WHAT’S UP FINANCE

4/27/2018
• Intro/Last fall survey results – Marna Genes
• Enrollment Deposit – Meg Deiss
• Year End Dates – Marna Genes
• ProCard & GoCard Tips – Gail Finney
• CFS 9.2 MP 3.0 Upgrade – Gail Finney
Introductions/Staffing Updates

• Kathleen Prunty – Director of Acquisitions Management
• Sylvia Sosa – Contracts Analyst
• Shauna Rios – Manager of Special Projects
• Paraluman (Jane) Zacchia – Assistant Director of General Accounting
• Helena Leung on leave until February 2019 – no replacement
October Survey Results & Next Steps

• Survey covered customer service and website
  – Biggest area of concern was PO turnaround times (C-)
    • Contract Analyst added (Sylvia)
  – Web content is okay, but navigation needs to improve
  – All other areas had grade of B- or better
• Shauna Rios will take lead on web improvements
Enrollment Deposit

Meg Deiss
Enrollment Deposit

• Prior to Fall 2018: Orientation Fees
  – Freshman - $250 for two day session
  – Transfer - $80 for one day session

• Effective Fall 2018: Enrollment Deposit

• Enrollment Deposits can be paid by either credit card or check

• Students with EFC (expected family contribution) < $800 – pay Enrollment Deposit via e-Market at discounted rate
  • Freshman - $180
  • Transfer - $80
• Students with EFC > $800 pay $250 Enrollment Deposit and it is posted to student account (MySJSU)
  – Freshman - $180 orientation fee + $70 credit
  – Transfer - $80 orientation fee + $170 credit
• Orientation fee is a charge on the account
• Credit from Enrollment Deposit goes toward tuition and fees
• If student does not register for classes, enrollment deposit credit will be forfeited
• Enrollment deposit is non-refundable
Fiscal Year End 17/18

Marna Genes
<table>
<thead>
<tr>
<th>Cut-Off Date</th>
<th>Transaction</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday April 23</td>
<td>E&amp;IT Requisitions</td>
<td>Electronic &amp; Information Technology (E&amp;IT) requisitions must be fully approved in FTS by this date. E&amp;IT is any information technology equipment or interconnected system or subsystem of equipment that is used in the electronic creation, conversion, or duplication of data or information.</td>
<td>Contracts &amp; Purchasing Services</td>
</tr>
<tr>
<td>Monday May 7</td>
<td>Requisitions requiring formal bidding (generally over $50k)</td>
<td>Requisitions for items requiring formal bidding must be fully approved in FTS by this date. This will allow time to comply with formal competitive bidding requirements and issue contracts or purchase orders prior to the fiscal year-end closing.</td>
<td>Contracts &amp; Purchasing Services</td>
</tr>
<tr>
<td>Tuesday May 15</td>
<td>Furniture</td>
<td>Requisitions for furniture purchases, including those for freestanding furniture, modular panel systems, modular components and related design services, must be fully approved in FTS by this date. FD&amp;O permit may be required.</td>
<td>Contracts &amp; Purchasing Services</td>
</tr>
<tr>
<td>Tuesday May 22</td>
<td>GoCard Charges</td>
<td>Last day of the credit card statement periods for GoCard and Procurement Card purchases against 2017-18 funds. Charges incurred after these dates will be expensed in 2018-19.</td>
<td>GoCard Maggie DeLaMere 4-1572</td>
</tr>
<tr>
<td></td>
<td>ProCard Charges</td>
<td>Note: Items placed on order or charged close to last day of statement period may not be included. Make orders early to allow for lag time.</td>
<td>ProCard Sara Tipton 4-1569</td>
</tr>
<tr>
<td>Thursday June 7</td>
<td>Department Chargebacks and Billing Requests to Outside Customers CPOs (Cash Posting Orders)</td>
<td>Cut-off for billing uploads, Facilities, UPD, copier meter readings, postage charges and CPOs. Charges will post by June 22nd.</td>
<td>Mahrour Derakhshani 4-1669</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>For CPOs-Malou Manalo 4-1676</td>
</tr>
</tbody>
</table>
## Year End Information

<table>
<thead>
<tr>
<th>Date</th>
<th>Category</th>
<th>Description</th>
<th>Contact Details</th>
</tr>
</thead>
</table>
| **Friday** | **June 8**                      | **Blanket Orders & Service Orders**  
Final day to purchase against commodity blanket orders and non-scheduled service blanket orders (e.g. computer repair, vet services, etc.).  
**Requisitions**  
Purchase requisitions for items not requiring formal bidding must be fully approved in FTS by this date. This will allow time to comply with informal bidding requirements and issue contracts or purchase orders prior to the fiscal year-end closing.  
**Change Order Requests**  
Final submission date to increase/decrease blanket order and service order dollar amounts. Departments are encouraged to liquidate stale encumbrances. Please request change orders via OnBase. | Contracts & Purchasing Services          |
| **Friday** | **June 15**                     | **Travel Reimbursements, Direct Payment & Employee Reimbursement Requests, and e-Invoices**  
Travel Reimbursements, Direct Payment and Employee Reimbursement requests must be fully approved in FTS by this date.  
Submit PO invoices via e-Invoice website with approval to pay or receipt information when required. Please respond quickly to requests for approval or receiving.  
**Petty Cash Reimbursements**  
Final submission date for Petty Cash reimbursements. Expenses submitted for reimbursement after this date will be charged to 2018-19 regardless of when the actual expense was incurred. | Non-travel: Accounts Payable  
Travel: Maggie DeLaMere 4-1572 |
| **Thursday** | **June 28**                    | **DEPOSITS**  
Deadline is 3:00 PM on this last day to make cash and check deposits in the Bursar’s Office.                                                                                                               | Cashiering Services 4-1630               |
| **Friday** | **June 29**                     | **Budget & Expense Journals**  
FTS budget and expense journals and HR expense journals must be fully approved by this date to post in 2017-18.                                                                                           | Budget & Financial Management           |
ProCard & GoCard Tips

Gail Finney
Sara Tipton Perez
Maggie De La Mere
Before making a purchase:

- **ProCard Program Manual, Standard Exclusions**, ProCard Program Coordinator (**Sara Tipton**)
  - Allowable purchases
  - Prohibited purchases
  - Approved caterers (**Luis Garcia**, Purchasing)
  - Buyer approved purchases
• GoCard Manual, SJSU Travel Guide, Travel Specialist (Maggie De La Mere)
  – Allowable expenses
  – Prohibited expenses

• FTS Travel module
  – Travel Authorization
Any changes to:

- Cardholder or Approving Official
  - Return unused or unwanted cards
  - Submit ProCard or GoCard Application Form for updates
    - Spending limits
    - Default chartfields
    - Approving Official
Monthly responsibility:

• Submit statement reconciliations
  – On time
  – Include all receipts/support documents
    • Attached in order shown on statement
    • Tape small receipts on letter-size paper
    • Reversed charges (credits or refunds)
  – **Hospitality Justification** when required
  – Staple documents together or use binder clip
  – Cardholder and Approving Official signatures
    • DocuSign allowed
  – Identify GoCard transactions with Travel Authorization Ref# (TR#)
Other items:

- **Auxiliary funding sources**
  - Research Foundation - not allowed per RF
  - Tower Foundation – allowed for split funding purchases only

- **Fraudulent charges**
  - Check your account monthly
  - Contact USBank regarding questionable charges
  - Must contact USBank within 14 days of statement date
CFS MP 3.0 Upgrade

Gail Finney
CFS 9.2 MP 3.0 Upgrade

- Go-live on Monday, April 30
- New user interface called “Fluid”
- New look and navigation change
- No changes to processes or running reports
New CFS Navigation – NavBar Menu
New CFS Navigation – NavBar Tiles

- Navigator
- Recent Places
- My Favorites
Example – Navigate to ProCard Module

- Navigate to ProCard Module
Example – Navigate to ProCard Module

CFS 9.2

NavBar: Navigator

Navigator

CSU ProCard

Use & Inquiry
Example – Navigate to ProCard Module

NavBar: Navigator

- Navigator
- Recent Places

Use & Inquiry

- ProCard Adjustment
- ProCard Completed Inquiry
Example – Navigate to ProCard Module

ProCard Adjustment

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

- Business Unit: SJ000
- Origin: Begins with
- Invoice Date: = 31
- Last Name: Begins with
- First Name: Begins with
- Invoice Number: Begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria
• Finance Tutorials
  o [http://www.sjsu.edu/finance/financeconnect/training/fin_tutorials/index.html](http://www.sjsu.edu/finance/financeconnect/training/fin_tutorials/index.html)

• Finance Open Lab

• Contact Finance Support
  o Email: financeconnect@sjsu.edu
  o Phone: 4-1558
SAN JOSÉ STATE UNIVERSITY  powering SILICON VALLEY