
FINANCIAL SERVICES FORUM



ChicoState

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

FINANCIAL SERVICES

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](#)

California State University **Chico**
Financial Services

KENDALL HALL ROOM 210
CHICO, CA 95929-0240
530-898-5133
www.csuchico.edu/fin

CFS Security Authorization Form

STEPS FOR REQUESTING CFS ACCESS: 1) An ITSS Service ticket is required to process access requests. If one has not already been placed, please submit a [PeopleSoft Access Request](#) in the Requestor's name and specify "CFS" under "Access Being Requested". Current Level 1 Security Training will be required when placing the ticket. 2) Then, please send this completed form with both Requestor and Admin/Chair signatures to Financial Services at FINCFS@csuchico.edu. The authorization process will be tracked through the ticket.

Requestor Last Name First Name MI Chico State ID Number Staff/Faculty Student

Department Name Working Title Email Address Phone Ext.

Check each applicable box.
 NEW ACCESS (to establish access for the first time) Effective Date: _____
 CHANGE ACCESS (to change access – include ALL required permissions) Effective Date: _____
 DELETE ACCESS (use when an employee leaves CSU Chico or changes jobs) Effective Date: _____
 TEMPORARY ACCESS (to establish temporary access) Effective Date: _____ End Date: _____

Requested Access	ACCESS TYPE	ACCESS DEFINITION	ROLE: <i>For internal use only</i>
Requestion Entry	<input type="checkbox"/>	Authority to enter purchase requisition.	CFSCSU_PO_Requisitions_01
STOP! If Requisition Entry is requested but Approval is not, identify Requisition Approver		Authority to approve purchase requisition. If Requisition Entry is checked, but Requisition Approval is not checked, list Chico State ID# of current CFS user who will be approving requisitions:	CFSCSU_PO_Requisitions_01
Requisition Approval <i>No Student Access Granted</i>	<input type="checkbox"/>		
Requisition/Purchase Order Print	<input type="checkbox"/>	Authority to print a requisition/purchase order.	CFSCSU_PO_Requisitions_01
Purchase Order Inquiry	<input type="checkbox"/>	Authority to inquire on purchase order	CFSCSU_PO_Inquiry_01
Budget Transfer	<input type="checkbox"/>	Authority to perform budget transfers	No ROLE to assign
Procurement Card Online Reconciliation	<input type="checkbox"/>	Allows the user to reconcile procurement card transactions	CFSCSU_AP_Procard_02
Financials Data Warehouse Access			
Property Management	<input type="checkbox"/>	Authority to process Inventory Report	CFSCSU_FS_DWRreporting_08
Financials	<input type="checkbox"/>	Authority to process non-payroll/financial-related reports	CFSCSU_FS_DWRreporting_16
Labor Cost Distribution (LCD)	<input type="checkbox"/>	Authority to process Labor Cost Report	Appropriate HR Role Security
		LIST ALL DEPT ID'S REQUIRING LCD ACCESS:	

I have read and agree to comply with all policies and procedures pertaining to confidential data at the following website:
<https://www.csuchico.edu/sec/index.shtml>, specifically CSU Systemwide Information Security Policy and Data Classification and Protection Standards, which outline security practices and the protection of confidential data at CSU Chico.

Requestor: _____ Signature _____ Print Name _____ Date _____

Appropriate Admin/Chair: _____ Signature _____ Print Name _____ Date _____

Finance Data Owner: _____ Signature _____ Print Name _____ Date _____

Finance Data Owner will sign after form has been reviewed internally.

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%

Fund Fdescr▲▼	Dept Level 2 Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
T8508 - Student Learning Fee	AA - Academic Affairs	1,913,236.90	669,814.99	91,358.68	1,152,063.23	40%
	SA - Student Affairs	282,615.00	103,299.73	0.00	179,315.27	37%
T8508 - Student Learning Fee Total		2,195,851.90	773,114.72	91,358.68	1,331,378.50	39%
T8509 - Consolidated Course Fee	AA - Academic Affairs	637,086.69	132,047.69	40,763.02	464,275.98	27%
T8509 - Consolidated Course Fee Total		637,086.69	132,047.69	40,763.02	464,275.98	27%
Grand Total		2,832,938.59	905,162.41	132,121.70	1,795,654.48	37%

UNIVERSITY BUDGET

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

- **Official Campus Department:** A business unit that is formally organized and/or separately budgeted. To be considered an Official Campus Department, a department must submit a request specifying the activity and the organizational need to distinguish it from other departments.
- **Campus Group:** *(Primarily used in Directory):* A group that is organized for purposes of performing a function and/or for contact/communications purposes, but which does not meet the same formal criteria or follow the same formal data management processes as Official Campus Departments (i.e., these are “unofficial” groups). A Campus Group must always roll up to a parent Official Campus Department (i.e., a Campus Group cannot roll up to another 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)

Acct Cat Fdescr	Fund Fdescr	Dept Level 2 Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year	
602 - Work Study	G1006 - CSU OPERATING FUND	AA - Academic Affairs	805,245.00	381,962.28	0.00	423,282.72	47%	
		BF - Business & Finance	385,500.00	123,681.66	0.00	261,818.34	32%	
		IT - Information Technology	214,500.00	93,298.38	0.00	121,201.62	43%	
		PR - President	90,000.00	21,664.19	0.00	68,335.81	24%	
		SA - Student Affairs	811,600.00	392,907.60	0.00	418,692.40	48%	
		UA - University Advancement	59,500.00	8,402.54	0.00	51,097.46	14%	
	G1006 - CSU OPERATING FUND Total			2,366,345.00	1,021,916.65	0.00	1,344,428.35	43%
	T6300 - TIR-INSTR REL ACTVTY		AA - Academic Affairs	93,600.00	22,227.64	0.00	71,372.36	24%
			UA - University Advancement	39,400.00	12,858.70	0.00	26,541.30	33%
	T6300 - TIR-INSTR REL ACTVTY Total			133,000.00	35,086.34	0.00	97,913.66	26%
Grand Total			2,499,345.00	1,057,002.99	0.00	1,442,342.01	42%	

- 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>

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

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/>
- New employees:
 - Joel Gavin
 - Elliott Spadoni – March 7

DISTRIBUTION SERVICES

Campus Addressing Standards:

- <https://www.csuchico.edu/dist/information/address-standards.shtml>

The screenshot displays the 'DISTRIBUTION SERVICES' page on the CSU Chico website. The main heading is 'Campus Address Standards'. Below this, a paragraph explains that inbound mail, packages, and shipments are centrally received at 400 W 1ST ST or 940 W 1ST ST. Two columns provide specific addressing instructions: 'MAIL-TO ADDRESS for United States Postal Service' and 'SHIP-TO ADDRESS for DHL, FedEx, UPS, and other carriers'. Both columns use placeholders like '<Employee Name> <Mailstop Code>' and '<Department Name>'. A list of required information for senders includes the sender's name, department name, and mailstop code. The page also includes a sidebar with navigation links, an 'Org Chart (PDF)' button, and contact information for the Distribution Services office, including phone number (530-898-5115), email (distribution@csuchico.edu), and regular hours (7:30 a.m. - 4:30 p.m., Monday-Friday).

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 - [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

FINANCIAL ACCOUNTING & REPORTING

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...**

SELF-CERTIFY AND WIN \$500!



Twenty (20) lucky students will win a \$500 cash prize if they self-certify by Feb. 28th via:

- vaccine verification (if booster eligible)

No action needed, and automatically entered:

- already certified as vaccinated and not booster eligible by 2/28/2022
- approved medical/religious exemption, or
- attestation you will not access campus already on file via the student center

Scan here for info on how to self-certify in your Student Center records:

Uploading self-certification by Feb. 28th, automatically enters you to win!



Next vaccination clinic is on Feb. 25th in the BMU Auditorium. No appointment necessary

QUESTIONS & FUTURE TOPICS

- Just scheduled:

“Year-End Forum” May 24th - 10:30am

- Future topics? Any questions?
- We welcome feedback!
- Email fincfs@csuchico.edu

Stacie Corona

Associate VP,
Financial Services
scorona@csuchico.edu
(530) 898-5730

Ron Barker

Director,
Financial Accounting & Reporting
rabarker@csuchico.edu
(530) 898-5606

Michelle Korte

Director, Financial Systems
& Data Reporting
mkorte@csuchico.edu
(530) 898-5207

Sara Rumiano

Assistant Vice President
Procurement & Contract Services
Real Estate/Shipping &
Receiving/Mail Services
srumiano@csuchico.edu
(530) 898-5270

Josh James

Assistant Director,
University Budget
jhames@csuchico.edu
(530) 898-5938

Anna Magaña

Director,
Student Financial Services
amagana5@csuchico.edu
(530) 898-5936

Melissa L. Taylor

Accounts Payable & Accounting
Applications Manager
mltaylor@csuchico.edu
(530)898-5851

<https://www.csuchico.edu/fin/forum.shtml>

Thank you
for attending
the Financial
Services
Forum!

