Finance What’s Up?
Spring 2022
Spring 2022 What’s Up?

- All participants are muted
- Please use Q&A window to ask questions
- Session will be recorded
Welcome and General Updates
2021-22 Fiscal Year-End
HEERF Grant Closeout
Catering & Dining Payment Guide
Accounting Services Updates
ProCard/GoCard Enhancements
Cash Management
WELCOME

Kathleen Prunty, Senior AVP, Finance and Business Services
Leadership Team Updates

- Director Budget Planning & Financial Management – Susan Jaynes
- Sr. Director Business Services – Sara Bonakdar
- Director Finance Support – Shauna Rios

Promotions

- Interim Assistant Director Budget Planning & Financial Management – Mike Vizzusi
- Assistant Bursar – John Hardin

Retirements

- Administrative Support Coordinator - Ana Harris
- Contract Administration Specialist, Lead - Barb Keltner
Finance & Business Services Organization

- Accounting Services
- Budget & Financial Management
- Bursar (Student Financial Services)
- Business Services
- Finance Support
  - Commercial Services
  - Strategic Sourcing
  - University Risk Management
  - Distribution & Asset Services
2021-22 Fiscal Year-End
Kim Gamblin, Associate Director of P2P
Julie Do, Director for Accounting Services
Shauna Rios, Director for Finance Support & Innovation
## Year End Reminders - Strategic Sourcing

Important Note: Transactions or requests received by the cut-off dates allow for normal processing times and inclusion within fiscal year 2021-22. 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 18</td>
<td>ICT Requisitions (formerly E&amp;IT)</td>
<td>All Information Communication Technology (ICT) requisitions, regardless of dollar amount, must be fully approved in FTS by this date. ICT 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>Strategic Sourcing - Contracts &amp; Procurement 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>Strategic Sourcing - Contracts &amp; Procurement Services</td>
</tr>
<tr>
<td>Monday May 2</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. F&amp;G permit may be required.</td>
<td>Strategic Sourcing - Contracts &amp; Procurement Services</td>
</tr>
<tr>
<td>Tuesday May 10</td>
<td>GoCard Charges</td>
<td>Last day of the credit card statement periods for GoCard and Procurement Card purchases against 2021-22 funds. Charges incurred after these dates will be expensed in 2022-23.</td>
<td>Strategic Sourcing - Payment Services</td>
</tr>
<tr>
<td></td>
<td>ProCard Charges</td>
<td>Note: Items charged close to the 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</td>
</tr>
<tr>
<td>Tuesday May 17</td>
<td></td>
<td></td>
<td>Jasmine Velazquez</td>
</tr>
<tr>
<td></td>
<td>Blanket Orders &amp; Service Orders</td>
<td>Final day to purchase against commodity blanket orders and non-scheduled service blanket orders (e.g. computer repair, vet services, etc.).</td>
<td>Strategic Sourcing - Contracts &amp; Procurement Services</td>
</tr>
<tr>
<td>Friday May 20</td>
<td>Requisitions</td>
<td>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>Strategic Sourcing - Contracts &amp; Procurement Services</td>
</tr>
<tr>
<td></td>
<td>Change Order Requests</td>
<td>Final submission date to increase/decrease and/or close purchase orders and service order dollar amounts. Departments are encouraged to liquidate stale encumbrances. Verify all invoices have been applied to your Purchase Orders.</td>
<td>Strategic Sourcing - Contracts &amp; Procurement Services</td>
</tr>
</tbody>
</table>
## Year-End Reminders - Strategic Sourcing

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Friday</strong></td>
<td>Travel Reimbursements, Non-Employee Travel Reimbursement, Direct Payment &amp; Employee Reimbursement Requests, and e-Invoices</td>
<td>Strategic Sourcing - Payment Services</td>
</tr>
<tr>
<td>June 3</td>
<td>Travel Reimbursements, Non-Employee Travel Reimbursement, 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: Jasmine Velazquez</td>
</tr>
<tr>
<td><strong>Monday</strong></td>
<td>Check Run</td>
<td>Strategic Sourcing - Payment Services &amp; Finance Support</td>
</tr>
<tr>
<td>June 27</td>
<td>Last Payment Services check processing for FY 21-22.</td>
<td></td>
</tr>
<tr>
<td><strong>Tuesday</strong></td>
<td>ACH Processes</td>
<td>Strategic Sourcing - Payment Services &amp; Finance Support</td>
</tr>
<tr>
<td>June 28</td>
<td>Last ACH processes from Monday’s check run.</td>
<td></td>
</tr>
</tbody>
</table>
• Please be mindful of the deadlines and submit your requisitions early! This will ensure your key purchases are completed before the year end.

• Consider Special Approvals that may be applicable for your requisitions. Some common and frequently used are:
  - Technology Requisition Impact Assessment (TRIA) for Information Communication Technology (ICT) purchases.
  - Furniture, Fixtures & Equipment (FF&E) purchases.

• Consider the Timelines and Thresholds.

• Over $50k requiring a competitive bid process.

• Remember that the Delegation of Authority to sign contracts or documents on behalf of the University is limited to Procurement Officers.
Requestors receive all communications for the requisitions they submit, including the copies of Unsigned PO’s and subsequent payment approvals for invoices.

### Requisition

#### Header Information

<table>
<thead>
<tr>
<th>Status</th>
<th>Cancelled by Amy M A Chan on 04/09/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Req No:</td>
<td>WR00092014</td>
</tr>
<tr>
<td>Date:</td>
<td>4/9/2021</td>
</tr>
<tr>
<td>ATI Type:</td>
<td>ATI Type</td>
</tr>
</tbody>
</table>

#### Contact Information

- **Requestor**: [Redacted]
- **Phone**: [Redacted]

#### Shipping Information

- **Ship to**: 048-RCVNG
- **Desired Due Date**: 1/8/2010

#### Supplier Information

- **Name**: CONSOLIDATED ELECTRICAL DISTRIBUTORS INC
- **Number**: 0000000039
<table>
<thead>
<tr>
<th>Thursday</th>
<th>Requests for IFT (formerly CPO)</th>
<th>Last day to request an Interagency Financial Transactions (IFT)</th>
<th>Accounting Services - IFT</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 9</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Friday</th>
<th>Department Chargebacks and Billing Requests to Outside Customers</th>
<th>Cut-off for billing uploads, Facilities, UPD, copier meter readings, and postage charges. Charges will be posted by June 24th.</th>
<th>Accounting Services - AR Billing and Journal Entry Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 17</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Friday        | Petty Cash Reimbursements                                        | Final submission date for Petty Cash reimbursements. Expenses submitted for reimbursement after this date will be charged to 2021-2022 regardless of when the actual expense was incurred. |
|---------------|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| June 17       |                                                                 |                                                                                                                     | Cashiering Services                                             |

<table>
<thead>
<tr>
<th>Tuesday</th>
<th>Budget &amp; Expense Journals</th>
<th>FTS budget and expense journals and HR expense journals must be fully approved by this date to post in FY 21-22.</th>
<th>Budget &amp; Financial Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 28</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thursday</th>
<th>Deposits</th>
<th>Deadline is 3:00PM on this last day to make cash and check deposits in the Bursar’s Office.</th>
<th>Cashiering Services &amp; Accounting Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 30</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
GAAP Reporting

The following activities need to be performed to properly reflect all business transactions for the fiscal year 2021-2022:

- Accrue for revenue or expenses incurred but not yet recorded
- Defer revenues received in the current year that relate to the next fiscal year
- Record a prepaid for expenses posted in the current year that relate to the next fiscal year
Best Practices

- Communicate the year-end deadlines in advance
- Robust YE Master Schedule with over 245 tasks
- Planning and coordination meetings with departments to address questions and concerns
- Review and clear reconciliation issues
- Regular communication with Chancellor’s Office and utilization of CO resources for questions, assistance, and training
No ‘next fiscal year’ button

**Why?**

Provide time for campus to prepare for the new fiscal year while we focus on closing the current fiscal year.
What happens after May 20?

**Will**
- Have the ability to enter requisitions in preparation for FY 2022-23
- Be able to approve requisitions

**Will Not**
- Route to Strategic Sourcing staff until 2022/23 fiscal year is open in CFS
- Update to distributed status in FTS
When FY 2022-23 Opens (Mid June)

- Requisitions will feed to CFS identified as next fiscal year
- Requesters receive notification of buyer assignment
- FTS status will update to distributed status
HEERF Grant Closeout

Susan Jaynes, Director, Budget Planning & Financial Management
Key Deadlines

The time window to submit new requisitions for HEERF-supported activity has passed

**April 8, 2022**: All HEERF invoices must be approved and submitted to Payment Services to allow for sufficient time to process and make payment to vendors

**April 29, 2022**: ★Grant Close Out Packages★
Due to Office of Budget & Financial Management
Overview

To ensure that activity charged to the Institutional and MSI grants qualify for HEERF support and that adequate documentation has been prepared for any potential federal or other audit, campus departments are required to submit a ★Grant Close Out Package★ for each HEERF funding commitment.

★Grant Close Out Package★ will include:

- Form that collects the description of the expenses and relationship to the coronavirus pandemic
- Finance Data Warehouse drill down of all expenditure transactions
- Invoices and all related documentation for each transaction

Reference Guide on Use of HEERF Grants for additional information.

Any expenditure that fails to meet the necessary requirements for HEERF must be redirected to other department resources as soon as possible.
Grant Close Out Packages

Campus departments are required to submit a Grant Close Out Package for each HEERF funding commitment (project ID for allocations made for HEERF II and III).

Each Grant Close Out Packages will be submitted using a DocuSign template:

✓ Department Submitter
✓ Division Finance Advisory Council Representative / Division Budget Officer

Submissions are due to the Office of Budget & Financial Management by April 29, 2022
CATERING & DINING PAYMENT GUIDE

KIM GAMBLIN, ASSOCIATE DIRECTOR, PROCUREMENT TO PAYMENT SERVICES
What you will see inside this new guide?

- **Spartan Eats** (i.e. Chartwells) is the preferred campus caterer
  - You can find them in FTS as Compass Group | Supplier ID

- Responsibilities (Spartan Eats, Departments, Payments, etc.)
  - Paying invoices timely to Spartan Eats

- What is not considered catering?

- How to make a catering request?

- Required/supporting documentation with your request

- Catering Payment Matrix
Additional Information

- Important things to consider
- Definitions
- Food Handling Course Info

Links to Key Contacts

- [Procurement to Payment Services Contacts](#)
- [Approved Catering Request Email](#)
Important Links

- Catering & Dining Payment Guide
- Catering Policy
- Hospitality Expense Justification Form
- Hospitality Guidelines
- Master Catering List
ACCOUNTING SERVICES UPDATES

JULIE DO, DIRECTOR OF ACCOUNTING SERVICES
Process Name Change

- CPO/Cash Posting Order will soon be renamed to IFT/Interagency Financial Transactions

- Timing:
  - **CO**: The current plan is to implement the name change on the site the week of April 18-22
  - **SJSU**: The change will be made by **April 15, 2022**
New Email Addresses

1. **CPO/IFT:**
   - **Current email:** cporequests@sjsu.edu
   - **New email:** iftrequests@sjsu.edu (changed from cpo to ift per the CO’s new name)

2. **AR Billing and Journal Entry Requests**
   - **Current email:** arbilling-recharges@sjsu.edu
   - **New email:** arbilling-journalrequests@sjsu.edu

**Email subject line:** This will ensure the emails get assigned to the right staff members

- For AR Billing requests - Subject line starts with ARBI
- For Journal Entry Recharges requests - Subject line starts with JE-RC
- For all other Journal Entry requests - Subject line starts with JE-OTHER
New Email Addresses (continued)

3. **Incoming Deposits** - please send the information to the following two email addresses:
   - Existing email address for deposits (for Bursar team): cashierbanking@sjsu.edu
   - New email address (for Accounting Services team): incomingdeposits@sjsu.edu
   This new email address is used by departments to notify Accounting of any expected incoming deposits via ACH, wire, or any other methods.

   CSU Cash Management Policy: *Notify Treasury of monies wired electronically to or from any CSU commercial bank account when an individual transaction is equal to or exceeds $200,000. Notifications to Treasury must be made by 9:00 AM PST on the transaction’s settlement date.*

   ➢ For **wire** that is equal to or greater than $200K - Subject line starts with $200K Wire

4. **Student Financial Adjustments**:
   - New email: sfrequests@sjsu.edu
     This new email address is used for any student account adjustment requests.
Definition

For most organizations, unrelated business income is income from a trade or business, regularly carried on, that is not substantially related to the charitable, educational, or other purpose that is the basis of the organization's exemption. Even though an organization is recognized as tax exempt, it still may be liable for tax on its unrelated business income.

Reporting

Form 990-T is due annually by the 15th day of the 5th month after the end of its tax year.
COMMON UNIVERSITY EXAMPLES (UBIT)

- Ticket sales to unrelated sporting events
- Bookstores (retail and internet sales)
- Sale of byproducts from exempt purpose activities
- Concessions
- Hotels
- Restaurants and catering
- Conference activities
- Golf courses
- Technology transfer: patents, royalties,
- Intangibles: broadcast rights, logos, affinity cards
- Travel tours
- IRC section 512(b)(13) controlled subsidiaries
- Health club and recreation center memberships
- Corporate sponsorships
- Advertising
Ann Bui
Assistant Director, General Accounting
Email: ann.bui@sjsu.edu

Julie Do
Director, Accounting Services
Email: julie.do@sjsu.edu
PROCARD/GOCARD ENHANCEMENTS
SHAUNA RIOS, DIRECTOR, FINANCE SUPPORT & INNOVATION
US Bank transactions in CFS daily!!
Flexibility!

- Cardholders will have the ability to reconcile account activity during the cycle period.
- Track reconciled transactions using the new ‘reconciled’ checkbox.
Monthly cycle periods, reconciliation submission process and deadlines remain the same

Payment Services will notify cardholders when daily transaction load is enabled, by card type
CASH HANDLING

JEN KRASKOUSKAS, ASSISTANT BURSAR
The purpose of cash handling procedure is to help employees with cash handling functions to better understand and perform duties in accordance with university policy as outlined in the Integrated CSU Administrative Manual, policies 6200.00 & 6202.00.

- Campus Administration of Systemwide Cash Management Policy – ICSUAM 6200.00
- Cash Handling Procedures for Campus Departments
- How to Prepare & Make a Deposit (Deposits must be submitted by noon on 6/30/22 for this fiscal year)
- Procedures for Using Bursar Night Depository (Deposits must be dropped by noon on 6/30/22)
- Deposit & Transportation of Funds
- Segregation of Cash Handling Duties – ISSUAM  6202.00
The overall Cash Policy of the University is to institute controls and procedures to ensure:

The physical security of cash will be stored on campus premises and funds should be kept secure at all time, until such time as it is taken to the bank by armored car service.

Accurately record the receipt of cash to ensure the reliability of financial data.

Cash receipts/handling operations are subject to daily supervisory review.

Large sums of cash should be counted & handled out of sight of the general public.
All cash receipts must be completed and accurately recorded in University Financial system.

To ensure this, a Department Deposit Cover Page (either a print out from TRANSACT or manually prepared) should be included with deposits for all cash receipts indicating the account(s) to which funds are to be credited. See the How to Prepare & Make a Deposit section.

Checks must be restrictively endorsed, as soon as possible but no later than the close of business on the date of receipt —“For Deposit Only to the credit of SJSU.” See the Checks section. Endorsement stamps can be obtained from the Bursar’s Office.

Access to cash must be limited. All funds should be kept secure at all times. While in possession of university departments, administrative offices, and affiliated organizations, funds should be kept in safes, locked boxes, or locked drawers; all should be locked when not in use.
It is the policy of the CSU to establish and maintain an adequate separation of duties in the area of cash handling, so that no one individual has exclusive control over a given process.

Having different people receive cash, prepare the transmittal, and reconcile the ledger accounts attains this goal.

This allows each person to serve as a control over the others, catch mistakes and prevent the misappropriation of funds.

When a department uses a cash register to record cash receipts, the cash register must be balanced at the end of each employee’s shift.

Two employees may not work out of the same drawer.

Employees handling cash receipts should not perform any accounts receivable functions.

The duplicate copy of the manual receipt must accompany deposits when submitted to the Bursar’s Office.
For questions or concerns, please contact the Bursar’s Office:

Phone: 408-924-1601
Email: cashierbanking@sjsu.edu
Website: https://www.sjsu.edu/bursar
QUESTIONS?