

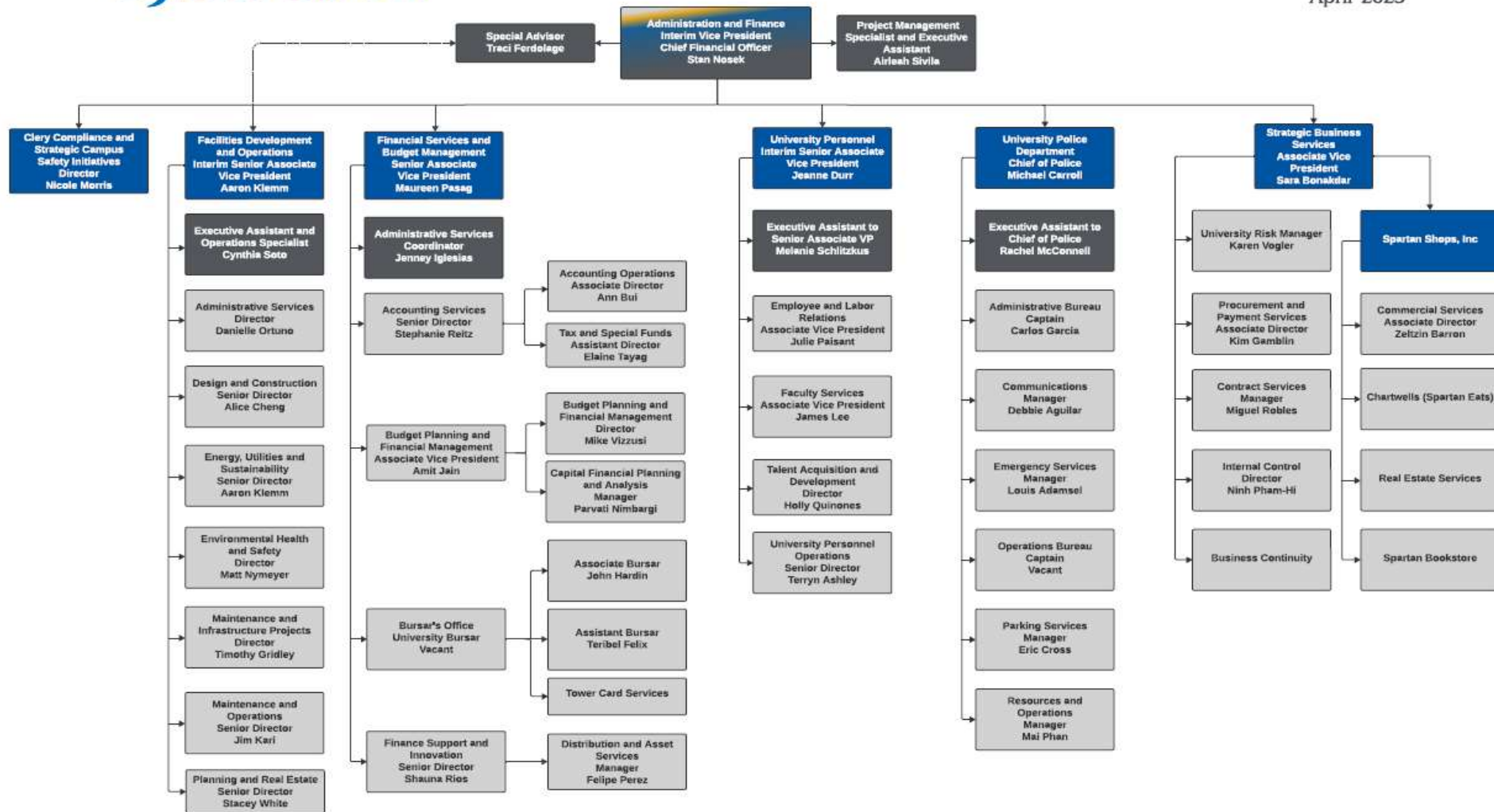


Finance What's Up?

Spring 2025

WELCOME

**MAUREEN PASAG, SENIOR AVP, FINANCIAL SERVICES & BUDGET
MANAGEMENT AND STAN NOSEK, INTERIM VICE PRESIDENT,
ADMINISTRATION & FINANCE/CFO**



Spring 2025 What's Up?

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

- New Employee Updates
- Bursar's Office Service for Departments
- Non-Enrolled Student Payment Plan
- Federal Work Study Updates
- FYE Deadlines
- Travel Advisory
- Forms – Using Updated
- Independent Contractors vs. Employee – Direct Pays & Reqs
- Direct Deposit – Link & Best Practices
- Procurement Metrics
- CSUBUY/Concur
- Budget Updates – BAC & SSETF

Accounting

Elaine Tayag – *AD, Tax & Special Funds*

Budget

Amit Jain – *AVP, Budget Planning & Financial Management*

Contracts

Brian Lam – *Contract Specialist*

Payment Services

Olivia Moreno – *Supplier Maintenance Coordinator*

Trinh Le – *Payment Services Specialist*

BURSAR'S OFFICE

TERIBEL FELIX, ASSISTANT BURSAR

Services for Campus Departments

- eMarket Platform [Transact]
 - Online storefront used for payment processing
 - New applications take 4-6 weeks to process
 - Please review our [eMarket Guide](#)
- Cashiering Satellite Operations
 - Petty Cash Reimbursements
 - Department Deposits [*New Template]

Department Deposit Cover Page

One Washington Square, San Jose 95192-0138

This form must be signed by the department manager and hand delivered to the Bursar's Office (or to the drop-box outside the Student Services Center.) Please put the department cover page, currency, coins, and checks in a sealed envelope addressed as "Bursar's Office Department Deposit." The Bursar's Office will capture electronic copies of checks when they are processed. If you want to make copies for your departmental records, please conceal the bank account and routing information.

Department Information:

Prepared By (Name):		Date:	
Department Name:		Phone:	
What is the source of the cash?		Email:	

Deposit Information:

Currency	
Coins =	\$
\$1.00 =	\$
\$5.00 =	\$
\$10.00 =	\$
\$20.00 =	\$
\$50.00 =	\$
\$100.00 =	\$
Total Currency =	\$

Total Checks
\$

Please enter check information on the next page.

Total Deposit
\$

Chartfields for Currency Deposit:

*FUND	*DEPT	*ACCOUNT	PROGRAM	CLASS	PROJECT	*AMOUNT
						\$
						\$
						\$

* Mandatory Chartfields

Department Approval:

Verified By (Supervisor/Manager Name):

Signature:

Bursar's Office Use Only		
Received By:	Date:	Transaction Number:

Ph: 408-924-1601
Fax: 408-924-1654

<https://sjsu.edu/bursar>
bursar@sjsu.edu

Page 1 of 2
Last Updated: 3/5/25

Additional Check Information:

#	CHECK NBR	AMOUNT	DEPOSIT CHARTFIELD (Fund-Dept-Account-Program-Class-Project)	WHAT IS THIS PAYMENT/ REIMBURSEMENT FOR?
1		\$		
2		\$		
3		\$		
4		\$		
5		\$		
6		\$		
7		\$		
8		\$		
9		\$		
10		\$		
11		\$		
12		\$		
13		\$		
14		\$		
15		\$		

TOTAL CHECKS \$

Ph: 408-924-1601
Fax: 408-924-1654

<https://sjsu.edu/bursar>
bursar@sjsu.edu

Page 2 of 2
Last Updated: 4/2/25

Page 1

Department Deposit Cover Page

One Washington Square, San José 95192-0138

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Department Information:

Prepared By (Name):		Date:	
Department Name:		Phone:	
What is the source of the cash?		Email:	

Deposit Information:

Currency	
Coins =	\$
\$1.00 =	\$
\$5.00 =	\$
\$10.00 =	\$
\$20.00 =	\$
\$50.00 =	\$
\$100.00 =	\$
Total Currency =	\$

Total Checks
\$

Please enter check information on the next page.

Total Deposit
\$

Chartfields for Currency Deposit:

*FUND	*DEPT	*ACCOUNT	PROGRAM	CLASS	PROJECT	*AMOUNT
						\$
						\$
						\$

* Mandatory Chartfields

Page 2

Additional Check Information:

#	CHECK NBR	AMOUNT	DEPOSIT CHARTFIELD [Fund-Dept-Account-Program-Class-Project]	WHAT IS THIS PAYMENT/ REIMBURSEMENT FOR?
1	1234	\$ 200.00	00000-0000-000000	Reimb for 03/25
2	5678	\$ 300.00	00000-0000-000000	Reimb for 04/25
3		\$		
4		\$		
5		\$		
6		\$		
7		\$		
8		\$		
9		\$		
10		\$		
TOTAL CHECKS		\$ 500.00		

Ph: 408-924-1601
Fax: 408-924-1654

<https://sjsu.edu/bursar>
bursar@sjsu.edu

Page 2 of 2
Last Updated: 4/2/25

Entering
your
Deposit
in
Transact



Customer ID: DD - DEPARTMENT DEPOSIT
EDIT CUSTOMER

Email:
 Phone:

Item Code	Description	Balance Due	Min. Due	Amount to Pay
TOTAL		0	0	0.00
MISC	Miscellaneous			0.00

*Department:
 *Check #:
 *Check Date / ACH Bank Date:
 *Payment Reference:
 *Payer Name:
 *Reason:

FUND(5) DEPT(5) ACCT(6) PROG(4) CLASS(5) PROJ(15) Omit G/L
 G/L

Add Item Reset

Add Another Customer

PAYMENTS TENDERED

Pay Code	Description	Amount
TOTAL		0.00
Change Due		0.00

To add a payment, enter a Payment Code or click an Easy Key.

RETRIEVE

CASH
PAPER CHECK
CASHIERS CK
MONEY ORDER
HSG 1ST CASH
CERT TURN CK

Our location: Student Services Center [10th St Garage]





ARE YOU EXPECTING A PAYMENT?

Notify us at:

incomingdeposits@sjsu.edu

cashierbanking@sjsu.edu

Please visit our website to obtain any forms or additional information:

<http://www.sjsu.edu/bursar/>

THANK YOU!

NON-ENROLLED STUDENT PAYMENT PLANS

JOHN HARDIN, ASSOCIATE BURSAR, BURSAR'S OFFICE

What is the Non-Enrolled Student Payment Plan?

- A Transact monthly installment plan to manage and pay a past due balance online.
- No extra cost to SJSU per contract.
- Reactivates student access to the Transact payment portal used while attending.
- Allows students option to pay online and enter into recurring payment agreements.

Who is the Non-Enrolled Student Payment Plan for?

- Students not enrolled in a current term who have a past due balance.
- Students who want to avoid a collection agency.
- Students who need help getting back on track financially, to continue their educational goals.

Additional Qualification Requirements:

- \$35.00 one time setup fee.
- Must sign a Terms & Conditions agreement.
- Minimum balance requirements:
 - 3 mo. plan - \$350.00
 - 6 mo. plan - \$1,000.00
 - 9 mo. plan - \$2,000.00
 - 12 mo. plan - \$3,000.00

When can students enroll in the plan?

- Once a semester ends, students who meet the minimum requirements can enroll.

How can students enroll in the plan?

- Students with past due balances are contacted monthly by Bursar's office account specialists, who will offer the plan to them.
- Students can contact our account specialists at student-finance-specialists@sjsu.edu to request a payment plan and go over their financial options.

What are some of the advantages of offering this plan?

- Helps SJSU continue relationship with students who have graduated or separated from university.
- Opens a new opportunity to support and engage with students.
- Students will avoid going to collections.

- SJSU will avoid fees from agencies, 17-22.5% of pmt amts charged back to SJSU = \$129,582.42 paid to agencies in 2024 alone.
- Students will have an easier time managing their finances through consumer friendly design.
- Students can set up recurring payments and pay online in their same payment portal.
- Staff can track and manage students balance with reporting, and provide additional support.

Where can I learn more about the plan?

- [Contact Us](#) or Visit Bursar's [Installment Payment Plan](#) webpage for more information.

FEDERAL WORK STUDY UPDATE

CAROLYN GUEL, ASSOCIATE DIRECTOR &

**ANTHONY BETTENCOURT, SENIOR FINANCIAL AID COUNSELOR,
FINANCIAL AID AND SCHOLARSHIP OFFICE**

Big News!

- We're pleased to announce that San José State has secured a waiver for the institutional matching requirement for the 2024–2025 award year.
- This means that eligible departments and colleges will no longer be required to contribute the 30% institutional match for FWS student earnings, allowing us to maximize the federal funds allocated to SJSU.

Key Benefits of this Change:

- Expanded Participation
- Maximizing Campus-Wide FWS Utilization
- Increased Future Allocations
- Supports Student Success

Administration & Finance will support the following efforts:

- Reallocating existing FWS expenses posted to operating funds into the work-study fund.
- Updating FWS positions with a new WSO pool ID and posting them directly to the work-study fund [effective March 2025].
- Returning the 30% matching share to divisions for local reallocation.

Thank You!

We understand you may have questions and we will provide additional guidance as it becomes available. The committee leading this effort will soon meet with FAC and DROs to share further details, answer questions, and outline next steps.

We appreciate your support and partnership. More updates will be shared soon.

Thank you for your continued commitment to the Federal Work-Study program.

FYE DEADLINES & REMINDERS

**KIM GAMBLIN, ASSOCIATE DIRECTOR,
PROCUREMENT TO PAYMENTS SERVICES**

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FY24-25 Fiscal Year-End Deadlines

Important Note: Transactions or requests received by the cut-off dates allow for normal processing times and inclusion within FY24-25. Any items received after the cut-off dates will be processed as time allows.

Cut-Off Date	Transaction	Description	Contact
Monday, April 14	ICT Requisitions	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.	Strategic Sourcing - Contracts & Procurement Services
	Requisitions over \$50k	Requisitions for items requiring formal bidding must be fully approved in FTS by this date.	Strategic Sourcing - Contracts & Procurement Services
Monday, April 21	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.	Strategic Sourcing - Contracts & Procurement Services

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FY24-25 Fiscal Year-End Deadlines

Important Note: Transactions or requests received by the cut-off dates allow for normal processing times and inclusion within FY24-25. All items received after the cut-off dates will be processed as time allows.

Cut-Off Date	Transaction	Description	Contact
Monday, May 12	GoCard Charges	Last day of the credit card statement periods for GoCard and Procurement Card purchases against FY24-25 funds. Charges incurred after these dates will be expensed in FY25-26.	Strategic Sourcing - Payment Services
	ProCard Charges	Note: 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.	GoCard and ProCard Strategic Sourcing - Payment Services
Monday, May 12	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.).	Strategic Sourcing - Contracts & Procurement 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.	Strategic Sourcing - Contracts & Procurement Services
	Change Order Requests*	Final submission date to increase/decrease and/or close purchase orders and service order dollar amounts. Departments are encouraged to liquidate stale encumbrances. Verify all invoices have been applied to your Purchase Orders.	Strategic Sourcing - Contracts & Procurement Services
Friday, May 30	Travel & Non-Employee Travel Reimbursement	Travel Reimbursements, Non-Employee Travel Reimbursement, requests must be fully approved in FTS by this date.	Employee and Non-Employee Travel: An Le

MAY CONTINUED - FISCAL YEAR END DEADLINES

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Y**

Cut-Off Date	Transaction	Description	Contact
Friday, May 30	Direct Payment & Employee Reimbursement Requests	Direct Payment and Employee Reimbursement requests must be fully approved in FTS by this date.	Strategic Sourcing - Payment Services
	e-Invoices	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.	Strategic Sourcing - Payment Services

[FYE Calendar Link](#)

JUNE - FISCAL YEAR END DEADLINES

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Cut-Off Date	Transaction	Description	Contact
Friday, June 6	Requests for IFT	Last day to request an Interagency Financial Transactions (IFT)	Accounting Services - IFT
Friday, June 13	HR Expense Adjustments	HR Expense Adjustments must be entered by this date to post in FY24-25. Please note: The FTS HR Expense Adjustment module will NOT be available after this date. All adjustments requested after the deadline will require justification and approval from a division's Finance Advisory Council representative. More details to follow.	FinanceConnect
Friday, June 13	Department Chargebacks and Billing Requests to Outside Customers	Cut-off for billing uploads, Facilities, UPD, copier meter readings, and postage charges.	Accounting Services - AR Billing and Journal Entry Requests
Friday, June 13	Petty Cash Reimbursements	Final submission date for Petty Cash reimbursements. Expenses submitted for reimbursement after this date will be charged to FY25-26 regardless of when the actual expense was incurred.	Bursar's Office
Wednesday, June 25	Budget & Expense Journals	FTS budget and expense journals must be fully approved by this date to post in FY24-25.	Budget & Financial Management
Wednesday, June 25	Deposits	<u>Deadline</u> is NOON on this last day to make cash and check deposits in the Bursar's Office.	Bursar's Office & Accounting Services
Thursday, June 26	Check Run	Last Payment Services check processing for FY24-25.	Strategic Sourcing - Payment Services & FinanceConnect
Thursday, June 26	ACH Processes	Last ACH processes from Thursday's check run.	Strategic Sourcing - Payment Services & FinanceConnect

PROCARD UPDATES

**KIM GAMBLIN, ASSOCIATE DIRECTOR,
PROCUREMENT & PAYMENTS SERVICES**



Coming Soon!! ProCard Guide 2.0

- Reorganization of the guide for easier flow
 - Updating sections
- More cohesive collaborative information between other guides [Hospitality, Catering, Gift Card Purchasing Guide]
- Further Aligning with [Procure to Pay Matrix](#)
 - Meaning frequent items to purchase are listed there now

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Sneak
peek :]

TRAVEL ADVISORY

KIM GAMBLIN, ASSOCIATE DIRECTOR

PROCUREMENT TO PAYMENTS SERVICES [P2P]

International Travel

Reminder from the Chancellor's Office Announcement:

“Therefore, the CSU strongly encourages all faculty, staff, and students to carefully assess the necessity of international travel at this time. The decision to travel outside of the U.S. is personal, but the CSU advises all members of its community to proceed with extreme caution.”

[Memo Link](#)

FRIENDLY REMINDERS

**SARA TIPTON-PEREZ, LEAD PAYMENT ANALYST,
PAYMENTS SERVICES**

Forms

- Please ensure you are using the current forms located in FABS Website.

FABS>How Can We Help?>[Forms](#)

Let us know if you have any questions or issues with these forms.

Bookmark Hyperlinks - Don't download!!

Independent Contractors [IC]

- **1st** - All requests MUST be approved by UP BEFORE the work has started.
- **2nd** - Approval must be included with the Direct Pay or Requisition Documentation.
- **3rd** - Payments will only be initiated with invoices that have UP IC approvals.

Note: LLC's could be ICs. *Limited Liability Company*

Direct Deposit Reminder

Direct Deposit bank information submitted to UP is not the same process for Payment Services. Be sure to submit your Direct Deposit [[Secured Link](#)] to Payment Services via DocuSign.

Why? For payments involving Employee & Travel Reimbursements not paid through Payroll.

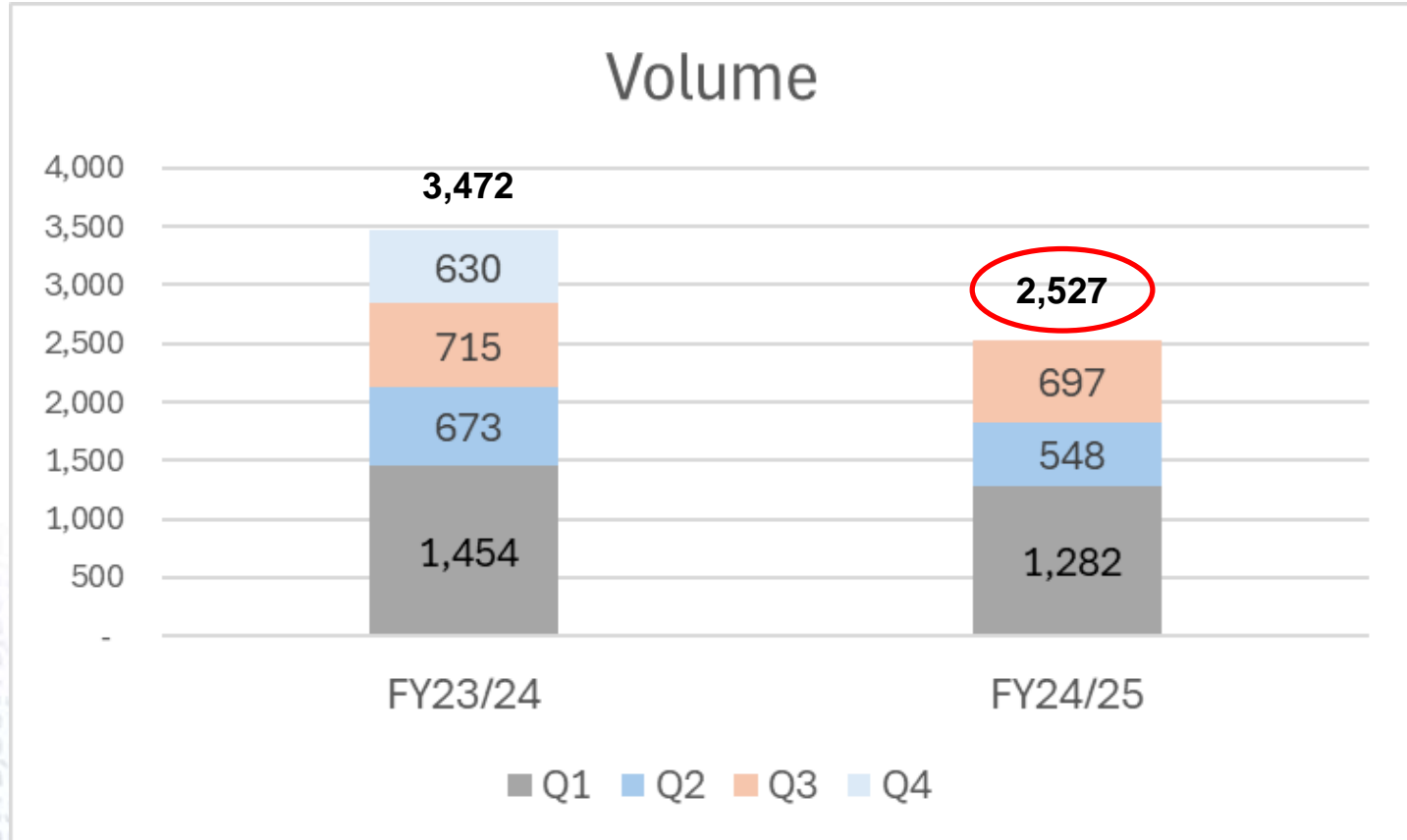
GoCard Reminders

- Reference the TR# for all purchases on the your GoCard reconciling statements [ex. TR0123456]
- Input GoCard charges in the “one-time charges” of the FTS Travel Reimbursement as follows:
 - Paid by SJSU = “Yes” and Payment Method = “GoCard”.
[This will give a more exact picture of the budget spent]
- Virtual Training Registration is allowed
- Professional Development is allowed
- Travel upgrades are not allowed [Policy states that an employee, student, candidates, and supplier must find the most economical pricing]

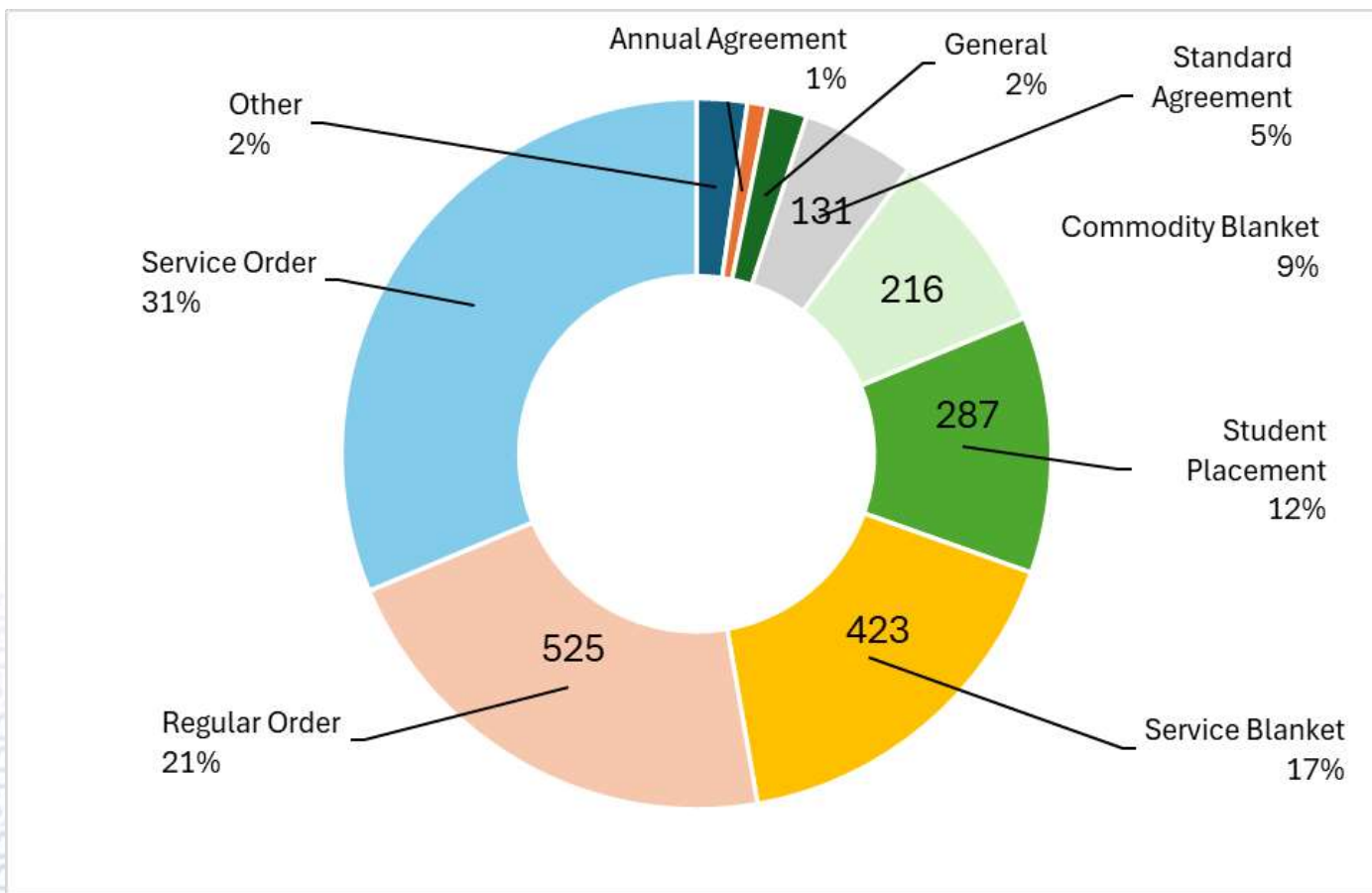
METRICS

MIGUEL ROBLES, CONTRACT MANAGER
CONTRACTS & PROCUREMENT

FY24/25 Reqs processed: 2,527

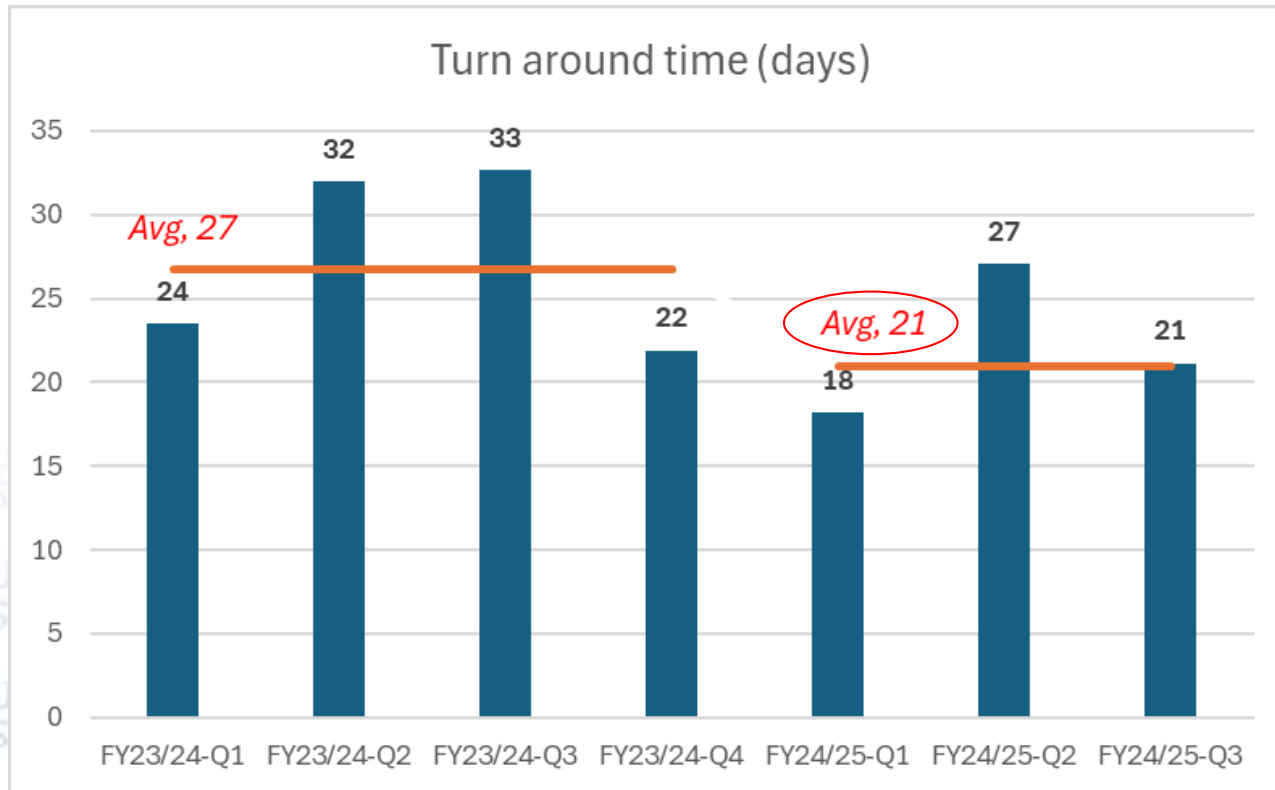


FY24/25 Reqs volume by PO Type

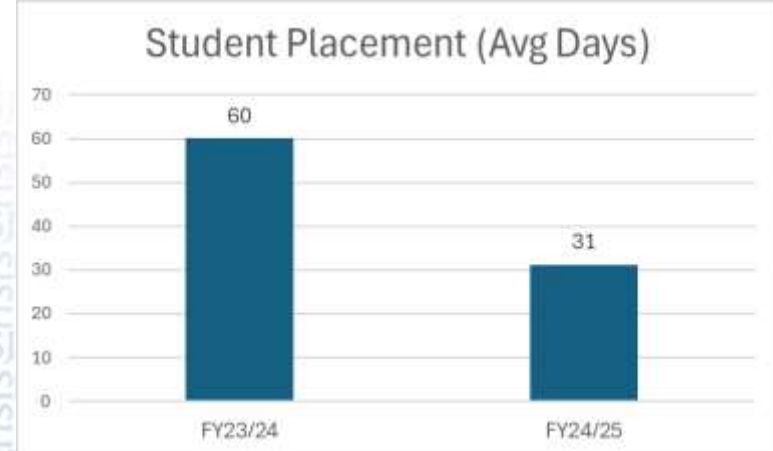
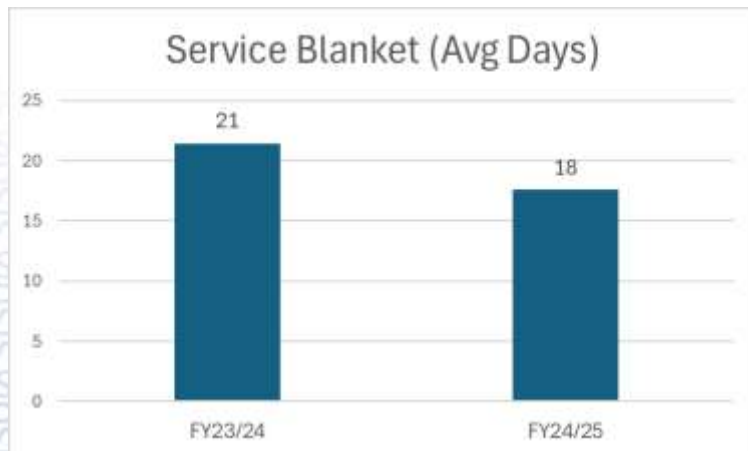


Turn around time in FY24/25: 21 days average!

39% of Reqs processed in less than 7 days



Turn around FY24/25 vs. FY23/24



Drivers for turn around improvement

- Procurement & Contracts fully staffed!!!
- Complete requisition submission
 - Detailed description of goods or services
 - Requisition Header Comments
 - Special instructions
 - Attach supporting document:
 - Quote/Proposal/unsigned Contract
 - Certificate of Insurance
 - Hospitality Form [events only]
 - Other Backup Documents as applicable



SYSTEM-WIDE CSUBUY & CONCUR IMPLEMENTATION

SARA BONAKDAR

ASSOCIATE VICE PRESIDENT, STRATEGIC BUSINESS SERVICES

It is the implementation of strategic, standardized procurement processes that allows for the elimination of manual touchpoints and steps resulting in efficiencies through automation, risk mitigation and cost savings for the California State University.




One Place for Goods & Services

- Request to Purchase Order
- Goods and Services Request*
- Direct Pay (limited by type)*
- Hospitality*
- Independent Contractor*
- IT Hardware Request*
- IT Software Request*
- Facilities & Construction Requests*
- E-Marketplace Punchout Catalogs
- Request to Close PO*
- Contracts
- Sourcing
- Payment

** Online forms in CSUBUY*

Suppliers only: Business Entities and Individuals



[Got Feedback?](#)

[Vouchers ▼](#)

[Search \(Alt+Q\) 🔍](#)

43,193.75 USD

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🔔 JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy.

Shop • Shopping Home Page

CSU Form Requests ▼

Goods and Services Request	IT Hardware Request	IT Software Request	Independent Contractor Request	Hospitality Form (Non-Travel)	Direct Pay Request
Payment for Unauthorized Purchase	Request to Close PO	Facilities and Construction Request For Facilities Use Only			

Supplier Requests ▼

Supplier Extension Request	Emergency Supplier Request
----------------------------	----------------------------

Out of Scope for CSUBUY:

ProCard

Reimbursements*

Travel*

****Travel and reimbursements will be covered by the Concur implementation.***

CSUBUY & CFS Workshops

Timeframe: March – April

Configuration workshop to:

- Review CSUBUY and CFS Configuration
- Align business processes & change impacts
- Complete configuration homework.

Train-the-Trainer Program

Timeframe: mid-late August

Conduct functional training for the campus trainers and user acceptance (UAT) testers in preparation for testing and end-user training.

User Acceptance Testing (UAT)

Timeframe: September – October

Testing the campus configuration including workflow routing rules in CSUBUY, CFS Configuration and CFS downstream processes.

Operational Team Training

Timeframe: Early January

Conduct functional and business training for campus Procurement, Accounts Payable and Supplier Management teams.

A single instance of SAP Concur serving the entire CSU system's travel management needs. The use of this tool will result in standardization of processes, increasing transparency to campus customers, and aiding in policy compliance that ultimately reduces costs and financial risk to the CSU.



What's in Scope?

CONCUR

Travel Authorization

Travel Reimbursement

**Employee
Reimbursements**

- **Current State**

- Only 12 out of the now 22 campuses are on the single instance.
- Varying practices and procedures across the system.
- Inconsistent applications of CSU policy, making it difficult to administer the policy and manage compliance.
- Cost of individual campus management systems are high.

- **Future State**

- Consistent application of policy, built into the process.
- Increased visibility to data across the CSU.
- Centralized system management and maintenance.
 - Decreased licensing, maintenance and support expenses when distributed across each campus.
- Technical support resources managed by the Chancellor's Office.

Next Steps

- Chancellor's Office is conducting campus assessments to assess current state and processes.
- Fine tuning of the scope system requirements and changes are aimed to take place in **April of 2025**.
- Development of implementation time will occur in **April/May of 2025**.
- All 22 campuses participating in Concur by **December of 2025**.

BUDGET UPDATES

**AMIT JAIN, AVP, BUDGET PLANNING & FINANCIAL
MANAGEMENT**

1. **Prior Years' Actions:** \$24M cut in 2023-24 and \$35M in 2024-25 for a total of \$59M. Puts SJSU in a good position to plan for 2025-26 budget.
2. **2025-25 Budget Assumptions:**
 - a) Enrollment: Reallocation [240 FTES growth], Excess [560 FTES growth], Non-Resident [100 FTES reduction].
 - b) No compensation changes except STEPS.
 - c) No changes to Cost Allocation Plan.
 - d) No new discretionary budget for divisions.
 - e) No 2023-24 one-time loan payment.
3. **Unfavorable revenue** due to 8% CSU wide cut and no compact payment offset by enrollment favorability in both state appropriation and tuition revenue. *Net impact \$8.4M favorable.*
4. **Unfavorable expense** due to mandatory and essential services and marginal cost of instruction associated with favorable enrollment. *Net impact \$19.1M unfavorable.*
5. **Minimum 3.3% cut needed** to balance the budget. Recommendation is for all divisions to plan for a 4.0% cut to cover ongoing uncertainties at local, state, and national level.
6. **BAC recommended several options** to spreading the cut uniformly across all divisions and several strategies to achieve their respective target.

THANK YOU!