

Table of Contents

Overview	1
Training	1
Request Access to CFS	1
Log into CFS.....	1
Run a CSU PO Life Cycle Report.....	3
PO Life Cycle Report.....	8
Section 1: Header.....	9
Section 2: Requisition Information	10
Section 3: PO Detail Information	11
Section 4: Receipt Information	13
Section 5: Voucher Information.....	14

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.: FIN009).
- Approving Officials are to complete the Finance Overview for Managers class (Course No: FIN007)

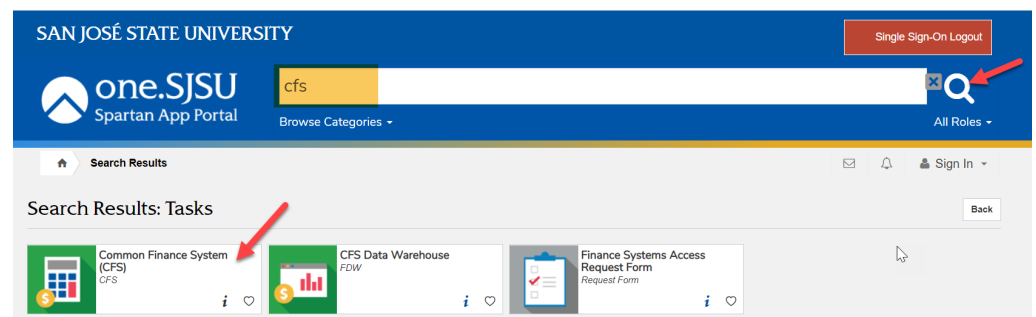
Request Access to CFS

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).

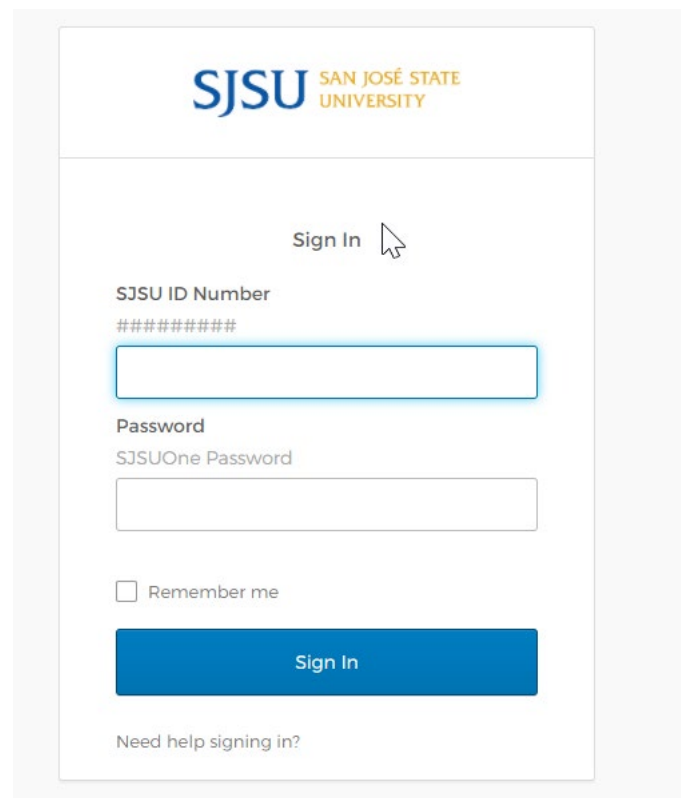
Log into CFS

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.

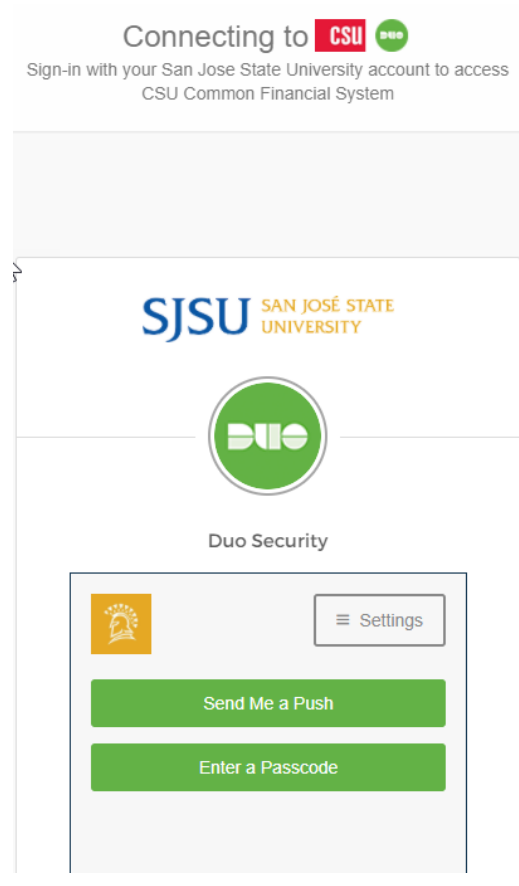


4. Enter your SJSUOne credentials.
5. Click **Sign In**.



The screenshot shows the SJSU Sign In page. At the top is the SJSU logo (SAN JOSÉ STATE UNIVERSITY). Below it is a "Sign In" link with a mouse cursor. The form contains two input fields: "SJSU ID Number" (with a masked "#####" placeholder) and "Password" (with the placeholder "SJSUOne Password"). There is a "Remember me" checkbox and a blue "Sign In" button. At the bottom, there is a link for "Need help signing in?"

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

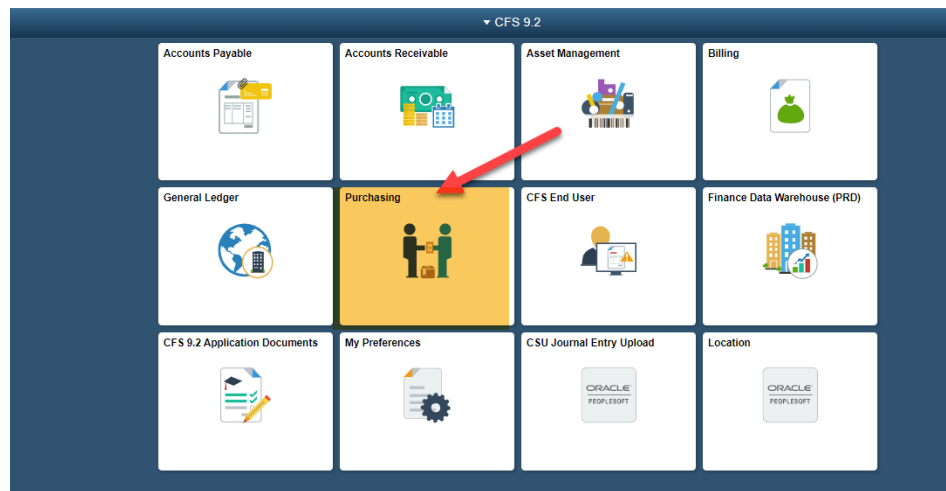


The screenshot shows the Duo Security selection screen. At the top, it says "Connecting to CSU" with a CSU logo and "Sign-in with your San Jose State University account to access CSU Common Financial System". Below this is the SJSU logo and a large green Duo Security logo. The text "Duo Security" is centered. At the bottom, there is a panel with a SJSU logo icon, a "Settings" button, and two green buttons: "Send Me a Push" and "Enter a Passcode".

Run a CSU PO Life Cycle Report

CFS 9.2 dashboard.

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



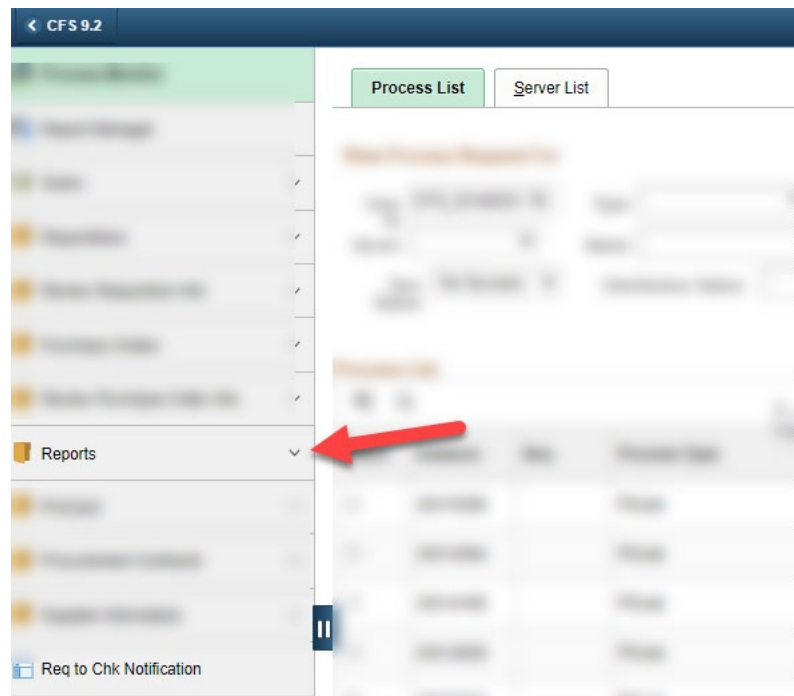
The Purchasing module and its menu displays.

The screenshot displays the CSU Purchasing module interface. The left sidebar menu is highlighted with a red box and includes the following items: Report Manager, Query, Requisitions, Review Requisition Info, Purchase Orders, Review Purchase Order Info, Reports, ProCard, Procurement Contracts, Supplier Information, Req to Chk Notification, Add/Update Receipts, and Review Vouchers. The main content area shows the 'Process List' and 'Server List' tabs. The 'Process List' tab is active, displaying a table of process requests.

Process List

Select	Instance	Seq.	Process Type	Process Name
<input type="checkbox"/>	20315266		PSJob	CSUCN0
<input type="checkbox"/>	20314364		PSJob	CSUGLD
<input type="checkbox"/>	20314166		PSJob	CSUAPD
<input type="checkbox"/>	20312829		PSJob	CSUGLDIB
<input type="checkbox"/>	20312635		PSJob	CSUGLD
<input type="checkbox"/>	20312431		PSJob	CSUAPD
<input type="checkbox"/>	20310906		PSJob	CSUGLD

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

Find an Existing Value | **Add a New Value**

Run Control ID PO_LIFE_CYCLE_REPORT

Add

[Find an Existing Value](#) | [Add a New Value](#)

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 PO Life Cycle Report

Run Control ID PO_LIFE_CYCLE_REPORT [Report Manager](#) [Process Monitor](#)

Select PO using:

Purchase Order Requisition Voucher

Process Options

*Business Unit:

*PO ID:

Process Scheduler Request

User ID 80000033242 Run Control ID PO_LIFE_CYCLE_REPORT

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PO Life Cycle Report	CSUPO010	SQR Report	Web	PDF	Distribution

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.

CSU PO Life Cycle Report

Run Control ID PO_LIFE_CYCLE_REPORT Report Manager Process Monitor Run

Select PO using:

Purchase Order Requisition Voucher

Process Options

*Business Unit: SJ000

*PO ID: 3000035387

List Explorer Administration Archives

View Reports For

User ID 80000033242 Type Last 1 Days Refresh

Status Folder Instance to

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	11463551	20319608	PO Life Cycle Report	01/04/2021 3:23:18PM	Acrobat (*.pdf)	Posted	Details

Section 1: Header

Report ID: CSUP0010
 Operator : 800000
 Database : FCFSPRD

San Jose State University
 Purchase Order Life Cycle Report

Page No : 1
 Run Date: 01/04/2021
 Run Time: 17:07:18

Bus Unit: SJ000
 PO Id: 30009
 PO Dt: 11/04/2020
 Supplier Id: 0000041824
 Supplier Name: MARK ANDY PRINT PRODUCTS

PO Ref: WRO is
 PO Type: Reg Order
 PO Buyer: 80000
 PO Status: Dispatch

Change Order #: 000
 Change Order Date:

Field	Description
PO ID	10-digit Purchase Order Number (3xxxxxxxx).
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	Acct /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	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	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	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.
Acct	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 identifies unique activity not represented in the Acct 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.
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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	Acct /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
Acct	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 identifies unique activity not represented in the Acct 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	8000002			1.0	1.0
0000140608	12/03/2020	2	Received	2/1/1	11/11/2020	8000002			1.0	1.0
0000140608	12/03/2020	3	Received	3/1/1	11/11/2020	8000002			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 EmplID 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	Acct /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									

Field	Description
Voucher ID	CFS Voucher ID is created by Payment Services in CFS when invoice is received and has
Status	CFS Voucher status
Voucher Amount	CFS Voucher amount
Voucher Dt	CFS Voucher date
Invoice ID	Supplier's invoice number
PO Ln/Sc/Ds	Corresponds to the PO
Acct	Corresponds to the chartfields on the PO. This is where invoice was paid from.
Dept ID	
Fund	
Prog	
Project ID	
Class	
Check #	SJSU check number issued to pay the invoice.
Check Dt	SJSU check date
Check Amount	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.