
Welcome!

FINANCIAL SERVICES YEAR-END FORUM



ChicoState

May 24, 2022

10:30 a.m.

Virtual Zoom Webinar

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
- University Budget
- Student Financial Services
- Procurement & Contract Services
- Financial Accounting & Reporting
- Accounts Payable
- Questions & Future Topics

FINANCIAL SERVICES

Fiscal Year-End Schedule

Linked on all the Financial Services website pages

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

CALIFORNIA STATE UNIVERSITY | **Chico**

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Search CSU, Chico

COVID-19 View plans for in-person Commencement and fall 2021 on our [COVID-19 News & Information](#) website.

FINANCIAL SERVICES

Financial Services
Forms & Resources
Financial Services Forum
Contact Us

Fiscal Year-End Schedule

CFS Log-In
Insight Reporting
Org Chart (PDF)

OUR OFFICE
Financial Services
Kendall Hall, Room 210
[530-898-5103](tel:530-898-5103)
Regular Hours
8:00 a.m.–5:00 p.m.
Monday–Friday

FIN | FISCAL YEAR-END SCHEDULE

Fiscal Year-End Schedule

The Fiscal Year-End Schedule includes deadlines for preparing for the year-end close of the current fiscal year and will be updated as changes are made. Should we need to adjust or edit the Fiscal Year-End Schedule, we will communicate the details via email to the CFS Users Distribution Group and in Campus Announcements.

The PO renewal process has been updated and we will not be posting a log online this year. Your Procure-to-Pay team will be reaching out to set up a meeting to go over the process for this next fiscal year.

2020/21 Fiscal Year-End Schedule (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
- PYRL – Payroll Office
- PROP – Property Management Office
- UA – University Advancement

FINANCIAL SERVICES

Fiscal Year-End Important Dates

MAY Procurement Credit Card (US Bank VISA)

23

5:00 pm - PURC

Reminder to complete purchases for the current fiscal year as soon as possible. All charges that post through the June billing cycle will be charged to the current fiscal year. The later charges occur, the more likely they will post in the new fiscal year, depending on the date the charge is recorded by the supplier. If the charge is related to the **new fiscal year** please place orders on/after the June cycle close.

MAY Suspend Access to Purchase Requisitions

31

4:30 pm - PURC

Campus users will not have access to CFS, PO/Requisition entry until year-end close is completed. Contact your department-assigned Procurement Specialist with any questions.



2021/22 Closed for Req's

MAY Current Year & New Year Requisition

31

5:00 pm - PURC

All commodity, service, and IT requisitions using current year OR new year funds. Any E & IT related requests require the submission of an Information Technology Procurement Review (ITPR) form. Note: This is the **LAST DAY** to enter requisitions until the year-end close is completed.

FINANCIAL SERVICES

Fiscal Year-End Important Dates (cont.)

JUNE **CHARGEBACKS (Requesting Dept. Only)**

06 **5:30 pm - FAR**

Correction requests are due in the appropriate Service Centers for 2021/22 expenditures, through May billing period. Service Centers will submit chargeback corrections to Financial Accounting & Reporting. Chargebacks include CAFs, NowPrint orders, office copiers, telephone, postage, and bus reservations.

JUNE **Procurement Credit Card (US Bank VISA)**

27 **7:00 am - AP**

You will receive a notification from Accounts Payable that the reconciliation cycle is open.

****QUICK TURNAROUND NEEDED****

JUNE **Procurement Credit Card (US Bank VISA)**

28 **12:00 noon - AP**

If reconciliation is not completed, default chartfield on file for cardholder will be used. AP will be unable to process corrections to this posting.

JULY **Purchase Requisitions**

05 **10:00 am - PURC**

Campus users will have access to CFS, PO/requisition entry for 2022/23 year.

 *Happy New Year!*

FINANCIAL SERVICES



California State University **Chico**
Financial Services

KENDALL HALL ROOM 210
CHICO, CA 95929-0240
530-898-5133
www.csuchico.edu/fin

**CFS Security
Authorization
Form**

STEPS FOR REQUESTING CFS ACCESS: 1) An ITSS Service ticket is required to process access requests. If one has not already been placed, please submit a [PeopleSoft Access Request](#) in the Requestor's name and specify "CFS" under "Access Being Requested". Current Level 1 Security Training will be required when placing the ticket. 2) Then, please send this completed form with both Requestor and Admin/Chair signatures to Financial Services at FINCFS@csuchico.edu. The authorization process will be tracked through the ticket.

Requestor Last Name First Name MI Chico State ID Number Staff/Faculty Student

Department Name Working Title Email Address Phone Ext.

Check each applicable box.
 NEW ACCESS (to establish access for the first time) Effective Date: _____
 CHANGE ACCESS (to change access – include ALL required permissions) Effective Date: _____
 DELETE ACCESS (use when an employee leaves CSU Chico or changes jobs) Effective Date: _____
 TEMPORARY ACCESS (to establish temporary access) Effective Date: _____ End Date: _____

Requested Access		
ACCESS TYPE	ACCESS DEFINITION	ROLE: <i>For internal use only</i>
Requisition Entry	Authority to enter purchase requisition.	CFSCSU_PO_Requisitions_01
STOP! If Requisition Entry is requested but Approval is not, identify Requisition Approver	Authority to approve purchase requisition. If Requisition Entry is checked, but Requisition Approval is not checked, list Chico State ID# of current CFS user who will be approving requisitions:	CFSCSU_PO_Requisitions_01
Requisition Approval <i>No Student Access Granted</i>	<input type="checkbox"/>	
Requisition/Purchase Order Print	Authority to print a requisition/purchase order.	CFSCSU_PO_Requisitions_01
Purchase Order Inquiry	Authority to inquire on purchase order	CFSCSU_PO_Inquiry_01
Budget Transfer	Authority to perform budget transfers	No ROLE to assign
Procurement Card Online Reconciliation	Allows the user to reconcile procurement card transactions	CFSCSU_AP_Procard_02
Financials Data Warehouse Access		
Property Management	Authority to process Inventory Report	CFSCSU_FS_DWRReporting_08
Financials	Authority to process non-payroll/financial-related reports	CFSCSU_FS_DWRReporting_16
Labor Cost Distribution (LCD)	Authority to process Labor Cost Report	Appropriate HR Role Security
	LIST ALL DEPT ID'S REQUIRING LCD ACCESS:	

I have read and agree to comply with all policies and procedures pertaining to confidential data at the following website:
<https://www.csuchico.edu/isec/index.shtml>, specifically CSU Systemwide Information Security Policy and Data Classification and Protection Standards, which outline security practices and the protection of confidential data at CSU Chico.

Requestor: _____ Signature _____ Print Name _____ Date _____

Appropriate Admin/Chair: _____ Signature _____ Print Name _____ Date _____

Finance Data Owner: _____ Signature _____ Print Name _____ Date _____
Finance Data Owner will sign after form has been reviewed internally.

CFS Security Authorization Form

Some reminders...

- Submit Team Dynamix ticket in Requester's name (if one has not already been placed)
- Requisition Entry without Req Approval – provide ID of current CFS user who will be approving reqs. *Make sure that person has Req Approval permissions*
- Signed by Requestor and Appropriate Admin/Chair only. Stacie will sign once form has been internally reviewed.
- Submit to FINCFS@csuchico.edu
- Download from [FIN Forms page](#)

UNIVERSITY BUDGET

▪ **Budget Review**

- Make sure you're running account balance reports to ensure you're not overspent and plan for the remainder of the year, review your one-time entries as well
- Be sure to include all funds, not just G1006 (SLF, CCF, RSCA, etc.)
- Budget transfers to zero BBA are not necessary
- Good time to assess budget need for next fiscal 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

▪ **Myth of "use it or lose it"**

- Be mindful of year end spending and don't spend just to exhaust budget
- Funds do not disappear but roll back to college/division/program to be re-allocated next year or for future one time allocations
- Year end balances contribute to our reserves which help us during lean budget times

UNIVERSITY BUDGET

- **Budgetary only accounts**

660R20 - Rollover Allocation S&S

660U73 - Unallocated O&E

- These accounts cannot be used for requisitions, ProCard transactions, journal entry requests, etc.
- If you have budget in either of these accounts, it should be allocated out to the accounts you intend to spend out of via a budget transfer. These accounts cannot have actual entries post.

UNIVERSITY BUDGET

- **Student Learning Fees/CCF**

- Monitor balances by program code
- We will not be rolling forward program budget balances into 22/23. Any balances will be reallocated to the central SLF Dept ID to be reallocated next year.
- Consider whether any further spending in SLF/CCF is really necessary now that the academic semester has ended and whether it's fulfilling its purpose of benefitting students.
- **Don't worry about balances in T8541/T8543/T8547. Balance are being covered centrally but do not record expenses in these funds without prior approval.**

STUDENT FINANCIAL SERVICES

- Year-end receipting:
 - All checks and payments for State-side transactions must be receipted by June 30th.
 - Cut-off for year end is 12PM on 6/30/2022
- Per the campus policy, payments should be collected only at authorized collection points.
- SSC will be open from 7AM to 5PM.
- Contact Anna Magaña (x6789) or Suzy Buck (x4195) for questions about receipting or checks.

PROCUREMENT & CONTRACT SERVICES

YEAR END IS HERE!!



Commitments? Open encumbrance? Where do I find them? What do I do if I have one?

WHY DO I CARE?

PROCUREMENT & CONTRACT SERVICES

PROCUREMENT & CONTRACT SERVICES

PURC | INSIGHT REPORTING

Insight Reporting

Insight Reporting is the program used by the campus to extract data from the Common Financial System(CFS) and deliver it in report form. Transactions entered into CFS during the workday are fed overnight to a data warehouse and made available the next business day for inquiry using Insight Reports.

Log into [Insight Reporting](#)

To establish access to Insight Reporting, you will need to complete the [CFS Security Authorization Form](#) and submit it to Financial Services, Kendall Hall 210. If you have questions or would like assistance, please [email FINCES](#) or call Financial Services, ext. 5103.

Documents

- [Accessing Insight Reports \(PDF\) - Business Process Guide](#)
- [Transaction Source Guide \(PDF\)](#) - identifies the individual on campus responsible for a specific transaction

Home > Financials

California State University Chico INSIGHT - Internal Campus Reporting Services

Financials Reports

Report Builder Folder Setup

- Chartfield Listings
- Account Balances Report
- Budget Detail Report
- CAF Dept Report
- CAF Service Center Details
- CAF Service Center Report
- College - Unit Balance Report
- Employee Expenditure Adjustments
- Invoice Numbers
- Labor Cost By Account
- Open Commitments PO Summary
- PO Detail Report
- Program Account Balance
- Program Transaction Report
- Project Report
- Project Report By Dept
- State Mailbag Lookup
- State Mail Report
- Transaction Report
- Travel Report

Home > Financials > Financials Reports > Open Commitments PO Summary

Fiscal Year: 2021

Select Deptid(s) or N/A: N/A, D14000

Or Enter Deptid(s) or N/A: N/A

Fund(s): G1006, T8541, T8543, T8547

Account(s): 616N01, 660003

Program(s): N/A, 4HF02, 4HF08

[View Report](#)

Open Commitments PO Summary

PO ID	VENDOR NAME	FUND	DEPTID	ACCOUNT	PO ENCUMBERED AMT	PO PAID AMT	PO DATE	BUYER NAME
0000092633	ONAN CAPITAL INC	T8547	D14000	660003	0.00	12,709.13	1/14/2022	Reiswig,Cynthia
0000092677	COVID DX LLC	T8547	D14000	660003	22,655.00	2,345.00	1/20/2022	Rice,Lori
					22,655.00	15,054.13		

[Open Commitments Data](#)

*Email Lori Rice: Please disencumber PO# 92677.
No more activity will take place on this PO.*

PROCUREMENT & CONTRACT SERVICES

Contact your Procure-to-Pay Team!

Temp Dept Assignments – through 8/31/22

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

- Procure to Pay Team Year End Meetings –
 - What Req's/PO's truly need to be entered prior to June 30?
 - Critical Annual Renewal
 - Service interruption (software)
 - Warranty
 - Rental/lease payment
 - Need services the first week of July
 - Standard Annual Renewal
 - Blanket PO's
 - Multi-year contracts encumbrance only
 - 10/12 or 11/12 - hand off
 - **LAST CALL FOR EXPENSES!**
 - If you haven't attended your Year End Procure to Pay meeting, please check in with your Procurement Specialist for details.

TEMPORARY REASSIGNMENTS FOR JESSICA WESTRAY		
JESSICA WESTRAY (Teams Chat) Procurement Specialist x5135 NATALIE HODISKA Payment Specialist x5866	<ul style="list-style-type: none">• College of Business Michael McNaairn (Teams Chat)• College of Engineering, Comp Sci, & Const Mgmt Lupita Arim-Law (Teams Chat)• Enrollment Management Cindy Reiswig (Teams Chat)• Information Resources Jennifer Thayer (Teams Chat)• President's Office Lori Rice (Teams Chat)	
LORI RICE (Teams Chat) Procurement Specialist x5629 NATALIE HODISKA Payment Specialist x5866	<ul style="list-style-type: none">• Athletics• Agriculture Department• College of Humanities & Fine Arts• Student Clubs• Vice President for Business & Finance• Vice President for Student Affairs	LUPITA ARIM-LAW (Teams Chat) Procurement Specialist x5383 CHRISTINE PICO Payment Specialist x6812
CINDY REISWIG (Teams Chat) Procurement Specialist x5117 BRI SASEEN Payment Specialist x5312	<ul style="list-style-type: none">• College of Behavioral & Social Sciences• Regional & Continuing Ed• Student Life & Leadership• Provost Office (AA)• University Advancement• WellCat Health Center	MICHAEL MCNAIRN (Teams Chat) Procurement Specialist x5237 CHRISTINE PICO Payment Specialist x6812
JENNIFER THAYER (Teams Chat) Procurement Specialist x6116 JANITA PIERCE Payment Specialist x3163	<ul style="list-style-type: none">• College of Communication & Education• College of Natural Sciences• Graduate Studies• Int'l Education & Global Engagement• Library Administration• Undergraduate Education	<ul style="list-style-type: none">• FMS - Major Cap Projects
<ul style="list-style-type: none">• FMS - Minor Cap Projects• University Housing		

PROCUREMENT & CONTRACT SERVICES

- New Year – "new" system?

- <https://www.youtube.com/watch?v=E1YFJlkFIns>

California State University Chico

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PROCUREMENT & CONTRACT SERVICES

PURC | CSUBUY

Procurement & Contract Services
Forms & Resources
Campus Online Ordering
Ancillary Business
CSUBUY
Contract Us

Final Year-Old Schedule PDF
Supplier PDS/Invoice Drop Box PDF
CPE Login PDF
Invoice Reporting PDF
Org Chart PDF

OUR OFFICE

Procurement & Contract Services
Hendell Hall, Room 210
530-236-5134
procurement@csuchico.edu

Regular Hours
8:00 a.m. - 5:00 p.m.
Monday-Friday

Mailing Address
Procurement & Contract Services
400 W. First St.
Chico, CA 95929-0244

CSUBUY

CSU The California State University

CSUBUY

A COLLABORATIVE PROCURE TO PAY MARKETPLACE

Procurement & Contract Services and the CSU are transforming the way we manage the Procure-to-Pay process. CSUBUY will replace the existing FSM Campus Marketplace in preparation for future improvements. All current FSM users (both ProCard holders and trans cart shoppers) have switched to this new platform. Users will find most activities similar to the way they interacted with the Campus Marketplace. For now, [Amazon Business](#) is still separate from CSUBUY.

NOTE: This system is for OFFICIAL USE ONLY. Authorized users include campus staff, faculty and only designated student employees.

LOGIN and SETUP

CSUBUY PDF

FIRST TIME USER LOGIN

- LOG IN**
Click the CSUBUY site link - [CSUBUY Site Link](#)
Choose your campus, enter normal campus credentials, and authenticate through Duo (if necessary)
- LOG OUT**

NOTES:

- CSUBUY will automatically create your account with a basic profile of "Shopper".
- Shoppers can only shop and must transfer ("Assign") their cart to a Requester to finish their order.
- If you are a Procurement Card holder, the CSUBUY Campus Administrator will change your profile to "Requester". If needed immediately, or if the account role has not changed, please contact your Campus Administrator.
- Log in again to start using CSUBUY.

DELIVERY LOCATION

To ensure proper and timely delivery, please make sure your default delivery location is set up as follows:

For Campus users:
ATTN: First and Last Name (DEPT)
DELIVER TO: CSU Chico - PCL RECEIVING

For Associated Students users:
ATTN: First and Last Name (DEPT)
DELIVER TO: Associated Students

For detailed instructions on how to change the Delivery Location, please read the following guide:
[CSUBUY Delivery Location Setup PDF](#)

Training Guides and Resources

Please review User Training Guides, recorded training videos and other information at the Chancellor's Office [CSUO: CSUBUY](#) site.

Coming Soon to CSUBUY...

Procure to Pay is a standardized process that allows for the elimination of manual touchpoints and steps resulting in efficiencies through automation, risk mitigation, and cost savings for the California State University. Check out what's on the horizon for the CSUBUY collaborative procure-to-pay marketplace.

PDF Introduction Video

CSUO Procure-to-Pay (P2P) Project Site

CSUBUY Campus Administrator

Procurement & Contract Services
Kathleen Huber kathhuber@csuchico.edu
or
Michael McNamee mjmcnamee@csuchico.edu

DISTRIBUTION SERVICES

- Items picked up locally?
- Local supplier deliver directly to your location?
- Any items that did not go through Distribution Services (Receiving)?

We need to know - email distribution@csuchico.edu and let us know you received your order.

FINANCIAL ACCOUNTING & REPORTING

- Review your transactions for appropriate chartfields and completeness.
 - Refer to [Listing of Core Accounts by Category](#)
 - Contact FAR team with chartfield questions so new year activity starts off with best account/classification.
- Review all funds with your dept id(s)– not just G1006
 - Note: Can disregard COVID funds, these are managed centrally.
- 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.

FINANCIAL ACCOUNTING & REPORTING

Timeline for requests to correct CFS Transactions, sent to far@csuchico.edu

Date of transaction that needs to be corrected	Date the correction request is due	Fiscal month correction will be posted
7/1/2021 – 1/31/22	4/8/2022	March
2/1/2022-2/28/2022	4/26/2022	April
3/1/2022 – 4/30/2022	5/27/2022	May
5/1/2022 – 5/31/2022	6/16/2022	June
6/1/2022 – 6/30/2022	If a transaction is needing correction, please reach out to FAR team 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.

- Journal Entry Request Guidelines

www.csuchico.edu/far Campus Departments Financial Resources > Journal Entry Requests

FINANCIAL ACCOUNTING & REPORTING

Other year-end reminders:

- Month of May 2022 estimated to close by 6/9/22
- Spring 2022 Reimbursed Time POs (RTPOs) –work with CSE analysts to process
- IFT/CPO requests for CSU/CO reimbursements due to FAR 6/3/22
- YE Process Guides
 - [Year End – Encumbrance Rollover Process](#)
 - [Year End – Obligation Process](#)
 - [Year End – Prepaid Expenditure Process](#)

FINANCIAL ACCOUNTING & REPORTING

- Anytime we are paying an auxiliary for services they performed, please use one of the following accounts:
 - 617810 – Services from AS
 - 617811 – Services from CSE

ACCOUNTS PAYABLE

General:

- Travel
 - Significant amount of activity for employee/non-employee travel. Please assist with encouraging and supporting your colleagues in completing submission before depart for summer.
- Adobe Sign – if using this tool to send payment/PCard documents to AP, must use the workflow “AP Payment Document Approval.”
 - Please ensure what is being sent is complete. This will expedite processing and mitigate delays.

ACCOUNTS PAYABLE

Year End:

- Auxiliary Invoices (AS, CSE) - Submit ASAP
- Invoices/Reimbursements – no due date, please keep sending in as receive/approve
 - Please do not solicit invoices from suppliers for goods/services not yet received just because it is YE.
- Obligations - If you are contacted and have responded with obligation amounts and then receive actual invoice, please submit promptly to AP teammate and note “Obligated.”
- ProCard
 - June transactions must be reconciled timely and by fiscal schedule deadline
 - If you will not be available to reconcile, please have a back up plan for this deadline
 - Reminder: Please keep funding source in mind and ensure correct chartfield is utilized.

QUESTIONS & FUTURE TOPICS

- Future topics?
- Any questions?
- We welcome feedback!
- Email FINCFS@csuchico.edu

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Thank you for
attending the
Financial
Services
Forum!

Happy Summer
2022!



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