Cash Posting Order (CPO)

User Guide
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CPO REQUEST PAGE

To view pending or request new CPOs, navigate to the CPO request page on CSYou by selecting Tools & Services > Financial Tools > CPO Request. At the bottom of the CPO request page, there are two sections for pending and completed CPOs.

The first section, “My Pending CPOs,” will show all CPOs initiated and saved by you and will remain there for 30 days from the creation date. If the CPO has not been submitted within 30 days of the creation date, it will be automatically deleted from the system. The second section, “Completed CPOs,” will show ALL CPOs processed for your campus after they have been distributed or cancelled.

![CPO Request Page Screenshot]

LAYOUT OF CPO REQUEST FORM

Before creating a CPO Request, it is important to understand each of the fields and how the CPO will look when it is finished. The following series of screenshots will outline and define the key fields. Items in Red will appear on the final CPO as entered.
GENERAL INFORMATION SECTION:
1. **Memo Page/Data Entry Page** – This button allows you to toggle between the CPO request form and the Memo page, which will allow you to preview your CPO prior to submission.

2. **CPO Approval Status** – The current status of the CPO will be here until distributed.

3. **CPO Number** – The current default value for the CPO number is “FY-0000.” For example, for fiscal year 16/17 all CPOs will begin with 16-0000. However, the actual CPO number will be generated once the form is submitted for processing.

4. **Preferred Processing Date** – Use this field to indicate a specific “value date” required for the CPO. If left blank, the CPO value date will default to the current date. **A CPO cannot be backdated except for extenuating circumstances. (Optional)**

5. **Request Date** – This will default to the current date.

6. **Requested By** – Use the radio buttons to indicate whether you are requesting on behalf of the Chancellor’s Office or a campus: *(Required)*
   - If “Campus” is selected, use the drop-down box to identify the campus.
   - If “Chancellor’s Office” is selected, click the “Other” radio button. SWAT and Cash Transfer are for CO Internal Use Only.

CONTACT INFORMATION SECTION:
7. **CPO Requestor/Contact** – This is the person creating the CPO request and will be the primary CPO contact should anyone have questions. *(Required)*

8. **Program Contact** – A program contact is a person who may have more information about the purpose of the CPO or manages the program but does not have ownership over the funds. *(Optional)*

9. **Delegation of Authority** – The Delegation of Authority (DOA) contact field is used for the person delegated to be the final approver for your campus. DOA is the person who is in charge of the fund or funding source that is used on the transaction. A copy of the final CPO package will be sent to these persons. *(Required)*
CPO DETAILS SECTION:

10. **Subject Line** – This will be the subject of the CPO and will also appear on the subject line of the system generated emails. This will identify the CPO transaction on all reports including the journal entries, drill-downs, bank statements, and email correspondences. *(Required)*

11. **Detailed Description** – The default text “The Chancellor’s Office has executed a transaction affecting your campus’s Systemwide Investment Fund Trust (SWIFT) account” **must** appear in each CPO, so please do not overwrite or delete the text. *(Required)* You may add a second sentence to further elaborate the transaction. Some examples of this include:
   - “This transaction is to remit payment to {campus}…”
   - “This transaction is to reimburse {campus} for…”

If the transaction crosses fiscal years, include the contract period or fiscal period so that the CPO Accountant can indicate whether the transaction includes a prepaid component.

12. **Additional Instructions for internal use** – Additional information you would like the Chancellor’s Office to know about your CPO. For example, if the CPO is required on a specific date, please include a note here. Or you can use this section to indicate that the transaction should be treated as an abatement or a prepaid. Information here is for internal purpose only and will not be included in the final CPO memo. *(Optional and will not show up on the CPO)*

13. **Attachments** – Use this section to add the backup for your transaction(s). Multiple files can be added, however it is recommended that attachments be consolidated into one pdf file. *(Required)*

14. **Cancel** – If at any time you wish to cancel the CPO request, this button should be used. There is also a box for comments to provide a reason for cancellation.

15. **CSU Fund** – The 3-digit CSU fund is a systemwide value used to identify funds local to CSU operation, if needed. Only use if both sides of the transaction are required to use the same CSU fund. If the CSU fund is populated, it will require the other campus(es) to record the transaction accordingly. If it is not a requirement, leave it blank. *(Optional)*

16. **Receiving Agency Accounting Entry** – Enter the FIRMS object code in the credit value section and click the lookup FIRMS code button to retrieve the description. You may enter more than one object code if necessary. *(May need to consult with CO)*
17. **FIRMS Object Code (FOC) Lookup** – FOC is a systemwide account and may not be the same as your local campus account. Because each campus, including the CO, uses a different PeopleSoft account number for the same activity, using the FIRMS object code ensures that the recording of the CPO is consistent within the CSU system. Each PeopleSoft account chartfield is mapped to a FIRMS object code. USE “FOC” and NOT your PeopleSoft account numbers.

18. **Remitting Agency Accounting Entry** – Enter the FIRMS object code in the debit value section and click the lookup FIRMS code button to retrieve the description. You may enter more than one object code if necessary. *(May need to consult with CO)*

- If additional object codes are required (for both Receiving and Remitting), click the arrow to add a new row.

19. **Description 1, 2, and 3** – These three sections can be used to transfer funds for different related transactions. Please enter at least one (up to three) description to provide additional detail information or further breakdown the transfer amounts as needed. *(When the CPO is distributed, only the “Total” column is viewable.)* *(Required)*

20. **Totals or Increase (Decrease) to SWIFT** – This is a calculated field to show the sum of all transactions for a campus. Enter the dollar amount being transferred to and/or collected from each campus for each column. *(Required)* Enter the amounts as follows:
   - Negative values take money from a campus
   - Positive values give money to a campus
21. **Campus Contacts** – Enter the program contact for each campus. Once the accounting department receives the distributed CPO, the accountant can contact the person listed under the campus contacts for the chartfield string. *(Required)*

22. **Grand Total** – The sum of all transactions and activity must equal zero or the CPO will not be saved. *(Required)*

| Totals | 1.00 | 1.00 | 0.00 | 0.00 |

**Additional Contacts**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Work Phone</th>
</tr>
</thead>
</table>

23. **Additional Contacts** – if needed. The additional contacts will be notified when the CPO has been finalized/distributed. *(Optional)*

24. **PeopleSoft Chartfield Information** – For the campus requesting the CPO, these fields can be used for your local Chartfield values to ensure the transaction is recorded correctly. After the CPO is distributed, the information will appear on the bottom of the memo. *(Optional, required for CO)*

- Enter Campus Business Unit
- Enter the chartfield strings, including the amount breakdown, to be used to record the CPO
- Line Description: Enter a description of up to 30 characters, spaces included, that will identify this CPO in PeopleSoft. This description will appear in drill-downs and query reports.

**COMPLETING A CPO REQUEST**

Once you have entered all data, your CPO can be saved (allowing you to work on it later) or submitted for processing.
**CPO STATUS**

CPOs can be in five statuses prior to distribution:

1. New Request – Has not been submitted for processing
2. Waiting for CPO Approval – CPO number issued and sent to CPO Accounting for processing
3. Approved by Accounting – Waiting for Requestor’s approval/disapproval
4. Waiting for DOA Approval – Requestor approved and sent to DOA for campus approval
5. DOA Approved – YYYY-MM-DD – DOA approved and sent to CO Accounting Manager for distribution

**WORKFLOW**

The life cycle of a CPO request has been revamped to provide clarity and consistency to the overall process. At each step in the process, the system is designed to keep the requestors informed of the current status as the document goes through the process. Each action (Approve/Disapprove) at these steps will change the status and an email will be sent. The email will contain a link for your reference and/or action for each request. The steps required for CPO Distribution are:

1. Requestor submits a CPO request – Emails Requestor and CPO Accountant
2. CPO Accountant reviews and finalizes memo and attachments – Emails Requestor
3. A) Requestor reviews and approves memo and attachments – Emails DOA
   B) Requestor reviews and disapproves memo and attachments – Emails CPO Accountant
4. A) Designated DOA reviews and approves CPO request – Emails Accounting Manager and Requestor
   B) Designated DOA reviews and disapproves CPO request – Emails Requestor and CPO Accountant
5. CPO Accounting Manager approves and distributes CPO – Emails Requestor, DOA, Program Contact, Campus Contacts, Additional Contacts, Campus Budget and Accounting groups, and CO Recording Accountant, if needed.
HELPFUL TIPS

- Should two people work on the same request, both names and contacts can be listed provided that a semicolon, as shown below, separates them:

<table>
<thead>
<tr>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor Name:</td>
</tr>
<tr>
<td>Requestor Email:</td>
</tr>
<tr>
<td>Requestor Department:</td>
</tr>
<tr>
<td>Requestor Telephone:</td>
</tr>
</tbody>
</table>

The additional contact will also appear on the CPO as entered:
The workflow does not support multiple approvers; so only one user may approve/disapprove a CPO request, however, multiple DOA approvers may be included in the DOA section. This way, all the DOA approvers will receive the notification email.

- When copying and pasting amounts from excel onto the CPO request page, be aware of the decimals. There have been cases where the amounts were not copied correctly from the supporting documents and so the accounts were not fully abated.

**SAMPLE TRANSACTIONS**

**Example 1: SWAT (SW Budget)**

A campus decides that they need supplemental funding for Project A. They have estimated the cost of the project to be $200,000. They have received approval for this funding from the Executive Vice Chancellor & CFO and the Senior Director for Budget. These funds will be issued through the Systemwide Budget Office as a Systemwide Allocation Transfer (SWAT).

*Step 1.* Campus Requests funding

*Step 2.* The Systemwide Budget Office issues a Budget Allocation Memorandum and a SWAT.

*Step 3.* It is advised that campuses record a receivable for the allocation amount (after receiving the Budget Allocation Notification from SW Budget Office) and spend it against currently available cash. The actual cash transaction via a SWAT CPO will be processed in the 4th quarter of the fiscal year.

*Step 4.* The SW Budget Office completes a Cash Posting Order to request that $200,000 be deducted from the Systemwide Priority fund Bank of CSU account and be added to the campus Bank of CSU account. The $200K CPO request form goes to the CO General Accounting Department for processing.

*Step 5.* The CO General Accounting Department processes the CPO request and then issues and distributes the CPO to the campus.

Once the Cash Posting Order has been processed, the actual redistribution of SWIFT funds is complete. Each campus would see one transaction on its Bank of CSU statement: the inflow of $200K from the SW Priority fund Bank of CSU.

The receiving campus’s GL at the end of the month would look like the following:

- DR Cash 101100; CR 572000 for the $200K

Within the CO’s books, the following complementary entries would appear:

- DR 672000; CR Cash 101100 for the $200K
Note that nothing would happen at the actual bank (Wells Fargo/US Bank). No investments would be liquidated/reinvested since this was simply a shifting of resources between two entities that participate in the investment pool. For GASB 34 Classification, this is an example of a Non-Reciprocal – Transfer (flows of assets without equivalent flows of assets in return and without a requirement for repayment).

**Example 2: CO Cost Recovery Revenue**

ITS purchases Blackboard software on behalf of several campuses. They have incurred the total cost at the Chancellor’s Office and need to recoup the cost from each campus.

*Step 1.* ITS completes a Cash Posting Order to request that cash be deducted from the campuses’ Bank of CSU accounts and be added to the CO’s Bank of CSU account. The CPO request form goes to the CO General Accounting Department for processing.

*Step 2.* The CO General Accounting Department processes the CPO request and then issues and distributes the CPO to the campuses.

Once the Cash Posting Order has been processed, the actual redistribution of SWIFT funds is complete. Each campus would see one transaction on its Bank of CSU statement: the outflow/inflow of cash in the amount of the expenditure/revenue.

Within the CO’s books, the following complementary entries would appear:

- DR Cash 101100; CR 580194: Cost Recovery from Other CSU Funds within 0948 (between campuses or CO) (or abate against the original expense if within 485)

The campus’s GL at the end of the month would look like the following:

- DR 616003: I/T Software; CR Cash 101100

Note that nothing would happen at the actual bank (Wells Fargo/US Bank). No investments would be liquidated/reinvested since this was simply a shifting of resources between two entities that participate in the investment pool. For GASB 34 Classification, this is an example of Reciprocal – Services (sales and purchases of goods and services for a price approximating their external exchange value).

**Example 3: CO Cost Recovery Revenue with a Prepaid Expense**

Library Services purchases an electronic subscription on behalf of several campuses. They have incurred the total cost at the Chancellor’s Office and need to recoup the cost from each campus and a service fee. The subscription crosses fiscal years so the Campus will also have to record a prepaid expense.

*Step 1.* Library Services completes a Cash Posting Order to request that cash be deducted from the campuses’ Bank of CSU accounts and added to the CO’s Bank of CSU account. The CPO request form goes to the CO General Accounting Department for processing.

*Step 2.* The CO General Accounting Department processes the CPO request, and then issues and distributes the CPO to the campuses.

Once the Cash Posting Order has been processed, the actual redistribution of SWIFT funds is complete. Each campus would see one transaction on its Bank of CSU statement: the outflow/inflow of cash in the amount of the expenditure/revenue.

Within the CO’s books, the following complementary entries would appear:
The campus’s GL at the end of the month would look like the following:

DR 107090 Other Prepaid Expenses; DR 608005 Subscriptions; CR Cash 101100

Note that nothing would happen at the actual bank (Wells Fargo/US Bank). No investments would be liquidated/reinvested since this was simply a shifting of resources between two entities that participate in the investment pool. For GASB 34 Classification, this is an example of Reciprocal – Services.

**Example 4: Campus A Reimburses Campus B for Staff Release Time – Abatement**

Campus A agrees to reimburse Campus B for staff member Smith’s time related to the XYZ project. Campus B has incurred the total cost and needs to recoup from Campus A.

Step 1. Campus B completes a Cash Posting Order to request that cash be deducted from Campus A’s Bank of CSU account and be added to Campus B’s Bank of CSU account. Included with the request is the related agreement, which indicates Campus A’s approval to reimburse Campus B. The CPO request form goes to the CO General Accounting Department for processing.

Step 2. The CO General Accounting Department processes the CPO request, and then issues and distributes the CPO to the two campuses.

Once the Cash Posting Order has been processed, the actual redistribution of SWIFT funds is complete. Each campus would see one transaction on its Bank of CSU statement: the outflow/inflow of cash in the amount of the expenditure/revenue.

Campus B’s GL at the end of the month would look like the following:

DR Cash 101100; CR Support Staff Salaries 601300

Within Campus A’s books, the following complementary entries would appear:

DR Support Staff Salaries 601300; CR Cash 101100

Note that nothing would happen at the actual bank (Wells Fargo/US Bank). No investments would be liquidated/reinvested since this was simply a shifting of resources between the two entities that participate in the investment pool. For GASB 34 Classification, this is an example of Non-Reciprocal – Reimbursement (direct allocation of costs for particular expenses to the funds that initially paid for them).

**DEFINITIONS**

**Systemwide Investment Fund Trust (SWIFT):** CSU Investment pool

**Cash Posting Order (CPO):** Mechanism to move Systemwide Investment Fund Trust (SWIFT) dollars between campuses and the Chancellor’s Office (CO).

**Allocations:** CO, Systemwide (SW), or a Campus supporting a specific program on another campus.

**De-allocations:** Return of a specific campus’s program funding to the CO, SW, or a campus; these transactions are recorded as a reduction to SWAT in.
Systemwide Allocation Transfer (SWAT): Supplemental campus funding used for special programs from Priority Fund issued by the Systemwide Budget Office; these funds are issued as a Cash Posting Order (CPO). SWATs may only be used in the CSU Operating Fund (CSU Fund 485). The campus will always record as a SWAT in 572000.

Request for Cash Transfer Order (RCTO): A form from the Chancellor’s Office (CO) Budget Office that CO departments use to request funding be sent to the campuses for specific campus program funding; these funds are issued as a cash posting order (CPO). RCTO may only be used in the Lottery Fund (CSU Funds 481) and the CSU Operating Fund (CSU Fund 485) because the source of the funds originated from a SWAT or Lottery transfer from the Systemwide Budget Office.

Cost Recovery: a method to recoup costs expended for goods or services on behalf of another. This is an expense on Campus A’s records and Cost Recovery revenue on Campus B’s records.

Reimbursement/Abatement: Reimbursement to a campus for goods or services initially purchased/paid for by the campus.

RULES

- CPOs will not be processed and distributed during the last three business days of the month.

- It is the receiving campus’s responsibility to obtain the remitting campus’s approval prior to submitting the CPO request. Some written acceptance from the remitting campus that the charge has been agreed upon by both parties includes contract, MOU, or an email exchange.
  
  o Exception includes:

  ▪ If one campus is remitting funds to multiple campuses, that remitting campus should submit a single CPO. (i.e. If the CO is reimbursing all 23 campuses for a software, it is the CO’s responsibility to submit one CPO with the appropriate transaction amounts or if the CO is allocating funds to campuses via SWAT transfers).

- For registration fees to conferences or seminars, the conference host should complete the CPO request form for all campus attendees. Included in the request can be a list of attendees by campus, along with conference information.

- The campus’s CSU Operating Fund (485) should only record SWAT transfers in 572000. In the event that a campus needs to reallocate 485 funding to another campus SWAT, IN object codes should be issued.

- SWATs and RCTOs will only be used to provide allocations to a campus or reallocations between campuses, such as:
  
  o Reallocations of SWAT or RCTO funding
  o Awards/Grant
  o Developments (Faculty & Staff development)
  o Travel Expenditures (Campus is operating the program)
  o Trainings (Campus is operating the program)
  o Stipends
  o Undesignated Allocations (Summer Arts, MTSI, CLA Assessment, RIAP, EAP, LMS, QI, Troops to College, ARI, COAST, etc.)
  o Conference Sponsorships (No specific expenditures can be identified. Funding is for the conference as a whole)

- CPO with no SWAT or RCTO will be used for Cost Recovery or Abatement
Cost Recovery includes but is not limited to:
- Release time (Faculty with instruction appointments that are replaced with other Faculty to perform grant activities)
- Assigned time (Faculty performs additional duties beyond their regular campus appointment)
- Training (Campus is doing work on behalf of a CO project)
- Travel Expenditures (Campus is doing work on behalf of a CO project, or a CO department decides to pay for actual travel cost incurred)
- Conference fees or misc. costs
- Proctoring (ELM Reimbursement)
- Misc. Expenses
- Athletic Game Guarantees

Abatement includes but is not limited to:
- Audit Fees
- Commercial Paper Lease Payments
- Fire Marshall Charges
- Meeting Registrations
- Release time (Faculty with instruction appointments that are replaced with other Faculty to perform grant activities)
- Abilene Fees (CSU Network Backbone)
- ITS Expenditures (ex. Blackboard)
- Library Expenditures (SEIR)

**GAAP**

GAAP treats SWATs as State Appropriation revenue. Object codes 572000 and 672000 (CO Only) will map to State Appropriations, Noncapital for GAAP basis reporting. Campuses will continue to make GAAP entries to record the GF state appropriations (base allocation order plus any supplemental allocation orders or reallocation of campus to campus funding).

For subscriptions or any other contracts where the term extends into the next fiscal year, the portion of the expense pertaining to a future period should be recorded as a prepaid expense GAAP entry at year-end.
APPENDIX A: CPO WORKFLOW

Requestor submits a CPO request

CPO Accountant reviews and packages support

CPO Accountant approves?

Yes

Requestor approves?

Yes

DOA approves?

Yes

CPO Manager approves?

Yes

CPO distributed

No

Requestor reworks and resubmits

No

No
### Revision and Approval History

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<th>Revised By</th>
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<th>Approved by</th>
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<tr>
<td>CPO Request Page</td>
<td>Added CPOs will be deleted after 30 days if it has not been submitted.</td>
<td>Trista Davisson</td>
<td>Lan Luong</td>
<td>Lisa Kasten</td>
<td>2/2/2017</td>
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<tr>
<td>Workflow</td>
<td>Added process if the CPO was rejected</td>
<td>Trista Davisson</td>
<td>Lan Luong</td>
<td>Lisa Kasten</td>
<td>2/2/2017</td>
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<td>GAAP</td>
<td>Changed SWAT object codes from 506100/680100 to 572000/672000 per FSAC meeting 2/24/17</td>
<td>Lan Luong</td>
<td>Lisa Kasten</td>
<td>Lisa Kasten</td>
<td>3/20/2017</td>
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<td>Appendix A</td>
<td>Updated the Workflow process</td>
<td>Lan Luong</td>
<td>Lisa Kasten</td>
<td>Lisa Kasten</td>
<td>3/20/2017</td>
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