

AP.020.506 – PAY CYCLE APPROVAL

Purpose	<ul style="list-style-type: none"> To run a Trial Register for a pay cycle that requires approval. To examine the Trial Register prior to approval. To approve a pay cycle.
Description	<p>Pay cycle approval is an optional step, however, it is recommended that you use pay cycle approval for EFT or ACH pay cycles.</p> <p>If User Approval is selected on the Payment Selection Criteria - Preferences page, then pay cycles must be approved after the payments have been created and before running the output processes.</p> <p>Users can run and view the Trial Payment Register report (AP.070.090) to examine the results of payment selection and creation before approving the pay cycle.</p> <p>After the pay cycle has been reviewed and approved, the pay cycle process can continue.</p>
Security Role	BOR_AP_PAYCYCLE_APPROVE
Dependencies/ Constraints	Payment Selection and Creation have already been completed and the pay cycle is now ready to be approved
Additional Information	None

Procedure

Below are step by step instructions on how to approve a pay cycle.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Accounts Payable link.
4.	Click the Reports link.
5.	Click the Payments link.
6.	Click the Trial Register link.
7.	Click an entry in the Run Control ID column or Add a new value.
8.	Enter or search for an entry in the Pay Cycle field.
9.	Click the Save button.
10.	Click the Run button.
11.	Confirm that the Type (Web) and Format (PDF) are correct. Click the OK button.
12.	Click the Process Monitor link.
13.	Click the Refresh button until process has completed.
14.	Click the Report Manager link.
15.	Click an entry in the Report column.
16.	Open the APY2030 PDF Trial Register and review it or print it, as needed.
17.	Once reviewed, the pay cycle will need to be approved or rejected.
18.	Click the NavBar icon.
19.	Click the Navigator icon.
20.	Click the Accounts Payable link.
21.	Click the Payments link.
22.	Click the Pay Cycle Approvals link.
23.	Click the Pay Cycle link.
24.	Enter or search for an entry in the Pay Cycle field.
25.	Click the Search button.
26.	If no issues were found with the pay cycle, click the Approve link to approve the pay cycle. If issues were found, click the Reject link to reject the pay cycle.