Welcome!

FINANCIAL SERVICES
YEAR-END FORUM

May 19, 2020
10 a.m.
Virtual Zoom Meeting
AGENDA

- Year-End Planning & Working Virtually:
  - Financial Services
  - Procurement & Contract Services
  - Accounts Payable
  - Financial Accounting & Reporting
  - University Budget Office
  - Student Financial Services

- Questions & Future Topics
FINANCIAL SERVICES

- Fiscal Year-End Schedule - linked on the Financial Services website
- Contract & Service Order renewal

https://www.csuchico.edu/fin/fiscal-schedule.shtml

Fiscal Year-End Schedule

The Fiscal Year-End Schedule includes deadlines for preparing for the year-end close of the 2019/20 fiscal year and will be updated as changes are made. Should we need to adjust or edit the Fiscal Year-End Schedule, we will notify you of the change.

- 2019/20 Fiscal Year-End Schedule (XLS)
- 2020/21 Contract & Service Order Renewals (XLS)

Departments included in these deadlines are:

FAR – Financial Accounting & Reporting
AP – Accounts Payable
PURC – Procurement & Contract Services
SFIN – Student Financial Services, Cashiering
BUD – University Budget
PR – Payroll Office
PMO – Property Management Office
UA – University Advancement
# Fiscal Year-End Important Dates

## May 04
**New Year Requisition**
- 5 p.m. - PURC
- 2020/21 fiscal year will be open in CFS for requisition entry.

## May 29
**Current Year Requisitions**
- 5 p.m. - PURC
- All commodity, service, and IT requisitions using current year funds. Any E & IT related requests require the submission of an *Information Technology Procurement Review (ITPR)* form.

## June 08
**Purchase Requisitions**
- 4:30 p.m. - PURC
- Campus users do not have access to CFS, PO/requisition entry until year-end close is completed. Contact Procurement & Contract Services as needed.

## June 24
**Procurement Credit Card (US Bank VISA)**
- 10:00 a.m. - AP
- You will receive a notification from Accounts Payable on the morning of June 24th that the reconciliation cycle is open. Reconciliation must be complete by **EOB** on June 25. If reconciliation is not completed, default chartfield on file for cardholder will be used. AP will be unable to process corrections to this posting.

← 2020/21 open for req's  
← 2019/20 closed for req's
FISCAL SERVICES

Fiscal Year-End Important Dates (cont.)

**JUNE 24**

Chargebacks (Service Centers Only)
12:00 noon - FAR

JUNE SERVICES
* State and Auxiliary CAFs must be received by 12:00 noon.
* Service Centers should submit CAFs throughout the month of June for the timely completion of data entry.
* Electronic billing files for printing services, office copier services, mailroom services, telephone services, ITSS computer inventory, and bus reservations must be submitted by 12:00 noon.

NOTE: Associated Students and Chico State Enterprises funds must be submitted and have the work completed by 5 p.m. to be charged in 2019/20.

**JULY 06**

PURCHASE REQUISITIONS
12 noon - PURC

Campus users will have access to CFS, PO/requisition entry for 2020/21 year.

← Yay! New year
PROCUREMENT & CONTRACT SERVICES

- Contact your Procure-to-Pay Team!
- https://www.csuchico.edu/purc/procure-to-pay.shtml

Procure to Pay Team

To meet the shifting needs of the campus community, provide best-in-class personalized service, and align with departmental goals, Procurement & Contract Services and Accounts Payable have assigned a Procurement & Payment Specialist Team to each department. The Procure to Pay Team is committed to simplifying support functions and identifying ways to help each department achieve its goals and objectives. The teams are as follows:

**VACANT**
(See below for interim re-assignments)
Procurement Specialist x3134

**Natalie Noziska**
Payment Specialist x9868
- OAR (Jennifer)
- BUS (Jessica)
- HFA (Jennifer)
- UED/GRAD/OIE (Lupita)
- VPSA (Cindy)

**Jessica Westbay**
Procurement Specialist x3155
**Natalie Noziska**
Payment Specialist x9868
- ECC
- IRES
- PRS

**Michael McNairn**
Procurement Specialist x5237
**Christine Pico**
Payment Specialist x6812
- PDC
- FMS

**Cindy Reiswig**
Procurement Specialist x5157
**Bri Saseen**
Payment Specialist x5312
(Janina Pierce - Interim)
- BSS
- LADO
- RCE
- SLL/CCLC/SHC
- VPAA
- VPUA

**Lupita Arim-Law**
Procurement Specialist x3383
**Christine Pico**
Payment Specialist x6812
- CME
- NSC
- VPBF

**Jennifer Thayer**
Procurement Specialist x6516
**Janita Pierce**
Payment Specialist x8103
- ATHL
- FMS
- UMFS
PROCUREMENT & CONTRACT SERVICES

- How to best prepare for year-end:
  - Check the Year-End Spreadsheet of PO's and Agreements
  - What are you buying between now and 6/30/2020?
  - Open commitments? Danglers? PO's from yesteryear?

- Campus Marketplace is getting a makeover!!
- Last day to place orders in ESM marketplace – **May 25th**
- Go live in CSU Buy – **June 1st**
ACCOUNTS PAYABLE

- General:
  - Travel suspension
    - Close loops – request refunds, cancel reservations – want to wrap up by 6/4
  - Payment process/flow – when see transaction/charge in DW reports consider it complete. Many questions about whether something is complete and doubling back on completed items impacts processing of new activity.

- Working Remotely:
  - Can pass approved electronic invoices/PCard reconciliation packets via email or by way of Box “inbox” folders. Can request access to latter if interested.
  - Please ensure what is being sent is complete. This will expedite processing and mitigate delays.
  - Receiving – please notify shipping/receiving if something is delivered that did not go through them.
Year End:
- Auxiliary Invoices (AS, CSE) - Submit ASAP
- Invoices/Reimbursements – no due date, please keep sending in as receive/approve
- Obligations - If you are contacted and responded with obligation amounts and receive actual invoice afterwards please send to AP payment partner and note “Obligated.”

ProCard
- June transactions must be reconciled by EOB on 6/24
- Make sure actively seeking refunds as applicable
- Reminder: Please keep funding source in mind and ensure correct chartfield is utilized.
FINANCIAL ACCOUNTING & REPORTING

- Review your transactions for appropriate chartfields and completeness.
- Review all funds with your deptid(s)—not just G1006
- Unsure how to handle a transaction? Something still “out there” or not yet recorded, but you know it belongs in this fiscal year? Please reach out to far@csuchico.edu for assistance or next steps.
## Timeline for requests to correct CFS Transactions

<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>03/27/2020</td>
<td>March</td>
</tr>
<tr>
<td>2/1/2020 - 2/28/2020</td>
<td>04/30/2020</td>
<td>April</td>
</tr>
<tr>
<td>3/1/2020 – 4/30/2020</td>
<td>05/29/2020</td>
<td>May</td>
</tr>
<tr>
<td>5/1/2020 - 5/31/2020</td>
<td>06/18/2020</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>

- **Journal Entry Request Guidelines**
  - [www.csuchico.edu/far](http://www.csuchico.edu/far) Campus Departments Financial Resources > [Journal Entry Requests](http://www.csuchico.edu/far)
Other year-end reminders:

- Month of April 2020 closed on 5/8/20
- Month of May 2020 estimated to close by 6/11/20

- Spring 2020 Reimbursed Time POs (RTPOs) – work with CSE analysts to process

- CPO requests for CSU/CO reimbursements due to FAR 6/4/20

- YE Process Guides
  - Year End – Encumbrance Rollover Process
  - Year End – Obligation Process
  - Year End – Prepaid Expenditure Process
“Out of office” in June? July? August? Please consider:

- Set Outlook “Out of Office” message; include name of who we may contact in your absence.
- Include cc of whomever will cover tasks for any requests you send right before your time away begins.
UNIVERSITY BUDGET

- The time for “budgeting” in 19/20 has passed
  - Budget transfers to zero BBA are not necessary
- Evaluate actuals for this year and begin budget planning for next year
- Reminders:
  - When “paying” another department, an actuals transfer should be recorded NOT a budget transfer
  - When submitting budget transfers you should be transferring budget from an account that has budget
  - Budget balances should not be negative unless budgeting for revenue
UNIVERSITY BUDGET

- Work Study
  - Project total cost of April and May work study expense
  - Ensure budget is sufficient to cover those expenses
  - Let your department/division budget manager know if you anticipate unspent work study budget
UNIVERSITY BUDGET

- Carryover evaluation: Budget Balance Available (BBA)
  - Special funding allocations
  - Future commitments (T8530)
  - SLF awards
  - CCF allocations
  - Reimbursements received
  - Review all funds
- Year-end receipting:
  - All checks and payments for State-side transactions must be receipted by June 30th.
  - Per the campus policy, payments should be collected only at authorized collection points.
  - Student Financial Services is receiving and receipting incoming mail.
  - Contact Anna Magaña (x6789) or Suzy Buck (x4195) for questions about receipting or checks. We will be working 6/30 until 12pm.
QUESTIONS & FUTURE TOPICS

• Future topics?
• Any questions?
• We welcome feedback!
• Email fincfs@csuchico.edu
Thank you for taking the time to attend the Financial Services Forum!

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