



## MEETING AGENDA

- ❖ Fiscal Year-End Planning
- ❖ COVID-19 – Emergency Pay & Time Tracking Template
- ❖ Adobe Sign Docs – presented by A/P

### Announcements

*Bay Card Re-card Project*

*Peoplesoft CFS Fluid User Interface*

*Shipping/Receiving Protocol during S.I.P.*

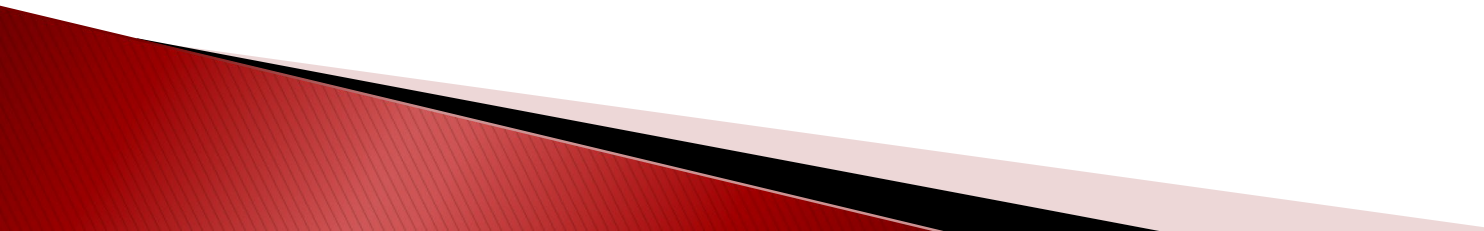
*Mailing of Pay Warrants*

# Financial Services Year–End Deadlines

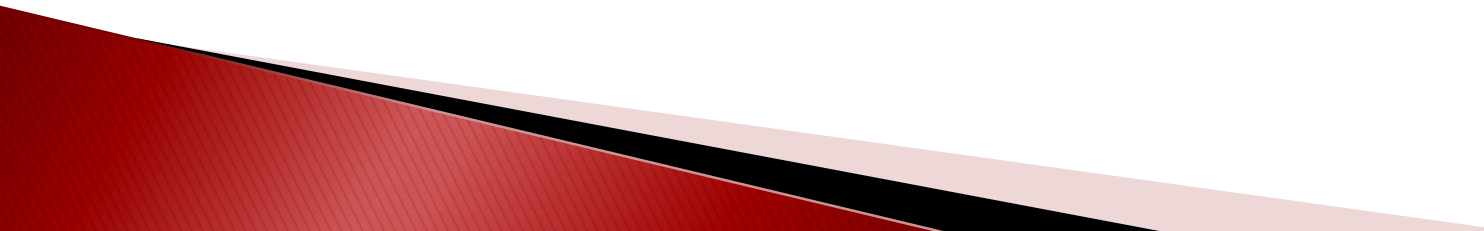
With sound year–round review practices in place,  
year–end becomes easy.



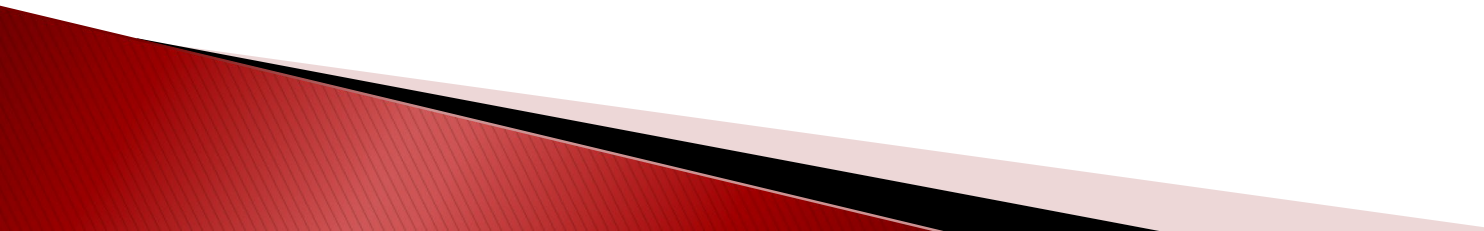
# Effective/Successful Year-End Indicators

- ▶ One-touch approach to transactions
  - ▶ Reviews and reconciliations occur throughout the year
    - Performed at least monthly
    - More frequently as year-end approaches
- 

# Effective/Successful Year-End Indicators


- ▶ Year Round Transaction/Balance Reviews should include
    - Requisitions
    - Encumbrances and POs
    - Accounts Payable
    - Fund and DeptID Balances
    - Accounts Receivable Billing Requests
    - Transfers (Budget, Expense, Payroll)
- 

# 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.
- 

# Year Round Reviews:

## Fund–DeptID–Program–Class–Project codes

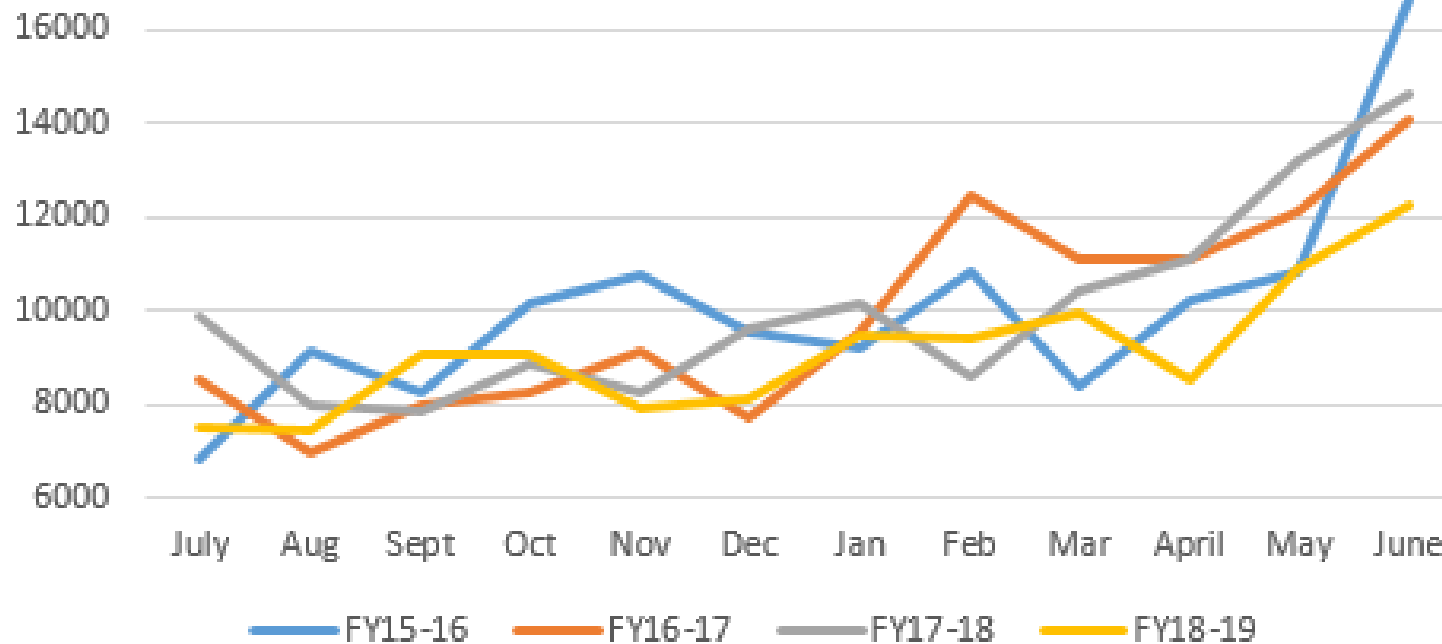
- ▶ This year's chartfield totals and transaction review
    - Review for COVID–19 related expenses
      - Cancelled travel expenses should be submitted
      - Manage travel credits for future business travel, prior to expiration
- COVID–19 expense criteria (Project Code EMR001):
- Directly related to Cal State East Bay's COVID–19 response
  - Would not have been incurred if the COVID–19 outbreak had not taken place
  - Incurred within the timeframe of the outbreak
  - Must be deemed necessary and reasonable, sufficiently documented, and properly authorized
- 



# Year-End: 'just another month'

## How are we doing?

### Budget & Expense Transfer Transaction Counts

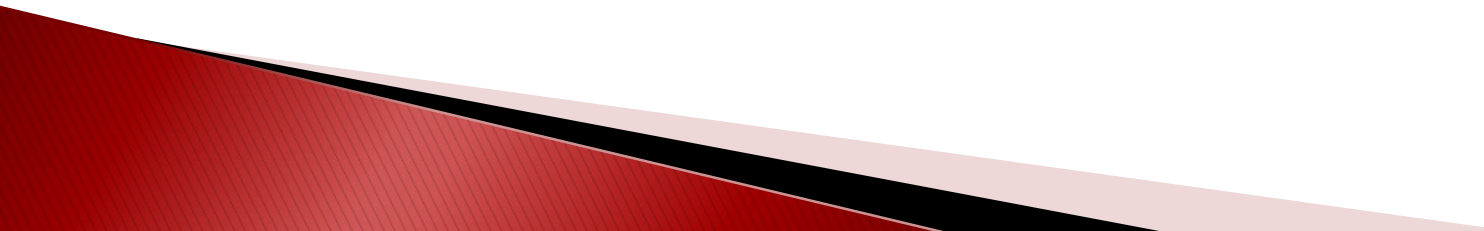


# Year-End Reminders

- **P-Card transactions** posted to USBank statement by May 26
  - 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.

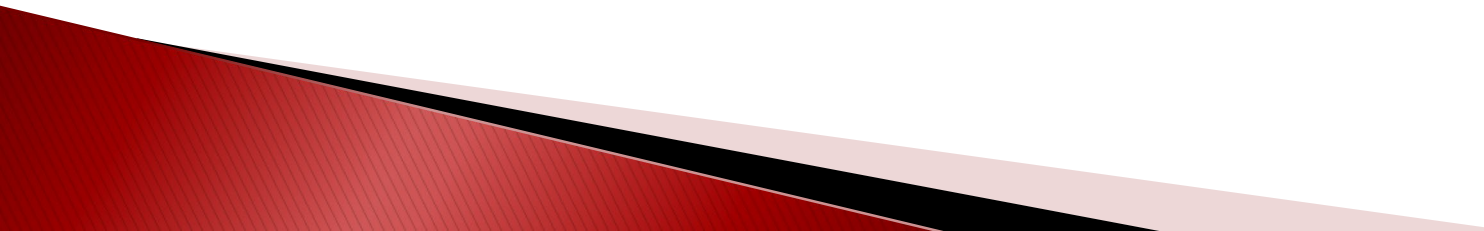


# Year-End Reminders cont'

- 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 cont'

**June 8, 2020 – Monday:**

- Procurement will continue actions to close all current fiscal year (FY19-20) blanket PO's
  - 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 cont'

## ➤ June 30, 2020 – Tuesday:

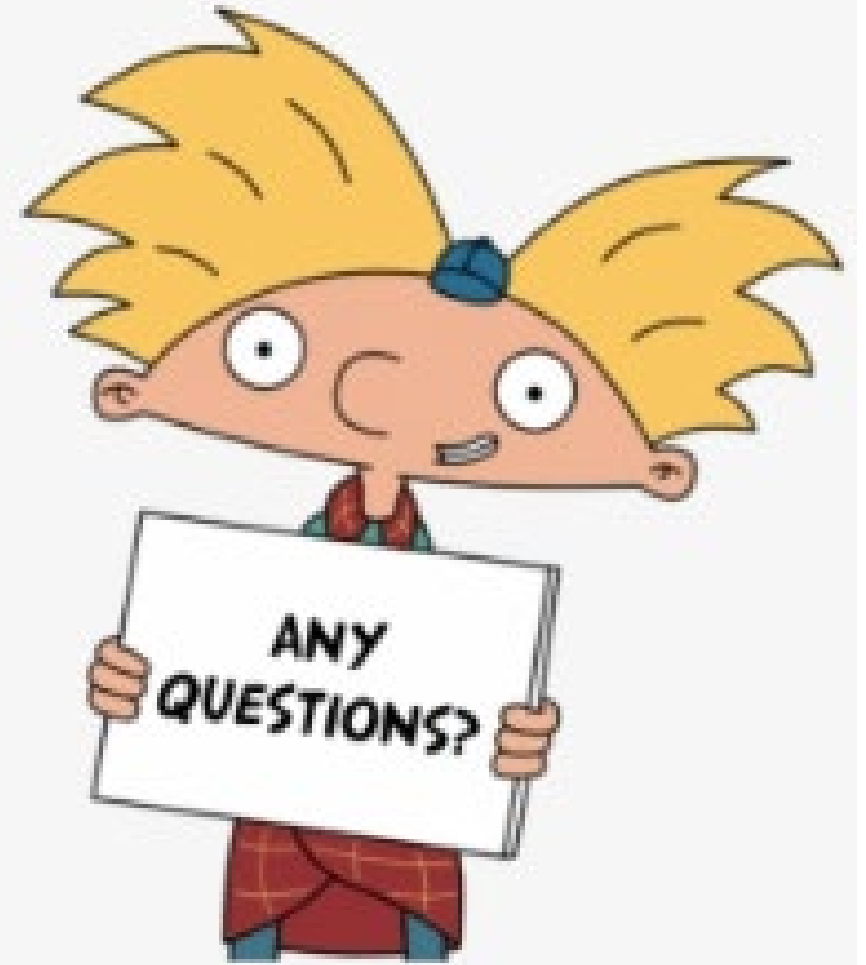
- The Cashier's Office will close at 1:00 P.M.

## ➤ The month of July:

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

Please contact Kim Napoli x5-7363 or  
Jon Medwin x5-7225 with any questions

**Thank You!**



# Adobe Sign Accounts Payable (AP) Workflow

Christina Crosby & Teresa Escobar

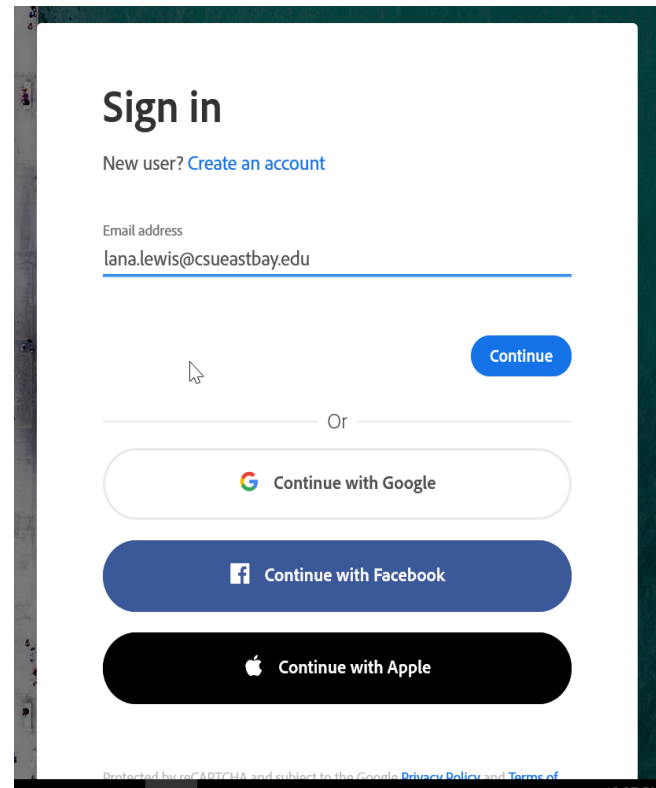
# Adobe Sign – Workflow

- AP forms are now available in the Adobe Sign – Workflow
  - Short Term Limited Scope (STLS) form
  - PO Invoice Approval process
    - AP Invoice Approval form (AP Use), initiated by AP
    - AP Invoice Approval form (Departmental Use), initiated by the department
  - Check Request form
  - Vendor Data Record (VDR) form

# Signing into Adobe Sign

- Login to Adobe Sign: **<https://sign.csueastbay.edu>**

Enter your campus email and continue or you can Continue with Google



The screenshot shows the Adobe Sign login interface. At the top, it says "Sign in" with a link "New user? [Create an account](#)". Below this is a text input field labeled "Email address" containing the text "lana.lewis@csueastbay.edu". To the right of the input field is a blue "Continue" button. Below the input field is a horizontal line with the word "Or" in the center. Underneath the line are three buttons: "Continue with Google" (with the Google logo), "Continue with Facebook" (with the Facebook logo), and "Continue with Apple" (with the Apple logo). At the bottom of the page, there is a small line of text: "Protected by reCAPTCHA and subject to the Google [Privacy Policy](#) and [Terms of](#)".



# Locate the form by clicking on the drop down menu – “Use a Workflow”

**CAL STATE EAST BAY** | POWERED BY Adobe Sign

Home Send Manage Reports


Hello, Lana What would you like to do?

### Get a Signature

[Get a Document Signed](#)  
Get a signature in seconds

Send from Library

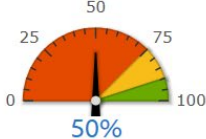
Select a document

Use a Workflow 

Select a workflow


### Your Activity for This Month

Agreements Completed



50%

Median Time to Complete



1.6 min.

1 in progress  
2 completed

[View Reports...](#)

### Waiting For

1 waiting for  
3 waiting for

### Additional Functions

[Add Template to Library](#)  
Store frequently-used templates

[Create Web Form](#)

### Recent Alerts

You have no alerts

### Recent Events

- You viewed [Emergency PM\)](#)
- Email sent to [Authorizati](#) could not be
- Tammy Hei [Emergency](#)
- You accepted [Workflow T](#)

Language

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# Select an AP Workflow

CAL STATE  
EAST BAY

POWERED BY  
Adobe Sign

HomeSendManageReports

Get a signature in seconds

Send from Library

Select a document

Start

Use a Workflow

Select a workflow

Account: CSUEastBay

AA - PAF Sign In Sheet

AP - Check Request Form

AP - Invoice Approval Form (For Department Use)

AP - Short Term Limited Scope

AP - Vendor Data Record Form (VDR) (Department Use)

Sign anything you've been sent

Start

50

25

0

50%

+ 1 in progress

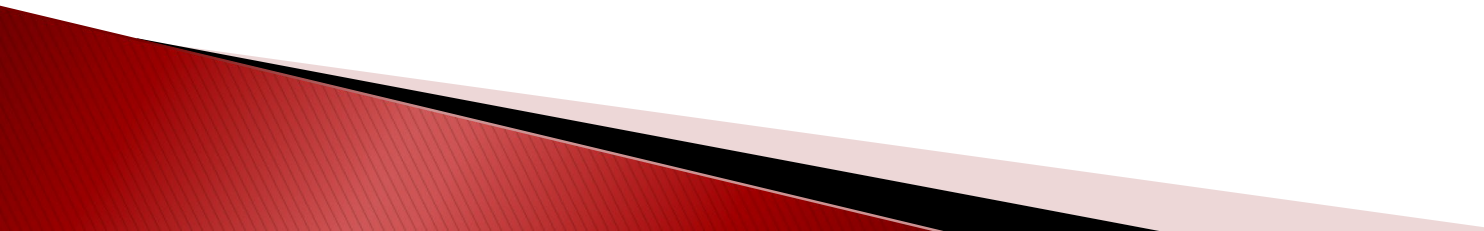
+ 2 completed

View Reports...

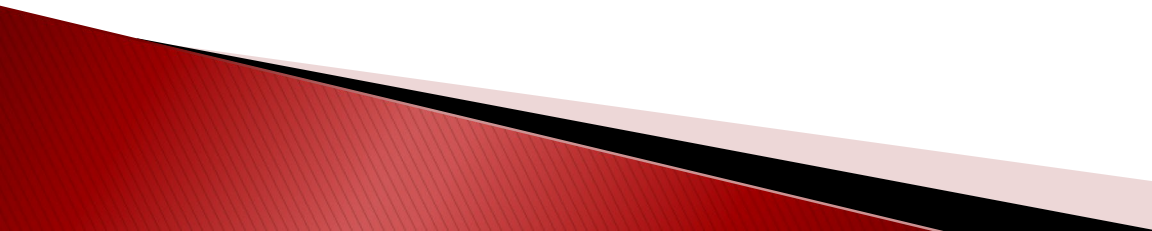
Recent Alerts

You have no alert

# Quick Reminder on a STLS Form...

- The STLS (Short Term Limited Scope) form can only be used for individuals and not companies, or employees.
  - The STLS form should be used when services are provided on behalf of the university, for one time services.
  - A few of the categories can be things such as;  
Guest Artist/Lecturer, Art Model, Photographer/Videographer, etc.
- 

# Quick Reminders on a Check Request Form...

- A check request can be used for paying various items such as; advertisement, accreditation, memberships, etc.
  - Other items that can be paid by Check Request; subscriptions, testing score refunds, and student key refunds, etc.
  - (Refer to check request guidelines for full details)
  - Items not noted on check request guidelines that are not allowed must be requested to be approved as an exception by the director of procurement, along with a valid justification.
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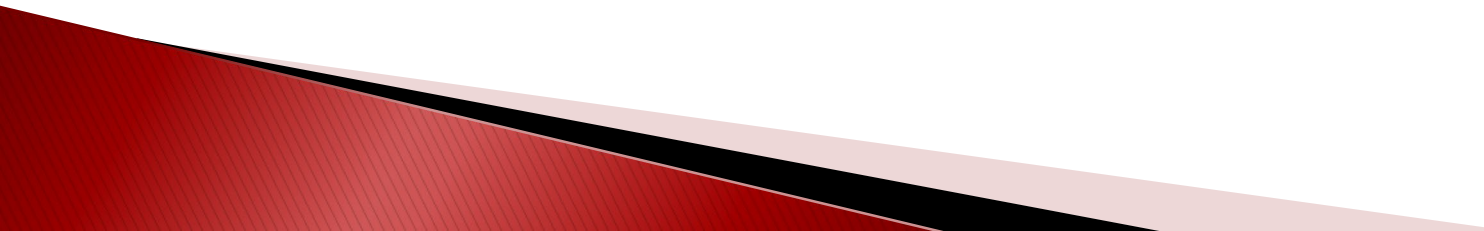
# Adobe Sign – AP Vendor Data Record (VDR) Form

- There are two categories for VDR's
  - Vendor's with Level 1/sensitive data – social security numbers, usually individuals/sole proprietors
  - Vendor's with tax payer id numbers, non-sensitive data

For the non-sensitive data, you can use the Adobe Sign AP Vendor Data Record Form.

For the sensitive data, you will need to email General Accounting at [general.accounting@csueastbay.edu](mailto:general.accounting@csueastbay.edu), and provide the name and email address and they will send out a VDR to the vendor for completion.

# Accounts Payable Resources

- <https://www.csueastbay.edu/accounting-fiscal/accounts-payable.html>
  - Under Departmental Resources, under FORMS, you will see all of the forms with the link and instructions on how to complete.
  - If you have any questions, please reach out to your AP Technicians.
- 

**NOW LIVE !**

**CFS 9.2 MP 3.0  
FLUID USER INTERFACE  
PHASE II**

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**FINANCE SUPPORT UNIT**

Miyesha Dickerson



**NOW LIVE !**

**CFS 9.2 MP 3.0  
FLUID USER INTERFACE  
PHASE II**

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**FINANCE SUPPORT UNIT**

Miyesha Dickerson

### New User Interface (NUI) - Fluid

PeopleSoft Fluid pages dynamically adapt to the device being used from desktops to reduced viewing space of smartphones and tablets.



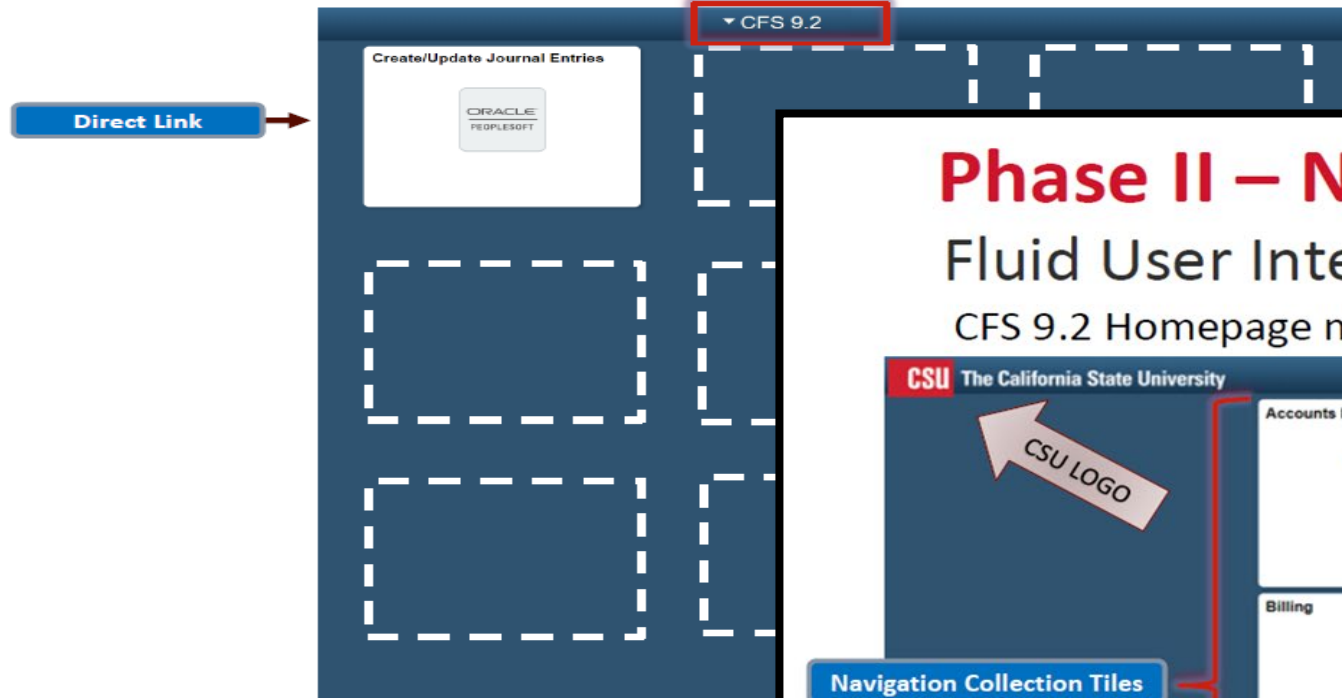
## UPDATE INCLUDES...

- Access PeopleSoft application across multiple form factors
- Several different paths for users to access functionality
- Users can personalize navigation to accommodate organization
- Significantly improves efficiency over Classic UI
- Reduces new users' navigation learning curve
- Facilitates customized business process and training

## Phase I

### Fluid User Interface Structure – Cont.

Tiles – Adding Tile to CFS 9.2 Homepage



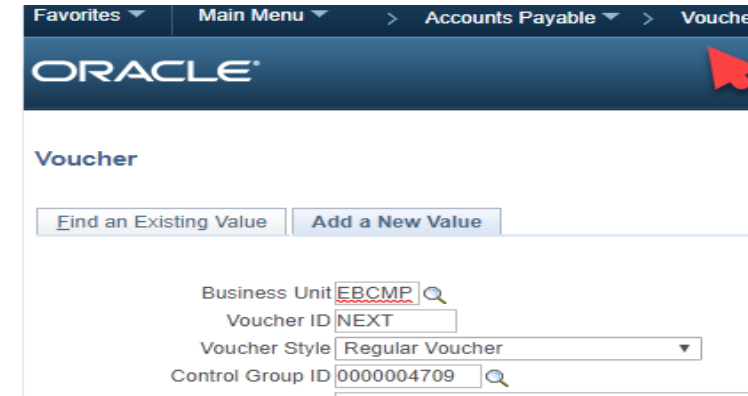
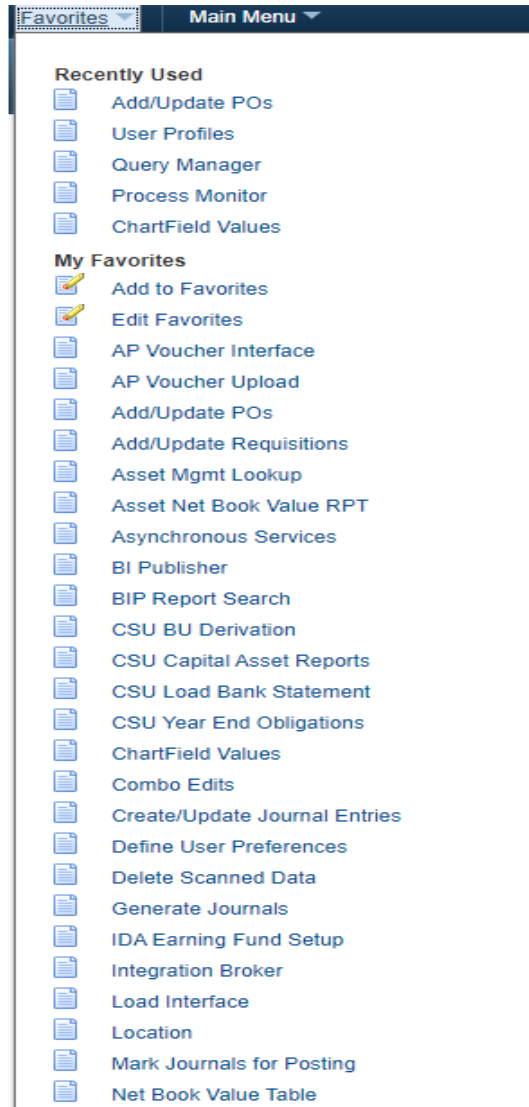
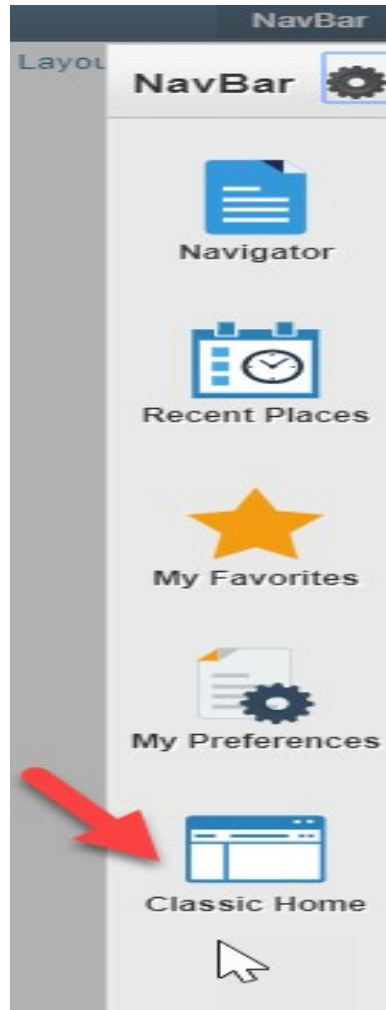
## Phase II – New CFS 9.2 Homepage

### Fluid User Interface – Navigation Collections

CFS 9.2 Homepage maintained by CMS – Navigation Collections



# Items that are removed



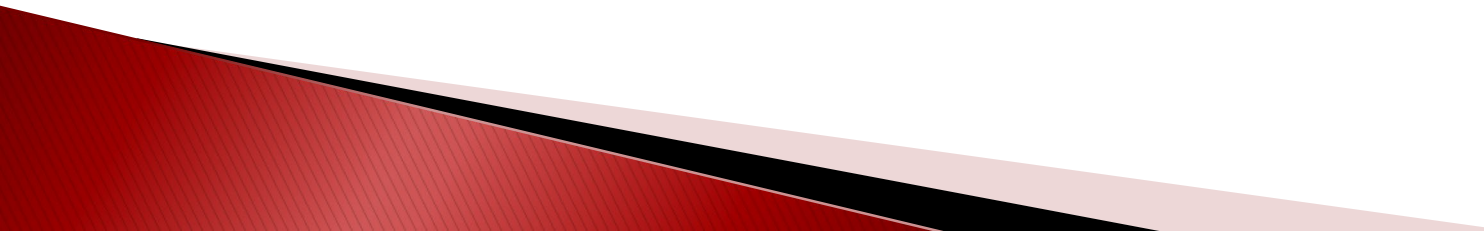
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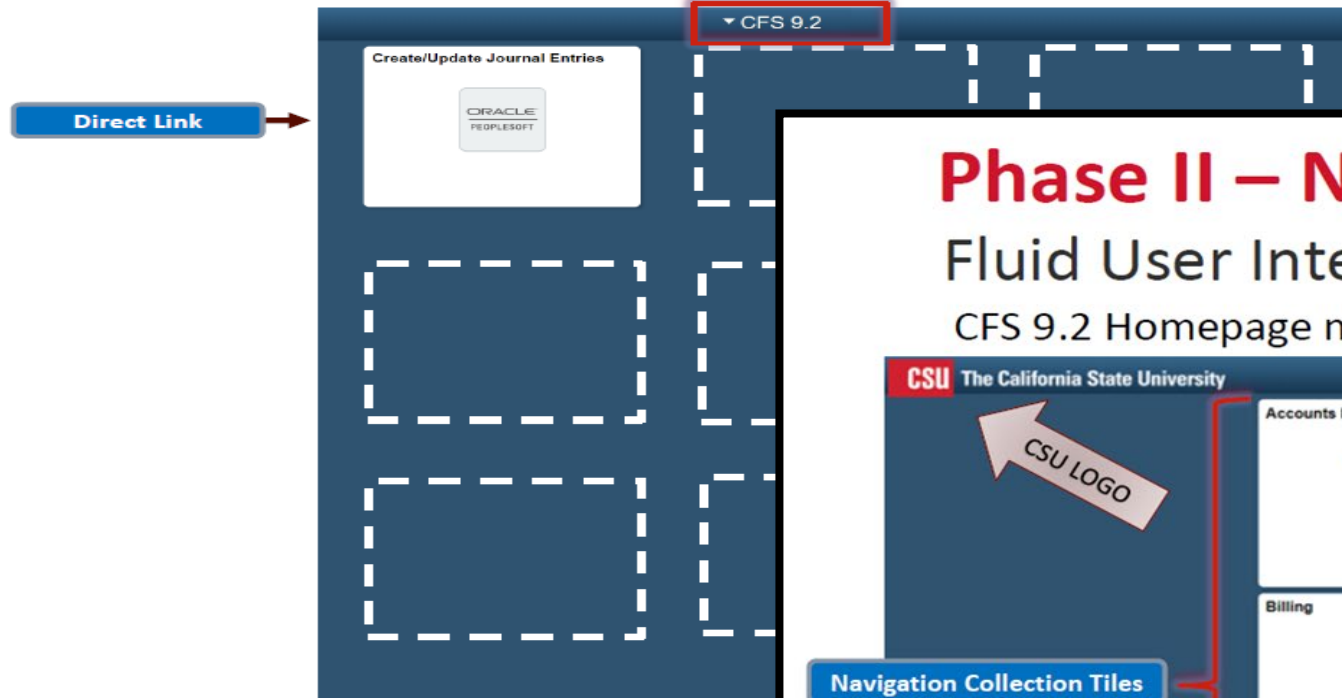
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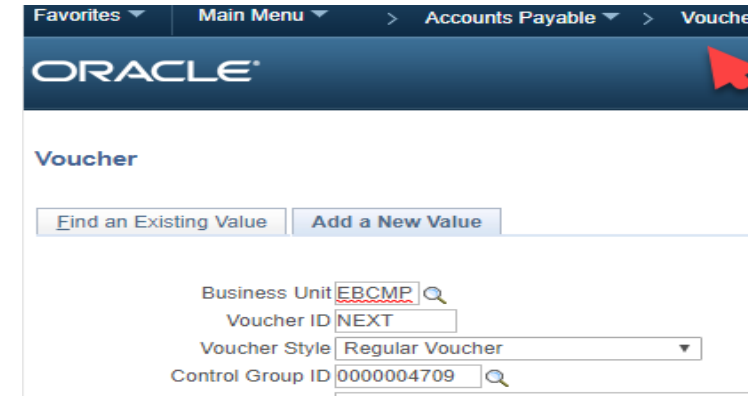
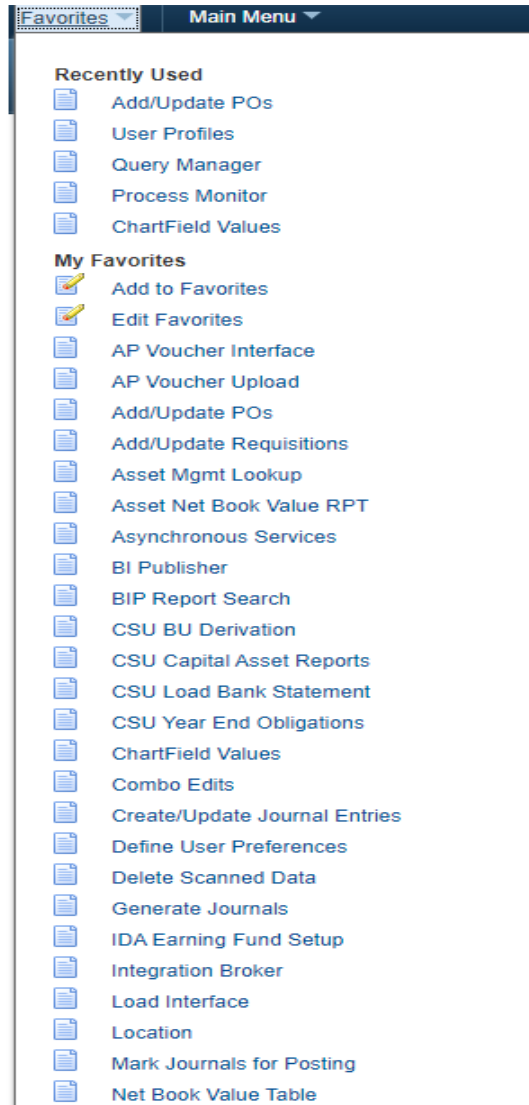
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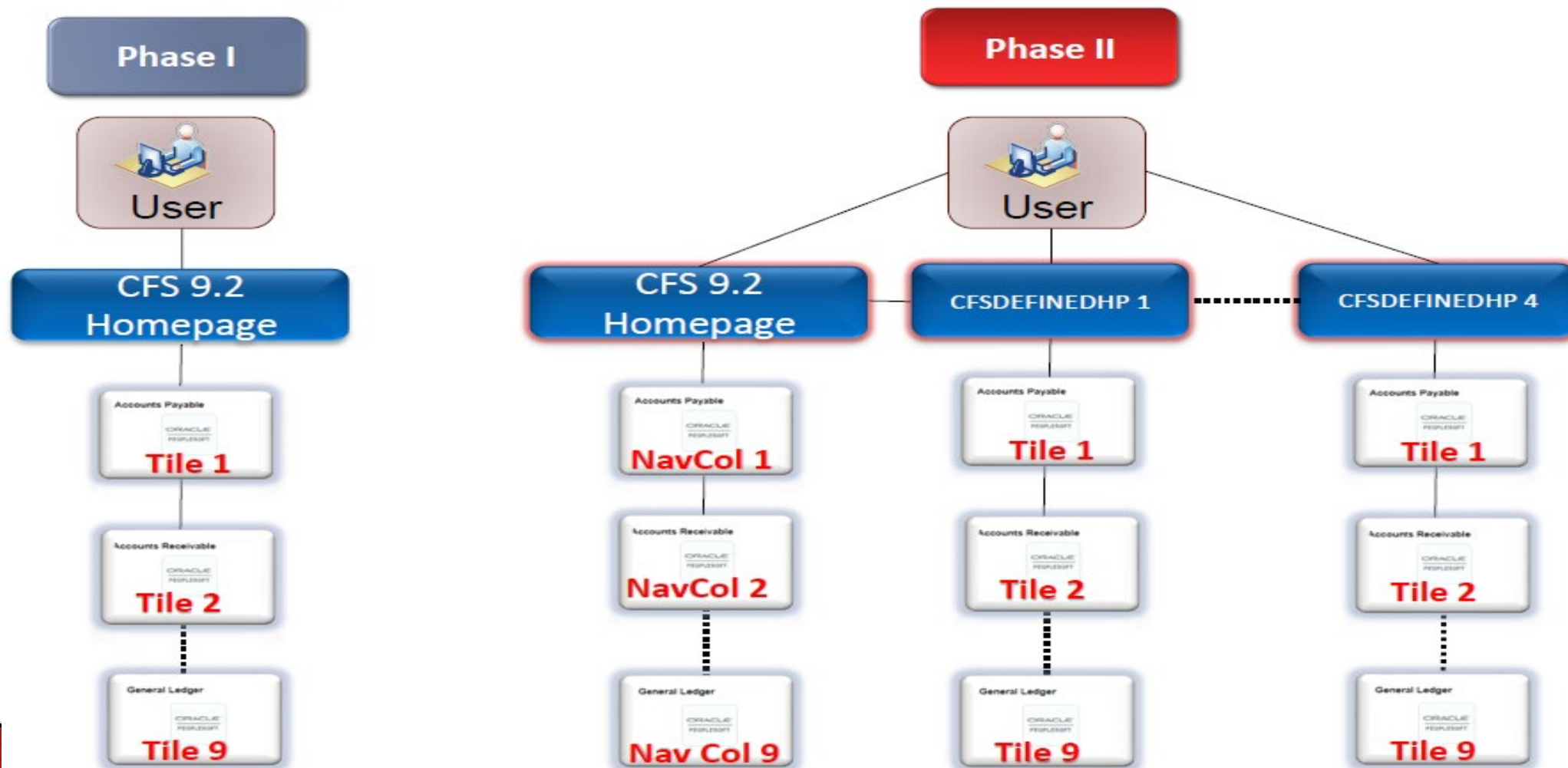


# Items that are removed



## Fluid User Interface Structure

### Homepages & Tiles



## CFS 9.2 MP 3.0 FLUID PHASE II OVERVIEW

### CFS 9.2 MP 3.0 – Fluid Interface Phase II

This New User Interface dynamically adapts to the device being used from desktops to reduced viewing space of smartphones and tablets.

Please mark your Calendars!!!

PeopleSoft Financials - CFS Data Warehouse & CFS Production - will be down beginning Friday, Apr 24th, at 6:00 p.m. so that CMS can perform this system-wide upgrade. During this time, users will not have access to CFS Data Warehouse & CFS Production. **Please plan accordingly!**

Both CFS Data Warehouse & CFS Production will be up on Monday, Apr 27th at 8:00 a.m.

1. **NEW** front page look with unmovable pre-defined Direct Link Tiles that will be maintained by CMS. This page is to remain as delivered with no additions or subtractions of tiles.



2. Four **NEW** user-defined pages to store your favorite Direct Links that will be maintained by the users. These pages can be customized with tiles of the user's preference.

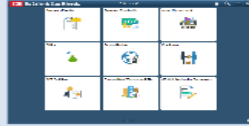
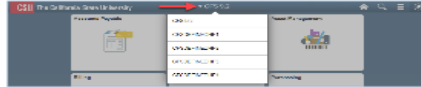
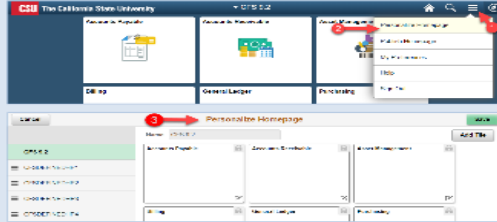
## CFS 9.2 MP 3.0 FLUID PHASE II FAQ'S

### CFS 9.2 MP 3.0 Fluid User Interface (Phase II) - Frequently Asked Questions (FAQ)

Please take a look at this great training video that CMS provided at the link below in addition to this documentation.

<https://www.youtube.com/watch?v=FTXX2FQH-R8&feature=youtu.be>

**MP 3.0 Fluid User Interface – Phase II – Testing**

1. On the CFS 9.2 Homepage, are you able to see the 9 Navigation collection Tiles?  

2. On the Fluid Branding Bar, select the CFS 9.2 drop-down: Can the user see 4 CFSDEFINEDHP (1-4) Homepages?  

3. Do you have access to the Personalize Homepage?  
Click on the Actions List > Personalize Homepage.  


## CFS FLUID PHASE II VIDEO



*This information is on the Financial Services website*

# THANK YOU



If you have any questions please contact  
Miyesha Dickerson  
[miyesha.Dickerson@csueastbay.edu](mailto:miyesha.Dickerson@csueastbay.edu)



# PROCUREMENT AND SUPPORT SERVICES

**COVID-19  
GUIDANCE**

## **Protocols for Procuring and Delivering Supplies During the Shelter in Place Directive Due to COVID-19**

Due to the COVID-19 pandemic and the “Shelter in Place” directive, we are providing guidance on a variety of Procurement and Shipping & Receiving Issues that need to be disseminated and adhered to by the CSUEB community. We are doing this with the safety and security of our staff and the broader CSUEB community in mind.



# SHIPPING AND RECEIVING

- Shipping & Receiving is open during the directive from **8AM-1PM Monday through Friday**.
- For **outgoing parcels and mail**, please call **510-885-3703** and let the staff know that you are dropping off inter-office mail, mail to be metered and/or packages to be sent.  
*Please remain in your vehicles, and have your trunk open. You will need to show a valid CSUEB ID to show proof of your affiliation.*
- For **package/mail pickup**, please drive to Shipping & Receiving. When you arrive, please wait in your vehicle, call **510-885-3703** and request the mail and or packages that you will be picking up. *You will need to show a valid CSUEB ID in order to make a pick-up.*

## SHIPPING AND RECEIVING CONT...

- We will only release Department mail/parcel to the person or persons designated by the Department's Managers. This will include all certified mail addressed to the Departments.
- Shipping & Receiving shall maintain a log for all parcel(s) pick-ups.
- There is no campus delivery of mail and/or parcels.  
There is no home delivery of campus equipment, mail and/or parcels.
- Minimize mail/shipping activity to reduce the need for pickup/drop off to the extent possible.

# OFFICE SUPPLIES & COMPUTER EQUIPME

- To the extent possible, we strongly encourage leveraging electronic capabilities (i.e., email, Adobe Sign, Excel, etc.), minimizing the need for printing documents and the toner/ink and paper needed to do so.
- Printer paper can be accessed through Shipping & Receiving, one ream at a time.
- Toner/ink purchases will have to be approved on a case by case basis, regardless of previous blanket approvals.
- Do not make purchases with a personal credit card for work related supplies and expect reimbursement. You may use your P-Card for needed supplies, other than toner/ink and all other items that are not restricted by the P-Card Policy effective March, 2019.
- All needed computer equipment requests necessary to address the “Shelter in Place” directive need to be coordinated through ITS, which includes monitors.

COMING SOON!!



*A COLLABORATIVE PROCURE TO PAY MARKETPLACE*

## **What's new?**

CSUBUY is replacing the existing CSU Campus Marketplace.

## **Why are we changing?**

This is the first step in transforming the way the CSU manages the Procure-to-Pay process. Other improvements and upgrades will be made over a 3 year period, System-wide.

## **Who is affected by the change?**

Initially all current Campus Marketplace users will be moving to the new platform.

## **When is CSUBUY going to be available?**

The target go-live date for existing Campus Marketplace users is June 1, 2020.

## **Communications**

Updates will be provided as we move closer to the roll out date.