



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

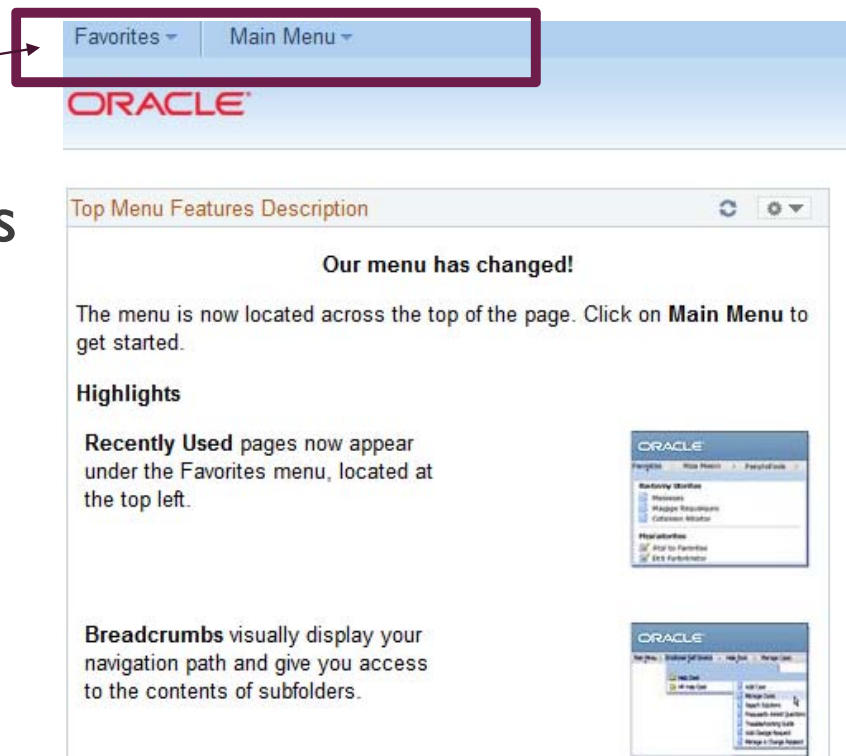
Goals and Future of PeopleSoft Applications

- 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



Top Menu Features Description

Our menu has changed!

The menu is now located across the top of the page. Click on **Main Menu** to get started.

Highlights

Recently Used pages now appear under the Favorites menu, located at the top left.

Breadcrumbs visually display your navigation path and give you access to the contents of subfolders.

Current 9.0

Personalize [Content](#) | [Layout](#)



Menu

Search:

- ▶ My Favorites
- ▶ CO Applications
- ▶ Fullerton Customizations
- ▶ Employee Self-Service
- ▶ Manager Self-Service
- ▶ Supplier Contracts
- ▶ Customers
- ▶ Partners
- ▶ Products
- ▶ Catalog Management
- ▶ Promotions
- ▶ Customer Contracts
- ▶ Order Management
- ▶ Pricing Configuration
- ▶ Customer Returns
- ▶ Items
- ▶ Cost Accounting
- ▶ Vendors
- ▶ Purchasing
- ▶ CSU ProCard
- ▶ Inventory
- ▶ eProcurement

CFS 9.2 PROJECT – USER INTERFACE ENHANCEMENTS

■ Recently Used

All recently visited pages show under favorites

Favorites ▾ Main Menu ▾

Recently Used

- Query Manager
- Add/Update Requisitions

My Favorites

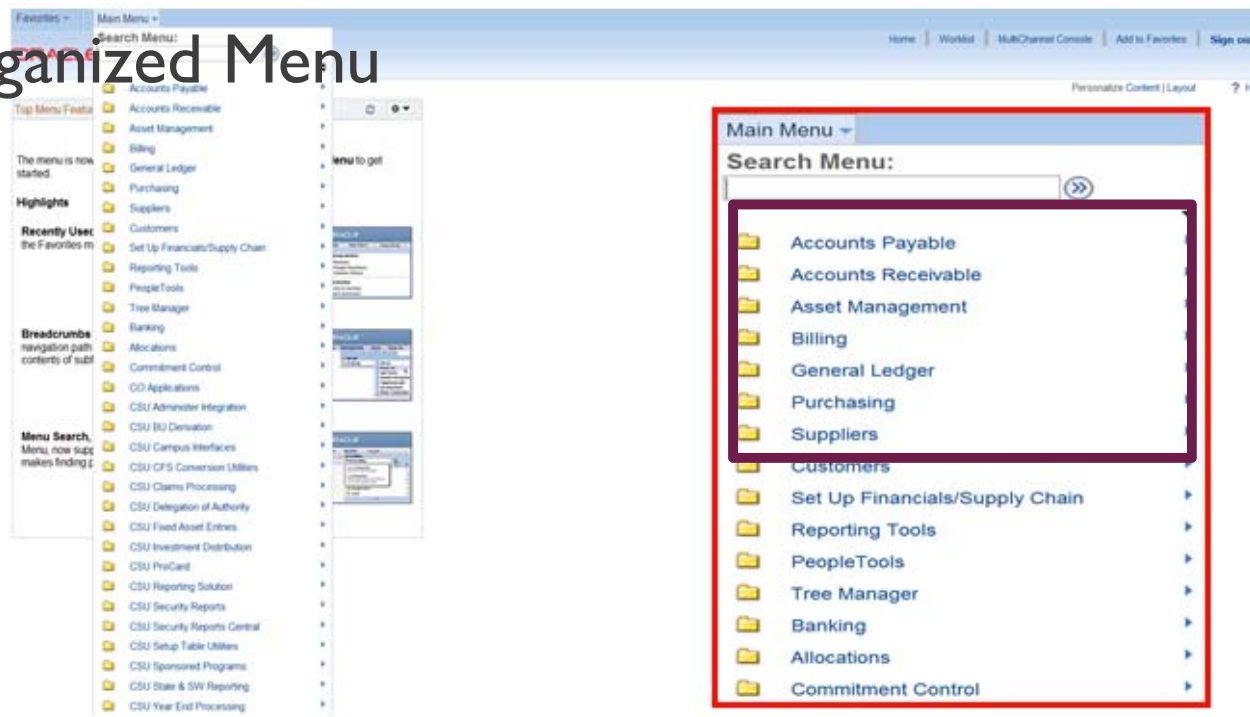
- Add to Favorites
- Edit Favorites
- 001 CFS Copy User Profiles
- 002 Distributed User Profiles
- 003 Define User Preferences
- Base Navigation Page
- ChartField Values
- Ledger Review
- Process Monitor

Breadcrumbs visually display your navigation path and give you access to the contents of subfolders.

Refreshed!
page. Click on **Main Menu** to

CFS 9.2 PROJECT – USER INTERFACE ENHANCEMENTS

■ Re-organized Menu



Personalize [Content](#) | [Layout](#)



CFS 9.2 PROJECT – USER INTERFACE ENHANCEMENTS

■ Cascading Menu

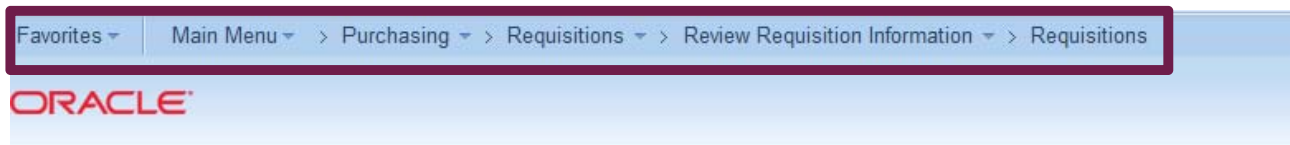
The screenshot displays the Oracle CFS 9.2 user interface. The breadcrumb trail at the top reads: **Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**. A search menu is visible at the top left. The main menu is expanded to show a cascading structure:

- General Ledger
 - Journals
 - GL Subsystem Reconciliation
 - Ledgers
 - Summary Ledgers
 - Close Ledgers
 - Process Multi-Currency
 - Average Daily Balance
 - Open Items
 - Consolidate Financial Data
 - Maintain Standard Budgets
 - Monitor Background Process
 - Review Financial Information
 - Perform Reconciliation
 - Regulatory Ledger Reports
 - XBRL
 - Cash Flow Statement
 - General Reports
 - Journal Entry
 - Create/Update Journal Entries
 - Copy Journals
 - Manage Journal Approval

Below the menu, a table of 'Purchase Orders' is visible, showing various actions such as 'Add/Update POs', 'Approve Amounts', and 'Dispatch POs'.

CFS 9.2 PROJECT – USER INTERFACE ENHANCEMENTS

■ Breadcrumbs



Requisition Inquiry

Business Unit	<input type="text" value="SFCMP"/>	<input type="button" value="Q"/>	To Req	<input type="text"/>	<input type="button" value="Q"/>
Requisition ID	<input type="text"/>	<input type="button" value="Q"/>	Origin	<input type="text"/>	<input type="button" value="Q"/>
Requisition Name	<input type="text"/>	<input type="button" value="Q"/>	Card Number	<input type="text"/>	<input type="button" value="Q"/>
Req Status	<input type="text"/>	<input type="button" value="Q"/>	To	<input type="text"/>	<input type="button" value="Q"/>
Requester	<input type="text"/>	<input type="button" value="Q"/>	Supplier Name	<input type="text"/>	<input type="button" value="Q"/>
Requester Name	<input type="text"/>	<input type="button" value="Q"/>	Item ID	<input type="text"/>	<input type="button" value="Q"/>
Requisition Date	<input type="text"/>	<input type="button" value="Q"/>	<input type="checkbox"/> Direct Ship		
Supplier SetID	<input type="text" value="SFCMP"/>	<input type="button" value="Q"/>			
Supplier ID	<input type="text"/>	<input type="button" value="Q"/>			
Item SetID	<input type="text" value="SFCMP"/>	<input type="button" value="Q"/>			
Item Description	<input type="text"/>	<input type="button" value="Q"/>			
Department	<input type="text"/>	<input type="button" value="Q"/>			

CFS 9.2 PROJECT – NEW FUNCTIONALITY

- Requisition Name and Attention to Fields

- Requisition Name and Attention To fields

Navigation: *Purchasing > Requisitions > Add/Update Requisitions*

Requisition

Business Unit SMCMP Status Approved ✘
Requisition ID 0000009778 Budget Status Valid
Requisition Name 0000009778 Hold From Further Processing

Schedule

Business Unit SMCMP Requisition Date 10/03/2013
Requisition ID 0000009778 Status Approved

[Return to Main Page](#)

Line	Item	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1	test req to check	1.0000	100.00000	100.00	10/03/2013	Carrillo, Mary	Active ✘

CFS 9.2 PROJECT – NEW FUNCTIONALITY

- Visibility to Remaining Pre Encumbrance and Encumbrance Balances

Navigation: Purchasing > Requisitions > Add/Update Requisitions

Header

*Requester 0100006319 Carrillo, Mary
*Requisition Date 10/03/2013 Requester Info
Origin ONL Online
Currency Code USD Dollar
Accounting Date 10/03/2013

Requisition Defaults Add Comments
Requisition Activities
Document Status

Amount Summary

Total Amount	100.00 USD
Pre-Encumbrance Balance	0.00 USD

Accounting Entries

Personalize | Find | View All | First 1-2 of 4 Last

Requisition ID	Requester	Change Track Batch	Trans Type	Unpost Seq	Line	Sched	Dist	Entry Event	GL Unit	Account	Monetary Amount	Base Curr
0000009778	0100006319		REQ_PREENC	0	1	1	1		SMCMP	250852	-100.00	USD
0000009778	0100006319		REQ_PREENC	0	1	1	1		SMCMP	613001	100.00	USD

Pre-Encumbrance Balance 0.00 USD

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

The screenshot displays the 'PO Header Comments' interface. At the top, it shows 'Business Unit SMCMP', 'PO ID 0000010663', and 'Supplier PRECISION-001'. Below this, there are options to 'Retrieve Active Comments Only' (checked) and a 'Retrieve' button. The 'Sort Method' is set to 'Comment Time Stamp' and the 'Sort Sequence' is 'Ascending'. A 'Sort' button is also present. The 'Comments' section includes a 'Find | View All' link, 'First 1 of 1 Last' navigation, and an 'Inactivate' button. There are checkboxes for 'Send to Supplier', 'Show at Receipt', and 'Show at Voucher'. The 'Associated Document' section shows an attachment named 'PO_comments_cutting_off.docx' with buttons for 'Attach', 'View', 'Delete' (highlighted with a red box), and 'Email'. At the bottom, there are 'OK', 'Cancel', and 'Refresh' buttons.

CFS 9.2 PROJECT – NEW FUNCTIONALITY

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

■ Search For Lines

The screenshot displays the 'Search For Lines' interface. At the top, there is a search bar with the text 'Search for Lines' highlighted in red. Below the search bar, there are fields for 'Line' (1) and 'To' (5), and a 'Retrieve' button. The main area shows a table of purchase order lines. Line 5, 'UDPL', is highlighted in yellow. A 'New Functionality' tooltip is visible over the right side of the table.

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](#)

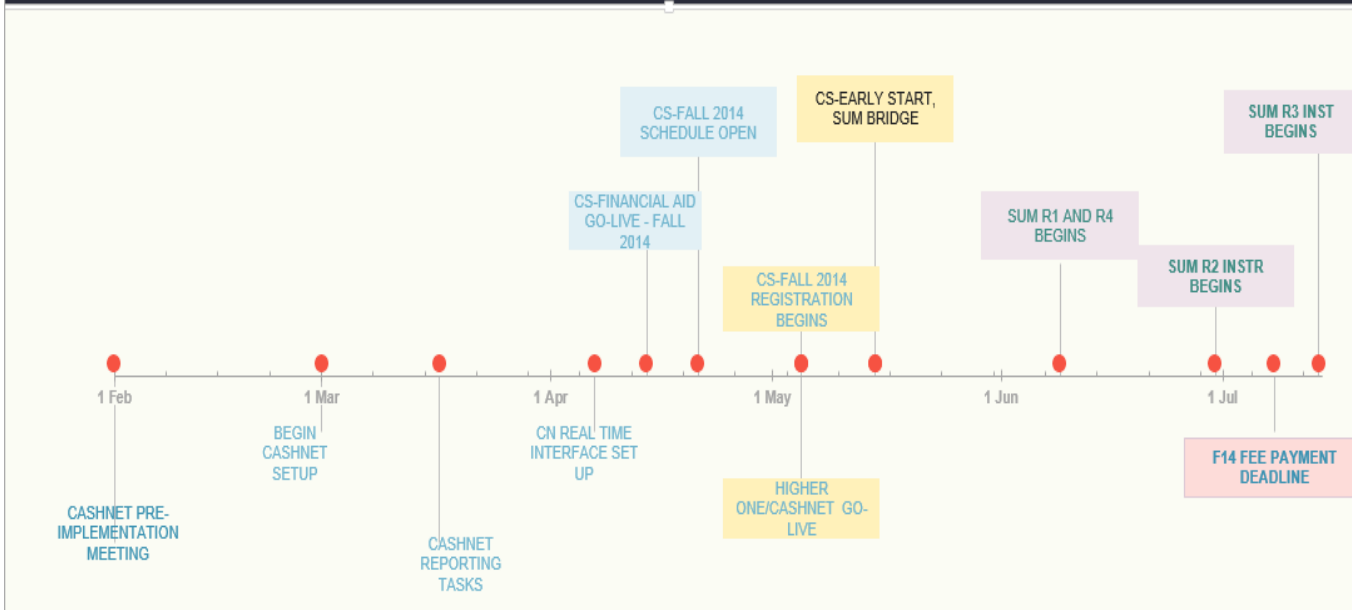
CAMPUS SOLUTIONS PROJECT

- 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

Summer Schedule: Campus Solutions Student Financials, ARM and CashNet

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) _____
- Reimbursement & Recovery _____
- Transfer from UCorp/Foundation/ASI _____
- Sales of goods or services/Program Revenue _____
- Special Events (specify type i.e. conferences) _____
- External funding (specify type) _____
- Fund Transfer (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

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Salaries and/or Benefits | <input type="checkbox"/> Supplies | <input type="checkbox"/> Software | <input type="checkbox"/> Computers/Printers |
| <input type="checkbox"/> Consultants/Contract Services | <input type="checkbox"/> Postage | <input type="checkbox"/> Printing | <input type="checkbox"/> Equipment < \$5,000 |
| <input type="checkbox"/> Hospitality/Catering | <input type="checkbox"/> Recharges | <input type="checkbox"/> Telephone | <input type="checkbox"/> Travel |
| <input type="checkbox"/> Equipment ≥\$5,000 | <input type="checkbox"/> Fund Transfer | <input type="checkbox"/> Room/Facility Rental | |
| <input type="checkbox"/> Cost Allocation _____ | <input type="checkbox"/> 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

Name

Title

Telephone

Signature

Name

Title

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 <u>a list</u> of goods and services <u>received</u> 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 ????????

