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PeopleSoft 9.2

AP.020.505 – REVIEWING PAYMENTS SELECTED AND EXCEPTIONS & ALERTS

Purpose	• To navigate to the Pay Cycle Exceptions area of the Pay Cycle. • To exclude an entire payment from the Pay Cycle. • To determine whether a voucher should be included in the pay cycle so that the discount will not be lost.
Description	After the Payment Selection process is completed and before proceeding with the Payment Creation process, users might find it necessary to: • Review the voucher payments that have been selected for payment • Place certain payments on hold • Temporarily exclude some from the pay cycle • Enforce separate payments • Review total payment amounts for the pay cycle The Pay Cycle Manager page notifies users of any exceptions that might occur during processing and transfers users to the appropriate page so that it can be decided how best to resolve these conditions. These exceptions pages include: • Pay Cycle Errors page • Lost Discount Alert page • Discounts Denied page • Withholding exception page • Bank Replacement Exceptions page
Security Role	**BOR_AP_CRTE_PMNTS_PRC and BOR_AP_INQUIRY**
Dependencies/ Constraints	• Payment Selection process has run on the Pay Cycle. • Addressing issues or putting payments on hold is not possible after Payment Creation.
Additional Information	None

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Procedure

Below are step by step instructions on how to review payments selected and exceptions and alerts.

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.	Enter or Search for the Pay Cycle.
8.	Click the **Search** button.
9.	Provided that the Payment Selection process has completed, users will now be able to review any Pay Cycle Exceptions or any Payment Details.
10.	To Review the payments in the Pay Cycle, Click the **Details** link.
11.	Confirm that the correct Pay Cycle is reflected in your Pay Cycle Details and Click the **Search** button to view all payments captured in the Pay Cycle.
12.	Click the **View All** link to show more results.
13.	In the Payment Action column, users can make various selections: • None • Separate • Exclude • Hold • Hold & Separate **Note:** *Expense transactions that have been selected for payment cannot be placed on hold or excluded by users. If needed to be placed on hold or excluded, users will need to reset the pay cycle and have the Expenses Administrator put the transaction on hold within the Expenses module.*
14.	To change action on a payment, Click the **Action** list by the payment.
15.	Select the appropriate action (i.e., Exclude).
16.	Click the **Save** button.
17.	Click the **Pay Cycle Manager** link.

Step	Action
18.	If the pay cycle has exceptions or errors, users can review these in the Pay Cycle Exceptions section on the Pay Cycle manager page. If there are exceptions, the hyperlink will show as blue and when clicked will navigate to the appropriate exceptions page for the user to review. These exceptions pages include: • Pay Cycle Errors page • Lost Discount Alert page • Discounts Denied page • Withholding Exception page • Bank Replacement Exceptions page
19.	Click the **Exception** link.
20.	Review the Exception and information to determine whether this voucher should be included in the pay cycle.
21.	Correct the exception, as needed. *Note: Exceptions will not be paid through the pay cycle until corrected.*
22.	After reviewing payments selected and taking the appropriate actions for exceptions, the pay cycle is ready to be completed. For more information, see A.P.020.501 – Running Check Pay Cycles or A.P.020.502 – Running EFT or ACH Cycles.