

2018

SOFAS Handbook



Student Organization Financial Accounting
System (SOFAS) Handbook
08/31/2018



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1.0 Contact Information

SOFAS Coordinator	Lacie Turner
SOFAS Office	Payables Carruth-O’Leary Hall, Room 20
Telephone	(785)-764-1094
Fax	(785) 864-5267
E-mail address	sofas@ku.edu
SOFAS Office Hours	Monday through Friday 7:30 a.m. to 12:00 p.m. and 12:30 p.m. to 4:00 p.m.
SOFAS Deposits	Cashiers’ Window Strong Hall, Room 23
Cashiers’ Window	Monday –Wednesday, and Friday 8:10 am to 4:00 pm Thursday 9:40-4:00

2.0 Organization Registration

When opening a new account, your organization will need to register with the Student Involvement and Leadership Center (SILC) in the Kansas Union. Please note registration must be done on an annual basis, and if possible, please have this done by mid-August to early September. Once registered with SILC, your organization will need to submit a SOFAS signature authorization form, contact information, and a SOFAS Address form. The signature form must be updated anytime there is a change in officers, and the address form needs to be submitted on an annual basis as well. These documents are submitted to the Student Organization Financial Accounting System (SOFAS) coordinator in Payables office where an account will be set up for your organization. The SOFAS signature form and SOFAS address update form are on the Procurement website <http://www.procurement.ku.edu/sofas>.

Please note, the only people authorized to sign payment requests are those whose signatures are on the signature form. All housing and scholarship hall accounts require two signatures, and one must be the director’s signature.

3.0 Account Information

This section of the SOFAS handbooks covers the following: essential processes to maintaining your student organization account deposits & payment requests, reimbursable salary &



commission, and sales tax.

3.1 Deposits

All SOFAS organizations make deposits into SOFAS accounts at the cashiers' windows in Strong Hall room 23. It is highly recommended that all deposits be made in person by an authorized signor on your SOFAS account. The University of Kansas is not liable for any lost deposits you elect to send via mail for your organization. The sample deposit slip shown below can also be found at the Procurement website <http://www.procurement.ku.edu/sofas>.

Student Organization Deposit		
Organization Name:	<input style="width: 100%;" type="text"/>	
Date:	<input style="width: 80%;" type="text"/>	(Submit two deposit slips per deposit)
Organization ID:	(For SAS Office Use Only)	
Checks:	<input style="width: 80%;" type="text"/>	Post Date: <input style="width: 80%;" type="text"/>
Cash:	<input style="width: 80%;" type="text"/>	Cashier #/I: <input style="width: 80%;" type="text"/>
Deposit Total:	<input style="width: 80%; text-align: right; value: '\$0.00'" type="text"/>	Voucher #: <input style="width: 80%;" type="text"/>
(Enter the amount of checks and/or cash for each account code)		
Account Code	Checks	Cash
<input style="width: 100%;" type="text" value="459090: Donations"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
<input style="width: 100%;" type="text" value="459090: Dues"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
<input style="width: 100%;" type="text" value="459090: Misc."/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
<input style="width: 100%;" type="text" value="422900: Fundraiser"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
<input style="width: 100%;" type="text" value="420500: Housing"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
<input style="width: 100%;" type="text" value="462902: Refunds"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
<input style="width: 100%;" type="text" value="412100: Sales Tax"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
Sales Tax Code _____	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
Tender Totals	<input style="width: 80%; text-align: right; value: '\$0.00'" type="text"/>	<input style="width: 80%; text-align: right; value: '\$0.00'" type="text"/>
(Please print requested information below)		
Student Org Representative:	<input style="width: 100%;" type="text"/>	
Phone Number or Email Address:	<input style="width: 100%;" type="text"/>	
Name of Organization's Advisor:	<input style="width: 100%;" type="text"/>	



Figure 1: Sample SOFAS Deposit Slip

The deposit slip is completed in duplicate with the organization name and organization number at the top. In the upper half of the deposit slips, the amounts of money in coins, bills, and checks must be listed separately. Please indicate total of your deposit where the slip states “total tendered.” Note, in the lower half of the deposit slips, the proper account codes (section 4.0 of handbook), dollar amounts, and sales tax must be completed. The total in this portion of the deposit slip equals the upper half.

Checks should be endorsed indicating the account to which they are being deposited as well as stating “For Deposit Only”. For example:

<p>Ellsworth Hall GDF (XXXX)</p> <p>FOR DEPOSIT ONLY</p>
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Please note there is only $\frac{3}{4}$ of the trailing edge on the back of your check for your complete endorsement. The trailing edge is the portion of the back of the check directly behind the printed “pay to” on the front of the check. Both copies of the deposit slip and the money are needed for you to complete your deposit at the cashiers’ window in Strong Hall. Please note the cashier window is open 8:10 am to 4:00 pm Monday through Wednesday and Friday, Thursday 9:40-4:00. A computer receipt for your deposit will be provided once the cashier has posted the transaction.

In accordance with the business procedures guide, deposits should be made at least once a week. Collected funds should not be held over the weekend. Therefore, if your organization has collected funds, make (at minimum) one deposit by Friday afternoon each week.

3.2 Payment Requests

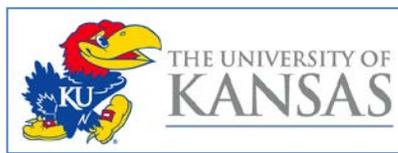
For SOFAS, all payment requests must be submitted on the SOFAS website.



SOFAS Voucher Request

* Requesters Name	<input type="text" value="Lacie R Turner"/>
* Requesters Email	<input type="text" value="lacieturner@ku.edu"/>
* Name of Organization	<input type="text" value="KU Fans"/>
Organization Account Number	<input type="text" value="123"/>
* Payee Name	<input type="text" value="Baby Jay"/> <small>Middle initial is required for individuals</small>
* Method of receiving Payment	<input type="text" value="Mail Check"/> ▼
* Payee Street Address	<input type="text" value="1234 Jayhawk Blvd."/>
* Payee City	<input type="text" value="Lawrence"/>
* Payee State	<input type="text" value="Kansas"/> ▼
* Payee ZIP	<input type="text" value="66045"/>
* Amount	<input type="text" value="100.00"/>
Invoice/Customer/Account Number	<input type="text" value="Invoice 12345"/> <small>This is what shows on the payment message printed on the check. Only 26 characters</small>
* Purpose of Payment	<input type="text" value="Guest Entertainer for end of the year gathering"/>
* Account Code	<input type="text" value="527700/ Guest speaker/lecturer/entertainer"/> ▼ <small>This is the description of your expense that will show on monthly statement</small>
* Is this for a Key Deposit?	<input type="text" value="No"/> ▼
2 Signature form	<input type="text" value="Browse..."/> <small>Please attach 2 signature form located on our website if your organization requires two signatures</small>
Receipts/Invoice	<input type="text" value="Browse..."/>
Attachment to mail with check	<input type="text" value="Browse..."/> <small>This is where you attach what you want sent with the check. If left blank we will mail just the check</small>
Comments	<input type="text"/>
<input type="button" value="Submit Form"/>	

Please provide as much detail as possible. Description of the payment needs to more detail than “reimbursement” or “supplies.” Description includes what is being purchased and purpose. Also list the appropriate expenditure account code in this area. It may be found in



section 4.0 of the handbook. **Payment requests made payable to the same person who authorized the request cannot be honored.**

All checks will be mailed directly from the Payables Office unless otherwise specified to be picked up in the SOFAS office. If you would like to pick up the check(s), please attach a note to the request including a name and email address of whom to contact when the check is ready. Always provide Payables office with information on who will be picking up the check(s). In order to pick up your organization's checks, individuals are required to bring identification, and sign a pick up log.

An invoice, statement, sales receipt, or cash register tape from the vendor must accompany all vouchers. Note that the documentation (invoice, receipt, etc.) **must** be detailed/itemized (all items purchased must be specified on receipt and include vendor name). This allows Payables to identify the type of expense for internal account coding purposes. Please send the original bill or invoice. Your documentation is uploaded when submitting to the appropriate payment request. If you would like the invoice mailed out with the check payment please add the attachment in the space provided to upload the document. No alcoholic beverages (liquor, wine, beer, etc.) purchased by your organization will be reimbursed.

Typically, payment requests will be paid within four business days after Payables office receives them. Please note that from June 15 to July 10 Payables will be processing fiscal year end transactions. Hence, payment requests will be paid within five to seven business days during this time frame. During fiscal year end processing, there will be a few days when transactions cannot be processed. Please direct processing questions during this time to the SOFAS coordinator.



Figure 2: SOFAS Monthly Statements

Account statements will be printed the 1st of each month. The statement reflects all the transactions for the month. Your organization statements will be sent out accordingly via campus, US mail or encrypted KU email. Your records should be reconciled to this statement each month. Please bring any discrepancies to the SOFAS coordinator's attention immediately.

3.4 Reimbursable Salary & Commission

All salaries must be paid through the University of Kansas payroll system to ensure that all the appropriate taxes are processed. A check will be issued from your account to reimburse the University for payroll expenditures. 1099s will be issued to those individuals who receive commission from your organization. Please contact the SOFAS coordinator with any questions or concerns.

3.5 Sales Tax

At any event where merchandise is sold or admission charged, sales tax must be collected and remitted to the State through the Comptroller's Office. It is not necessary to list the tax as separate items in pricing. However, if the price includes sales tax, you must indicate that fact. The retail price or admission fee may include the tax; or you may collect it in addition to the listed price, as most retail stores do. It is the responsibility of the organization to collect all sales tax due and to remit these taxes.

The proper method of paying the tax is to prepare a voucher payable to the University of Kansas, Sales Tax and give it to the Student Organization Accountant. Kansas sales tax rates can be located at <https://www.kssst.kdor.ks.gov/lookup.cfm>. City of Lawrence tax rates are located at [http://www.lawrenceks.org/sales tax](http://www.lawrenceks.org/sales_tax). (Include with the payment request a completed sales tax itemization report). If you charge an amount that includes sales tax, you can compute the tax due by dividing the total of the receipts by 1.087 1.xxxx where x =tax rate. For example, if the tax rate is 8.7%, then the formula is Total sale / 1.087. This provides the actual selling price, and the difference between it and the total receipts will be the tax.



Student organizations are subject to the same rules as individuals and are required to pay tax on all merchandise and services purchased.

The student organizations associated with the social accounts in residence and scholarship halls, and The University Daily Kansan are exempt from paying sales tax on purchases. These organizations may apply for a Sales Tax Exemption Certificate to be used for items purchased for resale. An application for this certificate may be obtained from the SOFAS Coordinator in Payables.

It should be noted that changes in sales tax exemptions in recent years have made the applicability of these certificates extremely limited. Please call the Student Organization Accountant for guidance at any time.

A list of specific types of sales transactions, which are considered taxable by the Department of Revenue, is set out below for your information. Please use this as a guideline in the assessment, collection, and reporting of sales tax proceeds. This list is not all-inclusive. Remember the basic rule to follow is that sales tax must be assessed, collected and reported for all sales of goods and services to students, faculty and the general public this does include the sale of photocopies to students.

Type of Sale	Comment
Meals, concessions, vending machines, banquets	Taxable if open to the general public
Supplies - medical, art, school, industrial, office, other	Taxable
Books - class discussion materials, yearbooks, annuals, programs, periodicals, newspapers	Taxable
Rentals - books, towels, musical instruments, locks	Taxable
Admission fees - plays, musicals, concerts, athletic events, movies, museums	Taxable
Uniforms, Sporting goods, T-shirts, Shoes	Taxable even if considered part of tuition
Photocopies, reproduction of printed material	Taxable
Any requested donation for a specific amount of money is not a donation	Taxable



Type of Sale	Comment
Donations for unstated amounts	Not taxable However, you must make receipts available for all donations upon request. If the organization offers goods or services for any donation, the organization must accept any amount offered.

4.0 SOFAS Account Codes

The following account code tables are provided for your reference. These tables should be referred to when coding revenues on deposit slips Revenue Account Codes and expenses on voucher requests Expenditure Account Codes:

Account Codes University of Kansas, Procurement Office	
Account	Description
459090 Revenue	Donations
459096 Revenue	Dues
422900 Revenue	Fundraiser
420500 Revenue	Fees
430900 Revenue	Interest
220212Liability	Key Deposit
459090 Revenue	Microfilming Fees
459090 Revenue	Miscellaneous
766010 Transfer	Operating Transfers
459096 Revenue	Options
462902 Revenue	Refund/Reimbursement
422900 Revenue	Sales
220212Liability	Sales Tax
220212 Liability	Scholarships
220212 Liability	Sponsorships
459090 Revenue	Visa Requirement
537200 Expense	Computer
	Computer & Printer
	Computer Supplies
	Computer Support
	Software
522300 Expense	Copying & Printing
	Copier Rental
	Printing Services
	Services
	Supplies



Account Codes
University of Kansas, Procurement Office

Account	Description
525180 Expense	Travel Gasoline In-State Travel Mileage Out of State Travel Registration Fees Vehicle Rental
526900 Expense	Miscellaneous Penalties Refunds Scholarships Trophies, Awards, Plaques Tuition
537100 Expense	Supplies & Materials Books Decorations First Aid Furniture Household Office Postage Clothing Entertainment Food Hardware Miscellaneous Pet
510100 Expense	Reimbursable Salaries
220212Liability	Sales Tax
526900 Expense	Services Advances Catering Consulting Dues Film Development Honorary Microfilming Parking Service Charges Telephone Advertising Commission Donations



Account Codes
University of Kansas, Procurement Office

Account	Description
	Express Mail
	Guest Speaker
	Lawyer
	Optional Fees
	Rental
	Subscriptions
766020 Transfer	Transfers
420500 Revenue	Unclaimed Property

5.0 SOFAS FORMS

All Signature, address update, organizational and deposits forms are located at <http://www.procurement.ku.edu/sofas>. If there any further questions, please feel free to contact the SOFAS office to assist your inquiries.

5.1 SOFAS Signature Authorization Form

All Organizations are required to submit the authorization form yearly or any time there is a change in officers. **ALL Housing and Sports Clubs** are required to check the two signature box for voucher requests.



SOFAS Signature Authorization Form

Organization Information	
Organization Name:	
Organization #:	
Date:	
Authorized Signature Information	
As officers of Student Organization at the University of Kansas. We certified that we are duly elected or appointed persons authorized to withdraw funds from the student organization named above.	
Authorized Signer #1	
Signature	<small>WITH NAME</small>
Email	
KU Online ID	
Authorized Signer #2	
Signature	<small>WITH NAME</small>
Email	
KU Online ID	
Authorized Signer #3	
Signature	<small>WITH NAME</small>
Email	
KU Online ID	
Faculty Sponsor Authorized Signature Information	
The above signatures are correct. These persons are duly authorized to withdraw funds from the organization account, and meet my approval as Faculty Sponsor.	
Faculty Sponsor:	
Signature	<small>WITH NAME</small>
Email	
KU Online ID	
Other Requirements- Check if wanted	
<input type="checkbox"/>	Check if two signatures are required for withdrawal (Required for Sports Clubs and Housing Clubs)
<input type="checkbox"/>	Check if one signature must be the faculty sponsor

5.2 SOFAS Two Signature Authorization Form

As previously mentioned ALL Sports and Housing organizations are required to submit a new two signature form any time that a voucher request is made on behalf of the organization/club.



SOFAS Organization Two Signatures Required

Requester Organization Information	
Organization Name:	
Organization #:	
Date:	
Amount:	
Payee:	
Organizer Authorized Signature Information	
Authorized Signer #1	
Signature	
Email	
Authorized Signer #2	
Signature	
Email	

IMPORTANT REMINDER:

The two Authorized Signers must be on your signature card and neither should be the payee for this request.

**PLEASE ATTACH THIS DOCUMENT ALONG WITH THE
INVOICE/RECEIPT ON THE VOUCHER REQUEST**

5.3 Closing a SOFAS Account

An organization can close at any time by moving their money to a bank or donating to organization, cannot just give money to individual. All SOFAS organizations must fill out



the Close SOFAS account form on our website www.procurement.ku.edu/sofas and it must have two physical signatures of authorized signors on their account
Once we have the form we have to complete the process (see below)

SOFAS Organization Close SOFAS account Form

Organization Information	
Organization Name:	
Organization #:	
Date:	
Reason for Closing	
Reason for closing account:	
Remaining Balance – Check Information	
Payee Name:	
Payee Address:	
Payee City, State, Zip If transfer: Org name and # to transfer to	
Authorized Signature Information	
Authorized Signer #1	
Signature	
Email	
Authorized Signer #2	
Signature	
Email	

IMPORTANT REMINDER:

The account balance must be at zero to close the account. Must have two signatures to close the account.

Please email form to sofas@ku.edu

Close Account – SOFAS office only	
<input type="checkbox"/>	Verify both signatures are on signature card (Verified by _____)
<input type="checkbox"/>	Issue check for remaining amount to payee indicated above (Remaining amount: _____, issued on _____)
<input type="checkbox"/>	Inactive account on PS
<input type="checkbox"/>	Inactive account on excel organization list
<input type="checkbox"/>	File documents to Inactive status
Comments:	

Once the organization's closing check has cleared the bank after properly donating the funds to a charitable donation or an outside banking source, the SOFAS office will send an email confirming that the account is no longer active through our offices.