Finance What’s Up?
Spring 2019
1. General Announcements
2. Finance Training & Systems Access Requests
3. CFS Data Warehouse Upgrade
4. Year End Deadlines
5. Annual Inventory
6. Procure to Pay Team
   a. IT Purchasing Process Flow and Changes in the ProCard Rules for Software
   b. Cost Savings Achieved to Date
   c. Paperless ProCard/GoCard - New Process, Upcoming Features including Payment Works
1. Questions & Answers
GENERAL ANNOUNCEMENTS

● Name Change: Finance & Business Services
● Major Website redesign in the works
● New Staff Introductions
Finance Training &
Systems Access Requests
Janet Sundrud
New DocuSign form!
http://www.sjsu.edu/it/security/forms/

Training Requirements:

- **Level 1 Admin**
  - FIN009 Intro to Finance

- **Level 2 Analyst**
  - FIN009 Intro to Finance
  - HR9015 HR Expense Adjustment

- **Level 3 MPP/Approving Official**
  - FIN007 Finance Overview for Managers

Training Summaries are required

- New attachment button
It’s easy to enroll in training classes or view a training summary!
Go to one.sjsu.edu and search for “training”

Email financeconnect@sjsu.edu if you need more course sections
CFS Data Warehouse Upgrade
Amy Chan
Enhancements made to CFS Data Warehouse
Go-live was March 15th
New look
Same function, dashboards, and pages (reports)
Best news of all?
  - Users do not have to recreate customizations for their reports!!!
New! Home Page Redesigned

- Dashboard Tiles
- Message Center
New! Page Options icon is now a Gear

Old icon-

New icon-
Page Options menu displays users’ saved customizations and gives them the ability to save new and edit existing for their pages (reports)
New! From a Dashboard, a Page/Tab with multiple links will display each linked report in its own tab.
Tab for page displays. It will close when user exits from it.
Annoying issue! Access Prohibited message

- Happens when CFS Data Warehouse times out due to no activity
- Time out existed in old CFS DW, but this message is persistent in 12C

Solution: Close entire web browser or open a different one and log back into CFS DW
Year End Deadlines

Jane Zacchia
## 2019 Year End Deadlines

**Important Note:** Transactions or requests received by the cut-off dates allow for normal processing times and inclusion within 2018-2019. Any items received after the cut-off dates will be processed as time allows.

<table>
<thead>
<tr>
<th>Cut-Off Date</th>
<th>Transaction</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday April 22</td>
<td>E&amp;IT Requisitions</td>
<td>All Electronic &amp; Information Technology (E&amp;IT) requisitions, regardless of dollar amount, 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.</td>
<td>Contracts &amp; Purchasing Services</td>
</tr>
<tr>
<td></td>
<td>Requisitions over $50k</td>
<td>Requisitions for items requiring formal bidding must be fully approved in FTS by this date.</td>
<td>Contracts &amp; Purchasing Services</td>
</tr>
<tr>
<td>Monday May 6</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 14</td>
<td>GoCard Charges</td>
<td>Last day of the credit card statement periods for GoCard and Procurement Card purchases against 2018-19 funds. Charges incurred after these dates will be expensed in 2019-20.</td>
<td>GoCard Maggie DeLaMere 4-1572</td>
</tr>
<tr>
<td>Tuesday May 21</td>
<td>ProCard Charges</td>
<td><strong>Note:</strong> Items charged close to last day of statement period may not be included in the current fiscal year. Posting date is dependent on the suppliers’ processing dates.</td>
<td>ProCard Sara Tipton 4-1569</td>
</tr>
</tbody>
</table>
## 2019 Year End Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Task Description</th>
<th>Responsible Party</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Friday June 7</strong></td>
<td>Blanket Orders &amp; Service Orders Final day to purchase against commodity blanket orders and non-scheduled service blanket orders (e.g. computer repair, vet services, etc.).</td>
<td>Contracts &amp; Purchasing Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Requisitions Purchase requisitions for items not requiring formal bidding must be fully approved in FTS by this date. This will allow time to issue contracts or purchase orders prior to the fiscal year end closing.</td>
<td>Contracts &amp; Purchasing Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Change Order Requests Final submission date to increase/decrease blanket order and service order dollar amounts. Departments are encouraged to liquidate stale encumbrances.</td>
<td>Contracts &amp; Purchasing Services</td>
<td></td>
</tr>
<tr>
<td><strong>Thursday June 13</strong></td>
<td>Department Chargebacks and Billing Requests to Outside Customers, and CPOs Cut-off for billing uploads, Facilities, UPD, copier meter readings, postage charges and CPOs. Charges will post by June 22nd.</td>
<td>Tam Vu 4-1667 For CPOs- Juanita Ceniza 4-1668</td>
<td></td>
</tr>
<tr>
<td><strong>Friday June 14</strong></td>
<td>Travel Reimbursements, Direct Payment &amp; 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.</td>
<td>Travel: Maggie DeLaMere 4-1572 Non-travel: Accounts Payable</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Petty Cash Reimbursements Final submission date for Petty Cash reimbursements. Expenses submitted for reimbursement after this date will be charged to 2019-20 regardless of when the actual expense was incurred.</td>
<td>Cashiering Services 4-1610</td>
<td></td>
</tr>
</tbody>
</table>
## 2019 Year End Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
<th>Contact Information</th>
</tr>
</thead>
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<tr>
<td>Thursday</td>
<td>Check Run</td>
<td>Last AP check processing for FY18-19.</td>
<td>Accounts Payable &amp; Finance Support</td>
</tr>
<tr>
<td>June 20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>Purchase Order</td>
<td>Final day to close all prior and current year Purchase Orders (unless specifically asked to keep open)</td>
<td>Contracts &amp; Purchasing Services</td>
</tr>
<tr>
<td>June 24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>Deposits</td>
<td>Deadline is 3:00 PM on this last day to make cash and check deposits in the Bursar's Office.</td>
<td>Cashiering Services 4-1610</td>
</tr>
<tr>
<td>June 28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>Budget &amp; Expense Journals</td>
<td>FTS budget and expense journals and HR expense journals must be fully approved by this date to post in 2018-19.</td>
<td>Budget &amp; Financial Management</td>
</tr>
<tr>
<td>June 28</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Contact Information: Please contact individuals or departments as shown above, or Finance Support at 4-1558. See Finance staff assignments at Directory By Department: [http://www.sjsu.edu/finance/directory/directory_bydept/index.html](http://www.sjsu.edu/finance/directory/directory_bydept/index.html)
Departments are not allowed to issue their own invoices. If you need an invoice, please submit a billing request to Accounting Services.

The form is available here:

http://www.sjsu.edu/finance/forms/forms_by_dept/accounting_forms/index.html
Annual Inventory

Sonja Bowsky
The physical inventory of all SJSU assets valued ≥ $5,000 will begin soon. As in 2016, an external vendor, HCA, will be handling the inventory.

- April 15 - 19
  - HCA will contact departments to schedule a time to visit their areas
- April 29 - May 10
  - Wall-to-Wall physical inventory launches and gets underway
- May 13 - 17
  - Reconciliation efforts for missing items
- May 20
  - Inventory findings finalized
Procure to Pay Team
Kim Gamblin & Sara Bonakdar
CONTRACTS & PURCHASING: IT PURCHASING PROCESS FLOW

IT Product/Service?

- Information Security
- Accessibility
- Web and Enterprise Systems
- Infrastructure

Requisition Order Submittal → C&PS Review → IT CIO Office Review → IT Functional Review → C&PS Final Review → PO Issued

C&PS  
Customers

IT
$667,286 achieved to date
$53,000 pending submission
Potentially $80K in the pipeline
Restricted States

With the effective date April 15, 2019, South Carolina has been added to Assembly Bill 1887, the law restricting the funding or sponsoring of state business travel to states with discriminatory laws.

The current list of restricted states are as follows:

- Alabama
- Kansas
- Kentucky
- Mississippi
- North Carolina
- Oklahoma
- South Carolina ← New
- South Dakota
- Tennessee
- Texas
Coming Soon!!

Onboarding Solution for Suppliers: Why this is great for our campus?

- Reduced steps for onboarding
- C&PS sends out the supplier invite for vendor creation!
- Certificates of Insurance are reviewed and approved by the C&PS team
- More secure - Level 1 data protected
- Increased fraud protection
  - Bank routing number validation for US Banks
  - Tax ID number validations checked against IRS site
- Data validation
  - US Address validations checked against USPS records
  - Sanction list alerts checked against approx 400 sources
- Suppliers can look up their payment information
- Suppliers update their company information (remit address, company name, etc)
ProCard/GoCard - New paperless process

Benefits

- Faster routing and approval
- No more hand delivery of paperwork (since we moved off campus)
- No more tape, paperclips, printing, loose receipts gone missing, etc.
- Automatic confirmation email - No more lost statements! Yay!

Key achievements

- In FTS now - one stop for all Procure to Pay needs
  - Go to “Other” module in FTS
  - Upload statements and back up documents together now (update)
  - All Information for the upload is on your statement
- Docusign for cardholder & approving officials now
  - Approving statements is now even more accessible and convenient
QUESTIONS?

SAN JOSÉ STATE UNIVERSITY powering SILICON VALLEY