This document defines distributed roles for the CMS Finance User. Access to any of these roles should be requested through a CMS Finance Access Request Form available on the CMS Website http://www.fullerton.edu/cms/.

Requisition Data Entry & Inquiry - The Requisition Data Entry process provides a tool for identified CSUF users to enter requisitions directly into CMS. Once the data entry is completed, it is electronically sent for two levels of approval: (1) department level and (2) purchasing approval. Users will also receive access to Requisition Inquiry where they can view requisitions that have been created in CMS through the Requisition Data Entry page.

Requisition Approval & Inquiry - The Requisition Approval process provides a tool for identified CSUF users to approve requisitions directly in CMS. Users will also receive access to Requisition Inquiry where they can view requisitions that have been created in CMS through the Requisition Data Entry page.

Budget Transfer Data Entry & Inquiry - The Budget Transfer Data Entry process allows identified CSUF users to generate their own budget transfers. Once the data entry is completed, it is electronically sent for two levels of approval: (1) department level and (2) budget approval. Users will also receive access to Budget Transfer Inquiry where they can view budget transfers they created in CMS through the Budget Transfer Data Entry page.

Budget Transfer Approval & Inquiry - The Budget Transfer Approval process allows identified CSUF users to approve budget transfers created from the Budget Transfer Data Entry page. Once the budget transfer has been approved at the department level, it is electronically sent for budget approval. Users will also receive access to Budget Transfer Inquiry where they can view budget transfers they created in CMS through the Budget Transfer Data Entry page.

Commitment Data Entry - The Commitment Data Entry page is a tool for identified CSUF campus users to use in monitoring their funds before they are actually pre-encumbered, encumbered and/or expensed. The online page provides the user with the ability to allocate funds for specific purposes or set aside funds for future events. However, the users must manually enter then mark transactions complete from this page once the funds have either been pre-encumbered, encumbered or expensed otherwise report balances will not be accurate. The use of this page will allow users one central place to administer allocated funds and through reporting facilitate reconciliation.

Recharges Load Batch & Inquiry - A Recharge Center processing large volume of transactions will be utilizing the batch interface method to get the GL recharge transactions into the data entry table. Users are also given access to the Recharges Inquiry page that will display all recharge transactions regardless of status within their security access.

Recharges Data Entry & Inquiry - A Recharge Center that maintains an excel spreadsheet for a small number of transactions will be utilizing the Recharge Data Entry page. The user will be manually entering recharge transactions into the custom online page. The data entry page is also available for recharge transactions that loaded via the batch program to correct or modify recharge transactions prior to posting. Users are also given access to the Recharges Inquiry page that will display all recharge transactions regardless of status within their security access.

Distributed Reports - Financial

Encumbrances/Expenses

1. Expenditure Summary
2. Expenditure Detail
3. Requisition/PO Summary
4. Requisition/PO Detail

Budgets

5. Budget Allocation/Transfer

Commitments

6. Open Commitments

Security

7. By Employee
8. By Department