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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 Requisiton 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.

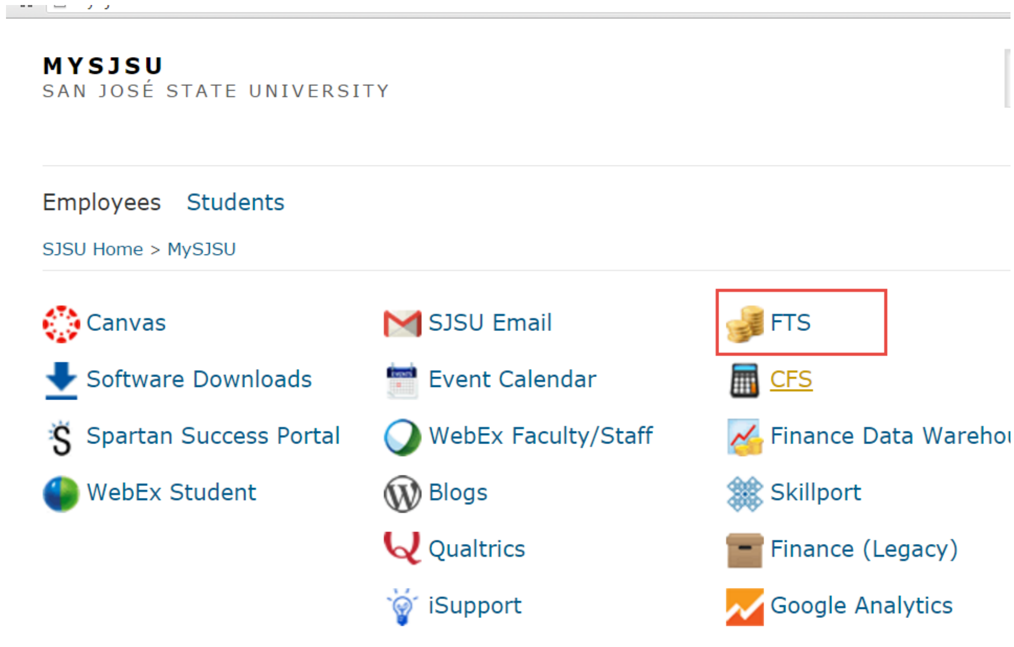
Accounting Services

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 / phone 4-1530.

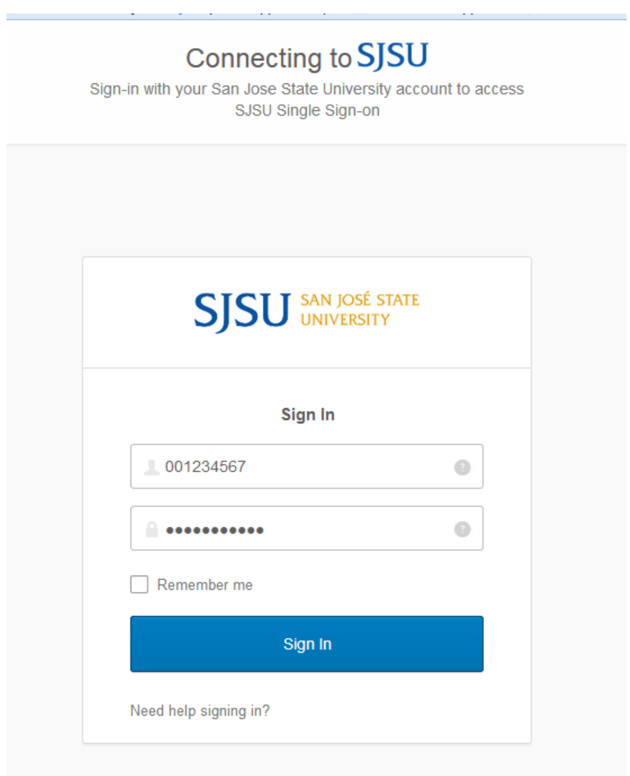
1. Go to MySJSU website at http://my.sjsu.edu/ .
2. Click the FTS hyperlink.



The SJSU login page displays.

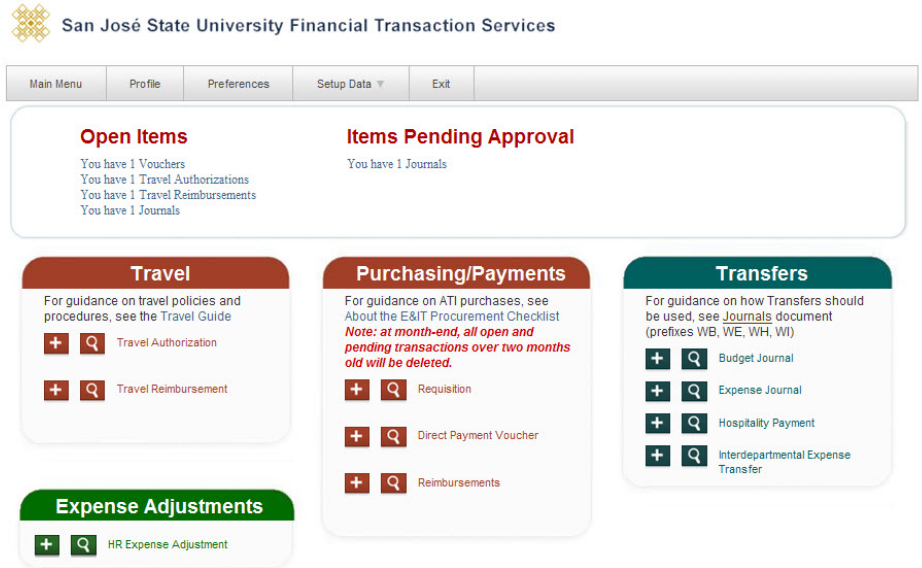
Using your SJSUOne account:

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:
  - o **Travel**
  - o **Purchasing/ Payments**
  - o **Transfers**
  - o **HR Expense Adjustments**



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.

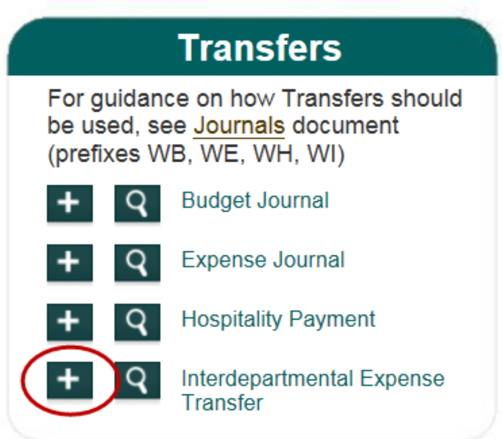
There are some restrictions to note when entering an Interdepartmental Expense Transfer:

- Only expense Account codes can be used (6xxxxx), 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.

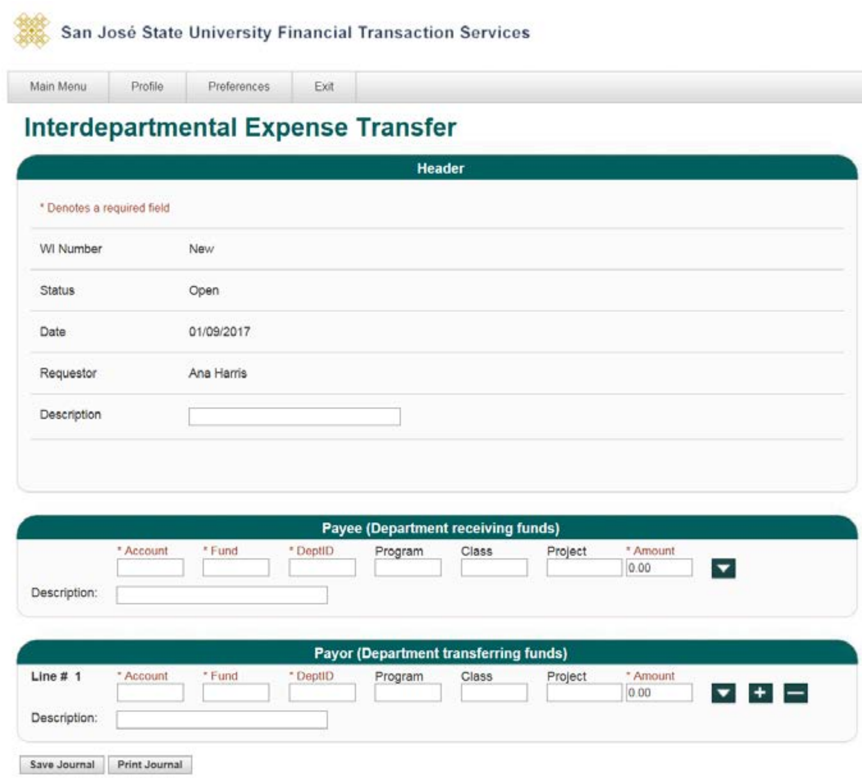


The Interdepartmental Expense Journal page displays.

The Interdepartmental Expense Journal page has three sections:

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

Note: Fields preceded by an asterisk indicate required fields.



Header Section

The following fields are populated by FTS:

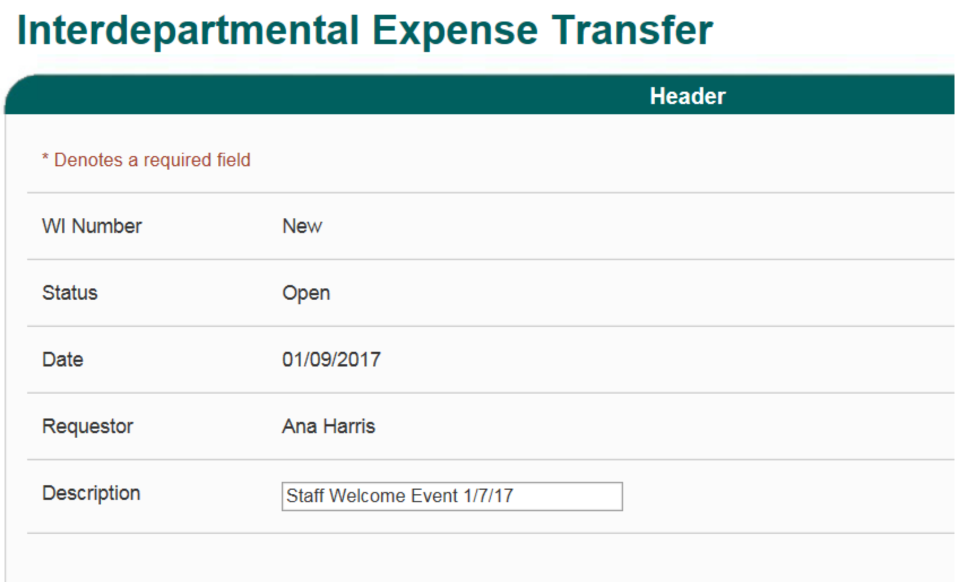
- WI Number: Begins with **New.** A number with the WI prefix will be assigned by FTS when transfer request is saved.

- **Status:** Starts with **Open** and status will change during the transfer process to:
    - o **Pending Approval**
    - o **Approved**
    - o **Distributed**
    - o **Cancelled** (by the Requestor or Approving Offical)

- **Date:** The date transfer is created.

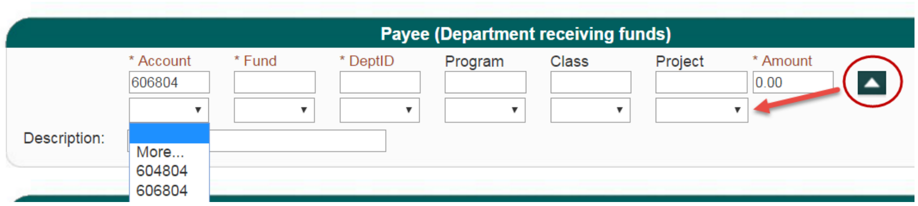
- **Requestor:** Name of user who created the transfer.

2. **Description:** Enter the purpose for the transfer. (Maximum 30 character in field.)



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.

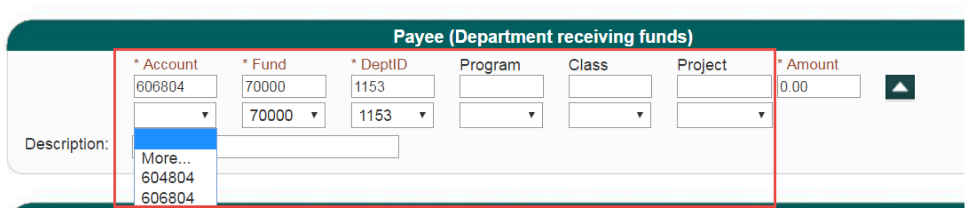
4. Type in or select values from the preference list (drop down menu) for required chartfield codes:

   - **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**

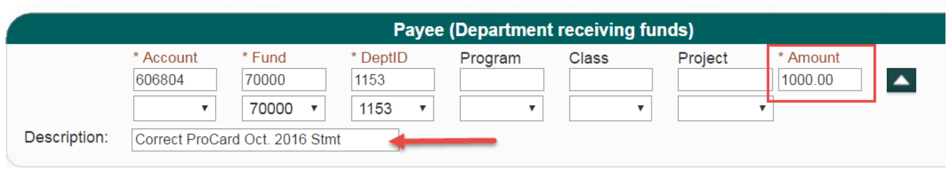
   *Note: If chartfield value is not in your preference list (drop down menu), then search for and add it to the list by going to **More** in field. Refer to [Add Chartfield Value to Preference](#) section of this guide for instructions.*



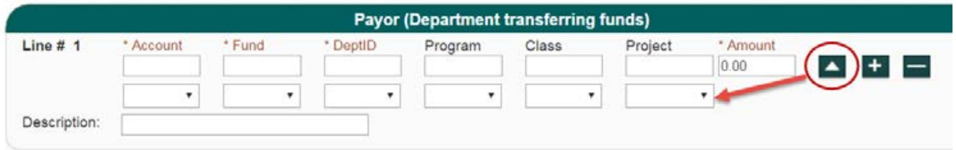
5. Enter the **Amount** you want to transfer.

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

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



Payor Section

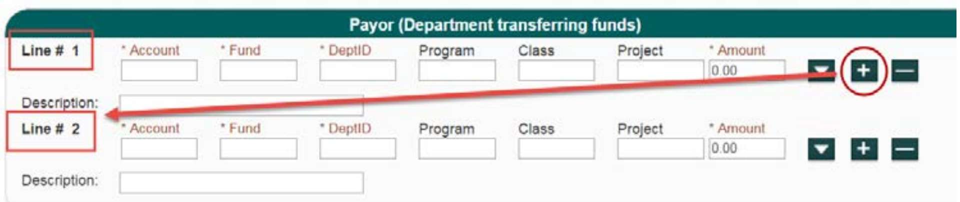


7. By default the drop down menu fields for chartfields are hidden.

   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:

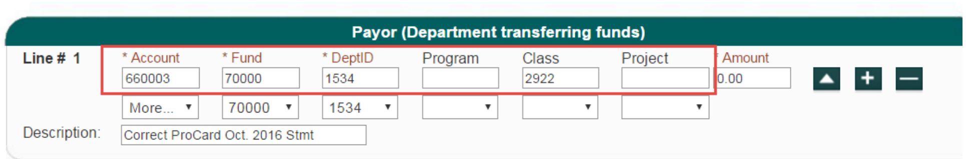
8. Click to add a new line and enter values

   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]().

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



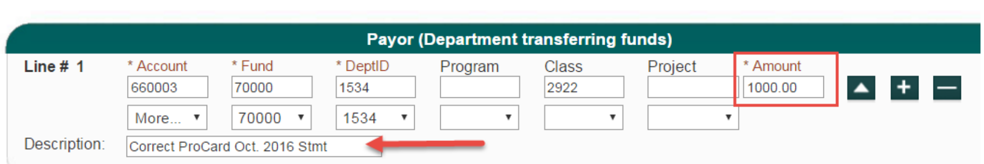
- **Account**
- **Fund**
- **DeptID:** Only DeptIDs ***within*** Requestor's access will appear for selection.

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.

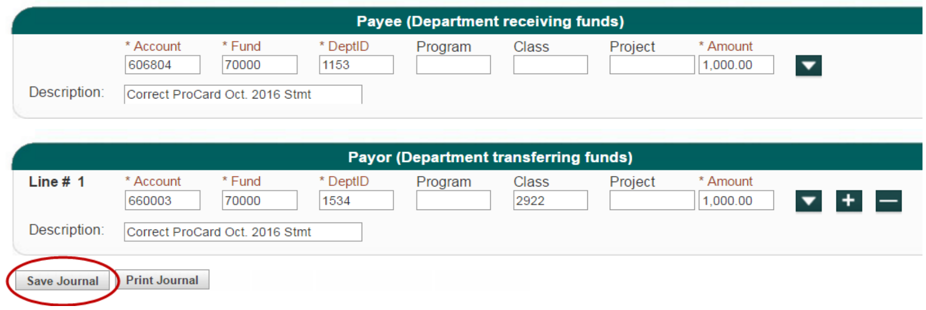


Note: For split distributions, the Payor amount in each distribution line must total to the Amount in Payee.

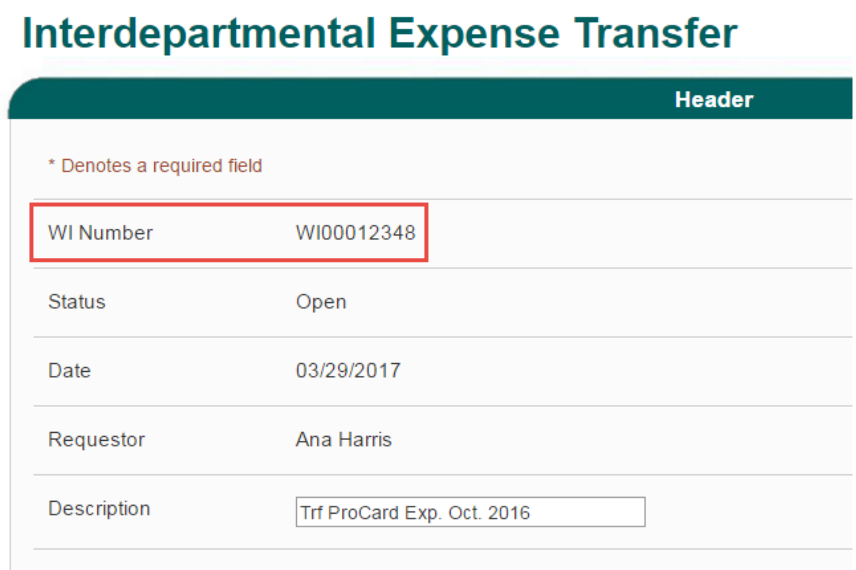
11. Enter a **Description** (Maximum 30 characters in field.)

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

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



A WI Number is assigned when journal is saved.

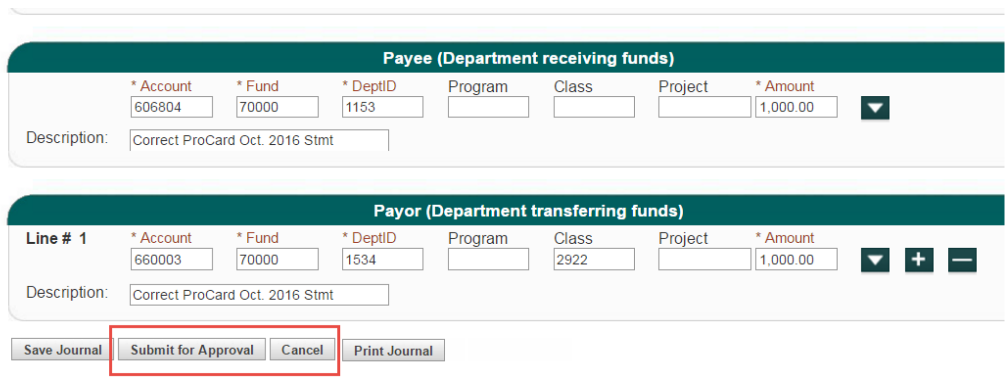


Additional buttons display at bottom of page.

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

    or

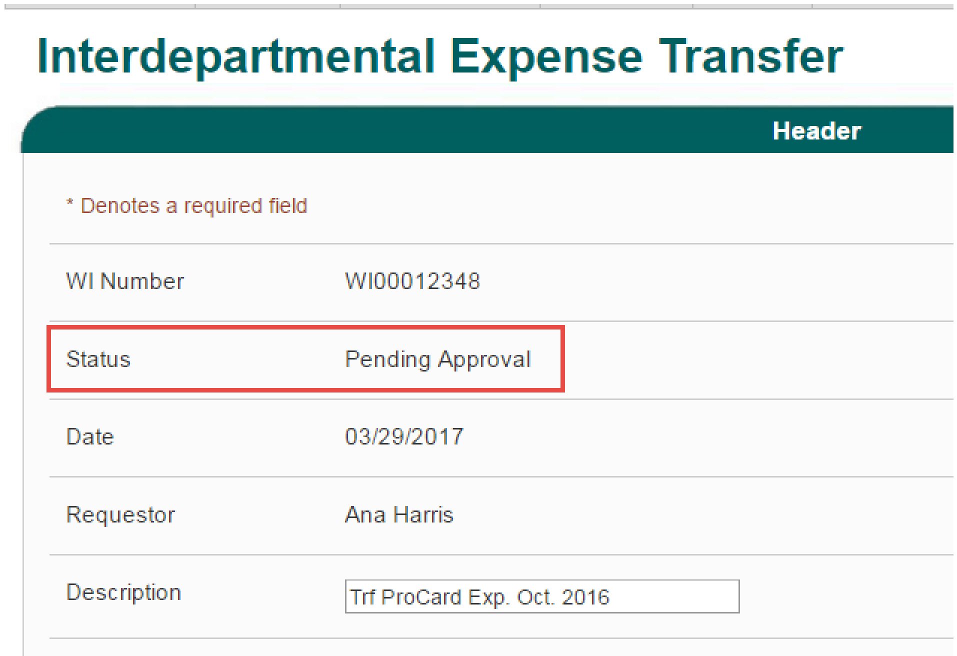
    Cancel: Journal becomes a read-only page and the action cannot be reversed.



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

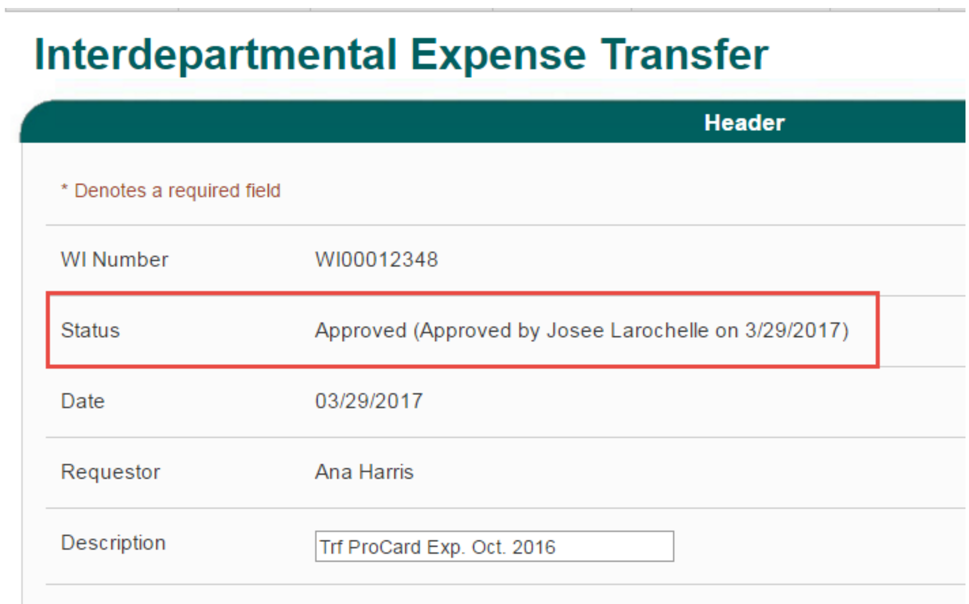
The Approving Official for the DeptID listed in the **Payor** section will receive an email to review and approve the request.

*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.*



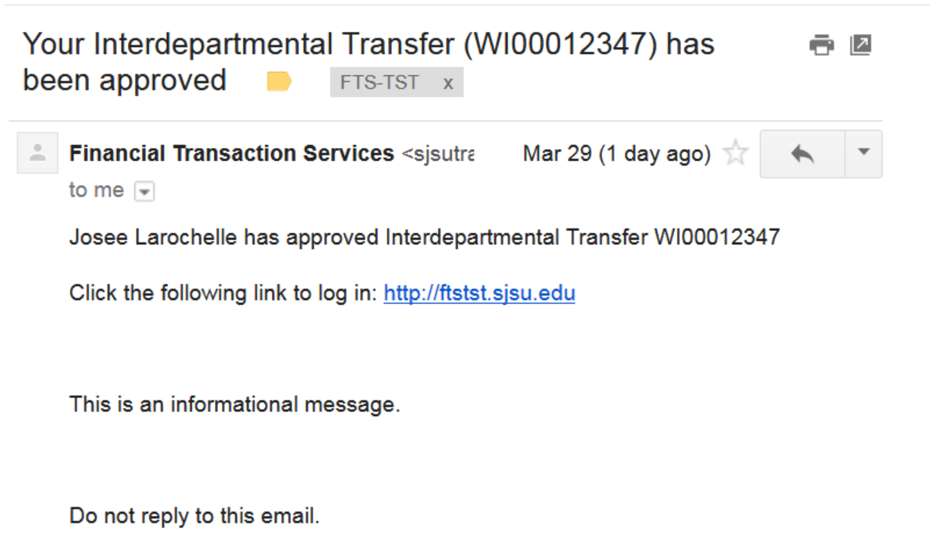
The Approving Official logs into FTS to review transfer, modify if needed, and selects an action:

- 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.



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

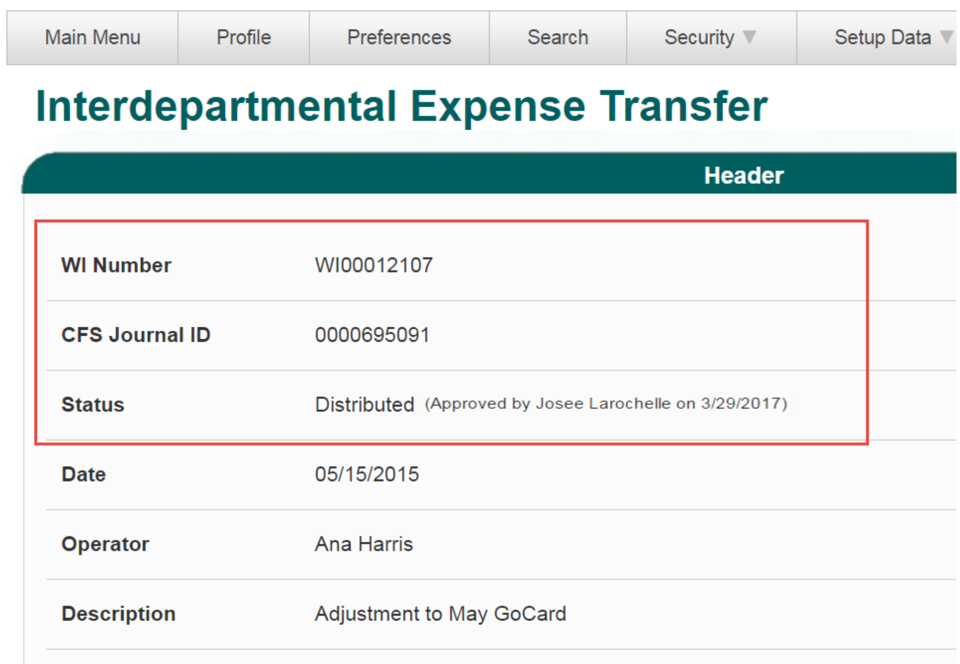
Note: No notification will be sent to Requestor if transfer was cancelled by Approving Official. The Requestor can monitor the status by searching for request in FTS. Refer to Search section for instructions.



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.

Approve a Transfer

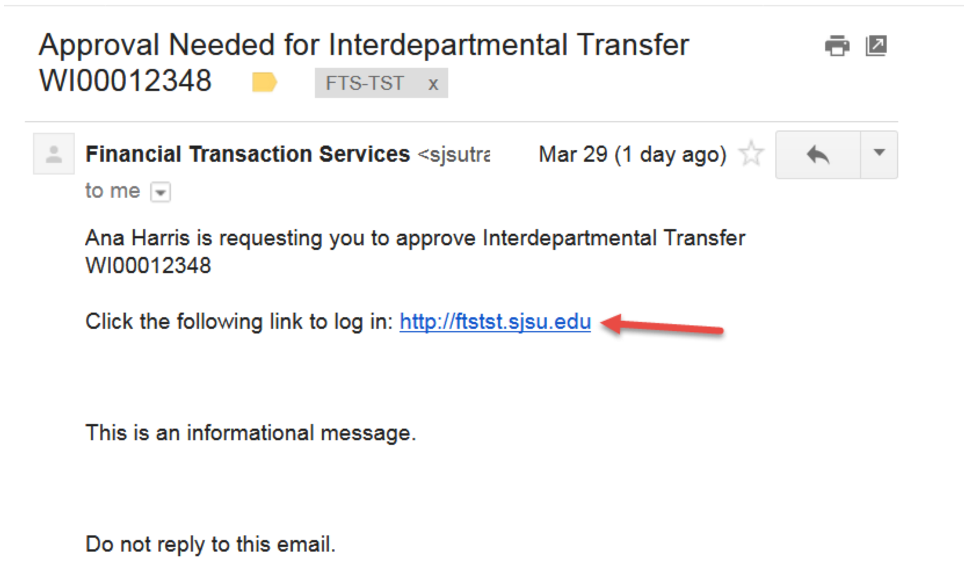
When a transfer has been submitted for approval by the Requestor, an email notification to approve is sent to all Approving Officials with access to the Payor's DeptID.

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.



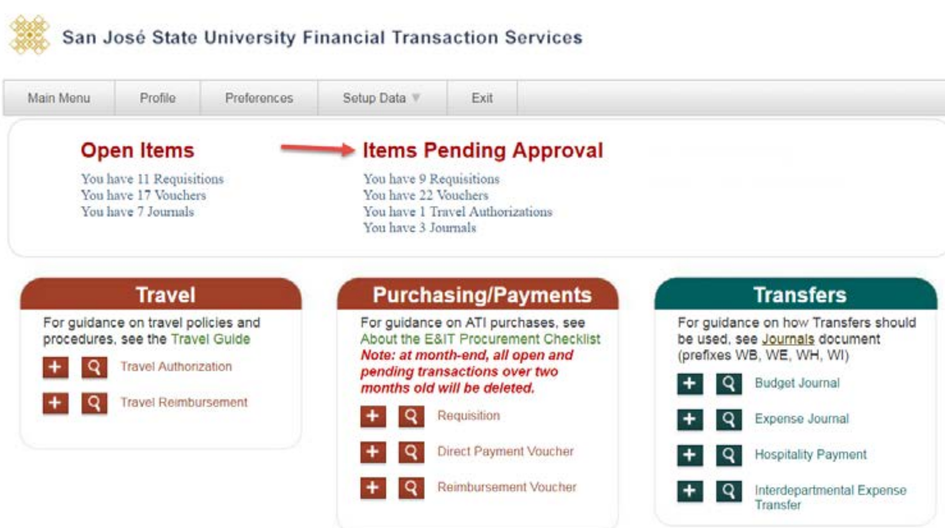
After successfully logging into FTS, the Main Menu page displays.

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.

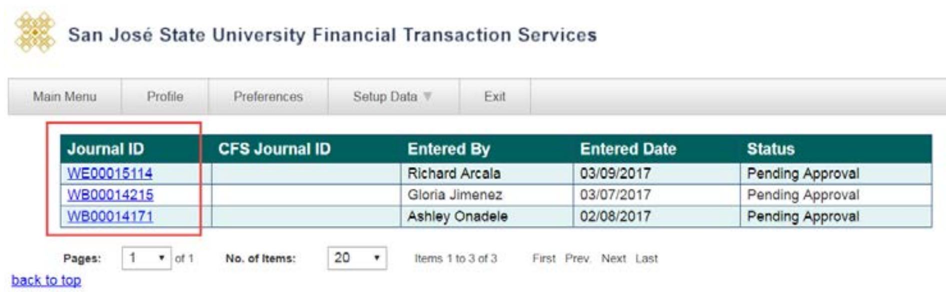
.



Results display.

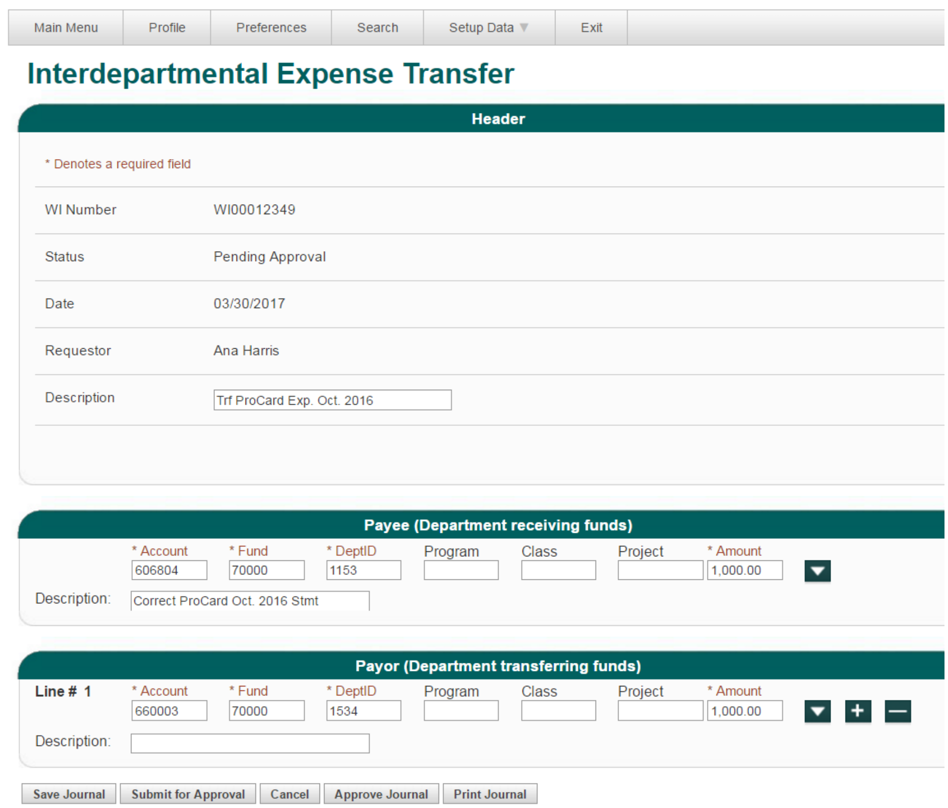
The information provided on page are:

- **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.

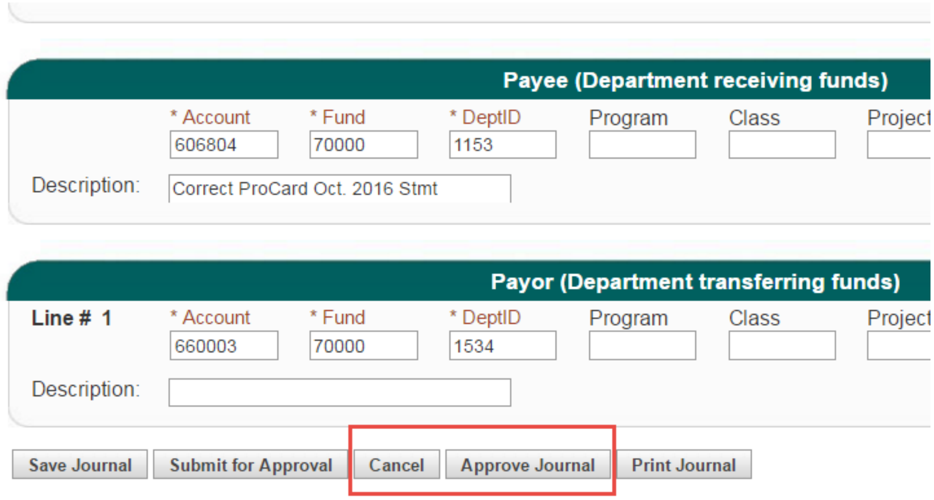


6. When ready, select:

   Approve Journal to approve transfer.

   or

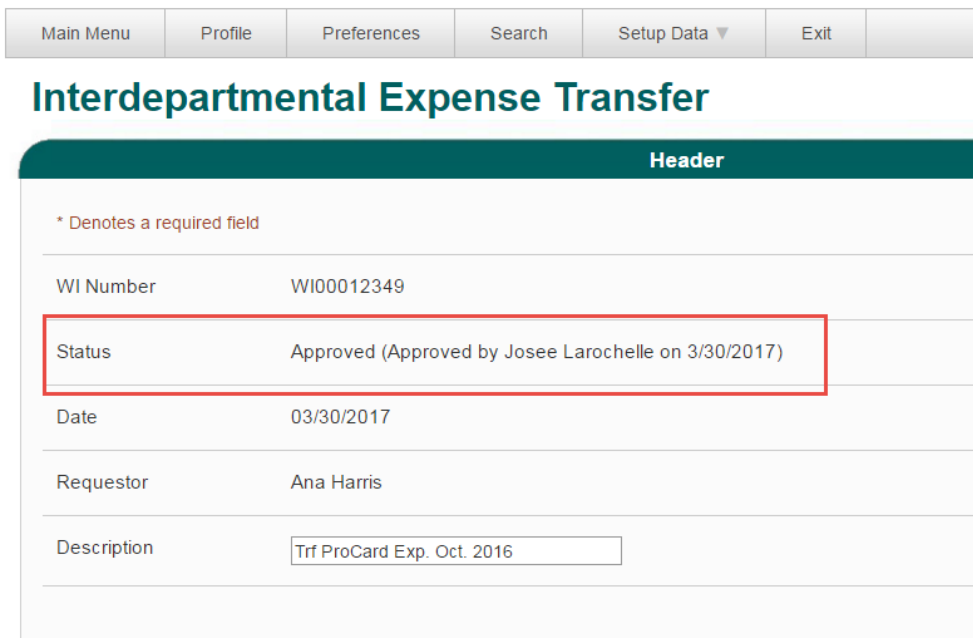
   Cancel: Journal becomes a read-only page and the action cannot be reversed.



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.



General FTS Features

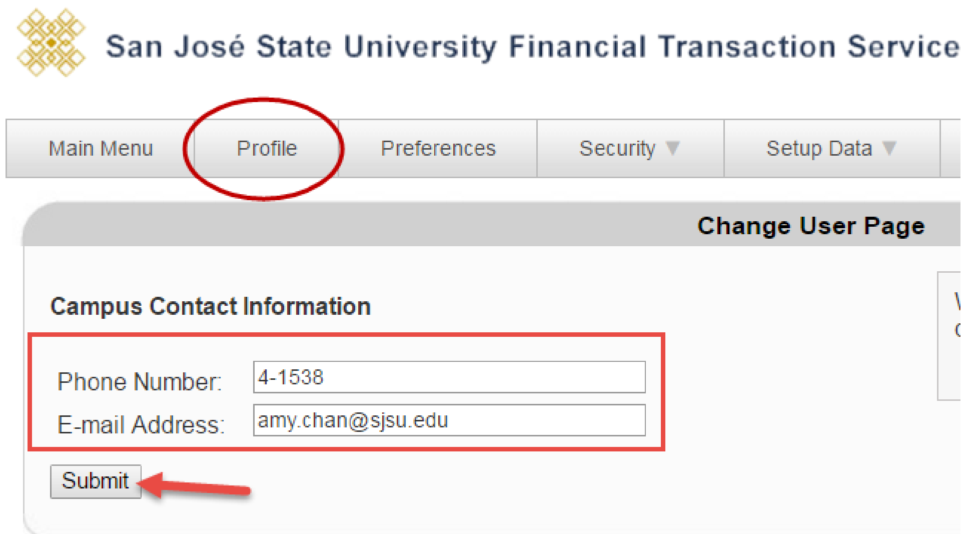
a. Update User's Contact

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**

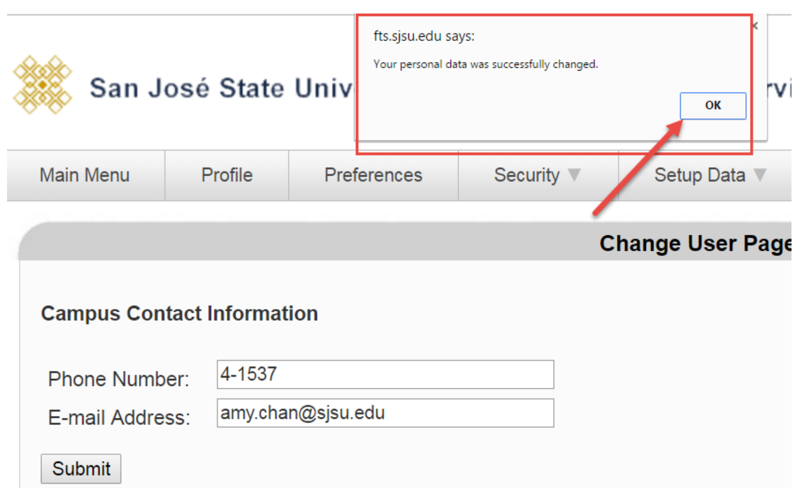
   Note: We recommend you enter your work phone and email address to send FTS email notifications.
3. Click **Submit** to save changes.



Message "Your personal data was successfully changed" displays.

4. Click **OK.**

Campus Contact Information is changed.

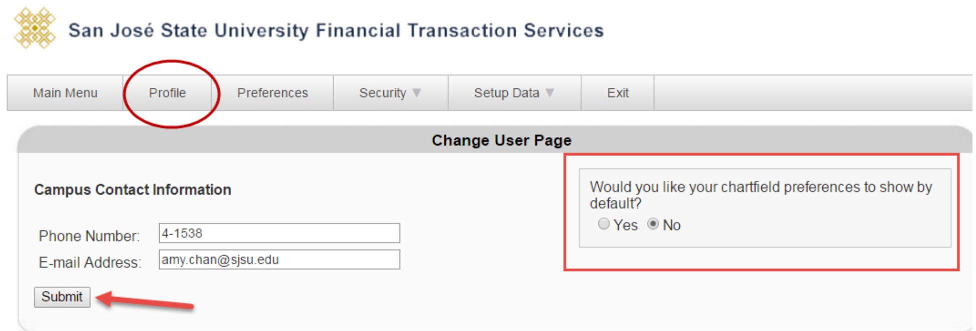


b. Make Drop Down Menu (Preference List) Display for Chartfields as a Default

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

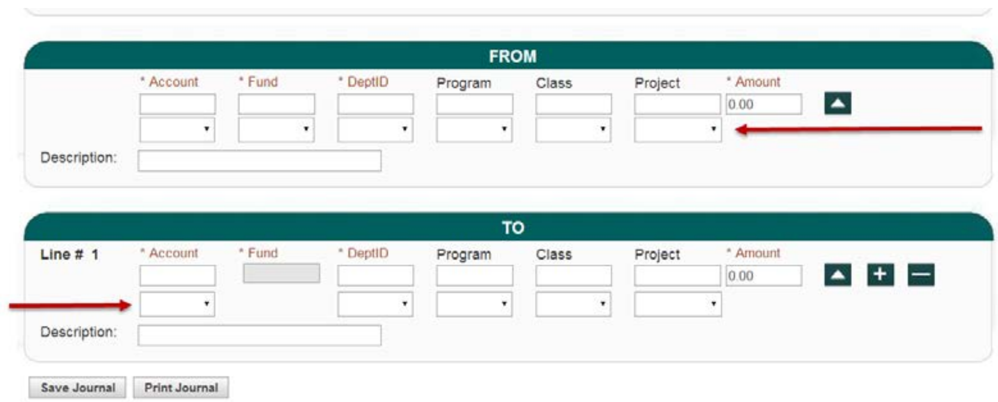
To have Chartfield drop down menu fields show by default:

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.



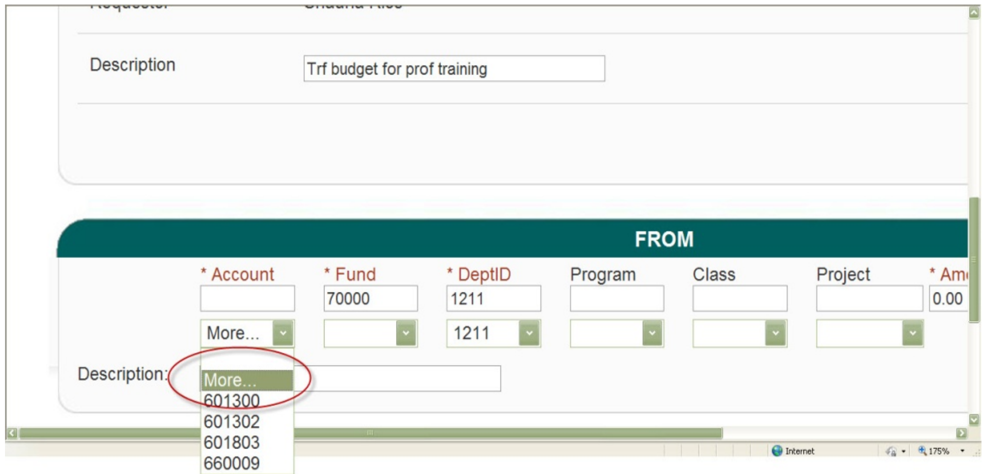
c. Add Values to Preference List (Drop Down Menu)

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.

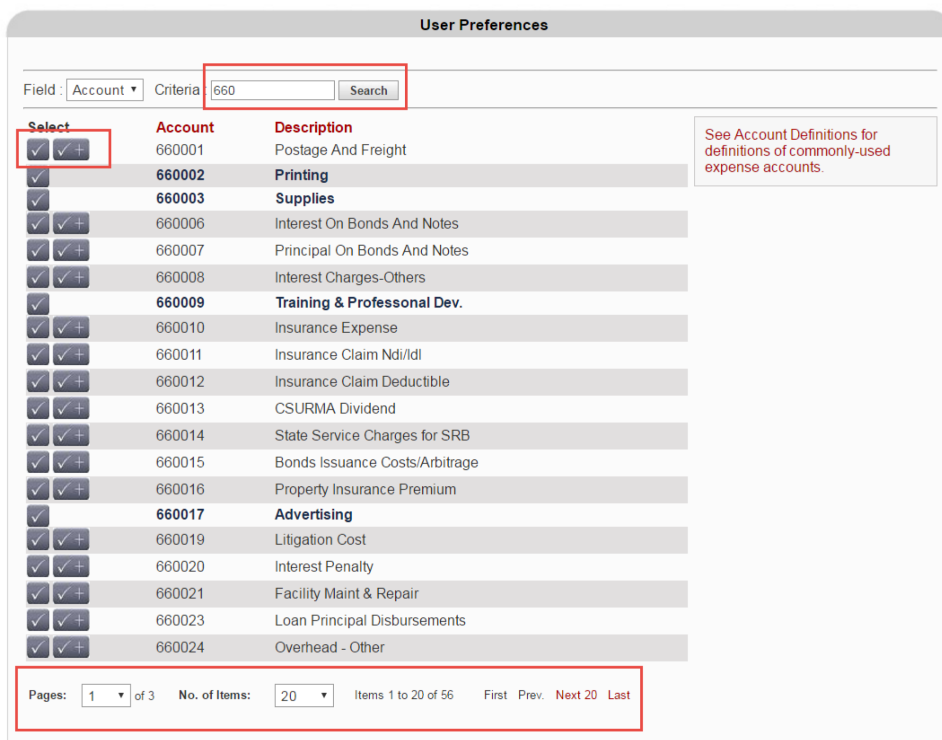
2. Enter full or part of the code (or part of it) or description in the **Criteria** box
3. Click **Search**.

   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.

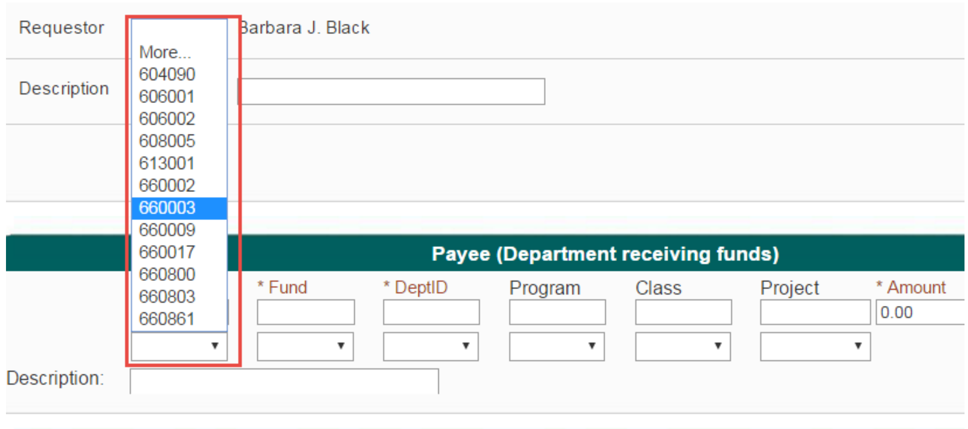


4. Next, select value in the results by clicking the  button to use selection for this transaction only

   -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.



d. Search Feature

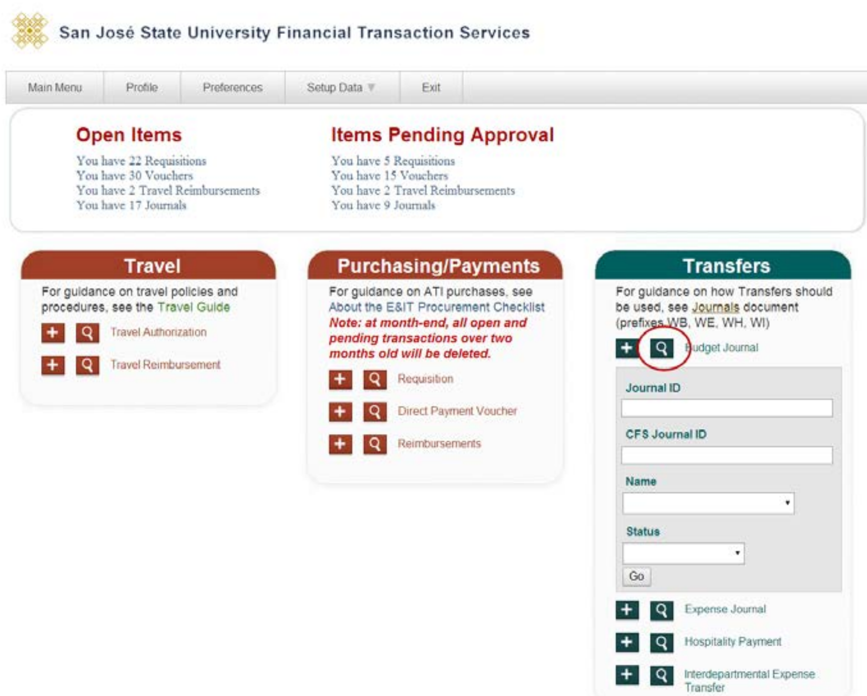
The FTS search feature is one method to find an existing transfer. Requestors and Approvers will only be able to view transfers for their DeptID access.

1. In the **Main Menu**, click the for the transfer journal type.

2. Search for journal by entering values in one or more of the following fields:

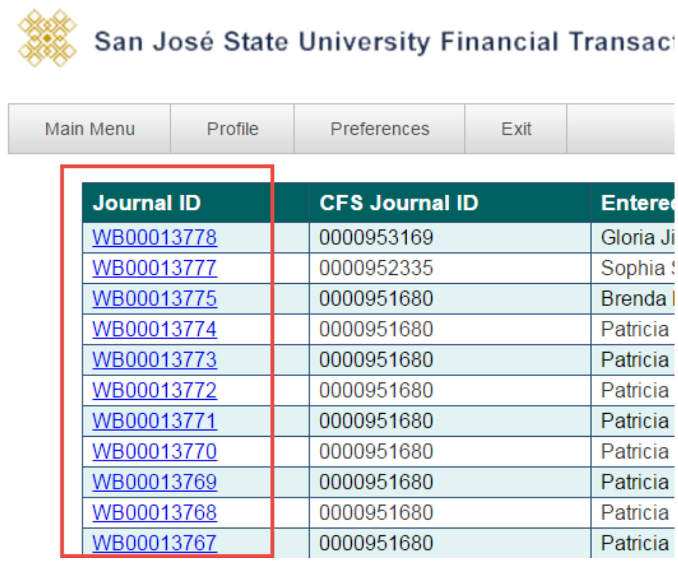
   - **Journal ID:** Number assigned when the transfer journal is saved.
   - **CFS Journal ID:** Number assigned when the approved journal has fed to the CFS system in a nightly batch process.
   - **Name of Requestor**
   - **Status**

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

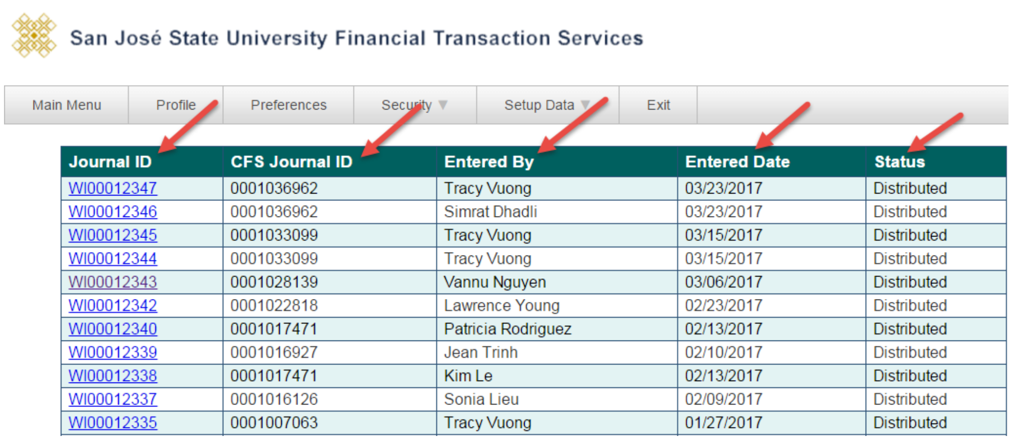


Results display.

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



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



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)

References

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

Journal Entry Upload Requests (http://www.sjsu.edu/finance/policies_guidelines/journal_upload/)

MySJSU (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, phone 408-924-1558 or visit the Finance website at www.sjsu.edu/finance.