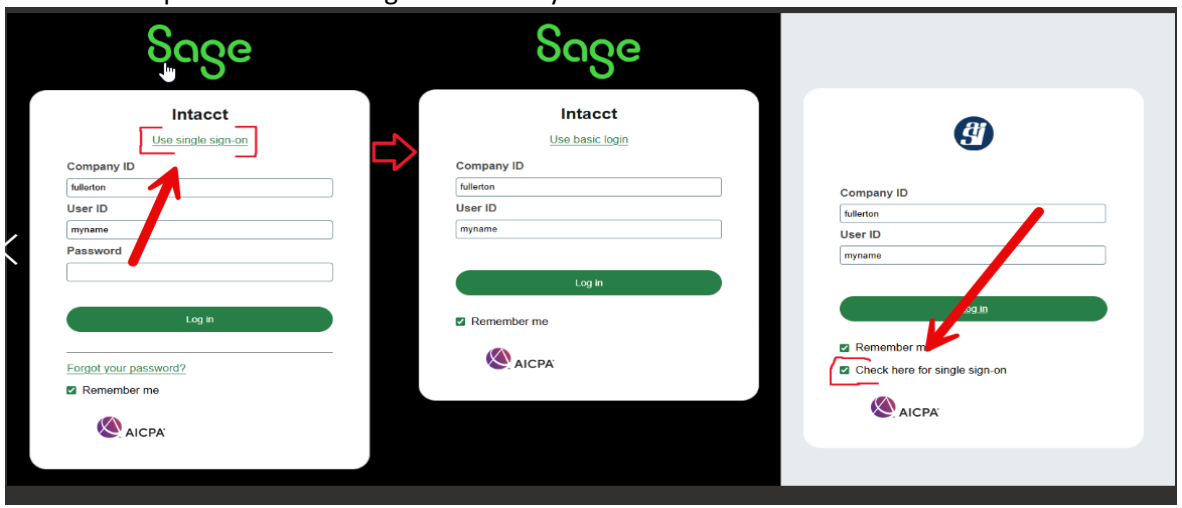
Instructions for Agency Club Check Request

Log in to Sage Intacct

1. Here are samples of what the login screen may look like.



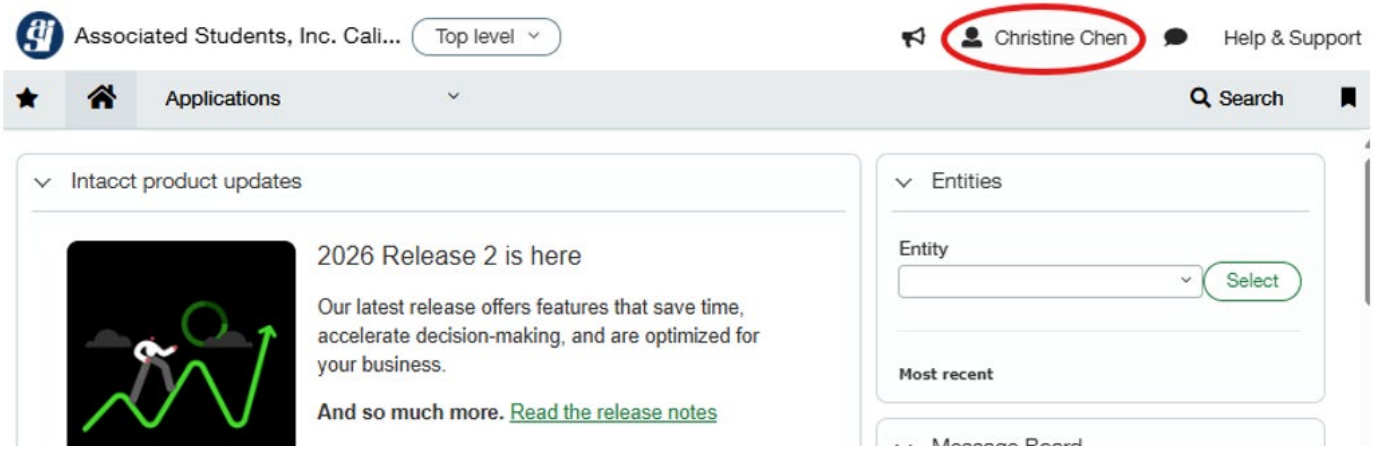
2. Use the single sign-on option.
3. The Company ID is fullerton. This field is case sensitive and must be in all lowercase.
4. The User ID is the same username that you use to log into the CSUF portal. This field is also case sensitive and must be in lowercase.
5. Click Log In.
6. Note: Sometimes, you may get an error message when using the single sign-on. Click on “Use Single Sign On” again and click Log In. If it’s your first attempt at logging into Sage, email us at asifinancialservices@fullerton.edu. There may have been an issue with your account setup.

Treasurer’s Dashboard

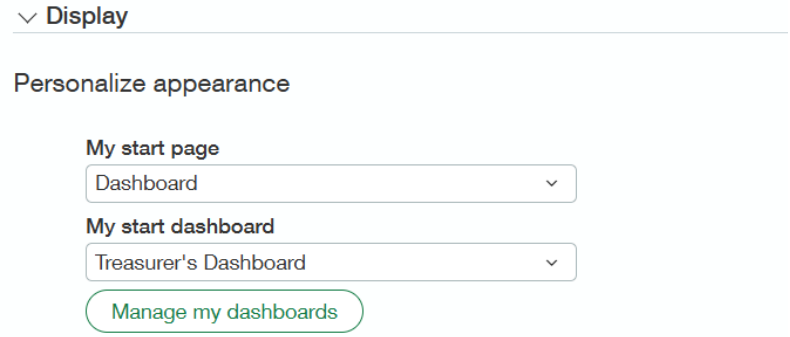
If this is the first time logging into Sage, you need to set up the Treasurer’s Dashboard. Agency accounts don’t use many of Sage's features and reports. Using the dashboard will help reduce confusion and make your time in Sage more efficient.

To set up the dashboard:

1. On the home page, click on your name (top right corner)



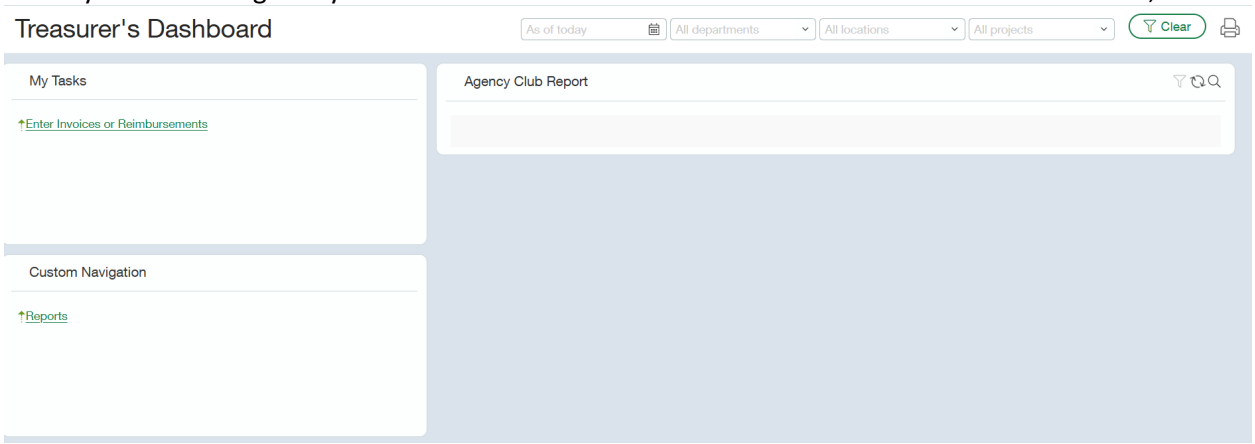
2. Select My Preferences
3. Scroll down until you see Display>Personalize Appearance
4. Change the My Start Page to Dashboard.
5. Change the My Start Dashboard to Treasurer's Dashboard



6. After you finish, click Save in the upper-right corner.

Using the Treasurer's Dashboard

When you have changed My Preferences to show the Treasurer's Dashboard as the home screen, it will look like this:



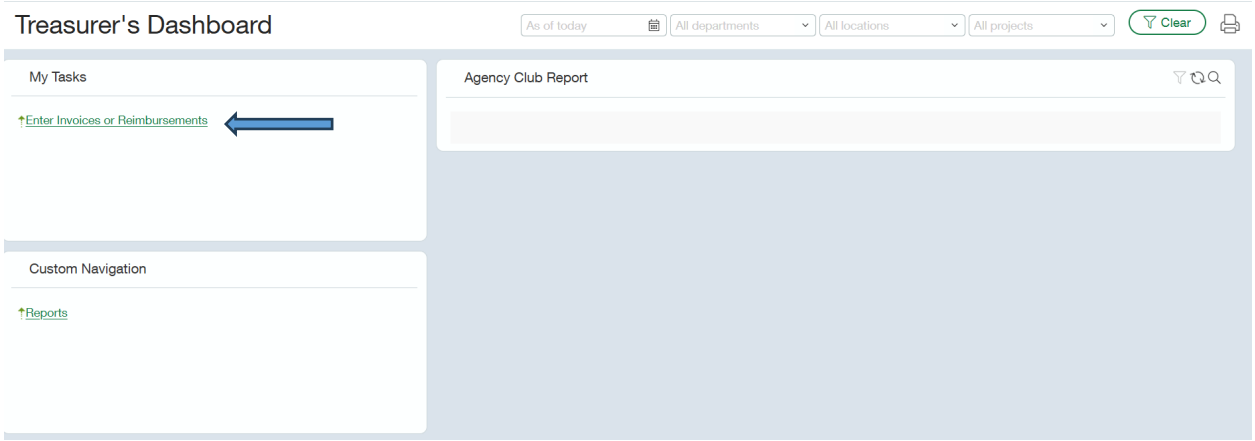
Under My Tasks, there is the link to the Agency Club Check Request. This shortcut reduces the chance of using the incorrect form.

Under Custom Navigation, the link is to the Agency Club Report.

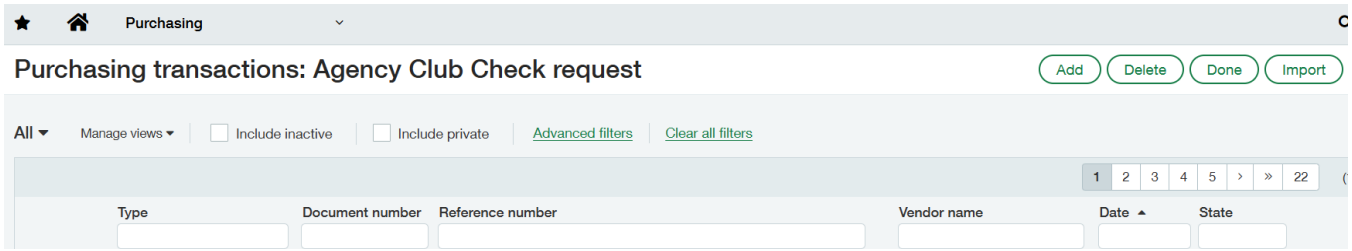
The Agency Club Report is also included on the dashboard to get a quick look at the club's current activity and balances.

Creating a New Check Request

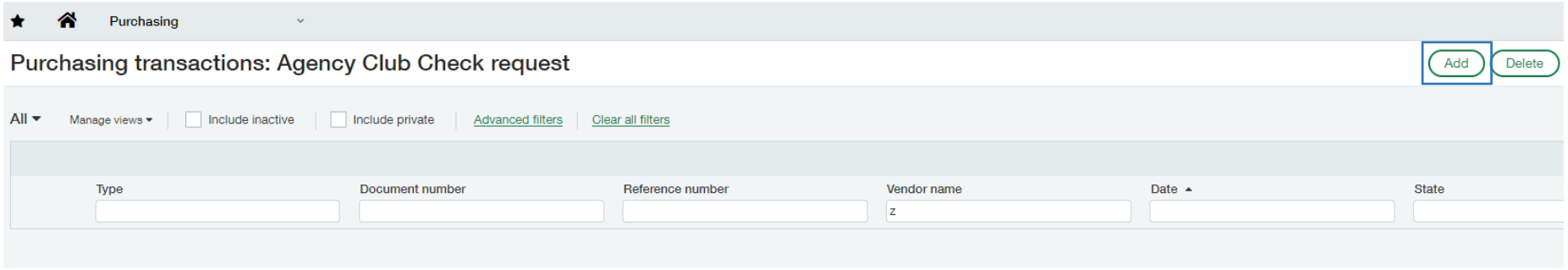
On the dashboard, click Enter Invoices or Reimbursements under My Tasks.



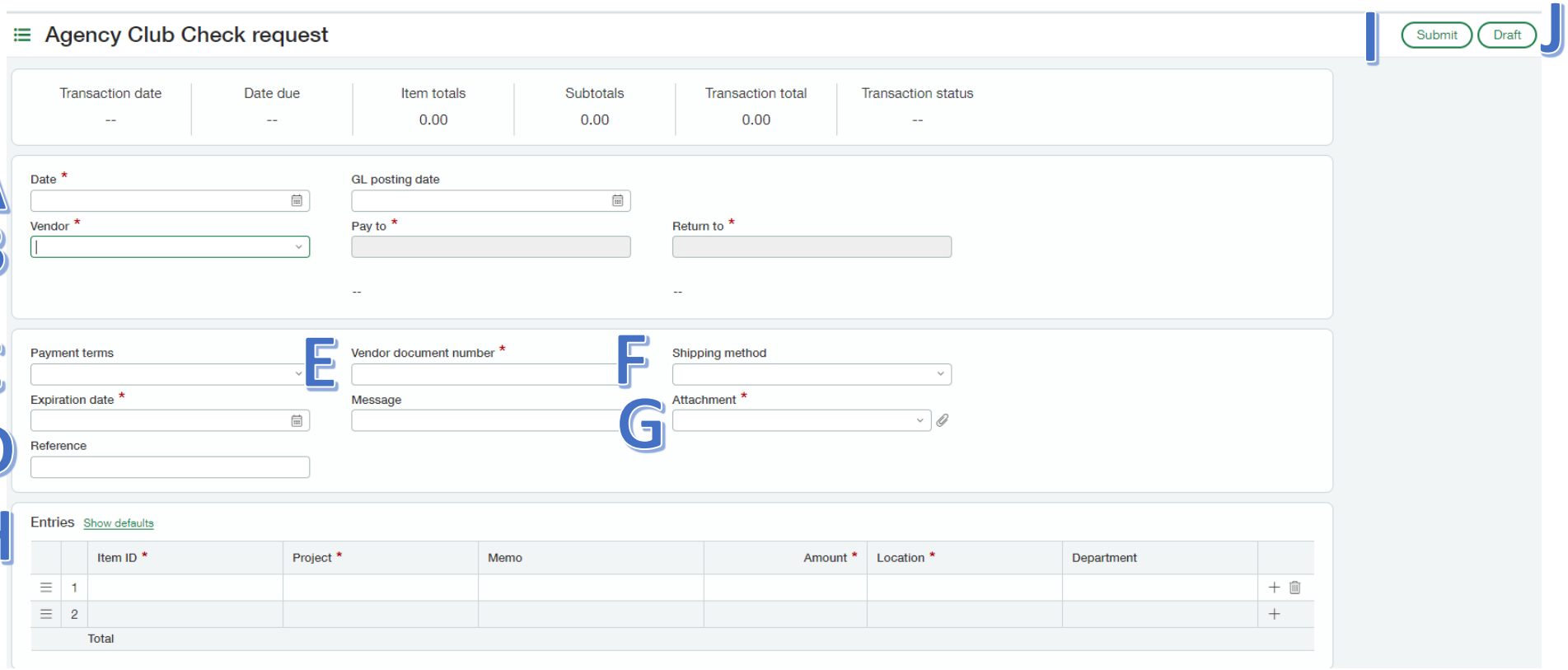
You will see the summary of the requests you have entered.



For a new check request, click Add.



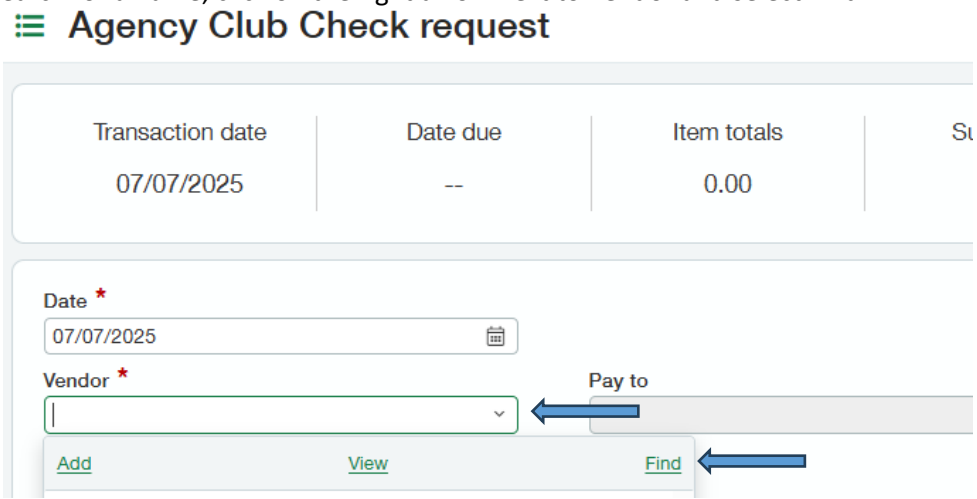
Enter information:



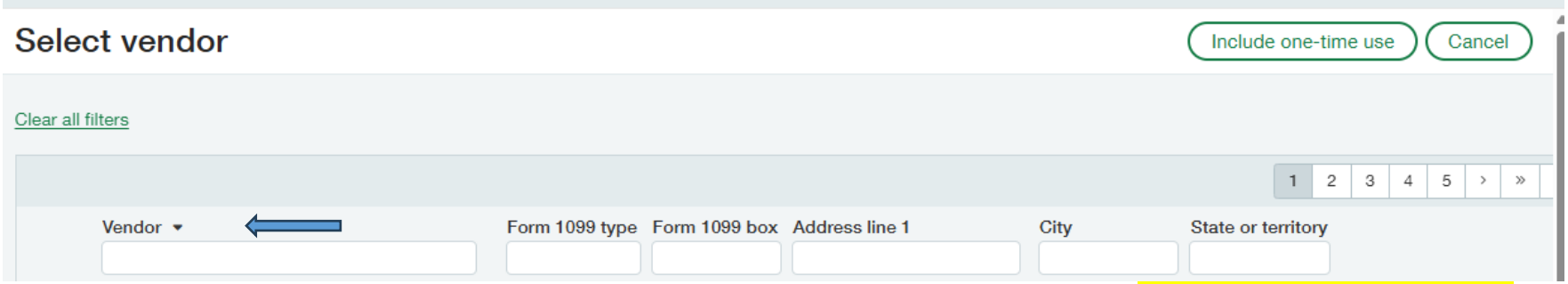
A. **Date:** The default is the current date. If the request was declined and was originally entered in a previous month, change the date to the current date.

B. **Vendor:** If the vendor is already in Sage, type the name. You can also search for the name.

- To search for a name, click on the right arrow next to Vendor and select Find.



- In the dialog box, type in the first name or company name under Vendor. If you would like to search by last name or any part of a person's or company's name, start with a percentage sign (%). Please note that we prefer to use the full company name or the person's legal name.



- If you do not find the name in Sage, use V02309 – NEED NEW VENDOR. When you use this vendor number, **you must keep the request in Draft**. **Do not submit any request with NEED NEW VENDOR**.
- For NEED NEW VENDOR requests, you will receive a Collab (message posted in the check request, bottom left corner) that will tell you when the new vendor has been created. You will update the Vendor to match the name of the person or company that will receive the check.

C. **Payment terms:** select Due Upon Receipt. When you select Due Upon Receipt, the Expiration Date will default to the same date as the Date in A.

D. **Reference:** If the reimbursement or payment is for an event or activity, list the name and date of your event. We require this information when processing check requests.

E. **Vendor document number:** Enter the invoice number from the vendor. If the request is a reimbursement, type "Reimb [today's date]".
   - Note: The vendor document number must be unique and can only be used once for a vendor. Sage will not allow us to process requests with the same number. If you have multiple receipts to reimburse a member, please include them in a single check request. Any requests with duplicate vendor document numbers will be declined, causing processing delays.

F. **Shipping Method:** There are two available choices – Mail or Pick Up in Office. Please make a choice. If there is nothing listed, we will mail the check.

G. **Attachment:** You will attach the following documents (preferably in PDF format):
   - Agency Check Request Worksheet – Sage. The form is available on the ASI website.
   - Invoice
   - All receipts
   - W-9, if the new vendor is a non-CSUF individual or outside company.
   - Certificate of Insurance, if the vendor is performing a service on campus.

H. **Entries** (if there are multiple receipts for a reimbursement, please list each as a separate line)
   - **Item ID:** This is also known as the expense category. There is a document on the ASI website (Services > Accounting > Student Organization Agency Account) titled "SAGE Expense Categories". The document has information on what number to select.
   - **Project:** Enter your account number or the full name of the club. Make sure that the Department matches the Project.
   - **Memo:** This is the detailed description from the Worksheet. Include the event name and date if it wasn't included under Reference.
   - **Amount:** Enter the amount on the invoice or receipt.
   - **Location** & **Department** will auto-populate based on the Project that you enter.
   - Please note that if the purchase does not include sales tax, you will need to add entries. We must pay the State of California the sales tax. The first entry for sales tax will be a negative number; use 2500 as the Item ID. The second entry will be a positive number; use 6540 as the Item ID. The total of these two entries will result in a zero amount for the overall request. For example, the sales tax is $5.50. Here are the additional

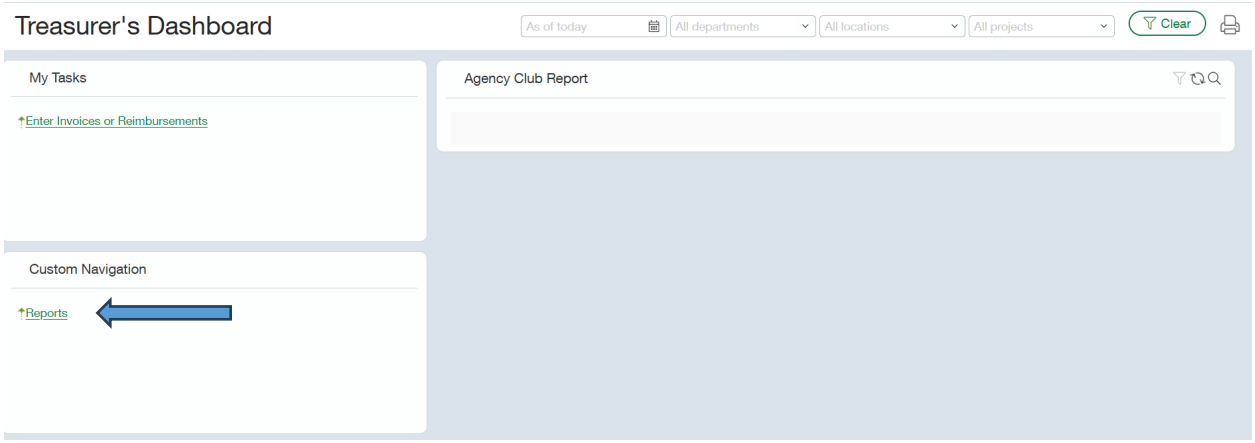
entries:

Item ID *	Project *	Memo *	Amount *
2500--Sales Tax Payat		Sales tax payable	-5.50
6540--Sales & Use		Offset sales tax	5.50

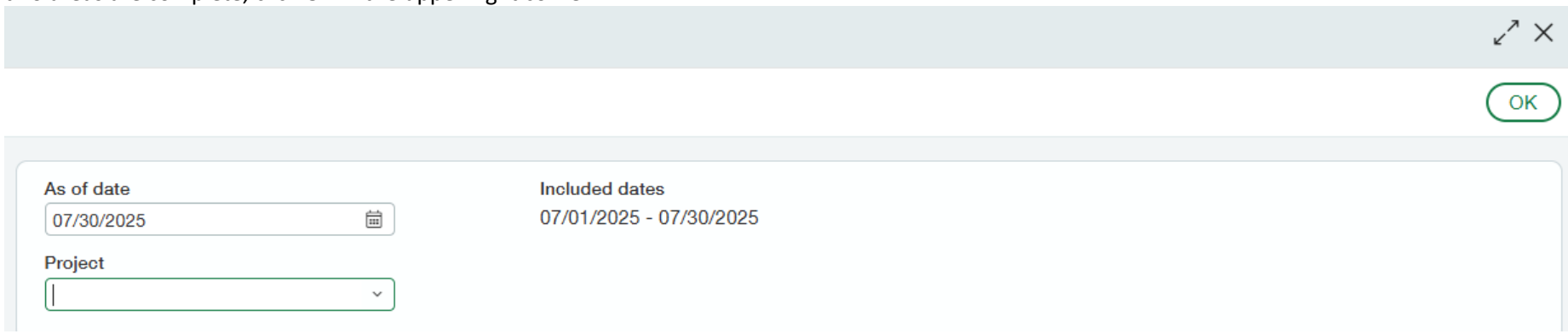
I. If the request is complete, hit the Submit button. Once the request is submitted, you will no longer be able to make any changes.
J. If you have requested a **New Vendor** number, hit the **Draft** button. Once the vendor number has been created, you will be able to make the change.

Instructions to Print Report

On the Treasurer's Dashboard, select Reports under Custom Navigation.



1. The date will default to the current date. The date can be changed. Under Project, enter the agency account number or the club's full name. Once these two areas are complete, click OK in the upper-right corner.



2. Here is a sample report

I Love ASI

Associated Students, Inc. California State University Fullerton
Statement of Activities - By Project
I Love ASI Year To Date 06/30/2024

Operating Revenue	
Revenue - Sales	500.00
Total Operating Revenue	500.00
Expenditures	
Professional Fees	1,150.00
General and Administrative Expenses	850.00
Total Expenditures	2,000.00
Change In Net Assets	**(1,500.00)**
+ Net Assets - Beginning	**1,700.00**
Net Assets - Ending	**200.00**

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3. Additional information can be found by clicking on the sections of the report (text in blue).