Accounts Payable Updates Fall 2024

Sharon McIntosh

Barb Sainz

Shannon Honour Shaw

Agenda

- CSUBUY Training Reminder
- ProCard Limit Update
- Hospitality Update
- Direct Pay Update
- Supplier Update
- After-the-Fact for Accounts Payable Update

CSUBUY Training

End-Users: Department administrators or staff responsible for submitting purchase or payment requests for business purposes.

Choose from one of three identical trainings:

- November 12, 10-12
- November 13, 10-12
- November 14, 10-12

Department Approvers: Department financial approvers who review and approve purchases or payments and/or manage department budgets (end-users are encouraged to attend as well).

Choose from one of three identical trainings:

- November 12, 2-3
- November 13, 2-3
- November 14, 2-3

CSUBUY GO LIVE – NOVEMBER 18

CSUBUY Hypercare Office Hours

- **November 18 - November 26**: Everyday, 10-4pm
- **December 2 - 20**: Tues/Thurs, 1-2:30pm
- **January 6 - 10**: Tues/Thurs, 1-2:30pm

CSUBUY **GO LIVE – NOVEMBER 18**

ProCard Update

- Stateside/Foundation ProCard Limit has increased to $5,000
- Corporation – No change

Hospitality Update

- ProCard = Use Hospitality Form in Adobe Sign (will be updated to mirror CSUBUY, but will still allow per event)
- Req to PO Purchases = Hospitality Form in CSUBUY (per expense)
- “CSUBUY Role 3” (previously called Level I on Hosp Form) will sign all hospitality
- "CSUBUY Role 2" (previously called Level II on Hosp Form) will only sign Special Circumstances
- Removing Blanket Approvers for Stateside/FND
- Removing Blanket Approvers for CORP

Hospitality Training - coming soon!

Role	Role/Titles CSUBUY
5	Non-MPP, Fiscal Analysts, or Administrative Support personnel (Classifications: AAS, ASA, ASC, SSP, Budget Analyst, IST, Conf Admin, Accounting Tech, Library Services Spec, ITC, Extended Ed Spec)
4	Manager/Director/Senior Director, Exec Director, some Assistant VPs or Academic Equivalent, Department Chairs, Faculty Directors, Associate Deans, (Classification: Admin I & II, ADMIN III if they are an associate Dean, Deputy CIO, Info Sec Officer), Aux Managers
3	Deans, Associate/Assistant Vice President (AVP), Vice Provost, Athletic Director, Aux Associate Executive Director
2	PAT, Aux. Executive Directors
1	President/CFO

Direct Pay Update

- Direct Pay to Suppliers – No longer accepted (Use CSUBUY) If you submit a lot of DPs to suppliers currently and need guidance, email bbrown@csusm.edu
- Direct Pay to Employees and Students – No change

Supplier Setup Update

- Supplier Setup will now be completed by the Chancellor's Office in CSUBUY
- Employee and Student Setup – No change

After-the-Fact Form for AP

- Accounts Payable will no longer require the After-the-Fact Form
- We may still ask you via email why an invoice was late as we need this information for auditors, it just won't be requested via a form

Thank you! Questions?