

Payment Processing

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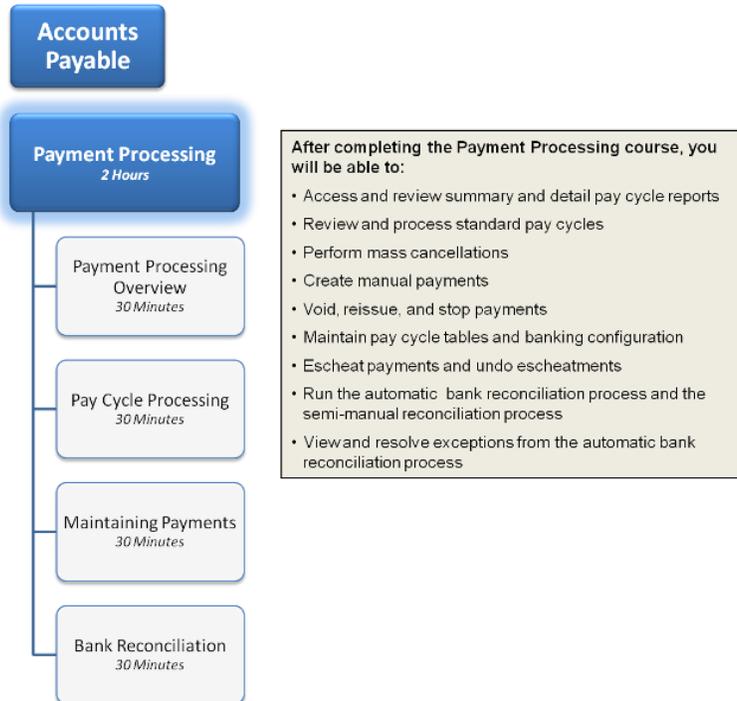


Payment Processing

Payment Processing

This is the *Payment Processing* course within the *Accounts Payable* curriculum.

If you need a reminder on how to navigate through this course using ARC's web-based training tool (WBT), click here (http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Getting_Started_With_the_Web_Based_Tool.pdf) for a quick reference guide.





Payment Processing Overview

This is the *Payment Processing Overview* lesson of the *Payment Processing* course. Upon completion of this lesson, you will be able to:

- Describe the end to end process for processing payments in the Accounts Payable (AP) module, including key changes and benefits for making the changes
- Understand the roles and responsibilities of users involved in payment processing

Estimated time needed to complete lesson: 30 minutes

Roles and Responsibilities

Payment processing roles are managed by security rights. Payment processing is generally managed by people within the Central Accounts Payable group. Throughout this course, the following characters with different security rights and roles will help demonstrate payment processing business flow:



This is Jill. She is a Pay Cycle Processor in Central Accounts Payable, and is responsible for processing payments through pay cycle manager.



This is Will. He is a Payment Maintainer in Central Accounts Payable and is responsible for maintaining payments.



This is Tim. He is a Bank Reconciliation Maintainer in Cash Accounting and is responsible for managing the reconciliation of redeemed check payments.



Creating Payments Overview

In the ARC *Accounts Payable* module, there are multiple ways to create payments. In addition to creating manual payments, Central AP will have the ability to use ARC's Pay Cycle functionality for standard payment processing. This tool is known as the Pay Cycle Manager. The process is as follows:



At the end of the process, the Pay Cycle Processor will use the ACH InfoDex System to enable Chase bank to verify the authenticity of ACH files received by the Bank. The InfoDex System will only communicate with someone within CU who enters the proper user ID and password assigned to them. Using a touchtone telephone the authorized CU personnel determine whether the ACH file has been received by Chase bank and determines if the file conforms to the pertinent ARC reports produced as part of pay cycle processing.

Maintaining Payments Overview

Central users with the appropriate role in the ARC *Accounts Payable* module will be able to take appropriate actions to maintain payments that have been generated. These include:

Payment Maintenance



- Void Payments
- Stop Payments
- Reissue Payments

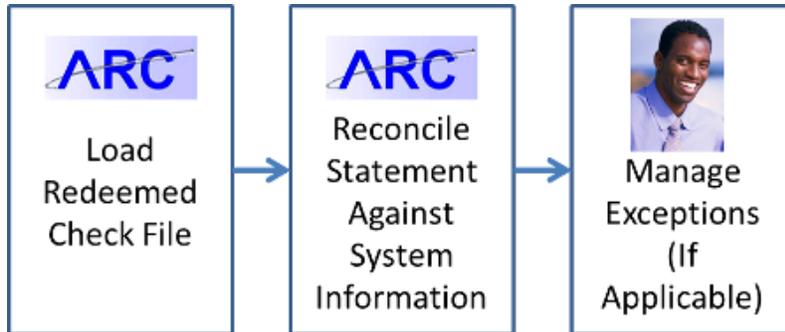


- Escheat Payments



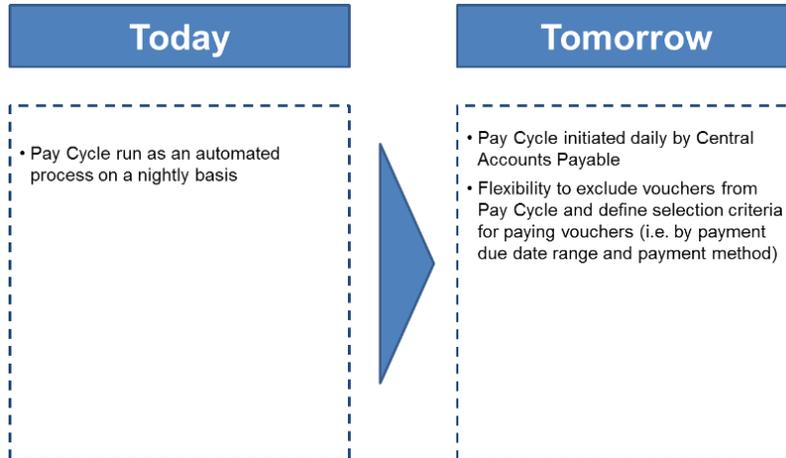
Bank Reconciliation Overview

ARC's bank reconciliation functionality enables Cash Accounting to reconcile bank statements against system transactions. First, a redeemed check file from Chase Bank is loaded into the system. ARC will then automatically reconcile transactions in the system against the transactions in the redeemed check file. Exception handling will be managed centrally by users with the appropriate security role in the ARC *Accounts Payable* module via the Semi-Manual Reconciliation page:



What's Changing?

The new Pay Cycle Manager will help streamline payment processing. In addition, the following changes will occur:





Pay Cycle Processing

This is the *Pay Cycle Processing* lesson of the *Payment Processing* course. Upon completion of this lesson, you will be able to:

- Process a Pay Cycle using the Pay Cycle Manager
- Run Pay Cycle Reports
- Run the Trial Register Report
- Approve or reject a Pay Cycle
- Generate Payment Files

Estimated time needed to complete lesson: 30 minutes

Pay Cycle Manager

The Pay Cycle Manager tool in ARC encompasses all the individual processes required to generate payments. These individual processes—such as payment selection, payment creation, and approval — that generate payments are referred to collectively as the pay cycle. In order to run the pay cycle and generate payment files, the Pay Cycle Processor in Accounts Payable will perform each individual process within ARC's Pay Cycle Manager tool. The Pay Cycle Manager follows this process:

- From the 'Pay Cycle Processing' page, users identify the criteria for the transactions to be processed, such as scheduled payment date range, business unit, vendor and bank account. The Pay Cycle process creates the actual payments based on the bank account, vendor, voucher, and business unit information defined
- Use Pay Cycle Manager to initiate the pay cycle process, view and send payments to a printer or a file, and create automated clearing house (ACH) files, check files, wire advice reports, and positive payment files
- Individual payments can be reviewed and updated for exclusion from the Pay Cycle, placed on hold, or flagged for separate payment before the Payment Creation process runs



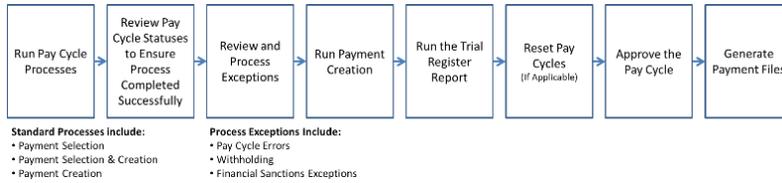
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Run a Pay Cycle

Running a Pay Cycle consists of the following steps:

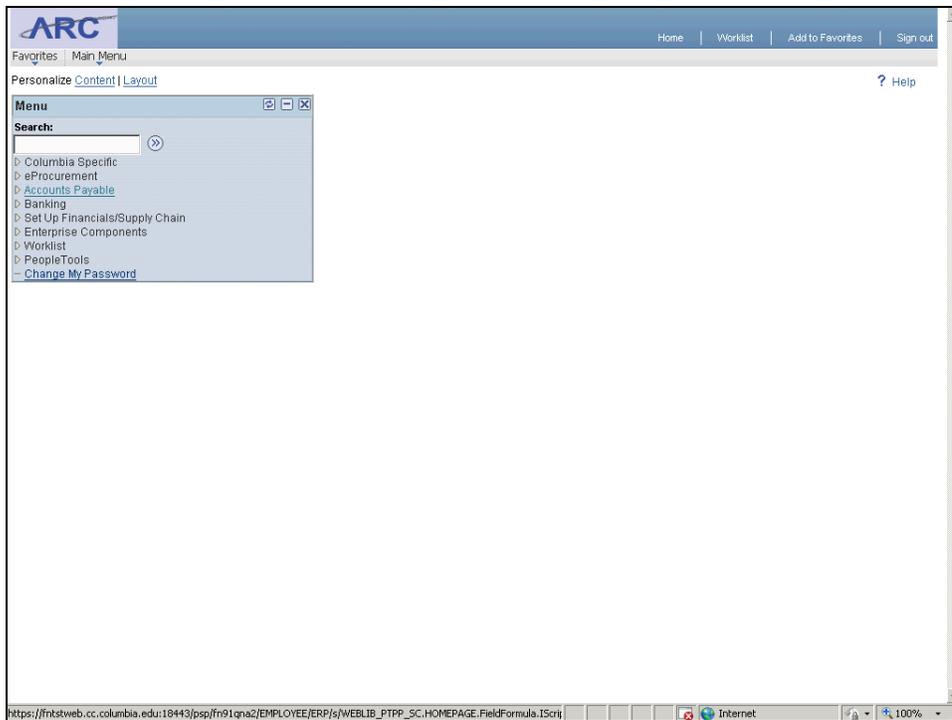


Throughout the following topic, imagine a time you have faced a similar scenario: The voucher process is complete, and Jill needs to run the pay cycle process so that payments can be created and distributed to vendors.

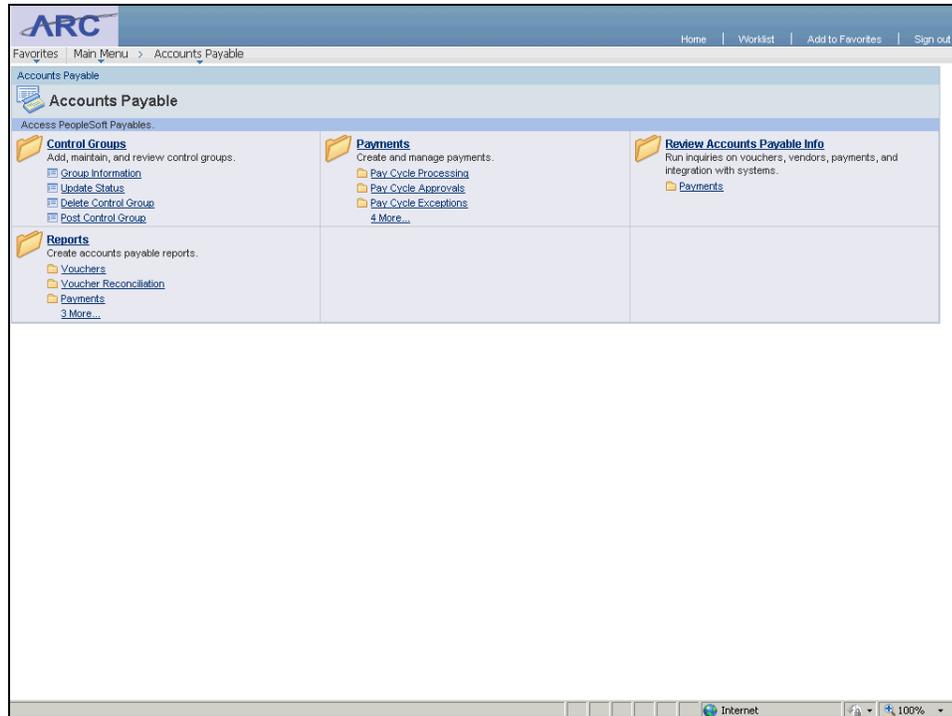
Estimated time needed to complete topic: 20 minutes

Procedure

Welcome to the *Run a Pay Cycle* topic where you will learn how to run a pay cycle.



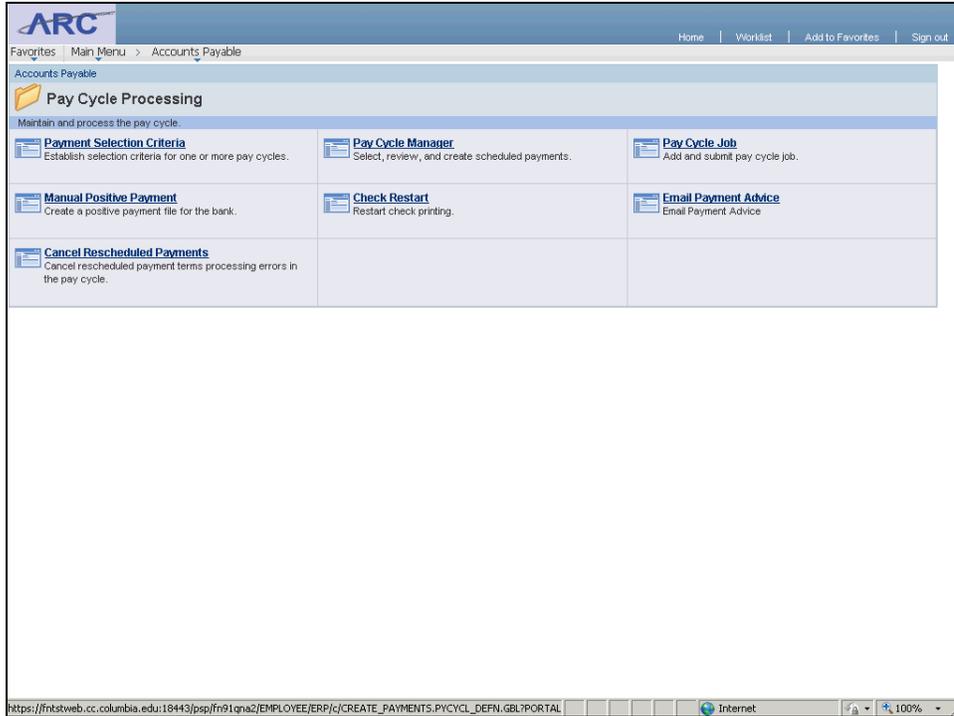
Step	Action
1.	Click the Accounts Payable link. 



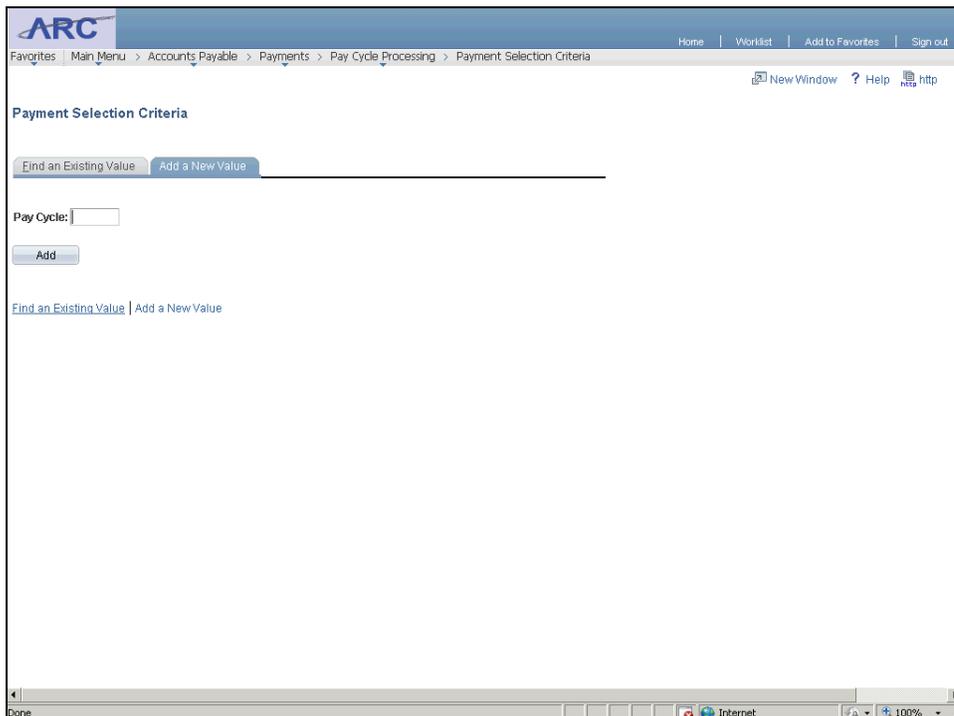
Step	Action
2.	<p>The Payments menu will contain items pertaining to payment processing. To select transactions to be paid, click the Pay Cycle Processing link.</p> <p>Pay Cycle Processing</p>

Training Guide

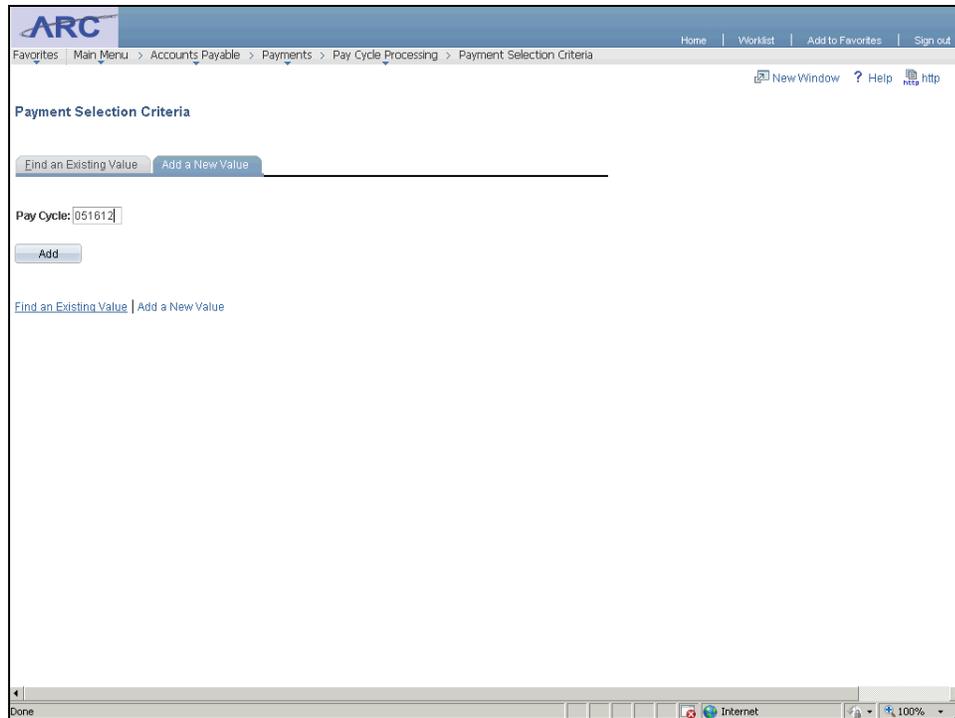
Payment Processing

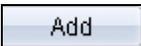


Step	Action
3.	Click the Payment Selection Criteria link. Payment Selection Criteria



Step	Action
4.	First you will need to enter a Pay Cycle identifier. In the live ARC system, you will actually choose from a list of existing pay cycles (discussed in the next topic). For training purposes and to highlight the payment selection criteria tabs, we will use a new pay cycle (although you should not normally need to do this). Start by ensuring the "Add a New Value" tab is selected and enter an identifier for this particular Pay Cycle. In this case, we will use the date. Enter the desired information into the Pay Cycle field. Enter " 051612 ". (Note: At go-live, the various pay cycles will be established to be run on a daily basis, in which the payment selection dates will be incremented daily to pick up vouchers for payment. You will not need to create a new Pay Cycle ID every time you run the Pay Cycle.)



Step	Action
5.	Click the Add button. 

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Payment Processing

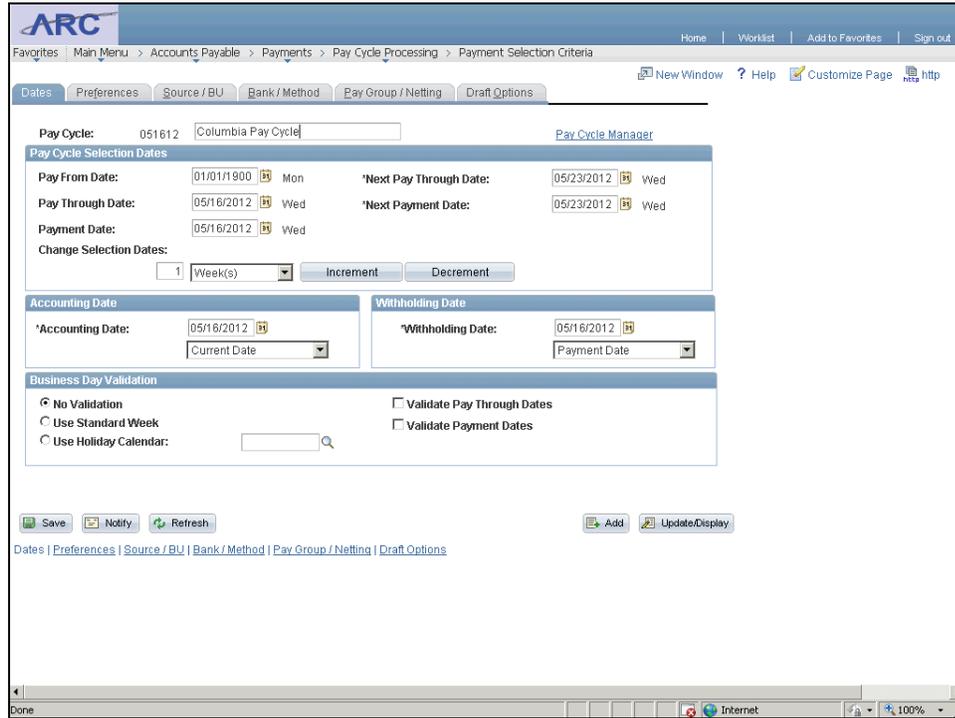


The screenshot shows the 'Payment Selection Criteria' page in the ARC system. The 'Pay Cycle' field is highlighted with a red box. The page includes sections for 'Pay Cycle Selection Dates', 'Accounting Date', 'Withholding Date', and 'Business Day Validation'.

Step	Action
6.	Click in the Pay Cycle field.

The screenshot shows the 'Payment Selection Criteria' page in the ARC system. The 'Pay Cycle' field is highlighted with a red box. The page includes sections for 'Pay Cycle Selection Dates', 'Accounting Date', 'Withholding Date', and 'Business Day Validation'.

Step	Action
7.	Enter the desired information into the Pay Cycle Description field. Enter " Columbia Pay Cycle ".



The screenshot shows the ARC Pay Cycle Manager interface. The breadcrumb trail is: Favorites | Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Payment Selection Criteria. The interface includes tabs for Dates, Preferences, Source / BU, Bank / Method, Pay Group / Netting, and Draft Options. The main form area contains the following sections:

- Pay Cycle:** 051612 Columbia Pay Cycle (with a [Pay Cycle Manager](#) link).
- Pay Cycle Selection Dates:**
 - Pay From Date: 01/01/1900 Mon
 - Pay Through Date: 05/16/2012 Wed
 - Payment Date: 05/16/2012 Wed
 - Change Selection Dates: 1 Week(s) with Increment and Decrement buttons.
 - *Next Pay Through Date: 05/23/2012 Wed
 - *Next Payment Date: 05/23/2012 Wed
- Accounting Date:** 05/16/2012 (with a Current Date dropdown).
- Withholding Date:** 05/16/2012 (with a Payment Date dropdown).
- Business Day Validation:**
 - No Validation
 - Use Standard Week
 - Use Holiday Calendar: [Search box]
 - Validate Pay Through Dates
 - Validate Payment Dates

At the bottom of the form are buttons for Save, Notify, Refresh, Add, and Update/Display. The browser status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

Step	Action
8.	Now, you will define the dates by which to filter transactions you want to pay. Enter the desired information into the Pay From Date field. Enter " 05/16/2012 ".

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Payment Processing



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: 051612 Columbia Pay Cycle [Pay Cycle Manager](#)

Pay Cycle Selection Dates

Pay From Date: 05/16/2012 Mon *Next Pay Through Date: 05/23/2012 Wed
 Pay Through Date: 05/16/2012 Wed *Next Payment Date: 05/23/2012 Wed
 Payment Date: 05/16/2012 Wed

Change Selection Dates: 1 Week(s) Increment Decrement

Accounting Date *Accounting Date: 05/16/2012 Current Date
Withholding Date *Withholding Date: 05/16/2012 Payment Date

Business Day Validation

No Validation Validate Pay Through Dates
 Use Standard Week Validate Payment Dates
 Use Holiday Calendar:

Save Notify Refresh Add Update/Display

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

Done Internet 100%

Step	Action
9.	Enter the desired information into the Next Pay Through Date field. Enter "05/18/2012" .

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: 051612 Columbia Pay Cycle [Pay Cycle Manager](#)

Pay Cycle Selection Dates

Pay From Date: 05/16/2012 Mon *Next Pay Through Date: 05/18/2012 Wed
 Pay Through Date: 05/16/2012 Wed *Next Payment Date: 05/23/2012 Wed
 Payment Date: 05/16/2012 Wed

Change Selection Dates: 1 Week(s) Increment Decrement

Accounting Date *Accounting Date: 05/16/2012 Current Date
Withholding Date *Withholding Date: 05/16/2012 Payment Date

Business Day Validation

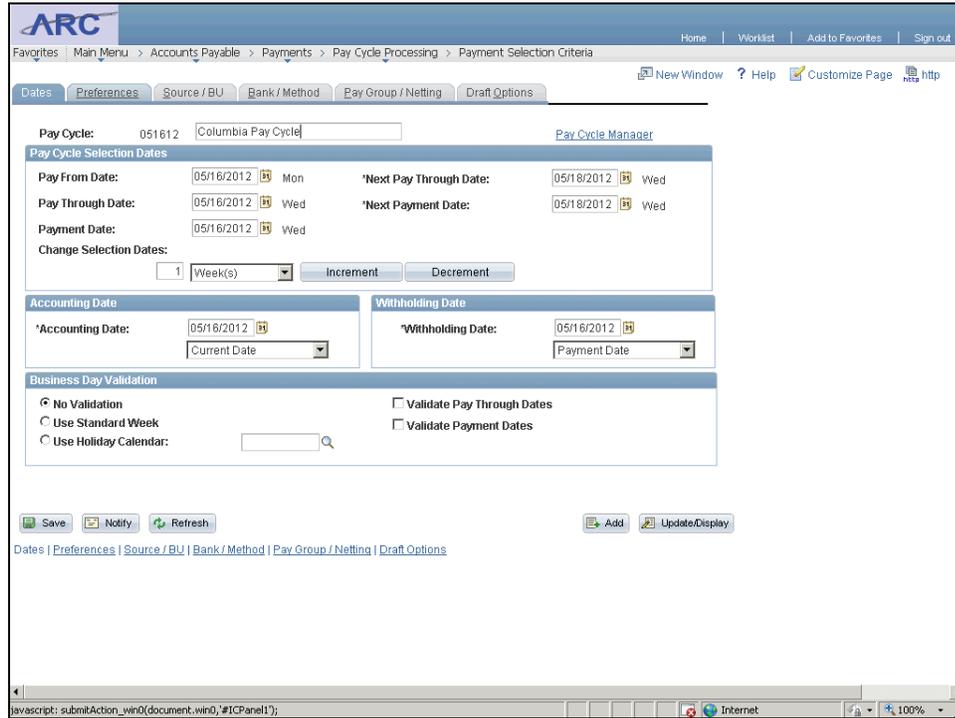
No Validation Validate Pay Through Dates
 Use Standard Week Validate Payment Dates
 Use Holiday Calendar:

Save Notify Refresh Add Update/Display

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

javascript:DataPrompt_win('PYCYCL_NEXT_PYMNT_DT','PYCYCL_NEXT_PYMNT_DT\$prompt','450',false); Internet 100%

Step	Action
10.	Enter the desired information into the Next Payment Date field. Enter " 05/18/2012 ".



The screenshot shows the ARC web application interface for 'Payment Selection Criteria'. The 'Preferences' tab is active. The 'Pay Cycle' is set to '051612 Columbia Pay Cycle'. The 'Pay Cycle Selection Dates' section includes fields for 'Pay From Date' (05/18/2012, Mon), 'Pay Through Date' (05/18/2012, Wed), 'Payment Date' (05/18/2012, Wed), and '*Next Payment Date' (05/18/2012, Wed). The '*Next Payment Date' field is highlighted with a red box. Below this, there are sections for 'Accounting Date' (05/18/2012, Current Date) and 'Withholding Date' (05/18/2012, Payment Date). The 'Business Day Validation' section has radio buttons for 'No Validation' (selected), 'Use Standard Week', and 'Use Holiday Calendar', along with checkboxes for 'Validate Pay Through Dates' and 'Validate Payment Dates'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Step	Action
11.	Click the Preferences tab.

Preferences

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ARC
Home | Worklist | Add to Favorites | Sign out

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

Home | Worklist | Add to Favorites | Sign out

New Window ? Help Customize Page http

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

Pay Cycle: 051612 Columbia Pay Cycle
 Pay From Date: 05/16/2012 Pay Through Date: 05/16/2012 Payment Date: 05/16/2012

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: None
 *Netting Option: N Not Applicable
 *Step Group: Model All pay cycle steps

Credit Options

Credit Vouchers: Process Credit Vouchers
 *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 Notify Refresh Add Update/Display

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

Done Internet 100%

Step	Action
12.	Click the Suppress Zero Amount Check option. <input type="checkbox"/> Suppress Zero Amount Check

ARC
Home | Worklist | Add to Favorites | Sign out

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

Home | Worklist | Add to Favorites | Sign out

New Window ? Help Customize Page http

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

Pay Cycle: 051612 Columbia Pay Cycle
 Pay From Date: 05/16/2012 Pay Through Date: 05/16/2012 Payment Date: 05/16/2012

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: None
 *Netting Option: N Not Applicable
 *Step Group: Model All pay cycle steps

Credit Options

Credit Vouchers: Process Credit Vouchers
 *Date Limit: No Date Limit

Notification

Payment Error User ID:
 Payment Advice User ID:

Bank Replacement Rule

SetID: Rule Name:

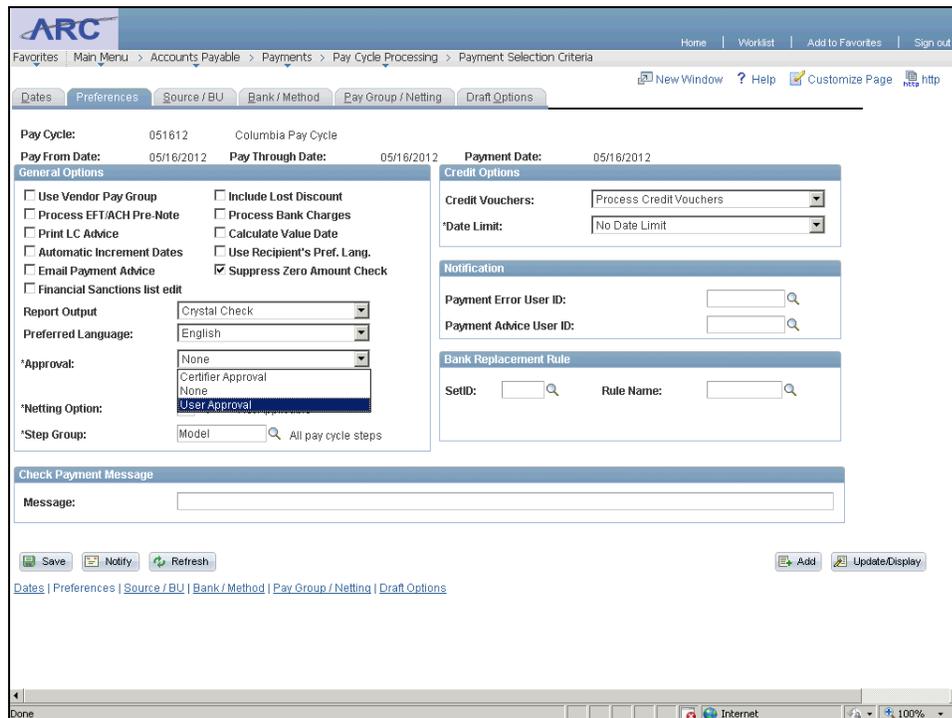
Check Payment Message
 Message:

Save Notify Refresh Add Update/Display

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

Done Internet 100%

Step	Action
13.	Click the Approval link to select which approvals are necessary for transactions being processed in this Pay Cycle. 



The screenshot shows the 'Draft Options' section of the ARC web application. The 'Approval' dropdown menu is open, displaying the following options: 'None', 'Certifier Approval', and 'User Approval'. The 'User Approval' option is currently selected and highlighted in blue. Other visible options include 'None', 'Crystal Check', 'English', 'None', and 'Model'.

Step	Action
14.	Click the User Approval list item. 

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Step	Action
15.	Click the Look up Step Group (Alt+5) button. 

Step	Action
16.	This will specify what steps are taken in the Pay Cycle. Click the Columbia link. 

The screenshot shows the 'Payment Selection Criteria' page in the ARC system. The 'Step Group' dropdown is set to 'Columbia'. The 'Credit Vouchers' dropdown is set to 'Process Credit Vouchers'. Other visible options include 'General Options', 'Credit Options', 'Notification', and 'Bank Replacement Rule'.

Step	Action
17.	Click the Credit Vouchers list to determine what options you want to select for credit versus debit vouchers. 

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Payment Processing



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: 051612 Columbia Pay Cycle
 Pay From Date: 05/16/2012 Pay Through Date: 05/16/2012 Payment Date: 05/16/2012

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: N Not Applicable
 *Step Group: Columbia Columbia Pay Cycle Steps

Credit Options

Credit Vouchers: Process Credit Vouchers
 *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 Notify Refresh Add Update/Display

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

Step	Action
18.	Click the Process When DRs >= CRs list item. <input type="text" value="Process When DRs >= CRs"/>

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: 051612 Columbia Pay Cycle
 Pay From Date: 05/16/2012 Pay Through Date: 05/16/2012 Payment Date: 05/16/2012

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: N 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:

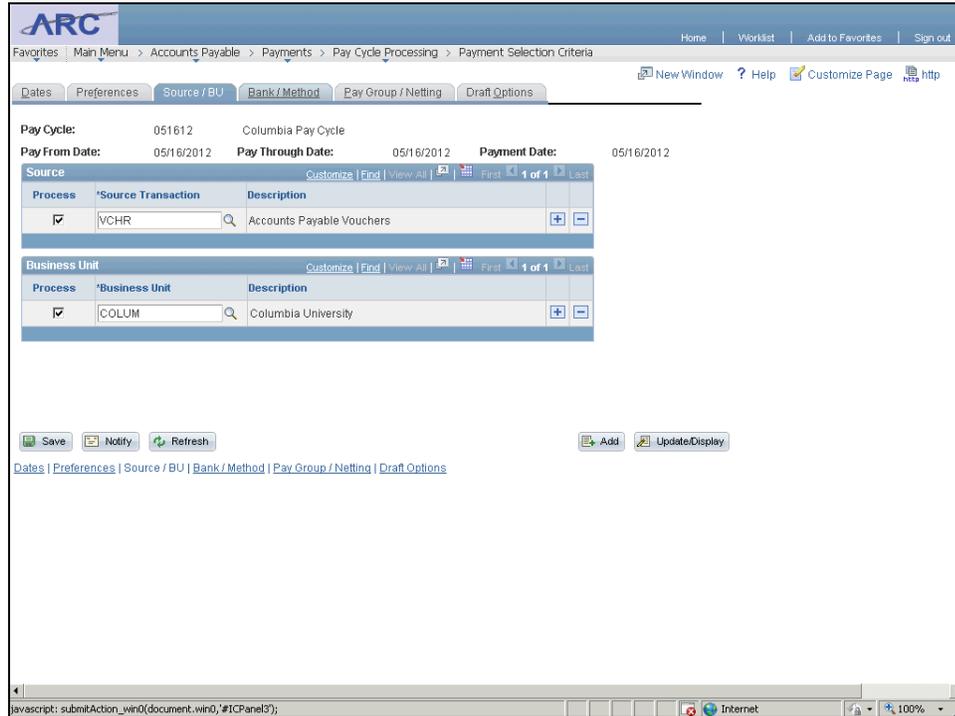
Check Payment Message

Message:

Save Notify Refresh Add Update/Display

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

Step	Action
19.	Click the Source / BU tab. 



The screenshot shows the ARC web application interface for 'Payment Selection Criteria'. The 'Source / BU' tab is active. The 'Pay Cycle' is '051612 Columbia Pay Cycle'. The 'Pay From Date' is '05/16/2012', 'Pay Through Date' is '05/16/2012', and 'Payment Date' is '05/16/2012'. There are two tables:

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

Business Unit		
Process	Business Unit	Description
<input checked="" type="checkbox"/>	COLUM	Columbia University

Buttons at the bottom include Save, Notify, Refresh, Add, and Update/Display. The breadcrumb trail is: Dates | Preferences | Source / BU | Bank / Method | Pay Group / Netting | Draft Options.

Step	Action
20.	Validate that the options are appropriate on the Source/BU tab. You can select the types of transactions from which to process payments. Note: when processing payments for vouchers from HRPAC (i.e. garnishments, insurance payments), the CUBUS business unit should be included.

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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: 051612 Columbia Pay Cycle

Pay From Date: 05/16/2012 Pay Through Date: 05/16/2012 Payment Date: 05/16/2012

Source

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

Business Unit

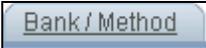
Process	*Business Unit	Description
<input checked="" type="checkbox"/>	COLLUM	Columbia University

Save | Notify | Refresh | Add | Update/Display

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

javascript: submitAction_windo(document.windo, #1CPanel3);

Internet 100%

Step	Action
21.	Click the Bank / Method 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: 051612 Columbia Pay Cycle

Pay From Date: 05/16/2012 Pay Through Date: 05/16/2012 Payment Date: 05/16/2012

Bank Account

Process

*SetID: CUSSET

*Bank:

*Account:

Currency:

Pay Method

Process	*Payment Method
<input checked="" type="checkbox"/>	System Check

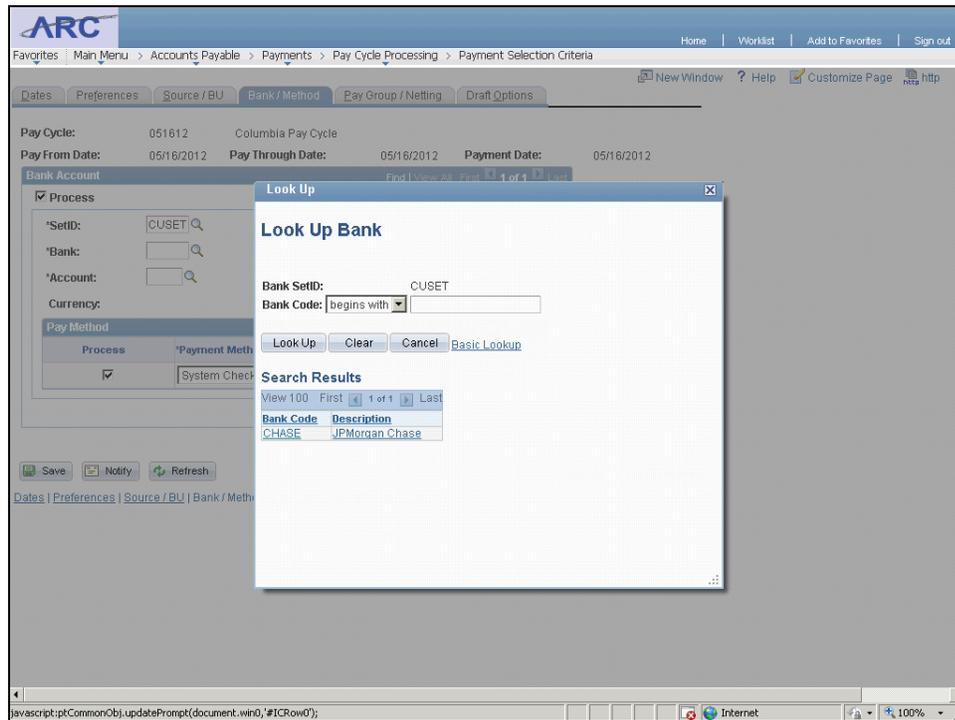
Save | Notify | Refresh | Add | Update/Display

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

Done

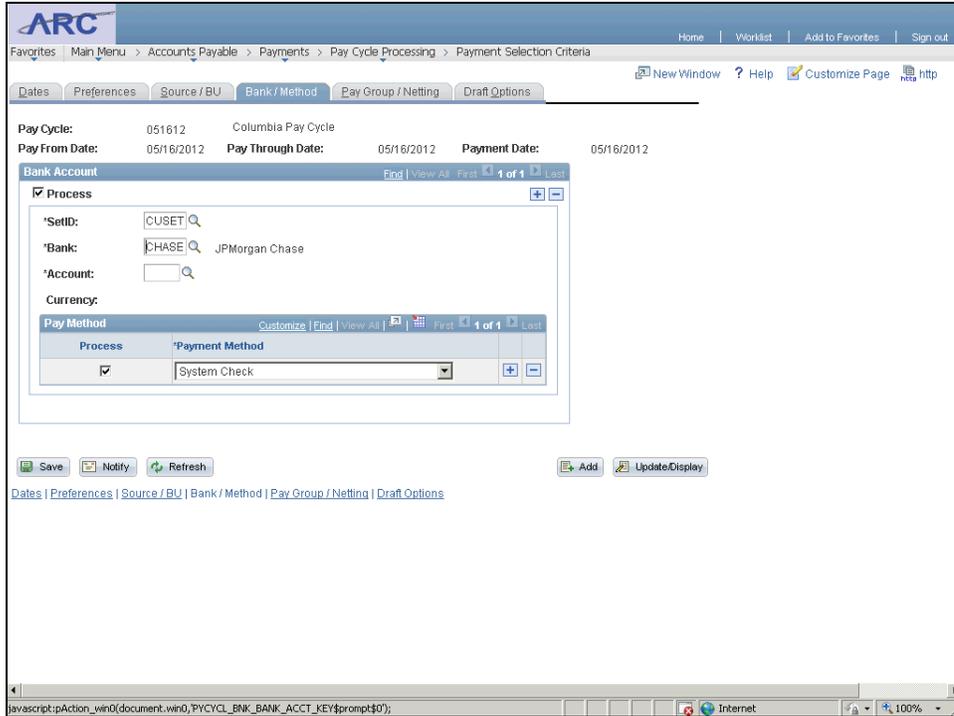
Internet 100%

Step	Action
22.	Click the Look up Bank (Alt+5) button to select the bank from which you're processing payments. 

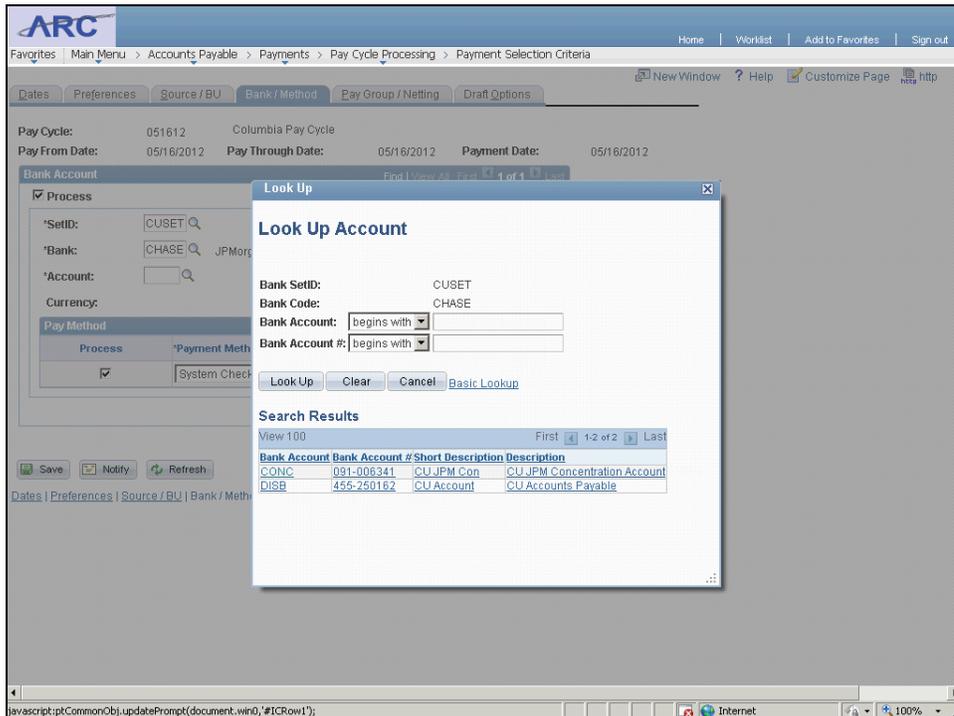


Step	Action
23.	Click the CHASE link. 

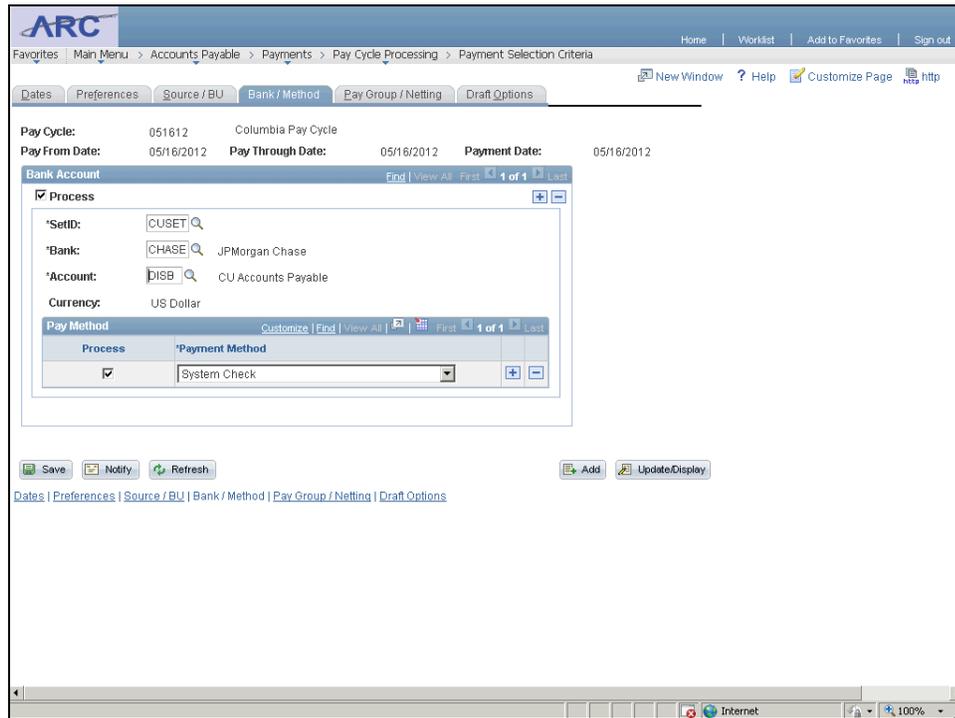
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Step	Action
24.	Select the appropriate account by clicking the Look up Account (Alt+5) button. 



Step	Action
25.	Click the DISB link. 

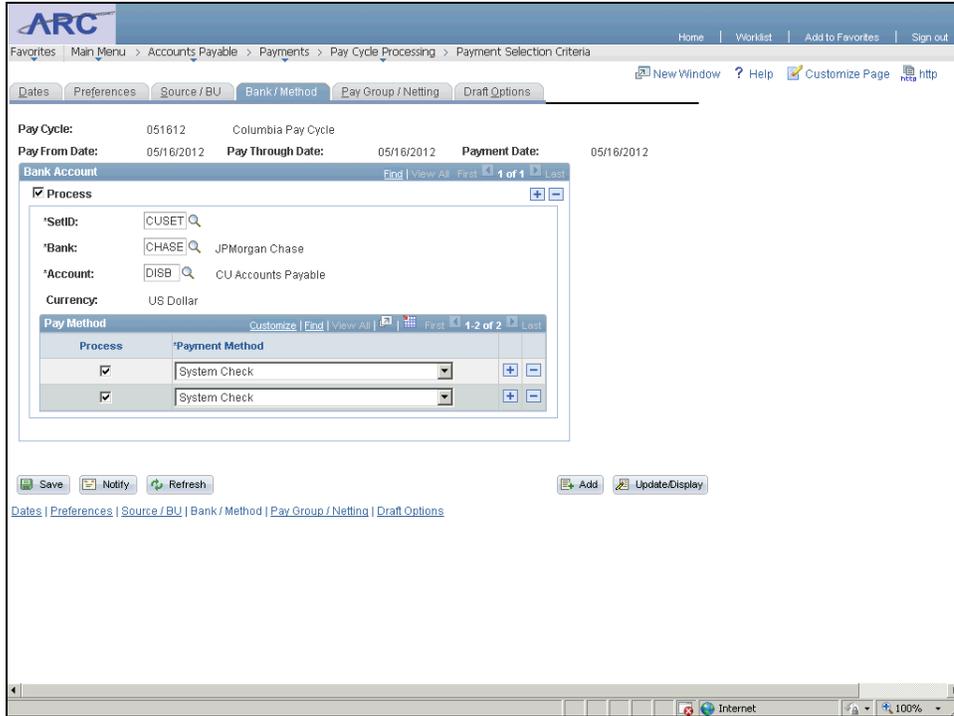


The screenshot shows the 'Bank / Method' tab in the ARC application. The 'Bank Account' section is expanded, showing search results for 'SetID: CUSET', 'Bank: CHASE', and 'Account: DISB'. Below this, the 'Pay Method' table is visible, with a single row containing 'System Check' and a checked 'Process' checkbox. At the bottom of the form, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

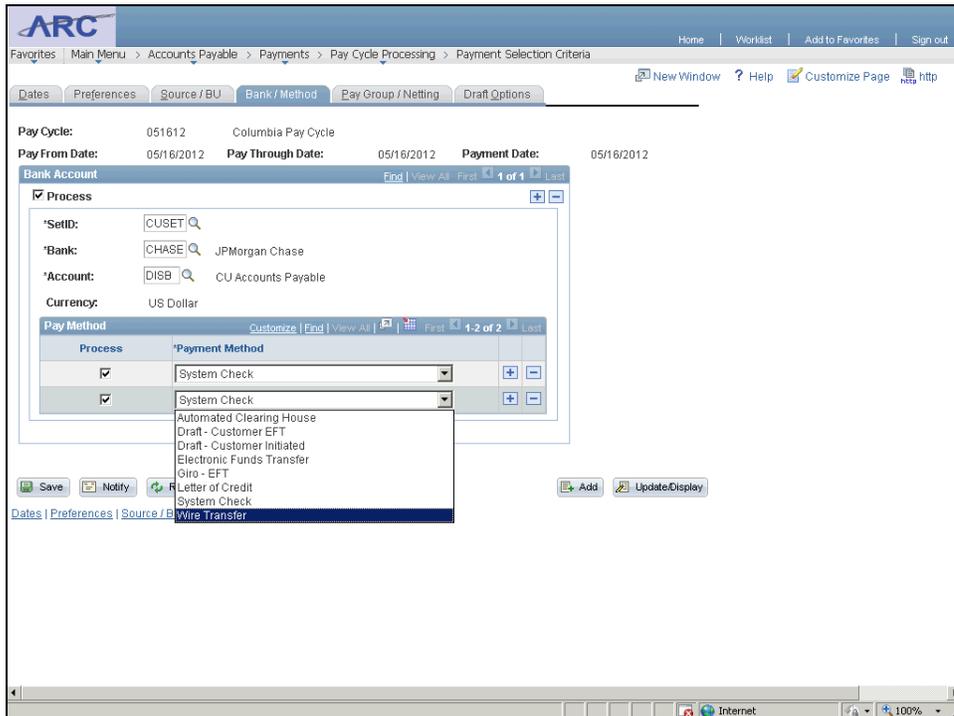
Step	Action
26.	Click the Add a new row at row 1 (Alt+7) button to select multiple payment methods. 

Training Guide

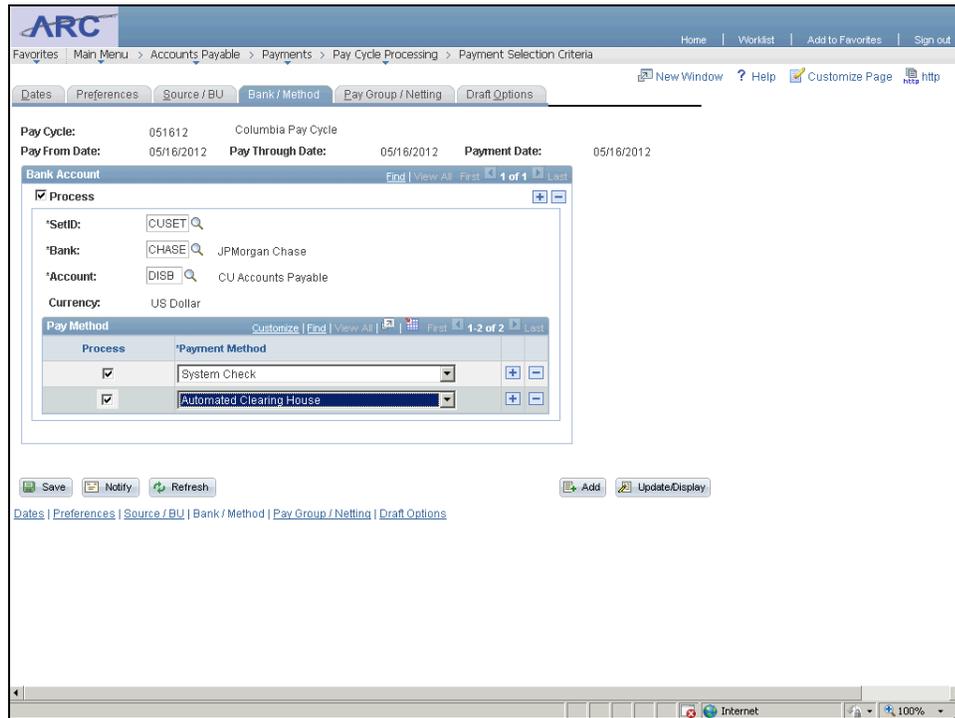
Payment Processing



Step	Action
27.	Click the Payment Method list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">System Check</div>



Step	Action
28.	Click the Automated Clearing House list item. 



The screenshot shows the 'Bank / Method' configuration page in the ARC system. The 'Bank Account' section is active, displaying search results for 'CUSET', 'CHASE', and 'DISB'. The 'Pay Method' table below it lists 'System Check' and 'Automated Clearing House'. The 'Automated Clearing House' method is selected with a checked checkbox.

Step	Action
29.	Click the Payment Method option. 

Training Guide

Payment Processing



Step	Action
30.	Click the Add a new row at row 1 (Alt+7) button to create a wire transfer payment method. 

Step	Action
31.	Click in the Bank field. <input data-bbox="440 1056 534 1098" type="text"/>

Training Guide

Payment Processing



Step	Action
32.	Enter the desired information into the Bank field. Enter " CHASE ".

The screenshot shows the ARC web application interface for 'Payment Selection Criteria'. The breadcrumb trail is: Favorites | Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Payment Selection Criteria. The page has tabs for Dates, Preferences, Source / BU, Bank / Method, Pay Group / Netting, and Draft Options. The 'Bank / Method' tab is active.

Key information displayed:

- Pay Cycle: 051612 Columbia Pay Cycle
- Pay From Date: 05/16/2012
- Pay Through Date: 05/16/2012
- Payment Date: 05/16/2012

The 'Bank Account' section shows a table with 2 of 2 items. The first item is selected and expanded to show the following details:

- Process:
- *SetID: CUSET
- *Bank: CHASE
- *Account: [Empty field]
- Currency: [Empty field]

The 'Pay Method' section shows a table with 1 of 1 items:

Process	Payment Method
<input checked="" type="checkbox"/>	System Check

At the bottom of the form, there are buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display. The browser's address bar shows 'Internet' and the page is zoomed to 100%.

Step	Action
33.	Click in the Account field. <input type="text"/>

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: 051612 Columbia Pay Cycle
 Pay From Date: 05/16/2012 Pay Through Date: 05/16/2012 Payment Date: 05/16/2012

Bank Account Find | View All | First | 2 of 2 | Last

Process

*SetID: CUSET
 *Bank: CHASE
 *Account:
 Currency:

Pay Method Customize | Find | View All | First | 1 of 1 | Last

Process	Payment Method
<input checked="" type="checkbox"/>	System Check

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

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

Step	Action
34.	Wire Payments needs to be paid from the CONC bank account. Enter the desired information into the Account field. Enter " CONC ".

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: 051612 Columbia Pay Cycle
 Pay From Date: 05/16/2012 Pay Through Date: 05/16/2012 Payment Date: 05/16/2012

Bank Account Find | View All | First | 2 of 2 | Last

Process

*SetID: CUSET
 *Bank: CHASE
 *Account: CONC
 Currency:

Pay Method Customize | Find | View All | First | 1 of 1 | Last

Process	Payment Method
<input checked="" type="checkbox"/>	System Check

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

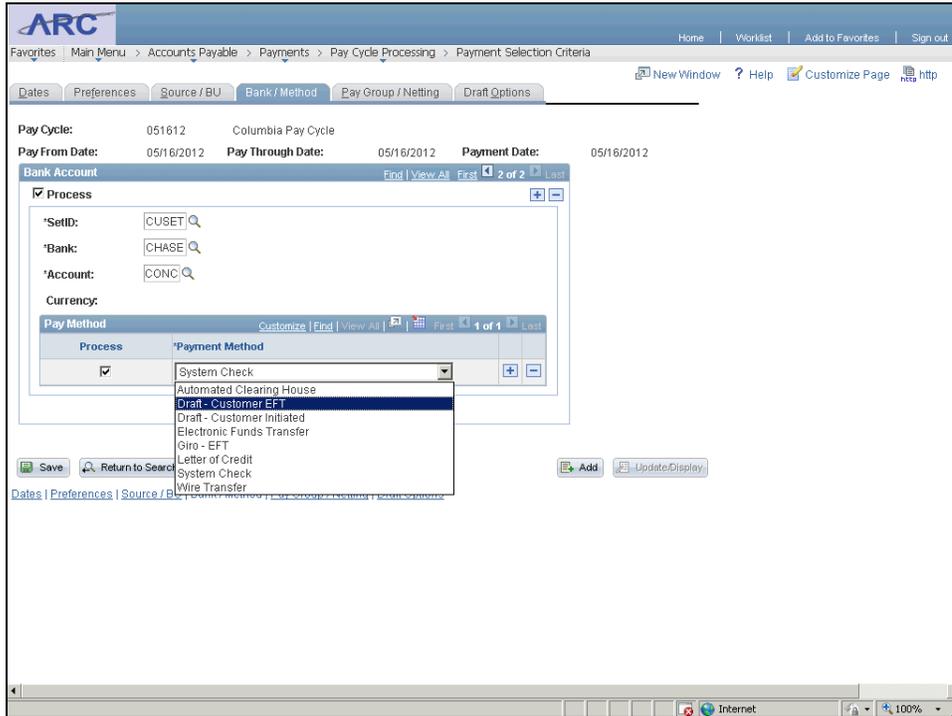
[Dates](#) | [Preferences](#) | [Source / BU](#) | [Bank / Method](#) | [Pay Group / Netting](#) | [Draft Options](#)

Training Guide

Payment Processing



Step	Action
35.	Click the Payment Method list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">System Check</div>



Step	Action
36.	Click the Wire Transfer list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Wire Transfer</div>

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: 051612 Columbia Pay Cycle

Pay From Date: 05/16/2012 Pay Through Date: 05/16/2012 Payment Date: 05/16/2012

Bank Account Find | View All First 2 of 2 Last

Process

*SetID: CUSET

*Bank: CHASE

*Account: CONC

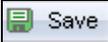
Currency:

Payment Method Customize | Find | View All First 1 of 1 Last

Process	Payment Method
<input checked="" type="checkbox"/>	Wire Transfer

Save Return to Search Notify Refresh Add Update/Display

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

Step	Action
37.	Click the Save button. 

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: 051612 Columbia Pay Cycle

Pay From Date: 05/16/2012 Pay Through Date: 05/16/2012 Payment Date: 05/16/2012

Bank Account Find | View All First 1 of 1 Last

Process

*SetID: CUSET

*Bank: CHASE JPMorgan Chase

*Account: DISB CU Accounts Payable

Currency: US Dollar

Payment Method Customize | Find | View All First 4-2 of 2 Last

Process	Payment Method
<input checked="" type="checkbox"/>	System Check
<input type="checkbox"/>	Automated Clearing House

Save Notify Refresh Add Update/Display

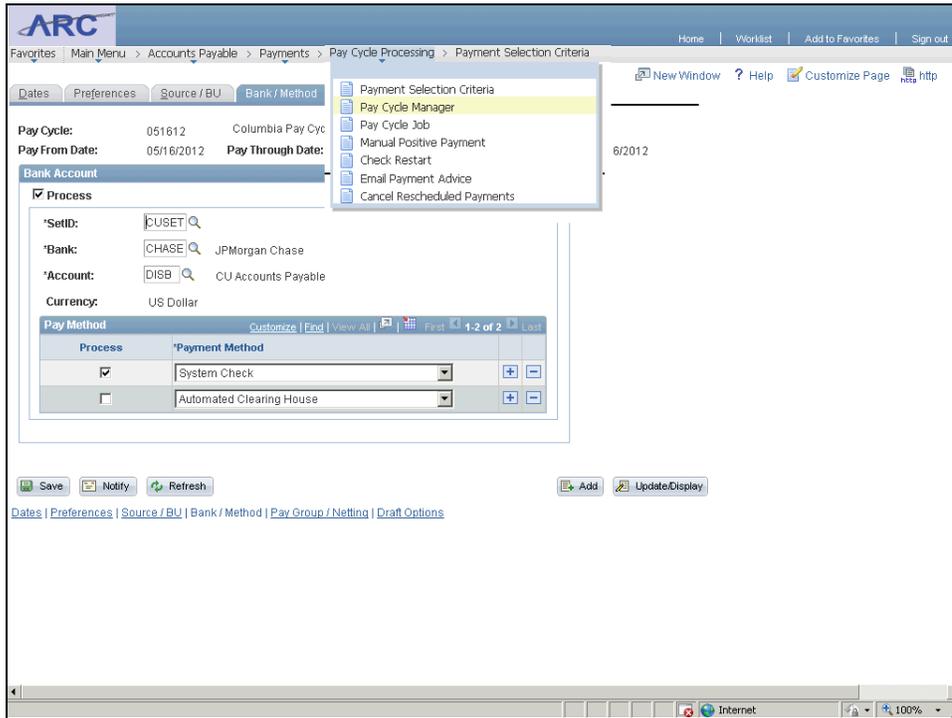
Dates | Preferences | Source / BU | Bank / Method | Pay Group / Netting | Draft Options

Training Guide

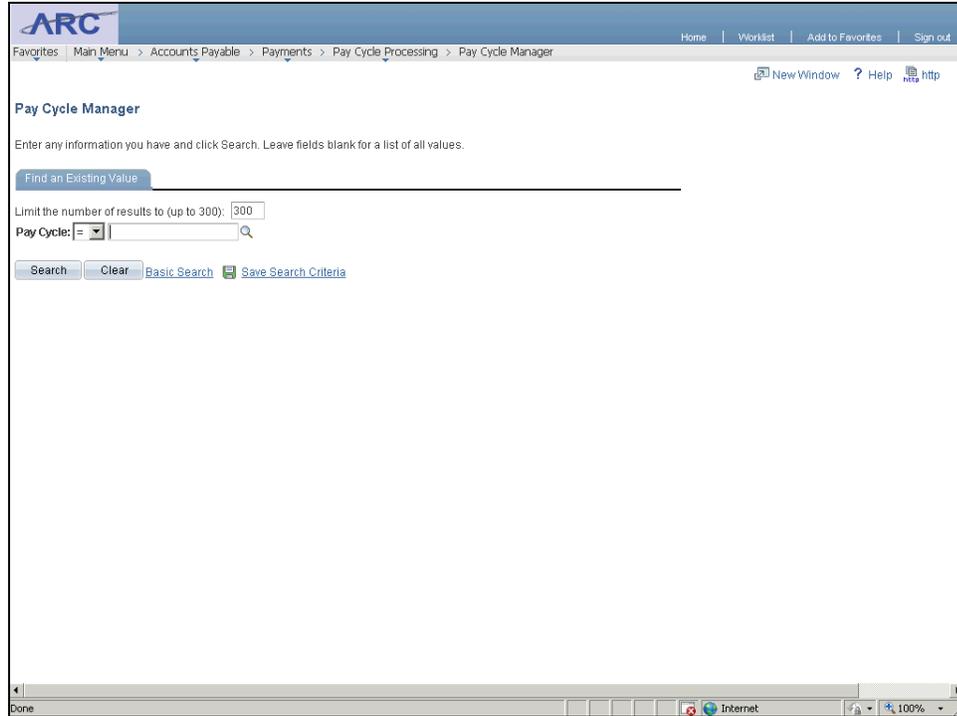
Payment Processing



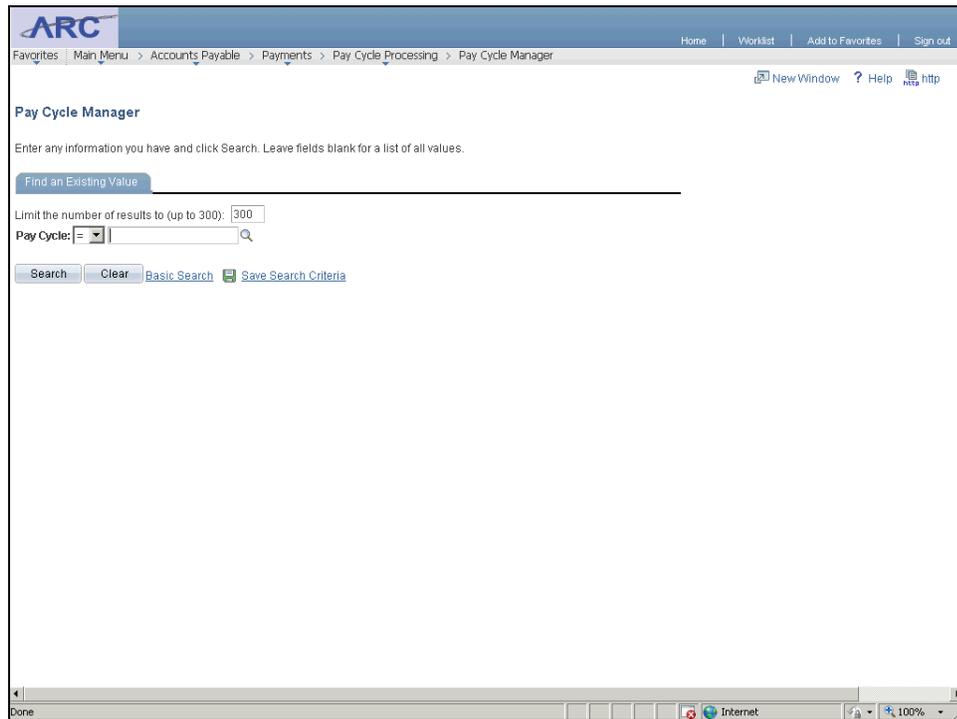
Step	Action
38.	Click the Pay Cycle Processing button. 



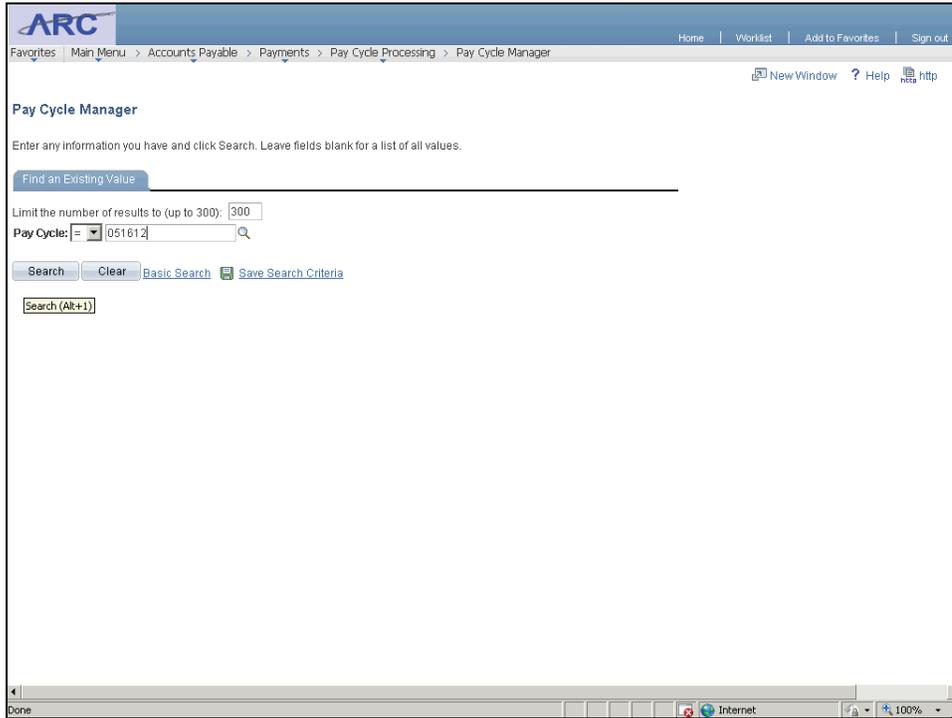
Step	Action
39.	Click the Pay Cycle Manager button to process the Pay Cycle. 



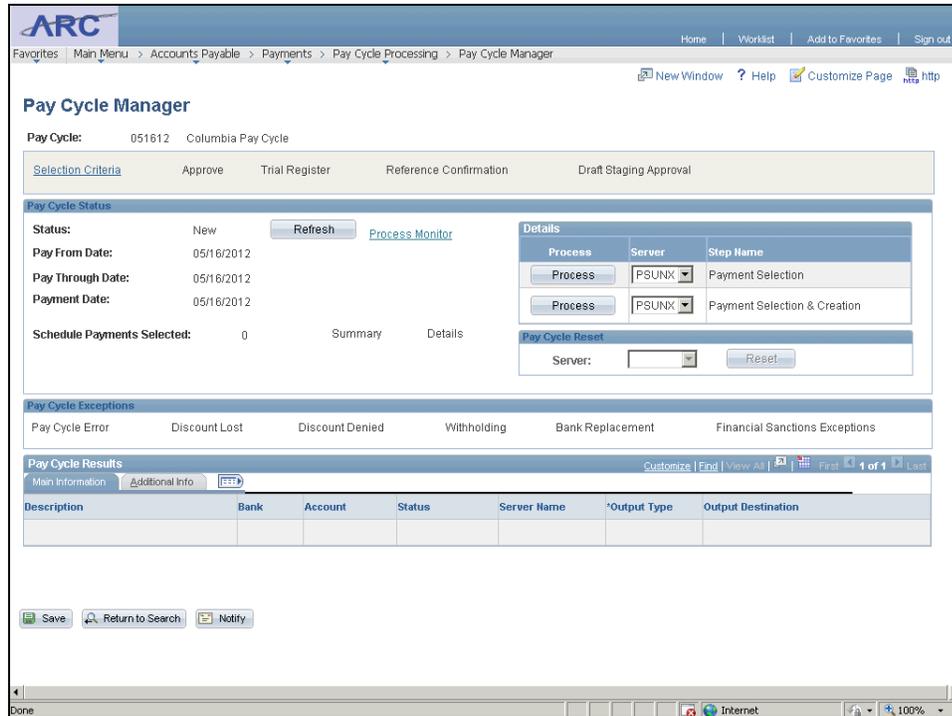
Step	Action
40.	Click in the Pay Cycle field. <input data-bbox="440 1056 721 1098" type="text"/>



Step	Action
41.	Enter the Pay Cycle ID you created at the beginning of the Pay Cycle process. Enter the desired information into the Pay Cycle field. Enter " 051612 ".



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



Step	Action
43.	<p>Click the Process button to run the Payment Selection process and select transactions for payment based off on the preferences information defined in the Pay Cycle Processing Criteria page you created for the Pay Cycle.</p> <div style="text-align: center; border: 1px solid black; width: fit-content; margin: 10px auto; padding: 5px;"> Process </div>

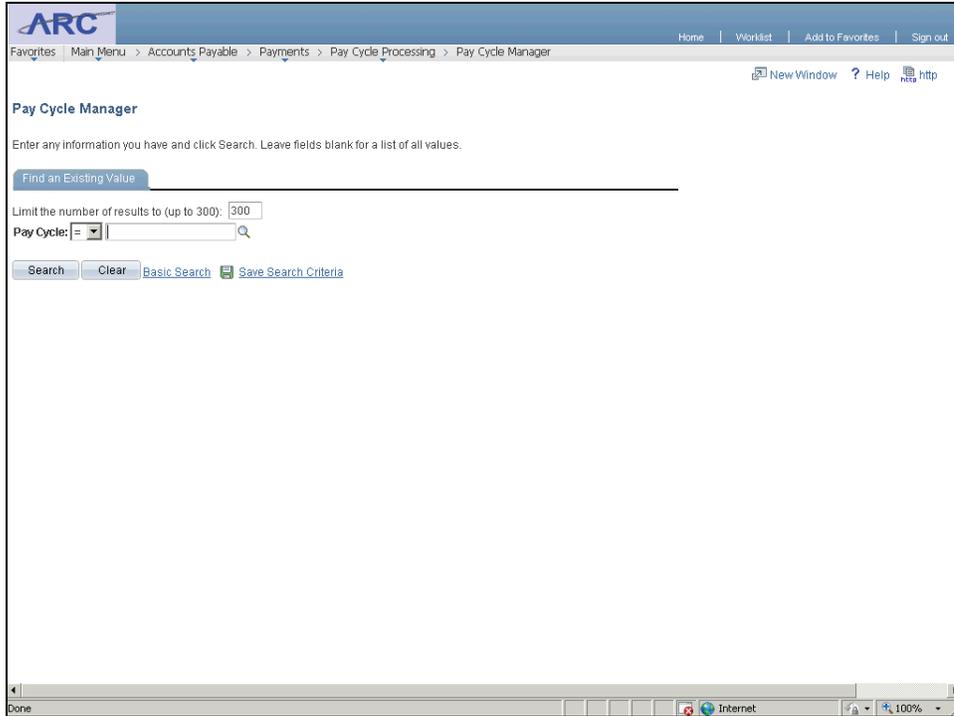
Step	Action
45.	Click the Refresh button until the Run Status of the Process is "Success" and the Distribution Status is "Posted". <div style="border: 1px solid black; padding: 2px; display: inline-block;">Refresh</div>

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 a 'Process List' tab selected. Below the tab is a 'View Process Request For' section with search filters for 'User ID', 'Type', 'Server', 'Name', 'Instance', 'Run Status', and 'Distribution Status'. A 'Refresh' button is visible. Below the filters 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 17 rows of process data, all with 'Success' Run Status and 'Posted' Distribution Status. At the bottom left, there is a link: 'Go back to Pay Cycle Manager'. At the bottom right, there is a zoom level indicator: '100%'.

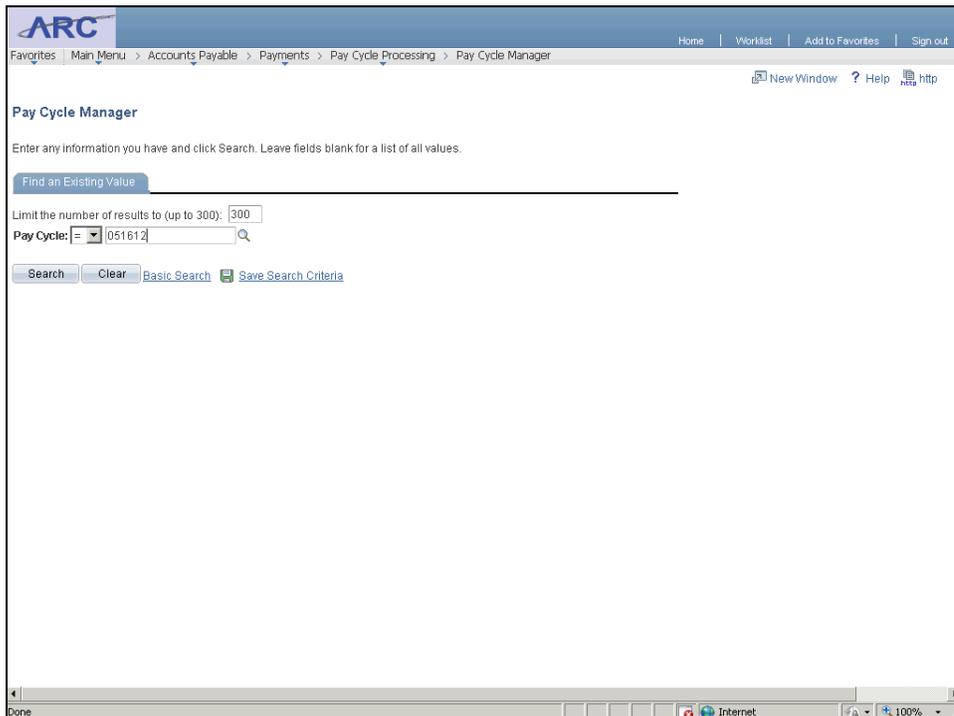
Step	Action
46.	Click the Go back to Pay Cycle Manager link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Go back to Pay Cycle Manager</div>

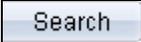
Training Guide

Payment Processing



Step	Action
47.	Search for the appropriate Pay Cycle again by entering the Pay Cycle ID into the Pay Cycle field. Enter " 051612 ".



Step	Action
48.	Click the Search button. 

The screenshot shows the ARC Pay Cycle Manager interface. At the top, there is a navigation bar with the ARC logo and links for 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 "Pay Cycle Manager" and displays information for "Pay Cycle: 051612 Columbia Pay Cycle". There are several tabs: Selection Criteria (active), Approve, Trial Register, Reference Confirmation, and Draft Staging Approval. The "Pay Cycle Status" section shows "Status: Selected" with a "Refresh" button and a "Process Monitor" link. It also lists "Pay From Date: 05/16/2012", "Pay Through Date: 05/16/2012", and "Payment Date: 05/16/2012". A "Details" table shows "Process: Process", "Server: PSUNX", and "Step Name: Payment Creation". Below this is a "Pay Cycle Reset" section with a "Server" dropdown and a "Reset" button. The "Pay Cycle Exceptions" section lists various exception types. The "Pay Cycle Results" section has a table with columns: Description, Bank, Account, Status, Server Name, *Output Type, and Output Destination. At the bottom, there are "Save", "Return to Search", and "Notify" buttons.

Step	Action
49.	Click the Details link to view the transactions selected for payment. 

Training Guide

Payment Processing



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: 051612 Columbia Pay Cycle [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

Scheduled 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
50.	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
51.	<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>

Training Guide

Payment Processing



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: 051612 Columbia Pay Cycle [Pay Cycle Summary](#) [Pay Cycle Manager](#)

Business Unit: Advice ID: Invoice:

Vendor SetID: Remit Vendor: Address: Location:

Bank SetID: Bank Code: Bank Account: Method:

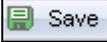
Payment Handling: Payment Currency:

Pay Cycle Details Customize | End |

Scheduled 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
52.	Click the Save 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 Details

Pay Cycle Data

Pay Cycle: 051612 Columbia Pay Cycle [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:

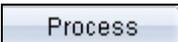
Pay Cycle Details Customize | End |

Scheduled 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
53.	Click the Pay Cycle Manager link. 

Step	Action
54.	Click the Process button to run the Payment Creation process. 

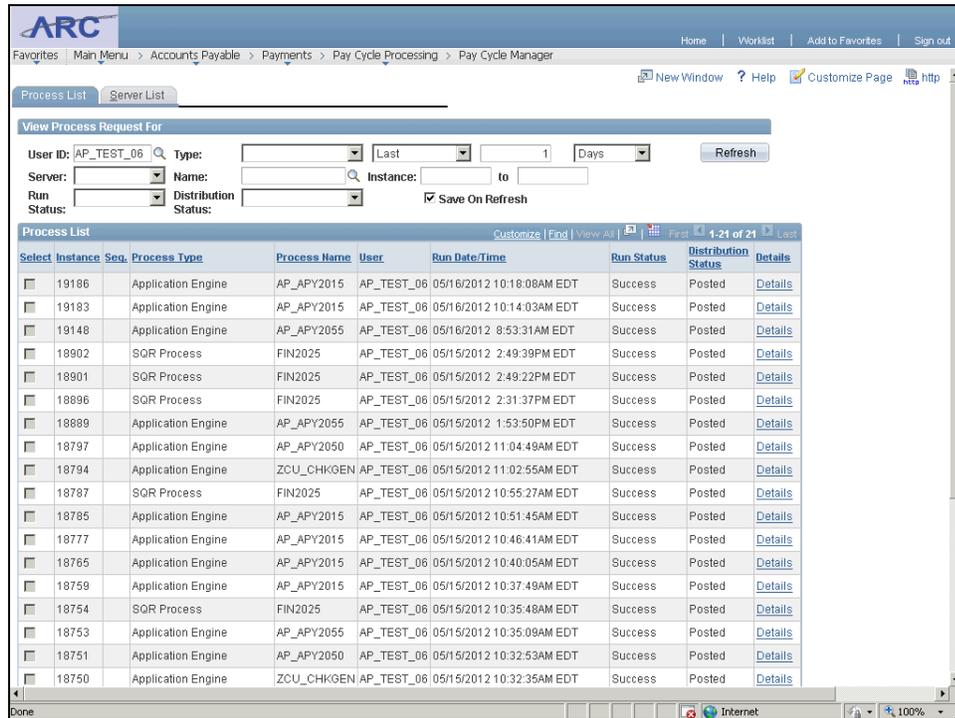
Training Guide Payment Processing



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

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	19186		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:18:08AM EDT	Queued	N/A	Details
<input type="checkbox"/>	19183		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:14:03AM EDT	Success	Posted	Details
<input type="checkbox"/>	19148		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 8:53:31AM EDT	Success	Posted	Details
<input type="checkbox"/>	18902		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:49:39PM EDT	Success	Posted	Details
<input type="checkbox"/>	18901		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:49:22PM EDT	Success	Posted	Details
<input type="checkbox"/>	18896		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:31:37PM EDT	Success	Posted	Details
<input type="checkbox"/>	18889		Application Engine	AP_APY2055	AP_TEST_06	05/15/2012 1:53:50PM EDT	Success	Posted	Details
<input type="checkbox"/>	18797		Application Engine	AP_APY2050	AP_TEST_06	05/15/2012 11:04:49AM EDT	Success	Posted	Details
<input type="checkbox"/>	18794		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/15/2012 11:02:55AM EDT	Success	Posted	Details
<input type="checkbox"/>	18787		SQR Process	FIN2025	AP_TEST_06	05/15/2012 10:55:27AM EDT	Success	Posted	Details
<input type="checkbox"/>	18785		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:51:45AM EDT	Success	Posted	Details
<input type="checkbox"/>	18777		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:46:41AM EDT	Success	Posted	Details
<input type="checkbox"/>	18765		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:40:05AM EDT	Success	Posted	Details
<input type="checkbox"/>	18759		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:37:49AM EDT	Success	Posted	Details
<input type="checkbox"/>	18754		SQR Process	FIN2025	AP_TEST_06	05/15/2012 10:35:48AM EDT	Success	Posted	Details
<input type="checkbox"/>	18753		Application Engine	AP_APY2055	AP_TEST_06	05/15/2012 10:35:09AM EDT	Success	Posted	Details
<input type="checkbox"/>	18751		Application Engine	AP_APY2050	AP_TEST_06	05/15/2012 10:32:53AM EDT	Success	Posted	Details
<input type="checkbox"/>	18750		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/15/2012 10:32:35AM EDT	Success	Posted	Details

Step	Action
56.	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
57.	Click the button of the scrollbar.

Training Guide Payment Processing



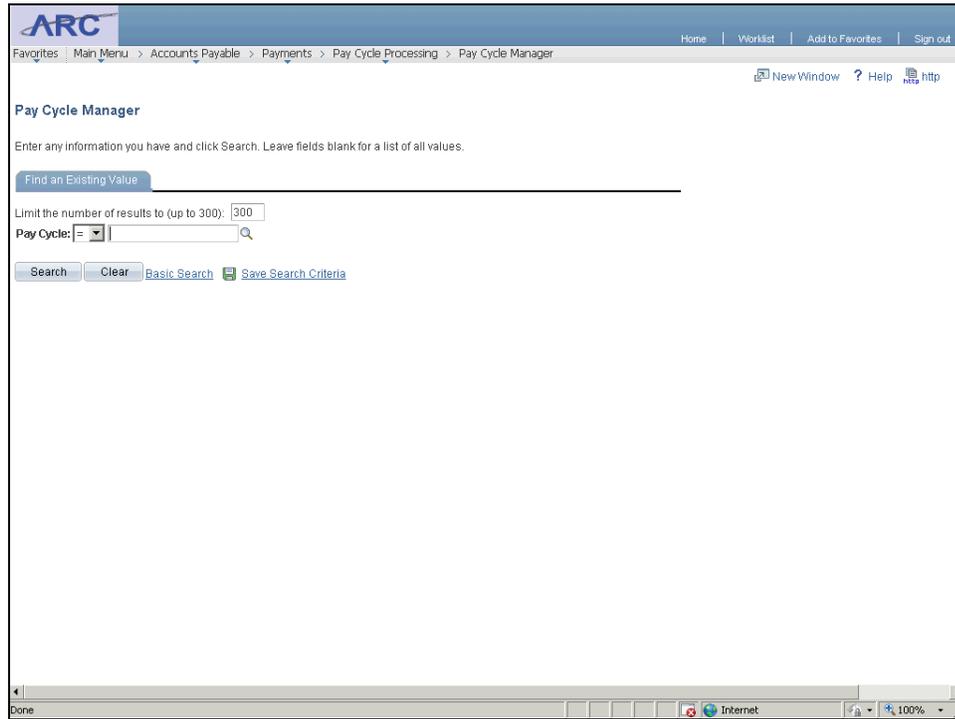
The screenshot shows the ARC Pay Cycle Manager interface. At the top, there is a navigation bar with the ARC logo and links for Home, Worklist, Add to Favorites, and Sign out. Below the navigation bar, there is a breadcrumb trail: Favorites > Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager. The main content area displays a table of payment transactions. Each row includes a checkbox, a transaction ID, a description, a process type, a status, and a timestamp. Below the table, there are links for 'Go back to Pay Cycle Manager', 'Save', and 'Notify'. At the bottom, there is a status bar with the URL: javascript:Action_windo(document.windo.PMIN_GO_HOME_WRK_HOME_LINK', 0, 0, 'Go back to Pay Cycle Manager', false, ...

ID	Description	Process	Status	Timestamp
19148	Application Engine	AP_APY2055	Success	05/16/2012 8:53:31AM EDT
18902	SQR Process	FIN2025	Success	05/15/2012 2:49:39PM EDT
18901	SQR Process	FIN2025	Success	05/15/2012 2:49:22PM EDT
18896	SQR Process	FIN2025	Success	05/15/2012 2:31:37PM EDT
18899	Application Engine	AP_APY2055	Success	05/15/2012 1:53:50PM EDT
18797	Application Engine	AP_APY2050	Success	05/15/2012 11:04:49AM EDT
18794	Application Engine	ZCU_CHKGEN	Success	05/15/2012 11:02:55AM EDT
18787	SQR Process	FIN2025	Success	05/15/2012 10:55:27AM EDT
18785	Application Engine	AP_APY2015	Success	05/15/2012 10:51:45AM EDT
18777	Application Engine	AP_APY2015	Success	05/15/2012 10:46:41AM EDT
18765	Application Engine	AP_APY2015	Success	05/15/2012 10:40:05AM EDT
18759	Application Engine	AP_APY2015	Success	05/15/2012 10:37:49AM EDT
18754	SQR Process	FIN2025	Success	05/15/2012 10:35:48AM EDT
18753	Application Engine	AP_APY2055	Success	05/15/2012 10:35:09AM EDT
18751	Application Engine	AP_APY2050	Success	05/15/2012 10:32:53AM EDT
18750	Application Engine	ZCU_CHKGEN	Success	05/15/2012 10:32:35AM EDT
18749	Application Engine	AP_APY2015	Success	05/15/2012 10:32:33AM EDT
18748	Application Engine	AP_APY2015	Success	05/15/2012 10:32:03AM EDT
18735	Application Engine	AP_APY2015	Success	05/15/2012 10:24:12AM EDT

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

The screenshot shows the ARC Pay Cycle Manager search interface. At the top, there is a navigation bar with the ARC logo and links for Home, Worklist, Add to Favorites, and Sign out. Below the navigation bar, there is a breadcrumb trail: Favorites > Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager. The main content area displays the 'Pay Cycle Manager' search form. It includes a search input field, a 'Search' button, and a 'Clear' button. There are also links for 'Basic Search' and 'Save Search Criteria'. The status bar at the bottom shows the URL: http://...

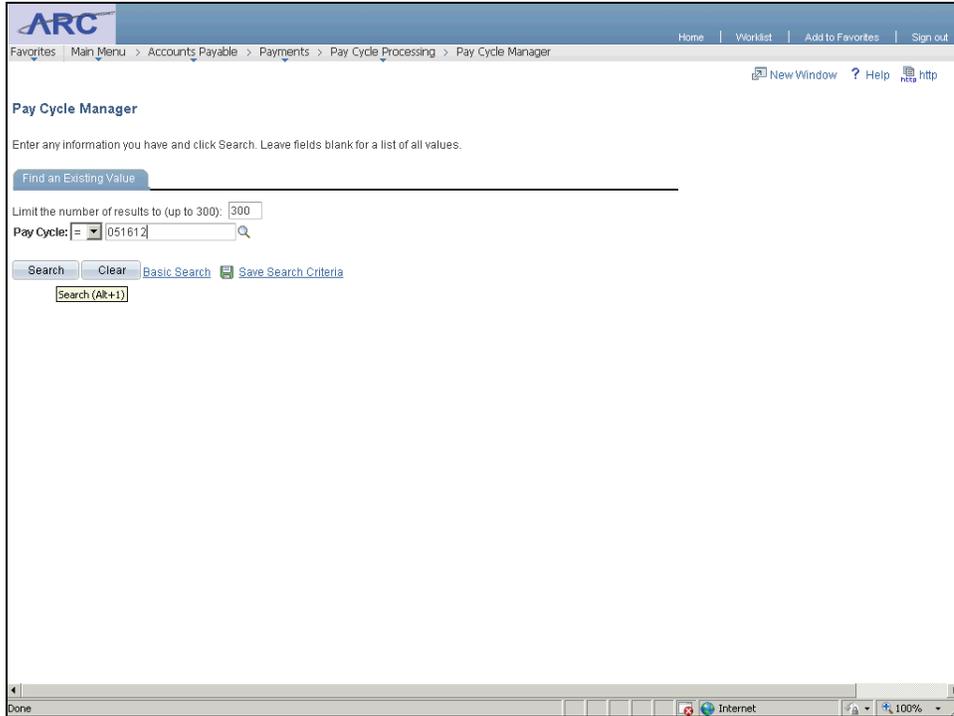
Step	Action
59.	Click in the Pay Cycle field. <input data-bbox="440 338 721 380" type="text"/>

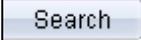


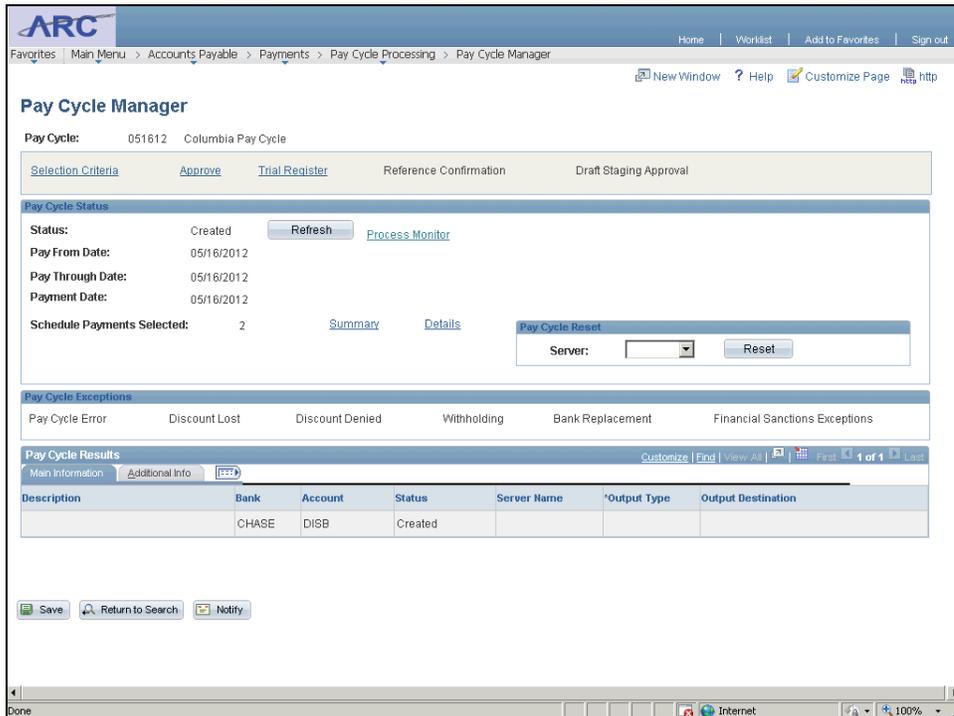
Step	Action
60.	Search for the appropriate Pay Cycle by entering the Pay Cycle ID into the Pay Cycle field. Enter " 051612 ".

Training Guide

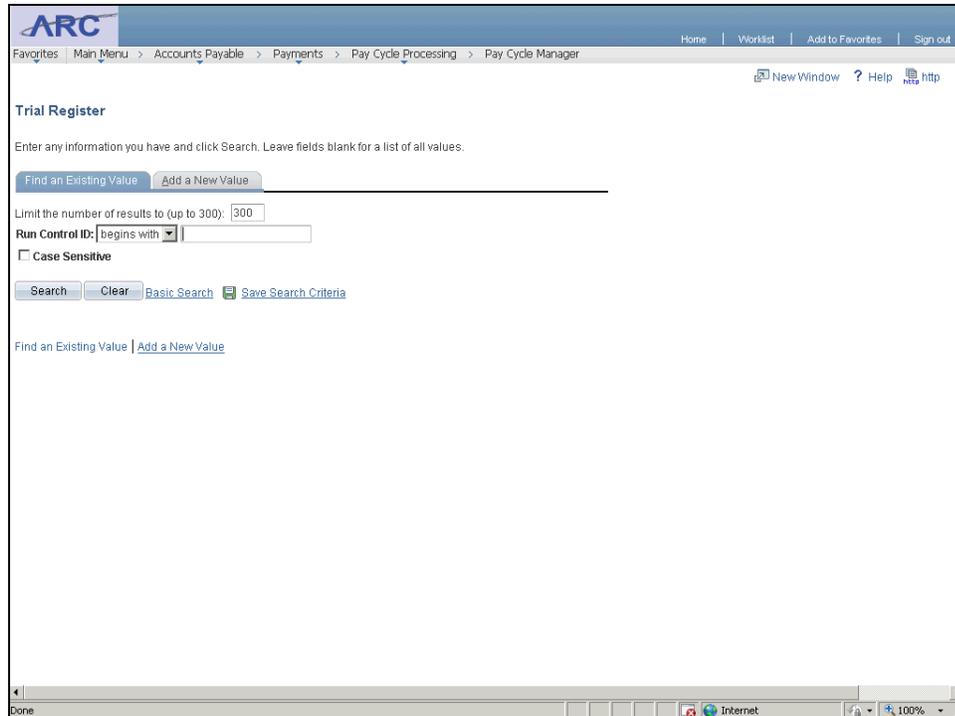
Payment Processing



Step	Action
61.	Click the Search button. 



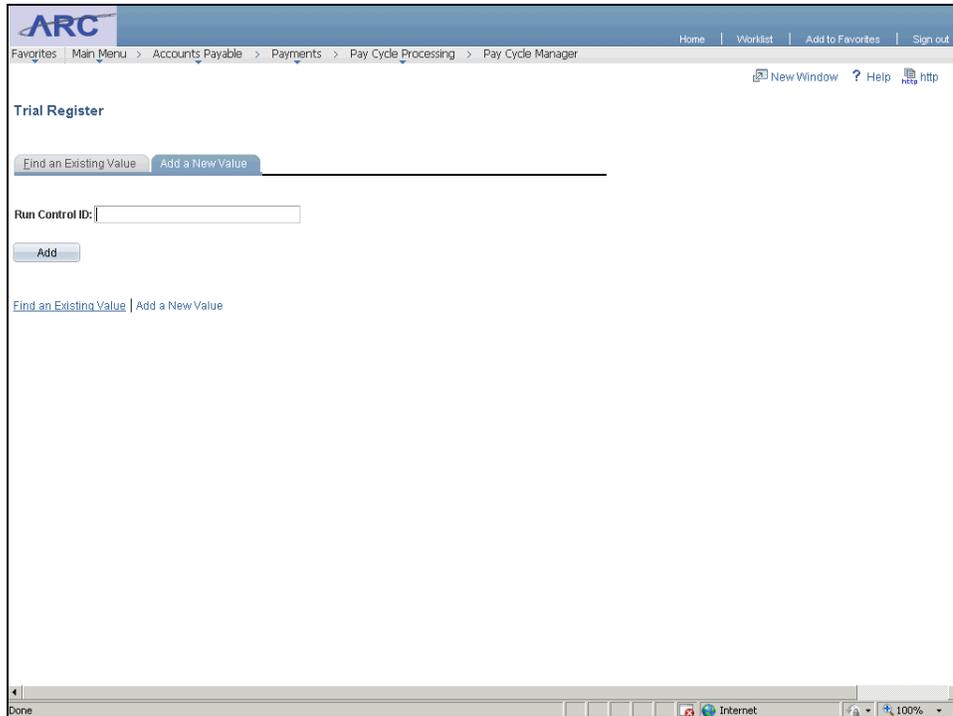
Step	Action
62.	<p>Click the Trial Register link to run the Trial Register report and see what vouchers are being paid. The Trial Register can only be reviewed after payment selection and payment creation. Once the pay cycle is completed, no data will be produced in the report.</p> <p>Trial Register</p>



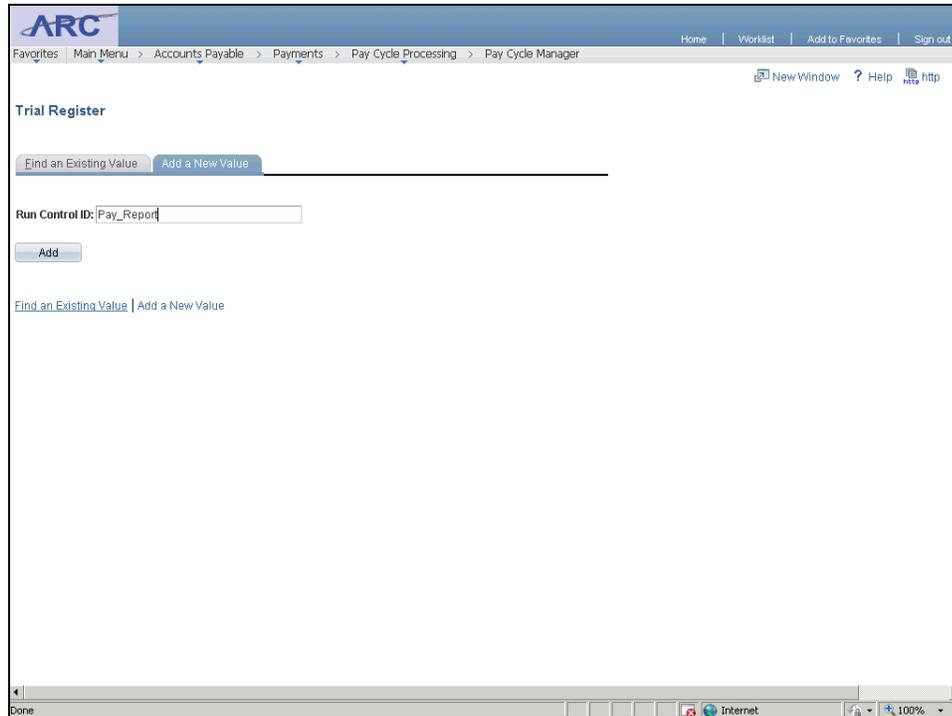
Step	Action
63.	<p>Click the Add a New Value tab.</p> <p>Add a New Value</p>

Training Guide

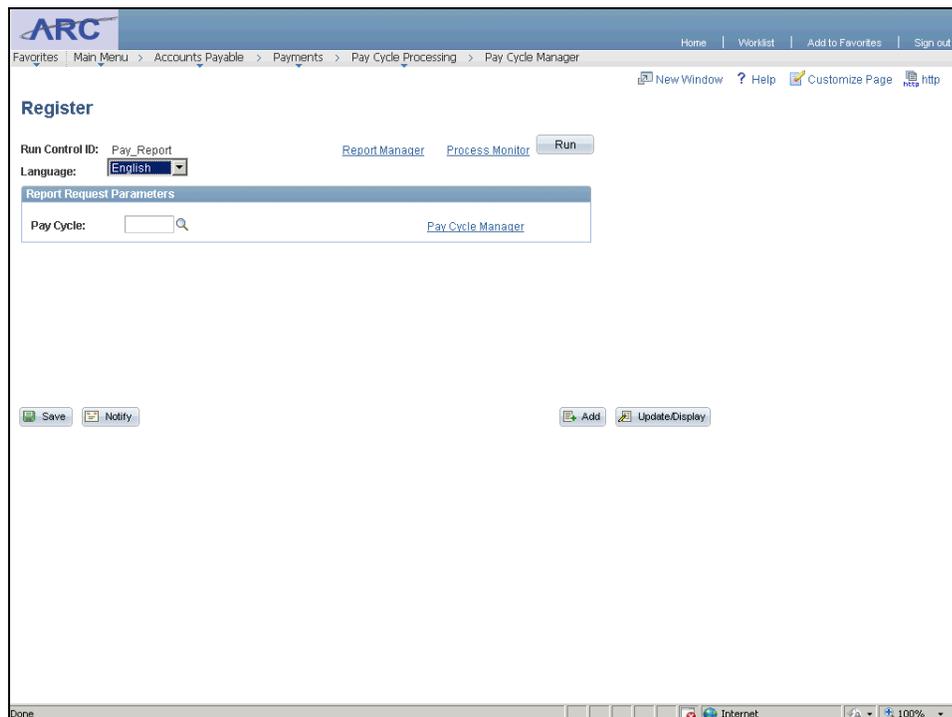
Payment Processing



Step	Action
64.	A Run Control ID is a way to identify the particular report you are running. Run Control IDs are used in PeopleSoft each time you submit a report or any other batch process. All the criteria used to specify a process are saved so that they can be remembered for future submissions. Enter the desired information into the Run Control ID field. Enter " Pay_Report ".



Step	Action
65.	Click the Add button. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;"> Add </div>

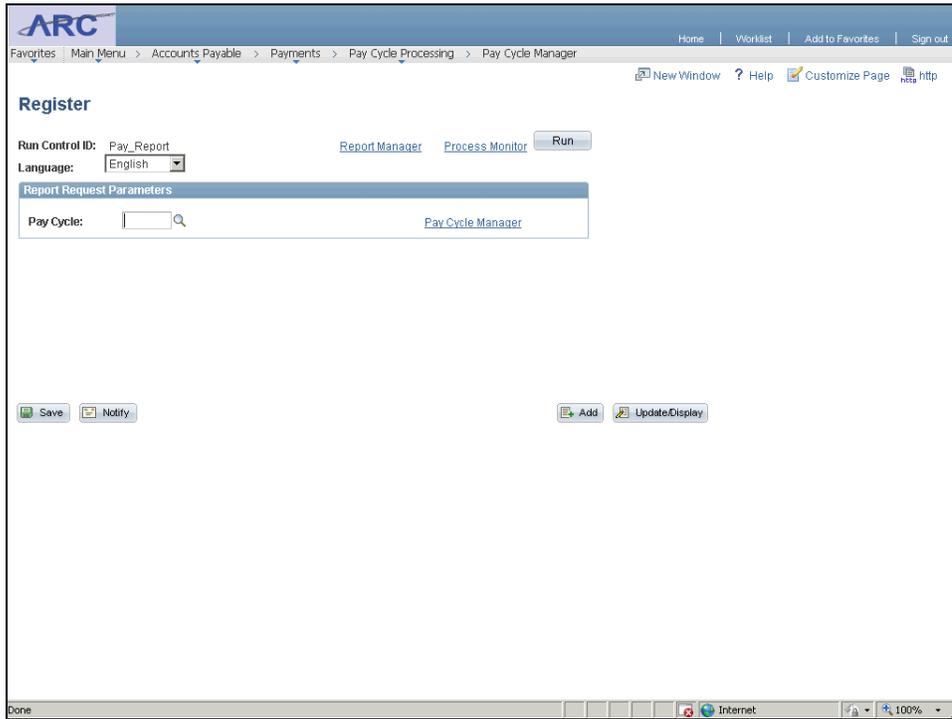


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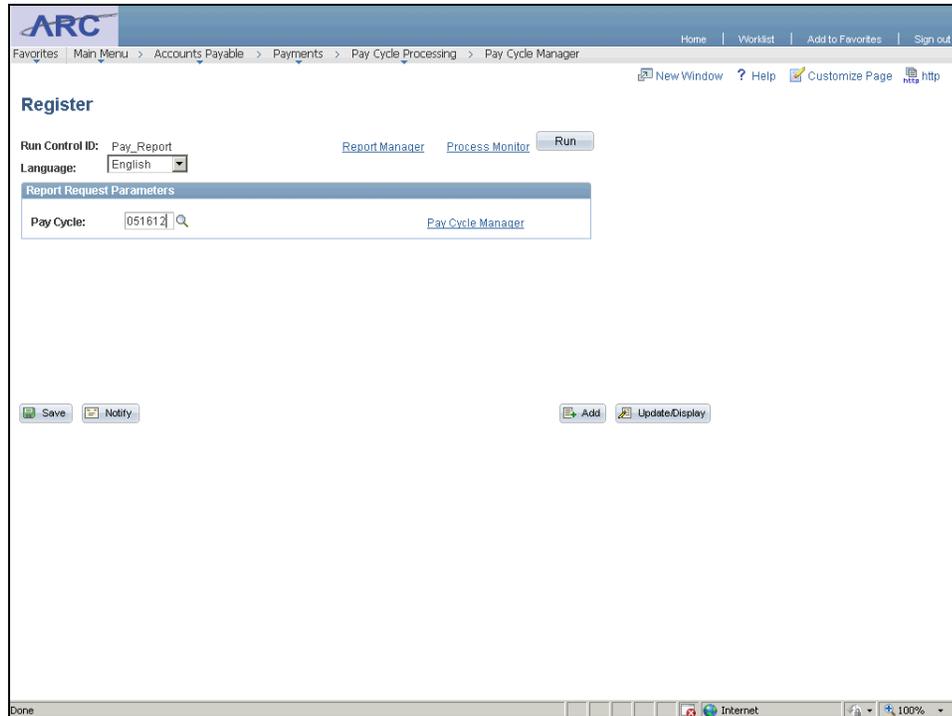
Payment Processing



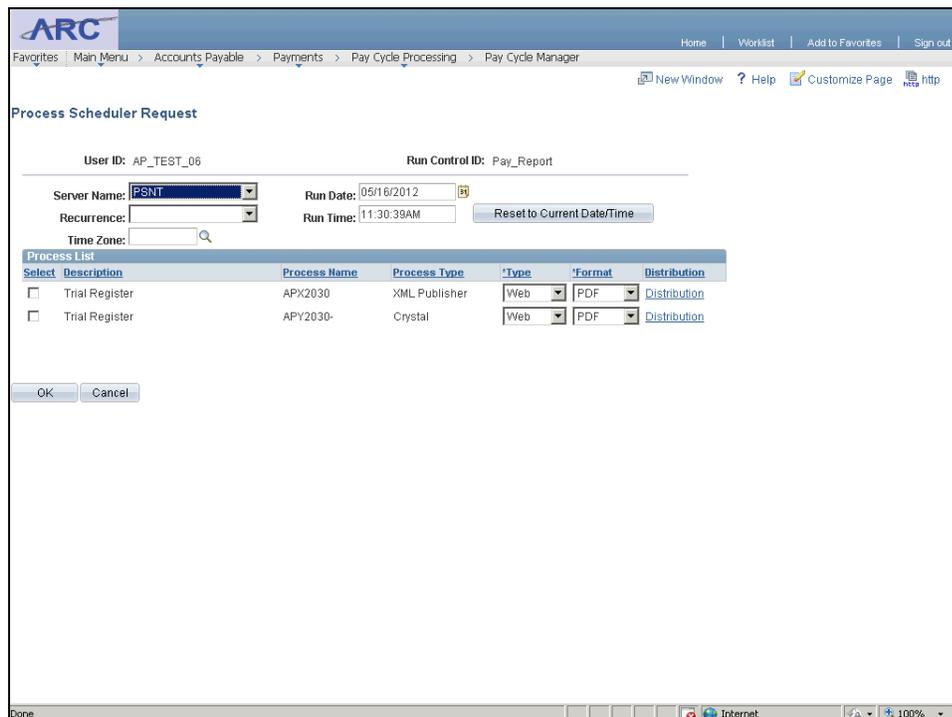
Step	Action
66.	Click in the Pay Cycle field. <input type="text"/>



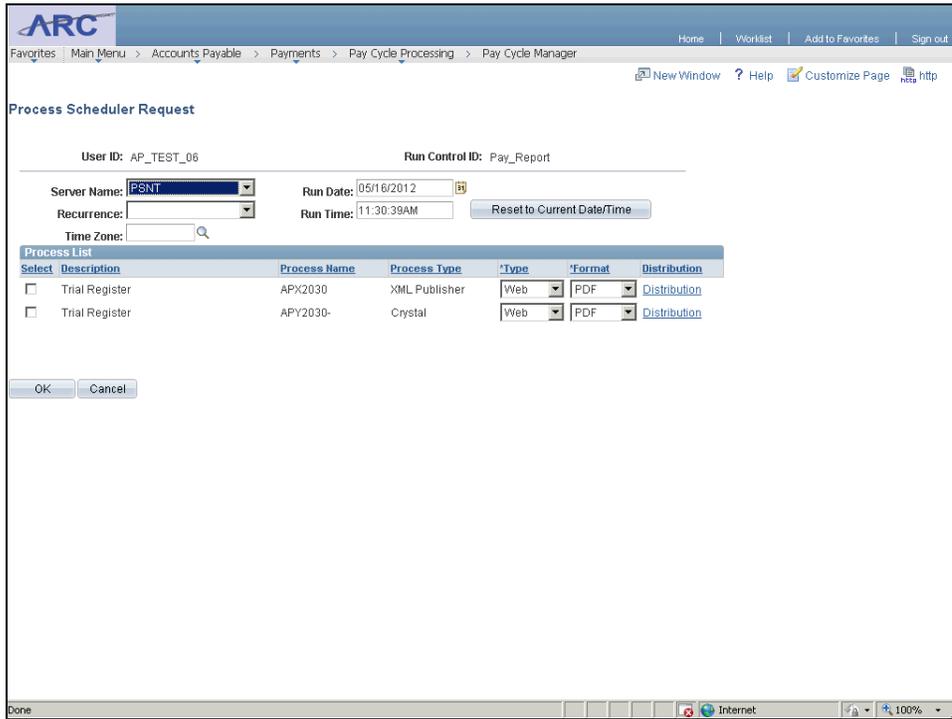
Step	Action
67.	Enter the Pay Cycle for which you want to run the report. Enter the desired information into the Pay Cycle field. Enter " 051612 ".



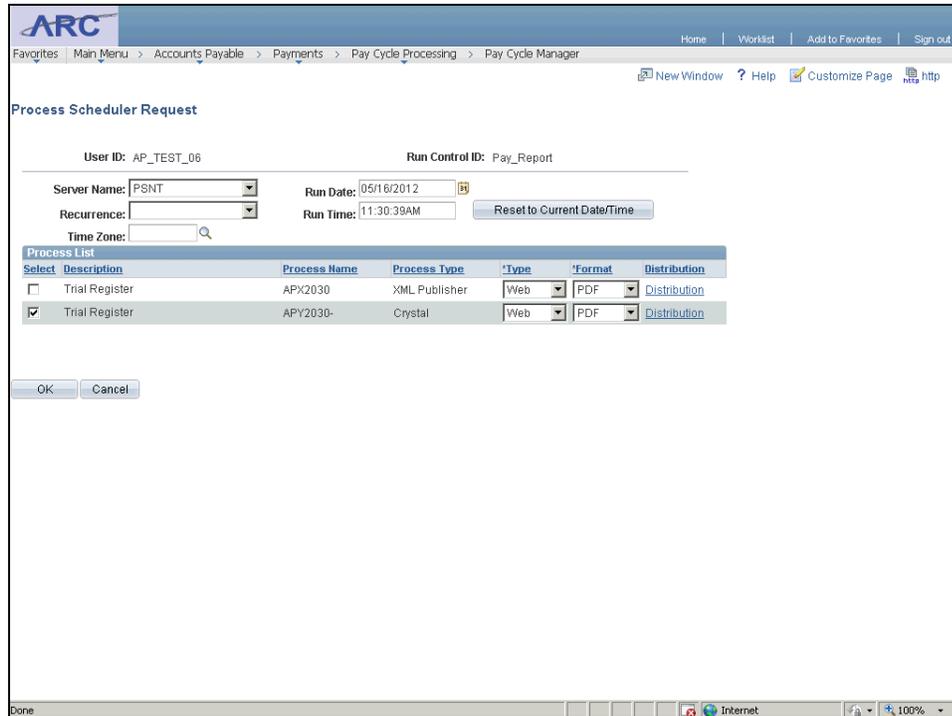
Step	Action
68.	Click the Run button. 



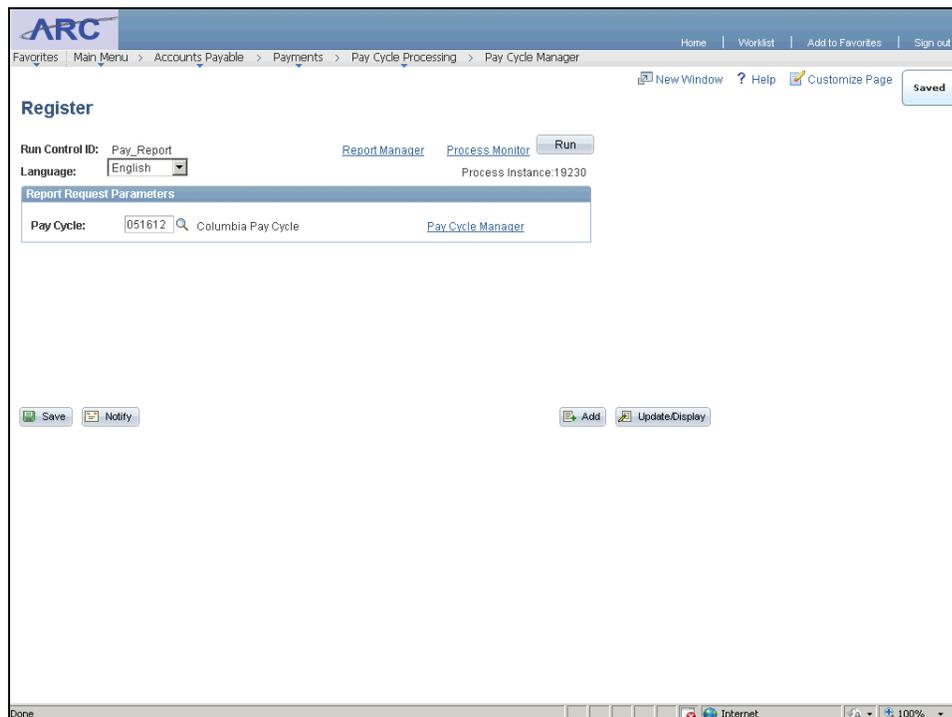
Step	Action
69.	Select the appropriate Server Name by clicking on the Server Name Menu . 



Step	Action
70.	Click the Select option next to the "Crystal" process type option. 



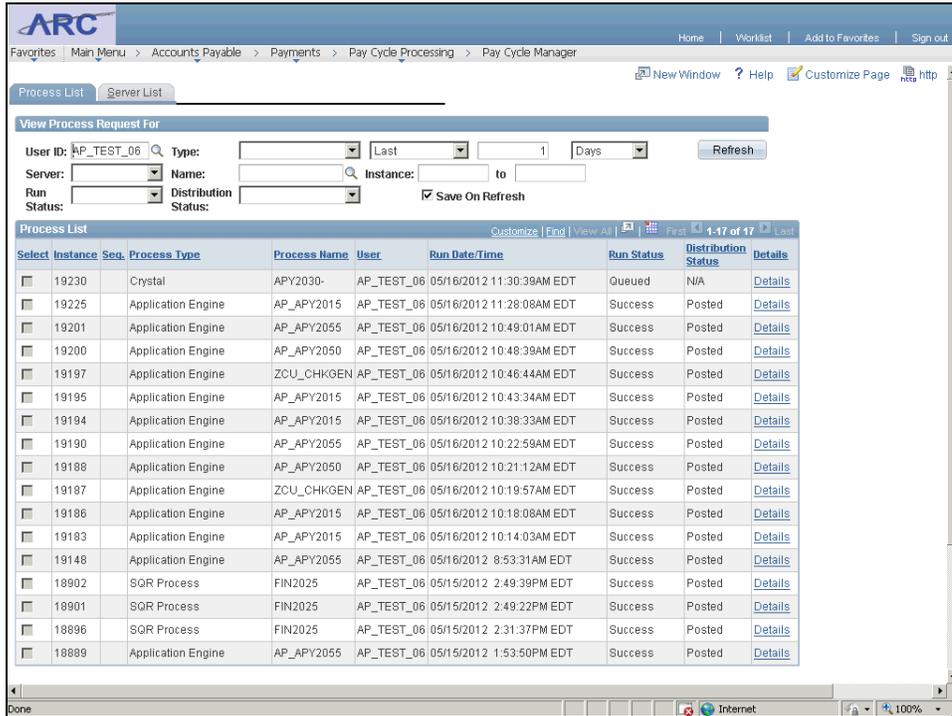
Step	Action
71.	Click the OK button.



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Step	Action
72.	Click the Process Monitor link. 



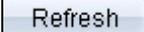
View Process Request For

User ID: AP_TEST_06 Type: [] Last [] 1 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"/>	19230		Crystal	APY2030-	AP_TEST_06	05/16/2012 11:30:39AM EDT	Queued	N/A	Details
<input type="checkbox"/>	19225		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 11:28:08AM EDT	Success	Posted	Details
<input type="checkbox"/>	19201		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 10:48:01AM EDT	Success	Posted	Details
<input type="checkbox"/>	19200		Application Engine	AP_APY2050	AP_TEST_06	05/16/2012 10:48:39AM EDT	Success	Posted	Details
<input type="checkbox"/>	19197		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/16/2012 10:46:44AM EDT	Success	Posted	Details
<input type="checkbox"/>	19195		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:43:34AM EDT	Success	Posted	Details
<input type="checkbox"/>	19194		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:38:33AM EDT	Success	Posted	Details
<input type="checkbox"/>	19190		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 10:22:59AM EDT	Success	Posted	Details
<input type="checkbox"/>	19188		Application Engine	AP_APY2050	AP_TEST_06	05/16/2012 10:21:12AM EDT	Success	Posted	Details
<input type="checkbox"/>	19187		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/16/2012 10:19:57AM EDT	Success	Posted	Details
<input type="checkbox"/>	19186		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:18:08AM EDT	Success	Posted	Details
<input type="checkbox"/>	19183		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:14:03AM EDT	Success	Posted	Details
<input type="checkbox"/>	19148		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 8:53:31AM EDT	Success	Posted	Details
<input type="checkbox"/>	18902		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:49:39PM EDT	Success	Posted	Details
<input type="checkbox"/>	18901		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:49:22PM EDT	Success	Posted	Details
<input type="checkbox"/>	18896		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:31:37PM EDT	Success	Posted	Details
<input type="checkbox"/>	18889		Application Engine	AP_APY2055	AP_TEST_06	05/15/2012 1:53:50PM EDT	Success	Posted	Details

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

The screenshot shows the 'Pay Cycle Manager' interface. At the top, there's a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below that, a breadcrumb trail reads 'Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager'. The main area has a 'View Process Request For' section with search filters for 'User ID' (AP_TEST_06), 'Type', 'Last', and 'Days'. Below this 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 18 rows of process data. The 'Details' link for the first row (Instance 19230) is highlighted.

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	19230		Crystal	APY2030-	AP_TEST_06	05/16/2012 11:30:39AM EDT	Success	Posted	Details
<input type="checkbox"/>	19225		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 11:28:08AM EDT	Success	Posted	Details
<input type="checkbox"/>	19201		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 10:49:01AM EDT	Success	Posted	Details
<input type="checkbox"/>	19200		Application Engine	AP_APY2050	AP_TEST_06	05/16/2012 10:48:39AM EDT	Success	Posted	Details
<input type="checkbox"/>	19197		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/16/2012 10:46:44AM EDT	Success	Posted	Details
<input type="checkbox"/>	19195		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:43:34AM EDT	Success	Posted	Details
<input type="checkbox"/>	19194		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:38:33AM EDT	Success	Posted	Details
<input type="checkbox"/>	19190		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 10:22:59AM EDT	Success	Posted	Details
<input type="checkbox"/>	19188		Application Engine	AP_APY2050	AP_TEST_06	05/16/2012 10:21:12AM EDT	Success	Posted	Details
<input type="checkbox"/>	19187		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/16/2012 10:19:57AM EDT	Success	Posted	Details
<input type="checkbox"/>	19186		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:18:08AM EDT	Success	Posted	Details
<input type="checkbox"/>	19183		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:14:03AM EDT	Success	Posted	Details
<input type="checkbox"/>	19148		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 8:53:31AM EDT	Success	Posted	Details
<input type="checkbox"/>	18902		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:49:39PM EDT	Success	Posted	Details
<input type="checkbox"/>	18901		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:49:22PM EDT	Success	Posted	Details
<input type="checkbox"/>	18896		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:31:37PM EDT	Success	Posted	Details
<input type="checkbox"/>	18889		Application Engine	AP_APY2055	AP_TEST_06	05/15/2012 1:53:50PM EDT	Success	Posted	Details

Step	Action
74.	Click the Details link. Details

The screenshot shows the 'Process Detail' view for process instance 19230. It displays the following information:

- Instance:** 19230
- Type:** Crystal
- Name:** APY2030-
- Description:** Trial Register
- Run Status:** Success
- Distribution Status:** Posted

Below this, there are sections for 'Run' and 'Date/Time' with various controls and links:

- Run Section:** Includes 'Run Control ID: Pay_Report', 'Location: Server', 'Server: PSNT', and 'Recurrence:'. It also has an 'Update Process' button and radio buttons for 'Hold Request', 'Queue Request', 'Cancel Request', 'Delete Request', and 'Restart Request'.
- Date/Time Section:** Shows 'Request Created On: 05/16/2012 11:31:05AM EDT' and 'Run Anytime After: 05/16/2012 11:30:39AM EDT'. It includes links for 'Parameters', 'Message Log', 'Batch Timings', and 'View Log/Trace'.

At the bottom, there are 'OK' and 'Cancel' buttons.

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

View Log/Trace

Report

Report ID: 16514 Process Instance: 19230 [Message Log](#)

Name: APY2030- Process Type: Crystal

Run Status: Success

Trial Register

Distribution Details

Distribution Node: fndeweb Expiration Date: 05/30/2012

File List

Name	File Size (bytes)	Datetime Created
APY2030-19230.PDF	33,883	05/16/2012 11:31:28.562086AM EDT
CRW_APY2030-19230.log	0	05/16/2012 11:31:28.562086AM EDT
rsqltrace.txt	520	05/16/2012 11:31:28.562086AM EDT

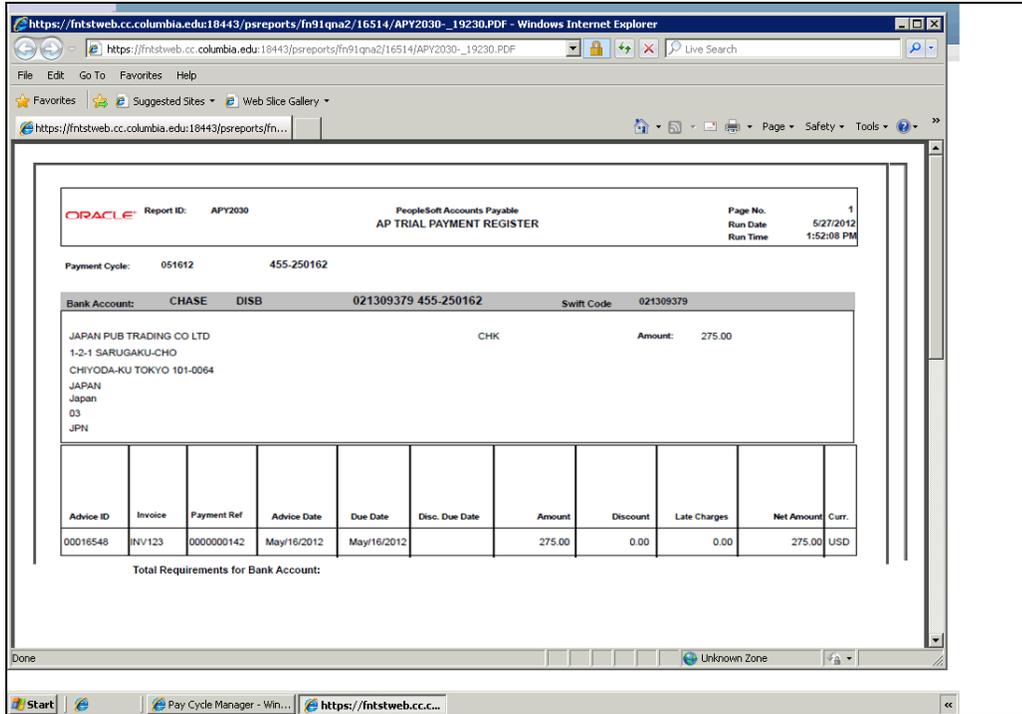
Distribute To

Distribution ID Type	Distribution ID
User	AP_TEST_06

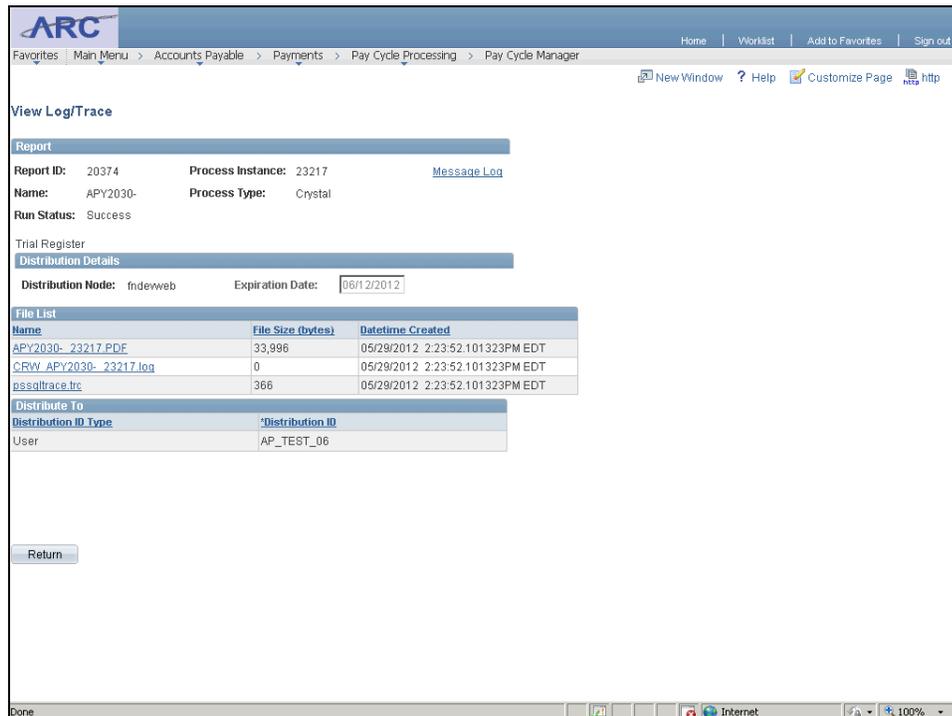
[Return](#)

https://finkstweb.cc.columbia.edu:18443/psreports/fn91qna2/16514/CRW_APY2030-19230.log

Step	Action
76.	Click the file that ends in the .PDF to see the PDF version of the report. Press the left mouse button on the APY2030-19230.PDF link.



Step	Action
77.	The report will open in a separate window for your to analyze/print. Then close out of the report to navigate back to ARC.

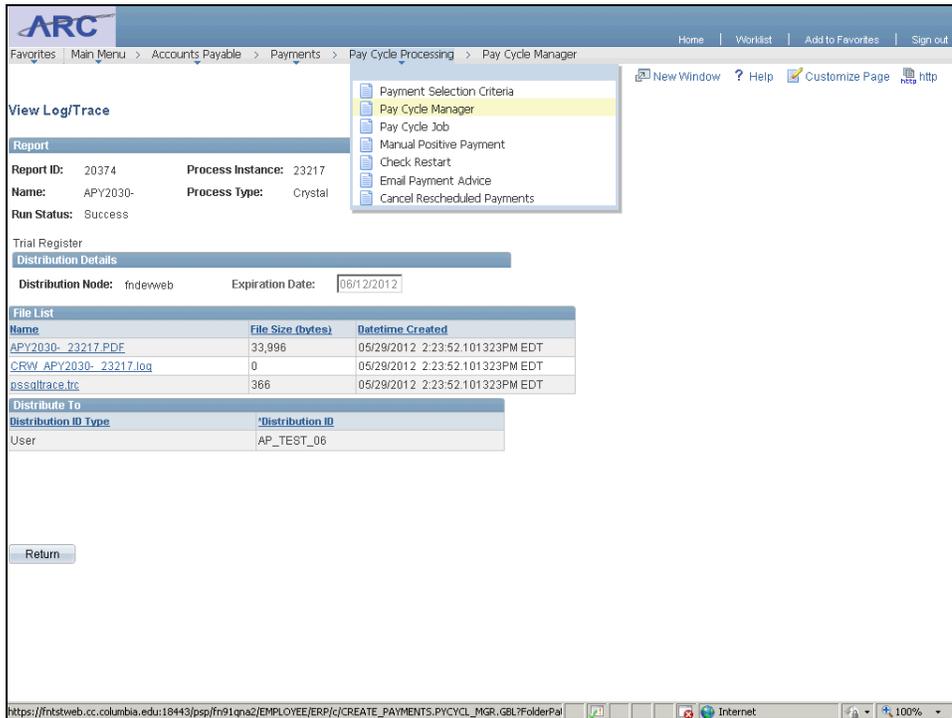


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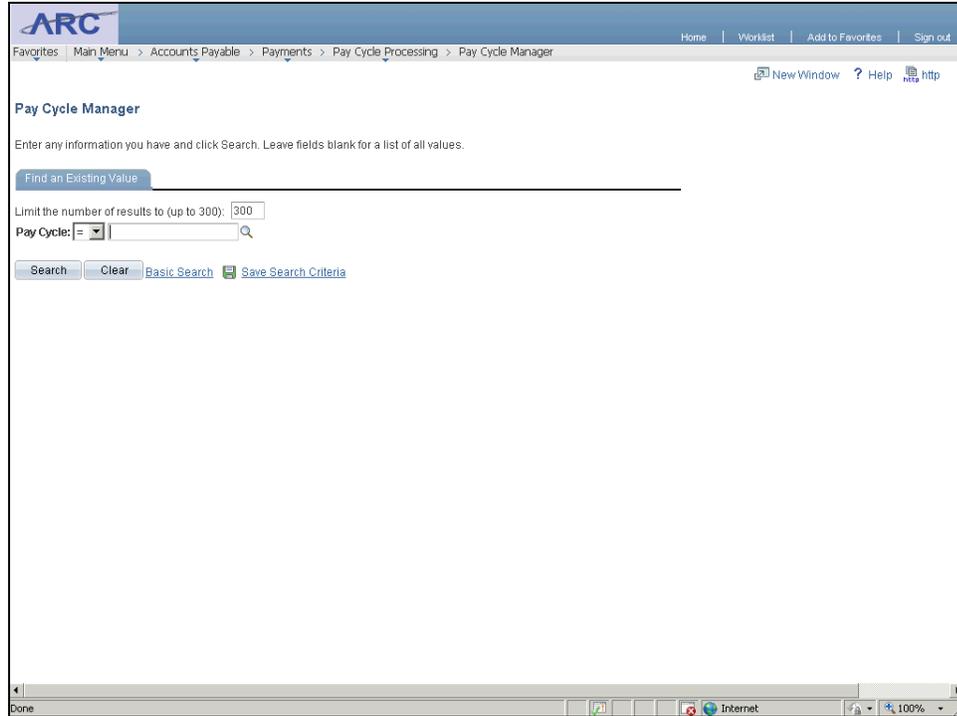
Payment Processing



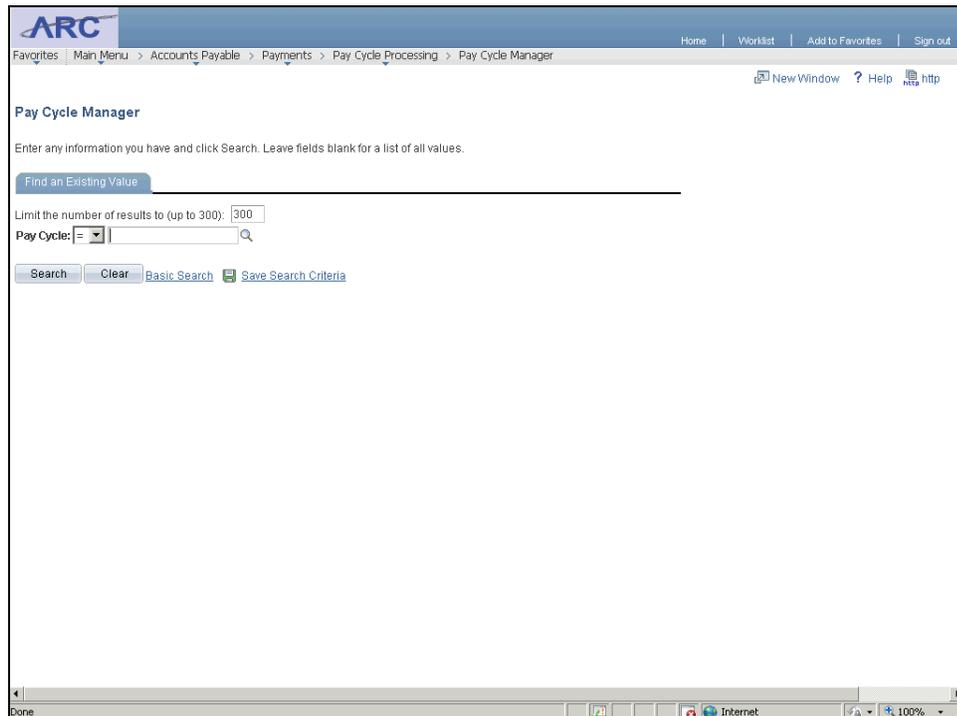
Step	Action
78.	You will now approve the Pay Cycle by navigating back to the Pay Cycle Manager. Click the Pay Cycle Processing button. 



Step	Action
79.	Click the Pay Cycle Manager menu. 



Step	Action
80.	Click in the Pay Cycle field. <input data-bbox="440 1056 721 1098" type="text"/>

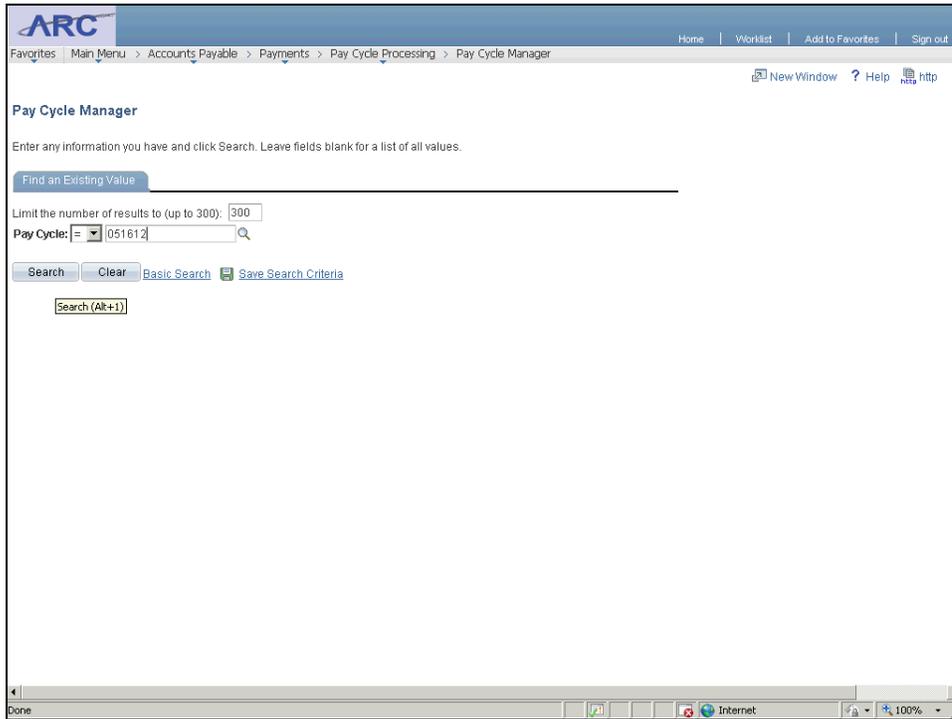


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Step	Action
81.	Enter the desired information into the Pay Cycle field. Enter " 051612 ".



Step	Action
82.	Click the Search button. 

The screenshot shows the 'Pay Cycle Manager' page for pay cycle 051612. The 'Pay Cycle Status' section shows the cycle is 'Created' with a 'Pay From Date' of 05/16/2012 and 'Payment Date' of 05/16/2012. There are 2 'Schedule Payments Selected'. A 'Pay Cycle Reset' section is visible with a 'Server' dropdown and a 'Reset' button. The 'Pay Cycle Results' table below shows one entry with Bank 'CHASE', Account 'DISB', and Status 'Created'.

Description	Bank	Account	Status	Server Name	Output Type	Output Destination
	CHASE	DISB	Created			

Step	Action
83.	Click the Approve link. 

The screenshot shows the 'Pay Cycle Approval' page for pay cycle 051612. The 'Pay Cycle Payments/Drafts' section shows 'Pay Through Date' and 'Payment Date' as 05/16/2012, 'Scheduled Payments' as 2, and 'Status' as 'Created'. There are 'Approve' and 'Reject' buttons. The 'Pay Cycle Results' table below shows one entry with Status 'Created', SetID 'CUSET', Bank 'CHASE', Account 'DISB', Payment File 'Checks', Form ID 'FILE1', Settle By 'Pay Cycle', Positive Payment Form 'POS1', File Copy Form, and First Payment '0000000110'.

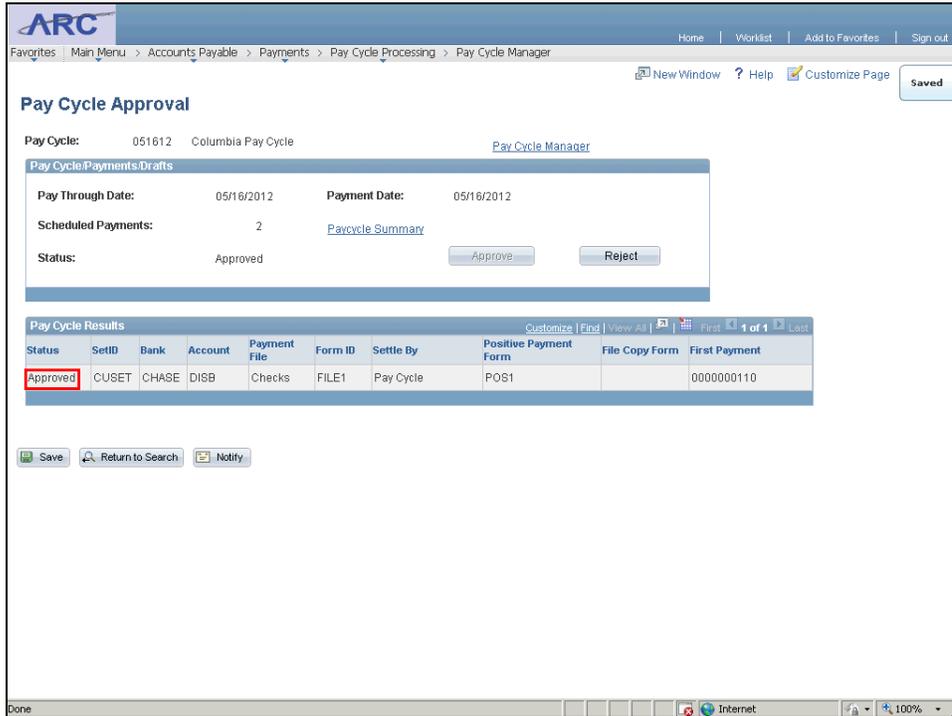
Status	SetID	Bank	Account	Payment File	Form ID	Settle By	Positive Payment Form	File Copy Form	First Payment
Created	CUSET	CHASE	DISB	Checks	FILE1	Pay Cycle	POS1		0000000110

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Step	Action
84.	Click the Approve button to approve the Pay Cycle. 



Step	Action
85.	See that the Status has been changed to "Approved".

The screenshot shows the 'Pay Cycle Approval' page for pay cycle 051612. The status is 'Approved'. Key fields include 'Pay Through Date' (05/16/2012) and 'Payment Date' (05/16/2012). A 'Pay Cycle Manager' link is visible. Below is a table of 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		0000000110

Step	Action
86.	Click the Pay Cycle Manager link.

The screenshot shows the 'Pay Cycle Manager' page for pay cycle 051612. It includes tabs for 'Selection Criteria', 'Approve', 'Trial Register', 'Reference Confirmation', and 'Draft Staging Approval'. The 'Pay Cycle Status' section shows 'Approved' with 'Refresh' and 'Process Monitor' buttons. Below is a table of results:

Process	Description	Bank	Account	Status	Server Name	Output Type	Output Destination
Process	Check File	CHASE	DISB	Approved	PSUNX	File	/app/pssoft/interfaces/tn91qna2/out

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Step	Action
87.	Click the Process button to process the Check File. 

Pay Cycle Manager
 Pay Cycle: 051612 Columbia Pay Cycle

Selection Criteria: Approve Trial Register Reference Confirmation Draft Staging Approval

Pay Cycle Status
 Status: Running Refresh Process Monitor
 Pay From Date: 05/16/2012
 Pay Through Date: 05/16/2012
 Payment Date: 05/16/2012
 Schedule Payments Selected: 2 Summary Details
 Pay Cycle Reset: Server: [Dropdown] Reset

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

Pay Cycle Results
 Main Information Additional Info [PDF]

Process	Description	Bank	Account	Status	Server Name	*Output Type	Output Destination
Process	Check File	CHASE	DISB	Approved	PSUNX	File	/app/psoft/interfaces/m91qna2/out

 Save Return to Search Notify

Step	Action
88.	Click the Process Monitor link. 

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	19187		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/16/2012 10:19:57AM EDT	Queued	N/A	Details
<input type="checkbox"/>	19186		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:18:08AM EDT	Success	Posted	Details
<input type="checkbox"/>	19183		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:14:03AM EDT	Success	Posted	Details
<input type="checkbox"/>	19148		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 8:53:31AM EDT	Success	Posted	Details
<input type="checkbox"/>	18902		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:49:39PM EDT	Success	Posted	Details
<input type="checkbox"/>	18901		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:49:22PM EDT	Success	Posted	Details
<input type="checkbox"/>	18896		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:31:37PM EDT	Success	Posted	Details
<input type="checkbox"/>	18889		Application Engine	AP_APY2055	AP_TEST_06	05/15/2012 1:53:50PM EDT	Success	Posted	Details
<input type="checkbox"/>	18797		Application Engine	AP_APY2050	AP_TEST_06	05/15/2012 11:04:49AM EDT	Success	Posted	Details
<input type="checkbox"/>	18794		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/15/2012 11:02:55AM EDT	Success	Posted	Details
<input type="checkbox"/>	18787		SQR Process	FIN2025	AP_TEST_06	05/15/2012 10:55:27AM EDT	Success	Posted	Details
<input type="checkbox"/>	18785		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:51:45AM EDT	Success	Posted	Details
<input type="checkbox"/>	18777		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:46:41AM EDT	Success	Posted	Details
<input type="checkbox"/>	18765		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:40:05AM EDT	Success	Posted	Details
<input type="checkbox"/>	18759		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:37:49AM EDT	Success	Posted	Details
<input type="checkbox"/>	18754		SQR Process	FIN2025	AP_TEST_06	05/15/2012 10:35:48AM EDT	Success	Posted	Details
<input type="checkbox"/>	18753		Application Engine	AP_APY2055	AP_TEST_06	05/15/2012 10:35:09AM EDT	Success	Posted	Details
<input type="checkbox"/>	18751		Application Engine	AP_APY2050	AP_TEST_06	05/15/2012 10:32:53AM EDT	Success	Posted	Details

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

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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 area has a 'View Process Request For' section with search filters for 'User ID' (AP_TEST_06), 'Type', 'Last', and 'Days'. Below this 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 20 rows of process data, all with a 'Success' status and 'Posted' distribution status. At the bottom of the table, there is a scrollbar.

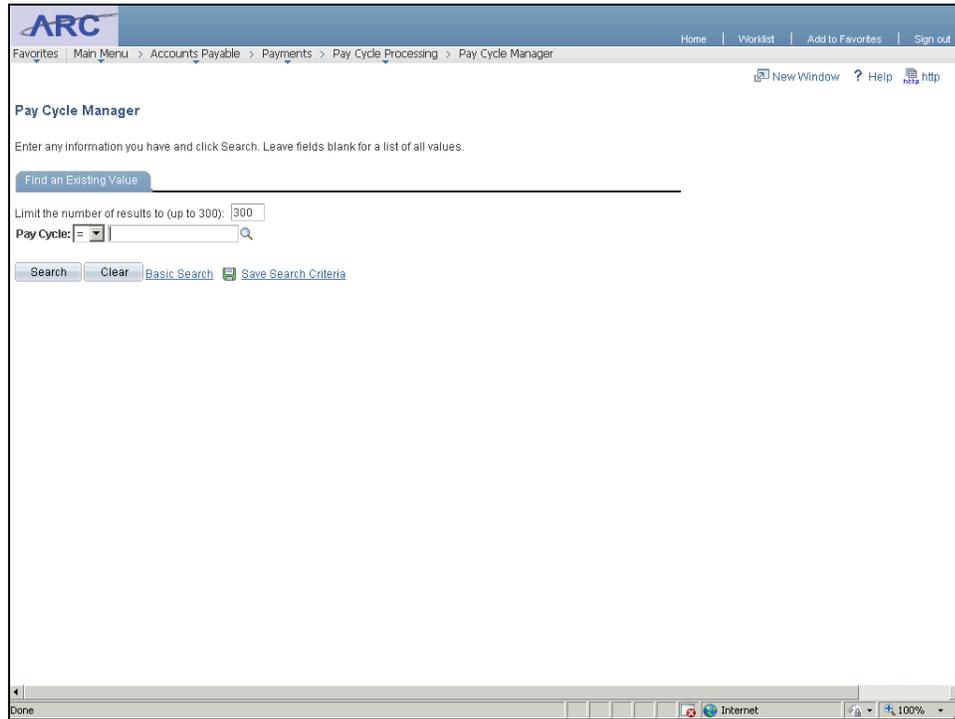
Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	19187		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/16/2012 10:19:57AM EDT	Success	Posted	Details
<input type="checkbox"/>	19186		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:18:08AM EDT	Success	Posted	Details
<input type="checkbox"/>	19183		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:14:03AM EDT	Success	Posted	Details
<input type="checkbox"/>	19148		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 8:53:31AM EDT	Success	Posted	Details
<input type="checkbox"/>	18902		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:49:39PM EDT	Success	Posted	Details
<input type="checkbox"/>	18901		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:49:22PM EDT	Success	Posted	Details
<input type="checkbox"/>	18896		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:31:37PM EDT	Success	Posted	Details
<input type="checkbox"/>	18889		Application Engine	AP_APY2055	AP_TEST_06	05/15/2012 1:53:50PM EDT	Success	Posted	Details
<input type="checkbox"/>	18797		Application Engine	AP_APY2050	AP_TEST_06	05/15/2012 11:04:49AM EDT	Success	Posted	Details
<input type="checkbox"/>	18794		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/15/2012 11:02:55AM EDT	Success	Posted	Details
<input type="checkbox"/>	18787		SQR Process	FIN2025	AP_TEST_06	05/15/2012 10:55:27AM EDT	Success	Posted	Details
<input type="checkbox"/>	18785		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:51:45AM EDT	Success	Posted	Details
<input type="checkbox"/>	18777		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:46:41AM EDT	Success	Posted	Details
<input type="checkbox"/>	18765		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:40:05AM EDT	Success	Posted	Details
<input type="checkbox"/>	18759		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:37:49AM EDT	Success	Posted	Details
<input type="checkbox"/>	18754		SQR Process	FIN2025	AP_TEST_06	05/15/2012 10:35:48AM EDT	Success	Posted	Details
<input type="checkbox"/>	18753		Application Engine	AP_APY2055	AP_TEST_06	05/15/2012 10:35:09AM EDT	Success	Posted	Details
<input type="checkbox"/>	18751		Application Engine	AP_APY2050	AP_TEST_06	05/15/2012 10:32:53AM EDT	Success	Posted	Details

Step	Action
90.	Click the button of the scrollbar.

This screenshot shows the same ARC Pay Cycle Manager interface as the previous one, but with the scrollbar button at the bottom of the table highlighted. Below the table, there is a link 'Go back to Pay Cycle Manager' and buttons for 'Save' and 'Notify'. At the bottom of the window, there are navigation tabs 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"/>	19148		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 8:53:31AM EDT	Success	Posted	Details
<input type="checkbox"/>	18902		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:49:39PM EDT	Success	Posted	Details
<input type="checkbox"/>	18901		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:49:22PM EDT	Success	Posted	Details
<input type="checkbox"/>	18896		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:31:37PM EDT	Success	Posted	Details
<input type="checkbox"/>	18889		Application Engine	AP_APY2055	AP_TEST_06	05/15/2012 1:53:50PM EDT	Success	Posted	Details
<input type="checkbox"/>	18797		Application Engine	AP_APY2050	AP_TEST_06	05/15/2012 11:04:49AM EDT	Success	Posted	Details
<input type="checkbox"/>	18794		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/15/2012 11:02:55AM EDT	Success	Posted	Details
<input type="checkbox"/>	18787		SQR Process	FIN2025	AP_TEST_06	05/15/2012 10:55:27AM EDT	Success	Posted	Details
<input type="checkbox"/>	18785		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:51:45AM EDT	Success	Posted	Details
<input type="checkbox"/>	18777		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:46:41AM EDT	Success	Posted	Details
<input type="checkbox"/>	18765		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:40:05AM EDT	Success	Posted	Details
<input type="checkbox"/>	18759		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:37:49AM EDT	Success	Posted	Details
<input type="checkbox"/>	18754		SQR Process	FIN2025	AP_TEST_06	05/15/2012 10:35:48AM EDT	Success	Posted	Details
<input type="checkbox"/>	18753		Application Engine	AP_APY2055	AP_TEST_06	05/15/2012 10:35:09AM EDT	Success	Posted	Details
<input type="checkbox"/>	18751		Application Engine	AP_APY2050	AP_TEST_06	05/15/2012 10:32:53AM EDT	Success	Posted	Details
<input type="checkbox"/>	18750		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/15/2012 10:32:35AM EDT	Success	Posted	Details
<input type="checkbox"/>	18749		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:32:33AM EDT	Success	Posted	Details
<input type="checkbox"/>	18748		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:32:03AM EDT	Success	Posted	Details
<input type="checkbox"/>	18735		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:24:12AM EDT	Success	Posted	Details

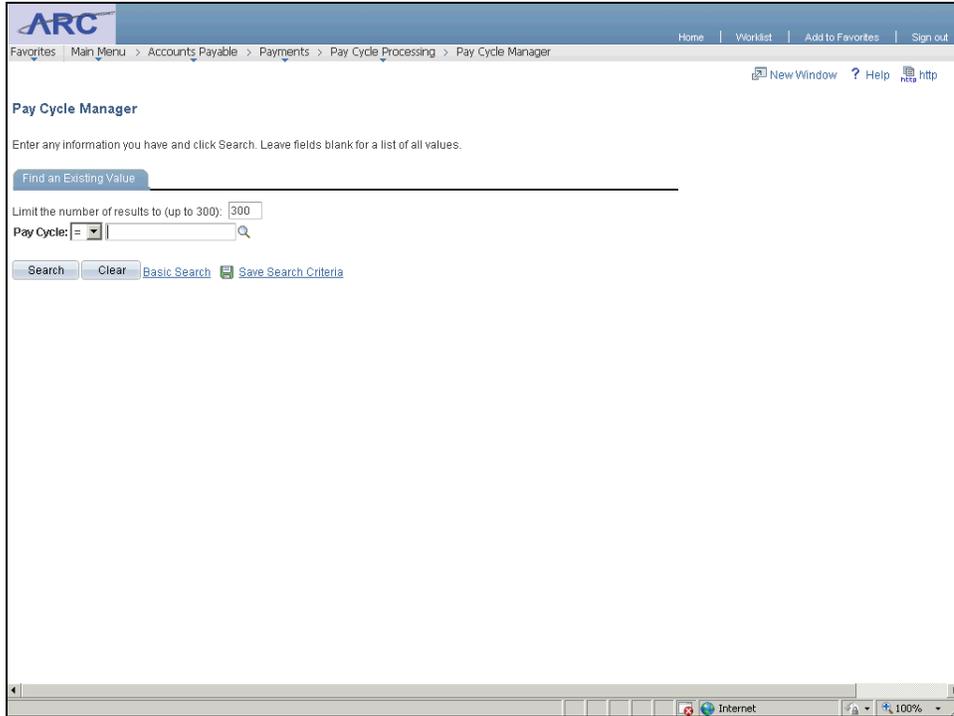
Step	Action
91.	Click the Go back to Pay Cycle Manager link. 



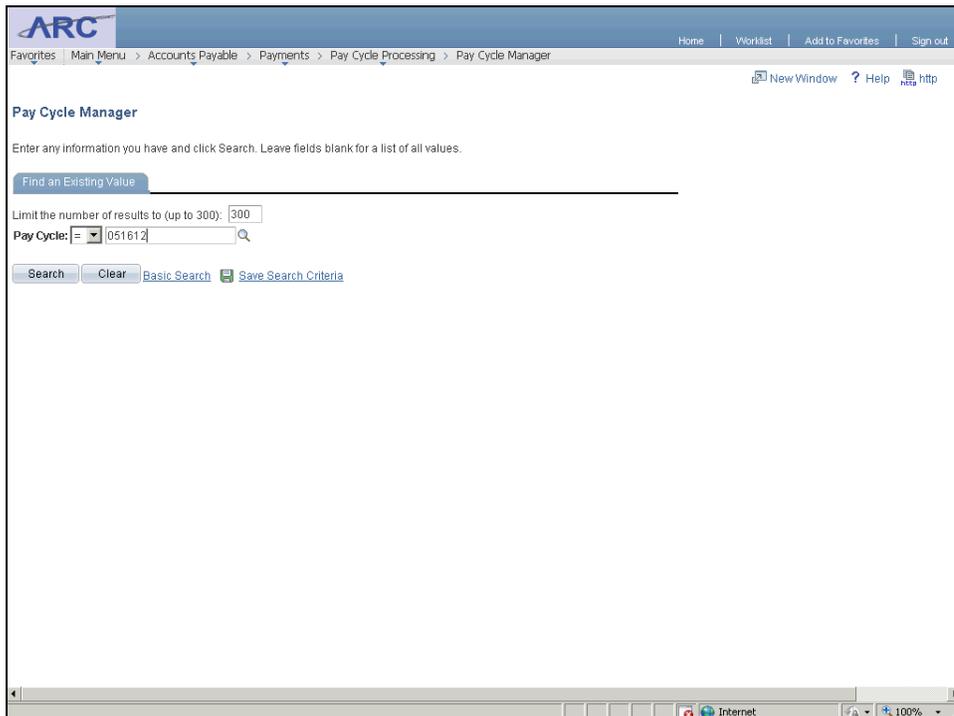
Step	Action
92.	Click in the Pay Cycle field. 

Training Guide

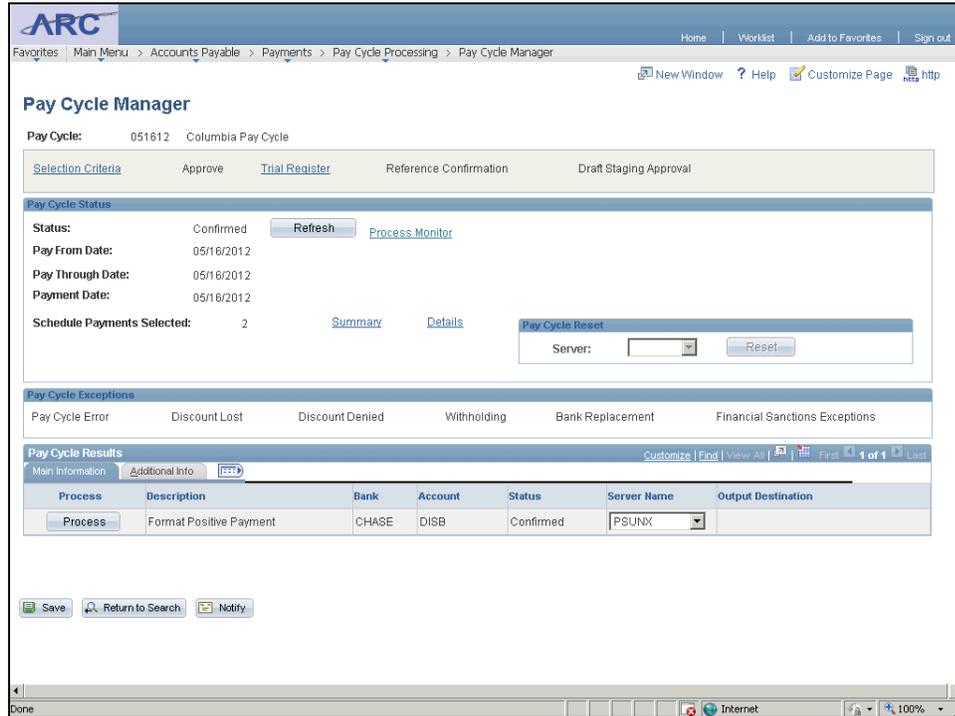
Payment Processing



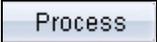
Step	Action
93.	Search for the appropriate Pay Cycle using the Pay Cycle ID in the Pay Cycle field. Enter " 051612 ".



Step	Action
94.	Click the Search button. 



The screenshot shows the ARC Pay Cycle Manager interface. At the top, there is a navigation bar with the ARC logo and links for 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 "Pay Cycle Manager" and displays details for "Pay Cycle: 051612 Columbia Pay Cycle". There are several tabs: Selection Criteria, Approve, Trial Register, Reference Confirmation, and Draft Staging Approval. The "Pay Cycle Status" section shows "Status: Confirmed" with a Refresh button and a Process Monitor link. It also lists "Pay From Date: 05/16/2012", "Pay Through Date: 05/16/2012", and "Payment Date: 05/16/2012". A "Schedule Payments Selected: 2" is shown with Summary and Details links. A "Pay Cycle Reset" section includes a Server dropdown menu and a Reset button. The "Pay Cycle Exceptions" section lists various exception types like Pay Cycle Error, Discount Lost, etc. The "Pay Cycle Results" section has a table with columns for Process, Description, Bank, Account, Status, Server Name, and Output Destination. The table contains one row: Process (Process), Description (Format Positive Payment), Bank (CHASE), Account (DISB), Status (Confirmed), Server Name (PSUNX), and Output Destination. At the bottom, there are buttons for Save, Return to Search, and Notify.

Step	Action
95.	Click the Process button to format the Positive Payment file. 

Training Guide Payment Processing



Pay Cycle Manager

Pay Cycle: 051612 Columbia Pay Cycle

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

Pay Cycle Status

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

Pay From Date: 05/16/2012

Pay Through Date: 05/16/2012

Payment Date: 05/16/2012

Schedule Payments Selected: 2 [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

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

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

Process List | [Server List](#)

View Process Request For

User ID: AP_TEST_06 Type: Last 1 Days

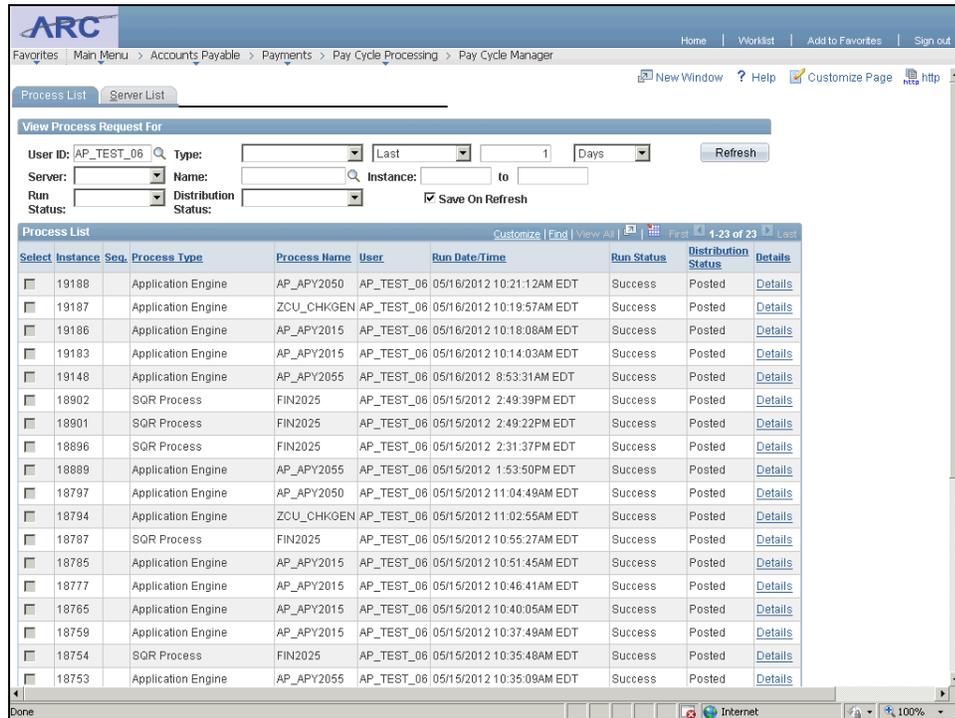
Server: Name: Instance: to

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"/>	19188		Application Engine	AP_APY2050	AP_TEST_06	05/16/2012 10:21:12AM EDT	Queued	N/A	Details
<input type="checkbox"/>	19187		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/16/2012 10:19:57AM EDT	Success	Posted	Details
<input type="checkbox"/>	19186		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:18:08AM EDT	Success	Posted	Details
<input type="checkbox"/>	19183		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:14:03AM EDT	Success	Posted	Details
<input type="checkbox"/>	19148		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 8:53:31AM EDT	Success	Posted	Details
<input type="checkbox"/>	18902		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:49:39PM EDT	Success	Posted	Details
<input type="checkbox"/>	18901		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:49:22PM EDT	Success	Posted	Details
<input type="checkbox"/>	18896		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:31:37PM EDT	Success	Posted	Details
<input type="checkbox"/>	18889		Application Engine	AP_APY2055	AP_TEST_06	05/15/2012 1:53:50PM EDT	Success	Posted	Details
<input type="checkbox"/>	18797		Application Engine	AP_APY2050	AP_TEST_06	05/15/2012 11:04:49AM EDT	Success	Posted	Details
<input type="checkbox"/>	18794		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/15/2012 11:02:55AM EDT	Success	Posted	Details
<input type="checkbox"/>	18787		SQR Process	FIN2025	AP_TEST_06	05/15/2012 10:55:27AM EDT	Success	Posted	Details
<input type="checkbox"/>	18785		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:51:45AM EDT	Success	Posted	Details
<input type="checkbox"/>	18777		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:46:41AM EDT	Success	Posted	Details
<input type="checkbox"/>	18765		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:40:05AM EDT	Success	Posted	Details
<input type="checkbox"/>	18759		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:37:49AM EDT	Success	Posted	Details
<input type="checkbox"/>	18754		SQR Process	FIN2025	AP_TEST_06	05/15/2012 10:35:48AM EDT	Success	Posted	Details
<input type="checkbox"/>	18753		Application Engine	AP_APY2055	AP_TEST_06	05/15/2012 10:35:09AM EDT	Success	Posted	Details

Step	Action
97.	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
98.	Click the button of the scrollbar.

Training Guide Payment Processing



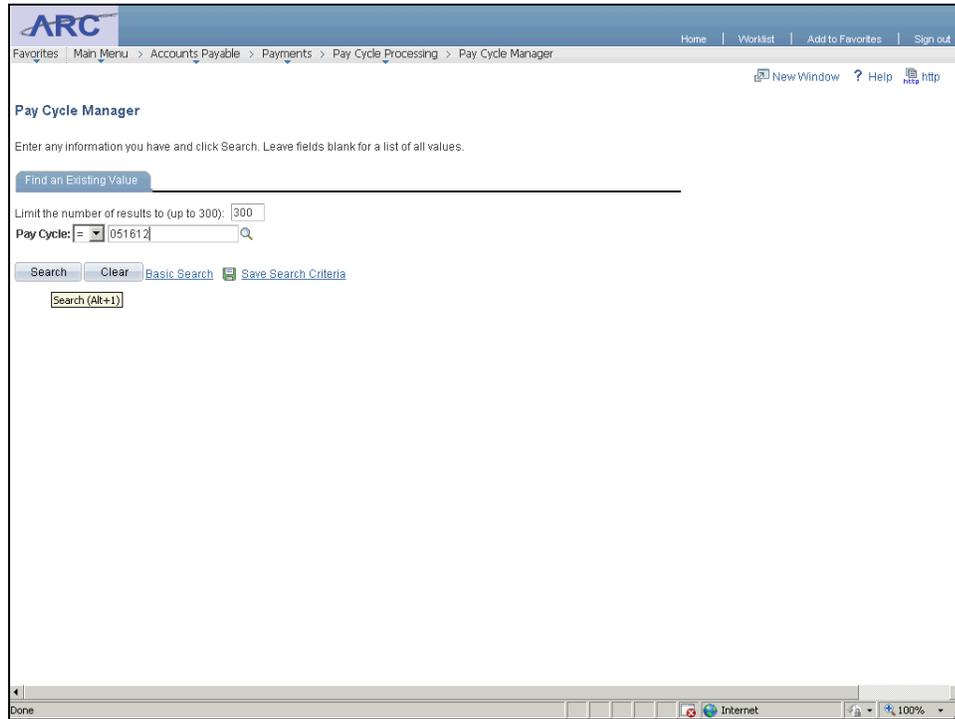
The screenshot shows the ARC Pay Cycle Manager interface. At the top, there is a navigation bar with the ARC logo and links for Home, Worklist, Add to Favorites, and Sign out. Below the navigation bar, there is a breadcrumb trail: Favorites > Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager. The main content area displays a table of payment transactions. Each row includes a checkbox, a transaction ID, a description, a process type, a status, and a timestamp. A 'Details' link is provided for each transaction. Below the table, there are buttons for 'Save' and 'Notify', and a link to 'Go back to Pay Cycle Manager'. The browser's address bar shows the URL: javascript:Action_windo(document.windo.PMIN_GO_HOME_WRK_HOME_LINK', 0, 0, 'Go back to Pay Cycle Manager', false, ...

ID	Description	Process	Status	Timestamp	Action
19148	Application Engine	AP_APY2055	Success	05/16/2012 8:53:31AM EDT	Posted Details
18902	SQR Process	FIN2025	Success	05/15/2012 2:49:39PM EDT	Posted Details
18901	SQR Process	FIN2025	Success	05/15/2012 2:49:22PM EDT	Posted Details
18896	SQR Process	FIN2025	Success	05/15/2012 2:31:37PM EDT	Posted Details
18899	Application Engine	AP_APY2055	Success	05/15/2012 1:53:50PM EDT	Posted Details
18797	Application Engine	AP_APY2050	Success	05/15/2012 11:04:49AM EDT	Posted Details
18794	Application Engine	ZCU_CHKGEN	Success	05/15/2012 11:02:55AM EDT	Posted Details
18787	SQR Process	FIN2025	Success	05/15/2012 10:55:27AM EDT	Posted Details
18785	Application Engine	AP_APY2015	Success	05/15/2012 10:51:45AM EDT	Posted Details
18777	Application Engine	AP_APY2015	Success	05/15/2012 10:46:41AM EDT	Posted Details
18765	Application Engine	AP_APY2015	Success	05/15/2012 10:40:05AM EDT	Posted Details
18759	Application Engine	AP_APY2015	Success	05/15/2012 10:37:49AM EDT	Posted Details
18754	SQR Process	FIN2025	Success	05/15/2012 10:35:48AM EDT	Posted Details
18753	Application Engine	AP_APY2055	Success	05/15/2012 10:35:09AM EDT	Posted Details
18751	Application Engine	AP_APY2050	Success	05/15/2012 10:32:53AM EDT	Posted Details
18750	Application Engine	ZCU_CHKGEN	Success	05/15/2012 10:32:35AM EDT	Posted Details
18749	Application Engine	AP_APY2015	Success	05/15/2012 10:32:33AM EDT	Posted Details
18748	Application Engine	AP_APY2015	Success	05/15/2012 10:32:03AM EDT	Posted Details
18735	Application Engine	AP_APY2015	Success	05/15/2012 10:24:12AM EDT	Posted Details

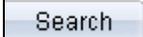
Step	Action
99.	Click the Go back to Pay Cycle Manager link. Go back to Pay Cycle Manager

The screenshot shows the ARC Pay Cycle Manager search interface. At the top, there is a navigation bar with the ARC logo and links for Home, Worklist, Add to Favorites, and Sign out. Below the navigation bar, there is a breadcrumb trail: Favorites > Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager. The main content area displays the 'Pay Cycle Manager' search form. It includes a search input field, a 'Search' button, and a 'Clear' button. There are also links for 'Basic Search' and 'Save Search Criteria'. The browser's address bar shows the URL: http://.../Pay Cycle Manager

Step	Action
100.	Enter the desired information into the Pay Cycle field. Enter " 051612 ".



Step	Action
101.	Click the Search button.



Training Guide

Payment Processing



The screenshot shows the 'Pay Cycle Manager' interface for 'Columbia Pay Cycle' (ID: 051612). The 'Pay Cycle Status' section indicates the status is 'Formatted'. Below this, a table lists the process details:

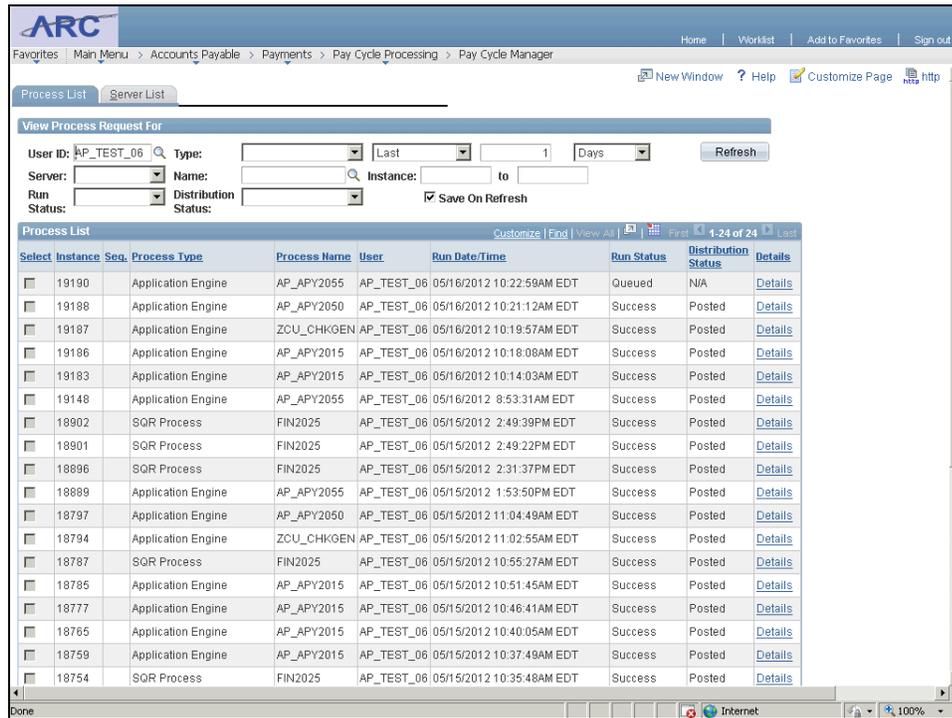
Process	Description	Bank	Account	Status	Server Name	Output Type	Output Destination
<input type="button" value="Process"/>	Produce Positive Payment File	CHASE	DISB	Formatted	PSUNK	File	/app/pssoft/interfaces/m91qna2/out/

Step	Action
102.	Click the Process button to produce the Positive Payment File. <input type="button" value="Process"/>

The screenshot shows the 'Pay Cycle Manager' interface after the process has been executed. The 'Pay Cycle Status' section now indicates the status is 'Running'. The table below shows the process details:

Process	Description	Bank	Account	Status	Server Name	Output Type	Output Destination
<input type="button" value="Process"/>	Produce Positive Payment File	CHASE	DISB	Formatted	PSUNX	File	/app/pssoft/interfaces/m91qna2/out/

Step	Action
103.	Click the Process Monitor link. 



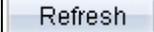
Process List

View Process Request For

User ID: AP_TEST_06 Type: Last 1 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"/>	19190		Application Engine	AP_APY2055	AP_TEST_06	05/18/2012 10:22:59AM EDT	Queued	N/A	Details
<input type="checkbox"/>	19188		Application Engine	AP_APY2050	AP_TEST_06	05/18/2012 10:21:12AM EDT	Success	Posted	Details
<input type="checkbox"/>	19187		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/18/2012 10:19:57AM EDT	Success	Posted	Details
<input type="checkbox"/>	19186		Application Engine	AP_APY2015	AP_TEST_06	05/18/2012 10:18:08AM EDT	Success	Posted	Details
<input type="checkbox"/>	19183		Application Engine	AP_APY2015	AP_TEST_06	05/18/2012 10:14:03AM EDT	Success	Posted	Details
<input type="checkbox"/>	19148		Application Engine	AP_APY2055	AP_TEST_06	05/18/2012 8:53:31AM EDT	Success	Posted	Details
<input type="checkbox"/>	18902		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:49:39PM EDT	Success	Posted	Details
<input type="checkbox"/>	18901		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:49:22PM EDT	Success	Posted	Details
<input type="checkbox"/>	18896		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:31:37PM EDT	Success	Posted	Details
<input type="checkbox"/>	18889		Application Engine	AP_APY2055	AP_TEST_06	05/15/2012 1:53:50PM EDT	Success	Posted	Details
<input type="checkbox"/>	18797		Application Engine	AP_APY2050	AP_TEST_06	05/15/2012 11:04:49AM EDT	Success	Posted	Details
<input type="checkbox"/>	18794		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/15/2012 11:02:55AM EDT	Success	Posted	Details
<input type="checkbox"/>	18787		SQR Process	FIN2025	AP_TEST_06	05/15/2012 10:55:27AM EDT	Success	Posted	Details
<input type="checkbox"/>	18785		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:51:45AM EDT	Success	Posted	Details
<input type="checkbox"/>	18777		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:46:41AM EDT	Success	Posted	Details
<input type="checkbox"/>	18765		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:40:05AM EDT	Success	Posted	Details
<input type="checkbox"/>	18759		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:37:49AM EDT	Success	Posted	Details
<input type="checkbox"/>	18754		SQR Process	FIN2025	AP_TEST_06	05/15/2012 10:35:48AM EDT	Success	Posted	Details

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

Training Guide Payment Processing



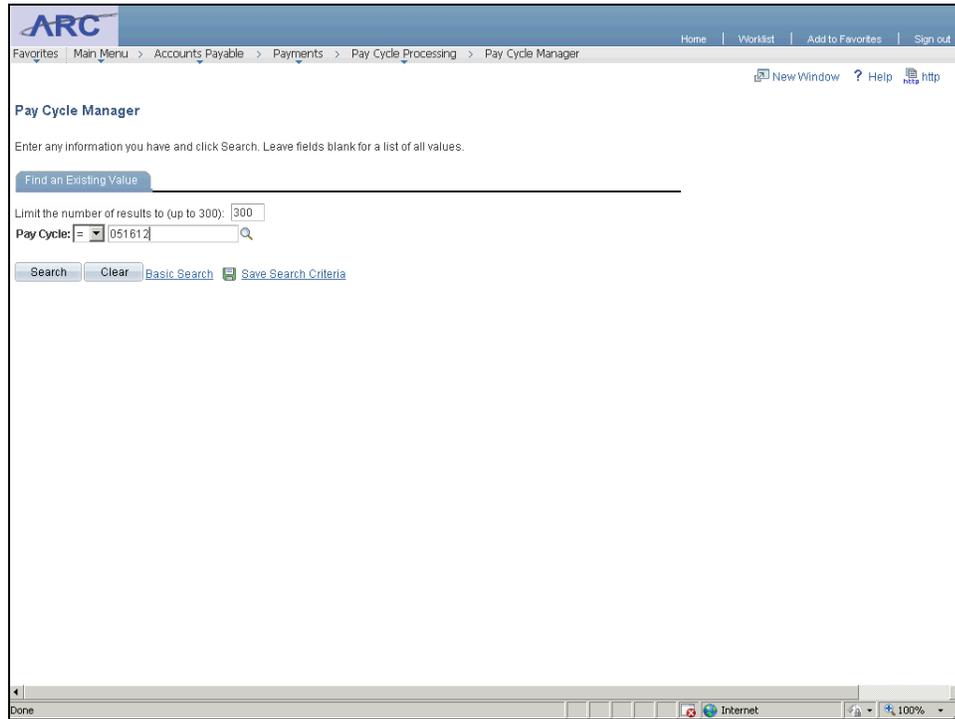
The screenshot shows the 'Pay Cycle Manager' interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below this is a breadcrumb trail: 'Favorites > Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager'. The main content area has a 'View Process Request For' section with search filters for 'User ID' (AP_TEST_06), 'Type', 'Last', and 'Days'. Below this 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 14 rows of process data. At the bottom of the table, there is a link: '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"/>	23276		Application Engine	AP_APY2055	AP_TEST_06	05/29/2012 3:33:24PM EDT	Success	Posted	Details
<input type="checkbox"/>	23275		Application Engine	AP_APY2050	AP_TEST_06	05/29/2012 3:32:09PM EDT	Success	Posted	Details
<input type="checkbox"/>	23274		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/29/2012 3:31:51PM EDT	Success	Posted	Details
<input type="checkbox"/>	23249		Application Engine	AP_APY2055	AP_TEST_06	05/29/2012 3:04:00PM EDT	Success	Posted	Details
<input type="checkbox"/>	23248		Application Engine	AP_APY2050	AP_TEST_06	05/29/2012 3:03:31PM EDT	Success	Posted	Details
<input type="checkbox"/>	23247		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/29/2012 3:02:41PM EDT	Success	Posted	Details
<input type="checkbox"/>	23246		SQR Process	FIN2025	AP_TEST_06	05/29/2012 3:02:04PM EDT	Success	Posted	Details
<input type="checkbox"/>	23240		Crystal Check	APY2027-	AP_TEST_06	05/29/2012 2:59:56PM EDT	Success	Posted	Details
<input type="checkbox"/>	23239		Application Engine	AP_APY2015	AP_TEST_06	05/29/2012 2:58:40PM EDT	Success	Posted	Details
<input type="checkbox"/>	23237		Application Engine	AP_APY2015	AP_TEST_06	05/29/2012 2:56:26PM EDT	Success	Posted	Details
<input type="checkbox"/>	23217		Crystal	APY2030-	AP_TEST_06	05/29/2012 2:23:15PM EDT	Success	Posted	Details
<input type="checkbox"/>	23212		Application Engine	AP_APY2015	AP_TEST_06	05/29/2012 2:21:33PM EDT	Success	Posted	Details
<input type="checkbox"/>	23207		Application Engine	AP_APY2015	AP_TEST_06	05/29/2012 1:48:53PM EDT	Success	Posted	Details

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

The screenshot shows the 'Pay Cycle Manager' search interface. It includes a search bar with the text 'Find an Existing Value'. Below the search bar, there is a 'Limit the number of results to (up to 300):' field with the value '300'. A 'Pay Cycle:' dropdown menu is also visible. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Step	Action
106.	Enter the desired information into the Pay Cycle field. Enter " 051612 ".



Step	Action
107.	Click the Search button.

Search

Training Guide

Payment Processing

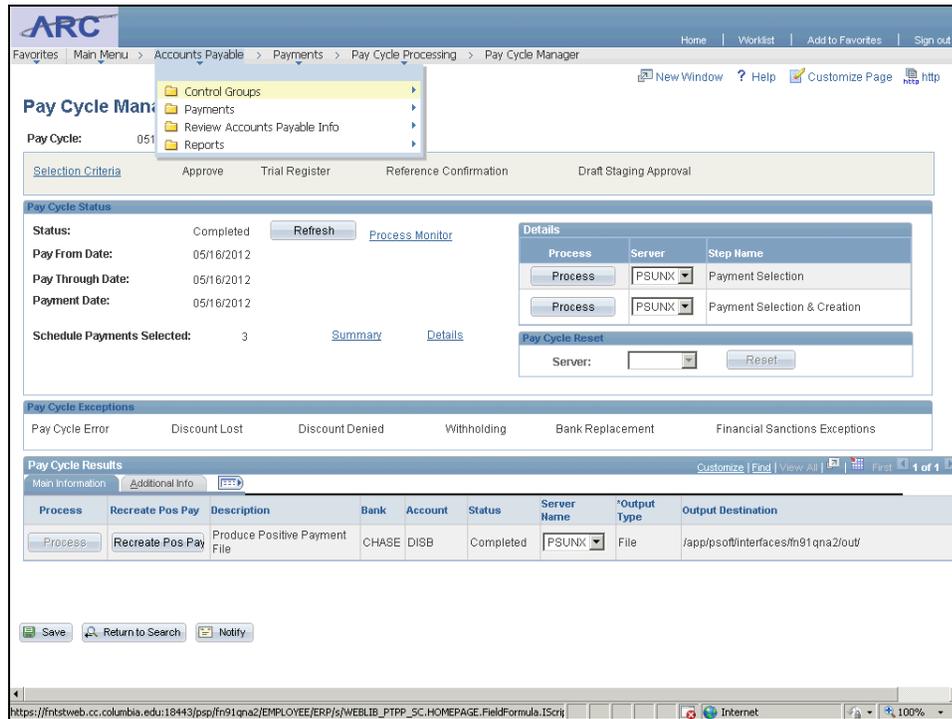


The screenshot shows the 'Pay Cycle Manager' interface for pay cycle 051612, 'Columbia Pay Cycle'. The 'Pay Cycle Status' section shows the status as 'Completed' (highlighted with a red box), with 'Refresh' and 'Process Monitor' buttons. The 'Pay From Date', 'Pay Through Date', and 'Payment Date' are all 05/16/2012. 'Schedule Payments Selected' is 2. The 'Details' table shows two steps: 'Payment Selection' and 'Payment Selection & Creation', both using the 'PSUNX' server. The 'Pay Cycle Results' table below shows a single entry: 'Recreate Pos Pay' with description 'Produce Positive Payment File', bank 'CHASE', account 'DISB', status 'Completed', server 'PSUNX', and output type 'File'.

Step	Action
108.	Note that the Pay Cycle Status is completed.

This is a duplicate of the screenshot above, showing the 'Pay Cycle Manager' interface for pay cycle 051612, 'Columbia Pay Cycle'. The 'Pay Cycle Status' section shows the status as 'Completed', with 'Refresh' and 'Process Monitor' buttons. The 'Pay From Date', 'Pay Through Date', and 'Payment Date' are all 05/16/2012. 'Schedule Payments Selected' is 2. The 'Details' table shows two steps: 'Payment Selection' and 'Payment Selection & Creation', both using the 'PSUNX' server. The 'Pay Cycle Results' table below shows a single entry: 'Recreate Pos Pay' with description 'Produce Positive Payment File', bank 'CHASE', account 'DISB', status 'Completed', server 'PSUNX', and output type 'File'.

Step	Action
109.	Click the Payments button. 



Step	Action
110.	Click the Review Accounts Payable Info menu. 

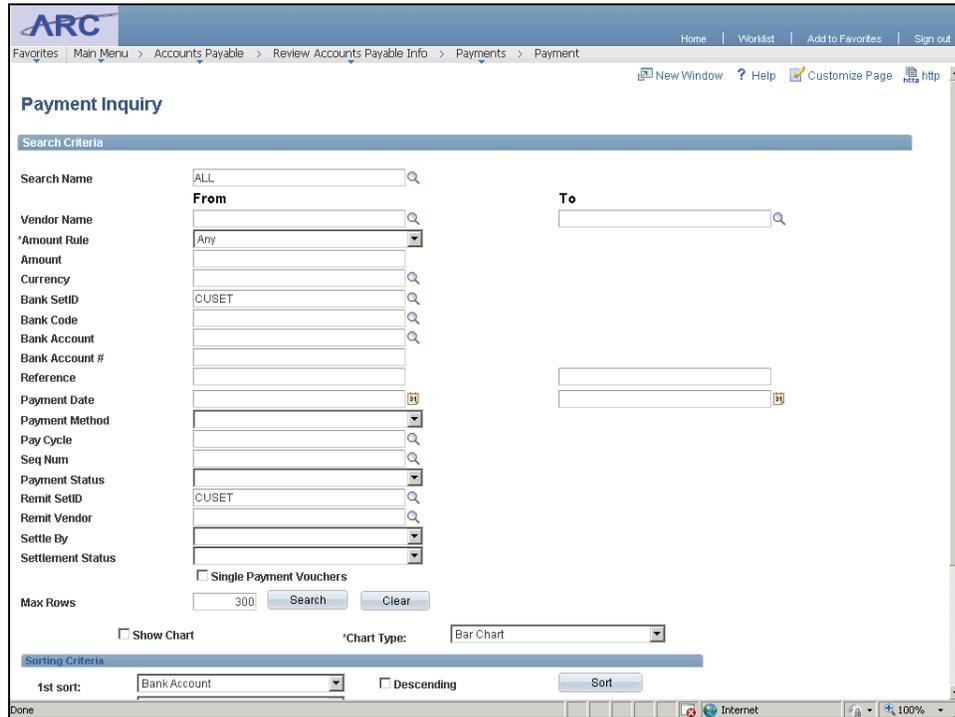
Training Guide

Payment Processing



Step	Action
111.	Click the Payments menu. 

Step	Action
112.	Click the Payments menu.  Payment



Step	Action
113.	You can filter by a variety of fields. In this example, we'll filter by Bank Account, Bank Code, Pay Cycle, and Payment Date. Enter the desired information into the Bank Code field. Enter " CHASE ".

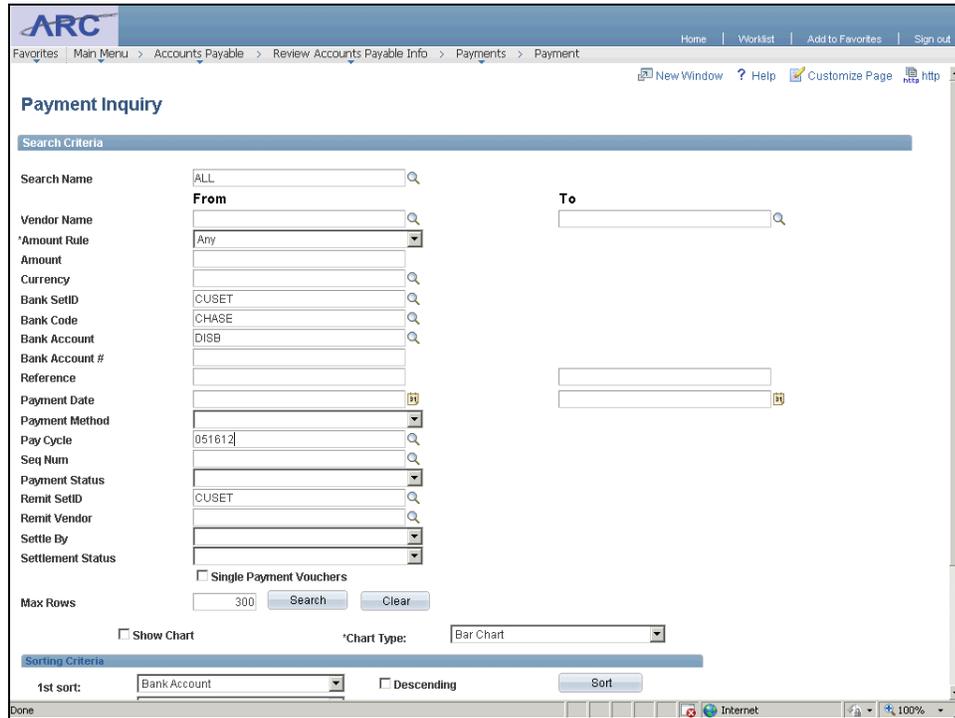
Training Guide

Payment Processing



Step	Action
114.	Enter the desired information into the Bank Account field. Enter " DISB ".

Step	Action
115.	Click in the Pay Cycle field.



The screenshot shows the 'Payment Inquiry' page in the ARC system. The 'Pay Cycle' field is highlighted with a red box and contains the value '051612'. Other fields include Search Name (ALL), Vendor Name, Amount Rule (Any), Bank SetID (CUSET), Bank Code (CHASE), Bank Account (DISB), and various other search criteria. The interface includes a search bar, sorting options, and a 'Search' button.

Step	Action
116.	Enter the desired information into the Pay Cycle field. Enter " 051612 ".

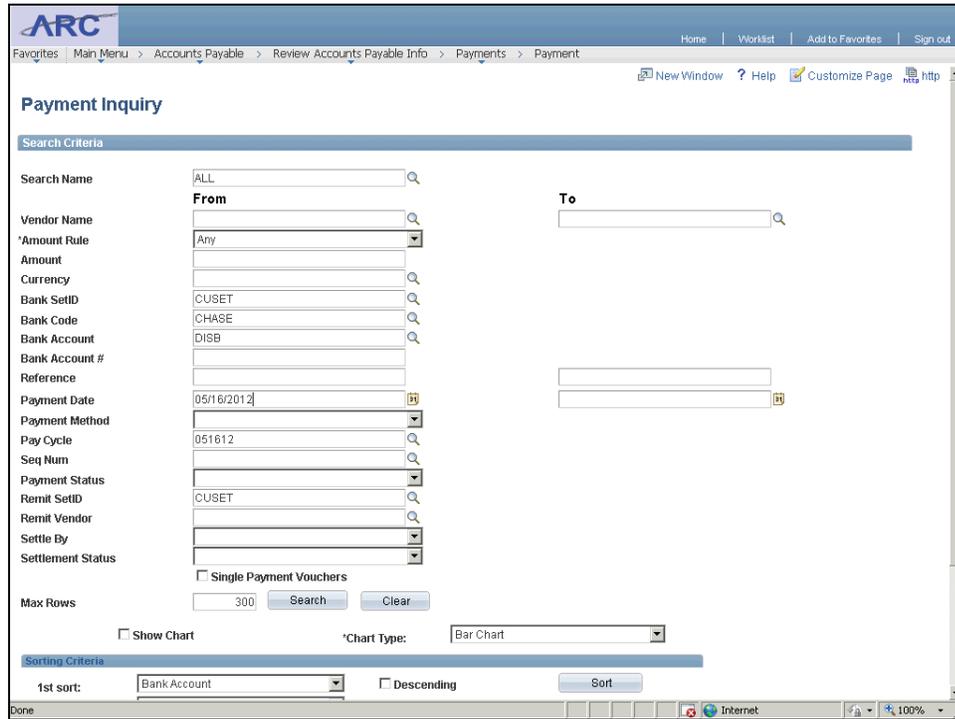
Training Guide

Payment Processing



Step	Action
117.	Click in the Payment Date field. <div style="border: 1px solid black; width: 280px; height: 20px; margin: 5px 0;"></div>

Step	Action
118.	Enter the desired information into the Payment Date field. Enter " 05/16/2012 ".



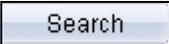
The screenshot shows the 'Payment Inquiry' page in a web browser. The 'Payment Date' field is highlighted with a red box and contains the text '05/16/2012'. The page includes a search criteria section with various input fields and dropdown menus. At the bottom, there are buttons for 'Search' and 'Clear', and a checkbox for 'Single Payment Vouchers'. The browser's address bar shows the URL 'http://www.arc.com/Accounts Payable/Review Accounts Payable Info/Payments/Payment'.

Step	Action
119.	Click the button of the scrollbar.

Training Guide

Payment Processing



Step	Action
120.	Click the Search button. 

Step	Action
121.	Click the button of the scrollbar.

The screenshot shows the 'Payment Inquiry Result' section of the ARC software. The table below is a representation of the data shown in the screenshot:

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	0000000110	System Check	100.00	USD	05/16/2012	05/16/2012	Paid	Unreconciled	
VCHR	0000000111	System Check	150.00	USD	05/16/2012	05/16/2012	Paid	Unreconciled	

Step	Action
122.	Verify that the vouchers have been paid. You can click on the Payment Reference ID for additional detail on the transaction.

Training Guide

Payment Processing



ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Payments > Payment

New Window ? Help Customize Page http

Vouchers For a Payment

[Back To Payment Inquiry](#)

Bank Name: JPMorgan Chase
 Bank Account #: 455-250162
 Pay Cycle: 051612 Seq Num: 2
 Vendor Name: JAPAN PUB TRADING CO LTD
 Address: 1-2-1 SARUOAKU-CHO
 CHIYODA-KU TOKYO 101-0064
 Japan 03 JPN

Pymt Ref ID: 0000000110
 Accounting Date: 05/16/2012
 Payment Date: 05/16/2012
 Days Outstanding:
 Payment Clear Date: 05/16/2012
 Reconcile Date: 05/16/2012
 Value Date: 05/16/2012

Payment Amount: 100.00 USD Payment Method: CHK

Description

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
COLLUM	00004168	1	05/16/2012	INV123	100.00	100.00	USD			Accounts Payable Vouchers

Notify

Done

Step	Action
123.	If you click the Payment Reference, the vouchers associated with this payment will be displayed.

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Payments > Payment

Bank Account #

Reference

Payment Date: 05/16/2012

Payment Method

Pay Cycle: 051612

Seq Num

Payment Status

Remit SetID: CUSET

Remit Vendor

Settle By

Settlement Status

Single Payment Vouchers

Max Rows: 300 Search Clear

Show Chart *Chart Type: Bar Chart

Sorting Criteria

1st sort: Bank Account Descending

2nd sort: Payment Reference ID Descending

Sort

Payment Inquiry Result

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	0000000110	System Check	100.00	USD	05/16/2012	05/16/2012	Paid	Unreconciled	
VCHR	0000000111	System Check	150.00	USD	05/16/2012	05/16/2012	Paid	Unreconciled	

Done



Training Guide Payment Processing

Step	Action
124.	You have successfully run a Pay Cycle. You can now select the next topic, <i>Pay Cycle Reports</i> . End of Procedure.

Pay Cycle Options

There will be eight established pay cycles in ARC: six for checks, one for wire, and one for ACH. The pay cycle codes are as follows:

- ACH - ACH Pay Cycle
- Wire - Wire Pay Cycle
- Check1 - US Mail and Foreign Checks
- Check2 - Local Checks
- Check3 - Bursar Checks
- Check4 - Library Checks
- Check5 - Call for Pick Up - Black Bldg
- Check6 - CM Call for Pick Up and Enclosure Docs

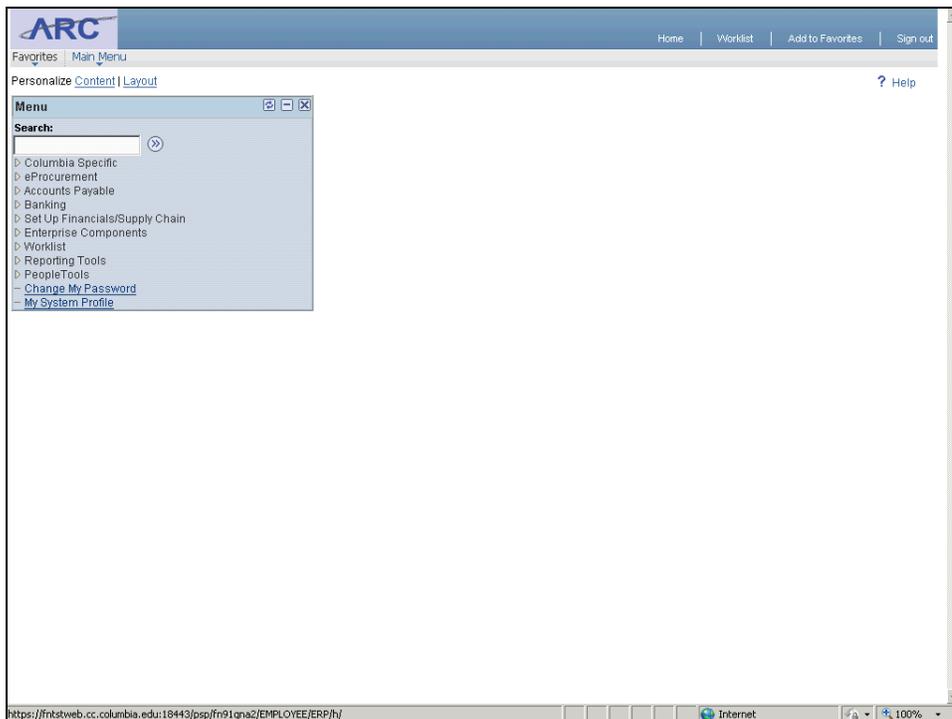
After selecting each pay cycle, you will just need to validate that the Pay Group matches the type of pay cycle and that the bank method is appropriate given the pay cycle.

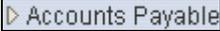
This topic will teach you how to choose from the available pay cycles and where to validate the pay group and bank method information prior to running the pay cycle.

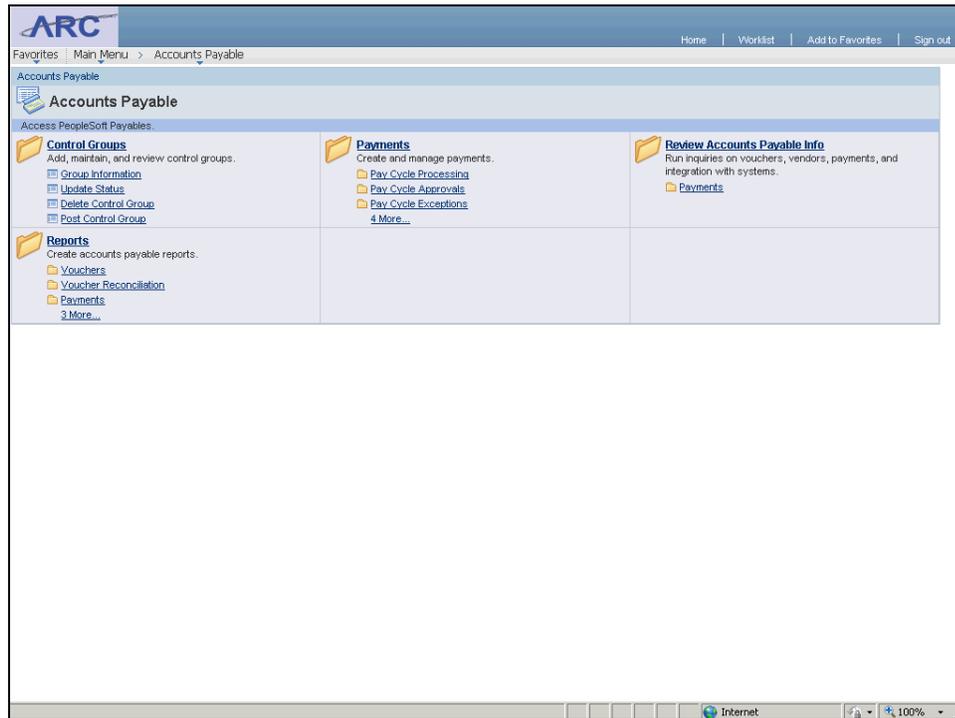
Estimated time needed to complete topic: 3 minutes

Procedure

Welcome to the Pay Cycle options topic where you will learn about the various pay cycles you can run in ARC.



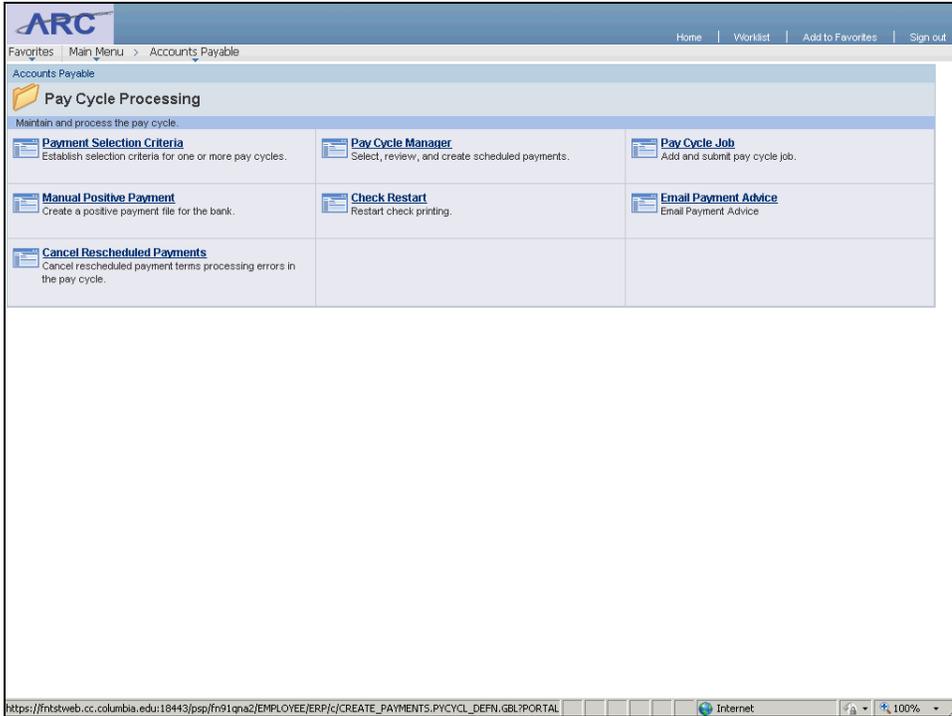
Step	Action
1.	First, we will navigate to the Payment Selection Criteria page. Click the Accounts Payable link. 



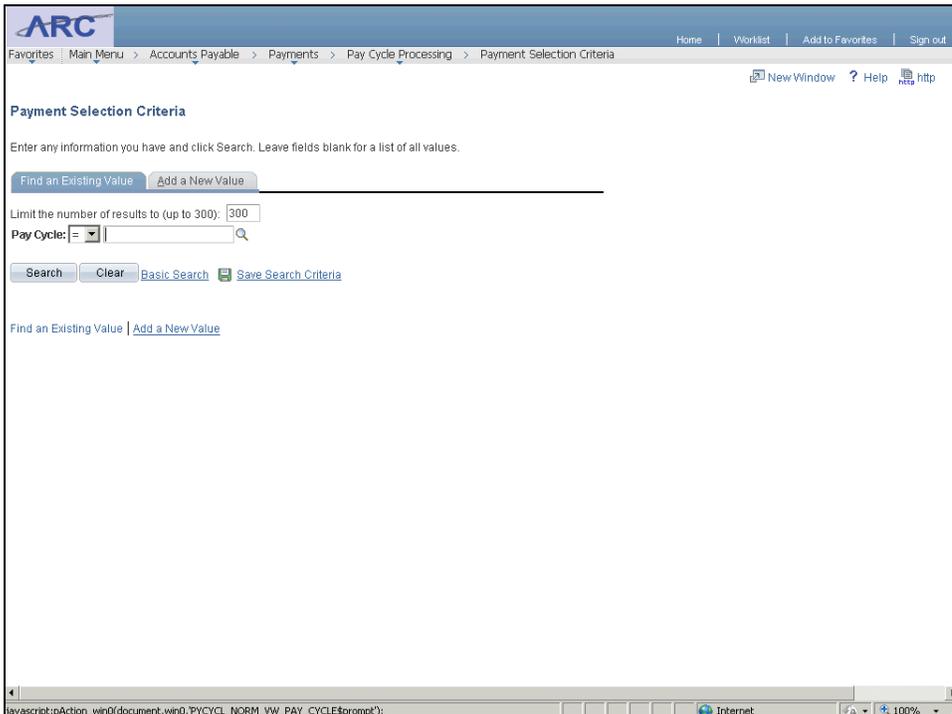
Step	Action
2.	Click the Pay Cycle Processing link. 

Training Guide

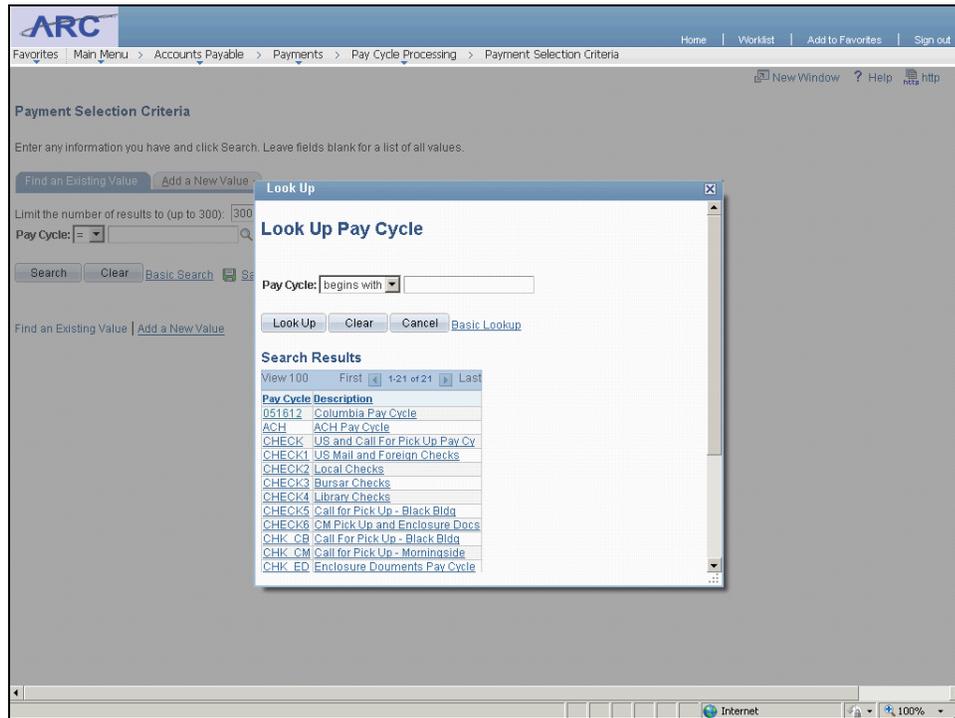
Payment Processing



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



Step	Action
4.	Click the Look up Pay Cycle (Alt+5) button to see the list of available Pay Cycles. 



Step	Action
5.	See the list of Pay Cycles (there are a few extra here that will not be in the actual system). Click the CHECK1 link to select the US Mail and Foreign Checks Pay Cycle. CHECK1

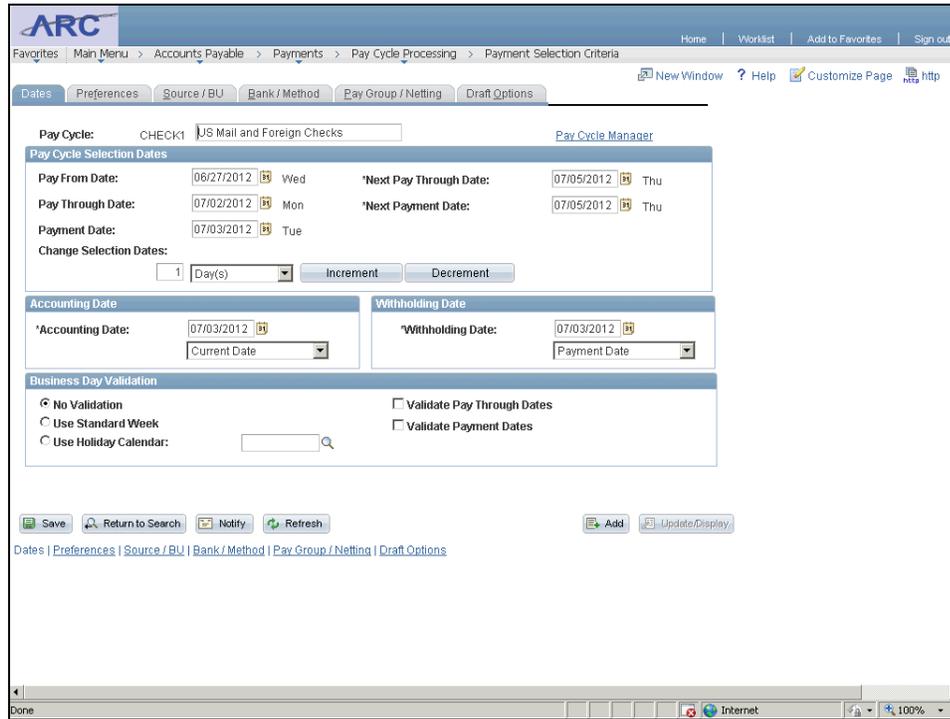
Training Guide

Payment Processing



Step	Action
6.	Click the Search button. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;"> Search </div>

Step	Action
7.	See that the dates are pre-established.



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

Training Guide

Payment Processing



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

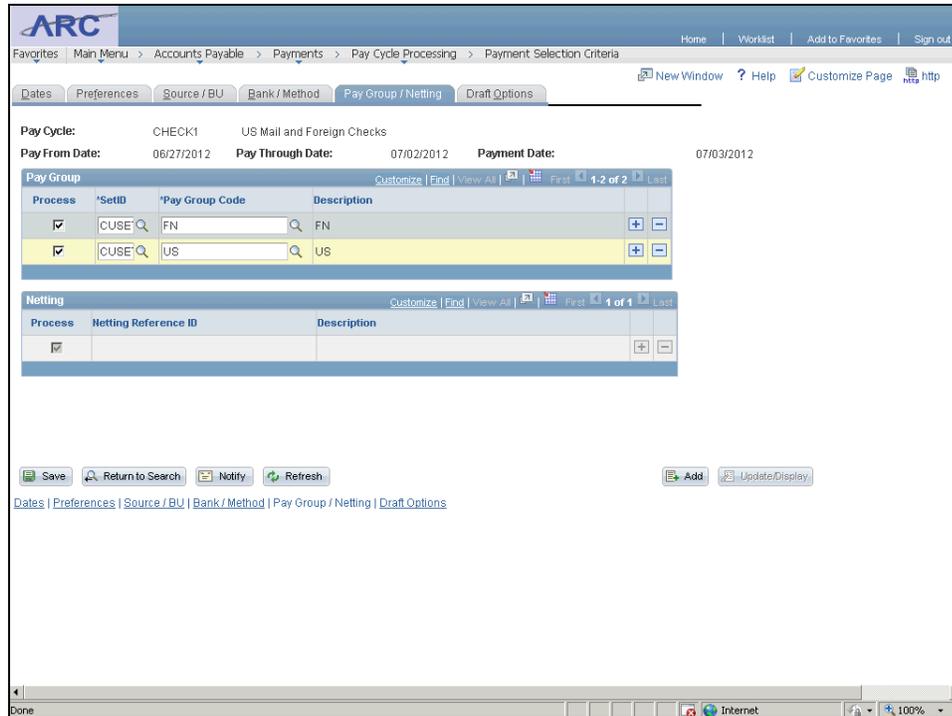
Process	SetID	Pay Group Code	Description
<input checked="" type="checkbox"/>	CUSE	FN	FN
<input checked="" type="checkbox"/>	CUSE	US	US

Process	Netting Reference ID	Description
<input checked="" type="checkbox"/>		

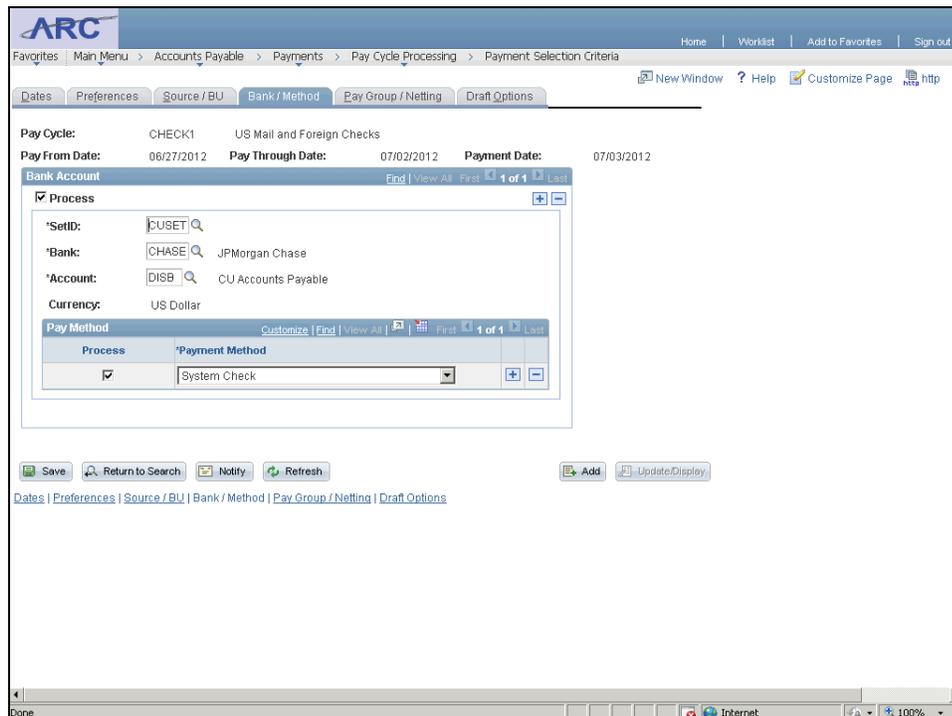
Save Return to Search Notify Refresh Add Update/Display

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

Step	Action
9.	See that the US and Foreign (FN) pay group codes are selected and that they match that particular pay cycle. For all Check Pay Cycles, you will need to verify that the Pay Group matches the Pay Cycle type.



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

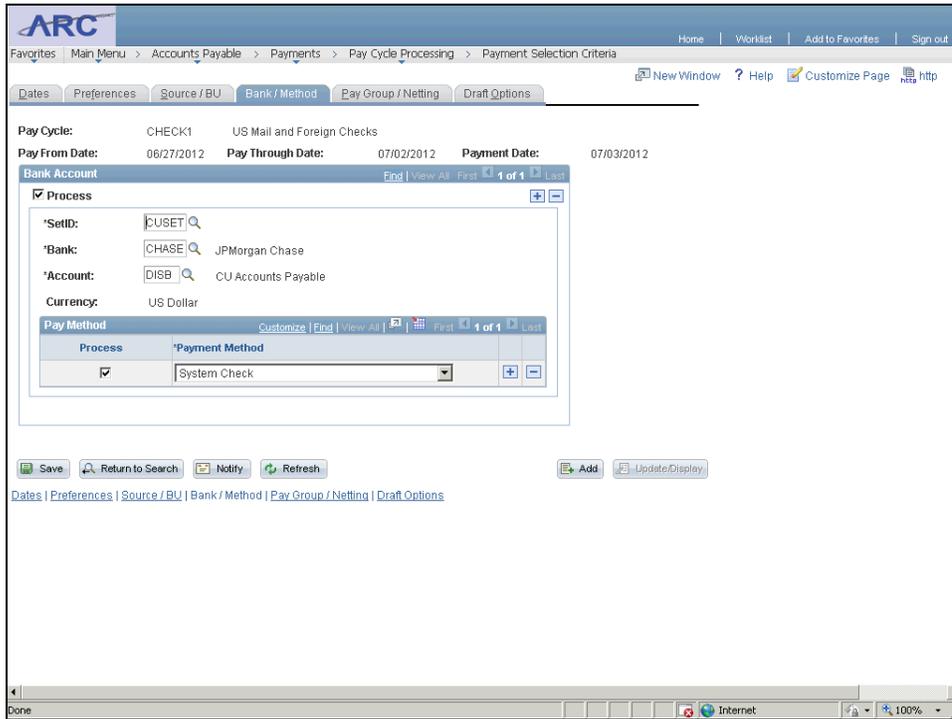


Training Guide

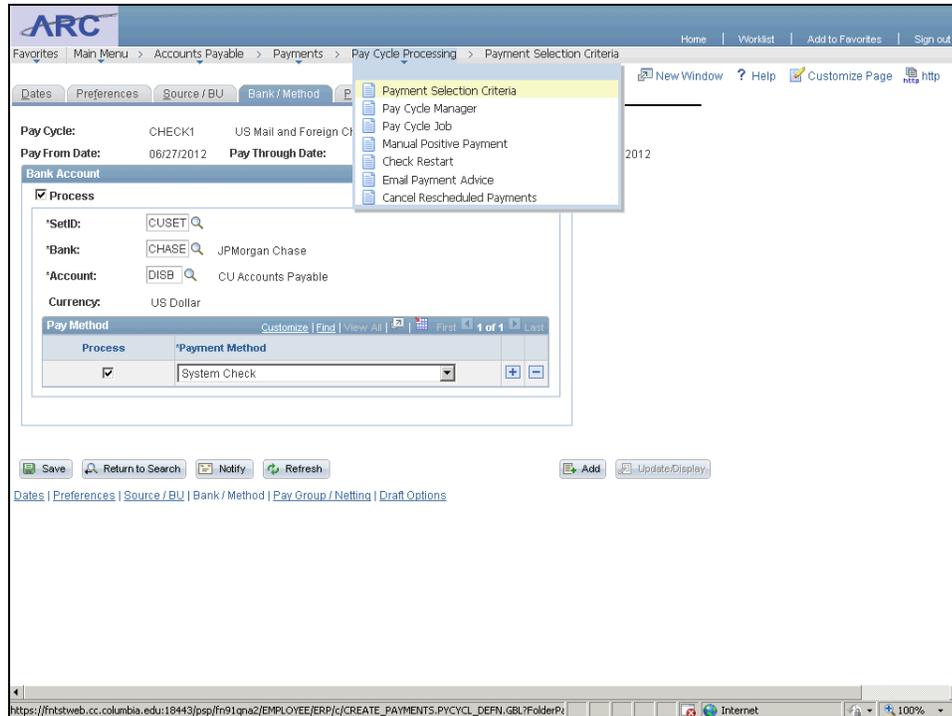
Payment Processing



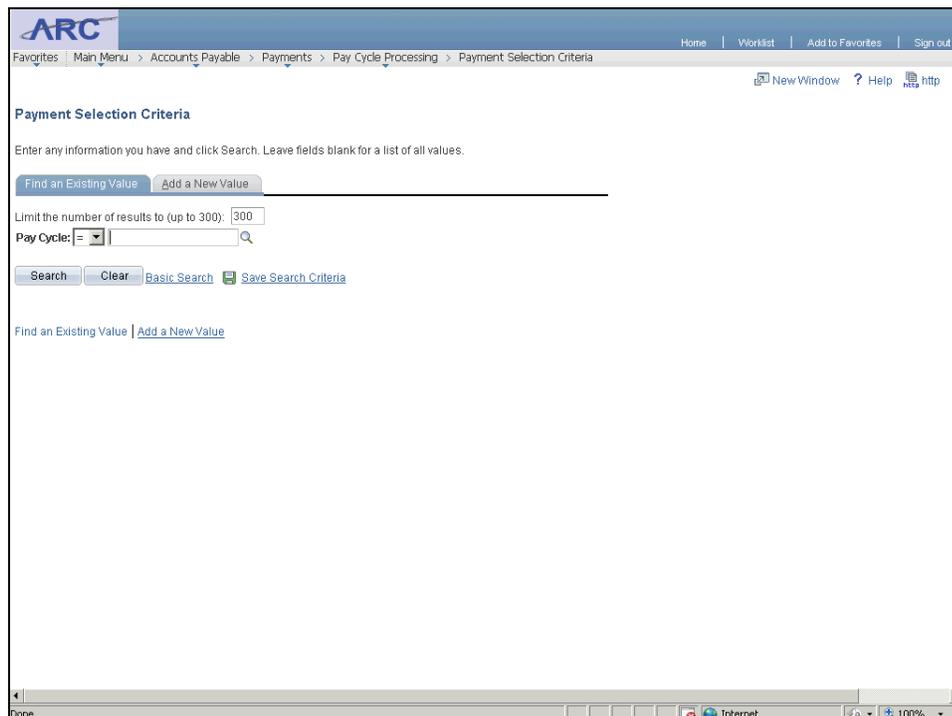
Step	Action
11.	Verify that the Bank/Method Information is correct.



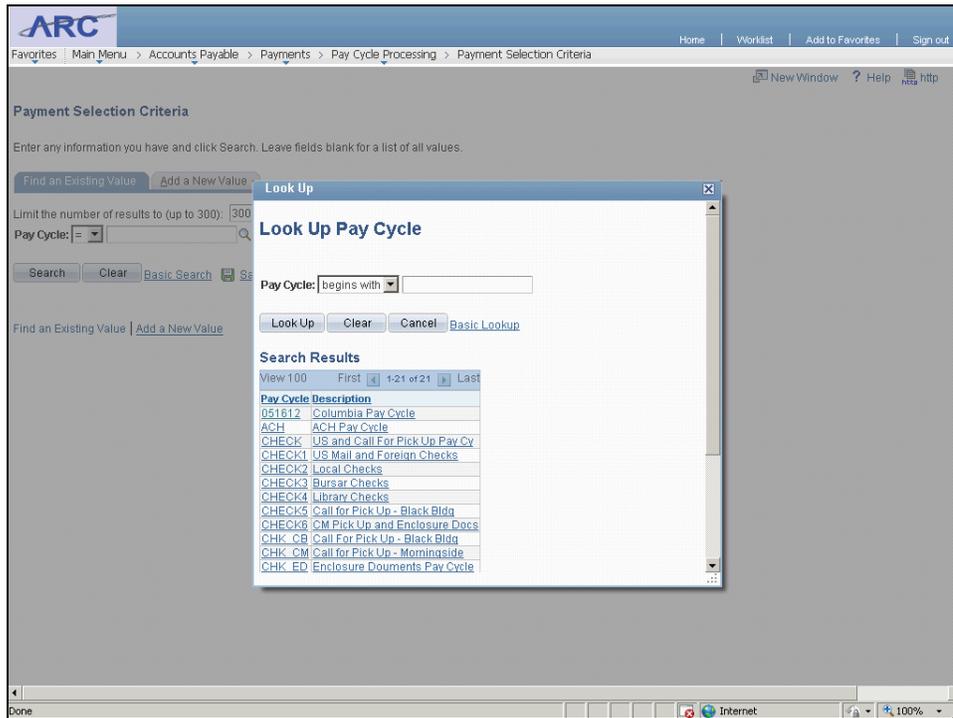
Step	Action
12.	Now, we will look at another Pay Cycle as an example. Click the Pay Cycle Processing button.



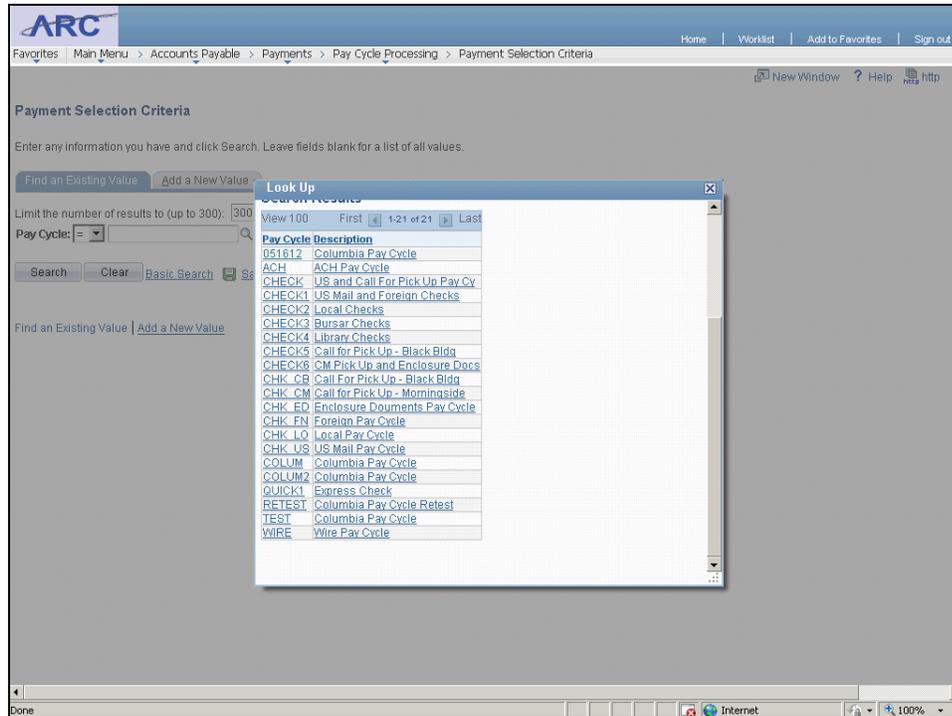
Step	Action
13.	Click the Payment Selection Criteria menu. 



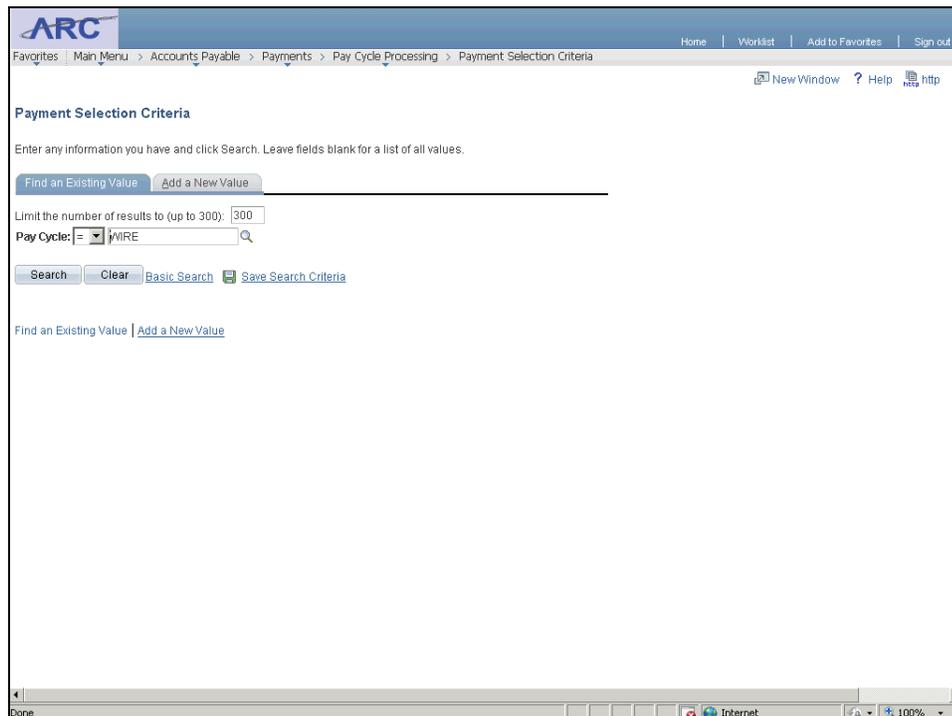
Step	Action
14.	Click the Look up Pay Cycle (Alt+5) button. 



Step	Action
15.	Click the button of the scrollbar.



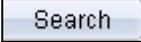
Step	Action
16.	Select the Wire Pay Cycle by clicking the WIRE link. 

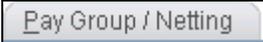


Training Guide

Payment Processing



Step	Action
17.	Click the Search button. 

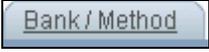
Step	Action
18.	Click the Pay Group / Netting tab. 

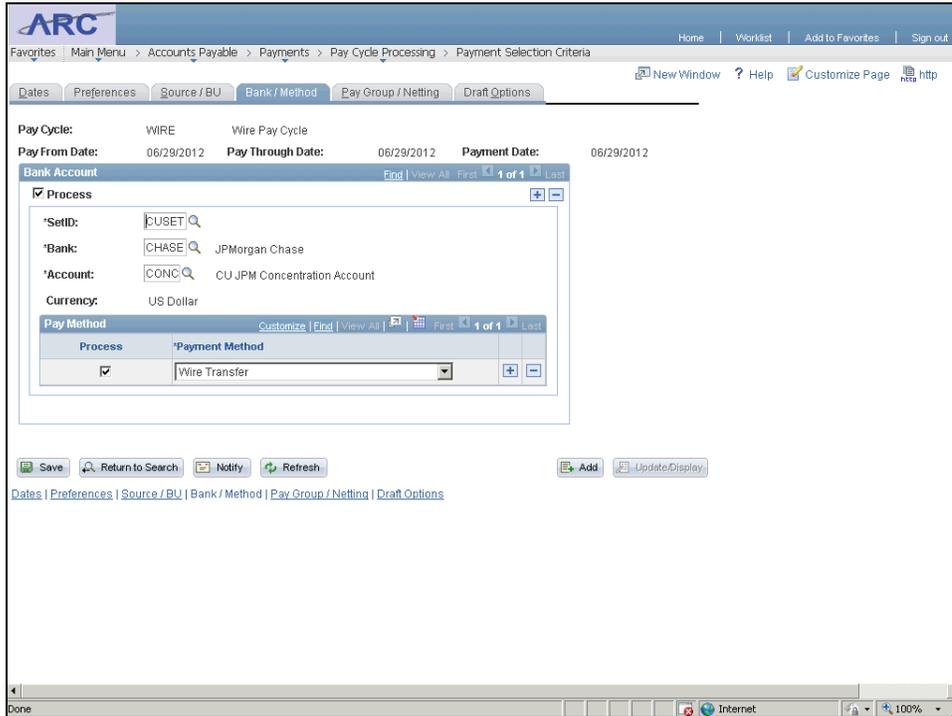
Step	Action
19.	Because this is a Wire Pay Cycle, you will see that there is not a necessary Pay Group Code (unlike the Check Pay Cycles).

Training Guide

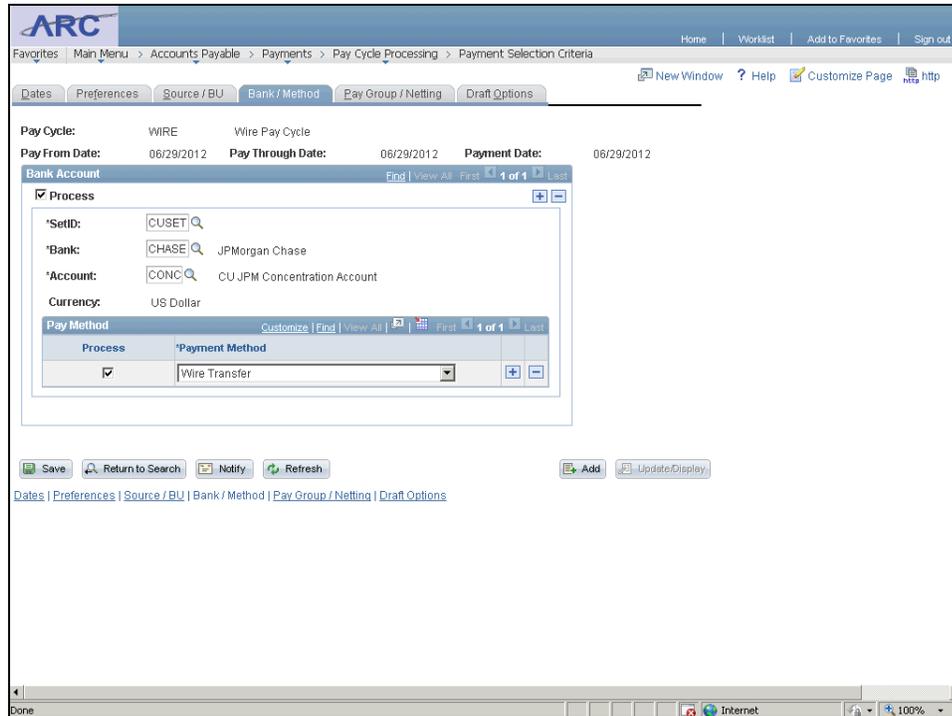
Payment Processing



Step	Action
20.	Click the Bank / Method tab. 



Step	Action
21.	For Wire Pay Cycles, you will need to verify that the Chase Bank is selected and that the Account is the concentration account.



Step	Action
22.	You have successfully looked at the different Pay Cycles and verified Pay Group and Bank/Method information. You can now select the next topic. End of Procedure.



Pay Cycle Reports

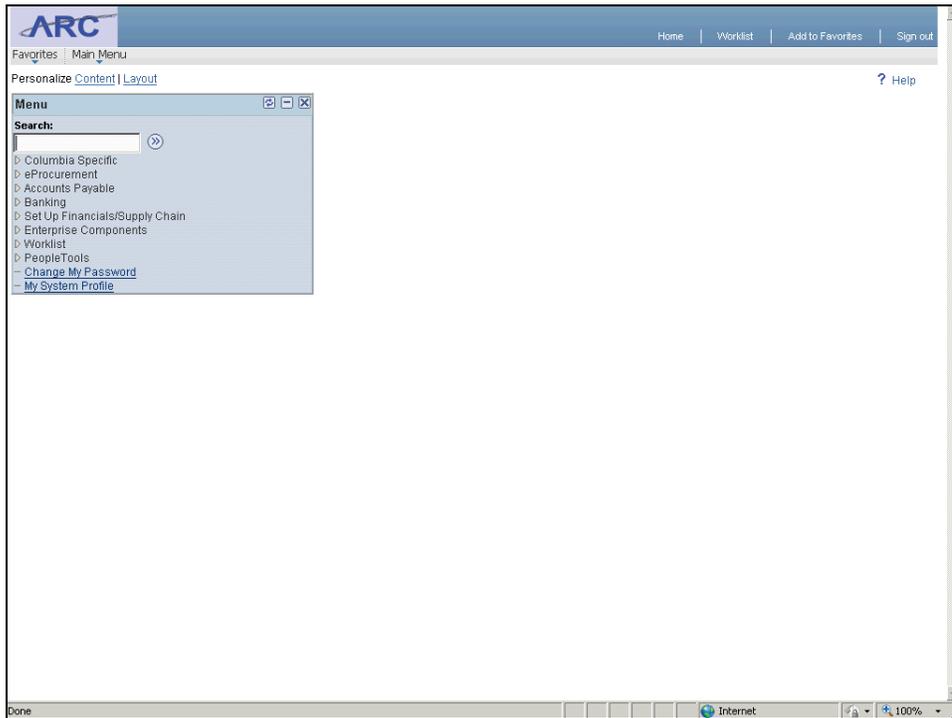
Throughout the Pay Cycle, reports are available in order to gauge the status of different payments. Once the Payment Selection process is run, the 'Pay Cycle Summary' and 'Details' page can be viewed to see a summary payment count and total or detailed list of all vouchers selected for payment.

Throughout the following topic, imagine a time you have faced a similar scenario: When processing a pay cycle, you want to review payment information from past pay cycles.

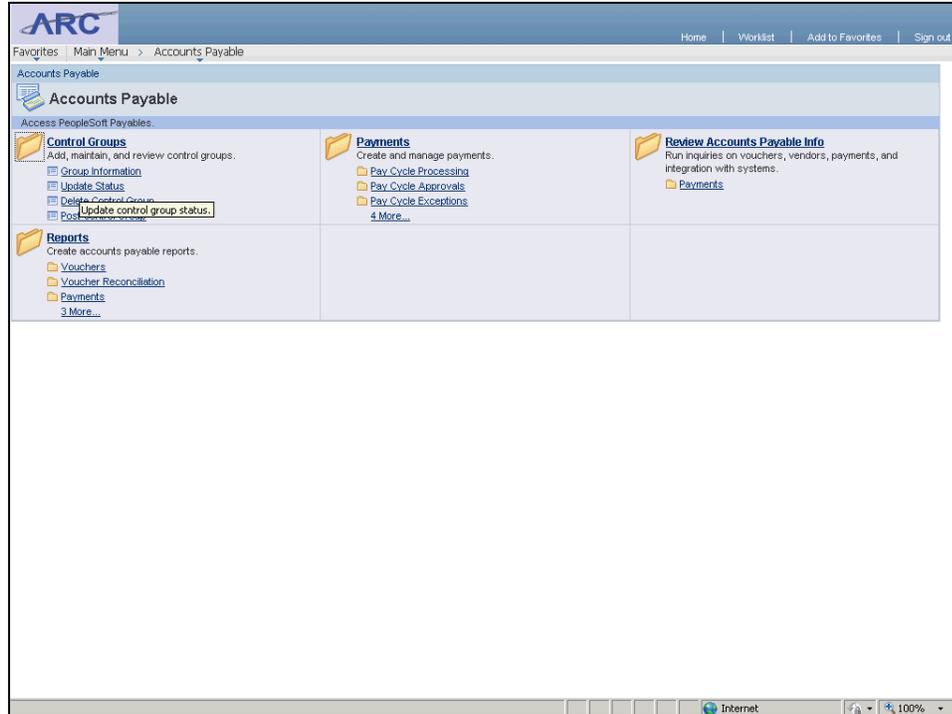
Estimated time needed to complete topic: 10 minutes

Procedure

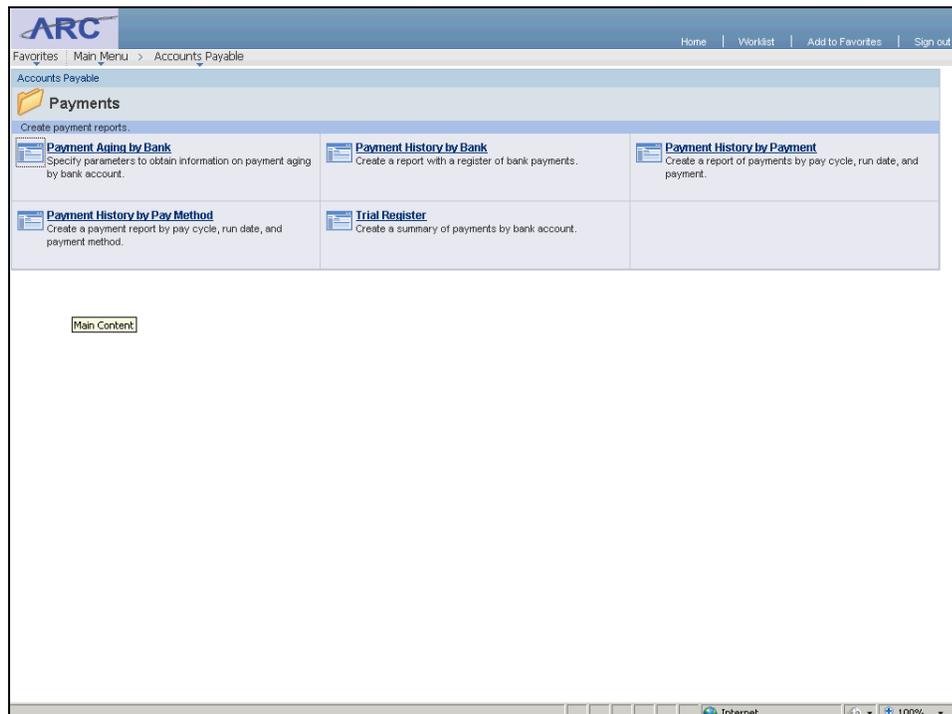
Welcome to the *Pay Cycle Reports* topic where you will learn how to run the reports associated with payments.



Step	Action
1.	Click the Accounts Payable link. 



Step	Action
2.	Click the Payments link. Payments

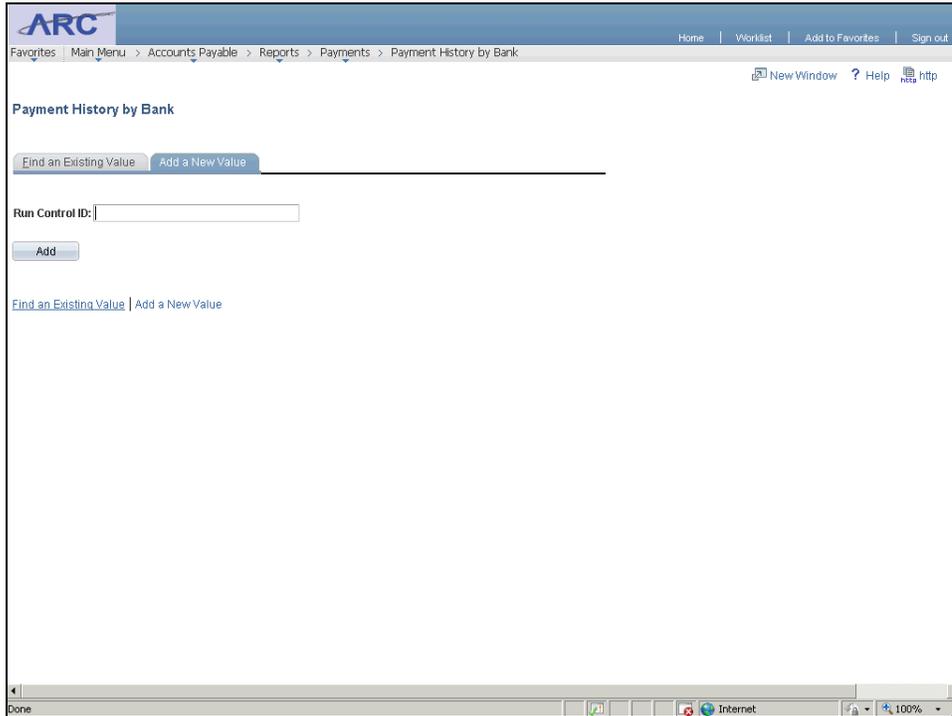


Training Guide

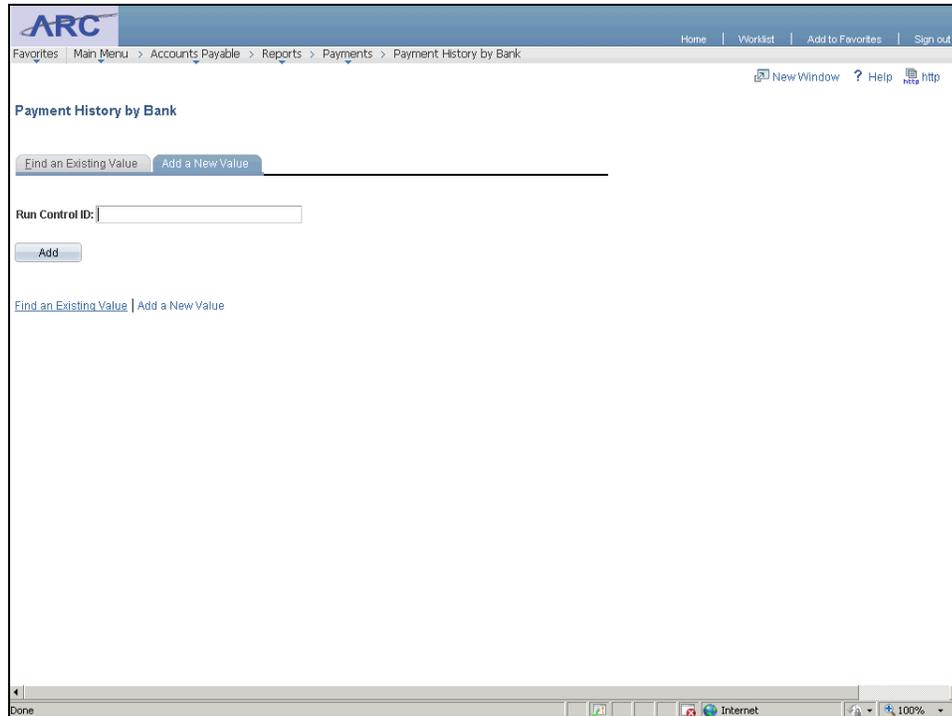
Payment Processing



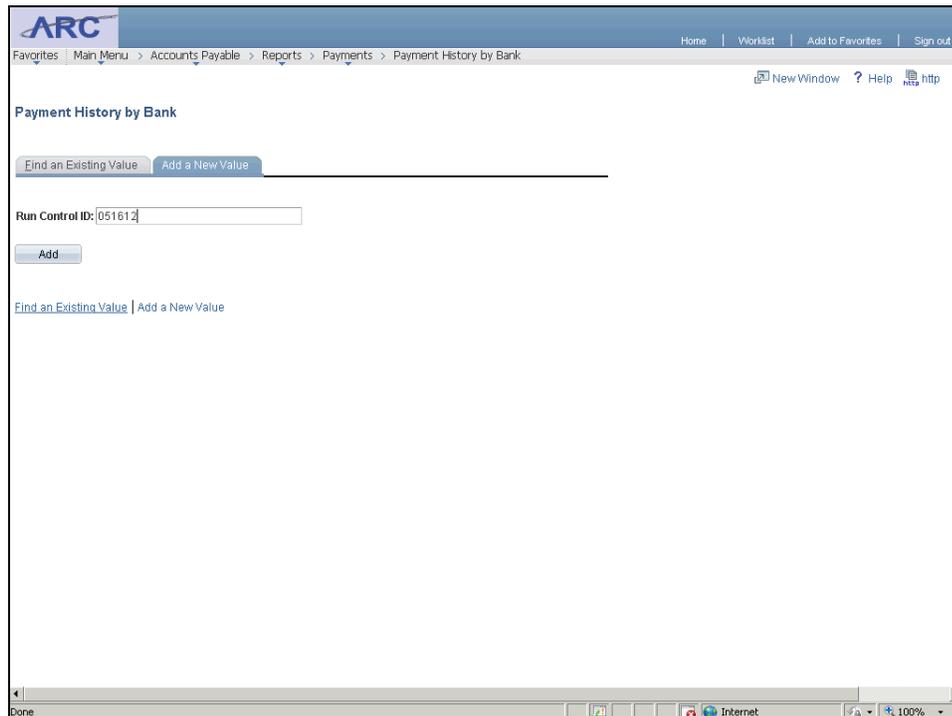
Step	Action
3.	Click the Payment History by Bank link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Payment History by Bank</div>



Step	Action
4.	To run this report, you will enter a new Run Control ID. Ensure the "Add a New Value" tab is selected and enter the Run Control ID to help identify the report. Click in the Run Control ID field. <div style="border: 1px solid black; width: 200px; height: 20px; margin-top: 5px;"></div>



Step	Action
5.	In this example, we'll use the date. Enter the desired information into the Run Control ID field. Enter " 051612 ".



Training Guide

Payment Processing



Step	Action
6.	Click the 051612 link. <input type="text"/>

Step	Action
7.	Click in the Bank Code field to filter the payments by bank. <input type="text"/>

ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Accounts Payable > Reports > Payments > Payment History by Bank

Payment History by Bank

Run Control ID: 051612 Report Manager Process Monitor Run

Language: English

Report Request Parameters

Bank SetID: CUSET

Bank Code:

Date Range

From Date: 05/16/2012

Through Date: 05/16/2012

Print Options

Detail

Summary

Save Return to Search Notify Add Update/Display

Done Internet 100%

Step	Action
8.	Enter the desired information into the Bank Code field. Enter " CHASE ".

ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Accounts Payable > Reports > Payments > Payment History by Bank

Payment History by Bank

Run Control ID: 051612 Report Manager Process Monitor Run

Language: English

Report Request Parameters

Bank SetID: CUSET

Bank Code: CHASE

Date Range

From Date: 05/16/2012

Through Date: 05/16/2012

Print Options

Detail

Summary

Save Return to Search Notify Add Update/Display

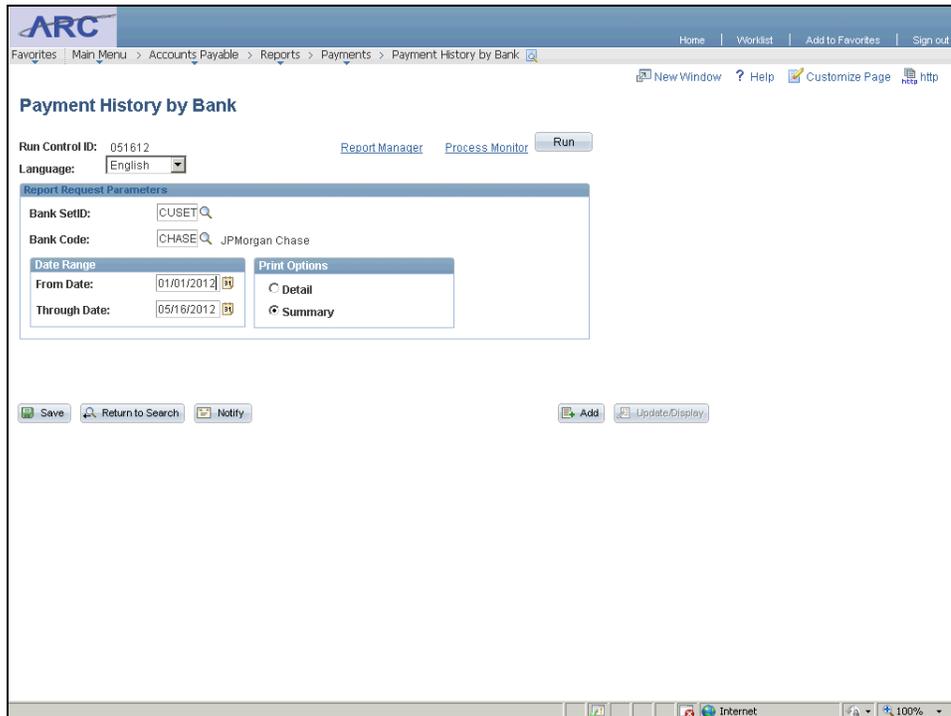
Done Internet 100%

Training Guide

Payment Processing



Step	Action
9.	Enter the appropriate date range by which you want to filter the information. Enter the desired information into the From Date field. Enter " 01/01/2012 ".



Step	Action
10.	Click the Detail option. <input type="radio"/> Detail

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Reports > Payments > Payment History by Bank

New Window | Help | Customize Page | http

Payment History by Bank

Run Control ID: 051612 [Report Manager](#) [Process Monitor](#)

Language: English

Report Request Parameters

Bank SetID: CUSET

Bank Code: CHASE JPMorgan Chase

Date Range

From Date: 01/01/2012

Through Date: 05/16/2012

Print Options

Detail

Summary

Internet 100%

Step	Action
11.	Click the Run button.

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Reports > Payments > Payment History by Bank

New Window | Help | Customize Page | Saved

Process Scheduler Request

User ID: AP_TEST_06 Run Control ID: 051612

Server Name: PSNT Run Date: 05/16/2012

Recurrence: Run Time: 11:38:17AM

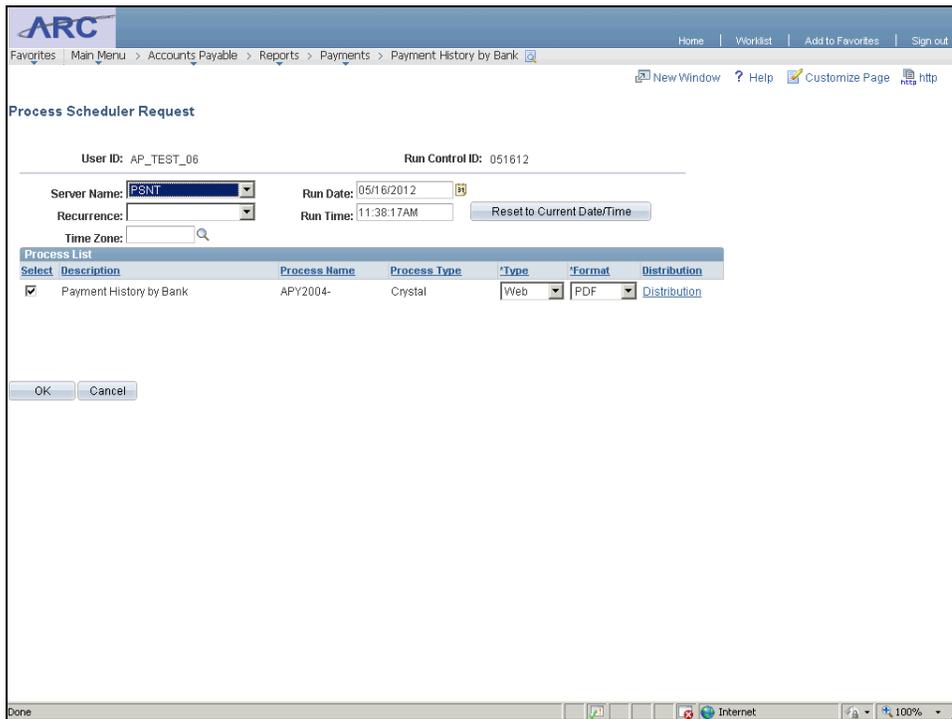
Time Zone:

Process List

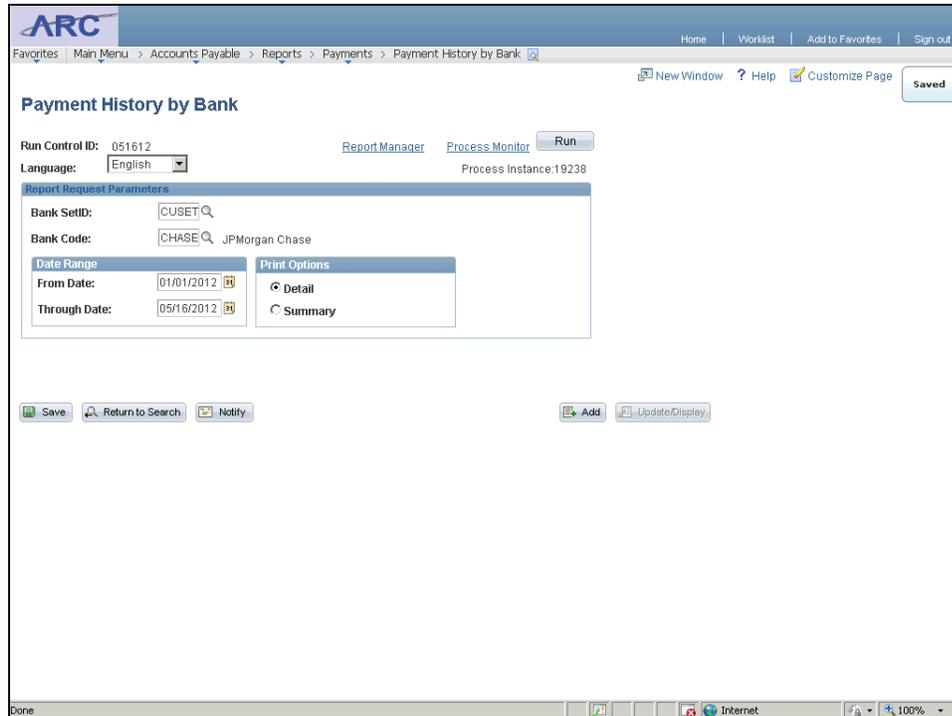
Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Payment History by Bank	APY2004-	Crystal	Web	PDF	Distribution

Done Internet 100%

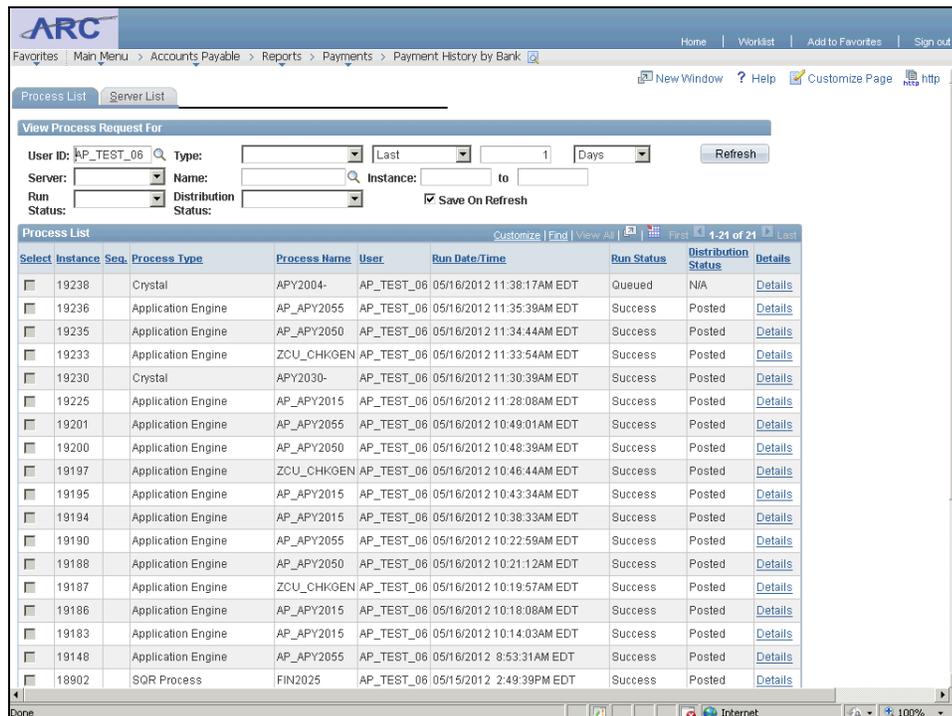
Step	Action
12.	Ensure the appropriate server is selected by clicking on the Server Name menu. 



Step	Action
13.	Click the OK button. 



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



Training Guide Payment Processing



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

The screenshot shows the 'Process List' page in the ARC application. At the top, there's a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below that, a breadcrumb trail reads 'Favorites | Main Menu > Accounts Payable > Reports > Payments > Payment History by Bank'. The main content area has a 'Process List' tab selected. Underneath, there's a 'View Process Request For' section with several search filters: 'User ID: AP_TEST_06', 'Type: [dropdown]', 'Last [dropdown]', '1 Days', and a 'Refresh' button. Other filters include 'Server', 'Name', 'Instance', 'Run Status', and 'Distribution Status'. A 'Save On Refresh' checkbox is also present. Below the filters is a table with the following columns: 'Select', 'Instance', 'Seq.', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', 'Distribution Status', and 'Details'. The table lists 21 processes, all of which have a 'Success' Run Status and a 'Posted' Distribution Status. The first row is highlighted in yellow. At the bottom of the page, there's a status bar with the URL 'javascript:Action_win0(document.win0,'PRCSDETAIL_BTN#0',0,0,'Details',false,true);' and a browser status bar showing 'Internet' and '100%' zoom.

Step	Action
16.	Click the Details link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Details</div>

Process Detail

Process

Instance: 19238 Type: Crystal
 Name: APY2004- Description: Payment History by Bank
 Run Status: Success Distribution Status: Posted

Run **Update Process**

Run Control ID: 051612 Hold Request
 Location: Server Queue Request
 Server: PSNT Cancel Request
 Recurrence: Delete Request
 Restart Request

Date/Time **Actions**

Request Created On: 05/16/2012 11:38:26AM EDT [Parameters](#) Transfer
 Run Anytime After: 05/16/2012 11:38:17AM EDT [Message Log](#)
 Began Process At: 05/16/2012 11:38:48AM EDT Batch Timings
 Ended Process At: 05/16/2012 11:38:58AM EDT [View Log/Trace](#)

OK Cancel

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

View Log/Trace

Report

Report ID: 16522 Process Instance: 19238 [Message Log](#)
 Name: APY2004- Process Type: Crystal
 Run Status: Success

Payment History by Bank

Distribution Details

Distribution Node: fndeweb Expiration Date: 05/30/2012

File List

Name	File Size (bytes)	Datetime Created
APY2004-19238.PDF	183,401	05/16/2012 11:38:58.016921AM EDT
CRWV_APY2004-19238.log	0	05/16/2012 11:38:58.016921AM EDT
psqltrace.txt	520	05/16/2012 11:38:58.016921AM EDT

Distribute To

Distribution ID Type	Distribution ID
User	AP_TEST_06

Return

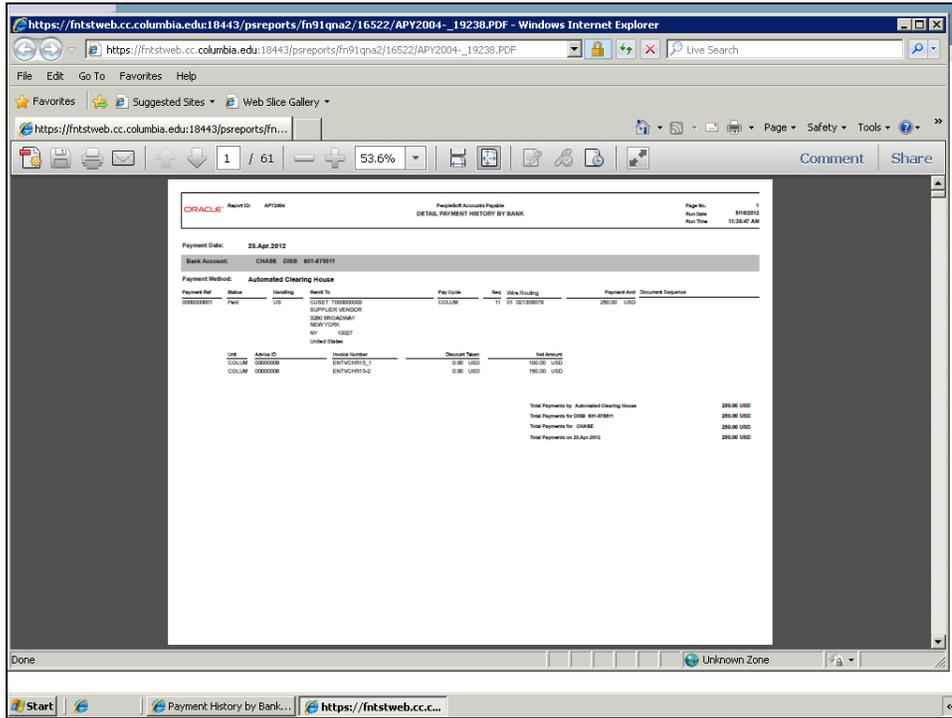
https://fntstweb.cc.columbia.edu:18443/psreports/rn91qna2/16522/APY2004-19238.PDF

Training Guide

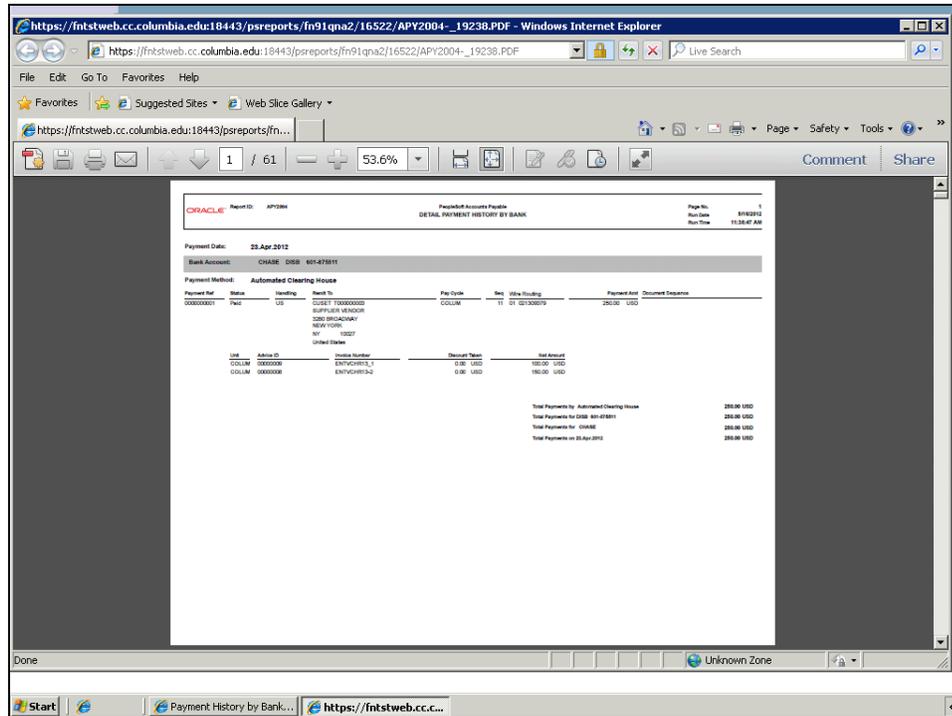
Payment Processing



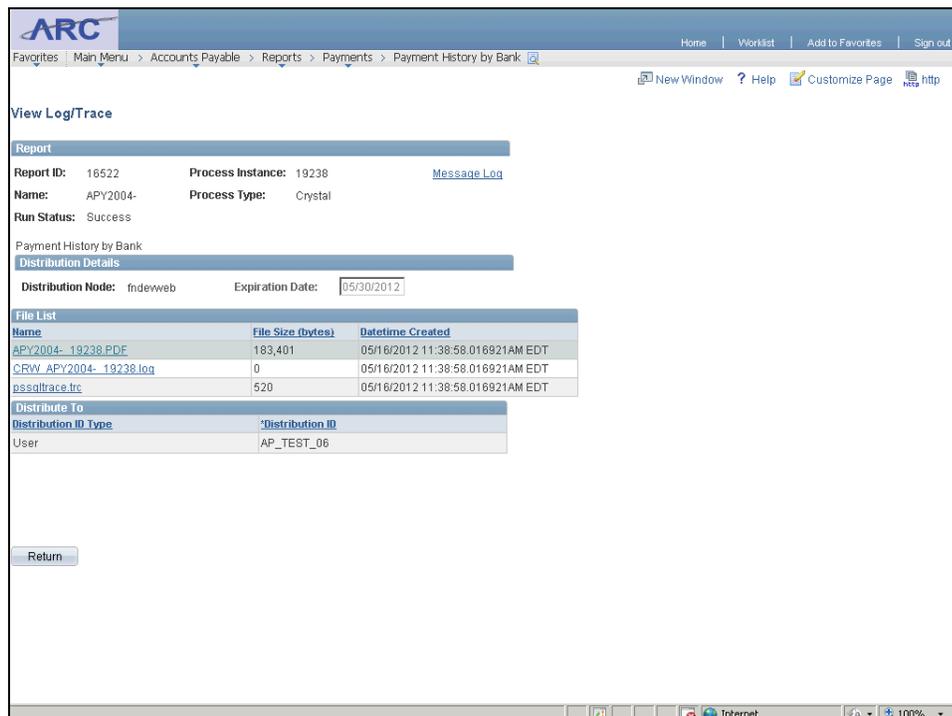
Step	Action
18.	Click the file that ends in .PDF. Press the left mouse button on the APY2004-19238.PDF link.



Step	Action
19.	The report will launch in a new window for you to review/print.



Step	Action
20.	Click the Close button. 

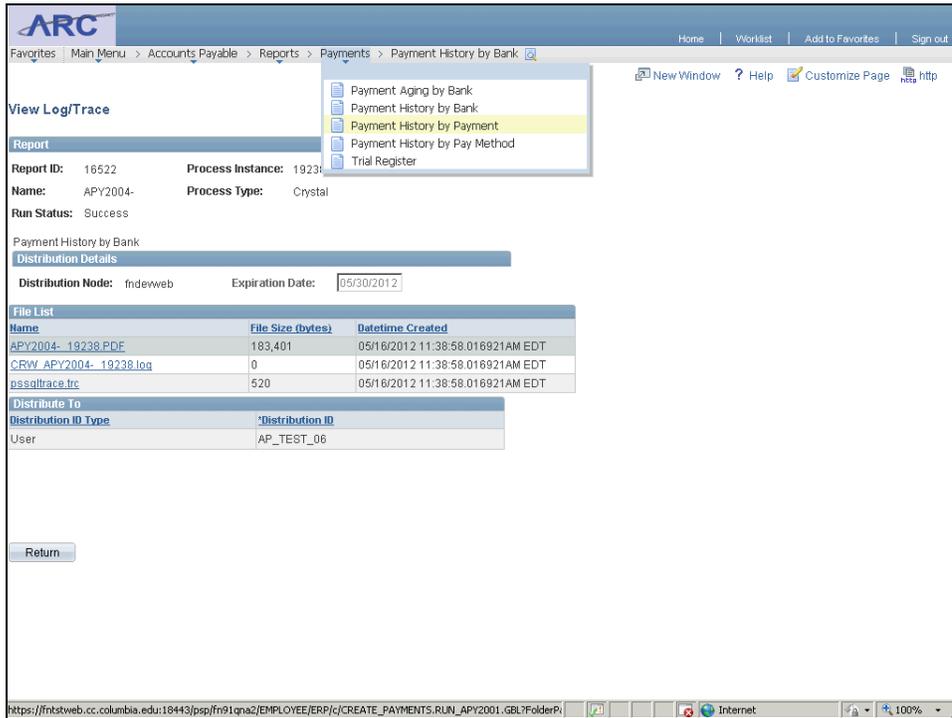


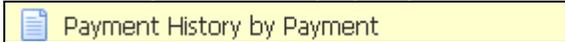
Training Guide

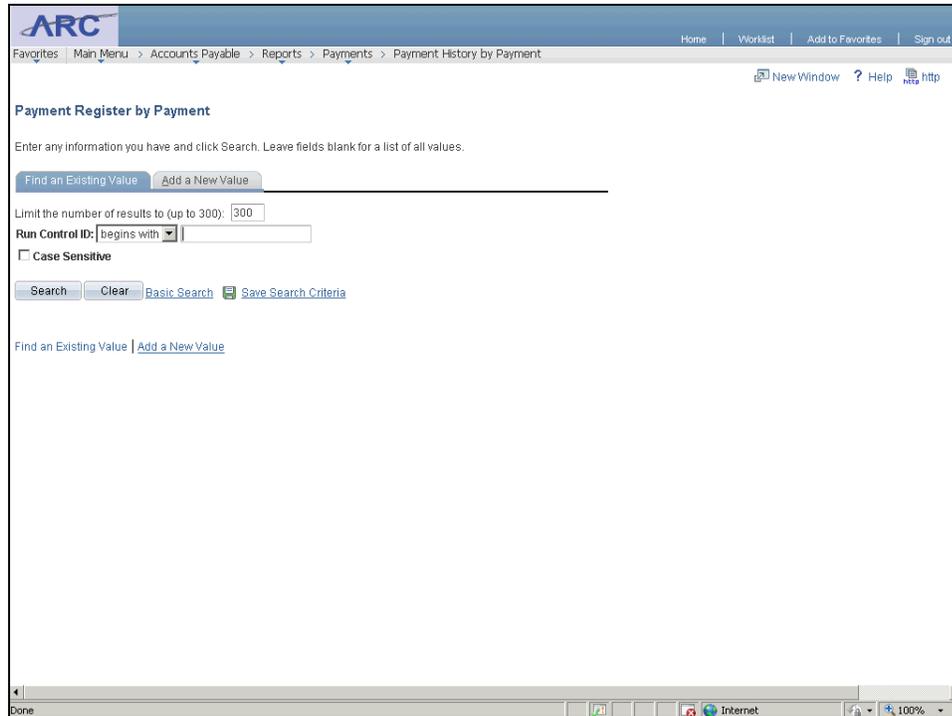
Payment Processing



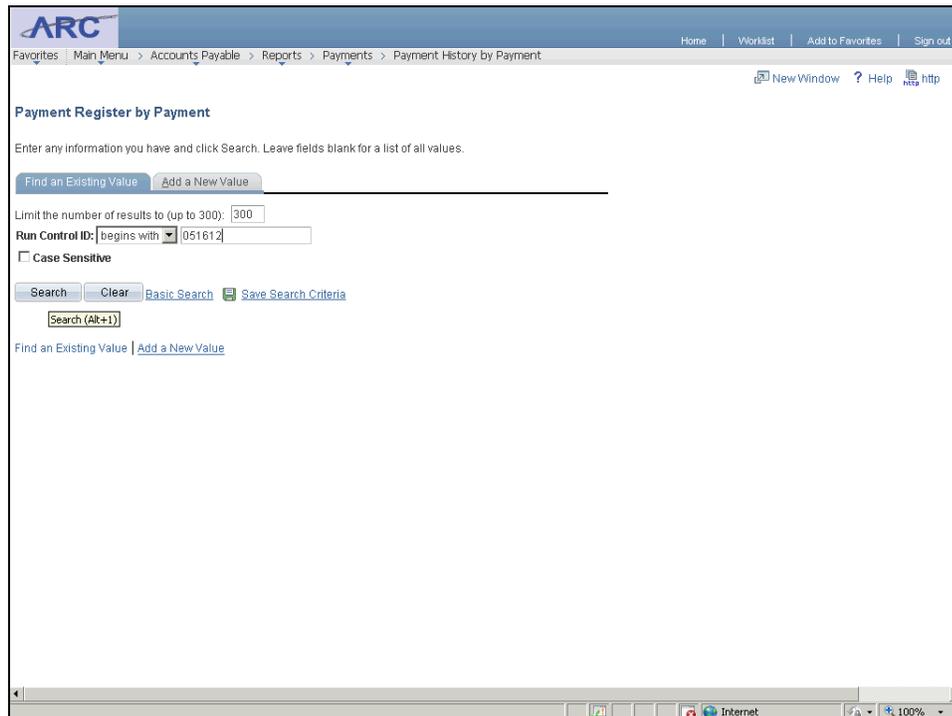
Step	Action
21.	Click the Payments button to select a new report. 



Step	Action
22.	Click the Payment History by Payment menu. 



Step	Action
23.	Search for the Run Control ID you already created. Enter the desired information into the Run Control ID field. Enter " 051612 ".

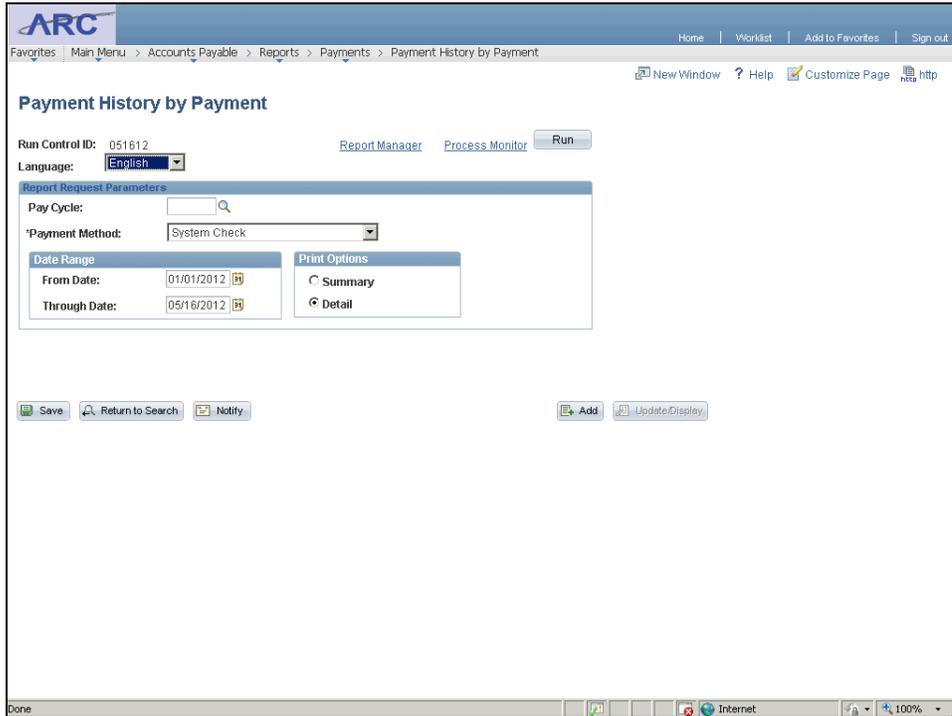


Training Guide

Payment Processing



Step	Action
24.	Click the Search button. 



Step	Action
25.	Filter the results of the report by Pay Cycle. Click in the Pay Cycle field. 

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Reports > Payments > Payment History by Payment

New Window ? Help Customize Page http

Payment History by Payment

Run Control ID: 051612 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters

Pay Cycle:

*Payment Method: System Check

Date Range

From Date: 01/01/2012

Through Date: 05/16/2012

Print Options

Summary

Detail

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Done

Step	Action
26.	Enter the desired information into the Pay Cycle field. Enter " 051612 ".

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Reports > Payments > Payment History by Payment

New Window ? Help Customize Page http

Payment History by Payment

Run Control ID: 051612 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters

Pay Cycle: 051612

*Payment Method: System Check

Date Range

From Date: 01/01/2012

Through Date: 05/16/2012

Print Options

Summary

Detail

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Done

Training Guide

Payment Processing



Step	Action
27.	Click the Run button. 

The screenshot shows the 'Process Scheduler Request' page in a web browser. At the top, there is a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the navigation bar, the breadcrumb trail reads 'Accounts Payable > Reports > Payments > Payment History by Payment'. The main content area includes a 'Process Scheduler Request' section with the following fields:

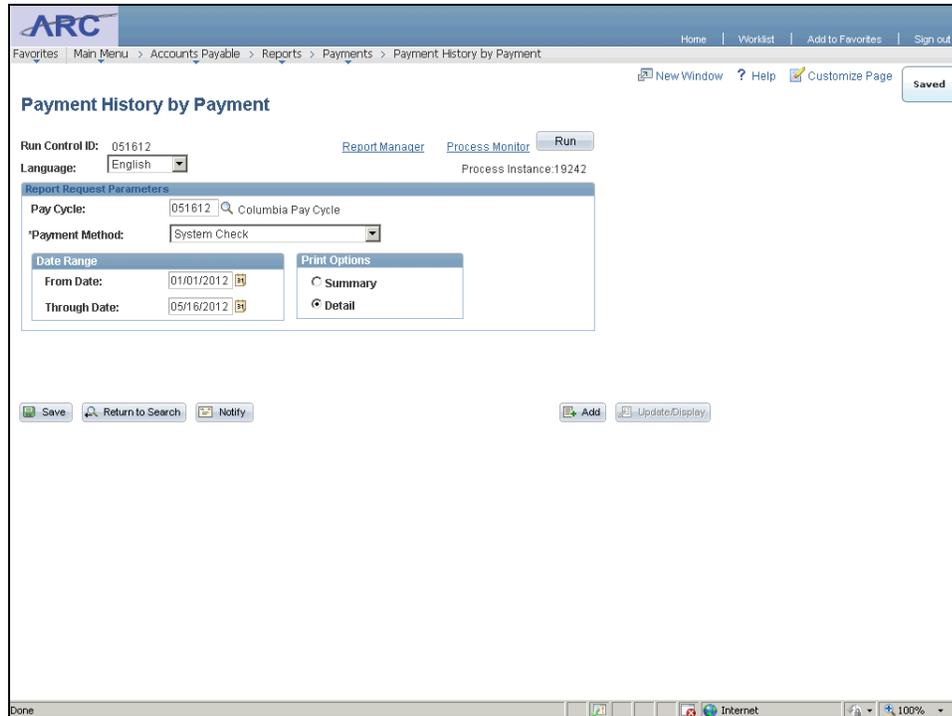
- User ID: AP_TEST_06
- Run Control ID: 051612
- Server Name: PSNT (dropdown menu)
- Run Date: 05/16/2012 (calendar icon)
- Recurrence: (dropdown menu)
- Run Time: 11:40:51AM (button: 'Reset to Current Date/Time')
- Time Zone: (text input with search icon)

Below these fields is a 'Process List' table:

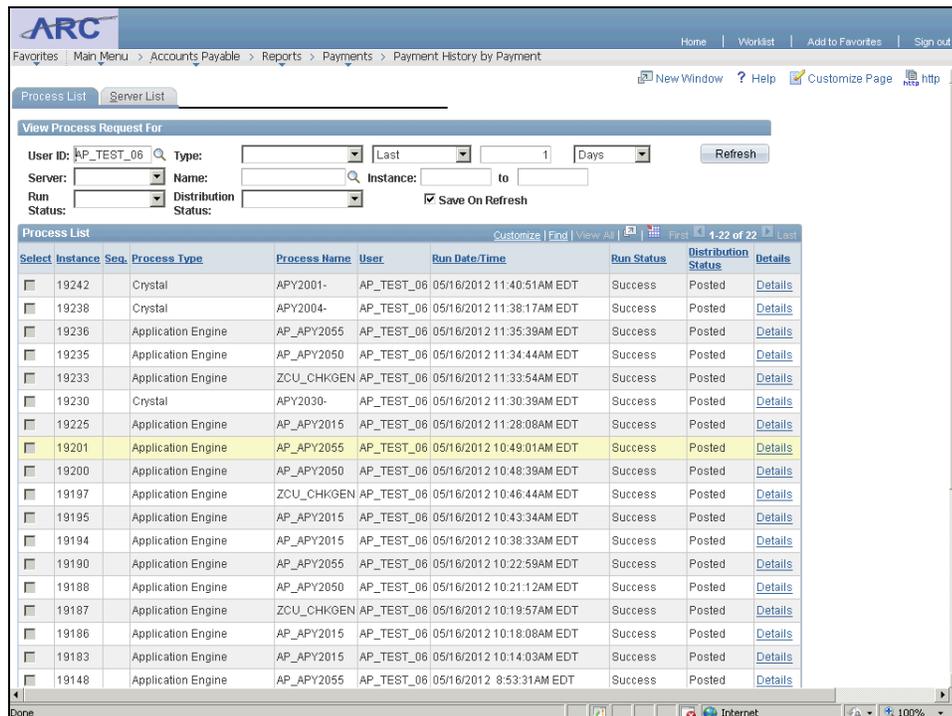
Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Payment Register	APY2001-	Crystal	Web	PDF	Distribution

At the bottom of the form, there are 'OK' and 'Cancel' buttons.

Step	Action
28.	Click the OK button. 



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

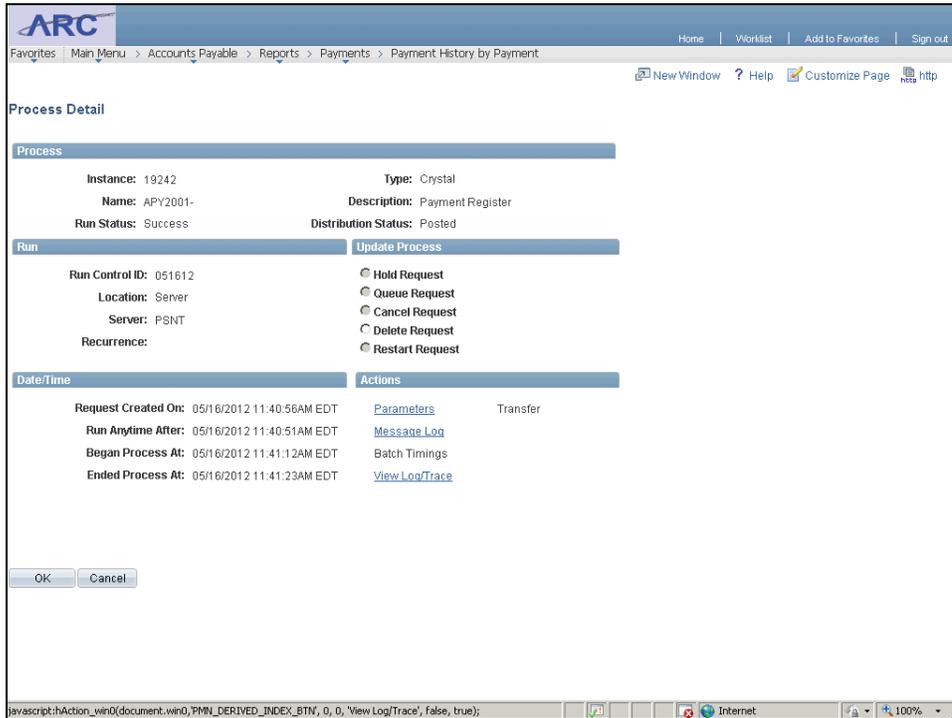


Training Guide

Payment Processing



Step	Action
30.	Once the Run Status is "Success" and Distribution Status is "Posted", click the Details link. Details



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

Report

Report ID: 16526 Process Instance: 19242 [Message Log](#)

Name: APY2001- Process Type: Crystal

Run Status: Success

Payment Register

Distribution Details

Distribution Node: fndweb Expiration Date: 05/30/2012

File List

Name	File Size (bytes)	Datetime Created
APY2001- 19242.PDF	84,321	05/16/2012 11:41:23.201554AM EDT
CRWV APY2001- 19242.log	0	05/16/2012 11:41:23.201554AM EDT
psstltrace.txt	520	05/16/2012 11:41:23.201554AM EDT

Distribute To

Distribution ID Type	Distribution ID
User	AP_TEST_06

[Return](#)

Step	Action
32.	Click the file name that ends in .PDF. Click the APY2001- 19242.PDF link.

ORACLE Report ID: APY2001

Payment Accounts Payable
DETAILED CHECK REGISTER

Page No: 1
Run Date: 5/16/2012
Run Time: 11:41:11 AM

Pay Cycle: 051612
Pay Cycle Sequence: 2
Pay Cycle Run Date: 16 May 2012

Bank Account: CHASE DISB 498-289162

Payment Ref	Date	Handling	Status	Bank To	Routing	Bank Bank Account	Payment Amt	Document Sequence	
000000110	16 May 2012	US	Paid	CUSE1 000000005 JAPAN AIR TRADING CO LTD 1-2-1 BARIJOGAKU-CHO CHITOGAKU TOKYO 1040064 JAPAN Japan 00 Japan	Not applicable		100.00 USD		
		USD	Voucher ID	Invoice Number	Invoice Date	Discount Taken	Net Amount		
		COLUM	0004169	INV123	16 May 2012	0.00 USD	100.00 USD		
000000111	16 May 2012	US	Paid	CUSE1 000000009 A1 WEINBERG 16 West 46 New York 100 10009 United States	Not applicable		150.00 USD		
		USD	Voucher ID	Invoice Number	Invoice Date	Discount Taken	Net Amount		
		COLUM	0004171	INV406	16 May 2012	0.00 USD	150.00 USD		
Total Payments for Bank Account							CHASE DISB 498-289162	250.00 USD	
Total Payments for Currency							USD	250.00 USD	

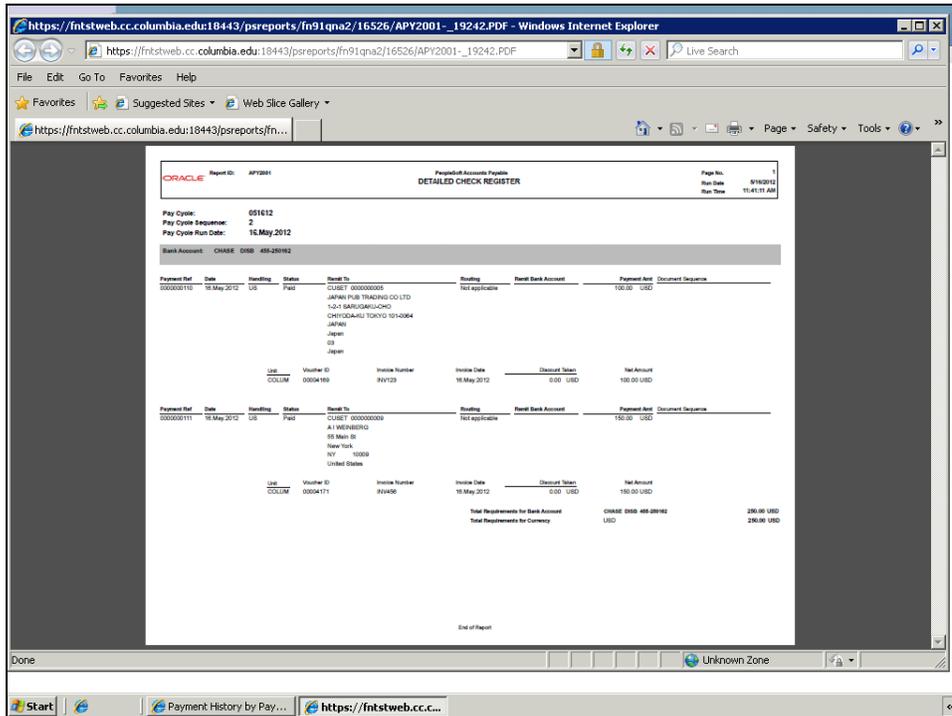
End of Report

Training Guide

Payment Processing

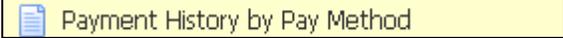


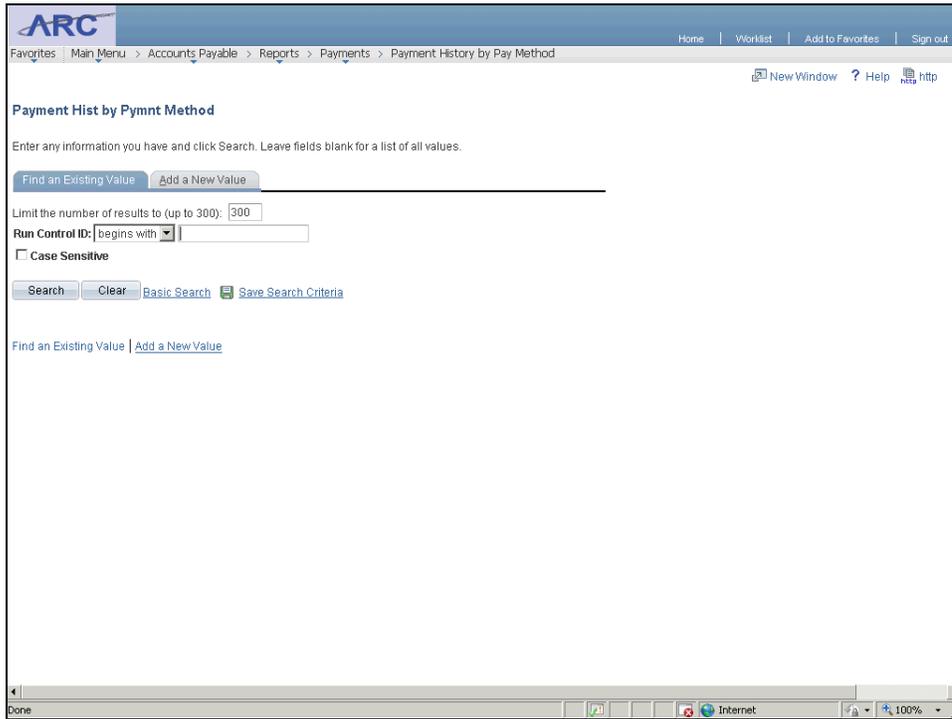
Step	Action
33.	The report will launch in a new window for you to review/print.



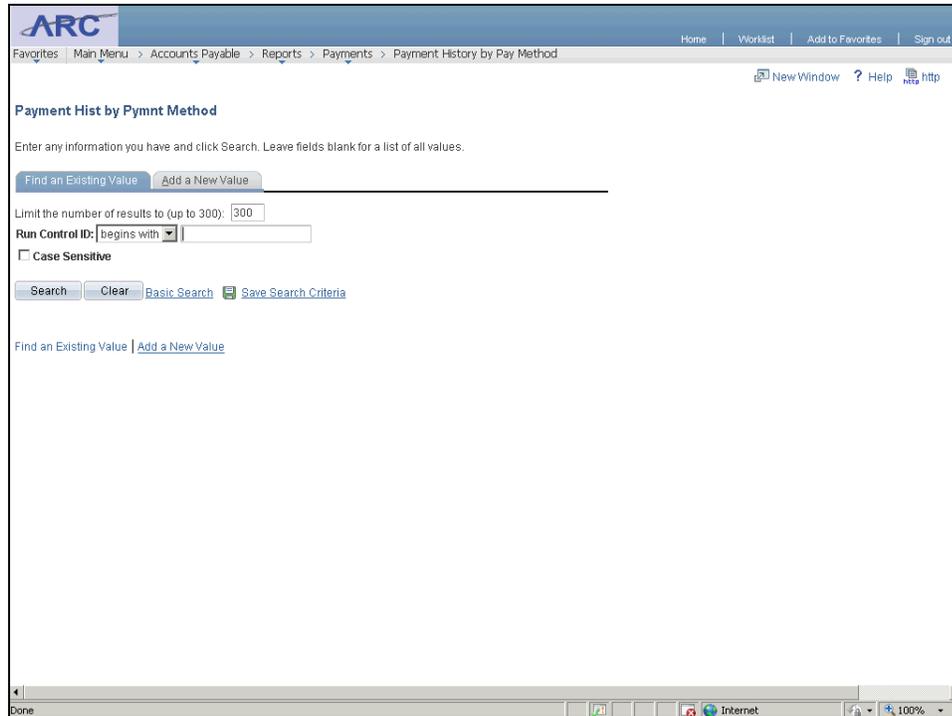
Step	Action
34.	Click the Close button. 

Step	Action
35.	Click the Payments button to select a different report. 

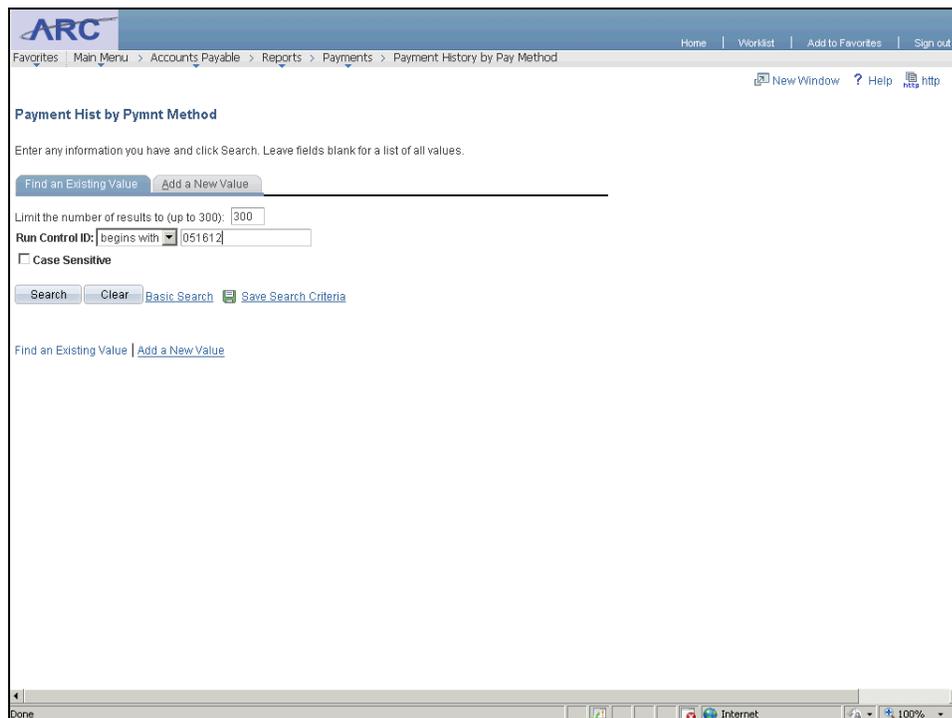
Step	Action
36.	Click the Payment History by Pay Method menu. 



Step	Action
37.	Search for the Run Control ID you created previously. Click in the Run Control ID field. 



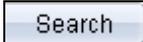
Step	Action
38.	Enter the desired information into the Run Control ID field. Enter " 051612 ".

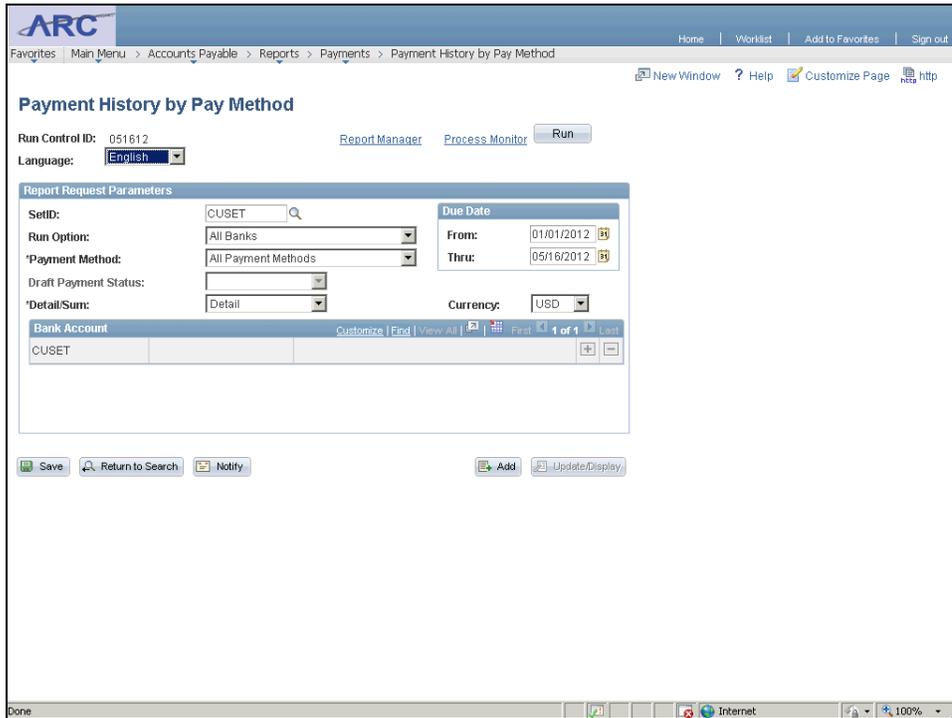


Training Guide

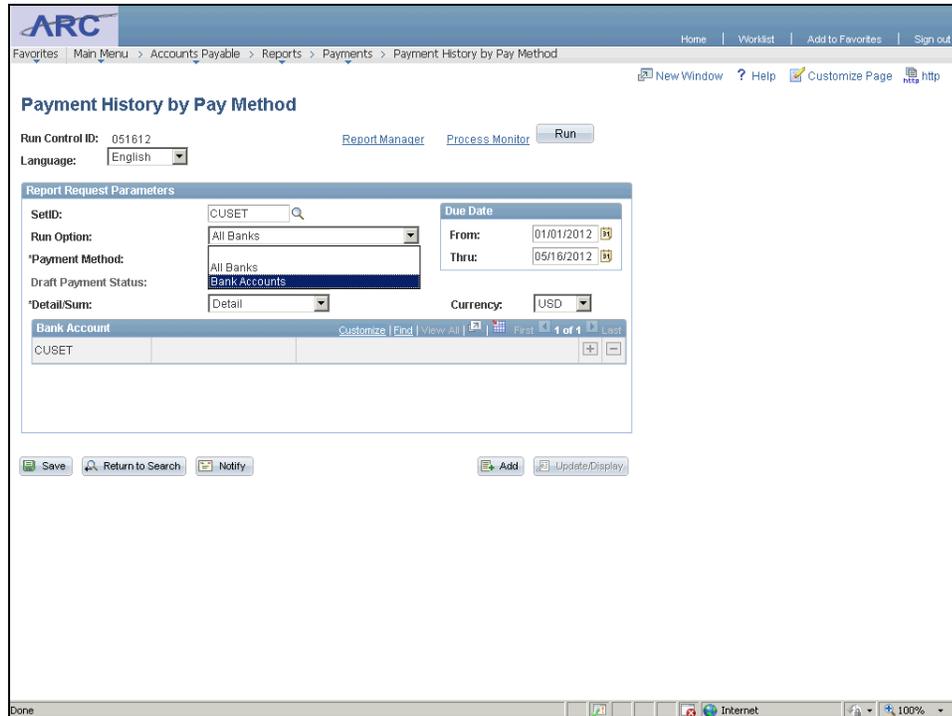
Payment Processing



Step	Action
39.	Click the Search button. 



Step	Action
40.	Click the Run Option list. 



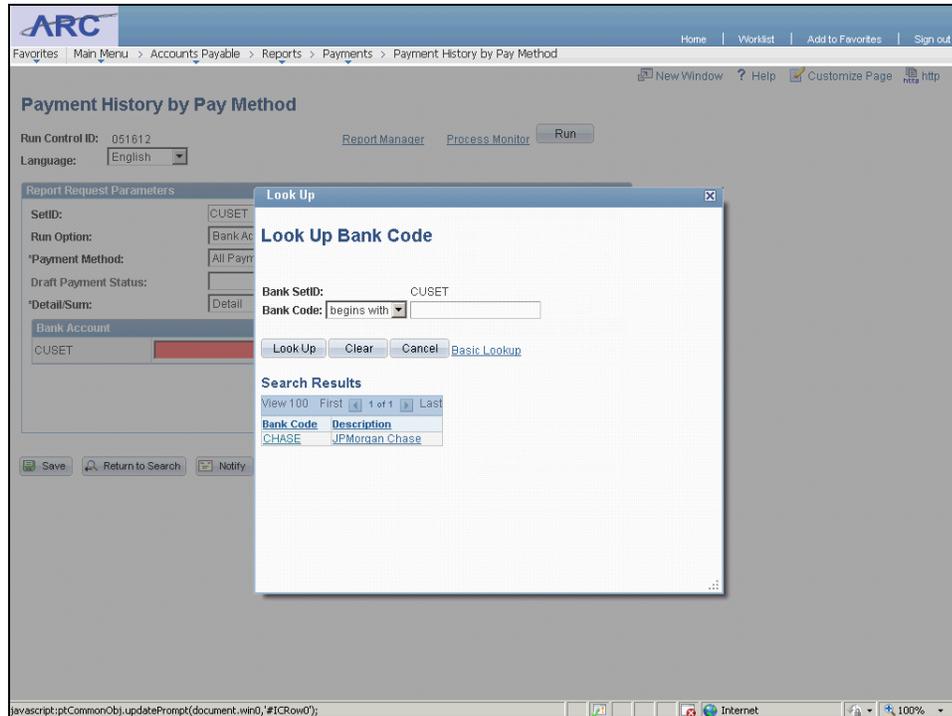
Step	Action
41.	Filter the information with the appropriate options. Click the Bank Accounts list item. <div style="border: 1px solid black; background-color: #003366; color: white; padding: 2px; margin-top: 5px;">Bank Accounts</div>

Training Guide

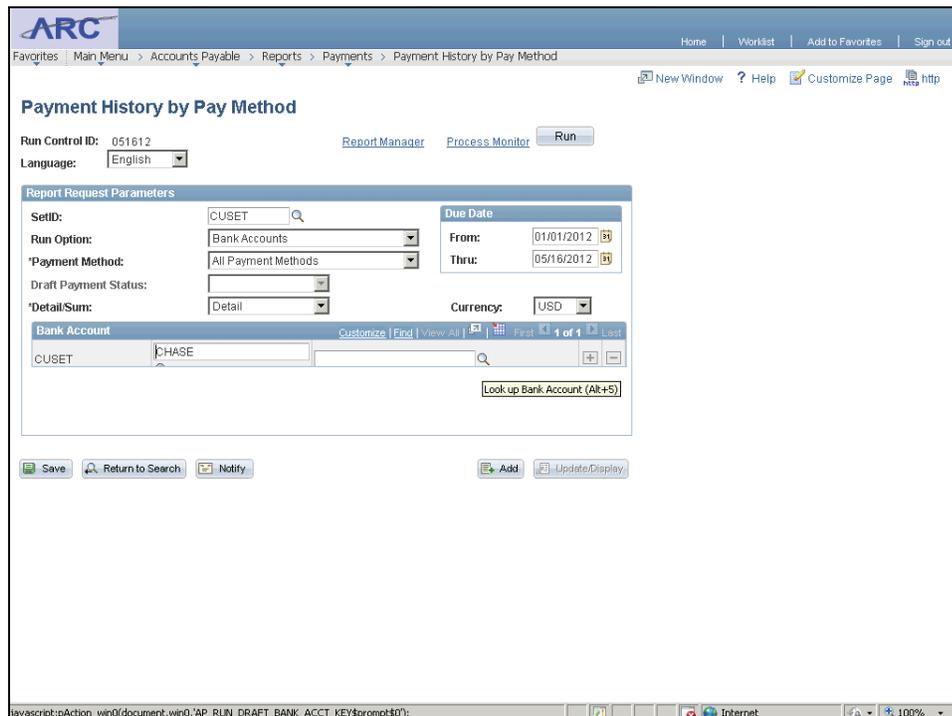
Payment Processing



Step	Action
42.	Enter the appropriate Bank Code first by clicking the Look up Bank Code (Alt+5) button. <input data-bbox="342 1087 380 1123" type="text"/>



Step	Action
43.	Click the CHASE link. CHASE

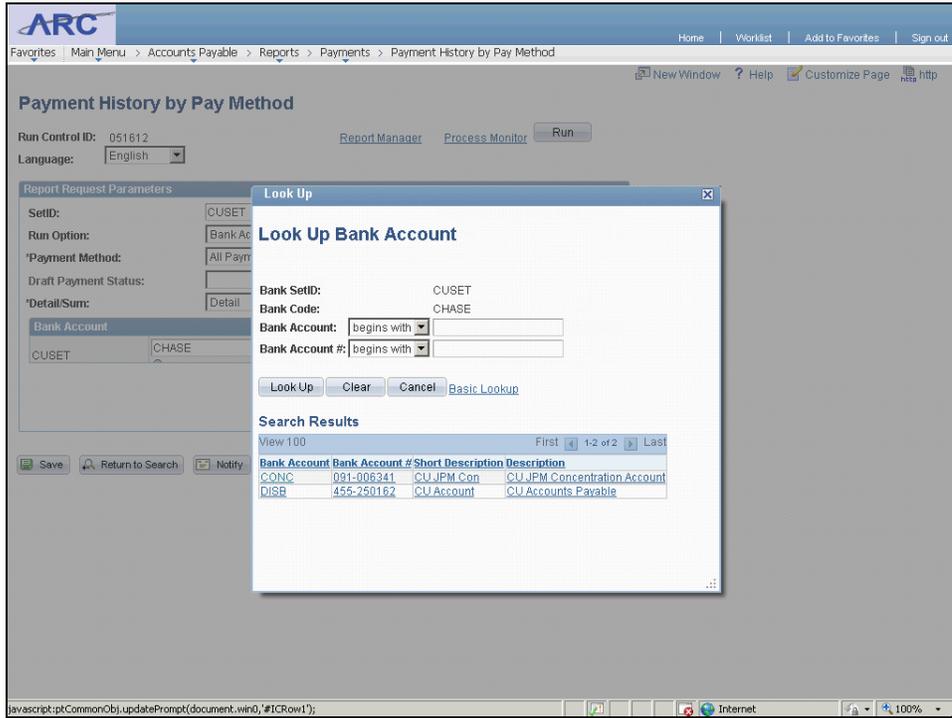


Training Guide

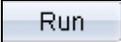
Payment Processing



Step	Action
44.	Click the Look up Bank Account (Alt+5) button. 



Step	Action
45.	Click the DISB link. 

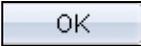
Step	Action
46.	Click the Run button. 

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	APY2050-	APY2050-	Crystal	Web	PDF	Distribution

Training Guide

Payment Processing



Step	Action
47.	Click the OK button. 

Step	Action
48.	Click the Process Monitor link. 

The screenshot shows the ARC web application interface. At the top, there is a navigation menu with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below this is a breadcrumb trail: 'Favorites > Main Menu > Accounts Payable > Reports > Payments > Payment History by Pay Method'. 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' (set to 'AP_TEST_06'), 'Type', 'Last', 'Days', 'Server', 'Name', 'Instance', 'Run Status', and 'Distribution Status'. A 'Refresh' button is located to the right of the 'Days' field. 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 23 rows of process data.

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	19244		Crystal	APY2050-	AP_TEST_06	05/16/2012 11:43:16AM EDT	Queued	N/A	Details
<input type="checkbox"/>	19242		Crystal	APY2001-	AP_TEST_06	05/16/2012 11:40:51AM EDT	Success	Posted	Details
<input type="checkbox"/>	19238		Crystal	APY2004-	AP_TEST_06	05/16/2012 11:38:17AM EDT	Success	Posted	Details
<input type="checkbox"/>	19236		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 11:35:39AM EDT	Success	Posted	Details
<input type="checkbox"/>	19235		Application Engine	AP_APY2050	AP_TEST_06	05/16/2012 11:34:44AM EDT	Success	Posted	Details
<input type="checkbox"/>	19233		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/16/2012 11:33:54AM EDT	Success	Posted	Details
<input type="checkbox"/>	19230		Crystal	APY2030-	AP_TEST_06	05/16/2012 11:30:39AM EDT	Success	Posted	Details
<input type="checkbox"/>	19225		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 11:28:08AM EDT	Success	Posted	Details
<input type="checkbox"/>	19201		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 10:49:01AM EDT	Success	Posted	Details
<input type="checkbox"/>	19200		Application Engine	AP_APY2050	AP_TEST_06	05/16/2012 10:48:39AM EDT	Success	Posted	Details
<input type="checkbox"/>	19197		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/16/2012 10:46:44AM EDT	Success	Posted	Details
<input type="checkbox"/>	19195		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:43:34AM EDT	Success	Posted	Details
<input type="checkbox"/>	19194		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:38:33AM EDT	Success	Posted	Details
<input type="checkbox"/>	19190		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 10:22:59AM EDT	Success	Posted	Details
<input type="checkbox"/>	19188		Application Engine	AP_APY2050	AP_TEST_06	05/16/2012 10:21:12AM EDT	Success	Posted	Details
<input type="checkbox"/>	19187		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/16/2012 10:19:57AM EDT	Success	Posted	Details
<input type="checkbox"/>	19186		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:18:08AM EDT	Success	Posted	Details
<input type="checkbox"/>	19183		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:14:03AM EDT	Success	Posted	Details

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

Training Guide Payment Processing



View Process Request For

User ID: AP_TEST_06 Type: [] Last [] 1 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"/>	19244		Crystal	APY2050-	AP_TEST_06	05/16/2012 11:43:16AM EDT	Success	Posted	Details
<input type="checkbox"/>	19242		Crystal	APY2001-	AP_TEST_06	05/16/2012 11:40:51AM EDT	Success	Posted	Details
<input type="checkbox"/>	19238		Crystal	APY2004-	AP_TEST_06	05/16/2012 11:38:17AM EDT	Success	Posted	Details
<input type="checkbox"/>	19236		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 11:35:39AM EDT	Success	Posted	Details
<input type="checkbox"/>	19235		Application Engine	AP_APY2050	AP_TEST_06	05/16/2012 11:34:44AM EDT	Success	Posted	Details
<input type="checkbox"/>	19233		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/16/2012 11:33:54AM EDT	Success	Posted	Details
<input type="checkbox"/>	19230		Crystal	APY2030-	AP_TEST_06	05/16/2012 11:30:39AM EDT	Success	Posted	Details
<input type="checkbox"/>	19225		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 11:28:08AM EDT	Success	Posted	Details
<input type="checkbox"/>	19201		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 10:49:01AM EDT	Success	Posted	Details
<input type="checkbox"/>	19200		Application Engine	AP_APY2050	AP_TEST_06	05/16/2012 10:48:39AM EDT	Success	Posted	Details
<input type="checkbox"/>	19197		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/16/2012 10:46:44AM EDT	Success	Posted	Details
<input type="checkbox"/>	19195		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:43:34AM EDT	Success	Posted	Details
<input type="checkbox"/>	19194		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:38:33AM EDT	Success	Posted	Details
<input type="checkbox"/>	19190		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 10:22:59AM EDT	Success	Posted	Details
<input type="checkbox"/>	19188		Application Engine	AP_APY2050	AP_TEST_06	05/16/2012 10:21:12AM EDT	Success	Posted	Details
<input type="checkbox"/>	19187		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/16/2012 10:19:57AM EDT	Success	Posted	Details
<input type="checkbox"/>	19186		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:18:08AM EDT	Success	Posted	Details
<input type="checkbox"/>	19183		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:14:03AM EDT	Success	Posted	Details

Step	Action
50.	Click the Details link. Details

Process Detail

Process

Instance: 19244 Type: Crystal
 Name: APY2050- Description: APY2050-
 Run Status: Success Distribution Status: Posted

Run **Update Process**

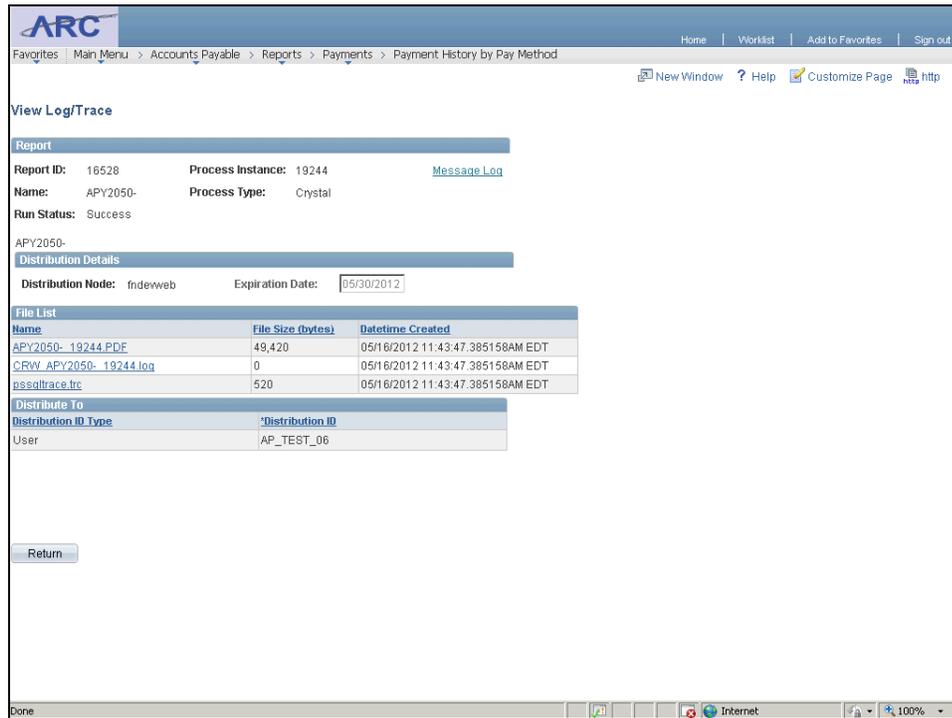
Run Control ID: 051612 Hold Request
 Location: Server Queue Request
 Server: PSNT Cancel Request
 Recurrence: Delete Request
 Restart Request

Date/Time **Actions**

Request Created On: 05/16/2012 11:43:22AM EDT [Parameters](#) Transfer
 Run Anytime After: 05/16/2012 11:43:16AM EDT [Message Log](#)
 Began Process At: 05/16/2012 11:43:36AM EDT [Batch Timings](#)
 Ended Process At: 05/16/2012 11:43:47AM EDT [View Log/Trace](#)

OK Cancel

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



View Log/Trace

Report

Report ID: 16528 Process Instance: 19244 [Message Log](#)
 Name: APY2050- Process Type: Crystal
 Run Status: Success

APY2050-

Distribution Details

Distribution Node: fndeweb Expiration Date: 05/30/2012

File List

Name	File Size (bytes)	Datetime Created
APY2050-19244.PDF	49,420	05/16/2012 11:43:47.385158AM EDT
C:R\W\APY2050-19244.log	0	05/16/2012 11:43:47.385158AM EDT
rssqlltrace.txt	520	05/16/2012 11:43:47.385158AM EDT

Distribute To

Distribution ID Type	Distribution ID
User	AP_TEST_06

[Return](#)

Step	Action
52.	Click the file that ends in .PDF. Press the left mouse button on the APY2050-19244.PDF link.

Training Guide

Payment Processing



Oracle PeopleSoft Accounts Payable
 Report ID: APY2050
 Set ID: CUSET
 Payment Method: ALL All Payment Methods
 Currency: USD
 Page No. 1
 Run Date 5/16/2012
 Run Time 11:43:35AM

Bank/ Branch Name : JPMorgan Chase/ CHASENYC

Reference	Vendor ID	Vendor Name	Amount	Payment Date	Creation Date	Payment Method
000000001	T00000003	SUPPLIER VENDOR	\$ 250.00	23 Apr.2012	23 Apr.2012	ACH
000000001	T00000003	SUPPLIER VENDOR	\$ 905.00	26 Apr.2012	26 Apr.2012	CHK
000000002	T00000009	ACH VENDOR - CTX	\$ 600.00	26 Apr.2012	26 Apr.2012	ACH
000000002	T00000025	WITHHOLDING VENDOR - SINGLE CLASS	\$ 550.00	26 Apr.2012	26 Apr.2012	CHK
000000003	T00000026	WITHHOLDING VENDOR - MULTI CLASS	\$ 1,100.00	26 Apr.2012	26 Apr.2012	CHK
000000004	T00000003	SUPPLIER VENDOR	\$ 15,000.00	26 Apr.2012	26 Apr.2012	CHK
000000005	000000563	MILANO MARKET	\$ 103.00	26 Apr.2012	26 Apr.2012	CHK
000000005	T00000008	ACH VENDOR - PPD	\$ 200.00	03 May.2012	03 May.2012	ACH
000000006	T00000003	SUPPLIER VENDOR	\$ 20.00	26 Apr.2012	26 Apr.2012	CHK
000000006	T00000009	ACH VENDOR - CTX	\$ 200.00	03 May.2012	03 May.2012	ACH
000000007	SGLPAYCHK2	KATHY TEST	\$ 20.00	26 Apr.2012	26 Apr.2012	CHK
000000007	T00000008	ACH VENDOR - PPD	\$ 1,500.00	03 May.2012	03 May.2012	ACH
000000008	SGLPAYCHK2	MELINDA KIM ABRAMS	\$ 10.00	26 Apr.2012	26 Apr.2012	CHK
000000008	T00000009	ACH VENDOR - CTX	\$ 1,284.46	04 May.2012	04 May.2012	ACH
000000009	SGLPAYACH2	JENNIFER NOBODY	\$ 300.00	04 May.2012	04 May.2012	ACH
000000009	T00000003	SUPPLIER VENDOR	\$ 0.00	26 Apr.2012	26 Apr.2012	CHK
000000010	SGLPAYCHK2	MINERVA DAITCH	\$ 75.00	26 Apr.2012	26 Apr.2012	CHK

Step	Action
53.	The report will open in a new window for your review.

ARC
 Home | Worklist | Add to Favorites | Sign out

Accountants Payable > Reports > Payments > Payment History by Pay Method

View Log/Trace

Report
 Report ID: 16528 Process Instance: 19244 [Message Log](#)
 Name: APY2050- Process Type: Crystal
 Run Status: Success

Distribution Details
 Distribution Node: fndeweb Expiration Date: 05/30/2012

File List

Name	File Size (bytes)	Datetime Created
APY2050- 19244.PDF	49,420	05/16/2012 11:43:47.385158AM EDT
CRW_APY2050- 19244.log	0	05/16/2012 11:43:47.385158AM EDT
psqltrace.txt	520	05/16/2012 11:43:47.385158AM EDT

Distribute To

Distribution ID Type	Distribution ID
User	AP_TEST_06

[Return](#)



Training Guide Payment Processing

Step	Action
54.	You have successfully run Pay Cycle Reports. You can now select the next lesson in the course. End of Procedure.



Maintaining Payments

This is the *Maintaining Payments* lesson of the *Payment Processing* course. Upon completion of this lesson, you will be able to:

- Void, stop, and re-issue payments
- Escheat payments and undo escheatments
- Create manual payments

Estimated time needed to complete lesson: 30 minutes

Canceling a Payment

Different functions are available to cancel a payment in ARC. It is also possible to undo the cancellation of a payment or perform mass cancellations if multiple payments need to be canceled. This table summarizes the different cancel functions in ARC:

ARC Button	
'Stop'	Used for checks that have already been sent to the bank and the bank has been asked to stop the payment
'Void'	Used on payments that have not been sent. Actions available include Re-Open Voucher(s)/Re-Issue Payment, Re-Open Voucher(s)/ Put Payment on Hold, and Do Not Re-Issue Payment/Close Liability. Voided payments are automatically reconciled by the system
'Undo Cancel'	If a payment was incorrectly voided and should be paid, the cancellation can be reversed. Available actions include Re-Open Voucher(s)/Re-Issue Payment, Re-Open Voucher(s)/Put Payment on Hold, and Do not Re-Issue Payment/Close Liability

Throughout the following topic, imagine a time you have faced a similar scenario: Will needs to cancel a payment because he realizes the amount for which the payment has been generated is incorrect.

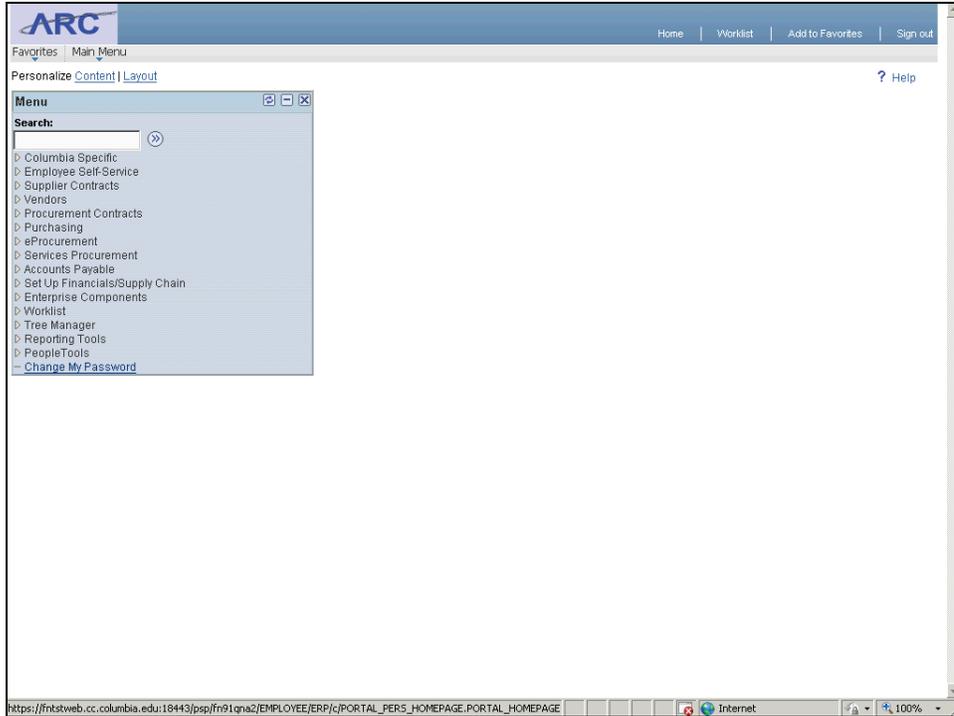
Estimated time needed to complete topic: 10 minutes

Procedure

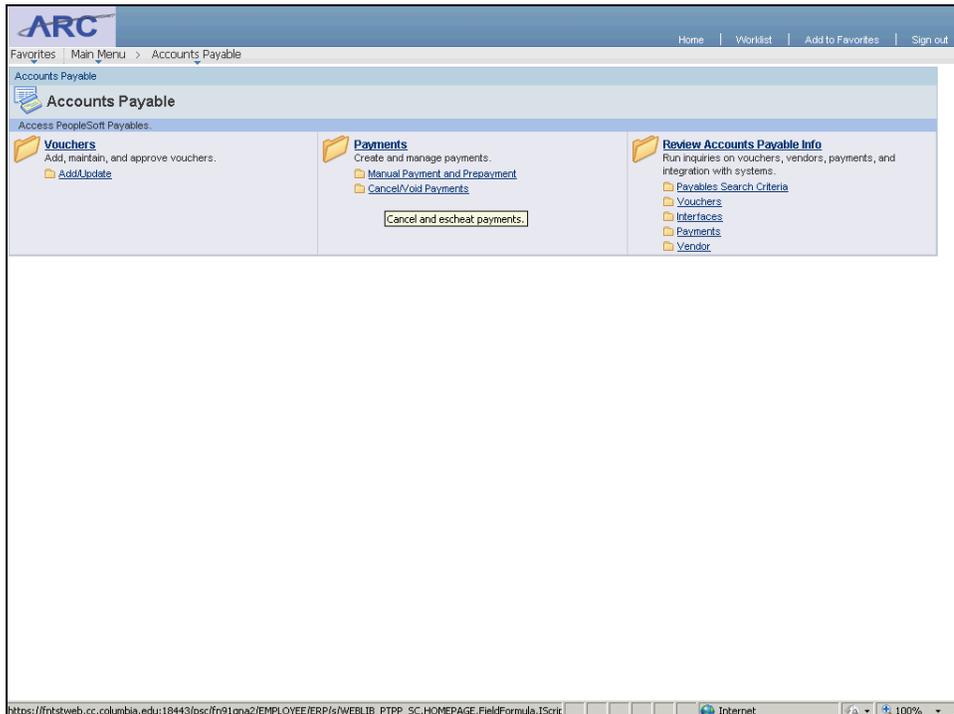
Welcome to the *Canceling a Payment* topic where you will learn how to void and stop payments.

Training Guide

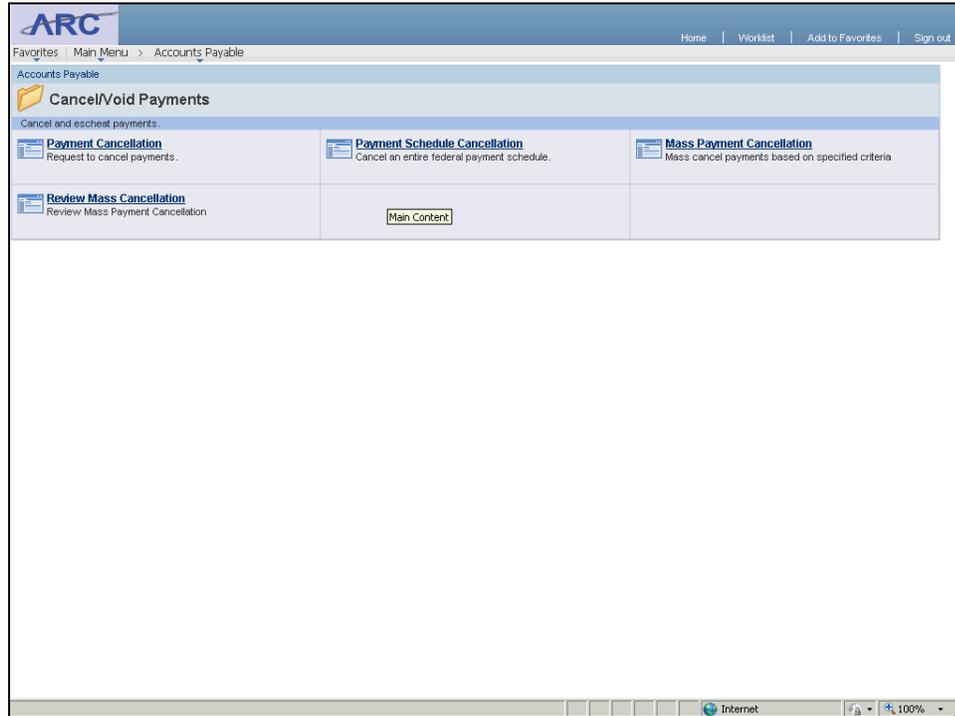
Payment Processing



Step	Action
1.	Click the Accounts Payable link. 



Step	Action
2.	Click the Cancel/Void Payments link. Cancel/Void Payments



Step	Action
3.	Click the Payment Cancellation link. Payment Cancellation

Training Guide

Payment Processing



ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Payments > Cancel/Void Payments > Payment Cancellation

New Window ? Help http

Payment Cancellation

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

Find an Existing Value

Limit the number of results to (up to 300): 300

Bank SetID: [=] CUSET

Bank Code: [begins with] []

Bank Account: [begins with] []

Payment Reference: [begins with] []

Payment Method: [=] []

Search Clear Basic Search Save Search Criteria

Done Internet 100%

Step	Action
4.	Enter information to find the payment you would like to cancel. Enter the desired information into the Bank Code field. Enter " CHASE ".

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Payments > Cancel/Void Payments > Payment Cancellation

New Window ? Help http

Payment Cancellation

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

Find an Existing Value

Limit the number of results to (up to 300): 300

Bank SetID: [=] CUSET

Bank Code: [begins with] CHASE

Bank Account: [begins with] []

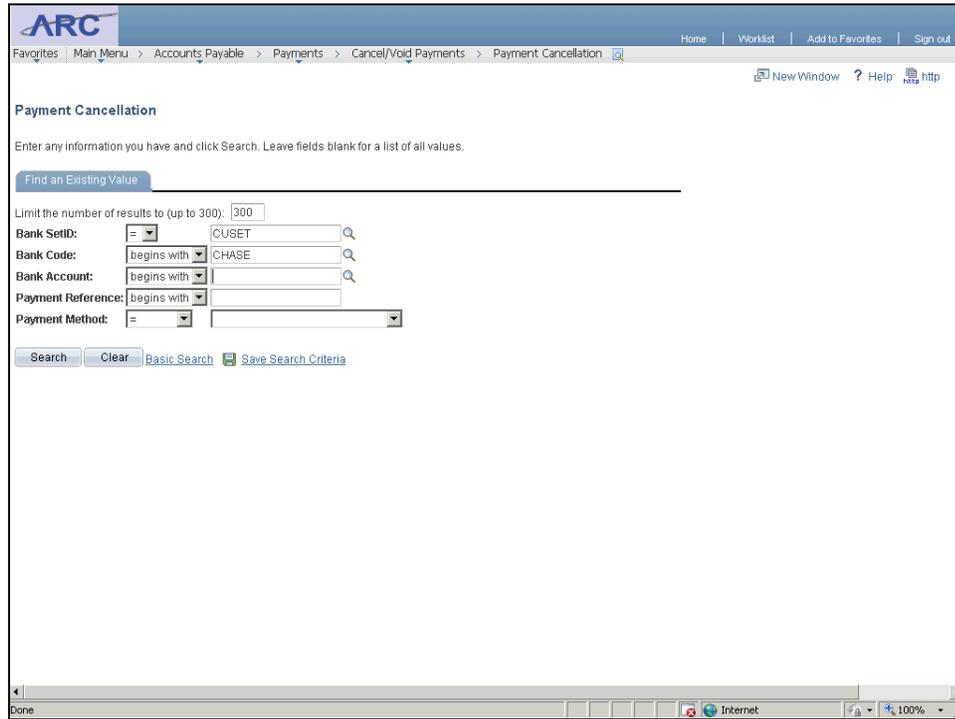
Payment Reference: [begins with] []

Payment Method: [=] []

Search Clear Basic Search Save Search Criteria

Done Internet 100%

Step	Action
5.	Click in the Bank Account field. <div style="border: 1px solid black; width: 150px; height: 15px; margin: 5px 0;"></div>



Step	Action
6.	Enter the desired information into the Bank Account field. Enter " DISB ".

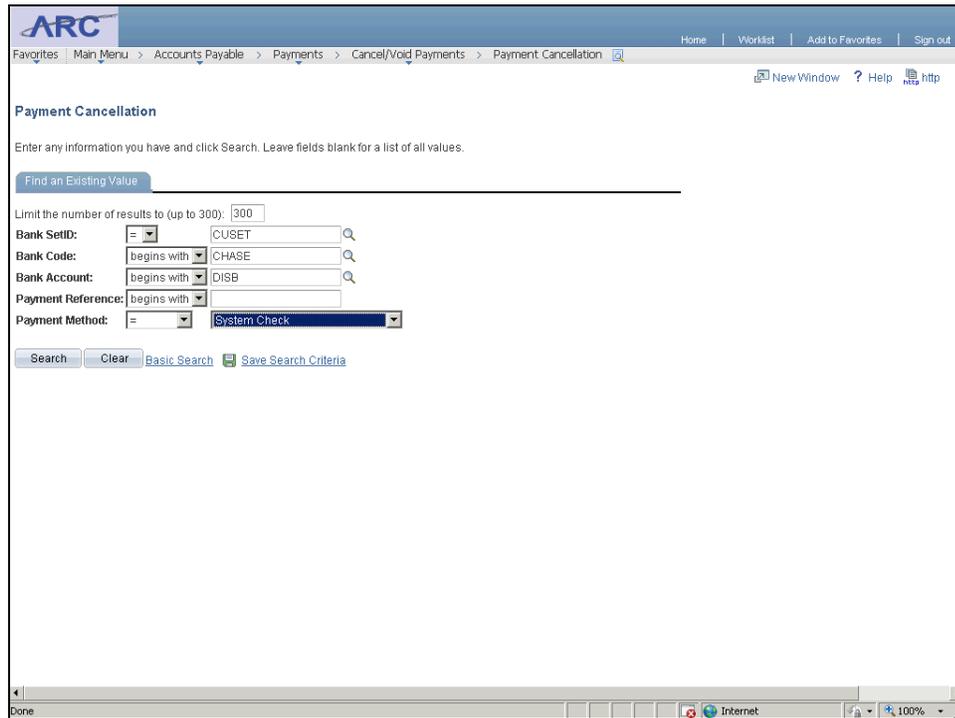
Training Guide

Payment Processing



Step	Action
7.	Click the Payment Method list. 

Step	Action
8.	Click the System Check list item. <input type="text" value="System Check"/>



ARC Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Payments > Cancel/Void Payments > Payment Cancellation

New Window ? Help http

Payment Cancellation

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

Find an Existing Value

Limit the number of results to (up to 300): 300

Bank SetID: = CUSET

Bank Code: begins with CHASE

Bank Account: begins with DISB

Payment Reference: begins with

Payment Method: = System Check

Search Clear Basic Search Save Search Criteria

Done Irkernet 100%

Step	Action
9.	Click the Search button. <input type="button" value="Search"/>

Training Guide

Payment Processing



ARC
Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Payments > Cancel/Void Payments > Payment Cancellation

New Window ? Help http

Payment Cancellation

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

Find an Existing Value

Limit the number of results to (up to 300): 300

Bank SetID: = CUSET

Bank Code: begins with CHASE

Bank Account: begins with DISB

Payment Reference: begins with

Payment Method: = System Check

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-80 of 80 Last

Bank SetID	Bank Code	Bank Account	Payment Reference	Payment Method	Payment Amount	Payment Currency	Payment Date	Name 1	Remit SetID	Remit Vendor
CUSET	CHASE	DISB	0000000030	Check	900	USD	04/26/2012	Click column heading to sort descending	CUSET	T000000002
CUSET	CHASE	DISB	0000000029	Check	400	USD	04/26/2012	Non-UWPA Vendor	CUSET	T000000002
CUSET	CHASE	DISB	0000000031	Check	1600	USD	04/26/2012	Non-UWPA Vendor	CUSET	T000000002
CUSET	CHASE	DISB	0000000027	Check	1.25	USD	04/26/2012	ERIK OLSON	CUSET	0000038082
CUSET	CHASE	DISB	0000000028	Check	250	USD	04/26/2012	SCOTT WILLIAMS	CUSET	0000038195
CUSET	CHASE	DISB	0000000035	Check	5202676455991.85	USD	04/26/2012	SISTERS OF ST JOSEPH	CUSET	0000038213
CUSET	CHASE	DISB	0000000036	Check	3220.23	USD	04/26/2012	LOCAL 1199	CUSET	SGLPAYCHK2
CUSET	CHASE	DISB	0000000032	Check	913367715904.01	USD	04/26/2012	ROBERT SATCHER	CUSET	0000037887
CUSET	CHASE	DISB	0000000034	Check	5659360310947.93	USD	04/26/2012	EDWIN VAN DEN OORD	CUSET	0000038079
CUSET	CHASE	DISB	0000000021	Check	2640000000	USD	04/26/2012	ELIZABETH R VARON	CUSET	0000037989
CUSET	CHASE	DISB	0000000009	Check	0	USD	04/26/2012	SUPPLIER VENDOR	CUSET	T000000003
CUSET	CHASE	DISB	0000000022	Check	453999999999	USD	04/26/2012	SUPPLIER VENDOR	CUSET	T000000003
CUSET	CHASE	DISB	0000000004	Check	15000	USD	04/26/2012	SUPPLIER VENDOR	CUSET	T000000003
CUSET	CHASE	DISB	0000000005	Check	103	USD	04/26/2012	MILANO MARKET	CUSET	0000006563
CUSET	CHASE	DISB	0000000025	Check	5	USD	04/26/2012	SCOTT WILLIAMS	CUSET	0000038195
CUSET	CHASE	DISB	0000000026	Check	83	USD	04/26/2012	PUNYADECH PHOTANGTHAM MD	CUSET	0000038160

Step	Action
10.	Click the Payment Date column header to sort the results by payment date.

ARC
Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Payments > Cancel/Void Payments > Payment Cancellation

New Window ? Help http

Payment Cancellation

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

Find an Existing Value

Limit the number of results to (up to 300): 300

Bank SetID: = CUSET

Bank Code: begins with CHASE

Bank Account: begins with DISB

Payment Reference: begins with

Payment Method: = System Check

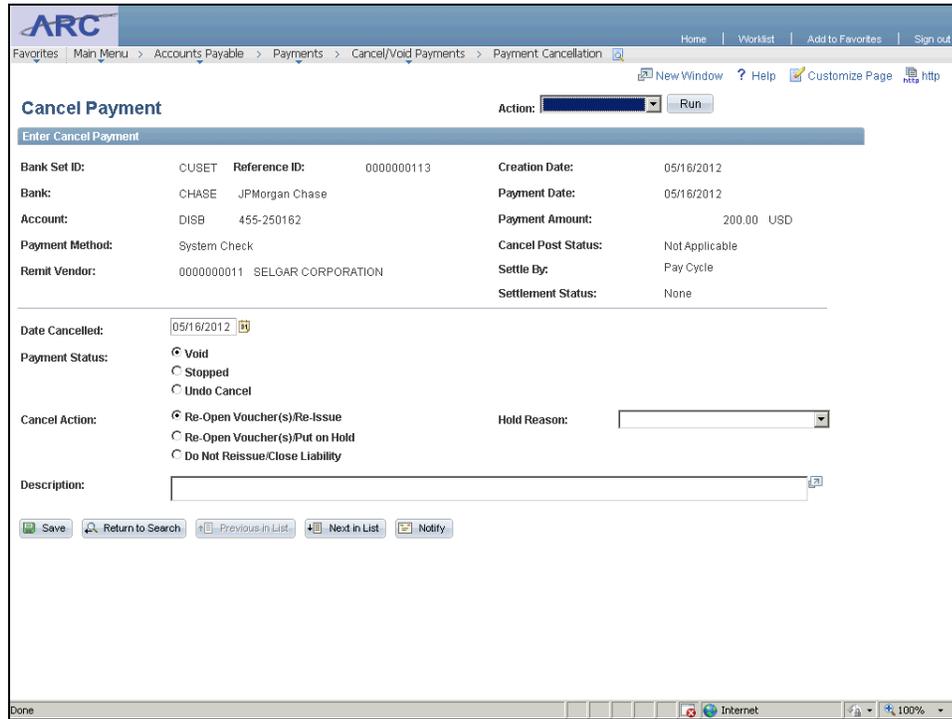
Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-80 of 80 Last

Bank SetID	Bank Code	Bank Account	Payment Reference	Payment Method	Payment Amount	Payment Currency	Payment Date	Name 1	Remit SetID	Remit Vendor
CUSET	CHASE	DISB	0000000113	Check	200	USD	05/16/2012	SELGAR CORPORATION	CUSET	0000000011
CUSET	CHASE	DISB	0000000112	Check	989.28	USD	05/16/2012	Bank of America	CUSET	BOA
CUSET	CHASE	DISB	0000000109	Check	100	USD	05/15/2012	SUPPLIER VENDOR	CUSET	T000000003
CUSET	CHASE	DISB	0000000108	Check	100	USD	05/15/2012	IRON CARIBBEAN SPORTS EVENTS	CUSET	0000050018
CUSET	CHASE	DISB	0000000107	Check	6976	USD	05/11/2012	KATE WEINBERGER	CUSET	SGLPAYCHK2
CUSET	CHASE	DISB	0000000106	Check	7783	USD	05/11/2012	JENNIFER MEDINA	CUSET	SGLPAYCHK2
CUSET	CHASE	DISB	0000000105	Check	4017	USD	05/11/2012	EDUARD EDUARDO	CUSET	SGLPAYCHK2
CUSET	CHASE	DISB	0000000104	Check	2800	USD	05/11/2012	Non-UWPA Vendor	CUSET	T000000002
CUSET	CHASE	DISB	0000000093	Check	45.96	USD	05/10/2012	Single Payment Vendor - CHK (Regular)	CUSET	SGLPAYCHK1
CUSET	CHASE	DISB	0000000094	Check	80	USD	05/10/2012	Single Payment Vendor - CHK (Regular)	CUSET	SGLPAYCHK1
CUSET	CHASE	DISB	0000000095	Check	5	USD	05/10/2012	Single Payment Vendor - CHK (Regular)	CUSET	SGLPAYCHK1
CUSET	CHASE	DISB	0000000096	Check	25	USD	05/10/2012	Single Payment Vendor - CHK (Regular)	CUSET	SGLPAYCHK1
CUSET	CHASE	DISB	0000000097	Check	1688.63	USD	05/10/2012	Single Payment Vendor - CHK (Regular)	CUSET	SGLPAYCHK1
CUSET	CHASE	DISB	0000000098	Check	5	USD	05/10/2012	Single Payment Vendor - CHK (Regular)	CUSET	SGLPAYCHK1
CUSET	CHASE	DISB	0000000100	Check	700	USD	05/10/2012	WITHHOLDING VENDOR - MULTI CLASS	CUSET	T000000026
CUSET	CHASE	DISB	0000000099	Check	.5	USD	05/10/2012	Single Payment Vendor - CHK (Regular)	CUSET	SGLPAYCHK1

Step	Action
11.	Click the 000000113 link to select the payment you'd like to cancel. <input type="text" value="000000113"/>



Step	Action
12.	You will then select the appropriate option based on the action you would like to take on the payment. If you want to re-issue a payment but place it on hold to prevent it from being processed in the Pay Cycle, you will also need to enter a hold reason. You can also enter a description for the payment cancellation action.

Training Guide

Payment Processing



ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Payments > Cancel/Void Payments > Payment Cancellation

New Window | Help | Customize Page | http

Cancel Payment

Action: [] Run

Enter Cancel Payment

Bank Set ID: CUSET Reference ID: 0000000113 Creation Date: 05/16/2012
 Bank: CHASE JPMorgan Chase Payment Date: 05/16/2012
 Account: DISB 455-250162 Payment Amount: 200.00 USD
 Payment Method: System Check Cancel Post Status: Not Applicable
 Remit Vendor: 0000000011 SELGAR CORPORATION Settle By: Pay Cycle
 Settlement Status: None

Date Cancelled: 05/16/2012

Payment Status:
 Void
 Stopped
 Undo Cancel

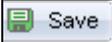
Cancel Action:
 Re-Open Voucher(s)/Re-Issue
 Re-Open Voucher(s)/Put on Hold
 Do Not Reissue/Close Liability

Hold Reason: []

Description: []

Save Return to Search Previous in List Next in List Notify

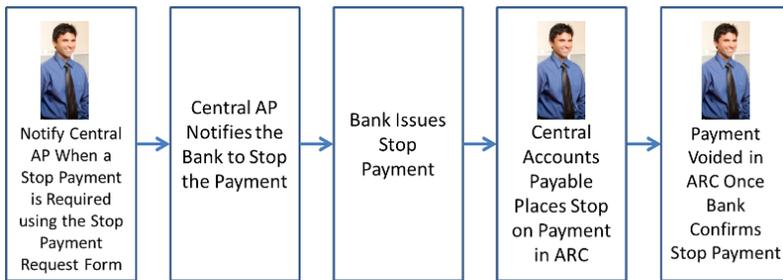
Done Internet 100%

Step	Action
13.	<p>When the appropriate options are selected, click the Save button.</p> <p>Note: If a payment is voided and re-issued, the Payment Post process must run in order to create a new payment row on the voucher to be processed in pay cycle.</p> 

Step	Action
14.	<p>You have successfully voided a payment. You can now select the next topic, <i>Escheating a Payment</i>.</p> <p>End of Procedure.</p>

Issuing a Stop Payment

ARC's stop payment function can be used in the event a check has been issued but should not be cashed. The action of stopping a payment must be performed by the bank, however, it is possible to indicate that a payment has been stopped in ARC for informational purposes only. Once Central Accounts Payable receives confirmation that the payment has been successfully stopped, Central Accounts Payable can void the transaction in ARC. The process is as follows:



Escheating a Payment

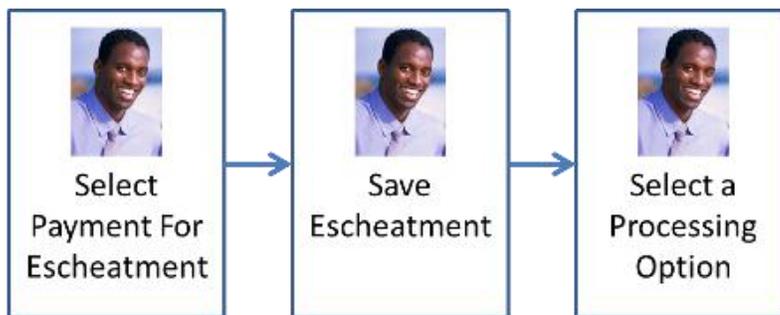
Escheatment includes all forms of property, both tangible and intangible, that becomes abandoned (and if it's a check, stale-dated) by its rightful owner. In the case of Columbia, common types of property are un-cashed checks to vendors, customer credit balances or refunds, security deposits, dividend check, corporate securities, insurance refunds or claims, and sometimes wages.

Depending on the area and the type of proper, a payment that has not been redeemed within 3-6 years from the issue date will be escheated in order to be turned over to the State.

A custom batch program has been created to automatically escheat payments on a bi-annual basis (May and November). Chase will send an Outstanding Checks file on a monthly basis that identifies which checks have yet to be redeemed by the payee. Twice a year, Cash Accounting will request the program to run that will automatically match unreconciled check payments in ARC with the unredeemed checks in the Outstanding Check file. Once the program completes, the Payment Post process will run to generate the appropriate escheatment liability accounting entries. An exception report will be generated for payments that fail to be escheated.

After the escheatment process runs, a file will be sent to Unclaimed Property that will be loaded to the Tracker database. The information will be used to send payment to the State for redemption.

ARC's Payment Escheatment component will be utilized to manually escheat payments for any exceptions that were not escheated in the custom escheatment batch program. When users escheat payments, they enter an escheatment date. The system uses the escheatment date to post the accounting entries to the appropriate period for the escheatment entry. The escheatment process flow is as follows:



Throughout the following topic, imagine a time you have faced a similar scenario: A payment has been distributed to a vendor, but the vendor has not deposited the check. The check was referenced in the Outstanding Checks file from Chase with the incorrect payment date and thus was written to the exceptions report. Will needs to manually escheat the payment since it has become stale-dated.

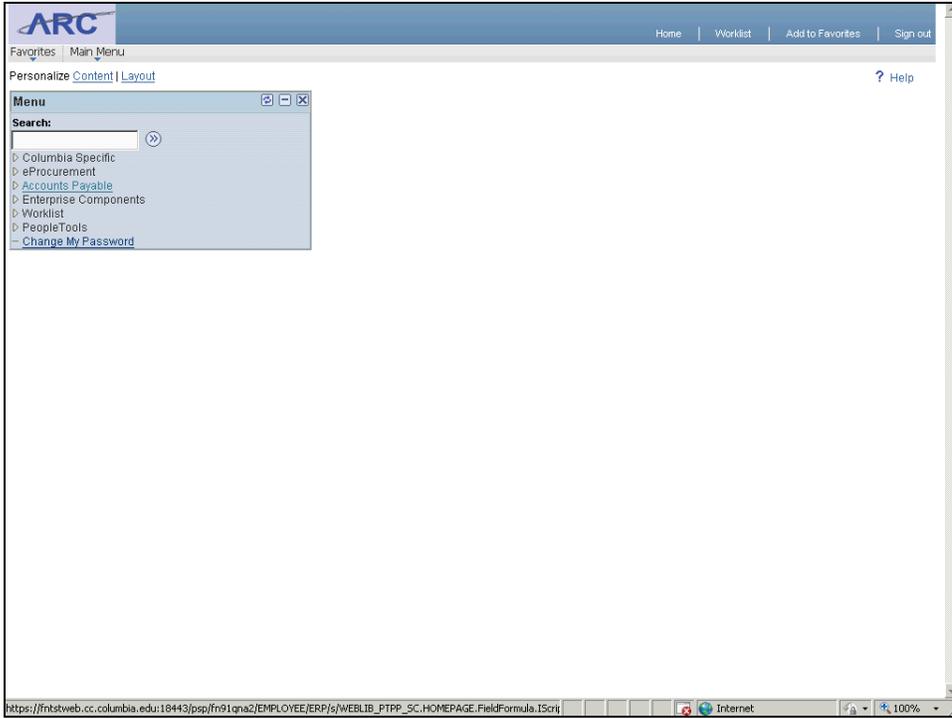
Estimated time needed to complete topic: 10 minutes

Procedure

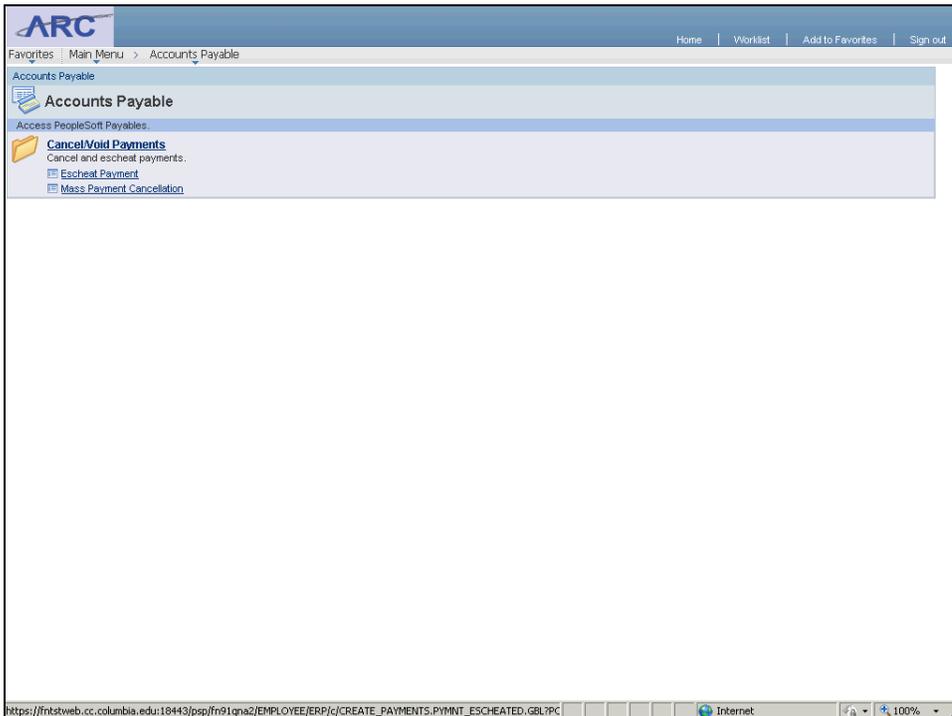
Welcome to the *Escheating a Payment* topic where you will learn how to escheat a payment.

Training Guide

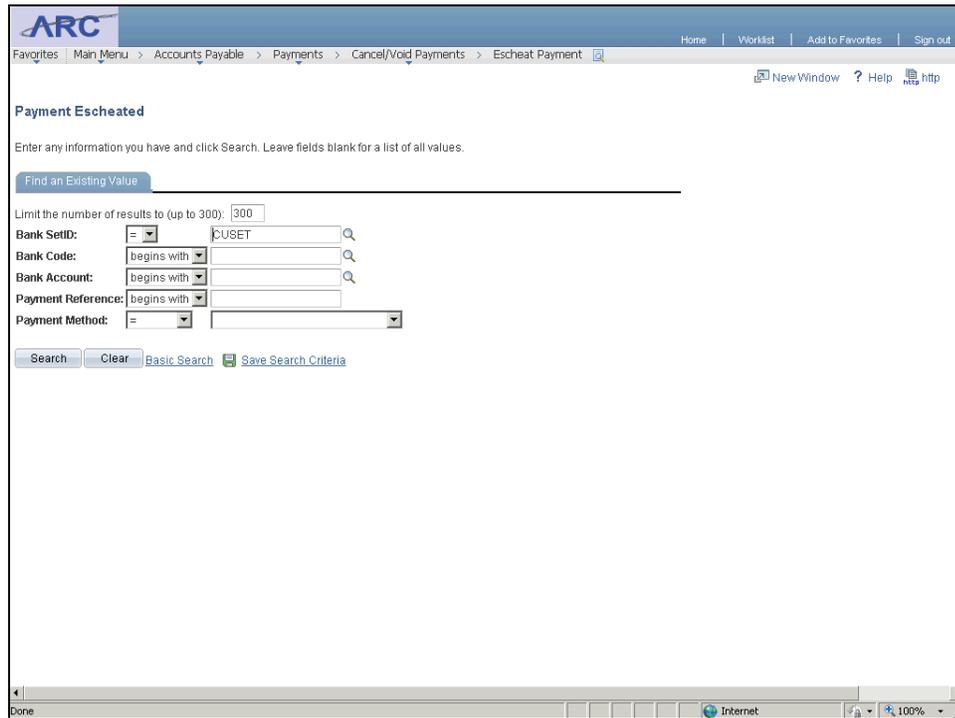
Payment Processing



Step	Action
1.	Click the Accounts Payable link. 



Step	Action
2.	Click the Escheat Payment link. Escheat Payment



The screenshot shows a web browser window with the ARC logo and navigation menu. The page title is "Payment Escheated". Below the title, there is a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." A search bar is present with the text "Find an Existing Value". Below the search bar, there are several search criteria fields: "Bank SetID:" with a dropdown menu and a text input field containing "CUSET"; "Bank Code:" with a dropdown menu set to "begins with" and a text input field; "Bank Account:" with a dropdown menu set to "begins with" and a text input field; "Payment Reference:" with a dropdown menu set to "begins with" and a text input field; and "Payment Method:" with a dropdown menu. At the bottom of the search criteria, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". The browser's status bar at the bottom shows "Done" and "Internet Explorer" with a zoom level of 100%.

Step	Action
3.	Enter information to identify the payment you'd like to escheat. Click in the Bank Code field. <input type="text"/>

Training Guide

Payment Processing



ARC
Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Payments > Cancel/Void Payments > Escheat Payment

New Window ? Help http

Payment Escheated

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

Find an Existing Value

Limit the number of results to (up to 300): 300

Bank SetID: [=] CUSET

Bank Code: [begins with] []

Bank Account: [begins with] []

Payment Reference: [begins with] []

Payment Method: [=] []

Search Clear Basic Search Save Search Criteria

Done Internet 100%

Step	Action
4.	Enter the desired information into the Bank Code field. Enter " CHASE ".

ARC
Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Payments > Cancel/Void Payments > Escheat Payment

New Window ? Help http

Payment Escheated

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

Find an Existing Value

Limit the number of results to (up to 300): 300

Bank SetID: [=] CUSET

Bank Code: [begins with] CHASE

Bank Account: [begins with] []

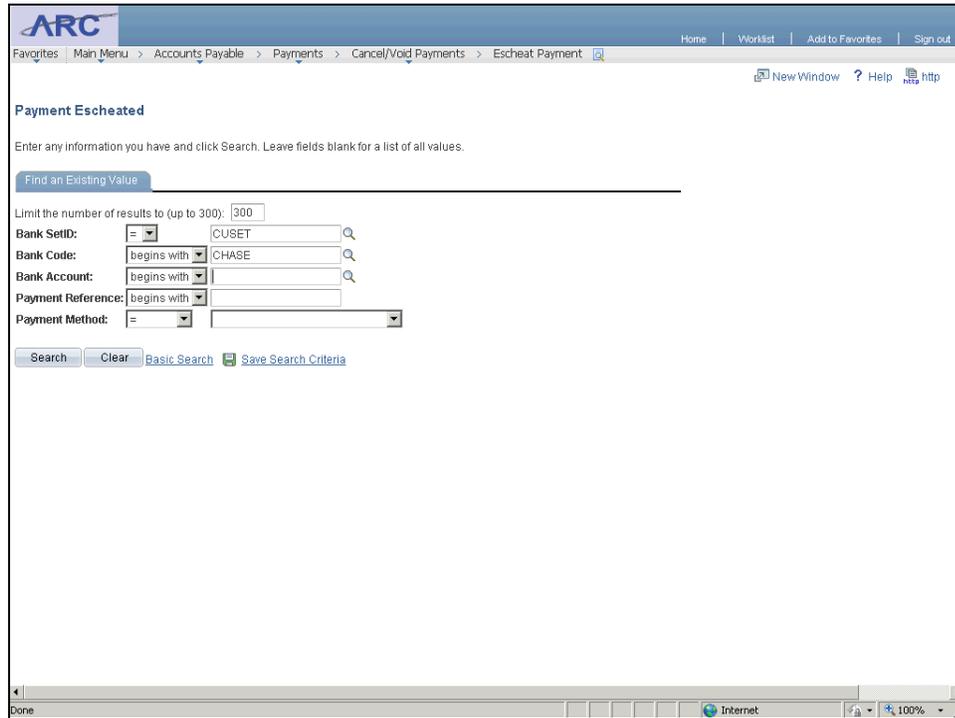
Payment Reference: [begins with] []

Payment Method: [=] []

Search Clear Basic Search Save Search Criteria

Done Internet 100%

Step	Action
5.	Click in the Bank Account field. <div style="border: 1px solid black; width: 150px; height: 15px; margin-top: 5px;"></div>



Step	Action
6.	Enter the desired information into the Bank Account field. Enter " DISB ".

Training Guide

Payment Processing



ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Payments > Cancel/Void Payments > Escheat Payment

New Window ? Help http

Payment Escheated

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

Find an Existing Value

Limit the number of results to (up to 300): 300

Bank SetID: [=] CUSET

Bank Code: [begins with] CHASE

Bank Account: [begins with] DISB

Payment Reference: [begins with]

Payment Method: [=]

Search Clear Basic Search Save Search Criteria

Step	Action
7.	Click the Payment Method list. 

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Payments > Cancel/Void Payments > Escheat Payment

New Window ? Help http

Payment Escheated

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

Find an Existing Value

Limit the number of results to (up to 300): 300

Bank SetID: [=] CUSET

Bank Code: [begins with] CHASE

Bank Account: [begins with] DISB

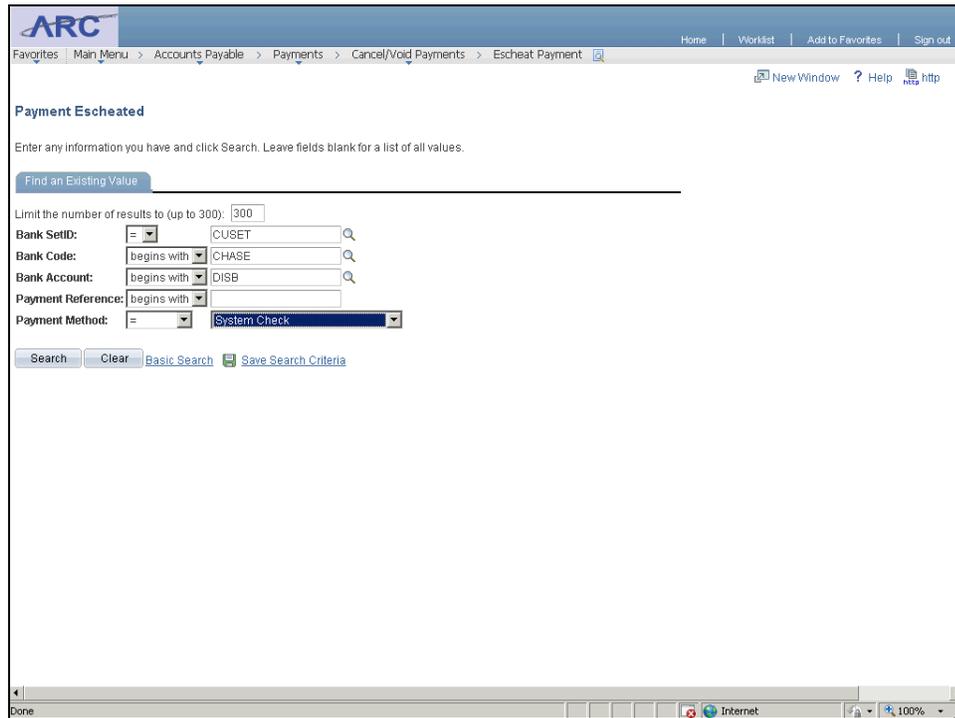
Payment Reference: [begins with]

Payment Method: [=]

Search Clear Basic Search

- Automated Clearing House
- Direct Debit
- Draft - Customer EFT
- Draft - Customer Initiated
- Draft - Vendor Initiated
- Electronic Funds Transfer
- Giro - EFT
- Giro - Manual
- Letter of Credit
- Manual Check**
- System Check
- Wire Transfer

Step	Action
8.	Click the System Check list item. <input type="text" value="System Check"/>



Step	Action
9.	Click the Search button. <input type="button" value="Search"/>

Training Guide Payment Processing



Payment Escheated

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

Find an Existing Value

Limit the number of results to (up to 300):

Bank SetID:

Bank Code:

Bank Account:

Payment Reference:

Payment Method:

[Basic Search](#)

Search Results

Bank SetID	Bank Code	Bank Account	Payment Reference	Payment Method	Payment Amount	Payment Currency	Payment Date	Name 1	Remit SetID	Remit Vendor
CUSET	CHASE	DISB	0000000004	Check	15000	USD	04/26/2012	SUPPLIER VENDOR	CUSET	T000000003
CUSET	CHASE	DISB	0000000005	Check	103	USD	04/26/2012	MILANO MARKET	CUSET	0000006563
CUSET	CHASE	DISB	0000000009	Check	0	USD	04/26/2012	SUPPLIER VENDOR	CUSET	T000000003
CUSET	CHASE	DISB	0000000021	Check	2640000000	USD	04/26/2012	ELIZABETH R VARON	CUSET	0000037989
CUSET	CHASE	DISB	0000000022	Check	453999999999	USD	04/28/2012	SUPPLIER VENDOR	CUSET	T000000003
CUSET	CHASE	DISB	0000000023	Check	7400000	USD	04/28/2012	STEPHANIE E G SIEGMUND	CUSET	0000038184
CUSET	CHASE	DISB	0000000024	Check	4700	USD	04/26/2012	SUSAN PILAND	CUSET	0000038193
CUSET	CHASE	DISB	0000000025	Check	5	USD	04/26/2012	SCOTT WILLIAMS	CUSET	0000038195
CUSET	CHASE	DISB	0000000026	Check	83	USD	04/26/2012	PUNYADECH PHOTANGTHAM MD	CUSET	0000038160
CUSET	CHASE	DISB	0000000027	Check	1.25	USD	04/26/2012	ERIK OLSON	CUSET	0000038082
CUSET	CHASE	DISB	0000000028	Check	250	USD	04/26/2012	SCOTT WILLIAMS	CUSET	0000038195
CUSET	CHASE	DISB	0000000029	Check	400	USD	04/26/2012	Non-UWPA Vendor	CUSET	T000000002
CUSET	CHASE	DISB	0000000030	Check	900	USD	04/28/2012	Non-UWPA Vendor	CUSET	T000000002
CUSET	CHASE	DISB	0000000031	Check	1800	USD	04/28/2012	Non-UWPA Vendor	CUSET	T000000002
CUSET	CHASE	DISB	0000000032	Check	913367715904.01	USD	04/26/2012	ROBERT SATCHER	CUSET	0000037887
CUSET	CHASE	DISB	0000000034	Check	5659360310947.93	USD	04/26/2012	EDWIN VAN DEN OORD	CUSET	0000038079

Step	Action
10.	Select the payment you'd like to escheat. Click the 000000026 link. <u>000000026</u>

Payment Escheatment

Action:

Escheat Payment

Bank Set ID: CUSET Reference ID: 000000026

Bank: CHASE JPMorgan Chase Creation Date: 04/26/2012

Account: DISB 601-875511 Payment Date: 04/26/2012

Payment Method: System Check Payment Amount: 0.83 USD

Remit Vendor: 0000038160 PUNYADECH PHOTANGTHAM MD

Payment Status

Escheated Check Date Escheated:

State Dated Payment State Date:

Undo Escheatment

Cancel Action

Escheated

Description:

Step	Action
11.	Select the appropriate options. In this case, we will click the Escheated Check option.  Escheated Check

Step	Action
12.	Click the Save button. Note: The Payment status is then updated to Escheated and the escheated date is record. 

Training Guide

Payment Processing



The screenshot shows the 'Payment Escheatment' page in the ARC system. The breadcrumb trail is: Favorites > Main Menu > Accounts Payable > Payments > Cancel/Void Payments > Escheat Payment. The page title is 'Payment Escheatment'. Below the title is a section for 'Escheat Payment' with the following details:

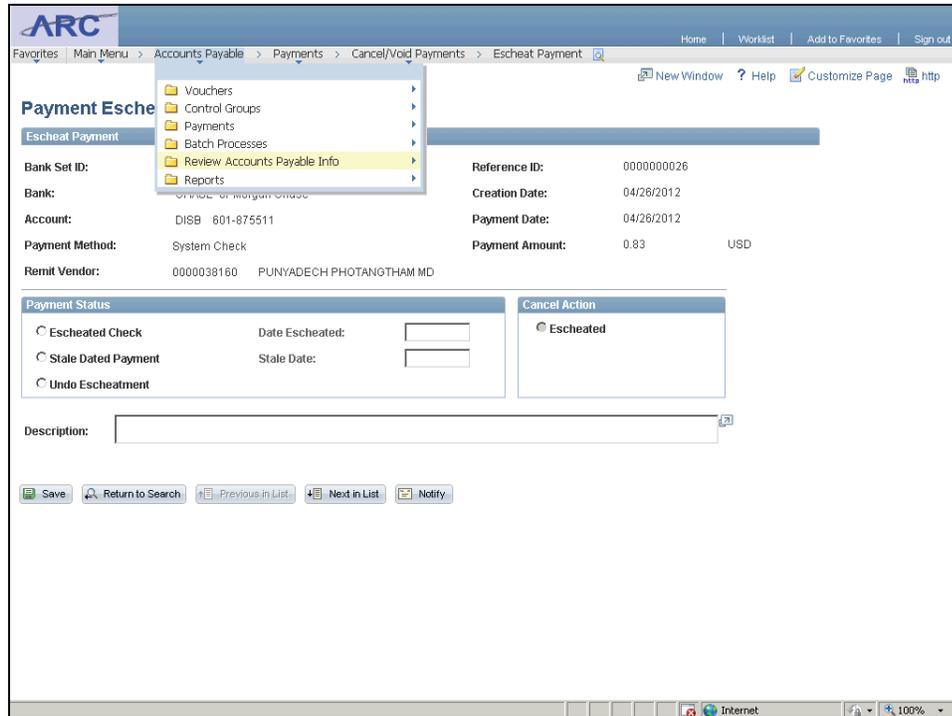
- Bank Set ID: CUSET
- Bank: CHASE JPMorgan Chase
- Account: DISB 601-875511
- Payment Method: System Check
- Remit Vendor: 0000038160 PUNYADECH PHOTANGTHAM MD
- Reference ID: 0000000026
- Creation Date: 04/26/2012
- Payment Date: 04/26/2012
- Payment Amount: 0.83 USD

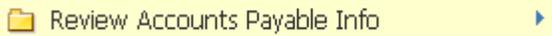
There are two main sections for configuration:

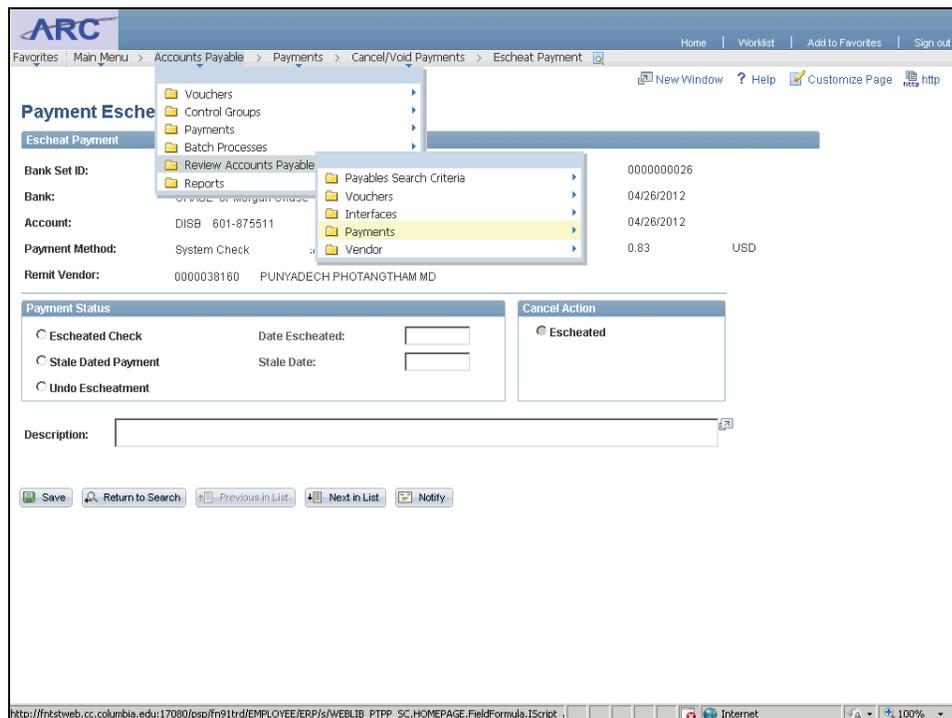
- Payment Status:** Contains three radio buttons: 'Escheated Check' (with a 'Date Escheated:' field), 'Stale Dated Payment' (with a 'Stale Date:' field), and 'Undo Escheatment'.
- Cancel Action:** Contains a radio button labeled 'Escheated'.

Below these sections is a 'Description:' text area and a row of buttons: Save, Return to Search, Previous in List, Next in List, and Notify.

Step	Action
13.	You can verify in the Payments Inquiry that payments have been escheated. Click the Accounts Payable button.



Step	Action
14.	Click the Review Accounts Payable Info menu. 

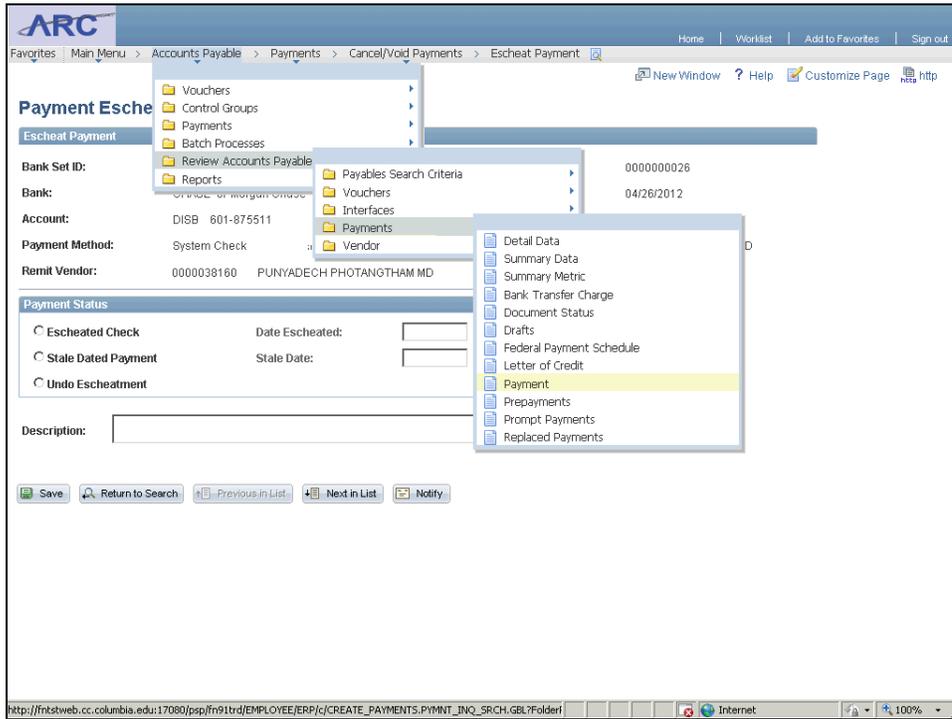


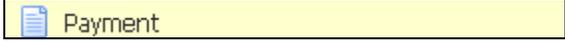
Training Guide

Payment Processing



Step	Action
15.	Click the Payments menu. 



Step	Action
16.	Click the Payment menu. 

Payment Inquiry

Search Criteria

Search Name: ALL

Vendor Name: From

'Amount Rule: Any

Amount: []

Currency: []

Bank SetID: []

Bank Code: []

Bank Account: []

Bank Account #: []

Reference: []

Payment Date: []

Payment Method: []

Pay Cycle: []

Seq Num: []

Payment Status: []

Remit SetID: []

Remit Vendor: []

Settle By: []

Settlement Status: []

Single Payment Vouchers

Max Rows: 300 [Search] [Clear]

Show Chart *Chart Type: Bar Chart

Sorting Criteria

1st sort: Bank Account [Descending] [Sort]

Step	Action
17.	Click in the Reference field.

Payment Inquiry

Search Criteria

Search Name: ALL

Vendor Name: From

'Amount Rule: Any

Amount: []

Currency: []

Bank SetID: []

Bank Code: []

Bank Account: []

Bank Account #: []

Reference: []

Payment Date: []

Payment Method: []

Pay Cycle: []

Seq Num: []

Payment Status: []

Remit SetID: []

Remit Vendor: []

Settle By: []

Settlement Status: []

Single Payment Vouchers

Max Rows: 300 [Search] [Clear]

Show Chart *Chart Type: Bar Chart

Sorting Criteria

1st sort: Bank Account [Descending] [Sort]

Training Guide

Payment Processing



Step	Action
18.	Enter the desired information into the Reference field. Enter " 000000026 ".

The screenshot shows the 'Payment Inquiry' web application. The search criteria section includes the following fields and values:

- Search Name: ALL
- Vendor Name: (empty)
- Amount Rule: Any
- Amount: (empty)
- Currency: (empty)
- Bank SetID: (empty)
- Bank Code: (empty)
- Bank Account: (empty)
- Bank Account #: (empty)
- Reference: 000000026
- Payment Date: (empty)
- Payment Method: (empty)
- Pay Cycle: (empty)
- Seq Num: (empty)
- Payment Status: (empty)
- Remit SetID: (empty)
- Remit Vendor: (empty)
- Settle By: (empty)
- Settlement Status: (empty)

Additional controls include a 'Max Rows' field set to 300, a 'Search' button, a 'Clear' button, a 'Show Chart' checkbox, and a 'Chart Type' dropdown set to 'Bar Chart'. The 'Sorting Criteria' section shows '1st sort' as 'Bank Account' and a 'Descending' checkbox.

Step	Action
19.	Click the Search button.



Step	Action
20.	Click the button of the scrollbar.

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	0000000026	System Check	0.83	USD	04/26/2012	04/26/2012	Escheated Check	Reconciled	
VCHR	0000000026	Automated Clearing House	9,972.00	USD	05/15/2012	05/11/2012	Paid	Unreconciled	

Training Guide

Payment Processing



Step	Action
21.	You can see that the check has been escheated (it is the check we escheated manually). For the escheatment batch process, you will see that the payment has been escheated via the payment inquiry.

Payment Inquiry Result

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	0000000026	System Check	0.83	USD	04/26/2012	04/26/2012	Escheated Check	Reconciled	
VCHR	0000000026	Automated Clearing House	9,972.00	USD	05/15/2012	05/11/2012	Paid	Unreconciled	

Step	Action
22.	You have successfully escheated a payment. You can now select the next lesson in the course. End of Procedure.



Bank Reconciliation

This is the *Bank Reconciliation* lesson of the *Payment Processing* course. Upon completion of this lesson, you will be able to:

- Run the automatic bank reconciliation process and the semi-manual reconciliation process through reconciling a redeemed check file sent from the bank with system transactions
- View and resolve exceptions from the automatic bank reconciliation process

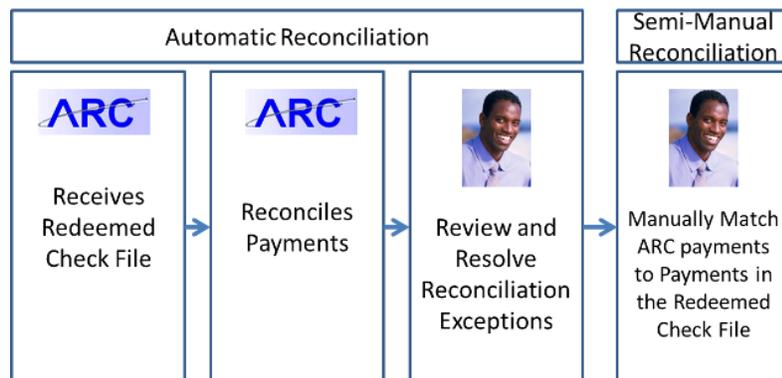
Estimated time needed to complete lesson: 30 minutes

Running Bank Reconciliation

Checks that have been redeemed are recorded as Reconciled in ARC. Chase Bank will send a Redeemed Check file on a daily basis to ARC that will be loaded via a batch program. The program will match the payments in the Redeemed Check file with the paid checks in ARC to mark them as Reconciled. Any payments in the file that cannot be matched to a payment in ARC are noted as exceptions and must be resolved by the Bank Reconciliation Maintainer.

ARC enables users to reconcile transactions using a variety of reconciliation processes (automatic, semi-manual). The automatic reconciliation process automatically reconciles payments loaded via the Redeemed Check file. The semi-manual reconciliation process allows a user to manually match payments in ARC to the payments loaded in the file to mark them as reconciled.

After reconciling bank statement transactions, the various inquiry pages can be used to view reconciled and unreconciled transactions and resolve reconciliation exceptions. The reconciliation flows are as follows:

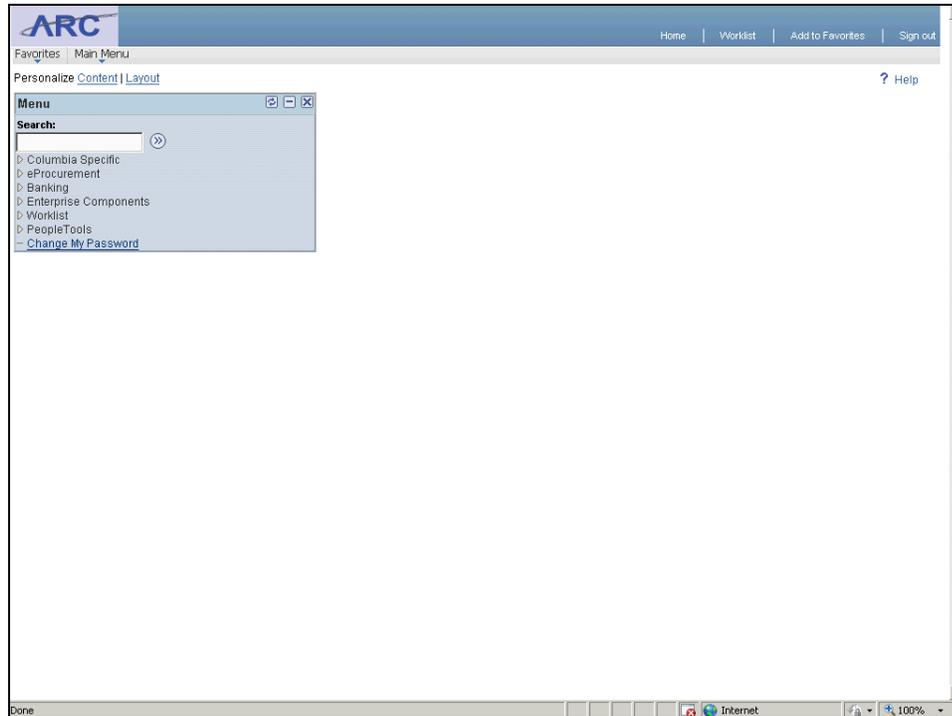


In the instance that a check has been voided or stopped by mistake, you will need to manually record a payment and perform semi-manual reconciliation on the payment to account for the error. Please reference this job aid (http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Manually_Recording_Payments.pdf), which outlines how to manually record a payment and perform semi-manual reconciliation.

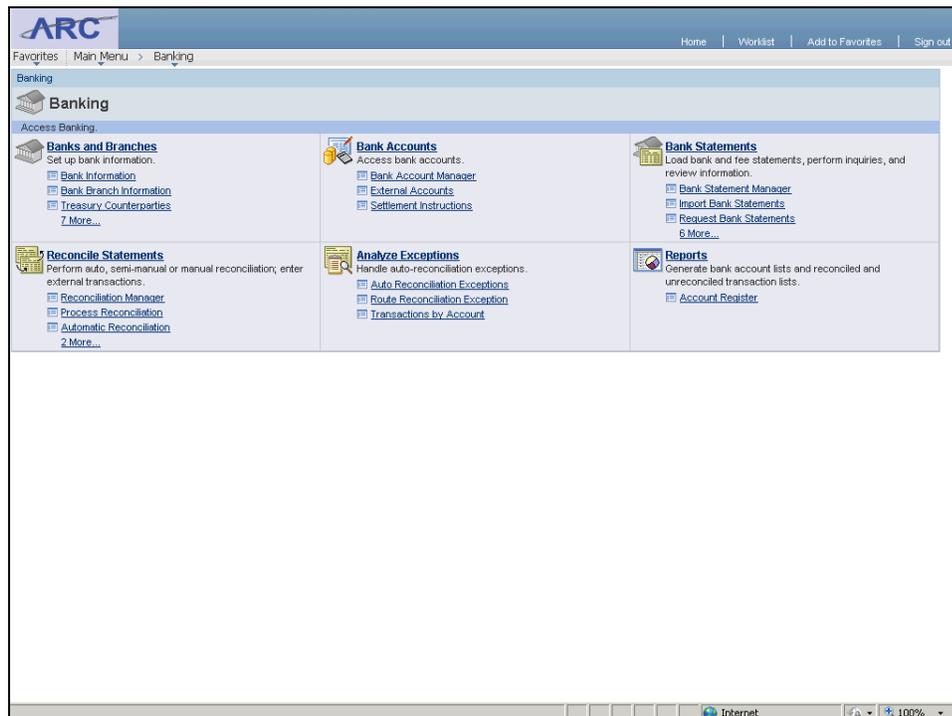
Estimated time needed to complete topic: 25 minutes

Procedure

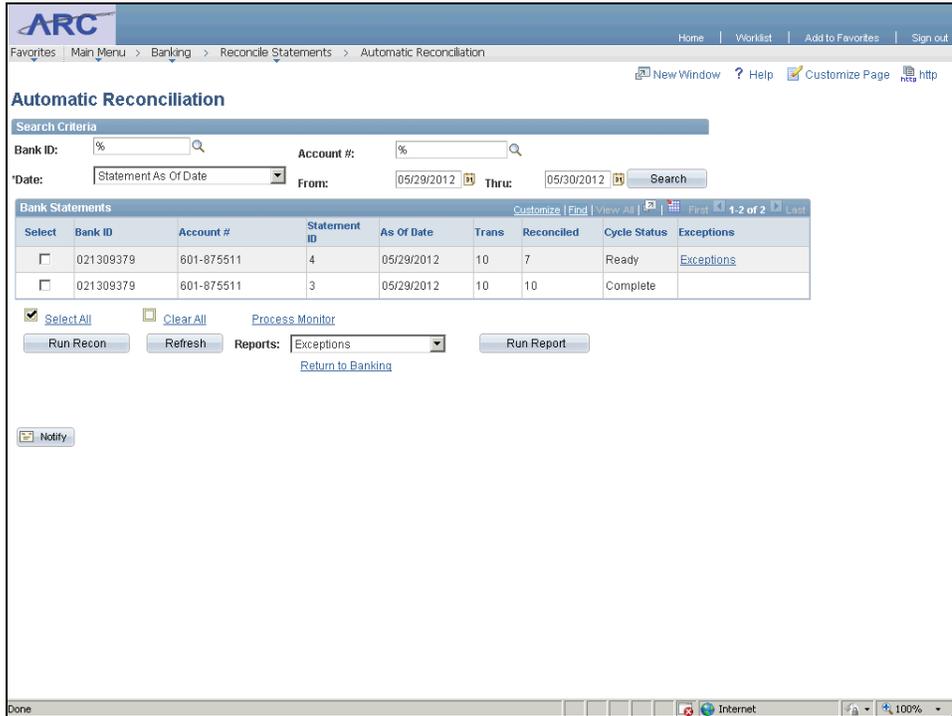
Welcome to the *Running Bank Reconciliation* topic where you will learn how to perform automatic and semi-manual reconciliation.



Step	Action
1.	Click the Banking link to navigate to the reconciliation options. 



Step	Action
2.	Click the Automatic Reconciliation link. Automatic Reconciliation



Step	Action
3.	You will first select the search criteria by which you want to filter the loaded bank files. As there is only one Bank ID and Account #, these will default and simply show a "%" symbol. First, click the Date list to select search options. Statement As Of Date

Automatic Reconciliation

Search Criteria

Bank ID: % Account #: %

Date: Statement As Of Date From: 05/29/2012 Thru: 05/30/2012 Search

Bank Statements: Statement As Of Date

Select	Bank ID	Account #	Statement ID	As Of Date	Trans	Reconciled	Cycle Status	Exceptions
<input type="checkbox"/>	021309379	601-875511	4	05/29/2012	10	7	Ready	Exceptions
<input type="checkbox"/>	021309379	601-875511	3	05/29/2012	10	10	Complete	

Select All Clear All Process Monitor

Run Recon Refresh Reports: Exceptions Run Report

Return to Banking

Notify

Step	Action
4.	Click the Date Statement Loaded list item. 

Automatic Reconciliation

Search Criteria

Bank ID: % Account #: %

Date: Date Statement Loaded From: 05/29/2012 Thru: 05/30/2012 Search

Bank Statements

Select	Bank ID	Account #	Statement ID	As Of Date	Trans	Reconciled	Cycle Status	Exceptions
<input type="checkbox"/>	021309379	601-875511	4	05/29/2012	10	7	Ready	Exceptions
<input type="checkbox"/>	021309379	601-875511	3	05/29/2012	10	10	Complete	

Select All Clear All Process Monitor

Run Recon Refresh Reports: Exceptions Run Report

Return to Banking

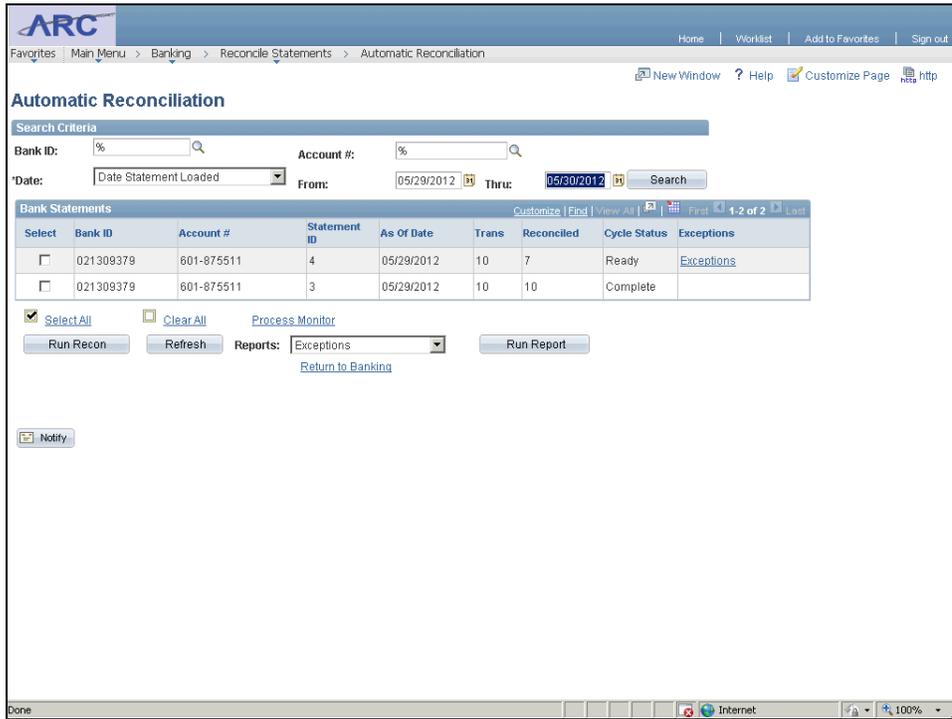
Notify

Training Guide

Payment Processing



Step	Action
5.	Click in the Date Thru field to continue to filter the date. <div style="border: 1px solid black; padding: 2px; display: inline-block;">05/30/2012</div>



Step	Action
6.	Enter the desired information into the From field. Enter " 05/29/2012 ".

Automatic Reconciliation

Search Criteria

Bank ID: % Account #: %

Date: Date Statement Loaded From: 05/29/2012 Thru: 05/29/2012 Search

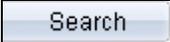
Select	Bank ID	Account #	Statement ID	As Of Date	Trans	Reconciled	Cycle Status	Exceptions
<input type="checkbox"/>	021309379	601-875511	4	05/29/2012	10	7	Ready	Exceptions
<input type="checkbox"/>	021309379	601-875511	3	05/29/2012	10	10	Complete	

Select All Clear All Process Monitor

Run Recon Refresh Reports: Exceptions Run Report

Return to Banking

Notify

Step	Action
7.	Click the Date button. 

Automatic Reconciliation

Search Criteria

Bank ID: % Account #: %

Date: Date Statement Loaded From: 05/29/2012 Thru: 05/29/2012 Search

Select	Bank ID	Account #	Statement ID	Load Date and Time	Trans	Reconciled	Cycle Status	Exceptions
<input type="checkbox"/>	021309379	601-875511	4	05/29/2012 1:56:27PM	10	7	Ready	Exceptions
<input type="checkbox"/>	021309379	601-875511	3	05/29/2012 11:10:25AM	10	10	Complete	

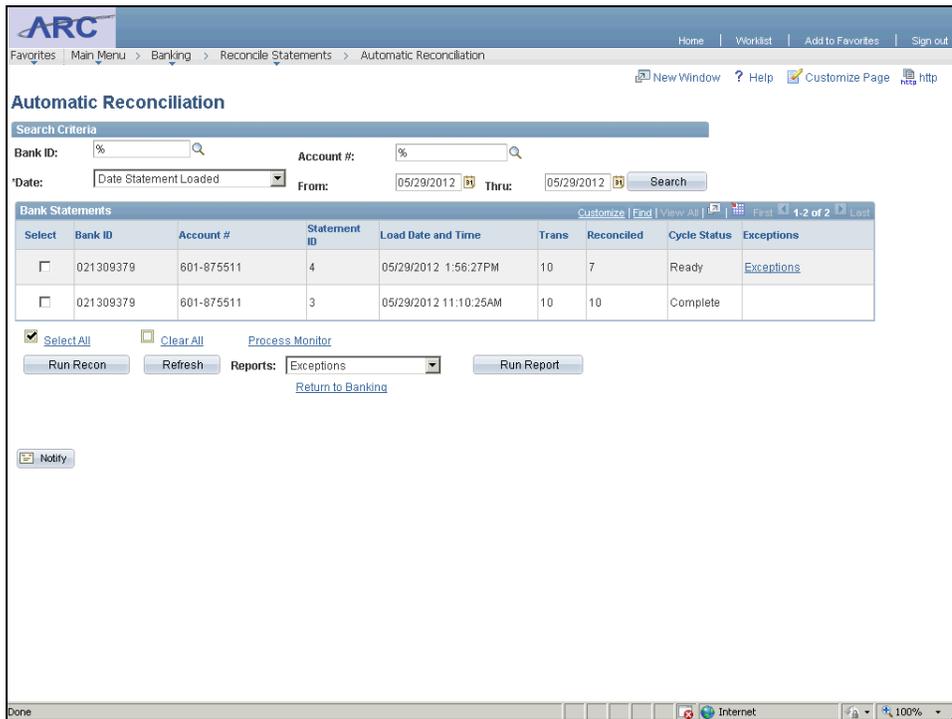
Select All Clear All Process Monitor

Run Recon Refresh Reports: Exceptions Run Report

Return to Banking

Notify

Step	Action
8.	<p>You will see there are two files that meet these search criteria. One is in "Ready" status meaning that it is ready to be reconciled and that not all transactions in the file have already been reconciled. The other file is in "Complete" status meaning that all payments within that file have been reconciled.</p> <p>In addition, you can see how many transactions are in the file and of these transactions, how many have been reconciled. If not all transactions have been reconciled, there are exceptions that require semi-manual reconciliation.</p>



Step	Action
9.	<p>To see the details of the exceptions within a file, click the Exceptions link.</p> <p>Exceptions</p>

Automatic Reconciliation Exceptions

Search Criteria: Bank ID: 021309379, Account #: 601-875511, Statement ID: 4, Currency Code: USD, From Date: , Thru Date: . Search

Reference	Exception	Bank / Tran Amt	Bank / Tran Date	Bank Tran Type / Tran Status
<input type="checkbox"/> Reconcile 0000000025	Tran Date <-> Value Date	5.00	04/27/2012	CHK Check
<input type="checkbox"/> Reconcile 0000000025	Payables	5.00	04/26/2012	CHK Paid
<input type="checkbox"/> Reconcile 0000000026	Amounts Not Equal	0.84	04/26/2012	CHK Check
<input type="checkbox"/> Reconcile 0000000026	Payables	0.83	04/26/2012	CHK Paid
<input type="checkbox"/> Reconcile 0000000039	Voided Check	4,500.00	04/26/2012	CHK Check
<input type="checkbox"/> Reconcile 0000000039	Payables	4,500.00	04/26/2012	CHK Void

Select All, Clear All, Reconcile, External Transactions, Return to Automatic Reconciliation, Notify, Update Selected

Step	Action
10.	See the details of each exception in the file.

Automatic Reconciliation Exceptions

Search Criteria: Bank ID: 021309379, Account #: 601-875511, Statement ID: 4, Currency Code: USD, From Date: , Thru Date: . Search

Reference	Exception	Bank / Tran Amt	Bank / Tran Date	Bank Tran Type / Tran Status
<input type="checkbox"/> Reconcile 0000000025	Tran Date <-> Value Date	5.00	04/27/2012	CHK Check
<input type="checkbox"/> Reconcile 0000000025	Payables	5.00	04/26/2012	CHK Paid
<input type="checkbox"/> Reconcile 0000000026	Amounts Not Equal	0.84	04/26/2012	CHK Check
<input type="checkbox"/> Reconcile 0000000026	Payables	0.83	04/26/2012	CHK Paid
<input type="checkbox"/> Reconcile 0000000039	Voided Check	4,500.00	04/26/2012	CHK Check
<input type="checkbox"/> Reconcile 0000000039	Payables	4,500.00	04/26/2012	CHK Void

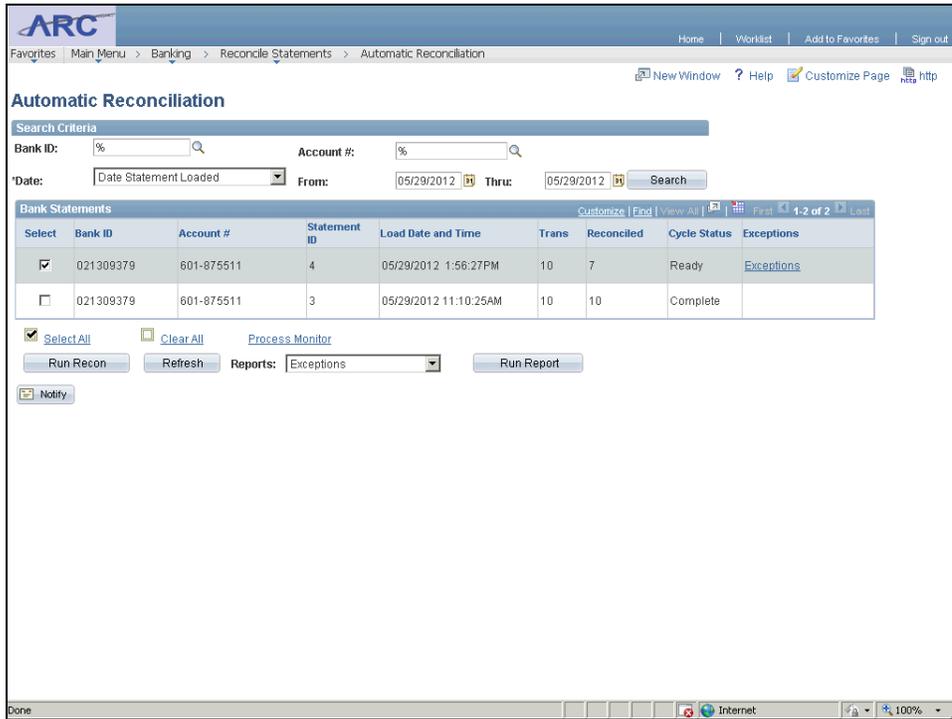
Select All, Clear All, Reconcile, External Transactions, Return to Automatic Reconciliation, Notify, Update Selected

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Payment Processing



Step	Action
11.	Click the Return to Automatic Reconciliation link. Return to Automatic Reconciliation



Step	Action
12.	To see the exceptions in a report format, click the Check Box next to the Bank File you would like to run the exceptions report for. <input checked="" type="checkbox"/>

Automatic Reconciliation

Search Criteria

Bank ID: % Account #: %

Date: Date Statement Loaded From: 05/29/2012 Thru: 05/29/2012 Search

Select	Bank ID	Account #	Statement ID	Load Date and Time	Trans	Reconciled	Cycle Status	Exceptions
<input checked="" type="checkbox"/>	021309379	601-875511	4	05/29/2012 1:56:27PM	10	7	Ready	Exceptions
<input type="checkbox"/>	021309379	601-875511	3	05/29/2012 11:10:25AM	10	10	Complete	

Select All Clear All Process Monitor

Run Recon Refresh Reports: Exceptions Run Report

Notify

Step	Action
13.	Click the Reports list. 

Automatic Reconciliation

Search Criteria

Bank ID: % Account #: %

Date: Date Statement Loaded From: 05/29/2012 Thru: 05/29/2012 Search

Select	Bank ID	Account #	Statement ID	Load Date and Time	Trans	Reconciled	Cycle Status	Exceptions
<input checked="" type="checkbox"/>	021309379	601-875511	4	05/29/2012 1:56:27PM	10	7	Ready	Exceptions
<input type="checkbox"/>	021309379	601-875511	3	05/29/2012 11:10:25AM	10	10	Complete	

Select All Clear All Process Monitor

Run Recon Refresh Reports: Exceptions Run Report

- Errors
- Errors(MLP)
- Exceptions**
- Exceptions(MLP)
- Register
- Register(MLP)

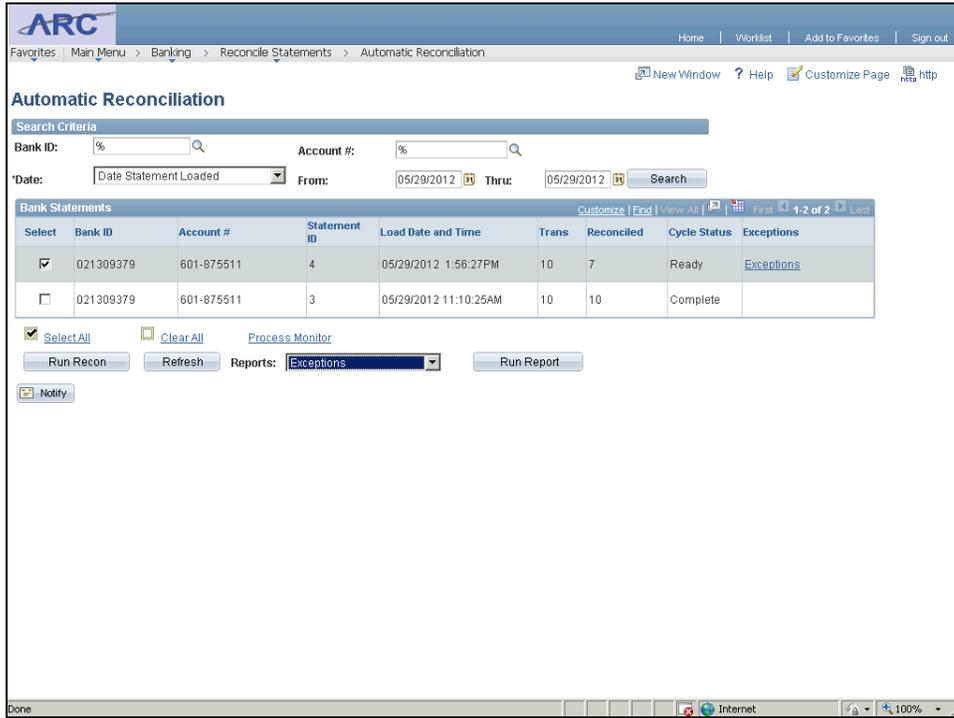
Notify

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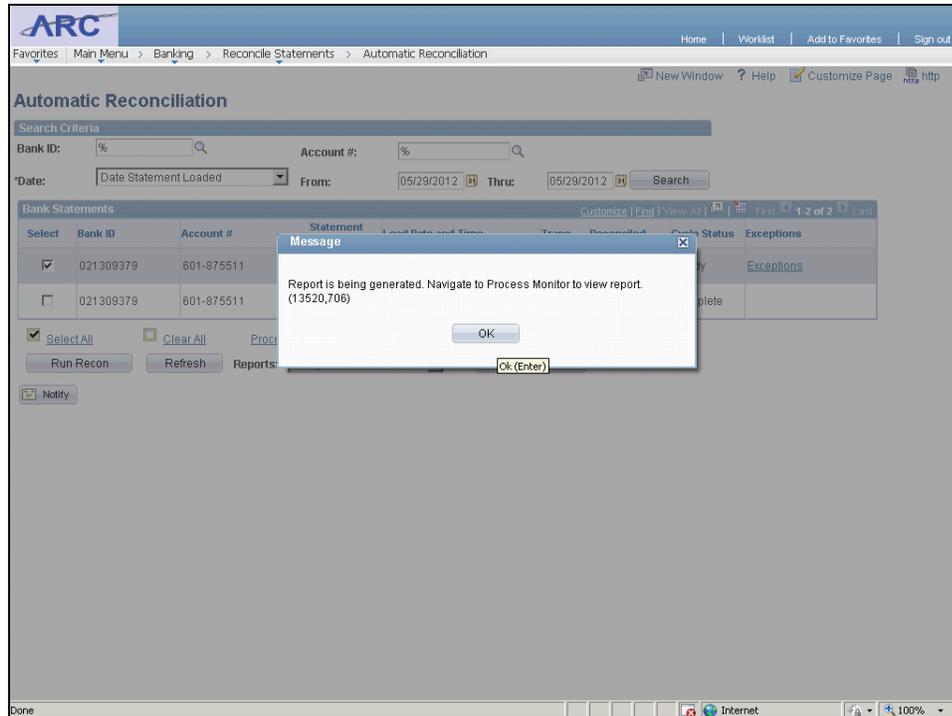
Payment Processing

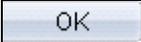


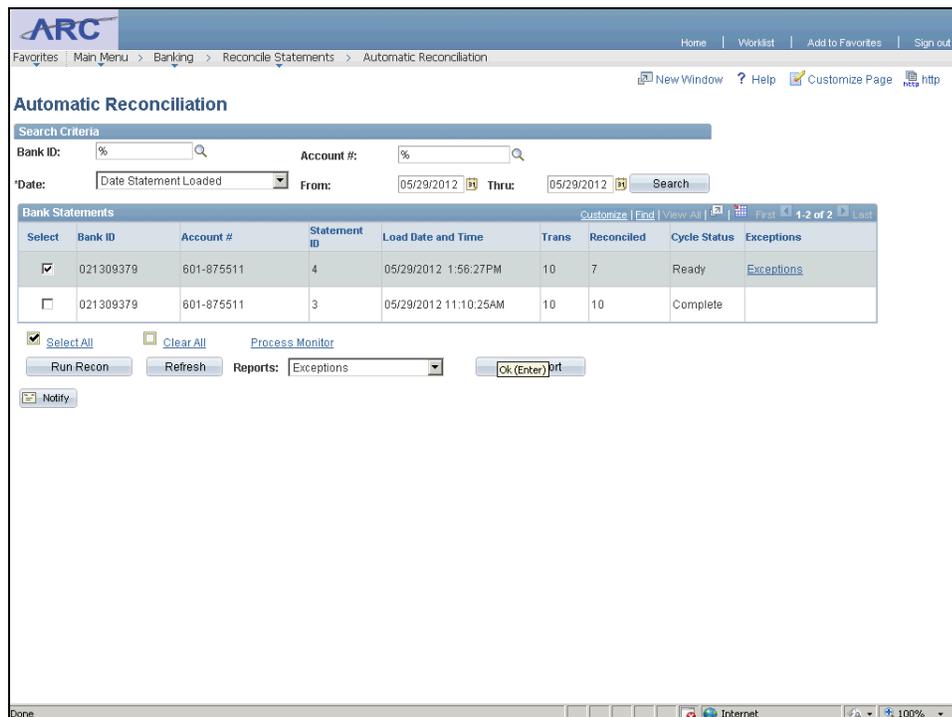
Step	Action
14.	Select the information you'd like to see in the report. Click the Exceptions list item. 



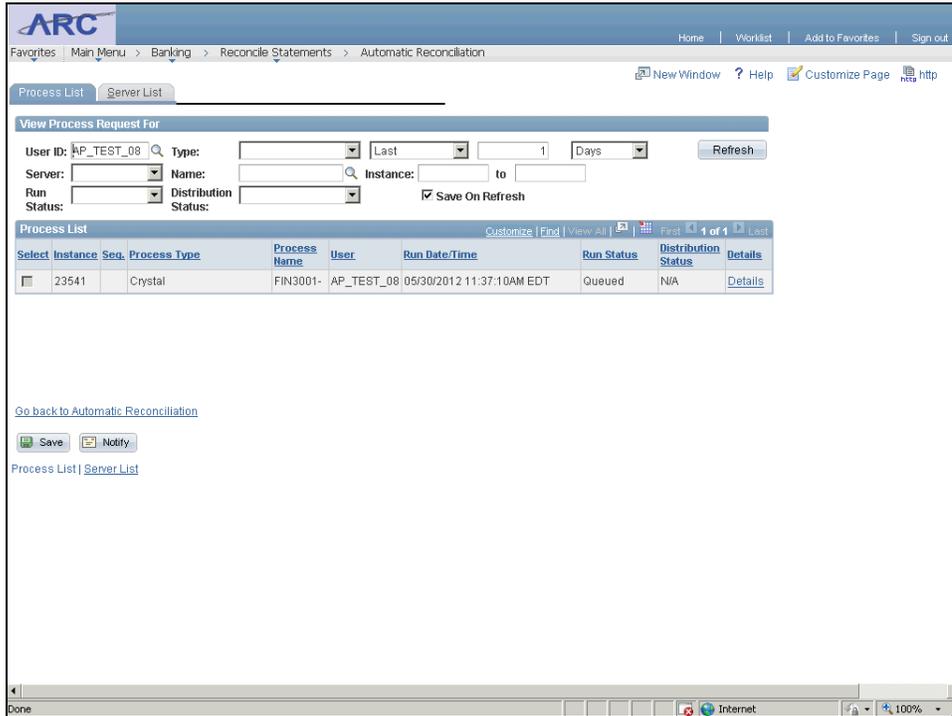
Step	Action
15.	Click the Run Report button. 



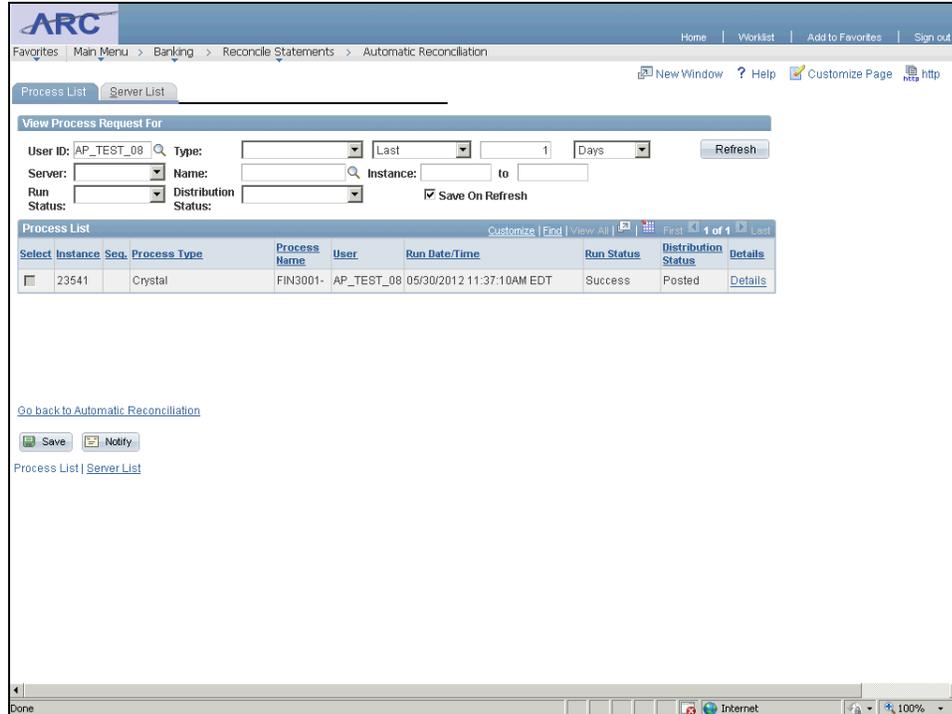
Step	Action
16.	Click the OK button. 



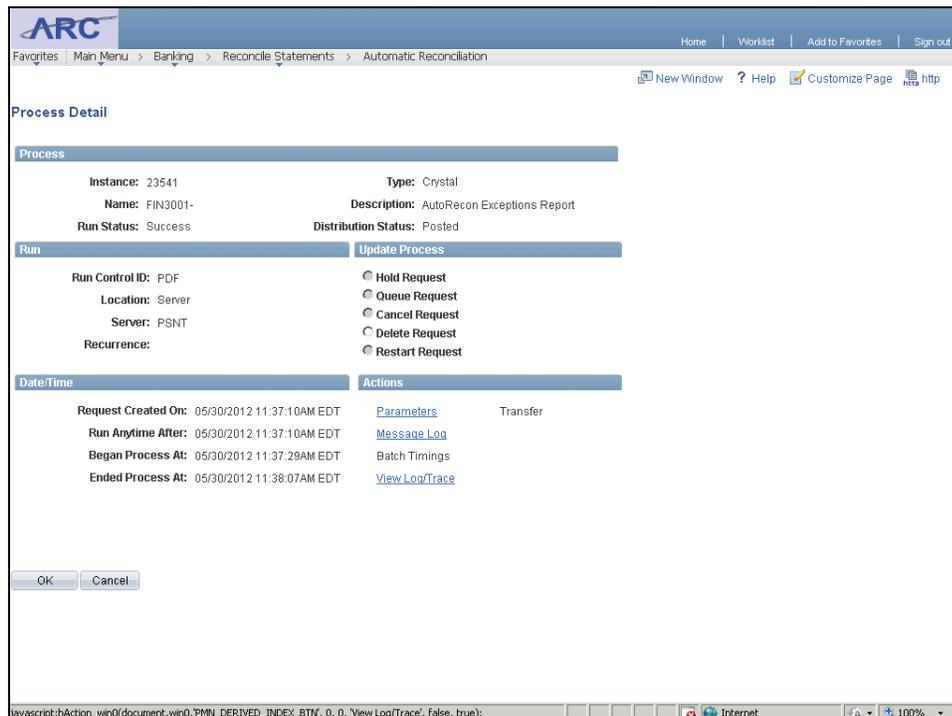
Step	Action
17.	To access the report, click the Process Monitor link. Process Monitor



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



Step	Action
19.	Click the Details link to access the report. Details

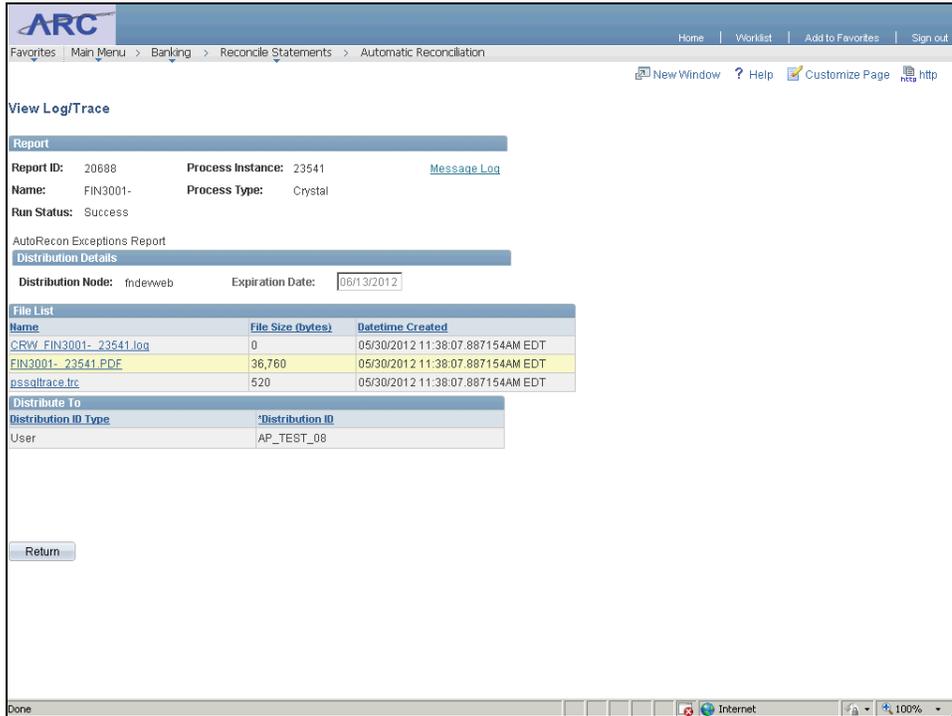


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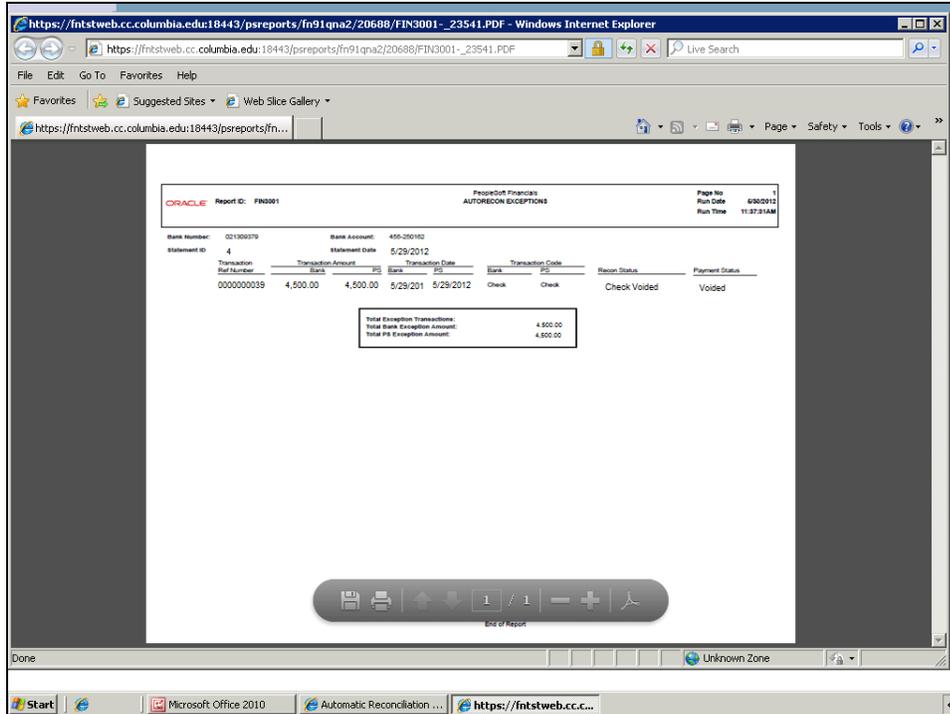
Payment Processing



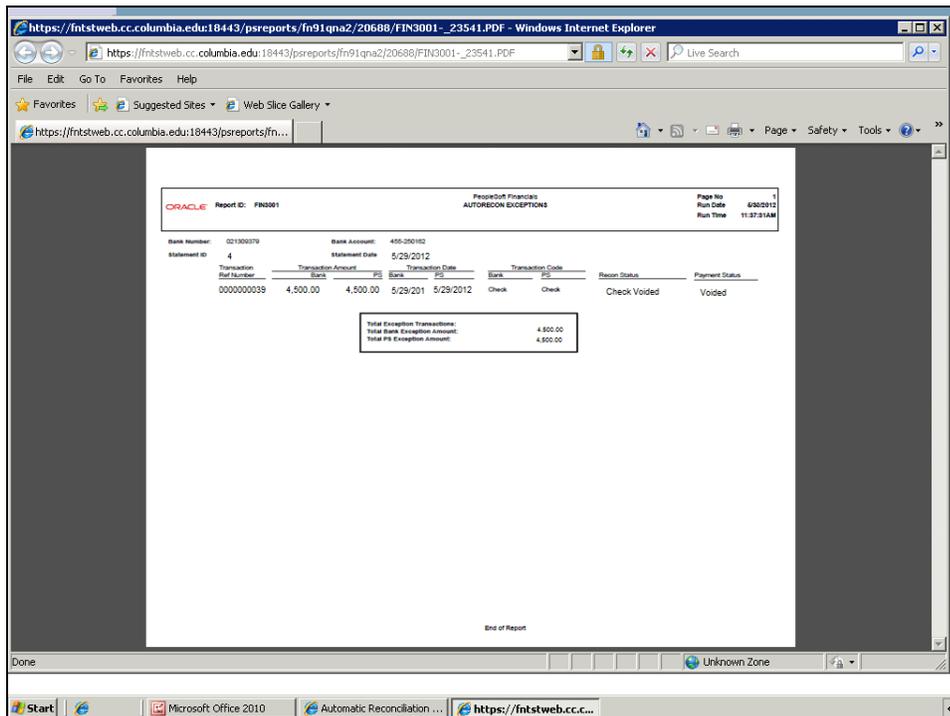
Step	Action
20.	Click the View Log/Trace link. View Log/Trace



Step	Action
21.	Click the file name that ends in .PDF to open the report. Click the FIN3001-23541.PDF link. FIN3001- 23541.PDF



Step	Action
22.	The Report Appears for you the analyze and print.



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Payment Processing



Step	Action
23.	Click the Close button to navigate back to ARC. 

The screenshot shows the ARC web application interface. The breadcrumb navigation is: Favorites > Main Menu > Banking > Reconcile Statements > Automatic Reconciliation. The page title is "View Log/Trace".

Report

Report ID: 20688 Process Instance: 23541 [Message Log](#)
 Name: FIN3001- Process Type: Crystal
 Run Status: Success

AutoRecon Exceptions Report

Distribution Details

Distribution Node: fndweb Expiration Date: 06/13/2012

File List

Name	File Size (bytes)	Datetime Created
CRW_FIN3001- 23541.log	0	05/30/2012 11:38:07.887154AM EDT
FIN3001- 23541.PDF	38,760	05/30/2012 11:38:07.887154AM EDT
rsso!trace.txt	520	05/30/2012 11:38:07.887154AM EDT

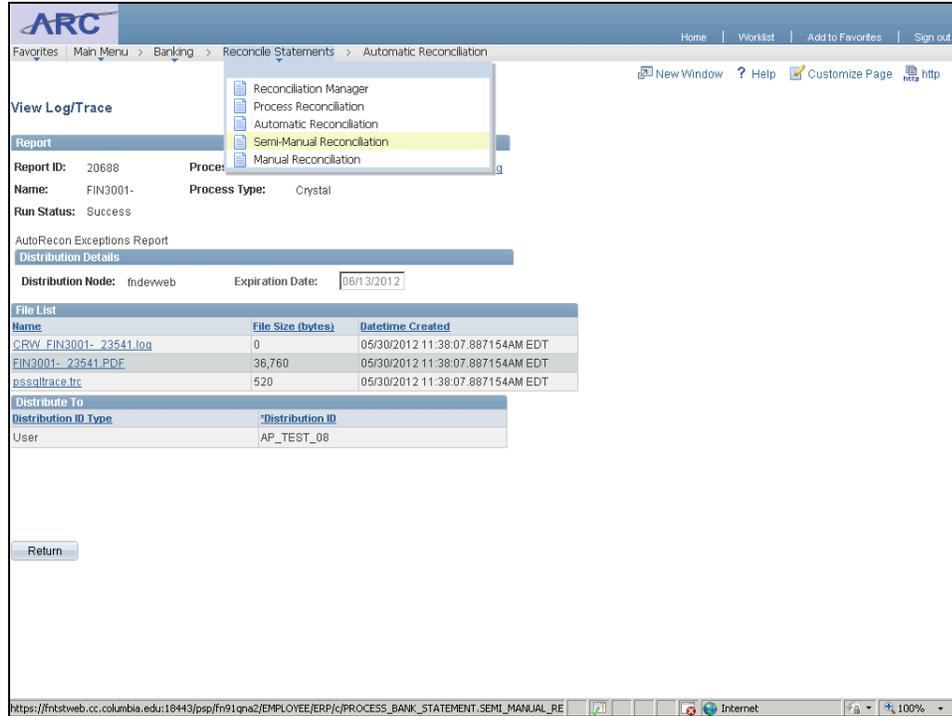
Distribute To

Distribution ID Type	Distribution ID
User	AP_TEST_08

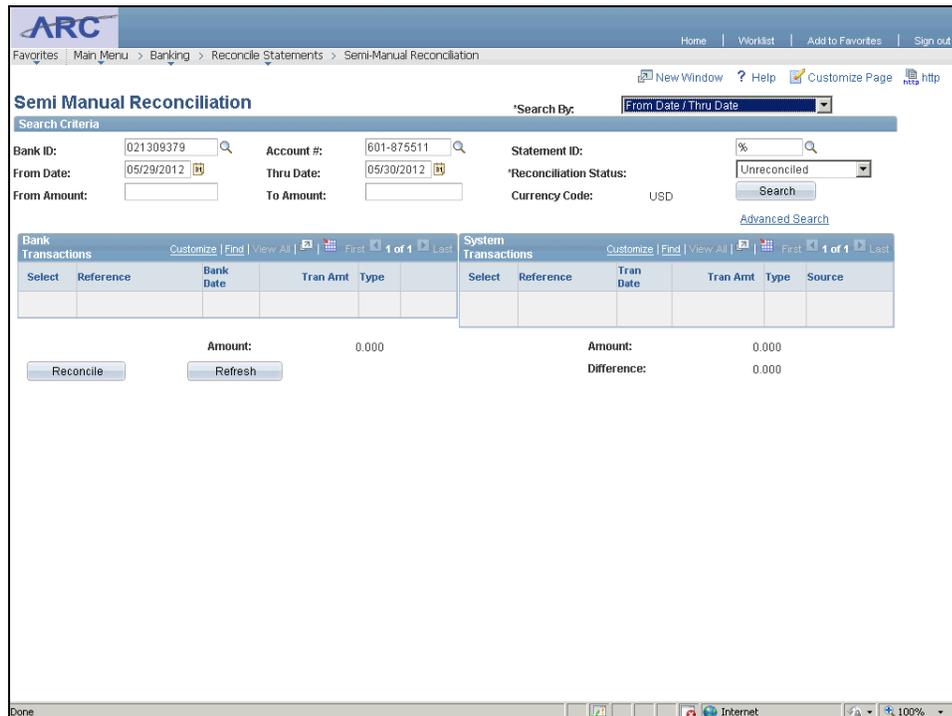
Return

The browser address bar shows: https://fndweb.cc.columbia.edu:18443/psp/fndweb/EMPLOYEE/ERP/s/WEBLIB_PT_NAV.ISCRIPT1.FieldFormula.IScript_

Step	Action
24.	Now we will go to the Semi-Manual Reconciliation page to reconcile one of the exceptions from the Bank File. Click the Reconcile Statements button. 



Step	Action
25.	Click the Semi-Manual Reconciliation menu.

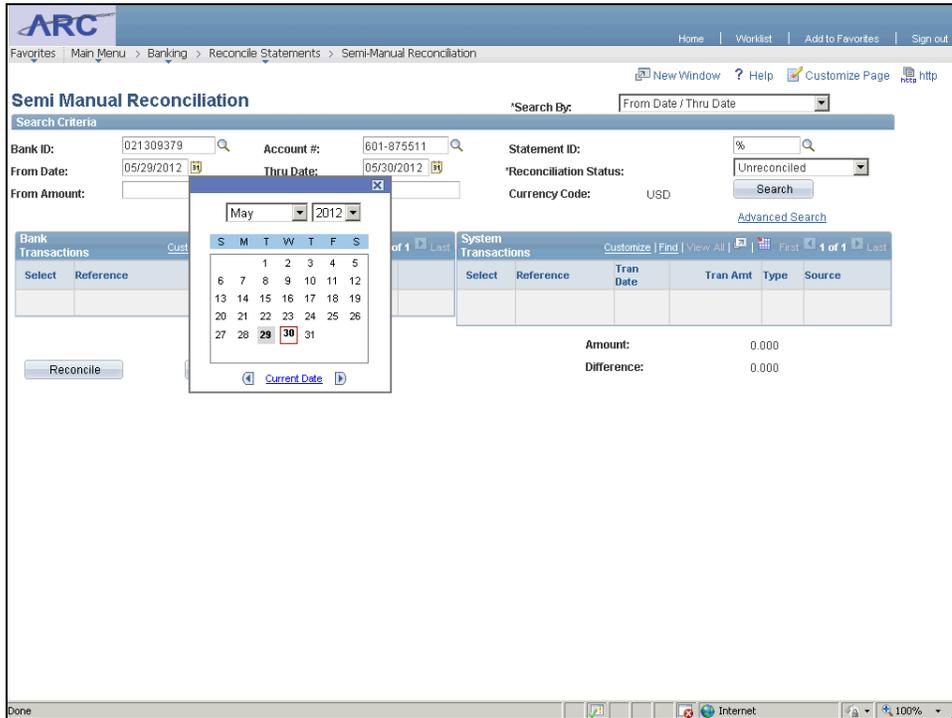


Training Guide

Payment Processing



Step	Action
26.	Just like in Automatic Reconciliation, you will narrow the transactions you are searching for by using the date ranges. Click the From Date button. 



Step	Action
27.	Click the 1 link. 

Semi Manual Reconciliation

Search Criteria

Bank ID: 021309379 Account #: 601-875511 Statement ID: %
 From Date: 05/01/2012 Thru Date: 05/30/2012 *Reconciliation Status: Unreconciled
 From Amount: To Amount: Currency Code: USD

Bank Transactions

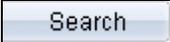
Select	Reference	Bank Date	Tran Amt	Type

System Transactions

Select	Reference	Tran Date	Tran Amt	Type	Source

Amount: 0.000 Amount: 0.000
 Difference: 0.000

Reconcile Refresh

Step	Action
28.	Click the Search button. 

Semi Manual Reconciliation

Search Criteria

Bank ID: 021309379 Account #: 601-875511 Statement ID: %
 From Date: 05/01/2012 Thru Date: 05/30/2012 *Reconciliation Status: Unreconciled
 From Amount: To Amount: Currency Code: USD

Bank Transactions

Select	Reference	Bank Date	Tran Amt	Type
<input type="checkbox"/>	0000000039	05/29/2012	4,500.00	CHK
<input type="checkbox"/>	0000000099	05/10/2012	0.50	CHK

System Transactions

Select	Reference	Tran Date	Tran Amt	Type	Source
<input type="checkbox"/>	0000000148	05/29/2012	100.00	CHK	Payables
<input type="checkbox"/>	0000000086	05/29/2012	500.00	ACH	Payables
<input type="checkbox"/>	0000000087	05/29/2012	600.00	ACH	Payables
<input type="checkbox"/>	0000000088	05/29/2012	400.00	ACH	Payables
<input type="checkbox"/>	0000000039	05/29/2012	4,500.00	CHK	Payables
<input type="checkbox"/>	0000000090	05/29/2012	300.00	ACH	Payables
<input type="checkbox"/>	0000000139	05/26/2012	35,000.00	CHK	Payables
<input type="checkbox"/>	0000000085	05/25/2012	1,800.00	ACH	Payables
<input type="checkbox"/>	0000000084	05/25/2012	742.20	ACH	Payables
<input type="checkbox"/>	0000000083	05/25/2012	6,848.00	ACH	Payables
<input type="checkbox"/>	0000000141	05/25/2012	27.31	CHK	Payables
<input type="checkbox"/>	0000000076	05/24/2012	5,000.00	ACH	Payables
<input type="checkbox"/>	0000000073	05/24/2012	100.00	ACH	Payables
<input type="checkbox"/>	0000000074	05/24/2012	20.00	ACH	Payables
<input type="checkbox"/>	0000000075	05/24/2012	500.00	ACH	Payables

Training Guide

Payment Processing



Step	Action
29.	<p>You will then look for transactions that align with in their amounts and reference IDs. We saw through the exception detail that Reference ID 0000000039 was an exception, and it is in both the Bank Transactions and System Transactions lists, so we can match them and reconcile this transaction manually. Click the 0000000039 option.</p> <input type="checkbox"/>

Semi Manual Reconciliation

Search Criteria

Bank ID: 021309379 Account #: 601-875511 Statement ID: %

From Date: 05/01/2012 Thru Date: 05/30/2012 Reconciliation Status: Unreconciled

From Amount: To Amount: Currency Code: USD

Bank Transactions					System Transactions					
Select	Reference	Bank Date	Tran Amt	Type	Select	Reference	Tran Date	Tran Amt	Type	Source
<input checked="" type="checkbox"/>	0000000039	05/29/2012	4,500.00	CHK	<input type="checkbox"/>	0000000148	05/29/2012	100.00	CHK	Payables
<input type="checkbox"/>	0000000099	05/10/2012	0.50	CHK	<input type="checkbox"/>	0000000086	05/29/2012	500.00	ACH	Payables
					<input type="checkbox"/>	0000000087	05/29/2012	600.00	ACH	Payables
					<input type="checkbox"/>	0000000088	05/29/2012	400.00	ACH	Payables
					<input type="checkbox"/>	0000000039	05/29/2012	4,500.00	CHK	Payables
					<input type="checkbox"/>	0000000090	05/29/2012	300.00	ACH	Payables
					<input type="checkbox"/>	0000000139	05/26/2012	35,000.00	CHK	Payables
					<input type="checkbox"/>	0000000085	05/25/2012	1,800.00	ACH	Payables
					<input type="checkbox"/>	0000000084	05/25/2012	742.20	ACH	Payables
					<input type="checkbox"/>	0000000083	05/25/2012	6,848.00	ACH	Payables
					<input type="checkbox"/>	0000000141	05/25/2012	27.31	CHK	Payables
					<input type="checkbox"/>	0000000076	05/24/2012	5,000.00	ACH	Payables
					<input type="checkbox"/>	0000000073	05/24/2012	100.00	ACH	Payables
					<input type="checkbox"/>	0000000074	05/24/2012	20.00	ACH	Payables
					<input type="checkbox"/>	0000000075	05/24/2012	500.00	ACH	Payables

Step	Action
30.	<p>You will click the corresponding reference ID in the System Transactions list. Click the 0000000039 option.</p> <input type="checkbox"/>



Training Guide Payment Processing

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Banking > Reconcile Statements > Semi-Manual Reconciliation

New Window ? Help Customize Page http

Semi Manual Reconciliation

Search Criteria *Search By: From Date / Thru Date

Bank ID: 021309379 Account #: 601-875511 Statement ID: %

From Date: 05/01/2012 Thru Date: 05/30/2012 *Reconciliation Status: Unreconciled

From Amount: To Amount: Currency Code: USD

Advanced Search

Bank Transactions						System Transactions					
Select	Reference	Bank Date	Tran Amt	Type		Select	Reference	Tran Date	Tran Amt	Type	Source
<input checked="" type="checkbox"/>	0000000039	05/29/2012	4,500.00	CHK		<input type="checkbox"/>	0000000148	05/29/2012	100.00	CHK	Payables
<input type="checkbox"/>	0000000099	05/29/2012	0.50	CHK		<input type="checkbox"/>	0000000086	05/29/2012	500.00	ACH	Payables
						<input type="checkbox"/>	0000000087	05/29/2012	600.00	ACH	Payables
						<input type="checkbox"/>	0000000088	05/29/2012	400.00	ACH	Payables
						<input checked="" type="checkbox"/>	0000000039	05/29/2012	4,500.00	CHK	Payables
						<input type="checkbox"/>	0000000090	05/29/2012	300.00	ACH	Payables
						<input type="checkbox"/>	0000000139	05/26/2012	35,000.00	CHK	Payables
						<input type="checkbox"/>	0000000085	05/25/2012	1,800.00	ACH	Payables
						<input type="checkbox"/>	0000000084	05/25/2012	742.20	ACH	Payables
						<input type="checkbox"/>	0000000083	05/25/2012	6,848.00	ACH	Payables
						<input type="checkbox"/>	0000000141	05/25/2012	27.31	CHK	Payables
						<input type="checkbox"/>	0000000076	05/24/2012	5,000.00	ACH	Payables
						<input type="checkbox"/>	0000000073	05/24/2012	100.00	ACH	Payables
						<input type="checkbox"/>	0000000074	05/24/2012	20.00	ACH	Payables
						<input type="checkbox"/>	0000000075	05/24/2012	500.00	ACH	Payables

Done

Step	Action
31.	Click the button of the scrollbar.

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Banking > Reconcile Statements > Semi-Manual Reconciliation

New Window ? Help Customize Page http

Semi Manual Reconciliation

Search Criteria *Search By: From Date / Thru Date

Bank ID: 021309379 Account #: 601-875511 Statement ID: %

From Date: 05/01/2012 Thru Date: 05/30/2012 *Reconciliation Status: Unreconciled

From Amount: To Amount: Currency Code: USD

Advanced Search

Bank Transactions						System Transactions					
Select	Reference	Bank Date	Tran Amt	Type		Select	Reference	Tran Date	Tran Amt	Type	Source
<input checked="" type="checkbox"/>	0000000039	05/29/2012	4,500.00	CHK		<input type="checkbox"/>	0000000148	05/29/2012	100.00	CHK	Payables
<input type="checkbox"/>	0000000099	05/29/2012	0.50	CHK		<input type="checkbox"/>	0000000086	05/29/2012	500.00	ACH	Payables
						<input type="checkbox"/>	0000000087	05/29/2012	600.00	ACH	Payables
						<input type="checkbox"/>	0000000088	05/29/2012	400.00	ACH	Payables
						<input checked="" type="checkbox"/>	0000000039	05/29/2012	4,500.00	CHK	Payables
						<input type="checkbox"/>	0000000090	05/29/2012	300.00	ACH	Payables
						<input type="checkbox"/>	0000000139	05/26/2012	35,000.00	CHK	Payables
						<input type="checkbox"/>	0000000085	05/25/2012	1,800.00	ACH	Payables
						<input type="checkbox"/>	0000000084	05/25/2012	742.20	ACH	Payables
						<input type="checkbox"/>	0000000083	05/25/2012	6,848.00	ACH	Payables
						<input type="checkbox"/>	0000000141	05/25/2012	27.31	CHK	Payables
						<input type="checkbox"/>	0000000076	05/24/2012	5,000.00	ACH	Payables
						<input type="checkbox"/>	0000000073	05/24/2012	100.00	ACH	Payables
						<input type="checkbox"/>	0000000074	05/24/2012	20.00	ACH	Payables
						<input type="checkbox"/>	0000000075	05/24/2012	500.00	ACH	Payables

Amount: 0.00 Amount: 0.00

Reconcile Refresh Difference: 0.00

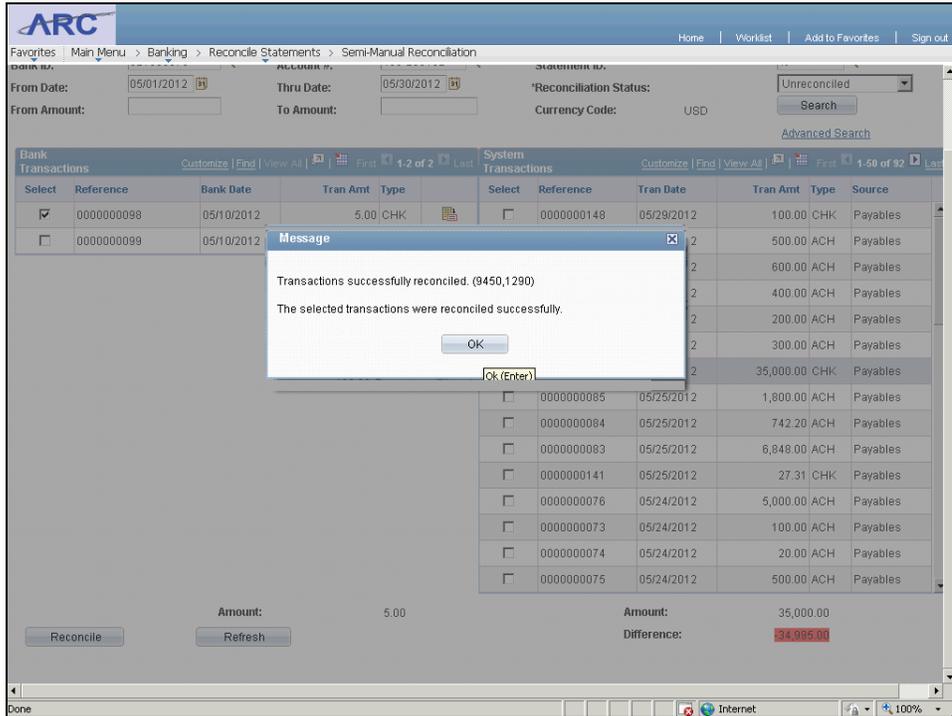
Done

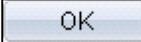
Training Guide

Payment Processing



Step	Action
32.	Click the Reconcile button. 



Step	Action
33.	A message will appear that the reconciliation was successful, and you will click the OK button. 

Semi Manual Reconciliation

Search Criteria

*Search By: From Date / Thru Date

Bank ID: 021309379 Account #: 455-250162 Statement ID: %

From Date: 05/01/2012 Thru Date: 05/30/2012 *Reconciliation Status: Unreconciled

From Amount: To Amount: Currency Code: USD

Bank Transactions					System Transactions					
Select	Reference	Bank Date	Tran Amt	Type	Select	Reference	Tran Date	Tran Amt	Type	Source
<input type="checkbox"/>	000000099	05/29/2012	0.50	CHK	<input type="checkbox"/>	000000148	05/29/2012	100.00	CHK	Payables
					<input type="checkbox"/>	000000086	05/29/2012	500.00	ACH	Payables
					<input type="checkbox"/>	000000087	05/29/2012	600.00	ACH	Payables
					<input type="checkbox"/>	000000088	05/29/2012	400.00	ACH	Payables
					<input type="checkbox"/>	000000089	05/29/2012	200.00	ACH	Payables
					<input type="checkbox"/>	000000090	05/29/2012	300.00	ACH	Payables
					<input type="checkbox"/>	000000139	05/28/2012	35,000.00	CHK	Payables
					<input type="checkbox"/>	000000085	05/25/2012	1,800.00	ACH	Payables
					<input type="checkbox"/>	000000084	05/25/2012	742.20	ACH	Payables
					<input type="checkbox"/>	000000083	05/25/2012	6,848.00	ACH	Payables
					<input type="checkbox"/>	000000141	05/25/2012	27.31	CHK	Payables
					<input type="checkbox"/>	000000076	05/24/2012	5,000.00	ACH	Payables
					<input type="checkbox"/>	000000073	05/24/2012	100.00	ACH	Payables
					<input type="checkbox"/>	000000074	05/24/2012	20.00	ACH	Payables
					<input type="checkbox"/>	000000075	05/24/2012	500.00	ACH	Payables

Step	Action
34.	You have successfully reconciled transactions using automatic and semi-manual reconciliation. You can now select the next topic. End of Procedure.



Incorrect Bank Transactions

On occasion, you may receive a file from the bank that contains incorrect transactions/information (duplicate file, etc.) These transactions cannot be reconciled in ARC. In this case, you will need to submit a Incident to the help desk, so that they can remove the incorrect transactions using an "SQL Delete". If you observe incorrect transactions in a bank file, you will log an Incident with the following information:

- Bank Statement ID
- Payment Ref ID
- Redeem Date
- Amount
- Reconciliation Status
- Any Additional Comments

Please reference this job aid (http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_SQL_Delete_Incident.pdf) for additional detail on how to log an Incident using the Service-Now tool (<https://columbia.service-now.com/> (<https://columbia.service-now.com/>)).



Course References

Below is a list of all the job aids referenced throughout this course:

1. Getting Started with the Web- Based Training Tool (http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Getting_Started_With_the_Web_Based_Tool.pdf)
2. Recording Manual Payments (http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Manually_Recording_Payments.pdf)
3. Logging an Incident for an SQL Delete (http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_SQL_Delete_Incident.pdf)
4. Payment Processing Training Guide (http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/Training_Guides/Payment_Processing_TRAIN.pdf)



Knowledge Assessment

If you are taking this course to obtain security access to one of Columbia University's Financial Systems, please ensure you have completed the following:

1. **Security Application Request:** All security roles must be requested by the user through the Columbia University Financial Systems Security Application which can be found in the Service Catalog of ServiceNow (<https://columbia.service-now.com/> (<https://columbia.service-now.com/>)). Note: All security roles must be approved by both the user's manager and Department Security Administrator (DSA) for the School/Admin Unit to which access is being requested.
2. **Training Requirements:** Security access will only be granted once all training requirements have been fulfilled. After a user has reviewed all of the applicable training material for a particular role, users must complete the Knowledge Assessment associated with that training course with a score of 90% or higher. The Knowledge Assessments can be found in New CourseWorks by clicking here (<https://newcourseworks.columbia.edu/samigo-app/servlet/Login?id=f1d3fc4d-5c0c-4b5d-93d1-4f4bf0030b4a1341421815250>). If you have any questions about the training required for any security role, click here (http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Role_to_Course_Directory.pdf) for the Role to Course Job Aid.

If you are taking this course for information purposes only, i.e., you are not requesting a security role, no Knowledge Assessment is required.