
FINANCIAL SERVICES FORUM



October 10, 2024

1:00 p.m.

Virtual Zoom Webinar

WELCOME!

Some guidelines for our meeting

- Chat will be closed during meeting to avoid distractions
- Q&A window will be open throughout, and we will address questions for each manager after their slide presentation
- This session will be recorded and will be available with the presentation slides soon after

AGENDA

- Procurement & Contract Services
- Accounts Payable
- Financial Accounting & Reporting
- Student Financial Services
- University Budget
- CSE/UF Update
- Questions & Future Topics

PROCUREMENT & CONTRACT SERVICES

REMINDERS – ANNOUNCEMENTS



CSUBUY Forms – Having trouble figuring out which CSUBUY form to use? Use the most specific form for the purchase. Using "goods & services", "other" should be a last resort!

Gifts! - gifts are not allowable using university funds. Please review the hospitality procedure *before* purchasing!

LA#'s – Lodging numbers are not needed for guest speakers. Guest speakers should include their lodging and travel expenses in the fees they are charging us.

Contact your Procure-to-Pay Team! They are here for YOU!
<https://www.csuchico.edu/purc/procure-to-pay.shtml>

PROCUREMENT & CONTRACT SERVICES

REMINDERS – ANNOUNCEMENTS

Amazon-

- **Hospitality** – if you are using the Amazon punch out catalog to purchase hospitality related items, please fill out the short hospitality form (ProCard form) and attach to your order.
- Amazon purchases should be made using the punchout catalog – DO NOT use amazon.com or amazon business – those sites do not have our contracted pricing. Only use the Marketplace if given an exception to do so by your Procurement Specialist.
- **Amazon & Shipping** – Watch your checkout screen in Amazon *before* the cart comes over to CSUBUY and make sure there are no shipping charges. We are working on a fix with Amazon.

PROCUREMENT & CONTRACT SERVICES

amazon Checkout (1 item)

- Group** CSUBUY P2P PROD (California State University) [Change](#)
- Business order information** Disabled
- Shipping address** Contact: Sara Rumiano
940 West 1st Street
Chico, CA 95929 [Change](#)
- Payment method** [Add a promotional code](#) [Change](#)
- Review items and shipping**

1 Checkout defaults have been set for this order

Your order is ready to be placed. Select this option if you would like to remove your defaults for your next order. Admin defaults will remain the same.

! This order requires approval.

Submit order for approval

By placing your order, you agree to the [Amazon Business Accounts Terms and Conditions](#) and Amazon's [privacy notice](#).

Order Summary

Items:	\$1.50
Shipping & handling:	\$39.99
Total before tax:	\$41.49
Estimated tax to be collected*:	\$3.42
Order total:	\$44.91

How are shipping costs calculated?
Why didn't I qualify for Prime Shipping?

Estimated Delivery: Depends on Approval For example, if items shipped from Thomas Bulk Solution's

Ticonderoga Wood-Cased Pencils, Pre-Sharpended, #2 HB Soft, Yellow, 30 Count

\$1.50

[Quantity](#) [Price](#)

Choose a delivery date

Friday, Oct 11

Saturday, Oct 12

Sunday, Oct 13

Monday, Oct 14

Tuesday, Oct 15

Wednesday, Oct 16

Thursday, Oct 17

Friday, Oct 18

Saturday, Oct 19

Sunday, Oct 20

Monday, Oct 21

Tuesday, Oct 22

Wednesday, Oct 23

Thursday, Oct 24

Friday, Oct 25

Saturday, Oct 26

Sunday, Oct 27

Monday, Oct 28

Tuesday, Oct 29

Wednesday, Oct 30

Thursday, Oct 31

Friday, Nov 1

Saturday, Nov 2

Sunday, Nov 3

Monday, Nov 4

Tuesday, Nov 5

Wednesday, Nov 6

Thursday, Nov 7

Friday, Nov 8

Saturday, Nov 9

Sunday, Nov 10

Monday, Nov 11

Tuesday, Nov 12

Wednesday, Nov 13

Thursday, Nov 14

Friday, Nov 15

Saturday, Nov 16

Sunday, Nov 17

Monday, Nov 18

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Wednesday, Nov 20

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Friday, Nov 22

Saturday, Nov 23

Sunday, Nov 24

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Monday, Dec 23

Tuesday, Dec 24

Wednesday, Dec 25

Thursday, Dec 26

Friday, Dec 27

Saturday, Dec 28

Sunday, Dec 29

Monday, Dec 30

Tuesday, Dec 31

\$39.99 - \$44.91

Shopping Cart • Shopping Cart [Assign Cart](#) [Proceed To Checkout](#)

Simple Advanced

Search for products, suppliers, forms, part number, etc.

Cart Name

Deliver To Location

Summary

Details

For Sara Rumiano

Total (1.62 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal *	1.50
Sales Tax	0.12
Use Tax	0.00
Shipping	0.00
Handling	0.00
Total *	1.62

1 Item

Amazon.com · 1 Item · 1.50 USD

SUPPLIER DETAILS Cal State Univ, Chico (CHICO-1) · 701 5th Ave, Seattle, Washington 98104 United States

Contract no value

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Ticonderoga Wood-Cased Pencils, Pre-Sharpended, #2 HB Soft, Yellow, 30 Count	B006CSPZK4	EA	1.50	Qty: 1 EA	1.50

ITEM DETAILS

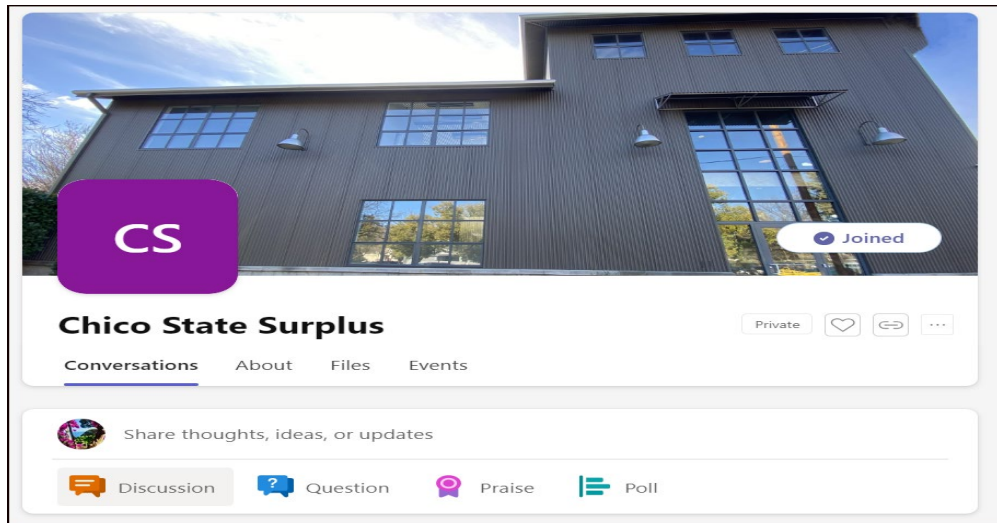
Manufacturer Name Ticonderoga Contract: Select price or contract... Taxable

Commodity Code 1370003

PROPERTY MANAGEMENT OFFICE

REMINDERS – ANNOUNCEMENTS

- Physical inventory time! PMO will be reaching out to coordinate a time to perform a physical inventory of both University and CSE tagged assets. This means that equipment that is not on campus will need to be brought in to be scanned.
- Chico State Surplus – If you haven't signed up to be a part of the Chico State Surplus community, you are missing out! Post items you no longer need, and find items that you have been looking for all for FREE!!! Email property@csuchico.edu to be added to the Teams community (Viva Engage app)



DISTRIBUTION SERVICES

REMINDERS – ANNOUNCEMENTS

- Expecting a delivery and need it ASAP? Please email distribution@csuchico.edu or call X5115 and give us the details. We will try our best to get it to you as quickly as possible. Physically coming to the warehouse presents a safety hazard and disrupts the timely deliveries to campus. We request that any visits to the warehouse be by appointment only. Call X5115 or email distribution@csuchico.edu Thank you for understanding.
- Mail Services – We will come to you! Please put your mail in your department outbox and one of our awesome staff will come and pick it up. There is no need to bring it to the warehouse.

PROCUREMENT & AP

Email Questions to:
csubuy@csuchico.edu

<https://www.csuchico.edu/purc/csubuy.shtml>

Procurement & Contract Services

PURC | CSUBUY

Procurement & Contract Services

Forms & Resources +

Contact Us [↗](#)

CSUBUY

Procurement, Property, Distribution and Real Estate Services

[CSUBUY P2P Login \[↗\]\(#\)](#)

[CFS Log-In \[↗\]\(#\)](#)

[Insight Reporting \[↗\]\(#\)](#)

[Org Chart \(PDF\)](#)

Our Office [📍](#)

Procurement & Contract Services
Kendall Hall, Room 206
[530-898-5134](tel:530-898-5134)

Regular Hours
8:00 a.m. - 5:00 p.m.
Monday-Friday

Summer Hours
7:00 a.m. - 5:30 p.m.
Monday-Thursday
Friday- Closed

Mailing Address
Procurement & Contract Services

CSUBUY

CSUBUY

CSUBUY Procure To Pay is the implementation of strategic, standardized procurement processes that allow for the elimination of manual steps resulting in efficiencies through automation, risk mitigation and cost savings for the California State University.

News and Updates

SYSTEM UPDATES!!! Key updates that will impact user experience have been implemented. Here are some of the new updates you might see while using the system:

- Instructions have been included in the forms to guide user to upload all attachments, including quotes and support documentations, in the Attachment tab of the Requisition.
- Removed Attachments from the forms.
- Minor Changes to form instructions and questions.
- Close PO Form has been modified to be strictly used for requesting a PO close only.
- Campus Customers are now able to search and check supplier registration status.

Training



FAQ



Suppliers

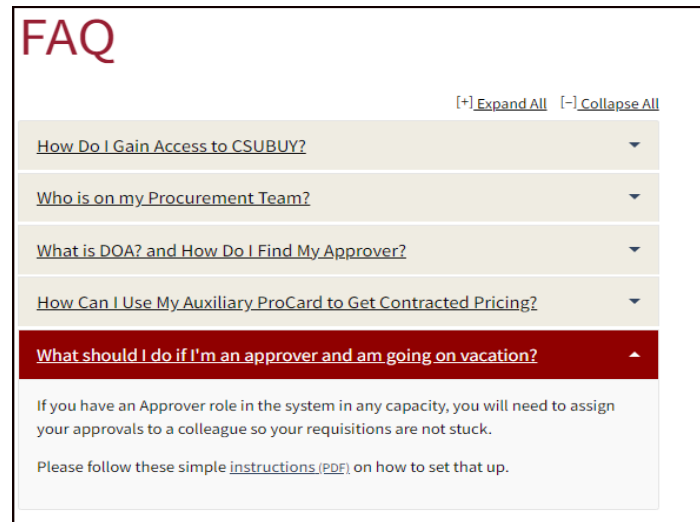


PROCUREMENT & AP

Email Questions to:
csubuy@csuchico.edu

Assigning Approvers While Out of Office - find the QRG in the FAQ section of the P2P website

<https://www.csuchico.edu/purc/csubuy-faq.shtml#acc-c5a3c36-3>



FAQ

[+] Expand All [-] Collapse All

- How Do I Gain Access to CSUBUY?
- Who is on my Procurement Team?
- What is DOA? and How Do I Find My Approver?
- How Can I Use My Auxiliary ProCard to Get Contracted Pricing?
- What should I do if I'm an approver and am going on vacation?**

If you have an Approver role in the system in any capacity, you will need to assign your approvals to a colleague so your requisitions are not stuck.

Please follow these simple [instructions.\(PDF\)](#) on how to set that up.

This is a quick and easy way to make sure that requisitions and vouchers continue to be processed while you are away.

Note: You can only assign a substitute that is at the same DOA level as you are or higher.

ACCOUNTS PAYABLE & PROCUREMENT

ProCard Data:

- Update with CO and US Bank to bring in additional data for the reconciliation exercise.
 - Example former:
 - "Book stores"
 - Example update:
 - "Sharpie Permanent Marker"
- This presents an opportunity for less manual data entry for those reconciling ProCard data each month.

ACCOUNTS PAYABLE & PROCUREMENT

Travel & Hospitality Audit:

- Reminder – please remain diligent regarding documentation/support documents required by each respective policy
 - Hospitality
 - Documentation for per/person meal costs.
 - Complete supporting documentation for attendees and the nature of their relationship to campus.
 - Travel
 - Justification/explanation for nightly lodging rates in excess of CSU threshold (now \$333).
 - Justification/explanation for flight changes and additional costs incurred.

ACCOUNTS PAYABLE & PROCUREMENT

Associated Students:

- Reservation Expectations - Collaborative effort with CSE/UF/Campus
 - Campus community can request quotes for services like normal. However, whomever is making the reservation needs to communicate a funding source or supply a req/PO# to finalize the reservations.
 - If the person making the reservations does not have this information they need to obtain it and communicate with AS.
 - The AS will be collecting contacts for the reservation details as well as budgetary contact. The latter will provide them a point of reference for following up on unpaid invoices.
 - The AS billing team will be escalating communication to unit AA/S, as applicable, for assistance with outstanding payments.
 - If applicable, please consider establishing a blanket PO to AS for the fiscal year, or by semester. A req/PO per event may not be necessary.

ACCOUNTS PAYABLE

Adobe Sign:

- *Workflow - AP–CFS Invoice Document Approval*
 - Due to migration to CSU Buy and phase out of former CFS PO's this workflow is scheduled to sunset November 1st.
 - If have trickling activity to close out, please follow the same procedures for sharing invoices that is used for CSU Buy (will cover in a few slides) if the need should arise.

ACCOUNTS PAYABLE

CSU Buy:

- Suppliers
 - Getting suppliers registered is challenging! We are right there with you!
 - Status Check

The screenshot displays two panels of a supplier registration system. The left panel shows the profile for '221 Normal Meats Deli BBQ', with a red box around the 'Registration Status' field which is 'Approved'. A red callout box with an arrow points to this field, containing the text 'Registration has been reviewed and approved.' The right panel shows 'Supplier 360' details for 'Kinders Meats Deli BBQ'. A red box highlights the 'Active' status under 'In Network'. Another red callout box with an arrow points to this status, containing the text 'Ready for shopping!'. Below this, the 'MBU IDs' field is highlighted with a red box and contains the value 'CHXCO-1007443127'. Other fields include 'Supplier No.' (1007443127), 'Legal Name' (221 Normal Meats Deli BBQ), and 'Registration Status' (Approved).

ACCOUNTS PAYABLE

CSU Buy:

- Suppliers
 - History log
 - Can be reviewed to see if any notes from the review team (i.e. request emailed to the supplier to correct W9 or correct entry in registration tabs and then resubmit)
 - Suppliers can get assistance with registration completion by emailing csubuy-suppliersupport@calstate.edu.
 - Note: trying to use this sparingly and see if we can support suppliers locally first, but if they are running into a technical issue this team can support.
 - Common issues – already have a Jaggaer profile and need us to invite that one and abandon our invite

ACCOUNTS PAYABLE

CSU Buy:

- Payment Search/Status – multiple ways to review
 - Start from PO – open PO and select voucher tab
 - Payment status (voucher/invoice specific)

Purchase Order		• 24000	2023	Revision 0			
Status	Summary	Revisions 1	Confirmations	Shipments	Change Requests	Receipts	Vouchers 13

C0026793	5066647071	8/7/2024	9/6/2024	Future payment staged	Payable	478.20 USD
C0026790	5066641609	7/31/2024	8/30/2024	Voucher	Paid	48.58 USD

ACCOUNTS PAYABLE

CSU Buy:

- Payment details – click on voucher number (i.e. C0026790)

1.

Payment Information	
Pay Status	Paid
Payment Method	Check
Payment Record No.	591618 1
Payment Record Date	8/28/2024 2
Voucher Payment Amount	\$48.58 3
Total Payment Amount	\$1,152.27

Payment Information	
1. Payment Record No.	Check number
2. Payment Record Date	Check payment date
3. Payment breakdown	a. Voucher Pmt Amt = Invoice Amt Due b. Total Pmt Amt = Total check amount, which includes payment of other invoices batched for this supplier

ACCOUNTS PAYABLE

CSU Buy:

- Invoice sharing
 - Please continue to share invoices received with your AP partners.
 - Box “mail” folders are the preferred method for dropping invoices
 - If you are not sure if you have access to these folders please reach out

ACCOUNTS PAYABLE

Travel:

- Destination Per Diem
 - Per diem rate is driven by lodging location. As such, lodging support must be included, even if not claiming reimbursement

ACCOUNTS PAYABLE

Travel:

- Taxability of International Travel with Personal Use
 - Reimbursements for INTL travel that have both business and personal use components may be subject to tax. Key considerations for taxable events:
 - Trip > 7 days
 - Personal use > 25%
 - % of personal use is applied to flight cost and that amount is reported as taxable income
 - Employee will be directly notified of the determination and amount subject to tax
 - Future pay warrant will be adjusted accordingly; appropriate taxes will be withheld

FINANCIAL ACCOUNTING & REPORTING

- Campus reporting- separate legal entities
 - CSU, Chico
 - Associated Students
 - University Foundation
 - Chico State Enterprises
- Timely review of transactions. By end of February, corrections/reclassifications should be resolved for transactions through December.
- Reach out to FAR@csuchico.edu, rather than email for FAR individuals, for any questions or correction requests

STUDENT FINANCIAL SERVICES

Student Club/Organization Financial Coordinator

- Position and responsibilities are moving offices
- Transition period during Fall semester

Student Financial Services



Student Life And Leadership

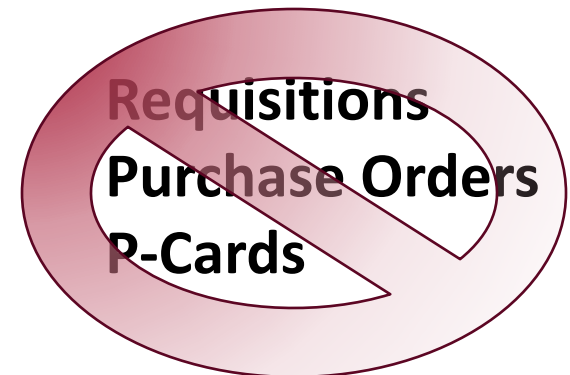
UNIVERSITY BUDGET

Beginning of the Fiscal year Reminders:

- Budget Transfer reminders:
 - Journal ID numbering restarts – e.g. AMAGANA01
 - Review Programs - Are they active this year (SLF/RSCA/etc.)
 - Transfers should zero out by fund
 - Cannot move budget between funds
 - watch for negative budget in an expense account
 - BBA does not need to zero out by account
 - Budget transfers should not be used to ‘pay’ other departments

Budget Only Accounts

- 660R20 - Rollover Allocation S&S
- 660U01 - University Initiatives
- 660U73 - Unallocated O&E



UNIVERSITY BUDGET

▪ **Student Learning Fees - SLF (Fund T8508) – Please Share**

1. Make a plan and spend early
2. Be aware of new deadlines
 - a) May 31st : travel completed & goods/services received
 - b) Third week of June: encumbrances must be closed or moved to other funding
 - c) Expenditures must be complete this fiscal year
3. Monitor spending & resolve issues – no overspending allowed
4. Review SLF website for spending guidelines and Info
www.csuchico.edu/slf

▪ **Research, Scholarly and Creative Activities – RSCA (T8515)**

1. New year 24/25 program created and available for use
2. No overspending allowed

UNIVERSITY BUDGET

▪ Position Listing Report

- Position Number
- Job data – Job Code, Grade, Reports to, etc.
- Incumbent name
- Funding source
- Updated once a month

<https://www.csuchico.edu/bud/position-management.shtml>

▪ Workstudy

- Monitor awards and spending
- Quick guide -



Microsoft Word
Document

UNIVERSITY BUDGET

2024/25 Campus Budget Plan

- Available on the Budget Office [website](#)
- Highlights:
 - Budget for 24/25 based on 13,000 Annualized Student FTES
 - Chico resident student FTES target revised to 15,093 - ↓ 3% <\$4.1M>
 - One-time State reduction of \$75M system-wide - <\$2.2M> for Chico
 - Increased tuition revenue from enrollment growth & tuition fee increase
 - UBC Spring 2024 recommendation - 3 years of 5% reduction to all divisions to balance budget

Silver Lining: *Enrollment continues to grow!*

UNIVERSITY BUDGET

Budget Updates:

- CSU 2025/26 budget process– BOT approved request to the State
- Chico - Continuing to move forward with out new budget model
 - Shared governance with University Budget Committee (UBC)
 - Navigating with UBC future budget uncertainty and planning – State’s multi-year intent language
 - Greater campus community will continue to hear updates at open forums

What campus can do:

- Stay informed and attend UBC forums
- Utilize all other funds and preserve G1006 when possible – UF, CSE, SLF, campus partner funds, etc.
- Continue your awesome work supporting current & prospective students.

UNIVERSITY BUDGET

Resources:

- <https://www.csuchico.edu/bud>
- Transparency & Reporting – Campus budget & lottery allocation info, student fee reports & more.
- University Funding Sources – Documentation on various funds including SLF, CCF, Lottery, IRA, grant funds & more!
- Student Fees – Historical student fee rates and overview of student fee categories.
- Position Management – Guides on how to find your department's position information in HR as well as how to update position info & funding.
- Resources – Various training guides and budget transfer template

CSE / UF UPDATES

Separate slides from Pam Hollis
and Vance Kelly

QUESTIONS & FUTURE TOPICS

- Future topics?
- Any questions?
- We welcome feedback!
- Email fincfs@csuchico.edu

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Thank you for
attending the
Financial
Services
Forum!



<https://www.csuchico.edu/fin/forum.shtml>