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## 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 <u>Tutorials</u> for instructions.

If there are any questions, please contact Finance Support at <u>financeconnect@sjsu.edu</u> 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: FIN101)
- Approving Officials are to complete the Finance Overview for Managers class (Course No: FIN201)

### **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 <u>Finance Systems Access Request</u> (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: <u>itservicedesk@sjsu.edu</u> or phone: 408-924-1530.

- 1. Go to <u>one.sjsu.edu</u>.
- 2. Search for CFS.
- 3. Click on **Common Finance System (CFS)** tile in the results.



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

	N
	Sign In 났
	SJSU ID Number
	Password
	SJSUOne Password
	Remember me
	Sign In
	Need help signing in?
Sign-in	Connecting to CSU
Sign-in	Connecting to CSU
Sign-in	Connecting to CSU Construction of the second
Sign-in	Connecting to CSI Connecting to CSI Connecting to CSI Connection access CSU Common Financial System
Sign-in	Connecting to CSI CO with your San Jose State University account to access CSU Common Financial System
Sign-in	Connecting to CSI CO with your San Jose State University account to access CSU Common Financial System COUC SAN JOSÉ STATE UNIVERSITY Duo Security E Settings
Sign-in	Connecting to CSI   with your San Jose State University account to access CSU Common Financial System   Connecting State Sta

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

## Run a CSU PO Life Cycle Report

#### CFS 9.2 dashboard.

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



The Purchasing module and its menu displays.

CSU The California State University COMMON FINANCIAL SYSTEM	rsity					
< CFS 9.2						
n Process Monitor	Proc	cess List	Server List			
🖏 Report Manager	View Pr	ocess Requ	lest For	, ,		
🐺 Query 🗸 🗸	User	CFS_SCHE	DC: Q Ty	/pe	✓ Date Rang	je 🗸
Requisitions ~	ID Server		✓ Na	me	Q Instance F	rom
Review Requisition Info V	R Stat	un No Succ us	ess 🖌	Distribution Status		•
Purchase Orders ~	Process	List				
Review Purchase Order Info V	I I I I I I I I I I I I I I I I I I I	λ				
Reports ~	Select	Instance	Seq.	Process Type	Process Name	
ProCard 🗸		20315266		PSJob	CSUCN0	
Procurement Contracts ~		20314364		PSJob	CSUGLD	
Supplier Information V		20314166		PSJob	CSUAPD	
E Req to Chk Notification		20312829		PSJob	CSUGLDIB	
Add/Update Receipts		20312635		PSJob	CSUGLD	
Review Vouchers		20312431		PSJob	CSUAPD	
		20310906		PSJob	CSUGLD	

2. In **Reports**, click on the **arrow** to uncollapse the section.

		Pro	ocess List	Server Lis	t	
	,					
	,					
	,					
	,					
Reports	~	-	-			

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



# CSU - PO Life Cycle Report page displays.

CSU PO Life Cycle Report

- 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**.

Select PO using:								
Purchase Order	ORequisition	OVouche	r					
<b>D O 1</b>								
Process Options								
*Business Unit:	SJ000	Q						
*PO ID:	3000035	Q						
Save Return to	Search Previo	us in List	Next in L	ist		Add		Update/Displa
rocess Scheduler Rer	<b>juest</b>		R	in Control ID	PO LIFE (			
rocess Scheduler Ret User ID 800	<b>juest</b>		Ru	in Control ID	P0_LIFE_1	CYCLE_REPORT		
rocess Scheduler Ret User ID 800 Server Name Recurrence	<b>juest</b> 00033242	~	Ru Run Date	n Control ID 1/04/2021 -23: ŋ9PM	P0_LIFE_0	CYCLE_REPORT	nt Date	Time
rocess Scheduler Re User ID 800 Server Name Recurrence Time Zone	quest 00033242	× •	Run Date Run Time	in Control ID 1/04/2021 :23:09PM	PO_LIFE_	CYCLE_REPORT Reset to Currer	nt Date/	Time
rocess Scheduler Ret User ID 800 Server Name Recurrence Time Zone	<b>quest</b> 00033242	v v	Ru Run Date Run Time	in Control ID 1/04/2021 :23:09PM	PO_LIFE_1	CYCLE_REPORT Reset to Currer	nt Date/	/Time
rocess Scheduler Re User ID 800 Server Name Recurrence Time Zone	quest 00033242	✓ ▼ Process Name	Ru Run Date I Run Time	in Control ID 1/04/2021 :23:09PM <b>Type</b>	PO_LIFE_(	CYCLE_REPORT Reset to Currer	nt Date/	/Time Distribution

#### **CSU-Life Cycle Report** CSU PO Life Cycle Report page displays. Report Manager Process Monitor Run Control ID PO\_LIFE\_CYCLE\_REPORT Run 12. Click on the hyperlink for Report Manager to retrieve report. Select PO using: Purchase Order O Requisition O Voucher Process Options \*Business Unit: SJ000 Q. \*PO ID: 3000035387 Q, **Report Manager page** List Explorer Administration Archives displays. View Reports For User ID 80000033242 ✓ Last ~ 1 Days × Refresh Type 13. Click on the ✓ Instance ~ to Status Folder Administration tab. Report List ≣; Q 1-50 of 65 🗸 View All [€ • • T ▶ **Report List** displays the jobs Report ID Prcs Instance Request Date/Time Select Description Format Status Details initiated by the user. Most 01/04/2021 3:23:18PM Acrobat (\*.pdf) recent job will appear first in 11463551 20319608 PO Life Cycle Report Posted Details 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.

## **PO Life Cycle Report**

The PO Life Cycle Report is delivered in the Adobe PDF format.

Report I Operator Database	D: CSUP : 8000 : FCFS	0010 0033242 PRD					San Jose S Purchase Orde	State Universit er Life Cycle B	ty Report			Page Run Run				
Bus Unit PO Id: PO Dt: Supplier Supplier	: Id: Name:	SJ000 300003 11/04/20 00000418 MARK ANI	020 824 DY PRIN	T PRODUC	TS	PO Ref: PO Type: PO Buyer: PO Status:	WRO( Reg Order 800f Dispatch	S		Change Change	Order #: 000 Order Date:					
Requisit: Req_id WR000902 WR000902 WR000902	ion Inf Ln/S 11 1/1/ 11 2/1/ 11 3/1/	c/Ds Sta 1 Con 1 Pro 1 Con	n: nplete ocessed nplete	Descrip 352-000 352-001 350-009	tion 8, SINGULAT 3, FEE PAD 9, FEED WHE	Categ OR P 57800 57800 EL 57800	Cd Requestor 800 800 800 800	Accnt /Dept Ic 660003/1533 660003/1533 660003/1533	<b>d /Fund</b> /70000 /70000 /70000	/Prog /P / / / /	roject Id/Class/ / /	<b>Pri</b> 7. 10. 53.	<b>CE UOM</b> 57 EA 36 EA 00 EA	PO         L           1.0         1           1.0         2           3.0         3	n/Sc/Ds /1/1 /1/1 /1/1	Total Amount 7.57 10.36 159.00
PO Detai	l Infor	mation 3	3000039	169 - 11 Categ	/04/2020	Location	Acont /Dept Id	d /Fund /Proc	. /Project	Id/Clas	s Price UOM	OTY	Total Tax	Total Fro	l REQ	176.93
1/1/1	Comp 3	52-0008,	SINGU	LA 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 3	52-0013,	FEE P	AD 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 3	50-0099,	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
Receipt	Informa	tion:														
Receiver	ID Rece	ipt Dt I	line Sta	atus	PO Ln/Sc/Ds	Date	Received By		Pack	. Slip B	ill of Lading	P	eceived Q	ty Accepte	d Qty	
00001406	08 12/0	3/2020 1	Re	ceived	1/1/1	11/11/20	20 800000						1	.0	1.0	
00001406	08 12/0	3/2020 2	Rei Rei	ceived	2/1/1 3/1/1	11/11/20	20 800000						1	.0	1.0	
00001400					<i>~, 1</i> / <i>±</i>	, -1, -0					Total RECV	-	5	.0	5.0	

Voucher I	nformation:											
Voucher I	D Status	Voucher Amount	Voucher Dt	Invoice ID	PO Ln/Sc/Ds	Accnt /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/	1	/	648029	12/17/2020	193.63
00416572	Open	184.83	11/06/2020	SIN266180	3/1/1	660003/1533	/70000/	1	/	648029	12/17/2020	193.63
	Total VCH	193.63										

#### **Section 1: Header**

3000 9

11/04/2020

Supplier Name: MARK ANDY PRINT PRODUCTS

Report ID: CSUP0010 Operator : 800000

PO Id:

PO Dt:

Database : FCFSPRD Bus Unit: SJ000

Supplier Id: 0000041824

Sa	n Jo	se S	Sta	te	Un	ive	rsi	ty
Purch	ase	Orde	er	Lif	e	Сус	le	Report

PO Ref: WR0 is PO Type: Reg Order PO Buyer: 80000 PO Status: Dispatch

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

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.
РО Туре	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	n Informa	tion:											
Req_id	Ln/Sc/Ds	Status	Description	Categ Cd	Requestor	Accnt /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/	1	/	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/	1	/	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.
Accnt	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 identies unique activity not represented in the Accnt 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

#### **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 Detai	1 Information 3	00003916	9 - 11	/04/2020											
Ln/Sc/Ds	Stat Descripti	.on	Categ	Due Date	Location	Accnt /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/	1	/	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/	1	/	53.00 EA	3.0	14.71	0.00	0.00	173.71
									3	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						
Accnt	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 identifes unique activity not represented in the Accnt 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 Ind	formation:										
ReceiverID	Receipt Dt	Line	Status	PO Ln/Sc/Ds	Date	Received	Ву	Pack. Slip	Bill of Lading	Received Qty	Accepted Qty
0000140608	12/03/2020	1	Received	1/1/1	11/11/2020	8000002	5			1.0	1.0
0000140608	12/03/2020	2	Received	2/1/1	11/11/2020	8000002	5			1.0	1.0
0000140608	12/03/2020	3	Received	3/1/1	11/11/2020	8000002	5			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 EmpID 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 In	formation:											
Voucher II	Status	Voucher Amount	Voucher Dt	Invoice ID	PO Ln/Sc/Ds	Accnt /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						
Accnt							
Dept ID							
Fund	Corresponds to the chartfields on the PO. This is where invoice was paid from.						
Prog							
Project ID							
Class							
Check #	SJSU check number issued to pay the invoice.						
Check Dt	SJSU check date						
	SJSU check amount						
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.						