



**California State
University**

C H A N N E L
I S L A N D S

FHR Council Meeting

Dec. 9, 2021 (Virtual)
11 a.m.

WELCOME



Laurie Nichols

Assistant Vice President for Administrative Services and HRO

Stephanie Bracamontes

Assistant Vice President for Financial Services/Controller

Agenda



- I. Welcome
- II. New Employees
- III. Financial Services Accomplishments 2021
- IV. Chart of Accounts Definitions
- V. Certify Highlights
- VI. Accounts Payable FAQs
- VII. Human Resource Updates
- VIII. Questions



California State
University

C H A N N E L
I S L A N D S

New Employees

New Employees

Administrative Services



Mitzi Williams

Executive Director, Human Resources



Ashley Segovia

Human Resources Assistant

New Employees

Financial Services



Patricia Sainz

A/P Accounting Tech III



Diane Phillips

Student Financials Accountant



Edwin Anthony Morales

Warehouse Worker, Materials Management (MSRP)



New Employees

Financial Services



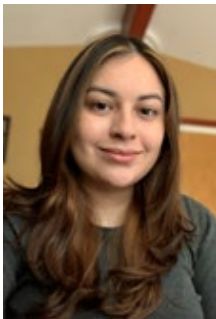
Francine Mariam Iqbal

Director of Procurement & Contract Services



Paula Rockenstein

Contract Manager, Procurement



Sheryl Aguilar -Astorga

Student Assistant



Other Staff Updates

Financial Services



Leo Cervantes

Appointed to Interim Financial Reporting Manager/Aux Manager



Scott Gelz

Appointed to a permanent position, Accountant II





Accomplishments of 2021

Accomplishments - 2021



Standardization of Reconciliations

Implementation of Academic Affairs Department attributes from three to six digits

Submission of - F&A rate (Facilities and Administrative) to the Department of Health and Human Services occurs every three years - Pending Approval

Successful RFP Auxiliary Auditor - CohnReznick

Successful implementation of GASB 84-Fiduciary Activities and GASB 87-Lease Accounting

FY20/21 Financial Audits Update:

- Auxiliary - Received five clean audit opinions
- Campus - Final Submission expected in January 2022

Implementation of standardized telecommuting across all units

Support the implementation of HEERF - policy development, FA & AP disbursements, procurement, JET transfers, Federal draws, reconciliations, compliance reporting ,website management. Total all three awards \$50m, 20-21 expenditures \$18.4 mil.

Accomplishments - 2021



Procurement -23C

- About 23C -The collective power of the CSU as one procurement team of 100+ professionals. As we established our 23C Procurement three-year plan we took the time to understand the challenges and opportunities facing our individual campuses. Although we see many headwinds in the future, we found alignment with the setting of 23 goals that will contribute \$65 million in value over the next three years. Overall we know we can succeed by working together and growing people who fulfill the vision.
- CI Cost Savings benefit Goal \$600K Achieved \$1.6m one of nine campuses that met 20-21 target
- Majority of cost saving benefit from Construction Contract cost avoidance



Chart of Accounts

How Chart of Accounts are Designed:

Assets: A resource from which future benefits are expected.

Example: Cash, Accounts Receivable, Fixed Assets

Accounts beginning with a '1' (101901-Cash)

Liability: An obligation arising from past events that is owed to others.

Example: Accounts Payable and Use Tax Payable

Accounts beginning with a '2' (201001-AP)

Equity: The residual interest in the assets after deducting all liabilities.

Example: Fund Balance

Accounts beginning with a '3' (305022-Fund Balance Clearing)

Revenue: Increases in economic benefit during an accounting period in the form of inflows of an asset.

Example: Student Fees, Contributions, and Investment Interest

Accounts beginning with a '5' (508001-Investment Earnings)

Expenses: Decrease in economic benefits during an accounting period in the form of outflows.

Example: Salaries, Travel, Supplies and Services

Accounts beginning with a '6' (606001-Travel)

Debits & Credits

In PeopleSoft (CFS) and the Data Warehouse (FDW)

PeopleSoft is an accounting information system that collects and processes transaction data and then disseminates the financial information to interested parties.

Accounting is a double entry system, every transaction requires debits equal to credits.

Debits: Debits are positive amounts

Credits: Credits are negative amounts

COCSU - CSU Office of the Chancellor	2016 MDE - Manual Journal Entry	014840798PFA OCT-JUN	65,795.46	61901 - CO CASH/INVESTMENT POOL	48501 - CSU OPERATING-GENERAL SUPPORT
COCSU - CSU Office of the Chancellor	2016 MDE - Manual Journal Entry	014840798PFA OCT-JUN	(32,897.73)	61901 - CO CASH/INVESTMENT POOL	48501 - CSU OPERATING-GENERAL SUPPORT

Assets: Normal balance is a debit (positive number)

Liabilities: Normal balance is a credit (negative number)

Expenses: Typically a debit (positive) when paying. Negative side is cash being reduced.

Revenue: Typically a credit (negative) when receiving. Positive side is cash being increased.

PeopleSoft uses a Chart of Accounts (COA)

A COA is designed to:

- Comply with external financial reporting requirements (GAAP, State, Federal Government, etc.)
- Allow for consistency and data integrity within the CO and CSU system.
- Provide information needed for analysis, benchmarking and decision making (IPEDS, budget, Surveys, etc).
- Provide a common language for classifying and grouping business transactions.
- Required for accurate data collection and reporting when defined.

The Chart of Accounts (COA) provides info regarding the nature of the transaction to help segregate and categorize financial transactions. Each information field is called a **Chartfield**. Combining a series of Chartfields makes up a **Chartfield String**. A **Chartfield String is used to define, identify, categorize, and sort transactions**.

Account-Fund-Department-Program-Project-Class									
606001		48501	1029	AA006	ITS00000	02901			
Account	Fund	Department	Program	Project	Class	Current Budget	Actuals	Encumbrances	% Used Fiscal Year
606001 - TRAVEL IN STATE	48501 - CSU OPERATING-GENERAL SUPPORT	1000 - ACADEMIC HUMAN RESOURCES	---	---	---	8,200.00	1,702.05	0.00	6,497.95 22%
		1002 - ACADEMIC SENATE	---	---	---	110,000.00	9,268.19	0.00	100,731.81 8%
		1004 - STUDENT ACADEMIC SERVICES	---	---	00407 - FALL COUNSELOR CONFERENCES	47,579.28	11,085.53	14,288.18	22,205.57 53%
		1005 - CO ACCOUNTS PAYABLE	---	---	---	5,000.00	0.00	0.00	5,000.00 0%
		1006 - ADVANCEMENT	---	---	00605 - THENDOZA ALLOCATION & EXPENSE	8,000.00	1,242.64	235.97	6,521.39 18%
		1009 - ACADEMIC RESEARCH	---	---	---	23,000.00	2,434.96	0.00	20,565.04 11%
		1011 - STUDENT ENGAGE & ACADEMIC INET	---	---	---	4,370.24	0.00	2,617.72	1,552.52 64%
		1012 - AA-RVC OFFICE	---	---	---	5,299.00	953.08	0.00	4,345.92 18%
		1013 - FINANCIAL SERVICE	---	---	---	28,997.46	1,226.58	3,540.02	24,230.86 16%
		1014 - ACADEMIC & STUDENT SUCCESS	---	---	---	4,753.48	94.59	53.48	4,605.41 3%
		1015 - AA-RVC OFFICE	---	---	---	2,994.00	0.00	0.00	2,994.00 0%
		1016 - AA-RVC OFFICE	---	---	---	1,403.68	0.00	0.00	1,403.68 0%
		1017 - VETERANS AFFAIRS	---	---	---	360.64	0.00	0.00	360.64 0%
		1018 - VETERANS AFFAIRS	---	---	---	9,000.00	0.00	0.00	9,000.00 0%

Account: Identifies "what" is the nature of the transaction. The account captures the detailed breakdown of a financial transaction that is entered into the system. Required on all transactions.

Fund: Identifies "where" of the transaction and its source and use of dollars being held. Required on all transactions. Maps to FNAT key, which is necessary for reporting. Tied to a specific purpose.

Department: Identifies "who" is impacted by the revenue/expenditure transaction. Represents the detailed breakdown of the Business Unit organization structures. Required for all revenue and expenditure accounts.

Program: Used to define a set of ongoing accounting activities for which revenues and/or expenditures need to be tracked. Identifying transactions for additional accounting treatments. Used on Revenue and Expense accounts. Required for accurate data collection and reporting when defined.

Project: Identifies a discrete set of activities that occur within a finite time period (a defined start and end date). Activities associated with project chartfield may span multiple funds, accounts and/or departments. Revenues and expense cross multiple years.

Class: Used for special reporting needs a department or other organizational unit may have. Activities associated with class may span multiple departments, funds and/or accounts.

Contra Accounts

To record reimbursements without losing track of the original expense.

Fund Fdesr	Account	Dept Fdesr	Int Budget	Actuals	Encumbrances	Balance Available	%
54302 - CO INTERNAL COST RECOV	616003 - SOFTWARE	1091 - ELECTRONIC C	0.00	0.00	0.00	0.00	
		1097 - SYSTEMW DSG	0.00	0.00	0.00	0.00	
		1104 - ATS SHARED S	0.00	2,755,085.95	0.00	(2,755,085.95)	
		1141 - ACADEMIC TEL	0.00	0.00	0.00	0.00	
		1179 - ACCESSIBILITY	0.00	96,866.23	0.00	(96,866.23)	
	616003 - SOFTWARE		0.00	2,851,952.18	0.00	(2,851,952.18)	
	616903 - CONTRA IT	1104 - ATS SHARED S	0.00	(2,755,085.95)	0.00	2,755,085.95	
		1179 - ACCESSIBILITY	0.00	(96,866.23)	0.00	96,866.23	
	616903 - CONTRA ARE Total			(2,851,952.18)	0.00	2,851,952.18	

608905: Contra Library Subscriptions

613901: Contra Contractual Services

616902: Contra IT Hardware

617901: Contra Service from other Funds/Agencies-Used instead of revenue when reimbursed by campuses or state agencies.

616903: Contra Software

616905: Contra Info Tech Maintenance

660990: Contra Expense-Other

California State University Channel Islands

Chart of Accounts Descriptions

Capital Asset Accounts

SetID	Account	Description	FIRMS Object Code	Source	Detail Info
CICMP	616001	Communications Over \$5k	616001	VCH / MJE	Used to record costs for communications equipment, such as telephone equipment, routing equipment and network software. It may also include tax, maintenance and related training costs. Communication item that has a unit acquisition cost equal to or greater than \$5k AND has an estimated life greater than one year. If Communication item is over \$5k BUT has LESS than an estimated life of one year, it should be in Account 616902.
CICMP	616002	Desk/Lap/Peripherals Over \$5k	616002	VCH / MJE	Used to record expenditures for non-communication equipment, including laptops/desktops, printers, monitors, servers, etc., and for related maintenance costs. Desk/Lap/Peripherals that has a unit acquisition cost equal to or greater than \$5k AND has an estimated life greater than one year. If Desk/Lap/Peripherals is over \$5k BUT has LESS than an estimated life of one year, it should be in Account 616903.
CICMP	616003	Software Over \$5k	616003	VCH / MJE	To record expenditures for IT software, including maintenance costs related to the use of the software. Software that has a unit acquisition cost equal to or greater than \$5k AND has an estimated life greater than one year. If Software is over \$5k BUT has LESS than an estimated life of one year, it should be in Account 616905.
CICMP	616004	Computer Networks Over \$5k	616004	VCH / MJE	Computer Networks that has a unit acquisition cost equal to or greater than \$5k AND has an estimated life greater than one year. If Computer Networks is over \$5k BUT has LESS than an estimated life of one year, it should be in Account 616901.
CICMP	616801	Servers/Peripherals Over \$5k	616002	VCH / MJE	Servers/Peripherals that has a unit acquisition cost equal to or greater than \$5k AND has an estimated life greater than one year. If Servers/Peripherals is over \$5k BUT has LESS than an estimated life of one year, it should be in Account 616904.
CICMP	616901	Computer Networks Under \$5k	616004	VCH / MJE	Computer Network item that has an estimated life less than one year. If Computer Network item is over \$5k BUT LESS than an estimated life of one year, the item SHOULD BE in this account.
CICMP	616902	Communications Under \$5k	616001	VCH / MJE	Communications item that has an estimated life less than one year. If Communications item is over \$5k BUT LESS than an estimated life of one year, the item SHOULD BE in this account.
CICMP	616903	Desk/Lap/Peripherals Under \$5k	616002	VCH / MJE	Desk/Lap/Peripherals that has an estimated life less than one year. If Desk/Lap/Peripherals is over \$5k BUT LESS than an estimated life of one year, the item SHOULD BE in this account.
CICMP	616904	Servers/Peripherals Under \$5k	616002	VCH / MJE	Servers/Peripherals that has an estimated life less than one year. If Servers/Peripherals is over \$5k BUT LESS than an estimated life of one year, the item SHOULD BE in this account.
CICMP	616905	Software Under \$5k	616003	VCH / MJE	Software that has an estimated life less than one year. If Software is over \$5k BUT LESS than an estimated life of one year, the item SHOULD BE in this account.

California State University Channel Islands

Chart of Accounts Descriptions

Capital Asset Accounts

SetID	Account	Description	FIRMS Object Code	Source	Detail Info
CICMP	619001	Other Equipment	619001	VCH / MJE	For non-IT and non-instructional equipment. Costs can be capitalized if they meet the capitalization criteria. The cost of equipment includes item purchase price, plus all costs associated with the acquisition, including taxes, shipping and handling, and installation charges.
CICMP	619002	Instructional Equip Over \$5k	619002	VCH / MJE	Equipment which is an integral part of providing classroom instruction to students (e.g. airplane simulator). Does not include general use equipment (i.e. not dedicated to instructional purposes), nor does it include computer equipment used in libraries and computer labs. The cost of equipment includes item purchase price, plus all costs associated with the acquisition, including taxes, shipping and handling, and installation charges. Instructional Equip that has a unit acquisition cost equal to or greater than \$5k AND has an estimated life greater than one year. If Instructional Equip is over \$5k BUT has LESS than an estimated life of one year, it should be in Account 619001.
CICMP	619801	Furniture/Equipment over \$5K	619001	VCH / MJE	Furniture/Equipment that has a unit acquisition cost equal to or greater than \$5k AND has an estimated life greater than one year. If Furniture/Equipment is over \$5k BUT has LESS than an estimated life of one year, it should be in Account 619002. For Furniture that are acquired as a group whose individual acquisition cost is less than the \$5,000 threshold, can be capitalized if they are considered material collectively.
CICMP	619802	Vehicles over \$5K	619001	VCH / MJE	Vehicle that has a unit acquisition cost equal to or greater than \$5k AND has an estimated life greater than one year. If Vehicle is over \$5k BUT has LESS than an estimated life of one year, it should be in Account 619003. Standard Useful Life 5-10 years.
CICMP	619803	Works of Art over \$5K	619001	VCH / MJE	Works of art and historical treasures are defined as collections or individual items of significance that are owned by a state agency which are not held for financial gain, but rather for public exhibition, education, or research in furtherance of public service; and are protected and cared for or reserved and subject to an organizational policy that requires the proceeds from sales of collection items to be used to acquire other items for collections. Exhaustible collections or items - items whose useful lives are diminished by display or educational or research applications. Inexhaustible collection or items - where the economic benefit or service potential is used up so slowly that the estimated useful lives are extraordinarily long. Because of their cultural, aesthetic, or historical value, the holder of the asset applies efforts to protect and preserve the asset in a manner greater than that for similar assets without such cultural, aesthetic, or historical value. For most of the CSU campuses, works of art and historical treasures are insignificant and thus could be expensed or capitalized. If capitalized, these amounts should be treated as inexhaustible and not be depreciated. Standard Useful Life - Infinite or estimated useful life if exhaustible.
CICMP	619901	Instructional Equip Under \$5k	619002	VCH / MJE	Instructional Equipment that has an estimated life less than one year. If Instructional Equipment is over \$5k BUT LESS than an estimated life of one year, the item SHOULD BE in this account. - College Outside - Backpacks, West Coast Sailing - Sailboat parts, B&H Photo - In ear wireless system, B&H Photo - AV Equipment
CICMP	619902	Furniture/Equipment Under \$5k	619001	VCH / MJE	Furniture/Equipment that has an estimated life less than one year. If Furniture/Equipment is over \$5k BUT LESS than an estimated life of one year, the item SHOULD BE in this account. - College Outside - Backpacks, West Coast Sailing - Sailboat parts, B&H Photo - In ear wireless system, B&H Photo - AV Equipment
CICMP	619903	Vehicles Under \$5k	619001	VCH / MJE	Vehicle that has an estimated life less than one year. If Vehicle is OVER \$5k but less than an estimated life of one year, the item SHOULD BE in this account.

California State University Channel Islands

Chart of Accounts Descriptions

Capital Asset Accounts

SetID	Account	Description	FIRMS Object Code	Source	Detail Info
CICMP	608001	Library Books	608001	VCH / MJE	Used to record the cost of books, including monographs not issued as part of a series, no matter the format (printed or electronic), purchased specifically for the campus' library. Does not include charges for any materials licensed on an annual basis (use 608005, Library Subscriptions, for these costs). Books purchased for use by any department other than the library, including books purchased for a course and charged back via a fee to course participants, should be charged to object code 660003, Supplies & Services. For Library Books that are acquired as a group whose individual acquisition cost is less than the \$5,000 threshold, can be capitalized if they are considered material collectively. Standard Useful Life - 10 years.
CICMP	608004	Periodicals	608004	VCH / MJE	Used to record the cost of publications issued daily, weekly, monthly or quarterly, no matter the format (printed or electronic), purchased specifically for the campus' library. Each issue of a periodical includes separate articles, stories or other written material contributed by multiple authors and compiled by an editor or group of editors. Examples include journals, magazines, newspapers, newsletters and monographs, if issued in a series. Periodicals purchased for other purposes should be charged to object code 660003, Supplies & Services. All Periodicals should be expensed and should not be depreciated.
CICMP	608005	Subscriptions	608005	VCH / MJE	Used to record the cost of license fees to access reference materials electronically and other electronic databases with scholarly content. Includes licenses procured either by the Chancellor's Office or the campus. Object code is relevant for licenses used by the university library; licenses obtained by other departments for their use should be charged to object code 660003, Supplies & Services. All Subscriptions should be expensed and should not be depreciated. - World Archives - Access NewspaperArchive.com
CICMP	608006	Media	608001	VCH / MJE	Used to record the cost of books, including monographs not issued as part of a series, no matter the format (printed or electronic), purchased specifically for the campus' library. Does not include charges for any materials licensed on an annual basis (use 608005, Library Subscriptions, for these costs). Books purchased for use by any department other than the library, including books purchased for a course and charged back via a fee to course participants, should be charged to object code 660003, Supplies & Services. For Media that are acquired as a group whose individual acquisition cost is less than the \$5,000 threshold, can be capitalized if they are considered material collectively. Standard Useful Life - 10 years.

Certify Highlights

Travel & Expense Reporting System



California State
University

C H A N N E L
I S L A N D S


Background




- **Certify is the Travel & Expense (T&E) Management software provider for CSU Channel Islands**
- **Easy-to-use cloud-based interface and mobile application with electronic receipt capture allows you to book travel and complete expense reports and reimbursement quickly, easily, and cost-effectively**
- **Reduces overhead processing costs**
- **Increases compliance with CSUCI Travel Procedures and Regulations**
- **Simplifying the overall T&E management process for employees, accounts payable and approvers**


Travel Website


- CSUCI Travel Website: <https://www.csuci.edu/procurement/travel/>


 / Contracts and Procurement Services /

Travel



 Booking Travel

 Reporting Expenses

 Travel Policies

Travel Smarter

The CSUCI Procurement and Accounts Payable teams are excited to announce a new way of booking travel and reporting expenses for University employees: Certify! Certify is an online travel booking and expense reporting program that can help make reporting travel expenses and receiving reimbursements quicker and easier.

IN THIS SECTION...

[Booking Travel](#)

[Reporting Expenses](#)

[Travel Policies](#)

[Training and Resources](#)

[eTravel Project](#)

[Contact](#)

[FAQ](#)

Certify Access Request Form

Link: [Certify Account Request Form \(qualtrics.com\)](https://qualtrics.com)

Training

CSUCI Training

The Procurement and Accounts Payable teams conducted training on Certify ahead of the launch of Certify on May 1. If you missed the training or need a refresher, you can [review the training materials](#).

Certify Video Tutorials

You can also check out these training videos from Certify any time you want:

- [How to Create an Expense Report](#)
- [How to Approve an Expense Report](#)
- [More training videos ...](#)

[More Resources »](#)

Contact Information

Booking questions:

Procurement & Contract Services
purchasinga@csuci.edu

Reimbursement questions:

Accounts Payable
ciap@csuci.edu

Certify technical questions:

[Login to Certify](#), then click the Support link in the upper right corner.

Need access to Certify?

[Complete the Certify account request form.](#)

Certify Access Request Form

Link: [Certify Account Request Form \(qualtrics.com\)](https://qualtrics.com)



Please complete this form if you are a CSUCI employee needing access to Certify for travel booking or expense reporting. The CSUCI Procurement team will review your request and respond via email once your account has been created.

Employee Name

Employee E-Mail Address

Please enter your CSUCI email address

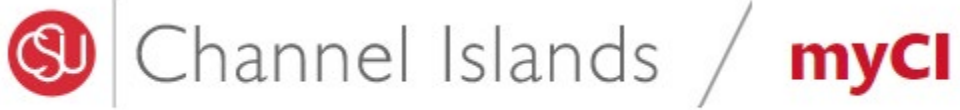
Employee ID Number

Please input your 9-digit employee ID number.

Employee Department Number and Name

Please input your 3- or 6-digit department number.

Single Sign-On



e.g., grades, email, parking, etc.

Find myCI Services 

 Edit Pinned  Display Options 



Certify Travel & Expense

Online system for booking travel and expense reporting



Timeline

Submission - Expense Report Reimbursement

- Request must be submitted by the Traveler to their **Manager for approval** no later than 60 days after the expenses were paid or incurred.
- Managers/Approvers should be timely in approving the expense report reimbursement or returning them to the Traveler for correction.
- Managers/Approvers may only approve expenses allocated to department which includes (fund/s) over which they have current Delegated Authority. After approval, the manager must submit the Expense Report Reimbursement to Accounts Payable for payment processing.

References

CITRAVEL PROCEDURES AND REGULATIONS

[csuci-travel-procedures-regulations-jan-2021.pdf](#)

Direct Deposit

Direct deposit is the fastest and most convenient way of getting reimbursed. Please email vendordata@csuci.edu to enroll in direct deposit for travel reimbursement.

Note: Travel Expense reimbursement direct deposit is not Direct Deposit for Payroll.



Contact Information

Temporary Contacts for Travel Booking –

Myrna Sta Ana – myrna.staana@csuci.edu 805-437-8489

Leslie Brotcke – leslie.brotcke@csuci.edu 805-437-1631

Expense Reporting/Reimbursement –

CIAP@csuci.edu 805-437-3700

Kara Waycasy – kara.waycasy@csuci.edu 805-437-3912

Patricia Sainz – patricia.sainz@csuci.edu 805-437-8578





California State
University

C H A N N E L
I S L A N D S

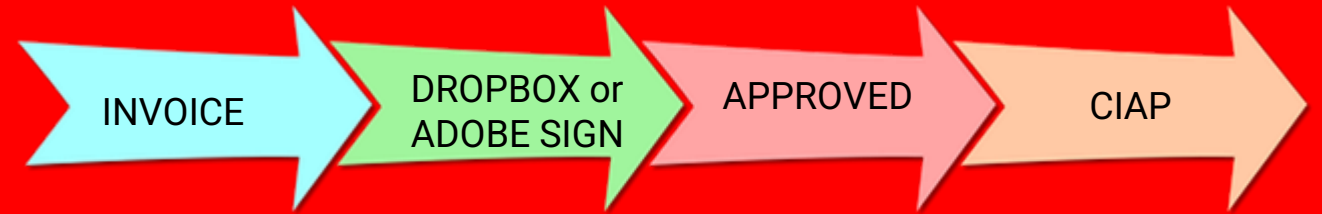
Accounts Payable FAQs

Timing



- Invoices collected in a given week will be processed for payment the following week.
- EFT payments are issued on Tuesdays and Thursdays. Checks are issued on Wednesdays. For peak periods to support Financial Aid Disbursements checks run daily.
- Purchase orders are set to NET 30, so payments will be issued 30 days from the date of the invoice, regardless of when we process the invoice. If payment is needed sooner please contact AP.

Process



- Invoices should only be submitted through drop box by the approver placing them in their approved folder **OR** sent for approval through Adobe Sign, with CIAP as the final approver. Invoices are no longer accepted via email.
- Please be sure the approver signing the invoice has a Signature Authority Form on file with Mary McDonald (Office of the President) and includes the funding string for which they are approving.
- Note Procurement handles the setting up or adjusting of Purchase Orders and Vendor setup.

Help Us Help You



We strive to make your Accounts Payable experience as efficient as possible. Please take a few moments to complete the survey you will be receiving. This will help us design future trainings, identify areas of improvement, and provide the best possible customer service.

Thank you for your time.

Look out for the Survey



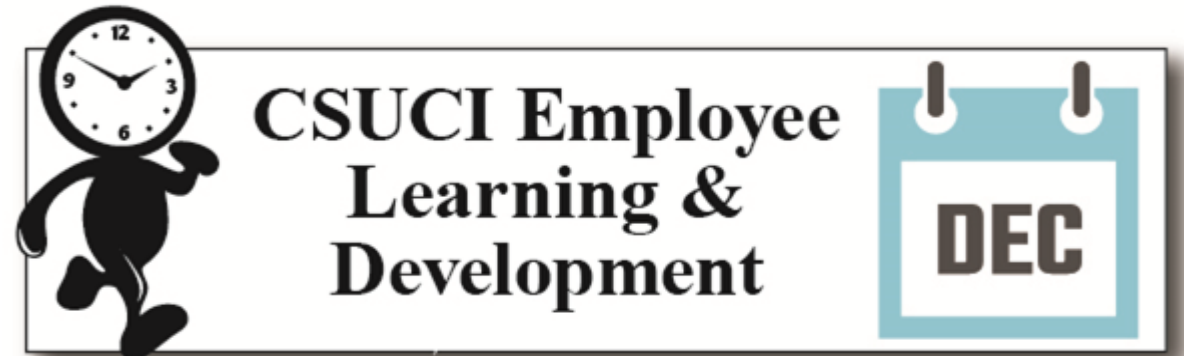


Human Resources Updates

Employee Learning Opportunities

During December

- We're excited to launch the [LinkedIn Learning Challenge](#): Boost Your Happiness by challenging yourself to participate every day (5 minutes or less).
- [Wellness courses from Empathia](#): Go to the link to view the 2022 courses and webinar information.



Questions?



California State
University

C H A N N E L
I S L A N D S

Thank You



**California State
University**

C H A N N E L
I S L A N D S

FHR Council website <https://www.csuci.edu/financial-services/fhr-council.htmf>