



Finance What's Up?

Spring 2024

WELCOME

MAUREEN PASAG, SENIOR AVP, FINANCE & BUSINESS SERVICES



Spring 2024 What's Up?

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

- General Updates
- Fiscal Year-End Planning
- CSUBUY Updates
- PaymentWorks Stats
- Invoice & Payment Best Practices
- Travel Guide Updates
- Hospitality Guide Updates
- Cashiering Satellite Operations
- eMarket

NEW TEAM MEMBERS

Bursar's Office

Harun Yusuf – Admin. Analyst, E-Commerce System and Operation Specialist

Linda Yaz – Accounting Technician

Mane Ahmed – Student Account Specialist

Nick Nguyen – Admin. Analyst, Tower Card and Meal Plans

Samantha Segretto-Vidal – Accounting Technician

Teri Felix – Assistant Bursar, Cashiering and Operations

Distribution & Asset Services

Karina Magallanes – Asset Coordinator

Leticia Diaz – Distribution Services Clerk

Strategic Sourcing - Contracts

Mel Vierra – Contract Specialist

Budget and Financial Management

Marlon Guira – Senior Financial Management and Planning Analyst

Parvati Nimbargi – Manager Financial Planning and Analysis

FISCAL YEAR-END

SHAUNA RIOS, DIRECTOR, FINANCE SUPPORT & INNOVATION



2023-24 Fiscal Year-End Deadlines

FABS Fiscal Year-End Google Calendar

Cut-Off Date	Transaction	Description	Contact
Friday, March 22	FinanceConnect Encumbrance Workshop	FinanceConnect workshop focusing on PO management related to FYE.	Finance Connect

[Join us via Zoom](#)

April



2023-24 Fiscal Year-End Deadlines

Important Note: Transactions or requests received by the cut-off dates allow for normal processing times and inclusion within fiscal year 2023-24. Any items received after the cut-off dates will be processed as time allows.

Cut-Off Date	Transaction	Description	Contact
Monday, April 15	ICT Requisitions	All Information Communication Technology (ICT) requisitions, regardless of dollar amount, must be <u>fully approved</u> 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, April 22	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

May

<p>Friday, May 10</p>	<p>GoCard Charges</p>	<p>Last day of the credit card statement periods for GoCard and Procurement Card purchases against 2023-24 funds. Charges incurred after these dates will be expensed in 2024-25.</p>	<p>Strategic Sourcing - Payment Services</p> <p>GoCard and ProCard Rachel Zubiate</p>
<p>Wednesday, May 15</p>	<p>ProCard Charges</p>	<p>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.</p>	<p>Strategic Sourcing - Contracts & Procurement Services</p>
<p>Monday, May 13</p>	<p>Blanket Orders** & Service Orders*</p>	<p>Final day to purchase against commodity blanket orders and non-scheduled service blanket orders (e.g. computer repair, vet services, etc.).</p>	<p>Strategic Sourcing - Contracts & Procurement Services</p>
	<p>Requisitions</p>	<p>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.</p>	<p>Strategic Sourcing - Contracts & Procurement Services</p>
	<p>Change Order Requests*</p>	<p>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.</p>	<p>Strategic Sourcing - Contracts & Procurement Services</p>

What happens after May 13?

WILL

- Have the ability to enter requisitions in preparation for FY 2024-25
- Be able to approve requisitions

WILL NOT

- Route to Strategic Sourcing staff until 2024/25 fiscal year is open in CFS
- Update to distributed status in FTS

Main Menu Profile Preferences Search Setup Data ▼ Exit

Requisition

Header Information	
Status:	Submitted by Amy MA 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 <input type="button" value="Update"/>
ATI Type:	E&T 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 0000133148

When FY 2024-25 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 MA Chan on 03/21/2022</p> <p>Approved by Shauna Rios on 03/21/2022</p> <p>Distributed</p> <hr/> <p>Req No: WR00096314</p> <hr/> <p>Date: 3/21/2022</p> <hr/> <p>Selected Approver: Shauna Rios</p> <hr/> <p>Change Approver: <input type="text" value="Shauna Rios"/> <input type="button" value="Update"/></p> <hr/> <p>ATI Type: E&IT Single User</p> <hr/> <p>Header Comments:</p>		<h4>Contact Information</h4> <p>Requestor Chan, Amy</p> <hr/> <p>Phone 4089241665</p>
		<h4>Shipping Information</h4> <p>Ship to 048-RCVNG</p> <p>Desired Due Date 4/4/2022</p>
		<h4>Supplier Information</h4> <p>Name BLACK & DECKER</p> <p>Number 0000013248</p>

May Continued...

Friday, May 31	Travel & Non-Employee Travel Reimbursement	Travel Reimbursements, Non-Employee Travel Reimbursement, requests must be fully approved in FTS by this date.	Employee and Non-Employee Travel: An Le
	Direct Payment & Employee Reimb. Requests	Direct Payment and Employee Reimbursement requests must be fully approved in FTS by this date.	Strategic Sourcing - Payment Services
Friday, May 31	e-Invoices	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.	Strategic Sourcing - Payment Services

June

Friday, June 7	Requests for IFT	Last day to request an Interagency Financial Transactions (IFT)	Accounting Services - IFT
Friday, June 14	HR Expense Adjustments	HR Expense Adjustments must be entered by this date to post in FY23-24. Please note: The FTS HR Expense Adjustment module will NOT be available after this date. All adjustments requested after the deadline will require justification and approval from a division's Finance Advisory Council representative. More details to follow.	Finance Support
Friday, June 14	Department Chargebacks and Billing Requests to Outside Customers	Cut-off for billing uploads, Facilities, UPD, copier meter readings, and postage charges.	Accounting Services - AR Billing and Journal Entry Requests
Friday June 14	Petty Cash Reimbursements	Final submission date for Petty Cash reimbursements. Expenses submitted for reimbursement after this date will be charged to 2024-2025 regardless of when the actual expense was incurred.	Bursar's Office

June Continued...

Monday, June 24	Check Run	Last Payment Services check processing for FY 23-24.	Strategic Sourcing - Payment Services & Finance Support
Tuesday, June 25	ACH Processes	Last ACH processes from Monday's check run.	Strategic Sourcing - Payment Services & Finance Support
Wednesday June 26	Budget & Expense Journals	FTS budget and expense journals must be fully approved by this date to post in FY23-24.	Budget & Financial Management
Friday, June 28	Deposits	<u>Deadline is NOON</u> on this last day to make cash and check deposits in the Bursar's Office.	Bursar's Office & Accounting Services

STRATEGIC SOURCING - PAYMENT SERVICES

SARA BONAKDAR, SENIOR DIRECTOR, BUSINESS SERVICES

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



Procurement Services

CSUBUY

Updates

- Develop a systemwide platform that integrates disparate data and processes into one streamlined solution.
- Implement an intuitive and easy to use solution.
- Create visibility to preferred and sustainable suppliers and guide end users to contracted suppliers.
- Drive process efficiency through integration and automation to reduce manual work.
- Improve compliance and reduce costs.





Streamline Procurement and Payment Processes: Consolidate disparate data and processes into a single streamlined electronic solution, increasing automation to reduce manual inefficiencies.



Improve User Experience: For both suppliers and internal customers, CSUBUY P2P will offer an intuitive and simplified experience.

- Suppliers will benefit from electronic receipt of PO's and submission of invoices, timely payment and self-service access to check invoice approval and payment status.
- Internal Customers will have easy shopping and check out, access to order and payment status, and a single tool for reconciliation of purchases and payments.



Better Data Quality for Decision Making: Improve reporting capabilities, enabling CSU to better identify shared suppliers and leverage negotiating power to drive cost savings.

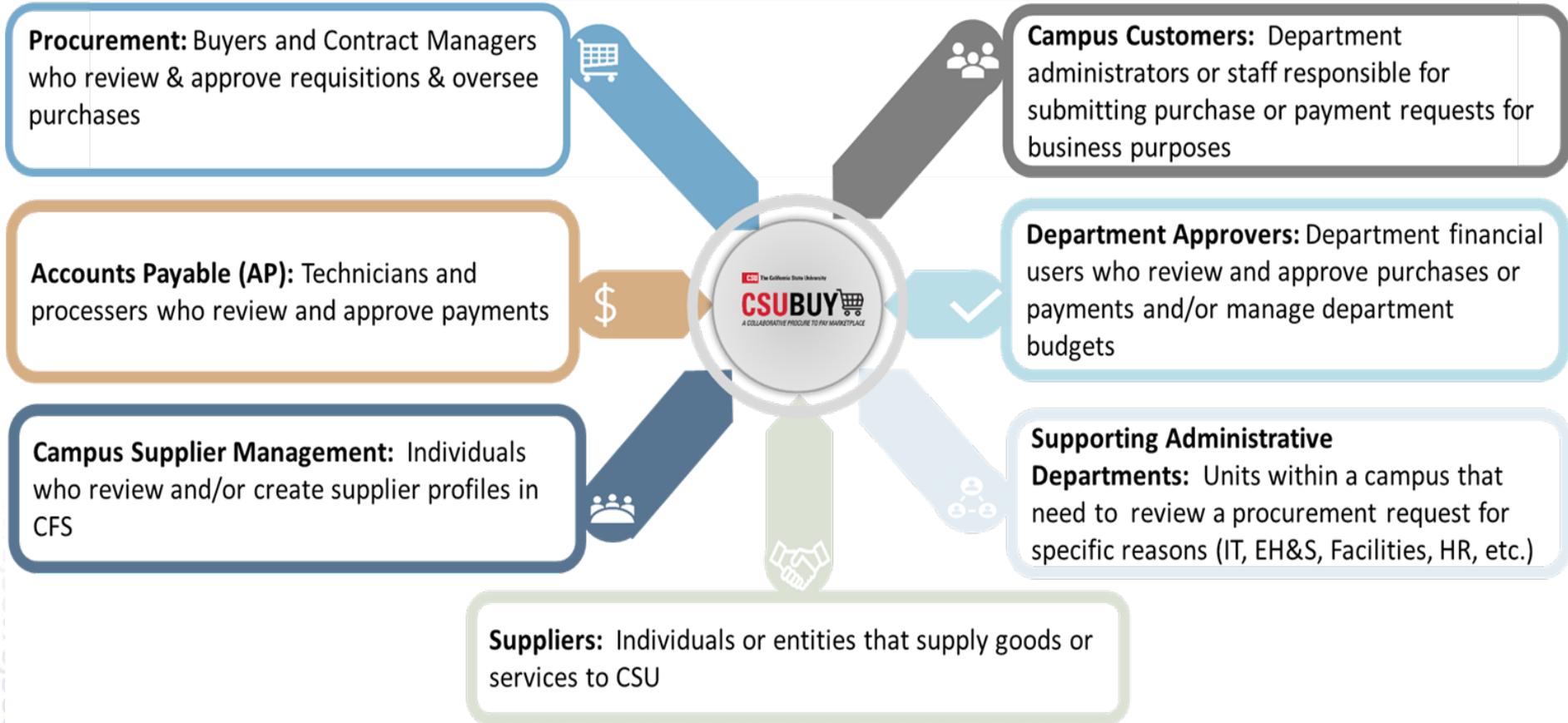


Increased Visibility: One consolidated P2P system will increase access to data and information for both CSU employees and our suppliers, enabling cross campus visibility in key areas.



Continuous Improvement: CSUBUY P2P drives forward the strategic, systemwide focus on continuous improvement to increase efficiency and effectiveness throughout the organization.

Primary Stakeholder: Those who have the highest degree of impact or change required



- **Wave 1 Campuses**
 - Chico and Fresno State have implemented CSUBUY.
 - Cal Poly San Luis Obispo and Bakersfield will be going live in the next month.
- **Wave 2 Campuses**
 - San Francisco, Monterey Bay, Stanislaus, Maritime, Channel Islands, East Bay, Los Angeles and Pomona.
- SJSU will be in Wave 3, with a targeted go-live in May of 2026.
- Focus groups will be created in the coming FY to include representatives in each division and their heavy end-user departments.

More to come!

Payment Services

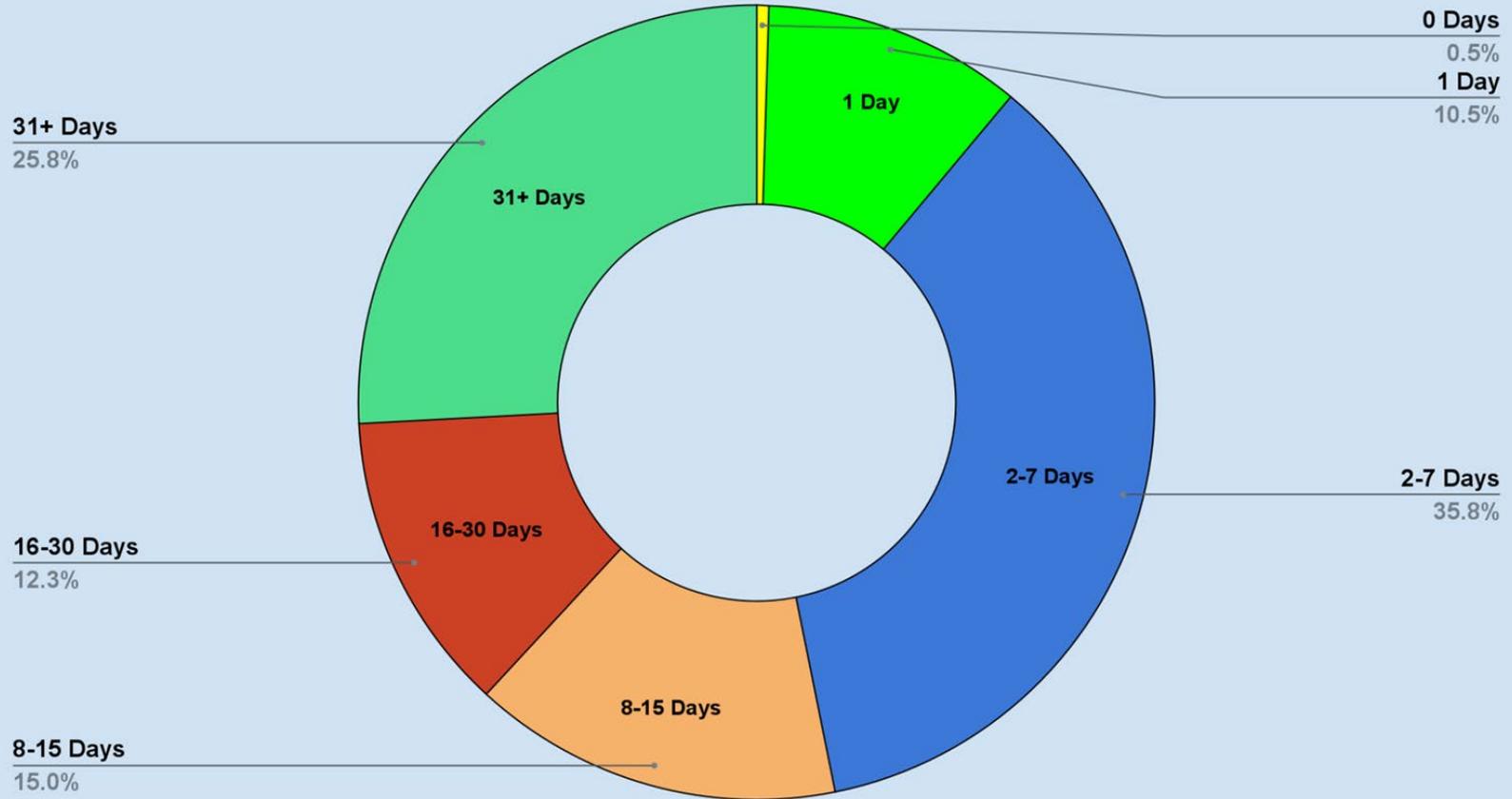


PaymentWorks

PaymentWorks Statistics

Calendar Year	Suppliers Onboarded
2020	541
2021	1213
2022	1079
2023	1424

2023 Onboarded Suppliers through PaymentWorks





Invoice & Payment Best Practices

Contacts in order of importance:

1. Check payment status first
2. Payment Specialist - [Contact Information](#)
 - a. PO Invoices - by alphabetical order
 - b. Direct Pay - by alphabetical order
 - c. Travel & Employee Reimbursement - by last name alphabetical order
3. [FinanceConnect Support](#)
4. Escalate only when no responses are received

Invoice Best Practices

Purchase Order Invoices:

- **DO** ensure the invoice is for the same vendor.
- **DO** submit invoice[s] to [eInvoice](#) [Max 5 Invoices at once].
- **DO** approve payment for invoices notifications from “reply-to-accounts-payable” email; unless a receipt is required, then process a receipt.
- **DO** remember that PO invoices have different payment terms.
- **DO** reach out to the [Payment Specialist](#) associated to the alphabet relating to your supplier’s invoice.
- **DO** check out FinanceConnect’s [Training and Tutorials](#).

Invoice Best Practices

Other Invoices Types [Reimbursement, Travel, Direct Pay]:

- **DO** ensure the invoice or backup documentation is submitted to Payment Services with your request for payment.
- **DO** review the [Direct Pay List](#) to choose the right description.
- **DO** remember international suppliers require the accounting team's tax specialist to review payment requests, this can add to the processing time.
- **DO** keep employee reimbursements under \$1,000.00.
- **DO** check out FinanceConnect's [Training and Tutorials](#) for FTS direct pay, travel, and reimbursement processing guides.

When should you ask about Payment Status?



Before inquiring with our staff about Payment Status, consider the following questions:

1. Is it for a PO or direct pay/emp reimbursement?
2. Was the invoice submitted recently, on time, or late?
3. Does the payment have a discount?
4. Are any modifications to the supplier file needed?
5. Were all the required back-up documents included?

Payment Best Practices

Payment Inquiries:

- **DO** remember onboarding suppliers can delay payment.
- **DO** remember that address updates to a supplier might require additional processing time.
- **DO** remember our turnaround times for the various types of Invoices paid [Direct Pay, Reimbursement, Travel, PO].
- **DO** check out FinanceConnect's [Training and Tutorials](#) for FTS Payment Inquiries prior to requesting status updates to the Payment's Team.

Looking for ways to review Payment Status?

CFS Payment Inquiries:

- [Purchase Order Activity](#) [pdf]
- [Payment Status - Direct Payment Voucher](#) [pdf]

Payment Turnaround Times

Type	Turnaround Time
Direct Pay	10 Business Days*
Emp Reimb	10 Business Days*
Travel Reimb	10 Business Days*
PO Invoice	Various [up to 45 days]

*Assumes completeness of submission



Travel

Travel Guide Update

Please check out our new “updated” [Travel Guide 2024](#)

Changes Include:

- Per diem changes that took place 1/1/2024
- Blanket Travel [Individuals Only]
- [EARC](#) information [Employee Accommodation Resource Center]
- FAQs, and other related information



Hospitality

Hospitality Guide Update

Please check out our new “updated” [Hospitality Guide 2024](#)

Changes Include:

- Per Person Meal Limits [on next page]
- Reorganized information for ease of understanding
- Hospitality Exp. Justification in [DocuSign](#)
- Updated [Matrix](#)
- FAQs, and other useful information

Per Person Meal Limits:

<i>Hospitality</i>	<i>Meal Type</i>	<i>Maximum Per-Person</i>
<i>Food and Beverage (food, beverages, labor, sales tax, delivery fees, or other service fees)</i>	<i>Breakfast</i>	<i>\$25</i>
	<i>Lunch</i>	<i>\$35</i>
	<i>Dinner</i>	<i>\$70</i>
	<i>Hors d'oeuvres²</i>	<i>\$25</i>
<i>Totals Per Day</i>		<i>\$130 (excludes snacks)</i>

² Hot or cold appetizers, in lieu of dinner meal service.

Direct Deposit

Go Paperless. Help us reduce paper!

[Employee Reimbursement Direct Deposit](#)



Thank You!

BURSAR'S OFFICE

TERIBEL FELIX, ASSISTANT BURSAR

Location: Student Services Center [10th St Garage]



Cashiering Satellite Operations

- Central location for department deposits & petty cash reimbursements.
- Depts. w/TRANSACT access may prepare & drop off deposits into the depository box.
- Audits resuming for cash holding departments
- Email: cashierbanking@sjsu.edu



eMarket

HARUN YUSUF, E-COMMERCE SUPERVISOR

- Online storefront used for payment processing.
- Can be used for conferences, test fees, donations, membership fees, etc.
- New applications take 4-6 weeks to process.
- Please review our [eMarket Guide](#).
- Email questions or requests to emarkets@sjsu.edu.

Please visit our website to obtain any forms or additional information:

<http://www.sjsu.edu/bursar/>

THANK YOU!

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