Central Processing Overview

Central Processing includes administrative tasks that must be completed to process the travel expenses of an employee.

1. **Budget Check**: Travel Advances and Expense Reports that have been fully approved are budget checked to validate eligible budget funding.
2. **Post Liabilities**: Liability accounting lines are created in the EX_ACCTG_LINE table for expense reports and cash advances awaiting payment.
3. **Stage Payments**: Expense Reports and Cash Advances are selected for payment
4. **Process Paycycle**: A payment file is created and posted. This creates the ACH payment to the bank and reduces the liability. It also creates checks for those who do not use ACH.
5. **Post Payments**: The status on the employee’s expense report is updated and accounting lines to cash accounts are created in the EX_ACCTG_LINE table for expense reports and cash advances that have been paid.
6. **Journal Generator**: Journal Generator is run to PeopleSoft General Ledger to post payments from the EX_ACCTG_LINE table.
Process Detail

I. Budget Check – Automated Overnight

Budget checking is a nightly scheduled process that does not need to be completed by Institutions unless an emergency payment is required.

Navigation: Travel and Expenses > Manage Accounting > Request Budget Checking
1. **Enter a Run Control ID or add** a new one if one has not already been established.

![Image of Request Budget Check interface]

2. **Enter Business Unit** ‘UWXXX’
3. **Enter a Description.**
4. **Select Transaction Type:**
   a. ‘All Expense Reports’ to budget check available expense reports.
   b. ‘All Travel Authorizations’ should be selected when budget checking the available travel authorizations.
   c. **NOTE:** You cannot select more than 1,000 reports at one time to run the budget check process or it will fail.
Request Budget Check

Run Control ID: UWSA_DEMO_ER

Process Parameters

Request Number: 1

*Business Unit: JWMN

*Description: ER Budget Check

*Transaction Type: All Expense Reports

View Transaction Details

All selected transactions within the designated Business Unit and Transaction Type will be Budget Checked.
5. **Click** on the *View Transaction Details* link
6. Click Run

Process Scheduler Request

User ID: 20363088
Run Control ID: UW_EX_ER_BUDGET_CHECK

Server Name: [Enter]
Run Date: 08/19/2013
Run Time: 12:02:39PM
Reset to Current Date/Time

Recurrence: [Select]
Time Zone: [Select]

Process List

<table>
<thead>
<tr>
<th>Select</th>
<th>Description</th>
<th>Process Name</th>
<th>Process Type</th>
<th>*Type</th>
<th>*Format</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>Budget Check Expense Requests</td>
<td>EX_BCHK_ALL</td>
<td>Application Engine</td>
<td>Web</td>
<td>TXT</td>
<td>Distribution</td>
</tr>
</tbody>
</table>

OK
Cancel
7. Click [OK]

8. Verify the Select Option of ‘All’ is selected
II. Correcting Budget Check Errors

1. To identify errors for Travel Authorizations

   Navigation: Commitment Control > Review Budget Check Exceptions > Travel and Expenses > Travel Authorizations

2. To identify errors for Expense Reports

   Navigation: Commitment Control > Review Budget Check Exceptions > Travel and Expenses > Expense Sheet

3. On either page, set the Process Status = ‘Errors Exist’

4. Click **Search**. Any budget check error will be displayed in the search results

5. If the funding on the Expense Report or Travel Authorization will need to be changed, note the ‘TA’ or ‘ER’ number and send a request to **uwsaproblemsolvers@uwsa.edu** with the new funding.

6. On the page, select either **Expense Reports** or **Travel Authorizations** depending on where the error is

7. Select a transaction hyperlink
III. Access Expense Processing – Automated Overnight

Expense Processing is a nightly scheduled process that does not need to be completed by Institutions unless an emergency payment is required.

Most of the expense processes above are run from the Expense Processing page which is shown below.

Navigation: Travel and Expenses > Process Expenses > Expense Processing

Note: When you open the Expense Processing page, a warning message appears to select a business unit: This is a one-time set up.

1. Click OK
2. To select a business unit, click **Selected Business Units**
3. Enter ‘UWXXX’ into the Business Unit field. After the business unit is selected you can begin processing the expenses.

IV. Post Liabilities – Automated Overnight

*Post Liabilities is a nightly scheduled process that does not need to be completed by Institutions unless an emergency payment is required.*

Once expense reports and cash advances have been approved and audited they can be paid.

The first step in processing expenses is to ‘Post Liabilities’. This process creates accounting lines to charge the expense and create an accounts payable amount. The post liabilities process will also set the status of the expense reports to ‘Posted’.

1. **Post** Liabilities from the Expense Processing Page

*Navigation: Travel and Expenses > Process Expenses > Expense Processing*

a. **Select** the ‘Post Liabilities’ check box. Be sure that no other boxes are checked.
b. **Click** 

c. **Compare** the counts on the ‘Post Liabilities’ line to the reports you just ran. Investigate before going forward if there are differences.
d. **Click** . This will open the Process Scheduler Request page.
e. **Select** ‘SFSNT1’ from the *Server Name* dropdown.

f. **Verify** that the Expense Transaction Processing checkbox is selected.

g. **Verify** that the Type dropdown is set to ‘Web’.

h. **Verify** that the Format dropdown is set to ‘TXT’.

i. **Click** ![OK button](image). This initiates the Expense Transaction Processing process and returns you to the Expense Processing page.

j. You can view the status of this process by **clicking** on the *Process Monitor* link from the Expense Processing page. The job is completed when the *Run Status* is ‘Success’ and the *Distribution Status* is ‘Posted’.

k. **Click** on the *Go back to Expense Transactions* link to return to the Expense Processing page.
After the Expense Transaction Processing has run (EX_TRAN_PRCS) you will notice that the number of liabilities in the Post Liabilities row on the Expense Processing page has gone to zero. This is because the EX_TRAN_PRCS ran successfully and staged data in the EX_ACCTG_LINE table. These accounting entries are now ready to post to the general ledger.

V. Stage Payments – Automated Overnight

*Stage Payments is a nightly scheduled process that does not need to be completed by Institutions unless an emergency payment is required.*

The second step in processing travel expense payments is to select or ‘stage’ the payments from the expense reports that have a status of ‘Approved for Payment’. If the status of an expense report is ‘Approved for Payment’, but the ‘Hold Payments’ check box is selected on the Employee Profile – Bank Accounts page, that expense report will NOT be included in the selection.

1. Stage Payments from the Expense Processing Page
   a. To stage payments, **navigate** to Travel and Expenses > Process Expenses > Expense Processing
   b. **Select** the ‘Stage Payments’ check box. Be sure that no other boxes are checked.
   c. **Click**
   d. **Compare** the counts on the ‘Stage Payments’ line to the reports you just ran.
   e. **Investigate** before going forward if there are differences.
   f. **Click**

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g. This will open the Process Scheduler Request page.

h. Select ‘SFSNT1’ from the Server Name dropdown.

i. Verify that the Expense Transaction Processing checkbox is selected.

j. Verify that the Type dropdown is set to ‘Web’.

k. Verify that the Format dropdown is set to ‘TXT’.

l. Click OK. This initiates the Expense Processing Transaction and returns you to the Expense Processing Page.
m. Click **Process Monitor** link to open the Process Monitor Page.

n. Verify **Run Status** of ‘Success’ and **Distribution Status** of ‘Posted’.

o. Click **Return to Expense Processing** link.
After the Expense Transaction Processing has run (EX_TRAN_PRCS) you will notice that the record count that was previously showing under on the Stage Payments line in the Expense Reports column should now show under the Payments column. If the record counts are not reflected in the Payment column, wait a few minutes, click and check the counts again. It may take a few minutes for the job to finish processing. If this does not complete in a reasonable time, check Process Monitor to make sure the job has completed successfully.

VI. Process Pay Cycle

After payments have been selected or staged for payment, a payment file needs to be created so that travel checks can be created and/or payments can be sent through ACH to the bank. The following steps should be followed to set up and run this ‘Pay Cycle’ process.

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**

**Navigation Bar**

OR

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 Preferences** 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.


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

22. Click Save button.

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.

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

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**Pay Cycle Manager**

[Diagram showing Pay Cycle Manager interface]
1. In the Process box (right side), select Server: ‘PSUNX’ to begin Payment Selection & Creation. If your campus has selected to run the Payment Selection and then Creation, select Server: ‘PSUNX’ for Payment Selection only.

2. Click 

3. Click Process Monitor hyperlink.

4. Click until Run and Distribution Status change to ‘Success’ and ‘Posted’.

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

6. 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.

7. Click Approve hyperlink.

8. Click 

9. Click on Pay Cycle Manager hyperlink to get back to the Pay Cycle.

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### 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 the ‘Find an Existing Value’ 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** the ‘Add a New Value’ 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.

20. **Close** the document.
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.

**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 Refresh 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 Refresh 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.
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/pssfprod/pt855/sfs/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** 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** to activate the Print Checks Process

You are now ready to print checks

**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 to run APY2021X1 BI Publisher check process and Open a Process Monitor screen to verify Run Status of ‘Success’.

6. Click in Pay Cycle Manager to activate the Format Positive Payment file creation process.


8. Go to the “Administration” tab and find the latest report in the list called ‘APY2021X1 – CHKXXXX###XX.pdf’, and click on that hyperlink. This will open the check file.
9. **Review** file to be sure that the check data is correct.
10. 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.
11. **Select** printer and **Print** the checks making sure the printer is using check stock with the printer that has the MICR font installed.

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

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

1. In the Pay Cycle Results section, select the Server Name: ‘PSUNX’

2. Click **Process**

3. Click **Refresh** until Run Status changes to ‘Success’ in the Process Monitor.

4. Click **Refresh** on the Pay Cycle Manager page until the Pay Cycle Status shows ‘Completed’ and the ‘Recreate Pos Pay’ button is activated.
VII. Post Payments

After the payment statuses were successfully updated, the payments can be posted.

*Navigation: Travel and Expenses > Process Expenses > Expense Processing*

1. **Select** the 'Post Payments' check box. Be sure that no other boxes are checked.
2. **Click** 
3. **Click** 
4. **Select** ‘SFSNT1’ from the *Server Name* dropdown.
5. **Verify** that the *Expense Transaction Processing* checkbox is selected.
6. **Verify** that the *Type* dropdown is set to ‘Web’.
7. **Verify** that the *Format* dropdown is set to ‘TXT’.
8. **Click** . This initiates the Expense Processing Transaction and returns you to the Expense Processing Page.
9. **Click** *Process Monitor* link to open the Process Monitor Page

10. **Verify** *Run Status* of ‘Success’ and *Distribution Status* of ‘Posted’.

    The Payments have now been staged in the EX_ACCTG_LINE table and are ready to be generated to the General Ledger.

**VIII. GL Journal Generate**

Once the accounting entries have been created for the payments, a process needs to be run to move those accounting entries to the General Ledger.

*Navigation: General Ledger > Journals > Subsystem Journals > Generate Journals*

1. **Select** the EX_Jour_Generate run control or create a new one
2. **Verify** that the *Edit*, *Budget Check* and *Post* checkboxes are checked.

3. **Verify** that the *SetID* is ‘SHARE’

4. **Verify** that the *Accounting Definition Name* is ‘EXDEFN’

5. **Verify** that the *Process Frequency* is set to ‘Once’ or ‘Always’

6. **Verify** that the Application Business Unit is set to your BU

7. **Verify** that the Ledger Group is set to ‘Actuals’

8. **Verify** that the *Template* is blank

9. *From Date* should always be set to 07/02/2014 as Specify Date

10. *To Date* can be left blank with *End Date – To Period* selected

11. **Click** . This will open the Process Scheduler Request page shown below.

12. **Select** the *Server Name* ‘PSUNX’
13. Click to run the FS_JGEN process to post the payments to the GL. This returns you to the Generate Journal Request Page.

14. Click the Process Monitor link.

![Generate Journals Request](image)

15. Click until the Run Distribution Status changes to ‘Success’ and ‘Posted’

![Run Status](image)

16. When the job is completed, verify that the journals have been posted by viewing the journal entry in the General Ledger.


18. Enter Business Unit

19. Enter Journal ID. The Journal ID for the payment entries will always start with ‘PYEXP’.
20. **Click** and a list will be returned.
21. **Click** on the journal hyperlink that you'd like to view.
22. **Navigate to** .
23. **Verify** that the *Journal Status* is ’P’ (posted) and the *Budget Status* is ’V’ (valid). Any other statuses need to be investigated and corrected.
   a. If the *Journal Status* is ’E’ (error), **navigate to** to get more information.
   b. If the *Budget Status* is not ’V’, **click** on it to get more information.

**Note** that the accounting entries that are created credit the cash account (6100) and debit the Accounts Payable account (7100).