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# FINANCIAL SERVICES FORUM



February 22, 2024

10:30 a.m.

Virtual Zoom Webinar

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# WELCOME!

Some guidelines for our meeting:

- Chat will be closed during meeting
- 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 slides and minutes once they post

# AGENDA

- Financial Services
- Student Financial Services
- University Budget
- Procurement & Contract Services
- Property Management Office
- Accounts Payable
- Financial Accounting & Reporting
- Questions & Future Topics

# FINANCIAL SERVICES

## Reference - List of Department Emails

Department	Email
Financial Services	<a href="mailto:fincfs@csuchico.edu">fincfs@csuchico.edu</a>
Student Financial Services	<a href="mailto:cash@csuchico.edu">cash@csuchico.edu</a>
University Budget Office	<a href="mailto:budgetcfs@csuchico.edu">budgetcfs@csuchico.edu</a>
Accounts Payable	<a href="mailto:accountspayable@csuchico.edu">accountspayable@csuchico.edu</a> <a href="http://www.csuchico.edu/purc/procure-to-pay">www.csuchico.edu/purc/procure-to-pay</a>
Procurement & Contract Services	<a href="http://www.csuchico.edu/purc/procure-to-pay">www.csuchico.edu/purc/procure-to-pay</a>
Distribution Services	<a href="mailto:distribution@csuchico.edu">distribution@csuchico.edu</a>
Property Management	<a href="mailto:property@csuchico.edu">property@csuchico.edu</a>
Financial Accounting & Reporting	<a href="mailto:far@csuhico.edu">far@csuhico.edu</a>

# FINANCIAL SERVICES

## Fiscal Year-end Schedule

- Will be working on soon
- Communication will be via FIN CFS emails and posted on multiple websites

# STUDENT FINANCIAL SERVICES

## Passport Place opened Sept 2023

- Accept applications for new passport applications
- Make an appointment on our website

<https://www.csuchico.edu/sfin/passport/index.shtml>

## Summer Session

- Summer 2024 will be state support
- Hopefully little or no impact to students
- Fees will be posted to the SFIN website very soon

# UNIVERSITY BUDGET

## Budget Template Issues

- Issue: Microsoft is blocking macros from files downloaded from the internet.
- Temporary Solution: Budget Office will email the template if anyone needs a working copy: Email [budgetcfs@csuchico.edu](mailto:budgetcfs@csuchico.edu)

## Budget Training

- Always available for any individual trainings on your department budget.

# UNIVERSITY BUDGET

## Position Management

- Reminder – Check out our new position funding report!
  - All your positions with chartfield!
- Budget Office trying to manage positions better
  - Standardizing overlapping appointments... some temp position numbers may be added and later removed



# UNIVERSITY BUDGET

**\*\* Start reviewing student fee funds (IRA, SLF, CCF) \*\***

## Student Learning Fees/Consolidated Course Fees

- Try to spend down awards before the end of the semester so students can receive the benefit of these dollars
- As of January 2024 close, we are 58% through the fiscal year but SLF is 51% spent and CCF is 29%

Fund Fdescr ▲▼	Dept Level 2 Fdescr ▲▼	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
T8508 - Student Learning Fee	AA - Academic Affairs	1,776,336.74	729,361.72	121,612.25	925,362.77	48%
	IT - Information Technology	20,000.00	7,495.54	586.85	11,917.61	40%
	PR - President	4,000.00	3,969.11	0.00	30.89	99%
	SA - Student Affairs	317,726.00	205,467.68	5,638.94	106,619.38	66%
T8508 - Student Learning Fee Total		2,118,062.74	946,294.05	127,838.04	1,043,930.65	51%
T8509 - Consolidated Course Fee	AA - Academic Affairs	624,385.94	162,883.38	18,172.94	443,329.62	29%
T8509 - Consolidated Course Fee Total		624,385.94	162,883.38	18,172.94	443,329.62	29%
Grand Total		2,742,448.68	1,109,177.43	146,010.98	1,487,260.27	46%

# UNIVERSITY BUDGET

## Student Learning Fees/Consolidated Course Fees

- Reminder only student hours worked through 5/31/24 will post in this fiscal year
- Unspent awards will not be rolled forward into next fiscal year.
  - SLF: Programs will retain the standard 10% rollover and any additional budget will be swept back to be reallocated
  - CCF: Rollovers are limited to 20% of each college's current year allocation
- Visit the SLF website for more program info
  - [www.csuchico.edu/slf](http://www.csuchico.edu/slf)
- Visit CCF expenditure guidelines under Category II:
  - <https://www.csuchico.edu/bud/student-fee-info.shtml>

# UNIVERSITY BUDGET

## Workstudy

- As a campus, we want to spend 100% of workstudy budgets.
- Review budget to actuals and be in communication with your AAS or Budget contact.
- Campus Budget \$2,613,645
- Actuals \$1,143,572 as of 1/31/24 (student payroll as of Dec 31st)
- 44% spent ← needs to be 100% by June 30<sup>th</sup>

Bus Unit▲▼	Fund Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
CHICO	G1006 - CSU OPERATING FUND	2,486,775.00	1,100,146.53	0.00	1,386,628.47	44%
	T6300 - TIR-INSTR REL ACTVTY	126,870.00	43,424.76	0.00	83,445.24	34%
CHICO Total		2,613,645.00	1,143,571.29	0.00	1,470,073.71	44%
Grand Total		2,613,645.00	1,143,571.29	0.00	1,470,073.71	44%

# PROCUREMENT & CONTRACT SERVICES

Contact your Procure-to-Pay Team

<https://www.csuchico.edu/purc/procure-to-pay.shtml>


**[LORI RICE \(Teams Chat\)](#)** 

Procurement Specialist x5629

**[JANITA PIERCE \(Teams Chat\)](#)** 


Payment Specialist x3163

- President's Office
- Athletics
- Student Clubs
- Vice President for Student Affairs
- FMS - MR&O
- University Housing


**[CHRISTINE PICO \(Teams Chat\)](#)** 

Payment Specialist x6812

- College of Communication & Education (Jennifer Thayer)
- College of Natural Sciences (Lori Rice)
- Graduate Studies (Cindy Reiswig)
- Int'l Education & Global Engagement (Cindy Reiswig)
- Undergraduate Education (Cindy Reiswig)
- University Police (Tawnie Peterson)
- College of Engineering, Computer Science, and Construction Management (Tawnie Peterson)
- Student Placement Agreements (Layla Betar-Makhoul)

**[JENNIFER THAYER \(Teams Chat\)](#)** 

Procurement Specialist x6516

**[CHRISTINE PICO \(Teams Chat\)](#)** 

Payment Specialist x6812

- FMS - Major Cap Projects
- FMS - Minor Cap Projects
- Leases


**[CINDY REISWIG \(Teams Chat\)](#)** 

Procurement Specialist x5137

**[BRI SASEEN \(Teams Chat\)](#)** 

Payment Specialist x5312

- College of Behavioral & Social Sciences
- Professional & Continuing Education
- Student Life & Leadership
- Provost Office (AA)
- University Advancement
- WellCat Health Center
- Enrollment Management
- Recreational Sports
- Orientation


**[TAWNIE PETERSON \(Teams Chat\)](#)** 

Procurement Specialist x6001

**[NATALIE NOZISKA \(Teams Chat\)](#)** 

Payment Specialist x5866

- Vice President of Business & Finance
- Agriculture Department
- College of Humanities & Fine Arts
- College of Business
- Library Administration

**[Jessica Westbay \(Teams Chat\)](#)** 

Procurement Specialist x5135

**[NATALIE NOZISKA \(Teams Chat\)](#)** 

Payment Specialist x5866

- Division of Information Technology

# PROCUREMENT & CONTRACT SERVICES

## HAPPENINGS – REMINDERS – ANNOUNCEMENTS

**Welcome “Amber Marquiss” to our Team!**

### **ProCard**

- For updates/declines/limits/process & procedures, reach out to your Procurement Specialist FIRST!
- **Virtual** conference registrations ARE OK!

### **Year-end is coming!**

- Review transactions – every month!
- Close/Cancel encumbrances (review via Open Commitments report)
- Be prepared to attend your year-end P2P meeting

**Delete old forms!**

# PROCUREMENT & CONTRACT SERVICES

## COMMENCEMENT - REGALIA, CORDS, SASHES, & MEDALS

### Regalia:

- The University does not purchase regalia but **will** allow regalia to be rented. This includes the accessories that go with the regalia, such as the hood, sashes, cords, and additional items. Regalia may be rented through AS Bookstore and may be done using a University ProCard. When submitting the receipt as part of the monthly ProCard summary, please indicate the name(s) of the employees that will be using the rented regalia.

**Sashes, cords, or medallions:** These items may be purchased with a University ProCard but require pre-approval by your assigned Procurement Specialist.

- If the item is given to students as an award for exemplary accomplishment with distinct eligibility criteria (honors for example), or the item is given to student to promote the college, department, major, or group, these expenses are allowable per the University Hospitality Procedure. The ProCard receipt must be accompanied by an approved [Hospitality Expense Request](#).
- If the item is given to students and the student **paid a fee that includes the cord/sash**, it is allowable and is **not** considered Hospitality, but rather a program expense. ProCard receipt must indicate that a fee was paid by the students.
- Cords/Sashes/medallions **cannot** be purchased a department and “sold” to individual students.



# PROPERTY MANAGEMENT

- 380 Orange St. currently utilized for storage
- Temporarily Closed



# PROPERTY MANAGEMENT

## Chico State Surplus

The Property Management Office would like to introduce our new virtual campus reuse platform called Chico State Surplus. This system allows campus users to post functioning furniture, equipment, and office supplies to the campus community for reuse within their departments.


Chico State Surplus is built using a platform called Viva Engage, which is available to all campus employees via Microsoft Teams.

**Please email [property@csuchico.edu](mailto:property@csuchico.edu) to request access.**




# PROPERTY MANAGEMENT

Search Viva Engage Chico State Sur... ▾



**Chico State Surplus** Private ❤️ 🔗 ⋮

[Conversations](#) [About](#) [Files](#) [Events](#)

 Share thoughts, ideas, or updates

[Discussion](#) [Question](#) [Praise](#) [Poll](#)

# PROCUREMENT & AP

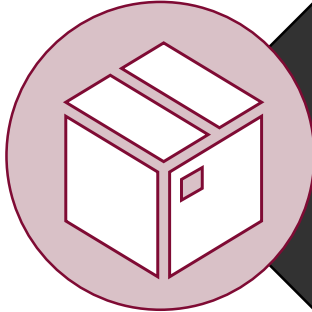
## INVOICE SUBMISSIONS & APPROVALS

- Always submit your invoices to your assigned Accounts Payable Specialist!
- All Delegation of Financial Authority (DoFA) approvals in CSUBUY are happening during the Requisition approval process
- At the point of submitting payment, *only verifying* goods and services received



# PROCUREMENT & AP

## VERIFYING GOODS & SERVICES IN CSUBUY



### Goods

- Receipt required
- Created by Distribution Services



### Services or Blanket PO

- Verification of Services Received required
- Verified by Order Owner via the Voucher



# PROCUREMENT & AP

## IMPORTANT!

### CHARTFIELD SPLITS

- Please create a second line in the Requisition to split funding sources rather than splitting in one line

### CHANGE ORDER REQUESTS

- Please add a comment to the Purchase Order and tag your Procurement Specialist – they will take it from there!
- No more form!
- No changes to punch out orders (e.g. Amazon, Grainger, etc.)



# PROCUREMENT & AP

## IMPORTANT!

### REQUISITIONS – QUOTES NOT INVOICES

- Please make sure at the point of entering a Requisition you are in the quote phase, not the invoice phase – **No confirming orders please!**
- Logo orders – attach to the requisition and let the system do the work!
- ITPR's – must be approved before entering a requisition
- Supplier must be onboarded prior to entering a requisition
  - IC vs. EE

### ATTACHING SUPPORTING DOCUMENTS

- Please attach using the Attachments tab on the Summary page when entering a Requisition



# PROCUREMENT & AP

## CSUBUY TRAINING OPPORTUNITIES

*Please join us at the following sessions to learn more about CSUBUY*

Open Office Hours: 1<sup>st</sup> Tuesday of Each Month

Monthly [CSU Learn](#) Trainings: 3<sup>rd</sup> Tuesday of Each Month



# PROCUREMENT & AP

## NEED ADDITIONAL SUPPORT?

### CSUBUY CAMPUS WEBSITE

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

### CONTACT YOUR P2P TEAMMATES

- <https://www.csuchico.edu/purc/procure-to-pay.shtml>

### CONTACT LAYLA BETAR-MAKHOUL

- [lbetar-makhoul@csuchico.edu](mailto:lbetar-makhoul@csuchico.edu)



# ACCOUNTS PAYABLE

## Travel

- Submitting timely-60 days from completion of the trip end date
  - System notifications occur – 30, 45, 50-61 (daily)
- VPAA – addition of the Provost to international requests
  - Deans to use the "approve and forward" function to pass to Provost for review and input
- CSU Per-diem/Meal ceiling adoption (effective 1/1/24)
  - Employees – location based per diem (lodging destination)
  - Non-employees – **actuals** up to \$59/day (groups/students), \$59/day per diem can be used for interviewees OR actuals up to \$59/day
  - Meal receipts required for **all** actual expenses. No receipt ceiling for meals.
  - ***Please reach out for assistance or to proactively plan for an upcoming trip. We are here to support you during this transition.***



# ACCOUNTS PAYABLE

## OnBase:

- Payee Data Record initiation/form
  - Updated to reflect that this form is only for ongoing use related to student/non-employee reimbursement activity.
  - No longer applicable to supplier onboarding for goods/service purchases which are to be routed through CSU Buy

# FINANCIAL ACCOUNTING & REPORTING

- 2nd half of the year reminders:
  - Look at your balance and transactions thru 1/31/24, request corrections, if needed
  - Please close out PO's that are complete
  - Initiate any IFT's for transactions with other campuses
  - Prior to depositing monies Stateside, email [FAR@csuchico.edu](mailto:FAR@csuchico.edu) for receipting instructions
- Reimbursed time--please be aware of Spring 2024 release time– keep track of it to ensure your department is made whole
- Friendly reminder: Only FAR can generate invoices
- Please continue to review transactions and email [FAR@csuchico.edu](mailto:FAR@csuchico.edu) for questions or correction requests

# QUESTIONS & FUTURE TOPICS

- To Be Determined:  
**“Year-End Forum”**
- Future topics? Any questions?
- We welcome feedback!
- Email [fincfs@csuchico.edu](mailto:fincfs@csuchico.edu) with general questions not specific to departments

## **Stacie Corona**

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

Thank you for  
attending the  
Financial  
Services  
Forum!

