



Business Matters @ Sac State

Topic: CFS Delegation of Authority Inquiry Screen Enhancement – Effective: July 21, 2017

DATE: July 20, 2017

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

FROM: Gina Curry, Associate Vice President for Financial Services

On behalf of Financial Services, Budget Planning & Administration, Auditing & Consulting Services, and Information, Resources & Technology, I am pleased to announce an enhancement to the fiscal delegation of authority inquiry screen located within CFS.

Beginning Friday, July 21, 2017, the employee ID of the individual delegated authority for department funds will appear before the name on the screen. This will allow staff and managers to differentiate same or similarly named individuals. This enhancement may truncate the first name of individuals with very long names. Currently, the delegated individuals are ordered alphabetically. After the enhancement, the individuals will be ordered numerically by employee ID.

Additionally, the REQ and OS checkboxes have been removed. REQ does not correspond with current procedures (paper requisition authority) and OS has been replaced by the office supply/ProCard process.

The same process to request authority over department funds, the CARS request process, remains in effect.

Please see the BEFORE and AFTER screen shots on page 2, for an example of the enhancement.

Contact Information:

If you have any questions or concerns about this notice, Kendal Chaney-Buttleman, University Controller, at kendalcb@csus.edu; or, call x84679.

Financial Services and Budget Planning & Administration
Administration and Business Affairs Families

Office of the Associate Vice Presidents - Accounting Services - Accounts Payable & Travel - Budget Planning & Administration
Bursar's Office – Procurement & Contract Services - Shipping, Receiving & Property Management – Hornet Ticket Office

Before


Oracle Delegation Inquiry interface showing results for Department 47700 Financial Services. The results list four names with checkboxes for various authority types (REQ, TVL, DP, ET, BT, PC, OS, OTH).

Name	REQ	TVL	DP	ET	BT	PC	OS	OTH
Adejobi,Ademidun	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Arao,Bena T	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chaney-Buttleman,Kendal A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Compo,Elena M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

After

Oracle Delegation Inquiry interface showing search filters and results for Department 47700 Financial Services. The results list four names with redacted last 5 digits (601010*) and checkboxes for various authority types (TVL, DP, ET, BT, PC, OTH).

Name	TVL	DP	ET	BT	PC	OTH
601010* Lee,Ming-Tung	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
601010* Chaney-Buttleman,Kendal A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
601010* Hayano,Stacy J	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
601010* Curry,Regina F	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

 Used to redact the last 5 digits for this communication

***Financial Services and Budget Planning & Administration
Administration and Business Affairs Families***

Office of the Associate Vice Presidents - Accounting Services - Accounts Payable & Travel - Budget Planning & Administration
Bursar's Office – Procurement & Contract Services - Shipping, Receiving & Property Management – Hornet Ticket Office