Pay Cycle Process Overview

Once you have entered, approved and scheduled vouchers for payment in SFS, you’ll begin the payment process. The following diagram shows the steps in that cycle.

Select Payments → Review Payments → Create Payments → Post Payments

<table>
<thead>
<tr>
<th>Process Frequency</th>
<th>This process is typically run daily but varies by institution.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependencies</td>
<td>Vouchers entered and Budget Checked.</td>
</tr>
<tr>
<td>Assumptions</td>
<td>None</td>
</tr>
<tr>
<td>Responsible Parties</td>
<td>Campus accounts payable staff</td>
</tr>
<tr>
<td>Alternate Scenarios</td>
<td>none</td>
</tr>
</tbody>
</table>
Process Detail

I. 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.

AP WorkCenter > Main> Payment Selection Criteria

OR

Navigation Bar : Accounts Payable > Payments > Pay Cycle Processing > Payment Selection Criteria

1. Click
2. Select the Pay Cycle name for your Business Unit. Example ‘ADMDLY’
3. Click
   Note: The following error message may be displayed if the Positive Pay File has not been processed from a prior Pay Cycle.
4. Click and complete that pay cycle before starting a new one.
5. On the **Dates** tab, **change** the dates as appropriate for each pay cycle.

6. In the **Pay Cycle Selection Dates**, **enter Payment Date** (the date on the checks) must be today’s date.

7. In the **Accounting Date** box, **select Accounting Date**: ‘Current’ from dropdown menu.

8. **Enter Accounting Date**

9. **Select** tab

10. In the **General Options** box, make sure **Automatic Increments Dates** box is **unchecked**; otherwise, this will cause processing issues with the Positive Pay File.

11. In the **General Options** box, make sure **Email Payment Advice** box is **Checked** to activate Supplier Payment Notification via Email.

12. In the **General Options** box, make sure **Preferred language** is equal to **English**.
13. In the Credit Options box, **select Credit Vouchers: ‘Process when DRs >= CRs’**

14. In the Notification box, a **User ID** can be **designated for Payment Error notifications** (Optional). When the user **selects** the **Email Payment Advice** option, the current user ID will be entered by default into the **Payment Advice User ID** field; you can select a different user ID, if necessary.

15. **Select Source / BU** tab.

16. **Review** Source and Business Unit sections for the pay cycle.

17. **Select Bank / Method** tab.


19. **Select Pay Group / Netting** tab.

21. Select **Draft Options** tab. Draft Options should appear as shown.

22. Click **Save**

23. Go back to the **Dates** tab.

24. Click on the **Pay Cycle Manager** hyperlink on the right corner or follow the navigation in the following section.
II. Pay Cycle Manager

*AP WorkCenter > Main > Pay Cycle Manager*  OR  
*Navigation Bar: Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager*

1. If the previous run pay cycle included expense payments, you may see the *Update Payment Advice* button.
2. Click on the *Update Payment Advice* button.
3. One or two messages will pop up about encrypting data for EXPN transactions. Select “OK”.

![Encrypt data message (7250,511)](image)

**Encrypt data message (7250,511)**

Clicking this button will encrypt the credit card number for EXPN transactions listed in the payment advice table for this pay cycle and remove any related information from the temp table. Make sure all checks have been printed before proceeding. Continue?

- **OK**
- **Cancel**

III. **Payment Selection and Creation**

4. In the Process box (right side), **select Server** ‘PSUNIX’ to begin Payment Selection & Creation, or if doing selection before creation, see step 6.

5. **Click** — Skip to step 15.
6. To choose payments before creation, select Server: ‘PSUNX’ to begin Payment Selection.

7. Click the Process button.

8. Click the Refresh button until the number of Schedule Payments Selected shows up and the Summary and Details hyperlinks are active.

9. Click the Details hyperlink.

10. When the following screen comes up, click the Search button.
11. Changes to payment actions can now be made.
   a. None = This payment will be run thru the current pay cycle.
   b. Exclude = This payment will NOT be run in the current pay cycle but will be available for the next pay cycle.
   c. Separate = If there are other payments to the same supplier, make this payment a separate check, ACH, or wire.
   d. Hold = Puts the payment (includes all vouchers for that payment) on hold. The voucher(s) will not be picked up in a pay cycle until the Hold Payment box is unchecked.
   e. Hold & Separate = Puts the payment and only the one voucher on hold. The voucher will not be picked up in a pay cycle until the Hold Payment box is unchecked.
12. When finished selecting payment actions, **click** Save, then **click** on the **Pay Cycle Manager** hyperlink.

13. On the Pay Cycle Manager page, **select** Server: ‘PSUNX’ to begin Payment Creation. (If you have decided that you do not want to process any payments, you can opt to **Reset** the pay cycle using the PSUNX server. This may take a few minutes to complete. You can **Reset** a pay cycle only if no payments have been created.)

14. **Click**.
15. **Click** *Process Monitor* hyperlink.

16. **Click** *Refresh* until Run and *Distribution Status* change to ‘Success’ and ‘Posted’.

17. **Click** the *Go back to Pay Cycle Manager* hyperlink at the bottom of the page.

18. If a payment is to be scheduled, the *Trial Register* and *Approve* hyperlinks become active at the top of the screen. If your campus has specified ‘Pay Cycle Approval’ as an Internal Control you will need to approve the pay cycle as an added step.

19. **Click** *Approve* hyperlink.

20. **Click**

21. **Click** on *Pay Cycle Manager* hyperlink to get back to the Pay Cycle.
IV. Trial Register

A Trial Register prints a list of payments this Pay Cycle will create.

1. **Click** the *Trial Register* hyperlink.

2. If you have previously run this process, **click** tab. If not, skip to step 5.

3. **Enter** existing *Run Control ID*: ‘TRIALREGISTER’

4. **Click** to open an existing run control, and skip to step 8.

5. If new, **click** tab.

6. **Enter** *Run Control ID*: ‘TRIALREGISTER’.

7. **Click**

8. **Select** the *Pay Cycle* for your campus.

9. **Click** and the Process Scheduler Request will appear.

10. **Select** *Server Name*: ‘SFSNT1’

11. **Select** *Description* ‘Trial Register’ *with Process Type*: ‘BI Publisher’

12. In the Process List bar, **select** *Type*: ‘Web’

13. **Select** *Format*: ‘PDF’

14. **Click**

15. **Open** *Process Monitor* hyperlink.

16. **Click** until *Run* and *Distribution Status* change to ‘Success’ and ‘Posted’.
17. Go back to the Trial Register page.

18. Click on the Report Manager hyperlink.

19. Go to the “Administration” tab and find the report in the list called ‘APX2030 – APX2030.pdf’ that matches the date and time you ran the trial register and click on that hyperlink. This will open the Trial Register file.
This is the Trial register and can be printed out for your records.

21. Go back to the Trial Register.
22. Go back to the Pay Cycle Manager.

23. Click **Refresh**

You are now ready to process electronic payments and print checks.

V. Processing Email Payment Advices

1. From the Pay Cycle Manager screen, locate the Pay Cycle Results section down at the bottom of the screen.
2. Select **Server Name**: ‘PSUNX’
3. Click **Process** to launch Email Payment Advice Process AP_EMAIL_ADV Application Engine Process.
4. It is highly recommended that a New Window is opened to review the Process Monitor progress of the Pay Cycle processing steps. Click on the New Window hyperlink in the top right corner of Pay Cycle Manager page and then click on Process Monitor hyperlink to open Process Monitor page.

5. Click until Run Status changes to ‘Success’. The Email Payment Advice process is now complete.

6. Switch back to the Pay Cycle Manager window.

7. Click to activate the next Payment Process (Electronic payments and/or Print Checks Process).

You are now ready to process electronic payments and/or print checks.
VI. Processing Electronic Payments

1. From the Pay Cycle Manager screen, locate the Pay Cycle Results section down at the bottom of the screen.
2. Select Server Name: ‘PSUNX’
3. Select Output Type: ‘File’
4. Enter /opt/sfs/cust/prod/uw/ACH/ in the Output Destination.
5. Click to launch Electronic Payment Process FIN2025 SQR Process.
6. It is highly recommended that a New Window is opened to review the Process Monitor progress of the Pay Cycle processing steps. Click on the New Window hyperlink in the top right corner of Pay Cycle Manager page
7. Click on Process Monitor hyperlink to open Process Monitor page.
8. **Click** [Refresh] until *Run Status* changes to ‘Success’. The Electronic Payment file creation process is now complete.

9. **Switch** back to the Pay Cycle Manager window

10. **Click** [Refresh] to activate the Print Checks Process

You are now ready to print checks

VII. **Check Printing**

1. From the Pay Cycle Manager screen, **locate** the Pay Cycle Results section down at the bottom of the screen.
2. **Select** *Server Name*: ‘SFSNT1’
3. **Select** *Output Type*: ‘Web’
4. **Leave** *Output Destination* blank.
5. **Click** [Process] to run APY2021X1 BI Publisher check process and **Open** a Process Monitor screen to verify *Run Status* of ‘Success’.

   AP WorkCenter > Reports/Queries > Report Manager

   Navigator Bar: Reporting Tools > Report Manager

7. Go to the “Administration” tab and find the latest report in the list called ‘APY2021X1 – CHKXXX####XX.pdf’, and click on that hyperlink. This will open the check file.

   ![Report Manager Screenshot]

8. Review file to be sure that the check data is correct.

9. Use the Print icon to bring up the Print screen. For Internet Explorer users, it should look like the following screen shot. If you use a different browser or open the file with some form of Adobe Acrobat, it will look a bit different. Please select the print size option that UWSA determined works best for your computer/printer setup. If you don’t know or remember what this is, please contact UWSA Problem Solvers at uwsaproblemsolvers@uwsa.edu to ask for help.

   **NOTE:** If you make changes to your check printer like installing new drivers or using a new printer, or have someone new printing checks, please contact uwsaproblemsolvers@uwsa.edu before printing checks in production. Additional testing will be required to ensure checks can be processed correctly.
10. Select printer and Print the checks making sure the printer is using check stock with the printer that has the MICR font installed.

11. Close out the pdf file after the checks are reviewed for quality.

12. Select the Pay Cycle Manager page (go to that tab in your browser).
VIII. Create Positive Pay

1. Click **Refresh** in Pay Cycle Manager to activate the *Format Positive Payment* file creation process if it is not already available.
2. In the Pay Cycle Results section, select the **Server Name**: ‘PSUNX’
3. Click **Process**
4. Click **Refresh** until *Run Status* changes to ‘Success’ in the Process Monitor.
5. Click **Refresh** on the Pay Cycle Manager page until the Pay Cycle *Status* shows ‘Completed’ and the ‘Recreate Pos Pay’ button is activated.
Pay Cycle Statuses

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

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

**Navigation:** Start the Express Check process by **clicking** the *Express Payment* link on the **Payments** tab of the Voucher. All of the needed information is carried through to the Express Check panel.

1. **Click** the *Express Payment* hyperlink.
2. **Review** the Express Payment screen for accuracy.

3. In the Select Voucher section (middle of screen), **select** Server ‘PSUNX’.

4. **Click** and the Express Payment Manager – Pay Cycle screen will appear.
6. In the Pay Cycle Results section, select Server Name: ‘SFSNT1’

7. Select Output Type: ‘Web’

8. Click **Process** to run pay cycle.


   **AP WorkCenter > Reports/Queries > Report Manager**

   **Navigator Bar**: Reporting Tools > Report Manager

   Click on the Administration tab and open the latest ‘APY2021X1 – CHKXXX######PM.pdf’ file to view and print the express check.

   **Note**: The Express Payment pay cycle does not have any provisions for the Positive Payment Process. You will be required to do a Manual Positive Payment process.

**X. Manual Positive Payment Process**

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

   **Navigation Bar**: Accounts Payable > Payments > Pay Cycle Processing > Manual Positive Payment
1. **Click** the Process button on the Manual Positive Payment page and the Pay Cycle Manager Page will appear.
2. In the Pay Cycle Results section at the bottom of the page, select Server Name: ‘PSUNX’

3. Click [Process]
4. Click **Refresh** until Status shows ‘Complete’ **AND** the Recreate Pos Pay button is activated.

### XI. Posting Payments

For most Business Units, the Payment Post process is run by MAESTRO from a batch process run at night. If your Business Unit is not included in that process or you need to post a payment before that process is run, then you can run the process yourself.

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

1. **Click** [Add a New Value] tab.
2. **Enter** *Run Control ID*.
3. **Click** Add
4. Enter Request ID.
5. Enter Description.
7. Select Post Payment Option: ‘Post Bank Account’
8. Enter SetID: ‘UW***’
10. Enter Bank Account.
11. Click Run

12. Select Server Name: ‘PSUNX’
13. In Process List bar, select Type: ‘Web’
14. Select Format: ‘TXT’
15. Click OK
### Revision History

<table>
<thead>
<tr>
<th>Author</th>
<th>Version</th>
<th>Date</th>
<th>Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martha Mendoza</td>
<td>1.0</td>
<td>11/28/2012</td>
<td>Initial Draft</td>
</tr>
<tr>
<td>Jim Backus</td>
<td>1.1</td>
<td>05/03/2013</td>
<td>Update for 9.1</td>
</tr>
<tr>
<td>Susan Kincanon</td>
<td>1.2</td>
<td>06/25/2013</td>
<td>Final review, edit, and format</td>
</tr>
<tr>
<td>Mark Flemington</td>
<td>1.3</td>
<td>07/02/2013</td>
<td>Final functional review</td>
</tr>
<tr>
<td>Susan Kincanon</td>
<td>1.4</td>
<td>07/02/2013</td>
<td>Finalize and publish</td>
</tr>
<tr>
<td>Laura Parman</td>
<td>1.5</td>
<td>11/18/2014</td>
<td>Change ACH Paycycle File Path</td>
</tr>
<tr>
<td>Beth Vereb</td>
<td>1.6</td>
<td>08/11/2016</td>
<td>Change Trial Register to use BI Publisher Report.</td>
</tr>
<tr>
<td>Beth Vereb</td>
<td>1.7</td>
<td>03/01/2017</td>
<td>Updated Pay Cycle information for BI Publisher checks. Report Manager hyperlink added to Pay Cycle Manager page. Updated Express Payment information.</td>
</tr>
<tr>
<td>Dawn White</td>
<td>1.8</td>
<td>05/16/2018</td>
<td>Update for 9.2</td>
</tr>
<tr>
<td>Beth Vereb</td>
<td>1.8</td>
<td>7-10-18</td>
<td>Finished updating for 9.2 Upgrade.</td>
</tr>
<tr>
<td>Beth Vereb</td>
<td>1.9</td>
<td>09/20/19</td>
<td>Added “Update Payment Advice” info, a new section for selection before creation, and updated screens for Print Checks and Format Positive Pay.</td>
</tr>
</tbody>
</table>