Accounts Payable has successfully transitioned to and implemented full usage of electronic modalities for all our processes.

- Streamlined process

- More efficient approval process routing

- More sustainable approach (electronic storage vs paper)

Documents will continue to be submitted electronically (i.e., Adobe Sign), replacing paper submissions.
• All Accounts Payable forms can be accessed one of the following ways:

• Accounts Payable website, under Forms: [https://www.csueastbay.edu/accounting-fiscal/accounts-payable.html](https://www.csueastbay.edu/accounting-fiscal/accounts-payable.html)

• Adobe Sign login from the Staff page

• Sign in directly to Adobe Sign: [https://sign.csueastbay.edu/](https://sign.csueastbay.edu/)
Welcome, Anna

Send a document for signature
Request signatures on a new agreement, or start from your library of templates and workflows.

- Request signatures
- Start from library

Do more with Adobe Sign
- Fill and sign a document
- Publish a web form
- Send in bulk with Mega Sign
- Create a reusable template
- Manage and track all agreements
- Enhance your account
ACCOUNTS PAYABLE FORMS

- AP – Check Request Form
- AP – Invoice Approval Form (For Department Use)
- AP – Short Term Limited Scope
- AP – Travel Expense Form
- AP – Hospitality Expense Form
- AP – Vendor Data Record Form (VDR) (For Department Use)
- AP – STD261 : Use of Privately Owned Vehicles
- AP – Travel Authorization Form (SELF)
- AP – Travel Authorization Form (PREPARER)
- AP – Change in Procurement Cardholder Authorizing Official/Chartfield
There are two categories for VDRs

- Vendors with Level 1/sensitive data – Social Security numbers, usually individuals/sole proprietors:
  - Contact General Accounting at general.accounting@csueastbay.edu and provide the vendor’s name and email address. A secure VDR will be emailed to the vendor for completion.
    - Please let the vendor know to expect such an email.
    - If it’s a student payment, be prepared to answer student inquiries as part of program support.
    - FAQs coming soon

- Vendors with Taxpayer ID numbers, non-sensitive data:
  - Use the Adobe Sign AP Vendor Data Record Form (For Departmental Use) found in the Workflow.
Question: When preparing an AP form in Adobe Sign, do I select it from the Templates or the Workflow section?
**Answer:** Select it from the Workflow section, which includes all AP forms.
Question: Can I submit a paper check request form?
Answer: We have now successfully implemented the Adobe Sign Workflow for all AP forms. The Adobe form should be used for Check Request submissions.
Q & A
CSUEB’ Business RMC and CSUEB have begun to work together on this project and have identified key business objectives that will serve as the foundation to our activity:

- Streamline processes and procedures that improve operations
- Lower overall cost related printing, copying, faxing, and scanning/imaging
- Standardization of Desktop Printers
- Right-size the fleet – consolidated approach
- Reduce printers and move to MFD’s
- Reduce the number of models for both MFD’s and Desktop Printers
- Minimize or remove the use of P-Cards for printer & toner acquisition
## Timeline

<table>
<thead>
<tr>
<th>Phase 3</th>
<th>Task</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage 1</td>
<td>Analysis Planning</td>
<td>3/01/2021</td>
</tr>
<tr>
<td>Stage 2</td>
<td>On Site Analysis – Data collection end user interviews</td>
<td>3/23/2021 – 4/23/2021</td>
</tr>
<tr>
<td>Stage 3</td>
<td>Analyze Current Processes</td>
<td>4/26/2021 – 5/10/2021</td>
</tr>
<tr>
<td>Stage 4</td>
<td>Validate Findings– review raw data and preliminary findings</td>
<td>5/14/2021</td>
</tr>
<tr>
<td>Stage 5</td>
<td>Present recommendation based upon findings validation</td>
<td>5/21/2021</td>
</tr>
</tbody>
</table>
Fiscal Year-End

Procurement

Chris Lam-Vasquez
& Jon Medwin
Review Open Purchase Orders throughout the year:
• Performed at least monthly.
• More frequently as year-end approaches.
• Email “close purchase order” requests to Purchasing Chris Lam-Vazquez (CLV) to close out inactive PO’s.
• List should be in numerical order.
June 7, 2021

- Procurement will continue to process close out.
- New requisitions received after this date will be dated for the new fiscal year.
- Requisition's processing time vary greatly, depending on its complexity and scope.
- Contact Jon Medwin - Email: jon.medwin@csueastbay.edu Phone: (x5-7225) with any questions.
**Year End Reminders**

- **P–Card:** Transactions posted to the US Bank statement by **May 25th** will be included in the current fiscal year.
- **Certify:** University–paid expenses (i.e., air travel, Enterprise Car Rental, etc.) should be processed timely:
  - Check your Certify wallet for unclaimed expenses.
  - Unclaimed transactions posted thru **June 30th** will be accrued.
  - Accrued expenses include incurred fees for future travels.
- Transactions/requests received by the cut–off date:
  - Included in current fiscal year.
  - Items received after the due dates will be processed as time permits.
Question: What format should departments submit their PO close requests?
Answer: List PO in numerical order
Question: In what fiscal year will Purchasing recognize requisitions received after June 7, 2021?
Answer: FY 21/22
Question: By what process will Accounting recognize unclaimed expenses for the current fiscal year?
Answer: Accrual
True or False
P-card statement dated 5/28/2021 will be included in fiscal 20/21.
Answer: False
Questions
Effective/Successful Year-End Indicators

- One Touch Approach
- Reviews and reconciliations occur throughout the year
- Check balances/transactions at least monthly
- More frequently as year-end approaches
Year Round Transaction/Balance Reviews include:

- Requisitions
- Encumbrances and POs
- Accounts Payable
- Fund and DeptID Balances
- Accounts Receivable Billing Requests
- Transfers (Budget, Expense, Payroll)
- Other allocations (i.e., Federal Work Study)
Requisitions, Encumbrances & POs

• Ensure encumbrance/PO balances are accurate
• Identify invoices that need submission to AP
• Follow-up with vendors, if needed
• Work with buyers to close out any Reqs or POs that are no longer needed on a regular, and on-going basis throughout the year
Fund-DeptID-Program-Class-Project codes:

- Make sure all chartfield values are correct at the transaction level.
- Chartfield values include:
  - Account
  - Fund
  - Dept ID
  - Program (if applicable)
  - Class (if applicable)
  - Project (if applicable)
• **P-Card transactions** posted to USBank statement by **May 25**
  • Will be included in the current fiscal year
  • Last ones to record for the year
  • Consist mostly of May transactions

• **Certify’s** unclaimed company credit card transactions will be accrued by Accounting, included with June expenses.
• Submit transactions or other requests by the cut-off dates
• Allow for normal processing times and inclusion within the current fiscal year
• Items received after the due dates will be processed as time permits
Monday June 7, 2021:

- Notify Procurement of any remaining purchase orders that are no longer needed (no further invoices or purchases)
- New requisitions received after this date will be dated for the new fiscal year
- For guaranteed processing, submit final non-payroll expenditure transfers, budget transfers and payroll adjustment requests
Wednesday June 30, 2021:

- The Cashier’s Office will close at 1:00 P.M.

The month of July:

- The year-end close work continues “behind-the-scenes”
- Ensure department resources are available for inquiries

Please contact Accounting or Procurement for any questions.
Question: When is the deadline to submit Budget, Payroll and Expense transfers?
Answer: The deadline to submit Budget, Payroll and Expense transfers is:

June 7th, 2021
Question: How often should you review data warehouse financial reports, such as manage my budget?
Answer: At least monthly
Question: At what time on June 30, 2021 will the Cashier’s Office close?
Answer: 1:00pm
Thank You!
COVID-19 CARES Act Funding
CARES Act Overview

- The Coronavirus Aid, Relief and Economic Security (CARES) Act was passed by the U.S. Government in March 2020, to provide support in the wake of the coronavirus public health crisis and associated economic fallout.

- One section of the CARES Act established the Higher Education Emergency Relief Fund (HEERF), which provides funding to the nation's colleges and universities.
HEERF primary uses:

1. Provide no less than 50% of its total HEERF funding for emergency grants to students.

2. Cover a portion of specific unbudgeted costs and lost revenue due to the disruption of campus activities due to the COVID-19 pandemic.
<table>
<thead>
<tr>
<th>HEERF Grant</th>
<th>Amount Received</th>
<th>Date Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Emergency Grants</td>
<td>$7,308,674</td>
<td>04/25/20</td>
</tr>
<tr>
<td>Institutional portion - 18004 a(1)</td>
<td>$7,308,673</td>
<td>05/06/20</td>
</tr>
<tr>
<td>Minority Serving Institution (MSI) - 18004 a(2)</td>
<td>$1,128,222</td>
<td>05/31/20</td>
</tr>
</tbody>
</table>

**Total** $15,745,569
HEERF Institutional portion Criteria and Eligible Costs

- Demonstrate a clear nexus to significant changes to the delivery of instruction due to the coronavirus.
- Expend the funds within one year of grant agreement.

Examples of Eligible Costs:
- Provide emergency financial aid grants to students.
- Refunds made to students for housing, food, or other services that Institution could no longer provide.
- Hardware, software, or internet connectivity that Institution may have purchased on behalf of students or provided to students.

Exclusions:
- Payment to contractors for pre-enrollment activities.
- Capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship.
- Senior administrative/executive salaries, benefits, bonuses.
• The US Dept of Education recently released additional support funds under the Coronavirus Response and Relief Supplemental Appropriations Act 2021 (CRRSAA), otherwise known as HEERF II.

• Same purpose as initial HEERF, must demonstrate nexus to both pandemic and instruction medium change.

• **HEERF II** costs must be incurred on or after **March 13, 2020** and spent within one year from grant issuance date.
HEERF II funds can be used to defray expenses associated with the coronavirus and lists out the following examples:

- Lost revenue
- Technology costs associated with a transition to distance education
- Faculty and staff trainings
- Payroll
<table>
<thead>
<tr>
<th>CRRSAA (HEERF II) Grant</th>
<th>Amount Received</th>
<th>Date Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Emergency Grants</td>
<td>$7,308,674</td>
<td>01/17/21</td>
</tr>
<tr>
<td>Institutional portion</td>
<td>$16,934,978</td>
<td>01/17/21</td>
</tr>
<tr>
<td>MSI portion</td>
<td>$1,643,146</td>
<td>03/05/21</td>
</tr>
</tbody>
</table>

Total $25,886,798
## Total Budget and Expenditure Reporting under CARES Act Sections 18004(a)(1) and (a)(2) Institutional /MSI Portion

**Institution Name:** California State University, East Bay  
**As of:** 03/31/21

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount in (a)(1) and (a)(2) institutional dollars</th>
<th>Explanatory Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Providing additional emergency financial aid grants to students.</td>
<td>$ 2,999,216</td>
<td>Additional student aid grants</td>
</tr>
<tr>
<td>Providing reimbursements for tuition, housing, room and board, or other fee refunds.</td>
<td>$ 3,406,596</td>
<td>Housing and parking refunds</td>
</tr>
<tr>
<td>Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees.</td>
<td>$ 562,034</td>
<td>Laptops and hotspots</td>
</tr>
<tr>
<td>Subsidizing off-campus housing costs due to dormitory closures or decisions to limit housing to one student per room; subsidizing housing costs to reduce housing density; paying for hotels or other off-campus housing for students who need to be isolated; paying travel expenses for students who need to leave campus early due to coronavirus infections or campus interruptions.</td>
<td>$ 3,066,008</td>
<td>Added housing costs incurred due to an intentional decision to reduce housing density</td>
</tr>
<tr>
<td>Campus safety and operations.</td>
<td>$ 271,330</td>
<td></td>
</tr>
<tr>
<td>Purchasing faculty and staff training in online instruction; or paying additional funds to staff who are providing training in addition to their regular job responsibilities.</td>
<td>$ 85,000</td>
<td>Provided faculty with distant learning training</td>
</tr>
<tr>
<td>Purchasing, leasing, or renting additional equipment or software to enable distance learning, or upgrading campus wi-fi access or extending open networks to parking lots or public spaces, etc.</td>
<td>$ 45,961</td>
<td>Additional Laptops</td>
</tr>
<tr>
<td><strong>Total of Expenditures</strong></td>
<td>$ 10,436,145</td>
<td></td>
</tr>
</tbody>
</table>
One section of the CARES Act established funding to the nation's colleges and universities. Which one is it?

1) HEEFF
2) HERFF
3) HEERF
4) HAPPYHR
One section of the CARES Act established funding to the nation's colleges and universities. Which one is it?

1)  
2)  
3) **HEERF**  
4)
Question: HEERF expenses must occur on or after what date?
Answer: March 13, 2020
Question: Provide one of the two criteria for the Institutional portion of HEERF funding:
Answers:

1 - Demonstrate a clear nexus to significant changes to the delivery of instruction due to the coronavirus.

2 - Expend the funds within one year of grant agreement.
Questions
Exterior
CORE Building
A new 3-Story, 100,000 sq ft building located at the former trailer row at the center of the campus.
Exterior Finishes

GFRC EXTERIOR FACADE

INSULATED METAL PANEL EXTERIOR FACADE

GLASS - VISION AND GFRC

GLASS - VISION AND METAL

GLASS - VISION AND SPANDREL

METAL PANEL - SILVERSMITH

WOOD SOFIT
Interior
View A: First Floor Entrepreneurial Center
Thank You