

9.2 Creating Manual Payments

Purpose: Use this document to create a manual payment in ctcLink.

Audience: Finance Staff/Accounts Payable staff.

! You must have at least one of these local college managed security roles:

- ZZ Payment Creation

You must also set these User Preference Definitions:

- [User Preferences: Payment Creation](#)
- [User Preferences: Payment Processing](#)

If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

The Manual Payment Creation feature enables you to track manual payments in your PeopleSoft Payables system by creating manual payment worksheets and applying one or more vouchers to them.

Creating Manual Payments

Navigation: NavBar > Navigator > Accounts Payable > Payments > Manual Payment and Prepayment > Create Manual Payment

1. The **Manual Pay Creation** search page displays.
2. Enter the global **Bank SetID WACTC**.
3. Enter your college **Bank Code**.
4. Enter your college **Bank Account**.
5. Enter desired **Payment Method**.
6. Select **Add**.

Use the **Build Worksheet** button to create a temporary worksheet for the manual draft payment, based on the remit supplier, supplier location, and payment currency that you specified.

NOTE: Only scheduled voucher payments that are regular vouchers, registered vouchers, reversal vouchers, third-party vouchers, or adjustment vouchers are returned for application to manual payments.

11. Select **Build Worksheet**.

The screenshot shows the 'Manual Pay Selection' form. At the top, there is a header bar with '< Records' on the left and 'Manual Pay Selection' on the right. Below this, the form is divided into several sections. The 'Bank/Account' section contains fields for Bank SetID (WACTC), Bank Code (200CB), Bank Account (CHCK), Bank ID (WA200-Columbia Bank CHK 1), Account # (WA200-Columbia Bank CHK 1), Payment Method (MAN), Payment ID (NEXT), and Worksheet ID (NEXT). The 'Enter Selection' section has fields for *Remit SetID (WACTC), *Remit Supplier (V000041277), *Supplier Location (MAIN), and *Payment Currency (USD). There are also checkboxes for 'Match Currency' and 'Withholding Calculated'. The 'Optional Criteria' section includes fields for 'Pay to Bank Number', 'Scheduled Pay From Date', and 'Scheduled Pay To Date'. At the bottom right, there is a button labeled 'Build Worksheet' which is highlighted with a red rectangle.

12. The **Man Pay Worksheet** tab displays.

13. Use the **Payment Date** field to record the actual payment date.

14. The **Accounting Date** field holds the posting date.

15. The **Payment Ref** will default to **NEXT** to generate a new number at save time based on the next sequential number in the bank account.

16. Select the **Apply Voucher** tab.

Optional to make the **Payment Ref ID** the current date, the below example as an example **06222022**.

Man Pay Selection
Update Payment Worksheet

Man Pay Worksheet
Apply Voucher

Remit Supplier

Remit SetID	WACTC		
Remit Supplier	V000041277	Internal Revenue Service	Supplier Location MAIN
Bank SetID	WACTC	Bank Code 200CB	Bank Account CHCK
Payment Method	MAN		
Worksheet ID	0010000815		<input type="checkbox"/> Withholding Calculated

Payment Details

Payment Date	06/22/2022	
Accounting Date	06/22/2022	
Payment Ref	06222022	
Amount	10000	USD <input checked="" type="checkbox"/> Apply Discount
Comments		

Refresh

Number of Payments 0
Total Applied 0.00

Balance 0.00

Save

Return to Search

Notify

Previous tab

Next tab

Man Pay Worksheet | Apply Voucher

i Use the **Apply Voucher** page to apply scheduled vouchers to the manual payment.

***NOTE: the fields in this section have the same functionality as on the Manual Pay Selection page. Use them to further limit the vouchers that appear based on the payment date range and currency of the payment.**

Select any of the voucher IDs listed to access the Voucher Inquiry page for that voucher.

17. Select the **Select** option on the first row.
18. Apply the selected manual payment and recalculate the total applied and balance amounts.
19. Select **Refresh**.
20. Select the **Man Pay Worksheet** tab.

Man Pay Worksheet **Apply Voucher**

Build Worksheet Parameters

Scheduled Pay From Date

Scheduled Pay To Date

☒ Match Currency

☒ Select All ☐ Deselect All

Select Vouchers Personalize | Find | View All | First 1 of 1 Last

Select	Bus. Unit	Voucher ID	Pymnt Ilbr	Separate Payment	Paid Amount	Payment Currency	Apply Discount	Payment Method	Due Date	Scheduled Pay Date	Gross Payment Amount
<input type="checkbox"/>		Voucher ID		<input type="checkbox"/>	0.000		<input type="checkbox"/>				

☒ Select All ☐ Deselect All

Payment Amount Total Applied 0.00 Balance 0.00

This field displays the difference between the manual payment amount and the total amount of the applied scheduled payments.

NOTE: The manual payment is only created in the **PAYMENT_TBL** when the **balance is 0.00**, that is, when the payment is fully applied to scheduled payments. Otherwise, only the manual payment worksheet is saved.

21. Use the **Man Pay Worksheet** (manual pay worksheet) page to enter manual payment information.
22. Enter valid value in the **Amount** field.
23. Select **Refresh**.
24. Select **Save**.

Man Pay Worksheet Apply Voucher

Remit Supplier

Remit SetID SHARE
 Remit Supplier USA0000005 Eagle Insurance Group Supplier Location 1
 Bank SetID SHARE Bank Code USBNK Bank Account CHCK
 Payment Method MAN
 Worksheet ID 0010000016 ☐ Withholding Calculated

Payment Details

Payment Date 05/02/2013
 Accounting Date 05/02/2013
 Payment Ref NEXT
 Amount 3262.78 USD ☒ Apply Discount
 Comments
 Number of Payments 1 Total Applied 3,262.78
 Balance -3,262.78

Man Pay Worksheet | Apply Voucher

25. A message window displays.

26. Select **OK**.

Eagle Insurance Group Supplier Location 1
 Bank Code USBNK Bank Account CHCK
☐ Withholding Calculated

Message

Payment is successfully created. (7250,321)

27. Process complete.