FINANCIAL SERVICES FORUM

February 23, 2022
3:00 p.m.
Virtual Zoom Webinar
WELCOME!

Some guidelines for our meeting:

- Chat will be closed during meeting
- Q&A window will be open throughout, and we will address questions for each manager after their slide presentation
- This session will be recorded and will be available with the slides and minutes once they post
AGENDA

- Financial Services
- University Budget
- Student Financial Services
- Procurement & Contract Services
- Accounts Payable
- Financial Accounting & Reporting
- Questions & Future Topics
FINANCIAL SERVICES

Higher Education Emergency Relief (HEERF) Awards

- Fund T8547 – Costs not part of Proposal/Award process
- Fund T8548 – $10M Proposals/Awards
  - All require “Program Codes” for compliance reporting
  - Dept of Ed Deadline – May 16th (using April 30th):
    - Goods/Items Received & Services
    - Student payroll thru May 15
- Emails sent earlier this month – as of 12/31/21

Any questions – email FINCFS@csuchico.edu
FINANCIAL SERVICES

Fiscal Year-end Schedule

- Coming soon
- Communication will be via FIN CFS emails and posted on multiple websites
CFS Security Authorization Form Update

- Team Dynamix ticket required to process (in REQUESTOR name)
- Now requires you enter date of last Level 1 Security Training in ticket
- Requisition Entry without Req Approval – provide ID of current CFS user who will be approving reqs. *Make sure that person has Req Approval permissions*
- AdobeSign is not necessary, just simple digital signatures. Flattened is a plus!
- Download from FIN Forms page
FINANCIAL SERVICES

Administrative Support Resources Page

- https://www.csuchico.edu/hr/resources/admin-support/index.shtml

Electronic Form & Workflow Project

- Unity
  - Form design platform

- OnBase
  - Workflow and document repository (replacing Perceptive Content)

- Phase in approach for forms & processes. Forms and processes in testing for migration to production:
  - Travel CC request form
  - ProCard request/update form
  - Payee Data Record (decentralized distribution/solicitation)
UNIVERSITY BUDGET

Student Learning Fees/Consolidated Course Fees

- Try to spend down awards before the end of the semester so students can receive the benefit of these dollars

- As of January close, we are 58% through the fiscal year but SLF is only 39% spent and CCF is 27%
Student Learning Fees/Consolidated Course Fees

- Reminder only student hours worked through 5/31/22 will post in this fiscal year

- Unspent awards will not be rolled forward into next fiscal year.
  - Colleges will retain the standard 10% rollover and any additional budget will be swept back to be reallocated.

- Visit the SLF website for more program info
  - www.csuchico.edu/slf
UNIVERSITY BUDGET

- **Changes to Campus Partners fund**
  - Campus Partners fund C4401 will be replaced by C4104
  - Change is due to the inactivation of CSU Fund 444 and activity will be moved to CSU Fund 441 for consistent systemwide reporting
  - Campus treatment of Campus Partner activity will remain the same as it has always been, we’re just utilizing a new fund code
  - Financial Services team will be reaching out regarding updating the funding source on positions, purchase orders and chargebacks
UNIVERSITY BUDGET

Changes to Campus Partners fund

- Goal is to move current year balances over to the new fund by the close of February.

- Detail for fiscal periods 1-8 will remain in C4401 but going forward will post to C4104 so you may need to look at both funds for transaction detail for this fiscal year. C4104 will reflect correct total balances.

- General reminder that Campus Partners expenditures should provide some benefit to self-support students. Contact Darleen Sowers in RCE for further questions.
UNIVERSITY BUDGET

Campus Department Organization

- Campus Org Tree group has been working on processes to ensure consistent and accurate department structural reporting.

- Cleaned up and aligned the Finance, HR and Academic Org department trees as well as the Directory.

- Two new Team Dynamix tickets have been created for:
  - Requesting a new Department/Campus Group
  - Modification/Inactivation of an existing Department/Campus Group

- Tickets are reviewed by Finance, HR and APSS
UNIVERSITY BUDGET

Campus Department Organization

- Department vs. Campus Group

- More information and links to the Team Dynamix tickets can be found at https://www.csuchico.edu/bud/transparency-reporting.shtml
UNIVERSITY BUDGET

- Work Study spending is up from prior year but still short of budget targets
  
  *(Report as of 1/31/22)*

<table>
<thead>
<tr>
<th>Acct Cat Fdescr</th>
<th>Fund Fdescr</th>
<th>Dept Level 2 Fdescr</th>
<th>Current Budget</th>
<th>Actuals</th>
<th>Encumbrances</th>
<th>Balance Available</th>
<th>% Used Fiscal Year</th>
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<tbody>
<tr>
<td>602 - Work Study</td>
<td>G1006 - CSU OPERATING FUND</td>
<td>AA - Academic Affairs</td>
<td>805,245.00</td>
<td>381,962.28</td>
<td>0.00</td>
<td>423,282.72</td>
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<td></td>
<td></td>
<td>BF - Business &amp; Finance</td>
<td>385,500.00</td>
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<td>0.00</td>
<td>261,818.34</td>
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<td></td>
<td></td>
<td>IT - Information Technology</td>
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<td>121,201.62</td>
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<tr>
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<td>PR - President</td>
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<td>68,335.81</td>
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<tr>
<td></td>
<td></td>
<td>SA - Student Affairs</td>
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<td>418,692.40</td>
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<tr>
<td></td>
<td></td>
<td>UA - University Advancement</td>
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<td>8,402.54</td>
<td>0.00</td>
<td>51,097.46</td>
<td>14%</td>
</tr>
<tr>
<td><strong>G1006 - CSU OPERATING FUND Total</strong></td>
<td></td>
<td></td>
<td><strong>2,366,345.00</strong></td>
<td><strong>1,021,916.65</strong></td>
<td><strong>0.00</strong></td>
<td><strong>1,344,428.35</strong></td>
<td><strong>43%</strong></td>
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<tr>
<td>T6300 - TIR-INSTR RELACTVTY</td>
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<td>AA - Academic Affairs</td>
<td>93,600.00</td>
<td>22,227.64</td>
<td>0.00</td>
<td>71,372.36</td>
<td>24%</td>
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<td></td>
<td></td>
<td>UA - University Advancement</td>
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<td><strong>T6300 - TIR-INSTR RELACTVTY Total</strong></td>
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<td><strong>133,000.00</strong></td>
<td><strong>35,086.34</strong></td>
<td><strong>0.00</strong></td>
<td><strong>97,913.66</strong></td>
<td><strong>26%</strong></td>
</tr>
</tbody>
</table>

- HEERF position funding – Normal payroll expenditures will still post to G1006 but will be transferred via journal to T8547/T8548 funds

- Any questions??
STUDENT FINANCIAL SERVICES

Staffing Changes & Hours

- Introducing two new cashiers to SFIN:
  - Francisco Marquez
  - Maria “Adi” Camarena
  - However, Francisco was called to active duty effective 2/18

- Although we always try to keep to our normal hours (8AM to 4:30PM), we may have to close unexpectedly if we do not have adequate coverage 😞

Sign up for direct deposit!

Employees: sign up here -> https://www.csuchico.edu/hr/payroll/pdd.shtml

Students: campaign to sign up coming soon, sign up in Student Center

  emails come from “cash@csuchico.edu”
PROCUREMENT & CONTRACT SERVICES

Contact your Procure-to-Pay Team!

Temp Dept Assignments – through 8/31/22
https://www.csuchico.edu/purc/procure-to-pay.shtml
PROCUREMENT & CONTRACT SERVICES

HAPPENINGS – REMINDERS – ANNOUNCEMENTS

ProCard - Updates/Declines/Limits/Process & Procedures
- Reach out to your Procurement Specialist FIRST!

Year-end is coming!
- Review transactions
- Close/Cancel encumbrances
- Get requests to purchase in early

Attachments
- Send all together – attach to req
- Invoices – to AP directly
- Hospitality forms should be approved prior to the event
- Ask!! – Teams - email – call - reach out! We are here to help!
DISTRIBUTION SERVICES

HAPPENINGS – REMINDERS – ANNOUNCEMENTS

Shipping & Receiving & Mail Services – *combined*
  - [https://www.csuchico.edu/dist/](https://www.csuchico.edu/dist/)
  - New employees:
    - Joel Gavin
    - Elliott Spadoni – March 7
DISTRIBUTION SERVICES

Campus Addressing Standards:
- https://www.csuchico.edu/dist/information/address-standards.shtml

Example:
Sara Rumiano MSC 244
Procurement & Distribution Services (MSC 244)
400 W. 1st Street
Chico, CA 95929
ACCOUNTS PAYABLE

Travel:
- Concur
  - All employee travel has migrated to Concur online platform
  - Non-employee travel migrated to Concur online platform
    - Step one - make sure the payee is established as a supplier in CFS, by way of PDR marked for “travel reimb”
    - Step two – initiate a travel request using the “non-employee policy” in Concur
      - If you have a need to book reservations on someone’s behalf (i.e. common with interviewees) please reach out to AP so we can get you set up accordingly.
    - Step three – book reservations as needed. Alternatively, the person plans all components and submits for reimbursement.
    - Step four – starting from approved request, create expense report, make sure tied to right non-employee and complete expense report just like any other transaction.
- Training -
  - CSU Learn - CTE – General Overview
  - 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
- REMINDER: Travel is not allowed on the ProCard. This is a ProCard policy infraction.
  - During COVID it was opened up for virtual travel registrations as not truly travel. That is the only exception as classified as professional development, not travel.
ACCOUNTS PAYABLE

General:

- Reminders from Fall 2021
  - Submitting documents for processing
    - Please ensure what is being sent is complete. This will expedite processing and mitigate delays.
  - IF use Adobe Sign to send payment/PCard 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.
      - For example, the employee reimbursement and hospitality form should include a signature line for your designated Procurement Specialist who signs off on the document before AP processes.
- Document retention – mitigating duplication, cycle for purging (i.e. setting purge dates on folders in Box)
FINANCIAL ACCOUNTING & REPORTING

- **New Campus Accounts**
  - 616902 – Interagency I/T Software
    - 616E02 – Interagency I/T Enterprise Software
      Used to distribute expenditures for IT Software, including maintenance costs, related to the use of the centrally paid software, between campuses or between campuses and the CO.
  - 617810 – Services from Auxiliary Organization - AS
    - 617811 – Services from Auxiliary Organization – CSE
      To record charges for specific services performed by auxiliary organizations and related campus or the CO.
  - 617902 – Services from State Fire Marshal
    Used to record fees imposed by the State Fire Marshal. The use of this object in operating funds would record annual building inspection and permitting while NRMR, CIMP, and SRB-Financed CSU funds should be used for plan reviews and capital project inspection
  - 617903 – Services from Office of Fire Safety
    Used to record fees imposed by Office of Fire Safety [Chancellor's Office] only. Example: Office of Fire Safety [OFS] performs services and charges Campus for activities they perform.
FINANCIAL ACCOUNTING & REPORTING

- CPOs are now called IFTs
  - Interagency Financial Transaction
- Stateside chargeback cycle – will be adjusted to align with FY in 21/22
- Reminder about wait until month-end close
- Please continue to review transactions and reach out to FAR@csuchico.edu for any questions or correction requests
Delegation of Authority (more to come)

- Piloted with VPBF, intend to use OnBase platform for add/update requests
- Meant to capture designations regarding delegation of authority for function type such as:
  - Travel request approval
  - Procard approval
  - Requisition approval (future is P2P role)
  - Hospitality approval
OTHER REMINDERS
What: COVID Booster Clinic
When: Feb. 25th 10-5
Where: BMU Auditorium
Who: Anyone needing Booster or Vaccine

Encourage students...
QUESTIONS & FUTURE TOPICS

• Just scheduled:

  “Year-End Forum” May 24th - 10:30am

• Future topics? Any questions?

• We welcome feedback!

• Email fincfs@csuchico.edu
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https://www.csuchico.edu/fin/forum.shtml