Finance
Business Operations Forum

September 21, 2022

California State University
MONTEREY BAY

Agenda

1. Accounting
   - Travel Highlights
2. Business Support Services Update
   - Audit Findings/Policy Practice Changes
   - Smartsheet/POvs. Direct Pay
3. Budget Office Update
   - 2022/23 Approved Budget Requests
   - 2022/23 Compensation Budgets
   - Compensation News
4. Finance Team Open Office Hours
5. Did you Know? - Presented By OSI
6. Q & A

Accounting – Travel Highlights

Susan Koch, Director Accounting

AB 1887 – Prohibition on State Sponsored Travel to States with Discriminatory Laws

1. Alabama
2. Arkansas
3. Florida
4. Georgia
5. Idaho
6. Indiana
7. Iowa
8. Kansas
9. Kentucky
10. Louisiana
11. Mississippi
12. Montana
13. North Carolina
14. North Dakota
15. Ohio
16. Oklahoma
17. South Carolina
18. South Dakota
19. Tennessee
20. Texas
21. Utah
22. West Virginia

Exceptions:

- Enforcement of CA Law, including auditing and revenue collection
- Litigation
- To meet contractual obligations incurred prior to Jan 1, 2017
- To comply with requests by the federal government to appear before committees
- To participate in meetings or trainings required by a grant or required to maintain grant funding
- 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 CA or a different state not subject to travel prohibition
- 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

Request for Authorization to Travel (RAT)

- **Travel Advance:**
  - Signed & Dated RAT to A/P
  - 14 days PRIOR to first day of trip
- **No Travel Advance:**
  - Approved RAT on file with department prior to trip's commencement
  - Submit approved RAT with Travel Expense Claim (TEC) to A/P

- **NOTE: Highly recommend cost comparisons to avoid issues when it comes time to file TEC.**

Travel Advances

- Signed & Dated RAT to A/P
- Two full weeks (14 days or 10 business days) PRIOR to the week of trip

- NOTE: All travel advances must be cleared within 60 days of completed travel by submitting TEC to A/P.

- Submit payment requests to: paymentrequest@csumb.edu
- Questions or concerns to: accounts_payable@csumb.edu

Thresholds

- Employee traveling is certifying on the Travel Expense Claim that expenses were incurred
  - Up to $55 per day for meals
  - Up to $275 before tax and fees for hotel

- *Per CSU Policy, traveler MUST have authorization from the President or designee (CFO Glen Nelson) in instances when costs exceed threshold allowed.

Receipt Retention

- Receipts are required over $75
- Under $75, not required by CSU Policy nor CSUMB Finance

- NOTE: departmental authorities may require receipts; Delegation of Authority is allowed to be stricter than policy

Reimbursement Options from A/P

- What kind of payments?
  - Cash Advance for travel
  - Reimbursements (Personal, Travel and Petty Cash)

- Standard Check
  - Requires pick up in Finance
- Direct Deposit
  - For more information: https://csumb.edu/finance/accounting/university-accounts-payable/direct-deposit-non-payroll/

eCommerce

University Tickets – Events

- **Student Extracurricular Sign Up**
- **Conferences**
- **Fees**
- **Celebrations**
- **Free Event Guest List**

eMarkets – Online Storefront

- **Physical Items**
- **Fees**
- **Mobile Friendly**
- **Shipping Fulfillment**
- **Inventory**

Benefits

- Integrated with finance systems
- Department access to sales reports and notifications
- Appropriate regulatory conformity
- Centralized software management

Contact us at eCommerce@csumb.edu
Web information: https://csumb.edu/finance/accounting/e-commerce-0/

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What to Watch For:

- What: Concur Travel Expense
- When: Spring 2023!
- More Information will be forthcoming!

Business Support Services

Sandra Amorim Ruiz, Director Procurement & Contracts Services

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Procurement and Contract Services

Recently completed an internal audit for Vendor Administration and Procurement.

As a result of this audit we will be refining and updating internal processes that align with CSU policy.

Formal training will be scheduled to roll out changes.

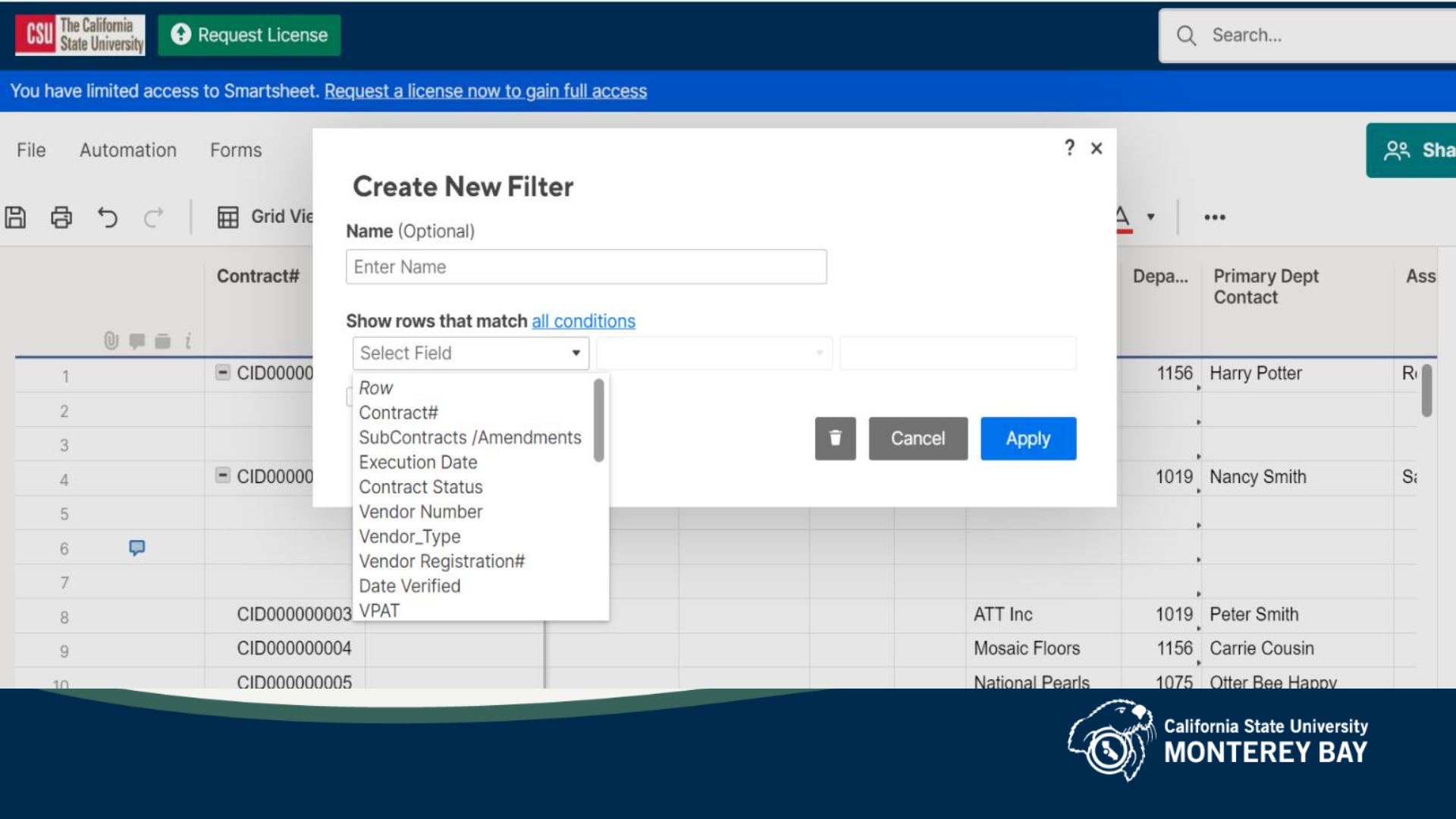
Contract Tracking

The current Google Drive lacks the required information to meet policy objectives.

Comprehensive Contract Tracking

Build a repository with campus wide agreements accessible for viewing by all of the campus community.

The ability to search by supplier, track expiration dates, and mine the data for trends and category spending.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Create New Filter
Name (Optional)
Enter Name
Show rows that match all conditions
Select Field
Row
Contract#
SubContracts /Amendments
Execution Date
Contract Status
Vendor Number
Vendor_Type
Vendor Registration#
Date Verified
VPAT
Cancel
Apply
Contract#
Depa...
Primary Dept Contact
CID00000
1156
Harry Potter
CID00000
1019
Nancy Smith
CID000000003
ATT Inc
1019
Peter Smith
CID000000004
Mosaic Floors
1156
Carrie Cousin
CID000000005
National Pearls
1075
Otter Bee Happy
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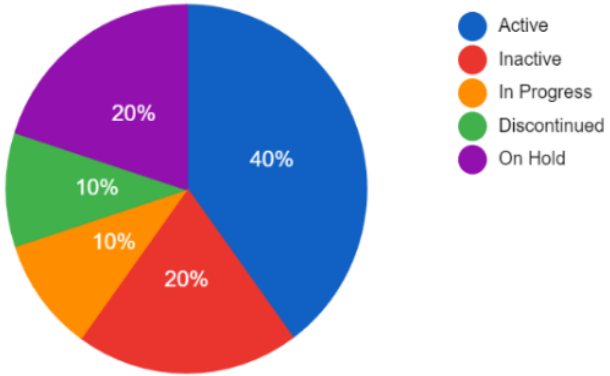
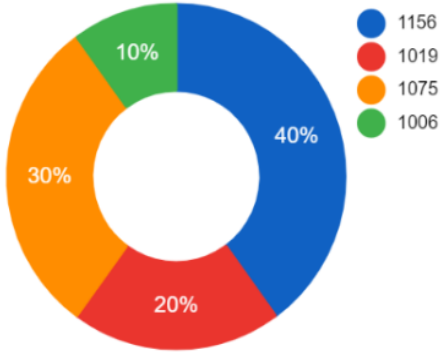
Contracts Dashboard

Total Contracts 10

Active	4
Inactive	2
In Progress	1
Discontinued	1
On Hold	2



Contracts by Dept



Direct Pay

The Direct Pay method was used when a purchase order or other acquisition method should have been utilized.

Direct payments may be made for those types of commitments/obligations for which little or no value can be added by processing the transaction through the standard procurement procedures. Campuses are responsible for establishing local policies which identify types and dollar thresholds for transactions authorized for direct payments and associated procedures for exception processing.

Direct Payment Matrix

Payment Method Matrix

Use Procard* (Acceptable Procard Purchases)	Use a Purchase Order (PO)** (Purchase Requisition required to issue a PO)	Use Direct Payment (Check Request Form)
Advertisements	Blanket Orders	Attorney Fees
Books and Publications	Capital Assets	Event Fees (Awards and Promotional)
Catering	Construction Projects	Honorariums (Honorarium Agreement Required)
Conference and Seminar Registration Fees	Contractual Monthly Service Repairs	Postmaster fees for mail services
Expendable items such as paper and toners	Electronic/Computer/Sensitive equipment	Speaker Fees
Membership/Subscription Fees (no automatic renewals)	Long-term consulting or independent contracting services	Scholarships/Stipends (from sponsored project funds)
Printing	Monthly Maintenance Agreements (i.e., copiers and printers)	Utilities
Office supplies	Projects using multiple vendors	Taxes
Rentals (except for facility use)	Sponsored Project funded service agreements	
Replacement Parts	Consultant services including travel costs	

The following expenses are prohibited for Direct Pay:

1. Payments for Agreements/Contracts
2. Travel (use a Expense Reimbursement)
3. Payments against Purchase Orders
4. Services (a PO/Agreement is needed)
5. Space Usage off-campus (a Facilities Use Agreement is needed)

Sole Source

Sole brand and sole source are two procurement methods that limit competition. Any decision to limit competition may also have the effect of limiting the CSU's ability to minimize costs, negotiate favorable terms and conditions, and allow for alternate courses of action during disputes. These methods should be used only when it has been determined that other competitive procurement methods will not fulfill the requirements of the CSU.

CSU MONTEREY BAY SOLE SOURCE/BRAND APPROVAL

REQUISITION NUMBER: Campuslogic DATE: 09/20/2022

Please fill in the following information.
(Attach a separate page if room is not sufficient.)

This is a request for (please check one):

- ☑ SOLE SOURCE (Item or service only available from one vendor/source)
- ☐ SOLE BRAND (Bids to be solicited for specified brand only)

Requested Vendor or Brand: CampusLogic

Dollar Amount: **$500,993.00**

Requested Item/Service (Briefly describe product or service and give a brief explanation as to the function of this item or service. Attach a memo to this form if necessary to better explain.):

CampusLogic provides two products what work together Scholarship Universe and Student Forms

1. What are the unique performance features of the product or brand requested that are not available in any other product or brand? (For services: What are the unique qualifications this vendor possesses?) Identify specific, measurable factors/qualifications.

Split Purchases

There were instances where multiple purchase orders were used for the same supplier in the same date range to circumvent the bidding threshold.

Split Purchases

Splitting of purchases or contracts in order to avoid or circumvent legal or policy requirements, including but not limited to competitive solicitation requirements is prohibited.

Purchases over $50,000

Purchases over $50,000 require three quotes. If you are unable to secure three quotes than a business exception must be documented.

The Procurement Team can assist with securing quotes for your desired goods and services.

Process Improvement

IT Procurement Process

One time Guest Speaker Process

What's new....

Open Office Hours for Procurement and Contract Services- Every other Thursday from 11:00 a.m. to 11:30 a.m. on Google Meet Video Conferencing.

Procurement Operations Manual...under development

Procurement 101 Training...Coming in late October

You Otter Take a Break!!!

Budget Office

Yolanda Anglin, Director Budget & Planning

Agenda

1) 2022/23 Approved Budget Requests
2) 2022/23 Compensation Budgets
3) Compensation News

2022-23 Approved Budget Requests

- **When will the 2022-23 MB500 Base Budgets be loaded in Finance Data Warehouse?**
  - ***July 15, 2022***
- **When will we receive notification of the 2022-23 Approved Divisional Budget requests?**
  - ***July 27, 2022 Memo to President/Vice Presidents***
  - ***July 27, 2022 Memo copied to Divisional Resource Mgr's***
  - ***Budget Office Website***

2022-23 Approved Budget Requests (cont.)

- **When will we receive budget allocations for the Approved 2022-23 Mandatory/1X Budget Requests?**
  - ***Before we close the September accounting period***
    - ***(September Close date: October 15, 2022)***

2022-23 Compensation Budgets

- When will we receive budget allocations to cover the recent 2022-23 General Salary Increase Budgets (GSI)?
  - *Before we close the October accounting period*
    - *(Close date: November 15, 2022)*
- When will we receive budget allocations to cover the recent 2022-23 Recognition Bonus/1X Lump Sum Payments Budgets?
  - *Before we close the November accounting period*
    - *(Close date: December 15, 2022)*

2022-23 Compensation Budgets (cont.)

- **Will we receive the 7% GSI increase if a new position was created and approved in our strategic budget request?**
  - ***Yes, but not until the new person is hired. But you can offer the candidate up to 7% more than budgeted and we will fund it centrally. Just send me an email requesting the 7% with a copy of the appointment letter.***

- **Will we receive the 7% GSI increase on a vacant position that is currently in recruitment?**
  - ***Yes, but not until the new person is hired. But you can offer the candidate up to 7% more than budgeted and we will fund it centrally. Just send me an email requesting the 7% with a copy of the appointment letter.***

Compensation News

- **Compensation**
  - **Units 2-5-7-9 - California State University Employees Union (CSUEU)**
    - *7% GSI to post the week of September 5, 2022*
    - *Recognition Bonus ($3,500) – 8/25/22*
  - **Unit 3 - California Faculty Association (CFA)**
    - *4% GSI retro to July 1, 2022 and posted the week of April 4, 2022*
    - *Lump sum payment ($3,500) and posted April 18, 2022*
    - *3% GSI to post the week of September 5, 2022*
  - **Unit 4 - Academic Professionals of California (APC)**
    - *4% GSI retro to October 1, 2021 to post the week of September 5, 2022*
    - *3% (pending, no tech letter yet)*
    - *Recognition Bonus ($2,500) – 8/25/22*

Compensation News (cont.)

- **Compensation (cont.)**
  - **—Units 6 - Skilled Crafts (Teamsters)**
    - *4% GSI retro to June 30, 2022 to post the week of September 5, 2022*
    - *3% GSI retro to July 1, 2022 to post the week of September 5, 2022*
    - *1X Payment in lieu of retro July 1, 2021-June 30, 2022 ($2,907) – 8/18/22*
    - *Recognition Bonus ($2,500) – 8/25/22*
  - **—Unit 8 - Statewide University Police Association (SUPA)**
    - *7% GSI to post the week of September 5, 2022*
    - *1X Payment ($3,500) – 8/25/22*

Compensation News (cont.)

- **Compensation (cont.)**
  - **Management Personnel Plan (MPP)/Confidential Employees (C99)**
    - ***7% GSI's are rolling out as evaluations are completed.***
      - ***MPPs with direct reports must have the evaluations for those employees turned in to UP. Additionally, they must also have a "meets expectations" on their own evaluation.***
    - ***1X Payment ($3,500) – 9/14/22***

Questions?

2022-23 Budget Office Resources

- **2022/23 Benefit Rate Memo**
  https://csumb.edu/finance/budget-office/benefit-rate-memos/

- **2022/23 Approved Divisional Budget Allocations**
  https://csumb.edu/finance/budget-office/csumb-budget-approval-memos/

- **CSUMB Annual Budget Life-Cycle**
  https://csumb.edu/finance/budget-office/

Finance Open Office Hours

- **Accounting**
  Fridays at 10:30 a.m.
- **BSS**
  Bi-weekly on Thursday (09/29) at 11:00 a.m.
- **Budget**
  Bi-weekly on Wednesday (10/05) at 10:30 a.m.

Please contact bof@csumb.edu for details.

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DID YOU KNOW?

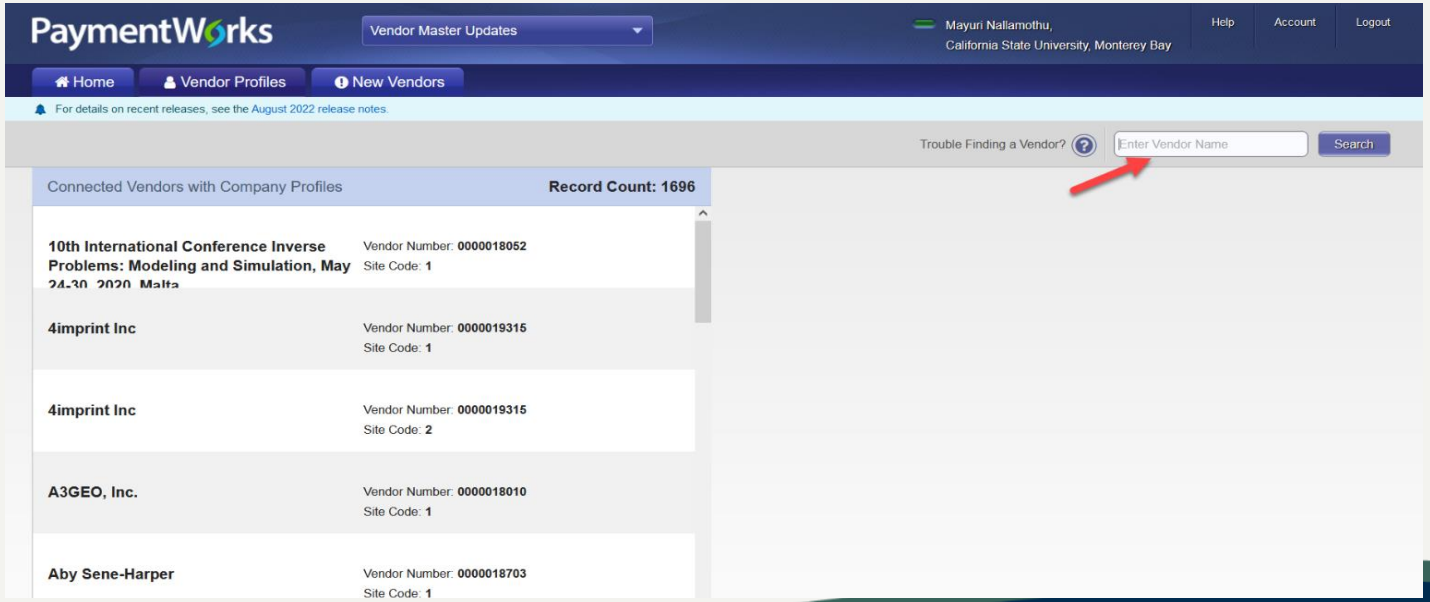
Venkat Paruchuru, Director OSI

Did You Know?

- Supplier Inquiry
  - PaymentWorks Supplier Inquiry
  - CFS Supplier Inquiry
- Requisition Life Cycle
  - Flow Diagram
  - PO Life Cycle Report (Run by ReqID or PO#)
- Payment Inquiry
- CFS MP 5.0 Upgrade Coming soon..(Details in Oct BOF)

Supplier Inquiry- PaymentWorks

Go to Procurement's CSUMB website for PaymentWorks login and instructions : https://csumb.edu/finance/procurement



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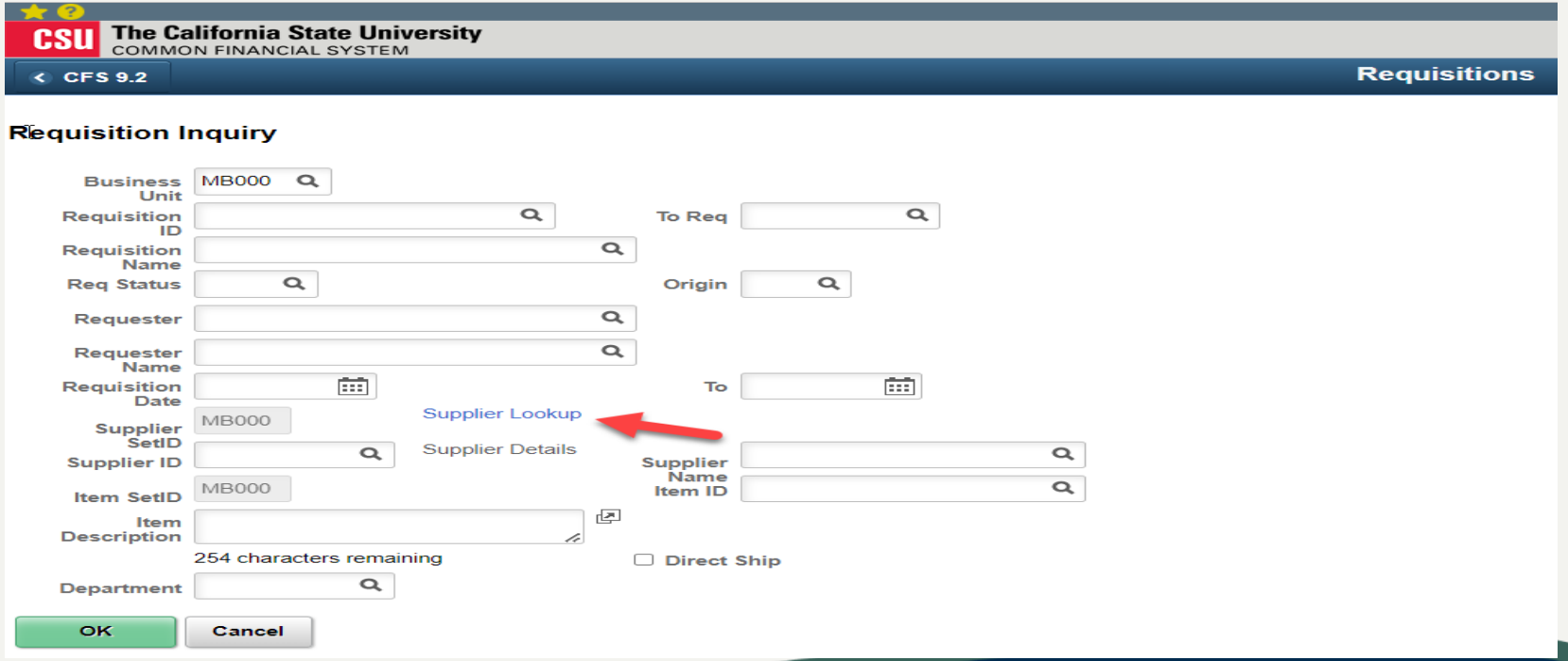
Supplier Inquiry- CFS Supplier Inquiry

Navigation : Purchasing>Requisitions>Review Requisition Information



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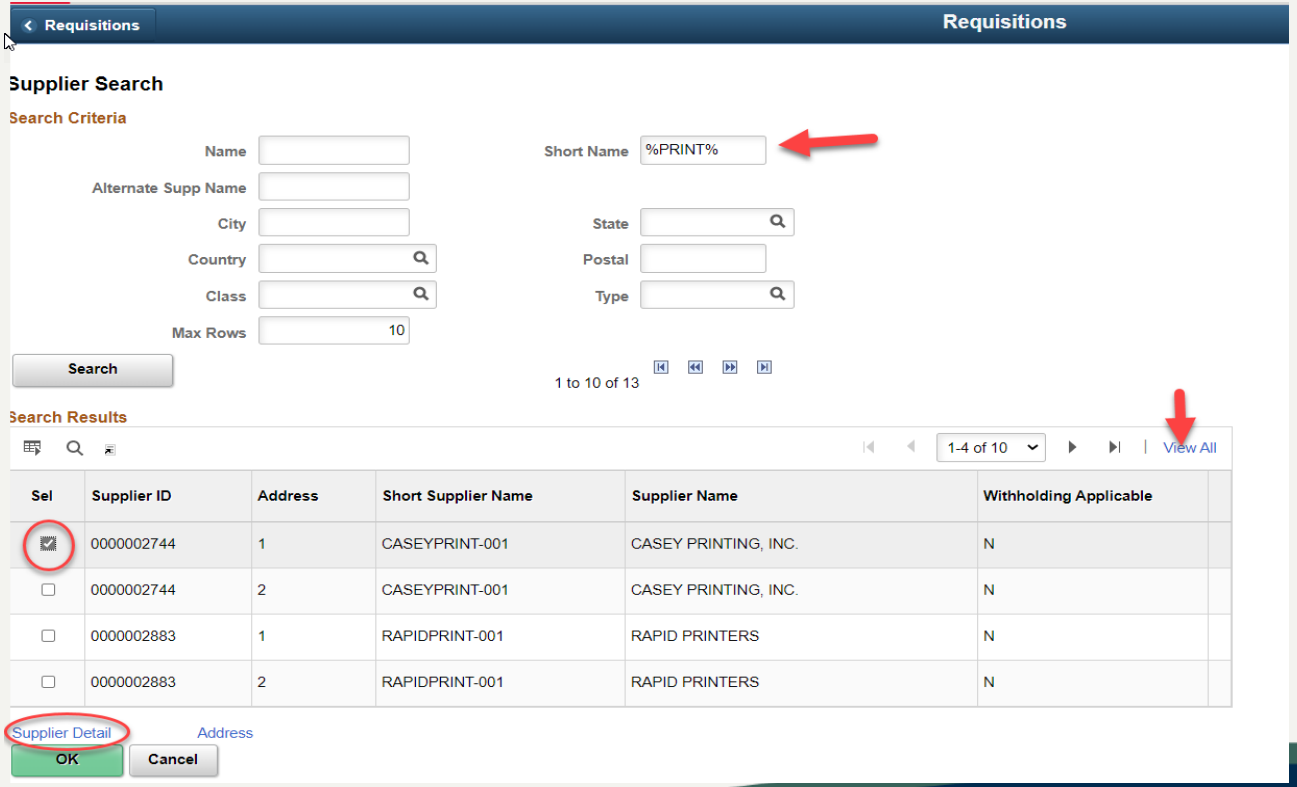
CFS Supplier Inquiry Cont..



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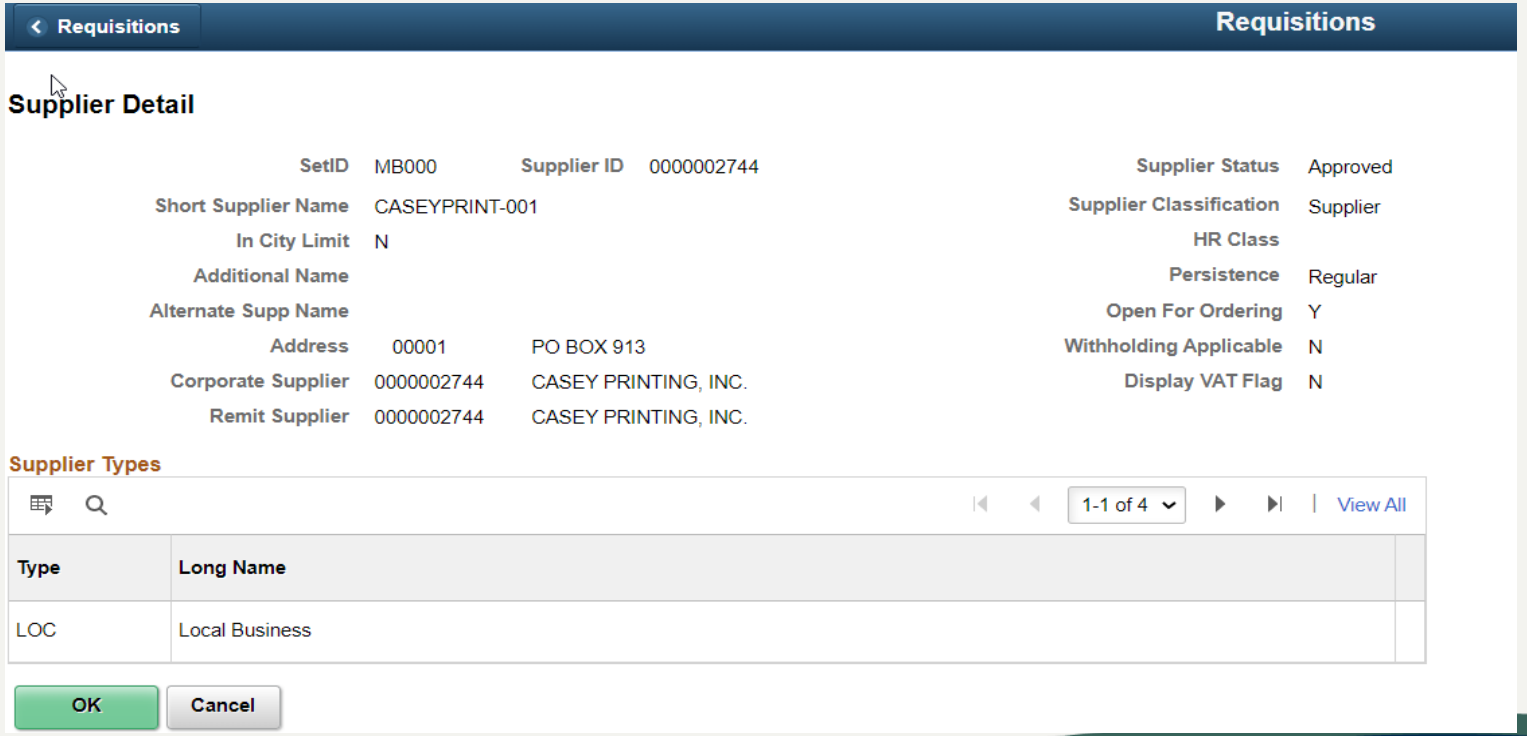
CFS Supplier Inquiry Cont..



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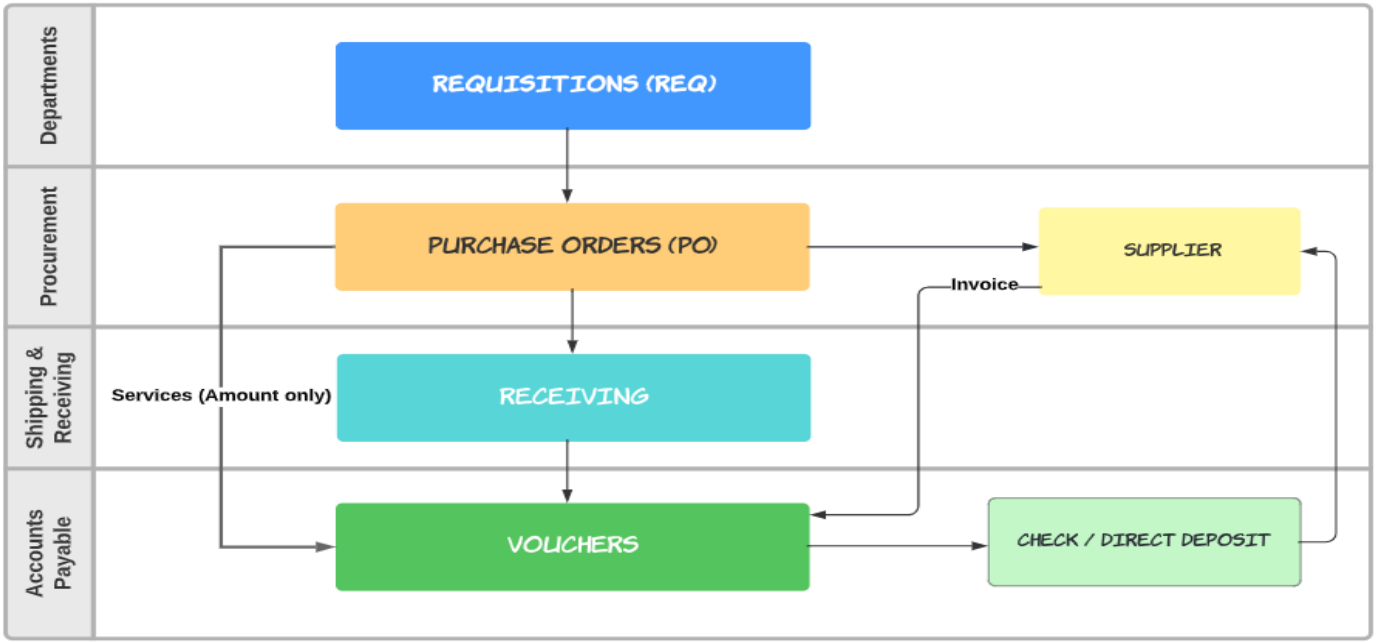
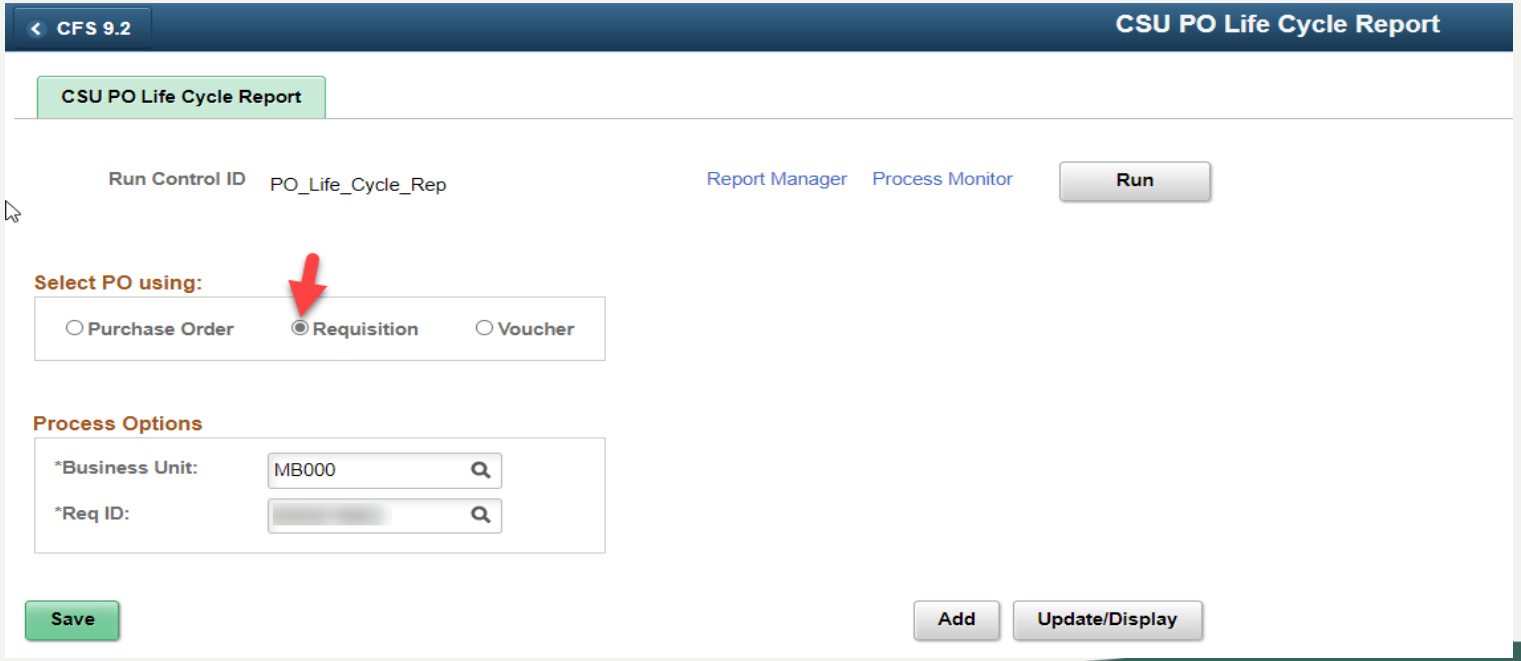
Requisition Life Cycle



OSI Dt: 09/21/2022

CFS PO Life Cycle Report

Navigation : Purchasing>Purchase Orders>Reports>CSU PO Life Cycle Report



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CFS PO Life Cycle Report Cont..

Report ID: CSUPO010 — Cal State Univ - Monterey Bay — Page No : 1
Operator : [redacted] — Purchase Order Life Cycle Report — Run Date: 09/18/2022
Database : FACFSPSB — Run Time: 21:34:21

Bus Unit: MB000 — PO Ref: [redacted] — Change Order #: 004
PO Id: [redacted] — PO Type: General — Change Order Date: 06/11/2020
PO Dt: 03/28/2019 — PO Buyer: 06000006044
Supplier Id: [redacted] — PO Status: Dispatch
Supplier Name: [redacted]

Requisition Information: Req

Req_id	Ln/Sc/Ds	Stat	Description	Categ Cd	Requestor	GL BU	Accnt /Dept Id	/Fund /Prog /Project Id/Class	Price	UOM	QTY	PO Ln/Sc/Ds	Total Amount
[redacted]	1/1/1	P	19-20 Master Task Orde	91800	060000060	MB000	613800/1024	/MB500/ / /	1.00	LOT	1.0	1/1/1	1.00
												Total REQ	1.00

PO Detail Information [redacted] - 03/28/2019 PO

Ln/Sc/Ds	Stat	Description	Categ	Due Date	Location	GL BU	Accnt /Dept Id	/Fund /Prog /Project Id/Class	Price	UOM	QTY	Total Tax	Total Frg	Total Msc	Total Amount
1/1/1	O	2019-2020 Mast	91800	03/28/19	RECEIVING	MB000	613800/1024	/MB500/ / /	1.00	LOT	1.0	0.00	0.00	0.00	1.00
2/1/1	C	Task Order #1	91800	11/14/19	RECEIVING	MB000	607022/1024	/MB617/ /FMPNR775 /	9,530.00	LOT	1.0	0.00	0.00	0.00	9,530.00
3/1/1	O	Task Order #1	91800	06/05/20	RECEIVING	MB000	607022/1024	/MB617/ /FMPNR775 /	3,887.60	LOT	1.0	0.00	0.00	0.00	3,887.60
4/1/1	X	Balance of Lin	91800	06/10/20	RECEIVING	MB000	607022/1024	/MB717/ /FMPCP775 /	0.00	LOT	0.0	0.00	0.00	0.00	0.00
								Total PO	3.0			0.00	0.00	0.00	13,418.60

Voucher Information: Voucher

Voucher ID	Stat	Voucher Amount	Voucher Dt	Invoice ID	PO Ln/Sc/Ds	GL BU	Accnt /Dept Id	/Fund /Prog /Project Id/Class	Check#	Check Dt	Check Amount
[redacted]	O	5,642.40	05/14/20	7078	2/1/1	MB000	607022/1024	/MB617/ /FMPNR775 /	[redacted]	06/04/2020	7,407.75
[redacted]	O	313.60	06/02/20	7113	3/1/1	MB000	607022/1024	/MB717/ /FMPCP775 /	[redacted]	06/11/2020	840.60
[redacted]	O	628.00	06/15/20	7145	3/1/1	MB000	607022/1024	/MB617/ /FMPNR775 /	[redacted]	07/30/2020	628.00
	Total VCH	6,584.00									

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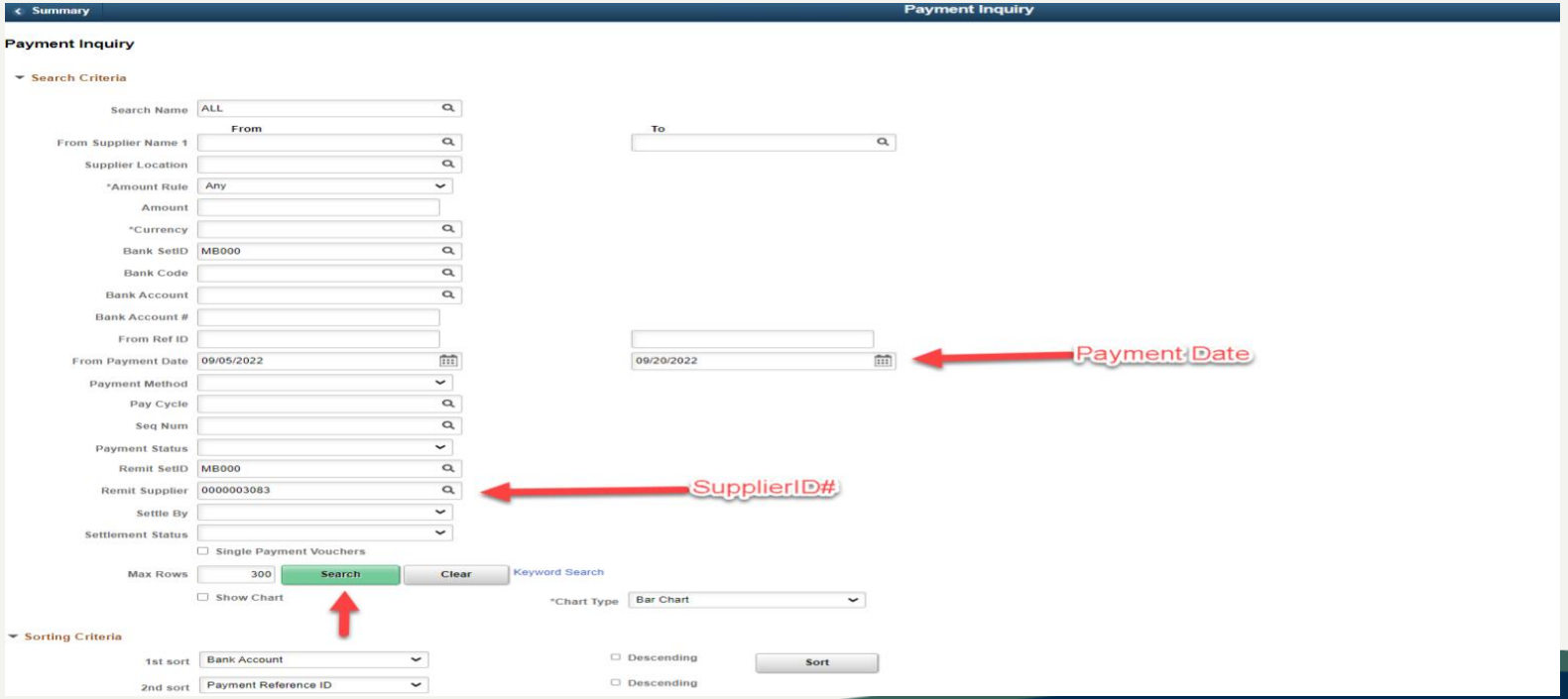
CFS Payment Inquiry

Navigation : Accounts Payable>Review Accounts Payable Info>Payments



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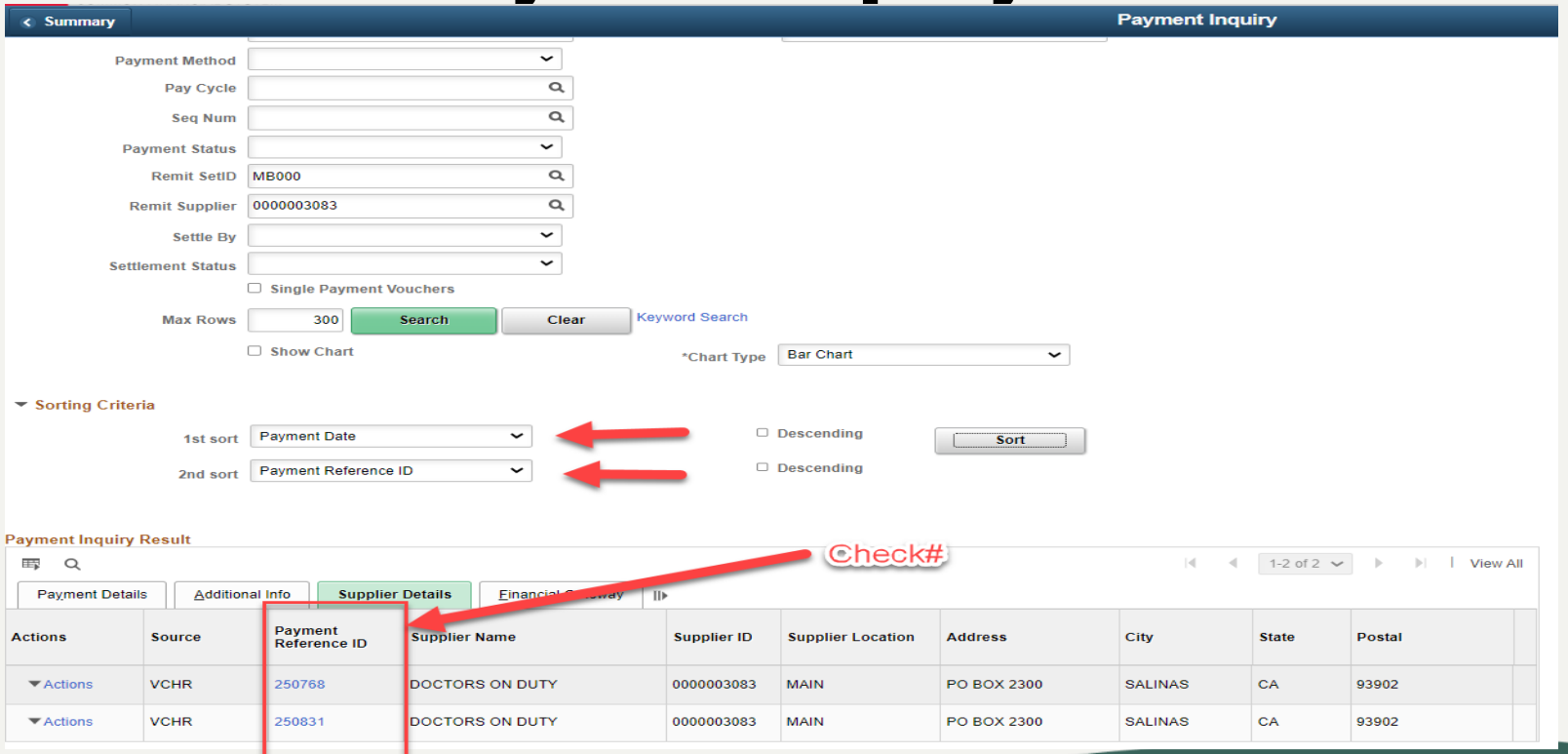
CFS Payment Inquiry Cont...



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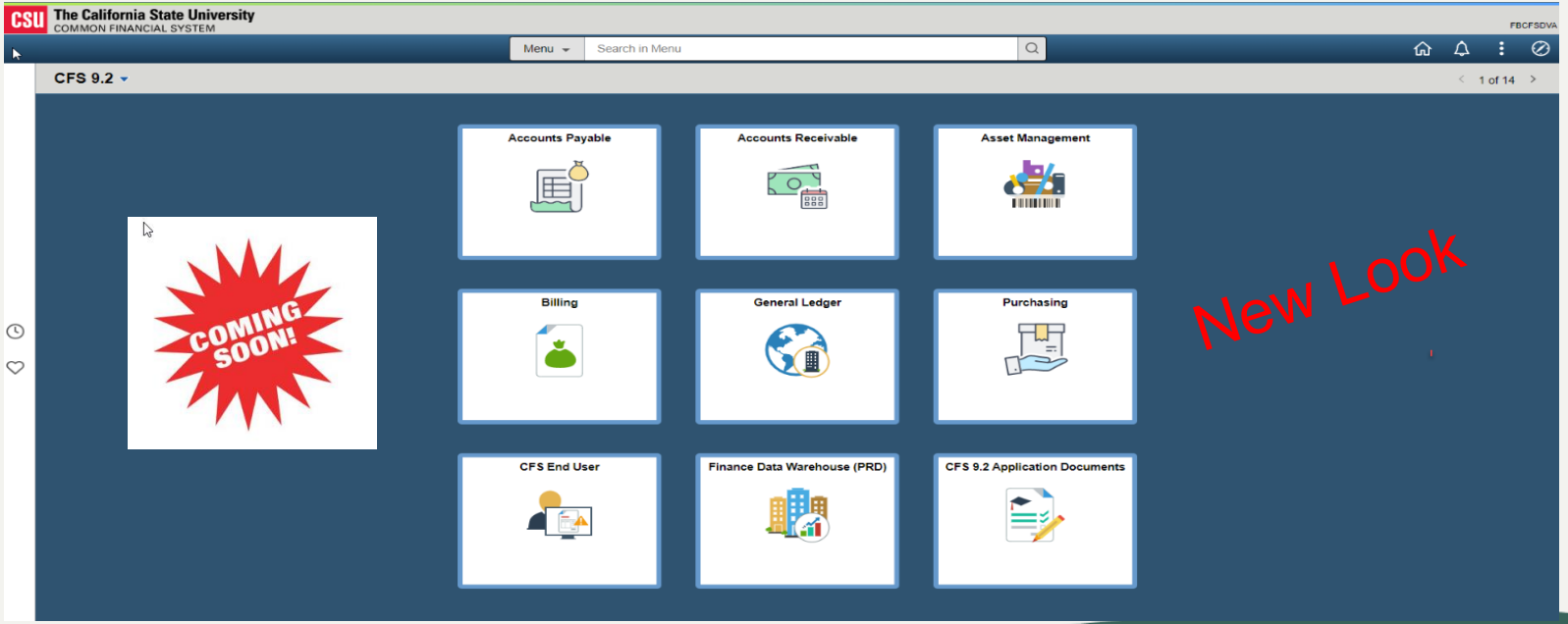
CFS MP 5.0 Upgrade in Nov 2022 (Details in Oct BOF)



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Meet Team OSI

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Next BOF

10/19/2022

Questions??