

## Overview

Employee/Student Reimbursement Vouchers are used to reimburse employees and students for university-related expenses. Before making a purchase, the student or employee should verify that the expense is eligible for reimbursement. Visit [Finance Employee/Student Reimbursement](http://www.sjsu.edu/finance/financeconnect/resources/pathways/reimbursement/) (<http://www.sjsu.edu/finance/financeconnect/resources/pathways/reimbursement/>) to view the Checklist and the Reimbursement Policy.

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

This user guide demonstrates how to create a Student/Employee Reimbursement Voucher and how to edit an existing Student/Employee Reimbursement Voucher in the Financial Transaction Services database.

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## Section 1: Creating an Employee/Student Reimbursement Voucher

To create an Employee/Student Reimbursement Voucher:

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

*The FTS login page displays.*

Using your SJSUOne account.

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

### SJSUOne Shibboleth Login

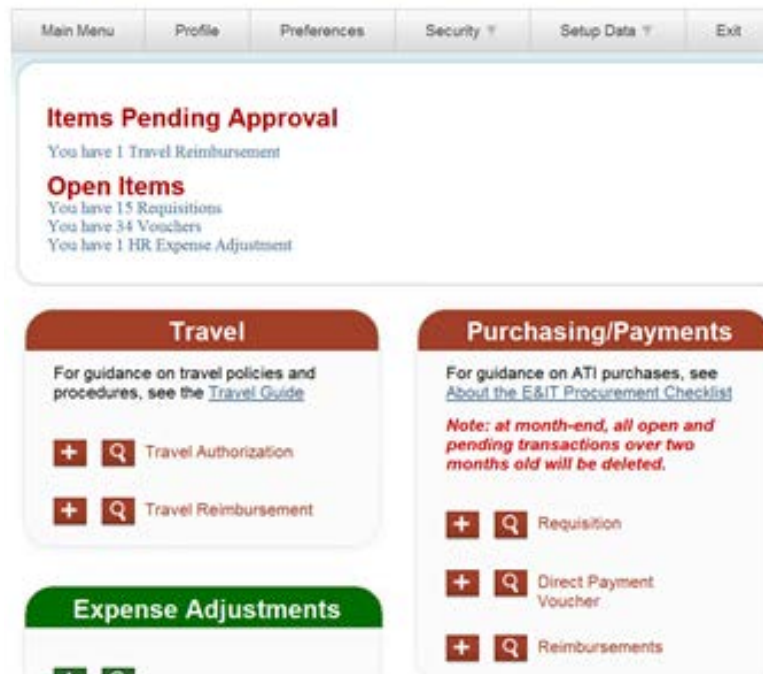


*The Main Menu displays.*

- 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 list 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).

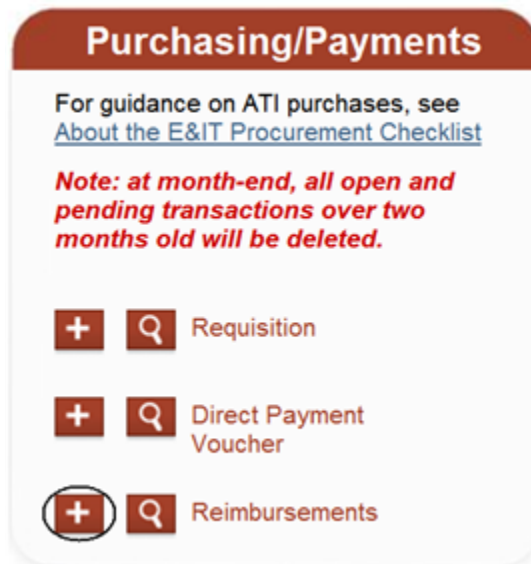


### San José State University Financial Transaction Services



**From the Purchasing/Payments Menu:**

- Click the **Add [+]** icon next to the **Reimbursements** item to add a new Reimbursement.

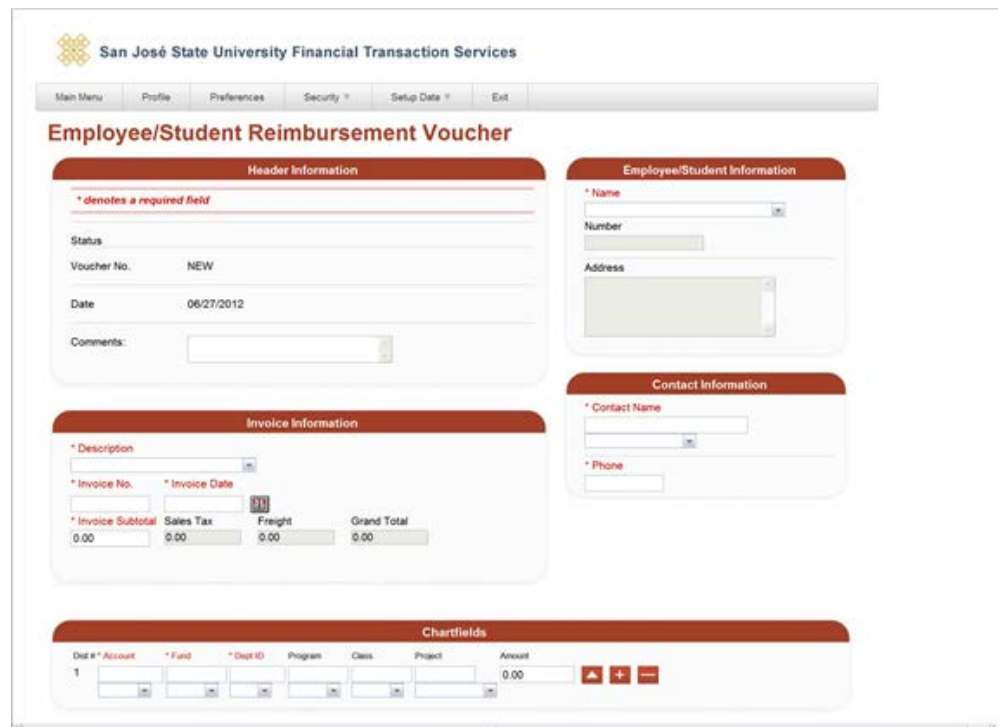


**The Employee/Student Reimbursement Voucher page displays.**

The Employee/Student Reimbursement Voucher page has five areas:

- **Header Information**
- **Employee / Student Information**
- **Contact Information**
- **Invoice Information**
- **Chartfields**

*Note: Fields preceded by an asterisk indicate required fields.*



### Header Information:

5. Use the **Comments** field to enter details of the reimbursement, and/or make a comment to Accounts Payable, if needed.

**Header Information**

---

\* denotes a required field

---

Status \_\_\_\_\_

Voucher No.            NEW

---

Date                    08/05/2010

---

Comments:

### Invoice Information:

6. **Description:** Select the item's description from the **Description** dropdown menu.

*Note: If the description of the item to be paid is not in the dropdown list, you cannot use the Employee/Student Voucher to pay for this item.*

7. Enter **Invoice No.**
8. Use Calendar button to enter **Invoice Date.**
9. Enter **Invoice Subtotal** (include tax and freight).

*Note: The system will calculate the Grand Total.*

**Invoice Information**

---

**\* Description**

**\* Invoice No.**                        **\* Invoice Date**           

<b>* Invoice Subtotal</b>	Sales Tax	Freight	Grand Total
0.00	0.00	0.00	0.00

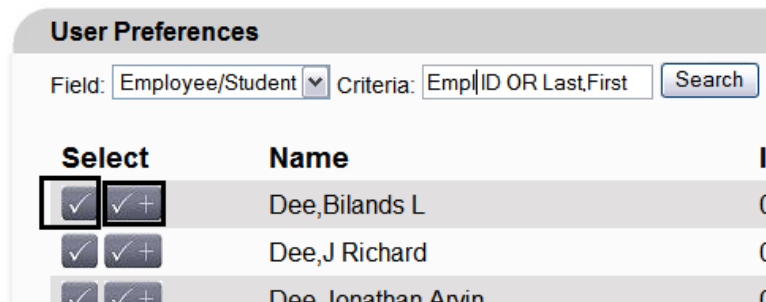
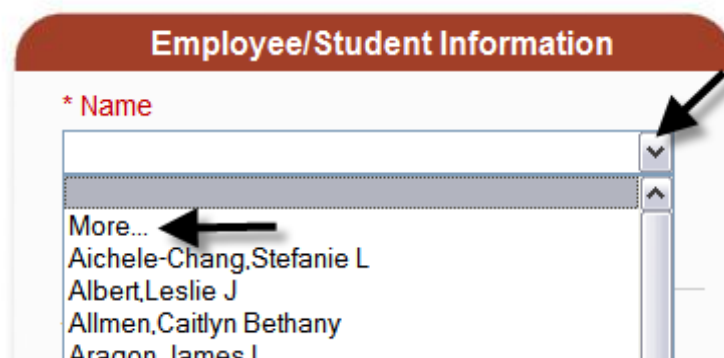
## Employee/Student Information:

- Name:** Select the employee or student's name from your preference list on the Employee/Student Information dropdown menu. If the Name is not on your Preference List, search for it by following the steps below.
- Select **More** from the Employee/Student Information dropdown menu.

*Note: The More option will take you to the User Preferences search page to add more preferences.*

## User Preferences search box displays.

- Enter Employee/Student ID, or last name in the **Criteria** box.
- Click **Search**.
- Click the ✓ button to select the name for the transaction.
- Or–
- Click the ✓+ button to select the name for the transaction and also add the name to your preference list.

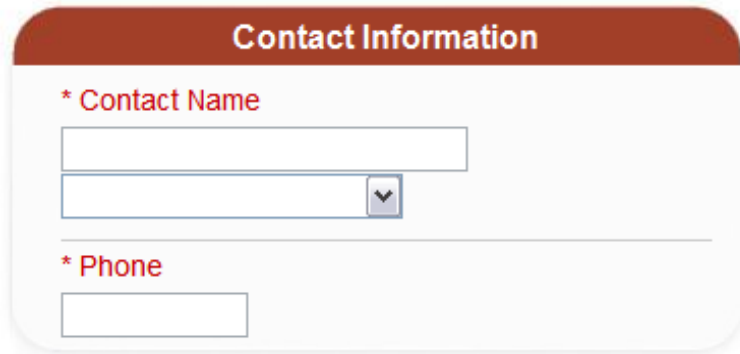


**Contact Information:**

16. **Contact Name:** Select the **Contact Name** from the names on your Preference List in the **Contact Information** dropdown menu, or use the **More** option to search.

*Note: The More option will take you to the User Preferences search page to add more preferences.*

17. Enter contact **Phone** number.



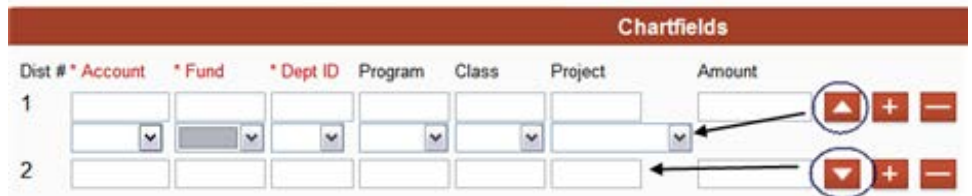
**Chartfields:**

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

18. Enter **Account**, **Fund**, and **Dept ID** (required).

19. Enter **Program**, **Class**, and **Project** (optional).

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



20. Click **Save Voucher**.



The system will automatically assign the reimbursement Voucher number. The status reads **Open**.

21. Make a note of the assigned number. This number will become the invoice number in the CFS system, when its status changes to Distributed.

22. Click **Upload Attachment(s)**, to attach all necessary paperwork (required).

*The Select file(s) window opens.*

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

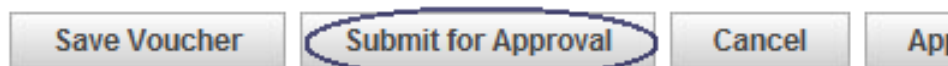
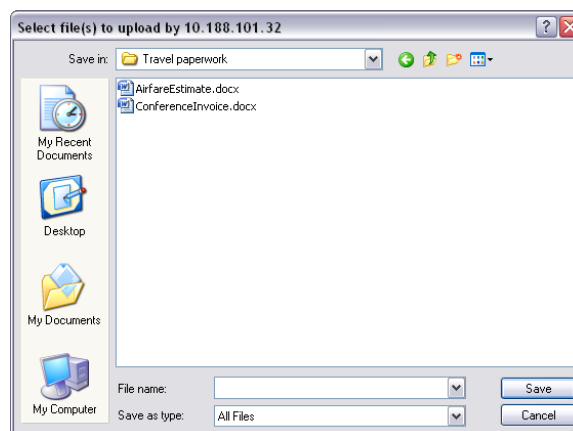
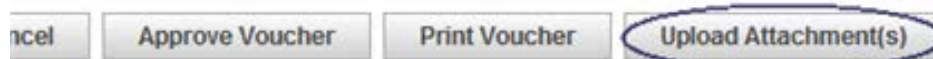
*Attachment files display on your Employee Student Voucher page.*

24. Click **Submit for Approval** when the reimbursement voucher is ready to be submitted for approval.

**Header Information**

*\* denotes a required field*

Status	<b>Open</b>
Voucher No.	WT053154
Date	08/05/2010
Comments:	<input type="text"/>



**The status changes to Pending Approval.**

Notes: Authorized approvers for the Dept ID associated with this voucher will receive an email notification that the Employee/Student Reimbursement Voucher is awaiting their approval.

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

25. The Approver (with approval authority for the Dept. ID) clicks **Approve Voucher**.

The voucher status changes to **Approved**, and shows who approves it and when.

The attached files go to the Imaging System.

The screenshot shows a web interface titled "Header Information" with a red header bar. Below the header, there is a red line and the text "\* denotes a required field". The form contains the following fields:

Status	Pending Approval
Voucher No.	WT053154
Date	08/05/2010
Comments:	<input type="text"/>

er Submit for Approval Cancel Approve Voucher Print V

The screenshot shows a web interface titled "Header Information" with a red header bar. Below the header, there is a red line and the text "\* denotes a required field". The form contains the following fields:

Status	Approved (Approved by Kristina Luna on 8/5/2010)
Voucher No.	WT053154
Date	08/05/2010
Comments:	<input type="text"/>

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

The approved transaction is loaded to CFS overnight and its status is changed to Distributed.

The requestor for this transaction may receive an email notification (from: DoNotReply) if the attachment is incomplete. If you receive this notification, use the Upload Attachment(s) button to upload whatever is necessary to complete the attachment.

**Print Voucher:**

26. Click the **Print Voucher** button.

oval Cancel Approve Voucher Print Voucher Upload

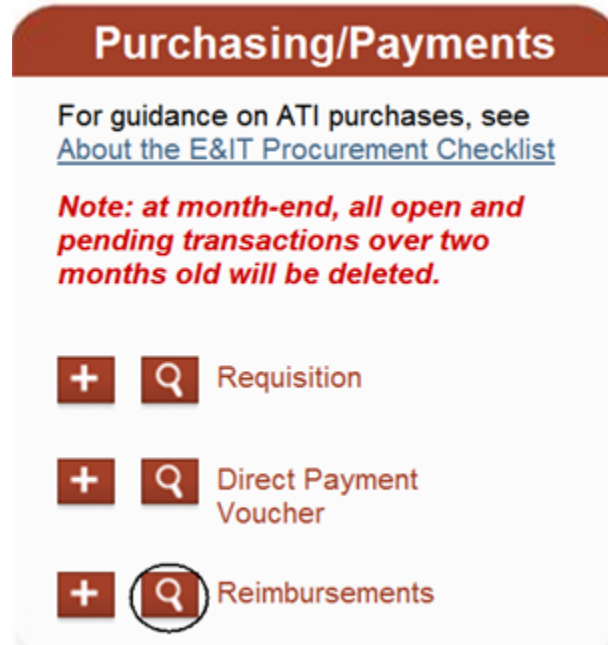


## Section 2: Editing an Existing Employee/Student Reimbursement Voucher

There are several ways to search for existing Reimbursement Vouchers.

### Search from the Purchasing/Payments Menu

1. Click the **Lookup** (magnifying glass) icon next to **Reimbursements**.



**The Voucher ID, Name, and Status fields become available.**

2. Enter one of the search criteria.
  - **Voucher ID** allows you to search for a single employee / student reimbursement voucher, based on the **Voucher ID** number.
  - **CFS Voucher ID** allows you to search for a single Employee/Student Reimbursement Voucher based on the **CFS Voucher ID** number.
  - **Name** allows you to search for all the Employee/Student Reimbursement Vouchers entered, by a specific operator's **Name**.
  - **Status** allows you to search for Employee/Student Reimbursement Vouchers based on their **Status**.
3. Click the **Go** button.

## Purchasing/Payments

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.**

+QRequisition

+QDirect Payment Voucher

+QReimbursements

Voucher ID

CFS Voucher ID

Name

Status

## Search from Open Items or Items Pending Approval

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

*Note: When searching for a reimbursement voucher, select Vouchers.*

*If you are an approver, you can search from Items Pending Approval.*

***A list of vouchers in your Dept ID with the status Open displays.***

- Click the link of the Reimbursement Voucher number to be displayed.

### Items Pending Approval

You have 50 Requisition(s)  
 You have 38 Voucher(s)  
 You have 18 Journal(s)  
 You have 26 HR Expense Adjustment(s)

### Open Items

You have 45 Requisition(s)  
 You have 17 Voucher(s)  
 You have 44 Travel Claim(s)  
 You have 22 Journal(s)

Voucher ID	CFS Voucher ID	Entered By	Entered Date	Status	Vendor Number	Vendor Name
<a href="#">WT062747</a>			02/24/2012	Open		
<a href="#">WT063999</a>			05/08/2012	Open		
<a href="#">WT064191</a>			05/11/2012	Open		
<a href="#">WT064193</a>			05/12/2012	Open		
<a href="#">WT064225</a>			05/16/2012	Open		

**The Reimbursement Voucher displays.**

6. Update and/or add the information as needed.
7. Click **Save Voucher** to save changes.

**Employee/Student Reimbursement Voucher**

Header Information

\* denotes a required field

Status: **Open**

Voucher No.: WT012233

Date: 08/05/2010

Comments: Field research supplies & materials

Employee/Student Information

\* Name: [Dropdown]

Number: [Text]

Address: [Text Area]

Invoice Information

\* Description: PERSONAL REIMBURSEMENTS

\* Invoice No.: 1011-01      \* Invoice Date: 07/06/2010

* Invoice Subtotal	Sales Tax	Freight	Grand Total
38.78	0.00	0.00	38.78

Contact Information

Requestor: Vannu Nguyen

\* Contact Name: Vannu Nguyen

\* Phone: 44903

Chartfields

Dist #	* Account	* Fund	* Dept ID	Program	Class	Project	Amount
1	660003	48160	1245				38.78

## Section 3: Cancelling an Existing Reimbursement Voucher

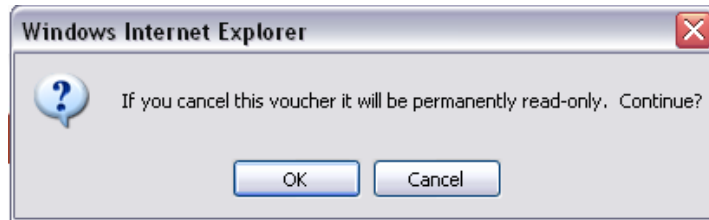
1. Complete Steps 1 through 3 from the Editing in Section 2: Editing an Existing Employee/Student Reimbursement Voucher.
2. Click the **Cancel** button (at the bottom of the page).

*Note: The system will warn you that if you cancel the voucher, it will become read-only.*

3. Click **OK** to confirm.

### **The Status will read Cancelled.**

*Note: If cancelled, the reimbursement Voucher number will not be reused. The data will not feed into PeopleSoft.*



Header Information	
<b>Status:</b>	<b>Cancelled</b>
<b>Voucher No.:</b>	WV053051
<b>Date:</b>	08/04/2010
<b>Comments:</b>	Payment for 2010-2011 membership fees to NACWAA. Membership required for all D-1 administrators.

## Section 4: Cloning an Existing Reimbursement Voucher

*Note: Reimbursement Voucher can be cloned only when its status is Distributed or Cancelled.*

1. Complete Steps 1 thru 3 from the Section 2: Editing an Existing Employee/Student Reimbursement Voucher section.

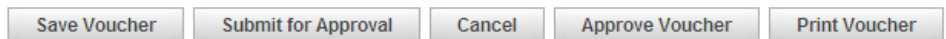
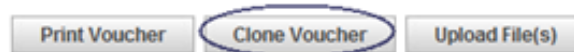
### **The Reimbursement Voucher page displays.**

2. Click **Clone Voucher**.  
A new reimbursement voucher is created with a new voucher number.
3. Update all the information as needed.  
Fields are available for updating, adding, and deleting.
4. Click the **Save Voucher** button.

Invoice subtotal	Sales tax	Freight	Grand total
19.00	0.00	0.00	19.00

							Chartfields
Dist #	Account	Fund	Dept ID	Program	Class	Project	Amount
1	660003	70000	1014				19.00

#### [Support Documents](#)



## Section 5: The Support Documents Link

*Note: The Support Documents link displays only when the Reimbursement Voucher status is Distributed.*

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

***Your attached document's image displays.***

Date: 6/9/2011

Comments:

### Invoice Information

#### Description

GENERAL REPAIRS UNDER \$1000

Invoice No.	Invoice Date
123d	06/02/2011

Invoice Subtotal	Sales Tax	Freight	Grand Total
19.00	0.00	0.00	19.00

### Chartfields

Dist #	Account	Fund	Dept ID	Program	Class	Project	Amount
1	660003	70000	1014				19.00

[Support Documents](#)