
Trust Fund Approval - Test Trust A

1 message

Kuali Notifications <kuali-no-reply@messaging.fresnostate.edu>

Thu, May 1, 2025 at 10:20 AM

To: cweber@mail.fresnostate.edu



Hello {Your Name},

Accounting Services has reviewed the request and related information to establish a new PeopleSoft (PS) trust fund. The request is covered under the criteria of Education Code 89721, which requires the Chief Fiscal officer of each campus to deposit certain moneys received into separate trust funds within the California State University Trust Fund.

Within the code section cited above, we have established the following trust fund: *[New Trust Name]*

New Fund Number: XXXXX

CSU Fund Code: XXX

Department ID: XXXXX

Guidance for using your trust fund

All PS financial transactions must include a complete chartstring which consists of an Account number, Fund number, and Department ID code. Class, Program, and Project codes are optional and can be used to provide more detailed reporting if needed. A list of available Account numbers can be found on the General Accounting website under Resources located here:

<https://adminfinance.fresnostate.edu/accountingservices/general-accounting.html>

When submitting purchase requisitions, chargeback requisitions, travel applications or direct-pay forms, please include the above Fund number, Dept ID code, and an Account number which best describes the type of expenditure. (Note that all expenditure type account numbers begin with a "6").

If you have any questions regarding purchasing procedures in general or completing the purchase requisition form, please contact Procurement and Support Services at 8-2111. For questions regarding travel applications or

Concur, please contact Marie Cuningham at 8-2911 or mariec@mail.fresnostate.edu.

When depositing revenue with the University Cashiers, the deposit should be recorded on a pre-numbered "Collection Sheet" form with the complete chartstring including the above Fund number, Dept ID code, and an Account number which corresponds to the type of revenue. (Note that all revenue type account numbers begin with a "5").

Annual cash handling training is required for all staff who process Collection Sheets. To receive authorization to process Collection Sheets please contact the Cashier's Office at 278-2641 and request the Collection Sheet Authorization Form. Once the form is approved, cash handling training will be assigned via CSU Learn.

If it is anticipated that regular, recurring deposits will be made to credit the same chartstring, you may wish to request the establishment of an "item code." This four-digit code serves as a quick-reference for cashiering data entry purposes.

For assistance with setting up an item code or any other cashiering matters, please contact Brian Alley at 278-2881.

If employee payroll expenditures will be charged to the new trust fund, you need to contact the University Budget Office and provide the Fund number, Department ID code, Class code (if any), and position title for set-up in the PS-HR system. This needs to be completed before any payroll can be charged to the trust fund. If there are any questions regarding payroll expenditures, please contact Jeff Blanks at 8-5295 or jeffblanks@mail.fresnostate.edu

If you have any other accounting questions regarding this new trust fund, please contact General Accounting at genacctg@mail.fresnostate.edu.

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