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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.
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.

The SJSUOne login page displays.

5. Enter your SJSUOne ID and Password.

6. Click Log In button.
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 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**.
6. In Review PO Information, select **Document Status**.

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**.
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-
  - **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.
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.

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**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.
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.

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
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.
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.
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.
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](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)