

CSUBUY P2P: Global FYE Overview – Configuration Review

CFS

- Campus Accounting Teams to Open June & July Accounting Period

CSUBUY

CSUBUY: Global FYE Time Period: June 1st – July 2nd

New Custom Field - FY Processing Options

- Set by Procurement & Viewable by AP

Requisition WF:

- During Global FYE Accounting Period, **ALL** Requisitions to stop in Procurement Review for Buyers to set the following required fields:
 - Accounting Date
 - FY Processing Options (new custom field above)
 - Buyer

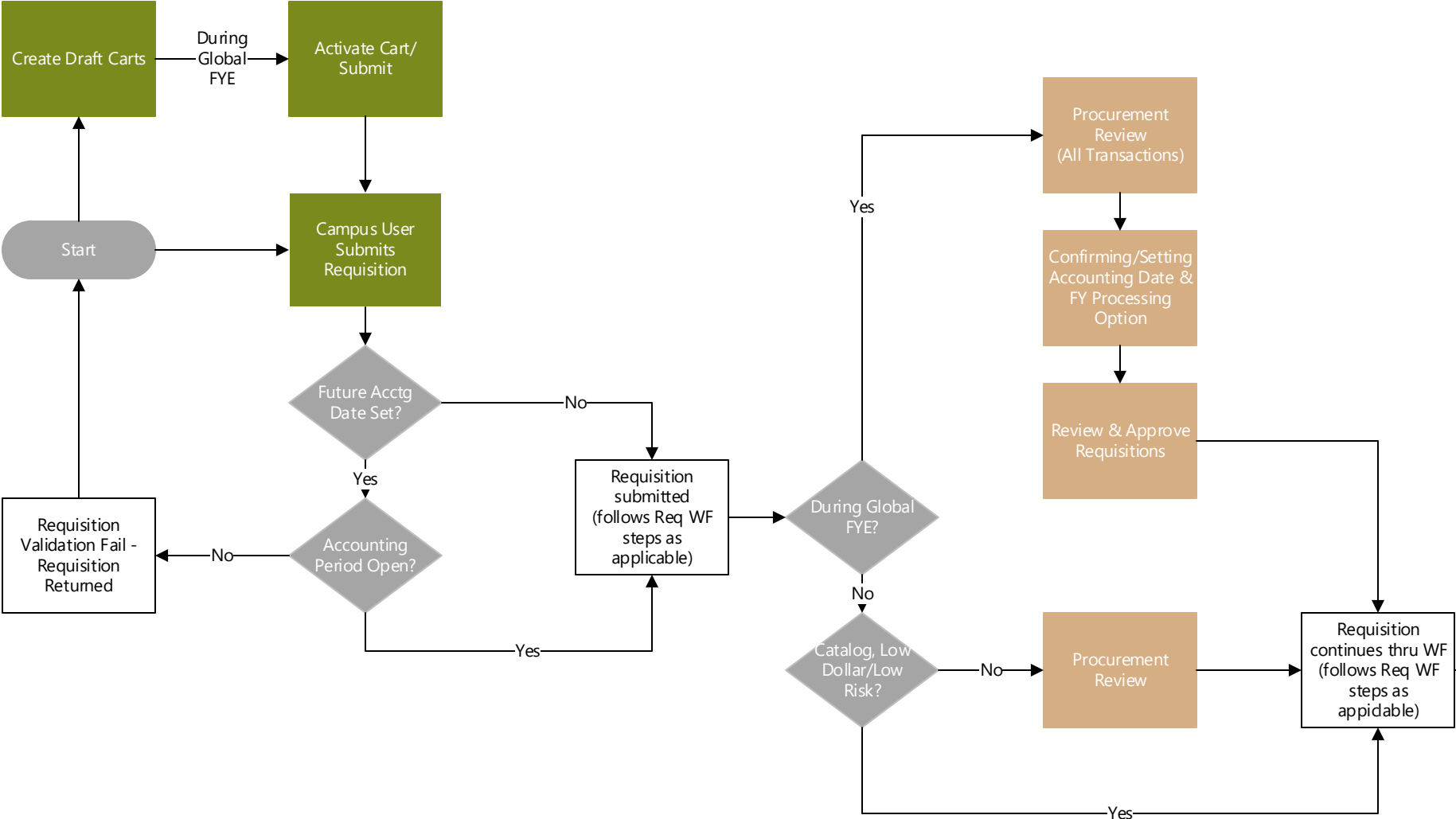
Purchase Order (PO) WF:

- Activate PO WF step “Distribute Held New FY POs”
- All POS with FYE Processing Option = New FY – Hold for Distribution will stop.
- CSUBUY System Admin will release on July 2nd.

Voucher WF:

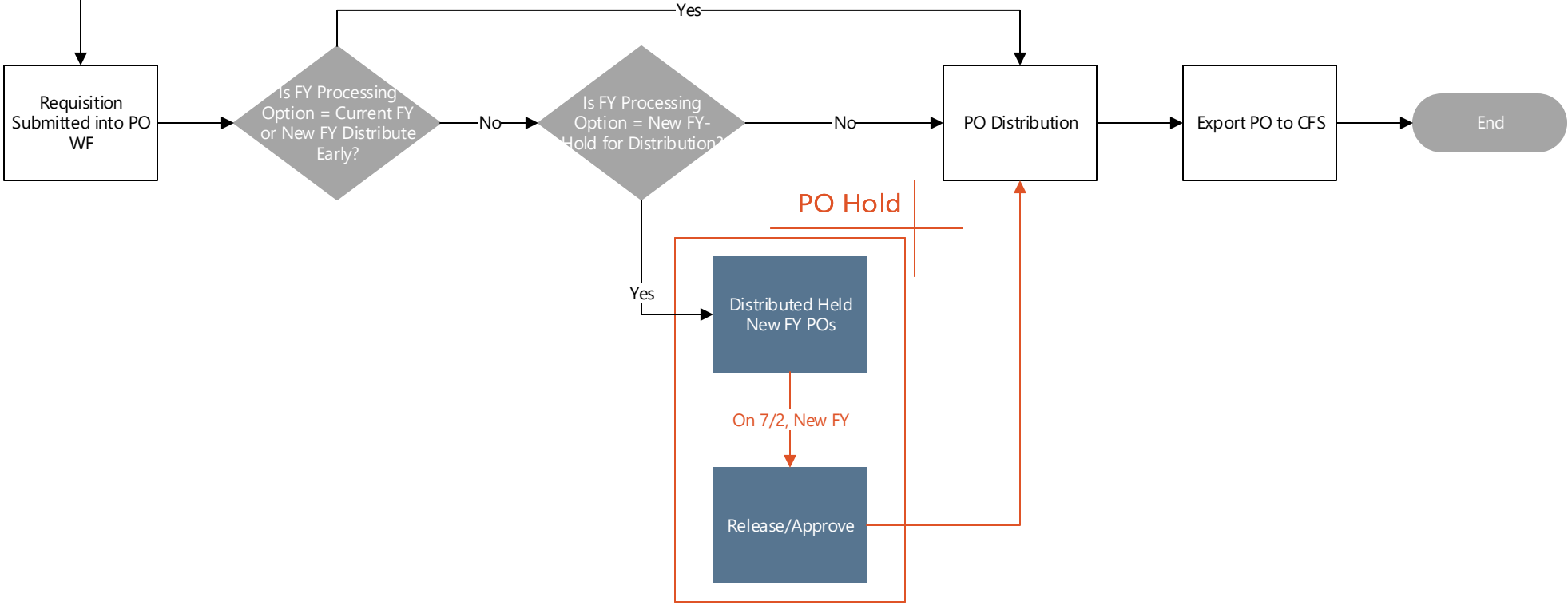
- Activate Voucher WF Step “FY Account Date Review”
- Any vouchers where the PO was distributed early (FY Process Option = New FY - Distribute Early) will stop in FY Account Date for AP Manager to confirm
- Any vouchers against a held PO (FYE Process Option = New FY – Hold for Distribution) will fail at Invoice Validation because the PO is not in CFS

Requisition

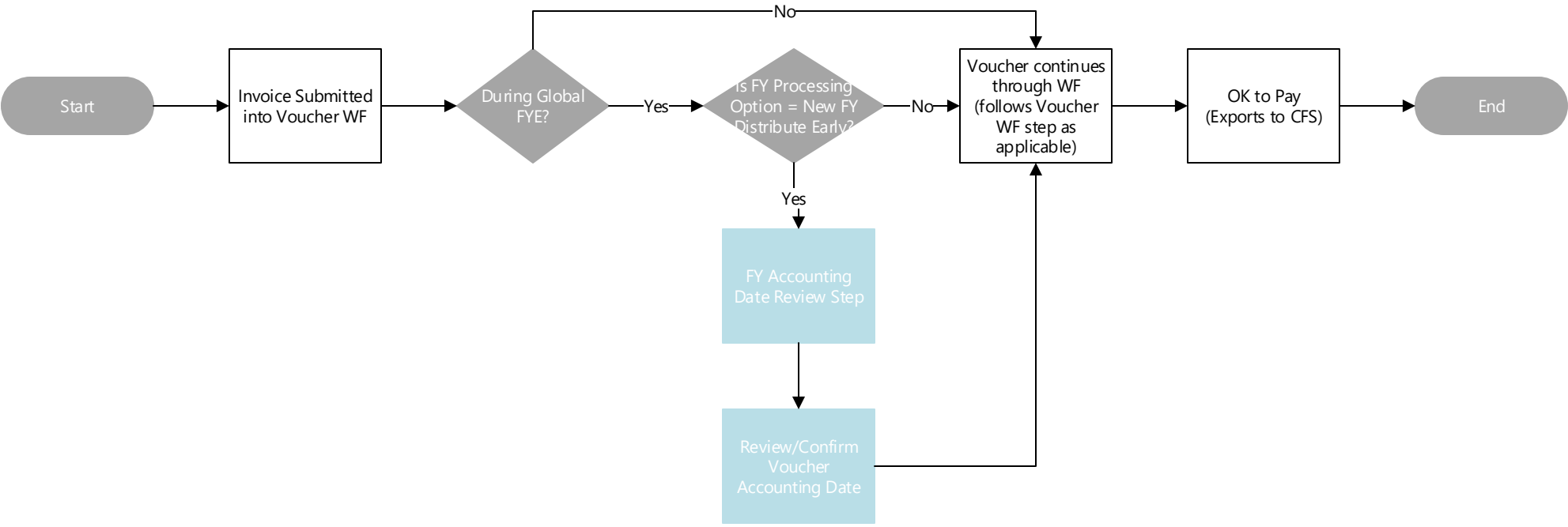


Global Fiscal Year End (FYE): June 1 to July 2
Timeframe where FYE process depicted will be active for all campuses live in CSUBUY

Purchase Order



Voucher



Legend

- Campus End User
- Procurement
- Accounts Payable
- CSUBUY System Administrator