/00
56220			690100	CRW0022796	4/5/00	4/7/00	-5.00				4/13/00
56220			690100	CRW0022832	4/10/00	4/11/00	-95.00				4/14/00
56220			690100	CRW0022898	4/12/00	4/13/00	-20.00				4/17/00
56220			690100		Beginning balance	0.00		0.00			
					Ending balance	-4,752.00	-4,752.00		0.00 %	4,752.00	
Fund Code 56220											
					Beginning balance	-1,451.49	-5,667.00				
					Ending balance	-7,118.49		0.00	0.00 %	7,118.49	
TRNS Transaction balance											
					Beginning balance	-1,451.49	-5,667.00				
					Ending balance	-7,118.49		0.00	0.00 %	7,118.49	

Calculating Account Balances

To calculate our account balances excluding any pending transactions not shown, first get the subtotals.

Our subsidy account balance is the subtotal of expenses 890099-56220 (\$80) plus the subtotal of income 690099-56220 (-\$915.00) for a total of -\$835.00. Remember negative is good! if your total turns out positive, it means that we have more debits than credits, and we are overdrawn!

Next the discretionary expense account 890100-56220 (\$5,886.63) plus the discretionary income account 690100-56220 (-\$4752.00) for a total of \$1134.63. That's a positive number! Yes, we spent more than we took in this year. However, we have a holdover from last years income in the account 690000-56220 of \$-1451.49. As a result, our discretionary account stands at 1134.63-1451.49 for a grand total of -\$316.86 (credit).

Submitting Reimbursement Request

To be completed later