



**CSUB General Ledger Business Process –**

**Fees**

Based on Executive Order 740, the CSU Fee Revenue document, Fiscal Services was required to review our fees and bring them in line with the executive order. We chose to make the required changes with the implementation of PeopleSoft. Therefore, all fees collected in Reimbursed Activity were evaluated and moved effective 7/1/04 to General Fund Revenue or Trust Fees where appropriate. The trust fees were additionally reviewed and some fees collected in trust were required to be moved to General Fund Revenue. The fees will be collected in General Fund revenue, Fund CR204, using unique accounts and the appropriate program code. The Budget office will calculate actual fees collected and post budget at least quarterly to the department, using a program code. This will allow the department to differentiate the allocated budget from the fees budget. The department will spend these fees using their department chartfield string and a program code for the type of fee collected; i.e. Course fees, Test fees, Evaluation fees etc. Please see Fiscal Services website <http://www.csub.edu/bas/peoplesoftcms/index.shtml>, to access the PeopleSoft chartfields.

Fees attached to courses are posted through Banner and have already been updated to the new chartfields. An Item Code has been set up for each fee not assessed with registration with the proper chartfields attached. Departments collecting fees or sending students to pay for fees not assessed with the course, i.e. transcript evaluation fees, testing fees, etc. need to send them to the Cashier with the 'Item Code' identified. Those that are billed, please use the chartfield string supplied. Please see examples below:

<b>Type Fee</b>	<b>Item Code</b>
GWAR	5905
Credential Service	5936
Thesis Binding	210008
Testing Fees (Trust)	200012
NS&M Trans. Eval Fee	210018
Trans. Eval Fee-Non-Matric.	210011
Math 220 Waiver	210005
Lab Breakage Fees	210006
Catalog -billed	501104,CR204,DXXXXXX,1031,X,X,BKCOMP
Class Schedules -billed	501827,CR204,DXXXXXX,1032,X,X,BKCOMP

\*DXXXXX = Department ID receiving credit.