

CSU, Chico Financial Services Forum

Minutes – May 24, 2022

10:30-11:30 Virtual Zoom Meeting

DISCUSSION

1. **FINANCIAL SERVICES (Stacie Corona):** <https://www.csuchico.edu/fin>
- Fiscal Year-End Schedule <https://www.csuchico.edu/fin/fiscal-schedule.shtml>
 - Page is linked on all the 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):** <https://www.csuchico.edu/bud>
- 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

	<ul style="list-style-type: none"> • Budgetary only accounts <ul style="list-style-type: none"> ○ 660R20 – Rollover Allocation S&S ○ 660U73 – Unallocated O&E ○ These accounts can't be used for requisitions, P-Card transactions, journal entry requests, etc. ○ If you have budget in either of these accounts, it should be allocated out to the accounts you intend to spend out of via a budget transfer. These accounts cannot have actual entries post. • Student Learning Fees/Consolidated Course Fees https://www.csuchico.edu/slf <ul style="list-style-type: none"> ○ Monitor balances by program code ○ We will not be rolling forward program budget balances into 22/23. Any balances will be reallocated to the central SLF Dept ID to be reallocated next year. ○ Consider whether any further spending in SLF/CCF is really necessary now that the academic semester has ended and whether it's fulfilling its purpose of benefitting students. ○ Don't worry about balances in HEERF funds T8541/T8543/T8547/T8548. Balances are being covered centrally but do not record expenses in these funds without prior approval.
3.	<p><u>STUDENT FINANCIAL SERVICES (Anna Magaña):</u> https://www.csuchico.edu/sfin</p> <ul style="list-style-type: none"> • Year-end receipting: <ul style="list-style-type: none"> ○ 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.	<p><u>PROCUREMENT & CONTRACT SERVICES (Sara Rumiano):</u> https://www.csuchico.edu/purc</p> <ul style="list-style-type: none"> • Year-End: Open Commitments and Disencumbrances <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ What Req's/PO's truly need to be entered prior to June 30? <ul style="list-style-type: none"> ▪ Critical Annual Renewal <ul style="list-style-type: none"> • Service interruption (software) • Warranty • Rental/lease payment • Need services the first week of July ▪ Standard Annual Renewal <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ○ Watch video linked on CSUBUY web page https://www.youtube.com/watch?v=E1YFJlkFins • <u>DISTRIBUTION SERVICES</u> https://www.csuchico.edu/dist/ <ul style="list-style-type: none"> ○ WE NEED TO KNOW IF: <ul style="list-style-type: none"> ▪ 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.

- Contact your Procure-to-Pay Team! <https://www.csuchico.edu/purc/procure-to-pay.shtml>
 - Temporary Department Assignments - 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 \(Teams Chat\)](#) [↗](#)

LORI RICE (Teams Chat) [↗](#)
Procurement Specialist x5629
NATALIE NOZISKA
Payment Specialist x5866

- Athletics
- Agriculture Department
- College of Humanities & Fine Arts
- Student Clubs
- Vice President for Business & Finance
- Vice President for Student Affairs

LUPITA ARIM-LAW (Teams Chat) [↗](#)
Procurement Specialist x5383
CHRISTINE PICO
Payment Specialist x6812

- College of Communication & Education
- College of Natural Sciences
- Graduate Studies
- Int'l Education & Global Engagement
- Library Administration
- Undergraduate Education

MICHAEL MCNAIRN (Teams Chat) [↗](#)
Procurement Specialist x5237
CHRISTINE PICO
Payment Specialist x6812

- FMS - Major Cap Projects

CINDY REISWIG (Teams Chat) [↗](#)
Procurement Specialist x5137
BRI SASEEN
Payment Specialist x5312

- College of Behavioral & Social Sciences
- Regional & Continuing Ed
- Student Life & Leadership
- Provost Office (AA)
- University Advancement
- WellCat Health Center

JENNIFER THAYER (Teams Chat) [↗](#)
Procurement Specialist x6516
JANITA PIERCE
Payment Specialist x3163

- FMS - Minor Cap Projects
- University Housing

5.

FINANCIAL ACCOUNTING & REPORTING (Ron Barker):

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

- Review your transactions for appropriate chartfields and completeness.
 - Refer to [Listing of Core Accounts by Category](#)
 - 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

Date of transaction that needs to be corrected	Date correction request is due	Fiscal month correction will be posted
7/1/2021 – 1/31/22	4/8/2022	March
2/1/2022-2/28/2022	4/26/2022	April
3/1/2022 – 4/30/2022	5/27/2022	May
5/1/2022 – 5/31/2022	6/16/2022	June
6/1/2022 – 6/30/2022	If a transaction needs correction, please reach out to FAR team as soon as possible.	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.

	<ul style="list-style-type: none"> • Journal Entry Request Guidelines <ul style="list-style-type: none"> ○ www.csuchico.edu/far Campus Departments Financial Resources > Journal Entry Requests • Other year-end reminders: <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> ○ 617810 – Services from AS (catering, equipment rental, etc. Overrides 660H54) ○ 617811 – Services from CSE
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6.	<p>ACCOUNTS PAYABLE (Melissa Taylor): https://www.csuchico.edu/ap</p> <ul style="list-style-type: none"> • Travel <ul style="list-style-type: none"> ○ 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.” <ul style="list-style-type: none"> ○ Please ensure what is being sent is complete. This will expedite processing and mitigate delays. • Year-End <ul style="list-style-type: none"> ○ Auxiliary Invoices (AS, CSE) - Submit ASAP ○ Invoices/Reimbursements – no due date, please keep sending in as receive/approve <ul style="list-style-type: none"> ▪ 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! <ul style="list-style-type: none"> ▪ 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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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 jhames@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>NEXT FORUM: TBD Fall 2022</p>