

## FOREWORD

"Begin, and then the work will be completed."

--Goethe

I. PURPOSE OF THE ACCOUNTING MANUAL

The purpose of the Accounting Manual is to provide campus accounting officers with direction and guidance in connection with those accounting transactions, procedures, and reports that should be uniform throughout the University of California. Since the University is a single corporation with nine campus locations, financial information must be recorded and reported on a consistent basis. Also, all campuses should follow uniform procedures when handling transactions that relate to the State of California or the Federal government, and to matters involving taxes and investments.

The Accounting Manual should not be considered an all-inclusive handbook. Rather, accounting officers also should be guided by professional accounting standards, by NACUBO's Financial Accounting and Reporting Manual for Higher Education, and by AICPA's Industry Audit Guides. In addition, accounting officers should observe the instructions that relate to accounting policies and procedures contained in other Office of the President (OP) publications, such as the Budget and Planning Manual, Contract and Grant Manual, Business and Finance Bulletins (BFBs), and personnel manuals.

Except as otherwise provided, the policies and procedures contained in the Accounting Manual are mandatory. Requests for exceptions or interpretations should be made to the Vice President--Financial Management.

Accounting policies and procedures were formerly issued in the "A" series of BFBs and in memorandums issued by the Director of Corporate Accounting, the Associate Vice President--Business and Finance, and the Senior Vice President--Business and Finance. The accounting materials contained in these documents are gradually being updated and incorporated into the Accounting Manual.

I. PURPOSE OF THE ACCOUNTING MANUAL (Cont.)

However, BFBs will continue to be used for financial matters that are of interest to a wider University administrative group, such as BFB A-47, University Direct Costing Procedures.

Campuses and other components of the University may issue local accounting directives which are compatible with the Accounting Manual, BFBs, and other Universitywide directives. Accordingly, users also should refer to local accounting procedures and guidelines.

II. ORGANIZATION OF THE MANUAL

The Table of Contents is divided into thirteen classifications; each classification contains a major subgroup of related accounting activities.

To facilitate referencing and filing, each chapter has been assigned an alpha-numeric code. These codes follow the alphabetical order of the chapter titles, with the exception of the Table of Contents and other introductory chapters, which have been coded A-000-(X) so they remain at the front of the Manual. The remaining chapters are filed alphabetically.

III. DISTRIBUTION

A limited number of copies of the Accounting Manual are provided to campus accounting offices free of charge. (Additional copies are provided to campuses with medical centers.) Extra copies may be obtained upon request and will be recharged to campus departmental accounts. Requests for a free copy of the Accounting Manual should be addressed to the campus accounting office. The Manual also is available on the University of California web site located at the following address:

<http://www.ucop.edu/ucophome/system/>

Campuses and other users should review the Accounting Manual mailing list for their area at least once a year in order to avoid distribution problems.

Inquiries regarding distribution of the Accounting Manual or requests for copies to be recharged should be addressed to the Accounting Manual Editor, Payroll Coordination and Tax Services, 1111 Franklin St., Room 10106C, Oakland, CA 94607-5200.

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IV. MAINTENANCE OF INDIVIDUAL COPIES

To help users keep their Accounting Manual current, a revision log sheet (A-000-0, Revision Records) is included with the Manual. The revision numbers (preprinted) on this sheet correspond to the transmittal letter (TL) numbers, the dates revisions were inserted, and the initials of the person(s) making the insertions. To enable the user to keep the Manual current, the List of Current Pages (A-000-0.5) lists the current date for every page in each chapter. The "TL (XX)" on the bottom of each page indicates the transmittal with which a given page was issued.

V. RESPONSIBILITY FOR PUBLICATION

The Accounting Manual is an official directive of the Office of the Senior Vice President--Business and Finance. It is published and maintained as part of the general responsibility for University accounting policy assigned to the Office of the Vice President--Financial Management.

The Business and Finance Division is committed to making the Manual as clear and useful as possible. All users are encouraged to contact the Accounting Manual Editor with suggestions for revising or improving the Manual.