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Overview

This guide will demonstrate how to navigate within CFS Fluid User Interface.

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

Log into CFS

1. Go to [MySJSU](http://www.my.sjsu.edu) (www.my.sjsu.edu)
2. Click the **CFS** link to log in.

MYSJSU | SPARTAN APPS PORTAL
SAN JOSE STATE UNIVERSITY

Search SJSU

Employees Students

SJSU Home > Spartan Apps Portal

MySJSU (PeopleSoft)

Student-related things:

- grades / classes
- financial info
- admissions
- advising
- PLUS: Alert-SJSU sign-ups

SJSU @ Work

Employee-related things:

- report time
- training
- benefits
- payroll

SJSUOne Logout

Password Help

Open University

[Look Up Your SJSUOne ID](#)

[Alumni Transcripts](#)

[Class Search](#)

[Browse Catalog](#)

[Admissions Info](#)

[Canvas Support](#)

[Sign up for Alert-SJSU](#)

[Campus Map](#)

Canvas

SJSU Email

SJSU Handshake

eFaculty

FTS

CFS ←

Software Downloads

Event Calendar

Finance Data Warehouse

Spartan Success Portal

Zoom

Student Data Warehouse

Immunization

DocuSign

OnBase

Library OneSearch

Curriculog

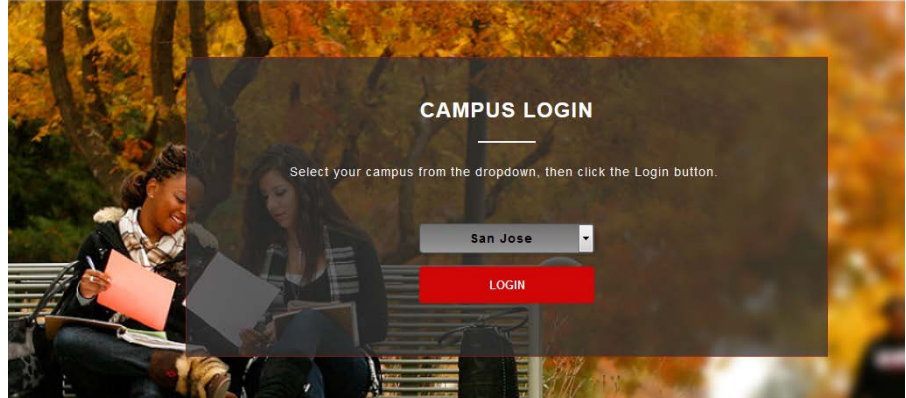
The **CSU The California State University** page displays.



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.

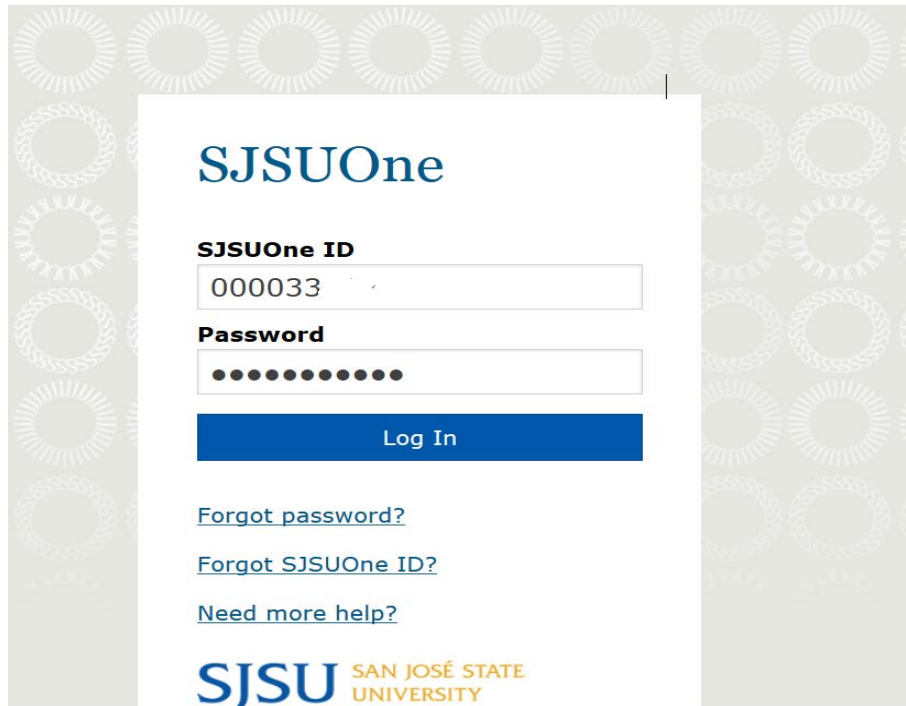
4. Click **Login** button.



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 Login** button.

CSYOU

EMPLOYEE RESOURCES TOOLS & SERVICES DIVISION & ORGANIZATIONS PROJECTS & INITIATIVES COLLABORATE POLICIES FORMS NEWS & INFORMATION

HOME TOOLS & SERVICES FINANCIAL TOOLS COMMON FINANCIAL SYSTEM (CFS)

Common Financial System (CFS)

CFS Non-Production
Financial Information Systems (FIS)

CFS Login
[Finance Data Warehouse Login](#)
[Finance DW Home Page](#)
[CPO Request](#)

Common Financial System (CFS)

The Common Financial System, referred to systemwide as the CFS, replaced the California State University PeopleSoft Finance 9.0 environment in July 2011. CFS was instituted in an effort to achieve database consolidation across all campuses.

Please utilize the CFS 9.2 and Data Warehouse 11G Training materials available in the links provided below.

CFS System Outages

Title	Distribution Date
Scheduled Maintenance: CO Monthly Maintenance Application Servers	4/3/2018 12:52 PM

CFS PRODUCTION LOGIN

Systemwide Technical Support

Requests for assistance begin by contacting the ITSupport Center by [email](#) or by telephone (562) 951-8500.

Requests are routed to technology service providers 24 hours a day, 7 days a week, 365 days a year.

ORACLE CFS 9.2

The CFS Oracle Homepage displays.

NavBar Menu

The NavBar menu offers various ways users can navigate to modules they have access to in CFS.

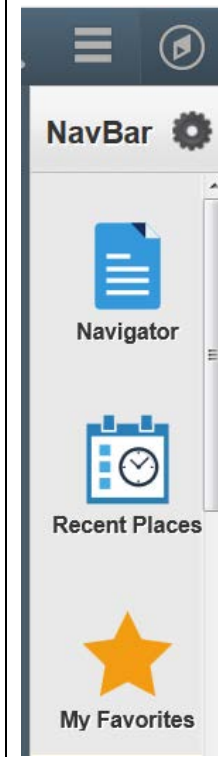
Click the NavBar icon in the homepage to begin your navigation.



ORACLE CFS 9.2

NavBar tiles display in the menu. The ones that are frequently used to navigate in CFS are:

- **Navigator**
- **Recent Places**
- **My Favorites**



I. Navigator



Navigator

The **Navigator** tile will display the CFS modules user has access to. Click on a module to begin navigation.

Figure 1: In this example, we are going to navigate within the CSU ProCard module.

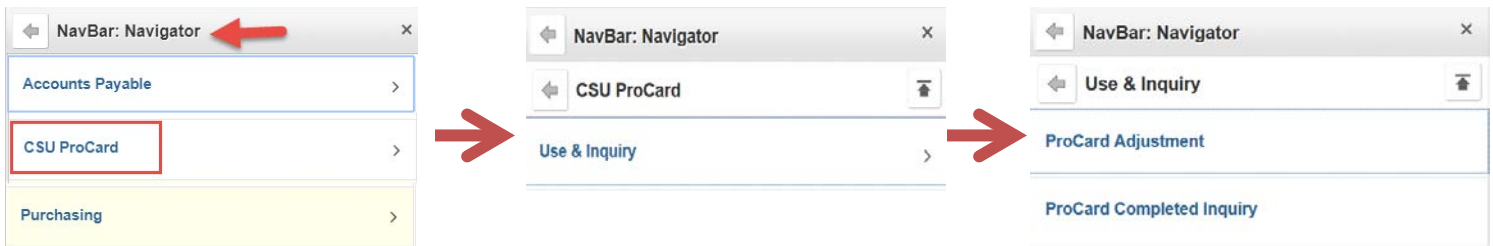


Figure 2: To return to the previous level in module, click the back button for the current level. In this example, we are moving from Use & Inquiry, back to CSU ProCard and back to NavBar: Navigator

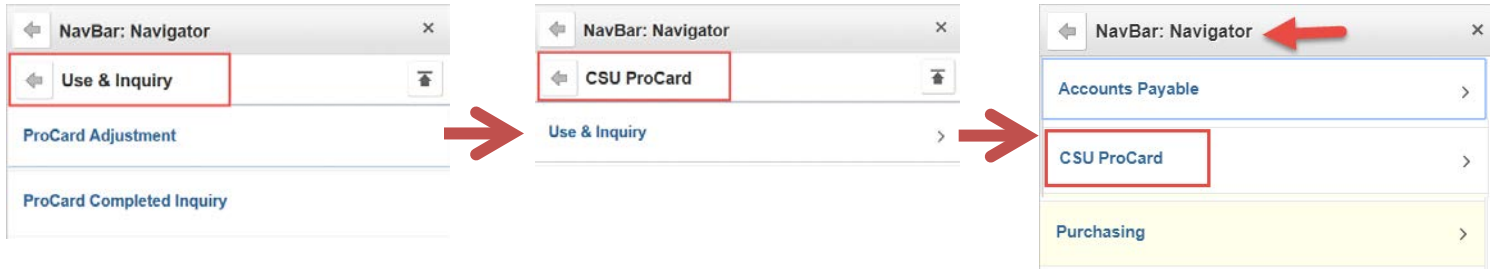
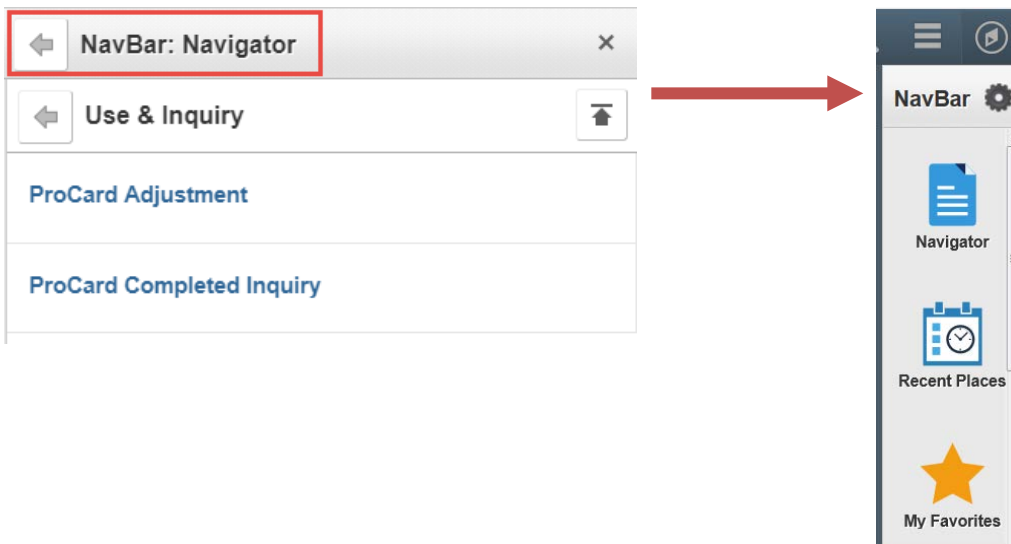
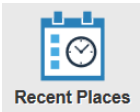


Figure 3: Or click the **NavBar: Navigator** back button to go directly to the NavBar menu.



II. Recent Places



The **Recent Places** tile presents a list of the last five modules/panels visited. Select a module/panel to navigate to location.

The screenshot illustrates the navigation process. On the left, the 'NavBar: Recent Places' section is highlighted with a red box. Below it, the 'Recent Places' tile is also highlighted with a red box. A red arrow points from this tile to the 'Purchase Order Inquiry' page on the right. The 'Purchase Order Inquiry' page features a search interface with various criteria and a 'Search' button.

NavBar: Recent Places

- Purchase Orders
- Document Status
- Document Status
- Activity Summary

ORACLE Navigator Search

Purchase Order Inquiry

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

Find an Existing Value

Search Criteria

Use Saved Search: [Dropdown]

Business Unit = [Dropdown] SJ000 [Search]

PO ID begins with [Text] [Search]

Contract SetID begins with [Text] [Search]

Contract ID begins with [Text] [Search]

Release Number = [Text] [Search]

Purchase Order Date = [Text] [Search]

PO Status = [Dropdown]

Short Supplier Name begins with [Text] [Search]

Supplier ID begins with [Text] [Search]

Supplier Name begins with [Text] [Search]

Buyer begins with [Text] [Search]

Buyer Name begins with [Text] [Search]

Case Sensitive

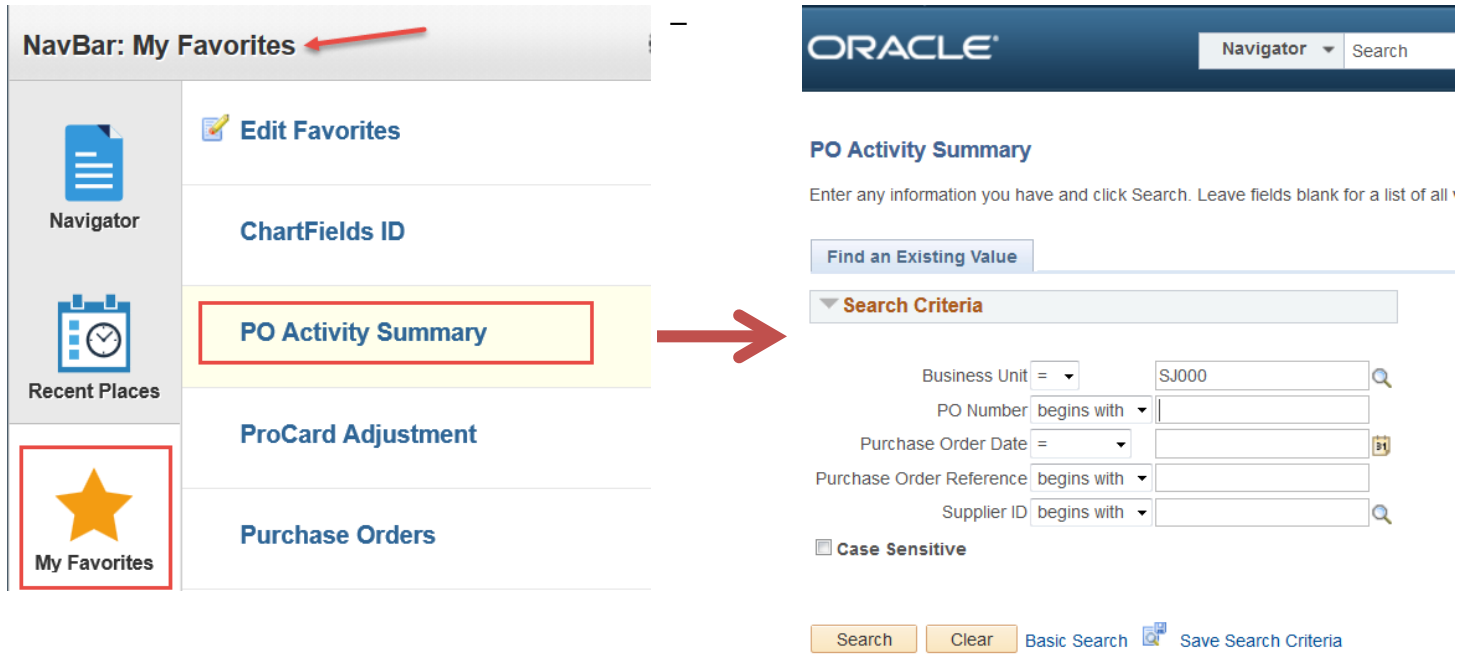
Search Clear Basic Search Save Search Criteria Delete Sav

III. My Favorites



The **My Favorites** tile stores modules/panels that the user has marked as a favorite.

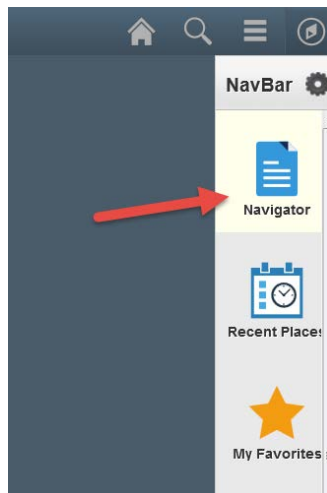
Figure 1: Click on a favorite to navigate to the panel.



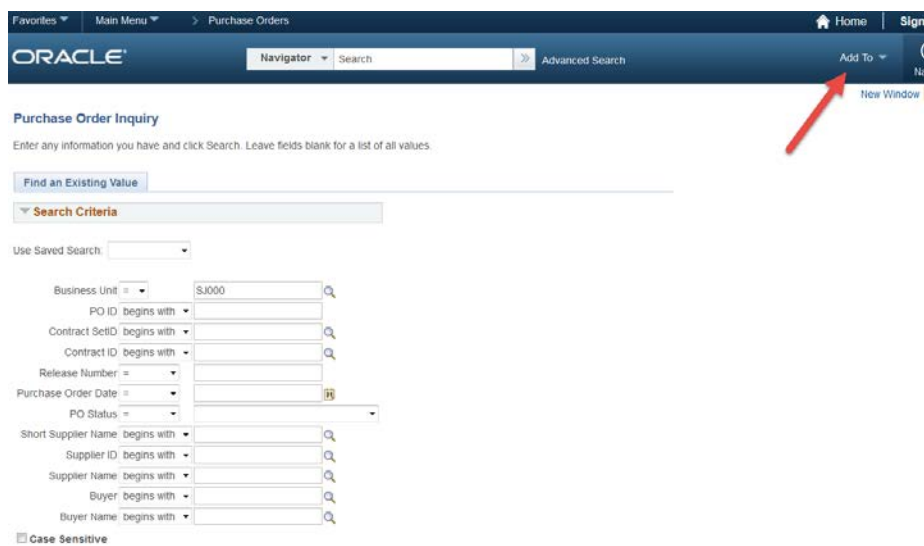
a. Add My Favorites

Panels can be added to your favorites list.

1. Navigate to desired panel using from the **NavBar: Navigation**.

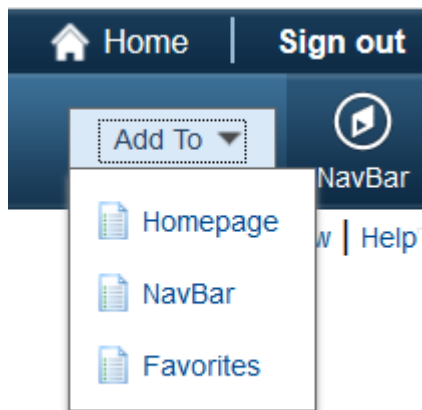


2. Once you reach the desired panel, click on **Add To** hyperlink.



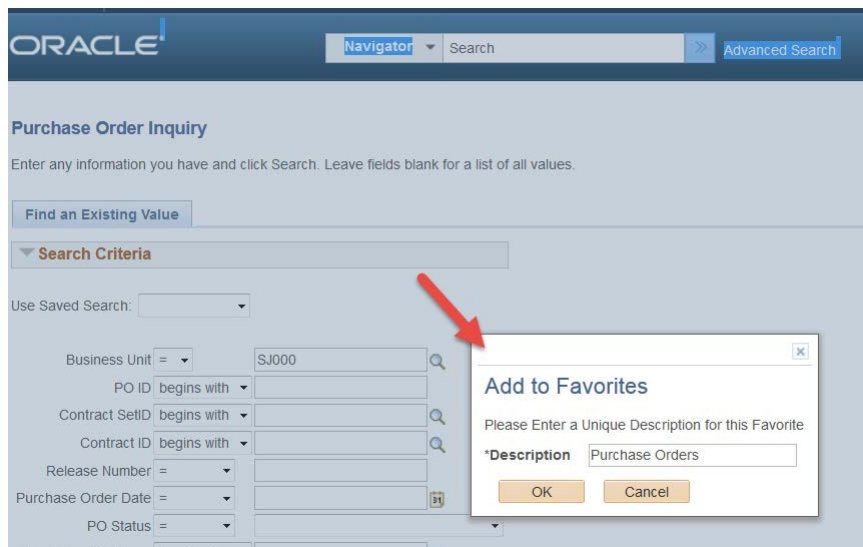
Add To menu displays.

3. Select **Favorites**.



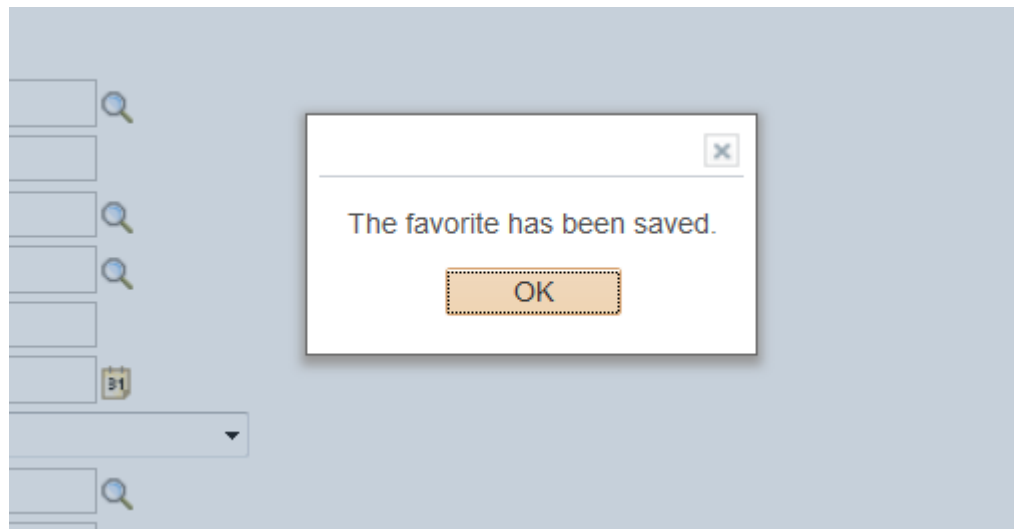
Add to Favorites window displays.

4. Assign a name for favorite in **Description** field.
5. Click **OK** to complete addition.



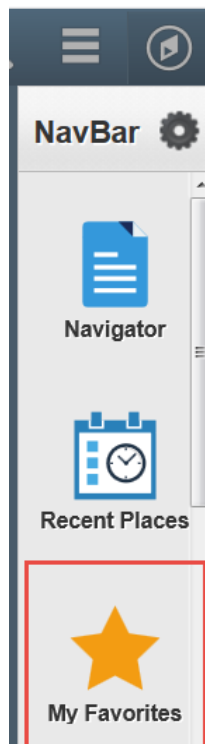
Confirmation that panel has been saved to favorites displays.

6. Click **OK**.



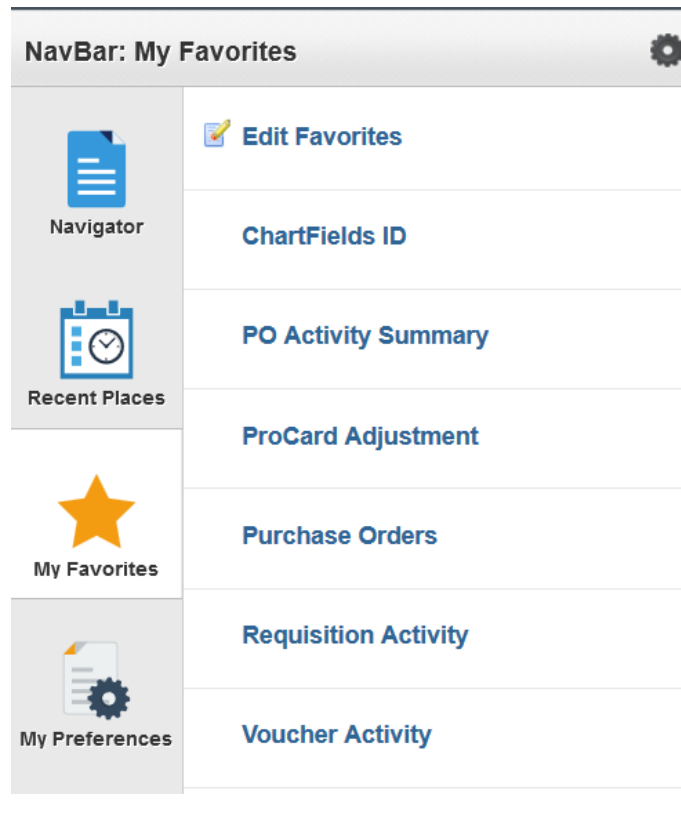
To view favorite, return to **NavBar**.

7. Click the **My Favorites** tile.



My Favorites menu displays with list of saved panels.

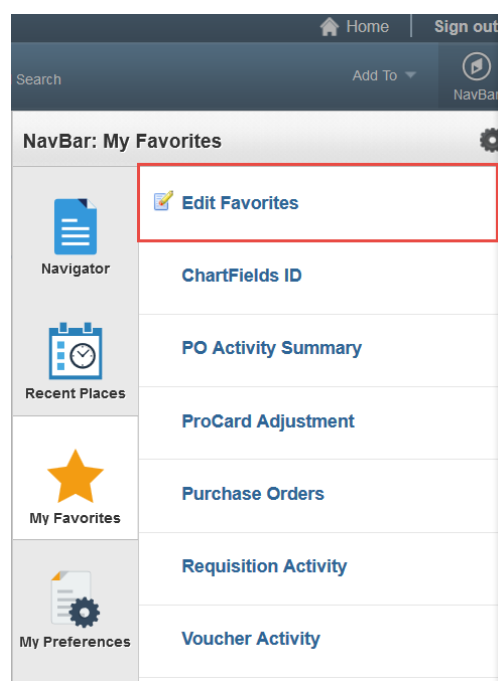
8. Select a favorite from list to quickly navigate to the panel.



b. Edit Favorites

Items in My Favorites can be edited.

1. From NavBar, go to **My Favorites**.
2. In My Favorites, click on **Edit Favorites**.



Edit Favorites panel displays.

3. To rename a favorite, delete existing name and enter new name.

or

4. To delete a favorite, click the



for the favorite.



5. Click **Save** to complete edit.







Favorites ▾ Main Menu ▾ > Edit Favorites

ORACLE[®] Navigator ▾ Search

Edit Favorites

Click the Save button after editing or deleting favorites.

Favorites Personalize | Find |   First 1-6 of 6 Last

*Favorite	Sequence number	
<input type="text" value="ChartFields ID"/>	<input type="text" value="0"/>	
<input type="text" value="PO Activity Summary"/>	<input type="text" value="0"/>	
<input type="text" value="ProCard Adjustment"/>	<input type="text" value="0"/>	
<input type="text" value="Purchase Orders"/>	<input type="text" value="0"/>	
<input type="text" value="Requisition Activity"/>	<input type="text" value="0"/>	
<input type="text" value="Voucher Activity"/>	<input type="text" value="0"/>	

The screenshot shows the Oracle 'Edit Favorites' interface. A table lists six favorites: ChartFields ID, PO Activity Summary, ProCard Adjustment, Purchase Orders, Requisition Activity, and Voucher Activity. Each row has a 'Sequence number' column with the value '0' and a delete button (minus sign in a square). A red box highlights the first three rows, and red arrows point to the delete buttons for 'Purchase Orders' and 'Voucher Activity'.