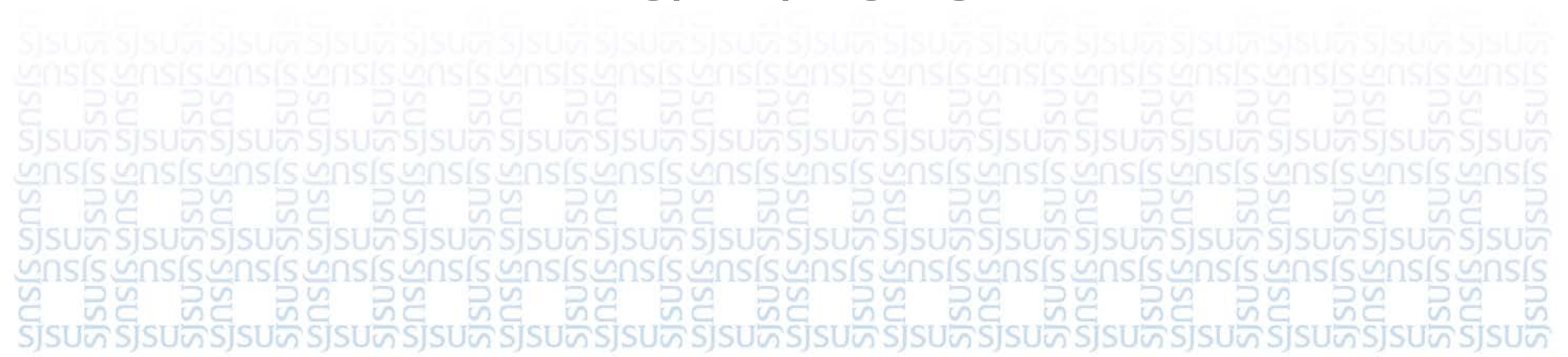




SJSU SAN JOSÉ STATE
UNIVERSITY

WHAT'S UP FINANCE

10/14/2016



- AVP Finance Update – Josee Larochelle
- Contracts and Purchasing – Valorie Gale
- Managing Payroll Expenses – Shauna Rios
- Budget Presentation of Academic Senate Fiscal Year 2016/17 Budget – Bradley Olin

AVP Finance Update

Josee Larochele



- Increasing Financial Efficiencies
- New Programs



- Accomplishments
 - Closed fiscal year 2015/16 successfully along with timely month closing throughout the year
 - Supported the campus through strategic budget planning end fiscal year 2015/16 with financial stability and setting the stage for budget allocations for 2016/17
 - Successfully integrated our new imaging system (OnBase) with FTS improving the service for our customers
- Finance Service Group Goals FY 2016/17
 - Budget & Accounting – Major focus on accounting and fund management to support CSU and Campus impact on FD&O.
 - Budget – Evaluate options for improving position management from a budgetary perspective. Current method of annual position spreadsheets is cumbersome.
 - Finance Support & Contracts and Purchasing – Develop and implement an on-line change order request process using OnBase technology.
 - Accounting – Work with Financial Aid to implement a unique campus PeopleSoft fund for each scholarship received through Tower Foundation.
 - Accounting & Bursar – Review, document, and streamline the withholding tax process for international students receiving athletic scholarships.
 - Contracts and Purchasing – Review and revise procedures for closing out purchase orders and releasing encumbrances.

- Accomplishments
 - Opened US Bank branch office in Student Union
 - Implemented California Dream Loan procedures and Federal Loan Disbursement notification
 - Obtained new campus wide copier vendor.
 - Implemented New SJSU Business Stationery provider (Medius Corporation) simplifying the ordering and payment for stationery and business cards.
- Finance Service Group Goals FY 2016/17
 - Bursar – Evaluate the Tower Card program and potential replacement programs.
 - Contracts and Purchasing – Develop a Scope of Work training for campus users to assist in large competitive purchase scope writing.
 - Finance Support – Review training delivery methods with the focus on improving customer service and potentially leveraging on-line training materials (self-service).
 - Budget & Risk Management – Train new Associate Risk Manager and develop plans for campus guidelines.
 - Finance Support – Develop a project prioritization listing to leverage OnBase technology including the following (dependent upon ITS support):
 - Transfer FTS Travel support documents to OnBase
 - On-Line forms for Trust Fund Agreement, eMarket Applications, etc.

Contracts and Purchasing

Valorie Gale



- Efficiencies in Contracting
 - Improve lead times for contract processing
 - Partnership with Graduate & Undergraduate Programs to process Undergraduate Internship and Service Learning Agreements
 - Provided feedback and support towards development of template for University Organization Agreement (UOA) template
 - Supported initiative to track UOAs through S4 to provide more visibility to agreement processing
 - Delegated authority to GUP designees for unmodified UOA submissions to streamline the review and final execution of these agreements
 - Training Opportunity Coming Soon!
 - Scope of Work Development
 - Continuing research on providing more visibility on contract tracking
 - Staffing
 - New Contract Manager
 - Shift in staff assignments to better meet demands

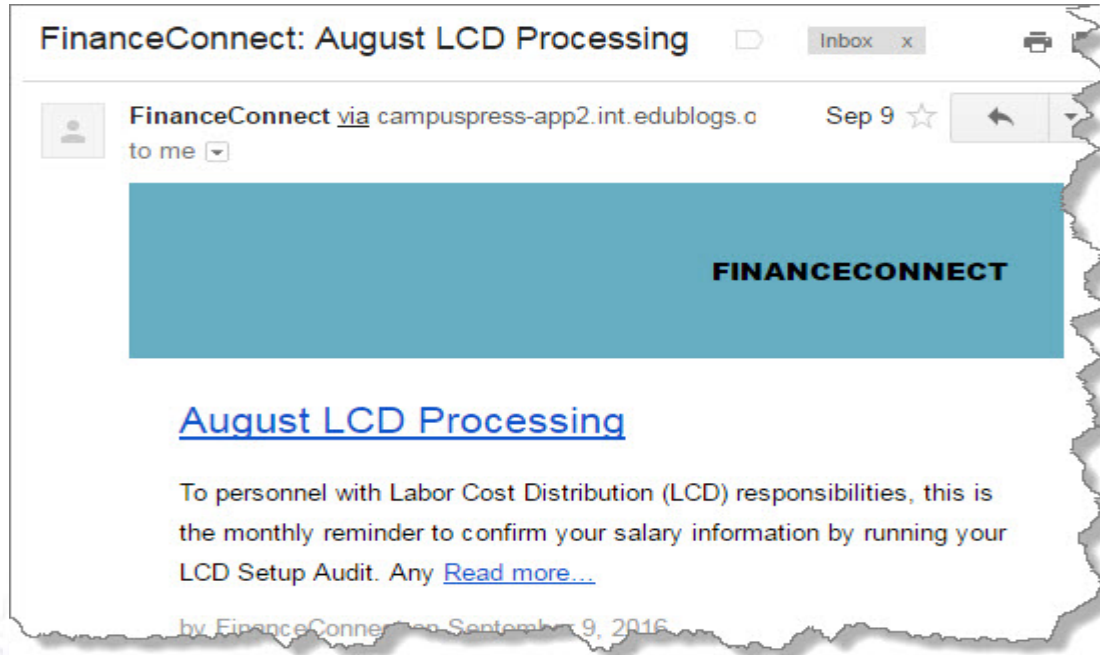
- New and Improved Self Service Programs
 - Campus Marketplace
 - One stop shopping for best prices
 - Only vendors that have systemwide contracts for volume pricing are included
 - Purchases are made with Pro Cards which minimizes order placement time
 - Single Sign In (SJSUOne ID)
 - 3,663 transactions placed through the marketplace since its implementation
 - Annual purchase amount (10/15 – 10/16) = \$916,874
 - Staples (95%), CDW (1%), Fisher Scientific (0.8%), Dell (0.4%), Grainger (0.4%), Other (2.4%)
 - Missed opportunities? Blanket purchase orders?
 - New Custom Stationery Vendor (Medius)
 - Partner with University Advancement for new branding
 - Quality and customer service issues with the previous supplier
 - Formerly Far Western Graphics, a supplier of custom printing for over 20 years
 - Merger with Medius, a local printing company with over 35 years
 - New portal
 - Improved customer experience

- New Campus Copier Provider (Pacific Office Automation)
 - Estimate replacement of 20 copiers out a total of 168 campus wide in FY16-17
 - New models which are more cost effective and may allow consideration of reduction of base fees in future years– update next year
 - Working with new supplier to provide even better turnaround on service calls and higher efficiency on copiers
 - Remote meter read implementation is underway!

Managing Payroll Expenses

Shauna Rios






- Main Menu > SJSU Human Resources > Payroll for North America > SJSU Labor Dist Reports

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 **SJSU Labor Dist Reports**

SJSU Reports and Processes in support of the CSU Labor Distribution Process

 LCD - By Account Period Earned LCD Report - By Account Period Earned (SJLCD004)	 LCD - By Account Period Paid LCD Report by Account Period Paid (SJLCD005)	 LCD - By JobFn Period Earned LCD - By JobFn Period Earned (SJLCD001)
 LCD - By JobFn Period Paid LCD - By JobFn Period Paid (SJLCD003)	 LCD - Monthly Pay Check Report LCD - Monthly Pay Check Report (SJLCD007)	 LCD - Position Expenditures LCD - Position Expenditures (SJLCD002)
 LCD - Setup Audit LCD Setup Audit Report (SJLCD008)		

- LCD Setup Audit
 - Provides snapshot of where positions are funded at current point in time
- LCD By Account Period Earned/Paid
 - Expenses by month within a fiscal year, organized by account (601201, 601300, etc.)
- LCD By JobFn Period Paid/Earned
 - Expenses by month within a fiscal year, organized by position level (MPP, Staff, Student Assistant, Work Study, etc.)
- LCD Position Expenditures
 - YTD actuals by incumbent/position, organized by job function
- LCD Monthly Paycheck Report
 - Payroll expense detail for a paytape period, by paycheck/employee

- Transaction detail
 - Doc Src Fdescr
 - HCM – HR Accounting Lines
 - Jrnl Template
 - HRACTUALS – Actual (original posted transaction)
 - HRADJ – Adjustments made after original transaction posted

Actuals Drill Down
Time run: 10/11/2016 11:50:51 AM
Approximate Row Count: 18

Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Project Fdescr	Stat Cd	Stat Amt	Jrnl ID	Posted Date	Journal Date	Jrnl Ln #	Jrnl Ln Ref	Jrnl Rev Cd	Jrnl Template	User ID	Doc Ln #	Doc Det Ln #
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- Temporary - Employee Profile to Finance Support via iSupport
- Permanent – Position Management Action Form to Equal Opportunity & Workforce Planning
- Moving posted expenses - only once!
 - HR Expense Adjustment in FTS
 - Exceptions – Request to Finance Support (template provided)

- Finance Website
 - [Labor Cost Distribution](#)
 - [Temporary Appointment Funding Changes](#)
 - [Permanent Appointment Funding Changes](#)
- [FinanceConnect](#) (4-1558)