FINANCE AND ADMINISTRATIVE SERVICES (FAS) BUSINESS PROCESS ORIENTATION/REFRESH TOOLKIT

FOR OPERATIONS COORDINATORS/ANALYSTS

WELCOME!

We look forward to working with you! FAS is committed to delivering an excellent customer experience while maintaining fiscal stewardship of our resources.

This toolkit was developed to assist Administrative Support Coordinators, Analysts and Managers supporting and completing business processes and operations on behalf of departments, units, and colleges. The toolkit is a one-stop shop to introduce FAS processes and help staff identify the correct mechanism and department to carry out typical operational support duties. For complete guidance, please refer to the department website, subject matter experts and manuals/guidelines/policies.

For questions related to this document, contact vpfas@csusm.edu.

PREPARING FOR BUSINESS PROCESSES

To initiate a business process, you will first need to know the business unit and chartfield string. Identifying the business unit and chartfield are critical to determining applicable processes and required approvals.

BUSINESS UNIT

CSUSM business processes may vary depending on the business unit. Within PeopleSoft CMS, each business unit represents an operational entity and is required for all financial transactions. The University and three Auxiliaries each have their own business unit.

CSUSM has four main business units:

1. SMCMP: State funds, including operating, stateside self-support, and stateside trusts
2. SMURS: CSUSM Corporation
3. SMFND: CSUSM Foundation
4. SMASI: CSUSM Associated Students, Incorporated

Before beginning a business process, identify the business unit you are using.

CHARTFIELD

A chartfield string is a string of numbers that make up the Chart of Accounts in CFS (Common Financial System) PeopleSoft. All chartfield strings must include fund and account. All revenue and expense transactions require a department ID. Certain transactions may need additional tracking, using class code and project. Chartfields provide a common language for classifying and grouping business transactions.

Fund: Identifies the "where" of the transaction or funding source and use of dollars being used
Account: Identifies the "what" or the nature or classification of the transaction
Department ID: Identifies the "who" is impacted by the revenue/expense transactions
Project: Identifies a discrete set of activities that occur within a finite period (defined start and end date).
Class Code: Used for any special reporting needs a department or organization has

Commonly used account codes: https://www.csusm.edu/fs/accountcodes.html

ACCESS

Business processes require access to various applications. See "access required" sections below to confirm necessary access has been granted to initiate processes. In addition to having access to applications and systems, most business processes require delegation of fiscal authority to initiate and/or sign as "fiscal authority."

DELEGATION OF FISCAL AUTHORITY

CSUSM delegates authority to act on behalf of the CSU (California State University) in many forms. The most common associated with coordinator and analyst roles is the delegation of fiscal authority.

COMMUNICATIONS/UPDATES

To receive timely updates on new or revised processes, contact Jill Heath (jheath@csusm.edu) to subscribe to Partners in Campus Business Operations (PCBO).

BUSINESS PROCESSES

PROCURE (BUY) & PAY

Responsible Departments: Accounts Payable and (State/Foundation) Procurement & Contracts (CSUSM Corporation) Procurement
Guidelines: CSUSM ProCard Manual; Direct Pay Guidelines;
Access Required: PeopleSoft CMS Access

- Procurement Card (ProCard): PeopleSoft Common Financial System access to ProCard, ProCard (via ProCard Agreement Form)
- Direct Pay: None. Processed via Adobe Sign using Single Sign On (SSO)
- Purchase Requisition: PeopleSoft Common Financial System access to enter requisitions
- All: You may need Delegation of Fiscal Authority.

Resource Mailbox: State/ASI AP (Accounts Payable): accountspayable@csusm.edu; Foundation AP: apfnd@csusm.edu; CSUSM Corporation AP: apcorp@csusm.edu; State/Foundation Procurement: procurementservices@csusm.edu; CSUSM Corporation Procurement: corp@csusm.edu; State/Foundation/ASI ProCard: pcard@csusm.edu; CSUSM Corporation ProCard: corppcard@csusm.edu

At CSUSM, there are multiple ways to purchase and pay for goods and services, depending on what is purchased, risk-level and cost.

PROCUREMENT CARD (PROCARD): THE ProCard Program is designed to improve the efficiency, flexibility and convenience related to purchasing low dollar/high-volume transactions for goods, supplies and approved offsite services. The ProCard Program distributes low-risk procurement authority throughout all CSUSM business units. The program is available to permanent employees and long-term temporary employees with a position appointment of at least six months.

DIRECT PAY: DIRECT payments are utilized for low-risk, low-value purchases and do not require a purchase requisition. Direct Payments are used when the ProCard option cannot be used. Specific purchase categories (allowable expenses) are outlined in the Direct Pay Guidelines.

PURCHASE REQUISITION: For purchases that do not qualify for ProCard or Direct Pay, enter a purchase requisition via the Common Financial System Information on timeframes and required backup documentation for purchase requisitions can be found on Procurement & Contracts' website under Plan Your Purchase. See Procurement & Contracts' website for Procurement FAQ's, How To's & Forms, or information on our weekly "Office Hour." The Doing Business with CSUSM is a great reference for both Campus employees and outside suppliers.

INDEPENDENT CONTRACTOR PROCESS: Information on hiring an independent contractor (sole proprietor, individual, partnership, s-Corp or single-member LLC) can be found on the Independent Contractor section of Procurement & Contracts' website.

SOFTWARE: The Official CSU mission and strategy is to make information technology resources and services accessible to all CSU students, faculty, staff, and the general public regardless of disability. To meet this objective, software requires an additional review for accessibility. Additionally, all purchased must be evaluated from an information security standpoint. All software purchases, regardless of procurement/payment method, require an Accessible Technology Initiative and information security review, called the Information Technology Review (ITR) for Software. Software includes online subscriptions, platforms, and services. When in doubt, fill it out!

TRAVEL

Responsible Department: Travel Office
Guidelines: CSUSM Travel Guidelines and CSU Travel Policy
Access Required: Concur Travel Software (SSO) and/or Adobe Sign using Single Sign On (SSO)
Resource Mailbox: traveloffice@csusm.edu

CSUSM, CSUSM Corporation, and CSUSM Foundation, follow the current California State University (CSU) Travel Policy as well as its Travel Procedures and Regulations. According to the CSU Travel Policy, campuses of the CSU can elect to apply more restrictive guidelines than those articulated in that document. CSUSM has elected to apply the following (more restrictive) exceptions to the CSU Travel Policy, as outlined in the CSUSM Travel Guidelines.

BUDGET

Responsible Department: Budget Office
Access Required: PeopleSoft CMS Access
Resource Mailbox: budget@csusm.edu

- Need to transfer budgeted items? Please see the Budget Transfer Process Guidelines
- Need to update Trust Fund Fiscal Authority? Utilize the Trust Fund Addendum Form

FINANCIAL TRANSFER/INTER-UNIT JOURNALS & BILLING/SALARY ADJUSTMENTS

Responsible Department: Fiscal Services (University Accounting Department)
Access Required: None
Stateside Resource Mailbox: accounting@mailhost1.csusm.edu
Auxiliary Resource Mailbox: auxaccounting@csusm.edu

Need to transfer expense(s) from one chartfield to another? Utilize the Financial transfer request process.

Stateside and Auxiliary Forms Complete List

Commonly used forms include:

- Financial Transfer Requests – used to move expenses/revenues from one chartfield to another within the same business unit
- Inter-Unit Billing Form – used to transfer expenses/revenues from one business unit to another
- Salary Expense Adjustment Form – used to move stateside salary expenses from one chartfield to another

HOSPITALITY

Responsible Department: Accounts Payable
Guidelines: Hospitality Guidelines
Website: Hospitality Website
Access Required: None. Processed via Adobe Sign using Single Sign On (SSO)
Resource Mailbox: hospitality@csusm.edu

Hospitality is defined (by CSU Policy) to include the following elements (see CSUSM Hospitality Guidelines for a comprehensive list and local procedures for CSUSM Hospitality):

- Entertainment Services - Reasonable expenditures as part of a public purpose event includes, but is not limited to, equipment and venue rental, decor, music, and performers.
- Food and Beverage - Reasonable provision of a meal (catered or restaurant) or light refreshments (beverages, hors d'oeuvres, pastries, cookies).
- Awards and Prizes- something of value given or bestowed upon an individual, group, or entity in recognition of service to the university or achievement benefiting the university with the expectation of benefit accruing to the university or for other occasions that serve a bona fide business purpose.
- Promotional Items - items that display the name, logo or other icon identifying the university such as a keychain, coffee mug, calendar, or clothing.

All hospitality must have a bona fide business purpose and support the University's mission. At CSUSM, the most common hospitality expenses are food, events, and promotional items.

REIMBURSEMENTS

Employees seeking reimbursement (Travel and Direct Payments) should sign up for direct deposit. Note: direct deposit for reimbursements is different than direct deposit for payroll. Unfortunately, the processes cannot be combined.

HUMAN RESOURCES AND PAYROLL PROCESSES

CSUSM has three units (responsible departments) supporting human resources and payroll processes:

1. Office of Human Resources & Payroll Services: OHR (Office of Human Resources) services state employees.
2. CSUSM Corporation Human Resources & Payroll Services: Corp HR & Payroll services auxiliary (Corporation and Associated Student, Inc.) employees. This includes employment under Sponsored Projects (grants).
3. Faculty Affairs: Faculty Affairs is within the Academic Affairs division and supports faculty and academic student employees.

Office of Human Resources & Payroll Services and CSUSM Corporation HR & Payroll manage the processing of many transactions, however, the most common processes the coordinator and analyst roles interact with are the following:

- Personnel Requisition (state) or EAF (aux): Initiates hiring
- Salary actions: in-range progression, bonus, stipend, MPP (Management Personnel Plan) salary action
- Timekeeping (State only): Some administrative positions will conduct timekeeping (enter and/or review absences for employees) on behalf of management.

INFORMATION TECHNOLOGY
(SECURITY, WEBSITES, SOFTWARE AND HARDWARE)

Responsible Department: Instructional and Information Technology Services
IITS has various units that focus on specific areas.

Technology issues – Contact the campus helpdesk via email, phone or teams. You can also check out the IITS for you site that has various self-support guides online

Resource Mailbox: helpdesk@csusm.edu

INFORMATION SECURITY

Guidelines: There are various campus and systemwide policies that users must follow. The information security group manages IT audit, security tools, respond to phishing and abuse.
Resource Mailbox: infosec@csusm.edu for general security inquiries, Abuse@csusm.edu - reporting any security issues, phishing attacks, etc.

WEBSITES

Responsible Department: IITS Web Services
Access Required: Omni CMS
Guidelines: Web Authoring Guidelines
Resource Mailbox: webmaster@csusm.edu

The IITS web services manage the campus website, themes, content editor and forms. Web Services is not responsible for content creation.

SOFTWARE

CSUSM has hundreds of existing available software contracts and services. CSUSM encourages the use of existing software. Utilizing existing software may reduce or eliminate the need for a requisition, purchasing and negotiating, additional cost, and training resources. Most likely, a software to meet the needs of a unit can be found in the current library.

Contact cio@csusm.edu to talk about software needs or visit the IT service catalog to see options that are immediately available.

HARDWARE

CSUSM has a Technology refresh program that replaces computers on a four-year cycle. This ensures that the hardware doesn't age past a certain date and is always usable and keeping up with newer technology. Technology Refresh Program | Instructional and Information Technology Services (IITS) | CSUSM

Contact trp@csusm.edu for additional information.

WORK ORDER

Complete a customer request form for routine building and campus fix-it issues. For urgent requests (overflowing toilet, spill, all lights out, safety issue) call Work Control directly at 760-750-4601. In case of emergency (flood, fire, hazardous materials) call Work Control or University Police at 760-750-4567.

VISITOR/GUEST PARKING

A paid parking session is required while parked on campus. Options available for Departments purchasing parking permits for guests.

- Invited Guest Virtual Permits allows Virtual visitor permits to be emailed to guest. Email parking@csusm.edu to set up Log In information.
- Sponsored Guest permits may be requested with 2 business days' notice. Two (2) Sponsored Guest permits per day, per chargeback number.
- Event Parking Lot Rentals available. Contact ksteele@csusm.edu for availability and costs.

Guest purchasing their own permit may purchase hourly/daily permits at Pay Stations or by using AIMS Mobile Pay.

THANK YOU

We are excited to partner with our campus community! For questions, please contact bbrown@csusm.edu.