Finance What’s Up?
Spring 2024
WELCOME

MAUREEN PASAG, SENIOR AVP, FINANCE & BUSINESS SERVICES
Spring 2024 What’s Up?

- All participants are muted
- Please use Q&A window to ask questions
- Session will be recorded
● General Updates
● Fiscal Year-End Planning
● CSUBUY Updates
● PaymentWorks Stats
● Invoice & Payment Best Practices
● Travel Guide Updates
● Hospitality Guide Updates
● Cashiering Satellite Operations
● eMarket
NEW TEAM MEMBERS

Bursar’s Office
Harun Yusuf – Admin. Analyst, E-Commerce System and Operation Specialist
Linda Yaz – Accounting Technician
Mane Ahmed – Student Account Specialist
Nick Nguyen – Admin. Analyst, Tower Card and Meal Plans
Samantha Segretto-Vidal – Accounting Technician
Teri Felix – Assistant Bursar, Cashiering and Operations

Distribution & Asset Services
Karina Magallanes – Asset Coordinator
Leticia Diaz – Distribution Services Clerk

Strategic Sourcing - Contracts
Mel Vierra – Contract Specialist

Budget and Financial Management
Marlon Guira – Senior Financial Management and Planning Analyst
Parvati Nimbari – Manager Financial Planning and Analysis
FISCAL YEAR-END
SHAUNA RIOS, DIRECTOR, FINANCE SUPPORT & INNOVATION
# 2023-24 Fiscal Year-End Deadlines

**FABS Fiscal Year-End Google Calendar**

<table>
<thead>
<tr>
<th>Cut-Off Date</th>
<th>Transaction</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, March 22</td>
<td>FinanceConnect</td>
<td>FinanceConnect workshop focusing on PO management related to FYE.</td>
<td>Finance Connect</td>
</tr>
<tr>
<td></td>
<td>Encumbrance Workshop</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Fiscal Year-End Deadlines

April

2023-24 Fiscal Year-End Deadlines

Important Note: Transactions or requests received by the cut-off dates allow for normal processing times and inclusion within fiscal year 2023-24. 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 15</td>
<td>ICT Requisitions</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, April 22</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>Strategic Sourcing - Contracts &amp; Procurement Services</td>
</tr>
</tbody>
</table>
### May

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Description</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, May 10</td>
<td>GoCard Charges</td>
<td>Last day of the credit card statement periods for GoCard and Procurement Card purchases against 2023-24 funds. Charges incurred after these dates will be expensed in 2024-25. 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>Strategic Sourcing - Payment Services</td>
</tr>
<tr>
<td>Wednesday, May 15</td>
<td>ProCard Charges</td>
<td></td>
<td>GoCard and ProCard</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>Rachel Zubiate</td>
</tr>
<tr>
<td>Monday, May 13</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>
What happens after May 13?

**Will**
- Have the ability to enter requisitions in preparation for FY 2024-25
- Be able to approve requisitions

**Will Not**
- Route to Strategic Sourcing staff until 2024/25 fiscal year is open in CFS
- Update to distributed status in FTS
When FY 2024-25 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
## May Continued...

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Details</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, May 31</td>
<td>Travel &amp; Non-Employee Travel Reimbursement</td>
<td>Travel Reimbursements, Non-Employee Travel Reimbursement, requests must be fully approved in FTS by this date.</td>
<td>Employee and Non-Employee Travel: An Le</td>
</tr>
<tr>
<td></td>
<td>Direct Payment &amp; Employee Reimb. Requests</td>
<td>Direct Payment and Employee Reimbursement requests must be fully approved in FTS by this date.</td>
<td>Strategic Sourcing - Payment Services</td>
</tr>
<tr>
<td>Friday, May 31</td>
<td>e-Invoices</td>
<td>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>Strategic Sourcing - Payment Services</td>
</tr>
</tbody>
</table>
## Fiscal Year-End Deadlines

### June

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Notes</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, June 7</td>
<td>Requests for IFT</td>
<td>Last day to request an Interagency Financial Transactions (IFT)</td>
<td>Accounting Services - IFT</td>
</tr>
<tr>
<td>Friday, June 14</td>
<td>HR Expense Adjustments</td>
<td>HR Expense Adjustments must be entered by this date to post in FY23-24. Please note: The FTS HR Expense Adjustment module will <strong>NOT</strong> be available after this date. All adjustments requested after the deadline will require justification and approval from a division's Finance Advisory Council representative. More details to follow.</td>
<td>Finance Support</td>
</tr>
<tr>
<td>Friday, June 14</td>
<td>Department Chargebacks and Billing Requests to Outside Customers</td>
<td>Cut-off for billing uploads, Facilities, UPD, copier meter readings, and postage charges.</td>
<td>Accounting Services - AR Billing and Journal Entry Requests</td>
</tr>
<tr>
<td>Friday, June 14</td>
<td>Petty Cash Reimbursements</td>
<td>Final submission date for Petty Cash reimbursements. Expenses submitted for reimbursement after this date will be charged to 2024-2025 regardless of when the actual expense was incurred.</td>
<td>Bursar's Office</td>
</tr>
<tr>
<td>Date, Time</td>
<td>Activity</td>
<td>Description</td>
<td>Department</td>
</tr>
<tr>
<td>------------</td>
<td>-----------</td>
<td>-------------</td>
<td>------------</td>
</tr>
<tr>
<td>Monday, June 24</td>
<td>Check Run</td>
<td>Last Payment Services check processing for FY 23-24.</td>
<td>Strategic Sourcing - Payment Services &amp; Finance Support</td>
</tr>
<tr>
<td>Tuesday, June 25</td>
<td>ACH Processes</td>
<td>Last ACH processes from Monday’s check run.</td>
<td>Strategic Sourcing - Payment Services &amp; Finance Support</td>
</tr>
<tr>
<td>Wednesday, June 26</td>
<td>Budget &amp; Expense Journals</td>
<td>FTS budget and expense journals must be fully approved by this date to post in FY23-24.</td>
<td>Budget &amp; Financial Management</td>
</tr>
<tr>
<td>Friday, June 28</td>
<td>Deposits</td>
<td>Deadline is NOON on this last day to make cash and check deposits in the Bursar’s Office.</td>
<td>Bursar’s Office &amp; Accounting Services</td>
</tr>
</tbody>
</table>
STRATEGIC SOURCING - PAYMENT SERVICES

SARA BONAKDAR, SENIOR DIRECTOR, BUSINESS SERVICES

KIM GAMBLIN, ASSOCIATE DIRECTOR, PROCUREMENT TO PAYMENT SERVICES
Procurement Services
Updates
CSU Buy P2P: Objectives

- Develop a systemwide platform that integrates disparate data and processes into one streamlined solution.
- Implement an intuitive and easy to use solution.
- Create visibility to preferred and sustainable suppliers and guide end users to contracted suppliers.
- Drive process efficiency through integration and automation to reduce manual work.
- Improve compliance and reduce costs.
Streamline Procurement and Payment Processes: Consolidate disparate data and processes into a single streamlined electronic solution, increasing automation to reduce manual inefficiencies.

Improve User Experience: For both suppliers and internal customers, CSUBUY P2P will offer an intuitive and simplified experience.

- Suppliers will benefit from electronic receipt of PO’s and submission of invoices, timely payment and self-service access to check invoice approval and payment status.
- Internal Customers will have easy shopping and check out, access to order and payment status, and a single tool for reconciliation of purchases and payments.

Better Data Quality for Decision Making: Improve reporting capabilities, enabling CSU to better identify shared suppliers and leverage negotiating power to drive cost savings.
**Increased Visibility:** One consolidated P2P system will increase access to data and information for both CSU employees and our suppliers, enabling cross campus visibility in key areas.

**Continuous Improvement:** CSUBUY P2P drives forward the strategic, systemwide focus on continuous improvement to increase efficiency and effectiveness throughout the organization.
**CSUBUY P2P: IMPACTED STAKEHOLDER GROUPS**

**Primary Stakeholder:** Those who have the highest degree of impact or change required

- **Procurement:** Buyers and Contract Managers who review & approve requisitions & oversee purchases
- **Accounts Payable (AP):** Technicians and processors who review and approve payments
- **Campus Supplier Management:** Individuals who review and/or create supplier profiles in CFS
- **Campus Customers:** Department administrators or staff responsible for submitting purchase or payment requests for business purposes
- **Department Approvers:** Department financial users who review and approve purchases or payments and/or manage department budgets
- **Supporting Administrative Departments:** Units within a campus that need to review a procurement request for specific reasons (IT, EH&S, Facilities, HR, etc.)
- **Suppliers:** Individuals or entities that supply goods or services to CSU
CSUBUY: QUICK FACTS AND NEXT STEPS

• **Wave 1 Campuses**
  – Chico and Fresno State have implemented CSUBUY.
  – Cal Poly San Luis Obispo and Bakersfield will be going live in the next month.

• **Wave 2 Campuses**
  – San Francisco, Monterey Bay, Stanislaus, Maritime, Channel Islands, East Bay, Los Angeles and Pomona.

• SJSU will be in Wave 3, with a targeted go-live in May of 2026.

• Focus groups will be created in the coming FY to include representatives in each division and their heavy end-user departments.

*More to come!*
Payment Services
# PaymentWorks Statistics

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Suppliers Onboarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>541</td>
</tr>
<tr>
<td>2021</td>
<td>1213</td>
</tr>
<tr>
<td>2022</td>
<td>1079</td>
</tr>
<tr>
<td>2023</td>
<td>1424</td>
</tr>
</tbody>
</table>
2023 Onboarded Suppliers through PaymentWorks

- 0 Days: 0.5%
- 1 Day: 10.5%
- 2-7 Days: 35.8%
- 8-15 Days: 15.0%
- 16-30 Days: 12.3%
- 31+ Days: 25.8%
Invoice & Payment Best Practices
Contacts in order of importance:

1. Check payment status first
2. Payment Specialist - [Contact Information]
   a. PO Invoices - by alphabetical order
   b. Direct Pay - by alphabetical order
   c. Travel & Employee Reimbursement - by last name alphabetical order
3. [FinanceConnect Support]
4. Escalate only when no responses are received
Invoice Best Practices

Purchase Order Invoices:

● **DO** ensure the invoice is for the same vendor.
● **DO** submit invoice[s] to eInvoice [Max 5 Invoices at once].
● **DO** approve payment for invoices notifications from “reply-to-accounts-payable” email; unless a receipt is required, then process a receipt.
● **DO** remember that PO invoices have different payment terms.
● **DO** reach out to the Payment Specialist associated to the alphabet relating to your supplier’s invoice.
● **DO** check out FinanceConnect’s Training and Tutorials.
Invoice Best Practices

Other Invoices Types [Reimbursement, Travel, Direct Pay]:

• **DO** ensure the invoice or backup documentation is submitted to Payment Services with your request for payment.
• **DO** review the [Direct Pay List](#) to choose the right description.
• **DO** remember international suppliers require the accounting team’s tax specialist to review payment requests, this can add to the processing time.
• **DO** keep employee reimbursements under $1,000.00.
• **DO** check out FinanceConnect’s [Training and Tutorials](#) for FTS direct pay, travel, and reimbursement processing guides.
When should you ask about Payment Status?
Before inquiring with our staff about Payment Status, consider the following questions:

1. Is it for a PO or direct pay/emp reimbursement?
2. Was the invoice submitted recently, on time, or late?
3. Does the payment have a discount?
4. Are any modifications to the supplier file needed?
5. Were all the required back-up documents included?
Payment Best Practices

Payment Inquiries:

• **DO** remember onboarding suppliers can delay payment.
• **DO** remember that address updates to a supplier might require additional processing time.
• **DO** remember our turnaround times for the various types of Invoices paid [Direct Pay, Reimbursement, Travel, PO].
• **DO** check out FinanceConnect’s [Training and Tutorials](#) for FTS Payment Inquiries prior to requesting status updates to the Payment’s Team.
Looking for ways to review Payment Status?

CFS Payment Inquiries:

- [Purchase Order Activity](#) [pdf]
- [Payment Status - Direct Payment Voucher](#) [pdf]
<table>
<thead>
<tr>
<th>Type</th>
<th>Turnaround Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Pay</td>
<td>10 Business Days*</td>
</tr>
<tr>
<td>Emp Reimb</td>
<td>10 Business Days*</td>
</tr>
<tr>
<td>Travel Reimb</td>
<td>10 Business Days*</td>
</tr>
<tr>
<td>PO Invoice</td>
<td>Various [up to 45 days]</td>
</tr>
</tbody>
</table>

*Assumes completeness of submission
Travel
Travel Guide Update

Please check out our new “updated” Travel Guide 2024

Changes Include:

• Per diem changes that took place 1/1/2024
• Blanket Travel [Individuals Only]
• EARC information [Employee Accommodation Resource Center]
• FAQs, and other related information
Hospitality
Hospitality Guide Update

Please check out our new “updated” Hospitality Guide 2024

Changes Include:

• Per Person Meal Limits [on next page]
• Reorganized information for ease of understanding
• Hospitality Exp. Justification in DocuSign
• Updated Matrix
• FAQs, and other useful information
Per Person Meal Limits:

<table>
<thead>
<tr>
<th>Hospitality</th>
<th>Meal Type</th>
<th>Maximum Per-Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food and Beverage (food, beverages, labor, sales tax, delivery fees, or other service fees)</td>
<td>Breakfast</td>
<td>$25</td>
</tr>
<tr>
<td></td>
<td>Lunch</td>
<td>$35</td>
</tr>
<tr>
<td></td>
<td>Dinner</td>
<td>$70</td>
</tr>
<tr>
<td></td>
<td>Hors d’oeuvres(^2)</td>
<td>$25</td>
</tr>
<tr>
<td></td>
<td>Totals Per Day</td>
<td>$130 (excludes snacks)</td>
</tr>
</tbody>
</table>

\(^2\) Hot or cold appetizers, in lieu of dinner meal service.
Direct Deposit

Go Paperless. Help us reduce paper!

Employee Reimbursement Direct Deposit
Thank You!
Location: Student Services Center [10th St Garage]
Cashiering Satellite Operations

- Central location for department deposits & petty cash reimbursements.
- Depts. w/TRANSACT access may prepare & drop off deposits into the depository box.
- Audits resuming for cash holding departments
- Email: cashierbanking@sjsu.edu
eMarket

HARUN YUSUF, E-COMMERCE SUPERVISOR

● Online storefront used for payment processing.
● Can be used for conferences, test fees, donations, membership fees, etc.
● New applications take 4-6 weeks to process.
● Please review our eMarket Guide.
● Email questions or requests to emarkets@sjsu.edu.
Please visit our website to obtain any forms or additional information:

http://www.sjsu.edu/bursar/

THANK YOU!
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