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# FINANCIAL SERVICES FORUM



**Chico**State

May 20, 2024

3:00 p.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

- Updates from CSE/UF
- Financial Services
- Student Financial Services
- University Budget
- Procurement & Contract Services
- Property Management Office
- Accounts Payable
- Financial Accounting & Reporting
- Questions & Future Topics





Update May 20, 2024

Vance Kelly, Director of Finance and Accounting

Vance Kelly  
Director of Finance and Accounting, Chico State Enterprises  
[vkelly1@csuchico.edu](mailto:vkelly1@csuchico.edu)  
(530) 898-6362

# System

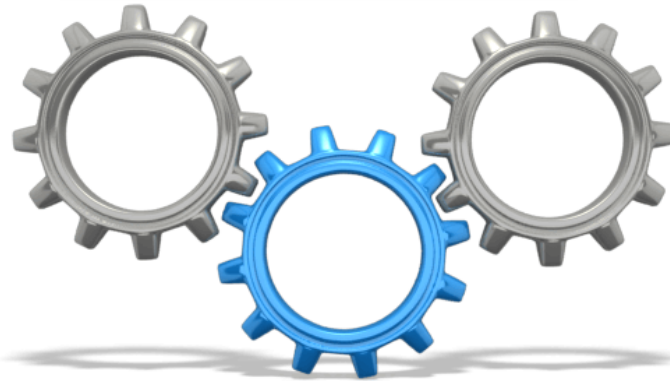
- Challenges (CSE website ONESolution )
- (<https://www.csuchico.edu/cse/onesolution-it-support/onesolution/index.shtml>)

# Staffing

- Procurement Buyer
- P-card
- Accounts Payable

# Year-end (June 30, 2024)

- CSE Announcements
- P-card and cutoff date
- Accounts Payable (check requests)
- Purchase orders
- Uncleared advances
- Deposits



**Any questions:**  
Jessica Harrington  
[jharrington10@csuchico.edu](mailto:jharrington10@csuchico.edu)  
(530) 898-6776



## Auxiliary organizations created to support Chico State:

### Academic Affairs



CEO – Mary Sidney

- Sponsored Programs (Grants, Contracts and Enterprise Accounts)
- Financial and Administrative Services

### University Advancement



CEO – Ahmad Boura

Gifts to the university

- Endowment Management & Investment
- Gift Processing
- Scholarships
- Annual Fund Accounts

**The UF contracts with CSE to manage its banking, accounting, accounts payable, receivable, payroll, HR management for UF funded employees, and endowment accounting, distributions and reporting.**

# FINANCIAL SERVICES

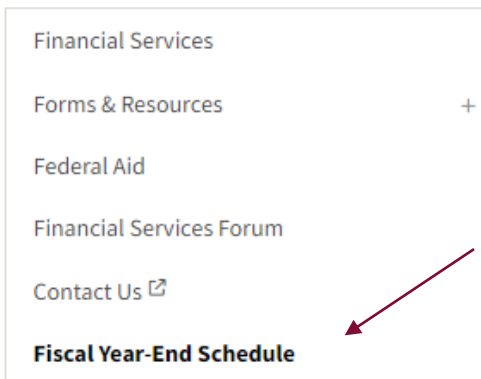
## Fiscal Year-End Schedule

Linked on all the Financial Services website pages

<https://www.csuchico.edu/fin/fiscal-schedule.shtml>

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

### Financial Services



## Fiscal Year-End Schedule

### 2023/24 Schedule

The Fiscal Year-End Schedule includes deadlines for preparing for the year-end close of the current fiscal year and will be updated as changes are made. Should we need to adjust or edit the Fiscal Year-End Schedule, we will communicate the details via email to the CFS Users Distribution Group and in Campus Announcements.

The PO renewal process has been updated and we will not be posting a log online this year. Your Procure-to-Pay team will be reaching out to set up a meeting to go over the process for this next fiscal year.

[2023/24 Fiscal Year-End Schedule \(PDF\)](#)

# STUDENT FINANCIAL SERVICES

- Year-end receipting:
  - All checks and payments for State-side transactions must be receipted by June 27th.
  - Cut-off for year end is 12PM on 6/27/2024
- Per the campus policy, payments should be collected only at authorized collection points.
- SSC will be open from 8AM to 5PM.
- Contact Suzy Buck (4195) or Gina O'Neal (6336) for questions about receipting or checks.

# UNIVERSITY BUDGET

## Fiscal Year-End Important Dates

Date	Description
Thursday, June 14, 2024	Request for payroll corrections
Thursday, June 21, 2024	Budget Transfers submitted to Budget Office

Better yet – Get your requests/transfers in earlier!

# UNIVERSITY BUDGET

- **Winding down the Fiscal year - Budget Review**
  - Run account balance reports & review for:
    - DeptID overspent – In total not by line
    - Do not need to zero BBA by line!
    - Projecting for remainder of the year
    - Review one-time entries
- **Where Possible, Preserve Our General Fund Dollars**
  - Be mindful of year end spending
  - Consider all sources for O&E expenses – Including CSE/UF/Campus Partner/etc.

# UNIVERSITY BUDGET

## ▪ Reminders:

- **Student Payroll:** May time is the last month to post in FY 23/24
- **SLF Positions:** 23/24 will be inactivated 6/30/2024 and 24/25 will be established on 7/1/2024
- **Review all funds:** SLF, CCF, RSCA, Lottery, etc.
- **“Paying” Another Department:** NOT a budget transfer – should be an actuals transfer through Financial Accounting & Reporting
- **Looking forward:** Assess budget for next fiscal year

# 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
- Vice President for Student Affairs
- Facilities Management & Services - MR&O
- University Housing

[AMBER MARQUISS \(Teams Chat\)](#)

Procurement Specialist x5383

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

Payment Specialist x6812

- College of Communication & Education
- College of Natural Sciences
- Graduate Studies
- Int'l Education & Global Engagement
- Undergraduate Education
- College of Engineering, Computer Science, and Construction Management
- [Student Placement Agreements](#)

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

Procurement Specialist x6516

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

Payment Specialist x6812

- Construction Projects
- Services Related to Construction

[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
- University Leases

[STEVEN MACIEL \(Teams Chat\)](#)

Procurement Specialist x5237

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

Payment Specialist x5866

- Vice President of Business & Finance
- College of Agriculture
- College of Business
- Library Administration
- Student Clubs

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

Procurement Specialist x6001

[MELANIE ALBRECHT PETERSON \(Teams Chat\)](#)

Payment Specialist x6427

- Division of Information Technology
- College of Humanities & Fine Arts

# PROCUREMENT & CONTRACT SERVICES

## HAPPENINGS – REMINDERS – ANNOUNCEMENTS

**Welcome Steven Maciel to our Team!**

### **ProCard**

- For updates/declines/limits/process & procedures, reach out to your Procurement Specialist **FIRST!**
- For hospitality transactions, please provide a list of attendees

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

- Review transactions **TODAY!!**
- Close/Cancel encumbrances (review via Open Commitments report) using one of these three methods:
  - create a comment on the CSUBUY PO and tag your Procurement Specialist
  - utilize the CSUBUY **Request to Close PO** form
  - For CFS orders email your Procurement Specialist
- Instructions for entering New Year Orders will be emailed to FINCFS

**Delete any saved old forms!**



# 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.**

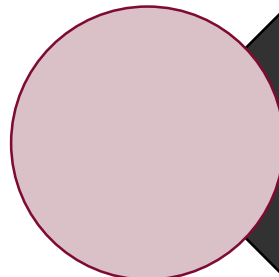
# PROCUREMENT & AP

## REQUISITIONS – ATTACH **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 the logo proof to the requisition** (using the Attachments Tab) 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

## INVOICES – VOUCHERS – APPROVALS

- Submit invoices to your assigned AP Specialist
- When asked to approve a voucher – you are verifying that the services have been received – not approving the purchase



**Services or Blanket PO**

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

# PROCUREMENT & AP

## SUPPLIERS

- If you do not see a supplier while initiating a form, there could be a few reasons why:
  - The supplier has yet to be invited to register for the CSU Buy platform
    - Action: Please initiate a supplier request form
  - The supplier has been invited but has not finished their registration
    - Action: Review the supplier network and take note of the status of the supplier's profile

The screenshot shows a search results page with the following details:

- Navigation: < Back to Search | Start Over | Showing 1 - 1 of 1 results
- Search Details: Results Per Page: 50
- Filtered By:
  - Supplier: ASSOCIATED STUDENTS OF CHI [Remove All]
  - Network:  In Network
- Search Results:
  - Associated Students of CSU Chico
    - Supplier Number: 1007442527
    - Registration Status: Approved
    - Registration Type: Solicited
    - Contract Party Types: Supplier

# PROCUREMENT & AP SUPPLIERS

- The supplier has completed their registration, but they are not extended to the Chico campus.
  - Action: Submit a request for the supplier to be extended to Chico.

The screenshot displays a web interface for supplier management. On the left, a sidebar menu includes 'Supplier 360' which is highlighted with a red box. The main content area is divided into two panels. The left panel, titled 'Associated Students of CSU Chico', shows registration details: Supplier Number 1007442527, Registration Status Approved, and Registration Type Solicited. The right panel, titled 'Supplier 360', shows 'Supplier Details' for the same entity. The 'MBU IDs' field is highlighted with a red box and contains the value 'CHXCO-1007442527'. Other details include Supplier No. 1007442527, 3rd Party Ref No. -, Date of Last Order 5/17/2024, Diversity, and Registration Status Approved.

Associated Students of CSU Chico	
Supplier Number	1007442527
Registration Status	Approved
Registration Type	Solicited
View Supplier Registration	

Supplier 360	
Supplier Details	
Legal Name	Associated Students of CSU Chico
DBA	Associated Students of CSU Chico
Aliases	
Supplier No.	1007442527
3rd Party Ref No.	-
MBU IDs	CHXCO-1007442527
Date of Last Order	5/17/2024
Diversity	
Registration Status	Approved

- If the supplier is an individual/sole proprietor or has certain IRS or state reporting requirements there are a few more steps to complete their registration. Please continue to review their registration status in the search menu.

# PROCUREMENT & AP

## CSUBUY TRAINING OPPORTUNITIES

***New Refreshed Trainings & Website  
are Coming soon!***

*Until then 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)
- CSU Per-diem/Meal ceiling adoption (effective 1/1/24)
  - Employees – location based per diem (lodging destination – *need proof*)
  - Non-employees – **actuals** up to \$59/day (groups/students)
  - Meal receipts required for **all** actual expenses. No receipt ceiling for meals.
- Three options for per diem in expense reports:
  - Enter the meals & incidentals as intended, by lodging destination (recording meals provided).
  - The traveler can include a comment on the report that they are explicitly declining per diem.
  - Enter the meals & incidentals as intended and then add a reduction expense type that backs out the necessary amount needed to maintain the budgeted amount for the trip.
- ***Please reach out per diem for assistance or to proactively plan for an upcoming trip.***

# FINANCIAL ACCOUNTING & REPORTING

- Review your transactions for appropriate chartfields and completeness
- Review all funds with your deptid(s)– not just G1006
- Anytime we are paying an auxiliary for services they performed, please use the appropriate account:
  - 617810 – Services from AS
  - 617811 – Services from CSE
- Unsure how to handle a transaction? Something still “out there” or not yet recorded, but you know it belongs in this fiscal year? Please reach out to [far@csuchico.edu](mailto:far@csuchico.edu) for assistance or next steps



# FINANCIAL ACCOUNTING & REPORTING

Timeline for requests to correct CFS Transactions, sent to [far@csuchico.edu](mailto:far@csuchico.edu)

Date of transaction that needs to be corrected	Date the correction request is due	Fiscal month correction will be posted
7/1/2023 – 2/28/2024	4/29/2024	April
3/1/2024 - 4/30/2024	5/30/2024	May
5/1/2024 – 5/31/2024	6/17/2024	June
6/1/2024 – 6/30/2024	6/24/2024  If a transaction is needing correction, please reach out to FAR team as soon as possible.	Depending on the date FAR is contacted, the type of correction needed, and the dollar amount, FAR will determine if the correction can be posted in June or if a July adjustment is needed.

- Journal Entry Request Guidelines

[www.csuchico.edu/far](http://www.csuchico.edu/far) Campus Departments Financial Resources > Journal Entry Requests

# FINANCIAL ACCOUNTING & REPORTING

## Out of office in June? July? August?

- On requests you send to FAR before your time away begins, please include cc of whomever will cover tasks.
- Set an Outlook “Out of Office” message; include name of who we may contact in your absence.



# FINANCIAL ACCOUNTING & REPORTING

## Other year-end reminders:

- Month of May 2024 estimated to close by 6/10/2024
- Please make any billing requests as soon as possible to [FAR@csuchico.edu](mailto:FAR@csuchico.edu)
- Colleges - if you need to process check requests from CSE or UF please be sure to request those as soon as possible, there is processing time to consider
- Spring 2024 Reimbursed Time POs (RTPOs): If you have release time for which you expected to be reimbursed, and it has not been received, please work with CSE analysts to process the RTPO

# FINANCIAL ACCOUNTING & REPORTING

## Other year-end reminders continued:

- Interagency Financial Transaction (IFT)
  - Only FAR can submit IFTs for processing
    - Proof of agreement- MOU or email exchange
      - Email FAR when entering into an agreement to pay another campus/CO so we can help follow up if IFT is not initiated by the other party
    - Provide appropriate contact/chartfields at other campus
  - If we are being reimbursed, make sure actual expenses are recorded in CFS
    - Transaction shown in Insight/Data warehouse
  - Requests for CSU/CO reimbursements are due to FAR 5/22/24

# QUESTIONS & FUTURE TOPICS

- Future topics? Any questions?
- We welcome feedback!
- Email [fincfs@csuchico.edu](mailto:fincfs@csuchico.edu) with general questions not specific to departments

## **Stacie Corona**

Associate VP,  
Financial Services  
[scorona@csuchico.edu](mailto:scorona@csuchico.edu)  
(530) 898-5730

## **Kate Kelley**

Interim Asst Director,  
Financial Accounting & Reporting  
[kmkelley1@csuchico.edu](mailto:kmkelley1@csuchico.edu)  
(530) 898-5003

## **Michelle Korte**

Director, Financial Systems  
& Data Reporting  
[mkorte@csuchico.edu](mailto:mkorte@csuchico.edu)  
(530) 898-5207

## **Melissa L. Taylor**

Manager, Strategic Initiatives &  
Accounts Payable  
[mltaylor@csuchico.edu](mailto:mltaylor@csuchico.edu)  
(530) 898-5851

## **Sara Rumiano**

Associate Vice President  
Procurement, Property, Distribution  
Services & Real Estate  
[srumiano@csuchico.edu](mailto:srumiano@csuchico.edu)  
(530) 898-5270

## **Anna Magaña**

Director,  
University Budget  
[amagana5@csuchico.edu](mailto:amagana5@csuchico.edu)  
(530) 898-6789

## **Gina O'Neal**

Director,  
Student Financial Services  
[groneal@csuchico.edu](mailto:groneal@csuchico.edu)  
(530) 898-6336

## **Josh James**

Assistant Director,  
University Budget  
[jhames@csuchico.edu](mailto:jhames@csuchico.edu)  
(530) 898-5931

Thank you for  
attending the  
Financial  
Services  
Forum!



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