Table of Contents

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 Hospitality Payment 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.

EmailNotification

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.
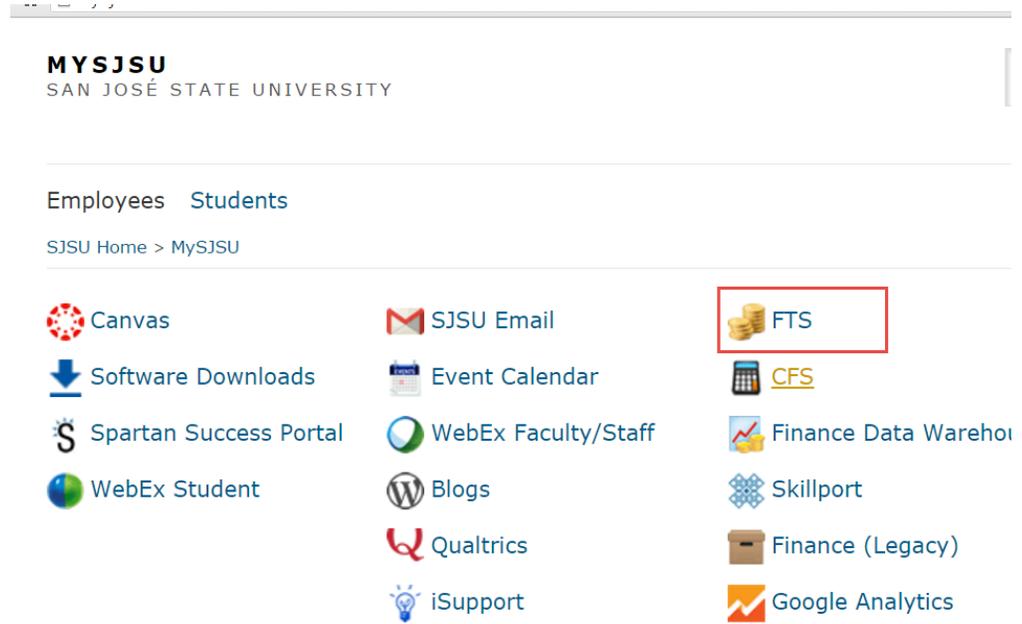
Accounting Services

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)

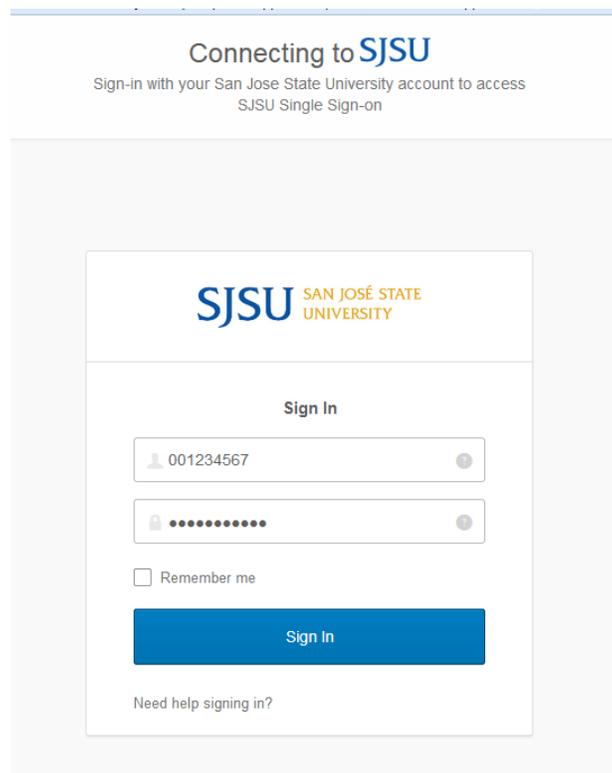Users can log into FTS using their SJSUOne account. If you do not know your SJSUOne login information, contact IT Help Desk for assistance- website: https://sjsuone.sjsu.edu/sjsuone/ or email ithelpdesk@sjsu.edu / phone 4-1530.

1. Go to MySJSU website at http://my.sjsu.edu/ .

2. Click the FTS hyperlink.

MYSJSU
SAN JOSÉ STATE UNIVERSITY

Employees   Students

SJSU Home > MySJSU

Canvas	SJSU Email	FTS
Software Downloads	Event Calendar	CFS
Spartan Success Portal	WebEx Faculty/Staff	Finance Data Warehou
WebEx Student	Blogs	Skillport
	Qualtrics	Finance (Legacy)
	iSupport	Google Analytics

The SJSU login page displays.

Using your SJSUOne account:

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

4. Click **Sign In**.

Connecting to SJSU

Sign-in with your San Jose State University account to access SJSU Single Sign-on

SJSU SAN JOSÉ STATE UNIVERSITY

Sign In

001234567

••••••••••

☐ Remember me

Sign In

Need help signing 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**

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

[+] [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

Create a Transfer

A requester can pay another campus department for services products/received (i.e. tickets for a campus event and accommodations from University Housing Services) by entering a Hospitality Payment. Hospitality Payment should not be used to pay an auxiliary (Associated Students, Research Foundation, Spartan Shops, Student Union or Tower Foundation); instead follow the Procurement Pathways for proper method to request purchase/payment.

There are some chartfield use restrictions to note when entering a Hospitality Payment:

- Transfer can be between different Funds
- Only an expense Account Code (6xxxxx) can be used for **Payor** (department paying).
- The default Account Code is 580094 (Other Operating Revenue-Cost Recovery CSU) for **Payee**.
- Cannot use Salary (601xxx or 602xxx), or Benefit (603xxx) Account Codes.
- DeptID selection for the debit side (**Payor**) is limited to Requester's access and credit side (**Payee**) can be outside of Requester's access.

Create a Hospitality Payment.

1. Click the ➕ icon next to **Hospitality Payment** to create a new transfer.

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

The Hospitality Payment page displays.

The Hospitality Payment page has three sections:

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

Note: Fields preceded by an asterisk indicate required fields.

San José State University Financial Transaction Services

| Main Menu | Profile | Preferences | Exit |

Hospitality Payment

Header	
* Denotes a required field	
WH Number	New
Status	Open
Date	06/22/2017
Requestor	Ana Harris
Description	

Payee (Department providing hospitality services)

	* Account	* Fund	* DeptID	Program	Class	Project	* Amount	
	580094						0.00	▼
Description:								

Payor (Department receiving hospitality services)

	* Account	* Fund	* DeptID	Program	Class	Project	* Amount	
Line # 1							0.00	▼ ➕ ➖
Description:								

| Save Journal | Print Journal |

Header Section

The following fields are populated by FTS:

- WH Number: Begins with **New**. A number with the WH 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.)

Hospitality Payment

Header	
* Denotes a required field	
WH Number	New
Status	Open
Date	06/22/2017
Requestor	Ana Harris
Description	Housing room for candidate

Payee Section

This section refers to the chartfield string you want to pay (the credit side).
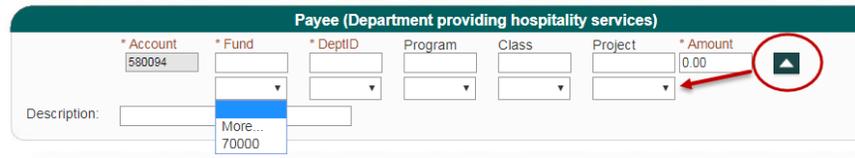
Important: The Payee cannot create this transfer request since they are receiving the funds. Transfer must be initiated by the Payor (the debit side).

For example: University Housing provided a service to Finance and requested payment for it. Finance has to create the transfer since they are paying them.

3. By default the dropdown menu fields for chartfields are hidden.

   Use the ▼ button to display the dropdown menu fields (preference list) or ▲ to hide them.

   Tip: The chartfields dropdown menu can display by default. Refer to Set-Up Dropdown Menu for Chartfields as a Default section of this guide for instructions.

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

- **Account:** Defaults to 580094 which represents Cost Recovery-Other. *This field cannot be changed.*
- **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 (dropdown 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.*

Payee (Department providing hospitality services)							
* Account	* Fund	* DeptID	Program	Class	Project	* Amount	
580094	71000	1182				0.00	▲
	More... ▾	1182 ▾	▾	▾	▾		
Description:	More...						
	70000						

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 providing hospitality services)							
* Account	* Fund	* DeptID	Program	Class	Project	* Amount	
580094	71000	1182				200.00	▼
Description:	Hsg for candidate - J. Smith						

Payor Section

7. By default the dropdown menu fields for chartfields are hidden.

    Use the ▼ button to display the dropdown menu fields (preference list) or ▲ to hide them.

    Tip: The chartfields dropdown menu can display by default. Refer to Set-Up Dropdown 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.
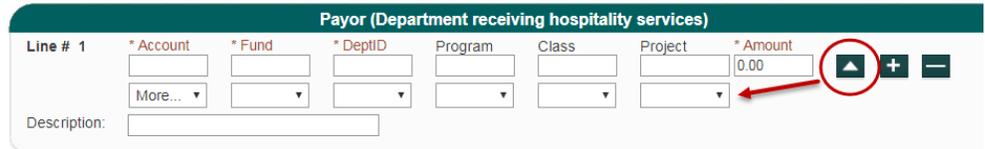
To do a split distribution:

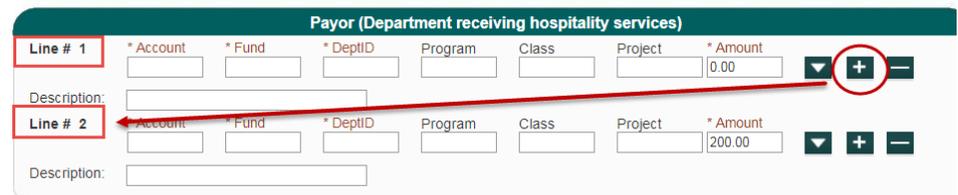8. Click ✚ to add a new line and enter values

    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.*

Payor (Department receiving hospitality services)							
Line # 1	* Account	* Fund	* DeptID	Program	Class	Project	* Amount
	660003	70000	1533	100			0.00
	660003 ▾	70000 ▾	1533 ▾	More... ▾	▾	▾	
Description:							

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

    *Note: For split
    distributions, the Payor
    amount in each
    distribution line must
    equal 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.*

Payor (Department receiving hospitality services)							
Line # 1	* Account	* Fund	* DeptID	Program	Class	Project	* Amount
	660003	70000	1533	100			200.00
	660003 ▾	70000 ▾	1533 ▾	More... ▾	▾	▾	
Description:	Hsg for candidate - J. Smith						

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

A WH Number is assigned when journal is saved.

Hospitality Payment

	Header

* Denotes a required field

WH Number	WH00000992
Status	Open
Date	06/22/2017
Requestor	Ana Harris
Description	Housing room for candidate

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.*

Hospitality Payment

Header	
* Denotes a required field	
WH Number	WH00000992
Status	Pending Approval
Date	06/22/2017
Requestor	Ana Harris
Description	Housing room for candidate

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.

Hospitality Payment

Header	
* Denotes a required field	
WH Number	WH00000992
Status	Approved (Approved by Gail Finney on 6/22/2017)
Date	06/22/2017
Requestor	Ana Harris
Description	Housing room for candidate

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.

Your Hospitality Journal (WH00000992) has been approved 🟨

Financial Transaction Services <sjsutravel@gmail.com>

to me 🔽

Gail Finney has approved Hospitality Journal WH00000992

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

This is an informational message.

Do not reply to this email.

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 is completed.

Hospitality Payment

Header	
* Denotes a required field	
WH Number	WH00000992
CFS Journal ID	0000982179
Status	Distributed (Approved by Gail Finney on 6/22/2017)
Date	06/22/2017
Requestor	Ana Harris
Description	Housing room for candidate

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.

Approval Needed for Hospitality Journal WH00000992   FTS-TST x

Financial Transaction Services <sjsutravel@gmail.com>   10:02 AM (1 hour ago)
to me

Ana Harris is requesting you to approve Hospitality Journal WH00000992

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

This is an informational message.

Do not reply to this email.

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.

   .

San José State University Financial Transaction Services

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

Open Items → **Items Pending Approval**

You have 11 Requisitions   You have 9 Requisitions
You have 17 Vouchers   You have 22 Vouchers
You have 7 Journals   You have 1 Travel Authorizations
                         You have 3 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   Reimbursement Voucher

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

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

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 modify as needed.

   If modified, click **Save Journal** to save changes.

San José State University Financial Transaction Services

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

Journal ID	CFS Journal ID	Entered By	Entered Date	Status
WH00000992		Ana Harris	06/22/2017	Pending Approval
WB00014215		Gloria Jimenez	03/07/2017	Pending Approval
WB00014171		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

San José State University Financial Transaction Services

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

Hospitality Payment

Header

* Denotes a required field

WH Number	WH00000992
Status	Pending Approval
Date	06/22/2017
Requestor	Ana Harris
Description	Housing room for candidate

Payee (Department providing hospitality services)						

	* Account	* Fund	* DeptID	Program	Class	Project	* Amount	
	580094	71000	1182				200.00	▼
Description:	Hsg for candidate - J. Smith							

Payor (Department receiving hospitality services)						

Line # 1	* Account	* Fund	* DeptID	Program	Class	Project	* Amount	
	660003	70000	1533	100			200.00	▼ + −
Description:	Hsg for candidate - J. Smith							

| Save Journal | Submit for Approval | Cancel | Approve Journal | Print Journal |

6. When ready, select:

   Approve Journal to approve transfer.

   or

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

Payee (Department providing hospitality services)							
	* Account	* Fund	* DeptID	Program	Class	Project	* Amount
	580094	71000	1182				200.00
Description:	Hsg for candidate - J. Smith						

Payor (Department receiving hospitality services)							
	* Account	* Fund	* DeptID	Program	Class	Project	* Amount
Line # 1	660003	70000	1533	100			200.00
Description:	Hsg for candidate - J. Smith						

[Save Journal] [Submit for Approval] [Cancel] [Approve Journal] [Print Journal]

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.

Hospitality Payment

Header	
* Denotes a required field	
WH Number	WH00000992
Status	Approved (Approved by Gail Finney on 6/22/2017)
Date	06/22/2017
Requestor	Ana Harris
Description	Housing room for candidate

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.

Hospitality Payment

Header	
* Denotes a required field	
WH Number	WH00000992
CFS Journal ID	0000982179
Status	Distributed (Approved by Gail Finney on 6/22/2017)
Date	06/22/2017
Requestor	Ana Harris
Description	Housing room for candidate

General FTS Features

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.

Make Dropdown Menu (Preference List) Display for Chartfields as a Default

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

To have Chartfield dropdown 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 dropdown menu displays by default.**

Add Values to Preference List (Dropdown Menu)

All fields that have a dropdown 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 dropdown 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 dropdown menu.
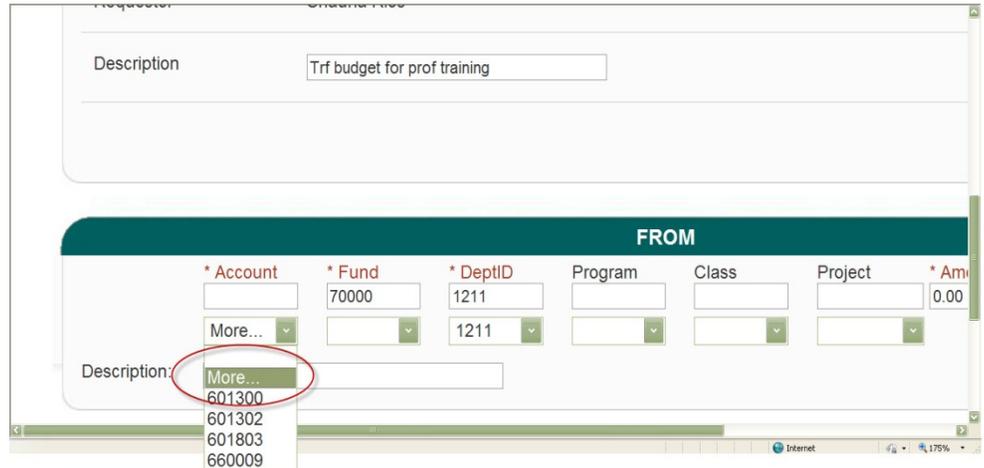
The User Preferences window displays.

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**.
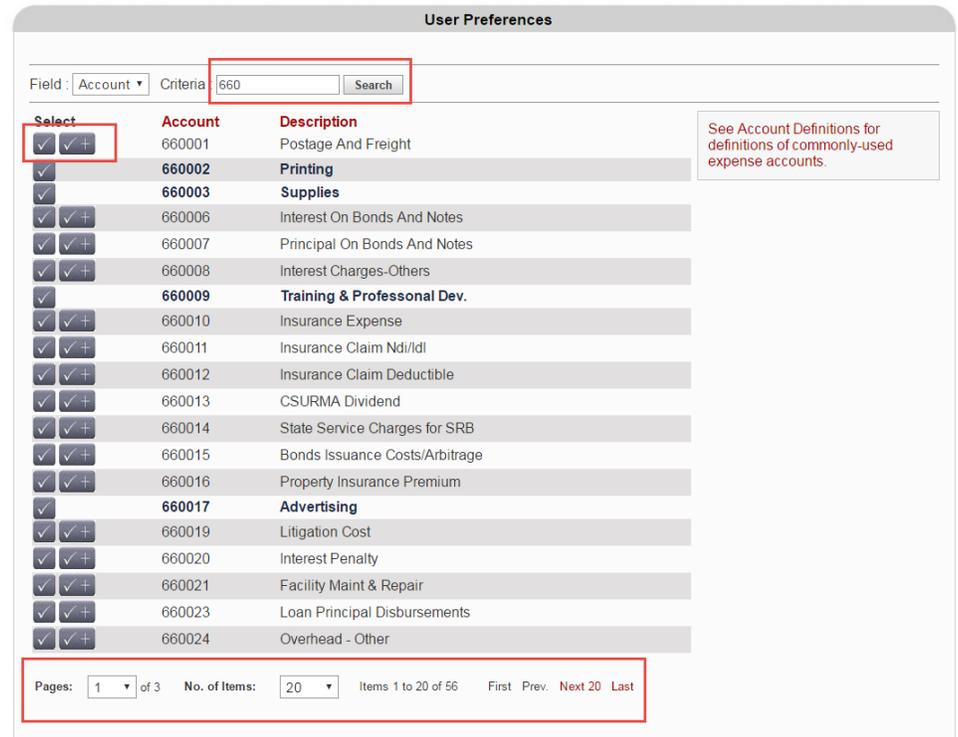
    or

    - 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
	More...	
Description	604090	
	606001	
	606002	
	608005	
	613001	
	660002	
	660003	
	660009	
	660017	
	660800	
	660803	
	660861	

Payee (Department receiving funds)

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

Description: [   ]

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.

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.

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

San José State University Financial Transac

| Main Menu | Profile | Preferences | Exit |

Journal ID	CFS Journal ID	Entered
WB00013778	0000953169	Gloria Ji
WB00013777	0000952335	Sophia S
WB00013775	0000951680	Brenda I
WB00013774	0000951680	Patricia
WB00013773	0000951680	Patricia
WB00013772	0000951680	Patricia
WB00013771	0000951680	Patricia
WB00013770	0000951680	Patricia
WB00013769	0000951680	Patricia
WB00013768	0000951680	Patricia
WB00013767	0000951680	Patricia

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

San José State University Financial Transaction Services

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

Journal ID	CFS Journal ID	Entered By	Entered Date	Status
WI00012347	0001036962	Tracy Vuong	03/23/2017	Distributed
WI00012346	0001036962	Simrat Dhadli	03/23/2017	Distributed
WI00012345	0001033099	Tracy Vuong	03/15/2017	Distributed
WI00012344	0001033099	Tracy Vuong	03/15/2017	Distributed
WI00012343	0001028139	Vannu Nguyen	03/06/2017	Distributed
WI00012342	0001022818	Lawrence Young	02/23/2017	Distributed
WI00012340	0001017471	Patricia Rodriguez	02/13/2017	Distributed
WI00012339	0001016927	Jean Trinh	02/10/2017	Distributed
WI00012338	0001017471	Kim Le	02/13/2017	Distributed
WI00012337	0001016126	Sonia Lieu	02/09/2017	Distributed
WI00012335	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)

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](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/)

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.