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 Payment Services and processed for payment.

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

6. Click on the NavBar.
Voucher Payment Status

This section demonstrates how to check the payment status of a Direct Payment voucher.

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

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**

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.
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 **Payment Services Technician** to follow-up.

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

**Contact**

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