FISCAL AFFAIRS USERS GROUP

MARCH 19, 2014

AGENDA

▪ Welcome	Ron Cortez, Vice President & Chief Financial Officer
▪ CFS 9.2 Upgrade	Corazon Wong
▪ Campus Solutions Project	Jacqueline Green and Excel Mercado
▪ Trust Agreement Revision	Richard Chen
▪ Procurement	Stephen Smith
▪ Introduction of New Staff	
▪ Requisition Training	
▪ New Procedure	
▪ Year-End Calendar Memo	Campus and UCorp (Gloria, David, Franz, Claudia, Tammie,)
▪ Others	

CFS 9.2 PROJECT

- What's new in PeopleSoft 9.2
- Timeline
- Go-Live Date

WHAT'S NEW IN PEOPLESOFT 9.2

Functionalities and Enhancements

- 1000+ features, functionalities and enhancements
- Improved workforce effectiveness and efficiency with
  - Global Search – Effortless navigation and information retrieval
  - Intuitive Self-Service Process Flows
- Get actionable insights with Pivot Grids
- Embedded Help and Online Help
- iPad Certification
- Workcenters, Dashboards and Interaction Hub
- Related Content and Related Actions
- Staying current with Oracle Update Manager

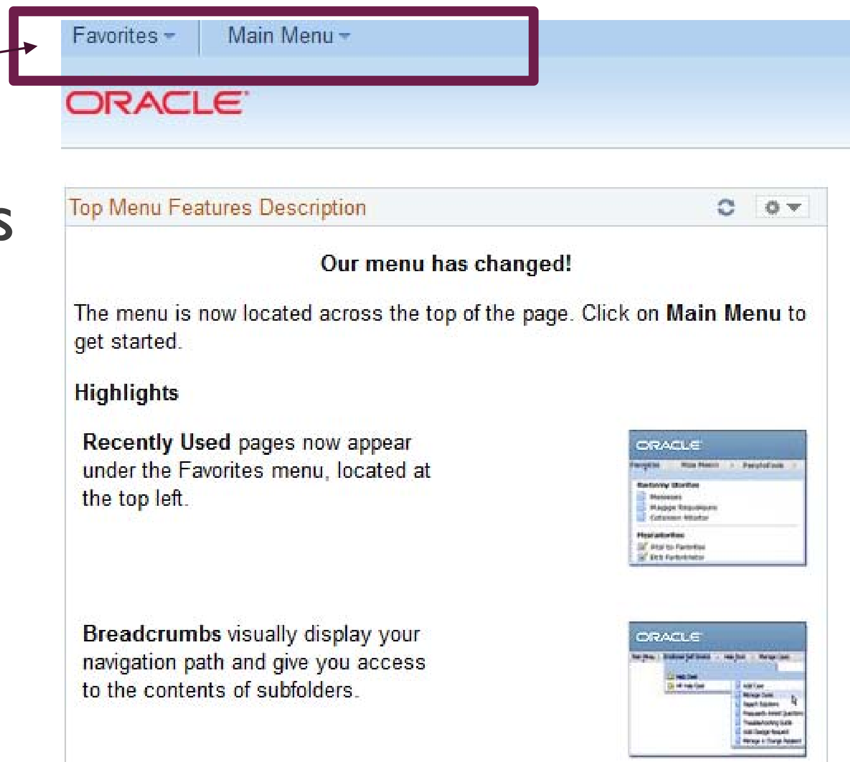
Goals and Future of PeopleSoft Applications

- simpler and more INTUITIVE
- complete solutions that require little to NO Customizations
- Expanded product functionality

CFS 9.2 PROJECT – USER INTERFACE ENHANCEMENTS

- Main Menu

  Located across the top of the page

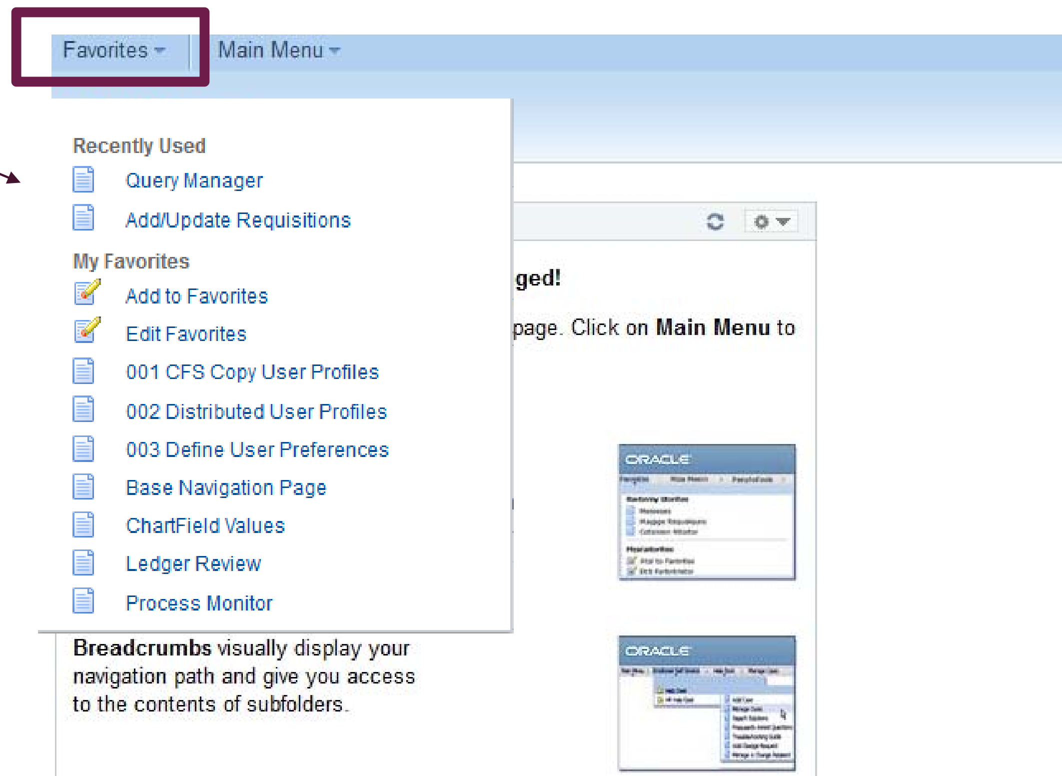


Current 9.0

CFS 9.2 PROJECT – USER INTERFACE ENHANCEMENTS

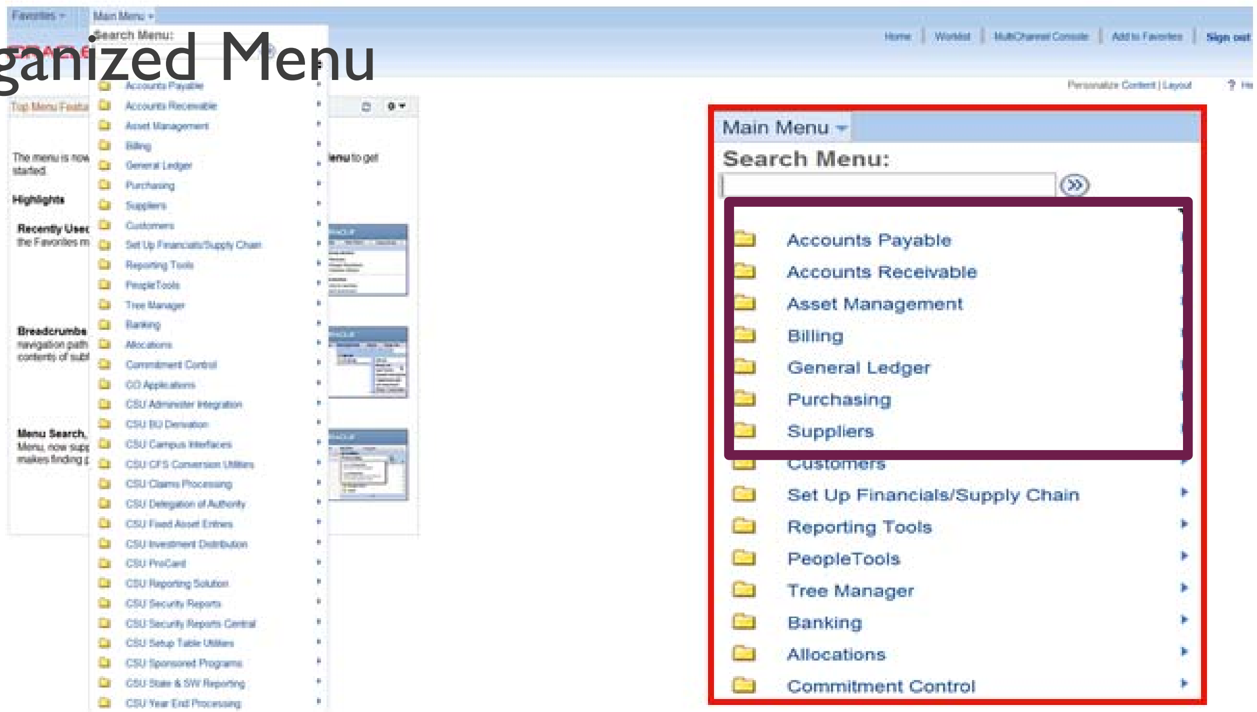
- Recently Used

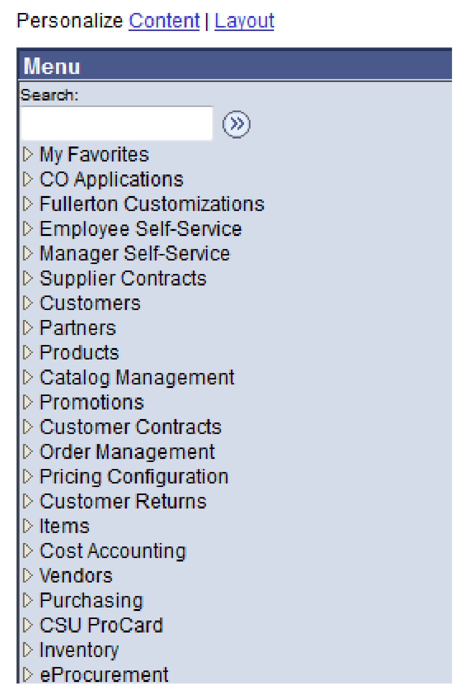
  All recently visited pages show under favorites



CFS 9.2 PROJECT – USER INTERFACE ENHANCEMENTS

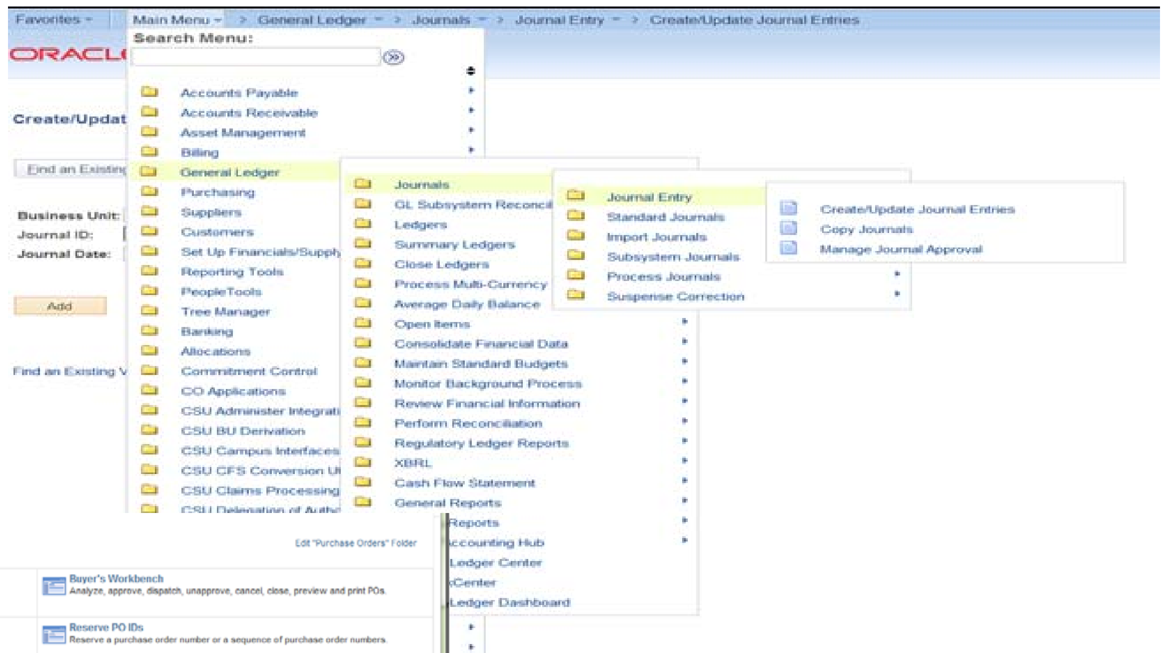
- Re-organized Menu

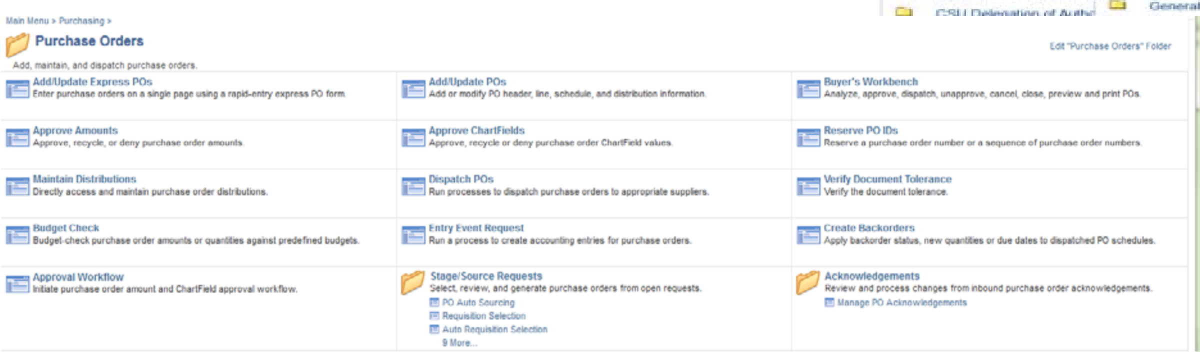




CFS 9.2 PROJECT – USER INTERFACE ENHANCEMENTS

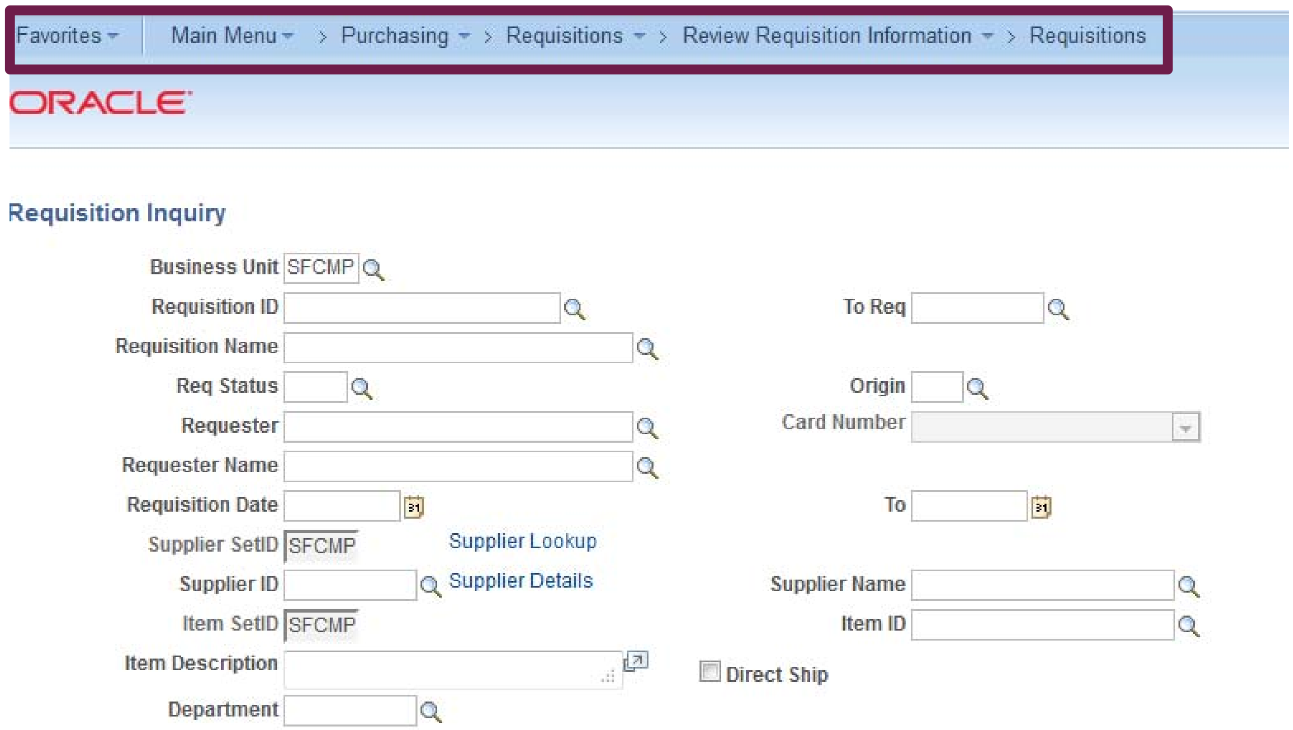
- Cascading Menu





CFS 9.2 PROJECT – USER INTERFACE ENHANCEMENTS

- Breadcrumbs

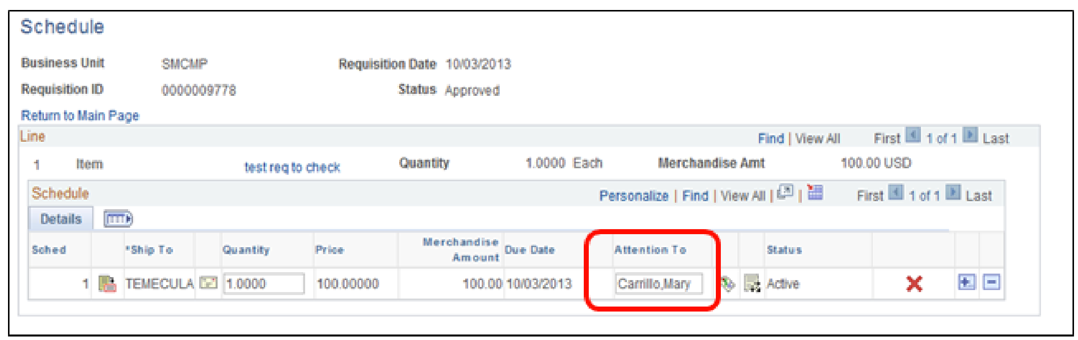


CFS 9.2 PROJECT – NEW FUNCTIONALITY

- Requisition Name and Attention to Fields

- **Requisition Name and Attention To fields**

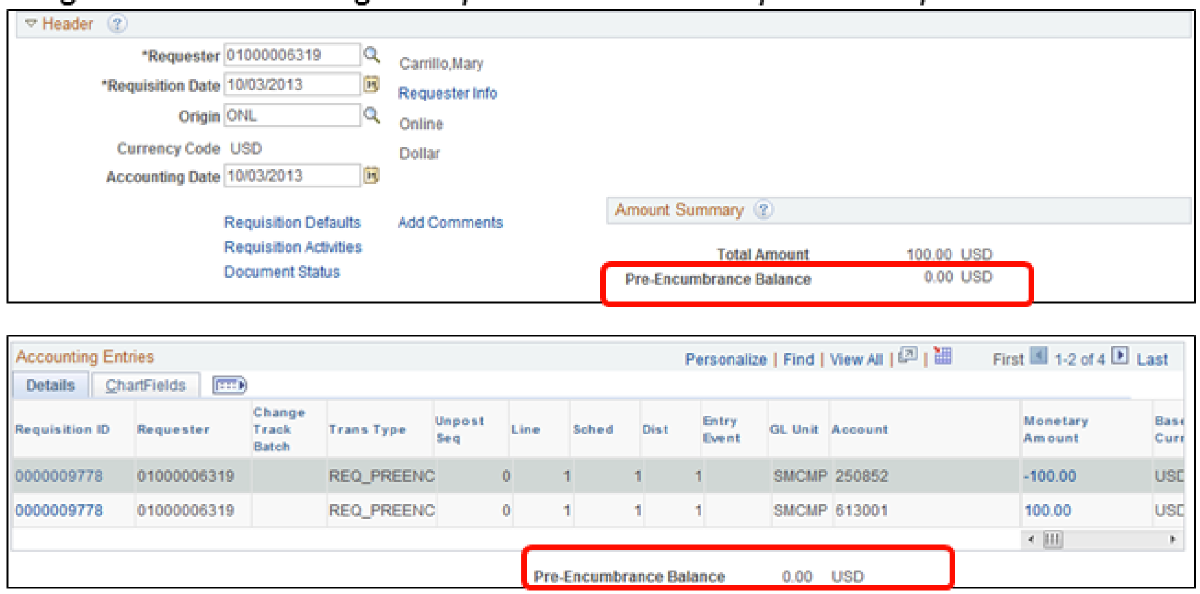
Navigation: Purchasing> Requisitions > Add/Update Requisitions



CFS 9.2 PROJECT – NEW FUNCTIONALITY

- Visibility to Remaining Pre Encumbrance and Encumbrance Balances

Navigation: Purchasing> Requisitions > Add/Update Requisitions

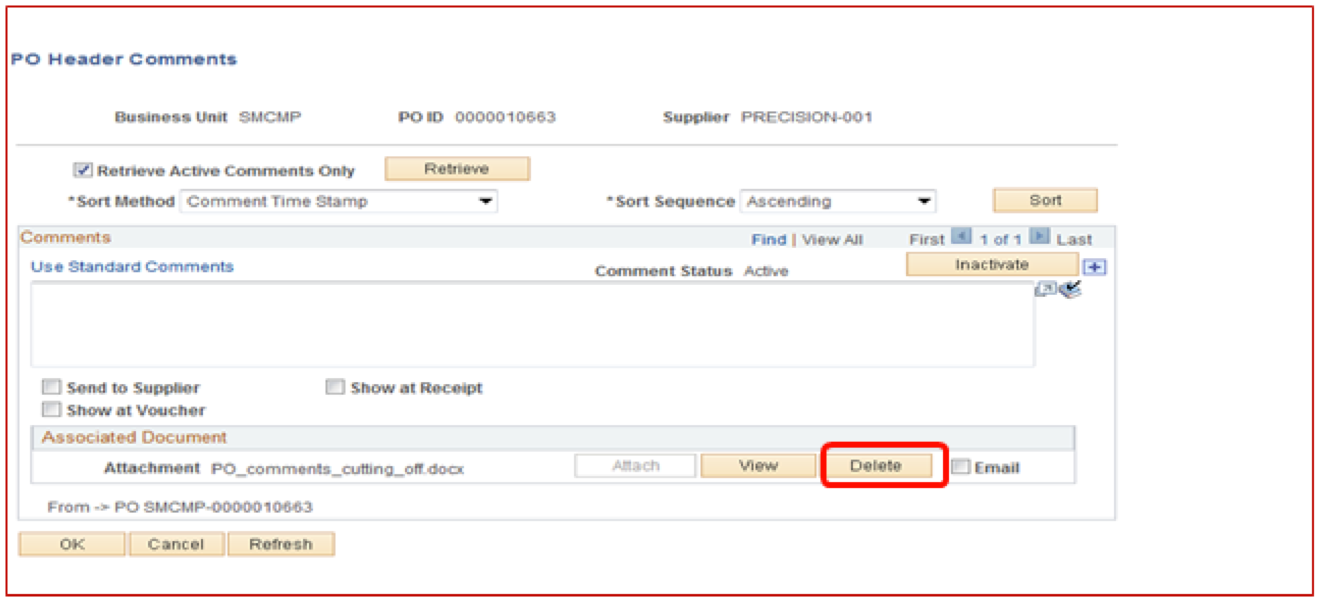


CFS 9.2 PROJECT – NEW FUNCTIONALITY

Navigation: Purchasing> Purchase Orders > Add/Update Purchase Orders

- Attachment Deletion Process

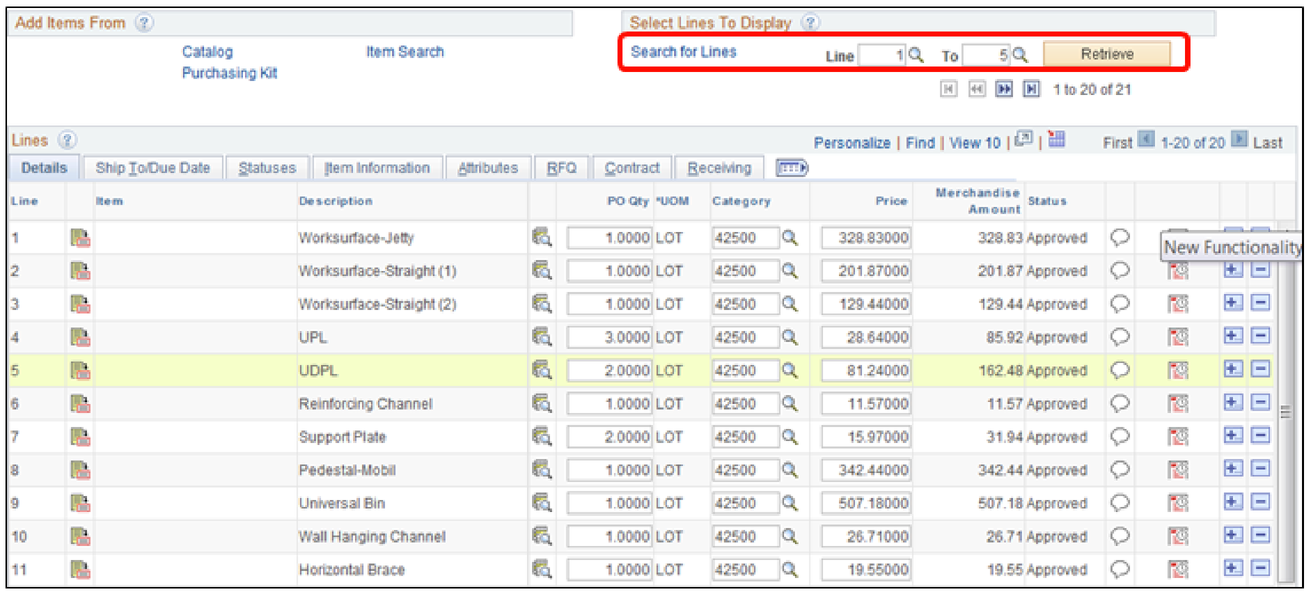
now checks if the attachment is not referenced on another transaction



CFS 9.2 PROJECT – NEW FUNCTIONALITY

Navigation: Purchasing> Purchase Orders > Add/Update Purchase Orders

- Search For Lines



Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Worksurface-Jetty	1.0000	LOT	42500	328.83000	328.83	Approved
2		Worksurface-Straight (1)	1.0000	LOT	42500	201.87000	201.87	Approved
3		Worksurface-Straight (2)	1.0000	LOT	42500	129.44000	129.44	Approved
4		UPL	3.0000	LOT	42500	28.64000	85.92	Approved
5		UDPL	2.0000	LOT	42500	81.24000	162.48	Approved
6		Reinforcing Channel	1.0000	LOT	42500	11.57000	11.57	Approved
7		Support Plate	2.0000	LOT	42500	15.97000	31.94	Approved
8		Pedestal-Mobil	1.0000	LOT	42500	342.44000	342.44	Approved
9		Universal Bin	1.0000	LOT	42500	507.18000	507.18	Approved
10		Wall Hanging Channel	1.0000	LOT	42500	26.71000	26.71	Approved
11		Horizontal Brace	1.0000	LOT	42500	19.55000	19.55	Approved

CFS 9.2 PROJECT – TIMELINE AND GO-LIVE

- Timeline
  - *Acceptance Testing Phase*
    - 3 weeks and will end on Wednesday March 26, 2014
  - *Move to Production Schedule –*
    - Last day/time to enter new and process 9.0 transactions **April 15 by noon**
    - Run last scheduled jobs – April 15 begins @ 1 pm
    - Lock down system – NO END USER ACCESS **4/16/2014 (6 am) – April 22 (5 am)**

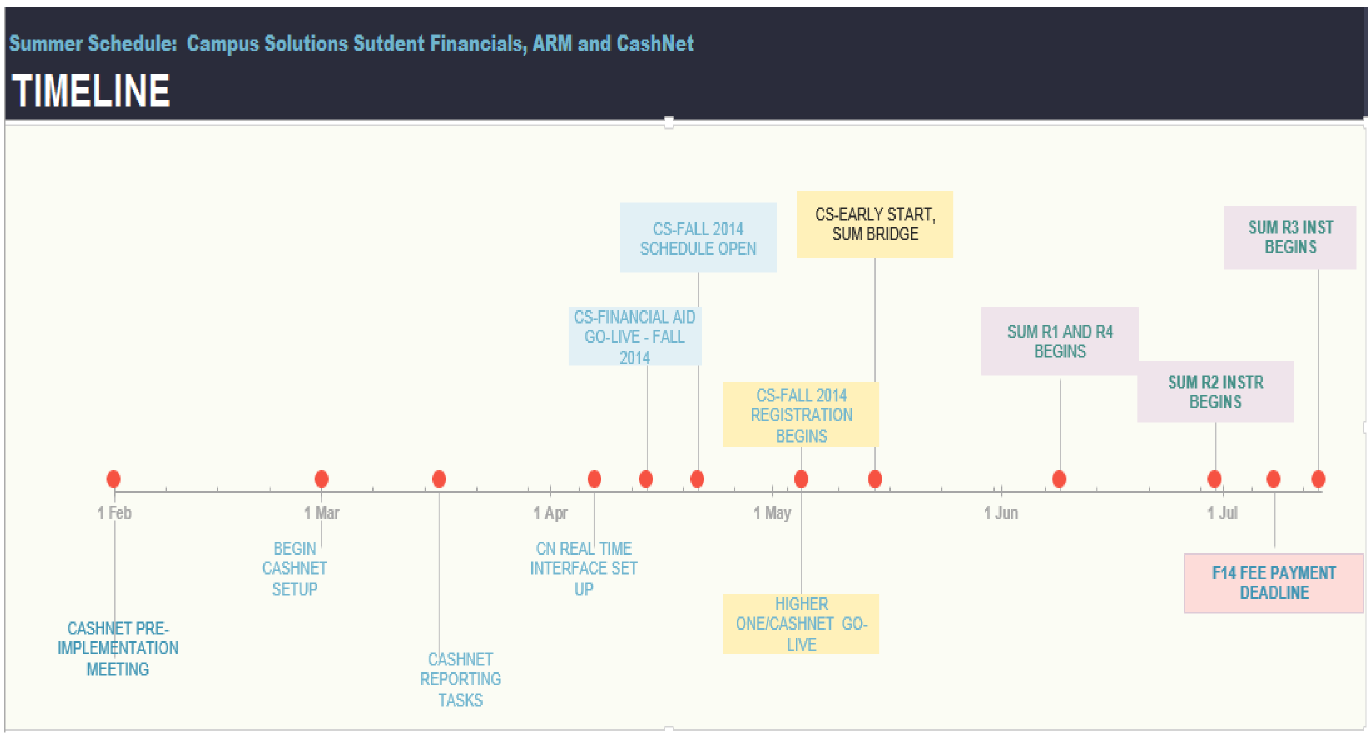
CFS 9.2 PROJECT – TIMELINE AND GO-LIVE

- Go-Live Date -> April 22 @ 8 am
  - Unlock end-users Access (6 – 8 am)
- Recommended Web Browser for CFS 9.2
  - Chrome
  - Internet Explorer (IE): use Compatibility View for full functionality. Instructions: IE9 | IE10 | IE11

CAMPUS SOLUTIONS PROJECT

- Timeline
- Summer 2014
  - Early Start
  - Summer Bridge
- Fall 2014
  - Go-live date
  - Payment Processing using Higher One
  - Service Fee of 2.75%

CAMPUS SOLUTIONS PROJECT - TIMELINE



PROJECT DETAILS

DATE	MILESTONE
2/1/2014	CashNet Pre-Implementation Meeting
3/1/2014	Begin CashNet SetUp
3/17/2014	CashNet Reporting Tasks
4/7/2014	CN Real Time Interface Set up
4/14/2014	**CS-Financial Aid Go-Live-Fall 2014**
4/21/2014	**CS-Fall 2014 Schedule Open**
5/5/2014	**Higher One/CashNet Go-Live**
5/5/2014	CS-Fall 2014 Registration Begins
5/15/2014	CS-Early Start, Sum Bridge
6/9/2014	Sum R1 and R4 Begins
6/30/2014	Sum R2 Instr Begins
7/8/2014	**F14 Fee Payment Deadline**
7/14/2014	Sum R3 Inst Begins

CAMPUS SOLUTIONS PROJECT - SUMMER 2014

- Campus Solutions
  - Early Start
  - Summer Bridge
- Legacy System – ARM, SIMS, FACS and CELIA
  - Summer 2014 Grad – MBA, ED Doc, Physical Therapy
  - CELIA Summer Registrations

Payments will be processed in CORE (in person) and EPOS online payment applications (2.75% Service Fee)

Financial Aid Award and Authorization, and Disbursements

CAMPUS SOLUTIONS – FALL 2014

- Fall 2014
  - Student Financials Go-live date – June 2, 2014
  - Payment Processing using Higher One/CashNet Cashiering and ePayment Systems
  - Service Fee of 2.75%; e-check service fee is waived

TRUST FUND AGREEMENT POLICY

According to ICSUAM, CSU Fund 491 special Projects; 496 Other Trust and 542 Capital Management are established via Trust & Special Agreement. Trust Agreement is mandatory on these funds.

The Trust Agreement (LTA) must be completed to establish a local trust fund.

- The agreement and supporting documentation define the purpose of the trust fund and document the project's ability to be self-supporting. LTA's must be established in accordance with campus approved and documented procedures. Lack of complete trust fund documentation increases the risk of improper fund management and inappropriate expenditures. The following information must be included on the LTA:
  - Type of trust.
  - **Effective and expiration date.**
  - Purpose of the trust.
  - Source of trust money or donor and method of collecting revenues.
  - **Allowed types of expenditures and/or restrictions on the use of moneys for administrative or overhead costs.**
  - **Reporting requirements.**
  - **Instructions for closing the account and disposition of balance in the account.**
  - Agreements, i.e. any provision for financial and account maintenance service charges or administrative fees.

- Reference:
  - ICSUAM http://www.calstate.edu/icsuam/sections/3000/FUND_SPECIFICS.pdf
  - http://www.calstate.edu/icsuam/sections/3000/3140.01_Draft.shtml
  - Education Code 89721-89725: http://www.calstate.edu/EO/EO-950.html http://www.calstate.edu/EO/EO-919.html

TRUST FUND AGREEMENT POLICY

- Revised Trust Agreement forms must be filled out and completed with proper signatures no later than **June 30, 2014**.
- Review and Renew Trust Agreements
  - Inactive Funds will be reviewed every two year to determine validation.
  - Active Funds every will be reviewed every five years.
  - In the case of PI or PD changes or condition changes, the Trust Agreement must be revised and resubmitted
- Colleges or departments should monitor and project spending. No deficits will be allowed under Trust Funds. Indicate Fund number where the deficit will be covered.
- All nature of revenues or expenses must be specified under the new Trust Agreement. Transactions will be rejected if they do not fall under the specification of the Trust Agreement.

REVISED TRUST FUND AGREEMENT FORM

TRUST AND SPECIAL PROJECT AGREEMENT

Part 1: GENERAL INFORMATION

Project Title ______________________ Fund # ________ Project ID ________ Expiration Date ________

Project Director (Last Name, First Name) ________ Project Director ID ________ Project Director Email Address ________

Project Dean (Last Name, First Name) ________ Project Dean/Chair ID ________ Project Dean Email Address ________

College/Unit ________ Department/Division ________ PSFT Dept. ID ________

Account Purpose (be specific):____

Part 2: FUNDING SOURCES (Check all that apply)

☐ Cost Allocation (specify if appropriate) __________

☐ Transfer from UCorp/Foundation/ASI __________

☐ Special Events (specify type i.e. conferences)______

☐ Fund Transfer (specify type)__________________

☐ Reimbursement & Recovery__________________

☐ Sales of goods or services/Program Revenue________

☐ External funding (specify type) ________________

☐ Other (specify) ________________________

REVISED TRUST FUND AGREEMENT FORM

TRUST AND SPECIAL PROJECT AGREEMENT

Part 3: EXPENSE TYPE

NATURE OF ANTICIPATED EXPENSES---Check all expense types you may have

NATURE OF ANTICIPATED EXPENSES---Check all expense types you may have

☐ Salaries and/or Benefits	☐ Supplies	☐ Software	☐ Computers/Printers
☐ Consultants/Contract Services	☐ Postage	☐ Printing	☐ Equipment < $5,000
☐ Hospitality/Catering	☐ Recharges	☐ Telephone	☐ Travel
☐ Equipment ≥$5,000	☐Fund Transfer	☐ Room/Facility Rental	
☐ Cost Allocation______________________		☐ Other______________________________	

PART 4: FUND MAINTENANCE/ DISPOSITION OF FUNDS

a) Negative balances are **NOT** allowed. Funds with negative balances may be closed and become the liability/ responsibility of College/department. In the case of cash and fund balance deficit, the source to cover the deficit will be _____________.

b) Upon closure of project, the balance in this fund shall be disposed as follows: Transfer remaining balance to _____________.

REVISED TRUST FUND AGREEMENT FORM

TRUST AND SPECIAL PROJECT AGREEMENT

Part 5: TERMS AND CONDITIONS

- An accounting service fee will be assessed on this fund based on a monthly revenue.
- All property or equipment purchased from this activity is campus property and must be tagged as state property.
- All expenditures must be in compliance with the educational code 89721-89725 and University/CSU policies and procedures (e.g. hospitality and travel policies), and the purpose and expenses specified in this agreement.
- Expenditures must comply with any and all University policies, procedures and/or directives (as amended from time to time) including the hiring, payment and supervision of employees.
- Funds have no activities within the last 24 months must be reviewed and analyzed to determine if purpose of the fund, as stated in the agreement is still valid. Agreements for active funds must be reviewed every five years.

Part 6: AUTHORIZED PROJECT SIGNATURES FOR DISBURSEMENT

I have read and agree to the terms and conditions of this agreement

Signature	Signature
Name	Name
Title	Title
Telephone	Telephone

REVISED TRUST FUND AGREEMENT FORM

TRUST AND SPECIAL PROJECT AGREEMENT

Part 7: AGREEMENT REVIEW AND APPROVAL

This activity complies with University Policy regarding the Establishment of Trust Funds:

Project Director Signature	Date	Project Dean/Chair Signature	Date
Vice President Signature	Date		
Associate Vice President, Fiscal Affairs	Date	Associate Vice President, Budget	Date
Vice President and Chief Financial Officer, Admin & Finance	Date		

PURCHASING

- Introduction of New Staff
- Requisition Training
- New Procedure: Creation of Approved Requisitions in CFS Before Procurement Executes Contracts

CAMPUS YEAR END CALENDAR MEMO – IMPORTANT DATES

DATE	ACTION
MAY 2	Final date to submit requisitions for any order exceeding $20,000.
MAY 30	Final date to submit requisitions for the procurement of any item.
END OF MAY	REPROGRAPHICS (campus copier) charges based on your end-of-May meter reading will represent the end of FY 2013-14.
JUNE 13	Final date to submit budget transfers to the Budget Office. Last day to submit Labor Cost Distribution Adjustments. Any adjustments requested after this date will not be processed until FY 2014/15.
JUNE 13	Cutoff for June postage recharge. Any posting after June 13 will be charged to FY 14-15.
JUNE 18	Final date to submit all other departmental recharge requests to Accounting Office.

These deadlines apply to all state-appropriated funds and all self-support revenue funds such as Extended Education, Housing and Parking. Grant and Contract purchases are exempt from the May 2nd and May 30th deadlines but you should be aware that "high priority" is assigned to processing impacted orders.

Review all prior year open purchase orders and close orders that are no longer active.

CAMPUS YEAR END CALENDAR MEMO – IMPORTANT DATES

DATE	ACTION
JUNE 20	Final date to submit journal entry and fund transfer request.
JUNE 20	Procurement Card/Office Max/Ligature purchases which post on or after June 20 will be charged to FY 2014-15. Charges posted by the cut-off will be charged to FY 2013-14.
JUNE 20	Final date to submit PETTY CASH vouchers to the Bursar's Office. Any vouchers received after the close of business on June 20 will automatically be charged to FY 2014-15.
JUNE 23	Final date to submit requests for travel and hospitality reimbursements. Last day to submit FY 2013-14 payment requests to Accounts Payable.
JUNE 30	The support appropriation's (NG001) uncommitted balances will be pooled and allocated centrally.

These deadlines apply to all state-appropriated funds and all self-support revenue funds such as Extended Education, Housing and Parking. Grant and Contract purchases are exempt from the May 2nd and May 30th deadlines but you should be aware that "high priority" is assigned to processing impacted orders.

Review all prior year open purchase orders and close orders that are no longer active.

THE UNIVERSITY CORPORATION , SF
YEAR END CALENDAR MEMO – IMPORTANT DATES

DATE	ACTION
MAY 9	Complete Fixed Asset Disposition form for any assets that have been disposed of during 13-14.
MAY 30	Last day to enter online requisitions in CFS for FY 13-14.
	Please review all open requisitions and close those requisitions which are no longer valid.
JUNE 16	Last date to request Account Adjustments for transactions posted before May 31, 2014
JUNE 20	Last date to submit Petty Cash Requests; no Petty Cash will be distributed after this date.
JUNE 20	Last date to submit payment request (**i.e., check requests, honoraria, etc.**)
JUNE 23	Last Check Run of Fiscal Year 2013-2014
JUNE 30	**Final date to submit invoices for payments against existing purchase orders** to the 2013-14. **After this date:** Submit a list of goods and services received by this date without an invoice; Receiving Slip or Contract will be included for Fiscal Year 13-14 accruals. **All inactive Purchase Orders for items or services will be closed. All contract PO's will be reviewed for closure on a case by case basis.**
	Last day to make UCorp deposits with the Bursar's Office for 13-14.

July 1st and 2nd – No checks will be cut during the first two business days of July, including Payroll advances.

July 3rd –

- Accruals (Revenue or Expense) must be submitted by this date
- First check run for new FY 14-15
- First day to enter FY 14-15 requisitions

ANY QUESTIONS ???????