This guide will demonstrate how to review a UShop PO in the CIS Management Report whether or not you have access to UShop.

1. On the CIS Employee page, click on “Management Reports”

2. On the Management Report Criteria page, insert your Activity or Project number, select Summary of Revenue & Expenses, and click on “Run Report”
3. On the General Ledger page, select “Journal Detail” from the dropdown Menu

NOTE: On the Journal detail Report, the view docs column may contain either a UShop shopping cart icon or a Fortis spyglass icon.

4. If you have access to UShop you may click on the shopping cart icon to see documents housed in UShop.
5. This will link you to UShop where you may view the electronic Invoice and other documents in UShop. Notice that on the right side of the Invoice there is a link to Fortis documents associated with this transaction.

6. A document in Fortis may be a scanned invoice or other hard copy document from the supplier. For example:
7. If you do not have access to UShop, on the Journal Detail Report you may click the number in the “Line Reference column.

8. This will bring you to the Voucher and Payment History in People Soft. It is important to understand that UShop is integrated with People Soft, so the information on UShop documents can be found in the Voucher and Payment History.

Please note that this page provides links to both the UShop PO and to Fortis.
9. If you have additional questions about the Management Report, please use the General Accounting contact information found at the bottom of the Journal Detail Report.