

**Q. What is the new Banner system for general fund chargebacks?**

A. Like last year, printing budgets have been established according to functional area. Printing budgets will now roll up under their respective reporting lines (see table below). The budget manager for the department or program FOAP will maintain print budgets via budget query reports. Campus Graphics will work directly with Business Services to process chargebacks against the FOAP codes listed below.

**General Fund Departments –Banner FOAP Accounts – PO’s NOT REQUIRED**

Function Area	Administrator/Site	Fund	Org	Account	Program
<i>Academic Affairs</i>	VP - Curry	110001	BAA	454000	601000
	Dean Mahon (instr)	110001	BD3	434000	601000
	Dean Mahon (non- instr)	110001	BD3	454000	601000
	Dean Lau (instr)	110001	BD1	434000	601000
	Dean Lau (non-instr)	110001	BD1	454000	601000
	Dean Rameriz- Gelpi (instr)	110001	BD2	434000	601000
	Dean Rameriz-Gelpi (non-instr)	110001	BD2	454000	601000
	Dean Curry (instr)	110001	BD6	434000	601000
	Dean Curry (non-instr)	110001	BD6	434000	601000
	Dean Rantz (instr)	110001	BD7	434000	601000
	Dean Rantz (non-instr)	110001	BD7	454000	601000
	CWE- Work Exp.	110001	BWE	454000	602000
	Assoc. Dean Ensing (Kines.,PE)	110001	BPE	434000	083500
	Community Ed	110001	BCE	454000	682000
	Assoc. Dean Booher	110001	BPC	434000	100600
	<i>LD Student Material Fees</i>	Police	110001	BPA	431100
Fire		110001	BFS	431100	030300
<i>Operations</i>	Plant Services	110001	DPS	454000	651000
	Campus Police	110001	ECP	454000	677600
<i>Administrative Services</i>	VP - Blazer	110001	EAS	454000	662500
<i>President</i>	President’s Office	110001	APO	454000	662000
	President’s Office (BOT)	110001	APO	454000	661000
	Human Resources	110001	AHR	454000	673000
	Public Affairs	110001	APA	454000	671000
	Public Affairs (Athletics)	110001	APA	454000	696000
	College Advancement	110001	CAO	454000	671000
	Institutional Grants	110001	AIG	454000	602000
	Campus Graphics	110001	AGA	454000	677100
	Information Technology	110001	AIT	454000	678000
<i>Student Services</i>	VP - Ornelas	110001	CSS	454000	645000
	Dean Parisi	110001	CS1	454000	645000
	Dean Teniente	110001	CS2	454000	645000

<i>Inst. Effectiveness</i>	VP - Murphy	110001	BIR	454000	662010
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<b>Restricted Funded Departments</b>	<b>PO's NOT REQUIRED</b>
Grants	Use your new FOAP
Categorical	Use your new FOAP
Student Fee Accounts (Health Services, Parking Fee, Student ID, etc.)	Use your new FOAP
Student Materials Fee Instructional Printing (may only be use for printed material approved by VPAA as submitted on materials fee request form)	Use your new FOAP
<b>Restricted Funded Departments</b>	<b>PO's REQUIRED</b>
PCPA	Use your new FOPS and OPEN PO
AHC Foundation	Use your new FOAP and OPEN PO
Viticulture and Enology Foundation	Use your new FOAP and OPEN PO
Clubs	Use your new FOAP and OPEN PO
Trusts	Use your new FOAP and OPEN PO
ASBG	Use your new FOAP and OPEN PO
ASB (Athletics)	Use your new FOAP and OPEN PO

**Q. Who do I work for?**

A. See table below

Function Area	Site	Department	FOAP
<i>Academic Affairs</i>	VP Curry	ISA, Concurrent Enrollment, Accreditation, AP&P	110001 BAA 454000 601000
	Dean Mahon	Life Physical Sciences, Mathematical Sciences, Math, Public Safety	<i>INSTRUCTIONAL:</i> 110001 BD3 434000 601000 <i>NON INSTRUCTIONAL:</i> 110001 BD3 454000 601000
	Dean Lau	Apprenticeships, Health Sciences, Industrial Tech	<i>INSTRUCTIONAL:</i> 110001 BD1 434000 601000 <i>NON INSTRUCTIONAL:</i> 110001 BD1 454000 601000
	Dean Ramirez-Gelpi	Applied Behavioral Sciences, Children's Center, Community Ed, Cosmetology, Language and Communication,	<i>INSTRUCTIONAL:</i> 110001 BD2 434000 601000 <i>NON INSTRUCTIONAL:</i> 110001 BD2 454000 601000
	Dean Curry	Academic Resource Center, Basic Skills, Distance Learning, English/Reading, Library, Multimedia Services	<i>INSTRUCTIONAL:</i> 110001 BD6 434000 601000 <i>NON INSTRUCTIONAL:</i>

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			110001 BD6 454000 601000
	Dean Rantz	Lompoc, Solvang, VAFB Centers, Fed Prison, Business, Fine Arts, Social & Behavioral Sciences	<i>INSTRUCTIONAL:</i> 110001 BD7 434000 601000 <i>NON INSTRUCTIONAL:</i> 110001 BD7 454000 601000
	Assoc. Dean Ensign	PE, Kinesiology, Recreation	110001 BPE 434000 083500
	Assoc. Dean Boher	PCPA Administration/ Instructional	110001 BPC 434000 100600
<i>Operations</i>	Plant Services	Facilities, Maintenance, Custodial, etc.	110001 DPS 454000 651000
	Campus Police	Campus Police	110001 ECP 454000 677600
<i>Administrative Services</i>		Business Services, Administrative Services, Aux. Accounting, Cashiering	110001 EAS 454000 662500
<i>President</i>	President's Office	General Printing for Presidents Office	110001 APO 454000 662000
	President's Office	Printing for Board of Trustee's	110001 APO 454000 661000
	Human Resources	Recruitment for Faculty and Staff	110001 AHR 454000 673000
	Public Affairs	Print and Design College Marketing Efforts	110001 APA 454000 671000
	Public Affairs (ATHLETICS)	All marketing of sports	110001 APA 454000 696000
	College Advancement	AHC Foundation, Institutional Grants	110001 CAO 454000 671000
	Campus Graphics	Department Printing	110001 AGA 454000 677100
	Information Tech	Department Printing	110001 AIT 454000 678000
<i>Student Services</i>	VP Ornelas	Student Activities, Student Rights and Grievances	110001 CSS 454000 645000
	Dean Parisi	Admissions and Records, Financial Aid, Learning Assistance, Student Discipline, Veterans Success Center	110001 CS1 454000 645000
	Dean Teniente	Counseling, Job Placement, Testing Center, UTC	110001 CS2 454000 645000
<i>Institutional Effectiveness</i>	VP Murphy	Institutional Research	110001 BIR 454000 662010

**Q. How will I know how much money is in my budget?**

A. You can monitor expense detail through the “Budget Query by Account” report in Banner Finance Self Service. Chargebacks are typically posted to the ledger approximately 2 weeks after the prior month. The first set of chargebacks for the year will appear in mid-August. It will be up to the department to manage their print budget allocations.

Non-general fund departments will continue to issue and maintain open PO’s in order to track balances and utilization rates.

Please contact your functional area printing budget owner with questions regarding the amount of the budget. Please consult the training materials and videos on the [portal](#) to learn more about budget query reports.

**Q. Are open POs required?**

A. Purchase requisitions/open purchase orders are no longer required for the district, categorical, grant and Student Fee Account funds.

The following funding sources will continue to establish their own printing budget and create purchase requisitions/open purchase orders as usual:

*Open Purchase Orders Required*

- PCPA
- AHC Foundation
- Viticulture and Enology Foundation
- Clubs
- Trusts
- ASBG
- ASB Athletics

For those accounts that require open PO's please continue to send copies of the open PO to Campus Graphics for processing.

**Q. What is the difference between a quick copy and a print order?**

A. A quick copy job is for print ready files (no design required) that have basic specifications; basic paper selection and bindery options such as staple and three-hole punch. A print ready file is a file that can be printed without any corrections, edits, or manipulation.

A print order is used for jobs that require design services and for more complex bindery options.

Please refer to the Online User Guide for information about the two order forms and for directions in filling them out:

<http://www.hancockcollege.edu/campusgraphics/documents/Online%20User%20Guide.pdf>

**Q. What if a job was turned in with the wrong file, or with incorrect specifications? Will the department be held responsible for the charges on the incorrect job order?**

A. Yes, departments will be responsible for paying for incorrect job orders submitted by staff and faculty. Please inform your staff that once a job is submitted to Campus Graphics it should be considered already printed, and the submitted files will be printed as is.

Incorrect specifications on the job ticket will be corrected to match actual job specifications, i.e. 6 sheets per set. However, if a user habitually sends in work with the incorrect specifications, the job will be cancelled and an online training session will be scheduled with the user before they can submit work online.

**Q. What if I have changes/edits to the *Budget Query by Account* for Campus Graphics chargebacks?**

A. Please submit charge back corrections to Candy Solano – [csolano@hancockcollege.edu](mailto:csolano@hancockcollege.edu) as follows:

1. Date of charge along with: Fund-Org-Account-Program and Amount of charge to be corrected
2. Correct Fund-Org-Account-Program

**Q. What else changed from last year?**

A. The general fund chargeback accounts and categorical accounts that were active last year have already been migrated to the Banner FOAP configuration.

Changes from last year to this year are:

- Account codes have been migrated from the old OS to Banner FOAP
- GF and categorical accounts do not need to make open POs for CG chargebacks
- Allocations have been corrected to reflect last year's print demand
- Monthly chargeback reports will not be sent out by Campus Graphics, budget managers will manage chargeback consummation via Banner.
- Any changes/edits/corrections to chargebacks accounts will be directed to Business Services, Candy Solano.

**Q. How did the district come up with the dollar amounts on the budget allocations?**

A. District Budgets have been established at the same organizational level as last year and were revised to reflect FY 2017-18 expenditure level (see last page).

**Q. Do I need to receive dollar amounts in Banner?**

A. General fund, categoricals, grants and student fee accounts do not have to receive chargebacks, it will be deducted from your print budgets monthly. However, please instruct your faculty and staff once they pick up their print or quick copy order to verify that the charges are correct.

**Q. Has the pricing decreased or increased?**

A. Pricing has not changed from last year. All institutional departments (general and non-general fund) will be charged the same charge for printing. The charged amount is for materials only (click charges, paper, leases, and consumables), there is no markup or labor costs included. Your budgeted cost for standard, materials-only charges are:

- \$0.055 per single black and white copy on 20# white bond
- \$0.045 per second side black and white copy on 20# white bond
- \$0.15 per single side color copy on 20#white bond
- \$0.10 per second side color copy on 20# white bond

Additional material-only charges will be charged for elective choices such as paper upgrades, lamination, engraving, wide format printing, etc.

**Q. Is design services chargeable for non-general fund departments?**

A. As long as there is printing associated with a non-general fund job ticket, there will be no design charges. If a design-only job is submitted by a non-general fund department, design charges of \$84/hour will be applied.

Non-general fund work that requires print broker administration (off campus printing coordination, etc.) will be charged at \$54/hour.

Design or print broker charges are not applicable to general fund customers, even if a job is design-only.

**Q. What happens if we run out of money in our print budget allocation?**

A. If you determine additional funds are needed for district printing, please submit a [budget augmentation](#)..

**Q. Will Campus Graphics send out a report showing how many copies have been used under my budget code?**

A. No, under the new Banner system, department budget managers can check 24/7 their chargeback budget allocations under the *Budget Query by Account* report. Any changes or edits to print budgets as they appear in the report should be directed to Candy Solano, [csolano@hancokcollege.edu](mailto:csolano@hancokcollege.edu).

Users who wish to download an excel version of their chargeback reports can do so under Banner.

**Q. Can we transfer funds out of the 4340 or 4540 printing budget?**

A. No, funds may not be transferred out of accounts 434000 (instructional printing) and 454000 (non-instructional printing); those funds are strictly reserved for printing.

**Q. What if job tickets do not match with actual print specifications?**

A. All online submitted quick copy and print work must match exactly to finished print specifications; i.e. accurate quantities, number of originals, binding choices, etc. This includes quick copy orders that accompany hard copy originals and self-service work. Users who *consistently* turn in orders that do not match may have their work cancelled and their dean or administrator notified.

**Q. How does the chargeback system affect the self-copy service?**

A. You will continue to create a self-copy online order (located under quick copy in the pull down menu) and print it out to turn in after you make the self-serve copies. Job ticket must match actual copy counts. FOAP copier codes will be given out to faculty and staff that are associated with the general fund departments listed in the table above.

**Q. What do I need to do?**

A. If you're general fund and are currently an active user in Campus Graphics Print Shop Pro (PSP) online submission system, then you have already been paired with your appropriate site, FOAP; you do not have to do anything.

Provide your Fund-Organization-Account-Program (FOAP) at the time of placing your order with Campus Graphics. Refer to the [Fund-Org-Program](#) and [Account](#) cross walks to familiarize yourself with the updated codes. You may also find it helpful to watch the [training videos](#) regarding the new financial system.

For new or existing users, if you do not see your FOAP account in the pull-down menu on the online ordering page, please contact Gordon Rivera at [grivera@hancockcollege.edu](mailto:grivera@hancockcollege.edu), ext. 3447. Please provide your FOAP, print allocation dollar amount and the users you wish to have access to your print accounts. For those accounts that require open PO's please continue to send copies of the open PO to Campus Graphics for processing.

If you are not registered with PSP, then you will need to register at [https://printshop.hancockcollege.edu/PSP/app/PSP\\_Start.asp](https://printshop.hancockcollege.edu/PSP/app/PSP_Start.asp) in order to initiate the process.

Non-general fund users will continue to use their new FOAP accounts. New non-general fund users please register at PSP (URL above) and email [grivera@hancockcollege.edu](mailto:grivera@hancockcollege.edu) your FOAP account information or if you need access to additional general or non-general fund program codes.

Campus Graphics will have several professional development classes in August for new and existing staff and faculty. Department secretaries please encourage your new faculty to attend of Campus Graphics online ordering system.

Questions regarding printing chargebacks please contact Gordon Rivera, [grivera@hancockcollege.edu](mailto:grivera@hancockcollege.edu), ext. 3447.

Inquiries regarding program codes or are accounting in nature please contact Shelly Allen, [sallen@hancockcollege.edu](mailto:sallen@hancockcollege.edu), ext. 3268.