### DISCUSSION

1. **FINANCIAL SERVICES (Stacie Corona):**
   - **Trust Agreements**
     - We have been reviewing and updating trust agreements that are required for unique funds per the Chancellor’s Office policy.
     - Catlin Wulferdingen will contact departments for missing trust agreements. When you are contacted, please return the updated trust agreement as soon as possible.
   - **Reminder of Ongoing Trainings Offered**
     - Please register for available trainings in the DTS.
   - **“Welcome to Financial Services” Email**
     - New employees requesting CFS security access are receiving an email with useful information regarding financial processes, websites and links to training.
     - Please provide feedback so that included information is as helpful as possible.
   - **Fiscal Year-End Schedule**
     - Fiscal year-end schedule to be posted soon. Please review important deadlines. Schedule will be available in Excel and as an online calendar. We will poll users after year-end close to see if both versions are useful and need to be maintained.

2. **PROCUREMENT & CONTRACT SERVICES (Sara Rumiano):**
   - **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 before year end.
     - Attach completed documentation for quicker processing and let the buyer know there are attachments by adding comments into the requisition.
   - **Fiscal Schedule/Renewal Log**
     - The renewal log includes agreements that will expire on June 30. Log is located on PURC website. Start getting quotes, preparing ITPRs, etc. for agreements that will be renewed.
     - The 17/18 year is not open yet but prepping can start now. We will send an email from FINCFS when open.
   - **Signature Authority**
     - Only PURC has signature authority for contracts and purchasing. Even zero dollar and non-disclosure agreements need to be signed by PURC. If documents are not signed properly, they may be deemed invalid.
   - **Campus Marketplace**
     - Search feature on the main homepage is being built, making it easier to compare products/pricing across participating vendors.
   - **Trainings**
     - Campus Marketplace – one-stop shopping access of preferred supplies and CSU contract pricing
     - Lifecycle of a PO
     - CFS/Requisition Entry – coming soon
3. **FINANCIAL ACCOUNTING & REPORTING (Michelle Korte):**

   - **PEWAF Accounting Overhauled**
     - Systemwide, the accounting for capital projects has changed significantly. These changes have enabled us to streamline the accounting side of our campus’ PEWAF process. We are eliminating the encumbrance of PEWAFs.
     - Dept will no longer have budget entry transferring funds from G1006 to GP0XX and PEWAF encumbrances in GP0XX to CSU Chico;
     - PEWAF form has not changed. Signature authorizes FAR to transfer funds from the dept to the service center managing project by an “actuals” journal entry. Any balance at the end of the project will be continue to be returned to the department.
     - The dept will receive an email notification from Mary Gaffney on the day of the “actuals” journal entry being recorded. Email will contain the summary of project sources and amounts.

   - **Staffing and Communication Updates**
     - Tiffany Ballard has joined the department and will perform Denise Gavello’s former job duties.
     - Amy Muir is a new accountant in the department.
     - Continue to send email inquiries to **FAR@csuchico.edu**. These will be read and responded to by our accounting team.
     - Please start looking at your deptid activity now for fiscal year-end close.

   - **Inactivation of account code 660021**
     - 660021 (repairs and maintenance) is no longer active. Please use 660003 or 613001 (contractual services) instead. 660021 was originally intended for facilities use only but has been used more broadly. Housing and FMS have new codes to replace 660021.

   - **Core Account List and Core Account Inquiries**
     - New Core Account List will be available on the FAR site. Hopefully this list will be easier to navigate. Most departments will select codes from the top of the list – the “CORE ACCOUNTS”
     - If you have questions about which code to use, contact PURC since they are the first point of contact. FAR is also available to answer questions pertaining to account codes.

4. **ACCOUNTS PAYABLE (Melissa Taylor):**

   - **AMEX to US Bank Visa Travel Card**
     - Campus has fully migrated to the US Bank travel card. Applications/information can be obtained here [http://www.csuchico.edu/ap/US_Bank_Travel_Card.shtml](http://www.csuchico.edu/ap/US_Bank_Travel_Card.shtml)

   - **Travel Reminders**
     - Use current version of forms available on the Accounts Payable website
     - Claims should be submitted within 60 days from end of trip. Accounts Payable will send email reminder notices at 30-45 days.
     - AB1887 restricts state-funded travel to states with discriminatory laws. Right now, state funds may not be used for travel to KS, TN, NC and MS.

   - **Concur**
     - We are moving to a new model for travel that will allow us to work directly with Concur and make the travel process fully electronic from start to finish.
     - 7 campuses are participating in this project and it will be a very big change for our campus. Please keep an open mind about this exciting opportunity.
5. **BUDGET (Jeni Kitchell):**
   - **Budget Reporting**
     - Plan, update and report!
     - Look at all fund sources – not just G1006. These sources may include T8508 (SLF), T8509 (CCF), T8510-T8515 (CSUPERB, COAST, WRPI, RSCA), L1033 (Lottery)
   - **Student Learning Fee (SLF) Updates**
     - Spend your 2016-17 awards and charge appropriately.
   - **Budget Trainings and Tools**
     - Budget 101 – higher level. Overview of university funding and financial structure related to budget and finance.
     - Budget 201 – department level. General overview of the university’s budget process; how to monitor and track department budgets
     - Budget 201 Lab – hands on training to build and use a custom budget tool for your department
     - Monthly Walk-In Labs
     - Register for any of the above sessions in the DTS.
     - Contact BUD office for help with budget projection tools.
   - **Deptids**
     - In Insight, review the manager names for your deptids and report changes to fincfs@csuchico.edu.
     - New deptid tree will be posted on FAR chartfield page. Deptids have a hierarchy similar to university organizational structure.
   - **Assistance** – contact Darleen Sowers 6243 or Jessica Anderson 5104

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

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**FUTURE MEETINGS**

| Date: May 23, 2017 | Time: 10:00am – 11:15am | Location: Colusa 100B |