

AP.020.520 – CREATING EXPRESS CHECKS

Purpose	<ul style="list-style-type: none"> • To create an Express Payment. • To verify that the Pay Cycle status shows complete.
Description	<p>Occasionally, users may want to pay a voucher outside of the normal pay cycle. This may happen if a vendor demands payment early or special arrangements are made with a vendor to pay a voucher outside the normal pay cycle.</p> <p>Express payments offer a lot of flexibility on paying vendors on demand. Users can pay a single voucher or pay multiple vouchers for same vendor.</p>
Security Role	BOR_AP_VOUCHER_ENTRY and BOR_AP_CRTE_PMNTS_PRC
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to create an express check.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Accounts Payable link.
4.	Click the Vouchers link.
5.	Click the Add/Update link.
6.	Click the Regular Entry link.
7.	Click the Find an Existing Value tab.
8.	Enter Voucher ID in the Voucher ID field.
9.	Click the Search object.
10.	Click the Payments tab.
11.	Click the Express Payment link.
12.	In the Payment Detail section, enter Payment Date .
13.	If there are multiple vouchers for same supplier that need to be paid, click on the Add All Vouchers button. Note: The Payment Location and Address will need to be the same on all vouchers for this function to pull in all vouchers.
14.	Users can add (+) or remove (-) vouchers in the Select Voucher section.
15.	Once the voucher(s) are selected, Click the Server Name list.
16.	Click the PSUNX list item.
17.	Click the Create Payment button. The XPC0XX pay cycle window opens. If needed, make note of the pay cycle name.
18.	Click the Refresh button until pay cycle process completes.
19.	In the Pay Cycle Results section, select PSUNX for the Server Name and select Web for the Output type for both Print Checks and Print File Copy.
20.	Click the Process button for Print Checks.
21.	Click the Process button for Print File Copy.
22.	Check Process Monitor to confirm processes complete.
23.	Open Report Manager to retrieve check and check copy files.

