PROCUREMENT & SUPPORT SERVICES
1600 HOLLOWAY AVENUE, CORP. YD 140
SAN FRANCISCO, CA 94132

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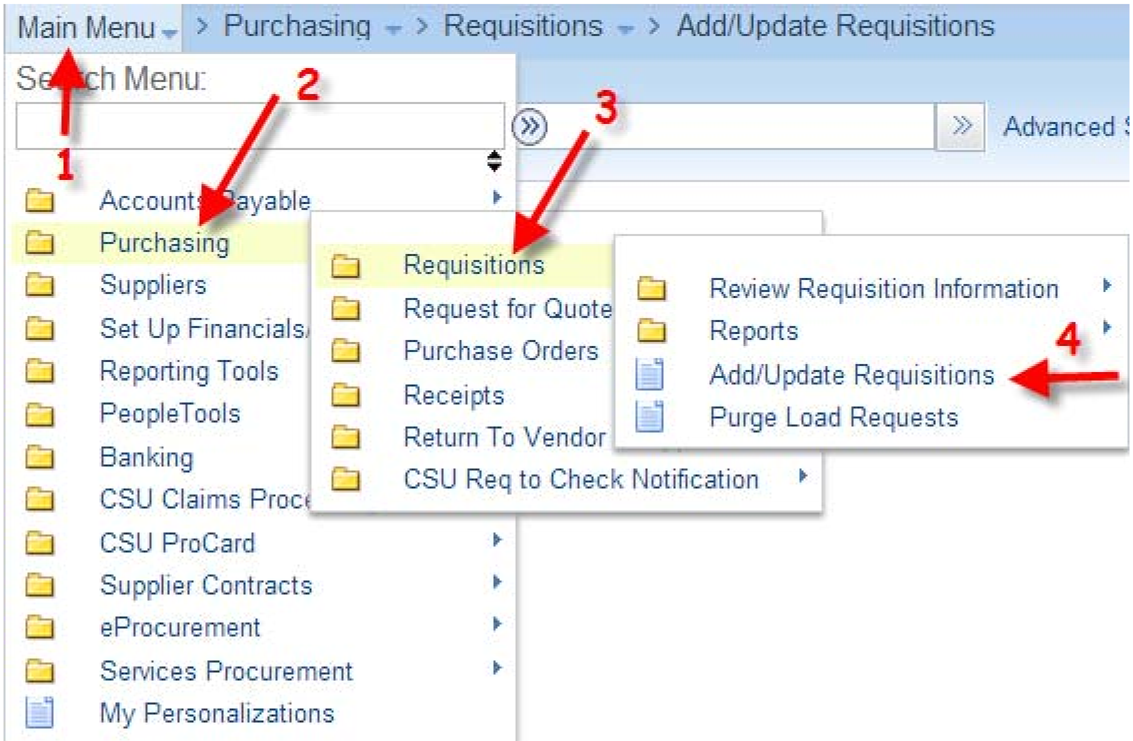
1. Create a New Requisition

Step A: Navigate to Add/ Update Requisitions page

Main Menu (1)→ Purchasing Folder (2) → Requisitions Folder (3) → Add/ Update Requisitions (4)



Step B: Create a New Requisition

To create a new requisition, click on the "ADD" button

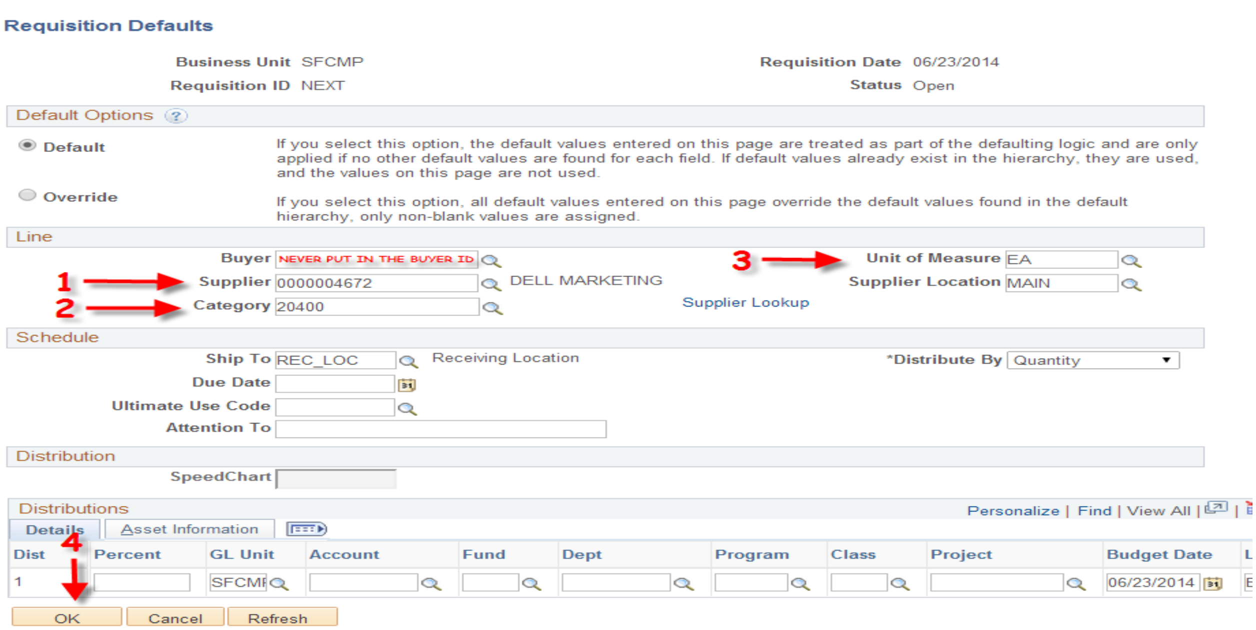
NOTE: Do **NOT** change the Requisition ID from NEXT

Step C: Basic Information

1. You may name your requisition under the “Requisition Name” field (1). If you don’t name it, the system will auto fill the requisition number into that field.
2. Enter your CFS ID (2). The number is 75 and your UIN. EX: 75900000132
3. Click on “Requisition Defaults” (3)

Step D: Requisition Defaults

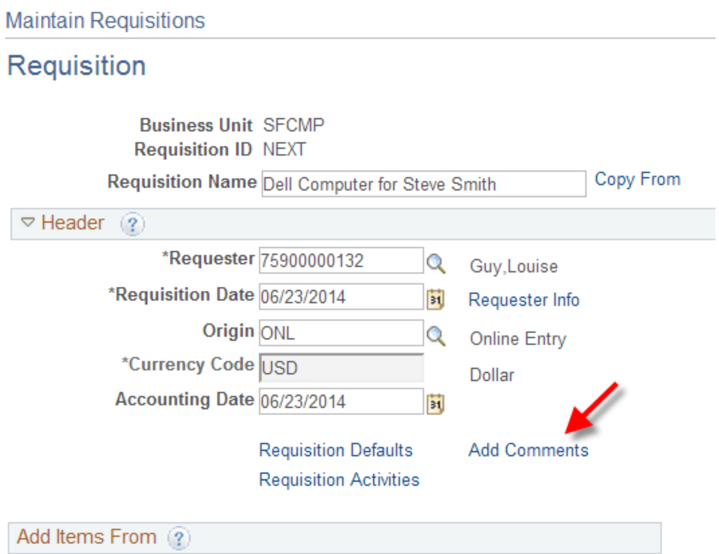
1. Enter your Supplier (Vendor) ID (1)
2. Enter your Category Code (2). If you have multiple lines, choose the code that best describes your overall order. Please use the SAME Category Code for all lines.
   http://fiscaff.sfsu.edu/sites/sites7.sfsu.edu.fiscalaffairs/files/forms/pdf/category_codes_2014_0.pdf
3. Enter the UOM (3). ONLY use “**EA**” or “**LOT**”. **DO NOT** use any other UOM.
4. Click “Ok” (4)
   ***DO NOT select your own Buyer.** Please reference to REQ Refresher Training Guide #1
   http://fiscaff.sfsu.edu/sites/sites7.sfsu.edu.fiscalaffairs/files/forms/pdf/requisition_refresher_training_2014_04_22_1_0_0.pdf
   ***DO NOT** enter your chartfield in the Requisition Defaults. Enter your chartfield in the Schedule Distribution (Reference to Step G, Page 5)



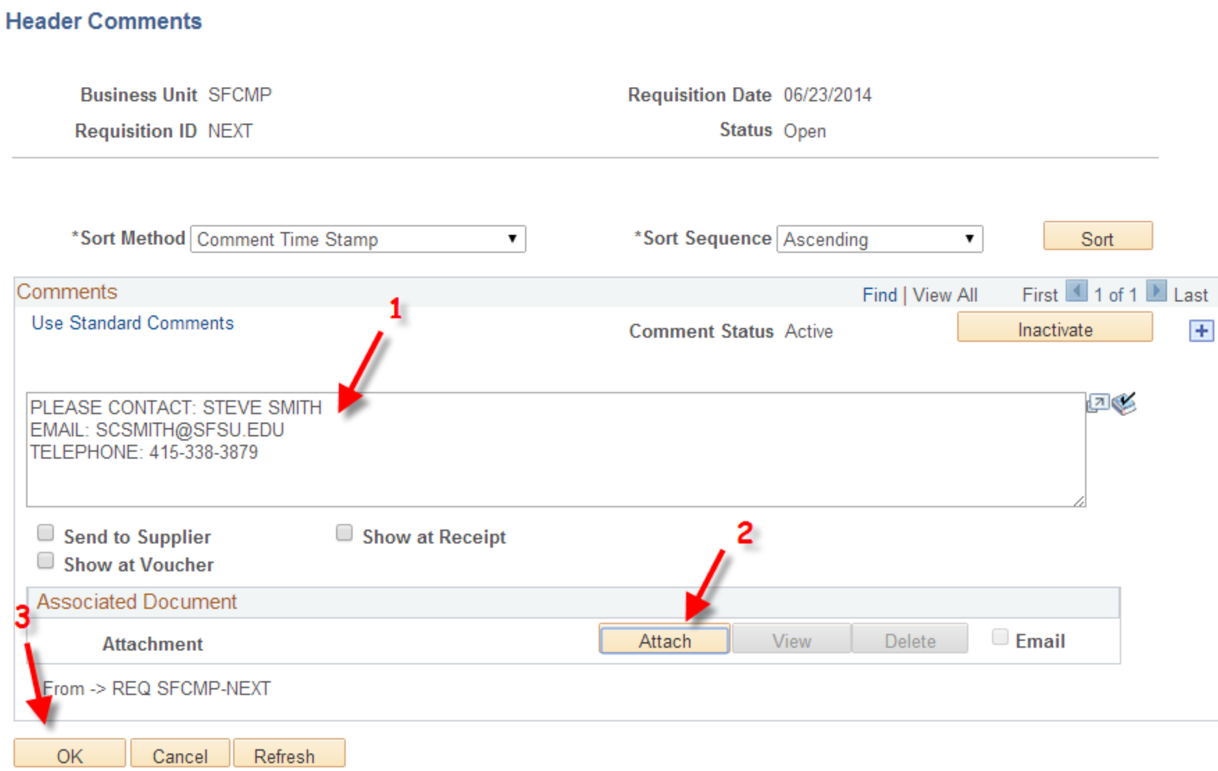
Step E: Add Comments/ Header Comments – Enter end-user's info, attach quote(s), notes to Buyer

*Please reference to REQ Refresher Training Guide #4, 5, and 6

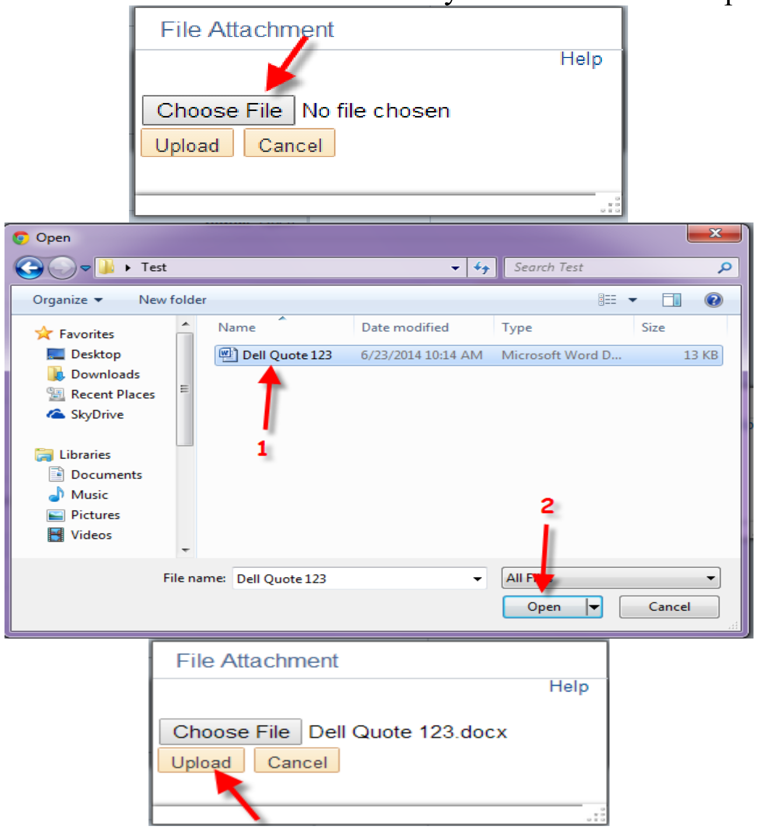
http://fiscaff.sfsu.edu/sites/sites7.sfsu.edu.fiscalaffairs/files/forms/pdf/requisition_refresher_training_2014_04_22_1_0_0.pdf



1. Enter the end-user's information (Name, Email, and Phone Number) (1)
2. Attach quote, proposal, or contracts (2)
3. Click "Ok" (3)



*To attach your file—Click on “Choose File” → select your file then click “open” → Click “Upload”

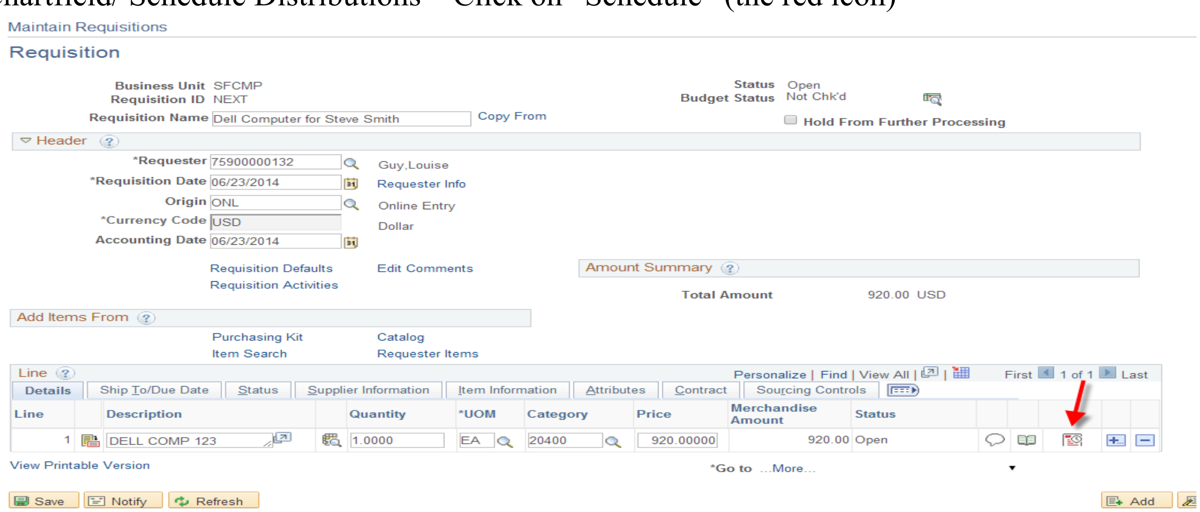


Step F: Description, Quantity, and Unit Price

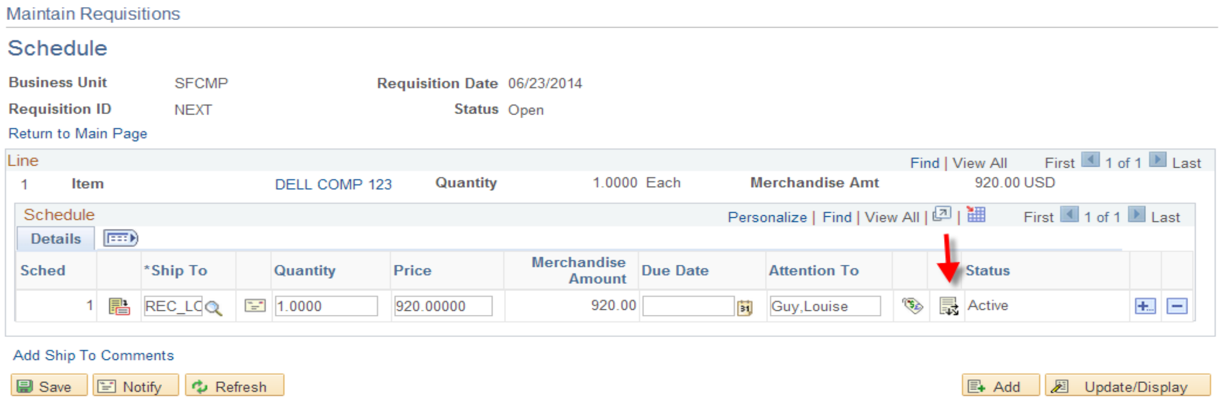
*Enter your item description (1), quantity (2) and unit price (3).

*For more information on Each vs LOT, please reference to Requisition Refresher Training Guide #7

Step G: Chartfield/ Schedule Distributions – Click on “Schedule” (the red icon)



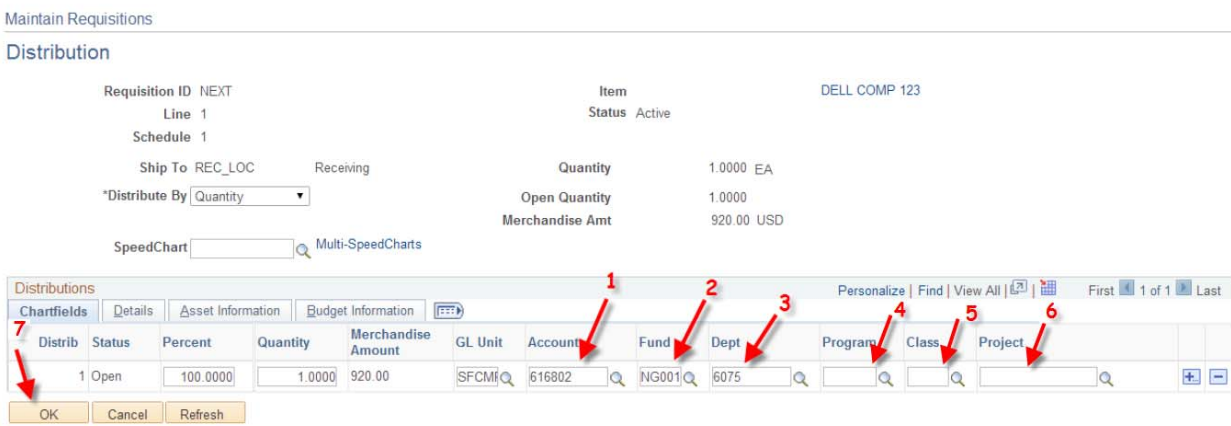
*From Schedule Page – Click on “Distributions” (icon with 3 little black arrows)



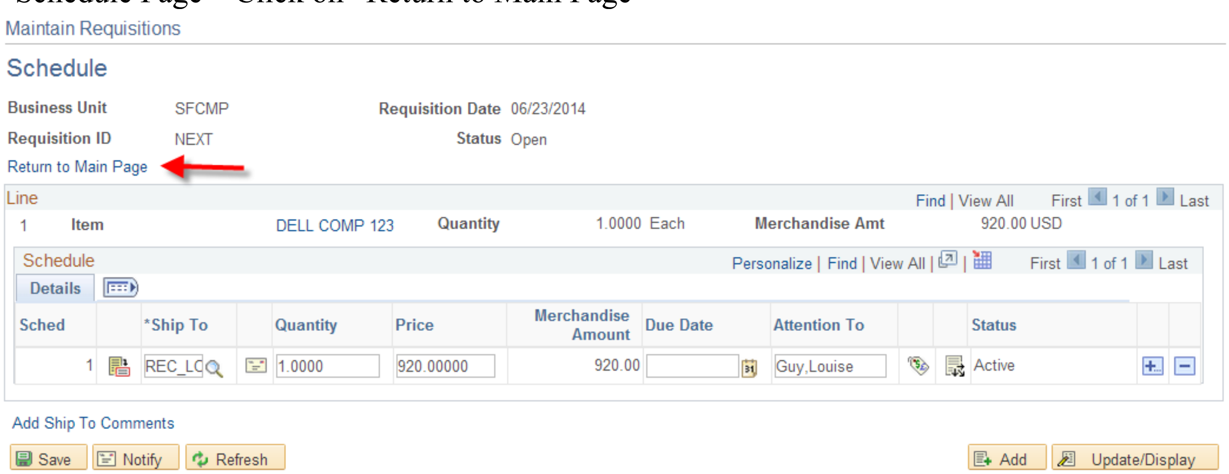
Enter your requisition chartfield (Minimum requirement: Account Code (1), Fund Code (2), and Dept ID (3)) & Click “Ok” (7)

*Your chartfield may have optional fields, such as Program (4), Class (5), and/or Project Code (6). You may enter it before clicking “Ok” (7).

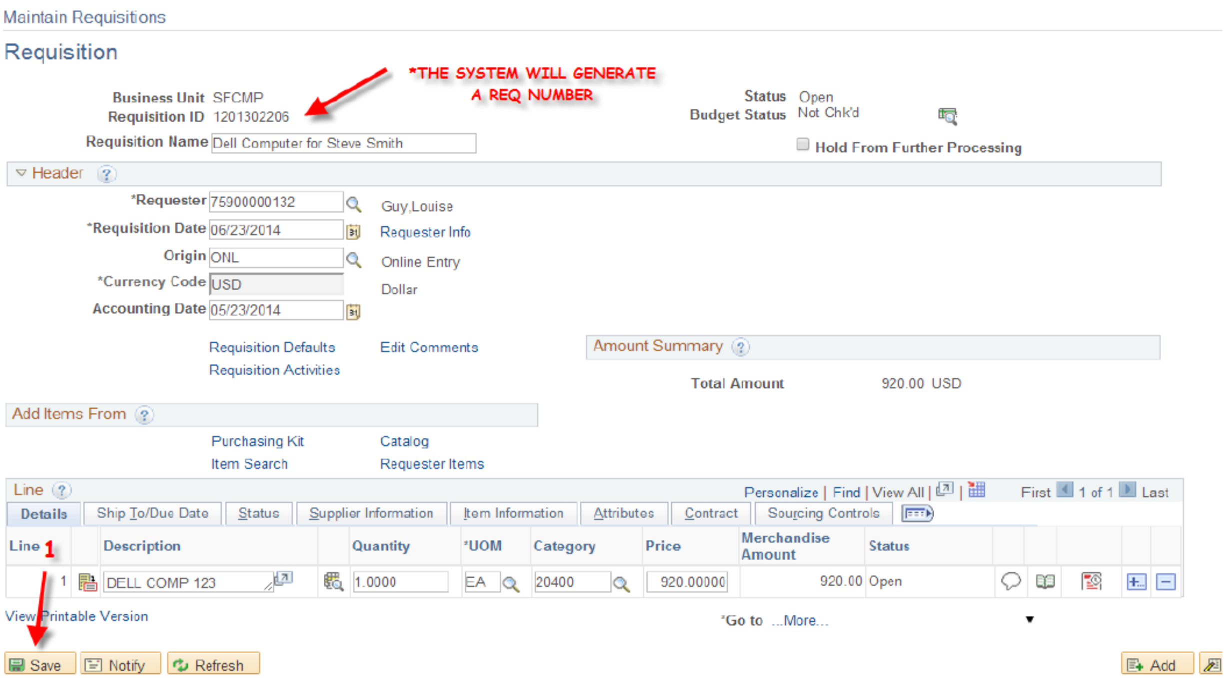
*Please reference to “Requisition Account Code Reference Guide” on Fiscal Affair’s Website



* Schedule Page – Click on “Return to Main Page”

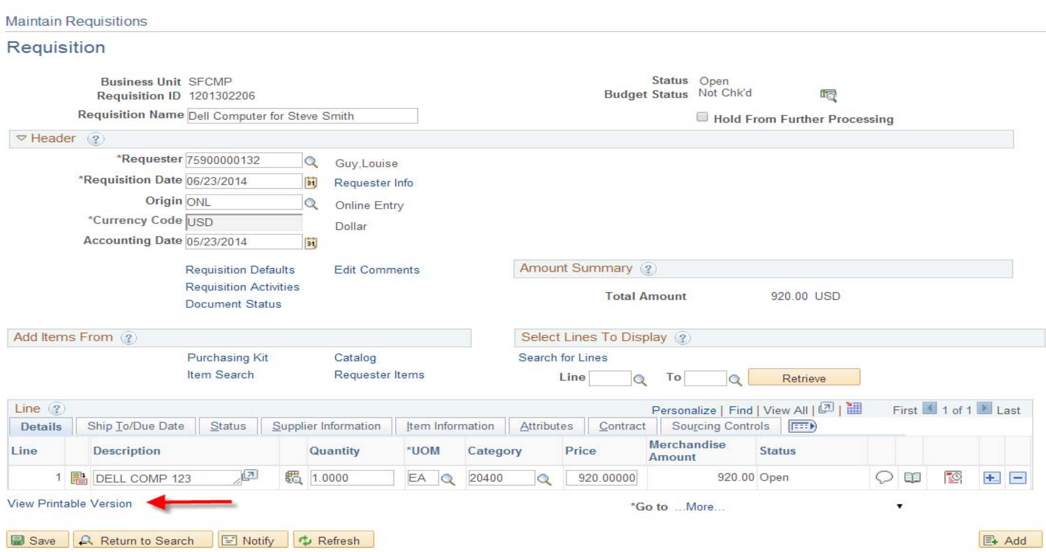


Step H: Click “Save” (1) *CFS will assign the requsition number.

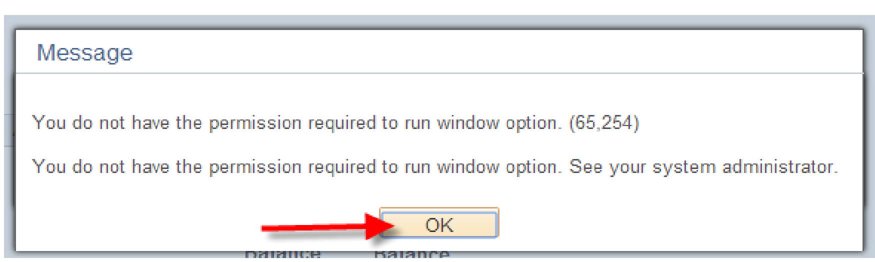


2. Print a Copy of Your Requisition

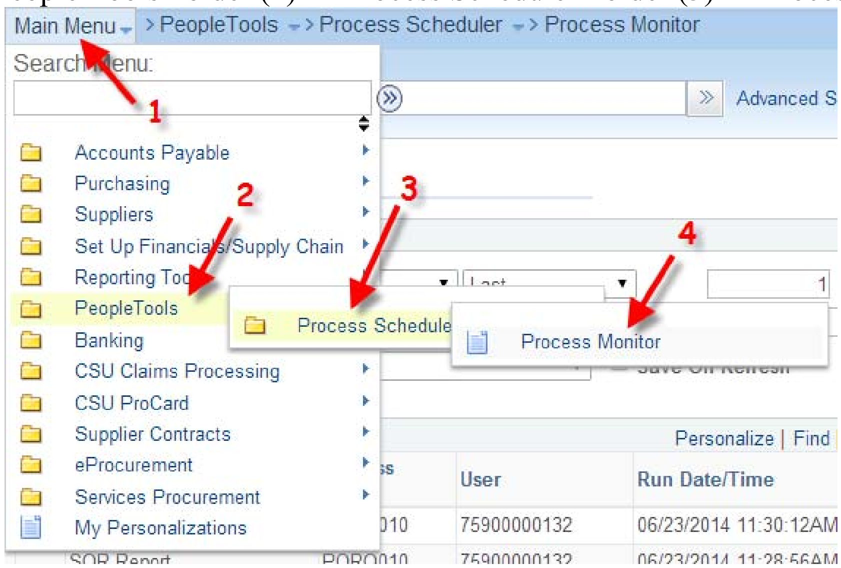
Step A: Click on “View Printable Version”



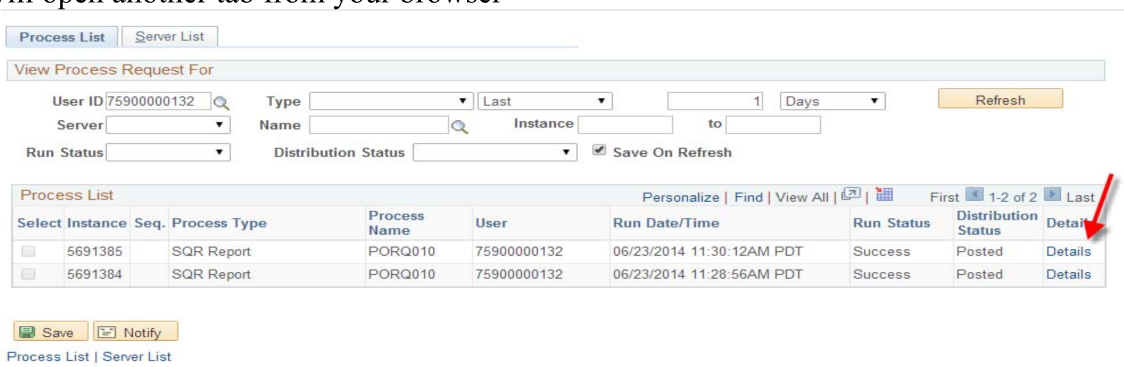
Step B: CFS Message will pop up. Click “Ok”

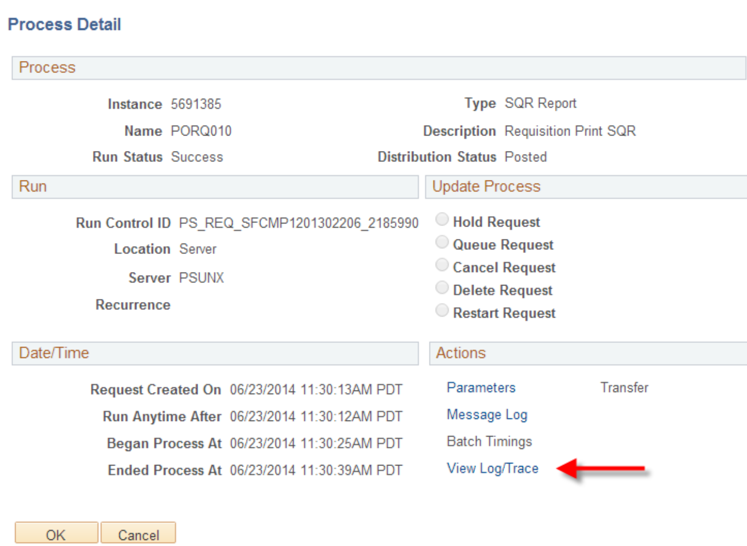


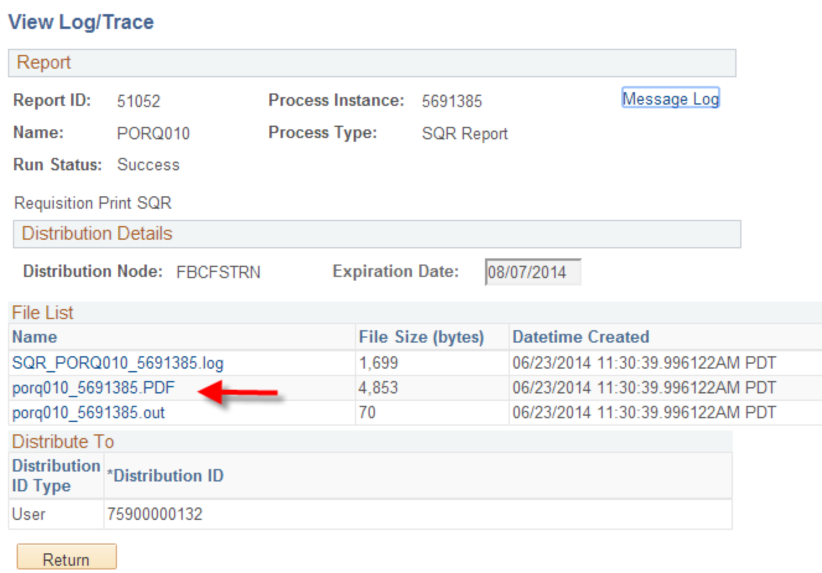
Step C: Navigate to Process Monitor
Main Menu (1)→ People Tools Folder (2) → Process Scheduler Folder (3) → Process Monitor (4)



Step D: Navigate to PDF
*Click on “Details” → “View Log/Trace” → “PDF” file
*CFS will open another tab from your browser







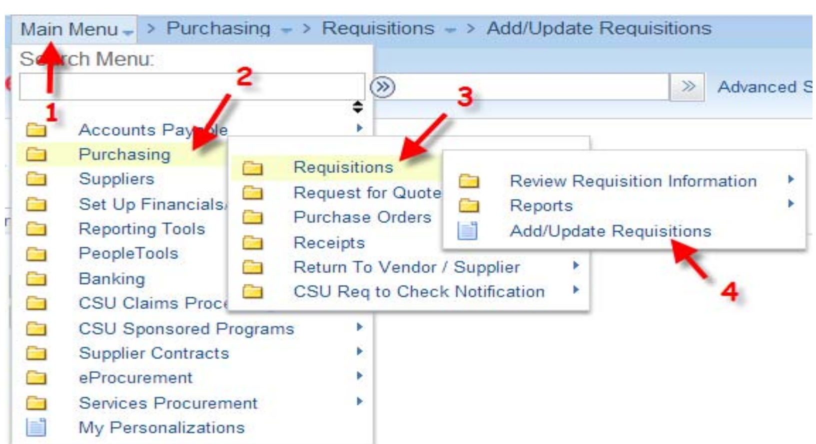
3. Sending a Requisition for Approval

Requestors can copy and paste the requisition number onto an email and send it to your approver(s). Example: REQ: 1234567890 is ready for review and approval.

4. Requisition Approval

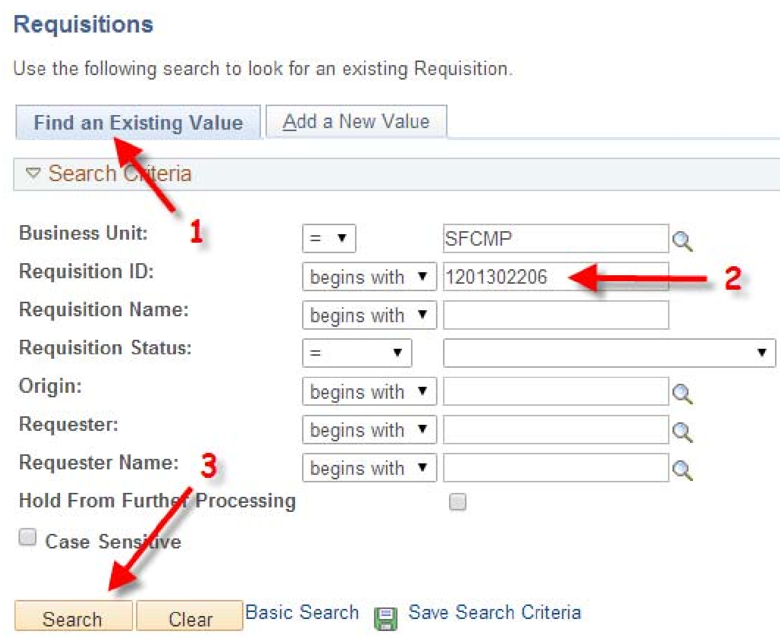
Step A: Navigate to Add/ Update Requisition

Main Menu (1) → Purchasing Folder (2) → Requisition Folder (3) → Add/ Update Requisitions (4)



Step B: Search with the Requisition Number

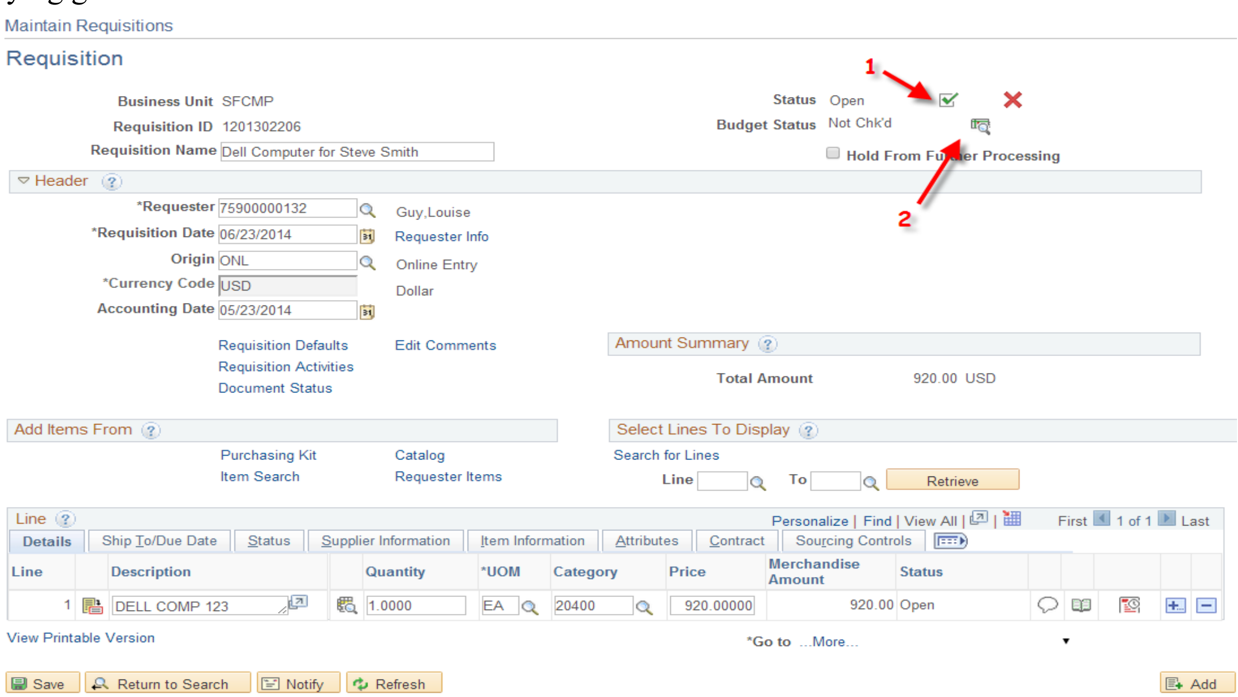
Click on “Find an Existing Value” Tab (1) → Enter REQ ID (2) → Click “Search” (3)



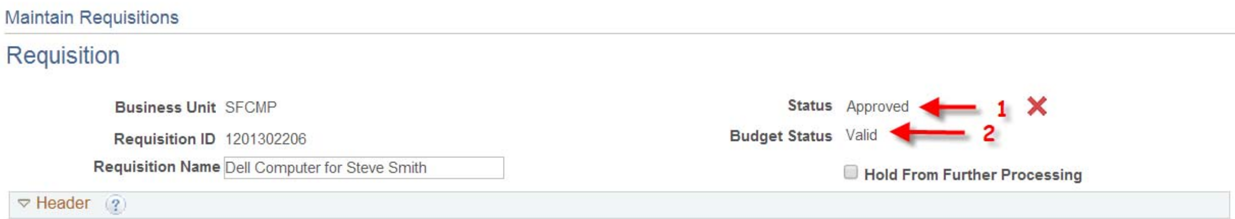
Step C: Approve and Budget Check

***ALL approvers must review the requisition BEFORE approving it.**

*Click “Approve” (1) *Green Check icon and click “Budget Check” (2) *Excel Spreadsheet with magnifying glass icon

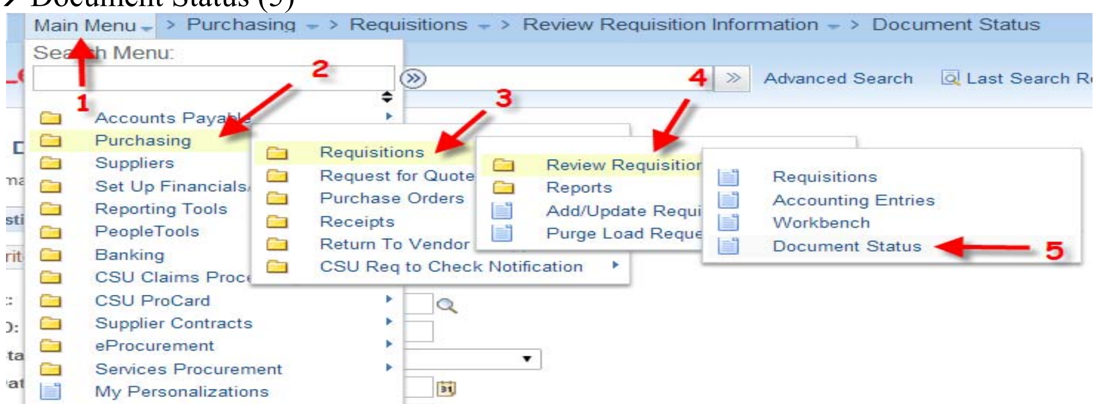


*Once you click "Approved" and "Budget Check", the status will change to "Approved" (1) and "Valid" (2)
*Reminder: the Approver is **NOT** allowed to make any changes once the requisition is approved and budget checked.

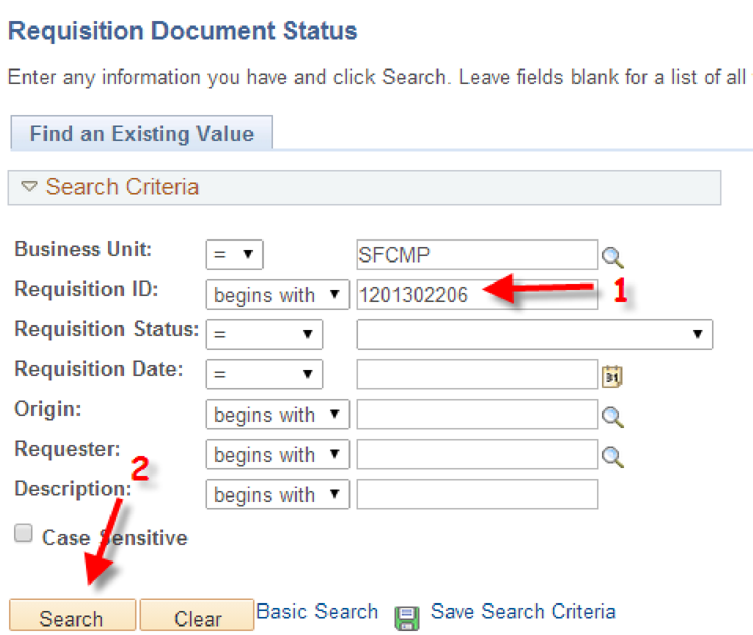


5. Check the Status of Your Requisition

Step A: Navigate to Requisition Document Status
Main Menu (1) → Purchasing Folder (2) → Requisition Folder (3) → Review Requisition Information Folder (4) → Document Status (5)



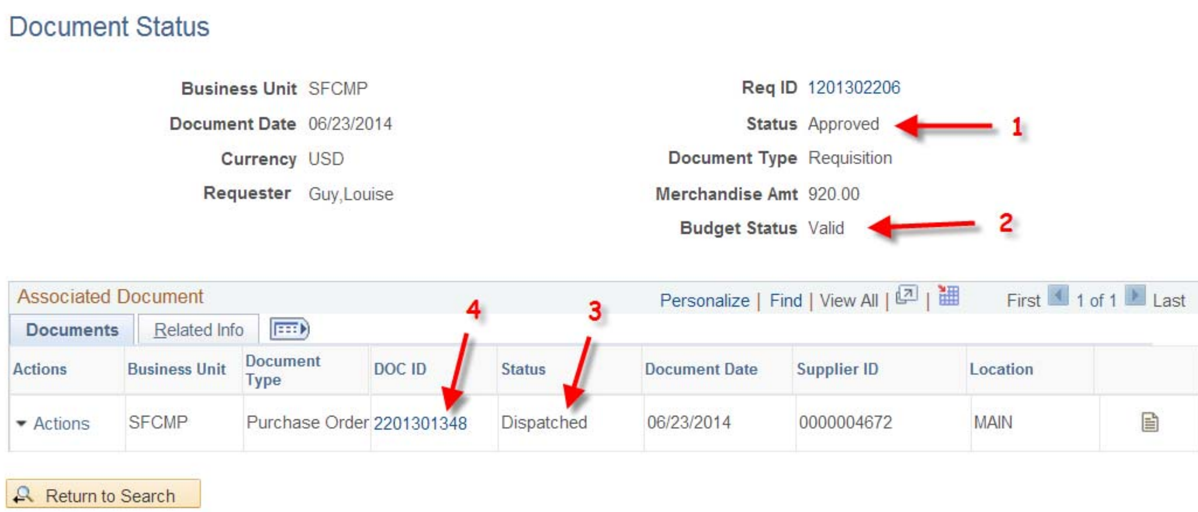
Step B: Search with the Requisition Number
Enter your requisition number in REQ ID field (1) then click "Search" (2)



*Your requisition must be Approved (1) and Budget Check -Valid (2) before the Purchasing can act on it.

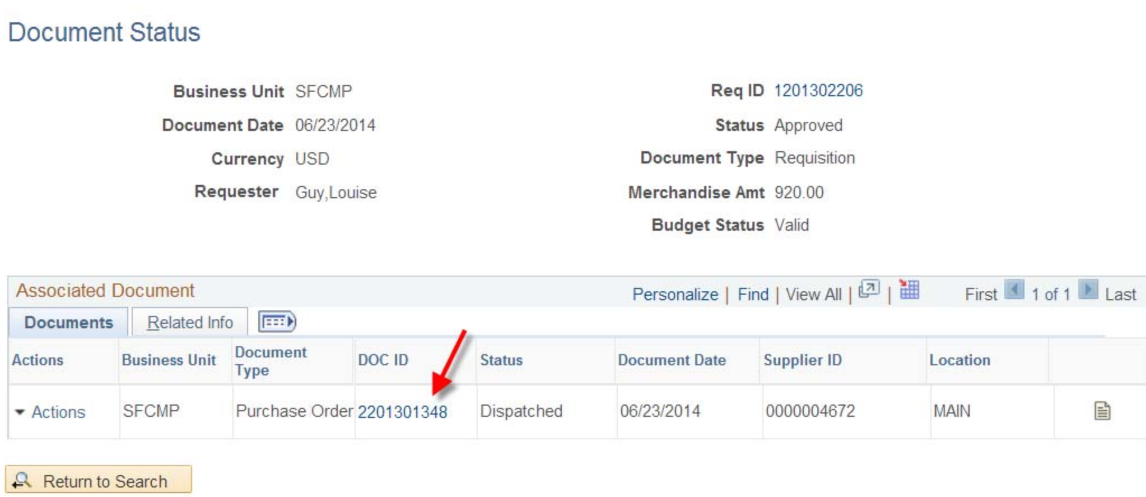
*If the Purchase Order "Status" is DISPATCHED (3), that means your requisition was converted into a PO, dispatched to the vendor, and your funds were encumbered.

*If you need to obtain a copy of the PO, copy the PO number (2201301348) (4) and search it in the Imaging System
https://sfsu.documentportal.com/servlet/data

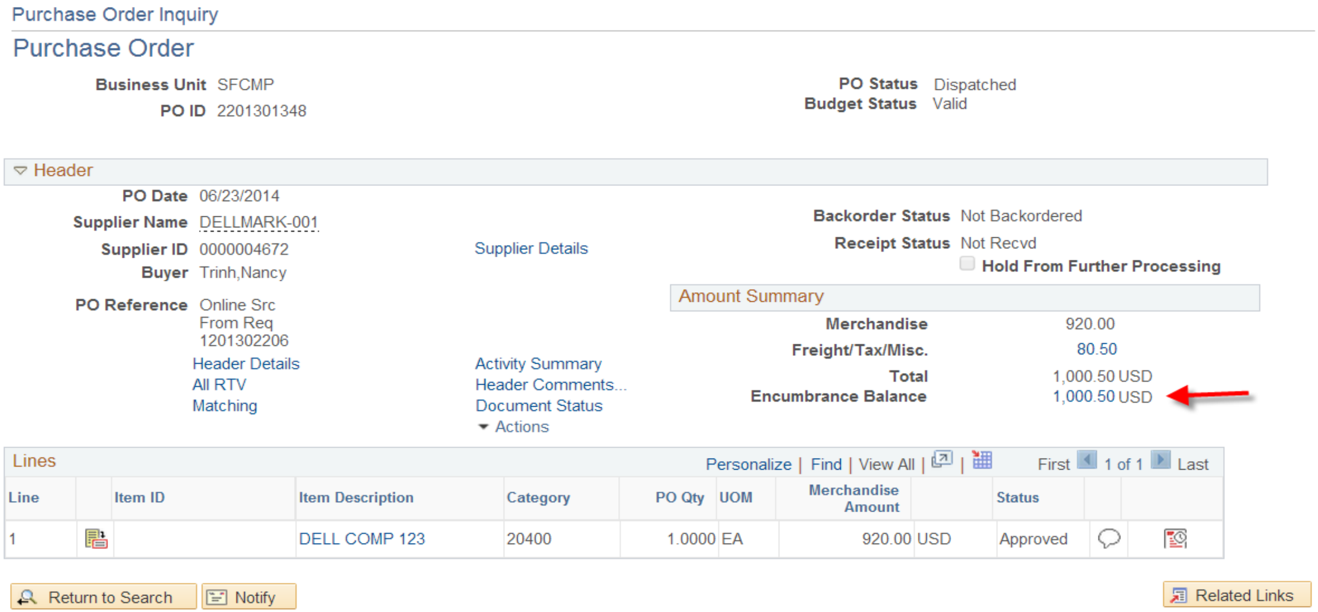


6. Check the Encumbrance Balance on Your Purchase Order

Step A: Click on the Purchase Order Number "2201301348"



Step B: View Encumbrance Balance
*A new window will open. Make sure you allow CFS popups.
*The encumbrance balance will deduct when there is an invoice paid against it.



Purchase Order Inquiry

Purchase Order

Business Unit SFCMP
PO ID 2201301348
PO Status Dispatched
Budget Status Valid

Header

PO Date 06/23/2014
Supplier Name DELLMARK-001
Supplier ID 0000004672
Buyer Trinh,Nancy
PO Reference Online Src From Req 1201302206
Supplier Details
Backorder Status Not Backordered
Receipt Status Not Recvd
Hold From Further Processing

Header Details
All RTV
Matching
Activity Summary
Header Comments...
Document Status
Actions

Amount Summary

Merchandise	920.00
Freight/Tax/Misc.	80.50
Total	1,000.50 USD
Encumbrance Balance	1,000.50 USD

Lines — Personalize | Find | View All | First 1 of 1 Last

Line		Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount		Status		
1			DELL COMP 123	20400	1.0000	EA	920.00	USD	Approved		

Return to Search | Notify | Related Links

7. Additional Information

a. Account Codes:
http://fiscaff.sfsu.edu/sites/sites7.sfsu.edu.fiscalaffairs/files/forms/pdf/AM_Account_Number_Decision_Tree_2012.pdf

b. Category Codes:
http://fiscaff.sfsu.edu/sites/sites7.sfsu.edu.fiscalaffairs/files/forms/pdf/category_codes_2014_0.pdf

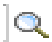
c. PO Change/ Finalization Form:
http://procurement.sfsu.edu/sites/default/files/documents/P.O.%20Cancellation_Change%20Request%20Form.pdf

d. Requisition Refresher Training Guide:
http://fiscaff.sfsu.edu/sites/sites7.sfsu.edu.fiscalaffairs/files/forms/pdf/requisition_refresher_training_2014_04_22_1_0_0.pdf

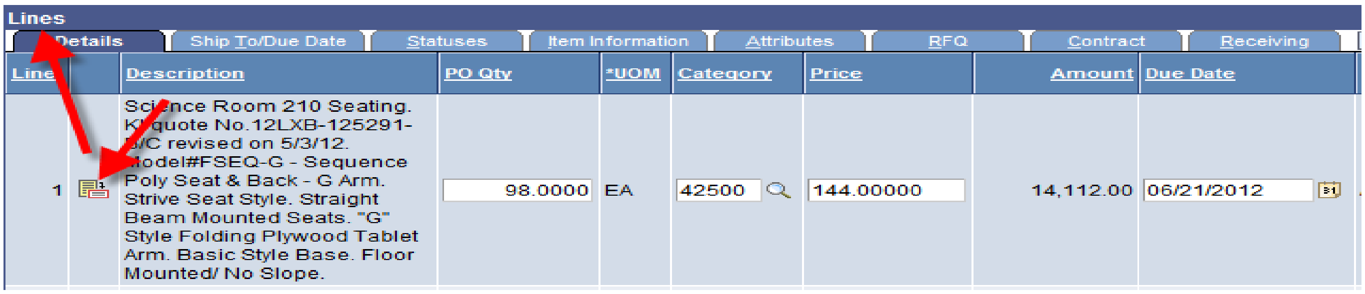
e. Icons and Meanings for CFS:
Please reference to page 14

f. SF State Imaging System:
Please reference to page 15

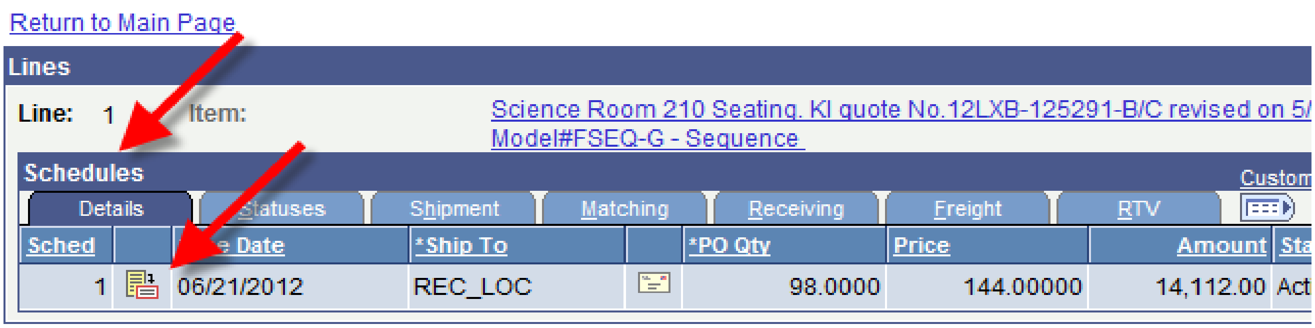
Icons and Meanings for CFS

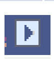
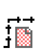
1.  = Search
2.  = Line Details and Schedule Detail (it depends on what page you're on)

Line Details



Schedule Detail



3.  = Schedule
4.  = **Miscellaneous Charges**
5.  = **Sales/Use Tax Information**
6.  = **Distributions**
7.  = Add or Delete row(s) ***NEVER USE THE "-" (MINUS SIGN)***
8.  = Next row or page
9.  = previous row or page
10.  = Approve
11.  - = finalize
12.  = undo finalize
13.  = Budget check

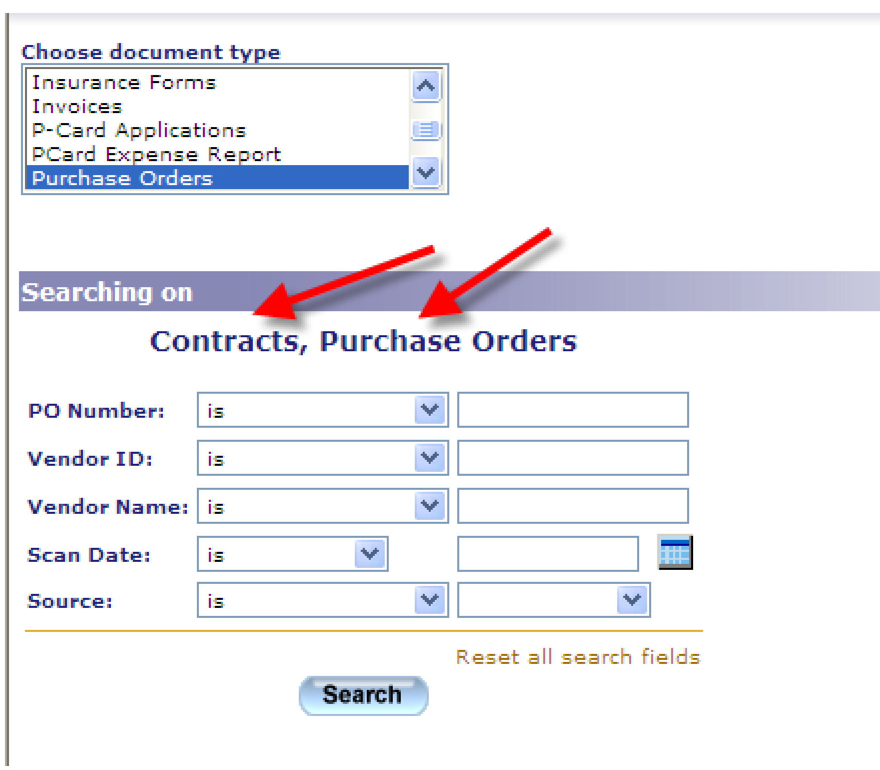
San Francisco State University Imaging System

How to Print a Copy of Your PO in the Imaging System

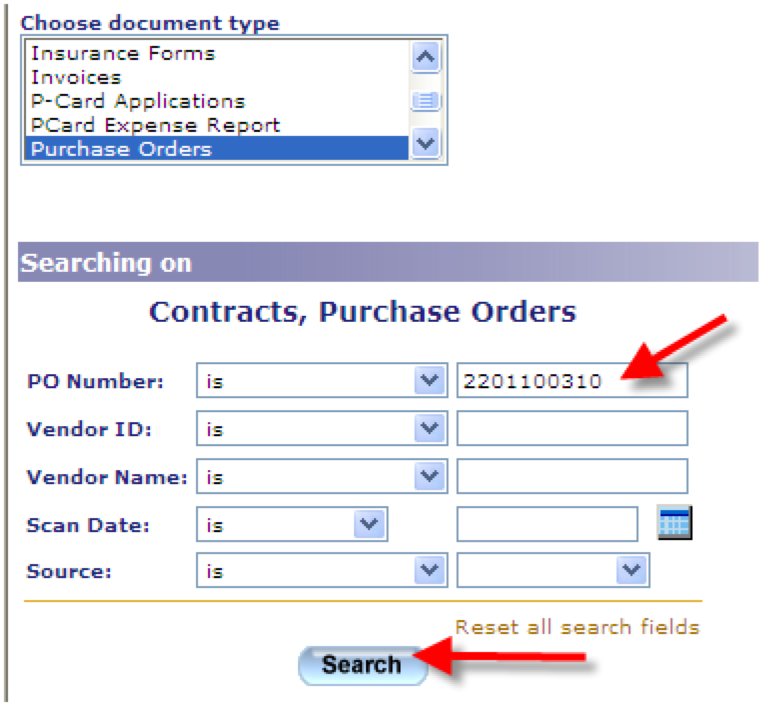
1. Go to Imaging System's website: https://sfsu.documentportal.com/servlet/data

2. Type in your User ID and Password then click on Login

3. Select BOTH "Contract" and "Purchase Order" (click on contract then hold onto CTRL and click purchase order) ***Make sure it the SEARCHING ON is "Contracts, Purchase Orders"***



4. Type in your PO number and click Search



5. Click on “Purchase Orders” under the Document Type (a PDF should pop up, which will be your PO)