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# Overview

CFS Data Warehouse (CFS DW) is the reporting system used by departments to extract financial data. The data is used by departments to reconcile purchasing/payment transactions and for budgetary tasks. New users are required to complete the required Finance training to access the finance systems. For more information regarding required and recommended training and other resources, please visit [Finance & Business Services Training and Tutorials](#).

This guide will go through the steps of setting up an Open PO report which helps users manage procurement commitments between SJSU department and a supplier.

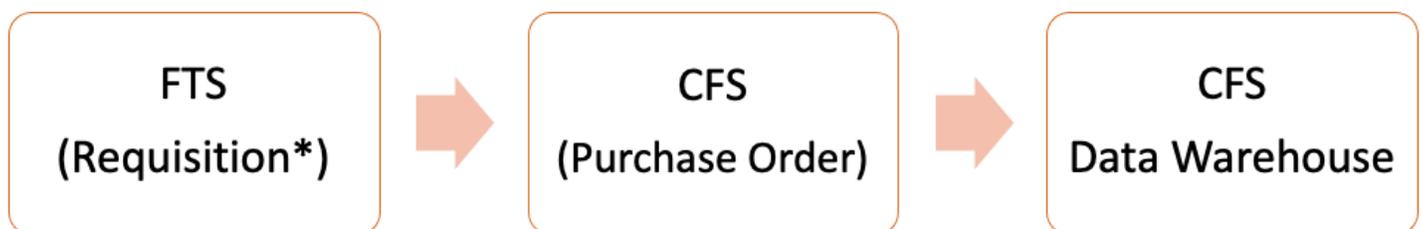
## What is a Purchase Order?

A purchase order (PO) is a contract issued by the university's Contracts and Procurement Services to a supplier. The PO includes information such as product/service description, quantity, and agreed prices for products or services the seller will provide to the university.

## How is a Purchase Order Created?

The request for a PO originates from the department submitting a Requisition in Financial Transaction Services (FTS) for goods/services. The Requisition must be approved by the department's Approving Official for it to feed to CFS for Contracts and Purchasing Services to process. Refer to [Requisition to Purchase Order](#) for more information. The PO is generated in the Common Finance System (CFS) by Contracts & Procurement Services when a supplier is selected to fulfill the order and on an agreed upon price and terms/conditions.

When a PO is issued by Contracts and Purchasing Services, funds are encumbered (reserved) for the amount(s) specified in the PO and will remain committed until the invoice(s) associated to the PO are paid in full by Payment Services or until the requesting department submits a [Change Order Request](#) to modify the PO.



\* Requisition must be approved for it to feed to CFS for Contracts & Procurement Services to process.

## Why is it Necessary to Manage Open POs?

Open POs affect a department's budget and what they have available to spend. When a PO is issued, the funds are deducted from the department's current fiscal year budget. The PO encumbrance is reserved for the goods/services specified on the PO for that supplier. It cannot be used towards other expenses. The PO remains encumbered until Payment Services pays the invoice for it in full or until the department submits a Change Order Request to disencumber (release) the remaining balance so that the funds can be used towards other expenses. PO encumbrances are not automatically disencumbered at the end of a fiscal year by Contracts and Purchasing Services, so it is important for the department to review their open POs and complete necessary action.

## What are the Benefits of Running an Open PO Report?

Users can run reports in the Financial Reporting Dashboard to identify open PO encumbrances. The benefits of running an Open PO report are:

- Report displays all open POs in one report view.
- Departments can manage their PO encumbrances as part of their budget planning.
- Identify purchase orders that are open and use the information to prepare a Change Order Request to close or update the PO.

The Open PO report delivers a summary of open purchase orders based on the Department ID selected. The report allows users to drill down to view PO activity from when PO was encumbered, and invoices paid.

## Step 1: Log into CFS Data Warehouse

Visit [one.sjsu.edu](https://one.sjsu.edu) to search and login to CFS Data Warehouse. Users will be prompted to select SJSU as their campus and enter their SJSUOne credentials.

After successfully logging in, users will be directed to the CFS Data Warehouse website.

1. Click on **CFS Data Warehouse** button.

ADMINISTRATION & ORGANIZATIONS PROJECTS & INITIATIVES COLLABORATE POLICIES FORMS & PROCEDURES NEWS & INFORMATION

BUSINESS & FINANCE INFORMATION TECHNOLOGY SERVICES BUSINESS INTELLIGENCE / DATA OPERATIONS

### CFS Data Warehouse

**The NEW Oracle Analytics Cloud version of the Finance Data Warehouse is now available**

We will be running OAC FDW concurrently with the legacy CFS Data Warehouse through January 27, 2023. Please let us know if you see any discrepancies between the two!

See the [Message Board](#) for more information.

**Quick Links**

**NEW!**

CFS Data Warehouse  
Powered by  
**ORACLE**  
ORACLE ANALYTICS CLOUD

- 2. If this panel appears, click on the **CSU – Single Sign On** button.

**CSU** The California State University  
BUSINESS INTELLIGENCE / DATA OPERATIONS

**California State University**  
Click CSU Single Sign On button below

User Name

Password

**Sign In**

Need help signing in? [Click here](#)

Or sign in with

 **CSU - Single Sign On** 

The **CFS Data Warehouse** homepage displays.

**CSU** The California State University  
Business Intelligence / Data Warehouse



 Financial Reporting

 Tree Reporting

 Transaction Inquiry

 The California State University

 The Data Warehouse is current as of:  
**29-DEC-22 2:00 AM**

For current information about Data Warehouse updates, training events, and other news of interest, please click the link below to go to the Finance Data Warehouse Message Board in CSYou.

## Step 2: Dashboard Set-Up

CFS DW has dashboards that contain a collection of reports. The ones commonly used by departments are:

- **Financial Reporting:** Dashboard contains a collection of summary reports with a drilldown feature that allows users to view transaction details.
- **Transaction Inquiry:** Dashboard contains a collection of transaction detail reports such as Open POs and ProCard Transactions.

Before running any report within a dashboard, the values for it must be selected and saved. This is a one-time set-up for each dashboard.

1. From the homepage, click on **Transaction Inquiry**.

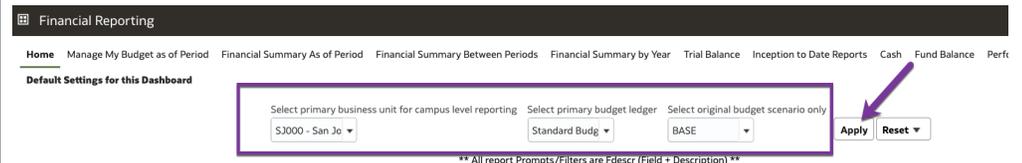


### The Transaction Inquiry Dashboard Home displays.

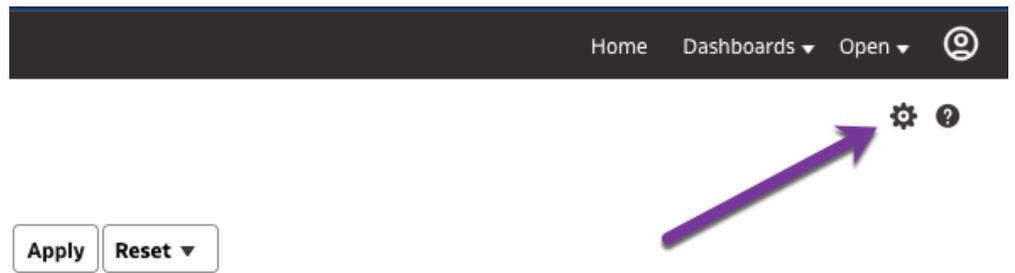
2. From the dropdown menu select the following values-

- **Business Unit:** SJ000-San Jose
- **Budget Ledger:** Standard Budget Group
- **Budget Scenario:** Base

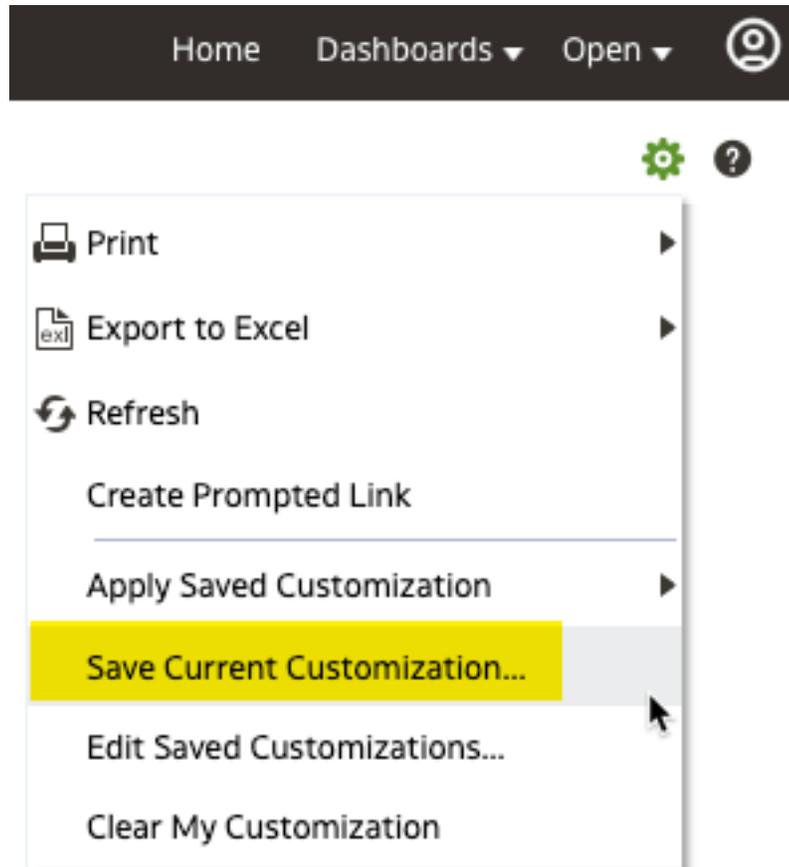
3. Click **Apply**.



4. Click on the **Gear** icon.



5. The **Gear** menu displays, select **Save Current Customization**.



The **Save Current Customization** window displays.

6. In the **Name** field, assign the name Transaction Inquiry Dashboard.

**Note:** Most users will only have one customization in a dashboard.

7. Check box for **Make this my default for this page**.
8. Click **OK**.

Dashboard default setup is completed. This is a one-time setup.

**Save Current Customization** ? X

Name

Save for  Me  Others

Make this my default for this page

## Step 3: Report Set-Up

### a. Open PO Reports

1. From the Transaction Inquiry Dashboard, click on the **Open PO Reports** tab.

Transaction Inquiry

Home **Open PO Reports** Open Requisition Reports Actuals Reports Budget Reports Encumbrance Reports

Select primary business unit for campus level reporting

SJ000 - San Jo ▼

\*\* All Filter:

2. In the Open PO Reports page, click **Open PO Report** hyperlink

# Transaction Inquiry

Home **Open PO Reports** Open Requisition Reports Actuals Rep

## Report Index

[Open PO Report](#)



Open PO listing with six column selectors

[Open PO Views](#)

Open PO listing by various chartfield and supplier (vendor) views

[Open PO Transaction Details](#)

Open PO transaction details based on the selected report filters

The **Open PO Report** page displays.

# Transaction Inquiry

### Report Filters

Business Unit	Fiscal Year	Period (as of)	Account Category		
SJ000 - San Jo	2022	<= 12	--Select Value--		
Fund	Dept	Account	Project	Program	Class
X	--Select Value--				
NOT Fund	NOT Dept ID	NOT Account	NOT Project	NOT Progra	NOT Progra
NOT --Select Value--					
Document Source	Doc ID	Document Date	Doc Line Descr	Supplier	Supplier
--Select Value--					

### Advanced Filters

### Open PO Report

**No Results**

The specified criteria didn't result in any data. This is often caused by applying filters and/or selection steps that are too restrictive or that or selection steps currently being applied are shown below.

#### Filters

Acct Type Fdescr is equal to / is in **60 - Expenditures**  
and Doc Src Fdescr is equal to **ENC - Encumbrance Activity from a PO, VCH - AP Voucher Accounting**  
and Period Abbr is not equal to / is not in **0**  
and Bus Unit Fdescr is equal to **SJ000 - San Jose State University**  
and Fund Fdescr is equal to **X**

## b. Report Filters

The instructions below are for setting up a department level Open PO report. A department level report will extract data for all Funds associated to the selected Department ID(s).

### Report Filters

1 Business Unit: SJ000 - San Jo

2 Fiscal Year: 2022

3 Period (as of): <= 12

Account Category: --Select Value--

4 Fund: X

5 Dept: --Select Value--

Account: --Select Value--

Project: --Select Value--

Program: --Select Value--

Class: --Select Value--

NOT Fund: --Select Value--

NOT Dept ID: --Select Value--

NOT Account: --Select Value--

NOT Project: --Select Value--

NOT Program: --Select Value--

NOT Class: --Select Value--

NOT: --Select Value--

Document Source: --Select Value--

Doc ID: --Select Value--

Document Date: --Select Value--

Doc Line Descr: --Select Value--

Supplier: --Select Value--

Supplier Descr: --Select Value--

### Advanced Filters

6

7

Dept Tree: --Select Value--

Dept Level 1: --Select Value--

Dept Level 2: --Select Value--

Dept Level 3: --Select Value--

Dept Level 4: --Select Value--

Dept Level 5: --Select Value--

8

Apply Filters

Reset Filters

	Field	Value to Select	Additional Info
1	Business Unit	SJ000-San Jose	A default based on Dashboard settings.
2	Fiscal Year	Select current fiscal year	2023 = FY 2023-24 2022 = FY 2022-23 2021 = FY 2021-22 and etc.

3	As of Period	12	<p>SJSU's fiscal year begins on July 1<sup>st</sup> and ends June 30<sup>th</sup>:</p> <p>Period 1 = July  Period 6 = December  Period 12 = June</p> <p>By selecting Period 12, users will still get POs open as of the last business day and also it eliminate the need to update this field each month.</p>
4	Fund	Uncheck the box for <b>X</b> value.	Leave this field blank.
5	Dept	Select DeptID(s) from the dropdown menu by checking box or go to <b>More/Search</b> in field to locate	<p>Leave this field blank if selecting at the organization level (# 6 to 8).</p> <p><i>Organization Level-</i> For users who belong to a department who have multiple departments within their organization such as a college or division, select value in the <b>Dept Tree Name</b> and <b>Dept Level 1</b> to <b>Dept Level 5</b> fields instead of this Dept field.</p>
6	Advanced Filters	Click icon to expand Dept Tree and Dept Levels section.	<p>This applies to users who want to select at the organization level.</p> <p>Users who are in the college or division level should select values at the organization level.</p>
7	Dept Tree Name	SJ_Dept_Primary	<p>This applies to users who want to select at the organization level.</p> <p><i>Organization level allows users to select a Dept node which will pull up data for all DeptIDs within that node (organization).</i></p> <p><b>Note:</b> To delete SJ_Dept_Primary click in the field to highlight it and press the delete button on keyboard.</p>

	Dept Level 1 to Dept Level 5	<p>Select DeptID node (Nxxxx) from one of the Level fields.</p> <ul style="list-style-type: none"> <li>○ <b>Dept Level 1</b> = Total University</li> <li>○ <b>Dept Level 2</b> = Division</li> <li>○ <b>Dept Level 3</b> = College</li> <li>○ <b>Dept Level 4</b> = Department/Program</li> <li>○ <b>Dept Level 5</b> = Department/Program</li> </ul>	<p>This applies if users want to select Dept node (organization level).</p> <p><i>Organization level allows users to select a Dept node which will pull up data for all DeptIDs within that node (organization).</i></p>
8	Apply Filters	Click button	Data results will display in bottom portion of page.

### c. Column Labels

Data displays at bottom of page after clicking the Apply Filters button.

▲ Open PO Report  
 Business Unit = SJ000 - San Jose State University, Fiscal Year = 2022, Period = 12  
 Open PO Report  
 Time run: 1/22/2023 11:30:55 AM

1

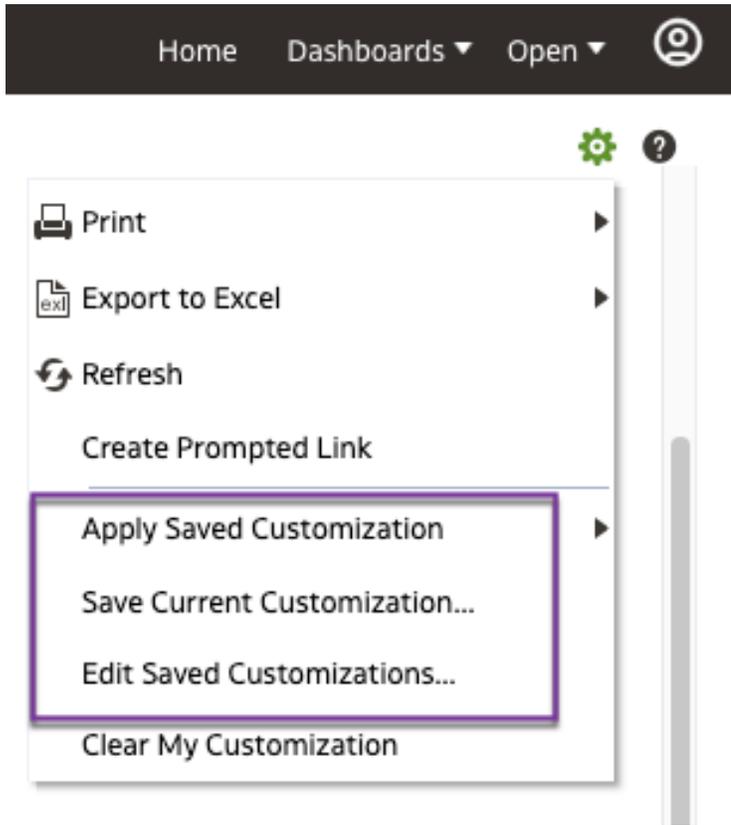
Fund Fdescr	Dept Fdescr	Acct Fdescr	Doc ID	Doc Ln #	Doc Ln Descr	Supplier Descr	Open PO Amt
70000 - CSU Operating Fund	10000 -	660003 - Supplies and Services	300003	5.00	Reduction via C/O 8575687	MEDIUS	(660.61)
			300004	1.00	HRV system for recreation	ICN BIOMEDICALS INC	2,069.10
			300004	1.00	Shimmer sensor kit and softwar	SHIMMER RESEARCH, INC.	4,355.00
			300004	1.00	Transcription services	TRANSCRIBEME INC	442.40
			300004	2.00	Student Recruitment Campaign r	HYBRID NEWS LIMITED	7,202.50
70000 - CSU Operating Fund Total							13,408.39

2

	Field	Value to Select	Additional Information
1	Column 1 to Column 6	<ul style="list-style-type: none"> <li>• We recommend, the following labels to be represented in the columns:               <ul style="list-style-type: none"> <li>○ Column 1- Fund Fdescr</li> <li>○ Column 2- Dept Fdescr</li> <li>○ Column 3- Account Fdescr</li> <li>○ Column 4- Doc Line #</li> <li>○ Column 5- Doc Line Descr</li> <li>○ Column 6- Supplier Descr</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The order of the header labels will be up to users once they become familiar using Data Warehouse.</li> <li>• The columns are connected to the headers that are in yellow.</li> </ul>
2	OK	Click button to apply selected labels to report.	

#### d. Save Customization

After applying selected report filter values and choosing column header labels, save the customized report. The saved customization is specific to the report where it was created and saved. For example, the customization saved in Open PO page will not be found in the ProCard Transactions page.



Item #	Field	Value to Select	Additional Information
1	Gear icon.	<p><b>Save Current Customization</b></p> <ul style="list-style-type: none"> <li>• Customization window appears.</li> <li>• In the Name field, assign a name for the customization.</li> <li>• (Optional) Check box for <b>Make this my default for this page</b>.</li> <li>• Click <b>OK</b>.</li> </ul>	Users can save many customizations (versions of report), but only one can be the default.

		<p><b>Apply Save Customization</b></p> <ul style="list-style-type: none"> <li>• Saved Customizations window will display.</li> <li>• Select a saved customization. The data results will refresh.</li> </ul>	<p>Users can toggle between saved customizations.</p>
		<p><b>Edit Saved Customization</b></p> <ul style="list-style-type: none"> <li>• Edit Saved Customization window will display.</li> <li>• This feature allows users to rename, delete or change the default for existing customizations.</li> <li>• <b>To delete:</b> click on a row to highlight and click on X to delete.</li> <li>• <b>To rename:</b> click on the customization name, delete old name, and enter new name.</li> <li>• <b>Change default:</b> In <b>My Default</b> column, click on the radio button for selected customization to make as new default.</li> <li>• Click <b>OK</b> to save update.</li> </ul>	

# Step 4: Reviewing the Results

## Open PO Report

Business Unit = 53000 - San Jose State University, Fiscal Year = 2022, Period = 12

## Open PO Report

Time run: 1/22/2023 11:18:55 AM

Fund Fdescr	Dept Fdescr	Acct Fdescr	Doc ID	Doc Ln #	Doc Ln Descr	Supplier Descr	Open PO Amt
70000 - CSU Operating Fund	11	on 660003 - Supplies and Services	300005	5.00	Reduction via C/O 8575687	MEDIUS	(660.61)
			300004	1.00	HRV system for recreation	ICN BIOMEDICALS INC	2,069.10
			300004	1.00	Shimmer sensor kit and softwar	SHIMMER RESEARCH, INC.	4,355.00
			300004	1.00	Transcription services	TRANSCRIBEME INC	442.40
			300004	2.00	Student Recruitment Campaign r	HYBRID NEWS LIMITED	7,202.50
70000 - CSU Operating Fund Total							13,408.39

	Field	Additional Information
1	Fund Fdescr Dept Fdescr Acct Fdescr	Column 1 to 3 represents the required chartfields (Account, Fund, and DeptID) that are referenced in the PO.  Due to space limitations, the optional codes: Class-Program-Project could not be added into this report. However, they are displayed in the Doc ID (PO#) drilldown.
2	Doc ID	Purchase Order Number.  The PO number is a hyperlink. Users can drill down to view PO activity from encumbrance to invoice (voucher) payments by clicking the link.
3	Doc Line #	Displays the PO line that is still open.
	Doc Line Descr	Displays the PO line (item) description.
	Supplier Descr	Supplier Name
4	Open PO Amt	Displays the amount remaining on the PO line.

# General Features

## a. Print/Export

The Open PO summary page and the Doc ID drilldown transaction details can be printed as a PDF or exported to Excel.

### Open PO Report summary.

Fund Fdescr Column 2: Dept Fdescr Column 3: Acct Fdescr Column 4: Doc Ln # Column 5: Doc Ln Descr

Fund Fdescr	Dept Fdescr	Acct Fdescr	Doc ID	Doc Ln #	Doc Ln Descr
70000 - CSU Operating Fund	1097 - Public Health & Recreation	660003 - Supplies and Services	3000037505	5.00	Reduction via C/O 857
			3000041225	1.00	HRV system for recreat
			3000042077	1.00	Shimmer sensor kit an
			3000043172	1.00	Transcription services
			3000044946	2.00	Student Recruitment C
70000 - CSU Operating Fund Total					
Grand Total					

al to / is in **60 - Expenditures**  
 to **ENC - Encumbrance Activity from a PO, VCH - AP Voucher Accounting**  
 l to / is not in **0**  
 equal to **SJ000 - San Jose State University**  
 al to **1097 - Public Health & Recreation**  
 ual to **70000 - CSU Operating Fund**  
 ance BY Doc ID, 1) is not equal to / is not in **0**  
 al to / is not in **0**  
 ar" < (2022)) OR ("Period Tbl"."Fiscal Year" = (2022) AND "Period Tbl"."Period" <= (12)))  
 to / is in **N**  
 s in **60**

Refresh **Print - Export**

### Doc ID (PO) Transaction Details.

SJ000 - San Jose State University	2020	5	11/15/2020	3000037505	Reduction Activity from a PO	(660.61)	660003 - Supplies and Services	70000 - CSU Operating Fund	1097 - Public Health & Recreation
Grand Total						(660.61)			

Acct Type Fdescr is equal to / is in **60 - Expenditures**  
 and Doc Src Fdescr is equal to **ENC - Encumbrance Activity from a PO, VCH - AP Voucher Accounting**  
 and (("Period Tbl"."Fiscal Year" < (2022)) OR ("Period Tbl"."Fiscal Year" = (2022) AND "Period Tbl"."Period" <= (12)))  
 and Encumbrance is not equal to / is not in **0**  
 and Period Abbr is not equal to / is not in **0**  
 and Acct Fdescr is equal to / is in **660003 - Supplies and Services**  
 and Bus Unit Fdescr is equal to **SJ000 - San Jose State University**  
 and Dept Fdescr is equal to / is in **1097 - Public Health & Recreation**  
 and Fund Fdescr is equal to / is in **70000 - CSU Operating Fund**  
 and Doc ID is equal to / is in **3000037505**

Row Count: 9  
 Return - Analyze - Edit - Refresh **Print - Export**

	Field	Additional Information
1	Print	Print report in PDF format. Not recommended if printing a drilldown.
	Export	Export report to Excel format. Recommended if printing a drilldown.

## b. Transaction Details in Drilldown

The purchase order number in the Doc ID column is a hyperlink and can be drilled down to PO activity (encumbrance and vouchers paid).

Acct Fdescr Column 4: Doc Ln # Column 5: Doc Ln Descr Column 6: Supplier De

Acct Fdescr	Doc ID	Doc Ln #	Doc Ln Descr	Supplier Descr	Open PO Amt
660003 - Supplies and Services	<a href="#">30C</a>	5.00	Reduction via C/O 8575687	MEDIUS	(660.61)
	<a href="#">30C</a>	1.00	HRV system for recreation	ICN BIOMEDICALS INC	2,069.10
	<a href="#">30C</a>	1.00	Shimmer sensor kit and softwar	SHIMMER RESEARCH, INC.	4,355.00
	<a href="#">3000043172</a>	1.00	Transcription services	TRANSCRIBEME INC	442.40
	<a href="#">300</a>	2.00	Student Recruitment Campaign r	HYBRID NEWS LIMITED	7,202.50
					13,408.39
					13,408.39

The drilldown displays transaction details related to the purchase order. Activity displayed are the encumbrance and voucher(s) paid. Click **Return** to go back to summary page.

### Open PO Detail

Time run: 1/22/2023 11:40:20 AM

Business Unit = **SJ000 - San Jose State University**, Fiscal Year = **2022**, Period = **12**

Bus Unit Fdescr	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Descr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Project Fdescr	Class Fdescr	Period Descr	Document Date	PO #	Supplier ID	Supplier Name
SJ000 - San Jose State University	2021	6	12/09/2021	<a href="#">3000043172</a>	Encumbrance Activity from a PO	Transcription services	758.00	660003 - Supplies and Services	70000 - CSU Operating Fund	1 - P H R	---	---	---	Period 6 - 2021-12-01	12/09/2021	3000043172	0000035482	0000035482 - TRANSCRIBEME INC
SJ000 - San Jose State University	2021	8	02/11/2022	<a href="#">3000043172</a>	AP Voucher Accounting	Transcription services	(315.60)	660003 - Supplies and Services	70000 - CSU Operating Fund	1 - P H R	---	---	---	Period 8 - 2022-02-01	12/09/2021	3000043172	0000035482	0000035482 - TRANSCRIBEME INC
Grand Total							442.40											

Acct Type Fdescr is equal to / is in **60 - Expenditures**  
 and Doc Src Fdescr is equal to **ENC - Encumbrance Activity from a PO, VCH - AP Voucher Accounting**  
 and ((("Period Tbl"."Fiscal Year" < ("2022")) OR ("Period Tbl"."Fiscal Year" = ("2022") AND "Period Tbl"."Period" <= ("12"))))  
 and Encumbrance is not equal to / is not in **0**  
 and Period Abbr is not equal to / is not in **0**  
 and  
 Acct Fdescr is equal to / is in **660003 - Supplies and Services**  
 and Bus Unit Fdescr is equal to **SJ000 - San Jose State University**  
 and Dept Fdescr is equal to / is in **1097 - Public Health & Recreation**  
 and Fund Fdescr is equal to / is in **70000 - CSU Operating Fund**  
 and Doc ID is equal to / is in **3000043172**

Row Count: 2

Return - Refresh - Print - Export

## References

- **Change Orders** (<https://www.sjsu.edu/fabs/services/p2p/pay/change-order.php>)
- **Contracts and Procurement Services** (<https://www.sjsu.edu/fabs/about/contact-us.php>)
- **Finance Training & Tutorials** (<https://sjsu.edu/fabs/connect/training-and-tutorials.php>)
- **One.SJSU** (<https://one.sjsu.edu/>)
- **Requisition to Purchase Order** (<https://www.sjsu.edu/fabs/services/p2p/pay/requisition.php>)

## Contact

If there are any questions regarding Finance Data Warehouse, please contact Finance Support at [financeconnect@sjsu.edu](mailto:financeconnect@sjsu.edu) or 4-1558.