



Finance What's Up?

Spring 2019

1. General Announcements
 2. Finance Training & Systems Access Requests
 3. CFS Data Warehouse Upgrade
 4. Year End Deadlines
 5. Annual Inventory
 6. Procure to Pay Team
 - a. IT Purchasing Process Flow and Changes in the ProCard Rules for Software
 - b. Cost Savings Achieved to Date
 - c. Paperless ProCard/GoCard - New Process, Upcoming Features including Payment Works
-
1. Questions & Answers

- Name Change: Finance & Business Services
- Major Website redesign in the works
- New Staff Introductions

Finance Training & Systems Access Requests

Janet Sundrud



New DocuSign form!

<http://www.sjsu.edu/it/security/forms/>

Training Requirements:

- **Level 1 Admin**
 - FIN009 Intro to Finance
- **Level 2 Analyst**
 - FIN009 Intro to Finance
 - HR9015 HR Expense Adjustment
- **Level 3 MPP/Approving Official**
 - FIN007 Finance Overview for Managers

Training Summaries are required

- New attachment button



DocuSign Envelope ID: 0E09A889-3B99-4E79-8341-3C151155E2A5

SJSU SAN JOSÉ STATE UNIVERSITY **REQUEST FOR FINANCE SYSTEMS ACCESS**
INFORMATION SECURITY

Information Technology | One Washington Square | San Jose, CA | 95192 | 408-924-1530

Instructions: Once completed through the DocuSign PowerForm process this form will automatically be sent to the CMS Security Administration Group at cmssecadm@sjsu.edu. **All required training must be completed prior to submitting the form.** Please attach a copy of your SJSU@Work Training Summary. Go to SJSU@Work > Self Service > Learning and Development > SJ-Training Summ. / Drop Class. Print to PDF and save document. Then add attachment to request.

REQUESTOR INFORMATION

Name: SJSU ID (not SSN):
 Email: Phone:
 Position/Job Function: Building:
 Department: Room #:


ACCESS REQUESTED

Access will be granted if the functionality is required to perform your job. Finance and the Security Office have final signoff.

<input type="checkbox"/> Level 1 (Admin)	<input type="checkbox"/> Level 2 (Analyst)	<input type="checkbox"/> Level 3 (MPP/Approving Officials)
CFS	CFS	CFS

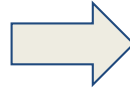
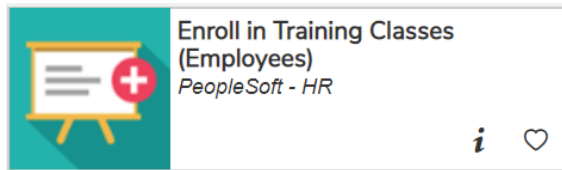
Based on the level of access you requested, please attach your SJSU@work training summary for each level requested highlighted in red.

NOTE: An incorrect training



FINANCE TRAINING & SYSTEMS ACCESS REQUESTS

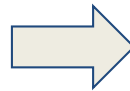
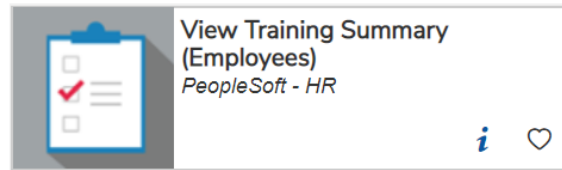
It's easy to enroll in training classes or view a training summary!
Go to one.sjsu.edu and search for “training”



Enroll in Training Classes

[Search by Course Name](#)

[Search by Course Number](#)



Training Summary

View a summary of your training courses; drop courses you are currently enrolled in.

[Drop Selected Class\(es\)](#)

Internal Training			
Course Name	Course Start Date	Course End Date	Status
Administer Training Basics	03/12/2019	03/12/2019	Completed
CSULearn Overview	01/22/2019	01/22/2019	Completed
Finance Overview for Managers	01/11/2019	01/11/2019	Completed

Email financeconnect@sjsu.edu if you need more course sections

CFS Data Warehouse Upgrade

Amy Chan

- Enhancements made to CFS Data Warehouse
- Go-live was March 15th
- New look
- Same function, dashboards, and pages (reports)
- Best news of all?
 - Users do not have to recreate customizations for their reports!!!

New! Home Page Redesigned

- Dashboard Tiles
- Message Center

The screenshot displays the home page of the CFS Data Warehouse 12C. At the top, there is a navigation bar with 'Home', 'Dashboards', and 'Open' links. Below this is a header section featuring the CSU logo and the text 'The California State University Business Intelligence / Data Warehouse'. The main content area is divided into two primary sections. On the left, there is a large banner with the text 'MADE in the CSU' and a collage of various university pennants. To the right of the banner is a grid of dashboard tiles. These tiles include 'Financial Reporting', 'Transaction Inquiry', 'FIRMS GAAP', 'Tree Reporting', 'Labor Cost Distribution', and 'Sponsored Programs'. A blue arrow points from the text '2- Dashboard Tiles' to this grid. Below the banner, there is a message center section. It features a sub-header 'The Data Warehouse is current as of: 30-MAR-19 02:00 AM' and a paragraph of text providing information about updates and training events. A blue arrow points from the text '1 - Message Center' to this section. At the bottom of the message center, there is a button labeled 'BI/DW Message Board - CSYOU'.

Home Dashboards Open

CSU The California State University
Business Intelligence / Data Warehouse

MADE in the CSU

Financial Reporting

Transaction Inquiry

FIRMS GAAP

Tree Reporting

Labor Cost Distribution

Sponsored Programs

The Data Warehouse is current as of:
30-MAR-19 02:00 AM

For current information about Data Warehouse updates, training events, and other news of interest, please click the link below to go to the Finance Data Warehouse Message Board in CSYou.

Note: CSYou will open in a separate browser window.

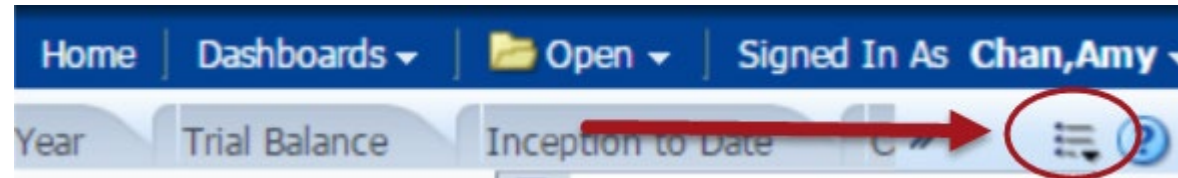
BI/DW Message Board - **CSYOU**

1 - Message Center

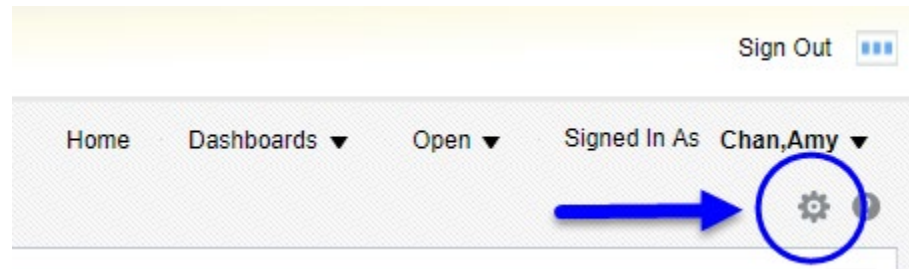
2- Dashboard Tiles

New! Page Options icon is now a Gear

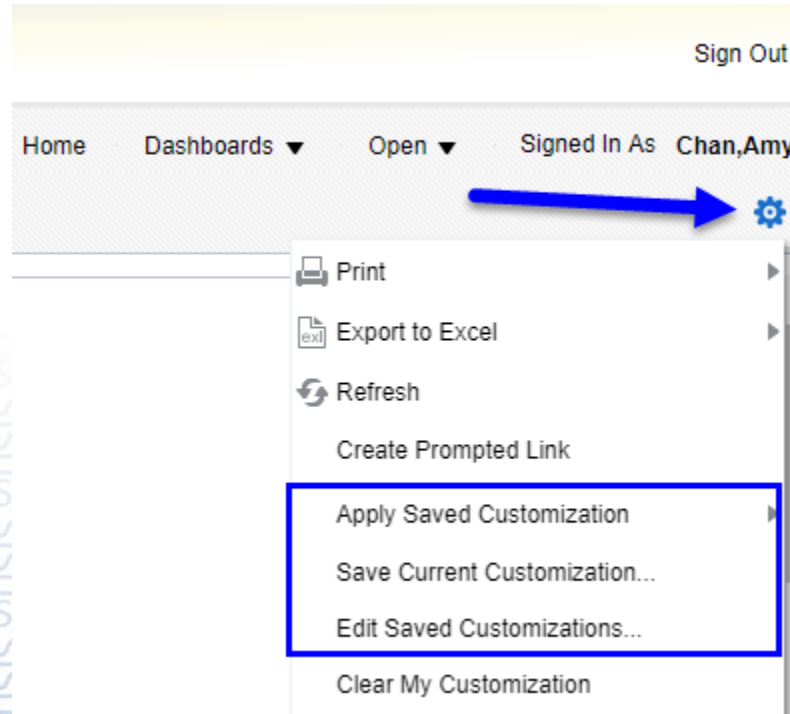
Old icon-



New icon-



Page Options menu displays users' saved customizations and gives them the ability to save new and edit existing for their pages (reports)



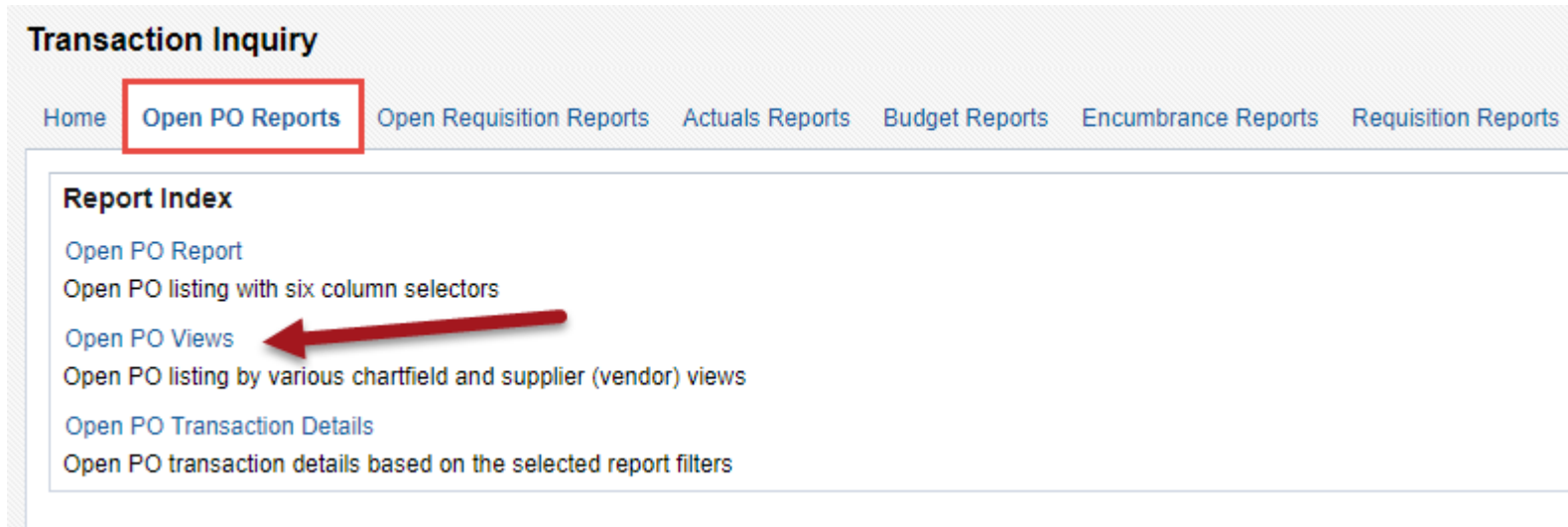
New! From a Dashboard, a Page/Tab with multiple links will display each linked report in its own tab.

Transaction Inquiry

Home **Open PO Reports** Open Requisition Reports Actuals Reports Budget Reports Encumbrance Reports Requisition Reports

Report Index

- Open PO Report
- Open PO listing with six column selectors
- Open PO Views
- Open PO listing by various chartfield and supplier (vendor) views
- Open PO Transaction Details
- Open PO transaction details based on the selected report filters



Tab for page displays. It will close when user exits from it.

Transaction Inquiry
Home
Open PO Reports
Open PO Views
Open Requisition Reports
Actuals Reports
Budget Reports
Encumbrance Reports
Requisition Reports

Report Filters

Business Unit
Fiscal Year
Period (as of)
Account Category
SJ000 - San Jo
2015
<= 7
--Select Value--

Fund
Dept
Account
Project
77013 - Admin
1002 - User Exj
--Select Value--
--Select Value--

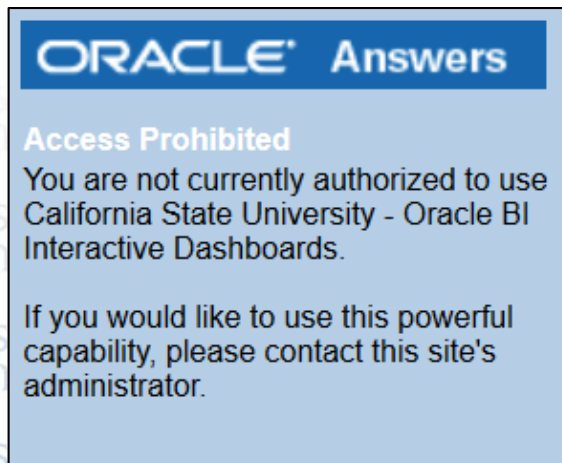
NOT Fund
NOT Dept ID
NOT Account
NOT Proj
NOT --Select Value--
NOT --Select Value--
NOT --Select Value--
NOT --Select Value--

Document Source
Doc ID
Document Date
Doc Line Descr
--Select Value--
--Select Value--
--Select Value--
--Select Value--

Annoying issue! Access Prohibited message

- Happens when CFS Data Warehouse times out due to no activity
- Time out existed in old CFS DW, but this message is persistent in 12C

Solution: Close entire web browser or open a different one and log back into CFS DW



Year End Deadlines

Jane Zacchia



Important Note: Transactions or requests received by the cut-off dates allow for normal processing times and inclusion within 2018-2019. Any items received after the cut-off dates will be processed as time allows.

Cut-Off Date	Transaction	Description	Contact
Monday April 22	E&IT Requisitions	All Electronic & Information Technology (E&IT) requisitions, regardless of dollar amount, must be <u>fully approved</u> in FTS by this date. E&IT is any information technology equipment or interconnected system or subsystem of equipment that is used in the electronic creation, conversion, or duplication of data.	Contracts & Purchasing Services
	Requisitions over \$50k	Requisitions for items requiring formal bidding must be fully approved in FTS by this date.	Contracts & Purchasing Services
Monday May 6	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.	Contracts & Purchasing Services
Tuesday May 14	GoCard Charges	Last day of the credit card statement periods for GoCard and Procurement Card purchases against 2018-19 funds. Charges incurred after these dates will be expensed in 2019-20.	GoCard Maggie DeLaMere 4-1572
Tuesday May 21	ProCard Charges	Note: Items charged close to last day of statement period may not be included in the current fiscal year. Posting date is dependent on the suppliers' processing dates.	ProCard Sara Tipton 4-1569

2019 YEAR END DEADLINES

Friday June 7	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.).	Contracts & Purchasing Services
	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.	Contracts & Purchasing Services
	Change Order Requests	Final submission date to increase/decrease blanket order and service order dollar amounts. Departments are encouraged to liquidate stale encumbrances.	Contracts & Purchasing Services
Thursday June 13	Department Chargebacks and Billing Requests to Outside Customers, and CPOs	Cut-off for billing uploads, Facilities, UPD, copier meter readings, postage charges and CPOs. Charges will post by June 22nd.	Tam Vu 4-1667 For CPOs- Juanita Ceniza 4-1668
Friday June 14	Travel Reimbursements, Direct Payment & Employee Reimbursement Requests, and e-Invoices	Travel Reimbursements, 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.	Travel: Maggie DeLaMere 4-1572 Non-travel: Accounts Payable
	Petty Cash Reimbursements	Final submission date for Petty Cash reimbursements. Expenses submitted for reimbursement after this date will be charged to 2019-20 regardless of when the actual expense was incurred.	Cashiering Services 4-1610

2019 YEAR END DEADLINES

Thursday June 20	Check Run	Last AP check processing for FY18-19.	Accounts Payable & Finance Support
Monday June 24	Purchase Order	Final day to close all prior and current year Purchase Orders (unless specifically asked to keep open)	Contracts & Purchasing Services
Friday June 28	Deposits	<u>Deadline</u> is 3:00 PM on this last day to make cash and check deposits in the Bursar's Office.	Cashiering Services 4-1610
Friday June 28	Budget & Expense Journals	FTS budget and expense journals and HR expense journals must be fully approved by this date to post in 2018-19.	Budget & Financial Management

Contact Information: Please contact individuals or departments as shown above, or Finance Support at 4-1558. See Finance staff assignments at Directory By Department:
http://www.sjsu.edu/finance/directory/directory_bydept/index.html

Departments are not allowed to issue their own invoices.
If you need an invoice, please submit a billing request to
Accounting Services.



The form is available here:

http://www.sjsu.edu/finance/forms/forms_by_dept/accounting_forms/index.html

Annual Inventory

Sonja Bowsky

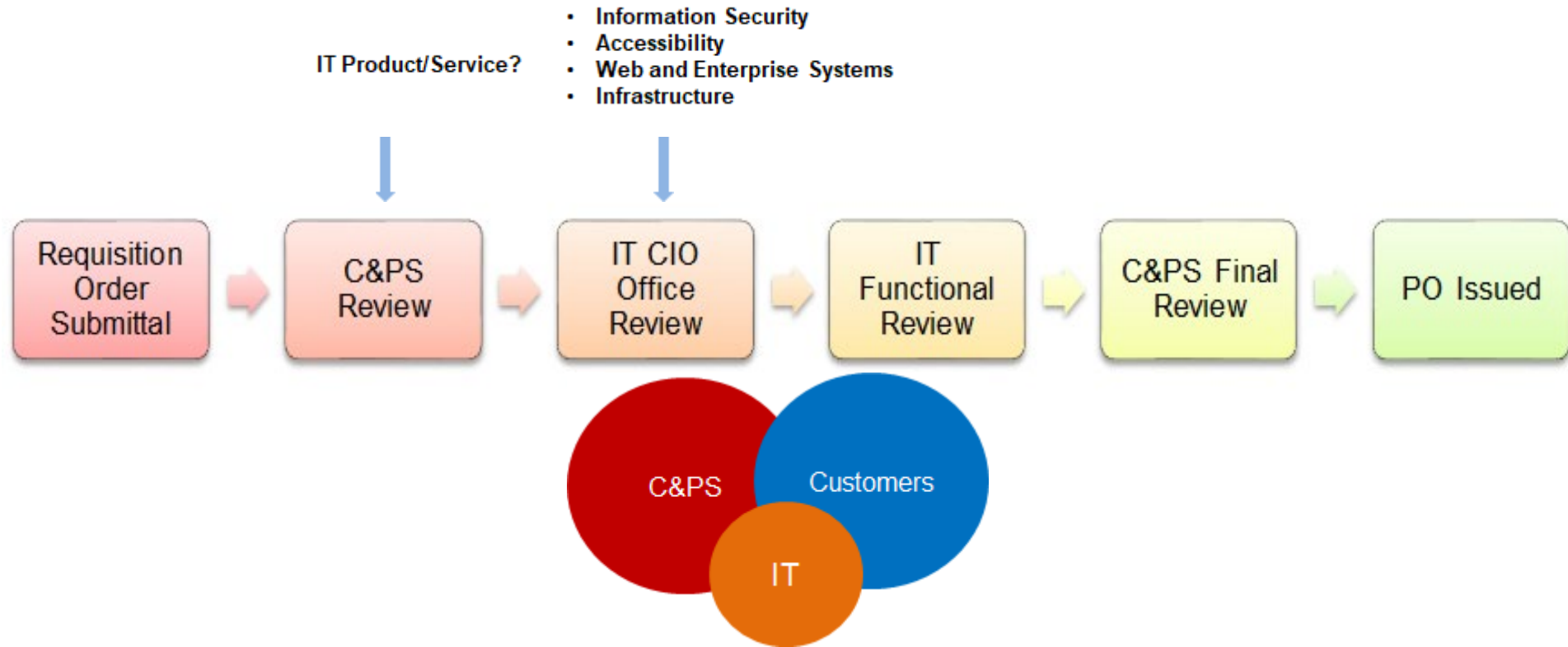


The physical inventory of all SJSU assets valued \geq \$5,000 will begin soon. As in 2016, an external vendor, HCA, will be handling the inventory.

- April 15 - 19
 - HCA will contact departments to schedule a time to visit their areas
- April 29 - May 10
 - Wall-to-Wall physical inventory launches and gets underway
- May 13 - 17
 - Reconciliation efforts for missing items
- May 20
 - Inventory findings finalized

Procure to Pay Team

Kim Gamblin & Sara Bonakdar



- \$667,286 achieved to date
- \$53,000 pending submission
- Potentially \$80K in the pipeline

Restricted States

With the effective date April 15, 2019, South Carolina has been added to Assembly Bill 1887, the law restricting the funding or sponsoring of state business travel to states with discriminatory laws.

The current list of restricted states are as follows:

- Alabama
- Kansas
- Kentucky
- Mississippi
- North Carolina
- Oklahoma
- **South Carolina** ←New
- South Dakota
- Tennessee
- Texas

Coming Soon!!

Onboarding Solution for Suppliers : Why this is great for our campus?

- Reduced steps for onboarding
- C&PS sends out the supplier invite for vendor creation!
- Certificates of Insurance are reviewed and approved by the C&PS team
- More secure - Level 1 data protected
- Increased fraud protection
 - Bank routing number validation for US Banks
 - Tax ID number validations checked against IRS site
- Data validation
 - US Address validations checked against USPS records
 - Sanction list alerts checked against approx 400 sources
- Suppliers can look up their payment information
- Suppliers update their company information (remit address, company name, etc)

ProCard/GoCard - New paperless process

Benefits

- Faster routing and approval
- No more hand delivery of paperwork (since we moved off campus)
- No more tape, paperclips, printing, loose receipts gone missing, etc.
- Automatic confirmation email - No more lost statements! Yay!

Key achievements

- In FTS now - one stop for all Procure to Pay needs
 - Go to “Other” module in FTS
 - Upload statements and back up documents together now (update)
 - All Information for the upload is on your statement
- Docusign for cardholder & approving officials now
 - Approving statements is now even more accessible and convenient

QUESTIONS?

SAN JOSÉ STATE UNIVERSITY *powering* SILICON VALLEY