

Finance Business Operations Forum

October 19, 2022



California State University
MONTEREY BAY

Agenda

1. Accounting

- Changes to Qualified Reimbursements Process: Students and Employment Candidates
- CSU Travel Policy Reminders
- AB 1887 Updates & Reminders
- Payment Request Issues

Break- You Otter Stretch!!

2. Did you Know? - Presented By OSI

- Requisition To Payment - End User Notification
- CFS Data Warehouse Reset Link
- CFS MP 5.0 Application Upgrade
 - Timelines
 - New look, Changes and Enhancements

3. Q & A



Accounting & Accounts Payable Update

Garren Fisher, Manager, General Accounting & Financial
Reporting



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Agenda

- Changes to Qualified Reimbursements Process: Students and Employment Candidates
- CSU Travel Policy Reminders
- AB 1887 Updates & Reminders
- Payment Request Issues
- Q&A



Changes to Qualified Reimbursements Process: Students and Employment Candidates

CSU Travel Policy requires form STD.204 (vendor data record) be completed for all new vendors for which qualified travel reimbursements/qualified business expense reimbursements (e.g. employees, students, and employment candidates traveling on University business)

Paymentworks is CSUMB's vendor onboarding and maintenance application effectively acting as our STD.204 vendor data record.



Changes to Qualified Reimbursements Process: Students and Employment Candidates

Purpose of STD.204 vendor data record is to ensure capture of appropriate tax-related data fields for statutorily or regulatorily required tax reporting such as 1099s

However, generally speaking, qualified travel and business expense reimbursements are by definition tax-exempt transactions due to their business purpose and for being in alignment with IRS guidelines (i.e. “qualified”)



Changes to Qualified Reimbursements Process: Students and Employment Candidates

Question:

If these qualified reimbursements are tax-exempt, why do we require our employment candidates and students to go through the possibly confusing process of submitting tax-related information in Paymentworks for one-off reimbursements?



Changes to Qualified Reimbursements Process: Students and Employment Candidates

Answer:

Just in case.



Changes to Qualified Reimbursements Process: Students and Employment Candidates

The team at the Office of the Chancellor is concerned that these transactions, while currently determined to be tax-exempt, may eventually be judged to be taxable, and therefore we need to have the appropriate tax-related information for the recipient.

Middle ground: data is captured in a number of locations already including OASIS, employment application, and CMS HR.



Changes to Qualified Reimbursements Process: Students and Employment Candidates

CSU Travel Policy also allows for campus President or their designee (CSUMB CFO/VP A&F Glen Nelson) to override CSU Travel Policy where deemed appropriate.

Upon review of our processes Glen Nelson has provided a memorandum overriding the requirement of the STD.204 vendor data record (Paymentworks submission) for qualified reimbursements for candidates, employees, and students.



Changes to Qualified Reimbursements Process: Students and Employment Candidates

This change aligns us with the practice of a number of other CSU campuses that have modified/overridden policy for administrative efficiency.



Changes to Qualified Reimbursements Process: Students and Employment Candidates

What does this really change?

No more Paymentworks vendor set-up prior to submitting payment request for qualified travel and other business expense reimbursements for students, employees, employment candidates.



Changes to Qualified Reimbursements Process: Students and Employment Candidates

What does this really change?

Send payment request directly to AP team via adobesign to paymentrequest@csumb.edu

AP will arrange for vendor set-up directly with the Business Support Services (BSS) team

Employees – on-going “vendor”

Candidates – one-time vendor

Students – one-time vendor



Changes to Qualified Reimbursements Process: Students and Employment Candidates

What does this really change?

Payment types

Employees – Check or Direct Deposit available

Candidates – Check only (wires for international candidates)

Students – Check only (wires for international students)



CSU Travel Policy Reminders

CSU Travel Policy is available on the CSU PolicyStat website:

<https://calstate.policystat.com/policy/12002664/latest/>

An excellent resource that can answer most of your questions



CSU Travel Policy Reminders

Receipts requirement:

Itemized receipts required for expenses in excess of \$75.00

This is CSU Policy that CSUMB Finance follows.

Note: DOA is allowed to be stricter than policy.



CSU Travel Policy Reminders

International Travel:

We will discuss in more detail during November's BOF.

Remember to involve Environmental Health Safety and Risk Management (EHSRM) when booking international travel.

Other fundamental difference: per diem model of funding travel rather than reimbursement of actual lodging and meal expenses.



AB 1887 Updates

AB 1887 is a California law that restricts state agencies from requiring employees to travel to any state that has enacted a law that discriminates on the basis of sexual orientation, gender identity, or gender expression. The law also prohibits approval of state-funded or state-sponsored travel to states on the list.

<https://oag.ca.gov/ab1887>

Currently 23 states on the list. Latest additions of Indiana and Louisiana in July 2022, Georgia in August 2022, and Arizona in September 2022



AB 1887 Updates

AB 1887 provides for statutory exceptions to the provisions of the ban. They are few, they are narrow, and they are *rare*. Exceptions should be the exception, not the rule.

“These exceptions only apply if travel to a subject state is ‘required.’ “

1. Enforcement of California law, including auditing and revenue collection.
2. Litigation.
3. To meet contractual obligations incurred before January 1, 2017.
4. To comply with requests by the federal government to appear before committees.
5. To participate in meetings or training required by a grant or required to maintain grant funding.
6. To complete job-required training necessary to maintain licensure or similar standards required for holding a position, in the event that comparable training cannot be obtained in California or a different state not subject to the travel prohibition.
7. For the protection of public health, welfare, or safety, as determined by the affected agency, department, board, authority, or commission, or by the affected legislative office.



AB 1887 Updates

In the event someone believes their travel is exempt from the provisions of AB 1887, CSUMB Accounting has created an exception form to help the traveler and DOA to certify to the applicability of a particular exception.

CSUMB Accounting is not responsible for “approving” or “disapproving” of travel. However, as it is our responsibility to ensure remittances are made in line with policy and law, we must perform due diligence to ensure the *very narrowly worded* exception criteria applies.

We highly recommend engaging the Accounts Payable team well in advance of any travel to a banned state to ensure statutory exception is reasonably applicable.



Payment Request Updates

Background:

In March 2020, CSUMB Accounts Payable went paperless nearly overnight. Moving from literal, physical inboxes holding inter-office mail envelopes with payment requests to an email-based workflow with electronic signatures.

Before, shortcomings on payment requests could be identified and corrected while placing the physical document in a pending box, and later processed upon correction of the underlying issue (e.g. PO receiving had been completed, PO insufficient funds, etc.)

Now, these payment requests remain in our email “workflow” while trying to coordinate corrections and new requests. It’s quite a bit more difficult in an electronic environment. Imagine a lot of spinning plates...



Payment Request Updates

We are well aware that using email as a workflow is not a best practice. It's not ideal. It's not where we want to be. It's not where we intend to remain.

- Concur Travel
 - Software application to book travel and process travel claims. Electronic workflow and approvals.
- CSUBuy - P2P (Procure-to-Pay) - Jaggaer
 - Software application to house contracts, purchase reqs and orders, invoices, payment requests. Electronic workflow and approvals.



Payment Request Updates

In the meantime, with all the spinning plates and significant increase in travel and other payment requests, it is difficult to ensure requests aren't falling through the cracks.

Minor Issues/Corrections – if we can clarify a minor issue with a simple chat or email, we'll happily correct and proceed to payment

Non-Minor Issues – if a payment request has a “bigger” underlying issue such as a PO requiring alteration, we will kick these requests back to the requesting department to complete the action necessary for AP to proceed. At such time, please RESUBMIT to AP so that we know when we are ready to move forward.

In short, all payment requests SHOULD be ready for “primetime”



Questions and Answers



Break

*You
Otter
Stretch!!*



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DID YOU KNOW?

Venkat Paruchuru, Director - OSI
Marlene Sabanal, Senior OSI Analyst- Finance



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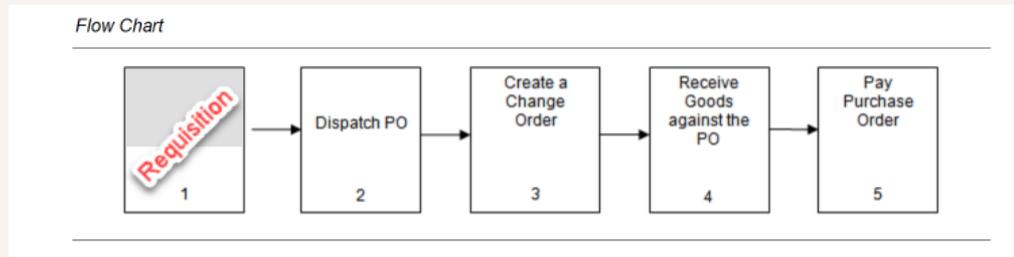
Did You Know?



- Requisition To Payment - End User Notification
- CFS Data Warehouse Reset Link
- CFS MP 5.0 Application Upgrade
 - Timelines
 - New look, Changes and Enhancements



Req To Check End User Notification



Notification Steps:

1. User creates Requisition – No Notification
2. Procurement dispatches PO – Requestor Notified
3. Procurement creates PO Change Order – Requestor Notified
4. Receiving Receives Good (tangible items) – Requestor Notified
5. AP Processes Payment – Requestor Notified



Req To Check End User Notification Cont..

Email Subject Line : Requisition Status Notification

Email from address: Procurement@csumb.edu

Sample Email Content:

Purchase Order Dispatched (Step 2)

* Message: PO# XXXXXXXXXXXX has been dispatched from Requisition# XXXXXXXXXXXX to Vendor# XXXXXXXXXXXX (ID), XXXXXXXXXXXXXXXXXXXXXXXXXXXX (Vendor Name 1) on MM/DD/YYYY.

PO Change Order (step 3)

* Message: Change Order number XXX to PO# XXXXXXXXXXXX has been dispatched to Vendor# XXXXXXXXXXXX (ID), XXXXXXXXXXXXXXXXXXXXXXXXXXXX (Vendor Name 1) on MM/DD/YYYY.

Items Received (Step 4)

* Message: Items have been received, Receipt# XXXXXXXXXXXX, against PO# XXXXXXXXXXXX for Vendor# XXXXXXXXXXXX (ID), XXXXXXXXXXXXXXXXXXXXXXXXXXXX (Vendor Name 1) on MM/DD/YYYY.

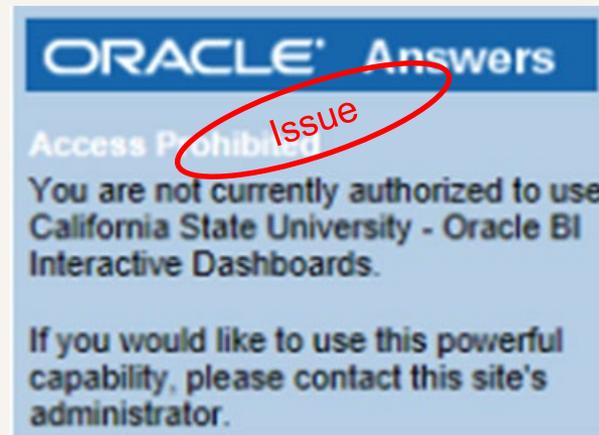
Payment Processed (Step 5)

* Message: A payment to Vendor# XXXXXXXXXXXX (ID), XXXXXXXXXXXXXXXXXXXXXXXXXXXX (Vendor Name 1) has been made against the following PO# XXXXXXXXXXXX via check number XXXXXX on MM/DD/YYYY.



CFS Data Warehouse Reset Link

Use the Reset Login [Link](#) to Resolve the “Access Prohibited” Issue.



[Reset Login](#)
[CFS Data Warehouse](#)



CFS MP 5.0 Application Upgrade

Timelines:

Campus Testing : September 19, 2022 - October 28, 2022

Move to Production (MTP): November 18, 2022 - November 22, 2022

**CFS and CFS Data Warehouse will be unavailable
From November 18, 2022 5.00PM Until November 21,
2022 9.00AM**

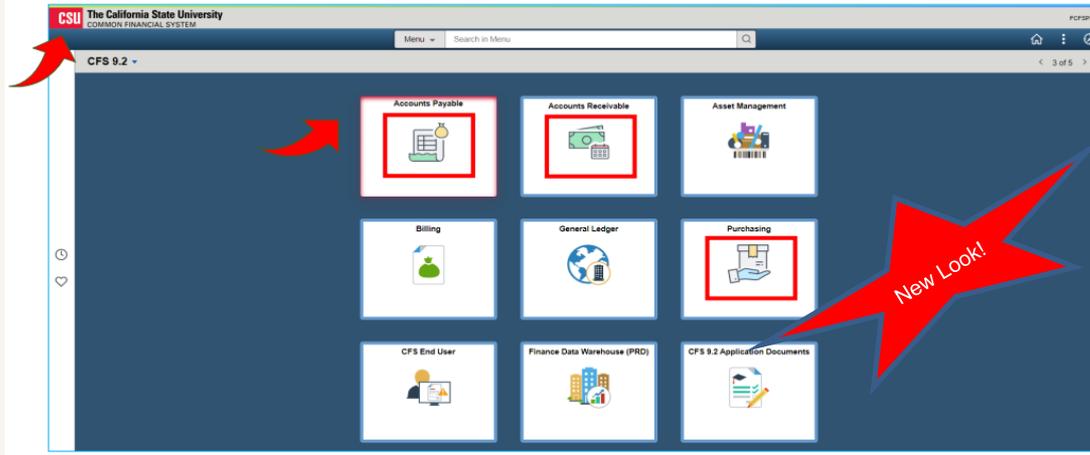
Go-Live November 21, 2022 9.00AM or Earlier



CFS MP 5.0 New Upgrade Look- Changes & Enhancements

Homepage - Branding

- Color Scheme – ADA and CSU Compliant
- New Icons
- Enhanced Tile Borders
- Hover over Tile (Red)



CFS MP 5.0 New Upgrade Look- Changes & Enhancements

Homepage - Enhancements

The image displays two screenshots of the CFS (California Financial System) homepage, comparing the MP 4.0 version (top) and the MP 5.0 version (bottom). The MP 4.0 version features a green 'MP 4.0' badge, while the MP 5.0 version features a yellow 'MP 5.0' badge. Both versions show a grid of application tiles including Accounts Payable, Accounts Receivable, Asset Management, Billing, General Ledger, Purchasing, CFS End User, Finance Data Warehouse (FDW), and CFS 9.2 Application Documents. The MP 5.0 version includes a search bar at the top and a scrollable sidebar on the left. Red callouts with numbers 1, 2, and 3 point to specific enhancements: 1. Global Search (top right), 2. Homepage Selector (left sidebar), and 3. Homepage Scroll (right side of the grid).

1. Global Search
2. Homepage Selector
3. Homepage Scroll



CFS MP 5.0 Changes & Enhancements Cont..

Homepage Enhancements – Global Search

The image displays two screenshots from the CSU CFS MP 5.0 system. The top screenshot shows the homepage with a search bar at the top right. A red dashed box highlights the search bar, and a red arrow points to a dropdown menu titled 'Journal'. The menu contains the following items:

- Journal Unlock
General Ledger
- Publish Journals
General Ledger
- Journal Drill
Cash Management
- Review Journals
General Ledger

The bottom screenshot shows the 'Journal Unlock' search page. It includes a search bar, a 'Find an Existing Value' button, and search criteria options:

- Search Criteria
- User ID: begins with [input field]
- Case Sensitive:

Buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' are located at the bottom of the search page.



CFS MP 5.0 Changes & Enhancements Cont..

Auto Search Results

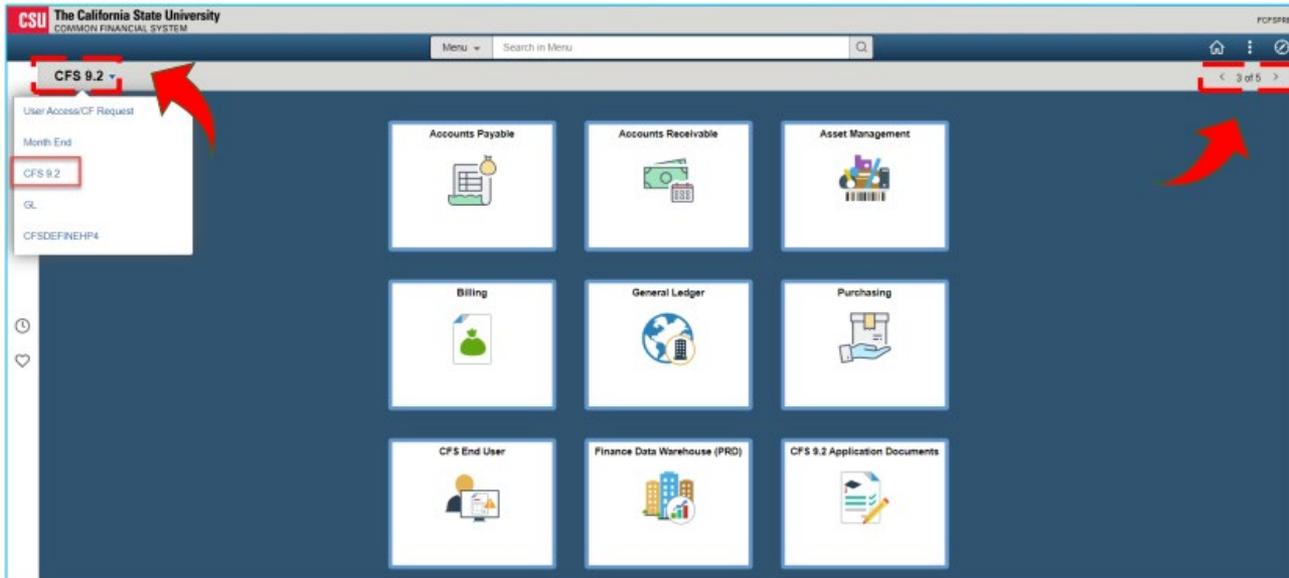
The screenshot shows the 'Requisition Inquiry' form in the CSU Common Financial System. The 'Supplier SetID' is set to 'MB000'. The 'Supplier ID' field contains 'ATT', and a search results table is displayed below it. A red circle highlights the table, and a red arrow points to the search input field. A red label 'Auto search results' is placed to the right of the table.

Supplier ID	Short Supplier Name
0000007004	ATT&MOBILI-001
0000002711	ATT-001
0000002676	ATTDATACOM-001
0000009672	ATTGLOBALS-001
0000017403	ATTIAMIR-001
0000007803	ATTMCI-001
0000006233	ATTTELECON-001



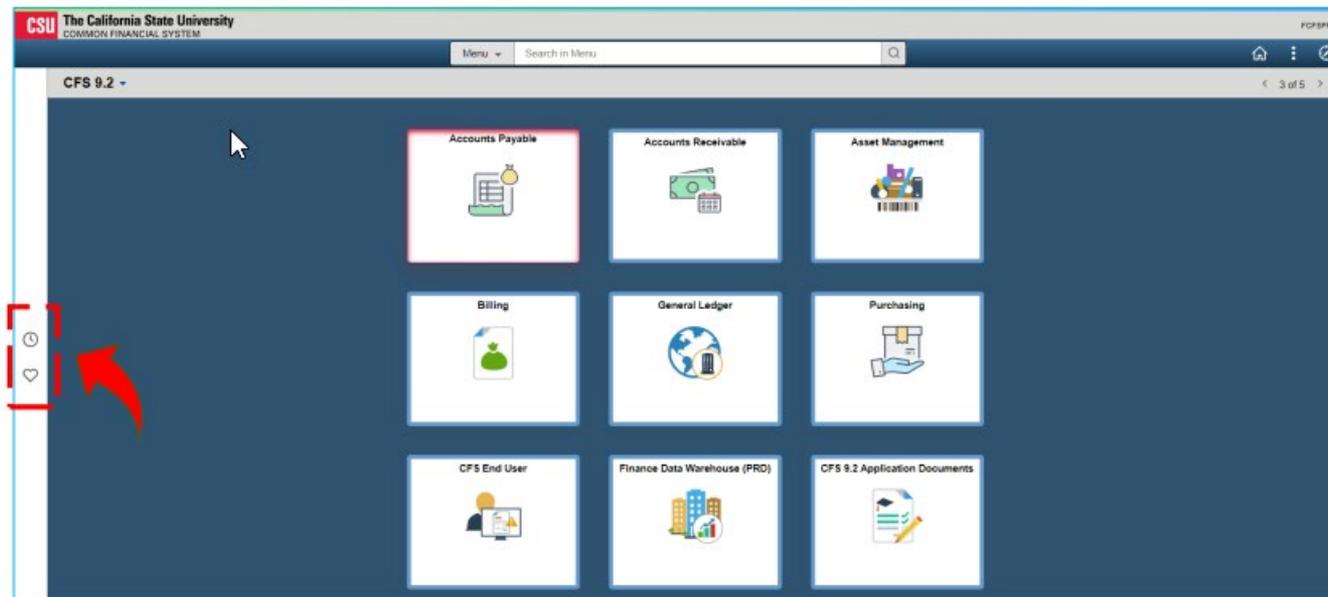
CFS MP 5.0 Changes & Enhancements Cont..

Homepage Enhancements – Homepage Selector/Scroll



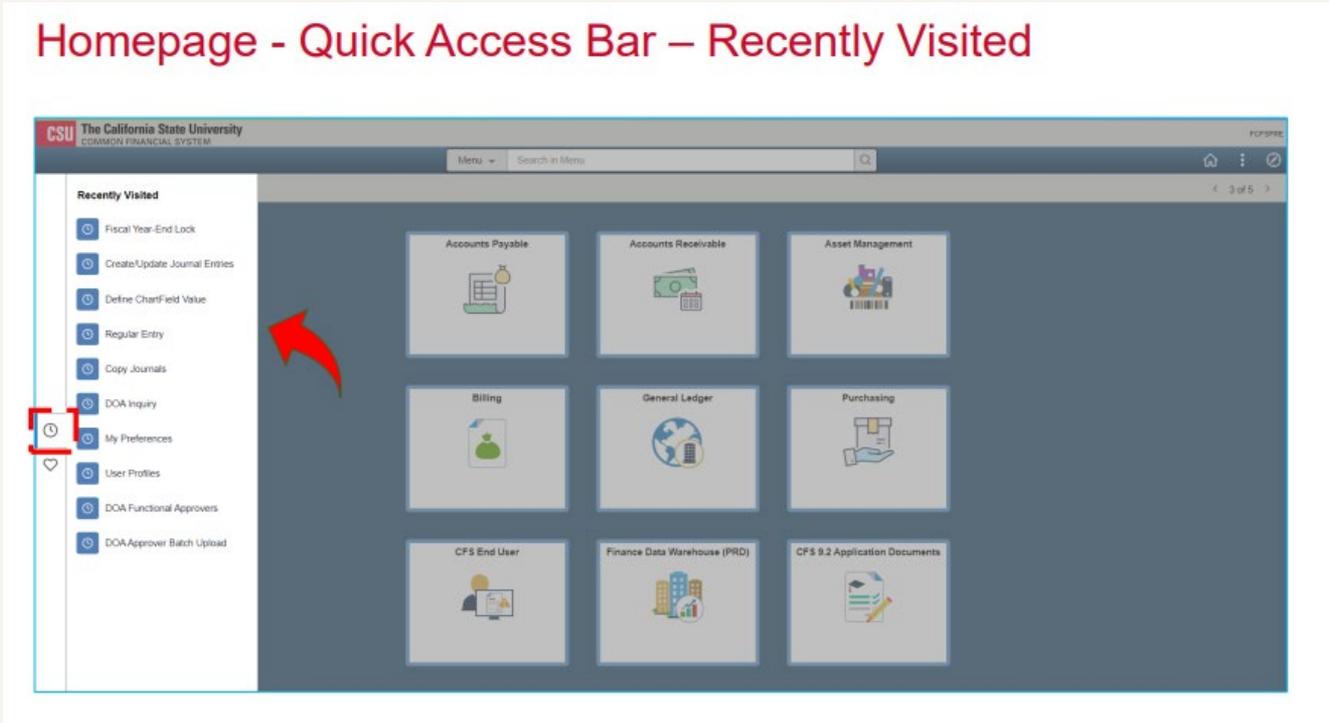
CFS MP 5.0 Changes & Enhancements Cont..

Homepage - Quick Access Bar



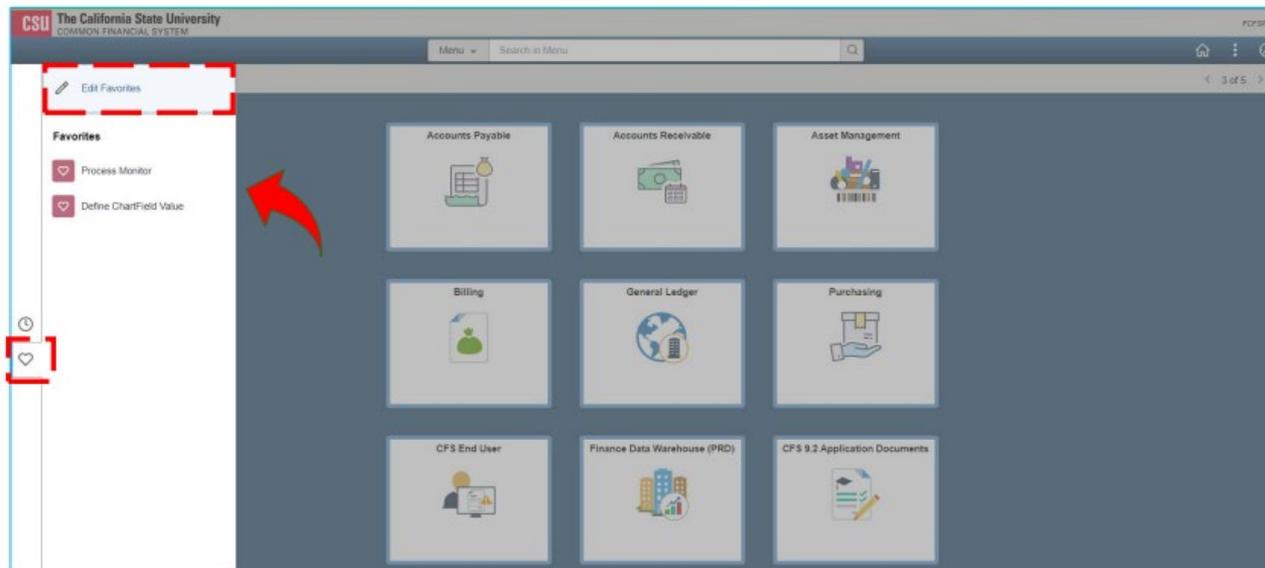
CFS MP 5.0 Changes & Enhancements Contd..

Homepage - Quick Access Bar – Recently Visited



CFS MP 5.0 Changes & Enhancements Cont..

Homepage - Quick Access Bar – Favorites



CFS MP 5.0 Changes & Enhancements Cont..

Homepage - Actions List

- Refresh
- New Window



CFS MP 5.0 Changes & Enhancements Cont..

NavBar (Navigation Bar) – Icons/Names

Item	MP4	MP5
NavBar		
Personalize NavBar		
Recent Places / Recently Visited		
My Favorites / Favorites		
Navigator / Menu		
My Preferences		



CFS MP 5.0 Changes & Enhancements Contd..

NavBar (Navigation Bar) – Personalize NavBar



CFS MP 5.0 Changes & Enhancements Contd..

NavBar (Navigation Bar) - Personalize NavBar – Cont.

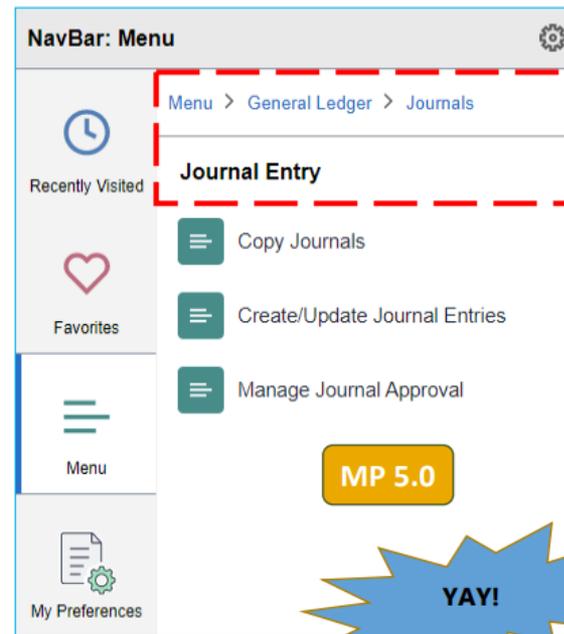
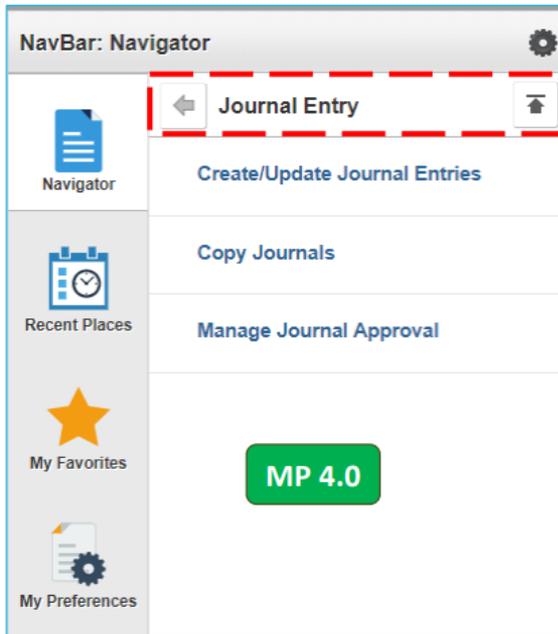
- Standard

The image shows a 'Personalize' dialog box on the left and a 'NavBar: Menu' panel on the right. The 'Personalize' dialog has a 'Save' button highlighted with a red box. Under 'Menu Order', the 'Standard' option is selected, with a red arrow pointing to the 'NavBar: Menu' panel. Under 'NavBar Tiles', the 'Menu' tile is highlighted with a red box, and a red arrow points from it to the 'Menu' section of the 'NavBar: Menu' panel. The 'NavBar: Menu' panel shows a list of menu items: 'Recently Visited', 'Favorites', 'Menu', and 'My Preferences'. The 'Menu' section is expanded, showing a list of items: 'Accounts Payable', 'Accounts Receivable', 'Asset Management', 'Billing', 'General Ledger', 'Purchasing', 'Suppliers', 'Customers', 'Set Up Financials/Supply Chain', and 'Reporting Tools'.



CFS MP 5.0 Changes & Enhancements Cont..

NavBar (Navigation Bar) – Breadcrumbs are back!



CFS MP 5.0 Changes & Enhancements Contd..

The screenshot shows the CSYOU website's navigation menu with 'TOOLS & SERVICES' selected. The breadcrumb trail is 'HOME > TOOLS & SERVICES > FINANCIAL TOOLS > COMMON FINANCIAL SYSTEM (CFS)'. The main content area features a red 'CFS PRODUCTION LOGIN' button and a section titled 'CFS 9.2 MP 3.0 - Fluid User Interface - Phase II'. The text below this title reads: 'Tips to Get You Started with the New CFS Fluid User Interface. Beginning on April 27, 2020, CFS users will experience a brand new Homepage upon login. The CFS 9.2 Homepage will display 9 new Tiles. In addition, 4 additional customizable Homepages are delivered for users to personalize. For more details, please click on the online recording link [CFS Fluid User Interface - Phase II](#).' A red arrow points from the left side of the page to the video link. A yellow starburst graphic contains the text 'Awesome video!'. On the right side, there is a 'CO Contact' section with contact information for Eleanor Heng (FIS Manager, (562) 951-4622) and Christina Laisy (FIS Specialist, (562) 951-4599). A blue oval on the right side of the page contains the text 'Video Link'.



Meet Team OSI

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Questions??



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Next BOF

11/16/2022



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Questions??



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