

CSU, Chico Financial Services Forum

Minutes – February 23, 2022

3:00-4:00 Virtual Zoom Meeting

DISCUSSION

1. **FINANCIAL SERVICES (Stacie Corona):** <https://www.csuchico.edu/fin>
- Higher Education Emergency Relief Fund (HEERF) Awards
 - Fund T8547 – Costs not part of Proposal/Award process
 - Fund T8548 – \$10M Proposals/Awards
 - All require “Program Codes” for compliance reporting
 - Dept of Education Deadline – May 16th (using April 30th):
 - Goods/Items are received & Services have been rendered
 - Student payroll thru May 15th
 - Emails sent earlier this month gave award balances as of 12/31/21
 - Any questions – email FINCFS@csuchico.edu
 - Fiscal Year-end Schedule
 - Coming soon!
 - Communication will be via FIN CFS emails and posted on multiple websites
 - CFS Security Authorization Form Update
 - Please follow “Steps for Requesting CFS Access” instructions at top of form
 - Team Dynamix ticket now required to process requests (placed in requestor/user name)
 - Ticket requires that you enter date of last Level 1 Data Security Training
 - When choosing “Requisition Entry without Req Approval” – you need to provide ID of current CFS user who will be approving reqs. *Make sure that person has Req Approval permissions.*
 - AdobeSign is not necessary, just simple digital signatures. Flattened is not required, but a plus!
 - Download form on [FIN Forms page](#)
 - Administrative Support Resources Page
 - New “one-stop shop” for admin questions! Great reference for new employees
 - <https://www.csuchico.edu/hr/resources/admin-support/index.shtml>
 - Electronic Form & Workflow Project - VPBF
 - Unity
 - Migrating Adobe forms to “smart” platform
 - OnBase
 - Workflow and document repository (replacing Perceptive Content)
 - Phased in approach for forms & processes. Forms and processes in testing for migration to production:
 - Travel CC request form
 - ProCard request/update form
 - Payee Data Record (decentralized distribution/solicitation)

2. **BUDGET (Josh James):** <https://www.csuchico.edu/bud>
- 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 close, we are 58% through fiscal year but SLF is only 39% spent and CCF is 27%

Fund Fdescr	Dept Level 2 Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
T8508 - Student Learning Fee	AA - Academic Affairs	1,913,236.90	669,814.99	91,358.68	1,152,063.23	40%
	SA - Student Affairs	282,615.00	103,299.73	0.00	179,315.27	37%
T8508 - Student Learning Fee Total		2,195,851.90	773,114.72	91,358.68	1,331,378.50	39%
T8509 - Consolidated Course Fee	AA - Academic Affairs	637,086.69	132,047.69	40,763.02	464,275.98	27%
T8509 - Consolidated Course Fee Total		637,086.69	132,047.69	40,763.02	464,275.98	27%
Grand Total		2,832,938.59	905,162.41	132,121.70	1,795,654.48	37%

- Reminder: only student hours worked through 5/31/22 will post in this fiscal year
- Unspent awards will not be rolled forward into next fiscal year.
 - Colleges will retain the standard 10% rollover and any additional budget will be swept back to be reallocated.
- Visit the SLF website for more program info: <https://www.csuchico.edu/slf>
- Changes to Campus Partners fund
 - Campus Partners fund C4401 will be replaced by C4104
 - Change is due to the inactivation of CSU Fund 444 and activity will be moved to CSU Fund 441 for consistent systemwide reporting
 - Campus treatment of Campus Partner activity will remain the same as it has always been, we're just utilizing a new fund code
 - Financial Services team will be reaching out regarding updating the funding source on positions, purchase orders and chargebacks
 - Goal is to move current year balances over to the new fund by the close of February.
 - Detail for fiscal periods 1-8 (Jul-Feb) will remain in C4401 but going forward will post to C4104 so you may need to look at both funds for transaction detail for this fiscal year. C4104 will reflect correct total balances.
 - General reminder that Campus Partners expenditures should provide some benefit to self-support students. Contact Darleen Sowers in RCE for further questions.
- Campus Department Organization
 - Campus Org Tree group has been working on processes to ensure consistent and accurate department structural reporting.
 - Cleaned up and aligned the Finance, HR and Academic Org department trees as well as the Directory.
 - Two new Team Dynamix tickets have been created for:
 - Requesting a new Department/Campus Group
 - Modification/Inactivation of an existing Department/Campus Group
 - Tickets are reviewed by Finance, HR and APSS
 - Department vs. Campus Group

- **Official Campus Department:** A business unit that is formally organized and/or separately budgeted. To be considered an Official Campus Department, a department must submit a request specifying the activity and the organizational need to distinguish it from other departments.
 - **Campus Group:(Primarily used in Directory):** A group that is organized for purposes of performing a function and/or for contact/communications purposes, but which does not meet the same formal criteria or follow the same formal data management processes as Official Campus Departments (i.e., these are "unofficial" groups). A Campus Group must always roll up to a parent Official Campus Department (i.e., a Campus Group cannot roll up to another Campus Group).
 - More information and links to the Team Dynamix tickets can be found at <https://www.csuchico.edu/bud/transparency-reporting.shtml>

- Work Study spending is up from prior year but still short of budget targets (*Report as of 1/31/22*)

Acct Cat Fdescr	Fund Fdescr	Dept Level 2 Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year	
602 - Work Study	G1006 - CSU OPERATING FUND	AA - Academic Affairs	805,245.00	381,962.28	0.00	423,282.72	47%	
		BF - Business & Finance	385,500.00	123,681.66	0.00	261,818.34	32%	
		IT - Information Technology	214,500.00	93,298.38	0.00	121,201.62	43%	
		PR - President	90,000.00	21,664.19	0.00	68,335.81	24%	
		SA - Student Affairs	811,600.00	392,907.60	0.00	418,692.40	48%	
		UA - University Advancement	59,500.00	8,402.54	0.00	51,097.46	14%	
		G1006 - CSU OPERATING FUND Total		2,366,345.00	1,021,916.65	0.00	1,344,428.35	43%
	T6300 - TIR-INSTR REL ACTVTY	AA - Academic Affairs		93,600.00	22,227.64	0.00	71,372.36	24%
			UA - University Advancement	39,400.00	12,858.70	0.00	26,541.30	33%
			T6300 - TIR-INSTR REL ACTVTY Total		133,000.00	35,086.34	0.00	97,913.66
Grand Total			2,499,345.00	1,057,002.99	0.00	1,442,342.01	42%	

- HEERF position funding – Normal payroll expenditures will still post to G1006 but will be transferred via journal to T8547/T8548 funds

3. **STUDENT FINANCIAL SERVICES (Anna Magaña):** <https://www.csuchico.edu/sfin>
- Staffing Changes & Hours
 - Introducing two new cashiers to SFIN:
 - Francisco Marquez
 - Maria “Adi” Camarena
 - However, Francisco was called to active duty effective 2/18
 - Although we always try to keep to our normal hours (8 a.m. to 4:30 p.m.), we may have to close unexpectedly if we do not have adequate coverage
 - Sign up for direct deposit!
 - Employees: sign up and submit securely here <https://www.csuchico.edu/hr/payroll/pdd.shtml>
 - Students: sign up in Student Center. Campaign to sign up coming soon! Emails will come from cash@csuchico.edu. We will never put a link in the email, just give instructions to complete.

4. **PROCUREMENT & CONTRACT SERVICES (Sara Rumiano):** <https://www.csuchico.edu/purc>
- Contact your Procure-to-Pay Team! <https://www.csuchico.edu/purc/procure-to-pay.shtml>

- Temporary Department Assignments for Jessica Westbay – through 8/31/22

TEMPORARY REASSIGNMENTS FOR JESSICA WESTBAY

JESSICA WESTBAY (Teams Chat) [↗](#)
Procurement Specialist x5135
NATALIE NOZISKA
Payment Specialist x5866

- College of Business | [Michael McNairn \(Teams Chat\)](#) [↗](#)
- College of Engineering, Comp Sci, & Const Mgmt | [Lupita Arim-Law \(Teams Chat\)](#) [↗](#)
- Enrollment Management | [Cindy Reiswig \(Teams Chat\)](#) [↗](#)
- Information Resources | [Jennifer Thayer \(Teams Chat\)](#) [↗](#)
- President's Office | [Lori Rice \(Teams Chat\)](#) [↗](#)

<p>LORI RICE (Teams Chat) ↗ Procurement Specialist x5629 NATALIE NOZISKA Payment Specialist x5866</p> <ul style="list-style-type: none"> • Athletics • Agriculture Department • College of Humanities & Fine Arts • Student Clubs • Vice President for Business & Finance • Vice President for Student Affairs 	<p>LUPITA ARIM-LAW (Teams Chat) ↗ Procurement Specialist x5383 CHRISTINE PICO Payment Specialist x6812</p> <ul style="list-style-type: none"> • College of Communication & Education • College of Natural Sciences • Graduate Studies • Int'l Education & Global Engagement • Library Administration • Undergraduate Education 	<p>MICHAEL MCNAIRN (Teams Chat) ↗ Procurement Specialist x5237 CHRISTINE PICO Payment Specialist x6812</p> <ul style="list-style-type: none"> • FMS - Major Cap Projects
<p>CINDY REISWIG (Teams Chat) ↗ Procurement Specialist x5137 BRI SASEEN Payment Specialist x5312</p> <ul style="list-style-type: none"> • College of Behavioral & Social Sciences • Regional & Continuing Ed • Student Life & Leadership • Provost Office (AA) • University Advancement • WellCat Health Center 	<p>JENNIFER THAYER (Teams Chat) ↗ Procurement Specialist x6516 JANITA PIERCE Payment Specialist x3163</p> <ul style="list-style-type: none"> • FMS - Minor Cap Projects • University Housing 	

- **HAPPENINGS – REMINDERS – ANNOUNCEMENTS**
 - ProCard - Updates/Declines/Limits/Processes & Procedures
 - Reach out to your Procurement Specialist FIRST!
 - Year-end is coming!
 - Review transactions
 - Close/Cancel encumbrances
 - Get requests to purchase in early – with our current lower staffing, please don't wait
 - Requisition Attachments
 - Please compile all attachments into one multiple-page pdf (your specialist can help with how to do this) and remember to mention in the notes that you have included attachments. See [“How Do I”](#) process guides for instructions on entering requisitions.

- Invoices – should be sent to AP directly, not PURC
- Hospitality forms should be approved PRIOR to the event
- Ask!! Teams chat is best, but please email, call, reach out! We are here to help!

• **DISTRIBUTION SERVICES** <https://www.csuchico.edu/dist/>

- Shipping & Receiving and Mail Services are now combined into Distribution Services
 - New employees: Joel Gavin and Elliott Spadoni (starts March 7)
 - Will start delivering packages and mail together
- Campus Addressing Standards
 - <https://www.csuchico.edu/dist/information/address-standards.shtml>
 - We are no longer using “campus zip” because of the confusion with postal zips
 - “Mailstop Code” (MSC) refers to your campus location. Use on ALL addressing.
EXAMPLE:
Sara Rumiano **MSC 244** ←
Procurement & Distribution Services (**MSC 244**) ← or
400 W. 1st Street
Chico, CA 95929 ← **No longer use your MSC as “zip+4” ... address will not validate**

5. **ACCOUNTS PAYABLE (Melissa Taylor):**

<https://www.csuchico.edu/ap>

- Travel
 - Concur
 - All employee travel has migrated to Concur online platform
 - Non-employee travel migrated to Concur online platform
 - Step one - make sure the payee is established as a supplier in CFS, by way of PDR marked for “travel reimb”
 - Step two – initiate a travel request using the “non-employee policy” in Concur
 - If you have a need to book reservations on someone’s behalf (i.e. common with interviewees) please reach out to AP so we can get you set up accordingly.
 - Step three – book reservations as needed. Alternatively, the person plans all components and submits for reimbursement.
 - Step four – starting from approved request, create expense report, make sure tied to right non-employee and complete expense report just like any other transaction.
 - Training:
 - CSU Learn - CTE – General Overview
 - Department/Unit specific training available upon request
 - Resources on AP page - <https://www.csuchico.edu/ap/cte/concur.shtml>
 - General resources for travel in relation to COVID considerations
 - FAQ, CDC guidelines, etc. - <https://www.csuchico.edu/ap/travel.shtml>
 - REMINDER: Travel is not allowed on the ProCard. This is a ProCard policy infraction.
 - During COVID it was opened up for virtual travel registrations as not truly travel. That is the only exception as classified as professional development, not travel.
- Reminders from Fall 2021
 - Submitting documents for processing
 - Please ensure what is being sent is complete. This will expedite processing and mitigate delays.
 - IF use Adobe Sign to send payment/PCard documents to AP, must use the workflow “AP Payment Document Approval.”
 - Please make sure you set up with appropriate signatures to obtain all those required for processing.

	<ul style="list-style-type: none"> ○ For example, the employee reimbursement and hospitality form should include a signature line for your designated Procurement Specialist who signs off on the document before AP processes. ○ Document retention – mitigating duplication, cycle for purging (i.e. setting purge dates on folders in Box. Most financial records have a 4 year retention guideline) 	
6.	<p><u>FINANCIAL ACCOUNTING & REPORTING (Ron Barker):</u> https://www.csuchico.edu/far</p> <ul style="list-style-type: none"> ▪ New Campus Accounts <ul style="list-style-type: none"> ○ 616902 – Interagency I/T Software 616E02 – Interagency I/T Enterprise Software (<i>should only be used by IT division</i>) Used to distribute expenditures for IT Software, including maintenance costs, related to the use of the centrally paid software, between campuses or between campuses and the CO. ○ 617810 – Services from Auxiliary Organization - AS 617811 – Services from Auxiliary Organization – CSE To record charges for specific services performed by auxiliary organizations and related campus or the CO. ○ 617902 – Services from State Fire Marshal Used to record fees imposed by the State Fire Marshal. The use of this object in operating funds would record annual building inspection and permitting while NRMR, CIMP, and SRB-Financed CSU funds should be used for plan reviews and capital project inspection ○ 617903 – Services from Office of Fire Safety Used to record fees imposed by Office of Fire Safety [Chancellor's Office] only. Example: Office of Fire Safety [OFS] performs services and charges Campus for activities they perform. ▪ CPOs are now called IFTs – “Interagency Financial Transactions” ▪ Stateside chargeback cycle – will be adjusted to align with FY in 21/22 ▪ Reminder about waiting until month-end close to run reports, notification comes via CFS FIN email ▪ Please continue to review transactions and reach out to FAR@csuchico.edu for any questions or correction requests ▪ Delegation of Authority (more to come!) <ul style="list-style-type: none"> ○ Piloted with VPBF, intend to use OnBase platform for add/update requests ○ Meant to capture designations regarding delegation of authority for function type such as: <ul style="list-style-type: none"> ▪ Travel request approval ▪ Procard approval ▪ Requisition approval (future is P2P role) ▪ Hospitality approval 	
	Slide presentation and recording of this meeting are available on the Financial Services Forum web page.	
<p>We welcome all feedback, future topics, and suggestions. Please send to fincfs@csuchico.edu</p>	<p>Stacie Corona Associate VP, Financial Services scorona@csuchico.edu (530) 898-5730</p>	<p>Ron Barker Director, Financial Accounting & Reporting rabarker@csuchico.edu (530) 898-5606</p>
<p>Josh James Assistant Director, University Budget jhjames@csuchico.edu (530) 898-5938</p>	<p>Michelle Korte Director, Financial Systems & Data Reporting mkorte@csuchico.edu (530) 898-5207</p>	<p>Anna Magaña Director, Student Financial Services amagana5@csuchico.edu (530) 898-5936</p>
<p>Sara Rumiano Acting Exec. Director, Procurement & Contract Services srumiano@csuchico.edu (530) 898-5270</p>	<p>Melissa L. Taylor Accounts Payable & Accounting Applications Manager mltaylor@csuchico.edu (530)898-5851</p>	<p>Save the Date! FUTURE FORUM: Tues, May 24, 2022 10:30 am</p>