

Accounting

Quick Reference Guide



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ALCOHOL

Reimbursement/payment for alcohol is limited to the following 3 instances only:



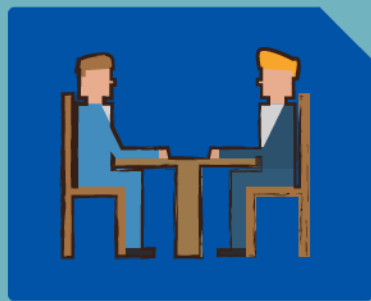
1. Business functions involving non-employees of the University

Allowed When:

- Hosting a donor or guest speaker
- Collaborating with an external visitor

Not Allowed For:

- A college or student reception
- A retirement function



2. Recruiting Meals

- For those involved in the decision making process



3. Conference accounts when consumed by conference attendees and when reimbursement is made by participants or sponsors of the conference



Alcohol must be charged to a Non-General Fund account and must use object code 6474



Consumption of alcohol on campus must comply with the Board of Trustees Ordinance 21.00 Alcoholic Beverages

See Section 45 of the Manual of Business Procedures for additional details

NEED MORE HELP?

Contact Accounting at 517.355.5000

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PLANNING A RETIREMENT FUNCTION?



Who's Eligible?

Any employee who retires or terminates from the University with 15 years or more of service.

Directors, chairpersons or higher who are stepping down from their administrative positions and are either remaining with or leaving the University.



How Much Can We Spend?

\$17 per person plus gratuity/service fee.

\$17 function expenses include;

food, room rental, decorations, cake, etc.

Alcohol may not be charged to University funds.



Need More Information?

Refer to Section 45 of the Manual of Business Procedures.

Documentation Needed?



- Name of retiree
- Number of years of service
- Estimated number of people in attendance at retirement function
- Total event expense amount

Need More Help?

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SPONSORSHIP PROCESSING

Which e-doc do I use?

Four simple steps to get it right!

ONE

Are both General Fund accounts?



YES

Use a BA Budget Reallocation e-doc

TWO

Can the accounts be processed with a transfer?

see this table for allowable transfer transactions



YES

Transfer of Funds Document

Use a TF Transfer of Funds e-doc

THREE

Is the account that MSU is sponsoring an Agency account (begins with an A)?



YES

Use an IB Internal Billing e-doc with

- Income (object code 4xxx) to the Agency account
- Expense (object code 6xxx) to a MSU account

FOUR

Final option for all other scenarios use a DI Distribution of Income and Expense

- Distribute expenses that have already posted

QUICK VENDOR REFERENCE GUIDE

Which type of vendor do you need?

SPECIAL PAYMENT (SP) VENDORS

- Used for non-employee reimbursements, or
- Refunds, or
- Research participant payments (\$150 or less).
- Does not require a Tax ID.
- Will need to deactivate SP Vendor if a DV Vendor is needed.



DISBURSEMENT VOUCHER (DV) VENDORS

- Used for the purchase of goods or services where no PO is required.
- Requires a Tax ID.
- A W-9 must be attached for business entities and is suggested for individuals.
- Contact Accounting for foreign vendors.



PURCHASE ORDER (PO) VENDORS

- Can be used when processing a DV payment.
- Created by Purchasing.



EMPLOYEES

- All employees are automatically entered via a feed from HR.
- No changes may be made to employee data via the financial system.



VENDOR CREATION STEPS

- At the Main Menu screen under “Lookup and Maintenance”, select Vendor to go to the Vendor Lookup screen.
- Use the Name or US Tax Number field to see if the vendor currently exists.
- If yes, proceed to the DV and initiate payment to the vendor. If no, select create new in the upper right corner of the Vendor Lookup screen and complete the Vendor e-doc.

NEED MORE HELP? (517) 355-5000