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# FINANCIAL SERVICES FORUM



February 23, 2023

10:00 a.m.

Virtual Zoom Webinar

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# 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
- Student Financial Services
- University Budget
- UF and CSE Funds (Pam Hollis)
- Procurement & Contract Services
- Accounts Payable
- Financial Accounting & Reporting
- Questions & Future Topics

# FINANCIAL SERVICES

## Reference - List of Department Emails

Department	Email
Financial Services	<a href="mailto:fincfs@csuchico.edu">fincfs@csuchico.edu</a>
Student Financial Services	<a href="mailto:cash@csuchico.edu">cash@csuchico.edu</a>
University Budget Office	<a href="mailto:budgetcfs@csuchico.edu">budgetcfs@csuchico.edu</a>
Accounts Payable	<a href="mailto:accountspayable@csuchico.edu">accountspayable@csuchico.edu</a> <a href="http://www.csuchico.edu/purc/procure-to-pay">www.csuchico.edu/purc/procure-to-pay</a>
Procurement & Contract Services	<a href="http://www.csuchico.edu/purc/procure-to-pay">www.csuchico.edu/purc/procure-to-pay</a>
Distribution Services	<a href="mailto:distribution@csuchico.edu">distribution@csuchico.edu</a>
Financial Accounting & Reporting	<a href="mailto:far@csuhico.edu">far@csuhico.edu</a>

# FINANCIAL SERVICES

## Fiscal Year-end Schedule

- Coming soon
- Communication will be via FIN CFS emails and posted on multiple websites

## Overall Campus Budget Status

- Declining Enrollment – reduced revenue
- Hiring freeze
- Spending Reserves (unsustainable model)
  - Information about spending UF/CSE funds

Univ Budget Committee Mtg  
March 3<sup>rd</sup> – 8-10am  
ID: 838 7580 2482  
Passcode: 724398

# FINANCIAL SERVICES STRATEGIC INITIATIVES

## Website Updates

- **Administrative Support Resources Page (reminder)**
  - <https://www.csuchico.edu/hr/resources/admin-support/index.shtml>

## Electronic Form & Workflow Project

- Forms and processes in development:
  - Delegation of Authority (to replace the signature authorization form/process)
  - Employee/Student direct deposit authorization for Accounts Payable
  - Employee/Student reimbursement workflow

# STUDENT FINANCIAL SERVICES

## Payments to Students Guide

- A resource to assist in determining the category of payments to a student:
  - Financial Aid
  - Wages
  - Travel Reimbursement
  - Prize/Award
- **Website** - <https://www.csuchico.edu/sfin/payments-to-students-guide/index.shtml>
  - Site is still evolving

# UNIVERSITY BUDGET

## Budget Office Changes:

- **New Budget Director: Anna Magaña**
- **New Budget Analyst: Marzi Nikbakht**
- **Transitions:**
  - **Josh James working for CO Budget Office**
  - **Jessica Anderson splitting time between HRIS (Supporting CHRS) and Budget**
- **Budget Office Email: [budgetcfs@csuchico.edu](mailto:budgetcfs@csuchico.edu)**



# UNIVERSITY BUDGET

## Start reviewing student fee funds (IRA, SLF, CCF)

### 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 2023 close, we are 58% through the fiscal year but SLF is 49% spent and CCF is 31%

Fund Fdescr	Dept Level 2 Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
T8508 - Student Learning Fee	AA - Academic Affairs	1,914,501.19	853,983.76	143,097.50	917,419.93	52%
	SA - Student Affairs	315,370.00	97,242.11	0.00	218,127.89	31%
T8508 - Student Learning Fee Total		2,229,871.19	951,225.87	143,097.50	1,135,547.82	49%
T8509 - Consolidated Course Fee	AA - Academic Affairs	622,994.74	171,796.19	21,671.70	429,526.85	31%
	UA - University Advancement		(964.18)	0.00	964.18	
T8509 - Consolidated Course Fee Total		622,994.74	170,832.01	21,671.70	430,491.03	31%
Grand Total		2,852,865.93	1,122,057.88	164,769.20	1,566,038.85	45%

# UNIVERSITY BUDGET

## Student Learning Fees/Consolidated Course Fees

- Reminder only student hours worked through 5/31/23 will post in this fiscal year
- Unspent awards will not be rolled forward into next fiscal year.
  - SLF: Programs will retain the standard 10% rollover and any additional budget will be swept back to be reallocated.
  - CCF: Rollovers are limited to 20% of each college's current year allocation.
- Visit the SLF website for more program info
  - [www.csuchico.edu/slf](http://www.csuchico.edu/slf)
- Visit CCF expenditure guidelines under Category II:
  - <https://www.csuchico.edu/bud/student-fee-info.shtml>

# UNIVERSITY BUDGET

## Workstudy

- As a campus, we want to spend 100% of workstudy budgets.
- Review budget to actuals and be in communication with your AAS or Budget contact.
- Campus Budget \$2,721,574
- Actuals \$1,429,544 as of 1/31/23 (student payroll as of Dec 31st)
- 53% spent ← needs to be 100% by June 30<sup>th</sup>

Fund Fdescr▲▼	Dept Level 1 Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
G1006 - CSU OPERATING FUND	UNIV - CSU, Chico	2,588,573.72	1,369,279.13	0.00	1,219,294.59	53%
T6300 - TIR-INSTR REL ACTVTY	UNIV - CSU, Chico	133,000.00	60,265.00	0.00	72,735.00	45%
Grand Total		2,721,573.72	1,429,544.13	0.00	1,292,029.59	53%

# **Chico State Enterprises and the University Foundation:**

Helping mitigate state budget shortfalls and declining enrollment

# Who are we?

## University Foundation (UF)

## Chico State Enterprises (CSE)

501c3 Non-Profit Organizations established to support Chico State

### Philanthropic

Receiver/Manager of gifts to the university

University Oversight: University Advancement

UF CEO: Ahmad Boura

UF Executive Director: Pam Hollis

### Enterprise

Manager of Grants/Contracts/Enterprise Ops

University Oversight: Academic Affairs

CSE CEO: Mary Sidney

CSE Financial Director: Vance Kelly

### RELATIONSHIP

The UF contracts with CSE to provide administrative services which include AR/AP/HR and financial accounting/reporting.

What do we do?

# University Foundation (UF)

## Mission Statement

The Foundation's mission is to support Chico State's Strategic Plan by

Raising \$

Investing \$

Disbursing \$

# Where do the gifts go?

## University Foundation (UF)

Raises \$ for:

ENDOWMENTS –

for the long-term  
viability of the  
university

SCHOLARSHIPS –

Support student  
success -  
recruit/retain students

ANNUAL FUNDS–

help with everyday  
needs of faculty, staff  
and students

# CSE and the University Foundation

## UNIVERSITY FOUNDATION

- ACCOUNTING:
  - Project #s
    - 10-xxxxx-00 – Operating Funds
    - 20-xxxxx-00 – Annual Funds
    - 35-xxxxx-00 – Scholarships
    - 40-xxxxx-00 – Endowments
    - 45-xxxxx-00 – Trusts & Annuities

\$13.8 Million in Annual Funds

## CHICO STATE ENTERPRISES

- ACCOUNTING:
  - Project #s
    - 55-xxxxx-00 – Operating Funds
    - 80-xxxxx-00 – Investment Accounts
    - 65-xxxxx-00 – Incentive Funds
    - 70-xxxxx-00 – Enterprise Accounts
    - 80-xxxxx-00 – Campus Programs

\$4 million in Incentive Funds



# Annual Funds in the University Foundation

**\$13.8 million**

Need to identify for spending

**\$4+ million**

We need your help

# ACCESSING UF Annual Funds

## Challenges

“Trapped” Money

I don't know I  
have this  
money

I don't know  
how to spend  
this money

It's really hard  
to spend this  
money

# ACCESSING Auxilliary Funds

## Challenges / Solutions

### Better Communication & Training

from CSE & Advancement

College AA/S  
Department ASCs  
Program Directors

Deans  
Department Chairs  
Budget Managers


# PROCUREMENT & CONTRACT SERVICES

Contact your Procure-to-Pay Team!

<https://www.csuchico.edu/purc/procure-to-pay.shtml>


**[LORI RICE \(Teams Chat\)](#)** 

Procurement Specialist x5629


**[JANITA PIERCE \(Teams Chat\)](#)** 

Payment Specialist x3163

- President's Office
- Athletics
- Student Clubs
- Vice President for Student Affairs
- FMS - MR&O
- University Housing


**[LUPITA ARIM-LAW \(Teams Chat\)](#)** 

Procurement Specialist x5383


**[CHRISTINE PICO \(Teams Chat\)](#)** 

Payment Specialist x6812

- College of Communication & Education
- College of Natural Sciences
- Graduate Studies
- Int'l Education & Global Engagement
- Undergraduate Education
- University Police
- College of Engineering, Computer Science, and Construction Management

**[JENNIFER THAYER \(Teams Chat\)](#)** 

Procurement Specialist x6516


**[CHRISTINE PICO \(Teams Chat\)](#)** 

Payment Specialist x6812

- FMS - Major Cap Projects
- FMS - Minor Cap Projects
- Leases


**[CINDY REISWIG \(Teams Chat\)](#)** 

Procurement Specialist x5137

**[BRI SASEEN \(Teams Chat\)](#)** 

Payment Specialist x5312

- College of Behavioral & Social Sciences
- Professional & Continuing Education
- Student Life & Leadership
- Provost Office (AA)
- University Advancement
- WellCat Health Center
- Enrollment Management
- Recreational Sports
- Orientation


**[TAWNIE PETERSON \(Teams Chat\)](#)** 

Procurement Specialist x6001


**[NATALIE NOZISKA \(Teams Chat\)](#)** 

Payment Specialist x5866

- Vice President of Business & Finance
- Agriculture Department
- College of Humanities & Fine Arts
- College of Business
- Library Administration

**[Jessica Westbay \(Teams Chat\)](#)** 

Procurement Specialist x5135

**[NATALIE NOZISKA \(Teams Chat\)](#)** 


Payment Specialist x5866

- Division of Information Technology

# PROCUREMENT & CONTRACT SERVICES

## QUICK GUIDE

Quick Guide – High level description of requirements for procurement transactions.



California State University **Chico**  
Procurement and  
Contract Services

Procurement and Contract Service  
Kendall Hall Room 206  
Chico, CA 95929-0244  
530-898-0184  
www.csuchico.edu/punc

### Procurement Quick Guide

**Purpose:**  
This guide is designed to be a quick reference to help with processing procurement related items and services. As always, reach out to your department assigned Procurement Specialist ([P2P Teams](#)) for clarification, help, and questions. They are here to help!

Your Procurement Specialist: \_\_\_\_\_ Ext: \_\_\_\_\_  
Your Accounts Payable Specialist: \_\_\_\_\_ Ext: \_\_\_\_\_

**Important Information:**

- **CHICO STATE POLICY:** Individuals without Delegation of Authority shall not sign contracts or make purchases of goods and/or services. Delegation of Authority to sign contracts, make purchases, sell, lease, or license personal property is delegated to the Assistant Vice President Procurement & Distribution Services, who further delegates to Procurement Specialists within the Procurement Department.
- It is the responsibility of the Procurement Specialist to decide where to ultimately purchase items or services. Reach out to your specialist for help.
- ALL forms that require a signature should be sent through Adobe Sign using the appropriate Adobe Sign Workflow as necessary.
- Need equipment or supplies? Check CSUBuy first! <https://ds.calstate.edu/?svc=csubuy>
- If you can't find what you need in CSUBuy, use PeopleSoft/Oracle – CFS for entering a requisition or reach out to your procurement specialist for help.
- 5 Ws = Who is it for? What is it? Where is it happening? When is it happening? Why is it happening?

**PROCESS/PROCEDURE (in alphabetical order):**

**Employee Reimbursement Hospitality**  
[Hospitality Form](#) signed by all parties and Procurement Specialist (Please answer: 5Ws)  
Receipts/Invoice  
\*No Alcohol  
[Hospitality Procedure](#)  
Notes: \_\_\_\_\_

**Employee Reimbursements- Non-Hospitality**  
[Employee Reimbursement Request Form](#) or [Petty Cash Form](#) (Please answer: 5Ws)  
Receipts/Invoice

- Should be used sparingly
- generally, take longer than using the other procurement methods (requisition/PO process, Pro-Card, Direct Pay etc.)
- Under \$150 use Petty Cash Form and send directly to Accounts Payable

[Employee Reimbursement Procedure](#)  
Notes: \_\_\_\_\_

Reach out to your Procurement Specialist TODAY for a copy!

# PROCUREMENT & CONTRACT SERVICES

## COMMENCEMENT - REGALIA, CORDS, SASHES, & MEDALS

### Regalia:

- The University does not purchase regalia but **will** allow regalia to be rented. This includes the accessories that go with the regalia, such as the hood, sashes, cords, and additional items. Regalia may be rented through AS Bookstore and may be done using a University ProCard. When submitting the receipt as part of the monthly ProCard summary, please indicate the name(s) of the employees that will be using the rented regalia.

**Sashes, cords, or medallions:** These items may be purchased with a University ProCard but require pre-approval by your assigned Procurement Specialist.

- If the item is given to students as an award for exemplary accomplishment with distinct eligibility criteria (honors for example), or the item is given to student to promote the college, department, major, or group, these expenses are allowable per the University Hospitality Procedure. The ProCard receipt must be accompanied by an approved [Hospitality Expense Request](#).
- If the item is given to students and the student **paid a fee that includes the cord/sash**, it is allowable and is **not** considered Hospitality, but rather a program expense. ProCard receipt must indicate that a fee was paid by the students.
- Cords/Sashes/medallions **cannot** be purchased a department and “sold” to individual students.

# PROCUREMENT & CONTRACT SERVICES

## HAPPENINGS – REMINDERS – ANNOUNCEMENTS

### ProCard

- Welcome to Layla Betar-Makhoul, ProCard Program Coordinator
- For updates/declines/limits/process & procedures, reach out to your Procurement Specialist FIRST!
- Statements – attach receipts in order

### Year-end is coming!

- Review transactions
- Close/Cancel encumbrances (review Open Commitments)
- Be prepared to attend your year-end P2P meeting

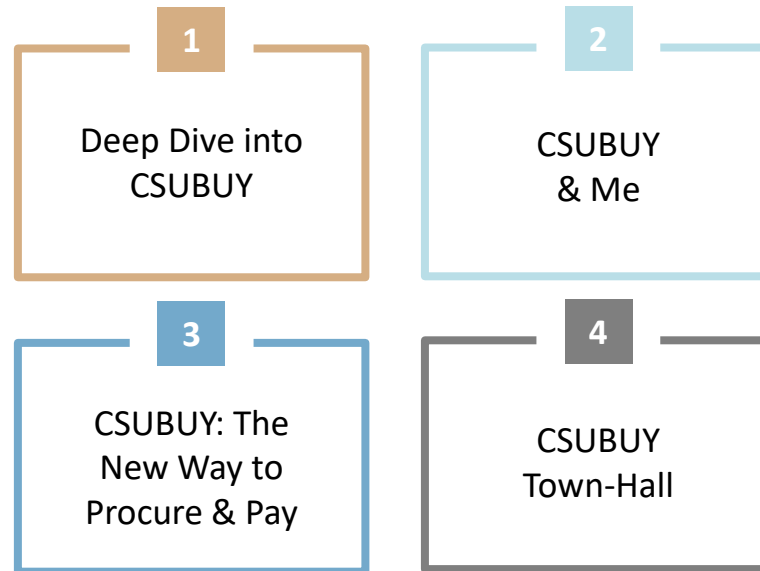
### Attachments

- Send all together – attach to req
- Invoices – to AP directly

# PROCUREMENT & AP

## CSUBUY ROADSHOW

- Thank you to all who attended & participated!
- Give us your feedback on our [Roadshow Survey!](#)





# PROCUREMENT & AP

## CSUBUY SPECIFIC EMAIL

- [CSUBUY@csuchico.edu](mailto:CSUBUY@csuchico.edu)

## CSUBUY CAMPUS WEBSITE: UPDATES TO COME

- <https://www.csuchico.edu/purc/csubuy.shtml>

## SIGN UP FOR SYSTEMWIDE PROJECT UPDATES

- <https://csyou.calstate.edu/Projects-Initiatives/csubuy/procure-to-pay/Pages/default.aspx>



# PROCUREMENT & AP

## YEAR END STRATEGY: A YEAR END LIKE NO OTHER

Be thinking about your upcoming needs:

- Current year POs
- In-flight POs
- New year POs

CSUBUY transition strategy coming soon...



# PROCUREMENT & AP

WHERE WE'RE HEADED...

# CSUBUY



Streamline Procurement and Payment Processes



Improve User Experience



Better Data Quality for Decision Making



Increased Visibility



Continuous Improvement

# PROCUREMENT & AP

## BROUGHT TO YOU BY YOUR CAMPUS CORE TEAM

- Sara Rumiano
- Melissa Taylor
- Michael McNairn
- Layla Betar-Makhoul
- Bri Saseen



# ACCOUNTS PAYABLE

## Travel:

- Submitting timely-60 days from completion of the trip end date
  - System notifications occur – 30, 45, 50-61 (daily)
- VPAA – addition of the Provost to international requests

### Approver 2 – Cost Object Approver (COA)

This is the designated minimum signature authority for the funding unit. Campus decision to delegate this to the Dean/Director level, from the VPs to an Admin III. This designation is made by deptid.

- **Approver 2** individuals will need to manually add the Provost to the workflow for *international and banned state travel requests* (that has actual potential under AB1887).
  - COA additions can be accomplished by editing a travel request's approval workflow, adding the Provost, and upon approval the request will route to the Provost next.

The screenshot shows the SAP Concur 'Requests' page. The main content area displays a request with the status 'Pending Cost Object Approval' and 'Request ID: 7ADP'. A red box highlights this status. To the right, there is a 'More Actions' dropdown menu with an 'Approve' button. Below the 'More Actions' menu, there is an 'Edit Approval Flow' button, which is also highlighted with a red box.

The 'Edit Approval Flow' dialog box is open, showing the current approval steps. The first step is 'Reports To' Approval, with 'User 1' selected. The second step is 'Budget Approval', with 'Deptid D12345' and 'User 2' selected. A red callout bubble points to the 'User 2' field with the text: 'Search for Provost by name, click save to add to the workflow'. At the bottom left, there is an 'Add Step' button.

# ACCOUNTS PAYABLE

## General:

- Guest Hotel Reservations
  - Please ensure you are communicating funding entity when booking reservations with local contracted hotels (i.e. Oxford Suites/Hotel Diamond)
    - Hotels are not billing correct entity
  - LA#'s are for state funded reservations only
- Secure drop box folder (supplier PDR submission)
  - Set to be decommissioned within the next few months. All supplier PDRs should be coming through OnBase and employee/student direct deposit information should be submitted through upcoming Direct Deposit form in OnBase.

# FINANCIAL ACCOUNTING & REPORTING

- Introduction of our newest team member: Ross Gilb!
- 2nd half of the year reminders:
  - Look at your actuals, make any reclass requests now
  - Please close out PO's that are complete
  - Initiate any IFT's for transactions with other campuses
- Reimbursed time
  - Please work with your analyst at CSE for any Fall 2022 release time that has not yet been processed
  - Please be aware of any Spring 2023 release – keep track of it to ensure your department is made whole
- Ty is working on updated LTA's (Local Trust Agreements) – to be distributed soon
- Please continue to review transactions and reach out to [FAR@csuchico.edu](mailto:FAR@csuchico.edu) for any questions or correction requests

# FINANCIAL ACCOUNTING & REPORTING

- Spending CSE/UF Funds
  - Invoicing for services – when employees have done work on a CSE project
    - Example: Reimbursed Time
  - Contributions – non-exchange transactions
    - Example: UF Governor's Award
  - Expense Abatement – When the expenditure was made stateside in error
    - Used the word procurement card
- Receipting Instructions
  - Whenever you are bringing money over, please email [far@csuchico.edu](mailto:far@csuchico.edu) to discuss appropriate receipting instructions
- Friendly reminder: Only FAR can generate invoices



# FINANCIAL ACCOUNTING & REPORTING

- Interagency Accounts Reminder
  - 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.

# QUESTIONS & FUTURE TOPICS

- To Be Determined:  
**“Year-End Forum”**
- Future topics? Any questions?
- We welcome feedback!
- Email [fincfs@csuchico.edu](mailto:fincfs@csuchico.edu) with general questions not specific to departments

## **Stacie Corona**

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## **Michelle Korte**

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## **Michael McNairn**

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Systems, Procurement &  
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(530) 898-5237

Thank you  
for attending  
the Financial  
Services  
Forum!



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