

# California State University, Long Beach Research Foundation

## PeopleSoft Conversion

April 30, 2012

### Purchasing

Since Foundation will be migrating from a legacy system (IFAS) into PeopleSoft/CFS it is important we clean up as many Purchase Orders (POs) as possible. All PO's in an open status in the legacy (IFAS) system may not be re-keyed into the new system. POs will be evaluated based on their anticipated delivery date and other key factors. In order to minimize rekeying of POs, departments should review all of their open POs (including travel encumbrances) and close out as many as possible by submitting approved invoices to AP and reducing encumbrances on open POs by submitting an encumbrance/disencumbrance request form to Foundation Purchasing. POs that are ultimately flagged for rekey will retain **the same PO number** from legacy system (IFAS).

In preparation for moving to the new system, the last day for current year PO Requests to be submitted to Purchasing for purchases to be paid for and complete by 6/29/12 will be 5/25/12. If the goods/services are to be received in the new fiscal year, a new year PO will be created on or after 6/4/12 in CFS, however, not dispatched until 7/1/12.

New Purchase Orders – For new Purchase Order requests for FY 2012-13, Requests may be submitted one of two ways:

1. Project users who currently use the PeopleSoft online requisition for campus purchases may also use this method for purchases through the Research Foundation. In instances where online requisitions require the approval of an individual who is not currently an “approver” in PeopleSoft, a Finance Authority Application (FAA) form will need to be completed in order to add the approver to PeopleSoft.
2. Project users who do not currently use the PeopleSoft online requisition will continue to use the paper Purchase Order Request for the first few

months after our July 1 conversion date. In the fall, we will begin training all project users how to submit online Purchase Order Requisitions.

As stated above, existing Purchase Orders for FY 2011-12 blanket Purchase Orders will be closed by June 22, 2012. Invoices for goods and services received but not paid by June 20, 2012, will be paid in PeopleSoft as a direct payment with a reference to the original Purchase Order number in our legacy system. Only Purchase Orders generated by the legacy system for goods and services that are anticipated to be received in FY 2012-13 will be rekeyed into PeopleSoft. These Purchase Orders will be rekeyed into PeopleSoft using the legacy system Purchase Order number beginning on July 2, 2012.