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## Overview

The Financial Transaction Services (FTS) application was created by San Jose State University. Departments can use FTS for:

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

The Transfers module in FTS allows authorized users to transfer a budget or expense between chartfield strings. This guide will provide instructions to completing and approving an Interdepartmental Expense Transfer.

## Access to FTS Transfers Module

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

FTS limits a user's access to the Department ID(s) that is requested on the SAR form. This means if DeptID 1042 (Finance) is requested, the user will only be able to create and view requests for that DeptID. Changes to a user's existing access can be made by completing a new SAR form.

## Training

Employees can enroll in the Budget and Expense Transfers class (Course No: GL002) which is conducted by Finance Support. Register in a session through [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. The department who completes the transfer is responsible for maintaining the backup documentation for it. Fiscal records are kept for four fiscal years per the [CSU Chancellor's Office Records Retention & Disposition Schedules](#).

## Email Notification

Email notifications are sent to the Approving Official when a transfer needs to be approved and to the Requestor when the transfer has been approved. No notification is sent to the Requestor if the transfer is cancelled by the Approving Official.

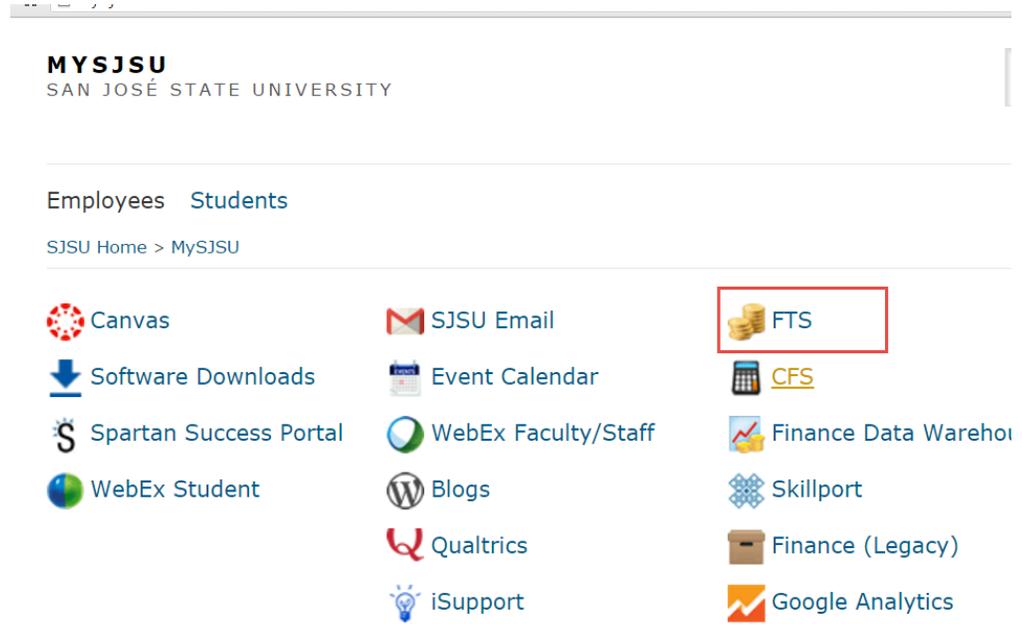
## Accounting Services

There may be instances when a transfer cannot be performed in FTS by the department (i.e., certain Account Codes are not available to select in FTS) or when there are many transactions involved. For these reasons, Accounting Services can assist department by performing the transfer through a journal upload. For more information, refer to [Journal Entry Upload Requests](#).

# Log into Financial Transaction Services (FTS)

Users can log into FTS using their SJSUOne account. 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.

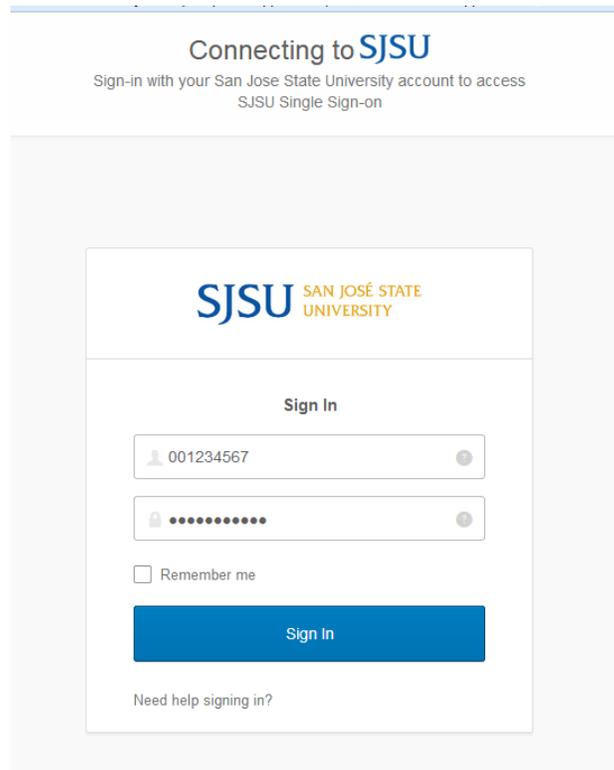
1. Go to MySJSU website at <http://my.sjsu.edu/>.
2. Click the FTS hyperlink.



The SJSU login page displays.

Using your SJSUOne account:

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



## 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 displays 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**

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&IT 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, WI)  
+ Budget Journal  
+ Expense Journal  
+ Hospitality Payment  
+ Interdepartmental Expense Transfer

## Create a Transfer

In an Interdepartmental Expense Transfer, department requestors can move an expense from a chartfield strings outside of their DeptID access (Payee) to one within their DeptID access (Payor). This type of transfer is performed to adjust an expense that has already been posted. **The department being debited (Payor) is responsible for completing the transfer.**

The following are examples of when to complete an Interdepartmental Expense Transfer:

- Biology needs to reimburse Career Center for expenses associated to an event they hosted together.
- A correction needs to be made because a ProCard transaction was charged in error to a chartfield string belonging Accounts Payable when it should have been posted to Hammer Theatre.

There are some restrictions to note when entering an Interdepartmental Expense Transfer:

- Only expense Account codes can be used (6xxxx), except for Salary (601xxx or 602xxx) or Benefits (603xxx) Account codes. If expense is associated to payroll, complete an HR Expense Adjustment instead.
- DeptID selection for the credit side (**Payee**) is outside of Requestor's access; while the debit side (Payor) is limited to the Requestor's access.

For users who monitor their department finances, the transfer will reflect in Finance Data Warehouse two business days after it is approved. For example, if the transfer is approved in FTS on Monday, the transaction will display in Finance Data Warehouse on Wednesday.

**Create an Interdepartmental Transfer.**

1. Click the  icon next to **Interdepartmental Expense Journal** to create a new transfer.

**The Interdepartmental Expense Journal page displays.**

The Interdepartmental Expense Journal page has three sections:

- **Header**
- **Payee**
- **Payor**

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

### Transfers

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

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

### Interdepartmental Expense Transfer

**Header**

\* Denotes a required field

WI Number	New
Status	Open
Date	01/09/2017
Requestor	Ana Harris
Description	<input style="width: 90%;" type="text"/>

**Payee (Department receiving funds)**

* Account	* Fund	* DeptID	Program	Class	Project	* Amount
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	0.00
Description: <input style="width: 90%;" type="text"/>						

**Payor (Department transferring funds)**

Line # 1	* Account	* Fund	* DeptID	Program	Class	Project	* Amount
	<input style="width: 90%;" type="text"/>	0.00					
Description: <input style="width: 90%;" type="text"/>							

Save Journal   Print Journal

## Header Section

The following fields are populated by FTS:

- **WI Number:** Begins with **New**. A number with the WI prefix will be assigned by FTS when transfer request is saved.
  - **Status:** Starts with **Open** and status will change during the transfer process to:
    - **Pending Approval**
    - **Approved**
    - **Distributed**
    - **Cancelled** (by the Requestor or Approving Official)
  - **Date:** The date transfer is created.
  - **Requestor:** Name of user who created the transfer.
2. **Description:** Enter the purpose for the transfer. (Maximum 30 character in field.)

## Interdepartmental Expense Transfer

Header	
* Denotes a required field	
WI Number	New
Status	Open
Date	01/09/2017
Requestor	Ana Harris
Description	<input type="text" value="Staff Welcome Event 1/7/17"/>

## Payee Section

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

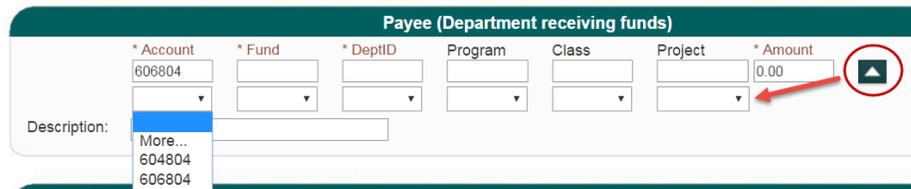
*Important: The Payee cannot create this transfer request since they are receiving the funds. Transfer must be initiated by the Payor (the debit side).*

*For example: If Biology is seeking a reimbursement from Career Center, then Career Center will need to create the transfer.*

3. By default the drop down menu fields for chartfields are hidden.

Use the  button to display the drop down menu fields (preference list) or  to hide them.

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



*Account	*Fund	*DeptID	Program	Class	Project	*Amount
606804						0.00

Description: More...  
604804  
606804

4. Type in or select values from the preference list (drop down menu) for required chartfield codes:

- **Account**
- **Fund**
- **DeptID:** DeptIDs outside the Requestor's access will appear for selection.

and if applicable, type in or select the optional codes:

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

*Note: If chartfield value is not in your preference list (drop down menu), then 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.*

5. Enter the **Amount** you want to transfer.

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

*Note: The information entered in this **Description** field will appear in Finance Data Warehouse.*

**Payee (Department receiving funds)**

*Account	*Fund	*DeptID	Program	Class	Project	*Amount
606804	70000	1153				0.00
More...	70000	1153				

Description:

**Payee (Department receiving funds)**

*Account	*Fund	*DeptID	Program	Class	Project	*Amount
606804	70000	1153				1000.00
	70000	1153				

Description:

## Payor Section

- By default the drop down menu fields for chartfields are hidden.

Use the  button to display the drop down menu fields (preference list) or  to hide them.

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

**A split distribution can be created when there are more than one chartfield string to transfer the expense to.**

To do a split distribution:

- Click  to add a new line and enter values

or

to delete a distribution line, click .

*Tip: There is no limit as to the number of distribution lines a transfer request can have. However, if there are several distribution lines, then it may be more efficient to complete the Journal Entry Upload Request and have Accounting Services complete the transfer instead of using FTS. For more information, see [Journal Entry Upload Requests](#).*



The screenshot shows the 'Payor (Department transferring funds)' form. It has a header bar with the title. Below it, there is a table with columns: Line #, \*Account, \*Fund, \*DeptID, Program, Class, Project, and \*Amount. Line # 1 is selected. The \*Amount field shows 0.00. To the right of the \*Amount field are three icons: a red circle around an up arrow icon, a plus icon, and a minus icon. A red arrow points from the up arrow icon to the Project field. Below the table is a 'Description:' field.



The screenshot shows the 'Payor (Department transferring funds)' form with two lines. Line # 1 and Line # 2 are both selected and have red boxes around their line numbers. The \*Amount field for both lines shows 0.00. To the right of the \*Amount field for Line # 1 are three icons: a red circle around a plus icon, a plus icon, and a minus icon. A red arrow points from the plus icon to the Description field of Line # 2. Below the table is a 'Description:' field.

9. Type in or select values from the preference list required chartfield codes:

- **Account**
- **Fund**
- **DeptID:** Only DeptIDs *within* Requestor's access will appear for selection.

and if applicable, type in or select the optional codes:

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

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

10. Enter the **Amount** to transfer.

*Note: For split distributions, the Payor amount in each distribution line must total to the Amount in Payee.*

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

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

Line #	* Account	* Fund	* DeptID	Program	Class	Project	Amount
1	660003	70000	1534		2922		0.00

Description: Correct ProCard Oct. 2016 Stmt

Line #	* Account	* Fund	* DeptID	Program	Class	Project	* Amount
1	660003	70000	1534		2922		1000.00

Description: Correct ProCard Oct. 2016 Stmt

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

**Payee (Department receiving funds)**

* Account	* Fund	* DeptID	Program	Class	Project	* Amount
606804	70000	1153				1,000.00

Description: Correct ProCard Oct. 2016 Stmt

---

**Payor (Department transferring funds)**

Line # 1	* Account	* Fund	* DeptID	Program	Class	Project	* Amount
	660003	70000	1534		2922		1,000.00

Description: Correct ProCard Oct. 2016 Stmt

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

A WI Number is assigned when journal is saved.

## Interdepartmental Expense Transfer

**Header**

\* Denotes a required field

WI Number	WI00012348
Status	Open
Date	03/29/2017
Requestor	Ana Harris
Description	Trf ProCard Exp. Oct. 2016

Additional buttons display at bottom of page.

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

or

**Cancel:** Journal becomes a read-only page and the action cannot be reversed.

**Payee (Department receiving funds)**

* Account	* Fund	* DeptID	Program	Class	Project	* Amount
606804	70000	1153				1,000.00

Description: Correct ProCard Oct. 2016 Stmt

---

**Payor (Department transferring funds)**

Line # 1	* Account	* Fund	* DeptID	Program	Class	Project	* Amount
	660003	70000	1534		2922		1,000.00

Description: Correct ProCard Oct. 2016 Stmt

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

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

The Approving Official for the DeptID listed in the **Payor** section will receive an email to review and approve the request.

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

The Approving Official logs into FTS to review transfer, modify if needed, and selects an action:

- If Approving Official approves, the action is recorded as **Approved** with the name of approver and date of approval.
- If Cancel, journal status becomes **Cancelled** page read-only.

## Interdepartmental Expense Transfer

Header

\* Denotes a required field

WI Number WI00012348

Status Pending Approval

Date 03/29/2017

Requestor Ana Harris

Description Trf ProCard Exp. Oct. 2016

## Interdepartmental Expense Transfer

Header

\* Denotes a required field

WI Number WI00012348

Status Approved (Approved by Josee Larochelle on 3/29/2017)

Date 03/29/2017

Requestor Ana Harris

Description Trf ProCard Exp. Oct. 2016

**When transfer is approved, the Requestor will receive email notification of action completed.**

*Note: No notification will be sent to Requestor if transfer was cancelled by Approving Official. The Requestor can monitor the status by searching for request in FTS. Refer to [Search](#) section for instructions.*

**In a nightly batch process, approved status FTS transactions are fed to CFS. The transfer status will change to 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 Actuals column of report.

**The transfer process is completed.**

Your Interdepartmental Transfer (WI00012347) has been approved FTS-TST x



**Financial Transaction Services** <sjsutrc@...> Mar 29 (1 day ago) ☆ [Reply] [More]

to me [Dropdown]

Josee Larochelle has approved Interdepartmental Transfer WI00012347

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

This is an informational message.

Do not reply to this email.

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

## Interdepartmental Expense Transfer

Header	
<b>WI Number</b>	WI00012107
<b>CFS Journal ID</b>	0000695091
<b>Status</b>	Distributed (Approved by Josee Larochelle on 3/29/2017)
<b>Date</b>	05/15/2015
<b>Operator</b>	Ana Harris
<b>Description</b>	Adjustment to May GoCard

# Approve a Transfer

When a transfer has been submitted for approval by the Requestor, an email notification to approve is sent to all Approving Officials with access to the Payor's DeptID.

## Email notification to approve a transfer request.

The notice provides the following information:

- Type of action needed.
- Type of request
- ID number
- Name of Requestor

1. Click on the FTS hyperlink in email to log into FTS with your SJSUOne account.

## After successfully logging into FTS, the Main Menu page displays.

2. In the **FTS Main Menu**, a summary of requests can be found in the **Items Pending Approval** section.

The summary provides the number and type of requests that require review and approval. Each line is a hyperlink.

3. Click on the **Journals** hyperlink to begin review of transfer requests.

The screenshot shows an email titled "Approval Needed for Interdepartmental Transfer" with ID "WI00012348" from "Financial Transaction Services". The email body contains a link to "http://ftstst.sjsu.edu" and a red arrow pointing to it. Below the email is the "San José State University Financial Transaction Services" Main Menu. The menu includes sections for "Open Items" (11 Requisitions, 17 Vouchers, 7 Journals) and "Items Pending Approval" (9 Requisitions, 22 Vouchers, 1 Travel Authorization, 3 Journals). There are three main categories: "Travel" (Travel Authorization, Travel Reimbursement), "Purchasing/Payments" (Requisition, Direct Payment Voucher, Reimbursement Voucher), and "Transfers" (Budget Journal, Expense Journal, Hospitality Payment, Interdepartmental Expense Transfer). A red arrow points from the "Items Pending Approval" section to the "Transfers" section.

**Results display.**

The information provided on page are:

- **Journal ID**
- **Entered By** (Requestor)
- **Entered Date**
- **Status**

4. Transfers can be found under the **Journal ID** column. Each Journal ID is a hyperlink. Click on a link to begin review.

5. Review request for accuracy and if needed, modify request.

 **San José State University Financial Transaction Services**

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

Journal ID	CFS Journal ID	Entered By	Entered Date	Status
<a href="#">WE00015114</a>		Richard Arcala	03/09/2017	Pending Approval
<a href="#">WB00014215</a>		Gloria Jimenez	03/07/2017	Pending Approval
<a href="#">WB00014171</a>		Ashley Onadele	02/08/2017	Pending Approval

Pages: 1 of 1    No. of Items: 20    Items 1 to 3 of 3    First Prev Next Last

[back to top](#)

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

### Interdepartmental Expense Transfer

Header

\* Denotes a required field

WI Number	WI00012349
Status	Pending Approval
Date	03/30/2017
Requestor	Ana Harris
Description	<input type="text" value="Trf ProCard Exp. Oct. 2016"/>

Payee (Department receiving funds)

* Account	* Fund	* DeptID	Program	Class	Project	* Amount
<input type="text" value="606804"/>	<input type="text" value="70000"/>	<input type="text" value="1153"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1,000.00"/> ▼
Description: <input type="text" value="Correct ProCard Oct. 2016 Stmt"/>						

Payor (Department transferring funds)

Line # 1	* Account	* Fund	* DeptID	Program	Class	Project	* Amount
	<input type="text" value="660003"/>	<input type="text" value="70000"/>	<input type="text" value="1534"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1,000.00"/> ▼ + -
Description: <input type="text"/>							

6. When ready, select:

**Approve Journal** to approve transfer.

or

**Cancel:** Journal becomes a read-only page and the action cannot be reversed.

**Action is recorded on the transfer.**

- If Approving Official approves, then the action is recorded as **Approved** with the name of approver, and date of approval.
- If Cancel, journal status becomes **Cancelled** page read-only.

Payee (Department receiving funds)						
* Account	* Fund	* DeptID	Program	Class	Project	
606804	70000	1153				
Description: Correct ProCard Oct. 2016 Stmt						

Payor (Department transferring funds)						
Line # 1	* Account	* Fund	* DeptID	Program	Class	Project
	660003	70000	1534			
Description:						

Buttons: Save Journal | Submit for Approval | **Cancel** | **Approve Journal** | Print Journal

Main Menu | Profile | Preferences | Search | Setup Data ▼ | Exit

## Interdepartmental Expense Transfer

Header	
* Denotes a required field	
WI Number	WI00012349
Status	Approved (Approved by Josee Larochelle on 3/30/2017)
Date	03/30/2017
Requestor	Ana Harris
Description	Trf ProCard Exp. Oct. 2016

# General FTS Features

## a. Update User's Contact

Users can update their contact information for FTS notifications in the **Change User Page** within **Profile**. **Important:** Do not use FTS Profile to update your contact information with Human Resources.

### 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 to send FTS email notifications.*

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

**Message “Your personal data was successfully changed” displays.**

4. Click **OK**.

**Campus Contact Information is changed.**

San José State University Financial Transaction Service

Main Menu Profile Preferences Security Setup Data

Change User Page

Campus Contact Information

Phone Number: 4-1538

E-mail Address: amy.chan@sjsu.edu

Submit

San José State Univ

fts.sjsu.edu says:  
Your personal data was successfully changed.

OK

Main Menu Profile Preferences Security Setup Data

Change User Page

Campus Contact Information

Phone Number: 4-1537

E-mail Address: amy.chan@sjsu.edu

Submit

## b. Make Drop Down Menu (Preference List) Display for Chartfields as a Default

The drop down menu for the chartfield are hidden, but they can be unhidden by default.

To have Chartfield drop down menu fields show by default:

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

Change is completed.

Chartfield drop down menu displays by default.

San José State University Financial Transaction Services

Main Menu Profile Preferences Security Setup Data Exit

**Change User Page**

**Campus Contact Information**

Phone Number: 4-1538  
E-mail Address: amy.chan@sjsu.edu

Submit

Would you like your chartfield preferences to show by default?  
 Yes  No

**FROM**

* Account	* Fund	* DeptID	Program	Class	Project	* Amount
						0.00

Description:

**TO**

Line # 1	* Account	* Fund	* DeptID	Program	Class	Project	* Amount
							0.00

Description:

Save Journal Print Journal

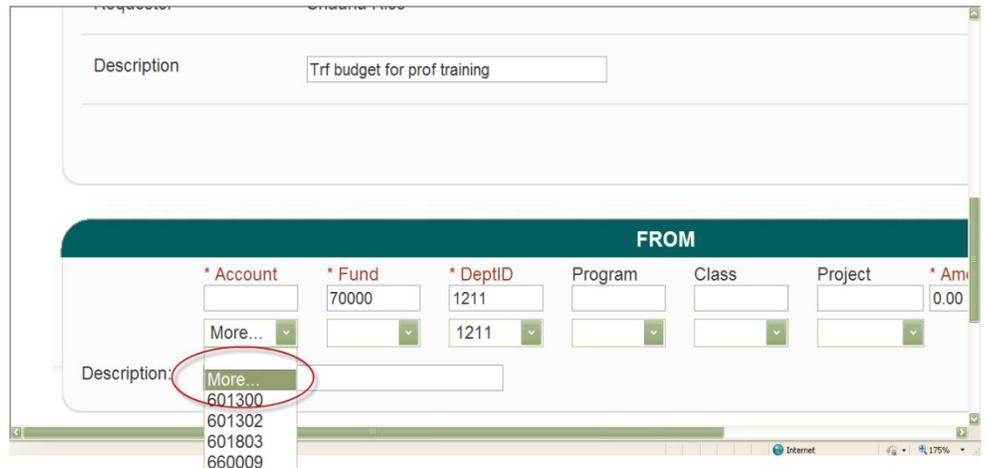
### c. Add Values to Preference List (Drop Down Menu)

All fields that have a drop down menu pull data from tables in FTS. Users can select values to be used once or it can be added to the preference list and remain in drop down menu for future use.

#### To select value for a field.

*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.*

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

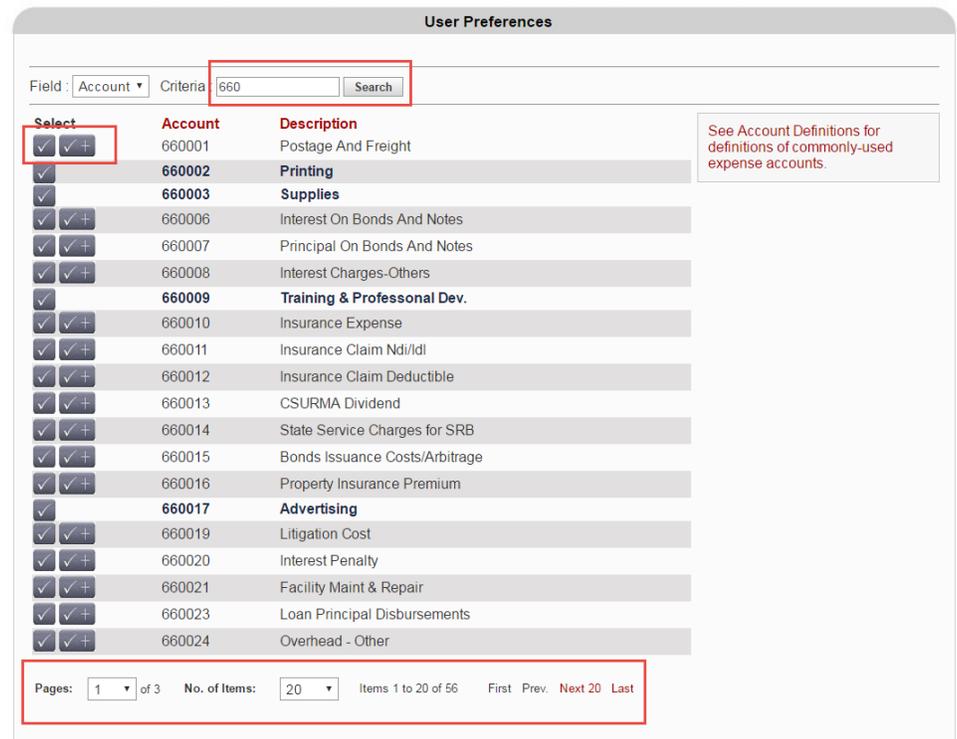


#### The User Preferences window displays.

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 rows of results display, but at bottom of page, you can:

- expand the number of results to display by selecting from **No. of Items**.
- or
- navigate directly to a specific, first, next, and last page.



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

-or-

to add selection to your preference list for future use.

If  is selected, the value will appear in the preference list when transfer is saved.

Requestor: Barbara J. Black

Description:

604090  
606001  
606002  
608005  
613001  
660002  
**660003**  
660009  
660017  
660800  
660803  
660861

**Payee (Department receiving funds)**

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

Description:

### d. Search Feature

The FTS search feature is one method to find an existing transfer. Requestors and Approvers will only be able to view transfers for their DeptID access.

- In the **Main Menu**, click the  for the transfer journal type.
- Search for journal by entering values in one or more of the following fields:
  - 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 Requestor**
  - Status**
- Click the **Go** to begin search.

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](#)

Travel Authorization

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.**

Requisition

Direct Payment Voucher

Reimbursements

**Transfers**

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

Budget Journal

Journal ID:

CFS Journal ID:

Name:

Status:

Go

Expense Journal

Hospitality Payment

Interdepartmental Expense Transfer

## Results display.

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



Main Menu	Profile	Preferences	Exit
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Journal ID	CFS Journal ID	Entered By
<a href="#">WB00013778</a>	0000953169	Gloria Ji
<a href="#">WB00013777</a>	0000952335	Sophia S
<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

4. Click on a column header name to sort results in ascending or descending order.



Main Menu	Profile	Preferences	Security	Setup Data	Exit
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Journal ID	CFS Journal ID	Entered By	Entered Date	Status
<a href="#">WI00012347</a>	0001036962	Tracy Vuong	03/23/2017	Distributed
<a href="#">WI00012346</a>	0001036962	Simrat Dhadli	03/23/2017	Distributed
<a href="#">WI00012345</a>	0001033099	Tracy Vuong	03/15/2017	Distributed
<a href="#">WI00012344</a>	0001033099	Tracy Vuong	03/15/2017	Distributed
<a href="#">WI00012343</a>	0001028139	Vannu Nguyen	03/06/2017	Distributed
<a href="#">WI00012342</a>	0001022818	Lawrence Young	02/23/2017	Distributed
<a href="#">WI00012340</a>	0001017471	Patricia Rodriguez	02/13/2017	Distributed
<a href="#">WI00012339</a>	0001016927	Jean Trinh	02/10/2017	Distributed
<a href="#">WI00012338</a>	0001017471	Kim Le	02/13/2017	Distributed
<a href="#">WI00012337</a>	0001016126	Sonia Lieu	02/09/2017	Distributed
<a href="#">WI00012335</a>	0001007063	Tracy Vuong	01/27/2017	Distributed

## 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))

## References

[CSU Records Retention and Disposition Schedules](http://www.calstate.edu/recordsretention/) (<http://www.calstate.edu/recordsretention/>).

[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.

## Resources

### [Finance Open Lab Schedule](#)

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](#)

Subscribe to get updates pertaining to finance system upgrades and process changes from the Finance Service Group. (<http://blogs.sjsu.edu/financeconnect/>)

## Contact

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 408-924-1558 or visit the Finance website at [www.sjsu.edu/finance](http://www.sjsu.edu/finance).