Accounts Payable (AP) Delta Training for PSFIN v9.2

Participant Guide

Version 1.0

Georgia*FIRST* Financials
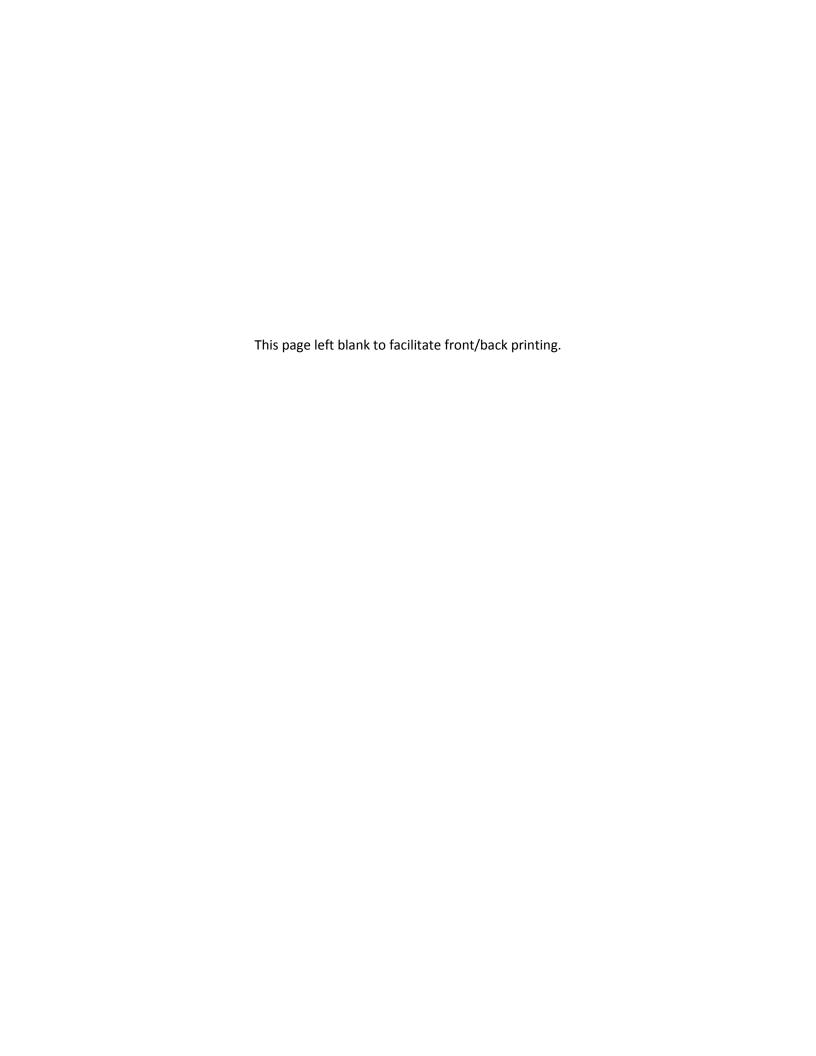
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Introduction

This Accounts Payable Participant Guide is designed to help you prepare for the PSFIN Upgrade to version 9.2 at the end of March. The guide details those processes that have changed due to the upgrade. It does not cover every task and process in the module. This Participant Guide accompanies the AP Delta Training for PSFIN v9.2 being held virtually over WebEx.

Before this virtual training, all participants should view the PSFIN v9Upgrade Accounts Payable video that can be accessed here. The purpose of the video is to prepare you about what changes are occurring in AP and to provide some background as to why they changes are happening. This video is only 12 minutes long, but it will prepare you for the Virtual Training session.

This AP Delta Training consists of six lessons:

- Lesson 1: Suppliers
- Lesson 2: Vouchers
- Lesson 3: Workflow in AP
- Lesson 4: Pay Cycles
- Lesson 5: Positive Payment
- Lesson 6: Available Reports and Queries

There will also be plenty of time the conclusion of the training for questions and answers.

Lesson 1: Suppliers

As mentioned in the AP video, vendors are now referred to as Suppliers in PSFIN v9.2. Just about everywhere you used to see the term "vendor," you will now see "supplier." The exception is the underlying PeopleSoft tables and fields. You will still find the term "vendor" there. You will need to remember this if you build your own queries.

Add a Supplier

1. Navigation: **Suppliers** > **Supplier Information** > **Add/Update** > **Supplier**
2. Select **Add a New Value** tab
3. In the **Persistence** drop down menu, select the appropriate persistence for this supplier (i.e., Regular)
4. Click the **Add** button
5. In the **Supplier Short Name** field, enter the Supplier's short name
6. In the **Supplier Name** field, enter the Supplier's name
7. In the **Classification** drop down menu, select the appropriate classification for this supplier
8. Expand the **Government Classifications** section (where Supplier's E-Verify Information is recorded)
   a. For **Source**, enter **E-Verify**
   b. For **Effective Date**, enter the date the verification was completed
   c. For **Cert Nbr**, enter E-Verify Company ID number
   d. For **Begin D**t, enter the date verification begins
   e. For **Expiration**, enter the date verification ends
9. Expand the **Additional ID Numbers** section by clicking its **expand** icon
   a. For **Type**, enter or select the appropriate ID number type (i.e., TIN)
   b. Enter the ID number in the **ID Number** field (9 digits only, no characters)
10. Expand the **Additional Reporting Elements** section by clicking its expand icon
    a. Select the Supplier's W8BEN and W9 Status can be selecting through the **Type of Contractor** drop down list
11. Towards the top of the page, select the **Check for Duplicate** button
    a. Click **OK** to clear the message
12. Select the **Address** tab
13. In the **Description** field, enter the address description (i.e., MAIN)
14. In the **Address 1, 2, and 3** fields (as necessary), enter the street address
15. Populate the **City** field
16. Populate the **State** field
17. Populate the **Postal** field with the zip code
18. In the **Phone Information** section, select the **Type** drop down list and choose the phone type (i.e., Main)
19. Enter the area code in the **Prefix** field

20. Enter the phone number in the **Telephone** field
21. Use the **Payment/Withholding Alt Names** (payment and withholding alternate names) section to specify alternate names for the Supplier that can be used for payment and withholding purposes. When the system generates payments for the Location that uses this address, it uses the alternate name information on the payment forms. Likewise, if you specify an alternate withholding name, the system uses this name on withholding reports instead of the name that you specified on the Identifying Information page.
22. Click the **Location** tab
    a. A Supplier must have at least one Location and can have multiple locations
    b. A Supplier Location is not a physical address; it is a default set of rules or attributes that define how you conduct business with a particular Supplier
    c. A Supplier Location, although not a physical address, does reference addresses
    d. Do not use "TRAVEL" as a location name when adding Supplier Locations. This location is reserved for use by the CONCUR interface
23. In the **Location** field, enter MAIN
24. Enter a description for the location in the **Description** field
25. Note that the **Effective Status** of the Supplier is set to Active.
26. Use the **Payables**, **Procurement**, **Sales/Use Tax** and **1099** links as needed to enter additional information
27. Select the **Contacts** tab
28. Enter a description for the Contact in the **Description** field
29. In the **Details** section, use the **Type** drop down list to select the Contact type
30. In the **Name** field, enter the Contact's name
31. In the **Title** field, enter the Contact's title
32. In the **Phone Information** section, select the appropriate Phone Type in the **Type** drop down menu
33. Enter the Contact's area code in the **Prefix** field
34. Enter the Contact's phone number in the **Telephone** field
35. If needed, enter the Contact's extension in the **Extension** field
36. To add another row for an additional phone number or fax number, add a row in the Phone Information section and fill in the information
37. **Save**
38. Go to the **Summary** tab
39. Review the Supplier and it's status
    a. Approved: If you have the authority to approve Suppliers as defined in your Procurement User Preferences, the system automatically assigns an Approved status to the Supplier
    b. Inactive: New vouchers cannot be entered for a Supplier with an Inactive status
    c. Unapproved: If you do not have the authority to approve Suppliers as defined in your Procurement User Preferences, another user needs to approve the Supplier before users can enter vouchers into the system for this Supplier

Add a Direct Deposit Supplier and Edit Supplier Payment Notification

1. Navigation: **Suppliers** > **Supplier Information** > **Add/Update** > **Supplier**
2. Select **Add a New Value** tab
3. In the **Persistence** drop down menu, select the appropriate persistence for this supplier (i.e., Regular)
4. Click the **Add** button
5. In the **Supplier Short Name** field, enter the Supplier's short name
6. In the **Supplier Name** field, enter the Supplier's name
7. In the **Classification** drop down menu, select the appropriate classification for this supplier
8. Expand the **Additional ID Numbers** section by clicking its **expand** icon
   a. For **Type**, enter or select the appropriate ID number type (i.e., TIN)
   b. Enter the ID number in the **ID Number** field (9 digits only, no characters)
9. Expand the **Additional Reporting Elements** section by clicking its expand icon
   a. Select the Supplier's W8BEN and W9 Status can be selecting through the **Type of Contractor** drop down list
10. Towards the top of the page, select the **Check for Duplicate** button
    a. Click **OK** to clear the message
11. Select the **Address** tab
12. In the **Description** field, enter the address description (i.e., MAIN)
13. In the **Address 1, 2, and 3** fields (as necessary), enter the street address
14. Populate the **City** field
15. Populate the **State** field
16. Populate the **Postal** field with the zip code
17. In the **Phone Information** section, select the **Type** drop down list and choose the phone type (i.e., Main)
18. Enter the area code in the **Prefix** field
19. Enter the phone number in the **Telephone** field
20. Click the **Location** tab
21. In the **Location** field, enter MAIN
22. Enter a description for the location in the **Description** field
23. Note that the **Effective Status** of the Supplier is set to Active.
24. Select the **Payables** link
25. Expand the **Additional Payables Options** section by clicking its **expand** icon
26. Locate the **Additional Payment Information** section.
27. In the **Pay Method Options** drop down menu, select **Specify**
28. In the **Payment Method** drop down menu, select **EFT** or **ACH**
    a. Select EFT (Electronic Funds Transfer) for individual suppliers
    b. Select ACH (Automatic Clearing House) for corporate suppliers
29. Expand the **Electronic File Options** section by clicking its **expand** icon
30. Select the checkbox for **Prenotification Required** (should be selected for both ACH and EFT suppliers)

31. In the **Fund Transfer Details** section, select **Corp Trade Exchange** in the **Payment Format** drop down menu (select this for both ACH and EFT suppliers)
32. Expand the **Supplier Bank Accounts** section by clicking its **expand** icon
33. Enter the bank information for this supplier including:
    a. **Bank Name**
    b. **Bank ID Qualifier**: 001
    c. **Bank ID**
    d. **Bank Account Number**
    e. **DFI Qualifier**: 01
    f. **Account Type**
    g. **DFI ID**
34. Expand the **Payment Notification** section by clicking its **expand** button
35. Select the checkbox for **Enable Email Payment Advice**
36. In the **Email ID** field, enter the Supplier's email address
37. In the **Payment Method Selection**, select **Automated Clearing House**
38. Add a row in **Payment Method Selection** and select **Electronic Funds Transfer**
39. Click **OK**
40. **Save**

Lesson 2: Vouchers

Creating vouchers in PSFIN v9.2 is similar, but with some new added features.

Create a Regular Voucher and Attach a File

1. Navigation: **Accounts Payable** > **Vouchers** > **Add/Update** > **Regular Entry**
2. Select the **Add a New Value** tab
3. Enter or select **Business Unit**
4. For **Voucher Style**, select **Regular Voucher**
5. Click **Add**
6. In the **Invoice Number** field, enter the invoice number
7. In the **Invoice Date** field, enter the date of the invoice
8. In the **Invoice Received** field, enter the date you received the invoice (optional)
9. In either the **Supplier ID** field or the **ShortName** field, enter or lookup and select the **Supplier** for this Voucher
10. The **Payment Terms** default from the Supplier. To change the payment terms, enter or select the Payment Terms in the **Pay Terms** field
11. In the **Invoice Total** section, enter the invoice total in the **Total** field
12. To add an attachment to this voucher, select the **Attachments** link
    a. Select the **Add Attachment** button
    b. Browse and select the files to attach (can add up to four attachments at a time)
    c. Select the **Upload** button
    d. In the **Description** field, you can enter a description about the attachment; ensure the **Show to Approver?** checkbox is selected
    e. Click **OK**
    f. The number of attachments appear in parentheses at the end of the **Attachments** link
13. Complete the **Invoice Lines** section
    a. Adjust **Line Amount** if necessary
    b. Enter a **description** if necessary
    c. In the **Distribution Lines** section, enter the Chartfields for this invoice line:
        i. **Account**
        ii. **Fund**
        iii. **Dept**
        iv. **Program**
        v. **Class**
        vi. **Project** (if necessary)
    d. Add a row if needed to add another invoice line and complete step 13 for the additional line
14. Click the **Save** button

Review a Voucher's Related Documents

This new Related Documents tab is available once you save the voucher. It will show Voucher and Invoice Information. It will also show Payment Details for the Voucher, including Scheduled Pay Date, Payment Reference, Supplier ID, and Amount information.

1. Navigation: **Accounts Payable** > **Vouchers** > **Add/Update** > **Regular Entry**
2. Select the **Find an Existing Value** tab
3. Search for and select the voucher
4. Select the **Related Documents** tab
5. Optional: Select the **Action** drop down menu to run selected processes from this page (dependent on user security)
6. To display detailed information about the supplier, in the **Payment Details** section, select the **Actions** link and select **Maintain Supplier**
   a. This could be very useful when researching a voucher that is not being picked up on your pay cycle

Lesson 3: Workflow in Accounts Payable

Voucher approval is new in PSFIN V9.2. All online vouchers must be submitted for approval. Banner, Catalog, and Spreadsheet Upload vouchers do not need to be submitted for approval. Also, if a voucher is approved and then changes are made to that voucher, it must be resubmitted for approval.

There are three approval options for vouchers. A voucher may have no approval required. It may require Asset Approval. Or it may require Budget Reference Approval. For vouchers needing Asset Approval or Budget Reference Approval, Workflow routes these vouchers to the appropriate approvers.

When creating an online voucher, once it is saved, the "Submit for Approval" button becomes available. This should be selected for all vouchers. If a voucher does not require Asset Approval or Budget Reference Approval, its Approval Status changes to "Approved." If Asset Approval or Budget Reference Approval is required for the voucher, its Approval Status changes to "Pending Approval." If you select the "Pending Approval" link on the voucher after saving it, you can see if the Voucher will be routed via Workflow.

Asset Approval Workflow

If you create and submit a voucher for an asset, it will automatically route to a designated approver if one of the following conditions apply:

- Account on Voucher Distribution Line is an Asset Account (800000 – 899999) AND the Profile ID is blank
- Account on Voucher Distribution Line is an Asset Account (743000 – 743999) AND the Profile ID is blank AND the Amount is greater than $3,000
- Account on Voucher Distribution Line IS NOT an Asset Account AND the Profile ID is populated.

Budget Reference Approval Workflow

If you create and submit a voucher, it will automatically route to a designated approver if one of the following conditions apply:

- The Budget Reference entered on the Voucher Distribution Line is different than the current fiscal year
- The Voucher was created from a Purchase Order, but the Budget Reference on the Voucher Distribution Line is different than the Budget Reference on the corresponding Purchase Order Distribution Line.

Submitting a Voucher for Approval

1. Navigation: **Accounts Payable** > **Vouchers** > **Add/Update** > **Regular Entry**
2. Select the **Find an Existing Value** tab
3. Search for and select the voucher
4. To see if Voucher will enter Workflow, select the **Preview Approvals** link

5. Click the **Submit Approval** button
6. On the **Approval Comments** screen, you can enter comments for the approver if necessary
7. Go to the **Summary** tab to see the **Approval Status**
    a. If the Approval Status is Approved, the voucher is available for budget checking and further processing
    b. If the Approval Status is Pending Approval, the voucher has entered workflow for approval
8. For vouchers that have entered Workflow, go to the **Invoice Information** tab
    a. Select the **Approval History** link
    b. Review the Approval path for the Voucher

Voucher Approvals in Workflow

If a voucher enters Asset Approval Workflow or Budget Reference Approval Workflow, an approver needs to approve it before it can be processed and selected for payment. Approvers access the vouchers that they need to approve via the Worklist.

The Approver should review the voucher and determine if any corrections are required. Asset Approvers should review the voucher for the appropriate use of Asset Account Number, Profile ID, and the Cost (if applicable). Budget Reference Approvers should review the voucher for the use of the Budget Reference field and the corresponding Purchase Order (if applicable).

If the Approver feels that the information is correct, they can approve the voucher. The voucher can then be budget checked and processed as normal.

If the Approver feels that the information needs correcting, they should include comments as to what needs to be corrected and then they can deny the voucher. The person who originally entered the voucher can then edit the voucher with the necessary corrections and resubmit it for approval. If the corrections were made properly, the voucher should go to an "Approved" status.

Approving/Denying a Voucher

1. Navigation: **Worklist**
2. Select a voucher by clicking its link
3. On the **Approval** page, review the Voucher to see if it can be approved or if it needs to be corrected.
4. To approve the Voucher, enter **Comments** if necessary and click the **Approve** button
5. To deny the voucher because it needs to be corrected, enter specific **comments** indicating what needs to be corrected and click the **Deny** button
6. Workflow removes the Voucher from the Approver's Worklist

Lesson 4: Pay Cycles

As mentioned in the AP video, Pay Cycles are experiencing a few changes. One, you can print comments on payment advices now for specific payments. You can also print comments on all checks in a particular pay cycle. Another new feature is for ACH/EFT pay cycles. If you enable the Email Payment Advice option (as shown in lesson 1), a new step has been added to the pay cycle that generates the Payment Notification email.

Some additional changes include how check signatures are stored, and how you retrieve checks after running a check pay cycle.

Signature Upload

For assistance in creating the signature PNG file, see the Job Aid "Signature Upload"

1. Navigation: **BOR Menus** > **BOR Accounts Payable** > **BOR AP Use and Processing** > **AP Check Image Upload**
2. Select the **Add a New Value** button
3. Enter or select **Business Unit**
4. Click the **Add** button
5. On the **AP Check Image Upload** page, click the **Add** button to upload the signature file
6. Browse for your signature PNG file, select it, and click **Open**
7. Select the **Upload** button
8. Click **Save**
9. Your signature image is now uploaded into the system. If you need to delete the signature or view it, come back to this page and select the appropriate button.

Include Comments on a Payment Advice for a Specific Payment

To include comments on a specific payment to a specific Supplier, follow this process.

1. Navigation: **Accounts Payable** > **Vouchers** > **Add/Update** > **Regular Entry**
2. Select the **Find an Existing Value** tab
3. Search for and select the voucher
4. Select the **Payments** tab
5. In the **Payment Options** section, enter your message in the **Message** field
6. Click **Save**

Include Comments on All Payment Advices for a Particular Pay Cycle

To include comments on all payments in a pay cycle, follow this process for setting Payment Selection Criteria. These instructions also inform you how to ensure suppliers who are set up to receive payment advices via email receive those emailed advices.

1. Navigation: **Accounts Payable** > **Payments** > **Pay Cycle Processing** > **Payment Selection Criteria**
2. Click the **Look up Pay Cycle** icon and select the appropriate pay cycle

3. Click the **Search** button
4. Enter the appropriate date in the **Pay From Date** field
    a. Use the **Pay From Date** field to enter or select the beginning date of the pay cycle. The system compares this date to the scheduled pay date for the voucher payment schedule.
5. Enter the appropriate date in the **Pay Through Date** field
    a. Use the **Pay Through Date** field to enter or select the ending date of the pay cycle. The system compares this date to the scheduled pay date for the voucher payment schedule.
6. Enter the appropriate date in the **Payment Date** field
    a. Use the **Payment Date** field to enter or select a date to be compared against the voucher scheduled pay date. The system tags all payments created in the pay cycle with this date and prints it on checks or shows it on other payment methods. It can differ from the **Pay Through Date**.
7. Enter the appropriate date in the **Next Pay Through Date** field
8. Enter the appropriate date in the **Next Payment Date** field
9. In the **Accounting Date** section, select **Payment Date** in the drop down menu.
10. In the **Withholding Date** section, select **Payment Date** in the drop down menu.
11. Select the **Use Holiday Calendar** option to use both business days and holidays to determine valid discount and payment dates. If you select this option, you must specify an appropriate holiday business calendar.
12. Select the **Preferences** tab
13. Be sure **NOT** to select any of the following (should not be used by USG Institutions):
    a. Print LC Advice
    b. Process Bank Charges
    c. Calculate Value Date
    d. Use Recipient's Pref. Lang.
14. For **Banner** pay cycles, select the **Use Supplier Pay Group** option
15. For ACH or EFT pay cycles, select the **Email Payment Advice** option
    a. This enables the payment advices to be emailed to those suppliers set up to receive email payment advices
16. Select the **Include Lost Discount** checkbox
    a. Use the **Include Lost Discount** field to process scheduled payments automatically if you earn a discount for the payment in the current pay cycle, but might lose it if the payment is processed in the next pay cycle, as indicated by the next pay through date and the next payment date specified on the Dates page.
17. Recommendation: **DO NOT** select the option to **Suppress Zero Amount Check** at this time. There is a known issue with this option and we recommend not using this feature.
18. In the **Approval** drop down, select **User Approval**
19. In the **Bank Replacement Rules** section, select the appropriate rule. There are two different types of replacement options used by the BOR:

      a. Replace All Payments: Replace the original bank accounts for all payments in a pay cycle with one alternate bank account. This option also allows all payments to be reassigned to an alternate payment method.

      b. Replace Bank with Another Bank: Replace a particular original bank account or payment method with an alternate bank account or payment method.

20. In the **Check Payment Message** section, enter the message that you want to appear on all payment advices within this pay cycle in the **Message** field

21. Select the **Source/BU** tab

22. If source transaction needs to be changed, select the **Source Transaction** icon and select the appropriate source transaction

23. If Business Unit needs to be changed, select the **Business Unit** icon and select the appropriate Business Unit

      a. If you are running a Banner pay cycle, the Business Unit option must be set to your "B" business unit

24. Select the **Bank/Method** tab

25. Use this page to select the bank and payment methods

      a. Only one payment method should be included within the pay cycle

26. Click **Save**

Run Check Pay Cycle and Retrieve Checks

In PSFIN v9.2, you will no longer need SwiftView for your check files. The check file is now a BI Publisher file that is printed as a PDF file. You will now retrieve your checks from Report Manager instead of Process Monitor.

1. Navigation: **Accounts Payable** > **Payments** > **Pay Cycle Processing** > **Pay Cycle Manager**

2. Select the **Look up Pay Cycle** icon

3. Select a check pay cycle and click **Search**

4. In the **Details** section, ensure that **PSUNX** is selected as the **Server** for the **Payment Selection** step

5. Select the **Process** button for the **Payment Selection** step.

      a. This initiates the pay cycle and determines the vouchers available for payment based on your payment selection criteria

      b. The **Status** updates to "**Running**"

6. Periodically select the **Refresh** button to update Pay Cycle Manager until the status is **Selected** and the number of scheduled payments is displayed.

7. In the **Details** section, ensure that **PSUNX** is selected as the **Server** for the **Payment Creation** step

8. Select the **Process** button for the **Payment Creation** steps

      a. The **Status** updates to "**Running**"

9. Periodically select the **Refresh** button to update **Pay Cycle Manager** until the status is **Created**

10. The next step is to create the check file. In the **Pay Cycle Results** section, ensure that **PSUNX** is selected as the **Server** name for the **Print Checks** process.

11. For the **Print Checks** process, ensure that **Web** is selected as the **Output Type**.
    a. Web output type is the only option GeorgiaFIRST Financials institutions can use for AP Checks and File Copies.
12. Select the **Process** button for the **Print Checks** process
13. Select the **Process Monitor** link
    a. Locate the **APY2021X1** process
    b. Periodically click the **Refresh** button until the process runs to **Success**
    c. Select the **Go Back to Pay Cycle Manager** link
14. If needed, reenter/reselect the **Pay Cycle** and click **Search**
15. Continue if your institution prints file copies; otherwise skip to step 16
    a. For the **Print File Copy** process, ensure **PSUNX** is selected as the server
    b. In the **Output Type** list, select **Web**
    c. Click the **Process** button
    d. Select the **Process Monitor** link
        i. Periodically click the **Refresh** button until the process runs to **Success**
16. To retrieve the Check file, select **Reporting Tools** in the menu
17. Select **Report Manager**
18. Select the **Administration** tab
19. Locate your check file and select its link
20. The PDF file is your check file and should open in a separate window/tab

Lesson 5: Positive Payment

The PSFIN AP video explained that Positive Payment is no longer to be run from Pay Cycle Manager in version 9.2. Now, you will run Positive Payment from a custom BOR page that allows more flexibility. Institutions can choose to run a positive payment file after each check pay cycle, or just once at the end of the day for all checks issued that day.

The Manual Positive Pay process is a two-step process that should be run at the end of the day to:

1. Format the payment, and
2. Produce a payment flat file to be sent to the bank

Establishing Positive Pay Format & Transmittal Codes

GeorgiaFIRST Financials provides seven positive pay formats:

1. Universal
2. Wachovia/First Union
3. Bank of America
4. SunTrust
5. BB&T
6. Bank of Middle GA
7. Synovus (new offering as part of the v9.2 upgrade)

If you wish to generate Positive Pay files with a format other than Universal (format 1), you must specify the format in the BOR Installation Options. If you make no selection on this page, the file will be produced in Format 1.

Many banks requires a special code to appear in the first line of each Positive Pay file. This enables them to more easily identify the account number to which it relates. If your bank requires that the same code be included in the first line of each Positive Pay file, you must establish this code prior to generating a Positive Pay file. The Header record will then automatically be included as the first record in every Positive Pay file created.

GeorgiaFIRST is not able to provide header records that change with each transmission; for example, containing the amount, date, or number of transactions. For the requirements, you will have to manually modify the file before transmitting.

1. Navigation: **BOR Menus** > **BOR Utilities** > **Installation Options**
2. Enter or select your institution's **SetID**
3. Click **Search**
4. In the **Type** drop down list, select **Positive Pay**
5. In the **Format** drop down list, select the correct format for your institution's bank
6. Enter your bank's transmittal code in the **Transmittal Code** field

  a. If your bank does not require a transmittal code and does not want a header record, leave the word "**none**" (lower case and no spaces)

7. Click the **Save** button

Generating the Positive Payment File

The Positive Payment file is used as an audit check for comparing all payments presented to a banking institution that are issued within PeopleSoft. In PSFIN v9.2, users will use a new bolt-on page for Positive Pay that can be found under BOR Menus.

The Positive Pay cycle will be run manually, and will be independent of the daily pay cycle runs. This new page will allow the institutions who process multiple check pay cycles per day to have the option of producing the positive payment file after each pay cycle or one file at the end of the day.

This page will continue to utilize the existing BORIF029 interface and our six current positive pay formats. There is also a new format for Synovus Bank for v9.2.

1. Navigation: **BOR Menus** > **BOR Accounts Payable** > **BOR AP Use and Processing** > **BOR Positive Pay Process**
2. Select **Add a New Value**, enter a **Run Control ID**, and click **Add**
3. In the **Bank Set ID** field, enter or select your **Bank Set ID**
4. In the **Bank Code** field, enter or select your **Bank Code**
5. In the **Bank Account** field, enter or select your **Bank Account**
6. To generate the Positive Pay file for the day, continue. To generate the Positive Pay file for a specific pay cycle, skip to step #7.
    a. In the **Payment Date** field, enter or select the date for which you want to generate the Positive Pay file
    b. Skip to step #8
7. To generate the Positive Pay file for a specific pay cycle, In the **Pay cycle** field, enter or select the Pay Cycle
    a. In the **Seq Num** field, enter or select the sequence number
8. Click the **Save** button
9. Click the **Run** button
10. On the **Process Scheduler Request** page, ensure that the format is set to **PDF** and click **OK**
11. Select the **Process Monitor** link
12. Refresh the page periodically until the process has run to **Success** and is **Posted**
13. To retrieve the Positive Pay file and report, click an entry in the **Details** column for the BORIF029 process
14. Select the **View Log/Trace** link
15. Select an entry in the **Name** column
     a. The Positive Pay file is a .txt file
     b. The Positive Pay Report is a PDF file
16. As required by your institution, you may wish to copy the positive pay file to an archive directory and make notes as to the actual transmission of the positive pay files

17. Transmit your Positive Pay file to the bank per your bank's instructions

Lesson 6: Accounts Payable Reports and Queries

Accounts Payable Reports in PSFIN v9.2

Version 9.2 Report Name	Description	Report Type	Old v8.9 Name (if different)
1099 Reportable Transactions (BORRY010)	1099 Reportable Transactions	SQR Report	
1099 to Send Detail (APX8056)	1099 Withholding to Send Dtl	BI Publisher	
1099-MISC Copy B Report (APX1099)	1099-MISC Copy B	BI Publisher	
AP History Report (BORRY007)	AP History Report	SQR Report	
AP/GL Account Recon Request (APX1420)	AP/GL Account Recon Report	BI Publisher	
AP/GL Journal Recon Request (APX1410)	AP/GL Journal Reconciliation	BI Publisher	
Bank Statement Register (FSX3000)	Bank Statement Register	BI Publisher	
Business Unit Payables Options (APX0011)	Business Unit Options	BI Publisher	
Control Group Register (APX1011)	Control Group Register	BI Publisher	
Duplicate Supplier Report (APX3215)	Duplicated Supplier	BI Publisher	Duplicate Vendor Report
Match Exceptions (APX1090)	Match Exceptions Report	BI Publisher	
Payables Open Liability (APX1406)	Payables Open Liability	BI Publisher	

Version 9.2 Report Name	Description	Report Type	Old v8.9 Name (if different)
Payables Open Liability Reconciliation – Detail (APX1405)	Detail AP/GL Open Liability	BI Publisher	
Payables Open Liability Reconciliation – Summary (APX1400)	Summary AP/GL Open Liability	BI Publisher	
Payment Aging by Bank (APX2051)	Payment Aging by Bank	BI Publisher	
Payment Aging by Supplier (APX2052)	Payment Aging Report – Supplier	BI Publisher	Payment Aging by Vendor
Payment Disbursement Report (APSX8002)	Payment Disbursement	BI Publisher	
Payment Forecast Report Request (APX2040)	Payment Forecast	BI Publisher	
Payment History by Bank (APX2004)	Payment History by Bank	BI Publisher	
Payment History by Pay Method (APX2050)	Payment History by Method	BI Publisher	
Payment History by Payment (APX2001)	Payment Register	BI Publisher	
Payment History by Supplier (APX2000)	Payment History by Supplier	BI Publisher	Payment History by Vendor
Payment Trial Register (APX2030)	Trial Register	BI Publisher	
Posted Voucher Listing (APX1020)	Posted Voucher Listing	BI Publisher	
Prompt Pay Report (APS2001)	Prompt Pay Report	SQR Report	
Registered Voucher Listing (APXVR_LC)	Registered Voucher Listing	BI Publisher	

Version 9.2 Report Name	Description	Report Type	Old v8.9 Name (if different)
Remittance Advance Report (APX2027)	Wire Advice Report	BI Publisher	
SBI Supplier Listing (APX1070)	AP SBI Supplier	BI Publisher	SBI Vendor Listing
Schedule Register (APX2031)	SF1166 – Schedule Register	BI Publisher	
Unapproved SBIs by Supplier (APX1080)	Unapproved SBIs by Supplier	BI Publisher	Unapproved SBIs by Vendor
Supplier Balance (APX3020)	Outstanding Bal by Supplier	BI Publisher	Vendor Balance
Supplier Detail Listing (APX3000)	Supplier Detail Listing	BI Publisher	Vendor Detail Report
Supplier Liability Aging (APX1408)	Supplier Liability Aging	BI Publisher	Vendor Liability Aging
Supplier Payment History (BORRY002)	Supplier Payment History	SQR Report	Vendor Payment History
Supplier Summary Listing (APX3001)	AP Supplier Summary	BI Publisher	Vendor Summary
Supplier Withholding Control Report (APX3012)	Withholding Control Report	BI Publisher	Vendor Withholding Control Report
Voucher Activity Report (APX8001)	Voucher Activity Report	BI Publisher	
Voucher Listing by Chartfield (APSX8003)	Voucher Listing by Chartfield	BI Publisher	
Voucher Origins (APX0000)	List of Origins	BI Publisher	
Voucher Register (APX1010)	Voucher Register	BI Publisher	
Withholding Codes Report (APX7040)	Withholding Codes	BI Publisher	

Version 9.2 Report Name	Description	Report Type	Old v8.9 Name (if different)
Withholding Entities Report (APX7030)	Withholding Entities	BI Publisher	
Withholding Rules Report (APX7010)	Withholding Rules	BI Publisher	
Withholding Types Report (APX7020)	Withholding Types	BI Publisher	
Withholding Voucher/Supplier Mismatch (APX9010)	Withholding Mismatch Report	BI Publisher	Withholding Voucher/Vendor Mismatch

Accounts Payable v9.2 Queries

- BOR_AP_1099_ADJUST
  - 1099 Manual Balance Adjusts
- BOR_AP_1099_DSL_REPORTABLE
  - Reptbile Disc Lost
- BOR_AP_1099_JE
- BOR_AP_1099_MISMATCHED
  - 1099 Mismatched Transactions
- BOR_AP_1099_MISSING_WH_CD
  - Vouchers with Missing WH Code
- BOR_AP_1099_NONRPT_CONSISTENT
  - Not 1099 Rptd but Consistent
- BOR_AP_1099_PMNTS
  - BOR 1099 Payments
- BOR_AP_1099_SND_DTL_TOT
  - 1099 Wthd to Snd Detail Totals
- BOR_AP_1099_SUPPLIERS
  - AP 1099 Suppliers
  - Old v8.9 Name: BOR_AP_1099_VENDORS
- BOR_AP_DUE
  - AP Scheduled through Selected Dt
- BOR_AP_OPEN_LIAB
  - Net AP Liabilities
- BOR_AP_OPEN_LIAB_CK_FIGURES
  - Check Figures 211000

- BOR_AP_OPEN_LIAB_MISC_JE
    - Non AP Jrnls posted to 211000
- BOR_AP_PAYCYCLES_NOT_COMPLETED
    - Pay Cycles not completed
- BOR_AP_REMIT_SUPPLIER
    - Remit Suppl/Invoice Supplier
    - Old v8.9 Name: BOR_AP_REMIT_VENDOR
- BOR_AP_RESTART
    - Pay cycle Restart status
- BOR_AP_STAGED_INVOICES
    - Invoices Staged, to be Sourced
- BOR_AP_UNPOSTED_PYMNTS
    - Unposted Payments
- BOR_AP_UNPOSTED_VCHR
    - Unposted Vchrs Expanded Info
- BOR_AP_VCHR_BLD_BY_SOURCE
    - Vchr Bld by Src & Date Range
- BOR_AP_VCHR_BLD_ERRORS
    - Voucher Build Errors
- BOR_AP_SUPPLIER_PRENOTE_STATUS
    - ACH/EFT Prenote Not confirmed
    - Old v8.9 Name: BOR_AP_VENDOR_PRENOTE_STATUS
- BOR_BR_AP_CANCEL_CUR
    - Curr Period Cancel Cur Cks
- BOR_BR_AP_CANCEL_PRIOR
    - Curr Period Cancel Prior Cks
- BOR_BR_AP_EX_OSCK
    - Outstanding Check List (w EX)
- BOR_BR_AP_ISSUE
    - Curr Pd Issues (incl unposted)
- BOR_BR_AP_NOTINGL
    - AP Entries not in GL
- BOR_BR_AP_OSCK_ASOFDATE
    - Outstanding Check List
- BOR_BR_AP_RECON
    - System AP Items Reconciled
- BOR_BR_AP_RECON_B4ACCDT
    - Cks Cleared Period B4 Recorded
- BOR_BR_EX_CANCEL_CUR
    - Curr Period Cancel Cur Cks

- BOR_BR_EX_CANCEL_PRIOR
    - Curr Period Cancel Prior Cks
- BOR_BR_EX_NOTINGL
    - EX Entries Not in GL
- BOR_BR_GLC_BNR
    - Banner Journals to Cash
- BOR_BR_GLC_OTHER
    - All Other Jrnls to Cash
- BOR_BR_GLCAP
    - AP Journals to Cash for Period
- BOR_BR_GLCEX
    - EX Journals to Cash for Period

Accounts Payable Security Roles

Online Security Documentation

You can find all Security Role Changes at http://www.usg.edu/gafirst-fin/documentation/job_aids/category/security. Make sure to look for the documents beginning with "9.2 Security Role Changes."

Summary of Security Roles

Below is a summary of the roles needed for users in the module. Please be sure to reference the online document for detailed instructions and additional setup required outside of the security roles.

Payables 1099 User *PAYABLES 1099 users maintain setup related to 1099 Reporting. They also handle 1099 processing and reporting to the IRS.*	Security Roles: • BOR_AP_1099_RPTS • BOR_AP_1099_PRC • BOR_FN_CONFIG_SETUP • BOR PeopleSoft User • BOR_FN_ADMIN_REPORTING • BOR_PT_QRY_PRIVATE • BOR_PT_QRY_ALLACCGRPS • ReportSuperUser
Payables Administrator *PAYABLES ADMINISTRATOR users maintain the configuration and set up information used by the Payables module. They also resolve voucher routing issues.*	Security Roles: • BOR_AP_ADMINXX • BOR_AP_SETUP_CONFIG • BOR PeopleSoft User
Payables Approver *PAYABLES APPROVERS approve any vouchers that meeting workflow criteria.*	Security Roles: • BOR_VOUCHER_BUD_REF_APPR • BOR_VOUCHER_ASSET_APPR • BOR PeopleSoft User • BOR_AP_APPROVE_VCHR
Payables Bank Reconciliation User *PAYABLES BANK RECONCILIATION users review bank activity included in the bank statement and compare (reconcile) bank information with PeopleSoft information related to AP payments. They also run the automatic bank reconciliation process and perform manual reconciliation tasks.*	Security Roles: • BOR_BANK_PROCESSING • BOR PeopleSoft User • BOR_BANK_SETUP
Payables Banner to AP User	Security Roles:

PAYABLES BANNER TO AP users interface student vendor information to add/update the student vendor and interface student disbursement transactions for payment. The person in this role may or may not process the transactions to payment. Additional roles are required for the processing of the vouchers once loaded into the staging tables from the Banner interface.	• BOR_AP_CUSTOM_PRC • BOR_PT_QRY_PRIVATE • BOR_PT_QRY_ALLACCGRPS • BOR PeopleSoft User
Payables Clerk *PAYABLES CLERK users enter, delete, correct, close, and unpost vouchers. They also run the voucher post process.*	Security Roles: • BOR PeopleSoft User • BOR_AP_VOUCHER_ENTRY • BOR_AP_VOUCHER_PRCE • BOR_PT_QRY_ALLACCGRPS • BOR_PT_QRY_VIEWER
Payables Inquiry and Reporting User *PAYABLES INQUIRY & REPORTING users review payables transactions, run reports and public queries created by others. They also create private queries for their own use.*	Security Roles: • BOR_AP_INQUIRY • BOR_AP_REPORTS • BOR_PT_QRY_PRIVATE • BOR_FN_ADMIN_REPORTING • ReportSuperUser • BOR_PT_QRY_ALLACCGRPS • BOR PeopleSoft User
Payables Paycycle User *PAYABLES PAYCYCLE users create payments using the paycycle process, cancel (void) and escheat payments. They also run the positive pay and payment post process.*	Security Roles: • BOR_AP_CRTE_PMNTS_PRC • BOR_AP_PAYCYCLE_APPROVE • BOR_AP_CRTE_PMNTS_MAINT • BOR_AP_POS_PAY • BOR PeopleSoft User • BOR_AP_INQUIRY • BOR_FN_ADMIN_REPORTING • ReportSuperUser
Payables Supervisor *PAYABLES SUPERVISOR users maintain the payables configuration and provide oversight to users tasked with voucher and payment processing. They also run payables processes and create public queries for use by others.*	Security Roles: • BOR_AP_SETUP_CONFIG • BOR_AP_CNTRL_GRPS_MAINT • BOR_AP_VOUCHER_ENTRY • BOR_AP_CRTE_PMNTS_MAINT • BOR_AP_VOUCHER_PRC • BOR PeopleSoft User • BOR_FN_ADMIN_REPORTING

	• ReportSuperUser
	• BOR_PT_QRY_PRIVATE
	• BOR_PT_QRY_ALLACCGRPS

Available Job Aids and Other Resources for Accounts Payable

The following resources are available and can be found online:

- Adding Email for ACH Advice
- Signature Upload