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Overview

This business process guide demonstrates how to search and review the payment status for a Direct Payment voucher in Common Finance Services (CFS).

Direct Payment vouchers are created in the Financial Transaction Services (FTS) system by the department requestor and approved by an Approving Official. At the end of each business day, approved vouchers feed from FTS to the Common Finance Services (CFS), where they are audited and processed by Accounts Payable. The payment status of a voucher is obtained in CFS.

Please contact Finance Support at email: financeconnect@sjsu.edu or phone: 408-924-1558 with any questions.

Log into CFS

The following instructions show how to log into CFS.

1. Go to MySJSU.

2. Click the CFS link to log in.
3. In the Campus field, select San Jose State University from the dropdown menu.

   Tip: Hit the S key five times to get to San Jose State.

4. Click Login.

The SJSUOne login page displays.

5. Enter your SJSUOne ID and Password.

6. Click Log In button.
7. Click CFS Production Login.

CFS 9.2 (Oracle) homepage displays.

Voucher Payment Status

This section demonstrates how to check the payment status for a Direct Payment voucher.

1. From the CFS 9.2 (Oracle) homepage, click the NavBar icon.
NavBar menu displays.
The instructions will go through using the Navigator tile to navigate to a module. For instructions on using the Recent Places and My Favorite tiles, refer to Navigation Basics guide.

2. Click on the Navigator tile.

The Navigator menu displays the modules a user has access to.

3. Select Accounts Payable module.
4. In the Accounts Payable module, select Review Accounts Payable Info.

5. Select Vouchers.
6. Select **Document Status**.

Voucher Document Status Inq page displays.

7. In **Business Unit** field: Enter SJ000.

8. Enter a value for **one** of the following fields-
   - **Voucher ID**: 8-digit CFS Voucher Number (00xxxxxx)
   - **Invoice Number**: Supplier’s Invoice Number
   - **Supplier ID**: 10-digit Supplier ID.

   *Note: The CFS Voucher ID can be found in FTS with associated Direct Payment. It is not the same as the FTS Voucher ID (WV0xxxxxx)*

9. Click **Search**.
Voucher Document Status displays.

The top part of page provides information such as Voucher ID (CFS Voucher No.), Invoice ID, Voucher amount, and Supplier name and ID (the payee).

The Associated Documents section of page displays the following payment information:

- **DOC ID**: Shows the Check Number (a 6-digit number).

- **Document Date**: Date of payment.

If this section has no document listed, then no payment has been made to the supplier. To follow-up on payment status, contact the Accounts Payable Technician.
10. If document information displays, click the check number hyperlink under Doc ID column.
The Payment Inquiry page displays.

Under the **Payment Inquiry Result** section, the columns provide the following information:

- **Payment Reference ID**: The check number.

- **Amount**: The check amount.

  *Note: The check amount can be different than the voucher amount because the check amount can include other invoice payments to supplier.*

- **Payment Date**: Date of check.

- **Reconciliation Status**: Displays whether payment has been reconciled (cashed by supplier).

- **Reconcile Date**: This is the date SJSU uploaded the bank file which is received once a month. This date does not represent the date the check was cashed.

  In the snapshot, the bank file was uploaded on 4/1/16, so the check was reconciled in the month of March.
1. To return to the CFS 9.2 (Oracle) homepage, click the **Home** icon

or

2. If **NavBar** was selected, click the **Vouchers** to return to previous panel in the module. Repeat step until desired location is reached.

### References

- **MYSJSU** - http://my.sjsu.edu/