Overview
Using Direct Payment Vouchers is a quick and easy way to pay vendors for specific lists of products and services. Before using the Direct Payment Voucher process, make sure that the item you are paying for is eligible for this process.

Visit Finance Direct Payment (http://www.sjsu.edu/finance/financeconnect/resources/pathways/direct_pay/) to view the Direct Payment Checklist and the Direct Payment Instructions.

The Direct Payment Voucher information is entered in the Financial Transaction Services database. Here it can be viewed, edited, and approved. Once approved, the Direct Payment Voucher data is transferred from the Financial Transaction Services database into the Common Finance System (CFS). Once this occurs, the Direct Payment Voucher information in the Financial Transaction Services database can no longer be edited.

This user guide demonstrates how to create a Direct Payment Voucher and how to edit an existing Direct Payment Voucher in the Financial Transaction Services database.

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Section 1: Creating a Direct Payment Voucher

To create a direct payment voucher:

1. Login to the Financial Transaction Services database: (https://fts.sjsu.edu).

The FTS login page displays.

Using your SJSUOne account:

2. Enter Tower ID and Password.
3. Click LOGIN.

The Main Menu displays.

- The main menu page displays a list of all Open Items for the Dept IDs the user has access to. If the user is an Approver, a listing of all Items Pending Approval for the Dept IDs displays as well.
- The main menu page also displays other menus:
  - Purchasing / Payments
  - Travel
  - Expense Adjustments
  - Transfer (depending on your system access).
From the Purchasing/Payments Menu:

4. Click the Add [+] icon next to Direct Payment Voucher to add a new Direct Payment Voucher.

The Direct Payment Voucher page displays.
The Direct Payment Voucher page has five areas:

- Header Information
- Vendor Information
- Contact Information
- Invoice Information
- Chartfields

Note: Fields preceded by an asterisk indicate required fields.
Header Information:
5. Enter details of the payment in the Comments field, and make a comment to Accounts Payable, if needed.

Invoice Information:
6. Select a description from the Description dropdown menu.

Note: If the description of the item to be paid is not in the dropdown menu, you will not be able to use a Direct Payment Voucher to pay for this item.

7. Enter Invoice No.
8. Use the Calendar button to enter Invoice Date.
9. Enter Invoice Subtotal (exclude tax or freight).
10. Enter Sales Tax, if applicable.
11. Enter Freight, if applicable.

Note: The system will calculate the Grand Total.
Vendor Information:

12. Select a vendor’s name from the preference list in the Vendor Information dropdown menu.

If the vendor is not on your preference list, you can search for it by following the steps below.

13. Select the More option from the dropdown menu on the Direct Payment Voucher page to go to the User Preferences search page and add or change preferences.

User Preferences search box displays

14. Enter vendor’s name (or part of it) in the Criteria box.

15. Click Search.

16. Click the ✓ button to use the vendor for this transaction only

—or–

Click the ✓+ button to use the vendor for this transaction and add the vendor to your preference list.
Contact Information:

17. Select a Contact Name from the dropdown menu to choose a contact name from your Preference List, or use the More option to search.

*Note: Select the More option from a dropdown menu to go to the User Preferences search page and to select and add preferences.*

18. Enter Contact Name and Phone Number.

Chartfields:

*Note: Use the Show/Hide arrow button to display the dropdown arrow boxes or to hide them.*

19. Enter Account, Fund, and Dept ID associated with the transaction.

20. Enter Program, Class, and Project (optional).

*Note: To add distribution lines, click the Add [+] icon. To delete a distribution line, click the Subtract [-] icon.*

21. Click Save Voucher.
The Direct Payment Voucher number is automatically assigned by the system. The Status field reads Open.

22. Make a note of the assigned number.

23. Click Upload Attachment(s) to attach all needed paperwork.

The Select file(s) window opens.

24. Navigate to the file you wish to attach, and then click the Save (or Open) button.

The attached files display on your Direct Payment Voucher page.

25. Click the Submit for Approval button when the Direct Payment Voucher is ready to be submitted for approval.
The Status changes to Pending Approval.

Notes: Authorized approvers for the Dept Id associated with this voucher will receive an email notification that the Direct Payment Voucher is awaiting their approval.

The items needing approval will also be listed on the Main Page under the Items Pending Approval heading.

26. Approver (with approval authority for the Dept ID) clicks Approve Voucher.

The voucher status changes to Approved and shows who approved it and when.

The attached file goes to the Imaging System.

Note: The requestor for this transaction will receive an email notification of the approval.

If the Direct Payment Voucher is $50,000.00 or more, the status will show CF Approval Needed. The Accounting Director will review and approve the transaction. No further action is necessary from the department. The approved transaction is loaded to CFS overnight and its status changes to Distributed.

If the attachment is incomplete, you will receive an email notification (from: DoNotReply). Use the Upload Attachment button to upload whatever is necessary to complete the attachment.

Print Voucher:

27. Click Print Voucher button.
Section 2: Editing an Existing Direct Payment Voucher

There are several ways to search for an existing Direct Payment Vouchers.

Search from the Purchasing/Payments Menu

1. Click the Lookup (magnifying glass) icon next to Direct Payment Voucher.

For guidance on ATI purchases, see About the E&IT Procurement Checklist

Note: at month-end, all open and pending transactions over two months old will be deleted.

+ Requisition

+ Direct Payment Voucher

+ Reimbursements
Voucher ID, Name, and Status fields become available.

2. Enter one or two of the search criteria.
   - **Voucher ID** allows you to search for a single Direct Payment Voucher based on the Voucher ID Number.
   - **Name** allows you to search for all the Direct Payment Vouchers by a specific operator's Name.
   - **Status** allows you to search for Direct Payment Vouchers based on their Status.

3. Click the **Go** button.
Search from Open Items or Items Pending Approval

4. Click the transaction type beneath the appropriate heading (Items Pending Approval, or Open Items).

Note: Select Vouchers to search for a Direct Payment Voucher.

Approvers can search Items Pending Approval.

A list of Vouchers within your Dept ID with a Status of Open, displays.

5. Click the Voucher ID link that is to be displayed.

The Direct Payment Voucher displays.

6. Update and/or add information, as needed.

7. Click Save Voucher to save changes.
Section 3: Cancelling an Existing Direct Payment Voucher

1. Complete Steps 1 through 3 from Section 2: Editing an Existing Direct Payment Voucher.
2. Click the **Cancel** button (at the bottom of the page).

*Note: The system will prompt the Cancellation of the Direct Payment Voucher and warn you that it will become read-only.*

3. Click **OK** to confirm.

*The Status will read Cancelled.*

*Note: The Direct Payment Voucher number will not be reused. The data will not feed into PeopleSoft.*
Section 4: Cloning an Existing Direct Payment Voucher

*Note: Direct Payment Vouchers can be cloned only when their status is Distributed or Cancelled.*

*Complete Steps 1 thru 3 from Section 2: Editing an Existing Direct Payment Voucher.*

**The Direct Payment Voucher page displays.**

1. Click the **Clone Voucher** button.
   
   A new Direct Payment Voucher is created with a new voucher number.

2. Update all the information, as needed
   
   (Fields are available for updating, adding, and deleting.)

3. Click the **Save Voucher** button.
Section 5: Support Documents Hyperlink

Note: The Support Documents hyperlink displays only when the Direct Payment Voucher status is Distributed.

1. Click the Support Documents link at the bottom of the page.

*Your attached document image displays.*