
Welcome!

FINANCIAL SERVICES YEAR-END FORUM



ChicoState

May 23, 2023

10:00 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
- Accounts Payable
- Financial Accounting & Reporting
- Financial Systems & Data Reporting
- 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>


Financial Services

Financial Services

Forms & Resources +

Federal Aid

Financial Services Forum

Contact Us 

Fiscal Year-End Schedule

Fiscal Year-End Schedule

2022/23 Schedule

The Fiscal Year-End Schedule includes deadlines for preparing for the year-end close of the curr changes are made. Should we need to adjust or edit the Fiscal Year-End Schedule, we will comm 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. You out to set up a meeting to go over the process for this next fiscal year.

[2022/23 Fiscal Year-End Schedule \(PDF\)](#)

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

DATE 22/23	TRANSACTION TYPE	DESCRIPTION/INSTRUCTIONS
Friday, June 2, 2023 4:30 p.m.	Suspend Access to Purchase Requisitions	Campus users will <u>not</u> have access to CFS requisition entry after this date. Contact your department-assigned Procurement Specialist with any questions.
<i>2022/23 Closed for Req's</i>		

DATE 22/23	TRANSACTION TYPE	DESCRIPTION/INSTRUCTIONS
Wednesday, July 5, 2023	Purchase Requisitions	<i>Tentative Plan</i> - Campus users will have access to CSU Buy requisition entry for 2023/24 year.
<i>Open for 2023/24 Entries</i>		<i>Happy New Year!</i>

FINANCIAL SERVICES

Moving and Relocation:

- Updated procedures will be published, effective 6/1/23 on HR website
 - Lump sum payments
 - Geographic ceilings
 - Paid via payroll
 - TBD – mechanics of repayment when do not meet service requirements

Employee & Student Reimbursements:

- Reminder – not in scope for CSU Buy
- Migration to Concur has been delayed (~maybe early 2024)
- Maintain current practice – Adobe form through Adobe workflow

OnBase Forms in Progress:

- Financial Security Authorization
- Delegation of Authority

UNIVERSITY BUDGET

Fiscal Year-End Important Dates

Date	Description
Thursday, June 15, 2023	Request for payroll corrections
Thursday, June 22, 2023	Budget Transfers submitted to Budget Office

Better yet – Get your requests/transfers in earlier!

UNIVERSITY BUDGET

▪ **Budget Review**

- Run account balance reports & review for:
 - Total DeptID overspent
 - Planning for remainder of the year
 - Review one-time entries
- Review all funds, not just G1006 (SLF, CCF, RSCA, etc.)
- Budgets do not need to zero BBA by line!
- Assess budget needs for next fiscal year

▪ **Consider all Funding Sources**

- Do you have other funds that can cover some expenses like CSE, UF, Lottery, or Campus Partners?
 - If so, start those transfers soon

UNIVERSITY BUDGET

- **Student Learning Fees/Consolidated Course Fee**

- Monitor balances by program code
- We will not be rolling forward program budget balances into 23/24. Any balances will be reallocated to 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.

Fund Fdescr ▲▼	Dept Level 2 Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year ▼
T8508 - Student Learning Fee	AA - Academic Affairs	1,914,490.54	1,284,900.67	171,218.12	458,371.75	76%
	SA - Student Affairs	315,370.00	255,938.97	0.00	59,431.03	81%
T8509 - Consolidated Course Fee	AA - Academic Affairs	623,881.56	262,674.09	12,326.75	348,880.72	44%

UNIVERSITY BUDGET

▪ 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

Don't worry about balances in T8541/T8547/T8548. Balance are being covered centrally. 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 29th.
 - Cut-off for year end is 12PM on 6/29/2023
- Per the campus policy, payments should be collected only at authorized collection points.
- SSC will be open from 7AM to 5PM.
- Contact Suzy Buck (x4195) or Gina O'Neal (6336) 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 Settings

- 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		

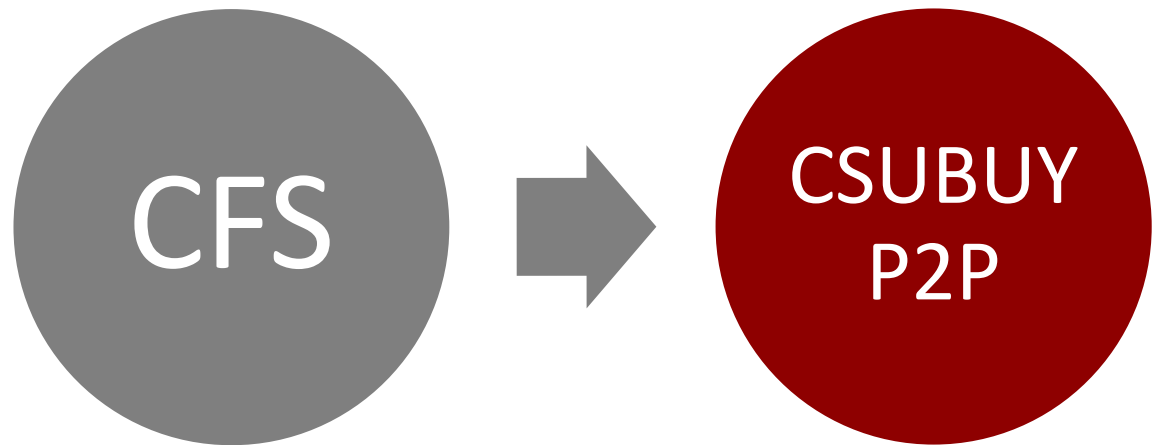
[Open Commitments Data](#)

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

PROCUREMENT & AP

CSUBUY GO-LIVE: JULY 5th, 2023

Year-End will coincide with our campus moving **out** of operation in CFS and **in to** CSUBUY's P2P platform.



PROCUREMENT & AP

YEAR-END SCHEDULE HIGHLIGHTS

June 2nd – Campus Users will no longer have access to CFS for requisition entry

July 5th – **CSUBUY** GO LIVE



PROCUREMENT & AP

YEAR-END SCHEDULE HIGHLIGHTS

**PREPARING NEW YEAR
REQs IN CFS**

CSUBUY 

A COLLABORATIVE PROCURE TO PAY MARKETPLACE



PROCUREMENT & AP

YEAR END STRATEGY: A YEAR END LIKE NO OTHER

INSTRUCTIONS FOR 2023/24 - CONTRACT AND SERVICE ORDER RENEWALS

Get your annual department contracts ready for the new fiscal year!

Definitions:

- **New Year** = Fiscal year 7/1/2023 to 6/30/2024
- **Current Year** = Fiscal year 7/1/2022 to 6/30/2023 (a.k.a. “old year”)
- **New Year Order** = Orders that will be in place for the upcoming fiscal year
- **Critical Renewal** = Orders that need to be in place by or before July 1 for continuity of service and warranty, or to avoid cancellation, i.e. software license or maintenance agreement.
- **Standard Renewal** = i.e. equipment maintenance agreement or paper shredding services that occur periodically throughout the year. Note: these orders will be entered into CSUBUY after the July 5 Go Live
 - **Medium Priority:** Must be entered as soon as CSUBUY access is available
 - **Low Priority:** Can wait to be entered later, as needed



PROCUREMENT & AP

INSTRUCTIONS FOR 2023/24 - CONTRACT AND SERVICE ORDER RENEWALS

STEP ONE

Determine & Prioritize your department New Year renewal contracts:

- Your department may have an established list, or you can review orders from previous fiscal year. You can also use other tools such as [Insight](#). For assistance, contact your Procurement Specialist.
- Categorize your list of renewals – Low Priority, Medium Priority & **Critical**
- Determine if your new year agreement needs an [ITPR](#), and if so, enter ASAP
- Contact the supplier and ask for a quote for the upcoming service term

STEP TWO

Work with your Procurement Specialist on strategies to meet **Critical New Year Renewal Needs:**

- Send your list of **Critical** Renewals to your Procurement Specialist ASAP for review
- Meet & discuss strategy for these renewals with your Procurement Specialist

STEP THREE

Collect & Prepare information for Medium & Low Priority New Year Renewals:

- These renewals will be entered into CSUBUY after July 5th
- Instruction on how to enter new year orders will be provided at CSUBUY training



PROCUREMENT & AP

CSUBUY P2P INITIAL TRAINING SCHEDULE: Save the Date!

Tuesday, June 20th

- Morning Session: CAMPUS CUSTOMERS (Online - 3HRS)
- Afternoon Session: APPROVERS (Online – 3HRS)

Calendar invite & Zoom links will be sent out this week



PROCUREMENT & AP

WHAT IF A SUPPLIER CONTACTS ME?

- Some suppliers will receive an email directly from CSUBUY when it is time to register
- Instructions, FAQs, and a tutorial will be included in the supplier registration invitation email
- The supplier registration process is **easy** and should take just a few minutes to complete
- Still more questions? Contact us at CSUBUY@csuchico.edu



PROCUREMENT & AP

CSUBUY SPECIFIC EMAIL

- CSUBUY@csuchico.edu

CSUBUY CAMPUS WEBSITE

- <https://www.csuchico.edu/purc/csubuy.shtml>

SIGN UP FOR SYSTEMWIDE PROJECT UPDATES

- <https://csyou.calstate.edu/Projects-Initiatives/csubuy/procure-to-pay/Pages/default.aspx>



PROCUREMENT & AP

BROUGHT TO YOU BY YOUR CAMPUS CORE TEAM

- Sara Rumiano
- Melissa Taylor
- Michael McNairn
- Layla Betar-Makhoul
- Bri Saseen



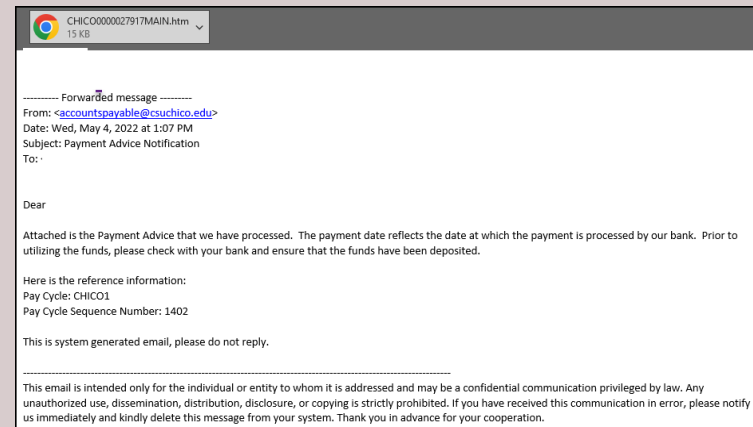
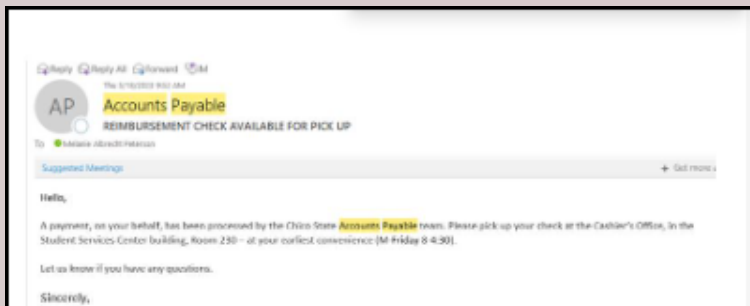
ACCOUNTS PAYABLE

General:

- Payment Notification
 - Emails come from accountspayable@cuschico.edu.

If payment by check – will get notification to pick up at cashiering (SSC 230)

If payment electronically – will get notification of payment that has an .html attachment with payment details



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 they depart for summer.
- Document retention – mitigating duplication, cycle for purging (i.e. setting purge dates on folders in Box)
 - Future state of CSU Buy everything will be accessible in that system, no local storing/moving around in Box as in our current structure

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.
- Travel Credit Card activity assigned to an expense report will be accrued to 22/23.
- 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 the correct chartfield is utilized.
- 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.”

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
7/1/2022 – 1/31/2023	4/7/2023	March
2/1/2023-2/28/2023	4/26/2023	April
3/1/2023 – 4/30/2023	5/26/2023	May
5/1/2023 – 5/31/2023	6/15/2023	June
6/1/2023 – 6/30/2023	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 2023 estimated to close by 6/8/2023
- Please making any billing requests as soon as possible
 - Spring 2023 Reimbursed Time POs (RTPOs) –work with CSE analysts to process
- IFT/CPO requests for CSU/CO reimbursements due to FAR 6/5/23
 - Proof of agreement
 - Appropriate contact at other campus
 - Actuals have hit CFS
 - *IFT – Interagency Financial Transaction*

FINANCIAL ACCOUNTING & REPORTING

Other year-end reminders:

▪ Encumbrance

- ➔ Commitment is made
- ➔ Goods & services NOT received

▪ Obligations (Accruals)

- ➔ Commitment is made
- ➔ Goods & services HAVE been received

▪ Prepaids

- ➔ Payment has already been made
- ➔ Goods & services NOT COMPLETELY received

Dept Level 2 Fdescr	Current Budget	Actuals	Encumbrances	Balance Available
AA - Academic Affairs	1,914,490.54	1,284,900.67	171,218.12	458,371.75
SA - Student Affairs	315,370.00	255,938.97	0.00	59,431.03
AA - Academic Affairs	623,881.56	262,674.09	12,326.75	348,880.72

FINANCIAL ACCOUNTING & REPORTING

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

FINANCIAL SYSTEMS & DATA REPORTING

Chico Finance Data Warehouse (FDWH) Project

- Table layout and design from CFS
- Data Validation
- Reporting Design – will replace Insight for campus reporting
- More to come in the Fall



QUESTIONS & FUTURE TOPICS

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

Stacie Corona

Associate VP,
Financial Services
scorona@csuchico.edu
(530) 898-5730

Ron Barker

Director,
Financial Accounting & Reporting
rabarker@csuchico.edu
(530) 898-5606

Michelle Korte

Director, Financial Systems
& Data Reporting
mkorte@csuchico.edu
(530) 898-5207

Melissa L. Taylor

Manager, Strategic Initiatives &
Accounts Payable
mltaylor@csuchico.edu
(530) 898-5851

Sara Rumiano

Associate Vice President
Procurement, Property, Distribution
Services & Real Estate
srumiano@csuchico.edu
(530) 898-5270

Anna Magaña

Director,
University Budget
amagana5@csuchico.edu
(530) 898-6789

Gina O'Neal

Director,
Student Financial Services
groneal@csuchico.edu
(530) 898-6336

Michael McNairn

E-Procurement & Systems
Manager
mjmcnairn@csuchico.edu
(530) 898-5237

Thank you for
attending the
Financial
Services
Forum!

Happy
Summer...



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