# Table of Contents

Overview .................................................................................................................................................................... 1
Training ...................................................................................................................................................................... 1
Request Access to FTS ............................................................................................................................................. 1
Log into FTS............................................................................................................................................................... 1
Direct Payment........................................................................................................................................................... 3  
  a. Create a Voucher ............................................................................................................................................... 3  
  b. Approve a Voucher ........................................................................................................................................... 18
Backup Documentation ............................................................................................................................................ 23  
  a. Upload a File .................................................................................................................................................... 23  
  b. View File ........................................................................................................................................................... 24
Voucher Statuses ..................................................................................................................................................... 26
Features ................................................................................................................................................................... 27  
  a. Search for a Voucher........................................................................................................................................ 27  
  b. Clone a Voucher............................................................................................................................................... 29
References ............................................................................................................................................................... 31
Forms ....................................................................................................................................................................... 31
Contact ..................................................................................................................................................................... 31
Overview

Direct Payment Voucher is one of the university’s Procurement Pathways for purchasing goods and services. Before using this process, make sure that the item you are paying for is eligible for this process. In addition, the supplier must be in the FTS database in order to complete a Direct Payment. For more information about this purchasing process, refer to Direct Payment pathway.

A Direct Payment Voucher is created in Financial Transaction Services (FTS) and once approved by the department Approving Official, it is distributed from FTS to the Common Finance System (CFS). Once in CFS, Accounts Payable will process the payment request.

This user guide demonstrates how to complete and approve a Direct Payment Voucher in FTS.

Training

Employees who need FTS access to create a Requisition, Vouchers (Direct Payment and Employee Reimbursement) and Budget/Expense Transfers must complete the Introduction to Finance class (Course No.: FIN009). Approving Officials who need access to approve requests submitted in FTS are required to complete the Finance Overview for Managers class (Course No.: FIN007). Enroll in a session in MySJSU (PeopleSoft). Refer to Courses for more information about training offered by Finance.

Request Access to FTS

Access to FTS can be requested by completing the System Access Request form and returning it to CMS Security, Extended Zip 0042.

Log into FTS

Use your SJSUOne account to login to FTS. If you do not know your SJSUOne login information, contact IT Help Desk for assistance- website: http://its.sjsu.edu/services/sjsuone/ email ithelpdesk@sjsu.edu / or phone 4-1530.

1. Go to MySJSU.
2. Click FTS hyperlink.
The SJSUOne login page displays.

3. Enter your SJSUOne ID and Password.

4. Click Log In button.

The SJSUOne login page displays.

The Main Menu displays.

5. The Main Menu page displays a list of all Open Items for the DeptIDs the user has access to.

6. The Main Menu page also displays the other menus:

- Purchasing/ Payments
- Travel (All SJSU employees have access this module.)
- Expense Adjustments (Depending on your system access)
- Transfers (Depending on your system access.)
Direct Payment

a. Create a Voucher

From the Purchasing/Payments module in the FTS Main Menu:

1. Click the button to add new Direct Payment Voucher.

The Direct Payment Voucher page displays.

Note: Fields preceded by an asterisk indicate required fields.

The Direct Payment page has five sections:

- Header Information
- Supplier Information
- Contact Information
- Invoice Information
- Chartfields
**Header Information**

This section displays the following fields:

- **Status**: Begins with New.
  
  There are seven statuses in the Direct Payment process. For a description of each status, refer to the [Voucher Statuses](#) section in this guide.

- **Voucher No.**: A number will be assigned by FTS when voucher is saved.

- **Date**: Creation date

- **Comments**: Use this field to provide special instructions to Accounts Payable or additional information related to the voucher.

**Supplier Information**

The Supplier (vendor) must exist in the FTS database in order to complete the Direct Payment Voucher.

*Note: Make sure the pop-up blocker for web browser is turned off.*

2. Select the supplier from the **Name** dropdown menu (User Preferences List)

   or

   if supplier is not in your User Preferences List, click on the **More** option.
If More is selected, User Preferences search criteria panel displays.

Search for a supplier.

3. In Criteria field, enter supplier's name (partial or full).

4. Click Search.

Matching results display.

Important: If supplier is not found, then STOP. The voucher cannot be completed until Accounts Payable adds them into FTS.

Refer to Direct Payment pathway for instructions to add supplier into the FTS database. The supplier will need to complete a Vendor Data 204 Form.
If supplier is in FTS, then:

5. Click the ☑️ to add supplier to use supplier for this transaction only

or

click the ☑️ to add supplier for this transaction and add it to your dropdown menu (User Preferences List) field.

Supplier is selected.

6. The supplier’s default address displays in Address field. There may be more than one address in the dropdown menu. Select the appropriate one.

If the address in field is different from the one listed on the invoice, then use the default address and reference the correct address in the Comments field of the Header Information section.
Contact Information

7. Select the **Contact Name** from the dropdown menu (User Preference List). Do not key in the name.

or

If name is not in list, select **More**.

*Note: The contact name must exist in the FTS database. The majority of the time, the contact person is the Requester who created the voucher. If name does not exist, please contact Finance Support by email: financesupport@sjsu.edu or phone: 4-1558.*

If More is selected, the User Preferences page displays.
8. Enter the **Requester** name (full or partial) or Employee ID number.

   If searching by name, then enter format as follows: Last name and comma (no space)

   or

   last name, comma, and first name (no space)

   For example: Rios, or Rios,Shauna

9. Click **Search**.

**Results display.**

10. Click the **✓** to add supplier to use supplier for this transaction only

    or

    click the **✓** to add supplier for this transaction and add it to your dropdown menu (User Preferences List) field.

*Note: If name not found, please contact Finance Support at financeconnect@sjsu.edu for assistance.*
11. Enter phone number in **Phone** field.

![Contact Information]

### Invoice Information

12. Select a description from the **Description** dropdown menu.

**Note:** If the description of the item/service to be paid is not in the dropdown menu, you **will not be able** to use a Direct Payment Voucher to pay it. Review Procurement Pathways for the correct process to use or contact Finance Support for assistance.
13. If Fees or Services is selected in **Description**, a submenu will appear. Select Fees or Services type in submenu.

14. Enter the Supplier's **Invoice No.**

15. Use the Calendar button to enter **Invoice Date**.

16. Enter the **Invoice Total**.
**Chartfields**

Enter the chartfield string where expense is to be charged.

17. Use the button to display the dropdown arrow boxes or to hide them.

18. Select the required values in **Account**, **Fund**, and **DeptID** from dropdown menu.

   or

   if value is not in the dropdown menu, select **More** and search and select it from User Preferences.

19. Select **Program**, **Class**, **Project** (optional).

20. If applicable, click the button to add a distribution line if there is more than one chartfield string sharing the expense

   or

   to delete it a distribution line.
21. Click **Save Voucher** button to save the entries

or

**Cancel** to cancel the entire voucher. Cancelling the entire voucher will make the page read-only and no more changes can be made to it.

If **Save Voucher** was selected, a **Voucher No.** is assigned by FTS and the Status changes from New to **Open** in the Header Information section.

22. Make note of the **Voucher No.**

The File Upload section appears at bottom of voucher page.

Backup documentation is required to be uploaded to Direct Payment Voucher.
23. Select a **Document Type**.

*Tip: For easy identification and when multiple document types are involved, it is recommended to have one document type per file, instead of combining all document types into one file.*

24. Click **Choose File** button to select a file from your desktop.

25. Click **+** to upload next file, if any

or

**−** to delete file upload line.
26. After selecting file(s), click the **Upload Attachment(s)** button.

If upload is successful, a confirmation will appear.

27. Click **OK** to continue.

The uploaded files display in the Related Files section.

28. Click on hyperlink for file to view contents.

or

click to delete file.
29. When voucher is complete, click **Save Voucher**. Entries will be saved.

30. Select **Submit for Approval** when voucher is ready to be submitted for approval.

   or

   **Cancel** to cancel entire voucher. The page becomes read-only and Status field displays Cancelled.

31. **Print Voucher** to print page for your records (optional).

**Message appears if Submit for Approval is selected.**

32. Click **OK** to proceed with submission

   or

   **Cancel** to return to page.
Whether the request is submitted or cancelled, the action is recorded in the Status field with Requester’s name and submitted date.

An email will go to all the Approving Official(s) for the Department ID listed in the Chartfields section.

The Approving Official will be able to review the voucher and upload any additional backup documentation. However, the Approver cannot edit the entries (e.g., change description, invoice no., or chartfields).

In order to edit voucher, the Approver will have to cancel it. An email is sent to notify the Requester that the voucher has been cancelled. From there, the Requester will create a new Direct Payment voucher with the correct information reflected and submit it for approval.

Tip: To save time on creating a new voucher, consider using the Clone feature to duplicate the cancelled request. Refer to Clone a Voucher section in this guide for instructions.
Whether the request is approved or cancelled, the action is recorded in the Status field, with Approver’s name and date of approval.

Note: If the voucher is $50,000 or more, a second approval is required from the Central Finance Officer in Finance. Status will display “CF Approval Needed”. Email will go to the CF Officer requesting their review and approval.

Approved transactions feed to CFS in a nightly batch process. The Status will display Distributed by next day.

A CFS Voucher No. displays after the feed from FTS to CFS.

Note: Record the CFS Voucher No. to use in inquiries with Accounts Payable.

CFS (Common Finance System) is what Accounts Payable uses to process Direct Payment requests for payment.

Direct Payment Voucher creation is completed in FTS.
b. Approve a Voucher

Approving Officials with access to the DeptID(s) listed in Chartfields section of the voucher can approve the Direct Payment Voucher.

**Approving Official will receive an email notification to approve the Direct Payment Voucher in FTS.**

The notification identifies the Requester, type of FTS request, and the FTS voucher number.

1. Click the hyperlink in email to log into FTS.

   ![Image of SJSUOne login page]

   The SJSUOne login page displays.

   2. Enter your **SJSUOne ID** and **Password**.

   3. Click **Log In** button.
The Main Menu displays.

In the Main Menu, a list of Open Items and Items Pending Approval display. Only transactions associated to Approver’s department ID access will display.

- **Open Items** refer to requests created, but have not been submitted for approval yet.

- **Items Pending Approval** refer to requests that are ready to be reviewed and approved by an Approving Official.
Items Pending Approval

A list of requests needing approval is displayed in this section. Each line gives you the number of requests and type.

4. For Direct Payment Vouchers, click the hyperlink for Vouchers.

List of vouchers requiring approval display.

Only vouchers associated to your Department ID access will display.

5. Locate the Voucher ID referenced in the email.

6. Click the Voucher ID hyperlink for it.
Direct Payment Voucher page displays.

The Approving Official cannot edit the request except to upload backup documentation.

In order to edit the request, the Approver will need to cancel it so the Requester can submit a new voucher.

Approving Official can view uploaded backup documentation.

7. Click the hyperlink for a file to view contents.

8. After reviewing the voucher, select action:
   
   Approve Voucher
   
   or
   
   Cancel. The page becomes a read-only page and Status is Cancelled.
Whether the request is approved or cancelled, the action is recorded in the Status field with Approver’s name and date of approval.

Once action is selected, it cannot be changed.

Note: If the voucher is $50,000 or more, a second approval is required from the Central Finance Officer in Finance. Status will display “CF Approval Needed”. Email will go to the CF Officer requesting their review and approval.

Approved transactions feed to CFS in a nightly batch process. Distributed will display in the Status field by next day.

A CFS Voucher No. assigned after the feed from FTS to CFS.

CFS (Common Finance System) is what Accounts Payable uses to process Direct Payment requests for payment.
Backup Documentation

a. Upload a File

Additional backup documentation related to the Direct Payment Voucher can be uploaded anytime after it has been distributed.

1. Locate the Direct Payment Voucher to clone by using the Search feature. Refer to Search for a Voucher section in this guide for instructions to find a voucher.

The selected Direct Payment Voucher page displays.

2. Scroll to the bottom of the page and click the File Upload section.

3. Select Document Type.

4. Select File from desktop.

5. Click Upload Attachment(s) button.
Message confirming file(s) have been uploaded displays.

Note: Allow 15 minutes for uploaded files to appear in voucher.

6. Refer to the View Backup Documentation section of this guide for viewing uploaded files.

b. View File

1. Locate the Direct Payment Voucher to clone by using the Search feature. Refer to Search for a Voucher section in this guide for instructions to find a voucher.

The selected Direct Payment Voucher page displays.

2. Scroll to the bottom of the page and click the Support Documents section.

3. Click the Document Retrieval button.
4. Under **Documents** section, a list of files associated to the Direct Payment Voucher can be found.

Each document file shows information such as the document type, the Direct Payment Voucher ID, CFS Voucher ID, date and time file was uploaded.

5. Click on a file to view content.
Voucher Statuses

There are eight statuses in the Direct Payment Voucher process:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Voucher is created, but not saved.</td>
</tr>
<tr>
<td>Open</td>
<td>Voucher is saved, but has not been submitted for approval.</td>
</tr>
<tr>
<td>Pending Approval</td>
<td>Voucher has been submitted by the Requester to the department Approving Official for review and approval.</td>
</tr>
<tr>
<td>Approved</td>
<td>Department Approving Official approves the voucher.</td>
</tr>
<tr>
<td>CF Approval Needed</td>
<td>After department Approver approves the voucher and if the Direct Payment is $50,000 or more, a second approval is required from the Central Finance Officer in Finance.</td>
</tr>
<tr>
<td>CF Approved</td>
<td>Central Finance Approver has approved a voucher for $50,000 or more.</td>
</tr>
<tr>
<td>Distributed</td>
<td>Approved voucher is loaded to CFS overnight.</td>
</tr>
<tr>
<td>Cancelled</td>
<td>Voucher is cancelled either by the department requester, department Approving Official, or the Central Finance Officer.</td>
</tr>
</tbody>
</table>
Features

a. Search for a Voucher

1. From the Main Menu, click the for Direct Payment Voucher.

Direct Payment Voucher search fields display.

2. Enter a value in one or more fields:
   - Voucher ID is the FTS voucher number (prefix WV)
   - CFS Voucher ID is the voucher number assigned after request feeds from FTS to CFS.
   - Supplier Name
   - Supplier Number
   - Name is the Requester name.
   - Status

3. Click Go.
Search results display.

4. Click the hyperlink for **Voucher ID** to view request.

Direct Payment Voucher page displays.
5. To return to the search result list, click **Search** tab.

Search results display.

**b. Clone a Voucher**

The Clone feature allows the Requester to duplicate voucher that is in Pending Approval, Distributed or Cancelled status.

1. Locate the Direct Payment Voucher to clone by using the **Search** feature. Refer to **Search for a Voucher** section in this guide for instructions to find a voucher.
The selected **Direct Payment Voucher** page displays.

2. Scroll to the bottom of the page and click the **Clone Voucher** button.

Direct Payment Voucher is cloned.

In Header Information, the **Status** field of the new voucher is Open and a new Voucher No. is assigned.

All the data from the original is copied over to the new, except for uploaded backup documentation.

3. Refer to the **Create a Voucher** section of this guide for instructions to completing the new request.
References

Accounts Payable: http://www.sjsu.edu/finance/about_us/ap/index.html

Direct Payment Pathway: [Direct Payment Pathway](http://www.sjsu.edu/finance/financeconnect/resources/pathways/direct_pay/index.html)

Finance Training and Tutorials: http://www.sjsu.edu/finance/financeconnect/training/

MySJSU: my.sjsu.edu

Procurement Pathways: http://www.sjsu.edu/finance/financeconnect/resources/pathways/index.html

Forms

System Access Request: http://my.sjsu.edu/employees/forms/index.html

Contact

If you have any questions, please contact Finance Support at financeconnect@sjsu.edu or 4-1558.