February 26, 2020
10am
COLUSA 100A

FINANCIAL SERVICES FORUM
AGENDA

Updates from the following departments:

- Financial Accounting & Reporting
- Procurement & Contract Services
- Accounts Payable
- University Budget Office
- Student Financial Services
- Financial Services

Questions & Future Topics

Last 10 Minutes – staff available for questions
### Timeline for requests to correct CFS Transactions in 19/20:

<table>
<thead>
<tr>
<th>Date of transaction that needs to be corrected</th>
<th>Date the Correction request is due to <a href="mailto:far@csuchico.edu">far@csuchico.edu</a></th>
<th>Fiscal month that the correction will be posted by FAR in CFS</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2019 - 1/31/2020</td>
<td>3/27/2020</td>
<td>March</td>
</tr>
<tr>
<td>2/1/2020 - 2/28/2020</td>
<td>4/30/2020</td>
<td>April</td>
</tr>
<tr>
<td>3/1/2020 - 4/30/2020</td>
<td>5/29/2020</td>
<td>May</td>
</tr>
<tr>
<td>5/1/2020 - 5/31/2020</td>
<td>6/18/2020</td>
<td>June</td>
</tr>
<tr>
<td>6/1/2020 - 6/30/2020</td>
<td>If a transaction is needing correction please contact <a href="mailto:far@csuchico.edu">far@csuchico.edu</a> as soon as possible.</td>
<td>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.</td>
</tr>
</tbody>
</table>
Corporate account
- Improved purchasing experience
- Enhanced spend visibility
- Cost Savings – pricing linked to Omnia Contract
- Business **Prime** included

**Amazon Smile** – Links our spend to University Foundation smile account

Will be outside Campus Marketplace initially (until July) separate login credentials needed
Going LIVE March 4, 2020

- Prelaunch email coming today 2/26
- March 4 – we are “live” email with invitation to online webinar training

Live webinar training March 5, 2020 1:00 – 2:00p.m

- Will be recorded if you miss it

All info will be on Procurement & Contract Services website!
Updates & Reminders

Campus Marketplace – User Interface changing by July 2020

- IT Procurement Review (ITPR)
  - Software (includes maintenance agreements)
  - Hardware
  - Web Hosting
  - Maintenance agreements for hardware
Office Staffing Changes

- Duane McCune Retirement Party Today!
  **KNDL 207 @ 2pm**
- Recruiting for Buyer position
  - P2P Team will be updated once position is filled
- Procure to Pay (P2P) Team Check-in
- Open Encumbrances – close out!!
ACCOUNTS PAYABLE

Concur Travel & Expense (CTE)

- All campus departments have been scheduled for migration through December 2020.
  - Go live schedule - https://www.csuchico.edu/ap/cte/concur.shtml
  - Online Resources - https://www.csuchico.edu/ap/cte/concur.shtml
  - CSU Learn Sessions – overview and open lab

Reminders

- Travel expense reports/claims must be submitted within 60 days of end of trip.
  - What does an approved request mean?
- Employees may sign up for direct deposit with AP office (this is separate from Payroll direct deposit)
- Co-sharing expenses/assets with Chico State Enterprises (CSE)
  - Two separate legal entities, differing functions, P&P
UNIVERSITY BUDGET

- Monitor **Student Learning Fee** awards & correct any awards that are over budget

- Evaluate **Work Study**
  - Will you be over budget? Submit corrections ASAP if you are overspent in Work Study.
    
    *Reminder: Student pay is one month behind*
  
    - Will you have extra work study budget that could be transferred to another department?
UNIVERSITY BUDGET

- Continue **spreading budget** by major account
  - Think of ongoing budget needed by major account
  - Budget Scenario (BASE vs. OPERATING)
  - Don’t transfer budget to zero out BBA

- Hosting monthly CFS Data Warehouse trainings for budget reporting from 2-3 pm in SSC 410
  - March 18\(^{th}\)
  - April 22\(^{nd}\)
  - May 20\(^{th}\)
Student balances and communications

- **New Efft. Fall 2019:** WellCat Health Center charges posted to the student account.
  - More activity posted throughout the year
  - Encourage students to check their student center regularly or watch for cash@csuchico.edu emails!

- **Student Success Efforts**
  - Automated emails
  - Useful links – Example: Right to cancel loan email now includes link to federal site to review their loans
  - Texting pilot program
  - Coming soon: Student Account snapshot email; where do they stand mid semester.
    - Current and future due dates and amounts
    - Links to campus resources
    - Casual language
FINANCIAL SERVICES

- New Phone # x5133 (can still call x5103 – auto message)

- Year-end Fiscal Schedule – coming soon

- Michelle Korte, FAR Director
  - New responsibilities
  - Update via FIN CFS email or next FS Forum

- Melissa Taylor
  - Interim FAR Director during recruitment
Next Forum (focused on year-end):
- May 21\textsuperscript{st} 10am

- Future topics?
- Any questions?
- We welcome feedback!
- Email \texttt{fincfs@csuchico.edu} or call 898-5103 or 898-5133
Thank you for taking the time to attend the Financial Services Forum!

http://www.csuchico.edu/fin/Financial-Services-Forum.shtml