FYI – Finance, **YOU** Included!
Result of reviews and reconciliations occurring throughout the year.

Data Warehouse is an effective tool
• Use to monitor activity
• Very flexible with many options
• Can be adapted to your preferences
• Play with it to find out what works best for you

Must be performed on a regular basis and more frequently as year-end approaches.
• Requisitions
• Encumbrances and PO’s
• Accounts Payable
• Fund and DeptID Balances
• Accounts Receivable Billing Requests
• Transfers (Budget, Expense, Payroll)
Processing times vary greatly
Depends on complexity and scope
For a standard requisition, processing time is approx. 10 business days.

Review two requisitions reports at least monthly

- OPEN REQUISITION REPORT
  - Will display as “pre-encumbrance” activity
  - These are requisitions in-process; not yet submitted to buyers
  - Delete or approve/submit
  - Data Warehouse/Transaction Inquiry/Open Requisition Report

- REQUISITION REPORT
  - Will display as “encumbrance” activity
  - Data Warehouse/Transaction Inquiry/Requisition Report
Review balances to ensure accuracy
- At least monthly (and more frequently as year-end approaches)
- Identify invoices that need submission to AP
- Follow-up with vendors, if needed

Work with buyers
- Close out any reqs and/or POs that are no longer needed

Data Warehouse/Manage My Budget
PURCHASE ORDERS (PO’S)

- Review balances to ensure accuracy
  - Review open PO’s at least monthly
- Work with buyers as appropriate
  - Close out any that are no longer needed
- Closing out any that are no longer needed
- Data Warehouse/Transaction Inquiry/ Open PO Report
- Check out our Procurement101 training opportunities
ACCOUNTS PAYABLE

Processing time varies
Completeness of documentation
Volume of campus submissions

Typical turn-around for AP invoices, check requests, Short Term Limited Scope Independent Contractor payments (STLS) and travel claims is 10 business days.

Data Warehouse/Transaction Inquiry/Actual Report
(Document Source:VCH)
FUND AND DEPTID BALANCE REVIEWS

- Review Fund, DeptID, and other chartfield account string to ensure accuracy.

- Review at least monthly (but, more frequently as year-end approaches).

- Do not wait. Take action to correct any misstatements.

- Data Warehouse/Manage My Budget
1. CSUEB invoice requests are only permitted to be issued from the Student Finance office.

2. Processing time is generally 5 business days.

3. Submit requests to: Cashiers & Student Financial Services at SA1200
TRANSFERS

During your monthly reconciliations and all year long, please submit transfers on a regular basis.

Maintain Fund Integrity

BUDGET TRANSFER
Delegating budget within your Department or Division

BUDGET OFFICE
budget@csueastbay.edu

Allow 1-5 days for processing

EXPENSE TRANSFER
Expenses posted to the wrong Fund/Deptid/Account

ACCOUNTING OFFICE

Allow 1-5 days for processing

PAYROLL TRANSFER
Used to change the distribution of labor cost

FINANCE SUPPORT UNIT
financesupport@csueastbay.edu

Labor intensive
Make sure correct at onset
Submit adjustments right away

TRANSFER TRAINING IN FALL
THANK YOU
QUESTIONS
FINANCE JEOPARDY!
Throughout the fiscal year, Fund and DeptID balances should be reviewed at least this often...

How often is: M__ __ __ __ __ __
Throughout the fiscal year, requisition reports should be reviewed at least this often...

How often is: M___________
Throughout the fiscal year, encumbrance and PO activity should be reviewed at least this often...

How often is: M______________
Financial Services
Year–End Deadlines

With sound year–round review practices in place, year–end becomes easy.
Year–End Reminders

- **P-Card transactions** posted to the USBank statement by May 25th
  - Will be included in the current fiscal year
  - Last ones to record for the year
  - Consist mostly of May transactions

- Transactions or requests received by the cut-off dates
  - Allow for normal processing times and inclusion within the current fiscal year
  - Items received after the due dates will be processed as time permits
June 7, 2019 – Friday:

- Procurement will begin actions to close all current fiscal year (FY18-19) blanket PO’s
- New requisitions received after this date will be dated for the new fiscal year
- For guaranteed processing, submit final non-payroll expenditure transfers, budget transfers and payroll adjustment requests
June 28, 2019 – Friday:

- The Cashier’s Office will close at 1:00 P.M.

The month of July:

- The year-end close work continues “behind-the-scenes”.
- Ensure department resources are available for inquiries

Please contact Kim Napoli x5-7363 with any questions
THANK YOU

QUESTIONS
The last PCard transactions to be posted for the fiscal year are those that generally take place in that month...

When is:  M__ __
Final fiscal year-end requests for budget and expenditure transfers of payroll adjustments should be submitted by that date...

When is: J_______ __ th
Featuring: Amazon
FINANCE JEOPARDY!
The method of payment for all Campus MarketPlace (CMP) transactions...

What is:
A University issued P-___ ___ ___ ___
The Supplier that was most recently added to the Campus MarketPlace...

Who is: A______
Certify: Solution Overview

Accounts Payable

Financial Services
Agenda

• Implementation Plan
• Solution Overview
• Quick Look
• Questions
Implementation Plan

- **Pilot Group**: Division of Administration and Finance
  - Pilot Group Rollout: Spring 2019
- **University Wide Rollout**: Summer 2019
Overview

What is Certify?

• Certify is a cloud-based management solution that makes booking travel and expense reporting easy!

What’s in it for me?

• Paperless
• Timesaving
• Online Submission and Approval
• Mobile Friendly
• User Friendly
• Quicker Reimbursement
Quick Look
Questions?
FINANCE JEOPARDY!
(What is) CERTIFY

What is a: T_________ and E______________ Solution
The pilot group that will be rolling out Certify in the Spring...

Who is: A__ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __

and

F __ __ __ __ __ __
The Days of waiting in line on the 1st floor of the SA building are over......
FINANCE JEOPARDY!
Number of ways that you can enter into the queue...

How many is: __ ways
The name of CSU East Bay’s queue system...

What is: P_________________
Watch your email inbox for our Online Survey – please take a few moments to share your feedback on today’s session and your ideas for future sessions!

Today’s slides will be available in the FYI Presentation repository – navigation is on the back of today’s agenda

THANK YOU FOR ATTENDING OUR SECOND “FYI” SESSION!