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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.

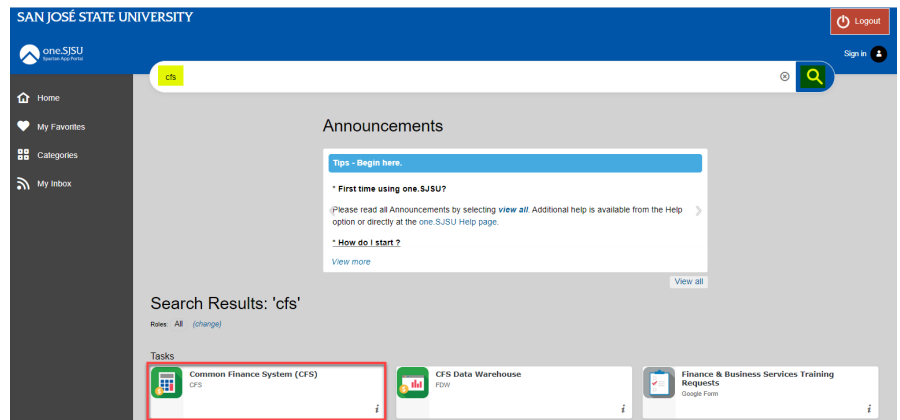
Voucher must be approved by a department Approving Official in FTS. At the end of each business day, approved vouchers feed from FTS to the Common Finance Services (CFS), where they are processed by Payment Services. Payment status of a voucher is obtained in CFS.

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.

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

6. Click on the NavBar.

Connecting to **CSU** **DUO**
Sign-in with your San Jose State University account to access
CSU Common Financial System

SJSU SAN JOSÉ STATE UNIVERSITY

Sign In

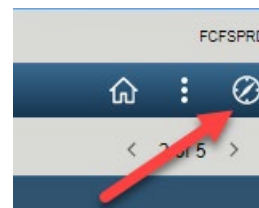
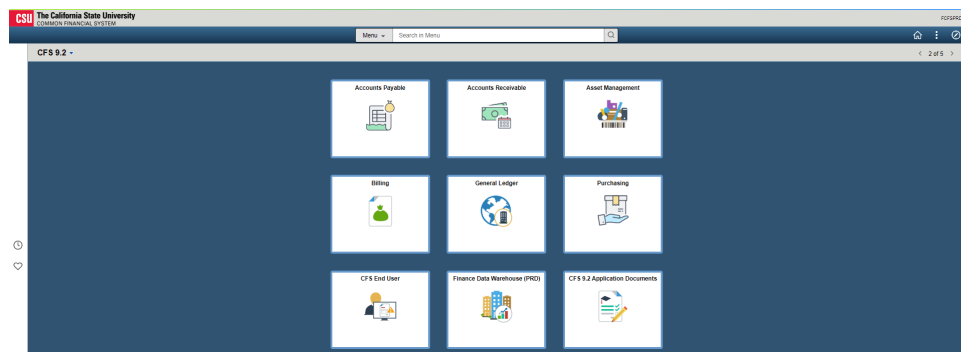
SJSU ID Number
#####

Password
SJSUOne Password

Remember me

Sign In

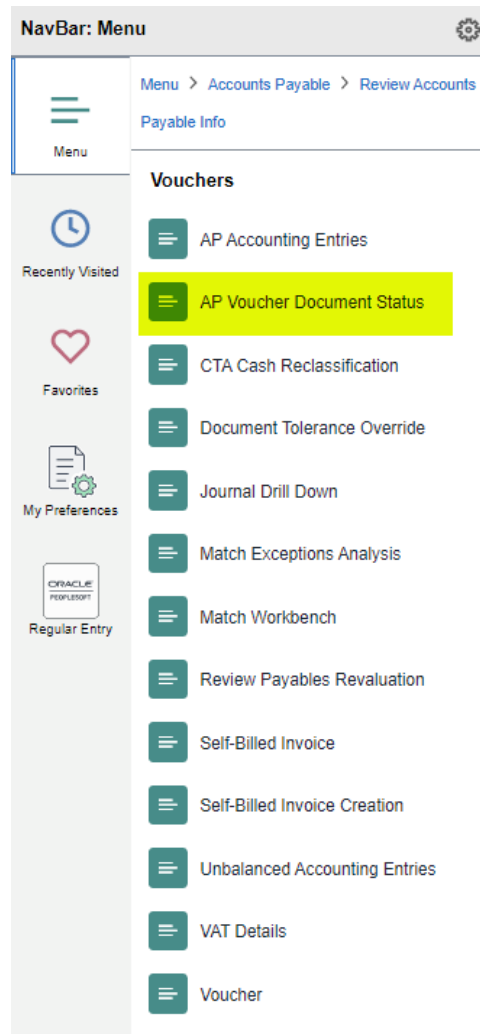
Need help signing in?



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 > 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 (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)

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.

[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

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Voucher Document Status

Business Unit SJ004 Voucher ID 00
 Invoice ID WT Invoice Date 08/18/2021
 Gross Amount 117.30 USD Approval Status Approved
 Supplier ID 00C Document Type Voucher
 Location MAIL 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

1-1 of 1 | View All

Actions	SetID	Document Type	DOC ID=	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
▼ Actions	SJ000	Payment	012	Posted	08/23/2021	000	MAIL	<input type="button" value="Q"/>

[Return to Search](#) [Refresh](#)

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 follow-up on payment status, contact the [Accounts Payable Technician](#).

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: 00
 Invoice ID: WT Invoice Date: 08/18/2021
 Gross Amount: 117.30 USD Approval Status: Approved
 Supplier ID: 00C Document Type: Voucher
 Location: MAIL 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

Documents Related Info II

Actions	SetID	Document Type	DOC ID=	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
▼ Actions	SJ000	Payment	012	Posted	08/23/2021	000	MAIL	

Return to Search Refresh

Voucher Document Status

Business Unit: SJ004 Voucher ID: 00
 Invoice ID: WT Invoice Date: 08/18/2021
 Gross Amount: 117.30 USD Approval Status: Approved
 Supplier ID: 00C Document Type: Voucher
 Location: MAIL 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

Documents Related Info II

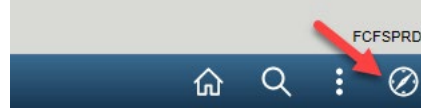
Actions	SetID	Document Type	DOC ID=	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
▼ Actions	SJ000	Payment	012	Posted	08/23/2021	000	MAIL	


Return to Search Refresh

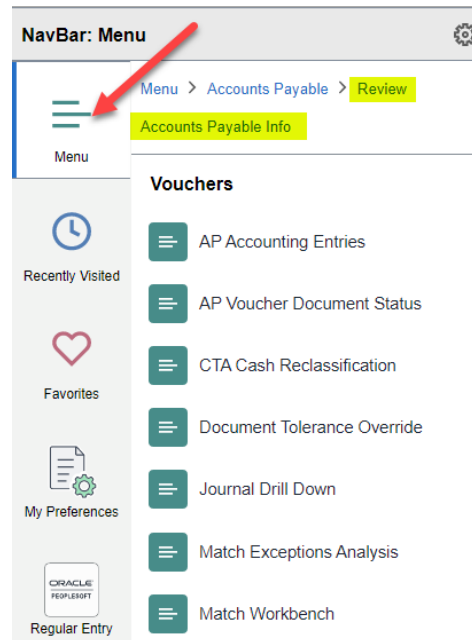
View Check Status

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.

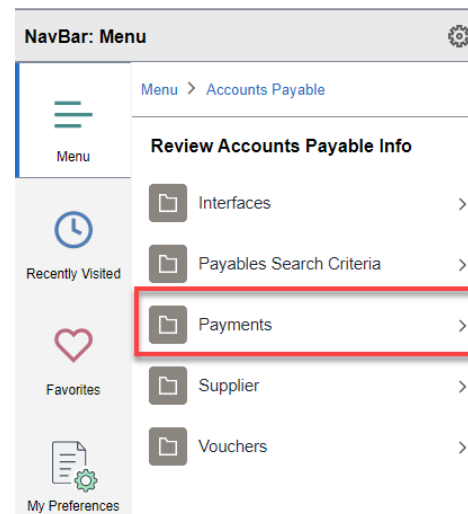
1. Click the  **NavBar** icon.



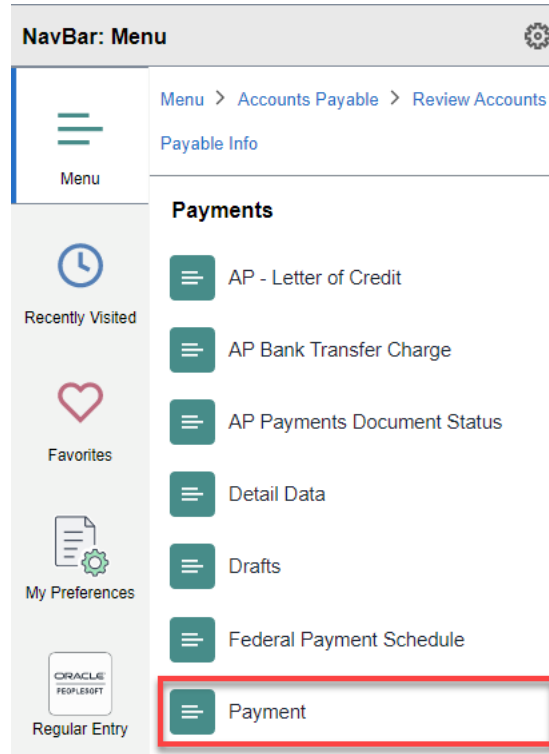
2. Click  icon and then click on **Review Accounts Payable Info**.



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



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



Payment Inquiry page displays.

5. 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
6. Click **Search**.

The screenshot shows the 'Payment Inquiry' search criteria form. It includes the following fields and values:

- Search Name: ALL
- From Supplier Name 1: From
- Supplier Location: [Empty]
- *Amount Rule: Any
- Amount: [Empty]
- *Currency: [Empty]
- Bank SetID: SJ000
- Bank Code: [Empty]
- Bank Account: [Empty]
- Bank Account #: [Empty]
- From Ref ID: 722
- From Payment Date: [Empty]
- Payment Method: [Empty]
- Pay Cycle: [Empty]
- Seq Num: [Empty]
- Payment Status: [Empty]
- Remit SetID: SJ004
- Remit Supplier: [Empty]
- Settle By: [Empty]
- Settlement Status: [Empty]

At the bottom, there is a checkbox for 'Single Payment Vouchers', a 'Max Rows' field set to 300, a 'Search' button, a 'Clear' button, and a 'Keyword Search' label.

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.

Remit SetID: SJ004
 Remit Supplier:
 Settle By:
 Settlement Status:
 Single Payment Vouchers
 Max Rows: 300 Keyword Search
 Show Chart *Chart Type: Bar Chart

▼ Sorting Criteria
 1st sort: Bank Account Descending
 2nd sort: Payment Reference ID Descending

Payment Inquiry Result

Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
▼ Actions	VCHR	722	System Check	140.00	USD	09/15/2022	09/15/2022	Paid	Reconciled	10/03/2022