

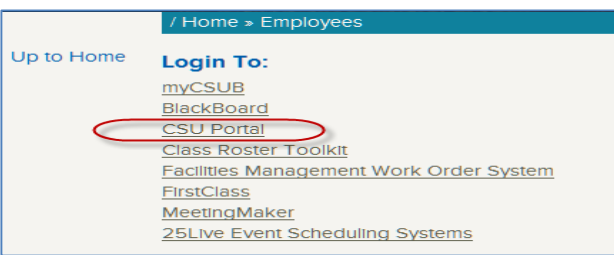

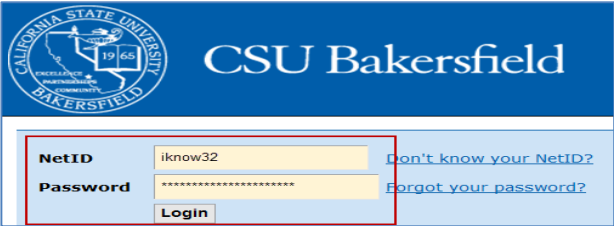




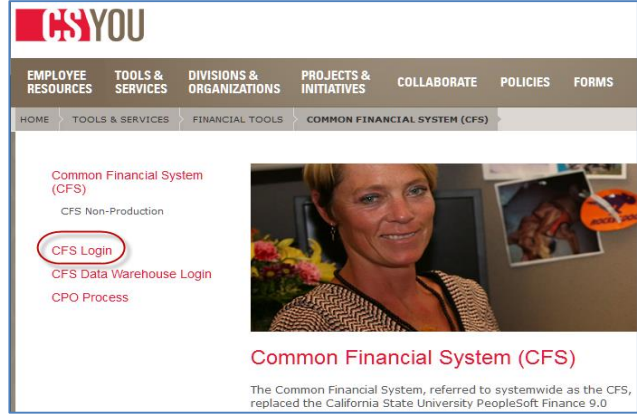
Purchase Order Inquiry

On occasion, you may need to review the information for specific purchase orders. The Purchase Order Inquiry allows you to look up purchase order information, schedules, line item details, distribution chartfield information and much more. It answers the question, “how do I find out what chartfields go with an invoice?”

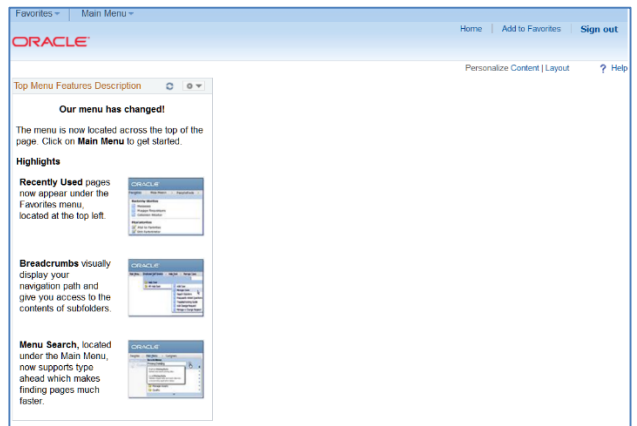
<p>1. Open your Internet Explorer by clicking the icon on your desktop.</p> <ul style="list-style-type: none"> In the address bar, type the following: <p>http://www.csub.edu/cms</p>	
<p>2. From the CSUB webpage,</p> <ul style="list-style-type: none"> Click the Faculty / Staff link. 	
<p>3. Under the Login To heading,</p> <ul style="list-style-type: none"> Click the CSU Portal link 	
<p>4. On the CSU Portal page, perform the following tasks:</p> <ul style="list-style-type: none"> Select <i>Bakersfield</i> from the Campus drop down menu Click the Login button 	
<p>5. On the CSU Bakersfield authentication page,</p> <ul style="list-style-type: none"> Enter your Net ID and Password Click the Login button 	



6. On the CSYOU page, click the CFS Login link.

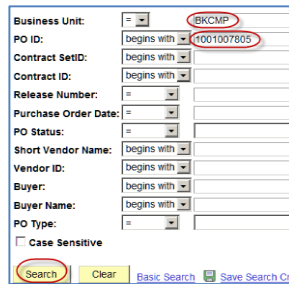


7. CFS opens to your home page.



8. Navigate to Purchasing > Purchase Orders > Review PO Information, Purchase Orders

- In **Business Unit**, enter the business unit, such as *BKCM*, or use the icon to search for one.
- In **PO ID**, enter the purchase order number, such as 1001007805
- Click the **Search** button



10. The page opens showing the summary information about your purchase order.

Purchase Order

Unit: BKCM **PO Number**
 PO ID: 1001007805
 Change Order: 2

Header
 PO Date: 04/04/2011
 Vendor: Cherry Tree Chopping Svc
 Vendor ID: 1001002851 **Vendor**
 Buyer: Washington, George **Buyer**
 PO Reference: 891655

Header Details All RTV Matching
 Header Comments... Document Status
 Change Order

PO Status: Compl **PO Status**
 Budget Status: Valid

Backorder Status: None
 Receipt: Not Recvd
 Hold From Further Processing

Amount Summary
 Merchandise: 4.50
 Freight/Tax/Misc.: 0.00 **PO Amount**
 Total: 4.50 USD

Select Lines To Display **PO Schedules Icon**

Line Item Details **Line Item Purchased** **Line item comments**

Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
1		Gas Chain Saw	96200	1.0000	LOT	4.50 USD	Closed



11. In the **Lines** section, click the icon

Lines										Customize	Find	View All	First	1 of 1	Last
Line	Item	Item Description	Category	PO Qty	UOM	Amount		Status							
1		VALLEY FEVER VACCINE RESEARCH	96200	1.0000	LOT	4.50 USD		Closed							

12. In the **Schedules** section, click the icon

Schedules										Customize	Find	View All	First	1 of 1	Last	
Details		Statuses														
Sched	Due Date	Time Due	Revision	Ship To		PO Qty	Price	Amount	Status							
1		04/04/2011		RECEIVING		1.0000	185,574.50000	4.50 USD	Closed							

13. The **Distributions for Schedule 1** page appears. It shows your PO information, such as status, schedule quantity, merchandise amount, document base amount, etc. In the **Distributions** section, you will find the associated chartfield values for fund, department, program, and class.

Distributions for Schedule 1

PO ID: 1001007805 Line: 1 Sched: 1 Item: VALLEY FEVER VACCINE RESEARCH STUDY

Status: Closed Sched Qty: 1.0000

Distribute by: Amount Merchandise Amt: 4.50 USD

Doc. Base Amount: 4.50 USD

Distributions

Chartfields Details/Tax Asset Information Req Detail

Dist	Status	Percent	Amount	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	Project
1	Complete	100.0000	4.50 USD	BKCM	613001		MT033	D10730		C0004			

Note: A yellow callout bubble labeled "Chartfield Values" points to the Fund, Dept, Program, and Class columns in the table above.