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

- Fiscal Year-End Schedule: [https://www.csuchico.edu/fin/fiscal-schedule.shtml](https://www.csuchico.edu/fin/fiscal-schedule.shtml)
  - Page is linked on all Financial Services website pages (downloadable Excel file)
  - Fiscal Year-End Important Dates (please refer to complete schedule for ALL dates)
    - **May 31 – Suspend Access to Purchase Requisitions** - campus users will not have access to CFS, PO/Requisition entry until year-end close is completed.
    - **May 31 – Current & New Year Requisition** – All commodity, service, and IT requisitions using current year OR new year funds. Any E & IT related requests require the submission of an Information Technology Procurement Review (ITPR) form. Note: This is the LAST DAY to enter requisitions until the year-end close is completed.
    - **June 6 - CHARGEBACKS (Requesting Dept. Only)** - Correction requests are due in the appropriate Service Centers for 2021/22 expenditures, through May billing period. Service Centers will submit chargeback corrections to Financial Accounting & Reporting. Chargebacks include CAFs, NowPrint orders, office copiers, telephone, postage, and bus reservations.
    - **June 27 - Procurement Credit Card (US Bank VISA)** - You will receive a notification from Accounts Payable that the reconciliation cycle is open. **QUICK TURNAROUND NEEDED**
    - **June 28 at 12:00 NOON - Procurement Credit Card (US Bank VISA)** - If reconciliation is not completed, default chartfield on file for cardholder will be used. AP will be unable to process corrections to this posting. These will post in current fiscal year.
    - **July 5 – New Year Purchase Requisitions** - Campus users will have access to CFS, PO/requisition entry for 2022/23 year.

- CFS Security Authorization Form Reminders
  - Please follow “Steps for Requesting CFS Access” instructions at top of form
  - Team Dynamix ticket required to process requests (placed in requestor/user name)
  - When choosing “Requisition Entry without Req Approval” – you must provide ID of current CFS user who will be approving reqs. **Make sure that person has Req Approval permissions.**
  - Download form on FIN Forms page and submit to FINCFS@csuchico.edu

2. **BUDGET (Josh James):**

- Budget Review
  - Make sure you’re running account balance reports to ensure you’re not overspent and plan for the remainder of the year, review your one-time entries as well
  - Be sure to include all funds, not just G1006 (SLF, CCF, RSCA, etc.)
  - Budget transfers to zero BBA are not necessary, not accurate assessment of how your spending plan went
  - Good time to assess budget need for next fiscal year
  - Reminders:
    - 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

- Myth of “use it or lose it”
  - Be mindful of year end spending and don’t spend just to exhaust budget
  - Funds do not disappear but roll back to college/division/program to be re-allocated next year or for future one-time allocations
  - Year end balances contribute to our reserves which help us during lean budget times
### 3. **STUDENT FINANCIAL SERVICES (Anna Magaña):**

- **Year-end receipting:**
  - All checks and payments for State-side transactions must be receipted by June 30th
  - Cut-off for year end is 12:00 Noon on 6/30/2022
- Per the campus policy, payments should be collected only at authorized collection points
- Summer Hours: SSC will be open from 7 a.m. to 5 p.m.
- Contact Anna Magaña (x6789) or Suzy Buck (x4195) for questions about receipting or checks
- Please welcome Jeremy Coiner, our new Student Organization Financial Coordinator

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

- **Year-End: Open Commitments and Disencumbrances**
  - To find, go to Insight Reporting/Open Commitments PO Summary/Select Dept ID/View Report
  - If items are going to still come in or spill over into next year, leave it
  - If there will be no more activity on this, contact procurement specialist to disencumber
- **Procure-to-Pay Team Year End Meetings – if you haven’t had one, contact your P-to-P team**
  - What Req’s/PO’s truly need to be entered prior to June 30?
    - Critical Annual Renewal
      - Service interruption (software)
      - Warranty
      - Rental/lease payment
      - Need services the first week of July
    - Standard Annual Renewal
      - Blanket PO’s
      - Multi-year contracts encumbrance only
      - 10/12 & 11/12 Hand-off. Make sure P-to-P team knows who to contact in your absence.
    - LAST CALL FOR EXPENSES! Round up receipts to get in this fiscal year
  - If you haven’t attended your Year End Procure to Pay meeting, please check in with your Procurement Specialist for details.
- **New CSUBUY system coming in next year**
  - Watch video linked on CSUBUY web page [https://www.youtube.com/watch?v=ElYFJlFls](https://www.youtube.com/watch?v=ElYFJlFls)

- **DISTRIBUTION SERVICES**
  - WE NEED TO KNOW IF:
    - You picked up items locally
    - Local supplier delivers directly to your location
    - Any items that did not go through Distribution Services (Receiving)
  - Email **distribution@csuchico.edu** and let us know you received your order.
5. **FINANCIAL ACCOUNTING & REPORTING (Ron Barker):**

- Review your transactions for appropriate chartfields and completeness.
  - Refer to [Listing of Core Accounts by Category](https://www.csuchico.edu/far)
  - Contact FAR team with chartfield questions so new year activity starts off with best account/classification.
- Review all funds with your dept id(s)– not just G1006
  - Note: Can disregard COVID funds (T8541/T8543/T8547/T8548) these are managed centrally.
- 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 asap to far@csuchico.edu for assistance or next steps.
- Timeline for requests to correct CFS Transactions, sent to far@csuchico.edu

<table>
<thead>
<tr>
<th>Date of transaction that needs to be corrected</th>
<th>Date correction request is due</th>
<th>Fiscal month correction will be posted</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2021 – 1/31/22</td>
<td>4/8/2022</td>
<td>March</td>
</tr>
<tr>
<td>2/1/2022-2/28/2022</td>
<td>4/26/2022</td>
<td>April</td>
</tr>
<tr>
<td>3/1/2022 – 4/30/2022</td>
<td>5/27/2022</td>
<td>May</td>
</tr>
<tr>
<td>5/1/2022 – 5/31/2022</td>
<td>6/16/2022</td>
<td>June</td>
</tr>
<tr>
<td>6/1/2022 – 6/30/2022</td>
<td>If a transaction needs correction, please reach out to FAR team as soon as possible.</td>
<td>Depending on date FAR is contacted, type of correction needed, and dollar amount, FAR will determine if correction can be posted in June or if a July adjustment is needed.</td>
</tr>
</tbody>
</table>
- Journal Entry Request Guidelines
  - www.csuchico.edu/far  Campus Departments Financial Resources > Journal Entry Requests
- Other year-end reminders:
  - Month of May 2022 estimated to close by 6/9/22
  - Spring 2022 Reimbursed Time POs (RTPOs) – submit to CSE asap so they have time to process and submit to FAR by 6/30/22
  - IFT/CPO requests for CSU/CO reimbursements due to FAR by 6/3/22
  - Year-End Process Guides – review these helpful resources
    - Year End – Encumbrance Rollover Process
    - Year End – Obligation Process
    - Year End – Prepaid Expenditure Process
- Anytime we are paying an auxiliary for services they performed, please use one of the two following accounts:
  - 617810 – Services from AS (catering, equipment rental, etc. Overrides 660H54)
  - 617811 – Services from CSE

6. ACCOUNTS PAYABLE (Melissa Taylor):
- Travel
  - Significant amount of activity for employee/non-employee travel. Please assist with encouraging and supporting colleagues in completing submission before depart for summer.
- Adobe Sign – if using this tool to send payment/P-Card documents to AP, must use the workflow “AP Payment Document Approval.”
  - Please ensure what is being sent is complete. This will expedite processing and mitigate delays.
- Year-End
  - Auxiliary Invoices (AS, CSE) - Submit ASAP
  - Invoices/Reimbursements – no due date, please keep sending in as receive/approve
    - Please do not solicit invoices from suppliers for goods/services not yet received just because it is year-end.
  - Obligations - If you are contacted and have responded with obligation amounts and then receive actual invoice, please submit promptly to AP teammate and note “Obligated.”
  - ProCard – Quick Turnaround needed for June reconciliation!
    - June transactions must be reconciled timely and by fiscal schedule deadline.
    - If you will not be available to reconcile, please have a back-up plan for this deadline
    - Reminder: Please keep funding source in mind and ensure correct chartfield is utilized.

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We welcome all feedback, future topics, and suggestions. Please send to fincfs@csuchico.edu

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
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NEXT FORUM: TBD Fall 2022