

---

# FINANCIAL SERVICES FORUM



February 18, 2025

2:00 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 once they post

# AGENDA

- Financial Services
- *University Foundation & Chico State Enterprises*
- 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@csuchico.edu">far@csuchico.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

## **Recruitments**

- Financial Accounting & Reporting Director
- Accounts Payable Manager
- Budget Manager

# UPDATES

## University Foundation & Chico State Enterprises

# STUDENT FINANCIAL SERVICES

## **Summer Session**

- Summer 2025 will continue to be state support
- Fees will be posted to the SFIN website by 03/10. \$290 a unit + \$8 campus fees

## **Cash Management Policy**

- If cash or cash equivalents is accidentally received on campus, please bring to SSC 230 for receipting to state side funds

# UNIVERSITY BUDGET

**\*\* Keep reviewing student fee funds (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 2025 close, we are 58% through the fiscal year but SLF is 53% spent and CCF is 9%

Fund Fdescr	Dept Level 2 Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
T8508 - Student Learning Fee	AA - Academic Affairs	1,893,207.08	999,120.62	35,722.39	858,364.07	55%
	IT - Information Technology	15,000.00	2,889.00	296.97	11,814.03	21%
	SA - Student Affairs	317,980.00	147,799.54	0.00	170,180.46	46%
T8508 - Student Learning Fee Total		2,226,187.08	1,149,809.16	36,019.36	1,040,358.56	53%
T8509 - Consolidated Course Fee	AA - Academic Affairs	525,485.96	22,282.40	26,015.30	477,188.26	9%
T8509 - Consolidated Course Fee Total		525,485.96	22,282.40	26,015.30	477,188.26	9%
Grand Total		2,751,673.04	1,172,091.56	62,034.66	1,517,546.82	45%



# UNIVERSITY BUDGET

## Student Learning Fees/Consolidated Course Fees

- Reminder only student hours worked through 5/31/25 will post in this fiscal year
- Paying a student (non-payroll)? Might be Financial Aid
  - Let FA know via a ticket  
<https://support.csuchico.edu/TDClient/1984/Portal/Requests/ServiceDet?ID=45028>
- Unspent awards will not be rolled forward into next fiscal year.
  - SLF: Awards must be spent in this fiscal year
  - 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



### Supporting our students!

- Campus Budget \$2.6 Million
- Actuals \$1.3M as of 1/31/25 (student payroll as of Dec 31st)
- 58% spent ← on track to spent 100% by June 30<sup>th</sup>

Bus Unit▲▼	Dept Level 2 Fdescr	Acct Cat Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
CHICO	AA - Academic Affairs	602 - Work Study & Experience	715,000.00	431,243.83	0.00	283,756.17	60%
	BF - Business & Finance	602 - Work Study & Experience	200,000.00	113,700.93	0.00	86,299.07	57%
	IT - Information Technology	602 - Work Study & Experience	375,000.00	230,785.82	0.00	144,214.18	62%
	PR - President	602 - Work Study & Experience	109,000.00	57,931.40	0.00	51,068.60	53%
	SA - Student Affairs	602 - Work Study & Experience	825,000.00	449,873.17	0.00	375,126.83	55%
	UA - University Advancement	602 - Work Study & Experience	17,500.00	7,834.80	0.00	9,665.20	45%
Grand Total			2,241,500.00	1,291,369.95	0.00	950,130.05	58%

# UNIVERSITY BUDGET

## Common Budget Template Issues

- Date Format -
  - MMDDYYYY 
  - MM/DD/YYYY 
- Character limit
  - Line Description = 30
  - Journal ID = 10
- Budget cannot be moved between funds
- Workstudy is unique funding – Can't move to other accounts.
- Email button leverages desktop email client, not web email

Instructions: Only enter values in the Yellow highlighted cells!  
 Journal ID = First 8 char of Outlook UserID + 2 digits (10 char max). Example: mbarbera01, scottrel05, dforeman99

Source									Edit Check	Email
Journal Date	Journal ID	Header Description	CheckTotal	< Must equal zero!						
2	3	4	5	6	7	8	9			
Fund	Dept	Account	Monetary Amount	Class	Program	Project	Line Description			
BUD										
02142025	AMAGANA99	Sample Budget move	0.00							
G1006	D12345	660U73	(10,000.00)				Sample budget move			
G1006	D12345	613001	10,000.00				Sample budget move			

# UNIVERSITY BUDGET

## Common Human Resource System (CHRS)

- Go-Live Date – March 24, 2025
  - No changes to position numbers after noon on March 18<sup>th</sup> until go-live
- Position Management Changes
  - New Position numbers – Same old format (8 characters)
    - Begin with “1”
    - All currently active and inactive position numbers will convert over
  - New CHRS ID –
    - Begin with “1” with a total of 9 digits
    - New View in CS that will show both CHRS and Emp/Student ID – details being worked out with ISEC


*Learn more at Coffee and Cruise (Kudos) on March 13<sup>th</sup>  
Colusa 100 A/B*

<https://www.csuchico.edu/hr/hris/projects/chrs/index.shtml>

# PROCUREMENT & CONTRACT SERVICES

[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

## CONTACT YOUR P2P TEAM

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

[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

[JAWNIE 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


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

Procurement Specialist x5629


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

Payment Specialist x6812


- President's Office
- Athletics
- Vice President for Student Affairs
- College of Communications
- College of Engineering
- Small Business/DVBE


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

Procurement Specialist x5383


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

Payment Specialist x3163

- Int'l Education & Global Engagement
- Facilities Management & Services
- University Housing
- [Student Placement Agreements](#) 

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


Procurement Specialist x6516

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


Payment Specialist x6812

- Construction Projects
- Services Related to Construction

## EFFECTIVE MARCH 2025...

[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
- 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
- Recreational Sports
- Orientation
- University Police


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

Procurement Specialist x6001


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

Payment Specialist x6427



- Division of Information Technology
- College of Humanities & Fine Arts
- PO Maintenance and Cleanup

[LAYLA BETAR-MAKHOUL \(Teams Chat\)](#) 

Procurement Specialist x5996

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

Payment Specialist x3163

- College of Natural Sciences
- Graduate Studies
- Undergraduate Education
- [CSUBUY Training](#) 
- [Procard Program](#) 

# PROCUREMENT & CONTRACT SERVICES

## HAPPENINGS – REMINDERS – ANNOUNCEMENTS

### ProCard

- For updates/declines/limits/process & procedures, reach out to your Procurement Specialist FIRST!
- Ship to Campus – not a personal address
- **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

# PROCUREMENT & CONTRACT SERVICES

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

### 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.



# PROCUREMENT & CONTRACT SERVICES

## HOSPITALITY TRANSACTIONS FOLLOW DOFA

We have updated the Delegation of Fiscal Authority process for hospitality transactions

- **CSUBUY** – workflow built into the Hospitality Request form
  - System will route according to the monetary delegation.
  - One-up rules apply: if the approver participates in the hospitality, their one up higher authority must sign off (can be done by entering a comment on the requisition asking for the one-up approval)
- **ProCard** – cardholder’s responsibility to complete the ProCard Hospitality Form and obtain approval.
  - If Cardholder’s approving official participated in the hospitality, the one-up rules apply.
  - Documents must be included in the ProCard reconciliation packet
- A report of **all** hospitality transactions will be provided to leadership on a regular basis to provide visibility for all hospitality transactions for their respective areas.

# 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 CSUBUY route to University Communications for you!
- 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 quotes, scope of services, or other documentation using the Attachments tab on the Summary page when entering a Requisition

# PROCUREMENT & AP

**\*Need help picking which form to use in CSUBUY? Use our quick reference guide available here: <https://www.csuchico.edu/purc/csubuy-training.shtml>**

Training Documents

RESOURCE LIBRARY

[Expand All](#) | [Collapse All](#)

- [CSUBUY General Overview](#)
- [Updating Your Profile](#)
- [Shop Punchout Catalogs](#)
- [Shop Forms](#)**
- Reference Guide
  - [CSUBUY P2P Forms Selection Guide \(PDF\)](#)**
  - [How to Shop \(PDF\)](#)
- Videos

**CSUBUY P2P Forms**

When picking which form to use, **BE SPECIFIC**, look for the closest form to meet the need.

Goods & Services Form	
Use to request goods and/or services that are not available via punchout catalogs	
Goods Other	Items/commodities that do not fit in other categories or that cannot be purchased from a punchout catalog. Ex. Item from local supplier
Services Other	General services that do not fit in other categories. Consulting services (including IT)
Classroom or Laboratory Supplies	For live animals, must have an IACUC # and email approval prior to ordering
Drone	
Equipment	Non-IT equipment, non-lab/classroom equipment
Furniture	

# ACCOUNTS PAYABLE

## INVOICE SUBMISSIONS & APPROVALS

- Always submit your invoices to your assigned Accounts Payable Specialist's AP-Invoice Share Box folder
- All Delegation of Financial Authority (DoFA) approvals in CSUBUY are happening during the Requisition approval process
- Reminder: At the point of submitting payment, *only verifying* goods or services received



# ACCOUNTS PAYABLE

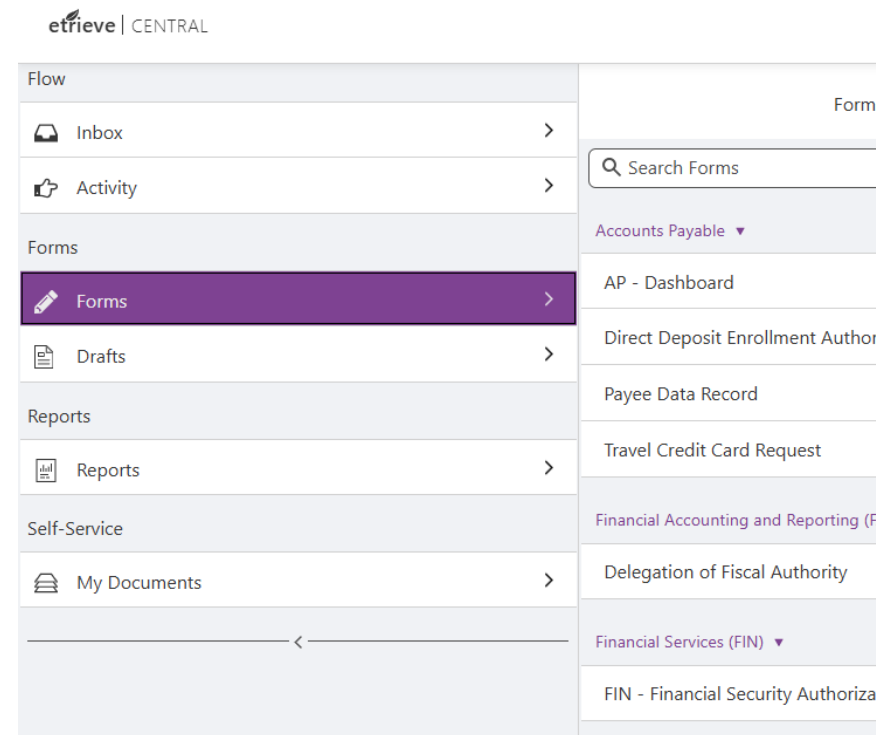
## TRAVEL REMINDERS

- Please submit timely - 60 days from completion of the trip end date
  - System notifications occur – 30, 45, 50-61 (daily)
- REMINDER: 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** do not pay for other's meals with a campus issued credit card
  - **Must** be addressed in an expense report
    - Per Diem as expected
    - Per Diem entered, less a reduction for budgetary consideration
    - Decline Per Diem – include a comment acknowledging the absence of
  - ***Please reach out to the AP team for assistance!***
- Sign up for a travel card!

# ACCOUNTS PAYABLE

## MIGRATION TO SOFTDOCS

- Payee Data Record
  - Student/non-employee reimbursement activity only!
  - No longer supports supplier onboarding – That now happens in CSUBuy
  - **Please** be sure to have students fill out an updated PDR ASAP if expecting reimbursement
- Direct Deposit Enrollment Authorization
- Travel Credit Card Request
- Delegation of Fiscal Authority
- Financial Security Authorization



# ACCOUNTS PAYABLE

## PROCARD REMINDERS

- Year End Reminders:
  - Please be mindful of reconciliation deadlines – Deadlines to be announced in April
  - Connect with Janita Pierce with a contact if you will have someone else in your area supporting the process in your absence over the summer
- Adobe Sign Workflow – please utilize to submit reconciliation packets
- Reconciliation tip! – Use the “Reconcile” button
  - Want to learn more? Contact Janita 😊

# FINANCIAL ACCOUNTING & REPORTING

- New Accountant in FAR
- CFS Maintenance Upgrade (MP 6.0)
  - Timeline – go live over April 26<sup>th</sup> weekend
  - Highlights



# FINANCIAL ACCOUNTING & REPORTING

- 2nd half of the year reminders:
  - Look at your balance and transactions thru 1/31/25, 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 2025 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

# FINANCIAL ACCOUNTING & REPORTING

Journal entry requests should provide full chartfield string (moving from and moving to) and screenshot or transaction report

## Transaction Report

DeptID Fund Class Program

D12344 G1006 M1234 X1234

Naboo (Manager: Binks, Jar Jar)

Account Account description  
660003 Supplies And Services

Program Program description  
X1234 Jedi TRAINING

Month	Date	Source	Doc Number	Vendor Name	Line Descr	Transaction Reference Num	Amount Encumbrance	Budget Amount	Actual Amount
04 Oct	10/21/2024	APS	2400011111	Amazon Business	Padawan 101	APINV	0.00	0.00	25.95
04 Oct	10/21/2024	APS	2400011112	Obi Wan - Jedi Warehouse	Jedi Code Book - paperback 12th edition	APINV	0.00	0.00	175.48
04 Oct	10/21/2024	APS	2400011113	Corellian Industries	Coaxium Starship Fuel	APINV	0.00	0.00	750.81
								<b>0.00</b>	<b>952.24</b>

## CFS Data Warehouse Actuals Transactions Report

Fiscal Year	Period	Voucher	Doc Ln Descr	Amount	Account	Fund	Dept	Prog	Class	Purchase Order	Supplier Name
2024		4 C0011111	Padawan 101	25.95	660003	G1006	D12344	X1234	M1234	2400011111	Amazon Business
2024		4 C0011112	Jedi Code Book - paperback 12th edi	175.48	660003	G1006	D12344	X1234	M1234	2400011112	Obi Wan - Jedi Warehouse
2024		4 C0011113	Corellian Industries	750.81	660003	G1006	D12344	X1234	M1234	2400011113	Coaxium Starship Fuel

Actuals Transactions Report export

- Excel
- CSV
- Formatted
- Tab Delimited
- Data
- XML

Refresh - Print - Export

# FINANCIAL ACCOUNTING & REPORTING

## Financial Accounting and Reporting

Financial Accounting and Reporting (FAR) provides regulatory compliance, creating financial statements, and ensuring the accuracy and reliability of financial reporting. FAR provides fiscal support by providing accurate and prompt customer service to the members and departments of the campus community.



Chartfields



Campus Departments Financial Resources



University-Wide Financial Reporting

[Expand All](#) | [Collapse All](#)

### Financial Accounting And Reporting

FAR | CAMPUS DEPARTMENTS FINANCIAL RESOURCES

Financial Accounting and Reporting

Forms & Resources +

Contact Us [↗](#)

CFS Log-In [↗](#)

Insight Reporting [↗](#)

Org Chart (PDF)

Our Office [👤](#)

Financial Accounting and Reporting

## Campus Departments Financial Resources

### Journal Entry Requests

Financial Accounting and Reporting (FAR) reclassifies, corrects, and transfers "Actuals" transactions upon request. If your department is in need of any of these changes, please submit a journal entry request by emailing FAR at [far@csuchico.edu](mailto:far@csuchico.edu). Please refer to the [Journal Entry Request Guidelines \(PDF\)](#) for examples and what is required in the request.

# 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**

Associate Vice President,  
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

## **Vacant**

Manager, Accounts Payable

## **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 Office

[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

Thank you for  
attending the  
Financial  
Services  
Forum!



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