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Overview

This business process guide demonstrates how to search and review the payment status for an Employee/Student Reimbursement or Travel Reimbursement voucher in Common Finance Services (CFS).

A reimbursement voucher is created in Financial Transaction Services (FTS) by:

- a department administrative staff for Employee/Student Reimbursement.
- an employee for Travel Reimbursement.

Voucher must be approved by a department Approving Official in FTS. At the end of each business day, approved vouchers feed from FTS to the Common Finance Services (CFS), where they are processed by Accounts Payable. 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.
CSU The California State University page displays.

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.
7. Click CFS Production Login.

CSYou page displays.

CFS 9.2 (Oracle) homepage displays.

Voucher Payment Status

This section demonstrates how to check the payment status for a Employee/Student Reimbursement and Travel Reimbursement voucher.

1. From the CFS 9.2 (Oracle) homepage, click the NavBar icon.
**NavBar menu displays.**

The instructions will use 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.

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 SJ004.

8. Enter a value for **one** of the following fields-

   - **Voucher ID**: 8-digit CFS Voucher Number (00xxxxxx)
   - **Invoice Number**: 8-digit FTS Voucher Number (WTxxxxxx or TRxxxxxx)
   - **Supplier ID**: 9-digit Employee or Student ID

   *Note: The CFS Voucher ID can be found in FTS with associated Reimbursement. It is not the same as the FTS Voucher ID (WT0xxxxx)*

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 either the check number (6-digit number) or the EFT number (begins with a zero, 0xxxx) if payment was a direct deposit reimbursement.

  EFT is an electronic deposit to the employee’s bank account.

- **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, record the **Doc ID** of the 6-digit check number.

If Doc ID is an EFT number (begins with a zero), payment was electronically deposited to the employee’s bank account.

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**View Check Status**

The following instructions demonstrate how to determine if a check has been reconciled (cashed) by the payee. Do not follow these steps if the reimbursement was an EFT (Doc ID: 0xxxxx), because payment was electronically deposited to the employee’s bank account.

1. Click the **NavBar** icon.

2. Click arrow button for **Vouchers** to return to previous panel in module.

4. On the Payments menu, select Payment.
Payment Inquiry page displays.

5. Enter the values in the following fields:
   - **From Ref ID**: Enter the 6-digit check number in the first field only.
   - **Remit SetID**: Enter SJ004

6. Click **Search**.
The Payment Inquiry Results section 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.
Return to Homepage or NavBar Menu

1. To return to the CFS 9.2 (Oracle) homepage, click the ![Home icon](image)
or ![NavBar icon](image)
to return to the previous panel in module, click the ![NavBar icon](image).

2. If NavBar was selected, click ![Back icon](image) to return to previous panel in the module. Repeat step until desired location is reached.

References

- CFS Navigation Basics Guide- [http://www.sjsu.edu/finance/docs/tut_cfs_basic_navigation.pdf](http://www.sjsu.edu/finance/docs/tut_cfs_basic_navigation.pdf)
- MYSJSU- [http://my.sjsu.edu/](http://my.sjsu.edu/)