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# Overview

FTS was created by San Jose State University. The application allows department to:

- transfer budget or expense between chartfield string.
- submit a Requisition for goods or services to Contracts and Purchasing Services.
- request Direct Pay to a supplier or employee reimbursement to Accounts Payable.
- For employees to submit an authorization or reimbursement for business travel.

In an FTS Budget Transfer Journal, departments can move budget within the same fund. The following is one example of when to complete a budget transfer journal:

The budget for the fiscal year to cover miscellaneous operations expenses was posted to Account: 660003, Fund: 70000, and DeptID: 1042. In anticipation of expenses being paid during the fiscal year, the department enters a budget transfer journal to distribute the budget from 660003 to different Accounts that will be used to post expenses in same Fund.

This guide will provide an overview of the transfer journal process and instructions on creating and submitting a Budget Transfer Journal.

## Access to FTS Transfers Module

Access to the FTS Transfer module can be requested by completing the [System Access Request](#) form. Training is not required to receive access to module.

## Training

Employees are recommended to complete the Budget and Expense Transfers class (Course No: GL002). Finance Support conducts this class each month. Employees can enroll in a session in [MySJSU \(PeopleSoft\)](#).

## Backup Documentation

Unlike the Travel and Purchasing/Payment modules in FTS, there is no upload feature in Transfers to attach support backup documentation. Departments are to maintain backup documentation pertaining to the transfer in their office for up to four fiscal years per the [CSU Chancellor's Office Records Retention & Disposition Schedules](#).

## Email Notification

When a transfer has been submitted by the Requester, an email notification to approve the journal will be sent to the Approving Official(s) for the DeptID being charged (debit side). However, no notification is sent to the Requester when a journal is cancelled or approved by the approver. Requester can monitor the status of the request by using the search feature in the Transfers module.

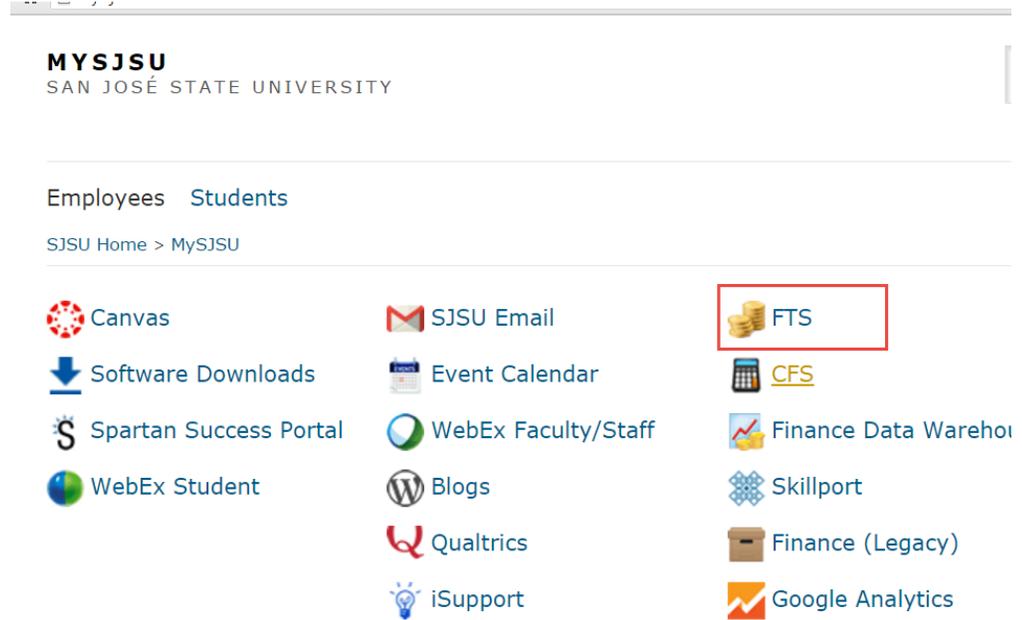
## Accounting Services

There will be instances when a journal cannot be performed in FTS by the department (e.g. certain Account codes are not available to select in FTS) or when there are many transactions involved. For these reasons, Accounting Services will assist in posting the transfers for you through a journal upload. For more information see [Journal Entry Upload Requests](#).

## Log into Financial Transaction Services (FTS)

Use your SJSUOne account to login to FTS. If you do not know your SJSUOne login information, contact IT Help Desk for assistance- website: <https://sjsuone.sjsu.edu/sjsuone/> or email [ithelpdesk@sjsu.edu](mailto:ithelpdesk@sjsu.edu) / phone 4-1530.

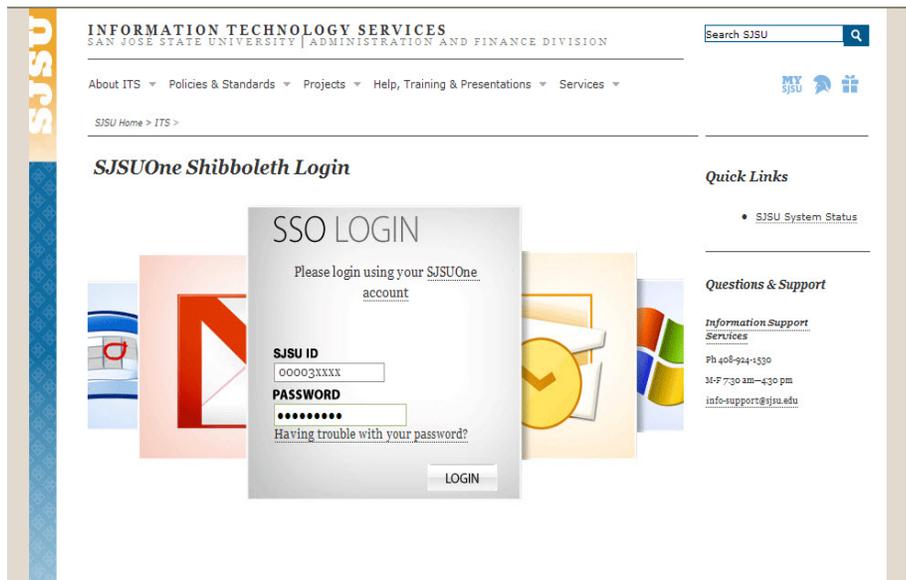
1. Go to MySJSU website at <http://my.sjsu.edu/> .
2. Click the FTS hyperlink.



### The FTS login page displays.

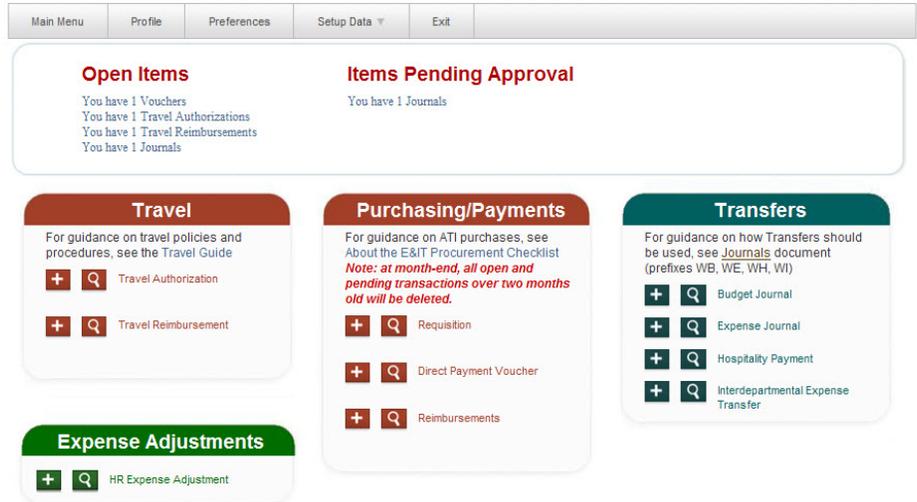
Using your SJSUOne account:

3. Enter your **SJSUID** (Employee ID) and **Password**.
4. Click **LOGIN**.



## The Main Menu displays.

- **Open Items** displays a list of items associated to the DeptID(s) the user has access to that have been created and saved, but not submitted for approval.
- **Items Pending Approval** section appears if user is an Approving Official. Items in the list are associated to the the DeptID(s) the approver has access to.
- Depending on your system access, the Main Menu page also displays other modules:
  - **Travel**
  - **Purchasing/ Payments**
  - **Transfers**
  - **HR Expense Adjustments**



Main Menu Profile Preferences Setup Data ▾ Exit

**Open Items**  
You have 1 Vouchers  
You have 1 Travel Authorizations  
You have 1 Travel Reimbursements  
You have 1 Journals

**Items Pending Approval**  
You have 1 Journals

**Travel**  
For guidance on travel policies and procedures, see the Travel Guide  
+ Q Travel Authorization  
+ Q Travel Reimbursement

**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.**  
+ Q Requisition  
+ Q Direct Payment Voucher  
+ Q Reimbursements

**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

**Expense Adjustments**  
+ Q HR Expense Adjustment

# General FTS Features

## Update User's Contact

Users can update their contact information for FTS notifications in the **Change User Page** within **Profile**.

### To update contact information

1. From the Main Menu page, click the **Profile** tab to get to **Change User Page**.
2. Enter Campus Contact Information for following the fields:
  - **Phone Number**
  - **E-mail Address**

*Note: We recommend you enter your work phone and email address.*

3. Click **Submit** to save changes.

**Message "Your personal data was successfully changed" displays.**

4. Click **OK**.

**Campus Contact Information** has been changed.

The image shows two screenshots of the San José State University Financial Transaction Services web interface. The top screenshot shows the 'Change User Page' with the 'Profile' tab selected in the navigation menu. The 'Campus Contact Information' section contains two input fields: 'Phone Number' with the value '4-1538' and 'E-mail Address' with the value 'amy.chan@sjsu.edu'. A red box highlights these fields, and a red arrow points to the 'Submit' button. To the right, there is a question: 'Would you like your chartfield pref default?' with radio buttons for 'Yes' and 'No', where 'No' is selected. The bottom screenshot shows the same page after the information has been updated. A modal dialog box is displayed at the bottom of the page with the text: 'The page at https://fts.sjsu.edu says: Your personal data was successfully changed.' and an 'OK' button.

## Set-up Drop Down Menu (Preference List) for Chartfields as a Default

By default the drop down menu for each chartfield field is hidden, but can be displayed. Users can change the default to have the drop down menu display beneath the Chartfield fields.

The drop down menu (preference list) for the Chartfields are hidden.

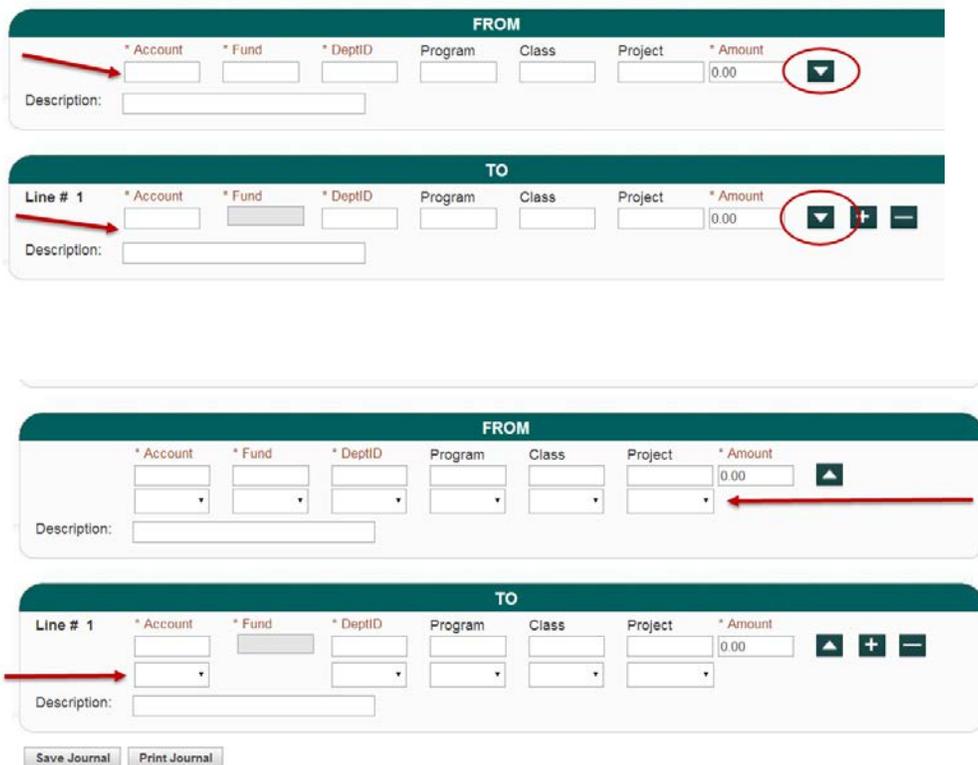
1. Click the  to display the drop down menus.

Chartfield drop down menu fields displays.

To have Chartfield drop down menu fields show by default:

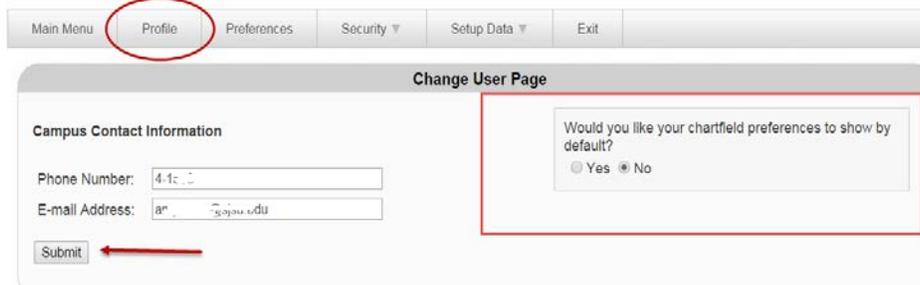
2. Click the **Profile** tab at the top of page.
3. In **Change User Page**, click the **Yes** radio button to show preferences.
4. Click the **Submit** to save change.

Change completed.



The image shows two screenshots of a financial transaction form. The top screenshot shows the 'FROM' section with fields for Account, Fund, DeptID, Program, Class, Project, and Amount. A red arrow points to the hidden dropdown arrow in the Amount field. The bottom screenshot shows the 'TO' section with a 'Line # 1' and the same fields. A red arrow points to the visible dropdown arrow in the Amount field. Below the TO section are 'Save Journal' and 'Print Journal' buttons.

 San José State University Financial Transaction Services



The image shows the 'Change User Page' form. The 'Profile' tab is selected. The 'Campus Contact Information' section includes fields for Phone Number and E-mail Address. A red box highlights the question 'Would you like your chartfield preferences to show by default?' with 'Yes' selected. A red arrow points to the 'Submit' button.

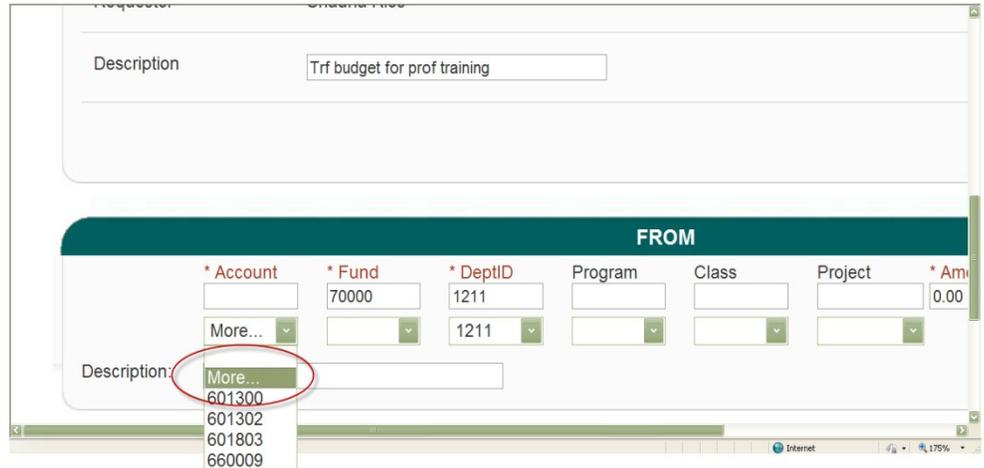
## Add Chartfield Value to User Preference (Drop Down Menu)

In the fields for Chartfields, values may be typed in or selected from a field's drop down menu. If using the drop down menu, the values can be selected for one-time use or added to User Preference for future use.

*Important: Before proceeding and in order for the User Preferences window to appear, make sure your web browser's pop-up blocker is turned off.*

### To add values to a field's drop down menu:

1. In a field, select the **More** option from the drop down menu.



### The User Preferences window displays.

2. Enter full or part of the code (or part of it) or description in the **Criteria** box

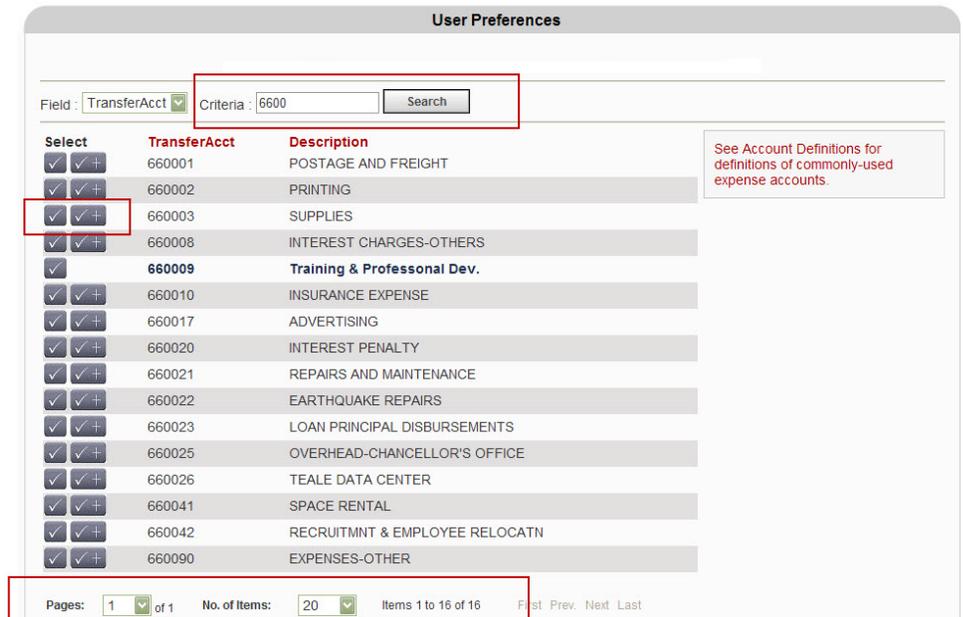
3. Click **Search**.

By default the first 20 results display, but at bottom of page, you can expand number of results to display, navigate directly to a specific, first, next, and last page.

4. Next, select value by clicking the  button to use selection for this transaction only

-or-

to add selection to your preference list.



## Search Feature

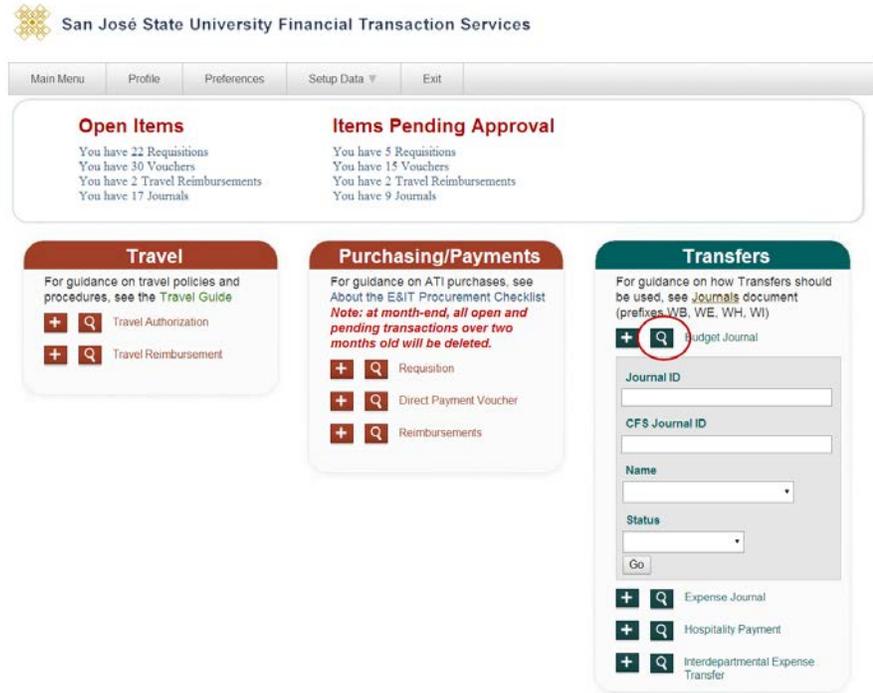
The FTS search feature is one method to finding an existing transfer journal. Whether you are the Requester or Approver, only journals within your DeptID access will be viewable to you.

- In the **Main Menu**, click the  for the transfer journal type.
  - Journal ID:** Number assigned when the transfer journal is saved.
  - CFS Journal ID:** Number assigned when the approved journal has fed to the CFS system in a nightly batch process.
  - Name of Requester**
  - Status**

- Click the **Go** to begin search.

### Results display.

- Select a journal to view by clicking a **Journal ID** link.



San José State University Financial Transaction Services

Main Menu Profile Preferences Setup Data ▾ Exit

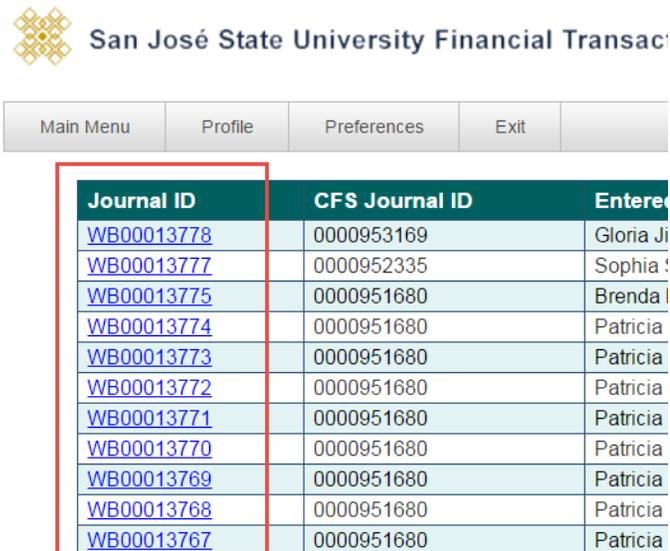
**Open Items**  
You have 22 Requisitions  
You have 30 Vouchers  
You have 2 Travel Reimbursements  
You have 17 Journals

**Items Pending Approval**  
You have 5 Requisitions  
You have 15 Vouchers  
You have 2 Travel Reimbursements  
You have 9 Journals

**Travel**  
For guidance on travel policies and procedures, see the Travel Guide  
+ Q Travel Authorization  
+ Q Travel Reimbursement

**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.*  
+ Q Requisition  
+ Q Direct Payment Voucher  
+ Q Reimbursements

**Transfers**  
For guidance on how Transfers should be used, see Journals document (prefixes WB, WE, WH, WI)  
+ Q Budget Journal  
Journal ID  
CFS Journal ID  
Name  
Status  
Go  
+ Q Expense Journal  
+ Q Hospitality Payment  
+ Q Interdepartmental Expense Transfer



San José State University Financial Transaction Services

Main Menu Profile Preferences Exit

Journal ID	CFS Journal ID	Entere
<a href="#">WB00013778</a>	0000953169	Gloria Ji
<a href="#">WB00013777</a>	0000952335	Sophia :
<a href="#">WB00013775</a>	0000951680	Brenda I
<a href="#">WB00013774</a>	0000951680	Patricia
<a href="#">WB00013773</a>	0000951680	Patricia
<a href="#">WB00013772</a>	0000951680	Patricia
<a href="#">WB00013771</a>	0000951680	Patricia
<a href="#">WB00013770</a>	0000951680	Patricia
<a href="#">WB00013769</a>	0000951680	Patricia
<a href="#">WB00013768</a>	0000951680	Patricia
<a href="#">WB00013767</a>	0000951680	Patricia

# Create a Budget Transfer Journal

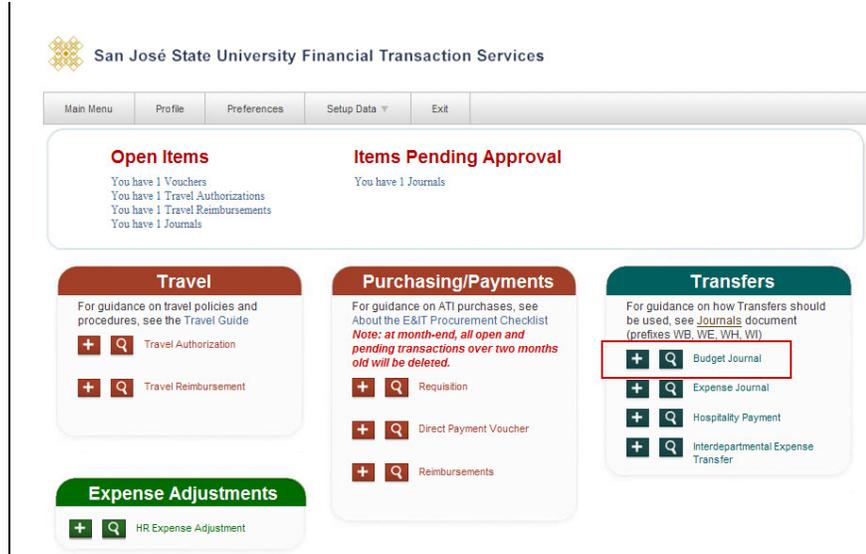
There are some restrictions to note when entering a Budget Journal:

- Department being debited has to initiate and approve the journal.
- Transfer can only be between same Fund.
- Only expense Account codes can be used (6xxxxx), except for 603xxx (Benefits).
- DeptID selection for the debit side (**From**) is limited to the Requester's FTS DeptID access; while DeptID selection for the credit side (**To**) can be outside of Requester's access.

For users who monitor their department finances using Finance Data Warehouse, the Budget Transfer Journal will be reflected in the Current Budget column in two business days. For example, if the transfer journal was approved in FTS on Monday, the transaction will be reflected in Finance Data Warehouse on Wednesday.

## Transfers Menu

1. To create a new transfer, click the  icon for Budget Journal.



San José State University Financial Transaction Services

Main Menu Profile Preferences Setup Data Exit

**Open Items**  
You have 1 Vouchers  
You have 1 Travel Authorizations  
You have 1 Travel Reimbursements  
You have 1 Journals

**Items Pending Approval**  
You have 1 Journals

**Travel**  
For guidance on travel policies and procedures, see the Travel Guide  
+ Travel Authorization  
+ 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.*  
+ Requisition  
+ Direct Payment Voucher  
+ Reimbursements

**Expense Adjustments**  
+ HR Expense Adjustment

**Transfers**  
For guidance on how Transfers should be used, see Journals document (prefixes WB, WE, WH, WJ)  
+ Budget Journal  
+ Expense Journal  
+ Hospitality Payment  
+ Interdepartmental Expense Transfer

## The Budget Journal page displays.

The Budget Journal page has three sections:

- **Header**
- **From**
- **To**

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

### Header Section

- The **WB Number**: Begins with New. A number will be assigned by FTS when journal is saved.
  - **Status** shows **Open** and it will change during the journal process.
2. Enter details of the transfer in the **Description** field. (Maximum 30 characters in field)



Main Menu Profile Preferences Exit

## Budget Journal

Header	
* Denotes a required field	
WB Number	New
Status	Open
Date	12/14/2016
Requestor	Ana Harris
Description	<input type="text"/>

FROM							
* Account	* Fund	* DeptID	Program	Class	Project	* Amount	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	▼
Description: <input type="text"/>							

TO							
Line # 1	* Account	* Fund	* DeptID	Program	Class	Project	* Amount
	<input type="text"/>	0.00					
Description: <input type="text"/>							

Save Journal Print Journal

Header	
* Denotes a required field	
WB Number	New
Status	Open
Date	12/14/2016
Requestor	Ana Harris
Description	<input type="text"/>



## FROM Section

This area refers to the chartfield string you want to move the budget from (debit side).

- Use  arrow to display the drop down menu (**user preference list**) or  to hide them.

*Tip: Drop down menu fields can display by default. Refer to [Set-Up Drop Down Menu for Chartfields as a Default](#) section of this guide for instructions to set it as a default.*

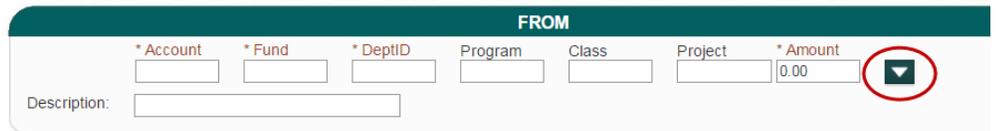
- Select from the preference list required chartfield codes:

- Account**
- Fund**
- DeptID:** Only DeptIDs within your access will display.

and if applicable, select the optional codes:

- Program**
- Class**
- Project**

*Note: If chartfield value is not in your preference list, you can search for and add it to the list by going to **More** in field. Refer to [Add Chartfield Value to Preference](#) section of this guide for instructions.*



FROM

* Account	* Fund	* DeptID	Program	Class	Project	* Amount
<input type="text"/>	0.00 					

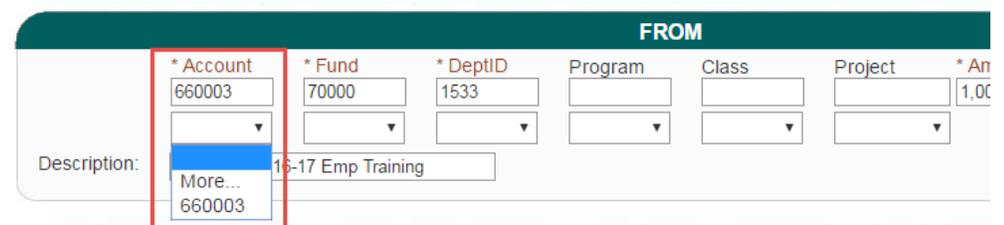
Description:



FROM

* Account	* Fund	* DeptID	Program	Class	Project	* Amount
<input type="text"/>	0.00 					

Description:



FROM

* Account	* Fund	* DeptID	Program	Class	Project	* An
660003 	70000 	1533 	<input type="text"/>	<input type="text"/>	<input type="text"/>	1,00

Description:

More...

660003

- After selecting chartfield values, enter the **Amount** you wish to transfer.
- Enter a **Description** (Maximum 30 characters in field.)

*Note: Information entered in this **Description** field will appear in the Finance Data Warehouse report.*

### TO Section

This section refers to the chartfield string you want to move the budget to (credit side).

- Use  arrow to display the drop down arrow boxes (**preference list**) or  to hide them.
- If there is one or more chartfields string to distribute budget to, then click  to add a new line and enter values  
or  
to delete a distribution line, click  icon.

FROM							
*Account	*Fund	*DeptID	Program	Class	Project	*Amount	
660003	70000	1533				1,000.00	▲
660003							
Description: Trf budg-FY 16-17 Emp Training							

TO								
Line #	*Account	*Fund	*DeptID	Program	Class	Project	*Amount	
Line # 1							0.00	▼ + -
Description:								

TO								
Line #	*Account	*Fund	*DeptID	Program	Class	Project	*Amount	
Line # 1							0.00	▲ + -
Description:								

TO								
Line #	*Account	*Fund	*DeptID	Program	Class	Project	*Amount	
Line # 1							0.00	▲ + -
Description:								

TO								
Line #	*Account	*Fund	*DeptID	Program	Class	Project	*Amount	
Line # 1							0.00	▼ + -
Description:								
Line # 2							0.00	▼ + -
Description:								

9. Select from the preference list required chartfield codes:

- **Account**
- **Fund:** Defaults to Fund selected in **FROM** section.
- **DeptID:** DeptIDs outside your access will appear for selection.

and if applicable, select the optional codes:

- **Program**
- **Class**
- **Project**

*Note: If chartfield value is not in your preference list, you can search for and add it to the list by going to **More** in field. Refer to [Add Chartfield Value to Preference](#) section.*

10. After selecting the chartfield values, enter the **Amount** to transfer.

The total in the **TO** section needs to equal the **FROM**.

11. Enter a **Description** (Maximum 30 characters in field.)

*Note: Information entered in this **Description** field will appear in the Finance Data Warehouse report.*

TO							
Line #	* Account	* Fund	* DeptID	Program	Class	Project	* Amount
1	660009	70000	1042				1000.00
	More...		1042				
Description:							

TO							
Line #	* Account	* Fund	* DeptID	Program	Class	Project	* Amount
1	660009	70000	1042				1000.00
	More...		1042				
Description: Trf budg-FY 16-17 Emp Training							

12. After entries are completed, click **Save Journal**.

A WB Number is assigned when journal is saved.

The journal can still be modified at this point.

13. When ready, select **Submit for Approval** to start the approval process

or

**Cancel:** Cancel will make journal into read-only and the action cannot be reversed.

**FROM**

* Account	* Fund	* DeptID	Program	Class	Project	* Amount
660003	70000	1533				1,000.00

Description: Trf budg-FY 16-17 Emp Training

---

**TO**

Line # 1	* Account	* Fund	* DeptID	Program	Class	Project	* Amount
	660009	70000	1042				1,000.00

Description: Trf budg-FY 16-17 Emp Training

**Save Journal** **Print Journal**

## Budget Journal

**Header**

\* Denotes a required field

<b>WB Number</b>	WB00013783
Status	Open
Date	12/14/2016
Requestor	Ana Harris
Description	Trf budg-FY 16-17 Emp Training

**FROM**

**Print Journal** **Account** **\* Fund** **\* DeptID** **Program** **Class** **Project** **\* Amount**

660003	70000	1533				1000.00
--------	-------	------	--	--	--	---------

Description: Trf budg-FY 16-17 Emp Training

---

**TO**

Line # 1	* Account	* Fund	* DeptID	Program	Class	Project	* Amount
	660009	70000	1042				1000.00

Description: Trf budg-FY 16-17 Emp Training

**Save Journal** **Submit for Approval** **Cancel** **Print Journal**

**If submitted for approval, status will change to Pending Approval.**

- Authorized approvers for the DeptID being debited (**From**) will receive an email notification that the Budget Journal awaits for their approval.

*Important: The journal can still be modified in **Pending Approval** status by the Requester. If changes are made and saved, the journal will return to **Open** status and has to be resubmitted for approval.*

**Approving Official selects an action:**

- If Approving Official approves, then the Status displays **Approved**, **Approver's name**, and **date of action**.
- If Cancel, journal status becomes **Cancelled** and page is read-only.

**The journal is completed in FTS.**

## Budget Journal

Header	
* Denotes a required field	
WB Number	WB00013783
Status	Pending Approval
Date	12/14/2016
Requestor	Ana Harris
Description	Trf budg-FY 16-17 Emp Training

## Budget Journal

Header	
* Denotes a required field	
WB Number	WB00013783
Status	Approved (Approved by Josee Larochelle on 12/14/2016)
Date	12/14/2016
Requestor	Ana Harris
Description	Trf budg-FY 16-17 Emp Training

**Journal status becomes Distributed by next day.**

Once in **Distributed** status:

- The request can no longer be modified.
- A new field appears on the journal- **CFS Journal ID**. The transaction feeds to CFS in a nightly batch process and posted in a CFS Journal.
- The journal will be reflected in Finance Data Warehouse in two business days under the Budget column.

## Budget Journal

Header	
WB Number	WB00013777
CFS Journal ID	0000952335
Status	Distributed (Approved by Cindy Smith on 09/29/2016)
Date	09/29/2016
Operator	Sophia Smith
Description	EARC Student Assist Funding #4

## Forms

- [System Access Request](#)  
Form used to request access to the finance applications (FTS, CFS, and Finance Data Warehouse) from CMS Security. ([http://my.sjsu.edu/docs/admin/FR\\_System\\_Access\\_Request.pdf](http://my.sjsu.edu/docs/admin/FR_System_Access_Request.pdf))

## Resources

- [CSU Records Retention and Disposition Schedules](http://www.calstate.edu/recordsretention/) (<http://www.calstate.edu/recordsretention/>).
- [Finance Open Lab Schedule](http://www.sjsu.edu/finance/financeconnect/training/openlab/)  
Open labs are informal sessions where qualified personnel are available to assist department users who have access to the finance systems: CFS, FTS and CFS Data Warehouse. (<http://www.sjsu.edu/finance/financeconnect/training/openlab/>)
- [FinanceConnect Blog](http://blogs.sjsu.edu/financeconnect/)  
Subscribe to get updates pertaining to finance system upgrades and process changes from the Finance Service Group. (<http://blogs.sjsu.edu/financeconnect/>)
- [Journal Entry Upload Requests](http://www.sjsu.edu/finance/policies_guidelines/journal_upload/) ([http://www.sjsu.edu/finance/policies\\_guidelines/journal\\_upload/](http://www.sjsu.edu/finance/policies_guidelines/journal_upload/))
- [MySJSU](http://my.sjsu.edu) ([my.sjsu.edu](http://my.sjsu.edu))  
Used to log into finance and other applications used on campus.

## Contact

- **Finance Support**

Questions about performing transfer journals in FTS and Finance policies and processes, please contact Finance Support by email [financeconnect@sjsu.edu](mailto:financeconnect@sjsu.edu), phone 4-1558 or visit the Finance website at [www.sjsu.edu/finance](http://www.sjsu.edu/finance).