



# **CSULB Research Foundation conversion to PeopleSoft**



- The CSULB Research Foundation has converted to the PeopleSoft Common Financial System (CFS) effective October 1<sup>st</sup>, 2012. This business unit will be identified as LBFDN.
- The CFS system will provide
  - A single database with the organization's financial data in the LBFDN business unit
  - A data warehouse to be used for reporting of financial data for this business unit



# Introduction (continued)

- In this presentation we will provide information in the following areas:
  - System Access
  - Forms and Approval of transactions
  - General Accounting
  - Purchasing
  - Accounts Payable
  - Reporting
  - Human Resources & Payroll



# System Access



# System Access

- Users will be logging in to the Data Warehouse through the CSU portal
  - New users will need to complete a Finance Authority Application (FAA) form to request access to the Data Warehouse
  - The FAA form can be found at [http://www.csulb.edu/divisions/af/cms/end\\_user/FIS/forms/Financeauthorityapplication.php](http://www.csulb.edu/divisions/af/cms/end_user/FIS/forms/Financeauthorityapplication.php)



# System Access

- When completing the form you will need to select the LBFDN business unit and the CFSCSU\_FS\_DWReporting\_01 role (4<sup>th</sup> role in General Access section)
- You will also need to include the Department ID's in the Data Warehouse Security Access section(middle of 1<sup>st</sup> page). You can find the appropriate Dept Id's on the crossover mapping provided to you by Brian Nowlin via e-mail



# System Access

- When logging in to the Data Warehouse you will need your Beach ID and your MyCSULB password
- You will need to change your MyCSULB password every 365 days
- Detailed instructions for signing in to the Data Warehouse can be found at [http://www.csulb.edu/divisions/af/cms/CSU%20Portal\\_CF\\_S-DW\\_QRG\\_5-31-2011\\_LB.pdf](http://www.csulb.edu/divisions/af/cms/CSU%20Portal_CF_S-DW_QRG_5-31-2011_LB.pdf)



# Forms and Approval of transactions





# Forms and Approval of transactions

- The University, the CSULB Research Foundation and the 49R Foundation will use the same forms for financial transactions
- A crossover matrix showing the old Foundation forms and the new forms which should be used can be found at <http://www.foundation.csulb.edu/misc/peoplesoft.htm>
- All financial transactions will need to be approved based on the signature authority guidelines [http://daf.csulb.edu/admin\\_guidelines/policies/sig\\_auth.html](http://daf.csulb.edu/admin_guidelines/policies/sig_auth.html)
- Individuals who have signature authority can be viewed in PeopleSoft in the Delegation of Authority module



# General Accounting



# General Accounting

- The following topics will be covered
  - Chartfields and crossover mapping
  - Account balances and detail activity
  - Chargebacks
  - Cashiering



# Chartfields and crossover mapping

- With the conversion to PeopleSoft, there are new values which will be used to code transactions. These values (account, fund, dept id, project ) are called chartfields
- A crossover mapping document has been provided to each account holder detailing the old IFAS project number and the new PeopleSoft fund, dept Id and project (only grants)which will be used to code transactions



# Chartfields and crossover mapping

- A crossover mapping of the IFAS account number to the PeopleSoft account number is available at <http://www.foundation.csulb.edu/misc/peoplesoft.htm>
- Lists of the valid PeopleSoft accounts and dept id's can be found at [http://www.csulb.edu/divisions/af/cms/end\\_user/FIS/index.html](http://www.csulb.edu/divisions/af/cms/end_user/FIS/index.html)



# Account balances and detail activity

- In PeopleSoft we loaded balances as of June 30<sup>th</sup>, 2012 and summary monthly activity for July and August 2012
- Summary monthly activity for September 30<sup>th</sup> will be loaded in PeopleSoft no later than October 15<sup>th</sup>
- Transaction detail for July-September 2012 will continue to be available in IFAS
- Transaction detail starting October 1<sup>st</sup> will be available in PeopleSoft



# Chargebacks and Cashiering

- When requesting services from a campus department which will be charged back to the CSULB Research Foundation, you will need to provide the 3<sup>rd</sup> party billing number
- In all instances except for grants, the 3<sup>rd</sup> party billing number is your fund and dept id. For grants, the 3<sup>rd</sup> party billing number is the project number and dept id
- The 'Request for deposit transmittal' form will be used when making deposits. This form is available at <http://daf.csulb.edu/forms/financial/bursar/index.html>



# Purchasing





- The following topics will be covered
  - Purchase options
  - Requests & Purchase Order Processing
  - Purchase Order Rekey
  - Vendors
  - P-Card Program & Processes
  - Office Products



# Purchase Options

- Purchasing continues to offer the same options for purchasing of goods and services
  - Purchase Request (Requisition)
    - » Any additional documents would be obtained by Purchasing. For example, Certificates of Insurance, Material Safety Data Sheets (MSDS)
  - Procurement Card
  - Direct Pay
    - » When providing a PO reference to a vendor, use the fund and last name of the person placing the order e.g GF100 Nowlin



# Requests & Purchase Order Processing

- Paper purchase requests will continue to be accepted
- All purchase requests and purchase orders (POs) will be processed using the following guidelines:
  - [Delegation of Purchasing Authority](#) guidelines
  - Purchase request approvals must follow the [Signature Authority guideline](#)
  - ATI (Accessibility) compliance requirements will apply



# Purchase Order Re-key

- Purchasing has re-keyed some Purchase Orders currently in the legacy (IFAS) system
  - Purchase orders which expire at the end of October have not been re-keyed
  - Old purchase orders will have the same number in the new PeopleSoft system
    - » Similar to F00000
  - New Purchase Orders generated in the new PeopleSoft system
    - » Are 10 digits and begin with 0000800000 which is 4 leading zeroes and then increments from 800,000 (6 digit POs)



- Purchasing will need an active vendor to enter a purchase request into PeopleSoft
  - The CSULB Research Foundation will be sharing the vendor database with the University. A new vendor 204 will only be needed if the vendor does not already exist in the current vendor database
  - For new vendors, the Vendor 204 form must be included with the Purchase Request or processing may be delayed
  - Vendor 204 forms for direct payments can be forwarded to Accounts Payable at [FND-AP@csulb.edu](mailto:FND-AP@csulb.edu)



# P-Card Program & Processes

- The P-Card program will continue with monthly processing
- For the October cycle (9/18/12- 10/15/2012), the PeopleSoft chartfields will be used in the Access Online system
- If you have expenses that need to be charged back to another entity e.g campus or 49R Foundation you will need to put the 3<sup>rd</sup> party billing information in the 'comments' section in Access Online. You may incur a fee for processing this transaction



# Office Products

- Purchasing will continue to facilitate the creation of accounts for Office Depot and Office Max



# Accounts Payable





# Accounts Payable

- Travel is not an expense until it is completed and will not be encumbered in PeopleSoft
- The traveler will make their own travel arrangements through Giselles
- The 'Request for Travel' form must be completed for all travel booked through Giselles and forwarded to Accounts payable at [AP-Travel@csulb.edu](mailto:AP-Travel@csulb.edu)
- On completion of processing of an ACH employee reimbursement, the employee will receive an email from PeopleSoft notifying them of the deposit to their bank account



# Reporting



- Monthly IFAS reports will be provided as of September 30, 2012
- Beginning balances as at conversion date will be in the Data Warehouse mid-October
- Account holders will need to create their own monthly reports for activities starting October 1<sup>st</sup>, 2012
- These reports will be created using the Data warehouse
- The following Purchasing reports are available in the Data Warehouse
  - Open PO
  - Open requisition



# Reporting (Cont'd)

- Hands on training will be provided to assist account holders to create their monthly reports
- You can sign up for Data Warehouse training at <http://notesapp1.csulb.edu/StaffPersonnel/sptraining2.nsf/CurrentlyOfferedCourses?OpenView>
- Monthly, you will be notified once the books are closed so that you can create your reports
- The Data Warehouse is refreshed nightly so data will have a one day lag
- During the month, you are also able to view your transaction detail in the Data warehouse



# Information for current PS Finance users

- Current PS Finance users who need access to LBF DN can receive this access by having their designated Department Level 3 manager e-mail approval for access to LBF DN to [fishelpdesk@csulb.edu](mailto:fishelpdesk@csulb.edu)
- Journal entries can be entered online in PeopleSoft
- After entering Journal entries, an e-mail must be sent with the supporting documentation to [FND-GL@csulb.edu](mailto:FND-GL@csulb.edu) by the appropriate administrator requesting the processing of the entry



# Information for current PS Finance users

- An approved FIS adjustment request form may be submitted via e-mail for journal entries that are not entered in PeopleSoft. This form can be found at <http://daf.csulb.edu/forms/financial/controller/index.html#reporting>
- Requisitions may be entered in PeopleSoft by individuals who currently have access to perform this function in CFS, once they receive access to the LBFDN business unit
- Other individuals who want to enter requisitions or journal entries online, will need training. We will be having training classes in Phase 2



# Information for current PS Finance users

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- Shortly, we will be starting to rollout an electronic invoice approval process which will reduce the current lag time, as invoices are sent through inter-office mail
- We will start with current campus end users who are already familiar with the process



# Human Resources and Payroll





# HR Process

- Step 1 – Prior to hiring through the CSULB Research Foundation, all new positions will be required to undergo a position classification review by HR
- Step 2 – Once the position classification is completed, PI/PD begins the hiring process
- Step 3 – Once employee selected, PI/PD completes a status form for submission to HR before the individual's start date



# HR Process

- Step 4 – PI/PD sends newly hired employee to HR on or before their first day of work. Employees will submit their new hire paperwork, provide verification of their right to work in U.S. and obtain information about ID numbers and parking, as applicable
- Step 5 – Newly hired employee will be provided a completed “HR Clearance Form” to take back to PI/PD or department as proof that they are approved to begin work



# Payroll Process

- Payroll will generate pre-populated time reporting forms by fund for each active employee in the system
- These time reporting forms will be sent electronically to the PI/PD, and/or their designee, for distribution to employees prior to the beginning of each pay period
- Employees are required to complete the time reporting forms and submit them back to the PI/PD, and/or their designee, for approval according to the Research Foundation Payroll Schedule
- Time reporting forms received for inactive employees should be returned to Payroll indicating that they are no longer employed as of their termination date



# Resources



- **QUESTIONS** – Please contact
  - Accounts payable/Travel –Annette Harris - X 5-5430
  - Purchasing – Karen Qualls – X 5-7634
  - General Accounting – Arlene Reyes – X 5-8596
  - Payroll & Human Resources-Stephanie Moreno– X 5-7949
  - Other – Brian Nowlin – X-5-4690
- You may also send questions via email to [fishelpdesk@csulb.edu](mailto:fishelpdesk@csulb.edu)
- Refer to the **CSULB Foundation web site** for additional project information <http://www.foundation.csulb.edu/misc/peoplesoft.htm>



**Questions?**