FINANCIAL SERVICES FORUM

September 21, 2023
10:00 a.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 slides and minutes once they post
AGENDA

- Financial Services
- Student Financial Services
- University Budget
- Procurement & Contract Services
- Accounts Payable
- Financial Accounting & Reporting
- Questions & Future Topics
Electronic Form & Workflow Project

- OnBase
  - Delegation of Fiscal Authority - LIVE!
  - Financial Security Authorization - LIVE!
  - Payee Data Record Initiation – updated to send an email to the person who initiated the request when the completed form has been submitted back to campus.
    - Future update to scale back use to students as supplier data will be transacted through CSU Buy.

- Adobe Sign Workflow
  - Employee/Student Reimbursement
  - ProCard Reconciliation Statement Approval
Electronic Form & Workflow Project

- Form Website - Updates
  - Added
    - ProCard hospitality form - Adobe
    - Delegation of Fiscal Authority – OnBase
    - Financial Security Authorization - OnBase
  - Removed
    - Employee Reimbursement (non-hospitality)
      - Now processed under the Employee/Student Reimbursement Adobe Sign workflow
    - Petty cash reimbursement form – Adobe Sign workflow
      - Now processed under the Employee/Student Reimbursement Adobe Sign workflow
    - Signature Authorization form
      - Now processed under the Delegation of Fiscal Authority form in OnBase

- Forms and process updates on the horizon:
  - Payee Data Initiation will be updated to reflect information more specific to the target audience post CSU Buy – students. *Planning to be live late fall 23 once CSU Buy underway*
  - Invoice – will occur within CSU Buy. *Planning removal late fall 23 once CSU Buy underway*
  - Hospitality Expense Request – will occur within CSU Buy. *Planning removal late fall 23 once CSU Buy underway*
Passport Acceptance Center opened Sept 1st
(formerly with IEGE)

https://www.csuchico.edu/sfin/passport/index.shtml
Happy New Fiscal year and Fall Semester!

- **Beginning of the Fiscal year Reminders:**
  - Journal ID on the template should restart with the new fiscal year – e.g. AMAGANA01
  - Programs - Are they active this year (SLF/RSCA/etc.)
  - Budget transfers should always zero out by fund – We’re not creating or reducing budget, we’re reallocating
  - Cannot move budget between funds
  - As you spread your budget, watch the account you’re pulling from and try not to create negative budget in an expense account
  - Budget influences your actual spending but each line doesn’t need to zero out BBA throughout the year
UNIVERSITY BUDGET

- **Continued Beginning of the Fiscal year Reminders:**
  - If you have to adjust a budget journal within the same month reach out to the Budget Office, we may be able to unpost the journal so you can revise and resend.
  - Budget transfers should not be used to ‘pay’ other departments.
  - Pay attention to the column heading in Insight or Data warehouse – If the amount you need to move falls under “Actuals” then our friends in Financial Accounting & Reporting (FAR) would the department to contact.

- **Budgetary Only Accounts**
  - Remember that the accounts below are only to be used for budget transactions, they cannot be used for requisitions, purchase orders, P-Card statements, etc.
    - 660R20 - Rollover Allocation S&S
    - 660U01 - University Initiatives
    - 660U73 - Unallocated O&E
UNIVERSITY BUDGET

- Continued Beginning of the Fiscal year Reminders:
  - A message from our friends in Financial Aid and Payroll:
    Check your work study activity often!
  - Click this quick guide on available resources to monitor individual student awards:
UNIVERSITY BUDGET

- **Student Learning Fees (Fund T8508)**
  - Start working on a spending plan now and spend throughout the year, not just at the end of the fiscal year
  - Request new/updated positions as needed
  - Visit the SLF website for more program info [www.csuchico.edu/slff](http://www.csuchico.edu/slff)

- **Learning Aligned Employment Program (LAEP)**
  - Request new/updated positions as needed
  - Separate funding – Will not hit the G1006 fund but will post to your department

- **Research, Scholarly and Creative Activities (RSCA)**
  - Request new/updated positions as needed
  - Separate funding – Will not hit the G1006 fund but will post to your department
Introducing New Position Listing Report!

- Includes all the following:
  - Sort by Division and Unit
  - 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
UNIVERSITY BUDGET

2023-24 Campus Budget Plan

- Available on the Budget Office [website](#)
- Budget for 23/24 Based on 12,428 Annualized Student FTES and 13,450 Annualized Student Headcount
  - Includes all students (Resident/NonResident)
  - Relatively flat enrollment projection – A turn around from several years of enrollment declines!
    - Still short our Resident Student FTES target of 15,560
- Enrollment directly impacts budgets, especially for our student fee funded programs (Athletics, Rec Sports, Health Services, etc.)

*Keep up the Good Work - Enrollment is Job #1*
Looking Forward

- CSU Board of Trustees Approved a Multi-Year Tuition Increase:
  - Takes Effect in 2024-25 Academic Year, Starting With Fall 2024
  - 6% Increase to all System-Wide Fees – Tuition, Non Resident Tuition, and the Professional Program Fee (MBA)
    - 1/3 of increase to be set aside for financial aid leaving a net ~4% to fund campus operating expenditures
    - Will sunset at the end of the 2028-29 Academic Year and hold at 2028-29 rates
  - Summer term will operate primarily State-Side in 2024
    - FTES will count towards 2024-25 targets
    - Plans are actively being worked on, including fee structure. More information coming soon
UNIVERSITY BUDGET

- Visit the University Budget Office Website for Useful Info:
  - [https://www.csuchico.edu/bud](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
PROCUREMENT & CONTRACT SERVICES

HAPPENINGS – REMINDERS – ANNOUNCEMENTS

Clean up Procurement Data in CFS!
- Review open encumbrances using Insight [https://www.csuchico.edu/fin/insight-reporting.shtml](https://www.csuchico.edu/fin/insight-reporting.shtml)
- Email Procurement Specialist with anything that needs to be closed or adjusted

CFS closed for Requisition entry September 28th, 5:00 pm
PROCUREMENT & CONTRACT SERVICES

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

Temporary Assignments

- 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)
PROCUREMENT & AP

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

Email Questions to: csubuy@csuchico.edu
Associated Students:

- Reservation Expectations - Collaborative effort with CSE/UF/Campus
  - Campus community can request quotes for services like normal. However, reservations will not be finalized without the campus contact being able to supply a PO# (campus could be a req or PO value).
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.
ACOUNTS PAYABLE

Travel:

- AB1887 repealed by Senate Bill 447, effective date 9/14/23
  - Phase 1: Effective immediately
    - For travel prior to 9/14, the legacy process will be followed.
    - On or after 9/14, if a user selects a banned state within the "Are you traveling to a banned state?" drop-down list, the following hard stop alert will display.
      - ACTION REQUIRED: As of 9/14/23, state funds may now be used for travel to all states. Please select "No" on the field "Are you traveling to a banned state?" located on the Request Header. Then click Save.
  - Phase 2: Next Year
    - In the future, the "Are you traveling to a banned state?" field will be removed. However, the field will be visible until all pending travel forms are processed to ensure users don’t experience errors.
FINANCIAL ACCOUNTING & REPORTING

- Year-end GAAP reporting
- Print Shop Account Update
  - Please submit Print Service orders with account 670C00 instead of 660002. Exception – PCE funds, IRA funds, T96XX funds will continue to use 660002. If unsure, please use 670C00 and we will manually update to the correct account as needed.
- Please continue to review transactions and reach out to FAR@csuchico.edu for any questions or correction requests
QUESTIONS & FUTURE TOPICS

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