

CSU Extension Fiscal Office Move to Electronic Processing

What:

The Extension Fiscal Office is completing the process started a year ago to have financial documents – **EXCLUDING TRAVEL** – move from a paper process to electronic entry into the Kualii Financial System for all county/area and regional offices. This coincides with CSU's overall move to electronic processing.

It is really important to understand that this change does not impact the travel approval and reimbursement process currently in place. It only affects:

- Invoice Payments
- Purchase Orders – to pay items greater than \$5000 in value
- Deposits
- Journal Entries – these are correcting entries that need to be made in the financial system

Why:

- Give greater control to the local offices for financial transactions processed through CSU campus accounts
 - Will know when documents were started, can see how they route, and will be able to find transactions in the system more easily
- Eliminates redundant work – Payment Request forms no longer need to be completed, as information on the form will be entered directly into Kualii
- Increases transparency and understanding of financial transactions in CSU accounts
- As number of transactions increases, allows Extension Fiscal Office to manage the increase without additional staff

Goal/Timeline:

- To have all county/area and regional offices process on-campus financial transactions directly into the CSU Kualii system by the end of the year (Dec. 31, 2019).
- Create a regular schedule of online meetings/trainings for all staff as follow-up for electronic document entry and other administrative needs – this will be discussed and we will seek input from support staff at the training conference on Sept. 16-18, 2019.
- **The End Goal will:**
 - greater local control
 - increased transparency
 - increased communication and comradery