AP.020.510 – RESTARTING A PAY CYCLE (RE-CREATE BUTTONS)

Purpose	- To restart a completed pay cycle. - To reprint the payments using the original reference numbers.
Description	In the event a user encounters a check printing issue (i.e., printer jammed) and the checks simply need to be reprinted, users can return to Report Manager and reprint the check/file copies. However, if users wish to recreate the check files to modify the payment date or payment references, users can use the Recreate button on the Pay Cycle Manager page or go directly to the Check Restart page. Users can select either the Recreate with new reference or Re-Print using same reference options. Selecting the Recreate with new reference option will void the original reference numbers (for checks, these are the check numbers) and recreate the payments with new numbers. The Reprint using the same reference option will reprint the payments using the original reference numbers.
Security Role	**BOR_AP_CRTE_PMNTS_PRC**
Dependencies/ Constraints	Users cannot restart the original pay cycle more than once for the same set of payment reference numbers, regardless of whether the user chooses to recreate the checks using new reference numbers. Payments cannot be posted from original pay cycle.
Additional Information	When a pay cycle is restarted, the system assigns the name for the new pay cycle based on the following logic: - The name format is RSTRT#, where # is a number from 1 to 9. - If it is a restart of the original pay cycle, the system scans pay cycles RSTRT1 through RSTRT9 and assigns the first one that it finds unused or with a status of Completed.

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	• If this is a subsequent attempt at restarting, the system assigns the same pay cycle name it did for the first restart instance and increases the pay cycle sequence number by one. For example, the restart for pay cycle RSTRT3 with pay cycle sequence number 1 is pay cycle RSTRT3 with sequence number 2.
	• There can be only nine restarted pay cycles running at any given time. A restart will be unsuccessful if there are already nine restarted pay cycles with a status other than Completed.

Procedure

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

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 **Check Restart** link.
7.	Select or search for a Pay Cycle in the **Pay Cycle** field.
8.	Select or search for a Pay Cycle Seq Num in the **Seq Num** field.
9.	In the Details section, confirm that the correct Pay Cycle and Seq Num display.
10.	Click the **Select** checkbox in the Details section.
11.	To Recreate payments with new reference (check) numbers, go to step 12. To Re-Print using the same reference (check) numbers, go to step 23. *Note: Users can only modify the payment Date if "Recreate with new reference" option is chosen*

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Step	Action
12.	Select **Recreate with new reference option** in the Reference Number section. *Note: This option will void the original reference numbers (for checks, these are the check numbers) and recreate the payments with new numbers.*
13.	If needed, change **Payment Date** to correct payment date. Note: The Payment Date defaults to the current date.
14.	From Payment Ref and To Payment Ref Defaults to the original first and last payment references.
15.	Click the **Server** list.
16.	Click the **PSUNX** list item.
17.	Click the **Process** button. The RST00X pay cycle window opens. Make note of which RST00X pay cycle is running, for reference if needed. *Note: When the Recreate with new reference option is selected, the Payment Selection and Creation button will become active and AP_APY2015 will need to be ran first to assign the new Payment ID's.*
18.	Click **Refresh** button until the AP_APY2015 pay cycle process completed.
19.	If needed, Approve Pay cycle.
20.	In the Pay Cycle Results section, select the Server "**PSUNX**" and Output type of Web for the Print checks and Print File Copy Options.
21.	Click the **Process** button for Print Checks.
22.	Click the **Process** button for Print File Copy. Go to step 31.
23.	Select **Re-Print Using Same Reference** in the Reference Number section. *Note: The Re-Print using same reference option will reprint the payments using the original reference numbers.* *Note: Users can reprint only part of a pay cycle by selecting just some of the reference numbers.* *Note: Users cannot change Payment Date using the Re-Print option.*

Step	Action
24.	Enter the From Payment Ref and To Payment Ref numbers that need to be reprinted.
25.	Click the **Server** list.
26.	Click the **PSUNX** list item.
27.	Click the **Process** button. The RST00X pay cycle window opens. Make note of which RST00X pay cycle is running, for reference if needed. ***Note:*** *As users are only recreating the pay cycle, the AP_APY2015 process does not need to be run and the pay cycle does not need to be approved.*
28.	In the Pay Cycle Results section, select the Server "**PSUNX**" and Output type of Web for the Print checks and Print File Copy Options.
29.	Click the **Process** button for Print Checks.
30.	If needed, click the **Process** button for Print File Copy.
31.	Navigate to the Process Monitor to confirm processes completed.
32.	Navigate to the Report Manager to download check and check copy files.
33.	Note that the pay cycle is now in a Completed status.