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).

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Log into CFS

The following instructions show how to log into CFS.

1. Go to MySJSU (www.my.sjsu.edu)

2. Click the CFS link to log in.

3. In the Campus field, select San Jose State University from the drop down menu.
   
   Tip: Hit the S key five times to get to San Jose State.

4. Click Login button.
The SJSUOne login page displays.

5. Enter your SJSUOne ID and Password.

6. Click Log In button.

CSYou page displays.

7. Click the CFS Production Log-in button.
CFS (Oracle) home page displays.

**View PO Activity**

There are multiple ways to obtain purchase order purchase order activity. Activity can be found by entering the Requisition, the Purchase Order, or invoice 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 Main Menu in CFS (Oracle) navigate to Purchasing > Purchase Orders > Review PO Information > Document Status
Purchase Order Document Status page displays.

2. In the Business Unit field, enter SJ000.

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

4. Click Search.

Document Status displays.

The top part of page provides Purchase Order information:

- Purchase order date (Document Date)
- Buyer’s name
- Purchase Order number (PO ID)
- PO status
- PO amount (Merchandise Amount)
The middle section of page displays the PO activity in icon format. You can click on the hyperlinks for each icon to open page and view details to that activity.

The same icons are also displayed in list format in the Documents panel in Associated Document section displays the entire activity for PO: Requisition, receipts, vouchers, and payments.

1. By default, only the first four transactions appear. Click View All, if needed, to display all lines.
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.
  
  - **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, CFS Voucher ID or check number for Payment.

  To view transaction details, click the **DOC ID** hyperlink for it.

- **Document Date** refers to the date of transaction.
Each number in the **DOC ID** column is a hyperlink that will provide detailed information about the Document Type.

2. If you click the Requisition Number (WR00xxxxxx) hyperlink in DOC ID column, the **Requisition** page appears.

The **Requisition** page gives a summary of the request.

3. If you 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.
4. On the same Voucher Inquiry page, click the **Amounts** tab to view supplier’s invoice amount.

5. If you click the payment number hyperlink in DOC ID column, the **Payment Inquiry** page appears.

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.
Section 2: By Requisition Number

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

1. From the Main Menu in CFS (Oracle) navigate to Purchasing > Requisitions > Review Requisition Information > Document Status

   Requisition Document Status page displays.

2. In the Business Unit field, enter SJ000.

3. Enter the 10-digit Requisition Number in the Requisition ID field.

4. Click Search.
Document Status displays.

The top part of page provides Requisition information:

- Requisition date (Document Date)
- Requisition number (Req ID)
- Requisition status
- Requisition amount (Merchandise Amount)

The middle section of page displays the Requisition activity in icon format. You can click on the hyperlinks for each icon to open page and view details to that activity.
The same icons are also displayed in list format in the **Documents** panel in **Associated Document** section displays the entire activity for Requisition: Purchase Order, receipts, vouchers, and payments.

5. By default, only the first four transactions appear. Click **View All**, if needed, to display all lines.
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**: Receiving ID if one was entered by department in CFS for commodity orders.

  A receipt is a confirmation from department that goods were received. Not all POs require a receipt to be entered in CFS.

  - **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 check number for Payment.

  To view transaction details, click the **DOC ID** hyperlink for it.

- **Document Date** refers to the date of transaction.
Each number in the **DOC ID** column is a hyperlink that will provide detailed information about the Document Type.

6. If you click the PO Number hyperlink in DOC ID column, the **Purchase Order** page appears.
7. If you 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.

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

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9. If you click the payment number hyperlink in DOC ID column, the **Payment Inquiry** page appears.

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.
Section 3: By Invoice Number

Follow the steps below to view activity by supplier’s invoice number in the Accounts Payable module.

1. From the Main Menu in CFS (Oracle) navigate to Accounts Payable > Review Accounts Payable Info > Vouchers > Document Status

Voucher Document Status Inq page displays.

2. In Business Unit field: Enter SJ000.

3. Enter the supplier’s invoice number in Invoice Number field.

4. Click Search.
Voucher Document Status displays.

The top part of page provides voucher information such as voucher ID, amount, and name and ID of supplier.
The **Documents** section provides the following information:

- **Document Type** identifies the transaction type-
  - **Purchase Order**: This is the document issued by a Buyer in Contracts and Purchasing Services to the supplier for goods/services.
  - **Payment**: When invoice meets Accounts Payable’s payment criteria, a check is issued to the supplier to pay the voucher.

- **DOC ID** gives you Voucher ID or check number of Payment.

  To view transaction details, click the **DOC ID** hyperlink for it.

- **Document Date** refers to the date of transaction.
Each number in the **DOC ID** column is a hyperlink that will provide detailed information about the Document Type.

5. If you click the Purchase Order Number (300xxxxxxx) hyperlink in DOC ID column, the **Purchase Order** page appears.

The **Purchase Order** page gives the PO details.
6. If you click the payment number hyperlink in DOC ID column, the **Payment Inquiry** page appears.

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

Note: The check amount may be different than the voucher amount because the check amount may include other payments to supplier.

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 10/1/14, so the check reconciled in the month of September.

### Contact

Please contact FinanceConnect with any questions at financeconnect@sjsu.edu or 4-1558.