

BFS News

April, 2007

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Business and Financial Services Our Mission:

We will deliver efficient and effective business and financial services to our customers in support of the University's mission of education, research, public service and extension.

SPRING!

Welcome back to the second edition of our newsletter. Spring has sprung and change is in the air, especially in Business and Financial Services!

In the past month we have relocated the majority of our business operations into the new building on 555 Howes Street, a major undertaking to say the least. In addition, we have continued to focus intently on initiatives designed to continually improve the services we provide to help CSU get where it needs to go. Specifically, we are working to focus on the needs of our customers, to refine business processes and procedures to improve efficiency and effectiveness, and to implement business systems and technology to support those endeavors.

Your input is critical in helping us to move these initiatives forward. Feel free to contact me at any time to discuss concerns about current processes and ideas about how we can improve. As we have all seen time and time again, the best outcomes occur when we work together.

Allison Dineen, Interim Director, Business and Financial Services

Year End Training

The annual year-end training session will take place on May 14, 2007, in room 228 of the Lory Student Center from 9:00-11:00am. The session is designed to assist individuals who are responsible for closing department accounts at year-end.

Representatives from Business and Financial Services, the Office of Budgets, Payroll, Central Receiving, Purchasing, and the Office of Sponsored Programs will be there to explain the closing process and timetable and to assist you with all of your burning year-end questions. Please join us to discuss how we can make this the best year-end closing ever!

Additional year-end closing information including a detailed schedule, closing instructions, year-end closing tips, and a copy of the year-end training presentation are available on our web site at <http://www.colostate.edu/Depts/BusFin/ye.html>.

We are working to constantly improve the effectiveness and efficiency of the services we provide to our customers. Please contact me at Allison.Dineen@ColoState.EDU if you have any input or ideas on how we can improve the year-end closing process.

The Eagle Has Landed!

Business and Financial Services has completed the first phase of the move to 555 Howes Street. During the latter part of March the majority of departmental business operations were moved to the new CSU Administrative Building. At this time the following Business and Financial Services units are located on the third floor of the new building:

Accounts Payable
 Business System Services
 Campus Services
 Directors Office
 Financial Reporting and Analysis
 Property Accounting Services
 Tax Services
 Travel Services

Special thanks to the hardworking crew from Facilities who worked tirelessly to move our operations quickly and efficiently.

A map to the new building location can be obtained here.

http://www.colostate.edu/Depts/BusFin/BFS_Howes_Map.pdf. The mailing address for Business and Financial Services remains unchanged. Mail should continue to be sent to 6003 Campus Delivery.

The Cashiers, Accounts Receivable Operations, Cash Management, and the Bursar Unit are still located in Johnson Hall and will move at a later date. The timetable for those moves will be communicated as it becomes available.



A/P all boxed up and ready to move.

Special thanks to the hardworking moving crew from Facilities who worked tirelessly to move our operations quickly and efficiently in order to minimize the disruption in service to our customers. Also, thanks to the many current and past employees, friends and customers of Business and Financial Services who joined us for our farewell reception to Johnson Hall. If you weren't able to make it to the event a copy of the slideshow can be viewed via the link on our main web page. www.colostate.edu/Depts/BusFin/.

The new facilities are top notch and we look forward to serving our customers from this new location!

Journal Entry Training Goes Online

We are pleased to announce that a new on-line training session on Journal Entry documentation procedures is now available for your use. This session was developed in a collaborative effort between our Business and Financial Services Campus Services team, Training and Organizational Development and you, our customers! The training session provides a good overview of procedures that should be utilized in order to insure that journal entries are properly documented. Given that year-end closing is fast approaching, please take some time to review this training and contact us if you have any questions about these procedures.

This training is available on demand 24/7 and can be accessed at the following location. <http://www.colostate.edu/Depts/BusFin/>. We are working hard to develop additional training and tools to support our customers. Please contact us if you have any feedback on this session or have suggestions for additional training sessions that would be useful.

New Travel Advance Procedures!

We are constantly working to refine processes and procedures to meet the needs of our customers. In response to input from our customers, a new administrative option has been developed for processing travel advances.

In order to maintain adequate internal control over cash travel advances, these requests must be reviewed and approved by Travel Services prior to the disbursement of cash. In the past this required that the customer present the request in person at the travel desk, obtain the approval and then walk the proof of approval to the Cashiers Office in order to obtain cash.

The revised travel advance procedures provide customers with the option of submitting the Travel Office request for approval via fax, thus saving the trek over to Howes street and the subsequent trek to the cashiers unit in Johnson Hall. We have had a number of customers pilot the new procedures and feedback has been very positive. The new procedures are outlined at the following location.

<http://www.colostate.edu/Depts/BusFin/trvadvproc.pdf>

Please do not hesitate to provide us with feedback on how we can continue to refine this or any process to meet your needs. Similar procedure improvements relating to petty cash reimbursements are forthcoming so watch for those soon.

Kuali Discovery Project Continues...

The Kuali financial system discovery project is in full swing. During the past month we have held numerous campus meetings that were attended by hundreds of participants to inform customers about the project and to demonstrate the capabilities of this financial system replacement option that was developed by higher education institutions for higher education institutions.

If you haven't already done so, please log into the Kuali demonstration system (<http://kuali.colostate.edu/>) and assess the functionality and usability of the financial system. Your input is critical to this process and to insuring that Colorado State University ultimately selects a financial system that will support the University in moving forward.

Newsletter Sweepstakes Update

Due to numerous requests, we are extending the submission deadline for the name the newsletter contest. The current "BFS News" moniker clearly has to go. We have received numerous name suggestions to date and will continue to consider submissions for the next several weeks.

Send your entries to Allison.Dineen@ColoState.EDU.

A fabulous BFS pen shaped like a dollar sign awaits the winner!

BFS Trivia:

The new journal entry documentation training is narrated by a long-time Business and Financial Services employee. Can you guess who?