



Finance What's Up?  
Spring 2020

# Welcome to our first virtual **Finance What's Up?**

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

# **BUSINESS SERVICES**

**KATHLEEN PRUNTY, ASSOCIATE VICE PRESIDENT**



# Panelists

- Kathleen Prunty
- Doug Ward
- Kim Gamblin
- Sara Bonakdar

Moderator: Marna Genes

Webinar Support: Thao Leung

- Year End Deadlines
- Update on COVID-19 Reporting
- ProCard/GoCard
- Travel
- Equipment & Tracking Equipment

# Year End Deadlines



**Important Note: Transactions or requests received by the cut-off dates allow for normal processing times and inclusion within 2019-2020. Any items received after the cut-off dates will be processed as time allows.**

Cut-Off Date	Transaction	Description	Contact
Monday April 20	E&IT Requisitions	All Electronic & Information Technology (E&IT) requisitions, regardless of dollar amount, 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.	Contracts & Purchasing Services
	Requisitions over \$50k	Requisitions for items requiring formal bidding must be fully approved in FTS by this date.	Contracts & Purchasing Services
Monday May 4	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 12	GoCard Charges	Last day of the credit card statement periods for GoCard and Procurement Card purchases against 2019-20 funds. Charges incurred after these dates will be expensed in 2020-21. <b>Note:</b> Items charged close to last day of statement period may not be included in the current fiscal year. Posting date is dependent on the suppliers' processing dates.	GoCard Jazmine Velasquez 4-1674
Tuesday May 19	ProCard Charges		ProCard Jill Joy 4-1685

Friday June 5	<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 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.	Contracts & Purchasing Services
Friday June 12	<b>Travel Reimbursements, Direct Payment &amp; Employee Reimbursement Requests, and e-Invoices</b>	Travel Reimbursements, Direct Payment and Employee Reimbursement requests must be fully approved in FTS by this date.  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.	Travel: Jasmine Velazquez 4-1674  Non-travel: Tammy 4-1572
Friday June 12	<b>Petty Cash Reimbursements</b>	Final submission date for Petty Cash reimbursements. Expenses submitted for reimbursement after this date will be charged to 2019-20 regardless of when the actual expense was incurred.	Cashiering Services 4-16180
Thursday June 18	<b>Department Chargebacks and Billing Requests to Outside Customers, and CPOs</b>	Cut-off for billing uploads, Facilities, UPD, copier meter readings, postage charges and CPOs. Charges will post by June 25th.	Debbie Vongamath 4-1666 For CPOs- Tam 4-1667; Li 4-1669
Monday June 22	<b>Purchase Order</b>	Final day to close all prior and current year Purchase Orders (unless specifically asked to keep open)	Contracts & Purchasing Services
Tuesday June 23	<b>Check Run</b>	Last AP check processing for FY19-20.	Accounts Payable & Finance Support
Wednesday June 24	<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 2019-20.	Budget & Financial Management
Tuesday June 30	<b>DEPOSITS</b>	<u>Deadline</u> is <b>3:00PM</b> on this last day to make cash and check deposits in the Bursar's Office.	Cashiering Services 4-1630

# **BUDGET & FINANCIAL MANAGEMENT**

**DOUG WARD, DIRECTOR FINANCIAL PLANNING AND ANALYSIS**



- State of California – DOF Budget Letter 20-07 due each month on the 30<sup>th</sup>
- CSU Chancellor’s Office – Campus Reporting due on April 8<sup>th</sup>
- FEMA – Public Assistance Request (Category B) - on going
- CARES Act - Higher Education Emergency Relief Fund enacted on March 27<sup>th</sup>
- Insurance claim reimbursements – on going

## CARES Act creates a Higher Education Emergency Relief Fund

- Many relief provisions for students
- Provides direct funding for higher education to cover COVID-19 expenses
- Funding will be issued through the Title IV disbursement mechanisms
- Funds can be used for most costs incurred by COVID-19, including the shift to online instruction

It is important for us to continue to identify costs associated with the response to COVID-19 that maybe eligible for reimbursement by using class code 4716.

Current reporting and emergency relief programs:

- State DOF BL 20-07 Report due every month on the 30<sup>th</sup> until further notice
- CSU Campus Report highlighting revenue losses due April 8
- FEMA Claims submissions – Ongoing
- CARES Act Federal emergency relief package – still awaiting information about eligible institutional cost and good relief for students

Thank you for your support in identifying and coding costs with class code 4716 that are essential in our efforts to benefit for these government relief programs.

Please direct any questions to  
Doug Ward at extension 4-1556

# **STRATEGIC SOURCING: PROCUREMENT TO PAYMENT SERVICES**

**SARA BONAKDAR, DIRECTOR OF STRATEGIC SOURCING**

**KIM GAMBLIN, ASSOCIATE DIRECTOR OF PROCUREMENT TO PAYMENT**

- **Kim Gamblin:**

- ProCard/GoCard Statements
- Helpful tips for requesting a refund
- Help for prepaid expenses effected by COVID-19
- How to process your Travel Reimbursement
- Process for tracking expenses and Travel vouchers
- FAQ's

- **Sara Bonakdar:**

- Home Office Purchases
- Tracking Equipment

# ProCard/GoCard

Kim Gamblin



## ProCard/GoCard Statement submission

Due to the extended Shelter-in-place per the County's Guidelines...

- ProCard/GoCard Statement submission will be delayed until we return to campus.
- Cardholders are still required to submit your chartfield information through **CFS by the 29<sup>th</sup> of each month** in support of our COVID reporting.

# Travel



Helpful tips for  
requesting a refund...



## Helpful tips for requesting a refund...

### Did you know?

- You can increase your ability to get a refund by contacting your travel supplier directly.
- Do not go to the main refund webpage of the supplier, as most website click throughs will not offer the refund options. These are typically automated responses that do not take COVID-19 cases into consideration.
- Non-refundable transactions are also being refunded or credited back in most cases due to COVID-19.
- By Googling the airline, train, or hotel, and including COVID-19 in your search, chances of returning a refund/credit inquiry request is maximized!
- Share refunds/voucher information with your department & Travel GoCard Coordinator immediately. Departments are responsible for tracking.

## Are your prepaid expenses affected by COVID-19...



Prepaid Travel GoCard expenses affected by COVID-19:

Expense transfer can be submitted in FTS to move the expenses to **Class Code 4716**.

# How to process a Travel Reimbursement during the COVID-19 Situation?

- Travel Reimbursement associated to the original Travel Authorization.
- Use “**One Time Charges**” and *not* in the “**Daily Charges**” section.
- In the funding source/chartfields section, include class code 4716 for COVID-19

## Required Documentation should include:

- Original Purchase receipt showing payment method and amount
- Cancellation letter/doc showing Name, Credit#, and Expiration date

# Why do I need to track these Travel Vouchers?

*AKA: Travel Funds/ Travel Bank/ My Wallet Funds/ E-Credits*

- Department has spent Funding on Trip.
- Ensure credits are used by their employee.
- Credits are in the name of the employee and not transferable.
- Employee submits a reimbursement for a trip they have not taken for Out-of-Pocket expenses.
- Refund payment is treated like a Travel Advance.
- The trip voucher is not used, the expense will be reported to Payroll as a Fringe Benefit.
- Was it for business or personal?

# How do I track Travel Vouchers for my department?

We are asking Departments to utilize a tracking method that suits their purpose and can easily be managed by more than one person (Google Sheets is highly recommended). This spreadsheet should include the following information:

1. Traveler Name
2. TR# expense is related to
3. Travel Credit Voucher#
4. Expiration Date of the travel voucher
5. Has the employee used the credit? If so, was it for Business or Personal Travel?
6. New TR number (Only if credits were used for Business Travel)
7. Report used credits to the Travel GoCard Coordinator regardless of the payment method.

*NOTE: The tracking process applies to out of pocket, GoCard and Direct Bill (Fell Travel) expenses.*

## How is Fell Travel Handling Cancellations?

- Have you received a cancellation from Fell Travel?
- Contact Fell Travel to request a cancellation now.
- Fell Travel records your credit and applies credit to the traveler who makes a new reservation.
- Departments will need to track travel vouchers processed through Fell Travel.

*Outside of Fell, travelers can still use the credits by booking with the airlines directly.*

## Reporting unused vouchers as Income...

### Things to keep in mind...

- Were trip vouchers used for Personal or Business Travel?
- Were trip vouchers left to expire?
- Finance Connect Blog: refunds granted in the form of a voucher for later use will be treated as a travel advance for out of pocket expenses only.
- If the travel advance (airline voucher, etc.) is not applied to university-related business travel before it expires, it will be reported as income subject to payroll tax withholding per IRS regulations.

FAQ's?



## FAQ's?

- Q:** Can I book travel now for a trip in the future? And if so, can I book it “refundable” as opposed to “non-refundable”?
- A:** As the future is currently unknown, we recommend you do not book travel at this point or until we have been released from the travel ban by the Governor and/or CSU.
- Q:** My travel is essential; how do I get this approved now?
- A:** Vice Presidents (or their designee) maintain final approval for all essential travel. Essential travel is not authorized until written VP approval is obtained. Once approval is obtained, please submit a Travel Authorization and attach said approvals.
- Q:** Can I book a webinar or virtual conference?
- A:** Yes, with your manager approving, webinar registration fees can be paid using your department’s GoCard. If there are no other expenses, a travel authorization is not required.
- Q:** My refund was granted in the form of a voucher, now what do I do, and can I get reimbursed?
- A:** Wonderful! Yes you can be reimbursed, please inform your Department Admin and the Travel GoCard Coordinator about this voucher: voucher#, amount of voucher, who it is made out to, when it expires. After you receive the documentation about the voucher, please submit a travel reimbursement and attach this voucher.

## FAQ's?

**Q:** I used a Southwest travel voucher for personal reasons. What do I do now?

**A:** The travel voucher belongs to SJSU, but is credited to the individual who has the option to use it personally or for business purposes. If used for personal reasons, SJSU needs to treat this as a fringe benefit. Please notify Travel GoCard Coordinator so she can report it to payroll where it will be taxed.

**Q:** I booked travel with my GoCard and received a voucher; will the employee be charged now for not using the travel voucher?

**A:** No, the purchase being made using our standard Travel practices do not get charged to the employee. Your department should track these vouchers and ensure they are used before they expire and notify the Travel GoCard Coordinator of the voucher information and expiration date as soon as possible.

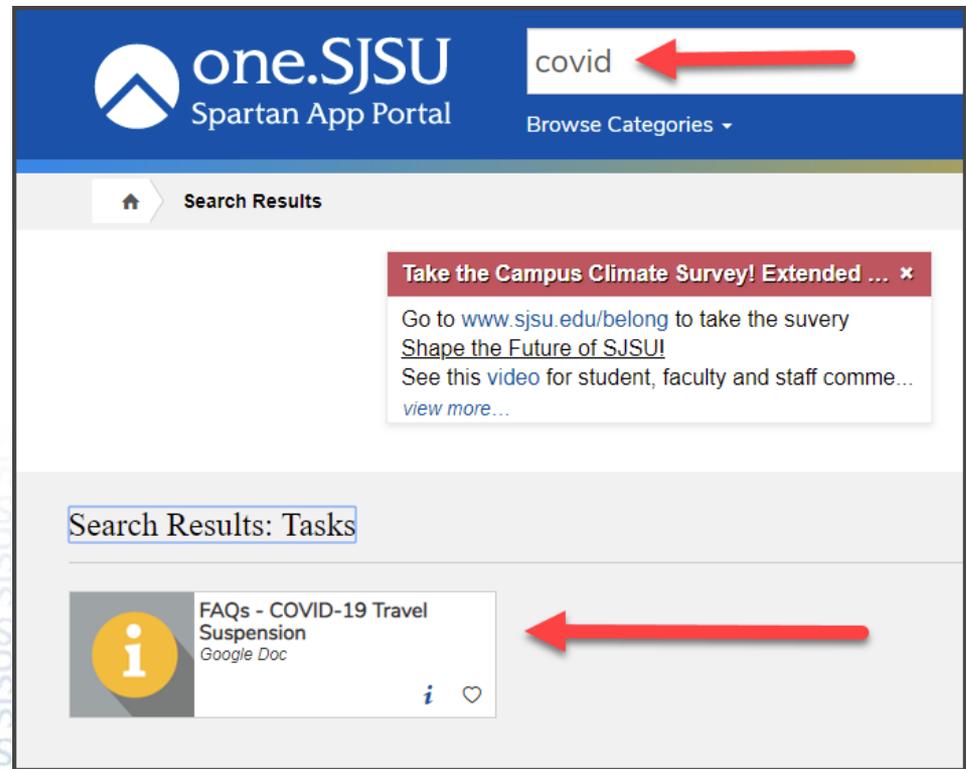
**Q:** I received a refund; do I need to submit a Travel Reimbursement?

**A:** If you received a personal refund made on your personal credit card, you do not need to submit a travel reimbursement.

**Q:** I have attempted to request a refund from the service provider; I am unable to receive a refund, what do I do now?

**A:** Please see helpful tips for requesting a refund in our What's up presentation.

For answers to more FAQ's, go to...



## Helpful Links

### Travel

<http://blogs.sjsu.edu/financeconnect/2020/04/01/travel-reimbursement-for-business-travel-suspended-by-the-covid-19-situation/>

<http://blogs.sjsu.edu/financeconnect/2020/03/10/guidance-re-covid-19-travel-suspension/>

<https://one.sjsu.edu/launch-task/all/faqs---covid-19-travel-suspension?terms=covid&roles=staff>

### Procurement to Payment

<http://blogs.sjsu.edu/financeconnect/2020/03/17/procurement-to-payment-services/>

# Home Office Purchases & Equipment Tracking



***“Telecommuting employees are responsible for their home workspaces and services. To facilitate working remotely, employees may borrow laptops and peripherals from SJSU IT. More information is available at [SJSU Work Anywhere](#).”***

- **Telecommuting Employees**: If you would like to request to borrow SJSU property located in your department office, you must complete the [Property Checkout Form](#) and receive authorization from the department/unit manager.
- **Equipment for remote teaching or learning**: Home office purchases need to be reviewed and approved at a level no lower than the Dean. The Dean may consult with the Provost for approval. **This approval needs to be obtained in writing and uploaded to the applicable requisition package.**

## **Asset Services: Tracking University Property for Home Use**

- With the majority of the campus working from home during the Shelter in Place, Asset Services has created a simple Google Form to track the University property that is being used by the staff.
- Departments can follow the instructions to save your own version of the equipment survey to help you keep track of who has what equipment.

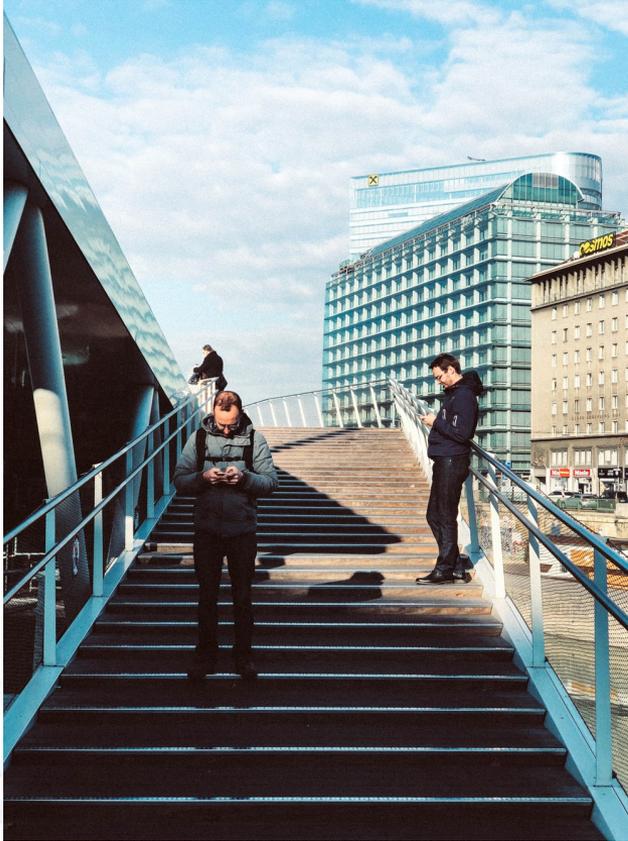
- 1) Go to the shared [Telecommuter Equipment Survey](#) folder.
- 2) Right-click on the “Telecommuter Equipment - \*Enter Department Name\*” file and create a copy which will automatically save in **your** My Drive.
- 3) Go to My Drive, locate the file and right-click on it to rename it by removing “Copy of” and adding your department name to replace this text... \*Enter Department Name\*.
- 4) Double-click to open the file. To protect the original document, the existing questions/fields cannot be changed; however, new questions can be added anywhere in the form.
- 5) To know when respondents submit their surveys, click on “Responses,” then the 3 vertical dots next the green Google Sheets icon and select “Get email notifications for new responses.”

## 6) Hit Send.

- Enter individual team member email addresses or your Google contacts distribution.
- List name if you have them.
- Add a personalized message if desired. Check “Include form in email” to save time for your respondents.
- Hit Send.

## 7) When responses come in, return to the survey and click on Responses.

## 8) Click on the Google Sheets icon to create a spreadsheet of the collected data. The default file name will be your survey name with “(Responses)” added to the end, hit save. The spreadsheet will be located in your Google drive. Format spreadsheet as desired.



Please be safe out there and practice social distancing.

Photos provided by Unsplash: [https://unsplash.com/photos/bLY5JqP\\_Ldw](https://unsplash.com/photos/bLY5JqP_Ldw), <https://unsplash.com/photos/R6xx6fvPT8>, <https://unsplash.com/photos/74qZ6HWF05g>, <https://unsplash.com/photos/8xAA0f9yQnE>, <https://unsplash.com/photos/AOJGuJkoBc>, <https://unsplash.com/photos/pjwbiuwXY00>, <https://unsplash.com/photos/ykIK2qaiVHI>, <https://unsplash.com/photos/qyAka7W5uMY>, [https://unsplash.com/photos/2\\_13lUpn4Vc](https://unsplash.com/photos/2_13lUpn4Vc), <https://unsplash.com/photos/em37kS8WJJQ>

# QUESTIONS?

SAN JOSÉ STATE UNIVERSITY *powering* SILICON VALLEY

