MAY 23, 2018

Financial Services Forum - YearEnd
Agenda

17/18 Year-End Close Information:
• Procurement & Contract Services
• Accounts Payable
• Financial Accounting & Reporting
• University Budget

Fiscal Schedule

Questions & Future Topics

Last 15 Minutes – staff available for questions
Procurement & Contract Services

Vendor Fair & Koffee & Kudos

• Thank you!!

Year-end Planning

• Review & clean-up open encumbrances
• New Year Orders get New year Dates!
• Attachments, Attachments, Attachments!
Accounts Payable

Travel
- Claims - submit, submit, submit
- Travel claims that are *complete* and submitted by EOB on 6/25/18 will be recorded in the 2017/18 year

Important Dates
- Obligations
  - Will send out to necessary departments on 6/19, response due by 6/25 at 10 a.m.
- P Card transactions – June cycle
  - Must have reconciliation done by EOB on 6/27.
  - Reminder that reconciliation must be completed in CFS

New(ish) Initiatives
- Concur – electronic based travel platform
May 31, 2018
Due date for correction of transactions dated 3/1/2018 – 4/30/2018. Review and send chartfield correction requests for transactions by May 31st to FAR@csuchico.edu. These corrections will be posted as May transactions.

May 2018 estimated to close month by June 11th

After Notification that May is closed
Review and send chartfield correction requests to FAR@csuchico.edu for May transactions by June 21st.

FAR cannot guarantee that correction requests received after June 21st will be posted. Multiple factors play into whether a correction can be posted after that date: the date FAR is contacted, the date of the original transaction, the type of correction needed, accounts/funds impacted, and the dollar amount. Competing priorities, deadlines and materiality may take precedence. FAR management will determine if late or immaterial corrections will be posted in 2017-18. A July adjustment can be posted, if determined necessary.
June 2018 transactions

Continue to keep an eye on your transactions through June. There is only a few day window in July where June transactions can be corrected. Once June is closed, we cannot change/correct the way 2017-18 transactions reflect in CFS/Insight.

Please continue to use FAR@csuchico.edu for all journal entry and invoice to third party requests.
Additional Reminders

- Pending RTPO’s – please contact Tiffany Ballard
- If you will be out of the office during June/July please be sure to have someone cover your desk. A good practice if you send requests right before you will be out of office is to cc whomever should be contacted in your absence and/or include that contact as part of your out of office in Outlook.
- All checks and payments for State-side transactions must be receipted at Cashiering-SSC 230 by 12PM on June 28th. For late payments received on June 28th please contact Anna Magaña or Suzy Buck.
- **Financial Accounting & Reporting staff introductions:**
  - Kate Kelley
  - Amy Muir
  - Tiffany Ballard
  - Katy Rollo and Mary Gaffney (also part of FAR, but not here today)
University Budget

Budget Reporting – all funds!

Check BALANCES and PROJECT thru 6/30

- T8508 – SLF
- T8509 – CCF
- T8510-T8515 – CSUPERB, COAST, WRPI, & RSCA
- T8530 & T8531 – New Faculty Startup & CO Awards
- T6300 – IRA
- L1033 & L2033 – Lottery & Lottery SARC
- C4401 – Campus Partners
University Budget

Reminders

- Monthly Walk-In Lab: 6/12/18 @ 2pm OCNL 127
- Payroll Expenditure Corrections: 5/25/18
- Employee Expenditure Adjustment: 6/14/18
- Budget Transfer Deadline: 6/21/18

- Student Payroll: May is last month to post in FY 17/18
- SLF Positions: 17/18 will be inactivated & 18/19 will be established
Review Fiscal YE Schedule

few upcoming ones below

..\..\..\Fiscal Schedule\2017-18\2017-18 Fiscal Schedule_Final.xlsx

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| Wednesday, May 30  | 5:00 p.m. | Open Encumbrances Disencumbrance of open commitments (encumbrances) against which no further payments will be made. Review the Insight Open Commitments Report to identify Purchase Orders to disencumber. This action will increase the account balances for consideration as carry-forward into the new year. Special attention should be given to the open encumbrance amount on service orders. Send requests to disencumber by e-mail to the buyer on the purchase order. Include the following information:

- PO #
- Vendor
- Amount to disencumber |
| Wednesday, May 30  | 5:00 p.m. | Procurement Credit Card (US Bank VISA) Purchases (including Staples) made through the June billing cycle (which ends June 22) will be charged to current fiscal year if the vendor submits the charge to the credit card provider by June 22. Charges made a week or two prior to June 22 may be charged to current year or new year, depending on the date the charge is recorded with the credit card provider. If it is critical the charge use current year funding, orders should be made well in advance of the June 22 deadline. If the charge requires new year funding, place the order June 22 or after. |
| Thursday, May 31   | 5:00 p.m. | Changes to chartfields, Operating Expenses, Travel, or Equipment Expenditures These requests may be transmitted via e-mail to Financial Accounting & Reporting (FA&R) Note: Expenses from March through April. |
| Friday, June 1     | 5:00 p.m. | CPO Deadline Request for reimbursement from other CSU campuses or the Chancellor’s office. |
### PO Review

Please see us after meeting to discuss these PO’s

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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: Fall 2018
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Thank you for taking the time to attend the Financial Services Forum!

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