Agenda

Feedback on Forum Invitation

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

Questions & Future Topics

Last 15 Minutes – staff available for questions
Financial Services

“Welcome to Financial Services” email
  • Feedback?

Fiscal Year-End Schedule
  • Will be posting soon
    • Excel version
    • On-line Calendar version
Financial Services

Trust Agreements
- Updating agreements
- Few agreements not returned

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, Financial Services Walk-in Lab
Procurement & Contract Services

- **Year-end Planning**
  - Clean-up old encumbrances
  - Fiscal Schedule & renewal log

- **Contracts & Purchase Orders**
  - Attachments
  - Signature authority

- **Campus Marketplace**
  - New feature.....

- **Training**
  - CFS/Requisition Entry coming soon!

- **Vendor Show & Koffee & Kudos**
  - April 21st, Colusa 100A/B, 9:30-1:30
PEWAF Accounting overhauled

- Capital Accounting Systemwide changed
- Streamlined process to eliminate encumbering PEWAFs

- Dept will no longer have:
  - Budget transferred from G1006 to GP0XX
  - PEWAF Encumbrances in GP0XX to CSU Chico

- The PEWAF form has not changed
  - Signature authorizes FAR to transfer funds from the dept to service center managing project by actuals journal entry
  - Balance at end of project will still be returned to dept

- The dept will receive an email notification from Mary Gaffney in Financial Accounting & Reporting on the day of the actuals journal entry being recorded. Email will contain the summary of project sources and amounts
Inactivation - Acct 660021 Repairs & Maint

- CO narrowed the definition of this account to be used only for Facilities-related R&M

- For equipment, automotive or other R&M, please use 660003 Supplies & Other Services or 613001 Contractual Services, as applicable

- This change was expedited in February so that 660021 could be inactivated prior to the influx of new PO’s for upcoming summer projects
Financial Accounting & Reporting

• Reminder: Chartfields link on FAR website: www.csuchico.edu/far/

• Coming Soon!
  Updated Core & Specialized Expense Accounts

• Staffing updates – for “FAR”
  Amy Muir
  Tiffany Ballard

• Please continue to use the department email FAR@csuchico.edu for journal entry and invoice to third party requests.
Accounts Payable

- Fully migrated to US Bank Visa Travel Card

- Travel Reminders
  - AB1887 (travel restrictions to certain states)
  - Use current version of forms
  - Submit claims within 60 days from end of trip
  - Concur Project
University Budget

- Spend 16/17 SLF Awards

- Budget Reporting
  - Plan, Update, Report
  - All fund sources
    - ✓ T8508 - SLF
    - ✓ T8509 - CCF
    - ✓ T8510-T8515 – CSUPERB, COAST, WRPI, RSCA
    - ✓ L1033 - Lottery
University Budget

- **Budget Projection Tools**
- **Budget 101**
  3/20/17 2pm Colusa 100B
- **Budget 201 (YE focus)**
  4/5/17 10am Colusa 100B
  Budget Lab in SSC 410:
  4/11/17 2pm
  4/13/17 10am
  4/19/17 2pm
  4/20/17 10am

- **Monthly Walk-In Labs**
  3/15/17 2pm SSC 410
  4/19/17 10am SSC 410
  5/17/17 2pm SSC 410
  6/21/17 10am SSC 410

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Month_Close_Em ail
Insight:

Review manager & send updates to FINCFS@csuchico.edu
University Budget
Dept ID’s Tree

Search by College or Unit:

• Dept ID’s have a hierarchy similar to our university organizational structure
• Excel file posted online
• Option to search by filter or by group

Send updates to FINCFS@csuchico.edu

Dept_Tree_02.06.17
Questions & Future Topics

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

Next Tentative Meeting: May 23, 2017 10am
Thank you for taking the time to attend the Financial Services Forum!

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