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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 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.

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**.

CSU The California State University

| CAMPUS | San Jose ▾ | Login |

Login Help
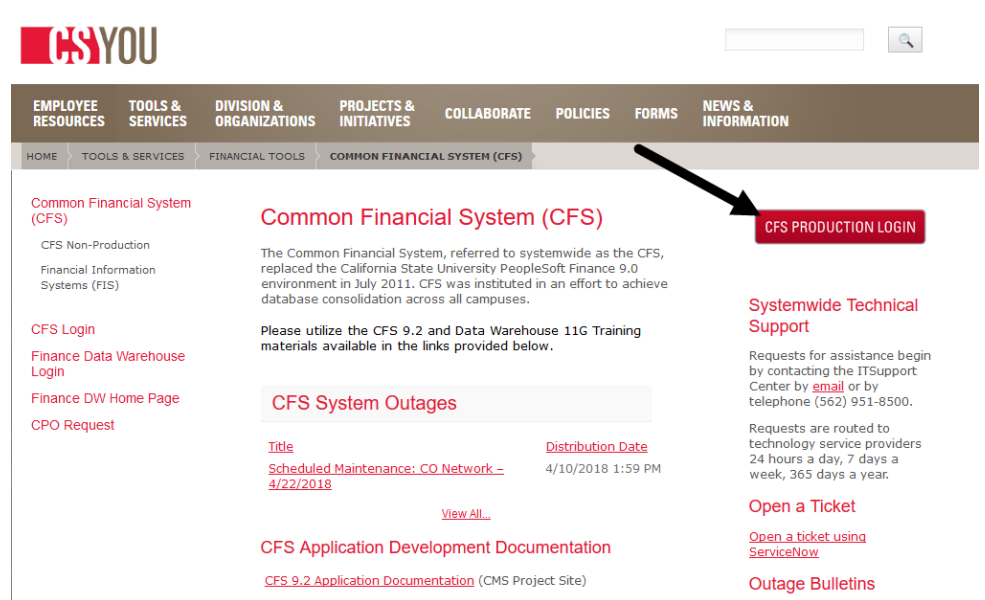
The SJSUOne login page displays.

5. Enter your **SJSUOne ID** and **Password**.

6. Click **Log In** button.

SJSUOne

SJSUOne ID

000033

Password

●●●●●●●●●●●

Log In

Forgot password?

Forgot SJSUOne ID?

Need more help?

SJSU SAN JOSÉ STATE UNIVERSITY

CSYou page displays.

7. Click **CFS Production Login**.

CFS 9.2 (Oracle) homepage displays.
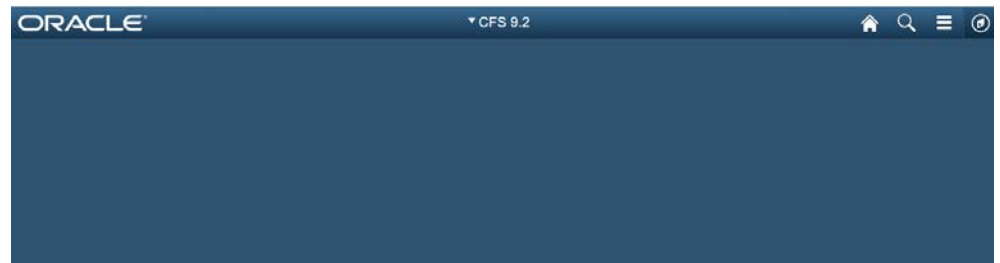
View PO Activity

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.
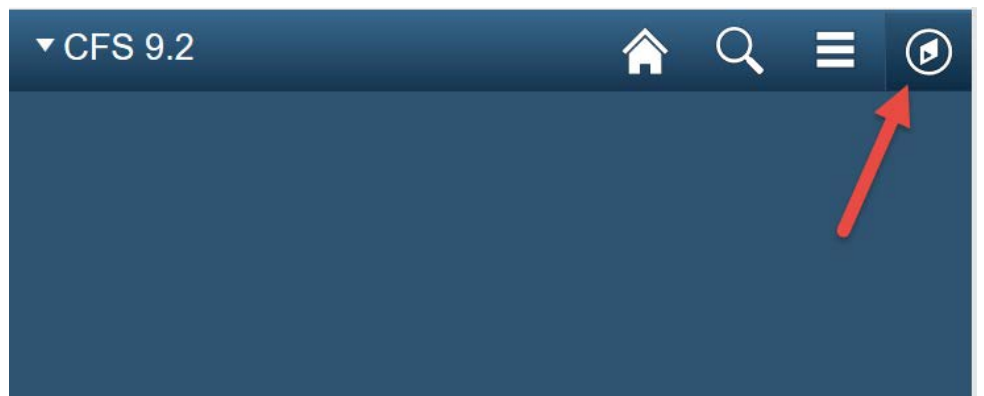
NavBar menu displays.

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 <u>Navigation Basics guide</u>.

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

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

3. Select **Purchasing** module.
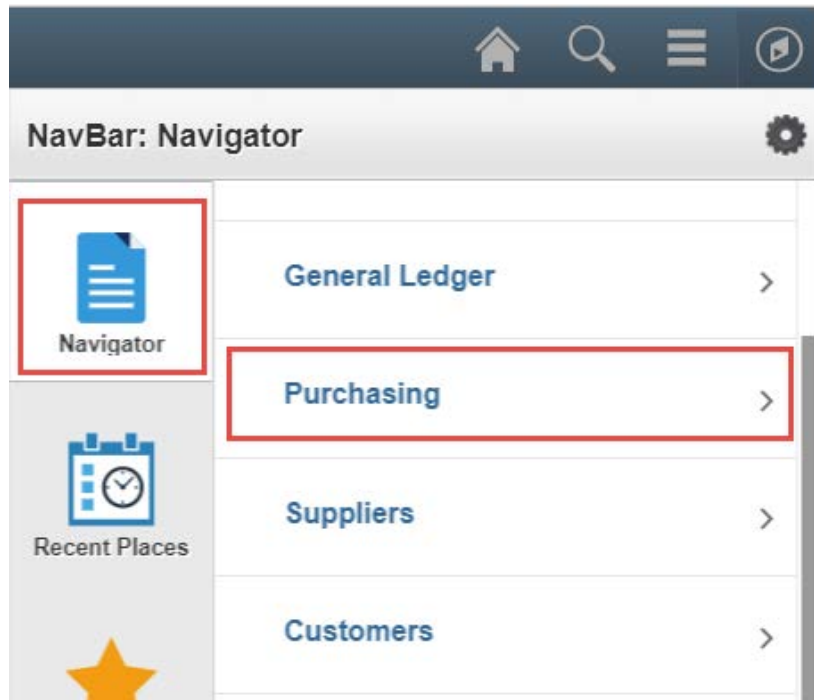
4. In the Purchasing module, select **Purchase Orders**.
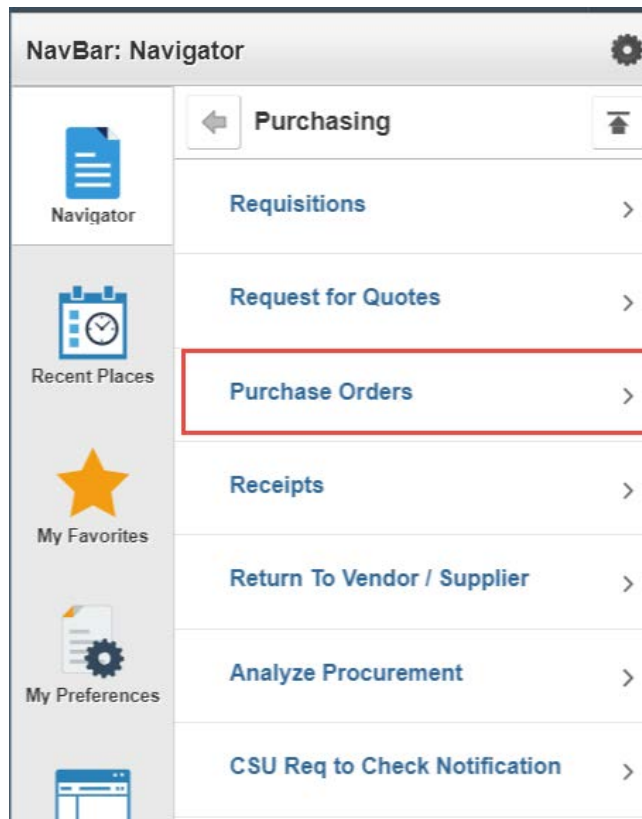
5. In Purchase Orders, select **Review PO Information**.
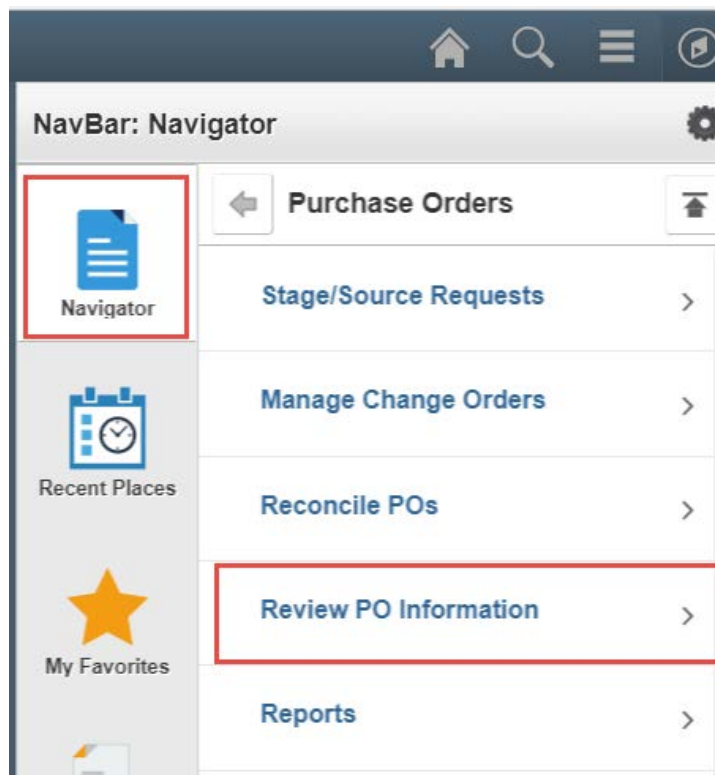
6. In Review PO Information, select **Document Status**.

NavBar: Navigator

⬅ **Review PO Information** ⬆

Navigator

Purchase Orders

Recent Places

Activity Summary

PO Accounting Entries

Print POs

My Favorites

Document Status

My Preferences

CSU PO Remaining Balance Inq
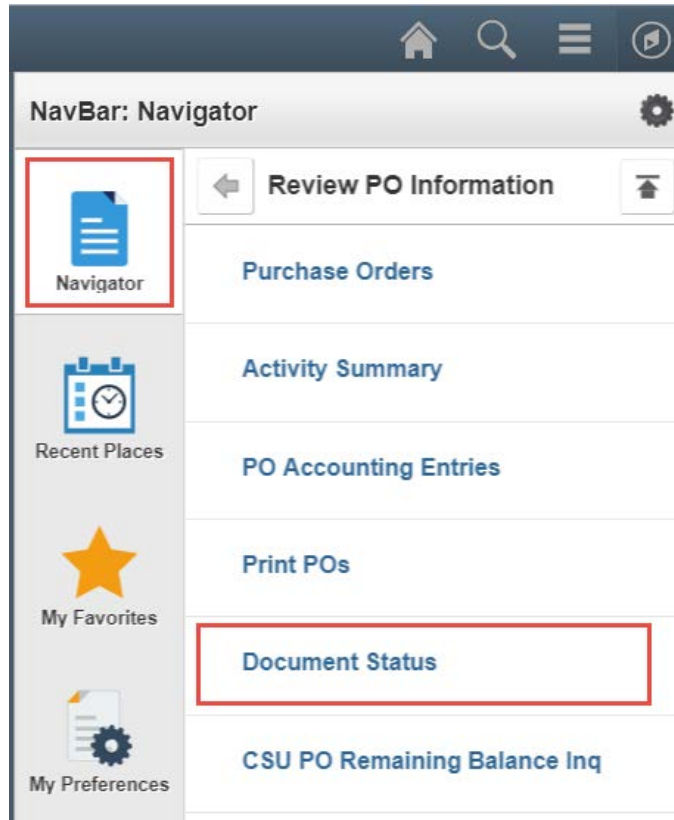
Purchase Order Document Status page displays.

7. In the **Business Unit** field, enter SJ000.

8. Enter the 10-digit Purchase Order Number in the **PO Number** field.

9. Click **Search**.

ORACLE   Navigator ▾   Search

Purchase Order Document Status

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

| Find an Existing Value |

▼Search Criteria

Business Unit = ▾ SJ000

PO Number begins with ▾ 3000026799

Purchase Order Date = ▾

Origin begins with ▾

Purchase Order Reference begins with ▾

☐ Case Sensitive

Search   Clear   Basic Search 📇 Save Search Criteria
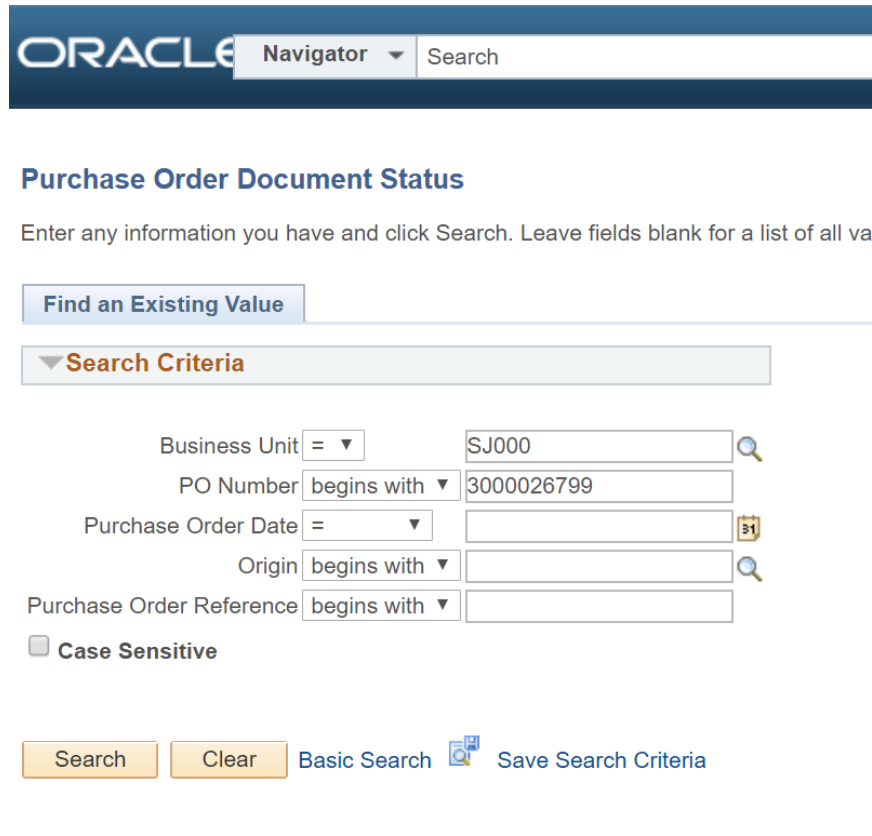
Document Status page displays.

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.

The Documents section provides the following information:

- **Document Type** column identifies the transaction type-

    o **Requisition**: Refers to the request submitted by the department in FTS.

    o **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.

    o **Voucher**: Accounts Payable creates a voucher when invoice is received from supplier.

    o **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.

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.

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.

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.
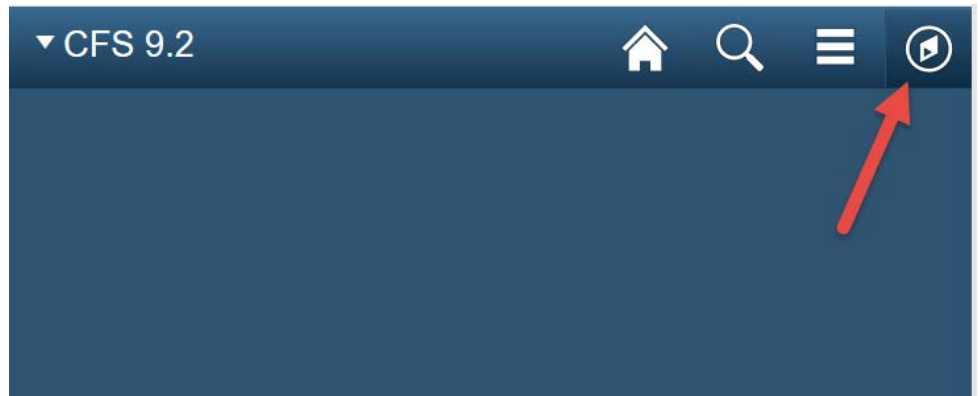
NavBar menu displays.

2. Click on the [Navigator icon] **Navigator** tile.

3. In the Purchasing module, select **Requisitions**.
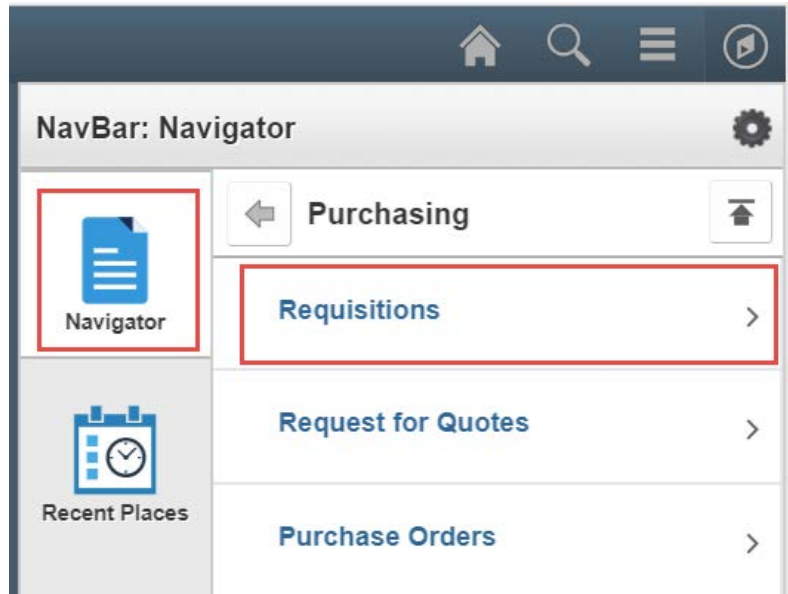
4. In Requisitions, select **Review Requisition Information**.

NavBar: Navigator ⚙

Navigator

⬅ Requisitions ⬆

Reconcile Requisitions ›

Review Requisition Information ›

Recent Places

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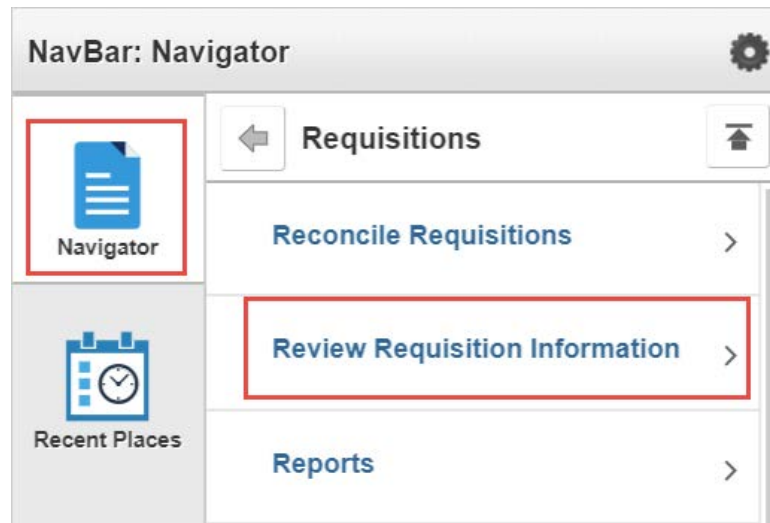
5. In Review Requisition Info, select **Document Status**.

NavBar: Navigator ⚙

Navigator

⬅ Review Requisition Info… ⬆

Requisitions

Document Status

Recent Places
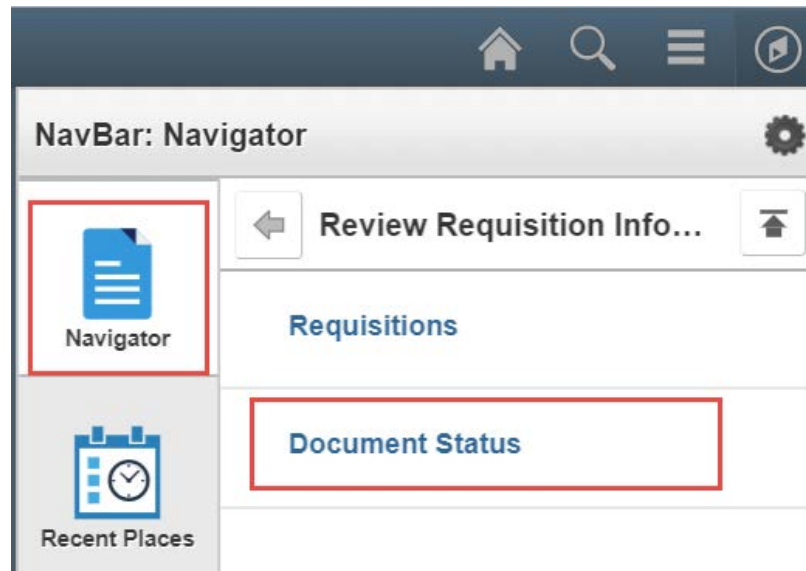
Requisition Document Status page displays.

6. In the **Business Unit** field, enter SJ000.

7. Enter the 10-digit Requisition Number in the **Requisition ID** field.

8. Click **Search**.

ORACLE | Navigator ▼ | Search | ≫ | Adva

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

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

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
Document Date 02/05/2018
Currency USD
Requester Le,Kim-Hoan

Req ID WR00075737
Status Complete
Document Type Requisition
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-

    o **Purchase Order**: A PO is issued by Contracts and Purchasing Services.

    o **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.

    o **Voucher**: Accounts Payable creates a voucher when invoice is received from supplier.

    o **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
Document Date	02/05/2018
Currency	USD
Requester	Le,Kim-Hoan

Req ID	WR00075737
Status	Complete
Document Type	Requisition
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

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.

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 ④ 1-4 of 4 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

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

Purchase Order Inquiry
Purchase Order

Business Unit SJ000   PO Status Compl
PO ID 3000026799   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**

Header Details   Activity Summary   Merchandise   127.00
All RTV   Header Comments...   Freight/Tax/Misc.   11.75
Matching   Document Status   Total   138.75 USD
                        ▾ Actions   Encumbrance Balance   0.00 USD

Lines   Personalize | Find | View All | 🖾 | 🔢   First ④ 1 of 1 ④ 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

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.

Voucher Inquiry

▸ Search Criteria

▸ Sort Criteria

▸ Display Currency Criteria

Voucher Inquiry Results   Personalize | Find | View All | 🖾 | 🔢   First ④ 1 of 1 ④

Voucher Details   Amounts   More Details   Supplier Details

Actions	Business Unit	Voucher ID	Invoice Number▲	Invoice Date ▾	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
▾Actions	SJ000	00356515	3280881-0	02/21/2018	0000022102	Postable	☐	Matched	SIER OFFI-001

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

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 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

- **Receipts**: http://www.sjsu.edu/finance/docs/tut_cfs_receipts.pdf