



# ACCOUNTING & BUSINESS SERVICES

Washington State Board for Community and Technical Colleges

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Clover Park Technical College



# Topics

- Fiscal Year 2019 Close
- Legislative Update
- Tuition and Fee - credit card payment
- Web Admissions
- Fund 146
- Program Indexes
- Student Loans
- Interest Charges

# FY 2019 Closing Process

## ☐ Important Closing Dates

- July 10 (FM12) – Preliminary Close
- July 24 (FM13) – Final Close in FMS
- August 9 (Adj) - MAE #1 - ctcLink Prd 131
- August 16 (Adj) - MAE #2 - ctcLink Prd 132
- September 6 - Signed State Disclosure Certification due

# Legislative Update

## ☐ SB 5527

- Automated Decision Systems

## ☐ HB 1521

- Contracting for Services

# Tuition and Fee - credit card payment

## ☐ Web Credit Card Payments

- Card number is entered in html form and submitted to Cybersource for authorization.
- If approved, the payment is applied to charges and “WEB CC PYMT” is stored in place of the card number in the HP-UX Eloquence database. Credit card number is NOT stored.
- Refunds are processed by cashiers using Cybersource Merchant web site



# Tuition and Fee - credit card payment

## ☐ In Person Payments

- Cashiers swipe credit card and submit to local bank for authorization. If approved, card number is entered into the legacy cashiering screen BM1600.
- Credit card number is stored in the HP-UX Eloquence database using AES 256 encryption
- Refunds are processed using stored credit card numbers

# Web Admissions

## ☐ Handling of Receivable?

- Who charges a fee for web applications?
- How do you record the fee?
  - Customer Accounts
  - General Ledger



# Program Indexes/Class Codes

FND	PRG_INDEX
997	210
997	211
997	500
997	900
997	901
997	910
997	983
997	997
997	999

All used with GL9850



# Program Indexes/Class Codes

## **21x Capital Improvements – Fund 997**

Use of this program code series is optional. It can be used to distinguish between various classifications of capital assets and their accumulated depreciation.

### **21x Capital**

**211** – Use this program index/class code for all capital asset activity in Fund 997

**221** – Use this program index/class code for capital improvements not state funded (147...)

# Program Indexes/Class Codes

FND	PRG_INDX
060	092
149	300
149	910

FND	PRG_INDX
999	011
999	081
999	082
999	084
999	091
999	094
999	096
999	210

FND	PRG_INDX
999	262
<b>999</b>	<b>311</b>
999	500
999	900
999	950
999	992
999	993
999	999

All used with GL1820

# Program Indexes/Class Codes

## **9xx State Capital Projects – Funds 057, 060, 253**

This program includes accounts for capital projects activities.

## **300 Debt Service/Payroll Holding/Clearing**

Program 300 includes activities connected with the receipt, retention and disbursement of funds for the payment of principal and interest on long-term debt. It includes bond retirement and is also used in fund 790 for payroll holding accounts.

# Program Indexes/Class Codes

## **9xx State Capital Projects – Funds 057, 060, 253**

This program includes accounts for capital projects activities.



### **300 – Debt Service**

#### **301 – Payroll Liabilities**

Used in Fund 790 for payroll holding accounts. All PI 300 will be converted to 301 in ctcLink.

#### **311 –Debt Service/Long Term Debt**

Used for all debt in Fund 999 and may be used for all debt payments (principal and interest) in other funds.



# Program Indexes/Class Codes

## FAM 10.30.40.d

In program 100, the detail level (161 in the example above) is only used at the college/agency level. FMS summarizes and crosswalks the detail to AFRS as program 100. Sample subprograms associated with Sponsored Research and Programs include:

111 Instruction and General Department Research

112 Vocational/Technical Instruction

114 Community Education

116 Preparatory/Remedial Instruction

117 Instructional Information Technology

118 Adult Basic Education (ABE)



# Program Indexes/Class Codes

<b>FND</b>	<b>PRG_INDEX</b>	<b>COLLEGE COUNT</b>
145	011	1
145	012	1
145	018	1
145	061	1
145	082	2
145	098	1
145	100	13

# Fund 146

## Types of Activity

- International Contracts
- Running Start
- Contracts/Grants with multiple customers (bill to more than one agency)
- Overhead/Indirect collection account
- Other accounts/fund balances not billed



# Student Loans

GL	SRC_REV
3210	0384
3210	0401
3210	0405
3210	0409
3210	0420
3210	0430
3210	0490
3210	0499
3210	0541
3210	0621
3210	0622

GL	SOBJ	SRC_REV	
6510			
6510	ER		
6510	ET		
6510	EZ		
6510	NA		
6510	NZ	0424	?
6510	NZ	0430	?
6510	NZ		
6510	PB		?
6510	SN		
6510	TA		?
6510	TE		?

All in Fund 849



# Student Loans

## Expenditures/Expenditure Reduction

- Federal Direct Student Loans should not be reported as revenue
- Reimbursements s/b recorded as a credit to expenditures using sub-object NZ
- Difference as a receivable or liability.
- Record disbursements for direct loans on the federal direct disclosure form as expenditures.

# Student Loans

## Peoplesoft Accounting

Existing Exp Accts		Redesign	Contra Exp Accts		Redesign
609901	Sub Direct Loan	5020370	609902	Sub Direct Loan	5020370
609911	Unsub Direct Loan	5020380	609912	Unsub Direct Loan	5020380
609921	Unsub Plus Loan	5020390	609922	Unsub Plus Loan	5020390
609931	Plus Loan - Parent	5020400	609932	Plus Loan - Parent	5020400

# Interest Charges

## RCW 43.17.240

### Debts owed to the state—Interest rate.

Interest at the rate of one percent per month, or fraction thereof, shall accrue on debts owed to the state, starting on the date the debts become past due. This section does not apply to: (1) Any instance where such interest rate would conflict with the provisions of a contract or with the provisions of any other law; or (2) debts to be paid by other governmental units.

# Interest Charges

## RCW 43.17.240 (cont)

The office of financial management may adopt rules specifying circumstances under which state agencies **may waive interest, such as when assessment or collection of interest would not be cost-effective.** This section does not affect any authority of the state to charge or collect interest under any other law on a debt owed to the state by a governmental unit.

# Interest Charges

## ctcLink

- ctcLink has the capability of calculating and charging interest
- Currently configuring ctcLink to perform this function



# Questions

