

# WELCOME

## **FHR Council Meeting**

Tuesday, May 8 2018

10:00 a.m.

Malibu Hall 100

### **Agenda**

- I. Welcome - Diane Mandrafina and Laurie Nichols
- II. Accruals and Prepaid Expenses - Myrna StaAna, Financial Services
- III. Requisition Review and Closing Purchase Orders - Rhonda Florick, Financial Services
- IV. Budget Update - Diane Mandrafina, 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.**

# 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
<b>CICMP Accounts Payable Accrual Form FY17-18</b> <b>Due Tuesday, July 03, 2018</b>												
<b>Directions:</b> 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 <u>purchased and delivered</u> 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 <u>will not</u> be accepted for purchases under \$500. 6 - This form and all supporting documentation will <u>only be accepted via email</u> to <a href="mailto:CIAP@CSUCI.EDU">CIAP@CSUCI.EDU</a> .												
Preparer: <input type="text"/>												
Date: <input type="text"/>												
Business Unit: <b>CICMP</b>												
<b>FINANCE USE ONLY</b> <input type="button" value="SAVE AS CSV"/>												
	<b>Account</b>	<b>Fund</b>	<b>Dept</b>	<b>Program</b>	<b>Class</b>	<b>Project</b>	<b>Vendor Name</b>	<b>Reason for Accrual</b>	<b>Invoice Date</b>	<b>Amount</b>		
1												
2												
3												
4												
5												

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

[illegible]

# 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**

[Company Name]  
[Company Name]

[Date: MM/DD/YYYY]  
[City: ST ZIP]  
Phone: [000-000-0000]  
Fax: [000-000-0000]

**ACCRUED**  
**INVOICE**

DATE: 12/18/2018  
INVOICE #: [123456]  
Customer ID: [123]

**BILLS TO**  
[Name]  
[Company Name]  
[Street Address]  
[City: ST ZIP]  
[Phone]

DESCRIPTION	TAXED	AMOUNT
[Service Fee]		230.00
[Labor: 5 hours at \$77.00]		385.00
[Parts]	X	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.

The screenshot displays the Data Warehouse interface. At the top, the 'Dashboards' menu is open, showing a list of options including 'Most Recent(BIDW Message Board - Message)', 'My Dashboard', 'BIDW Message Board', 'Financial Reporting' (circled in red), 'FIRMS GAAP', 'Sponsored Programs', 'Transaction Inquiry', and 'Tree Reporting'. Below this, the 'Financial Reporting' dashboard is visible. The 'Financial Summary As of Period' tab is circled in red. Under the 'Default Settings for this Dashboard' section, the 'Select primary business unit for campus level reporting' dropdown is set to 'CICMP - CSU Channel Islands' (circled in red). Other dropdowns for 'Select primary budget ledger' and 'Select original budget scenario only' are set to '--Select Value--'. 'Apply' and 'Reset' buttons are at the bottom right.

# Data Warehouse – Transaction Inquiry

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

The screenshot displays the 'Transaction Inquiry' dashboard. At the top, a navigation bar shows 'Dashboards' and 'Open' buttons, along with the user 'Signed In As Staana, Myrna'. A sidebar on the left lists various dashboard categories: 'Most Recent(Financial Reporting - Financial Summary As of Period)', 'My Dashboard', 'BIDW Message Board', 'Financial Reporting', 'FIRMS GAAP', 'Sponsored Programs', 'Transaction Inquiry' (highlighted with a red circle), and 'Tree Reporting'. Below the sidebar, the main content area features a tabbed interface with 'Home' and 'Dashboards' tabs. Under the 'Dashboards' tab, several report categories are listed: 'Open PO Reports', 'Open Requisition Reports', 'Actuals Report' (highlighted with a red circle), 'Budget Reports', 'Encumbrance Reports', 'Requisition Reports', and 'ProCard Transactions'. At the bottom, there are three dropdown menus for selecting reporting parameters: 'Select primary business unit for campus level reporting' (set to 'CICMP - CSU Channel Islands'), 'Select primary budget ledger' (set to '--Select Value--'), and 'Select original budget scenario only' (set to '--Select Value--'). 'Apply' and 'Reset' buttons are located to the right of these dropdowns.



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# Data Warehouse – Transaction Inquiry

Click on Actuals Transactions ➡ click on “Dept” dropdown

The screenshot displays the 'Transaction Inquiry' web application interface. At the top, there is a navigation bar with tabs for 'Home', 'Open PO Reports', 'Open Requisition Reports', 'Actuals Reports', 'Budget Reports', 'Encumbrance Reports', 'Requisition Reports', and 'ProCard Transactions'. The 'Actuals Reports' tab is currently selected.

Below the navigation bar is the 'Report Index' section. It contains a link for 'Actuals Transactions' which is circled in red. Below this link, there is a description: 'Actuals Transactions is a transactional display based on selected filters with several views.' and a link for 'Actuals Reporting by Attributes'. Another description follows: 'Actuals Reporting by Attributes is a transactional display with six column selectors.'

The 'Report Filters' section is located below the 'Report Index'. It contains various dropdown menus for filtering transactions. The 'Dept' dropdown menu is circled in red. Other filters include 'Business Unit' (set to 'CICMP - CSU Channel Islands'), 'Fiscal Year' (set to '2017'), 'Period From' (set to 'Between 0'), 'Period To' (set to '-12'), 'Account Type' (set to '--Select Value--'), 'Account Category' (set to '--Select Value--'), 'Fund' (set to '--Select Value--'), 'Account' (set to '--Select Value--'), 'Project' (set to '--Select Value--'), 'Program' (set to '--Select Value--'), 'Class' (set to '--Select Value--'), 'NOT Fund' (set to 'NOT --Select Value--'), 'NOT Dept' (set to 'NOT --Select Value--'), 'NOT Account' (set to 'NOT --Select Value--'), 'NOT Project' (set to 'NOT --Select Value--'), 'NOT Program' (set to 'NOT --Select Value--'), 'NOT Class' (set to 'NOT --Select Value--'), 'NOT Acct Cat' (set to 'NOT --Select Value--'), 'Posted Date' (set to '--Select Value--'), 'Document Source' (set to '--Select Value--'), 'Doc ID' (set to '--Select Value--'), 'Accounting Date' (set to '--Select Value--'), 'Doc Line Descr' (set to '--Select Value--'), 'Journal Source' (set to '--Select Value--'), 'Journal Template' (set to '--Select Value--'), 'Supplier' (set to '--Select Value--'), and 'Supplier Descr' (set to '--Select Value--').

At the bottom of the 'Report Filters' section, there is an 'Advanced Filters' link and two buttons: 'Apply Filters' and '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> <span>Personalize   Find   View 10     First 1 of 1 Last</span>									
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

Invoice #:	1446608
Date:	December 1, 2017
Balance Due (USD):	\$17,500.00
PO #:	PO#16363

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				



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# 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
	1		8,750.00	0.5000	CICMP	613801	GD901	X20301				02/20/2018	

Line 2 ☐ Copy Down

\*Distribute by: Amount ▼

Item:

Quantity:

UOM:

Unit Price:

Line Amount: 8,750.00

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
	1		8,750.00		CICMP	107090	GD901					02/20/2018



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# 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 Fdescr
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):				\$17,500.00
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						
FY18-19	6 months	\$ 8,750.00	\$1,458.33*6 months						
		\$ (17,500.00)							
<b>Reversal</b>									
FY18-19		\$ 8,750.00	\$1,458.33*6 months						
FY18-19		\$ 8,750.00	\$1,458.33*6 months						

### Voucher Entry

Debit = 613001-GD901-X20301  
Debit = 107090-GD901  
Credit = 101100-GD901

### Journal Entry Reversal

Credit = 107090-GD901  
Debit = 613001-GD901-X20301



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# 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 not applicable.

[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](#)

**ORACLE**
Navigator Search

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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 [Supplier Details](#)  
 Buyer Florick, Rhonda  
 PO Reference 710004 - R6650 LPTop

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>

[Header Details](#) [Activity Summary](#)  
[All RTV](#) [Header Comments...](#)  
[Matching](#) [Document Status](#)  
 ▼ Actions

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

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.

Next FHR Council Meeting: Tuesday, June 12, 2018 in Malibu Hall 100