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
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
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.
Enrollment and Revenue

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

See Public/Open Data and Reports at: https://www.csuchico.edu/data/
Enrollment directly impacts our budget, *especially* for student fee funded programs (Athletics, Rec Sports, Health Services, etc.)

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<td>Non Resident</td>
<td>427</td>
<td>377</td>
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<td>Total FTES</td>
<td>16,060</td>
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<td>Tuition</td>
<td>94,027,685</td>
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<td>93,969,403</td>
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<td>Restricted Student Fee</td>
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<td>Consolidated Course Fee</td>
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<td>Student Learning Fee*</td>
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<td>Health Services Fee*</td>
<td>7,993,582</td>
<td>8,061,997</td>
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<td>Health Facilities Fee</td>
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<td>ID Card</td>
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<td>Student Activity</td>
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<td>IRA - Baseline</td>
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<td>1,571,343</td>
<td>632,556</td>
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<td>IRA - Athletics*</td>
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<td>Grand Total</td>
<td>128,980,405</td>
<td>127,830,873</td>
<td>122,911,958</td>
<td>114,049,808</td>
<td>106,045,000</td>
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UNIVERSITY BUDGET

But what about our State Support Allocation?

- 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?
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](http://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](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
**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](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
Amazon Business has moved!

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

WHAT IS PROCURE TO PAY?

WHAT IS PROCURE TO PAY?

Strategic, 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.

INVOICING

e-Invoice with visibility to payment approvals & status.

PAYMENT

Minimal touchpoints for payment of goods & services.

ORDERING

Electronic distribution of purchase order to suppliers.

REceiving

Acknowledge receipt of goods & services.

Requisitioning

Purchase request with easy checkout.

Shopping

Intuitive, guided shopping with discount pricing across suppliers.
What is Changing in CSUBUY?

CSUBUY Today
- Marketplace
- Sourcing
- Contracts
- Spend Analytics

CSUBUY Tomorrow
- Marketplace
- Sourcing
- Contracts
- Spend Analytics

Procure to Pay (P2P)
- Shopping – goods & services
- Requisitioning
- Ordering
- Receiving
- Invoicing
- Payment
PROCUREMENT & AP

Project Timeline

CSUBUY Phase 3 - Procure-to-Pay Implementation
Pilot & Wave 1 Implementation (9 Campuses)

FY21-22
- JUL: Plan 2 mo.
- AUG: Requirements & Design 4 mo.
- SEP: Configure & Build 7.5 mo.
- OCT: Testing 6.5 mo.
- NOV: Change Management & Communications
- DEC: Go Live & Hyper Care for Wave 1 - Beginning in June 2023

FY22-23
- JUL: Testing 6.5 mo.
- AUG: Road Shows 4 mo.
- SEP: Training 7 mo.
- OCT: Go Live & Hyper Care 4 mo.
- NOV: Monitor & Wave 2 2 mo.
- DEC: Change Management & Communications

FY23-24
- JUL: Go Live & Hyper Care 4 mo.
- AUG: Monitor & Wave 2 2 mo.
- SEP: Change Management & Communications
- OCT: Go Live & Hyper Care for Wave 1 - Beginning in June 2023
- NOV: Change Management & Communications
- DEC: Go Live & Hyper Care for Wave 1 - Beginning in June 2023
## PROCUREMENT & AP

### 2023

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<th>Campus</th>
<th>May</th>
<th>June</th>
<th>July</th>
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<td>Go Live Timing</td>
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- **Go-Live Readiness Activities**
- **End User Training Sessions**
- **Go-Live**
- **Hypercative**

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**CSUBUY**

A COLLABORATIVE PRO средства TO PAY MARKETPLACE
WE NEED VOLUNTEERS!

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

Travel in Concur:

- Employees/Students/Interviewees
- System notifications – awareness and action
- Training -
  - CSU Learn - [CTE – General Overview](https://www.csuchico.edu/ap/cte/concur.shtml) - self paced, recorded
  - CSU Learn - [CTE – General Overview](https://www.csuchico.edu/ap/cte/concur.shtml) – live training
  - Department/Unit specific training available upon request
  - Resources on AP page - [https://www.csuchico.edu/ap/cte/concur.shtml](https://www.csuchico.edu/ap/cte/concur.shtml)
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.
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.
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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(530) 898-5851

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