



*Business Matters @ Sac State*

***Topic: New Chargeback Process in CMS***

**Date:** February 7, 2011

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

**From:** Kendal Chaney-Buttleman, Interim University Controller, Accounting Services

Effective January 31, 2011 the CMS Chargeback (Campus Cost Recovery-CCR) program was replaced by a new CSU Chargeback program. While this new program is very similar to the old one, and should have little impact on the campus community, please make note of the following changes:

- The monthly CCR report is now in Cognos:
  - This new Cognos report includes all of the information for the new CCR transactions (starting with January 2011 charges) as well as CCR transactions prior to January.
  - There is a new training guide called “Running the CCR Department Report” with step-by-step instruction on how to run the Cognos report. This training guide/job aide can be found at this website: <http://www.csus.edu/irt/ACS/Reference/Finance/index.html>. Scroll to “Financials” to access the updated job aide document.
  - The “old” CMS Chargeback report is no longer available.
- Chargeback SpeedCodes are now called *Speedcharts*; but, they will look and act exactly the same.

Contact Information

If there are any questions about this process, please contact me at [kendalcb@csus.edu](mailto:kendalcb@csus.edu), or call me at x84679. Thank you.

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