Welcome

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, FTE Transfers, Travel Reimbursement, Travel Authorization, Payroll Expense Adjustment, Change Order
- PaymentWorks: New Supplier Invitations
- CFS: Requisitions, Reports, Reimbursements
- Data Warehouse: LCD Dashboard, Encumbrance Reports, Open PO Report, Transaction Detail
- OnBase: PO Invoices, ProCard/GoCard Reconciliation, Receipts

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.

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.
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.
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.
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

• 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.
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.
CFS DATA WAREHOUSE – PAGES (A.K.A REPORTS)

- 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.
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](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:
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
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**
- A funding source that is linked to a specific position number.
- Pool IDs are always 3 characters long.

**Department Budget Table**
- 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.

**Labor Cost Distribution**
- Reports in the SJSU@Work system that tell us where payroll expenses have posted on a monthly basis.
- There are 8 available LCD Reports.
<table>
<thead>
<tr>
<th><strong>Keyword(s)</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Dept ID</td>
<td>Department that manages the position (where it “resides.”)</td>
</tr>
<tr>
<td>Charge Dept ID</td>
<td>Department(s) that incur payroll expenses.</td>
</tr>
<tr>
<td>Combo Code</td>
<td>A shortcut to a specific chartfield in SJSU@Work. The format of the combo code might differ slightly from the actual chartfield.</td>
</tr>
<tr>
<td>Distribution Percentage %</td>
<td>The percentage of the paycheck that is being charged to a specific chartfield.</td>
</tr>
<tr>
<td>Query</td>
<td>A system generated report that retrieves data based on your authorized access. Public queries can be found under Main Menu &gt; Reporting Tools &gt; Query &gt; Query Viewer.</td>
</tr>
<tr>
<td>Order</td>
<td>Description</td>
</tr>
<tr>
<td>-----------</td>
<td>------------------------</td>
</tr>
<tr>
<td>1</td>
<td>Appointment</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Position</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Position Pool / Pool ID*</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Department</td>
</tr>
</tbody>
</table>
**Complex vs. Simple DBTs**

- 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.
Generic Pool IDs

- 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.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Distrib.</th>
<th>Pool ID</th>
<th>Used For</th>
<th>Position Level Chartfields</th>
</tr>
</thead>
<tbody>
<tr>
<td>70026</td>
<td>100%</td>
<td>FAC</td>
<td>Faculty Startup</td>
<td>70026 + Class</td>
</tr>
<tr>
<td>70031</td>
<td>100%</td>
<td>RSC</td>
<td>Research &amp; Creative Activities</td>
<td>70031 + Class + Program</td>
</tr>
<tr>
<td>78005</td>
<td>100%</td>
<td>CRF</td>
<td>Cost Recovery - Research Foundation</td>
<td>78005 + F%</td>
</tr>
<tr>
<td>78006</td>
<td>100%</td>
<td>CRT</td>
<td>Cost Recovery - Tower Foundation</td>
<td>78006 + T%</td>
</tr>
</tbody>
</table>
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.
TEMPORARY FUNDING CHANGES

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:

<table>
<thead>
<tr>
<th>Emplid - Recd</th>
<th>Name</th>
<th>Business Title</th>
<th>Pos.-Job Cd.-Grade</th>
<th>EffEff</th>
<th>Percent</th>
<th>Acct Cd Level</th>
<th>Funding End Date</th>
<th>Fund</th>
<th>Dept</th>
<th>Account</th>
<th>Class</th>
<th>Class</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>00012643-3318-1</td>
<td></td>
<td></td>
<td>07/01/2022</td>
<td></td>
<td>100.00</td>
<td>Position Pool</td>
<td>51000</td>
<td>1682</td>
<td>601201</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000125-3312-1</td>
<td></td>
<td></td>
<td>07/01/2022</td>
<td></td>
<td>100.00</td>
<td>Position Pool</td>
<td>70000</td>
<td>1542</td>
<td>601201</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0014513-3318-1</td>
<td></td>
<td></td>
<td>07/01/2022</td>
<td></td>
<td>100.00</td>
<td>Position Pool</td>
<td>70000</td>
<td>1542</td>
<td>601201</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0013802-3318-1</td>
<td></td>
<td></td>
<td>07/01/2022</td>
<td></td>
<td>100.00</td>
<td>Position Pool</td>
<td>70000</td>
<td>1542</td>
<td>601201</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0008857-3300-1</td>
<td></td>
<td></td>
<td>07/01/2022</td>
<td></td>
<td>50.00</td>
<td>Position</td>
<td>51000</td>
<td>1157</td>
<td>601201</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0008857-3300-1</td>
<td></td>
<td></td>
<td>07/01/2022</td>
<td></td>
<td>25.00</td>
<td>Position</td>
<td>51000</td>
<td>1573</td>
<td>601201</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0008857-3300-1</td>
<td></td>
<td></td>
<td>07/01/2022</td>
<td></td>
<td>25.00</td>
<td>Position</td>
<td>51000</td>
<td>1573</td>
<td>601201</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00014514-3318-1</td>
<td></td>
<td></td>
<td>07/01/2022</td>
<td></td>
<td>100.00</td>
<td>Position</td>
<td>70000</td>
<td>1122</td>
<td>601201</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Go to [SJSU@Work](https://sjsu.edu) > 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

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>About the Program</td>
<td>2</td>
</tr>
<tr>
<td>Stakeholders</td>
<td>3</td>
</tr>
<tr>
<td>Step-by-Step Process Checklists (Google Docs)</td>
<td>6</td>
</tr>
<tr>
<td>Ordering Supplies and Requesting Service</td>
<td>6</td>
</tr>
<tr>
<td>Supplies</td>
<td>6</td>
</tr>
<tr>
<td>Service Requests</td>
<td>6</td>
</tr>
<tr>
<td>Website Links &amp; Documents</td>
<td>7</td>
</tr>
<tr>
<td>Copier Manuals and Specifications</td>
<td>7</td>
</tr>
<tr>
<td>Current CCP Equipment across the campus</td>
<td>7</td>
</tr>
<tr>
<td>FAQs</td>
<td>8</td>
</tr>
</tbody>
</table>
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 all 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
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 it has the appropriate approvals, you can go into FTS to start the Travel Authorization process.

CSU PolicyStat 12002664
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