

AP.030.050 – POSTING PAYMENTS

Purpose	<ul style="list-style-type: none"> To Post Payments
Description	<p>Posting payments in PeopleSoft Payables updates vendor account balances and creates balanced accounting entries for all payment-related transactions. Payment-related transactions include manual payments, ACH payments, electronic funds transfers, system created payments, and system canceled payments. After these accounting entries are generated, they are available for General Ledger journal generation.</p> <p>Note: When running the Payment Post process, users should select the "Post Bank Account" option on the Run Control Parameters page.</p> <p>Important: Users should never select the "Post All Banks" option.</p>
Security Role	BOR_AP_CRTE_PMNTS_MAINT
Dependencies/ Constraints	<ul style="list-style-type: none"> Users will run payment post by bank account. The process of posting payments in PeopleSoft Payables creates voucher accounting entries (in the AP subledger only) that will be available for journal generation. The voucher must be budget checked and paid. Payment Posting for payment transactions from Expenses will occur within the Expense Payment Posting process and not Accounts Payable.
Additional Information	<ul style="list-style-type: none"> A payment can be canceled after it has been posted. After posting a voided check or stop payment check, users cannot undo the cancellation.

Procedure

Below are step by step instructions on how to post payments.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Accounts Payable link.
4.	Click the Batch Processes link.
5.	Click the Payment link.
6.	Click the Payment Posting link.
7.	Add or select a Run Control ID.
8.	Enter a Request ID (Example: "POST") in the Request ID field.
9.	Enter a Description (Example: "POST PAYMENTS") in the Description field.
10.	Click the Process Frequency list.
11.	Click the Always Process list item.
12.	Click the Post Payment Option list.
13.	<p>Click the Post Payment list item.</p> <p>The only options that you should select from are:</p> <ul style="list-style-type: none"> • Post Bank Account • Post Payment • Post Payment Method <p>Note: For each option selected from the Post Payment Options field, users will receive different entry fields to complete.</p> <p>Note: To select all payments for your institution, users should select "Post Bank Account" for the Post Payment Option.</p>
14.	Based on selected option above, enter SetID , Bank Code , Bank Account , Payment method , or Payment Reference .
15.	Click the Save button
16.	Click the Run button.
17.	Click the Server Name list.
18.	Click the PSUNX list item.

Step	Action
19.	Click the OK button. <i>Note: Notice the Process Instance number appears. This number helps you identify the process you have run when you check the status.</i>
20.	Click the Process Monitor link.
21.	Click the Refresh button. Continue to click the Refresh button until the status is " Success ".
22.	When the payment successfully posts, the payment voucher accounting entries have been created and are now ready to journal generate.