SEPTEMBER 29, 2017
2pm
SSC 150

FINANCIAL SERVICES FORUM
AGENDA

• Advancement Services – IKG Process
• Foundation – Software Update
  ▪ Various Updates:
    • Financial Services
    • Accounts Payable
    • Procurement & Contract Services
    • University Budget
  ▪ Questions & Future Topics
  ▪ Last 10 Minutes – staff available for questions
FOUNDATION SOFTWARE UPGRADE

- Current Version of Software
- Product Enhancements – will stay current – Vendor Supported
- Modern Software/Hardware
- Compatibility with Campus – Cognos Reporting
- New Features
- Reduced Costs
- Streamlined Processes
- Training and Support

Foundation Admin Office
- Jim Forberg, Project Manager
- Jessica Bourne, Interim Executive Director
“Future” Changes to Sign-On: Multi-Factor Authentication

- Result of various audit findings
- Chancellor’s Office:
  - required MFA by February 2018
  - purchased for all CSU campuses
- First Phase – CFS users
- Authenticate once/day

“DUO”: [https://duo.com/](https://duo.com/)
FINANCIAL SERVICES

- Various Ways to Authenticate:
  - Landline Call
  - Cell phone Call
  - Text
  - DUO App
    - Smart phones, tablets, Apple Watch
  - Duo 'fob,' 'security token,' or 'dongle'
Concur Travel & Expense Project

- Bakersfield, Chancellor’s Office, Chico, Humboldt, Sacramento, San Francisco, Cal Poly San Luis Obispo

Travel Reminders
- Submit claims within 60 days from end of trip

Staffing Update
• **Reminders:**
  - Disencumber/clean-up open PO’s
  - Attachments.....
  - Attend Trainings:
    - **Campus Marketplace** – Thursday, November 2, 2017 at 9:30 a.m.
    - **Lifecycle of a PO** - Tuesday October 17, 2017 at 3:00 p.m.

• **Friday FUN!**
When is the best time to call the vendor and place your order?

A. In the morning Never!
B. On Mondays only.
Tim wants to purchase 14 chairs for his new conference room to be delivered by Friday. When is the best time for Tim to call the vendor and place his order?

A. In the morning
B. Never
C. On Mondays only
What items require an ITPR (IT Procurement Review)?

A. Guest Speaker
B. Two terabyte flash drive
C. Six bags of grass seed
D. Microscope with electronic interface

E. B and D

Why?
MAY THE ODDS BE EVER IN YOUR FAVOR
Which of the following items are acceptable in your department’s first aid kit?

1. Gauze, bandages, Band-Aids
2. Aspirin, Advil, or other medicines
3. Topical ointments
4. All of the above
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When is the best time to call the vendor and place your order?

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How do I find the buyer’s name who is handling my purchase order?

A. Call PeopleSoft Central Office
B. Ask your boss
C. Look it up in CFS
D. There is no way, you just have to wait...
# Procurement and Contract Services

<table>
<thead>
<tr>
<th>How Do I</th>
<th>Excel</th>
<th>PDF</th>
<th>Word</th>
<th>External Link</th>
<th>Revision Date</th>
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<tbody>
<tr>
<td>Choose the Correct Account Code</td>
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<td>Choose the Correct Category Code</td>
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<td>Ordering Process for Goods, Services &amp; Construction</td>
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<td>Requisition - Log into PeopleSoft</td>
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<td>Requisition - Personalize My Entry Fields</td>
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<td>Requisition - Personalize My Print Fields</td>
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<td>Requisition - Entering</td>
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<td>Requisition - Copy an Existing Requisition</td>
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<td>Requisition - Multiple Chartfields</td>
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<td>Requisition - Printing</td>
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<td>Requisition - Find an Existing Requisition</td>
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<td>Requisition - View Status (Find my PO#)</td>
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<tr>
<td>Purchase Order - View Status (Find my Buyer)</td>
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</table>
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P-Cards may be used to purchase:

1. Computers and laptops
2. Paying a guest speaker
3. **Books**
4. Hospitality goodies
5. None of the Above
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This artistic person reviews and approves ALL logos and graphics before any order can be placed.
Who is Christian Burke?
Senior Graphic Designer
Public Affairs and Publications
UNIVERSITY BUDGET

• 2017/18 Campus Budget Plan Finalized

• SLF Updates
  • Spend the 17/18 awards!
  • Oct 5th: College Committees identified
  • Dec 6th: 18/19 proposal deadline

• Budget Trainings
  • Budget 101 & Budget 201 (Oct/Nov)
BUDGET PROJECTIONS

- Plan, Update, Report
- Budget Projection Tool
- Monthly Labs
- Assistance?
QUESTIONS & FUTURE TOPICS

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

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

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