

CSU, Chico Financial Services Forum

Minutes – May 19, 2020

10:00-11:00 Webinar

DISCUSSION

1. **FINANCIAL SERVICES (Stacie Corona):**

- [Fiscal Year-End Schedule](#) – deadlines are posted on the website, or download the xls file
- Contract & Service Order renewal <https://www.csuchico.edu/fin/fiscal-schedule.shtml>
- Important Dates:

May 4 th	2020/21 fiscal year opened in CFS for requisition entry
May 29 th	Current year requisitions due by 5pm
June 8 th	Last day for 2019/20 Purchase Requisitions
June 24 th	Procurement Cards Reconciliation starts...due by EOB on June 25 th !
June 24 th	State & Auxiliary CAFs must be received by 12:00 noon
July 6 th	PO/Requisition entry for 2020/21 begins...Happy New Year!

We appreciate and applaud everyone's efforts with the transition to remote work environments and flexibility as we navigate through COVID-19. We will continue to keep you posted on procedural changes on our web page [Financial Services COVID-19 Processes](#).

2. **PROCUREMENT & CONTRACT SERVICES (Sara Rumiano):**

- Contact your Procure-to-Pay Team! <https://www.csuchico.edu/purc/procure-to-pay.shtml>

<p>VACANT <i>See below for interim re-assignments</i> Procurement Specialist x5134</p> <p>NATALIE NOZISKA Payment Specialist x5866</p> <ul style="list-style-type: none"> • AGR (Jennifer) • BUS (Jessica) • HFA (Jennifer) • UED/GRAD/OIE (Lupita) • VPSA (Cindy) 	<p>JESSICA WESTBAY Procurement Specialist x5135</p> <p>NATALIE NOZISKA Payment Specialist x5866</p> <ul style="list-style-type: none"> • ECC • IRES • PRS 	<p>LUPITA ARIM-LAW Procurement Specialist x5383</p> <p>CHRISTINE PICO Payment Specialist x6812</p> <ul style="list-style-type: none"> • CME • NSC • VPBF
<p>MICHAEL MCNAIRN Procurement Specialist x5237</p> <p>CHRISTINE PICO Payment Specialist x6812</p> <ul style="list-style-type: none"> • PDC • FMS 	<p>CINDY REISWIG Procurement Specialist x5137</p> <p>BRI SASEEN Payment Specialist x5312</p> <ul style="list-style-type: none"> • BSS • LADO • RCE • SLL/CCLC/SHC • VPAA • VPUA 	<p>JENNIFER THAYER Procurement Specialist x6516</p> <p>JANITA PIERCE Payment Specialist x3163</p> <ul style="list-style-type: none"> • ATHL • FMS • UHFS

- How to best prepare for year-end:
 - Check the Year-End Spreadsheet of PO's and Agreements
 - What are you buying between now and 6/30/2020?
 - Open commitments? Dangers? PO's from yesteryear?



- Campus Marketplace is getting a makeover!
- Last day to place orders in ESM Marketplace is **May 25th**
- CSUBUY will go live on **June 1st**
- End user training for the new CSUBUY system is currently scheduled for **May 28, 2020** at 10:00 a.m. **You must register for this webinar training** via the Chancellor's Office website [HERE](#)

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

- GENERAL:
 - Travel suspension continues and requires approval by President in advance
-Close loops: request refunds, cancel reservations
 - Payment process/flow – when see transaction/charge in DW reports consider it complete. Many questions about whether something is complete and doubling back on completed items impacts processing of new activity.
- WORKING REMOTELY:
 - Can pass approved electronic invoices/PCard reconciliation packets via email or by way of Box “inbox” folders. Can request access to latter if interested.
 - Please ensure what is being sent is complete. This will expedite processing and mitigate delays.
 - Receiving – please notify shipping/receiving if something is delivered that did not go through them.
- YEAR END:
 - Auxiliary Invoices (AS, CSE) - Submit ASAP
 - Invoices/Reimbursements – no due date, please keep sending in as receive/approve
 - Obligations – Departments will be contacted directly for input regarding obligation process.
- PRO-CARD
 - June transactions must be reconciled in a tight timeframe, please watch for reconciliation email.
 - Reminder: Please keep funding source in mind and ensure correct chartfield is utilized during reconciliation. Cannot move transactions after the year is closed.

4. **FINANCIAL ACCOUNTING & REPORTING (Melissa Taylor):**

- Review your transactions to identify any items that did not post to correct chartfields.

- Review all funds with your deptid(s)– not just G1006
- Unsure how to handle a transaction? Something still “out there” or not yet recorded, but you know it belongs in this fiscal year? Please reach out to far@csuchico.edu for assistance or next steps.
- **Timeline for requests to correct CFS Transactions**

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	03/27/2020	March
2/1/2020 - 2/28/2020	04/30/2020	April
3/1/2020 – 4/30/2020	05/29/2020	May
5/1/2020 - 5/31/2020	06/18/2020	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.

- **Journal Entry Request Guidelines**
www.csuchico.edu/far Campus Departments Financial Resources > [Journal Entry Requests](#)
- **Other year-end reminders:**
 - Month of May 2020 estimated to close by 6/11/20
 - Spring 2020 Reimbursed Time POs (RTPOs) –work with CSE analysts to process
 - CPO requests for CSU/CO reimbursements due to FAR 6/4/20
 - YE Process Guides
 - ✓ Year End – Encumbrance Rollover Process
 - ✓ Year End – Obligation Process
 - ✓ Year End – Prepaid Expenditure Process
 - “Out of office” in June, July, or August? Please consider:
 - ✓ Set outlook out of office message to include name of who should be contacted in your absence.
 - ✓ Include cc of whomever will cover tasks for any requests you send before your time away begins.

5. **BUDGET (Jeni Kitchell):**

- The time for “budgeting” in 19/20 has passed
 - Budget transfers to **zero BBA** are not necessary
 - Evaluate **actuals** for this year and begin **budget planning** for next year

	<ul style="list-style-type: none"> • Reminders: <ul style="list-style-type: none"> ✓ When “paying” another department, an actuals transfer should be recorded NOT a budget transfer ✓ When submitting budget transfers you should be transferring budget from an account that has budget ✓ Budget balances should not be negative unless budgeting for revenue ▪ Work Study <ul style="list-style-type: none"> • Project total cost of April and May work study expense • Ensure budget is sufficient to cover those expenses • Let your department/division budget manager know if you anticipate unspent work study budget ▪ Carryover evaluation: Budget Balance Available (BBA) <ul style="list-style-type: none"> • Special funding allocations • Future commitments (T8530) • SLF awards • CCF allocations • Reimbursements received • Review all funds (except T8541 (COVID19 cost tracking) as it will be reviewed/managed centrally)
6.	<p><u>STUDENT FINANCIAL SERVICES (Anna Magana):</u></p> <ul style="list-style-type: none"> ▪ Year-end receipting: All checks and payments for State-side transactions must be receipted by June 30th. ▪ Per the campus policy, payments should be collected only at authorized collection points. ▪ Student Financial Services is receiving and receipting incoming mail. ▪ Contact Anna Magaña (x6789) or Suzy Buck (x4195) for questions about receipting or checks. We will be working 6/30 until 12:00 noon.
7.	<ul style="list-style-type: none"> ▪ We welcome all feedback, future topics, and suggestions. Please send to fincfs@csuchico.edu

FUTURE MEETINGS			
Date:	TBD	Time:	TBD
Place:	TBD		