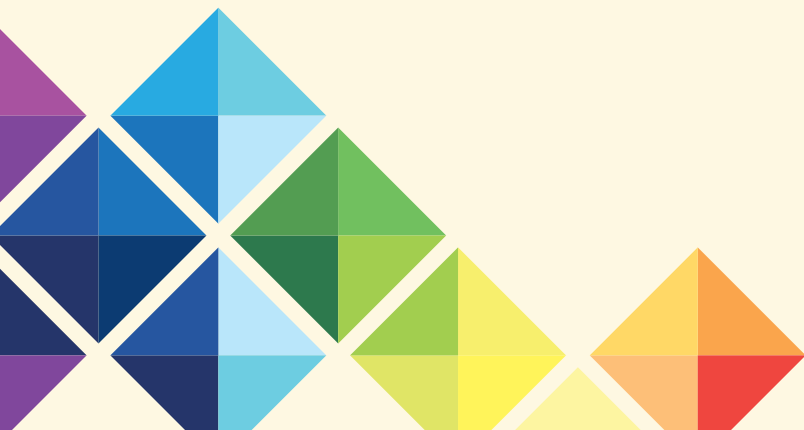


FINANCIAL FACTS

APRIL 2020



In This Month's Issue ...

- *Remote Procedures for Financial and Payroll Services*
- *Setting up New VPN (GlobalProtect) and How to Remote into your Workstation*



Remote Procedures for Financial and Payroll Services

To assist you with remote telework during these unprecedented times, the Foundation is promoting the electronic delivery of documents to ensure continuity of your business with the Foundation for your Financial and Payroll Service needs.

ACCOUNTS PAYABLE DEPARTMENT REMOTE WORK UPDATE:

Disbursement Vouchers, Service Invoices, Stipends and Purchase Orders:

Accounts Payable will accept electronic submission of all disbursement vouchers, service invoice, stipends and purchase order forms. Please email these documents to foundationap@cpp.edu, micheler@cpp.edu, grodarte@cpp.edu and cc: pswong1@cpp.edu (excluding Grants and Contracts). Signature authorizations may be given through digital means (Adobe, DocuSign), email approval or a scanned signature. As a reminder, please do not include any sensitive information such as vendor data records, W-9 and Electronic Fund Transfer (EFT) sign up forms; please fax them directly to (909) 869-4549.

While not required, we strongly encourage you to utilize our Webform Request System. You can submit PO requests, invoices, service invoices and stipends through One Solution using Webform Requests. Please use the object codes starting with 7XXX when submitting your request. Login information such as User ID and password is required to use our Webform Requests. Please contact Debbie Chavez debrachavez@cpp.edu or x2909 if you need access to One Solution.

Webform Training Modules are available below:

<https://www.foundation.cpp.edu/content/media/f/onesolution/PaymentRequest.mp4>

<https://www.foundation.cpp.edu/content/media/f/onesolution/PO-Request-Webform.mp4>

Purchasing Card Statement Expenses and Travel Authorization Expense Report forms:

Please email the supporting documents to foundationap@cpp.edu, grodarte@cpp.edu and cc: pswong1@cpp.edu for the Purchasing Card Statement Expenses and Travel Authorization Expense Report forms (excluding Grants and Contracts). You can upload the supporting documentation by using the 'Receipt Imaging' feature in the Wells Fargo CCER system for the Statement Expenses via mobile and desktop.

Wells Fargo Receipt Imaging Training Module is available below:

https://wholesale.wf.com/wellsone_videos.

Please contact the Accounts Payable Department if you have any questions or need further assistance. We are happy to assist you with the new process.

Accounts Payable Contacts:

Pauline Anongdeth: General Business Manager pswong1@cpp.edu or x2907

Michele Ramirez: Accounts Payable Specialist (AP/PO) micheler@cpp.edu or x3760

Gabriela Rodarte: Accounts Payable Specialist (P-Card/Travel) grodarte@cpp.edu or x4827

A/P Dept. Email: foundationap@cpp.edu



ACCOUNTS RECEIVABLE DEPARTMENT REMOTE WORK UPDATE:

ICT/IDT Form: Please submit your ICT/IDT forms with supporting documentation through email to julietab@cpp.edu & cc foundationar@cpp.edu. We will accept Electronic/Digital signatures on the form for authorization, or an email response from the authorized signer with an approval.

IDT Webform: *While not required, we strongly encourage you to submit transfers within the same company through our IDT webform.* Please upload any supporting documentation to the webform, and when submitted, the authorized signers will receive an email for approval. Please make sure the authorized signer is aware they will receive an email to review and approve the IDT. The authorized signer will be able to view the documents uploaded and approve the IDT. Once approved by the authorized signer, the Foundation accounting office will review and post to the general ledger.

Request for Invoice (RFI): Please submit electronic RFI forms and supporting documentation with an Electronic/Digital signature from the authorized signer, or an email response from the authorized signer. *While not required, we strongly encourage you to use the RFI Webform, where you can upload the supporting documentation, and the authorized signer will receive an email for approval.* Please make sure the authorized signer is aware they will receive an email to review and approve the RFI. Once approved by the authorized signer, the Foundation accounting office will review and post to the general ledger. An invoice will be sent to the customer, requestor and the authorized signer.

*Note: webforms require access to One Solution to submit, and for authorized signers to view attachments. Please contact Debbie Chavez if you need access (ext. 2909 - debrachavez@cpp.edu).

Web-Form Training Modules are available below:

[IDT Webform Training Video](#)

Cashiers Office: Foundation cashier's office is open for business M-F 8am-12pm & 1pm-4:30pm. We have made every effort to eliminate the need for face-to-face contact.

Deposit slip drop-offs:

- Checks deposit – Please require customers to mail checks directly to Foundation building 55; if you do receive a check, please bring them in person and drop them off with the vault cashier. Authorized deposit slips are required in both cases but we will accept electronic forms with email authorization. We will email the deposit receipt to the preparer.
- Credit Card deposit – Send electronic deposit slips along with the credit card settlement slips to ldjonesreed@cpp.edu and cc foundationar@cpp.edu for processing. We will email the deposit receipts to the preparer.
- Cash deposit – Please bring all cash and currency in person and drop them off with the vault cashier. We will email the receipts to the preparer.

Please contact the A/R Department with any questions regarding these processes. We would be happy to walk you through these procedures.

A/R Department Contacts:

Jason DeBellis (Manager): jmdebellis@cpp.edu
Leslie Jones-Reed (Cashier): ldjonesreed@cpp.edu
Alida Lam (Supervisor): alidalam@cpp.edu

Cynthia Delgado (IDT's): csdelgado@cpp.edu
Julie Ballesteros (RFI's/ICT's): julietab@cpp.edu
A/R Dept. Email: foundationar@cpp.edu



PAYROLL:

While the Foundation currently remains open, taking the necessary precautions to ensure the safety of our employees and the continuation of payroll services, postal and banking operations are limited and we need your help. We strongly encourage you to enroll in direct deposit to ensure you receive your paycheck without delays and potential interruptions with the delivery of your payroll funds.

In addition, receiving your paycheck via direct deposit has many benefits including:

- Eliminating the need to wait for your paycheck via mail
- Receiving your paycheck a day or two EARLY (Wednesday deposits!)
- Consistently timed disbursement of funds into your account
- The flexibility to designate checks to multiple accounts
- Avoiding lost checks, stopped payments and delays in receiving your funds

Information on setting up direct deposit can be found on your Kronos Self-Service portal in the Pay tile.

Please contact Payroll directly if you have any questions or need further assistance. We are happy to assist you with the new process.

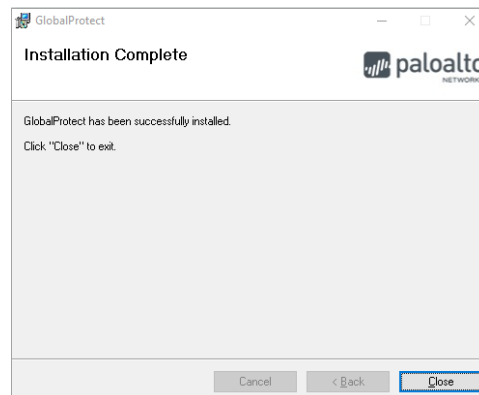
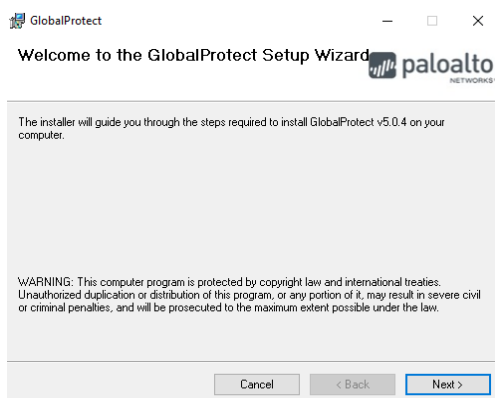
Payroll Email: fdnpayroll@cpp.edu.



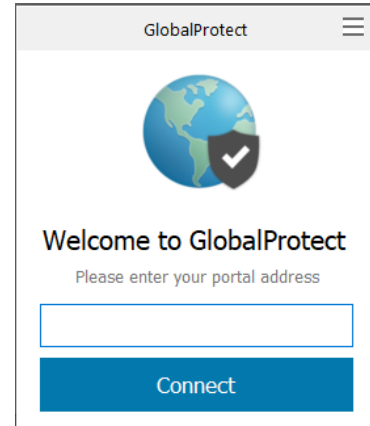
Setting up New VPN (GlobalProtect) and How to Remote into your Workstation

INSTALLING AGENT FOR VPN CONNECTION

- 1) Use a web browser (we recommend Google Chrome) and go to <https://vpn.connect.cpp.edu/>
- 2) Login to the web portal using your Bronco credentials
- 3) Download the appropriate agent installer for your operating system.
 - a. If you use Windows, you will most likely need the 64-bit version.
- 4) When the installer is finished downloading, run it.
 - a. If downloaded in Chrome, click on it from the bottom of the window.
 - b. Otherwise, browse to where it was saved and double click.
- 5) There are no special configurations or changes that need to be made. Click 'Next' until the installation takes place. If you get a User Account Control prompt, click 'Yes'. When the installation is complete, click 'Close'.



- 6) After the installation is completed, the GlobalProtect agent will open on the bottom right of your screen. It will be asking to “Please enter your portal address.” The portal address is `vpn.connect.cpp.edu`

A screenshot of the GlobalProtect agent's welcome window. The window has a title bar that says "GlobalProtect" with a hamburger menu icon on the right. Below the title bar is a logo consisting of a blue globe with a black shield and a white checkmark. The text "Welcome to GlobalProtect" is centered, followed by the instruction "Please enter your portal address". Below this is a text input field and a blue "Connect" button.

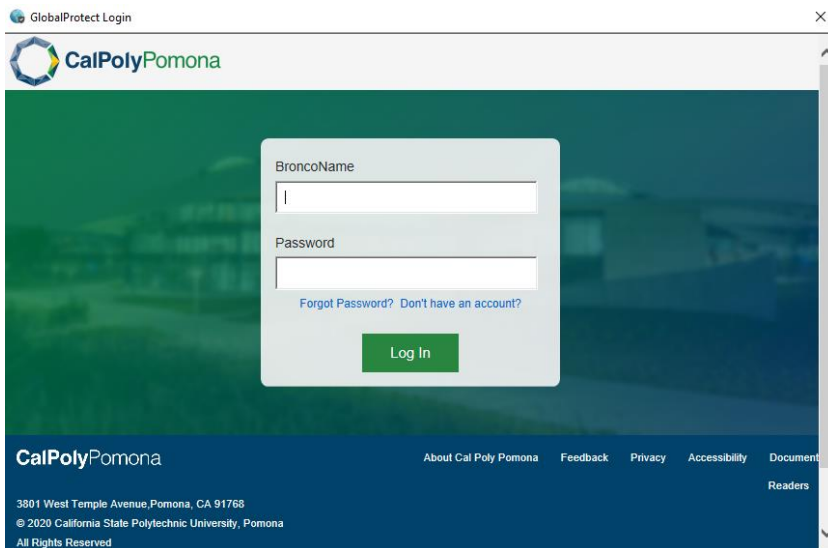
GlobalProtect

Welcome to GlobalProtect

Please enter your portal address

Connect

- 7) Hit connect after typing in the portal address. Wait a few moments for the GlobalProtect Login window to open. Log in using your Bronco Credentials (Email credentials).

A screenshot of the GlobalProtect Login window for CalPolyPomona. The window has a title bar that says "GlobalProtect Login" with a close button on the right. The background is a green and blue abstract image. In the center is a white login form with fields for "BroncoName" and "Password", a "Forgot Password? Don't have an account?" link, and a green "Log In" button. At the bottom of the window is a dark blue footer with the CalPolyPomona logo, contact information, and a list of links: "About Cal Poly Pomona", "Feedback", "Privacy", "Accessibility", "Document", and "Readers".

GlobalProtect Login

CalPolyPomona

BroncoName

Password

[Forgot Password? Don't have an account?](#)

Log In

CalPolyPomona

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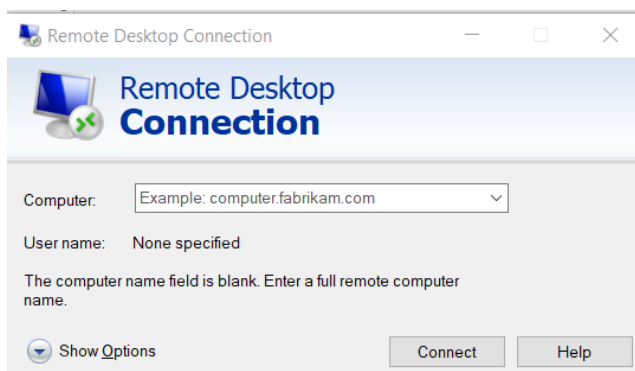
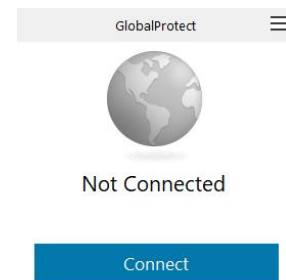
HOW TO USE VPN AND RDP

You may skip to step 3 if you just finished setting up the agent because it will be connected. For any other time, follow steps 1-2.

- 1) Click on the GlobalProtect icon in your tray.
(You may need to click on the caret ^ to make it appear)



- 2) Click on 'Connect'.
- 3) Click on your Start Menu.
- 4) Type: Remote Desktop to make the Remote Desktop Connection App appear.
- 5) Click on Remote Desktop Connection.

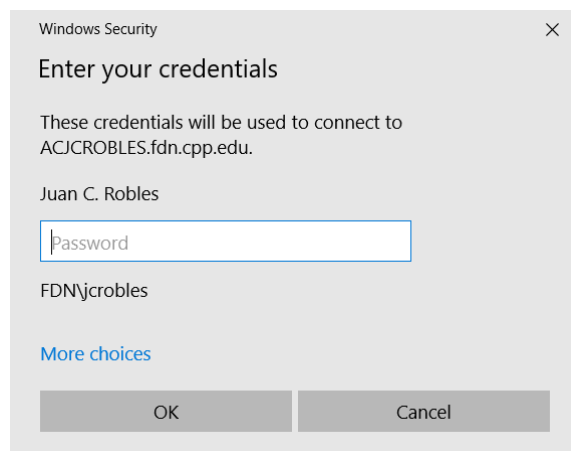


- 6) Type in the Fully Qualified Domain Name of your workstation.
 - a. Contact Foundation IT for assistance in determining your workstation's Fully Qualified Domain Name



7) Click Connect

- a. If connecting for the first time, click on “More choices”, then “Use a Different Account”.
- b. After entering in your account info, click “OK” (“FDN\” is needed before your username)
- c. If prompted to connect despite security certificate errors, click “Yes”.



Please Note: Permission to remote in to your workstation is given by the Foundation IT team once a completed Telework agreement and Remote Work Plan is submitted to Employment Services.

For additional questions and concerns, please contact the Foundation MIS help desk at fdnmis@cpp.edu.



