

GeorgiaFIRST Financials V8 Known Issue

KI8046: AP Monitoring Pay Cycles in Use

UPDATE: September 26, 2009

STATUS: A new BOR_AP_PAYCYCLES_NOT_COMPLETED query has been released as part of Release 2.02, which was applied to the consolidated environment on September 26, 2009. This new query, which retrieves results only for a specified Business Unit, replaces UPG_APY01, which was deleted due to its retrieving results for all Business Units.

- **Note: It is recommended that you run this query weekly to monitor the status of Pay Cycle Manager.**

OIIT is still investigating the cause of this issue so that a fix can be identified. Once the fix has been finalized, it will be applied to the consolidated environment as soon as possible. You will be notified when the fix has been applied and the issue has been resolved.

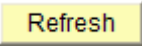
SUPPORTING DOCUMENTATION: The following **KI8046 AP Monitoring Pay Cycles in Use Instructions** document has been updated to reflect the new BOR_AP_PAYCYCLES_NOT_COMPLETED query.

POSTED: February 10, 2009

SUBJECT: Known Issue KI8046 – AP Monitoring Pay Cycles in Use

PURPOSE: To notify users at all institutions using GeorgiaFIRST PeopleSoft Financials Version 8.9 of a Known Issue regarding pay cycles and Positive Payment processes that reflect a status of **Completed** in Pay Cycle Manager but are not available for use.

FUNCTIONAL IMPACT: Due to a system issue, Pay Cycle Manager may reflect a **Completed** status but is not updating PS_PYCYCL_STAT to reflect the Completed status, thus leaving the pay cycle unavailable for use. This has mostly been reported for Positive Payment processing, but may also occur on other pay cycles.

In most cases, this issue can be prevented by always clicking on  in Pay Cycle Manager after the Pay Cycle Status changes to **Completed**.

In order to monitor pay cycles for this issue, use the included instructions to run the **UPG_APY01 – Pay Cycles to be completed** query and take the appropriate action to functionally resolve the issue.

- **Note: It is recommended that you run this query weekly to monitor the status of Pay Cycle Manager.**

SUPPORTING DOCUMENTATION: The following documentation is available to assist you with this issue.

1. The following **KI8046 AP Monitoring Pay Cycles in Use Instructions** document contains detailed instructions to monitor pay cycles and take the appropriate action to functionally resolve the issue.
2. PSFIN Business Processes are located in the **Business Processes** section of the **Documentation** page on the Georgia**FIRST** Financials web site at:
<http://www.usg.edu/gafirst-fin/documentation/>.

ADDITIONAL OIIT RESOURCES and SUPPORT: Contact the **OIIT HELPDESK** at http://www.usg.edu/customer_services (support request self-service) or e-mail helpdesk@usg.edu. For emergency, business interruptions, or production down situations, call the **OIIT HELPDESK** immediately (706-583-2001; or toll free within Georgia 1-888-875-3697).

INSTRUCTIONS FOR MONITORING AP PAY CYCLES IN USE in GeorgiaFIRST PeopleSoft Financials Version 8.9

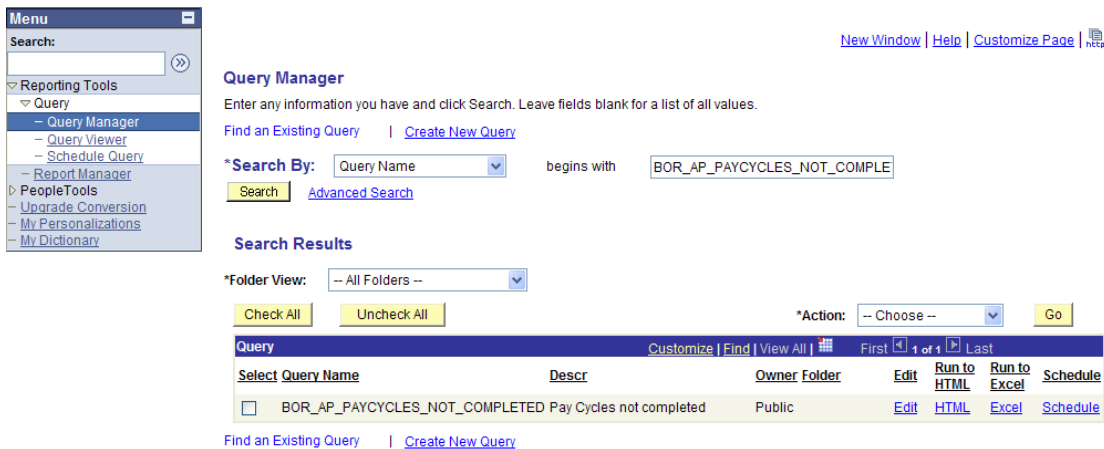
Due to a system issue, Pay Cycle Manager may reflect a **Completed** status but is not updating PS_PYCYCL_STAT to reflect the Completed status, thus leaving the pay cycle unavailable for use. This has mostly been reported for Positive Payment processing, but may also occur on other pay cycles.

In most cases, this issue can be prevented by always clicking on **Refresh** in Pay Cycle Manager after the Pay Cycle Status changes to **Completed**.

The instructions provided below can be used to monitor your pay cycles and Positive Payment processes to confirm that they have successfully completed and will be available for use.

- **Note: It is recommended that you follow these instructions weekly to monitor the status of Pay Cycle Manager.**

1. Select **Reporting Tools⇒Query⇒Query Manager**. The **Query Manager** page displays.



The screenshot shows the Query Manager page with the following details:

- Menu:** Reporting Tools > Query > Query Manager
- Search:** *Search By: Query Name begins with BOR_AP_PAYCYCLES_NOT_COMPLE
- Search Results:**

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	BOR_AP_PAYCYCLES_NOT_COMPLETED	Pay Cycles not completed	Public		Edit	HTML	Excel	Schedule

2. Run the **BOR_AP_PAYCYCLES_NOT_COMPLETED – Pay Cycles not completed** query to see the status of each pay cycle/positive payment process. The Pay Cycle Statuses that typically appear in this query are:

- **K – Restarted**
- **R – Selected**
- **U – Created**
- **V – Approved**
- **Z – Positive Payment Formatted**
- **2 – No Work**
- **6 - Rejected**

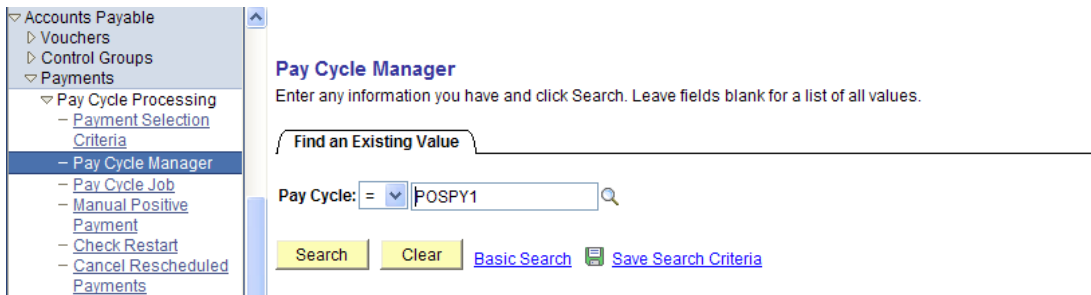
View All | [Rerun Query](#) | [Download to Excel](#)

First 1-10 of 10 Last

	Pay Cycle	Status
1	BANNER	V
2	POSPY1	Z
3	POSPY2	Z
4	POSPY3	Z
5	POSPY4	Z
6	POSPY5	Z
7	POSPY6	Z
8	POSPY7	Z
9	POSPY8	Z
10	POSPY9	Z

In this example, you can see that the BANNER pay cycle is currently in process and is in a **V** (Approved) status. However, all of the POSPY processes (1-9) are in a **Z** (Positive Payment Formatted) status and are not available for use.

3. Select **Accounts Payable**⇒**Payments**⇒**Pay Cycle Processing**⇒**Pay Cycle Manager**. This brings you to the **Pay Cycle Manager – Find an Existing Value** page.



4. Enter or select the **appropriate Pay Cycle (POSPY1, etc.)**.
5. Click on **Search**. The **Pay Cycle Manager** page displays.

Pay Cycle Manager

Pay Cycle: POSPY1 Manual Positive Payment

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

Pay Cycle Status

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

Pay From Date:

Pay Through Date: 10/14/2008

Payment Date: 10/14/2008

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

Pay Cycle Reset

Server: PSUNX [Reset](#)

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

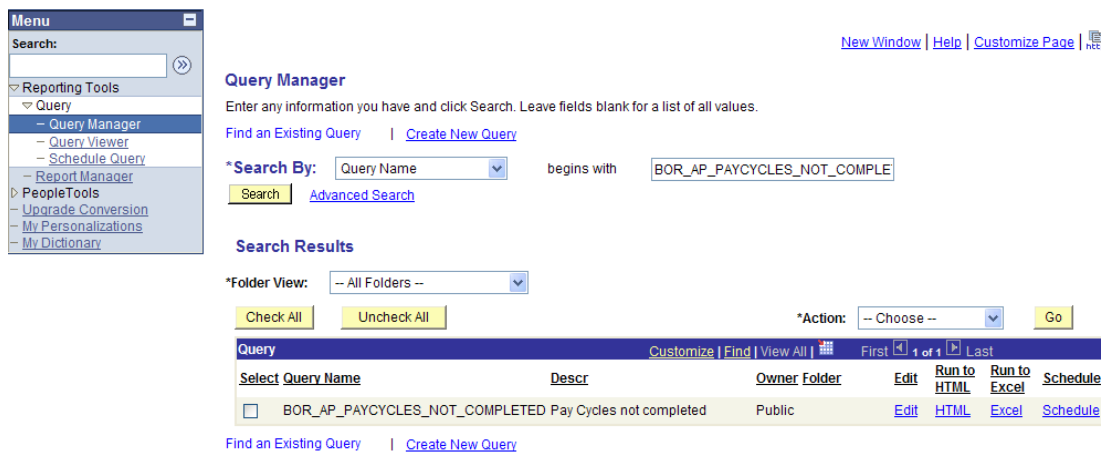
[Main Information](#) [Additional Info](#)

Process	Recreate	Description	Bank	Account	Status	Server Name	Output Type	Output Destination
Process	Recreate	BOR Positive Pay	MBOPR	OPER	Completed	PSUNX	Web	

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

In this example, Pay Cycle Manager is showing that this process has a Status of **Completed**, but as seen in the results in the UPG_APY01 query, the status in PYCYCL_STAT is **Z** (Positive Payment Formatted).

- Click on [Refresh](#) or [Save](#) to update the **POSPY1** pay cycle status in PYCYCL_STAT to **C** (Completed).
- Select **Reporting Tools**⇒**Query**⇒**Query Manager**. The **Query Manager** page displays.



Menu

- Reporting Tools
 - Query
 - Query Manager
 - Query Viewer
 - Schedule Query
 - Report Manager
- PeopleTools
 - Upgrade Conversion
 - My Personalizations
 - My Dictionary

Query Manager

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

[Find an Existing Query](#) | [Create New Query](#)

*Search By: Query Name begins with BOR_AP_PAYCYCLES_NOT_COMPLE

[Search](#) [Advanced Search](#)

Search Results

*Folder View: -- All Folders --

[Check All](#) [Uncheck All](#) *Action: -- Choose -- [Go](#)

Query	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/> BOR_AP_PAYCYCLES_NOT_COMPLETED	Pay Cycles not completed	Public		Edit	HTML	Excel	Schedule

[Find an Existing Query](#) | [Create New Query](#)

- Run the **BOR_AP_PAYCYCLES_NOT_COMPLETED** query again and confirm that the **POSPY1** pay cycle no longer appears in the query results.

View All | [Rerun Query](#) | [Download to Excel](#)

First 1-9 of 9 Last

	Pay Cycle	Status
1	BANNER	V
2	POSPY2	Z
3	POSPY3	Z
4	POSPY4	Z
5	POSPY5	Z
6	POSPY6	Z
7	POSPY7	Z
8	POSPY8	Z
9	POSPY9	Z

9. Repeat Steps 3 through 8 for each **POSPY** or any other pay cycle not in a **Completed** status.
 - **Note:** In the event a pay cycle or POSPY process is not in a **Completed** status and is **In Process** in Pay Cycle Manager, it should be completed.

ADDITIONAL OIIT RESOURCES and SUPPORT: To create a new or update an existing production down, business interrupting (emergency) support request, call the **OIIT HELPDESK** immediately (706-583-2001; or toll free within Georgia 1-888-875-3697). For anything else, contact the **OIIT HELPDESK** at http://www.usg.edu/customer_services (support request self-service) or e-mail helpdesk@usg.edu. (Note: Self-service requires login using a user ID and password. Contact the **OIIT HELPDESK** at helpdesk@usg.edu to obtain self-service login credentials.