FINANCIAL SERVICES FALL FORUM

September 23, 2021
3:00 p.m.
Virtual Zoom Webinar
WELCOME!

Some guidelines for our meeting

• Chat will be closed during meeting 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
- Student Financial Services
- Procurement & Contract Services
- Accounts Payable
- Financial Accounting & Reporting
- Questions & Future Topics
FINANCIAL SERVICES

Higher Education Emergency Relief (HEERF) Awards

- Dept of Education guidance still applies
  - Campus awarded funds after proposal process
  - Budget Contacts from proposals were notified
- Unique Chartfields:
  - Fund – T8548
  - Program Code – 4HFxx
  - Dept ID – Your department ID
- Expenditures must:
  - Be incurred/spent by April 30, 2022 (Dept of Ed)
  - Align with proposal submitted
- Any questions – email FINCFS@csuchico.edu
UNIVERSITY BUDGET

- **Student Learning Fees**
  - Postponed awards, rolled awards and new awards all have a new year (61xxx) program code
  - Start working on a spending plan now so to prevent a rush in the last quarter of the fiscal year
  - Request new positions as needed
  - Visit the SLF website for more program info
    - [www.csuchico.edu/slf](http://www.csuchico.edu/slf)

- **Position Management**
  - University Budget builds and maintains all positions
  - Added a new page to the Budget website with guides and templates
  - New fund source change template added
UNIVERSITY BUDGET

- **Budget Transfer Reminders**
  - Remember budget transfers should always zero out, we’re never creating or reducing budget, just reallocating.
  - When copy/pasting, always use paste values, if there are formulas that are copied into the transfer template it will cause the upload to fail.
  - Watch for extra spaces in the chartfield values.
  - Accounts only have alphas in the 4th character, never anywhere else (660U73 not 660U73).
  - Line description field has a maximum length of 30 characters, journal header has a max of 254.
  - Journal ID is 10 characters long. It should be your first initial and then last name for the first 8 and then 2 numbers. Try to have your numbering be sequential for the fiscal year.
### UNIVERSITY BUDGET

- **Budget transfer reminders continued**

<table>
<thead>
<tr>
<th>Journal Date</th>
<th>Journal ID</th>
<th>Header Description</th>
<th>CheckTotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>09012021</td>
<td>JJAMES07</td>
<td>New year budget allocation for D12500 - University</td>
<td>0.00</td>
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<tr>
<td></td>
<td></td>
<td>Budget Office</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept</th>
<th>Account</th>
<th>Monetary Amount</th>
<th>Class</th>
<th>Program</th>
<th>Project</th>
<th>Line Description</th>
<th>FY</th>
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<tbody>
<tr>
<td>GH1006</td>
<td>D12500</td>
<td>616S02</td>
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<td>Alloc for Questica Software</td>
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<td>660003</td>
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<td>General Office Supplies</td>
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<td>Annual Network costs</td>
<td>2021</td>
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<td>670C33</td>
<td>1,000.00</td>
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<td>Annual MFP costs</td>
<td>2021</td>
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<tr>
<td>GH1006</td>
<td>D12500</td>
<td>660U73</td>
<td>(36,550.00)</td>
<td></td>
<td></td>
<td></td>
<td>2021-22 Budget Distribution</td>
<td>2021</td>
</tr>
</tbody>
</table>

- **Double check for extra spaces**
- **Try to keep numbering sequential if possible**
- **Make sure you have sufficient budget to cover the negative**
- **Maximum of 30 char, abbrev to keep meaningful**
UNIVERSITY BUDGET

- Budgetary only accounts
  - Remember that the accounts below are only to be used for budget transactions, they cannot be used for requisitions, purchase orders, P-Card statements, etc.
    - 660R20 - Rollover Allocation S&S
    - 660U01 - University Initiatives
    - 660U73 - Unallocated O&E

- Any questions??
STUDENT FINANCIAL SERVICES

State-side Faculty/Staff Payroll Distribution Process Change

- Effective now - Individual employees required to pick up their own paper check in person with a photo ID.
- Pick-up of checks begins at 3:00 pm on any given payday in SSC-230.
- Employees enrolled in direct deposit may view their pay stubs in Cal Employee Connect (CEC) - No more paper stubs.
- Sign up for direct deposit!! For Information on direct deposit enrollment click: https://www.csuchico.edu/hr/payroll/pdd.shtml
PROCUREMENT & CONTRACT SERVICES

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

- "One suggested vendor" should be used sparingly, not for routine activity. Please search for the supplier name and if do not locate then use this option.
- Remember to attach any quotes, forms or supporting documentation to the requisition in CFS – make sure to note it on the requisition.
  - Speaking of attachments.....if using AdobeSign, please have it signed by all except Procurement Specialist and then attach to the requisition.

- Hospitality reminders—form should be done in advance of the event if it's happening on campus, for participation incentives, recognition events etc. Food should be "COVID friendly" grab and go, prepackaged etc.

- LifeCycle of a PO Training coming this fall – watch for announcement.
ACCOUNTS PAYABLE

Travel:
  ▪ Concur
    ▪ All employee travel has migrated to Concur online platform
    ▪ Non-employee travel beginning migration in Fall 2021
  ▪ Training -
    ▪ CSU Learn - CTE – General Overview
    ▪ CSU Learn - CSU Learn - CTE – User Lab
    ▪ Department/Unit specific training available upon request
  ▪ Resources on AP page -
    https://www.csuchico.edu/ap/cte/concur.shtml

  ▪ General resources for travel in relation to COVID considerations
    ▪ FAQ, CDC guidelines, etc. -
      https://www.csuchico.edu/ap/travel.shtml
ACCOUNTS PAYABLE

General:

- Submitting documents for processing
  - 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.”
    - Please make sure you set up with appropriate signatures to obtain all those required for processing.
  - Receiving – please notify shipping/receiving if something is delivered to your department, that did not go through them first.
- Document retention – mitigating duplication, cycle for purging
- Petty Cash return – processing low dollar reimbursement activity.
Welcome our latest team member: Ty Boots
Stateside chargeback cycle – in discussion about aligning with FY in 21/22. Confirmation pending.
Please continue to review transactions and reach out to FAR@csuchico.edu for any questions or correction requests
QUESTIONS & FUTURE TOPICS

• Future topics?
• Any questions?
• We welcome feedback!
• Email fincfs@csuchico.edu
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https://www.csuchico.edu/fin/forum.shtml