LONG BEACH STATE UNIVERSITY

FINANCE, WHAT'S NEW!

April 2022

Webinar Housekeeping Items

- Your microphones are muted, and the video of the audience is turned off.

- Please feel free to ask questions as we go through the webinar via the Q & A function on your screen, as we will be taking breaks throughout the presentation to respond to your questions.

Welcome
Milton Ordoñez
Associate Vice President

Contact Information:
Milton.Ordonez@csulb.edu
562-985-4162

Agenda

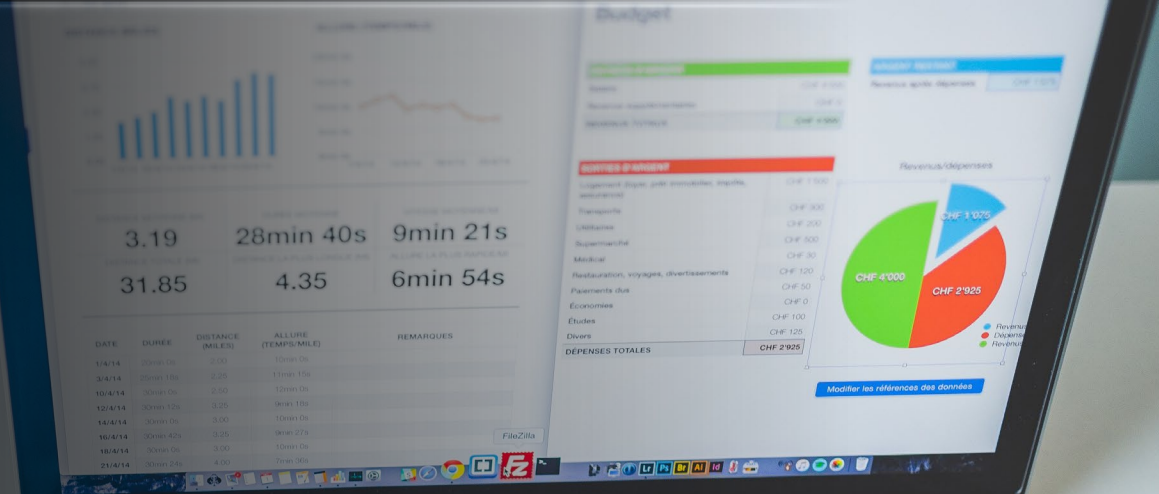|	
Welcome	Milton Ordoñez, Associate Vice President, FM
CMS Financial Services	Sarina Gallon, Director
Controller's Office	Maureen O'Brien, Controller
Student Financial Services	Suzie Payne, Director
Procurement Services	Michael Pruitt, Director
Closing Remarks and Q&A	Milton Ordoñez

Common Management System (CMS) Financial Services

Acronyms Defined

CMS = Common Management System
The Common Management System is equivalent to PeopleSoft. We have a PeopleSoft Finance System, a PeopleSoft Student Administration System and a PeopleSoft HR System. All the systems are under CMS and PeopleSoft is the software that is used under CMS.

CFS = Common Finance System.
Also known as PeopleSoft Finance.

SFS = Student Financial System or Student Financial Services.
Student Financial Services is more commonly used across the campus. In my presentation, within the presentation, SFS, will be in reference to Student Financial Systems.

CMS Financial Services Agenda

1.   CMS Financial Services Retirements and Promotions

2.   CFS PeopleSoft Finance Upgrade

3.   Add and Display ProCard Calendar Within Outlook

4.   Training Opportunities

5.   Small Business and Disabled Veteran Business Supplier Search

6.   New DocuSign Forms

7.   Student Administration System (PeopleSoft) - Fluid Navigation

Staffing Changes

Promotions:

Sarina Gallon, Director
Eva Dotti, Student Financial Systems Lead

Retirements:

Brenda Miller
Jennifer Choi
Herb Sutherland

CFS PeopleSoft Finance Upgrade

CFS PeopleSoft Finance will be upgraded in November to MP5.
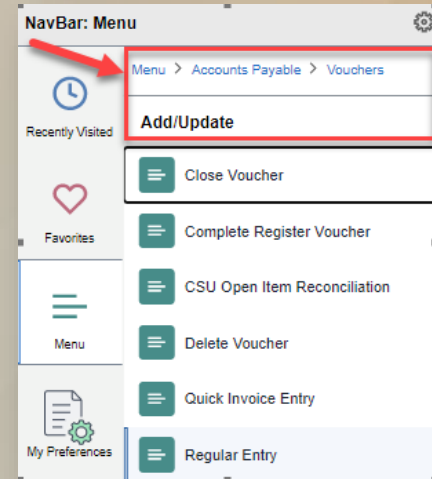
What does this mean to you?

- PeopleSoft will be unavailable between Friday 11/18/22 - Monday morning 11/21/22

- Functionality is the same but there is a new look and feel for the following items.
  - Global Search Bar location
  - Homepage Selector
  - Quick Access Bar
  - Homepage Selector
  - Icon Changes (navigation, menu)
  - NavBar Menu Breadcrumbs
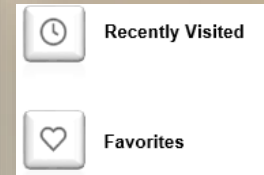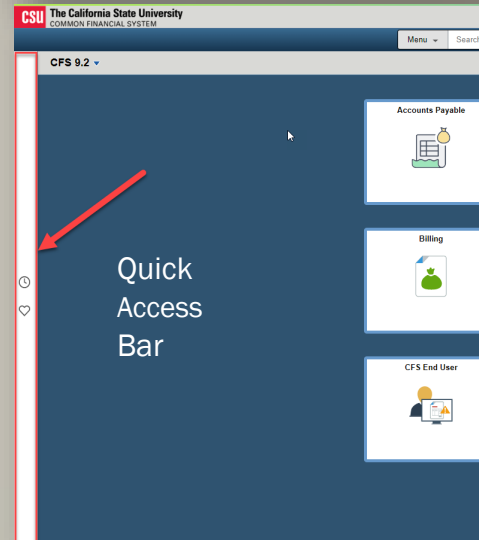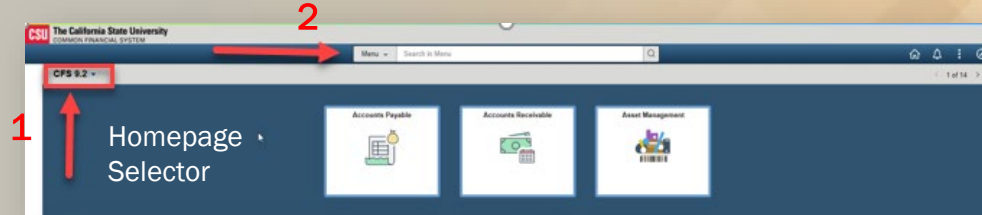
CFS PeopleSoft Finance Upgrade

While navigating, breadcrumbs will appear within the NavBar

Use to display the navigation bar (NavBar). After pressing the Navigation Bar button, the NavBar side page appears. Use this page to access additional navigational options:
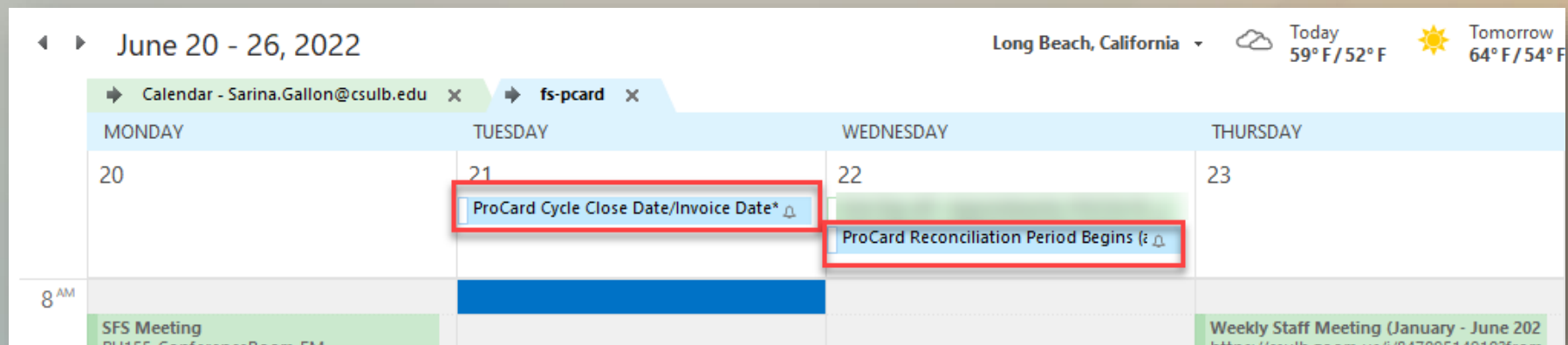
Add and Display ProCard Calendar Within Outlook

Instructions with screen shots:

https://www.csulb.edu/financial-management/procurement-services/add-and-display-procard-calendar-within-outlook

Video instructions:

https://web.microsoftstream.com/video/d959764c-31ae-464b-9a12-9f9c9c3e6ff5?channelId=a1d0bce9-79cc-4579-8e46-bfabcc6eafa0

e Catalog page

MENU ☰

FINANCIAL MANAGEMENT STUDENT FINANCIALS PROCUREMENT RISK MANAGEMENT CONTRACT CONTROLLER'S OFFICE CMS FINANCIAL FMIS

PEOPLESOFT STUDENT FINANCIALS SERVICE REQUEST

FINANCIAL MANAGEMENT TRAINING COURSE CATALOG
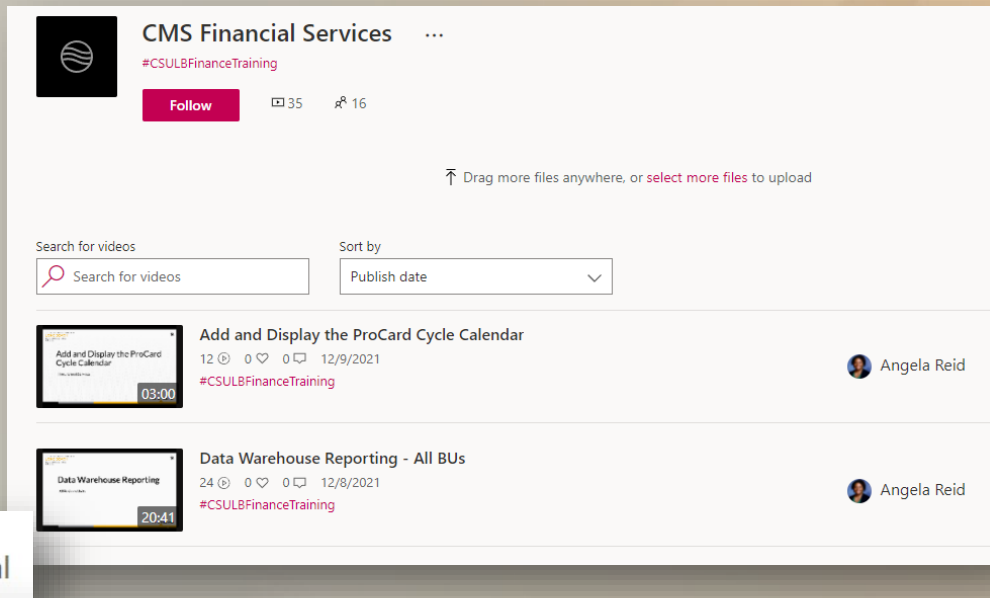
CAMPUS SINGLE SIGN ON

B Home › Financial Management › CMS Financial › Financial Management Course Catalog

FINANCIAL MANAGEMENT COURSE CATALOG

Providing skill-based financial management related training opportunities for staff and faculty. Please select the desired course.

ACCOUNTS PAYABLE AND PAYMENT INQUIRIES ▼

CASH HANDLING/CREDIT CARD/E-COMMERCE PAYMENT POLICIES ▼

CHARTFIELDS, SPEEDCHARTS AND APPROVALS ▼

https://csulb.sharepoint.com/sites/Financial-Management/cms-financial-services/Community/SitePages/Small-Business-(SB)-and-Disabled-Veteran-Business-Enterprise-(DVBE).aspx

New DocuSign Forms

- Delegation of Authority Form

- CS Link Authority Form (LBFDN Payroll)

Coming Soon

- Finance Authority Form

- Chartfield Request Form

Student Administration System (PeopleSoft) - Fluid Navigation

This change only impacts PeopleSoft users with administrative access and **will not impact MyCSULB Student Center or Faculty Center.**

- **New Homepage** with graphic tiles identifying your most essential PeopleSoft pages
- **New Navigation Bar** with links to your Recent Pages, Favorites, and Main Menu

Controller's Office

A California State University Campus

New Staff Introduction:

Gregory Cruz,
Accountant
CSULB
Foundations
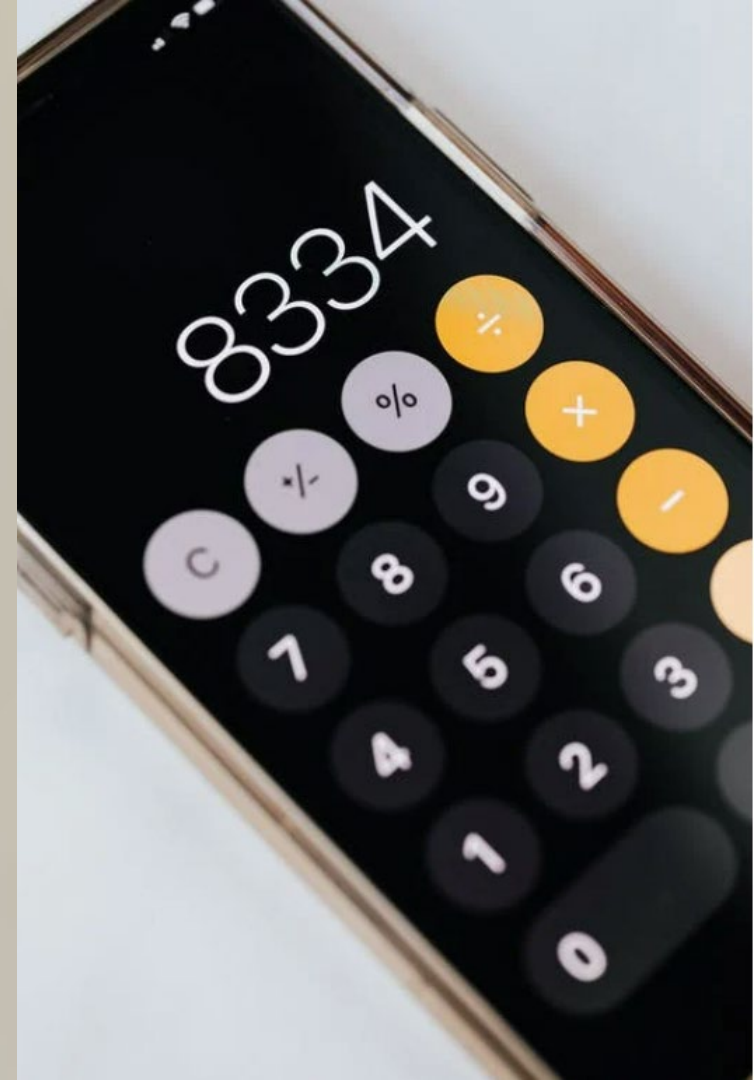
Accounts Payable

We've Moved!

You can now find us in Foundation Building Room 332

Accounts Payable

LONG BEACH STATE UNIVERSITY

Financial Management Calendar 2021/2022 and Contacts

DEPARTMENT KEY

- **LBCMP** - CSULB Campus
- **LBFDN** - CSULB Research Foundation
- **LB49R** - CSULB 49R Foundation

CONTACT DEPARTMENT KEY

- **GA** - General Accounting Campus - contact Sean Lee
- **GA** - General Accounting Foundations - contact Giancarlo Cosavalente
- **B** - Budget - contact Maria Bajo
- **PO** - Purchasing Office - contact Michael Pruitt
- **AP** - Accounts Payable - contact Carol Monson
- **REC** - Receiving - contact Maria Guillen

Printable Version (PDF)

| Due Date	Task	Contact Dept	Business Units
November 30, 2021	The Schedule of Fall Faculty Release Time to be invoiced to the Foundations is due to General Accounting.	GA	LBCMP
November 30, 2021	CPIE Fall Reimbursement to be invoiced to the Foundations is due to General Accounting.	GA	LBCMP
April 1, 2022	Requisitions needed for current year processing that require a formal bid are due to Purchasing.	PO	LBCMP, LBFDN, LB49R
April 29, 2022	Purchasing will begin reviewing all open encumbrances with departments.	PO	LBCMP, LBFDN, LB49R
May 13, 2022	The Schedule of Spring Faculty Release Time to be invoiced to the Foundations is due to General Accounting.	GA	LBCMP
May 13, 2022	CPIE Spring Reimbursement to be invoiced to the Foundations is due to General Accounting.	GA	LBCMP
May 27, 2022	Last day to submit approved requisitions for current year processing.	PO	LBCMP, LBFDN, LB49R
June 1, 2022	Purchasing will accept on-line requisitions for next fiscal year. Purchase Orders will not be dispatched, however, until July 1.	PO	LBCMP, LBFDN, LB49R

Cash Posting Orders (CPOs)

Out with the Old:

Cash Posting Orders (CPOs)

In with the New:

Interagency Financial Transactions (IFTs)

Interagency Financial Transaction (ITF)

INTERAGENCY FINANCIAL TRANSACTIONS ▲

Payments for services between CSULB and the Chancellor's Office and other CSU campuses must be processed through an IFT (Interagency Financial Transactions, previously known as CPO (Cash Posting Order)). No check payments are allowed. It is recommended that the campus requesting the money completes the IFT request. IFTs are not applicable to CSU auxiliary organizations – check payments are processed, similar to 3rd party payments.

To initiate an IFT:

1. Please complete the IFT Request Form (DocuSign).

NAVIGATION:

➢ CSULB Home
➢ Financial Management
➢ Controller's Office
➢ Accounting
➢ Interagency Financial Transactions

Interagency Financial Transaction (ITF)

Interagency Financial Transaction (ITF)

Instructions for IFT Request

Payments for services between CSULB and the Chancellor's Office and other CSU campuses must be processed through an IFT (Interagency Financial Transactions, previously known as CPO (Cash Posting Order)). No check payments are allowed. It is recommended that the campus requesting the money completes the IFT request. IFTs are not applicable to CSU auxiliary organizations – check payments are processed, similar to 3rd party payments

Instructions cont'd

To initiate an IFT:

1. Please complete the IFT Request Form (DocuSign).
2. Campus Accounting will review and submit the IFT to the Chancellor's Office (CO).
3. CO will obtain approvals from the affected campus(es).
4. CO will distribute the IFT to all campuses involved.
5. General Accounting will record the IFT as a journal entry.

Instructions cont'd

Notes and suggestions:

- Supporting documents are required.
- Supporting documentation for conference registration: attach a registration roster that has information of attendee name, campus, department, email address & phone number or completed registration forms.
- Wait until after the registration deadline to submit a IFT in order to collect the registration fees all in one IFT.

Questions?

- This concludes my part of this morning's presentation. I'll be happy to answer questions about these topics or any others.

Student Financial Services

Student Financial Services Updates

- CARES/HEERF Act
- Staff Updates
- New Staff
- Brotman Hall, Cashier's Hours

HEERF Accounting

Higher Education Emergency Relief Fund

On March 18th, we loaded grant payments to 36,560 students, totaling over $35 million. This is expected to be the last HEERF grant to students.

Staffing Updates

Victor Ortega is our **Cashiering Supervisor**. Previously, Victor worked in Student Account Services for 16 years.

Robert Ryan, is our new **Student Account Services Supervisor**. Previously, Robert worked as our Cashiering Supervisor for 3+ years.

Adrienne Robertson is our new **Disbursement Supervisor**. She comes to us from Trident University, where she worked for 11 years.

Ina Tarigan has retired from Disbursements, after 35 years of service.

New Faces of Student Financial Services

Adrienne Robertson
Dany Wang
Sydney Johnson
Megan Jones
Gabrielle Bauer

LONG BEACH STATE UNIVERSITY

A California State University Campus

Cashier Hours

The Cashier hours are:

8:30 to 12:00

and

1:00 to 5:00

Contracts Office

Welcome Narresh Ravishanker
Contract Manager

Contact Information:
FM-ContractServices@csulb.edu
Narresh.Ravishanker@csulb.edu
562-985-4558

Replaces Timothy Vink

Contract Services

- Work with internal and external stakeholders to review and revise contract terms to ensure compliance with law, regulation, and policy.

- Make recommendations and assist in negotiations with partners, affiliates, vendors, and third parties.

- Currently in the process of revising submission and review procedures to provide transparency and improve efficiency in review process.

- New system will be tested in the coming weeks, and thereafter new procedures will be available on Financial Management/Contract Services website and provided to ASMs directly.

- For immediate response or status inquiries, please direct correspondence to the Contract Services shared email box at **FM-ContractServices@csulb.edu**.

Risk Management

Welcome
Jeff Wood
Risk Manager

Contact Information:
Jeff.Wood@csulb.edu
562-985-2396

Replaces Felissa Waynick

Risk Management

- Assists in the administration and facilitation of campus programs in order to minimize risks to students, employees and visitors to the campus.

- Makes recommendations and takes action to reduce the risk of loss or damage to university owned property.

- Responsible for providing advice and information, as well as coordinating all risk management functions, to those with program responsibilities.

- Provides assistance with risk identification and evaluation, insurance review and compliance, issuing certificates of insurance and providing liability waivers and field trip risk assessment.

- Provides additional services to students, faculty and staff including assisting with the purchase of special events insurance, foreign travel insurance and business property insurance.

Procurement

Welcome Michael Pruitt
Director, Procurement Services

Contact Information:
Michael.Pruitt@csulb.edu
562-985-1967

Replaces Nancy Murray , Procurement Manager

Procurement Staff

- Michael Pruitt – Director, Procurement Services (New)
  - Cathy Bishop – Procurement Specialist
  - Terri Reilly – Buyer III Lead
  - Paula Serrano – Buyer III
  - Kim Mowl – Buyer III
  - Marcella Alvear – Buyer III (*New Position*)
  - *Faith Martin – Buyer III (New)*
  - *Lucia Linares Gaustad – Buyer II (New)*
  - Angelina Castillo – Buyer I (*New Position*)
  - *Karen Seo – Administrative Support Coordinator (New)*

New Program Administrators

- ProCard Program
  - Angelina Castillo is the new ProCard Administrator.

- Office Supply Program (Staples)
  - Karen Seo is the new Office Supply Program Administrator.

ProCard Guideline Updates

- Fraudulent activity reporting requirements.

- Closing of ProCards accounts with no activity for 12 or more consecutive months.

- ProCard revocation appeal process.

PROCUREMENT CARD GUIDELINE

The purpose of this Guideline is to ensure California State University, Long Beach ("University") compliance with Procurement Credit Card (ProCard) program by providing guidelines for the appropriate use of the card and authority for various transactions and activities for authorized University business purposes.

OVERVIEW OF THE PRO CARD PROGRAM

Overview

Participants in this program are issued a US Bank Visa Credit Card with the Business Unit name and the employee's name as the co-participants. Reconciliation of statements will occur in the CFS PeopleSoft Procurement Credit Card module. This system will allow the Cardholder the flexibility to process their month-end statement reconciliation electronically online. Cardholders will use this module to adjust transaction Chartfield information, record detailed descriptions per transaction, and review historical transaction information.

This document is applicable to all three Business Units which include California State University Long Beach (LBCMP), Research Foundation (LBFDN), and 49ER Foundation (LB49R), hereafter, referred to as CSULB Business Units.

The participant will only be issued a single card either from the Campus or Research Foundation Business Unit accounts. This will be determined by the business unit funding source on many Cardholder transactions.

The mechanism for authorization to purchase utilizing the ProCard will be based on Campus Delegation of Authority. (Reference the Delegation of Purchasing Authority for details).

This program is offered to all business units as an alternative payment method for low dollar value transactions less than $10,000; campus departments may set lower single and monthly limits for each Cardholder.

The sections below review the Procurement Credit Card program and associated policies.

Helpful Hints For Requisitions

- Before submitting a requisition ensure you have the following items:
  - Does the purchase require a bid (informal – 3 quotes or a formal bid)?
  - Submitted a valid quote – A valid quote has not expired. Typically, quotes are valid for 30 days.
  - Vendor 204 form process has been started by department requestor and sent to the vendor.
  - All required approvals have been collected.
    - ATI Compliance Review (IT hardware, software, cloud base storage, etc.)
    - Beach Building Services Review (furniture, large equipment, installation requiring any alteration to a building structure)
    - Environmental Health & Safety Review (hazardous goods purchase)
    - Human Resources Review (independent contractor, bargaining unit contracting out)

Helpful Hints For Requisitions

- Before submitting a requisition ensure you have the following items (Continued):
    - International Agreements (study abroad support services other than booking travel)
    - Risk Management (drones)
    - Completed Approval form (hospitality, gift)
    - Any additional document from the vendor (Contractual Agreement, Software License Agreement, Scope of Work/Services)

How to Purchase and Pay Website
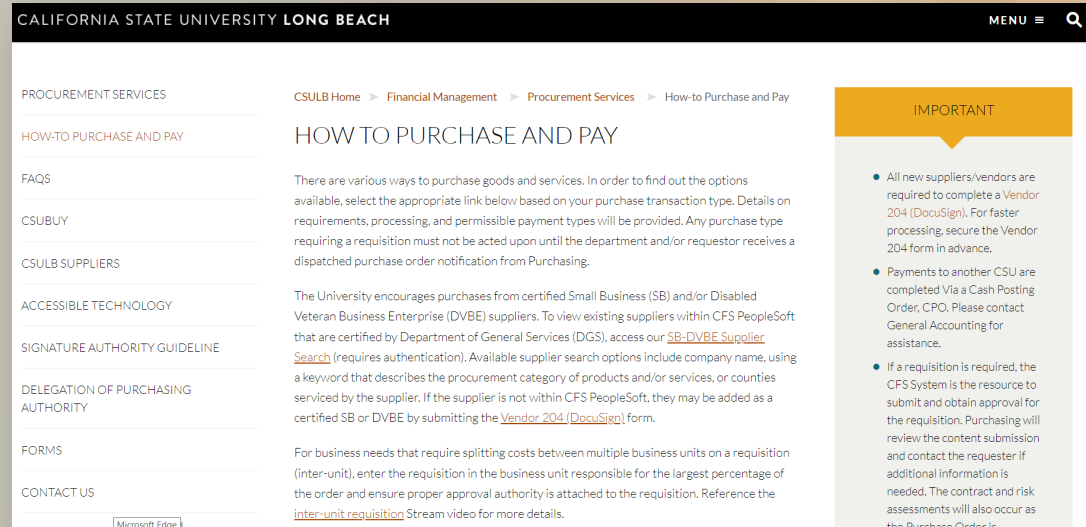
How to Purchase and Pay Website

- The How to Purchase and Pay website will detail what additional approvals/forms may be required to make a purchase.

  - These additional requirements are contained in the "Additional Forms or Requirements?" section.

  - Every purchase category type has the unique requirements/approvals for that type of purchase.

How to Purchase and Pay Categories

- Accreditation Expenses
- Advertisements (including Daily 49er)
- All Purchases Requiring a Binding Agreement or Insurance
- Cable TV and Internet
- Carpenter Performing Arts Center
- Copier Program (Paper & Copier)
- Defensive Driving
- Document Destruction
- Drones

- Emergency Purchases
- Equipment
- Facilities Mgmt Work Orders
- Food Services (Hospitality) Pre-Approved Caterers & Food Trucks
- Foreign Purchases
- Furniture
- Gift Cards
- Gifts
- Hazardous Goods
- Independent Contractor – Both for Campus/49er & Research Foundation

- Livescan Fingerprinting
- Membership Dues & Subscriptions
- Moving & Relocation
- Office Supplies
- Office Water Services
- Other (Any Other Goods Not Specified on the page)
- Parking (Permits and Shuttle Ads)
- Pharmaceuticals or Any Controlled Substances
- Postage & Shipping

- Printing (Inclusive of University Print Shop)
- Refunds
- Registration Fees for All Conferences, Classes and Workshops
- Services (Off-Site Only)
- Storage Unit Rental
- Technology
- Telephones/Telecommunications
- Travel
- Utilities
- Vehicles

Equally Effective Alternate Access Plan (EEAAP) Form

EEAAP form has been revised

- Reduced form down to 2 pages.

- Simplified the fields to remove confusion.

- Goal of the revision is to expedite completion and processing of the EEAAP form.

LONG BEACH STATE UNIVERSITY | EQUALLY EFFECTIVE ALTERNATE ACCESS PLAN (EEAAP)

PURPOSE OF THE EQUALLY EFFECTIVE ALTERNATE ACCESS PLAN

In compliance with California Government Code Section 11135 and Section 508 of the Rehabilitation Act of 1973, the University must apply accessibility standards to Electronic and Information Technology (E&IT) products and services that it buys, creates, uses and maintains. When systems, software or processes do not meet requirements of Section 508, an alternative access plan must be developed to address the accessibility issue. This form is used to describe the alternate access plan. Plan approval from the E&IT Campus Approvers will be required before the procurement can commence.

INSTRUCTIONS

1. The requesting department is responsible for completing sections 1 through 6 below. For technical assistance, please contact your technical coordinators.
2. The requestor or designee is responsible for forwarding the approved original document along with all associated E&IT procurement documents to the Procurement Office.

SECTION 1. REQUESTOR INFORMATION * asterisk indicates a required field

Name * _____ Title * _____ Extension * _____

Department * _____ College/Division * _____

Building Location * _____ Date * _____

SECTION 2. DESCRIPTION OF THE PRODUCT OR OTHER E&IT PURCHASE

A California State University Campus

Equally Effective Alternate Access Plan (EEAAP) Form

NAVIGATION

Video

Financial Management Website

Thank you for joining us!

Please be sure to complete our survey.

Survey Code