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Overview

This business process guide demonstrates how to enter a receipt, view additional information for a receipt line, and cancel a receipt line or a receipt for purchases made through a purchase order.

Receipts are required to be performed by the departmental end user\(^1\) in Common Finance System (CFS) for purchase orders of itemized goods, printing orders, and Public Works. Commodity and service blanket purchase orders do not require a receipt to be entered in CFS; instead Accounts Payable only needs a written statement approving payment of the invoice from the departmental end user. Blanket purchase orders represent multiple purchases delivered over a period of time for a specific supplier (vendor).

Accounts Payable will notify the departmental end user to perform a receipt in CFS when the supplier’s invoice is received by them.

Access to the Receipts Module

To access the Receipts module in CFS, complete the System Access Request form and return to CMS Security, Extended Zip 0042, or email to cmssecadm@sjsu.edu.

Training

Finance Support conducts the Receipts/Inspections class (Course # FIN902). The course is recommended for employees to complete. Enroll in a session in SJSU@Work. For more information about training offered by Finance, see Finance Courses.

\(^1\) The department contact listed on the purchase order.
Section 1: 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.
5. Enter your SJSUOne ID and Password.

6. Click Log In button.

CSYou page displays.

7. Click CFS Production Login.
Section 2: Create a Receipt

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.
3. From the Navigator menu, select **Purchasing** module.

4. From the Purchasing module, select **Receipts**.
5. From Receipts, select Add/Update Receipts.

The Receiving – Add a New Value page displays.

6. Click the Add button.

*Note: Do not change any of the fields. The Receipt Number will be assigned once the Receipt has been saved.*
7. The Select the Purchase Order page displays.

8. Enter the 10-digit Purchase Order number in the ID field.

9. Click **Search** button.
The Purchase Order lines display.

**Note:** Only the lines that are open to receive against will display.

10. Select the lines you are receiving against by clicking the **Sel** checkbox (left-hand side) for each line or check **Select All** box for all lines.

11. Once you have selected the desired lines, click the **OK** button.

Maintain Receipts Receiving displays.

12. Enter the quantity received in the **Receipt Qty** field.

**Note:** If the actual Received Qty is different than the default quantity, erase the default quantity and enter the correct quantity.

13. Click the **Save** button.
A message confirming changes were saved displays.

**Note:** You will only receive this message if it’s a partial receipt.

14. Click the **OK** button.

A Receipt ID number is assigned.

This is an optional step. Record the invoice number and/or packing slip number.

15. Return to **Add/Update Receipts**.
Receiving page displays.

16. Go to **Find an Existing Value**.

17. Enter the 10-digit **Receipt Number**

or

The purchase order number in **PO Number** field.

18. Click the **Search** button.

Maintain Receipts Receiving displays.

19. Click the **Optional Input** tab.

20. Enter the **Invoice Number** and/or the **Packing Slip number**.

21. Click the **Save** button.
Section 3: Correct an Existing Receipt

1. In Receipts, select **Add/Update Receipts**.

Receiving page displays.

2. Go to **Find an Existing Value**.

3. Enter the 10-digit **Receipt Number**

   or

   The purchase order number in **PO Number** field.

4. Click the **Search** button.
Maintain Receipts Receiving displays.

**Note:** If you enter the PO number with multiple receipts entered, then a list of results will display. Click on the desired line Receipt number hyperlink.

5. Change the quantity by erasing the old quantity and typing in the new quantity.

**Note:** If the line has been matched to a voucher by Accounts Payable, the **Received Qty** field will be inaccessible.

*If the line has been inspected, the received quantity cannot be less than inspected quantity. In this case, the inspected quantity needs to be changed first.*

6. Click the **Save** button.
Section 4: Cancel a Receipt Line

A receipt line can be canceled provided that it has not been matched to a voucher by Accounts Payable.

If the line has been inspected, the received quantity cannot be less than inspected quantity. In this case, the inspected quantity needs to be changed first.

1. In Receipts, select Add/Update Receipts.

Receiving page displays.

2. Go to Find an Existing Value.

3. Enter the 10-digit Receipt Number
   or
   The purchase order number in PO Number field.

4. Click the Search button.
Maintain Receipts Receiving displays.

**Note:** If you enter the PO number with multiple receipts entered, then a list of results will display. Click on the desired line Receipt number hyperlink.

To cancel a Receipt Line:

5. Click the X in the far right column of the line you wish to cancel.

A warning message displays.

6. Click the Yes button.

7. Click the Save button at bottom of page
A message confirming changes were saved displays.

8. Click the **OK** button.

The Status for the line changes from Received to Canceled.

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Section 5: Cancel an Entire Receipt

*A receipt can be canceled provided that it has not been matched to a voucher by Accounts Payable.*

1. In Receipts, select **Add/Update Receipts**.
Receiving page displays.

2. Go to **Find an Existing Value**.

3. Enter the 10-digit **Receipt Number**
   
   or
   
The purchase order number in **PO Number** field.

4. Click the **Search** button.

5. **Maintain Receipts Receiving displays.**

   **Note:** If you enter the **PO number** with multiple receipts entered, then a list of results will display. Click on the desired line Receipt number hyperlink.

6. **To cancel an entire Receipt:**
   
   Click the **X** at the receipt header.
A warning message displays.

6. Click the Yes button.

A message confirming changes were saved displays.

7. Click the OK button.

8. Click the Save button at bottom of page

The Status for the receipt header changes from Fully Received to Canceled.
1. In Receipts, select **Add/Update Receipts**.

Receiving page displays.

2. Go to **Find an Existing Value**.

3. Enter the 10-digit **Receipt Number**

   or

   The purchase order number in **PO Number** field.

4. Click the **Search** button.
Maintain Receipts Receiving displays.

5. Click the **Details** icon.

The Receipt Line Details displays.

**Note:** In this section you can find the User ID of the person who received it.

6. Click the **Expand All** link.

The details under each section display.

7. Click the **Collapse All** link.

Only the section titles display.
8. Click the arrow next to **Details**.

The **Details** section displays.

**Note:** This section shows the receipt date and time.

9. To collapse this section, click the arrow next to **Details**.

10. Click the arrow next to **Receipt Quantity**.
The Receipt Quantity section displays.

**Note:** This section shows the Receipt quantity and Inspected quantity (if applicable).

11. To collapse this section, click the arrow next to **Receipt Quantity**.

12. Click the arrow next to **Receipt Status**.

The Receipt Status section displays.

**Note:** This section shows if an inspection is needed.

13. Click the arrow next to **Optional Data**.
The Optional Data section displays.

**Note:** This section shows the hold status, invoice, and packing slip information, if they were inputted.

14. To collapse this section, click the arrow next to **Optional Data**.

15. Click the arrow next to **Source Information**.

The Source Information section displays.

**Note:** This section shows the PO line information (i.e. PO number, PO line number, quantity, amount, and etc.)
References

- Finance Courses
  http://www.sjsu.edu/finance/financeconnect/training/training/

- MySJSU
  http://my.sjsu.edu/

- Navigation Basics
  http://www.sjsu.edu/finance/docs/tut_cfs_basic_navigation.pdf

Forms

- System Access Request
  http://its.sjsu.edu/docs/security/System%20Access%20Request.pdf

Contact

If you have any questions, please contact Finance Support by email: financeconnect@sjsu.edu or phone: 4-1558.