



**SJSU** SAN JOSÉ STATE  
UNIVERSITY

# WHAT'S UP FINANCE

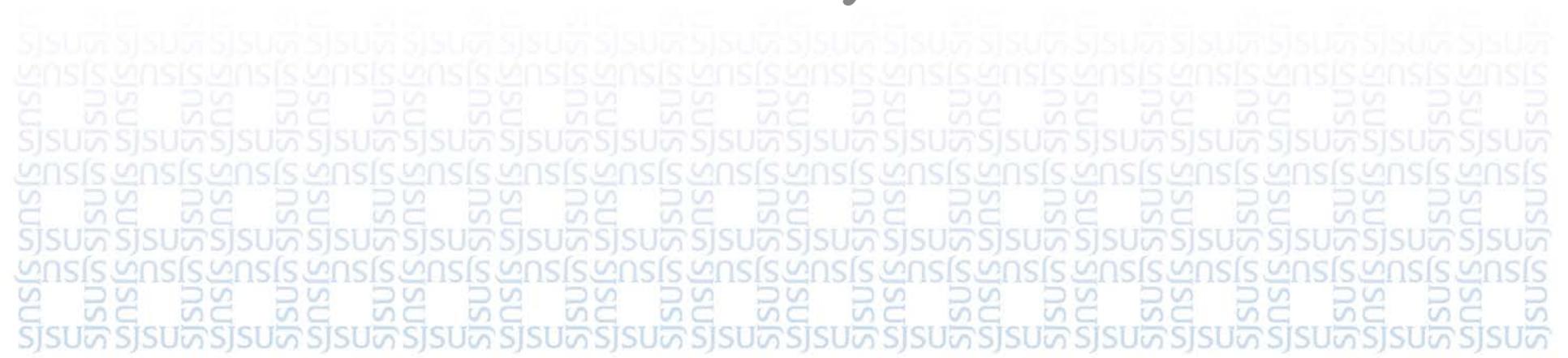
5/5/2017



- Fiscal Year End 16/17 – Susan Jaynes
- e-Market and Tower Card Update – Meg Deiss
- Travel FAQs and Tips – Gail Finney
- AVP Finance Update – Josee Larochele
- Breakout session after the presentation

# Fiscal Year End 16/17

Susan Jaynes



Financial management is a daily function not a year-end task!



Accounts Payable and Contracts & Purchasing Services make every effort to ensure timely processing of procurement requests.

Process Time	Subject
Two Weeks	Direct Payment Requests
Two Weeks	Employee/Student Reimbursements
Two Weeks	Travel Reimbursements
Two Weeks	Registration Payment Requests
Two Weeks or according to terms	e-Invoice (PO invoice Submit)

Process Time	Subject
Two Weeks	Change Order Requests
Two Weeks	Requisitions < <b>\$10K</b>
Four Weeks	Requisitions <b>between \$10K to \$50K</b>
Six to Eight Weeks	Requisitions > <b>\$50K</b>

Departments ensure invoices related to fiscal year 16/17 are processed as soon as possible as these invoices need to be reported in the fiscal year.

In a Fiscal Year, Expenses for GoCard, ProCard, and recharges cover June to May.

<b>Subject</b>	<b>Description</b>
Reminder: GoCard, Staples, ProCard	GoCard, ProCard, and Staples purchases made for the June 2017 billing cycle will be expensed in FY 17/18.
Reminder: Recharges	May 2017 billing and chargebacks, such as UPD, Facilities, Travel Agent prepaid charges, copier meter readings, TPO, printshops, postage, and telephone expenses will be charged to FY 16/17 and are due to Accounting Services by Wednesday, June 7. Chargebacks for the month of June will be expensed in FY 17/18.
Task: Reconciling Accounts	<p>Departments should review their Data Warehouse reports throughout the fiscal year to reconcile financial activity posted to their accounts as well as manage Purchase Order encumbrances.</p> <p>As we near year-end, more attention should be given to these transactions. Identified errors can be corrected through an Expense or Budget Transfer in FTS. Purchase Order encumbrances can be modified through a Change Order Request submitted to the Purchasing Office.</p>

Due Date	Subject	Description	Department
Friday, June 16	Payroll Journals	Last day to submit Payroll Journals.	Accounting Services
Friday, June 23	Journal Upload Request (Budget & Expense)	Last day to submit journal upload request.	Accounting Services
Wednesday, June 28	Petty Cash	Expenses submitted for reimbursement before or on this date will be charged to 16/17 fiscal year. Expenses submitted after this date will be charged to FY 17/18.	Bursar's Office Window 1
Thursday, June 29	FTS Budget Expense & HR Expense Adjustments	Last day to complete and approve FTS budget and expense journals and HR expense journals.	Finance Support
Thursday, June 29	Deposits	Deadline is <b>3 PM</b> on this last day to make cash deposits at the Bursar's Office. Deposits received after this deadline will be posted to the 17/18 year.	Bursar's Office Window 1

# e-Market and Tower Card Update

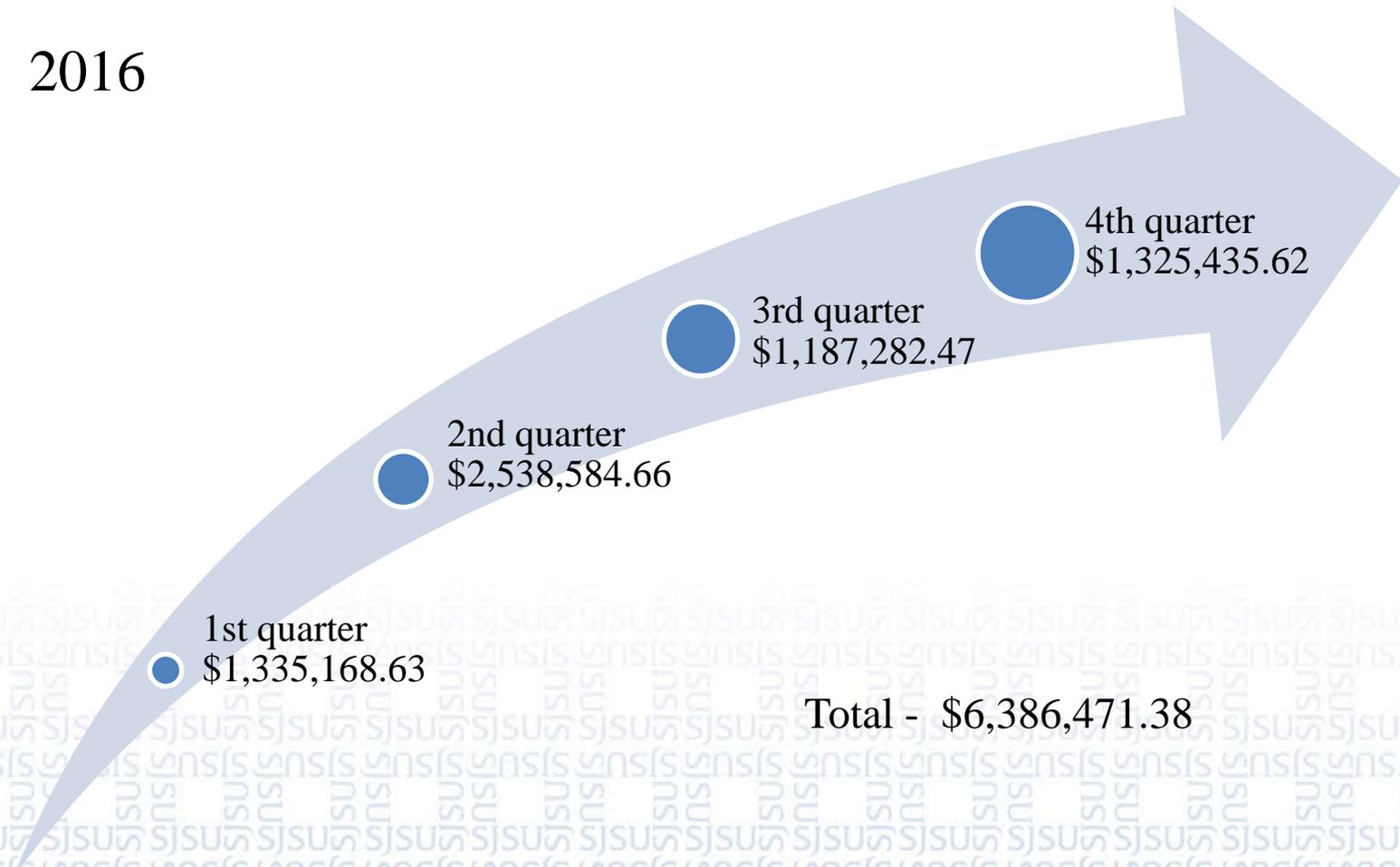
Meg Deiss

A decorative background pattern consisting of a grid of small, light blue SJSU logos. The logos are arranged in a repeating pattern across the bottom half of the slide, creating a textured effect.

- Method to accept online credit card payments.
- Can be used for any type of income for products and services.
  - Donations, tickets sales, merchandise...
- Credit card refunds can be processed through e-Market system.
- Collects data at the time of payment.
- Ability to generate user-defined reports.
- CASHNet (vendor of e-Market) partners with other companies to allow the check-out feature.

- Stores are created and linked to the department's website.
  - Department can customize the store front display to their specifications.
- Different levels of security are available.
  - For example, ability to set-up system for a power user and then restricted for ability to generate refunds for internal controls.
- Transaction fees will apply.
  - Rate will differ based on the type of credit card used, but will average less than 2% of the transaction amount.
- Approximately 80 campus departments currently using e-Market with almost 140 stores.

2016



1st quarter  
\$1,335,168.63

2nd quarter  
\$2,538,584.66

3rd quarter  
\$1,187,282.47

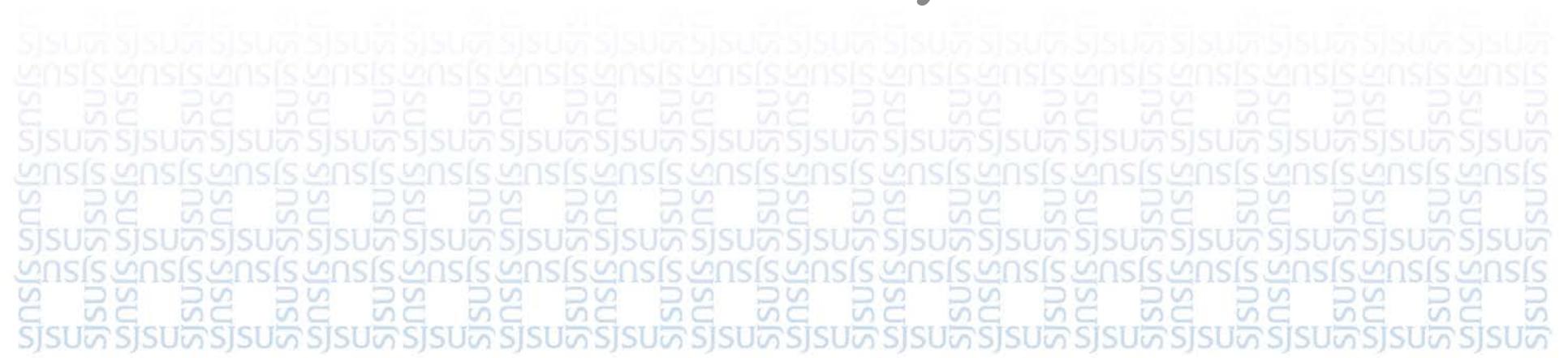
4th quarter  
\$1,325,435.62

**Total - \$6,386,471.38**

- Implementing new Tower card system – started April 2017.
- Implementing a self-service component – students will submit photo to us and we will have Tower card ready when they arrive on campus.
- Roll out self-service photo to freshman students during fall orientation this summer.
- Roll out self-service to all continuing students during the fall semester, who don't have currently have a Tower card.
- Phase in of chip technology into Tower card for dorm, building, and office access – over the next few years.

# Travel FAQs and Tips

Gail Finney



- Are Travel Authorizations required for all university business travel?
  - Yes.
  
- Does that include local business travel for mileage only?
  - Yes. We advise approving a separate Travel Authorization for each month that mileage will be claimed for reimbursement.
  
- What if no Travel Authorization was done before the trip and I'm given receipts to reimburse?
  - Create a Travel Authorization now because AP will be requesting it anyway if the Travel Reimbursement comes in for processing without one. Travel Authorizations can be created even if the travel dates have past.

- What if the traveler would like to use a different mode of transportation rather than the most common method to reach their destination?
  - Reimbursement of transportation expenses will be based on which is the most economical. Travelers should provide a cost comparison when submitting their Travel Authorization since this is the time they are estimating their expenses for approval.
  
- What if the trip dates change after the Travel Authorization has been approved?
  - Since the Travel Authorization cannot be revised for date changes, we suggest uploading a memo documenting the change. If your approving officials should be notified of significant changes such as additional destinations or increased cost estimates, email notifications documenting these changes could be uploaded as well.
  
- If I request an advance for my trip, when will I receive it?
  - International travel advances are issued approximately a month prior to the departure date, but no later than a week before.

- ❖ **Travel Authorization Tip 1:** When a Travel Authorization is approved, a Travel Reimbursement is automatically created with the same TR reference # and is there to fill in after the trip is completed. The Travel Reimbursement will have a direct link to view the Travel Authorization.

## Travel Reimbursement

Header	
<b>Travel Type</b>	Business Related
<a href="#">View Travel Authorization</a>	
<b>Status</b>	Open
<b>Submitted Date</b>	
<b>Trip Number</b>	TR034770
<b>Traveler Name</b>	Amy M A Chan
<b>Employee ID Number</b>	
<b>Purpose of Trip</b>	2017 CSU BUSINESS CONFERENCE
<b>Additional Trip Details</b>	MAY 5-6, 2017 PERSONAL DAYS.

- ❖ Travel Authorization Tip 2: If a Requestor creates or starts to create the Travel Authorization and saves it, and then the Traveler adds to it and submits it for approval, **both** the Requestor and Traveler will have access to update the Travel Authorization and Travel Reimbursement.

- What expenses should go in the One-Time Charges and what should go in the Daily Charges sections?
  - One-Time Charges are those expenses that are usually paid for in-total at one-time, such as airfare, lodging, rental cars, or registration fees. Daily Charges are the expenses that may be incurred during a trip, such as meals, taxi, shuttle, parking, tolls, and miscellaneous business expenses.
  
- Are there different rules for trips that take less than 24 hours?
  - Yes. According to IRS regulations, meals and incidental expenses shall not be reimbursed for a trip that is less than 24 hours. However, if there is an overnight stay, then lodging, meals up to \$55, and incidental expenses are allowed.  
If an Approving Official grants an exception to the overnight stay requirement, then breakfast up to \$10 and dinner up to \$25 are allowed, but the amount reimbursed is reportable as income and subject to payroll tax withholding.

- ❖ **Travel Reimbursement Tip 1:** The Travel Reimbursement should reflect all of the expenses for the trip, just like the estimated costs on the Travel Authorization. Remember to include all of the expenses that were paid for by SJSU in the One-Time Charges section.

**One Time Charges**

---

*Note: Supporting documentation is required for any expense \$25.00 or more. (For trips occurring on or after January 1, 2016, receipts are required for expenses \$75.00 or more.)*

Expense Type	Amount	Paid by SJSU?	Payment Method	
Airfare <input type="text" value="v"/>	138.00	<input checked="" type="checkbox"/> Yes	Other <input type="text" value="v"/> Fell Travel	+ -
Lodging <input type="text" value="v"/>	537.00	<input checked="" type="checkbox"/> Yes	GoCard <input type="text" value="v"/>	+ -
Registration <input type="text" value="v"/>	450.00	<input checked="" type="checkbox"/> Yes	GoCard <input type="text" value="v"/>	+ -

- ❖ **Travel Reimbursement Tip 2:** When there are Daily Charges to claim, the first and last dates of the trip (Departure Date/Time and the Return Date/Time) should always be recorded, regardless of whether there are expenses incurred or not. For the other days in between, you only have to include the days when expenses are incurred and will match the receipts.

Daily Charges

---

*Note: Supporting documentation is required for any expense \$25.00 or more. (For trips occurring on or after January 1, 2016, receipts are required for expenses \$75.00 or more.)*

---

**Daily Expense Detail Lines**

Date Of Trip	Depart/Return Time	Meals	Incidental	Taxi/Shuttle/Parking	Business Expense	Total Expenses for Day		
04/09/2017	18:30	0.00	0.00	0.00	0.00	0.00	+	-
04/10/2017		55.00	0.00	0.00	35.00	90.00	+	-
04/11/2017		55.00	0.00	0.00	0.00	55.00	+	-
04/12/2017		0.00	0.00	0.00	0.00	0.00	+	-
04/15/2017	10:30	10.00	0.00	22.00	0.00	32.00	+	-

**Business Expense Explanation**

4/10 Conference Books-\$35

- ❖ Paper Travel Tip #1: A Student traveling for university business purposes such as attending a conference or presenting a paper, must obtain pre-approval using the “Request for Approval of Travel” form, and attach it to the “Travel Reimbursement Request” form to claim the expenses.



**SAN JOSÉ STATE UNIVERSITY**

Finance - One Washington Square - San José, CA 95192-0008

**REQUEST FOR APPROVAL OF TRAVEL  
ACCOUNTS PAYABLE**

408-924-1558 - 408-924-1698 (fax)

*This form must be completed prior to any university related travel by non-SJSU employees. Fill out form in its entirety and obtain necessary approval. For detailed information on CSU travel policies, please consult the [Travel Guide](#) located in the [Finance](#) website. For SJSU employees, please submit a Travel Authorization request online in [FTS](#).*

**I. Department**

Department:	Accounts Payable	Contact Name:	Kim Gamblin
Phone Number:	4-1659	Email:	kim.gamblin@sjsu.edu
Trip Reference Number: (a department assigned number)	PTR1533-1617-01		

- ❖ Paper Travel Tip #2: The “Request for Approval of Travel” form requires the department to assign a Trip Reference Number. This reference number is used as the Invoice# on our vouchers and can accept up to 30 characters. We suggest the following format: PTR1533-1617-01 or PTR1533-1617-XXXX where,
  - PTR = Paper Travel
  - 1533 = DeptID
  - 1617 = Fiscal Year
  - 01 = # series, or XXXX = Alpha characters such as a Name

## I. Department

Department:	Accounts Payable	Contact Name:	Kim Gamblin
Phone Number:	4-1659	Email:	kim.gamblin@sjsu.edu
Trip Reference Number: (a department assigned number)	PTR1533-1617-01		

- ❖ Paper Travel Tip #3: All other Non-SJSU employees that you may use the “Travel Reimbursement Request” form for to record reimbursable expenses are **not** required to submit a “Request for Approval to Travel” form.

# AVP Finance Update

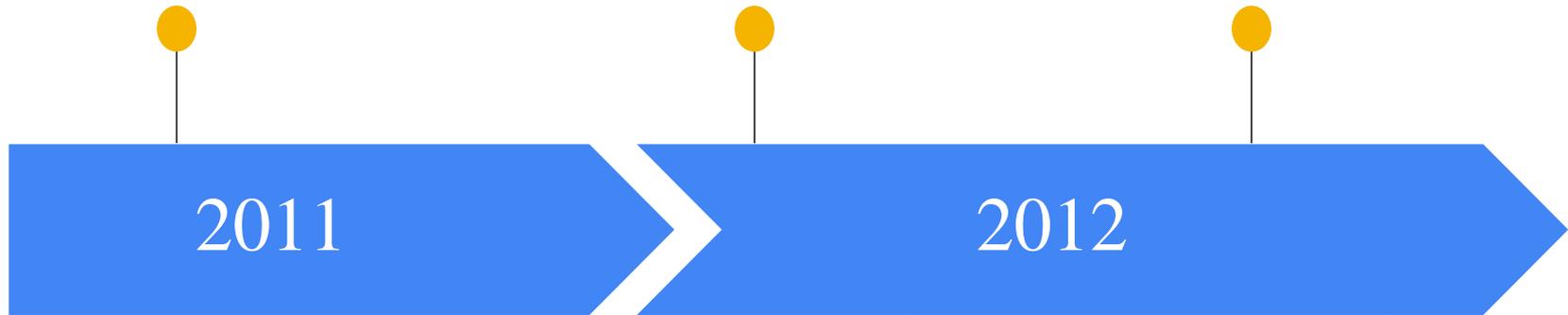
Josee Larochelle



- Student eRefunds
- GoCard
- Electronic Employee Reimbursement

- PASS no more! – Contracts & Purchasing – Distribution Services
- Finance Connect Created!

- SJSU Vision 2017
- OfficeMax as the systemwide office supply vendor



- New Tower Card/ Tower Card Maxx
- E-Market

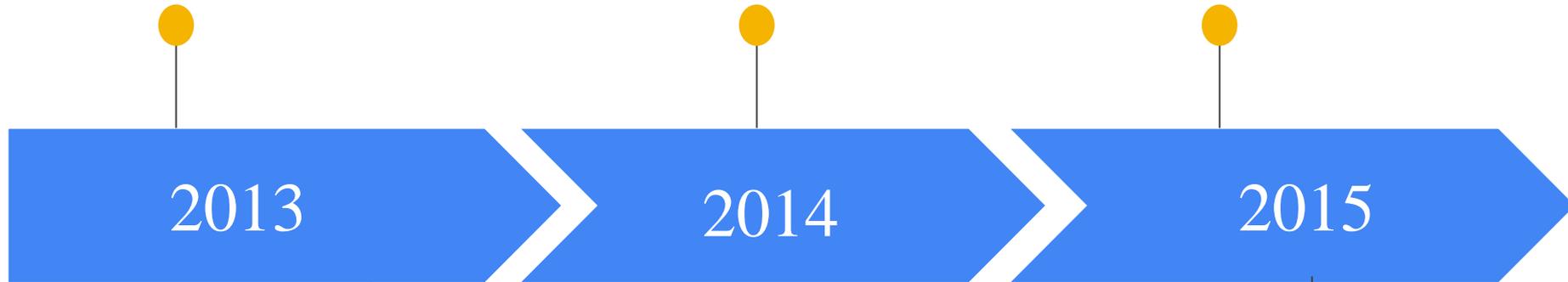
- Fiscal Year End Guides started
- New guidance on Auxiliaries
- FTS Travel Component

- Partnership with Spartan Bookstore
- International Wire Transfer

- IT Voice and Data Services
- Finance Support Unit!

- New model to fund Open University
- FinanceConnect expands to Finance Support

- Finance Hot Topics
- Open.Gov



2013

2014

2015

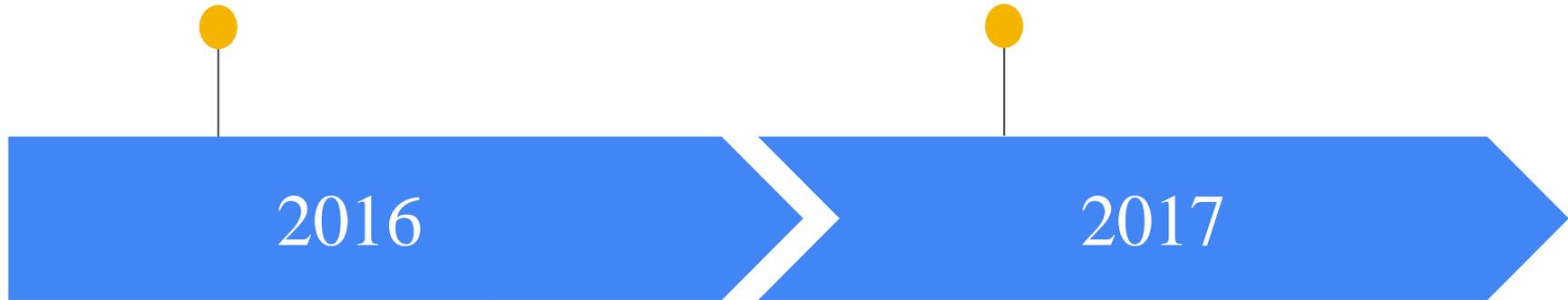
- Efficiencies:
- Expanded ProCard and other Procurement Pathways
- FD&O Fee for Service
- Risk Insurance no longer charged for campus events
- HR recruiting advertising
- Self-Service UPS

- Strategic Partners
- Data Warehouse
- Managing Scholarship Funds

- Campus Marketplace
- Data Warehouse Enhancements

- OnBase
- US Bank branch office in Student Union

- Change order request process using OnBase



- New campus wide copier vendor
- Medius Corporation (SJSU Business Stationary provider)

- Finance Service Group Staff Retreat
- MyPhoto - TowerCard



- ❖ Meg Deiss – June 2011
- ❖ Gail Finney – September 2011
- ❖ Valorie Gale – November 2012
- ❖ Helena Leung – April 2013
- ❖ Bradley Olin – February 2015
- ❖ Susan Jaynes – May 2016
- ❖ Ninh Pham-Hi

**SAN JOSÉ STATE UNIVERSITY** *powering* **SILICON VALLEY**

