Agenda

- AVP Update – Josee Larochelle
- Fiscal Year End – Meg Deiss
- Strategic Partnerships – Valorie Gale
- Data Warehouse update – Gail Finney
AVP Update

- Update of Finance
- Efficiencies Update
- Auxiliary Update
- Budgeting CERF
- Changes to Account Codes
AVP Update – Update of Finance

• FinanceConnect has proven to be a vital link to our campus users. We have now expanded our customer base to include central finance (or Finance Service Group staff).
• Finance Support is now charged with providing systems support to both campus users and Finance Service Group staff.
  - Members of the unit:
    - Gail Finney – Director
    - Andrew Nguyen – Chart of Accounts Administrator
    - Shauna Rios – General Specialist
    - Cecilia Hoang – Business Systems Analyst
    - Amy Chan – Document and Reports Specialist
• FinanceConnect Phone: (408) 924-1558
  E-mail: financeconnect@sjsu.edu
Finance and Auxiliary organization staff worked tirelessly for many months on this project. Here is an update of what has happened since the Fall What’s Up:

• As of December Tower Foundation, Student Union and Associated Student Auxiliaries decided not to participate in the project.

• Spartan Shops, Research Foundation and Finance worked to finalize a chart of accounts and many common business processes. Original target was July 1, 2014 for Spartan Shops and July 1, 2015 for Research Foundation. At this point in time this project is on pause while the President's Cabinet assesses the priorities of the University.
In Fall I told you about a project to begin Budgeting CERF. This project involves many parts of campus. Here is what has been accomplished this year:

1. Open University – new model to fund open university in the Colleges. Previous funding was provided as CERF dollars but OU students participate in the regular term session. Now Colleges receive a set amount of Operating Funds consistent with over enrolled (or over target) surplus students.

2. Colleges with the largest CERF programs have developed business plans to help guide the needs of these programs, which are under review.

More to come in Fiscal Year 2014/15
AVP Update - Changes to Account Codes

During the recent Chart of Accounts project with the Auxiliaries, a complete review of SJSU’s accounts identified a need for “clean-up”. There was no consistency in the naming convention used for our accounts in either the short or long name. Finance Support has been charged with revising and updating the short and long names to be consistent.

Some examples of inconsistency would be:

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>606002</td>
<td>TRAVEL-OUT OF STATE</td>
</tr>
<tr>
<td>606800</td>
<td>TRAVEL-INTERNATIONAL</td>
</tr>
<tr>
<td>606801</td>
<td>Consultant Travel</td>
</tr>
<tr>
<td>606802</td>
<td>Professional Meeting Cost</td>
</tr>
</tbody>
</table>
Fiscal Year End 2013/14

Meg Deiss
Plan Ahead

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>
<th>Process Time</th>
<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></td>
<td></td>
<td>Six to Eight Weeks</td>
<td>Requisitions &gt; $50K</td>
</tr>
</tbody>
</table>
### Reminders and Tasks

<table>
<thead>
<tr>
<th>Subject</th>
<th>Description</th>
</tr>
</thead>
</table>
| Reconcile Accounts       | 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. |
| GoCard, Office Max, ProCard | GoCard, Office Max, and ProCard purchases for the June 2014 billing cycle will be expensed in FY 14/15.                                                                                                          |
| Recharges                | May 2014 recharges for UPD, Facilities, Travel Consultants, copier meter readings, postage, and telephone expenses will be charged to FY 13/14. Recharges for the month of June will be expensed in FY 14/15. |
# 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 26</td>
<td>Petty Cash</td>
<td>Expenses submitted for reimbursement before or on this date will be charged to 13/14 fiscal year. Expenses submitted after this date will be charged to FY 14/15.</td>
<td>Bursar’s Office Window 1</td>
</tr>
<tr>
<td>Friday, June 27</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 14/15 year.</td>
<td>Bursar’s Office Window 1</td>
</tr>
<tr>
<td>Friday, June 27</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>
Finance management is a daily function not a year-end task!

2013/14 Year End Guide
Strategic Partners

Valorie Gale
Strategic partners are manufacturers, distributors or service suppliers that provide the university with anything from supplies to complex technology to consulting. These suppliers:

- meet certain criteria for doing business with the University
- have an understanding of our operations and needs
- are not competing only on cost
- have demonstrated a commitment to continuously improve the products and services they provide
Criteria

- Supplier has a valid, competitively bid contract that can be used for the current purchase (i.e., CSU, State, Co-Op or Campus Contract)
- Supplier is a California certified small business
- Supplier has consistently over time provided best value to the University
- Supplier has a proven history of quality and customer service
Benefits?

The University benefits by working closely with Strategic Partners.

- Streamline the procurement process for common items
- Obtain best value by consolidating purchasing
- Early notification of potential shortages
- Improved communication
- Special discounts and lower prices
- Adherence to contractual commitments
- Higher level of trust
Contracts

Strategic Partners often have volume contracts available for use by agencies. These contracts often include:

- Campus direct contracts
- CSU contracts negotiated by the Chancellor’s Office
- Consortium or Cooperative Agreements
- GSA or CMAS contracts negotiated directly with the state
- Other Agency Contracts
Contract Requirements

Contracts negotiated by other agencies or groups need to be carefully reviewed by the Contracts and Purchasing Services Department to assure that they are applicable to the current purchase. We look for the following items:

• term of contract – Is it still valid?
• confirmation that it was competitively bid or if it needs to be re-bid amongst the suppliers identified in the contract
• statement that the contract can be used by other agencies
• pricing for specific item or service being procured
• statement of administration fee or no fee charged
Strategic Partners List

The Contracts & Purchasing Services Department maintains the Strategic Partners list. This list is located on our website on the following page:

http://www.sjsu.edu/finance/about_us/purchasing/strategic_partners/index.html

University faculty and staff are encouraged to report any concerns relating to pricing or service to the Contracts and Purchasing Services Department for investigation and possible removal from the list.

Thank you!
Data Warehouse Upgrade

Gail Finney
What’s Been Happening

- January 2014 FinanceConnect announced DWH upgrade
- Live webinar training demos provided by Chancellor’s office for Campus end-users, highlighting the changes and new features
- CFS 9.0 Test Data Warehouse 11G environment available since January 13th
- CFS 9.0 Production Data Warehouse 11G environment Go-Live was March 20th
What’s Happening Now

• New look and feel
• Navigation through dashboards has changed
• New features will provide more reporting functionality
• 11G has no impact on content of existing dashboards, reports or data
• Both 10G and 11G versions will be available through the end of June to allow campus training time
Data Warehouse – Log In Page

Common Financial System (CFS)
- CFS Non-Production
- CFS Login
  - CFS Data Warehouse Login - 10G
  - CFS Data Warehouse Login - 11G
- CPO Process

Common Financial System (CFS)

The Common Financial System, referred to systemwide as the CFS, replaced the California State University PeopleSoft Finance 9.0 environment in July 2011. CFS was instituted in an effort to achieve database consolidation across all campuses.

Systemwide Technical Support
NEW! - Oracle 11G

Oracle 10G
NEW! – Oracle 11G

Oracle 10G
What’s to Come

- FIN012 – Overview of Data Warehouse 11G
  - Sessions began Tuesday, April 29, and will be available throughout May, June and July
- FIN008 – Introduction to CFS Data Warehouse – The basic, introductory course is still available, version 11G only
- Data Warehouse version 10G will be available until June 30, 2014
- Sign up for classes through MySJSU – NOW!
For More Information

• DWH Documentation (11G End User Guides & Videos)- [https://csyou.calstate.edu/Divisions-Orgs/bus-fin/it/BI-DW/CFSDW/Pages/BI-DW-User-Documentation.aspx](https://csyou.calstate.edu/Divisions-Orgs/bus-fin/it/BI-DW/CFSDW/Pages/BI-DW-User-Documentation.aspx)

• Training sessions FIN012 or FIN008 - Sign into MySJSU to enroll Navigate as follows: Self-Service > Learning and Development > SJ-Enroll in Training Classes > Search by Course Number
Questions?
SAN JOSÉ STATE UNIVERSITY