



SENIOR VICE PRESIDENT —
BUSINESS AND FINANCE

OFFICE OF THE PRESIDENT
1111 Franklin Street, 12th Floor
Oakland, California 94607-5200

March 24, 2003

JOG MEMBERS

RE: New cycle for Corporate Financial and Account/Fund Profile Systems (CFS/CAF)

The UCOP Financial Management office, at the request of campus Controllers, is implementing a new file submission cycle for the Corporate Financial System and Corporate Account/Fund Profile. The additional cycle, known as 'Worksheet,' falls between the June Preliminary and Final cycles. Data from the Worksheet cycle will be temporarily loaded into the Consolidated Financial Reporting system to give campuses an advance look at their year-end financial results.

Campuses will be required to submit the following files on or before the due date:

- FTPUSRc.PUT.CFSBAL.WSHyy
- FTPUSRc.PUT.CAFEXF.WSHyy

The file structures and data elements are identical to those currently being provided.

For the current fiscal year, Worksheet files must be submitted by July 24, 2003. Because the window of opportunity to use this data is very small, the due date is firm. In order to meet this requirement, campuses may choose to resubmit files from the Preliminary cycle renamed to reflect the Worksheet cycle.

If you have questions regarding this new cycle, please contact Robert Baum at (510) 987-0396 or Robert.Baum@ucop.edu.

Kristine Hafner
Acting Associate Vice President
Information Resources
and Communications

cc: John Plotts, Financial Management
Patrick Collins, Information Management
Jon Good, Information Systems & Computing
Barbara Lester, Financial Management
Carla Raffetto, Information Management
Robert Baum, Information Management
Campus Controllers