What’s Up? Finance Service Group

Spring Presentation
April 4, 2012
AGENDA

• AVP Updates
  ▪ Including year-end information
• Management Reporting
  ▪ Data Warehouse Update
  ▪ New Guidelines – Departmental Organization Changes
  ▪ New Guidance on funds deposited with the Auxiliaries
• Finance Connect – What We’ve Done and What We are Doing
• Travel Authorization and Reimbursement System Demonstration
AVP Update Spring 2012

• Update on Fall 2011 Initiatives
• Organizational Changes
  ▪ PASS no more
  ▪ Distribution Services
• Efficiencies
• Year End Information
Update on Fall 2011 Initiatives

• Focus on Customer Service
• GoCard
• Financial Data Warehouse
• HCM 9.0 Upgrade
• FTS Travel Enhancements
Organizational Changes

Changes keep coming

- Accounts Payable
- Procurement & Support Services
- Shipping & Receiving
- Purchasing
- Mail Services
Organizational Changes

- Accounts Payable
- Contracts and Purchasing Services
- Distribution Services
Management Team

Associate Vice President- Josee Larochelle
Assistant to the Associate Vice President- Shauna Rios
Director of Accounting Services – Paul Siegel
Director of Budget Planning & Financial Management- Marna Genes
University Bursar- Meg Deiss
Accounts Payable Manager- Gail Finney
Distribution Services Manager- Salvador Campos
Efficiencies

- FD&O Recharge Policy
- Events no longer charged for Risk Management
- HR recruitment advertising - no charge
- GoCard
- **COMING NEXT**
  - Expand the use of ProCard and other Procurement Pathways
  - Continued review of recharge programs
Year End Information

• Focusing on Customer Services
  ▪ Redefining the impact to campus users
• Financial Services/Transactions are a required part of our campus business and they continue every day of every year
• Goal
  ▪ To move away from deadlines to information
Finance management is a daily function not a year-end task!
Finance has developed this year-end guide that includes process information, reminders, and tasks for departments to follow.

http://www.sjsu.edu/finance/docs/Fiscal_Year_End_11-12_Guide.pdf
In order to comply with accounting policy and practices, costs for goods and services incurred within a fiscal year must in general, be reported in that fiscal year.

We appreciate your assistance and cooperation by allowing us the appropriate processing times to achieve this goal.
Plan Ahead

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

<table>
<thead>
<tr>
<th>Accounts Payable</th>
<th>Purchasing Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Process Time</strong></td>
<td><strong>Subject</strong></td>
</tr>
<tr>
<td>Two Weeks</td>
<td>Direct Payment Requests</td>
</tr>
<tr>
<td>Two Weeks</td>
<td>Employee/Student Reimbursements</td>
</tr>
<tr>
<td>Two Weeks</td>
<td>Travel Reimbursements</td>
</tr>
<tr>
<td>Two Weeks</td>
<td>Registration Payment Requests</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Reminders and Tasks

<table>
<thead>
<tr>
<th>Subject</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconcile Accounts</td>
<td>Departments should review their Data Warehouse reports throughout the fiscal year to reconcile financial activity posted to their accounts as well manage Purchase Order encumbrances. 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.</td>
</tr>
<tr>
<td>GoCard, Office Max, ProCard</td>
<td>GoCard, Office Max, and ProCard purchases for the June 2012 billing cycle will be expensed in FY 12/13.</td>
</tr>
<tr>
<td>Recharges</td>
<td>May 2012 recharges for UPD, Facilities, Travel Consultants, copier meter readings, postage, and telephone expenses will be charged to FY 11/12. Recharges for the month of June will be expensed in FY 12/13.</td>
</tr>
</tbody>
</table>
# Important Dates

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Subject</th>
<th>Description</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, June 28</td>
<td>Petty Cash</td>
<td>Expenses submitted for reimbursement before or on this date will be charged to 11/12 fiscal year. Expenses submitted after this date will be charged to FY 12/13.</td>
<td>Bursar’s Office Window 1</td>
</tr>
<tr>
<td>Friday, June 29</td>
<td>Deposits</td>
<td>Deadline is <strong>3 PM</strong> on this last day to make cash and check deposits at the Bursar’s Office. Deposits received after this deadline will be posted to the FY 12/13.</td>
<td>Bursar’s Office Window 1</td>
</tr>
<tr>
<td>Friday, June 29</td>
<td>Budget &amp; Expense Journals</td>
<td>Last day to complete and approve FTS budget and expense journals and HR expense journals.</td>
<td>Accounting Services</td>
</tr>
</tbody>
</table>
Impact to Campus Users

• Requisitions
  ▪ When a requisition is submitted Purchasing will work on completing the request
  ▪ Do not submit orders in advance of when it is needed

• Blanket Purchase Orders
  ▪ When requesting a blanket purchase order make sure you provide the term of the order
  ▪ NOTE: blanket purchase orders do NOT have to be correlated to a fiscal year

• Payment/Expense
  ▪ Goods and services purchased in a fiscal year must be paid from the same fiscal year
Management Reporting

Marna Genes
Director of Budget Planning & Financial Management
Data Warehouse Update

• Reminder: On 7/1/2012 the CFS Data Warehouse becomes the primary financial reporting tool
• Cognos will still be accessible, but the last year of data will be Fiscal Year 2011-12
• The Budget Office will offer a workshop in late April on developing CFS Data Warehouse reports to monitor encumbrances – stay tuned for dates
Organizational Changes

• **New guidelines** are now available to guide you through the process of implementing organizational changes, such as:
  - Creating a new department
  - Renaming a department
  - Merging departments
  - Changing where student fee revenues are recorded
  - Moving a department (e.g., to another division, college, or AVP)
Highlights of “Org Changes” Process

• Informative **guidelines document** to guide you through the planning process

• **Request form** to collect necessary information; now sent to the Budget Office
  - *The Budget Office will now submit the CMS Help Desk ticket*

• **Checklist** to use after the change(s) are made to ensure data are reported properly and management reports are accurate and useful
Dept. Organization Change Request

- Guideline, checklist and form can be found at:
  http://www.sjsu.edu/finance/campus_resources/dept_org_changes/index.htm
New Guidance on Auxiliaries

• CSU has provided new guidance on funds deposited with the Auxiliaries
• Going forward, the Auxiliaries and the Bursar’s Office may ask new questions about funds being deposited
• Why...If SJSU is deemed the “owner” of a revenue-generating activity, it must hold the funds (not the Auxiliary)
Examples of revenue-generating activities:

- Fundraising events (golf tournaments, banquets, raffles, silent auctions)
- Sporting events
- Performances

Activities like these are subject to “ownership” determination.
Ownership Determination

Demonstration of “ownership” of an activity:

- Authority and discretion to contract for services or materials required by the activity
- Responsibility for business losses (covers losses)
- Fiduciary obligations associated with the activity (ensures appropriate financial management)
- Responsibility for establishment of operating and administrative policies
- Primary control or discretion over the expenditure of funds
Management Reporting

The Principles of Management Reporting are:

– **C**onsistency
– **A**ccuracy
– **I**ntegrity
– **R**eliability

…Show you **CAIR** about SJSU!
Customer Service Unit

Shauna Rios
Assistant to the Associate Vice President
What We’ve Done

• Created FinanceConnect
  ▪ Email: financeconnect@sjsu.edu
  ▪ Phone: 924-1558
  ▪ Listserv: http://lists.sjsu.edu/mailman/listinfo/financeconnect

• Improved CCP meter reading reporting
• Updated SJSU Hospitality Guidelines
• Developed new documents
  ▪ Hospitality Expense Justification form
  ▪ Department Organization Change Guide
• FTS Travel Component
What We’re Working On

• Expenses paid via ProCard/Direct Pay
• Intro to Finance training
• Redesign of Finance websites
Finance Websites

- PASS
- Accounting Services
- University Budget Office
- Bursar’s Office*
- Finance
- CFAC
Why Redesign?

- Cohesive Identity
- Customer Service Oriented
  - Improve usability
  - All forms, guidelines, and policies in one place
  - Info about how to get products easier to find
  - Highlights procurement pathways
  - FinanceConnect
FTS Travel Enhancements
FTS Travel Enhancements

Objectives

• Expedite traveler reimbursements
• Streamline the process
• Reduce manual collection of supporting documentation through the use of document imaging
• Provide a flexible approval routing structure that will ensure compliance with campus procedures
• Support university employees and students
FTS Travel Enhancements

Benefits

• Speed reimbursements to travelers
• Ensure better compliance with university travel policies
• Reduce errors and simplify data entry for travelers and travel coordinators
• Enable travel planning as well as expense reporting
• Allow travelers and travel coordinators to easily check the status of their travel expense requests
• Provide travelers access to their reports wherever they have an internet connection
San Jose State University Financial Transaction Services

**Items Pending Approval**
You have 18 Requisitions
You have 1 Travel Authorization
You have 28 Vouchers
You have 11 Journals
You have 13 HR Expense Adjustments

**Open Items**
You have 89 Requisitions
You have 17 Vouchers
You have 1 Travel Authorization
You have 11 Journals
You have 3 HR Expense Adjustments

**Travel**
For guidance on travel policies and procedures, see the [Travel Guide](#)

- Travel Authorization
- Travel Reimbursement

**Purchasing/Payments**
For guidance on ATI purchases, see [About the E&IT Procurement Checklist](#)

*Note: at month-end, all open and pending transactions over two months old will be deleted.*

- Requisition
- Direct Payment Voucher
- Reimbursements

**Transfers**
For guidance on how Transfers should be used, see [Journal Prefixes](#) document (prefixes WB, WE, WH, WI)

- Budget Journal
- Expense Journal
- Hospitality Payment
- Interdepartmental Expense Transfer
Entering a Request for Authorization to Travel

Highlights

• Authorization is based on a pre-set approval structure set up and managed by each unit

• Approval structure follows campus policy for travel In-State, Out of State, and International

• Requester and Traveler will be able to complete authorization, but Requester cannot submit for approval; only Traveler can.
Entering a Request for Authorization to Travel

Highlights

- Travel paid by Non-University Funds enables the system to be used for authorization
Approving Travel Authorization Requests

Highlights

- Email notifications will be sent to requester, traveler, and approvers
- Approvers will be able to view Open and Pending Approval items
Status of Request for Authorization to Travel

Highlights

• Requester and traveler will be able to track approval status
Return from Trip - Request Reimbursement

Highlights

- Pre-populated data from the Request for Authorization to Travel
- Ability to view Travel Authorization for reference by both the traveler and the approver
- Ease of submission
## Request for Authorization to Travel

**Traveler Name**: Larochelle, Josee  
**Dept ID**: 1001, Facilities Planning

### Approval Routing

<table>
<thead>
<tr>
<th>Primary</th>
<th>Backup</th>
<th>Action</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doris A DeptApprover</td>
<td>Barbara Backup</td>
<td>Approve</td>
<td>Do</td>
</tr>
</tbody>
</table>

### Approval Comments

- 

### Header Information

<table>
<thead>
<tr>
<th>Status</th>
<th>Distributed</th>
<th>Traveler DeptID</th>
<th>1001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trip Number</td>
<td>TR007952</td>
<td>Traveler Name</td>
<td>Larochelle, Josee</td>
</tr>
<tr>
<td>Requester Name</td>
<td>Josee Larochelle</td>
<td>Employee ID Number</td>
<td>006061409</td>
</tr>
<tr>
<td>Requester Phone</td>
<td>41550</td>
<td>Address</td>
<td>16418 Carwyn Dr, Castro Valley CA</td>
</tr>
</tbody>
</table>

* Is traveler a US citizen or lawful permanent resident? Yes ☑️ No ☐

* Traveler's University Affiliation: Faculty ☐ Staff ☐ Student ☐

* Destination
  - **Country**: United States
  - **State**: California
Upload Feature for Travel Reimbursement

Highlights
• Upload feature for backup support documentation

Daily Mileage Detail Lines

<table>
<thead>
<tr>
<th>Date</th>
<th>Miles</th>
<th>Rate</th>
<th>Amount</th>
<th>Between what points was the car driven (note &quot;and return&quot; if round trip)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/19/2007</td>
<td>248.0</td>
<td>0.5</td>
<td>124.00</td>
<td>SAN JOSE TO SACRAMENTO AND RETURN</td>
</tr>
</tbody>
</table>

Total Calculations

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Expenses</td>
<td>129.00</td>
</tr>
<tr>
<td>Amount Approved</td>
<td>0.00</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>0.00</td>
</tr>
<tr>
<td>Advance Received</td>
<td>0.00</td>
</tr>
<tr>
<td>Amount Due</td>
<td>129.00</td>
</tr>
<tr>
<td>Amount Approved</td>
<td>0.00</td>
</tr>
</tbody>
</table>

(If Amount Due is negative, claimant must attach a check made payable to SJSU in that amount)

Funding Source/Chartfields

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>DeptID</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>683001</td>
<td>66039</td>
<td>1006</td>
<td></td>
<td></td>
<td>125.28</td>
</tr>
</tbody>
</table>

Comments