
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

FINANCIAL SERVICES

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

FINANCIAL SERVICES

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*

STUDENT FINANCIAL SERVICES

Passport Acceptance Center opened Sept 1st (formerly with IEGE)

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

Student Financial Services

SFIN | PASSPORT PLACE/OFICINA DE PASAPORTES

Student Financial Services

Forms & Resources +

Contact Us ↗

[Make a Payment ↗](#)

[Org Chart \(PDF\)](#)

Our Office ⓘ

Student Financial Services
Student Services Center, Room 230
[530-898-5936](tel:530-898-5936)
cash@csuchico.edu

Office/Phone Hours
8 a.m. – 5:00 p.m.
Monday - Friday

Mailing/Shipping Address
California State University, Chico
Student Financial Services - 0242
940 W 1st Street
Chico, CA 95929

Passport Place

Passport Appointment Information

Before you schedule an appointment...

We provide passport services for the following cases:

1. New applicants
2. Minors age 0-15 (new or renewal)
3. Adult renewals (16+) only in one of the following cases:
 - Your passport has been expired over 5 years
 - You are going from a minor to an adult passport (passports which are valid for 5 years are considered minor passports)
 - Your previous passport was lost or stolen (include DS-64 in your application or complete it online) or if it's been damaged or mutilated.

All other renewals must be done by mail directly to the National Passport Processing Center. See instructions below under [Form DS-82](#). (PDF)

We have transitioned to APPOINTMENTS ONLY. At the moment, our appointments are only bookable 2 weeks out. We recommend booking early in the morning as slots fill up quickly and there often isn't availability unless someone cancels their appointment.

[Click Here to Schedule a Passport Appointment](#)

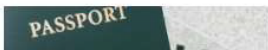
Passport Place Info

Acceptance hours are Monday-Friday 8:30am-1:30pm, by APPOINTMENT ONLY.

Who: 1st/Some Renewals
When: Monday-Friday, 8:30am-1:30pm
Where: Student Services Center (SSC), Room 230
How: Appointment only

Closed on Following Dates: Nov. 10, 2023; Nov 23 & 24, 2023; Dec 25 - 29, 2023; Jan 1, 2024

Questions? [US Dept State](#) ↗
Contact us: [530-898-6247](tel:530-898-6247)
passportplace@csuchico.edu



UNIVERSITY BUDGET

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 be 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/slf

▪ **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

UNIVERSITY BUDGET

▪ **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

UNIVERSITY BUDGET

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>
 - **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>
- 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

Email Questions to:
csubuy@csuchico.edu

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

California State University Chico

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Procurement & Contract Services

PURC | CSUBUY

Procurement & Contract Services

Forms & Resources +

Contact Us

CSUBUY

Procurement, Property, Distribution and Real Estate Services

CSUBUY Login

CFS Log-In

Insight Reporting

Org Chart (PDF)

Our Office

Procurement & Contract Services
Kendall Hall, Room 206
530-898-5134

Regular Hours
8:00 a.m.–5:00 p.m.
Monday–Friday

Summer Hours

CSUBUY

CSUBUY

CSUBUY Procure To Pay is the implementation of strategic, standardized procurement processes that allow for the elimination of manual steps resulting in efficiencies through automation, risk mitigation and cost savings for the California State University.

CSUBUY will now be going live on October 2, 2023

Need to make a purchase now?

Campus users currently have access to CFS to be able to enter in requisitions for **critical needs through the end of September**.

On Thursday, **September 28, 2023 at 5:00pm** campus users will again no longer have access to CFS requisition entry.

Key Dates:

- Cutover Period: **5pm on 9/28/23 to 10/1/23**
- Go-Live Date: **10/2/23**

ACCOUNTS PAYABLE & PROCUREMENT

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.

ACCOUNTS 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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Thank you for
attending the
Financial
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Forum!



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