

CSU, Chico Financial Services Forum

Minutes – September 23, 2021

3:00-4:00 Virtual Zoom Meeting

1. **FINANCIAL SERVICES (Stacie Corona):** <https://www.csuchico.edu/fin>
- 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):** <https://www.csuchico.edu/bud>
- 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.

BUD									
Journal Date	Journal ID	Header Description	CheckTotal	Max of 254 chars					
09012021	JJAMES07	New year budget allocation for D12500 - University Budget Office	0.00	< Must equal zero!					
2	3	4	5	6	7	8	9	10	
Fund	Dept	Account	Monetary Amount	Class	Program	Project	Line Description	FY	
G1006	D12500	616S02	35,000.00				Alloc for Questica Software	2021	
G1006	D12500	660003	250.00				General Office Supplies	2021	
G1006	D12500	670C18	300.00				Annual Network costs	2021	
G1006	D12500	670C33	1,000.00				Annual MFP costs	2021	
G1006	D12500	660U73	(36,550.00)				2021-22 Budget Distribution	2021	
								2021	
								2021	
								2021	
								2021	
								2021	
								2021	
								2020	
								2020	

Double check for extra spaces

Try to keep numbering sequential if possible

Make sure you have sufficient budget to cover the negative

Maximum of 30 char, abbrev to keep meaningful

- 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):** <https://www.csuchico.edu/sfin>

- 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>

4. **PROCUREMENT & CONTRACT SERVICES (Sara Rumiano):** <https://www.csuchico.edu/purc>

- Contact your Procure-to-Pay Team! <https://www.csuchico.edu/purc/procure-to-pay.shtml>
 - Welcoming new team member, Lori Rice!

Procure to Pay Team

To meet the shifting needs of the campus community, provide best-in-class personalized service, and align with departmental goals, Procurement & Contract Services and Accounts Payable have assigned a Procurement & Payment Specialist Team to each department. The Procure to Pay Team is committed to simplifying support functions and identifying ways to help each department achieve its goals and objectives. The team is as follows:

<p>LORI RICE Procurement Specialist x5629 NATALIE NOZISKA Payment Specialist x5866</p> <ul style="list-style-type: none"> • Athletics • Agriculture Department • College of Humanities & Fine Arts • Student Clubs • Vice President of Business & Finance • Vice President of Student Affairs 	<p>JESSICA WESTBAY Procurement Specialist x5135 NATALIE NOZISKA Payment Specialist x5866</p> <ul style="list-style-type: none"> • College of Business • College of Engineering, Comp Sci, & Const Mgmt • Enrollment Management • Information Resources • President's Office 	<p>LUPITA ARIM-LAW Procurement Specialist x5383 CHRISTINE PICO Payment Specialist x6812</p> <ul style="list-style-type: none"> • College of Communication & Education • College of Natural Sciences • Graduate Studies • Int'l Education & Global Engagement • Library Administration • Undergraduate Education
<p>MICHAEL MCNAIRN Procurement Specialist x5237 CHRISTINE PICO Payment Specialist x6812</p> <ul style="list-style-type: none"> • FMS - Major Cap Projects 	<p>CINDY REISWIG Procurement Specialist x5137 BRI SASEEN Payment Specialist x5312</p> <ul style="list-style-type: none"> • College of Behavioral & Social Sciences • Regional & Continuing Ed • Student Life & Leadership • Provost Office (AA) • University Advancement • WellCat Health Center 	<p>JENNIFER THAYER Procurement Specialist x6516 JANITA PIERCE Payment Specialist x3163</p> <ul style="list-style-type: none"> • FMS - Minor Cap Projects • University Housing

- 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 AdobeSign, 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):** <https://www.csuchico.edu/ap>
- 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>
 - General resources for travel in relation to COVID considerations
 - FAQ, CDC guidelines, etc. <https://www.csuchico.edu/ap/travel.shtml>
 - 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):** <https://www.csuchico.edu/far>
- 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**

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**FUTURE MEETINGS:
TBD – Feb 2022**