

## AP.020.501 – RUNNING CHECK PAY CYCLES

<b>Purpose</b>	This topic demonstrates how to run check pay cycles.
<b>Description</b>	<p>With the Pay Cycle process users can review payments after specific processing steps – such as after payment selection and before payment creation – and correct exceptions before proceeding to the next step.</p> <p>From the Pay Cycle Manager page, user’s process each step necessary to turn bank account, vendor, voucher, and business unit information into actual payments. Use Pay Cycle Manager to create, view, and send payments. This business process will cover the necessary steps for completing a pay cycle that will produce payments by check.</p>
<b>Security Role</b>	<b>BOR_AP_CRTE_PMNTS_PRC</b>
<b>Assumptions</b>	<ul style="list-style-type: none"> <li>• Payment Selection Criteria was entered. For more information, see AP.020.500 – Payment Selection Criteria.</li> <li>• User ran either BOR_AP_DUE or BOR_EX_DUE queries.</li> <li>• User has security to approve the pay cycle – for pay cycle approval section.</li> <li>• <b>Warning:</b> Users should always confirm there are no other pay cycles in process. Each pay cycle should be completed prior to initiating another pay cycle.</li> </ul>

<p><b>Dependencies/ Constraints</b></p>	<ul style="list-style-type: none"> <li>• Contact ITS to set up new Check pay cycles. Testing must be completed in FPLAY prior to any new pay cycle being created.</li> </ul>
<p><b>Additional Information</b></p>	<ul style="list-style-type: none"> <li>• Modifying User Preferences are required if a user wants the set the default pay cycle server. Otherwise, the user can choose the server when running the pay cycle.</li> <li>• The Bank Branch Address is the Bank Address that will be used for printing on AP checks.</li> <li>• The Miscellaneous Location selected in the institution's Payables Definition (typically MAIN) is used as the institution's address that will print on AP checks.</li> <li>• 'No Work' status means that there are no payments to be processed based on the Payment Selection Criteria.</li> <li>• Users can combine the Payment Selection and Payment Creation steps into one step; however, the recommendation is to run these as two separate steps as noted in this business process.</li> <li>• Users can reset the Pay Cycle. Click the Pay Cycle Reset button to initiate the process to clear all the scheduled payments currently being processed in the pay cycle. This button is active during Payment Selection if the pay cycle is rejected or if a system error occurs. The button remains active until the Pay Cycle is 'Approved.' If pay cycle approval is not used by institution, reset will no longer be available after Payment Creation.</li> <li>• For more information on running an EFT or ACH Pay Cycle see business process AP.020.502 – Running EFT or ACH Pay Cycles.</li> </ul>

## Procedure

Below are step by step instructions on how to initiate running the Check Pay Cycle.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>Accounts Payable</b> link.
4.	Click the <b>Payments</b> link.
5.	Click the <b>Pay Cycle Processing</b> link.
6.	Click the <b>Pay Cycle Manager</b> link.
7.	In the Find an Existing Value Tab, click the magnifying glass to <b>Look up Pay Cycle</b> button.
8.	Click a Check Pay cycle entry in the <b>Pay Cycle</b> column.  <i>Note: Check Pay cycles usually have "DLY" in the nomenclature.</i>
9.	Click the <b>Search</b> button to open the Pay Cycle Manager Page for the pay cycle chosen in Step 6.
10.	<p>In the Details Section, the user will see two processes. Each process contains a Process button, a Server field, and a display-only description of the Step Name.</p> <p>ITS recommends running Payment Selection first, review and select vouchers to be paid, then run Payment Creation.</p> <p>In the Payment Selection Step, select the server PSUNX, if not already defaulted. Payment Selection allows users to determine available vouchers for payment based on the payment selection criteria prior to running Payment Creation.</p> <p><i>Note: Also, users can select the Payment Selection &amp; Creation option which would create all draft payments without user selecting vouchers for payments. ITS does not recommend option as it does not allow users to review payments prior to creation. If users select this option, navigate to <a href="#">Step 19</a> to complete this business process.</i></p>
11.	Click the <b>Process</b> button. This will initiate the pay cycle and determine vouchers available for payment based on your payment selection criteria.

Step	Action
12.	Click the <b>Refresh</b> button to update <b>Pay Cycle Manager</b> until the status is <b>Selected</b> and the number of scheduled payments is displayed.  For more information on reviewing and excluding payments selected, see AP.020.505 - Reviewing Payments Selected and Exceptions & Alerts.
13.	Click the <b>Details</b> link to view the payments selected based on criteria.
14.	On the Pay Cycle Details page, users can enter search criteria to find specific payments or click the Search button to display all payments.
15.	In the Payment Action column, users can Exclude Payments from this pay cycle run, put payments on Hold, or Separate payments to a supplier.
16.	After the payments are reviewed, click on the <b>Save</b> button.
17.	Click on the <b>Pay Cycle Manager</b> link at the top of the page to return to the Pay Cycle Manger.
18.	Once payments are selected, it is now time to create the payments.
19.	In the Payment Creation Step, select the Server PSUNX, if not already defaulted. The Payment Creation process will allow users to create draft payments for vouchers previously selected.
20.	Click the <b>Process</b> button. This will initiate the pay cycle process and create payments for suppliers.
21.	Click the <b>Refresh</b> button to update <b>Pay Cycle Manager</b> until the status is <b>Created</b> .
22.	If the institution requires Pay Cycle Approval, approve the pay cycle at this point. For more information, see AP.020.506 - Pay Cycle Approval for additional information.
23.	Once the Pay Cycle status is ' <i>Approved</i> ,' users can create the check file and check copy file, if used.
24.	In the Pay Cycle Results section, for Print Checks Process, select sever PSUNX.
25.	Click the <b>Output Type</b> list and select Web.  <i>Note: Web output type is the only option GeorgiaFirst Financials institutions can use for AP Checks and File Copies.</i>
26.	Click the <b>Process</b> button.
27.	Go to <b>Process Monitor</b> and confirm that <b>APY2021X1</b> ran to <b>Success</b> .

Step	Action
28.	Click the <b>Refresh</b> button in the Pay cycle manager. The status should change to Completed. If the institution does not print file copies, skip to Step 36.
29.	If the institution prints file copies, create the check copy file. In the Pay Cycle Results section, for Print File Copy Process, select sever PSUNX.
30.	Click the <b>Output Type</b> list and select Web.  <i>Note: Web output type is the only option GeorgiaFirst Financials institutions can use for AP Checks and File Copies.</i>
31.	Click the <b>Process</b> button.
32.	Go to <b>Process Monitor</b> and confirm that <b>APY2021X1</b> ran to <b>Success</b> .
33.	Click the <b>Refresh</b> button on the Pay Cycle Manager page. The Pay Cycle status should now be Completed.
34.	After successfully completing the pay cycle, follow instructions in AP.020.503 – Locating Pay Cycle Files in Report Manager to go to the Report Manager to locate the check files for printing.  To Recreate a Check File, see AP.020.510 - Restarting a Pay Cycle (re-create buttons)