WHAT’S UP FINANCE

5/5/2017
• Fiscal Year End 16/17 – Susan Jaynes
• e-Market and Tower Card Update – Meg Deiss
• Travel FAQs and Tips – Gail Finney
• AVP Finance Update – Josee Larochelle
• Breakout session after the presentation
Fiscal Year End 16/17

Susan Jaynes
Financial management is a daily function not a year-end task!
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>
</tr>
</thead>
<tbody>
<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>Two Weeks or</td>
<td>e-Invoice (PO invoice Submit)</td>
</tr>
<tr>
<td>according to terms</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Process Time</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two Weeks</td>
<td>Change Order Requests</td>
</tr>
<tr>
<td>Two Weeks</td>
<td>Requisitions (&lt; $10K)</td>
</tr>
<tr>
<td>Four Weeks</td>
<td>Requisitions (\text{between} $10K \text{ to} $50K)</td>
</tr>
<tr>
<td>Six to Eight Weeks</td>
<td>Requisitions (\geq $50K)</td>
</tr>
</tbody>
</table>

Departments ensure invoices related to fiscal year 16/17 are processed as soon as possible as these invoices need to be reported in the fiscal year.
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>GoCard, Staples, ProCard</td>
<td>GoCard, ProCard, and Staples purchases made for the June 2017 billing cycle will be expensed in FY 17/18.</td>
</tr>
<tr>
<td>Recharges</td>
<td>May 2017 billing and chargebacks, such as UPD, Facilities, Travel Agent prepaid charges, copier meter readings, TPO, printshops, postage, and telephone expenses will be charged to FY 16/17 and are due to Accounting Services by Wednesday, June 7. Chargebacks for the month of June will be expensed in FY 17/18.</td>
</tr>
<tr>
<td>Reconciling 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>Due Date</td>
<td>Subject</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>Friday, June 16</td>
<td>Payroll Journals</td>
</tr>
<tr>
<td>Friday, June 23</td>
<td>Journal Upload Request (Budget &amp; Expense)</td>
</tr>
<tr>
<td>Wednesday, June 28</td>
<td>Petty Cash</td>
</tr>
<tr>
<td>Thursday, June 29</td>
<td>FTS Budget Expense &amp; HR Expense Adjustments</td>
</tr>
<tr>
<td>Thursday, June 29</td>
<td>Deposits</td>
</tr>
</tbody>
</table>
e-Market and Tower Card Update

Meg Deiss
Method to accept online credit card payments.
Can be used for any type of income for products and services.
  – Donations, tickets sales, merchandise…
Credit card refunds can be processed through e-Market system.
Collects data at the time of payment.
Ability to generate user-defined reports.
CASHNet (vendor of e-Market) partners with other companies to allow the check-out feature.
• Stores are created and linked to the department’s website.
  – Department can customize the store front display to their specifications.
• Different levels of security are available.
  – For example, ability to set-up system for a power user and then restricted for ability to generate refunds for internal controls.
• Transaction fees will apply.
  – Rate will differ based on the type of credit card used, but will average less than 2% of the transaction amount.
• Approximately 80 campus departments currently using e-Market with almost 140 stores.
e-Market Statistics

2016

1st quarter: $1,335,168.63
2nd quarter: $2,538,584.66
3rd quarter: $1,187,282.47
4th quarter: $1,325,435.62

Total: $6,386,471.38
• Implementing new Tower card system – started April 2017.
• Implementing a self-service component – students will submit photo to us and we will have Tower card ready when they arrive on campus.
• Roll out self-service photo to freshman students during fall orientation this summer.
• Roll out self-service to all continuing students during the fall semester, who don’t have currently have a Tower card.
• Phase in of chip technology into Tower card for dorm, building, and office access – over the next few years.
Travel FAQs and Tips

Gail Finney
Travel Authorizations

- Are Travel Authorizations required for all university business travel?
  - Yes.

- Does that include local business travel for mileage only?
  - Yes. We advise approving a separate Travel Authorization for each month that mileage will be claimed for reimbursement.

- What if no Travel Authorization was done before the trip and I’m given receipts to reimburse?
  - Create a Travel Authorization now because AP will be requesting it anyway if the Travel Reimbursement comes in for processing without one. Travel Authorizations can be created even if the travel dates have past.
What if the traveler would like to use a different mode of transportation rather than the most common method to reach their destination?

- Reimbursement of transportation expenses will be based on which is the most economical. Travelers should provide a cost comparison when submitting their Travel Authorization since this is the time they are estimating their expenses for approval.

What if the trip dates change after the Travel Authorization has been approved?

- Since the Travel Authorization cannot be revised for date changes, we suggest uploading a memo documenting the change. If your approving officials should be notified of significant changes such as additional destinations or increased cost estimates, email notifications documenting these changes could be uploaded as well.

If I request an advance for my trip, when will I receive it?

- International travel advances are issued approximately a month prior to the departure date, but no later than a week before.
Travel Authorization Tip 1: When a Travel Authorization is approved, a Travel Reimbursement is automatically created with the same TR reference # and is there to fill in after the trip is completed. The Travel Reimbursement will have a direct link to view the Travel Authorization.

### Travel Reimbursement

<table>
<thead>
<tr>
<th>Travel Type</th>
<th>Business Related</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Travel Authorization</td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td>Open</td>
</tr>
<tr>
<td>Submitted Date</td>
<td></td>
</tr>
<tr>
<td>Trip Number</td>
<td>TR034770</td>
</tr>
<tr>
<td>Traveler Name</td>
<td>Amy M A Chan</td>
</tr>
<tr>
<td>Employee ID Number</td>
<td></td>
</tr>
<tr>
<td>Purpose of Trip</td>
<td>2017 CSU BUSINESS CONFERENCE</td>
</tr>
<tr>
<td>Additional Trip Details</td>
<td>MAY 5-6, 2017 PERSONAL DAYS</td>
</tr>
</tbody>
</table>
Travel Authorization Tip 2: If a Requestor creates or starts to create the Travel Authorization and saves it, and then the Traveler adds to it and submits it for approval, both the Requestor and Traveler will have access to update the Travel Authorization and Travel Reimbursement.
What expenses should go in the One-Time Charges and what should go in the Daily Charges sections?

- One-Time Charges are those expenses that are usually paid for in-total at one-time, such as airfare, lodging, rental cars, or registration fees. Daily Charges are the expenses that may be incurred during a trip, such as meals, taxi, shuttle, parking, tolls, and miscellaneous business expenses.

Are there different rules for trips that take less than 24 hours?

- Yes. According to IRS regulations, meals and incidental expenses shall not be reimbursed for a trip that is less than 24 hours. However, if there is an overnight stay, then lodging, meals up to $55, and incidental expenses are allowed. If an Approving Official grants an exception to the overnight stay requirement, then breakfast up to $10 and dinner up to $25 are allowed, but the amount reimbursed is reportable as income and subject to payroll tax withholding.
Travel Reimbursement Tip 1: The Travel Reimbursement should reflect all of the expenses for the trip, just like the estimated costs on the Travel Authorization. Remember to include all of the expenses that were paid for by SJSU in the One-Time Charges section.

### One Time Charges

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Amount</th>
<th>Paid by SJSU?</th>
<th>Payment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>138.00</td>
<td>Yes</td>
<td>Other</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fell Travel</td>
</tr>
<tr>
<td>Lodging</td>
<td>537.00</td>
<td>Yes</td>
<td>GoCard</td>
</tr>
<tr>
<td>Registration</td>
<td>450.00</td>
<td>Yes</td>
<td>GoCard</td>
</tr>
</tbody>
</table>

Note: Supporting documentation is required for any expense $25.00 or more. (For trips occurring on or after January 1, 2016, receipts are required for expenses $75.00 or more.)
Travel Reimbursement Tip 2: When there are Daily Charges to claim, the first and last dates of the trip (Departure Date/Time and the Return Date/Time) should always be recorded, regardless of whether there are expenses incurred or not. For the other days in between, you only have to include the days when expenses are incurred and will match the receipts.

<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>04/09/2017</td>
<td>16:30</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>04/10/2017</td>
<td>24:00</td>
<td>55.00</td>
<td>0.00</td>
<td>0.00</td>
<td>35.00</td>
<td>90.00</td>
</tr>
<tr>
<td>04/11/2017</td>
<td>24:00</td>
<td>55.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>55.00</td>
</tr>
<tr>
<td>04/12/2017</td>
<td>24:00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>04/13/2017</td>
<td>10:30</td>
<td>10.00</td>
<td>0.00</td>
<td>22.00</td>
<td>0.00</td>
<td>32.00</td>
</tr>
</tbody>
</table>

Business Expense Explanation

4/10 Conference Books-835
Non-SJSU Employee – Paper Travel Documents

Paper Travel Tip #1: A Student traveling for university business purposes such as attending a conference or presenting a paper, must obtain pre-approval using the “Request for Approval of Travel” form, and attach it to the “Travel Reimbursement Request” form to claim the expenses.

REQUEST FOR APPROVAL OF TRAVEL

ACCOUNTS PAYABLE

SAN JOSÉ STATE UNIVERSITY
Finance - One Washington Square - San José, CA 95192-0008

This form must be completed prior to any university related travel by non-SJSU employees. Fill out form in its entirety and obtain necessary approval. For detailed information on CSU travel policies, please consult the Travel Guide located in the Finance website. For SJSU employees, please submit a Travel Authorization request online in FTS.

I. Department

<table>
<thead>
<tr>
<th>Department</th>
<th>Accounts Payable</th>
<th>Contact Name:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number:</td>
<td>4-1659</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trip Reference Number:</td>
<td>PTR1533-1617-01</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Paper Travel Tip #2: The “Request for Approval of Travel” form requires the department to assign a Trip Reference Number. This reference number is used as the Invoice# on our vouchers and can accept up to 30 characters. We suggest the following format: PTR1533-1617-01 or PTR1533-1617-XXXX where,
PTR = Paper Travel
1533 = DeptID
1617 = Fiscal Year
01 = # series, or XXXX = Alpha characters such as a Name

I. Department

<table>
<thead>
<tr>
<th>Department: Accounts Payable</th>
<th>Contact Name: Kim Gamblin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number: 4-1659</td>
<td>Email: <a href="mailto:kim.gamblin@sjsu.edu">kim.gamblin@sjsu.edu</a></td>
</tr>
</tbody>
</table>

Trip Reference Number: PTR1533-1617-01
Paper Travel Tip #3: All other Non-SJSU employees that you may use the “Travel Reimbursement Request” form for to record reimbursable expenses are not required to submit a “Request for Approval to Travel” form.
AVP Finance Update

Josee Larochelle
Past What’s Up!

- Student eRefunds
- GoCard
- Electronic Employee Reimbursement

2011
- New Tower Card/Tower Card Maxx
- E-Market

2012
- Fiscal Year End Guides started
- New guidance on Auxiliaries
- FTS Travel Component
- Partnership with Spartan Bookstore
- International Wire Transfer

- PASS no more! – Contracts & Purchasing – Distribution Services
- Finance Connect Created!

- SJSU Vision 2017
- OfficeMax as the systemwide office supply vendor
Past What’s Up!

2013

- IT Voice and Data Services
- Finance Support Unit!

2014

- New model to fund Open University
- FinanceConnect expands to Finance Support

2015

- Finance Hot Topics
- Open.Gov

Efficiencies:
- Expanded ProCard and other Procurement Pathways
- FD&O Fee for Service
- Risk Insurance no longer charged for campus events
- HR recruiting advertising
- Self-Service UPS

Strategic Partners
- Data Warehouse
- Managing Scholarship Funds

Campus Marketplace
- Data Warehouse Enhancements
Past What’s Up!

2016
- OnBase
- US Bank branch office in Student Union
- New campus wide copier vendor
- Medius Corporation (SJSU Business Stationary provider)

2017
- Change order request process using OnBase
- Finance Service Group Staff Retreat
- MyPhoto - TowerCard
New Management Team

- Meg Deiss – June 2011
- Gail Finney – September 2011
- Valorie Gale – November 2012
- Helena Leung – April 2013
- Bradley Olin – February 2015
- Susan Jaynes – May 2016
- Ninh Pham-Hi