

## 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

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

Process	Recreate Pos Pay	Description	Bank	Account	Status	Server Name	*Output Ty
Process	Recreate Pos Pa	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

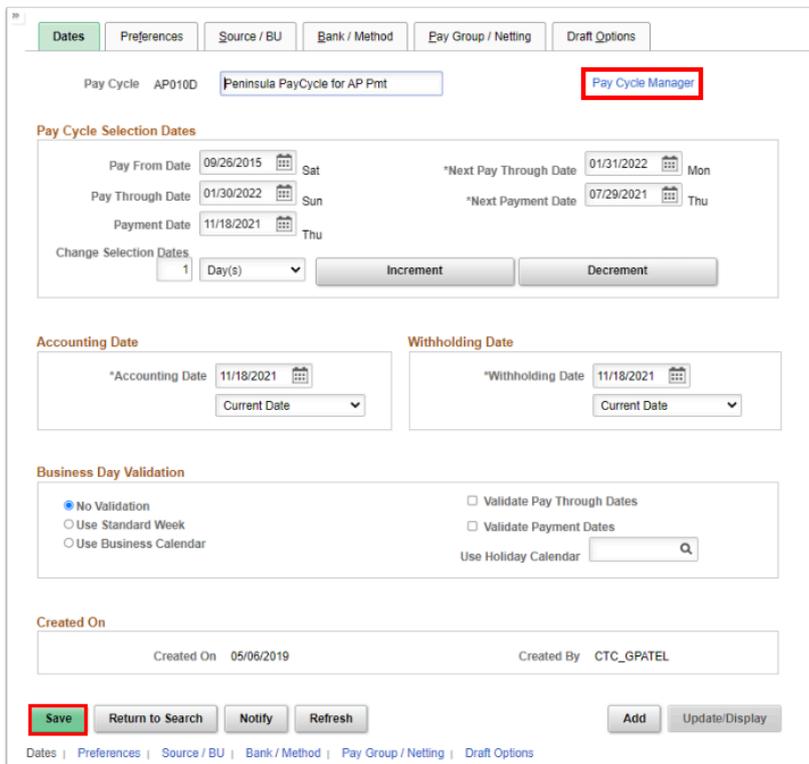
b. Select increment values and select the **Increment** button to update all dates simultaneously.

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 displays the 'Pay Cycle Manager' interface. At the top, there are tabs for 'Dates', 'Preferences', 'Source / BU', 'Bank / Method', 'Pay Group / Netting', and 'Draft Options'. Below these, the 'Pay Cycle' is identified as 'AP010D' and 'Peninsula PayCycle for AP Pmt'. A red box highlights the 'Pay Cycle Manager' button. The 'Pay Cycle Selection Dates' section includes 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 are also 'Increment' and 'Decrement' buttons. The 'Accounting Date' is set to 11/18/2021, and the 'Withholding Date' is also 11/18/2021. The 'Business Day Validation' section has radio buttons for 'No Validation' (selected), 'Use Standard Week', and 'Use Business Calendar', along with checkboxes for 'Validate Pay Through Dates' and 'Validate Payment Dates', and a 'Use Holiday Calendar' search field. At the bottom, the 'Created On' field shows '05/06/2019' and 'Created By' shows 'CTC\_GPATEL'. A red box highlights the 'Save' button. Other buttons include 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

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
<b>Process</b>	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

Process	Recreate Pos Pay	Description	Bank	Account	Status	Server Name	*Output Type
Process	Recreate Pos Pay	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
<b>Process</b>	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  
 Financial Sanctions Exceptions

Pay Cycle Results

Main Information Additional Info

Process	Recreate Pos Pay	Description	Bank	Account	Status	Server Name	*Output
Process	Recreate Pos Pay	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.

The screenshot shows the 'Pay Cycle Manager' interface for 'Pay Cycle EX220D Tacoma Pay Cycle for EX Pymnt'. The 'Pay Cycle Status' section includes a 'Status Selected' indicator with a red arrow, a 'Refresh' button, and a 'Summary' button (highlighted with a red box). Other fields include 'Pay From Date 10/01/2015', 'Pay Through Date 03/07/2018', 'Payment Date 03/07/2018', and 'Schedule Payments Selected 14'. The 'Process Monitor' section has a 'Details' table with columns 'Process', 'Server', and 'Step Name', showing 'Payment Creation' on 'PSUNX' server. The 'Pay Cycle Reset' section has a 'Reset' button. The 'Pay Cycle Results' section has a table with columns: Description, Bank, Account, Status, Server Name, \*Output Type, and Output. The 'Main Information' tab is selected.

**i** 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**.

## 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
		<b>Totals</b>	<b>14</b>	<b>8829.19</b>	<b>8829.19</b>	<b>0.00</b>

[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

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
<input type="button" value="Process"/>	PSUNX	Payment Creation

**Pay Cycle Reset**

Server: PSUNX

**Pay Cycle Exceptions**

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

**Pay Cycle Results**

Search: [ ]

Description	Bank	Account	Status	Server Name	*Output Type	Output

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

Pay Cycle Exceptions

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

Pay Cycle Results

Process	Description	Bank	Account	Status	Server Name	*Output Type
<input type="button" value="Process"/>	Print Checks	KYBNK	CHCK	Approved	PSUNX <input type="button" value="v"/>	Printer <input type="button" value="v"/>



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**.

**Pay Cycle Manager**

Pay Cycle EX220D Tacoma Pay Cycle for EX Pymnt

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

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Pay Cycle Status

Status Approved  [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

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Pay Cycle Exceptions

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

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Pay Cycle Results

Process	Description	Bank	Account	Status	Server Name	*Output Type
<input type="button" value="Process"/>	Print Checks	KYBNK	CHCK	Approved	PSUNX	Printer

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**

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Run Control ID

[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 Pay Cycle Manager

**Report Request Parameters**

Pay Cycle **EX220D** Tacoma Pay Cycle for EX Pymnt

Add Update/D

Save Notify

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

Time Zone

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distributor
<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.

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 All

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

ORACLE		Report ID: APX2030	PeopleSoft 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		CHK	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
000000698		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
000000739		1000012308	Feb/28/2018	Mar/07/2018		330.00	0.00	0.00	330.00	USD
000000740		1000012308	Feb/28/2018	Mar/07/2018		330.00	0.00	0.00	330.00	USD
000000741		1000012308	Feb/28/2018	Mar/07/2018		330.00	0.00	0.00	330.00	USD
Ode Bryant 8353 Lehua Grns 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
000000885		1000012309	Dec/28/2017	Mar/07/2018		280.00	0.00	0.00	280.00	USD
Valley 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
000000730		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: [v] Last: [v] 1 Days: [v]

Status: [v] Folder: [v] Instance: [v] to [v]

**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

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### 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

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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**

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Pay Cycle Exceptions

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

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### Pay Cycle Results

1-1 of 1

**Main Information** Additional Info

Process	Description	Bank	Account	Status	Server Name	*Output Type	Output Destination
<span style="border: 1px solid red; padding: 2px;">Process</span>	Print Checks	KYBNK	CHK	Approved	PSUNX <input type="text"/>	Web <input type="text"/>	

**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

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**Pay Cycle Status**

Status: Confirmed  [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

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**Pay Cycle Exceptions**

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

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**Pay Cycle Results**

1-1 of 1

**Main Information** Additional Info

Process	Description	Bank	Account	Status	Server Name	Output Destination
<input type="button" value="Process"/>	Format Positive Payment	KYBNK	CHCK	Confirmed	PSUNX	

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

Main Information Additional Info

Process	Description	Bank	Account	Status	Server Name	*Output Type	Output Destination
<b>Process</b>	Produce Positive Payment File	KYBNK	CHCK	Formatted	PSUNX	File	/FSOUTA-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: 'Search Name' is 'ALL', 'From' is 'From', 'Supplier Location' is empty, '\*Amount Rule' is 'Any', 'Amount' is empty, '\*Currency' is empty, 'Bank SetID' is 'WACTC', 'Bank Code' is empty, 'Bank Account' is empty, 'Bank Account #' is empty, 'From Ref ID' is empty, 'From Payment Date' is empty, 'Payment Method' is empty, 'Pay Cycle' is 'EK220D', 'Seq Num' is empty, 'Payment Status' is empty, 'Remit SetID' is 'WACTC', 'Remit Supplier' is empty, 'Settle By' is empty, and 'Settlement Status' is empty. There are checkboxes for 'Single Payment Vouchers' and 'Show Chart'. The 'Max Rows' is set to 300. A green 'Search' button and a grey 'Clear' button are visible. Under the 'Sorting Criteria' section, '1st sort' is 'Bank Account' and '2nd sort' is '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

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Payment Details Additional Info Supplier Details Financial Gateway

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

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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.