

9.2 Process ACH/EFT Payment Dispatches

Purpose: Use this document as a reference for manually dispatching payment files to the bank in ctcLink.

Audience: Cash Management staff.

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

- ZZ Treasury Maintenance


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

When you dispatch payments, the payments are sent to the bank as payment files using the Payment Dispatch Application Engine (PMT_DISPATCH). There are two methods for dispatching payments from Financial Gateway: manual and automatic.

Here, you will manually dispatch an electronic payment from the Financial Gateway to the bank using the Payment Dispatch page.

Process ACH/EFT Payment Dispatches

Navigation: Financial Gateway > Process Payments > Payment Dispatch

 **Note:** The payment dispatch process creates separate files for each payment layout (CCD/PPD). If you have multiple ACH transactions to be processed in a single day then it is recommended to wait for at least 15 minutes to avoid overriding.

1. Use the **Payment Dispatch** page to manually send selected payments to the bank from the Financial Gateway.
2. Enter or select your **Business Unit**.
3. Use the default value "Awaiting Dispatch" in the **Dispatch Status** field.
4. You may enter additional search criteria like **Bank Details** or **Source System** or **Payee Name** or **Payment Method**.

5. Enter the desired information into the **From Date** field.
6. Select **Search**.
7. In the **Payment Totals** tab, you can verify the total payments and amounts.
8. In the **Payments** tab, you can see the details about bank detail, payee details and payee bank details.
9. Select the **Addenda Information** icon to access the Addenda page, which you use to add additional instructions for the specified payment. Instructions here will appear within the actual payment file.
10. Select the **Transfer to Source** icon to access the source application to view detailed information about the specified transaction.
11. Select the **Review Payment Details** icon to access the Review Payment Details page to view the payment progress, events, and detailed information on the transaction.
12. **Select** the payments or the **Select All** link to select all payments.
13. **Note:** You can place the payment on Hold if the payment dispatch status is "Awaiting Dispatch". To make a payment on hold, select the payment, then select **Flag for Hold**. Also, select the **Payment Notes** icon to add and view comments about the specified payment. This is useful for such things as describing the reason transactions are in hold status.
14. Select **Dispatch Settlements**.

The screenshot displays the 'Payment Dispatch' application interface. At the top, there are 'Search Fields' and 'Payment Analytics' sections. The 'Search Fields' section includes various filters like Business Unit, Transaction ID, Source ID, Payment Type, Bank ID, Bank Account, and Party Type. The 'Payment Analytics' section shows a chart for 'Payment Aging'. Below these, the 'Payment Totals' section displays a table with 'Total Payments' and 'Amount Currency'. The main section is 'Payments', which contains a table with columns for 'Select', 'Flagged Payment', 'Source ID', 'Date', 'Amount Currency', 'Bank Code', 'Account', 'Method', 'Payee Name', 'Dispatch Status', 'Payment File ID', 'Payment Notes', 'Addenda Information', 'Transfer to Source', 'Payment Details', and 'View Payment File'. The table lists several payments with their respective details. At the bottom, there are buttons for 'Select All', 'Clear All', 'Dispatch Settlements', 'Flag for Hold', and 'Clear Flag'. The 'Dispatch Settlements' button is highlighted with a red box.

15. Use the **Payment Confirmation** page to verify the payment details.
16. Select **OK**.

Payment Confirmation

You have selected 1 payment(s) to be paid.
Select OK button to confirm and continue dispatch process. Cancel to stop.

Payment Confirmation Totals

Total Payments	Amount	Currency
1	11,904.64	USD

Payment Confirmation Details

Payment Information | Bank Details | Payee Details | **Details**

Source ID	Transaction ID	Unit	Date	Amount	Currency	Method	Dispatch Status
0000000534	AP0000003517		03/12/2018	11,904.64	USD	ACH	Awaiting Dispatch

OK Cancel

17. You must enter the password for your user ID to continue.
18. Select **Continue**.
19. Use the **Payment Dispatch Results** page to view details of a particular payment dispatch.
20. Notice the **Process Instance** number appears. This number helps you identify the process you have run when you check the status.

Payment Dispatch Results

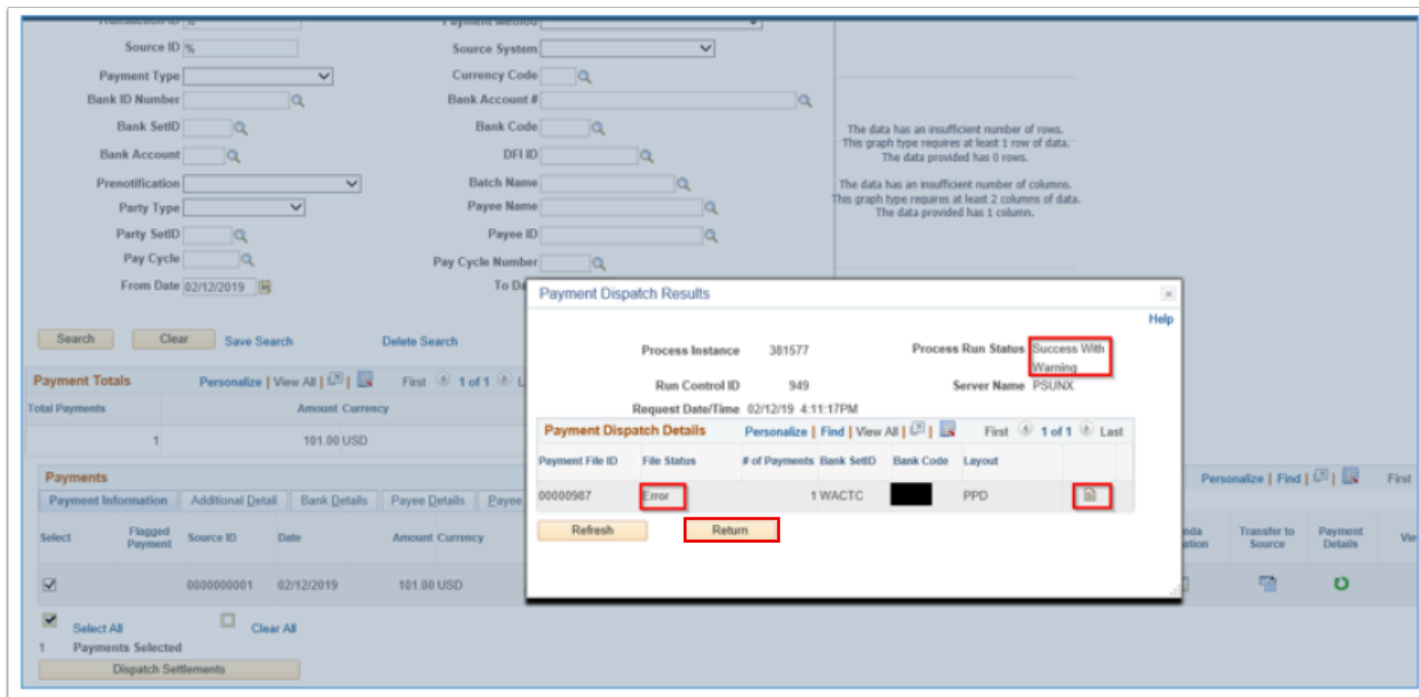
Process Instance 381568 Process Run Status **Success**
 Run Control ID 947 Server Name PSUNX
 Request Date/Time 02/12/19 12:52:17PM

Payment Dispatch Details

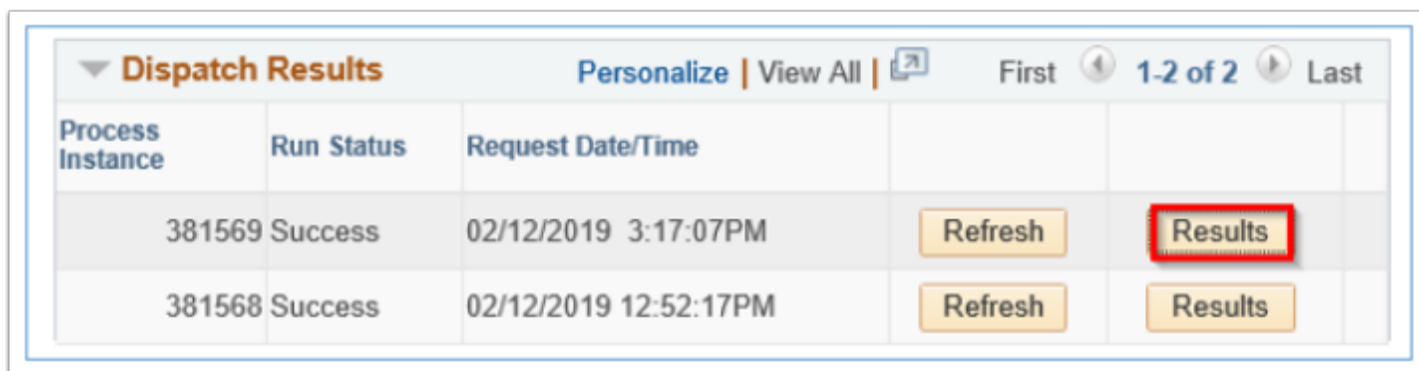
Payment File ID	File Status	# of Payments	Bank SetID	Bank Code	Layout
00000985	Sent to Bank	1	WACTC	KYBNK	PPD

Refresh Return

21. The initial status of the dispatch process is "Queued". Select **Refresh** until the payment files appear in the **Payment Dispatch Details** grid.
22. After you see **Process Run Status** = "Success", the process is finished. If the process is not finished, continue to select **Refresh** until the status is "Success". **Note: If the Process Run Status is "Error" or "File Status" is Error, then go to step 26 to see the details about error.**
23. You will also see **File Status** = "Completed/Sent to Bank".
24. You may select the **Payment File Content** icon to see the details of payment file.
25. Select **Return** to go back to Payment Dispatch page.



26. From the **Dispatch Results** page, you may select **Results** to see Payment file details.



27. If **Process Run Status** is "Warning/Error" and **File Status** is "Error" then select the **Payment File Contents** icon to open the **Payment File Inquiry** page.

Payment Information

Source ID % Source System Currency Code Bank ID Number Bank SetID Bank Account Bank Code DFI ID Batch Name Payee Name Payee ID Pay Cycle Pay Cycle Number From Date 02/12/2019 To Date

Search Clear Save Search Delete Search

Payment Totals Personalize View All First 1 of 1 Last

Total Payments Amount Currency

1 101.00 USD

Payments

Payment Information Additional Detail Bank Details Payee Details Payee

Select Flagged Payment Source ID Date Amount Currency

1 000000001 02/12/2019 101.00 USD

Select All Clear All

1 Payments Selected

Dispatch Settlements

Payment Dispatch Results

Process Instance 381577 Process Run Status Success With Warning

Run Control ID 949 Server Name PSUNX

Request Date/Time 02/12/19 4:11:17PM

Payment Dispatch Details Personalize Find View All First 1 of 1 Last

Payment File ID	File Status	# of Payments	Bank SetID	Bank Code	Layout
00000987	Error	1	WACTC		PPD

Refresh Return

Payment File Inquiry

Payment Files

Search Files

Bank SetID Bank Code Layout Transaction ID File ID 00000987 File Status From Date 02/12/2019 To Date 02/12/2019

Search Clear

Payment Files Personalize Find View All First 1 of 1 Last

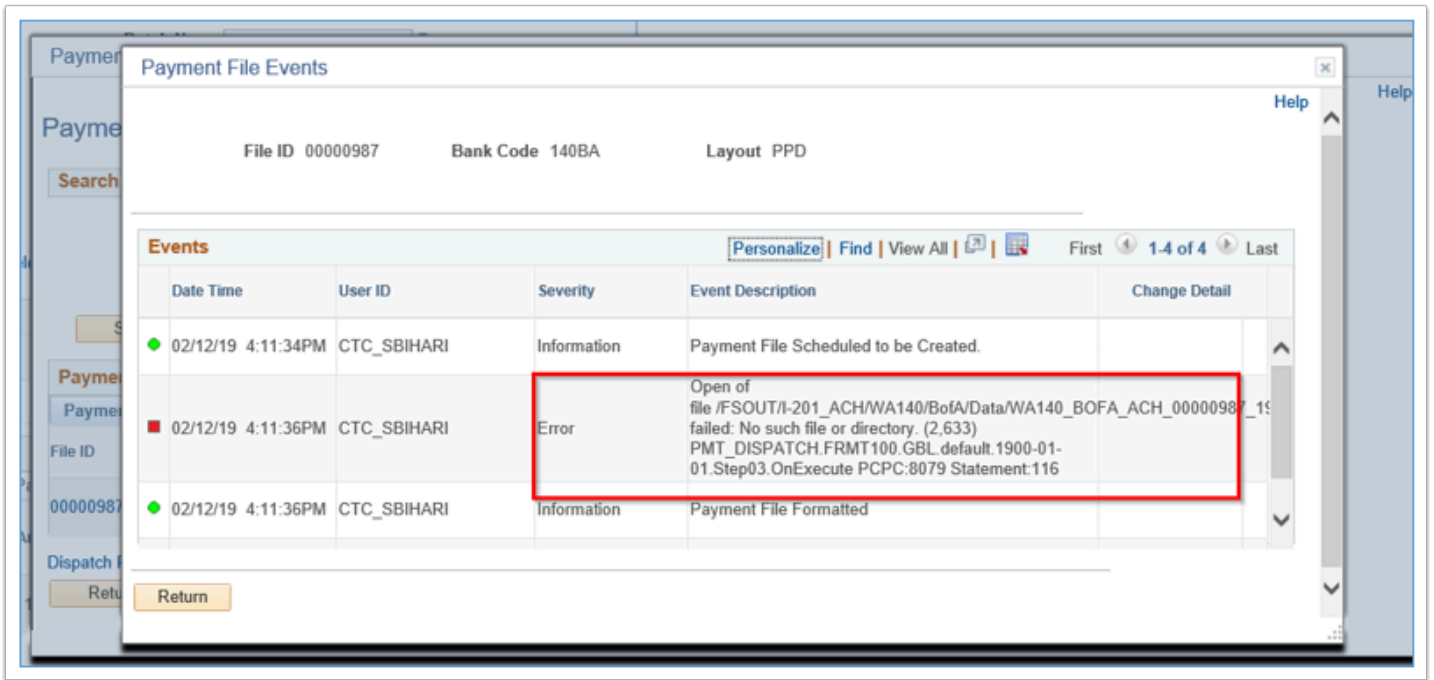
Payment Information File Output Info Messaging Info

File ID	Bank Code	Layout	Status	Output Type	# of Payments	Created	Created By
00000987		PPD	Error	File	1	02/12/2019 4:11PM	CTC_SBIHARI

Dispatch Payments Process Monitor

Return

28. Select the **View Event Log** icon to see the error.
29. Here the problem is related to the file directory. The file path does not exist.
30. Select **Return** to go back to **Payment File Inquiry** page.
31. After the error is fixed then you can simply select the **Recreate File** icon to recreate the file again.
32. Go to Step 22.



33. Process complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.



RECORDING COMING SOON!

Video Tutorial Via Panopto

View the external link to Process ACH/EFT Payment Dispatches. This link will open in a new tab/window.