

# WELCOME



Channel Islands  
CALIFORNIA STATE UNIVERSITY

**FHR Council Meeting  
Tuesday, June 12, 2018  
10:00 AM  
Malibu Hall 100**

## Agenda

- I. Welcome - Diane Mandrafina and Laurie Nichols
- II. Certify – Myrna StaAna, Financial Services
- III. Purchase Orders – Rhonda Florick, Financial Services



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# **ACCRUAL TRAINING & PREPAID EXPENSES**

**Presented by:**

**Myrna Sta Ana**  
Accounts Payable  
Supervisor



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# Accruals

**Accruals pertain only to items and/or services purchased and delivered by June 30, 2018 that are not submitted to AP office on June 19, 2018.**

◀ ▶ June - July 2018      Camarillo, California      ☁ Today 70° F / 56° F      ☀ Tomorrow 69° F / 57° F      ☀ Thursday 70° F / 56° F     

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 17	18	19 LAST DAY TO SUBMIT REIMBURSEMENTS/CHECK REQUESTS/INVOICES (2-way POs) TO ACCOUNTS PAYABLE; St...	20 ACCRUAL ITEMS	21	22	23
24 ACCRUAL ITEMS	25	26	27	28	29	30
					LAST DAY FOR SHIPPING AND RECEIVING TO ENTER A RECEIVER FOR 3-WAY POs	
Jul 1	2	3 LAST DAY FOR ACCRUAL FORMS - EMAIL TO CIAP@CSUCI.EDU	4	5	6	7
8	9	10	11	12	13	14

# Accruals - Requirements

## ITEMS TO ACCRUE

**Tangible Goods / Services on PO performed or delivered by June 30, 2018**

- ☐ **Tangible Goods**
- ☐ **Services on PO**
- ☐ **Other Open PO items**

### **Direct Payments**

- ☐ **Travel Reimbursements**
- ☐ **Business Expense Claim Reimbursements**
- ☐ **P-card items from June 11-30, 2018**
- ☐ **Other allowable direct pay items over \$500**

**Proof of delivery is required from the supplier and back-up documentation must be included.**



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# Accruals - Requirements

## ITEMS THAT WILL AUTOMATICALLY ACCRUE

Purchase Order with receiving requirement (3-way match PO) received by the Shipping and Receiving Office and entered into PeopleSoft by June 30, 2018 will be included in expenditures for the current year.

## ITEMS THAT CANNOT BE ACCRUED

- ☐ Payroll
- ☐ Items for Grant funds
- ☐ Items under \$500.00

## EXCEPTION

- ☐ P-card items from June 11-30, 2018

# Accounts Payable Accrual Form

A B C D E F G H I J K L M

## CICMP Accounts Payable Accrual Form FY17-18

Due Tuesday, July 03, 2018

### Directions:

- 1 - Select the Business Unit for the accruals. Business units cannot be combined on this form.
- 2 - Each accrual must be listed separately on the below worksheet -- one line per expense accrual.
- 3 - Each accrual must have supporting back-up, with the dollar amount being accrued "highlighted" on the back-up.
- 4 - Accruals pertain only to items or services purchased and delivered by June 30, 2018 for FY17-18. Delivery confirmation is required for an item to be accrued and must be included as back-up.
- 5 - Accruals will not be accepted for purchases under \$500.
- 6 - This form and all supporting documentation will only be accepted via email to [CIAP@CSUCI.EDU](mailto:CIAP@CSUCI.EDU).

Preparer:

Date:

Business Unit: **CICMP**

**FINANCE USE ONLY**

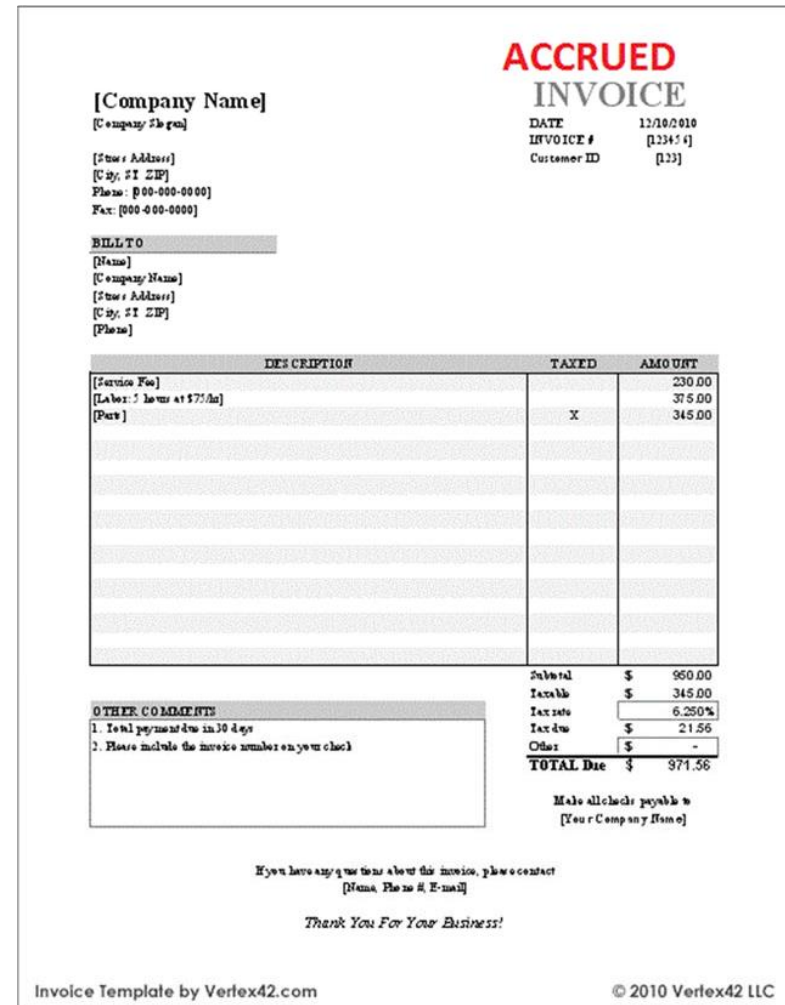
SAVE AS CSV

	Account	Fund	Dept	Program	Class	Project	Vendor Name	Reason for Accrual	Invoice Date	Amount
1										
2										
3										
4										
5										



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**Submit AP Accrual Form in excel format (.xls) along with scanned copies of backup by email only (ciap@csuci.edu).**



# Journal Entry and Auto Reversal

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
<b>ACCRUAL ENTRY</b>														
Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Project Fdescr	Jrnl Descr
CICMP - CSU Channel Islands	2017	12	06/30/2018	0001087141	MJE - Manual Journal Entry	John Doe TEC June 25, 2018	1,000.00	606001 - Travel In State	GD901 - CI ~ Operating	550 - Financial Aid	---	---	---	AP Accruals 1
<b>ACCRUAL ENTRY REVERSAL</b>														
Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Project Fdescr	Jrnl Descr
CICMP - CSU Channel Islands	2018	1	07/01/2018	0001087141	MJE - Manual Journal Entry	John Doe TEC June 25, 2018	(1,000.00)	606001 - Travel In State	GD901 - CI ~ Operating	550 - Financial Aid	---	---	---	AP Accruals 1
CICMP - CSU Channel Islands	2018	1	07/25/2018	00140406	VCH - AP Voucher Accounting	Jul 18-20 17 Los Angeles CA	1,000.00	606001 - Travel In State	GD901 - CI ~ Operating	550 - Financial Aid	---	---	---	-

**An accrued expense is an expense that has been incurred, but for which there is not yet any expenditure documentation.**

**In place of the expenditure documentation, a journal entry is created to record an accrued expense, as well as an offsetting liability.**

## **FY 2017-18 Journal Entry (AP Accruals)**

**June 30, 2018**

606001-GD901-550	1,000.00 Debit
201801-GD901	(1,000.00) Credit

## **FY 2018-19 Journal Entry Auto Reversal (AP Accruals)**

**July 1, 2018**

606001-GD901-550	(1,000.00) Credit
201801-GD901	1,000.00 Debit

## **FY 2018-19 AP Voucher Entry and Payment**

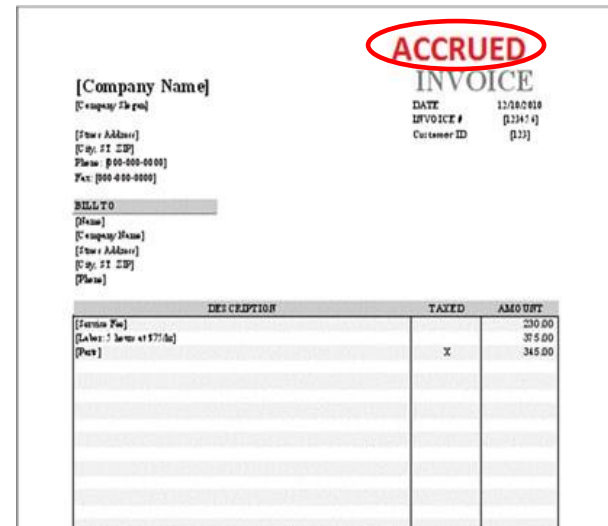
**July 25, 2018**

606001-GD901-550	1,000.00 Debit
101100-GD901	(1,000.00) Credit



# Summary

- ❑ **A clean year-end helps you by recording all current year expenses in the current year, so that the next year budget does not have to cover them.**
- ❑ **June 19, 2018 – Direct Payment Requests, TEC, BEC, Petty Cash, PO Invoices submit to AP Office.**
- ❑ **Deadline for AP Accrual Form submission via email**
  - **July 3, 2018 by close of business**
  - **Accounts Payable Accrual Form**
  - **Write “ACCRUED” on the upper right corner of the back-up document/s**



The image shows a sample Accounts Payable Accrual Form. At the top right, the word "ACCRUED" is stamped in red and circled. Below it, the word "INVOICE" is printed. The form contains several fields for company and customer information, including name, address, phone, fax, date, invoice number, and customer ID. There is a section for "BILLS TO" with similar fields. At the bottom, there is a table with three columns: "DESCRIPTION", "TAXED", and "AMOUNT". The table contains three rows of data: "Service Fee" with an amount of 230.00, "Sales Tax at 5.71%" with an amount of 37.50, and "Total" with an amount of 345.00. The "TAXED" column has an "X" in the row for "Sales Tax at 5.71%".

DESCRIPTION	TAXED	AMOUNT
[Service Fee]		230.00
[Sales Tax at 5.71%]	X	37.50
[Total]		345.00

# Expenditures Errors and Duplications

To avoid duplications and errors on your department expenditures, please run a report by department from the Data Warehouse.

Go to the Data Warehouse and run a report to help you determine what accruals are needed by your department.

EMPLOYEE RESOURCES TOOLS & SERVICES DIVISION & ORGANIZATIONS PROJECTS & INITIATIVES COLLABORATE POLICIES FORMS NEWS & COMMUNICATIONS

HOME TOOLS & SERVICES FINANCIAL TOOLS COMMON FINANCIAL SYSTEM (CFS)

Common Financial System (CFS)

CFS Non-Production

Financial Information Systems (FIS)

**CFS Login**

**Finance Data Warehouse Login**

Finance DW Home Page

CPO Request

**Common Financial System (CFS)**

The Common Financial System, referred to systemwide as the CFS, replaced the California State University PeopleSoft Finance 9.0 environment in July 2011. CFS was instituted in an effort to achieve database consolidation across all campuses.

Please utilize the CFS 9.2 and Data Warehouse 11G Training materials available in the links provided below.

**CFS System Outages**

Title	Distribution Date
There are no items to show in this view of the "System Outages" list.	

[View All...](#)

**CFS Application Development Documentation**

[CFS 9.2 Application Documentation](#) (CMS Project Site)

**CFS Production Log-in**

**Systemwide Technical Support**

Requests for assistance begin by contacting the ITSupport Center by [email](#) or by telephone (562) 951-8500.

Requests are routed to technology service providers 24 hours a day, 7 days a week, 365 days a year.

**Open a Ticket**

[Open a ticket using ServiceNow](#)

**Outage Bulletins**

# Data Warehouse – Financial Reporting

On the upper right side tab, click on the Dashboard drop down and click on Financial Reporting.

Home | Dashboards | Open | Signed In As Staana,

- Most Recent(BIDW Message Board - Message)
- My Dashboard
- BIDW Message Board
- Financial Reporting**
- FIRMS GAAP
- Sponsored Programs
- Transaction Inquiry
- Tree Reporting

Finance Da

Financial Reporting

Home | Dashb

Home | Manage My Budget as of Period | **Financial Summary As of Period** | Financial Summary Between Periods | Financial Summary by Year | Trial Balance | Inception to Date Reports | Cash | Fund Balance

Default Settings for this Dashboard

Select primary business unit for campus level reporting: CICMP - CSU Channel Islands

Select primary budget ledger: --Select Value--

Select original budget scenario only: --Select Value--

Apply | Reset

# Data Warehouse – Transaction Inquiry

On the upper right side tab click on the Dashboard drop down and click on Transaction Inquiry ➡ Actual Reports.

Dashboards ▾ | Open ▾ | Signed In As Staana, Myrna ▾

- Most Recent(Financial Reporting - Financial Summary As of Period)
- My Dashboard
- BIDW Message Board
  - BIDW Message Board
- Financial Reporting
  - Financial Reporting
- FIRMS GAAP
  - FIRMS GAAP
- Sponsored Programs
  - Sponsored Programs
- Transaction Inquiry**
  - Transaction Inquiry
- Tree Reporting
  - Tree Reporting

Transaction Inquiry | Home | Dashboards ▾

Home | Open PO Reports | Open Requisition Reports | **Actuals Report** | Budget Reports | Encumbrance Reports | Requisition Reports | ProCard Transactions

Select primary business unit for campus level reporting: CICMP - CSU Channel Islands ▾

Select primary budget ledger: --Select Value-- ▾

Select original budget scenario only: --Select Value-- ▾

Apply | Reset ▾

# Data Warehouse – Transaction Inquiry

Click on Actuals Transactions ➡ click on “Dept” dropdown

**Transaction Inquiry**

Home Open PO Reports Open Requisition Reports **Actuals Reports** Budget Reports Encumbrance Reports Requisition Reports ProCard Transactions

**Report Index**

Actuals Transactions

Actuals Transactions is a transactional display based on selected filters with several views.

[Actuals Reporting by Attributes](#)

Actuals Reporting by Attributes is a transactional display with six column selectors.

---

**Transaction Inquiry** Home Dashboards Open

**Report Filters**

Business Unit	Fiscal Year	Period From	Period To	Account Type	Account Category
CICMP - CSU Channel Islands	2017	Between 0	12	--Select Value--	--Select Value--
Fund	Dept	Account	Project	Program	Class
--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--
NOT Fund	NOT Dept	NOT Account	NOT Project	NOT Program	NOT Class
NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--
Posted Date	Document Source	Doc ID	Accounting Date	Doc Line Descr	Journal Source
--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--
Journal Template	Supplier	Supplier Descr			
--Select Value--	--Select Value--	--Select Value--			

**Advanced Filters**

Apply Filters Reset Filters

# Purchase Order with Receiving Required

<a href="#">Favorites ▾</a> <a href="#">Main Menu ▾</a> <a href="#">Purchasing ▾</a> <a href="#">Purchase Orders ▾</a> <a href="#">Review PO Information ▾</a> <a href="#">Purchase Orders</a>										
<b>Lines</b> Personalize   Find   View 10     First 1 of 1 Last										
Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status			
		4'x8' Steel trench plate reg (	57800	5.0000	DLR	5,330.75 USD	Approved			

Mfg Item ID  
Price Qty Schedule  
☐ Withholding  
Receiving Required Required  
☐ Inspect  
Configuration Code

**3-way PO automatic accrual if receiver is recorded in PS by June 29, 2018.**

Mfg Item ID  
Price Qty Schedule  
☐ Withholding  
Receiving Required Do Not  
☐ Inspect  
Configuration Code

**2-way PO accrual needed if items are received by June 30, 2018 and invoice was not submitted to AP before June 19, 2018.**

# Purchase Order with Receiving Required

ORACLE

PeopleSoft Purchasing  
RECEIVER SUMMARY REPORT

Page No. 1  
Run Date 6/5/2017  
Run Time 15:52:41 PM

Receiver Dates Included: 06/01/2017 Thru: 06/05/2017  
Business Unit: CICMP

Ship To	Receiver ID	Rcv Date	Supplier ID	Supplier Name	Rcv Status	Match Status	Bill Of Lading	Carrier ID	Hold Asset	Hold Inventory
RECEIVING	0000077679	06/01/2017	0000000121	Clark's Printing Company	Received	To Match			N	N
	0000077680	06/02/2017	0000001093	Proforma Color Press	Received	To Match			N	N



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# Prepaid Expenses

Prepaid expenses are goods or services paid for and recorded in advance of their use or consumption in the course of business, which represent expenses for the next fiscal year and therefore, should properly be reported as a current asset at June 30.

Typical example is an annual membership or subscription expense.

1 4 6 9 1 3		FEB 2 0 '18		technologies																																										
California State University: Channel Islands Josh Magana One University Drive Attn: Accounts Payable Camarillo CA 93012				<table><tr><td>Invoice #:</td><td>1446608</td></tr><tr><td>Date:</td><td>December 1, 2017</td></tr><tr><td>Balance Due (USD):</td><td>\$17,500.00</td></tr><tr><td>PO #:</td><td>PO#16363</td></tr></table>		Invoice #:	1446608	Date:	December 1, 2017	Balance Due (USD):	\$17,500.00	PO #:	PO#16363																																	
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Date:	December 1, 2017																																													
Balance Due (USD):	\$17,500.00																																													
PO #:	PO#16363																																													
<table><thead><tr><th>Item</th><th>Description</th><th>Unit Cost (\$)</th><th>Quantity</th><th>Price (\$)</th></tr></thead><tbody><tr><td>SLV2</td><td>StudentLink Annual Service Fee January 2018 to December 2018</td><td>16,000.00</td><td>1</td><td>16,000.00</td></tr><tr><td>SSOAnnual</td><td>Single Sign-On Annual Service Fee January 2018 to December 2018</td><td>1,500.00</td><td>1</td><td>1,500.00</td></tr><tr><td colspan="4">Subtotal:</td><td>17,500.00</td></tr><tr><td colspan="4">Total:</td><td>17,500.00</td></tr><tr><td colspan="4">Amount Paid:</td><td>0.00</td></tr><tr><td colspan="4">Balance Due (USD):</td><td>\$17,500.00</td></tr><tr><td colspan="6">Net 60 Days</td></tr></tbody></table>						Item	Description	Unit Cost (\$)	Quantity	Price (\$)	SLV2	StudentLink Annual Service Fee January 2018 to December 2018	16,000.00	1	16,000.00	SSOAnnual	Single Sign-On Annual Service Fee January 2018 to December 2018	1,500.00	1	1,500.00	Subtotal:				17,500.00	Total:				17,500.00	Amount Paid:				0.00	Balance Due (USD):				\$17,500.00	Net 60 Days					
Item	Description	Unit Cost (\$)	Quantity	Price (\$)																																										
SLV2	StudentLink Annual Service Fee January 2018 to December 2018	16,000.00	1	16,000.00																																										
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Subtotal:				17,500.00																																										
Total:				17,500.00																																										
Amount Paid:				0.00																																										
Balance Due (USD):				\$17,500.00																																										
Net 60 Days																																														



# Prepaid Expenses

## AP Voucher Entry

▼ Distribution Lines Personalize | Find | | First 1 of 1 Last

**GL Chart** | Exchange Rate | Statistics | Assets |

Copy Down	Line	MOC	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date	Finalize
<input type="checkbox"/>	1		8,750.00	0.5000	CICMP	613801	GD901	X20301				02/20/2018	<input type="checkbox"/>

Line 2 ☐ Copy Down

\*Distribute by: Amount ▼

Item:

Quantity:

UOM:

Unit Price:

Line Amount: 8,750.00

Calculate

SpeedChart:

Ship To: RECEIVING

Description: SLV2 - Student Link Annual Ser

☐ One Asset

▼ Distribution Lines Personalize | Find | | First 1 of 1 Last

**GL Chart** | Exchange Rate | Statistics | Assets |

Copy Down	Line	MOC	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
<input type="checkbox"/>	1		8,750.00		CICMP	107090	GD901					02/20/2018

Save

# Prepaid Expenses

**Journal Entries showing on Expense Account and Prepaid Expenses-Other and Prepaid Expenses Reversal usually posted in August (Period 2)**

PREPAID EXPENSES													
Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdes	Doc Ln Descr	Amount	Account Fdesc	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Project Fdesc
CICMP - CSU Channel Islands	2017	8	02/20/2018	00146913	VCH - AP Vou	Student Link An	8,750.00	613801	GD901 - CI ~ Operating	550 - Financial Aid	---	---	---
CICMP - CSU Channel Islands	2017	8	02/20/2018	00146913	VCH - AP Vou	Student Link An	8,750.00	107090	GD901 - CI ~ Operating	---	---	---	---

PREPAID EXPENSES - REVERSAL														
Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdes	Doc Ln Descr	Amount	Account Fdesc	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Project Fdescr	Jrnl Descr
CICMP - CSU Channel Islands	2018	2	08/01/2018	0001087141	MJE - Manua	Student Link An	(8,750.00)	107090	GD901 - CI ~ Operating	---	---	---	---	Prepaid Reversal FY 17-18
CICMP - CSU Channel Islands	2018	2	08/01/2018	0001087141	MJE - Manua	Student Link An	8,750.00	613802	GD901 - CI ~ Operating	550 - Financial Aid	---	---	---	Prepaid Reversal FY 17-18

# Prepaid Expenses

## Example: How to calculate Prepaid Expenses

Item	Description	Unit Cost (\$)	Quantity	Price (\$)
SLV2	StudentLink Annual Service Fee January 2018 to December 2018	16,000.00	1	16,000.00
SSOAnnual	Single Sign-On Annual Service Fee January 2018 to December 2018	1,500.00	1	1,500.00
Subtotal:				17,500.00
Total:				17,500.00
Amount Paid:				0.00
Balance Due (USD):				<b>\$17,500.00</b>
Net 60 Days				

<b>Annual Membership</b>				
<b>Period Cover : January - December 2018</b>				
FY17-18	Jan - June 2018	6 months		
FY18-19	July - Dec 2018	6 months		
Invoice amount		\$ 17,500.00		
Divided by 12 months		\$ 1,458.33	\$17,500.00 / 12	
<b>Voucher</b>				
FY17-18	6 months	\$ 8,750.00	\$1,458.33*6 months	Debit = 613001-GD901-X20301
FY18-19	6 months	\$ 8,750.00	\$1,458.33*6 months	Debit = 107090-GD901
		\$ (17,500.00)		Credit = 101100-GD901
<b>Reversal</b>				
FY18-19		\$ 8,750.00	\$1,458.33*6 months	Credit = 107090-GD901
FY18-19		\$ 8,750.00	\$1,458.33*6 months	Debit = 613001-GD901-X20301



# Questions?

**Myrna StaAna**

Accounts Payable Supervisor

[myrna.staana@csuci.edu](mailto:myrna.staana@csuci.edu)

Ext. 8489



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# **REQUISITION REVIEW & CLOSING PURCHASE ORDERS**

**Presented by:**

**Rhonda Florick**  
**Buyer II, Commodities &  
Services**



# Open Purchase Orders

## **OPEN PURCHASE ORDER (PO) WILL CLOSE AUTOMATICALLY**

- ☐ Final Invoice matches the PO
- ☐ \$0.00 Encumbrance

## **DEPARTMENT REQUEST TO CLOSE THE PO**

- ☐ Email the assigned Buyer
- ☐ Include PO # (s)

## **PROCUREMENT WILL CLOSE THE PO**

- ☐ Encumbrance – low balance / Item Received / Tax / Freight

## **REVIEW BY REQUISITION NUMBER**

- ☐ Cross Reference by utilizing Requisition ID Number or Requester in the Document Status Screen

# Requisition Document Status Screen

Main Menu → Purchasing → Requisitions → Review Requisition Information → Document Status

Navigation: Favorites ▾ Main Menu ▾ > Purchasing ▾ > Requisitions ▾ > Review Requisition Information ▾ > Document Status

### Requisition Document Status

Enter any information you have and click Search. Leave fields blank if you are unsure.

[Find an Existing Value](#)

**Search Criteria**

Business Unit = ▾ CICMP

Requisition ID begins with ▾ 000000665

Requisition Status = ▾

Requisition Date = ▾

Origin begins with ▾

Requester begins with ▾ 73000999999

Description begins with ▾

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

### Search Results

[View All](#)

Business Unit	Requisition ID	Requisition Status	Requisition Date
CICMP	0000006659	Approved	07/25/2017
CICMP	0000006658	Complete	07/25/2017
CICMP	0000006657	Complete	07/25/2017
CICMP	0000006656	Approved	07/25/2017
CICMP	0000006655	Approved	07/25/2017
CICMP	0000006654	Complete	07/24/2017
CICMP	0000006653	Approved	07/24/2017
CICMP	0000006652	Complete	07/24/2017
CICMP	0000006651	Complete	07/24/2017
CICMP	0000006650	Approved	07/24/2017



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## Document Status

Business Unit	CICMP	Req ID	0000006650
Document Date	07/24/2017	Status	Approved
Currency	USD	Document Type	Requisition
Requester		Merchandise Amt	2,835.85
		Budget Status	Valid



[Show All](#)

Associated Document <span style="float: right;"><a href="#">Personalize</a>   <a href="#">Find</a>   <a href="#">View All</a>   <a href="#">Print</a>   <a href="#">First</a></span>								
Documents		Related Info						
Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location
▼ Actions		CICMP	Purchase Order	0000020229	Dispatched	08/10/2017	0000000192	MAIN
▼ Actions		CICMP	Voucher	00145128	Posted	08/16/2017	0000000192	MAIN
▼ Actions	CICMP		Payment	006232	Posted	12/21/2017	0000000192	MAIN

[Return to Search](#)

**Doc ID = PO #**



[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Review PO Information](#) > [Purchase Orders](#)

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**ORACLE®**
Navigator  Search

---

Purchase Order Inquiry

**Purchase Order**

Business Unit CICMP  
 PO ID 0000020229

PO Status Dispatched  
 Budget Status Valid

---

▼ **Header**

PO Date 08/10/2017  
 Supplier Name DELLMARKET-001  
 Supplier ID 0000000192  
 Buyer Florick, Rhonda  
 PO Reference 710004 - R6650 LPTop

[Supplier Details](#)  
[Header Details](#)  
[All RTV](#)  
[Matching](#)

[Activity Summary](#)  
[Header Comments...](#)  
[Document Status](#)  
 ▼ Actions

Backorder Status Not Backordered  
 Receipt Status Not Recvd  
☐ Hold From Further P

**Amount Summary**

Merchandise	3,020.34
Freight/Tax/Misc.	0.00
<b>Total</b>	<b>3,020.34 USD</b>
<b>Encumbrance Balance</b>	<b>178.49 USD</b>

---

**Lines** [Personalize](#) | [Find](#) | [View All](#) | | | | [FI](#)

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		Dell Precision 7720	20400	3020.3400	DLR	3,020.34 USD	Approve

[Return to Search](#) [Notify](#)

- ☐ **Review Encumbrance**
- ☐ **Email assigned Buyer:**
  - **Kim Beach / Karina Cruz / Rhonda Florick / Ilene Mehrez**
  - **Include PO #(s)**

## Current Open POs

**2016 – 140**

**2017 – 512**

**2018 – 351**

# Questions?

## **Rhonda Florick**

Buyer II, Commodities & Services

[rhonda.florick@csuci.edu](mailto:rhonda.florick@csuci.edu)

Ext. 3775



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# Budget Update

**Presented by:**

**Diane Mandrafina**

**Assistant Vice President for  
BFA / University Controller**



# QUESTIONS?

Thank you for attending.

FHR Council meetings will resume next fiscal year.