

Overview

This business process guide demonstrates how 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. Approved vouchers feed into the Common Finance Services (CFS) at the end of each business day where they are audited by the Accounts Payable Office and processed for payment.

Table of Contents

Log into CFS	1
Voucher Payment Status.....	3
Contact.....	6

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.

MYSJSU | SPARTAN APPS PORTAL
SAN JOSE STATE UNIVERSITY

Search SJSU

Employees Students

SJSU Home > Spartan Apps Portal

Canvas SJSU Email MySJSU (PeopleSoft)

SpartaJobs Event Calendar FTS

Software Downloads WebEx Faculty/Staff CFS

Spartan Success Portal Blogs Finance Data Warehouse

WebEx Student Qualtrics Skillport

iSupport Video Conference Scheduler Google Analytics

[System Status](#) [New MySJSU Login Experience](#)

The **CSU The California State University** page displays.

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.

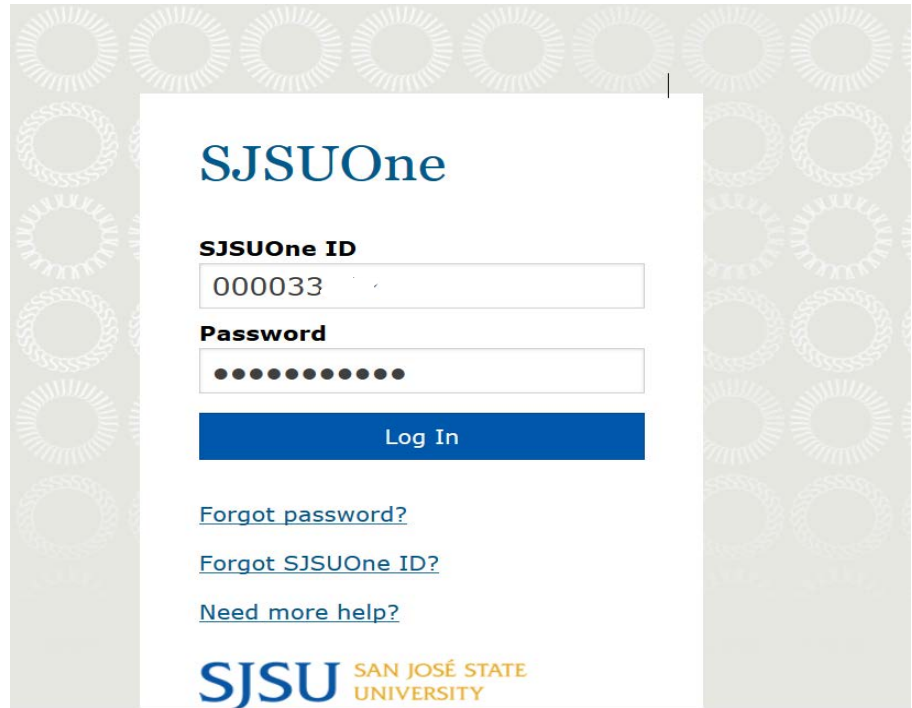
CSU The California State University

CAMPUS San Jose Login

Login Help

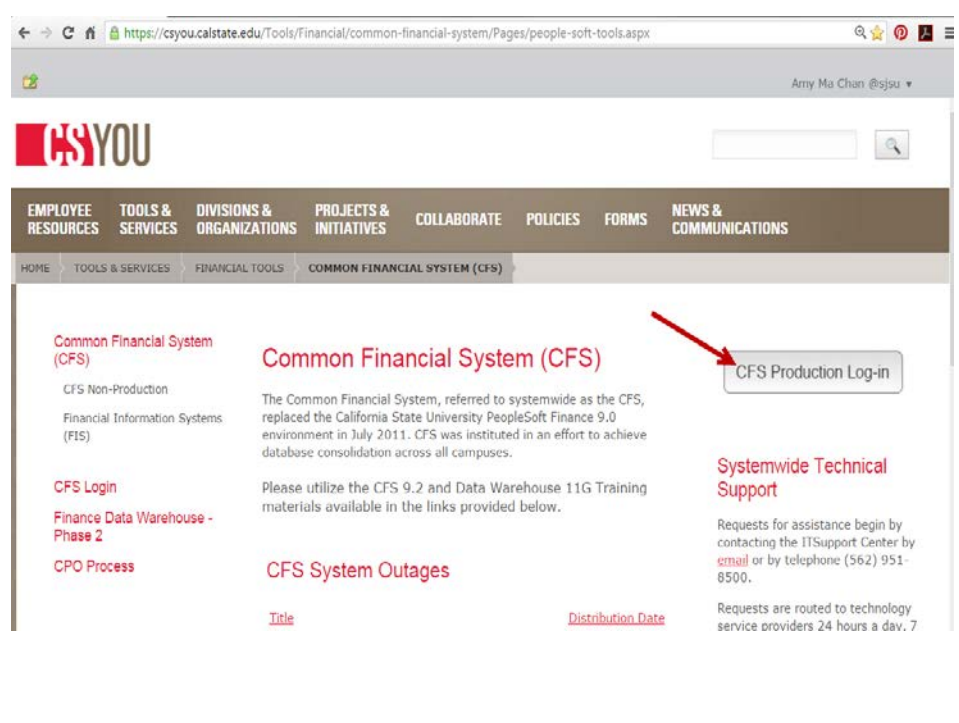
The **SJSUOne** login page displays.

5. Enter your **SJSUOne ID** and **Password**.
6. Click **Log In** button.

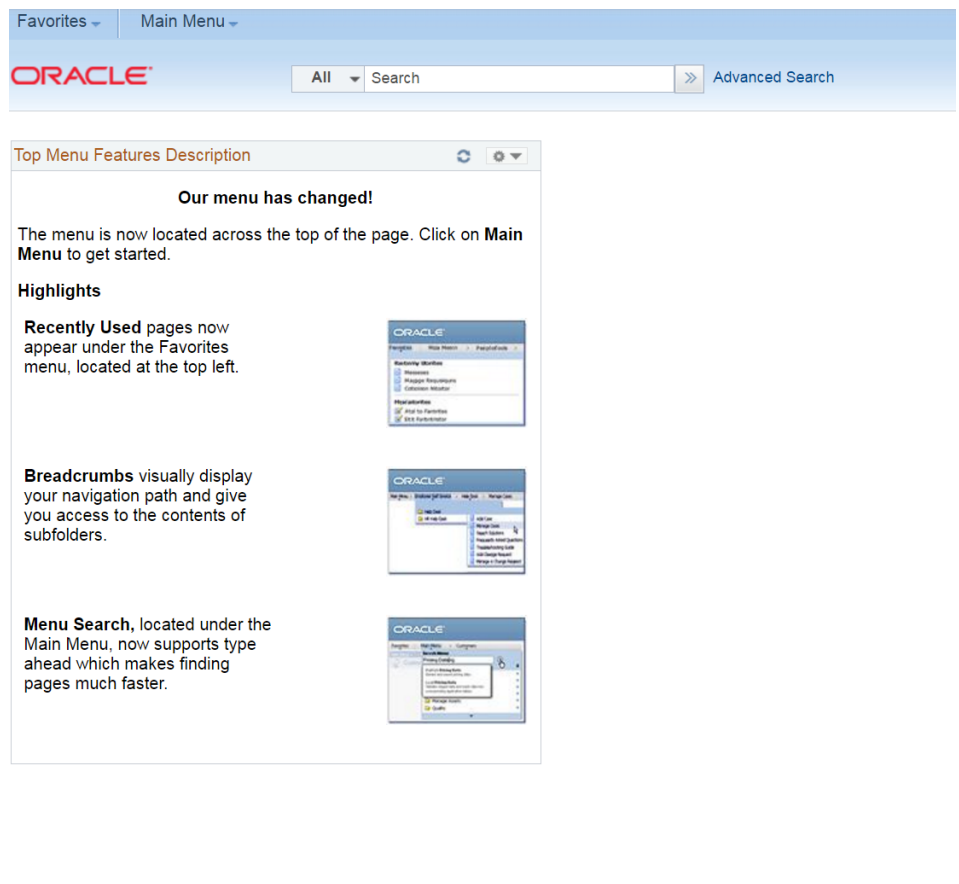


CSYou page displays.

7. Click the **CFS Production Log-in** button.



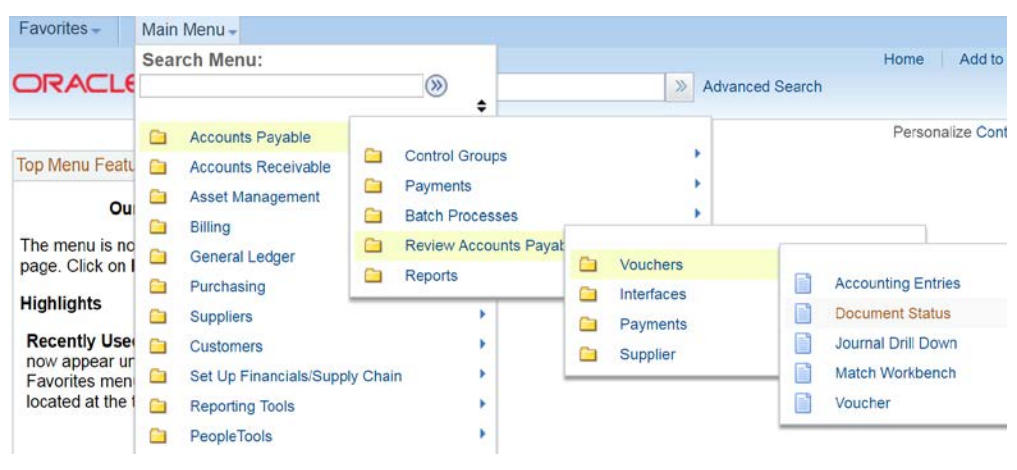
CFS (Oracle) home page displays.



Voucher Payment Status

This section demonstrates how to check the payment status of a Direct Payment 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 **SJ000**.
3. 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 (WV0xxxxx)

4. 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 name and Supplier ID for payee.

Voucher Document Status Inq

Enter any information you have and click Search. Leave fields blank for a

Find an Existing Value

▼ **Search Criteria**

Business Unit:	= ▼	<input type="text" value="SJ000"/>	
Voucher ID:	begins with ▼	<input type="text" value="0030!XXXX"/>	
Invoice Number:	begins with ▼	<input type="text"/>	
Invoice Date:	= ▼	<input type="text"/>	
Supplier ID:	begins with ▼	<input type="text"/>	
Short Supplier Name:	begins with ▼	<input type="text"/>	

Case Sensitive

Search
Clear
Basic Search
 Save Search Criteria

Voucher Document Status

Business Unit SJ000	Voucher ID 00312950
Invoice ID 143362	Invoice Date 11/18/2015
Gross Amount 25183.74 USD	Approval Status Approved
Supplier ID 0000001032 ▼ Actions SJSU RESE-001	Document Type Voucher
Location MAIN	Status Posted

Associated Document Personalize | Find | View All |

Documents	Actions	SetID	Document Type	DOC ID	Status	Document Date	Supplier ID	Loca
▼ Actions	SJ000	Payment	468892	Posted	03/24/2016	0000001032	MAI	

Return to Search
 Refresh

The **Documents** section of page displays the following payment information-

- **DOC ID:** Shows either the Check Number (6-digit number).
- **Document Date:** Date of payment.



If this section is blank, then no payment has been made to supplier. Please contact the Accounts Payable Technician to follow-up.

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



If payment has been made, click the check number hyperlink under **Doc ID**.

Voucher Document Status

Business Unit SJ000 Voucher ID 00312950
 Invoice ID 143362 Invoice Date 11/18/2015
 Gross Amount 25183.74 USD Approval Status Approved
 Supplier ID 0000001032 Actions SJSU RESE-001 Document Type Voucher
 Location MAIN Status Posted

Associated Document Personalize | Find | View All |  

Actions	SetID	Document Type	DOC ID	Status▲	Document Date▲	Supplier ID
▼ Actions	SJ000	Payment	468892	Posted	03/24/2016	0000001032



 Return to Search  Refresh

Voucher Document Status

Business Unit SJ000 Voucher ID 00312
 Invoice ID 143362 Invoice Date 11/18
 Gross Amount 25183.74 USD Approval Status Appro
 Supplier ID 0000001032 Actions SJSU RESE-001 Document Type Voucl
 Location MAIN Status Poste

Associated Document Personalize | Find | V

Actions	SetID	Document Type	DOC ID	Status▲	Document Date▲	Supplie
▼ Actions	SJ000	Payment	468892	Posted	03/24/2016	00000

 Return to Search  Refresh

The **Payment Inquiry** page displays.

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

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

- **Amount:** The check amount.

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

- **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 4/1/16, so the check was reconciled in the month of March.

Payment Inquiry

▷ Search Criteria

▷ Sorting Criteria

Payment Inquiry Result

Personalize | Find | View All

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Re
VCHR	468892	System Check	25,183.74	USD	03/24/2016	03/24/2016	Paid	Reconciled	0

Contact

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