

CSU, Chico Financial Services Forum

Minutes – May 25, 2021

10:00-11:00 Virtual Zoom Meeting

DISCUSSION

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| | <p style="text-align: center;">CSU, Chico Financial Services Forum Minutes – May 25, 2021 10:00-11:00 Virtual Zoom Meeting</p> |
| | <p>DISCUSSION</p> |
| <p>1.</p> | <p>FINANCIAL SERVICES (Stacie Corona): https://www.csuchico.edu/fin</p> <ul style="list-style-type: none">• Welcome Ron Barker, new Financial Accounting & Reporting Director (FAR)• New staff to come: Accountant in FAR, Buyer in PURC• ASC Training is currently being developed by Professional Development...stay tuned! <p>FISCAL YEAR-END SCHEDULE – See website for complete list of deadlines</p> <ul style="list-style-type: none">• MAY 28 – Suspend Access to Purchase Requisitions in CFS (Current Year and New Year)• JUNE 23 – Chargebacks for June Services (Service Centers Only)• JUNE 24 – Procurement Credit Card Reconciliation MUST BE COMPLETED by EOB June 24th• JULY 6 – Purchase Requisitions open for New Year 21/22 |
| <p>2.</p> | <p>BUDGET (Josh James): https://www.csuchico.edu/bud</p> <ul style="list-style-type: none">• Research, Scholarship and Creative Activities (RSCA)<ul style="list-style-type: none">○ Stateside Fund T8515○ Chancellor’s Office Funding○ Awarded and Communicated by CSE○ Funding and Spending on Stateside• Julie Jessen, Chico State Enterprises <i>See presentation slides for more details</i><ul style="list-style-type: none">○ RSCA = Faculty, CSE, Stateside (budget office and those managing through depts and colleges)○ The Internal Grants Portal provides faculty an easy-to-use system to apply for internal research grants and includes grant submittal, review and approval, and project reporting functions. Application period opens in early spring. (2021 is closed.)○ Award project period is October 1 to Dec. 31 of following year (15 mos)○ Internal Research Grants Committee (IRGC) of faculty members reviews applications and determines awards○ Budget change approvals must be requested if variance from any approved budget category is over 20%, or if there is any change to reimbursed time. Email Julie Jessen. Budget changes allowed without written approval if variance for any budget category is less than 20%.○ To request a time extension to expend funds, email Julie Jessen and cc: your college AA/S.○ Web page coming to use as a tool○ Hoping to clarify roles and responsibilities to improve processes and collaboration○ Further discussions coming with AA/S group• Budget Review<ul style="list-style-type: none">○ 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.) Good way to check for errors.○ Budget transfers to zero BBA are not necessary and not recommended. Budget-to-Actuals tells a story and can help you in planning for next year.○ Good time to assess budget need for next fiscal year○ 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**
 - 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

- **Budgetary Only Accounts**
 - 660R20 – Rollover Allocation S&S
 - 660U73 – Unallocated O&E

 - These accounts cannot 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/CCF**
 - Monitor balances by program code
 - Awards with approved rollovers have been posted to the SLF website <https://www.csuchico.edu/slf/>
 - Multiple awards with similar purposes are being combined for 21/22
 - 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. We need to move away from "use it or lose it" mindset.

- **Don't worry about balances in COVID funds T8540/T8541/T8543. Balances are being covered centrally but please do not record expenses in these funds without prior approval.**

3. **STUDENT FINANCIAL SERVICES (Anna Magana):** <https://www.csuchico.edu/sfin>
- Year-end receipting:
 - **Cut-off for year end is 12 Noon on Wednesday, 6/30/2021.** All checks and payments for State-side transactions must be receipted.
 - Contact Anna Magaña (x6789) or Suzy Buck (x4195) for questions about receipting or checks.
 - Per the campus policy, payments should be collected only at authorized collection points.
 - New hours for cashiering services: SSC will be open from 9AM to 3PM beginning 6/7/2021

4. **PROCUREMENT & CONTRACT SERVICES (Michael McNairn for Sara Rumiano):** <https://www.csuchico.edu/purc>
- Coming soon – New Procurement Specialist!
 - Contact your Procure-to-Pay Team <https://www.csuchico.edu/purc/procure-to-pay.shtml>
 - Year-end is here! See [Fiscal Schedule](#) for important dates.
 - Procure to Pay Team Meetings –
 - More department focused approach to renewals
 - 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

- If you haven't attended your Year End Procure to Pay meeting, please check in with your Procurement Specialist for details.
- Reminder, p-card cutoff for 20/21 is whatever is on June 23rd statement. Cards aren't shut off, charges after this will just run into next fiscal year
- If you are 10/12 or 11/12 staff, please make sure requisitions are complete with all attachments (quotes, proposals, etc.) to avoid processing delays
- If CFS closes on 5/28 to new req entry and something comes up, contact your procurement specialist.

5. **FINANCIAL ACCOUNTING & REPORTING (Ron Barker/Melissa Taylor):** <https://www.csuchico.edu/far>

- CFS Data Warehouse (DW) Security
 - Did review of roles and noted some users still have an older role that has since been replaced. Updates were made accordingly.
 - Should not impact the way you were/are using CFS DW but please reach out if you run into any issues. Send to far@csuchico.edu
- 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, these are managed centrally (T8540, T8541, T8543)
- 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.
- **DEADLINES:**
 - Timeline for requests to correct CFS Transactions, send to far@csuchico.edu

| Date of transaction that needs to be corrected | Date the correction request is due | Fiscal month correction will be posted |
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| 7/1/2020 – 1/31/21 | 3/25/2021 | March |
| 2/1/2021-2/28/2021 | 4/30/2021 | April |
| 3/1/2021 – 4/30/2021 | 5/28/2021 | May |
| 5/1/2021 – 5/31/2021 | 6/17/2021 | June |
| 6/1/2021 – 6/30/2021 | If a transaction is needing correction, please reach out to FAR team 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](#)
- Other year-end reminders:
 - Month of May 2021 estimated to close by 6/10/21
 - Spring 2021 Reimbursed Time POs (RTPOs) – work with CSE analysts to process timely
 - CPO requests for CSU/CO reimbursements due to FAR 6/4/21
 - YE Process Guides
 - [Year End – Encumbrance Rollover Process](#)
 - [Year End – Obligation Process](#)
 - [Year End – Prepaid Expenditure Process](#)

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| 6. | <p>ACCOUNTS PAYABLE (Melissa Taylor): https://www.csuchico.edu/ap</p> <ul style="list-style-type: none"> • General: <ul style="list-style-type: none"> ○ Travel <ul style="list-style-type: none"> ▪ Restriction updated - Previously communicated as 6/30 and has been updated to 6/1 ▪ Concur <ul style="list-style-type: none"> ○ All employee travel has migrated to Concur online platform ○ All non-employee travel to be migrated in Fall 2021 ○ Training - CSU Learn (please register!) <ul style="list-style-type: none"> • CTE – General Overview & CTE – User Lab • Department/Unit specific training available upon request ○ Travel credit cards – due to lack of use many cards have been inactivated at bank. Working on re-ordering as applicable. • Working Remotely: <ul style="list-style-type: none"> ○ Please ensure what is being sent is complete. This will expedite processing and mitigate delays. ○ If use Adobe Sign (A.S.) to send payment/PCard documents to AP, must use the workflow “AP Payment Document Approval.” <ul style="list-style-type: none"> ○ How the workflow is used is dependent on form being processed. Many strategies can be used to complete internal review process before a form is brought into A.S. Use of A.S. is not required but it is a tool that we currently have access to that assists with collection of signatures in an authenticated manner. • Year End: <ul style="list-style-type: none"> ○ Receiving – please notify shipping/receiving if goods are delivered to your department that did not go through them first. This expedites processing. ○ 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 YE. ○ 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 <ul style="list-style-type: none"> ▪ June transactions must be reconciled by EOB on 6/25 <ul style="list-style-type: none"> ○ If you will not be available to reconcile, please have a back up plan for this deadline ▪ Make sure actively seeking refunds as applicable ▪ 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.

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| <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>FUTURE MEETINGS: TBD – Fall 2021</p> |