

*Welcome!*

# FINANCIAL SERVICES YEAR-END FORUM

May 25, 2021

10:00 a.m.

Virtual Zoom Webinar





# WELCOME!

Some guidelines for our meeting

- Chat window will be closed to avoid distractions
- 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
  - Julie Jessen, CSE – RSCA Funds
- Student Financial Services
- Procurement & Contract Services
- Financial Accounting & Reporting
- Accounts Payable
- Questions & Future Topics



# FINANCIAL SERVICES

- New Financial Accounting & Reporting Director (FAR)
  - Ron Barker
- New Staff
- ASC Training Being Developed



# 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** | PORTAL | EMAIL | CATALOG | CLASS SCHEDULE | CAMPUS MAP | DIRECTORY | LIBRARY

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

### FINANCIAL SERVICES

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

**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



# FINANCIAL SERVICES

## Fiscal Year-End Important Dates

*<- 2020/21 Closed for Req's*

**MAY** **SUSPEND ACCESS TO PURCHASE REQUISITIONS**

**28** 5:30 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.**

**MAY** **CURRENT YEAR & NEW YEAR REQUISITION**

**28** 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.

**JUNE** **CHARGEBACKS (SERVICE CENTERS ONLY)**

**23** 12:00 noon / 5:00 pm - 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 5:00 p.m. to be charged in 2020/21.**



# FINANCIAL SERVICES

## Fiscal Year-End Important Dates (cont.)

**JUNE**

**24**

**PROCUREMENT CREDIT CARD (US BANK VISA)**

**10:00 am - AP**

**You will receive a notification from Accounts Payable that the reconciliation cycle is open. Reconciliation must be complete by EOB on June 24th. 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**

**06**

**PURCHASE REQUISITIONS**

**10:00 am - PURC**

**Campus users will have access to CFS, PO/requisition entry for 2021/22 year.**

*<-Yay! New Year!*

# UNIVERSITY BUDGET



- Research Scholarly and Creative Awards (RSCA)
  - Stateside Fund T8515
  - Chancellor's Office Funding
  - Awarded and Communicated by CSE
  - Funding and Spending on Stateside
  
- Welcome Julie Jessen from Chico State Enterprises





# RSCA Grants Overview

Financial Services Forum, May 25, 2021

*Julie Jessen*, Chico State Enterprises, Manager of Grant Development and Pre-Award

## About today:

- What is RSCA?
- Clarify roles and responsibilities to improve our processes and collaboration
- Webpage is coming: information for both faculty and AA/S & ASCs
- Possibly attend next monthly AA/S meeting to fine-tune points of communication, monthly financial summary report, etc.
- Question's welcome



## Research, Scholarship, and Creative Activity (RSCA) Grant Program

### RSCA management guidance for awardee project directors and for college AA/S and department ASC

**Overview:** The objective of this internal grant program is to support faculty in their disciplinary productivity and achievement, such as creative original works and exhibits, basic and applied research resulting in peer reviewed publication(s), and preparation and submittal of extramural funding proposals to facilitate continued RSCA. RSCA funds represent a significant investment in faculty and commitment to the University's mission in serving California and the nation.

**RSCA grants are allocated by CSU Chancellors Office:** RSCA grant funds are provided by the CSU Chancellors Office and are awarded to faculty through a competitive process on each CSU campus. Applications will be reviewed by the CSU, Chico Academic Senate-approved [Internal Research Grants Committee \(IRGC\)](#). The IRGC makes the recommendations for awards to CSE's Chief Executive Officer, who also serves as our campus's Chief Research Officer.

**Eligibility:** All faculty in the R03 Bargaining Unit and in any discipline are eligible to apply. This includes tenured/tenure-track, part-time, temporary, non-tenure track, and FERP faculty (project is to be during teaching semester only). Applicants must be in the R03 Bargaining Unit at the time of application and during the proposed project period. A faculty member 1) may apply for no more than one RSCA grant in any given competition cycle; 2) can only be awarded one grant every three years (meaning a 2-year gap between submissions); and 3) must have submitted final reports for all previously funded RSCA grants.

**Funds Availability and Timing:** Availability of RSCA grants is dependent upon annual allocation of funds from the Chancellors Office. The grant application cycle is typically announced early in spring semester.

# RSCA Grant Management Roles and Responsibilities



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## Awardee

- Apply for RSCA grant via InfoReady Portal following the application instructions
- If awarded, work with campus RSCA admins to manage your grant expenses and track your spending
- Adhere to your project period timeline
- Request changes to spending categories or your timeline via email
- Submit final report

## Chico State Enterprises

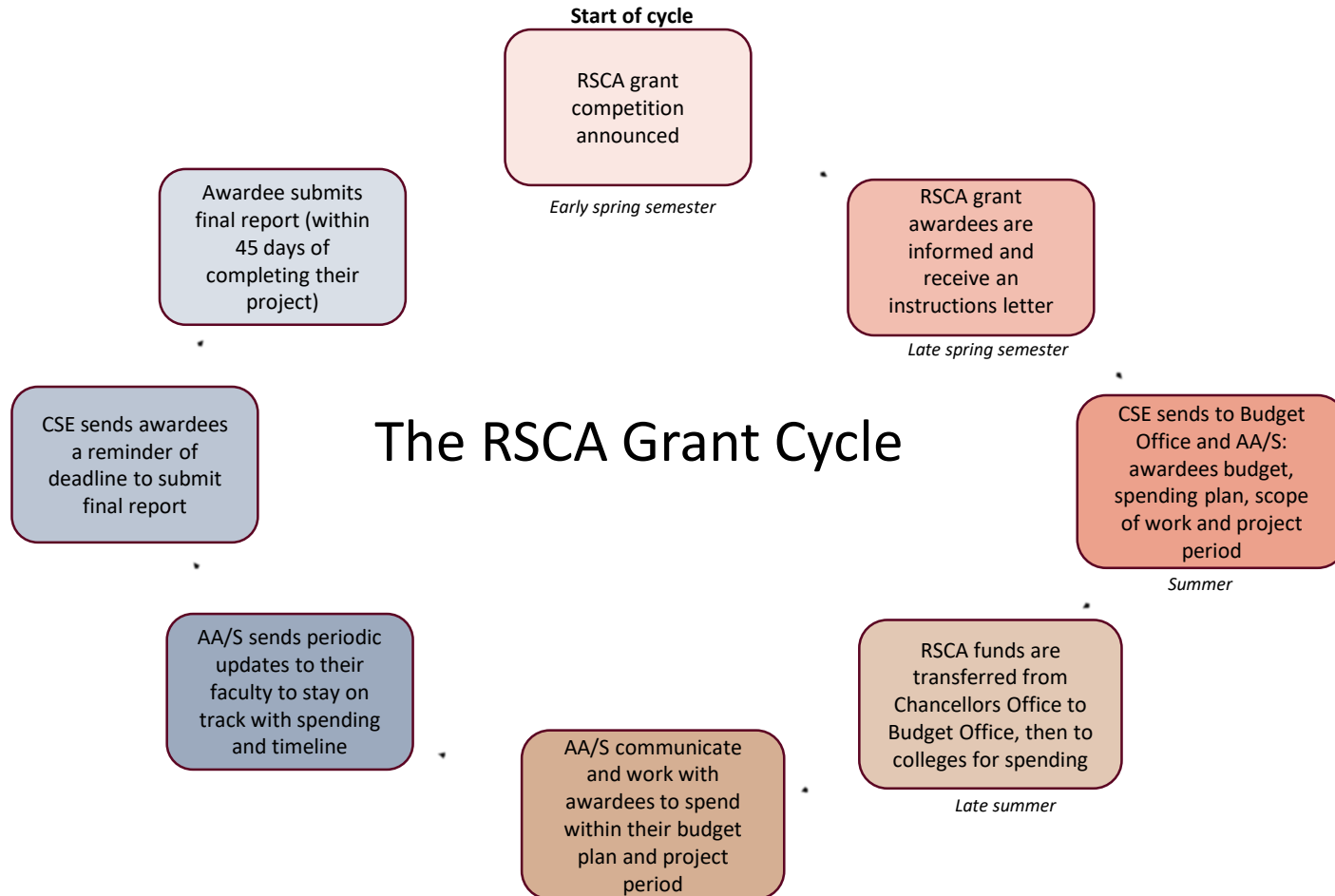
- Announce and manage the annual RSCA campus competition
- Communication and coordinate activities with the IRG Committee
- Communications with RSCA applicants
- Create and manage applications via InfoReady, and IRGC review documents and process
- Facilitate IRGC award determination meeting
- Inform awardees and non-awardees
- Send campus Budget Office and AA/S the awardee names, budgets and budget justifications
- Respond to CSU Chancellors Office reporting requirements

## Campus Budget Office and College AA/S

- Budget office receives Chancellors Office RSCA funds and transfers to colleges accordingly
- When AA/S receives notice that the funds are ready to spend, they inform the awardees about the spending process/procedures
- AA/S works with awardees to ensure spending is within awardee budget and categories
- AA/S periodically updates awardees on their budget balances to stay on track, ensure spending limits, and remind of project period
- AA/S assigns proper chartfield strings and program codes
- Budget office sends monthly RSCA Financial Summary to AA/S and to CSE



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<Sidebars>

### Need to change your RSCA award budget or project period?

#### **Budget change:**

- Budget change approval must be requested if:
  - Variance from any approved budget category of over 20%
  - Any change to reimbursed time (course buy-out)

Email your request to [Julie Jessen](#) in CSE, and cc: your department chair and your college AA/S.

- Budget changes are allowed without written approval if the variance for any budget category is less than 20%.

#### **Project period change:**

- If you want to request a time extension to expend your funds, please email Julie Jessen and cc: your college AA/S.

### Apply for a RSCA grant

#### **Internal Grants Portal:**

The web-based [Internal Grants Portal](#), provides faculty an easy-to-use system to apply for internal research grants at CSU Chico. The portal includes grant submittal, review and approval, and project reporting functions.

**The application period for the 2021 Research, Scholarship and Creative Activities (RSCA) grant is closed.** Each year, the RSCA application period opens in early spring.



# 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

## ▪ 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



## ▪ 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
  - Awards with approved rollovers have been posted to the SLF website
  - Multiple awards with similar purposes are being combined for 21/22
  - 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. We need to move away from "use it or lose it" mindset.
- **Don't worry about balances in T8540/T8541/T8543. 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.
- Per the campus policy, payments should be collected only at authorized collection points.
- SSC will be open from 9AM to 3PM.
- Cut-off for year end is 12PM on 6/30/2021
- Contact Anna Magaña (x6789) or Suzy Buck (x4195) for questions about receipting or checks.



# PROCUREMENT & CONTRACT SERVICES

- Coming soon – New Procurement Specialist!!
- 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 x5134

**NATALIE NOZISKA**  
Payment Specialist x5866

- AGR (Jennifer)
- BUS (Jessica)
- HFA (Jennifer)
- UED/GRAD/OIE (Lupita)
- VPSA (Cindy)

### JESSICA WESTBAY

Procurement Specialist x5135

**NATALIE NOZISKA**  
Payment Specialist x5866

- ECC
- IRES
- PRS

### LUPITA ARIM-LAW

Procurement Specialist x5383

**CHRISTINE PICO**  
Payment Specialist x6812

- CME
- NSC
- VPBF

### MICHAEL MCNAIRN

Procurement Specialist x5237

**CHRISTINE PICO**  
Payment Specialist x6812

- PDC
- FMS

### CINDY REISWIG

Procurement Specialist x5137

**BRI SASEEN**  
Payment Specialist x5312  
(Janitia Pierce - Interim)

- BSS
- LADO
- RCE
- SLL/CCLC/SHC
- VPAA
- VPUA

### JENNIFER THAYER

Procurement Specialist x6516

**JANITA PIERCE**  
Payment Specialist x3163

- ATHL
- FMS
- UHFS

# PROCUREMENT & CONTRACT SERVICES



## HAPPENINGS – REMINDERS – ANNOUNCEMENTS

- Year-end is here!!
  - Procure to Pay Team Meetings –
    - More department focused approach to renewals
    - 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
  - If you haven't attended your Year End Procure to Pay meeting, please check in with your Procurement Specialist for details.

# FINANCIAL ACCOUNTING & REPORTING



- **CFS Data Warehouse (DW) Security**
  - Did review of roles and noted some users still have an older role that has since been replaced. Updates were made accordingly.
    - Should not impact the way you were/are using CFS DW but please reach out if you run into any issues.

# 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](mailto:far@csuchico.edu) for assistance or next steps.

# FINANCIAL ACCOUNTING & REPORTING



Timeline for requests to correct CFS Transactions, sent to [far@csuchico.edu](mailto:far@csuchico.edu)

Date of transaction that needs to be corrected	Date the correction request is due	Fiscal month correction will be posted
7/1/2020 – 1/31/21	3/25/2021	March
2/1/2021-2/28/2021	4/30/2021	April
3/1/2021 – 4/30/2021	5/28/2021	May
5/1/2021 – 5/31/2021	6/17/2021	June
6/1/2021 – 6/30/2021	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](http://www.csuchico.edu/far) Campus Departments Financial Resources > Journal Entry Requests

# FINANCIAL ACCOUNTING & REPORTING



## Other year-end reminders:

- Month of May 2021 estimated to close by 6/10/21
- Spring 2021 Reimbursed Time POs (RTPOs) –work with CSE analysts to process
- CPO requests for CSU/CO reimbursements due to FAR 6/4/21
- YE Process Guides
  - [Year End – Encumbrance Rollover Process](#)
  - [Year End – Obligation Process](#)
  - [Year End – Prepaid Expenditure Process](#)

# ACCOUNTS PAYABLE



## ▪ **General:**

### ▪ Travel

- Restriction updated - Previously communicated as 6/30 and has been updated to 6/1
- Concur
  - All employee travel has migrated to Concur online platform
  - All non-employee travel to be migrated in Fall 2021
  - Training - CSU Learn (please register!)
    - [CTE – General Overview](#)
    - [CTE – User Lab](#)
    - Department/Unit specific training available upon request
- Travel credit cards – due to lack of use many cards have been inactivated at bank. Working on re-ordering as applicable.

## ▪ **Working Remotely:**

- Please ensure what is being sent is complete. This will expedite processing and mitigate delays.
- If use Adobe Sign to send payment/PCard documents to AP, must use the workflow “AP Payment Document Approval.”
- Receiving – please notify shipping/receiving if something is delivered to your department, that did not go through them first.



# 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 by EOB on 6/25
    - If you will not be available to reconcile, please have a back up plan for this deadline
  - Make sure actively seeking refunds as applicable
  - 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](mailto:fincfs@csuchico.edu)

## **Stacie Corona**

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Financial Services  
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(530) 898-5730

## **Ron Barker**

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

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