

**Financial Policy & Procedure Instructions Manual  
FPI A-4 B&FS Functions**

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**I. PURPOSE**

The purpose of this FPI is to provide a general description of the activities, functions, and responsibilities of the office of Business and Financial Services (B&FS).

**II. OVERVIEW**

The office of Business and Financial Services is made up of seven units that provide accounting and financial services and assistance to the campus community, one unit that provides support to the office, plus the director and his staff. A listing of the staff in Business and Financial Services is available at <http://www.colostate.edu/Depts/BusFin/staff.html>

B&FS is located in Johnson Hall on the southeast corner of the oval.

**III. DIRECTOR OF BUSINESS AND FINANCIAL SERVICES**

The Director, a Program Assistant, and Departmental Secretary plan, organize, and coordinate the activities of Business and Financial Services. This function directs the activities of the department, manages the budget for the department, and conducts the following specific activities: develops and maintains the programming for the year-end financial statements, is the University's audit liaison for State audits, performs personnel management for the department, and manages the University's authorized signature list.

**IV. ACCOUNTS PAYABLE**

Accounts Payable staff make non-payroll disbursements to both external and internal vendors. Invoices and billings are compared and matched to records of received goods and services as well as to the original order and approval documents, which include Purchase Orders, Departmental Purchase Orders, Student Activity Purchase Orders, Intramural Orders, and Travel Documents. Vendor files are created and maintained for proper addresses and identification in conjunction with the Purchasing department. In addition, purchases are monitored for general compliance with University, State and federal rules, including tax reporting.

**V. SELF-FUNDED ACCOUNTING**

The Self-Funded Accounting staff maintain and improve the process of indirect cost allocation, calculate the fringe benefit rate, provide periodic financial information to

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University offices and departments, and maintain and monitor the University's consumable inventories for compliance with State fiscal rules. Self-Funded Accounting is the University's audit liaison for federal audits. The Self-Funded Accounting staff also monitor the Recharge Center, Work-in-Progress Non-Sponsored, General Operations, Enterprise, Research Building Revolving and Insurance Pool fund activities for compliance with federal and State rules, regulations, and policies.

**VI. FINANCIAL REPORTING AND ANALYSIS**

Financial Reporting and Analysis staff maintain and improve the processes that protect the financial integrity of the University. They provide periodic financial information to various users; monitor transaction flow to assure compliance with federal, State, and agency laws, regulations, and policies. They analyze and interpret financial data as part of the overall control of fiscal goals and formulate financial statements and reports in accordance with applicable laws and regulations. Financial Reporting and Analysis' responsibilities include: State accounting, year-end closing and financial statements, plant fund accounting, cash control/reconciliations, special reporting, fund management/account control, tax compliance, and training.

**VII. PROPERTY MANAGEMENT**

Property Management records, decals, and tracks each item of University equipment in the Property Management System. This activity includes recording additions for new purchases or gifts of equipment and authorizing and recording deletions for equipment sold, transferred, traded-in, or cannibalized for parts. Property Management inventories all equipment each year and is the University's designated federal property administrator.

**VIII. TREASURER**

The Treasurer's staff are responsible for overseeing the treasury and cash management operations for the University as well as the State Board of Agriculture. The Treasurer is responsible for the debt management of the University. The Cash Accountant manages the University's cash to ensure that adequate resources are available to meet the institution's obligations and to maximize interest earnings. The Bursar and staff are responsible for the management and direction of the banking and cashing activities of the University. The staff in the Special Assets unit provide in-house collection of delinquent financial obligations to the University including student and commercial accounts, student loans, and returned checks.

**IX. BUSINESS TECHNOLOGY SERVICES**

Network Management staff maintain the Business and Financial Services computer network. The Network Management staff ensure departmental compliance with software licensing agreements, configure servers and all work stations to integrate effectively with software and University computing systems, install new and upgraded software on the server, and adjust individual work stations to accommodate this software.

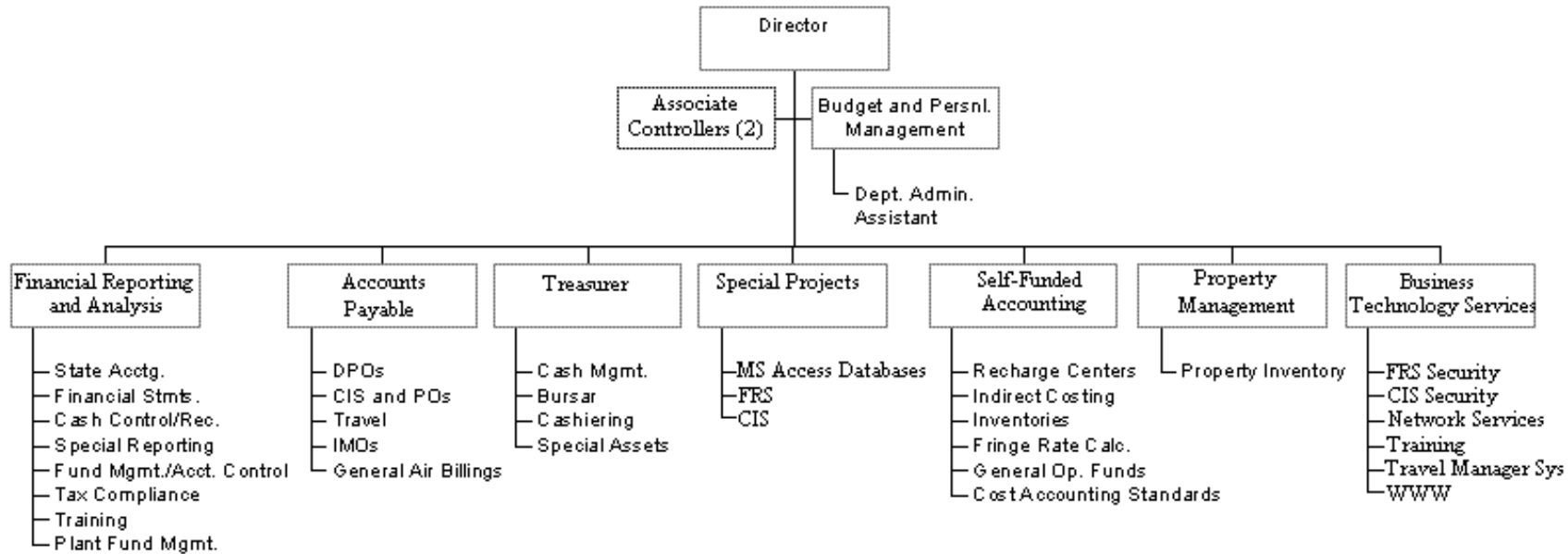
The Systems Manager and staff ensure the continuing operation of the University's Financial Records System (FRS), the Campus Information System (CIS), and the Travel System. The Systems Management staff establish and maintain system access and security for all users, train users, and schedule daily/monthly/yearly accounting cycles. This function monitors data feeds from other University systems (HRS, SARS, CIS, CASHNet, etc.) and FRS feeds to the DELPHI data warehouse. A member of the

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Systems Management staff designs and maintains the World Wide Web page for Business and Financial Services.

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# Colorado State University Business and Financial Services



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