INTRODUCTION

The eMOU module has been designed to enhance sustainability by moving paper processes and approvals online. This guide is designed to provide instruction on how to use the eMOU module which includes the following topics:

- Creating eMOUs
- Assigning Approvers
- Inputting Accounting Detail Information
- Adding Attachments
- Submitting eMOUs for Approval
- Approving or Denying eMOU Submissions

Employees must submit a SOLAR Financial Access Request form. Select Other on the application and indicate the eMOU access needed.

WHO DO I CONTACT FOR HELP?

Create a Service Request to Solar Financials or email solarfin@csun.edu. For immediate assistance contact SOLAR Financials by phone (818) 677-6685.
ACCESSING THE CAMPUS WEB PORTAL

SOLAR applications are housed within the campus web portal. Follow the instructions below to access the campus web portal:

1. From an Internet Browser, access the myNorthridge portal located on the CSUN home page.

2. Log in using your CSUN User Name or CSUN ID# and Password.

3. Select the Login button

4. Applications are located under the MyNorthridge menu section. The menu items listed are based on the employee’s current security access.
CREATING eMOUS

1. To create a new eMOU select the following menu path:

   SOLAR Financials > eMOU > Manage eMOU > Create/Update/Bill eMOU

2. Select the Add a New Value tab to begin creating the document.

MOU SUMMARY TAB:
3. The MOU Summary tab will display the fields listed below:

All fields noted with an (*) are required fields.

- **MOU Reference Number** – Defaults to NEXT. When an eMOU is saved for the first time, a MOU Reference Number will be assigned.
- *Fiscal Year* – Use the magnifying glass to look up and select the fiscal year the eMOU will cover. For multi-year MOUs, select the beginning year.
- *Service Recipient* – Use the magnifying glass to look up the area defined as receiving services.
- *Service Provider* – Use the magnifying glass to look up the area defined as providing service(s).
- **MOU Approval Status** – The status will appear as Open when the eMOU is saved for the first time. The status will change throughout the submission process as follows:
  - **Open**- This is a new eMOU. Allows data entry, has not been submitted for approval.
  - **Pending**- Approval workflow has been initiated. Attachment functionality available, no data entry.
  - **Approved**- Approved at all levels, eMOU is in effect. Attachment functionality available, no data entry.
  - **Cancelled**- eMOU is no longer in effect.
  - **Closed**- eMOU has been finalized and billed, completed.
- **MOU Total Amount** – Estimated cost of providing the service(s).
- **Account Detail Total** – Sum of lines from accounting detail tab. This will remain at zero until the eMOU Summary page is saved and accounting detail information is input.
- **Description** – eMOU title or description.
- **Service Summary** – Detailed description of the expected service. Where applicable, include service levels, frequency of use, etc.
- **How Costs Determined** – Detailed description of the calculations and variable used to determine the MOU Total Amount.
- **Start Date** – Enter the beginning date of this eMOU. Information purposes only, does not initiate or restrict functionality.
- **End Date** - Enter the ending date of this eMOU. Informational purposes only, does not initiate or restrict functionality.
- **Billing Dates 1 through 12** – These fields are informational only, they do not initiate or restrict billing. The number sequence (1-12) is not connected to semesters or quarters, they are markers for planned billing and intended as reminders to complete billing. For multiple billing dates, the fields should be completed in sequential order.

4. Upon completion of all the above listed fields, click the save button to generate an MOU Reference number, the status will change to open. Three additional tabs will appear. Please view the next section, **Assigning Approvers on an eMOU**, for more instructions.
ASSIGNING APPROVERS ON AN eMOU

1. Once the **MOU Summary** tab has been completed, the **Approvers** tab becomes available. This page is used to assign approvers for a specific eMOU. It has three levels of approvers: Initial, Financial, and AVP of Financial Services.

**APPROVERS TAB:**

*The approvers that appear on this page are based on the default approvers set up on the MOU Approvers Table for each Area. Please see *Defining eMOU Approvers* guide for further instructions on setting this up.*

2. The top section shows the header information from the MOU Summary Tab, these fields cannot be edited.
3. Initial and Financial approvers can be changed to meet the needs of each eMOU, follow the steps below if applicable. All approvers must be setup on the area’s Approver table to be assigned as an approver on an eMOU.

- To add an approver, select the plus sign on the last approver in the section that needs to be changed, either Initial or Financial. A new blank line will appear.

- Use the magnifying glass to select the area you wish to assign an approver, a look up window will appear. The Area’s displayed in this look up are restricted to those selected on the MOU Summary Page.

- Use the magnifying glass to select an approver type.
  - For Initial Approvers/Reviewers section the following look up box will appear.
  - For Financial Approvers section, the approver type defaults to Financial when adding a new line.

- Use the magnifying glass to select an employee ID from the authorized approvers maintained on the Approver table. The Approvers displayed in this look up are restricted to those on the approver table.

4. Once all approvers/reviewers have been assigned, click save and continue to Accounting Detail section below.
1. This page is used to assign specific chartfields to the eMOU for both the Service Provider and Service Recipient.
   - **Service Provider:** Breaks out the service reimbursement revenue by salaries, benefits, and operating expenses.
   - **Service Recipient:** Defines the chartfield string to be used to record the expense.

2. The top section shows the header information from the MOU Summary Tab, these fields cannot be edited. MOU Total Amount defaults in from MOU Summary page.

3. The **Reimbursement: Service Provider** section should be used to distribute the reimbursement between salaries, benefits and operating expenses. Use the magnifying glass on each field to see the acceptable values. Key in the amount for reimbursement on each accounting line.

   * Multiple lines can be added in each section to accommodate split reimbursement across different chartfield combinations as well as multi-year eMOUs by clicking the plus sign on the right of each line.

4. Available chartfield values are controlled by attributes, MOU-EXTERNAL and MOU-INTERNAL. These attributes determine if a value is eligible for the module. Below is a matrix that outlines the chartfields available for use for each area type.

<table>
<thead>
<tr>
<th>Area Type Value</th>
<th>Chartfield</th>
<th>Chartfield Values</th>
<th>Final Billing Approval</th>
<th>Reimbursement Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>E = External</td>
<td>Account</td>
<td>580824 - 580826</td>
<td>Accounts Receivable</td>
<td>Invoice</td>
</tr>
<tr>
<td>Auxiliary Entity</td>
<td>Fund Code</td>
<td>48541*</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Class Code</td>
<td>99991 – 99995</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I = Internal</td>
<td>Account</td>
<td>570441, 570444,</td>
<td>Trust Accounting</td>
<td>Journal Entry</td>
</tr>
<tr>
<td>Campus Entity</td>
<td></td>
<td>580814 – 580816</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>617001, 670441,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>670444</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fund Code</td>
<td>44101, 444xx, 45201, 47201, 48540*</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Class Code</td>
<td>99991 – 99995</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Beginning FY18-19
5. The Expenses: Service Recipient section should be used to distribute the expenses related to the eMOU. Use the magnifying glass on each field to see the acceptable values. Key in the amount for reimbursement on each accounting line.

* Multiple lines can be added in each section to accommodate split reimbursement across different chartfield combinations as well as multi-year MOUs.

6. When selecting an external service recipient, i.e. an Auxiliary, the Expenses: Service Recipient section will display the Auxiliary information.

* Multiple lines can be added in each section to accommodate split reimbursement across different chartfield combinations as well as multi-year MOUs.

- Use the magnifying glass on the SeqNum to display a look up box that shows the available billing options for each Auxiliary. Pick the one applicable to the eMOU.
- Combo edits do not exist on chartfield values when the service recipient is an Auxiliary.

7. Once all pertinent accounting information has been keyed in, click Save. This ensures that all totals are calculated before submitting the eMOU for approval. If portions of the accounting information are unknown, the module allows the eMOU to be saved even if the Reimbursement and Expense sections do not balance. However, the eMOU cannot be submitted for approval until all totals balance.
1. This page is used to attach supporting documentation for the eMOU. At the initial stages of the eMOU, prior to submission, attachments may be added or deleted. Once submitted, an approver may only add subsequent documents; they cannot delete them.

2. Select **Add Attachment** on the Attachments page.

3. Select **Browse** to add files.

4. After selecting file, click **Upload**.

5. The document will appear as an attachment and a description field will become available. Continuing adding attachments as necessary and when completed click **Save**.
SUBMITTING AN eMOU FOR APPROVAL

1. To submit an eMOU select the following menu path:

   SOLAR Financials > eMOU > Manage eMOU > Create/Update/Bill eMOU

2. Click search on the Find an Existing Value page:

3. The search results will be restricted based on the user’s access within the eMOU module.

4. Select the eMOU that is ready for submission, you will be brought to the MOU Summary page. After carefully reviewing the eMOU information for accuracy, click the Save button. By clicking save, the system will sum the totals from the Accounting Detail Tab.
5. Check that the Accounting Detail Total and MOU Total Amount are balanced, if not make necessary corrections on the Accounting Detail tab.

6. Once the eMOU is ready for submission, click **Submit for Approval**.

7. Edits are in place to ensure the reimbursement and expense totals do not exceed the **MOU Total Amount**. If the Account Detail Amount does not equal the MOU Total amount, the eMOU cannot be submitted. The following error message will appear, click **OK** to return to the summary tab and make corrections.

8. The submission will trigger the eMOU document approval workflow. Approvers **will not** have an independent page and queue separate from the eMOU document pages. The workflow can be viewed on the MOU Summary page:

* The **MOU Approval Status** is changed from Open to Pending, this indicates the document is pending approval.
* In the **MOU Approval Process Stages** section, you can see whose approval is pending.

9. For detailed information on approving eMOUs, please refer to the [Approving or Denying eMOU Submissions] guide.
APPROVING OR DENYING eMOU SUBMISSIONS

The approval workflow within eMOU always flows through the same path. The service recipient approves first followed by the service provider in each approval level; initial and financial. The workflow for the original submission will require all approvers at each level by area to approve before advancing to the next level. As the workflow passes each stage, the appropriate approval command button will become available to the next approval level users as defined on the Approvers page. Email notifications will be sent at each approval level.

1. To approve an eMOU select the following menu path:
   SOLAR Financials > eMOU > Manage eMOU > Create/Update/Bill eMOU

2. Click search on the Find an Existing Value page:

3. The search results will be restricted based on the user’s access within the eMOU module. Approvers will not have an independent page or queue separate from the eMOU document pages.

4. Select the eMOU that is ready for approval, you will be brought to the MOU Summary page. Click Approve or Deny once the eMOU has been reviewed.
5. If Approve is selected, the MOU Approval Process Stages will flip to approved at that level and the approval workflow will continue.

6. If Deny is selected, a MOU Comment box will appear. This is a required field, you must indicate why you are denying the transaction. Click Deny.

* When denying an eMOU, the MOU Approval Status changes to Denied and allows the eMOU to be reopened to make any necessary changes. Once all changes have been made, the document can be resubmitted and the approval workflow starts over.

7. eMOU Submission Approval Statuses

<table>
<thead>
<tr>
<th>Status Field</th>
<th>Values</th>
<th>Default</th>
<th>Description</th>
<th>Attributes</th>
<th>Billing Allowed</th>
<th>Email Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOU Submission Approval</td>
<td>Open</td>
<td>Y</td>
<td>Open or New</td>
<td>Allows Data Entry, Add &amp; Delete Attachments</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Pending</td>
<td>N</td>
<td>Pending Approval</td>
<td>Initiates Approval Workflow, Reverts to Open if opened for updates, Add Attachments Only</td>
<td></td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Approved</td>
<td>N</td>
<td>Approved at all levels</td>
<td>MOU in Effect, Add Attachments Only, Opens the Billing page</td>
<td></td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Canceled</td>
<td>N</td>
<td>Canceled</td>
<td>MOU no longer in effect</td>
<td></td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Denied</td>
<td>N</td>
<td>Denied &amp; Sent Back</td>
<td>Status reverts to Open if opened for updates, Temp status for as long as the MOU remains unopened</td>
<td></td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Closed</td>
<td>N</td>
<td>Completed</td>
<td>MOU Finalized &amp; Billed</td>
<td></td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>
8. To view the history of the approval workflow, click **Comments** in the **MOU Approval Process Stages** section.

*This section will expand to show Comments, if any action other than Approve is taken, the system will display a comment.*

9. To view specific details of the approval history, click **Comment History** in the **MOU Approval Process Stages** section.

*This section will expand to show any history available for viewing. Click **View History**.*

10. A new window will pop up and show approval details. Click **Comments** to see more information.