# Payment Processing

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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.

Accounts Payable

Payment Processing
2 Hours

Payment Processing Overview
30 Minutes

Pay Cycle Processing
30 Minutes

Maintaining Payments
30 Minutes

Bank Reconciliation
30 Minutes

After completing the Payment Processing course, you will be able to:

- Access and review summary and detail pay cycle reports
- Review and process standard pay cycles
- Perform mass cancellations
- Create manual payments
- Void, reissue, and stop payments
- Maintain pay cycle tables and banking configuration
- Escheat payments and undo escheatments
- Run the automatic bank reconciliation process and the semi-manual reconciliation process
- View and resolve exceptions from the automatic bank reconciliation process

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:
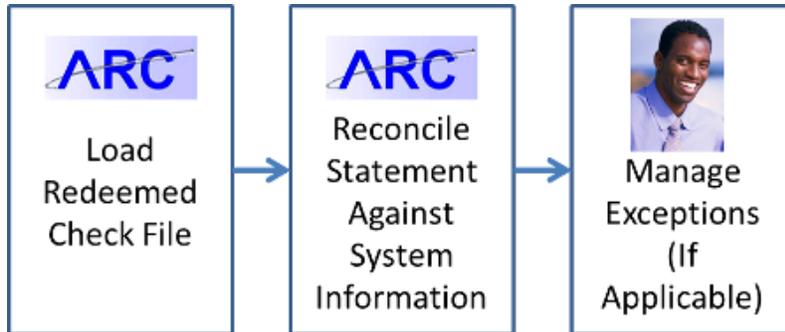
What's Changing?

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

Today	Tomorrow
• Pay Cycle run as an automated process on a nightly basis	• Pay Cycle initiated daily by Central Accounts Payable • Flexibility to exclude vouchers from Pay Cycle and define selection criteria for paying vouchers (i.e. by payment due date range and payment method)
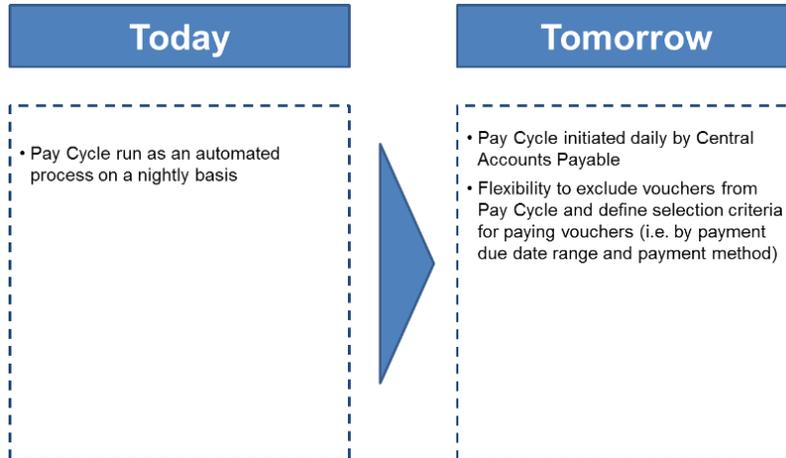
Pay Cycle Processing

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 encomposses 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

Voucher Creation Process Complete	Vouchers Selected for Payment Processing	Payments Created	Run Trial Register Report	Payments Reviewed/ Modified (If Applicable)	Pay Cycle Approved	Generate Payment Files

Run a Pay Cycle

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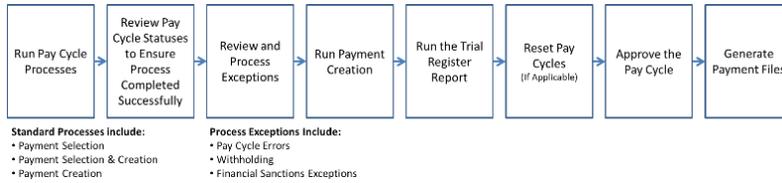
Throughout the following topic, imagine a time you have faced a similar scenario: The voucher process is complete, and Jill needs to run the pay cycle process so that payments can be created and distributed to vendors.

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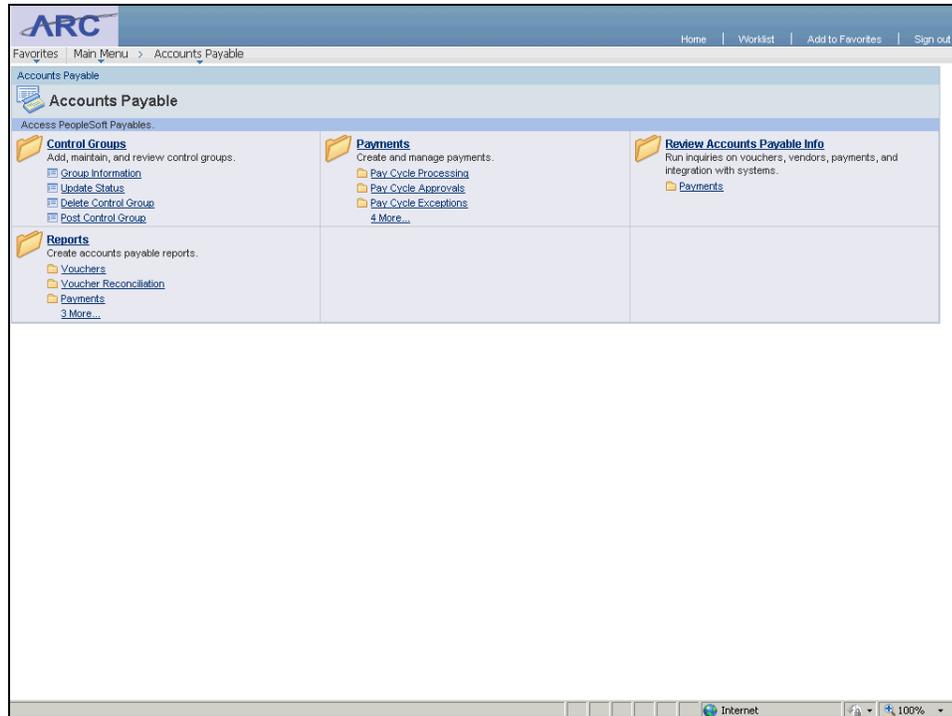
Step	Action
2.	The Payments menu will contain items pertaining to payment processing. To select transactions to be paid, click the **Pay Cycle Processing** link.

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

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.**)
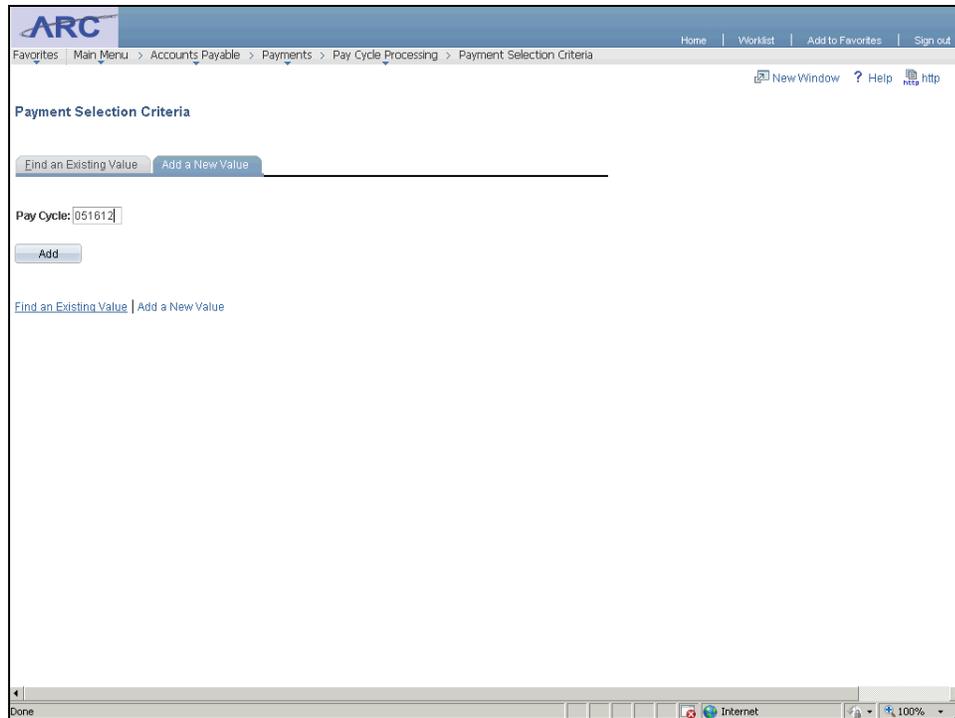
Step	Action
5.	Click the **Add** button.
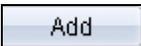
Step	Action
6.	Click in the **Pay Cycle** field.

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

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**".

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

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

Step	Action
11.	Click the **Preferences** tab.

Step	Action
12.	Click the **Suppress Zero Amount Check** option. ☐ Suppress Zero Amount Check

Step	Action
13.	Click the **Approval** list to select which approvals are necessary for transactions being processed in this Pay Cycle.
	None ▼
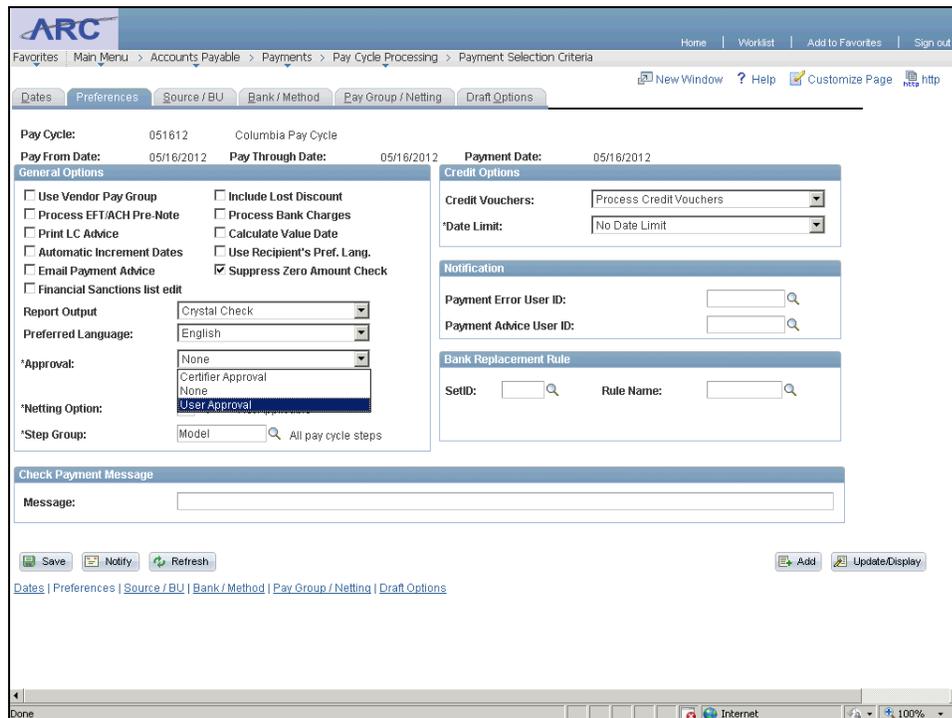
Step	Action
14.	Click the **User Approval** list item.
	User Approval

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. Columbia

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

Step	Action
18.	Click the **Process When DRs >= CRs** list item. Process When DRs >= CRs

Step	Action
19.	Click the **Source / BU** tab.

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.

Step	Action
21.	Click the **Bank / Method** tab.

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.
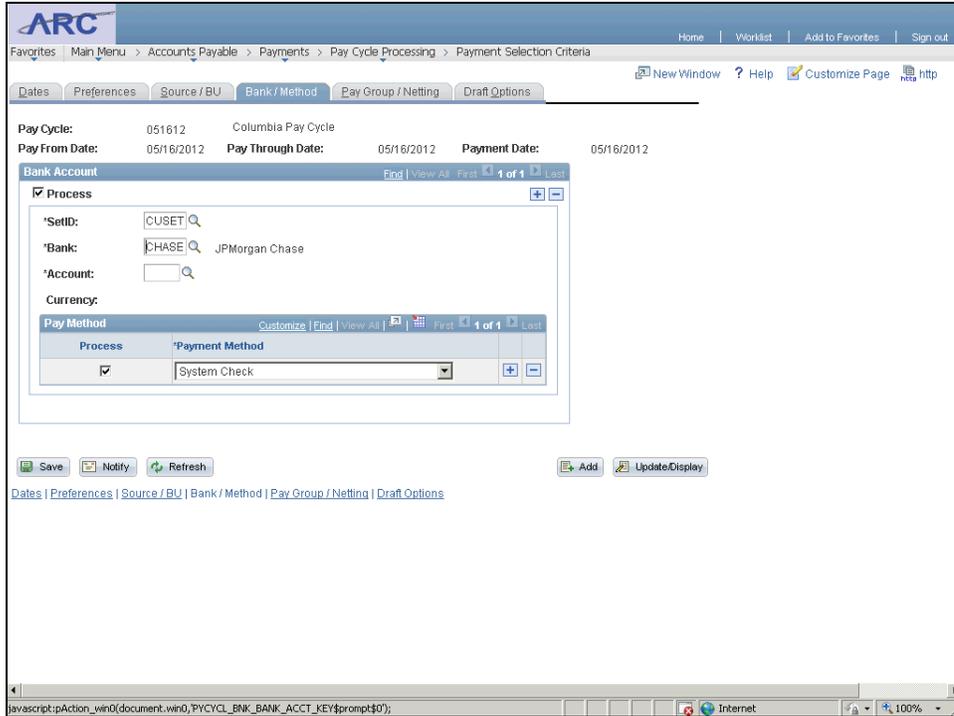
Step	Action
24.	Select the appropriate account by clicking the **Look up Account (Alt+5)** button.
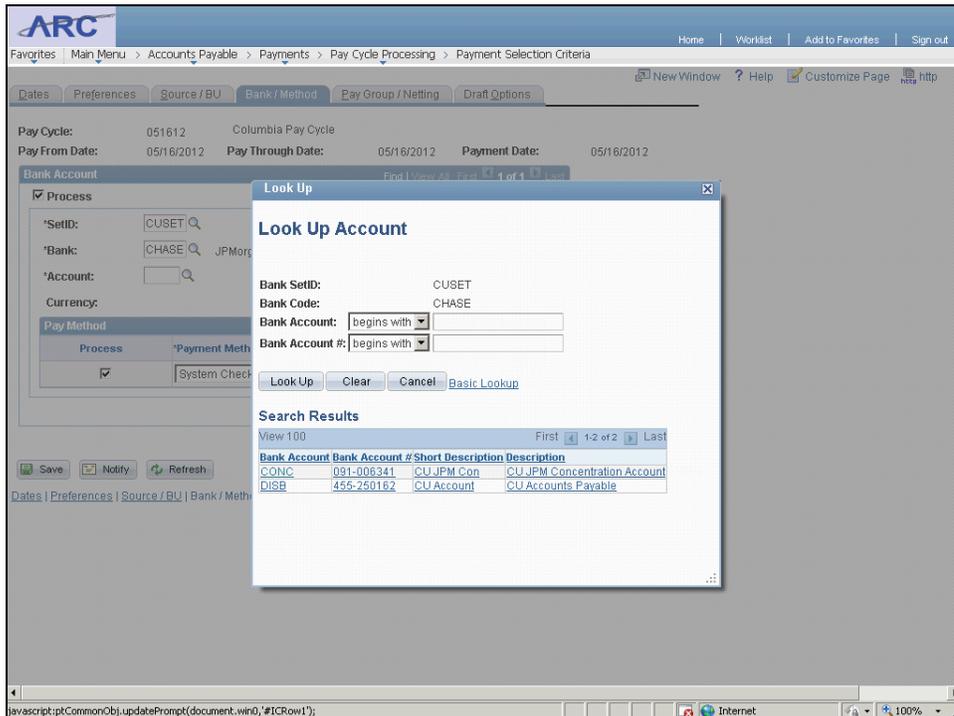
Step	Action
25.	Click the **DISB** link. DISB

Step	Action
26.	Click the **Add a new row at row 1 (Alt+7)** button to select multiple payment methods. ⊞
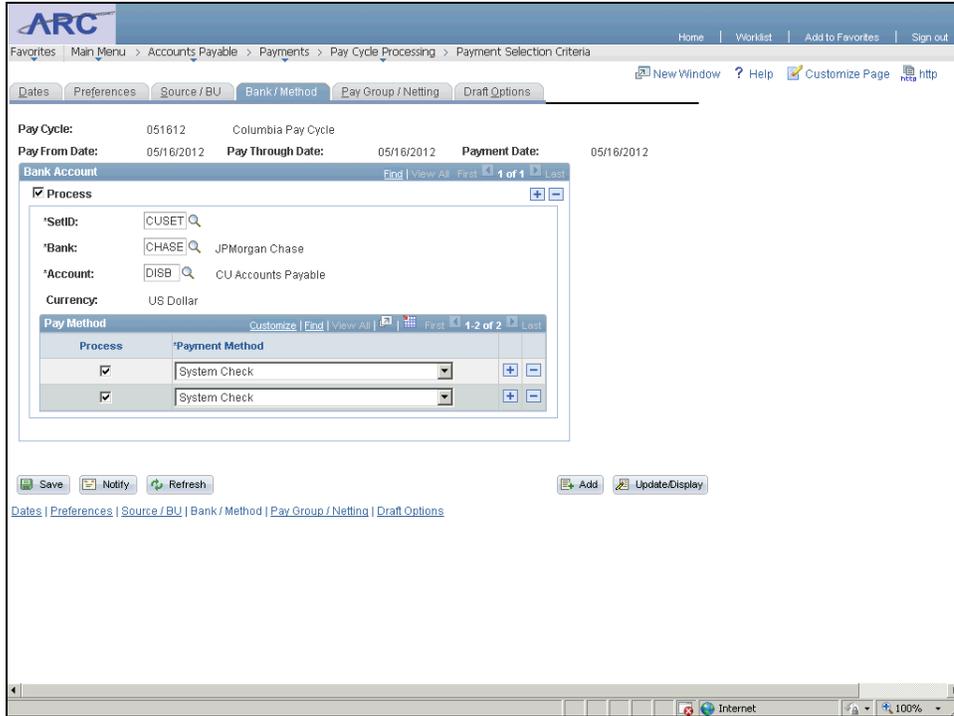
Step	Action
27.	Click the **Payment Method** list.

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

Step	Action
29.	Click the **Payment Method** option.

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.

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

Step	Action
33.	Click in the **Account** field.

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

Step	Action
35.	Click the **Payment Method** list.

System Check ▼
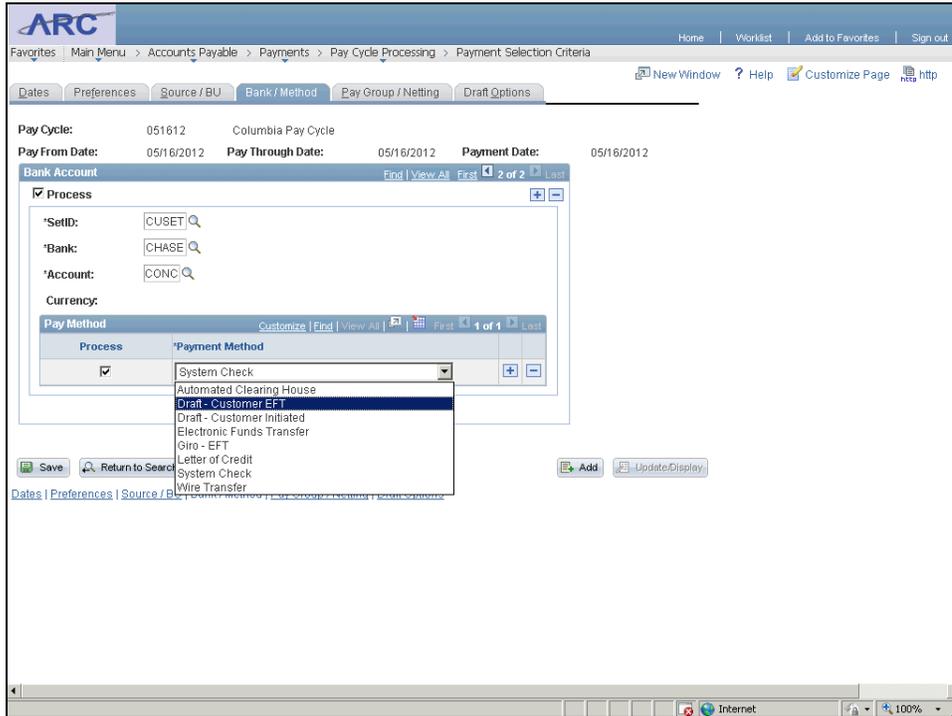
Step	Action
36.	Click the **Wire Transfer** list item.

Wire Transfer

Step	Action
37.	Click the **Save** button.

Step	Action
38.	Click the **Pay Cycle Processing** button. Pay Cycle Processing
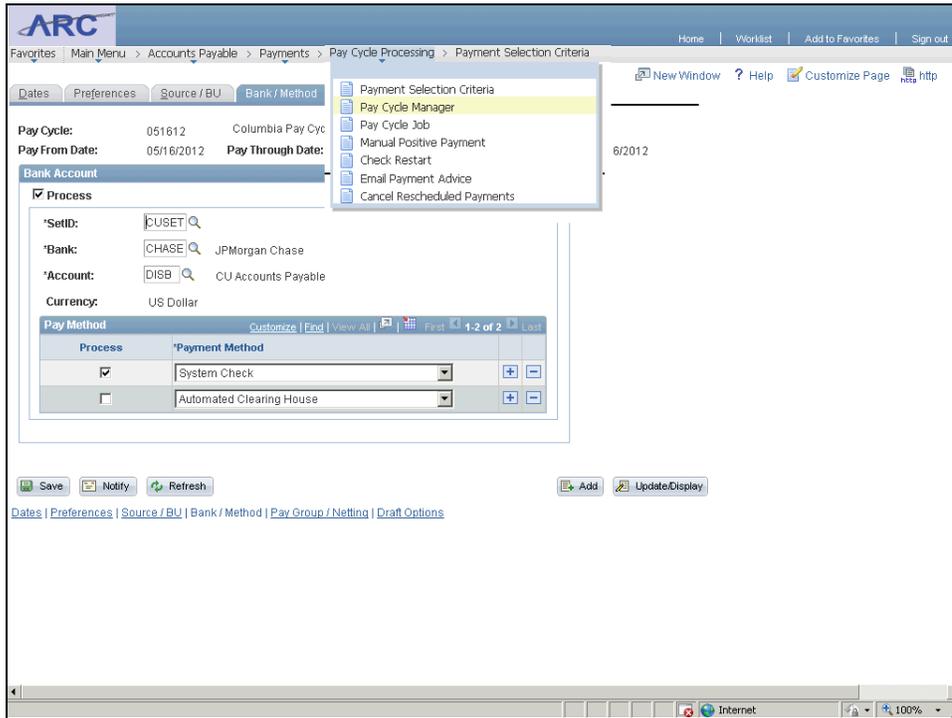
Step	Action
39.	Click the **Pay Cycle Manager** button to process the Pay Cycle. Pay Cycle Manager
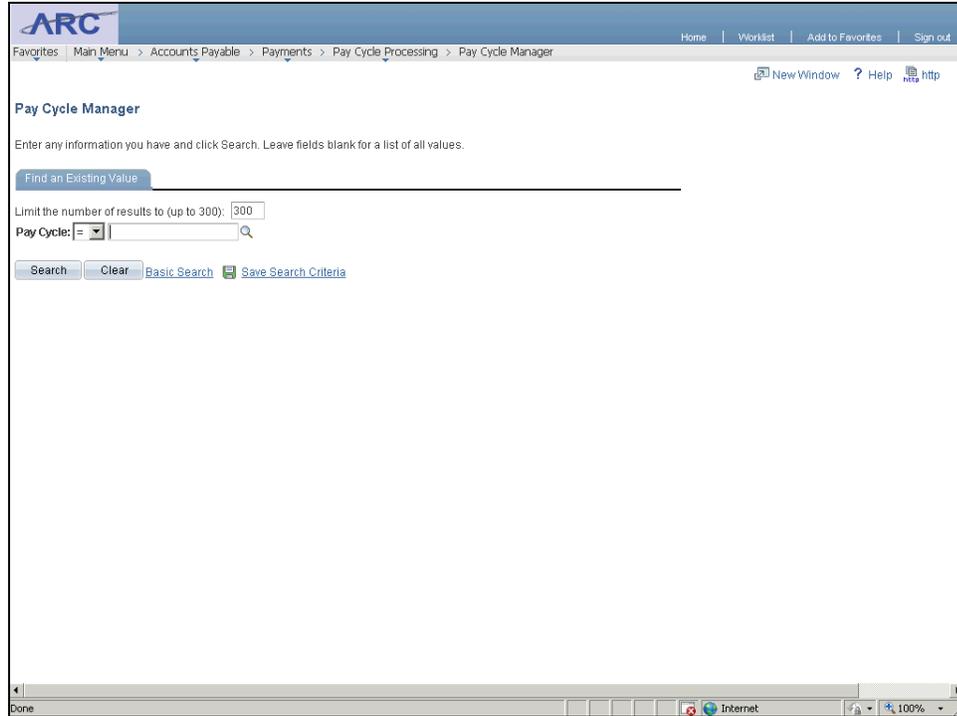
Step	Action
40.	Click in the **Pay Cycle** field.
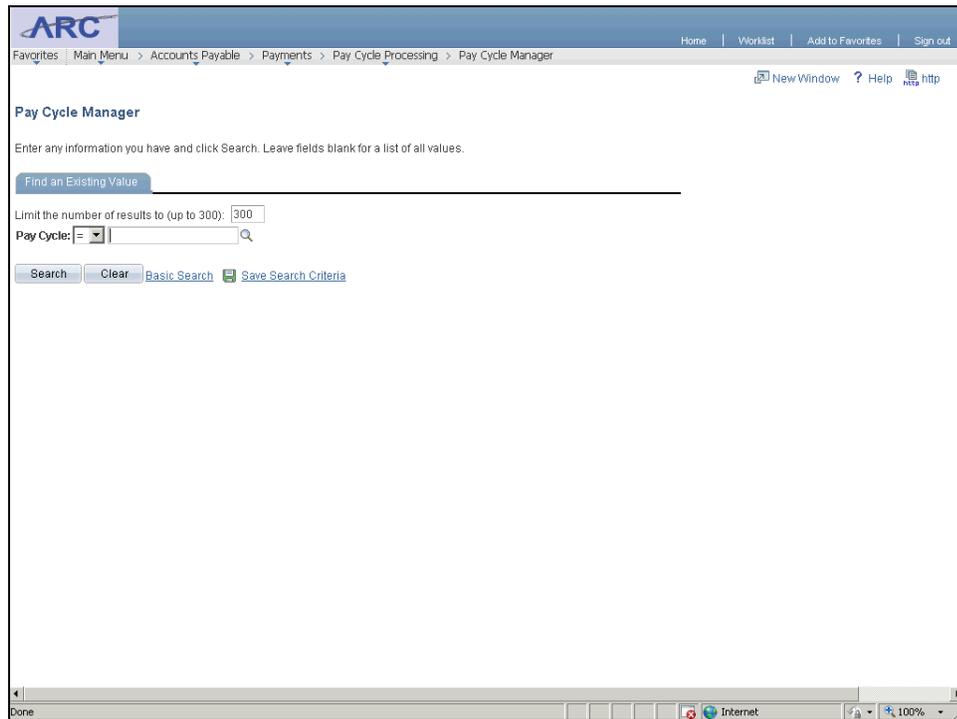
Step	Action
41.	Enter the Pay Cycle ID you created at the beginning of the Pay Cycle process. Enter the desired information into the **Pay Cycle** field. Enter "**051612**".
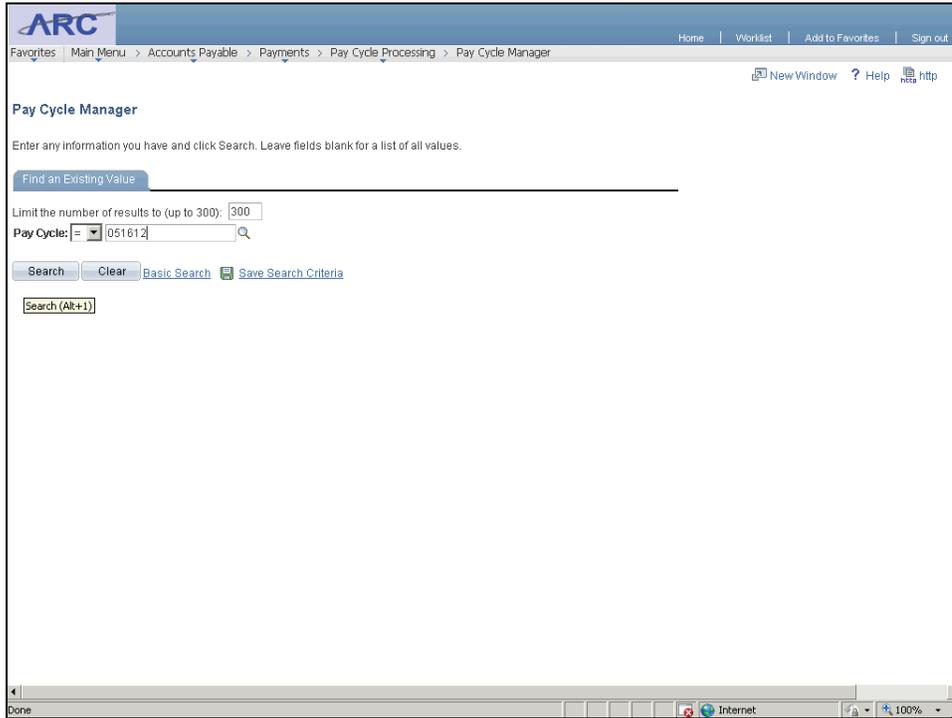
Step	Action
42.	Click the **Search** button.

Step	Action
43.	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.

Step	Action
44.	Click the **Process Monitor** link to see when the process has completed.

Step	Action
45.	Click the **Refresh** button until the Run Status of the Process is "Success" and the Distribution Status is "Posted". Refresh

Step	Action
46.	Click the **Go back to Pay Cycle Manager** link. Go back to Pay Cycle Manager
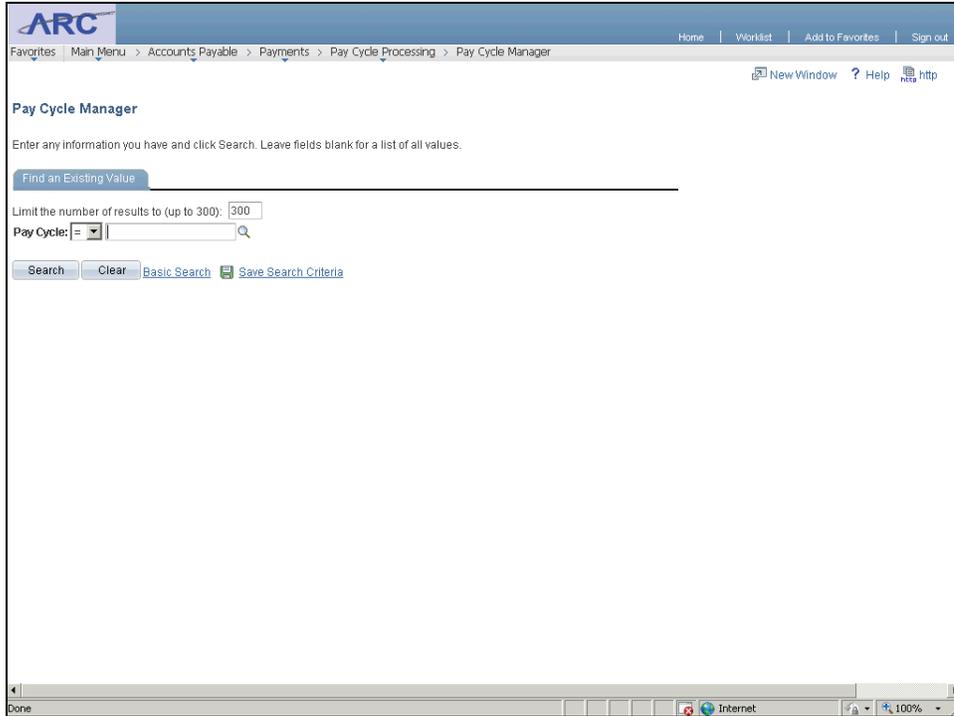
Step	Action
47.	Search for the appropriate Pay Cycle again by entering the Pay Cycle ID into the **Pay Cycle** field. Enter "**051612**".

Step	Action
48.	Click the **Search** button.
	[Search]

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

Step	Action
50.	Once on this page, you can select different actions on a particular voucher by clicking the **Action** menu.

Step	Action
51.	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.

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).

None means that no special action will be taken on this voucher, and it will be processed in this Pay Cycle.

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. |

Step	Action
52.	Click the **Save** button.

Step	Action
53.	Click the **Pay Cycle Manager** link.

Step	Action
54.	Click the **Process** button to run the Payment Creation process.
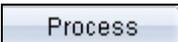
Step	Action
55.	Click the **Process Monitor** link. Process Monitor

Step	Action
56.	Click the Refresh button until the Run Status is "Success" and the Distribution Status is "Posted".
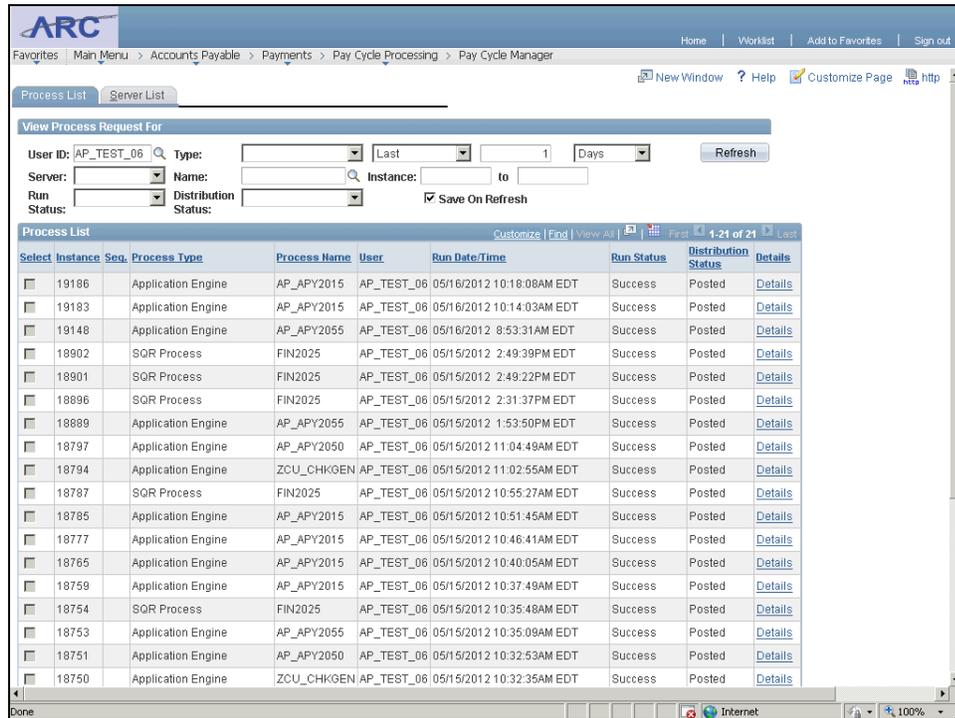
Step	Action
57.	Click the button of the scrollbar.

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

Step	Action
59.	Click in the **Pay Cycle** field.
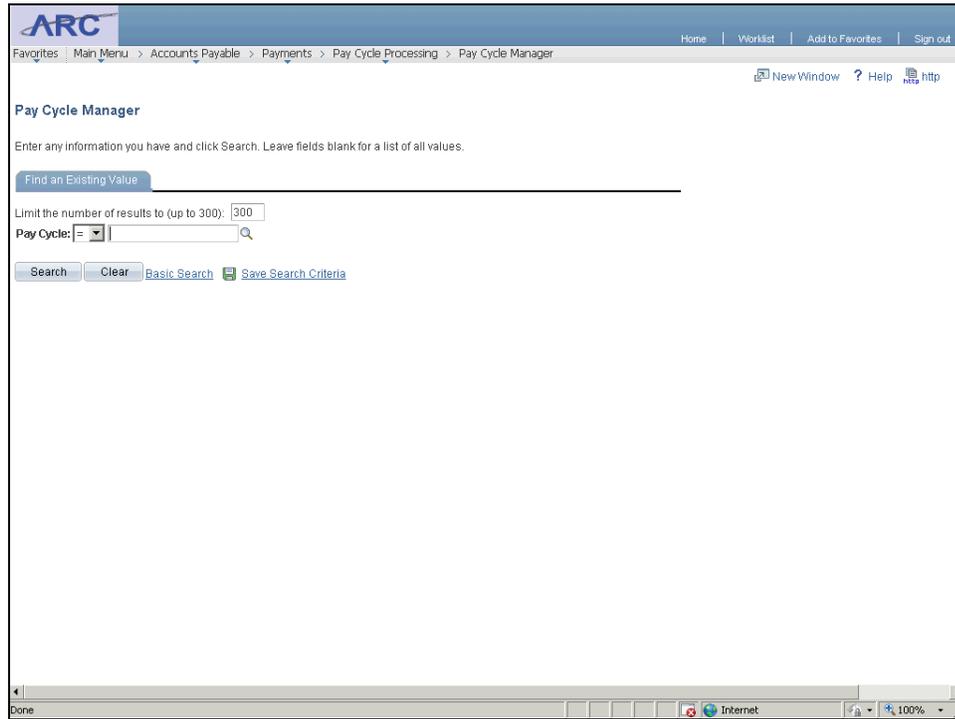
Step	Action
60.	Search for the appropriate Pay Cycle by entering the Pay Cycle ID into the **Pay Cycle** field. Enter "**051612**".
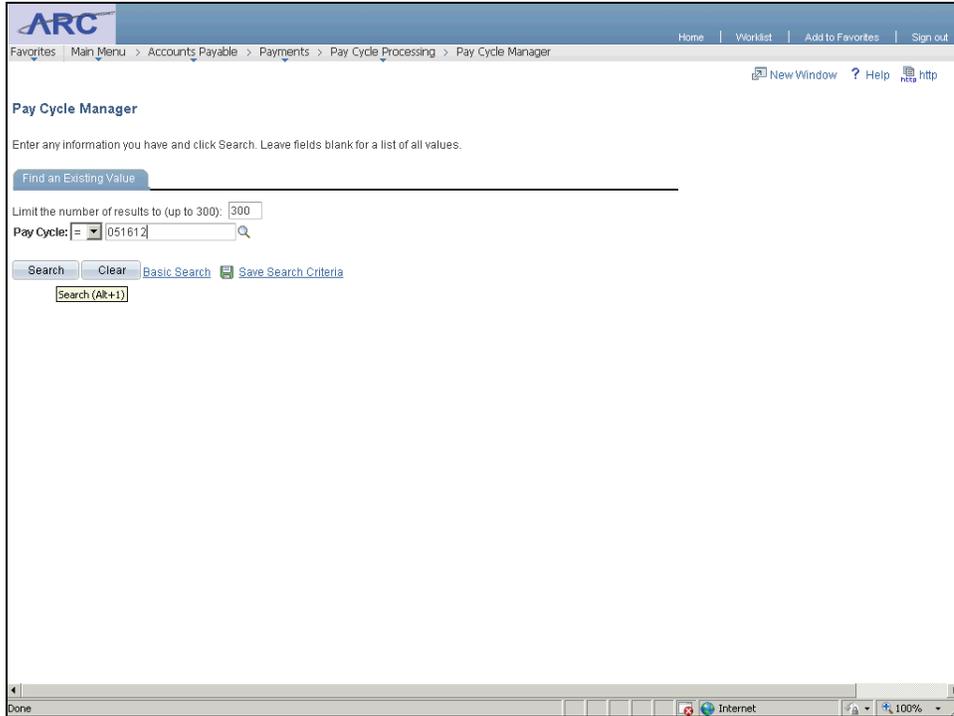
Step	Action
61.	Click the **Search** button.
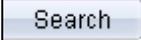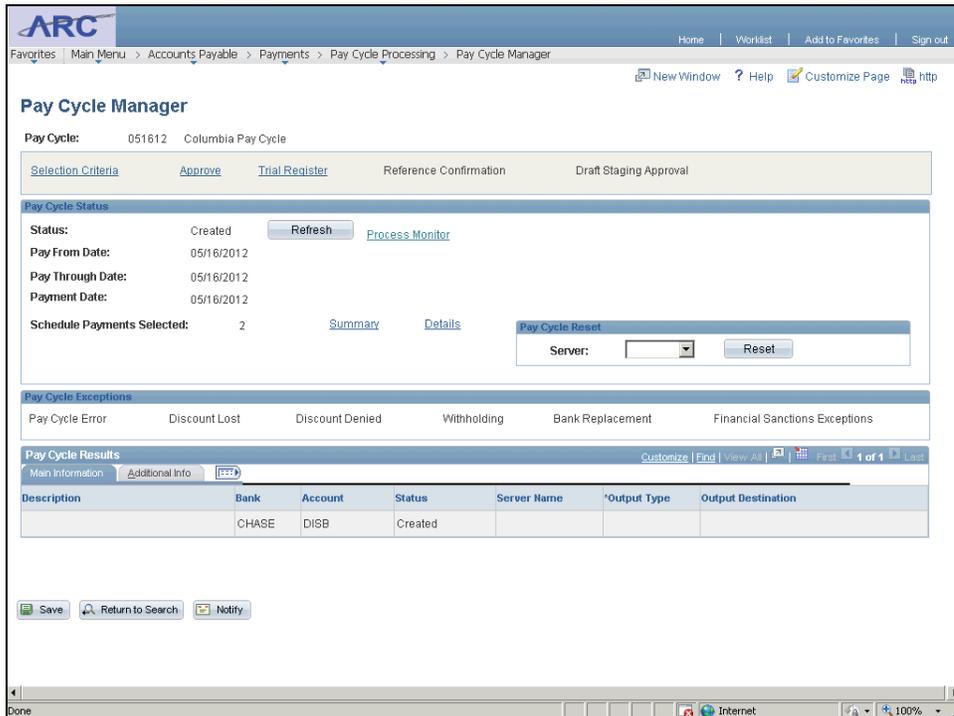
Step	Action
62.	Click the **Trial Register** link to run the Trial Register report and see what vouchers are being paid. The Trial Register can only be reviewed after payment selection and payment creation. Once the pay cycle is completed, no data will be produced in the report.
	Trial Register
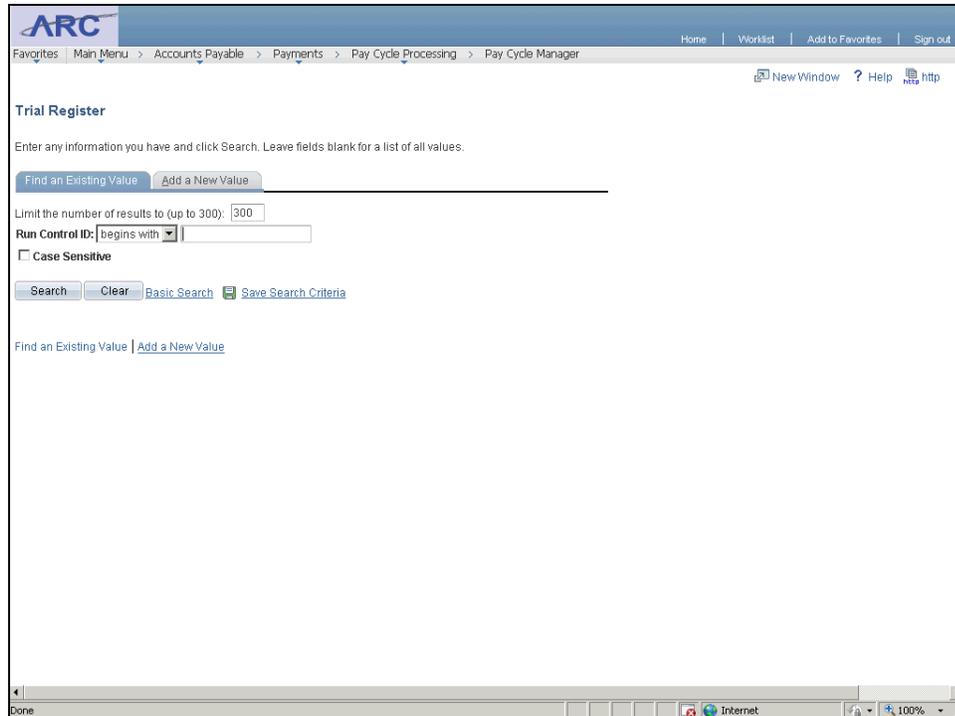
Step	Action
63.	Click the **Add a New Value** tab.
	Add a New Value

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**".
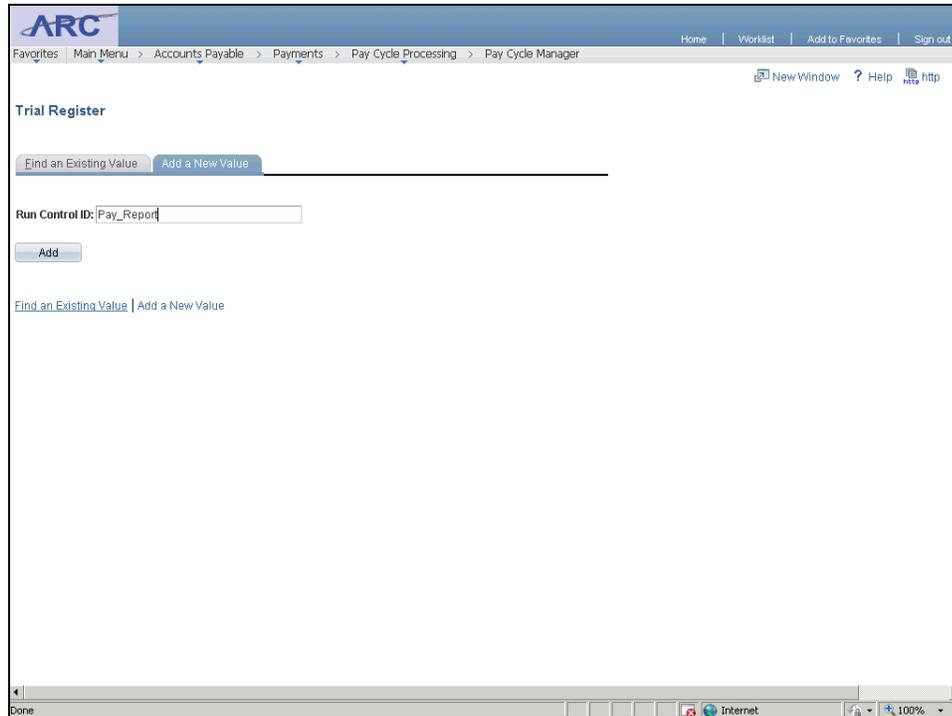
Step	Action
65.	Click the **Add** button.
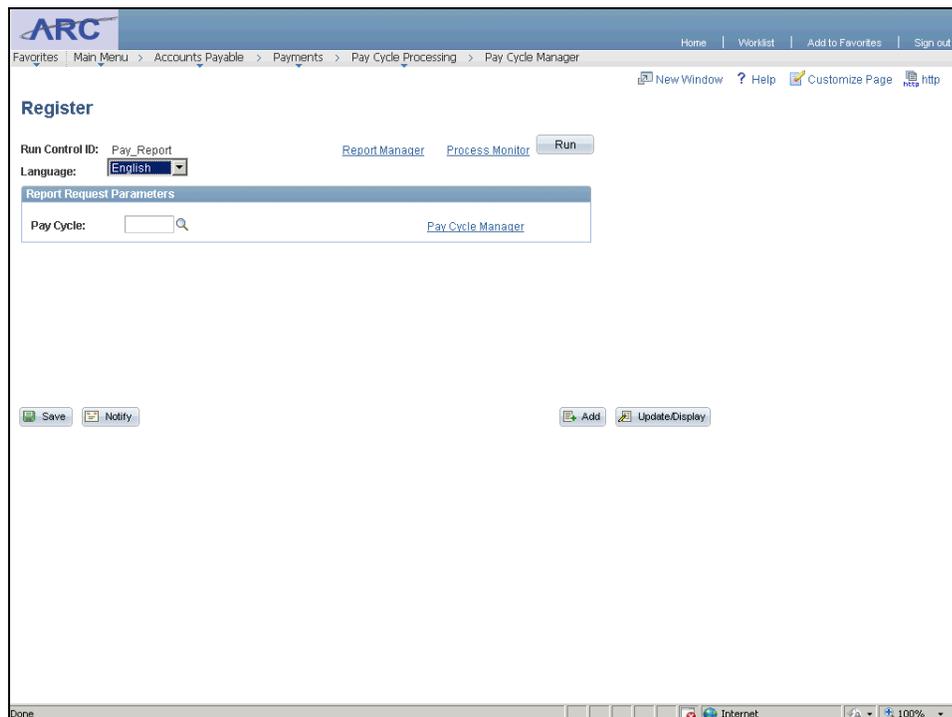
Step	Action
66.	Click in the **Pay Cycle** field.
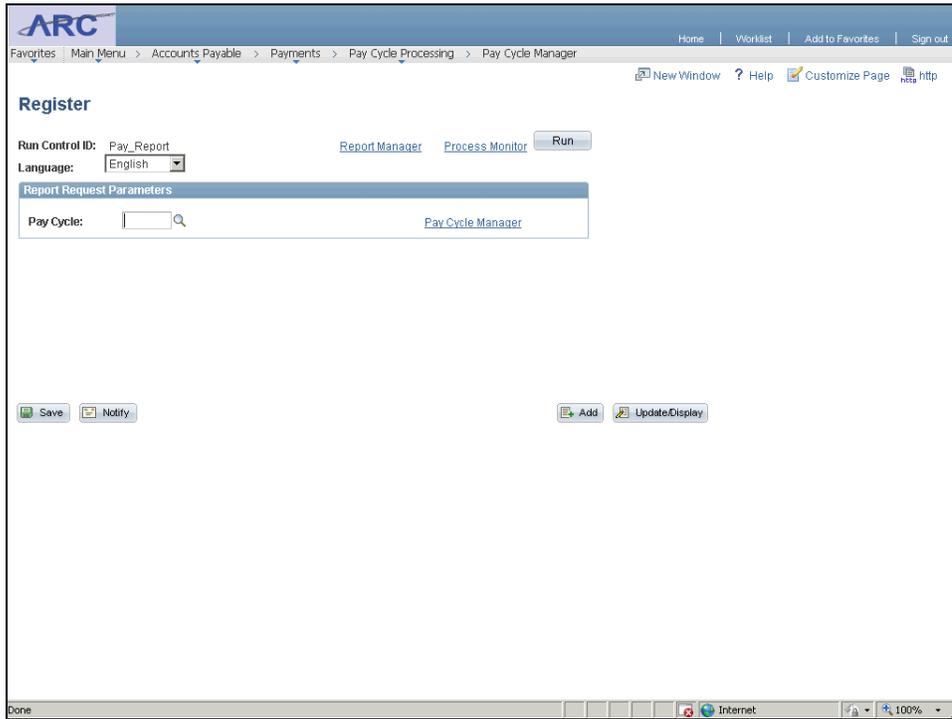
Step	Action
67.	Enter the Pay Cycle for which you want to run the report. Enter the desired information into the **Pay Cycle** field. Enter "**051612**".
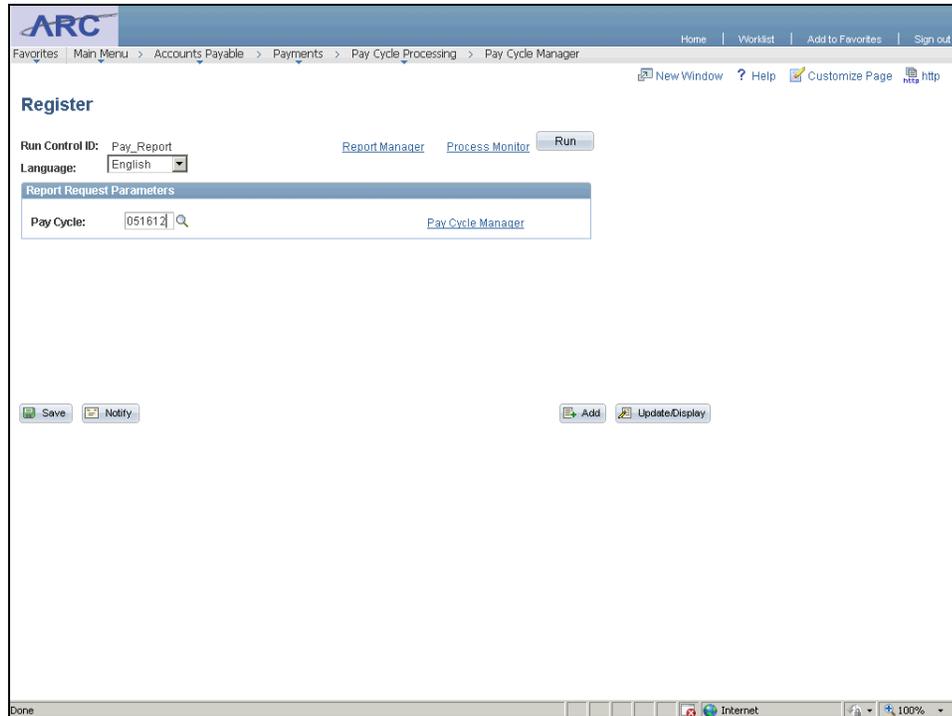
Step	Action
68.	Click the **Run** button.
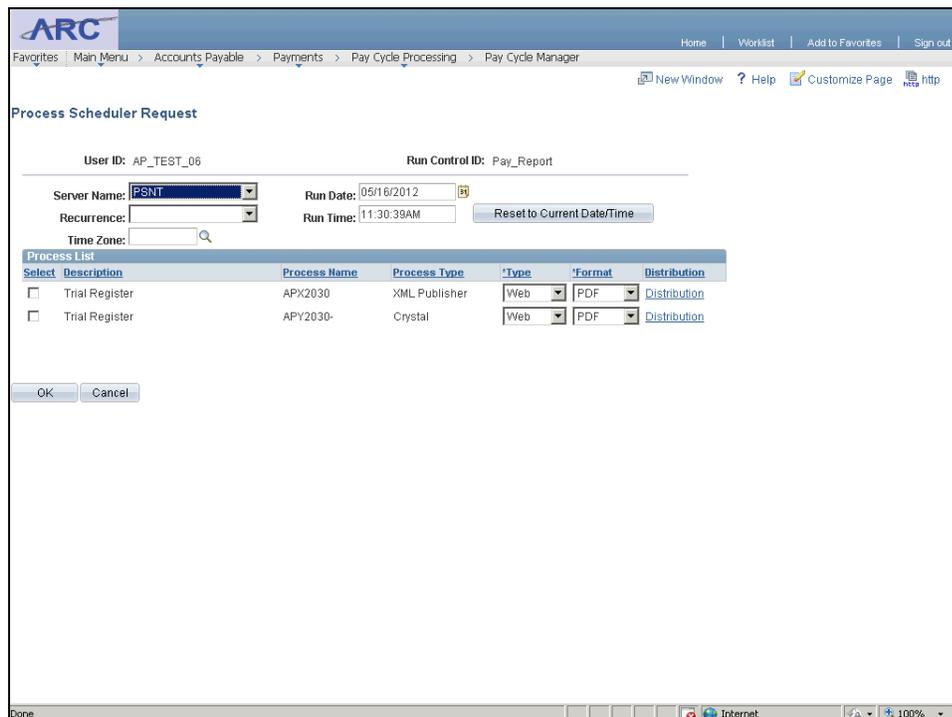
Step	Action
69.	Select the appropriate Server Name by clicking on the **Server Name Menu.**
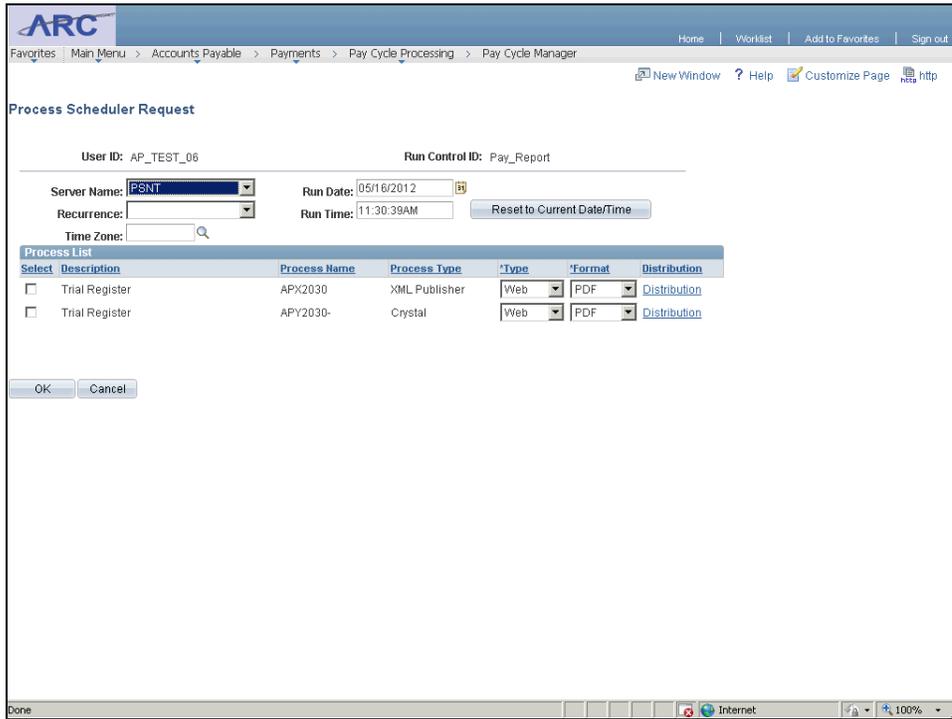
Step	Action
70.	Click the **Select** option next to the "Crystal" process type option.
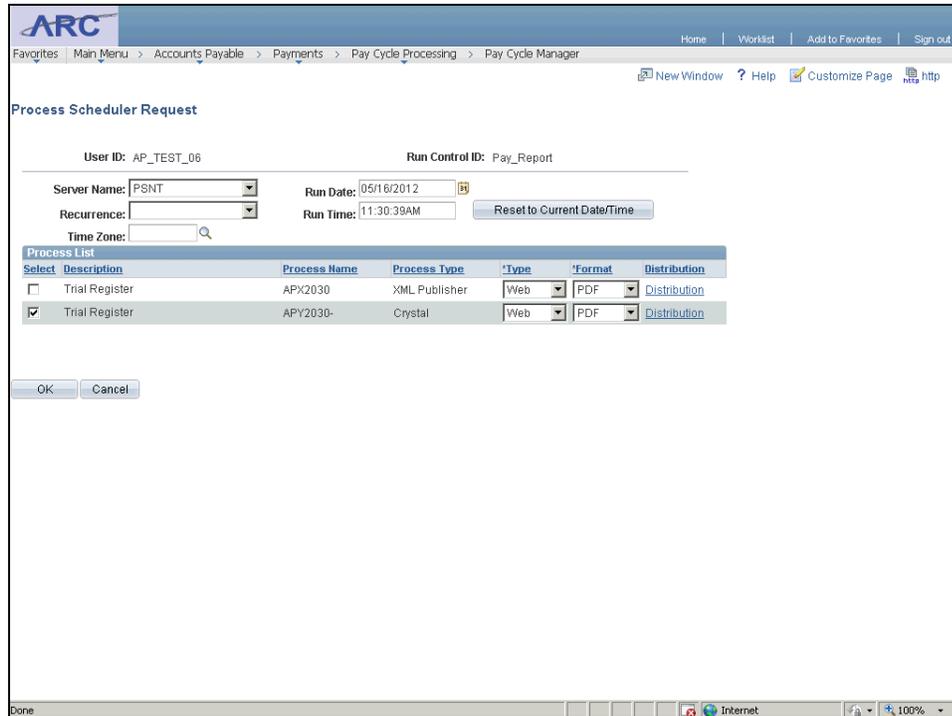
Step	Action
71.	Click the **OK** button.
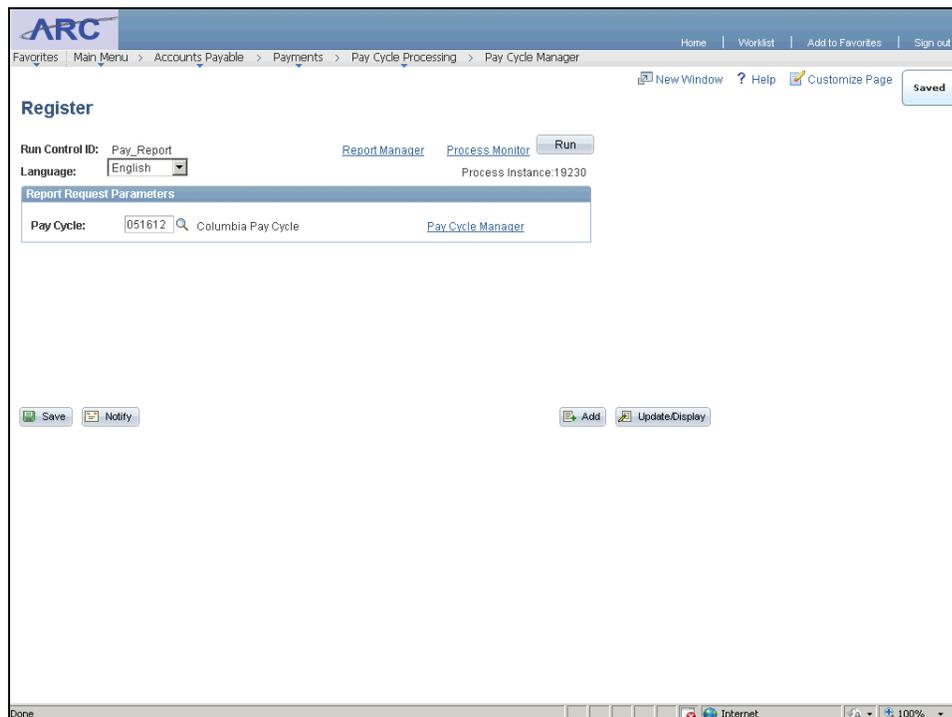
Step	Action
72.	Click the **Process Monitor** link.
	Process Monitor

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

Step	Action
74.	Click the **Details** link.

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

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.
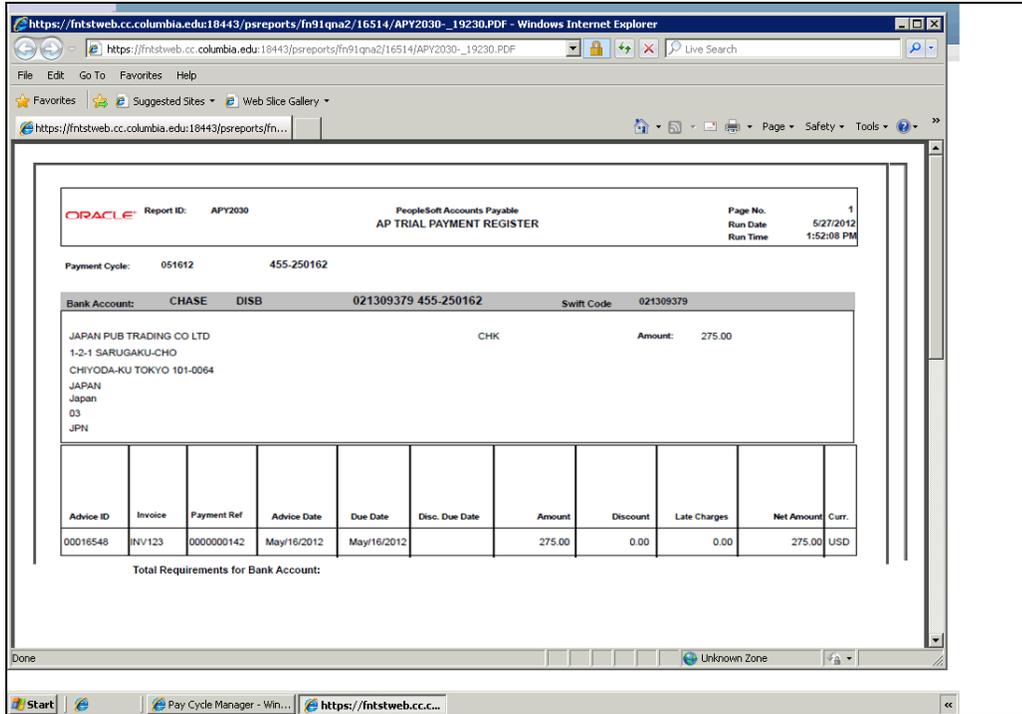
Step	Action
77.	The report will open in a separate window for your to analyze/print. Then close out of the report to navigate back to ARC.
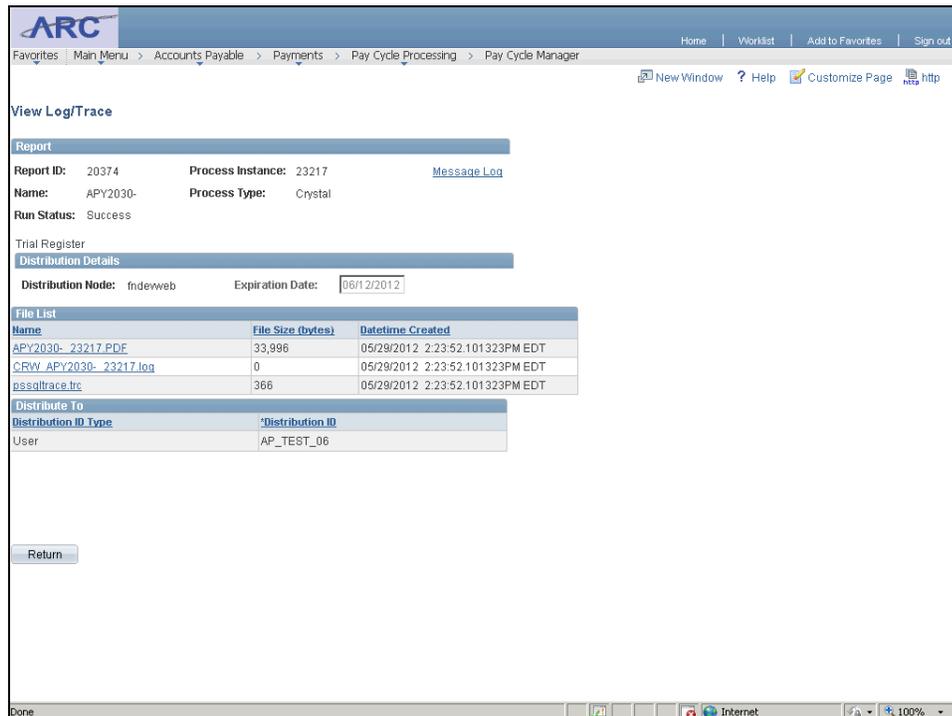
Step	Action
78.	You will now approve the Pay Cycle by navigating back to the Pay Cycle Manager. Click the **Pay Cycle Processing** button. Pay Cycle Processing
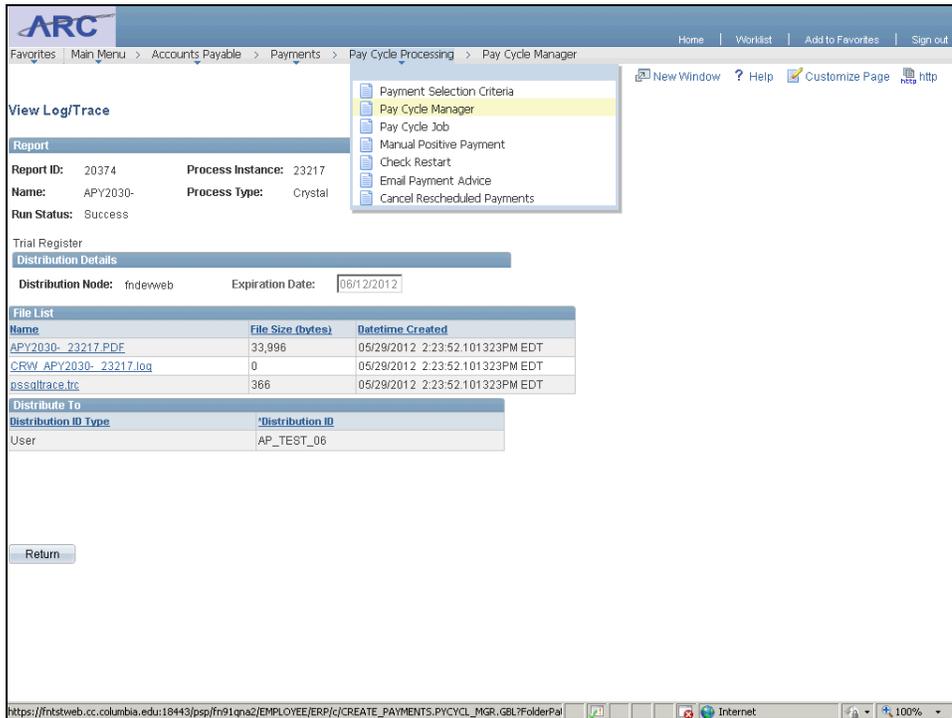
Step	Action
79.	Click the **Pay Cycle Manager** menu. Pay Cycle Manager
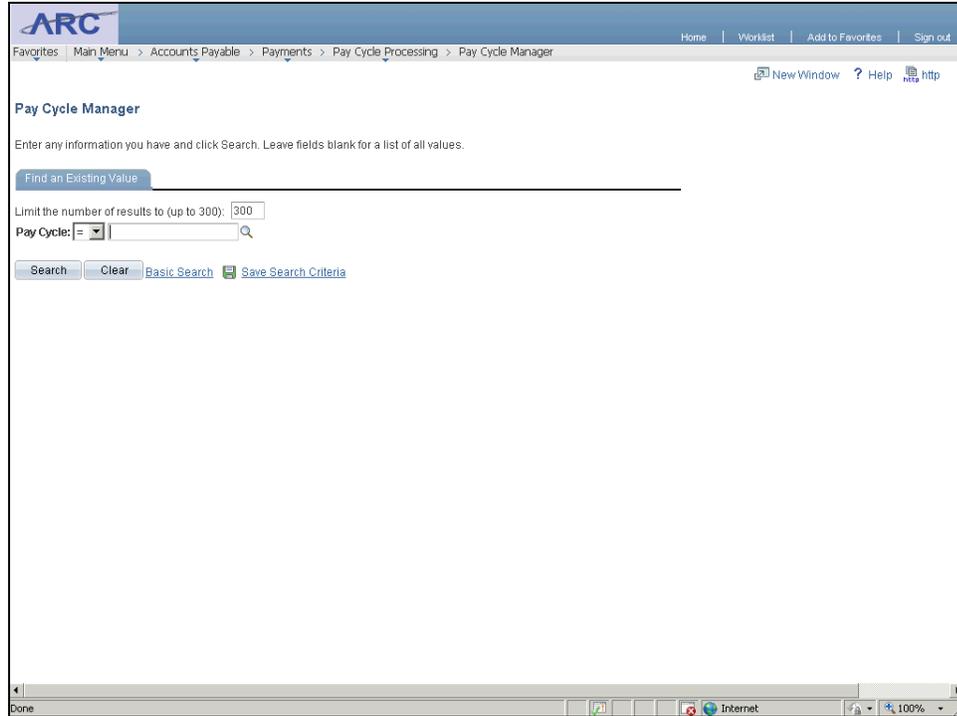
Step	Action
80.	Click in the **Pay Cycle** field.
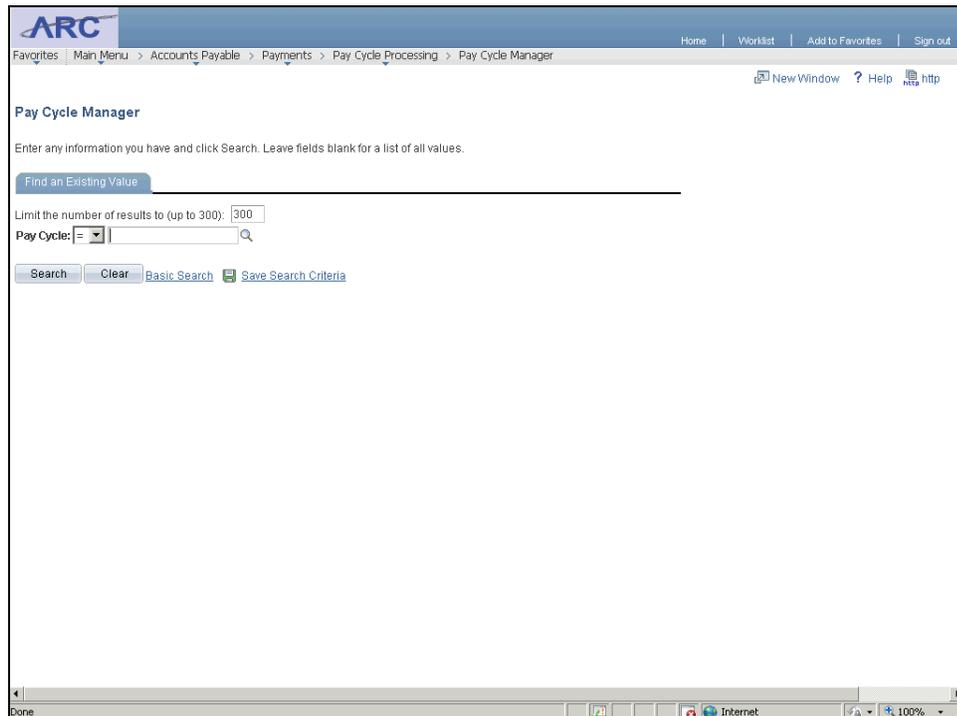
Step	Action
81.	Enter the desired information into the **Pay Cycle** field. Enter "**051612**".
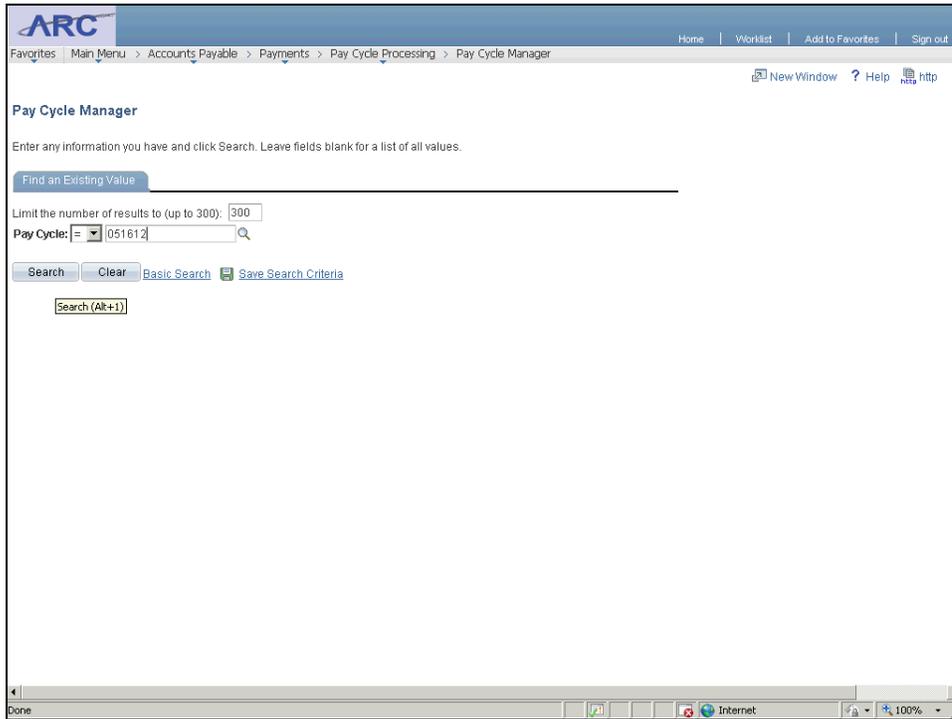
Step	Action
82.	Click the **Search** button.

Step	Action
83.	Click the **Approve** link.

Step	Action
84.	Click the **Approve** button to approve the Pay Cycle. Approve
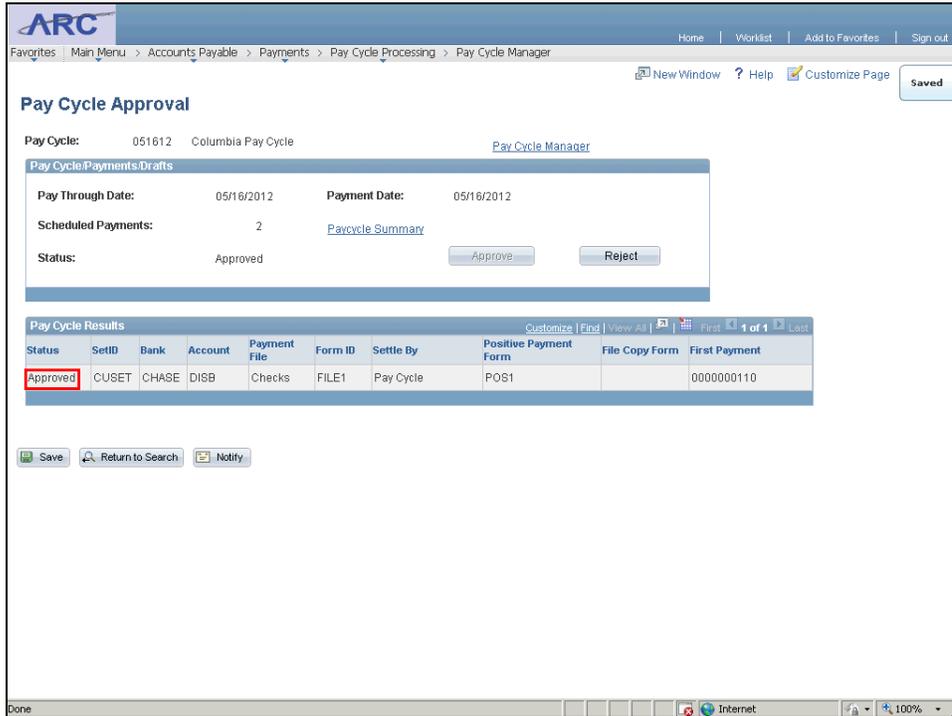
Step	Action
85.	See that the Status has been changed to "Approved".

Step	Action
86.	Click the **Pay Cycle Manager** link.

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

Step	Action
88.	Click the **Process Monitor** link.

Step	Action
89.	Click the **Refresh** button until the Run Status is "Success" and the Distribution Status is "Posted". ![Refresh]

Step	Action
90.	Click the button of the scrollbar.

Step	Action
91.	Click the **Go back to Pay Cycle Manager** link. Go back to Pay Cycle Manager
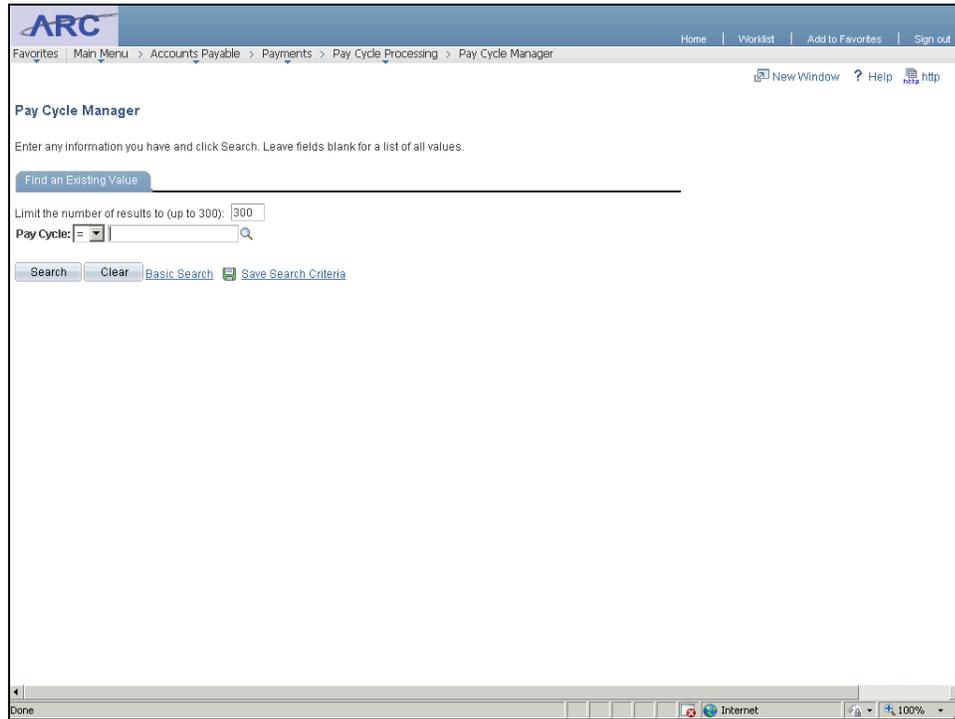
Step	Action
92.	Click in the **Pay Cycle** field.
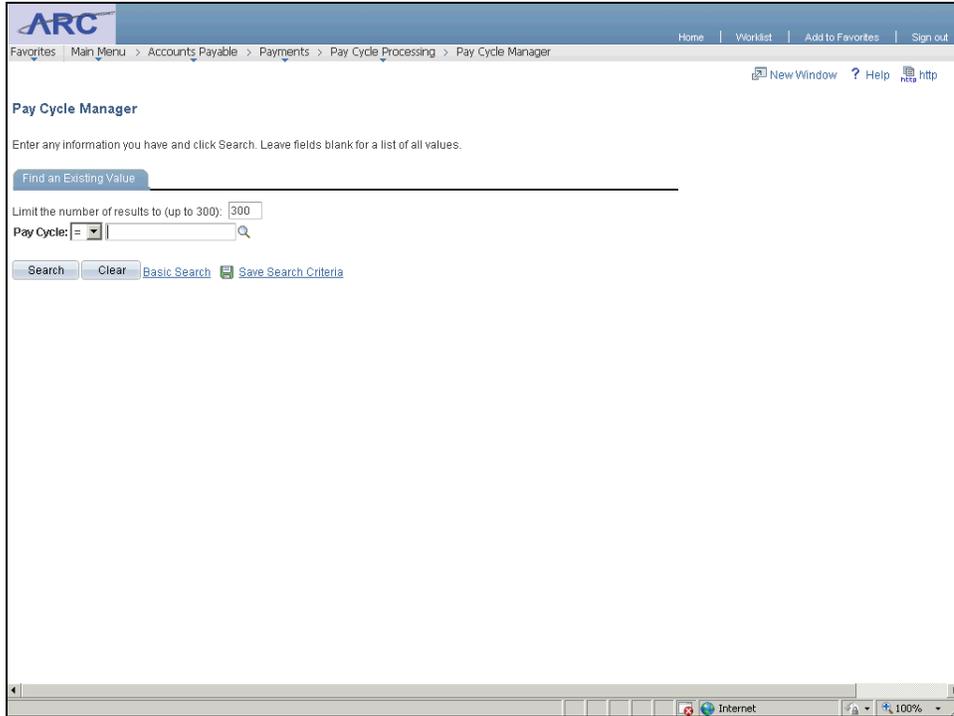
Step	Action
93.	Search for the appropriate Pay Cycle using the Pay Cycle ID in the **Pay Cycle** field. Enter "**051612**".
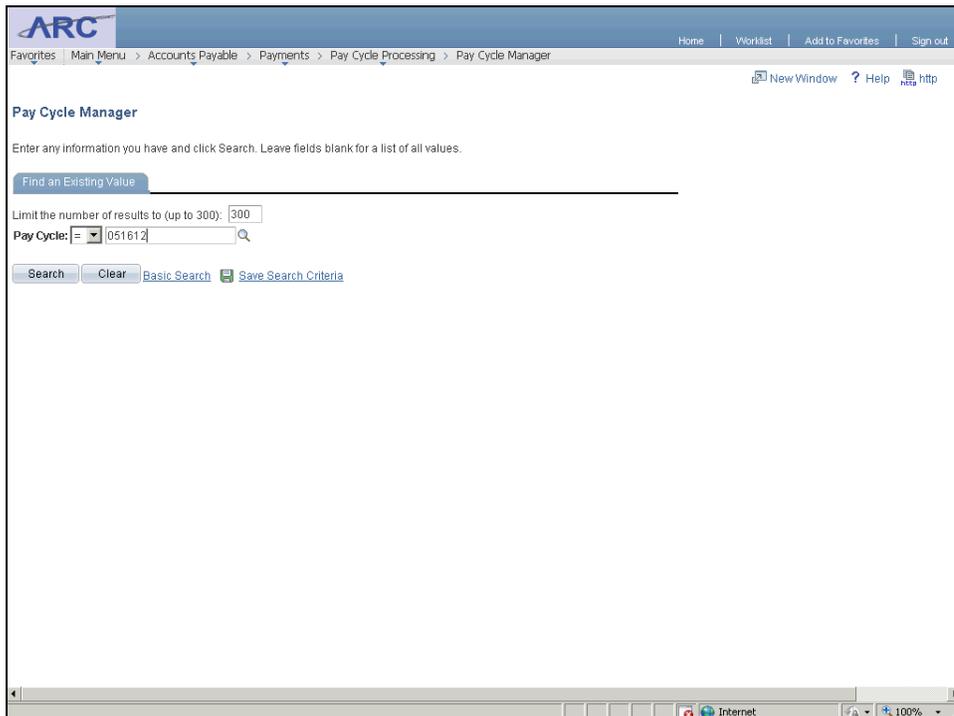
Step	Action
94.	Click the **Search** button.
	Search

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

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

Step	Action
97.	Click the **Refresh** button until the Run Status is "Success" and the Distribution Status is "Posted". Refresh
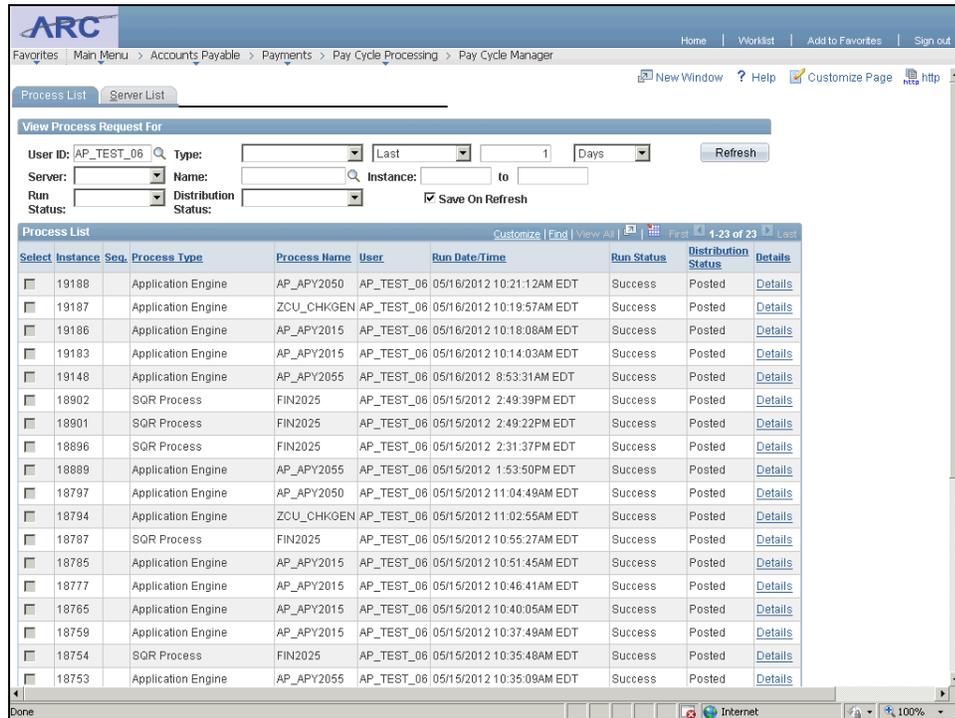
Step	Action
98.	Click the button of the scrollbar.

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

Step	Action
100.	Enter the desired information into the **Pay Cycle** field. Enter "**051612**".
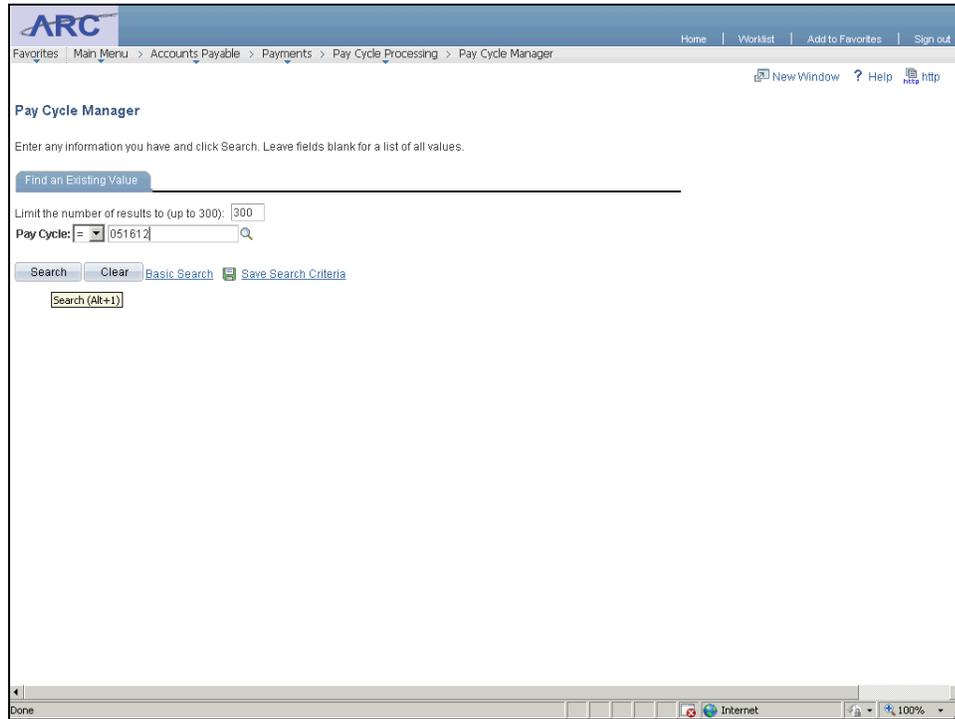
Step	Action
101.	Click the **Search** button.

Step	Action
102.	Click the **Process** button to produce the Positive Payment File.

Step	Action
103.	Click the **Process Monitor** link.

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

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

Step	Action
106.	Enter the desired information into the **Pay Cycle** field. Enter "**051612**".
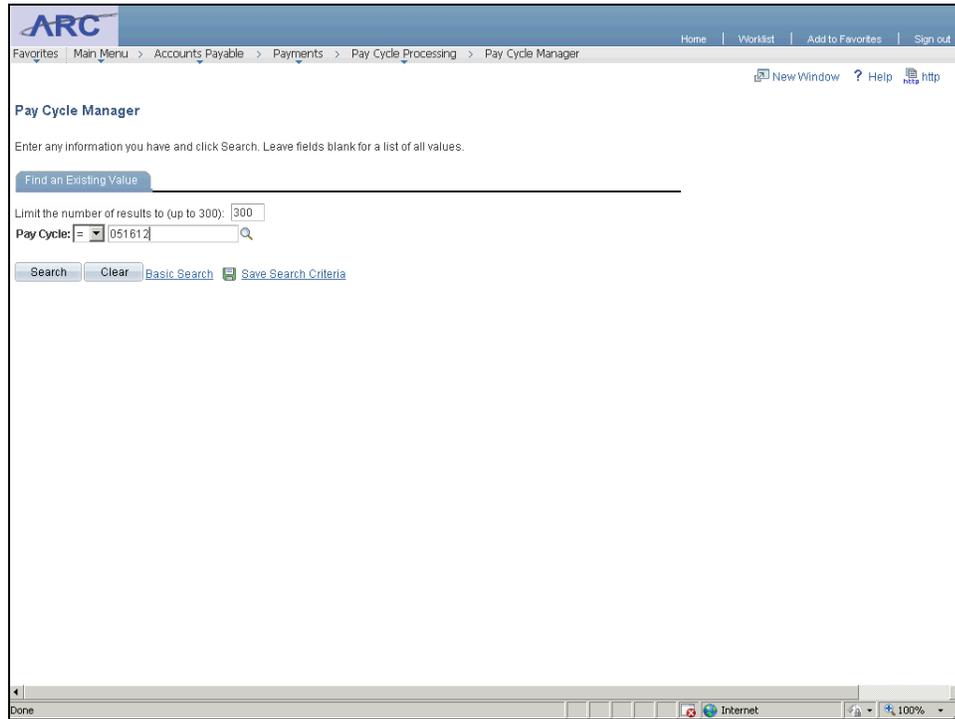
Step	Action
107.	Click the **Search** button.

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

Step	Action
109.	Click the **Payments** button. Accounts Payable
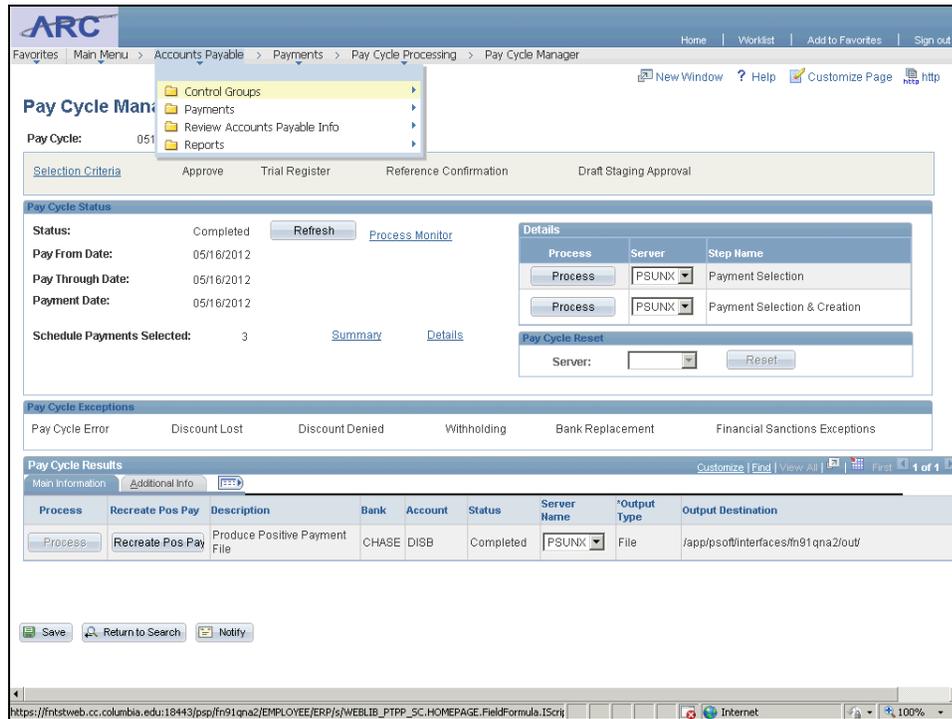
Step	Action
110.	Click the **Review Accounts Payable Info** menu. Review Accounts Payable Info

Step	Action
111.	Click the **Payments** menu.

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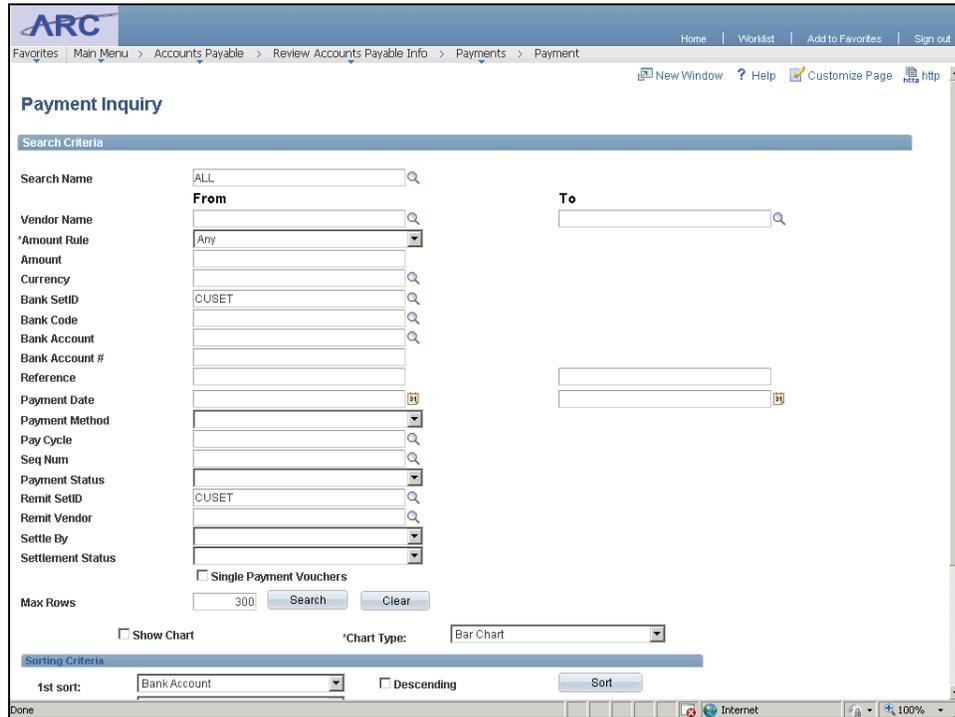
Step	Action
113.	You can filter by a variety of fields. In this example, we'll filter by Bank Account, Bank Code, Pay Cycle, and Payment Date. Enter the desired information into the **Bank Code** field. Enter "**CHASE**".

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

Step	Action
115.	Click in the **Pay Cycle** field.
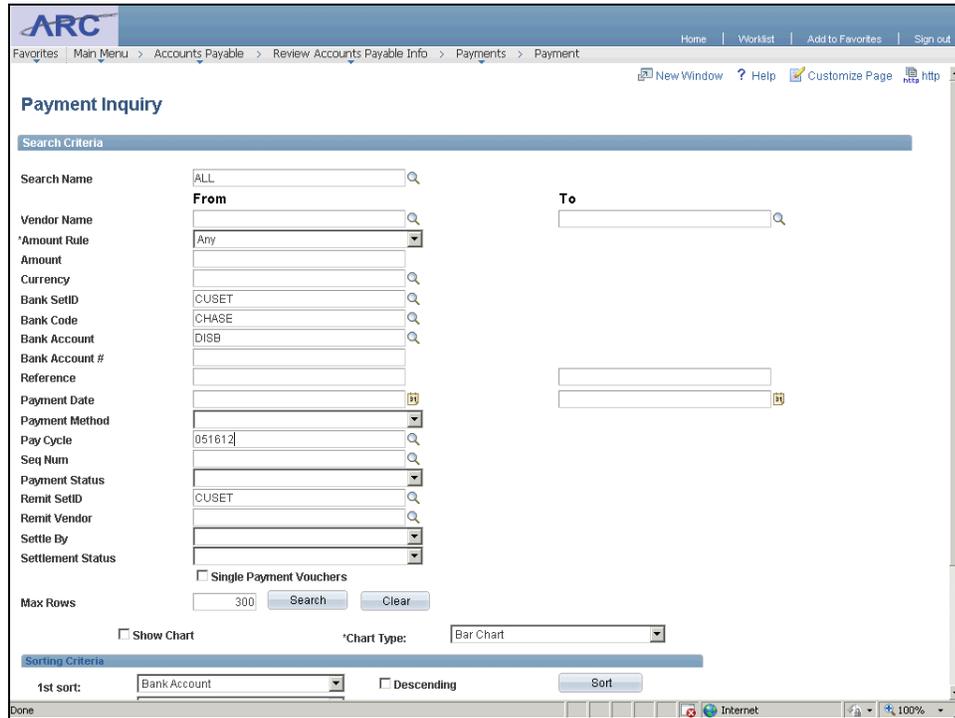
Step	Action
116.	Enter the desired information into the **Pay Cycle** field. Enter "**051612**".

Step	Action
117.	Click in the **Payment Date** field.

Step	Action
118.	Enter the desired information into the **Payment Date** field. Enter "**05/16/2012**".
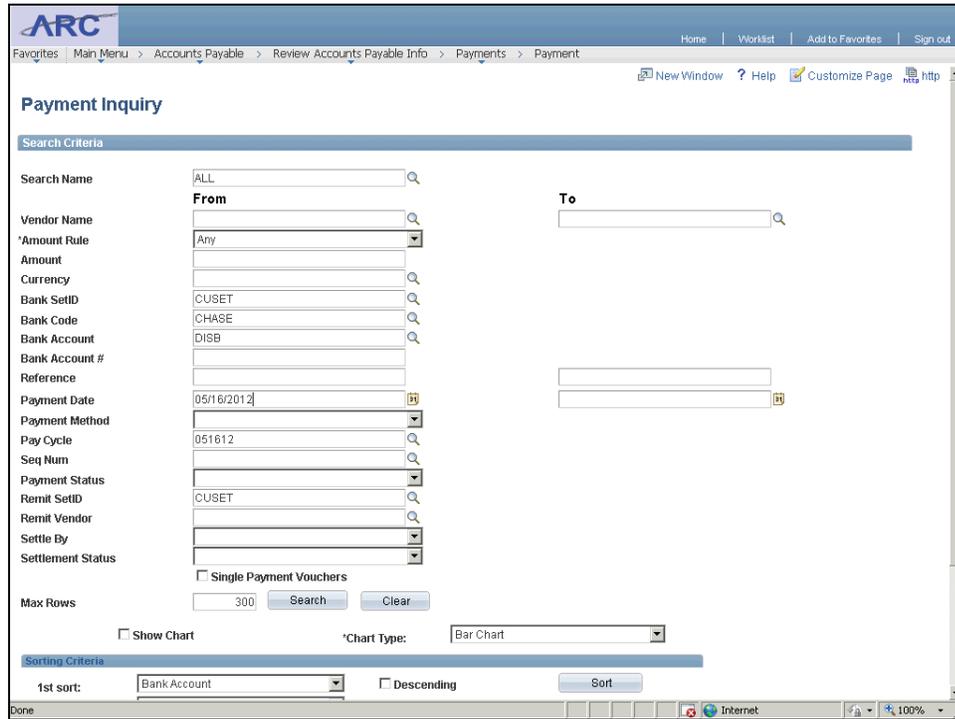
Step	Action
119.	Click the button of the scrollbar.

Step	Action
120.	Click the **Search** button.
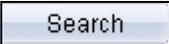
Step	Action
121.	Click the button of the scrollbar.

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

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

Step	Action
124.	You have successfully run a Pay Cycle. You can now select the next topic, *Pay Cycle Reports*. **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.
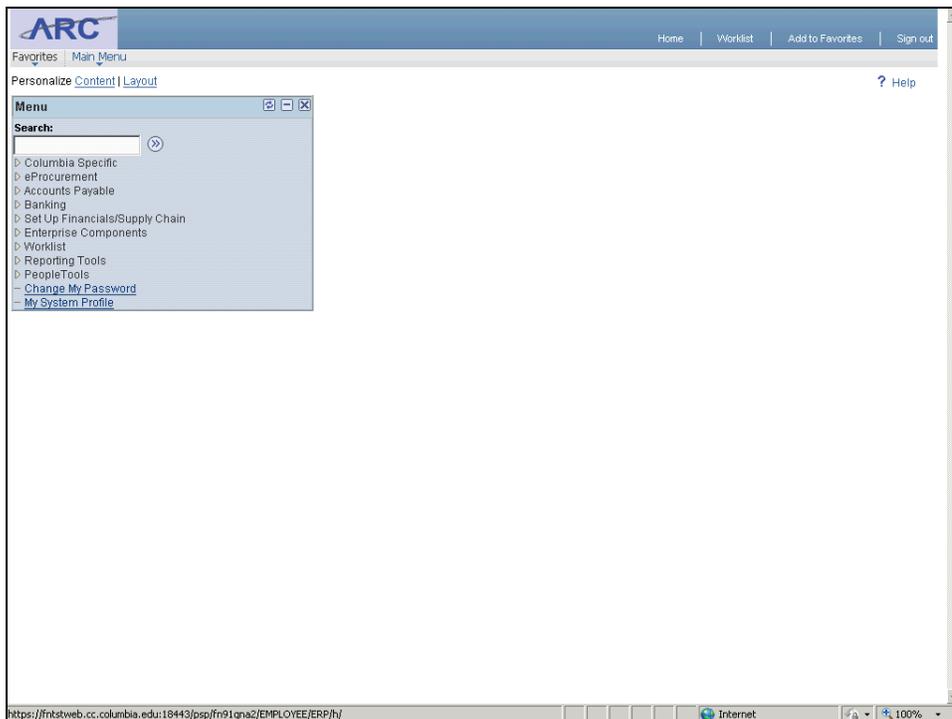
Step	Action
1.	First, we will navigate to the Payment Selection Criteria page. Click the **Accounts Payable** link.

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

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

Step	Action
4.	Click the **Look up Pay Cycle (Alt+5)** button to see the list of available Pay Cycles.
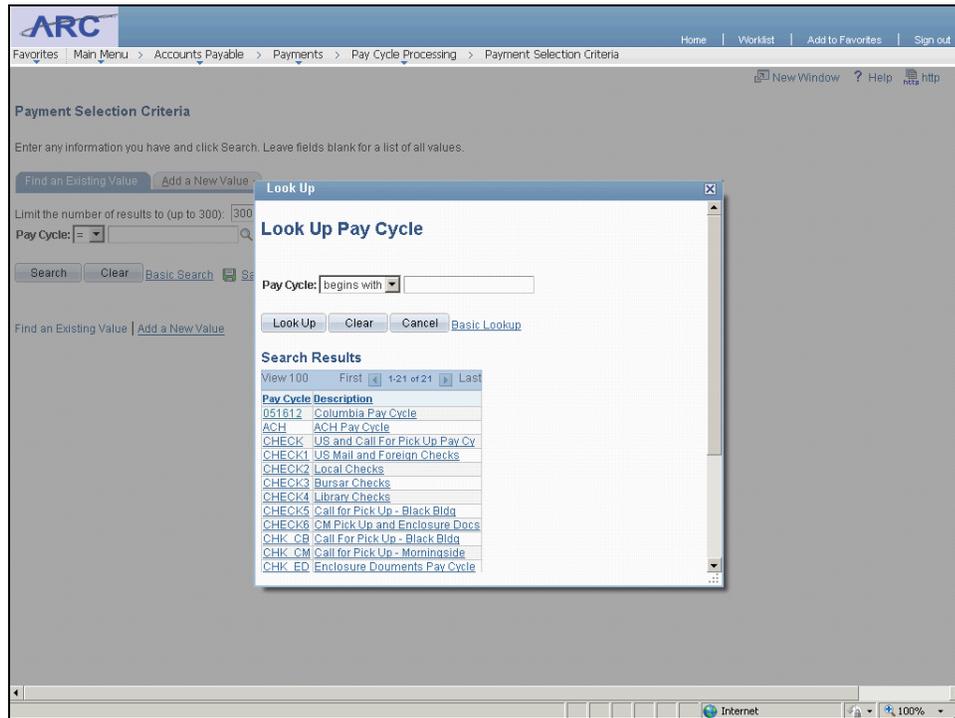
Step	Action
5.	See the list of Pay Cycles (there are a few extra here that will not be in the actual system). Click the **CHECK1** link to select hte US Mail and Foreign Checks Pay Cycle.

Step	Action
6.	Click the **Search** button.

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

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

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.
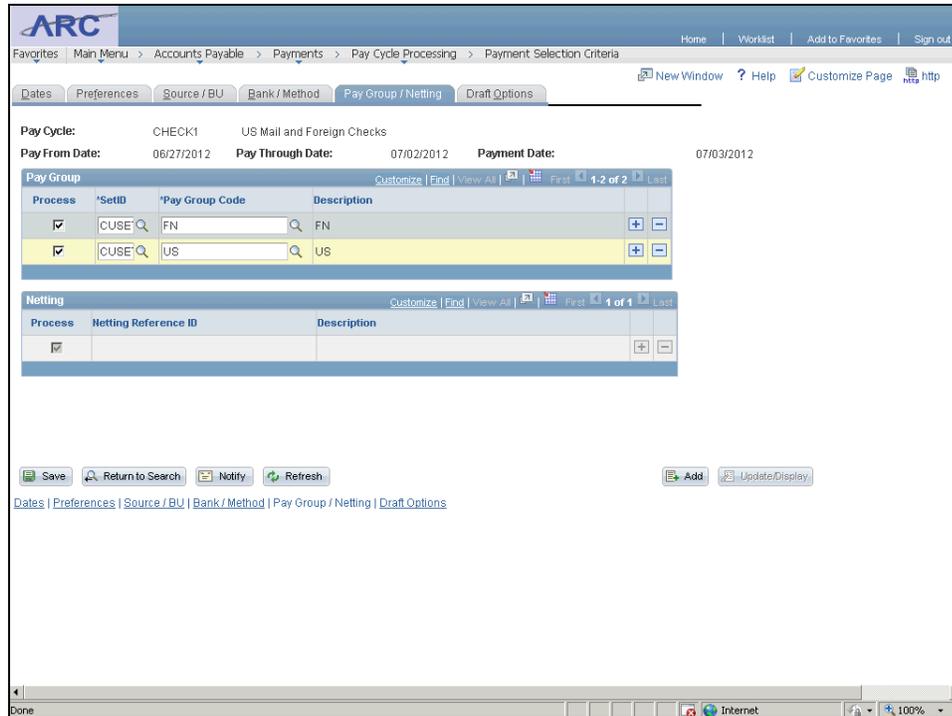
Step	Action
10.	Click the **Bank / Method** tab.
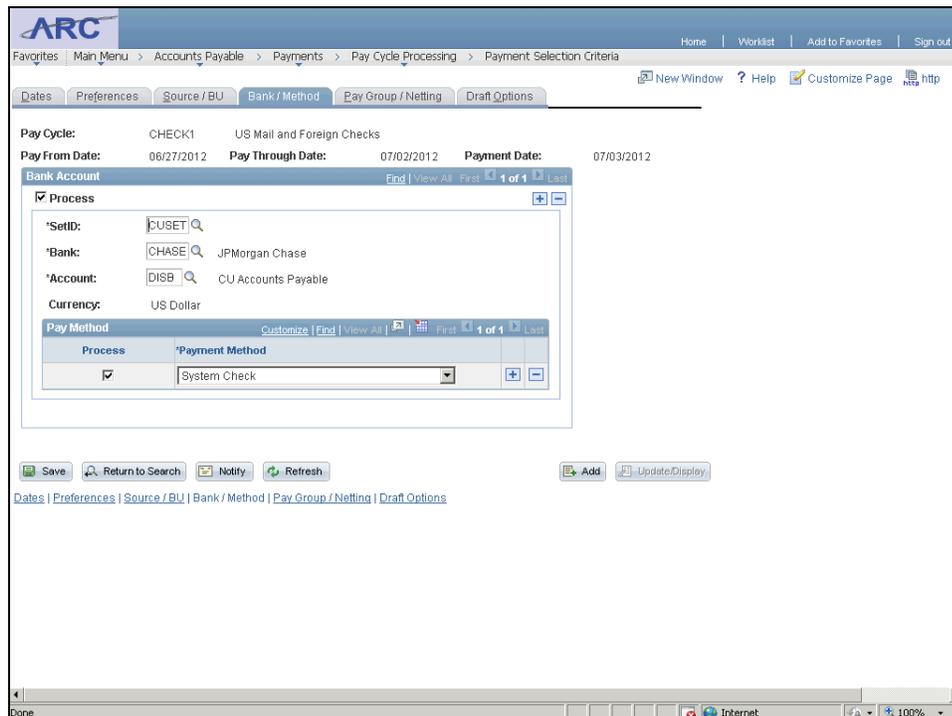
Step	Action
11.	Verify that the Bank/Method Information is correct.
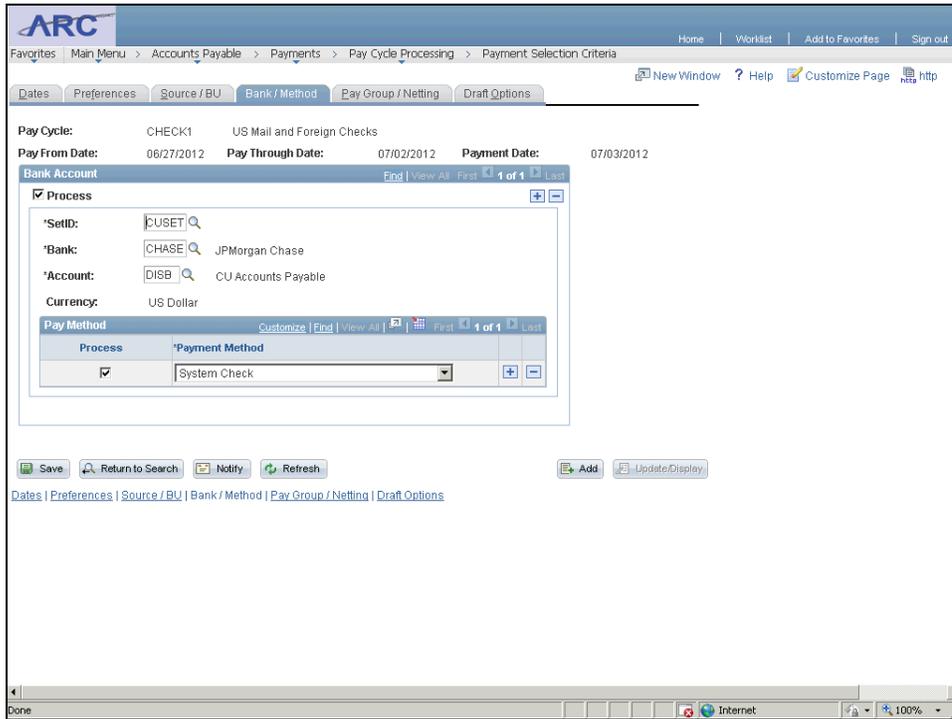
Step	Action
12.	Now, we will look at another Pay Cycle as an example. Click the **Pay Cycle Processing** button.
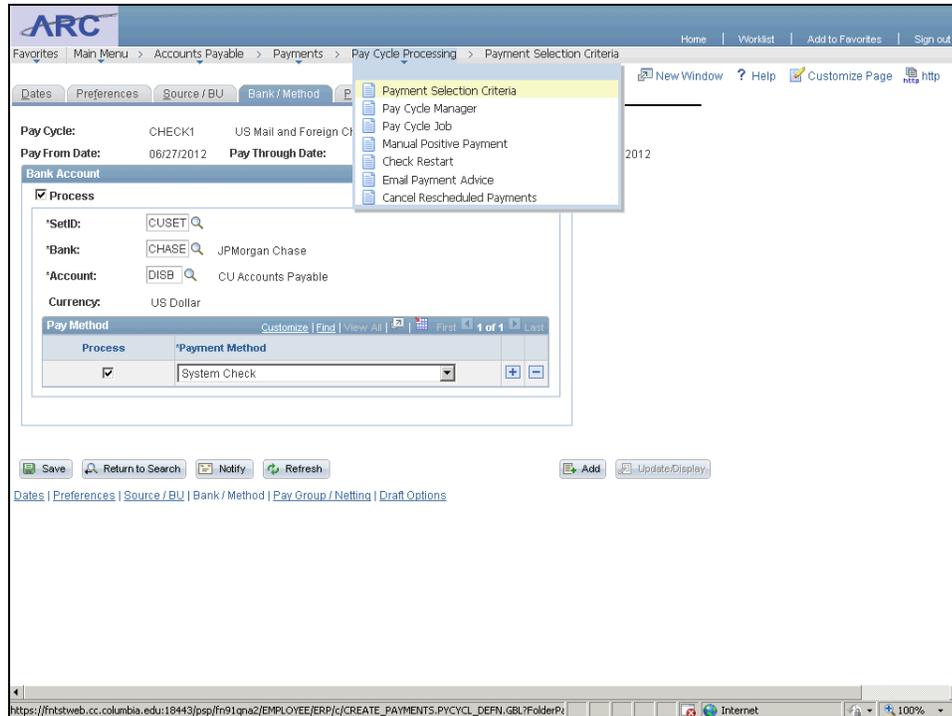
Step	Action
13.	Click the **Payment Selection Criteria** menu.
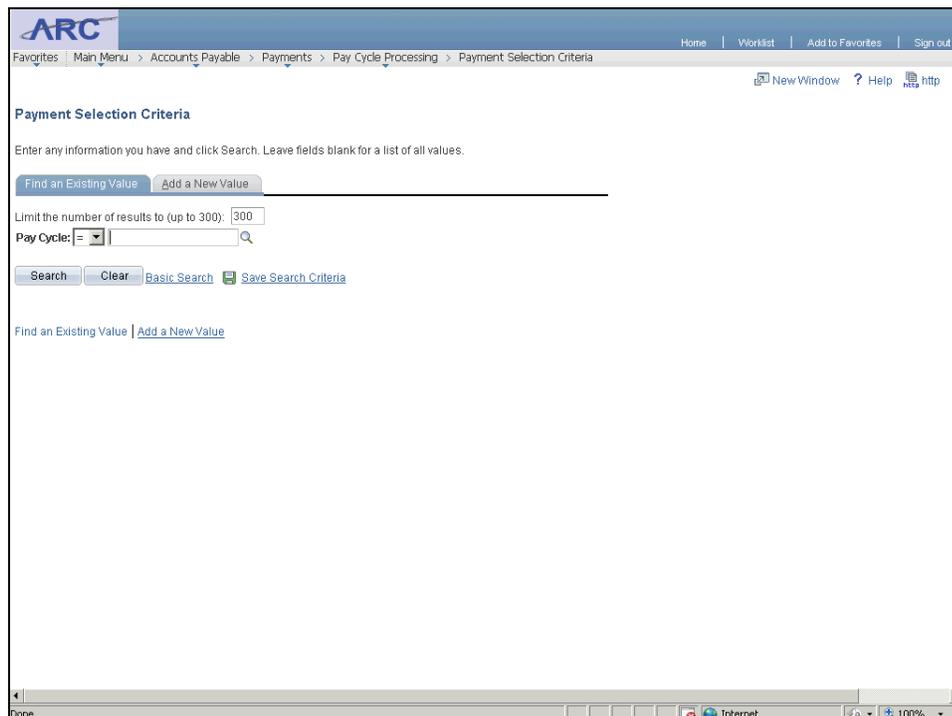
Step	Action
14.	Click the **Look up Pay Cycle (Alt+5)** button.
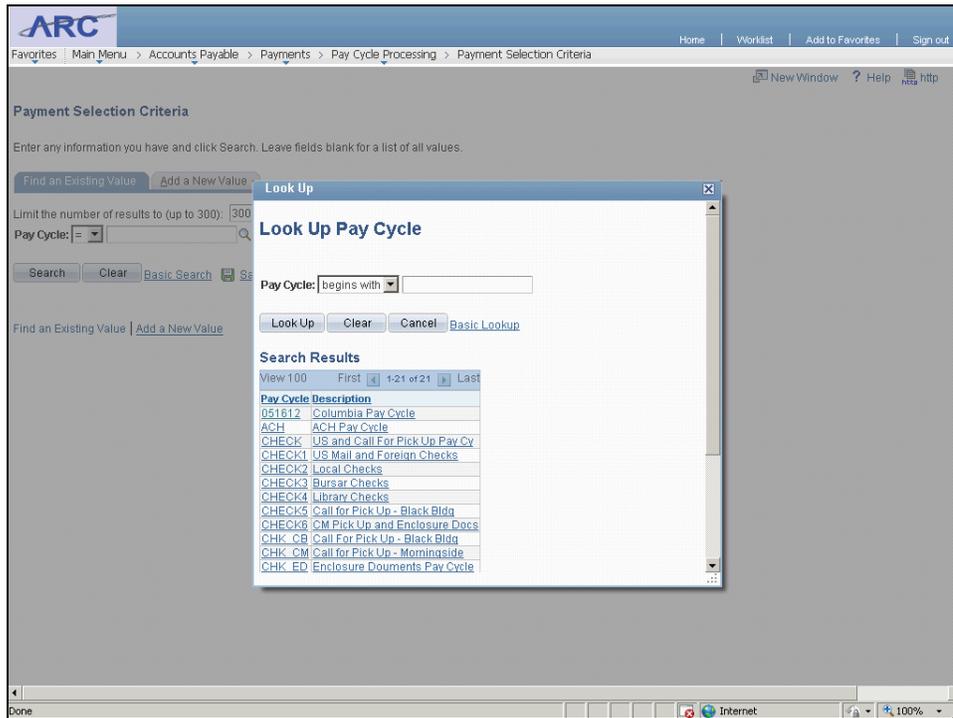
Step	Action
15.	Click the button of the scrollbar.
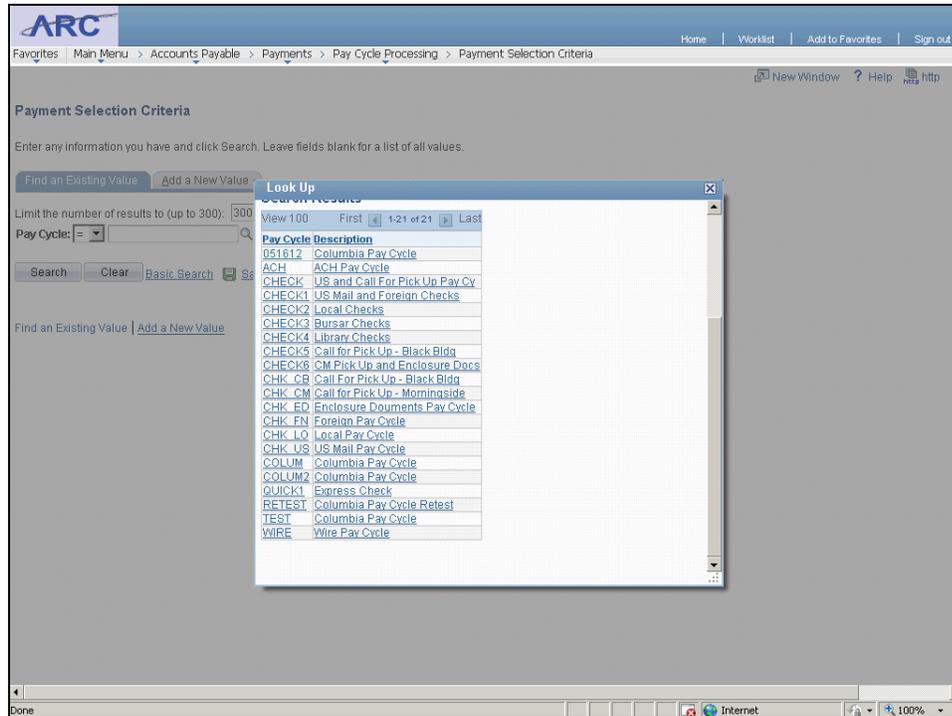
Step	Action
16.	Select the Wire Pay Cycle by clicking the **WIRE** link.
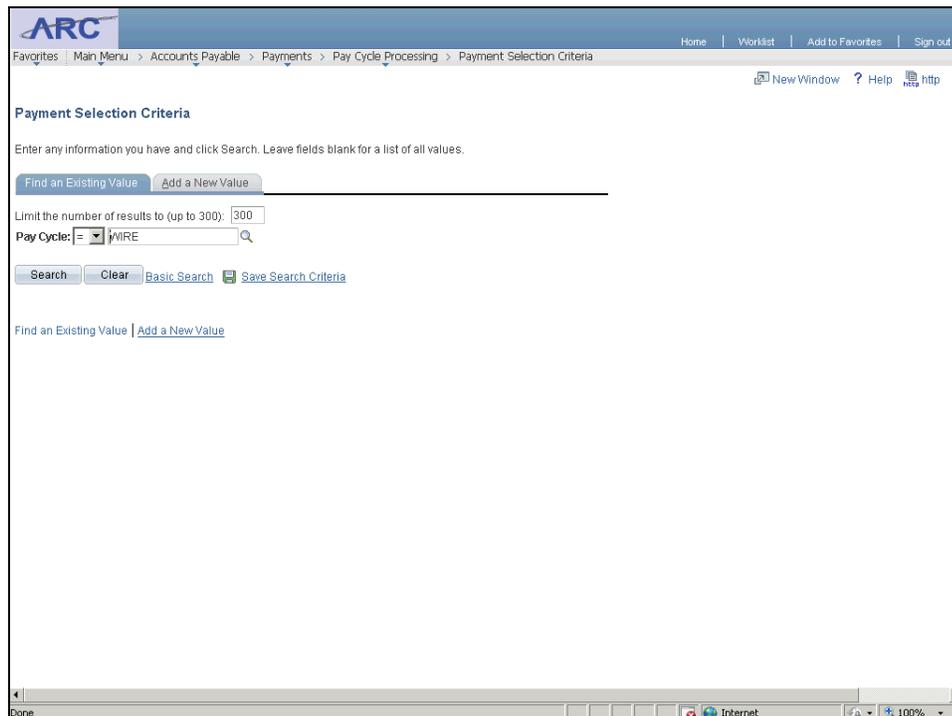
Step	Action
17.	Click the **Search** button.
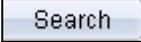
Step	Action
18.	Click the **Pay Group / Netting** tab.
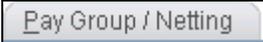
Step	Action
19.	Because this is a Wire Pay Cycle, you will see that there is not a necessary Pay Group Code (unlike the Check Pay Cycles).

Step	Action
20.	Click the **Bank / Method** tab.
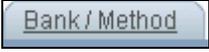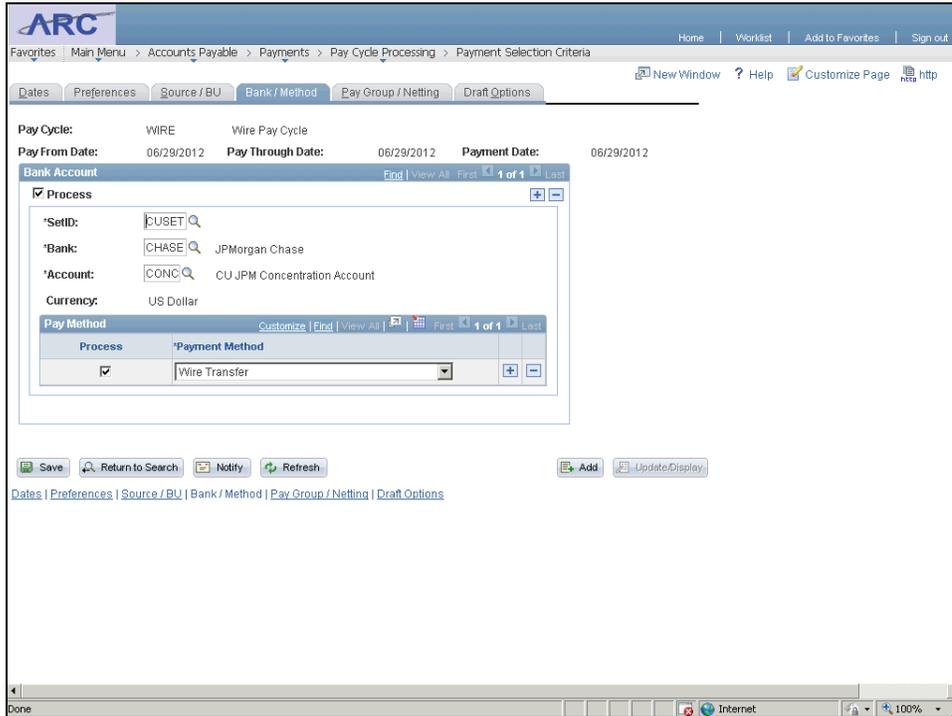
Step	Action
21.	For Wire Pay Cycles, you will need to verify that the Chase Bank is selected and that the Account is the concentration account.
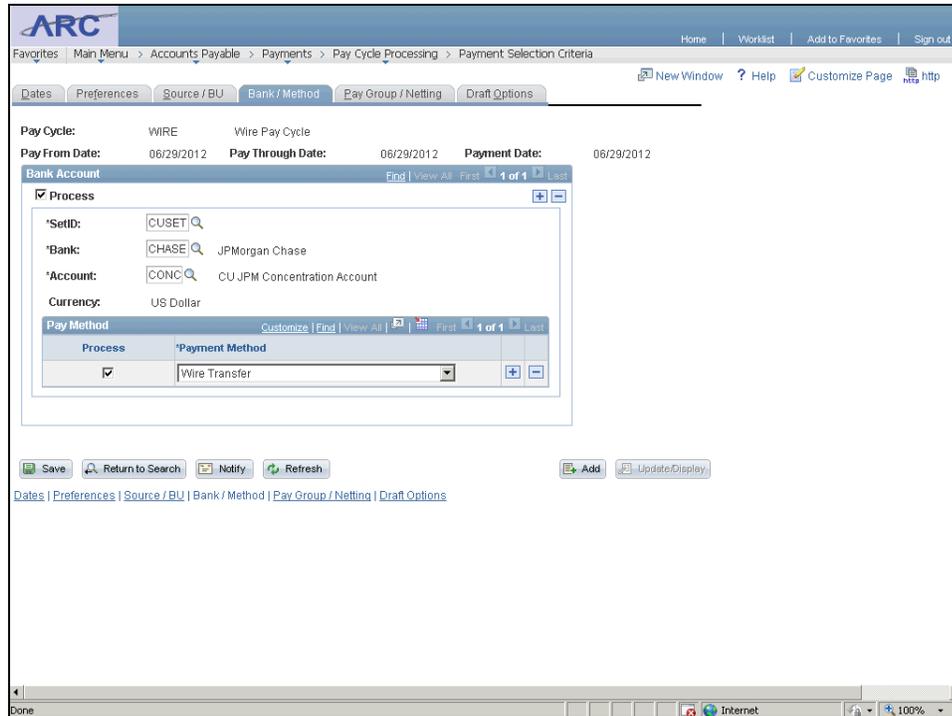
Step	Action
22.	You have successfully looked at the different Pay Cycles and verified Pay Group and Bank/Method information. You can now select the next topic. **End of Procedure.**

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 form 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.
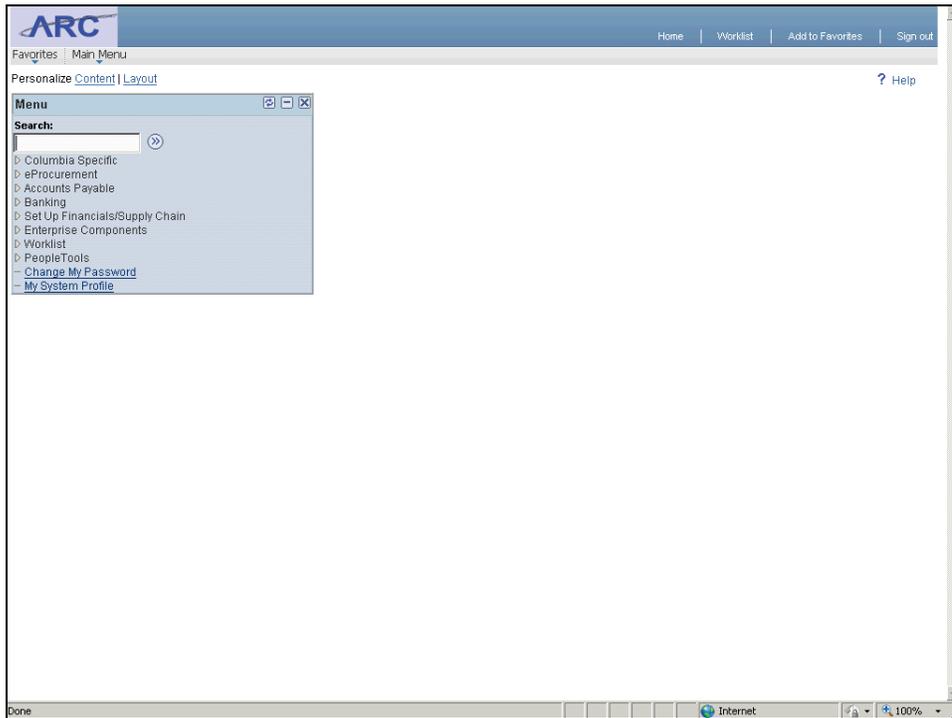
Step	Action
1.	Click the **Accounts Payable** link. ▷ Accounts Payable
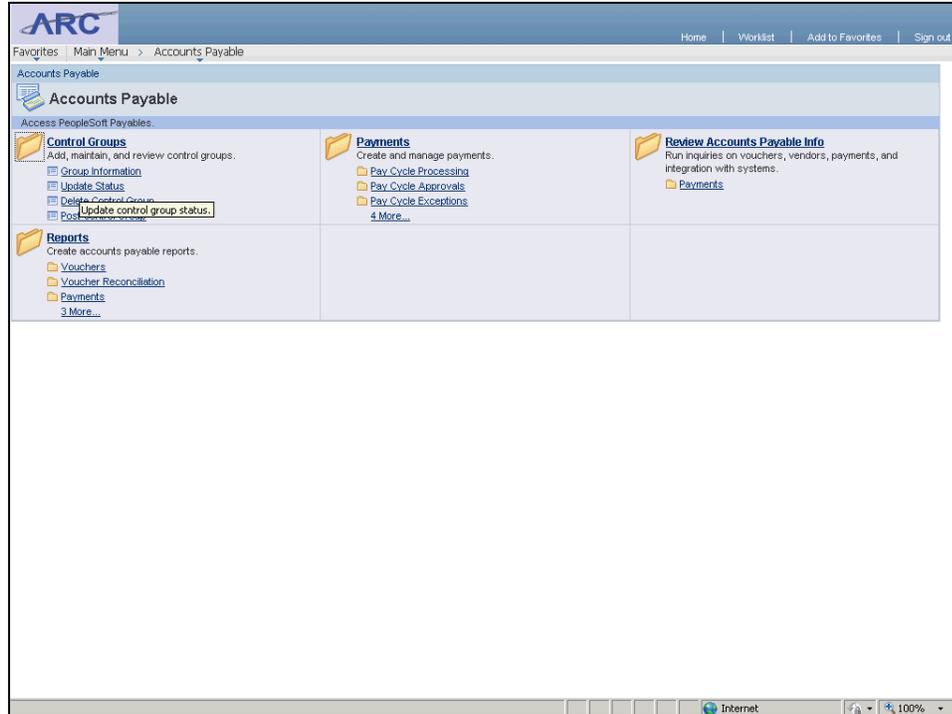
Step	Action
2.	Click the **Payments** link.
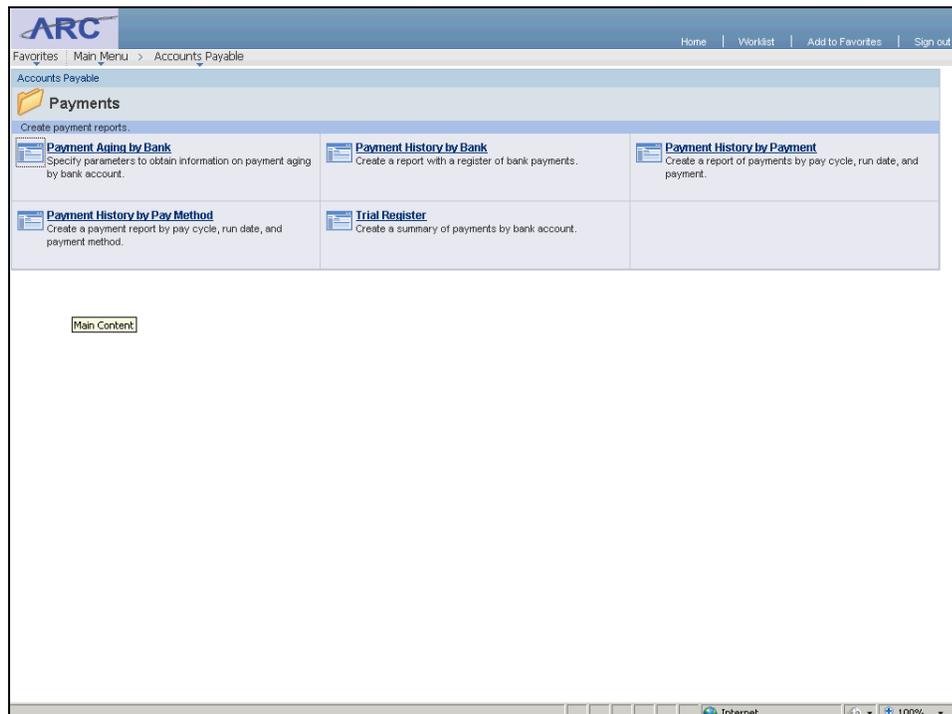
Step	Action
3.	Click the **Payment History by Bank** link. Payment History by Bank
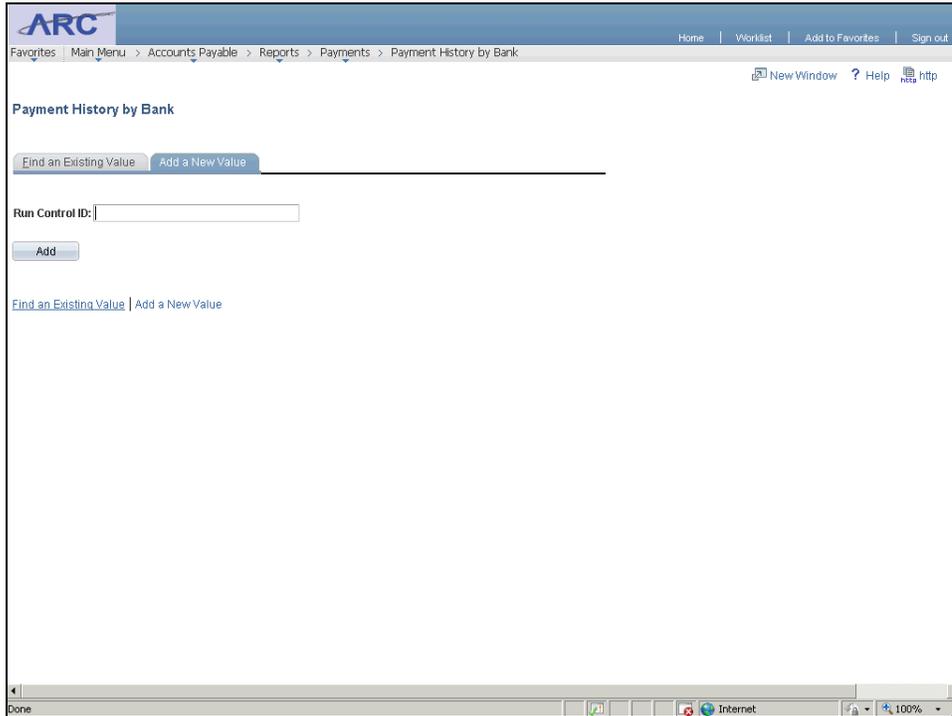
Step	Action
4.	To run this report, you will enter a new Run Control ID. Ensure the "Add a New Value" tab is selected and enter the Run Control ID to help identify the report. Click in the **Run Control ID** field.
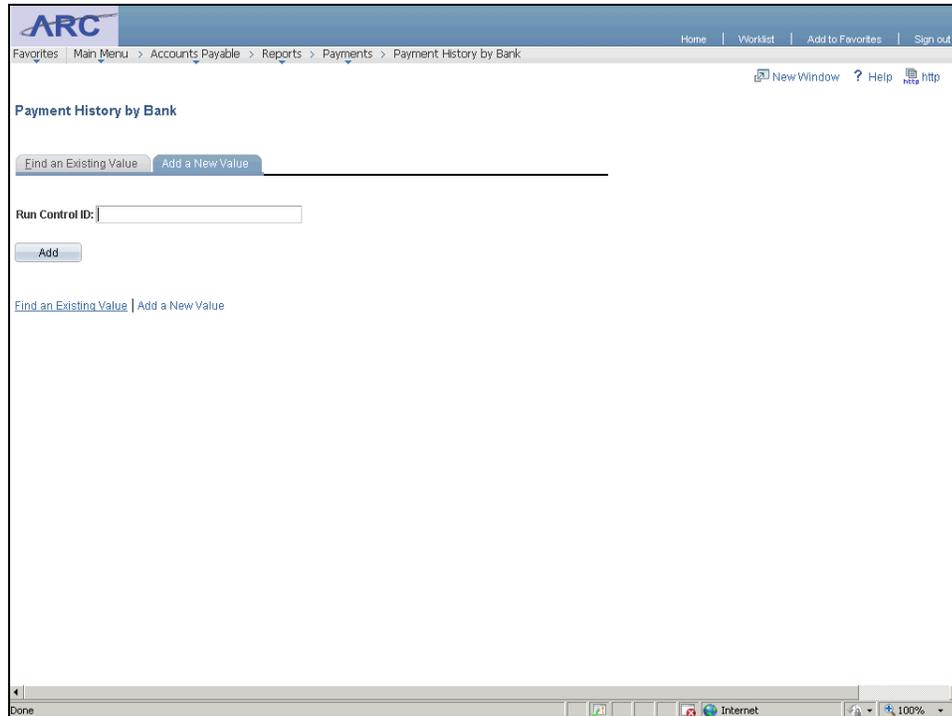
Step	Action
5.	In this example, we'll use the date. Enter the desired information into the **Run Control ID** field. Enter "**051612**".
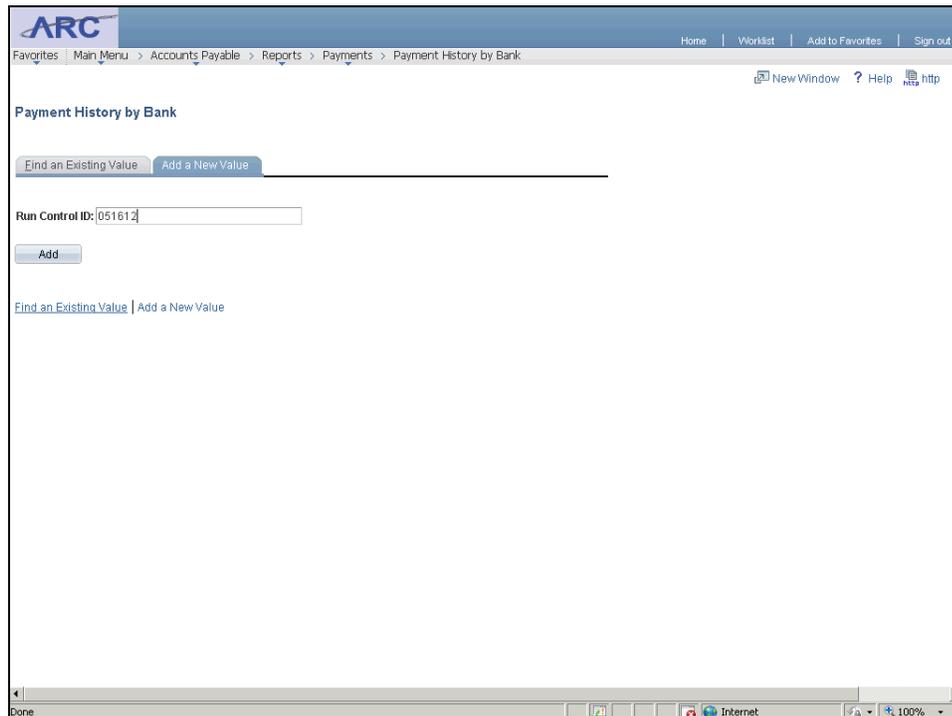
Step	Action
6.	Click the **051612** link.

Step	Action
7.	Click in the **Bank Code** field to filter the payments by bank.

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

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**".
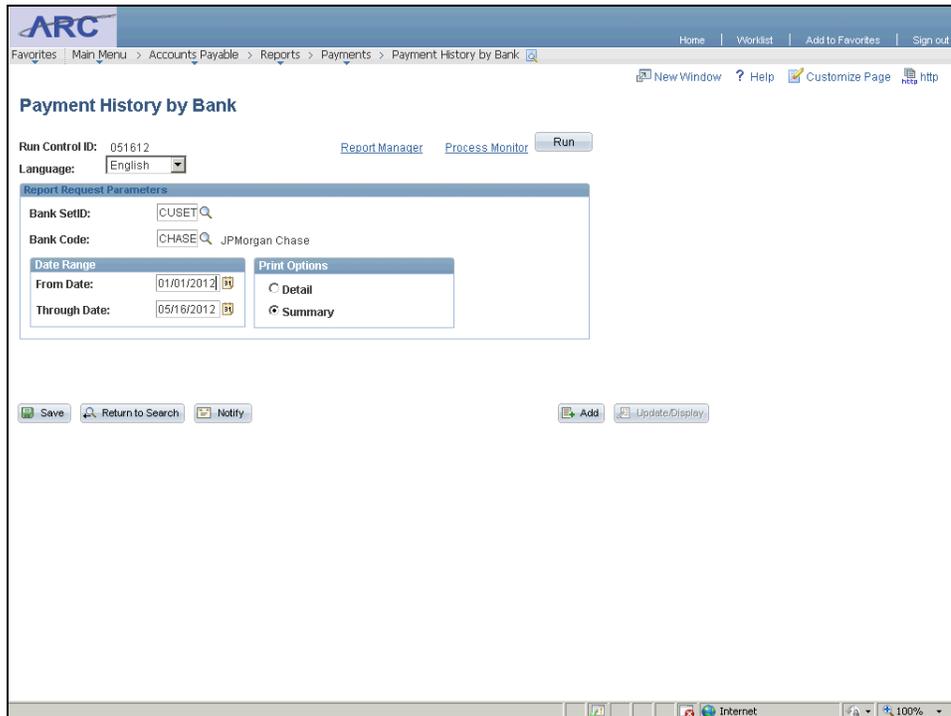
Step	Action
10.	Click the **Detail** option.

Step	Action
11.	Click the **Run** button.

Step	Action
12.	Ensure the appropriate server is selected by clicking on the **Server Name** menu.
	PSNT
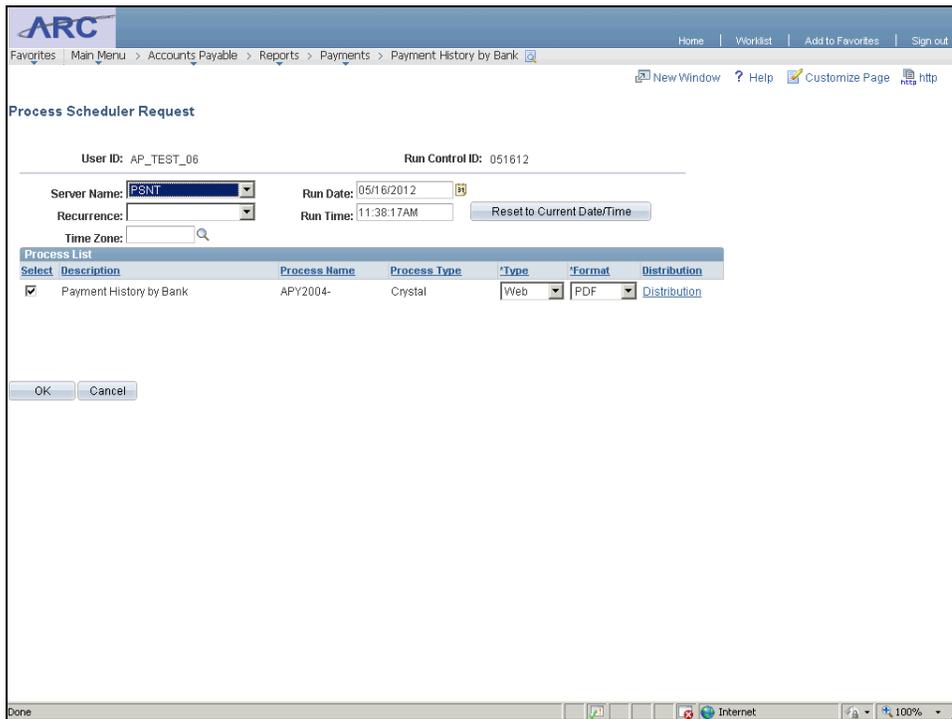
Step	Action
13.	Click the **OK** button.
	OK
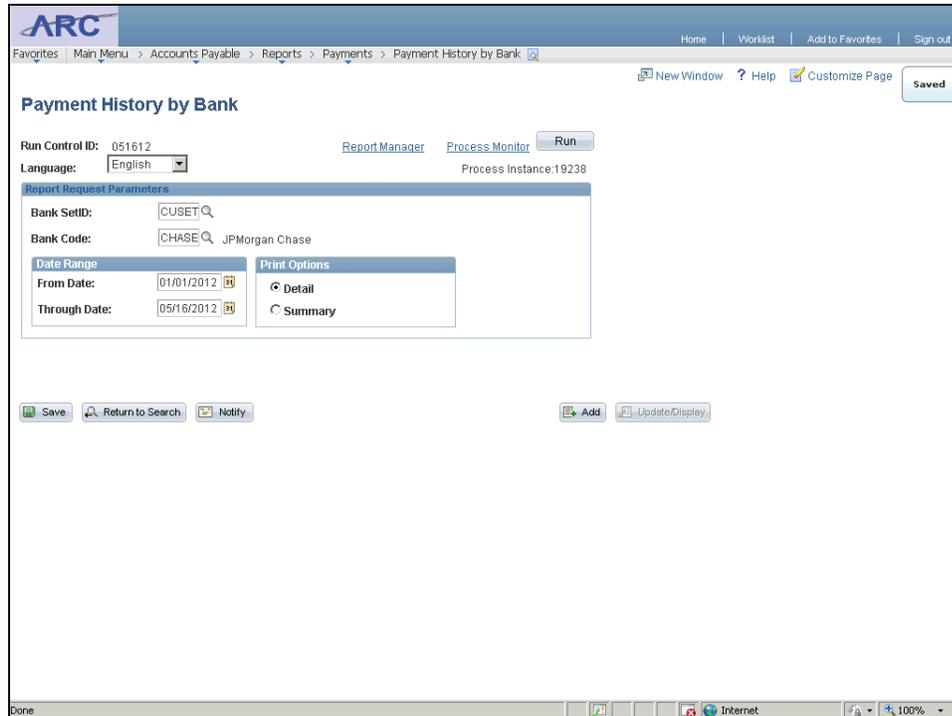
Step	Action
14.	Click the **Process Monitor** link.

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

Step	Action
16.	Click the **Details** link.

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

Step	Action
18.	Click the file that ends in .PDF. Press the left mouse button on the **APY2004-_19238.PDF** link.
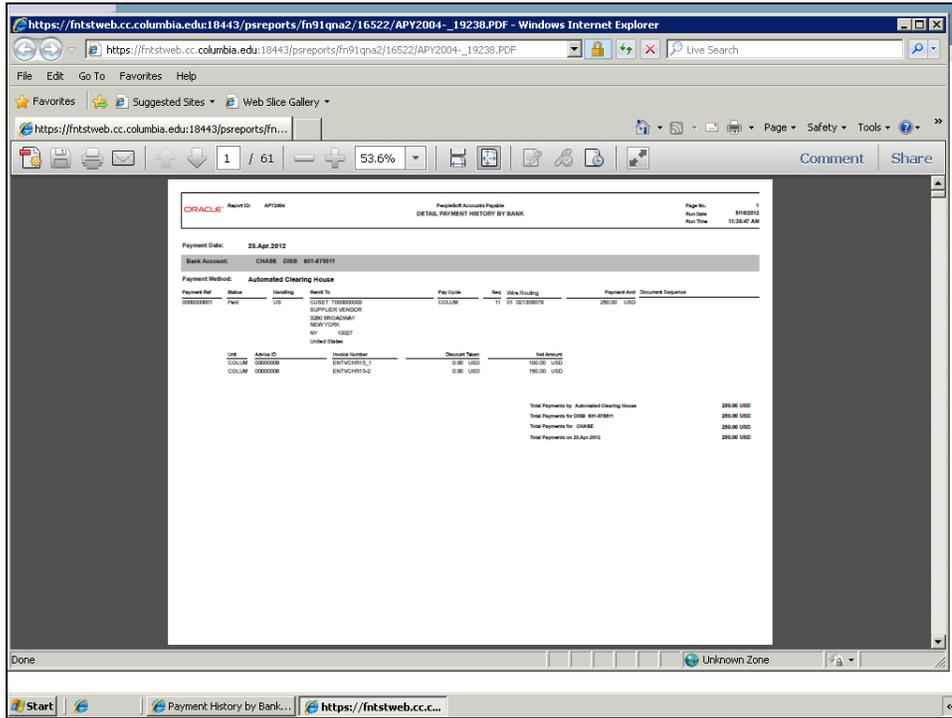
Step	Action
19.	The report will launch in a new window for you to review/print.
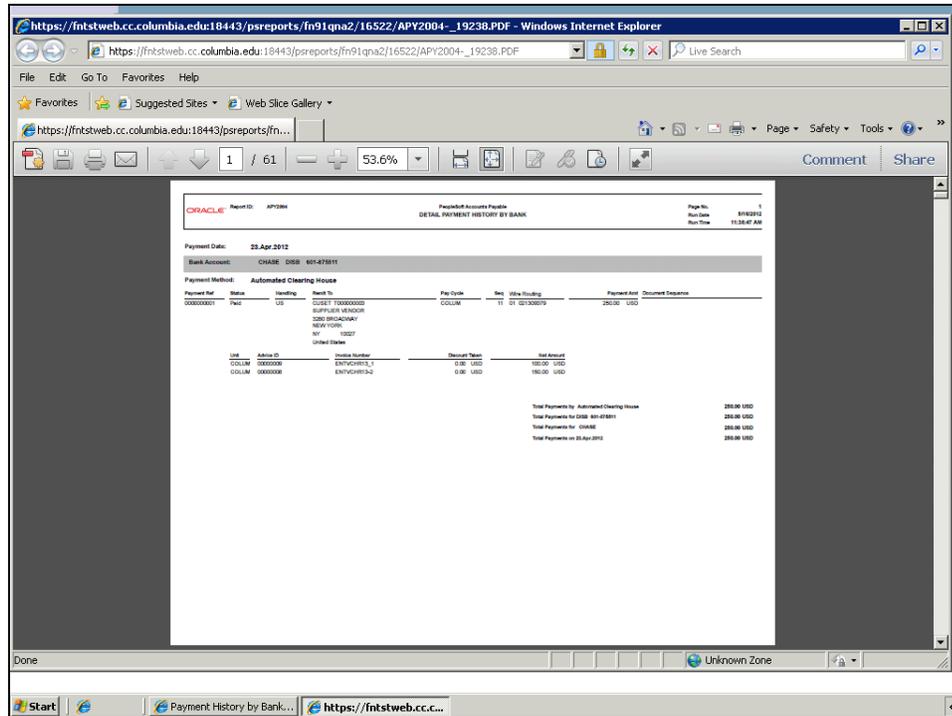
Step	Action
20.	Click the **Close** button.
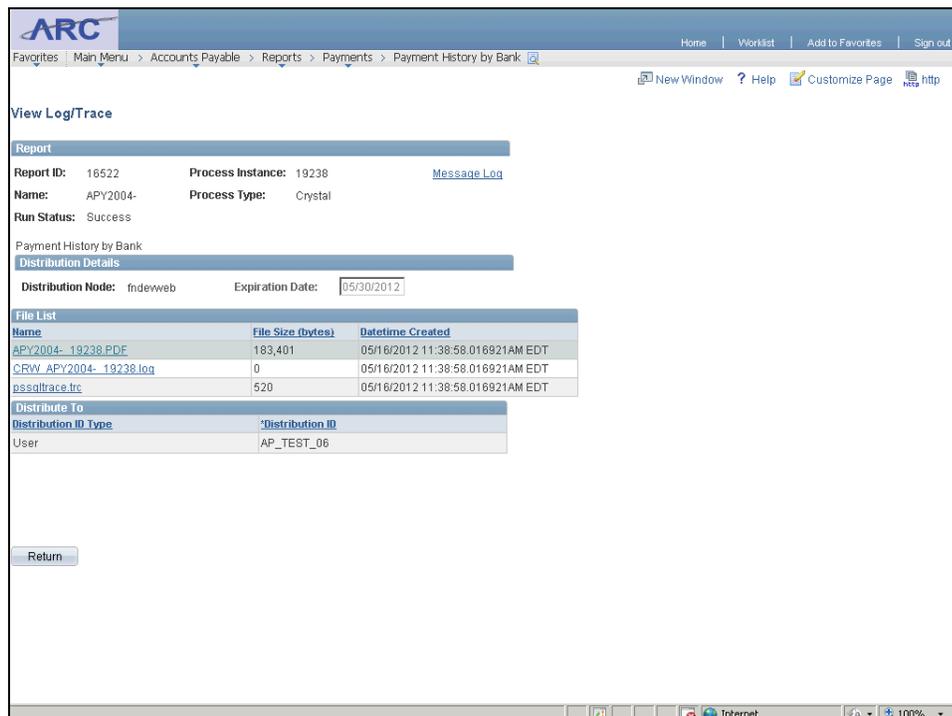
Step	Action
21.	Click the **Payments** button to select a new report. Payments
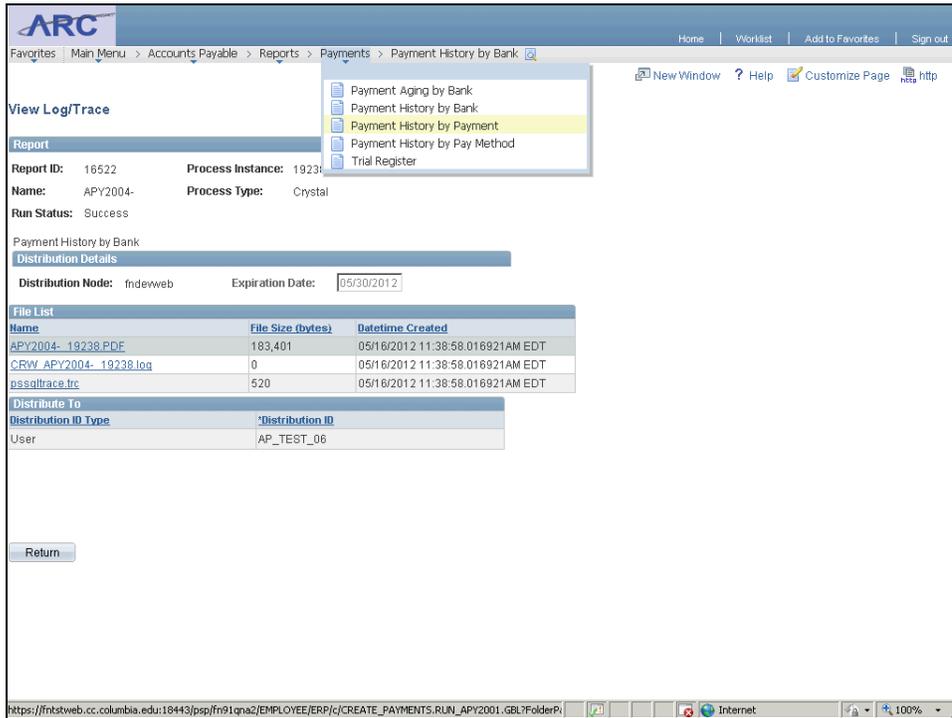
Step	Action
22.	Click the **Payment History by Payment** menu. Payment History by Payment
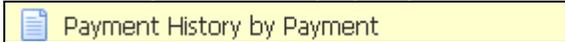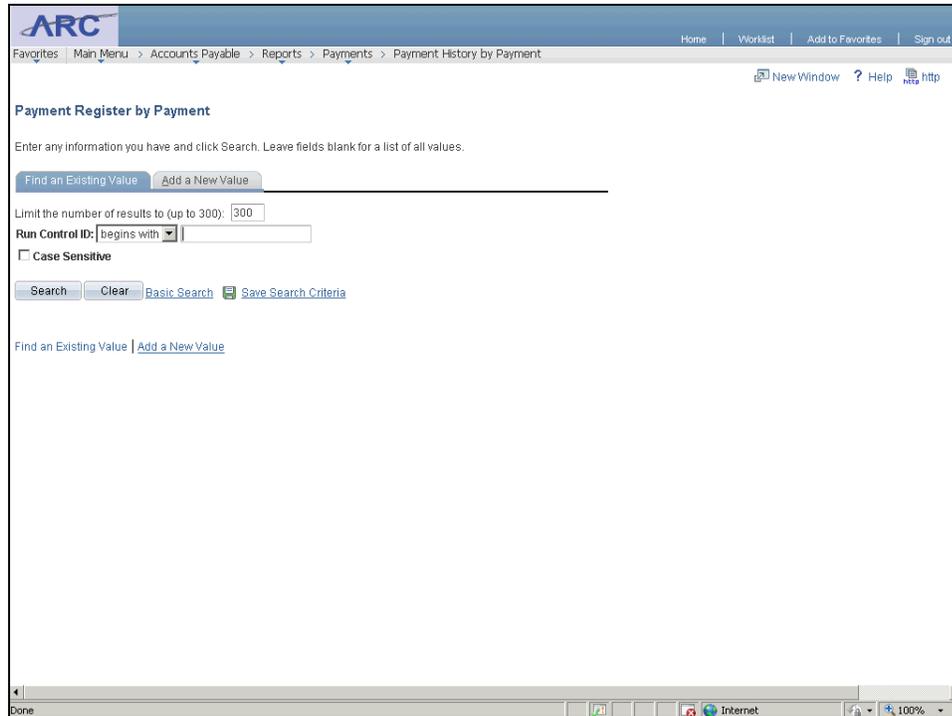
Step	Action
23.	Search for the Run Control ID you already created. Enter the desired information into the **Run Control ID** field. Enter "**051612**".
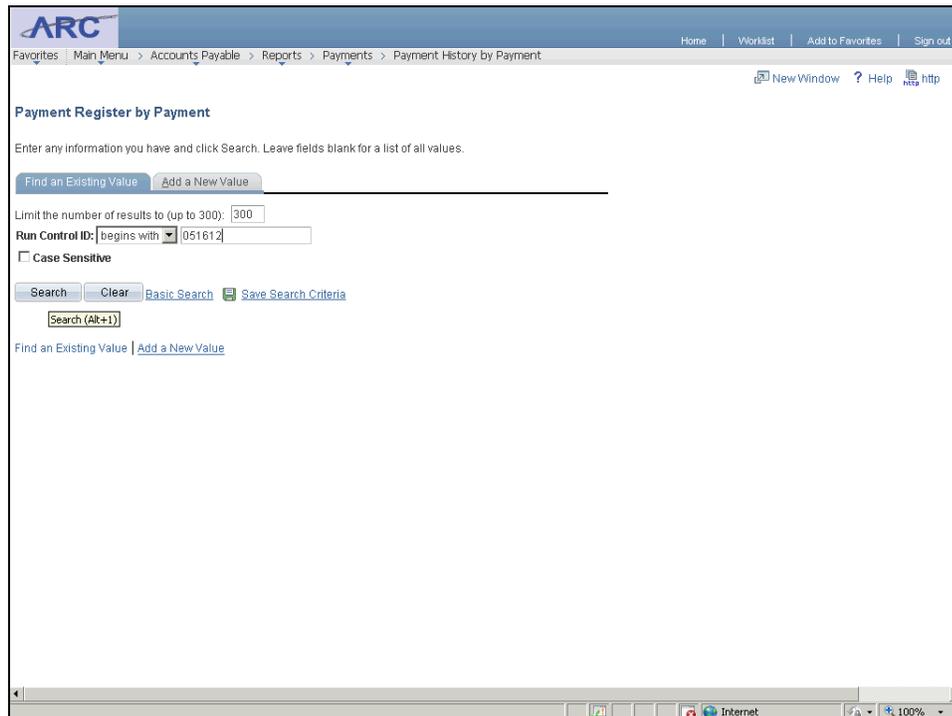
Step	Action
24.	Click the **Search** button.
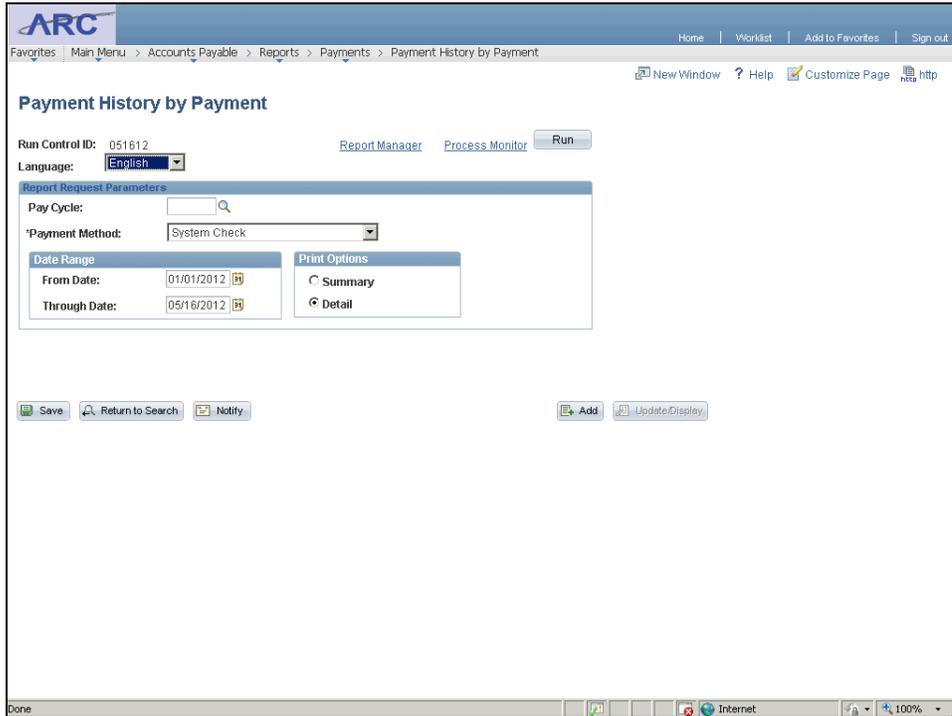
Step	Action
25.	Filter the results of the report by Pay Cycle. Click in the **Pay Cycle** field.

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

Step	Action
27.	Click the **Run** button. Run

Step	Action
28.	Click the **OK** button. OK
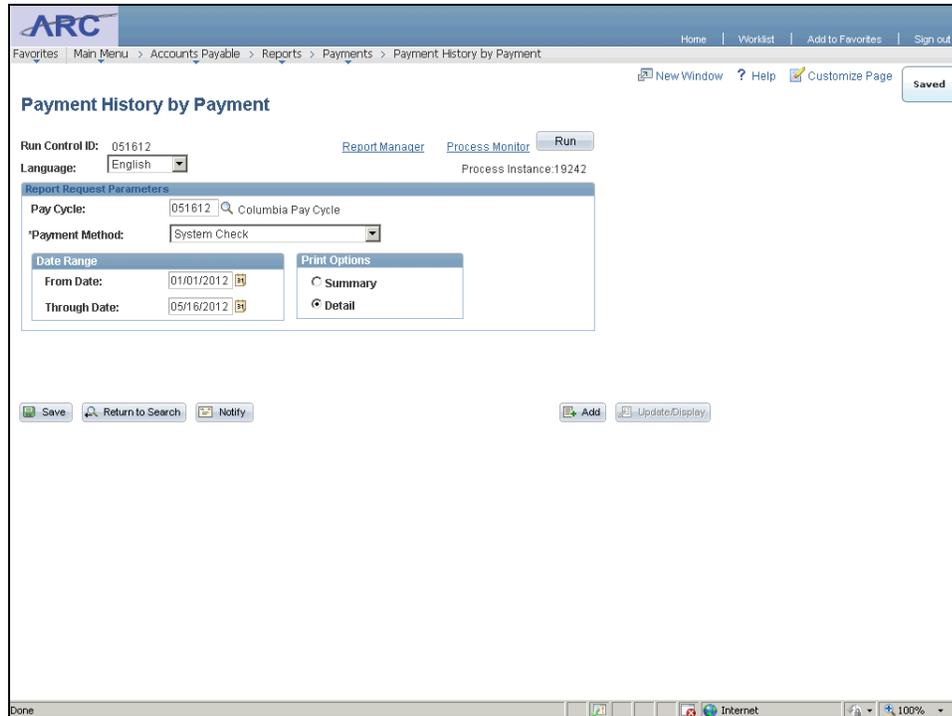
Step	Action
29.	Click the **Process Monitor** link.
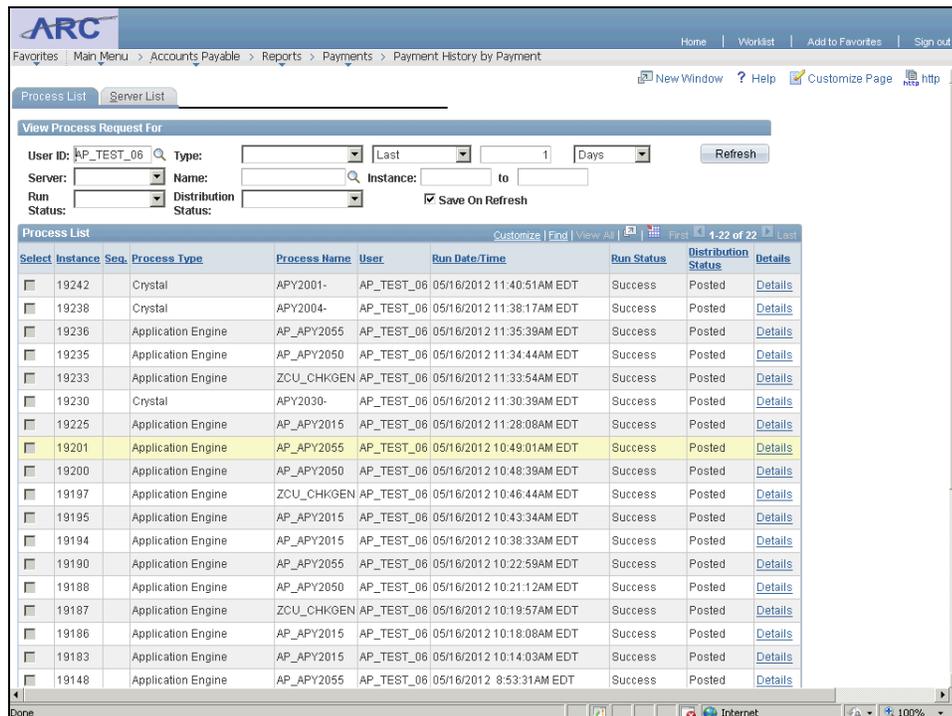
Step	Action
30.	Once the Run Status is "Success" and Distribution Status is "Posted", click the **Details** link. Details
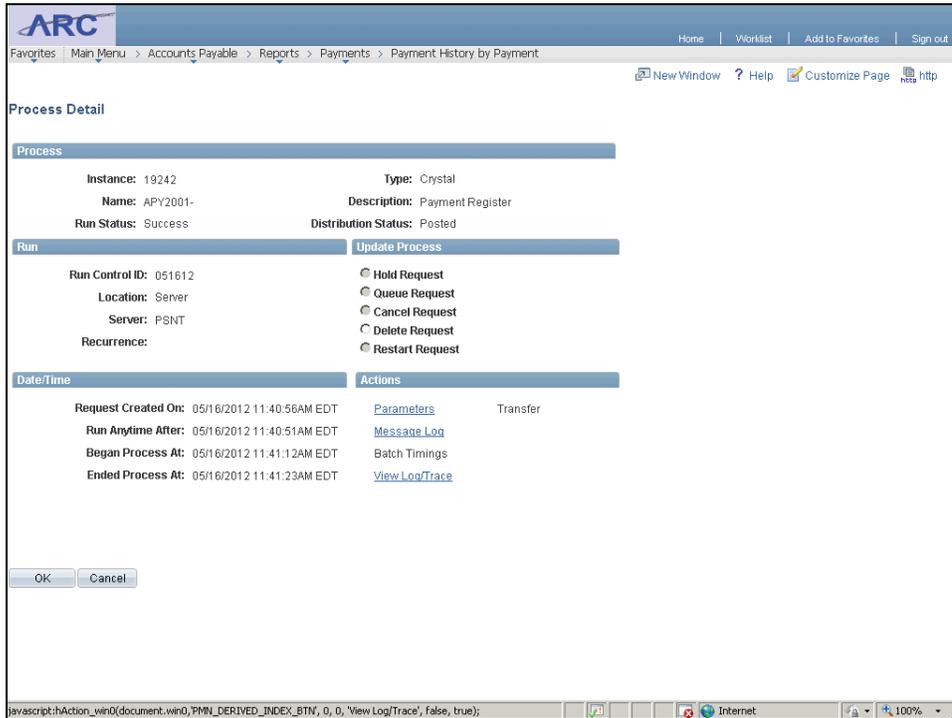
Step	Action
31.	Click the **View Log/Trace** link. View Log/Trace

Step	Action
32.	Click the file name that ends in .PDF. Click the **APY2001-_19242.PDF** link. APY2001- 19242.PDF

Step	Action
33.	The report will launch in a new window for you to review/print.
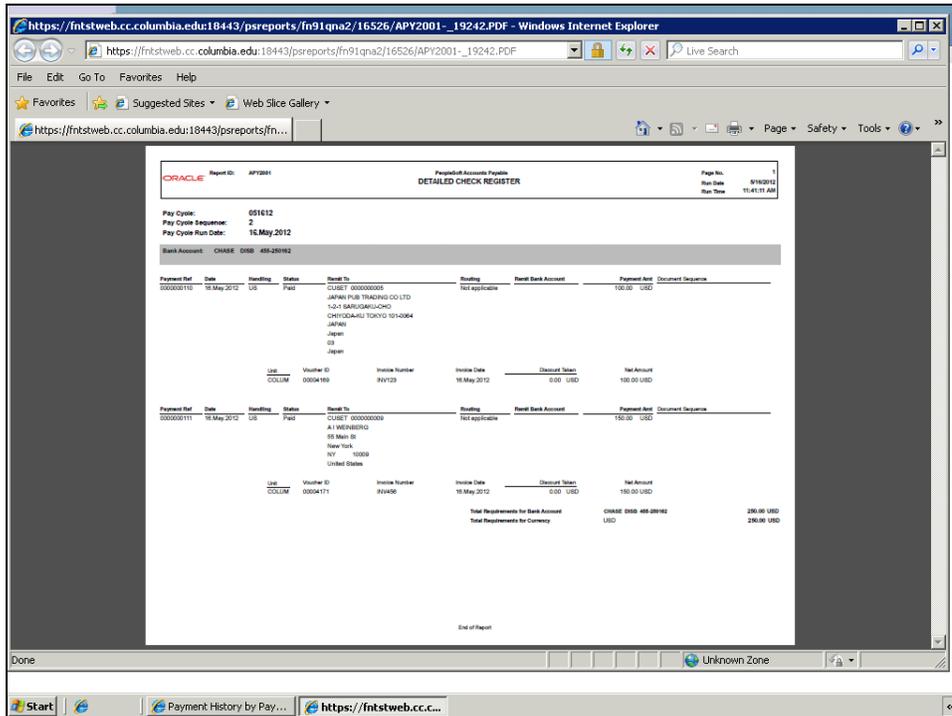
Step	Action
34.	Click the **Close** button.

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

Step	Action
36.	Click the **Payment History by Pay Method** menu.
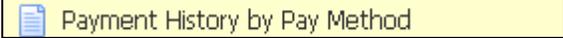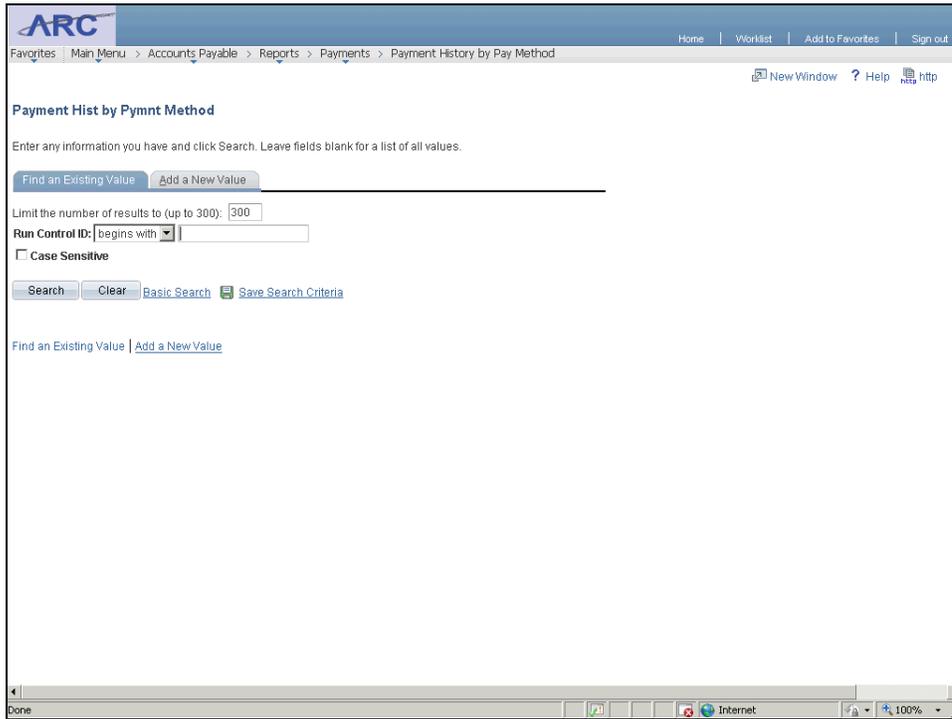
Step	Action
37.	Search for the Run Control ID you created previously. Click in the **Run Control ID** field.
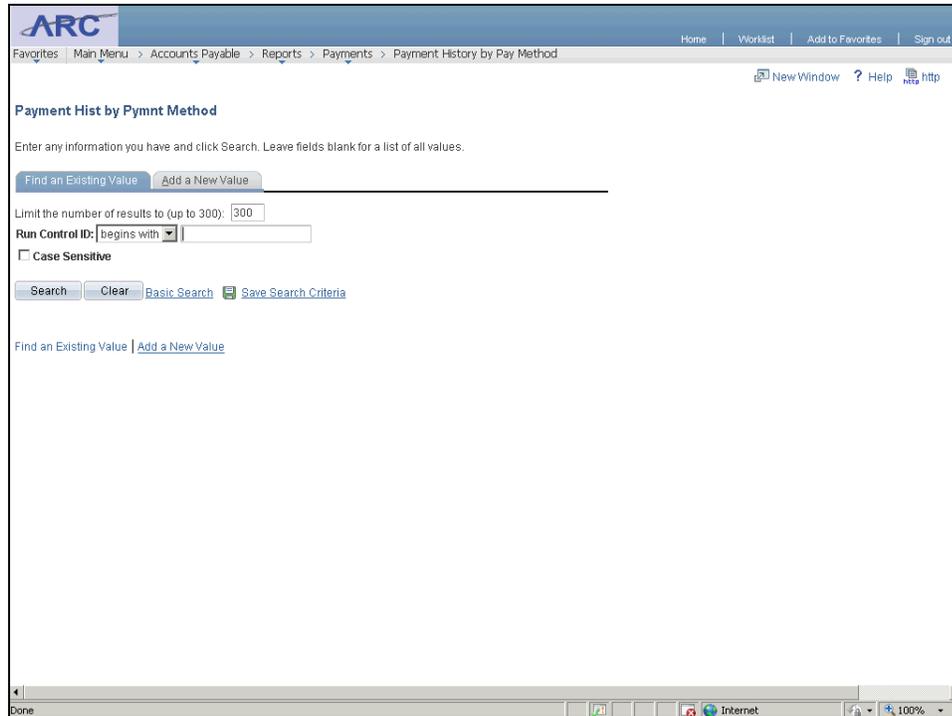
Step	Action
38.	Enter the desired information into the **Run Control ID** field. Enter "**051612**".
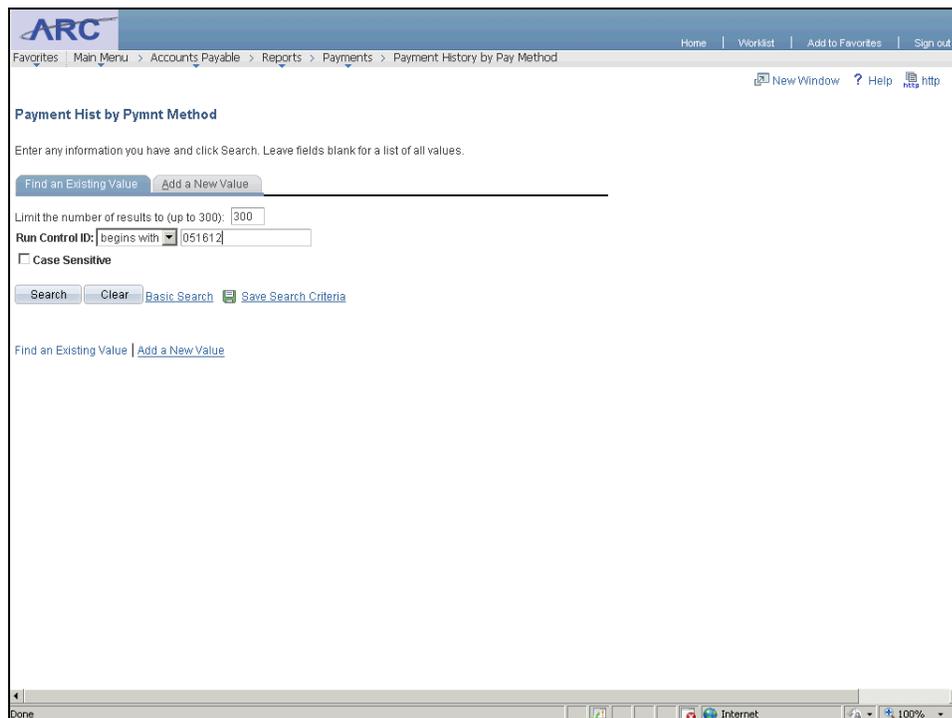
Step	Action
39.	Click the **Search** button. Search
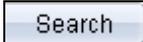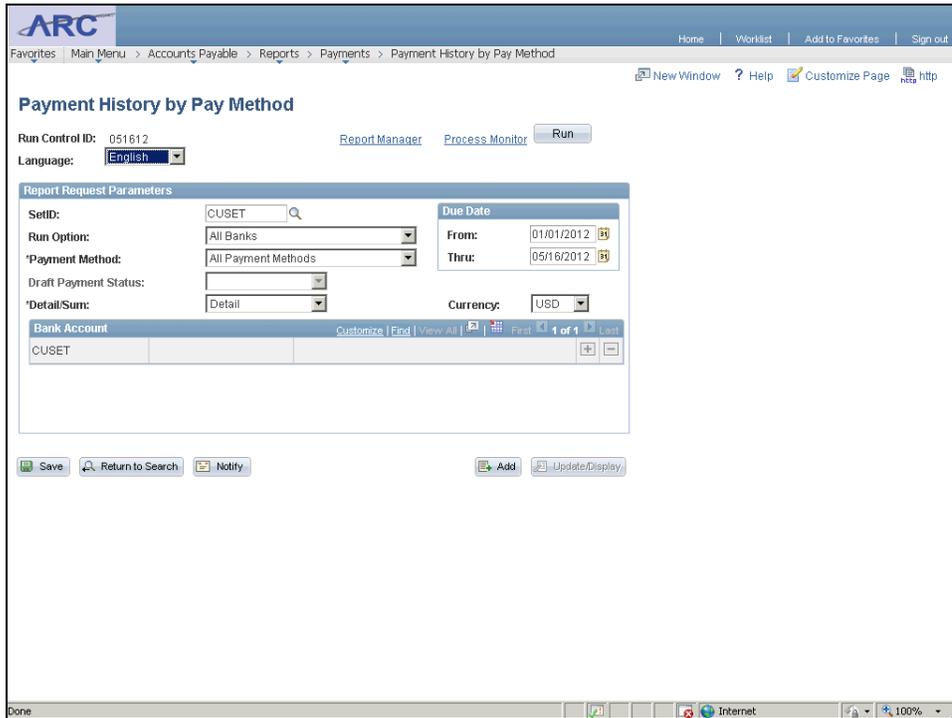
Step	Action
40.	Click the **Run Option** list. All Banks
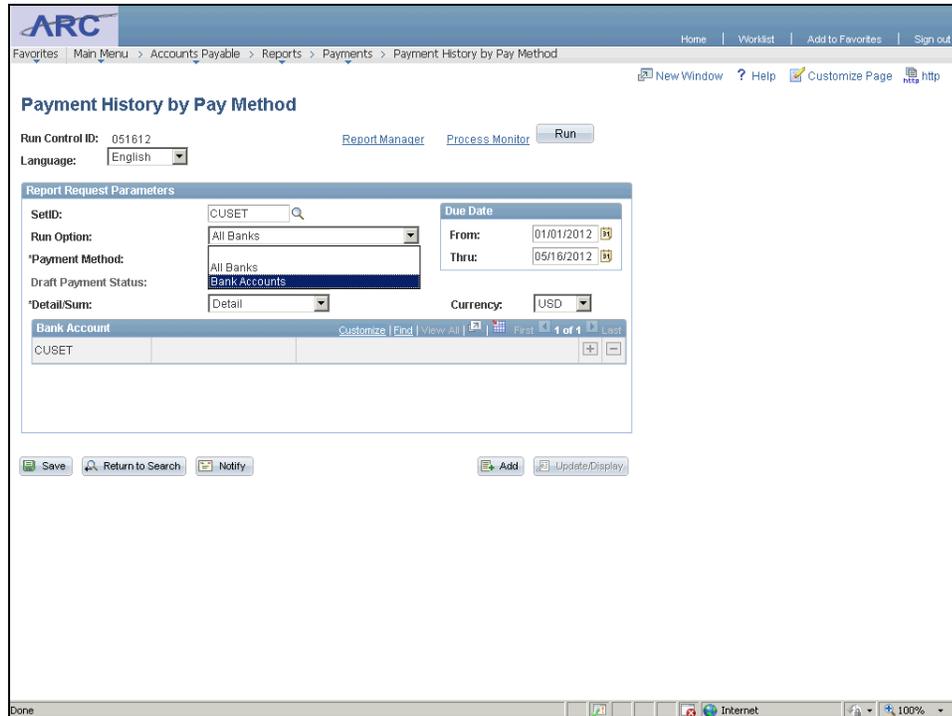
Step	Action
41.	Filter the information with the appropriate options. Click the **Bank Accounts** list item.

Step	Action
42.	Enter the appropriate Bank Code first by clicking the **Look up Bank Code (Alt+5)** button.
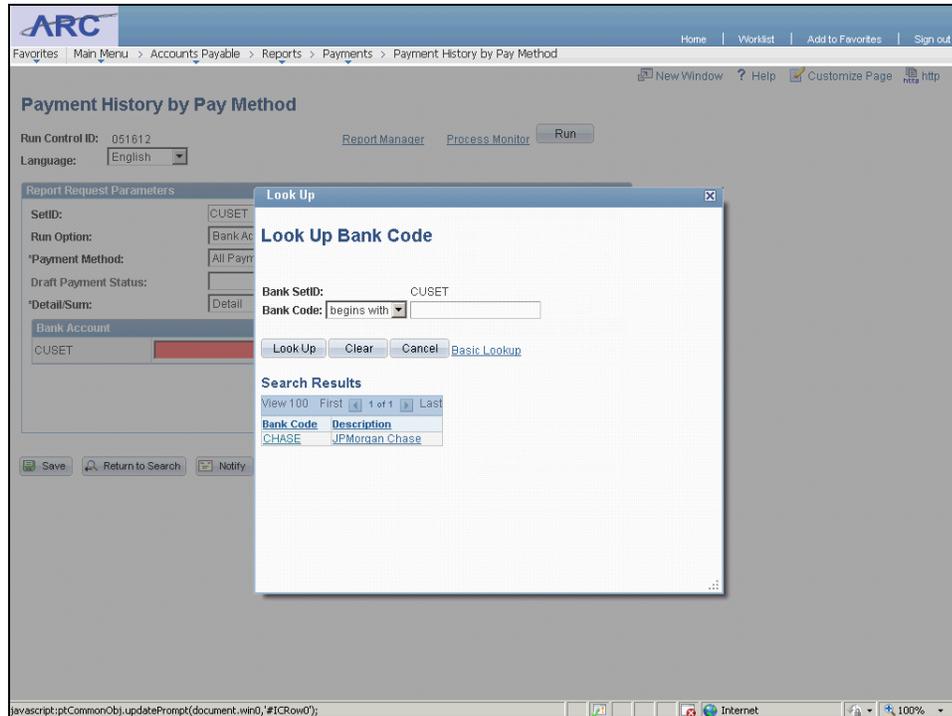
Step	Action
43.	Click the **CHASE** link. CHASE
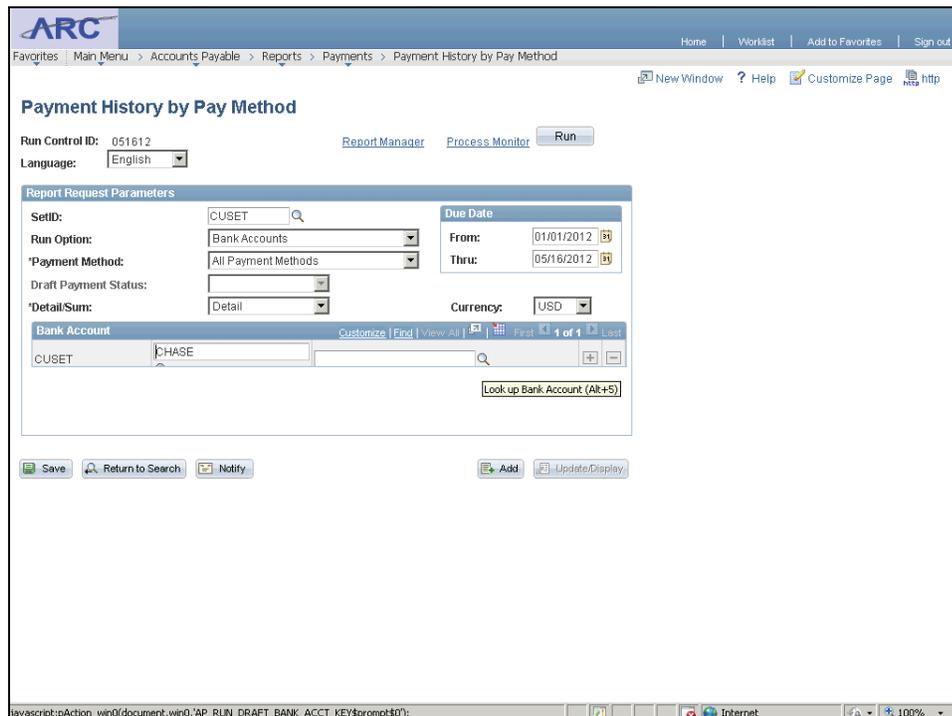
Step	Action
44.	Click the **Look up Bank Account (Alt+5)** button.
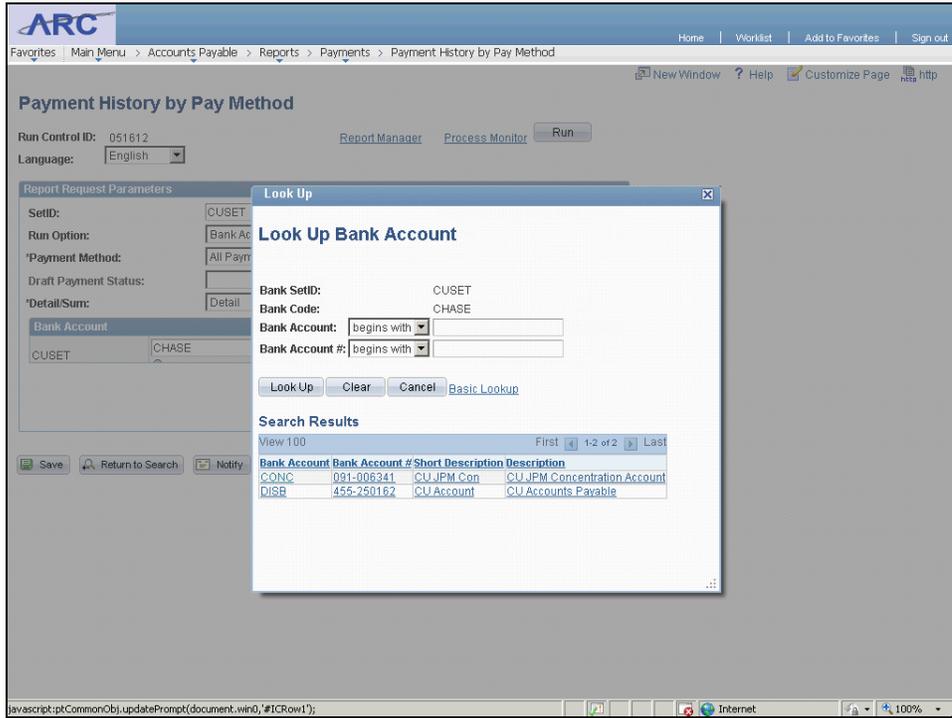
Step	Action
45.	Click the **DISB** link.

Step	Action
46.	Click the **Run** button.
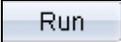
Step	Action
47.	Click the **OK** button. OK
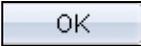
Step	Action
48.	Click the **Process Monitor** link. Process Monitor

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

Step	Action
50.	Click the **Details** link.

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

Step	Action
52.	Click the file that ends in .PDF. Press the left mouse button on the **APY2050-_19244.PDF** link.

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

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.
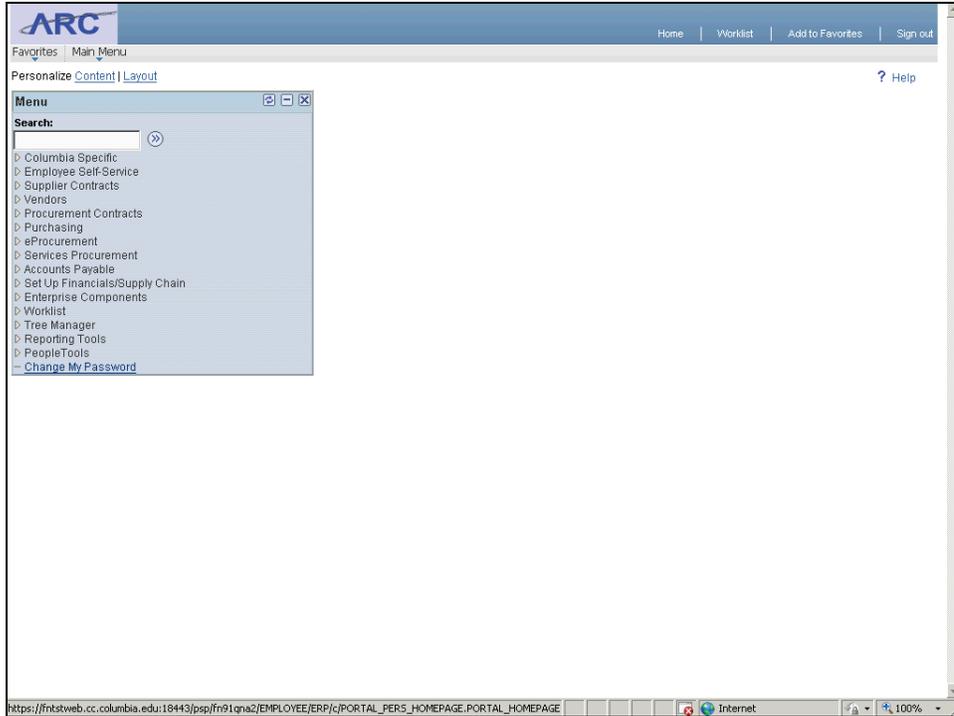
Step	Action
1.	Click the **Accounts Payable** link.
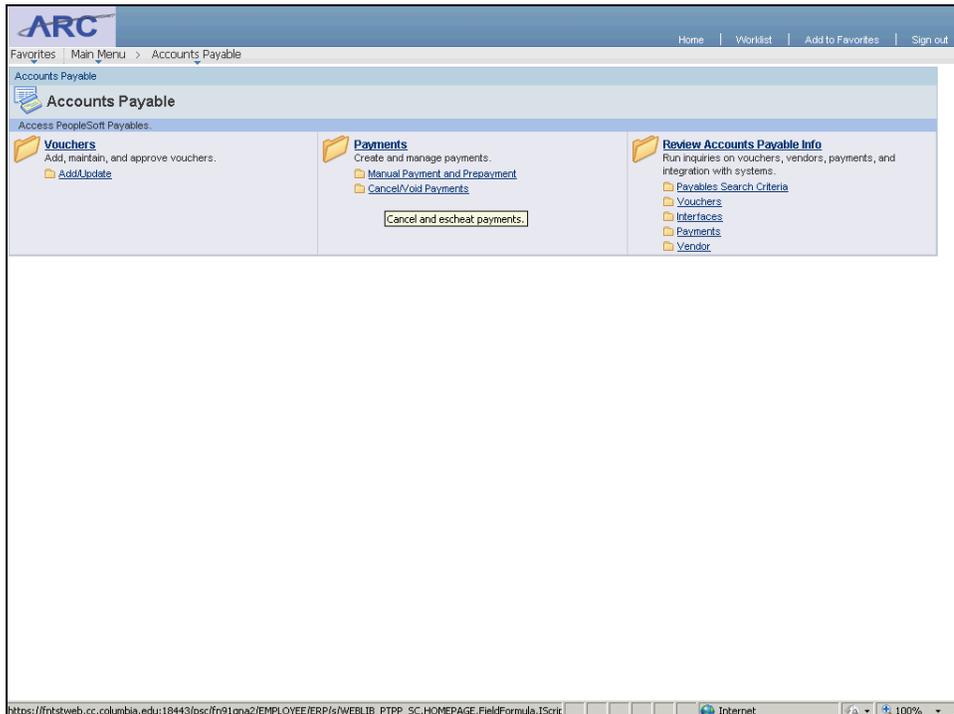
Step	Action
2.	Click the **Cancel/Void Payments** link. Cancel/Void Payments
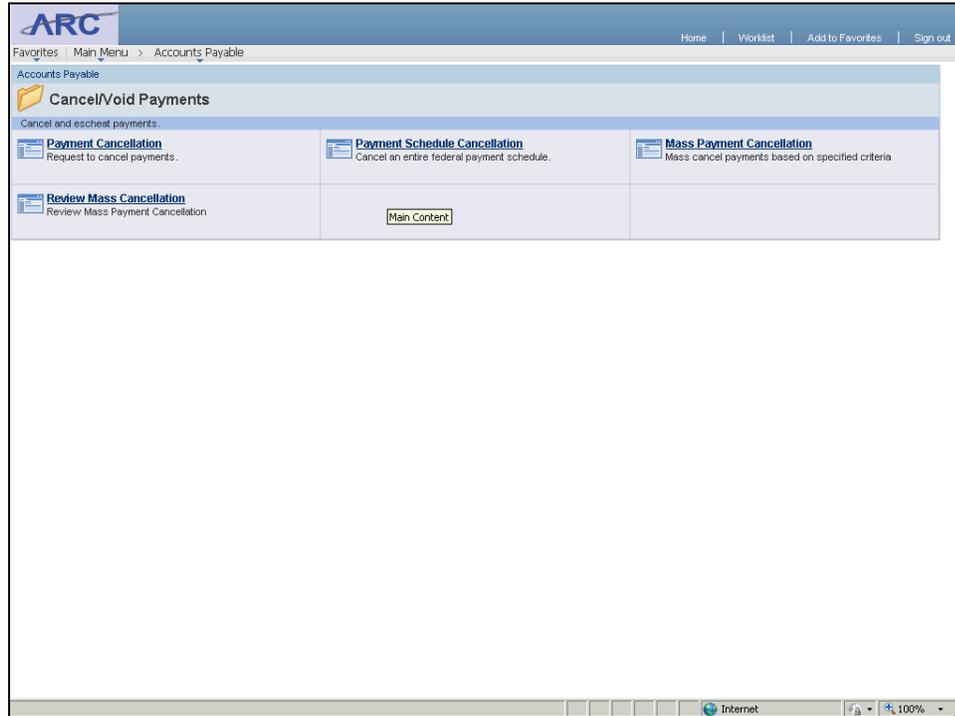
Step	Action
3.	Click the **Payment Cancellation** link. Payment Cancellation

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**".

Step	Action
5.	Click in the **Bank Account** field.

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

Step	Action
7.	Click the **Payment Method** list.

Step	Action
8.	Click the **System Check** list item.
	System Check

Step	Action
9.	Click the **Search** button.
	Search

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

Step	Action
11.	Click the **0000000113** link to select the payment you'd like to cancel.
	0000000113
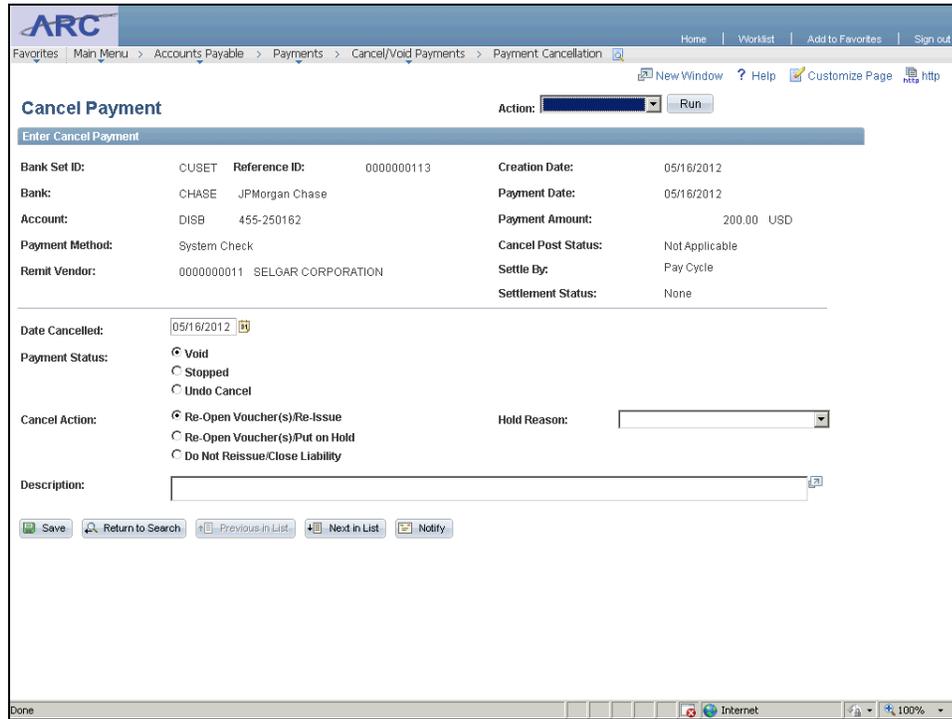
Step	Action
12.	You will then select the appropriate option based on the action you would like to take on the payment. If you want to re-issue a payment but place it on hold to prevent it from being processed in the Pay Cycle, you will also need to enter a hold reason. You can also enter a description for the payment cancellation action.

Step	Action
13.	When the appropriate options are selected, click the **Save** button. 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. ![Save]
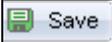
Step	Action
14.	You have successfully voided a payment. You can now select the next topic, *Escheating a Payment.* **End of Procedure.**

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:
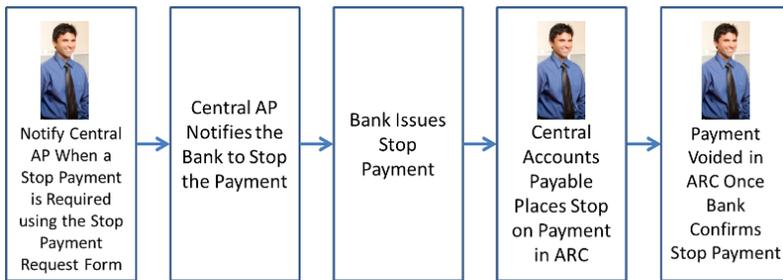
Escheating a Payment

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:
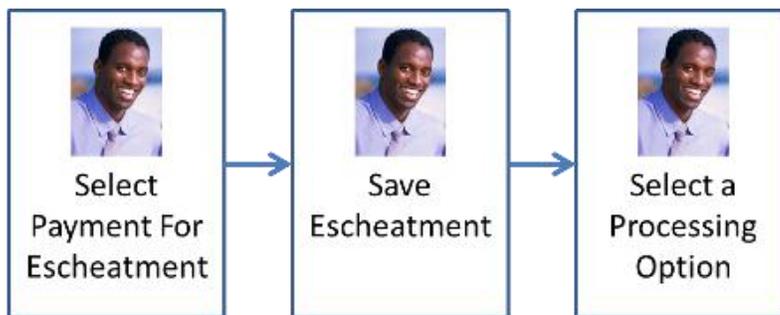
Throughout the following topic, imagine a time you have faced a similar scenario: A payment has been distributed to a vendor, but the vendor has not deposited the check. The check was referenced in the Outstanding Checks file from Chase with the incorrect payment date and thus was written to the exceptions 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.
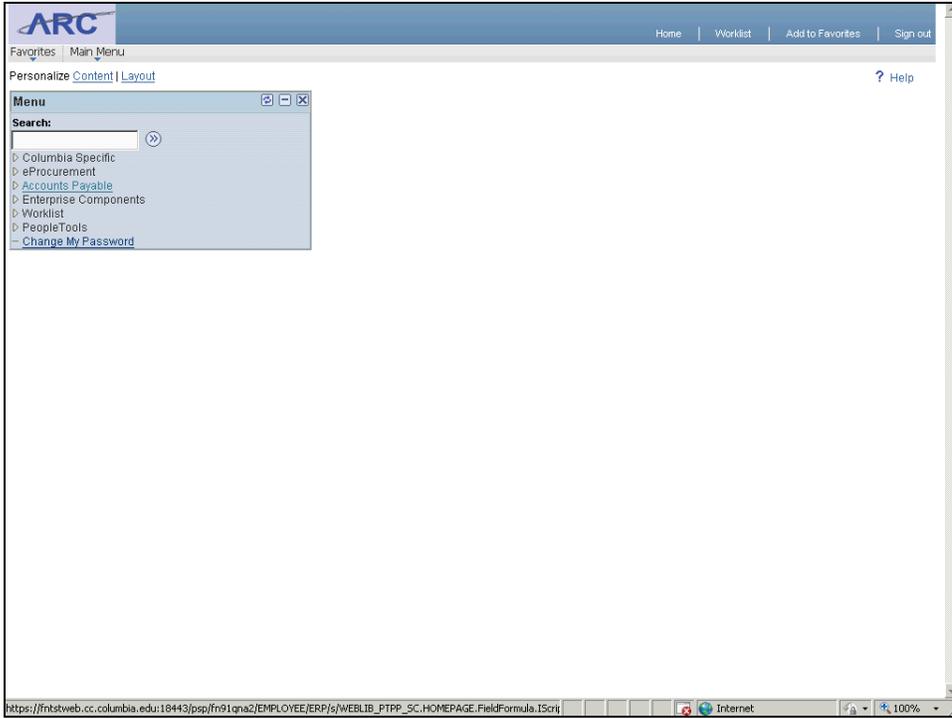
Step	Action
1.	Click the **Accounts Payable** link.
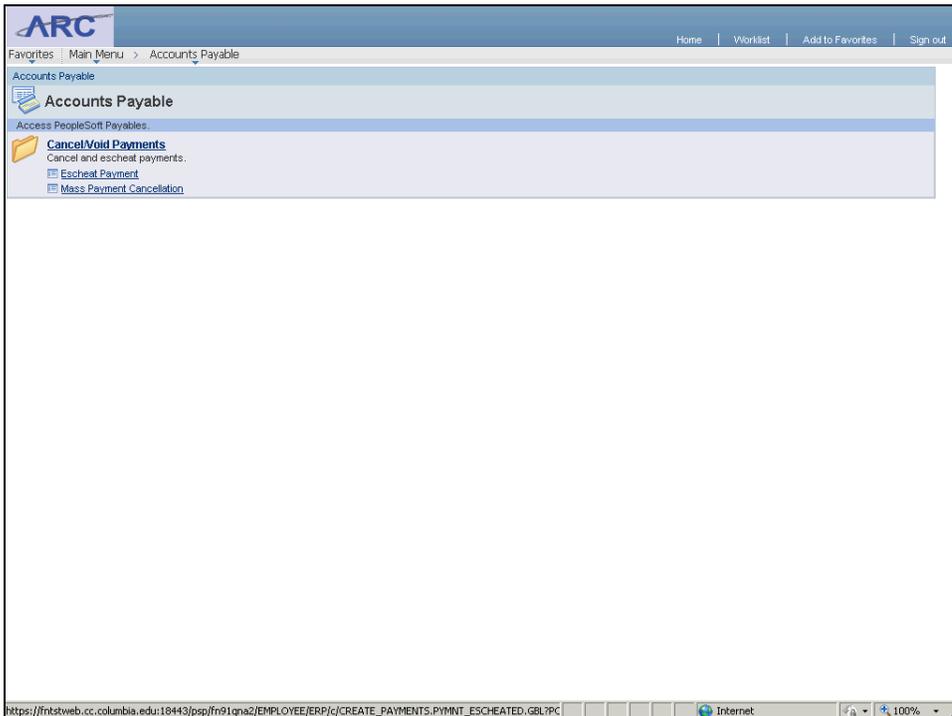
Step	Action
2.	Click the **Escheat Payment** link. Escheat Payment

Step	Action
3.	Enter information to identify the payment you'd like to escheat. Click in the **Bank Code** field.

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

Step	Action
5.	Click in the **Bank Account** field.

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

Step	Action
7.	Click the **Payment Method** list.

Step	Action
8.	Click the **System Check** list item. System Check

Step	Action
9.	Click the **Search** button. Search

Step	Action
10.	Select the payment you'd like to escheat. Click the **0000000026** link. 0000000026

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. 💾 Save

Step	Action
13.	You can verify in the Payments Inquiry that payments have been escheated. Click the **Accounts Payable** button. Accounts Payable
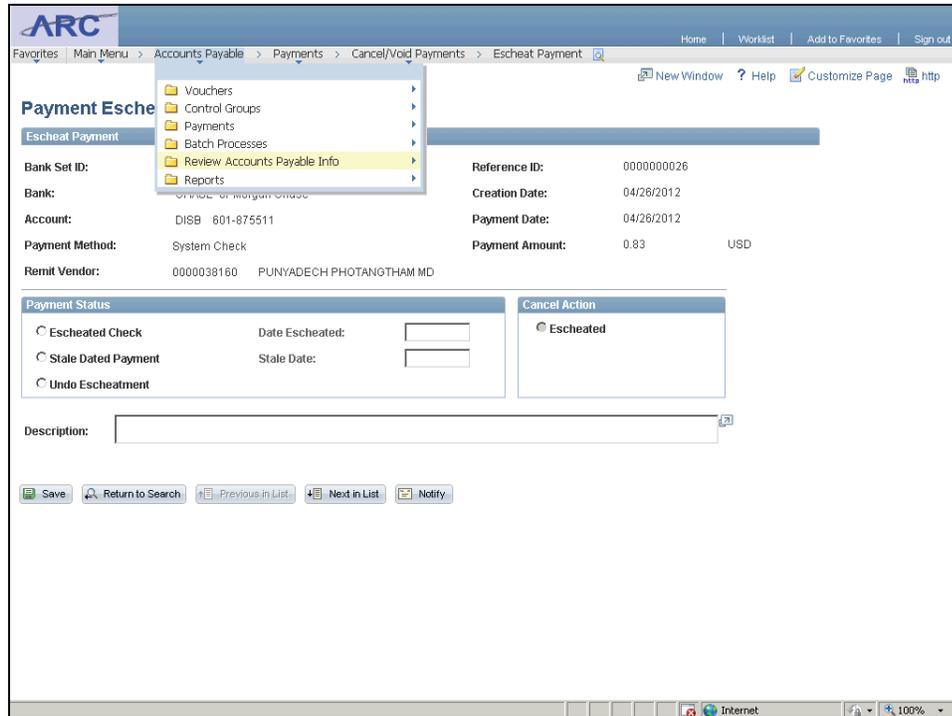
Step	Action
14.	Click the **Review Accounts Payable Info** menu. 📁 Review Accounts Payable Info ▶
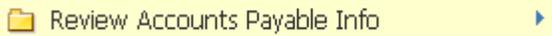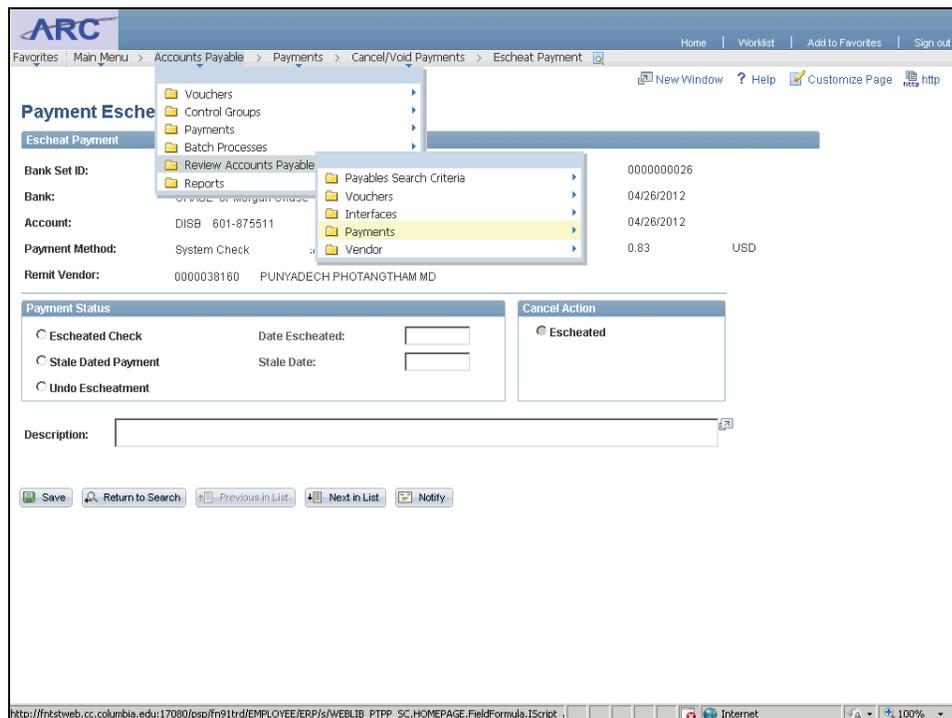
Step	Action
15.	Click the **Payments** menu.
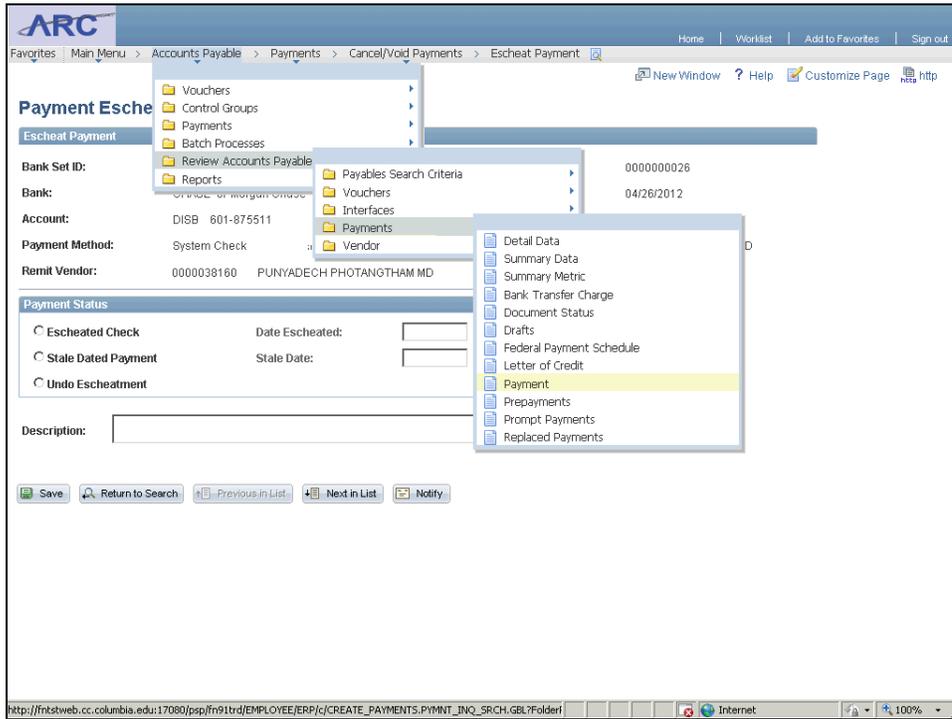
Step	Action
16.	Click the **Payment** menu.
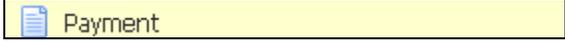
Step	Action
17.	Click in the **Reference** field.

Step	Action
18.	Enter the desired information into the **Reference** field. Enter "**0000000026**".

Step	Action
19.	Click the **Search** button.

Step	Action
20.	Click the button of the scrollbar.

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.

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:
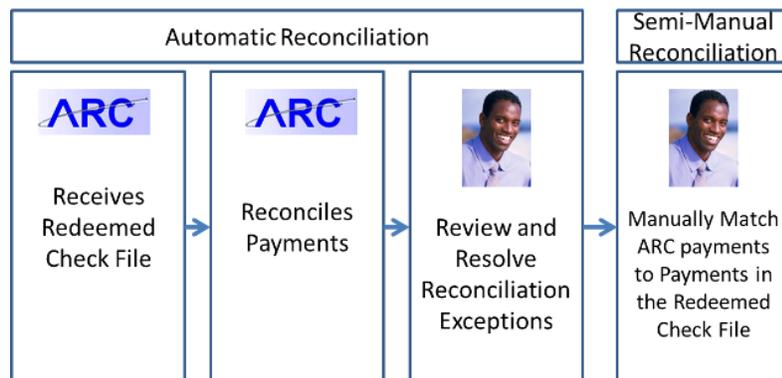
In the instance that a check has been voided or stopped by mistake, you will need to manually record a payment and perform semi-manual reconciliation on the payment to account for the error. Please reference this job aid (http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Manually_Recording_Payments.pdf), 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.
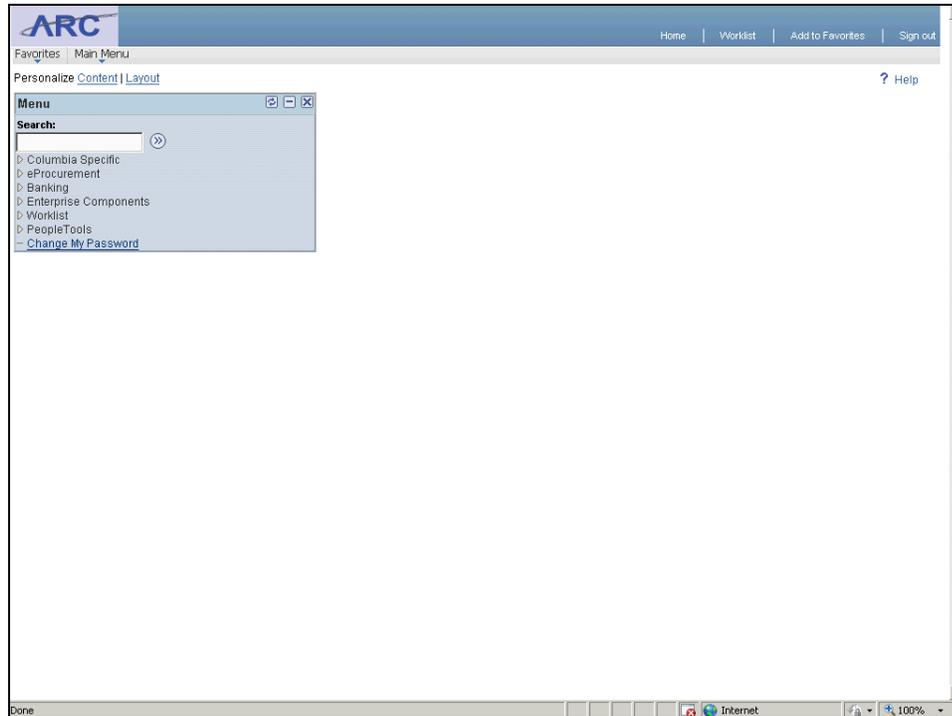
Step	Action
1.	Click the **Banking** link to navigate to the reconciliation options.
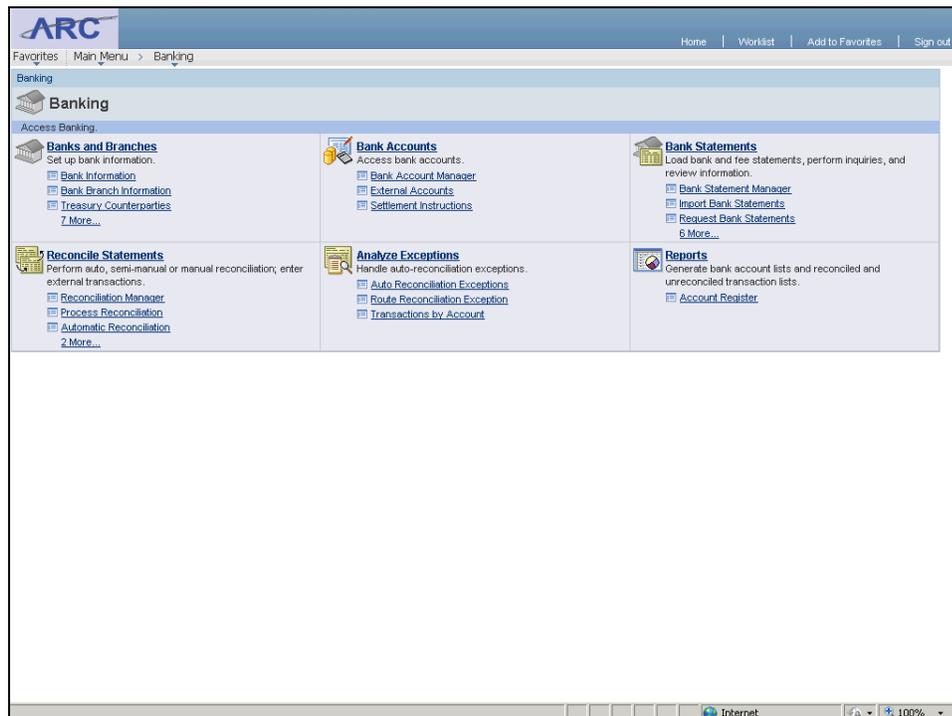
Step	Action
2.	Click the **Automatic Reconciliation** link.
	Automatic Reconciliation
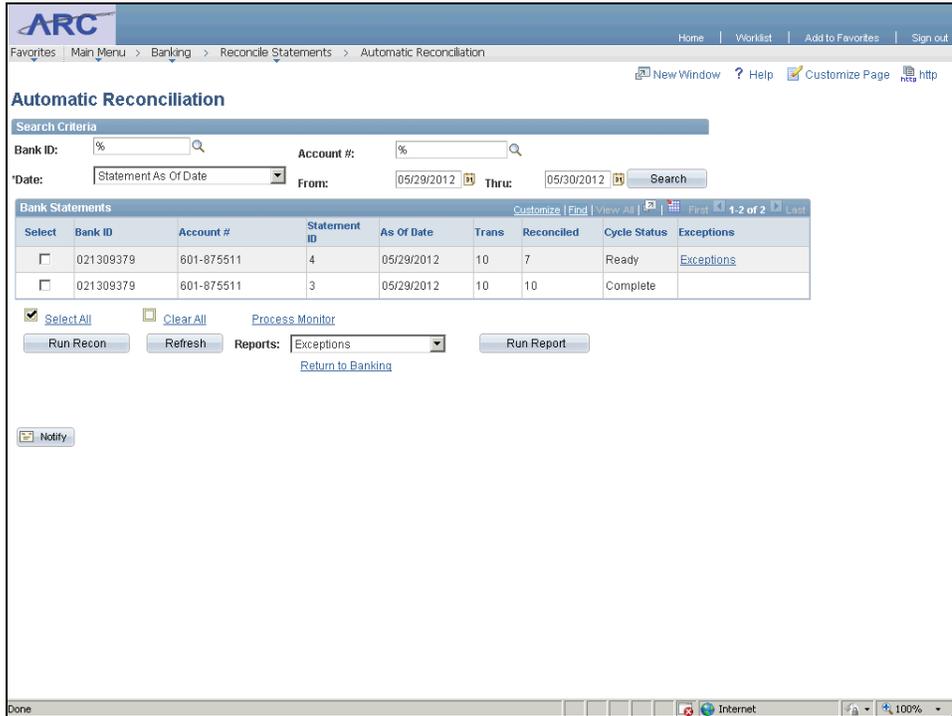
Step	Action
3.	You will first select the search criteria by which you want to filter the loaded bank files. As there is only one Bank ID and Account #, these will default and simply show a "%" symbol. First, click the **Date** list to select search options.
	Statement As Of Date

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

Step	Action
5.	Click in the **Date Thru** field to continue to filter the date. 05/30/2012
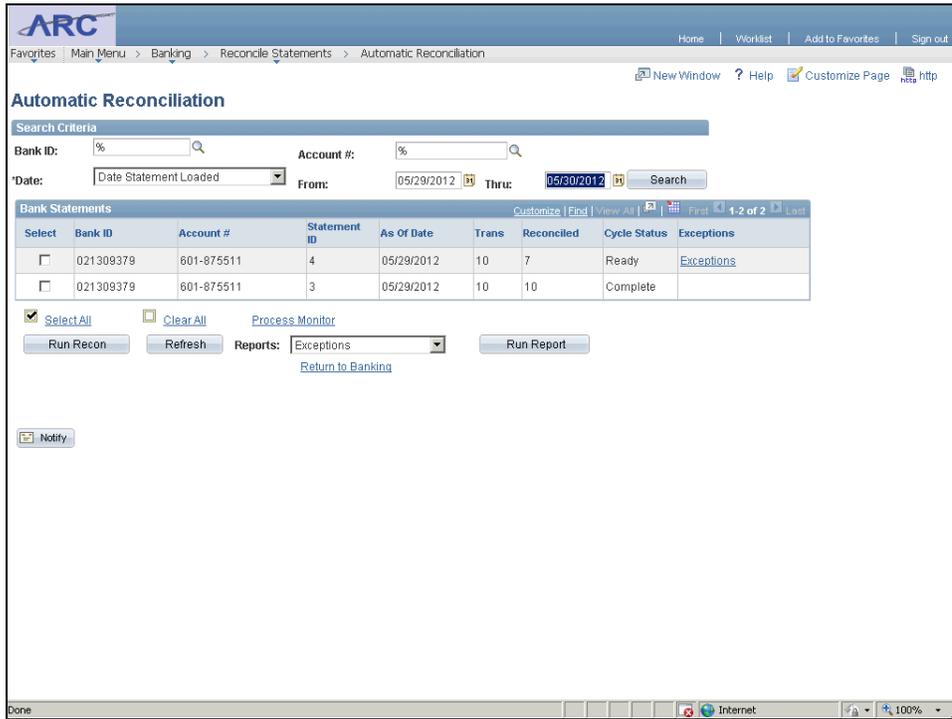
Step	Action
6.	Enter the desired information into the **From** field. Enter "**05/29/2012**".

Step	Action
7.	Click the **Date** button.

Step	Action
8.	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. 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.
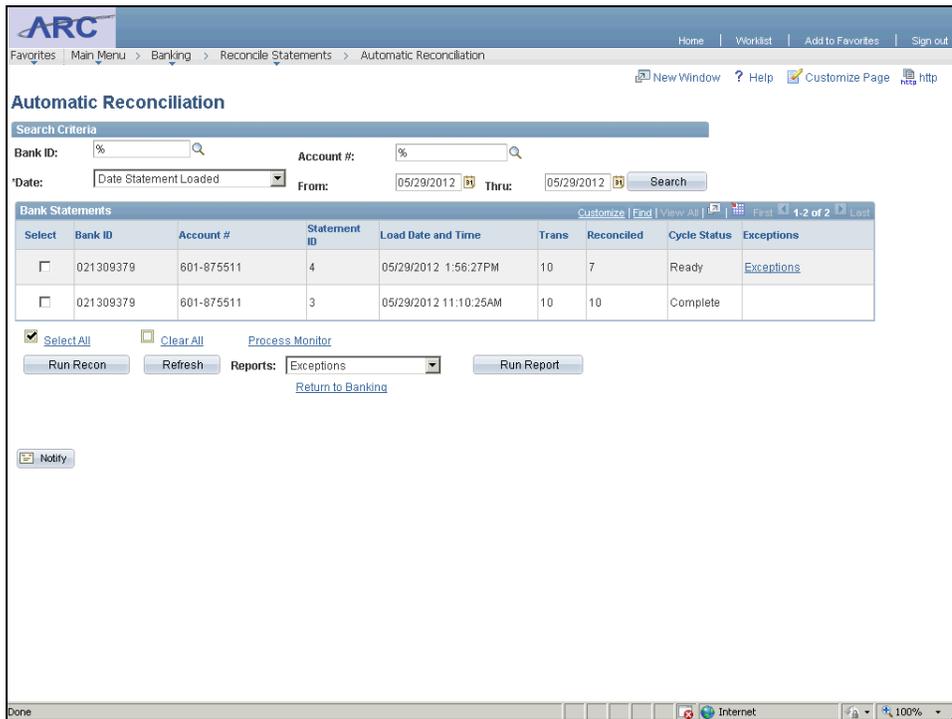
Step	Action
9.	To see the details of the exceptions within a file, click the **Exceptions** link. Exceptions

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

Step	Action
11.	Click the **Return to Automatic Reconciliation** link. Return to Automatic Reconciliation
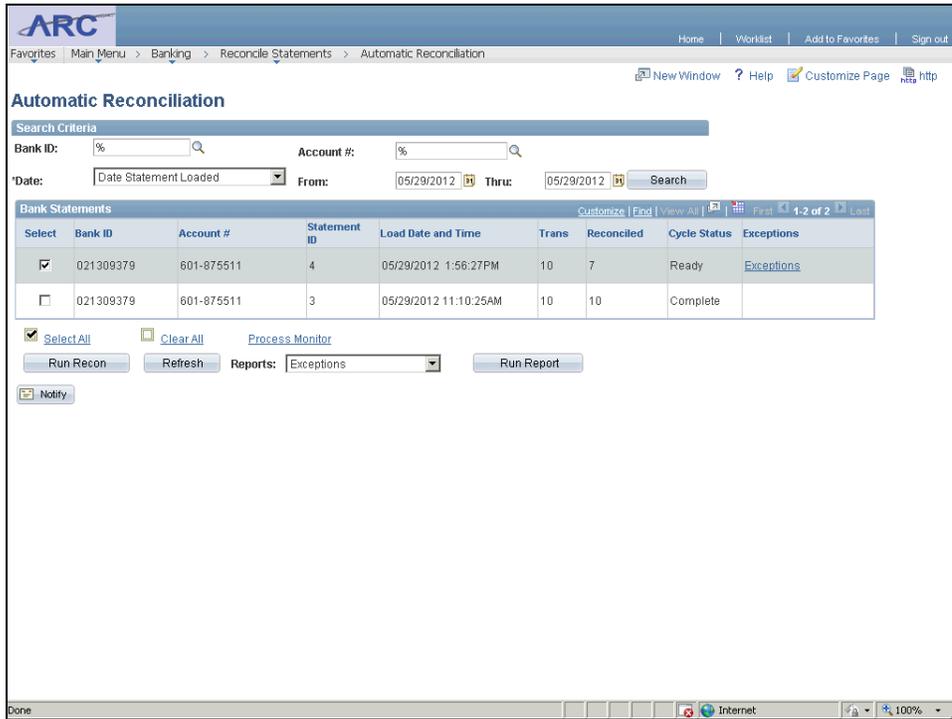
Step	Action
12.	To see the exceptions in a report format, click the Check Box next to the Bank File you would like to run the exceptions report for. ☑

Step	Action
13.	Click the **Reports** list.

Step	Action
14.	Select the information you'd like to see in the report. Click the **Exceptions** list item.
	Exceptions
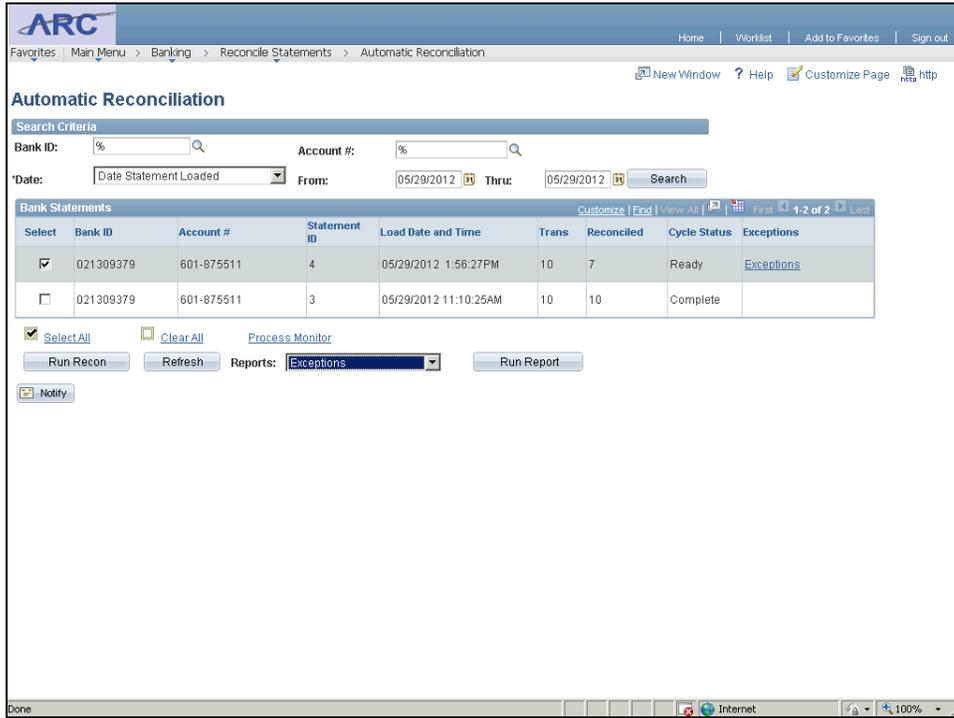
Step	Action
15.	Click the **Run Report** button.
	Run Report
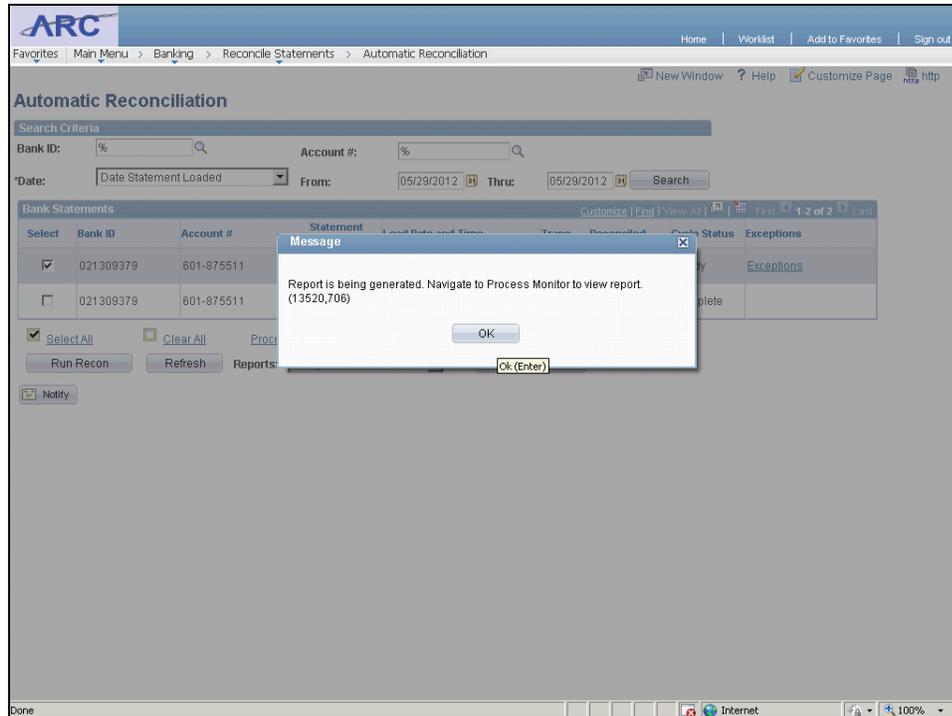
Step	Action
16.	Click the **OK** button.
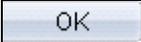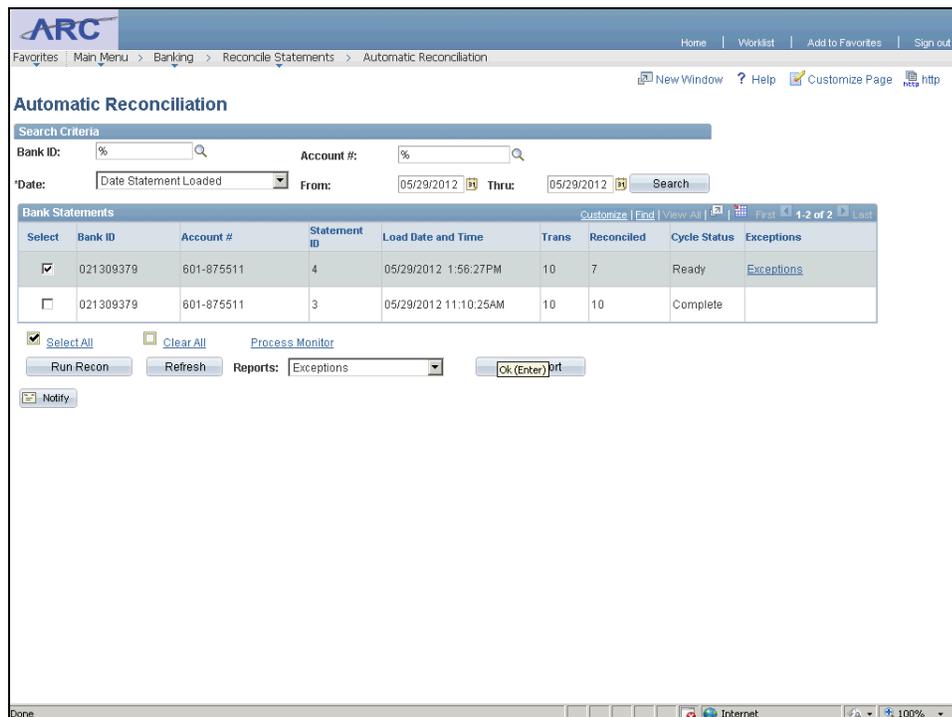
Step	Action
17.	To access the report, click the **Process Monitor** link.
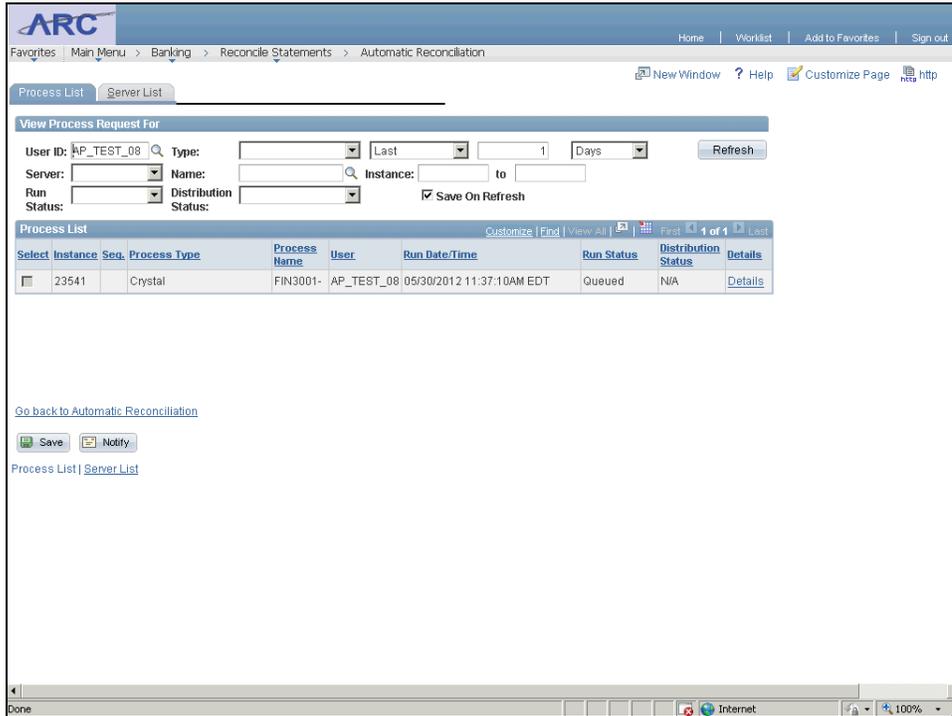
Step	Action
18.	Click the **Refresh** button until the Run Status is "Success" and the Distribution Status is "Posted".
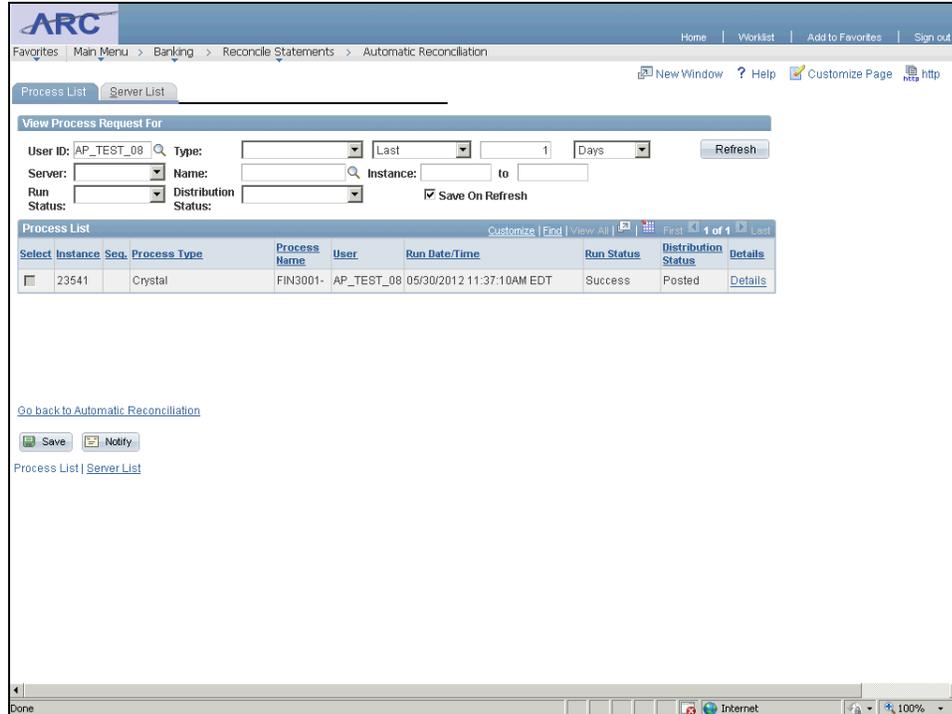
Step	Action
19.	Click the **Details** link to access the report.
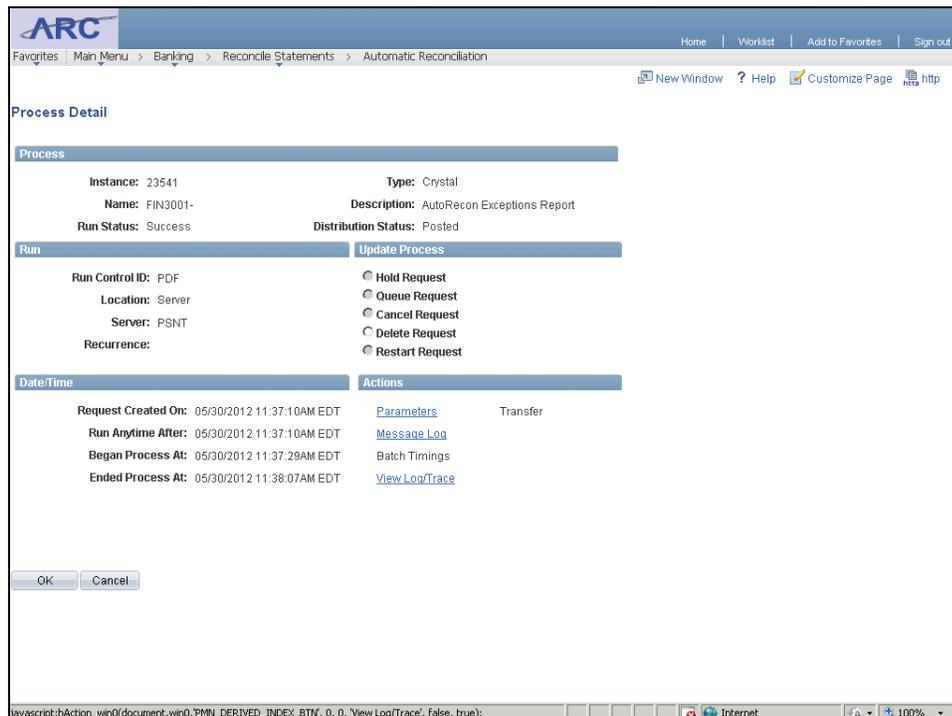
Step	Action
20.	Click the **View Log/Trace** link. View Log/Trace
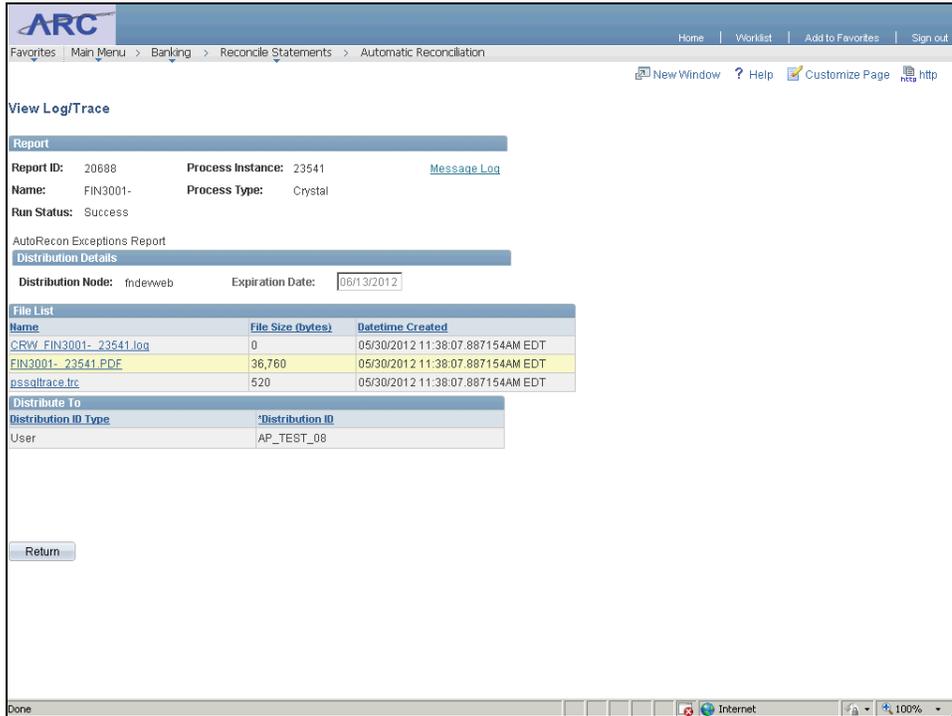
Step	Action
21.	Click the file name that ends in .PDF to open the report. Click the **FIN3001-_23541.PDF** link. FIN3001- 23541.PDF
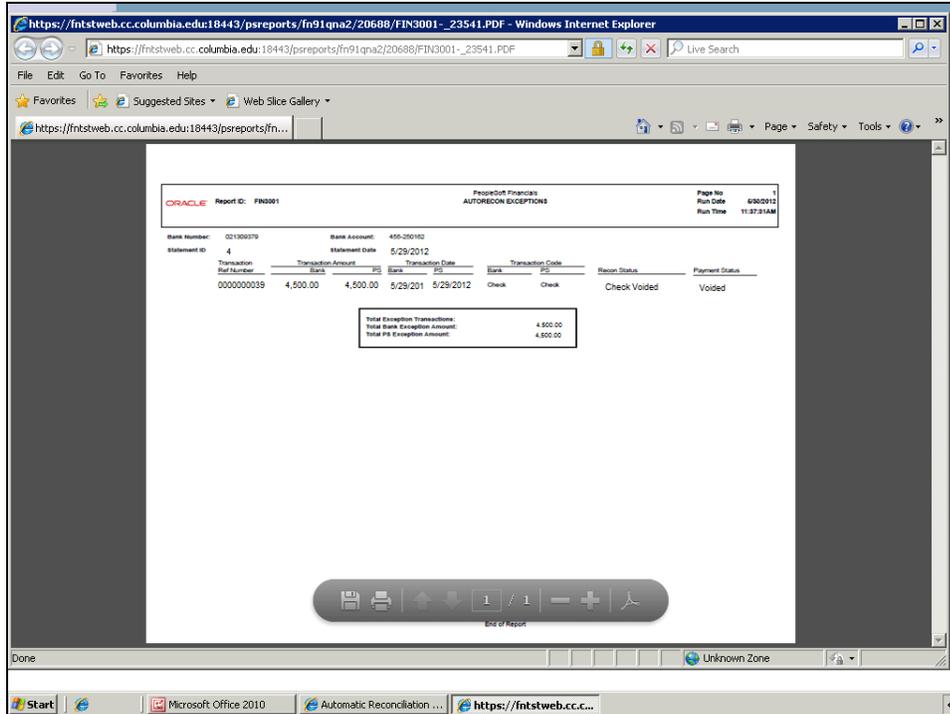
Step	Action
22.	The Report Appears for you the analyze and print.
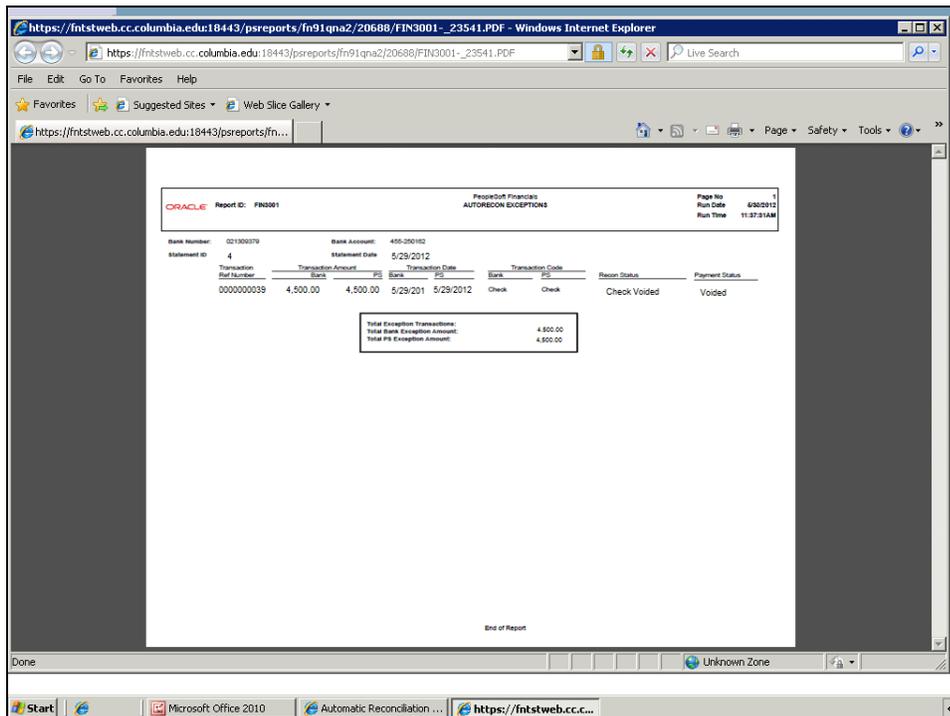
Step	Action
23.	Click the **Close** button to navigate back to ARC.

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.
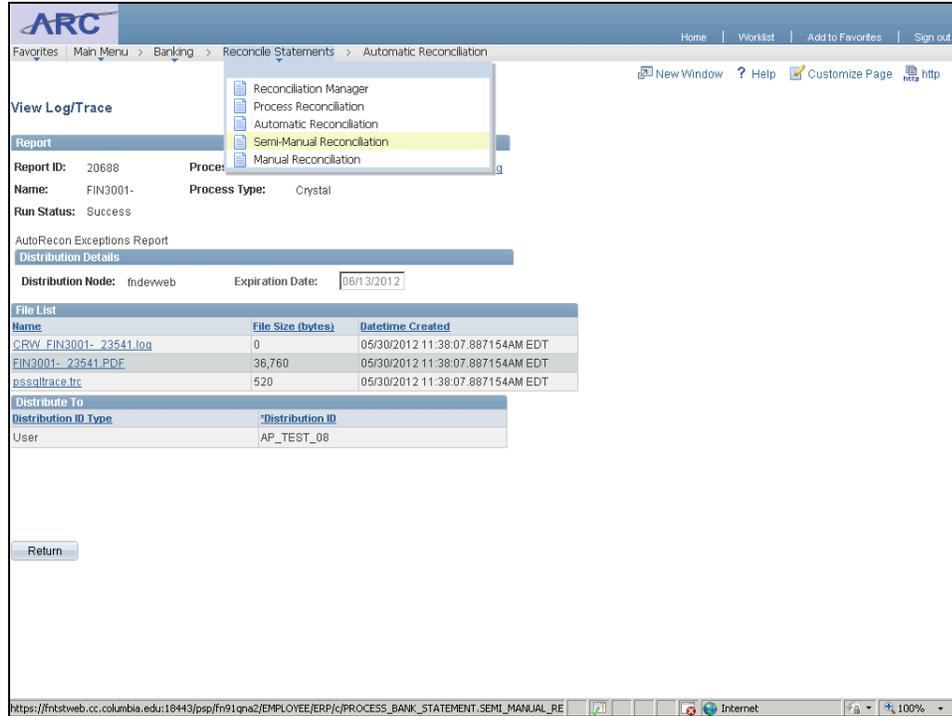
Step	Action
25.	Click the **Semi-Manual Reconciliation** menu.
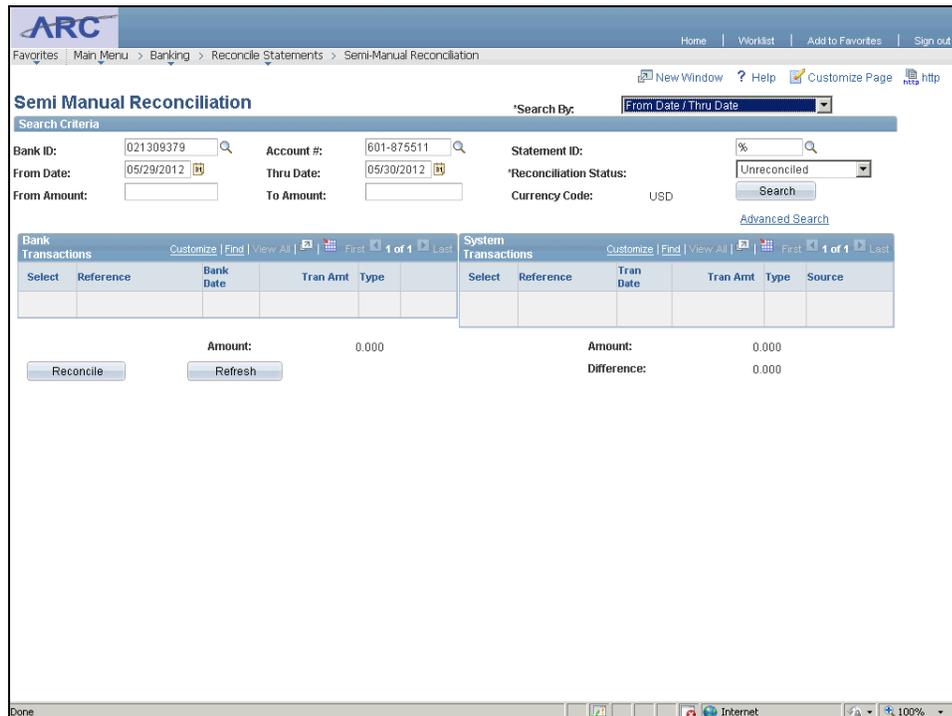
Step	Action
26.	Just like in Automatic Reconciliation, you will narrow the transactions you are searching for by using the date ranges. Click the **From Date** button.
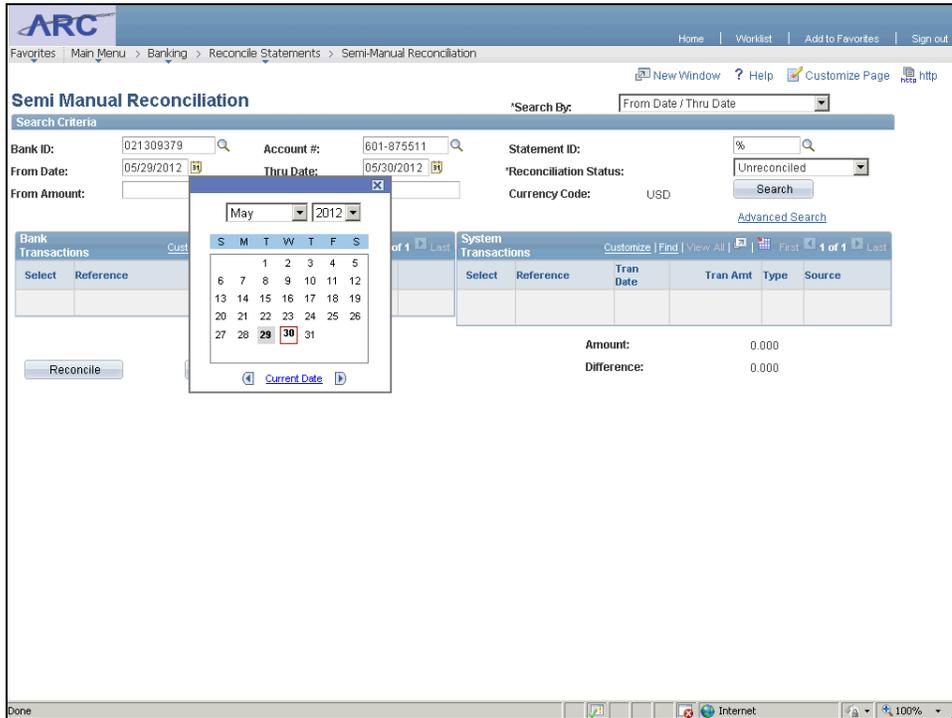
Step	Action
27.	Click the **1** link.

Step	Action
28.	Click the **Search** button.

Step	Action
29.	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.

Step	Action
30.	You will click the corresponding reference ID in the System Transactions list. Click the **0000000039** option.

Step	Action
31.	Click the button of the scrollbar.

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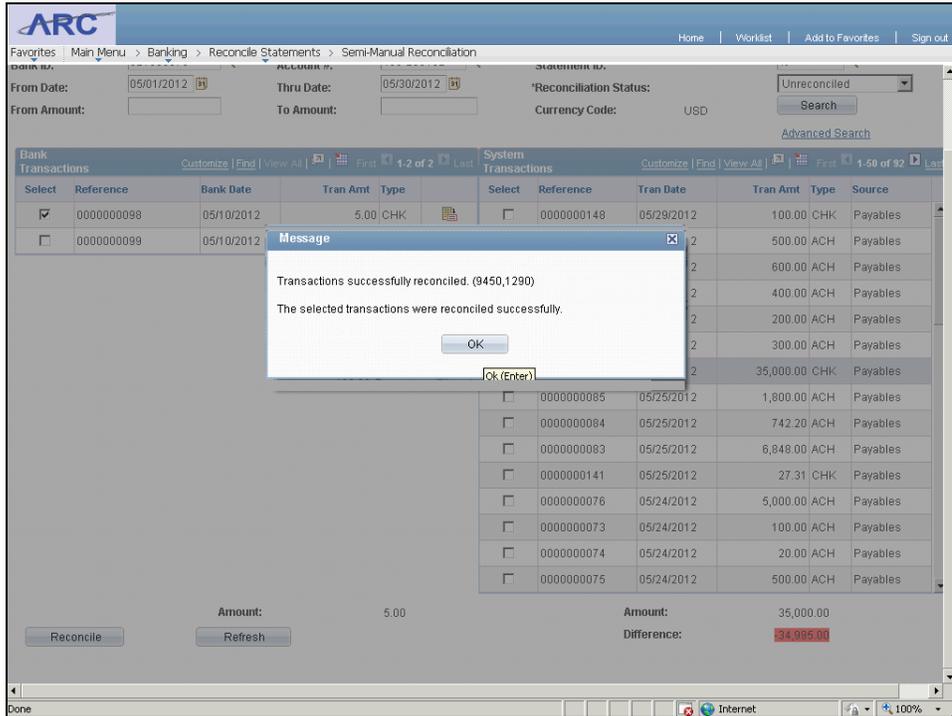
Step	Action
33.	A message will appear that the reconciliation was successful, and you will click the **OK** button.

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.