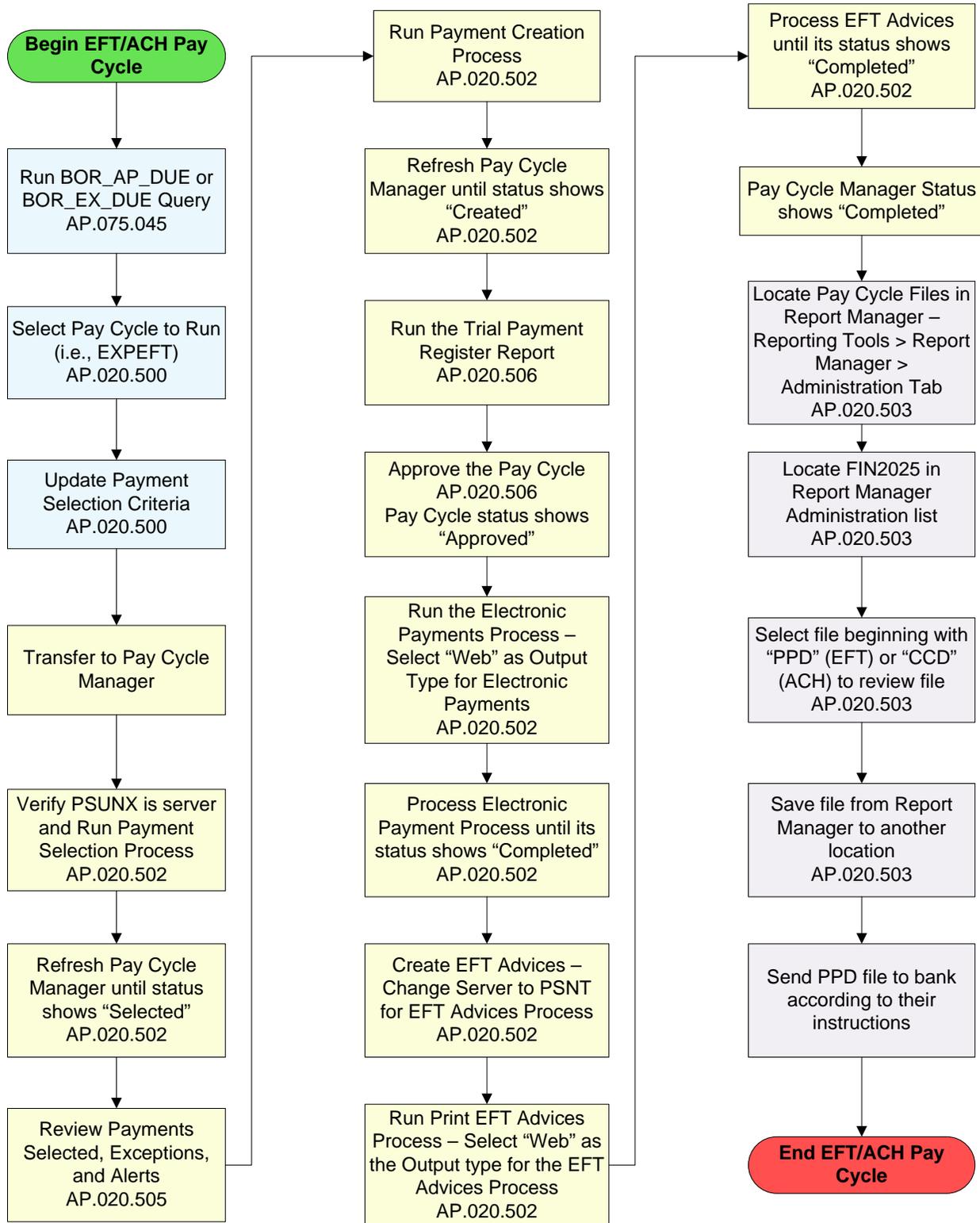


AP RUNNING EFT/ACH PAY CYCLES in GeorgiaFIRST PeopleSoft Financials Version 8.9



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 EFT/ACH Pay Cycle (including review and approval)

1. Payment Selection
 - Refer to PSFIN Business Process AP.020.502 – Running EFT or ACH 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.020.502 – Running EFT or ACH 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 (Optional but Highly Recommended)
 - 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 Electronic Payments
 - Refer to PSFIN Business Process AP.020.502 – Running EFT or ACH Pay Cycles
 - Select **PSUNX** as the Server name for the **Electronic Payments** 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 **Electronic Payments** process Status = **Completed** and the Pay Cycle Manager Status = **Approved**.
 - Security Role: **BOR_AP_CRTE_PMNTS_PRC**
7. Create the EFT Advices
 - Refer to PSFIN Business Process AP.020.502 – Running EFT or ACH Pay Cycles
 - Select **PSNT** as the Server name for the **EFT Advices** 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 **EFT Advices** process Status = **Completed** and the Pay Cycle Manager Status = **Approved**.
 - Security Role: **BOR_AP_CRTE_PMNTS_PRC**

Part 3: Locate and Save Pay Cycle Files in Report Manager

1. Locate and Save EFT/ACH Pay Cycle Files in Report Manager
 - Refer to PSFIN Business Process AP.020.503 – Locating Pay Cycle Files in Report Manager
 - Locate and select the bank file beginning with **PPD** or **CCD+** in Report Manager.
 - Save the file from Report Manager to another location as a text (.txt) file.

- Right-click on the [bank file](#) link in Report Manager.
- Select **Save Target As**.
- Confirm that your file will be saved in your desired location.
- Select **.txt (text)** as the file format.
- Save the file.
 - **Note:** If you do not save the file as a **Text** file, the format of the file will not be retained and may not be accepted by the bank.
 - **IMPORTANT:** Be sure that the bank file is not open when saving.
- Send the file to the bank according to their instructions.
- Security Role: **BOR PeopleSoft User**

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).