

## CSU, Chico Financial Services Forum

Minutes – Feb. 26, 2020

10:00-11:00, CLSA 100A

### *DISCUSSION*

#### 1. **FINANCIAL ACCOUNTING & REPORTING (Melissa Taylor):**

Thank you for your partnership to do what you can to ensure transactions start out in the right chartfield. Make sure to get reimbursed time requests submitted on a timely basis. Below is a timeline for requests to correct CFS Transactions in 19/20:

Date of transaction that needs to be corrected	Date the Correction request is due to far@csuchico.edu	Fiscal month that the correction will be posted by FAR in CFS
7/1/2019 - 1/31/2020	3/27/2020	March
2/1/2020 - 2/28/2020	4/30/2020	April
3/1/2020 - 4/30/2020	5/29/2020	May
5/1/2020 - 5/31/2020	6/18/2020	June
6/1/2020 - 6/30/2020	If a transaction is needing correction please contact far@csuchico.edu as soon as possible.	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.

#### 2.

#### **PROCUREMENT & CONTRACT SERVICES (Sara Rumiano):**

##### Amazon Business Account

- Procurement is in the process of configuring an Amazon Business account which will include the ability to run reports and separate business purchases from personal purchases. This is not a replacement for Staples office supply ordering through the Campus Marketplace.
- Improved purchasing experience
- Enhanced spend visibility
- Cost Savings – pricing linked to competitively bid Omnia Contract
- Business **Prime** included – no need to purchase a Prime membership on campus
- Going LIVE March 4, 2020
  - Prelaunch email coming today 2/26/2020
  - March 4<sup>th</sup> – we are “live” email with invitation to online webinar training
- Live webinar training March 5<sup>th</sup> 1-2pm, will be recorded
- All info will be on Procurement & Contract Services website

##### Amazon Smile

- Links our “spend” to University Foundation Smile account.

## **Discussion**

Question: will this function the same as Amazon or Campus Marketplace? Sara stated that it will remember purchases going forward but will not bring over your previous purchases.

Question: when is this going into effect? Sara stated next week!

## Updates & Reminders

Campus Marketplace – User Interface changing by July 2020

- IT Procurement Review (ITPR)
  - Software (includes maintenance agreements)
  - Hardware
  - Web Hosting
  - Maintenance agreements for hardware
- New name for Campus Marketplace – **CSU BUY**
- Office Staffing Changes
  - Duane McCune Retirement Party Today! **KNDL 207 @ 2pm**
  - Recruiting for Buyer position
    - P2P Team will be updated once position is filled
- Procure to Pay (P2P) Team Check-in
- Open Encumbrances – close out!!
  - Open PO's with zero cost must be manually closed out.
  - Future orders, make sure no line items have a zero balance
  - If paying final invoice, write "Final" on the invoice and A/P will pay and close the PO.

3.

## **ACCOUNTS PAYABLE (Melissa Taylor):**

Concur Travel and Expense (CTE)

- All campus departments have been scheduled for migration through December 2020.
- Go live schedule - <https://www.csuchico.edu/ap/cte/concur.shtml>
- Online Resources - <https://www.csuchico.edu/ap/cte/concur.shtml>
- CSU Learn Sessions – overview and open lab which are scheduled 2 times per month.

Reminders

- Travel expense reports/claims must be submitted within 60 days of end of trip.
  - What does an approved request mean? This signifies the department has made a budgetary obligation to the traveler for the amount approved. These submissions should not be late. If additional funds become available at a later time a supplemental claim can be completed.
- Employees may sign up for direct deposit with AP office (this is separate from Payroll direct deposit)
- Co-sharing expenses/assets with Chico State Enterprises (CSE)
  - Two separate legal entities, differing functions, policies and procedures
  - Please strategize ways to submit expenses to one or the other. Funds can be "contributed" to campus from CSE to supplement for certain cases. Please work with Financial Accounting & Reporting (Tiffany Ballard) about this process.

4.

**BUDGET (Jeni Kitchell):**

Monitor **Student Learning Fee** awards & correct any awards that are over budget

- Adjustments will need to go through Campus Fee Advisory Committee (CFAC)

Evaluate **Work Study** – time of year to review these funds

- Will you be over budget? Submit corrections ASAP if you are overspent in Work Study.
  - *Reminder: Student pay is one month behind*
- Will you have extra work study budget that could be transferred to another department?
  - Fine tune your projections so we can get workstudy distributed and fully spent by 6/30/2020

Continue **spreading budget** by major account

- Shared the importance of this at last FS Forum, Budget office has been working closely with academic units
- Think of ongoing budget needed by major account
- Budget Scenario (BASE vs. OPERATING)
- Don't transfer budget to zero out BBA (budget balance available)
- University Budget Committee meeting this Friday where we will be sharing the budget oversight data from Academic Affairs.

Hosting monthly CFS Data Warehouse trainings for budget reporting from 2-3 pm in SSC 410

- March 18<sup>th</sup>
- April 22<sup>nd</sup>
- May 20<sup>th</sup>

Sessions are open and please feel free to show up and we will walk you through the CFS Data Warehouse tool. We want reports to be more valuable to our campus users.

**Discussion**

Question: What is BBA? Jeni stated that it means budget balance available and is the balance column on your reports (Budget less Actuals less Encumbrances).

5.

**STUDENT FINANCIAL SERVICES (Anna Magana):**

Student balances and communications

- Effective Fall 2019 (New): WellCat Health Center charges posted to the student account.
  - More activity posted throughout the year
  - Encourage students to check their student center regularly or watch for [cash@csuchico.edu](mailto:cash@csuchico.edu) emails!
  - Call Student Financial Services x5936 with any questions
- Student Success Efforts – doing our part to support Student Success!
  - Automated emails
  - Useful links – Example: Right to cancel loan email now includes link to federal site to review their loans
  - Texting pilot program
  - Coming soon: Student Account snapshot email; where do they stand mid semester.
    - Current and future due dates and amounts
    - Links to campus resources
    - Casual language

6

**FINANCIAL SERVICES (Stacie Corona):**

- New Phone # x5133 (can still call x5103 – *auto message*)
- Year-end Fiscal Schedule – coming soon
  - Will communicate through FIN CFS email account when posted
- Michelle Korte, FAR Director
  - New responsibilities January 2020 - focused on converting Financial data into new local data warehouse, evaluating reporting tools and developing new reports using Cognos software that was purchased by the campus.
  - Update via FIN CFS email or next FS Forum – Michelle will update campus users on her work and progress in developing new reports and moving away from Insight reports
- Melissa Taylor
  - Interim FAR Director during recruitment

**Next Forum (focused on year-end): May 21<sup>st</sup> 10am** (Please note that date is same as Staff Council Awards event so Financial Services will be moving the Forum to another date in May.)

We welcome all feedback, future topics, and suggestions. Please send to [fincfs@csuchico.edu](mailto:fincfs@csuchico.edu)

**FUTURE MEETINGS**

**Date: May 19, 2020**

**Time: 10am**

**Place: Colusa 100B**