
FINANCIAL SERVICES FORUM



September 27, 2022

10:30 a.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
- Procurement & Contract Services
- Accounts Payable
- Financial Accounting & Reporting
- Questions & Future Topics

FINANCIAL SERVICES

Completing Notice of Separation

- Necessary to keep CFS access permissions current
 - When employees change positions on campus
 - When employees drop a position (like a dept chair)

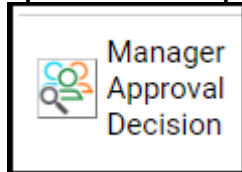
Higher Education Emergency Relief (HEERF) Awards

- Few awards still being spent due to special circumstances
- Any questions – email FINCFS@csuchico.edu

FINANCIAL SERVICES

Electronic Form & Workflow Project – Update (Feb)

- Unity & OnBase
 - Form design platform & workflow/document repository
- Travel CC request form – **LIVE!**
 - Form website [update](#)
 - Cardholder must initiate the form/request
 - Approvers will receive email from DMGT@csuchico.edu with direct link to form(s) in queue for approval.



- We have encountered some approvers having locked OnBase accounts. Please reach out to Melissa if this is encountered.
- Forms and processes in testing for migration to production:
 - ProCard request/update form – *in testing*
 - Payee Data Record (decentralized distribution/solicitation) - *in testing*

FINANCIAL SERVICES

CFS Upgrade – MP 5.0

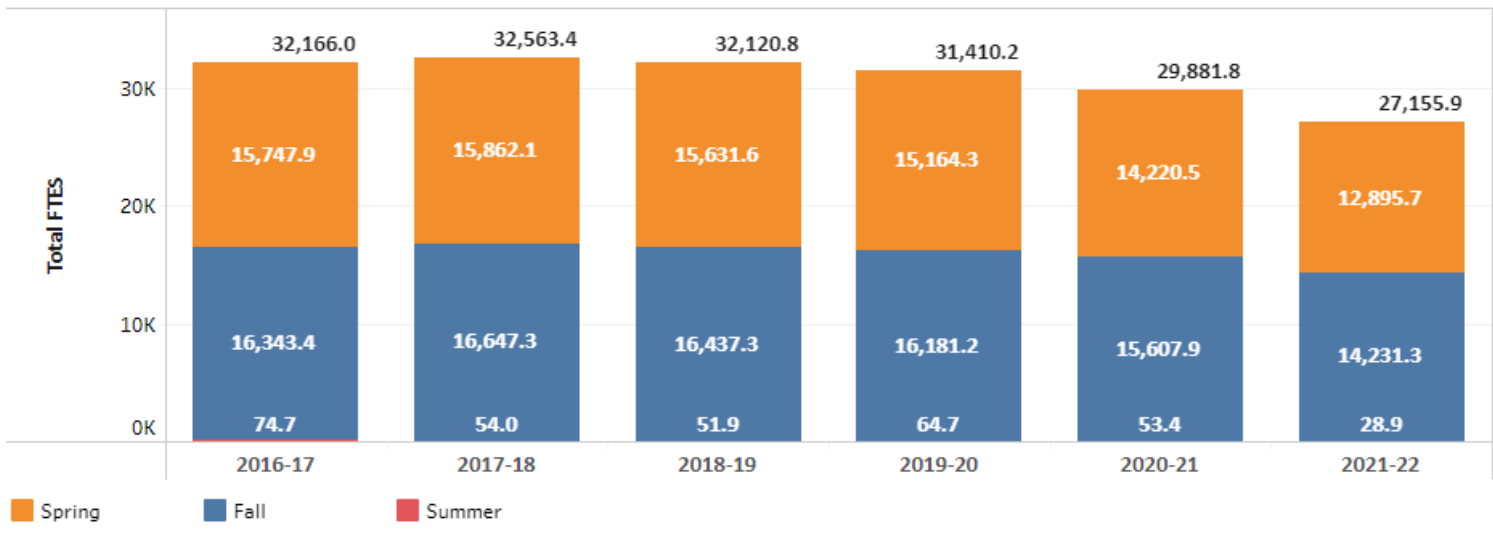
- Acceptance Testing: 9/19 - 10/28
- CFS production downtime: 11/18 – 11/21
 - Communication via FIN CFS email
 - May need to cut-off requisition entry EOD 11/17 to migrate to POs on 11/18 before cutover.

UNIVERSITY BUDGET

Enrollment and Revenue

- We've all heard about declining enrollment, but does enrollment impact my budget?

Total Enrollment for All Term(s)



See Public/Open Data and Reports at: <https://www.csuchico.edu/data/>

UNIVERSITY BUDGET

Enrollment directly impacts our budget, *especially* for student fee funded programs (Athletics, Rec Sports, Health Services, etc.)

		Fiscal year actuals				Budget
		2018/19	2019/20	2020/21	2021/22	2022/23
FTES	Resident	15,633	15,328	14,642	13,262	12,318
	Non Resident	427	377	299	316	320
	Total FTES	16,060	15,705	14,941	13,578	12,638
Operating Fund	Tuition	94,027,685	90,976,096	87,742,087	80,674,239	74,164,000
	Non-Resident	3,300,367	2,993,307	2,470,999	2,437,187	2,459,000
	Tuition & NR Subtotal	97,328,052	93,969,403	90,213,086	83,111,426	76,623,000
Restricted Student Fee Funds	Consolidated Course Fee	468,610	458,804	440,523	406,930	343,000
	Student Learning Fee*	2,082,230	2,826,089	2,854,514	2,627,090	2,480,000
	Health Services Fee*	7,993,582	8,061,997	8,065,118	7,422,220	6,966,000
	Health Facilities Fee	101,595	98,715	95,116	87,634	79,000
	ID Card	71,776	70,319	67,450	62,274	53,000
	Student Activity	2,298,000	2,266,619	2,251,609	2,072,040	2,005,000
	IRA - Baseline	1,582,868	1,571,343	632,556	1,426,335	1,372,000
	IRA - Athletics*	3,334,126	4,910,650	4,839,089	4,453,318	4,117,000
Student Union	13,719,566	13,596,934	13,452,897	12,380,541	12,007,000	
	Cat II fee subtotal	31,652,353	33,861,470	32,698,872	30,938,382	29,422,000
	Grand Total	128,980,405	127,830,873	122,911,958	114,049,808	106,045,000

UNIVERSITY BUDGET

▪ But what about our State Support Allocation?

Fiscal Year State Support				
18/19	19/20	20/21	21/22	22/23
126,690,932	140,015,432	131,838,000	140,098,000	152,905,000

- Our state support has generally gone up every year (except 20/21 during the beginning of the COVID pandemic).
- Increases to state support are generally for specific purposes such as benefit rate increases, compensation or GI 2025 initiatives.
- The additional funding doesn't always cover the total cost. For 22/23, it's estimated that our compensation allocation only covers 80% of the true cost of the compensation increases. The balance must be funded by Tuition & Student fees.
- Self support and fee funded programs do not receive any of this money and solely rely on student fee revenue.

UNIVERSITY BUDGET

- **So, should we be panicking about the budget?**



UNIVERSITY BUDGET

- **No, we do not need to panic!**
 - As a campus we have some tough obstacles to overcome but if we come together, we can weather the storm.
 - We must acknowledge that we all have a part to play in enrollment and advocating for our campus in our work and personal lives can help draw potential students to Chico.
 - Now is the time to be thinking of how we can streamline processes, reduce redundant software and ensure all our spending is responsible and necessary.
 - What “non-value added” work are we still doing simply because we’ve always done it? Eliminating those tasks that are not profitable frees us up to tackle other tasks.

UNIVERSITY BUDGET

▪ **Student Learning Fees (Fund T8508)**

- Start working on a spending plan now to prevent a rush in the last quarter of the fiscal year
- Request new/updated positions as needed
- Visit the SLF website for more program info www.csuchico.edu/slf

▪ **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

UNIVERSITY BUDGET

- **Visit the University Budget Office Website for more info**
 - <https://www.csuchico.edu/bud>
 - **Transparency & Reporting** – Campus budget & lottery allocation info, student fee reports & OpenBook transparency portal.
 - **University Funding Sources** – Documentation on various funds including SLF, CCF, Lottery, IRA, grant funds & more!
 - **Student Fees** – Historical student fee rates and overview of student fee categories.
 - **Position Management** – Guides on how to find your department’s position information in HR as well as how to update position info & funding.
 - **Resources** – Various training guides and budget transfer template

PROCUREMENT & CONTRACT SERVICES

Contact your Procure-to-Pay Team! They are here for YOU!

<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:

Temporary Reassignments for Jessica Westbay

JESSICA WESTBAY ([Teams Chat](#)) [Ⓔ]

Procurement Specialist x5135

NATALIE NOZISKA ([Teams Chat](#)) [Ⓔ]

Payment Specialist x5866

- College of Business | [Michael McNairn](#) ([Teams Chat](#)) [Ⓔ]
- College of Engineering, Comp Sci, & Const Mgmt | [Lupita Arim-Law](#) ([Teams Chat](#)) [Ⓔ]
- Enrollment Management | [Cindy Reiswig](#) ([Teams Chat](#)) [Ⓔ]
- Information Technology | [Jennifer Thayer](#) ([Teams Chat](#)) [Ⓔ]
- President's Office | [Lori Rice](#) ([Teams Chat](#)) [Ⓔ]

LORI RICE ([Teams Chat](#)) [Ⓔ]

Procurement Specialist x5629

NATALIE NOZISKA ([Teams Chat](#)) [Ⓔ]

Payment Specialist x5866

- 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 ([Teams Chat](#)) [Ⓔ]

Payment Specialist x6812

- College of Communication & Education
- College of Natural Sciences
- Graduate Studies
- Int'l Education & Global Engagement
- Library Administration
- Undergraduate Education
- University Police

MICHAEL MCNAIRN ([Teams Chat](#)) [Ⓔ]

Procurement Specialist x5237

CHRISTINE PICO ([Teams Chat](#)) [Ⓔ]

Payment Specialist x6812

- FMS - Major Cap Projects

CINDY REISWIG ([Teams Chat](#)) [Ⓔ]

Procurement Specialist x5137

BRI SASEEN ([Teams Chat](#)) [Ⓔ]

Payment Specialist x5312

- College of Behavioral & Social Sciences
- Regional & Continuing Ed
- Student Life & Leadership
- Provost Office (AA)
- University Advancement
- WellCat Health Center

JENNIFER THAYER ([Teams Chat](#)) [Ⓔ]

Procurement Specialist x6516

JANITA PIERCE ([Teams Chat](#)) [Ⓔ]

Payment Specialist x3163

- FMS - Minor Cap Projects
- University Housing

PROCUREMENT & CONTRACT SERVICES

HAPPENINGS – REMINDERS – ANNOUNCEMENTS







- ❖ Time to clean up Procurement Data in CFS!
 - ❖ Review open encumbrances using Insight <https://www.csuchico.edu/fin/insight-reporting.shtml>
 - ❖ Email Procurement Specialist with anything that needs to be closed or adjusted
 - ❖ Set a monthly reminder to review

PROCUREMENT & CONTRACT SERVICES







HAPPENINGS – REMINDERS – ANNOUNCEMENTS

Showcases

GENERAL

			
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INFORMATION TECHNOLOGY

					
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Amazon Business has moved!

- ❖ Now a punchout catalog under CSUBuy
- ❖ And it's.....SPECIAL :-)
- ❖ Register today! <https://www.csuchico.edu/purc/amazon-business.shtml>

PROCUREMENT & AP

COMING SOON...



Streamline Procurement and Payment Processes



Improve User Experience



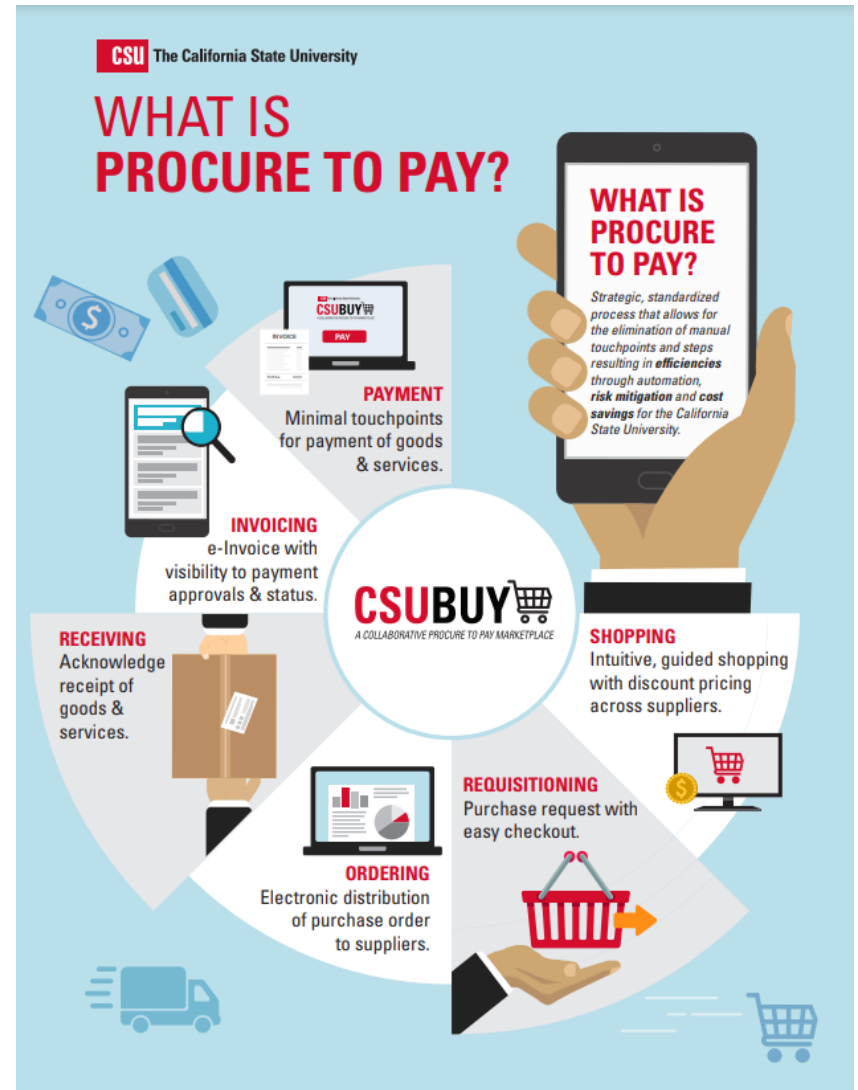
Better Data Quality for Decision Making



Increased Visibility



Continuous Improvement



PROCUREMENT & AP

What is Changing in CSUBUY?

CSUBUY Today

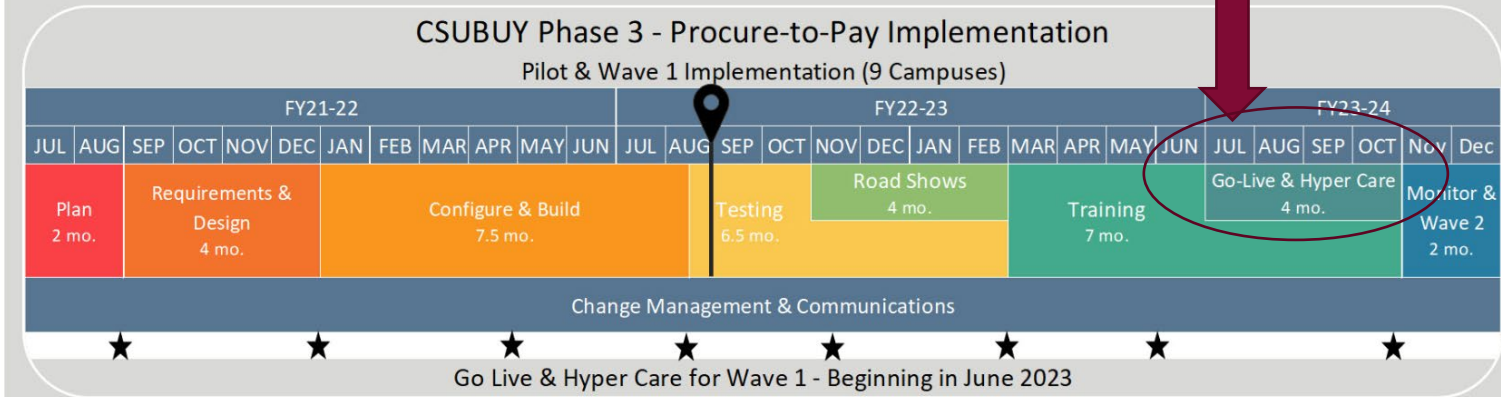


CSUBUY Tomorrow



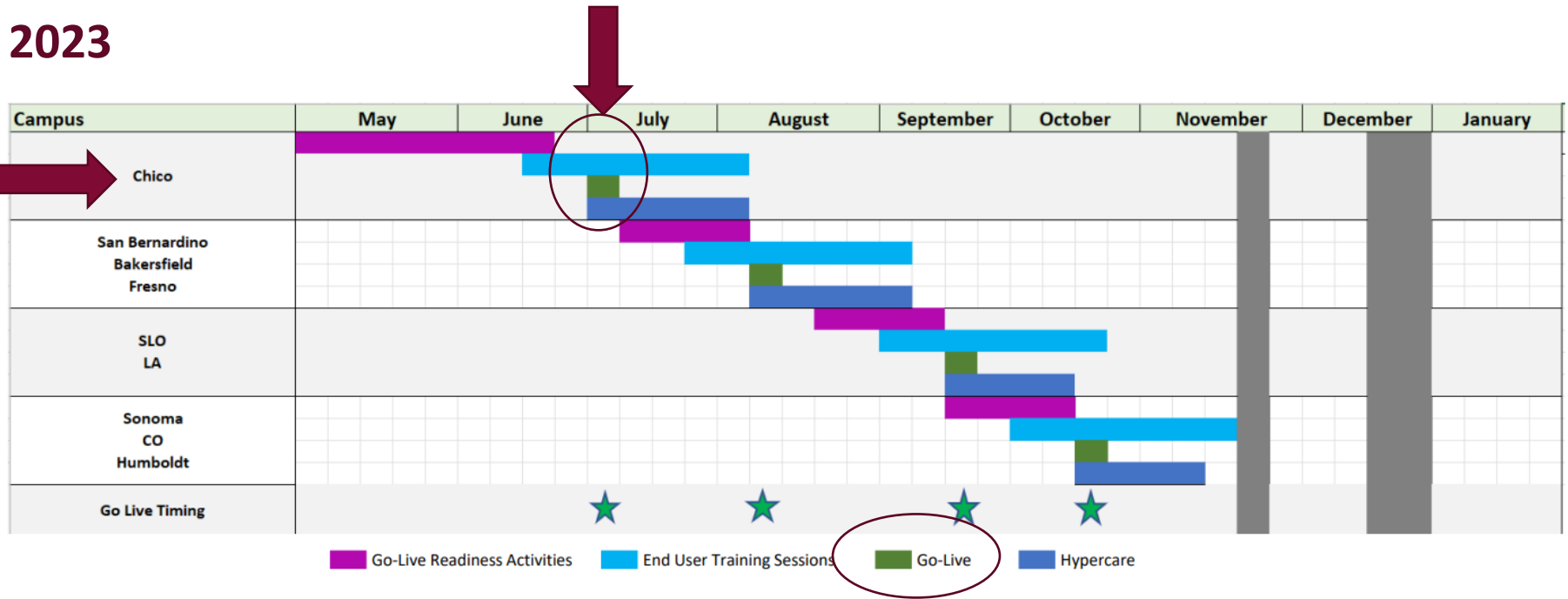
PROCUREMENT & AP

Project Timeline



PROCUREMENT & AP

2023



PROCUREMENT & AP

WE NEED VOLUNTEERS!

Please contact Michael McNairn
or Bri Saseen if you'd like to be a
first-wave Super End-User!

**How Can I Get Involved
with CSUBUY?**



ACCOUNTS PAYABLE

Travel in Concur:

- Employees/Students/Interviewees
- System notifications – awareness and action
- Training -
 - CSU Learn - [CTE – General Overview](#) - self paced, recorded
 - CSU Learn - [CTE – General Overview](#) – live training
 - Department/Unit specific training available upon request
 - Resources on AP page -
<https://www.csuchico.edu/ap/cte/concur.shtml>

ACCOUNTS PAYABLE

General:

- Service Providers – Travel Reimb in lieu of service fee
 - Suppliers who are providing service/performing a function are subject to Procurement procedures.
 - Req is need to capture details about activity and document expectations of all parties.
 - Supplier should provide invoice to communicate fees. Asking for reimbursement of travel expenses in lieu of service fee does not then get classified as travel and transacted in Concur.
 - If supplier is going to be reimbursed for travel, however, they are subject to our CSU travel procedures in the absence of alternative negotiations.
 - All amounts are potentially subject to annual 1099 reporting and may have tax reporting implications for the agency/individual performing the function.
 - Please consult with your P2P team as situations arise. This can help tremendously with getting the transaction in the correct lane for timely processing.

ACCOUNTS PAYABLE

General:

- Employee reimbursements
 - 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.



EMPLOYEE CERTIFICATION		
<p>I certify that I have personally paid for the items identified and that upon reimbursement they become University property. If any items are returned, I will refund the appropriate amount to the University. Additionally, I will not seek reimbursement for (1) a duplicate request or (2) from any other sources. Further, if any items are for use at a non-University location, I will complete and obtain departmental approval on the "Off-Campus Use of State Property" form located at www.csuchico.edu/pm/forms.stm.</p>		
Payee:	<input type="text"/>	<input type="text"/>
	<small>SIGNATURE</small>	<small>PRINT NAME</small>
		<small>DATE</small>
AUTHORIZATION		
<p><i>By signing this request, I certify this event/expense serves a clear University business purpose, is consistent with the mission of the University, is cost effective, does not include alcohol, and is in accordance with the best use of public funds. Higher authority approval is required.</i></p>		
Department:	<input type="text"/>	<input type="text"/>
	<small>SIGNATURE</small>	<small>PRINT NAME</small>
		<small>DATE</small>
Procurement and Contract Services:	<input type="text"/>	<small>Date:</small> <input type="text"/>

FINANCIAL ACCOUNTING & REPORTING

- Staff bonuses account correction
 - Some show in 601100 Academic Salaries
 - Correcting to 601300 Staff Salaries
- New CSU Fund 564
 - Miscellaneous State Financial Aid
 - First use: Y6401 CalKids
- Year-end GAAP reporting
- 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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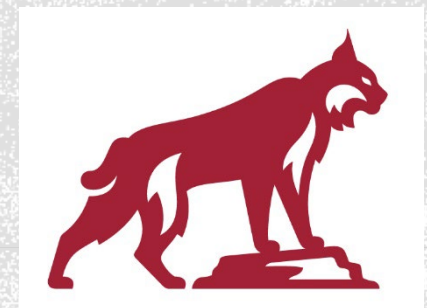
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Thank you
for attending
the Financial
Services
Forum!



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