



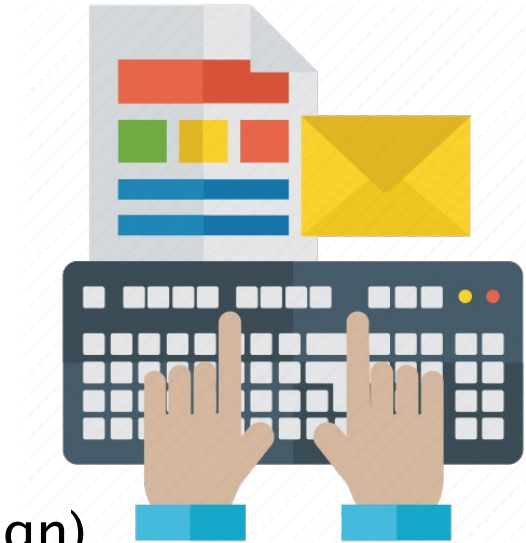
ADOBE PRESENTATION: ACCOUNTS PAYABLE WORKFLOW FORMS

AP DEPARTMENT

Angie Trujillo and Anna Bento

INTRODUCTION

- 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



ACCESS FORMS

- 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>
- Adobe Sign login from the Staff page
- Sign in directly to Adobe Sign: <https://sign.csueastbay.edu/>




ADOBE SIGN – HOME PAGE

Welcome, Anna

55 IN PROGRESS

10 WAITING FOR YOU

 EVENTS AND ALERTS



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

WORKFLOW



Start from library

Library

Recent Templates

Templates

Workflows

× AP -

Account Workflows

AP - Travel Authorization Form (SELF)	03/03/2021
AP - Invoice Approval Form (For Department Use)	03/18/2021
AP - Acknowledgement of Receipt Form	03/11/2021
AP - Check Request Form	03/12/2021
AP - STD261 : Use of Privately Owned Vehicles (New Reques...	02/25/2021
AP - Change in Procurement Cardholder Authorizing Official...	03/11/2021
AP - Hospitality Expense Form	03/11/2021
AP - Short Term Limited Scope	07/20/2020
AP - Travel Authorization Form (PREPARER)	03/03/2021
AP - Vendor Data Record Form (VDR) (For Department Use)	04/30/2020

Cancel

Start

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



VENDOR DATA RECORD (VDR)

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.

TRIVIA TIME

Question: When preparing an AP form in Adobe Sign, do I select it from the Templates or the Workflow section?



© Can Stock Photo - csp7174010

Answer: Select it from the Workflow section, which includes all AP forms.



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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.



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Q & A



Printer Update

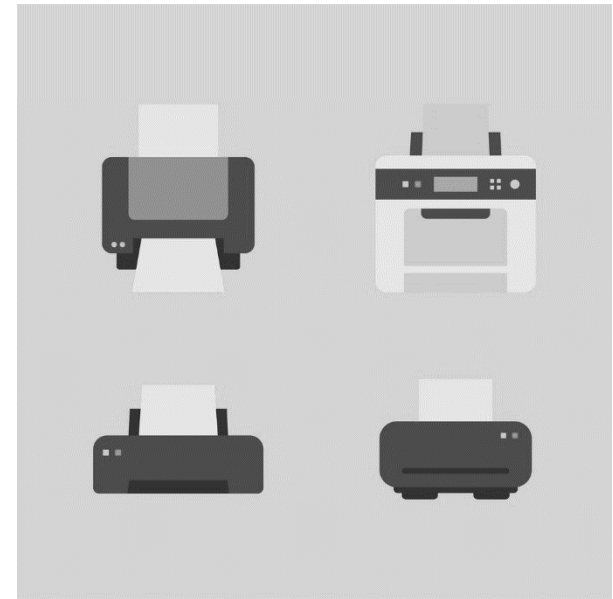
Support Services

Dayrll Lewis

Objectives

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

Phase 3	Task	Date
Stage 1	Analysis Planning	3/01/2021
Stage 2	On Site Analysis – Data collection end user interviews	3/23/2021 – 4/23/2021
Stage 3	Analyze Current Processes	4/26/2021 – 5/10/2021
Stage 4	Validate Findings– review raw data and preliminary findings	5/14/2021
Stage 5	Present recommendation based upon findings validation	5/21/2021

Q & A



Fiscal Year-End

Procurement

**Chris Lam-Vasquez
& Jon Medwin**

Purchasing Tips

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.

Year End Reminders

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.

TRIVIA TIME

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





Financial Services Year-End Deadlines

GAO

Elaine Tayag & Donna Arredondo

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)

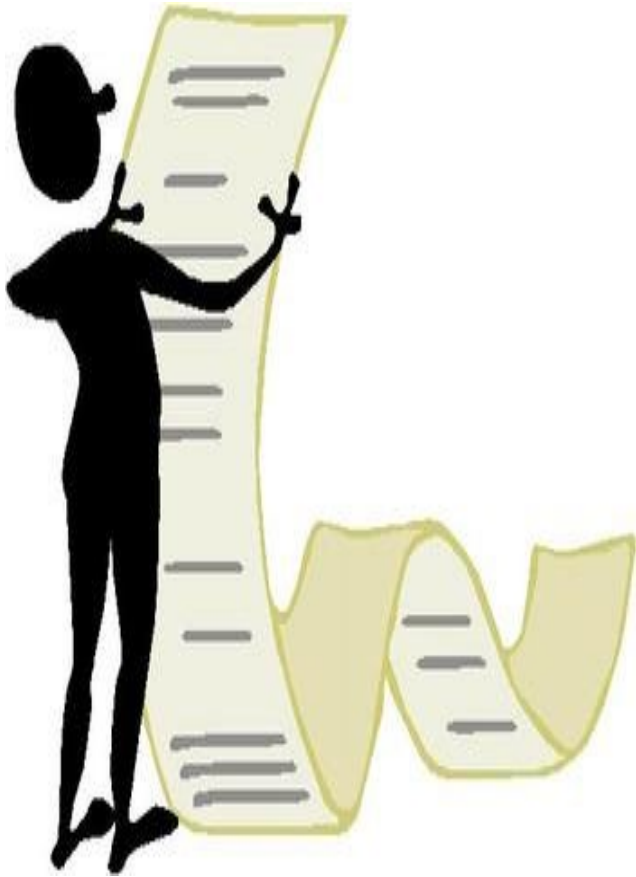


Year Round Reviews

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



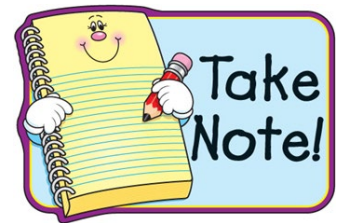


Fund-DeptID-Program-Class-Project codes:

- 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)

Year End Reminders

- **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.



Year End Reminders continued

- 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



Year End Reminders continued

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



Year End Reminders continued

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.



TRIVIA TIME

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

Don't Miss the
DEADLINE!

TRIVIA TIME

Question: How often should you review data warehouse financial reports, such as manage my budget?



Answer: At least monthly

Don't Miss the
DEADLINE!

TRIVIA TIME

Question: At what time on June 30, 2021 will the Cashier's Office close?



Answer: 1:00pm

Don't Miss the
DEADLINE!

Thank You!





COVID-19 CARES Act Funding

CSUEB Financial Services
Presenter: Kim Napoli

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.

CARES Act Overview

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.

CSUEB HEERF Round 1

HEERF Grant	Amount Received	Date Received
Student Emergency Grants	\$7,308,674	04/25/20
Institutional portion - 18004 a(1)	\$7,308,673	05/06/20
Minority Serving Institution (MSI) - 18004 a(2)	\$1,128,222	05/31/20

Total \$15,745,569

CSUEB HEERF Round 1

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.

CSUEB HEERF Round 2

- 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

CSUEB HEERF Round 2

CRRSAA (HEERF II) Grant	Amount Received	Date Received
Student Emergency Grants	\$7,308,674	01/17/21
Institutional portion	\$16,934,978	01/17/21
MSI portion	\$1,643,146	03/05/21

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**

Category	Amount in (a)(1) and (a)(2) institutional dollars	Explanatory Notes
Providing additional emergency financial aid grants to students.	\$ 2,999,216	Additional student aid grants
Providing reimbursements for tuition, housing, room and board, or other fee refunds.	\$ 3,406,596	Housing and parking refunds
Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees.	\$ 562,034	Laptops and hotspots
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.	\$ 3,066,008	Added housing costs incurred due to an intentional decision to reduce housing density
Campus safety and operations.	\$ 271,330	
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.	\$ 85,000	Provided faculty with distant learning training
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.	\$ 45,961	Additional Laptops
Total of Expenditures	\$ 10,436,145	

TRIVIA TIME

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

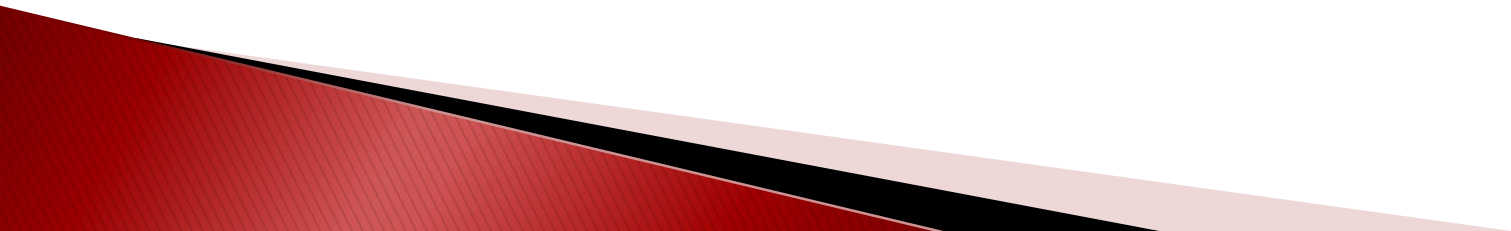
4)

Trivia Question

Question: HEERF expenses must occur on or after what date?

Trivia Question

Answer: March 13, 2020



Trivia Question

Question: Provide one of the two criteria for the Institutional portion of HEERF funding:

Trivia Question

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





CORE Building

CSUEB Planning, Design, & Construction
Presenter: Sharon Chen-Bateman

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



GFRP EXTERIOR FACADE



INSULATED METAL PANEL EXTERIOR FACADE



GLASS - VISION AND GFRP



GLASS - VISION AND METAL



GLASS - VISION AND SPANDREL



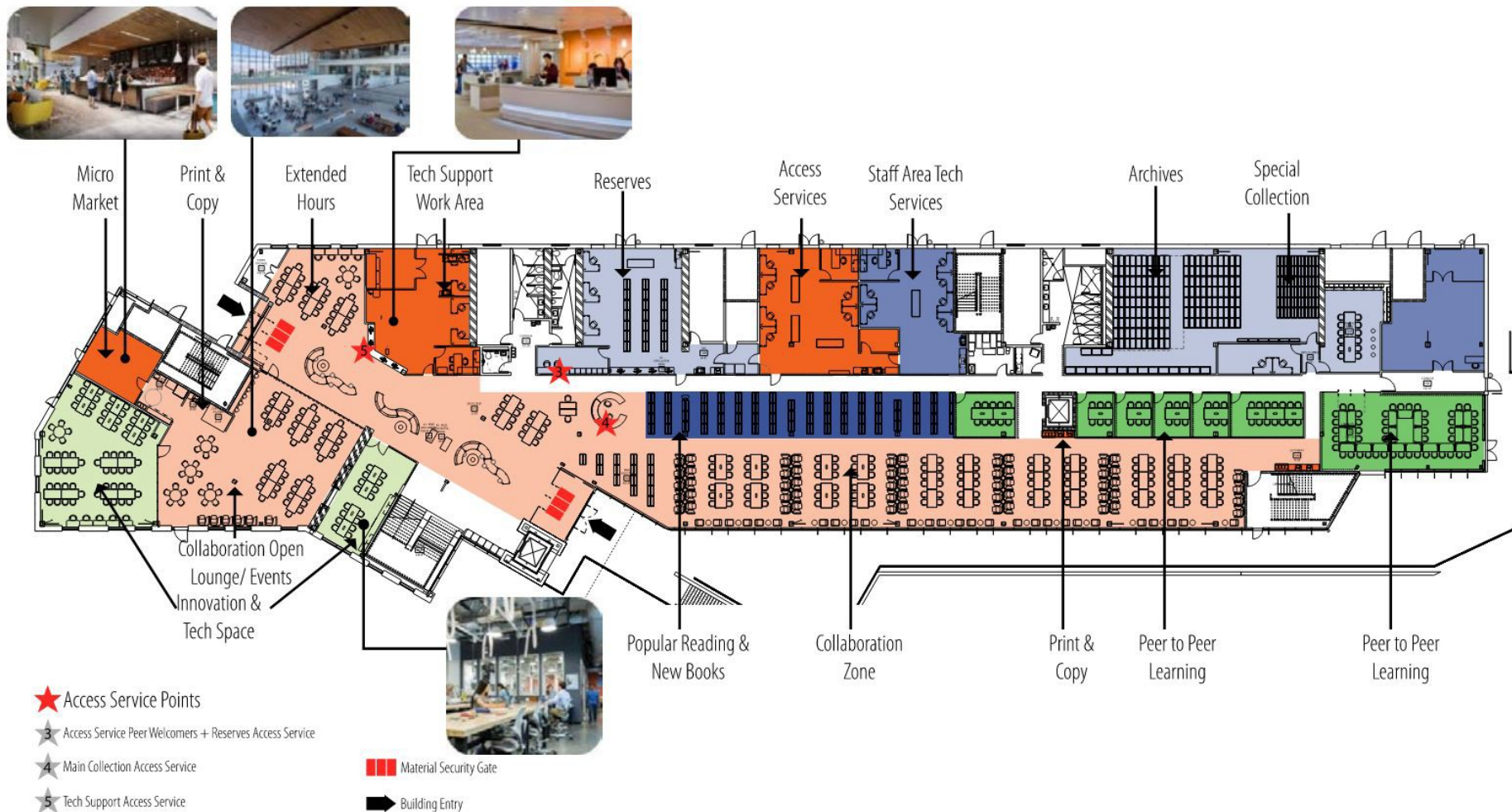
METAL PANEL - SILVERSMITH

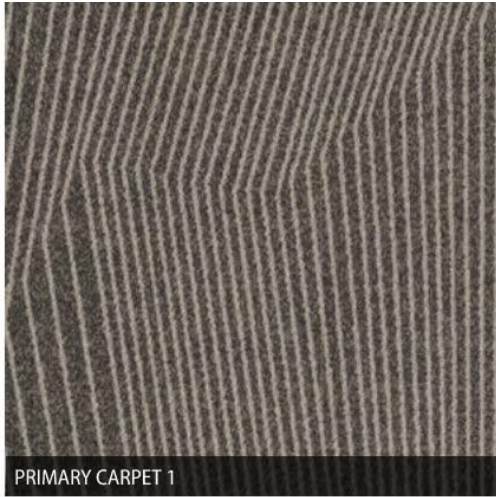


WOOD SOFFIT

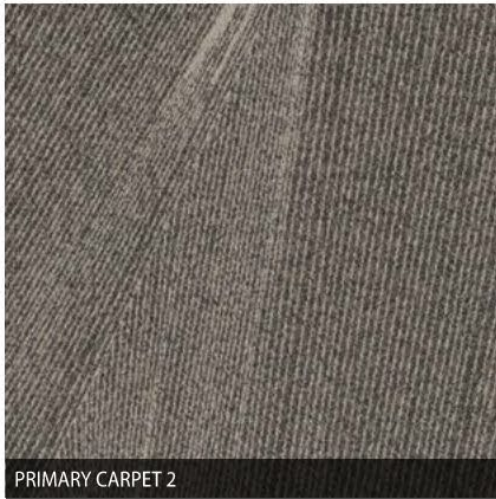


Interior





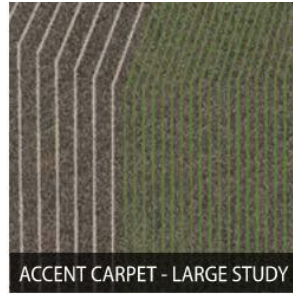
PRIMARY CARPET 1



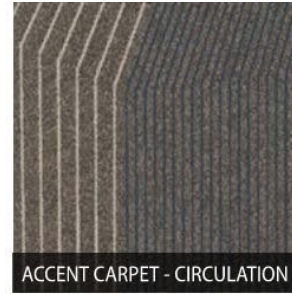
PRIMARY CARPET 2



ACCENT CARPET - LARGE STUDY



ACCENT CARPET - LARGE STUDY



ACCENT CARPET - CIRCULATION



STUDY ROOM CARPET



SERVICE DESK COUNTERTOPS



CASEWORK



COUNTERTOPS



WINDOW SHADES



ELEVATOR CAB



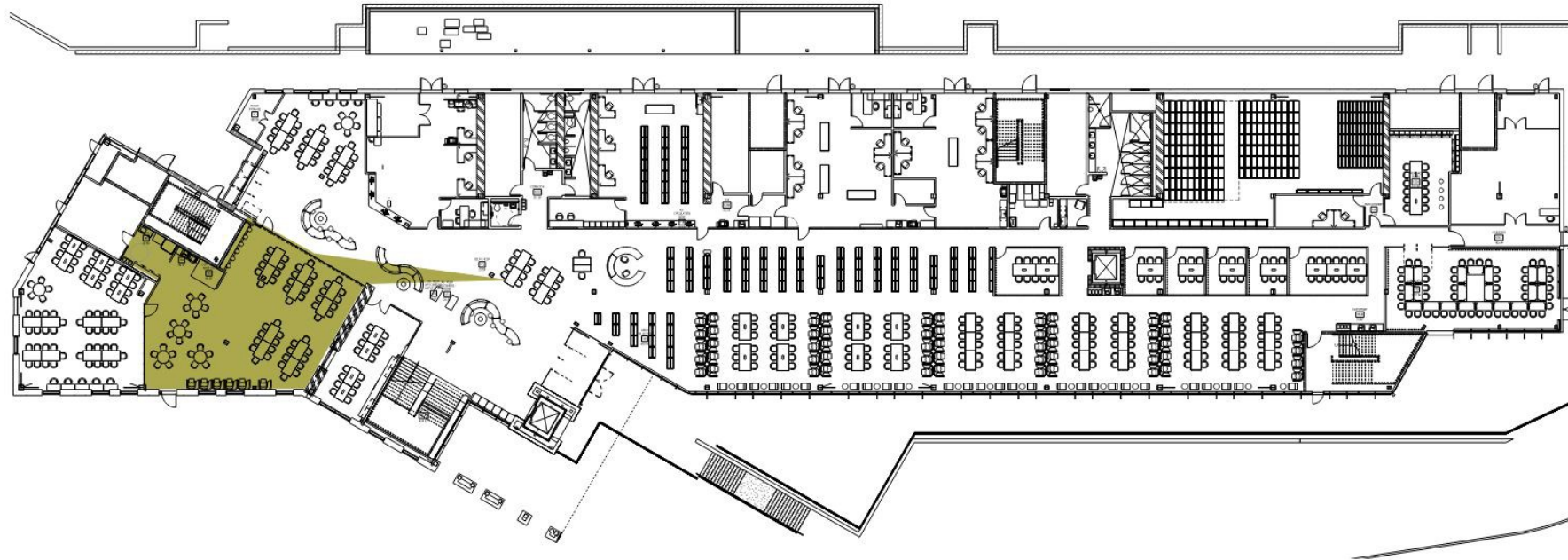
INTERIOR STOREFRONT PANELS



INTERIOR STOREFRONT PANELS



DECORATIVE RESIN PANEL*

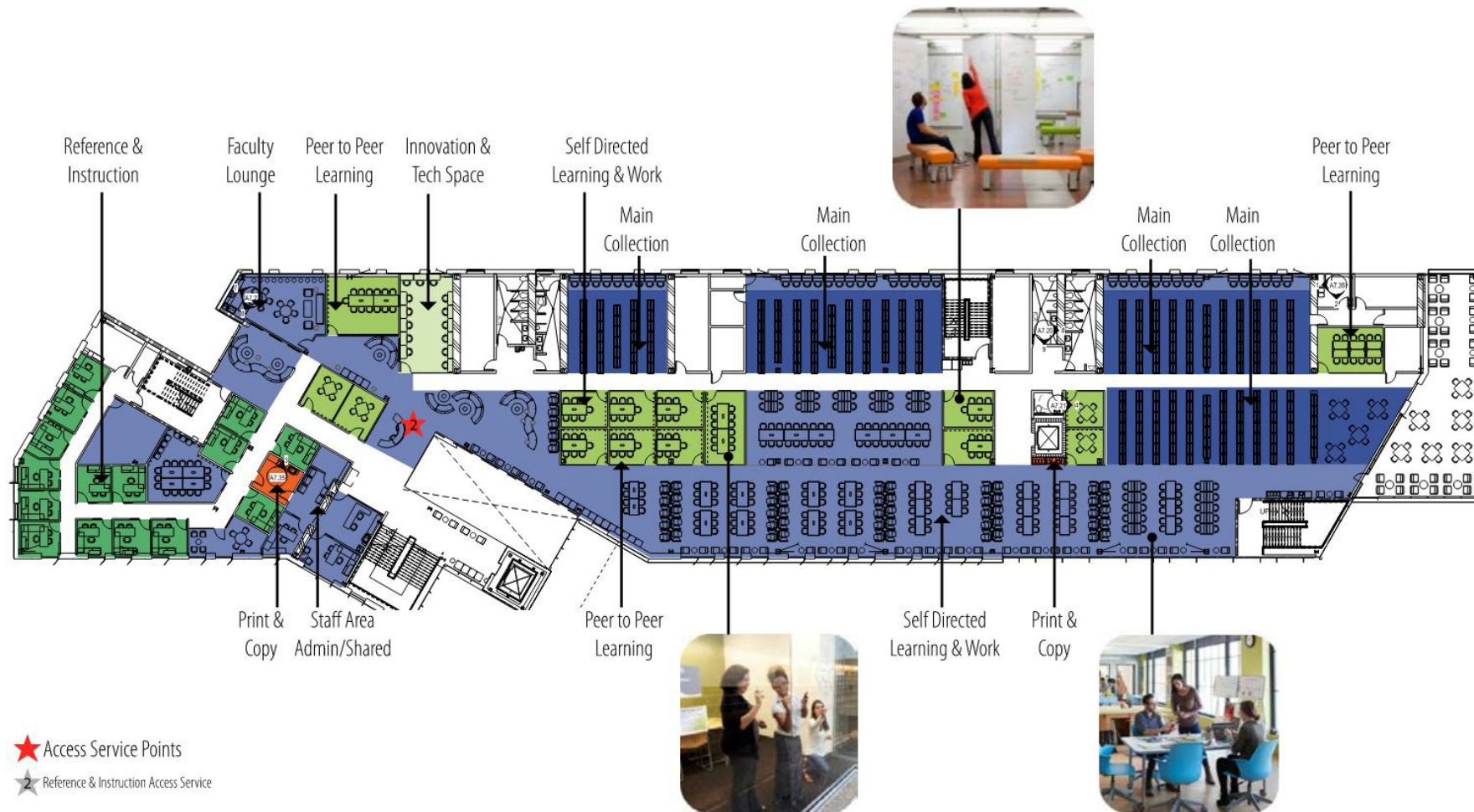


 View A

First Floor Plan



View A: First Floor Entrepreneurial Center



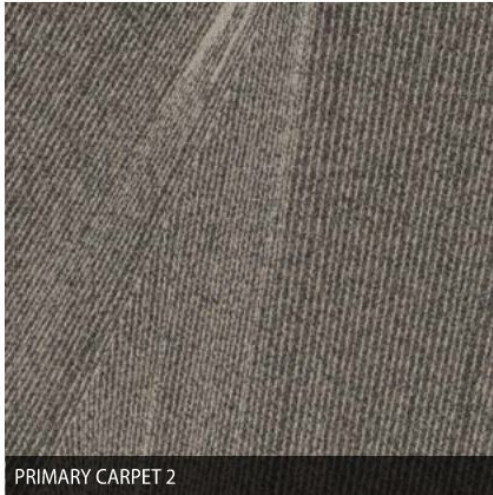
Quiet

Active





PRIMARY CARPET 1



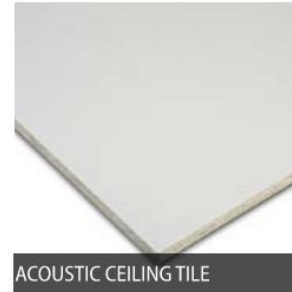
PRIMARY CARPET 2



STAFF / FACULTY



STUDY ROOM CARPET



ACOUSTIC CEILING TILE



SERVICE DESK COUNTERTOPS



CASEWORK



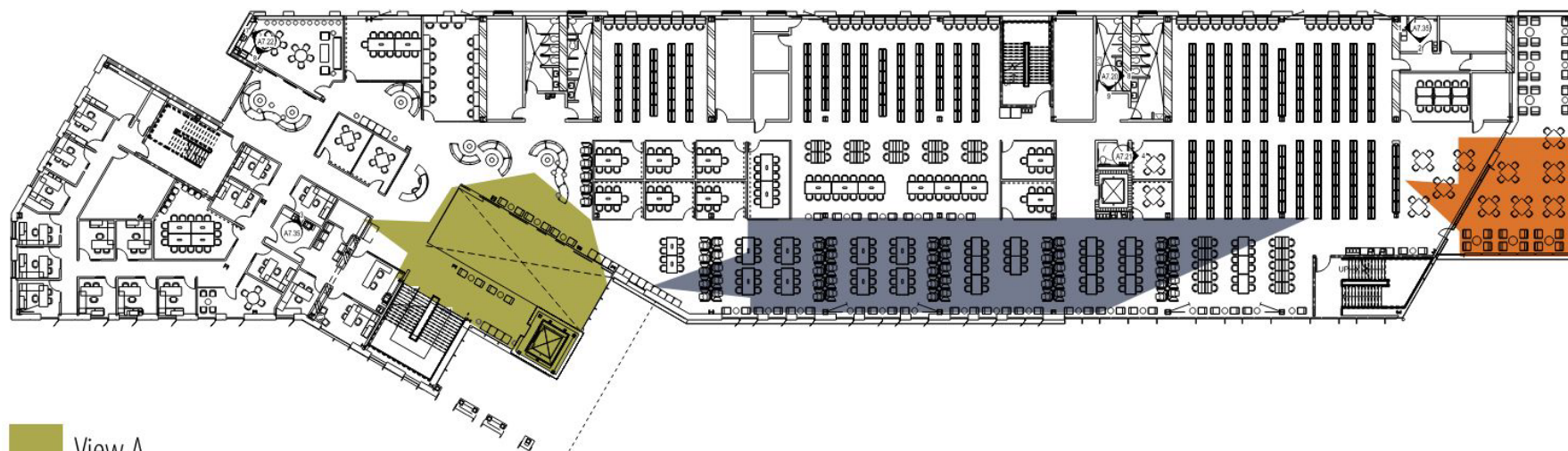
COUNTERTOPS



WINDOW SHADES



ELEVATOR CAB

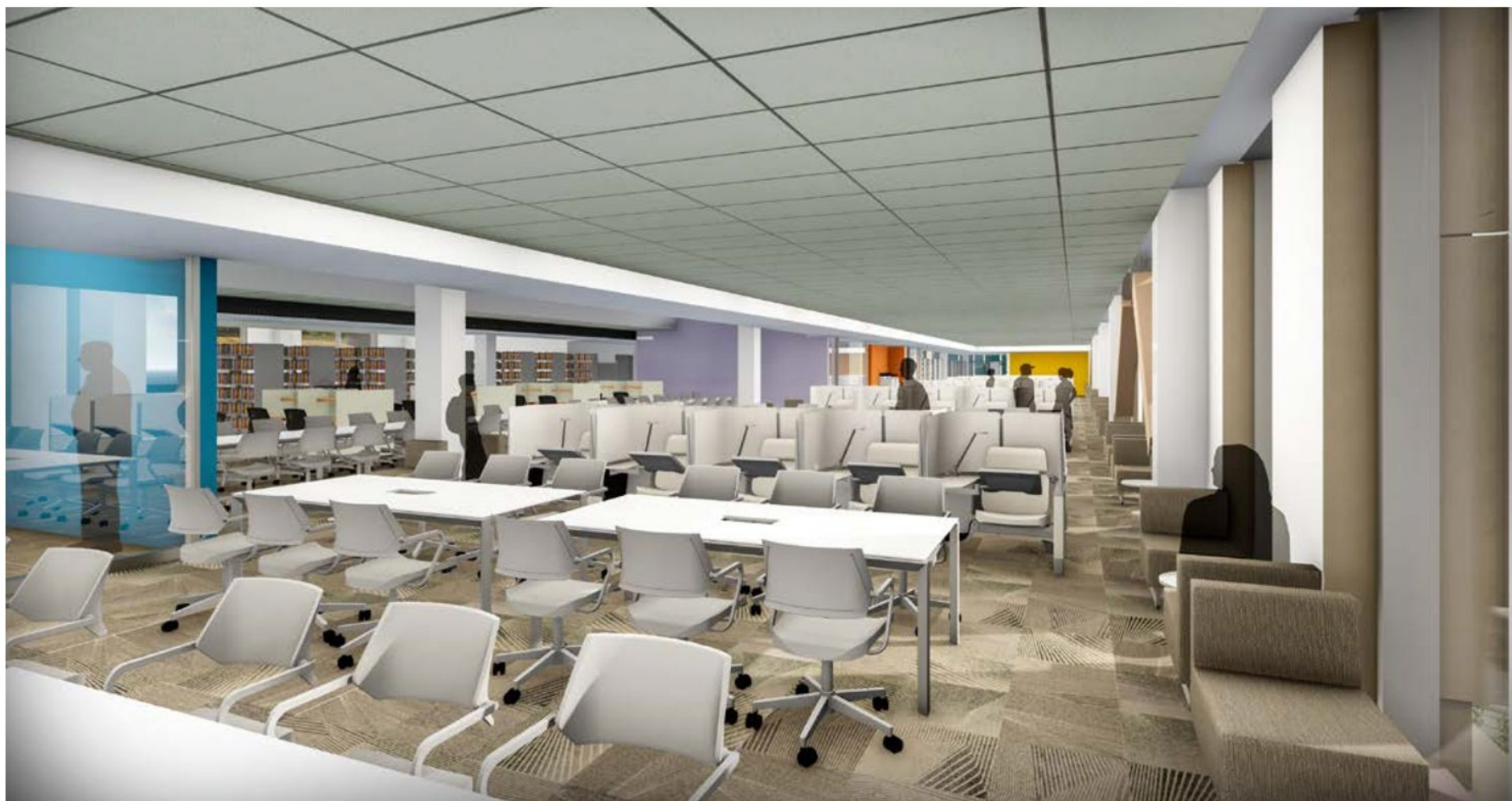


- View A
- View B
- View C

Second Floor Plan



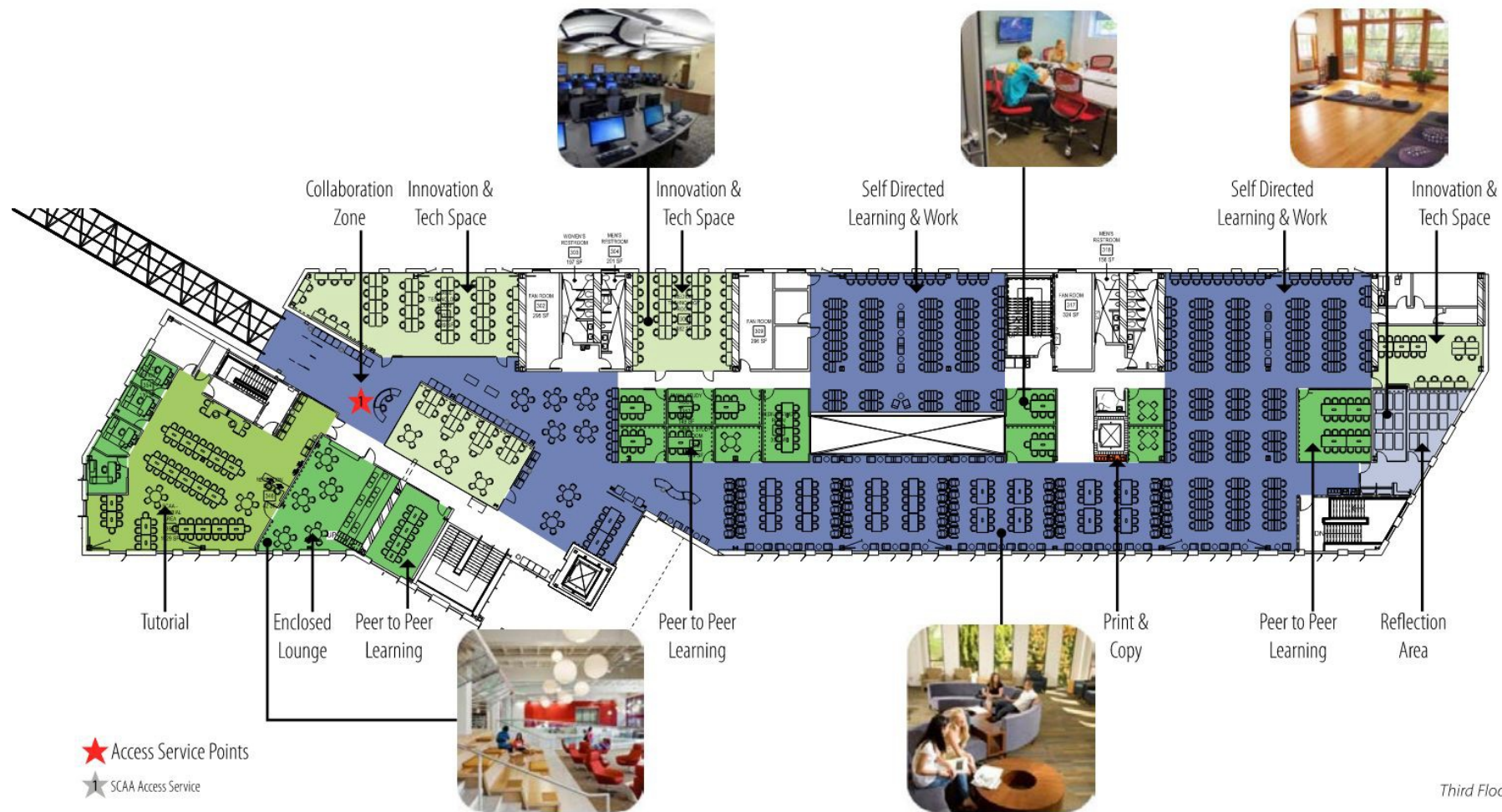
View A: Second Floor Two-Story Space at Entrance



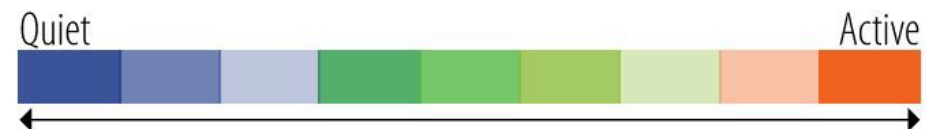
View B: Second Floor Collaboration Space

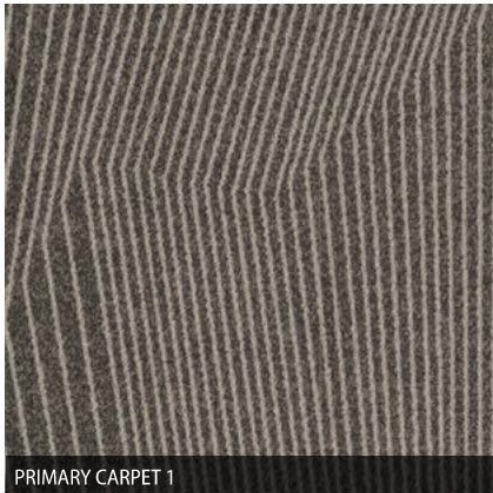


View C: Second Floor Two-Story Space at Entrance

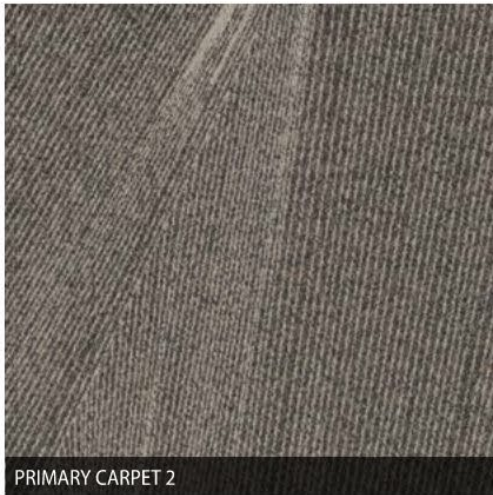


Third Floor Plan





PRIMARY CARPET 1



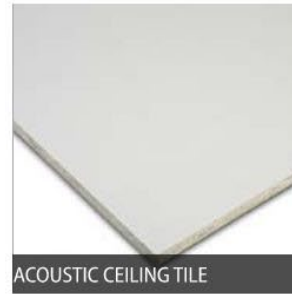
PRIMARY CARPET 2



STAFF / FACULTY



STUDY ROOM CARPET



ACOUSTIC CEILING TILE



SERVICE DESK COUNTERTOPS



CASEWORK



COUNTERTOPS



WINDOW SHADES



ELEVATOR CAB



DECORATIVE CEILING



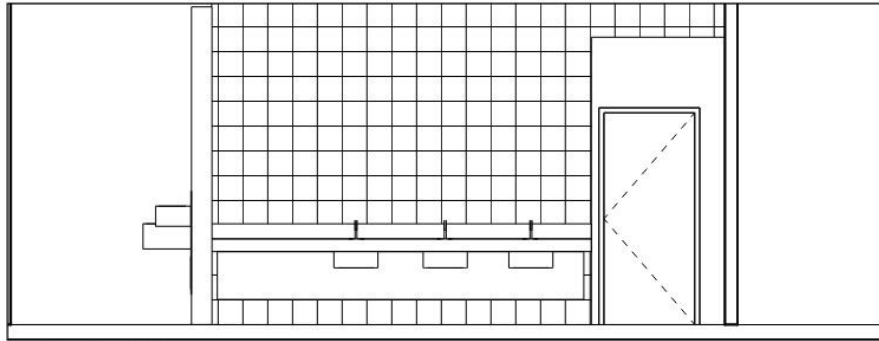
Third Floor Plan



View A: Third Floor Entrance at Bridge



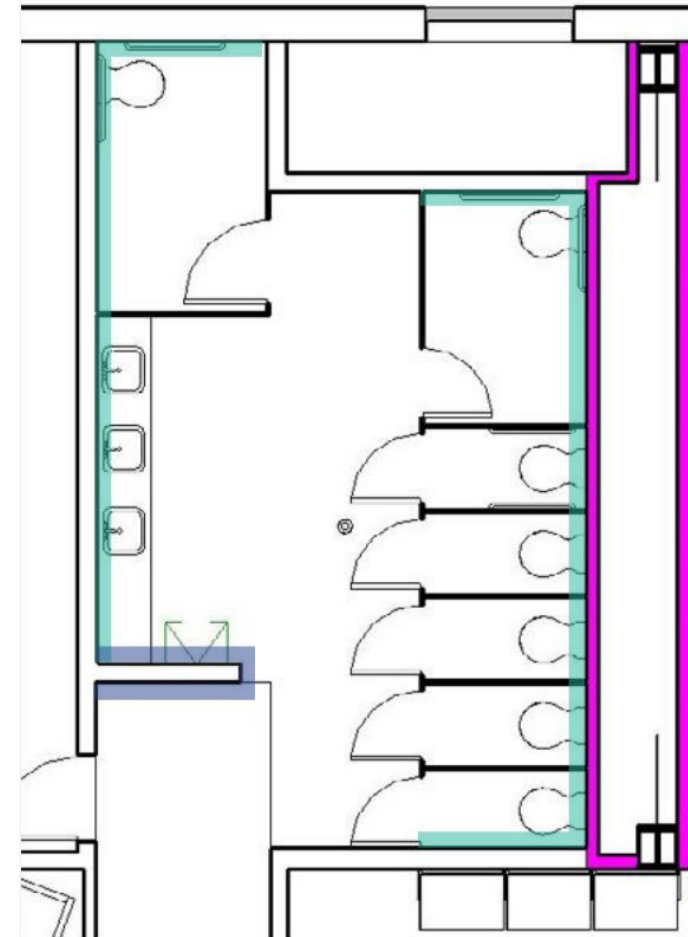
View B: Third Floor Collaboration Area



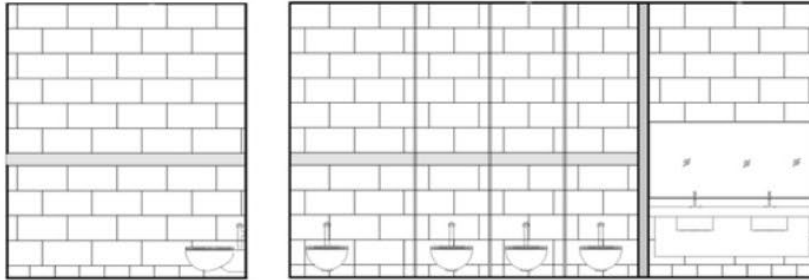
Restroom Elevations



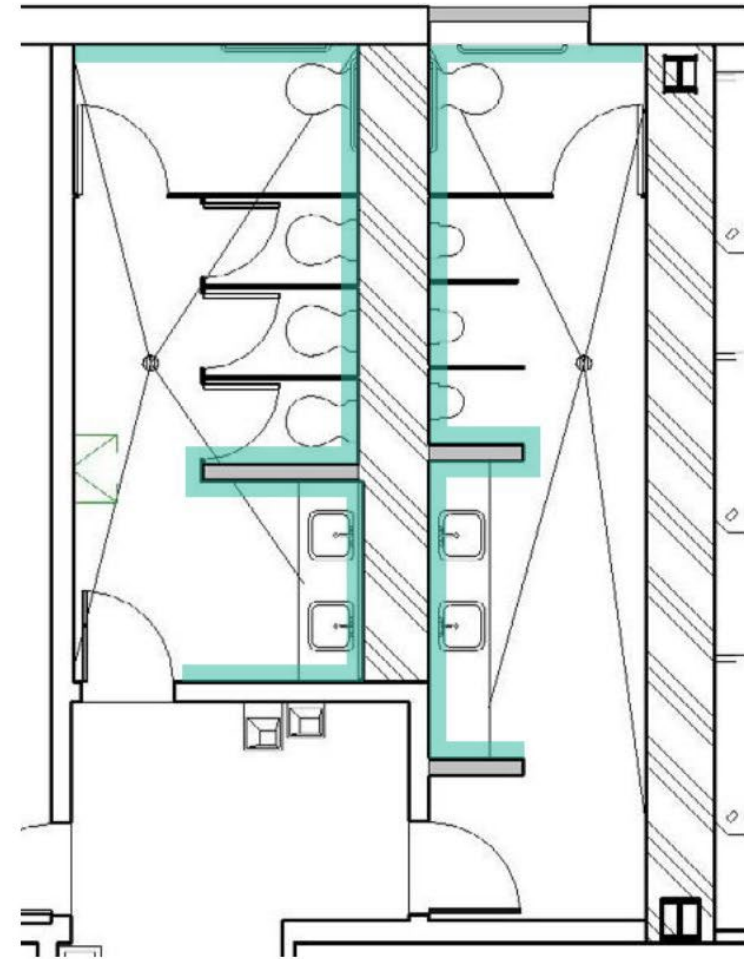
Bobrick Duraline Series



Restroom Floor Plan



Restroom Elevations



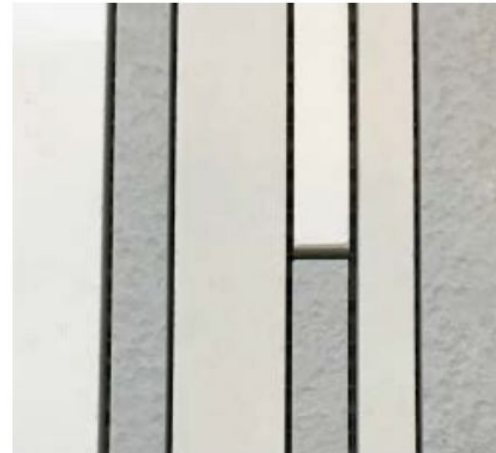
Restroom Floor Plan



WALL TILE



COUNTERTOPS



WALL ACCENT TILE



FLOOR TILE



PARTITIONS

Thank You