Channel Islands
CALIFORNIA STATE UNIVERSITY

Finance 101 Training Schedule - November 2016

All sessions will be held in Broome Library 1360

Monday, November 14, 2016

• Understanding Accounting Strings	9:30 - 10:30 am	Jennifer Moss
• CASHNet EMarket	10:30 - 11:30 am	Theresa Olivo
• Position Management	1:30 - 2:30 pm	Jennifer Moss

Thursday, November 17, 2016

• Travel Workshop-Risk Management in Travel ○ How to submit a travel expense form	9:30 - 11:00 am	Katharine Hullinger / Myrna StaAna
• ProCard Refresher	11:00 - noon	Karina Cruz
• Using the JET / RET Form	1:30 - 2:30 pm	Leo Cervantes / Michelle Hense
• Purchasing Information Technology Products	2:30-3:30 pm	Ilene Mehrez

Friday, November 18, 2016

• CASHNet Cashiering	9:30 - 10:30 am	Theresa Olivo / Rachel Linares
• Cash Handling	10:30 - 11:30 am	Rachel Linares
• Accounts Payable-New session for 2016	1:30 - 2:30 pm	Myrna StaAna / Stacie Dee
• Finance Data Warehouse	2:30 - 3:30 pm	Jennifer Moss

- Finance 101 Training descriptions are included on pages 2 - 5 of this document
- Presentations will be posted on the Financial Services website at: http://www.csuci.edu/financial-services/forms-tutorials.htm
- All sessions will allow for Q&A at the end of the presentations

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Finance 101 Training - Descriptions

Understanding Accounting Strings

- **Description**: This training will provide a tutorial of accounting strings at CI (also known as the ChartField Value or Chart of Accounts). Account, Fund, and Department (and Program, Class, and Project, if required) will be explained in detail. The presenter will discuss the appropriate accounting string to be used when coding accounts payable invoices and ProCard statements.
- **Who should attend**: If you complete the *JET / RET* or the new *Request to Deposit* form, you will want to attend this training to gain a better understand of how to complete these forms. If you code accounts payable invoices or ProCard Statements, you will find this training helpful in choosing the correct accounting string to utilize.
- **Presenter** : Jennifer Moss

CASHNet EMarket

- **Description**: CASHNet EMarket allows the campus a simple registration site or merchandise site that can process payments that tie directly to the General Ledger. Depending on the needs of the departments, a hybrid site between IT and a CASHNet checkout can be configured such as the ones used for Island View Orientation, Annual Career and Internship Fair, and the Summer Camps at the Boating Center. An overview of how to request a site, what a site looks like, what types of payments are accepted, and how to run reports will be demonstrated.
- **Who should attend**: Any CI staff that is interested in registering guests for an event, sells merchandise or needs to collect non-student account funds
- **Presenter**: Theresa Olivo

Using the JET / RET Form

- **Description**: This training will walk you through how to use the *JET / RET* form.
- **Who should attend**: Any CI staff that are responsible for ensuring departmental financial reports are accurate, staff who code accounts payable invoices, and ProCard holders
- **Presenters**: Leo Cervantes, Michelle Hense

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Finance 101 Training - Descriptions

Travel Workshop

- **Section #1 - Risk Management in Travel**
  - **Description:** The first section of the training will address the following:
    - Motor Vehicle Use - Eligibility requirements for driving on University business, procedures for obtaining authorization to drive State vehicles and personal vehicles
    - Field Trips - Who may attend, use of waivers, identifying and vetting authorized drivers, insurance programs in place that provide coverage for students and for staff
    - Foreign Travel - procedure for obtaining required foreign travel coverage for each trip participant, procedure for obtaining Chancellor's approval for travel to high risk locations
    - What to do in the event of an accident or emergency situation while traveling
    - Designated University Volunteers - Who, what for, for how long; responsibilities and supervision; duties off campus and roles played in travel
  - **Presenter:** Katharine Hullinger

- **Section #2 - How To Submit a Travel Expense Claim**
  - **Description:** The second section of the training will address the following:
    - Travel Forms - TEC Workbook
    - Pre-Paid Travel Expenses - Expenses that are paid in advance using CIT, a check request, or ProCard
    - Transportation - Privately Owned Vehicles and Rentals
    - Subsistence (Lodging, Meals, and Incidentals) - Maximum allowable lodging, meals, and incidentals
    - What are "other reimbursable" travel expenses?
    - Travel approvals and exceptions
    - What went wrong? TEC samples will be presented
    - When to submit a travel reimbursement?
    - Check Run - When will you get paid?
  - **Presenter**: Myrna StaAna

- **Who Should Attend**: Administrative Support Assistants and Coordinators, and anyone who makes travel arrangements

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Finance 101 Training - Descriptions

Position Management

- **Description**: This training will provide a quick review on position management, the position management action form, and the difference between job and position data
- **Who Should Attend:** Any CI staff responsible for personnel actions as well as those responsible for a budget
- **Presenter**: Jennifer Moss

Finance Data Warehouse

- **Description**: This training will cover accessing the Finance Data Warehouse
- **Who should attend**: Any CI staff that are responsible for ensuring departmental financial reports are accurate, staff who code accounts payable invoices, and ProCard holders
- **Presenter**: Jennifer Moss

Purchasing Information Technology Products

- **Description**: This training will cover how to purchase electronic and information technology products
- **Who Should Attend:** Any CI staff who are responsible for initiating POs and purchasing goods
- **Presenter**: Ilene Mehrez

ProCard Refresher

- **Description**: This training will review the current policies for the ProCard program, discuss the new changes to the ProCard handbook, and review the application process, limits and necessary forms. We will also answer any questions or concerns.
- **Who Should Attend:** Any CI staff who are US Bank cardholders or approvers
- **Presenter**: Karina Cruz

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Finance 101 Training - Descriptions

CASHNet Cashiering

- **Description**: Effective July 1, 2015 all deposits processed through the Student Business Services (SBS) office are cashiered through CASHNet Cashiering. An overview of the system will be provided along with information on how to deposit funds with the new *Request to Deposit* form, what to do if something gets posted to the wrong GL string, and how to tie transactions from the Data Warehouse back to CASHNet Cashiering.
- **Who should attend**: Any CI staff that deposit funds in SBS or review reports in Data Warehouse
- **Presenter**: Theresa Olivo, Rachel Linares

Cash Handling

- **Description**: Keep yourself and University funds safe while being a SMART cash handler. Learn the campus protocol and procedural guidelines for the handling of cash and cash equivalents. If you missed the training held in October 2015, this is a make-up session.
- **Who should attend**: Any CI staff who handle cash, most importantly petty cash custodians and cashiers
- **Presenter**: Rachel Linares

Accounts Payable

- **Description**: This training will provide information for Accounts Payable Forms and related requirements. The presenters will also discuss how to access scanned backup for Accounts Payable vouchers.
- **Who should attend**: Any CI staff that are responsible for ensuring departmental financial reports are accurate.
- **Presenter**: Myrna StaAna, Stacie Dee