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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 Payment Services. Payment status of a voucher is obtained in CFS.

Please contact FinanceConnect at financeconnect@sjsu.edu or 408-924-1558 with any questions.

Log into CFS

The following instructions show how to log into CFS.

- 1. Go to one.SJSU.edu.
- 2. Type CFS in the search bar and click on the magnifying glass then select Common Finance System.



The Connecting to CSU DUO page displays.

- 3. In the SJSU ID Number field, enter your 9 digit ID number and then enter your password.
- 4. Click Sign In button.

Connecting to CSII 📼 Sign-in with your San Jose State University account to access CSU Common Financial System SJSU SAN JOSÉ STATE UNIVERSITY Sign In SJSU ID Number ########## Password Remember me Need help signing in? 0 <u>8</u>

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5. You'll be taken to the CFS 9.2 Homepage.

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CFS 9.2 -

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6. Click on the NavBar.



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Voucher Payment Status

This section demonstrates how to check the payment status of an Employee/Student Reimbursement and Travel Reimbursement voucher.

1. From the NavBar: Menu, navigate to the Accounts Payable > Review Accounts Payable Info > Vouchers > AP Voucher Document Status



Voucher Document Status Inq page displays.

- 3. In **Business Unit** field: Enter SJ004.
- 4. Enter a value for **one** of the following fields-
 - Voucher ID: 8-digit CFS Voucher Number (00xxxxx)
 - Invoice Number: 8digit FTS Voucher Number (WTxxxxx or TRxxxxx)
 - 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 (WT0xxxx)

5. 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 Supplier name and ID (the payee).

Voucher Document Status Inq

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

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The Associated Document 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 followup on payment status, contact the Payment Services Specialist.

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 Do	cument Sta	atus							
в	usiness Unit	SJ004			Voucher IE	00		Document Tolerance Status	Valid
	Invoice ID	WT			Invoice Date	08/18/2021		Budget Misc Status	Valid
G	ross Amount	117.30	USD		Approval Status	Approved		Budget Status	Valid
	Supplier ID	000	Actions		Document Type	Voucher		Match Status	Not Applica
	Location	MAIL			Status	Posted			
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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 voucher was reimbursement through EFT (Doc ID: 0xxxxx), because payment was electronically deposited to the employee's bank account.



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

- Payment Inquiry page displays.
- 5. Enter the values in the following fields:
 - From Ref ID: Enter the 6digit check number in the first field only.
 - Remit SetID: Enter SJ004
- 6. Click Search.

NavBar: Mer	nu ខ្លែរ
=	Menu > Accounts Payable > Review Accounts Payable Info
Menu	Payments
U	AP - Letter of Credit
Recently Visited	AP Bank Transfer Charge
Favorites	AP Payments Document Status
	= Detail Data
My Preferences	= Drafts
	Federal Payment Schedule
Regular Entry	E Payment

Payment Inquiry



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 10/3/22, so the check was reconciled in the month of October.

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Rem	nit Supplier			Q						
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