Agenda

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

Questions & Future Topics

Last 30 Minutes – staff available for questions
Procurement & Contract Services

- **Purchase Orders**
  - Disencumber/clean-up
  - Attachments!

- **Campus Marketplace**
  - Staples
    - minimum order $50 Nov 1st
    - recycled paper ordering

- **Training**
  - CFS/Req Entry coming soon!
  - Lifecycle of a PO & Campus Marketplace
Financial Accounting & Reporting

- Accounting for (PEWAF) projects is changing

- Staffing updates – for “FAR”
  - Denise Gavello Retiring 10/31/2016
  - New department email FAR@csuchico.edu

- Insight – data warehouse reporting

- Budget vs. Actuals Transfers
Budget vs. Actuals Transfers

Historically departments have processed budget transfers to account for expenses that are shared between departments or divisions for one reason or another.

Currently, there is no clear distinction for departments to know which method is the most appropriate. Doing budget transfers is easier for departments.
Budget vs. Actuals Transfers

Do you want this transaction to change the total BUDGET column?

Yes

Budget Transaction
Budget transactions should not be used as a payment or reimbursement.

No

Actuals Transaction
This will reflect as a use of your budget.
# Budget vs. Actuals Transfers

## Account Balances Report

<table>
<thead>
<tr>
<th>Account</th>
<th>Account LDESC</th>
<th>Budget</th>
<th>Encumbered</th>
<th>Actual</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>606001</td>
<td>Travel-In State</td>
<td>0.00</td>
<td>0.00</td>
<td>6,490.16</td>
<td>-6,490.16</td>
</tr>
<tr>
<td>613001</td>
<td>Contractual Services</td>
<td>2,568.00</td>
<td>16,176.00</td>
<td>19,926.00</td>
<td>-33,534.00</td>
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<tr>
<td>613L01</td>
<td>Legal Fees</td>
<td>0.01</td>
<td>0.01</td>
<td>-5,825.00</td>
<td>5,825.00</td>
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<tr>
<td>616S02</td>
<td>Software Maintenance Agrmts</td>
<td>0.00</td>
<td>0.00</td>
<td>29,481.52</td>
<td>-29,481.52</td>
</tr>
<tr>
<td>617001</td>
<td>Services Fr Oth Funds-Agencies</td>
<td>0.00</td>
<td>0.00</td>
<td>40.00</td>
<td>-40.00</td>
</tr>
<tr>
<td>660001</td>
<td>Postage And Freight</td>
<td>0.00</td>
<td>0.00</td>
<td>546.06</td>
<td>-546.06</td>
</tr>
<tr>
<td>660002</td>
<td>Printing</td>
<td>0.00</td>
<td>0.00</td>
<td>3,495.09</td>
<td>-3,495.09</td>
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<tr>
<td>660003</td>
<td>Supplies And Services</td>
<td>120,000.00</td>
<td>0.00</td>
<td>1,622.66</td>
<td>118,377.34</td>
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<tr>
<td>660017</td>
<td>Advertising</td>
<td>0.00</td>
<td>0.00</td>
<td>1,272.00</td>
<td>-1,272.00</td>
</tr>
<tr>
<td>66090</td>
<td>Expenses-Other</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>660M10</td>
<td>Memberships</td>
<td>0.00</td>
<td>0.00</td>
<td>9,040.00</td>
<td>-9,040.00</td>
</tr>
<tr>
<td>660R65</td>
<td>Recruitment Interviews</td>
<td>1,746.00</td>
<td>5,384.00</td>
<td>0.00</td>
<td>-3,638.00</td>
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<tr>
<td>660R90</td>
<td>Registration Fees</td>
<td>0.00</td>
<td>0.00</td>
<td>381.73</td>
<td>-381.73</td>
</tr>
<tr>
<td>670000</td>
<td>Transfer Out - Same CSU Fund</td>
<td>0.00</td>
<td>0.00</td>
<td>100.00</td>
<td>-100.00</td>
</tr>
<tr>
<td>670C01</td>
<td>FMS Intrafnd Costs Rcvrd</td>
<td>0.00</td>
<td>0.00</td>
<td>449.75</td>
<td>-449.75</td>
</tr>
<tr>
<td>670C18</td>
<td>Computer Ntwrks Intrafnd</td>
<td>0.00</td>
<td>0.00</td>
<td>206.80</td>
<td>-206.80</td>
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<tr>
<td>670C19</td>
<td>Other Communic Intrafund</td>
<td>0.00</td>
<td>0.00</td>
<td>1,487.60</td>
<td>-1,487.60</td>
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<tr>
<td>670C20</td>
<td>Telephone Usage Intrafun</td>
<td>0.00</td>
<td>0.00</td>
<td>32.82</td>
<td>-32.82</td>
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<tr>
<td>670C35</td>
<td>TSRV Intrafund</td>
<td>0.00</td>
<td>0.00</td>
<td>60.08</td>
<td>-60.08</td>
</tr>
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</table>

| Total     | 124,314.01 | 21,560.01 | 68,807.27 | 33,946.73 |

## Examples

- **Budget**
  - One dept. has unused work study and wants to give to another dept.

- **Actuals**
  - One dept. hosting event and incurring costs, other depts. want to contribute.
Accounts Payable

- **Migration from AMEX to US Bank Visa Travel Card**

- **Travel Reminders**
  - Use current version of forms
  - Submit claims within 60 days from end of trip
  - Pop quiz – what company holds our rental car contract?
    - Contract not to be used by non-employees
  - Trip insurance

- **Staffing Updates**
University Budget

- **2016/17 Campus Budget Plan Finalized**
- **SLF Updates**
  - Spend the 16/17 awards!
  - College Committees should be identified
  - Dec 7\(^{th}\) is 17/18 proposal deadline
- **Budget Trainings**
  - Budget 101 & Budget 201 (Feb 8\(^{th}\) & Apr 5\(^{th}\))
Budget Projections

- Plan, Update, Report
- Budget Projection Tool
- Monthly Labs
- Assistance?
Financial Services

Trust Agreements

• Review/Update existing agreements
• Create missing agreements

Ongoing Trainings Offered:

• Group: Life Cycle of PO, Campus Marketplace, ITPR Process, Concur (travel), Budget 101/201, Requisition Entry (**coming soon**)
• Small Group: Procurement Card, Budget Projection Tool
Financial Services

“Welcome to FS Email”

- Sent to new employees with useful information

In the Works

- Campus issued RFI for Document Management System
- Exploring idea of monthly checklist to help reconcile and review your funds
- System-wide office has a pilot group exploring the Concur Travel Software program of which we are a participant.
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