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|  | General Accounting Newsletter |  |
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We want to provide the best and latest information that affects our accounting and business practices at UCSD. Thanks for your feedback so far. We’re looking at your suggestions and will incorporate as many as we can in our future newsletters. Please continue to let us know if you have subjects you think we should cover in future newsletters.  On the left side of this newsletter, we’ve linked to information that may help with any general questions you have about General Accounting or related business processes. Please [contact us](mailto:gacommteam@ucsd.edu) if you’d like to be removed from our mailing list or if someone has forwarded our newsletter to you and you’d like to be added to our mailing list.  Have there been recent staff changes in your organization? Please help us keep our newsletter mailing list current. Forward this newsletter to your new accounting or business staff and encourage them to subscribe or let us know of recent staff changes or upcoming retirements. Send updates to [gacommteam@ucsd.edu](mailto:gacommteam@ucsd.edu?subject=Subscribe to GA Newsletter) General Accounting Closure (Furlough Day) Due to campus budget reductions and the resulting furlough, General Accounting will be closed on Friday February 12, 2010. We will return to the office on Tuesday February 16, 2010 after the Presidents’ Day holiday. We regret any inconvenience this may cause to you, our customers.  Click [here](http://blink.ucsd.edu/sponsor/budgetline/what-ucsd-is-doing.html) for a list of all scheduled furlough days for General Accounting and other campus offices.  [**Back to top of newsletter**](#_top) Equipment Management We expect to roll out our new Campus Asset Management System on March 1, 2010. This new comprehensive asset management system will replace EAMS which has been used by the campus for 20+ years and no longer meets the needs for effective inventory control.  CAMS will have a slew of new features that will allow campus equipment custodians to keep a more accurate track of all inventorial equipment valued over $5,000. It will also provide the option to track non-inventorial equipment valued at less than $5,000.  CAMS also will be fully integrated with our surplus sales system allowing a  paperless transfer of both inventorial and non-inventorial assets to Surplus Sales with more accurate information related to pickup and credit to department indexes of any sale proceeds.  Inventorial assets will have accounting detail providing current full historical valuation of all assets from initial purchase through disposal.  **Training Schedule for the new Campus Asset Management System (CAMS)**  Please visit [Enrollment Central](https://enrollmentcentral.ucsd.edu/sed_course.cfm?&cdcrs=INTROCAMS) to register for the CAMS Training 101.  This one hour training will provide each user with the features and benefits of the new CAMS application. By the end of the demonstration each user will have a fundamental understanding of how to gain access to the application via Single Sign-On and how to navigate around the application. The demonstration will explain new processes for creating Surplus Transfer Requests, running Reports, as well as a variety of other new features.  Again, you can sign up for these training sessions via [Enrollment Central](https://enrollmentcentral.ucsd.edu/sed_course.cfm?&cdcrs=INTROCAMS). Seating is limited however, we are offering a variety of times at several campus locations for your convenience.    **Technical Requirements for workstation using CAMS**   * If using Internet Explorer, the workstation must be using IE 7 or higher. * When using IE the user must have all pop-up blockers turned off and the ability to install ActiveX installers. * For other browsers, reports are rendered as PDF so Adobe PDF Viewer must be installed.   Check our [Equipment Management](http://blink.ucsd.edu/finance/equipment/index.html) Blink page for more information on equipment management processes.  [**Back to top of newsletter**](#_top) Central Accounting **IRS Form 1099-Misc**  Typically, at the beginning of a new calendar year, the campus receives a number of IRS Forms 1099-Misc.   The “Misc” is an abbreviation for  “Miscellaneous Income” and the senders of the forms, mostly corporate entities, are fulfilling a legal requirement to report payments that may be taxable income to the recipient of the payment and to the Internal Revenue Service.  Generally, income received by UCSD, regardless of the source of it, is not taxable either by the Federal or State government. For the small amount of income that may be taxable, we do not rely on Forms 1099-Misc to report it.  However, the forms occasionally provide some information that might require GA to take some follow-up action.  Please forward any Form 1099-Misc you receive to the attention of Traci Murphy, mail code 0953 here in General Accounting.  [**Back to top of newsletter**](#_top) Cash & Banking **PLEASE BE PROACTIVE:  Notify General Accounting if you anticipate receiving an electronic fund transfer:**  If you expect a payment via electronic fund transfer (wire or ACH) please email [bankwires@ucsd.edu](mailto:bankwires@ucsd.edu)  including all information available concerning the sender, country of origin, amount, timing and purpose of the transfer. If known, also provide any relevant information that the sender should have included as addendum information of the transfer: fund number, contract/grant/number, PI, Department, departmental contact person, invoice number, AR-ISIS account number, etc.  Here’s our monthly sample of the [unclaimed wire transfers](http://www-bfs.ucsd.edu/gen/bankcash/wire/LostWeb.pdf) currently listed on our Blink page.  If you recognize any item(s), please contact us by sending an email to [bankwires@ucsd.edu](mailto:bankwires@ucsd.edu)  Also, visit our [Blink page](http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,20031,00.html) if you have not received payment as expected from external sources, if you have been informed payment was sent but you have not received it, etc.  Please note that wire transfer (international or domestic) amounts typically reflect the transfer balance after deduction of bank fees, normally around $25.00.  **Following are few samples of unclaimed wire transfers:**  06/18/09, $15,000.00, Sender: MONSANTO SAP, Description: PO/REMIT  12/04/09, $964,08, Sender: WINDHAM PROF; Description: WINDHAM PROFESSIONALS-  07/16/07, $5,700.50, Sender: ASSOCIAZIONE BORSISTI M. , Sender’s bank: DEUTSCHE BANKTRUST CO. AMER  10/31/08, $29,363.78, Sender: SANOFI AVENTIS R , Sender’s bank: BNP PARIBAS; Details: YT30560555300819AVIS DE 10/24/08  11/24/09, $1,240.00, Sender: QUINTILES UK LIMITED; Sender’s bank: DEUTSCHE BANK TRUST CO. AMER; Details: PAYMENT OF INVOICE 100409-MK0000086  **\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***  **UCSD also receives many deposits that remain unclaimed.** University policy requires all checks to be deposited immediately, including deposits for which the owner department has not yet been identified.  The main undistributed cash account for the campusis maintained by [General Accounting](http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,12346,00.html).  Check the [undistributed cash list](http://www-bfs.ucsd.edu/gen/bankcash/cash/UNDISWEB.PDF) (PDF). If you recognize a deposit or have information that might help determine the owner, e-mail [General Accounting](mailto:undiscas@ucsd.edu?subject=Blink Page: Undistributed Cash) with as much as information as you have. Include all relevant accounting information. Send relevant backup documents (such as invoices, letters, and contracts) to General Accounting at Mail Code 0953 or by fax to (858) 534-8533  **Following are few samples of Undistributed checks:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Date** | **Payer** | **Ref. Nr.** | **Check Nr.** | **Amount** | | 08/01/07 | 08/07 UNIVERSITY OF FLORIDA | 105721 | 507816 | 1,495.00 | | 08/01/07 | MARRIOTT INTERNATIONAL INC | 105723 | 4609994 | 171.60 | | 04/25/08 | 04/08 MAXENTRIC TECHNOLOGIES LLC | 105799 | 2214 | 2,500.00 | | 05/01/09 | 04/09 FUJITSU | 105907 | 3856 | 50.00 | | 10/08/09 | 10/09 BATTELLE PACIFIC NW DIVISION | 105936 | 750080 | 645.01 | |  |
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