

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.

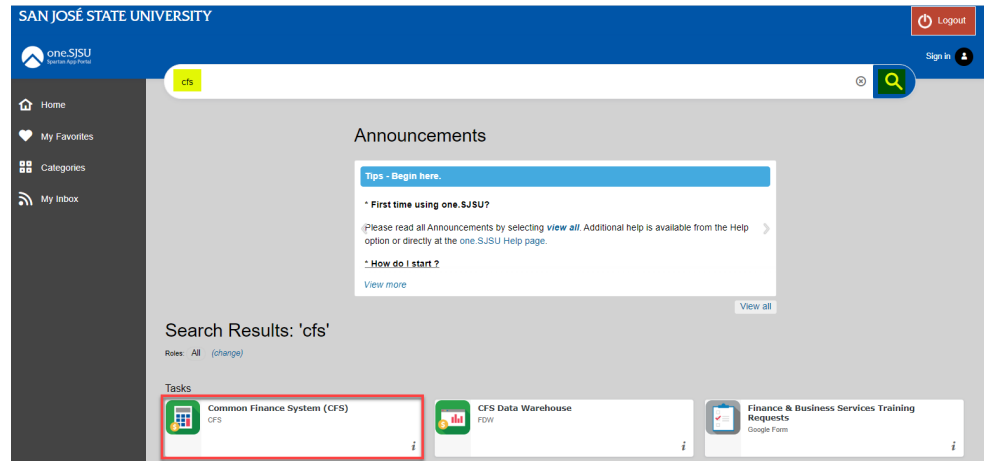
Table of Contents

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

Log into CFS

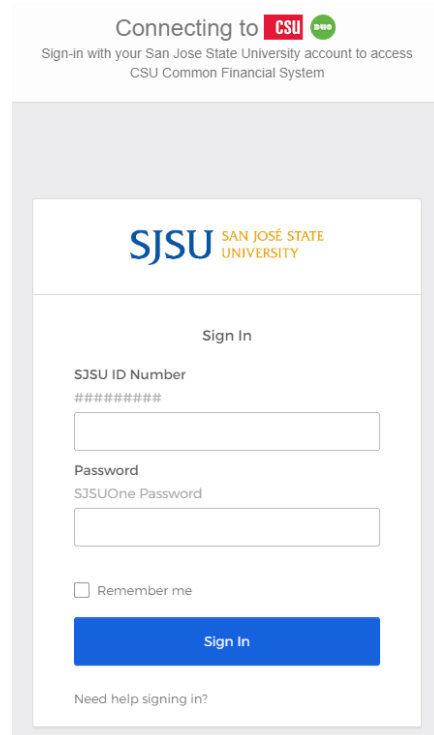
The following instructions show how to log into CFS.

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

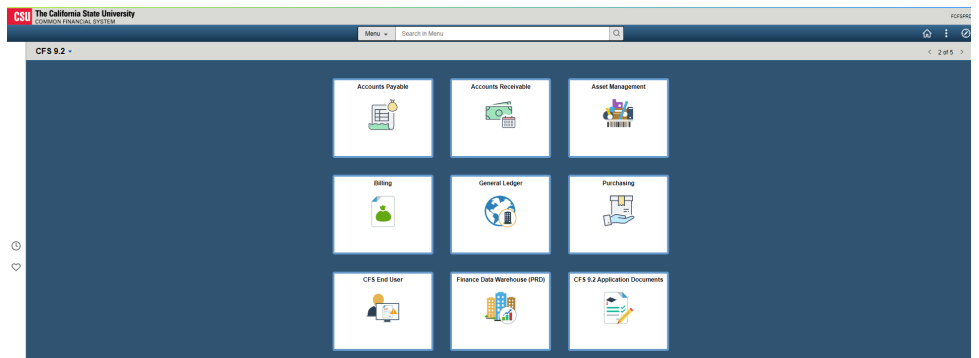


The **Connecting to CSU DUO** page displays.

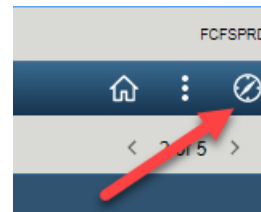
3. In the **SJSU ID Number** field, enter your 9 digit ID number and then enter your password.
4. Click **Sign In** button.



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



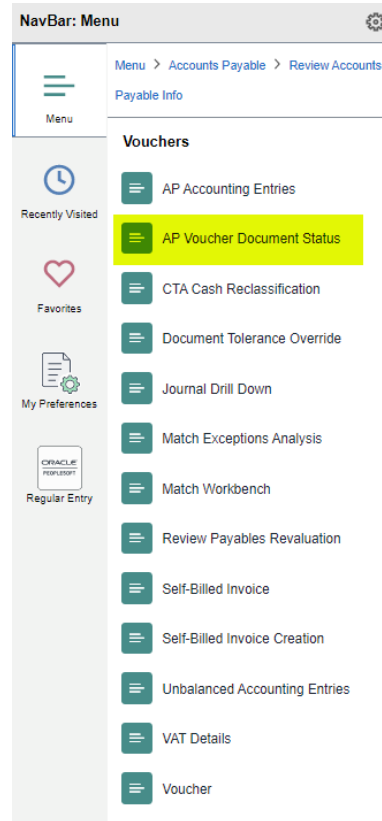
6. Click on the NavBar.



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 > AP Voucher 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 list of all values.

Find an Existing Value

▼ **Search Criteria**

*Business Unit =

Voucher ID begins with

Invoice Number begins with

Invoice Date =

Supplier ID begins with

Short Supplier Name begins with

Case Sensitive

[Basic Search](#)

Voucher Document Status

Business Unit	SJ000	Voucher ID	00312950		
Invoice ID	143962	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

Document Tolerance Status Valid
 Budget Misc Status Valid
 Budget Status Valid
 Match Status Not Applicable



Associated Document

Actions	SetID	Document Type	DOC ID#	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
▼ Actions	SJ000	Payment	468892	Posted	03/24/2016	0000001032	MAIN	<input type="button" value="Q"/>

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.

Voucher Document Status

Business Unit: SJ000 Voucher ID: [00312956](#)
 Invoice ID: 143362 Invoice Date: 11/18/2015
 Gross Amount: 25183.74 USD Approval Status: Approved
 Supplier ID: 0000001032 SJSU RESE-001 Document Type: Voucher
 Location: MAIN Status: Posted

Document Tolerance Status: Valid
 Budget Misc Status: Valid
 Budget Status: Valid
 Match Status: Not Applicable

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

Show All

Associated Document

Actions	SetID	Document Type	DOC ID*	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
▼ Actions	SJ000	Payment	468892	Posted	03/24/2016	0000001032	MAIN	

Return to Search Refresh

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

Voucher Document Status

Business Unit: SJ000 Voucher ID: [00312956](#)
 Invoice ID: 143362 Invoice Date: 11/18/2015
 Gross Amount: 25183.74 USD Approval Status: Approved
 Supplier ID: 0000001032 SJSU RESE-001 Document Type: Voucher
 Location: MAIN Status: Posted

Document Tolerance Status: Valid
 Budget Misc Status: Valid
 Budget Status: Valid
 Match Status: Not Applicable

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

Show All

Associated Document

Actions	SetID	Document Type	DOC ID*	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
▼ Actions	SJ000	Payment	468892	Posted	03/24/2016	0000001032	MAIN	

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

Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
▼ Actions	VCHR	468892	System Check	25,183.74	USD	03/24/2016	03/24/2016	Paid	Reconciled	04/01/2016

Contact

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