



**SJSU** SAN JOSÉ STATE  
UNIVERSITY

# WHAT'S UP FINANCE

4/27/2018



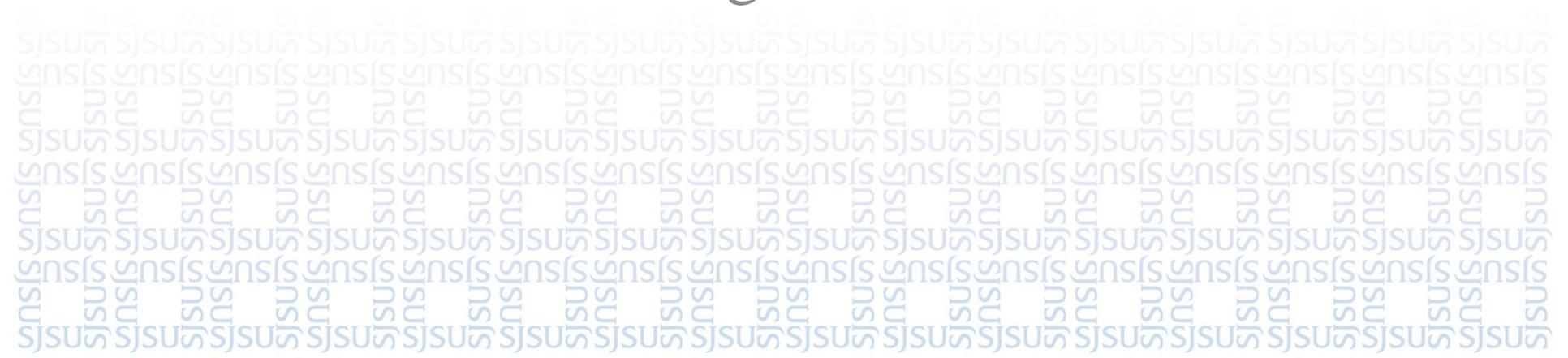
- Intro/Last fall survey results – Marna Genes
- Enrollment Deposit – Meg Deiss
- Year End Dates – Marna Genes
- ProCard & GoCard Tips – Gail Finney
- CFS 9.2 MP 3.0 Upgrade – Gail Finney

- Kathleen Prunty – Director of Acquisitions Management
- Sylvia Sosa – Contracts Analyst
- Shauna Rios – Manager of Special Projects
- Paraluman (Jane) Zacchia – Assistant Director of General Accounting
- Helena Leung on leave until February 2019 – no replacement

- Survey covered customer service and website
  - Biggest area of concern was PO turnaround times (C-)
    - Contract Analyst added (Sylvia)
  - Web content is okay, but navigation needs to improve
  - All other areas had grade of B- or better
- Shauna Rios will take lead on web improvements

# Enrollment Deposit

Meg Deiss



- Prior to Fall 2018: Orientation Fees
  - Freshman - \$250 for two day session
  - Transfer - \$80 for one day session
- Effective Fall 2018: Enrollment Deposit
- Enrollment Deposits can be paid by either credit card or check
- Students with EFC (expected family contribution) < \$800 – pay Enrollment Deposit via e-Market at discounted rate
  - Freshman - \$180
  - Transfer - \$80

- Students with EFC  $>$  \$800 pay \$250 Enrollment Deposit and it is posted to student account (MySJSU)
  - Freshman - \$180 orientation fee + \$70 credit
  - Transfer - \$80 orientation fee + \$170 credit
- Orientation fee is a charge on the account
- Credit from Enrollment Deposit goes toward tuition and fees
- If student does not register for classes, enrollment deposit credit will be forfeited
- Enrollment deposit is non-refundable

# Fiscal Year End 17/18

Marna Genes



**Important Note: Transactions or requests received by the cut-off dates allow for normal processing times and inclusion within 2017-2018. Any items received after the cut-off dates will be processed as time allows.**

Cut-Off Date	Transaction	Description	Contact
Monday April 23	E&IT Requisitions	Electronic & Information Technology (E&IT) requisitions must be <u>fully approved</u> in FTS by this date. E&IT is any information technology equipment or interconnected system or subsystem of equipment that is used in the electronic creation, conversion, or duplication of data or information.	Contracts & Purchasing Services
	Requisitions requiring formal bidding (generally over \$50k)	Requisitions for items requiring formal bidding must be fully approved in FTS by this date. This will allow time to comply with formal competitive bidding requirements and issue contracts or purchase orders prior to the fiscal year-end closing.	Contracts & Purchasing Services
Monday May 7	Furniture	Requisitions for furniture purchases, including those for freestanding furniture, modular panel systems, modular components and related design services, must be fully approved in FTS by this date. FD&O permit may be required.	Contracts & Purchasing Services
Tuesday May 15	GoCard Charges	Last day of the credit card statement periods for GoCard and Procurement Card purchases against 2017-18 funds. Charges incurred after these dates will be expensed in 2018-19. <b>Note:</b> Items placed on order or charged close to last day of statement period may not be included. Make orders early to allow for lag time.	GoCard Maggie DeLaMere 4-1572
Tuesday May 22	ProCard Charges		ProCard Sara Tipton 4-1569
Thursday June 7	Department Chargebacks and Billing Requests to Outside Customers CPOs (Cash Posting Orders)	Cut-off for billing uploads, Facilities, UPD, copier meter readings, postage charges and CPOs. Charges will post by June 22nd.	Mahrou Derakhshani 4-1669  For CPOs- Malou Manalo 4-1676

Friday June 8	<b>Blanket Orders &amp; Service Orders</b>	Final day to purchase against commodity blanket orders and non-scheduled service blanket orders (e.g. computer repair, vet services, etc.).	Contracts & Purchasing Services
	<b>Requisitions</b>	Purchase requisitions for items not requiring formal bidding must be fully approved in FTS by this date. This will allow time to comply with informal bidding requirements and issue contracts or purchase orders prior to the fiscal year-end closing.	Contracts & Purchasing Services
	<b>Change Order Requests</b>	Final submission date to increase/decrease blanket order and service order dollar amounts. Departments are encouraged to liquidate stale encumbrances. Please request change orders via OnBase.	Contracts & Purchasing Services
Friday June 15	<b>Travel Reimbursements, Direct Payment &amp; Employee Reimbursement Requests, and e-Invoices</b>	<p>Travel Reimbursements, Direct Payment and Employee Reimbursement requests must be fully approved in FTS by this date.</p> <p>Submit PO invoices via e-Invoice website with approval to pay or receipt information when required. Please respond quickly to requests for approval or receiving.</p>	<p>Travel: Maggie DeLaMere 4-1572</p> <p>Non-travel: Accounts Payable</p>
	<b>Petty Cash Reimbursements</b>	Final submission date for Petty Cash reimbursements. Expenses submitted for reimbursement after this date will be charged to 2018-19 regardless of when the actual expense was incurred.	Cashiering Services 4-1630
Thursday June 28	<b>DEPOSITS</b>	<u>Deadline is 3:00 PM</u> on this last day to make cash and check deposits in the Bursar's Office.	Cashiering Services 4-1630
Friday June 29	<b>Budget &amp; Expense Journals</b>	FTS budget and expense journals and HR expense journals must be fully approved by this date to post in 2017-18.	Budget & Financial Management

# ProCard & GoCard Tips

Gail Finney

Sara Tipton Perez

Maggie De La Mere

Before making a purchase:

- [ProCard Program Manual, Standard Exclusions](#),  
ProCard Program Coordinator ([Sara Tipton](#))
  - Allowable purchases
  - Prohibited purchases
  - Approved caterers ([Luis Garcia](#), Purchasing)
  - Buyer approved purchases

- [GoCard Manual](#), [SJSU Travel Guide](#),  
Travel Specialist ([Maggie De La Mere](#))
  - Allowable expenses
  - Prohibited expenses
- FTS Travel module
  - Travel Authorization

Any changes to:

- Cardholder or Approving Official
  - Return unused or unwanted cards
  - Submit [ProCard](#) or [GoCard](#) Application Form for updates
    - Spending limits
    - Default chartfields
    - Approving Official

## Monthly responsibility:

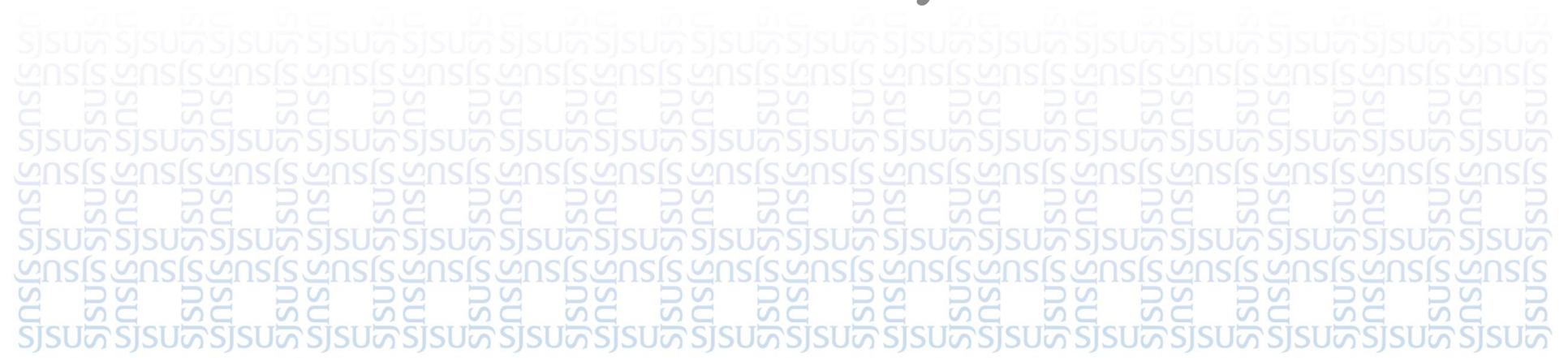
- Submit statement reconciliations
  - On time
  - Include all receipts/support documents
    - Attached in order shown on statement
    - Tape small receipts on letter-size paper
    - Reversed charges (credits or refunds)
  - [Hospitality Justification](#) when required
  - Staple documents together or use binder clip
  - Cardholder and Approving Official signatures
    - DocuSign allowed
  - Identify GoCard transactions with Travel Authorization Ref# (TR#)

## Other items:

- Auxiliary funding sources
  - Research Foundation - not allowed per RF
  - Tower Foundation – allowed for split funding purchases only
- Fraudulent charges
  - Check your account monthly
  - Contact USBank regarding questionable charges
  - Must contact USBank within 14 days of statement date

# CFS MP 3.0 Upgrade

Gail Finney



- Go-live on Monday, April 30
- New user interface called “Fluid”
- New look and navigation change
- No changes to processes or running reports

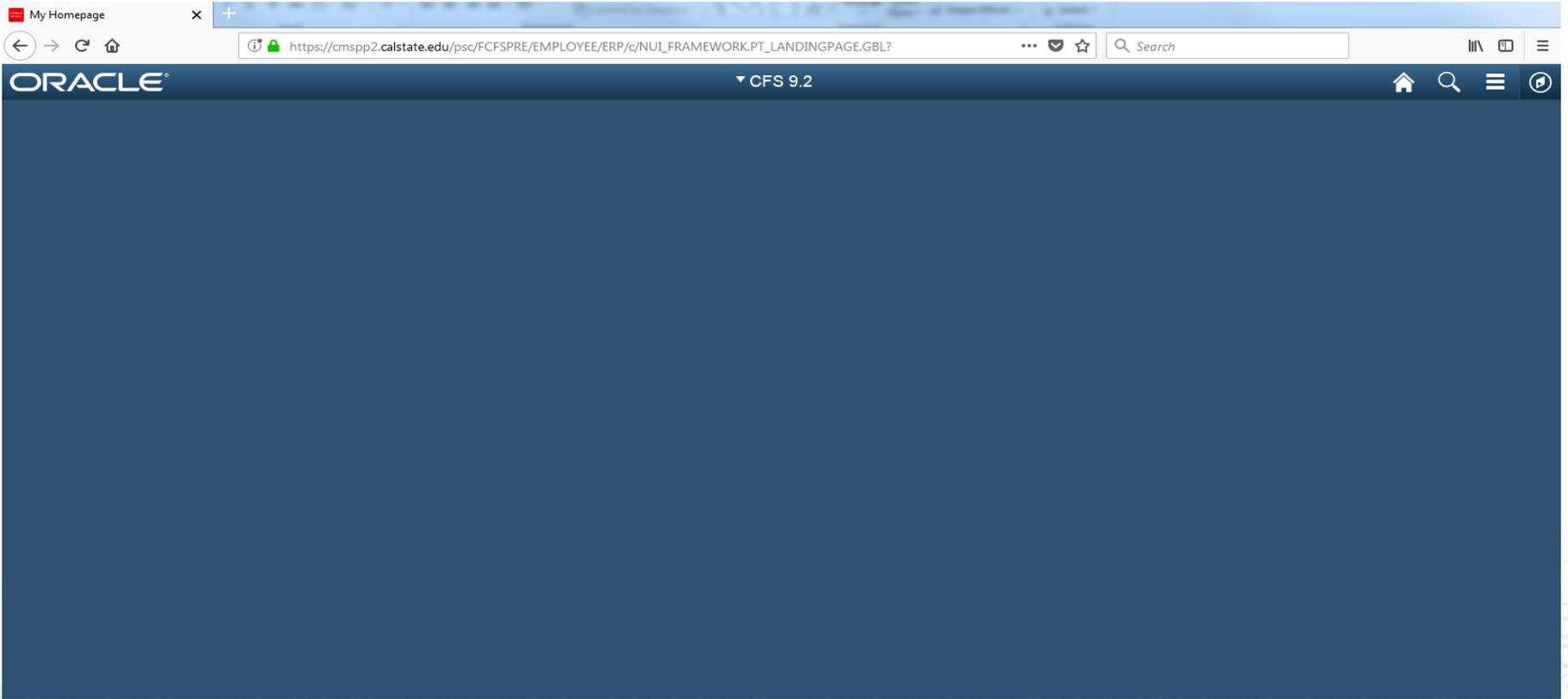
The screenshot displays the Oracle CFS homepage interface. At the top left, there are 'Favorites' and 'Main Menu' dropdown menus. Below them is the 'ORACLE' logo. A 'Search Menu' is prominently displayed in the center, featuring a search input field and a list of menu categories. The 'Main Menu to get' section on the right shows three preview windows of various Oracle applications. A tooltip is visible over the 'Use & Inquiry' folder under 'CSU ProCard', listing 'ProCard Adjustment' and 'ProCard Completed Inquiry'.

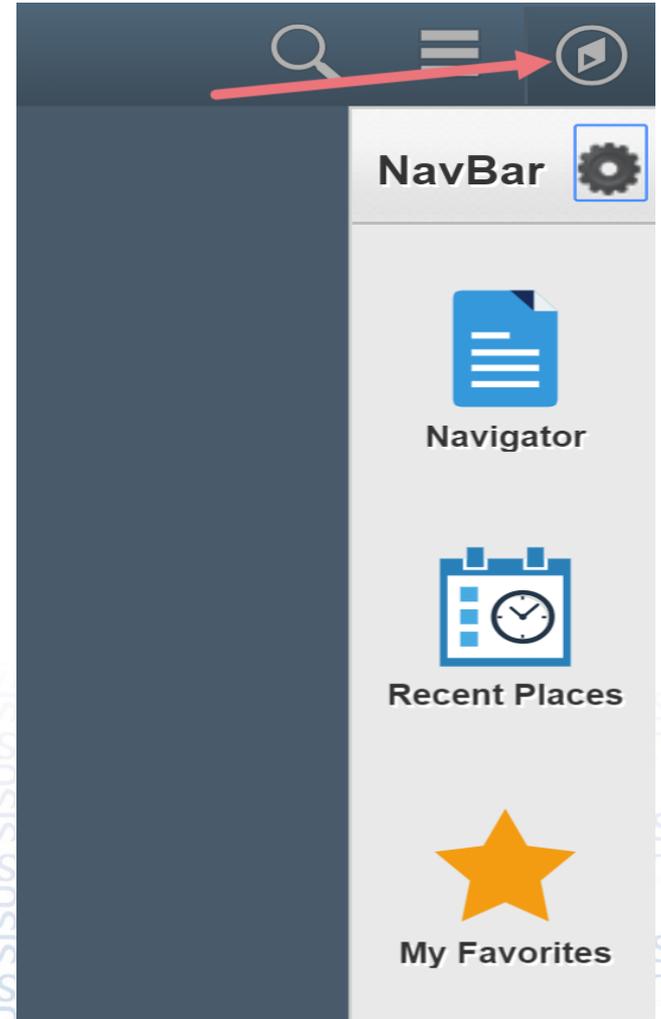
**Search Menu:**

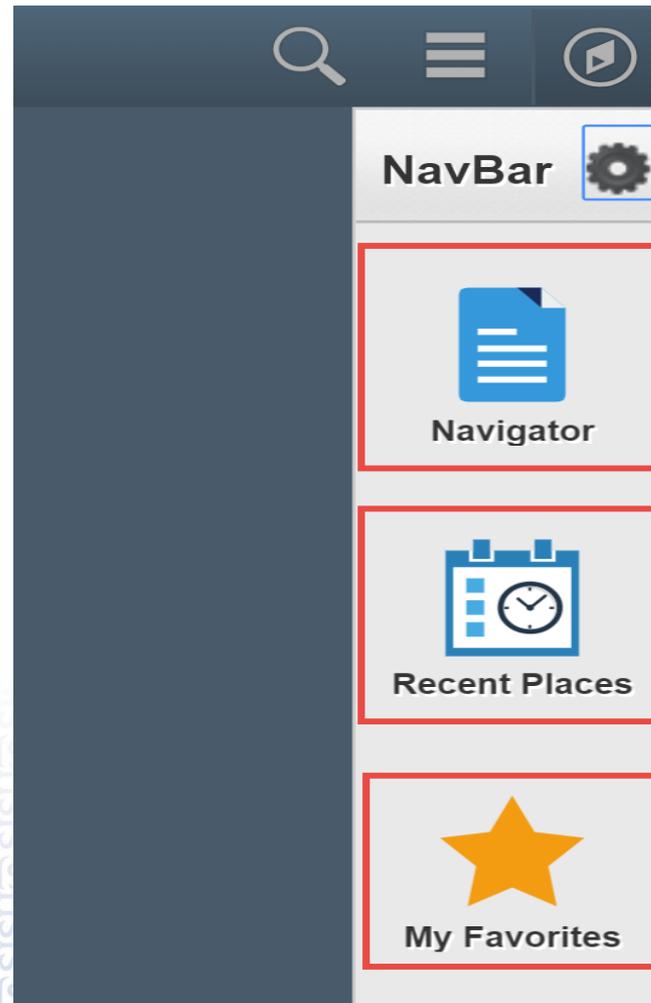
- Accounts Payable
- Accounts Receivable
- Asset Management
- Billing
- General Ledger
- Purchasing
- Suppliers
- Customers
- Set Up Financials/Supply Chain
- Reporting Tools
- PeopleTools
- Tree Manager
- Banking
- Allocations
- Commitment Control
- CSU Administer Integration
- CSU BU Derivation
- CSU Claims Processing
- CSU Fixed Asset Entries
- CSU Investment Distribution
- CSU ProCard**
  - Use & Inquiry**
    - ProCard Adjustment
    - ProCard Completed Inquiry
- CSU Reporting Solution
- CSU Security Reports

**Main Menu to get**

- ORACLE - [Screenshot of Oracle interface]
- ORACLE - [Screenshot of Oracle interface]
- ORACLE - [Screenshot of Oracle interface]







▼ CFS 9.2   

## NavBar: Navigator

-   
Navigator
-   
Recent Places
- CSU Fixed Asset Entries >
- CSU Investment Distribution >
- CSU ProCard >

The screenshot shows a web application interface. At the top, there is a dark blue header with the text "CFS 9.2" on the left, a magnifying glass icon for search, a hamburger menu icon, and a play button icon. Below the header is a light gray bar labeled "NavBar: Navigator" with a gear icon on the right. The main content area is divided into two sections. On the left is a vertical sidebar with a blue document icon containing three white horizontal lines, labeled "Navigator". To the right of the sidebar is a white area with a left-pointing arrow icon, the text "CSU ProCard", and an up-pointing arrow icon. Below this is a blue-bordered box containing the text "Use & Inquiry" in blue, followed by a right-pointing arrow icon.

The screenshot displays the CFS 9.2 navigation interface. At the top, the text 'CFS 9.2' is visible on the left, and search, menu, and home icons are on the right. Below this is a 'NavBar: Navigator' header with a gear icon. The main content area is divided into two sections. The left section contains two menu items: 'Navigator' (with a document icon) and 'Recent Places' (with a calendar icon). The right section is titled 'Use & Inquiry' and contains two main options: 'ProCard Adjustment' and 'ProCard Completed Inquiry'. Both of these options are enclosed in red rectangular boxes. A blue box highlights the 'ProCard Adjustment' option, and a blue box highlights the 'ProCard Completed Inquiry' option. Navigation icons (back and home) are present at the top of the 'Use & Inquiry' section.

Favorites ▾ Main Menu ▾ > ProCard Adjustment

ORACLE® Navigator ▾ Search >> Advanced Search

## ProCard Adjustment

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 = ▾  🔍

Origin begins with ▾  🔍

Invoice Date = ▾  📅

Last Name begins with ▾

First Name begins with ▾

Invoice Number begins with ▾

Case Sensitive

📄

- Finance Tutorials
  - [http://www.sjsu.edu/finance/financeconnect/training/fin\\_tutorials/index.html](http://www.sjsu.edu/finance/financeconnect/training/fin_tutorials/index.html)
- Finance Open Lab
  - Schedule: <http://blogs.sjsu.edu/financeconnect/tag/open-lab-2/>
- Contact Finance Support
  - Email: [financeconnect@sjsu.edu](mailto:financeconnect@sjsu.edu)
  - Phone: 4-1558

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