SJSU SAN JOSÉ STATE UNIVERSITY

Finance What's Up?
Fall 2022

Fall 2022 What's Up?

- All participants are muted
- Please use Q&A window to ask questions
- Session will be recorded

- Welcome and General Updates

- What's New with CFS & Data Warehouse

- Finance Connect Open Labs

- Budget and Financial Management Updates

- Pool IDs

- CCP Program Updates

- Travel Updates

- Supplier Management

- Training and Resources

WELCOME

KATHLEEN PRUNTY, SENIOR AVP, FINANCE AND BUSINESS SERVICES

CFS & Data Warehouse

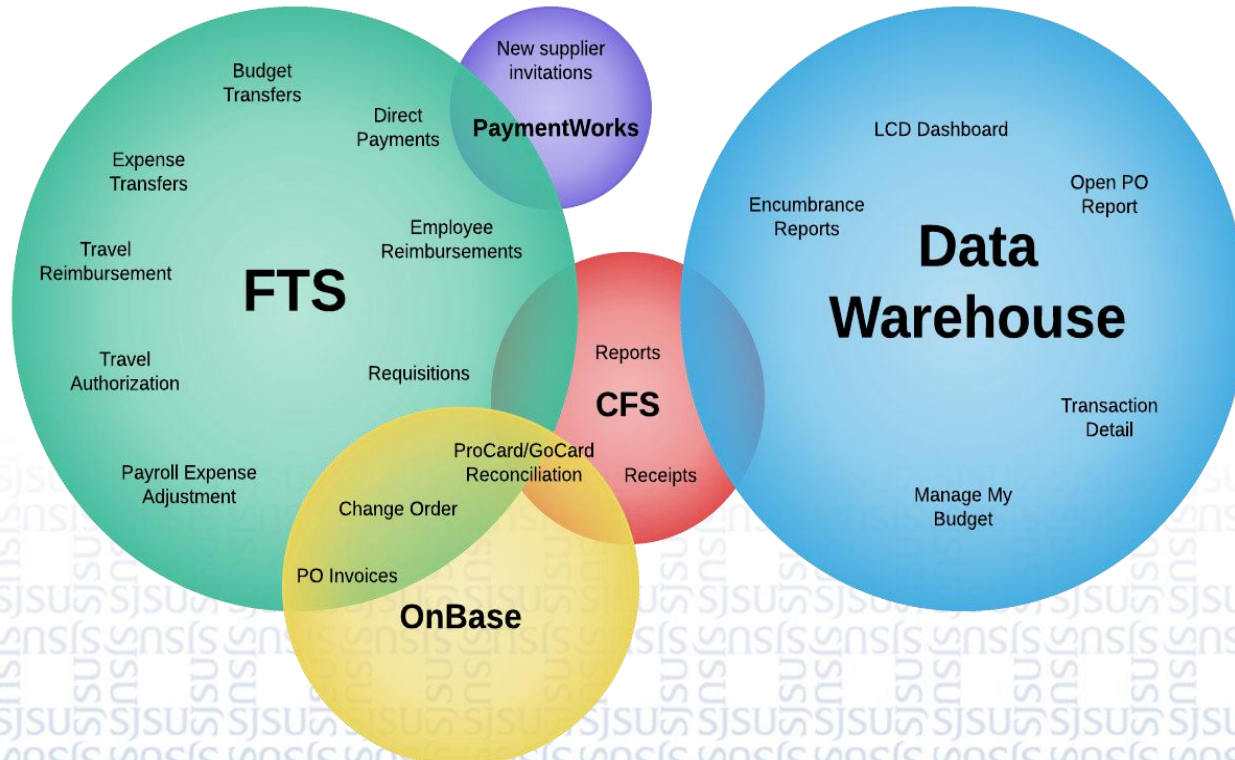## Amy Chan, Finance Systems and Operations Senior Analyst, Finance Support & Innovation

- Finance systems overview
- Systems upgrade
  - CFS
    - CFS EFT/ACH Payment Notifications
  - CFS Data Warehouse

Overview

Finance Systems

Campus Community Experience

Finance and Business Services customers primarily work in FTS and the Data Warehouse

FTS
- Budget Transfers
- Direct Payments
- Expense Transfers
- Travel Reimbursement
- Employee Reimbursements
- Travel Authorization
- Requisitions
- Payroll Expense Adjustment

PaymentWorks
- New supplier invitations

CFS
- Reports
- Receipts

OnBase
- ProCard/GoCard Reconciliation
- Change Order
- PO Invoices

Data Warehouse
- LCD Dashboard
- Encumbrance Reports
- Open PO Report
- Transaction Detail
- Manage My Budget

System Upgrade

CFS 9.2 MP 5

- CFS is being updated to Maintenance Pack 5.
- FABS teams have been closely working with the Chancellor's Office to test the functionality of MP 5 and PeopleSoft Tools 8.59.
- The good news...
  - No major changes for the users.
- Minor changes to the interface.

The Dashboard menu has been relocated from top center to the top left of the homepage.
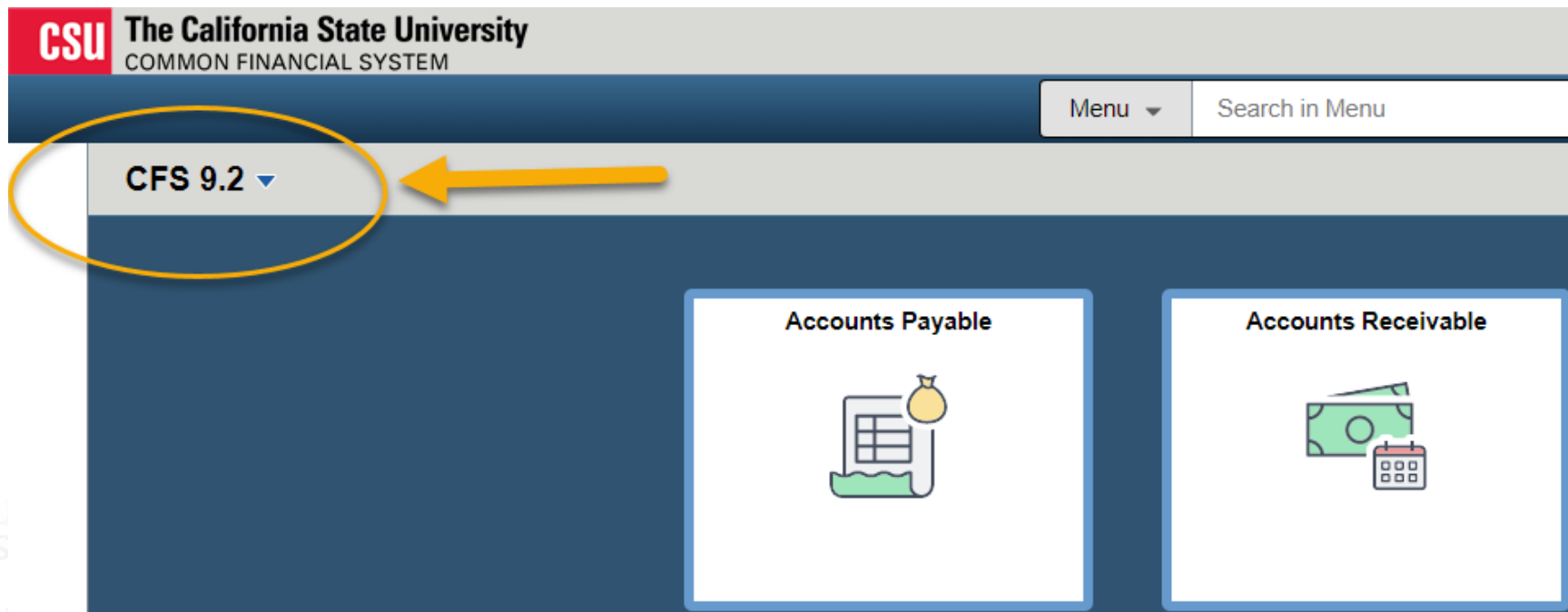
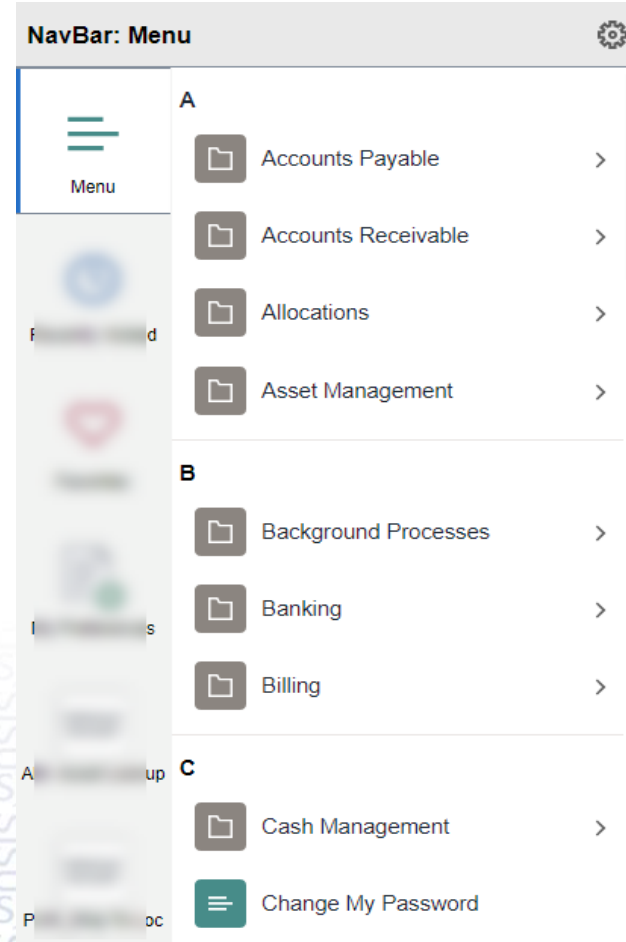**Recent Places** and **My Favorites** are located in the NavBar (navigation) menu.

NavBar ⚙

Navigator

Recent Places
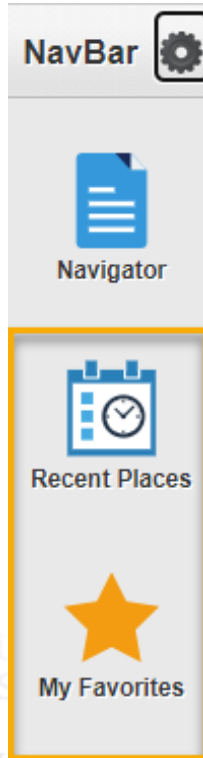
My Favorites

Recent Places and **My Favorites** will still be in the NavBar menu, but they have also been added to the new **Quick Access Bar** located to the left side of the homepage.
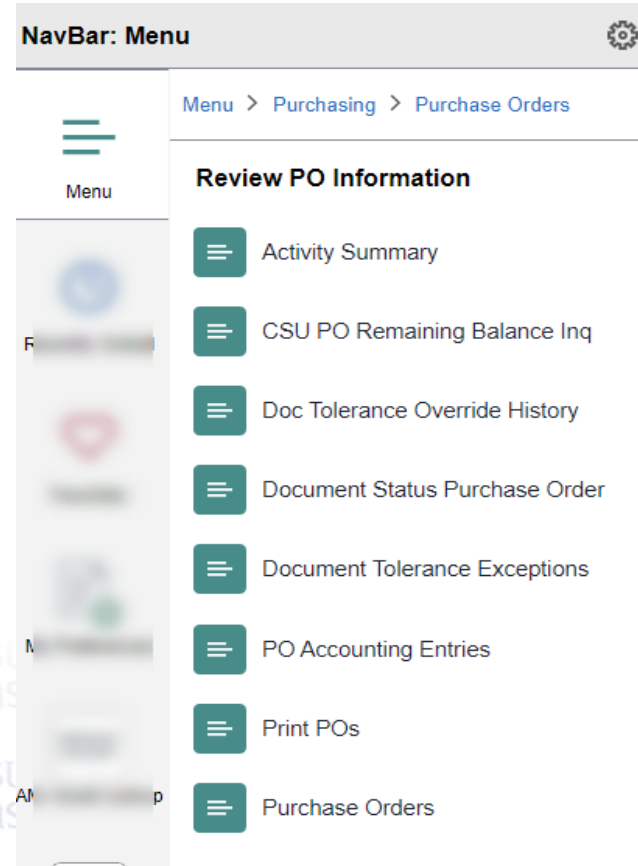
Quick Access Bar provides a one click access to your favorites and recently visited panels.

CFS 9.2 ▾

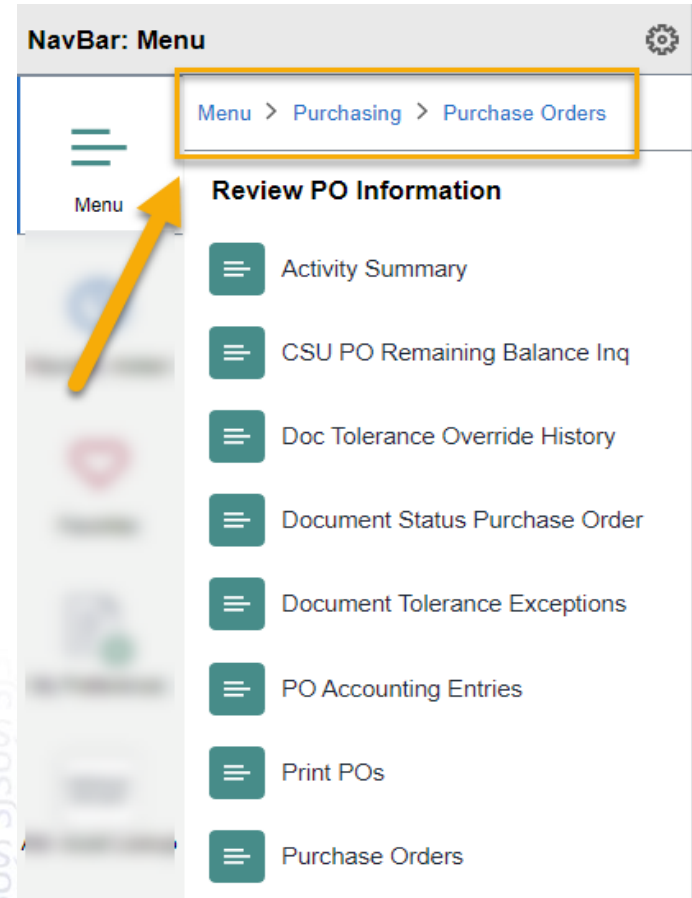The modules in the NavBar will now be organized in sections by alphabetical order.

In addition, the Modules sub-menu will be organized in alphabetical order.

NavBar: Menu

Menu > Purchasing > Purchase Orders

Review PO Information

- Activity Summary
- CSU PO Remaining Balance Inq
- Doc Tolerance Override History
- Document Status Purchase Order
- Document Tolerance Exceptions
- PO Accounting Entries
- Print POs
- Purchase Orders

They're back!

- Breadcrumbs return to CFS and will be located in top of the NavBar menu.

- Breadcrumbs replaces the arrow buttons that are currently used to navigate between modules or sub-menus.

- Use breadcrumbs to identify the location of module/panel in CFS or navigate back to previous panel.

NavBar: Menu

Menu > Purchasing > Purchase Orders

Review PO Information

- Activity Summary
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- Document Status Purchase Order
- Document Tolerance Exceptions
- PO Accounting Entries
- Print POs
- Purchase Orders

- To implement MP 5, CFS and CFS Data Warehouse will be
  - shut down on Friday, Nov. 18 at 5 p.m.
  - available on Monday, Nov. 21 at 9 a.m.

CFS Upgrade

ACH and EFT Payment Notifications

- Payment notifications are sent to
  - Suppliers who receive payment via ACH.
  - Employees who are signed up for direct deposit for reimbursements with Payment Services.
- To prepare for MP 5, Chancellor's Office adopted the CFS delivered template.
- Template went live in CFS on August 2022.
- An announcement regarding the change was made in [FinanceConnect Blog](#) in August.
- The notification looks like spam, but it's not!

- Email from financeconnect@sjsu.edu.
- Email to the recipient shows an EFT or ACH payment has been made.
- Payment details (e.g. invoice # and amount) can be found in the attachment.

---------- Forwarded message ----------
From: <financeconnect@sjsu.edu>
Date: Mon, Sep 26, 2022 at 11:37 AM
Subject: Payment Advice Notification
To: < >

Dear Customer,

Attached is the Payment Advice that we have processed. The payment date reflects the date at which the payment is processed by our bank. Prior to utilizing the funds, please check with your bank and ensure that the funds have been deposited.

Here is the reference information:
Pay Cycle: SJEFT
Pay Cycle Sequence Number: 147

This is system generated email, please do not reply.

This email is intended only for the individual or entity to whom it is addressed and may be a confidential communication privileged by law. Any unauthorized use, dissemination, distribution, disclosure, or copying is strictly prohibited. If you have received this communication in error, please notify us immediately and kindly delete this message from your system. Thank you in advance for your cooperation.

One attachment · Scanned by Gmail ⓘ

SJO04000097787...
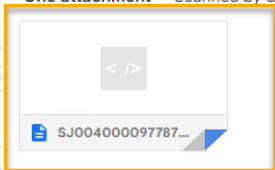
System Upgrade

CFS Data Warehouse

- The Chancellor's Office will upgrade DW to a cloud-based platform called Oracle Analytics Cloud (OAC).

- This phase of the project is to "shift and lift" from DW OBIEE* to the OAC platform.

- FABS teams worked with the Chancellor's Office to test the functionality of DW OAC.

*Data Warehouse Oracle Business Intelligence Enterprise Edition

- The good news…
    - Users will not experience any major changes.
    - Saved customizations (reports) will remain.
    - No change to reports or features.
- Minor changes to interface.

- Dashboard tiles do not have a boarder.

- Pictures represent each CSU campus.

- Time stamp of when DW was last refreshed will display.

- A more streamline display.

- Sections do not have a border.

- Black and white theme.

- **More/Search** exists in each field in Report Filters.
- At present, **More/Search** defaults to Starts and box for Match Case is checked.
- The default is an annoyance when looking up a value by word because the fields have to be updated so search can be for a description containing the word and not case sensitive.
- **New!** Default is now **Contains** and box for **Match Case** is unchecked.
- Two less updates to complete when searching for a value by word.

Select Values

Available

Name Contains ▾

☐ Match Case

-
1001 - Facilities Planning
1002 - Strategic Plan, Portfolio Mgt
1003 - Aspire-McNair

25

- To help users transition to DW OAC
  - Beginning on November 16, 2022, CFS Data Warehouse legacy and DW OAC will run parallel with each other through January 6, 2023.
  - Both systems will be refreshed each business day.
  - Users are encouraged to login to DW OAC and get familiar with the new look.
  - Final cutover to DW OAC is January 7, 2023.

FINANCE CONNECT OPEN LABS & ENROLLMENT CANCELLATION

WAYNETTE SANTOS, ADMINISTRATIVE ANALYST, BURSAR'S OFFICE

For Colleges and Departments

The Bursar's Office will be participating in the Finance and Business Services Open Labs to answer questions about:

- eMarkets
- Cash Management

The schedule of Open Labs can be found at the following link:

- https://www.sjsu.edu/fabs/connect/training-and-tutorials.php

For Students

Spring Payment Due Date is January 17, 2023

- To provide more time for students to pay—December due date has been removed and first payment now due in January
- Installment Payment Plans are Available (down payment due January 17, 2023)
- Tuition and Fees
- Housing

BUDGET AND FINANCIAL MANAGEMENT UPDATES

MIKE VIZZUSI , ASSISTANT DIRECTOR, BUDGET PLANNING AND FINANCIAL MANAGEMENT

The cost recovery funds used for recording activity reimbursed by the Tower and Research Foundations were reopened effective July 1, 2022.

Re-establishing the funds provides a clear separation of auxiliary-funded activity from activity supported by the CSU Operating Fund 70000 budget.

- 78005 – Cost Recovery - Research Foundation
- 78006 – Cost Recovery – Tower Foundation

Link for more information:
https://blogs.sjsu.edu/financeconnect/2022/08/15/reopening-78005-and-78006-cost-recovery-funds/

As requested by the campus, effective July 1, 2022, salary budgets in CSUOp Fund 70000 were returned to the department level to facilitate position management and tracking.

- The amount shown in the budget ledger represents the fiscal year's budget for salary expenditures.

- Salary savings resulting from vacancies continue to accrue to the central university budget; vacancy savings may not be used to support departmental operating expenses or fund new positions without prior approvals.

- Please consult with your division budget staff and college DRO.

This marks a return to the compensation budget practices from pre-2018/19:

✓ The central university budget funds Collective Bargaining Unit actions, primarily GSIs, unit-wide bonuses.

Budget is allocated to divisions based on employee action data provided by University Personnel.

✗ The central university budget does not allocate funds for department-initiated actions (reclassifications, in-range progressions, stipends, bonuses) – they are funded from the existing salary budget or other department resources.

Please consult with your division budget staff and college DRO.

Link for more information:
https://www.sjsu.edu/fabs/services/budget/comp-planning-mgmt.php

The 2022/23 Annual Budget Report is available online.

The supporting presentation made to the Academic Senate by Charlie Faas, Vice President of Administration & Finance and CFO, is also online.

Link to reports and presentations:

https://www.sjsu.edu/fabs/services/transparency/annual-reports.php

2022/23 ANNUAL BUDGET REPORT
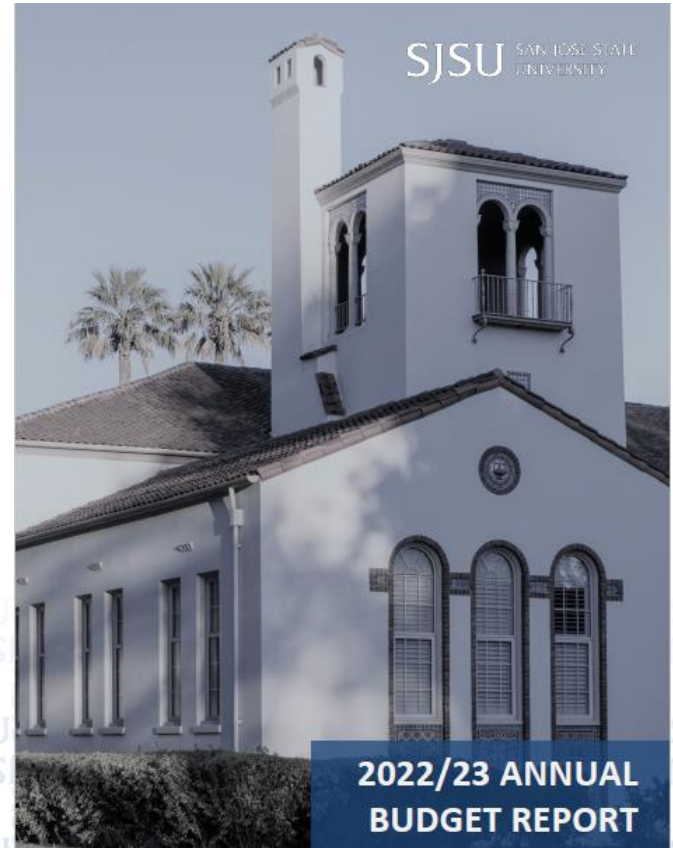
All About Pool IDs

JANET SUNDRUD, FINANCE SYSTEMS AND OPERATIONS
SENIOR ANALYST, FINANCE SUPPORT & INNOVATION

Pool IDs and the DBT determine Position Funding

Pool IDs	Department Budget Table	Labor Cost Distribution

- A funding source that is linked to a specific position number.

- Pool IDs are always 3 characters long.

- A complex data table that determines which chartfield will be used for each paycheck on a given month.

- There are multiple levels to the DBT.

- Reports in the SJSU@Work system that tell us where payroll expenses have posted on a monthly basis.

- There are 8 available LCD Reports.

Keyword(s)	Description
Home Dept ID	Department that manages the position (where it "resides.")
Charge Dept ID	Department(s) that incur payroll expenses.
Combo Code	A shortcut to a specific chartfield in SJSU@Work. The format of the combo code might differ slightly from the actual chartfield.
Distribution Percentage %	The percentage of the paycheck that is being charged to a specific chartfield.
Query	A system generated report that retrieves data based on your authorized access. Public queries can be found under Main Menu > Reporting Tools > Query > Query Viewer.

Order	Description	Funding Type	Primarily Used For	Managed By
1 HIGHEST PRIORITY	Appointment	Temporary; Linked to a specific employee record.	• Faculty Funding Splits (Fall, Spring, AY) • Short Term Funding Source(s)	Temp Funding Request
2	Position	Temporary; Linked to a specific position number.	• Faculty Startup and RSCA Student Assistants • Tower and Research Fnd. Chargebacks	Finance Connect
3	Position Pool / Pool ID*	Permanent; Linked to a specific position number.	• New Positions • Changes to Funding Source(s)	Position Mgmt. Action Form
4 LOWEST PRIORITY	Department	Permanent; Linked to a Dept ID.	• New Departments with Payroll Expenses	Finance Connect

Search Results

SetID	Department	Fiscal Year	Budget Level	Position Pool ID	Position Number	Empl ID	Empl Rcd Nbr
SJ000	1067	2022	Appointmnt	(blank)	(blank)		0
SJ000	1067	2022	Appointmnt	(blank)	(blank)		0
SJ000	1067	2022	Department	(blank)	(blank)	(blank)	0
SJ000	1067	2022	Posn Pool	100	(blank)	(blank)	0
SJ000	1067	2022	Posn Pool	205	(blank)	(blank)	0
SJ000	1067	2022	Posn Pool	533	(blank)	(blank)	0
SJ000	1067	2022	Posn Pool	609	(blank)	(blank)	0
SJ000	1067	2022	Posn Pool	B45	(blank)	(blank)	0
SJ000	1067	2022	Posn Pool	B53	(blank)	(blank)	0
SJ000	1067	2022	Posn Pool	C11	(blank)	(blank)	0
SJ000	1067	2022	Posn Pool	CRF	(blank)	(blank)	0
SJ000	1067	2022	Posn Pool	CRT	(blank)	(blank)	0
SJ000	1067	2022	Posn Pool	F88	(blank)	(blank)	0
SJ000	1067	2022	Posn Pool	FAC	(blank)	(blank)	0
SJ000	1067	2022	Posn Pool	RSC	(blank)	(blank)	0
SJ000	1067	2022	Posn Pool	T88	(blank)	(blank)	0
SJ000	1067	2022	Position	(blank)	00013729	(blank)	0
SJ000	1067	2022	Position	(blank)	00014208	(blank)	0
SJ000	1067	2022	Position	(blank)	00014211	(blank)	0
SJ000	1067	2022	Position	(blank)	00014236	(blank)	0
SJ000	1067	2022	Position	(blank)	00014328	(blank)	0
SJ000	1067	2022	Position	(blank)	00014354	(blank)	0
SJ000	1067	2022	Position	(blank)	00014361	(blank)	0
SJ000	1067	2022	Position	(blank)	00014382	(blank)	0
SJ000	1067	2022	Position	(blank)	00014428	(blank)	0
SJ000	1067	2022	Position	(blank)	00015000	(blank)	0
SJ000	1067	2022	Position	(blank)	00015134	(blank)	0
SJ000	1067	2022	Position	(blank)	00015135	(blank)	0
SJ000	1067	2022	Position	(blank)	00015312	(blank)	0

View All — First 1-29 of 29 Last

Search Results

SetID	Department	Fiscal Year	Budget Level	Position Pool ID	Position Number	Empl ID	Empl Rcd Nbr
SJ000	1606	2022	Department	(blank)	(blank)	(blank)	0
SJ000	1606	2022	Posn Pool	100	(blank)	(blank)	0

View All — First 1-2 of 2 Last

- Managed by fiscal year (July 1 – June 30.)

- Can accommodate multiple funding levels.

- Only one funding level can apply to each paycheck.

Pool IDs are a permanent funding source that is assigned to a position by University Personnel.

Pool IDs:

- Must be manually setup for each department.
- Are assigned based on a specific chartfield combination.
- Can use singular or multiple funding sources.
- Can have a different Home Dept ID and Charge Dept ID.

- Collaborative decision with the Academic Affairs Division.

- Used for highly variable chartfield combinations that would have exhausted our limited Pool IDs.

- Requires Position Level Funding to specify class/program/project.
  - Run Query **SJ_POSITION_FUNDING_BY_DEPT** in SJSU@Work.

Fund	Distrib.	Pool ID	Used For	Position Level Chartfields
70026	100%	FAC	Faculty Startup	70026 + Class
70031	100%	RSC	Research & Creative Activities	70031 + Class + Program
78005	100%	CRF	Cost Recovery - Research Foundation	78005 + F%
78006	100%	CRT	Cost Recovery - Tower Foundation	78006 + T%

There are two types of funding change requests:

1. **Permanent Funding Changes**
   - Funding sources that are available for more than a year; or
   - Funding sources that have no designated end date.

2. **Temporary Funding Changes**
   - Funding sources that might be used for a month, semester, or academic year.
   - Funding sources that are considered variable or short-term.

Update the Position Pool ID

1. Submit a [Position Management Action Form](#) with University Personnel and specify the new funding chartfields.

2. University Personnel will search for a relevant Pool ID.

3. If the Pool ID doesn't exist, FinanceConnect will create it.

Set up Appointment Level Funding

- Submit an Employee Profile Form to financeconnect@sjsu.edu.
- Instructions are provided on Temporary Appointment Funding Changes.

Set up Position Level Funding

- FinanceConnect and University Personnel will determine which positions require position-level funding. No action is required from the department.

Review your position funding before paychecks are issued:

Go to SJSU@Work > SJSU Human Resources > Payroll for North America > SJSU Labor Dist Reports > LCD – Setup Audit

STRATEGIC SOURCING – PROCUREMENT SERVICES

KIM GAMBLIN, ASSOCIATE DIRECTOR, PROCUREMENT TO PAYMENT SERVICES

Topics

- Campus Copier Program Updates
- USBank - "Pilot" Virtual Card Program - Instant Card

Campus Copier Program (CCP)

What's New with our Program

- New Guide – [Campus Copier Program Guide & Checklists](#)
  - How to
  - FAQs
  - Downloadable Check Lists

Campus Copier Program Guide & Checklist

This Informational Guide and Checklist is to support the campus with responsibilities, step by step processes for the campus copier program.

Table of Contents

What's New Continued…

- New Submission Process
    - [Suppliers and Services Form](#)
    - [Changes Form](#)
- Response time improvement
- Shareable Spreadsheet Tracker (Coming Soon)

How to find our new information?

- one.SJSU Tile – Campus Copier Program

- Procure to Pay website

  – "You might also be looking for…"

  – How We Can Help

    • Forms – CCP Change Request

    • Forms – CCP Supply Order & Services Request

    • Policies and Guidelines – Campus Copier Program

- Email questions to CCP email (campuscopierprogramrequests@sjsu.edu)

Instant Card Pilot Program

USBank

- ProCard
- GoCard
- Instant Card – NEW virtual payment option

Instant Card – *Pilot Phase*

- **First CSU Campus**
- Benefits:
  - Quick delivery to your phone instantly
  - Card expires when:
    - Determined expiration date
    - Funds are spent
  - If you don't use funds, your department is not charged
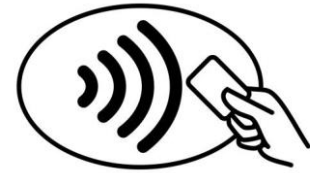
- **Some Additional Benefits:**
  - Virtual cards can be deleted at any time
  - Cards can be used with the majority of supplier websites
  - Special websites with personal login/password info, are no longer needed to be shared with the Contracts & Procurement team.
  - Can be used when suppliers are credit card only but purchases are NOT allowed on ProCard (when authorized by a buyer)
  - No cash withdrawals

Eligibility is determined by the Contracts & Procurement Team:

– For "One time usage and ongoing usage (monthly)":

- Subscriptions

- Renewals

– TRIA still required each year for software purchases/software usage

It's a temporary tool. The mobile information will not be shared.

- Some areas we are considering for the future include:
    - Student Athlete Meals
    - Team Travel Meals
    - Travel Advances
- By invitation only at this time.
- Follow the instructions as giving and provide receipts as required.
- *Stay tuned, more to come…*

STRATEGIC SOURCING – PAYMENT SERVICES

KIM GAMBLIN, ASSOCIATE DIRECTOR P2P

MARLA PEREZ, RISK MANAGEMENT MANAGER

JANET SUNDRUD, FINANCE SYSTEMS AND OPERATIONS SENIOR ANALYST

Topics

- Travel
  - Best Practices
  - 15 Passenger Vans
  - Banned States
    - New Banned State Form
- Supplier Management
  - Chancellor's Office Audit at SJSU
  - PaymentWorks - Supplier Self Service

Travel

For a faster processed travel reimbursement claim:

- Explain <u>all</u> business expenses
- Provide receipts for expenses over $75 as required by the [Travel Guide](#).*
- Provide justifications for any overages
    - $275 Hotel requires VP approval
- Include maps & backup docs for mileage claims

Your college or division may require additional receipts.

FTS

Travel document uploads:

- Try to keep document file names simple and with no special characters.
    - Ex. Airline Ticket Receipt – John Doe - August
    - Ex. Hotel Receipt – August – John Doe
    - Ex. Lunch Receipt 08-30-22 or 083022
    - Ex. ABC Conference Agenda

Car Rental – 15 Passenger Vans are prohibited for most rental situations at SJSU

Why?

- It is prohibited by the California Public Contract Code 10326.1

Exceptions:

- Special license (Class B) **and** an endorsement from the DMV
- Defensive Driving Course is also a requirement

USE OF 15-PASSENGER VANS

FOR UNIVERSITY BUSINESS

In accordance with California state law governing the use of vehicles by the California State University (CSU), effective January 1, 2005, SJSU will no longer authorize the use of 15-passenger vans for University business. In effect, no employee or volunteer employee of the University, its departments, colleges or centers, will be authorized to drive 15-passenger vehicles while on University business.

SJSU also prohibits the purchase, rental, lease, borrowing, or any other means of obtaining a 15-passenger van, for use during any University business or activity.

* A 15-passenger van is defined by California Public Contract Code Section 10326.1 as any van manufactured to accommodate 15 passengers, including the driver, even where alterations have been made.

What are some alternative options?

- Submit a requisition for a bus rental
- Rent smaller vehicles through our system wide agreement with Enterprise

Listed in the Travel Checklist under Car Rentals

SJSU BANNED TRAVEL STATES

Map - Courtesy of Nikole Abrego

Updated as of November 1, 2022

More Banned States added:

- 23 states
- 7 exceptions allow travel to a banned state

Please be aware that new states are added by California, sometimes without warning, and we will notify you once we receive that information.

Complete the form before submitting a Travel Authorization.

Once is has the appropriate approvals, you can go into FTS to start the Travel Authorization process.

CSU PolicyStat 12002664

Link to Form

SJSU | FINANCE AND BUSINESS SERVICES

**Travel to Prohibited States
Payment Services**

Finance – One Washington Square – San José, CA 95192-0008   Main: 408-924-1558

Assembly Bill 1887 is a California law that prohibits state-sponsored travel to any state that has enacted a law that discriminates on the basis of sexual orientation, gender identity, or gender expression under Gov. Code 11139.8. Monies received by a campus auxiliary organization may be used for such travel, consistent with campus and auxiliary policies.

Traveler Information

Traveler Name: _____   Traveler Email: _____

Division/College: _____

Travel Details

Travel Dates: _____

Are you planning to use state or auxiliary funds?

Which banned state(s) are you traveling to?

Applicable exceptions under AB 1887 – Gov. Code 11139.8 (check all that apply):

    Enforcement of California law, including auditing and revenue collection.

    Litigation.

    To meet contractual obligations incurred before January 1, 2017.

    To comply with requests by the federal government to appear before committees.

    To participate in meetings and training required by a grant or required to maintain grant funding.

    To complete job-required training necessary to maintain licensure or similar standards required for holding a position, in the event that comparable training cannot be obtained in California or a different state not affected.

    For the protection of public health, welfare, or safety, as determined by the CSU or other state agencies.

Not an applicable exception: Non-conference athletic team travel, championships and/or team recruiting.

Explanation/Justification:

Links:

- [Campus Copier Program Website Page](#)
- [Campus Copier Program Guide and Checklists](#)
- [CCP Supply Order Request](#)
- [Travel Guide](#)
- [Travel Checklist](#)
- [New Banned State Travel Form](#)

Images shared:

Thanks to: https://www.istockphoto.com/illustrations/tap-to-pay

https://unsplash.com/s/photos/celebrate

Supplier Management

In a recent Chancellor's Office audit in August for SJSU's Supplier Maintenance processes, we had very favorable feedback from our auditors regarding our PaymentWorks process.

What does that mean?

Great News!!!

SJSU was identified as the campus with the best practice in Supplier Management!

Other exciting news!

Both of our Finance Support and Payment Services teams are helping other campuses to adopt the tool. We just gave a recent presentation to CSU Stanislaus among others who have expressed interest in PaymentWorks.

Auditors final results:

- CFS for SJSU had over 16,000 inactive suppliers with no activity over 2 years.

- Our campus worked with the CO's office to inactivate those suppliers based on their recommendation.

PaymentWorks Self Service

Suppliers can now check the status of their payments by logging into their PaymentWorks account.

Suppliers should keep their remittance addresses up-to-date if they want to view all of their payments.

- Announced using the PaymentWorks messaging platform.
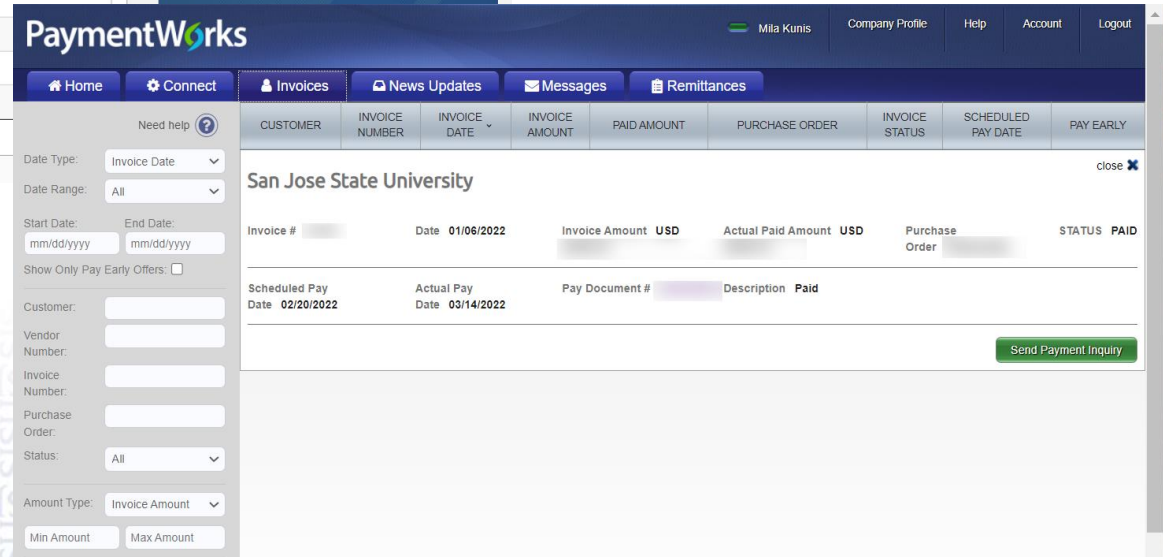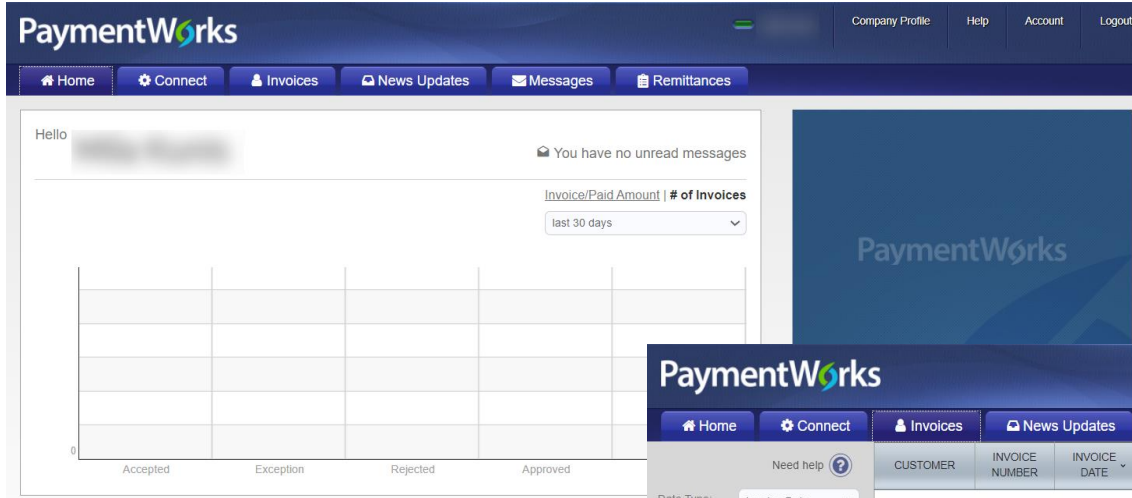
Suppliers can view:

- Activity for past 30 days
- Payment Date/Amount
- Invoice Number
- PO Number
- Check Number
- Payment Status

For SJSU staff - There is a new onboarding tracker when you login to PaymentWorks!

TRAINING AND RESOURCES

AMY CHAN, FINANCE SYSTEMS & OPERATIONS SENIOR ANALYST

- To get Finance systems access (FTS, CFS, and CFS Data Warehouse, training is required.

- Required training

  - Intro to Finance (Course # FIN101) for administrative staff.

  - Finance Overview for Managers (Course # FIN201) for MPPs and Department Chairs.

- Who should complete the class?

  - New employees.

  - Current employees who are new to their positions with purchasing and budgetary responsibilities.

Recommended training

- ProCard Program Overview (Course #FIN102)

- GoCard Program Overview (Course #FIN103)

- Requisition and Vouchers (Course #FIN104)

- ProCard/GoCard Reconciliation Workshop (FIN301)

- For employees with budgetary responsibilities
  - Intro to Data Warehouse (Course #FIN106)
  - Budget and Expense Transfers (Course #FIN107)

Resources

- FABS Tutorials for using the finance systems, including CSUBUY.
- Request training by completing the FABS Training Request Form.
- Finance & Business Services website.
  - Forms
  - Policies/Guidelines
  - Processes
  - Contacts
- Subscribe to the FinanceConnect Blog.
  - Finance upgrades
  - Process and policy changes
- Attend FABS Open Lab.

- Contact FinanceConnect
  - Email: financeconnect@sjsu.edu
  - Phone: 4-1558
  - Finance & Business Services website

QUESTIONS?

SAN JOSÉ STATE UNIVERSITY *powering* SILICON VALLEY