



Finance What's Up?

Spring 2022

Spring 2022 What's Up?

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

- Welcome and General Updates
- 2021-22 Fiscal Year-End
- HEERF Grant Closeout
- Catering & Dining Payment Guide
- Accounting Services Updates
- ProCard/GoCard Enhancements
- Cash Management

WELCOME

KATHLEEN PRUNTY, SENIOR AVP, FINANCE AND BUSINESS SERVICES



Leadership Team Updates

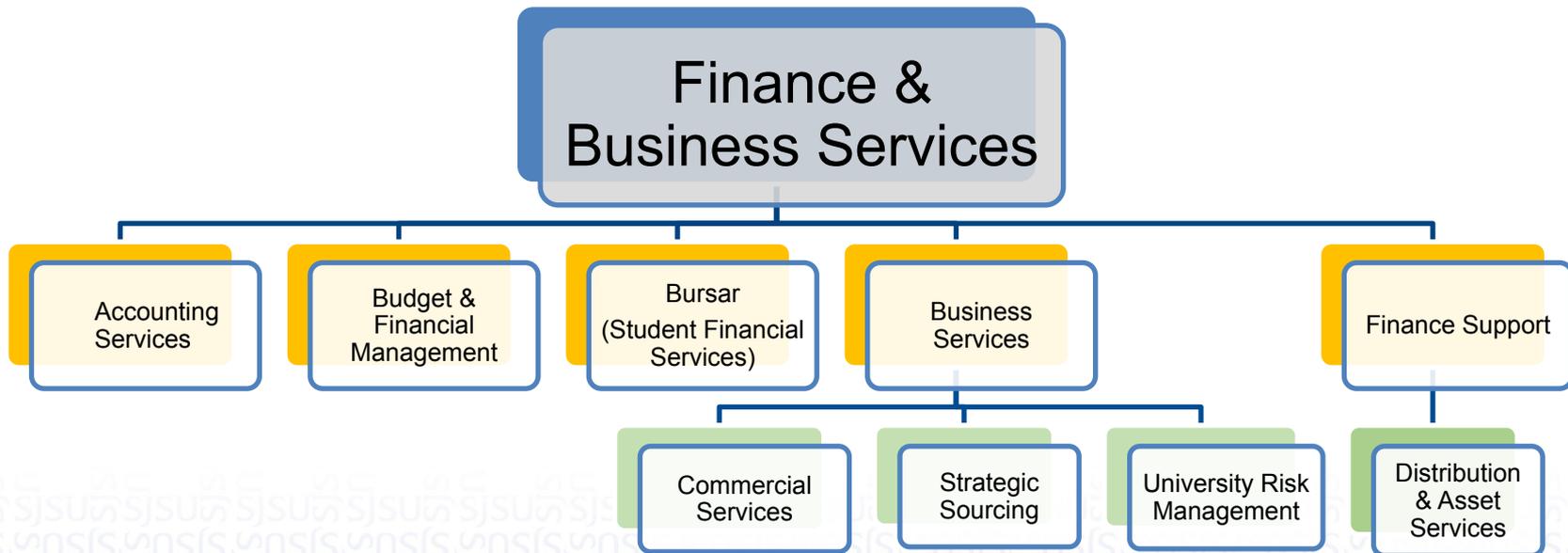
- Director Budget Planning & Financial Management – **Susan Jaynes**
- Sr. Director Business Services – **Sara Bonakdar**
- Director Finance Support – **Shauna Rios**

Promotions

- Interim Assistant Director Budget Planning & Financial Management – **Mike Vizzusi**
- Assistant Bursar – **John Hardin**

Retirements

- Administrative Support Coordinator - **Ana Harris**
- Contract Administration Specialist, Lead - **Barb Keltner**



2021-22 FISCAL YEAR-END

KIM GAMBLIN, ASSOCIATE DIRECTOR OF P2P

JULIE DO, DIRECTOR FOR ACCOUNTING SERVICES

SHAUNA RIOS, DIRECTOR FOR FINANCE SUPPORT & INNOVATION



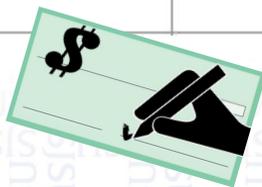
YEAR END REMINDERS - STRATEGIC SOURCING

Important Note: Transactions or requests received by the cut-off dates allow for normal processing times and inclusion within fiscal year 2021-22. Any items received after the cut-off dates will be processed as time allows.

Cut-Off Date	Transaction	Description	Contact
Monday April 18	ICT Requisitions (formerly E&IT)	All Information Communication Technology (ICT) requisitions, regardless of dollar amount, must be fully approved in FTS by this date. ICT is any information technology equipment or interconnected system or subsystem of equipment that is used in the electronic creation, conversion, or duplication of data.	Strategic Sourcing - Contracts & Procurement Services
	Requisitions over \$50k	Requisitions for items requiring formal bidding must be fully approved in FTS by this date.	Strategic Sourcing - Contracts & Procurement Services
Monday May 2	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.	Strategic Sourcing - Contracts & Procurement Services
Tuesday May 10	GoCard Charges	Last day of the credit card statement periods for GoCard and Procurement Card purchases against 2021-22 funds. Charges incurred after these dates will be expensed in 2022-23.	Strategic Sourcing - Payment Services GoCard Jasmine Velazquez
Tuesday May 17	ProCard Charges	Note: Items charged close to the last day of statement period may not be included in the current fiscal year. Posting date is dependent on the suppliers' processing dates.	ProCard Rachel Zubiate
Friday May 20	Blanket Orders & Service Orders	Final day to purchase against commodity blanket orders and non-scheduled service blanket orders (e.g. computer repair, vet services, etc.).	Strategic Sourcing - Contracts & Procurement Services
	Requisitions	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.	Strategic Sourcing - Contracts & Procurement Services
	Change Order Requests	Final submission date to increase/decrease and/or close purchase orders and service order dollar amounts. Departments are encouraged to liquidate stale encumbrances. Verify all invoices have been applied to your Purchase Orders.	Strategic Sourcing - Contracts & Procurement Services

YEAR-END REMINDERS - STRATEGIC SOURCING

<p>Friday June 3</p>	<p>Travel Reimbursements, Non-Employee Travel Reimbursement, Direct Payment & Employee Reimbursement Requests, and e-Invoices</p>	<p>Travel Reimbursements, Non-Employee Travel Reimbursement, 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>Strategic Sourcing - Payment Services</p> <p>Travel: Jasmine Velazquez</p> <p>Non-Employee Travel: Jasmine Velazquez</p>
<p>Monday June 27</p>	<p>Check Run</p>	<p>Last Payment Services check processing for FY 21-22.</p>	<p>Strategic Sourcing - Payment Services & Finance Support</p>
<p>Tuesday June 28</p>	<p>ACH Processes</p>	<p>Last ACH processes from Monday's check run.</p>	<p>Strategic Sourcing - Payment Services & Finance Support</p>



- Please be mindful of the deadlines and submit your requisitions early! This will ensure your key purchases are completed before the year end.
- Consider [Special Approvals](#) that may be applicable for your requisitions. Some common and frequently used are:
 - Technology Requisition Impact Assessment (TRIA) for Information Communication Technology (ICT) purchases.
 - Furniture, Fixtures & Equipment (FF&E) purchases.
- Consider the [Timelines and Thresholds](#).
- Over \$50k requiring a competitive bid process.
- Remember that the Delegation of Authority to sign contracts or documents on behalf of the University is limited to Procurement Officers.

Requestors receive all communications for the requisitions they submit, including the copies of Unsigned PO's and subsequent payment approvals for invoices.

Requisition

Header Information	
Status:	Cancelled by Amy M A Chan on 04/09/2021
Req No:	WR00092014
Date:	4/9/2021
ATI Type:	ATI Type
Header Comments:	ELECTRIC / STORES INVENTORY. C.E.D FAX:408-286-2414. CONTACT:JOE PICONE. QUOTE #:1017609.

Contact Information
Requestor [Redacted]
Phone [Redacted]



Shipping Information
Ship to 048-RCVNG
Desired Due Date 1/8/2010

Supplier Information
Name CONSOLIDATED ELECTRICAL DISTRIBUTORS INC
Number 0000000039

YEAR-END REMINDERS - ACCOUNTING SERVICES

Thursday June 9	Requests for IFT (formerly CPO)	Last day to request an Interagency Financial Transactions (IFT)	Accounting Services - IFT
Friday June 17	Department Chargebacks and Billing Requests to Outside Customers	Cut-off for billing uploads, Facilities, UPD, copier meter readings, and postage charges. Charges will be posted by June 24th.	Accounting Services - AR Billing and Journal Entry Requests
Friday June 17	Petty Cash Reimbursements	Final submission date for Petty Cash reimbursements. Expenses submitted for reimbursement after this date will be charged to 2021-2022 regardless of when the actual expense was incurred.	Cashiering Services
Tuesday June 28	Budget & Expense Journals	FTS budget and expense journals and HR expense journals must be fully approved by this date to post in FY 21-22.	Budget & Financial Management
Thursday June 30	Deposits	<u>Deadline is 3:00PM</u> on this last day to make cash and check deposits in the Bursar's Office.	Cashiering Services & Accounting Services

GAAP Reporting

The following activities need to be performed to properly reflect all business transactions for the fiscal year 2021-2022:

- Accrue for revenue or expenses incurred but not yet recorded
- Defer revenues received in the current year that relate to the next fiscal year
- Record a prepaid for expenses posted in the current year that relate to the next fiscal year

Best Practices

- Communicate the year-end deadlines in advance
- Robust YE Master Schedule with over 245 tasks
- Planning and coordination meetings with departments to address questions and concerns
- Review and clear reconciliation issues
- Regular communication with Chancellor's Office and utilization of CO resources for questions, assistance, and training

No 'next fiscal year' button

Why?

Provide time for campus to prepare for the new fiscal year while we focus on closing the current fiscal year

Requisition

Header Information

* Denotes a required field

Status	Open
Req No.	New
<input checked="" type="radio"/> Next Fiscal Year	
Date	4/7/2021
ATI Type	E&IT Single User
Header Comments	

What happens after May 20?

WILL

- Have the ability to enter requisitions in preparation for FY 2022-23
- Be able to approve requisitions

WILL NOT

- Route to Strategic Sourcing staff until 2022/23 fiscal year is open in CFS
- Update to distributed status in FTS

The screenshot shows a web application interface for requisitions. At the top, there is a navigation bar with options: Main Menu, Profile, Preferences, Search, Setup Data, and Exit. Below this is the title 'Requisition'. The main content area is divided into four sections:

- Header Information:**
 - Status: Submitted by Amy M.A Chan on 03/21/2022
 - Approved by Shauna Rios on 03/21/2022
 - Req No: WR00096314
 - Date: 3/21/2022
 - Selected Approver: Shauna Rios
 - Change Approver: Shauna Rios (with an Update button)
 - ATI Type: E&IT Single User
 - Header Comments:
- Contact Information:**
 - Requestor: Chan, Amy
 - Phone: 4089241665
- Shipping Information:**
 - Ship to: 048-RCVNG
 - Desired Due Date: 4/4/2022
- Supplier Information:**
 - Name: BLACK & DECKER
 - Number: 0000153248

When FY 2022-23 Opens (Mid June)

- Requisitions will feed to CFS identified as next fiscal year
- Requesters receive notification of buyer assignment
- FTS status will update to distributed status

Main Menu	Profile	Preferences	Search	Setup Data ▼	Exit
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Requisition

<h4>Header Information</h4> <p>Status: Submitted by Amy M A Chan on 03/21/2022 Approved by Shauna Rios on 03/21/2022</p> <p>Distributed</p> <p>Req No: WR00096314</p> <p>Date: 3/21/2022</p> <p>Selected Approver: Shauna Rios</p> <p>Change Approver: <input type="text" value="Shauna Rios"/> <input type="button" value="Update"/></p> <p>ATI Type: E&IT Single User</p> <p>Header Comments:</p>		<h4>Contact Information</h4> <p>Requestor Chan,Amy</p> <p>Phone 4089241665</p>
		<h4>Shipping Information</h4> <p>Ship to 048-RCVNG Desired Due Date 4/4/2022</p>
		<h4>Supplier Information</h4> <p>Name BLACK & DECKER Number 000013245</p>

HEERF GRANT CLOSEOUT

SUSAN JAYNES, DIRECTOR, BUDGET PLANNING & FINANCIAL
MANAGEMENT

Key Deadlines

The time window to submit new requisitions for HEERF-supported activity has **passed**

April 8, 2022: All HEERF invoices must be approved and submitted to Payment Services to allow for sufficient time to process and make payment to vendors

April 29, 2022: ★ Grant Close Out Packages ★
Due to Office of Budget & Financial Management



Overview

To ensure that activity charged to the Institutional and MSI grants qualify for HEERF support and that adequate documentation has been prepared for any potential federal or other audit, campus departments are required to submit a ★Grant Close Out Package★ for each HEERF funding commitment

★Grant Close Out Package★ will include:

- Form that collects the description of the expenses and relationship to the coronavirus pandemic
- Finance Data Warehouse drill down of all expenditure transactions
- Invoices and all related documentation for each transaction

Reference [Guide on Use of HEERF Grants](#) for additional information

Any expenditure that fails to meet the necessary requirements for HEERF must be redirected to other department resources as soon as possible



Grant Close Out Packages

Campus departments are required to submit a ★Grant Close Out Package★ for each HEERF funding commitment (project ID for allocations made for HEERF II and III)

Each ★Grant Close Out Packages★ will be submitted using a [DocuSign template](#):

- ✓ Department Submitter
- ✓ Division Finance Advisory Council Representative / Division Budget Officer



Submissions are due to the Office of Budget & Financial Management by **April 29, 2022**

CATERING & DINING PAYMENT GUIDE

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

What you will see inside this new guide?

- [Spartan Eats](#) (i.e. Chartwells) is the preferred campus caterer
 - You can find them in FTS as Compass Group | Supplier ID
- Responsibilities (Spartan Eats, Departments, Payments, etc.)
 - Paying invoices timely to Spartan Eats
- What is not considered catering?
- How to make a catering request?
- Required/supporting documentation with your request
- Catering Payment Matrix

Additional Information

- Important things to consider
- Definitions
- Food Handling Course Info

Links to Key Contacts

- [Procurement to Payment Services Contacts](#)
- [Approved Catering Request Email](#)

Important Links

- [Catering & Dining Payment Guide](#)
- [Catering Policy](#)
- [Hospitality Expense Justification Form](#)
- [Hospitality Guidelines](#)
- [Master Catering List](#)

ACCOUNTING SERVICES UPDATES

JULIE DO, DIRECTOR OF ACCOUNTING SERVICES

Process Name Change

- CPO/Cash Posting Order will soon be renamed to IFT/Interagency Financial Transactions
- Timing:
 - **CO:** The current plan is to implement the name change on the site the week of April 18-22
 - **SJSU:** The change will be made by **April 15, 2022**

New Email Addresses

1. CPO/IFT:

- **Current email:** cporequests@sjsu.edu
- **New email:** iftrequests@sjsu.edu (changed from cpo to ift per the CO's new name)

2. AR Billing and Journal Entry Requests

- **Current email:** arbilling-recharges@sjsu.edu
- **New email:** arbiling-journalrequests@sjsu.edu

Email subject line: This will ensure the emails get assigned to the right staff members

- For AR Billing requests - Subject line starts with ARBI
- For Journal Entry Recharges requests - Subject line starts with JE-RC
- For all other Journal Entry requests - Subject line starts with JE-OTHER

New Email Addresses (continued)

3. Incoming Deposits - please send the information to the following two email addresses:

- **Existing email address for deposits (for Bursar team):** cashierbanking@sjsu.edu
- **New email address (for Accounting Services team):** incomingdeposits@sjsu.edu

This new email address is used by departments to notify Accounting of any expected incoming deposits via ACH, wire, or any other methods.

CSU Cash Management Policy: Notify Treasury of monies wired electronically to or from any CSU commercial bank account when an individual transaction is equal to or exceeds \$200,000. Notifications to Treasury must be made by 9:00 AM PST on the transaction's settlement date.

- For **wire** that is equal to or greater than \$200K - Subject line starts with \$200KWIRE

4. Student Financial Adjustments:

- **New email:** sfrequests@sjsu.edu

This new email address is used for any student account adjustment requests.

Definition

For most organizations, unrelated business income is income from a trade or business, regularly carried on, that is not substantially related to the charitable, educational, or other purpose that is the basis of the organization's exemption.

Even though an organization is recognized as tax exempt, it still may be liable for tax on its [unrelated business income](#).

Reporting

Form 990-T is due annually **by the 15th day of the 5th month after the end of its tax year.**

COMMON UNIVERSITY EXAMPLES (UBIT)



Ticket sales to unrelated sporting events



Bookstores (retail and internet sales)



Sale of byproducts from exempt purpose activities



Concessions



Hotels



Restaurants and catering



Conference activities



Golf courses



Technology transfer: patents, royalties,



Intangibles: broadcast rights, logos, affinity cards



Travel tours



IRC section 512(b)(13) controlled subsidiaries



Health club and recreation center memberships



Corporate sponsorships



Advertising



Ann Bui

Assistant Director, General Accounting

Email: ann.bui@sjsu.edu

Julie Do

Director, Accounting Services

Email: julie.do@sjsu.edu

PROCARD/GOCARD ENHANCEMENTS

SHAUNA RIOS, DIRECTOR, FINANCE SUPPORT & INNOVATION



**US Bank transactions in CFS
daily!!**

Flexibility!

- Cardholders will have the ability to reconcile account activity during the cycle period
- Track reconciled transactions using the new 'reconciled' checkbox

Transactions

Supplier Name: SMART AND FINAL 434 State: CA Reconciled

Transaction Date: 10/05/2020 Merchandise Amount: 353.08

Description: 00036166 GROCERY STORES, SUPERMARK 00036166

Reference #:

Equipment Tax Registration Printing/Promo Computer
 Service Hospitality Other Disputed Travel

Distribution

GL Business Unit	Account	Fund	DeptID	Program	Class	Project	Distrib. Amt.
	660003						353.08

- Monthly cycle periods, reconciliation submission process and deadlines remain the same
- Payment Services will notify cardholders when daily transaction load is enabled, by card type

CASH HANDLING

JEN KRASKOUSKAS, ASSISTANT BURSAR

The purpose of cash handling procedure is to help employees with cash handling functions to better understand and perform duties in accordance with university policy as outlined in the Integrated CSU Administrative Manual, policies 6200.00 & 6202.00.

- Campus Administration of Systemwide Cash Management Policy – ICSUAM 6200.00
- [Cash Handling Procedures for Campus Departments](#)
- [How to Prepare & Make a Deposit](#) (*Deposits must be submitted by noon on 6/30/22 for this fiscal year*)
- [Procedures for Using Bursar Night Depository](#) (*Deposits must be dropped by noon on 6/30/22*)
- [Deposit & Transportation of Funds](#)
- Segregation of Cash Handling Duties – ISSUAM 6202.00
- https://www.sjsu.edu/bursar/docs/cash_handling_policy_2021Nov.pdf

The overall Cash Policy of the University is to institute controls and procedures to ensure:

The physical security of cash will be stored on campus premises and funds should be kept secure at all time, until such time as it is taken to the bank by armored car service.

Accurately record the receipt of cash to ensure the reliability of financial data.

Cash receipts/handling operations are subject to daily supervisory review.

Large sums of cash should be counted & handled out of sight of the general public.

All cash receipts must be completed and accurately recorded in University Financial system.

To ensure this, a [Department Deposit Cover Page](#) (either a print out from TRANSACT or manually prepared) should be included with deposits for all cash receipts indicating the account(s) to which funds are to be credited. See the How to Prepare & Make a Deposit section.

Checks must be restrictively endorsed, as soon as possible but no later than the close of business on the date of receipt — “For Deposit Only to the credit of SJSU.” See the Checks section. Endorsement stamps can be obtained from the Bursar’s Office.

Access to cash must be limited. All funds should be kept secure at all times. While in possession of university departments, administrative offices, and affiliated organizations, funds should be kept in safes, locked boxes, or locked drawers; all should be locked when not in use.

- It is the policy of the CSU to establish and maintain an adequate separation of duties in the area of cash handling, so that no one individual has exclusive control over a given process.
- Having different people receive cash, prepare the transmittal, and reconcile the ledger accounts attains this goal.
- This allows each person to serve as a control over the others, catch mistakes and prevent the misappropriation of funds.
- When a department uses a cash register to record cash receipts, the cash register must be balanced at the end of each employee's shift.
- Two employees may not work out of the same drawer.
- Employees handling cash receipts should not perform any accounts receivable functions.
- The duplicate copy of the manual receipt must accompany deposits when submitted to the Bursar's Office.

For questions or concerns, please contact the Bursar's Office:

Phone: 408-924-1601

Email: cashierbanking@sjsu.edu

Website: <https://www.sjsu.edu/bursar>

QUESTIONS?

SAN JOSÉ STATE UNIVERSITY *powering* SILICON VALLEY