May 2, 2019
10am
COLUSA 100A

FINANCIAL SERVICES
YEAR-END FORUM
AGENDA

Various Updates:
- Financial Services (Fiscal Schedule)
- Procurement & Contract Services
- Accounts Payable
- Financial Accounting & Reporting

Questions & Future Topics

Last 10 Minutes – staff available for questions
# Fiscal Year-End Schedule

Available on our Financial Services & Procurement website (click thru site)

Calendar and Excel version plus Contract & Service Order renewal

## Financial Services

### What We Do

Financial Services is a customer service unit of California Stat to meet our campus business needs.

### Our Mission

Our mission is to provide a complete package of University-ready desires of students and their families, faculty, staff, and memi extension of our attitude and desire to achieve excellence in appropriate solutions through technology, enhanced human

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>MAY 03</td>
<td>NEW YEAR 19/20 PURCHASE REQUISITION - OPEN 5 p.m. - PURC 19/20 fiscal year will be open in CFS for requisition entry.</td>
</tr>
<tr>
<td>MAY 10</td>
<td>Invoices for Reverting Capital Outlay Funds 5 p.m. - AP Invoices for supplies or services coded with fund K1013 (scheduled to revert to the State on June 30) due for payment processing. (Deadline applies to TSRV, PDC and FMS project coordinators only.)</td>
</tr>
<tr>
<td>MAY 24</td>
<td>Current Year Requisition 5 p.m. - PURC Software requisition using current year funds for purchase of software, software related services. All of these requests require the submission of an Information Technology Procurement Review (ITPR) form.</td>
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</tbody>
</table>
Fiscal Year-End Schedule Important Dates

MAY
03
NEW YEAR 19/20 PURCHASE REQUISITION - OPEN
5 p.m. - PURC
19/20 fiscal year will be open in CFS for requisition entry.

JUNE
06
CURRENT YEAR 18/19 PURCHASE REQUISITION - CLOSED
4:30 p.m.
Campus users do not have access to CFS, PO/requisition entry until year-end close is completed.
Contact Procurement & Contract Services as needed.

JUNE
25
Procurement Credit Card (US Bank VISA)
5:30 p.m. - AP
You will receive a notification from Accounts Payable on the morning of June 25th that the reconciliation cycle is open. Reconciliation must be complete by EOB on June 26. If reconciliation is not completed, default chartfield on file for cardholder will be used. AP will be unable to process corrections to this posting.

JULY
02
NEW YEAR 19/20 PURCHASE REQUISITIONS - RE-OPEN
9 a.m. - PURC
Campus users will have access to CFS, PO/requisition entry for 2019/20 year.

<------ Tomorrow

<------ Yay! New year
Meet with your Procure to Pay Team!

- Check the Year End Spreadsheet of PO's and Agreements
- What are you buying between now and 6/30/19?
- Open commitments?
ACCOUNTS PAYABLE

- Auxiliary Invoices (AS, Research Foundation)
  - Submit ASAP
  - Let AS know what funding source at point of reservations

- Invoices – no due date, please keep sending in as receive/approve
  - May need to walk over as June progresses
  - If you were contacted and responded with obligation amounts and receive actual invoice afterwards please send over and note “Obligated”
    - All complete documentation, related to 18/19, and delivered by EOB on 6/20 will be processed in the current FY.

- ProCard
  - June transactions must be reconciled by EOB on 6/26
  - Reminder: Please keep funding source in mind. See ProCard charges for expenses that are unallowable on state side.
Look what’s new at: www.csuchico.edu/far

→ Campus Departments Financial Resources
→ Journal Entry Requests
→ Journal Entry Request Guidelines.pdf

Send via email to FAR@csuchico.edu

1. Insight transaction report including the chartfields where the transaction(s) are currently posted in the Actuals column. (Snipit, Snagit or scanned marked up copy)

2. The full chartfield string where the transaction(s) should be moved.
Fund T8530 – Professional Dev
G1006 – Operating Fund

Record transactions in the appropriate fund from the start. Requesting a large quantity of transactions to be moved from G1006 to T8530 should not be necessary.
# Timeline for requests to correct CFS Transactions

<table>
<thead>
<tr>
<th>Date of transaction that needs to be corrected</th>
<th>Date the Correction request is due to <a href="mailto:far@csuchico.edu">far@csuchico.edu</a></th>
<th>Fiscal month that the correction will be posted by FAR in CFS</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2018 - 1/31/2019</td>
<td>3/28/2019</td>
<td>March</td>
</tr>
<tr>
<td>6/1/2019 - 6/30/2019</td>
<td>If a transaction is needing correction please contact <a href="mailto:far@csuchico.edu">far@csuchico.edu</a> 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>
FINANCIAL ACCOUNTING & REPORTING

- Review your transactions for appropriate chartfields and completeness.

- Received items ordered– but not through shipping and receiving– be sure to tell them that it’s been received.

- Review all funds with your deptid(s)– not just G1006.

- Perplexed on how to handle a transaction? Something still “out there” or not yet recorded– but you know it belongs in this fiscal year? Good time to ask for help is…now.
Other yearend reminders:

Month of April 2019 estimated to close by 5/9/19
Month of May 2019 estimated to close by 6/10/19

Spring 2019 Reimbursed Time POs (RTPOs) – work with RESP analysts to process

CPO requests for CSU/CO reimbursements due to FAR 5/31/19
Out of office June? July? August?

- Set Outlook “Out of office” message; include name of who we may contact in your absence.
- Include cc of whomever will cover desk for any requests you send right before you leave.
Yearend receipting cutoff:

All checks and payments for State-side transactions must be receipted at Cashiering-SSC 230 by 12PM on June 27th.

Contact Anna Magaña or Suzy Buck if you have something to receipt but are concerned about the 12PM cutoff.
QUESTIONS & FUTURE TOPICS

• Future topics?
• Any questions?
• We welcome feedback!
• Email fincfs@csuchico.edu or call 898-5103
<table>
<thead>
<tr>
<th>Name</th>
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<tr>
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Thank you for taking the time to attend the Financial Services Forum!

http://www.csuchico.edu/fin/Financial-Services-Forum.shtml