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Overview

Direct Payment Voucher is one of the university's purchasing processes for goods and services. Before using this process, please review [Ways to Pay](#) to ensure the goods/services you would like to pay are eligible for this process. In addition, the supplier must be in the FTS database in order to complete the Direct Payment.

A [Direct Payment Voucher](#) is created in Financial Transaction Services (FTS) and when approved by the department Approving Official, it is distributed from FTS to the Common Finance System (CFS). Once in CFS, [Payment Services](#) will process the payment request

This user guide demonstrates how to complete and approve a Direct Payment Voucher in FTS.

Training

For Finance systems access, employees are required to complete one of the courses based on their roles:

- Administrative staff are to complete the Introduction to Finance class (Course No.: FIN009).
- Approving Officials are to complete the Finance Overview for Managers class (Course No.: FIN007).

Enroll in a session by completing the [Finance and Business Services Training](#) form. Refer to [Training and Tutorials](#) for more information about training offered by Finance.

Request Access to FTS

After completing the required Finance course, access to Finance systems: CFS, FTS, and CFS Data Warehouse can be requested by completing the [Finance Systems Access Request](#) (a DocuSign form). Upload a copy of your training Transcript to the access request form. To obtain a copy, log into [CSULearn Training Transcript](#) through One.SJSU.edu .

Suppliers in FTS

Suppliers found in FTS are ones we currently conduct business with. If the supplier does not exist in FTS, then an invitation for them to register can be initiated by the department Requester when they select **Supplier NEW** in their Direct Payment. The university's Payment Services will receive the request and formally send an invitation to the supplier to register in PaymentWorks.

PaymentWorks is a third party application used by the SJSU's Payment Services to onboard new suppliers. The Requester can complete, upload backup documentation, and save the Direct Payment voucher in FTS, but it cannot be submitted for approval until the supplier has completed their registration.

Once the supplier is onboarded, the department Requester will be notified by PaymentWorks that the supplier is available, in the next business day, to select in their Direct Payment and submit voucher for approval in FTS.

Log into FTS

Use your SJSUOne account to login to FTS and with DUO app or FOB key. If you do not know your SJSUOne login information or need assistance with DUO, contact IT Help Desk for assistance- website: <http://its.sjsu.edu/services/sjsuone/> email ithelpdesk@sjsu.edu / or phone 4-1530.

1. Go to one.SJSU.edu.
2. Search for and click on the **FTS** tile.

The screenshot shows the SJSU one.SJSU Spartan App Portal search results for 'fts'. At the top, there is a banner for 'SAN JOSÉ STATE UNIVERSITY' and 'one.SJSU Spartan App Portal'. A search bar contains the text 'fts'. Below the search bar, there is a 'Search Results' section. A red banner at the top of the results area says 'Take the Campus Climate Survey! Extended to May 8'. Below this, there is a link to 'www.sjsu.edu/belong' and a video link 'Shape the Future of SJSU!'. The main search results are titled 'Search Results: Tasks' and include three tiles: 'Financial Transaction Services (FTS)', 'PeopleSoft Access Request Form', and 'PO Change Order Request onbase'. A red arrow points to the 'Financial Transaction Services (FTS)' tile.

The SJSUOne login page displays.

3. Enter your **SJSUOne ID** and **Password**.
4. Click **Log In** button.
5. You will be prompted to confirm login with DUO app on your smartphone or with DUO FOB key.

The screenshot shows the SJSUOne login page. At the top, there is the SJSU logo and 'SAN JOSÉ STATE UNIVERSITY'. Below this, there is a 'Sign In' section. The 'SJSU ID Number' field is labeled 'SJSU ID Number' and contains '#####'. Below this is a text input field containing '00000000'. The 'Password' field is labeled 'Password' and 'SJSUOne Password' and contains '.....'. Below the password field is a checkbox labeled 'Remember me'. At the bottom of the form is a blue 'Sign In' button. Below the button is a link that says 'Need help signing in?'.

FTS Main Menu

The Main Menu page displays a list of all **Open Items** and **Items Pending Approval** for the DeptIDs the user has access to.

The Main Menu page also displays other menus:

- **Travel** (All SJSU employees have access this module.)
- **Purchasing/ Payments** (Depending on your system access.)
- **Transfers** (Depending on your system access.)
- **Other** (All SJSU employees have access to this module.)
- **Expense Adjustments** (Depending on your system access)

Welcome Amy M A Chan

Main Menu Profile Preferences Setup Data Exit

Open Items
You have 3 Requisitions
You have 1 Vouchers
You have 1 Travel Reimbursements

Items Pending Approval
You have 2 Travel Authorizations

Travel
For guidance on travel policies and procedures, see the Travel Guide
Note: at month-end, all open and pending Authorizations will be deleted one year after the trip departure date; all open and pending Reimbursements will be deleted one year after the trip return date.

- + Q Travel Authorization
- + Q Travel Reimbursement

Purchasing/Payments
For guidance on ATI purchases, see About the E&T Procurement Checklist
Note: at month-end, all open and pending transactions over two months old will be deleted.

- + Q Requisition
- + Q Direct Payment Voucher
- + Q Reimbursement Voucher

Transfers
For guidance on how Transfers should be used, see Journals document (prefixes WB, WE, WH, WI)

- Q Budget Journal
- Q Expense Journal
- Q Hospitality Payment
- Q Interdepartmental Expense Transfer

Other

- + ProCard/GoCard Statement Submission
- + PO Change Order Request
- + e-Invoice Submission

Expense Adjustments

- Q HR Expense Adjustment

Direct Payment

a. Create a Voucher

From the Purchasing/Payments module in the FTS Main Menu:

1. Click the  button to add new **Direct Payment Voucher**.

Purchasing/Payments

For guidance on ATI purchases, see About the E&T Procurement Checklist
Note: at month-end, all open and pending transactions over two months old will be deleted.

- + Q Requisition
- + Q Direct Payment Voucher
- + Q Reimbursement Voucher

The Direct Payment Voucher page displays.

Note: Fields preceded by an asterisk indicate required fields.

The Direct Payment page has five sections:

- Header Information
- Supplier Information
- Contact Information
- Invoice Information
- Chartfields

Note: If you have an Invoice# from the vendor, please use the full invoice# as listed on the invoice, this will help prevent duplicate submissions and payment discrepancies.

Header Information

This section displays the following fields:

- **Status:** Begins with New. There are seven statuses in the Direct Payment process. For a description of each status, refer to the [Voucher Statuses](#) section in this guide.
- **Voucher No.:** A number will be assigned by FTS when voucher is saved.
- **Date:** Creation date
- **Comments:** Use this field to provide special instructions to Payment Services or additional information related to the voucher.

The screenshot shows the 'Direct Payment Voucher' form with the following sections:

- Header Information:** Includes fields for Status (New), Voucher No. (New), Date (9/28/2020), and a text area for Header Comments.
- Supplier Information:** Includes a field for Name.
- Contact Information:** Includes fields for Contact Name and Phone.
- Invoice Information:** Includes a dropdown for Description, and fields for Invoice No., Invoice Date, and Invoice Total (0.00).
- Chartfields:** A table with columns: Dist #, *Account, *Fund, *DeptID, Program, Class, Project, Amount. Row 1 shows values: 1, [blank], [blank], [blank], [blank], [blank], [blank], 0.00.

Direct Payment Voucher

This close-up shows the 'Header Information' section of the form:

- A note: * Denotes a required field
- Status: **New**
- Voucher No.: New
- Date: 10/18/2020
- Header Comments: Guest speaker Charles Channel. He spoke at the Student Success event held on Sept. 30, 2020. Event was hosted by the Student Involvement clubs.

Supplier Information

- Select the supplier from the **Name** dropdown menu (User Preferences List)

or

if supplier is not in your dropdown menu, then click on **More**.

Supplier Information

*** Name**

▼

Address

*** Contact Name**

*** Phone**

A valid phone number is 5 digit format : xxx-xxx-xxxx

More...

- AAA BUSINESS SUPPLIES & INTERIORS
- ARCTIC INTERNATIONAL
- ASSETWORKS INC
- CPO LTD
- DEPARTMENT OF CONSUMERS AFFAIRS
- EVISIONS INC
- INTERNAL REVENUE SERVICE
- KUALI INC
- MAGEN M SHAW
- OFFICEMAX
- PACIFIC OFFICE AUTOMATION
- PLANETBIDS INC
- PRESSTEK INC
- PROTIVITI GOVERNMENT SERVICES INC
- PUBLIC SURPLUS
- ROBERT HALF COMPANY
- SIERRA OFFICE SUPPLIES & PRINTING
- SPARTAN SHOPS INC

If **More** is selected, **User Preferences** search criteria panel displays.

User Preferences

Field : Criteria :

	Select	Name	ID
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	100 BLACK MEN OF SILICON VALLEY	0000023464
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	143 PHOTO BOOTH	0000037733
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	152 WEST PRODUCTIONS	0000036907
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	1ST CLASS LAUNDRY	0000029428
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	1ST NATIONAL BANK IN SIOUX FALLS	0000010342
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	1ST SOURCE LIGHTING	0000032327
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	1STVISION INC	0000029250
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	22 MILES INC	0000036949
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	24 HOUR FITNESS	0000036697
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	24 Hour Wristbands	0000037636
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	2ND20 PRODUCTIONS	0000029484
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	3 SISTERS RENTAL	0000036257

Search for the Supplier

- In **Criteria** field, enter supplier's name (partial or full).
- Click **Search**.

Matching results display.

If the supplier is in FTS, then:

- Click the  to add supplier to use supplier for this transaction only

or

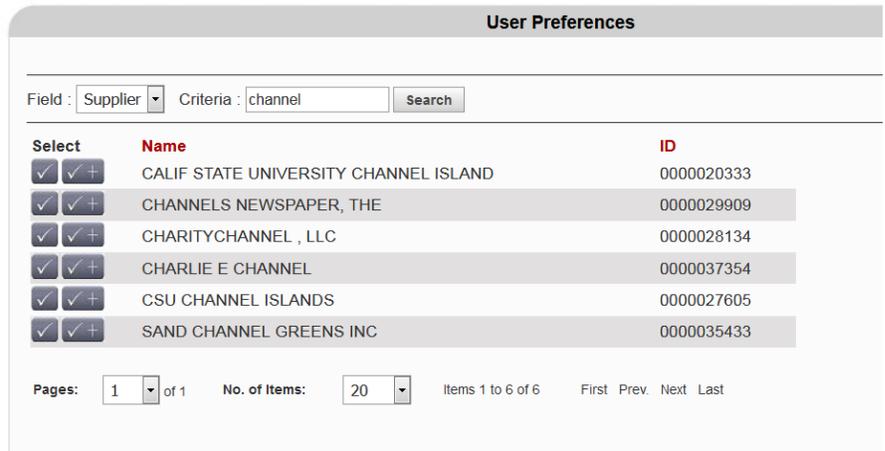
click the  to add supplier for this transaction and add it to your Supplier Name dropdown menu field for future use.

- If the Supplier **is not** in FTS, then search for and select **Supplier NEW** (ID: 0000042333). Select this supplier ID when you've identified a supplier you intend to do business with **and** the supplier ID does not exist in FTS. You will be prompted to complete the invitation request form in PaymentWorks.



User Preferences

Field : Criteria :

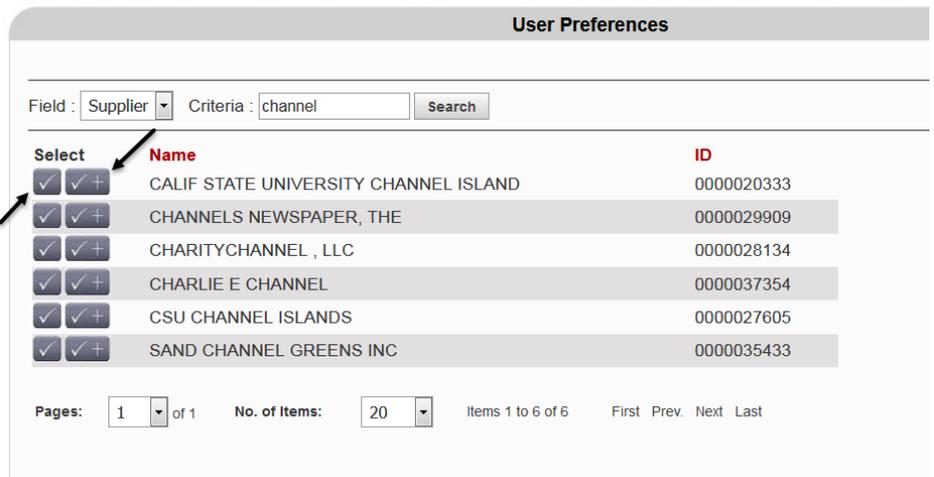


User Preferences

Field : Criteria :

Select	Name	ID
<input checked="" type="checkbox"/>	CALIF STATE UNIVERSITY CHANNEL ISLAND	0000020333
<input checked="" type="checkbox"/>	CHANNELS NEWSPAPER, THE	0000029909
<input checked="" type="checkbox"/>	CHARITYCHANNEL , LLC	0000028134
<input checked="" type="checkbox"/>	CHARLIE E CHANNEL	0000037354
<input checked="" type="checkbox"/>	CSU CHANNEL ISLANDS	0000027605
<input checked="" type="checkbox"/>	SAND CHANNEL GREENS INC	0000035433

Pages: of 1 No. of Items: Items 1 to 6 of 6



User Preferences

Field : Criteria :

Select	Name	ID
<input checked="" type="checkbox"/>	CALIF STATE UNIVERSITY CHANNEL ISLAND	0000020333
<input checked="" type="checkbox"/>	CHANNELS NEWSPAPER, THE	0000029909
<input checked="" type="checkbox"/>	CHARITYCHANNEL , LLC	0000028134
<input checked="" type="checkbox"/>	CHARLIE E CHANNEL	0000037354
<input checked="" type="checkbox"/>	CSU CHANNEL ISLANDS	0000027605
<input checked="" type="checkbox"/>	SAND CHANNEL GREENS INC	0000035433

Pages: of 1 No. of Items: Items 1 to 6 of 6

If a supplier **other than** Supplier NEW was selected, then skip to Step 13 (Contact Information section).

Note: The Supplier's address will not display. Payment Services will determine the correct remittance address to send payment when they review the Direct Payment request and invoice.

If **Supplier NEW** was selected, pop-up message will appear requesting you to complete the invitation request form in PaymentWorks.

8. Click **OK**.

9. The **PaymentWorks** hyperlink appears. Click on the link to continue.



Supplier Information

* Name: 0000037354
CHARLIE E CHAN



Supplier Information

* Name: 0000042333
Supplier NEW

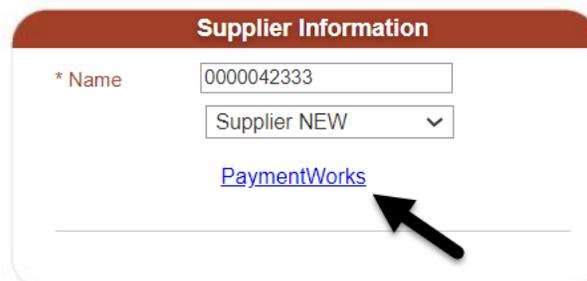
ftstst.sjsu.edu says

You have selected 'Supplier New' and must initiate an invitation through PaymentWorks.

Please complete and save this FTS transaction.

Return to this page after receiving notification the vendor has completed registration and has been assigned a supplier ID.

OK



Supplier Information

* Name: 0000042333
Supplier NEW

[PaymentWorks](#)

PaymentWorks window opens.

10. Click **Send Invitation**.

The screenshot shows the PaymentWorks interface with the 'Vendor Master Updates' section active. The user is logged in as Amy Chan from San Jose State University. The navigation bar includes Home, Vendor Profiles, Updates, New Vendors, and Reimbursements. The main content area displays a table of vendor onboarding records. The table has columns for ONBOARD START, UPDATED, VENDOR NAME, INVITATION, VENDOR ACCOUNT, and NEW VENDOR REGISTRATION. A filter sidebar on the left allows for searching by Vendor Name, Vendor #, Contact E-Mail, and other criteria. A 'Send Invitation...' button is located at the bottom of the table, with a black arrow pointing to it.

	ONBOARD START	UPDATED	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION
	10/15/2020	10/15/2020	Keiko Yakamoto	Clicked	Email Validated	Not Started
	10/06/2020	10/15/2020	China Mobile Phones	Clicked	Email Validated	Complete Vendor # 0000043991
	09/29/2020	10/13/2020	R.A.N. Electric Co.	Clicked	Email Validated	Complete Vendor # 0000011318
	09/29/2020	10/13/2020	Naomi Sookie	Clicked	Email Validated	Complete Vendor # 0000011649
	09/29/2020	10/13/2020	Callie Madison	Opened	No Account	Not Started
	09/29/2020	10/13/2020	INFORMS	Opened	No Account	Not Started
	09/28/2020	10/13/2020	New York Subway Historical Museum	Clicked	Email Validated	Processed
	09/28/2020	10/13/2020	Istanbul World Travel	Clicked	Email Validated	Processed
	09/28/2020	10/13/2020	Agriculture Harvest Science	Clicked	Email Validated	Processed
	09/28/2020	10/13/2020	Tangerine Creative Connection	Clicked	Email Validated	Complete Vendor # 0000043982

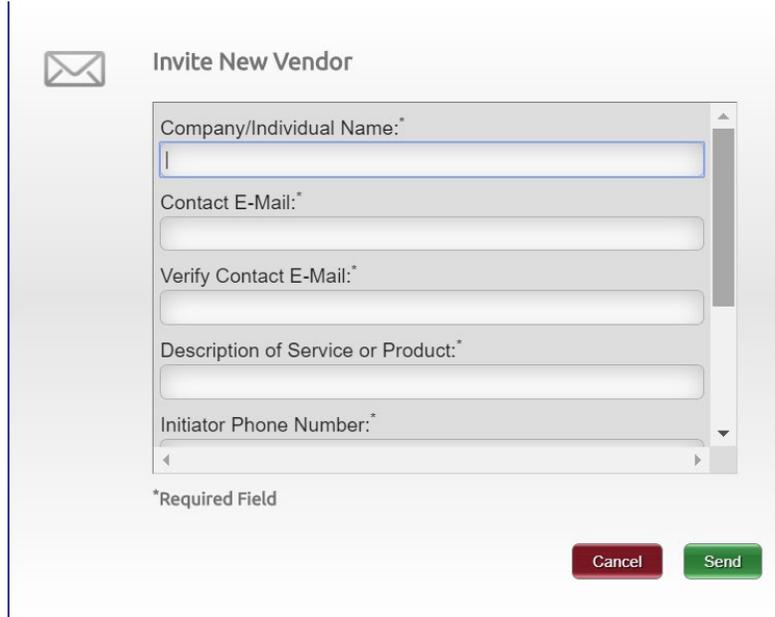
Invite New Vendor window displays.

11. Complete the following fields:

- **Company/Individual Name**
- **Contact E-Mail**
- **Verify Contact E-Mail**
- **Description of Service or Product**
- **Initiator Phone Number:**
Department Requester (campus contact) phone number; not the supplier.
- **Personalized Message:**
Optional. Enter a message or instructions to the Payment Services Vendor Maintenance Coordinator. This message **will not** be shared with the supplier.

12. Click **Send**.

Request is sent to Payment Services to formally invite supplier to register in PaymentWorks.



The screenshot shows a web form titled "Invite New Vendor" with an envelope icon. The form contains the following fields:

- Company/Individual Name:*
- Contact E-Mail:*
- Verify Contact E-Mail:*
- Description of Service or Product:*
- Initiator Phone Number:*

A legend below the fields indicates that an asterisk (*) denotes a "Required Field". At the bottom right of the form, there are two buttons: "Cancel" (red) and "Send" (green).

Contact Information

13. Select the **Contact Name** from the dropdown menu (User Preference List). Do not key in the name.

or

if name is not in list, select **More**.

Note: The contact name must exist in the FTS database. The majority of the time, the contact person is the Requester who is creating the voucher. Email notification will go to the person selected in this section.

If name does not exist, please contact Finance Support at financeconnect@sjsu.edu for assistance.

If **More** is selected, the **User Preferences** page displays.

Contact Information

* Contact Name

More...
Chan, Amy

A valid phone number:
5 digit format : xxxxx or x-xxxx
10 digit format : xxxxxxxxxx or xxx-xxx-xxxx

User Preferences

Field : Requester Criteria : Search

Select	Name	ID
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Abre...	00...
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Abri...	00...
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Abri... ma	00...
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Ace...	00...
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Ack...	01...
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Ada...	00...
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Age...	00...
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Agre... in	00...
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Agu...	00...
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Alca...	00...
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Alex...	00...

14. Enter the Employee ID for the **Requester** or enter name (full or partial).

If searching by name, then enter format as follows: Last name and comma (no space)

or

last name, comma, and first name (no space)

For example: Chan, or Chan,Amy

15. Click **Search**.

Results display.

16. Click the to add supplier to use supplier for this transaction only

or

click the to add supplier for this transaction and add it to your dropdown menu (User Preferences List) field for future use.

Note: If name not found, please contact Finance Support for assistance.

17. Enter phone number in **Phone** field.

User Preferences

Field : Requester Criteria : Chan, Search

User Preferences

Field : Requester Criteria : chan, Search

Select	Name	ID
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Chan,Amy	000
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Chan,Amy	001
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Chan,Amy	000
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Chan,Amy	000
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Chan,Amy	008
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Chan,Amy	000
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Chan,Amy	011

Pages: 1 of 1 No. of Items: 20 Items 1 to 7 of 7 First Prev Next Last

Contact Information

* Contact Name Chan,Amy

Chan,Amy

* Phone 4-1000

A valid phone number:
5 digit format : xxxxx or x-xxxx
10 digit format : xxxxxxxxxx or xxx-xxx-xxxx

Invoice Information

18. Select a description from the **Description** dropdown menu.

Note: If the description of the item/service to be paid is not in the dropdown menu, you **will not be able** to use a Direct Payment Voucher to pay it. Review [Ways to Pay](#) for the correct process to follow or contact Finance Support for assistance.

When Fees or Services is Selected in **Description**, a submenu will appear. Select Fees or Services type in submenu.

The screenshot shows the 'Invoice Information' form. The 'Description' dropdown menu is empty. An arrow points to the dropdown arrow. Below it, the 'Invoice No.' field is empty, the 'Invoice Date' is 05/18/2017, and the 'Invoice Total' is 0.00.

The screenshot shows the 'Invoice Information' form with the 'Description' dropdown menu open. The dropdown menu is highlighted in blue and contains the following options: Accreditation, ETS Test(Testing Ctr only), Field trip entrance, Fingerprinting, Govt. license/permit, Hazardous waste disposable, Inter-library loan, Intl recruiting(CIES Only), JOC/Gordian program, Registration(check reqd), and Tour arrangement. The 'Fees' option is selected in the dropdown menu. Below the dropdown menu, the 'Invoice No.' field is empty. At the bottom, there is a table with columns: Dist#, *Account, *Fund, *DeptID. The first row has the value '1' in the Dist# column.

The screenshot shows the 'Invoice Information' form with the 'Description' dropdown menu open. The dropdown menu is highlighted in blue and contains the following options: Approved by CSU Gen. Counsel, Game official, Govt. entities (not CSU), Guest artist under \$1000, Guest speaker under \$1000, Medical, Non-resident faculty, Physical examination, Student non-payroll, and Testing Ctr(proctor etc). The 'Services' option is selected in the dropdown menu. Below the dropdown menu, the 'Invoice No.' field is empty. At the bottom, there is a table with columns: Dist#, *Account, *Fund, *DeptID.

19. Enter the Supplier's **Invoice No.** that is listed on the bill.

Important: Do not enter special character such as #, \$, %, _, /. If supplier invoice contains one, then omit it from entry.

20. Use the Calendar button to enter **Invoice Date**.

21. Enter the **Invoice Total**.

Chartfields

Enter the chartfield string where expense is to be charged.

22. Use the  button to display the dropdown menu for the fields or to hide them.

23. Select the required values in **Account**, **Fund**, and **DeptID** from dropdown menu.

or

if value is not in the dropdown menu, select **More** to search and select value from User Preferences.

For **DeptID**, only the values you have access to will display.

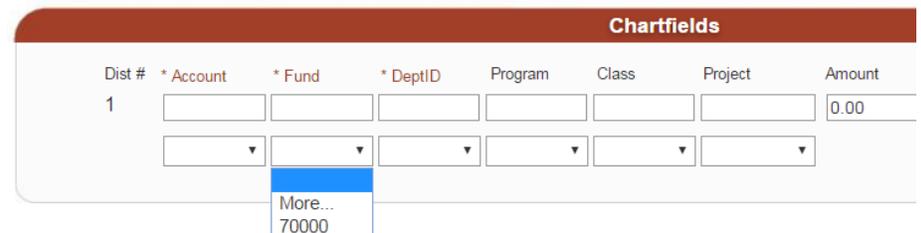
24. Select **Program**, **Class**, **Project** (optional).



The screenshot shows the 'Invoice Information' section of a software interface. It features a red header bar with the text 'Invoice Information'. Below the header, there are three main input areas: '* Description' with a dropdown menu, '* Invoice No.' with a text input field, and '* Invoice Date' with a text input field and a calendar icon. To the right, there is an '* Invoice Total' field with a text input containing '0.00'. Arrows point to the dropdown arrow, the 'Invoice No.' field, the 'Invoice Date' field, and the 'Invoice Total' field.



The screenshot shows the 'Chartfields' section of a software interface. It has a red header bar with the text 'Chartfields'. Below the header is a table with columns: 'Dist #', '* Account', '* Fund', '* DeptID', 'Program', 'Class', 'Project', and 'Amount'. The first row has '1' in the 'Dist #' column and '0.00' in the 'Amount' column. To the right of the 'Amount' field are three buttons: a red button with a white up arrow, a red button with a white plus sign, and a red button with a white minus sign. An arrow points to the up arrow button.



This screenshot is similar to the previous one, showing the 'Chartfields' section. However, the dropdown menu for the '* Fund' column is open, displaying the text 'More...' and '70000'.

25. If applicable, click the  button to add a distribution line if there is more than one chartfield string sharing the expense

or

 to delete a distribution line.

Note: The distribution lines grand total must equal the invoice total.

DeptID is restricted to user's access.

26. Click **Save Voucher** button to save the entries

or

Cancel to cancel the entire voucher. Cancelling the entire voucher will make the page read-only and no more changes can be made to it.

If Save Voucher was selected, a message box appears and displays the FTS Voucher number.

27. Click **OK** to continue.

Chartfields							
Dist#	* Account	* Fund	* DeptID	Program	Class	Project	Amount
1	613001	70000	1534				500.00
2							0.00

Dist #	* Account	* Fund	* DeptID	Pr
1				

ftstst.sjsu.edu says

Direct Payment Voucher WV008048 saved successfully.

The voucher is saved, a Voucher No. is assigned by FTS and the Status changes from New to Open in the Header Information section.

28. Record the **Voucher No.**

A new field appears. The **Approver** field displays after voucher is saved.

Direct Payment Voucher

Header Information	
* Denotes a required field	
Status	Open
Voucher No.	WV008031
Date	9/28/2020
* Approver	<input type="text"/>
Header Comments: Guest speaker Charles Channel. He spoke at the Student Success event held on Aug. 28, 2020 and hosted by Student Involvement clubs.	

Direct Payment Voucher

Header Information	
* Denotes a required field	
Status	Open
Voucher No.	WV008048
Date	10/18/2020
* Approver	<input type="text"/>
Header Comments: Guest speaker Charles Channel. He spoke at the Student Success event held on Sept. 30, 2020. Event was hosted by the Student Involvement clubs.	

The DeptID entered in the Chartfields/Funding Source section drives the approval routing of the voucher.

- 29. Select the department Approver from the **Approver** dropdown menu. If the direct Approving Official for DeptID is not available, then select next Approver in the department organization (department/college/division).

Note: The Approver menu has additional names who are **not part of your organization**. These additional Approvers are Central Finance Approvers from Finance and Business Services. They display in the menu because they have access to approve requests for the entire university. They **should not be selected in your voucher unless all Approvers in your organization is unavailable**.

- 30. **Approver** Selected

Direct Payment Voucher

Header Information

* Denotes a required field

Status	Open
Voucher No.	WV008048
Date	10/18/2020
* Approver	<input type="text" value=""/>

Header Comments:
Guest speaker Charles Channel. He spoke at the Student Success event held on Sept. 30, 2020. Event was hosted by the Student Involvement clubs.

Dropdown menu options:
Douglas Ward
Jane Zacchia
Kathleen Prunty
Kim Gamblin
Marna Genes
Sara Bonakdar
Trang To

Direct Payment Voucher

Header Information

* Denotes a required field

Status	Open
Voucher No.	WV008048
Date	10/18/2020
* Approver	<input type="text" value="Kim Gamblin"/>

Header Comments:
Guest speaker Charles Channel. He spoke at the Student Success event held on Sept. 30, 2020. Event was hosted by the Student Involvement clubs.

31. Scroll to bottom of page and

A new section appears. The **File Upload** section displays at bottom of the voucher page.

Backup documentation is required to be uploaded with the Direct Payment Voucher.

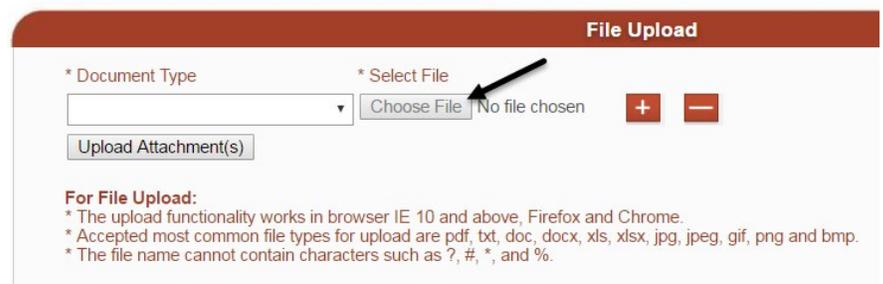
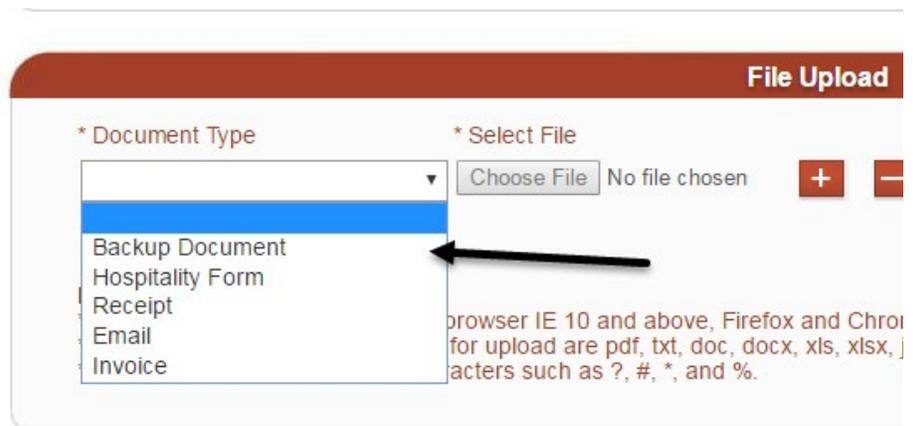
Important: If you have not done so, click **Save Voucher** before uploading files; otherwise, data entered since the last save will not be retained.

32. Select a **Document Type**.

Tip: For easy identification and when multiple document types are involved, it is recommended to have one document type per file, instead of combining all documents into one file.

Important: Omit special characters such as #, \$, %, @ from the file name. Also, the file size cannot exceed 10 MB.

33. Click **Choose File** button to select a file from your desktop.



34. Click  to upload next file, if any

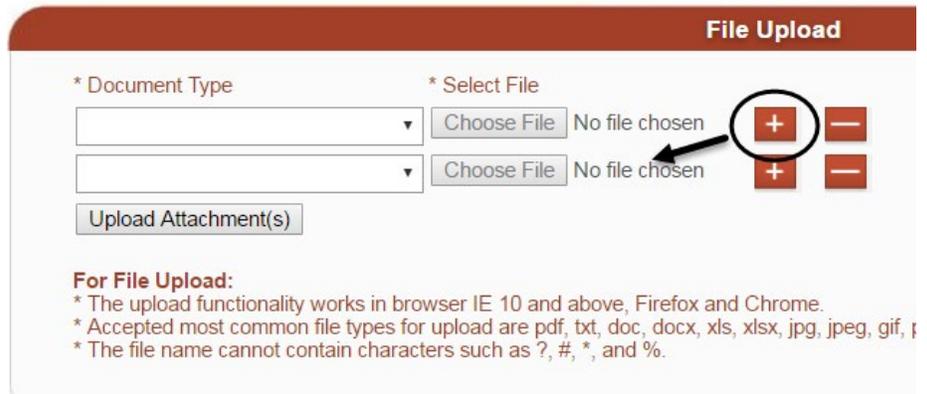
or

 to delete file uploaded line.

35. After selecting file(s), click the **Upload Attachment(s)** button.

If upload is successful, a confirmation message will appear.

36. Click **OK** to continue.



File Upload

* Document Type * Select File

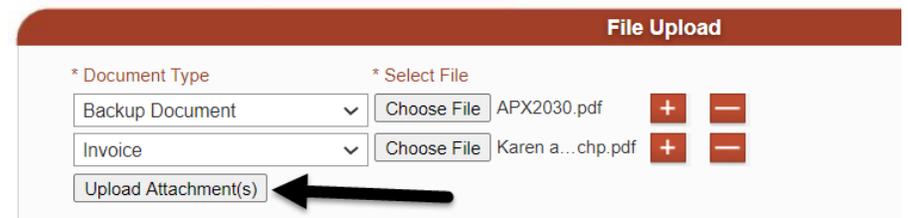
Choose File No file chosen  

Choose File No file chosen  

Upload Attachment(s)

For File Upload:

- * The upload functionality works in browser IE 10 and above, Firefox and Chrome.
- * Accepted most common file types for upload are pdf, txt, doc, docx, xls, xlsx, jpg, jpeg, gif, p
- * The file name cannot contain characters such as ?, #, *, and %.



File Upload

* Document Type * Select File

Backup Document Choose File APX2030.pdf  

Invoice Choose File Karen a...chp.pdf  

Upload Attachment(s) 



ftstrn.sjsu.edu says:

Your file(s) have been uploaded!

OK

digit format : xxxxx or x-xxxx

The uploaded files display in the **Related Files** section. The Direct Payment ID will be added to the file name.

37. Click on hyperlink for file to view contents.

or

click  to delete file.

38. When voucher is completed, click **Save Voucher**. Any entries made since the last save will be retained.

39. Select **Submit for Approval** when voucher is ready to be submitted for approval.

or

Cancel to cancel entire voucher. The page becomes read-only and Status field displays Cancelled.

Note: If **Supplier NEW** is selected as the Supplier, then you can only save the voucher and upload backup document files. The Direct Payment **cannot** be submitted for approval until the Supplier completes registration in PaymentWorks. Refer to [Supplier New: After Supplier is Onboarded](#) section for instructions.

Message appears if **Submit for Approval** is selected.

40. Click **OK** to proceed with submission

or

Cancel to return to page.

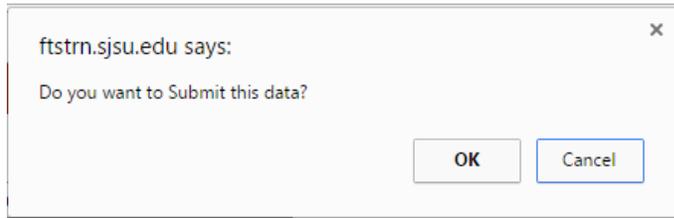
41. Request submitted for

Whether the request is submitted or cancelled, the action is recorded in the Status field with Requester's name and action date.

An email will be sent to the selected Approving Official to review the voucher and approve. The Approver has the ability to cancel, upload any additional backup documentation and change the approver; but cannot edit entries (e.g., change description, invoice no., or chartfields).

In order to edit the voucher, the Approver will have to cancel it. An email will be sent to the Requester that the voucher has been cancelled. From there, the Requester will create a new Direct Payment voucher with the correct information reflected and submit it for approval.

Tip: To save time on creating a new voucher, Requester can use the clone feature to duplicate the cancelled request. Refer to [Clone a Voucher](#) section in this guide for instructions.



Direct Payment Voucher

Header Information

* Denotes a required field

Status: Submitted by Amy M A Chan on 10/18/2020
Pending Approval

Voucher No: WV008048

CFS Voucher No:

Date: 10/18/2020

Selected Approver: Kim Gamblin

Comments: Guest speaker Charles Channel. He spoke at the Student Success event held on Sept. 30, 2020. Event was hosted by the Student Involvement clubs.

The action completed by the Approver will be recorded in **Status** field, with Approver's name and date of action.

Note: If the voucher is greater than \$50,000 or if the supplier is an Auxiliary (Associated Students, Research Foundation, Student Union, and Tower Foundation), a second approval is required from the Central Finance Officer in Finance. Status will display "CF Approval Needed". An email will go to the CF Officer in Finance and Business Services requesting their review and approval.

Direct Payment Voucher

Header Information

* Denotes a required field

Status: Submitted by Amy M A Chan on 10/18/2020
Approved by Kim Gamblin on 10/18/2020

Voucher No: WV008048

CFS Voucher No:

Date: 10/18/2020

Selected Approver: Kim Gamblin

Change Approver:

Comments: Guest speaker Charles Channel. He spoke at the Student Success event held on Sept. 30, 2020. Event was hosted by the Student Involvement clubs.

Approved transactions feed to CFS in a nightly batch process. The Status becomes Distributed and a new field CFS Voucher No. will display by next day.

Note: Record the CFS Voucher No. to use in inquiries to Payment Services.

CFS (Common Finance System) is the system used by Payment Services uses to process Direct Payment requests.

Direct Payment Voucher creation is completed in FTS.

Direct Payment Voucher

Header Information

* Denotes a required field

Status: Submitted by Amy M A Chan on 10/18/2020
Approved by Kim Gamblin on 10/18/20
Distributed

Voucher No: WV008048

CFS Voucher No: 00405693 

Date: 10/18/2020

Selected Approver: Kim Gamblin

Change Approver:

Comments: Guest speaker Charles Channel. He spoke at the Student Success event held on Sept. 30, 2020. Event was hosted by the Student Involvement clubs.

b. Supplier New: After Supplier is Onboarded

If **Supplier NEW** was selected in the Direct Payment, the supplier will receive an invitation to complete their registration with PaymentWorks. After completion, the Initiator (person who filled out the PaymentWorks Invite New Vendor form) will receive an email informing them the supplier has been added to our supplier database and can be selected in FTS.

This is an email to the Initiator informing them the supplier has completed onboarding. The email includes the supplier's DBA, legal name, and the CFS Supplier ID.



Registration Completed for RUTLAND TOOL & SUPPLY CO

PaymentWorks Support <no-reply@paymentworks.com>
To: SJSUPW+approval@gmail.com

RUTLAND TOOL & SUPPLY CO has completed the registration process and now is set up in the ERP system.

The following vendor number has been assigned:
0000000333

Vendor connected:
Company Legal Name - Rutland Tool & Supply Co.
Company DBA - RUTLAND TOOL & SUPPLY CO
Registration Submitted By - Melanie Rutland

For more information about this or other invitations in PaymentWorks, please go to the "Onboardings" page in PaymentWorks.

Best regards,
PaymentWorks Support

1. After receiving the email confirming supplier has completed registration process, the Initiator (Requester) will return to the saved Direct Payment in FTS.

2. Update the Supplier Information to reflect the newly created supplier.

Go to **More** in the dropdown to search and search by Supplier ID and select the supplier from User Preference List.

3. In **Approver** field, select Approving Official for your organization.

4. Click **SAVE**.

5. Click **Submit for Approval** to send request for approval.

The Status will change from Open to Pending Approval.

Supplier Information

* Name 0000042333

Supplier New ▼

More...

ADVENTURES IN ADVERTISING FRANCHISE, INC

ANDY CHEUNG

ASSN OF PROFESSIONAL RSCHERS - ADVCMNT

After the Direct Payment is approved by the Approving Official, the request will feed from FTS to CFS. In CFS, Payment Services will process the Direct Payment.

c. Approve a Voucher

Approving Officials with access to the DeptID(s) selected in Chartfields/Funding Source section of the voucher can approve the Direct Payment Voucher.

Approving Official will receive an email notification to approve the Direct Payment Voucher in FTS.

The notification identifies the Requester, type of FTS request, and the FTS voucher number.

1. Click the hyperlink in email to log into FTS.

The SJSUOne login page displays.

2. Enter your **SJSUOne ID** and **Password**.
3. Click **Log In** button.

Approval Needed for Direct Pay WV008034

FTS-TST x



Financial Transaction Services <sjsut

Aug 4 ☆



to me ▾

Ana Harris is requesting you to approve Direct Pay WV008034

Click the following link to log in: <http://ftstst.sjsu.edu>



This is an informational message.

Do not reply to this email.



Sign In

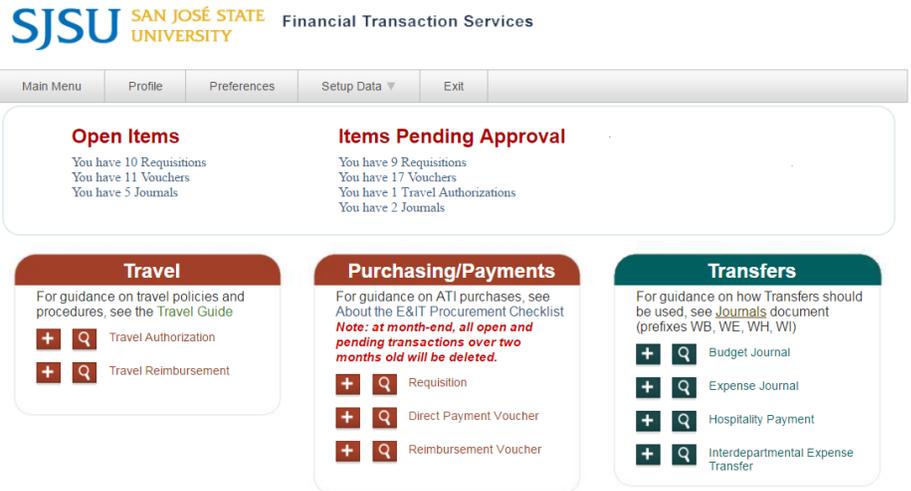
SJSU ID Number
#####

Password
SJSUOne Password

Remember me

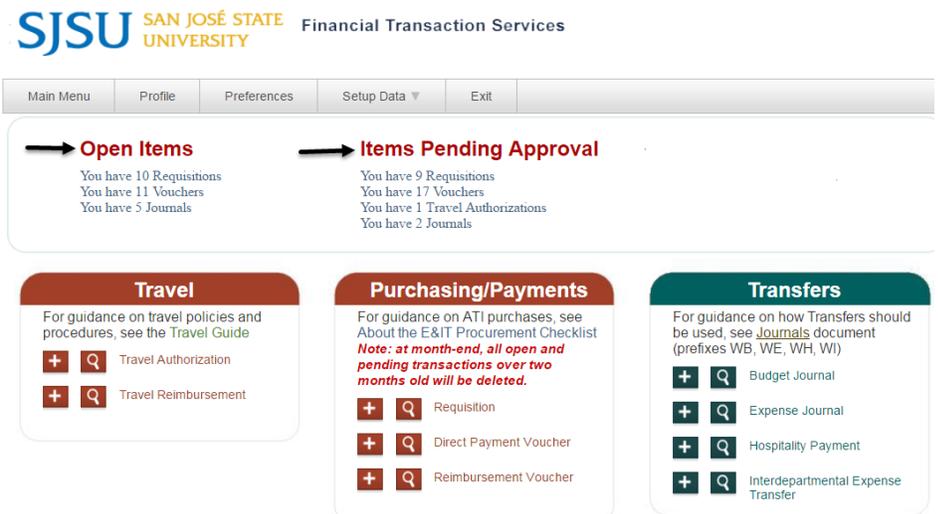
[Need help signing in?](#)

The Main Menu displays.



In the **Main Menu**, a list of Open Items and Items Pending Approval display. Only transactions associated to Approver's department ID access will display.

- **Open Items** refer to requests created, but have not been submitted for approval yet.
- **Items Pending Approval** refer to requests that are ready to be reviewed and approved by an Approving Official.



Items Pending Approval

A list of requests needing approval is displayed in this section. Each line gives you the number of requests and type.

- For Direct Payment Vouchers, click the hyperlink for **Vouchers**.

Only vouchers associated to your Department ID access will display.

- Locate the **Voucher ID** referenced in the email.
- Click the **Voucher ID** hyperlink for it.

Main Menu	Profile	Preferences	Setup Data ▼	Exit
-----------	---------	-------------	--------------	------

Open Items

You have 10 Requisitions
You have 11 Vouchers
You have 5 Journals



Items Pending Approval

You have 9 Requisitions
You have 17 Vouchers
You have 1 Travel Authorizations
You have 2 Journals

Main Menu	Profile	Preferences	Security ▼	Setup Data ▼	Exit
-----------	---------	-------------	------------	--------------	------

Voucher ID	CFS Voucher ID	Entered By	Entered Date	Status	Supplier Number	Supplier Name
WV008033		Debbie Vongamath	07/30/2020	Pending Approval	0000037059	DEPARTMENT OF VETERANS AFFAIRS
WV008022		Roffna Z. Principe	07/08/2020	Pending Approval	0000000650	AMERICAN LIBRARY ASSOCIATION
WV008025		Roffna Z. Principe	07/08/2020	Pending Approval	0000026435	CHERYL STENSTROM
WV008023		Roffna Z. Principe	07/08/2020	Pending Approval	0000005303	BLACKBOARD INC

Main Menu	Profile	Preferences	Security ▼	Setup Data ▼	Exit
-----------	---------	-------------	------------	--------------	------

Voucher ID	CFS Voucher ID	Entered By	Entered Date	Status	Supplier
WV008034		Ana Harris	08/04/2020	Pending Approval	000000
WV008022		Roffna Z. Principe	07/08/2020	Pending Approval	000000
WV008025		Roffna Z. Principe	07/08/2020	Pending Approval	000000

Direct Payment Voucher page displays.

The Approving Official cannot edit the request, except to upload backup documentation.

In order to edit the request, the Approver will need to cancel it so the Requester can submit a new voucher.

If needed, the Approver who received the request can assign the request to another Approving Official. A notification will be sent to the newly selected Approver to approve request.

Approving Official can view uploaded backup documentation.

7. Click the hyperlink for a file to view contents.

8. After reviewing the voucher, select action:

Approve Voucher

or

Cancel. The page becomes a read-only page and Status is Cancelled.

Direct Payment Voucher

Header Information		Contact Information	
<i>* Denotes a required field</i>			
Status:	Submitted by Ana Harris on 08/04/2020 Pending Approval		
Voucher No:	WV008034		
CFS Voucher No:			
Date:	8/4/2020		
Selected Approver:	Shauna Rios		
Change Approver:	Shauna Rios		Update
Comments:	Demo: Select an Approver		

Supplier Information	
Name	AFP INTERNATIONAL LLC
Number	0000025223

Related Files	
	WV008034_Invoice 2020.pdf
	WV008034_Agenda.pdf

Related			
WV008034_Invoice 2020.pdf WV008034_Agenda.pdf			
Cancel	Approve Voucher	Print Voucher	Clone Voucher

Whether the request is approved or cancelled, the action is recorded in Status field with Approver's name and date of action.

Once action is selected, it cannot be changed.

Note: If the voucher is greater than \$50,000 or the supplier is an Auxiliary (Associated Students, Research Foundation, Student Union, and Tower Foundation), a second approval is required from the Central Finance Officer in Finance. Status will display "CF Approval Needed". Email will go to the CF Officer in Finance and Business Services requesting their review and approval.

Approved transactions feed to CFS in a nightly batch process. Distributed will display in the Status field by next day.

A CFS Voucher No. assigned after the feed from FTS to CFS.

CFS (Common Finance System) is what Payment Services uses to process Direct Payment requests for payment.

Direct Payment Voucher

Header Information	
<i>* Denotes a required field</i>	
Status:	Submitted by Ana Harris on 08/04/2020  Approved by Shauna Rios on 08/04/2020
Voucher No:	WV008034
CFS Voucher No:	
Date:	8/4/2020
Selected Approver:	Shauna Rios
Change Approver:	<input type="text" value="Shauna Rios"/> <input type="button" value="Update"/>
Comments:	Demo: Select an Approver

Contact Information
Requester Ana Harris
Contact Name Harris, Ana
Phone 4-1538

Supplier Information
Name <input type="text" value="AFP INTERNATIONAL LLC"/>
Number <input type="text" value="0000025223"/>

Direct Payment Voucher

Header Information	
<i>* Denotes a required field</i>	
Status:	Submitted by Ana Harris on 08/04/2020  Approved by Shauna Rios on 08/04/2020
Voucher No:	WV008034
CFS Voucher No:	00111345 
Date:	8/4/2020

Contact Information
Requester Ana Harris
Contact Name Harris, Ana
Phone 4-1538

Supplier Information
Name <input type="text" value="AFP INTERNATIONAL LLC"/>

Backup Documentation After Voucher is Approved

a. Upload a File

Additional backup documentation related to the Direct Payment Voucher can be uploaded any time after it has been approved or distributed.

1. Locate the Direct Payment Voucher to clone by using the **Search** feature. Refer to [Search for a Voucher](#) section in this guide for instructions to find a voucher.

The selected **Direct Payment Voucher** page displays.

2. Scroll to the bottom of the page and click the **File Upload** section.
3. Select **Document Type**.
4. Select **File** from desktop.
5. Click **Upload Attachment(s)** 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.

- + 🔍 Requisition
- + 🔍 Direct Payment Voucher
- + 🔍 Reimbursement Voucher

File Upload

* Document Type * Select File

No file selected. + -

For File Upload:
* The upload functionality works in browser IE 10 and above, Firefox and Chrome.
* Accepted most common file types for upload are pdf, txt, doc, docx, xls,xlsx, jpg, jpeg, gif, png and bmp.
* The file name cannot contain characters such as ?, #, *, and %.

Support Documents

Message confirming file(s) have been uploaded displays.

Note: Allow up to 15 minutes for the hyperlink of the uploaded files to appear in the voucher.

6. Refer to the [View Backup Documentation](#) section of this guide for viewing uploaded files.



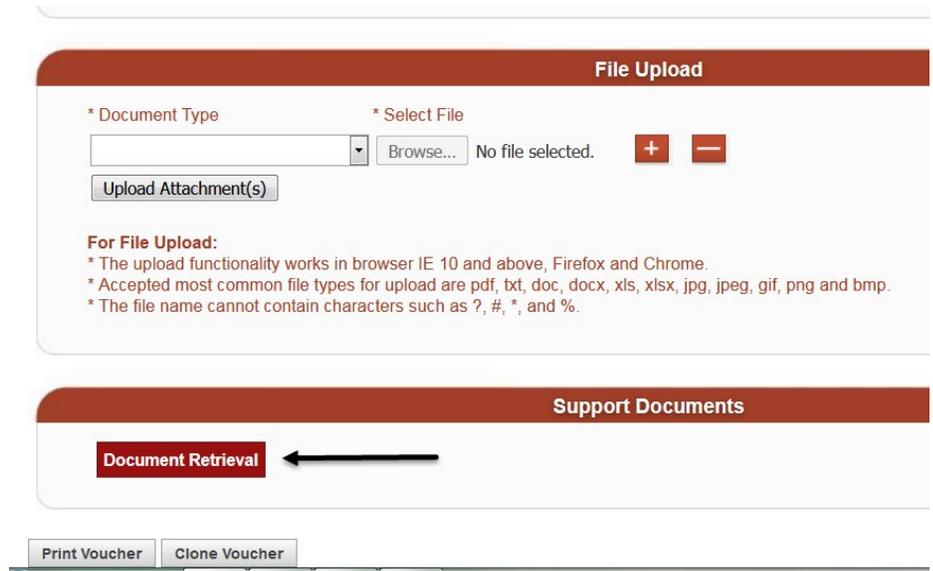
b. View Backup Documentation

1. Locate the Direct Payment Voucher to clone by using the **Search** feature. Refer to [Search for a Voucher](#) section in this guide for instructions to find a voucher.



The selected **Direct Payment Voucher** page displays.

2. Scroll to the bottom of the page and click the **Support Documents** section.
3. Click the **Document Retrieval** button.



OnBase imaging system page displays. OnBase is our third party document storage system.

- 4. Under **Documents** section, a list of files associated to the Direct Payment Voucher can be found.

Each document file shows information such as the document type, the Direct Payment Voucher ID, CFS Voucher ID, date and time file was uploaded.

OnBase Document Previous Document Next Document

Folder Type: Dynamic

PUR Requisition - WR00070636

Documents

- PUR Quote/Proposal (WR00070636-3000022420) - 2/27/2017 11:32:56 AM
- PUR Requisition (WR00070636-3000022420) - 2/28/2017 9:53:42 AM
- PUR Purchase Order - Unsigned (WR00070636-3000022420) - 2/28/2017 2:19:40 PM
- AP PO Invoice (3153252-0-4/7/2017-4382.38-0000022102) - 5/12/2017 8:19:16 AM
- AP PO Invoice Dept Approval (3153252-0-4/7/2017-4382.38-0000022102) - 5/16/2017 2:43:22 PM
- AP PO Invoice Email (3153252-0-4/7/2017-4382.38-0000022102) - 5/16/2017 3:41:22 PM

Child Folders Related Folders

WR00070636

	Quote # SJSURM500217
951 GEORGE ST. SANTA CLARA CA 95054 Tel: 408.970.5029 • Fax: 408.970.5040 • 1.800.433.0282	

Date: 2-16-17	Special Instructions:
Name: S J S U	
Address: FINANCE DEPT CLARK HALL CL500	MANUFACTURE TO SUPPLY DEMOUNTS
Prepared for: Rosano Mico	Quoted by: Shiraz Kanani

ITEM NUMBER	ITEM DESCRIPTION	QTY	UNIT	PRICE	EXTENDED
1. 501-19	POWER BASE DEMO UNIT	1	EA		
2. EDGE2	MONITOR ARM SILVER DEMO UNIT	1	EA		
3.	DELIVERY AND INSTALL	1	EA	\$350.00	\$350.00
4.	CUT THE TOP 1/2" ON ALL SIDES				
5.	DOES NOT INCLUDE SALES TAX				
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
				TOTAL \$	350.00

PLEASE NOTE: QUOTED PRICES ARE GOOD TROUGH 6-30-17

Customer Signature:	Date:	Salesperson Signature:
---------------------	-------	------------------------

- 5. Click on a file to view content.

OnBase Document Previous Document Next Document

Folder Type: Dynamic

PUR Requisition - WR00070636

Documents

- PUR Quote/Proposal (WR00070636-3000022420) - 2/27/2017 11:32:56 AM
- PUR Requisition (WR00070636-3000022420) - 2/28/2017 9:53:42 AM
- PUR Purchase Order - Unsigned (WR00070636-3000022420) - 2/28/2017 2:19:40 PM
- AP PO Invoice (3153252-0-4/7/2017-4382.38-0000022102) - 5/12/2017 8:19:16 AM
- AP PO Invoice Dept Approval (3153252-0-4/7/2017-4382.38-0000022102) - 5/16/2017 2:43:22 PM
- AP PO Invoice Email (3153252-0-4/7/2017-4382.38-0000022102) - 5/16/2017 3:41:22 PM

Child Folders Related Folders

WR00070636

	Quote # SJSURM500217
951 GEORGE ST. SANTA CLARA CA 95054 Tel: 408.970.5029 • Fax: 408.970.5040 • 1.800.433.0282	

Date: 2-16-17	Special Instructions:
Name: S J S U	
Address: FINANCE DEPT CLARK HALL CL500	MANUFACTURE TO SUPPLY DEMOUNTS
Prepared for: Rosano Mico	Quoted by: Shiraz Kanani

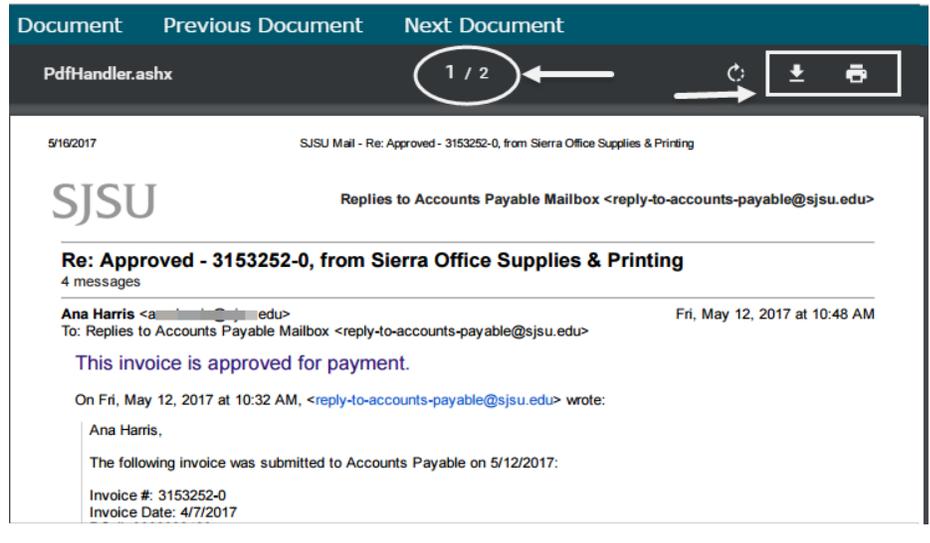
ITEM NUMBER	ITEM DESCRIPTION	QTY	UNIT	PRICE	EXTENDED
1. 501-19	POWER BASE DEMO UNIT	1	EA		
2. EDGE2	MONITOR ARM SILVER DEMO UNIT	1	EA		
3.	DELIVERY AND INSTALL	1	EA	\$350.00	\$350.00
4.	CUT THE TOP 1/2" ON ALL SIDES				
5.	DOES NOT INCLUDE SALES TAX				
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
				TOTAL \$	350.00

PLEASE NOTE: QUOTED PRICES ARE GOOD TROUGH 6-30-17

Customer Signature:	Date:	Salesperson Signature:
---------------------	-------	------------------------

6. The top of the document displays:

- **Number of pages** in file. Scroll down to view next page.
- **Download** document icon.
- **Print** page icon.



Voucher Statuses

There are eight statuses in the Direct Payment Voucher process:

Status	Description
New	Voucher is created, but not saved.
Open	Voucher is saved, but has not been submitted for approval.
Pending Approval	Voucher has been submitted by the Requester to the department Approving Official for review and approval.
Approved	Department Approving Official approves the voucher.
CF Approval Needed	After department Approver approves the voucher and if the Direct Payment is greater than \$50,000 or if the supplier is an Auxiliary (Associated Students, Research Foundation, Student Union and Tower Foundation) a second approval is required from the Central Finance Officer in Finance.
CF Approved	Central Finance Approver has approved a voucher for greater than \$50,000 or if supplier is an Auxiliary.
Distributed	Approved voucher is loaded to CFS overnight.
Cancelled	Voucher is cancelled either by the department requester, department Approving Official, or the Central Finance Officer.

Features

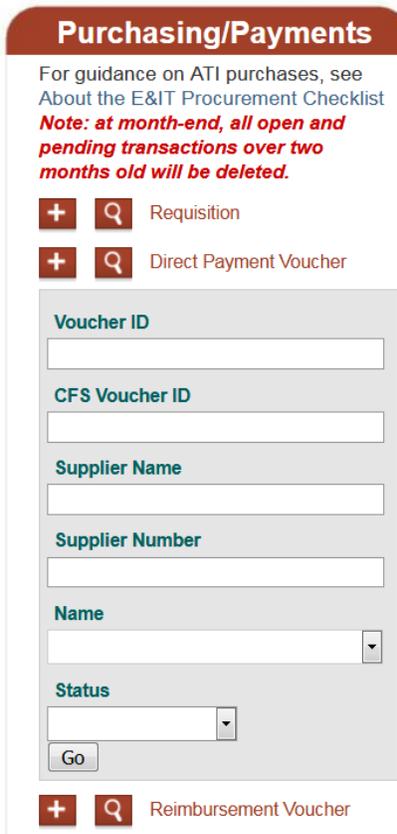
a. Search for a Voucher

1. From the **Main Menu**, click the  for Direct Payment Voucher.



Direct Payment Voucher search fields display.

2. Enter a value in one or more fields:
 - **Voucher ID** is the FTS voucher number (prefix WV)
 - **CFS Voucher ID** is the voucher number assigned after request feeds from FTS to CFS.
 - **Supplier Name**
 - **Supplier Number**
 - **Name** is the Requester name.
 - **Status**
3. Click **Go**.



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.

- +  Requisition
- +  Direct Payment Voucher

Voucher ID

CFS Voucher ID

Supplier Name

Supplier Number

Name

Status

- +  Reimbursement Voucher

Search results display.

4. Click the hyperlink for **Voucher ID** to view request.

Main Menu	Profile	Preferences	Setup Data ▾	Exit		
Voucher ID	CFS Voucher ID	Entered By	Entered Date	Status	Supplier Number	Supplier Name
WV111028		Amy M A Chan	08/05/2020	Open	0000037116	WYOMING DEPARTMENT OF EDUCATION
WV008049		Amy M A Chan	10/18/2020	Open	0000042333	Supplier NEW
WV008048		Amy M A Chan	10/18/2020	Approved	0000037354	CHARLIE E CHANNEL
WV008031	00411645	Amy M A Chan	09/28/2020	Distributed	0000037354	CHARLIE E CHANNEL

Pages: 1 of 1 No. of Items: 20 Items 1 to 4 of 4 First Prev Next Last

[back to top](#)

Direct Payment Voucher displays.

Main Menu	Profile	Preferences	Search	Setup Data ▾	Exit		
Direct Payment Voucher							
Header Information				Contact Information			
<i>* Denotes a required field</i>						Requester Amy M A Chan	
Status:				Contact Name Chan,Amy			
Submitted by Amy M A Chan on 09/28/2020				Phone 4-1009			
Approved by Kim Gamblin on 10/13/2020							
Distributed							
Voucher No: WV008031							
CFS Voucher No: 00411645							
Date: 9/28/2020							
Selected Approver: Kim Gamblin							
Comments: Guest speaker Charles Channel. He spoke at the Student Success event held on Aug. 20, 2020 and hosted by Student Involvement clubs.						Supplier Information	
						Name CHARLIE E CHANNEL	
						Number 0000037354	

- To return to the search result list, click **Search** tab.

Search results display.

- Select next voucher to view.

Voucher ID	CFS Voucher ID	Entered By	Entered Date	Status	Supplier Number	Supplier Name
WV111028		Amy M A Chan	08/05/2020	Open	0000037116	WYOMING DEPARTMENT OF EDUCATION
WV008049		Amy M A Chan	10/18/2020	Open	0000042333	Supplier NEW
WV008048		Amy M A Chan	10/18/2020	Approved	0000037354	CHARLIE E CHANNEL
WV008031	00411645	Amy M A Chan	09/28/2020	Distributed	0000037354	CHARLIE E CHANNEL

Pages: 1 of 1 No. of Items: 20 Items 1 to 4 of 4 First Prev Next Last

[back to top](#)

b. Clone a Voucher

The Clone feature allows the Requester to duplicate voucher that is in Pending Approval, Distributed or Cancelled status.

- Locate the Direct Payment Voucher to clone by using the **Search** feature. Refer to [Search for a Voucher](#) section in this guide for instructions to find a voucher.

The selected **Direct Payment Voucher** page displays.

2. Scroll to the bottom of the page and click the **Clone Voucher** button.

Chartfields						
Dist #	Account	Fund	DeptID	Program	Class	Project
1	613001	70000	1534			

File Upload	
* Document Type	* Select File
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="+"/> <input type="button" value="-"/>
<input type="button" value="Upload Attachment(s)"/>	
For File Upload:	
* The upload functionality works in browser IE 10 and above, Firefox and Chrome.	
* Accepted most common file types for upload are pdf, txt, doc, docx, xls,xlsx, jpg, jpeg, gif, png and	
* The file name cannot contain characters such as ?, #, *, and %.	
* Separating files by doc type is optional; files including multiple doc types is allowed.	

Support Documents	
<input type="button" value="Document Retrieval"/>	

<input type="button" value="Print Voucher"/>	<input type="button" value="Clone Voucher"/>
----------------------------------------------	----------------------------------------------



Direct Payment Voucher is cloned.

In Header Information, the **Status** field of the new voucher is Open and a new Voucher No. is assigned.

All the data from the original is copied over to the new, except for uploaded backup documentation.

3. Refer to the [Create a Voucher](#) section of this guide for instructions to completing the new request.

Note: *On the cloned voucher, the Invoice Number must be different than the original. If the new Invoice Number is the same as the original, then we recommend adding a letter at the end of the number. Example:*

The original Invoice Number is 1234, then the Invoice Number on the new (cloned) Direct Payment should be 1234A or 1234-A.

Direct Payment Voucher

Header Information		Supplier Information	
* Denotes a required field		* Name	0000037354 CHARLIE E CHAN
Status	Open		
Voucher No.	WV008052		
Date	10/26/2020		
* Approver	Kim Gamblin		
Header Comments: Guest speaker Charles Chan. He spoke at the Student Success event held on Aug. 20, 2020 and hosted by Student Involvement clubs.		Requester: Amy M A Chan	
		* Contact Name	Chan, Amy
		* Phone	4-1009
		A valid phone number: 5 digit format : xxxxxx or x-xxxxx 10 digit format : xxxxxxxxxx or xxx-xxx-xxxx	

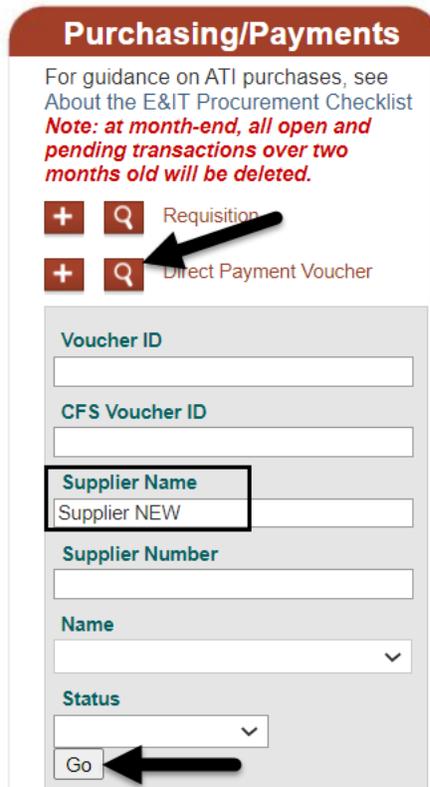
PaymentWorks

PaymentWorks is a third party application used by the university's Payment Services to onboard new suppliers.

a. Monitor Supplier Registration

The department Requester can monitor the status of the registration in FTS. If there are any questions, please contact the Supplier Maintenance Coordinator in Payment Services at 408-924-1648 or trinh.le@sjsu.edu.

1. In FTS, click on the  icon.
2. Enter Supplier New in **Supplier Name** field.
3. Click **Go**.



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.

  Requisition

  Direct Payment Voucher

Voucher ID

CFS Voucher ID

Supplier Name

Supplier Number

Name

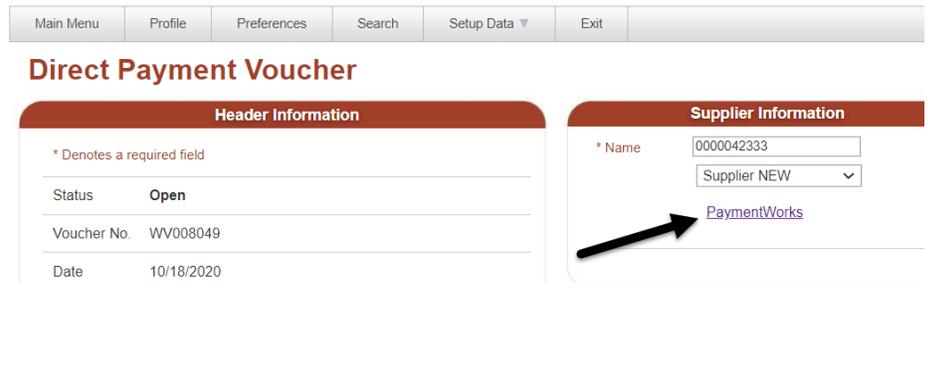
Status

Results display. Only requests within your DeptID access will appear.

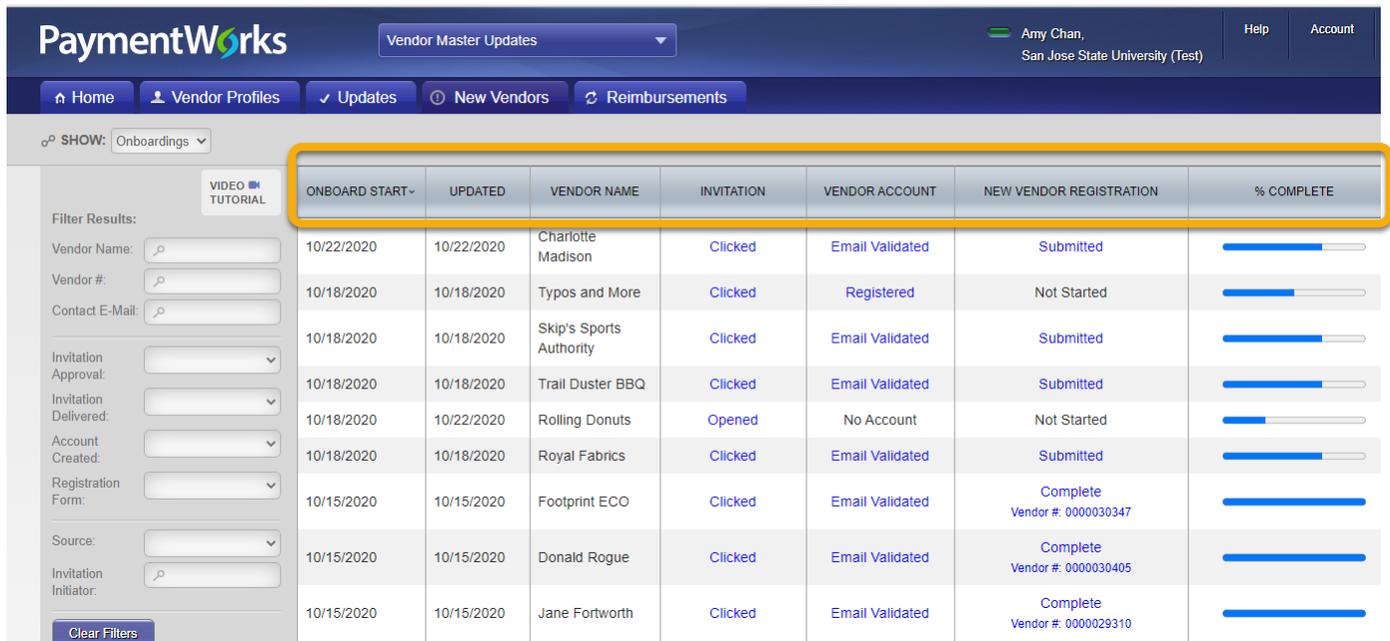
4. Click the **Voucher ID** hyperlink to view request.

Main Menu	Profile	Preferences	Setup Data ▾	Exit			
Voucher ID	CFS Voucher ID	Entered By	Entered Date	Status	Supplier Number	Supplier Name	
WV008049		Amy M A Chan	10/18/2020	Open	0000042333	Supplier NEW	

- Click the **PaymentWorks** hyperlink.



The PaymentWorks window open. This page will display all invitation requests submitted by you.



Header	Description
Onboard Start	The date invitation request was submitted by the department Requester in PaymentWorks.
Updated	The last date action was taken by the vendor or the Payment Services Vendor Maintenance Coordinator.
Vendor Name	This is the name you provided for the vendor; it might differ from the legal or DBA name submitted by the vendor.
Invitation	This shows the status of the invitation email that was sent to the vendor. Click on the hyperlink to view the invitation details.
Vendor Account	This shows the status of the vendor's PaymentWorks account.
New Vendor Registration	This shows the status of the SJSU registration form.
% Complete	This status bar shows the approximate progress of the vendor onboarding process.

b. Registration Statuses

Invitation

Filter Results:	ONBOARD START	UPDATED	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
Vendor Name: <input type="text"/>	10/22/2020	10/22/2020	Charlotte Madison	Clicked	Email Validated	Submitted	<div style="width: 100%;"></div>
Vendor #: <input type="text"/>	10/18/2020	10/18/2020	Typos and More	Clicked	Registered	Not Started	<div style="width: 50%;"></div>
Contact E-Mail: <input type="text"/>	10/18/2020	10/18/2020	Skip's Sports Authority	Clicked	Email Validated	Submitted	<div style="width: 100%;"></div>
Invitation Approval: <input type="text"/>	10/18/2020	10/18/2020	Trail Duster BBQ	Clicked	Email Validated	Submitted	<div style="width: 100%;"></div>

There are six types of statuses for Invitation. Click on a link to view account details for supplier.

Pending Approval	The invitation request is awaiting review by Payment Services; the vendor has not received any email notification yet.
Invitation Rejected	Payment Services has cancelled the invitation request and may have documented the reasoning in the Approval History log.
Sent	The email has been sent, but delivery has not been confirmed.
Delivered	The email was received; no action has been taken by the vendor.
Opened	The email was opened, but the link has not been clicked.
Clicked	The email was opened and the link was clicked; the vendor has been prompted to create an account or complete the SJSU registration form (depending on whether they have used PaymentWorks with another university.)

The Invitation Details page display for the selected invite. Additional comments from the AP Vendor Maintenance Coordinator will be displayed in the Approval History section.

Invitation Details:

close

Initiator: Sara Tipton (sara.tipton@sjsu.edu)	Vendor Name: LAW OFFICES OF STERLING HARWOOD & ASSOCI	Contact E-mail: SJSUPW+31543@gmail.com	Initiated: 01/23/2020	Email Sent: 01/23/2020
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Custom Fields:

Description of Service or Product : Attorney Services

Initiator Phone Number : 4089241569

Approval History:

Jan 23, 2020 1:51 PM: Approved by Sara Tipton <sara.tipton@sjsu.edu> (Vendor Approver)
Message: None

The **Invitation Details** include the vendor's contact email.

Invitation Details:

Initiator:
Sara Tipton (sara.tipton@sjsu.edu)

Vendor Name:
LAW OFFICES OF STERLING
HARWOOD & ASSOCI

Contact E-mail:
SJSUPW+31543@gmail.com

Vendor Account

ONBOARD START	UPDATED	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
10/22/2020	10/22/2020	Charlotte Madison	Clicked	Email Validated	Submitted	<div style="width: 100%;"></div>
10/18/2020	10/18/2020	Typos and More	Clicked	Registered	Not Started	<div style="width: 0%;"></div>
10/18/2020	10/18/2020	Skip's Sports Authority	Clicked	Email Validated	Submitted	<div style="width: 100%;"></div>
10/18/2020	10/18/2020	Trail Duster BBQ	Clicked	Email Validated	Submitted	<div style="width: 100%;"></div>

There are three types of statuses for the Vendor Account. Click on a link to view the account details for supplier.

No Account	The vendor has not created an account.
Registered	The vendor has created an account, but they have not clicked on the link in the activation email to complete the registration process.
Email Validated	The vendor has created an account and verified their email address.

Vendor **Account Details** page displays.

Account Details:

User Name: Bob Saget	User E-mail: SJSUPW+PRE10@gmail.com	Company Name: Uniforms USA	Account created: 10/22/2020
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New Vendor Registration

Filter Results:	ONBOARD START	UPDATED	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
Vendor Name: <input type="text"/>	10/22/2020	10/22/2020	Charlotte Madison	Clicked	Email Validated	Submitted	<div style="width: 100%;"><div style="width: 100%;"></div></div>
Vendor #: <input type="text"/>	10/18/2020	10/18/2020	Typos and More	Clicked	Registered	Not Started	<div style="width: 25%;"><div style="width: 25%;"></div></div>
Contact E-Mail: <input type="text"/>	10/18/2020	10/18/2020	Skip's Sports Authority	Clicked	Email Validated	Submitted	<div style="width: 100%;"><div style="width: 100%;"></div></div>
Invitation Approval: <input type="text"/>	10/18/2020	10/18/2020	Trail Duster BBQ	Clicked	Email Validated	Submitted	<div style="width: 100%;"><div style="width: 100%;"></div></div>

There are seven types of statuses for the New Vendor Registration Form. Click on a link to view account details for supplier.

No Started	The vendor has not started the SJSU registration form.
In Progress	The vendor has started the SJSU registration form, but has not submitted it for PaymentWorks review and Payment Services review.
Submitted	The vendor has completed the SJSU registration form and it is currently under review by PaymentWorks and/or Payment Services.
Returned	PaymentWorks or Payment Services has sent the SJSU registration form back to the vendor, usually because there is a discrepancy. The form will stay in "Returned" status until they resubmit it.
Rejected	This status is very uncommon. PaymentWorks or Payment Services has rejected the SJSU registration form; follow up with Payment Services to determine the reason why the form was rejected.
Approved	The SJSU registration form has been approved by PaymentWorks and Payment Services, but it is still pending integration with CFS. You can follow up with Payment Services if this status doesn't change within 24 hours.
Completed	The SJSU registration form has integrated with CFS and a connection has been made between CFS and PaymentWorks. The CFS Supplier ID will be listed in PaymentWorks for your reference.

References

Direct Payment: <https://sjsu.edu/fabs/services/p2p/pay/direct-payment.php>

Finance Training and Tutorials: <https://sjsu.edu/fabs/connect/training-and-tutorials.php>

One.SJSU: one.sjsu.edu

Payment Services: <https://www.sjsu.edu/fabs/services/p2p/contact-us.php>

Ways to Pay: <https://www.sjsu.edu/fabs/services/p2p/pay/index.php>

Forms

Finance System Access Request (DocuSign):

https://account.docusign.com/oauth/auth?response_type=code&scope=all%20click.manage%20me_profile&client_id=2CC56DC9-4BCD-4B55-8AB0-8BA60BAE1065&redirect_uri=https%3A%2F%2Fapp.docusign.com%2Foauth%2Fcallback&state=%7B%22authTxnId%22%3A%224c1f3b27-1d24-4768-9887-be053658c99d%22%2C%22back%22%3A%22%2Ftemplates%2Fdetails%2F2d79f440-a0f4-4db0-ac22-0cbc18385568%22%7D#/username

Finance and Business Services Training Request (DocuSign):

https://docs.google.com/forms/d/e/1FAIpQLSdfva6G_Yhn1phesjfGz_NCu1O2HMB0o6aTL0WZQI_tSsrRhA/viewform?usp=sf_link

Contact

If you have any questions, please contact Finance Support at financeconnect@sjsu.edu or 408-924-1558.