GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia•Information Technology Services

PeopleSoft 9.2

AP.020.503 – LOCATING PAY CYCLE FILES IN REPORT MANAGER

Purpose	To locate your pay cycle files in Report Manager and complete printing or processing of the files.
Description	Once you have completed selecting vouchers for payment (AP.020.500) and running the pay cycle (AP.020.501 and AP.020.502) you will need to locate your pay cycle files in Report Manager and complete printing or processing of the files. Other pay cycle files (such as EFT and ACH) will also be created in Report Manager. Save the PPD/CCD+/CTX files from report manager to another location for file submission. Users will utilize instructions and software provided by your disbursement bank to send the PPD/CCD+/CTX file to your bank. Users can also navigate to the Report Manger in the Process Monitor by clicking on the **Report Manager** link in the Process Monitor.
Security Role	**BOR PeopleSoft User**
Dependencies/ Constraints	Pay cycle has completed processes for creating Checks, Check Copies, and/or Payment Advices.
Additional Information	None

Procedure

Below are step by step instructions on how to locate pay cycle files in Report Manager.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Reporting Tools** link.
4.	Click the **Report Manager** link.
5.	Locate File name APY2021X1 – xxx.pdf for Checks Locate File name APY2021X1 – xxx_ COPY.pdf for Check Copy Locate File name APX2027xxxx.pdf for Payment Advices Locate File name APX2030xxxx.pdf for Trial Register
6.	Click on the report needed to download to computer.
7.	Save or Print files, as needed.