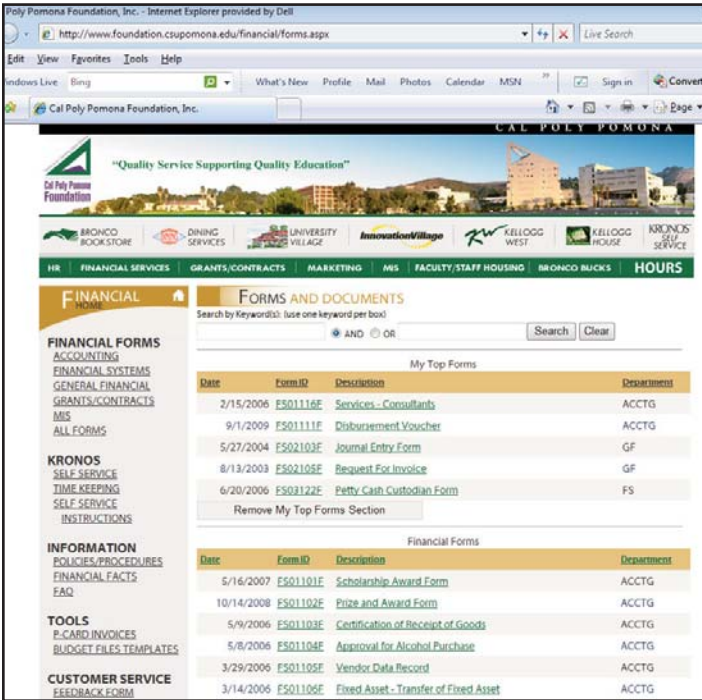


## FINANCIAL SERVICES WEBSITE UPGRADED

We have upgraded the Financial Services website thanks to your comments and ideas, as well as the efforts of Alex Hernandez, Foundation's Webmaster. The upgraded website includes some time-saving features that allow for expanded search capabilities to assist with locating information, and a feature to "Create My Top Forms Selection." The top forms feature allows you to customize the website for your needs and save your five most used forms. These forms will always appear on top, whenever you visit the website, using the computer on which you originally selected your favorites.

We have also enhanced the sort capabilities on each column, and have indexed each document with the following attributes for ease of identifying the information you are trying to locate. For example: The Disbursement Voucher has an index of "FS01111F". The "FS" identifies the department within the Foundation or "Financial Services Department", the "01" identifies the department within Financial Services or "Accounting Department", the 111 identifies the # assigned to the "Form" and the "F" identifies the type of document or "Form." Following is a complete list of the indexing characteristics for your reference:



**First two alpha characters:**  
 FS=Financial Services Department

**Next two numeric characters:**  
 01=Accounting Department  
 02=General Financial Department  
 03=Financial Systems Department  
 04=Grants/Contracts Department  
 05=Management Information Systems Department  
 06=Risk Management Department

**Next three numeric characters = Form # itself**

**Next alpha character:**  
 F=Form  
 I=Instructions  
 L=Link  
 D=Document  
 P=Procedure


**Next numeric character if applicable:**  
 2=Generally for MAC users

We hope the upgrades we have made to the Financial Services website will assist you in locating the information you need and we do appreciate your comments and input.

*In this month's issue ...*

- ◆ Financial Services Website Upgraded
- ◆ Bi-tech Project Update
- ◆ Coming Soon ... WellsOne Commercial Card
- ◆ Month-End Closing Schedule

**WHAT YOU SPEND ON CAMPUS ... STAYS ON CAMPUS.**



Surplus funds generated by all Cal Poly Pomona Foundation operations go back to the University to provide financial and facility resources to benefit students, faculty and staff. For more information visit our website at [www.Foundation.CSUPomona.edu](http://www.Foundation.CSUPomona.edu)

## Bi-Tech Project Update

Foundation Financial Services has been making solid progress on the Bi-Tech system upgrade to IFAS 7i.

The new Web based dashboard will provide 24/7 access to financial reports for University and Enterprise Operations. Pilot testing is happening during the entire month of October. University and Foundation staff training on how to access these reports will be provided during the month of November using the following schedule:

<b>Monday</b>	<b>November 2</b>	<b>Enterprise Training</b>
<b>Monday</b>	<b>November 9</b>	<b>Campus Programs Training</b>
<b>Monday</b>	<b>November 16</b>	<b>Enterprise Follow-up Training</b>
<b>Wednesday</b>	<b>November 18</b>	<b>Campus Programs Follow-up Training</b>

**All training sessions will run from 9:00 am-11:00 am in room 98-B5-15.**

Online (web-based) reports will be available starting the first of December. More information on training will be provided in the coming weeks.

## Coming Soon ... WellsOne Commercial Card

Over the last few months the Foundation Implementation Team has been working with Wells Fargo to implement a new Commercial Card called WellsOne.

We are very excited to move to the new card since we believe the Wells Fargo Commercial Card Reporting (CCER) system will be much more user-friendly and help our cardholders to use it at almost anywhere without difficulty. In addition, the new card is more flexible; it will allow cardholders to review their credit limits, declines, and request change of credit limit online.

At this time, we have uploaded our cardholders' information to Wells Fargo Commercial Card Expense Reporting (CCER), are working with the Wells Fargo team to create a general ledger mapping to our accounting system (Bi-tech), are creating a monthly calendar, and are setting up automatic email notifications to cardholders and authorized signers.

We have selected a pilot group and have asked them to use their P-Card to pay for some of their expenses. We have then tested different processes, including monthly reconciliation by the cardholders, approving transactions online by the

authorized signers, and receiving automatic email notifications to cardholders and authorized signers.



The individuals that are assigned to approve (authorized signers) the P-Card transactions online, can designate an alternative person to approve the Pcard transactions on their behalf. The authorized signer can send a memo or an email to Pauline Anongdeth at [pswong1@csupomona.edu](mailto:pswong1@csupomona.edu) or Kim Spector at [kaspector@csupomona.edu](mailto:kaspector@csupomona.edu) request adding an alternative person approving the P-Card transactions on their behalf.

We have completed the testing and we would like to invite you to participate in training and providing you with your new Wells Fargo P-Card. The training will be provided by Wells Fargo account manager.

Please RSVP to Debra Poe at [drpoe@csupomona.edu](mailto:drpoe@csupomona.edu) or call ext 4204 as soon as possible, since we have limited capacity for each class.

We encourage all cardholders, administrative staff (P-Card reconciler), and approver attend one of the above training sessions.

We would like to remind you that all American Express pcard will be turned off by 11/06/09.

If you have any questions, please call Pauline Anongdeth at ext 2907 or Kim Spector at ext. 2906.

P-Card Training Dates			
Wednesday	10/28/09	2:00 pm - 3:00 pm	3:00 pm - 4:00 pm
Friday	10/30/09	10:00 am - 11:00 am	11:00 am - 12:00 pm
Tuesday	11/03/09	11:00 am - 12:00 pm	
<b>Location:</b> Foundation Financial Services Bldg#55 - Executive Conference Room			

# MONTH END CLOSING SCHEDULE

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<b>YEAR 2009-2010</b>						
Paperwork for Cash Receipt/Credit Card due at Foundation	August 3, 2009	September 1, 2009	October 1, 2009	November 2, 2009	December 1, 2009	January 4, 2010
Payment Requests, IDT's, requests for invoice, journal entries, spreadsheets, adjustments, & month-end reports due	August 11, 2009	September 2, 2009	October 5, 2009	November 3, 2009	December 2, 2009	January 5, 2010
Financial Services will have all entries posted by:	8/18/2009 12:00 noon	9/09/2009 12:00 noon	10/12/2009 12:00 noon	11/10/2009 12:00 noon	12/9/2009 12:00 noon	01/11/2010 12:00 noon
Post recurring entries, run and distribute preliminary financial reports for fund 1, 4, 5 & 10 by 12 noon	August 19, 2009	September 10, 2009	October 13, 2009	November 12, 2009	December 10, 2009	January 12, 2010
Distribute reports for fund 3, 8, 9 & 11. Assist Managers and Directors in fund 1, 4, 5 & 10 with questions, adjustments to accounts due.	8/20/2009 5:00 PM	9/11/2009 5:00 PM	10/15/2009 5:00 PM	11/13/2009 5:00 PM	12/11/2009 5:00 PM	1/13/2010 5:00 PM
Distribute final financial reports for fund 1, 4, 5 & 10 by 3 PM.	August 24, 2009	September 14, 2009	October 16, 2009	November 16, 2009	December 14, 2009	January 14, 2010
Distribute Directors P&L Package	August 25, 2009	September 15, 2009	October 19, 2009	November 17, 2009	December 15, 2009	January 19, 2010
<b>YEAR 2009-2010</b>	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Paperwork for cash receipt/credit card due	February 1, 2010	March 1, 2010	April 1, 2010	May 3, 2010	June 1, 2010	will be scheduled
Payment Requests, IDT's, requests for invoice, journal entries, spreadsheets, adjustments, & month-end reports due	February 2, 2010	March 2, 2010	April 2, 2010	May 4, 2010	June 2, 2010	
Financial Services will have all entries posted by:	2/8/2010 12:00 noon	3/09/2010 12:00 noon	04/13/10 12:00 noon	05/11/10 12:00 noon	6/09/2010 12:00 noon	
Post recurring entries, run and distribute preliminary financial reports for fund 1, 4, 5 & 10 by 12 noon	February 9, 2010	March 10, 2010	April 14, 2010	May 12, 2010	June 10, 2010	
Distribute reports for fund 3, 8, 9 & 11. Assist Managers and Directors in fund 1, 4, 5 & 10 with questions, adjustments to accounts due.	02/10/10 5:00 PM	03/11/10 5:00 PM	04/15/10 5:00 PM	05/14/10 5:00 PM	6/11/2010 5:00 PM	
Distribute final financial reports for fund 1, 4, 5 & 10 by 3 PM.	February 11, 2010	March 15, 2010	April 16, 2010	May 17, 2010	June 14, 2010	
Distribute Directors P&L Package	February 16, 2010	March 16, 2010	April 19, 2010	May 18, 2010	June 15, 2010	

