



# Finance What's Up?

Spring 2023

## Spring 2023 What's Up?

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

- Welcome and General Updates
- FYE Strategic Sourcing
- FYE FTS Requisitions
- FYE Deadlines Accounting
- Staples Desktop Delivery
- TRANSACT
- eMarket

# WELCOME

**KATHLEEN PRUNTY, SENIOR AVP, FINANCE & BUSINESS SERVICES**

# **FYE STRATEGIC SOURCING**

**KIM GAMBLIN, ASSOCIATE DIRECTOR, STRATEGIC  
SOURCING - P2P**

## Agenda

- Who's new
- Planning Ahead
  - Contracts & Procurement
  - Payment Services
- Fiscal Year-End Deadlines

## New Employees

### Contracts

- Contract Specialist - Dean Garcia
- Contract Specialist - Pegah Pornouri [April]

### Payment Services

- Payment Specialist - Sharoleen Amigable
- Payment Specialist - Nagla Ali

# Planning Ahead

*“By failing to prepare, you are preparing to fail.” - Benjamin Franklin*



# Things to think about when planning ahead:

## Requisitions

- [Submitting a requisition](#) before goods, renewals and/or services are needed.
  - No confirming orders allowed
- Is the supplier in the financial system? [Finding a supplier](#)
  - PaymentWorks - Suppliers need to onboard timelines
- What [special approvals](#) are involved?
- Is everything submitted?
- How long it takes to process your request? Is it complex?
  - [C&PS Thresholds, Requirements, and Process Times](#) - COMING SOON - “New Improved” version.

Things to think about when planning ahead:

## Requisitions - timeline considerations

- \*TRIA (Technology Requisition Impact Assessment)
- \*Special Events/Special Permits
- \*Hospitality
- \*Furniture & Permits
- \*Approvals (Division, Higher Authority, Budget Approvals, CO)
- Insurance Requirements
- Custom Orders & Order Fulfillment
- Informal or Formal Bidding

\*before submitting requisition

# Things to think about when planning ahead: Requisitions - Supplier Contact Information

Requisition	
<b>Header Information</b>	<b>Contact Information</b>
Status: Submitted by [redacted]	Requestor [redacted]
Approved by [redacted]	Phone [redacted]
Distributed	
Req No: [redacted]	<b>Shipping Information</b>
Date: 3/9/2023	Ship to 048-RCVNG Desired Due Date 3/23/2023
Selected Approver: [redacted]	
ATI Type: E&IT Single User	<b>Supplier Information</b>
Header Comments: Student Teacher Agreement between SJSU and Stanislaus County Office of Education for July 1, 2023 through June 30, 2028. <b>Contact: Mike Berhorst mberhorst@stancoe.org</b>	Name STANISLAUS COUNTY OFFICE OF EDUCATION Number 0000034230



# Things to think about when planning ahead:

## Invoices

- Did you upload the invoice via [e-Invoice](#)?
- Has the approval to pay been submitted?
- Does the PO match the items ordered & billed?
- Does the company name match the Invoice?
- Does the PO need a Change Order [CO]?
  - Was the Change Order completed?
  - Has Payment Services Team been notified of the completed CO?
- What are the payment terms?
- Is there a discount we can take?

*FYI - Suppliers in PaymentWorks can view their paid invoices.*

Things to think about when planning ahead:

## Invoices

 Guess What??!!! 

Do you have the final invoice to pay towards your PO? If so:

- Mark the Invoice as Final
- Make a note in the approval email

*This will save you from having to submit a Change Order.*

***IMPORTANT! Only submit when you are sure of last invoice.***

# Fiscal Year-End Deadlines

*“Fiscal Year-End is AWESOME!!!”*

- Said no one in Accounting or Payment Services EVER...

**SJSU** FINANCE AND BUSINESS SERVICES

## 2022-23 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 2022-23. Any items received after the cut-off dates will be processed as time allows.

Cut-Off Date	Transaction	Description	Contact
Friday March 17	FinanceConnect Encumbrance Workshop	FinanceConnect workshop focusing on PO management related to FYE.	<a href="#">Finance Connect</a>
<b>APRIL</b> Monday April 17	ICT Requisitions (formerly E&IT)	All Information Communication Technology (ICT) requisitions, regardless of dollar amount, must be <u>fully approved</u> 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.	<a href="#">Strategic Sourcing - Contracts &amp; Procurement Services</a>
	Requisitions over \$50k	Requisitions for items requiring formal bidding must be fully approved in FTS by this date.	<a href="#">Strategic Sourcing - Contracts &amp; Procurement Services</a>
Monday April 24	Furniture	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&O permit may be required.	<a href="#">Strategic Sourcing - Contracts &amp; Procurement Services</a>
		Last day of the credit card statement periods for GoCard and	<a href="#">Strategic Sourcing -</a>

Past



## 2022-23 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 2022-23. Any items received after the cut-off dates will be processed as time allows.

Cut-Off Date	Transaction	Description	Contact
<b>MAY</b>			
		in FTS by this date. FD&O permit may be required.	<a href="#">Procurement of Services</a>
Tuesday May 9	GoCard Charges	Last day of the credit card statement periods for GoCard and Procurement Card purchases against 2022-23 funds. Charges incurred after these dates will be expensed in 2023-24.	<a href="#">Strategic Sourcing - Payment Services</a>  GoCard and ProCard
Tuesday May 16	ProCard Charges	<b>Note:</b> 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.	<a href="#">Rachel Zubiate</a>
Monday May 15	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.).	<a href="#">Strategic Sourcing - Contracts &amp; Procurement Services</a>
	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.	<a href="#">Strategic Sourcing - Contracts &amp; Procurement Services</a>
	Change Order Requests*	Final submission date to <b>increase/decrease and/or close purchase orders</b> and service order dollar amounts. Departments are encouraged to liquidate stale encumbrances. <b>Verify all invoices have been applied to your Purchase Orders.</b>	<a href="#">Strategic Sourcing - Contracts &amp; Procurement Services</a>



## 2022-23 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 2022-23. Any items received after the cut-off dates will be processed as time allows.

Cut-Off Date	Transaction	Description	Contact
<b>JUNE</b>			
		invoices have been applied to your Purchase Orders.	<a href="#">Pls. rel. c S. ice.</a>
Friday June 2	Travel Reimbursements, Non-Employee Travel Reimbursement, Direct Payment & Employee Reimbursement Requests, and e-Invoices	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.	<a href="#">Strategic Sourcing - Payment Services</a>  Employee and Non-Employee Travel: <a href="#">An Le</a>
Monday June 26	Check Run	Last Payment Services check processing for FY 22-23.	<a href="#">Strategic Sourcing - Payment Services &amp; Finance Support</a>
Tuesday June 27	ACH Processes	Last ACH processes from Monday's check run.	<a href="#">Strategic Sourcing - Payment Services &amp; Finance Support</a>



# FYE FTS REQUISITIONS

SHAUNA RIOS, DIRECTOR, FINANCE SUPPORT & INNOVATION

## Reminder: 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

### Requisition

**Header Information**

\* Denotes a required field

Status	Open
Req No.	New
<input checked="" type="radio"/> Next Fiscal Year	
Date	4/7/2021
ATI Type	E&IT Single User
Header Comments	

## What happens after May 15?

### WILL

- Have the ability to enter requisitions in preparation for FY 2023-24
- Be able to approve requisitions

### WILL NOT

- Route to Strategic Sourcing staff until 2023/24 fiscal year is open in CFS
- Update to distributed status in FTS

Main Menu Profile Preferences Search Setup Data ▼ Exit

### Requisition

Header Information	
Status:	Submitted by Amy MA Chan on 03/21/2022
Approved by:	Shauna Rios on 03/21/2022
Req No:	WR00096314
Date:	3/21/2022
Selected Approver:	Shauna Rios
Change Approver:	Shauna Rios <input type="button" value="Update"/>
ATI Type:	E&T Single User
Header Comments:	

Contact Information	
Requestor	Chan,Amy
Phone	4089241665

Shipping Information	
Ship to	048-RCVNG
Desired Due Date	4/4/2022

Supplier Information	
Name	BLACK & DECKER
Number	0000133148

## When FY 2023-24 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

Main Menu	Profile	Preferences	Search	Setup Data ▼	Exit
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### Requisition

<h4>Header Information</h4> <p><b>Status:</b> Submitted by Amy MA Chan on 03/21/2022</p> <p>Approved by Shauna Rios on 03/21/2022</p> <p><b>Distributed</b></p> <hr/> <p><b>Req No:</b> WR00096314</p> <hr/> <p><b>Date:</b> 3/21/2022</p> <hr/> <p><b>Selected Approver:</b> Shauna Rios</p> <hr/> <p><b>Change Approver:</b> <input type="text" value="Shauna Rios"/> <input type="button" value="Update"/></p> <hr/> <p><b>ATI Type:</b> E&amp;IT Single User</p> <hr/> <p>Header Comments:</p>		<h4>Contact Information</h4> <p><b>Requestor</b> Chan, Amy</p> <hr/> <p><b>Phone</b> 4089241665</p>
		<h4>Shipping Information</h4> <p><b>Ship to</b> 048-RCVNG</p> <p><b>Desired Due Date</b> 4/4/2022</p>
		<h4>Supplier Information</h4> <p><b>Name</b> BLACK &amp; DECKER</p> <p><b>Number</b> 0000013248</p>

# **FYE DEADLINES ACCOUNTING**

**STEPHANIE REITZ, SENIOR DIRECTOR, ACCOUNTING SERVICES**

sjsu.edu/fabs/how-we-can-help/audits.php

- About Us
- Our Services
- FinanceConnect
- How We Can Help

< Back to How We Can Help

Looking to Buy Something?

Forms

Policies and Guidelines

Frequently Asked Questions

Glossary

**Year-End Closing and Audits**

Journals Entries

## Year-End Closing and Audits

Fiscal Year End Countdown - June 30, 2023



Late June through the end of October, the Accounting Services Department prepares the year-end financials on both the Legal basis and GAAP basis for the university. This endeavor requires collaboration across all of the university's business units. Please help us achieve a successful year-end close by reviewing the Fiscal Year-End 2022/23 Campus Deadlines, planning ahead, and providing information in a timely manner.

The data provided is compiled into schedules and supporting documents to facilitate the KPMG financial audit at the CSU level. We also review component units' financial statements and incorporate them into the university's financial reports.

Learn more about the [2022-23 Fiscal Year End Deadlines](#).

You can also add [FABS Fiscal Year-End Deadlines](#) to your Google Calendar!

Want to see these dates on your Google Calendar? Toggle on the [FABS Fiscal Year-End Deadlines Calendar!](#)

Important Note: Transactions or requests received by the cut-off dates allow for normal processing times and inclusion within fiscal year 2022-23. Any items received after the cut-off dates will be processed as time allows.

Cut-Off Date	Transaction	Description	Contact
Thursday June 8	Requests for IFT (formerly CPO)	Last day to request an Interagency Financial Transactions (IFT) (formerly Cash Posting Order or CPO)	<a href="#">Accounting Services - IFT</a>
Friday June 16	Department Chargebacks and Billing Requests to Outside Customers	Cut-off for billing uploads, Facilities, UPD, copier meter readings, and postage charges.	<a href="#">Accounting Services - AR Billing and Journal Entry Requests</a>
Friday June 30	Deposits	<u>Deadline</u> is <b>NOON</b> on this last day to make cash and check deposits in the Bursar's Office.	<a href="#">Cashiering Services &amp; Accounting Services</a>



## Fiscal Year-End

- Communicate year-end deadlines in advance.
- Robust YE Master Schedule with over 250 tasks.
- Coordination with various departments and campus Auxiliaries to timely and accurately record financial data.
- Collaboration with Chancellor's Office to consolidate financial data for audit.

## Contact Information

### **Ann Bui**

Associate Director, General Accounting

Email: [ann.bui@sjsu.edu](mailto:ann.bui@sjsu.edu)

### **Stephanie Reitz**

Senior Director, Accounting Services

Email: [stephanie.reitz@sjsu.edu](mailto:stephanie.reitz@sjsu.edu)

# STAPLES DESKTOP DELIVERY

TONY DIAZ, ASC, DISTRIBUTION & ASSET SERVICES

## Agenda

- Changes related to CSUBUY - Staples Advantage deliveries
- Checkout Process

**CSU** The California State University

**CSUBUY** 

*A COLLABORATIVE PROCURE TO PAY MARKETPLACE*

Staples Advantage orders are placed through CSUBUY.

## **What is Desktop Delivery?**

- Packages delivered directly to the campus department by the supplier.

## **What is the benefit of using Desktop Delivery?**

- Expedites the delivery of packages to your desktop (office).

## Current process

- Distribution Services receives packages from CSUBUY- Staples Advantage.
- Distribution Services delivers packages to the departments.

## New process

- Staples Advantage will deliver orders directly to the departments using 3rd party service OnTrac.

# CSUBUY

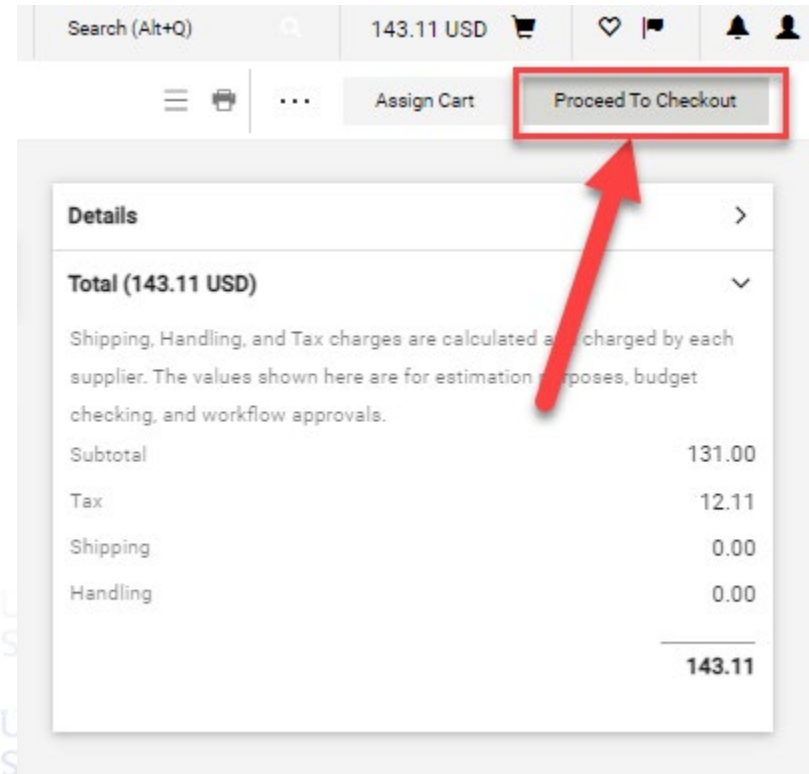
## Checkout Process

## **To avoid delivery delays and ensure your packages are sent to the correct location**

- CSUBUY users should enter their building and room # in the checkout process.



In the CSUBUY Cart, click on **Proceed To Checkout**.




In **Shipping**, click on the **Pencil** icon.

Requisition • 163316551

Summary Taxes/S&H PO Preview Comments Attachments History

General	Shipping
<b>Cart Name</b> 2022-10-03 80000000989 01	<b>Ship To</b>
<b>Description</b> <i>no value</i>	Attn: Amy Chan
<b>Prepared by</b> Amy Chan	Deliver To: test
<b>Prepared for</b> Amy Chan	129 South 10th St
	San Jose, CA 95112
	United States
	<b>Delivery Options</b>
	Requested Delivery <i>no value</i>
	Date



- Update name in **Attn** field, if needed.
- Enter the Building and Room # in **Deliver To** field.
- Click **Save**.

**Edit Shipping**

Ship To \*

**CURRENT ADDRESS**

Attn: \* Amy Chan  Add to my addresses

Deliver To: \* Clark Hall 500

Address Line 1 129 South 10th St

City San Jose

State CA

Zip Code 95112

Country United States

SJSU Distribution Services - Amy Chan, test, 129 South 10th St, San Jose, CA 95112, United States

Search additional  Results Per Page 10

**Delivery Options**

Requested Delivery Date  mm/dd/yyyy

★ Required fields

Save Close

**Attn** name and **Deliver To** location displays in Shipping.

This information will be on the shipping label.

## Shipping



### Ship To

Attn: Amy Chan  
Deliver To: Clark Hall 500  
129 South 10th St  
San Jose, CA 95112  
United States



### Delivery Options

Requested Delivery *no value*  
Date

# TRANSACT

**JEN KRASKOUSKAS, ASSISTANT BURSAR, BURSAR'S OFFICE**

# Overview of Transact Payment Platform

## **What is TRANSACT?**

University Payment Processing Platform.

## **Who is a TRANSACT Administrator & What are their responsibilities?**

- All campus departments using TRANSACT are required to assign a Department Administrator. The department administrator ensures that department deposits, transactions, and refunds are correctly prepared and inputted into the TRANSACT Payment Platform System per University Cash Handling Policy.
- The Department Administrators record their department transactions/deposits in TRANSACT, and the cashiering team at the Bursar's Office will release the departmental deposits when the funds are verified.

## How to add a new TRANSACT User

- Department administrators may assign others from their department to assist in these duties and responsibilities [TRANSACT User form link](#).
- Once the TRANSACT USER FORM is completed and signed please email the form to [cashierbanking@sjsu.edu](mailto:cashierbanking@sjsu.edu).

## How to deactivate a TRANSACT User

- Administrators are required to completed [UP Clearance form](#).



Cash & Check Processing

Electronic Processing (ACH, Wires)

Click on link for forms & information

<https://www.sjsu.edu/bursar/our-services/campus-departments/satellite-ops.php>

All departments without a cash and checks pickup location have the approval to make deposits using the **Bursar's night depository box** outside the **Student Services Center**. When using the night depository, adhere to the following procedures:

- All campus departments are required to complete either a TRANSACT print out or a completed Department Deposit Cover Page (either a printout from TRANSACT or manually prepared) with deposits for all cash receipts indicating the account(s) to which the funds are to be credited.
- How to Prepare a [Deposit form](#).
- Campus departments also have the option to request an on site appointment via [Qless](#).

## Electronic Processing Requirement for Independent payment processing software

- Departments with independent payment processing software are also required to create timely department deposits in TRANSACT.
- The deposit should be based on the software payment transaction reports (source data).
- Once these deposits are posted in TRANSACT, Accounting Services will verify the entries with the bank reports and advise of any discrepancies. Examples of this are:
  - TPO – ParkMobile
  - TRFT - Hammer
  - Housing – StarRez
  - Athletics – Paciolin

The department administrator is responsible for running daily, weekly, or monthly reports via [TRANSACT](#) and [CFS Data Warehouse](#) and distribute them to their department.

## **Fiscal Year-End**

- **Petty Cash Reimbursements - Friday, June 16, 2023 by 1:00 PM**
- **Department Deposits - Friday, June 30, 2023 by NOON**

[cashierbanking@sjsu.edu](mailto:cashierbanking@sjsu.edu)

# **eMARKET**

**GLENN GUMIN, eCOMMERCE SYSTEM & OPERATIONS SPECIALIST**

# eMarket Overview

- Introduction - Storefront
- Planning - Phase I
- Planning (Setup) - Phase II
- Storefront Settings
- Testing - Phase III
- Department Roles - Phase IV

## **eMarket Overview (cont.)**

- Production - Phase V
- Storefront Example
- Category Example
- Frequently Asked Questions (FAQ's)
- eMarket Contact Information
- Questions





# Introduction



# Online Storefront

eMarket Store - Event Tickets, Conferences, Test Fees, Application/Deposits, Merchandise, etc.

**\*\*CANNOT BE USED FOR STATE TUITION OR MANDATORY FEES\*\***

# Planning

New [eMarket Application](#) - 3 to 6 weeks to approve

Phase 1 - Schedule a meeting with [eMarket team](#)



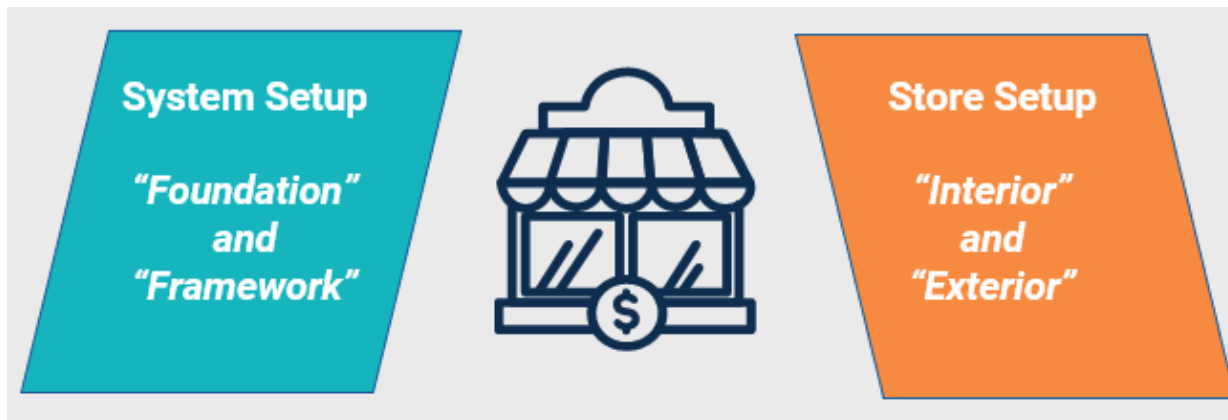
- Application for eMarket Storefront - Department Approvals
- eMarket New Store Setup Application - Building Storefront
- Transact User Request Form - Authorized Users, Roles

[eMarket Guide](#)



# Planning [Setup]

## Phase 2 - Complete eMarket store setup application



[eMarket Guide](#)

# Storefront Settings

- Banners
- Item Codes and References (inventory and fulfillment)
- Custom Messages
- Categories
- Store Scheduler

## Store Setup















[eMarket Guide](#)

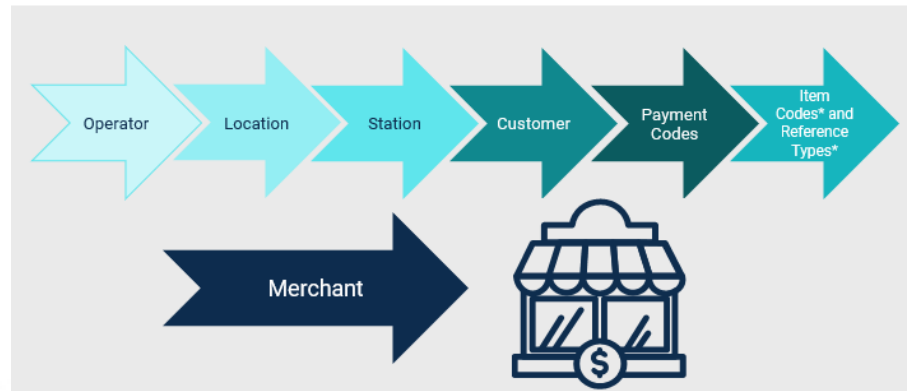
# Testing

## Phase 3 - View and test eMarket functionality in test environment

### Store Setup

- |                                                                                  |                        |                                                                                   |                        |
|----------------------------------------------------------------------------------|------------------------|-----------------------------------------------------------------------------------|------------------------|
|  | 1. Name & Logo         |  | 7. Custom Messages     |
|  | 2. Store Settings      |  | 8. Categories          |
|  | 3. Notifications       |  | 9. Item Codes          |
|  | 4. Theme               |  | 10. Select Items       |
|  | 5. Colors & Fonts      |  | 11. View Store Outline |
|  | 6. Credit Card Details |  | 12. Implement Store    |

### System Setup



[eMarket Guide](#)

## Department Roles

### Phase 4 - Complete Transact User Request form and departmental responsibilities and duties

- Cashiering - Cash Drawer, Authorize Voids/Reversals, Deposits
- Refunds - Process refunds for payments made through their eMarket storefront
- Reporting/Inquiry - Run reports on the payment activity within their storefront

[eMarket Guide](#)

# Production

## Phase 5 - eMarket placed in production



[eMarket Guide](#)

# Storefront Example



Welcome to the San Jose State Mechanical Engineering Marketplace! If you're planning to attend this year's Recumbent Bike Exhibition Day, please register accordingly below. If you have any questions, please contact [lydie.rashel@sjsu.edu](mailto:lydie.rashel@sjsu.edu)

## San Jose State Mechanical Engineering Marketplace

### Categories

#### General Admission

[View category](#)

#### Team Registration

[View category](#)

[eMarket Guide](#)



# Category Example

[eMarket Guide](#)

**General Admission**  
**\$25.00**

Includes Admission, 3 Meals, and a Lanyard

**\* First Name**  
  
*Maximum 50 characters*

**\* Last Name**  
  
*Maximum 50 characters*

**\* Email**  
  
*Maximum 50 characters*

**\* Phone Number**  
  
*Minimum 10 digits | Maximum 10 digits*

**\* Dietary Restrictions**  
  
*Maximum 50 characters*

## Cost to Departments

- Interchange rate assessed by the banks for processing VISA, MC, AMEX, and Discover card transactions
- The Bursar's Office does not charge departments for the set up of the storefront



[eMarket Guide](#)

## Frequently Asked Questions (FAQ's)

### **Q: How do I access eMarket?**

**A:** Storefront owners and customers may use any computer or web browser to access eMarket

### **Q: How long does it take to get a store ready for production?**

**A:** Planning is important. It depends on multiple factors (ie, scope of project, number of products, time of year, available resources, etc.). It can take 2-3 weeks from last meeting with Bursar's Office for the store to be available for viewing

[eMarket Guide](#)

## Frequently Asked Questions (cont.)

**Q: Will we receive training on how to run reports?**

**A:** Yes

**Q: Whom do we contact for questions about eMarket?**

**A:** Jen Kraskouskas and Glenn Gumin (see eMarket contact information)

[eMarket Guide](#)

## eMarket Contact Information

### **Jen Kraskouskas**

Assistant Bursar, Cashiering Services

Email: [jen.kraskouskas@sjsu.edu](mailto:jen.kraskouskas@sjsu.edu)

### **Glenn Gumin**

eCommerce System & Operations Specialist - Cashiering Services

Email: [glenn.gumin@sjsu.edu](mailto:glenn.gumin@sjsu.edu)

[eMarket Guide](#)

[emarkets@sjsu.edu](mailto:emarkets@sjsu.edu)

[bursar@sjsu.edu](mailto:bursar@sjsu.edu)

[Bursar's Office](#)

# THANK YOU!