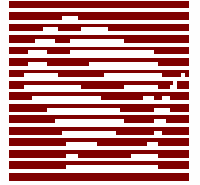


**UW System  
Shared Financial System  
(SFS)**



**PAY CYCLE  
PROCESSING  
MANUAL**

**PeopleSoft Version 8.9**

**Draft Version 1.2 01/05/07  
tp/gm/jl**



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## **Pay Cycle Processing in PeopleSoft version 8.9**

This manual requires familiarity with navigation within PeopleSoft 8.9.

The new processing is very similar to the 8.9 processing. This manual is meant to familiarize the experienced user with the pages and navigation to process a Pay Cycle in PeopleSoft 8.9.

New Functionality, Fields or change in field placement will be indicated by the star



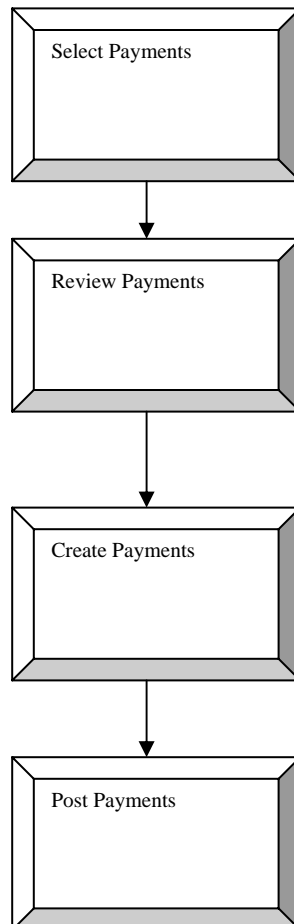
New:

Payment Selection Criteria>Preferences: Payment Error Notification. A User can be selected for notification. This functionality has not yet been tested.

Crystal Report, Version 10 will need to be installed on each Pay Cycle operator's computer in order for checks to print properly.

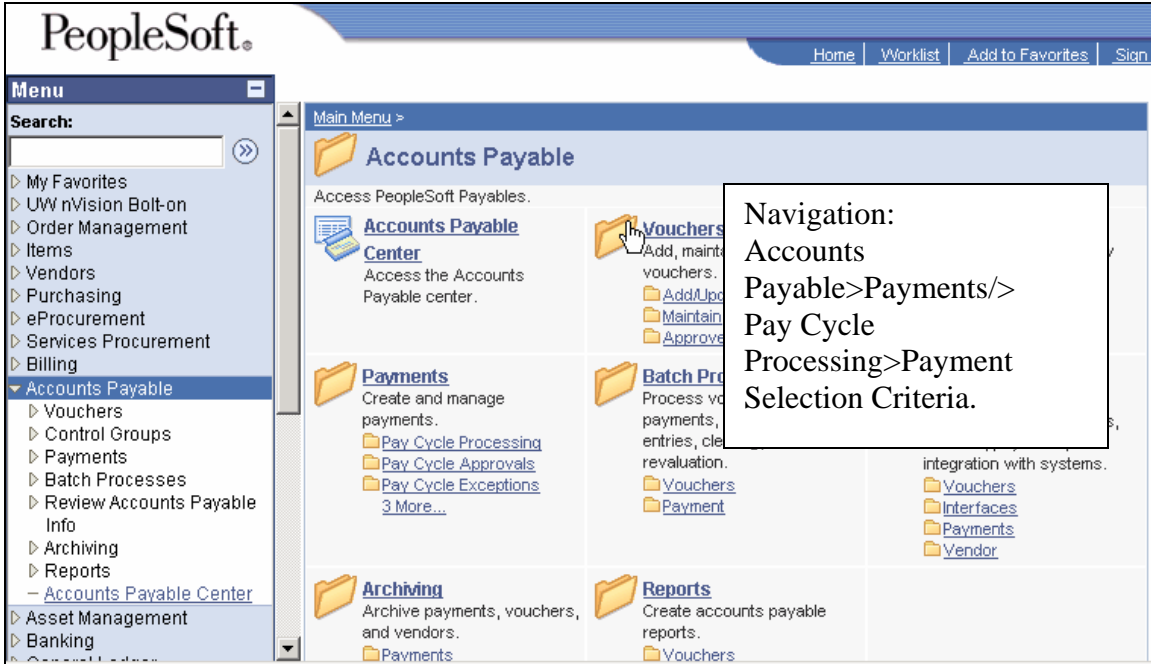
## Payment Cycle Overview

Once you've entered, approved and scheduled vouchers for payment in SFS, you'll begin the payment process. The following diagram shows the steps in that cycle. The pages that follow discuss those steps in more detail.



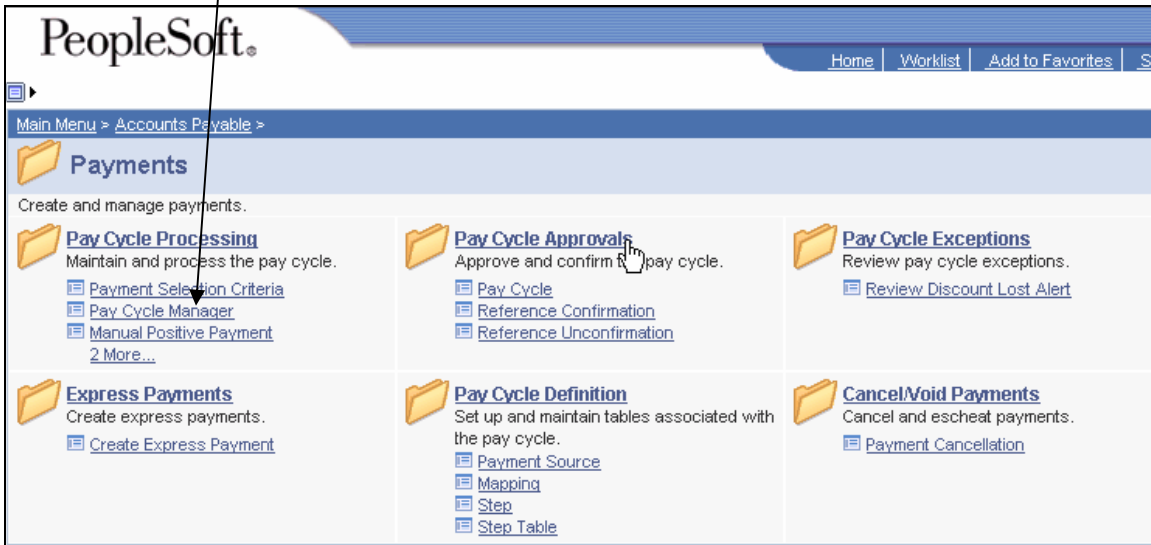
# Create Pay Cycle – Navigation

In 8.9 there are several alternatives to navigate to Pay Cycle. Only one way will be illustrated in this manual.



From this panel – choose Payment Selection Criteria under Pay Cycle Processing.

**Note:** you may also access ‘Payment Selection Criteria’ directly from a hyperlink on the ‘Pay Cycle Manager’ page.



## Payment Selection Criteria

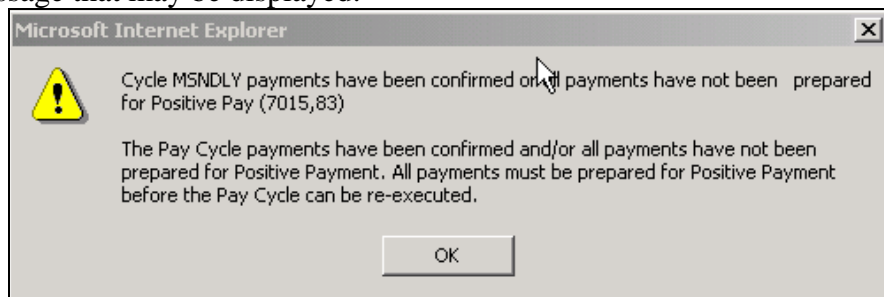
Payment Selection Criteria is used to select vouchers for payment. These are templates that store criteria that SFS uses to select vouchers for payment. They allow you to pay groups of vouchers that share certain characteristics. Your payment selection criteria control the scope of scheduled payments that will be eligible for payment in each cycle. Each individual voucher contains information that ultimately determines payment selection. These definitions will already be set up for you to use, but it may be helpful to understand what criteria is included in them.

As in 8.8, enter the pay cycle here. This will be the same name as the pay cycle used in 8.8. Select “Search”. If this is a new pay cycle, use “Add a New Value” and follow the illustrations.



The screenshot shows the PeopleSoft web interface for the "Payment Selection Criteria" page. At the top, the PeopleSoft logo is visible. Below it, the page title "Payment Selection Criteria" is displayed. A sub-header reads: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (selected) and "Add a New Value". Below the tabs is a "Pay Cycle:" label followed by a dropdown menu showing "MSNDLY" and a search icon. At the bottom of the form area are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". Below the form area are links for "Find an Existing Value" and "Add a New Value".

Error Message that may be displayed:



If this message is displayed – the Positive Pay File has not been processed from a prior Pay Cycle. Click “OK” and complete that pay cycle before starting a new one.

Payment Selection Criteria panel functions exactly the same way as version 8.8. Change the dates as appropriate for each pay cycle. Do not use “Automatic Increment, but review the dates and change manually. Payment date (the date on the checks) must be today’s date and Accounting date must always be current date. After the proper dates are entered at Selection Criteria, click “Go to Pay Cycle Manager”.

Link to Pay Cycle Manager

---

**Dates** | Preferences | Source / BU | Bank / Method | Pay Group / Netting | Draft Options

Pay Cycle: ADMDLY Daily Check Run - ADM and SYS [Pay Cycle Manager](#)

**Pay Cycle Selection Dates**

Pay From Date: 04/06/1900 Fri      \*Next Pay Through Date: 12/13/2006 Fri  
 Pay Through Date: 12/12/2006 Tue      \*Next Payment Date: 12/12/2006 Tue  
 Payment Date: 12/11/2006 Mon

Change Selection Dates:  
 Day(s)

**Accounting Date**      **Withholding Date**

\*Accounting Date: Current 12/11/2006      \*Withholding Date: Current 12/11/2006

**Business Day Validation**

No Validation       Validate Pay Through Dates  
 Use Standard Week       Validate Payment Dates  
 Use Holiday Calendar: HC

In Payment Selection Criteria, you need to check 'Process when DRs >= CRs'. All of the business units should select this option because converted vouchers and PO vouchers cannot be closed the normal way. There will be reversal vouchers entered for converted vouchers, which are essentially a credit to the voucher you want to close. However, for conversion campuses, this setting is also the best choice.

Before running any pay cycles, verify in Preferences that Automatic Increment Dates is NOT CHECKED. This will cause processing issues with the Positive Pay File.

DO NOT CHECK

---

**Dates** | Preferences | Source / BU | Bank / Method | Pay Group / Netting | Draft Options

Pay Cycle: ADMDLY Daily Check Run - ADM and SYS

Pay From Date: 01/04/2002      Pay Through Date: 01/05/2007      Payment Date: 01/05/2007

**General Options**

Use Vendor Pay Group       Include Lost Discount  
 Process EFT Pre-Notes       Process Bank Charges  
 Print LC Advice       Calculate Value Date  
 Automatic Increment Dates       Use Recipient's Pref. Lang.  
 Suppress Zero Amount Check

Preferred Language: (Invalid)  
 \*Approval: None  
 \*Netting Option: N Not Applicable  
 \*Step Group: Model All pay cycle steps

**Credit Options**

Credit Vouchers: Process When DRs >= CRs ★ New  
 \*Date Limit: No Date Limit

**Payment Error Notification**

User ID:

**Bank Replacement Rule**

SetID:  Rule Name:

**Check Payment Message**

Message:

Save | Return to Search | Notify | Refresh

New: A user can be designated for Payment Error Notification.

[Dates](#) | [Preferences](#) | **Source / BU** | [Bank / Method](#) | [Pay Group / Netting](#) | [Draft Options](#)

**Pay Cycle:** ADMDLY      Daily Check Run - ADM and SYS  
**Pay From Date:** 04/06/1900      **Pay Through Date:** 12/12/2006      **Payment Date:** 12/11/2006

**Source**      [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Process	*Source Transaction	
<input checked="" type="checkbox"/>	VCHR	Accounts Payable Vouchers

**Business Unit**      [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-2 of 2 | [Last](#)

Process	*Business Unit	
<input checked="" type="checkbox"/>	UWADM	UW System Administration
<input checked="" type="checkbox"/>	UWSYS	UW Systemwide

Source/BU identifies source for pay cycle.

[Dates](#) | [Preferences](#) | [Source / BU](#) | **Bank / Method** | [Pay Group / Netting](#) | [Draft Options](#)

**Pay Cycle:** ADMDLY      Daily Check Run - ADM and SYS  
**Pay From Date:** 04/06/1900      **Pay Through Date:** 12/12/2006      **Payment Date:** 12/11/2006

**Bank Account**      [Find](#) | [View All](#) | [First](#) | 1 of 2 | [Last](#)

**Process**

\*SetID: UWADM  
 \*Bank: FRSTR Firststar State Contract Bank  
 \*Account: ZBA Zero Balance Checking Account  
 Currency: US Dollar

**Pay Method**      [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Process	*Payment Method	
<input checked="" type="checkbox"/>	System Check	

Bank Method associates the Bank Account and Payment method to the Pay Cycle.

[Dates](#) | [Preferences](#) | [Source / BU](#) | [Bank / Method](#) | **Pay Group / Netting** | [Draft Options](#)

**Pay Cycle:** ADMDLY      Daily Check Run - ADM and SYS  
**Pay From Date:** 04/06/1900      **Pay Through Date:** 12/12/2006      **Payment Date:** 12/11/2006

**Pay Group**      [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Process	*SetID	*Pay Group Code	
<input type="checkbox"/>			

**Netting**      [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Process	Netting Reference ID	
<input checked="" type="checkbox"/>		

[Dates](#) | [Preferences](#) | [Source / BU](#) | [Bank / Method](#) | [Pay Group / Netting](#) | **Draft Options**

**Pay Cycle:** ADMDLY      Daily Check Run - ADM and SYS  
**Pay From Date:** 04/06/1900      **Pay Through Date:** 12/12/2006      **Payment Date:** 12/11/2006

**Draft Options**

**Process Optimization**  
**Max # of Drafts:**  (use as pay cycle default)

**Process Draft Rounding**  
**Rounding Position:**  (use as pay cycle default)  
**\*Remaining Amount Action:** Do not issue Draft

**Payment Method:**

**Preapprove**

Main Content

|  |  |

Draft Options should appear as shown.

Navigate to Pay Cycle Manager through the link on the dates panel or follow the illustration below.

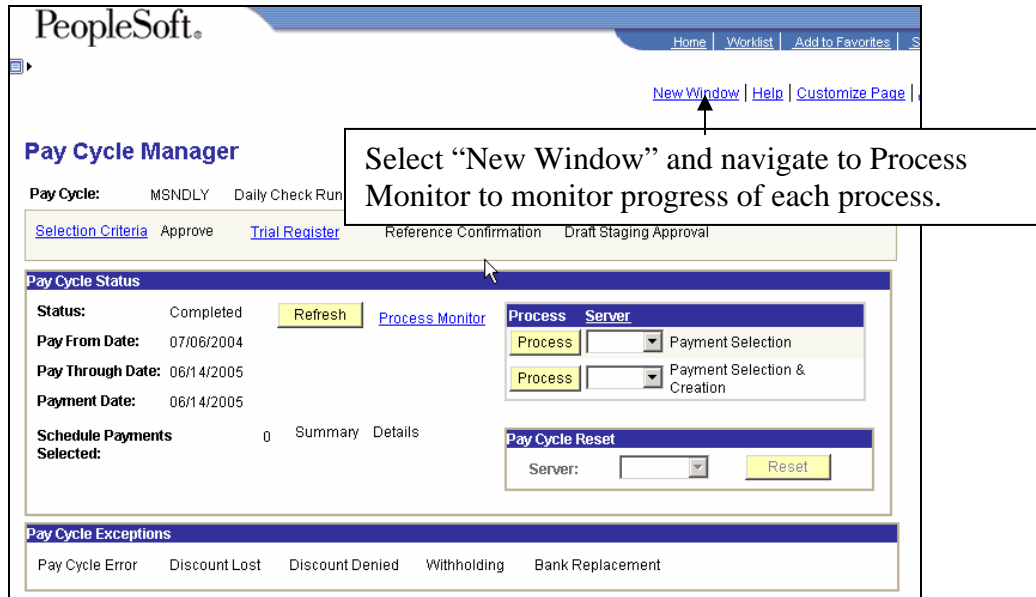
The screenshot shows the navigation path: **Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager**. The 'Pay Cycle Manager' option is highlighted with a black arrow in the main content area.

## Pay Cycle Manager

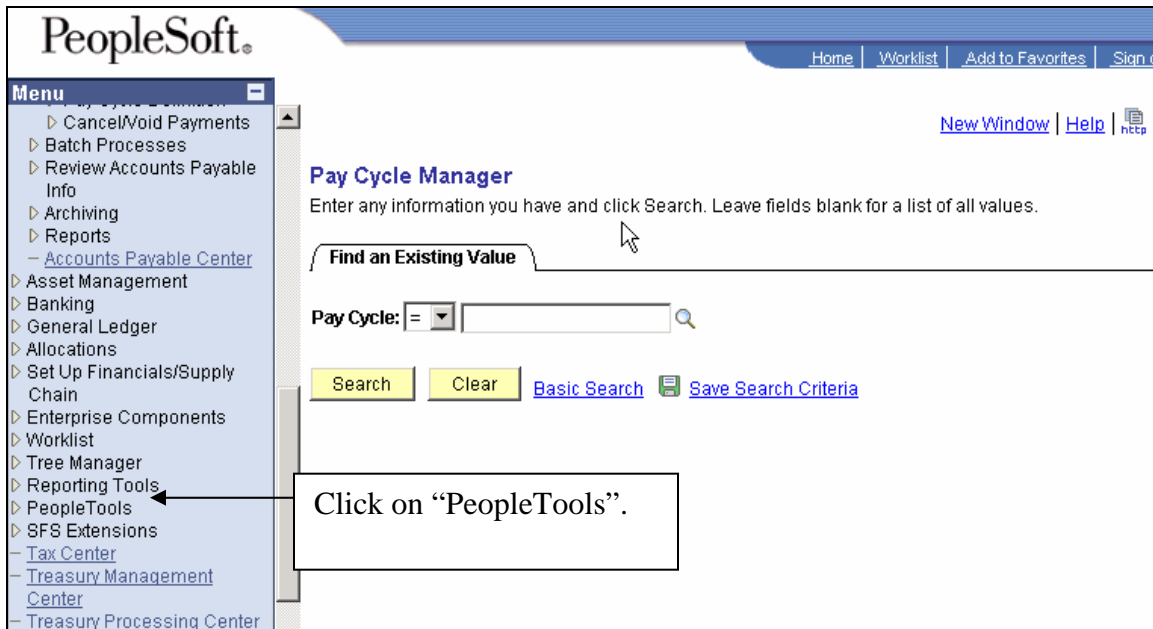
Navigation: Accounts Payable>Payments>Pay Cycle Processing>Pay Cycle Manager

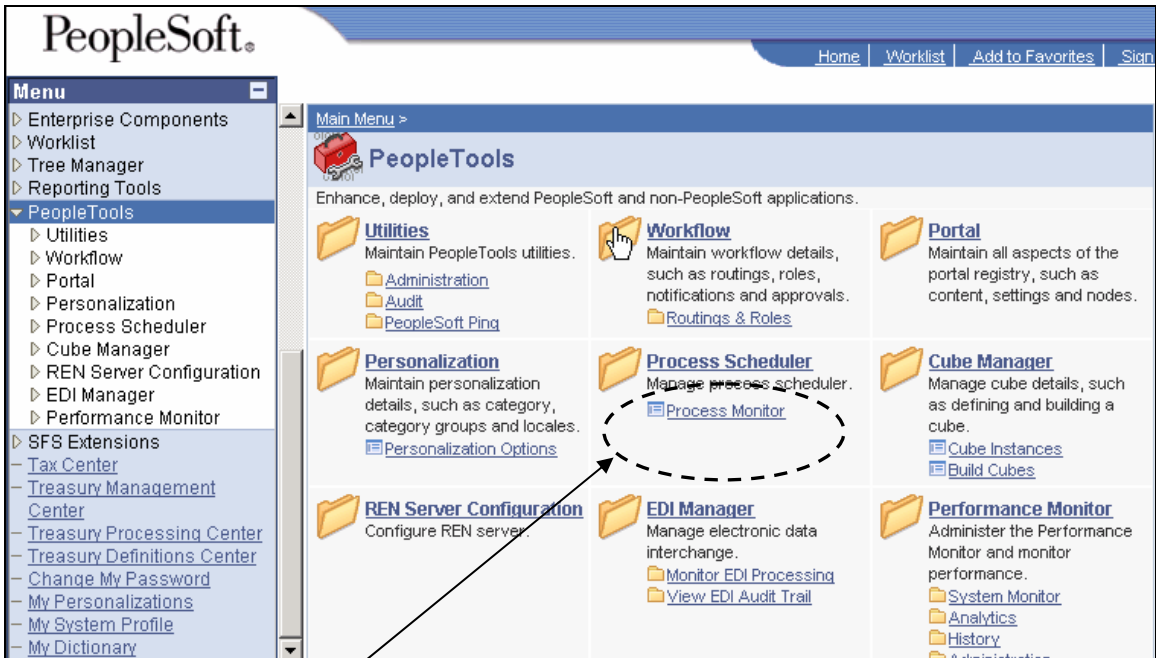
Note: While processing a Pay Cycle through Pay Cycle Manager, you can select Process Monitor from within Pay Cycle BUT we discovered it is cumbersome coming back into

the Pay Cycle at times from Process Monitor. Therefore, open another window to monitor the jobs in process monitor. See navigation below:



Follow the navigation below to Process Monitor from "New Window". A "new window" must be opened to navigate to process monitor.

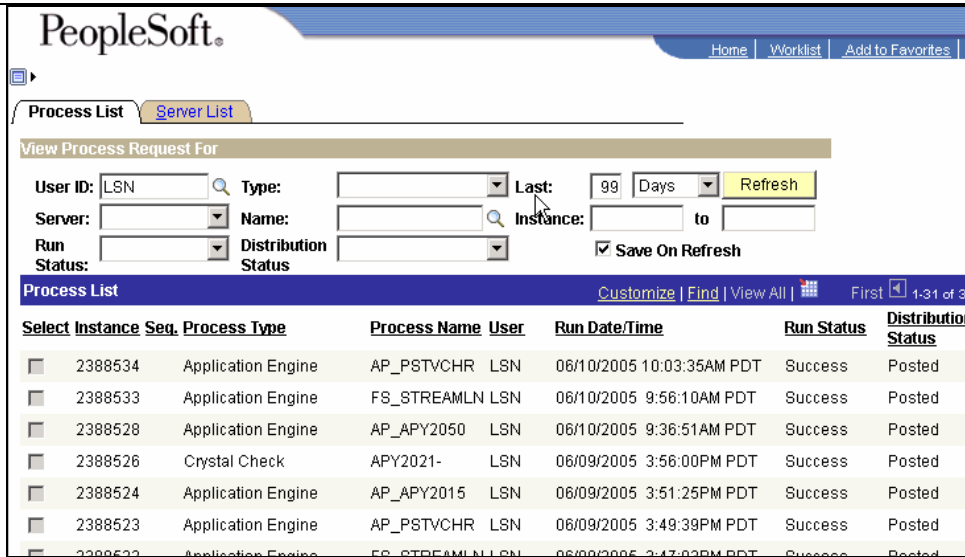




Under Process Scheduler – click on the Process Monitor link.

Note that Process Monitor looks nearly identical to 8.8. Minimize this window or click on the Pay Cycle Manager window.

**TIP:** Leave the ‘Server’ blank and all instances will be listed in sequence for all servers.



### Payment Selection and Creation

In version 8.9 you can first run Payment Selection and then Creation. Unless your campus has a functional reason to run Payment Selection, you can start the Pay Cycle by processing “Payment Selection and Creation”. From the dropdown menu, select **PSUNX**. Then click the yellow “Process” button.

Error Message - If you select **SFSNT1** by mistake – you will see this error message. Return to Pay Cycle Manager by selecting “NO” and select PSUNX and click on “Process” again.

Clicking on the Process Monitor window – you will be able to monitor each step in Pay Cycle processing. You will need to click the “Refresh” button until a run status of “Success” is shown. Or you may use the “Refresh” button within Pay Cycle. We encourage you to monitor the job in Process Monitor. Process AP\_APY2015 is Payment Select and Create.

PeopleSoft. Home Worklist Add to Favorites

## Pay Cycle Manager

Pay Cycle: MSNDLY Daily Check Run Madison

[Selection Criteria](#) [Approve](#) [Trial Register](#) Reference Confirmation Draft Staging Approval

**Pay Cycle Status**

Status: Created [Refresh](#) [Process Monitor](#)

Pay From Date: 07/07/2004

Pay Through Date: 06/15/2005

Payment Date: 06/15/2005

Schedule Payments Selected: 1 [Summary](#) [Details](#)

**Pay Cycle Reset**

Server:  [Reset](#)

**Pay Cycle Exceptions**

Pay Cycle Error Discount Lost Discount Denied Withholding Bank Replacement

**Pay Cycle Results** Customize | Find | View All | First 1 of 1 Last

Main Information Additional Info

Step Name	Bank	Account	Status	Instance	Server Name	*Output Type	Output Destination
	USBAN	CHK	Created			File	

Pay Cycle Manager

Pay Cycle: ADMDLY Daily Check Run - ADM and SYS

[Selection Criteria](#) [Approve](#) [Trial Register](#) [Referen](#)

**Pay Cycle Status**

Status: No work [Refresh](#) [Process Monitor](#)

Pay From Date: 04/02/1900

Pay Through Date: 08/31/2006

Payment Date: 09/01/2006

Schedule Payments Selected: 0 [Summary](#) [Details](#)

**Process Server**

Process:  Payment Selection

Process:  Payment Selection & Creation

**Pay Cycle Reset**

Server:  [Reset](#)

**Pay Cycle Exceptions**

Pay Cycle Error Discount Lost Discount Denied Withholding Bank Replacement

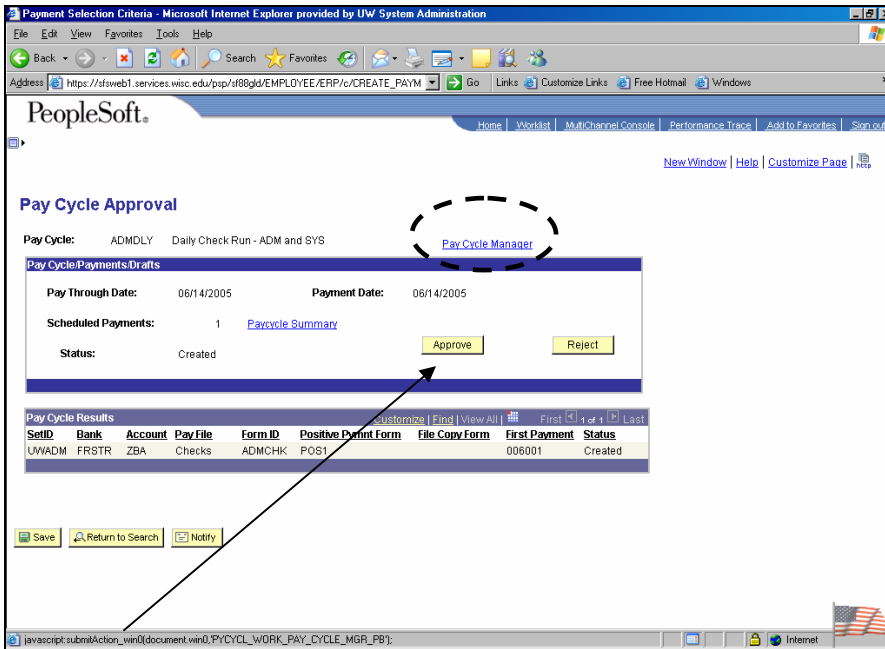
**Pay Cycle Results** Customize | Find | View All | First 1 of 1 Last

Main Information Additional Info

Description	Bank	Account	Status	Server Name	*Output Type	Output Destination
-------------	------	---------	--------	-------------	--------------	--------------------

FYI - If no vouchers fit Payment Selection Criteria, Status is "No Work" and Scheduled Payments are 0.

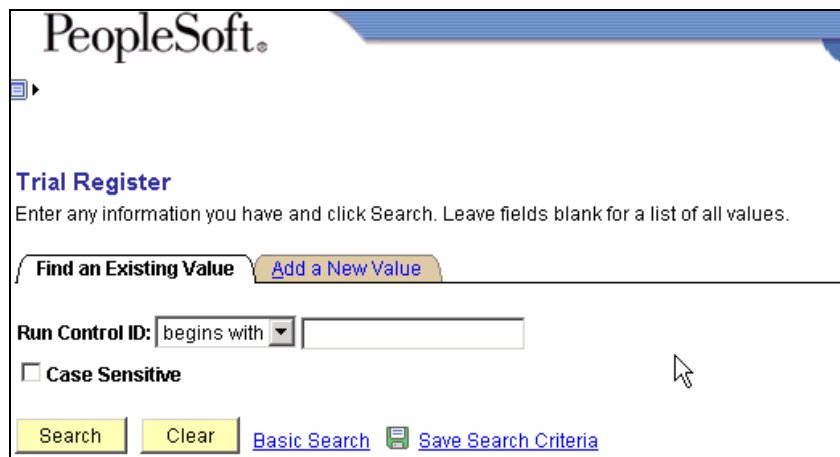
Go back to the Pay Cycle Manager Window. Click "Refresh". We see that one payment is scheduled. There is a link to "Trial Register" and "Approve". Note that Approve is now an active link after Payment Selection and Creation. If your campus has specified "Pay Cycle Approval" as an Internal Control you will need to approve the pay cycle as an added step. Click on "Approve".



Click on the Approve button. Then Click on Pay Cycle Manager to get back to the Pay Cycle.

### Trial Register

A Trial Register prints a list of payments this Pay Cycle will create. To Print the Trial Register, click on “Trial Register” link.



The first time this is used a new run control must be entered. Tab to “Add a New Value”. Enter “TRIALREGISTER”. Click “Add”.

Select the Pay Cycle for your campus. And Click on the Run button.

Server must be "SFSNT1" to produce the Trial Register.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Trial Register	APY2030-	Crystal	Web	PDF	Distribution

Click OK and the process will run. Then open Process Monitor.

PeopleSoft. Home | Worklist | Add to Favorites | Sign o

View Process Requestor

User ID: LSN Type: Last: 99 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

Process List Customize | Find | View All | First 1-33 of 33 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2388538		Crystal	APY2030-	LSN	06/10/2005 11:09:25AM PDT	Queued	N/A	<a href="#">Details</a>
<input type="checkbox"/>	2388535		Application Engine	AP_APY2015	LSN	06/10/2005 10:30:05AM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2388534		Application Engine	AP_PSTVCHR	LSN	06/10/2005 10:03:35AM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2388533		Application Engine	FS_STREAMLN	LSN	06/10/2005 9:56:10AM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2388528		Application Engine	AP_APY2050	LSN	06/10/2005 9:36:51AM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2388526		Crystal Check	APY2021-	LSN	06/09/2005 3:56:00PM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2388524		Application Engine	AP_APY2015	LSN	06/09/2005 3:51:25PM PDT	Success	Posted	<a href="#">Details</a>

Wait until the process has completed by “Success”. Trial Register Process is APY2030.

Process List Customize | Find | View All | First 1-33 of 33 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2388538		Crystal	APY2030-	LSN	06/10/2005 11:09:25AM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2388535		Application Engine	AP_APY2015	LSN	06/10/2005 10:30:05AM PDT	Success	Posted	<a href="#">Details</a>

Here is the main change from 8.8. The Trial Balance in 8.8 pops up in a new window. In 8.9 in order to see the Trial Balance you will do the following: Click on “Details”.

PeopleSoft. Home | New Window

Process Detail

Process

Instance: 2388538 Type: Crystal

Name: APY2030- Description: Trial Register

Run Status: Success Distribution Status: Posted

Run Update Process

Run Control ID: TRIALREGISTER

Location: Server

Server: SFSNT1

Recurrence:

Hold Request

Queue Request

Cancel Request

Delete Request

Restart Request

Date/Time Actions

Request Created On: 06/10/2005 11:12:54AM PDT Parameters Transfer

Run Anytime After: 06/10/2005 11:09:25AM PDT Message Log

Began Process At: 06/10/2005 11:14:07AM PDT Batch Timings

Ended Process At: 06/10/2005 11:14:15AM PDT View Log/Trace

This panel is displayed.

Click on “View Log/Trace”. Then click on the APY2030-(Instance#) PDF file. This is the Trial Register File. Click to open.

[New Window](#)

**View Log/Trace**

Report

**Report ID:** 11942      **Process Instance:** 2388538      [Message Log](#)

**Name:** APY2030-      **Process Type:** Crystal

**Run Status:** Success

Trial Register

**Distribution Details**

**Distribution Node:** SF88DEV\_RPT\_NODE      **Expiration Date:** 09/08/2005

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">APY2030- 2388538.PDF</a>	43,503	06/10/2005 11:14:15.000000AM PDT
<a href="#">Message Log</a>	0	06/10/2005 11:14:15.000000AM PDT
<a href="#">PeopleSoft Trace File</a>	619	06/10/2005 11:14:15.000000AM PDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	LSN

http://sfswebtest.services.wisc.edu:8003/psreports/sf88dev/11942/APY2030-\_2388538.PDF - Microsoft Internet Explorer

File Edit Go To Favorites Help

Address http://sfswebtest.services.wisc.edu:8003/psreports/sf88dev/11942/APY2030-\_2388538.PDF

**PEOPLE Soft** Report ID: APY2030 PeopleSoft Accounts Payable Page No. 1  
**AP TRIAL PAYMENT REGISTER** Run Date 6/10/2005 Run Time 11:14:07 AM

Payment Cycle: MSNDLY

Bank Account: USBAN CHK 083 182380237889 Swift Code 075000022

JONES, DAVEY CHK Amount: 100.00  
 123 DOLENZ STREET  
 MADISON  
 WI 53706  
 USA

Advice ID	Invoice	Payment Ref	Advice Date	Due Date	Disc. Due Date	Amount	Discount	Late Charge	Net Amount	Curr.
00046569	TEST PAY CYCLE	113875	Jun/01/2005	Jun/01/2005		100.00	0.00	0.00	100.00	USD

Total Requirements for Bank Account: 182380237889      100.00      0.00      0.00      100.00 USD

This is the Trial register and can be printed out for your records. When you close the document you will be returned to Process Monitor.

**NOTE:** You may also use **REPORT MANAGER** to view your report which will display under the instance by clicking on the hyperlink to view Trial Register.

**View Log/Trace**

Report

**Report ID:** 11942      **Process Instance:** 2388538      [Message Log](#)

**Name:** APY2030-      **Process Type:** Crystal

**Run Status:** Success

Trial Register

**Distribution Details**

**Distribution Node:** SF88DEV\_RPT\_NODE      **Expiration Date:** 09/08/2005

**File List**

<b>Name</b>	<b>File Size (bytes)</b>	<b>Datetime Created</b>
<a href="#">APY2030- 2388538.PDF</a>	43,503	06/10/2005 11:14:15.000000AM PDT
<a href="#">Message Log</a>	0	06/10/2005 11:14:15.000000AM PDT
<a href="#">PeopleSoft Trace File</a>	619	06/10/2005 11:14:15.000000AM PDT

**Distribute To**

<b>Distribution ID Type</b>	<b>*Distribution ID</b>
User	LSN

Return

Click Return

PeopleSoft®

Process Detail

Process

**Instance:** 2388538      **Type:** Crystal  
**Name:** APY2030-      **Description:** Trial Register  
**Run Status:** Success      **Distribution Status:** Posted

Run      Update Process

**Run Control ID:** TRIALREGISTER       Hold Request  
**Location:** Server       Queue Request  
**Server:** SFSNT1       Cancel Request  
**Recurrence:**       Delete Request  
                                           Restart Request

Date/Time      Actions

**Request Created On:** 06/10/2005 11:12:54AM PDT      [Parameters](#)      Transf  
**Run Anytime After:** 06/10/2005 11:09:25AM PDT      [Message Log](#)  
**Began Process At:** 06/10/2005 11:14:07AM PDT      Batch Timings  
**Ended Process At:** 06/10/2005 11:14:15AM PDT      [View Log/Trace](#)

OK      Cancel

Click OK and this returns you to the Process Monitor.

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Home    Worklist    Add to Favorites    Sign o

View Process Request For

**User ID:** LSN    **Type:**    **Last:** 99 Days    Refresh  
**Server:**    **Name:**    **Instance:**    to     
**Run Status:**    **Distribution Status:**     Save On Refresh

Process List      Customize | Find | View All |    First 1-33 of 33 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2388538		Crystal	APY2030-	LSN	06/10/2005 11:09:25AM PDT	Success	Posted	<a href="#">Details</a>

Click on the Pay Cycle window.

PeopleSoft. Home Worklist

New Window | Help

## Register

Run Control ID: TRIALREGISTER Report Manager Process Monitor Run

Language: English Process Instance: 2388538

Report Request Parameters

Pay Cycle: MSNDLY Daily Check Run Madison [Go To Pay Cycle Manager](#)

Select "Go To Pay Cycle Manager"

PeopleSoft. Home Worklist Add to Favorites

## Pay Cycle Manager

Pay Cycle: MSNDLY Daily Check Run Madison

[Selection Criteria](#) [Approve](#) [Trial Register](#) Reference Confirmation Draft Staging Approval

### Pay Cycle Status

Status: Created Refresh Process Monitor

Pay From Date: 07/07/2004

Pay Through Date: 06/15/2005

Payment Date: 06/15/2005

Schedule Payments Selected: 1 [Summary](#) [Details](#)

### Pay Cycle Reset

Server: [Dropdown] Reset

### Pay Cycle Exceptions

Pay Cycle Error Discount Lost Discount Denied Withholding Bank Replacement

### Pay Cycle Results

Customize | Find | View All | First 1 of 1 Last

Main Information Additional Info

Step Name	Bank	Account	Status	Instance Server Name	Output Type	Output Destination
-----------	------	---------	--------	----------------------	-------------	--------------------

Now click "Refresh".

PeopleSoft. Home Worklist Add to Favorites Sign out

Pay Cycle: MSNDLY Daily Check Run Madison

[Selection Criteria](#) Approve [Trial Register](#) Reference Confirmation Draft Staging Approval

**Pay Cycle Status**

Status: Approved [Refresh](#) [Process Monitor](#)

Pay From Date: 07/07/2004

Pay Through Date: 06/15/2005

Payment Date: 06/15/2005

Schedule Payments Selected: 1 [Summary](#) [Details](#)

**Pay Cycle Reset**

Server:  [Reset](#)

**Pay Cycle Exceptions**

Pay Cycle Error Discount Lost Discount Denied Withholding Bank Replacement

**Pay Cycle Results** Customize | Find | View All | First 1 of 1 Last

[Main Information](#) [Additional Info](#)

Process	Step Name	Bank	Account	Status	Instance	Server Name	Output Type	Output Destination
Process	Print Checks	USBAN	CHK	Approved			File	

### Print Checks Process

You are now ready to **Print Checks**. In server name – specify **SFSNT1**, Output Type = **Web**, leave Output Destination blank.

**Pay Cycle Results** Customize | Find | View All | First 1 of 1 Last

[Main Information](#) [Additional Info](#)

Process	Step Name	Bank	Account	Status	Instance	Server Name	Output Type	Output Destination
Process	Print Checks	USBAN	CHK	Approved		SFSNT1	Web	

Click on **“Process”**. Now open the Process Monitor window.

Select	Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2388539	Crystal Check	APY2021-	LSN	06/10/2005 11:41:00AM PDT	Queued	N/A	<a href="#">Details</a>
<input type="checkbox"/>	2388538	Crystal	APY2020-	LSN	06/10/2005 11:09:25AM PDT	Success	Posted	<a href="#">Details</a>

In Process Monitor – Click on refresh until the process Run Status is **“Success”** for process APY2021.

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Home | Worklist | Add to Favorites | Sign

New Window | Help | Customize Page | http

Process List | **Server List**

View Process Request For

User ID: LSN Type: Last: 99 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status  Save On Refresh

Process List [Customize](#) | [Find](#) | [View All](#) | First 1-34 of 34 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2388539		Crystal Check	APY2021-	LSN	06/10/2005 11:41:00AM PDT	Success	N/A	<a href="#">Details</a>
<input type="checkbox"/>	2388538		Crystal	APY2030-	LSN	06/10/2005 11:09:25AM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2388535		Application Engine	AP_APY2015	LSN	06/10/2005 10:30:05AM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2388534		Application Engine	AP_PSTVCHR	LSN	06/10/2005 10:03:35AM PDT	Success	Posted	<a href="#">Details</a>

The check print file creation process is now complete. To see this file, follow the same navigation as used for the trial register.

Click on “Details”.

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**Process Detail**

Process

Instance: 2388539 Type: Crystal Check

Name: APY2021- Description: AP Crystal Check

Run Status: Success Distribution Status: N/A

Run Update Process

Run Control ID: MSNDLY

Location: Server

Server: SFSNT1

Recurrence:

Hold Request  
 Queue Request  
 Cancel Request  
 Delete Request  
 Restart Request

Date/Time Actions

Request Created On: 06/10/2005 11:40:01AM PDT [Parameters](#) Transfer

Run Anytime After: 06/10/2005 11:41:00AM PDT [Message Log](#)

Began Process At: 06/10/2005 11:41:53AM PDT [Batch Timings](#)

Ended Process At: 06/10/2005 11:41:56AM PDT [View Log/Trace](#)

Click on “View Log/Trace”.

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**View Log/Trace**

Report

**Report ID:** 11943      **Process Instance:** 2388539      [Message Log](#)  
**Name:** APY2021-      **Process Type:** Crystal Check  
**Run Status:** Success

AP Crystal Check

**Distribution Details**

**Distribution Node:** SF88DEV\_RPT\_NODE      **Expiration Date:** 09/08/2005

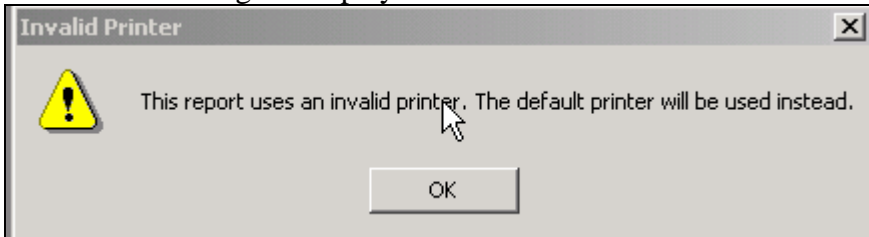
**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">CHKUSBANCKPM.RPT</a>	404,480	06/10/2005 11:41:59.000000AM PDT
<a href="#">Message Log</a>	0	06/10/2005 11:41:59.000000AM PDT
<a href="#">PeopleSoft Trace File</a>	619	06/10/2005 11:41:59.000000AM PDT

**Distribute To**

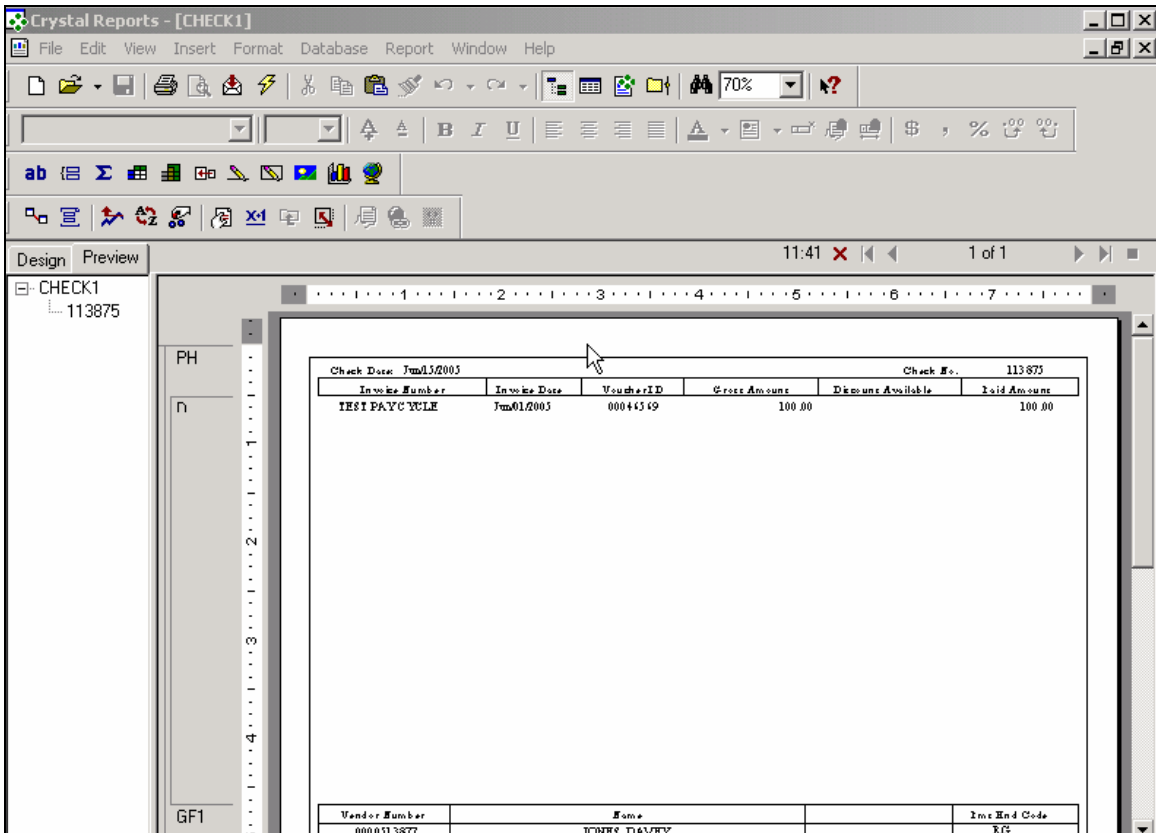
Distribution ID Type	*Distribution ID
User	LSN

The check print file will be named **CKUSBANCKPM.RPT**. Click to open the report.  
 If this error message is displayed – click OK:



The check print file will now open.

**NOTE:** You may also use **REPORT MANAGER** to view your checks, which will display under the instance and clicking on the hyperlink to view Crystal Checks.



Scroll down the file to be sure that the check template is as expected. Crystal Report may look different than you are expecting – this is due to the new version.

Verify your printer set-up – click on File/Printer Set-up and select your MICR printer. Verify this each time.

To print the checks, select File/Print/Printer and Select OK from the printer panel.

Close out the Crystal Report Check file after the checks are reviewed for quality. Navigate from Process Monitor in the manner described in pages 14 and 15.

## Positive Pay Process

Click on the Pay Cycle Window

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**Pay Cycle Status**

Status: Confirmed Refresh Process Monitor

Pay From Date: 07/07/2004

Pay Through Date: 06/15/2005

Payment Date: 06/15/2005

Schedule Payments Selected: 1 Summary Details

**Pay Cycle Reset**

Server: [Dropdown] Reset

**Pay Cycle Exceptions**

Pay Cycle Error Discount Lost Discount Denied Withholding Bank Replacement

**Pay Cycle Results** Customize Find View All First 1 of 1 Last

Main Information Additional Info

Process	Step Name	Bank	Account	Status	Instance	Server Name	Output Destination
Process	Format Positive Payment	USBAN	CHK	Confirmed	2388539	SFSNT1	

Last step is to process the **Positive Pay File**. Change the Server Name to **PSUNX**. If you forget at this point the following error message is displayed:

The selected Process Scheduler is not currently running. Proceed with scheduling? (7250,156)

The selected Process Scheduler Server is not currently running or cannot process this type of request. Select No to choose another Process Scheduler Server or Yes to proceed with scheduling on this Server.

Yes No

Select “No” and change the Server to PSUNX. Then click the Process button.

**Pay Cycle Results** Customize Find View All First 1 of 1 Last

Main Information Additional Info

Process	Step Name	Bank	Account	Status	Instance	Server Name	Output Destination
Process	Format Positive Payment	USBAN	CHK	Confirmed	2388539	PSUNX	

Go to Process Monitor window and wait until status is “SUCCESS” for Process AP\_APY2050.

Process List Server List

View Process Request For

User ID: LSN Type: [Dropdown] Last: 99 Days Refresh

Server: [Dropdown] Name: [Text] Instance: [Text] to [Text]


Run Status: [Dropdown] Distribution Status: [Dropdown] Save On Refresh

**Process List** Customize Find View All First 1-35 of 35 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2388540		Application Engine	AP_APY2050	LSN	06/10/2005 12:04:38PM PDT	Queued	N/A	Details
<input type="checkbox"/>	2388539		Crystal Check	APY2021-	LSN	06/10/2005 11:41:00AM PDT	Success	Posted	Details
<input type="checkbox"/>	2388538		Crystal	APY2030-	LSN	06/10/2005 11:09:25AM PDT	Success	Posted	Details


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Process List **Server List**


View Process Request For

User ID: LSN   Type:  Last: 99 Days  Refresh

Server:  Name:   Instance:  to

Run  Distribution   Save On Refresh

Status:  Distribution Status

Process List [Customize](#) | [Find](#) | [View All](#) |  First  1-35 of 35  Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2388540		Application Engine	AP_APY2050	LSN	06/10/2005 12:04:38PM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2388539		Crystal Check	APY2021-	LSN	06/10/2005 11:41:00AM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2388538		Crystal	APY2030-	LSN	06/10/2005 11:09:25AM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2388535		Application Engine	AP_APY2015	LSN	06/10/2005 10:30:05AM PDT	Success	Posted	<a href="#">Details</a>

Go Back to the Pay Cycle Window and click Refresh. The Pay Cycle status should show complete. Close out of the windows or navigate to your next task.

## **Other Information:**

### **Pay Cycle Statuses**

These are the typical statuses that may appear as you are in the Pay Cycle Manager panel.

Status	Meaning
Approved	Pay cycle has been approved.
Completed	The Pay cycle is finished. You can start payment selection again using the next payment dates.
Confirmed	You have successfully confirmed that the payment references are correct on the Confirm Payment Reference page.
Created	Payments are ready to print. If EFT payments are being processed, the files are ready to format or be sent through the approval process.
Exceptions	Pay cycle exceptions have been found.
Formatted	The formatting process for the positive payment file has completed successfully.
New	The first time you create a pay cycle its status is New.
No work	No payments have been selected or created for processing.
Printed	Payments are printed or data has been written to a file.
Rejected	Pay cycle has been rejected.
Reset	Pay cycle has been reset. Payment Selection can be run again.
Restarted	Pay cycle has been restarted and is ready for Payment Creation.
Running	One of the Pay Cycle processes is currently running.
Selected	Payment selection has completed successfully.

## **Problem Solving with Pay Cycle Manager**

- If no work is selected verify the criteria on the Payment Selection Criteria panel. If the criteria appears correct and you still have problems, call the UWSA group.
- If the Pay Cycle appears to be hung up – be patient.
- If it still appears hung to be hung up, look in process monitor. Click on the tab “Server List”. Look for the PSUNX server and verify the status indicates “Running”. If this is not the case then notify your contact who in turn can get in touch with the DBA for SFS.
- If the Server is running then go to the tab Process List and view the status on the last job submitted using your ***Operator ID***. Is the status of the job “Processing” or “Successful”? If so back into Pay Cycle Manager and press Refresh. Proceed to follow the Pay Cycle instructions.
- If the job in the process monitor is Initiated be patient (Remember the more payments there are the longer Pay Cycle Manager is going to take to run.) If it remains this way for an unreasonable amount of time, then highlight the job in question (The last job on the Process Monitor) and go to ***Action/Cancel*** and then ***Action/Delete***. Then go back to the Pay Cycle Manager screen and hit the Refresh button and follow the instructions in the Next Step group box on the panel.

***If Pay Cycle Manager still appears not to be functioning correctly contact the UWSA group – they will need to verify that the flags on the Pay Cycle Tables are correct and if necessary reset them.***

# Posting Payments

Once payments have successfully gone through the Pay Cycle Manager, the following procedures should be used to post them. A separate process is used to journal generate these transactions to the General Ledger.

**NOTE:** This will be a scheduled process run each evening and only will need to be done if your campus wishes to process manually.

## Activity: Post Payments to the Payables Module

Navigation: Accounts Payable>Batch Processes>Payments>Payment Posting

- The following page should be completed. If you want to post a specific check, select the “Post Payment” option. A payment method and reference field will appear. Enter the check number in the reference field.
- Click Run to process.

- This process should be run on the PSUNX server, Type “Web” and Format “TXT”. Click on “OK”.

## Process Scheduler Request

User ID: LSN      Run Control ID: AP\_PAYMENT\_POST

---

Server Name:       Run Date:

Recurrence:       Run Time:      

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PS/AP Payment Posting	AP_PSTPYMNT	Application Engine	<input type="text" value="Web"/>	<input type="text" value="TXT"/>	<a href="#">Distribution</a>

# Express Checks

When a check is needed immediately, an express check can be created. Before an express check can be printed, a voucher needs to be created and it must pass edits. Editing occurs when you save the voucher. **The voucher must also be budget checked. Look on the Summary panel of the voucher to see valid budget checking status.** You can navigate to start the Express Check process by pressing the Express Payment link on the **Payments Tab** page of the Voucher.

The screenshot displays a voucher management interface with the following sections:

- Summary:** Business Unit: UWOSH, Voucher ID: 00100189, Voucher Style: Regular, Vendor: BUDDY SQUIRREL, P O BOX 012231, MILWAUKEE, WI 53207.
- Invoice Information:** Invoice Number: 10B, Invoice Date: 10/26/2005, Total: 100.00, Pay Terms: DUR, Schedule Payments.
- Payment Information:** Scheduled Payment: 1, Remit to: 0000009107, Location: OSH, Address: 1, BUDDY SQUIRREL, P O BOX 012231, MILWAUKEE, WI 53207. Gross Amount: 100.00 USD, Discount: 0.00 USD, Scheduled Due: 10/26/2005, Net Due: 10/26/2005.
- Payment Method:** Bank: FRSTR, Account: ZBA, Method: CHK Check, Pay Group, Handling: RG, Netting: N.
- Schedule Payment:** Action: Schedule, Payment Date, Reference, Pay.
- Payment Options:** Hold Payment, Separate Payment, Hold Reason, Letter of Credit.
- Payments:** Express Payment (highlighted by a callout box), Vendor Bank Account.

Create voucher and Save then Budget Check. Go to the Payments Tab of the voucher and select the hyperlink on bottom of page 'Express Payment'.

This is the preferred method because all of the needed information is carried through to the Express Check panel.

**Express Payment**

**Payor**  
 UW Oshkosh  
 SEND INVOICE IN DUPLICATE TO:  
 OSHKOSH, WI 54903-2884

**Bank and Payee Information**  
**Bank SetID:** UWOSH usbank  
**Bank:** FRSTR usbank  
**Account:** ZBA Milwaukee, WI 53202  
**Payment Currency:** USD 12-2/750  
**Pay Method:** CHK  
**Vendor Set ID:** UWOSH BUDDY SQUIRREL  
**Vendor:** 0000009107 P O BOX 012231  
**Address:** 1 MILWAUKEE, WI 53207

**Payment Detail**  
**Date:** 10/26/2005  
**Amount:** 100.00 USD  
**Reference:** NEXT

**Select Voucher**  
 On Hold  Evaluate Discount Rate **Add All Vouchers** **Create Payment** Server: [dropdown]

**Select Voucher** Customize | Find | View All | First | 1 of 1

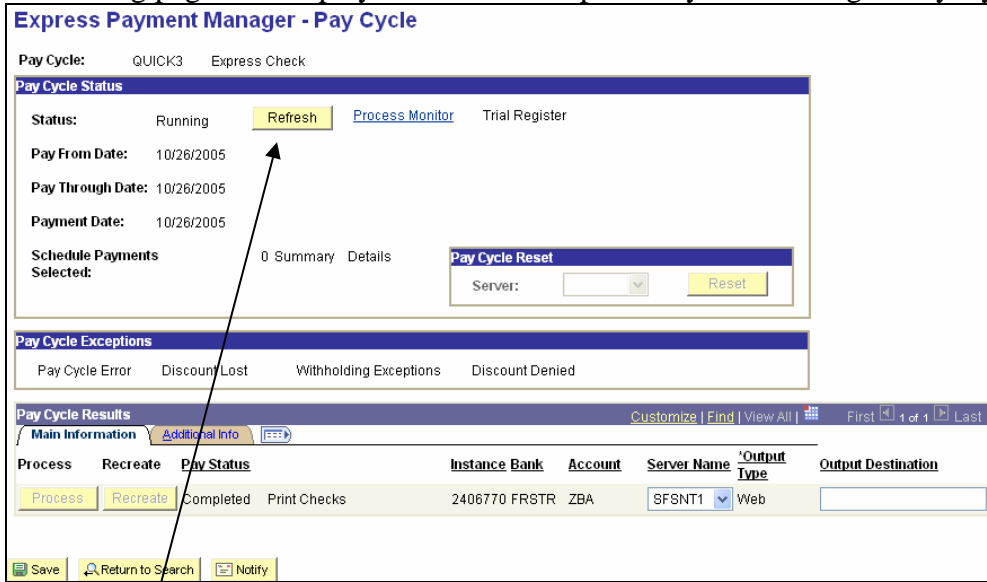
Unit	Voucher	Payments	Payment Method	Invoice Number	Invoice Date	Apply Discount
UWOSH	00100190	1	System Check	aaa1	10/26/2005	[+]

**Save** **Notify**

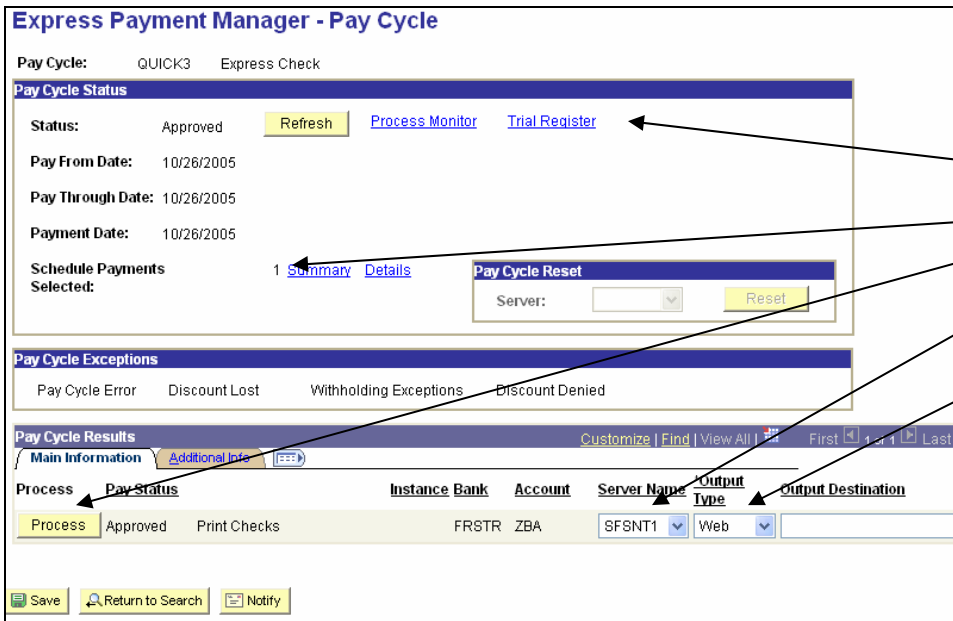
Start the Express Check process by entering PSUNX for server and click 'Create Payment'.

- The “Add All Vouchers” button will automatically enter all outstanding payments for the same vendor.
- You may need to press Reset to get started. Note that the pay cycle is given a different name in Process Monitor –QUICK# (#=1-9). This will process the same way as the regular pay cycle.

The following page will display which is the Express Payment Manage - Pay Cycle:



Click the Refresh button on the above page and the express check selected will display as a scheduled payment.



1. Trial Register
2. Vouchers
3. Check Process
4. Server (SFSNT1)
5. Output Type (WEB)

Continue through the Pay Cycle as any other Pay Cycle (you may again want to open a new window to Process Monitor to monitor the processes to make sure they are successful)

Note the following page after Express Check has been created, does not have any provisions for the Positive Payment Process. You will be required to do a Manual Positive Payment process.

**Express Payment Manager - Pay Cycle**

Pay Cycle: QUICK3 Express Check

**Pay Cycle Status**

Status: Completed Refresh Process Monitor Trial Register

Pay From Date: 10/26/2005

Pay Through Date: 10/26/2005

Payment Date: 10/26/2005

Schedule Payments Selected: 0 Summary Details Pay Cycle Reset

Server: [Dropdown] Reset

**Pay Cycle Exceptions**

Pay Cycle Error Discount Lost Withholding Exceptions Discount Denied

**Pay Cycle Results** Customize Find View All First 1 of 1 Last

Main Information Additional Info

Process	Recreate	Pay Status	Instance	Bank	Account	Server Name	Output Type	Output Destination
Process	Recreate	Completed	Print Checks	2406779	FRSTR	ZBA	SFSNT1	Web

Save Return to Search Notify

Alternate method to create an 'Express Check' is to use the navigation in the following exercise. However, you will need to enter all of the information that defaults in when selecting Express Payment from the Payment Tab on the voucher.

**Activity: Create an Express Check**

**Navigation: Accounts Payable>Payments>Express Payments>Create Express Payments**

**PeopleSoft**

Home Performance Trace Add to Favorites Sign

New Window Help Customize Page

**Express Payment**

Payor: UW Oshkosh  
SEND INVOICE IN DUPLICATE TO:  
OSHKOSH, WI 54903-2884

**Bank and Payee Information**

Bank SetID: [Search]  
Bank: [Search]  
Account: [Search]  
Payment Currency: [Search]  
Pay Method: [Search]  
Vendor Set ID: UWOSH [Search]  
Vendor: [Search]  
Address: [Search]

**Payment Detail**

Date: 10/28/2005 [Calendar]  
Amount: 0.000  
Reference: NEXT

**Select Voucher**

On Hold  Evaluate Discount Rate Add All Vouchers Create Payment Server: [Dropdown]

Unit	Voucher	Payments	Payment Method	Invoice Number	Invoice Date
UWOSH [Search]	[Search]	[Search]	[Search]	[Search]	[Search]

Save Notify

Express process requires completion of 'Bank and Payee' fields making certain the proper vendor is selected and address. Once that is done select the voucher that relates to vendor. When this is completed you will SAVE and it will take you to Express Payment Manager- Pay Cycle to complete the process.

The process now is the same as described on page 32. Complete the check process which also requires a Manual Positive Payment process as described below.

## Manual Positive Payment Process

All Express Checks require a Manual Positive Payment Process in order to complete the process that is different than the regular Pay Cycle Manager.

### Activity: Manual Positive Payment Process

Navigation: Accounts Payable>Payments>Pay Cycle Processing>Manual Positive Payment

The following page will display and will need to be updated as follows:

**Manual Positive Payment**

'Bank SetID: UWOSH UW Oshkosh  
'Bank Code: FRSTR usbank  
'Bank Account: ZBA Firststar Zero Balance Checking  
'Step Group Name: Model All pay cycle steps

Options  
 Format and File  
 File Only

Process

Save Notify

Click the Process button on the Manual Positive Payment page.

**Pay Cycle Manager**

Pay Cycle: POSPY7 Manual Positive Payment

Selection Criteria Approve

Status of job must be "Completed"

Pay Cycle Status  
Status: Confirmed Refresh Process Monitor

Pay From Date:  
Pay Through Date: 10/26/2005  
Payment Date: 10/26/2005

Schedule Payments Selected: 0 Summary Details

Pay Cycle Reset  
Server: [Dropdown] Reset

Pay Cycle Exceptions  
Pay Cycle Error Discount Lost Discount Denied Withholding Bank Replacement

Pay Cycle Results  
Main Information Additional Info [Dropdown]

Process	Step Name	Bank	Account	Status	Instance	Server Name	Output Destination
Process	Format Positive Payment	FRSTR	ZBA	Confirmed		PSUNX	[Dropdown]

Save Return to Search Notify

Pay Cycle Manager page for Manual Positive Payment is used for the process and requires the server be PSUNX and the click Process

When the process is completed (via Process Monitor), click the Refresh button on the Pay Cycle Manager page and page will display as "Completed" and be set for the next cycle.

## Canceling a Payment: Stop or Voiding Payments

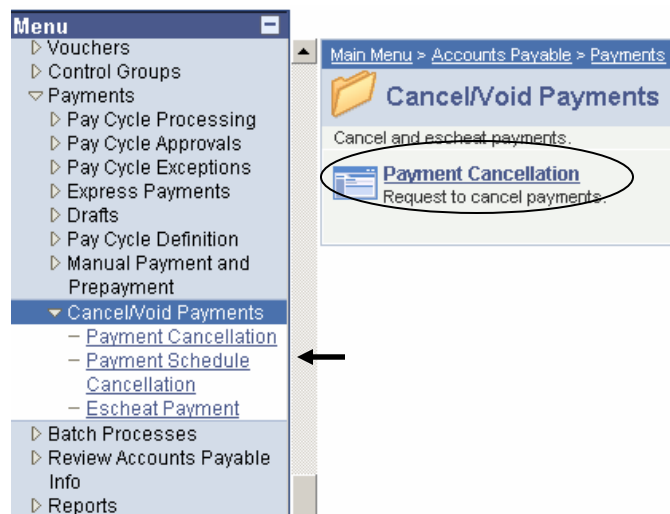
You can use the following procedure to void or stop payments. Void payments when the original check is in custody. Stop a payment when the location of the original check is not known. Cancelling a check allows three alternatives:

1. Re-Open Voucher and reissue payment.
2. Re-Open Voucher and place payment on hold in order to make changes to the original voucher.
3. Do not re-issue payment and close voucher/liability.

This process reverses the original payment information for the vouchers affected by the cancelled payment and reopens or closes those vouchers the next time you run voucher and payment posting. If you reopen vouchers for payment, you can specify whether to pay the same amount or to recalculate the payment amount based on the new payment date.

### Activity: Cancel a Payment

**Navigation:** Accounts Payable>Payments>Cancel and Void Payments>Payment Cancellation



### Payment Cancellation

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Bank SetID:	=	UWADM
Bank Code:	begins with	FRSTR
Bank Account:	begins with	ZBA
Payment Reference:	begins with	005937
Payment Method:	=	System Check

[Basic Search](#)

Entering as many fields as possible will increase the speed of the search.

**Cancel Payment**

Enter Cancel Payment

<b>Bank Set ID:</b>	UWOSH	<b>Reference ID:</b>	044139
<b>Bank:</b>	FRSTR usbank	<b>Creation Date:</b>	02/02/2004
<b>Account:</b>	ZBA 199604422	<b>Payment Date:</b>	02/02/2004
<b>Payment Method:</b>	System Check	<b>Payment Amount:</b>	399.360 USD
<b>Remit Vendor:</b>	0000002877 KRAFT, ELIZABETH	<b>Cancel Post Status:</b>	Not Applicable

---

**Date Cancelled:** 05/26/2005

**Payment Status:**

Void

Stop

Undo Cancel

**Cancel Action:**

Re-Open Voucher(s)/Re-Issue

Re-Open Voucher(s)/Put on Hold

Do Not Reissue/Close Liability

**Description:**

- Use the search dialog box to select the payment you want to cancel.
- Included in the search list, are those payments that have already been cancelled but not posted. You can use this same panel to undo the cancel.
- Select **Void** if you want to cancel a check that has been issued but has not been sent to the vendor, i.e., we must have physical custody of the check.
- Select **Stop** if the check has been sent out to the payee **and** you have successfully stopped payment at the bank.
- Select **Undo Cancel** to negate any cancellation that you previously performed. **This must be done before the cancellation is posted by the daily payment post.**
- **Re-open Voucher(s)/Re-issue** enables you to re-select the scheduled payment and reissue it the next time you execute a payment cycle, assuming the vouchers meet the selection criteria for the payment cycle. SFS will insert a line on the voucher on the schedule payment panel and you will only be allowed to change the date. **You must run the payment posting process to record the reversal before the voucher is made available for a new payment selection.** Checks are reissued after the payment post. For example, a check voided with re-issue on Monday will be posted in the scheduled process. If the regular pay cycle processes before the next scheduled payment post, a check will not be created until the following pay cycle.
- **Re-open Voucher(s)/Put on Hold** creates an additional payment line on the voucher but holds the payment. You might select this option if you need to perform additional investigation or change voucher information before proceeding with the payment. The voucher will need to be manually taken off hold.
- **Do Not Reissue/Close Liability** causes SFS to calculate any remaining unpaid liability and close it the next time you run the voucher post process.
- **Description** – This description can give users additional information about the cancel. It is strongly recommended that information be entered in this field. For example, you can note who requested the stop or void, why it was done, who performed the action, etc. This can save time and effort.
- Make your selections and save your work.

- It is an option, but not necessary, to manually Payment Post the cancellation and then, if appropriate, re-open the voucher and re-issue or put it on hold.

Example of Description at Payment Inquiry:

Payment Inquiry Result									
Payment Details		Additional Info	Vendor Details	Financial Gateway					
Source	Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	<a href="#">005937</a>	Check	200.00	USD	10/04/2004	10/04/2004	Void	Recon	

Click on the link for the payment and comments from the cancel will be available.

**Vouchers For a Payment**

[Back To Payment Inquiry](#)

**Bank Name:** Firststar State Contract Bank  
**Bank Account #:** 754851996  
**Pay Cycle:** ADMDLY **Seq Num:** 1056  
**Vendor Name:** STEFFENHAGEN, JAMES S  
**Address:** DBA JIM'S SIGN & ART SHOP  
 206A E MAIN ST  
 WAUNAKEE WI 53597 USA  
**Payment Amount:** 200.00 USD **Payment Method:** CHK  
**Description:** Per J Smith, this check was never sent to the recipient. Check has been destroyed. Reversal Voucher entered by LSN

**Payment Ref ID:** 005937  
**Accounting Date:** 10/04/2004  
**Payment Date:** 10/04/2004  
**Days Outstanding:** 787  
**Payment Clear Date:** 11/30/2006  
**Reconcile Date:**  
**Value Date:** 10/04/2004

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge
UWADM	<a href="#">00007191</a>	1	09/20/2004	9/14/04	200.00	200.00	USD		

Description at Payment Inquiry

Message at “Save” for a Converted Voucher.

### Cancel Payment

**Enter Cancel Payment**

<b>Bank Set ID:</b>	UWADM	<b>Reference ID:</b>	005937	<b>Creation Date:</b>	10/04/2004
<b>Bank:</b>	FRSTR	Firstar State Contract Bank	<b>Payment Date:</b>	10/04/2004	
<b>Account:</b>	ZBA				
<b>Payment Method:</b>	System Check				
<b>Remit Vendor:</b>	0000004088				

**Date Cancelled:** 11/30/2006

**Payment Status:**  
 Void  
 Stop  
 Undo Cancel

**Cancel Action:**  
 Re-Open Voucher(s)/Re-Issue  
 Re-Open Voucher(s)/Put on Hold  
 Do Not Reissue/Close Liability

**Hold Reason:** [Dropdown]

**Description:** Per J Smith, this check was never sent to the recipient. Check has been destroyed.

Microsoft Internet Explorer

There is at least one vouchers was converted from a prior release. You cannot cancel with close. (7030,380)

OK

If you receive this message, change selection to “Re-Open Voucher(s)/Re-Issue” and follow the instructions for Cancelling a Converted Voucher un the next section. Refer to the **Cancelling Converted Voucher and PO Voucher Training Manual**.