

9.2 Processing an AP Pay Cycle

Purpose: Use this document as a reference for running an AP Pay Cycle using the Pay Cycle Manager in ctcLink.

Audience: Accounts Payable staff.

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

- ZZ Payment Creation

To run the AP Trial Register (APX2030) as described in Step 22 of the QRG, the user will need the following roles:

- ZD_DS_QRY_BANKING_HIGHSENS
- ZD_DS_QRY_ACCTPAY_HIGHSENS

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.

There are several payment creation methods available in ctcLink. This guide describes running the standard pay cycle adhoc using Pay Cycle Manager.

Process Payments via Pay Cycle Manager

Navigation: NavBar > Navigator > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager

1. The **Pay Cycle Manager** search page displays.
2. Select the standard **Pay Cycle** provided by SBCTC.
3. Select **Search**.

Pay Cycle Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Pay Cycle



AP010D



Search

Clear

Basic Search



Save Search Criteria

4. The **Pay Cycle Manager** page displays..
5. Select **Selection Criteria** to enter the Payment Selection Criteria component.

Pay Cycle Manager

Pay Cycle: AP010D Peninsula PayCycle for AP Pmt

Selection Criteria Approve Trial Register Reference Confirmation Draft Staging Approval

Pay Cycle Status

Status: Completed [Refresh](#)

Pay From Date: 09/26/2015

Pay Through Date: 01/30/2022

Payment Date: 11/18/2021

Schedule Payments Selected: 0

[Summary](#) [Details](#)

Process Monitor

Details

Process	Server	Step Name
Process	PSUNX	Payment Selection
Process	PSUNX	Payment Selection & Creation

Pay Cycle Reset

Server: [Reset](#)

Pay Cycle Exceptions

Pay Cycle Error Discount Lost Discount Denied Withholding Bank Replacement

Financial Sanctions Exceptions

Pay Cycle Results

[Main Information](#) [Additional Info](#) [Full Screen](#)

Process	Recreate Pos Pay	Description	Bank	Account	Status	Server Name	*Output Ty
Process	Recreate Pos Pz	Produce Positive Payment File	010FF	FFC1	Completed	PSUNX	File

[Save](#) [Return to Search](#) [Notify](#)

6. The **Dates** page displays. In the **Pay Cycle Selection Dates** section, either:
 - a. Update all of the dates manually OR

b. Select increment values and select the **Increment** button to update all dates simultaneously.

7. Select **Save**.

8. Select **Pay Cycle Manager**.

💡 A few tips on pay dates:

- **Pay Through Date** = the last scheduled payment date that a voucher can have to be included in the pay cycle.
- **Payment Date** = the date printed on the physical checks.

The screenshot shows the 'Pay Cycle Manager' web application interface. At the top, there are tabs: 'Dates', 'Preferences', 'Source / BU', 'Bank / Method', 'Pay Group / Netting', and 'Draft Options'. The 'Dates' tab is active. Below the tabs, the 'Pay Cycle' is set to 'AP010D' and the 'Pay Cycle Manager' button is highlighted with a red box. The 'Pay Cycle Selection Dates' section contains fields for 'Pay From Date' (09/26/2015, Sat), 'Pay Through Date' (01/30/2022, Sun), 'Payment Date' (11/18/2021, Thu), '*Next Pay Through Date' (01/31/2022, Mon), and '*Next Payment Date' (07/29/2021, Thu). There is a 'Change Selection Dates' section with a dropdown for 'Day(s)' set to '1' and 'Increment' and 'Decrement' buttons. The 'Accounting Date' section has '*Accounting Date' (11/18/2021) and a 'Current Date' dropdown. The 'Withholding Date' section has '*Withholding Date' (11/18/2021) and a 'Current Date' dropdown. The 'Business Day Validation' section has radio buttons for 'No Validation' (selected), 'Use Standard Week', and 'Use Business Calendar', and checkboxes for 'Validate Pay Through Dates' and 'Validate Payment Dates'. There is also a 'Use Holiday Calendar' field. The 'Created On' section shows 'Created On' (05/06/2019) and 'Created By' (CTC_GPATEL). At the bottom, there are buttons: 'Save' (highlighted with a red box), 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'. A breadcrumb trail at the bottom reads: 'Dates | Preferences | Source / BU | Bank / Method | Pay Group / Netting | Draft Options'.

9. The **Pay Cycle Manager** page displays.

10. Select **Refresh** and verify the Pay Cycle dates.

Pay Cycle Manager

Pay Cycle AP010D Peninsula PayCycle for AP Pmt

Selection Criteria Approve Trial Register Reference Confirmation Draft Staging Approval

Pay Cycle Status

Status Completed **Refresh**

Pay From Date 09/29/2015

Pay Through Date 01/30/2022

Payment Date 11/18/2021

Schedule Payments Selected 0 Summary Details

Process Monitor

Details

Process	Server	Step Name
Process	PSUNX	Payment Selection
Process	PSUNX	Payment Selection & Creation

Pay Cycle Reset

Server Reset

Pay Cycle Exceptions

Pay Cycle Error Discount Lost Discount Denied Withholding Bank Replacement

Pay Cycle Results

Main Information Additional Info

Process	Recreate Pos Pay	Description	Bank	Account	Status	Server Name	*Output Type
Process	Recreate Pos Pz	Produce Positive Payment File	010FF	FFC1	Completed	PSUNX	File

Save Return to Search Notify

11. The **Details** section displays different process steps that can be run. Initially the **Payment Selection** process can be run separately, or in combination with **Payment Creation**. On the Payment Selection row, select a **Server**, then select **Process**.

Pay Cycle Manager

Pay Cycle EX220D Tacoma Pay Cycle for EX Pymnt

Selection Criteria Approve Trial Register Reference Confirmation Draft Staging Approval

Pay Cycle Status

Status Completed **Refresh**

Pay From Date 10/01/2015

Pay Through Date 03/07/2018

Payment Date 03/07/2018

Schedule Payments Selected 0 Summary Details

Process Monitor

Details

Process	Server	Step Name
Process	PSUNX	Payment Selection
Process	PSUNX	Payment Selection & Creation

Pay Cycle Reset

Server PSUNX Reset

Pay Cycle Exceptions

Pay Cycle Error Discount Lost Discount Denied Withholding Bank Replacement

Pay Cycle Results

Main Information Additional Info

Process	Recreate Pos Pay	Description	Bank	Account	Status	Server Name	*Output
Process	Recreate Pos Pz	Produce Positive Payment File	KYBNK	CHCK	Completed	PSUNX	File

Save Return to Search Notify

12. In the **Pay Cycle Status** section, select **Refresh** until the **Status** changes from 'Running' to 'Selected'.

13. Select **Summary** to view the number of payments selected and their total amount.

Pay Cycle Manager

Pay Cycle

EX220D

Tacoma Pay Cycle for EX Pymnt

Selection Criteria

Approve

Trial Register

Reference Confirmation

Draft Staging Approval

Pay Cycle Status

Status

Selected

Refresh

Pay From Date

10/01/2015

Pay Through Date

03/07/2018

Payment Date

03/07/2018

Schedule Payments Selected

14

Summary

Details

Process Monitor

Details

Process

Server

Step Name

Process

PSUNX

Payment Creation

Pay Cycle Reset

Server

PSUNX

Reset

Pay Cycle Exceptions

Pay Cycle Error

Discount Lost

Discount Denied

Withholding

Bank Replacement

Financial Sanctions Exceptions

Pay Cycle Results

Q

Main Information

Additional Info

Description

Bank

Account

Status

Server Name

*Output Type

Output

Save

Return to Search

Notify

NOTE: If you want to Reset your Paycycle please follow the [QRG 9.2 Resetting a Pay Cycle through Paycycle Manager](#).

14. The **Pay Cycle Summary** page displays. Review it.

15. Select **Pay Cycle Details**.

9.2 Processing an AP Pay Cycle

Page 5

Pay Cycle Summary

Pay Cycle EX220D

Tacoma Pay Cycle for EX Pymnt

[Pay Cycle Details](#)

[Pay Cycle Manager](#)

Pay Cycle Summary



1 of 1

[View All](#)

Bank SetID WACTC

Bank KYBNK

Bank Account CHCK

Currency USD

Payment Method Summary



1-1 of 1

[View All](#)

Pay Method	Currency	Sched Pymnts	Paid Amount	Gross Paid Amount	Discount	Late Charge
CHK	USD	14	8829.19	8829.19	0.00	0.00
Totals		14	8829.19	8829.19	0.00	

[Return to Search](#)

[Notify](#)

16. The **Pay Cycle Details** page displays.
17. Select **Search** to review vouchers selected for payment.
18. Select **Pay Cycle Manager**.

Pay Cycle Details

Pay Cycle Data

Pay Cycle EX220D

Tacoma Pay Cycle for EX Pymnt

[Pay Cycle Summary](#)

[Pay Cycle Manager](#)

Business Unit

Advice ID

Invoice

Supplier SetID

Remit Supplier

Address

Location

Bank SetID

Bank Code

Bank Account

Method

Payment Handling

Payment Currency

[Search](#)

[Clear](#)

Pay Cycle Details

[Personalize](#) | [Find](#) | [View All](#) | [1-10 of 14](#)

*Payment Action	Hold Reason	Source	Business Unit	Voucher ID	Payment Count	Invoice	Remit Supplier	Short Supplier Name	Supplier Name	Address	Paid Amount	Currency
None		EXAD	WA220	0000000685	1				Ode Bryant		260.00	USD
None		EXAD	WA220	0000000686	1				Celyn Wilson		210.00	USD
None		EXAD	WA220	0000000687	1				Glen Anderson		753.14	USD
None		EXAD	WA220	0000000690	1				Allison Muir		743.01	USD
None		EXAD	WA220	0000000691	1				Robin Modonald		795.01	USD
None		EXAD	WA220	0000000713	1				Mary Anne Tagulinao		1136.18	USD
None		EXAD	WA220	0000000716	1				Gregory Carter		738.20	USD
None		EXAD	WA220	0000000728	1				Kennedy Adams		607.70	USD
None		EXAD	WA220	0000000729	1				Ludian Rice		872.55	USD
None		EXAD	WA220	0000000730	1				Kelley Sadler		1093.40	USD

[Hold All](#)

[Exclude All](#)

[Separate All](#)

Total Paid Amount 8829.19 USD

Total Gross Amount 8829.19 USD

Total Discount Amount 0.00 USD

Total Late Charge Amount 0.00 USD

[Save](#) [Notify](#)

19. The **Pay Cycle Manager** page displays.

20. Next, run the **Payment Creation** process. In the **Details** section on the **Payment Creation** row, select a **Server** then select **Process**.

Pay Cycle Manager

Pay Cycle EX220D Tacoma Pay Cycle for EX Pymnt

Selection Criteria Approve Trial Register Reference Confirmation Draft Staging Approval

Pay Cycle Status

Status Selected Refresh

Pay From Date 10/01/2015

Pay Through Date 03/07/2018

Payment Date 03/07/2018

Schedule Payments Selected 14 Summary Details

Process Monitor

Details

Process	Server	Step Name
Process	PSUNX	Payment Creation

Pay Cycle Reset

Server PSUNX Reset

Pay Cycle Exceptions

Pay Cycle Error Discount Lost Discount Denied Withholding Bank Replacement

Financial Sanctions Exceptions

Pay Cycle Results

Main Information Additional Info

Description	Bank	Account	Status	Server Name	*Output Type	Output

Save Return to Search Notify

21. In the **Pay Cycle Status** section select **Refresh** until the **Status** changes to 'Approved'.

!

 The Server Name defaults to **PSUNX** and be sure to select the ***Output Type** as **WEB**.

Pay Cycle Manager

Pay Cycle

EX220D

Tacoma Pay Cycle for EX Pymnt

Selection Criteria

Approve

Trial Register

Reference Confirmation

Draft Staging Approval

Pay Cycle Status

→

Status

Approved

Refresh

Process Monitor

Pay From Date

10/01/2015

Pay Through Date

03/07/2018

Payment Date

03/07/2018

Schedule Payments Selected

14

Summary

Details

Pay Cycle Reset

Server

PSUNX

Reset

Pay Cycle Exceptions

Pay Cycle Error

Discount Lost

Discount Denied

Withholding

Bank Replacement

Pay Cycle Results

☰

Q

Main Information

Additional Info

Process

Description

Bank

Account

Status

Server Name

*Output Type

Process

Print Checks

KYBNK

CHCK

Approved

PSUNX

Printer

Save

Return to Search

Notify

Note: If you want to Reset your Paycycle please follow the QRG [9.2 Rejecting a Pay Cycle through Paycycle Approvals](#).

22. Optionally, to review the Trial Register, select **Trial Register**.

9.2 Processing an AP Pay Cycle

Page 8

Pay Cycle Manager

Pay Cycle EX220D Tacoma Pay Cycle for EX Pymnt

Selection Criteria Approve **Trial Register** Reference Confirmation Draft Staging Approval

Pay Cycle Status

Status Approved [Refresh](#) [Process Monitor](#)

Pay From Date 10/01/2015

Pay Through Date 03/07/2018

Payment Date 03/07/2018

Schedule Payments Selected 14 [Summary](#) [Details](#)

Pay Cycle Reset

Server PSUNX [Reset](#)

Pay Cycle Exceptions

Pay Cycle Error Discount Lost Discount Denied Withholding Bank Replacement

Financial Sanctions Exceptions

Pay Cycle Results

Main Information Additional Info II>

Process	Description	Bank	Account	Status	Server Name	*Output Type
Process	Print Checks	KYBNK	CHCK	Approved	PSUNX	Printer

[Save](#) [Return to Search](#) [Notify](#)

23. The **Trial Register** run control ID search page displays. It defaults to Find an Existing Value. In this example, we'll create a new run control ID.
24. Select **Add a New Value**.
25. Enter **Run Control ID**.
26. Select **Add**.

Trial Register

[Find an Existing Value](#) **Add a New Value**

Run Control ID

Add

[Find an Existing Value](#) | [Add a New Value](#)

- 27. The **Register** page displays.
- 28. Select the standard **Pay Cycle** provided by SBCTC.
- 29. Select **Run**.

Register

Run Control ID

Trial_Register

Report Manager

Process Monitor

Run

Language

English

Report Request Parameters

Pay Cycle

EX220D

Tacoma Pay Cycle for EX Pymnt

Pay Cycle Manager

Save

Notify

Add

Update/D

- 30. The **Process Scheduler Request** page displays.
- 31. Select the **Trial Register** checkbox.
- 32. Select **OK**.

Process Scheduler Request

User ID

CTC_BRAMIREZ

Run Control ID

Trial_Register

Server Name

Run Date

10/10/2018

Recurrence

Run Time

8:33:54AM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Trial Register	APX2030	BI Publisher	Web	PDF	Distribution

OK

Cancel

- 33. The **Process Scheduler Request** page disappears. The updated **Register** page displays.
Note the **Process Instance** number.
- 34. Select **Report Manager**.

Register

Run Control ID Trial_Register

Language English

[Report Manager](#)

[Process Monitor](#)

Run

Process Instance:392606

Report Request Parameters

Pay Cycle EX220D Tacoma Pay Cycle for EX Pymnt

[Pay Cycle Manager](#)

Save

Notify

Add

Update/Di

35. The **Report Manager** page displays.

36. Select **Administration**.

37. In the **Report List** section, look for the **Prcs Instance** that matches the Process Instance number from Step 12 above. Select the corresponding link in the **Description** column. The AP Trial Payment Register report will open in a new window. Review the report, then close its window.

ListExplorerAdministrationArchives

View Reports For

User IDCTC_BRAMIREZTypeLast1DaysStatusFolderInstanceto

Report List

1-10 of 10View All

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	354921	392606	APX2030 - APX2030.pdf	10/10/2018 8:37:13AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	354918	392603	Pay Cycle Process	10/10/2018 8:17:20AM	Text Files (*.txt)	Posted	Details
				10/10/2018	Text Files		

9.2 Processing an AP Pay Cycle

Page 11

Report ID: APX2030

People Soft Accounts Payable
AP TRIAL PAYMENT REGISTER

Page No. 1
Run Date 10/10/2018
Run Time 8:37:12 AM

Payment Cycle: EX220D *****9999

Bank Account: KYBNK CHCK 125000574 *****9999 Swift Code 9999999

Celyn Wilson
8151 Meadow Is
EDMONDS
WA
98026

Payment Method: CHK
Amount: 210.00

Advice ID	Invoice	Payment Ref	Advice Date	Due Date	Disc. Due Date	Amount	Discount	Late Charges	Net Amount	Currency
0000000698		1000012307	Dec/28/2017	Mar/07/2018		210.00	0.00	0.00	210.00	USD

Ryan Mummert
20004 4th Avenue South
Des Moines
WA
98198-3803

Payment Method: CHK
Amount: 990.00

Advice ID	Invoice	Payment Ref	Advice Date	Due Date	Disc. Due Date	Amount	Discount	Late Charges	Net Amount	Currency
0000000739		1000012308	Feb/28/2018	Mar/07/2018		330.00	0.00	0.00	330.00	USD
0000000740		1000012308	Feb/28/2018	Mar/07/2018		330.00	0.00	0.00	330.00	USD
0000000741		1000012308	Feb/28/2018	Mar/07/2018		330.00	0.00	0.00	330.00	USD

Ode Bryant
6353 Lehua Gms
Gig Harbor
WA
98335-7829

Payment Method: CHK
Amount: 280.00

Advice ID	Invoice	Payment Ref	Advice Date	Due Date	Disc. Due Date	Amount	Discount	Late Charges	Net Amount	Currency
000000085		1000012309	Dec/28/2017	Mar/07/2018		280.00	0.00	0.00	280.00	USD

Kelley Sadler
2402 - 34 AVENUE SE
PUYALLUP
WA
98374

Payment Method: CHK
Amount: 1,093.40

Advice ID	Invoice	Payment Ref	Advice Date	Due Date	Disc. Due Date	Amount	Discount	Late Charges	Net Amount	Currency
0000000730		1000012310	Feb/16/2018	Mar/07/2018		1,093.40	0.00	0.00	1,093.40	USD

Gregory Carter
20110 CHURCH LAKE DR E

Payment Method: CHK
Amount: 738.20

Page 1 of 3

38. Select **Go back to Trial Register**.

List Explorer **Administration** Archives

View Reports For

User ID CTC_BRAMIREZ Type Last 1 Days

Status Folder Instance to

Report List

1-10 of 10 View A

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	354921	392606	APX2030 - APX2030.pdf	10/10/2018 8:37:13AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	354918	392603	Pay Cycle Process	10/10/2018 8:17:20AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	354917	392602	Pay Cycle Process	10/10/2018 7:59:24AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	354916	392601	Pay Cycle Process	10/10/2018 7:54:04AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	354915	392600	Pay Cycle Process	10/10/2018 7:48:47AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	354914	392599	Pay Cycle Process	10/10/2018 7:18:10AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	354913	392598	Pay Cycle Process	10/10/2018 7:03:27AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	354912	392597	Pay Cycle Process	10/10/2018 7:00:58AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	354843	392508	Pay Cycle Process	10/09/2018 11:53:59AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	354842	392507	PS/AP Payment Posting	10/09/2018 9:48:50AM	Text Files (*.txt)	Posted	Details

☒ Select All ☐ Deselect All

Delete Click the delete button to delete the selected report(s)

Go back to Trial Register

Save

List Explorer Administration Archives

39. The **Register** page displays.

40. Select **Pay Cycle Manager**.

Register

Run Control ID Trial_Register
Report Manager Process Monitor
Run

Language English

Report Request Parameters

Pay Cycle EX220D Tacoma Pay Cycle for EX Pymnt
[Pay Cycle Manager](#)

Save Return to Search Notify Add Update/D

41. The **Pay Cycle Manager** page displays.
42. After payments have been selected and created, available output processes are displayed one at a time in the **Pay Cycle Results** grid.
 - a. There are several available output processes, resulting in varying process buttons. The first available will be the **Print Checks** process. Make sure there is a selected **Server** and that the **Output Type** is Web.
 - b. Select **Process**.
 - c. Select **Refresh** until the **Status** is 'Confirmed'.

Pay Cycle Manager

Pay Cycle EX220D Tacoma Pay Cycle for EX Pymnt

Selection Criteria Approve Trial Register Reference Confirmation Draft Staging Approval

Pay Cycle Status

Status Approved Refresh Process Monitor

Pay From Date 10/01/2015
Pay Through Date 03/07/2018
Payment Date 03/07/2018
Schedule Payments Selected 14 Summary Details

Pay Cycle Reset

Server PSUNX Reset

Pay Cycle Exceptions

Pay Cycle Error Financial Sanctions Exceptions Discount Lost Discount Denied Withholding Bank Replacement

Pay Cycle Results

Main Information Additional Info

Process	Description	Bank	Account	Status	Server Name	*Output Type	Output Destination
Process	Print Checks	KYBNK	CHCK	Approved	PSUNX	Web	

Save Return to Search Notify

43. A second process, **Format Positive Payment** is now available. Make sure a **Server** is selected then select **Process**.

Pay Cycle Manager

Pay Cycle

EX220D

Tacoma Pay Cycle for EX Pymnt

Selection Criteria

Approve

Trial Register

Reference Confirmation

Draft Staging Approval

Pay Cycle Status

Status

Confirmed

Refresh

Process Monitor

Pay From Date

10/01/2015

Pay Through Date

03/07/2018

Payment Date

03/07/2018

Schedule Payments Selected

14

Summary

Details

Pay Cycle Reset

Server

PSUNX

Reset

Pay Cycle Exceptions

Pay Cycle Error

Financial Sanctions Exceptions

Discount Lost

Discount Denied

Withholding

Bank Replacement

Pay Cycle Results

Main Information

Additional Info

1-1 of 1

Process	Description	Bank	Account	Status	Server Name	Output Destination
Process	Format Positive Payment	KYBNK	CHCK	Confirmed	PSUNX	

Save

Return to Search

Notify


44. In the **Pay Cycle Status** section select **Refresh** until the **Status** changes to 'Formatted'.
45. A third process, **Produce Positive Payment File**, is now available. Output Destination should be filled in as **/fs/psrepo/fsprd/Interface/Out/FS/I-056_PositivePay/WA000/USBank/Data/-** the information highlighted in “red” will be specific to your institution and everything else will be the same. In some instances, the file path has already been filled in from your User Preference setting. Make sure a **Server** is selected then select **Process**.

Pay Cycle Manager

Pay Cycle: EX220D Tacoma Pay Cycle for EX Pymnt

Selection Criteria Approve Trial Register Reference Confirmation Draft Staging Approval

Pay Cycle Status

 Status Formatted **Refresh** Process Monitor

Pay From Date 10/01/2015
 Pay Through Date 03/07/2018
 Payment Date 03/07/2018
 Schedule Payments Selected 14 Summary Details

Pay Cycle Reset

Server PSUNX Reset

Pay Cycle Exceptions

Pay Cycle Error Financial Sanctions Exceptions Discount Lost Discount Denied Withholding Bank Replacement

Pay Cycle Results

1-1 of 1

Main Information Additional Info

Process	Description	Bank	Account	Status	Server Name	*Output Type	Output Destination
Process	Produce Positive Payment File	KYBNK	CHCK	Formatted	PSUNX	File	/FSOUT/056_Positi

Save Return to Search Notify


46. In the **Pay Cycle Status** section select **Refresh** until the **Status** changes to 'Completed'.

Pay Cycle Manager

Pay Cycle: EX220D Tacoma Pay Cycle for EX Pymnt

Selection Criteria Approve Trial Register Reference Confirmation Draft Staging Approval

Pay Cycle Status

 Status Completed **Refresh** Process Monitor

Pay From Date 10/01/2015
 Pay Through Date 03/07/2018
 Payment Date 03/07/2018
 Schedule Payments Selected 0 Summary Details

Details

Process	Server	Step Name
Process	PSUNX	Payment Selection
Process	PSUNX	Payment Selection & Creation

Pay Cycle Reset

Server PSUNX Reset

Pay Cycle Exceptions

Pay Cycle Error Financial Sanctions Exceptions Discount Lost Discount Denied Withholding Bank Replacement

Pay Cycle Results

Main Information Additional Info

Process	Recreate Pos Pay	Description	Bank	Account	Status	Server Name	*Output Type
Process	Recreate Pos P	Produce Positive Payment File	KYBNK	CHCK	Completed	PSUNX	File

Save Return to Search Notify



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

- ZD Accounts Payable Inquiry

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

47. Navigate to **NavBar > Navigator > Accounts Payable > Review Accounts Payable Info > Payments > Payment.**
48. Search for your payments. For example, enter the **Bank SetID** and **Pay Cycle** then select **Search**. Note the payments associated with the recent run of the pay cycle.

The screenshot shows the 'Payment Inquiry' form. Under the 'Search Criteria' section, the following fields are filled out: 'Bank SetID' is 'WACTC' and 'Pay Cycle' is 'EX2200'. Both fields are highlighted with red boxes. Other fields like 'Search Name' (ALL), 'From Supplier Name 1' (From), 'Supplier Location', 'Amount Rule' (Any), 'Amount', 'Currency', 'Bank Code', 'Bank Account', 'Bank Account #', 'From Ref ID', 'From Payment Date', 'Payment Method', 'Seq Num', 'Payment Status', 'Remit SetID' (WACTC), 'Remit Supplier', 'Settle By', and 'Settlement Status' are empty. At the bottom, 'Max Rows' is set to 300, and the 'Search' button is highlighted with a red box. The 'Sorting Criteria' section shows '1st sort' as 'Bank Account' and '2nd sort' as 'Payment Reference ID'.

49. From the **Payment Details** tab In the **Payment Inquiry Result** grid, select a **Payment Reference ID** to review payment reference information.

Payment Inquiry Result

Payment Details										
Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
▼ Actions	VCHR	0000000001	Automated Clearing House	12,540.81	USD	04/05/2017	04/05/2017	Paid	Reconciled	05/24/2017
▼ Actions	VCHR	0000000001	Automated Clearing House	1,503.08	USD	09/17/2015	09/17/2015	Void	Reconciled	
▼ Actions	VCHR	0000000001	System Check	1,550.00	USD	08/31/2015	08/31/2015	Paid	Reconciled	02/22/2016
▼ Actions	VCHR	0000000001	System Check	189.14	USD	09/03/2015	09/03/2015	Paid	Reconciled	11/03/2015
▼ Actions	VCHR	0000000002	System Check	419.91	USD	09/03/2015	09/03/2015	Void	Reconciled	
▼ Actions	VCHR	0000000002	System Check	75.56	USD	08/31/2015	08/31/2015	Paid	Reconciled	02/22/2016

Vouchers For a Payment

[Back To Payment Inquiry](#)

Bank Name KEY BANK - WA220
 Bank Account # *****1236
 Pay Cycle AP220D Seq Num 2
 Supplier Name INTEGRA TELECOM
 Address P O BOX 2966
 MILWAUKEE WI NNNNNNNNNN USA
 Payment Amount 1,550.00 USD Payment Method CHK
 Description

Pymnt Ref ID 0000000001
 Accounting Date 08/31/2015
 Payment Date 08/31/2015
 Days Outstanding 9
 Payment Clear Date 09/09/2015
 Reconcile Date 02/22/2016
 Value Date 08/31/2015

Details

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken
WA220	00000008	1	08/03/2015	13187412	1,550.00	1,550.00	USD	



Note: Payments must next be posted. Refer to the [Posting Payments](#) QRG for instructions.

50. Process complete.