

California State University, Long Beach Research Foundation

PeopleSoft Conversion

April 30, 2012

Accounts Payable

FY 2011-12 Invoices – Invoices received in Research Foundation Accounts Payable by June 20<sup>th</sup> will be entered into and paid from our legacy system. However, invoices received after June 20<sup>th</sup> for goods and services received in FY 2011-12 will be accrued in our legacy system, but processed for payment in PeopleSoft.

Direct Deposit Reimbursements - Currently, employees who receive direct deposit reimbursements from Research Foundation Accounts Payable, receive a deposit notification via U.S. Mail. Beginning July 1, employees who receive direct deposit reimbursements will receive an email notification of the deposit instead.

Procurement Cards (P-Card) – Your monthly billing P-Card statement for the period ending June 15, must be submitted to the Research Foundation Accounts Payable Department by 5:00 pm on June 22<sup>nd</sup>.