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

PeopleSoft 9.2

AP.020.530 – RECORDING MANUAL PAYMENTS

Purpose	How to record manual payments for a voucher.
Description	In rare situations where users are unable to generate a check online and must generate a check outside the system, users need to record the manual payment within the system. If a voucher is created, PeopleSoft Accounts Payables enables users to apply the manual check payment to the voucher and assign a check number from a separate range than that used for pay cycle processing. Manual payments should only be used when users need to generate a check and are currently unable to run a pay cycle for some reason.
Security Role	BOR_AP_VOUCHER_ENTRY
Dependencies/ Constraints	Both the Manually Schedule Payments option and the Record Payment option must be selected in the User Preferences - Payables Online Vouchering page in order to access the payment options section on the Voucher - Payments page. To record manual payments successfully: • The amount of the payments entered must add up either to the gross amount or to the gross less the discount as specified on the Invoice Information page. • The voucher must be approved in the system. • The bank account setup must support manual payments.
Additional Information	• Users can apply the manual check payment to one or more vouchers. • Users can assign a check number from a separate range than that used for paycycle processing.

Procedure

Below are step by step instructions on how to create a manual payment from a voucher that is already in the system. Users will record the date and payment reference (check number).

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 the Voucher ID of the voucher requiring Manual Payment in the **Voucher ID** field.
9.	Click the **Search** button.
10.	Click the **Payments** tab.
11.	In Payments Information section, verify the remit to vendor, vendor location, and address as well as the bank code and account type match the manual payment that is to be recorded.
12.	In the Payment Options section of the Payment Information, change Method to "**MAN**" for Manual Check. *Note*: *Users cannot record a manual payment for ACH or EFT Payment Method. Also, if CHK is chosen, it will automatically change to MAN when Recording a Payment.*
13.	In the Schedule Payment section of the Payment Information, click the **Action** dropdown menu and select "Record a Payment" option.
14.	If needed, modify the Payment Date field to reflect the date of the manual payment.
15.	Click in the **Reference** field.
16.	Enter a check number or other reference for payment in the **Reference** field.
17.	Once a user records a payment, the Accounting Date field becomes active, enabling users to change the Accounting Date field to reflect the actual date of the manual payment.
18.	Enter Accounting Date in the **Accounting Date** field.
19.	Click the **Save** button.