AGENDA

- Various Updates:
  - University Budget
  - Financial Services
  - Financial Accounting & Reporting
  - Accounts Payable
  - Procurement & Contract Services

- Questions & Future Topics

- Last 10 Minutes – staff available for questions
UNIVERSITY BUDGET

• Staff Update

  Josh James - *LCD, Position Management, & Dept IDs*
  *FIN_LCD@csuchico.edu*

• Training Opportunities

  **Budget 201 Lab** – Feb 27\textsuperscript{th} & 28\textsuperscript{th}
  **Budget 101** – March 20\textsuperscript{th}

  [http://www.csuchico.edu/training/events/budget-201-lab.shtml](http://www.csuchico.edu/training/events/budget-201-lab.shtml)
BUDGET OVERSIGHT

- Run monthly reports
  All funds (SLF, CCF, RSCA, CRT, Lottery)

- Review activity

- Project balances

- Share the information
FINANCIAL SERVICES

• **DUO 2-factor authentication**
  • Communication sent out Feb 1st
  • Training was held Feb 14th
  • Hold another training?
  • All CFS users to enroll by Mar 14th

• **Fiscal Schedule (Year-end Close)**
  • In Progress & Posting Soon
FINANCIAL ACCOUNTING & REPORTING

- CFS MP 3: New Fluid interface

- **Downtime for the CFS MP3**
  Tues April 24 - Sun April 29

- **Go Live is scheduled for**
  Monday April 30th at 8am
TOP 5 Things to do during CFS MP3 Downtime

#5 Send Financial Services an email that you understand it was Systemwide not FINS that set the timeline for the CFS MP3 upgrade to occur 3 weeks before Commencement.

#4 Review encumbrance activity in Insight for PO's to be disencumbered

#3 Run, Review, Project and Share March Budget/Actual Enc balances

#2 Find and prepare your receipt support for March P-Card Reconciliation

#1 Notify far@csuchico.edu of any corrections needed for January and February activity (and March would earn a gold star) (due by 4/30/2018)
**FINANCIAL ACCOUNTING & REPORTING**

- **Timeline for requests to correct CFS Transactions in current year**

<table>
<thead>
<tr>
<th>Date of transaction that needs to be corrected</th>
<th>Date the Correction request is due to <a href="mailto:far@csuchico.edu">far@csuchico.edu</a></th>
<th>Fiscal month that the correction will be posted by FAR in CFS</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2017 - 12/31/2017</td>
<td>3/29/2018</td>
<td>March</td>
</tr>
<tr>
<td>1/1/2018 - 2/28/2018</td>
<td>4/30/2018</td>
<td>April</td>
</tr>
<tr>
<td>6/1/2018 - 6/30/2018</td>
<td>If a transaction is needing correction please contact <a href="mailto:far@csuchico.edu">far@csuchico.edu</a> as soon as possible.</td>
<td>Depending on the date FAR is contacted, the type of correction needed and the dollar amount FAR will determine if the correction can be posted in June or if a July adjustment is needed.</td>
</tr>
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</table>
ACCOUNTS PAYABLE

• PCard Reconciliation – Online
  • CFS
  • Access Online
  • Contact Cindy for PCard use, Janita for PCard reconciliation
• Future Billing Cycle Communication
• Mailed Paper Statements – Ending after February cycle
• **Travel**
  - Submit claims within 60 days from end of trip
  - Concur Online Travel Project
  - Travel chartfields will need to be consolidated – effective 7/1/2018

<table>
<thead>
<tr>
<th>Current Campus Acct</th>
<th>Campus Acct Description</th>
<th>Updated CSU Acct</th>
<th>CSU Acct Description</th>
<th>Notes</th>
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<tr>
<td>660R90</td>
<td>Registration Fees</td>
<td>660009</td>
<td>Professional Development</td>
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<tr>
<td>660G01</td>
<td>Trv-Official Guest</td>
<td>660090</td>
<td>Expenses-Other</td>
<td>Students-606001/606002; Non-employee/non-student-660090</td>
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<td>660R65</td>
<td>Recruitment Interviews</td>
<td>660042</td>
<td>Recruitment &amp; Employee Relocation</td>
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<tr>
<td>660R66 (*)</td>
<td>Relocation Expense</td>
<td>660042</td>
<td>Recruitment &amp; Employee Relocation</td>
<td></td>
</tr>
</tbody>
</table>

(* Under discussion due to Tax Cuts & Jobs Act)
PROCUREMENT & CONTRACT SERVICES

GEP CalSource

Upstream (CalUsource)
- Supplier Registration
- Spend Analysis
- Sourcing
- Contract Management

Downstream (CFS)
- Requisition
- Purchase order
- Invoicing
- Receiving
Who's your buyer?

New & Improved!
Processing Matrix
Equipment Account Code Matrix

Year End 2018
2018/19 Open 05/04/18

Reminders:
• Disencumber/clean-up open PO’s
• Attachments………
• Plan to attend Spring Vendor Fair (4/27 – during CFS downtime)
Questions & Future Topics

• Future topics?
• Any questions?
• We welcome feedback!
• Email fincfs@csuchico.edu or call 898-5103

Next Scheduled Meeting: April/May
Thank you for taking the time to attend the Financial Services Forum!

http://www.csuchico.edu/fin/Financial-Services-Forum.shtml