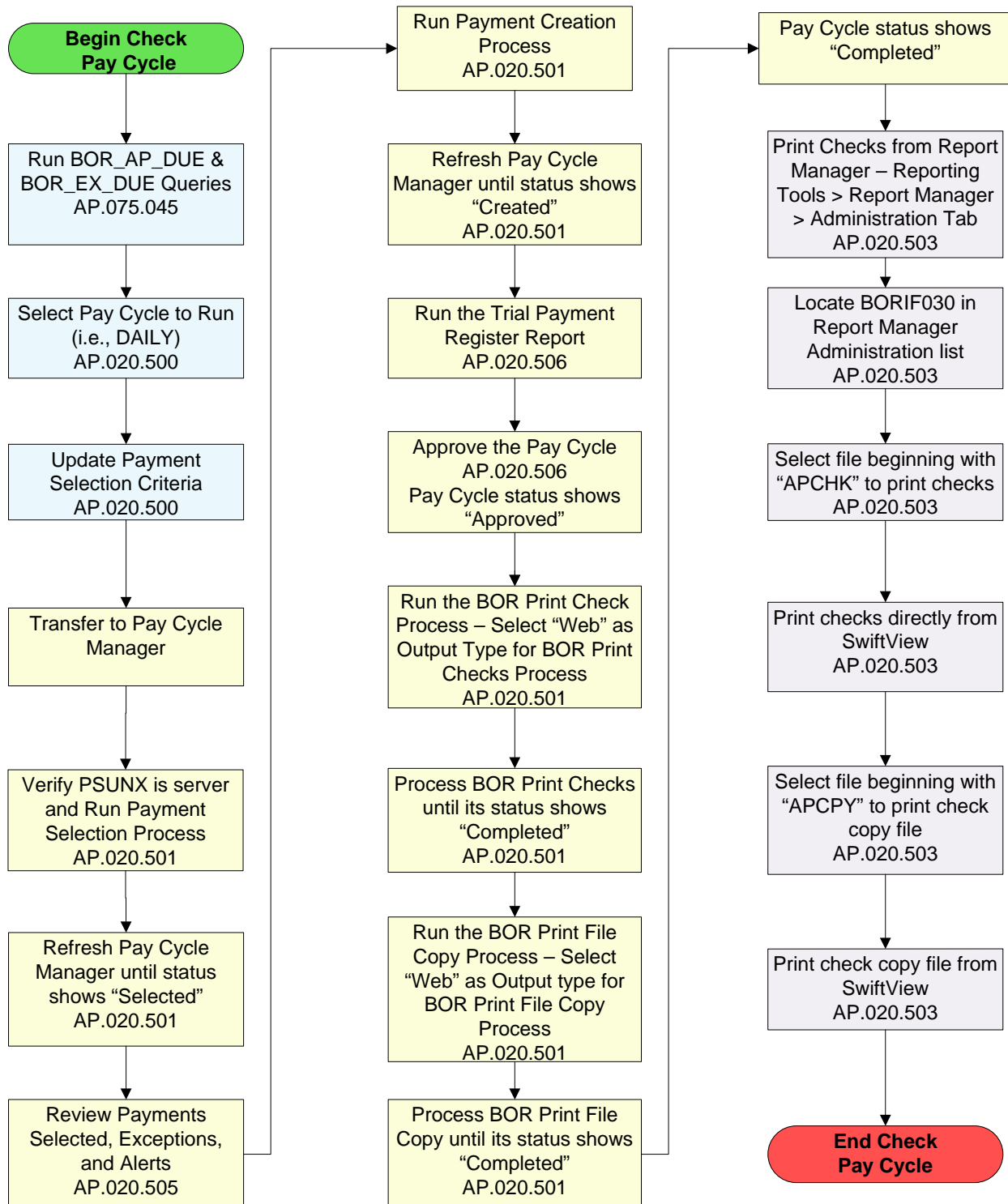


## AP RUNNING CHECK PAY CYCLES in GeorgiaFIRST PeopleSoft Financials Version 8.9



## Part 1: Payment Selection Criteria

1. Run the BOR\_AP\_DUE or BOR\_EX\_DUE queries
  - Refer to PSFIN Business Process AP.075.045 – Running BOR\_AP\_DUE
  - Confirm which vouchers/expenses are available for payment.
  - Security Role: **Query Access**
2. Select the appropriate pay cycle to run and enter the Payment Selection Criteria.
  - Refer to PSFIN Business Process AP.020.500 – Payment Selection Criteria
  - Security Role: **BOR\_AP\_CRTE\_PMNTS\_PRC**

## Part 2: Run the Check Pay Cycle (including review and approval)

1. Payment Selection
  - Refer to PSFIN Business Process AP.020.501 – Running Check Pay Cycles
  - Initiates the pay cycle and determines the vouchers/expenses available for payment based on your payment selection criteria.
  - Refresh the Pay Cycle Manager until the Status = **Selected**.
  - In the event the pay cycle does not select any transactions for payment and is in a **No Work** status, review your **Pay From** and **Pay Through** dates to determine that the date range includes the transactions you are attempting to pay.
    - Note: In PeopleSoft Financials 8.9, a pay cycle in a **No Work** status does not have to be reset.
  - Security Role: **BOR\_AP\_CRTE\_PMNTS\_PRC**
2. Review Payments Selected, Exceptions, and Alerts (Optional but Recommended)
  - Refer to PSFIN Business Process AP.020.505 – Reviewing Payments Selected and Exceptions & Alerts
  - Can do the following:
    - Review payments selected.
    - Place selected payments on hold.
    - Temporarily exclude selected payments from pay cycle.
    - Enforce separate payments.
    - Review total payment amounts for pay cycle.
  - Pay Cycle Manager notifies you of any exceptions and provides links to the exception page, where you can choose whether or not to include the payment:
    - Pay Cycle Errors
    - Lost Discount Alert
    - Discounts Denied
    - Withholding Exception
    - Bank Replacement Exceptions
  - In the event you determine that the pay cycle needs to be reset, return to Pay Cycle Manager and reset the pay cycle.
  - Security Roles: **BOR\_AP\_CRTE\_PMNTS\_PRC** and **BOR\_AP\_INQUIRY**

3. Payment Creation
  - Refer to PSFIN Business Process AP.020.501 – Running Check Pay Cycles
  - Refresh Pay Cycle Manager until Status = **Created**.
  - The **Payment Creation** process assigns the Payment IDs for the selected payments.
  - Once the **Payment Creation** process is successfully run, the Pay Cycle cannot be Reset.
  - Security Role: **BOR\_AP\_CRTE\_PMNTS\_PRC**
4. Run the Trial Register Report (Optional)
  - Refer to PSFIN Business Process AP.070.090 – APY2030 Trial Payment Register.
  - Can also be run directly from the Pay Cycle Manager via the [Trial Register Report](#) link.
  - Examine results of payment selection and creation before approving the pay cycle.
5. Approve the Pay Cycle
  - Refer to PSFIN Business Process AP.020.506 – Pay Cycle Approval
  - Pay Cycle Manager Status should change to **Approved** after this step.
  - Security Role: **BOR\_AP\_PAYCYCLE\_APPROVE**
6. Create the Check File
  - Refer to PSFIN Business Process AP.020.501 – Running Check Pay Cycles
  - Select **PSUNX** as the Server name for the **BOR Print Checks** process.
    - **Note:** User Preferences can be selected so that the server will default in for this user.
  - Select **Web** as the Output Type.
  - Click on **Process**.
  - Refresh the Pay Cycle Manager until the **BOR Print Checks** process Status = **Completed** and the Pay Cycle Manager Status = **Approved**.
  - Security Role: **BOR\_AP\_CRTE\_PMNTS\_PRC**
7. Create the Check File Copies (Optional for some institutions)
  - Refer to PSFIN Business Process AP.020.501 – Running Check Pay Cycles
  - Select **PSUNX** as the Server name for the **BOR Print File Copy** process.
    - **Note:** User Preferences can be selected so that the server will default in for this user.
  - Select **Web** as the Output Type.
  - Click on **Process**.
  - Refresh the Pay Cycle Manager until the **BOR Print File Copy** process Status = **Completed** and the Pay Cycle Manager Status = **Approved**.
  - Security Role: **BOR\_AP\_CRTE\_PMNTS\_PRC**

### Part 3: Print Checks from Report Manager

**Note:** In order to print AP checks from Report Manager, you must have SwiftView installed on your workstation. Please contact your campus technical staff to install SwiftView per instructions provided by OIIT in the **PeopleTools Workstation Installation Guidelines**.

1. Print Checks from Report Manager

- Refer to PSFIN Business Process AP.020.503 – Locating Pay Cycle Files in Report Manager
  - Locate the **BORIF030** process in Report Manager.
  - Locate and select the check file beginning with **APCHK**.
    - **Note:** The file should automatically open in SwiftView.
  - Select the appropriate printer and print the checks directly from SwiftView.
    - **IMPORTANT:** Be sure that the Print Method for the printer selected is **Direct Print**, otherwise the signature/MICR will not print.
  - Security Role: **BOR PeopleSoft User**
2. Print Check Copy Files from Report Manager
- Refer to PSFIN Business Process AP.020.503 – Locating Pay Cycle Files in Report Manager
  - Locate the **BORIF030** process in Report Manager.
  - Locate and select the check file beginning with **APCPY**.
    - **Note:** The file should automatically open in SwiftView.
  - Select the appropriate printer and print the check copy files directly from SwiftView.
  - Security Role: **BOR PeopleSoft User**

**Note:** Remember to run the **Positive Payment File** process at the end of the day. This process formats the payment data for all check pay cycles run during the day and produces a payment flat file that you can then transmit to the bank. Refer to PSFIN Business Process AP.040.030 – Generating the Positive Payment File for more information on this process.

**ADDITIONAL OIIT RESOURCES and SUPPORT:** Contact the **OIIT HELPDESK** at [http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services) (support request self-service) or e-mail [helpdesk@usg.edu](mailto: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).