## DISCUSSION

1. **FINANCIAL SERVICES (Stacie Corona):**
   - DUO 2-factor authentication
     - Communication regarding DUO 2-factor authentication was sent out on 2/1.
     - The 1st Training was held 2/14.
     - A 2nd Training will be held on 2/22.
     - Users will need to authenticate at least once per day.
     - Set-up CFS with your preference for authentication (landline, cell phone, token, etc.)
     - All CFS users need to enroll by 3/14 to avoid access interruptions to CFS.
   - Fiscal Schedule
     - Fiscal year-end schedule of year-end deadlines is in progress & to be posted soon.

2. **PROCUREMENT & CONTRACT SERVICES (Sara Rumiano):**
   - GEP CalUsource
     - CalUsource-Use for Supplier Registration, Spend Analysis, Sourcing, Contract Management
     - CFS-Use for Requisition, Purchase Orders, Invoicing, Receiving.
   - Purchase Orders
     - Cleanup Encumbrances – run the OPEN COMMITMENT report in Insight to review any outstanding balances. If you have received all items on the purchase order and all lines have been paid, contact the buyer to close the PO. Review your Open Commitment reports monthly to clean up any outstanding POs.
     - Attach completed documentation for quicker processing and let the buyer know there are attachments by adding comments into the requisition. Sending all attachments in one package provides for quicker processing.
     - Use CFS to find your buyer (process guide located at [http://www.csuchico.edu/fin/forms.shtml#how](http://www.csuchico.edu/fin/forms.shtml#how))
     - New & improved matrix-Goods and Services Processing Matrix (can be viewed [here](http)), equipment acct code matrix (can be viewed [here](http))
   - Year end ’18
   - Spring Vendor Fair
     - The 1st Spring Vendor Fair was so successful, that we are having another one!! To be held on 4/27 in CLSA 100A
   - Trainings and Tools
     - Campus Marketplace – to be held on 3/7 @ 10am
     - Lifecycle of PO – to be held on 3/28 @ 4pm
     - Register for any of the above sessions in DTS.
### 3. Financial Accounting & Reporting (Michelle Korte):

- The CSU is in the process of switching over to a new CFS Maintenance Pack 3 (MP3) with a Fluid interface
  - Downtime for CFS MP3 is Tuesday 4/24 through Sunday 4/29
  - Go Live is scheduled for 4/30 @ 8am
  - New CFS Fluid Interface was previewed which incorporates “tiles” rather than drop down menu navigation.

- Things to do during CFS MP3 Downtime:
  - Review encumbrance activity in Insight for PO’s to be disencumbered.
  - Run, Review, Project and Share March Budget/Actual Encumbrance
  - Find & prepare your receipt support for March PCard Reconciliation
  - Notify far@csuchico.edu of any corrections needed for Jan. & Feb. activity by 4/30.

- Timeline for requests to correct CFS Transactions in current year was reviewed (See Powerpoint slide #8 from 2/15/2018 FS Forum for detail dates

- Continue to send email inquiries to: far@csuchico.edu. These emails are monitored continuously and will receive the most prompt response by our accounting team.

### 4. Accounts Payable (Melissa Taylor):

- PCard Reconciliation is now being done online in CFS
  - Contact Cindy Reiswig for PCard usage
  - Contact Janita Pierce for PCard reconciliation
  - Please watch out for emails about future billing cycles/reconciliation timelines
  - Paper statements will no longer be mailed after the February cycle.

- Travel Reminders
  - Claims should be submitted within 60 days from end of trip. Late submissions are subject to review and approval by Division VP and CFO.
  - Concur Online Travel Project – Travel chartfields will be consolidated – effective 7/1/18.

### 5. Budget (Jeni Kitchell):

- Budget Reporting
  - Run monthly reports, Review activity, Project balances, Share information

- Budget Trainings and Tools
  - Budget 201 Lab: Building your Budget Tool - to be held on 2/27 @ 10am & 2/28 @ 2pm
  - Budget 101 – to be held on 3/20 @ 10am
  - Monthly Walk-In Labs
  - Register for any of the above sessions in the DTS.
  - Contact BUD office for help with budget projection tools.
• Staff Update-
  o Welcome Josh James to Budget, Josh comes from Financial Accounting & Reporting.

• Assistance – contact Darleen Sowers x6243 or Jessica Anderson x5104 with any budget questions or help with Budget Tool.

6. We welcome all feedback, future topics, and suggestions. Please send to fincfs@csuchico.edu

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