

SJSU

FINANCE AND
BUSINESS SERVICES



SJSU BUSINESS CONFERENCE

OCTOBER 22, 2021

WILLKOMMEN

欢迎

स्वागत

BIENVENIDA

WELCOME

BIENVENUE ようこそ

добро пожаловать

ترحيب BEM-VINDO

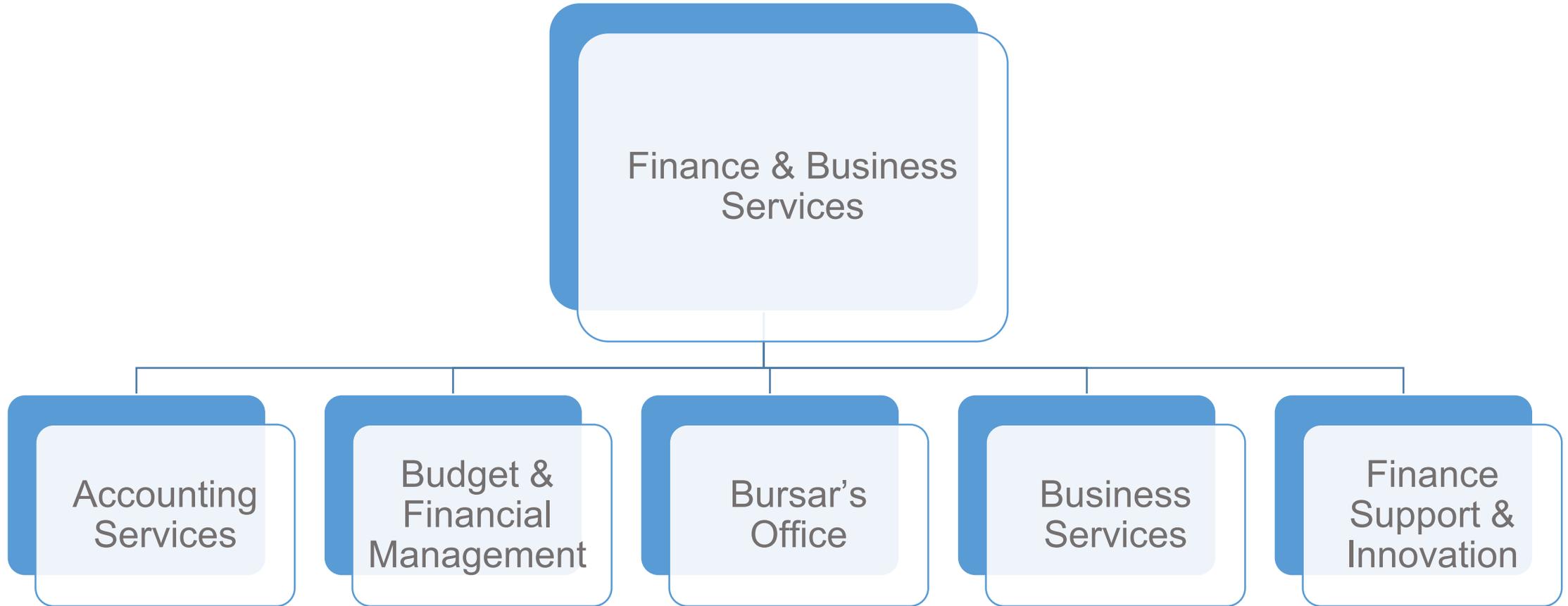
Welcome to our **Business Conference!**

- All participants are muted.
- Please use the chat box to ask questions.
- Session will be recorded.

- Established in 1857
- 36,000 students
- 3,700+ employees
 - 57% faculty
 - 37% staff
 - 6% administrators
- \$600+ million budget

- Spartan Up!





Policies are guideposts in the sea of possibilities...



[This Photo](#) by Unknown Author is licensed under [CC BY-SA-NC](#)

You are all stewards of public funds responsible for:

- Accountability
- Public Trust
- Service to Students and their Families

If you wouldn't want to see it in the news, don't do it.

- 1) Training & Resources
- 2) Cash Handling Procedures
- 3) Distribution & Asset Services

We will send an exit survey, so please keep notes on your suggestions and feedback.

Enjoy the Conference!



TRAINING & RESOURCES

SHAUNA RIOS, DIRECTOR FOR FINANCE
SUPPORT & INNOVATION

OCTOBER 22, 2021

- Asset Management
- Billing
- Budget & Financial Management
- Cashiering
- Commercial Services
- Contracts
- Mail & Distribution
- Procurement and Payment Services
- Risk Management
- Student Accounts
- Tower ID Cards
- Travel



Generated via WordCloud.com

Who We Are – Finance Support Unit

- Shauna Rios, Director Finance Support & Innovation
- Amy Chan, Finance Systems & Operations Senior Analyst
- Janet Sundrud, Finance Systems & Operations Senior Analyst
- Thao Leung, Finance Systems & Operations Analyst

What We Do

- Campus Community Support
- Finance & Business Services Support
 - Systems, Projects, Processes & Documentation – Oh My!

SJSU SAN JOSÉ STATE UNIVERSITY

CSU The California State University
CSUBUY
 A COLLABORATIVE PROCEDURE TO PAY MARKETPLACE

CSU The California State University
 Business Intelligence / Data Warehouse



The Data Warehouse is current as of:
03-AUG-20 02:00 AM

- Financial Reporting
- Asset management
- Transaction Inquiry
- FIRMS GAAP
- Tree Reporting
- Labor Cost Distribution

PaymentWorks

SJSU SAN JOSÉ STATE UNIVERSITY Financial Transaction Services

Welcome Shauna Rios

Main Menu Profile Preferences Security Setup Data Exit

Open Items

You have 37 Requisitions
 You have 26 Vouchers
 You have 2 Travel Authorizations
 You have 1 Journals
 You have 1 HR Expense Adjustments

Items Pending Approval

You have 15 Requisitions
 You have 11 Vouchers
 You have 1 Journals
 You have 2 HR Expense Adjustments

Travel

For guidance on travel policies and procedures, see the [Travel Guide](#)
Note: at month-end, all open and pending Authorizations will be deleted one year after the trip departure date; all open and pending Reimbursements will be deleted one year after the trip return date.

- Travel Authorization
- Travel Reimbursement

Purchasing/Payments

For guidance on ATI purchases, see [About the E&IT Procurement Checklist](#)
Note: at month-end, all open and pending transactions over two months old will be deleted.

- Requisition
- Direct Payment Voucher
- Reimbursement Voucher

Transfers

For guidance on how Transfers should be used, see [Journals](#) document (prefixes WB, WE, WH, WI)

- Budget Journal
- Expense Journal
- Hospitality Payment
- Interdepartmental Expense Transfer

Other

- ProCard/GoCard Statement Submission
- PO Change Order Request
- e-Invoice Submission

Expense Adjustments

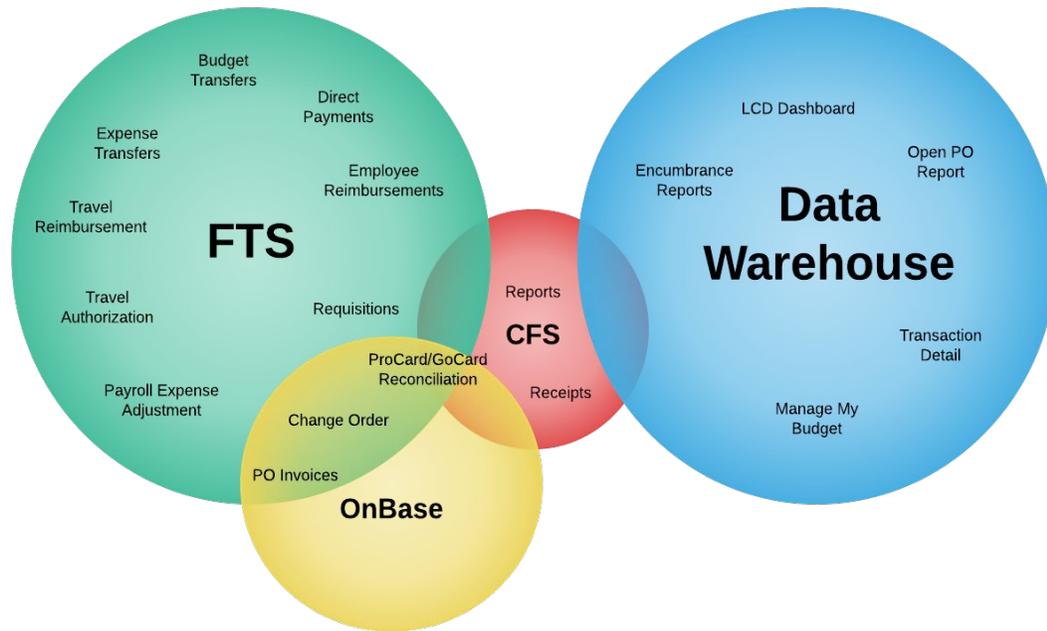
- HR Expense Adjustment

CSU The California State University CFS 9.2

- Accounts Payable
- Accounts Receivable
- Asset Management
- Billing
- General Ledger
- Purchasing
- CFS End User
- Finance Data Warehouse (PRD)
- CFS 9.2 Application Documents

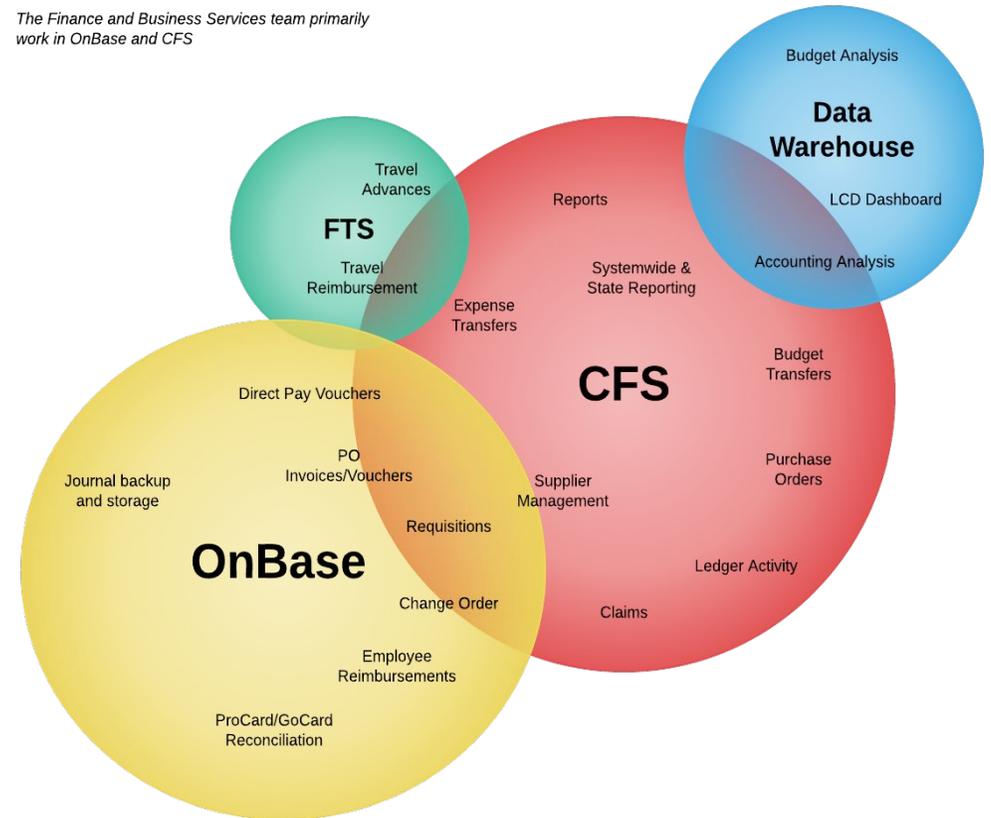
Campus Community Experience

Finance and Business Services customers primarily work in FTS and the Data Warehouse



Functional (FABS) Experience

The Finance and Business Services team primarily work in OnBase and CFS



- Training Offered
 - Intro to Finance, Finance Overview for Managers
 - FTS, CFS, Data Warehouse
- ProCard/GoCard Workshops
 - ProCard/GoCard Approving Official
- 1-on-1 support – the possibilities are endless!
- What's Up Meetings

Finance & Business Services

SAN JOSÉ STATE UNIVERSITY ☰ MENU 🔍

Home > Finance and Business Services

Finance and Business Services

Administration and Finance

[About Us](#) |
 [Our Services](#) |
 [FinanceConnect](#) |
 [How We Can Help](#)



Bursar's Office

Bursar's Office

Administration and Finance

[Students and Parents](#) |
 [Fees and Due Dates](#) |
 [Payment and Refunds](#) |
 [Our Services](#) |
 [How We Can Help](#)

Tuition and Fees

We are proud to offer an affordable high-quality education to all of our students. See how tuition and fees can vary depending on the semester, course, program or student type.

How to Make a Payment

Making a payment on your account is easier than ever with our variety of payment options.

[Make a Payment Now >](#)

Sign Up for Direct Deposit

When you sign up for Direct Deposit, your funds will be directly deposited in your account, giving you quicker access to your refund.

[Enroll in Direct Deposit >](#)

- FinanceConnect Blog - <http://blogs.sjsu.edu/financeconnect/>
- Finance Website - <https://www.sjsu.edu/fabs/>
- Bursar's Office Website - <https://www.sjsu.edu/bursar/>
- CSU Policy Library - <https://www2.calstate.edu/policies>
- Us!
 - financeconnect@sjsu.edu
 - 408-924-1558
 - Google Chat any of us!
 - Thao Leung
 - Amy Chan
 - Janet Sundrud
 - Shauna Rios

Questions?

Feedback is always welcome and appreciated!

financeconnect@sjsu.edu



CASH HANDLING & PROCEDURES

JEN KRASKOUSKAS, ASSISTANT BURSAR

OCTOBER 22, 2021

SJSU Cashier's Office is charged with the responsibility to collect and deposit all university funds in accordance with federal, state and university regulations; to develop and implement standardized cash receipting and cash handling policy and procedures. Defines roles and responsibilities related to receipts, safeguarding, reporting and recordkeeping for all university cash and cash equivalents. Its purpose is to ensure that these important university assets are protected, accurately and timely processed, and properly reported.

- Key points of the Cash Handling Policy are Cash Handling Safety, Separation of Duties, Departmental Deposits and Petty Cash options.

- **Deposits are required to be processed with 48 hours from receiving funds or when collections exceed \$500.**
- **At a minimum, transport must be made with two employees and when deposits exceed \$2,500, employees shall be escorted by campus police.**
- **Separation of duties are defined by:**
 - Separate person opens mail and endorses checks
 - Another person prepares deposit
 - Another person reviews and signs-off on deposit
- **Allows each person to serve as a control over the others, catch mistakes and prevent misappropriation of funds.**

Departmental Deposit

- **Departments may mail their departmental deposits to:**

SJSU
Bursar Office
One Washington Square
San José CA, 95192-0138

- **Departments are required to drop their deposits at the Bursar's Night Drop Box with a department deposit cover page.**
 - Located at the Student Service Center.
 - If you are facing the doors of the SSC, the Bursar's Night Drop box is located to the right.
 - There are envelopes, please put the deposit in a sealed envelope.
 - A receipt will be emailed if included on the departmental deposit form.
 - Otherwise another option to see if your deposit has been recorded is to check in Data Warehouse.
- Please attach a Departmental Deposit Form – [Department Deposit Cover Page \[pdf\]](#)

Petty Cash Reimbursement Options by appointment or via check.

- To schedule an appointment, please email cashierbanking@sjsu.edu.
- Or a petty cash reimbursement can be requested via check.
- New Petty cash or change funds – requests to be made to Accounting. Cash counts for petty cash funds are done monthly.



Bursar's Website

Employees:

- [Services for Campus Departments](#)
- [Cashiering Satellite Operations](#)
- [Forms for Campus Departments](#)

For students accounts
bursar@sjsu.edu

To obtain or replace tower card
myid@sjsu.edu

Departmental deposits, banking issues or research
cashierbanking@sjsu.edu

Staff waivers, sponsors and third party billing
student-sponsors-waivers@sjsu.edu

Workflow change, please do not email individual email boxes for these type of requests. Staff maybe on vacation, out sick, at a meeting, etc. We have generalists and knowledge experts assigned to each central email box. Thank you.

Jen Kraskouskas
Assistant Bursar

jen.kraskoukas@sjsu.edu

cashierbanking@sjsu.edu





Questions?

Robert C Bain

- Cesar Chavez Arch

Bruce I. Cramer

- Fountain

David Schmitz

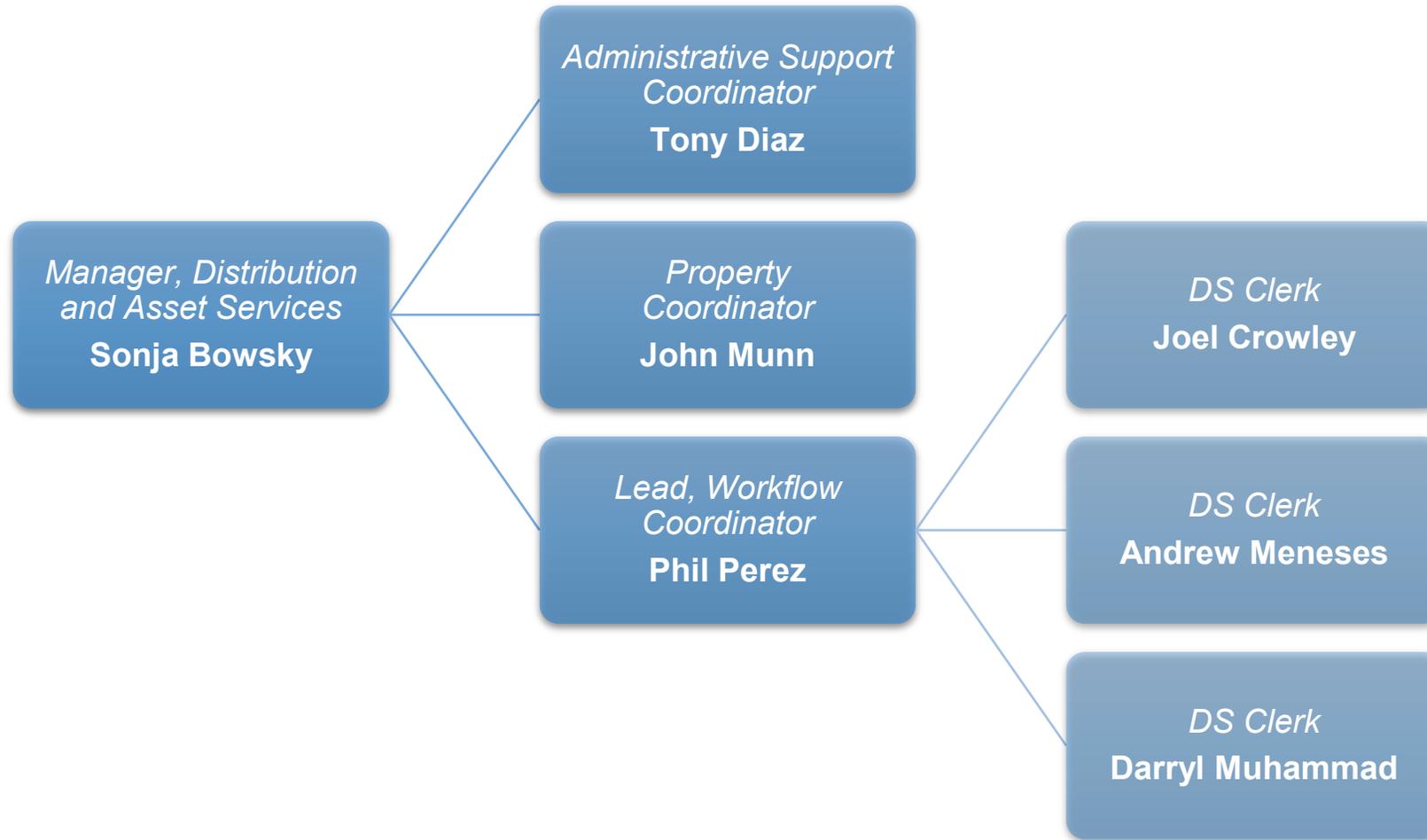
- Tower Hall



DISTRIBUTION & ASSET SERVICES

SONJA BOWSKY, MANAGER FOR
DISTRIBUTION & ASSET SERVICES

OCTOBER 22, 2021



Distribution Services

- *Overview*
 - *Proper Addressing*
 - *Delivery Schedule and Survey*
 - *Shipping Accounts*
-

Asset Services

- *Overview*
- *Examples*
- *Life Cycle*
- *Physical Inventory*
 - *Survey*



Distribution Services...

- receives and distributes mail, packages and freight
- applies postage to outbound USPS mail
- processes outbound FedEx and UPS shipments
- makes arrangements for large freight shipments
- acts as a central staging and pickup location





Distribution Services does not...

- receive or distribute mail and packages for students
- accept personal mail, packages, or flower deliveries
- package or prepare items for shipping

- **Mailing Address**

San José State University

Department Name

One Washington Square

San José, CA **95192-ext. zip**

- **Delivery / Shipping Address**

San José State University

Department Name

129 South 10th Street

San José, CA **95112-ext. zip**

*If there isn't space for the
recipient name, enter...*
SJSU / Department Name
Recipient Name



Delivery Schedule Survey

This survey is for Distribution and Asset Services to determine what departments are back on campus and in what capacity. Most departments are working under new and limited workplace dynamics. Please be advised that deliveries will not be made to your department until we can establish this schedule.

Extended zip *

Your answer

What date will your department be back on campus?

Date

mm/dd/yyyy

Department Name

Need the survey?
Contact Tony Diaz at 4-1590 or tony.diaz@sjsu.edu.

Monday through Friday

 8:00am – 10:00am

 10:00am – 12:00pm

 1:00pm – 3:00pm



*If you need to make a schedule change for a planned absence,
contact Phil Perez at 4-1594 or phil.perez@sjsu.edu.*



Due to non-use throughout the pandemic, FedEx and UPS accounts may have been:

- deactivated
- deleted

or,

you may have forgotten:

- username
- password

To reset / recreate your account or to get your login credentials, contact Tony Diaz at [4-1590](tel:41590) or tony.diaz@sjsu.edu.

Asset Services...

- identifies and records University property valued at \geq \$5K
- works with Procurement in the Campus Copier Program
- processes disposal requests for equipment and property
- conducts the Physical Inventory of all assets tri-annually
- communicates with the Department Property Custodian



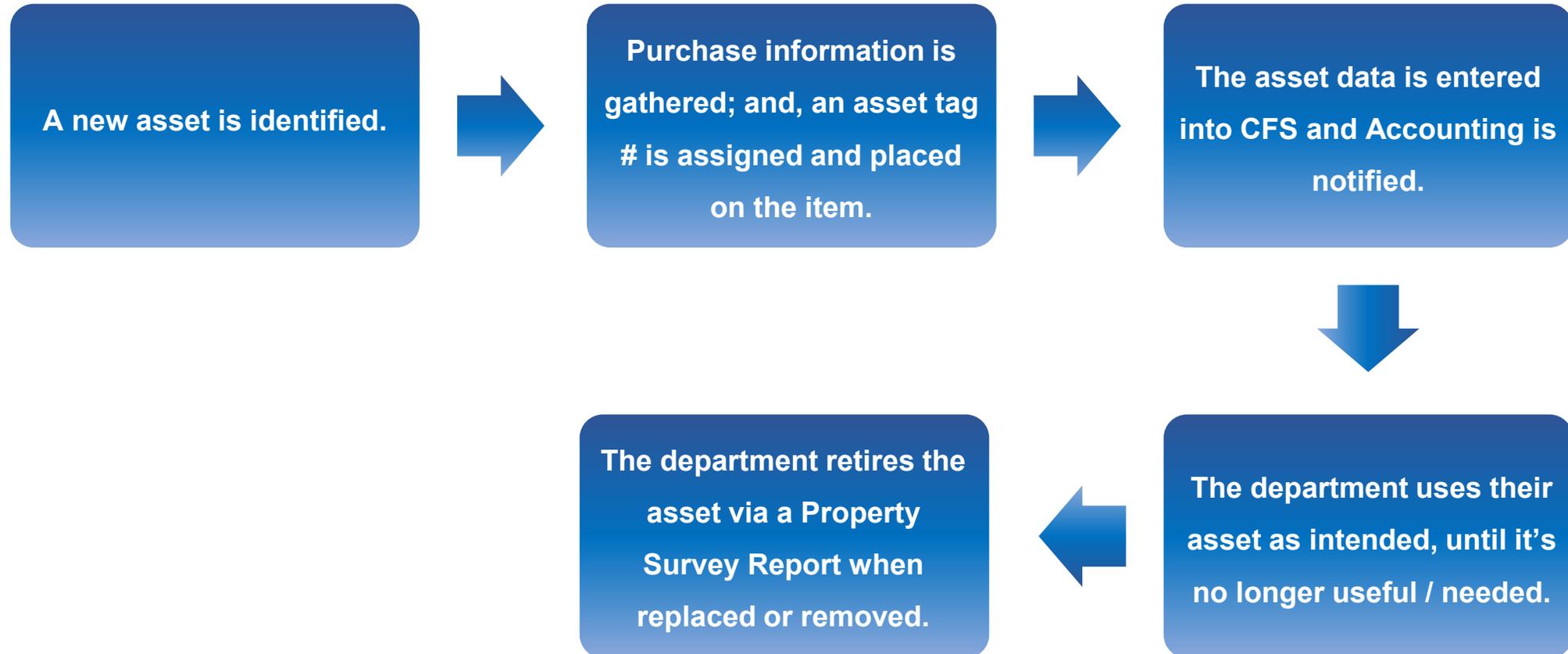
Examples of Assets are...

- computer hardware / software
- equipment
- lab cabinets
- musical instruments
- Spartan signs
- vehicles
- works of art



Assets can be...

- donated
- purchased
- transferred from another CSU



1,981 Assets * 147 Departments * ≈\$40M

**Teamwork is the key to
a successful inventory.**



**Each division and its Department Property
Custodians can expect to receive:**

- a list of assets by DeptID / Dept Name
- a schedule of when the items will be inventoried
- a reminder notice before the Property Coordinator arrives
- an all-clear when all items have been located *or* a request for assistance when items are unable to be located



Asset Services is requesting that you:

- locate your items before the scheduled visit
- advise if the schedule doesn't work for you
- search for missing items within 1-2 days of our “unable to locate” notification
- provide a Property Survey Report within 2 days of the final search to remove the item from the system

To change your scheduled visit, please contact John Munn at [4-1562](tel:41562) or john.munn@sjsu.edu.



Need the survey?
Contact Tony Diaz at 4-1590 or tony.diaz@sjsu.edu.

Department Property Custodian

Asset Services has begun to kick off "Physical Inventory FY 21/22" to account for all of the SJSU capital assets. This form survey was sent out in July, but we still have not heard from all departments. Please use this form to identify the staff or faculty member that is appointed to maintain and be responsible for your department's University-owned assets and associated records.

This person will serve as the first point of contact during this physical inventory event and will continue to provide updates about University property, including disposals, losses, trades, transfers, etc.

Please complete one survey per DeptID if the departments are in different locations.

Full Name *

Your answer _____

Position Title *

Your answer _____

Email Address *

- Application for Online Shipping
https://www.sjsu.edu/fabs/docs/applic_online_shipping.pdf
- Missing Equipment Report
https://www.sjsu.edu/fabs/docs/missing equip_rpt.pdf
- Property Survey Report
https://www.sjsu.edu/fabs/docs/survey_rpt.pdf



Sonja Bowsky

sonja.bowsky@sjsu.edu

408-924-1592

Robert C Bain

- Cesar Chavez Arch
- Sammy at Graduation

Bruce I. Cramer

- Fountain

David Schmitz

- MLK Library
- Tower Hall
 - Bell
- SJSU Gate

- Stop
- Delivery Men
- Question Symbol

SJSU

FINANCE AND
BUSINESS SERVICES



SJSU BUSINESS CONFERENCE

OCTOBER 25, 2021

- All participants are muted.
- Please use the Q&A window to ask questions.
- Session will be recorded.

- 1) Overview of the CSU
- 2) University Contracts
- 3) Travel



OVERVIEW OF THE CALIFORNIA STATE UNIVERSITY SYSTEM

SARA BONAKDAR, SENIOR DIRECTOR OF BUSINESS SERVICES

OCTOBER 25, 2021

- Higher Education in the State of California
- How the CSU is Organized and Governed
- Facts about the CSU
- Legal Entities of San José State University
- Delegation of Authority
- Policies and Resources



HIGHER EDUCATION IN CALIFORNIA

California Master Plan for Higher Education

- April 14, 1960 - Governor Pat Brown signs the Donahoe Higher Education Act (AKA the Master Plan).
- Unites the University of California (UC), the California State University (CSU), and the California Community Colleges (CCC) system by establishing goals and objectives for higher ed.
- Outlines the missions assigned each higher education segment listed above.

- **University of California**
 - Primary Research Institution – Undergraduate, graduate and professional education. Exclusive jurisdiction for most Doctoral programs.
 - Accepts the top 12.5% of the high school graduates.
- **California State University**
 - Comprehensive Universities – Undergraduate, graduate and 4 Doctorates (Audiology, Education, Nursing, and PT).
 - Accepts the top 33.3% of high school graduates.
 - Priority admission for transfer students.
- **California Community Colleges system**
 - Associate Degrees, Certificate Programs, and Career Technical Education.
 - Admit any student capable of benefiting from instruction.

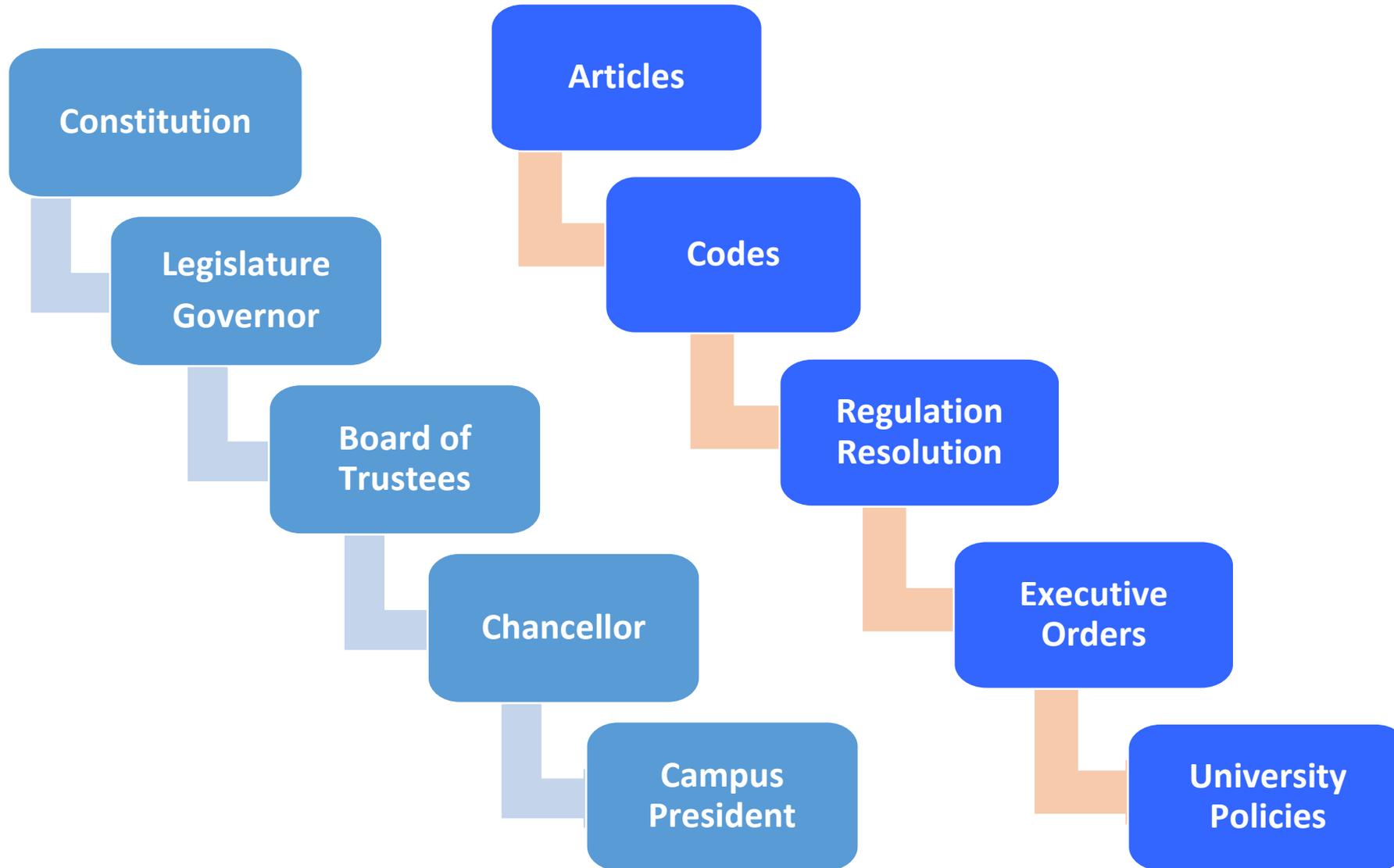
- State agencies report to the Executive Branch.
- The CSU is considered the State of California acting in its higher education capacity, but is not governed by the Executive Branch.
- As per Division 16.5 & 18 of the California Education Code, CSU is governed by the Board of Trustees.
- Under Article IX, Section 9 of the California Constitution, UC is governed by the Board of Regents.



- ❖ [About the Board of Trustees](#)
- ❖ [About the Board of Regents](#)

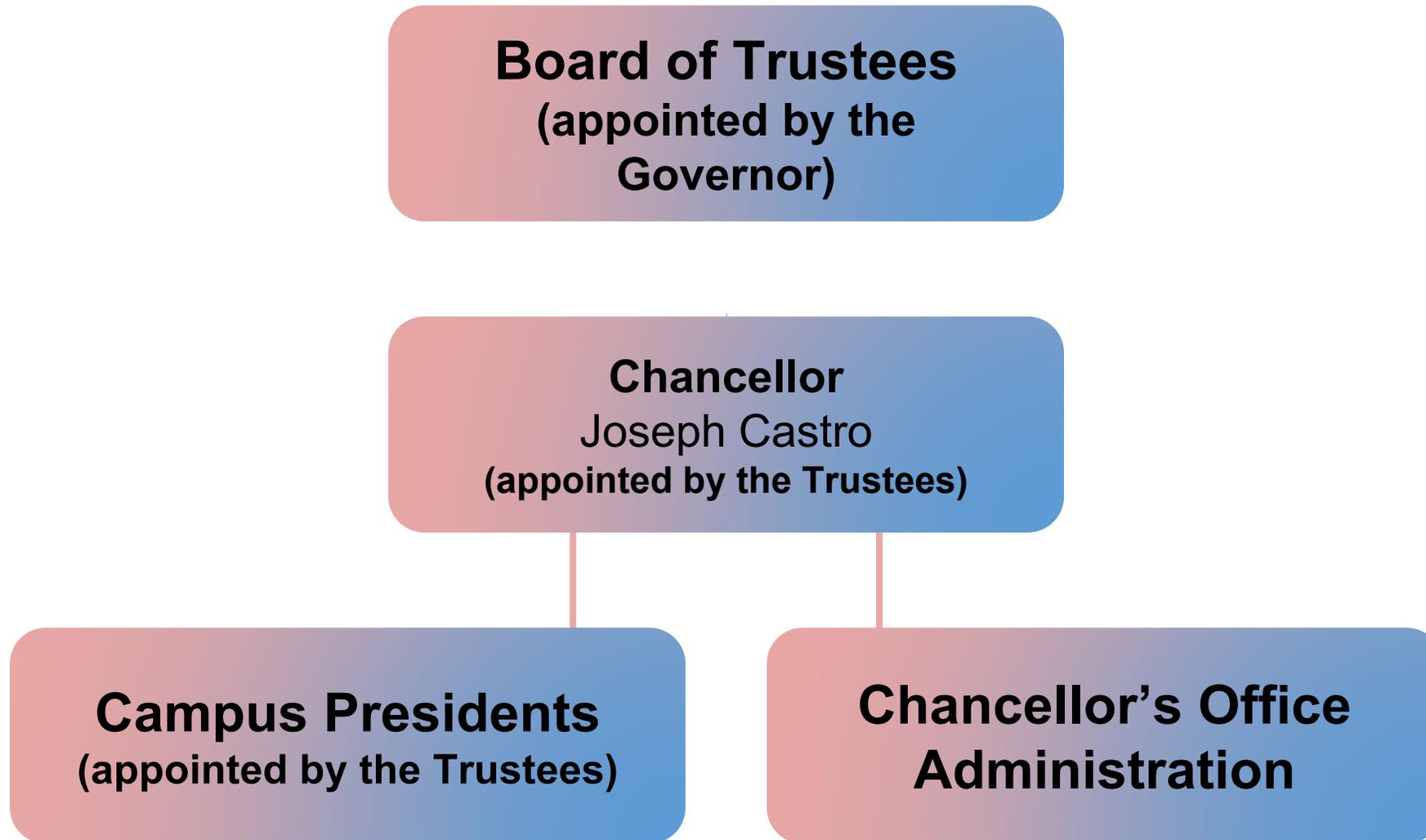
CSU GOVERNANCE

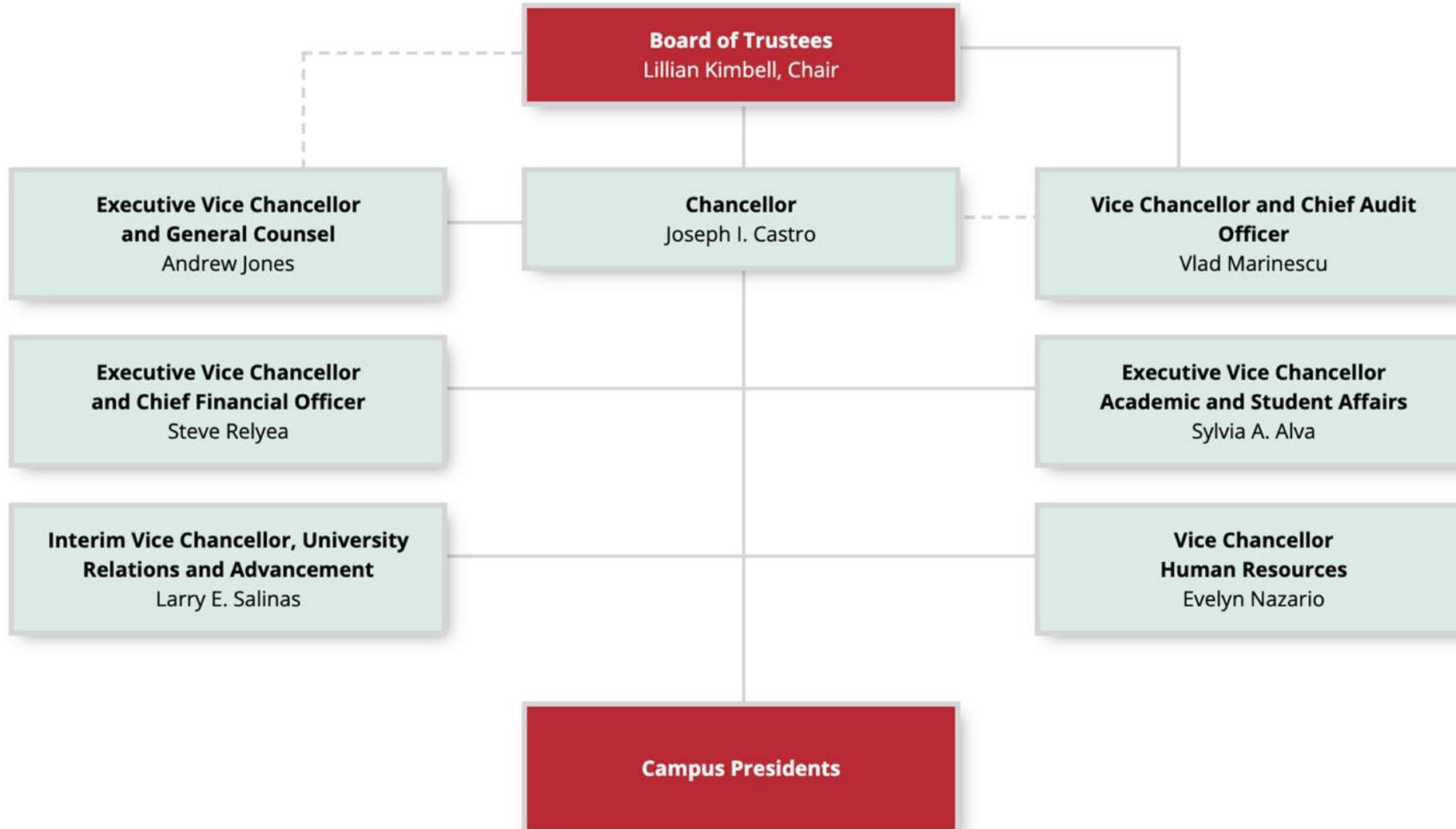




- California law organized in 29 codes.
- Subject areas range from vehicles to corporations, from insurance to fish and game, from water to business and professions.
- The codes that most directly affect the CSU include the:
 - Education Code
 - Government Code
 - Public Contract Code

- The Board of Trustees establishes regulations in the [California Code of Regulations](#).
 - Published by the [Office of Administrative Law](#).
 - Over 200 state agencies publish regulations in compliance with [Administrative Procedure Act](#).
 - The Board of Trustees regulations are contained in Title 5, Division 5, Chapter 1 of the California Code of Regulations.
- ❖ [Title 5 Updates](#)
 - ❖ [Resolutions](#)





Joseph Castro
Chancellor



Andrew Jones
Executive Vice Chancellor and General Counsel
Office of General Counsel



Vlad Marinescu
Vice Chancellor and Chief Audit Officer
Audit & Advisory Services



Steve Relyea
Executive Vice Chancellor and Chief Financial Officer
Business & Finance



Sylvia A. Alva
Executive Vice Chancellor
Academic & Student Affairs



Evelyn Nazario
Vice Chancellor
Human Resources



Larry Salinas
Interim Vice Chancellor
University Relations & Advancement



Jai Sookprasert
Senior Advisor to the Chancellor



Patti Waid
Assistant Vice Chancellor
Strategic Communications & Public Affairs



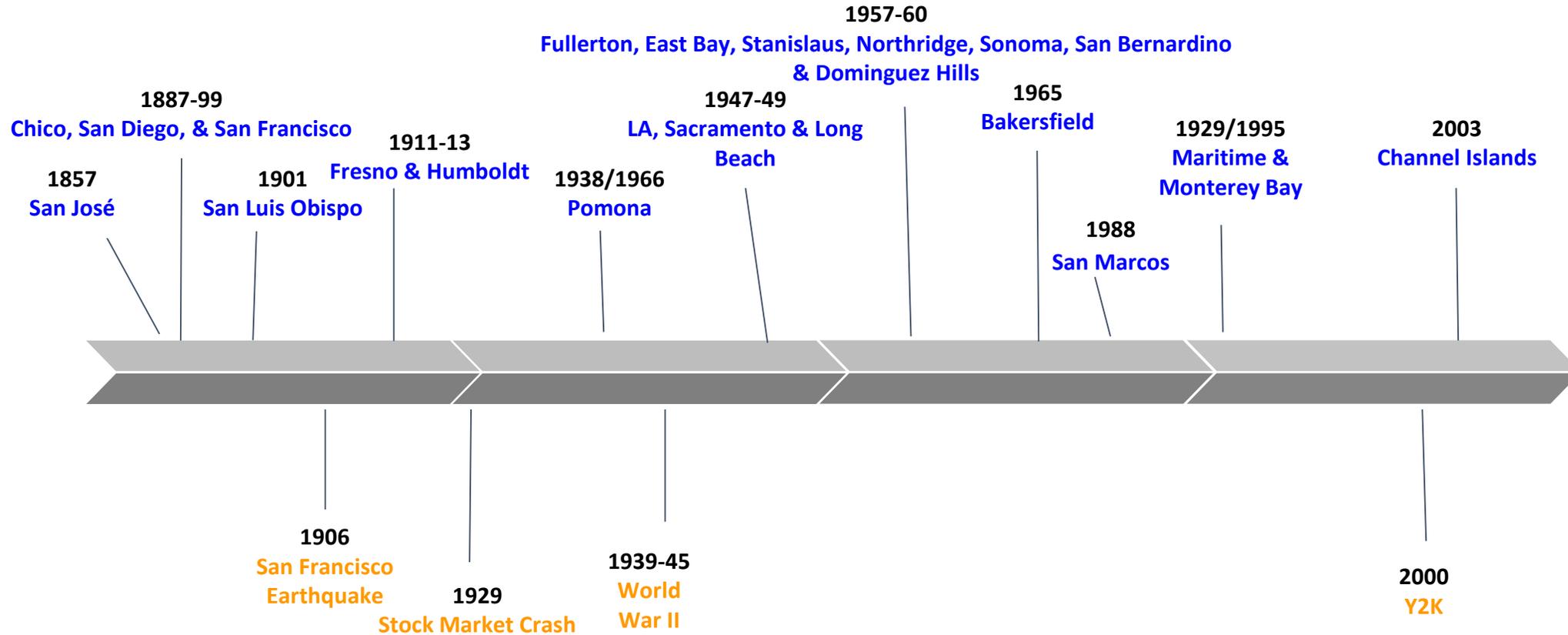
Michelle Kiss
Chief of Staff





CSU FACTS





- **1857 - San José State is the first CSU!**
- **1887-99** - State Normal Schools are established at Chico, San Diego, and San Francisco.
- **1901** - California Polytechnic school is established at San Luis Obispo.
- **1966** - California State Polytechnic campus at Pomona becomes independent from San Luis Obispo.
- **1994** - Cal State Monterey Bay grew out of Fort Ord, a decommissioned Army Base.
- **1995** - Cal Maritime joined the CSU as the our first Maritime Academy.
- **2003** - Camarillo State Mental Hospital site was redeveloped into Cal State Channel Islands.

- Nation's **Largest** Four-Year Public University
- Our campuses span between **800 Miles** from Humboldt to San Diego!
- **23 Campuses & 8 Off-Campus Centers**
- Nearly **56,000 Faculty & Staff** Employed by the CSU
- **486,000 Students** (rounded)
- **3.9 Million** Living **Alumni**
- **\$6.8 Billion** in **State Support**

[The California State University 2021 Fact Book](#)



- Total enrollment was **485,550** (FTES = 426,719)
- **18%** were first time freshmen
- Mean age of undergraduates is **23**
- **95%** came **from California**
- Nearly **1 in 4** have dependents
- Over **60%** are **students of color**
- **32%** are the **first generation** in their family to attend college
- **80% receive** some sort of **financial aid**



SAN JOSÉ STATE UNIVERSITY

Mary Papazian
President



Mohamed Aboualem
Vice President
Research & Innovation

Theresa Davis
Vice President
University Advancement

Patrick Day
Vice President
Student Affairs

Vincent del Casino, Jr.
Provost & Sr. Vice President
Academic Affairs

Charlie Faas
Vice President & CFO
Administration & Finance

Bob Lim
Vice President
Information Technology

Lisa Millora
Vice President
Strategy & Chief of Staff

Jeff Konya
Director
Intercollegiate Athletics

Kathleen Wong (Lau)
Chief Diversity Officer
Diversity, Equity & Inclusion



- Faculty founded and governed the very first universities ever established.
- The faculty play a critical role in the governance of CSU campuses and serve as a consultative body in a variety of affairs, from academic to fiscal matters.
- Each CSU campus has an elected faculty governance group (AKA Academic Senate), which recommends academic policy to the President.

- ❖ [Academic Senate of the CSU \(ASCSU\)](#)
- ❖ [SJSU Academic Senate](#)

LEGAL ENTITIES OF SAN JOSÉ STATE UNIVERSITY



- The campus is the State of California acting in a higher education capacity.
- Auxiliary organizations are nonprofit organizations—such as student bookstores, housing, institutes and recreation centers—that are authorized to provide supplemental services and support to the campuses of the California State University. 501(c)(3) (currently 87 recognized auxiliaries).
- Self-support activities are State activities with an enterprise fund: parking and housing. They are not separate legal entities.

Other Legal entities on our campus include our recognized Auxiliaries:

- Associated Students, San José State University
- San José State University Research Foundation
- Spartan Shops, Inc.
- Tower Foundation of San José State University
- The Student Union of San José State University

POLICIES



The screenshot shows the CSU Policy Library website. At the top left, there is a menu icon and the text 'MENU'. To its right is the CSU logo and 'The California State University'. On the top right, there are links for 'Apply', 'Donate', 'News', 'Careers', and 'Contact', along with social media icons for Twitter, Facebook, YouTube, Instagram, and a search icon.

The main content area has a heading 'CSU Policy Library' and a sub-heading 'CSU Policies'. Below this, there is a paragraph: 'California State University policies establish oversight, guidelines and procedures for nearly every aspect of the 23 campuses and the Office of the Chancellor.' This is followed by the instruction: 'Click the button below to search all CSU policies by title, number or area.' A red button labeled 'Find a Policy' is centered below this text.

Underneath the button is a section titled 'New & Revised Policies' with a bulleted list of five items:

- [Academic and Student Affairs: 2020-21 Academic and Course Reporting Schedule](#)
- [Academic and Student Affairs: Immunization Requirements](#)
- [Business and Finance: Fiscal Resources for Campus Development](#)
- [Business and Finance: Campus Administration of Systemwide Cash Management Policy](#)
- [Business and Finance: CSU Travel and Business Expense Reimbursements Policy](#)

At the bottom of the page, there is a section titled 'Frequently Accessed Policies'.

❖ [CSU Policy Library](#)

The screenshot shows the CSU Policy Library website. At the top left is the CSU logo and the text "The California State University". At the top right is the RLDatix logo. Below the logo is a navigation bar with tabs for "Home", "Q Title", "Q Area", "Q Owner", and "Q Codes". To the right of the navigation bar is a toggle switch for "PolicyStat Beta" which is currently turned "Off". Below the navigation bar is a search bar with the placeholder text "Search policies by typing here" and a "Search Policies" button. Below the search bar is a grey banner with the text "PolicyStat". Below the banner is a section titled "Watch a quick, interactive 'how-to' video" with a link to "Have an account? Log in here". Below this is a list of search criteria: "Search by subject:", "Search by policy title:", "Search by code reference:", "Search for an exact match:", and "View search results:". Below the list is a section titled "The CSU Policy Library includes systemwide policies from:" followed by a paragraph of text. Below that is a section titled "The CSU Policy Library does not include:" followed by a paragraph of text. Below that is a section titled "Can't Find a Policy?" with a link to "policy@calstate.edu". At the bottom is a section titled "To receive email notifications when policies are created, updated, or retired, enter your information and subscribe. You will receive a confirmation email." and a "Help" button.

CSU The California State University

RLDatix™

Home Q Title Q Area Q Owner Q Codes

Off PolicyStat Beta

Search policies by typing here Search Policies

PolicyStat

Watch a quick, interactive "how-to" video [Have an account? Log in here](#)

Search by subject: On the Home tab search by subject (e.g. Policy Prohibiting Discrimination) to see all relevant policies

Search by policy title: Select the Title tab and enter a phrase or campus name (e.g. Delegation or East Bay)

Search by code reference: Select the Codes tab and filter by all or part of the old policy designation (e.g. EO 0818, ICSUAM 03601, ASA 2017, etc.)

Search for an exact match: Enclose the search phrase or term on the Home tab in quotation marks (e.g. "Policy Prohibiting Discrimination")

View search results: The search bar displays the most relevant results for the search criteria. Click "See all results" for a complete list

The CSU Policy Library includes systemwide policies from:

Selected Board of Trustee resolutions and former executive orders, Integrated CSU Administrative Manual (ICSUAM), State University Administrative Manual (SUAM), and coded memorandum (except those published by the division of Human Resources)

The CSU Policy Library does not include:

Campus policies (refer to your local campus website), [Chancellor's Office Human Resources coded memorandum](#), [Title 5 California Code of Regulations](#), [California State Statutes](#)

Can't Find a Policy? Send an email with your question to policy@calstate.edu

To receive email notifications when policies are created, updated, or retired, enter your information and subscribe. You will receive a confirmation email.

Help

Novel Coronavirus (COVID-19)
 Visit the [Health Advisories website](#) for the latest information on COVID-19.

SAN JOSÉ STATE UNIVERSITY MENU SEARCH

Home > Office of the President > Leadership > Directives

Office of the President

Meet the President | Priorities and Initiatives | From the President | **Leadership** | In the News

< Back to Leadership

- President's Cabinet
- President's Leadership Council
- Cabinet-Level Searches
- University Organization Charts
- Directives**

Directives

Directive	Subject	Date
PD-2019-03 [pdf]	Succession Planning	11/15/19
PD-2019-02 [pdf]	Executive Order No. 1043, Student Conduct Procedures (Supersedes PD 2009-04)	08/19/19
PD-2019-01 [pdf]	CSU General Education Breadth requirements	05/13/19
PD-2014-01 [pdf]	Smoke-free and Tobacco-free Campus	11/20/14

Questions?

Contact Information:

Sara Bonakdar

Senior Director, Business Services

sara.bonakdar@sjsu.edu

408-924-1561

- **U.S. Constitution – Bill of Rights (10th Amend)**
http://www.archives.gov/exhibits/charters/bill_of_rights_transcript.html
- **Donahoe Act 1960**
<http://content.cdlib.org/view?docId=hb5b69n9fm;NAAN=13030&doc.view=frames&chunk.id=div00001&toc.depth=1&toc.id=div00001&brand=calisphere>
- **California Law (29 Codes)**
<http://leginfo.legislature.ca.gov/faces/codes.xhtml>
- **CSU Policies**
<https://www2.calstate.edu/policies>
- **Auxiliary Organizations of the CSU**
<http://auxiliary.calstate.edu/>

CSU 101 – Finance Officers Association “This is the CSU”

Photo Credits

Robert C Bain

- Cesar Chavez Arch
- Sammy at Graduation

Bruce I. Cramer

- Fountain

David Schmitz

- MLK Library
- Tower Hall
 - Bell
- SJSU Gate



UNIVERSITY CONTRACTS

**BARB KELTNER, CONTRACT
ADMINISTRATION SPECIALIST, LEAD**

OCTOBER 25, 2021

- Where does our authority come from?
- Who has delegation of authority to sign contracts on our campus?
- What is considered a contract?
- How do I get my contract executed?
- Annual vs. multi-year agreements.
- Cooperative and piggybackable agreements.



Governance: Fiscal vs. Contractual

Delegation of Authority – Fiscal	Delegation of Authority - Contractual
Operating funds	Ability to sign contracts – based on your delegation of authority memo
Trust Agreements	Each DOA must contain: Dollar limits, Procurement Types and Executive Order

Policy Library

The screenshot shows the CSU Policy Library interface. At the top left is the CSU logo and 'The California State University'. Below it are navigation tabs for 'Home', 'Q Title', 'Q Area', 'Q Owner', and 'Q Codes'. A search bar contains the text 'Search policies by typing here' with a magnifying glass icon and a 'Search Policies' button. A red arrow points to the search bar. Below the search bar is a grey banner that reads 'Viewing: CSU Contracts and Procurement Policy' with a small icon, and another red arrow points to this banner. On the left side, there is a 'Table of Contents' sidebar with sections like 'I. Responsibility and Authority' and 'II. Fair and Open Competition'. The main content area features a yellow header with 'Current Status: Active' and 'Policy Stat ID: 7865355'. Below this is the seal of The California State University, featuring a book and the motto 'VOX VERITAS VITA' with the year '1857'. To the right of the seal are fields for 'Origination: 4/1/2020', 'Last Revised: 4/1/2020', 'Owner: Darryl Dearborn: Assoc Dir of Tech Procurement', 'Area: Business and Finance', and 'Codes:'. Below the seal and header is the title 'CSU Contracts and Procurement Policy' in a yellow box. The main text states: 'This policy articulates the CSU's policy and intent as to its procurement and contracting authority and encompasses the following fundamental principles:'. This is followed by a bulleted list of two principles.

[CSU Contracts & Procurement Policy](#)

B. Delegation to Campus President

The purpose of this section is to ensure the efficient and thoughtful transfer of any authority for contracting and procurement activities.

Campus presidents have received delegated authority from the Chancellor to purchase, sell, lease, or license personal property and services in accordance with Trustee policy and law. Additionally, campus presidents have the authority to lease real property in accordance with Trustee policy and law. Presidents are responsible for the preparation of campus internal policies and procedures consistent with these policies. Should campus presidents choose to further delegate their purchasing authority, campuses must maintain documentation of such delegation.

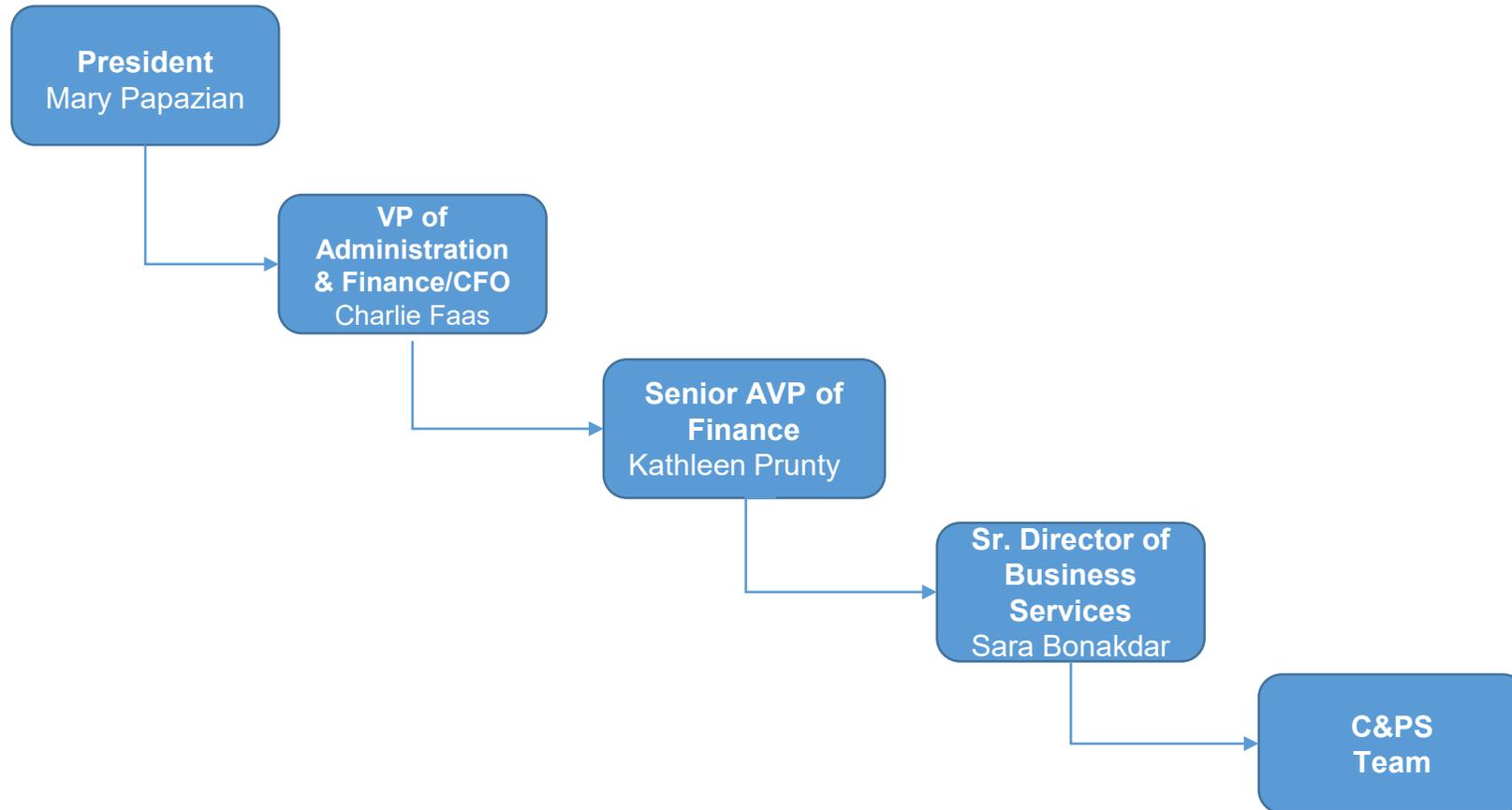
The delegated authority is subject to the condition that certain of these transactions be submitted to the Office of the Chancellor for review and approval. These transactions are:

1. Any transaction which exceeds \$250,000 and is awarded without the taking of competitive bids (sole source). This condition does not apply to sole brand acquisitions which are acquired under competitive procedures nor to contracts pursuant to systemwide contracting activities, such as CSU Master Enabling Agreements, and following individual contract instructions issued by the Office of the Chancellor;
2. Transactions which contain systemwide or multi-campus obligations, liabilities or encumbrances (requests for delegation shall be considered);
3. Transactions which contain provisions for the tax-exempt financing of equipment or services;
4. Contracts to obtain legal services to be performed by outside (non-CSU) counsel;
5. Lease agreements for real property where the commitments of the Trustees, or property leased, is to be used to support the issuance of bonds, certificates of participation or notes, or where there is a transfer of interest by installment sale or other form of security;
6. Lease agreements for real property with a term of twenty or more years or with options that result in a potential term of twenty or more years;
7. Lease agreements for real property with any annual lease payment equal to or greater than \$1,000,000;
8. Lease agreements for real property that permit the development of real property of the CSU pursuant to policies of the Trustees on public/private or public/public development.

Transactions or requests related to the preceding conditions must be submitted with all related documentation and an explanation of the transaction to the Office of the Chancellor to coordinate program & legal reviews.

Guidelines

The establishment of a delegation of authority from a campus President, or any sub-delegates for procurement and contracting activities must be in writing between the Delegator and Delegatee and contain the following information: 1) the effective date of the delegation, 2) the term of the delegation if it is of a limited term, 3) the scope or specifics of the delegation which would include any limits on the delegation, 4) the dollar limits (if applicable) on any delegation, and 5) whether the Delegate is able to further delegate the authority.



Authority to *sign* purchase orders, contracts, interagency agreements, and to ***certify*** contractual documents is limited to **Procurement Officers** who have been duly delegated **in writing** by the Campus President or designee.

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Finance & Business Services
Strategic Sourcing – Contract Services

San José State University
One Washington Square
San Jose, CA 95192-0041

TEL: 408-924-1558
financeconnect@sjsu.edu

September 2, 2021

To: Alan Kong
Contract Specialist

CC: Sara Bonakdar
Senior Director, Business Services

DocuSigned by:
Sara Bonakdar
OCFC0229A648458...

From: Kathleen Prunty
Int. Senior Associate Vice President, Finance & Business Services

DocuSigned by:
Kathleen Prunty
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Subject: Delegation of Authority –Purchase Orders & Contracts

Vice President of Administration & Finance, Charlie Faas, has sub-delegated to me the authority and responsibility for the execution of contracts on behalf of the university. In accordance with San Jose State University’s Delegation of Contractual Authority and by the request of Sara Bonakdar, Senior Director, Business Services; I am sub-delegating to you the specific authority to execute the following: (1) University Purchase Orders for Commodities and Services with a limit of authority to \$1,000,000 (EO 775, ICSUAM 5000); (2) Public Works Construction and Job Order Contracts up to Minor Cap (\$752,000) (EO 1057); (3) Leases of Real and/or Personal Property under \$1,000,000 (EO 669, ICSUAM 5000); (4) Internship Agreements/University Organization Agreements (UOA) (EO 1064); (5) Facility Use Agreements; and (6) Intercollegiate Athletic Contracts with a limit of authority to \$1,000,000 (ICSUAM 1000), in accordance with the provisions listed in the EO and ICSUAM references above.

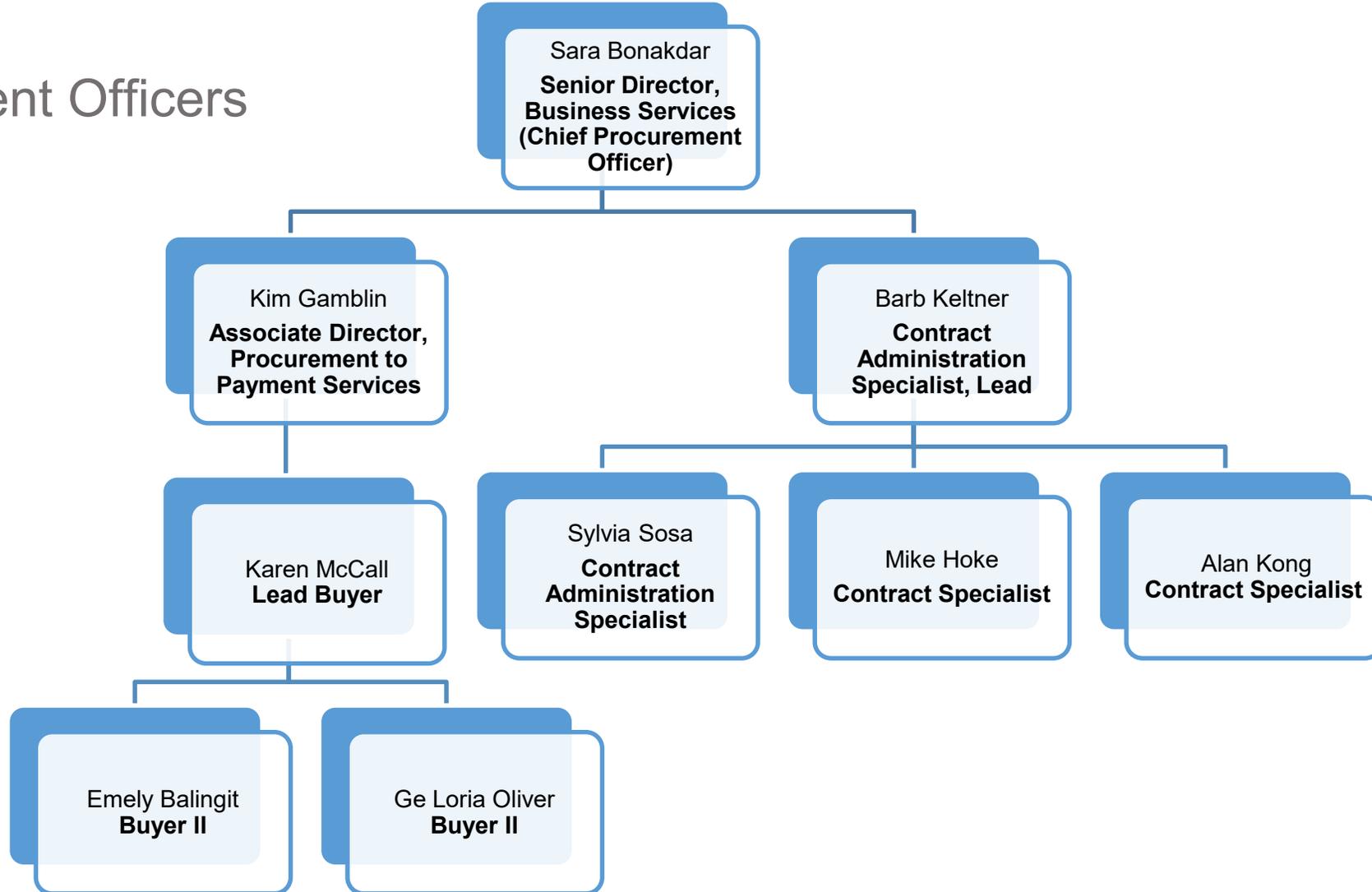
Accepted: DocuSigned by:
Alan Kong
F18262678495472...

9/2/2021

Alan Kong
Contract Specialist
Strategic Sourcing - Contract Services
Finance & Business Services

Date

Your Procurement Officers



An agreement with specific terms between two or more persons or entities in which there is a promise to do something in return for a valuable benefit known as consideration. The existence of a contract requires finding the following factual elements:

- An offer
- An acceptance of that offer
- A promise to perform
- A valuable consideration (which can be a promise or payment in some form).
- Time or event when performance must be made (meet commitments).
- Terms and conditions for performance, including fulfilling promises.
- Performance, if the contract is "unilateral".

Examples of Types of Agreements

- Purchasing Agreements
- Service Agreements
- Interagency Agreements
- Intra-agency Agreements
- Memorandums of Understandings (MoU)
- Student Placement Agreements (e.g. Clinical or non-clinical, service learning, international)
- Non-Disclosure Agreements
- Software Licensing Agreements



- Prepare an overall project description or scope of work to include in your requisition package. **Please include a point of contact for the countersigning party.**
- Review with your approving official to obtain support and approval of costs, benefits and risks. **Identify the requesting party in the department if you are not the originator of the request, and include that in your header comments.**
- Include all relevant stakeholders in the review process (e.g. Your Dean, Information Technology, Risk Management or Finance).
- Submit a requisition package via FTS and upload all supporting documentation, and **a copy of the unsigned contract.**

The assigned Contracts & Procurement Services staff member will review the complete package, confirm the stakeholder approvals, and negotiate the contractual language of the agreement, and execute as appropriate.

What if my contract has no dollar value?

- Enter a Supplier No \$ Value requisition with the appropriate backup documentation. Enter \$1.00 as the value.

We utilize the Supplier No \$ Value requisition process to:

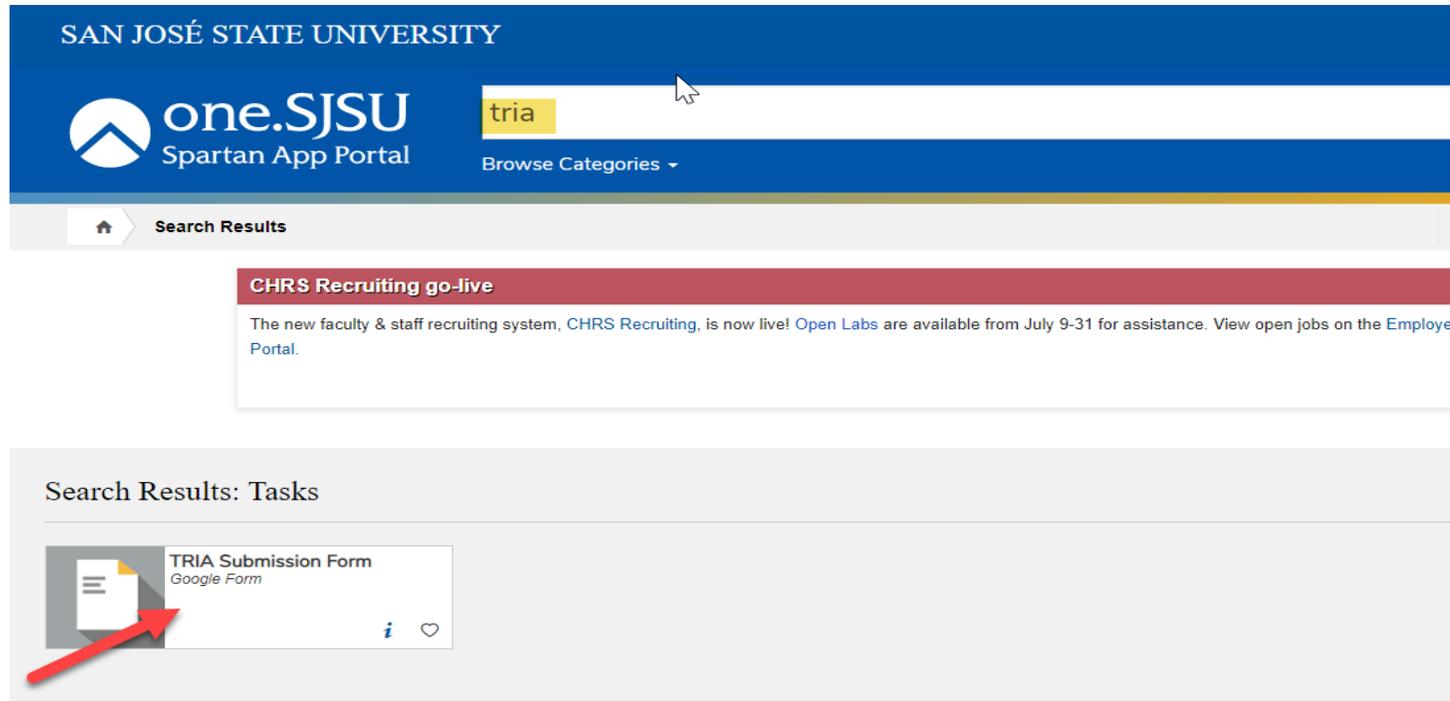
- Assign the requisition to a C&PS staff member, and track the actions associated with the request.
- Staff member will review and engage appropriate parties for execution.
- Keep a record of the agreement in our document imaging system, OnBase, for records retention purposes.



- Software Licensing Agreements
- Software as a Service (SaaS)
- Web-based Services or Applications
- Facilities Maintenance or Services
- Contracting out (i.e. contracting out work that could be performed by a CSUEU member)
- Research related agreements (e.g. Material Transfer Agreements, Non-Disclosure, Hack-a-Thons)

The Contracts & Procurement teams are working in Partnership with IT to ensure IT Related Contracts are Reviewed & Approved Accordingly via the Technology Requisition Impact Assessment (TRIA) process.

- You can access the form on [one.SJSU.edu](https://one.sjsu.edu)



The screenshot shows the one.SJSU Spartan App Portal interface. At the top, the university name "SAN JOSÉ STATE UNIVERSITY" is displayed. Below it, the "one.SJSU Spartan App Portal" logo is visible. A search bar contains the text "tria", and a "Browse Categories" dropdown menu is located below it. The search results section is titled "Search Results" and features a red banner for "CHRS Recruiting go-live" with a message about the new faculty & staff recruiting system. Below this, the search results for "Tasks" are shown, including a card for the "TRIA Submission Form" which is a Google Form. A red arrow points to the "TRIA Submission Form" card.

Who is involved in the TRIA process?

- Information Security Officer – Data Security – Hien Huynh
- Accessibility Conformance (VPAT Review) – Joseph Chou & Chialing Chiao
- Web Campus Applications and Enterprise Systems – Alex Wong
- Infrastructure





Annual Versus Multi-Year Contracts

- Annual contracts should generally be used for short-term needs.
- Multi-year contracts should be utilized for long-term needs.

How do I get a multi-year contract in place?

- Schedule a meeting with C&PS and discuss the multi-year need.
- Develop a draft Scope of Work outlining the needs of the goods or services needed.
- Engage the appropriate campus-wide stakeholders to capture the requirements of the contract, successfully. **Don't know who those stakeholders are? The Strategic Sourcing team can help with that!**
- Enter a **Supplier to Bid** requisition to begin the bidding process and/or selection of supplier process.

What are the benefits of going through the process of obtaining a multi-year contract?

- A multi-year contract can be established for up to 5 years.
- Identification of gaps in operations or services that you weren't originally aware of.
- Involving the right people to ensure a more successful outcome.
- Avoid vague deliverables by having key performance indicators in place.

Most importantly, you are more likely to get what you need from your supplier by going through this process.

What if I have an immediate need for goods or services, which exceed bid thresholds?

- Explore piggybacking an existing, viable agreement.

Piggybacking Agreements

Cooperative procurement efforts may result in contracts that other entities may “piggyback”. Piggyback (Piggyback Cooperatives) is a form of intergovernmental, cooperative purchasing in which an entity will be extended the same pricing and terms of a contract entered into by another entity.

- Leveraged Procurement Agreements (LPAs)
- California Multiple Award Schedules (CMAS)
- Sourcewell (formerly known as NJPA)
- NASPO Value Point
- National Cooperative Purchasing Alliance (NCPA)
- E&I Cooperative Services
- National IPA an OMNIA Partner

- [Finance & Business Services Home Page](#)
- [SJSU Presidential Directives](#)
- [CSU Contracts & Procurement Policy](#)
- [Strategic Sourcing - Contract Services](#)

Questions?

Barb Keltner

Contract Administration Specialist, Lead

barbara.keltner@sjsu.edu

408-924-1563

Robert C Bain

- Cesar Chavez Arch
- Sammy at Graduation

Bruce I. Cramer

- Fountain

David Schmitz

- MLK Library
 - Tower Hall
 - Bell
- SJSU Gate



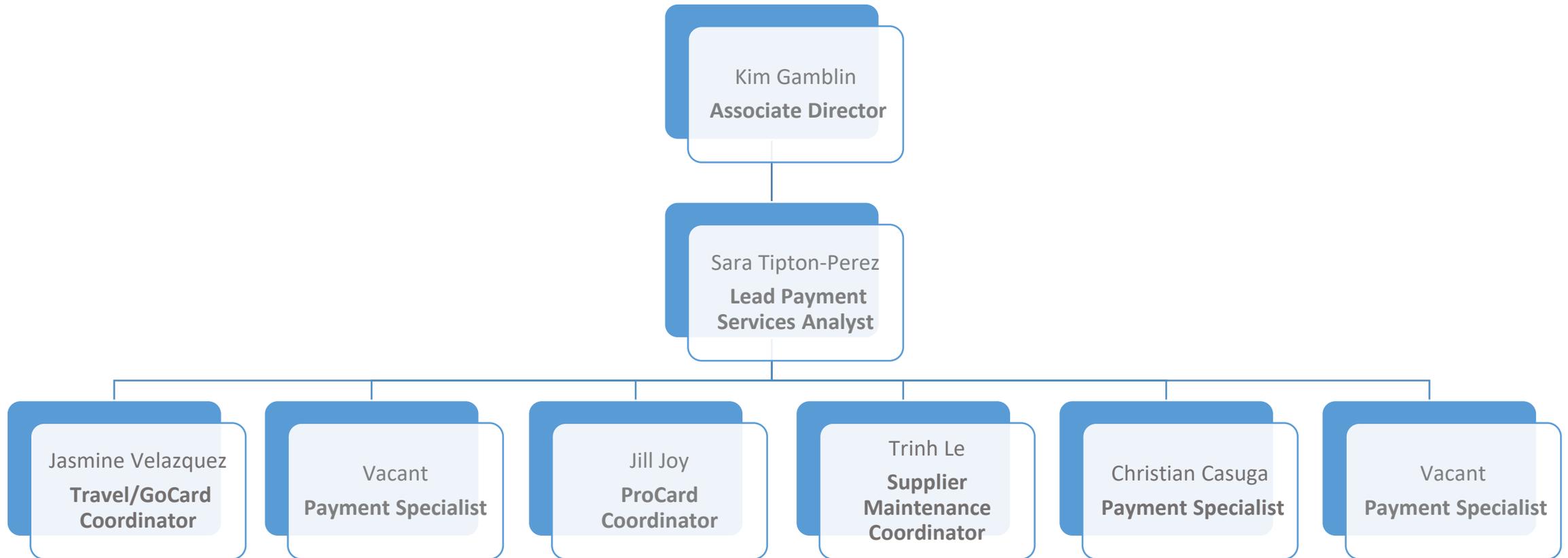
PAYMENT SERVICES

JASMINE VELAZQUEZ, TRAVEL GoCARD COORDINATOR

OCTOBER 25, 2021

- Reminder
- Travel – Overview
- Key Travel Updates







Departments may adopt more restrictive documentation, review and approval requirements than those of this campus or CSU Policy, but not less.

RESTRICTION



The Travel Guide incorporates the State of California, CSU Board of Trustees and SJSU procedures and allowances for travel. *Note: Keep in mind that each department may require more information or details about the trip.*

- **Applies to:**
 - SJSU Employees (Faculty & Staff)
 - SJSU Students
 - Others traveling on all official university business
- **Kinds of Travel:** 



Payment methods:

- Fell Travel
- GoCard (preferred)
- Direct Pay – for Registrations, Membership
- Requisition – Large Groups (Contracts involved)

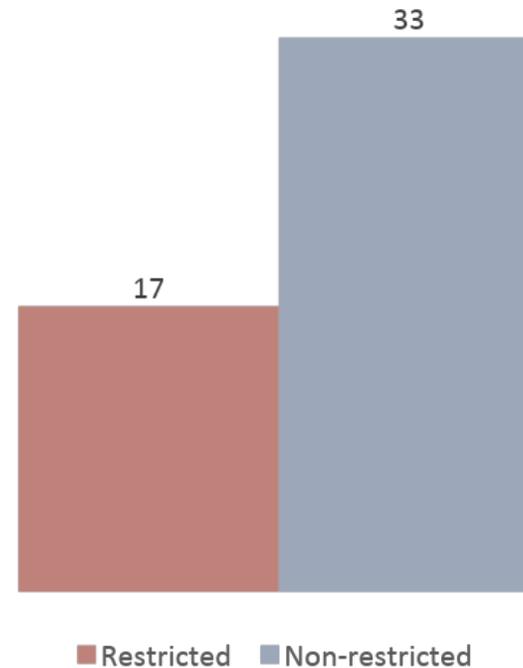
Other:

- *Start-up Funds*
- *Split Funding*
- *Auxiliary Funded (FTS – Travel Paid by Non-University Funds)*

As of January 1, 2017, the CSU Travel Policy and Procedures has been revised to comply with Assembly Bill 1887, which added Section 11139.8 to the Government Code relating to discrimination and was approved by the governor in September, 2016. As a result of this law, it has been determined that SJSU is restricted from requiring employees to travel to certain states, and is prohibited from approving funding or sponsoring travel to those states with laws enacted to void or repeal discrimination protections, or, to authorize or require discrimination.

Banned/Restricted States:

- | | |
|----------------|--------------------|
| 1. Alabama | 10. North Carolina |
| 2. Arkansas | 11. North Dakota |
| 3. Florida | 12. Oklahoma |
| 4. Idaho | 13. South Carolina |
| 5. Iowa | 14. South Dakota |
| 6. Kansas | 15. Tennessee |
| 7. Kentucky | 16. Texas |
| 8. Mississippi | 17. West Virginia |
| 9. Montana | |





Financial Transaction Services

Main Menu	Profile	Preferences	Exit	
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Travel

For guidance on travel policies and procedures, see the [Travel Guide](#)

Note: at month-end, all open and pending Authorizations will be deleted one year after the trip departure date; all open and pending Reimbursements will be deleted one year after the trip return date.

  [Travel Authorization](#)

  [Travel Reimbursement](#)

Authorization: Domestic

Required

1. Approval
 - Approving Official and AVP
 - AAD = Deans are the highest level
2. Documentation
 - Purpose
 - Trip Details
 - Estimation of cost for Budgetary purposes
 - How will classes be covered

Reimbursement: Domestic

Required

1. Receipts Required
2. Documentation
 - Detailed/Itemized receipts for all expenses over \$75
 - Pre-approved documentation for hotels over \$275
 - Explain the details (business vs personal time)
3. Mileage ([Authorized to use vehicle](#))
4. 60 days to submit Reimbursement

Authorization: International

Required

1. Advance Requests
2. Approval
 - Approving Official, VP and President
 - High Hazard – President approval
3. Travel Insurance
4. Documentation
 - Purpose
 - Trip Details
 - Estimation of cost for Budgetary purposes
 - How will classes be covered

Reimbursement: International

Required

1. Settlement of Advances
2. Documentation
 - Detailed/Itemized receipts for all expenses over \$75
 - Pre-approved documentation for hotels over \$275
 - Explain the details (business vs personal time)
 - Per Diem Rates by [Location](#)
3. 60 days to submit Reimbursement

Travel Agency



Coordinating Travel Arrangements for convenience and efficiency. Preferences can be given for Hotels, Airline. Ease of making changes and/or cancellation.

Booking:

Requires a Travel Authorization # (ex. TR101235)

- Airline
- Car
 - Enterprise contracted rental car agency
- Hotel

Method of Payment:

- GoCard
- Billed to University
 - Chartfield needed (Account, Fund, Dept ID, Program, Project, Class)

GoCard



Allowable Expense	Cardholder Responsibilities	Prohibited Expenses
Conference Fees	Travel must be pre-approved	Gasoline
Registration Fees	Reference TR# on transactions	Meals
Airfare	Receipts & Documentation	Non-related business
Car rentals	Reconcile Statement	Cash Advances
Lodging	Statement submission deadline	
Toll Fees		
Travel through Fell Travel		
Parking/Taxi/Shuttle		

Insurance – added protection

- **Car Rentals** – When using the GoCard for car rentals, liability insurance is covered in the amount of \$500,000 per traveler
- **Life Insurance** – When using a GoCard for expenses related to official university travel, life insurance is covered in the amount of \$500,000 per traveler

Note: Additional insurance is not needed if the car rental is through Enterprise Car Rental.



Virtual Travel

- New Quick Guide on “Virtual travel” for FTS was added as a new Appendix F to the Travel Guide with Google Document links to how to process and the FAQs.

What is the purpose?

- The purpose is to request authorization to be pre-approved by the College and Division during "shelter in place" or until your division's restrictions have been removed. Once submitted it creates the reimbursement side of the transaction.
- **Is the employee's shift covered?**



NOTE: Virtual travel or virtual attendance to a conference is recorded as attending in San José since no physical travel will occur. However, if the event moves from 'virtual' to 'live' then the travel should be updated to the actual location. All normal rules and restrictions would then apply including restrictions on travel to banned states.



Resources below:

Training & Tutorials

- [FTS/Travel/Authorization](#)
- [FTS/Travel/Reimbursement](#)
- [GoCard Training](#)
 - [GoCard Statement Signatures in DocuSign](#)
 - Check with Travel GoCard Coordinator or Finance Connect

Finance – Policies & Guidelines

- [Travel Guide](#)
- [GoCard Manual](#)

[FinanceConnect Blog](#) [CSU Travel Policy](#)

Travel inquiries can be directed to our Travel GoCard Coordinator, and Finance Connect at financeconnect@sjsu.edu.

Robert C Bain

- Cesar Chavez Arch
- Sammy at Graduation

Bruce I. Cramer

- Fountain

David Schmitz

- MLK Library
- Tower Hall
 - Bell
- SJSU Gate

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SJSU

FINANCE AND
BUSINESS SERVICES



SJSU BUSINESS CONFERENCE

OCTOBER 29, 2021

- All participants are muted.
- Please use the Q&A window to ask questions.
- Session will be recorded.

- 1) Risk Management
- 2) Manage My Budget
- 3) Encumbrance Management



RISK MANAGEMENT

MARLA PEREZ, UNIVERSITY RISK MANAGER

OCTOBER 29, 2021

What is Risk Management?

- A conscious effort of planning, organizing, directing and controlling resources and activities.
- To *minimize* the adverse effects of *accidental loss* with the least possible acceptable *cost*.
- The Risk Management department works with other campus departments to create the development and implementation of **guidelines, policies, and programs** to administer university risk management programs.

Types of Risk and Loss

- **General Liability**
- **Property Loss-Building and Contents**
- Athletic Injuries
- Institutional Reputation and Image Loss
- **Vehicle**
- Personal Injury
- Contractual Activities
- Student Activities
- Foreign Travel

University Employee

- “University employees” are defined as those persons who have completed all prerequisites to CSU employment. This includes all CSU faculty, staff, and student assistants and persons on appointed volunteer status (Job Class Code 0050).

University (CSU) Vehicles

- A University vehicle is defined as a motorized device for land transportation owned, leased, or rented by the University, State or any State agency, including and not limited to automobiles, trucks, golf carts, tractors, etc.

- For those individuals who are required to drive a University Vehicle, complete the Application for University Vehicle Operation/Authorization form. You must provide proof of completion of the CSU Learn Defensive Driving course (link to request course listed at end of presentation) along with your completed Application for University Vehicle Operation/Authorization form to the campus Risk Manager.
- If you will be using **your own** vehicle for University business, you must complete form [STD 261](#). The form must be updated every year and you must submit the completed form to the campus Risk Manager. Completion of the CSU Learn Defensive Driving course is also required. Written approval of the use of your private vehicle must be given by an individual authorized by the president to grant such approval.

Reporting Accidents:

- Notify your manager and University Police (if on university property) immediately if you are involved in a vehicle accident while driving on University business.
- Fill out the following forms within 24 hours of the accident:
- [State Driver Accident Review Form \(STD. 274\)](#) [pdf]
- [Vehicle Accident Report Form \(STD. 270\)](#) [pdf] **Form can be found on the Risk Management website.*

What is considered a “Special Event?”

- An event is something other than a routine activity. Campuses can be and are often the center of activities, both on and off campus and virtually.
- San José State University requires that all event-holders using University facilities carry liability insurance for the event, independent of leasing the campus facility or obtaining security coverage for the event.
- Insurance is important for campus events in order to pay for losses (injuries or damages) that occur and are the responsibility of the campus and/or off campus facility owners, equipment, material and service providers.

What should I look out for when considering if an event is considered a “Special Event?”

- First and one time events
- Virtual Conferences
- Uncommon/Unusual Event Activities. Special risks - new, complex, hazardous, extreme, requiring the gathering of multiple details, large numbers of people, multi-day events.
- Events involving external participants (not current SJSU students or employees) and/or guests that may be unfamiliar with campus, more people on campus than “usual”, for longer periods, increased activity.
- Events requiring resources beyond what campus can offer. Contracts for services & facilities, including off campus events for the campus.

- Ensure the safety for our network, faculty, staff and attendees by implementing safety measures.
- Guests speakers receiving payment of over \$1,500.00 should still provide evidence if liability.
- If the virtual conference will be outreaching to minors please provide the students with a waiver to be completed by the student and parent.
- Presenters should not communicate via private chat with attendees.
- SJSU eCampus has some excellent resources on how to's including room controls. <https://support.zoom.us/hc/en-us/articles/201362603-What-Are-the-Host-Controls->.
- If your Virtual conference will have more than 1,000 attendees please reach out to IT to ensure there will be no issues with bandwidth.

My event is considered a “Special Event” what are my next steps?

- For internal events complete the Facility Use Lease SJSU Entity – A department who would like to hold an event on campus that is not associated with a class/class.
- Presidential Lease – which is for external entities wanting to hold an event on the university campus. This includes classrooms, labs, outdoor spaces.
- Complete the Special Events Liability Insurance Request form.
- All forms will be reviewed and approved by FD&O and Risk Management.

Important things to remember:

- Space is a University property that is allocated in a manner that best advances University priorities. No unit, department, or division “owns” the space that has been allocated to it per the Presidential Directive PD2011-01 https://www.sjsu.edu/president/docs/pd_2011-01.pdf.
- Leasing of university space to non-general fund units or to outside groups requires approval under guidelines developed by FD&O, Risk Management, University Procurement and approved by SAC.
- Unauthorized Events. Any campus unit found to be hosting an event using university space without authorization can be charged \$1,000.00, following the university's verification of the unauthorized event. In addition, retroactive direct and/or indirect costs associated with the event will be charged in most cases per procedures described above.
- There may be direct/indirect costs associated with the event. Ex. Custodial services, cost of utilities and set-up costs.

“Risk comes from not knowing what you are doing.” - Warren Buffett

Gaining Value:

Persons	Educational, social and/or physical enrichment for participants.
Property	Use of available campus facilities for the benefit of campus and community.
Program	Successful event conducted without interruption, cancellation, and/or negative impact on campus programs and community.
Opportunity	For enrichment and engagement of students, faculty, staff, & community.
Liability	Event compliance with regulations and law without claims of negligence.
Finance	Efficient use of resources, event self-funding.
Reputation	Positive experience for participants and community, increased value of campus “brand”, increased public trust of campus.

Losing Value:

Persons	Injury, death - loss of contribution to campus and community.
Property	Damage, destruction – temporary or permanent loss of use of campus facilities, equipment, and property.
Program	Cancellation/disruption/interruption - failure to achieve objectives of the event and/or other campus programs.
Opportunity	Loss of potential gain from not doing the event, failure to achieve event objectives.
Liability	Regulatory citations; civil and/or criminal litigation; judgements, medical expenses, penalties, fines, injunctions.
Finance	Campus resources reduced to pay fines, penalties, judgements, repairs, replacements, additional unanticipated expenses.
Reputation	Violation of public trust, damage to campus “brand”, loss of value.

We are all Risk Managers, but when in doubt contact the Risk Management Department or visit our webpage!

<https://www.sjsu.edu/fabs/services/risk/index.php>

Defensive Driving Course Request form:

<https://www.sjsu.edu/fabs/connect/training-and-tutorials.php>

Marla Perez

University Risk Manager

408-924-2159

Sara Bonakdar

Sr. Director of Business Services

408-924-1561



MANAGE MY BUDGET

MIKE VIZZUSI, SR. FINANCIAL
MANAGEMENT & PLANNING ANALYST

OCTOBER 29, 2021

- What is a budget?
- How do chartfields help us manage our budgets?
- Navigating the CFS Financial Data Warehouse with tips and tricks
- The importance of managing your budget
- Resources

A budget is essentially the departmental spending authority.

For the SJSU Operating Fund (70000), spending authority is determined at the state, CSU Chancellor/Board of Trustees, and Campus levels based on enrollment.

On campus we have other services that are not state supported that have their budgets based on the revenue they collect, such as, enterprises or (self-support) for housing, parking, and the student health center to name a few.

All budgets use a chart of account to record financial information.

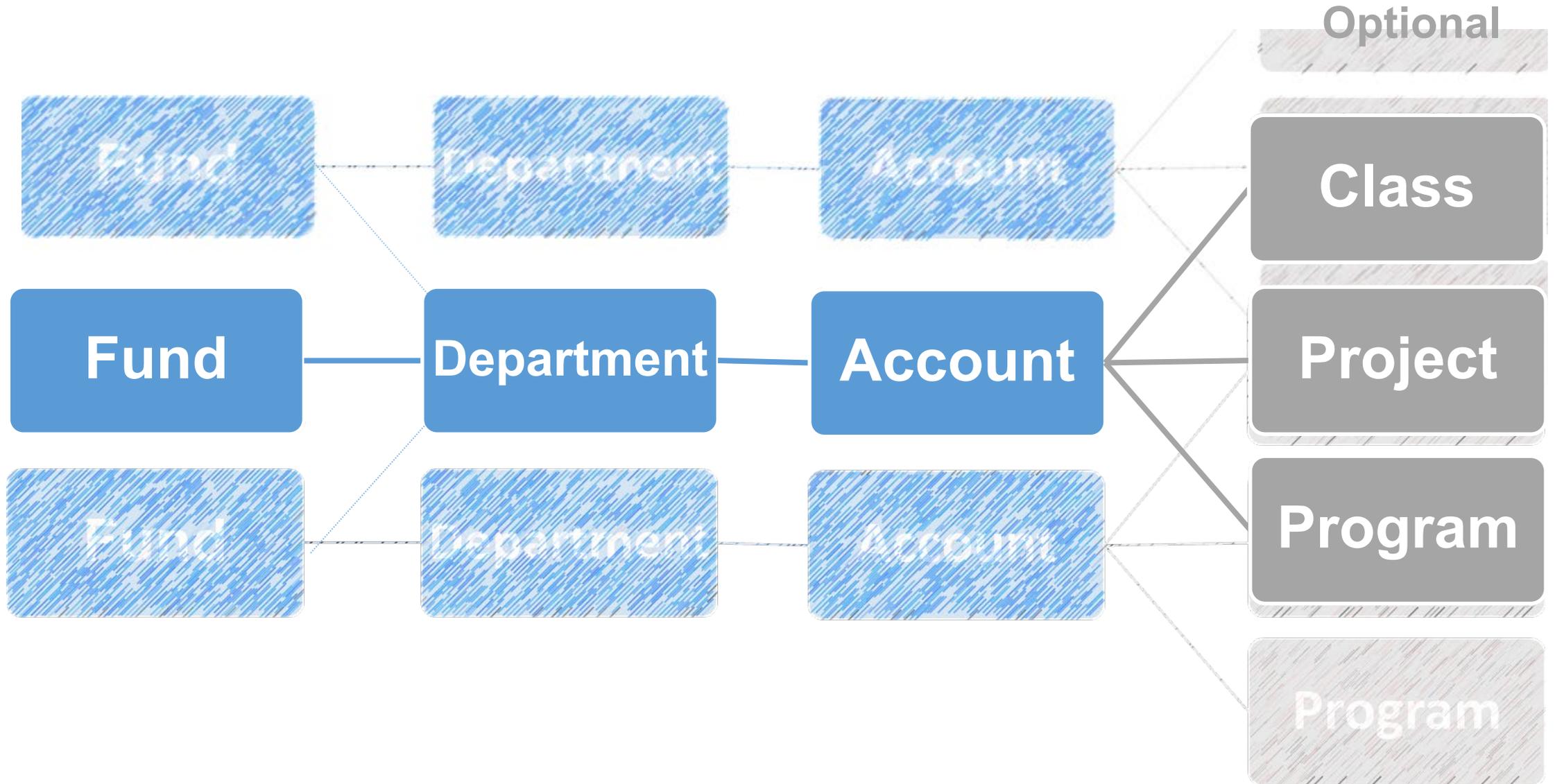
Every organization uses a chart of account to record financial transactions in the general ledger, which is important when managing a budget.

At SJSU we use chartfields to record everyday financial transactions, such as, requisitions, invoices, direct payments, billing and budget entries. Three main fields are:

Fund – 5 digit numeric code i.e. 70000 Operating Fund

Department – 4 digit numeric code i.e. 1258 Economics

Account (equity, expense, and revenue) – 6 digit numeric code
i.e. 660003 Supplies and Services



One or more optional fields that can be used by departments in order to identify unique activity are class, project, and program codes. When used in a consistent way departments can identify specific financial transactions for analysis.

Project – 5 to 11 digit numeric code with strict beginning and end dates
i.e. 10016 Concert Hall Reno or NCAA34 Facilities

Programs – 3 digit numeric code i.e. 100 (Fall) and 101 (Spring)

Class – 4 digit numeric code i.e. 4716 Coronavirus COVID-19 Incident

All these codes help the campus identify financial information for reporting purposes when needed.

Operating Fund (70000)

Source: State General Fund appropriations, tuition revenue, & Student Fees

Use: Majority of University Activity

Allocated by CSU Chancellor's Office & Cabinet

Restrictions: See [Hospitality Guidelines](#), [Travel Guidelines](#)

Salary and Benefits Pools

Student Success & Tech Fee (SSETF: 70018-20)

Source: Student Fees

Use: Course expenses, instructionally related activities (intercollegiate athletics, radio stations, etc.), student success initiatives.

Allocated by CFAC

Restrictions: See [Hospitality Guidelines](#), [Travel Guidelines](#)

Benefits Pool

PaCE (Extended Education 48XXX, 49XXX, 50XXX)

Source: Non-State Instruction Fees (Open U, Special Session, Intersession, etc.)

Allocated by CPGE

Use: Non-State-supported degrees, certificates, credentials. Includes: Salaries & OE&E, incl. cost shares

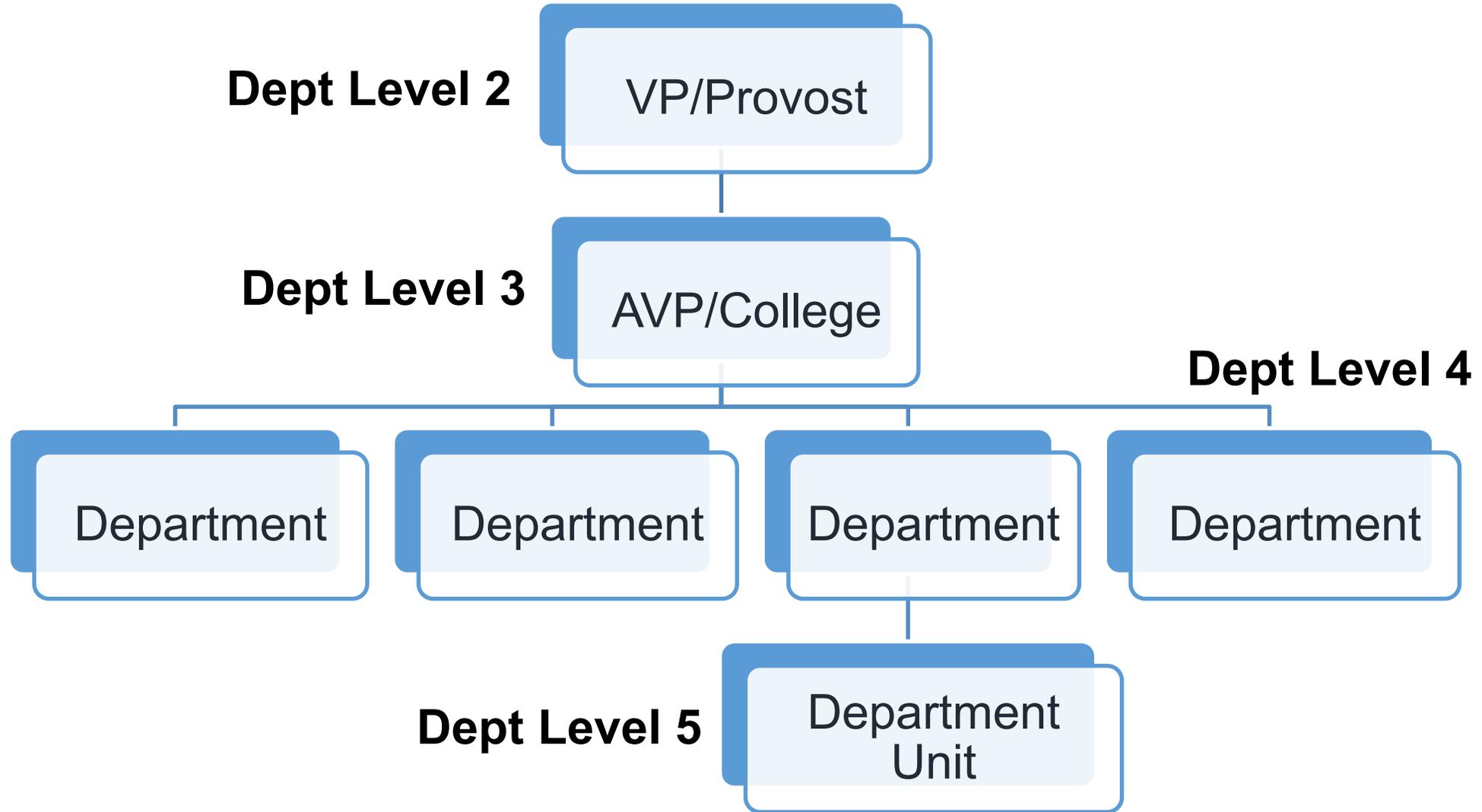
Fewer Restrictions: See [Hospitality Guidelines](#), [Travel Guidelines](#)

Other Trust (64XXX, 65XXX)

Anything else that does not fit in the other categories; separates activity from other funds based Sources & Uses described in [Trust Funds](#).

Allocated by designated fund owner

Fewer Restrictions: See [Hospitality Guidelines](#), [Travel Guidelines](#)



A list of commonly used [expense accounts](#) can be found on our website.

Accounts are grouped into Account Categories for a high level view of expenses. Below are examples of OE&E categories:

604 - Communications
606 - Travel
616 - Information Technology Costs
619 - Equipment Group
660 - Misc. Operating Expenses
680 - Operating Transfers Out

Home **Manage My Budget as of Period** Financial Summary As of Period Financial Summary Between Periods Financial Summary by Year Trial Balance Inception to Date Reports Cash Fund Balance Performance Report As of Period

Report Filters

Business Unit	Fiscal Year	As of Period	Account Type	Account Category	Budget Ledger	Fund CF Status
SJ000 - San Jo	2021	12	30 - Fund Equit	--Select Value--	Standard Budg	--Select Value--
Fund	Dept	Account	Project	Program	Class	
70000 - CSU O	--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--	
NOT Fund	NOT Dept ID	NOT Account	NOT Project	NOT Program	NOT Class	NOT Acct Cat
NOT --Select Value--	NOT --Select Value--	NOT 302001;302002	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--
Dept Tree Name	Dept Level 1	Dept Level 2	Dept Level 3	Dept Level 4	Dept Level 5	FIRMS Object Code
-;SJ_DEPT_PRIMARY	--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--

-
 SJ_DEPT_PRIMARY
 SJ_DEPT_PRIMARY_JAN2000
 SJ_DEPT_PRIMARY_JUL2016
 SJ_DEPT_PRIMARY_JUL2017
 SJ_DEPT_PRIMARY_JUL2018

Manage My Budget - As of Period

Business Unit = SJ000 - San Jose State University, Fiscal Year = 2021
 Manage My Budget - As of Period
 Time run: 10/19/2021 4:03:04 PM

Reports may downloaded as an EXCEL file or as a CSV file.

	613001 - Contractual Services	62,982.91	77,735.61	0.00	(14,752.70)	123%	
	613802 - FD & O Services		183.80	0.00	(183.80)		
	616002 - IT Hardware	0.00	0.00	0.00	0.00		
	660001 - Postage And Freight	95.93	188.70	0.00	(92.77)	197%	
	660002 - Printing	0.00	0.00	0.00	0.00		
	660003 - Supplies and Services	1,949.85	1,949.85	0.00	0.00	100%	
	660009 - Training & Professional Dev.	1,126.30	994.80	0.00	131.50	88%	
	660802 - Equipment Costing <5000	3,708.38	3,708.38	0.00	0.00	100%	
	660903 - Parking Permit Charges.		131.50	0.00	(131.50)		
	Total	772,822.04	862,407.23	0.00	111,425.78	86%	
70000 - CSU Operating Fund Total			772,822.04	862,407.23	0.00	111,425.78	86%
Grand Total			772,822.04	862,407.23	0.00	111,425.78	86%

-  PDF
-  Excel 2007+
-  Powerpoint 2007+
-  Web Archive (.mht)
-  Data
 -  CSV Format
 -  Tab delimited Format
 -  XML Format

Refresh - Print - Export

How much budget authority does this department have?

Fund Fdescr ▲▼		Account Fdescr	Current Budget	Actuals	Encumbrances	Balance Available
70000 - CSU Operating Fund	Department	604090 - Other Communication		110.00	0.00	(110.00)
		606001 - Travel-In State	8,600.00	195.40	0.00	8,404.60
		613001 - Contractual Services	355,000.00	0.00	0.00	355,000.00
		613807 - Collection Cost		5,230.59	0.00	(5,230.59)
		616002 - IT Hardware		2,595.88	0.00	(2,595.88)
		660002 - Printing	4,386.71	0.00	4,386.71	0.00
		660003 - Supplies and Services		33,716.07	0.00	(33,716.07)
		660009 - Training & Professional Dev.		4,275.00	0.00	(4,275.00)
				2,500.00	0.00	(2,500.00)
				6,339.05	0.00	(6,339.05)
		484.92	0.00	(484.92)		
		Total	367,986.71	55,446.91	4,386.71	308,153.09
70000 - CSU Operating Fund Total			367,986.71	55,446.91	4,386.71	308,153.09
Grand Total			367,986.71	55,446.91	4,386.71	308,153.09

MMB, Period 6

The department has a remaining **budget authority** of \$308K left to spend.

The formula for remaining budget authority is:

= Current Budget – Actuals – Encumbrances

$\$367,986.71 - \$55,446.91 - \$4,386.71 = \$308,153.09$

Encumbrance = The reserved portion of the budget created by the issuance or award of a Purchase Order/Contract.

The department should have budgeted amounts for every account they incur actual expenses to see if their forecasted expenses are on target.

Fund Fdescr ▲▼	Department	Account Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	
70000 - CSU Operating Fund		604090 - Other Communication		110.00	0.00	(110.00)	
		606001 - Travel-In State	8,600.00	195.40	0.00	8,404.60	
		613001 - Contractual Services	355,000.00	0.00	0.00	355,000.00	
		613807 - Collection Cost		5,230.59	0.00	(5,230.59)	
		616002 - IT Hardware		2,595.88	0.00	(2,595.88)	
		660002 - Printing	4,386.71	0.00	4,386.71	0.00	
		660003 - Supplies and Services		33,716.07	0.00	(33,716.07)	
		660009 - Training & Professional Dev.		4,275.00	0.00	(4,275.00)	
					2,500.00	0.00	(2,500.00)
					6,339.05	0.00	(6,339.05)
				484.92	0.00	(484.92)	
		Total	367,986.71	55,446.91	4,386.71	308,153.09	
70000 - CSU Operating Fund Total			367,986.71	55,446.91	4,386.71	308,153.09	
Grand Total			367,986.71	55,446.91	4,386.71	308,153.09	

- Monitor your fund balances throughout the year for any abnormal expenses and ensure you stay within your budget authority.
- Identify and communicate issues to department leadership.
- Accurately code financial transactions with the correct chartfield.
- Accurate financial data improves analysis and planning for future fiscal years.



Finance and Business Services Homepage: <https://www.sjsu.edu/fabs/>

Budget & Financial Management: [Directory](#)

FinanceConnect

Phone: 408-924-1558

Email: financeconnect@sjsu.edu

[FinanceConnect Blog](#)



Sign up for Blog
announcements
today!

FinanceConnect is available upon request to assist and train.



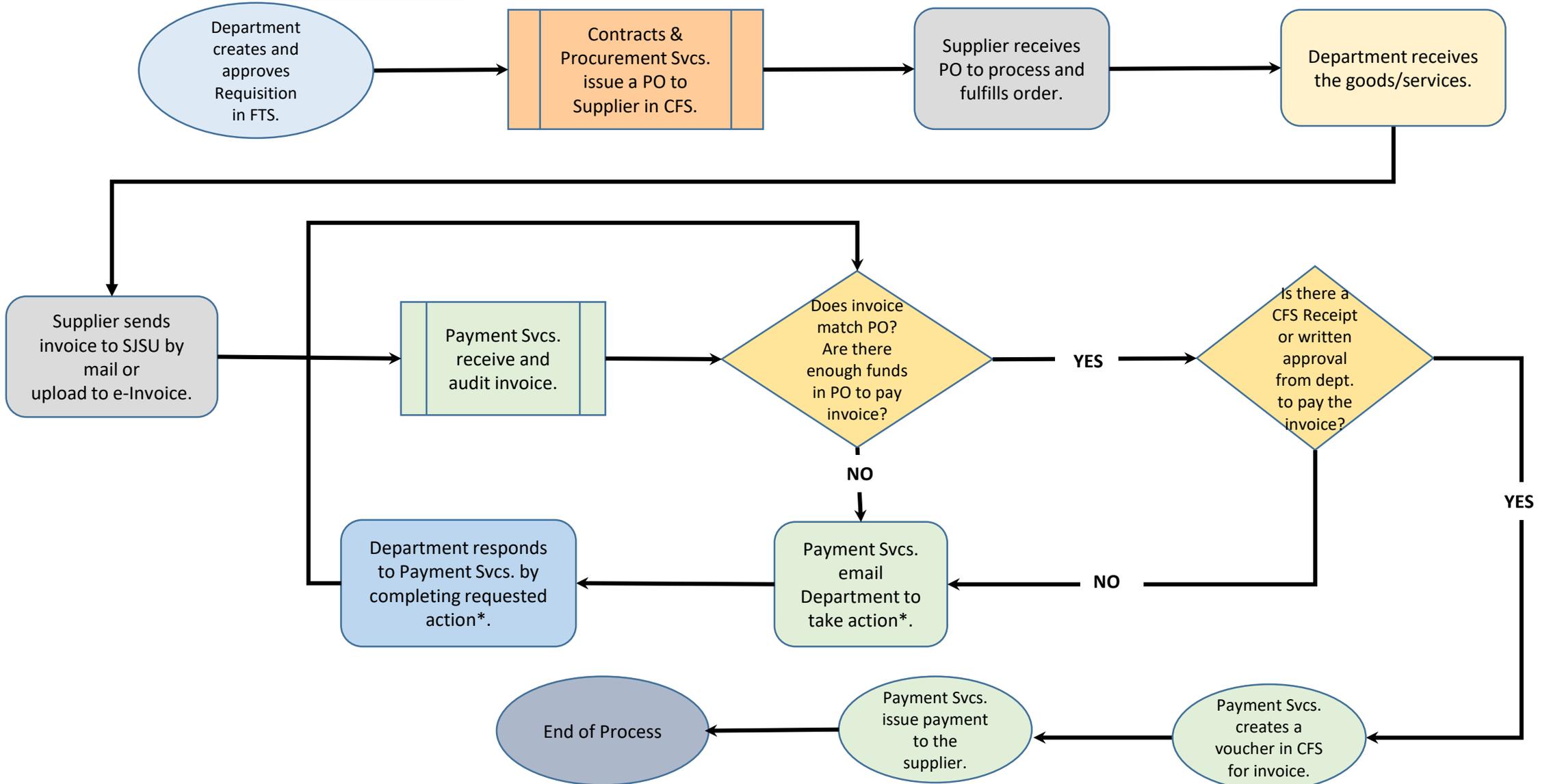
ENCUMBRANCE MANAGEMENT

AMY CHAN, FINANCE SYSTEM & OPS SR. ANALYST

OCTOBER 29, 2021

- What is an Encumbrance?
- Where do they come from?
- Why is it important to manage them?
- How to manage them?

- When Contracts and Procurement Services issue a purchase order, an encumbrance is created.
- A Purchase Order (PO)
 - is a result of a requisition submitted by department in FTS to order goods/services.
 - reserves funds (a.k.a. encumbered) for that request.
 - is a contract between SJSU and the supplier to purchase goods/services.



- An Encumbrance
 - represents an open PO.
 - affects how much funds are available to the department.
 - cannot be used for other transactions.
 - with a balance at the end of fiscal year (June 30) will carry forward to the new fiscal year (July 1).
 - will remain open until one of the following action occurs
 - Payment Services voucher invoice(s) associated to PO.
 - Department submits a Change Order Request to reduce or close the PO.
- Contracts & Procurement Services do not modify POs without the department's approval.

How to Manage Encumbrances?



CFS Data Warehouse

- **Start here first!**
- Requires DeptID.
- Reports
 - Financial Summary as of Period (FSAP) or Manage My Budget (MMB)
 - Open PO Report (a supplemental report)

CFS

- Requires PO Number.
- Supplemental reports and info
 - CSU Remaining Balance
 - PO Life Cycle Report
 - Purchase Order Inquiry panel (not a report; a panel to get a quick view)

- Drilldown of Encumbrances total in the **Financial Summary as of Period** report.
- Transaction details that make up the Encumbrance total \$1,092.50 are displayed.

Financial Reporting

Encumbrance Drill Down Total
 Time run: 7/29/2019 3:48:54 PM
 Approximate Row Count: 5

Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Project Fdescr
SJ000 - San Jose State University	2018	2	08/23/2018	300002	VCH - AP Voucher Accounting	ANNUAL RENEWAL OF NEOPOST IS50	(8,814.11)	616003 - IT Software	7				
SJ000 - San Jose State University	2018	2	08/25/2018	300002	ENC - Encumbrance Activity from a PO	ANNUAL RENEWAL OF NEOPOST IS50	8,814.11	616003 - IT Software	7				
SJ000 - San Jose State University	2018	12	08/08/1988	YEOBL70441	YEE - Year End Enc Accruals Journals	SJ000-30000-0002-001-0001	(1,147.13)	616003 - IT Software					
SJ000 - San Jose State University	2018	12	07/03/2019	300003	ENC - Encumbrance Activity from a PO	UPS Trackpad Desktop Software	1,092.50	616003 - IT Software					
SJ000 - San Jose State University	2018	12	07/03/2019	300003	ENC - Encumbrance Activity from a PO	UPS Trackpad Handheld Units	1,147.13	616003 - IT Software					
Grand Total							1,092.50						

Example of **FSAP** or **MMB** summary page without any Actuals or Encumbrances activity.

Current Budget minus Actuals minus Encumbrances equal Balance Available

Fund Fdescr	Dept Fdescr	Acct Fdescr	Class Fdescr	Project Fdescr	Prog Fdescr	Current Budget	Actuals	Encumbrances	Balance Available
70000 - CSU Operating Fund	1xxx - DeptName	616003 - IT Software	---	---	---	13,100.00	0.00	0.00	13,100.00
Grand Total						13,100.00	0.00	0.00	13,100.00

Examples of how PO activity displays in the main **FSAP** or **MMB** summary page.

Current Budget minus Actuals minus Encumbrances equal Balance Available

PO total is \$1,092.50.									
Example 1: Encumbrance- When a PO is issued. No vouchers or payment made to supplier.									
Fund Fdescr	Dept Fdescr	Acct Fdescr	Class Fdescr	Project Fdescr	Prog Fdescr	Current Budget	Actuals	Encumbrances	Balance Available
70000-CSU Operating Fund	1xxx-DeptName	616003-IT Software	-	-	-	13,100.00	0.00	1,092.50	12,007.50
Grand Total						13,100.00	0.00	1,092.50	12,007.50
Example 2: PO is paid in full.									
Fund Fdescr	Dept Fdescr	Acct Fdescr	Class Fdescr	Project Fdescr	Prog Fdescr	Current Budget	Actuals	Encumbrances	Balance Available
70000-CSU Operating Fund	1xxx-DeptName	616003-IT Software	-	-	-	13,100.00	1,092.50	0.00	12,007.50
Grand Total						13,100.00	1,092.50	0.00	12,007.50
Example 3: PO is partially paid.									
Fund Fdescr	Dept Fdescr	Acct Fdescr	Class Fdescr	Project Fdescr	Prog Fdescr	Current Budget	Actuals	Encumbrances	Balance Available
70000-CSU Operating Fund	1xxx-DeptName	616003-IT Software	-	-	-	13,100.00	92.50	1,000.00	12,007.50
Grand Total						13,100.00	92.50	1,000.00	12,007.50

● Open PO Report

- A supplemental report.
- Displays PO encumbrances only.
- Gives PO line number and remaining balance for it.
- Open PO Amount includes tax, if it's on PO.

▲ Open PO Report
 Business Unit = SJ000 - San Jose State University, Fiscal Year = 2018, Period = 12
 Open PO Report
 Time run: 7/29/2019 4:12:58 PM

Column 1: Fund Fdescr Column 2: Dept Fdescr Column 3: Acct Fdescr Column 4: Doc Ln # Column 5: Doc Ln Descr Column 6: Supplier Descr

Fund Fdescr	Dept Fdescr	Acct Fdescr	Doc ID	Doc Ln #	Doc Ln Descr	Supplier Descr	Open PO Amt
77000 - Information Services	15000 - Information Services	616003 - IT Software	300003	4	1.00 UPS Trackpad Desktop Software	CARDINAL TRACKING INC	1,092.50
		619001 - Equipment - Non-Instructional	300003	3	2.00 ANNUAL METER RENTAL. 6 months	NEOPOST INC	622.73
					3.00 SOFTWARE SUPPORT. 6 months of	NEOPOST INC	281.87
					4.00 IS-5500 POSTAL MGR DWP PKG	NEOPOST INC	3,689.50
			300003	1	1.00 Toyota model 8FGU18 internal c	TOYOTA MATERIAL HANDLING	28,693.42
		660003 - Supplies and Services	300002	1	1.00 SUPPLY BLANKET ORDER FOR SAFET	BECKS SHOES INCORPORATED	535.49
			300002	1	1.00 BLANKET ORDER FOR DISTRIBUTION	VOYAGER FLEET SYSTEMS	1,024.28
77000 - Information Services		Total					37,086.92
		Grand Total					37,086.92

- Drilldown of PO in **Open PO Report** displays the transaction details for it.

Transaction Inquiry

Open PO Detail
 Time run: 7/29/2019 4:51:33 PM
 Business Unit = SJ000 - San Jose State University, Fiscal Year = 2018, Period = 12

Bus Unit Fdescr	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Descr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr
SJ000 - San Jose State University	2018	12	07/03/2019	300003	Encumbrance Activity from a PO	UPS Trackpad Desktop Software	1,092.50	616003 - IT Software			
Grand Total							1,092.50				

- **CFS**
 - Offers supplemental reports.
 - Must know PO Number.
 - Reports available
 - CSU PO Remaining Balance Inq
 - PO Life Cycle Report
 - PO Inquiry panel

- **CSU PO Remaining Balance Inquiry**

- Provides a quick look at activity and remaining balance for PO
- Enter Business Unit: SJ000 and PO Number.

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Review PO Information ▾ > CSU PO Remaining Balance Inq

ORACLE® Navigator ▾ Search

CSU PO Remaining Balance Inq

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit = ▾ SJ000 🔍

PO Number begins with ▾ 3000033

Search Clear Basic Search 🔍 Save Search Criteria

- **CSU PO Remaining Balance Inq**

- This inquiry will show you any remaining balance as well as all encumbrances and vouchers that have been paid against this purchase order.
- Includes the Accounting Period/Fiscal Year transaction was posted in.
- To print this for your records, click on the **Printer icon**.
- Then go to **Process Monitor** to print the PDF or save a copy.

CSU PO Remaining Balance Inq

Business Unit: SJ000 Purchase Order: 300003  Process Monitor

Supplier ID: 0000002484 JIM ORR

Remaining Balance: \$0.00 

Line	Schd	Dis	Tran Type	Amount	Sub Total	Reference Reversal ID	Acct	Fund	Dept	Prog	Class	Project	GL Unit	AP	FY	Tran ID	PO Status	Closed Value
1	1	1	1 PO_POENC	2,000.00			660003	7	1		4158		SJ000	12	2018	0010214808	Compl	N
2	1	1	1 PO_POENC	0.00			660003	7	1		4158		SJ000	12	2018	0010214808	Compl	Y
3	1	1	1 REVERSAL	-2,000.00	0.00	00386943	660003	7	1		4158		SJ000	12	2018	0010248533		N

- PDF report of the **CSU PO Remaining Balance Inquiry**.

Report ID: CSUAP502
 Operator: 8000003

CSU PO REMAINING BALANCE INQUIRY

Page No : 1 of 1
 Run Date: 07/29/2019
 Run Time: 18:17:27

Business Unit: SJ000 **Purchase Order:** 300003
Supplier ID: 0000002484 JIM ORR

No	Ln	Sch	Dist	Tran Type	Amount	Voucher	Acct	Fund	Dept	Prog	Class	Project	GL Unit	AP	FY	Tran ID	PO Stat	Close Val	
1	1	1	1	PO_POENC	2,000.00		660003	7	1		4158		SJ000	12	2018	0010214808	Compl	N	
2	1	1	1	PO_POENC	0.00		660003	7	1		4158		SJ000	12	2018	0010214808	Compl	Y	
3	1	1	1	REVERSAL	-2,000.00	00386943	660003	7	1		4158		SJ000	12	2018	0010248533		N	
Subtotal:					<u>0.00</u>														

Remaining Balance: 0.00

- **CSU PO Life Cycle Report**

- Select Purchase Order radio button.
- Enter Business Unit: SJ000 and PO Number.
- Click **Run** and then **Report Manager** to retrieve report.

Navigation

Run Control ID PO_LIFE_CYCLE_REPORT Report Manager Process Monitor Run

Select PO using:

Purchase Order Requisition Voucher

Process Options

*Business Unit: SJ000

*PO ID: 300003

Save Return to Search Add Update/Display

- **Purchase Order Inquiry panel**
 - Gives a quick view of a PO.
 - Navigation: Main Menu > NavBar > Navigator > Purchase Orders > Review PO Information > Purchase Orders
 - Enter Business Unit: SJ000 and PO ID (Number). Click Search.

Purchase Order Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values

Find an Existing Value

▼ Search Criteria

Use Saved Search:

Business Unit =

PO ID begins with

Contract SetID begins with

Contract ID begins with

- Purchase Order Activity

- Click on **Activity Summary** to view Receipt and Invoice information.

Purchase Order Inquiry

Purchase Order

Business Unit SJ000
 PO ID 300003

▼ Header

PO Date 08/18/2020
 Supplier Name LOOM-001
 Supplier ID 0000025004
 Buyer McCall, Karen
 PO Reference WR00000171

Header Details
 All RTV
 Matching

Supplier Details

Activity Summary
 Header Comments...
 Document Status
 ▼ Actions



Activity Summary

Business Unit SJ000
 Purchase Order 3000038500
 Merchandise Amount 12,000.00 USD
 Merchandise Receipt 0.00 USD
 Merchandise Returned 0.00 USD
 Merchandise Invoice 1,749.87 USD
 Merchandise Matched 1,749.87 USD

PO Status Dispatched
 Supplier LOOMIS
 Supplier Location MAIN

Lines

Line	Line Details	Item	Item Description	UOM	Amt Invoiced	Currency	Un-invoiced Amount	Currency
1			Armored Car Service for the Bu	EA	1,749.870	USD	10,250.130	USD



Change Order Request for PO Encumbrance

- Change Order Request is the proper method for a department to have Contracts and Procurement Services to modify, close, or cancel a PO.
- An online form completed by department in FTS.

Reasons to modify a PO (Increase/Decrease)

- Not enough or too much funds in a blanket order.
- Need to increase/decrease quantity for an item.
- Price change for goods/services.

When preparing a Change Order to modify a PO

- Identify how much to increase/decrease for quantity or amount
- If it's a blanket order, how much to increase/decrease to cover purchases until the end of fiscal year.

Reasons to close or cancel a PO or a PO Line

- Prior fiscal year blanket order PO.
 - Blanket POs are valid for one fiscal year.
- Department cancelled goods/services with supplier.
- Purchase made after PO was issued using an alternate process such as ProCard.

To close or cancel?

- Close if PO has been partially paid.
- Cancel if PO has not been paid at all.

- **Close or Cancel a PO**
 - Questions to ask when preparing to close/cancel
 - Were goods/services received?
 - Were invoice(s) paid?
 - If **YES** to both questions, then submit a Change Order Request to close PO.
 - If **NO or unsure**, then research the PO activity and ask
 - Were goods obtained through another purchasing process (e.g. ProCard or Employee Reimbursement) after PO was issued?
 - Did the order get cancelled or returned?
 - Did the supplier send an invoice?
 - Was there a price change for goods/services?
 - Is item on backorder or service delayed?

Main Menu | Profile | Preferences | Setup Data ▼ | Exit

Important Reminder

PaCE funds (48xxx) may only be used for the support and development
Please refer to the [PaCE guidelines](#) for more inform

Open Items

You have 1 Travel Authorizations
You have 1 Travel Reimbursements

Other

- + ProCard/GoCard Statement Submission
- + PO Change Order Request
- + e-Invoice Submission

PO Change Order Request
is in FTS.

PUR Change Order Request

Main [Request Change](#)

Department Information

CO Requestor Name Amy Chan	CO Requestor Email amy.chan@sjsu.edu	CO Requestor Phone	CO Request Date 07/30/2019 10:54:52 AM	CO Approval Status
CO Approver Name	CO Approver Email		CO Approval Date	Revision Number

Purchase Order Information

Purchase Order ID * 000002199	Supplier Name ROBERT HALF COMPANY	Supplier ID 0000019694	Buyer Name MCCALL,KAREN
Dept Approver * MARRIN,William (00001193)	Dept Approver Email MARNACENES@SJSU.EDU	Department ID 1042	
Requisition ID MR00088612	Buyer ID 000020775	Purchase Order Type SO	
Purchase Order Status D-DISPATCHED	Purchase Order Amount \$14925.00	Purchase Order Balance \$9096.37	

Action Requested

Request Summary and Additional Details *

Quantity *	UOM *	Unit Price *	Ext Amt *	Description *	Account *	Fund *	DeptID *	Program	Class	Project
<input type="text"/>	EAC	<input type="text"/>								

Change Type *	Line # *	Qty From *	Qty To *	Unit Price From *	Unit Price To *	Desc From *	Desc To *	Reduce By *
<input type="text"/>								

Cancel the entire PO (PO must have no activity. Buyers cannot cancel any part of order that has been received, invoiced and/or paid.)

Change Order Backup Document(s)

PUR Change Order Backup Doc

PUR Change Order Request

Main

Approval Logs

Department Information

CO Requestor Name	CO Requestor Email	CO Requestor Phone	CO Request Date
<input type="text" value="Amy Ma Chan"/>	<input type="text" value="amy.chan@sjsu.edu"/>	<input type="text"/>	<input type="text" value="06/15/2021 03:55:33 PM"/>
CO Approver Name	CO Approver Email	CO Approval Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Purchase Order Information

Purchase Order ID*	Supplier Name	Supplier ID
<input type="text" value="3000040"/>	<input type="text" value="C... BOL..."/>	<input type="text" value="000004"/>
Dept Approver*	Dept Approver Email	Department ID
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>
Requisition ID	Buyer ID	Purchase Order Type
<input type="text" value="WR00"/>	<input type="text" value="00"/>	<input type="text" value="RO"/>
Purchase Order Status	Purchase Order Amount	Purchase Order Balance
<input type="text" value="D-DISPACHED"/>	<input type="text" value="\$9...06"/>	<input type="text" value="\$38982.81"/>



Action Requested

Request Summary and Additional Details *

Add a Line

Quantity *	UOM *	Unit Price *	Ext Amt *	Description *
<input type="text"/>	EAC	<input type="text"/>	<input type="text"/>	<input type="text"/>

Change Existing Line(s)

Change Type *	Line # *	Qty From *	Qty To *	Unit Price From *	Unit Price To *
<input type="text"/>					

Cancel the entire PO (PO must have no activity. Buyers cannot cancel any part of order that has been received, invoiced and/or paid.)

Change Order Backup Document(s) (0)

PUR Change Order Backup Doc

- Encumbrance management
 - Should be completed frequently throughout the fiscal year.
 - Don't wait until the end of the fiscal year to take action.
- Encumbrances are reserved for goods/services listed on PO.
 - You can't use encumbrances towards other expenses.
- Complete Change Order Request to modify or close/cancel a PO.

- Tools available for encumbrance management.
- Utilize supplemental reports in Data Warehouse or CFS to help you research open POs.

Help is available

Tutorials - <https://www.sjsu.edu/fabs/connect/training-and-tutorials.php>

Website - <https://www.sjsu.edu/fabs>

Blog - <http://blogs.sjsu.edu/financeconnect/>

Contact us!

- Email - financeconnect@sjsu.edu
- Phone - 4-1558

Thank you!