CSU – PO Life Cycle Report
System: CFS

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Overview

Users have multiple resources to help them manage open purchase orders (PO) using CFS and CFS Data Warehouse. This business process guide demonstrates how to run an CSU PO Life Cycle Report in CFS.

The PO Life Cycle Report provides the entire activity of a purchase order in one report format. PO activity in the report includes the Requisition submitted by department, to the Purchase Order issued by Contracts and Procurement Services, receipts entered by the department, and vouchers (invoices) paid by Payment Services. The PO Life Cycle Report will not provide the remaining balance for the purchase order or the PO line. For this information, users would can review the Purchase Order Activity in CFS or run the Data Warehouse Open PO Report for the additional reporting. Visit Tutorials for instructions.

If there are any questions, please contact Finance Support at financeconnect@sjsu.edu or 408-924-1558.

Training

All CFS users must complete one of the required Finance training based on their department roles to obtain access to the system:

- Administrative staff are to complete the Introduction to Finance class (Course No: FIN101)
- Approving Officials are to complete the Finance Overview for Managers class (Course No: FIN201)

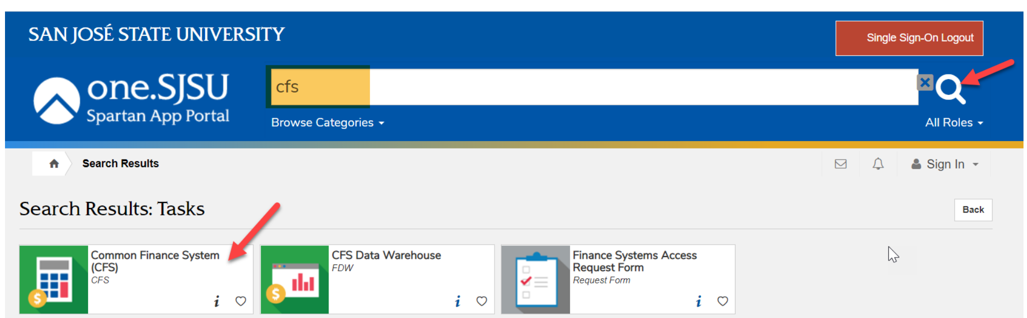
Request Access to CFS

After completing the required Finance course, access to Finance systems: CFS, FTS, and CFS Data Warehouse can be requested by completing the Finance Systems Access Request (a DocuSign form).

Log into CFS

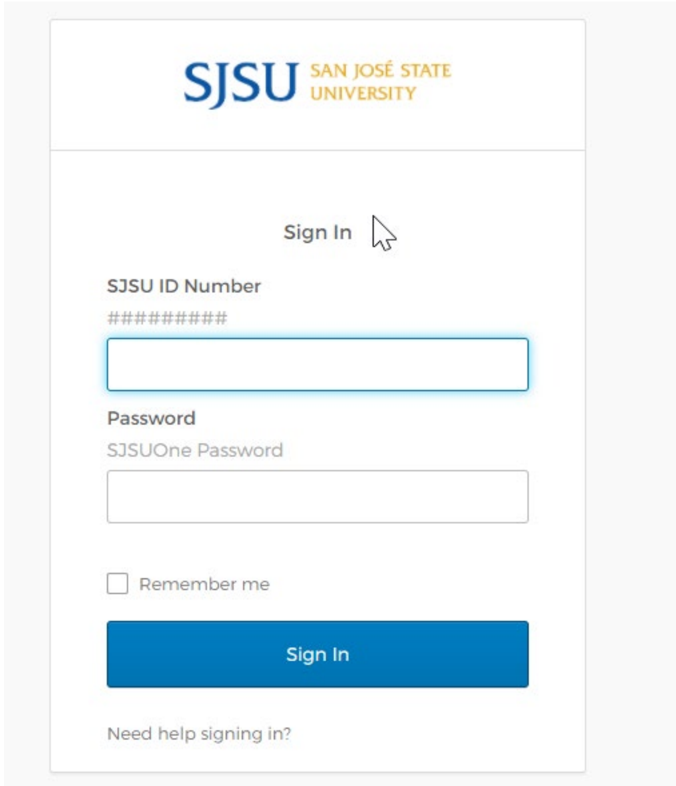
Please contact IT Help Desk if you need assistance with your SJSONE account or using DUO Security. IT Help Desk email: itservicedesk@sjsu.edu or phone: 408-924-1530.

1. Go to one.sjsu.edu.
2. Search for CFS.
3. Click on **Common Finance System (CFS)** tile in the results.

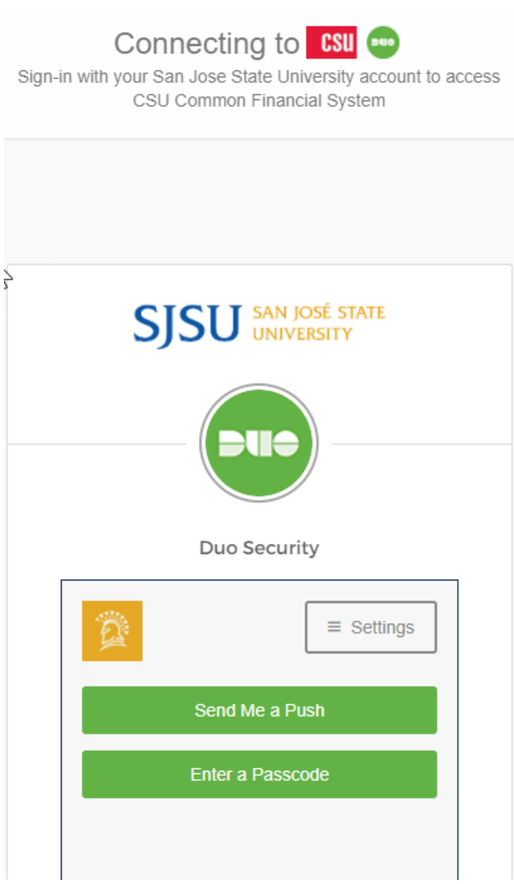


4. Enter your SJSUOne credentials.

5. Click **Sign In**.



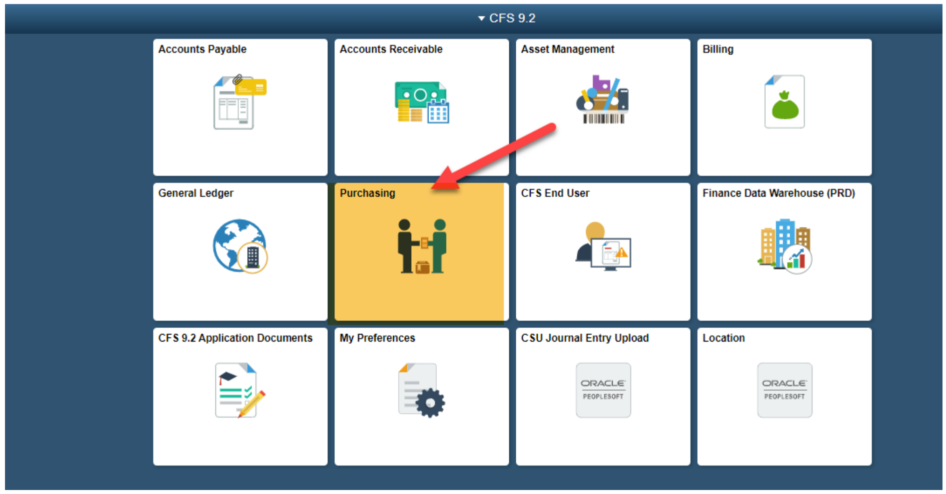
6. Select preferred DUO Security method to confirm login to system.



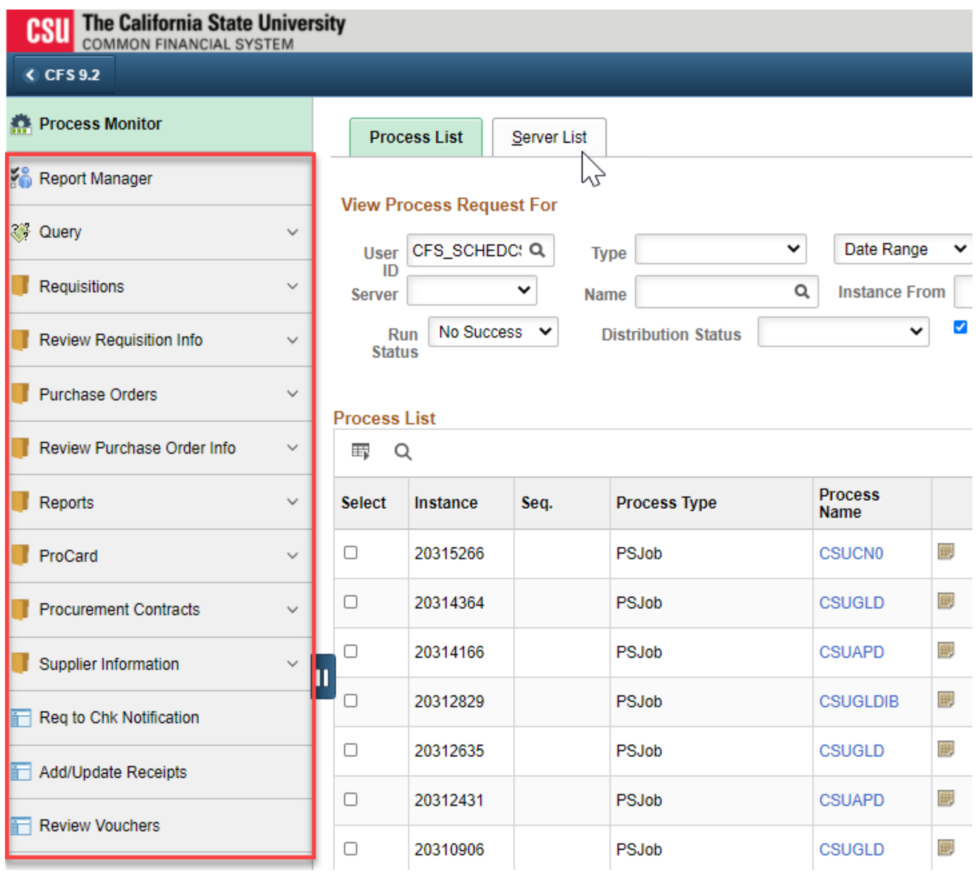
Run a CSU PO Life Cycle Report

CFS 9.2 dashboard.

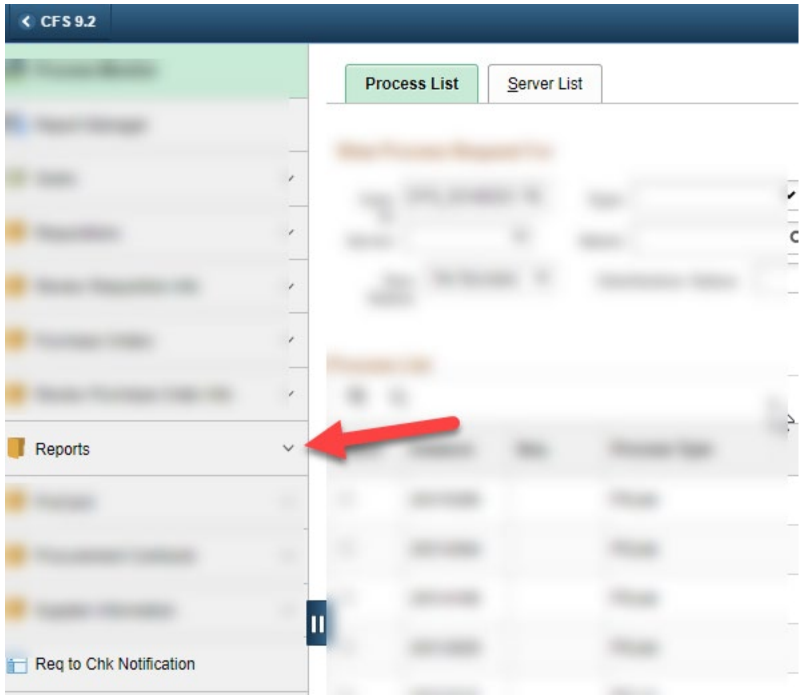
1. Click on the **Purchasing** tile.



The Purchasing module and its menu displays.



2. In **Reports**, click on the **arrow** to uncollapse the section.



Reports section expanded.

3. Select **CSU PO Life Cycle Report.**

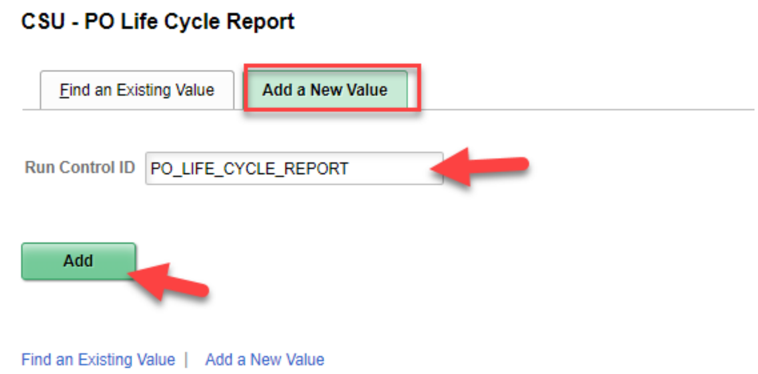
CSU-PO Life Cycle Report panel displays.

First time users will need to **Add a New Value** to create a run control. This is a one-time setup.

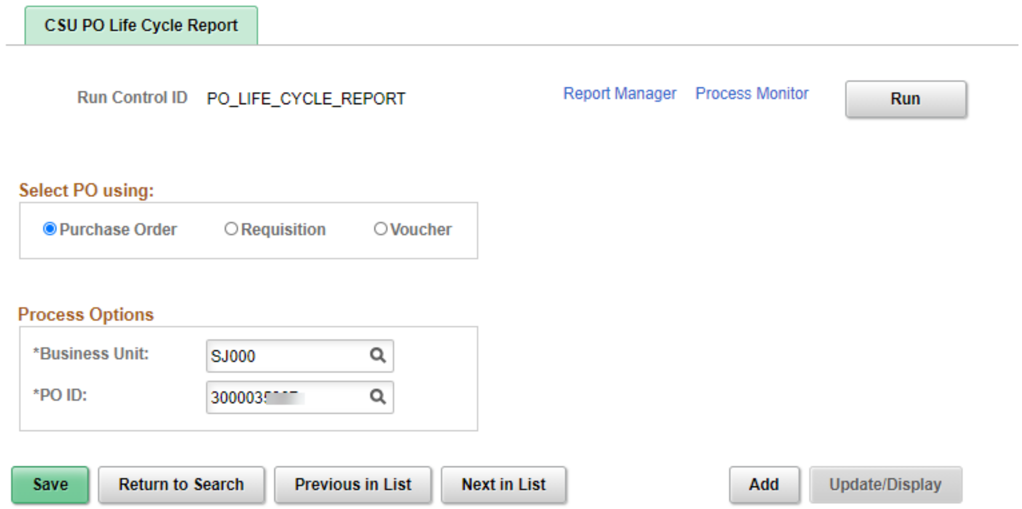
Afterwards, users will go to **Find an Existing Value** to search for the run control and update the PO ID to run report.

4. In **Add a New Value**, assign a name for the **Run Control ID**. The system does not allow a blank space in the name so use an underscore as the replacement.

5. Click on **Add**.



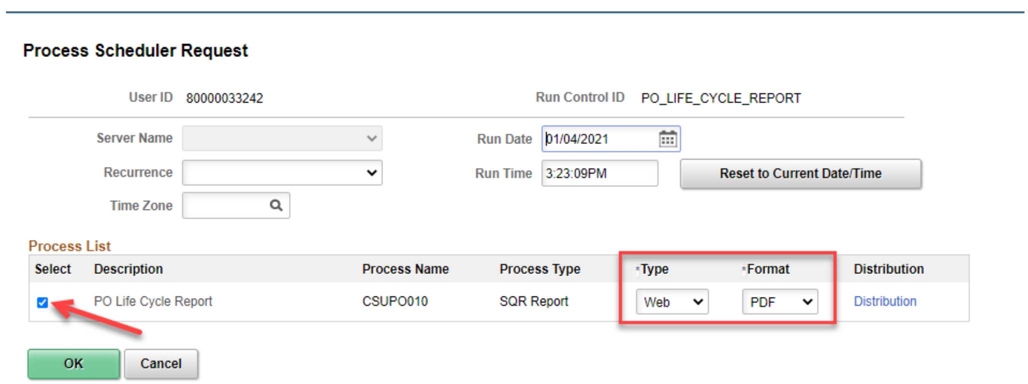
CSU - PO Life Cycle Report page displays.



6. Enter the following:
   - Click on the radio button for **Purchase Order**.
   - **Business Unit**: SJ000
   - **PO ID**: 10-digit PO Number.
7. Click **Save** to retain run control selection.

   Note: Only the PO ID will need to be updated in future report runs.
8. Click **Run**.

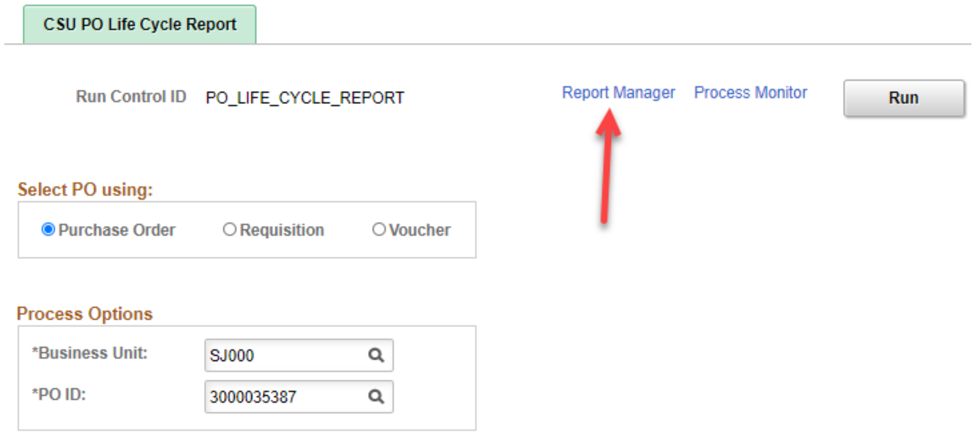
Process Scheduler Request page displays.



9. Check the box under Select column.
10. Select:
    - **Type:** Web
    - **Format:** PDF
11. Click **OK**.

CSU-Life Cycle Report page displays.

12. Click on the hyperlink for **Report Manager** to retrieve report.



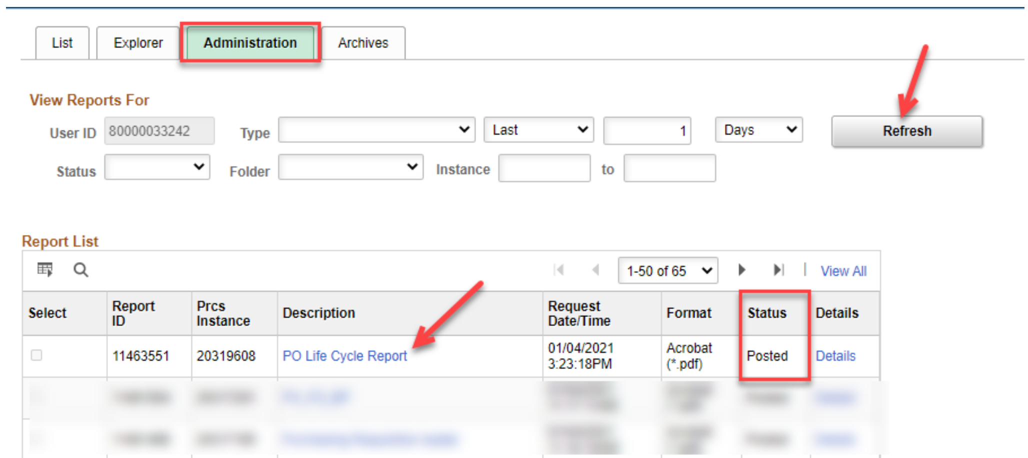
Report Manager page displays.

13. Click on the **Administration** tab.

Report List displays the jobs initiated by the user. Most recent job will appear first in list. A job will not appear in the list until the process is completed (Status: Posted).

14. Click **Refresh** every several seconds until the job appears in list with **Status: Posted**. It can take more than a minute for a job to complete.

15. Click on the hyperlink **PO Life Cycle Report** to open the report.



PO Life Cycle Report

The PO Life Cycle Report is delivered in the Adobe PDF format.

Report ID: CSUPO010	San Jose State University	Page No : 1
Operator : 80000033242	Purchase Order Life Cycle Report	Run Date: 01/04/2021
Database : FCFSPRD		Run Time: 17:07:18

Bus Unit:	SJ000	PO Ref:	WR0 s	Change Order #:	000
PO Id:	300003	PO Type:	Reg Order	Change Order Date:	
PO Dt:	11/04/2020	PO Buyer:	800		
Supplier Id:	0000041824	PO Status:	Dispatch		
Supplier Name:	MARK ANDY PRINT PRODUCTS				

Requisition Information:

Req_id	Ln/Sc/Ds	Status	Description	Categ Cd	Requestor	Accnt /Dept Id	/Fund /Prog /Project Id/Class	Price	UOM	QTY	PO Ln/Sc/Ds	Total Amount
WR00090211	1/1/1	Complete	352-0008, SINGULATOR P	57800	800	660003/1533	/70000/ / /	7.57	EA	1.0	1/1/1	7.57
WR00090211	2/1/1	Processed	352-0013, FEE PAD	57800	800	660003/1533	/70000/ / /	10.36	EA	1.0	2/1/1	10.36
WR00090211	3/1/1	Complete	350-0099, FEED WHEEL	57800	800	660003/1533	/70000/ / /	53.00	EA	3.0	3/1/1	159.00
											Total REQ	176.93

PO Detail Information 3000039169 - 11/04/2020

Ln/Sc/Ds	Stat	Description	Categ	Due Date	Location	Accnt /Dept Id	/Fund /Prog /Project Id/Class	Price	UOM	QTY	Total Tax	Total Frg	Total Msc	Total Amount
1/1/1	Comp	352-0008, SINGULA	00163	11/11/2020	SOMA 0470	660003/1533	/70000/ / /	7.57	EA	1.0	0.70	0.00	0.00	8.27
2/1/1	Open	352-0013, FEE PAD	00163	11/11/2020	SOMA 0470	660003/1533	/70000/ / /	10.36	EA	1.0	0.96	0.00	0.00	11.32
3/1/1	Comp	350-0099, FEED WH	00163	11/11/2020	SOMA 0470	660003/1533	/70000/ / /	53.00	EA	3.0	14.71	0.00	0.00	173.71
								Total PO		5.0	16.37	0.00	0.00	193.30

Receipt Information:

ReceiverID	Receipt Dt	Line	Status	PO Ln/Sc/Ds	Date	Received By	Pack. Slip	Bill of Lading	Received Qty	Accepted Qty
0000140608	12/03/2020	1	Received	1/1/1	11/11/2020	800000			1.0	1.0
0000140608	12/03/2020	2	Received	2/1/1	11/11/2020	800000			1.0	1.0
0000140608	12/03/2020	3	Received	3/1/1	11/11/2020	800000			3.0	3.0
							Total RECV		5.0	5.0

Voucher Information:

Voucher ID	Status	Voucher Amount	Voucher Dt	Invoice ID	PO Ln/Sc/Ds	Accnt /Dept Id	/Fund /Prog /Project Id/Class	Check#	Check Dt	Check Amount
00416572	Open	8.80	11/06/2020	SIN266180	1/1/1	660003/1533	/70000/ / /	648029	12/17/2020	193.63
00416572	Open	184.83	11/06/2020	SIN266180	3/1/1	660003/1533	/70000/ / /	648029	12/17/2020	193.63
	Total VCH	193.63								

Section 1: Header

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Report ID: CSUPO010                         San Jose State University                          Page No : 1
Operator : 800000[illegible]               Purchase Order Life Cycle Report                    Run Date: 01/04/2021
Database : FCFSPRD                                                                             Run Time: 17:07:18

Bus Unit:      SJ000                 PO Ref:     WR0[illegible]is             Change Order #:    000
PO Id:         3000[illegible]9      PO Type:    Reg Order                    Change Order Date:
PO Dt:         11/04/2020            PO Buyer:   80000[illegible]
Supplier Id:   0000041824            PO Status:  Dispatch
Supplier Name: MARK ANDY PRINT PRODUCTS
```

Field	Description
PO ID	10-digit Purchase Order Number (3xxxxxxxxx).
PO Date	Date of the purchase order.
Supplier ID	Supplier ID Number assigned by SJSU to the supplier.
Supplier Name	Name of the Supplier
PO Ref	FTS Requisition Number and name of the department Requester.
PO Type	Assigned by Contracts & Procurement Services (C&PS). Identifies the order type (e.g., regular, service order, blanket order, and student agreement).
PO Buyer	C&PS team member's ID who processed the request.
PO Status	Status of the purchase order. Dispatched refers to an open PO that has been sent to the supplier. Completed refers to a closed and completed PO.
Change Order #	Number of changes made by C&PS at the request of department through a Change Order Request.
Change Order Date	Date when PO change order was processed.

Section 2: Requisition Information

This section displays the Requisition information that was submitted in FTS by department.

Requisition Information:

Req_id	Ln/Sc/Ds	Status	Description	Categ Cd	Requestor	Accnt /Dept Id	/Fund /Prog /Project Id/Class	Price	UOM	QTY	PO Ln/Sc/Ds	Total Amount
WR00090211	1/1/1	Complete	352-0008, SINGULATOR P	57800	800000[illegible]7	660003/1533	/70000/ / /	7.57	EA	1.0	1/1/1	7.57
WR00090211	2/1/1	Processed	352-0013, FEE PAD	57800	800000[illegible]7	660003/1533	/70000/ / /	10.36	EA	1.0	2/1/1	10.36
WR00090211	3/1/1	Complete	350-0099, FEED WHEEL	57800	800000[illegible]7	660003/1533	/70000/ / /	53.00	EA	3.0	3/1/1	159.00
											Total REQ	176.93

Field	Description
Req ID	Requisition Number assigned by FTS.
Ln/Sc/Ds	Line: Requisition Line Number Sc: Schedule Ds: Distribution of line
Status	Requisition status. Complete: Line is completed and paid Processed: Line is open. Cancelled: Line is cancelled.
Description	Requisition line description entered.
Categ Cd	This is a commodity code assigned by C&PS team member when they process request. The code identifies the type of product/services and is for C&PS's reference.
Requestor	Department requester on the Requisition. This is the with a prefix 80 for SJSU followed by the EmpID Number.
Accnt	Required chartfield. Account code is a 6-digit numeric code that identifies the type of expense (e.g., 660003 is Supplies and Services). This code is assigned by the department requester and may change when the PO is issued.
Dept ID	Required. Department ID is a 4-digit code identifying the department who is responsible for the purchase (e.g. 1533 is Accounts Payable). This code is assigned by the department requester.
Fund	Required. The Fund is where the funding source comes from (e.g. 70000 and 77013). This code is assigned by the department requester.
Prog	Optional. Program code is a 3 to 4-digit alpha and/or numeric code. It identifies on-going activity. This code is assigned by the department requester.
Project ID	Optional. Project code is a 5 to 11-digit alpha and/or numeric code. It identifies projects with start and end dates. This code is assigned by the department requester.
Class	Optional. Class code is a 4-digit alpha and/or numeric code. It identies unique activity not represented in the Accnt code. This code is assigned by the department requester.
Price	Requisition line total
UOM	Unit of measure
Qty	Quantity requested
PO Ln/SC/Ds	Line: Requisition Line Number Sc: Schedule Ds: Distribution

Total Amt	Total amount for Requisition line.

Section 3: PO Detail Information

This section displays the purchase order information. The PO is issued by Contracts and Procurement Services and is the official agreement between the university and supplier for the purchase of goods/services.

PO Detail Information 3000039169 - 11/04/2020

Ln/Sc/Ds	Stat	Description	Categ	Due Date	Location	Accnt /Dept Id	/Fund /Prog /Project Id/Class	Price	UOM	QTY	Total Tax	Total Frg	Total Msc	Total Amount
1/1/1	Comp	352-0008, SINGULA	00163	11/11/2020	SOMA 0470	660003/1533	/70000/ / /	7.57	EA	1.0	0.70	0.00	0.00	8.27
2/1/1	Open	352-0013, FEE PAD	00163	11/11/2020	SOMA 0470	660003/1533	/70000/ / /	10.36	EA	1.0	0.96	0.00	0.00	11.32
3/1/1	Comp	350-0099, FEED WH	00163	11/11/2020	SOMA 0470	660003/1533	/70000/ / /	53.00	EA	3.0	14.71	0.00	0.00	173.71
							Total PO			5.0	16.37	0.00	0.00	193.30

Field	Description
Ln/Sc/Ds	Line: Purchase Order Line Number Sc: Schedule Ds: Distribution of the cost of line. For example, if there were two chartfields sharing the expense for the line, then you would see the number 2 (1/1/2).
Stat	This is the PO status: Completed: PO Line is completed and paid. Open: Open PO Line. Cancelled: PO line cancelled.
Description	PO line description
Categ	Category code assigned by C&PS team member. Code identifies the type of commodity.
Due Date	Desired delivery date
Location	Department's delivery location
Accnt	Required. Account code is a 6-digit numeric code that identifies the type of expense (e.g., 660003 is Supplies and Services). This code may be different than what is listed on the Requisition.
Dept ID	Required. Department ID is a 4-digit code identifying the department who is responsible for the purchase (e.g. 1533 is Accounts Payable).
Fund	Required. The Fund is where the funding source comes from (e.g. 70000 and 77013).
Prog	Optional. Program code is a 3 to 4-digit alpha and/or numeric code. It identifies on-going activity.
Project ID	Optional. Project code is a 5 to 11-digit alpha and/or numeric code. It identifies projects with start and end dates.
Class	Optional. Class code is a 4-digit alpha and/or numeric code. It identifes unique activity not represented in the Accnt code.
Price	PO line price
UOM	Unit of measure
Qty	Quantity
Total Tax	Sales tax

Total Frg	Freight/Shipping charge
Total Misc	Miscellaneous charge
Total Amount	PO line total

Section 4: Receipt Information

A receipt entry is required to be completed in CFS by the department for tangible goods (e.g. furniture, computers, books, and uniforms). Non-tangible goods (e.g. annual maintenance contract, and repair service) require a written department approval to pay from department to Payment Services. Payment Services will contact the Department Requester on the Requisition to complete the receipt in CFS or respond with written approval to pay.

Receipt Information:

ReceiverID	Receipt Dt	Line	Status	PO Ln/Sc/Ds	Date	Received By	Pack. Slip	Bill of Lading	Received Qty	Accepted Qty
0000140608	12/03/2020	1	Received	1/1/1	11/11/2020	800000[illegible]			1.0	1.0
0000140608	12/03/2020	2	Received	2/1/1	11/11/2020	800000[illegible]			1.0	1.0
0000140608	12/03/2020	3	Received	3/1/1	11/11/2020	800000[illegible]			3.0	3.0
								Total RECV	5.0	5.0

Field	Description
Receiver ID	Receipt number assigned by CFS when the entry is saved.
Receipt Dt	Date receipt was entered in CFS.
Line	PO line
Status	Receipt status
PO Ln/Sc/Ds	Corresponds to the PO
Date	PO date
Received By	Employee who entered the receipt. This number has a prefix 80 for SJSU followed by the EmpID Number.
Packing Slip	Optional. Entered by the employee in the receipt.
Bill of Lading	Optional. Entered by the employee in the receipt.
Received Quantity	Quantity being received in the receipt.
Accepted Quantity	Corresponds to Received Quantity.

Section 5: Voucher Information

A PO invoice is sent to Payment Services by the supplier. If the invoice meets the payment criteria, then a voucher is created in CFS and payment is scheduled to be issued to supplier.

Voucher Information:

Voucher ID	Status	Voucher Amount	Voucher Dt	Invoice ID	PO Ln/Sc/Ds	Accnt /Dept Id	/Fund /Prog /Project Id/Class	Check#	Check Dt	Check Amount
00416572	Open	8.80	11/06/2020	SIN266180	1/1/1	660003/1533	/70000/ / /	648029	12/17/2020	193.63
00416572	Open	184.83	11/06/2020	SIN266180	3/1/1	660003/1533	/70000/ / /	648029	12/17/2020	193.63
	Total VCH	193.63								

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Voucher ID</td><td>CFS Voucher ID is created by Payment Services in CFS when invoice is received and has</td></tr>
<tr><td>Status</td><td>CFS Voucher status</td></tr>
<tr><td>Voucher Amount</td><td>CFS Voucher amount</td></tr>
<tr><td>Voucher Dt</td><td>CFS Voucher date</td></tr>
<tr><td>Invoice ID</td><td>Supplier’s invoice number</td></tr>
<tr><td>PO Ln/Sc/Ds</td><td>Corresponds to the PO</td></tr>
<tr><td>Accnt</td><td rowspan="6">Corresponds to the chartfields on the PO. This is where invoice was paid from.</td></tr>
<tr><td>Dept ID</td></tr>
<tr><td>Fund</td></tr>
<tr><td>Prog</td></tr>
<tr><td>Project ID</td></tr>
<tr><td>Class</td></tr>
<tr><td>Check #</td><td>SJSU check number issued to pay the invoice.</td></tr>
<tr><td>Check Dt</td><td>SJSU check date</td></tr>
<tr><td>Check Amount</td><td>SJSU check amount

Note: If multiple invoices from supplier were paid on one check, then the total will represent entire check total; not the invoice amount.</td></tr>
</table>