



CFS 9.0 Overview

Changes with the CFS 9.0
Implementation



- The implementation of the Common Financial System (CFS) will provide
 - **A single database for financial data** for all California State Universities
 - **A data warehouse to be used by campus personnel** for reporting of financial data
- CFS will 'Go live' at CSULB **July 1, 2011**
- The following areas have the **most significant** changes with the migration to CFS
 - **PeopleSoft Finance System Access**
 - **Purchasing**
 - **Accounts Payable**
 - **Reporting**
 - **Other**



PeopleSoft System Access



PeopleSoft Finance System Access

- With the implementation of CFS PeopleSoft Finance, users will be signing into the system through the CSU Portal
 - Detailed instructions for logging into PS Finance are provided at http://www.csulb.edu/divisions/af/cms/CSU%20Portal_CFS-DW_QRG_5-31-2011_LB.pdf
 - To login use your **employee ID** and **mysulb.edu password**
 - FIS Helpdesk will no longer be resetting passwords. The Technology Helpdesk will now be assisting with this function. They can be reached at x5-4959. Ask for your LDAP password to be reset
 - End Users may experience unusual errors/pages. If this occurs, attempt to login a second time before calling the Technology help desk



PeopleSoft Finance System Access (continued)

- Security roles have changed resulting in a revised Finance Authority Application (FAA) form
 - Completion of a new form will not be required for current users. Users will be given comparable CFS system access to their current access
 - The revised form is posted to the web at http://www.csulb.edu/divisions/af/cms/end_user/FIS/forms/Financeauthorityapplication.php
 - The revised form can now be completed online and printed
 - Preprinted forms are no longer available



Purchasing



- Significant changes on implementation of CFS
 - **Non-rolling Accounting Date**
 - **Requisitions –new look**
 - **Purchase Orders-new look, Open PO's**
 - **Use of Location field**
 - **Automated Nightly Emails**
 - **Notifications – Approval and Change Requests**



Non-rolling Accounting Date

- When entering requisitions/purchase orders the accounting date **automatically** defaults to the current date, and this will remain the same in CFS
- When changes are made to a requisition or purchase order initially placed in a previous month/period, then the **accounting date** will need to be **updated**
- A system message will appear on the screen when the date needs to be updated as the user is updating the requisition/purchase order



Requisitions

- The printed requisition will now **display chartfields** for each distribution line
- The printed requisition form **no** longer has **signature** boxes
 - Internal department procedures for obtaining the required approved signatures are optional
 - Requisitions will continue to be approved by the appropriate personnel based on the Signature Authority process
- Fiscal year 2010-2011 open requisitions will be cancelled in the current production environment at year end
- Fiscal year 2011-12 requisitions can be **entered by the requestor** into CFS beginning **6/13/2011** using a **7/1/2011** accounting date



Purchase Orders

- Fiscal year 2010-11 Purchase Orders will be re-keyed into CFS by Purchasing buyers based on the purchase order type and anticipated delivery date
 - PO's that are manually re-keyed into CFS will have the **same PO numbers** as the legacy system
 - Not all open PO's from Fiscal year 2010-11 will be re-keyed as these may be paid via Direct Expense
- **Purchase Orders** that will be **re-keyed** include
 - **Public Works** PO's
 - PO's that are tied to **Contracts**



Purchase Orders (continued)

- Fiscal year 2010-11 PO's which have not been re-keyed into CFS will be monitored manually and Accounts Payable will pay for goods/services related to these PO's as direct expense, with a reference to the original PO
- Fiscal year 2011-12 POs can be **entered** into CFS beginning **6/13/2011** but **not dispatched** until July 1, 2011
- The PO will now display the telephone and fax number of the vendor
 - End users can request updating/adding vendor contact information in PeopleSoft by contacting the Purchasing front office at ext. 5-4296
- **Purchase order number**, Tax, Freight and Total fields are all in new **locations** on the printed purchase order



Use of Location

- The location field on Requisitions and Purchase Orders will now be used for identifying where the goods ordered should be delivered
- Each requestor has been assigned a **default** location
 - Default locations for requestors and approvers were reviewed by department managers. The current list of locations are available at http://daf.csulb.edu/offices/financial/procurement/materials/shipping_receiving.html
 - The default location will populate on the requisition and PO line entries
 - To change your default location permanently,
 - » select your default location from the Receiving standard delivery locations list referenced above
 - » submit a Finance Authority Application form (FAA) with the new default location
- You may also change the delivery location for a specific order when keying the requisition online by choosing the location from the drop-down list



Automated Nightly Emails

- In the current CMS environment, each night requestors and approvers are updated on requisition and/or PO activities via emails
- The automated nightly **process** is **changing** in CFS
 - **One summary email** will be sent out daily to requestors when there is activity on requisitions/PO's created by them
 - If there is no activity, an email is not sent
 - If an **approver** would like to receive **daily notifications**, they can work with requestors to **set up Mail Rules** in their mail application to forward the notifications to them



Automated Nightly Emails (continued)

- The summary email will include the following information
 - » Requisition was received and **PO was created** (no action needed)
 - » PO has been **dispatched** (okay to take action)
 - » Items have been **received** by Receiving
 - » Accounts Payable has issued **payment** to the vendor
 - *Includes check number on which payment is made*
 - » **Change Order** has been processed for a PO
- The summary e-mail will be generated for the Requisition to Check process only and will **not** be generated for **other** Accounts Payable **transactions** such as direct payment



Notifications – Approval and Change Request

- Each user will continue to have the ability to use the notification feature which is triggered by **clicking** the ‘**Notify**’ button in PeopleSoft
- **Uses** for Notify button
 - **General** Inquiry
 - Notify Approver to **review/approve** requisition
 - Notify Requestor that requisition has been **approved** and/or **denied**
 - Request **change** on Requisition and/or PO
- User will need to change the document number in the subject line to accurately reflect the email content



Accounts Payable



- Notify
 - Email text of the notification currently used to request approval of an invoice for payment has been standardized for use by all campuses
 - Email will no longer come from fisinvoiceapproval@csulb.edu but from the AP techs handling the invoice. Approvals will continue to be sent to the same email address
 - Links to sharepoint invoice copy and PS voucher have been maintained



Reporting



Reporting

- With the implementation of CFS, the campus will be able to obtain standard reports using the CFS Data Warehouse
- The campus users will be able to access the CFS Data Warehouse using the same CFS Finance login process
- Reports up to FY 2010 will continue to be available in CS Link. This data is not available in the CFS Data Warehouse. Data starting July 2011 will be available in the Data Warehouse.
- End users will create their reports in the CFS Data Warehouse starting July 2011.



Reporting (continued)

- Training on using the Data Warehouse to and create reports will be provided soon. Training dates and sign-up instructions will be provided at a later date.
- A cross over matrix is available which provides the selection to be made in the Data Warehouse in order to obtain reports similar to those which are available in CS Link. Cross over matrix is available at:

http://www.csulb.edu/divisions/af/cms/end_user/FIS/quick_reference_guides/Cross%20Over%20Matrix.xlsx

- Detailed transaction data is available in the Data Warehouse.
- The Consolidated Detail report transactional data is available by drilling down in the Data Warehouse. A sample handout is available which compares the Consolidated detail with the Data Warehouse detail at:

http://www.csulb.edu/divisions/af/cms/end_user/FIS/quick_reference_guides/Consolidated%20Detail%20Report.pdf



Reporting (continued)

- Management reports currently not available at CSULB, are available in the Data Warehouse. We will be holding training sessions for senior management to familiarize them with the information that is available in the Data Warehouse.
- In CFS, there are two Purchasing reports which may be beneficial to the end users. These reports are:
 - CSU PO Lifecycle – shows any activity from Requisition to Payment
 - CSU Open PO by Chartfield
- For instructions on how to run the purchasing reports refer to the Purchasing Forms webpage – Related Information tab (<http://daf.csulb.edu/forms/financial/purchasing/procs.html>).
 - If you experience any problems in regards to the process, please contact the Purchasing Front Office at X 5-4296.



CSU PO Lifecycle Report

Report ID: CSUPO010
 Operator : LBPO
 Database : FLBTRS

CA State University Long Beach
 Purchase Order Life Cycle Report

Page No : 1
 Run Date: 01/27/2011
 Run Time: 13:02:22

Bus Unit: LBCMP PO Ref: script # Change Order #: 001
 PO Id: 0000000026 PO Type: General Change Order Date: 01/26/2011
 PO Dt: 01/25/2011 PO Buyer: LBPO
 Vendor Id: 0000000278 PO Status: Dispatch
 Vendor Name: DELL MARKETING LP

Requisition Information:

Reg id	Ln/Sc/Ds	Status	Description	Categ Cd	Requestor	Acct /Dept Id	/Fund /Prog /Project Id/Class	Price	UOM	QTY	PO Ln/Sc/Ds	Total Amount
0000000010	1/1/1	Processed	computer - Dell Latitu	20400	LBPO	616002/00531	/GP001/10132/	847.19	EA	4.7	1/1/1	4,000.00
0000000010	1/1/2	Processed	computer - Dell Latitu	20400	LBPO	616002/00531	/44102/10132/	847.19	EA	0.3	1/1/2	235.95
0000000010	2/1/1	Processed	laptop	20400	LBPO	616002/00531	/GP001/10132/	979.00	EA	4.1	2/1/1	4,000.00
0000000010	2/1/2	Processed	laptop	20400	LBPO	616002/00531	/GP001/10132/	979.00	EA	0.9	2/1/2	895.00
Total REQ											9,130.95	

PO Detail Information 0000000026 - 01/25/2011

Ln/Sc/Ds	Stat	Description	Categ	Due Date	Location	Acct /Dept Id	/Fund /Prog /Project Id/Class	Price	UOM	QTY	Total Tax	Total Frq	Total Msc	Total Amount
1/1/1	Open	computer - Dell L	00048	04/11/2011	PURCHASING	616002/00531	/GP001/10132/	847.19	EA	4.7	390.00	47.21	0.00	4,437.21
1/1/2	Open	computer - Dell L	00048	04/11/2011	PURCHASING	616002/00531	/44102/10132/	847.19	EA	0.3	23.01	2.79	0.00	261.75
2/1/1	Open	laptop	00048	04/11/2011	PURCHASING	616002/00531	/GP001/10132/	979.00	EA	4.1	390.00	0.00	0.00	4,390.00
2/1/2	Open	laptop	00048	04/11/2011	PURCHASING	616002/00531	/44102/10132/	979.00	EA	0.9	87.26	0.00	0.00	982.26
Total PO										10.0	890.27	50.00	0.00	10,071.22

Receipt Information:

ReceiverID	Receipt Dt	Line	Status	PO Ln/Sc/Ds	Date	Received By	Pack. Slip	Bill of Lading	Received Qty	Accepted Qty
0000000003	01/25/2011	1	Received	1/1/1	04/11/2011	LBREC			4.0	4.0
0000000003	01/25/2011	1	Received	1/1/2	04/11/2011	LBREC			4.0	4.0
0000000003	01/25/2011	2	Received	2/1/2	04/11/2011	LBREC			4.0	4.0
0000000003	01/25/2011	2	Received	2/1/1	04/11/2011	LBREC			4.0	4.0
Total RBCV									16.0	16.0

Voucher Information:

Voucher ID	Status	Voucher Amount	Voucher Dt	Invoice ID	PO Ln/Sc/Ds	Acct /Dept Id	/Fund /Prog /Project Id/Class	Check#	Check Dt	Check Amount
00314234	Open	3,759.16	07/07/2010	KMBINTEGRA	1/1/1	616002/00531	/GP001/10132/	655963	01/25/2011	8,056.97
00314234	Open	4,297.81	07/07/2010	KMBINTEGRA	2/1/1	616002/00531	/GP001/10132/	655963	01/25/2011	8,056.97
Total VCH		8,056.97								



CSU PO by Chartfield Report

Report ID: CSUPO011
Operator : 40000043184
Database : FCFSPREA
Bus Unit : LBCMP
DEPT : 00325 - Physics and Astronomy

Open PO Report by Chartfields
CA State University Long Beach
Thru Fiscal Year 2011 Accounting Period 12

Page No : 2
Run Date: 05/31/2011
Run Time: 18:20:28

PO ID	PO Date	S	Row Count	Buyer Name	Vendor Description	Fund Account	Project	PO Amount	Liquidated Amt	Open Amount
0000040033	05/17/11	D	1	Pantoja,Patricia	FORTY NINER SHOPS INC	MJ006 607009	09503MJ001	525.70	0.00	525.70
0000040052	05/18/11	D	1	Pantoja,Patricia	FORTY NINER SHOPS INC	MJ006 607009	09503MJ001	1,577.11	0.00	1,577.11
Total Activity For MJ006 607009 09503MJ001								2,102.81	0.00	2,102.81
Total Activity For FUND_CODE = MJ006								2,102.81	0.00	2,102.81
Total Activity For DEPTID = 00325 - Physics and Astronomy								2,102.81	0.00	2,102.81
Total Activity for Business Unit LBCMP								2,102.81	0.00	2,102.81



Other



- **The PeopleSoft User** is now identified in CFS numerically (campus # + employee ID) instead of by name
 - Campus # = **40 - CSULB**
 - 9 digit campus **employee ID** = 000012345
- Campus users from all CSU campuses will now be visible in CFS although campus personnel will only be able to update CSULB data
 - Should consider maintaining a list of department employee IDs and names for easy reference when looking up information in PeopleSoft
- Account 699999 is no longer valid in CFS for processing charges to be reimbursed by 3rd parties. Detailed instructions for this process are available in the Cost recovery guidelines (In Process)
- Campus departments who process charge back transactions e.g. Telecom, Copier program will be required to use account 660987 instead of account 699999.



Other (continued)

- Expenses incurred on behalf of an auxiliary or 3rd party should be charged to the normal campus expense account and include the 'R' or 'E' program code to indicate the 3rd party entity to be charged. e.g. R0103 – Foundation. The 'R' or 'E' program code must be included in the chartfields to ensure that these expenses are invoiced to the 3rd party.
- We are using speedcharts instead of speedtypes for OfficeMax ordering. This is just a change in terminology which will be used by Purchasing
- The Chancellor's Office has implemented additional edits on the chartfield combinations which are valid within CFS. This could result in a chartfield combination which you previously used now being identified as invalid when entering a journal entry, requisition or PO. If this occurs, please contact General accounting at figl@csulb.edu for assistance in determining the correct chartfield.
- Your favorites saved in the current PeopleSoft Financials will not carry over to CFS.
- Your run controls will also not carry over to CFS.



- **QUESTIONS** regarding CFS
 - Send questions via email to fishhelpdesk@csulb.edu