Overview
This business process guide demonstrates how 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.

Vouchers must be approved by a department Approving Official(s) 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.

Table of Contents

Log into CFS........................................................................................................................................................................................................................1
Voucher Payment Status........................................................................................................................................................................................................3
View Check Status........................................................................................................................................................................................................5
Contact.........................................................................................................................................................................................................................7
Log into CFS
The following instructions show how to log into CFS.

1. Go to MySJSU (www.my.sjsu.edu)

2. Click the CFS link to log in.

3. In the Campus field, select San Jose State University from the drop down menu.

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

4. Click Login button.
The SJSUOne login page displays.

5. Enter your SJSUOne ID and Password.

6. Click Log In button.

CSYou page displays.

7. Click the CFS Production Log-in button.
Voucher Payment Status

This section demonstrates how to check the payment status of a voucher.

1. From the Main Menu in CFS (Oracle) navigate to Accounts Payable > Review Accounts Payable Info > Vouchers > Document Status
Voucher Document Status Inq page displays.

2. In Business Unit field: Enter SJ004.

3. 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 Voucher ID and Invoice Number can be found on the original voucher request in the FTS system.

4. Click Search.

Voucher Document Status displays.

The top part of page provides information such as Voucher ID (CFS Voucher No.), Invoice ID (FTS Voucher No.), Voucher amount, and name and ID of payee.
The **Documents** section of page displays the following payment information:

- **DOC ID**: Shows either the Check Number (6-digit number) or the EFT Number (00xxxx) if payment was a direct deposit reimbursement.

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

If this section is blank, then no payment has been made to employee. Please contact [Accounts Payable Technician](http://www.sjsu.edu/finance/directory/directory_bydept/ap_directory/index.html) to follow-up.

Accounts Payable Directory-
http://www.sjsu.edu/finance/directory/directory_bydept/ap_directory/index.html

---

**View Check Status**

To following instructions demonstrate how to determine if a check has been reconciled (cashed) by the payee.

1. From the Main Menu in CFS (Oracle) navigate to **Accounts Payable > Review Accounts Payable Info > Payments > Payment**
Payment Inquiry displays.

2. Enter values in the following fields:
   - **Reference**: 6-digit check number.
   - **Remit SetID**: SJ004

3. Click **Search**.
At the bottom of page, the Payment Inquiry Result section displays the following payment details.

- **Payment Reference ID:** 6-digit check number.

- **Amount:** The check amount.

Note: The check amount may differ from the voucher amount because the check amount can include other voucher reimbursements to payee.

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

- **Reconciliation Status:** Displays whether payment has been reconciled.

- **Reconcile Date:** This is the date SJSU uploaded the monthly bank file and not the date check was cashed.

In the snapshot, the bank file was uploaded on 2/9/11, so the check was reconciled in the month of January to early February.

## Contact

Please contact FinanceConnect with any questions at financeconnect@sjsu.edu or 4-1558.