

AP.020.502 – RUNNING EFT OR ACH PAY CYCLES

Purpose	<ul style="list-style-type: none"> To use Pay Cycle Manager to create and view ACH or EFT files. To send ACH email notifications to suppliers. To use the Process Monitor to view and save electronic payment files. To use the Report Manager to view the Trial Register and Payment Advice reports. To use the Pay Cycle Manager to create the ACH payments for the specified period.
Description	<p>From the Pay Cycle Manager page, users process each of the steps necessary to turn bank account, supplier, voucher, and business unit information into actual payments. This business process will cover the necessary steps for completing a pay cycle that will produce payments by EFT (PPD format for payments to individuals) and ACH (CCD+/CTX format for payments to companies).</p> <ul style="list-style-type: none"> Use Pay Cycle Manager to create and view ACH or EFT files. Send ACH email notifications to suppliers. Use the Process Monitor to view and save electronic payment files. Use the Report Manager to view the Trial Register and Payment Advice reports.
Security Role	<p>BOR_AP_CRTE_PMNTS_PRC</p> <p>BOR_AP_PAYCYCLE_APPROVE</p>
Assumptions	<ul style="list-style-type: none"> Payment Selection Criteria has already been entered (Business Process AP_020_500) User has security to approve the pay cycle – for pay cycle approval section

Dependencies/ Constraints	<ul style="list-style-type: none"> • Please contact ITS to set up new ACH or EFT pay cycles. Testing will be completed in FPLAY prior to any new pay cycle being created. • 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. • Having the Pay Cycle Approval step in EFT/ACH pay cycles is recommended in the event you encounter file issues.
Additional Information	None

Procedure

Below are step by step instructions on how to run EFT and ACH Pay Cycles.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Accounts Payable link.
4.	Click the Payments link.
5.	Click the Pay Cycle Processing link.
6.	Click the Pay Cycle Manager link.
7.	In the Pay Cycle field, click the Look up Pay Cycle button.
8.	Click an entry in the Pay Cycle column.
9.	Click the Search button.
10.	Confirm that the previous pay cycle status is Completed.
11.	The first step is to run the Payment Selection Process. In the Server drop down field, Select Server " PSUNX ".
12.	Click the Process button beside Payment Selection step. <i>Note: To monitor that each step of the pay cycle has successfully completed, users can open the Process Monitor in a New Window. In process monitor, confirm that AP_APY2015 has a run status of "Success". The pay cycle status should now be "Selected".</i>
13.	After the Payment Selection step completes, review the payments selected in the pay cycle by clicking on the Details link.

Step	Action
14.	<p>On the Details page, click the Search button to show all payments selected in the pay cycle</p> <p>Note: Users can use the Payment Action drop down to put a payment on hold, separate a payment, or exclude the payment from being paid during this pay cycle run.</p>
15.	If changes are made, click Save .
16.	Click the Pay Cycle Manager link to return to the pay cycle manager page.
17.	The final step is the Payment Creation Step. In the Server drop down field, select Server " PSUNX ".
18.	<p>Click the Process button beside Payment Selection step.</p> <p>Note: To monitor that each step of the pay cycle has successfully completed, users can open the Process Monitor in a New Window. In process monitor, confirm that AP_APY2015 has a run status of "Success". The pay cycle status should be "Created".</p>
19.	Review the Trial Register prior to Approving the Pay Cycle. Click the Trial Register link.
20.	Enter a Run Control and click Search . Users can also Add a New Value if needed.
21.	On the Register page, enter the Pay Cycle ID and click Save .
22.	<p>Click the Run button.</p> <p>The Type will default to Web and the Format will default to PDF. Click OK to run the Trial Register process.</p>
23.	Click the Process Monitor link to confirm the APX2030 (Trial Register) Process Runs to Success.
24.	To View the Trial Register report results, click on the Report Manager link on the Process Monitor page or navigate to " Reporting Tools > Report Manager " and open the APX2030.pdf file. Review file for accuracy.
25.	Navigate back to the Pay Cycle Manager for the ACH or EFT pay cycle by following Steps 1-9.
26.	<p>If the Institution uses the Pay Cycle Approval option, the pay cycle must be approved prior to processing.</p> <p>Note: It is recommended that Pay Cycle Approval be configured for all EFT and ACH pay cycles. The pay cycle can be rejected by the approver and then reset to allow any problems to be corrected if using pay cycle approval.</p>

Step	Action
27.	<p>Click the Approve link.</p> <p>Note: Approvers can also approve pay cycles by navigating to “Accounts Payable > Payments > Pay Cycle Approvals > Pay Cycle” and searching for Pay Cycle to Approve.</p>
28.	<p>To approve the pay cycle, click the Approve button.</p> <p>Or to reject the pay cycle, click the Reject button. This will allow the pay cycle to be reset and recreated prior to creating payments.</p>
29.	Once approval process completes, click the Pay Cycle Manager link.
30.	<p>(Optional) To email the Payment Advice to suppliers, select the Process button beside Electronic Payments.</p> <p>Note: Select Server “PSUNX”. Select Web as the Output Type.</p> <p>Note: For emails to be sent to suppliers, the supplier must be setup with an ACH/EFT email address. For more information, refer to AP.020.502 -Running EFT and ACH Pay Cycles.</p>
31.	<p>To create the Electronic Payments PPD/CCD+/CTX file for the bank, click the Process button next to Electronic Payments.</p> <p>Note: Select Server PSUNX. Select Web as the Output Type.</p>
32.	The PPD/CCD+/CTX file will be created in the Process Monitor. Click the Process Monitor link.
33.	Find the Process FIN2025 and wait for Run Status to be “ Success ” and Distribution Status to be “ Posted ”.
34.	Click the Details link.
35.	Click the View Log/Trace link.
36.	Right-click on the .TXT file (i.e., CTX1234.txt, CCD1234.txt, PPD1234.txt) and click Save Link As .
37.	Save the file to a secure location. This payment file will be uploaded to your bank based on their specifications.
38.	Navigate back to the Pay Cycle manager by following steps 1 – 9.
39.	<p>To print the ACH/EFT payment advices, click the Process button next to the Print ACH Advices selection.</p> <p>Note: Select Server “PSUNX”. Select Web as the Output Type.</p>

Step	Action
40.	To View the Advice report results, Navigate to “ Reporting Tools > Report Manager ” and open the APX2027.pdf file. Print results and save the report.