1. **FINANCIAL SERVICES (Stacie Corona):**
   - Higher Education Emergency Relief (HEERF) Awards
     - Dept of Education guidance still applies
       - Campus awarded funds after proposal process
       - Budget Contacts from proposals were notified
     - Unique Chartfields:
       - Fund –T8548
       - Program Code –4HFxx
       - Dept ID –Your department ID
   - Expenditures must:
     - Align with proposal submitted
     - Be incurred/spent by April 30, 2022 (Dept of Ed)
     - In regards to student payroll, the deadline for hours worked/time submitted will be May 15th. After that, if they are to remain employed, they must be put back on general fund or work study, no exceptions. Reach out to FINCFS@csuchico.edu with questions

2. **BUDGET (Josh James):**
   - Student Learning Fees
     - Postponed awards, rolled awards and new awards all have a new year (61xxx) program code
     - Start working on a spending plan now to prevent a rush in last quarter of the fiscal year
     - Request new positions as needed via Request to Fill form.
     - Visit the SLF website for more program info: www.csuchico.edu/slf
   - Position Management
     - University Budget builds and maintains all positions
     - Added a new page to the Budget website with guides and templates
     - New fund source change template added
   - Budget Transfer Reminders
     - Remember budget transfers should always zero out, we’re never creating or reducing budget, just reallocating
     - When copy/pasting, always use paste values. If there are formulas that are copied into the transfer template it will cause the upload to fail.
     - Watch for extra spaces in the chartfield values
     - Accounts only have alphas in the 4th character, never anywhere else (660U73 not 66OU73)
     - Line description field has maximum length of 30 characters, journal header has max of 254
     - Journal ID is 10 characters long. It should be your first initial and then last name for the first 8 and then 2 numbers. Try to have your numbering be sequential for the fiscal year.
- Budgetary only accounts  
  - Remember that the accounts below are only to be used for budget transactions, they cannot be used for requisitions, purchase orders, P-Card statements, etc.  
    - 660R20 - Rollover Allocation S&S  
    - 660U01 - University Initiatives  
    - 660U73 - Unallocated O&E  

3. **STUDENT FINANCIAL SERVICES (Anna Magana):**  
   - State-side Faculty/Staff Payroll Distribution Process Change  
   - Effective now - Individual employees required to pick up their own paper check in person with a photo ID.  
   - Pick-up of checks begins at 3:00 pm on any given payday in SSC-230.  
   - Employees enrolled in direct deposit may view their pay stubs in Cal Employee Connect (CEC) - No more paper stubs.  
   - Sign up for direct deposit! For Information on direct deposit enrollment: [https://www.csuchico.edu/hr/payroll/pdd.shtml](https://www.csuchico.edu/hr/payroll/pdd.shtml)

4. **PROCUREMENT & CONTRACT SERVICES (Sara Rumiano):**  
   - Contact your Procure-to-Pay Team! [https://www.csuchico.edu/purc/procure-to-pay.shtml](https://www.csuchico.edu/purc/procure-to-pay.shtml)  
   - Welcoming new team member, Lori Rice!
HAPPENINGS – REMINDERS – ANNOUNCEMENTS

- CFS - Requisitions
  - “One suggested vendor” should be used sparingly, not for routine activity. Please search for the supplier name and if do not locate then use this option.
  - Remember to attach any quotes, forms or supporting documentation to the requisition in CFS – make sure to note it on the req
    - Speaking of attachments... if using Adobe Sign, please have it signed by all except Procurement Specialist and then attach to the requisition.
- Hospitality reminders: form should be done in advance of the event if it’s happening on campus, for participation incentives, recognition events etc. Food should be “COVID friendly” grab and go, pre-packaged etc.
- LifeCycle of a PO Training coming this fall – watch for announcement

5. ACCOUNTS PAYABLE (Melissa Taylor):

- Travel
  - Concur
    - All employee travel has migrated to Concur online platform
    - Non-employee travel beginning migration in Fall 2021
    - Training:
      - CSU Learn - CTE – General Overview
      - CSU Learn - CSU Learn - CTE – User Lab
      - Department/Unit specific training available upon request
      - Resources on AP page - https://www.csuchico.edu/ap/cte/concur.shtml
  - Hospital reminders: Form should be done in advance of the event if it’s happening on campus, for participation incentives, recognition events etc. Food should be “COVID friendly” grab and go, pre-packaged etc.
- LifeCycle of a PO Training coming this fall – watch for announcement

- General
  - Submitting documents for processing
    - Please ensure what is being sent is complete. This will expedite processing and mitigate delays. Please combine files so there is one pdf for each transaction.
    - When submitting P-card reconciliations, please send just one pdf that includes all receipt attachments (as opposed to many different files). Janita thanks you!
    - IF use Adobe Sign to send payment/P-Card documents to AP, must use the workflow “AP Payment Document Approval.”
      - Please make sure you set up with appropriate signatures to obtain all those required for processing.
    - Receiving – please notify Shipping/Receiving if something is delivered to your department, that did not go through them first.
  - Document retention – mitigating duplication, cycle for purging (AP file retention is 4 years)
  - Petty Cash process has been reinstated for low dollar reimbursement activity, no longer processed as employee reimbursements. Remember this isn’t used for Hospitality, that’s a different procedure. (Adobe Sign is not an option at this time.) See Petty Cash Procedures.

6. FINANCIAL ACCOUNTING & REPORTING (Ron Barker/Melissa Taylor):

- Welcome our latest team member: Ty Boots
- Stateside chargeback cycle shifts in June 2022 to align with the fiscal year. This means June will post in June, and you will have 13 months of chargeback expenses for this transition fiscal year. Please budget accordingly.
- Please continue to review transactions and reach out to FAR@csuchico.edu for any questions or correction requests
Slide presentation and recording of this meeting are available on the [Financial Services Forum](#) web page.

| **We welcome all feedback, future topics, and suggestions. Please send to fincfs@csuchico.edu** | **Stacie Corona**  
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TBD – Feb 2022 |