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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.

FTS (Requisition*) → CFS (Purchase Order) → CFS Data Warehouse
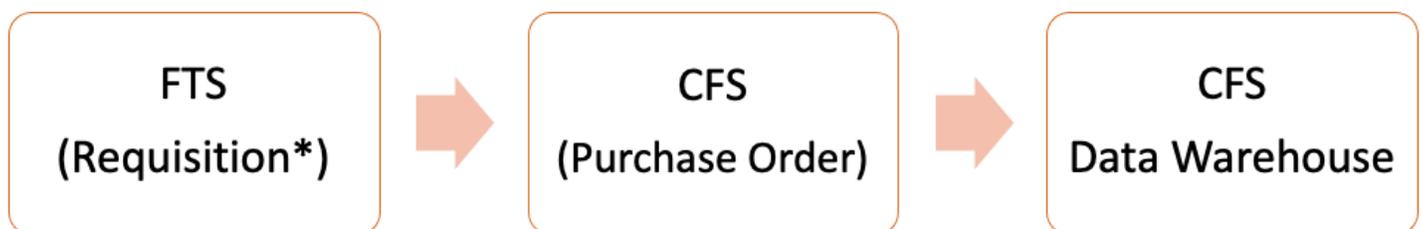
* Requisition must be approved for it to feed to CFS for Contracts & Procurement Services to process.

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 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.

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

The California State University
BUSINESS INTELLIGENCE / DATA OPERATIONS

California State University

Click CSU Single Sign On button below

User Name

User name or email

Password

Password

Sign In

Need help signing in? Click here

Or sign in with

CSU - Single Sign On

The **CFS Data Warehouse** homepage displays.

The California State University
Business Intelligence / Data Warehouse

Financial Reporting

Tree Reporting

Transaction Inquiry

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**.
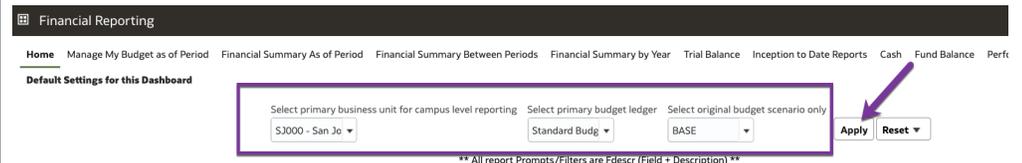
4. Click on the **Gear** icon.
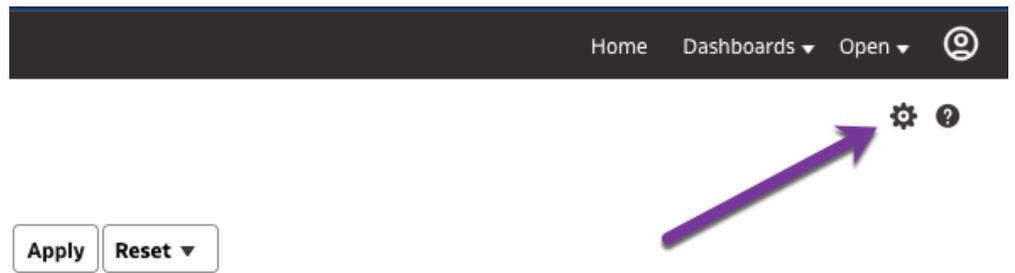
5. The **Gear** menu displays, select **Save Current Customization**.
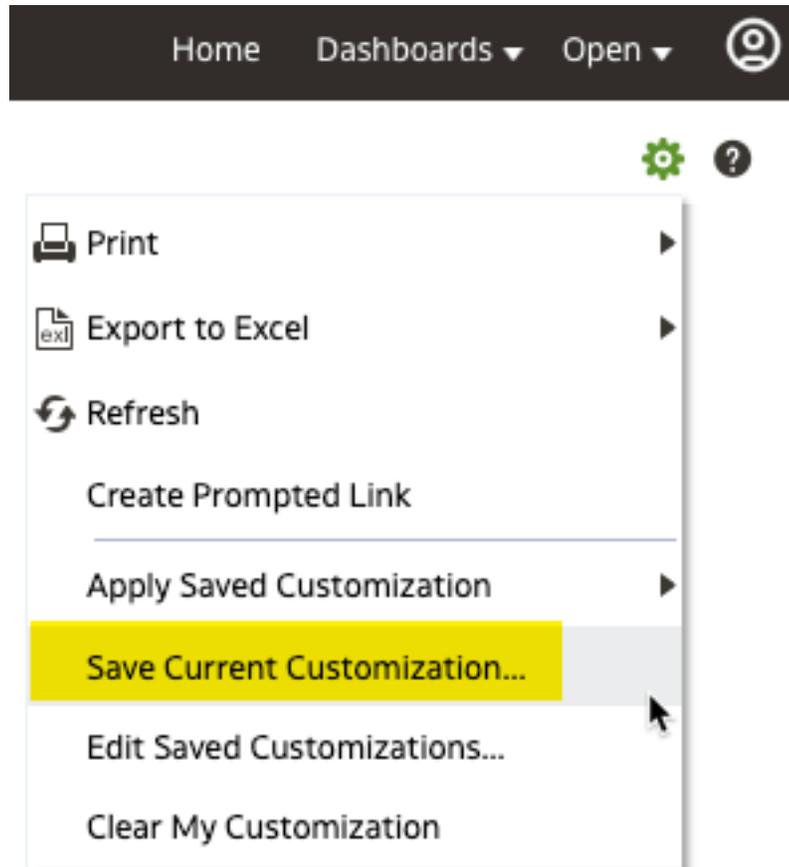
The **Save Current Customization** window displays.

Save Current Customization ❓ ✕

Name | Transaction Inquiry Dashboard

Save for ⦿ Me

◯ Others | Set Permissions

☑ Make this my default for this page

OK | Cancel

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.

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

The **Open PO Report** page displays.

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).

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

	Dept Level 1 to Dept Level 5	Select DeptID node (Nxxxx) from one of the Level fields. ○ **Dept Level 1** = Total University ○ **Dept Level 2** = Division ○ **Dept Level 3** = College ○ **Dept Level 4** = Department/Program ○ **Dept Level 5** = Department/Program	This applies if users want to select Dept node (organization level). *Organization level allows users to select a Dept node which will pull up data for all DeptIDs within that node (organization).*
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.

	Field	**Value to Select**	**Additional Information**
1	Column 1 to Column 6	• We recommend, the following labels to be represented in the columns: ○ Column 1- Fund Fdescr ○ Column 2- Dept Fdescr ○ Column 3- Account Fdescr ○ Column 4- Doc Line # ○ Column 5- Doc Line Descr ○ Column 6- Supplier Descr	• The order of the header labels will be up to users once they become familiar using Data Warehouse. • The columns are connected to the headers that are in yellow.
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.	**Save Current Customization** • Customization window appears. • In the Name field, assign a name for the customization. • (Optional) Check box for **Make this my default for this page**. • Click **OK**.	Users can save many customizations (versions of report), but only one can be the default.

		Apply Save Customization	Users can toggle between saved customizations.
		• Saved Customizations window will display.	
		• Select a saved customization. The data results will refresh.	
		Edit Saved Customization	
		• Edit Saved Customization window will display.	
		• This feature allows users to rename, delete or change the default for existing customizations.	
		• **To delete:** click on a row to highlight and click on X to delete.	
		• **To rename:** click on the customization name, delete old name, and enter new name.	
		• **Change default:** In **My Default** column, click on the radio button for selected customization to make as new default.	
		• Click **OK** to save update.	

Step 4: Reviewing the Results

	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.

Doc ID (PO) Transaction Details.

	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).

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.

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 or 4-1558.