



FLORIDA
INTERNATIONAL
UNIVERSITY

PantherSoft Financials Upgrade Project Version 9.0

Foundation- FIU02

A thick, yellow, brushstroke-style underline that curves upwards at both ends, positioned below the text 'Foundation- FIU02'.

Foundation

305-348-3758

Agenda

AGENDA



- ✓ Handouts
- ✓ What's New in Foundation
- ✓ Guideline Changes
- ✓ On-Line PantherSoft Website
- ✓ Notable Reminders
 - ✓ CrossWalk
 - ✓ ChartField String
- ✓ Flow Chart-T&E Reimbursement
- ✓ Live Demo on PantherSoft
- ✓ Go Live Information
- ✓ Q&As

What's New in Foundation?

Foundation FIU02

✓ Chart of Accounts

- ✓ Conversion of Object Codes to PS General Ledger accounts
- ✓ Conversion of Foundation accounts to PS Projects
- ✓ Association of all Project IDs to Org. Departments
- ✓ Query-*FIU_DEPT_PROJ_LOOKUP*

✓ Updates to Foundation Business Processes

- ✓ Check Disbursements (vendors only)
- ✓ Employee-Travel & Expense Going Paperless (via direct deposit)
- ✓ Cash Deposits Delivered Directly to Foundation Office

✓ Travel and Expense-Employee Self Service

- ✓ Creating Travel Authorizations – Default Accounting
- ✓ Viewing My Wallet Transaction Details
- ✓ Creating Expense Reports- Travel and Expense-Manager Self Service
- ✓ T&E Approvals

✓ Budgeting and Reporting

Guideline Changes

✓ Foundation Website- <http://foundation.fiu.edu>

The image shows a screenshot of the FIU Foundation website. On the left is a navigation menu with a red circle around 'POLICIES & PROCEDURES'. A red arrow points from this menu item to a 'Business Office Guidelines' sidebar on the right. This sidebar lists several items, with red boxes around 'Revenue Processing & Depositing' and 'Processing Disbursements'. Red callout boxes with the word 'Updated' are placed next to 'SFAS 116 and 117' and 'Miscellaneous Disbursements'.

YOU CAN HELP FIU GROW!

FIU FOUNDATION, INC.

+ QUICK LINKS

- MISSION
- ARTICLES OF INCORPORATION
- BYLAWS
- MEETINGS
- ORGANIZATION CHART
- POLICIES & PROCEDURES**
- GUIDELINES
- ONLINE FORMS
- MARC BUILDING SCHEDULING
- INVESTMENT QUARTERLY
- VISIT UNIVERSITY ADVANCEMENT
- PRIVACY STATEMENT
- OTHER DIRECT SUPPORT ORGANIZATION (DSO) MEETINGS
- CONTACT US

+ WELCOME TO FIU FOUNDATION ONLINE

Florida International University Foundation, Inc.

Florida International University Foundation, Inc. (FIU Foundation) was established in 1969 to encourage, solicit, receive and administer gifts for scientific, educational and charitable purposes for the advancement of Florida International University and its objectives. It is registered by the State of Florida as a charitable organization and is approved by the U.S. Internal Revenue Service as a tax exempt 501(c)(3) organization. The Foundation has also been certified as a Direct Support Organization (DSO) of Florida International University as defined in Florida Statute 1004.28.

The FIU Foundation is a non-profit corporation governed by a Board of Directors, whose members play a significant role in the development of the University as a major educational, cultural and economic resource. Through the involvement of the Directors and their contribution of time, leadership and financial resources, the mission of the University is advanced.

The Foundation's corporate affairs are managed by Sandra Gonzalez-Levy, Executive Director and Ahiza Fernandez, Corporate Secretary. Aime Martinez is the Foundation's Business Manager and Assistant Treasurer and she is assisted by Marisel Lieberman, Assistant Director for Budgeting & Investments. The accounting operations are managed by Jose Barboza, Finance & Operations Director.

Business Office Guidelines

- SFAS 116 and 117 **Updated**
- Sources of Revenue
- Revenue Processing & Depositing**
- Gift Acknowledgements
- Processing Disbursements**
- Compensatory Payments & Loans
- Miscellaneous Disbursements **Updated**
- Prohibited Disbursements

SEARCH FIU:

On-Line PantherSoft Website

- ✓ Where Can I Access UPK (User Productivity Kit)
 - ✓ <http://panthersoft.fiu.edu/financials>
- ✓ You will be able to view:
 - ✓ Flow Charts by Module
 - ✓ Quick Reference Guides (Job Aids)
 - ✓ Training Guides
 - ✓ Online UPK player

Notable Reminders

FIU02

- ✓ CrossWalk of Foundation Object Codes to PeopleSoft General Ledger accounts can be found on panthersoft.fiu.edu/financials/UPK/index.htm

A	B	C	F	K	M
FOUNDATION OBJECT CODE	FOUNDATION DESCRIPTION	PEOPLESFT GL ACCOUNT	UNIVERSITY DESCRIPTION	TYPE	Comments
5310	Independent Contractors	772118	Independent Contractors Other	Expense	
5320	Professional Fees	772102	Professional Fees	Expense	
5330	Memberships/Subscriptions	711452	Subscriptions	Expense	
5340	Treasury Workstation-Fees	711075	Banking Fees	Expense	
5400	Administrative Fee	711910	Administrative Overhead	Expense	
5410	Penalties & Fees	711919	Fines, penalties, judgements	Expense	
5420	Transfers	751001	Transfer Out Component Unit	Expense	
5430	Insurance Premium	711371	Other Insurance	Expense	
5440	Taxes & Licenses	new 711604	Taxes & Licenses	Expense	
5450	Hurricane Loan Default	774002	Loan defaults	Expense	
5460	Bridge Loan Commitment Fee	711913	Miscellaneous Expense	Expense	
5500	Investment Loss	678001	Loss on Sale of Investment	Expense	
5510	Maintenance & Repairs	761001	Repairs and Maintenance	Expense	

Notable Reminders- ChartField String Descriptions

- ✓ **Project ID** – are equal to FundWare account numbers and are all associated to an Organizational Department.
- ✓ **Organization Dept.-** is the logical structure to which a group of projects can be associated, providing a primary and secondary automated approval structure for employee-related Travel & Expense reimbursements.

- ✓ **Foundation Specific Funds**

PeopleSoft Fund Code

FundWare-Fund Code

900- Foundation Unrestricted	3001-0
901- Foundation-Temp Rest Spend	3001-2
902- Foundation-Temp Rest Reserve	3002-2
903- Foundation Permanently Restricted	3001-3

- ✓ **Program Code**
 - ✓ Will always equal "00"
- ✓ **PS PC Unit** –Represents bus. Entity associated with projects (Foundation=FIU02)
- ✓ **Activity-** Restrictions based on a special activity within a project ID
- ✓ **Class-** Equals location

ChartField String

A legal entity for financial reporting

Logical structure which a group of projects can be associated, providing a primary and secondary automated approval structure for employee-related Travel & Expense reimbursements

FundWare Accounts – are now PS project IDs and are all associated to an Organizational Department.

Accounting Summary												
%	*GL Unit	Dept	Class	Fund	Program	Bud Ref	PC Bus Unit	Project	Activity			
50.00	FIU02	231001000	1	900	00		FIU02	1200010	EVENT1			
50.00	FIU02	231001000	1	900	00		FIU02	1200130	EVENT1			

Represents FIU02 bus. entity.

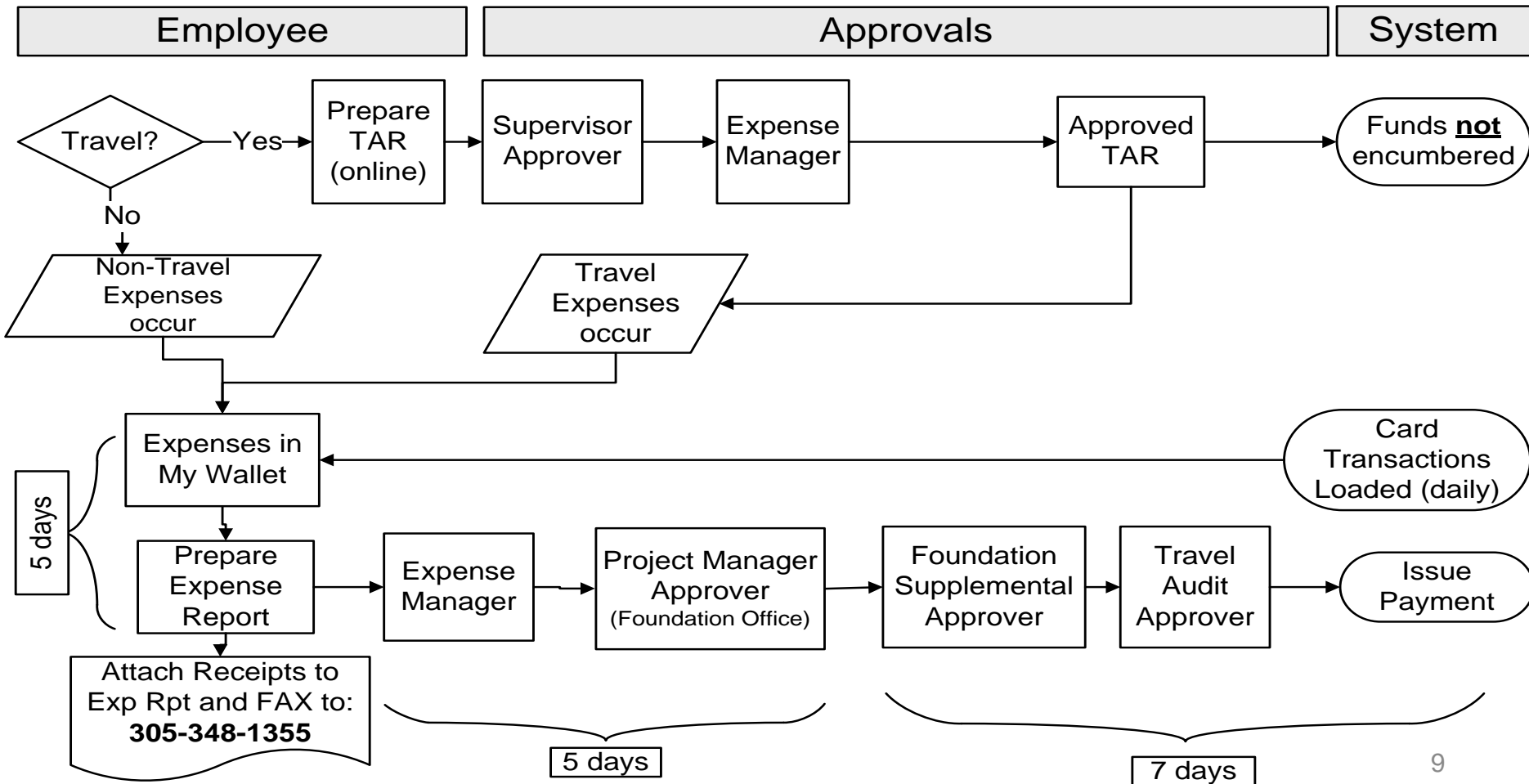
Will always equal "00"

900- Foundation
 901- Foundation-Temp Rest Spend
 902- Foundation-Temp Rest Reserve
 903- Foundation Permanently Restricted

Restrictions based on a special activity within a project ID

Flow Chart

Travel & Entertainment Reimbursement Process For Foundation (FIU02)



Go Live Dates

- ✓ Last Chance for Hands On Training
 - ✓ Travel & Expense- July 8th at 3pm- GL-265
 - ✓ General Ledger-Reporting- July 9th at 1pm- GL-265

- ✓ Reporting-Training Coming Soon;
 - ✓ FundWare (F9) will be available for all transaction FYE 06/30/09 and historical data.

- ✓ Go Live:
 - ✓ **July 13, 2009 – Monday**

- ✓ Open Labs:
 - ✓ **July 14, 2009 – August 21, 2009**
 - ✓ **GL 265-UP**
 - ✓ **LIB150-BBC**



Questions

