FRESN☉STATE
Accounting Services

[Exhibit 2 – Sample of Email Notification]

At your request, we established a state trust fund to account for the funds received for the (Trust Fund Name).

Accounting Services has reviewed the request and related information to establish a new PeopleSoft (PS) trust fund. The request is covered under the criteria of Education Code 89720, which requires the Chief Fiscal officer of each campus of the California State University to deposit certain moneys received into separate trust funds within the California State University Trust Fund.

Within the code section cited above, we have established a new five-digit PS trust fund number for the (Trust Fund Name). The fund number and fund description (30 character max.) is as follows:

      XXXXX   (Trust Fund Name)

When submitting future purchase requisitions, chargeback requisitions, travel applications or direct-pay forms, please include the above fund number and also indicate the six-digit PS account number which best describes the type of expenditure. Examples of available expenditure accounts are:

      660814   Office Supplies

      660802   Printing

      606802   Travel In-state

A listing of expenditure accounts can be found at the Peoplesoft Administrative Web-based System (PAWS) web site http://peoplesoft.csufresno.edu/Fin/default.asp (Note that all expenditure type account numbers begin with a "6").

Additionally, all PS financial transactions must also include a five-digit department ID code, and a five-digit class code.

When used in conjunction with trust fund XXXXX, the department ID code should be XXXXX. The class code may be the default value of 00000 or can be determined by you to achieve further sub-classifications of the department ID code. New class codes need to be requested and set-up in advance prior to use in the PeopleSoft system.

When all of the PS numbers and codes are grouped together, they are referred to as the "chartfield string" which includes, as mentioned above, the account number, the fund number, the department ID code, and the class code. The complete PS chartfield string, for example, for office supplies charged to the trust fund would consist of the following:

      660814 XXXXX XXXXX 00000

If you have any questions regarding purchasing procedures in general or completing the purchase requisition form, please contact Procurement and Support Services at 8-2111.

If you anticipate charging any type of employee payroll (positive-pay and/or permanent pay) expenditures to the new trust fund, you need to call or e-mail Pam Lewis in the University Budget Office and provide her with the Fund, Department ID, and Class (if any) and title for set-up in the PS-HR system. This needs to be completed before any payroll can be charged to the trust fund. In addition, in order to transfer a permanent employee from a previous funding source to the new trust fund, an ETF form needs to be completed and forwarded to Pam Lewis at MS #TA53.

Note that before making any expenditure using these trust funds, Accounting Services must receive and approve a completed and signed copy of a "Trust Fund Agreement Form". The "Informed Filler" has blank copies of the form.

In the future, when the (Trust Fund Name) deposits revenue with the University Cashiers, the deposit should be recorded on a pre-numbered "Collection Sheet" form with the complete PS chartfield string including the appropriate fund code above and a revenue account for example 5xxxxx. (Note that all revenue type account numbers begin with a "5", please refer to your PS Accounts).

The complete PS chartfield string, therefore, on a "Collection Sheet" for the deposit of miscellaneous revenue for the (Trust Fund Name) would be:

    580922   XXXXX   XXXXX 00000

If the (Trust Fund Name) has not already participated in a training session for the processing of "Collection Sheets", they will need to contact the Cashier's Office at 8-2641 to set-up an appointment to receive the training and authorization to process "Collection Sheets".

If it is anticipated that regular, recurring deposits will be made to credit the same PS chartfield string, the (Trust Fund Name) may wish to request the establishment of a cashier's "item code". This is a four-digit code, which serves as a quick-code for cashiering data entry purposes.

If there are any questions regarding the item code or any other cashiering matters, please contact Gina Tamez at 8-2991.

If you have any other accounting questions regarding this new trust fund, please call (Financial Accounting Staff) at 8-XXXX.

You can charge to the fund once it is set-up. Please allow five working days for fund set-up.

Thank you,
Lora Kutka
Associate Controller