

## Contents

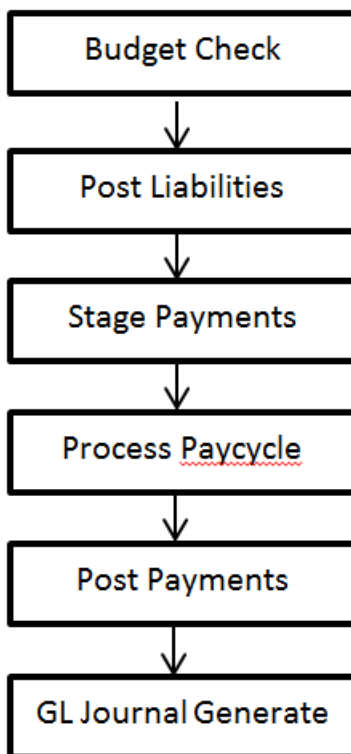
**\*\*Note:** If you need to run Pay Cycle for expense payments more than once during the day, you must run the processes listed as Automated Overnight manually.

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## 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*

### Budget Check Transactions

Find an Existing Value
Add a New Value

Run Control ID: UWSA\_DEMO\_ER

Add

1. **Enter** a *Run Control ID* or **add** a new one if one has not already been established.

Request Budget Check

Run Control ID: UWSA\_DEMO\_ER [Report Manager](#) [Process Monitor](#) [Run](#)

Process Parameters [Find](#) | [View All](#) | [First](#) [1 of 1](#) [Last](#)

Request Number: 1 [+](#) [-](#)

\*Business Unit: JWMSN [Select Option:](#) Some

\*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.

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

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.

## University of Wisconsin System SFS Business Process EX.3.0 – Central Processing

Request Budget Check

Run Control ID: UWSA\_DEMO\_ER

Report Manager

Process Monitor

Run

Process Parameters

Find | View All | First 1 of 1 Last

Request Number:

1

+ -

\*Business Unit:

JWMSN

Select Option:

Some

\*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.

Save

Notify

+ Add

Update/Display

## University of Wisconsin System SFS Business Process EX.3.0 – Central Processing

5. Click on the *View Transaction Details* link

Request Budget Check
Transaction Details

Run Control ID: UWSA\_DEMO\_ER      [Report Manager](#)   [Process Monitor](#)   Run

**Process Parameters**

Request Number: 1  
Business Unit: UWMSN \*Select Option: All  
Description: ER Budget Check  
Date From:      Date To:        
Transaction Type: All Expense Reports  
\*Process Type: Check Budget

Select All   Clear All   Search   [Return to Request Budget Check](#)

**Transaction**      [Personalize](#) | [Find](#) | [View All](#) | |   First 1-5 of 81 Last

Select	Empl ID	Name	Report ID	Report Description	Total Amount	
<input type="checkbox"/>	EXUSER01	EXUSER01-Stefanie Employee	0000176131	Test Report 01	200.00	USD
<input type="checkbox"/>	EXUSER01	EXUSER01-Stefanie Employee	0000176132	Test Report 02	50.00	USD
<input type="checkbox"/>	00562204	HANNAH WILLSON	0000176133	SFSP	1,272.20	USD
<input type="checkbox"/>	00562204	HANNAH WILLSON	0000176134	SFSP	1,272.20	USD
<input type="checkbox"/>	00562204	HANNAH WILLSON	0000176136	SFSP	1,272.20	USD

Save   Notify      + Add   Update/Display

[Request Budget Check](#) | [Transaction Details](#)

## University of Wisconsin System SFS Business Process EX.3.0 – Central Processing


6. Click

Run


**Process Scheduler Request**

User ID: 00363088      Run Control ID: UW\_EX\_ER\_BUDGET\_CHECK

---

Server Name:       Run Date: 08/19/2013 

Recurrence:       Run Time: 12:02:39PM      [Reset to Current Date/Time](#)

Time Zone:  

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Budget Check Expense Requests	EX_BCHK_ALL	Application Engine	Web	TXT	<a href="#">Distribution</a>

**OK**      **Cancel**

## University of Wisconsin System SFS Business Process EX.3.0 – Central Processing

7. Click

OK

Request Budget Check
Transaction Details

Run Control ID: UWSA\_DEMO\_ER [Report Manager](#) [Process Monitor](#) [Run](#)

**Process Parameters**

Request Number: 1

Business Unit: UWMSN \*Select Option: All

Description: ER Budget Check

Date From:  Date To:

Transaction Type: All Expense Reports

\*Process Type: Check Budget

[Select All](#)
[Clear All](#)
[Search](#)
[Return to Request Budget Check](#)

**Transaction**
Personalize | Find | View All | First 1-5 of 81 Last

Select	Empl ID	Name	Report ID	Report Description	Total Amount	
<input type="checkbox"/>	EXUSER01	EXUSER01-Stefanie Employee	0000176131	Test Report 01	200.00	USD
<input type="checkbox"/>	EXUSER01	EXUSER01-Stefanie Employee	0000176132	Test Report 02	50.00	USD
<input type="checkbox"/>	00562204	HANNAH WILLSON	0000176133	SFSP	1,272.20	USD
<input type="checkbox"/>	00562204	HANNAH WILLSON	0000176134	SFSP	1,272.20	USD
<input type="checkbox"/>	00562204	HANNAH WILLSON	0000176136	SFSP	1,272.20	USD

[Save](#)
[Notify](#)
[Add](#)
[Update/Display](#)

[Request Budget Check](#) | [Transaction Details](#)

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*

**Expense Sheet**

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

Find an Existing Value

▼ Search Criteria

Commitment Control Tran ID: begins with

Commitment Control Tran Date: =

Report ID: begins with

Process Instance: =

Process Status: =  **Errors Exist**

Search Clear Basic Search Save Search Criteria

3. On either page, **set** the *Process Status* = 'Errors Exist'
4. **Click** . 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](mailto:uwsaproblemsolvers@uwsa.edu) with the new funding.
6. On the page, select either or 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*

Expense Processing page showing the 'Selected Business Units' tab and the 'Process Request Parameters' section. The page includes a 'Run Control ID' of 01 and a 'Selected Business Units' tab. The 'Process Request Parameters' section contains various checkboxes and input fields for different types of reports and payments.

Expense Reports	Cash Advances	Payments	Time Reports
<input type="checkbox"/> Stage Payments	0	0	<input type="checkbox"/> Stage Time to Project Costing or
<input type="checkbox"/> Publish to Payroll	0	0	<input type="checkbox"/> Publish Elapsed Time
<input type="checkbox"/> Post Liabilities	0	0	<input type="checkbox"/> Advance Reconciliation
<input type="checkbox"/> Post Payments	0	0	<input type="checkbox"/> Airline Ticket Reconciliation
<input type="checkbox"/> Unpost Expense Report	0	0	<input type="checkbox"/> Unstage Payments
<input type="checkbox"/> Cancel Payments	0	0	<input type="checkbox"/> Update Paid Statuses
<input type="checkbox"/> Close Liability	0	0	

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

Warning message overlay: Due to Security setup, please select Business Unit before running any process. (10502,395). User level ID security was setup by Business Unit. You must select any Business Unit by clicking on Business Unit prompt button in "Selected Business Units" tab.

1. Click

OK

The screenshot shows the 'Expense Processing' window. The 'Selected Business Units' tab is active. A table with columns 'Business Unit' and 'Description' is displayed. The first row shows 'UWMSN' in the 'Business Unit' column, which is highlighted with a red box. Below the table are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

2. To select a business unit, **click**
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.

## University of Wisconsin System SFS Business Process EX.3.0 – Central Processing

Expense Processes | Selected Business Units

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) [Run](#)

Select All Deselect All Refresh

If the run control id is new, hit 'Save' first and then 'Refresh' to update the transaction counts. [Transfer To Pay Cycle Process](#)

Process Request Parameters	Expense Reports	Cash Advances	Payments	Time Reports
<input type="checkbox"/> Stage Payments	2	4	4	<input type="checkbox"/> Stage Time to Project Costing or <input type="checkbox"/> Publish Elapsed Time
<input type="checkbox"/> Publish to Payroll			0	
<input checked="" type="checkbox"/> Post Liabilities	0	4		<input type="checkbox"/> Advance Reconciliation
<input type="checkbox"/> Post Payments	0	0		<input type="checkbox"/> Airline Ticket Reconciliation
<input type="checkbox"/> Unpost Expense Report	0			
<input type="checkbox"/> Cancel Payments			0	<input type="checkbox"/> Unstage Payments
<input type="checkbox"/> Close Liability	0	0		<input type="checkbox"/> Update Paid Statuses

Save Return to Search Previous in List Next in List Notify Add Update/Display

Expense Processes | Selected Business Units

- Select 'SFSNT1' from the *Server Name* dropdown.
- Verify that the Expense Transaction Processing checkbox is selected.
- Verify that the Type dropdown is set to 'Web'.
- Verify that the Format dropdown is set to 'TXT'.
- Click . This initiates the Expense Transaction Processing process and returns you to the Expense Processing page.

Process Scheduler Request

User ID: 00763570 Run Control ID: 1

Server Name: SFSNT1 Run Date: 06/27/2013  
 Recurrence: Run Time: 5:14:08PM  
 Time Zone: Reset to Current Date/Time

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Expense Transaction Processing	EX_TRAN_PRCS	Application Engine	Web	TXT	Distribution

OK Cancel

- 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'.
- Click on the *Go back to Expense Transactions* link to return to the Expense Processing page.

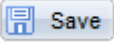
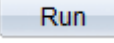
Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	6747967		Application Engine	EX_TRAN_PRC	00763570	06/27/2013 5:12:28PM CDT	Success	Posted	Details
<input checked="" type="checkbox"/>	6747661		SQR Report	GLSQ9040	00763570	06/27/2013 10:18:13AM CDT	Error	Posted	Details

After the Expense Transaction Processing has run (EX\_TRAN\_PRC) 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\_PRC 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 

## University of Wisconsin System SFS Business Process EX.3.0 – Central Processing

Run Control ID: 1

[Report Manager](#) [Process Monitor](#) **Run**

Select All Deselect All Refresh

If the run control id is new, hit 'Save' first and then 'Refresh' to update the transaction counts. [Transfer To Pay Cycle Process](#)

Process Request Parameters	Expense Reports	Cash Advances	Payments	Time Reports
<input checked="" type="checkbox"/> Stage Payments	2	3	2	<input type="checkbox"/> Stage Time to Project Costing or <input type="checkbox"/> Publish Elapsed Time
<input type="checkbox"/> Publish to Payroll			0	<input type="checkbox"/> Advance Reconciliation
<input type="checkbox"/> Post Liabilities	0	0		<input type="checkbox"/> Airline Ticket Reconciliation
<input type="checkbox"/> Post Payments	0	0		<input type="checkbox"/> Unstage Payments
<input type="checkbox"/> Unpost Expense Report	0		0	<input type="checkbox"/> Update Paid Statuses
<input type="checkbox"/> Cancel Payments				
<input type="checkbox"/> Close Liability	0	0		

Save Return to Search Notify Add Update/Display

g. This will open the Process Scheduler Request page.

Process Scheduler Request

User ID: 00763570 Run Control ID: 1

Server Name: SFSNT1 Run Date: 06/27/2013  
Recurrence: Run Time: 5:14:09PM  
Time Zone: Reset to Current Date/Time

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Expense Transaction Processing	EX_TRAN_PRC	Application Engine	Web	TXT	Distribution

OK Cancel

- Select 'SFSNT1' from the *Server Name* dropdown.
- Verify that the *Expense Transaction Processing* checkbox is selected.
- Verify that the *Type* dropdown is set to 'Web'.
- Verify that the *Format* dropdown is set to 'TXT'.
- Click . This initiates the Expense Processing Transaction and returns you to the Expense Processing Page.

## University of Wisconsin System SFS Business Process EX.3.0 – Central Processing

Expense Processes | Selected Business Units

Run Control ID: 1

[Report Manager](#) **[Process Monitor](#)** [Run](#)

[Select All](#) [Deselect All](#) [Refresh](#)

If the run control id is new, hit 'Save' first and then 'Refresh' to update the transaction counts. [Transfer To Pay Cycle Process](#)

Process Request Parameters		Expense Reports	Cash Advances	Payments	Time Reports
<input checked="" type="checkbox"/> Stage Payments		0	3	4	<input type="checkbox"/> Stage Time to Project Costing or <input type="checkbox"/> Publish Elapsed Time
<input type="checkbox"/> Publish to Payroll				0	
<input type="checkbox"/> Post Liabilities	0	0			Reconciliations
<input type="checkbox"/> Post Payments	0	0			0
<input type="checkbox"/> Unpost Expense Report	0				0
<input type="checkbox"/> Cancel Payments				0	Payments
<input type="checkbox"/> Close Liability	0	0			4
				<input type="checkbox"/> Update Paid Statuses	0

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

m. Click *Process Monitor* link to open the Process Monitor Page.

Process List | Server List

Actions

User ID: 00763570 Type: Last: 1 Days [Refresh](#)

Server: Name: Instance: to: Run Status: Distribution Status: ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution	Details
<input type="checkbox"/>	6747967		Application Engine	EX_TRAN_PRCS	00763570	06/27/2013 5:12:28PM CDT	<b>Success</b>	<b>Posted</b>	<a href="#">Details</a>
<input type="checkbox"/>	6747661		SQR Report	GLSQ9040	00763570	06/27/2013 10:18:13AM CDT	Error	Posted	<a href="#">Details</a>

n. Verify *Run Status* of 'Success' and *Distribution Status* of 'Posted'.

o. Click *Return to Expense Processing* link.

Expense Processes | Selected Business Units

Run Control ID: 1

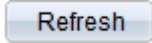
[Report Manager](#) **[Process Monitor](#)** [Run](#)

[Select All](#) [Deselect All](#) [Refresh](#)

If the run control id is new, hit 'Save' first and then 'Refresh' to update the transaction counts. [Transfer To Pay Cycle Process](#)

Process Request Parameters		Expense Reports	Cash Advances	Payments	Time Reports
<input checked="" type="checkbox"/> Stage Payments		0	3	4	<input type="checkbox"/> Stage Time to Project Costing or <input type="checkbox"/> Publish Elapsed Time
<input type="checkbox"/> Publish to Payroll				0	
<input type="checkbox"/> Post Liabilities	0	0			Reconciliations
<input type="checkbox"/> Post Payments	0	0			0
<input type="checkbox"/> Unpost Expense Report	0				0
<input type="checkbox"/> Cancel Payments				0	Payments
<input type="checkbox"/> Close Liability	0	0			4
				<input type="checkbox"/> Update Paid Statuses	0

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

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** OR


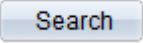
**Navigation Bar** : **Accounts Payable > Payments > Pay Cycle Processing > Payment Selection Criteria**

**Payment Selection Criteria**

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

Pay Cycle =  



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.

## University of Wisconsin System SFS Business Process EX.3.0 – Central Processing

**Message**

Cycle MSNDLY payments have been confirmed or all payments have not been prepared for Positive Pay (7015,83)

OK

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

Pay Cycle ADMPLY Daily Check Run - ADM and SYS Pay Cycle Manager

**Pay Cycle Selection Dates**

Pay From Date 01/01/1906 Mon \*Next Pay Through Date 05/03/2020 Sun  
 Pay Through Date 05/11/2018 Fri \*Next Payment Date 05/03/2020 Sun  
 Payment Date 05/11/2018 Fri

Change Selection Dates  
 3 Day(s) Increment Decrement

**Accounting Date** \*Accounting Date 05/11/2018  
 Current Date

**Withholding Date** \*Withholding Date 05/11/2018  
 Payment Date

**Business Day Validation**

☐ No Validation ☐ Validate Pay Through Dates  
☐ Use Standard Week ☐ Validate Payment Dates  
☒ Use Business Calendar Use Holiday Calendar HC

**Created On**  
 Created On 05/16/2000 Created By RXH

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



## University of Wisconsin System SFS Business Process EX.3.0 – Central Processing

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

Pay Cycle: ADMDLY      Daily Check Run - ADM and SYS  
 Pay From Date: 01/01/1906      Pay Through Date: 05/11/2018      Payment Date: 05/11/2018

☐ Use Supplier Pay Group  
☐ Process EFT/ACH Pre-Note  
☐ Print LC Advice  
☐ Automatic Increment Dates  
☒ Email Payment Advice  
☐ Print Email ACH/EFT Advice

☐ Include Lost Discount  
☐ Process Bank Charges  
☐ Calculate Value Date  
☐ Use Recipient's Pref. Lang.  
☒ Suppress Zero Amount Check

Report Output: BI Publisher  
 Preferred Language: English  
 Printer Output Format: PDF  
 \*Approval: None  
 \*Netting Option: Not Applicable  
 \*Step Group: Model All pay cycle steps

**Credit Options**

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

**Notification**

Payment Error User ID:   
 Payment Advice User ID: 00142789

**Bank Replacement Rule**

SetID: UWSYS Rule Name: UWSYS\_4188

**Minimum Amount Limits**

Per Paycycle: 0.000 Currency Code:   
 Per Payment: 0.000 Rate Type:

**Check Payment Message**

Message:

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.

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

Pay Cycle: ADMDLY      Daily Check Run - ADM and SYS  
 Pay From Date: 01/01/1906      Pay Through Date: 05/11/2018      Payment Date: 05/11/2018

**Source**

Process	*Source Transaction	Description
<input checked="" type="checkbox"/>	EXAD	Advances Definition
<input checked="" type="checkbox"/>	EXPN	Expense Sheet Definition
<input checked="" type="checkbox"/>	VCHR	Accounts Payable Vouchers

**Business Unit**

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

16. **Review** Source and Business Unit sections for the pay cycle.
17. **Select** [Bank / Method](#) tab.
18. **Review** Bank Account and Pay Method for the pay cycle.

# University of Wisconsin System

## SFS Business Process

### EX.3.0 – Central Processing

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

Pay Cycle ADMPLY      Daily Check Run - ADM and SYS  
 Pay From Date 01/01/1906      Pay Through Date 05/11/2018      Payment Date 05/11/2018

**Bank Account** [Find](#) | [View All](#) | First 1 of 4 Last

☒ Process

\*SetID

\*Bank   Firststar State Contract Bank

\*Account   Zero Balance Checking Account

Currency US Dollar

**Pay Method** [Personalize](#) | [Find](#) | [View All](#) |  | First 1-3 of 3 Last

Process	*Payment Method		
<input checked="" type="checkbox"/>	Automated Clearing House	<input type="button" value="+"/>	<input type="button" value="-"/>
<input checked="" type="checkbox"/>	System Check	<input type="button" value="+"/>	<input type="button" value="-"/>
<input checked="" type="checkbox"/>	Wire Transfer	<input type="button" value="+"/>	<input type="button" value="-"/>

19. Select [Pay Group / Netting](#) tab.
20. Review Pay Group and Netting information.

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

Pay Cycle ADMPLY      Daily Check Run - ADM and SYS  
 Pay From Date 01/01/1906      Pay Through Date 05/11/2018      Payment Date 05/11/2018

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

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

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

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

21. Select [Draft Options](#) tab. Draft Options should appear as shown.

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

Pay Cycle ADMPLY      Daily Check Run - ADM and SYS  
 Pay From Date 01/01/1906      Pay Through Date 05/11/2018      Payment Date 05/11/2018

**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

Payment Method

☐ Preapprove

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.

## Pay Cycle Manager

**AP WorkCenter > Main > Pay Cycle Manager** OR

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

Pay Cycle Manager

Pay Cycle ADMPLY Daily Check Run - ADM and SYS

Selection Criteria Approve Trial Register Reference Confirmation Draft Staging Approval

Pay Cycle Status

Status Completed [Refresh](#)

Pay From Date 01/01/1906

Pay Through Date 05/11/2018

Payment Date 05/11/2018

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

Process Monitor

Details

Process	Server	Step Name
<a href="#">Process</a>		Payment Selection
<a href="#">Process</a>		Payment Selection & Creation

Pay Cycle Reset

Server [Reset](#)

Pay Cycle Exceptions

Pay Cycle Error Discount Lost Discount Denied Withholding Bank Replacement

Financial Sanctions Exceptions

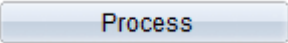
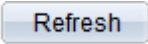
Pay Cycle Results

Personalize | Find | View All | [First](#) | [1-2 of 2](#) | [Last](#)

Process	Recreate Pos Pay	Description	Bank	Account	Status	Server Name	*Output Type	Output Destination
<a href="#">Process</a>	<a href="#">Recreate Pos Pay</a>	Format Positive Payment	USB11	1996	Completed	SFSNT1	File	
<a href="#">Process</a>	<a href="#">Recreate Pos Pay</a>	Format Positive Payment	USB95	4188	Completed	SFSNT1	File	

[Save](#) [Return to Search](#) [Notify](#)

## University of Wisconsin System SFS Business Process EX.3.0 – Central Processing

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'.

Process List    Server List

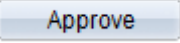
**View Process Request For**

User ID  Type   Days

Server  Name  Instance From  Instance To

Run Status  Distribution Status  ☒ Save On Refresh

Process List										Personalize	Find	View All	First	1 of 1	Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details						
<input type="checkbox"/>	9683723		Application Engine	AP_APY2015	00910428	05/16/2018 1:28:07PM CDT	Success	Posted	<a href="#">Details</a>						

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.

Pay Cycle Manager

Pay Cycle: ADMIDL Daily Check Run - ADM and SYS

Selection Criteria    Approve    Trial Register    Reference Confirmation    Draft Staging Approval

Pay Cycle Status

Status: Approved  Process Monitor

Pay From Date: 01/01/1906

Pay Through Date: 06/11/2018

Payment Date: 05/11/2018

Schedule Payments Selected: 3 [Summary](#) [Details](#)

Pay Cycle Reset

Server

Pay Cycle Exceptions

Pay Cycle Error    Discount Lost    Discount Denied    Withholding    Bank Replacement

Financial Sanctions Exceptions

**Pay Cycle Results**

Personalize    Find    View All    First    1-3 of 3    Last

Process	Description	Bank	Account	Status	Server Name	*Output Type	Output Destination
<input type="button" value="Process"/>	Email Payment Advice			Approved	<input type="text"/>		
<input type="button" value="Process"/>	Electronic Payments			Approved	<input type="text"/>	File	<input type="text"/>
<input type="button" value="Process"/>	Print Checks	USB95	4188	Approved	<input type="text"/>	Printer	<input type="text"/>

### Trial Register

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

1. Click the *Trial Register* hyperlink.

## University of Wisconsin System SFS Business Process EX.3.0 – Central Processing

### Trial Register


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


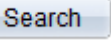
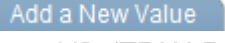
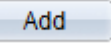

Find an Existing Value Add a New Value

▼ Search Criteria


Run Control ID begins with

☐ Case Sensitive

Search Clear Basic Search  Save Search Criteria


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.





### Register

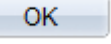
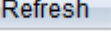
Run Control ID TRIALREGISTER Report Manager Process Monitor 

Language English ▼

Report Request Parameters

Pay Cycle ADMDLY  Daily Check Run - ADM and SYS Pay Cycle Manager

 Save  Notify  Add  Update/Display

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'.

## University of Wisconsin System SFS Business Process EX.3.0 – Central Processing

Process List | Server List

**View Process Request For**

User ID: 00910428 Type: BI Publisher Last 1 Days Refresh

Server: Name: Instance From: Instance To:

Run Status: Success Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9683738		BI Publisher	APX2030	00910428	05/16/2018 1:42:34PM CDT	Success	Posted	Details

17. Go back to the Trial Register page.

Process List | Server List

**View Process Request For**

User ID: 00910428 Type: Last 1 Days Refresh

Server: Name: Instance From: Instance To:

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9683730		BI Publisher	APX2030	00910428	05/16/2018 1:33:34PM CDT	Success	Posted	Details
<input type="checkbox"/>	9683727		Application Engine	AP_APY2015	00910428	05/16/2018 1:30:34PM CDT	Success	Posted	Details
<input type="checkbox"/>	9683723		Application Engine	AP_APY2015	00910428	05/16/2018 1:28:07PM CDT	Success	Posted	Details

Go back to Trial Register

Save Notify

Process List | Server List

18. Click on the *Report Manager* hyperlink.

### Register

Run Control ID: TRIALREGISTER Report Manager Process Monitor Run

Language: English

**Report Request Parameters**

Pay Cycle: ADMDLY Daily Check Run - ADM and SYS Pay Cycle Manager

Save Return to Search Notify Add Update/Display

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.

## University of Wisconsin System SFS Business Process EX.3.0 – Central Processing

List Explorer Administration Archives

**View Reports For**

User ID: 00910428 Type: Last: 1 Days Refresh

Status: Folder: Instance: to:

**Report List** Personalize Find View All First 1-3 of 3 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	7518030	9683730	APX2030 - APX2030.pdf	05/16/2018 1:34:08PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7518026	9683727	Pay Cycle Process	05/16/2018 1:30:33PM	Text Files (*.txt)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7518023	9683723	Pay Cycle Process	05/16/2018 1:28:06PM	Text Files (*.txt)	Posted	<a href="#">Details</a>

☒ Select All ☐ Deselect All

Delete Click the delete button to delete the selected report(s)

[Go back to Trial Register](#)

This is the Trial register and can be printed out for your records.

**UNIVERSITY OF WISCONSIN SYSTEM UW** Report ID: APX2030 PeopleSoft Accounts Payable **AP TRIAL PAYMENT REGISTER** Page No. 1 Run Date 8/10/2016 Run Time 04:40:37 PM

Payment Cycle: ADMDLY

Bank Account: FRSTR ZBA 083 754851996 Swift Code 075000022

ADVISORY BOARD COMPANY  
2445 M STREET NW  
WASHINGTON DC 20037  
USA  
Payment Method: ACH Amount: 27,500.00  
Remit Bank: SunTrust Bank

Voucher ID	Invoice	Payment Ref	Advice Date	Due Date	Amount	Disc.	Late Charges	Net Amount
00018483	CINV142595-1	001691	Jun/30/2016	Jun/30/2016	27,500.00	0.00	0.00	27,500.00

NELSON & ASSOCIATES TRAINING & CONSULTIN  
9 TIMBERWOOD COURT  
MADISON WI 53719  
USA  
Payment Method: CHK Amount: 2,775.52

Voucher ID	Invoice	Payment Ref	Advice Date	Due Date	Amount	Disc.	Late Charges	Net Amount
00018484	UW SYSTEMS HR CONFERENCE	014589	Aug/04/2016	Aug/04/2016	2,775.52	0.00	0.00	2,775.52

Total Requirements in USD for Bank Account: 754851996 30,275.52 0.00 0.00 30,275.52

Bank Account: FRSTR ZBA 083 754851996 Swift Code 075000022

20. **Close** the document.



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

Pay Cycle Manager

Pay Cycle ADMPLY Daily Check Run - ADM and SYS

Selection Criteria Approve Trial Register Reference Confirmation Draft Staging Approval

Pay Cycle Status

Status Approved Refresh Process Monitor

Pay From Date 01/01/1906

Pay Through Date 05/11/2018

Payment Date 05/11/2018

Schedule Payments Selected 1 Summary Details

Pay Cycle Reset

Server Reset

Pay Cycle Exceptions

Pay Cycle Error Discount Lost Discount Denied Withholding Bank Replacement

Financial Sanctions Exceptions

Pay Cycle Results Personalize Find View All 1 of 1 First Last

Main Information Additional Info

Process	Description	Status	Server Name	*Output Type	Output Destination
Process	Electronic Payments	Approved		File	

Save Return to Search Notify

23. Click **Refresh**

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

## Processing Email Payment Advices

Pay Cycle Manager

Pay Cycle ADMPLY Daily Check Run - ADM and SYS

Selection Criteria Approve Trial Register Reference Confirmation Draft Staging Approval

Pay Cycle Status

Status Approved Refresh Process Monitor

Pay From Date 01/01/1906

Pay Through Date 05/11/2018

Payment Date 05/11/2018

Schedule Payments Selected 3 Summary Details

Pay Cycle Reset

Server Reset

Pay Cycle Exceptions

Pay Cycle Error Discount Lost Discount Denied Withholding Bank Replacement

Financial Sanctions Exceptions

Pay Cycle Results Personalize Find View All 1-3 of 3 First Last

Main Information Additional Info

Process	Description	Bank	Account	Status	Server Name	*Output Type	Output Destination
Process	Email Payment Advice			Approved	PSUNX		
Process	Electronic Payments			Approved		File	
Process	Print Checks	USB95	4188	Approved		Printer	

Save Return to Search Notify

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.



## University of Wisconsin System SFS Business Process EX.3.0 – Central Processing

- 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.

Process List    Server List

**View Process Request For**

User ID: 00910428    Type:    Last:    1 Days    **Refresh**

Server:    Name:    Instance From:    Instance To:    Run Status:    Distribution Status:    ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9683765		Application Engine	AP_EMAIL_ADV	00910428	05/16/2018 2:25:21PM CDT	Processing	N/A	Details
<input type="checkbox"/>	9683760		Application Engine	AP_APY2015	00910428	05/16/2018 2:18:17PM CDT	Success	Posted	Details
<input type="checkbox"/>	9683759		Application Engine	AP_APY2015	00910428	05/16/2018 2:16:39PM CDT	Success	Posted	Details
<input type="checkbox"/>	9683742		SQR Process	FIN2025	00910428	05/16/2018 1:54:18PM CDT	Success	Posted	Details
<input type="checkbox"/>	9683738		BI Publisher	APX2030	00910428	05/16/2018 1:42:34PM CDT	Success	Posted	Details
<input type="checkbox"/>	9683730		BI Publisher	APX2030	00910428	05/16/2018 1:33:34PM CDT	Success	Posted	Details
<input type="checkbox"/>	9683727		Application Engine	AP_APY2015	00910428	05/16/2018 1:30:34PM CDT	Success	Posted	Details
<input type="checkbox"/>	9683723		Application Engine	AP_APY2015	00910428	05/16/2018 1:28:07PM CDT	Success	Posted	Details

Go back to Pay Cycle Manager

- Click** **Refresh** until *Run Status* changes to 'Success'. The Email Payment Advice process is now complete.
- Switch** back to the Pay Cycle Manager window.

Pay Cycle Manager

Pay Cycle ADMPLY Daily Check Run - ADM and SYS

Selection Criteria    Approve    Trial Register    Reference Confirmation    Draft Staging Approval

**Pay Cycle Status**

Status: Approved    **Refresh**    Process Monitor

Pay From Date: 01/01/1906

Pay Through Date: 06/11/2018

Payment Date: 05/11/2018

Schedule Payments Selected: 3    Summary    Details

Pay Cycle Reset: Server:    Reset

**Pay Cycle Exceptions**

Pay Cycle Error    Discount Lost    Discount Denied    Withholding    Bank Replacement

Financial Sanctions Exceptions

**Pay Cycle Results**

Personalize | Find | View All | First 1-3 of 3 Last

Process	Description	Bank	Account	Status	Server Name	*Output Type	Output Destination
Process	Email Payment Advice			Completed	PSUNX		
Process	Electronic Payments			Approved		File	
Process	Print Checks	USB95	4188	Approved		Printer	

Save    Return to Search    Notify

- 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.

# University of Wisconsin System SFS Business Process EX.3.0 – Central Processing

## Processing Electronic Payments

Pay Cycle Manager New Window | Help | P

Pay Cycle ADMPLY Daily Check Run - ADM and SYS

Selection Criteria	Approve	Trial Register	Reference Confirmation	Draft Staging Approval																																
<p>Pay Cycle Status</p> <p>Status: Approved <a href="#">Refresh</a> <a href="#">Process Monitor</a></p> <p>Pay From Date: 01/01/1906</p> <p>Pay Through Date: 06/11/2018</p> <p>Payment Date: 05/11/2018</p> <p>Schedule Payments Selected: 3 <a href="#">Summary</a> <a href="#">Details</a></p> <p>Pay Cycle Reset Server: <input type="text"/> <a href="#">Reset</a></p>																																				
<p>Pay Cycle Exceptions</p> <p>Pay Cycle Error Discount Lost Discount Denied Withholding Bank Replacement</p> <p>Financial Sanctions Exceptions</p>																																				
<p>Pay Cycle Results <a href="#">Personalize</a>   <a href="#">Find</a>   <a href="#">View All</a>   <a href="#">Print</a>   First 1-3 of 3 Last</p> <table border="1"> <thead> <tr> <th>Process</th> <th>Description</th> <th>Bank</th> <th>Account</th> <th>Status</th> <th>Server Name</th> <th>*Output Type</th> <th>Output Destination</th> </tr> </thead> <tbody> <tr> <td><a href="#">Process</a></td> <td>Email Payment Advice</td> <td></td> <td></td> <td>Completed</td> <td>PSUNX</td> <td></td> <td></td> </tr> <tr> <td><a href="#">Process</a></td> <td>Electronic Payments</td> <td></td> <td></td> <td>Approved</td> <td>PSUNX</td> <td>File</td> <td>/opt/pssfprod/pt853/sfs/uw/ACH/</td> </tr> <tr> <td><a href="#">Process</a></td> <td>Print Checks</td> <td>USB95</td> <td>4188</td> <td>Approved</td> <td>PSUNX</td> <td>File</td> <td></td> </tr> </tbody> </table> <p><a href="#">Save</a> <a href="#">Return to Search</a> <a href="#">Notify</a></p>					Process	Description	Bank	Account	Status	Server Name	*Output Type	Output Destination	<a href="#">Process</a>	Email Payment Advice			Completed	PSUNX			<a href="#">Process</a>	Electronic Payments			Approved	PSUNX	File	/opt/pssfprod/pt853/sfs/uw/ACH/	<a href="#">Process</a>	Print Checks	USB95	4188	Approved	PSUNX	File	
Process	Description	Bank	Account	Status	Server Name	*Output Type	Output Destination																													
<a href="#">Process</a>	Email Payment Advice			Completed	PSUNX																															
<a href="#">Process</a>	Electronic Payments			Approved	PSUNX	File	/opt/pssfprod/pt853/sfs/uw/ACH/																													
<a href="#">Process</a>	Print Checks	USB95	4188	Approved	PSUNX	File																														

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** [Process](#) 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.

Process List [Server List](#)

View Process Request For

User ID: 00910428 [Search](#) Type:  Last:  1 Days [Refresh](#)

Server:  Name:  Instance From:  Instance To:

Run Status:  Distribution Status:  ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9683768		SQR Process	FIN2025	00910428	05/16/2018 2:32:13PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9683765		Application Engine	AP_EMAIL_ADV	00910428	05/16/2018 2:25:21PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9683760		Application Engine	AP_APY2015	00910428	05/16/2018 2:18:17PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9683759		Application Engine	AP_APY2015	00910428	05/16/2018 2:16:39PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9683742		SQR Process	FIN2025	00910428	05/16/2018 1:54:18PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9683738		BI Publisher	APX2030	00910428	05/16/2018 1:42:34PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9683730		BI Publisher	APX2030	00910428	05/16/2018 1:33:34PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9683727		Application Engine	AP_APY2015	00910428	05/16/2018 1:30:34PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9683723		Application Engine	AP_APY2015	00910428	05/16/2018 1:28:07PM CDT	Success	Posted	<a href="#">Details</a>

[Go back to Pay Cycle Manager](#)

## University of Wisconsin System SFS Business Process EX.3.0 – Central Processing

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

### Pay Cycle Manager

Pay Cycle ADMPLY Daily Check Run - ADM and SYS

Selection Criteria Approve Trial Register Reference Confirmation Draft Staging Approval

Pay Cycle Status

Status: Approved **Refresh** Process Monitor

Pay From Date: 01/01/1906

Pay Through Date: 06/11/2018

Payment Date: 05/11/2018

Schedule Payments Selected: 3 Summary Details

Pay Cycle Reset

Server:  Reset

Pay Cycle Exceptions

Pay Cycle Error Discount Lost Discount Denied Withholding Bank Replacement

Financial Sanctions Exceptions

**Pay Cycle Results** Personalize Find View All  First 1-3 of 3 Last

Main Information Additional Info

Process	Recreate	Description	Bank	Account	Status	Server Name	*Output Type	Output Destination
<input type="button" value="Process"/>		Email Payment Advice			Completed	PSUNX		
<input type="button" value="Process"/>	<input type="button" value="Recreate"/>	Electronic Payments			Completed	PSUNX	File	/opt/pss/prod/pt853/sfs/uw
<input type="button" value="Process"/>		Print Checks	USB95	4188	Approved	PSUNX	File	

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

You are now ready to print checks

## Check Printing

### Pay Cycle Manager

Pay Cycle ADMPLY Daily Check Run - ADM and SYS

Selection Criteria Approve Trial Register Reference Confirmation Draft Staging Approval

Pay Cycle Status

Status: Approved **Refresh** Process Monitor

Pay From Date: 01/01/1906

Pay Through Date: 06/11/2018

Payment Date: 05/11/2018

Schedule Payments Selected: 3 Summary Details

Pay Cycle Reset

Server:  Reset

Pay Cycle Exceptions

Pay Cycle Error Discount Lost Discount Denied Withholding Bank Replacement

Financial Sanctions Exceptions

**Pay Cycle Results** Personalize Find View All  First 1-3 of 3 Last

Main Information Additional Info

Process	Recreate	Description	Bank	Account	Status	Server Name	*Output Type	Output Destination
<input type="button" value="Process"/>		Email Payment Advice			Completed	PSUNX		
<input type="button" value="Process"/>	<input type="button" value="Recreate"/>	Electronic Payments			Completed	PSUNX	File	/opt/pss/prod/pt853/sfs/uw
<input type="button" value="Process"/>		Print Checks	USB95	4188	Approved	PSUNX	File	

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.

- Click **Process** to run APY2021X1 BI Publisher check process and **Open** a Process Monitor screen to verify *Run Status* of 'Success'.
- Click **Refresh** in Pay Cycle Manager to activate the *Format Positive Payment* file creation process.

Pay Cycle Manager

Pay Cycle ADMPLY Daily Check Run - ADM and SYS

Selection Criteria Approve Trial Register Reference Confirmation Draft Staging Approval

Pay Cycle Status

Status Confirmed **Refresh** Process Monitor

Pay From Date 01/01/1906

Pay Through Date 06/11/2018

Payment Date 05/11/2018

Schedule Payments Selected 3 Summary Details

Pay Cycle Reset

Server  Reset

Pay Cycle Exceptions

Pay Cycle Error Discount Lost Discount Denied Withholding Bank Replacement

Financial Sanctions Exceptions

Pay Cycle Results Personalize Find View All  First 1-3 of 3 Last

Main Information Additional Info

Process	Recreate	Description	Bank	Account	Status	Server Name	*Output Type	Output Destination
Process		Email Payment Advice			Completed	PSUNX		
Process	Recreate	Electronic Payments			Completed	PSUNX	File	/opt/pss/prod/pt853/sfs/uw
<b>Process</b>		Format Positive Payment	USB95	4188	Confirmed	SFSNT1		

- Navigate to the *Report Manager*, preferably in a new window.

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

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

- 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.

List Explorer **Administration** Archives

View Reports For



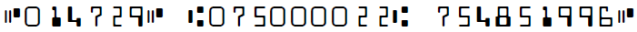
User ID 00910428 Type  Last  1 Days  Refresh

Status  Folder  Instance  to

Report List Personalize Find View All  First 1-8 of 8 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	7518069	9683770	APY2021X1 - CHKUSB954188PM.pdf	05/16/2018 2:39:16PM	Acrobat (*.pdf)	Posted	<b>Details</b>

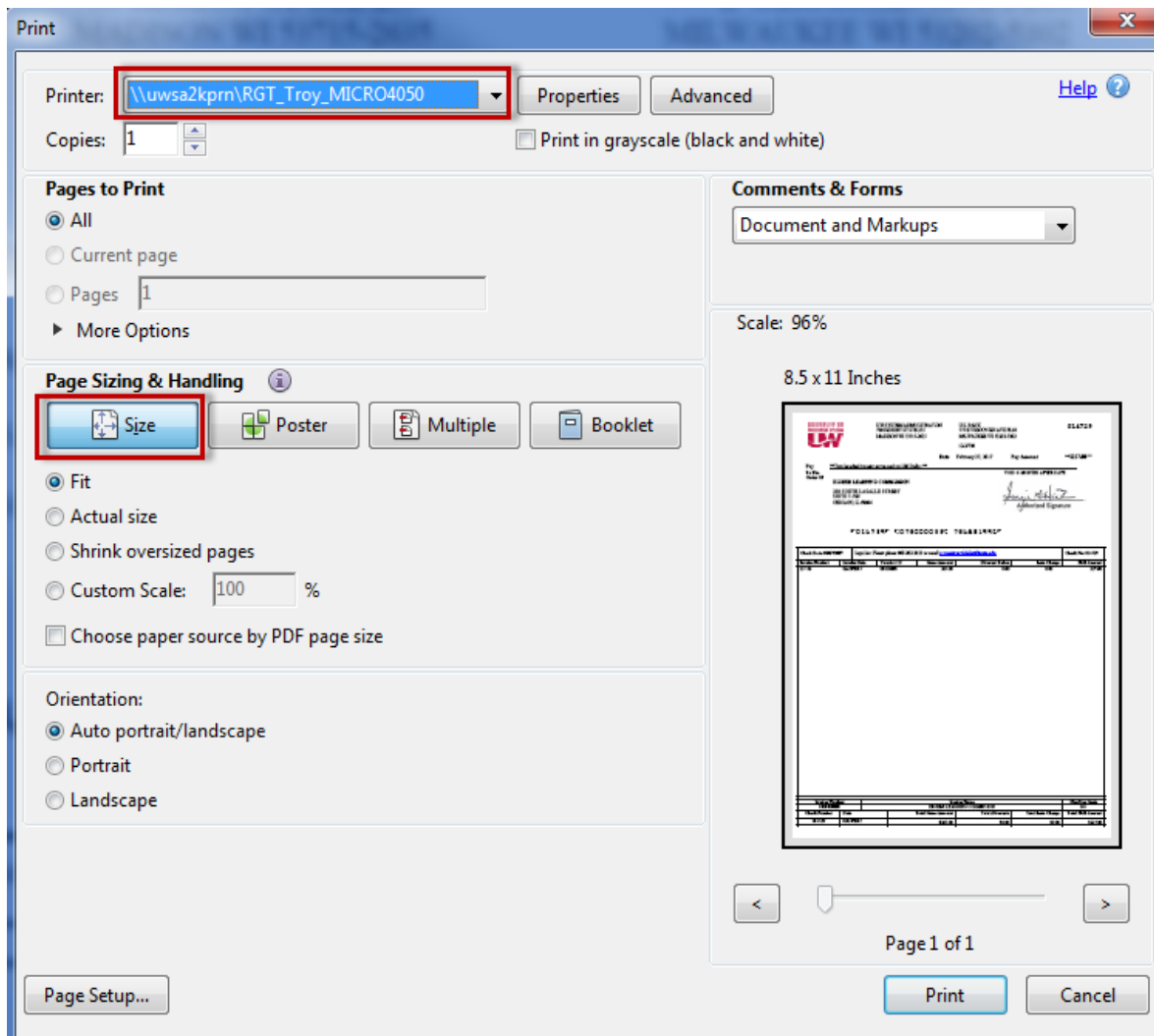
## University of Wisconsin System SFS Business Process EX.3.0 – Central Processing

	UW SYSTEM ADMINISTRATION 780 REGENT ST STE 255 MADISON WI 53715-2635	U.S. BANK 777 E WISCONSIN AVE FL10 MILWAUKEE WI 53202-5302  12-2/750	<b>014729</b>
		<b>Date</b> February 27, 2017 <b>Pay Amount</b> <b>**\$227.00**</b>	
<b>Pay</b> <b>**Two hundred twenty-seven and xx/100 Dollar **</b>			
<b>To The Order Of</b>  <b>HIGHER LEARNING COMMISSION</b>  230 SOUTH LASALLE STREET SUITE 7-500 CHICAGO, IL 60604		VOID 6 MONTHS AFTER DATE   <b>Authorized Signature</b>	
			

Check Date: 02/27/2017	Inquiries: Please phone 608-262-2621 or email <a href="mailto:accountspayablelist@uwsa.edu">accountspayablelist@uwsa.edu</a>	Check No: 014729				
Invoice Number	Invoice Date	Voucher ID	Gross Amount	Discount Taken	Late Charge	Paid Amount
227-00	02/27/2017	00018696	227.00	0.00	0.00	227.00

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](mailto: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](mailto:uwsaproblemsolvers@uwsa.edu) before printing checks in production. Additional testing will be required to ensure checks can be processed correctly.

## University of Wisconsin System SFS Business Process EX.3.0 – Central Processing



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

Pay Cycle Manager New Window | Help

Pay Cycle ADMPLY Daily Check Run - ADM and SYS

Selection Criteria Approve Trial Register Reference Confirmation Draft Staging Approval

Pay Cycle Status

Status Confirmed [Refresh](#) [Process Monitor](#)

Pay From Date 01/01/1906

Pay Through Date 06/11/2018

Payment Date 05/11/2018

Schedule Payments Selected 3 [Summary](#) [Details](#)

Pay Cycle Reset

Server  [Reset](#)

Pay Cycle Exceptions

Pay Cycle Error Discount Lost Discount Denied Withholding Bank Replacement

Financial Sanctions Exceptions

Pay Cycle Results [Personalize](#) [Find](#) [View All](#) [Print](#) [First](#) [1-3 of 3](#) [Last](#)

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

Process	Recreate	Description	Bank	Account	Status	Server Name	*Output Type	Output Destination
<a href="#">Process</a>		Email Payment Advice			Completed	PSUNX		
<a href="#">Process</a>	<a href="#">Recreate</a>	Electronic Payments			Completed	PSUNX	File	/opt/pss/prod/pt853/sfs/uv
<a href="#">Process</a>		Format Positive Payment	USB95	4188	Confirmed	SFSNT1		

[Save](#) [Return to Search](#) [Notify](#)

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.

Pay Cycle Manager

Pay Cycle ADMPLY Daily Check Run - ADM and SYS

Selection Criteria Approve Trial Register Reference Confirmation Draft Staging Approval

Pay Cycle Status

Status **Completed** [Refresh](#) [Process Monitor](#)

Pay From Date 01/01/1906

Pay Through Date 06/11/2018

Payment Date 05/11/2018

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

Pay Cycle Reset

Server  [Reset](#)

Pay Cycle Exceptions

Pay Cycle Error Discount Lost Discount Denied Withholding Bank Replacement

Financial Sanctions Exceptions

Pay Cycle Results [Personalize](#) [Find](#) [View All](#) [Print](#) [First](#) [1-3 of 3](#) [Last](#)

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

Process	Recreate	Recreate Pos Pay	Description	Bank	Account	Status	Server Name	*Output Type	Output Destination
<a href="#">Process</a>			Email Payment Advice			Completed	PSUNX		
<a href="#">Process</a>	<a href="#">Recreate</a>		Electronic Payments			Completed	PSUNX	File	/opt/pss/prod/pt853/sfs
<a href="#">Process</a>		<a href="#">Recreate Pos Pay</a>	Format Positive Payment	USB95	4188	Completed	SFSNT1	File	

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*

The screenshot shows the 'Expense Processing' window. At the top, there are tabs for 'Expense Processes' and 'Selected Business Units'. Below these, there are buttons for 'Select All', 'Deselect All', and 'Refresh'. A 'Run Control ID' of 01 is displayed. The main area contains a table with columns for 'Expense Reports', 'Cash Advances', 'Payments', and 'Time Reports'. The 'Post Payments' checkbox is checked and highlighted with a red box. Other checkboxes include 'Stage Payments', 'Publish to Payroll', 'Post Liabilities', 'Unpost Expense Report', 'Cancel Payments', 'Close Liability', 'Stage Time to Project Costing or Publish Elapsed Time', 'Advance Reconciliation', 'Airline Ticket Reconciliation', 'Unstage Payments', and 'Update Paid Statuses'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

1. **Select** the 'Post Payments' check box. Be sure that no other boxes are checked.
2. **Click**
3. **Click**

The screenshot shows the 'Process Scheduler Request' dialog box. It contains fields for 'User ID' (00763570) and 'Run Control ID' (1). There are dropdown menus for 'Server Name' (SFSNT1) and 'Recurrence', and text boxes for 'Run Date' (06/27/2013) and 'Run Time' (5:14:09PM). A 'Reset to Current Date/Time' button is also present. Below these fields is a table with columns for 'Select', 'Description', 'Process Name', 'Process Type', 'Type', 'Format', and 'Distribution'. The 'Expense Transaction Processing' row is selected, and its 'Type' is set to 'Web' and 'Format' is set to 'TXT'. At the bottom, there are 'OK' and 'Cancel' buttons.

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.



## University of Wisconsin System SFS Business Process EX.3.0 – Central Processing

Run Control ID: 01

[Report Manager](#) **Process Monitor** [Run](#)

[Select All](#) [Deselect All](#) [Refresh](#)

If the run control id is new, hit 'Save' first and then 'Refresh' to update the transaction counts. [Transfer To Pay Cycle Process](#)

Process Request Parameters		Expense Reports	Cash Advances	Payments	Time Reports
<input type="checkbox"/> Stage Payments		0	2	2	<input type="checkbox"/> Stage Time to Project Costing or <input type="checkbox"/> Publish Elapsed Time
<input type="checkbox"/> Publish to Payroll				0	
<input type="checkbox"/> Post Liabilities		0	0		<input type="checkbox"/> Advance Reconciliation
<input checked="" type="checkbox"/> Post Payments		4	0		<input type="checkbox"/> Airline Ticket Reconciliation
<input type="checkbox"/> Unpost Expense Report		0			
<input type="checkbox"/> Cancel Payments				0	<input type="checkbox"/> Unstage Payments
<input type="checkbox"/> Close Liability		0	0		<input type="checkbox"/> Update Paid Statuses
					Reconciliations
					0
					Payments
					2
					0

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

9. Click *Process Monitor* link to open the Process Monitor Page

Process List [Server List](#)

Actions

User ID: 00763570 Type: Last 1 Days Refresh

Server: Name: Instance: to: Run Status: Distribution Status: ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6747967		Application Engine	EX_TRAN_PRC	00763570	06/27/2013 5:12:28PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	6747661		SQR Report	GLSQ9040	00763570	06/27/2013 10:18:13AM CDT	Error	Posted	<a href="#">Details</a>

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

## University of Wisconsin System SFS Business Process EX.3.0 – Central Processing

System

Favorites Main Menu > General Ledger > Journals > Subsystem Journals > Generate Journals

### Generate Journals Request

Run Control ID: JGEn [Report Manager](#) [Process Monitor](#) **Run**

**Journal Processing Options**

☒ Edit ☒ Budget Check ☒ Post

**Process Request Parameters** Find | View All: First 1 of 1 Last

**Process Frequency**

☐ Once  
☒ Always  
☐ Don't Run

Request Number: 1

\*SetID: SHARE

\*Accounting Definition Name: EXDEFN

Application Business Unit: UWSYS

Ledger Group: ACTUALS

Template:

\*From Date Option: Specify Date From Date: 07/02/2014

\*To Date Option: End Date - To Period To Date:

Leave a field blank to select all its values.

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

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

Favorites Main Menu > General Ledger > Journals > Subsystem Journals > Generate Journals

New Window Help Personalize Page http

### Process Scheduler Request

User ID: 00763570 Run Control ID: 1

Server Name: PSUNX Run Date: 06/26/2013

Recurrence: Run Time: 6:57:59PM Reset to Current DateTime

Time Zone:

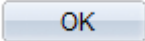
**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	FS_JGEN	FS_JGEN	Application Engine	Web	TXT	Distribution

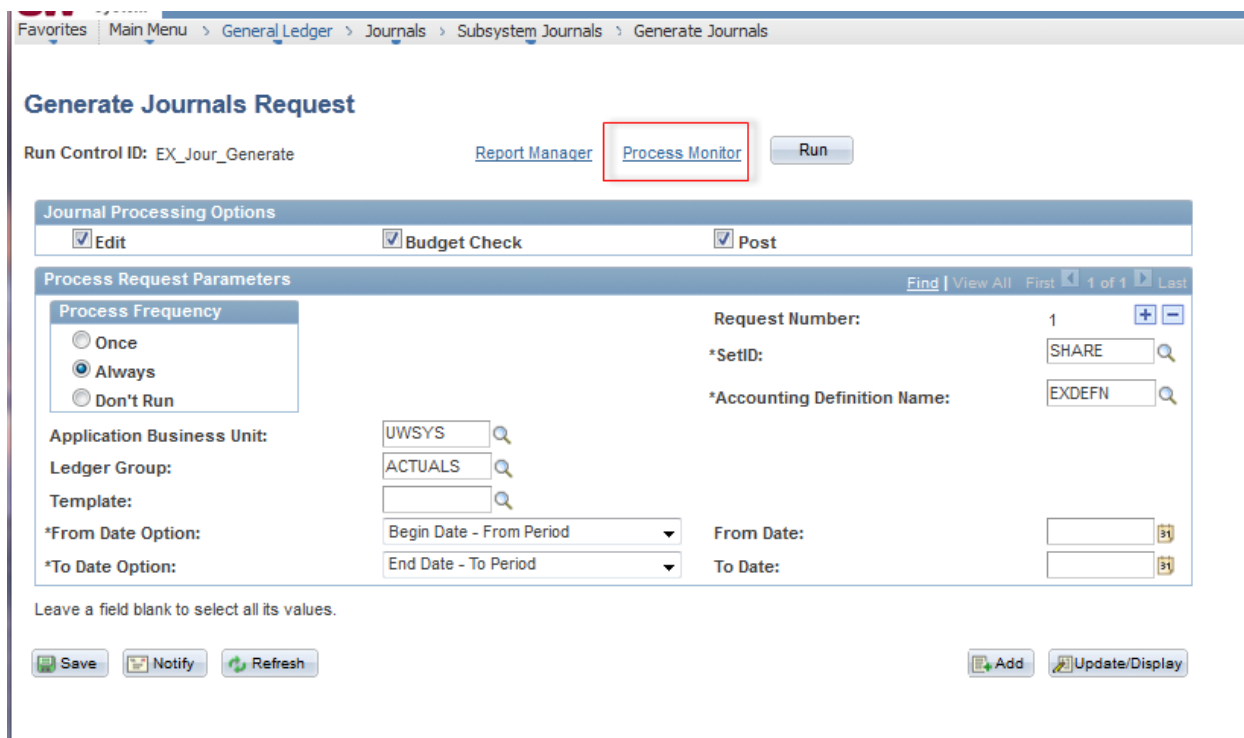
OK Cancel Refresh

12. **Select** the *Server Name* 'PSUNX'

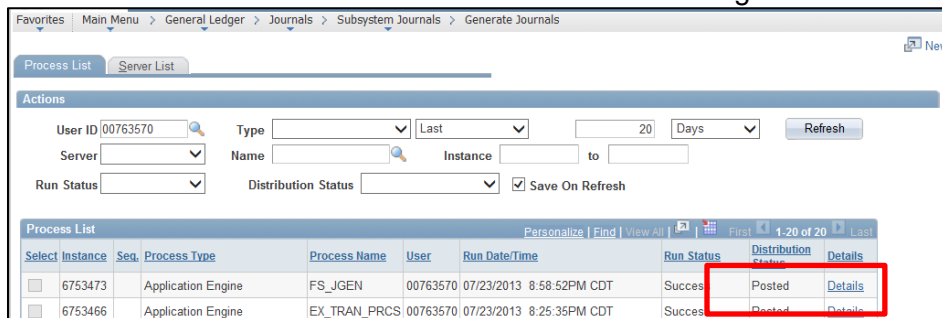
## University of Wisconsin System SFS Business Process EX.3.0 – Central Processing

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.



15. Click  until the *Run Distribution Status* changes to 'Success' and 'Posted'



Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6753473		Application Engine	FS_JGEN	00763570	07/23/2013 8:58:52PM CDT	Success	Posted	Details
<input type="checkbox"/>	6753466		Application Engine	EX_TRAN_PRCS	00763570	07/23/2013 8:25:35PM CDT	Success	Posted	Details

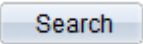

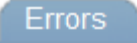
16. When the job is completed, **verify** that the journals have been posted by viewing the journal entry in the General Ledger.

17. **Navigate** to *General Ledger > Journals > Journal Entry > Create/Update Journal Entries*

18. **Enter Business Unit**

19. **Enter Journal ID.** The *Journal ID* for the payment entries will always start with 'PYEXP'.

## University of Wisconsin System SFS Business Process EX.3.0 – Central Processing

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).