

## FYE Processing

### CSUBUY & CFS Configuration Requirements

#### CFS Configuration

- Campuses to open Accounting Periods (New FY) for June 1<sup>st</sup>, 2024 – July 2<sup>nd</sup>, 2024

#### CSUBUY Configurations

##### Requisition WF:

- Create new rule with Global Time Frame for All Requisitions to stop in Procurement Review for the buyers to set the Accounting Date & the new custom field FY Processing Options.
- Both fields will be required during FYE Period during Procurement Review.

##### Purchase Order WF:

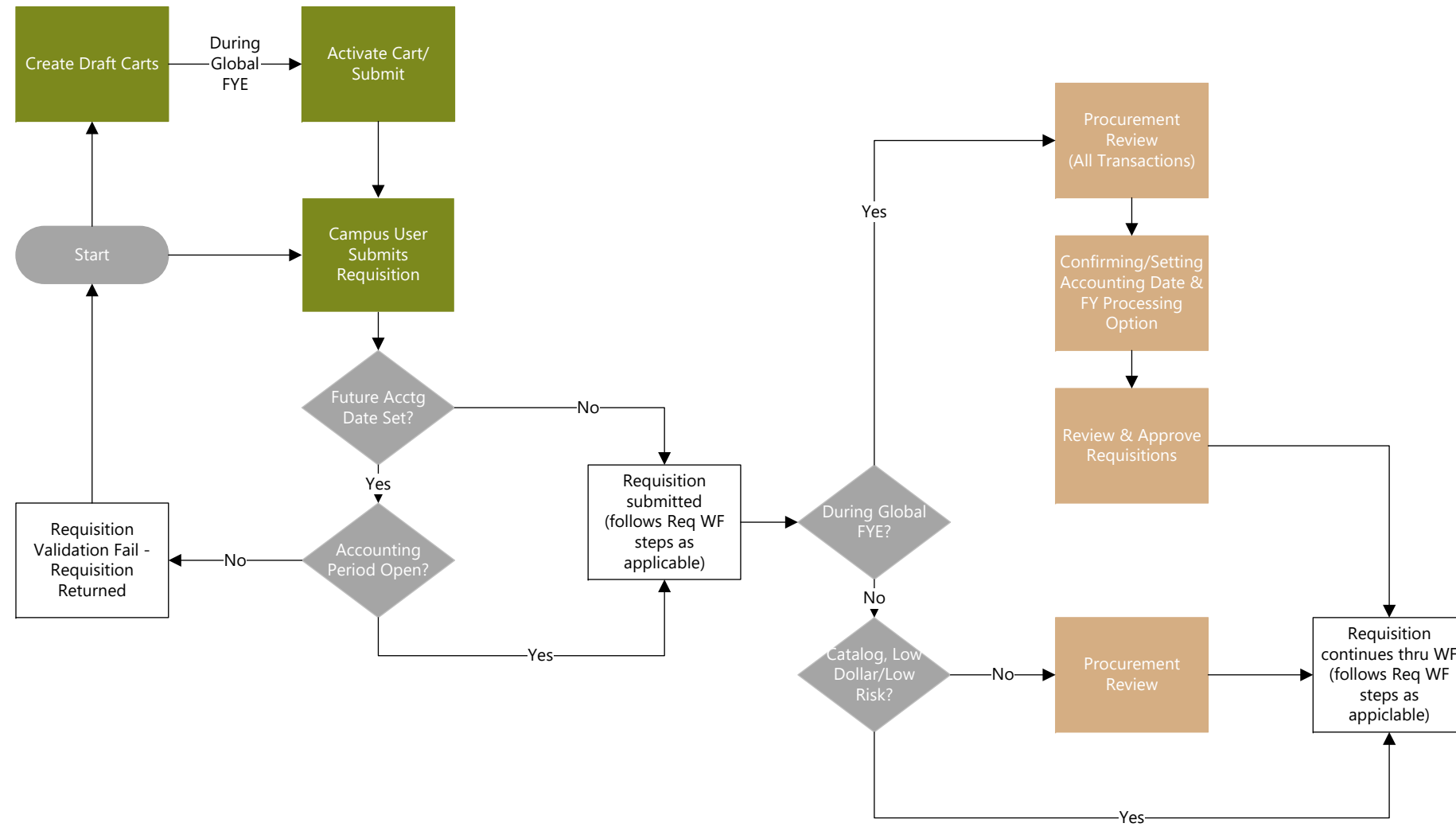
- Create new WF step “Distribute Held New FY POs”
  - Create new rule to stop any POs that should not be distributed prior to the FY (FY Processing Option = New FY – Hold for Distribution)
  - CSUBUY System Admin will release on July 2<sup>nd</sup>.

##### Accounts Payable WF:

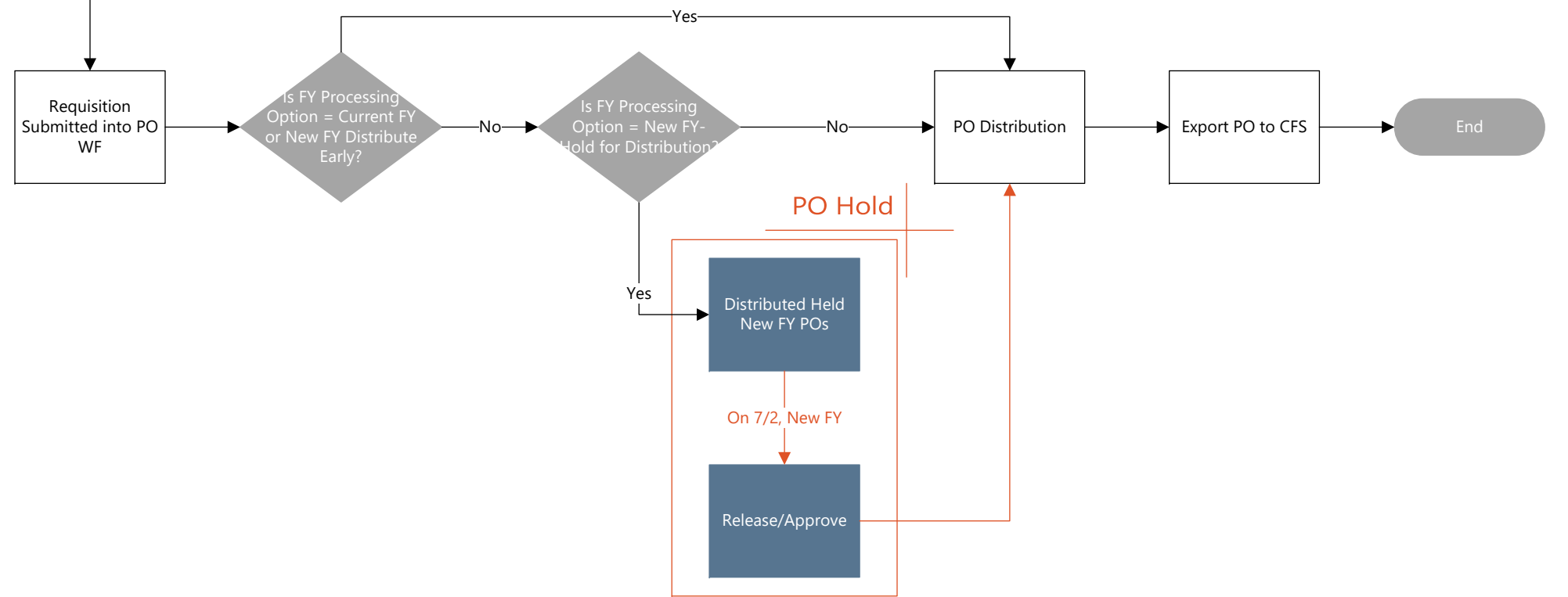
- Create new WF Step “FY Account Date Review”
  - Create new rule to stop any vouchers where the PO was distributed early (FY Process Option = New FY - Distribute Early) to prevent the invoice from being paid in wrong FY

**Global Fiscal Year End (FYE): 06/01/24-07/02/24**  
 Timeframe where FYE process depicted will be active for all campuses live in CSUBUY

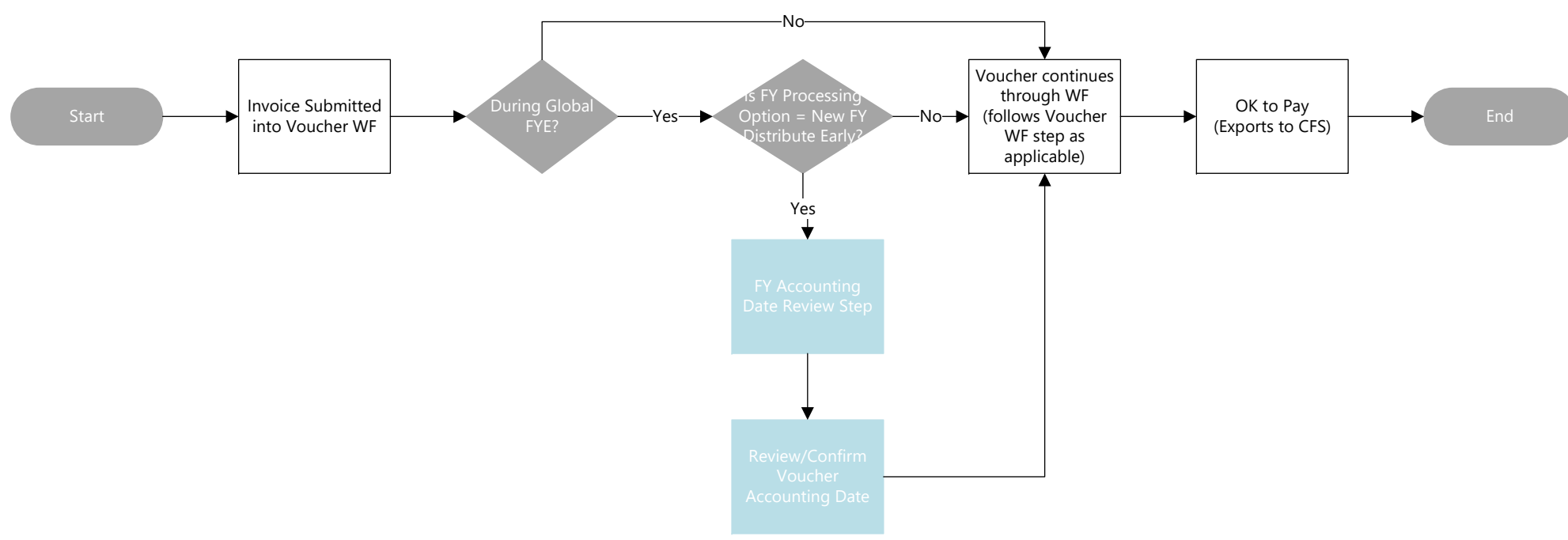
Requisition



Purchase Order



Voucher



**Legend**

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