





Laurie Nichols

Assistant Vice President for Administrative Services and HRO

Stephanie Bracamontes

Assistant Vice President for Financial Services/Controller

Agenda

California State
University

C H A N N E L

- 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



Administrative Services



Mitzi Williams
Executive Director, Human Resources



Ashley Segovia
Human Resources Assistant

Financial Services



Patricia Sainz

A/P Accounting Tech III



Diane Phillips
Student Financials Accountar



Edwin Anthony Morales
Warehouse Worker, Materials Management (MSRP)

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

Contractual Services & IT

CONTRACTUAL

613001: Contractual Services. Used to record expenditures made to external parties pursuant to a formal agreement. Should be used when there is no other account which more specifically describes the service being procured.

61600X: IT Related contracts, such as those for software and hardware maintenance, should be recorded using more detailed accounts.

616001-IT Communications, 616002-IT Hardware over \$5,000, 616003-IT Software, 616004-IT Infrastructure. 660061: R&M - Building Maintenance. Used to record contractual services for facilities maintenance and

660003: All supplies including paper, office supplies, and things that are generally consumed. Services that are nonrecurring, simple in nature and do not require a contract. Services requiring more complex contractual provisions should be charged to Contractual Services, object code 613001

IT RELATED EXPENDITURES

616002: IT Hardware over \$5,000. Servers

616822: IT Hardware under \$5,000. Laptop computers. fax. printers, monitors, cables, routers, label makers.

616003: Software licenses and development.

616805: Software as a Service (SaaS) or Software

616806: IT Maintenance

616823: Info Tech Rental Audio/visual

Accounts for Travel Costs

TRAVEL COSTS DEPEND ON WHERE YOU TRAVEL:

606001: Travel In State. Used for in-state travel expenses incurred by employees.

606002: Travel Out of State. Travel expenses incurred by employees outside of California.

Travel expense accounts should only be used for CSU employees (campus or CO) and students working for the CSU in some capacity outside of being a student. All other travel related expenses should go into the same account as the account used to pay the vendor/consultant services.

For example, if the services were charged to 613001 or 660009, then the associated travel costs would also go in those same accounts. For guest travel (non CSU employee) expenses where no services are being compensated, please use 660975: Office Guest Travel Reimbursement.

Chart of Accounts

MISCELLANEOUS

660915; License, Permits, Filing Fees. Used to record payments for license and registration. Not for software or training fees

660816: Memberships. Costs associated with memberships to outside associations.

660961: Recognition Expense. In compliance with the ICSUAM 1301.00 Hospitality. Payment or Reimbursement of Expenses, something of value given or bestowed upon an individual, group or entity in recognition of service to the university or achievement benefiting the university; e.g. trophies, plagues.

660851: Food and Beverage. Costs associated with providing CO quests with food and beverages. Includes catering services and meals provided at CO hosted events.

660090: Miscellaneous Expenses. Used for expenses that are not otherwise described by other account Last resort.

ADVERTISING/MARKETING/PROMOTION

660017: Advertising and Promotional Expenses. For the cost of any kind of advertising, including routine personnel vacancy announcements, and marketing and promotional expenses, including the cost of sponsoring a booth at a conference, the purpose of which is to promote educational services and programs of the CSU. Marketing, sponsoring booths.

660844: Promotional Items. Used only to record costs of promotional items such as logo imprinted tote bags, mugs, & pens

660002: Printing. Charges billed to you for printing services.

REVENUE ACCOUNTS:

580094: Cost Recovery from CO. Used for receiving admin fees or registration from another CO department.

580194: Cost Recovery from Campus. Used for receiving money from a campus.

580090: Other Operating Revenue. All sources of revenue from external parties for primary operations of department.

Other revenue accounts are available. Contact General Accounting for unique requirements.

TEMPORARY HELP

601302: This account is for temporary employees of the CSU. Should only use when processing through the payroll system. Should have an HR source.

613001; Services. Used for "temp" agencies such as Apple One with a formal agreement in place.

RECRUITMENT

660017: Advertising/Promotional. Job postings

660042: Recruitment. To record costs associated with employee recruitment, such as fees charged by recruiting firms and approved travel reimbursements for recruitment visits.

603094: Employee Relocation. Relocation expenditures and costs to relocate successful candidates, including new executives

619001: Use for equipment expenditures that total over \$5,000 PER PROJECT. Coniers

619802: Use for equipment expenditures that total under \$5,000 PER PROJECT. Refrigerators, calculators, voice recorders.

Total cost means the actual cost for the piece of equipment plus all costs associated with the acquisition, including taxes, shipping and handling, and installation charges.

FURNITURE

619803: Use for furniture expenditures that total over \$5,000 PER PROJECT, Work stations, desks, cabinets, Includes storage, design, installation, and planning services provided by consultants. Vendors could include Tangram, PhaseSix, and Office Max.

619804: Use for furniture expenditures that total under \$5,000 PER PROJECT. Chairs, tables, bookcases.

Labor costs to design or install a workstation are part of the total overall furniture cost and is included in over/under \$5,000.

SUBSCRIPTIONS

608800: Library Subscriptions. Costs associated ONLY with institution's library such as periodical subscriptions or electronic media.

616805; Software as a Service (SaaS). Software licenses on a subscription basis which is hosted by an external party.

660970: Other Subscriptions. Costs associated periodicals (paper or electronic) or other recurring subscriptions other than Software as a Service (SaaS).

660825: Books Used to record purchases of books for department use.



Meetings/Conferences/Trainings

660851: Food and Beverage, Costs associated with providing CO quests with food and beverages. Includes catering services and meals provided at CO hosted events.

660041: Space Rental. Meeting room expenses.

616823: Info Tech Rental. Audio/Visual-IT related fees paid to facility where event is held.

660009: Professional Development & Training. Used to record fees paid for staff to attend training, workshops, conferences and seminars. This account is used only for registration fees paid associated with these events and not for related travel expenses incurred by employees. Registration fees, payments to trainers.

Criteria to Determine the Proper Account

- 1. Account should describe the nature of the activity
- 2. Account should be based on purpose, instead of budget
- 3. Review online Chart of Accounts for account options and updates.

Accounting Resources

The Accounting department website is also the best place to reference up to date information. The Accounts page can be found here, or by navigating to:

Division & Organizations>Business & Finance>Financial Services>Accounting.



For additional questions contact:

Lisa Kasten: LKasten@calstate.edu

Approval Date: 1/16/2020 Manager Approval: Lisa Kasten Last Revised: 1/16/2020 Revised by: Kerri Helfrick

Notes

Accounting Concepts

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

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



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 & Chart of Accounts

PeopleSoft uses a Chart of Accounts (COA)

A COA is designed to:

Comply with external financial reporting requirements (GAAP, State, Federal Government, etc.)

606001 48501 1029

- . 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 AA006 ITS00000 02901

| Acct Fdescr▲▽ | Fund Fdescr | Dept Fdesor | Prog Fdescr | Project Fdesor | Class Fdescr | Current Budget | Actuals | Encumbrances | Salance Available | % 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 | 21% |
| | | 1002 - ACADEMIC SENATE | *** | | *** | 110,000.00 | 9,268.19 | 0.00 | 100,731.81 | 8% |
| | | 1004 - STUDENT ACADEMIC | | | | 47,579.28 | 11,085.53 | 14,288.18 | 22,205.57 | 53% |
| | | SERVICES | | | 00417 - FALL COUNSELOR CONFERENCES | | 226.86 | 0.00 | (226.86) | |
| | | 1005 - CO ACCOUNTS PAYABLE | | | | 5,000.00 | 0.00 | 0.00 | 5,000.00 | 0% |
| | | 1006 - ADVANCEMENT | | | *** | 8,000.00 | 1,242.64 | 235.97 | 6,521.39 | 18% |
| | | | | | 00605 - TMENDOZA ALLOCATION & EXPENSE | 23,000.00 | 2,434.96 | 0.00 | 20,565.04 | 11% |
| | | 100 | | | | 4,370.24 | 0.00 | 2,817.72 | 1,582.52 | 64% |
| (Account) | Fund | Department | Program | Projec | t Class | 5,299.00 | 953.08 | 0.00 | 4,345.92 | 18% |
| | | 1009 - ACADEMIC RESEARCH | | | | 28,997.46 | 1,226.58 | 3,540.02 | 24,230.86 | 16% |
| | | 1011 - STUDENT ENGAGE 8 | | | | 4,753.48 | 94.59 | 53.48 | 4,605.41 | 3% |
| | | ACADEMIC INIT | ASS00 - Academic & Student Success | | | 2,994.00 | 0.00 | 0.00 | 2,994.00 | 0% |
| | | 1012 - AA-AVC OFFICE | | | | 1,403.68 | 0.00 | 0.00 | 1,403.68 | 0% |
| | | | | | 01213 - VETERANS AFFAIRS | | 360.64 | 0.00 | (360.64) | |
| | | 1011 - BRIGHTSH SPUTS | | | | 2,000,00 | 0.00 | 0.00 | 2,000,00 | 085 |

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.

| 1010000 | | | | | 40.000 | • |
|--------------------------------|---------------------|----------------------|-----------|----------------|----------|---------------------|
| Fund Fdescr | Acct Fdescr | Dept Fdescr | nt Budget | Actuals | Enrances | Balance Available 1 |
| 54302 - CO INTERNAL COST RECOV | 616003 - SOFTWARE | 1091 - ELECTRONIC C | | 0.00 | 0.00 | 0.00 |
| | | 1097 - SYSTEMW DIG | | 0.00 | 0.00 | 0.00 |
| | | 1104 - ATS SHARED S | 0.00 | 2,755,085.95 | 0.00 | (2,755,085.95) |
| | | 1141 - ACADEMIC TEX | | 0.00 | 0.00 | 0.00 |
| 1 | | 1179 - ACCESSIBILITY | | 96,866.23 | 0.00 | (96,866.23) |
| | 616003 - SOFTWAI | | 0.00 | 2,851,952.18 | 0.00 | (2,851,952.18) |
| | 616903 - CONTRA IT: | 1104 - ATS SHARED S | | (2,755,085.95) | 0.00 | 2,755,085.95 |
| | | 1179 - ACCESSIBILITY | | (96,866.23) | 0.00 | 96,866.23 |
| | 616903 - CONTRA # | ARE Total | | (2,851,952.18) | 0.00 | 2,851,952.18 |
| ibrary Subscriptions | | 61 | 16903: (| Contra Softw | are | |

616905: Contra Info Tech Maintenance

608905: Contra Library Subscriptions

613901: Contra Contractual Services

616902: Contra IT Hardware 660990: Contra Expense-Other

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

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 acquistition 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 acquistition 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 acquistition 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 acquistition 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 acquistition 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 619901. |
| CICMP | 619801 | Furniture/Equipment over \$5K | 619001 | VCH / MJE | Furniture/Equipment that has a unit acquistition 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 619902. 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 acquistition cost equal to or greater than \$5k AND has an estimated life greater than one year. If Vechicle is over \$5k BUT has LESS than an estimated life of one year, it should be in Account 619903. 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 Cod∈ ≂ | 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





Background



travel & expense made easy

- 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/











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.



Certify Access Request Form

Link: Certify Account Request Form (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 <u>purchasinga@csuci.edu</u>

Reimbursement questions:

Accounts Payable ciap@csuci.edu

Certify technical questions:

<u>Login to Certify</u>, then click the Support link in the upper right corner.

Need access to Certify?

<u>Complete the Certify account</u> <u>request form.</u>

Certify Access Request Form

Link: Certify Account Request Form (qualtrics.com)



| Employee Name | |
|---|--|
| | |
| Employee E-Mail Address | |
| Please enter your CSUCI email address | |
| | |
| Employee ID Number | |
| Please input your 9-digit employee ID number. | |
| | |

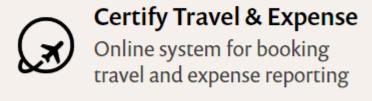
Single Sign-On



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

Find myCl Services Q







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



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 – <u>kara.waycasy@csuci.edu</u> 805-437-3912

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





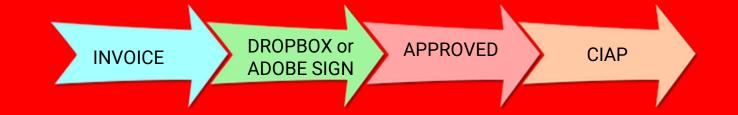
Accounts Payable FAQs

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.

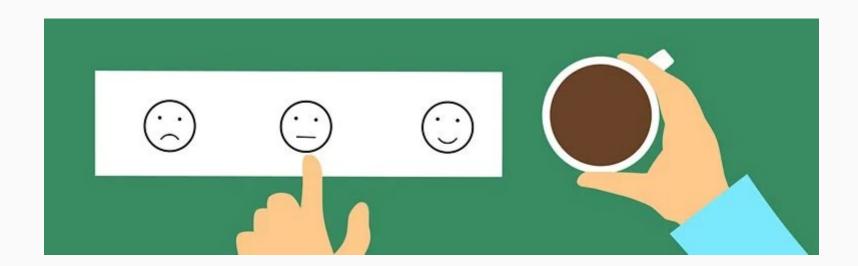




We strive to make your Accounts Payable experience as efficient as possible. Please take a few moments to complete the survey you will be receiving. This will help us design future trainings, identify areas of improvement, and provide the best possible customer service.

Thank you for your time.

Look out for the Survey





Human Resources Updates

Employee Learning Opportunities

During December

- We're excited to launch the <u>LinkedIn Learning Challenge</u>: 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?





