

California State University, Long Beach Research Foundation
PeopleSoft Conversion

PSC-005

August 31, 2012

Purchasing Update 3

As we prepare for our October 1, 2012 transition to PeopleSoft, we wanted to make you aware of some key dates related to Purchasing and Accounts Payable transactions. If you have any questions or concerns in regard to the timeline below, please contact the applicable person for further information.

Purchasing and procurement card transactions *Karen Qualls: (562) 985-7634*
Invoicing and accounts payable (AP) questions *Annette Harris: (562) 985-5430*

9/12/2012

- All approved invoices for purchase orders (POs) need to be received by AP by 9/12/12. Approved invoices received after 9/12/12 which are related to purchase orders will be paid from PeopleSoft (CFS) in October 2012.
- Purchasing stops entering all requests for POs into the legacy system (IFAS). Purchases that must be processed between 9/12/12 and 10/1/12 should be discussed with the Purchasing contact above. If the vendor does not accept the P-card, Purchasing will evaluate and communicate the available options to the requestor.
- Last day for Purchase Order (PO) Requests to be submitted to Purchasing for purchases to be received before 9/28/12. If the goods/services are to be received after 9/28/12, the PO will be created after 10/1/12 in the new PeopleSoft (CFS) system.

9/17/2012

- Procurement Card (P-card) monthly cycle closes.

9/18/2012-9/24/2012

- For the September P-card cycle which runs from 8/16/12-9/17/12, cardholders will finalize P-card distributions/allocations in Access Online between 9/18/12-9/24/12 using IFAS chartfields and the same process as previous months.

9/24/2012-9/30/2012

- Access Online will be unavailable to Research Foundation P-cardholders from 9/24-9/30/12 to ensure the Access Online system includes the new PeopleSoft chartfields. Cardholders may continue to purchase with the P-card and the transactions will appear in your October cycle.

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- For the October cycle, which reflects purchases made between 9/18/12-10/15/12, cardholders will finalize distributions/allocations using the new PeopleSoft chartfield values upon notification from Purchasing that the Access Online system is available for chartfield changes.

10/1/2012

- Once the Research Foundation goes live in PeopleSoft (CFS), the POs will have a new numbering structure. For continuity, purchase orders from the old IFAS system will retain the same IFAS PO number within PeopleSoft.
- Online requisition entry will begin for Research Foundation users who currently have requisition entry access on state-side. Quick Reference Guide (QRG) CFS: Entering Electronic Requisitions is available for end users to assist them in selecting the correct business unit.
<http://daf.csulb.edu/forms/financial/purchasing/procs.html>
- In PeopleSoft, Purchasing transactions are driven by commodity codes which have defined account codes. Purchasing buyers will not be modifying system defined account codes which will result in accurate campus reporting.