Accounting Updates

Business Partners Round Table
February 18, 2014
Topics for Today

- CFS 9.2 Upgrade
- Year-End 2013/2014 Departmental Deadlines - Changes
- Delegation of Authority Update
- Endowment Move
CFS 9.2 Upgrade

All CSU campuses are updating to the newest version of PeopleSoft Common Financial System (CFS)

- Transition from the old to the new is scheduled for April 17 - 25, with normal operations resuming Monday, April 28.

- During the transition/downtime, CFS will not be available
April 17-25 downtime - What this means to you:

- April 10 is deadline for entering and approving requisitions in CFS
- No checks or payments will be available – including travel advances or reimbursements
- No procurement can be done – other than through the ProCard or OfficeMax
- No budget or expenditure transfers will be processed
CFS 9.2 Upgrade (continued)

April 17-25 downtime - What this means to you:

• Procard dates have been adjusted
  • Transactions available Monday, April 28
  • Reconciliations due Friday, May 9
  • Statements due Friday, May 16

• SacVault/Cognos will be available for reporting but data will be “frozen” as of April 17 until the new system is ready to use
CFS 9.2 Upgrade (continued)

Additional Information/Resources:

- IRT Website – 2014 Administrative System Upgrades:
  http://www.csus.edu/irt/ServiceDesk/Support/adminupgrades.html

- Sac State Briefing – February 10, 2014
  http://www.csus.edu/bulletin/mondaybriefing/021014briefing.pdf
Year-End 2013/2014 Departmental Deadlines - Changes

- Deadline added for requisition entry cutoff due to CFS 9.2 Upgrade downtime:
  - April 10, 2014 – Last day to submit and approve purchase order requisitions in CFS
  - April 10, 2014 – Last day to submit and approve Travel requisitions in CFS
  - April 28, 2014 – First day to start entering requisitions in CFS (this date is tentative)
- CFS 9.2 Downtime end date extended to 4/25/14

Link to 2013/2014 Year-end Departmental Deadlines:
http://www.csus.edu/aba/Accounting/Documents/2013_2014_Year_End_Department_Deadlines.pdf
Delegation of Authority Update

- One-up rule is required to comply with audit finding
- Based on campus questions and feedback, the one-up rule needs some clarification
- The following is still true:
  When the approving official receives direct benefit from the following types of transactions, the transaction must be approved by the next higher level approving official.
  - Hospitality
  - Professional Development
  - Individual Memberships
  - Travel
  - Any other Direct Reimbursement (Employee is paid directly)
Delegation of Authority
Update (continued)

**Additional Clarification**
For these types of transactions, the intent is that the boss *always* needs to approve for the person who incurred the expenses.

So, if “Pat” claims reimbursement for hospitality expenses, then Pat’s boss must approve them - unless Pat’s boss also received benefit (e.g. was at the lunch), then Pat’s boss’s boss would have to approve.
Endowment Move

What:
• Endowment funds, along with their related scholarship and expenditure funds, are being moved from the University to the University Foundation at Sac State (Foundation).

Why:
• Foundation has better investment options.
Endowment Move (continued)

When:
- Funds are being moved in stages. Goal is to have them all moved by June 30, 2014.

How:
- Accounting Services will contact you when it’s time to move your funds.
Endowment Move (continued)

Additional info/resources:

Financial Listserve message sent out on Friday December 13, 2013

http://www.csus.edu/aba/Accounting/Documents/Financial_Listserve_Endowment_Changes_Message1.pdf
Questions or Concerns?

• Any questions?

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