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# Overview

This business process guide demonstrates ways to search and review activity (Requisition, PO, voucher, and payment) for a purchase order in Common Finance Services (CFS).

Please contact FinanceConnect with any questions at [financeconnect@sjsu.edu](mailto:financeconnect@sjsu.edu) or 4-1558.

## Log into CFS

The following instructions show how to log into CFS.

1. Go to [MySJSU](#) .
2. Click the **CFS** link to log in.

The screenshot displays the MySJSU Spartans Apps Portal for San Jose State University. At the top, there is a search bar and navigation links for Employees and Students. Below this, there are sections for 'MySJSU (PeopleSoft)' with student-related things like grades, financial info, and admissions; and 'SJSU @ Work' with employee-related things like report time, training, benefits, and payroll. There are also buttons for 'SJSUOne Logout', 'Password Help', and 'Open University'. A grid of service icons is shown below, including Canvas, SJSU Email, SJSU Handshake, eFaculty, Event Calendar, Zoom, DocuSign, Curriculog, Blogs, Qualtrics, iSupport, Video Conference Scheduler, FTS, CFS (highlighted with a red box), Finance Data Warehouse, Student Data Warehouse, OnBase, Skillport, Finance (Legacy), and Google Analytics. On the right side, there are links for 'Look Up Your SJSUOne ID', 'Alumni Transcripts', 'Class Search', 'Browse Catalog', 'Admissions Info', 'Canvas Support', 'Sign up for Alert-SJSU', 'Campus Map', and 'IT Service Desk' with contact information.

**CSU The California State University page displays.**

3. In the **Campus** field, select San Jose State University from the dropdown menu.

*Tip: Hit the **S** key five times to get to San Jose State.*

4. Click **Login**.

A screenshot of a web interface. On the left, the word 'CAMPUS' is displayed in bold. To its right is a dropdown menu with 'San Jose' selected. Further right is a 'Login' button. In the bottom right corner of the grey background area, there is a link that says 'Login Help'.

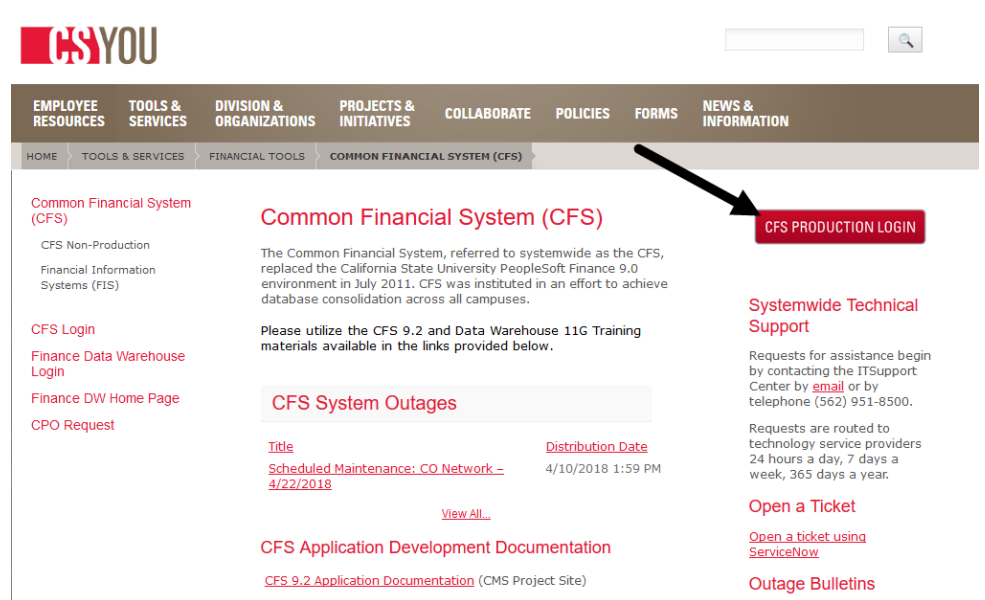
**The SJSUOne login page displays.**

5. Enter your **SJSUOne ID** and **Password**.
6. Click **Log In** button.

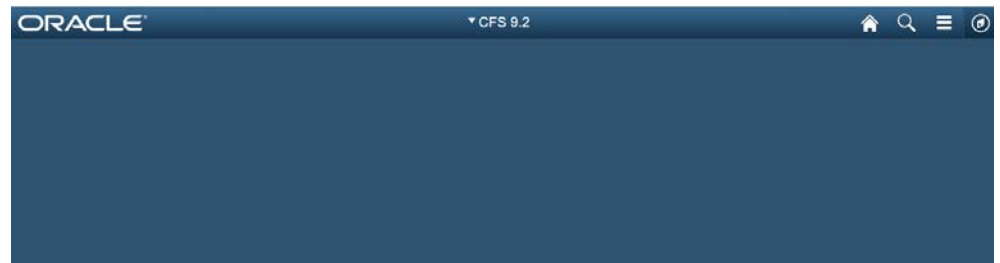
A screenshot of the SJSUOne login page. The background is light grey with a repeating pattern of the SJSU sunburst logo. In the center is a white login box. At the top of the box is the 'SJSUOne' logo. Below it are two input fields: 'SJSUOne ID' containing '000033' and 'Password' with ten black dots. A blue 'Log In' button is below the password field. At the bottom of the box are three links: 'Forgot password?', 'Forgot SJSUOne ID?', and 'Need more help?'. At the very bottom of the page is the SJSU logo and the text 'SAN JOSÉ STATE UNIVERSITY'.

CSEYOU page displays.

7. Click CFS Production Login.



CFS 9.2 (Oracle) homepage displays.



## View PO Activity

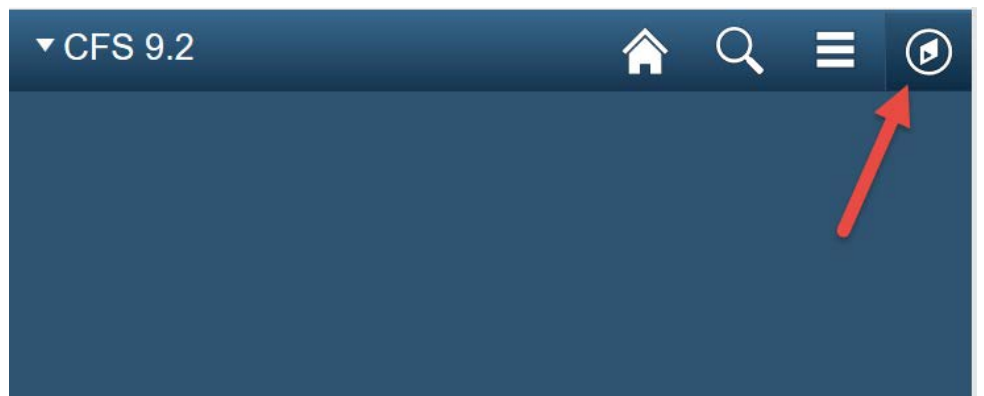
CFS is just one of the finance applications to use for following purchase order activity. To view backup documentation associated to the PO, use FTS system. This section demonstrates how to check the purchase order (PO) activity by the Requisition or PO number.

### Section 1: By Purchase Order Number

The following instructions demonstrate how to view activity with a PO number in the Purchasing module.

1. From the CFS 9.2 (Oracle)

homepage, click the **NavBar** icon.



### NavBar menu displays.

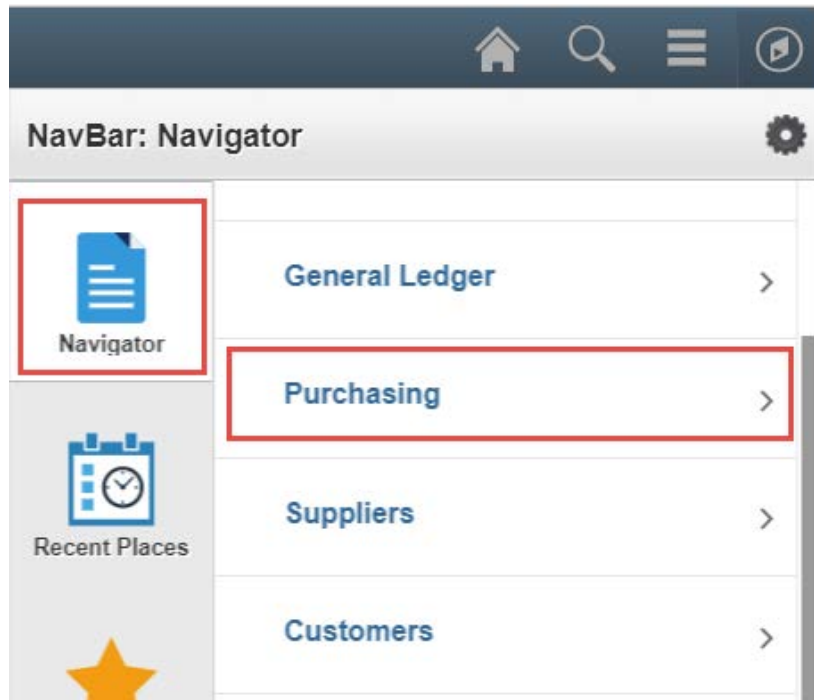
The instructions will go through using the **Navigator** tile to navigate to a module. For instructions on using the Recent Places and My Favorite tiles, refer to [Navigation Basics guide](#).

2. Click on the **Navigator** tile.

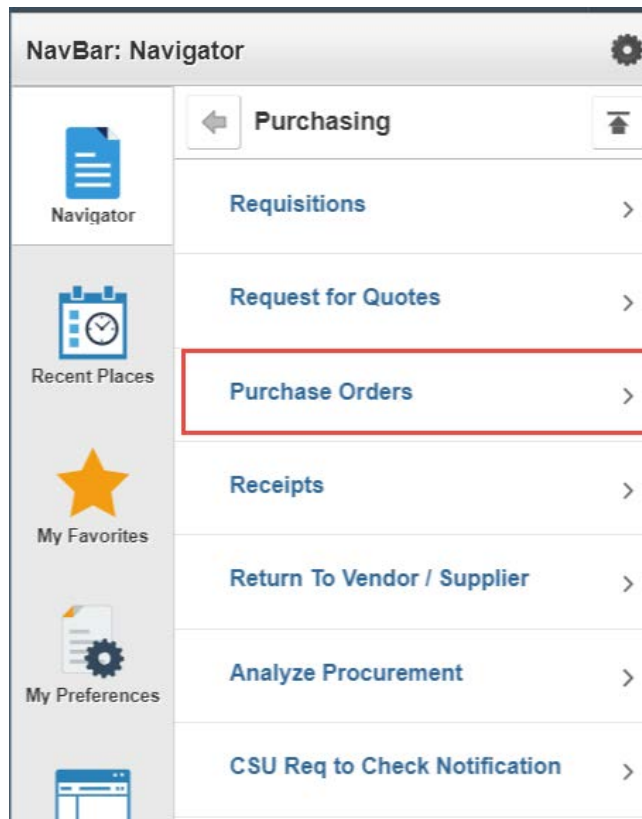


The Navigator menu displays the modules a user has access to.

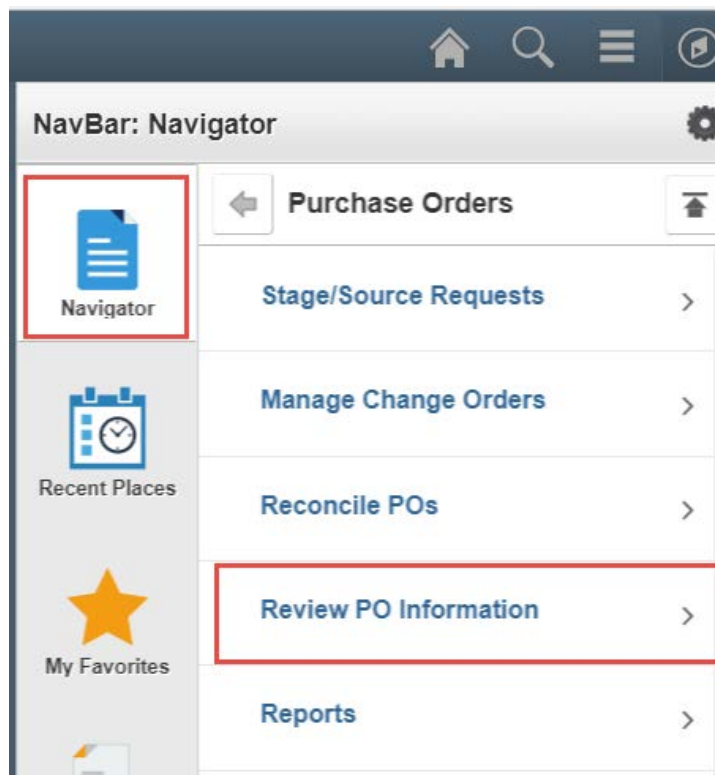
3. Select **Purchasing** module.



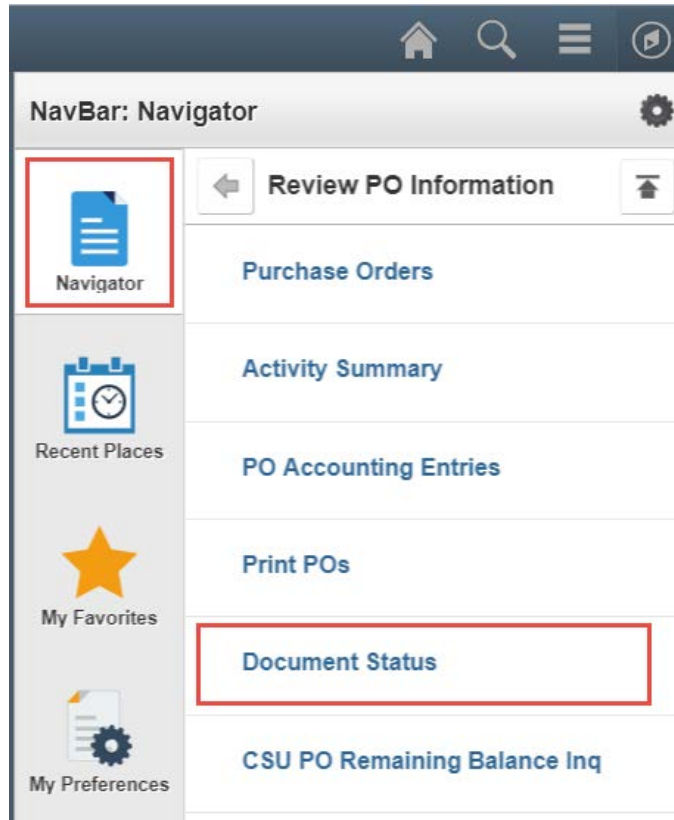
4. In the Purchasing module, select **Purchase Orders**.



5. In Purchase Orders, select **Review PO Information**.

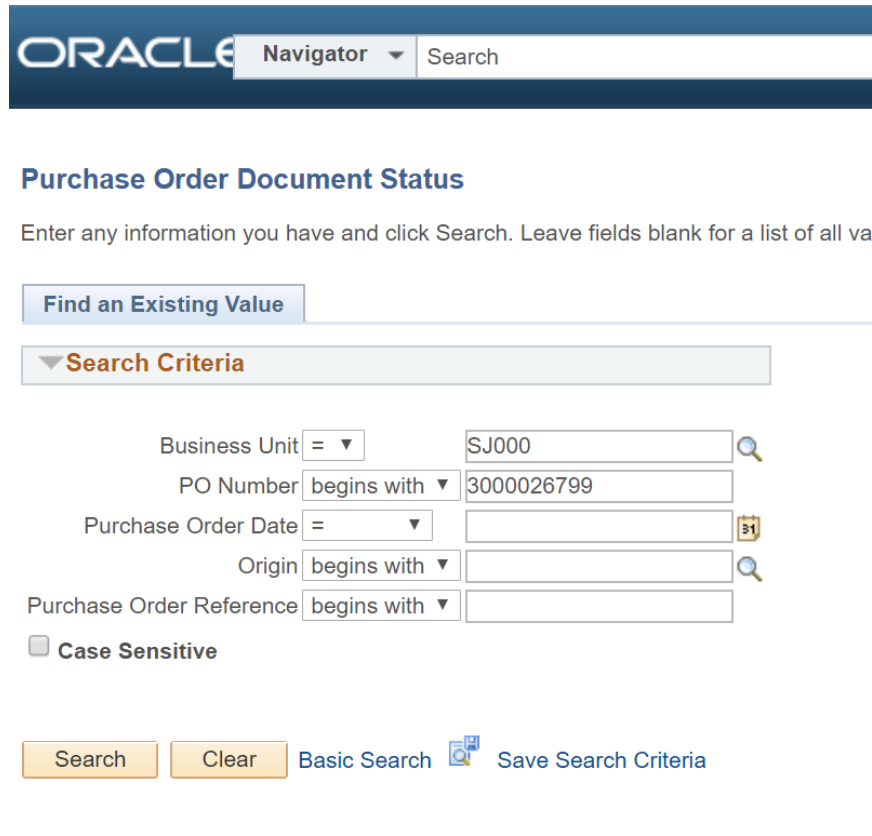


- In Review PO Information, select **Document Status**.



**Purchase Order Document Status page displays.**

- In the **Business Unit** field, enter SJ000.
- Enter the 10-digit Purchase Order Number in the **PO Number** field.
- Click **Search**.



**Document Status page displays.**

The top part of page provides Purchase Order summary:

- **Document Date:** Purchase order date
  - **Buyer:** Name of Buyer in Contracts and Purchasing Services
  - **PO ID:** Purchase Order number.
- Note: Click the PO number hyperlink to view the purchase order details, if needed.*
- **Status:** Purchase order status
  - **Merchandise Amount:** PO Amount

**Under the Associated Document section, the Documents list will display the activity for PO.**

*Note: By default, only the first four transactions appear. Click **View All**, if needed, to display all lines in list.*

**ORACLE** Navigator Search Advanced Search Last Search Results

Document Status

Business Unit SJ000 PO ID 3000026799  
 Document Date 02/06/2018 Status Compl  
 Currency USD Document Type Purchase Order  
 Buyer Micu,Rosario Merchandise Amt 127.00  
 Budget Status Valid

Requisitions(1) Sourcing Events Procurement Contracts Purchase Orders Service Work Orders Receipts(1) Returns Vouchers(1) Payments(1)

Show All

Associated Document Personalize Find View All

Documents Related Info

**ORACLE** Navigator Search Advanced Search Last Search Results Add To

Document Status

Business Unit SJ000 PO ID 3000026799  
 Document Date 02/06/2018 Status Compl  
 Currency USD Document Type Purchase Order  
 Buyer Micu,Rosario Merchandise Amt 127.00  
 Budget Status Valid

Requisitions(1) Sourcing Events Procurement Contracts Purchase Orders Service Work Orders Receipts(1) Returns Vouchers(1) Payments(1)

Show All

Associated Document Personalize Find View All First 1-4 of 4 Last

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location
Actions		SJ000	Requisition	WR00075737	Complete	02/05/2018		
Actions		SJ000	Receipt	0000136917	Received	02/23/2018	0000022102	MAIN
Actions		SJ000	Voucher	00356515	Posted	02/21/2018	0000022102	MAIN
Actions		SJ000	Payment	539237	Posted	03/08/2018	0000022102	MAIN

Return to Search



**The Documents section provides the following information:**

- **Document Type** column identifies the transaction type-
  - **Requisition:** Refers to the request submitted by the department in FTS.
  - **Receipt:** Tangible goods such as books, equipment, and furniture require a receipt confirmation to be entered by the department in CFS. This confirmation is needed by Accounts Payable to pay a supplier's invoice.
  - **Voucher:** Accounts Payable creates a voucher when invoice is received from supplier.
  - **Payment:** When invoice meets Accounts Payable's payment criteria, a check is issued to the supplier to pay the voucher.
  
- **DOC ID** column gives you the Requisition Number, Receipt number, CFS Voucher ID and Payment check number.
  
- **Document Date** refers to the date of transaction.

The screenshot shows the Oracle Navigator interface for Document Status. At the top, there's a navigation bar with 'ORACLE', 'Navigator', and search options. Below that, document details are displayed in two columns:

- Business Unit:** SJ000
- Document Date:** 02/08/2018
- Currency:** USD
- Buyer:** Micu,Rosario
- PO ID:** 3000026799
- Status:** Compl
- Document Type:** Purchase Order
- Merchandise Amt:** 127.00
- Budget Status:** Valid

Below the details is a horizontal navigation bar with icons for: Requisitions(1), Sourcing Events, Procurement Contracts, Purchase Orders, Service Work Orders, Receipts(1), Returns, Vouchers(1), and Payments(1).

A 'Show All' button is present. Below that is the 'Associated Document' section with a table:

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location
▼ Actions		SJ000	Requisition	WR00075737	Complete	02/05/2018		
▼ Actions		SJ000	Receipt	0000138917	Received	02/23/2018	0000022102	MAIN
▼ Actions		SJ000	Voucher	00358515	Posted	02/21/2018	0000022102	MAIN
▼ Actions	SJ000		Payment	539237	Posted	03/08/2018	0000022102	MAIN

At the bottom of the table is a 'Return to Search' button.

Each number in the DOC ID column is a hyperlink that will provide additional information about the Document Type.

To view **Receipt** details, refer to the [Receipts tutorial](#).

10. Click the Requisition Number (WR00xxxxxx) hyperlink in DOC ID column, for the **Requisition** page.

The **Requisition** page gives a summary of the request. Click the Requisition number hyperlink to view the details to the request.

11. Click the Voucher Number hyperlink in DOC ID column, for the **Voucher Inquiry** page.

On the Voucher Inquiry page, the **Voucher Details** panel provides the supplier's invoice information.

On the same Voucher Inquiry page, click the **Amounts** tab to view supplier's invoice amount.

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location
Actions		SJ000	Requisition	<a href="#">WR00075737</a>	Complete	02/05/2018		
Actions		SJ000	Receipt	<a href="#">0000136917</a>	Received	02/23/2018	0000022102	MAIN
Actions		SJ000	Voucher	<a href="#">00356515</a>	Posted	02/21/2018	0000022102	MAIN
Actions	SJ000		Payment	<a href="#">539237</a>	Posted	03/08/2018	0000022102	MAIN

Unit	Requisition	Requisition Name	Requisition Status	Requester	Req Date	Total Amt
SJ000	<a href="#">WR00075737</a>	WR00075737	Complete	Le,Kim-Hoan	02/05/2018	127.00 USD

Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
Actions	SJ000	<a href="#">00356515</a>	3280881-0	02/21/2018	<a href="#">0000022102</a>	Postable	<input type="checkbox"/>	Matched	SIER OFFI-001

Actions	Business Unit	Voucher ID	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid
Actions	SJ000	<a href="#">00356515</a>	USD	138.75	0.00	0.00	11.75	0.00	138.75	138.75

12. Click the payment number hyperlink in DOC ID column for the **Payment Inquiry** page.

On the Payment Inquiry page, the **Payment Details** panel shows the check number (Payment Reference ID), amount, date of check, and if it has reconciled (cashed).

*Note: The Reconcile Date refers to the date SJSU uploaded the bank file and not the day check was cashed. In this snapshot, the reconcile date is 4/25/18, so the check reconciled in the month of April.*

Payment Inquiry | New Window | Help | Personalize Pa

Search Criteria

Sorting Criteria

Payment Inquiry Result Personalize | Find | View All | First 1 of 1 Last

Payment Details	Additional Info	Supplier Details	Financial Gateway							
Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
Actions	VCHR	539237	System Check	138.75	JSD	03/08/2018	03/08/2018	Paid	Reconciled	04/25/2018

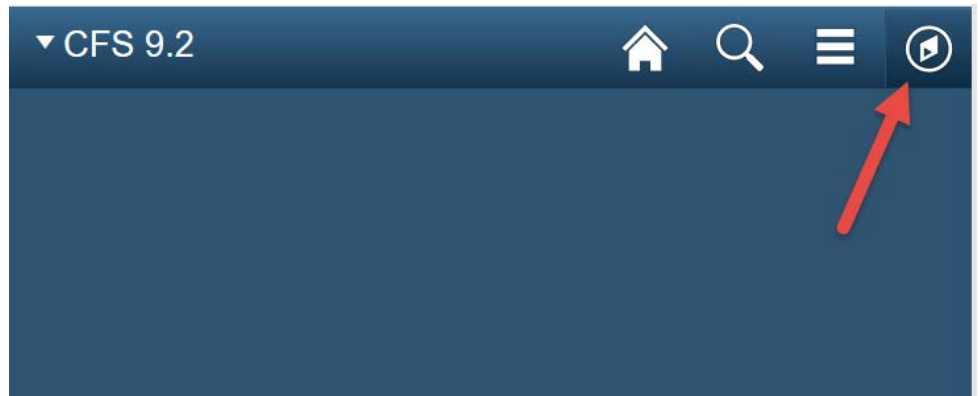
## Section 2: By Requisition Number

Follow the steps below to view activity by Requisition Number in the Purchasing module.

1. From the CFS 9.2 (Oracle)

homepage, click the

**NavBar** icon.

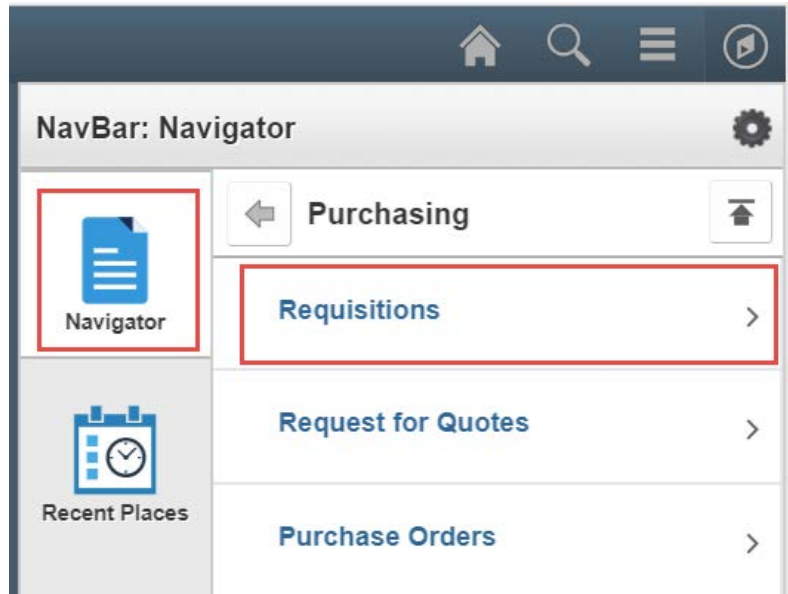


NavBar menu displays.

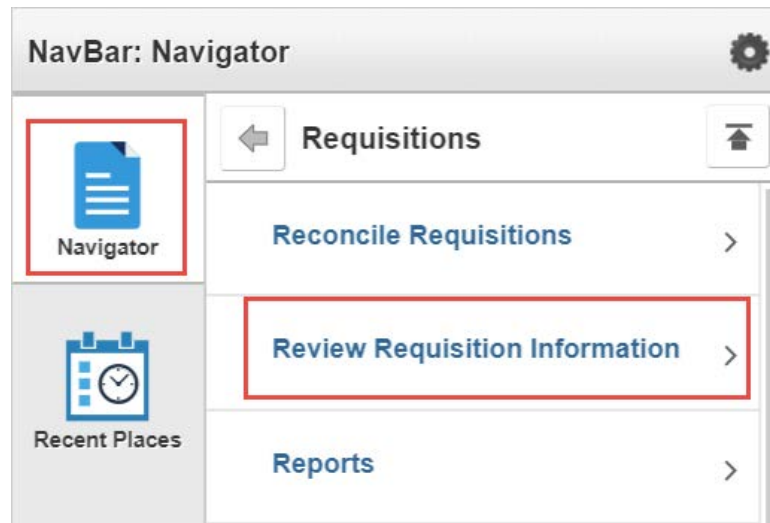
2. Click on the **Navigator** tile.



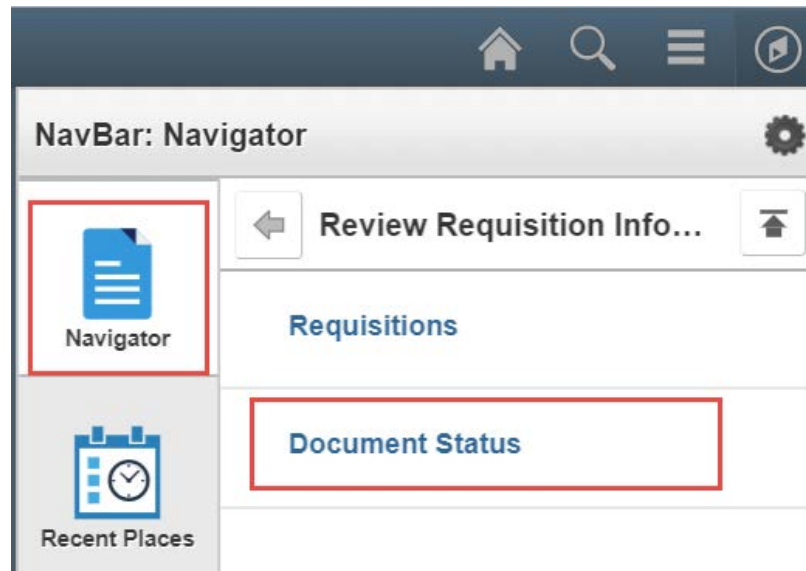
3. In the Purchasing module, select **Requisitions**.



4. In Requisitions, select **Review Requisition Information**.



5. In Review Requisition Info, select **Document Status**.



**Requisition Document Status page displays.**

6. In the **Business Unit** field, enter SJ000.
7. Enter the 10-digit Requisition Number in the **Requisition ID** field.
8. Click **Search**.

**Requisition Document Status**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit = SJ000

Requisition ID begins with WR00075737

Requisition Status =

Requisition Date =

Origin begins with

Requester begins with

Description begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

**Document Status displays.**

The top part of page provides Requisition information:

- **Document Date:** Requisition date
  - **Req ID:** Requisition Number
- Note: Click the PO number hyperlink to view the purchase order details, if needed.*
- **Status:** Requisition status
  - **Merchandise Amount:** Requisition amount

Document Status

Business Unit SJ000 Req ID WR00075737

Document Date 02/05/2018 Status Complete

Currency USD Document Type Requisition

Requester Le,Kim-Hoan Merchandise Amt 127.00

Budget Status Valid

Requisitions Inventory Sourcing Events Procurement Contracts Purchase Orders(1) Service Work Orders Receipts(1) Returns Vouchers(1) Payments(1)

Show All

Associated Document Personalize Find View All First 1-4 of 4 Last

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	
▼ Actions		SJ000	Purchase Order	3000026799	Compl	02/06/2018	0000022102	MAIN	
▼ Actions		SJ000	Receipt	0000136917	Received	02/23/2018	0000022102	MAIN	
▼ Actions		SJ000	Voucher	00356515	Posted	02/21/2018	0000022102	MAIN	
▼ Actions	SJ000		Payment	539237	Posted	03/08/2018	0000022102	MAIN	

Return to Search

**Under the Associated Document section, the Documents list shows the entire activity for PO.**

*Note: By default, only the first four transactions appear. Click **View All**, if needed, to display all lines in list.*

Document Status

Business Unit: SJ000      Req ID: WVR00075737  
 Document Date: 02/05/2018      Status: Complete  
 Currency: USD      Document Type: Requisition  
 Requester: Le, Kim-Hoan      Merchandise Amt: 127.00  
 Budget Status: Valid

Requisitions   Inventory   Sourcing Events   Procurement Contracts   **Purchase Orders(1)**   Service Work Orders   Receipts(1)   Returns   Vouchers(1)   Payments(1)

Show All

Associated Document      Personalize | Find | View All | [?] | [?]      First 1-4 of 4 Last

Documents   Related Info

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	
▾ Actions		SJ000	Purchase Order	3000026799	Compl	02/06/2018	0000022102	MAIN	
▾ Actions		SJ000	Receipt	0000136917	Received	02/23/2018	0000022102	MAIN	
▾ Actions		SJ000	Voucher	00356515	Posted	02/21/2018	0000022102	MAIN	
▾ Actions	SJ000		Payment	539237	Posted	03/08/2018	0000022102	MAIN	

Return to Search

The **Documents** section provides the following information:

- **Document Type** column identifies the transaction type-
  - **Purchase Order:** A PO is issued by Contracts and Purchasing Services.
  - **Receipt:** Tangible goods such as books, equipment, and furniture require a receipt confirmation to be entered by the department in CFS. This confirmation is needed by Accounts Payable to pay a supplier's invoice.
  - **Voucher:** Accounts Payable creates a voucher when invoice is received from supplier.
  - **Payment:** When invoice meets Accounts Payable's payment criteria, a check is issued to the supplier to pay the voucher.
- **DOC ID** column gives you the PO Number, CFS Voucher ID or Payment check number.
- **Document Date** refers to the date of transaction.

**Document Status**

Business Unit: SJ000      Req ID: WR00075737  
 Document Date: 02/05/2018      Status: Complete  
 Currency: USD      Document Type: Requisition  
 Requester: Le, Kim-Hoan      Merchandise Amt: 127.00  
 Budget Status: Valid

Requisitions   Inventory   Sourcing Events   Procurement Contracts   Purchase Orders(1)   Service Work Orders   Receipts(1)   Returns   Vouchers(1)   Payments(1)

Show All

**Associated Document**      Personalize | Find | View All |      First 1-4 of 4 Last

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	
▼ Actions		SJ000	Purchase Order	3000026799	Compl	02/06/2018	0000022102	MAIN	
▼ Actions		SJ000	Receipt	0000136917	Received	02/23/2018	0000022102	MAIN	
▼ Actions		SJ000	Voucher	00356515	Posted	02/21/2018	0000022102	MAIN	
▼ Actions	SJ000		Payment	539237	Posted	03/08/2018	0000022102	MAIN	

[Return to Search](#)



Each number in the DOC ID column is a hyperlink that will provide detailed information about the Document Type.

To view Receipt details, refer to the [Receipts tutorial](#).

9. Click the PO Number hyperlink in DOC ID column, the **Purchase Order** page.

The Purchase Order page provided the details to the orders such as type of commodity ordered and price

10. Click the Voucher Number hyperlink in DOC ID column, the **Voucher Inquiry** page appears.

On the Voucher Inquiry page, the **Voucher Details** panel provides the supplier's invoice information.

### Document Status

Business Unit SJ000      Req ID [WR00075737](#)  
 Document Date 02/05/2018      Status Complete  
 Currency USD      Document Type Requisition  
 Requester Le,Kim-Hoan      Merchandise Amt 127.00  
 Budget Status Valid

Requisitions   Inventory   Sourcing Events   Procurement Contracts   **Purchase Orders(1)**   Service Work Orders   Receipts(1)   Returns   Vouchers(1)   Payments(1)

Show All

Associated Document      Personalize | Find | View All | First 1-4 of 4 Last

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location
▼ Actions		SJ000	Purchase Order	<a href="#">3000026799</a>	Compl	02/06/2018	0000022102	MAIN
▼ Actions		SJ000	Receipt	<a href="#">0000136917</a>	Received	02/23/2018	0000022102	MAIN
▼ Actions		SJ000	Voucher	<a href="#">00356515</a>	Posted	02/21/2018	0000022102	MAIN
▼ Actions	SJ000		Payment	<a href="#">539237</a>	Posted	03/08/2018	0000022102	MAIN

Return to Search

New Window | Help | Personalize

### Purchase Order Inquiry

#### Purchase Order

Business Unit SJ000      PO ID 3000026799      PO Status Compl      Budget Status Valid

Header

PO Date 02/06/2018      Backorder Status Not Backordered  
 Supplier Name SIER OFFI-001      Receipt Status Received  
 Supplier ID 0000022102      Supplier Details       Hold From Further Processing  
 Buyer Micu Rosario  
 PO Reference WR00075737 Kim Le

Amount Summary

Merchandise	127.00
Freight/Tax/Misc.	11.75
<b>Total</b>	<b>138.75 USD</b>
Encumbrance Balance	0.00 USD

Lines      Personalize | Find | View All | First 1 of 1 Last

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		Operating hours sign for front	96610	1.0000	EA	127.00 USD	Closed

Return to Search    Notify

Related Links

New Window | Help | Personalize

### Voucher Inquiry

Search Criteria  
 Sort Criteria  
 Display Currency Criteria

Voucher Inquiry Results      Personalize | Find | View All | First 1 of 1

Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
▼ Actions	SJ000	<a href="#">00356515</a>	3280881-0	02/21/2018	0000022102	Postable	<input type="checkbox"/>	Matched	SIER OFFI-001

11. On the same Voucher Inquiry page, click the **Amounts** tab to view supplier's invoice amount.

Voucher Inquiry

Search Criteria  
Sort Criteria  
Display Currency Criteria

Voucher Inquiry Results Personalize Find View All | 1 of 1 | First Last

Voucher Details **Amounts** More Details Supplier Details

Actions	Business Unit	Voucher ID	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid
Actions	SJ000	00359515	USD	138.75	0.00	0.00	11.75	0.00	138.75	138.75

12. Click the payment number hyperlink in DOC ID column, for the **Payment Inquiry** page.

Payment Inquiry

Search Criteria  
Sorting Criteria

Payment Inquiry Result Personalize Find View All | 1 of 1 | First Last

Payment Details Additional Info Supplier Details Financial Gateway

Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
Actions	VCHR	539237	System Check	138.75	USD	03/08/2018	03/08/2018	Paid	Reconciled	04/25/2018

On the Payment Inquiry page, the **payment details** panel shows the check number (Payment Reference ID), amount, date of check, and if it has reconciled (cash).

*Note: The Reconcile Date refers to the date SJSU uploaded the bank file and not the day check was cashed. In this snapshot, the reconcile date is 2/1/16, so the check reconciled in the month of January.*

## References

- **Navigation Basics:** [http://www.sjsu.edu/finance/docs/tut\\_cfs\\_basic\\_navigation.pdf](http://www.sjsu.edu/finance/docs/tut_cfs_basic_navigation.pdf)
- **Receipts:** [http://www.sjsu.edu/finance/docs/tut\\_cfs\\_receipts.pdf](http://www.sjsu.edu/finance/docs/tut_cfs_receipts.pdf)