Fall 2020 What’s Up?

- All participants are muted
- Please use Q&A window to ask questions
- Session will be recorded
Welcome and General Updates
Upcoming FTS enhancements
Annual Budget Report
Bursar’s Office Updates
Payment Services Updates
Strategic Sourcing Updates
New Services with Tower Foundation
PRAs and Subpoenas
Risk Management: Virtual Conferences
Distribution and Asset Services Updates
Questions
WELCOME & GENERAL UPDATES

MARNA GENES, SENIOR ASSOCIATE VICE PRESIDENT OF FINANCE
Empathy is not connecting to an experience. Empathy is connecting to the emotions that underpin an experience.

-Brene Brown
New Bursar - Teresa Schmidt

Active Recruitments:
- Director of Accounting Services
- Collections/Account Rep (Bursar)
- Admin Analyst (Bursar)
UPCOMING FTS ENHANCEMENTS

SHAUNA RIOS, ASSOCIATE DIRECTOR OF FINANCE SUPPORT AND INNOVATION
We have a new task center in one.SJSU!
Two major enhancements to the Transfers module:

1. Ability to upload supporting documentation
2. Select appropriate approver from drop down list

Both enhancements apply to all transaction types within the Transfers module.
SUPPORT DOCUMENTATION UPLOAD

- Satisfies an audit finding
- Uploaded documents stored in OnBase
- Accessible via Document Retrieval

Approval Requirements by Transaction Type

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Journal</td>
<td>Optional</td>
</tr>
<tr>
<td>Expense Journal</td>
<td>Required</td>
</tr>
<tr>
<td>Hospitality Payment</td>
<td>Required</td>
</tr>
<tr>
<td>Interdepartmental Expense Transfer</td>
<td>Required</td>
</tr>
</tbody>
</table>

Functionality available December 2020
Upon save, a drop down list of approvers will appear
Can enter and approve transfers if you have approval access for specified chartfield deptID
Emails go directly to the selected approver - bye bye mass email to approvers!

Approval Requirements by Transaction Type

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Journal</td>
<td>Must have access to both From and To DeptIDs</td>
</tr>
<tr>
<td>Expense Journal</td>
<td>Must have access to both From and To DeptIDs</td>
</tr>
<tr>
<td>Hospitality Payment</td>
<td>Must have approval for DeptID in the Payor chartfield</td>
</tr>
<tr>
<td>Interdepartmental Expense Transfer</td>
<td>Must have approval for DeptID in the Payor chartfield</td>
</tr>
</tbody>
</table>

*Functionality available early 2021*
ANNUAL BUDGET REPORT

DOUG WARD, DIRECTOR OF FINANCIAL PLANNING AND ANALYSIS
Highlights:

- Opening remarks from VP of Admin and Finance/CFO Charlie Faas
- Highlights and Facts
- Operating Plan Comparison
- The Sources and Uses
- Expenditure Budgets by Division
- Self-Support and Auxiliary Budgets and Narratives
- CARES Act (HEERF) Funds
Annual Budget Reports going back to 2007/08 can be found on the Finance and Business Services website located here: https://www.sjsu.edu/finance/about_us/budget/budget_reports/

President Papazian’s July 2020 message regarding the budget: http://blogs.sjsu.edu/president/2020/07/20/a-message-from-the-CSU-updates-regarding-budget-and-potential-layoffs/

VP of Administration and Finance/CFO Faas’s August 2020 budget update: https://www.sjsu.edu/adminfinance/about/budget_central/index.html

Bursar’s Office Updates

Teresa Schmidt, Bursar
Brian Mitchler, Tower Card Manager
TOWER CARD REISSUING PROJECT

- New Tower Cards - latest technology combined with legacy functionality
  - universal door-access card
  - replaces FD&O white card

- Faculty/Staff Recarding -
  - mailed out by Dec 18th
  - new cards activated Jan 4th

- Students -
  - new cards issued to incoming Frosh/Transfer students for Spring ’21
  - new cards issued when current cards are lost
  - new cards issued to incoming Frosh/Transfer students for Fall ’21
  - new cards issued to all Housing returning residents for Fall ’21
Cashiering Satellite Operations

Cash Handling Procedures

These procedures are for internal use by campus departments.

- **Cash Handling Procedures for Campus Departments**

Deposit and Transportation of Funds:

- Collections at satellite cashiering locations and departments are to be deposited to the Bursar’s Office at least weekly or whenever collections exceed $500.00.

- At a minimum, transport must be accomplished jointly by at least two employees. When deposits exceed **$1,000.00**, employees shall be escorted by campus police.
For students who register after February 4th, they will have three (3) days in which to pay from the date they register. If a student signs up for a payment plan after February 4th, they will have until February 9th to sign-up for the two month payment plan, due February 9th and March 12th.

<table>
<thead>
<tr>
<th>Registration Period</th>
<th>Housing/Reg Charges Post to Acct</th>
<th>Payment Due Date</th>
<th>IPP Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Registration</td>
<td>Oct 27 - Dec 5</td>
<td>Dec 10</td>
<td>Dec 10</td>
</tr>
<tr>
<td>Oct 27—Jan 24</td>
<td></td>
<td></td>
<td>Jan 9</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Feb 9</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mar 12</td>
</tr>
<tr>
<td>Dec 6 - Jan 4</td>
<td>Jan 9</td>
<td></td>
<td>Jan 9</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Feb 9</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mar 12</td>
</tr>
<tr>
<td>Jan 5 - Feb 4</td>
<td>Feb 9</td>
<td></td>
<td>Feb 9</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mar 12</td>
</tr>
</tbody>
</table>
PAYMENT SERVICES UPDATES

KIM GAMBLIN, ASSOCIATE DIRECTOR OF PROCUREMENT TO PAYMENT SERVICES
Hot Topics

• e-Invoice
• Adapted Travel
• Supplier New

Bonus: WFH FAQ’s
Frequently asked Questions:

• How can I tell my PO invoice has paid?

• Has my PO invoice paid yet? I submitted it a while ago.

• The vendor hasn’t received payment, why?
Did you use the e-Invoice link?

SJSU E-Invoice

Submit Purchase Order invoices electronically to the Payment Services Office. All fields are required:

- Purchase Order Number:
- Supplier ID:
- Invoice Number:
- Invoice Amount:
- Invoice Date (mm/dd/yyyy):
- Upload File:

Submit Invoice File
Is the document in the Support Documents? Here is how to check...
(Note added after presentation)

Please type the Inv# i.e. 1254 or the word “Invoice” in this field to get a list of what has been submitted to Payment Services. This field will help the sorting of the documents attached.
Adapted Travel for Essential Traveling

Q: How do I get the President to approve my essential travel?

Adapted Travel Forms by Division:

- Academic Affairs Travel Form
- Admin & Finance Travel Form
- Research and Innovation Travel Form
- Office of Diversity Travel Form
- University Advancement Travel Form
- Student Affairs Travel Form
- President’s Office Travel Form
- IT Travel Form

Things to remember:
- Do not submit moving expenses through this process.

Note: Virtual Conferences should be submitted on a Travel Authorization to get the proper approvals needed if required by your Division.
Supplier New - Onboarding through PaymentWorks

What step is missed with Supplier New?
Supplier New - Onboarding through PaymentWorks

For Both Direct Pay Voucher & Requisition Process
Supplier New - Onboarding through PaymentWorks

What step is missed with Supplier New?
Supplier New - Onboarding through PaymentWorks
Supplier New - Onboarding through PaymentWorks

**Requisition**

**Header Information**
- Status: Open
- Req No.: New
- Date: 4/17/2020
- ATI Type: E&IT Single User
- Header Comments:

**Contact Information**
- Requester: [Redacted]
- Phone: [Redacted]

**Shipping Information**
- Ship to: 048-RCVNG
- Desired Due Date: 5/1/2020

**Supplier Information**
- Name: 0000042333
- Supplier: Supplier New
Work From Home FAQ’s

- Tracking COVID expenses
- Internet & Cellular Expenses
- Office Supplies & Equipment
- Home Deliveries
- Travel
- Virtual, Online, and Software

WFH Questions & Answers
STRATEGIC SOURCING UPDATES

SARA BONAKDAR, DIRECTOR OF STRATEGIC SOURCING
**STRATEGIC SOURCING – SUPPLIER OPTIONS IN FTS**

<table>
<thead>
<tr>
<th>Supplier Name/ID</th>
<th>Use Case</th>
</tr>
</thead>
</table>
| Supplier NEW ID: 0000042333 | **Available in both the Requisition and Direct Payment modules.**  
Select this supplier ID when you’ve identified a supplier you intend to do business with or that you want to pay, AND the supplier ID does not exist in FTS. |
| Supplier TO BID ID: 0000043479 | **Available in the Requisition module.**  
Select this supplier ID when submitting a requisition for goods/services that meet or exceed CSU bid thresholds and require a competitive bid process. This can translate to informal or formal bidding, OR instances where you have requested the Procurement team to assist you in sourcing or identifying a supplier for a good or service. |
| Supplier NO $ VALUE ID: 0000043480 | **Available in the Requisition module.**  
Select this supplier when submitting a requisition for a contract or a document that requires the signature of the University, but it has no dollar value. Please note anything that requires a signature must be signed by the Procurement staff. Examples include but are not limited to, Student Placement Agreements (SPA), freeware, Memorandums of Understanding (MOU), hack-a-thons, etc. |

Resource - Supplier Request Process
How do I find these options in FTS?
How do I find these options in FTS?
“Supplier No $ Value” Requisition

When to use “Supplier No $ Value” on a Requisition:

- Contracts needing signatures and no payment required
- Student Placement Agreements (SPA)
- Freeware
- Memorandums of Understanding (MOU)
- Hack-a-thons
- University Organization Agreement (UOA)

Useful tips:

- Enter the requisition amount as $1.00 when there is no dollar value associated with your request.
- First, verify the Supplier does not exist in the system. If the University has the supplier in the system, you may select the existing supplier ID, just make enter the amount as $1.00.
- Try looking up “Healthcare” vs “United Healthcare System”.
“Supplier to Bid” Requisition

When to use Supplier To Bid:

- When your request is greater than or equal to $50,000 - the bid threshold.
- Informal Bid (e.g. requests for quotes, based on a written scope of work).
- Formal Bid (e.g. RFP, IFB).

Useful tips:

- If your request is below $50,000 threshold, but you do not know what supplier options you have, you may enter a Supplier to Bid requisition. The Strategic Sourcing Team can provide you with options for supplier selection.
  - Please indicate you need our assistance in supplier selection in the requisition header comments.
- If you have an project estimate, please enter the requisition at that amount.
- If you do not have a project estimate, please enter the amount at $1.00.
NEW SERVICES WITH TOWER FOUNDATION

KATHLEEN PRUNTY, ASSOCIATE VICE PRESIDENT OF BUSINESS SERVICES
NEW! Submit Tower Foundation Transactions via FTS

Beginning October 1, 2020, departments are now able to submit invoices and PO requests against Tower Foundation accounts through FTS. This new ability is temporary, through March 31, 2021. All approvals and supporting documentation and approvals must adhere to Tower Foundation guidelines. The transaction process will now follow SJSU’s normal procedures. (See FinanceConnect Blog September 30, 2020)
How do I submit transactions? Use FTS!

- Enter the words TOWER TRANSACTION in the Header Comments of the FTS request.
- Use Fund 70000 and identify the Project ID of the Tower Foundation Account.
- Upload the supporting documentation for the request with the FTS transaction.
- Payment of an invoice, submit a Direct Payment request.
- Request a purchase order, submit a Requisition.
- Reimbursement for an SJSU employee, submit a Reimbursement request.
- Pay an invoice related to an EXISTING Tower PO, submit a direct payment, referencing the Tower PO# after TOWER TRANSACTION in the Header Comments.
How will the University bill back to Tower Foundation (TF)?
Billing occurs monthly via auto-billing and manual billing.

1. Auto-billing:
   a. University Accounting runs a Journal Line query to pull the transactions by Tower's project codes Txxxxxxxxxxx (vouchers, Expense transfers, journals).
   b. The auto-billing process creates invoices and emails the invoices to TF.
   c. Departments provide any supporting information to TF for the transactions.

2. Manual billing:
   a. Departments send a billing upload request to University Accounting with supporting documents to generate a manual invoice (e.g., a postage billing).
When do the Transactions appear in the Data Warehouse (DW)?

The auto billing process timing:

- Auto billing is run after the LCD is posted, usually 2-4 days after the month-end.
- Auto billing is dated the last day of the month, (ie. 9.30.20 as accounting date), even though the process ran after month-end (ie 10.07.20).
- The overnight process will post the transactions to the DW, departments will see the billings in DW posted to their fund and department the next day, (ie 10.08.20, with accounting date 9.30.20).

The manual billing process timing:

- Billing requests are processed on the actual date (equivalent to Accounting date) (ie 10.12.20).
- Once completed an email with a copy of the invoice is sent.
- Departments will see the transaction in DW the next day, (ie. 10.13.20), with the actual/Accounting date (ie 10.12.20).
PUBLIC RECORDS AND SUBPOENAS

AIRLEAH SIVILA, PUBLIC RECORDS COORDINATOR & SPECIAL ASSISTANT
Many of San Jose State University’s records, including records from auxiliaries, are available to the public under the California Public Records Act (Gov. Code section 6250 et seq.) or the Richard McKee Transparency Act of 2011 (Cal. Ed. Code section 89913 et seq.)

“Access to information concerning the conduct of the people’s business is a fundamental and necessary right of every person in this state.” – California Public Records Act, Gov’t Code § 6250

A public record includes “any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained” by the University, “regardless of physical form or characteristics.” (Gov. Code section 6252)

- employment contracts and salaries
- public contracting records
- emails and text messages

SJSU strongly encourages PRA requests to be submitted via email to: publicrecordsrequests@sjsu.edu
University or Auxiliary employees should not respond directly to records requests from the public.

If you receive a request made for public records, please forward the request immediately to: publicrecordsrequests@sjsu.edu. This will help ensure the campus meets the legal requirement of acknowledging the request within 10 days.

More information available online: https://www.sjsu.edu/adminfinance/about/public_records_act/
What is a Subpoena?

- A subpoena is a legal document that commands a person or entity to attend a hearing, trial or deposition at a particular time and place to testify as a witness and/or produce documents or other tangible objects in a legal proceeding. It is equivalent to a direct order from a court. SJSU must comply with all valid subpoenas.

Who responds to subpoenas?

- Finance and Business Services is responsible for the response to Records Only Subpoenas when the CSU is not a party to the litigation.

- The CSU Office of General Counsel (OGC) is authorized to accept service of process on behalf of the Board of Trustees, when the CSU is a party to the proceeding.
**SERVICE OF RECORDS VS APPEARANCE SUBPOENAS**

**Records Only Subpoenas**

A records subpoena requires the production of documents in a legal proceeding

- Academic Records
- Employment Records
- Medical Records

A subpoena for SJSU business records must be served on the Finance & Business Services Office.

Subpoenas for auxiliary records should be served on the respective auxiliary.

**Appearance Only Subpoenas**

In most instances, a subpoena must be personally served on the witness required to appear.

Important exceptions to this requirement:

- Person is a peace officer, subpoenaed to testify about an event witnessed or investigated as a peace officer
- Person is a state employee, subpoenaed to testify about something s/he has gained expertise in during the course of duties

In the above cases, a subpoena may be served by delivering two copies to the employee’s immediate superior.
SERVICE OF SUBPOENAS DURING COVID-19

Until further notice, SJSU is temporarily accepting records subpoenas served through mail to:

San Jose State University  
Finance and Business Services  
One Washington Square  
San Jose, CA 95192-0008

Courtesy copies should be emailed to the Public Records Coordinator at airleah.sivila@sjsu.edu

More information available online:  
https://www.sjsu.edu/adminfinance/about/subpoenas_pras/
For questions and other assistance regarding PRA Requests and Subpoenas please contact

**Public Records Coordinator**
Airleah Sivila
408.924.1747
airleah.sivila@sjsu.edu
VIRTUAL CONFERENCES

MARLA PEREZ, RISK MANAGER
Guests speakers receiving payment of over $1,500.00 should still provide evidence if liability. Please continue to consult with Risk Management to determine we have the proper coverage in place for your event.

Ensure the safety for our network, faculty, staff and attendees by implementing safety measures.

SJSU Ecampus has some excellent resources on how to’s including room controls. [https://support.zoom.us/hc/en-us/articles/201362603-What-Are-the-Host-Controls](https://support.zoom.us/hc/en-us/articles/201362603-What-Are-the-Host-Controls)

If your Virtual conference will have more than 1,000 attendees please reach out to IT to ensure there will be no issues with bandwidth.

When using video conferencing apps, ensure both staff and consumers are aware of their background surroundings and personal appearance or attire in order to maintain professionalism and personal privacy.

Limit the use of links to outside materials. For example, when utilizing videos from YouTube, there is the risk that unapproved content may be accessible or featured on the same page. To decrease this exposure, try to limit the use of links to materials outside the organization’s digital platform.
VIRTUAL CONFERENCE TIPS

For virtual conferences with minors in attendance

- Involve parents.
  - Keeping parents in the loop ensures any new expectations are clearly communicated to parents and attendees. Informed parents can help reinforce safe practices. Ensure parents know how to report concerns or issues to your leadership.

- Provide an agenda prior to the “event” to all attendees.

- Please provide the students with a waiver to be completed by the student and parent.

- Presenters should not communicate via private chat with attendees (minors).
  - Use the “Rule of Three”. In all activities and on all electronic communication platforms, encourage presenters and attendees to utilize the “Rule of Three,” which prohibits one-on-one interactions between presenters and attendees.
  - Parents are another set of eyes and ears to manage this risk-especially in this unique and difficult time.
We are all Risk Managers, but when in doubt contact the Risk Management Department or visit our webpage!

http://www.sjsu.edu/finance/about_us/risk_mgmt/

Marla Perez  
Associate University Risk Manager  
408.924.2159  

Kathleen Prunty  
Associate Vice President-Business Services  
408.924.1565
DISTRIBUTION & ASSET SERVICES UPDATES

SONJA BOWSKY, DISTRIBUTION AND ASSET SERVICES MANAGER
COVID-19 has created several challenges for the campus.

How do you get your department’s mail and packages?
How do you get packages to your students?
How do you keep track of your department’s property?
What you can do…

- Set up a regular delivery
- Set up a regular pickup
- Arrange for an occasional delivery or pickup
- Provide advance notice of an incoming shipment, especially helpful for temperature-controlled or chemical deliveries

Workflow Coordinator, Lead
Phil Perez
408.924.1594
phil.perez@sjsu.edu
There are approximately 600 Spring 2020 diplomas in this photo. To date, we’ve processed over 3,500 diplomas.
To determine the best mail/ship method for a package or large envelope...

How is it packaged?
How many pieces do you have?
How much does each one weigh?
What are the dimensions of the piece?
When does it have to arrive?
Your UPS CampusShip account can be used to:

- create up to 250 labels at one time
- upload a spreadsheet (.csv type) directly into UPS
- print your labels
- affix them to the packages
- call Distribution for a pickup
Enter the normal addressee information into the UPS batch file:

- Contact Name
- Company or Name
- Country
- Address 1
- Address 2
- City
- State/Prov/Other
- Telephone
- Residential Ind
- Consignee Email
- Packaging Type
- Weight
- Service
Property Coordinator
John Munn
408.924.1562
john.munn@sjsu.edu

- identifies, records and inventories University property and assets, which are valued at ≥$5K
- assists Procurement with the Campus Copier Program
- processes property disposal requests
- coordinates the online auctions of surplus property
- works closely with each department’s Property Custodian
**Important Property Forms**

The Property Check Out form is used to keep track of University equipment and property being used at home.

The Property Survey Report is used to update the status of University property.
**What are assets?**

- computer hardware / software
- equipment
- firearms
- furniture
- musical instruments
- vehicles
- works of art

**How can you help?**

- notify the Coordinator about purchases that may qualify as assets
- provide a Property Survey Report (PSR) for disposals, donations, and transfers
- participate in inventory events
- use the Property Check Out Authorization for any equipment that is taken home
- report any missing/stolen property by providing a PSR and Missing Property Report
Campus Partner Updates
Resources

- Adapted Travel
- Annual Budget Reports
- Cash Handling Procedures for Campus Departments
- Distribution Services – Pick up/Drop Off
- e-Invoice Instructions (blog)
- Host and Co-Host Controls in a Zoom Meeting
- President Papazian’s July 2020 Message
- Property Check Out Policy/Authorization
- Property Survey Report
- Public Records Requests
- SJSU Newsroom September 2020 Post on COVID-19
- Subpoena Guidelines
- Supplier New Request Process
- The CSU General Office of Counsel
- Tower Foundation Transactions via FTS
- Trainings created by Finance Support
- VP of Administration and Finance Budget Update
- WFH Questions
- What’s Up – Spring (Q&A’s)
QUESTIONS?

SAN JOSÉ STATE UNIVERSITY  powering SILICON VALLEY