



# Conducting Business under Shelter-at-Home

Business Operations Forum  
2 April 2020



California State University  
**MONTEREY BAY**

# Agenda

- Fraud & Theft Prevention: Steve Mackey
- Accounting Processes: Debbie Martin
- BSS Processes: Art Evjen
- DocuSign ad hoc processing: Susan Koch
- CFS Upgrade – ACTION REQUIRED: Susan Koch
- Revised Budget Timeline: Yolanda Anglin
- FAQ & where to go for more information: Steve Mackey, et al.



# Fraud & Theft Prevention

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# New Measures in Place

- Prior to COVID19, prevention measures were primarily focused on front-end processes (wet ink signature, original receipts, etc.)
- Implementing temporary exceptions (e-signatures) increases our risk
- Instituting additional back-end checks to detect p-card misuse and other fraud and theft.
- These issues must be considered as part of our permanent process changes.



# 2019/2020 Accounting Department Process Changes

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# Signature Requirement Changes

- Wet Signatures no longer needed
- Electronic Signatures (email approval or picture of signature)
- Digital Signatures (e.g. DocuSign)



# Accounts Payable

- Payment requests should be emailed to:  
[accounts\\_payable@csumb.edu](mailto:accounts_payable@csumb.edu)
- Please do not send paper forms via interoffice email
- Wet signatures not necessary



# Journal Entries

- Journal entries should be emailed to: [University-Accounting@csumb.edu](mailto:University-Accounting@csumb.edu)
- Please do not send paper forms via interoffice email
- Wet signatures not necessary





# Paycheck Distribution

- **Employees are strongly encouraged to enroll in direct deposit, if possible**
- Paper check pickup will be on paydays; Cashier's Office, Building 84C, between 11am-1pm
- Any check not picked up will be mailed to the address on file
- Direct Deposit advices will not be mailed



# Cashier Hours

The cashier hours (located at Mountain Hall, 84C) are:  
Tuesdays & Thursdays 1:30-4:30pm



# BSS Process Changes



# Commencement and Other Future Events Rescheduling

(Purchase Requisitions, Purchase Orders, Contracts, etc.)

- “In response to the COVID-19 pandemic and the statewide Stay at Home Order, we are postponing CSUMB's Commencement event until a later date. We will be contacting you back as soon as we are able to establish new dates.”
- Force Majeure provision in revised agreement templates (March 20, 2020) Please **discard any templates dated prior to March 20, 2020.**
- Defines force majeure and provides for short notice termination.



# Vendor ACH Update

- Automated Clearing House (ACH) payments to vendors.
- **Mandatory for all new vendors immediately.**
- Facilitated through PaymentWorks, our vendor onboarding solution.
- **Existing vendors must comply by August 1, 2020.**
- Facilitated by Procurement and PaymentWorks.



# ProCard Purchases Delivered to Off-Campus Addresses

- Not authorized
- Must be delivered to campus
- Complete/update the “Off-campus/Home Use Permit” prior to removing any equipment from campus

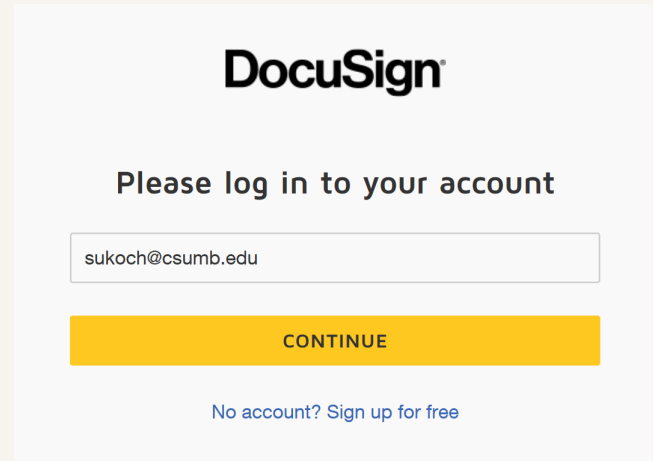


# DocuSign Ad Hoc Signature Routing



# DocuSign - Log In

- Single Sign On has been enabled for Staff & Faculty
- <https://account.docusign.com>
- Enter your CSUMB email
  - This will take you to the CSUMB OtterID log in page



**DocuSign**

Please log in to your account

sukoch@csumb.edu

CONTINUE

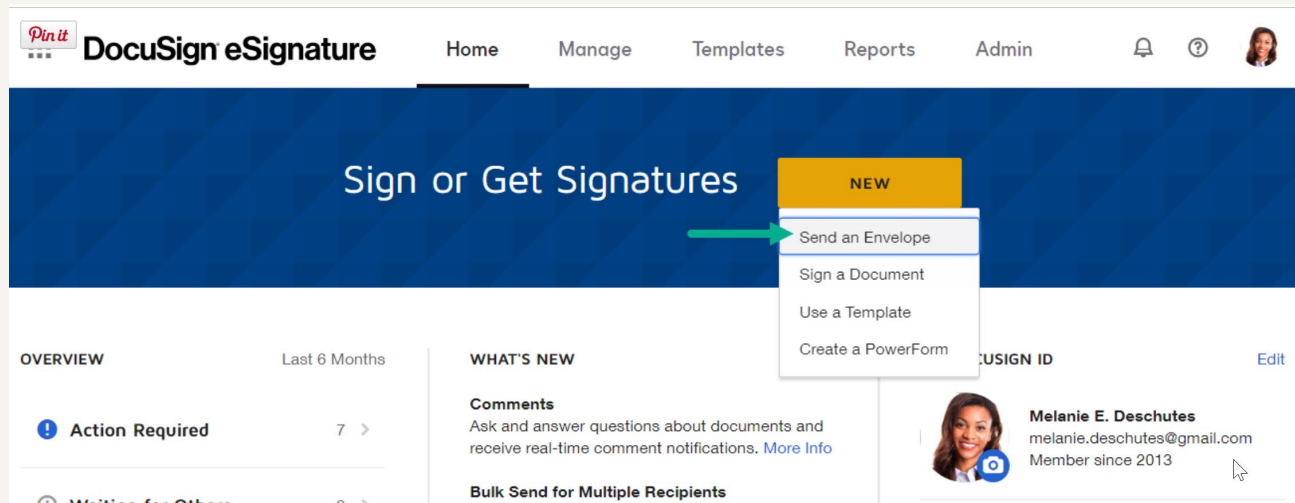
[No account? Sign up for free](#)





# Start an Envelope


- To get signatures from other people, you start an envelope in either of the following ways:
  - From the Home page, click the NEW drop down and select Send an Envelope
  - From the Manage page, click the NEW drop down and select Send an Envelope.



# The Prepare View appears

- **UPLOAD:** Upload document for routing
- **Add recipients to the Envelope:**
  - Add as many recipients as needed, ensuring the correct signing order
  - Finance receives a copy of signed documents at the end of signing order
  - Identify Recipients responsibility, for example:

The screenshot shows a web interface for preparing an envelope. At the top, there is a blue navigation bar with a back arrow, the text 'Upload a Document and Add Envelope Recipients', a 'RECIPIENT PREVIEW' button, and a yellow 'NEXT' button. Below this, the main content area is titled 'Add Documents to the Envelope'. It features a large document icon with a plus sign, and three buttons: 'UPLOAD' (blue), 'USE A TEMPLATE' (grey), and 'GET FROM CLOUD' (grey with a dropdown arrow). Below this section is another titled 'Add Recipients to the Envelope'. It includes a note: 'As the sender, you automatically receive a copy of the completed envelope.' and two buttons: 'ADD FROM CONTACTS' and 'SIGNING ORDER'. There is also a link for 'Import a bulk list. Send copies of this envelope to many people at once.' and a checkbox for 'Set signing order'. A form for adding a recipient is shown with fields for 'Name \*' and 'Email \*', and a 'NEEDS TO SIGN' status indicator. At the bottom left, there is an 'ADD RECIPIENT' button.

 Needs to Sign

 Receives a Copy



# The Prepare View (cont.)

**Envelope Custom Fields**

Tracking ID

**Message to All Recipients**

Custom email and language for each recipient

**Email Subject\***

Please DocuSign:

Characters remaining: 100

**Email Message**

Enter Message

Characters remaining: 10000

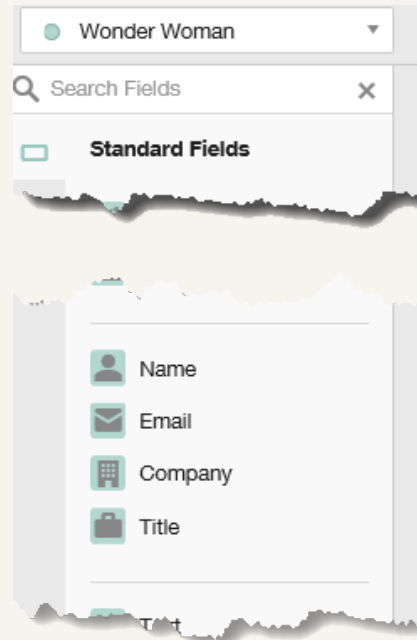
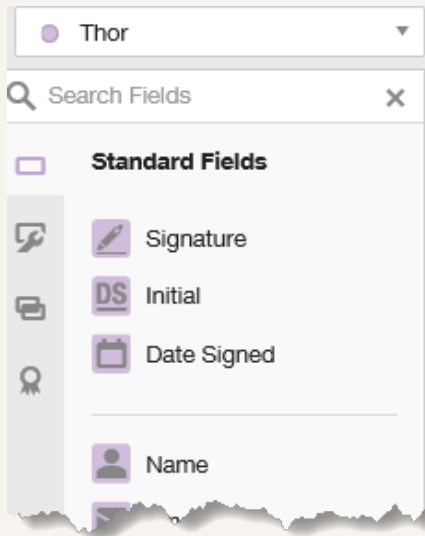
**Advanced Options** | [Edit](#)


- Recipients can view documents more easily on mobile devices with responsive signing **NEW**
- Recipients can sign on paper
- Recipients can change signing responsibility
- Incomplete envelopes expire 29 days after send date
- Recipients are warned 3 day(s) before request expires
- Comments are enabled
- Senders can use either quick send or advanced edit

- You can customize Email Subject & Message when sending notifications.
- Click



# Applying Signatures



- Select Recipient (each Recipient will have a unique color)
- Drag and Drop desired Fields for each Recipient onto Document for routing
- Select 
- Document will then be routed via email
- Completed document will be sent to all Recipients



## 2 minute DocuSign training video



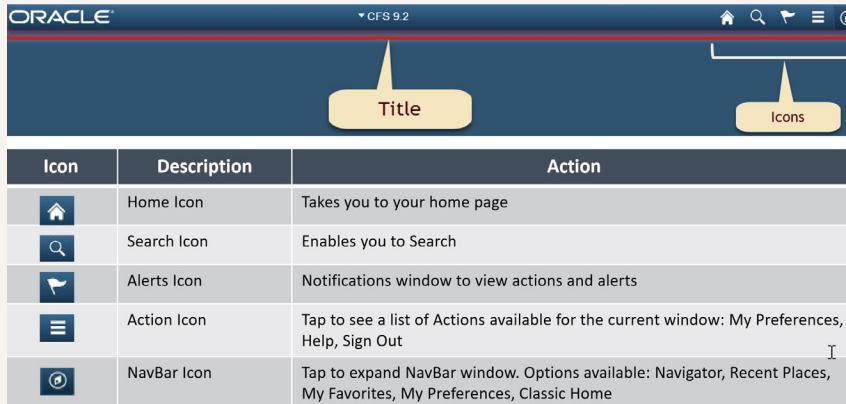
# CFS 9.2

# Fluid User Interface Upgrade

# Phase II



# Fluid User Interface - Phase I



- April 2018 -
  - Introduced the new FLUID Desktop
  - CFS 9.2 Homepage
  - Personalize Homepage
  - Direct Link Tiles
  - Classic Main Menu / Breadcrumbs (transition)
- Allows for pages to dynamically adapt to the device being used (computer, smartphone, tablet)
- November 16, 2020 - MP 4.0 Upgrade



# Fluid User Interface - Phase II

- **Go-Live April 27, 2020**
  - Multiple FLUID Homepages
    - CFS 9.2 Homepage
    - User Maintained Homepages [CFSDEFINEDHP (1-4)]
    - Branding – CSU Logo
  - CFS 9.2 Homepage Maintenance
    - Move User Direct Links Tiles to
  - Personalize Homepages by APRIL 23, 2020
  - Direct Link Tiles
  - Navigation Collection Tiles
  - Classic Main Menu / Breadcrumbs (Discontinued)





# Fluid User Interface - Phase II

## User Sample – CFS 9.2 Homepage

Moving Direct Link Tiles to CFSDEFINEDHP (1 - 4)

**Direct Link Tiles**  
User Sample  
User defined direct links  
pinned to the  
CFS 9.2 Homepage

ORACLE CFS 9.2

ChartField Values  
Delegation Inquiry  
Query Manager  
Express Deposit  
Create/Update Journal Entries  
Mark Journals for Posting  
Add/Update POs  
Regular Entry  
Process Monitor



# Fluid User Interface - Phase II

## User Sample – CFS 9.2 Homepage – Cont.

Moving Direct Link Tiles to CFSDEFINEDHP (1 - 4)

The screenshot displays the CFS 9.2 homepage interface. At the top left, a dropdown menu is set to 'CFS 9.2', indicated by a red arrow. The main content area features a 3x3 grid of 'Direct Link Tiles', each with an Oracle PeopleSoft logo and a function name: ChartField Values, Delegation Inquiry, Query Manager, Express Deposit, Create/Update Journal Entries, Mark Journals for Posting, Add/Update POs, Regular Entry, and Process Monitor. A blue callout box labeled 'Direct Link Tiles' points to this grid. On the right, a sidebar menu is visible, with the 'Personalize Homepage' option highlighted by a red box. Other menu items include My Preferences, Help, and Sign Out. The top right corner contains navigation icons for home, search, flags, and a hamburger menu.



# Fluid User Interface - Phase II

## User Sample – CFS 9.2 Homepage – Cont.

Moving Direct Link Tiles to CFSDEFINEDHP (1 -4)

The screenshot displays the 'Personalize Homepage' window for user 'CFS 9.2'. The window title is 'Personalize Homepage' and it includes 'Cancel' and 'Save' buttons. The user's name 'CFS 9.2' is shown in a grayed-out state, with an annotation 'Grayed out' pointing to it. Below the name, there are several tiles. The first tile, 'CFS 9.2', is highlighted with a red border and has an annotation 'CMS will update and maintain' pointing to it. Below this tile, there are four tiles labeled 'CFSDEFINEDHP1', 'CFSDEFINEDHP2', 'CFSDEFINEDHP3', and 'CFSDEFINEDHP4', which are grouped together with a blue box labeled 'User Maintained'. To the right of the 'CFS 9.2' tile, there is a grid of nine tiles: 'Query Manager', 'Express Deposit', 'Create/Update Journal Entries', 'Mark Journals for Posting', 'Add/Update POs', 'Regular Entry', and 'Process Monitor'. A blue box labeled 'Direct Links' points to this grid. An 'Add Tile' button is located at the top right of the grid area.

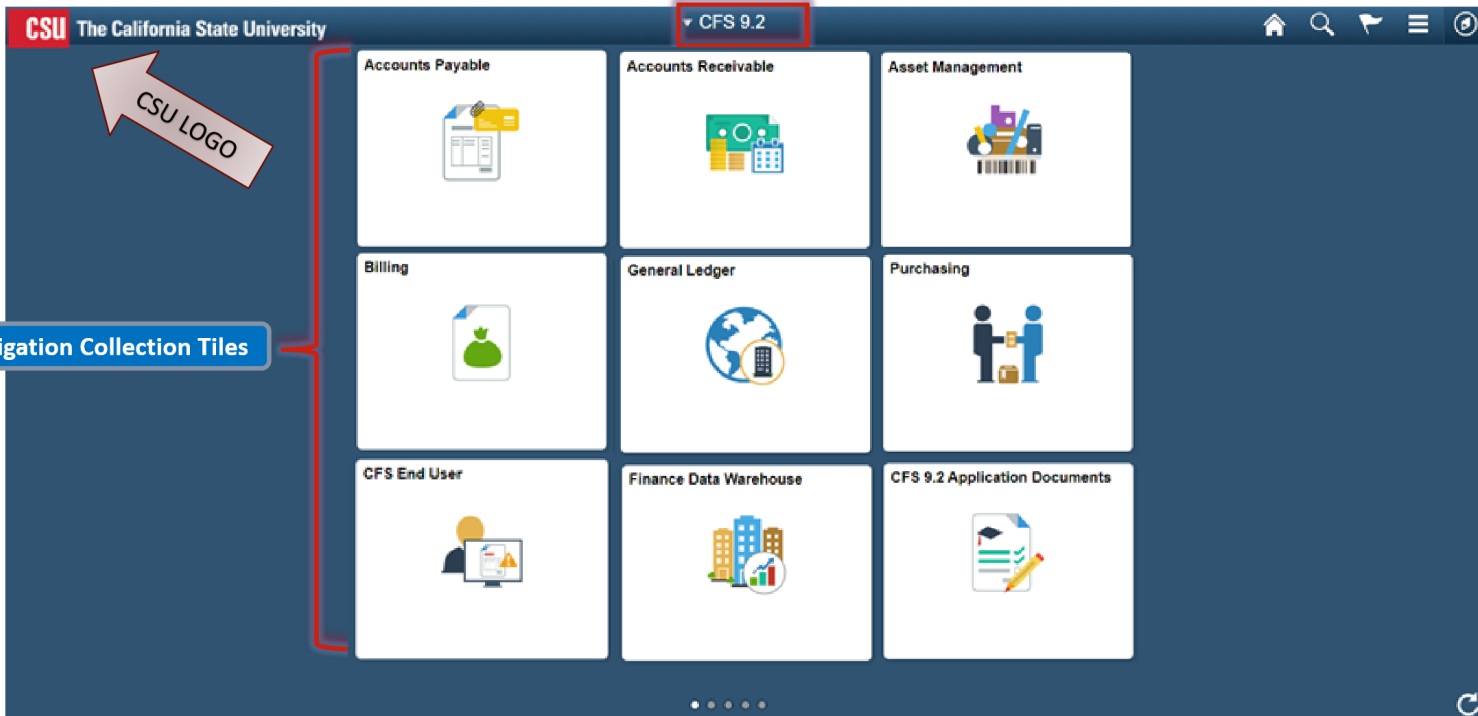


# Fluid User Interface - Phase II

## CFS 9.2 Homepage - April 27, 2020

### Fluid User Interface – Navigation Collections

CFS 9.2 Homepage maintained by CMS –Navigation Collections



# FY 2020/2021 Revised Budget Timeline



# FY 2020/2021 Budget Timeline

## Deadlines That Have Passed

January 10, 2020, Friday	Governor's Budget Released
February 28, Friday	Chancellor's Office issues preliminary campus budgets by the end of February
March 9, Monday	Budget Office develops CSUMB Preliminary Budget Projection (assumes Chancellor's Office issues preliminary campus budgets no later than February 28 <sup>th</sup> )
March 13, Friday	Position Lists for 2019-20 due from Divisions to the Budget Office



# FY 2020/2021 Budget Timeline Deadlines That Have Changed

*March 27, Friday*

*Original Date Changed To May 7<sup>th</sup>*

May 7, Thursday

FY 2020-21 Proposed Lottery, EEIP, and Parking budgets due from Divisions to Budget Office

FY 2020-21 ALL 1X, Mandatory and other Base Budget requests due from Divisions to Budget Office



# FY 2020/2021 Budget Timeline

## Deadlines That Have Changed

Approx. May 8, Friday Governor's revised budget released (May Revise) Budget Office may Revise Budget Projection based on impact of May Revise to campus Proposed operating budget

May 15, Friday Budget Office consolidates all 1X, Mandatory and other Base Budget requests and revises CSUMB Preliminary Operating Fund Base Budget projections

*Note: All April Dates Integrated into May - July*





# FY 2020/2021 Budget Timeline

## Deadlines That Have Changed

3 <sup>rd</sup> Week of May	Vice Presidents review a revised Preliminary Operating Fund Budget Projections, including all 1X, Mandatory and other Base Budget requests
May 20, Wednesday	FY 2020-21 Position Lists due from divisions to Budget Office
May 28, Thursday	Strategic Budget Committee Divisional Information

**Note: All April Dates Integrated into May - July**



# FY 2020/2021 Budget Timeline

## Deadlines That Have Changed

June 15, Monday

State Budget Finalized

Chancellor's Office issues final allocations

Final budget decisions made by campus executive leadership

President approves budget

Campus Community Notified of Final Allocations

**Note: All April Dates Integrated into May - July**



# FY 2020/2021 Budget Timeline Deadlines That Have Changed

July 22, Wednesday      Remaining Operating Trust budgets due to Budget Office from divisions, including all Extended Ed Revenue Sharing trusts (Academic Affairs) and all instructionally Related Activities trusts (TLXXX)

Resubmission of Lottery, EEIP and Parking budgets (after close for inclusion of 2020-21 beginning equity)

**Note: All April Dates    Integrated into May - July**



# University Corporation Business under Shelter-at-Home

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# University Corporation

## Business under Shelter-at-Home

- All auxiliary forms are multi-business unit forms and are fillable documents.
- Scanned support is preferable, but cell phone and digital camera pictures are welcomed.
- Hard copies can be dropped off at the Mail Room on Butler Street if more convenient.

*(For grants, sponsors typically require supporting documentation when submitting invoices and may not pay the invoice until documentation is received)*

- **Temporary Approval Process (March 17th email):**

If unable to scan the approved document back, a brief confirmation statement from the authorized signer via email with amount of the transaction, payee, and invoice is acceptable.

***Example of confirmation statement***

*“I am approving invoice SC03172020 from Fisher Scientific for \$352.75.”*

- **Processing Documents for Travel Canceled due to Covid-19**

Please visit the Corporation Forms web page for more information.

- **For more detailed information on all of these topics visit:**

<https://csumb.edu/corporation/corporation-forms/>



# University Corporation

Business under Shelter-at-Home

**When submitting documents via email, use Adobe Creative Suite to do the following:**

- Print your documents as pdf files.
- Combine multiple pdfs into one document using the Combine tool.
- Organize the pages of a pdf document using the Organize tool.
- Add a text box for dates, chartstrings or notes on the face of your document using the Fill & Sign tool.
- Virtually sign or initial your document using the Fill & Sign tool.



Combine Files



Organize Pages



Fill & Sign



***Adobe Creative Suite is available for free to Faculty, Staff and Students and may be found at: <https://csumb.edu/cat/free-software/>***



# FAQ



# Pre-submitted Questions

- All questions and answers are available on our website
- Finance [Business under Shelter-at-Home](#) webpage
- Document of [FAQ](#) this is updated as needed so check back anytime you have a question.





# Thank You

Upcoming meetings:

- 4/22/2020 – FYE close training via zoom
- 5/6/2020 – Questica and Corporation Updates

