



## *Business Matters @ Sac State*

TOPIC: UPDATE – Temporary CFS Requisition Error Work-Around

DATE: July 8, 2025

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

FROM: Sebastian Head, Director & Chief Procurement Officer, Procurement & Contract Services

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We have an update regarding the ongoing issue affecting requisition entry in the CFS system. While our IT team continues working to identify the root cause and restore normal functionality, a temporary workaround has been put in place to allow new requisitions to be entered.

**For the time being, please follow these steps when submitting a new requisition:**

**Before adjusting any default** requisition settings, the Requester must **first complete the Requisition Line Details**. This includes entering the line description, quantity, unit of measure (UOM), category, and price. Completing these fields ensures each line item is accurately defined, and that the appropriate chartstring and distribution settings are applied based on either the selected override or default configuration.

Please note: all requisitions entered prior to the implementation of this workaround will still be processed and converted into purchase orders (POs). Once a PO is created, we ask that you review it to confirm that the chartstring is correctly reflected on the PO lines.

If you notice any discrepancies in the chartstring, please contact Kimberley Holmberg at [kholmberg@csus.edu](mailto:kholmberg@csus.edu) for assistance with making corrections.

If you have any immediate questions or concerns, please contact us at [aba-fins-procure@csus.edu](mailto:aba-fins-procure@csus.edu).