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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 Requisiton 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 Expense Transfer Journal, a department can move an already occurred expense from one chartfield string to another. The following are a few examples of when to complete an expense transfer journal:

- Accounts Payable reimbursed an employee out of Account: 660003, Fund: 70000, DeptID: 1042 when it should have been paid out of Fund 65059.
- A ProCard expense was charged to Account: 660003, Fund: 70000, DeptID: 1533 instead of Account 660094 for same Fund and DeptID.

This guide will provide an overview of the transfer journal process and instructions on creating and submitting an Expense 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.

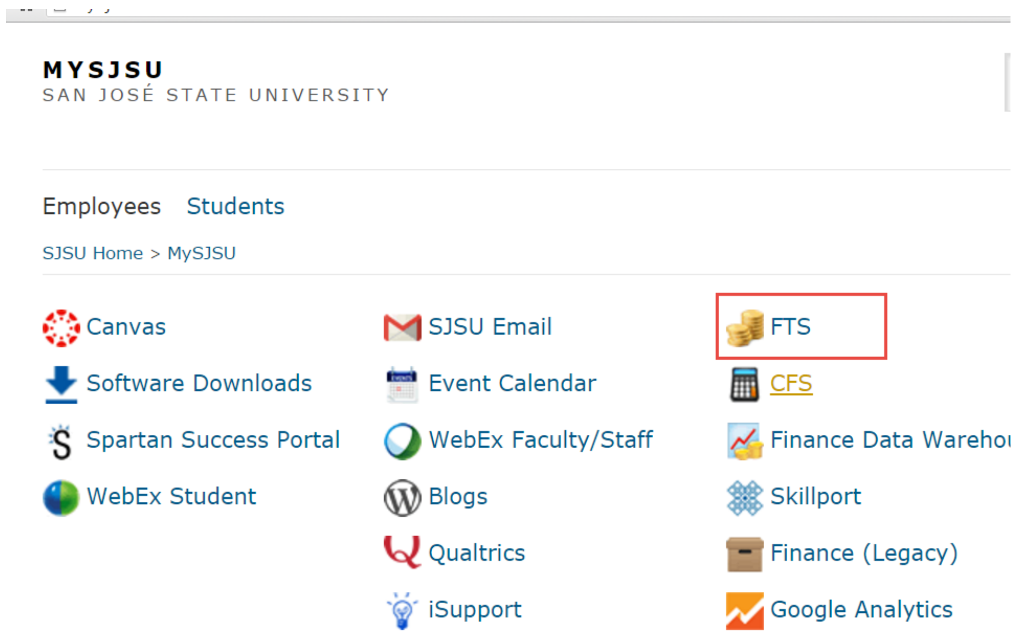
Accounting Services

There may be instances when a journal 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 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 / phone 4-1530.

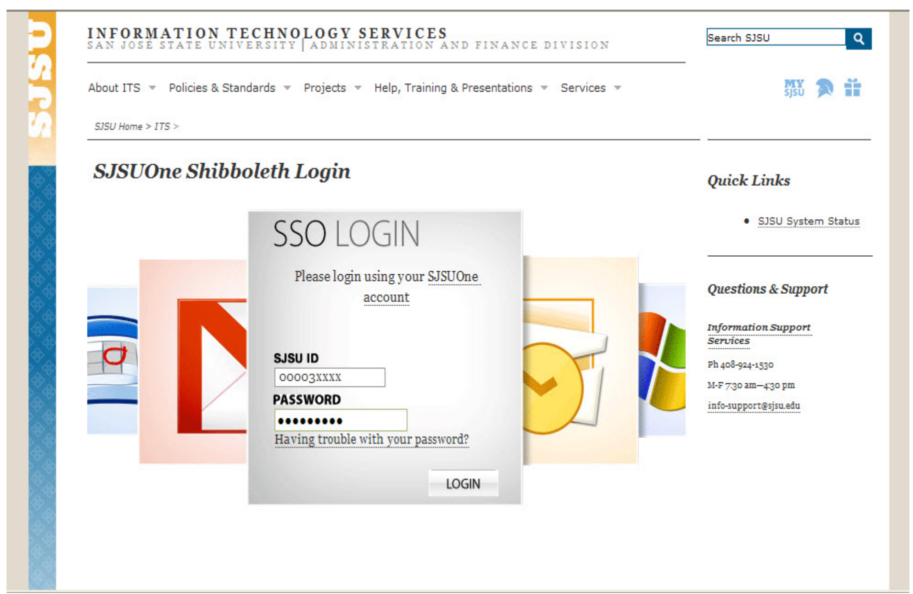
1. Go to MySJSU website at http://my.sjsu.edu/ .
2. Click the FTS hyperlink.



The FTS login page displays.

Using your SJSUOne account:

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



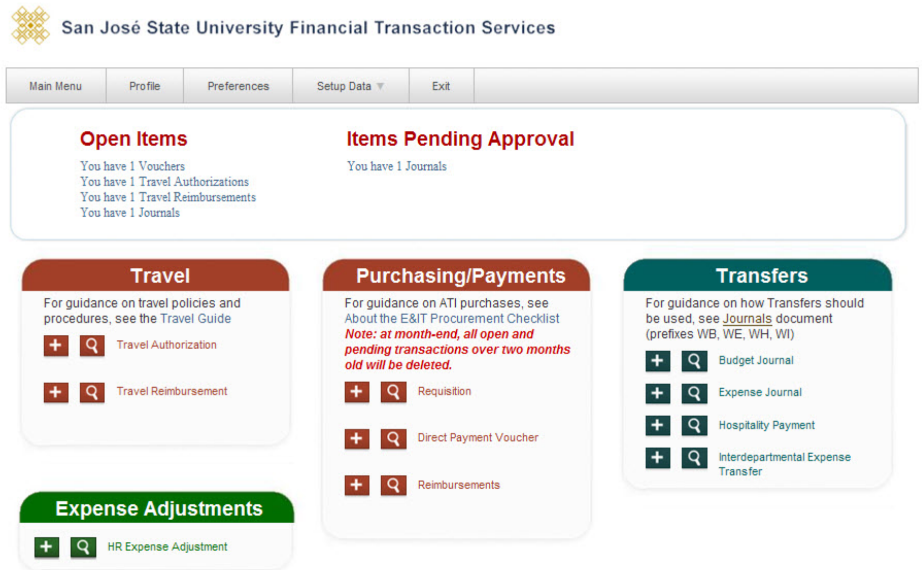
The Main Menu displays.

- **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:

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



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

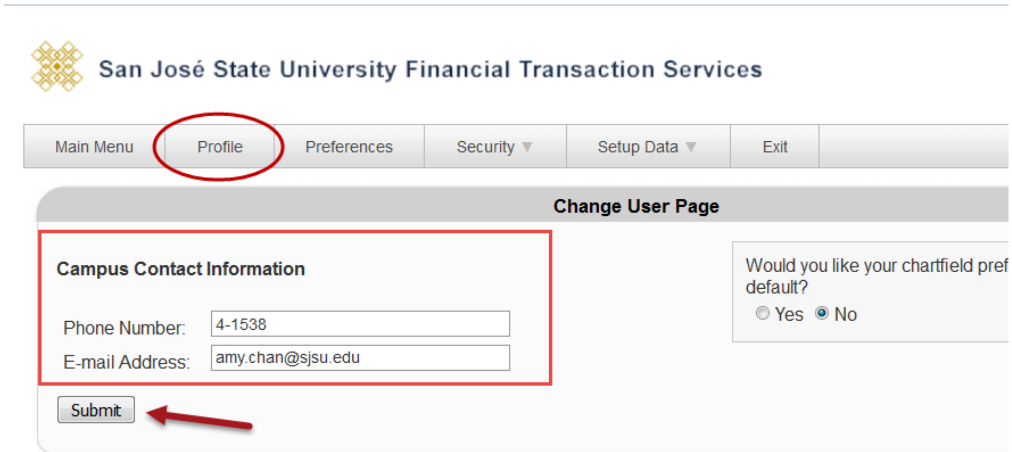
1. From the Main Menu page, click the **Profile** tab to get to **Change User Page**.

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.

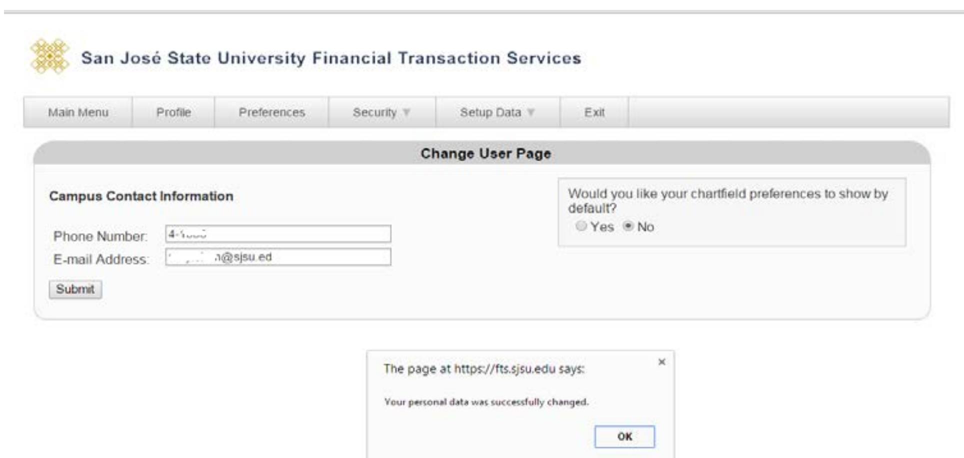
3. Click **Submit** to save changes.



Message "Your personal data was successfully changed" displays.

4. Click **OK.**

Campus Contact Information has been changed.

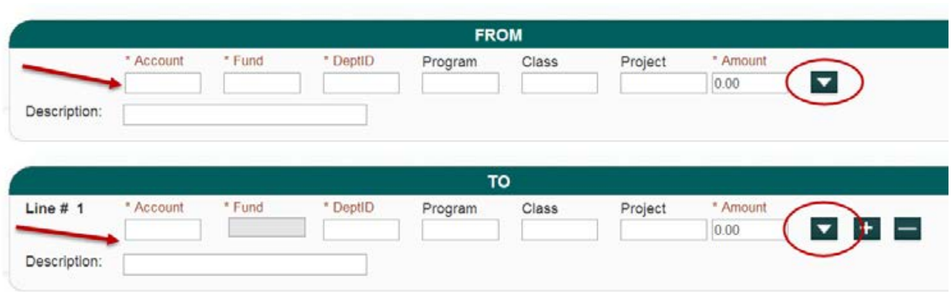


Set-up Drop Down Menu (Preference List) for Chartfields as a Default

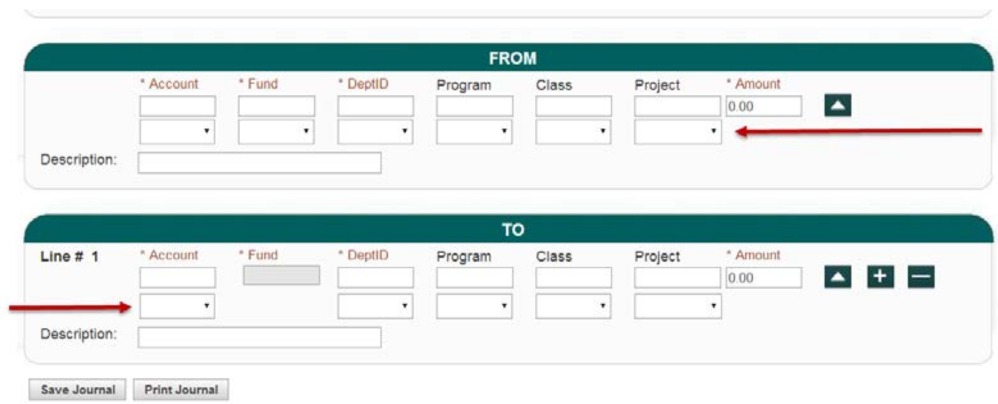
By default the drop down menu for each chartfield field is hidden, but can be displayed. Users can change the default to have the drop down menu display beneath the Chartfield fields.

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.



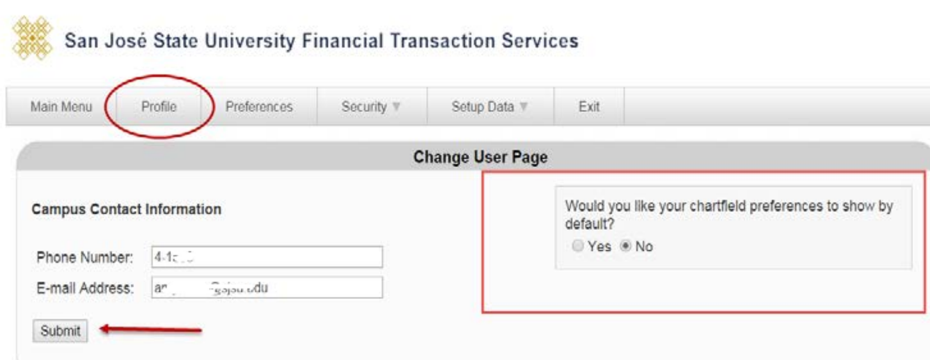
To have Chartfield drop down menu fields show by default:

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.



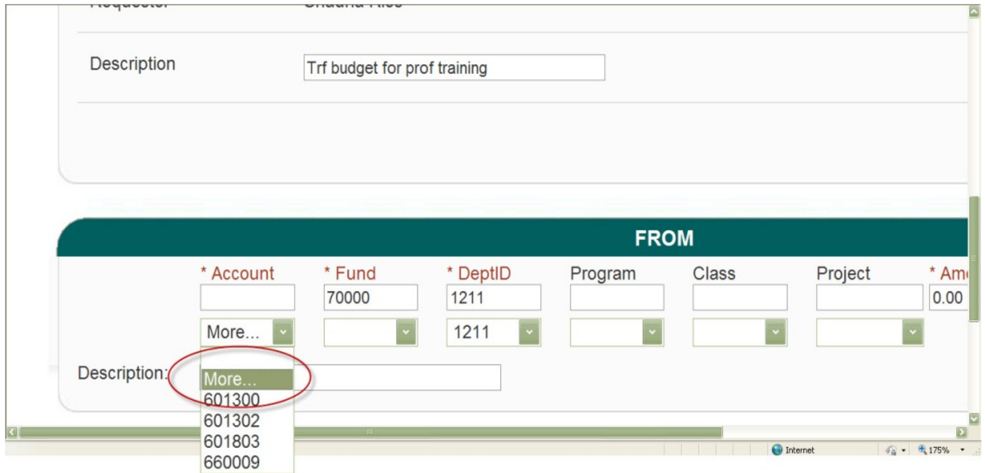
Add Chartfield Value to User Preference (Drop Down Menu)

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

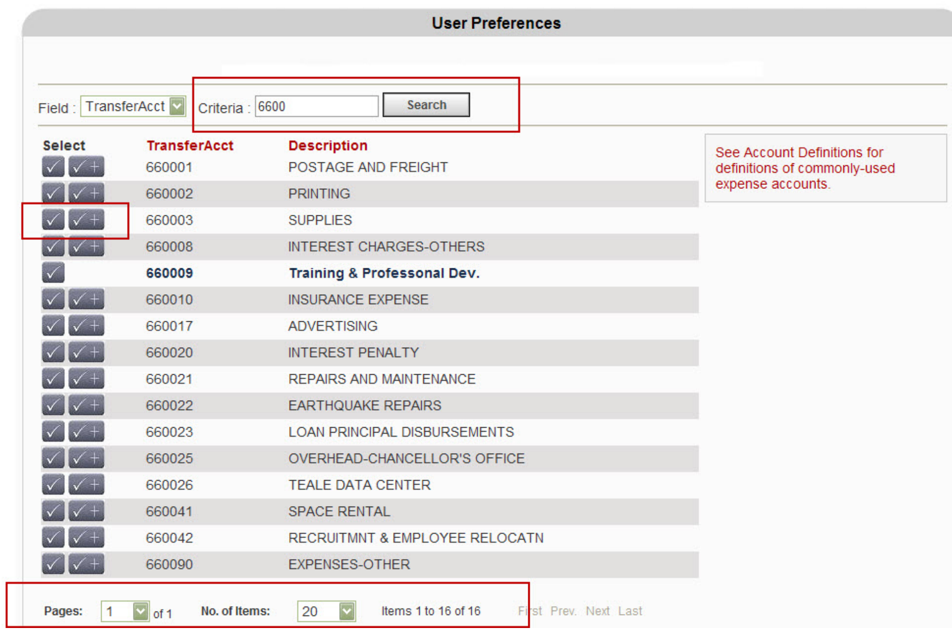
3. Click **Search**.

   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-

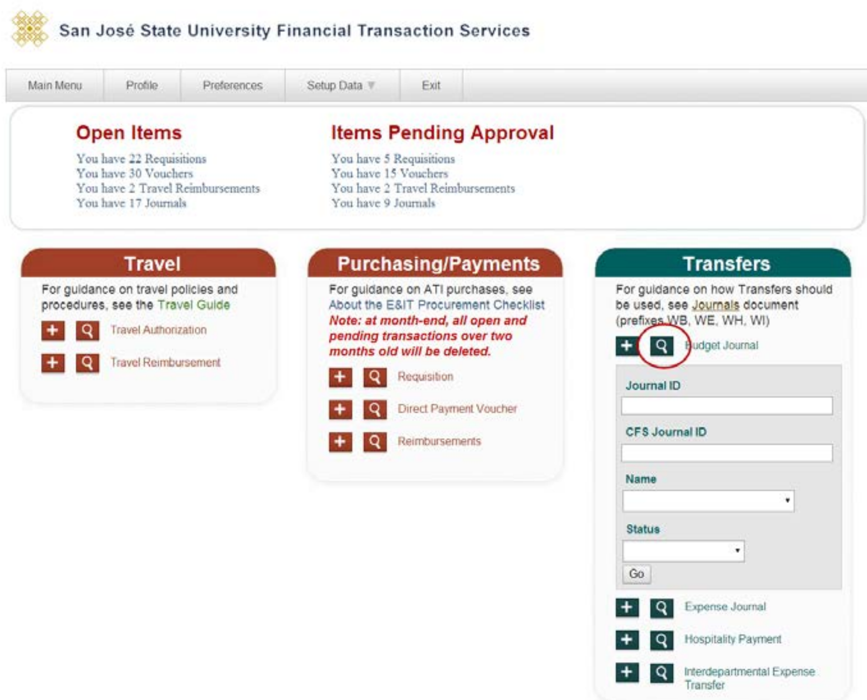
   to add selection to your preference list.



Search Feature

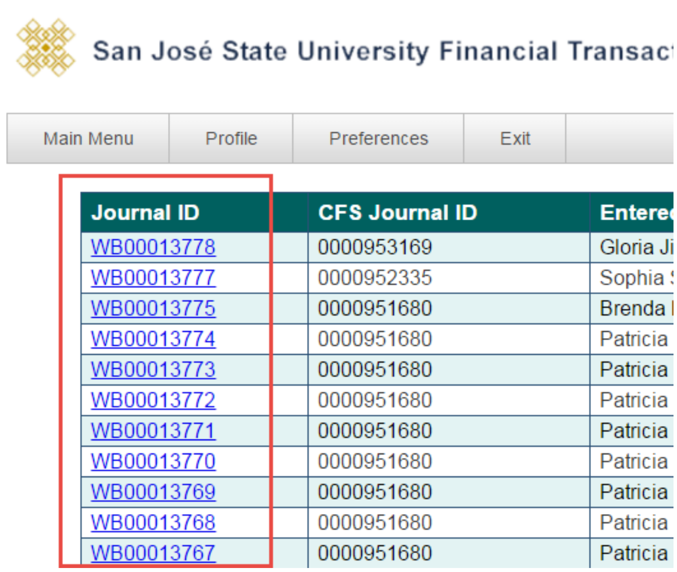
The FTS search feature is one method to finding an existing transfer journal. Whether you are the Requester or Approver, only journals within your DeptID access will be viewable to you.

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 Requester**
   - **Status**
3. Click the **Go** to begin search.



Results display.

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



Create an Expense Transfer Journal

A requester can transfer expense between chartfield strings within their DeptID access. This type of transfer is performed to adjust an expense that is in the process of being or has already been posted.

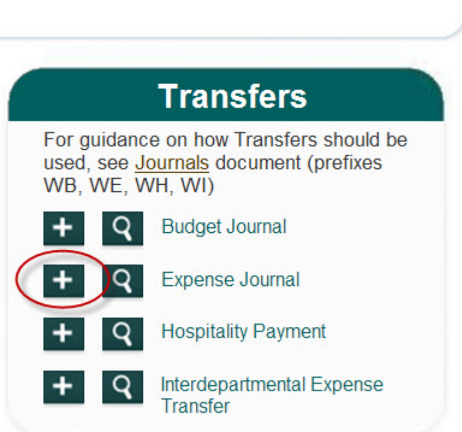
There are some restrictions to note when entering an Expense Transfer:

- Transfer can be between different Funds.
- Only expense Account codes can be used (6xxxxx).
- Cannot use Salary (601xxx or 602xxx) or Benefits (603xxx) Account codes; instead, enter an HR Expense Adjustment in FTS for a one-time correction of a payroll warrant.
- DeptID selection for the credit side (**From**) and debit side (**To**) is limited to the requester's access.

For users who monitor their department finances using Finance Data Warehouse, the transfer journal will be reflected in the Actuals column of the report 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 next to **Expense Journal**.

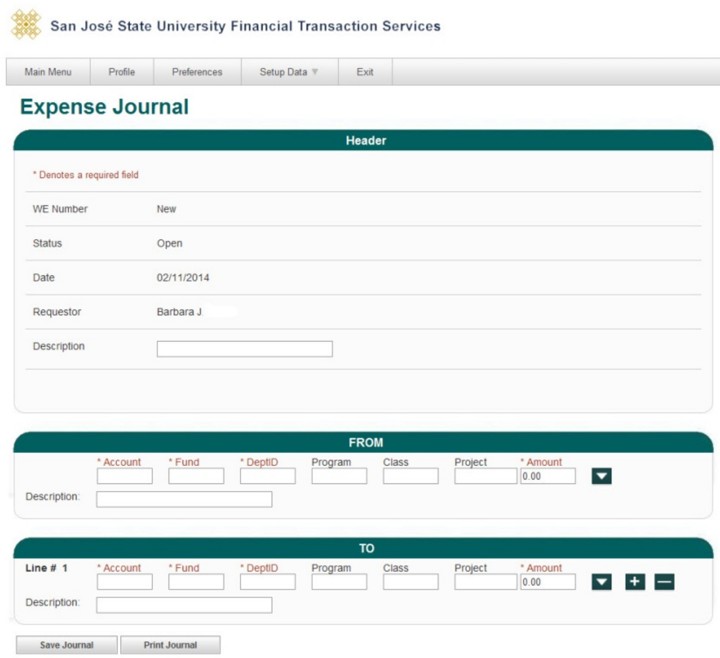


The Expense Journal page displays.

The Expense Journal page has three sections:

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

Note: Fields preceded by an asterisk indicate required fields.

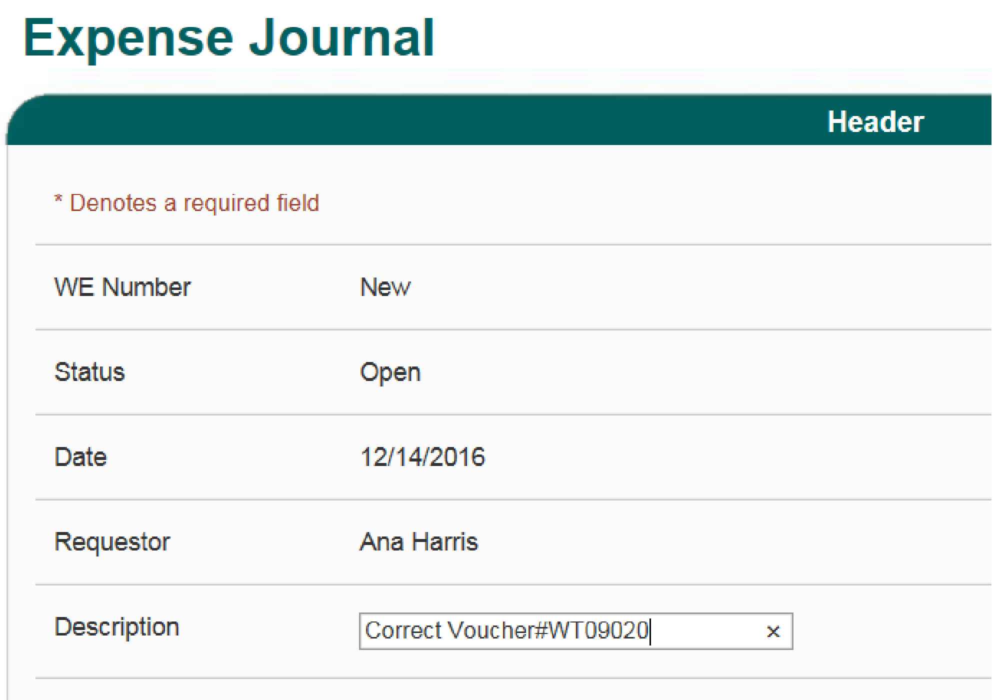


Header Section

- The **WE Number** shows New. A number will be assigned by FTS when journal is saved.

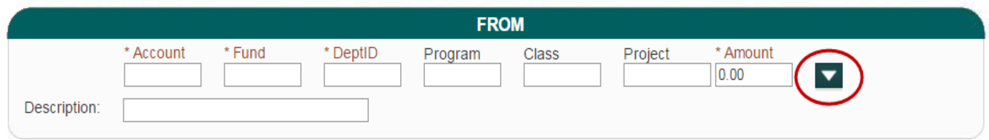
- **Status** shows **Open** and it will change during the journal process.

2. Enter details of the transfer in the **Description** field. (Maximum 30 character in field.)



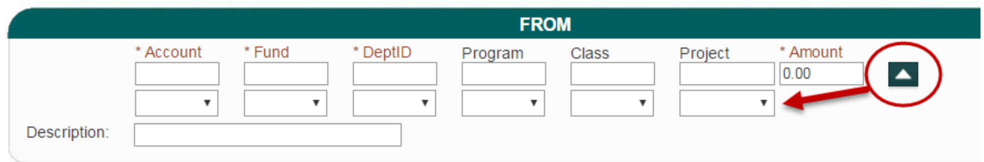
FROM Section

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



3. Use the button to display the drop down arrow boxes (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.

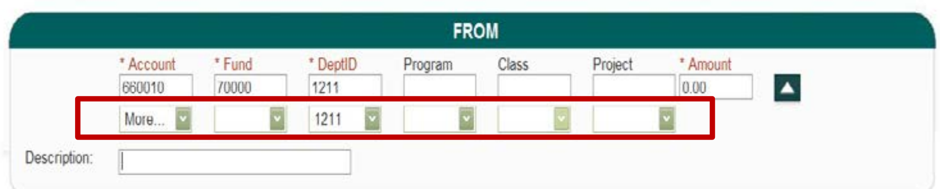


4. Select from the preference list required chartfield codes:

   - **Account**
   - **Fund**
   - **DeptID:** Only DeptIDs within your access will appear for selection.

   and if applicable, select the optional codes:

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

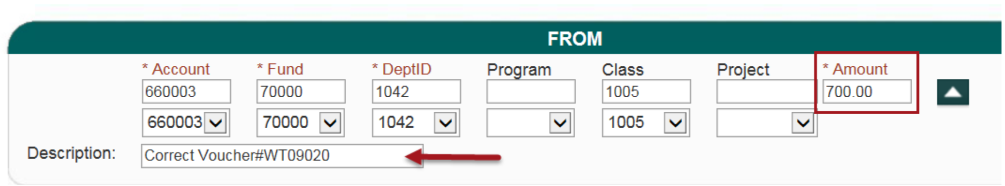


*Note: If chartfield value is not in your preference list, you can search for and add it to the list by going to **More** in field. Refer to [Add Chartfield Value to Preference]() section.*

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

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

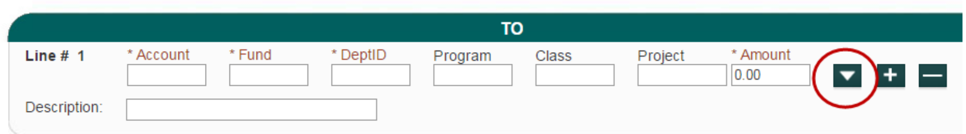
   *Note: Information entered in this **Description** field will appear in Finance Data Warehouse report.*

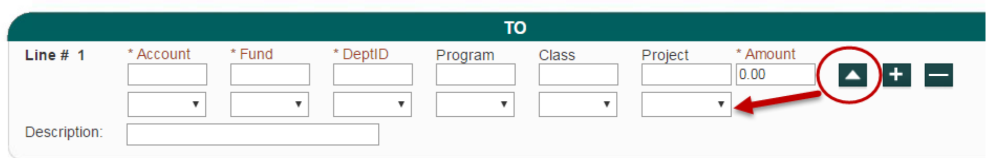


TO section

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

7. Use arrow to display the drop down arrow boxes **(preference list)** or to hide them.

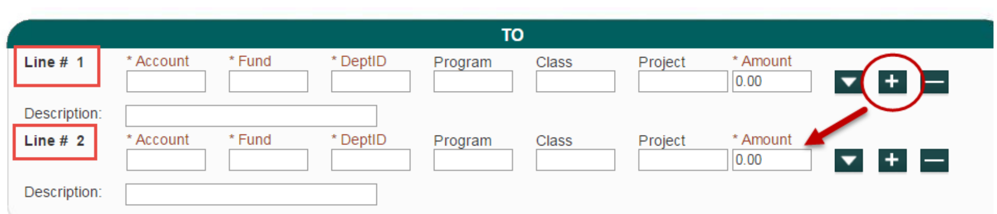




8. If there is one or more chartfields sharing the expense, then click to add a new line and enter values

   or

   to delete a distribution line, click .

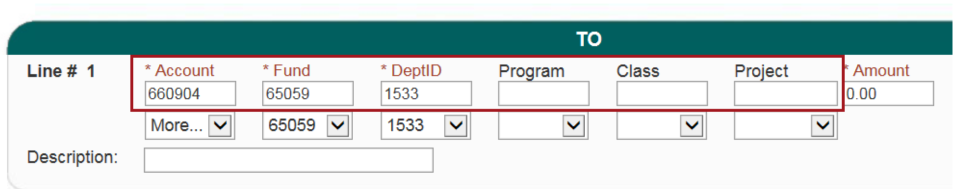


9. Select from the preference list required chartfield codes:

    - **Account**
    - **Fund**
    - **DeptID:** Only DeptIDs within your access will appear for selection.

    and if applicable, select the optional codes:

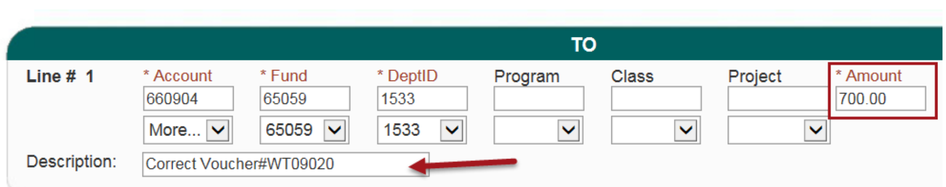
    - **Program**
    - **Class**
    - **Project**



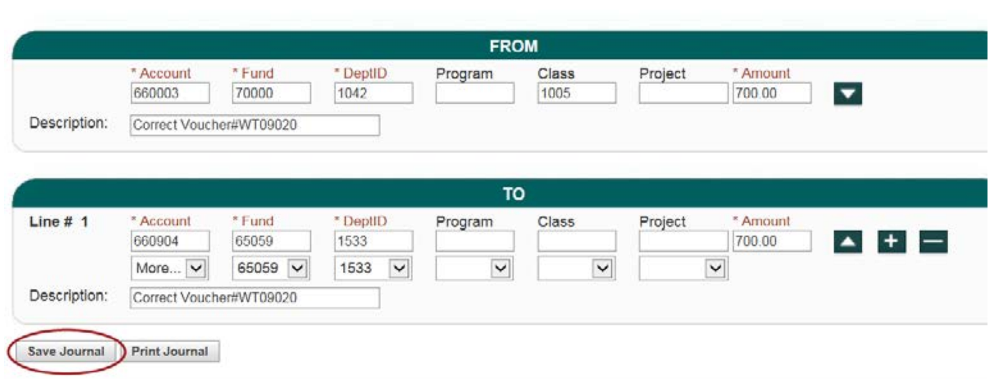
10. Enter the **Amount** you wish to transfer.

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

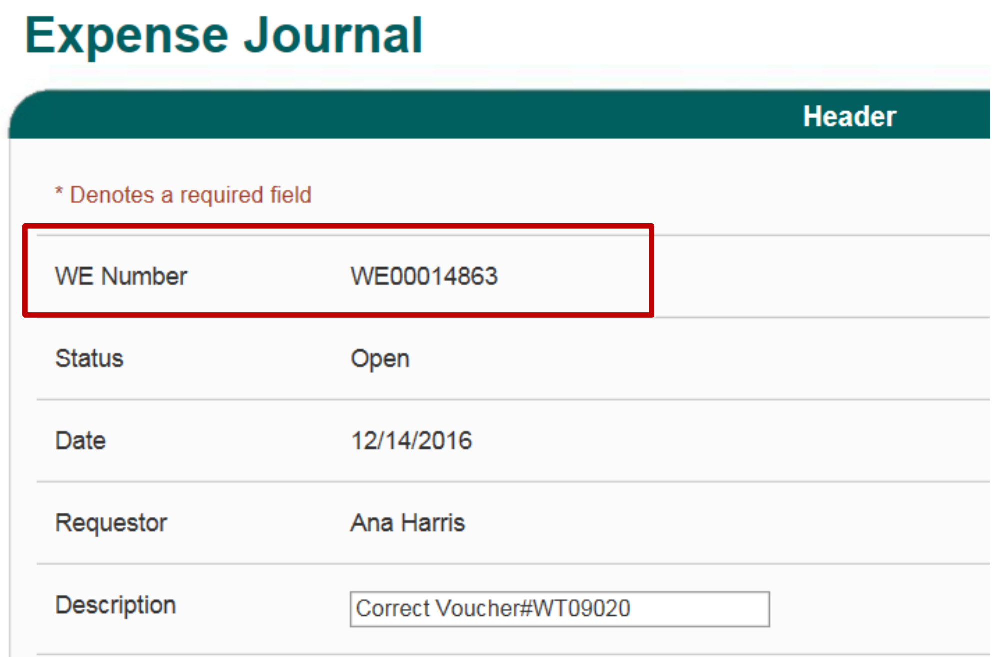
    *Note: Information entered in this **Description** field will appear in the Finance Data Warehouse report.*



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



A WE Number is assigned when journal is saved.

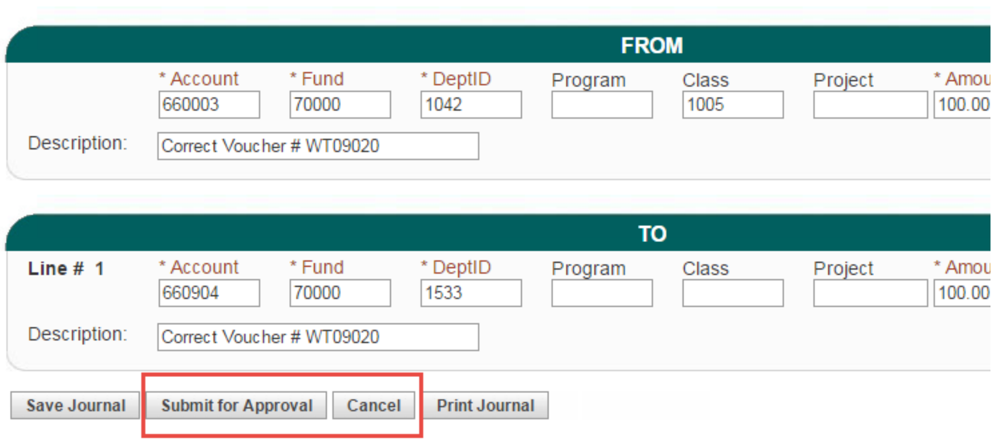


The journal can still be modified at this point.

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

    or

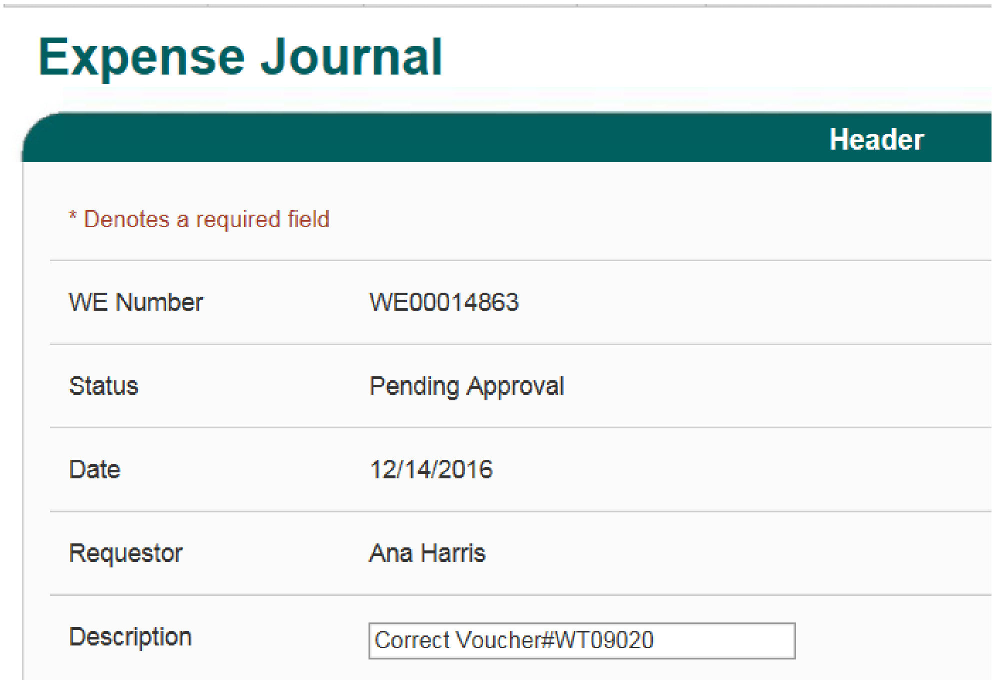
    Cancel: Cancel will make journal into read-only and the action cannot be reversed.



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

- Authorized approvers for the DeptID being debited (**From**) will receive an email notification that an Expense 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 it has to be resubmitted for approval.*



Expense Journal

Header

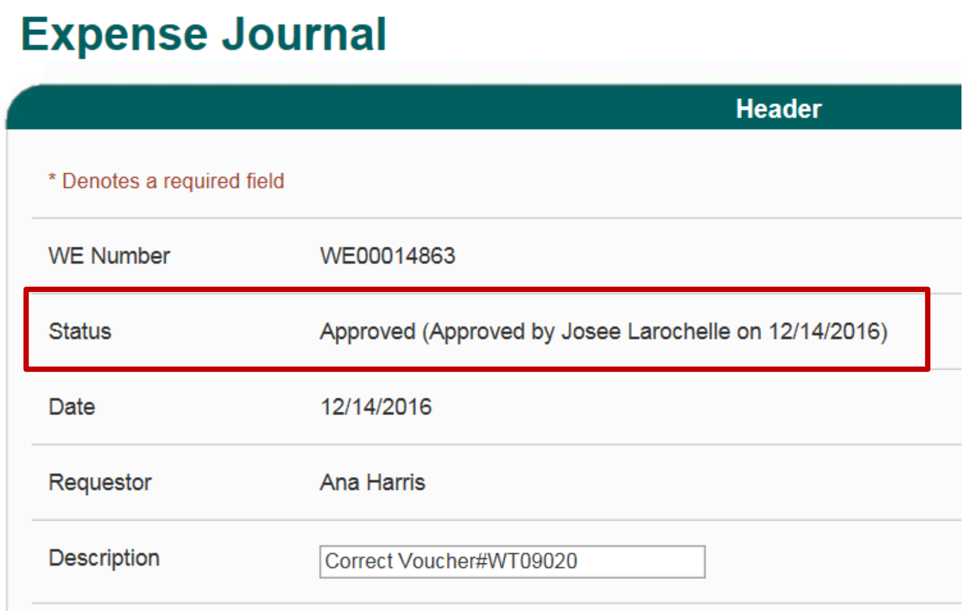
* Denotes a required field

WE Number	WE00014863
Status	Pending Approval
Date	12/14/2016
Requestor	Ana Harris
Description	Correct Voucher#WT09020

Approving Official selects an action:

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

The journal is completed in FTS.



Expense Journal

Header

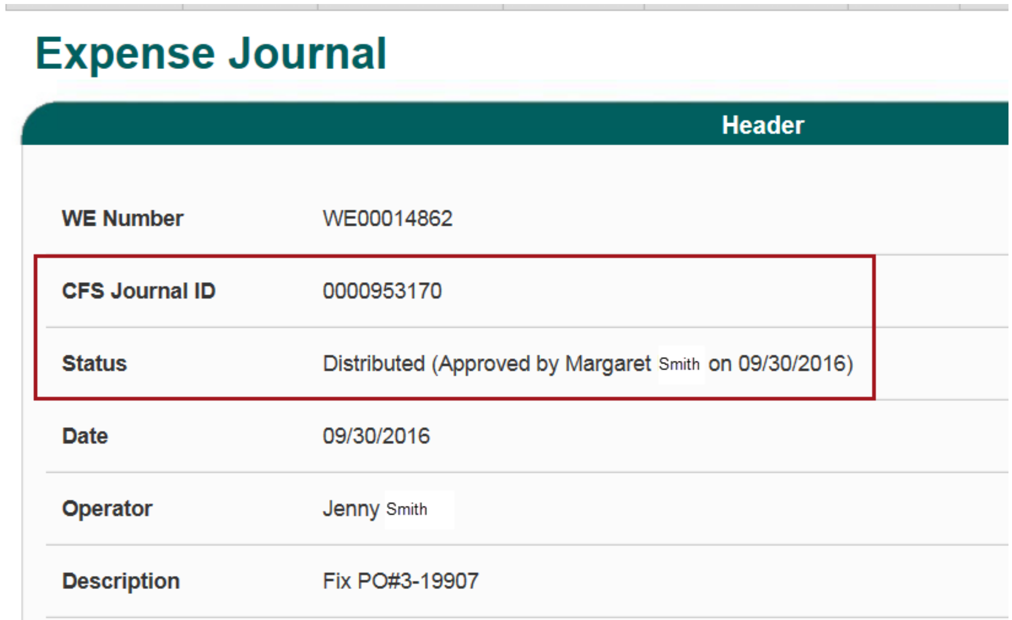
* Denotes a required field

WE Number	WE00014863
Status	Approved (Approved by Josee Larochelle on 12/14/2016)
Date	12/14/2016
Requestor	Ana Harris
Description	Correct Voucher#WT09020

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 Actuals column of report.


Expense Journal

Header

WE Number	WE00014862
CFS Journal ID	0000953170
Status	Distributed (Approved by Margaret Smith on 09/30/2016)
Date	09/30/2016
Operator	Jenny Smith
Description	Fix PO#3-19907

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)

Resources

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

Contact

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