

Table of Contents

Overview	1
Log into CFS	1
Voucher Payment Status	3
View Check Status	8
Return to Homepage or NavBar Menu	12
References	12

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.

The screenshot shows the MySJSU | SPARTAN APPS PORTAL for San José State University. The page features a search bar at the top right and navigation links for Employees and Students. Below the navigation, there are several service tiles: MySJSU (PeopleSoft) with student-related links, SJSU @ Work with employee-related links, SJSUOne Logout, Password Help, and Open University. A grid of application icons is displayed, including Canvas, SJSU Email, SJSU Handshake, eFaculty, Event Calendar, Zoom, DocuSign, Curriculog, Blogs, Qualtrics, iSupport, Video Conference Scheduler, FTS, and CFS (highlighted with a red box). Other icons include Finance Data Warehouse, Student Data Warehouse, OnBase, Skillport, Finance (Legacy), and Google Analytics. A right-hand sidebar contains links for Look Up Your SJSUOne ID, Alumni Transcripts, Class Search, Browse Catalog, Admissions Info, Canvas Support, Sign up for Alert-SJSU, Campus Map, IT Service Desk, and contact information for Finance Support.

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**.

A screenshot of a web page with a grey background. On the left, the word "CAMPUS" is displayed in bold. To its right is a dropdown menu currently showing "San Jose". Further right is a button labeled "Login". In the bottom right corner of the grey area, there is a link that says "Login Help".

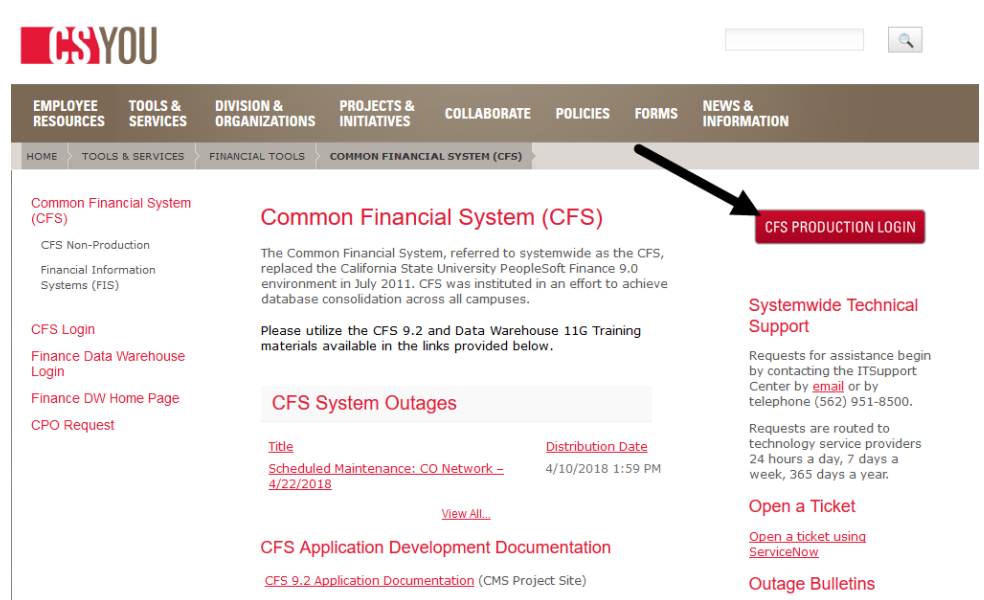
The SJSUOne login page displays.

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

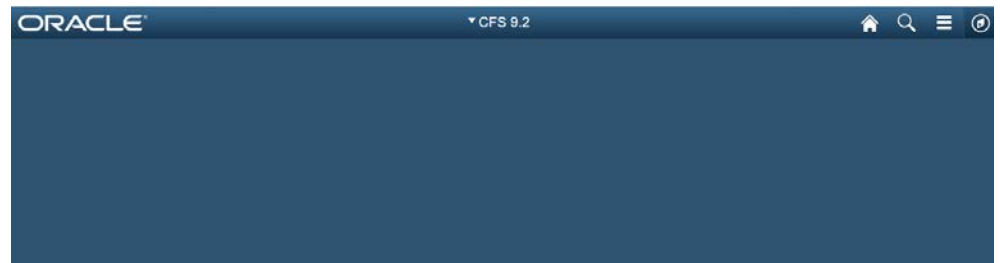
A screenshot of the SJSUOne login page. The page has a light grey background with a repeating pattern of the SJSU sunburst logo. In the center is a white login box. At the top of the box is the "SJSUOne" logo. Below it are two input fields: "SJSUOne ID" with the value "000033" and "Password" with masked characters. A blue "Log In" button is positioned below the password field. Underneath the button are three links: "Forgot password?", "Forgot SJSUOne ID?", and "Need more help?". At the bottom of the white box is the SJSU logo and the text "SAN JOSÉ STATE UNIVERSITY".

CSYou page displays.

7. Click **CFS Production Login**.



CFS 9.2 (Oracle) homepage displays.

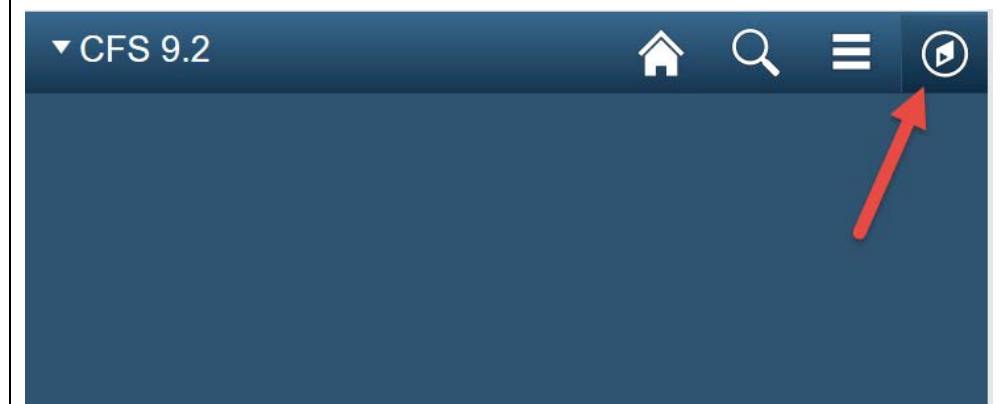


Voucher Payment Status

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.

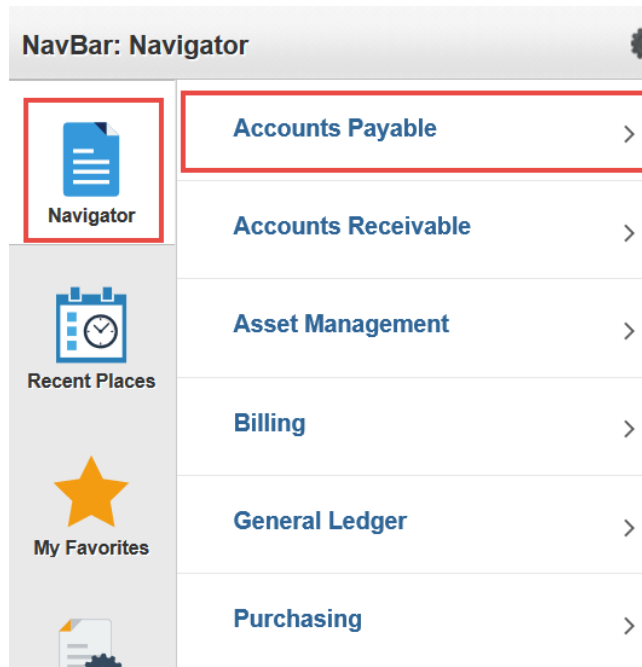
The instructions will use the **Navigator** tile to navigate to a module. For instructions on using the Recent Places and My Favorite tiles, refer to [Navigation Basics guide](#).

2. Click on the **Navigator** tile.

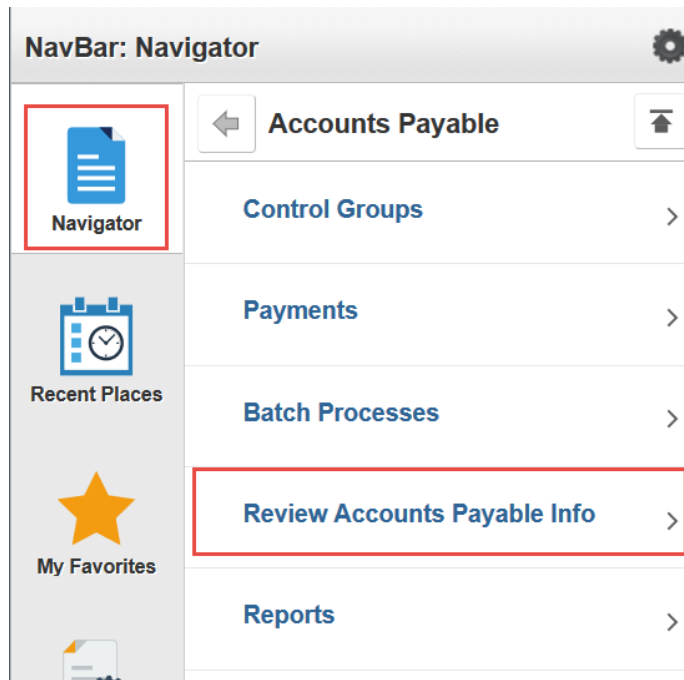


The Navigator menu displays the modules a user has access to.

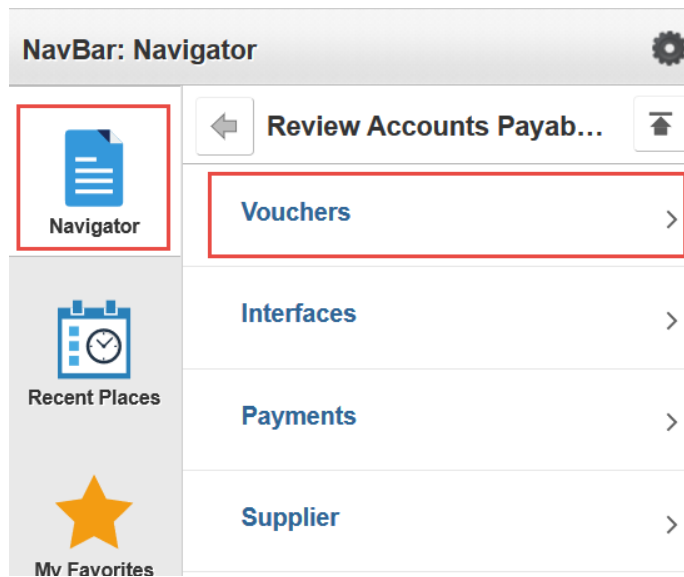
3. Select **Accounts Payable** module.



4. In the Accounts Payable module, select **Review Accounts Payable Info**.



5. Select **Vouchers**.



6. Select **Document Status**.

NavBar: Navigator

Navigator

Recent Places

My Favorites

Vouchers

Accounting Entries

Document Status

Journal Drill Down

Match Workbench

Voucher

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**.

ORACLE

Navigator Search

Voucher Document Status Inq

Enter any information you have and click Search. Leave fields blank for a list of all val

Find an Existing Value

Search Criteria

Business Unit = SJ004

Voucher ID begins with

Invoice Number begins with

Invoice Date =

Supplier ID begins with

Short Supplier Name begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

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).

| New Window | Help | Pers

Voucher Document Status


Business Unit SJ004	Voucher ID 000101
Invoice ID 10000007T	Invoice Date 2/2/2010
Gross Amount 1695.20 USD	Approval Status Approved
Supplier ID 000000072	Document Type Voucher
Location MAIL	Status Posted

Document Tolerance Stat

Budget Misc Stat

Budget Stat

Match Stat



Show All

Personalize | Find | View All | First 1 of 1 Last

Associated Document

Actions	SetID	Document Type	DOC ID	Status	Document Date	Supplier ID	Location
▼ Actions	SJ000	Payment	25000008	Posted	01/06/2011	000000072	MAIL

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, 0xxxxx) 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.

| New Window | Help | Pers

Voucher Document Status


Business Unit SJ004	Voucher ID 000101
Invoice ID 10000007T	Invoice Date 2/2/2010
Gross Amount 1695.20 USD	Approval Status Approved
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Location MAIL	Status Posted

Document Tolerance Stat

Budget Misc Stat

Budget Stat

Match Stat



Show All

Personalize | Find | View All | First 1 of 1 Last

Associated Document

Actions	SetID	Document Type	DOC ID	Status	Document Date	Supplier ID	Location
▼ Actions	SJ000	Payment	25000008	Posted	01/06/2011	000000072	MAIL

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.

Voucher Document Status

Business Unit: SJ004 Voucher ID: 000111 Document Tolerance Stat

Invoice ID: 1000000077 Invoice Date: 02/2010 Budget Misc Stat

Gross Amount: 1695.20 USD Approval Status: Approved Budget Stat

Supplier ID: 0000000072 Actions: C D-001 Document Type: Voucher Match Stat

Location: MAIL Status: Posted

Requisitions Sourcing Events Procurement Contracts Purchase Orders Service Work Orders Receipts Returns Vouchers Payments(1)

Show All


Associated Document Personalize | Find | View All | First | 1 of 1 | Last

Actions	SetID	Document Type	DOC ID	Status	Document Date	Supplier ID	Location
▼ Actions	SJ000	Payment	250008	Posted	01/06/2011	0000000072	MAIL

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.

Home Sign out

Search Last Search Results Add To NavBar

NavBar: Navigator

← Vouchers ↑

Accounting Entries

Document Status

Journal Drill Down

Match Workbench

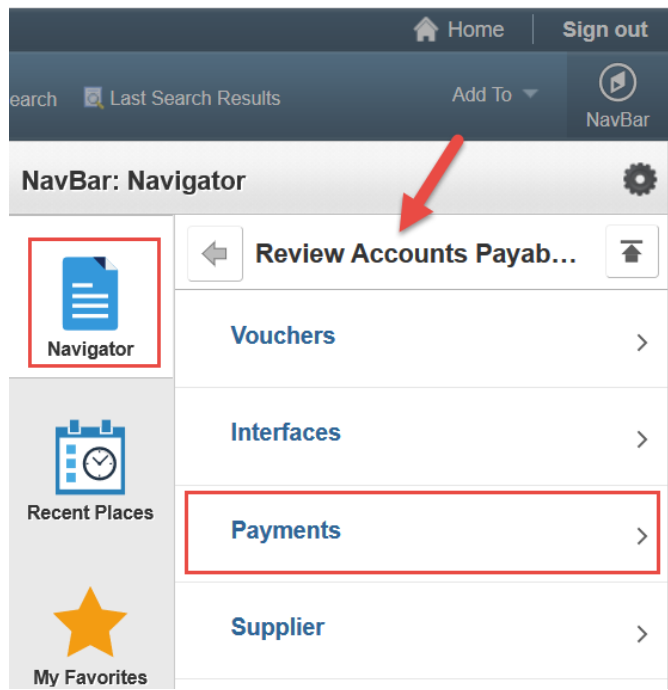
Voucher

Navigator

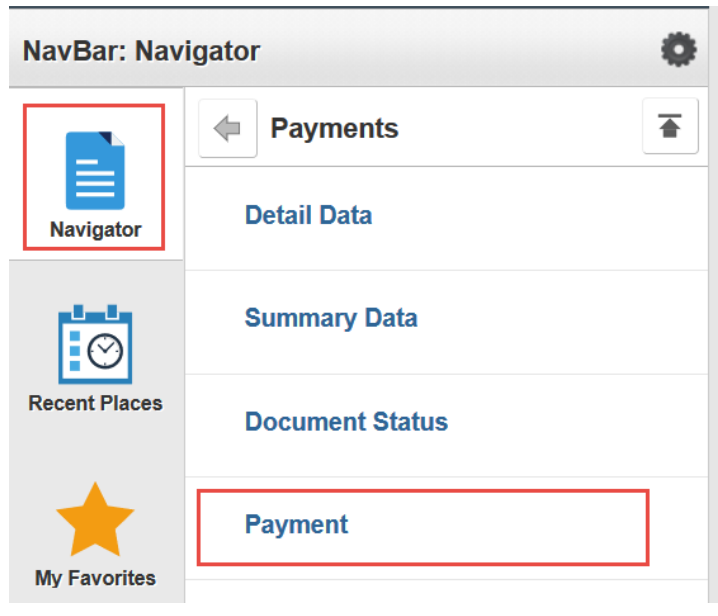
Recent Places

My Favorites

3. On the Review Accounts Payable menu, select **Payments**.



4. On the Payments menu, select **Payment**.



Payment Inquiry page displays.

- 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
- Click **Search**.

Payment Inquiry

▼ Search Criteria

Search Name	ALL	Q	
From			To
From Supplier Name 1		Q	
Supplier Location		Q	
*Amount Rule	Any	▼	
Amount			
*Currency		Q	
Bank SetID	SJ000	Q	
Bank Code		Q	
Bank Account		Q	
Bank Account #			
From Ref ID	2	18	2
From Payment Date		BT	
Payment Method		▼	
Pay Cycle		Q	
Seq Num		Q	
Payment Status		▼	
Remit SetID	SJ004	Q	
Remit Supplier		Q	
Settle By		▼	
Settlement Status		▼	

Single Payment Vouchers

Max Rows [Keyword 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.

The screenshot shows the 'Payment Inquiry Results' interface. At the top, there are search filters for 'Settle By', 'Settlement Status', and 'Single Payment Vouchers'. Below these are 'Max Rows' (set to 300), 'Search', and 'Clear' buttons, along with a 'Keyword Search' field. There is also a 'Show Chart' checkbox and a 'Chart Type' dropdown set to 'Bar Chart'. A 'Sorting Criteria' section allows for '1st sort' (Bank Account) and '2nd sort' (Payment Reference ID), both with 'Descending' checkboxes and a 'Sort' button. The main table, titled 'Payment Inquiry Result', has columns for 'Actions', 'Source', 'Payment Reference ID', 'Payment Method', 'Amount', 'Currency', 'Creation Date', 'Payment Date', 'Payment Status', 'Reconciliation Status', and 'Reconcile Date'. A single row of data is visible, with red boxes highlighting the 'Payment Reference ID', 'Amount', 'Payment Date', and 'Reconciliation Status' columns.

Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
Actions	VCHR	20110303	System Check	1,695.20	USD	01/06/2011	01/06/2011	Paid	Reconciled	02/09/2011

Return to Homepage or NavBar Menu

1. To return to the CFS 9.2 (Oracle) homepage, click the



Home icon

or

to return to the previous panel in module, click the

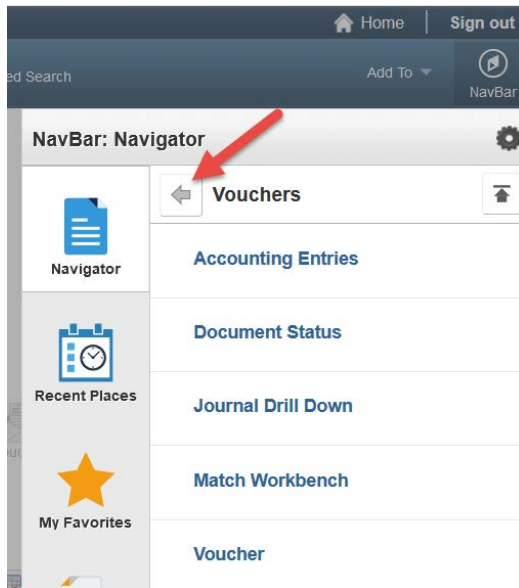
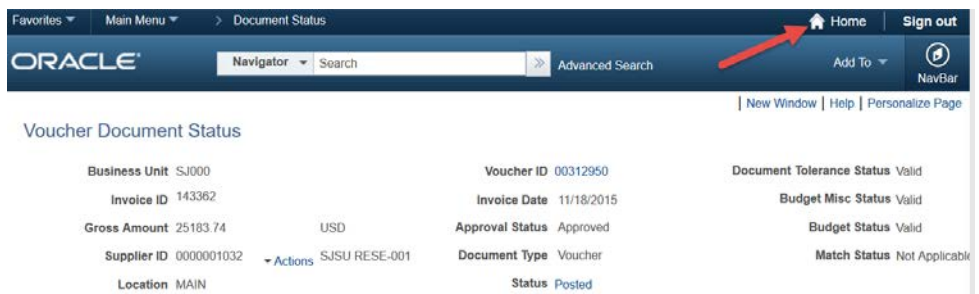


NavBar icon.

2. If **NavBar** was selected, click



to return to previous panel in the module. Repeat step until desired location is reached.



References

- **Accounts Payable Directory-** http://www.sjsu.edu/finance/directory/directory_bydept/ap_directory/index.html
- **CFS Navigation Basics Guide-** http://www.sjsu.edu/finance/docs/tut_cfs_basic_navigation.pdf
- **Employee/Student Reimbursement Pathway-** <http://www.sjsu.edu/finance/financeconnect/resources/pathways/reimbursement/index.html>
- **MYSJSU-** <http://my.sjsu.edu/>
- **Travel Reimbursement-** http://www.sjsu.edu/finance/about_us/ap/travel/index.html