

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>



Memorandum

August 1, 2017**Via E-mail Only**

TO: Chief Executive Officers
Chief Business Officers
Chief Student Services Officers
Chief Instructional Officers

FROM: Frances Parmelee, Assistant Vice Chancellor
College Finance and Facilities Planning Division

SUBJECT: New Financial System at the Chancellor's Office

Background

Effective July 1, 2017, the Chancellor's Office implemented FI\$Cal, the largest single integrated financial system in the public sector. FI\$Cal integrates state government processes in the areas of budgeting, accounting, cash management, and procurement. FI\$Cal will also eliminate the need for over 2,500 department-specific applications statewide and enable the state financial systems and workforce to function in an integrated environment.

The Chancellor's Office has been preparing for implementation for over a year and continues to receive training, however, with such a massive undertaking, it will take time for all of us to master FI\$Cal. Providing excellent service and effective communication continues to be our priority and as we gain a better understanding of the system, we will disseminate critical information and guidance. This memo's purpose is to communicate new invoicing requirements.

New Invoicing Requirements

In the past, the Chancellor's Office staff would attach a copy of the Online Expenditure Reporting system reports to support payments and advances made to community college districts/colleges. This practice will no longer be accepted starting July 1, 2017 because FI\$Cal requires all payments to be supported by an invoice.

Effective immediately, community college districts/colleges must perform the following:

1. **Use the invoice template.** To ensure consistency, timely payments, and compliance with state requirements, use the invoice template to request any type of payments, such as advances, progress payments, final payments, and other payments. The invoice template includes specific instructions and guidance.
2. **Electronically Submit Invoices.** All invoices must be emailed to the Accounting Office (accountspayable@cccco.edu) and state "INVOICE ENCLOSED" on the email's subject line. It is not necessary to mail a hard copy.

We welcome any constructive feedback on this new process since our goal is to facilitate payments as effectively and efficiently as possible.

Contacts

Please contact your Chancellor's Office Program Contact or April Lován-Martinez, Director of Accounting and Budgets at alovanmartinez@cccco.edu or (916) 327-5355 if you have any questions or concerns about the new invoicing process.