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

Participant Guide

Version 1.0

GeorgiaFIRST Financials

March 2015
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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 v9 Upgrade 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 Dt, 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 > 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.


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
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

All updated inquiries, queries and reports can be obtained from the “Accounts Payable Inquiries, Queries, and Reports” document found on the GeorgiaFIRST Financials website here.
# Accounts Payable Security Roles

## Online Security Documentation

## 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.

<table>
<thead>
<tr>
<th>Role Description</th>
<th>Security Roles</th>
</tr>
</thead>
</table>
| **Payables 1099 User**  
PAYABLES 1099 users maintain setup related to 1099 Reporting. They also handle 1099 processing and reporting to the IRS. | • 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. | • BOR_AP_ADMINXX  
• BOR_AP_SETUP_CONFIG  
• BOR PeopleSoft User |
| **Payables Approver**  
PAYABLES APPROVERS approve any vouchers that meeting workflow criteria. | • 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. | • BOR_BANK_PROCESSING  
• BOR PeopleSoft User  
• BOR_BANK_SETUP |
<p>| <strong>Payables Banner to AP User</strong> | Security Roles: |</p>
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| 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_PRCE  
• BOR PeopleSoft User  
• BOR_FN_ADMIN_REPORTING |
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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