AGENDA

- Various Updates:
  - Financial Services
  - Financial Accounting & Reporting
  - University Budget
  - Student Financial Services
  - Accounts Payable
  - Procurement & Contract Services

- Questions & Future Topics

- Last 10 Minutes – staff available for questions
FINANCIAL SERVICES

New Websites Live
• FIN, FAR, AP, PC&S
• SFIN (coming soon)
https://www.csuchico.edu/fin/index.shtml
https://www.csuchico.edu/ap/travel.shtml

Budget Transfer Template
Located at:
www.csuchico.edu/bud
Email requests to FAR@csuchico.edu and accountspayable@csuchico.edu

Melissa Taylor is a member of both of above email groups. She no longer processes department-requested transactions. Requests sent directly to Melissa are being forwarded to FAR@csuchico.edu.

FAR updated website resources
- Chartfields
- Campus Departments Financial Resources
- How do I’s
### Timeline for requests to correct CFS Transactions in current year

<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>7/1/2018 - 1/31/2019</td>
<td>3/28/2019</td>
<td>March</td>
</tr>
<tr>
<td>6/1/2019 - 6/30/2019</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>
UNIVERSITY BUDGET

- Staffing update
- Student Learning Fee awards
  - https://www.csuchico.edu/slf/
- Review manager name Deptid
  - Insight report
  - Changes: budgetcfs@csuchico.edu
- Review Work Study budget
- Budget oversight – What’s your projected balance?
Fall 2019 Financial Agreement for Students

- Available in the Student Center in March
- Students will be notified when posted
- Demo: www.csuchico.edu
ACCOUNTS PAYABLE

• Concur Travel & Expense
  • State travel
  • Migrated Groups: Business & Finance, President’s Office, Student Affairs, University Advancement

• Reminders
  • Employee reimbursements delivered to Cashiering for pick up. Payee notified when available.
  • Employees may sign up for direct deposit with AP office (this is separate from Payroll direct deposit)
Procure to Pay Check-in
https://www.csuchico.edu/purc/procure-to-pay.shtml

Vendor Fair 9/27/2019

Coming soon...... Hospitality Procedure Update

It’s all just fun and games.........
QUESTIONS & FUTURE TOPICS

• Future topics?
• Any questions?
• We welcome feedback!
• Email fincfs@csuchico.edu or call 898-5103

Year-End Forum:
“Tentative” May 2nd 10am
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stacie Corona</td>
<td>Associate VP, Financial Services</td>
<td><a href="mailto:scorona@csuchico.edu">scorona@csuchico.edu</a> (530)898-5931</td>
</tr>
<tr>
<td>Jeni Kitchell</td>
<td>Assistant VP, Budget &amp; Operations</td>
<td><a href="mailto:jkitchell@csuchico.edu">jkitchell@csuchico.edu</a> (530)898-5910</td>
</tr>
<tr>
<td>Michelle Korte</td>
<td>Director, Financial Accounting &amp; Reporting</td>
<td><a href="mailto:mkorte@csuchico.edu">mkorte@csuchico.edu</a> (530)898-5207</td>
</tr>
<tr>
<td>Anna Magaña</td>
<td>Director, Student Financial Services</td>
<td><a href="mailto:amagana5@csuchico.edu">amagana5@csuchico.edu</a> (530)898-5936</td>
</tr>
<tr>
<td>Sara Rumiano</td>
<td>Director, Procurement &amp; Contract Services</td>
<td><a href="mailto:srumiano@csuchico.edu">srumiano@csuchico.edu</a> (530)898-5270</td>
</tr>
<tr>
<td>Melissa L. Taylor</td>
<td>Accounts Payable &amp; Accounting Applications Manager</td>
<td><a href="mailto:mltaylor@csuchico.edu">mltaylor@csuchico.edu</a> (530)898-5851</td>
</tr>
</tbody>
</table>

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

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