

KI8153: APY2030 Trial Payment Register Omitting Payments

POSTED: July 31, 2013

STATUS: Active

KI8153 : APY2030 TRIAL PAYMENT REGISTER OMITTING PAYMENTS

FUNCTIONAL IMPACT

Some instances have been identified where payments included in an AP Pay Cycle are not getting included in the APY2030 Trial Payment Register.

The Trial Register can be accessed via the link in Pay Cycle Manager or by navigating to Accounts Payable > Reports > Payments > Trial Register.

For institutions that rely on the Trial Payment Register for their Pay Cycle approval process or to retain for backup support, the following functional workaround is recommended until this issue is resolved.

FUNCTIONAL WORKAROUND

The functional workaround recommended is to use the Pay Cycle Details within Pay Cycle Manager that can be downloaded to Excel and used in place of the Trial Register in order to obtain a list of all selected payments within the pay cycle.

Refer to Business Processes AP.020.500 – AP.020.506.

Follow the steps below to implement this workaround:

1. Initiate the Pay Cycle per your normal business process.
2. Once payments are selected, you would normally click the Trial Register link to review and approve the pay cycle. Instead, click the Details link within Pay Cycle Manger.

Pay Cycle Manager

Pay Cycle: 98XEFT Ex EFT PayCycle

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

Pay Cycle Status

Status: Selected [Process Monitor](#) Process Server
 Pay From Date: 01/01/1900
 Pay Through Date: 07/30/2013
 Payment Date: 07/30/2013
 Schedule Payments Selected: 2 [Summary](#) [Details](#)
 Server:

Pay Cycle Exceptions

Pay Cycle Error Discount Lost Discount Denied Withholding Bank Replacement

Pay Cycle Results

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

Main Information [Additional Info](#)

Description	Bank	Account	Status	Server Name	*Output Type	Output Destination

3. Click the Pay Cycle Details Search button for a list of all transactions selected for payment.

Pay Cycle Details

Pay Cycle Data

Pay Cycle: 98XEFT Ex EFT PayCycle [Pay Cycle Summary](#) [Pay Cycle Manager](#)

Business Unit: Advice ID: Invoice:
 Vendor SetID: Remit Vendor: Address: Location:
 Bank SetID: Bank Code: Bank Account: Method:
 Payment Currency: Payment Handling:

Pay Cycle Details

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

Scheduled Payments [Payment Details](#) [Additional Details](#)

*Action	Hold Reason	Source	Business Unit	Voucher ID	Payment Count	Invoice	Remit Vendor	Address	Paid Amount	Currency
None				Voucher ID					0.000	

Total Paid Amount: 0.000
 Total Gross Amount: 0.000
 Total Discount Amount: 0.000

4. The Pay Cycle Details will be displayed. Depending on the number of transactions selected in the pay cycle, you may need to click the View All link to see all the selected payments.
5. This information can be downloaded to Excel for backup support or approval. Click the Download link. (Some systems may require that you hold down the Ctrl key while clicking the Download link.)

Pay Cycle Details

Pay Cycle Data


Pay Cycle: 98XEFT Ex EFT PayCycle [Pay Cycle Summary](#) [Pay Cycle Manager](#)

Business Unit: Advice ID: Invoice:

Vendor SetID: Remit Vendor: Address: Location:

Bank SetID: Bank Code: Bank Account: Method:

Payment Currency: Payment Handling:

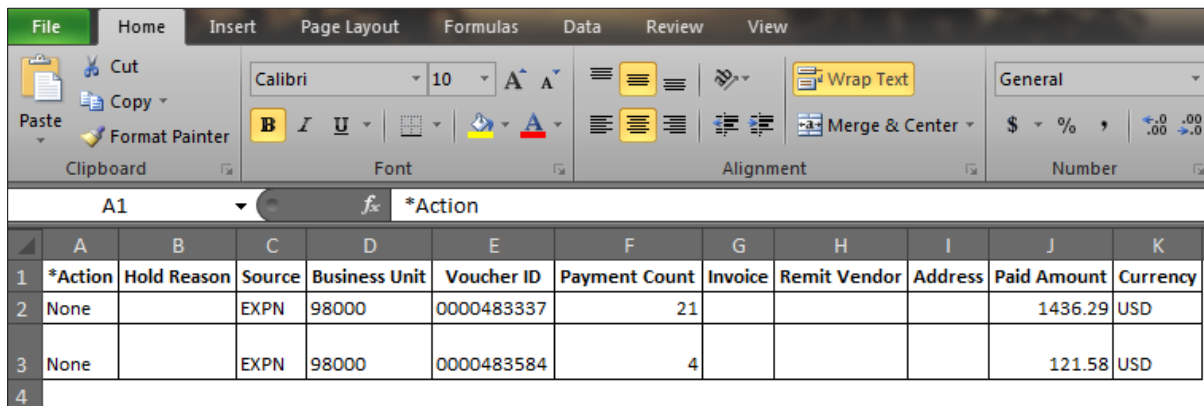
Pay Cycle Details [Customize](#) | [Find](#) | [View All](#)  [First](#) | [1-2 of 2](#) | [Last](#)

Scheduled Payments | **Payment Details** | Additional Details

*Action	Hold Reason	Source	Business Unit	Voucher ID	Payment Count	Invoice	Remit Vendor	Address	Paid Amount	Currency
None		EXPN	98000	0000483337	21				1436.29	USD
None		EXPN	98000	0000483584	4				121.58	USD

Total Paid Amount: 1557.87 USD
Total Gross Amount: 1557.87 USD
Total Discount Amount: 0.00 USD
Total Late Charge Amount: 0.00 USD

6. The Pay Cycle details will open in an Excel spreadsheet, as shown below.



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K
	*Action	Hold Reason	Source	Business Unit	Voucher ID	Payment Count	Invoice	Remit Vendor	Address	Paid Amount	Currency
1	None		EXPN	98000	0000483337	21				1436.29	USD
2	None		EXPN	98000	0000483584	4				121.58	USD
3											
4											

- When you are finished reviewing the Pay Cycle Details, click the Pay Cycle Manager link to return to Pay Cycle Manager and continue Pay Cycle processing.

Pay Cycle Details

Pay Cycle Data

Pay Cycle: 98XEFT Ex EFT PayCycle [Pay Cycle Summary](#) [Pay Cycle Manager](#)

Business Unit: Advice ID: Invoice:

Vendor SetID: Remit Vendor: Address: Location:

Bank SetID: Bank Code: Bank Account: Method:

Payment Currency: Payment Handling:

Pay Cycle Details Customize | Find | View All | First 1-2 of 2 Last

Scheduled Payments | **Payment Details** | Additional Details

*Action	Hold Reason	Source	Business Unit	Voucher ID	Payment Count	Invoice	Remit Vendor	Address	Paid Amount	Currency
None		EXPN	98000	0000483337	21				1436.29	USD
None		EXPN	98000	0000483584	4				121.58	USD

Total Paid Amount: 1557.87 USD

Total Gross Amount: 1557.87 USD

Total Discount Amount: 0.00 USD

Total Late Charge Amount: 0.00 USD

MORE INFORMATION AND SUPPORT

For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at http://www.usg.edu/customer_services. (This service requires a user ID and password. E-mail helpdesk@usg.edu to obtain self-service login credentials.)

ADDITIONAL RESOURCES

For information about ITS maintenance schedules or Service Level Guidelines, please visit http://www.usg.edu/customer_services/service_level_guidelines. For USG services status, please visit <http://status.usg.edu>.

