

Financial & Support Services Fall Update

October 20, 2021

9:00 a.m. to 10:30 a.m.

- I. Welcome- Regan Linderman

- II. Federal Work Study/Financial Aid – Ana Contreras

- III. University Budget Office (UBO) Update – Angie Sevilla
 - A. Staff Introduction
 - B. Webpage/Forms/Forms Email – budget-services@csustan.edu
 - C. Preliminary Dates for FY 2021/22 processes
 - D. Questica Budgeting Software Implementation

- IV. Financial Services Update – Francine Gutierrez
 - A. Audits
 - B. Billing/Accounts Receivable Updates

- V. General Accounting & Accounts Payable Update – Jennifer Coelho
 - A. Staffing Introductions
 - B. General Updates

- VI. Post Award – Lisa Austin
 - A. Staffing Changes & Status
 - B. The Devil is in the Details!
 - 1. Concur Requests/Direct Pays/Gift Cards/Payroll
Forms/Expense Transfers
 - C. Concur - Reminder that receipts are required for all grant activity!

- VII. Procurement & Contract Services Update – David Sawyer
 - A. Staffing and Department Changes
 - B. Training Requests

- VIII. Support Services Update – Frank Borrelli
 - A. Located at CY900-Shipping and Receiving, Property Control,
Surplus Property Sales
 - B. Located at MSR010-Mail Services, Shredding Services, Surplus
Property, Stan Prints, Copy Program, Records Management
 - C. Who We Are & What We Do for You

- IX. Poll – Future Training Possibilities