WHAT'S UP? FINANCE

5/9/2016
AGENDA

AVP Finance Update – Josee Larochelle
Fiscal Year End – Meg Deiss
Fund Balance Management – Bradley Olin & Kim Napoli
Travel Tips & Tricks – Amy Chan
Accounts Payable and Contracts & Purchasing Services make every effort to ensure timely processing of procurement requests.

<table>
<thead>
<tr>
<th>Process Time</th>
<th>Subject</th>
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<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two Weeks</td>
<td>Direct Payment Requests</td>
<td>One Week</td>
<td>RapidReqs</td>
</tr>
<tr>
<td>Two Weeks</td>
<td>Employee/Student Reimbursements</td>
<td>Two Weeks</td>
<td>Change Order Requests</td>
</tr>
<tr>
<td>Two Weeks</td>
<td>Travel Reimbursements</td>
<td>Two Weeks</td>
<td>Requisitions &lt; $10K</td>
</tr>
<tr>
<td>Two Weeks</td>
<td>Registration Payment Requests</td>
<td>Four Weeks</td>
<td>Requisitions between $10K to $50K</td>
</tr>
<tr>
<td>Two Weeks or</td>
<td>e-Invoice (PO invoice Submit)</td>
<td>Six to Eight Weeks</td>
<td>Requisitions &gt; $50K</td>
</tr>
<tr>
<td>according to terms</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Departments ensure invoices related to fiscal year 15/16 processed as soon as possible as these invoices need to be reported in the fiscal year.
### REMINDERS AND TASKS

In a Fiscal Year, Expenses for GoCard, ProCard, and recharges cover June to May

<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 as 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,</td>
<td>GoCard, ProCard, and Office Max purchases made for the June 2016 billing cycle will be expensed in FY 16/17.</td>
</tr>
<tr>
<td>ProCard</td>
<td></td>
</tr>
<tr>
<td>Recharges</td>
<td>May 2016 recharges for UPD, Facilities, Travel Agent prepaid charges, copier meter readings, postage, and telephone expenses will be charged to FY 15/16 and are due to Accounting Services by Tuesday, June 7. Recharges for the month of June will be expensed in FY 16/17.</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>Tuesday, June 28</td>
<td>Petty Cash</td>
<td>Expenses submitted for reimbursement before or on this date will be charged to 15/16 fiscal year. Expenses submitted after this date will be charged to FY 16/17.</td>
<td>Bursar’s Office Window 1</td>
</tr>
<tr>
<td>Wednesday, June 29</td>
<td>Deposits</td>
<td>Deadline is <strong>3 PM</strong> on this last day to make cash deposits at the Bursar’s Office. Deposits received after this deadline will be posted to the 16/17 year.</td>
<td>Bursar’s Office Window 1</td>
</tr>
<tr>
<td>Friday, June 24</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>Budget Office/Accounting Services</td>
</tr>
<tr>
<td>Friday, June 24</td>
<td>Journal Upload Request</td>
<td>Last day to submit journal upload request to Accounting Services.</td>
<td>Accounting Services</td>
</tr>
</tbody>
</table>
YEAR END INFORMATION

Finance management is a daily function not a year-end task!

2015/16 Year End Guide
FUND BALANCE ROLL PROCESS OBJECTIVES

“Decision Support”

Fund Owners make decisions on available equity based on operational need
System financial info easily interpreted

Fund balance universally rolled to fund level
Ease of implementation (weighed against workload considerations)
Process should not generate “bad data”

Transactions to take place only in revenue and expense accounts
Transacting in equity accounts is like running a red light
REMINDER

- Fund Balance (Equity) no longer posts to DeptID*
  - Equity now reported at Fund level.

- Equity is result of revenue/expense/prior year equity
  - No actual or budget transactions against 30xxxx accounts
  - Current practice involves provisional approval from “fund owner” to exceed expenditure budget

- New business process required…we’re working on solutions.
PROPOSALS UNDER ADVISEMENT

Discussions under way about “all funds budgeting” approach
Fund owners = decision makers
We want to implement functional “value-added” processes
Granularity & attention to detail on every potential idea…
Put your thinking caps on!
PROPOSALS UNDER ADVISEMENT

For all Funds…
- One-sided expenditure budgets to utilize all/part of prior year Equity balance
  - Facilitated by Budget & Risk Management Office (BRM)
  - Only expenditures in 60xxxx accounts
  - Budget posts to fund owner, who may choose to distribute in FTS

For Cost Recovery/Enterprise Funds…
- Incorporate prior year Equity balance into Business Planning Procedure
- Incorporate planned equity uses into 1-sided budget upload template
- BRM will verify YE balances/encumbrances & upload template for accuracy
FURTHER CONSIDERATIONS

*Current “Exceptions” need to be addressed:

<table>
<thead>
<tr>
<th>PeopleSoft Fund</th>
<th>Currently Rolls to DeptID</th>
<th>Cost Recovery &amp; Enterprise Solution</th>
<th>Other Solution Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>48XXX -- CERF</td>
<td>YES</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>51000 -- Health Services Fee</td>
<td>YES</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>64XXX -- Special Projects</td>
<td>YES</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>65183 -- SJSU Miscellaneous Trust</td>
<td>YES</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>71000 -- Housing Operations &amp; Revenue</td>
<td>YES</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>78005-09 -- Cost Recovery (Auxiliary Orgs.)</td>
<td>YES</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
FEEDBACK? IDEAS?

When providing your thoughts…
- Keep in mind the Fund Balance Rollforward Objectives
- OBJECTIVES - these should be optimized

Email or Call:
Bradley.Olin@sjsu.edu / 4-1663
Kim.Napoli@sjsu.edu / 4-1671
SJSU
SAN JOSÉ STATE UNIVERSITY

FTS TRAVEL – TIPS & TRICKS

AMY CHAN
BEFORE THE TRAVELER LEAVES…

All business trips require a Travel Authorization

FTS is open to all SJSU employees

Purpose is to inform department and Approving Officials of

- a business trip
- upcoming expenses

Authorization required regardless of who pays the expense (SJSU or non-SJSU)
TRAVAL AUTHORIZATION (TA) - HEADER

Basic information regarding request displayed

Requester vs Traveler
- There is a benefit of having Requester (other than Traveler) complete TA

Traveler Home DeptID
- Drives the approval process

Employee address displays only if Requester is the Traveler
TA– TRIP INFORMATION

Destination drives the level of approvals needed to review and approve trip

Travel Type
- Paid by SJSU
  - Creates Travel Reimbursement
- Not Paid by SJSU
  - Does not create Travel Reimbursement

Additional Trip Details
- Use it to provide extra information about the trip
## TA- ESTIMATED EXPENSES

Estimated Expenses are just that— an estimate.

<table>
<thead>
<tr>
<th>Estimated Expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>350.00</td>
</tr>
<tr>
<td>Registration/Tuition</td>
<td>600.00</td>
</tr>
<tr>
<td>Lodging</td>
<td>400.00</td>
</tr>
<tr>
<td>Meals</td>
<td>150.00</td>
</tr>
<tr>
<td>Other</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,500.00</strong></td>
</tr>
</tbody>
</table>
TA- FUNDING SOURCE/CHARTFIELDS

Enter chartfield string of department who will pay for trip
No approval routing

<table>
<thead>
<tr>
<th>Line #</th>
<th>Account</th>
<th>Fund</th>
<th>DeptID</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
<th>Amount</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>606001</td>
<td>70000</td>
<td>1533</td>
<td></td>
<td></td>
<td></td>
<td>1,500.00</td>
<td>100.00</td>
</tr>
</tbody>
</table>
Upload Attachments
- Documentation can include
  - to support your request to go on the trip
  - show how estimated expenses were obtained
  - provide additional trip information

Submit
- Only the Traveler can submit the authorization to start the approval process
TA- ROUTING AND APPROVAL STATUS

Allows Requester/Traveler to monitor the request

Approval Routing
- Displays the level of approvals needed and names
- Time stamp when an Approver or Reviewer takes action

Activity History
- Time stamps the action made by Traveler, Reviewer(s), Approvers, and Accounts Payable
- Displays comments made by Reviewer(s), Approvers and Accounts Payable

Once approval process is completed, FTS creates a Travel Reimbursement and assigns same Trip Number as Travel Authorization
WHEN THE TRAVELER RETURNS...

A Travel Reimbursement awaits for Traveler to complete after trip in FTS, if there is an associated Travel Authorization

- Travel Reimbursement will have same trip number as authorization
- Reimbursement populates with data from the authorization

Purpose in completing a Travel Reimbursement

- Traveler can claim a reimbursement for out of pocket expenses
- If nothing to claim, then Traveler completes one to close out the trip
TRAVEL REIMBURSEMENT (TR)- HEADER

View Travel Authorization button

If Travel Reimbursement was created from a TA, then click button to view the authorization details
TR- HEADER

Use Additional Trip Details to provide explanation for any unique situations or arrangements

<table>
<thead>
<tr>
<th>Additional Trip Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>I shared a hotel room with my colleague, Jane Smith. She will not claim hotel expenses on her Travel Reimbursement #TR01234</td>
</tr>
</tbody>
</table>
TR- ONE TIME CHARGES

Base travel expenses paid in advance by SJSU or the Traveler

Charges include

- Lodging, air, and car
- Registration/conference fees
- Fell Travel

Do not enter daily charges such as meals, taxi, and incidentals
### One Time Charges

Note: Supporting documentation is required for any expense $25.00 or more. (For trips occurring on or after 1/24/17, receipts are required for expenses $75.00 or more.)

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Amount</th>
<th>Prepaid by SJSU?</th>
<th>How Prepaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>300.00</td>
<td>Yes</td>
<td>GoCard</td>
</tr>
<tr>
<td>Registration</td>
<td>150.00</td>
<td>No</td>
<td>Other</td>
</tr>
<tr>
<td>Lodging</td>
<td>250.00</td>
<td>Yes</td>
<td>GoCard</td>
</tr>
</tbody>
</table>
TR- DAILY CHARGES

Expenses include

- Meals
- Incidentals
- Shuttle, Taxi and Parking
- Other Business Expenses

Each line in Daily Charges represents one travel date
### Daily Expense Detail Lines

<table>
<thead>
<tr>
<th>Date Of Trip</th>
<th>Depart/Return Time</th>
<th>Meals</th>
<th>Incidental</th>
<th>Taxi/Shuttle/Parking</th>
<th>Business Expense</th>
<th>Total Expenses for Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/19/2016</td>
<td>09:28</td>
<td>0.00</td>
<td>0.00</td>
<td>10.00</td>
<td>0.00</td>
<td>10.00</td>
</tr>
<tr>
<td>05/20/2016</td>
<td></td>
<td>55.00</td>
<td>7.00</td>
<td>0.00</td>
<td>25.00</td>
<td>87.00</td>
</tr>
<tr>
<td>05/21/2016</td>
<td>16:29</td>
<td>13.75</td>
<td>7.00</td>
<td>10.00</td>
<td>0.00</td>
<td>30.75</td>
</tr>
</tbody>
</table>

**Business Expense Explanation**

Needed to make copies for my presentation at conference. Cost for copies $25 at Kinko's.
TR- TOTAL CALCULATIONS

FTS calculates your entries and deducts prepaid by SJSU (One Time Charges)

Amount Due is what is owed to Traveler as a reimbursement

Amount Approved is what department agrees to reimburse

- Can be modified by Reviewer or Approver
TR – FUNDING SOURCE/CHARTFIELDS

Approval routing driven by DeptID

Split distribution allowed; however approval routing will go to DeptID listed in line #1

<table>
<thead>
<tr>
<th>Line #</th>
<th>* Account</th>
<th>* Fund</th>
<th>* DeptID</th>
<th>Program</th>
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<th>Project</th>
<th>* Amount</th>
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<td>1533</td>
<td></td>
<td></td>
<td></td>
<td>100.00</td>
<td>78.28</td>
</tr>
<tr>
<td>2</td>
<td>606001</td>
<td>70000</td>
<td>1042</td>
<td></td>
<td></td>
<td></td>
<td>27.75</td>
<td>21.72</td>
</tr>
</tbody>
</table>
Upload Attachment(s)

- Backup documentation requirement
  - Itemized receipts
  - Exchange rates
  - Mapquest or Google Maps for mileage

Submit

- Only the Traveler can submit the authorization to start the approval process
QUESTIONS?

Refer to Travel Guide

Contact Finance Support

- 4-1558
- financeconnect@sjsu.edu
Thank You!