

THE CALIFORNIA STATE UNIVERSITY
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Date: September 21, 2004 **Code:** AD 04-05

To: Associate Vice Presidents
Controllars

From: George V. Ashkar
Senior Director, Controller
Financial Services, Accounting

Subject: **FIRMS Submission Guideline for PeopleSoft 8.4 Conversion**

This is to provide guidance on the FIRMS submission requirement for those campuses that convert or upgrade to PeopleSoft 8.4 Finance during the 2004/05 fiscal year. FIRMS data is normally due on the 10th working day after the close of the quarter (i.e., usually around the 14th of the following month) except for the fourth quarter, which is due July 31. Campuses that convert or upgrade to 8.4 will be allowed additional three weeks to complete their FIRMS submission from 8.4 for the quarter ending immediately before the go-live date. All other quarterly submissions should be completed according to the normal submission schedule.

For example, those campuses that will go live on 8.4 in October will be allowed additional three weeks until November 5 to complete the first quarter submission from 8.4.

Those campuses that will go live on 8.4 in January should submit the first quarter data on the normal schedule by October 14 from 7.5 or a legacy system they are using, and then complete the second quarter submission from 8.4 by February 4. Since FIRMS quarterly submissions are cumulative, we are aware the second quarter submission may contain data derived from two different methods during the transition.

Please let us know immediately if you will not be able to meet the submission schedule. I can be reached at (562) 951-4671 or via email gashkar@calstate.edu.

GVA:lw AD 04-05

Distribution:

Financial Managers
Accounting Officers
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