CSU The California State University

CSUBUY 🛒

A COLLABORATIVE PROCURE TO PAY MARKETPLACE

CSUBUY Procure-to-Pay
DOA Conversion Project Update

November 16, 2023

Agenda

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CSUBUY P2P Background

CSUBUY Procure-to-Pay (P2P) will transform the way the CSU manages procurement and accounts payable activities. The implementation of **CSUBUY** brings numerous benefits and opportunities for our organization including:

- Improved efficiency and productivity through streamlined workflows and automation.

- Enhanced data accuracy and accessibility, leading to better-informed decision-making.

- Enhanced collaboration and communication across teams and departments.

- Standardized processes that promote consistency and scalability.

- Empowerment for our employees, enabling them to focus on value-added tasks and innovation.

CSUBUY P2P Background cont.

All 23 campuses and the Chancellor's Office will migrate to this system. CSUB is in the first wave of campuses to implement **CSUBUY** with an expected Go Live date in early 2024.

The system was configured based on CSU systemwide best practices, and as a result, campus processes will need to change. These changes will not only occur in the **CSUBUY** system, but also in campus forms and department policies and procedures in the BAS division.

Your commitment, adaptability, and willingness to embrace change will be instrumental to the success of the project. As we move forward, we encourage each of you to fully embrace **CSUBUY** and leverage its capabilities to its fullest extent.

New Delegation of Authority Module

- New DOA module in CFS (previously in MyHR)
- DOA Structure will now include the following:
  - Divisions
  - Approvals Levels 1-4 (matches Financial Delegation Levels for P2P)
- Chartfield Levels in DOA will change
  - Delegate DOA to Fund level or Fund/Dept
  - No longer delegate DOA to project level
- DOA data will be extracted from system weekly
  - Excel files will be saved by business unit
  - Excel files will be in same location in BOX

CSUB Financial Delegation Levels

Level	Level Definition	Titles	Delegation Amt ($)
1	Individual with oversight of campus and auxiliaries	President; Chief Financial Officer	Unlimited
2	Individuals with oversight of divisions and/or auxiliaries	Provost, Vice President, Executive Director of University Auxiliary Organization	$750,001 to $999,999
3	Individuals with oversight of sub-divisions or schools	Deans, AVPs, Athletic Director, Controller	$500,001 to $750,000
4	Individuals with delegated authority to spend from and manage approved budgets	Management Personnel Plan (MPP), AVPs, Associate Deans, Directors, Associate Directors, Managers, Department Chairs, and Grant Principal Investigators.	$1.00 to $500,000

New DOA Module – Chartfield Structure

Current DOA Chartfield Structure:
- Fund, Dept, & Project (optional)

New DOA Chartfield Structure (no longer delegate authority on project chartfields):
- BKCMP:
  - Fund & Dept (BK funds)
  - Fund only (Funds begin with "M" and capital funds)
    Exceptions: MSI, MSF, EEGO funds
- BKFDN:
  - Fund only (Athletics funds)
  - Fund & Dept (All other funds)
- BKASI/STU:
  - Fund only or Fund & Dept can be utilized
- BKSPA:
  - Fund only

New Delegation of Authority Form

- DOA Form Improvements
  - Power Form in Adobe Sign
  - New form will be located in Campus Gateway Forms Site
- New Work-Flow Process

RECIPIENTS:

1. Contact* – The person filling in the form must always be the first person and will be contacted with questions
2. Previewer – One previewer may be the second signer (Optional)
3. Level 4 Approver - MPP; Assoc Dean; Dept Chair; Grant PI; AVP
4. Level 3 Approver - Dean, AVP, Controller, Athletic Director
5. Additional Level 3 or 4 Approver (Optional)
6. Additional Level 3 or 4 Approver (Optional)
7. Level 2 Approver - Provost; Vice President
8. Approving Authority* (Campus President, Vice President, AVP, or Administrator) - The final approver must have hierarchical approval for all signers (i.e., Levels 3 and 4 signers must be approved by Level 2)
9. GRASP – (REQUIRED for grants) If the chartfield is for a grant, enter spapostaward@csub.edu.

New Delegation of Authority Form

- New form includes Divisions and Financial Delegation Levels.
- Form can be routed to each Accounting office based on the Business Unit.

  BKCMP accounting@csub.edu

  BKASI studentaffairsaccounting@csub.edu

  BKFDN foundationaccounting@csub.edu

  BKSPA spapostaward@csub.edu

  BKSTU/SEI studentaffairsaccounting@csub.edu

- Attachments may be included.
  - Limit of 5 documents (max. size limit of 5MB each file; 25MB total)

New DOA Form cont.

Section 2 Changes

- Drop Down Selections
- Required Fields:
  - Business Unit
  - Division
  - Fund
- Additional Fields:
  - Department (may be required for some funds)
- Financial Delegation Levels
- Eliminate Project Number
- Concur Travel

Section 2	Delegation of Fiscal Authority & Responsibility

The undersigned persons confirm that any expenditure activity authorized under this delegation will conform to CSU Policy and Univeristy fiscal and budgetary practices. The designees listed below are authorized to submit transactions for the following chartfield:

Bus. Unit BKCMP **Division** Academic Affairs **Fund** BK111 **Dept** D66666

Add	Delete	Name	Signature	Level
		Dr. Lynnette Zelezny; Thom Davis	Not Necessary	Level 1 (President; CFO)
●	○	Level 2 approver	*Level 2 approver* Level 2 approver (Nov 9, 2023 13:00 PST)	Level 2 (Provost; Vice President)
●	○	Level 3 approver	*Level 3 approver* Level 3 approver (Nov 9, 2023 12:59 PST)	Level 3 (Dean; AVP; Controller; Athletic Director)
●	○	Level 4 approver	*Level 4 approver* Level 4 approver (Nov 9, 2023 12:59 PST)	Level 4 (MPP;Assoc Dean;Dept Chair;Grant PI;AVP)
●	○	addt'l approver	*addt'l approver* addt'l approver (Nov 9, 2023 13:00 PST)	Level 3 (Deans; AVP; Controller, Athletic Director)
●	○	addt'l approver	*addt'l approver* addt'l approver (Nov 9, 2023 13:00 PST)	Level 4 (MPP;Assoc Dean;Dept Chair;Grant PI;AVP)

☐ Select box to delete all existing authorized signers.   Travel Costs? ☑ Concur Reviewer: reviewer's name

DOA Clean Up Tasks

- Current DOA Data will be saved in BOX by Division

Box › Signature Authority › P2P DOA Cleanup

Name

- Academic Affairs
- BAS
- President
- Student Affairs
- Univ Advancement
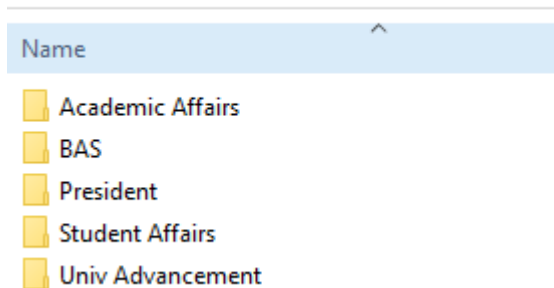
- Each Division will need to review DOA data for accuracy:
  - Review each approver levels and Divisions to ensure accuracy. Tab #1
  - Review approval gaps for levels 3 and 4 on all chartfields. Tab #2
  - Review approvers on projects to ensure signers exist on Fund/Dept or Fund levels. Tab #3

CSUBUY DOA Conversion Key Dates

- Submit DOA updates starting November 17th

- Last day to submit DOA updates: December 8th

- DOA Black Out Period (no updates): January 5th through January 24
  - Extract DOA data from old system.
  - Begin DOA data conversion (adding levels and divisions).
  - Upload DOA data, begin testing, and fixing issues.

- DOA Go Live in Production: End of January

- Please send DOA questions to each respective Accounting Team:
  - CMP → accounting@csub.edu
  - ASI → studentaffairsaccounting@csub.edu
  - FDN → foundationaccounting@csub.edu
  - SPA → spapostawards@csub.edu
  - SEI → studentaffairsaccounting@csub.edu

Thank you