



CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: Controller's Office/Accounting Certification on Contracts	
Department: Financial Management (Controller's Office)	Reference No.:
Division: Administration & Finance	Issue Date: January 2005
References: N/A	Revision Date: N/A
Web Links: N/A	Expiration Date: N/A

Multi-signature contract service agreements that encumber dollar amounts in specified funding sources and contract change orders that adjust encumbered amounts in specified funding sources must be submitted to the Controller's Office for certification that the funding source has the necessary budgeted funds available for the expenditure.

The funding source is identified on the contract by PeopleSoft chartfields. The Controller's Office uses the specified chartfields to analyze various current ledger balances in the PeopleSoft G/L application. Ledger balances that are analyzed include the following:

Budgeted amounts in the BUDGET ledger

Retained Earnings amounts in the ACTUALS ledger

Revenue amounts in the ACTUALS ledger

Expenditure amounts in the ACTUALS ledger

Pre-Encumbered amounts in the KK_DTL_PRE ledger

Encumbered amounts in the KK_DTL_ENC ledger

The ledger balances for the specified chartfields are summed together to determine if the funding source has adequate funds available to cover the encumbrance amount. If the funding is adequate, the authorized accounting officer signs the contract. If the funding is not adequate, the department requesting the encumbrance must provide information regarding when and how additional funds will be made available to cover the encumbrance or must have it reversed.

FORMS: N/A