**SJSU Weekly A/P Automation Procedure**

* Wei will bring invoices and summary sheets, Invoice Register, and Invoices
* Check Invoices against the Invoice Register
  + Paper clip each pair of invoices
  + Look for invoice #, vendor name, amount
  + Look for service charges
  + No need to do anything with the sales tax
* Go into Sierra to do output of vouchers

Sierra Output

1. Log-in to Sierra
2. Function”(top right) > Output Vouchers
   1. Check Vendor number total voucher range and write on Wei’s summary sheet.
   2. Click Start
      1. Write down number of vouchers
3. Click Save As
4. Go to J:Drive: Finance > Accounts payable > Millennium Output > by date > Type file name: ex.10-02-14.out > Save (remember to save as current date in Millennium Output folder)
5. Close (Exit Serria? Yes)

Upload Sierra data to HR Drop Box & Voucher data format

1. my.sjsu.edu - Log-in
2. CSU SA Baseline > FTP > Use>FTP Utility > FTP Target: “hsjftp unix”
3. Upload File ex. “10-02-14.out”
   1. Browse > Select File > upload
   2. Upload File: Should now have the file name listed
      1. Do not view the file or download it.
4. SJSU Campus Solutions > Utilities/Extracts > Lib Voucher Data Reformat > Search > Control ID
   1. Input File Name: 10-02-14.out (current date, same as how it’s saved in file)
   2. Output File Name: 10-02-14.csv
   3. Run> Process Monitor > Success > View / Trace
   4. Right click the CSV file and save link as
      1. J:Drive: Finance > Accounts payable > CFS Output > Give correct file name > must be 10-02-14.csv > All Files
      2. \* do not save as .xls
      3. Do not open the file, just close it.

CFS Production

1. CFS Production
2. CSU Administer Integration>CSU Manage Interfaces>AP Voucher Interface > Run Control ID
   1. Business Unit: SJ002
   2. Origin: Web
   3. Leave gross amount and Nbr of vouchers blank
   4. Select Voucher interface file
   5. J:Drive > CFS Output file > Open 10-02-14.csv
   6. Upload file 10-02-14.csv
   7. Run > Process monitor > Success > Details
   8. Print AP Voucher list today (2 copies)

* Make sure transaction numbers and totals match
* Write CFS Voucher # on invoices (both the original & the copy to AP)
* Write Sierra #’s on library copy of the AP Interface
* Send copy of invoices and AP interface sheet to A/P (Kim Gamblin, campus zip 0041)
* Put originals in folder labeled with the run date, Sierra voucher # range, and the CFS voucher # range
* Place a copy of the A/P Interface in the Library Interface Folder
* Send email to Elena to “clear the payment history”. Copy Carole and Steve.
* Place Wei’s Invoice Summary in a file, keep for 6 months and toss
* If a CPO is in the packet put it aside and wait for an email from A/’P then move forward with the CPO Process.

The following is for trouble-shooting:

Deleting a Duplicate Control ID

1. CFS > Accounts Payable > Control Groups > Delete Control Group.
2. Enter Control Group ID #, No date
3. Delete Control Group Record > Delete
4. Print 2 copies of this page to include in packet.

Deleting a Voucher

1. CFS> Accounts Payable > Vouchers > Add/Update > Delete Voucher
2. Enter Voucher ID
3. Delete
4. Print 2 copies of this page to include in packet.

Manual Entry for Service Charge or Credit

1. CFS>AP>Vouchers>Regular Entry
2. Add a new value
   1. BU: SJ002
   2. Delete “Next” and enter sierra voucher number
   3. Supplier ID: enter number written by Wei
   4. Invoice number
   5. Invoice date
   6. Gross amount
   7. Click Add
3. Description “ Service Charge for Ebsco” or “Credit for Ebsco”
4. Distribution lines
   1. Look up speed chart code.
   2. Add: fund - dept - account (and project if applicable)
   3. Click save
   4. Click add if additional items need to be input.
5. Print 2 copies. One for file, one for A/P