



Business Matters At Sac State

Topic: CMS REQUISITION BUSINESS PROCESS CHANGES

Date: August 18, 2006

To: Deans, Associate Deans, Department Chairs, Directors, Managers and Campus Business Partners

From: David Shannon, Director, Procurement/Contracts Services

A CMS focus group was formed to discuss various requisition processing issues that appear to have an adverse effect in CMS. The group consisted of Accounting Services, Procurement Services, Accounts Payable, Budget, CMS and a Consultant.

In order to get the optimal benefit from the CMS system and reduce unique problems with processing requisitions, the following business process changes are being implemented:

- Split Distributions on Requisitions, while rare, are creating problems in sourcing, canceling and reporting balances for Pre-Encumbrances and Encumbrances. Starting now, please use only one ChartString per line. If you would like to split the expense, please submit an Expenditure Transfer to Accounting Services once payment is made.
- For those transactions where only the official document (formal contract) is sent to the vendor, you may put a description on line one and charge a portion of the contract to one distribution line and then create line 2 stating "per line item 1" in the description field and charge the appropriate portion to a different distribution line. Under both line item descriptions, please indicate the unique ChartString. The Vendor/Contractor will not see a copy of the PO, only the contract.
- Cancelling requisitions by the Department are occasionally leaving amounts pre-encumbered in error. The new process will be to delete requisitions to resolve this problem. As soon as security is changed over (in the next few days), you will use the "trash can" icon located in the upper right hand corner of the requisition screen for deletions. The cancel icon (X) will then become inactive.

Questions about the above procedure: Contact Janet Morris, extension x87403, or e-mail morrisj@csus.edu. David Shannon, Director of Procurement/Contracts Services can be reached at x87322 or dshannon@csus.edu

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