


















COMMON CIS INFORMATION

Last Updated October, 2007

CIS Icons

ICON	Shortcut Key	Function
	F11	Enter Query
	Ctrl-F11	Execute Query
	F4	Cancel Query
	Ctrl-S	Commit (Save)
		Print (this is a print screen, this doesn't print the document)
		Clear Form
	Ctrl ↓	Insert
	Ctrl ↑	Remove
	F5	Clear Record
		Previous Record
		Next Record
	Shift-Page Down	Next Block
	Shift-Page Up	Previous Block
	Ctrl-L	List
	Ctrl-E	Edit
	F4	Quit (Exits the screen)
	Ctrl-H	Help
n/a	Shift F5	Duplicate Field
n/a	Shift F6	Duplicate Line
n/a	Ctrl-K	Show Keys
n/a	Save, Go to Comments, Ctrl-H twice	Sole Source

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Document Approvals

Departmental Approvers:

The approver must be an authorized signer (Fill out the FRS/CIS/FRS data warehouse application and the Signature Authorization Application, then send to Business & Financial Services)

Official Functions (hospitality)/Recruitment:

Any document using the Official Function (Hospitality - 4820), Recruitment (4430 or 4440) or Alcohol expenses (4830) will require the approval of an official function authorized signature. To approve Official Function expenses you must submit an application for Official Function Signature Authorization. Be sure to use subcode 4820 when making an official function purchase. Alcoholic beverages for official functions can only be purchased using gift funds (64 fund 643000-649999) or auxiliary funds (62 funds 260200-279999) and subcode 4830.

Central Office Approvals:

After your document has been approved within your department, depending on the accounts and subcodes used on the document, it may then go on to a central office for additional approvals. The central offices are:

Entries over \$1000 on 1x, 21-29 or 99 funds	Campus Services (B&FS)
21& 22 funds with 8xxx subcodes (equipment)	Campus Services (B&FS)
All funds using the 8000 equipment subcodes	Property Management
All entries to 53, 64, 65 or 88 funds	Sponsored Programs
All entries to 77 funds	Plant Funds Accounting
All Funds using subcode 3900 (radioactive materials)	Environmental Health Services

Document Status

Approved – CJE, AFE and IMO -
Cancelled – CJE, AFE and IMO -
Changes Approved
Denied – CJE, AFE and IMO -
Over Tolerance
Pending Approval – CJE, AFE and IMO -
Pending Certified Person
Partially Complete IMO
Pending Completion
Pending Hospitality – CJE, AFE and IMO -
Verification Hold
Pending Second Person
Sent to AIS
Supplier Completed Order
Order items couldn't be filled
Encumbrances sent – CJE, AFE and IMO -
Over Tolerance/Pending Approval
Order Verified
Rejected Item
Order needs verification
Over Tolerance Rejected
Disencumbered – CJE, AFE and IMO -
Printed – CJE, AFE and IMO -
Printing Waived – AFE –

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DELPHI/CIS Listserv

Information regarding the Delphi data warehouse & CIS; updates, procedural issues, & common problems for Delphi & CIS are distributed via the Delphi-L Listserv. If you are not on the Delphi-L Listserv, go to <http://www.colostate.edu/services/acns/listserv/subother.html>. Select Delphi-L from the mailing list and complete the rest of the page and click on "Submit Query".

If you do not have internet access follow these instructions:
Send an e-mail to:

TO: listserv@yuma.acns.colostate.edu
no subject

one line message stating:
subscribe DELPHI-L YOUR-FIRST-NAME YOUR-LAST-NAME

example: subscribe DELPHI-L Joe Doe

The Delphi-L listserv manager is Josh Clark. For questions, contact him at (970) 491-7169.

Business & Financial Services Listserv

Information from Business & Financial Services on policies and procedures, FRS, year-end, etc are distributed via the BUS-FIN Listserv. If you are not on the BUS-FIN Listserv, go to <http://www.colostate.edu/services/acns/listserv/subother.html>. Select BUS-FIN from the mailing list and complete the rest of the page and click on "Submit Query".

If you do not have internet access follow the above instructions except the message should state:

subscribe BUS-FIN YOUR-FIRST-NAME YOUR-LAST-NAME

The BUS-FIN listserv manager is Connie MacNaughton. For questions, contact her at (970) 491-2099.

Web Sites

Check out these web sites:

Accts Payable <http://busfin.colostate.edu/ap.aspx>
CIS <http://applcis.is.colostate.edu:7780/forms90/f90servlet?config=cis>
B&FS <http://busfin.colostate.edu/>
Purchasing <http://www.purchasing.colostate.edu/>
Info Systems <http://informationsystems.colostate.edu/>

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Campus Information System Financial Management Information System CIS – Who Do I Call?

ON ALL REQUESTS FOR ASSISTANCE, PLEASE INCLUDE YOUR NAME, PHONE NUMBER AND DOCUMENT NUMBER.

This will assist us in addressing your issue as quickly as possible.
For issues that are of a non-critical nature, an email message is preferred.

I DON'T KNOW WHO TO CALL - GENERAL SYSTEM QUESTIONS

OBTAIN INITIAL ACCESS TO CIS – MODIFY EXISTING ACCESS TO CIS

Connie MacNaughton Connie.MacNaughton@ColoState.EDU Business & Financial Services 491-2099

I FORGOT MY PASSWORD

FRS/VMAN Help Desk Information Systems 491-1375

CIS PATCHES – OBTAINING CIS SOFTWARE – ORACLE ERRORS

Josh Clark Josh.Clark@ColoState.EDU Information Systems 491-7169

Chuck Sorensen Charles.Sorensen@ColoState.EDU Information Systems 491-1588

SIGNATURE AUTHORIZATION

Connie MacNaughton Connie.MacNaughton@ColoState.EDU Business & Financial Services 491-2099

PURCHASE REQUISITIONS (REQ) - HEADER VS LINE FUNDING

Sue Butler Sue.Butler@ColoState.EDU Purchasing 491-1522

INVOICING – PAYMENT TO VENDORS – VENDOR ISSUES

Travel:

Jackie Riba Jackie.Riba@ColoState.EDU Accounts Payable 491-1363

Terri Bedan Terri.Bedan@ColoState.EDU Accounts Payable 491-6021

AFE/POs (alphabetically by vendor):

Vendors B-F, Petty Cash

Parvin Naysary Parvin.Naysary@ColoState.EDU Accounts Payable 491-5019

Vendors G-O, General Air, 77 Funds

Jeff Fotsch Jeffrey.Fotsch@ColoState.EDU Accounts Payable 491-1373

A, P-Z, Telecom, Metrocall

Cherie Akin Cherie.Akin@Colostate.EDU Accounts Payable 491-2097

Payments to Individuals, Reimbursements

Beth Fritzler Beth.Fritzler@ColoState.EDU Accounts Payable 491-1372

Mail Desk:

Tricia Cochran Tricia.Cochran@ColoState.EDU Accounts Payable 491-1429

OFFICIAL FUNCTIONS

Sue VanderVliet Sue.Vander_Vliet@ColoState.EDU Accounts Payable 491-1362

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EQUIPMENT SUBCODES AND CAPITOL PROPERTY APPROVALS

Debra.Ellison Debra.Ellison@ColoState.EDU Property Management 491-2270

WHAT ACCOUNT NUMBER/SUBCODE SHOULD I USE

Campus Services

Laura Streit Laura.Streit@ColoState.EDU Controller's Office 491-7099

University Accountant

Board of Governors/CSU System
Office of the President
VP Outreach/Strategic Partnerships

- Cooperative Extension

College of Agricultural Sciences

- Agric Experiment Station

College of Business
VP for Finance & Administration
VP for Enrollment & Access
VP Public Affairs
Provost & Senior Vice President
University Libraries
VP for Graduate Affairs
VP for Faculty Affairs
VP for Undergraduate Affairs
VP for Instruction & Information Tech

Janet Bebell Janet.Bebell@ColoState.EDU Controller's Office 491-6655

University Accountant

Athletics
College of Applied Human Sciences
College of Veterinary Medicine & Biomedical Sciences
College of Liberal Arts
VP Advancement & Strategic Initiatives

Valerie Monahan Valerie.Monahan@ColoState.EDU Controller's Office 491-3001

Interim Manager of Campus Services

College of Engineering
College of Natural Resources

- Colorado State Forest Service

College of Natural Sciences
VP Research

Susan Becker Susan.Becker@ColoState.EDU Controller's Office 491-0942

VP Student Affairs

Pamela Harrington Pamela.Harrington@ColoState.EDU Sponsored Programs 491-2389

(53, 65 and 88 funds)

Clint McBlair Clint.McBlair@ColoState.EDU Sponsored Programs 491-4038

(64 fund)

TWARSBUS TRAINING/PROBLEMS ENTERING TRANSACTIONS INTO TWARSBUS/NEW CUSTOMERS/PAST DUE CUSTOMERS/INVOICING QUESTIONS/RECEIVABLE QUESTIONS

Janet Fox Janet.Fox@ColoState.EDU ARO Client Support 491-6663

OBTAIN INITIAL ACCESS TO TWARSBUS/MODIFY EXISTING ACCESS TO TWARSBUS

Jerry Becker Jerry.Becker@ColoState.EDU Business Systems Services 491-2899