



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

FINANCIAL ACCOUNTING & REPORTING



Timeline for requests to correct CFS Transactions in 19/20:

Date of transaction that needs to be corrected	Date the Correction request is due to far@csuchico.edu	Fiscal month that the correction will be posted by FAR in CFS
7/1/2019 - 1/31/2020	3/27/2020	March
2/1/2020 - 2/28/2020	4/30/2020	April
3/1/2020 - 4/30/2020	5/29/2020	May
5/1/2020 - 5/31/2020	6/18/2020	June
6/1/2020 - 6/30/2020	If a transaction is needing correction please contact far@csuchico.edu as soon as possible.	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.

PROCUREMENT & CONTRACT SERVICES



The Amazon Business logo, consisting of the word "amazon" in black and "business" in blue, with the Amazon arrow logo below "amazon".

is coming! ***new***

- **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

The Amazon Smile logo, featuring the word "amazon" in black and "smile" in orange, with the Amazon arrow logo below "amazon". Below the logo is the tagline "You shop. Amazon gives."

PROCUREMENT & CONTRACT SERVICES



amazon business

- **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!**

PROCUREMENT & CONTRACT SERVICES



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

PROCUREMENT & CONTRACT SERVICES



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 18th
 - April 22nd
 - May 20th

STUDENT FINANCIAL SERVICES



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

QUESTIONS & FUTURE TOPICS



Next Forum (focused on year-end):

- **May 21st 10am**
- **Future topics?**
- **Any questions?**
- **We welcome feedback!**
- **Email fincfs@csuchico.edu or call 898-5103 or 898-5133**



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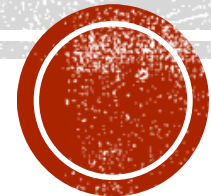
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Thank you for taking the time
to attend the Financial Services Forum!



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