



To all Finance Users with Foundation GEN02, GEN03 or GEN04 accounts with T2xxxxx, T3xxxxx or T4xxxxx Projects:

Earlier this year President Karnig announced the creation of a new Philanthropic Business Unit (SBPHL), to be called formally, **CSUSB Philanthropic Foundation**. In support of this, most Fund/Projects in the GEN02/T2xxxxx, GEN03/T3xxxxx, and GEN04/T4xxxxx ranges will be moved to the new business unit, SBPHL, on a permanent basis beginning July 1, 2011.

Departments with Accounts in these Fund/Project combinations will need to consult the translation list located on the CMS Support page, CFS- New Philanthropic BU section, file name **SBFDN to SBPHL chartfield string Translation**, to determine their new chartfield strings to be used beginning July 1.

(http://cms.csusb.edu/support/how_to.jsp)

You will need to enter all transactions for the new fiscal year in the new SBPHL business unit with the correct corresponding new SBPHL Fund and Project for your department. **DO NOT enter transactions for FY 2011 in your old SBFDN GEN02/T2xxxxx, GEN03/T3xxxxx, GEN04/T4xxxxx chartfield combinations.** The translation table will be available Thurs, June 23, 2011.

The general year end and transition process will be:

- Affected Funds/Projects will close as usual in the SBFDN business unit.
- The balances will roll to the new fiscal year in SBFDN.
- At the end of July, after the books are closed for FY 2010, the beginning balances will be transferred to the new chartfield strings in the new SBPHL business unit. These entries will be recorded in Per 1 of FY 2011 in both business units.
- Departments can monitor this process using their current reporting tools. To see activity in the new Business Unit, SBPHL will need to be entered in place of SBFDN along with the new Fund and Project chartfield. Please keep in mind, there will be no report results for SBPHL until there is activity in your new chartfield string. More information on this account transition will be forthcoming.

Additional information relating to these funds and the change to the new Philanthropic Foundation will be sent to departments in the coming weeks. **Please read all correspondence carefully and respond promptly if required.**

Information will include but not be limited to:

- Entering requisitions
- Signature cards
- Procurement cards
- Transfer of beginning balances to new Fund/Projects
- Reporting
- New procedures if applicable

Please refer any questions regarding this transition to [Lisa Iannolo \(liannolo@csusb.edu\)](mailto:liannolo@csusb.edu) in Auxiliary Accounting. Chartfield and reporting questions can also be referred to [Andrea Beechko \(abeechko@csusb.edu\)](mailto:abeechko@csusb.edu)