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 is 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!!

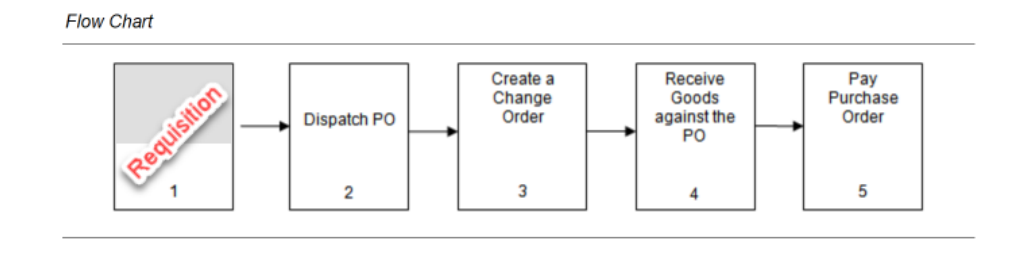
DID YOU KNOW?

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

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# XXXXXXXXXX has been dispatched from Requisition# XXXXXXXXXX to Vendor# XXXXXXXXXX (ID), XXXXXXXXXXXXXXXXXXXXXXXXX (Vendor Name 1) on MM/DD/YYYY.

PO Change Order (step 3)

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

Items Received (Step 4)

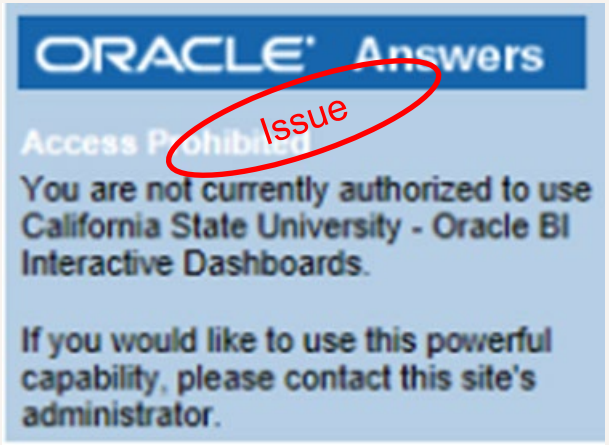
* Message: Items have been received, Receipt# XXXXXXXXXX, against PO# XXXXXXXXXX for Vendor# XXXXXXXXXX (ID), XXXXXXXXXXXXXXXXXXXXXXXXX (Vendor Name 1) on MM/DD/YYYY.

Payment Processed (Step 5)

* Message: A payment to Vendor# XXXXXXXXXX (ID), XXXXXXXXXXXXXXXXXXXXXXXXX (Vendor Name 1) has been made against the following PO# XXXXXXXXXX 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

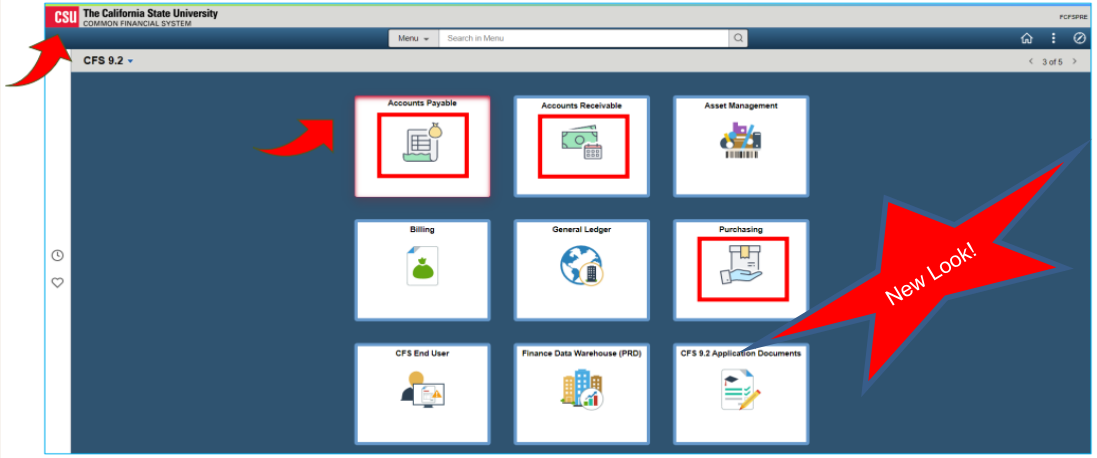
From November 18, 2022 5.00PM Until November 21, 2022 9.00AM

Go-Live November 21, 2022 9.00AM or Earlier

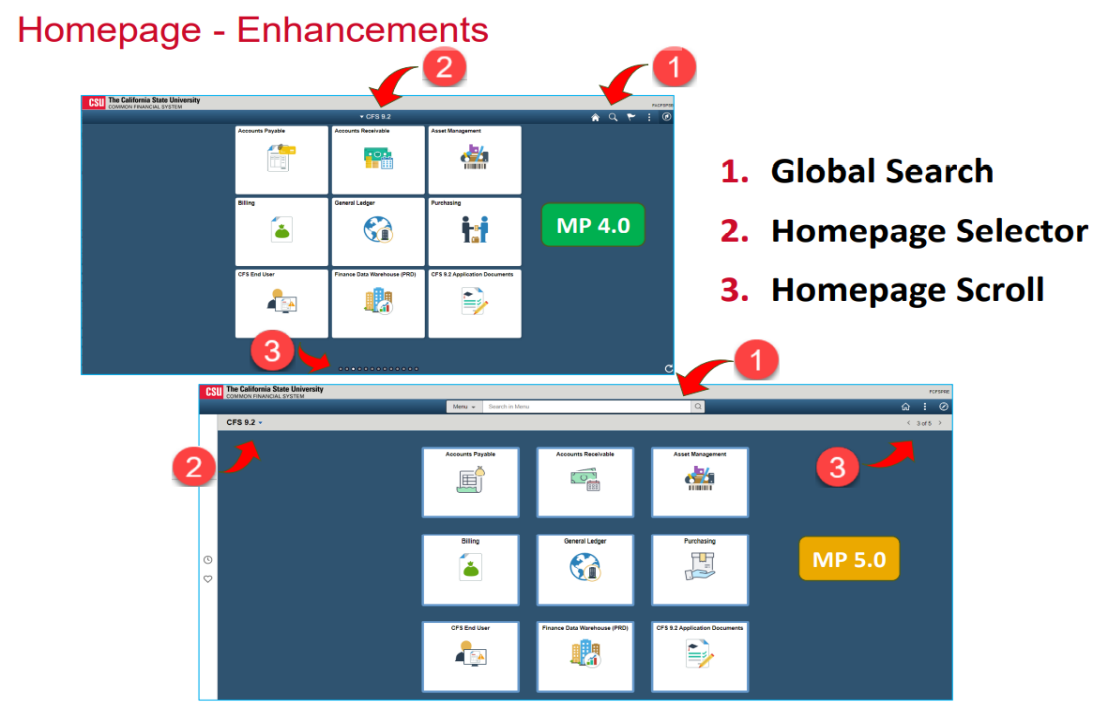
CFS MP 5.0 New Upgrade Look- Changes & Enhancements

Homepage - Branding

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

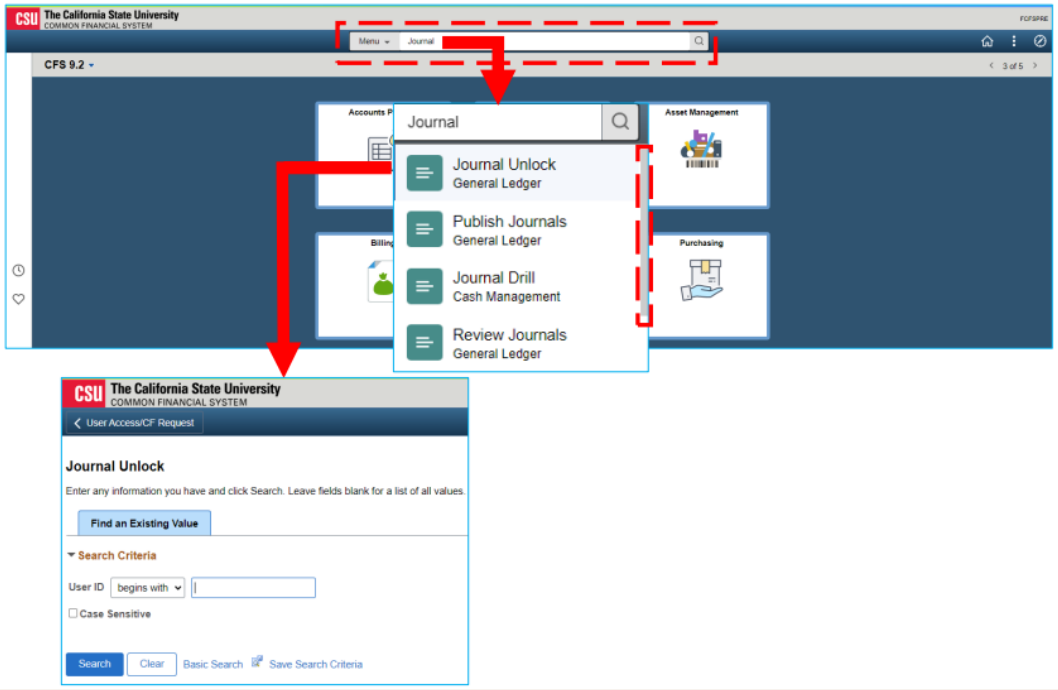


CFS MP 5.0 New Upgrade Look- Changes & Enhancements



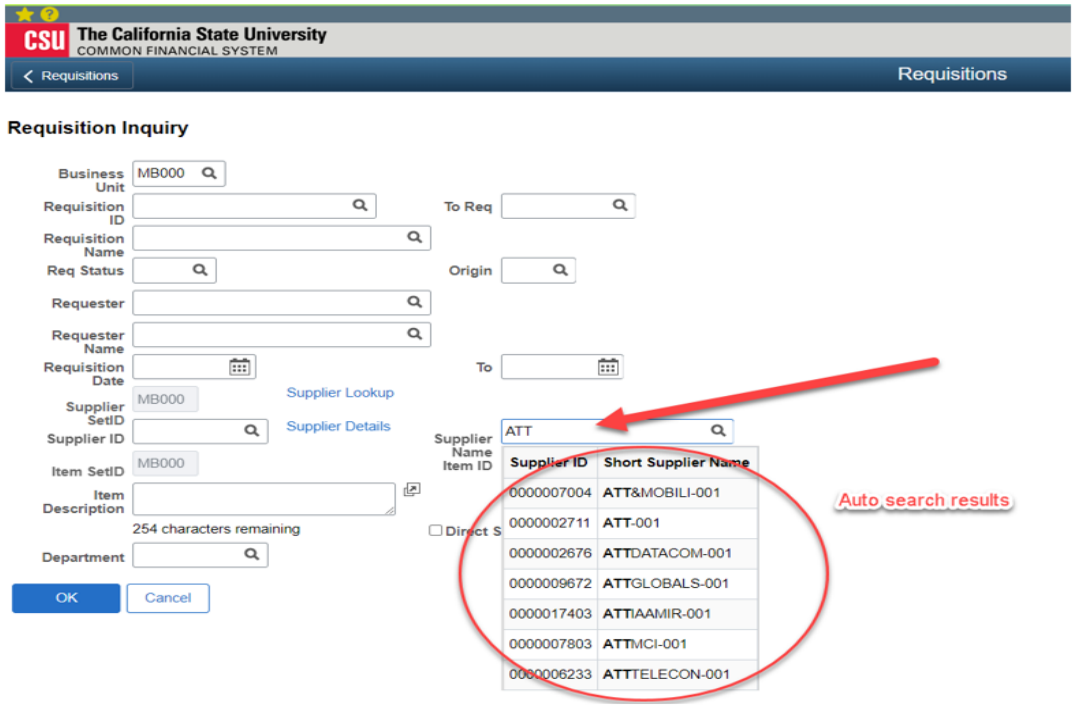
CFS MP 5.0 Changes & Enhancements Cont..

Homepage Enhancements – Global Search



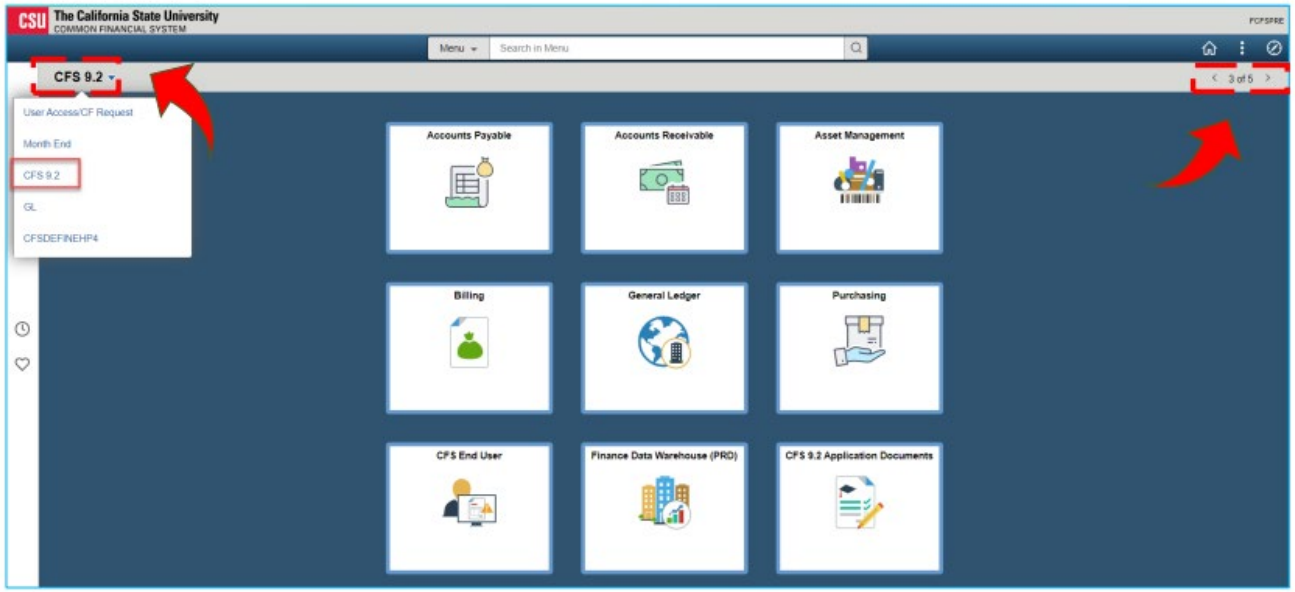
CFS MP 5.0 Changes & Enhancements Cont..

Auto Search Results



CFS MP 5.0 Changes & Enhancements Cont..

Homepage Enhancements – Homepage Selector/Scroll



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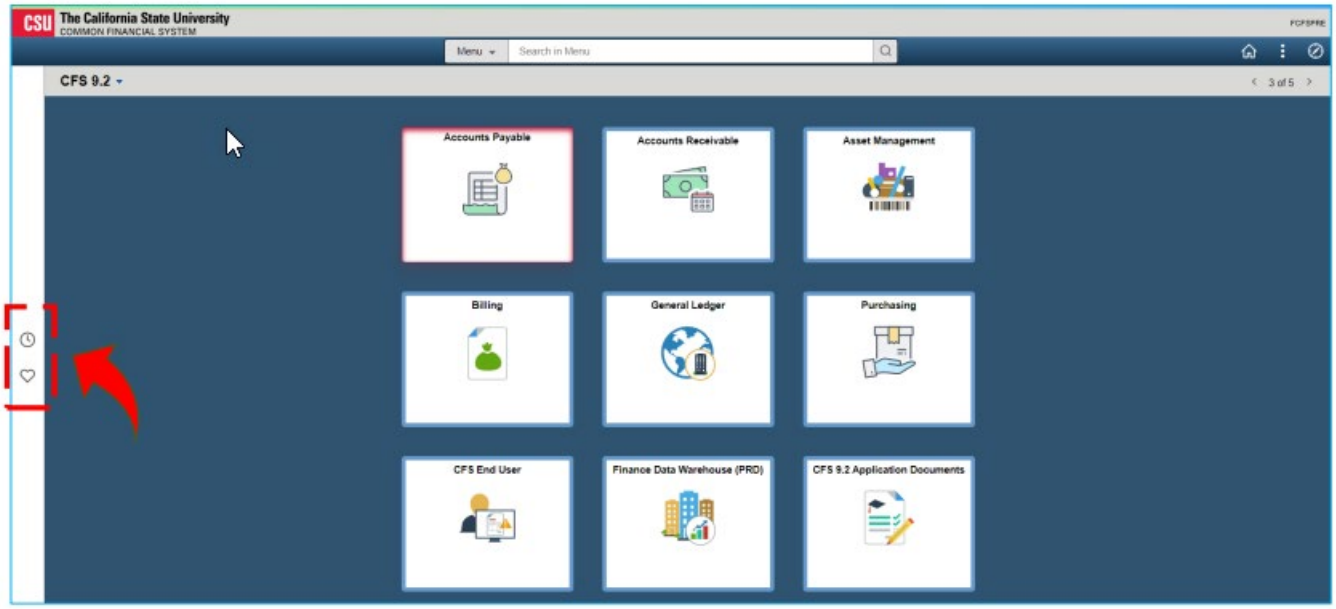
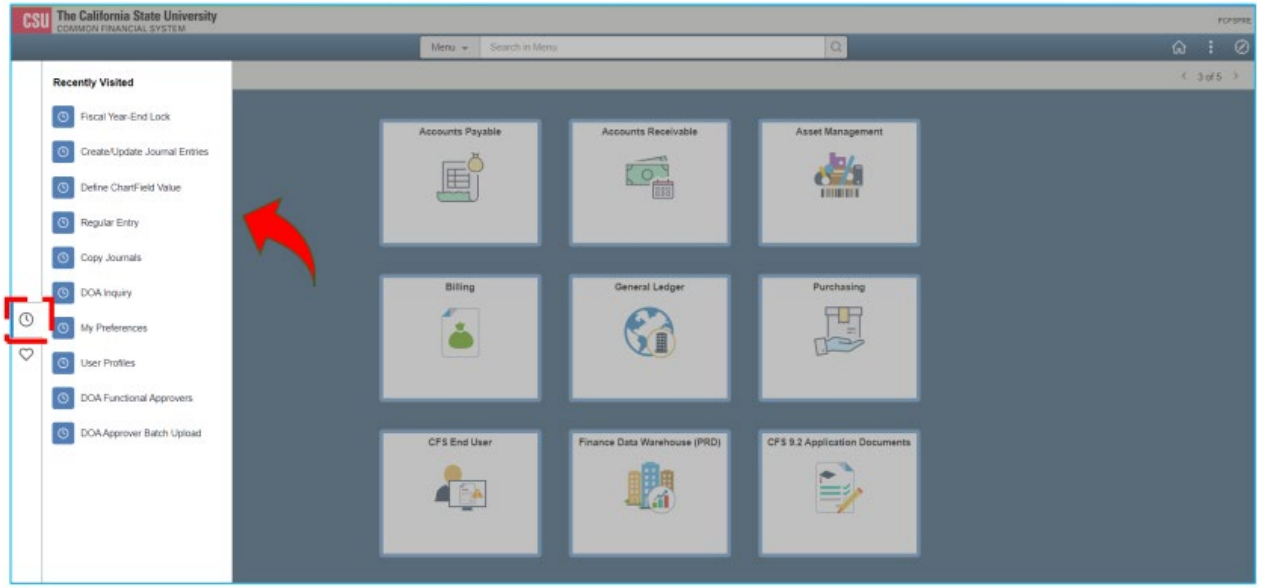
CFS MP 5.0 Changes & Enhancements Cont..

Homepage - Quick Access Bar



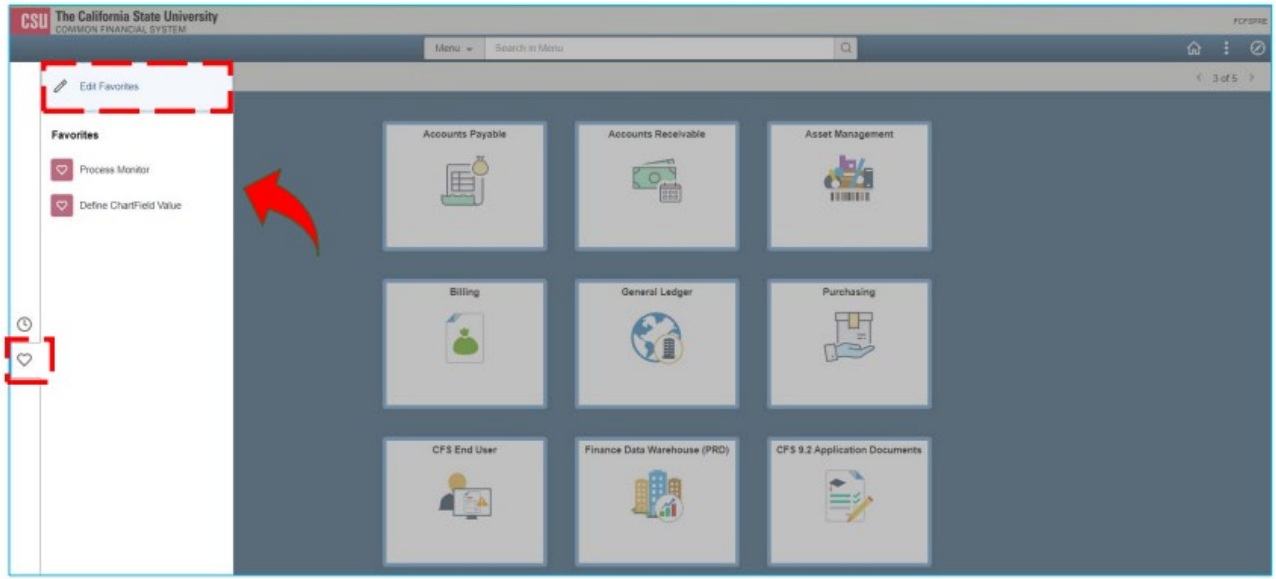
CFS MP 5.0 Changes & Enhancements Contd..

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		

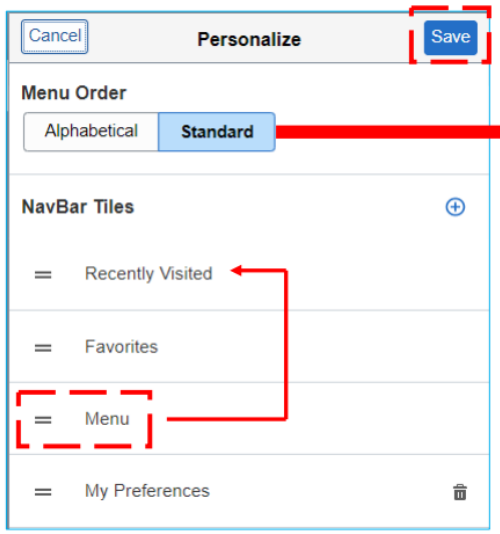
CFS MP 5.0 Changes & Enhancements Contd..

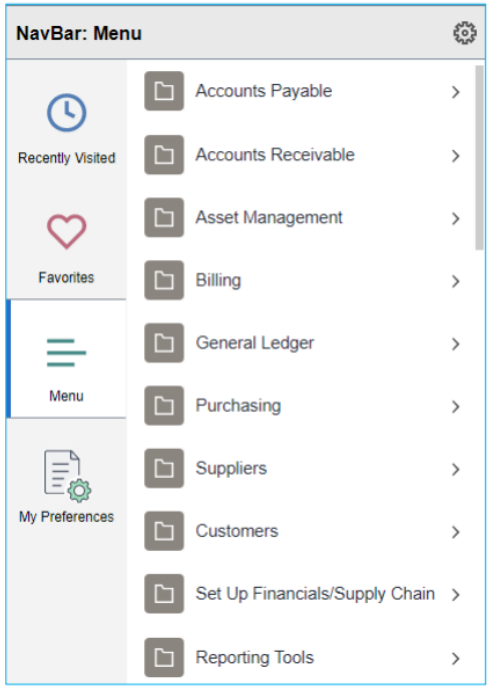
NavBar (Navigation Bar) – Personalize NavBar

CFS MP 5.0 Changes & Enhancements Contd..

NavBar (Navigation Bar) - Personalize NavBar – Cont.

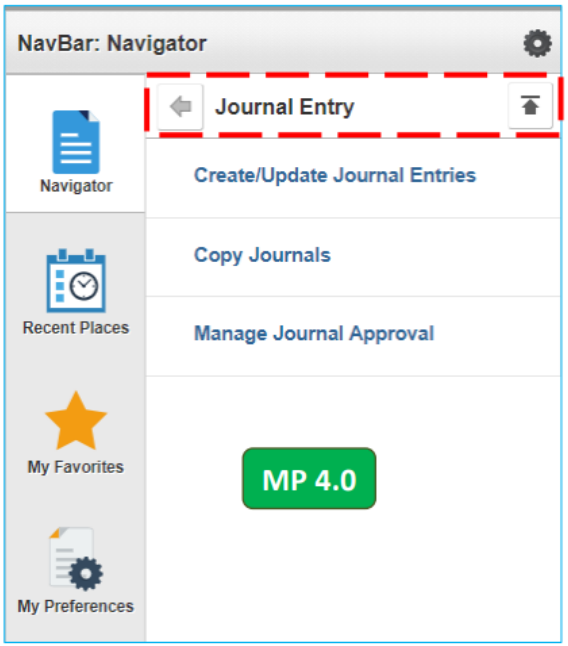
- Standard

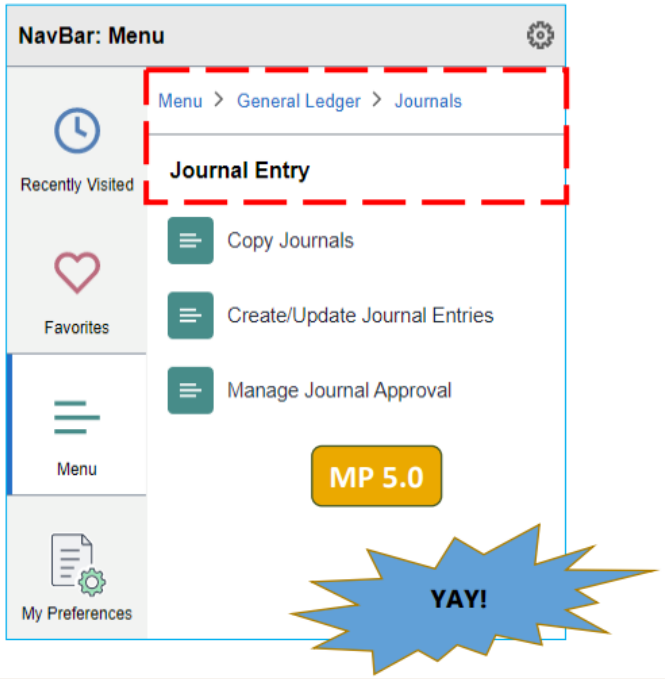




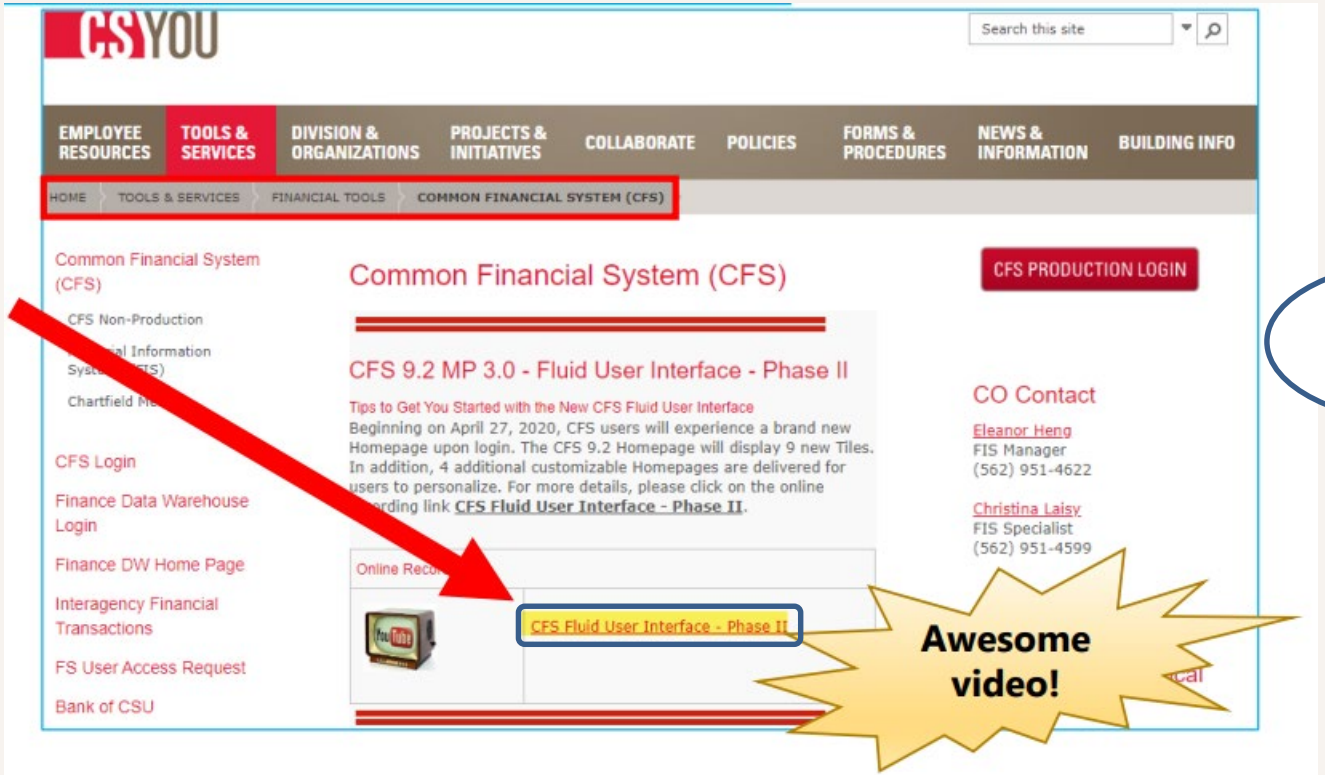
CFS MP 5.0 Changes & Enhancements Cont..

NavBar (Navigation Bar) – Breadcrumbs are back!

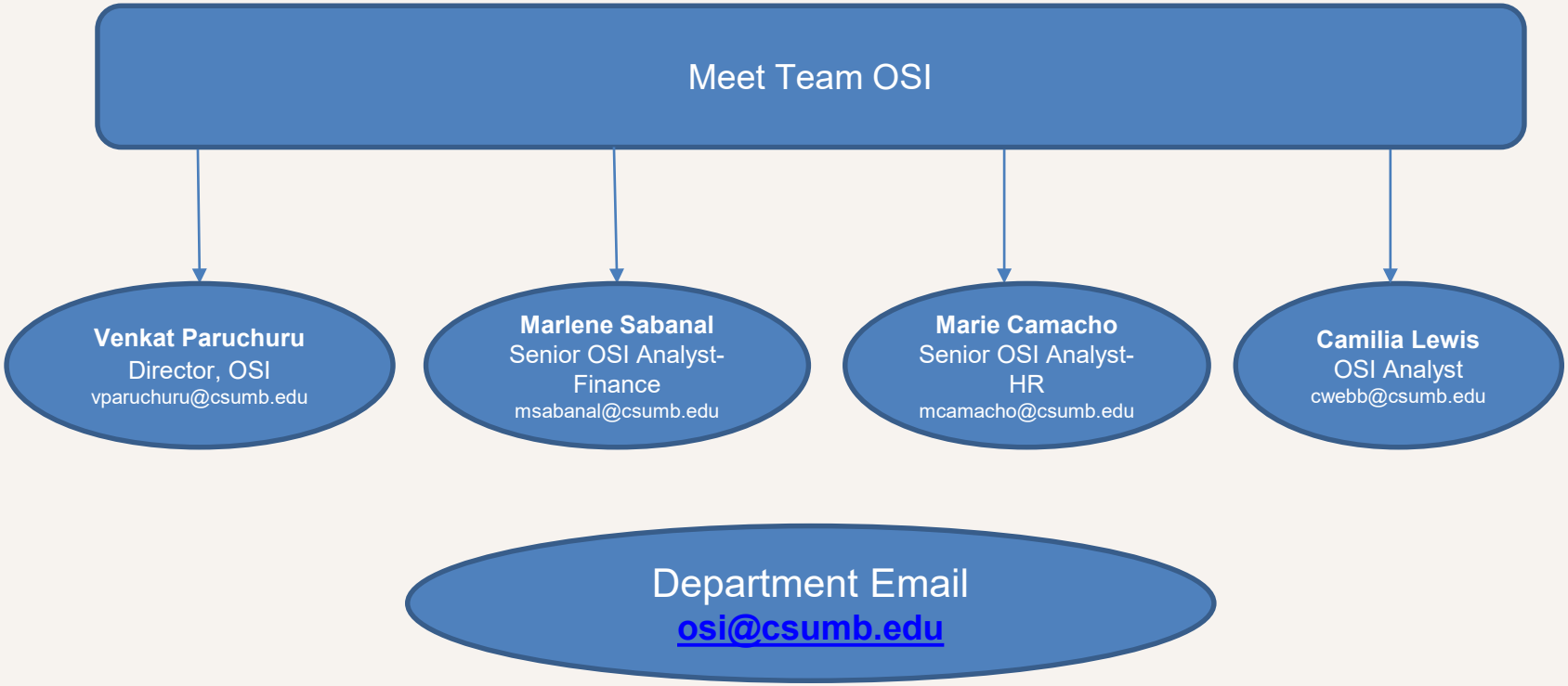




CFS MP 5.0 Changes & Enhancements Contd..



Video Link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Questions??

Next BOF

11/16/2022

Questions??