FINANCIAL SERVICES FORUM

May 20, 2024
3:00 p.m.
Virtual Zoom Webinar
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
(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
The Foundation’s mission is to support CSU, Chico’s strategic plan by raising, investing, and disbursing funds to fuel the growth and excellence of the University.

Any questions:
Jessica Harrington
jharrington10@csuchico.edu
(530) 898-6776
The Foundation's mission is to support CSU, Chico's strategic plan by raising, investing, and disbursing funds to fuel the growth and excellence of the University.

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
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

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, June 14, 2024</td>
<td>Request for payroll corrections</td>
</tr>
<tr>
<td>Thursday, June 21, 2024</td>
<td>Budget Transfers submitted to Budget Office</td>
</tr>
</tbody>
</table>

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
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!
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 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 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.

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:** 1st Tuesday of Each Month

**Monthly CSU Learn Trainings:** 3rd 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
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.**
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 for assistance or next steps.
Timeline for requests to correct CFS Transactions, sent to far@csuchico.edu

<table>
<thead>
<tr>
<th>Date of transaction that needs to be corrected</th>
<th>Date the correction request is due</th>
<th>Fiscal month correction will be posted</th>
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<tbody>
<tr>
<td>7/1/2023 – 2/28/2024</td>
<td>4/29/2024</td>
<td>April</td>
</tr>
<tr>
<td>3/1/2024 - 4/30/2024</td>
<td>5/30/2024</td>
<td>May</td>
</tr>
<tr>
<td>6/1/2024 – 6/30/2024</td>
<td>6/24/2024</td>
<td>June</td>
</tr>
<tr>
<td></td>
<td>If a transaction is needing correction, please reach out to FAR team as soon as possible.</td>
<td>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.</td>
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</tbody>
</table>

- Journal Entry Request Guidelines
  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.
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

- 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
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 with general questions not specific to departments
Stacie Corona
Associate VP, Financial Services
scorona@csuchico.edu
(530) 898-5730

Kate Kelley
Interim Asst Director, Financial Accounting & Reporting
kmkelley1@csuchico.edu
(530) 898-5003

Michelle Korte
Director, Financial Systems & Data Reporting
mkorte@csuchico.edu
(530) 898-5207

Melissa L. Taylor
Manager, Strategic Initiatives & Accounts Payable
mltaylor@csuchico.edu
(530) 898-5851

Sara Rumiano
Associate Vice President Procurement, Property, Distribution Services & Real Estate
srumiano@csuchico.edu
(530) 898-5270

Anna Magaña
Director, University Budget
amagana5@csuchico.edu
(530) 898-6789

Gina O’Neal
Director, Student Financial Services
groneal@csuchico.edu
(530) 898-6336

Josh James
Assistant Director, University Budget
jhjames@csuchico.edu
(530) 898-5931

Thank you for attending the Financial Services Forum!

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