

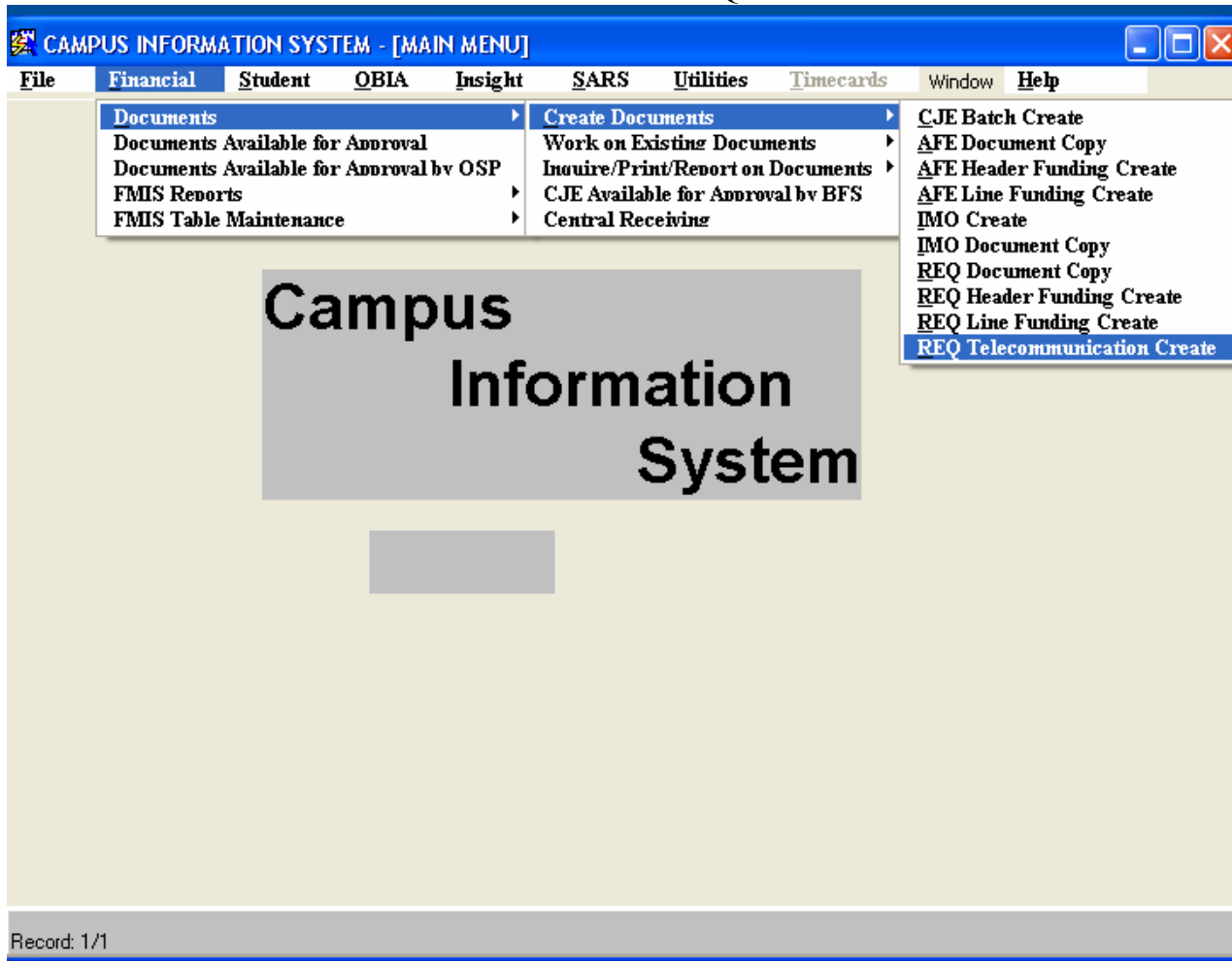
# Intro to CIS - Telecommunication Requisitions

Last Modified January 15, 2004

The telecommunication purchase requisition is used for pagers, telephone and cellular services. The telecommunication purchase requisitions are entered into CIS as an “as invoiced” document. The “as invoiced” purchase requisition is entered with zero dollars. The Telecommunication Purchase Requisition will flow through the CIS approval system as if it were over \$1000.

Note: All Service Agreements for cellular phones, pagers, and telephone service will be entered in FRS as a non-encumbered purchase order. Departments can manually encumber telecommunication “as invoiced” purchase orders in FRS. Visit the purchasing website for encumbering instructions at: <http://www.purchasing.colostate.edu/encumber.html>

Select Financial > Documents > Create Documents > REQ Telecommunication Create



The ordered by and deliver to section of the telecommunication screen will automatically populate with information from your CIS login

With your cursor in the Vendor Information Name field click on the list icon



CAMPUS INFORMATION SYSTEM - [REQ Telecommunication Creation]

TRAINI 01/15/2004 10:22 AM

FMISF081 Financial Management Information System Page 1 of 2

Doc #:  Date Requested: 01/15/2004

Ordered by  
Name: TRAINI Dept: 2029 TRAINING DEPT 122 Phone: (970)491-5916

Deliver to  
Name: TRAINI Dept: 2029 TRAINING DEPT 122 Room: 639B  
Building: UNIV SERVICES CENTER Override Ship to Address

Prepared by  
Name: TRAINI Dept: 8023 TRAINING DEPT 285 Phone: (970)491-5916

Vendor Information  
ID:  Name:   
Addr 1:  Addr 2:   
Addr 3:  Addr 4:   
City:  State:  ZIP:  Country: USA

Comments?  Priority?

Enter Comments (Save First!) Page 2

Enter the vendor name. Press [Shift F1] TWICE for additional instructions.  
Record: 1/1 List of Values

Type TELECOMM in the box and hit enter  
A list of the TELECOMM vendors is displayed  
Select the correct vendor from the list  
Click OK

Find TELECOMMUNICATIONS%

Name	ID	Type	Addr 1	Addr	City	ST
TELECOMMUNICATIONS	V0000218880	R	QWEST	ATTN CO STATE G	MINNEAPC	MN
TELECOMMUNICATIONS	V0000218880	R	QWEST	P O BOX 856169	LOUISVILL	KY
TELECOMMUNICATIONS	V0000218880	R	I C G TELECOM GROUP	DEPT LA 21400	PASADENA	CA
TELECOMMUNICATIONS	V0000218880	R	SOUTHWESTERN BELL	P O BOX 1550	HOUSTON	TX
TELECOMMUNICATIONS	V0000218880	R	QWEST	HOPE MARES-ACC	DENVER	CO
TELECOMMUNICATIONS	V0000218880	O	TOUCH AMERICA	P O BOX 85023	LOUISVILL	KY
TELECOMMUNICATIONS	V0000218880	R	INTERPRISE AMERICA	NETWORKING SVC	DENVER	CO

Find OK Cancel

**CAMPUS INFORMATION SYSTEM - [REQ Telecommunication Creation]**

Action Edit Block Field Record Query Window Help

TRAINI 01/15/2004 10:31 AM

FMISF081 Financial Management Information System Page 1 of 2

Doc #:  Date Requested: 01/15/2004

Ordered by

Name: TRAINI Dept: 2029 TRAINING DEPT 122 Phone: (970)491-5916

Deliver to

Name: TRAINI Dept: 2029 TRAINING DEPT 122 Room: 639B

Building: UNIV SERVICES CENTER

Prepared by

Name: TRAINI Dept: 8023 TRAINING DEPT 285 Phone: (970)491-5916

Vendor Information

ID: V0000218880 Name: TELECOMMUNICATIONS

Addr 1: QWEST Addr 2: HOPE MARES-ACCTG

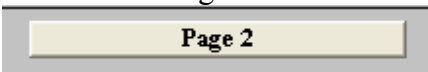
Addr 3: 5325 ZUNI RM 228 Addr 4:

City: DENVER State: CO ZIP: 80222 Country:

Comments?  Priority?

Enter the country code. Press [F9] to see the valid state/country codes.  
Record: 1/1 List of Values

Click on the Page 2 button



The quantity and UOM fields are restricted to specific values on the telecommunication screens

Enter 1 in the QTY field

UOM will auto-fill with A "As Invoiced"

**CAMPUS INFORMATION SYSTEM - [REQ Telecommunication Creation]**

Action Edit Block Field Record Query Window Help

TRAIN1 01/15/2004 10:57 AM

FMISF081 Financial Management Information System Page 2 of 2

Doc #: Vendor Name: TELECOMMUNICATIONS

**Document Detail**

Item #	Qty	UOM	Description	Unit Price	Extension	Acct	Subcd	User
	1.00	A	Enter REQ description here	0.0000	.0000	135555	8893	
		T	Enter notes here					
			Enter Desc					
			Enter Desc					
<b>Total:</b>					<b>.0000</b>			

**Send into Approval Process**

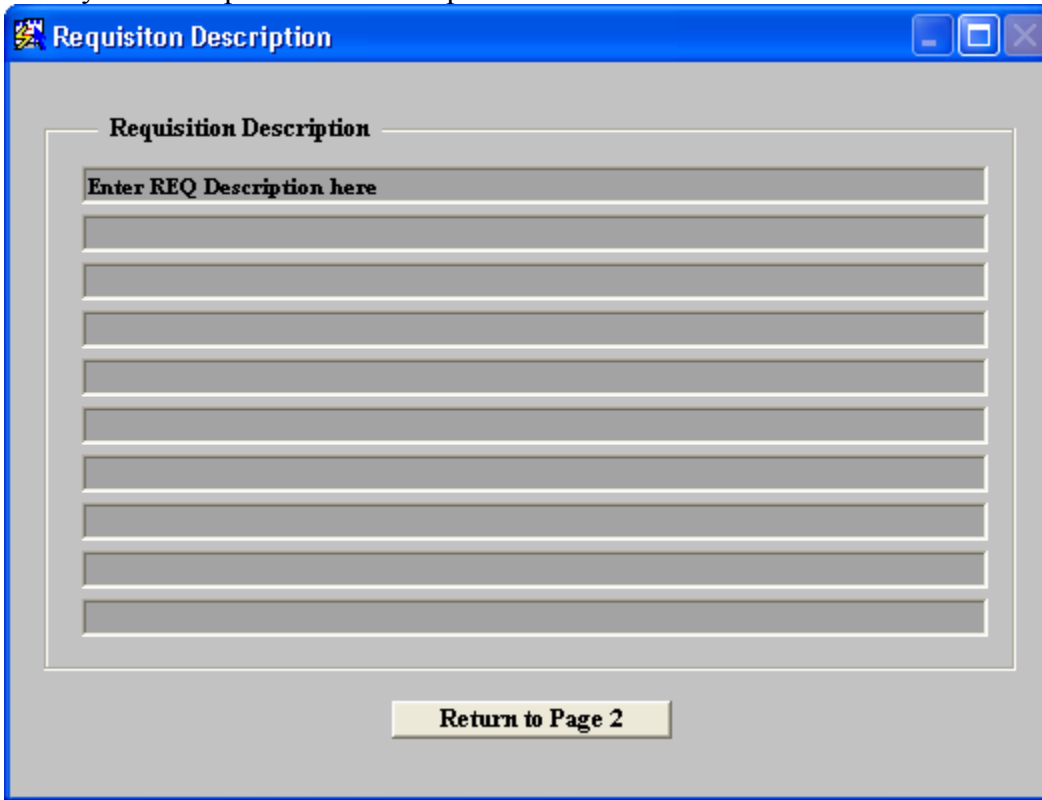
**Enter Comments (Save First!)** **Page 1**

Record: 1/2 List of Values

Click on the Enter Desc button

**Enter Desc**

The Requisition Description window will open  
Enter your description in the lines provided



**Requisition Description**

Enter REQ Description here

Return to Page 2

Click on the Return to Page 2 button



Return to Page 2

Unit Price should be blank  
 Extension should be blank  
 Enter an Account Number  
 Enter an appropriate Subcode  
 User Field is an optional 10 character field

Doc #:  Vendor Name:

**Document Detail**

Item #	Qty	UOM	Description	Unit Price	Extension	Acct	Subcd	User
	1.00	A	Enter REQ description here	Enter Desc	0.0000	.0000	135555	8893
		T	Enter notes here	Enter Desc				
				Enter Desc				
				Enter Desc				
<b>Total:</b>					<b>.0000</b>			

**Send into Approval Process**

**Enter Comments (Save First!)** **Page 1**

Record: 1/2 List of Values

Enter additional lines if necessary  
 Click on the Send into Approval Process button when you are finished

**Send into Approval Process**