



CSUSB WE DEFINE THE *Future*

It's a Small Financial World

Presented by: Financial Services



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Where should Stateside invoices be sent for payment processing?

- a. **payables@csusb.edu**
- b. **Accounts Payable Office SH-105**
- c. Procurement Office SH-125
- d. **Both A and B**

Invoices that come to us get processed! Don't send them elsewhere!



What is the preferred payment method to vendors/employees?

- a. Cash
- b. Check
- c. Direct Deposit (EFT/ACH)**
- d. Wire Transfers

Direct Deposit is the safest, fastest way to be paid! Vendors can sign up for payment via ACHPayments@csusb.edu. Employees can sign up, change, or cancel direct deposit by filling out the Employee Reimbursement Direct Deposit Enrollment Authorization.

What's the best method to determine the AP technician responsible for paying a specific vendor?

- a. **Visit “Contact Us” section on the AP website**
- b. Email the AP Lead
- c. Call the main AP line (x75155)
- d. Send a fax to AP

Our information is always current on our webpage!



When was the CSU Hospitality Policy last updated?

- a. **September 2018**
- b. December 2011
- c. January 2019
- d. It has never been updated

The updated Hospitality policy and Frequently Asked Questions (FAQ) can be found on the Accounts Payable website.



Who maintains the DACS (Decentralized Access Control System) for each of the colleges and division offices?

- a. Accounts Payable
- b. Procurement
- c. Accounting Services
- d. DACS Administrators**

DACS is a paperless solution that interacts with a number of subsystems such as Travel Concur and Printing Services, and is maintained in a decentralized manner by DACS administrators using approval provided by online forms. For a list of the current DACS Administrators, please visit

<https://www.csusb.edu/accounting/resources/delegation-authority>.

What is the Mileage Reimbursement rate for 2019?

- a. 80 cents per mile
- b. 90 cents per mile
- c. 100 cents per mile
- d. 58 cents per mile**

The current allowable business mileage rate may be found on the Travel Home page. The announcement goes out to the campus and the travel website is updated when changes occur.



An itemized receipt will be required to be attached if the meal expense is:

- a. **\$25.00**
- b. \$10.00
- c. \$20.00
- d. \$15.00

\$25. Per CSU policy, all meal expenses on an expense report, should be claimed under the expense type- Daily Meals domestic for that day, and will require an itemized receipt, that includes the food which was ordered, if the expense is, \$25 or more



Which one of the below options, is not the correct answer for a delegate?

- a. Create Expense Reports for a traveler.
- b. Create and Submit Travel Request for a traveler.
- c. Create Travel Requests for a traveler.
- d. Submit Expense Report on behalf of a traveler.**

A delegate can create the reports and notify the traveler. The expense report can only be submitted by the traveler, since the traveler is the one certifying that the expenses that are incurred are all business related.



What is the Daily Incidental rate? When can it be claimed?

- a. \$10 a day. On the 1st day of the travel.
- b. \$7 a day. After the 1st 24 hours of travel.**
- c. \$ 55 a day. Last day of the travel only.
- d. All of the above.

Per the CSU travel policy incidentals are described as "fees and tips given to porters, baggage carriers, bellhops, hotel housekeepers, etc."
Incidentals does not include food items.



Which is the correct payment type on the expense report for airline tickets booked using Concur?

- a. PayPal
- b. Cash/Personal Card
- c. CPO/3rd Party
- d. University Paid**

Our campus has set up an Air Card with US bank for Airline bookings. Currently we have two Air Cards – State and Auxiliary

Who qualifies for Travel Advance (Cash Advance)?

- a. Candidates
- b. Independent Contractors
- c. Guests Speakers
- d. Regular Employees of CSUSB**

Any regular employee of CSUSB may request an advance for business travel purposes. Candidates for employment, student assistants, volunteers, special consultants, independent contractors, and guests of the university cannot receive travel advances.

In what year was the CSUSB Philanthropic Foundation formed?

- a. 2003
- b. 2011**
- c. 1965
- d. 1985

The CSUSB Philanthropic Foundation was legally transferred from the Foundation for CSUSB and into it's own 501(c)(3) entity as of July 1, 2011. The Foundation for CSUSB was originally established back in 1962. On July 1, 2011 UEC and Philanthropic Foundation branched out and into two separate tax entities.

What is the turnaround timeframe for Accounts Payable invoices?

- a. 3 business days
- b. 1 business days
- c. 10 business days**
- d. 5 business days

Once approved and completed and process within 10 business days.



How many bank accounts do we have?

- a. 3
- b. 5
- c. 4**
- d. 1

We have four bank accounts; Wells Fargo, Bank of America, US Bank and Citizens Bank.

Who do you contact if your department is inviting a foreign guest lecturer?



CEGE International
Education – VISA
Status



Reporting & Tax – Tax
Withholding Status



Accounts Payable -
Payment



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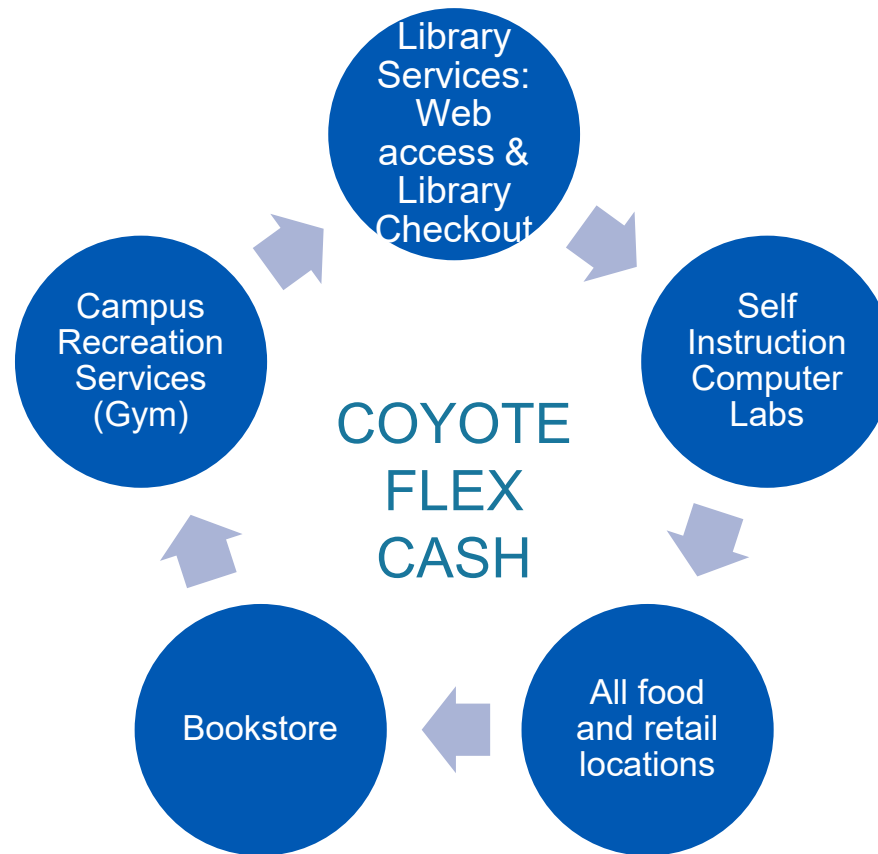
I want to adjust several expense lines, what do I do?

TRANSFERRING EXPENSES	DEBIT LINE	CREDIT LINE
THE CHARTFIELD WHERE THE EXPENSE IS RECORDED NOW		✓
THE CHARTFIELD WHERE YOU WANT THE EXPENSE TO ULTIMATELY RESIDE	✓	

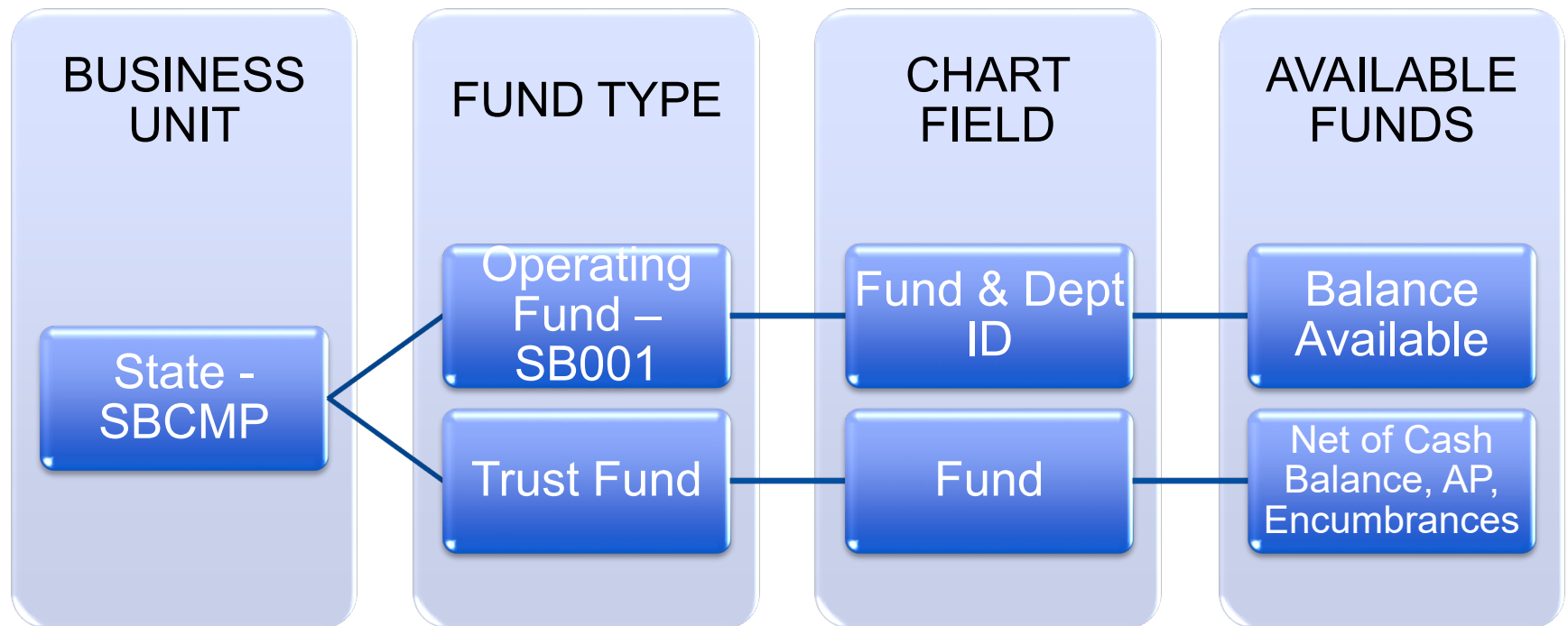
TRANSFERRING REVENUE	DEBIT LINE	CREDIT LINE
THE CHARTFIELD WHERE THE REVENUE IS RECORDED NOW	✓	
THE CHARTFIELD WHERE YOU WANT THE REVENUE TO ULTIMATELY RESIDE		✓



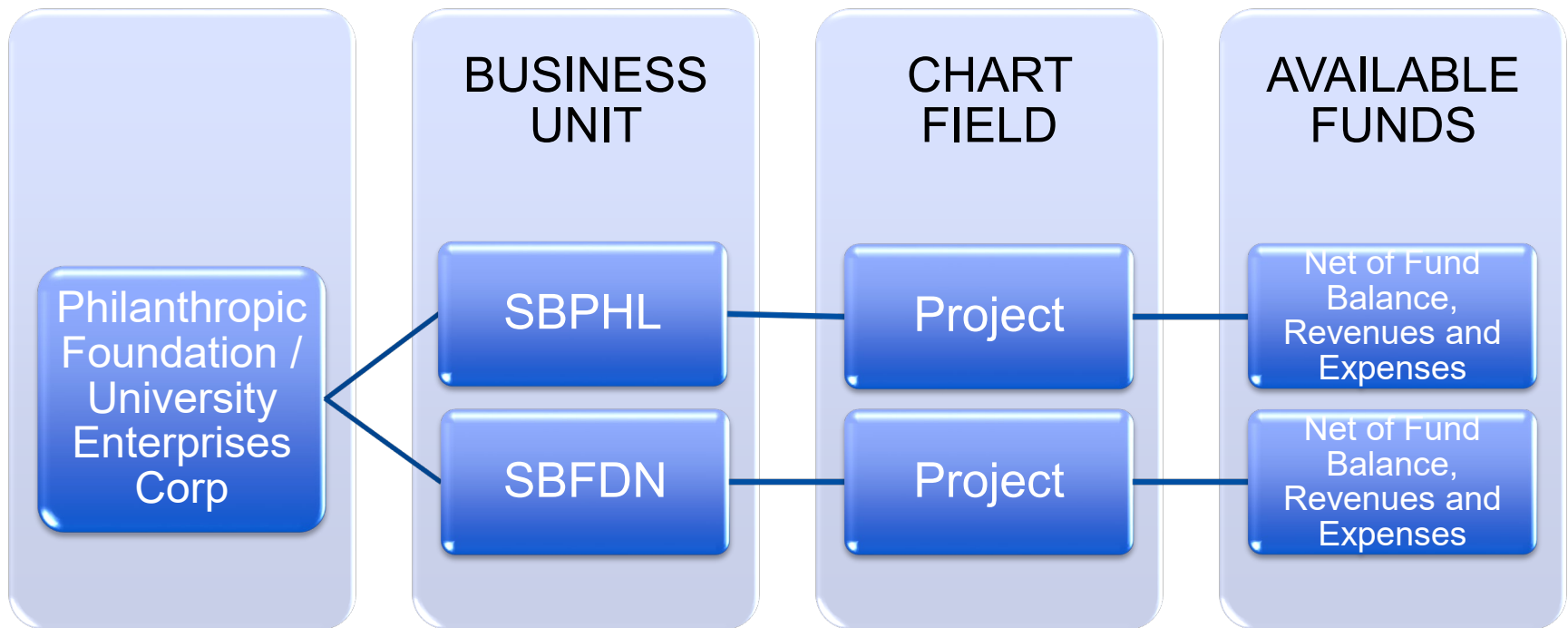
Where can I use my Coyote Flex Cash on campus?



Where should I find the balance of the department's funds?



Where should I find the balance of the department's funds?



Are fund and account the same?

Accounts

Travel

Salaries

Supplies

Utilities



Funds

Trust

Operating

Construction

Lottery



What do I do with jury duty slips if I served for more than 1 day?

Home	General Accounting	Reporting & Tax	Departmental Services	Resources	
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General Accounting FAQ

Trust Funds

Procedures and Forms

Student Financial Services →

Accounts Payable →

Travel →

Contact Us

University Controller's Office:
Chaparral Hall (CH-104)
Hours: 8am-5pm
(909) 537-5153

Student Financial Services' Office
Phone : (909) 537-5157
Fax : (909) 537-7060

Procedures and Forms

Cash Posting Order (CPO)

- CPO Request Form with Instructions

Change Funds

- Request for Change Fund (Adobe PDF)
- Closure of Petty Cash Fund (Adobe PDF)
- PC_CF UpdateForm.pdfInformation Update Only For CHANGE FUND (Adobe PDF)

Petty Cash Funds

- Request for Petty Cash Fund (Adobe PDF)
- Closure of Petty Cash Fund (PDF)
- Information Update Only For PETTY CASH FUND (Adobe PDF)
- Petty Cash Guidelines (Word Doc)

Jury Duty

- [Employee Jury Duty Information](#)

Sabbatical Forfeiture Process


- Sabbatical Forfeiture Process

Construction Projects

- Capital Projects Funding

Investment Earnings

- Investment Earnings Procedure
- Investment Earnings Changes Effective FY18/19 from CO

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You must submit a request for authorization to collect payments. True or False?

- a. **True**
- b. **False**

All departments, including campus auxiliaries and other entities, collecting payments for goods or services must be delegated authority to do so by the University Controller, prior to collecting payments. To request authorization to collect payments, a Request to Establish/Maintain a Cashiering Collection Point must be completed.

Which of the following are NOT considered cash or cash equivalents?

- a. Currency
- b. Coin
- c. Completed order forms**
- d. Signed credit card receipts

Cash, as defined in CSUSB Cash Handling Procedures, includes all of the following:

- * Cash and cash equivalents: Currency, Checks, Credit card recordings, Money orders, Bank notes, Traveler's checks, Cashier's checks
- * Securities are items that are easily transferable or converted into currency (\$\$\$): Stamps, Tokens, Parking permits, Tickets – for example for entertainment, meals
- * E-Commerce: Debit & Credit ACH Transactions, Other forms of electronic funds transfers (EFTs)

Dual custody is practiced for deposits by completing the deposit form/slip with another person. True or False?

- a. **True**
- b. **False**

When completing deposit slips:

- * Include adding machine tapes of the checks and credit card receipts with your deposit to Student Financial Services
- * Practice dual custody by completing the deposit form/slip with another person
- * Make sure you balance cash/receipts to your deposit
- * Report any losses (including over or short amounts)
- * Attach backup (including reports from third party systems)
- * Keep a copy for your records

How often should cash handlers take the refresher training to maintain cashiering privileges?

- a. **Annually**
- b. Monthly
- c. Quarterly

Once authorized as an approved cashiering collection point, it is the department head or director of that area's responsibility to ensure a Cashiering Collection Point Annual Renewal Request is submitted to the Student Financial Services office annually (between June 1 and September 30) in order to maintain cashiering privileges. It is the department head or director of that cashiering collection point's responsibility to report all cash handlers to the Student Financial Services office. Training of all cash handlers must be coordinated with the Student Financial Services office by the department head or director of the cashiering collection point (or their designated DRP – Department Responsible Person) upon hiring and before they begin to handle cash and/or cash equivalents. Subsequent training will be required for each cash handler annually thereafter.