

AP.020.500 - PAYMENT SELECTION CRITERIA

Purpose	<ul style="list-style-type: none"> To navigate to the Payment Selection Criteria page. To fill in specific criteria to run a pay cycle. To complete the Payment Selection Criteria in order to run the Pay Cycle.
Description	<p>Pay cycles select vouchers that share similar characteristics for payment. Because users can have multiple pay cycles defined, users can process payments for different groups of vouchers, source transactions or payment methods.</p> <p>After the pay cycle is made available to the institution from ITS, the pay cycle can be used repeatedly, using the same pay cycle criteria to select payments, by updating the date information. Most pay cycles can be setup by payment method, supplier pay groups, or bank information, such as DLY (check), BNR, EFT, or ACH. During the normal course of business, users create daily and weekly check runs.</p>
Security Role	BOR_AP_CRTE_PMNTS_PRC
Dependencies/ Constraints	<ul style="list-style-type: none"> Warning: A pay cycle should never be reset if other pay cycles are in process and have not yet been Completed. Expense transactions must be staged for payment in the Expenses module before they are eligible to be selected for payment in AP (EXCHK or EXEFT pay cycles). A voucher or expense transaction placed on Hold cannot be selected for payment. A voucher or expense transaction must have a valid budget check status before it can be selected for payment.
Additional Information	Users may wish to run delivered query BOR_AP_DUE prior to running payment selection to confirm which vouchers should be available for payment or run query BOR_EX_DUE if users wish to

	determine employee Expense reimbursements that are staged for payment.
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Procedure

Below are step by step instructions on how to enter the payment selection criteria for a pay cycle.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Select the Accounts Payable link.
4.	Select the Payments link.
5.	Select the Pay Cycle Processing link.
6.	Select the Payment Selection Criteria link. The system navigates to the Payment Selection Criteria page.
7.	On the Find an Existing Value tab, enter or search for the pay cycle in the Pay Cycle field. <i>Note: There are specific naming conventions for pay cycles that reflect an institution's Business Unit ID, Pay Cycle type and Payment Method.</i>
8.	Select the Search button.
9.	On the Dates tab, Pay Cycle Selection Dates section enter the Pay from Date in the Pay From Date field. <i>Note 1: 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. If the scheduled pay date is equal to or greater than the Pay From Date, the voucher payment schedule can be paid in the current pay cycle if the schedule meets the other payment selection criteria.</i> <i>Note 2: The Change Selection Dates option allows users to automatically change the specified payment dates by Day(s), Month(s) or Week(s). The user can click Increment to advance all dates by that amount or click Decrement to decrease all dates by that amount. If using this method, skip to Step 14.</i>

Step	Action
10.	Enter the Pay Through Date in the Pay Through Date field. <i>Note: 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. If the scheduled pay date is on or before the Pay Through Date, the voucher payment schedule can be paid in the current pay cycle if the schedule meets the other payment selection criteria.</i>
11.	Enter the Payment Date in the Payment Date field. <i>Note: 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. The scheduled pay date must be between the Pay From Date and the Pay Through Date so that it is captured in the pay cycle.</i>
12.	Enter the Next Pay Through Date in the Next Pay Through Date field. <i>Note: Enter the estimated end date for the next pay cycle payment period. This estimate is used to help determine whether discounts will be lost if a payment is made in the next pay cycle.</i>
13.	Enter the Next Payment Date in the Next Payment Date field. <i>Note: Enter the estimated payment date for the next scheduled pay cycle. This estimate is used to help determine whether discounts will be lost if a payment is made in the next pay cycle.</i>
14.	Use the Accounting Date field to determine the fiscal year and period to which the payment accounting entries are posted. Select one of the following options from the Accounting Date dropdown menu: <ul style="list-style-type: none"> • Current: Payment references the current date. • Payment: Payment references the date in the Payment Date field. • Specific: Payment references a specific value entered by a user.

Step	Action
15.	<p>Use the Withholding Date field to determine the reporting period in which a withholding amount is reported for a supplier.</p> <p>Note: <i>Three options are available for the date that the system uses as the withholding date for withholdings associated with payments created in the pay cycle:</i></p> <p>Select one of the following options from the Withholding Date dropdown menu:</p> <ul style="list-style-type: none"> • Current: Payment references the current date. • Payment: Payment references the date in the Payment Date field. • Specific: Payment references a specific date entered by a user.
16.	<p>In the Business Day Validation section, select one of the following options:</p> <ul style="list-style-type: none"> • No Validation: Select when no non-working days or weekends are considered when determining payment and discount due dates. • Use Standard Week: Select to use business days from Monday through Friday to determine valid payment dates. Users can select Validate Pay Through Dates and Validate Payment Dates if they select this option. • Use Business Calendar: This is the recommended USO option. Business calendars enable users to verify transaction processing dates are valid working days. The business calendar is used throughout PeopleSoft applications to define non-working days.
17.	<p>Select the Validate Pay Through Dates checkbox to ensure that the date falls on a valid business day.</p>
18.	<p>Select the Validate Payment Dates checkbox to ensure that the date falls on a valid business day.</p>
19.	<p>Enter or search for the appropriate business calendar in the Use Holiday calendar section. This validates Payment Dates and Pay Through Dates when selected.</p>
20.	<p>Navigate to and select the Preferences tab.</p>

Step	Action
21.	<p>On the Preferences tab, within the checkbox section, institutions should not use the following options:</p> <ul style="list-style-type: none"> • Print LC Advice • Process Bank Charges • Calculate Value Date • Use Recipient's Pref. Lang.
22.	<p>In the checkbox section, select the following options based on the institution's needs:</p> <ul style="list-style-type: none"> • Use Supplier Pay Group: includes supplier pay group information as part of the pay cycle selection criteria. <i>Note: For Banner pay cycles, the Use Supplier Pay Group option must be selected.</i> • Process EFT/ACH Pre-Note: to include any EFT or ACH prenotes in this pay cycle. • Automatic Increment Dates: enables a process that automatically advances the Pay From Date, Pay Through Date, Payment Date, Next Pay Through Date, and Next Payment Date fields on the Dates page. • Email Payment Advice: enables the system to send an email payment advice to suppliers that have this option enabled. • Include Lost Discount: to process scheduled payments automatically if the institution will 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. • Suppress Zero Amount Check: to process zero-amount checks without attaching a Payment Reference ID (check number). <i>Note: If users select this option, no check or file copy will be printed for this payment. The payment will be marked as paid and will only have a Payment ID (system identifier) associated with it.</i>
23.	Select English as the Preferred Language .
24.	Select PDF as the Printer Output Format .

Step	Action
25.	Click the Approval dropdown menu and select User Approval. USG institutions do not use any other option. <i>Note: Payments for pay cycles with User as the approval option selected are not eligible for posting until the pay cycle has been approved.</i>
26.	Click the Netting Option dropdown menu and select Not Applicable.
27.	In the Step Group field, enter or select Model.

Step	Action
28.	<p>Under the Credit Options section, select the appropriate Credit Vouchers from the list below:</p> <ul style="list-style-type: none"> • Do Not Process Credit Vouchers: select this option to prevent the Pay Cycle process from including credit vouchers when creating payments. The system issues payments for outstanding debit vouchers even though users may have a credit balance with a supplier. • Process Credit Vouchers: select this option to apply credit vouchers automatically during the Pay Cycle process. The system applies the credits by amount from greatest to smallest. If credits exceed debits, the system issues a zero-amount check and, on the check advice, identifies the debit vouchers applied against the credit. The system reschedules any unapplied credit for the next pay cycle. Credit vouchers grouped without any debit vouchers will be flagged as negative payment exceptions. <ul style="list-style-type: none"> ○ Debit and credit vouchers must have the same: <ul style="list-style-type: none"> ▪ Transaction currency. ▪ Pay-from bank and account. ▪ Remit-to supplier (must have same location and address). ▪ Payment method. ▪ Payment handling. ▪ Business Unit (only when Do Not Mix with other Units is selected in the AP BU definition). • Process When DRs >= CRs: Select to apply credit vouchers only if the sum of debit voucher amounts equals or exceeds the sum of credit voucher amounts for the payments selected in the pay cycle. If credits exceed debits, no payment is issued. If credits equal debits, a zero-amount payment is issued. Debit and credit vouchers must match according to the criteria listed for the Process Credit Vouchers option. • Process When DRs Exceed CRs: Select to apply credit vouchers only if the sum of debit voucher amounts exceeds the sum of credit voucher amounts for the payments selected in the pay cycle. If credits equal or exceed debits, no payment is issued. Debit and credit vouchers must match according to the same criteria listed for the Process Credit Vouchers option.

Step	Action
29.	<p>Click the Date Limit Option dropdown menu and select one of the following:</p> <ul style="list-style-type: none"> • No Date Limit: with this option, the system applies all outstanding credit vouchers against supplier payment, regardless of date. • Pay Cycle Selection Dates: this option limits the search for credit vouchers to the pay cycle dates.
30.	<p>Under the Notification section, enter or search for a User ID that the system will use to route payment error email notifications in the Payment Error User ID field. Defined users will receive an email containing payment error summary information and a link to the Pay Cycle Errors page.</p> <p>Note: To select a User ID here, first enter a valid email address on the User Preferences - PayCycle page.</p>
31.	<p>If the Payment Advice option is selected, users must enter or search for a User ID in the Payment Advice User ID field. This User ID's email address will be used as the return email address in the advice emails sent to suppliers. By not selecting a User ID, payment advices may not be delivered to the intended recipient.</p> <p>Note: To select a user ID here, first enter a valid email address on the User Preferences - PayCycle page.</p>
32.	<p>If needed, in the Bank Replacement Rule section enter or select a SetID in the SetID field.</p> <p>Note: Bank replacement rules identify alternate bank accounts to replace the bank account specified on the voucher. They also identify the criteria that must be met for bank replacement to occur. LINK TO BUSINESS PROCESS FOR BANK REPLACEMENT RULES.</p>

Step	Action
33.	<p>If a Bank Replacement Rule exists, users must also select a Rule Name from the following options.</p> <p>Note: <i>These two types of replacement options are the only options used by USG:</i></p> <ul style="list-style-type: none"> • Replace All Payments: replaces 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. • Replace Bank with Another Bank: replaces an original bank account or payment method with an alternate bank account or payment method.
34.	<p>Navigate to the top of the page and select the Source / BU tab.</p>
35.	<p>In the Source section, select the appropriate Source Transaction as defined by ITS for the pay cycle.</p> <p>Note: <i>Depending on the source of the transactions for the pay cycle, a Pay Cycle ID may use a source transaction other than VCHR. For instance, Expense Reports have a Source Transaction of EXPN.</i></p>
36.	<p>In the Business Unit section, enter the appropriate Business Unit or use the magnifying glass icon to find the correct business unit.</p> <p>Note: <i>If users are running a Banner pay cycle, the Business Unit option must be set to the institution's "B" Business Unit, for example, "7100B."</i></p>
37.	<p>Scroll to the top of the page and select the Bank/Method tab.</p> <p>Note: <i>Enter banks and bank accounts from which to draw payments in the pay cycle. Every voucher with a scheduled payment from a bank, bank account, and payment method that matches the ones specified on this page becomes eligible for payment in this pay cycle. Also, multiple banks can be entered if needed.</i></p>
38.	<p>Select the Process check box.</p>
39.	<p>Enter SetID.</p>
40.	<p>Enter Bank.</p>
41.	<p>Enter Account.</p>
42.	<p>Enter Payment Method (System Check, EFT, ACH, etc.).</p> <p>Note: <i>Only one payment method should be included within the pay cycle.</i></p>

Step	Action
43.	Skip Pay Group/Netting and Draft Options tabs as USG currently does not use these options.
44.	Press the Save button.