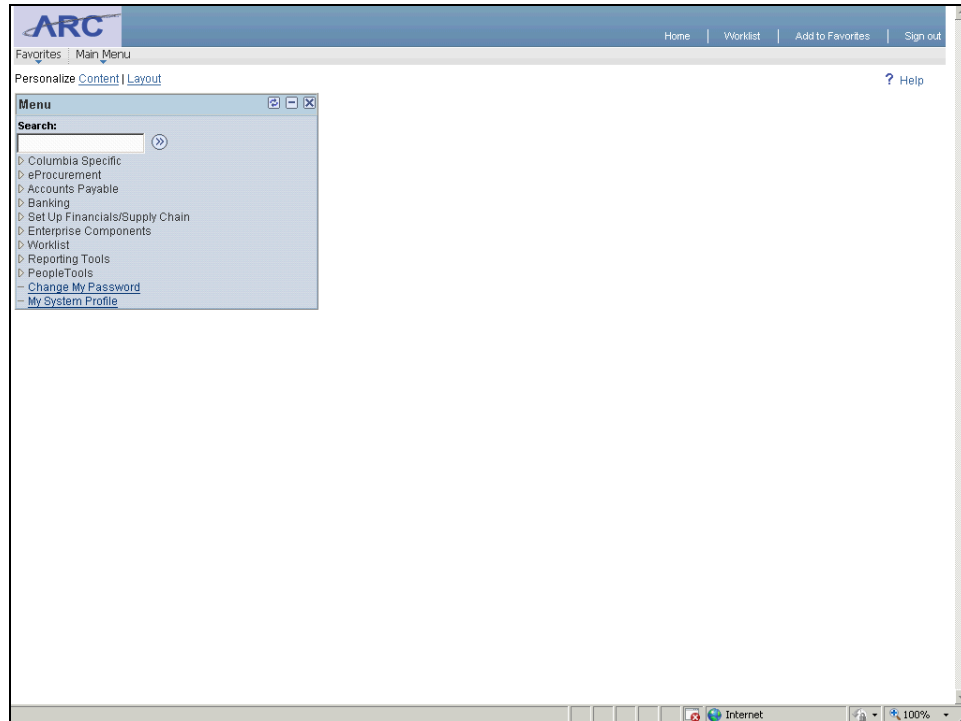
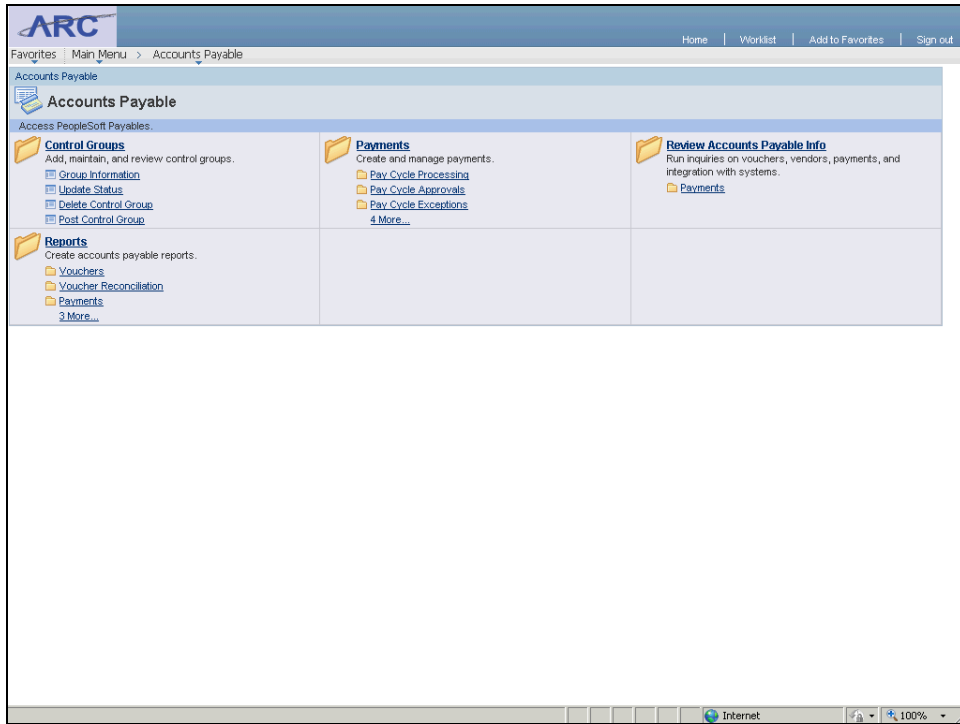


Running a Pay Cycle

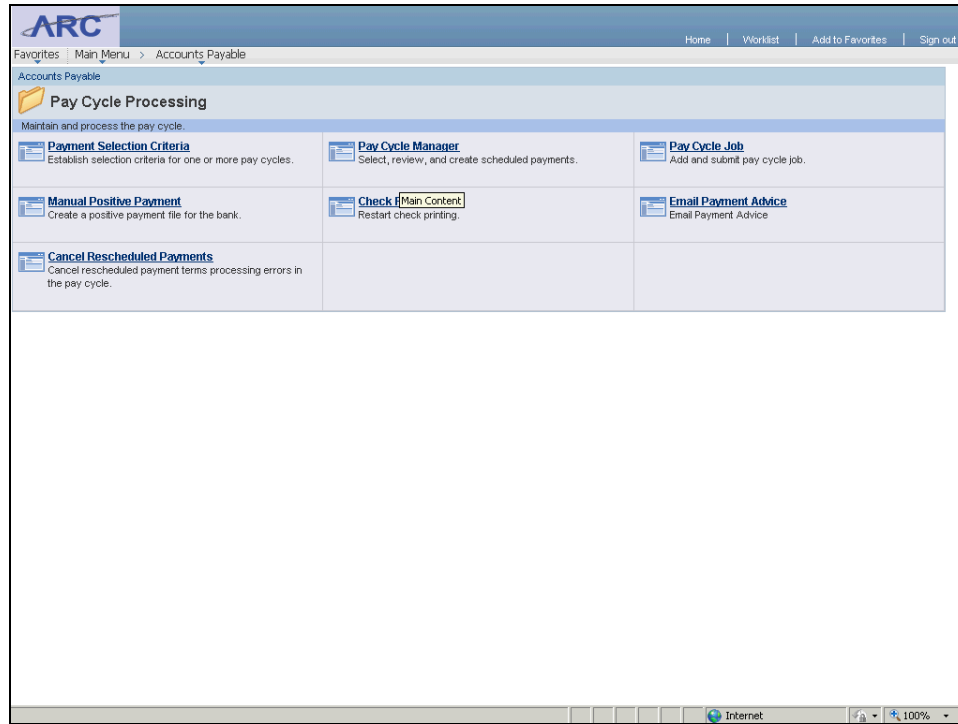
Procedure



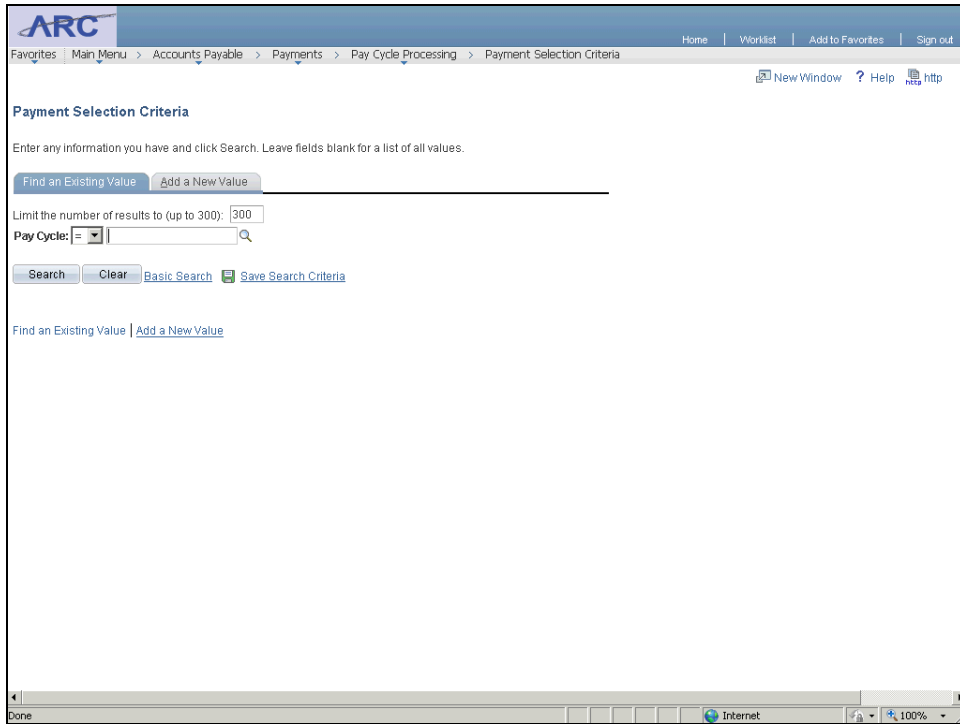
Step	Action
1.	Click the Accounts Payable link. <input data-bbox="440 1255 662 1287" type="text" value="Accounts Payable"/>




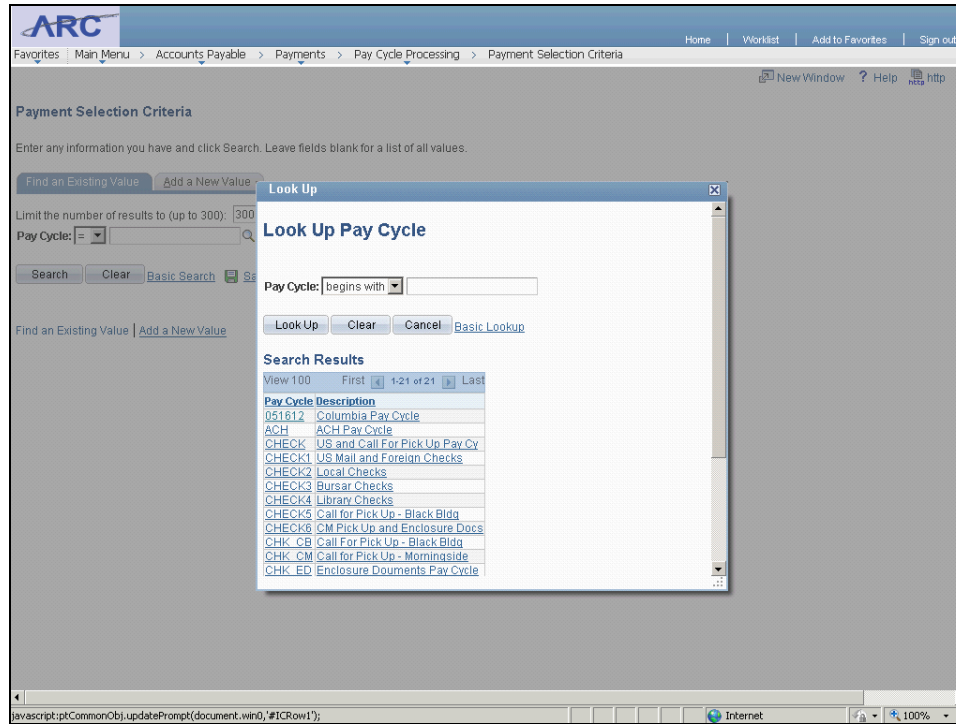
Step	Action
2.	Click the Pay Cycle Processing link. Pay Cycle Processing



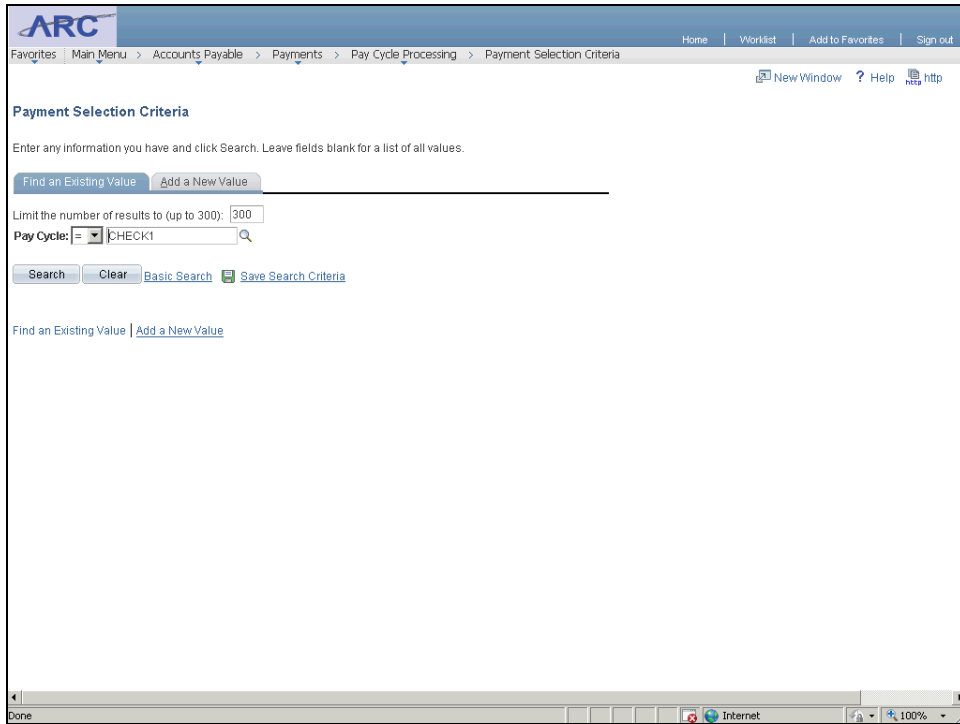
Step	Action
3.	Click the Payment Selection Criteria link. Payment Selection Criteria

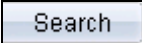


Step	Action
4.	Click the Look up Pay Cycle (Alt+5) button. 



Step	Action
5.	Select one of the Pay Cycles from the list of available options. Click the CHECK1 link. <u>CHECK1</u>



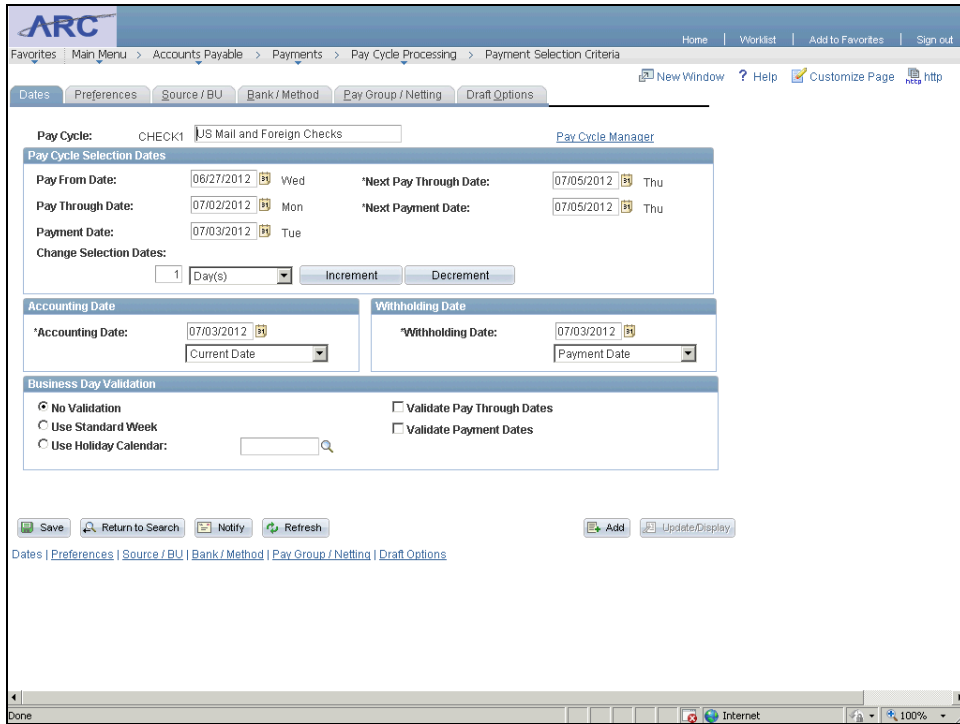
Step	Action
6.	Click the Search button. 

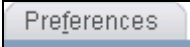
The screenshot displays the 'ARC' Pay Cycle Manager interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below this is a breadcrumb trail: 'Favorites | Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Payment Selection Criteria'. A secondary navigation bar includes 'Dates', 'Preferences', 'Source / BU', 'Bank / Method', 'Pay Group / Netting', and 'Draft Options'. The main content area is titled 'Pay Cycle: CHECK1 US Mail and Foreign Checks' with a 'Pay Cycle Manager' link. It is divided into several sections:

- Pay Cycle Selection Dates:** Contains fields for 'Pay From Date' (06/27/2012, Wed), 'Pay Through Date' (07/02/2012, Mon), 'Payment Date' (07/03/2012, Tue), '*Next Pay Through Date' (07/05/2012, Thu), and '*Next Payment Date' (07/05/2012, Thu). It also has a 'Change Selection Dates' section with a dropdown set to '1 Day(s)' and 'Increment/Decrement' buttons.
- Accounting Date:** Features '*Accounting Date' (07/03/2012) and a 'Current Date' dropdown.
- Withholding Date:** Features '*Withholding Date' (07/03/2012) and a 'Payment Date' dropdown.
- Business Day Validation:** Includes radio buttons for 'No Validation' (selected), 'Use Standard Week', and 'Use Holiday Calendar'. There is also a search box. Checkboxes for 'Validate Pay Through Dates' and 'Validate Payment Dates' are present.

 At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'. A breadcrumb trail at the very bottom reads: 'Dates | Preferences | Source / BU | Bank / Method | Pay Group / Netting | Draft Options'. The browser's status bar at the bottom shows 'Done' and 'Internet' with a 100% zoom level.

Step	Action
7.	Adjust any dates or options as necessary on the 6 Pay Cycle Options tabs.



Step	Action
8.	Click the Preferences tab. 

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Payment Selection Criteria

New Window | Help | Customize Page | http

Dates | Preferences | Source / BU | Bank / Method | Pay Group / Netting | Draft Options

Pay Cycle: CHECK1 US Mail and Foreign Checks

Pay From Date: 06/27/2012 Pay Through Date: 07/02/2012 Payment Date: 07/03/2012

General Options

Use Vendor Pay Group Include Lost Discount
 Process EFT/ACH Pre-Note Process Bank Charges
 Print LC Advice Calculate Value Date
 Automatic Increment Dates Use Recipient's Pref. Lang.
 Email Payment Advice Suppress Zero Amount Check
 Financial Sanctions list edit

Report Output: Crystal Check
Preferred Language: English
*Approval: User Approval

*Netting Option: Not Applicable
*Step Group: Columbia Columbia Pay Cycle Steps

Credit Options

Credit Vouchers: Process When DRs >= CRs
*Date Limit: No Date Limit

Notification

Payment Error User ID:
Payment Advice User ID:

Bank Replacement Rule

SetID: Rule Name:

Check Payment Message

Message:

Save | Return to Search | Notify | Refresh | Add | Update/Display

Dates | Preferences | Source / BU | Bank / Method | Pay Group / Netting | Draft Options

Step	Action
9.	Verify the selected options.

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Payment Selection Criteria

New Window | Help | Customize Page | http

[Dates](#) | [Preferences](#) | [Source / BU](#) | [Bank / Method](#) | [Pay Group / Netting](#) | [Draft Options](#)

Pay Cycle: CHECK1 US Mail and Foreign Checks
Pay From Date: 06/27/2012 **Pay Through Date:** 07/02/2012 **Payment Date:** 07/03/2012

General Options
 Use Vendor Pay Group Include Lost Discount
 Process EFT/ACH Pre-Note Process Bank Charges
 Print LC Advice Calculate Value Date
 Automatic Increment Dates Use Recipient's Pref. Lang.
 Email Payment Advice Suppress Zero Amount Check
 Financial Sanctions list edit

Credit Options
Credit Vouchers: Process When DRs >= CRs
***Date Limit:** No Date Limit

Notification
Payment Error User ID:
Payment Advice User ID:


Bank Replacement Rule
SetID: **Rule Name:**

Report Output: Crystal Check
Preferred Language: English
***Approval:** User Approval
***Netting Option:** Not Applicable
***Step Group:** Columbia Columbia Pay Cycle Steps

Check Payment Message
Message:

Save | Return to Search | Notify | Refresh | Add | Update/Display

[Dates](#) | [Preferences](#) | [Source / BU](#) | [Bank / Method](#) | [Pay Group / Netting](#) | [Draft Options](#)

Step	Action
10.	Click the Source / BU tab. 

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Payment Selection Criteria

[Dates](#) | [Preferences](#) | [Source / BU](#) | [Bank / Method](#) | [Pay Group / Netting](#) | [Draft Options](#)

Pay Cycle: CHECK1 US Mail and Foreign Checks
 Pay From Date: 06/27/2012 Pay Through Date: 07/02/2012 Payment Date: 07/03/2012

[Customize](#) | [Find](#) | [View All](#) | [Print](#) | First 1 of 1 Last

Process	Source Transaction	Description	
<input checked="" type="checkbox"/>	VCHR	Accounts Payable Vouchers	+ -

Business Unit

[Customize](#) | [Find](#) | [View All](#) | [Print](#) | First 1-2 of 2 Last

Process	Business Unit	Description	
<input checked="" type="checkbox"/>	COLUM	Columbia University	+ -
<input checked="" type="checkbox"/>	CUBUS	HR PAC AP Business Unit	+ -

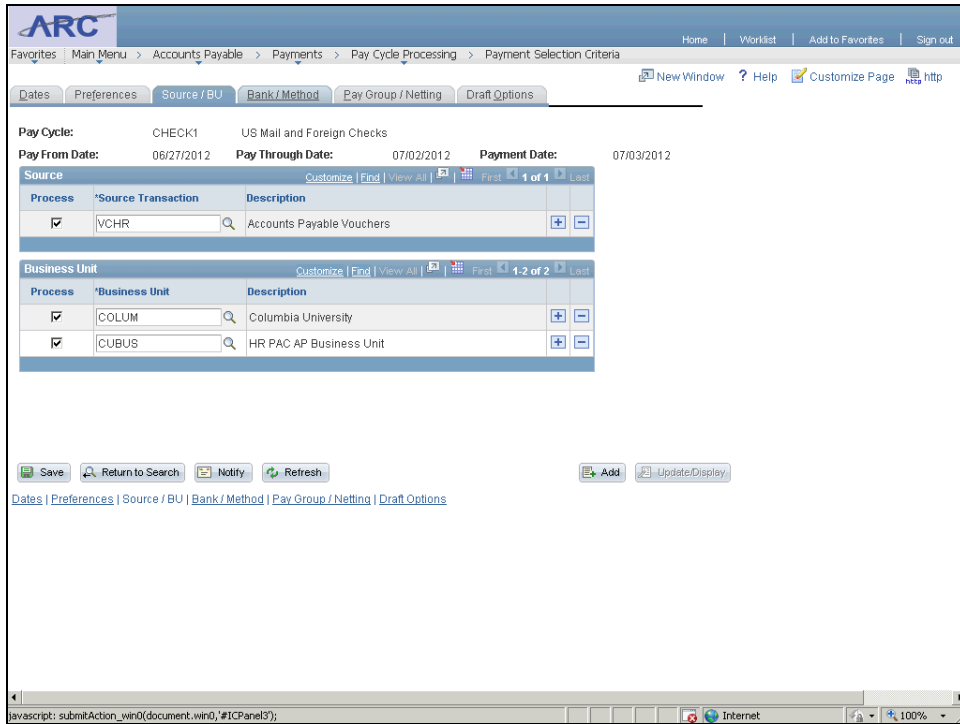
[Save](#) | [Return to Search](#) | [Notify](#) | [Refresh](#) | [Add](#) | [Update-Display](#)


[Dates](#) | [Preferences](#) | [Source / BU](#) | [Bank / Method](#) | [Pay Group / Netting](#) | [Draft Options](#)

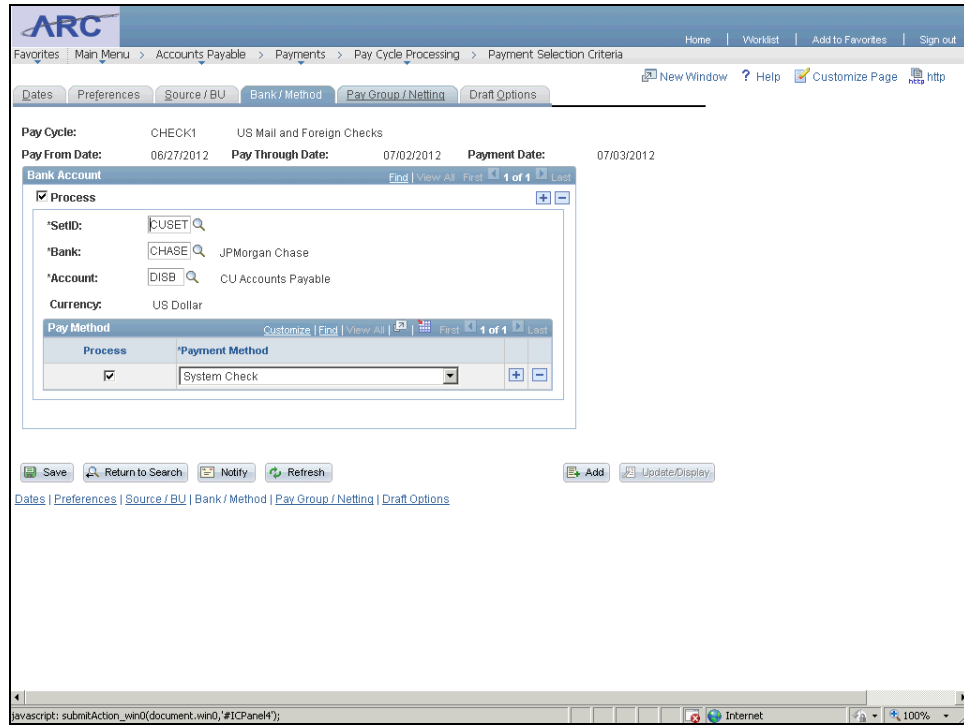
javascript: submitAction_win0(document_win0, #ICPanel3);

Internet 100%

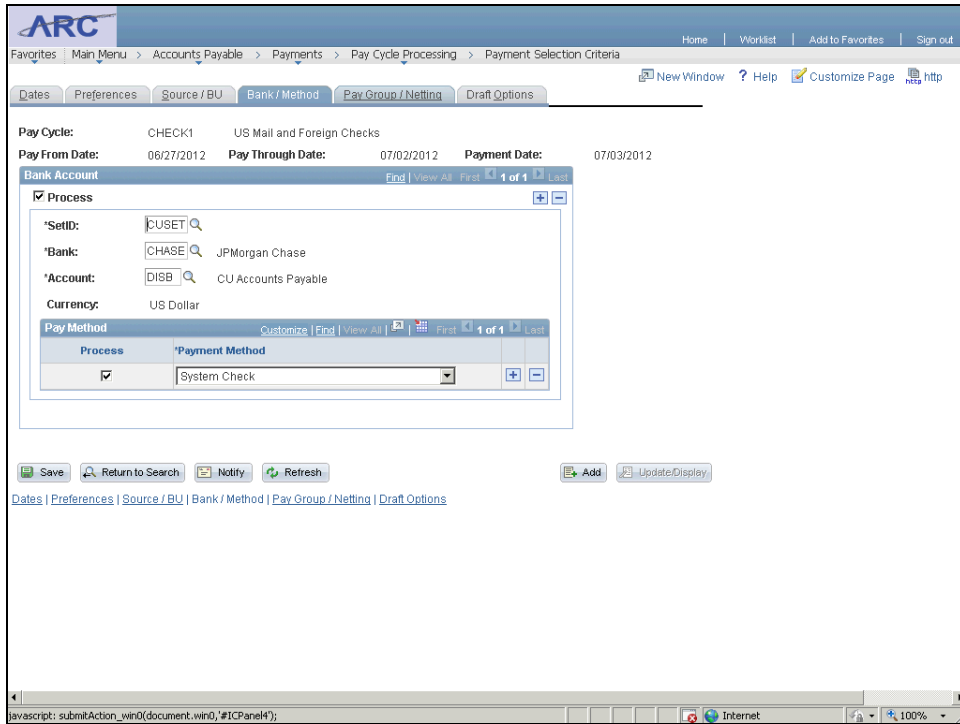
Step	Action
11.	Verify the selected options.




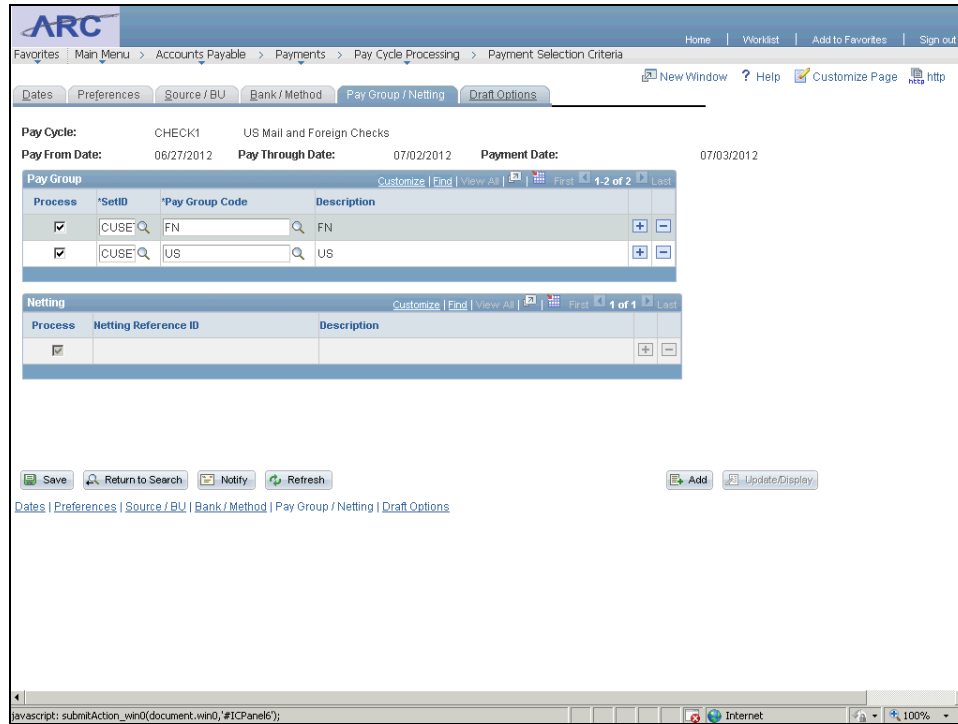
Step	Action
12.	Click the Bank / Method tab. 



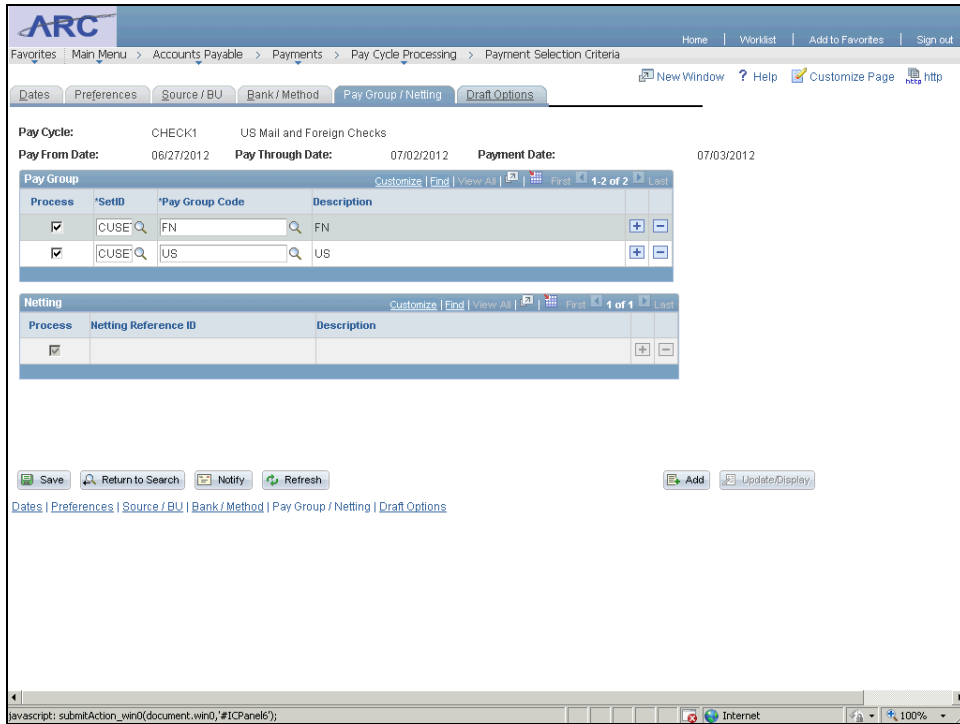
Step	Action
13.	Verify the selected options.

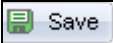


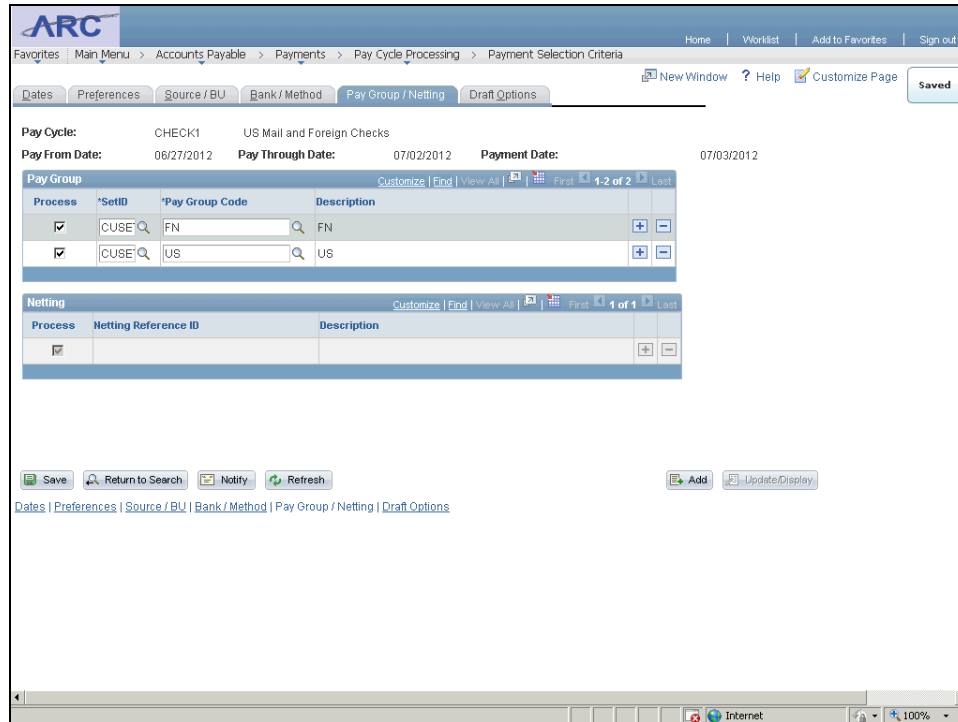
Step	Action
14.	Click the Pay Group / Netting tab. 




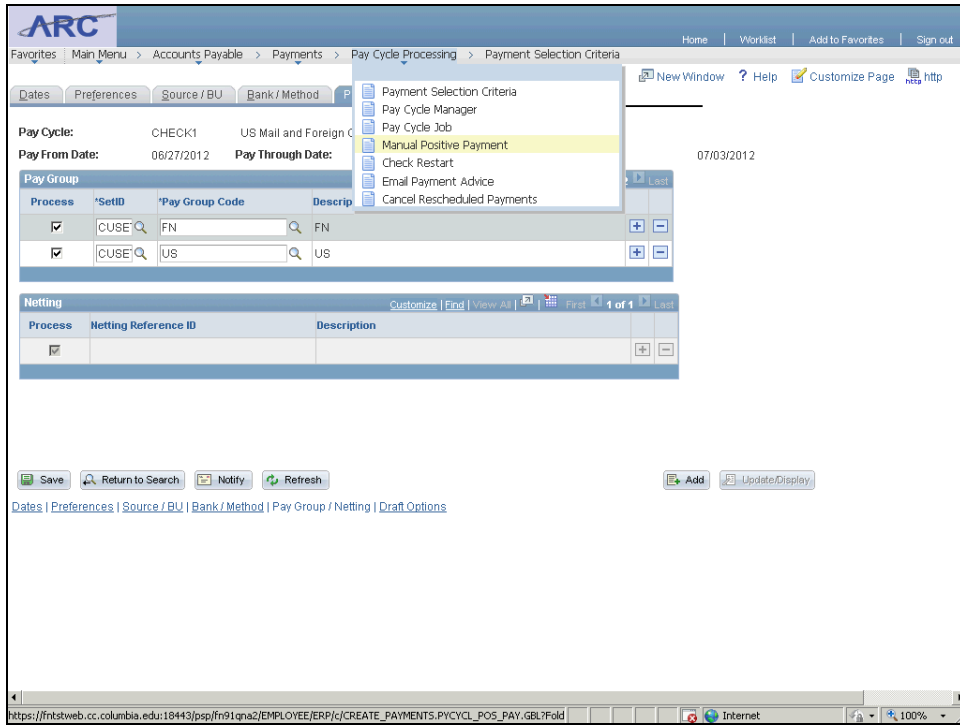
Step	Action
15.	Verify the selected options.





Step	Action
16.	Click the Save button. 



Step	Action
17.	Now, we will navigate to the Pay Cycle Manager. Click the Pay Cycle Processing button. 



Step	Action
18.	Click the Pay Cycle Manager menu. 

Step	Action
19.	Click the Process button. 

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager

New Window | Help | Customize Page | Saved

Pay Cycle Manager

Pay Cycle: CHECK1 US Mail and Foreign Checks

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

Pay Cycle Status

Status: Running [Refresh](#) [Process Monitor](#)

Pay From Date: 08/27/2012

Pay Through Date: 07/02/2012

Payment Date: 07/03/2012

Schedule Payments Selected: 0 [Summary](#) [Details](#)

Pay Cycle Reset

Server: [Reset](#)

Pay Cycle Exceptions

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

Pay Cycle Results Customize | Find | View All | First | 1 of 1

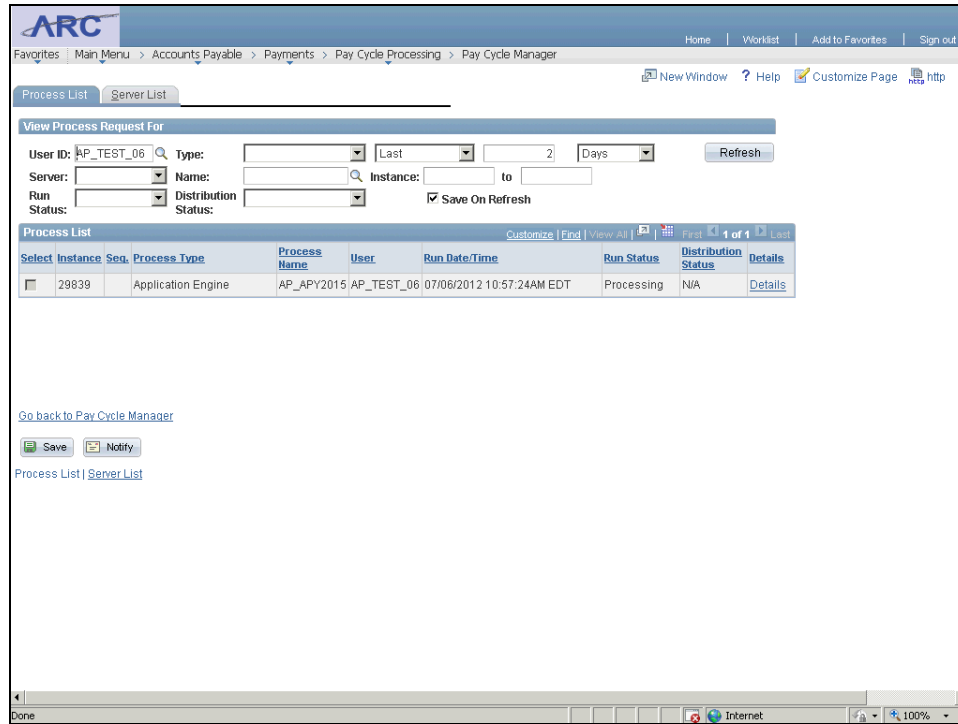
Main Information | Additional Info

Process	Recreate Pos Pay	Description	Bank	Account	Status	Server Name	Output Type	Output Destination
Process	Recreate Pos Pay	Produce Positive Payment File	CHASE	DISB	Completed	PSUNX	File	/app/psoft/interfaces/m91_qna2/out/

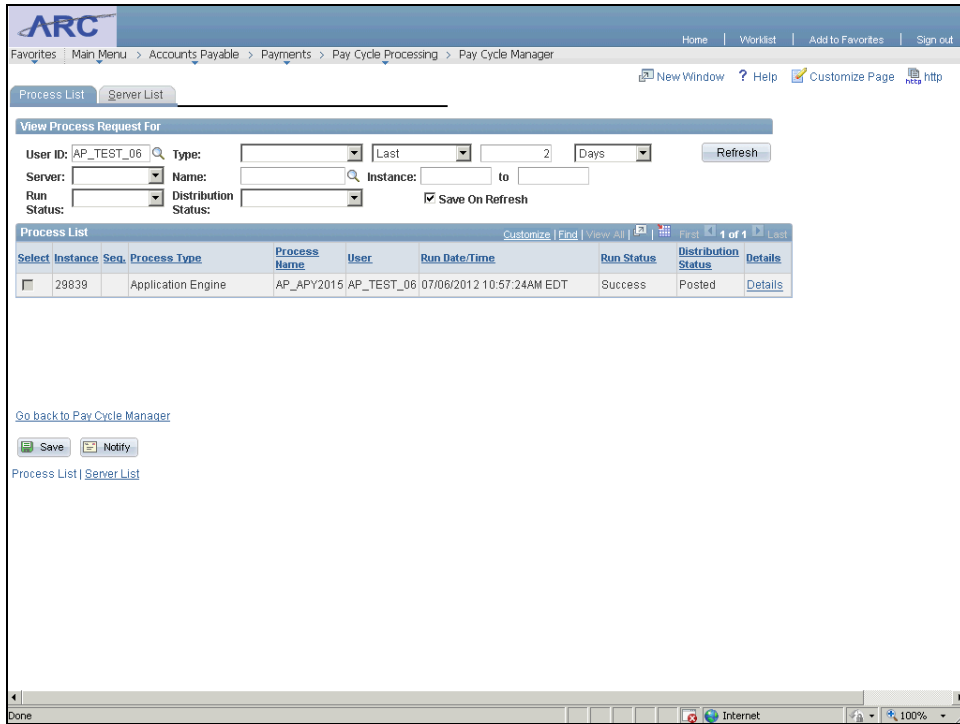
[Save](#) [Return to Search](#) [Notify](#)

Done | Internet | 100%

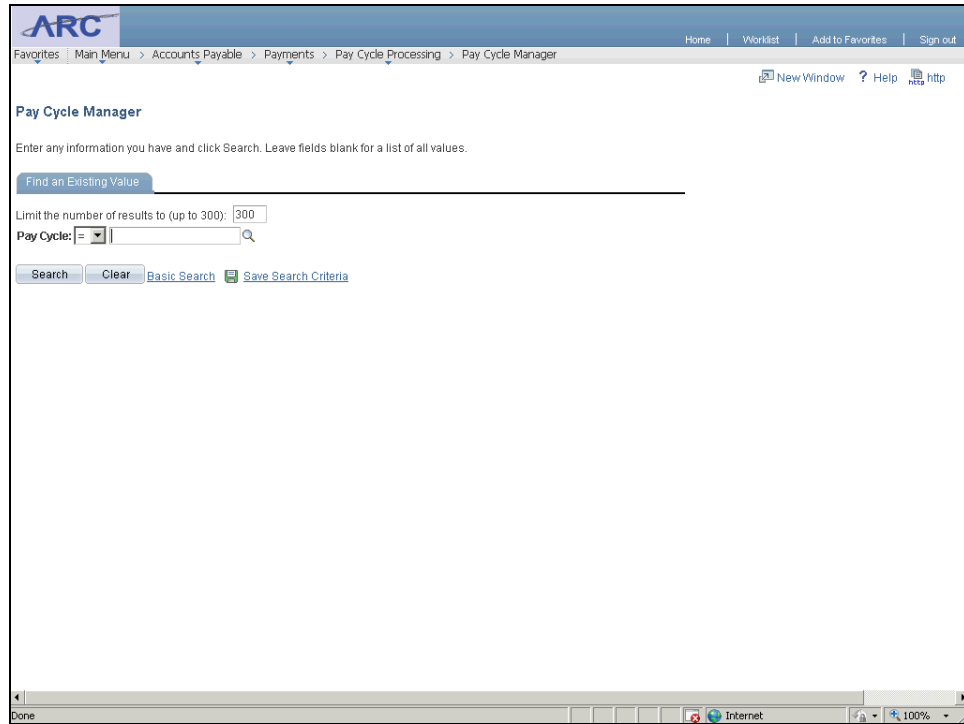
Step	Action
20.	Click the Process Monitor link. Process Monitor




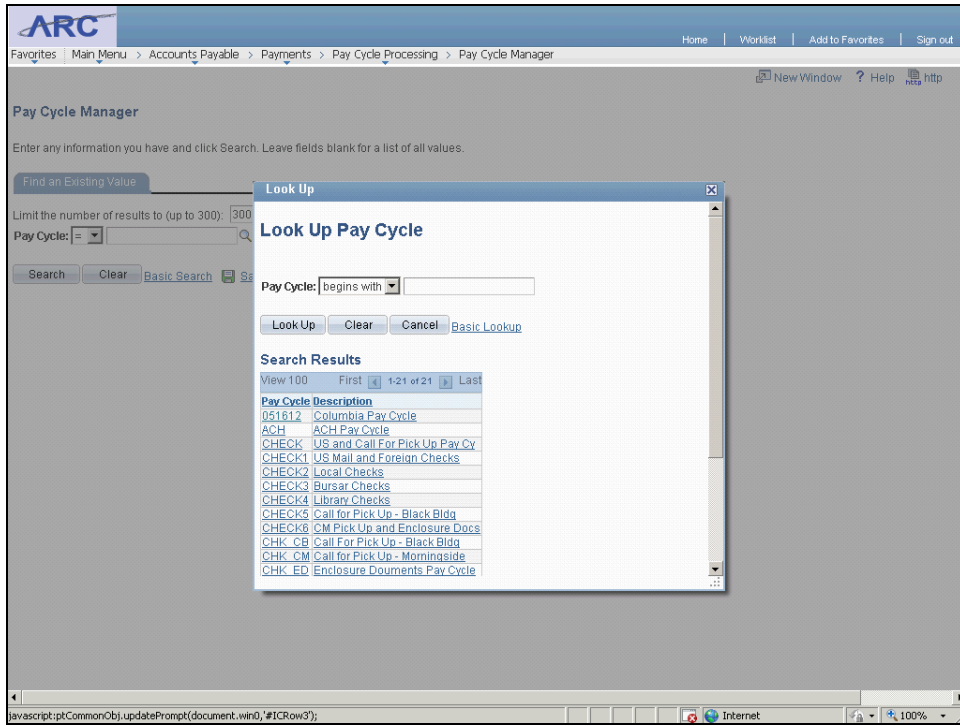
Step	Action
21.	Click the Refresh button until the Run Status is "Success" and the Distribution Status is "Posted". <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Refresh</div>



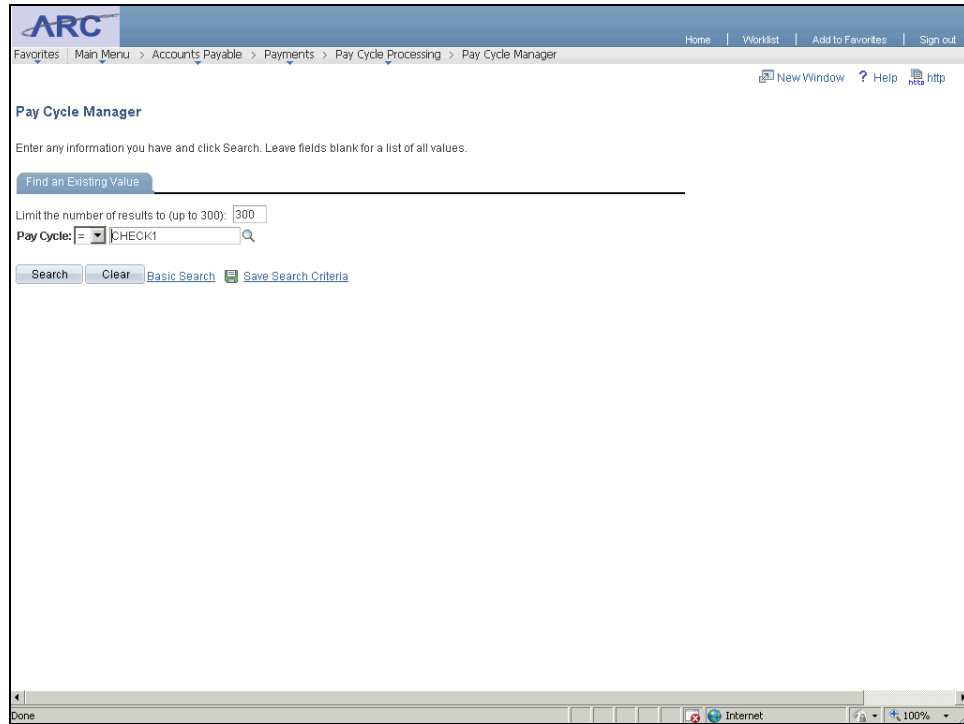
Step	Action
22.	Click the Go back to Pay Cycle Manager link. Go back to Pay Cycle Manager

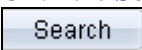


Step	Action
23.	Click the Look up Pay Cycle (Alt+5) button. 



Step	Action
24.	Click the CHECK1 link. CHECK1



Step	Action
25.	Click the Search button. 

Step	Action
26.	Click the Details link. Details

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager

New Window | Help | Customize Page | http

Pay Cycle Details

Pay Cycle Data

Pay Cycle: US Mail and Foreign Checks [Pay Cycle Summary](#) [Pay Cycle Manager](#)

Business Unit: Advice ID: Invoice:

Vendor SetID: Remit Vendor: Address: Location:

Bank SetID: Bank Code: Bank Account: Method:

Payment Handling: Payment Currency:

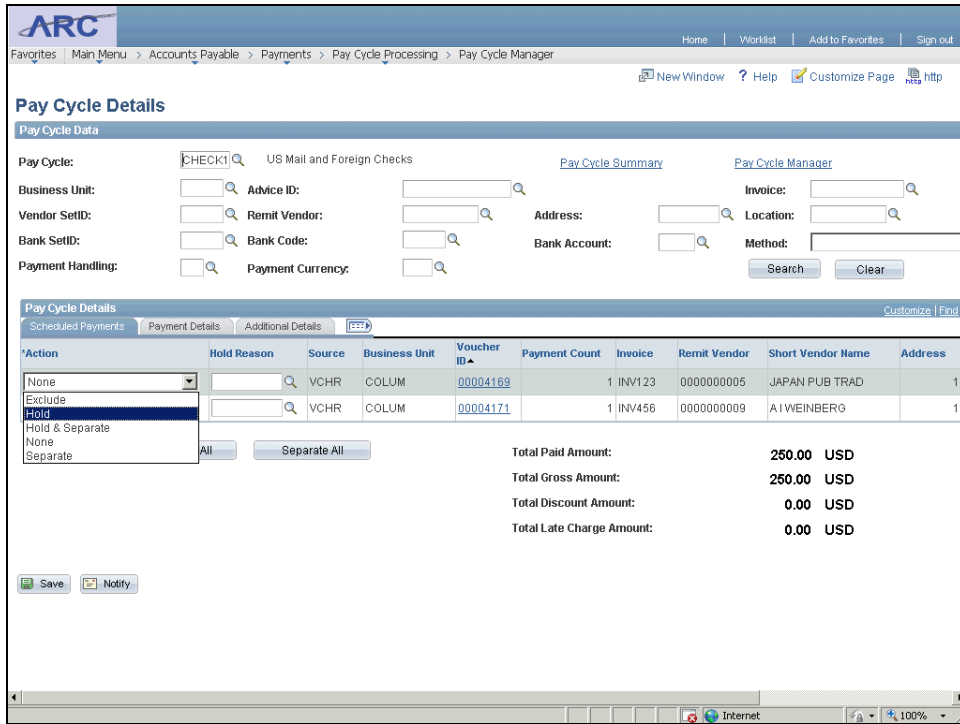
Pay Cycle Details Customize | End

Schedule Payments | Payment Details | Additional Details

Action	Hold Reason	Source	Business Unit	Voucher ID	Payment Count	Invoice	Remit Vendor	Short Vendor Name	Address
None	<input type="text"/>	VCHR	COLUM	00004169	1	INV123	0000000005	JAPAN PUB TRAD	1
None	<input type="text"/>	VCHR	COLUM	00004171	1	INV456	0000000009	AI WEINBERG	1

Total Paid Amount: **250.00 USD**
 Total Gross Amount: **250.00 USD**
 Total Discount Amount: **0.00 USD**
 Total Late Charge Amount: **0.00 USD**

Step	Action
27.	Once on this page, you can select different actions on a particular voucher by clicking the Action menu. <input type="text" value="None"/>



Step	Action
28.	<p>These are the available options for each voucher. By selecting Exclude, this voucher will be excluded from this particular Pay Cycle and will disappear after you have saved your selection.</p> <p>Putting a transaction on Hold will delay the Payment from being processed and a Hold Reason is necessary. Hold & Separate will both hold the transaction (a Hold Reason is necessary) and create separate payment for this voucher (separate is only really used when two payments are being processed to the same vendor).</p> <p>None means that no special action will be taken on this voucher, and it will be processed in this Pay Cycle.</p> <p>Separate is used when processing two payments to the same vendor and is used to indicate that you would like to create two separate payments.</p>

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager

New Window | Help | Customize Page | http

Pay Cycle Details

Pay Cycle Data

Pay Cycle: US Mail and Foreign Checks [Pay Cycle Summary](#) [Pay Cycle Manager](#)

Business Unit: Advice ID: Invoice:

Vendor SetID: Remit Vendor: Address: Location:

Bank SetID: Bank Code: Bank Account: Method:

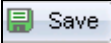
Payment Handling: Payment Currency:

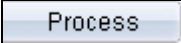
Pay Cycle Details Customize | End

Schedule Payments | Payment Details | Additional Details

Action	Hold Reason	Source	Business Unit	Voucher ID	Payment Count	Invoice	Remit Vendor	Short Vendor Name	Address
None	<input type="text"/>	VCHR	COLUM	00004169	1	INV123	0000000005	JAPAN PUB TRAD	1
None	<input type="text"/>	VCHR	COLUM	00004171	1	INV456	0000000009	AI WEINBERG	1

Total Paid Amount: **250.00 USD**
 Total Gross Amount: **250.00 USD**
 Total Discount Amount: **0.00 USD**
 Total Late Charge Amount: **0.00 USD**

Step	Action
29.	Click the Save button. 

Step	Action
30.	Click the Process button. 

Step	Action
31.	Click the Process Monitor link. Process Monitor

The screenshot shows the ARC Pay Cycle Manager interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below this is a breadcrumb trail: 'Favorites | Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager'. The main content area has two tabs: 'Process List' (selected) and 'Server List'. Below the tabs is a 'View Process Request For' form with fields for 'User ID' (AP_TEST_06), 'Type', 'Last', 'Days' (2), 'Refresh', 'Server', 'Name', 'Instance', 'Run Status', and 'Distribution Status'. A 'Save On Refresh' checkbox is checked. Below the form is a 'Process List' table with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains four rows of data. Below the table are links for 'Go back to Pay Cycle Manager', 'Save', and 'Notify'. At the bottom, there are links for 'Process List' and 'Server List'.

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	29842		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 11:04:50AM EDT	Queued	N/A	Details
<input type="checkbox"/>	29841		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 11:02:07AM EDT	Success	Posted	Details
<input type="checkbox"/>	29840		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 10:59:56AM EDT	Success	Posted	Details
<input type="checkbox"/>	29839		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 10:57:24AM EDT	Success	Posted	Details

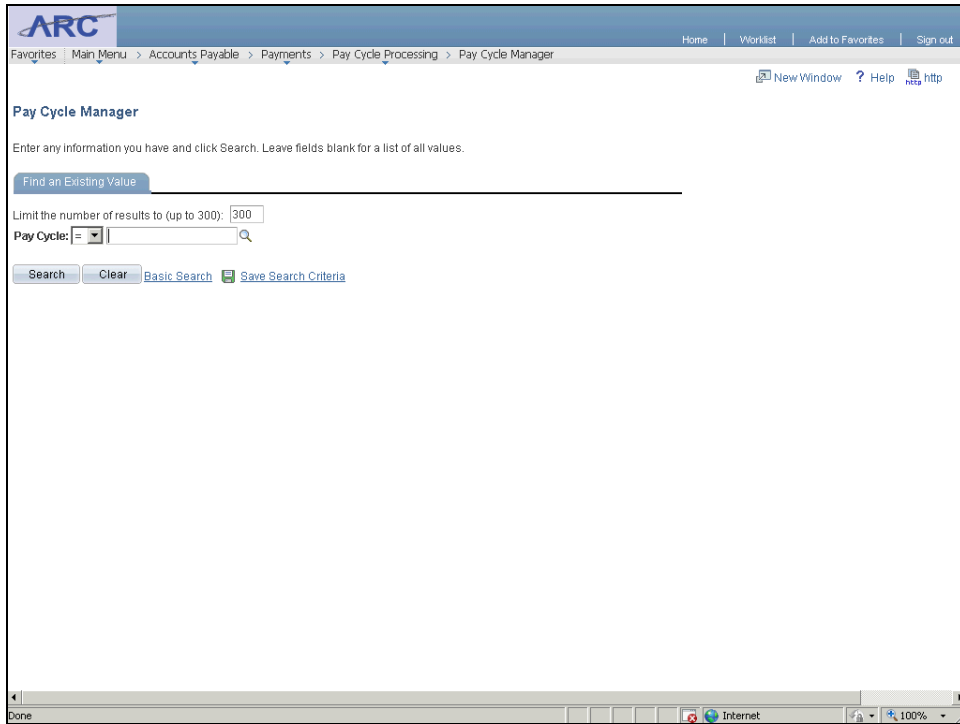
Step	Action
32.	<p>Click the Refresh button until the Run Status is "Success" and the Distribution Status is "Posted". Click the Refresh button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">Refresh</div>


The screenshot shows the ARC Pay Cycle Manager interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below this is a breadcrumb trail: 'Favorites | Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager'. The main content area has two tabs: 'Process List' (selected) and 'Server List'. Below the tabs is a 'View Process Request For' section with search filters for User ID (AP_TEST_06), Type, Last, Days (2), Server, Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is present. Below the filters is a 'Process List' table with the following data:

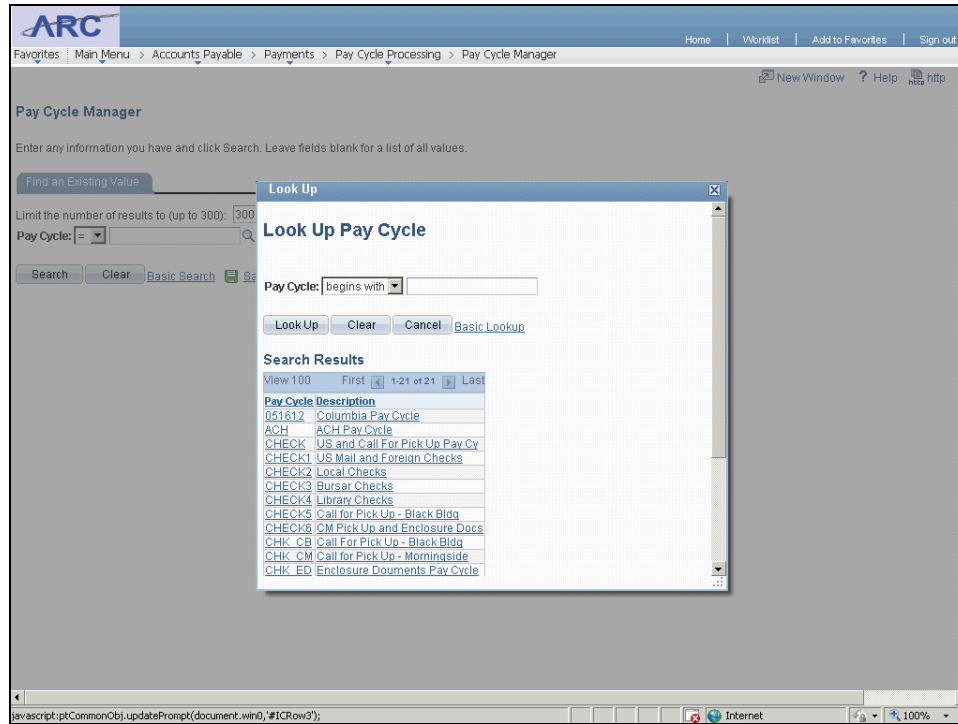
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	29842		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 11:04:50AM EDT	Success	N/A	Details
<input type="checkbox"/>	29841		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 11:02:07AM EDT	Success	Posted	Details
<input type="checkbox"/>	29840		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 10:59:56AM EDT	Success	Posted	Details
<input type="checkbox"/>	29839		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 10:57:24AM EDT	Success	Posted	Details

Below the table, there is a link 'Go back to Pay Cycle Manager', 'Save' and 'Notify' buttons, and another 'Process List | Server List' link. The browser's address bar shows 'Internet' and the status bar shows 'Done'.

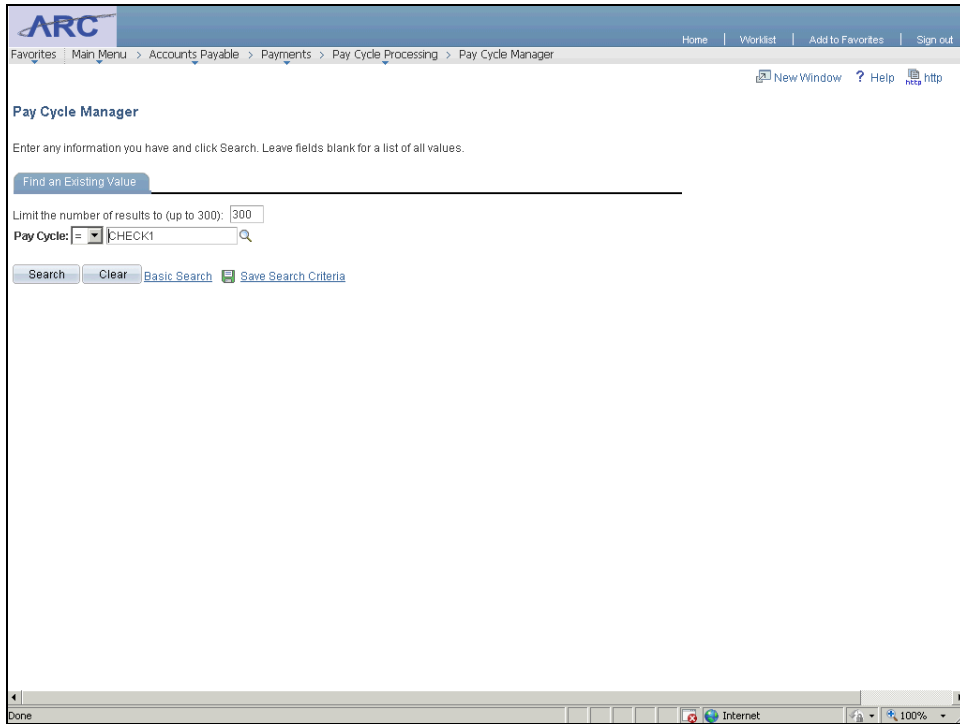
Step	Action
33.	Click the Go back to Pay Cycle Manager link. Go back to Pay Cycle Manager

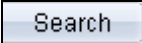


Step	Action
34.	Click the Look up Pay Cycle (Alt+5) button. 

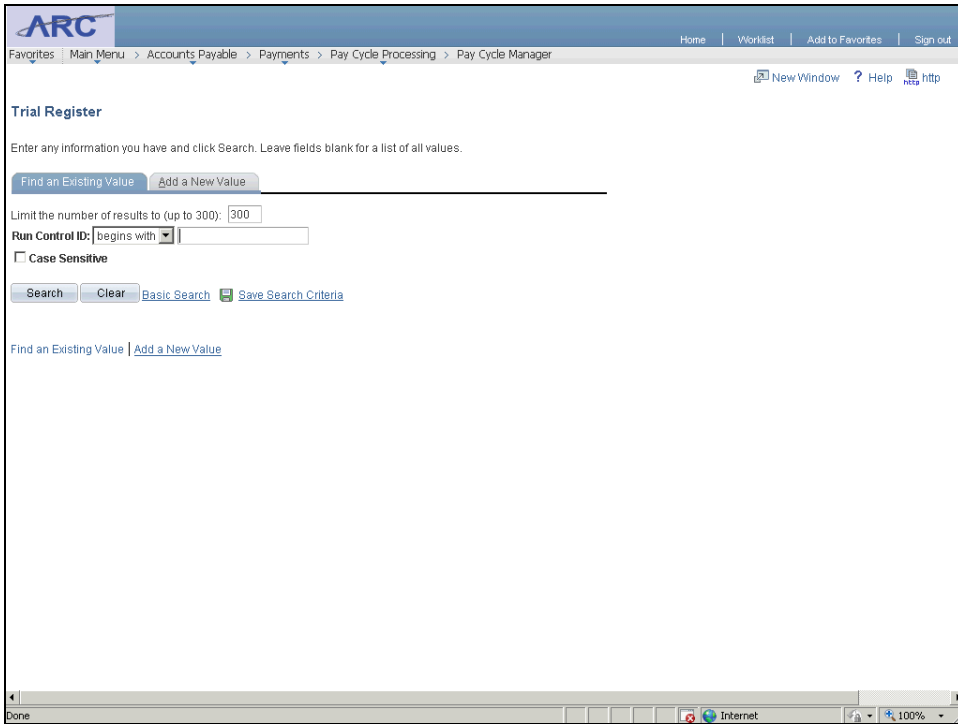



Step	Action
35.	Click the CHECK1 link. CHECK1

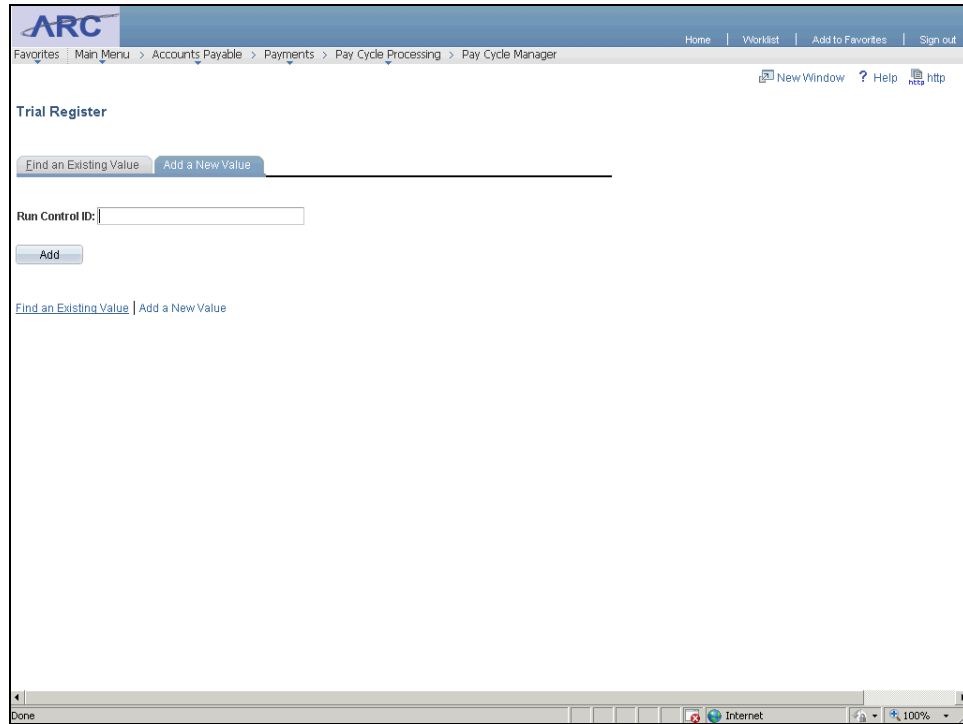


Step	Action
36.	Click the Search button. 

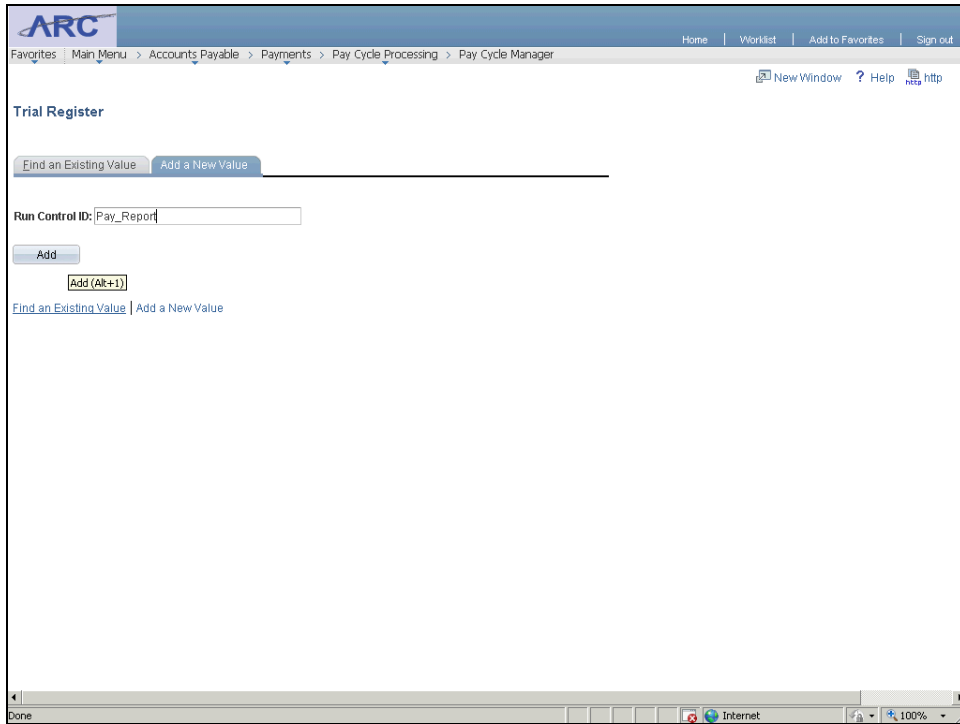
Step	Action
37.	Click the Trial Register link to see the payments being processed in this pay cycle. Trial Register

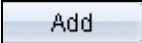


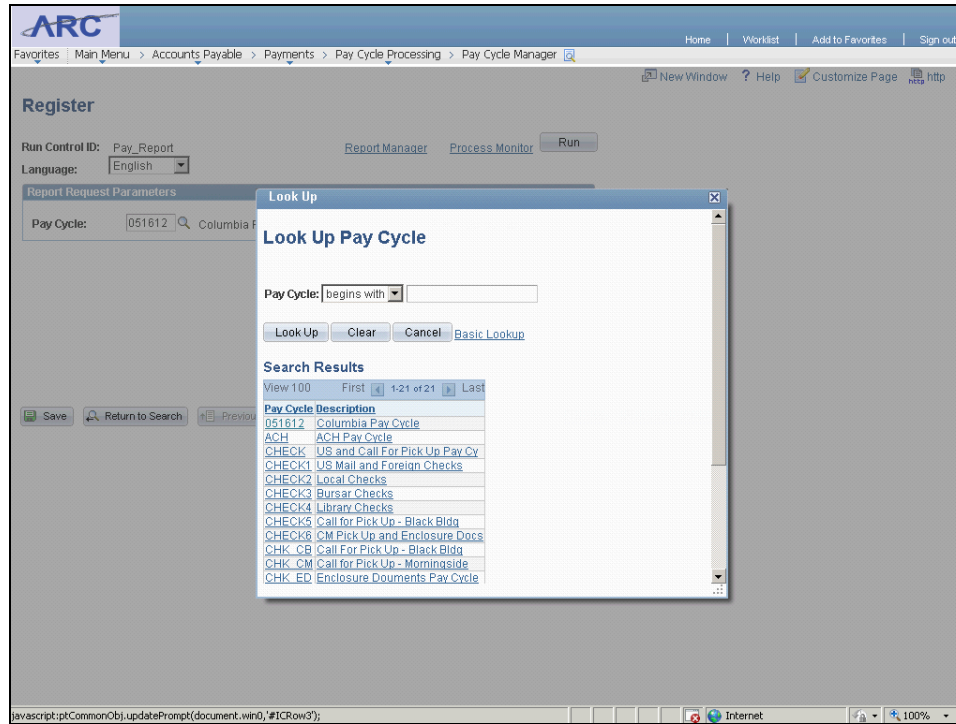
Step	Action
38.	Click the Add a New Value tab. 



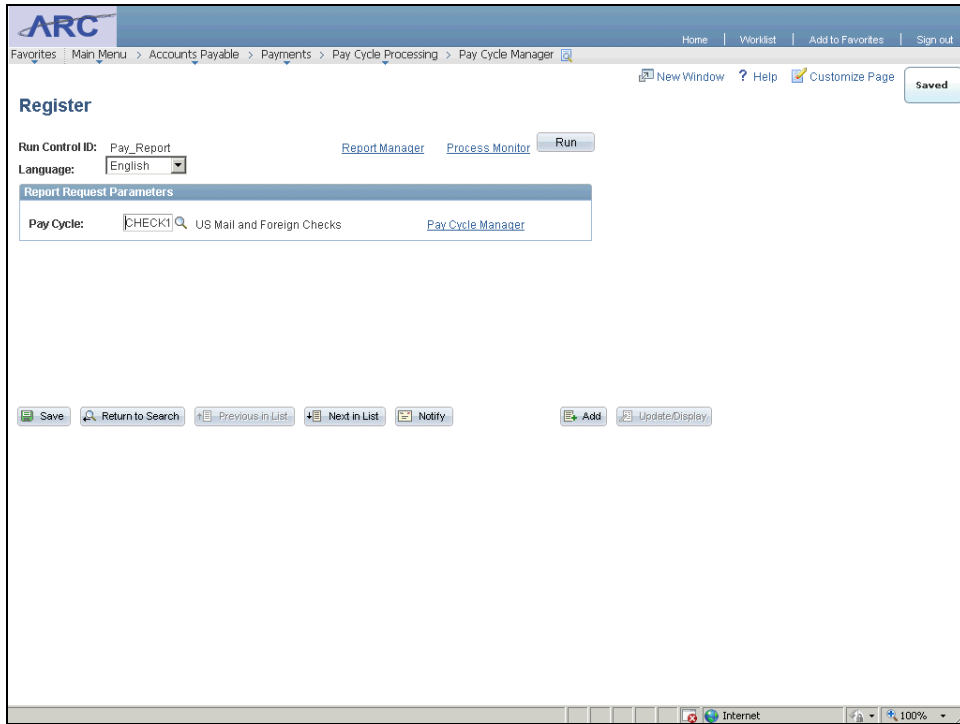
Step	Action
39.	Enter the desired information into the Run Control ID field. The Run Control ID is a way to identify the report in the future. Enter " Pay_Report ".

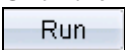


Step	Action
40.	Click the Add button. 



Step	Action
41.	Look up the pay cycle for which you want to run the report. Click the CHECK1 link. CHECK1



Step	Action
42.	Click the Run button. 

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager

New Window | Help | Customize Page | http

Process Scheduler Request

User ID: AP_TEST_06 Run Control ID: Pay_Report

Server Name: PSNT Run Date: 07/06/2012

Recurrence: Run Time: 11:06:42AM [Reset to Current Date/Time](#)

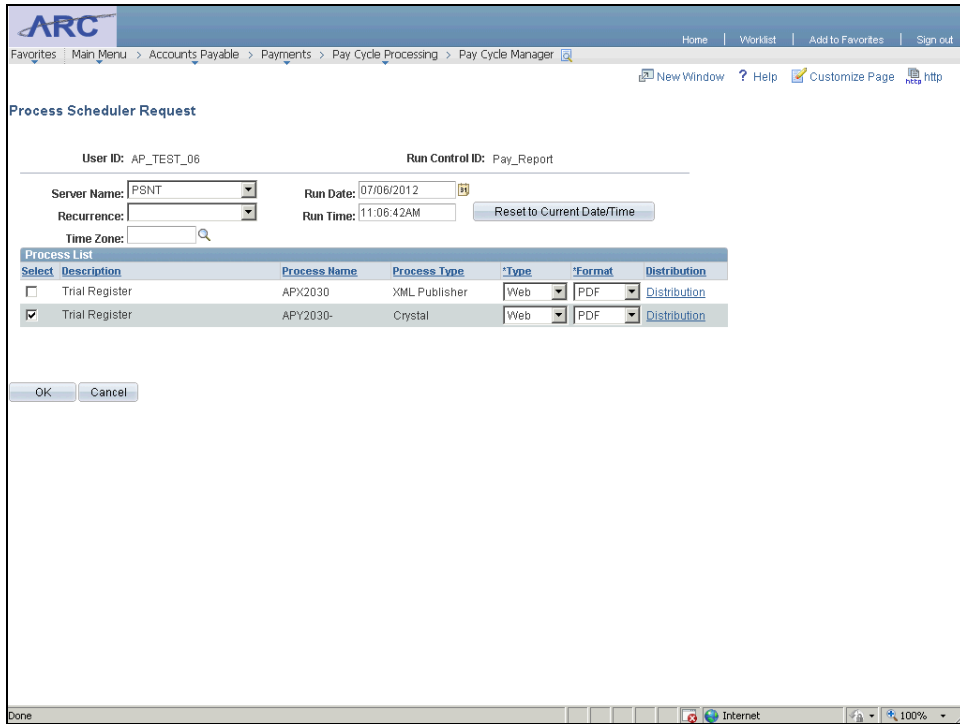
Time Zone:

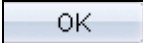
Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Trial Register	APX2030	XML Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Trial Register	APY2030-	Crystal	Web	PDF	Distribution

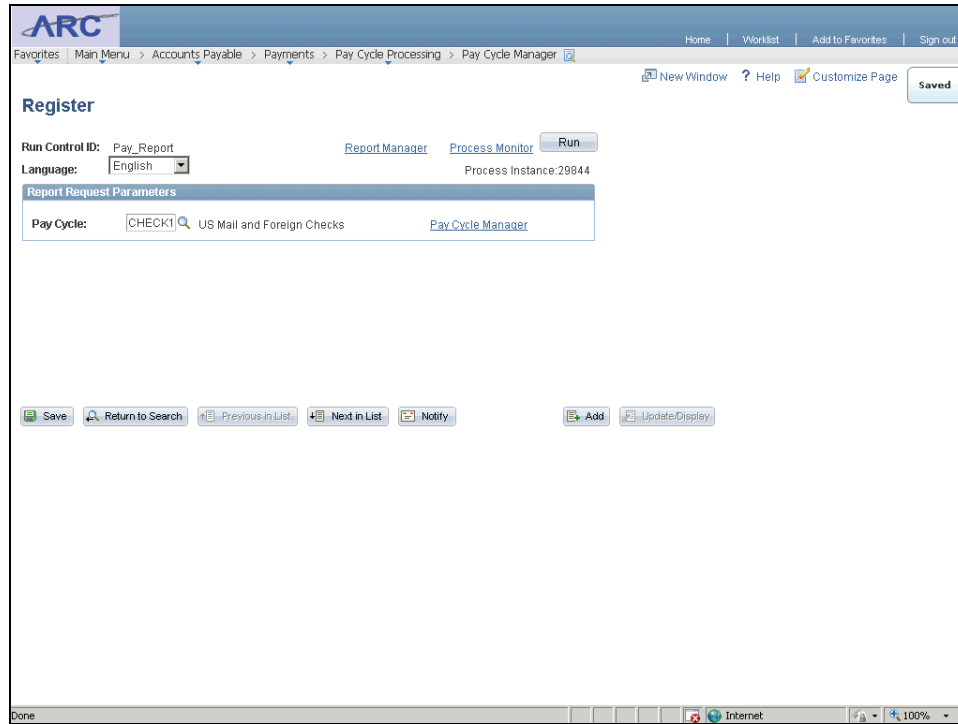
OK Cancel

Done Internet 100%

Step	Action
43.	Click the box next to the Crystal process type. <input type="checkbox"/>



Step	Action
44.	Click the OK button. 



Step	Action
45.	Click the Process Monitor link. Process Monitor

The screenshot shows the ARC Pay Cycle Manager interface. At the top, there is a navigation menu with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the navigation, there are tabs for 'Process List' and 'Server List'. The main area is titled 'View Process Request For' and contains search filters for 'User ID', 'Type', 'Server', 'Name', 'Instance', 'Run Status', and 'Distribution Status'. A 'Refresh' button is located to the right of the search filters. Below the filters is a table titled 'Process List' with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	29844		Crystal	APY2030-	AP_TEST_06	07/06/2012 11:06:42AM EDT	Queued	N/A	Details
<input type="checkbox"/>	29842		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 11:04:50AM EDT	Success	Posted	Details
<input type="checkbox"/>	29841		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 11:02:07AM EDT	Success	Posted	Details
<input type="checkbox"/>	29840		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 10:59:56AM EDT	Success	Posted	Details
<input type="checkbox"/>	29839		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 10:57:24AM EDT	Success	Posted	Details

Below the table, there are links for 'Go back to Trial Register', 'Save', and 'Notify'. At the bottom, there are links for 'Process List' and 'Server List'.

Step	Action
46.	Click the Refresh button until the Run Status is "Success" and the Distribution Status is "Posted". <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Refresh</div>

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager

New Window | Help | Customize Page | http

Process List | Server List

View Process Request For

User ID: AP_TEST_06 Type: [] Last [] 2 Days Refresh

Server: [] Name: [] Instance: [] to []

Run Status: [] Distribution Status: [] Save On Refresh

Process List

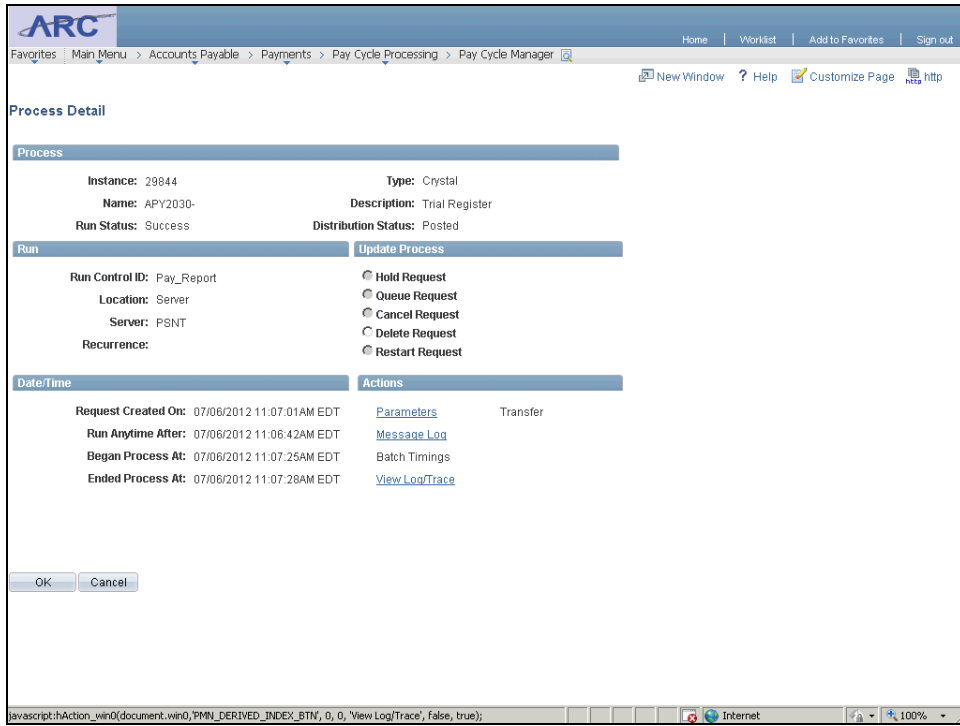
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	29844		Crystal	APY2030-	AP_TEST_06	07/06/2012 11:06:42AM EDT	Queued	N/A	Details
<input type="checkbox"/>	29842		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 11:04:50AM EDT	Success	Posted	Details
<input type="checkbox"/>	29841		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 11:02:07AM EDT	Success	Posted	Details
<input type="checkbox"/>	29840		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 10:59:56AM EDT	Success	Posted	Details
<input type="checkbox"/>	29839		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 10:57:24AM EDT	Success	Posted	Details

Go back to Trial Register

Save Notify

Process List | Server List

Step	Action
47.	Click the Details link. Details



Step	Action
48.	Click the View Log/Trace link. View Log/Trace

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager

New Window | Help | Customize Page | http

View Log/Trace

Report

Report ID: 26813 Process Instance: 29844 [Message Log](#)
 Name: APY2030- Process Type: Crystal
 Run Status: Success

Trial Register

Distribution Details

Distribution Node: fndeweb Expiration Date: 07/20/2012

File List

Name	File Size (bytes)	Datetime Created
APY2030- 29844.PDF	46,541	07/06/2012 11:07:28.887903AM EDT
CRWV_APY2030- 29844.log	0	07/06/2012 11:07:28.887903AM EDT
rssalltrace.txt	520	07/06/2012 11:07:28.887903AM EDT

Distribute To

Distribution ID Type	Distribution ID
User	AP_TEST_06

[Return](#)

https://fntstweb.cc.columbia.edu:28443/psreports/fn91qna2/26813/CRWV_APY2030-_29844.log

Step	Action
49.	Click the link that ends in ".PDF". Click the APY2030-_29844.PDF link. APY2030- 29844.PDF


Oracle Report ID: APY2030 PeopleSoft Accounts Payable AP TRIAL PAYMENT REGISTER Page No. 1
Run Date 7/6/2012 Run Time 11:07:25 AM

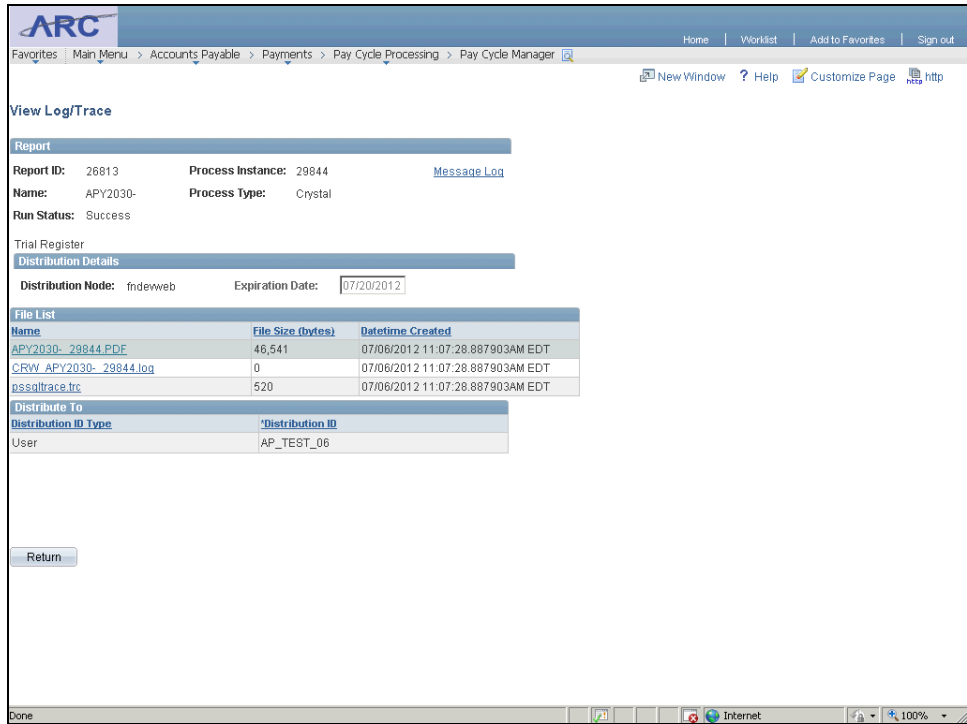
Payment Cycle: CHECK1 455-250162

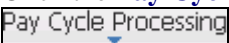
Bank Account: CHASE DISB 021309379 455-250162 Swift Code 021309379

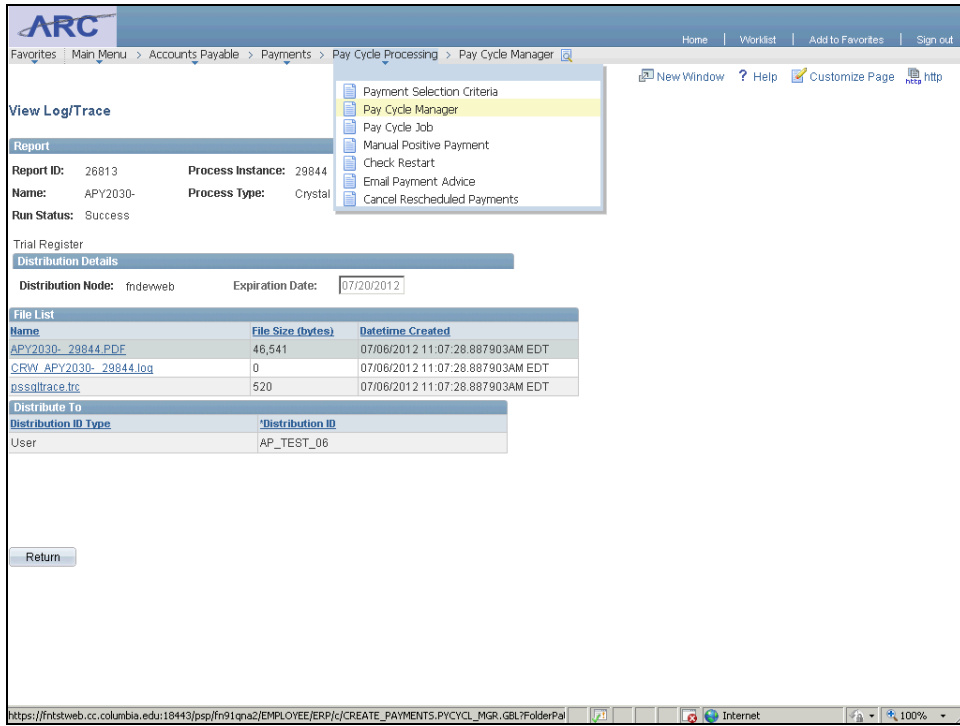
Non-UJWPA Vendor: 3280 Broadway New York NY 10027 USA
CHK Amount: 25.00


Advice ID	Invoice	Payment Ref	Advice Date	Due Date	Disc. Due Date	Amount	Discount	Late Charges	Net Amount	Curr.
00017371	US-CFPU	0000000433	Jun/22/2012	Jun/22/2012		450.00	0.00	0.00	450.00	USD
00017417	DomPOVch	0000000433	Jun/25/2012	Jun/25/2012		225.00	0.00	0.00	225.00	USD
00017459	TestRegWF	0000000433	Jun/26/2012	Jun/26/2012		250.00	0.00	0.00	250.00	USD

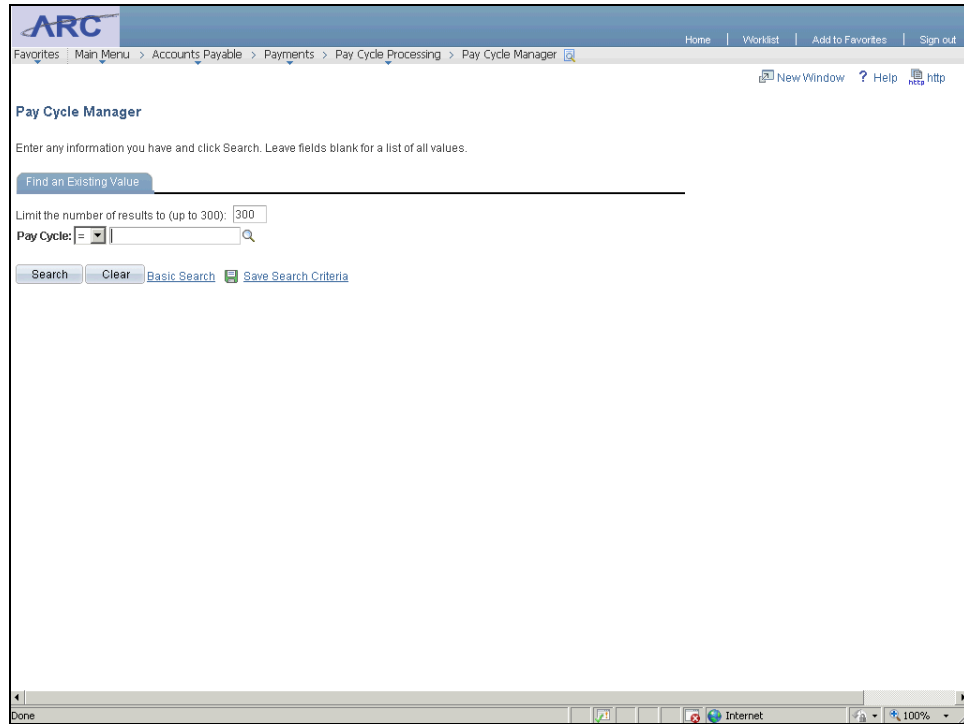
Step	Action
50.	View the report and when you're finished, click the Close button. 




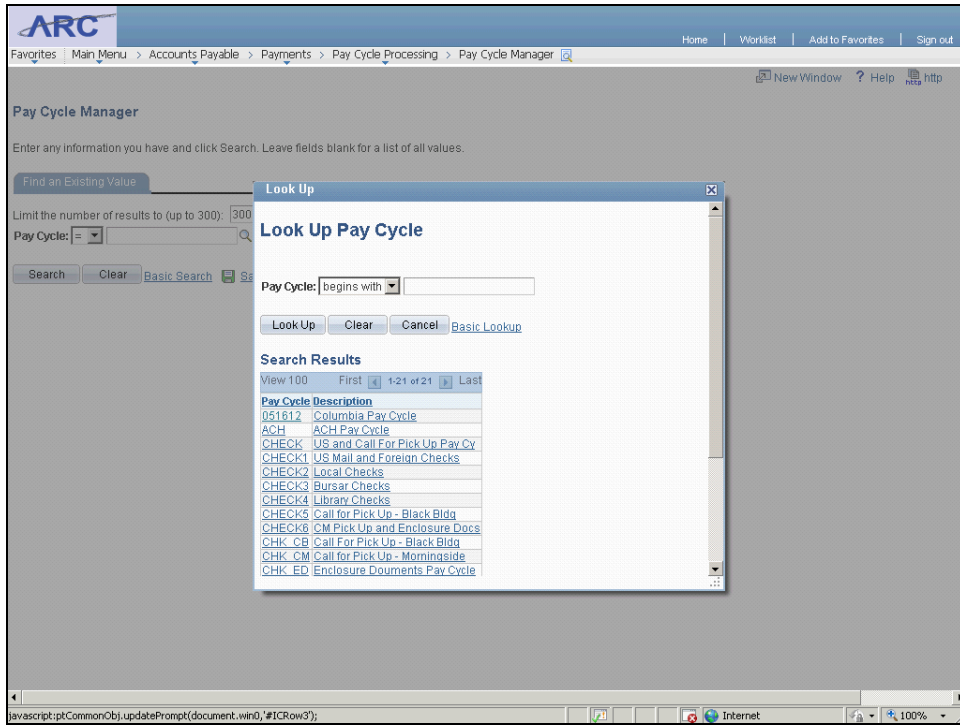
Step	Action
51.	Click the Pay Cycle Processing button to navigate back to the Pay Cycle Manager. 



Step	Action
52.	Click the Pay Cycle Manager menu. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">  </div>



Step	Action
53.	Click the Look up Pay Cycle (Alt+5) button. 



Step	Action
54.	Click the CHECK1 link. CHECK1

Step	Action
55.	Click the Approve link. Approve

Pay Cycle Approval

Pay Cycle: CHECK1 US Mail and Foreign Checks [Pay Cycle Manager](#)

Pay Cycle/Payments/Drafts

Pay Through Date: 07/02/2012 Payment Date: 07/03/2012

Scheduled Payments: 4 [Paycycle Summary](#)

Status: Created

Pay Cycle Results

Status	SetID	Bank	Account	Payment File	Form ID	Settle By	Positive Payment Form	File Copy Form	First Payment
Created	CUSET	CHASE	DISB	Checks	FILE1	Pay Cycle	POS1		0000000433

Step	Action
56.	Click the Approve button. <input type="button" value="Approve"/>

Pay Cycle Approval

Pay Cycle: CHECK1 US Mail and Foreign Checks [Pay Cycle Manager](#)

Pay Cycle/Payments/Drafts

Pay Through Date: 07/02/2012 Payment Date: 07/03/2012

Scheduled Payments: 4 [Paycycle Summary](#)

Status: Approved

Pay Cycle Results

Status	SetID	Bank	Account	Payment File	Form ID	Settle By	Positive Payment Form	File Copy Form	First Payment
Approved	CUSET	CHASE	DISB	Checks	FILE1	Pay Cycle	POS1		0000000433

Step	Action
57.	See that the Status has changed to "Approved". Click the Pay Cycle Manager link. Pay Cycle Manager

ARC Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager

New Window | Help | Customize Page | http

Pay Cycle Manager

Pay Cycle: CHECK1 US Mail and Foreign Checks

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

Pay Cycle Status

Status: Approved [Process Monitor](#)

Pay From Date: 06/01/2012

Pay Through Date: 07/02/2012

Payment Date: 07/03/2012

Schedule Payments Selected: 4 [Summary](#) [Details](#)

Pay Cycle Reset

Server:

Pay Cycle Exceptions

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

Pay Cycle Results Customize | End | View All | First | 1 of 1 | Last

Process	Description	Bank	Account	Status	Server Name	Output Type	Output Destination
<input type="button" value="Process"/>	Check File	CHASE	DISB	Approved	PSUNX	File	/app/pssoft/interfaces/fn91qna2/out

Step	Action
58.	Click the Process button. <input type="button" value="Process"/>

ARC Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager

New Window | Help | Customize Page | **Saved**

Pay Cycle Manager

Pay Cycle: CHECK1 US Mail and Foreign Checks

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

Pay Cycle Status

Status: Running [Refresh](#) [Process Monitor](#)

Pay From Date: 08/01/2012

Pay Through Date: 07/02/2012

Payment Date: 07/03/2012

Schedule Payments Selected: 4 [Summary](#) [Details](#)

Pay Cycle Reset

Server:

Pay Cycle Exceptions

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


Pay Cycle Results Customize | End | View All | First | 1 of 1 | Last

Process	Description	Bank	Account	Status	Server Name	Output Type	Output Destination
Process	Check File	CHASE	DISB	Approved	PSUNX	File	/app/soft/interfaces/fin91qna2/out

Step	Action
59.	Click the Process Monitor link. Process Monitor

The screenshot shows the ARC Pay Cycle Manager interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below this is a breadcrumb trail: 'Favorites > Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager'. The main content area has two tabs: 'Process List' (selected) and 'Server List'. Below the tabs is a 'View Process Request For' form with fields for 'User ID' (AP_TEST_06), 'Type', 'Last', 'Days' (2), 'Server', 'Name', 'Instance', 'Run Status', and 'Distribution Status'. A 'Refresh' button is present. Below the form is a 'Process List' table with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains six rows of process data. Below the table are links for 'Go back to Pay Cycle Manager', 'Save', and 'Notify' buttons, and another 'Process List | Server List' link.

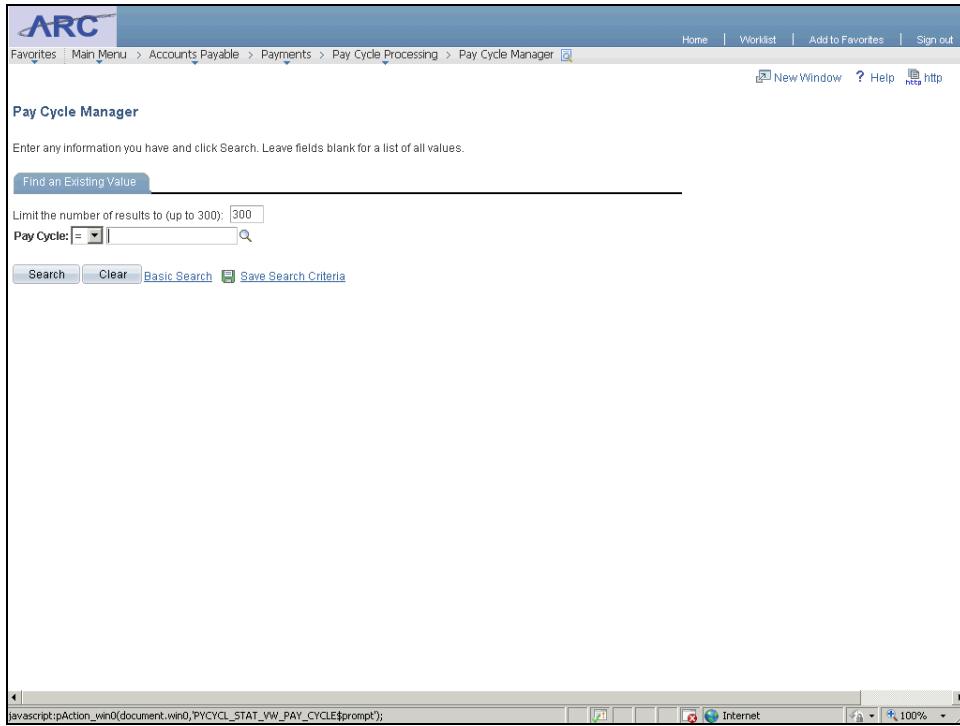
Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	29845		Application Engine	ZCU_CHKGEN	AP_TEST_06	07/06/2012 11:09:18AM EDT	Queued	N/A	Details
<input type="checkbox"/>	29844		Crystal	APY2030-	AP_TEST_06	07/06/2012 11:06:42AM EDT	Success	Posted	Details
<input type="checkbox"/>	29842		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 11:04:50AM EDT	Success	Posted	Details
<input type="checkbox"/>	29841		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 11:02:07AM EDT	Success	Posted	Details
<input type="checkbox"/>	29840		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 10:59:56AM EDT	Success	Posted	Details
<input type="checkbox"/>	29839		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 10:57:24AM EDT	Success	Posted	Details


Step	Action
60.	Click the Refresh button until the Run Status is "Success" and the Distribution Status is "Posted". 

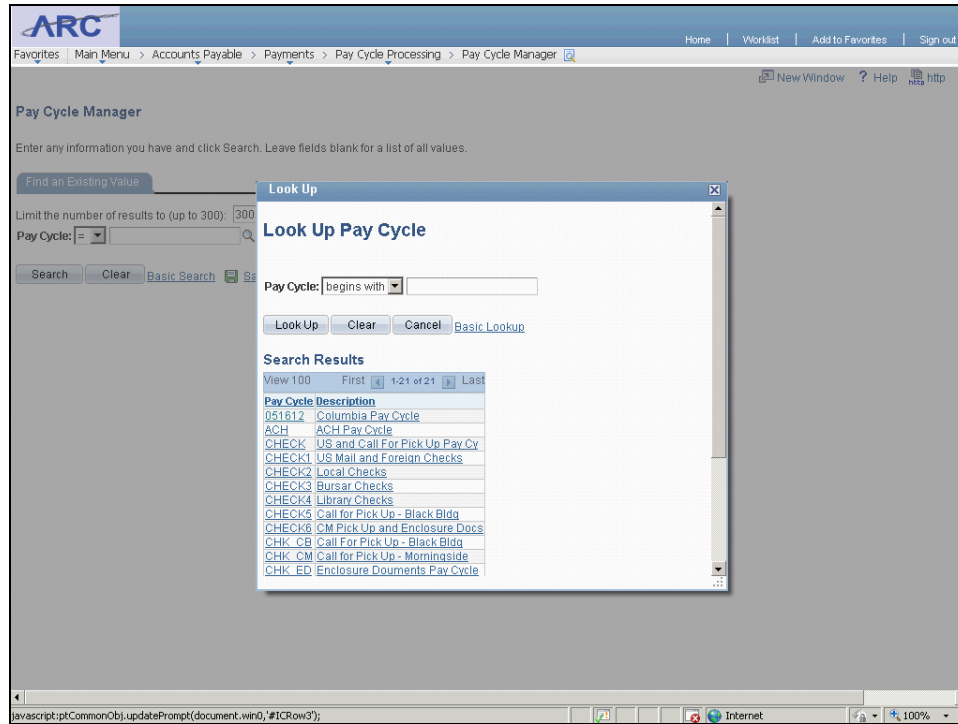
The screenshot shows the ARC Pay Cycle Manager interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below this is a breadcrumb trail: 'Favorites | Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager'. The main content area has two tabs: 'Process List' (selected) and 'Server List'. Below the tabs is a 'View Process Request For' section with search filters for 'User ID' (AP_TEST_06), 'Type', 'Last', and 'Days' (2). There are also fields for 'Server', 'Name', 'Instance', 'Run Status', and 'Distribution Status', along with a 'Refresh' button and a checked 'Save On Refresh' option. The central part of the page is a table titled 'Process List' with columns: 'Select', 'Instance', 'Seq.', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', 'Distribution Status', and 'Details'. The table contains six rows of process instances. Below the table, there is a link 'Go back to Pay Cycle Manager', 'Save' and 'Notify' buttons, and another 'Process List | Server List' link. The browser's status bar at the bottom shows 'Done' and 'Internet'.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	29845		Application Engine	ZCU_CHKGEN	AP_TEST_06	07/06/2012 11:09:18AM EDT	Success	N/A	Details
<input type="checkbox"/>	29844		Crystal	APY2030-	AP_TEST_06	07/06/2012 11:06:42AM EDT	Success	Posted	Details
<input type="checkbox"/>	29842		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 11:04:50AM EDT	Success	Posted	Details
<input type="checkbox"/>	29841		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 11:02:07AM EDT	Success	Posted	Details
<input type="checkbox"/>	29840		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 10:59:56AM EDT	Success	Posted	Details
<input type="checkbox"/>	29839		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 10:57:24AM EDT	Success	Posted	Details

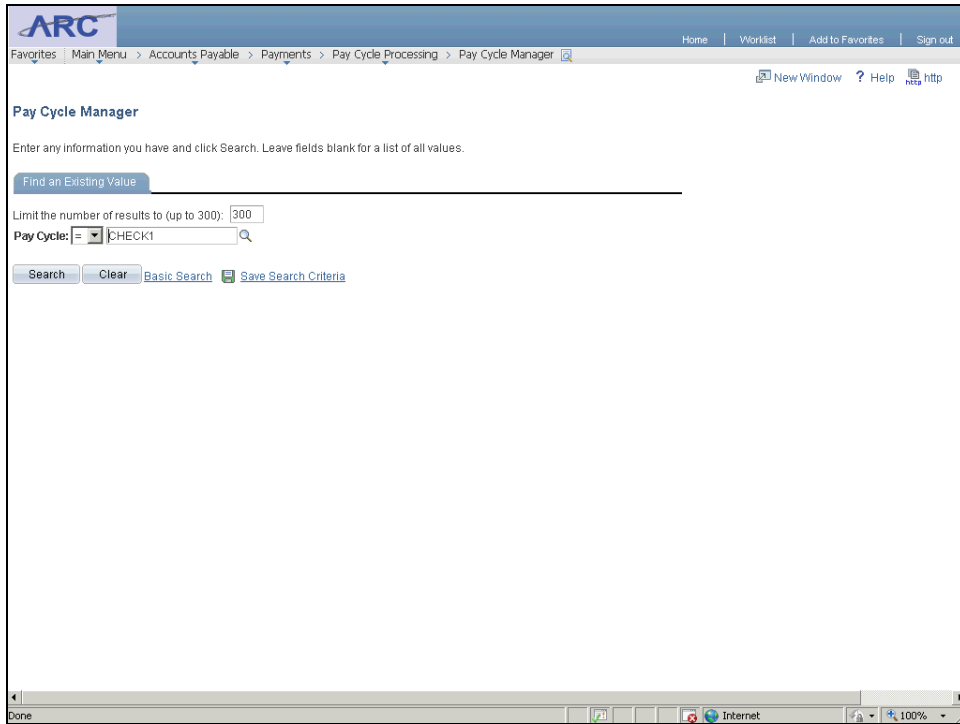
Step	Action
61.	Click the Go back to Pay Cycle Manager link. Go back to Pay Cycle Manager

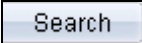


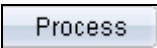
Step	Action
62.	Click the Look up Pay Cycle (Alt+5) button. 



Step	Action
63.	Click the CHECK1 link. CHECK1



Step	Action
64.	Click the Search button. 

Step	Action
65.	Click the Process button. 

Step	Action
66.	Click the Process Monitor link. Process Monitor

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager

New Window | Help | Customize Page | http

Process List | Server List

View Process Request For

User ID: AP_TEST_06 Type: [] Last [] 2 Days Refresh

Server: [] Name: [] Instance: [] to []

Run Status: [] Distribution Status: [] Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	29846		Application Engine	AP_APY2050	AP_TEST_06	07/06/2012 11:10:14AM EDT	Success	N/A	Details
<input type="checkbox"/>	29845		Application Engine	ZCU_CHKGEN	AP_TEST_06	07/06/2012 11:09:18AM EDT	Success	Posted	Details
<input type="checkbox"/>	29844		Crystal	APY2030-	AP_TEST_06	07/06/2012 11:06:42AM EDT	Success	Posted	Details
<input type="checkbox"/>	29842		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 11:04:50AM EDT	Success	Posted	Details
<input type="checkbox"/>	29841		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 11:02:07AM EDT	Success	Posted	Details
<input type="checkbox"/>	29840		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 10:59:56AM EDT	Success	Posted	Details
<input type="checkbox"/>	29839		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 10:57:24AM EDT	Success	Posted	Details

Go back to Pay Cycle Manager

Save | Notify

Process List | Server List

Step	Action
67.	Click the Refresh button until the Run Status is "Success" and the Distribution Status is "Posted". <div style="border: 1px solid black; padding: 2px; display: inline-block;">Refresh</div>

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager

New Window | Help | Customize Page | http

Process List | Server List

View Process Request For

User ID: AP_TEST_06 Type: [] Last [] 2 Days Refresh

Server: [] Name: [] Instance: [] to []

Run Status: [] Distribution Status: [] Save On Refresh

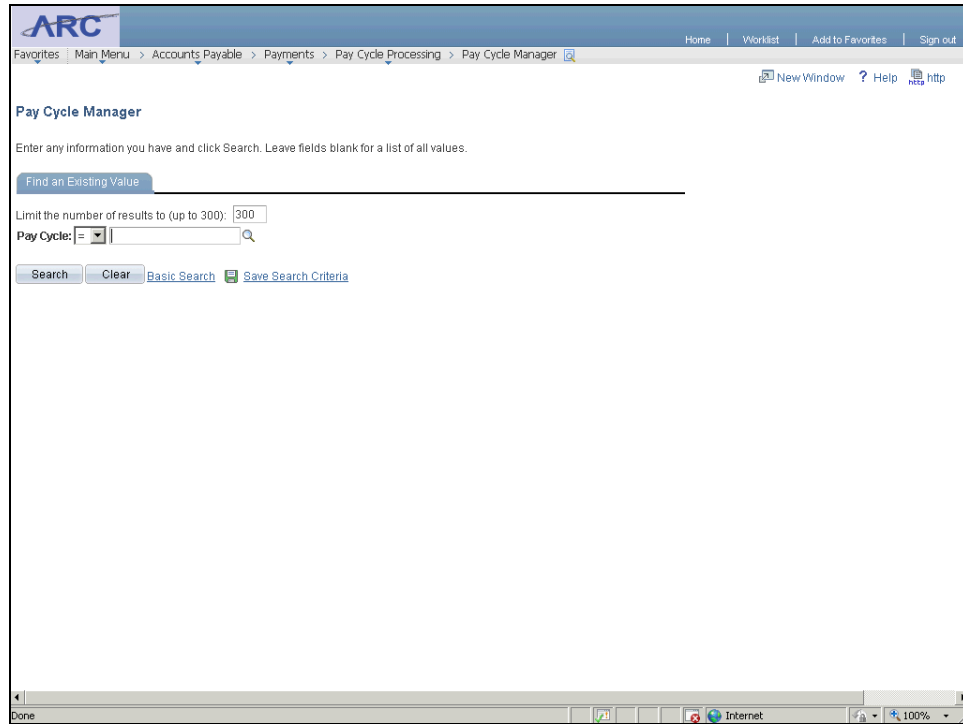
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	29846		Application Engine	AP_APY2050	AP_TEST_06	07/06/2012 11:10:14AM EDT	Success	N/A	Details
<input type="checkbox"/>	29845		Application Engine	ZCU_CHKGEN	AP_TEST_06	07/06/2012 11:09:18AM EDT	Success	Posted	Details
<input type="checkbox"/>	29844		Crystal	APY2030-	AP_TEST_06	07/06/2012 11:06:42AM EDT	Success	Posted	Details
<input type="checkbox"/>	29842		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 11:04:50AM EDT	Success	Posted	Details
<input type="checkbox"/>	29841		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 11:02:07AM EDT	Success	Posted	Details
<input type="checkbox"/>	29840		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 10:59:56AM EDT	Success	Posted	Details
<input type="checkbox"/>	29839		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 10:57:24AM EDT	Success	Posted	Details


Go back to Pay Cycle Manager

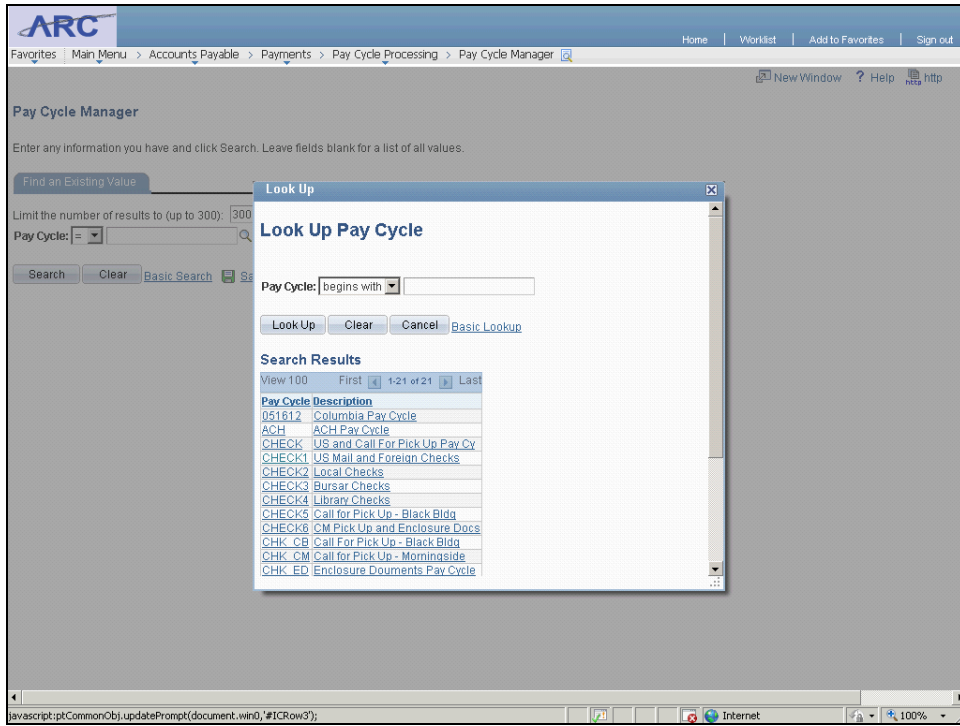
Save Notify

Process List | Server List

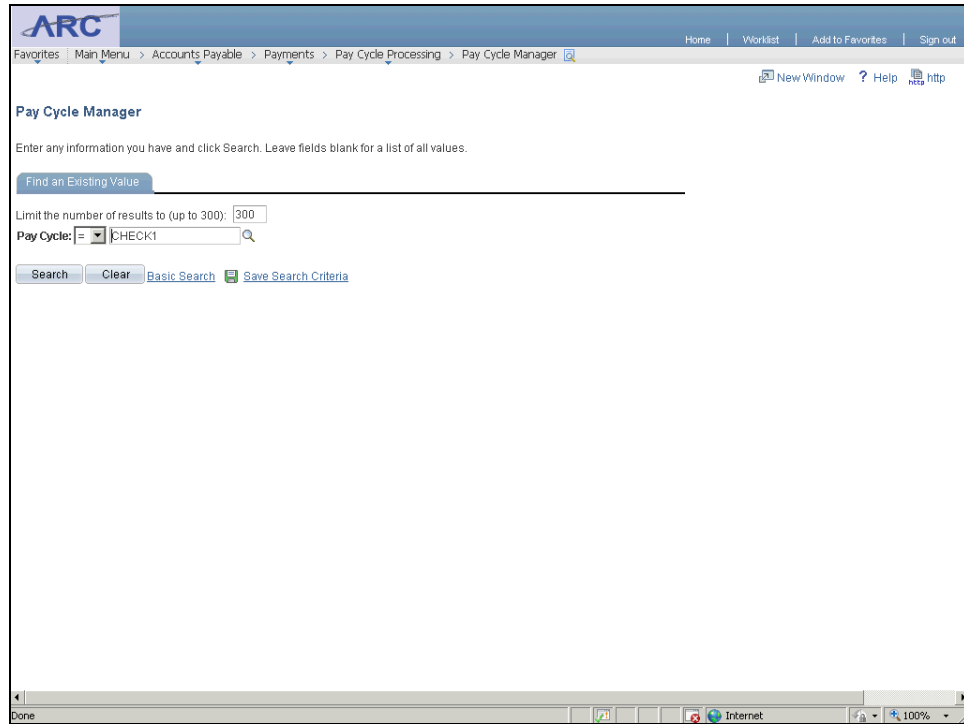
Step	Action
68.	Click the Go back to Pay Cycle Manager link. Go back to Pay Cycle Manager




Step	Action
69.	Click the Look up Pay Cycle (Alt+5) button. 



Step	Action
70.	Click the CHECK1 link. CHECK1



Step	Action
71.	Click the Search button. 

ARC Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager

New Window | Help | Customize Page | http

Pay Cycle Manager

Pay Cycle: CHECK1 US Mail and Foreign Checks

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

Pay Cycle Status

Status: Formatted [Refresh](#) [Process Monitor](#)

Pay From Date: 06/01/2012

Pay Through Date: 07/02/2012

Payment Date: 07/03/2012

Schedule Payments Selected: 4 [Summary](#) [Details](#)

Pay Cycle Reset

Server: [Reset](#)

Pay Cycle Exceptions

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

Pay Cycle Results Customize | End | View All | First | 1 of 1 | Last

Process	Description	Bank	Account	Status	Server Name	Output Type	Output Destination
Process	Produce Positive Payment File	CHASE	DISB	Formatted	PSUNK	File	/app/psofi/interfaces/fn91qna2/out/

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

Done | Internet | 100%


Step	Action
72.	Click the Process button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Process</div>

Step	Action
73.	Click the Process Monitor link. Process Monitor

The screenshot shows the ARC Pay Cycle Manager interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below this is a breadcrumb trail: 'Favorites > Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager'. The main content area is titled 'View Process Request For' and includes a search form with fields for 'User ID' (set to 'AP_TEST_06'), 'Type', 'Last', and 'Days' (set to '2'). There are also fields for 'Server', 'Name', 'Instance', and 'Run Status'. A 'Refresh' button is present. Below the search form is a 'Process List' table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	29847		Application Engine	AP_APY2055	AP_TEST_06	07/06/2012 11:10:59AM EDT	Queued	N/A	Details
<input type="checkbox"/>	29846		Application Engine	AP_APY2050	AP_TEST_06	07/06/2012 11:10:14AM EDT	Success	Posted	Details
<input type="checkbox"/>	29845		Application Engine	ZCU_CHKGEN	AP_TEST_06	07/06/2012 11:09:18AM EDT	Success	Posted	Details
<input type="checkbox"/>	29844		Crystal	APY2030-	AP_TEST_06	07/06/2012 11:06:42AM EDT	Success	Posted	Details
<input type="checkbox"/>	29842		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 11:04:50AM EDT	Success	Posted	Details
<input type="checkbox"/>	29841		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 11:02:07AM EDT	Success	Posted	Details
<input type="checkbox"/>	29840		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 10:59:56AM EDT	Success	Posted	Details
<input type="checkbox"/>	29839		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 10:57:24AM EDT	Success	Posted	Details

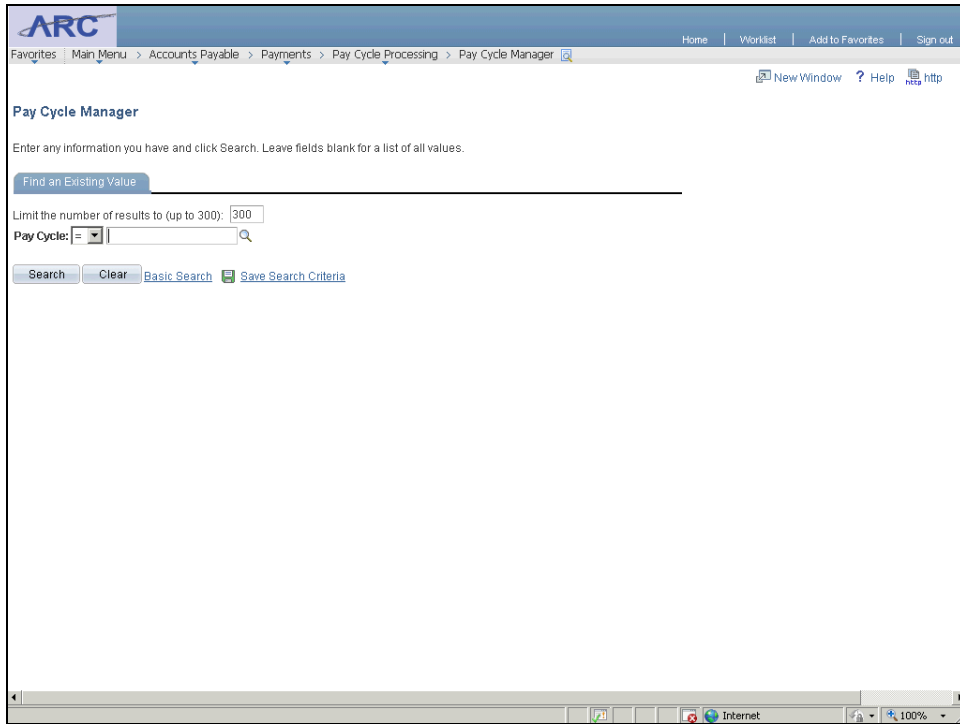
Below the table, there are links for 'Go back to Pay Cycle Manager', 'Save', and 'Notify' buttons. At the bottom, there are 'Process List' and 'Server List' tabs.


Step	Action
74.	Click the Refresh button until the Run Status is "Success" and the Distribution Status is "Posted". 

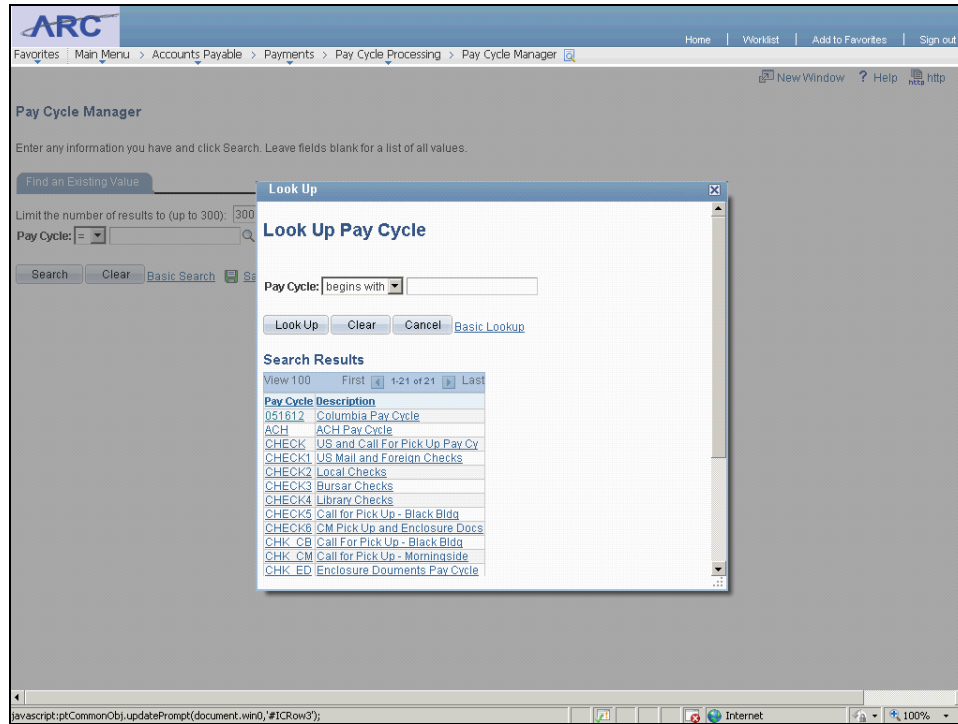
The screenshot shows the ARC Pay Cycle Manager interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below this is a breadcrumb trail: 'Favorites > Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager'. The main content area has a 'View Process Request For' section with search filters for User ID (AP_TEST_06), Type, Last, and Days (2). Below this is a 'Process List' table with columns for Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains 8 rows of process data. At the bottom of the interface, there are buttons for 'Save', 'Go back to previous page', and a link to 'Go back to Pay Cycle Manager'.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	29847		Application Engine	AP_APY2055	AP_TEST_06	07/06/2012 11:10:59AM EDT	Success	Posted	Details
<input type="checkbox"/>	29846		Application Engine	AP_APY2050	AP_TEST_06	07/06/2012 11:10:14AM EDT	Success	Posted	Details
<input type="checkbox"/>	29845		Application Engine	ZCU_CHKGEN	AP_TEST_06	07/06/2012 11:09:18AM EDT	Success	Posted	Details
<input type="checkbox"/>	29844		Crystal	APY2030-	AP_TEST_06	07/06/2012 11:06:42AM EDT	Success	Posted	Details
<input type="checkbox"/>	29842		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 11:04:50AM EDT	Success	Posted	Details
<input type="checkbox"/>	29841		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 11:02:07AM EDT	Success	Posted	Details
<input type="checkbox"/>	29840		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 10:59:56AM EDT	Success	Posted	Details
<input type="checkbox"/>	29839		Application Engine	AP_APY2015	AP_TEST_06	07/06/2012 10:57:24AM EDT	Success	Posted	Details

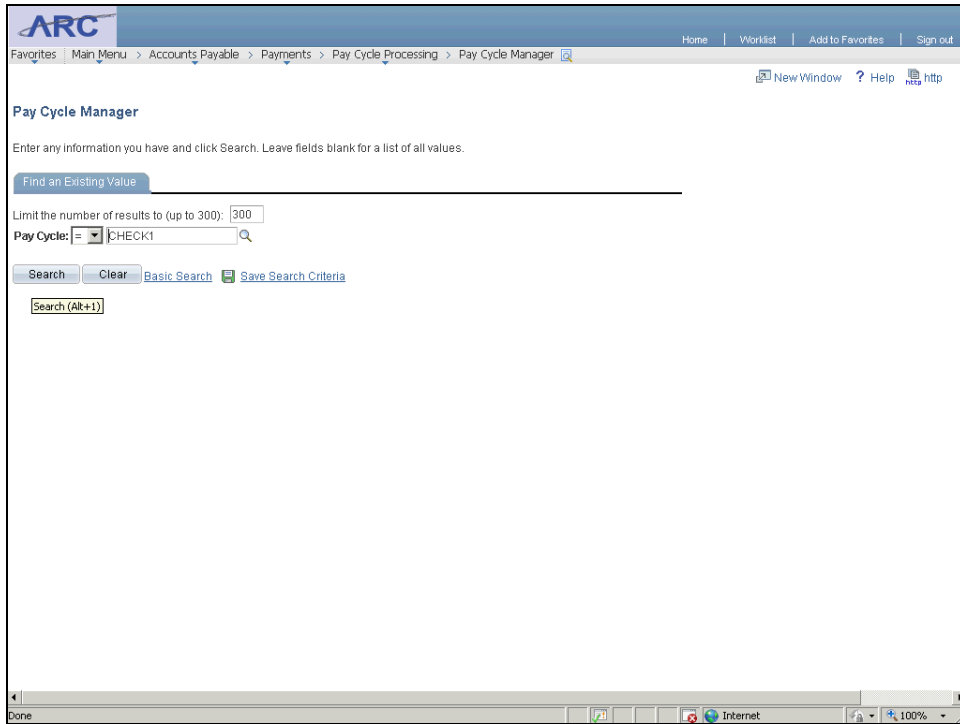
Step	Action
75.	Click the Go back to Pay Cycle Manager link.

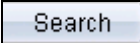


Step	Action
76.	Click the Look up Pay Cycle (Alt+5) button. 



Step	Action
77.	Click the CHECK1 link. CHECK1



Step	Action
78.	Click the Search button. 

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager

New Window | Help | Customize Page | http

Pay Cycle Manager

Pay Cycle: CHECK1 US Mail and Foreign Checks

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

Pay Cycle Status

Status: **Completed** Refresh Process Monitor

Pay From Date: 06/01/2012

Pay Through Date: 07/02/2012

Payment Date: 07/03/2012

Schedule Payments Selected: 4 Summary Details

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 Customize | Find | View All | First 1 of 1

Main Information | Additional Info

Process	Recreate Pos Pay	Description	Bank	Account	Status	Server Name	*Output Type	Output Destination
Process	Recreate Pos Pay	Produce Positive Payment File	CHASE	DISB	Completed	PSUNX	File	/app/pssoft/interfaces/tn91qna2/out/

Save | Return to Search | Notify

Done | Internet | 100%

Step	Action
79.	See that the Pay Cycle Status is "Completed".

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager

New Window | Help | Customize Page | http

Pay Cycle Manager

Pay Cycle: CHECK1 US Mail and Foreign Checks

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

Pay Cycle Status

Status: Completed [Refresh](#) [Process Monitor](#)

Pay From Date: 06/01/2012

Pay Through Date: 07/02/2012

Payment Date: 07/03/2012

Schedule Payments Selected: 4 [Summary](#) [Details](#)

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 [Customize](#) | [Find](#) | [View All](#) | [Print](#) | 1 of 1

Main Information | [Additional Info](#) | [...](#)

Process	Recreate Pos Pay	Description	Bank	Account	Status	Server Name	*Output Type	Output Destination
Process	Recreate Pos Pay	Produce Positive Payment File	CHASE	DISB	Completed	PSUNX	File	/app/psott/interfaces/tn91qna2/out/

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

Done | Internet | 100%

Step	Action
80.	End of Procedure.