

## **Payment Processing**

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**Training Guide  
Payment Processing**

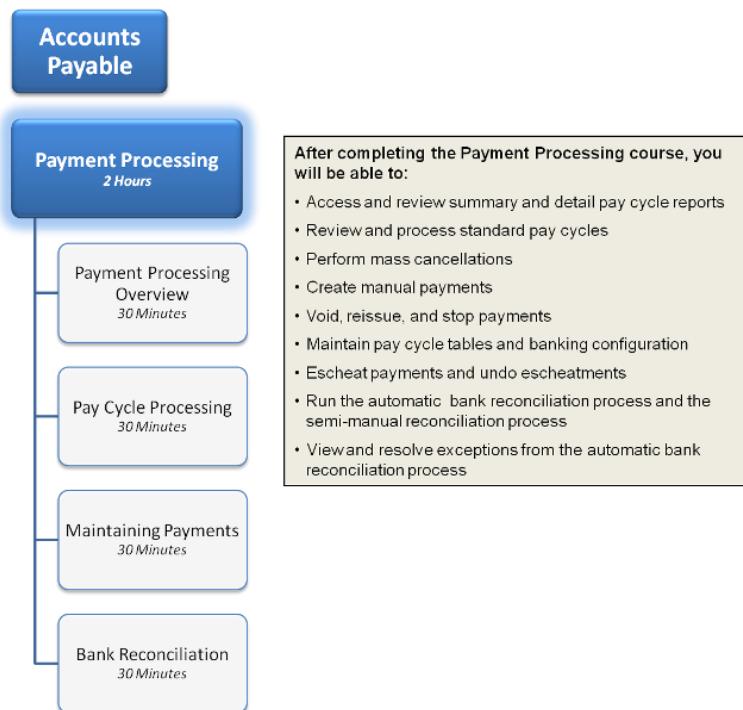
## **Payment Processing**



## 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](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.

# Training Guide

## Payment Processing



### 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



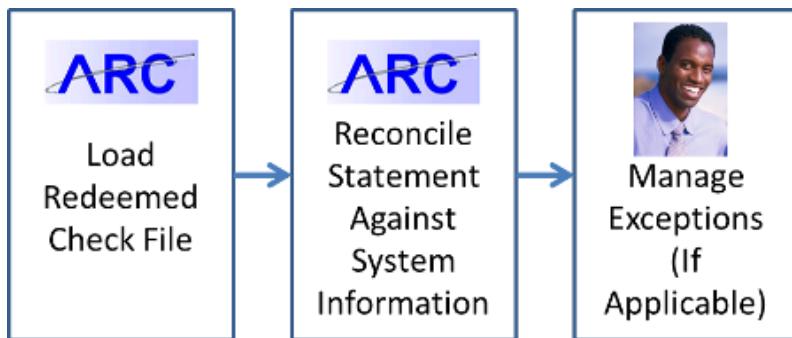
- Void Payments
- Stop Payments
- Reissue Payments



- Escheat Payments

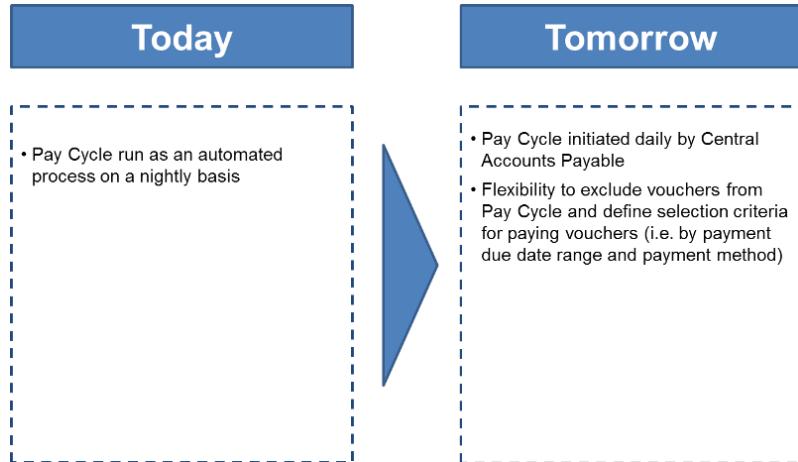
## Bank Reconciliation Overview

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



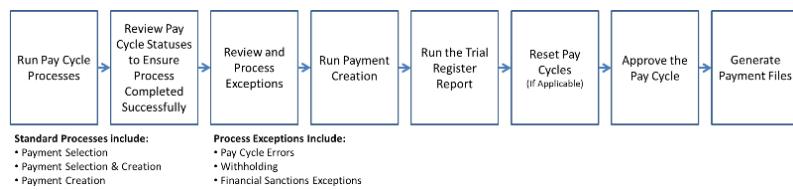
# Training Guide

## Payment Processing



### 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.

A screenshot of a web browser displaying the ARC (Accounts Receivable and Credit) system. The page title is "ARC". The top navigation bar includes links for "Home", "Worklist", "Add to Favorites", and "Sign out". Below the navigation bar is a "Personalize Content | Layout" button. A "Menu" sidebar on the left contains a search bar and a list of links: "Columbia Specific", "eProcurement", "Accounts Payable" (which is underlined in blue, indicating it is the current selection), "Banking", "Set Up Financials/Supply Chain", "Enterprise Components", "Worklist", "PeopleTools", and "Change My Password". The main content area is currently empty. At the bottom of the screen, the URL "https://fnrstweb.cc.columbia.edu:18443/psp/fn91qna2/EMPLOYEE/ERP/s/WEBLIB\_PTTP\_SC.HOME PAGE.FieldFormula.IScript" is visible in the address bar, along with various browser icons and a status bar showing "Internet" and "100%".

Step	Action
1.	Click the <b>Accounts Payable</b> link. ► <a href="#">Accounts Payable</a>



## Training Guide Payment Processing

The screenshot shows the 'Accounts Payable' section of the ARC system. At the top, there are links for 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below this, the 'Accounts Payable' section is titled 'Access PeopleSoft Payables.' It contains three main categories:

- Control Groups**: Adds, maintains, and reviews control groups. Sub-links include 'Group Information', 'Update Status', 'Delete Control Group', and 'Post Control Group'.
- Payments**: Creates and manages payments. Sub-links include 'Pay Cycle Processing', 'Pay Cycle Approvals', 'Pay Cycle Exceptions', and '4 More...'. The 'Pay Cycle Processing' link is highlighted with a blue border.
- Review Accounts Payable Info**: Runs inquiries on vouchers, vendors, payments, and integration with systems. Sub-links include 'Payments'.

Step	Action
2.	<p>The Payments menu will contain items pertaining to payment processing. To select transactions to be paid, click the <b>Pay Cycle Processing</b> link.</p> <p style="border: 1px solid blue; padding: 2px;"><a href="#">Pay Cycle Processing</a></p>

# Training Guide

## Payment Processing



Favorites | Main Menu > Accounts Payable

Home | Worklist | Add to Favorites | Sign out

Accounts Payable

**Pay Cycle Processing**

Maintain and process the pay cycle.

<a href="#">Payment Selection Criteria</a> Establish selection criteria for one or more pay cycles.	<a href="#">Pay Cycle Manager</a> Select, review, and create scheduled payments.	<a href="#">Pay Cycle Job</a> Add and submit pay cycle job.
<a href="#">Manual Positive Payment</a> Create a positive payment file for the bank.	<a href="#">Check Restart</a> Restart check printing.	<a href="#">Email Payment Advice</a>
<a href="#">Cancel Rescheduled Payments</a> Cancel rescheduled payment terms processing errors in the pay cycle.		

https://fnstweb.cc.columbia.edu:18443/psp/fnr91qna2/EMPLOYEE/ERP/c/CREATE\_PAYMENTS.PYCCL\_DEFN.GBL?PORTAL

Step	Action
3.	Click the <b>Payment Selection Criteria</b> link. <b><a href="#">Payment Selection Criteria</a></b>

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

Home | Worklist | Add to Favorites | Sign out

New Window | Help | http

**Payment Selection Criteria**

Find an Existing Value   Add a New Value

Pay Cycle:

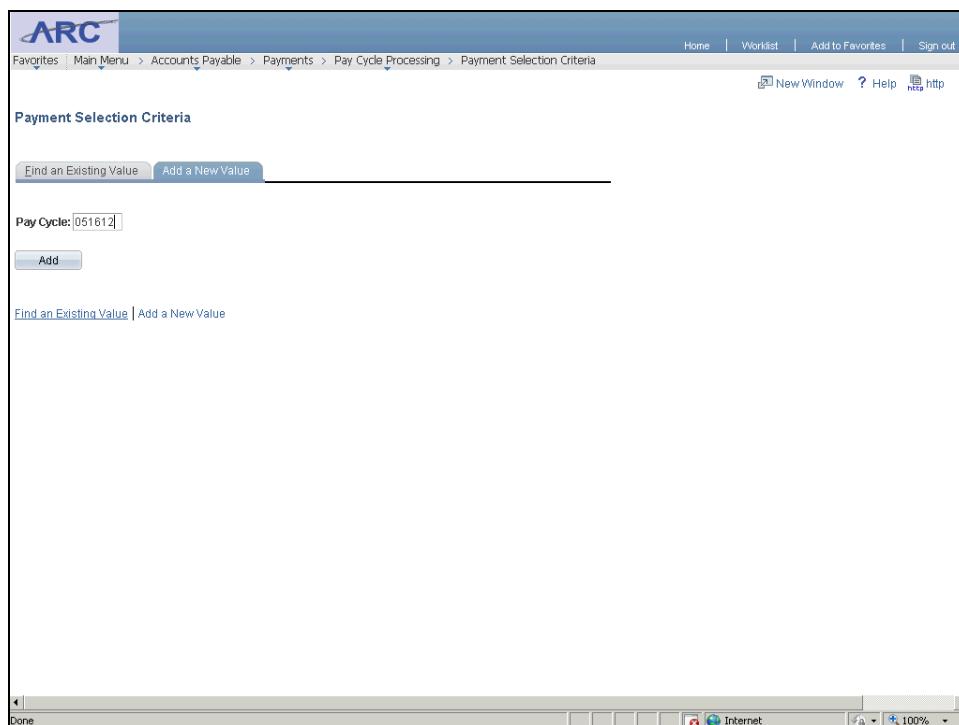
Add

Find an Existing Value | Add a New Value

Done

https://fnstweb.cc.columbia.edu:18443/psp/fnr91qna2/EMPLOYEE/ERP/c/PAYMENTSELECTIONCRITERIA.PYCCL\_DEFN.GBL?PORTAL

Step	Action
4.	<p>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 <b>Pay Cycle</b> field. Enter "<b>051612</b>". (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. <b>You will not need to create a new Pay Cycle ID every time you run the Pay Cycle.</b>)</p>



Step	Action
5.	<p>Click the <b>Add</b> button.</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> <input style="width: 100%; height: 100%; background-color: #e0e0e0; border: none; font-weight: bold; color: #000;" type="button" value="Add"/> </div>

# Training Guide

## Payment Processing



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

Pay Cycle Selection Dates			
Pay From Date:	01/01/1900 <input type="button" value="..."/>	'Next Pay Through Date:	05/23/2012 <input type="button" value="..."/>
Pay Through Date:	05/16/2012 <input type="button" value="..."/>	'Next Payment Date:	05/23/2012 <input type="button" value="..."/>
Payment Date:	05/16/2012 <input type="button" value="..."/>	Week(s):	<input type="button" value="1"/> <input type="button" value="Increment"/> <input type="button" value="Decrement"/>
Change Selection Dates:			
<b>Accounting Date</b>		<b>Withholding Date</b>	
*'Accounting Date:	05/16/2012 <input type="button" value="..."/>	*'Withholding Date:	05/16/2012 <input type="button" value="..."/>
Current Date <input type="button" value="..."/>		Payment Date <input type="button" value="..."/>	
<b>Business Day Validation</b>			
<input checked="" type="radio"/> No Validation <input type="checkbox"/> Validate Pay Through Dates <input type="radio"/> Use Standard Week <input type="checkbox"/> Validate Payment Dates <input type="radio"/> Use Holiday Calendar: <input type="text" value=""/> <input type="button" value="..."/>			

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

Step	Action
6.	Click in the <b>Pay Cycle</b> field.  [Red box highlights the Pay Cycle field]

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

Pay Cycle Selection Dates			
Pay From Date:	01/01/1900 <input type="button" value="..."/>	'Next Pay Through Date:	05/23/2012 <input type="button" value="..."/>
Pay Through Date:	05/16/2012 <input type="button" value="..."/>	'Next Payment Date:	05/23/2012 <input type="button" value="..."/>
Payment Date:	05/16/2012 <input type="button" value="..."/>	Week(s):	<input type="button" value="1"/> <input type="button" value="Increment"/> <input type="button" value="Decrement"/>
Change Selection Dates:			
<b>Accounting Date</b>		<b>Withholding Date</b>	
*'Accounting Date:	05/16/2012 <input type="button" value="..."/>	*'Withholding Date:	05/16/2012 <input type="button" value="..."/>
Current Date <input type="button" value="..."/>		Payment Date <input type="button" value="..."/>	
<b>Business Day Validation</b>			
<input checked="" type="radio"/> No Validation <input type="checkbox"/> Validate Pay Through Dates <input type="radio"/> Use Standard Week <input type="checkbox"/> Validate Payment Dates <input type="radio"/> Use Holiday Calendar: <input type="text" value=""/> <input type="button" value="..."/>			

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



## Training Guide Payment Processing

Step	Action
7.	Enter the desired information into the <b>Pay Cycle Description</b> field. Enter " <b>Columbia Pay Cycle</b> ".

The screenshot shows the 'Payment Selection Criteria' page in the ARC system. The 'Pay Cycle' dropdown is set to 'Columbia Pay Cycle'. The 'Pay From Date' field contains '05/16/2012'. The 'Pay Through Date' field contains '05/16/2012'. The 'Payment Date' field contains '05/16/2012'. The 'Pay Cycle Selection Dates' section includes fields for 'Pay From Date' (01/01/1900), 'Pay Through Date' (05/23/2012), 'Next Pay Through Date' (05/23/2012), and 'Next Payment Date' (05/23/2012). The 'Business Day Validation' section has 'No Validation' selected. Buttons at the bottom include 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

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

# Training Guide

## Payment Processing



Screenshot of the ARC Payment Selection Criteria page. The Pay Cycle is set to 'Columbia Pay Cycle'. The 'Pay Cycle Selection Dates' section shows 'Pay From Date' as 05/16/2012 (Mon), 'Pay Through Date' as 05/16/2012 (Wed), and 'Payment Date' as 05/16/2012 (Wed). The 'Next Pay Through Date' is 05/18/2012 (Wed) and the 'Next Payment Date' is 05/23/2012 (Wed). The 'Accounting Date' is 05/16/2012 (Mon) and the 'Withholding Date' is 05/16/2012 (Mon). Under 'Business Day Validation', the 'No Validation' radio button is selected. Buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display' are visible at the bottom.

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

Screenshot of the ARC Payment Selection Criteria page. The Pay Cycle is set to 'Columbia Pay Cycle'. The 'Pay Cycle Selection Dates' section shows 'Pay From Date' as 05/16/2012 (Mon), 'Pay Through Date' as 05/16/2012 (Wed), and 'Payment Date' as 05/16/2012 (Wed). The 'Next Pay Through Date' is 05/18/2012 (Wed) and the 'Next Payment Date' is 05/23/2012 (Wed). The 'Accounting Date' is 05/16/2012 (Mon) and the 'Withholding Date' is 05/16/2012 (Mon). Under 'Business Day Validation', the 'No Validation' radio button is selected. Buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display' are visible at the bottom. A JavaScript alert box is displayed at the bottom of the browser window: 'javascript:DataPrompt\_win0('PYCYCL\_NEXT\_PYMNT\_DT','PYCYCL\_NEXT\_PYMNT\_DT\$prompt','450',false);'.



## Training Guide Payment Processing

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

The screenshot shows the ARC Pay Cycle Processing interface. The 'Pay Cycle' dropdown is set to '051612 Columbia Pay Cycle'. The 'Pay Cycle Selection Dates' section shows 'Pay From Date' as 05/16/2012 (Mon), 'Pay Through Date' as 05/16/2012 (Wed), and 'Payment Date' as 05/16/2012 (Wed). The 'Change Selection Dates:' dropdown is set to '1 Week(s)'. The 'Accounting Date' section shows 'Accounting Date' as 05/16/2012 (Mon) and 'Current Date'. The 'Withholding Date' section shows 'Withholding Date' as 05/16/2012 (Mon) and 'Payment Date'. Under 'Business Day Validation', the 'No Validation' radio button is selected. There are 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 <b>Preferences</b> tab. 

# Training Guide

## Payment Processing



**ARC**

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

Home | Worklist | Add to Favorites | Sign out

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**

<input type="checkbox"/> Use Vendor Pay Group	<input type="checkbox"/> Include Lost Discount
<input type="checkbox"/> Process EFT/ACH Pre-Note	<input type="checkbox"/> Process Bank Charges
<input type="checkbox"/> Print LC Advice	<input type="checkbox"/> Calculate Value Date
<input type="checkbox"/> Automatic Increment Dates	<input type="checkbox"/> Use Recipient's Pref. Lang.
<input type="checkbox"/> Email Payment Advice	<input type="checkbox"/> Suppress Zero Amount Check
<input type="checkbox"/> Financial Sanctions list edit	
Report Output	Crystal Check
Preferred Language:	English
*Approval:	None
*Netting Option:	N <input type="button" value="Search"/> Not Applicable
*Step Group:	Model <input type="button" value="Search"/> All pay cycle steps

**Credit Options**

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

**Notification**

Payment Error User ID:	<input type="text"/>
Payment Advice User ID:	<input type="text"/>

**Bank Replacement Rule**

SetID:	<input type="text"/> <input type="button" value="Search"/>	Rule Name:	<input type="text"/> <input type="button" value="Search"/>
--------	------------------------------------------------------------	------------	------------------------------------------------------------

**Check Payment Message**

Message:

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

Done

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

**ARC**

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

Home | Worklist | Add to Favorites | Sign out

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**

<input type="checkbox"/> Use Vendor Pay Group	<input type="checkbox"/> Include Lost Discount
<input type="checkbox"/> Process EFT/ACH Pre-Note	<input type="checkbox"/> Process Bank Charges
<input type="checkbox"/> Print LC Advice	<input type="checkbox"/> Calculate Value Date
<input type="checkbox"/> Automatic Increment Dates	<input type="checkbox"/> Use Recipient's Pref. Lang.
<input type="checkbox"/> Email Payment Advice	<input checked="" type="checkbox"/> Suppress Zero Amount Check
<input type="checkbox"/> Financial Sanctions list edit	
Report Output	Crystal Check
Preferred Language:	English
*Approval:	None
*Netting Option:	N <input type="button" value="Search"/> Not Applicable
*Step Group:	Model <input type="button" value="Search"/> All pay cycle steps

**Credit Options**

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

**Notification**

Payment Error User ID:	<input type="text"/>
Payment Advice User ID:	<input type="text"/>

**Bank Replacement Rule**

SetID:	<input type="text"/> <input type="button" value="Search"/>	Rule Name:	<input type="text"/> <input type="button" value="Search"/>
--------	------------------------------------------------------------	------------	------------------------------------------------------------

**Check Payment Message**

Message:

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

Done



## Training Guide Payment Processing

Step	Action
13.	Click the <b>Approval</b> list to select which approvals are necessary for transactions being processed in this Pay Cycle.  None

The screenshot shows the 'Payment Selection Criteria' page in the ARC system. The 'Pay Cycle' is set to '051612 - Columbia Pay Cycle'. The 'Pay From Date' and 'Pay Through Date' are both '05/16/2012'. The 'Payment Date' is also '05/16/2012'. In the 'General Options' section, the 'Approval' dropdown is open, showing three items: 'None', 'Certifier Approval', and 'User Approval', with 'User Approval' selected. Other options like 'Print LC Advice' and 'Email Payment Advice' are also visible. The 'Credit Options' section includes fields for 'Credit Vouchers' (set to 'Process Credit Vouchers') and 'Date Limit' (set to 'No Date Limit'). The 'Notification' section contains fields for 'Payment Error User ID' and 'Payment Advice User ID'. The 'Bank Replacement Rule' section has fields for 'SetID' and 'Rule Name'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The status bar at the bottom right shows 'Internet' and a zoom level of '100%'. The URL in the address bar is 'http://.../arc/arc\_main.asp?menu=Accounts\_Payable&sub=Payments&subsub=Pay\_Cycle\_Processing&action=Payment\_Selection\_Criteria'.

Step	Action
14.	Click the <b>User Approval</b> list item.  User Approval

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## Payment Processing



Screenshot of the ARC Payment Selection Criteria page. The General Options section shows 'Pay Cycle' set to 051612 (Columbia Pay Cycle), 'Pay From Date' set to 05/16/2012, and 'Pay Through Date' set to 05/16/2012. The 'Step Group' dropdown is set to 'Model'. The 'Credit Options' section includes 'Credit Vouchers' set to 'Process Credit Vouchers' and 'Date Limit' set to 'No Date Limit'. The 'Bank Replacement Rule' section shows 'SetID' and 'Rule Name' fields. A 'Check Payment Message' section contains a message input field and a 'Save' button.

Step	Action
15.	Click the <b>Look up Step Group (Alt+5)</b> button. 

Screenshot of the ARC system showing a 'Look Up Step Group' dialog box. The dialog has a search bar for 'Step Group Name' with the placeholder 'begins with' and a dropdown menu. Below the search bar are 'Look Up', 'Clear', and 'Cancel' buttons, along with a 'Basic Lookup' link. The 'Search Results' section displays a table with two rows: 'Columbia' under 'Step Group Name' and 'Columbia Pay Cycle Steps' under 'Description'. There are also 'View 100', 'First 1 of 2', and 'Last' buttons.



## Training Guide Payment Processing

Step	Action
16.	This will specify what steps are taken in the Pay Cycle. Click the <b>Columbia</b> link. <a href="#">Columbia</a>

The screenshot shows the 'Payment Selection Criteria' page. In the 'General Options' section, there are several checkboxes and dropdown menus. Under 'Report Output', the dropdown is set to 'Crystal Check'. Under 'Preferred Language', it is set to 'English'. Under 'Approval', it is set to 'User Approval'. Under 'Netting Option', it says 'Not Applicable'. Under 'Step Group', it says 'Columbia' and 'Columbia Pay Cycle Steps'. In the 'Credit Options' section, there are two dropdown menus. The first dropdown under 'Credit Vouchers' is set to 'Process Credit Vouchers'. The second dropdown under 'Date Limit' is set to 'No Date Limit'. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Step	Action
17.	Click the <b>Credit Vouchers</b> list to determine what options you went to select for credit versus debit vouchers. <input type="button" value="Process Credit Vouchers"/>

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**ARC**

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

Home | Worklist | Add to Favorites | Sign out

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

**General Options**

Pay Cycle: 051612 Columbia Pay Cycle  
 Pay From Date: 05/16/2012 Pay Through Date: 05/16/2012  
**Credit Options**

Credit Vouchers: Process Credit Vouchers  
 \*Date Limit: Do Not Process Credit Vouchers  
 Process Credit Vouchers  
 Process When DRs >= CRs  
 Process When DRs Exceed CRs  
**Notification**

Payment Error User ID: [Search] Payment Advice User ID: [Search]

**Bank Replacement Rule**

SetID: [Search] Rule Name: [Search]

**Check Payment Message**

Message: [Text Box]

[Save] [Notify] [Refresh] [Add] [Update/Display]

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

Step	Action
18.	<p>Click the <b>Process When DRs &gt;= CRs</b> list item.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <b>Process When DRs &gt;= CRs</b> </div>

**ARC**

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

Home | Worklist | Add to Favorites | Sign out

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

**General Options**

Pay Cycle: 051612 Columbia Pay Cycle  
 Pay From Date: 05/16/2012 Pay Through Date: 05/16/2012  
**Credit Options**

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

Payment Error User ID: [Search] Payment Advice User ID: [Search]

**Bank Replacement Rule**

SetID: [Search] Rule Name: [Search]

**Check Payment Message**

Message: [Text Box]

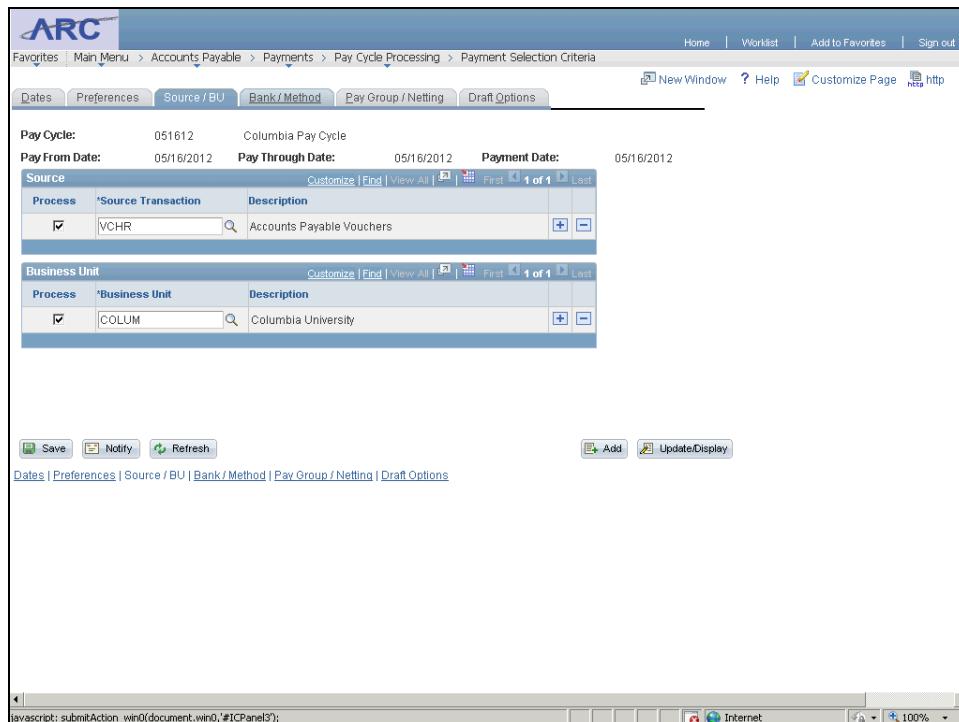
[Save] [Notify] [Refresh] [Add] [Update/Display]

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



## Training Guide Payment Processing

Step	Action
19.	Click the <b>Source / BU</b> tab. 



The screenshot shows the ARC Payment Selection Criteria page. The 'Source / BU' tab is active. The 'Source' section lists a single transaction type: 'VCHR' (Accounts Payable Vouchers). The 'Business Unit' section lists a single business unit: 'COLUM' (Columbia University). Other tabs visible include 'Dates', 'Preferences', 'Bank / Method', 'Pay Group / Netting', and 'Draft Options'. Action buttons at the bottom include 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

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.

# Training Guide

## Payment Processing



**ARC**

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

Home | Worklist | Add to Favorites | Sign out

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

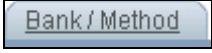
**Business Unit**

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

**Action Buttons:** Save, Notify, Refresh, Add, Update/Display

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

javascript:submitAction\_win0(document.win0,'#ICPanel3');

Step	Action
21.	Click the <b>Bank / Method</b> tab. 

**ARC**

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

Home | Worklist | Add to Favorites | Sign out

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:	Find	View All	First	1 of 1	Last
<input checked="" type="checkbox"/>	CUSET					

**Pay Method**

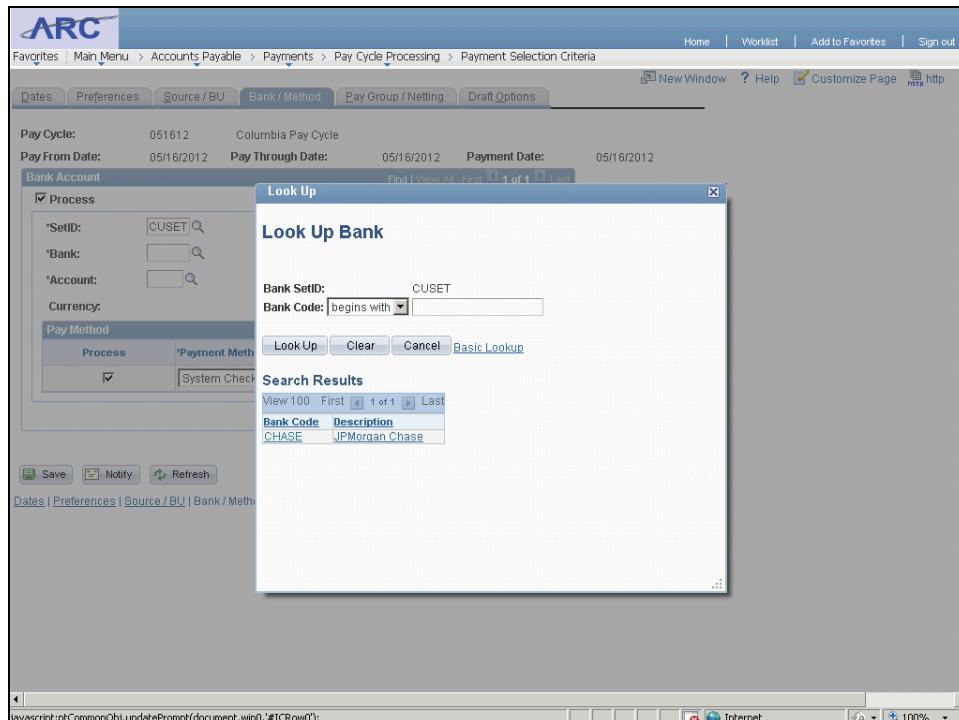
Process	*Payment Method
<input checked="" type="checkbox"/>	System Check

**Action Buttons:** Save, Notify, Refresh, Add, Update/Display

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

Done

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



Step	Action
23.	<p>Click the <b>CHASE</b> link.</p> 

# Training Guide

## Payment Processing



**ARC**

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

Home | Worklist | Add to Favorites | Sign out

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

New Window | Help | Customize Page | http

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

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

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

javascript:pAction\_win0(document.win0,'PYCYCL\_BNK\_BANK\_ACCT\_KEY\$prompt\$0');

Step	Action
24.	Select the appropriate account by clicking the <b>Look up Account (Alt+5)</b> button. <input alt="Search icon" type="button"/>

**ARC**

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

**Bank Account**

Process

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

**Look Up**

**Look Up Account**

Bank SetID: CUSET  
 Bank Code: CHASE  
 Bank Account: begins with   
 Bank Account #: begins with

**Search Results**

View 100 First 1 of 2 Last

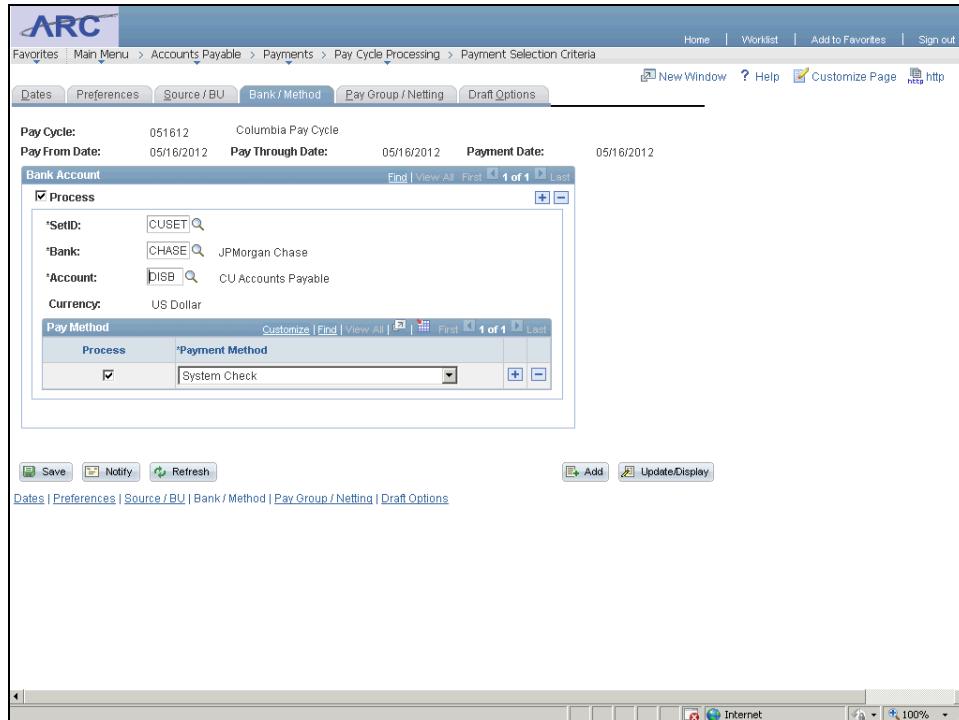
Bank Account	Bank Account #	Short Description	Description
CONC	091-006341	CU JPM Con	CU-JPM Concentration Account
DISB	455-250162	CU Account	CU Accounts Payable

javascript:pCommonObj.updatePrompt(document.win0,'#10Row1');



## Training Guide Payment Processing

Step	Action
25.	Click the <b>DISB</b> link. 



The screenshot shows the 'Payment Selection Criteria' page. At the top, it displays the pay cycle (051612 - Columbia Pay Cycle), pay from date (05/16/2012), pay through date (05/16/2012), and payment date (05/16/2012). Below this, the 'Bank Account' section is visible, containing fields for SetID (CUSET), Bank (CHASE), Account (DISB), and Currency (US Dollar). The 'Pay Method' section shows one row selected: 'Process' (checked) and 'Payment Method' (System Check). At the bottom of the form, there are buttons for Save, Notify, Refresh, Add, Update/Display, and links for Dates, Preferences, Source / BU, Bank / Method, Pay Group / Netting, and Draft Options.

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

# Training Guide

## Payment Processing



ARC

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

Home | Worklist | Add to Favorites | Sign out

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:	CUSET
'Bank:	CHASE
'Account:	DISB
Currency:	US Dollar

**Pay Method**

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

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

Step	Action
27.	Click the <b>Payment Method</b> list. <input type="button" value="System Check"/>

ARC

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

Home | Worklist | Add to Favorites | Sign out

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:	CUSET
'Bank:	CHASE
'Account:	DISB
Currency:	US Dollar

**Pay Method**

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

Automated Clearing House  
Draft - Customer EFT  
Draft - Customer Initiated  
Electronic Funds Transfer  
Giro - EFT

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



## Training Guide Payment Processing

Step	Action
28.	Click the <b>Automated Clearing House</b> list item. 

The screenshot shows the 'Payment Selection Criteria' page. At the top, it displays the pay cycle (051612 - Columbia Pay Cycle), pay from date (05/16/2012), pay through date (05/16/2012), and payment date (05/16/2012). The 'Bank Account' section is visible, showing a set ID (CUSET), bank (CHASE - JPMorgan Chase), account (DISB - CU Accounts Payable), and currency (US Dollar). The 'Pay Method' section shows two options: 'System Check' and 'Automated Clearing House', with 'Automated Clearing House' being the selected option. At the bottom, there are buttons for Save, Notify, Refresh, Add, Update/Display, and links for Dates, Preferences, Source / BU, Bank / Method, Pay Group / Netting, and Draft Options.

Step	Action
29.	Click the <b>Payment Method</b> option. 

# Training Guide

## Payment Processing



Screenshot of the ARC Payment Selection Criteria page. The Pay Cycle is set to 051612 (Columbia Pay Cycle). The Pay From Date and Payment Date are both 05/16/2012. The Bank Account section shows 'SetID: CUSET', 'Bank: CHASE JPMorgan Chase', 'Account: DISB CU Accounts Payable', and 'Currency: US Dollar'. The Pay Method section shows two entries: 'Automated Clearing House' and 'System Check'. A note at the top right says 'Add a new row at row 1 (Alt+7)'. At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display.

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



## Training Guide Payment Processing

The screenshot shows the 'Bank Account' section of the 'Payment Selection Criteria' page. The 'Process' checkbox is checked. The 'SetID' field contains 'CUSET'. The 'Bank' and 'Account' fields are empty. The 'Currency' section is collapsed. Below it, a 'Pay Method' grid shows one row with 'Process' checked and 'Payment Method' set to 'System Check'. Action buttons at the bottom include Save, Return to Search, Notify, Refresh, Add, and Update/Display.

Step	Action
31.	Click in the <b>Bank</b> field. <input type="text"/>

The screenshot shows the same 'Bank Account' section as the previous one, but the 'Bank' field now contains a cursor, indicating it is selected for input.

# Training Guide

## Payment Processing



Step	Action
32.	Enter the desired information into the <b>Bank</b> field. Enter "CHASE".

The screenshot shows the ARC Pay Cycle Processing interface. The 'Bank Account' tab is selected. In the 'Process' section, the 'SettId' field contains 'CUSET' and the 'Bank' field contains 'CHASE'. The 'Account' field is empty. In the 'Pay Method' section, the 'Process' tab is selected, showing a dropdown menu with 'System Check' highlighted. The bottom of the screen shows standard browser navigation and search controls.

Step	Action
33.	Click in the <b>Account</b> field. [Empty box]



## Training Guide Payment Processing

The screenshot shows the 'Bank Account' section of the 'Payment Selection Criteria' page. The 'Process' checkbox is checked. In the 'Account' field, 'CONC' is entered. The 'Pay Method' table shows one row with 'Process' checked and 'Payment Method' set to 'System Check'. Action buttons at the bottom include Save, Return to Search, Notify, Refresh, Add, and Update/Display.

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

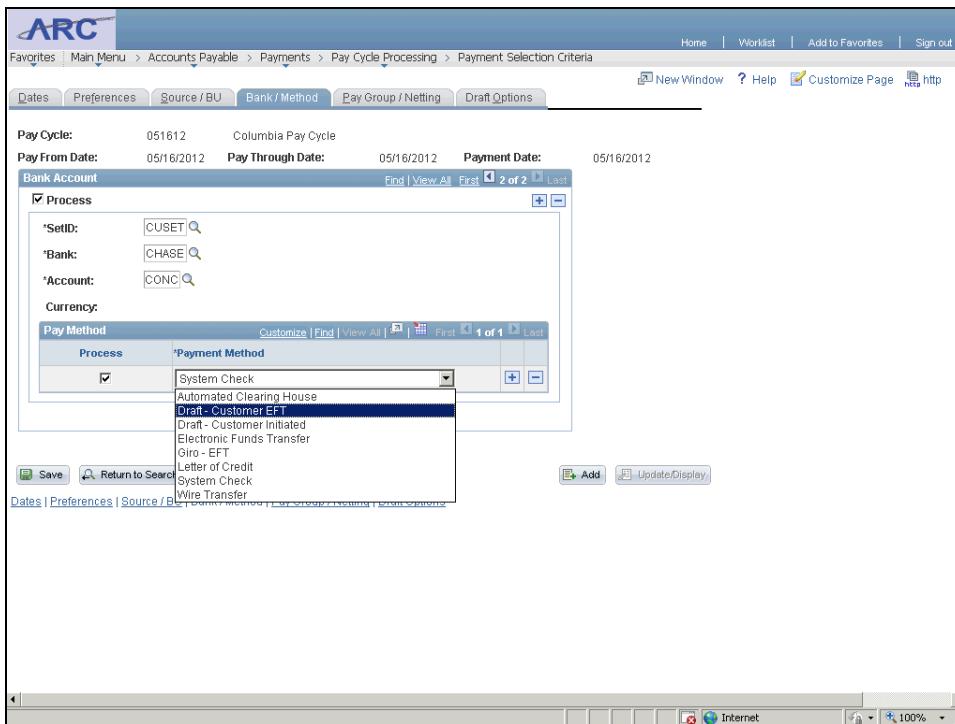
The screenshot shows the 'Bank Account' section of the 'Payment Selection Criteria' page. The 'Process' checkbox is checked. In the 'Account' field, 'CONC' is entered. The 'Pay Method' table shows one row with 'Process' checked and 'Payment Method' set to 'System Check'. Action buttons at the bottom include Save, Return to Search, Notify, Refresh, Add, and Update/Display.

# Training Guide

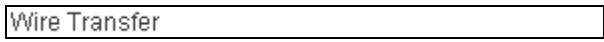
## Payment Processing



Step	Action
35.	Click the <b>Payment Method</b> list. 



The screenshot shows the 'Payment Selection Criteria' page in the ARC system. The 'Bank / Method' tab is selected. The 'Process' checkbox is checked. The 'SetID' field contains 'CUSET'. The 'Bank' field contains 'CHASE'. The 'Account' field contains 'CONC'. The 'Currency' field is empty. A dropdown menu titled 'Payment Method' is open, listing various options: System Check, Automated Clearing House, Draft - Customer EFT, Draft - Customer Initiated, Electronic Funds Transfer, Giro - EFT, Letter of Credit, System Check, and Wire Transfer. The 'Wire Transfer' option is highlighted. At the bottom of the screen, there are 'Save' and 'Return to Search' buttons, along with links for 'Bank Account', 'Pay Group / Netting', and 'Draft Options'.

Step	Action
36.	Click the <b>Wire Transfer</b> list item. 



## Training Guide Payment Processing

The screenshot shows the 'Payment Selection Criteria' page. The 'Bank Account' section is active, displaying a form with fields for SetID (CUSET), Bank (CHASE), and Account (CONC). A 'Pay Method' grid shows 'Wire Transfer' selected. Action buttons include Save, Notify, Refresh, Add, and Update/Display.

Step	Action
37.	Click the <b>Save</b> button. 

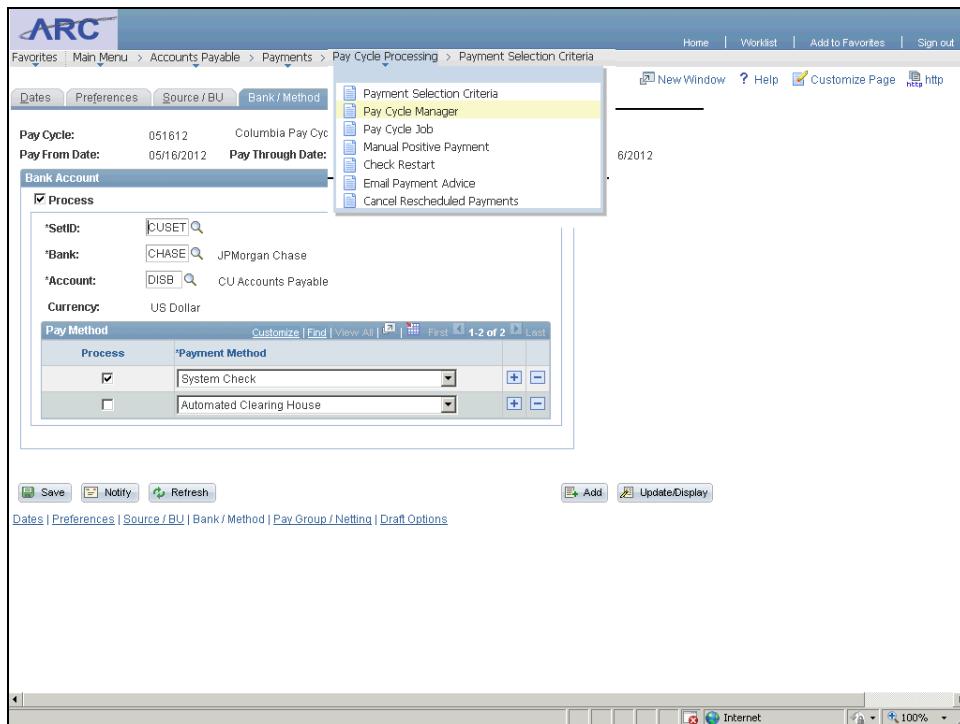
The screenshot shows the 'Payment Selection Criteria' page. The 'Bank Account' section is active, displaying a form with fields for SetID (CUSET), Bank (CHASE), and Account (DISB). A 'Pay Method' grid shows 'System Check' selected. Action buttons include Save, Notify, Refresh, Add, and Update/Display.

# Training Guide

## Payment Processing



Step	Action
38.	Click the <b>Pay Cycle Processing</b> button. 



The screenshot shows the 'Pay Cycle Processing' screen in the ARC application. A context menu is open over the 'Bank / Method' section, with 'Pay Cycle Manager' highlighted. The main form displays payment selection criteria, bank account details, and a pay method grid. The 'Pay Method' grid shows two entries: 'System Check' (selected) and 'Automated Clearing House'. Navigation links at the bottom include 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Step	Action
39.	Click the <b>Pay Cycle Manager</b> button to process the Pay Cycle. 



## Training Guide Payment Processing

Pay Cycle Manager

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

Pay Cycle: =

Search Clear Basic Search Save Search Criteria

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

# Training Guide

## Payment Processing



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

A screenshot of a web-based application window titled "Pay Cycle Manager". The URL in the address bar is "http://www.arc.com/arc\_main.nsf/.../mainmenu.xsp?OpenFrameSet&FrameSetID=AccountsPayableFrameSet". The page shows a search form with a dropdown menu set to "Pay Cycle" containing the value "051612". A search button is visible below the input field. The browser status bar at the bottom indicates "Done" and shows zoom controls at "100%".

Step	Action
42.	Click the <b>Search</b> button. A rectangular button labeled "Search" with a blue gradient background and white text.



## Training Guide Payment Processing

The screenshot shows the Pay Cycle Manager interface. At the top, it displays the pay cycle information: Pay Cycle: 051612 Columbia Pay Cycle. Below this is a navigation bar with tabs: Selection Criteria, Approve, Trial Register, Reference Confirmation, and Draft Staging Approval. The main area is divided into sections: Pay Cycle Status, Pay Cycle Exceptions, and Pay Cycle Results. In the Pay Cycle Status section, there is a table with columns: Process, Server, and Step Name. Two rows are visible: "Payment Selection" and "Payment Selection & Creation". The Pay Cycle Results section contains a table with columns: Description, Bank, Account, Status, Server Name, Output Type, and Output Destination. A toolbar at the bottom includes Save, Return to Search, and Notify buttons.

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> <p><b>Process</b></p>

# Training Guide

## Payment Processing



**Pay Cycle Manager**

Pay Cycle: 051612 Columbia Pay Cycle

Selection Criteria	Approve	Trial Register	Reference Confirmation	Draft Staging Approval
<b>Pay Cycle Status</b>				
Status:	Running	<a href="#">Refresh</a>	<a href="#">Process Monitor</a>	
Pay From Date:	05/16/2012			
Pay Through Date:	05/16/2012			
Payment Date:	05/16/2012			
Schedule Payments Selected:	0	Summary	Details	<a href="#">Pay Cycle Reset</a>
Server: <input type="text"/> <a href="#">Reset</a>				
<b>Pay Cycle Exceptions</b>				
Pay Cycle Error	Discount Lost	Discount Denied	Withholding	Bank Replacement
Financial Sanctions Exceptions				
<b>Pay Cycle Results</b>				
<a href="#">Main Information</a> <a href="#">Additional Info</a> <a href="#">Print</a> <span style="float: right;">Customize   Find   View As   <a href="#">First</a> <a href="#">1 of 1</a> <a href="#">Last</a></span>				
Description	Bank	Account	Status	Server Name
*Output Type	Output Destination			
<a href="#">Save</a> <a href="#">Return to Search</a> <a href="#">Notify</a>				

Done [Internet](#) [Help](#) [Customize Page](#) [http](#)

Step	Action
44.	Click the <b>Process Monitor</b> link to see when the process has completed. <a href="#">Process Monitor</a>

**Process List**

**View Process Request For**

User ID: AP\_TEST\_06 [Find](#) Type:  Days:  [Refresh](#)

Server:  Instance:   Save On Refresh

Run:  Status:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	19183		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:14:03AM EDT	Queued	N/A	<a href="#">Details</a>
<input type="checkbox"/>	19148		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 8:53:31AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18902		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:49:39PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18901		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:49:22PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18896		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:31:37PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18899		Application Engine	AP_APY2055	AP_TEST_06	05/15/2012 1:53:50PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18797		Application Engine	AP_APY2055	AP_TEST_06	05/15/2012 11:04:49AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18794		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/15/2012 11:02:55AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18787		SQR Process	FIN2025	AP_TEST_06	05/15/2012 10:55:27AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18785		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:51:45AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18777		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:46:41AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18765		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:40:05AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18759		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:37:49AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18754		SQR Process	FIN2025	AP_TEST_06	05/15/2012 10:35:48AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18753		Application Engine	AP_APY2055	AP_TEST_06	05/15/2012 10:35:09AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18751		Application Engine	AP_APY2050	AP_TEST_06	05/15/2012 10:32:53AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18750		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/15/2012 10:32:35AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18749		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:32:33AM EDT	Success	Posted	<a href="#">Details</a>

Done [Internet](#) [Help](#) [Customize Page](#) [http](#)



## Training Guide Payment Processing

Step	Action
45.	Click the <b>Refresh</b> button until the Run Status of the Process is "Success" and the Distribution Status is "Posted".  <input type="button" value="Refresh"/>

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	19183		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:14:03AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	19148		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 8:53:31AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18902		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:48:39PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18787		SQR Process	FIN2025	AP_TEST_06	05/15/2012 10:55:27AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18785		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:51:45AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18777		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:46:41AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18765		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:40:05AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18759		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:37:49AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18754		SQR Process	FIN2025	AP_TEST_06	05/15/2012 10:35:48AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18753		Application Engine	AP_APY2055	AP_TEST_06	05/15/2012 10:35:09AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18751		Application Engine	AP_APY2050	AP_TEST_06	05/15/2012 10:32:53AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18750		Application Engine	ZCL_CHKGEN	AP_TEST_06	05/15/2012 10:32:35AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18749		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:32:33AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18748		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:32:03AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18735		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:24:12AM EDT	Success	Posted	<a href="#">Details</a>

[Go back to Pay Cycle Manager](#)

Step	Action
46.	Click the <b>Go back to Pay Cycle Manager</b> link.  <a href="#">Go back to Pay Cycle Manager</a>

# Training Guide

## Payment Processing



Screenshot of the ARC Pay Cycle Manager search interface. The URL is [http://Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager](#). The search criteria are set to find an existing value, limit results to 300, and search for Pay Cycle ID 051612.

Pay Cycle Manager

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

Pay Cycle: =

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

Screenshot of the ARC Pay Cycle Manager search interface. The URL is [http://Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager](#). The search criteria are set to find an existing value, limit results to 300, and search for Pay Cycle ID 051612.

Pay Cycle Manager

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

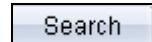
Find an Existing Value

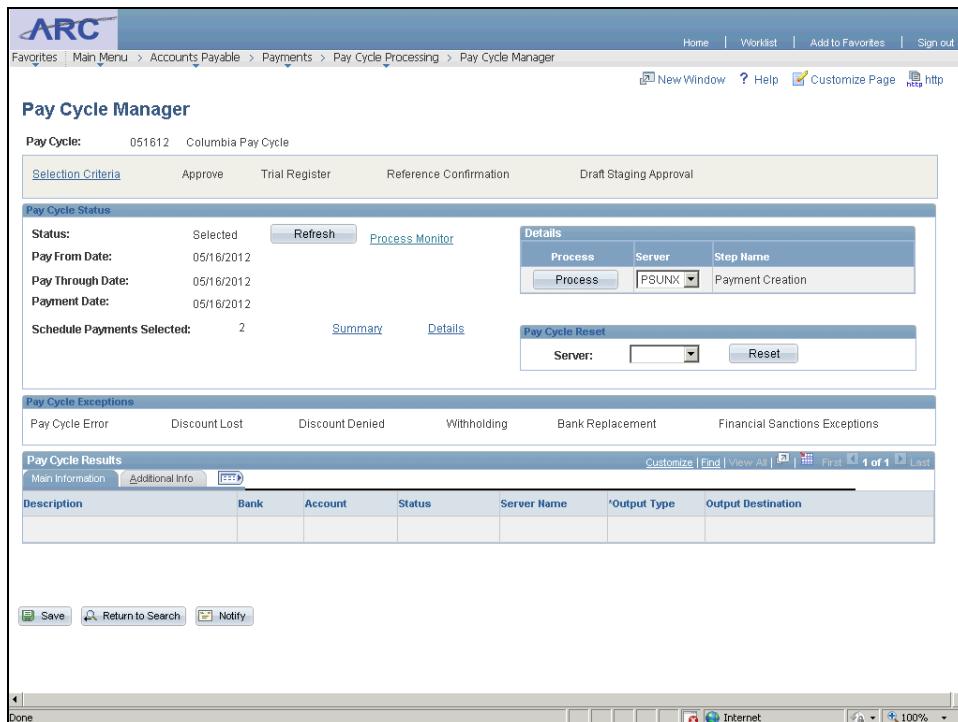
Limit the number of results to (up to 300): 300

Pay Cycle: =



## Training Guide Payment Processing

Step	Action
48.	Click the <b>Search</b> button. 



The screenshot shows the Pay Cycle Manager interface for Pay Cycle 051612, Columbia Pay Cycle. The 'Selection Criteria' tab is active. The 'Pay Cycle Status' section displays the following details:

Status:	Selected	Refresh	Process Monitor
Pay From Date:	05/16/2012		
Pay Through Date:	05/16/2012		
Payment Date:	05/16/2012		

The 'Schedule Payments Selected' section shows 2 payments. The 'Details' link is highlighted in blue. The 'Pay Cycle Reset' section includes a 'Server:' dropdown and a 'Reset' button.

The 'Pay Cycle Exceptions' section lists Pay Cycle Error, Discount Lost, Discount Denied, Withholding, Bank Replacement, and Financial Sanctions Exceptions.

The 'Pay Cycle Results' section has tabs for Main Information, Additional Info, and a grid table:

Description	Bank	Account	Status	Server Name	*Output Type	Output Destination

At the bottom are buttons for Save, Return to Search, and Notify.

Step	Action
49.	Click the <b>Details</b> link to view the transactions selected for payment. 

# Training Guide

## Payment Processing



**Pay Cycle Details**

Pay Cycle Data		Pay Cycle Summary		Pay Cycle Manager	
Pay Cycle:	051612 <input type="button" value="Search"/>	Columbia Pay Cycle	Address:	Invoice:	<input type="button" value="Search"/>
Business Unit:	<input type="text"/>	<input type="button" value="Search"/> Advice ID:	<input type="text"/>	<input type="button" value="Search"/> Location:	<input type="text"/>
Vendor SetID:	<input type="text"/>	<input type="button" value="Search"/> Remit Vendor:	<input type="text"/>	Method:	<input type="text"/>
Bank SetID:	<input type="text"/>	<input type="button" value="Search"/> Bank Code:	<input type="text"/>	Bank Account:	<input type="button" value="Search"/>
Payment Handling:	<input type="text"/>	<input type="button" value="Search"/> Payment Currency:	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>

Pay Cycle Details									Customize   Find		
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="button" value="Search"/>	VCHR	COLUM	00004169	1	INV123	0000000005	JAPAN PUB TRAD	1		
None	<input type="button" value="Search"/>	VCHR	COLUM	00004171	1	INV456	0000000009	A1WEINBERG	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 <b>Action</b> menu. 



## Training Guide Payment Processing

The screenshot shows the 'Pay Cycle Details' screen in the ARC application. The top navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out, along with options for New Window, Help, Customize Page, and http. The main area is titled 'Pay Cycle Details' and contains a 'Pay Cycle Data' section with search fields for Pay Cycle (051612), Business Unit, Vendor SetID, Bank SetID, and Payment Handling. To the right of these fields are buttons for Pay Cycle Summary, Pay Cycle Manager, Invoice, Address, Location, Method, Search, and Clear. Below this is a table titled 'Pay Cycle Details' with columns: Action, Hold Reason, Source, Business Unit, Voucher ID, Payment Count, Invoice, Remit Vendor, Short Vendor Name, Address, and F. The table lists several rows of data. At the bottom of the table are buttons for All and Separate All. To the right of the table are summary totals: Total Paid Amount (250.00 USD), Total Gross Amount (250.00 USD), Total Discount Amount (0.00 USD), and Total Late Charge Amount (0.00 USD). At the very bottom are Save and Notify buttons.

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 &amp; 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



**Pay Cycle Details**

Pay Cycle Data																																							
Pay Cycle:	051612	Columbia Pay Cycle	Pay Cycle Summary			Pay Cycle Manager																																	
Business Unit:	<input type="text"/>	Advice ID:	<input type="text"/>	Address:	<input type="text"/>	Invoice:	<input type="text"/>																																
Vendor SetID:	<input type="text"/>	Remit Vendor:	<input type="text"/>	Bank Account:	<input type="text"/>	Location:	<input type="text"/>																																
Bank SetID:	<input type="text"/>	Bank Code:	<input type="text"/>	Method:	<input type="text"/>																																		
Payment Handling:	<input type="text"/>	Payment Currency:	<input type="text"/>			Search	Clear																																
<b>Pay Cycle Details</b> <ul style="list-style-type: none"> <li><a href="#">Scheduled Payments</a></li> <li><a href="#">Payment Details</a></li> <li><a href="#">Additional Details</a></li> <li><a href="#">Print</a></li> </ul>																																							
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<input type="button" value="Save"/> <input type="button" value="Notify"/>																																							

Step	Action
52.	Click the <b>Save</b> button.  

**Pay Cycle Details**

Pay Cycle Data																																							
Pay Cycle:	051612	Columbia Pay Cycle	Pay Cycle Summary			Pay Cycle Manager																																	
Business Unit:	<input type="text"/>	Advice ID:	<input type="text"/>	Address:	<input type="text"/>	Invoice:	<input type="text"/>																																
Vendor SetID:	<input type="text"/>	Remit Vendor:	<input type="text"/>	Bank Account:	<input type="text"/>	Location:	<input type="text"/>																																
Bank SetID:	<input type="text"/>	Bank Code:	<input type="text"/>	Method:	<input type="text"/>																																		
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<input type="button" value="Save"/> <input type="button" value="Notify"/>																																							



## Training Guide Payment Processing

Step	Action
53.	Click the <b>Pay Cycle Manager</b> link. <a href="#">Pay Cycle Manager</a>

The screenshot shows the 'Pay Cycle Manager' interface. At the top, it displays the pay cycle information: Pay Cycle: 051612 Columbia Pay Cycle. Below this are several tabs: Selection Criteria, Approve, Trial Register, Reference Confirmation, and Draft Staging Approval. Under 'Pay Cycle Status', there are fields for Status (Selected), Pay From Date (05/16/2012), Pay Through Date (05/16/2012), Payment Date (05/16/2012), and Schedule Payments Selected (2). There are also buttons for Refresh, Process Monitor, and Process. The 'Details' section shows a table with columns for 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 includes links for Pay Cycle Error, Discount Lost, Discount Denied, Withholding, Bank Replacement, and Financial Sanctions Exceptions. The 'Pay Cycle Results' section has tabs for Main Information and Additional Info, with a table below showing columns for Description, Bank, Account, Status, Server Name, Output Type, and Output Destination. At the bottom of the page are buttons for Save, Return to Search, and Notify, along with a toolbar and status bar indicating 'Done'.

Step	Action
54.	Click the <b>Process</b> button to run the Payment Creation process. <a href="#">Process</a>

# Training Guide

## Payment Processing



**Pay Cycle Manager**

Pay Cycle: 051612 Columbia Pay Cycle

Selection Criteria	Approve	Trial Register	Reference Confirmation	Draft Staging Approval
<b>Pay Cycle Status</b>				
Status:	Running	<input type="button" value="Refresh"/>	Process Monitor	
Pay From Date:	05/16/2012			
Pay Through Date:	05/16/2012			
Payment Date:	05/16/2012			
Schedule Payments Selected:	2	<input type="button" value="Summary"/>	<input type="button" value="Details"/>	<input type="button" value="Pay Cycle Reset"/>
Server: <input type="text"/> <input type="button" value="Reset"/>				
<b>Pay Cycle Exceptions</b>				
Pay Cycle Error	Discount Lost	Discount Denied	Withholding	Bank Replacement
Financial Sanctions Exceptions				
<b>Pay Cycle Results</b> <input type="button" value="Main Information"/> <input type="button" value="Additional Info"/> <input type="button" value="Print"/> <span style="float: right;">Customize   Find   View As    First  1 of 1  Last</span>				
Description	Bank	Account	Status	Server Name
				*Output Type
				Output Destination

Step	Action
55.	Click the <b>Process Monitor</b> link. <input type="button" value="Process Monitor"/>

**View Process Request For**

User ID: AP\_TEST\_06  Type:    Days

Server:  Name:  Instance:  to   
 Save On Refresh

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	<input type="button" value="Details"/>
<input type="checkbox"/>	19183		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:14:03AM EDT	Success	Posted	<input type="button" value="Details"/>
<input type="checkbox"/>	19148		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 8:53:31AM EDT	Success	Posted	<input type="button" value="Details"/>
<input type="checkbox"/>	18902		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:49:39PM EDT	Success	Posted	<input type="button" value="Details"/>
<input type="checkbox"/>	18901		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:49:22PM EDT	Success	Posted	<input type="button" value="Details"/>
<input type="checkbox"/>	18896		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:31:37PM EDT	Success	Posted	<input type="button" value="Details"/>
<input type="checkbox"/>	18899		Application Engine	AP_APY2055	AP_TEST_06	05/15/2012 1:53:50PM EDT	Success	Posted	<input type="button" value="Details"/>
<input type="checkbox"/>	18797		Application Engine	AP_APY2050	AP_TEST_06	05/15/2012 11:04:49AM EDT	Success	Posted	<input type="button" value="Details"/>
<input type="checkbox"/>	18794		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/15/2012 11:02:55AM EDT	Success	Posted	<input type="button" value="Details"/>
<input type="checkbox"/>	18787		SQR Process	FIN2025	AP_TEST_06	05/15/2012 10:55:27AM EDT	Success	Posted	<input type="button" value="Details"/>
<input type="checkbox"/>	18785		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:51:45AM EDT	Success	Posted	<input type="button" value="Details"/>
<input type="checkbox"/>	18777		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:46:41AM EDT	Success	Posted	<input type="button" value="Details"/>
<input type="checkbox"/>	18765		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:40:05AM EDT	Success	Posted	<input type="button" value="Details"/>
<input type="checkbox"/>	18759		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:37:49AM EDT	Success	Posted	<input type="button" value="Details"/>
<input type="checkbox"/>	18754		SQR Process	FIN2025	AP_TEST_06	05/15/2012 10:35:48AM EDT	Success	Posted	<input type="button" value="Details"/>
<input type="checkbox"/>	18753		Application Engine	AP_APY2055	AP_TEST_06	05/15/2012 10:35:09AM EDT	Success	Posted	<input type="button" value="Details"/>
<input type="checkbox"/>	18751		Application Engine	AP_APY2050	AP_TEST_06	05/15/2012 10:32:53AM EDT	Success	Posted	<input type="button" value="Details"/>
<input type="checkbox"/>	18750		ZCU_CHKGEN	AP_TEST_06	05/15/2012 10:32:35AM EDT	Success	Posted	<input type="button" value="Details"/>	



## Training Guide Payment Processing

Step	Action
56.	Click the Refresh button until the Run Status is "Success" and the Distribution Status is "Posted".  <input type="button" value="Refresh"/>

The screenshot shows a web-based application interface for managing payment cycles. At the top, there's a navigation bar with links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the navigation is a search/filter section titled 'View Process Request For' with fields for 'User ID', 'Type', 'Server', 'Name', 'Instance', 'Run Status', and 'Distribution Status'. A checkbox for 'Save On Refresh' is checked. The main area is titled 'Process List' and contains a table with 21 rows of data. The columns in the table are 'Select', 'Instance', 'Seq.', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', 'Distribution Status', and 'Details'. All processes listed have a 'Run Status' of 'Success' and a 'Distribution Status' of 'Posted'. The 'Process Name' column includes entries like 'AP\_APY2015', 'AP\_APY2055', 'FIN2025', and 'ZCU\_CHKGEN'. The 'Run Date/Time' column shows dates from May 16, 2012, to May 15, 2012, at various times. The 'Details' column contains hyperlinks labeled 'Details'.

Step	Action
57.	Click the button of the scrollbar.

# Training Guide

## Payment Processing



Screenshot of the ARC software interface showing a list of payment cycle processing tasks. The tasks are listed in a grid format with columns for Task ID, Application Engine, Process Name, Transaction ID, Date, Time, Status, and Action.

Task ID	Application Engine	Process Name	Transaction ID	Date	Time	Status	Action
19148	Application Engine	AP_APY2055	AP_TEST_06	05/16/2012	8:53:31AM EDT	Success	Posted <a href="#">Details</a>
18902	SQR Process	FIN2025	AP_TEST_06	05/15/2012	2:49:39PM EDT	Success	Posted <a href="#">Details</a>
18901	SQR Process	FIN2025	AP_TEST_06	05/15/2012	2:49:22PM EDT	Success	Posted <a href="#">Details</a>
18896	SQR Process	FIN2025	AP_TEST_06	05/15/2012	2:31:37PM EDT	Success	Posted <a href="#">Details</a>
18889	Application Engine	AP_APY2055	AP_TEST_06	05/15/2012	1:53:50PM EDT	Success	Posted <a href="#">Details</a>
18797	Application Engine	AP_APY2050	AP_TEST_06	05/15/2012	11:04:49AM EDT	Success	Posted <a href="#">Details</a>
18794	Application Engine	ZCU_CHKGGEN	AP_TEST_06	05/15/2012	11:02:55AM EDT	Success	Posted <a href="#">Details</a>
18787	SQR Process	FIN2025	AP_TEST_06	05/15/2012	10:55:27AM EDT	Success	Posted <a href="#">Details</a>
18785	Application Engine	AP_APY2015	AP_TEST_06	05/15/2012	10:51:45AM EDT	Success	Posted <a href="#">Details</a>
18777	Application Engine	AP_APY2015	AP_TEST_06	05/15/2012	10:46:41AM EDT	Success	Posted <a href="#">Details</a>
18765	Application Engine	AP_APY2015	AP_TEST_06	05/15/2012	10:40:05AM EDT	Success	Posted <a href="#">Details</a>
18759	Application Engine	AP_APY2015	AP_TEST_06	05/15/2012	10:37:49AM EDT	Success	Posted <a href="#">Details</a>
18754	SQR Process	FIN2025	AP_TEST_06	05/15/2012	10:35:48AM EDT	Success	Posted <a href="#">Details</a>
18753	Application Engine	AP_APY2055	AP_TEST_06	05/15/2012	10:35:09AM EDT	Success	Posted <a href="#">Details</a>
18751	Application Engine	AP_APY2050	AP_TEST_06	05/15/2012	10:32:53AM EDT	Success	Posted <a href="#">Details</a>
18750	Application Engine	ZCU_CHKGGEN	AP_TEST_06	05/15/2012	10:32:35AM EDT	Success	Posted <a href="#">Details</a>
18749	Application Engine	AP_APY2015	AP_TEST_06	05/15/2012	10:32:33AM EDT	Success	Posted <a href="#">Details</a>
18748	Application Engine	AP_APY2015	AP_TEST_06	05/15/2012	10:32:03AM EDT	Success	Posted <a href="#">Details</a>
18735	Application Engine	AP_APY2015	AP_TEST_06	05/15/2012	10:24:12AM EDT	Success	Posted <a href="#">Details</a>

Buttons at the bottom: [Go back to Pay Cycle Manager](#), [Save](#), [Notify](#).

Links at the bottom: [Process List](#), [Server List](#).

Page footer: javascript:hAction\_win0(document.win0,'PMN\_GO\_HOME\_WRK\_HOME\_LINK', 0, 0, 'Go back to Pay Cycle Manager', false);

Step	Action
58.	<p>Click the <b>Go back to Pay Cycle Manager</b> link.</p> <p style="border: 1px solid black; padding: 2px;"><a href="#">Go back to Pay Cycle Manager</a></p>

Screenshot of the ARC software interface showing the Pay Cycle Manager search screen. The screen includes fields for Pay Cycle selection, search criteria, and search buttons.

Pay Cycle Manager

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):

Pay Cycle:

Done



## Training Guide Payment Processing

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

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

# Training Guide

## Payment Processing



**Pay Cycle Manager**

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

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

Pay Cycle:

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

**Pay Cycle Manager**

Pay Cycle: 051612 Columbia Pay Cycle

Selection Criteria	Approve	Trial Register	Reference Confirmation	Draft Staging Approval
<b>Pay Cycle Status</b>				
Status:	Created	<input type="button" value="Refresh"/>	<a href="#">Process Monitor</a>	
Pay From Date:	05/16/2012			
Pay Through Date:	05/16/2012			
Payment Date:	05/16/2012			
Schedule Payments Selected:	2	<a href="#">Summary</a>	<a href="#">Details</a>	<input type="button" value="Pay Cycle Reset"/>
				Server: <input type="text"/> <input type="button" value="Reset"/>
<b>Pay Cycle Exceptions</b>				
Pay Cycle Error	Discount Lost	Discount Denied	Withholding	Bank Replacement
				Financial Sanctions Exceptions
<b>Pay Cycle Results</b>				
Main Information	Additional Info	<input type="button" value="Print"/>		Customize   Find   View As   <input type="button" value="First"/> <input type="button" value="1 of 1"/> <input type="button" value="Last"/>
<b>Description</b>	<b>Bank</b>	<b>Account</b>	<b>Status</b>	<b>Server Name</b>
	CHASE	DISB	Created	
				<b>*Output Type</b>
				<b>Output Destination</b>



## Training Guide Payment Processing

Step	Action
62.	Click the <b>Trial Register</b> 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. <a href="#">Trial Register</a>

Step	Action
63.	Click the <b>Add a New Value</b> tab. <a href="#">Add a New Value</a>

# Training Guide

## Payment Processing

A screenshot of a web-based application window titled "Trial Register". The window has a blue header bar with the "ARC" logo on the left and navigation links like "Home", "Worklist", "Add to Favorites", and "Sign out" on the right. Below the header is a toolbar with buttons for "Find an Existing Value" and "Add a New Value". A search input field labeled "Run Control ID:" is present, along with an "Add" button. At the bottom of the window, there are standard browser controls for "Back", "Forward", "Stop", and "Refresh", along with a status bar showing "Done" and "Internet".

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 <b>Run Control ID</b> field. Enter " <b>Pay_Report</b> ".



## Training Guide Payment Processing

Trial Register

Run Control ID: Pay\_Report

Add

Step	Action
65.	Click the <b>Add</b> button. 

Register

Run Control ID: Pay\_Report

Language: English

Report Request Parameters

Pay Cycle: Pay\_Report

Run

Save Notify

Add Update/Display

# Training Guide

## Payment Processing



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

A screenshot of a web-based application window titled "Register". The window has a header bar with the ARC logo, menu items like "Main Menu", "Accounts Payable", "Payments", "Pay Cycle Processing", and "Pay Cycle Manager", and links for "Home", "Worklist", "Add to Favorites", and "Sign out". Below the header is a toolbar with "New Window", "Help", "Customize Page", and a "http" link. The main content area is titled "Report Request Parameters". It contains a form field labeled "Pay Cycle:" with an input box and a search icon. To the right of the input box is a link "Pay Cycle Manager". At the bottom of the content area are two rows of buttons: "Save" and "Notify" on the left, and "Add" and "Update/Display" on the right. The status bar at the bottom shows "Done" and various browser icons.

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



## Training Guide Payment Processing

The screenshot shows the 'Register' screen in the ARC system. At the top, there's a navigation bar with links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the navigation is a toolbar with buttons for 'New Window', 'Help', 'Customize Page', and 'http'. The main area has a title 'Register' and sections for 'Run Control ID' (set to 'Pay\_Report'), 'Language' (set to 'English'), and 'Report Request Parameters' (with a 'Pay Cycle' field containing '051612'). There are also buttons for 'Save', 'Notify', 'Add', 'Update/Display', and a 'Done' button at the bottom.

Step	Action
68.	Click the <b>Run</b> button. 

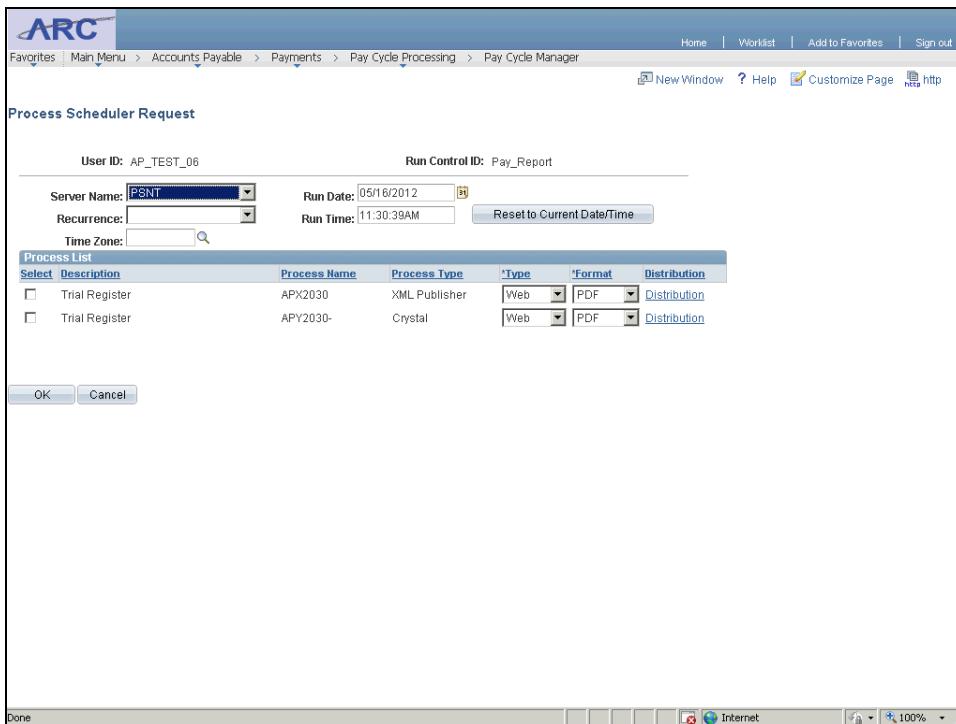
The screenshot shows the 'Process Scheduler Request' screen. It includes fields for 'User ID' (set to 'AP\_TEST\_06') and 'Run Control ID' (set to 'Pay\_Report'). There are dropdown menus for 'Server Name' (set to 'PSNT'), 'Recurrence' (empty), and 'Time Zone' (empty). Below these are buttons for 'Reset to Current Date/Time' and 'OK'. A 'Process List' table is shown, listing two entries: 'Trial Register' (Process Name: APX2030, Process Type: XML Publisher, Type: Web, Format: PDF, Distribution: Distribution) and 'Trial Register' (Process Name: APY2030-, Process Type: Crystal, Type: Web, Format: PDF, Distribution: Distribution). At the bottom are 'OK' and 'Cancel' buttons.

# Training Guide

## Payment Processing



Step	Action
69.	Select the appropriate Server Name by clicking on the <b>Server Name Menu</b> . 



User ID: AP\_TEST\_06      Run Control ID: Pay\_Report

Server Name: PSNT      Run Date: 05/16/2012      Run Time: 11:30:39AM      Recurrence:

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

OK      Cancel

Step	Action
70.	Click the <b>Select</b> option next to the "Crystal" process type option. 



## Training Guide Payment Processing

ARC

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

Home | Worklist | Add to Favorites | Sign out

New Window ? Help Customize Page http

**Process Scheduler Request**

User ID: AP\_TEST\_06 Run Control ID: Pay\_Report

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

Recurrence:  Run Time: 11:30:39AM

Time Zone:

**Process List**

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

Done

Internet  100%

Step	Action
71.	Click the <b>OK</b> button. <input style="border: none; border-radius: 5px; padding: 2px 10px; width: 100%;" type="button" value="OK"/>

ARC

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

Home | Worklist | Add to Favorites | Sign out

New Window ? Help Customize Page

**Register**

Run Control ID: Pay\_Report Report Manager Process Monitor

Language: English Process Instance: 19230

**Report Request Parameters**

Pay Cycle: 051612  Columbia Pay Cycle  Pay Cycle Manager

Done

Internet  100%

# Training Guide

## Payment Processing



Step	Action
72.	Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>

The screenshot shows the ARC Process Monitor interface. At the top, there are search fields for User ID, Type (set to Last 1 Days), Server, Name, Instance, Run (set to Distribution), and Status (checkbox checked). Below the search area is a table titled "Process List" with 14 rows of data. The columns are: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, and Distribution Status. The data includes various process types like Crystal, Application Engine, and SQR Process, with run times ranging from May 16, 2012, to May 15, 2012, and statuses such as Queued, Success, and Posted.

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

Step	Action
73.	Click the <b>Refresh</b> button until the Run Status is "Success" and the Distribution Status is "Posted". <a href="#">Refresh</a>



## Training Guide Payment Processing

The screenshot shows the ARC application interface for Payment Processing. The user is navigating through the menu: Favorites > Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager. The current page is titled "View Process Request For". A search bar at the top allows filtering by User ID (AP\_TEST\_06), Type (Last 1 Days), Server (APY2030), Name (APY2030), Instance (19230), and Run Status (Posted). A checkbox for "Save On Refresh" is checked. Below the search bar 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 17 rows of process data. The row for Instance 19230 is highlighted in yellow, indicating it is selected. The "Details" link for this row is being clicked, as evidenced by the mouse cursor hovering over it. The status bar at the bottom of the browser window shows the JavaScript action: "javascript:chAction\_win0(document.win0,PRCSDETAIL\_BTN\$0,0,0,'Details',false,true);".

Step	Action
74.	Click the <b>Details</b> link. <b>Details</b>

The screenshot shows the "Process Detail" dialog box. At the top, it displays the process details: Instance: 19230, Type: Crystal, Name: APY2030-, Description: Trial Register, Run Status: Success, and Distribution Status: Posted. Below this, there are two tabs: "Run" and "Actions". The "Run" tab is active and contains fields for Run Control ID (Pay\_Report), Location (Server), Server (PSNT), and Recurrence. To the right of these fields is a group of radio buttons for request actions: Hold Request, Queue Request, Cancel Request, Delete Request, and Restart Request. The "Actions" tab is also visible. At the bottom of the dialog box, there are "OK" and "Cancel" buttons. The status bar at the bottom of the browser window shows "Done".

# Training Guide

## Payment Processing



Step	Action
75.	Click the <b>View Log/Trace</b> link. <a href="#">View Log/Trace</a>

Report

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

Name: APY2030- Process Type: Crystal

Run Status: Success

Trial Register

Distribution Details

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

File List

Name	File Size (bytes)	Datetime Created
APY2030-_19230.PDF	33,883	05/16/2012 11:31:28.562088AM EDT
CRW_APY2030-_19230.log	0	05/16/2012 11:31:28.562088AM EDT
pssqltrace.trc	520	05/16/2012 11:31:28.562088AM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	AP_TEST_06

[Return](#)

https://fnbstweb.cc.columbia.edu:18443/psreports/fnr91qna2/16514/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 <b>APY2030-_19230.PDF</b> link.



## Training Guide Payment Processing

The screenshot shows a Microsoft Internet Explorer window displaying a PeopleSoft Accounts Payable report. The report title is "AP TRIAL PAYMENT REGISTER". It includes the following details:

- Report ID: APY2030
- Page No.: 1
- Run Date: 5/27/2012
- Run Time: 1:52:08 PM
- Payment Cycle: 051612 455-250162
- Bank Account: CHASE DISB 021309379 455-250162 Swift Code: 021309379
- Customer Information: JAPAN PUB TRADING CO LTD, 1-21 SARUGAKU-CHO, CHIYODA-KU TOKYO 101-0064, JAPAN, 03, JPN
- Advice ID: 00016548, Invoice: INV123, Payment Ref: 0000000142, Advice Date: May/16/2012, Due Date: May/16/2012, Disc. Due Date: , Amount: 275.00, Discount: 0.00, Late Charges: 0.00, Net Amount: 275.00, Curr.: USD
- Total Requirements for Bank Account: 275.00

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

The screenshot shows the ARC web interface with the following navigation path: Favorites > Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager. The current page is "View Log/Trace".

**Report**

Report ID:	20374	Process Instance:	23217	Message Log
Name:	APY2030-	Process Type:	Crystal	
Run Status:	Success			

**Trial Register**

**Distribution Details**

Distribution Node:	finetweb	Expiration Date:	06/12/2012
--------------------	----------	------------------	------------

**File List**

Name	File Size (bytes)	Datetime Created
APY2030- 23217.PDF	33,996	05/29/2012 2:23:52.101323PM EDT
CRW_APY2030- 23217.log	0	05/29/2012 2:23:52.101323PM EDT
pssgltrace.tcc	366	05/29/2012 2:23:52.101323PM EDT

**Distribute To**

Distribution ID Type	Distribution ID
User	AP_TEST_06

**Buttons**

Return

# Training Guide

## Payment Processing



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

The screenshot shows a web-based application interface for the ARC system. The top navigation bar includes links for Favorites, Main Menu, Accounts Payable, Payments, Pay Cycle Processing, and Pay Cycle Manager. A dropdown menu is open over the 'Pay Cycle Processing' link, showing options: Payment Selection Criteria, Pay Cycle Manager (which is highlighted with a yellow box), Pay Cycle Job, Manual Positive Payment, Check Restart, Email Payment Advice, and Cancel Rescheduled Payments. Below the menu, the main content area displays a 'View Log/Trace' section with report details: Report ID: 20374, Process Instance: 23217, Name: APY2030-, Process Type: Crystal, and Run Status: Success. It also shows a 'Trial Register' and 'Distribution Details' section with a distribution node of 'frndeweb' and an expiration date of '06/12/2012'. A 'File List' table shows three files: 'APY2030- 23217.PDF' (33,996 bytes, created 05/29/2012), 'CRW\_APY2030- 23217.log' (0 bytes, created 05/29/2012), and 'pssattrace.trc' (366 bytes, created 05/29/2012). A 'Distribute To' section shows a distribution entry for 'User' with 'Distribution ID' 'AP\_TEST\_06'. At the bottom left is a 'Return' button. The browser address bar at the bottom shows the URL: [https://frntstweb.cc.columbia.edu:18443/osp/frv1qna2/EMPLOYEE/ERP/c/CREATE\\_PAYMENTS.PVCYCL\\_MGR.GBL?FolderPal](https://frntstweb.cc.columbia.edu:18443/osp/frv1qna2/EMPLOYEE/ERP/c/CREATE_PAYMENTS.PVCYCL_MGR.GBL?FolderPal).

Step	Action
79.	Click the <b>Pay Cycle Manager</b> menu. 



## Training Guide Payment Processing

Pay Cycle Manager

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

Pay Cycle: =

Search Clear Basic Search Save Search Criteria

Step	Action
80.	Click in the <b>Pay Cycle</b> field. 

Pay Cycle Manager

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

Pay Cycle: =

Search Clear Basic Search Save Search Criteria

# Training Guide

## Payment Processing



Step	Action
81.	Enter the desired information into the <b>Pay Cycle</b> field. Enter " <b>051612</b> ".

A screenshot of a web-based application titled "Pay Cycle Manager". The URL in the address bar is "http://www.arc.com/arc/AccountsPayable/Payments/PayCycleProcessing/PayCycleManager.aspx". The page contains a search form with fields for "Find an Existing Value" and "Pay Cycle" (set to "051612"). Other buttons include "Search", "Clear", "Basic Search", and "Save Search Criteria". The browser status bar at the bottom shows "Done" and "Internet 100%".

Step	Action
82.	Click the <b>Search</b> button. A rectangular button labeled "Search" in blue text.



## 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:	Created	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: <input type="button" value=""/>
				Reset

**Pay Cycle Exceptions**

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

**Pay Cycle Results**

Main Information	Additional Info	<input type="button" value=""/>	Customize	Find	View All	<input type="button" value=""/>	First	1 of 1	Last
Description	Bank	Account	Status	Server Name	*Output Type	Output Destination			
	CHASE	DISB	Created						

Done

Step	Action
83.	Click the <b>Approve</b> link.  <input type="button" value="Approve"/>

**Pay Cycle Approval**

Pay Cycle: 051612 Columbia Pay Cycle

Pay Cycle Manager

Pay Through Date:	05/16/2012	Payment Date:	05/16/2012
Scheduled Payments:	2	Payscale Summary	
Status:	Created	Approve	Reject

**Pay Cycle Results**

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

Done

# Training Guide

## Payment Processing



Step	Action
84.	Click the <b>Approve</b> button to approve the Pay Cycle. <input type="button" value="Approve"/>

The screenshot shows the 'Pay Cycle Approval' screen. At the top, it displays 'Pay Cycle: 051612 Columbia Pay Cycle' and a 'Pay Cycle Manager' link. Below this is a section titled 'Pay Cycle Payments/Drafts' containing fields for 'Pay Through Date' (05/16/2012), 'Payment Date' (05/16/2012), 'Scheduled Payments' (2), and a 'Status' field showing 'Approved'. There are 'Approve' and 'Reject' buttons. Below this is a 'Pay Cycle Results' table:

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

At the bottom of the page are buttons for 'Save', 'Return to Search', and 'Notify'. The status 'Approved' in the table header is highlighted with a red box.

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



## Training Guide Payment Processing

**Pay Cycle Approval**

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

Pay Cycle/Payments/Drafts									
Pay Through Date:	05/16/2012	Payment Date:	05/16/2012						
Scheduled Payments:	2	<a href="#">Paycycle Summary</a>							
Status:	Approved	Approve	Reject						
<a href="#">Pay Cycle Results</a>									
Status	SettID	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

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

Step	Action
86.	Click the <b>Pay Cycle Manager</b> link. <a href="#">Pay Cycle Manager</a>

**Pay Cycle Manager**

Pay Cycle: 051612 Columbia Pay Cycle

Selection Criteria	Approve	Trial Register	Reference Confirmation	Draft Staging Approval
<b>Pay Cycle Status</b>				
Status:	Approved	<a href="#">Refresh</a>	<a href="#">Process Monitor</a>	
Pay From Date:	05/16/2012			
Pay Through Date:	05/16/2012			
Payment Date:	05/16/2012			
Schedule Payments Selected:	2	<a href="#">Summary</a>	<a href="#">Details</a>	<b>Pay Cycle Reset</b>
				Server: <input type="text"/> <a href="#">Reset</a>
<b>Pay Cycle Exceptions</b>				
Pay Cycle Error	Discount Lost	Discount Denied	Withholding	Bank Replacement
				Financial Sanctions Exceptions
<b>Pay Cycle Results</b>				
Main Information	Additional Info	<a href="#">Edit</a>		
Process	Description	Bank	Account	Status
Process	Check File	CHASE	DISB	Approved
Server Name	*Output Type	Output Destination		
PSUNX	File	/app/psof/interfaces/n91qna2/out		

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

# Training Guide

## Payment Processing



Step	Action
87.	Click the <b>Process</b> button to process the Check File. <input type="button" value="Process"/>

The screenshot shows the Pay Cycle Manager interface for Pay Cycle 051612, Columbia Pay Cycle. The 'Process' button has been clicked, and the status is now 'Running'. The 'Process Monitor' link is visible. The 'Pay Cycle Results' section shows one record: a 'Check File' with Bank CHASE, Account DISB, Status Approved, Server Name PSUNIX, Output Type File, and Output Destination /app/psoft/Interfaces/m91qna2/out.

Process	Description	Bank	Account	Status	Server Name	*Output Type	Output Destination
<input type="button" value="Process"/>	Check File	CHASE	DISB	Approved	PSUNIX	File	/app/psoft/Interfaces/m91qna2/out

Step	Action
88.	Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>



## Training Guide Payment Processing

The screenshot shows a web-based application interface for payment processing. At the top, there's a navigation bar with links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the navigation is a search bar labeled 'View Process Request For' with fields for 'User ID' (set to 'AP\_TEST\_06'), 'Type' (set to 'Last'), 'Days' (set to '1'), and a 'Refresh' button. There are also dropdowns for 'Server', 'Name', 'Instance', 'Run Status', and 'Distribution Status', along with a 'Save On Refresh' checkbox. The main area is titled 'Process List' and contains a table with 22 rows of data. The columns are: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The data includes various process types like Application Engine, SQR Process, and ZCU\_CHKGEN, with run dates ranging from May 15, 2012, to May 16, 2012, and statuses like Queued, Success, and Posted.

Step	Action
89.	Click the <b>Refresh</b> button until the Run Status is "Success" and the Distribution Status is "Posted". 

# Training Guide

## Payment Processing



**View Process Request For**

User ID: AP\_TEST\_06 Type:  Days:  Refresh

Server:  Instance:  to

Run:  Status:  Save On Refresh

**Process List**      Customize | Find | View all | First | 1-22 of 22 | Last

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	<a href="#">Details</a>
<input type="checkbox"/>	19186		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:18:08AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	19183		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:14:03AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	19148		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 8:53:31AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18902		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:49:39PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18901		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:49:22PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18896		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:31:37PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18899		Application Engine	AP_APY2055	AP_TEST_06	05/15/2012 1:53:50PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18797		Application Engine	AP_APY2050	AP_TEST_06	05/15/2012 11:04:49AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18794		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/15/2012 11:02:55AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18787		SQR Process	FIN2025	AP_TEST_06	05/15/2012 10:55:27AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18785		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:51:45AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18777		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:46:41AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18765		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:40:05AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18759		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:35:48AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18754		SQR Process	FIN2025	AP_TEST_06	05/15/2012 10:35:48AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18753		Application Engine	AP_APY2055	AP_TEST_06	05/15/2012 10:35:09AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18751		Application Engine	AP_APY2050	AP_TEST_06	05/15/2012 10:32:53AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18750		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/15/2012 10:32:35AM EDT	Success	Posted	<a href="#">Details</a>

Step	Action
90.	Click the button of the scrollbar.

**Process List**      Go back to Pay Cycle Manager

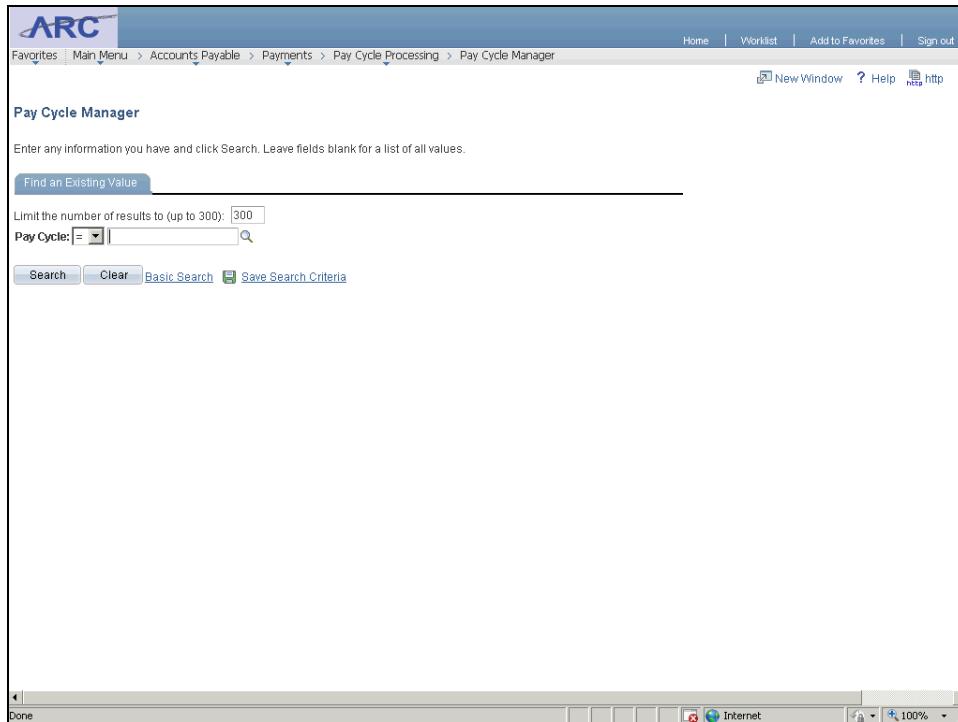
[Process List](#) | [Server List](#)

javascript:hAction\_win0(document.win0,PMN\_GO\_HOME\_WRK\_HOME\_LINK,0,0,'Go back to Pay Cycle Manager', false, 0)



## Training Guide Payment Processing

Step	Action
91.	Click the <b>Go back to Pay Cycle Manager</b> link. <a href="#">Go back to Pay Cycle Manager</a>



The screenshot shows the 'Pay Cycle Manager' search interface. The URL in the address bar is <http://www.abc.com/arc/Accounts Payable/Payments/Pay Cycle Processing/Pay Cycle Manager>. The page title is 'Pay Cycle Manager'. The main content area contains a search form with a 'Find an Existing Value' input field and a 'Pay Cycle' dropdown. Below the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. At the bottom of the page, there is a status bar with the word 'Done' and an 'Internet' icon.

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

# Training Guide

## Payment Processing



Screenshot of the Pay Cycle Manager search interface:

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

Home | Worklist | Add to Favorites | Sign out  
New Window ? Help http

**Pay Cycle Manager**

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

Pay Cycle: =

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

Screenshot of the Pay Cycle Manager search interface after entering the Pay Cycle ID:

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

Home | Worklist | Add to Favorites | Sign out  
New Window ? Help http

**Pay Cycle Manager**

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

Find an Existing Value

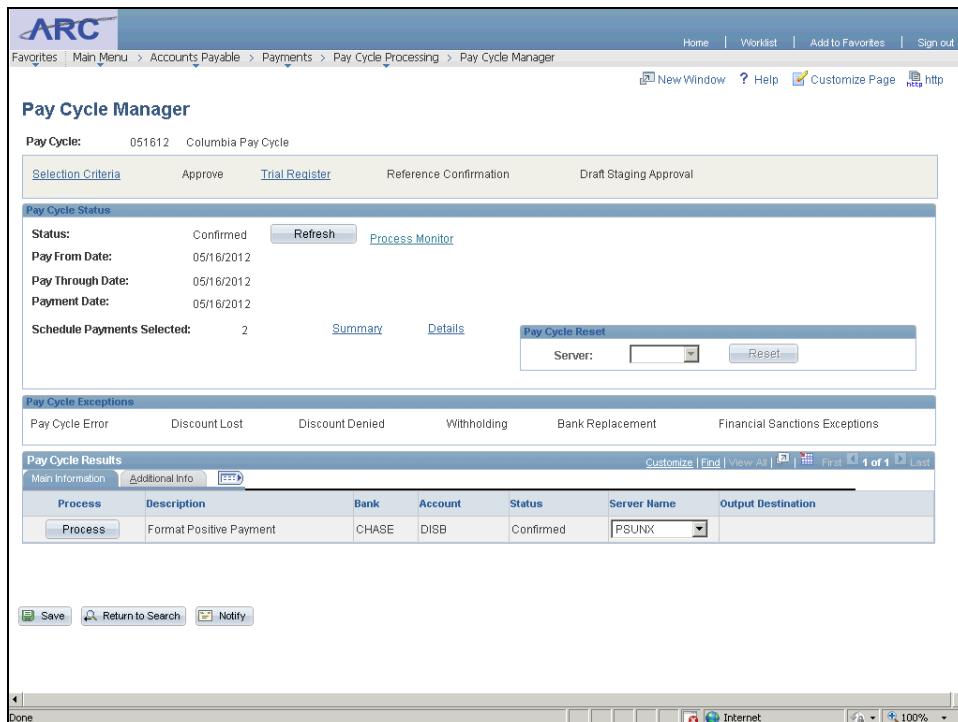
Limit the number of results to (up to 300): 300

Pay Cycle: =  051612



## Training Guide Payment Processing

Step	Action
94.	Click the <b>Search</b> button. 



The screenshot shows the Pay Cycle Manager interface for pay cycle 051612, Columbia Pay Cycle. The 'Process' button is highlighted in blue. The 'Pay Cycle Results' table shows one row:

Process	Description	Bank	Account	Status	Server Name	Output Destination
<b>Process</b>	Format Positive Payment	CHASE	DISB	Confirmed	PSUNX	

Step	Action
95.	Click the <b>Process</b> 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		
<b>Pay Cycle Status</b>						
Status:	Running	<input type="button" value="Refresh"/>	Process Monitor			
Pay From Date:	05/16/2012					
Pay Through Date:	05/16/2012					
Payment Date:	05/16/2012					
Schedule Payments Selected:	2	<a href="#">Summary</a>	<a href="#">Details</a>	<b>Pay Cycle Reset</b>		
Server: <input type="text"/> <input type="button" value="Reset"/>						
<b>Pay Cycle Exceptions</b>						
Pay Cycle Error	Discount Lost	Discount Denied	Withholding	Bank Replacement		
Financial Sanctions Exceptions						
<b>Pay Cycle Results</b>						
<a href="#">Main Information</a> <a href="#">Additional Info</a> <a href="#">Print</a> <span style="float: right;">Customize   Find   View As    First  1 of 1  Last</span>						
Process	Description	Bank	Account	Status	Server Name	Output Destination
<input type="button" value="Process"/>	Format Positive Payment	CHASE	DISB	Confirmed	PSUNK	

Step	Action
96.	Click the <b>Process Monitor</b> link. <b>Process Monitor</b>

**View Process Request For**

User ID: AP\_TEST\_06  Type:    Days   
 Server:  Name:  Instance:  to   
 Run  Distribution   Save On Refresh  
 Status:

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	<a href="#">Details</a>
<input type="checkbox"/>	19187		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/16/2012 10:19:57AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	19186		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:18:08AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	19183		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:14:03AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	19148		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 8:53:31AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18902		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:49:39PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18901		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:49:22PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18896		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:31:37PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18899		Application Engine	AP_APY2055	AP_TEST_06	05/15/2012 1:53:50PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18797		Application Engine	AP_APY2050	AP_TEST_06	05/15/2012 11:04:49AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18794		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/15/2012 11:02:55AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18787		SQR Process	FIN2025	AP_TEST_06	05/15/2012 10:55:27AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18785		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:51:45AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18777		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:46:41AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18765		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:40:05AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18759		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:37:49AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18754		SQR Process	FIN2025	AP_TEST_06	05/15/2012 10:35:48AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18753		Application Engine	AP_APY2055	AP_TEST_06	05/15/2012 10:35:09AM EDT	Success	Posted	<a href="#">Details</a>



## Training Guide Payment Processing

Step	Action
97.	Click the <b>Refresh</b> button until the Run Status is "Success" and the Distribution Status is "Posted".  <input type="button" value="Refresh"/>

The screenshot shows the ARC application interface for Pay Cycle Manager. The main window title is "Pay Cycle Manager". The navigation path is: Favorites > Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager. Below the title bar are links for Home, Worklist, Add to Favorites, and Sign out, along with options for New Window, Help, Customize Page, and http. The main content area is titled "View Process Request For" and includes search fields for User ID (AP\_TEST\_06), Type (Last 1 Days), Server, Name, Instance, to, Run Status, Distribution Status, and a checkbox for Save On Refresh. A "Process List" table below lists 23 entries, each with a checkbox, instance number, process type, name, user, run date/time, run status, distribution status, and a "Details" link. The table headers are: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The data in the table is as follows:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	19188		Application Engine	AP_APY2050	AP_TEST_06	05/16/2012 10:21:12AM EDT	Success	Posted	<a href="#">Details</a>
	19187		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/16/2012 10:19:57AM EDT	Success	Posted	<a href="#">Details</a>
	19186		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:18:08AM EDT	Success	Posted	<a href="#">Details</a>
	19183		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:14:03AM EDT	Success	Posted	<a href="#">Details</a>
	19148		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 8:53:31AM EDT	Success	Posted	<a href="#">Details</a>
	18902		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:49:39PM EDT	Success	Posted	<a href="#">Details</a>
	18901		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:49:22PM EDT	Success	Posted	<a href="#">Details</a>
	18896		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:31:37PM EDT	Success	Posted	<a href="#">Details</a>
	18889		Application Engine	AP_APY2055	AP_TEST_06	05/15/2012 1:53:50PM EDT	Success	Posted	<a href="#">Details</a>
	18797		Application Engine	AP_APY2050	AP_TEST_06	05/15/2012 11:04:49AM EDT	Success	Posted	<a href="#">Details</a>
	18794		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/15/2012 11:02:55AM EDT	Success	Posted	<a href="#">Details</a>
	18787		SQR Process	FIN2025	AP_TEST_06	05/15/2012 10:55:27AM EDT	Success	Posted	<a href="#">Details</a>
	18785		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:51:45AM EDT	Success	Posted	<a href="#">Details</a>
	18777		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:46:41AM EDT	Success	Posted	<a href="#">Details</a>
	18765		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:40:05AM EDT	Success	Posted	<a href="#">Details</a>
	18759		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:37:49AM EDT	Success	Posted	<a href="#">Details</a>
	18754		SQR Process	FIN2025	AP_TEST_06	05/15/2012 10:35:48AM EDT	Success	Posted	<a href="#">Details</a>
	18753		Application Engine	AP_APY2055	AP_TEST_06	05/15/2012 10:35:09AM EDT	Success	Posted	<a href="#">Details</a>

Step	Action
98.	Click the button of the scrollbar.

# Training Guide

## Payment Processing



Screenshot of the ARC application interface showing the Pay Cycle Manager page. The page displays a grid of transaction logs with columns for Transaction ID, Application Engine, Process Type, Transaction ID, Date, Time, Status, and Action.

Transaction ID	Application Engine	Process Type	Transaction ID	Date	Time	Status	Action
19148	Application Engine	AP_APY2055	AP_TEST_06	05/16/2012	8:53:31AM EDT	Success	Posted <a href="#">Details</a>
18902	SQR Process	FIN2025	AP_TEST_06	05/15/2012	2:49:39PM EDT	Success	Posted <a href="#">Details</a>
18901	SQR Process	FIN2025	AP_TEST_06	05/15/2012	2:49:22PM EDT	Success	Posted <a href="#">Details</a>
18896	SQR Process	FIN2025	AP_TEST_06	05/15/2012	2:31:37PM EDT	Success	Posted <a href="#">Details</a>
18889	Application Engine	AP_APY2055	AP_TEST_06	05/15/2012	1:53:50PM EDT	Success	Posted <a href="#">Details</a>
18797	Application Engine	AP_APY2050	AP_TEST_06	05/15/2012	11:04:49AM EDT	Success	Posted <a href="#">Details</a>
18794	Application Engine	ZCU_CHKGGEN	AP_TEST_06	05/15/2012	11:02:55AM EDT	Success	Posted <a href="#">Details</a>
18787	SQR Process	FIN2025	AP_TEST_06	05/15/2012	10:55:27AM EDT	Success	Posted <a href="#">Details</a>
18785	Application Engine	AP_APY2015	AP_TEST_06	05/15/2012	10:51:45AM EDT	Success	Posted <a href="#">Details</a>
18777	Application Engine	AP_APY2015	AP_TEST_06	05/15/2012	10:46:41AM EDT	Success	Posted <a href="#">Details</a>
18765	Application Engine	AP_APY2015	AP_TEST_06	05/15/2012	10:40:05AM EDT	Success	Posted <a href="#">Details</a>
18759	Application Engine	AP_APY2015	AP_TEST_06	05/15/2012	10:37:49AM EDT	Success	Posted <a href="#">Details</a>
18754	SQR Process	FIN2025	AP_TEST_06	05/15/2012	10:35:48AM EDT	Success	Posted <a href="#">Details</a>
18753	Application Engine	AP_APY2055	AP_TEST_06	05/15/2012	10:35:09AM EDT	Success	Posted <a href="#">Details</a>
18751	Application Engine	AP_APY2050	AP_TEST_06	05/15/2012	10:32:53AM EDT	Success	Posted <a href="#">Details</a>
18750	Application Engine	ZCU_CHKGGEN	AP_TEST_06	05/15/2012	10:32:35AM EDT	Success	Posted <a href="#">Details</a>
18749	Application Engine	AP_APY2015	AP_TEST_06	05/15/2012	10:32:33AM EDT	Success	Posted <a href="#">Details</a>
18748	Application Engine	AP_APY2015	AP_TEST_06	05/15/2012	10:32:03AM EDT	Success	Posted <a href="#">Details</a>
18735	Application Engine	AP_APY2015	AP_TEST_06	05/15/2012	10:24:12AM EDT	Success	Posted <a href="#">Details</a>

Buttons: [Go back to Pay Cycle Manager](#), [Save](#), [Notify](#).

Links: [Process List](#), [Server List](#).

Page URL: javascript:hAction\_win0(document.win0,'PMN\_GO\_HOME\_WRK\_HOME\_LINK', 0, 0, 'Go back to Pay Cycle Manager', false, 0);

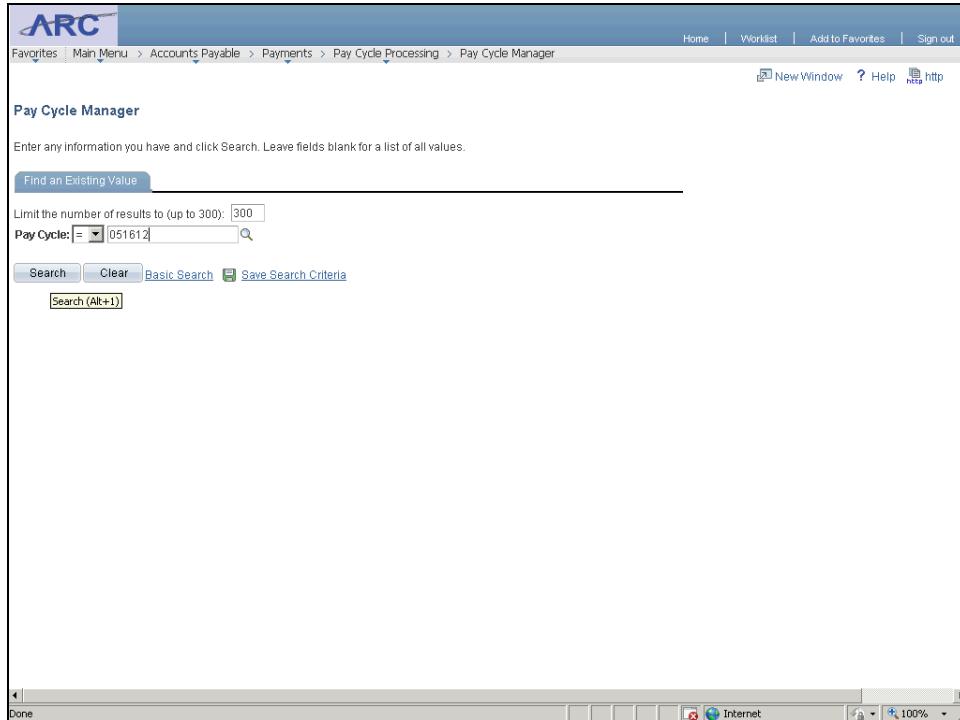
Step	Action
99.	Click the <b>Go back to Pay Cycle Manager</b> link. <a href="#">Go back to Pay Cycle Manager</a>

Screenshot of the ARC application interface showing the Pay Cycle Manager search page. The page includes a search form with fields for Pay Cycle, limit, and search criteria.

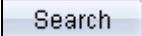
Search Criteria:

- Find an Existing Value
- Limit the number of results to (up to 300): 300
- Pay Cycle:
- Buttons: Search, Clear, Basic Search, Save Search Criteria.

Step	Action
100.	Enter the desired information into the <b>Pay Cycle</b> field. Enter " <b>051612</b> ".



The screenshot shows the 'Pay Cycle Manager' page. At the top, there's a navigation bar with links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below that is a toolbar with 'New Window', 'Help', and a 'http' link. The main area is titled 'Pay Cycle Manager' and contains instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There's a 'Find an Existing Value' input field, a dropdown for 'Limit the number of results to (up to 300)' set to '300', and a 'Pay Cycle' input field containing '051612'. Below these are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A status bar at the bottom shows 'Done' and other browser controls.

Step	Action
101.	Click the <b>Search</b> button. 

# Training Guide

## Payment Processing



**Pay Cycle Manager**

Pay Cycle: 051612 Columbia Pay Cycle

Selection Criteria	Approve	Trial Register	Reference Confirmation	Draft Staging Approval
<b>Pay Cycle Status</b>				
Status:	Formatted	<b>Refresh</b>	Process Monitor	
Pay From Date:	05/16/2012			
Pay Through Date:	05/16/2012			
Payment Date:	05/16/2012			
Schedule Payments Selected:	2	<b>Summary</b>	<b>Details</b>	<b>Pay Cycle Reset</b>
Server: <input type="text"/> <b>Reset</b>				
<b>Pay Cycle Exceptions</b>				
Pay Cycle Error	Discount Lost	Discount Denied	Withholding	Bank Replacement
Financial Sanctions Exceptions				
<b>Pay Cycle Results</b>				
Main Information    Additional Info <b>Process</b>				
Customize   Find   View As   <b>1 of 1</b>   First   Last				
Process	Description	Bank	Account	Status
Produce Positive Payment File	CHASE	DISB	Formatted	PSUNIX
				*Output Type
				File
				Output Destination
				/app/psoft/interfaces/m91qna2/out/
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/>				

Done

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

**Pay Cycle Manager**

Pay Cycle: 051612 Columbia Pay Cycle

Selection Criteria	Approve	Trial Register	Reference Confirmation	Draft Staging Approval
<b>Pay Cycle Status</b>				
Status:	Running	<b>Refresh</b>	Process Monitor	
Pay From Date:	05/16/2012			
Pay Through Date:	05/16/2012			
Payment Date:	05/16/2012			
Schedule Payments Selected:	2	<b>Summary</b>	<b>Details</b>	<b>Pay Cycle Reset</b>
Server: <input type="text"/> <b>Reset</b>				
<b>Pay Cycle Exceptions</b>				
Pay Cycle Error	Discount Lost	Discount Denied	Withholding	Bank Replacement
Financial Sanctions Exceptions				
<b>Pay Cycle Results</b>				
Main Information    Additional Info <b>Process</b>				
Customize   Find   View As   <b>1 of 1</b>   First   Last				
Process	Description	Bank	Account	Status
Produce Positive Payment File	CHASE	DISB	Formatted	PSUNIX
				*Output Type
				File
				Output Destination
				/app/psoft/interfaces/m91qna2/out/
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/>				

Done

Step	Action
103.	<p>Click the <b>Process Monitor</b> link.  <a href="#">Process Monitor</a></p>

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	05/16/2012 10:22:59AM EDT	Queued	N/A	<a href="#">Details</a>
<input type="checkbox"/>	19188		Application Engine	AP_APY2050	AP_TEST_06	05/16/2012 10:21:12AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	19187		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/16/2012 10:19:57AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	19186		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:18:08AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	19183		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:14:03AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	19148		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 8:53:31AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18902		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:49:39PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18901		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:49:22PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18896		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:31:37PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18889		Application Engine	AP_APY2055	AP_TEST_06	05/15/2012 1:53:50PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18797		Application Engine	AP_APY2050	AP_TEST_06	05/15/2012 11:04:49AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18794		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/15/2012 11:02:55AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18787		SQR Process	FIN2025	AP_TEST_06	05/15/2012 10:55:27AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18785		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:51:45AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18777		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:46:41AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18765		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:40:05AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18759		Application Engine	AP_APY2015	AP_TEST_06	05/15/2012 10:37:49AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18754		SQR Process	FIN2025	AP_TEST_06	05/15/2012 10:35:48AM EDT	Success	Posted	<a href="#">Details</a>

Step	Action
104.	<p>Click the <b>Refresh</b> button until the Run Status is "Success" and the Distribution Status is "Posted".</p> <p style="text-align: center;"><a href="#">Refresh</a></p>

# Training Guide

## Payment Processing



**View Process Request For**

User ID: AP\_TEST\_06 Type:  Days:  Refresh

Server:  Instance:  Save On Refresh

Run:  Status:

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	<a href="#">Details</a>
<input type="checkbox"/>	23275		Application Engine	AP_APY2050	AP_TEST_06	05/29/2012 3:32:09PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	23274		ZCU_CHKGEN	ZCU_CHKGEN	AP_TEST_06	05/29/2012 3:31:51PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	23249		Application Engine	AP_APY2055	AP_TEST_06	05/29/2012 3:04:00PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	23248		Application Engine	AP_APY2050	AP_TEST_06	05/29/2012 3:03:31PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	23247		ZCU_CHKGEN	ZCU_CHKGEN	AP_TEST_06	05/29/2012 3:02:41PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	23246		SQR Process	FIN2025	AP_TEST_06	05/29/2012 3:02:04PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	23240		Crystal Check	APY2027-	AP_TEST_06	05/29/2012 2:59:56PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	23239		Application Engine	AP_APY2015	AP_TEST_06	05/29/2012 2:58:40PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	23237		Application Engine	AP_APY2015	AP_TEST_06	05/29/2012 2:56:26PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	23217		Crystal	APY2030-	AP_TEST_06	05/29/2012 2:23:15PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	23212		Application Engine	AP_APY2015	AP_TEST_06	05/29/2012 2:21:33PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	23207		Application Engine	AP_APY2015	AP_TEST_06	05/29/2012 1:48:53PM EDT	Success	Posted	<a href="#">Details</a>

[Go back to Pay Cycle Manager](#)

Step	Action
105.	<p>Click the <b>Go back to Pay Cycle Manager</b> link.</p> <p><a href="#">Go back to Pay Cycle Manager</a></p>

**Pay Cycle Manager**

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

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

Pay Cycle:



## Training Guide Payment Processing

Step	Action
106.	Enter the desired information into the <b>Pay Cycle</b> field. Enter " <b>051612</b> ".

The screenshot shows the 'Pay Cycle Manager' page. At the top, there's a navigation bar with links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the navigation is a search bar with a placeholder 'Find an Existing Value' and a note about limiting results to 300. A dropdown menu for 'Pay Cycle' is open, showing '051612' as the selected value. There are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The bottom of the window shows a standard Windows taskbar with icons for Internet, file operations, and a zoom level of 100%.

Step	Action
107.	Click the <b>Search</b> button. 

# Training Guide

## Payment Processing



**Pay Cycle Manager**

Pay Cycle: 051612 Columbia Pay Cycle

Selection Criteria	Approve	Trial Register	Reference Confirmation	Draft Staging Approval																					
<b>Pay Cycle Status</b>																									
Status:	Completed	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																						
<table border="1"> <thead> <tr> <th colspan="3">Details</th> </tr> <tr> <th>Process</th> <th>Server</th> <th>Step Name</th> </tr> </thead> <tbody> <tr> <td>Process</td> <td>PSUNIX</td> <td>Payment Selection</td> </tr> <tr> <td>Process</td> <td>PSUNIX</td> <td>Payment Selection &amp; Creation</td> </tr> </tbody> </table>					Details			Process	Server	Step Name	Process	PSUNIX	Payment Selection	Process	PSUNIX	Payment Selection & Creation									
Details																									
Process	Server	Step Name																							
Process	PSUNIX	Payment Selection																							
Process	PSUNIX	Payment Selection & Creation																							
<table border="1"> <thead> <tr> <th colspan="2">Pay Cycle Reset</th> </tr> <tr> <th>Server:</th> <td>Reset</td> </tr> </thead> </table>					Pay Cycle Reset		Server:	Reset																	
Pay Cycle Reset																									
Server:	Reset																								
<b>Pay Cycle Exceptions</b>																									
Pay Cycle Error	Discount Lost	Discount Denied	Withholding	Bank Replacement																					
Financial Sanctions Exceptions																									
<b>Pay Cycle Results</b> <table border="1"> <thead> <tr> <th>Main Information</th> <th>Additional Info</th> <th>Print</th> </tr> <tr> <th>Process</th> <th>Recreate Pos Pay</th> <th>Description</th> <th>Bank</th> <th>Account</th> <th>Status</th> <th>Server Name</th> <th>Output Type</th> <th>Output Destination</th> </tr> </thead> <tbody> <tr> <td>Process</td> <td>Recreate Pos Pay</td> <td>Produce Positive Payment File</td> <td>CHASE</td> <td>DISB</td> <td>Completed</td> <td>PSUNIX</td> <td>File</td> <td>/app/psot/interfaces/fn91qna2/out/</td> </tr> </tbody> </table>					Main Information	Additional Info	Print	Process	Recreate Pos Pay	Description	Bank	Account	Status	Server Name	Output Type	Output Destination	Process	Recreate Pos Pay	Produce Positive Payment File	CHASE	DISB	Completed	PSUNIX	File	/app/psot/interfaces/fn91qna2/out/
Main Information	Additional Info	Print																							
Process	Recreate Pos Pay	Description	Bank	Account	Status	Server Name	Output Type	Output Destination																	
Process	Recreate Pos Pay	Produce Positive Payment File	CHASE	DISB	Completed	PSUNIX	File	/app/psot/interfaces/fn91qna2/out/																	
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/>																									

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

**Pay Cycle Manager**

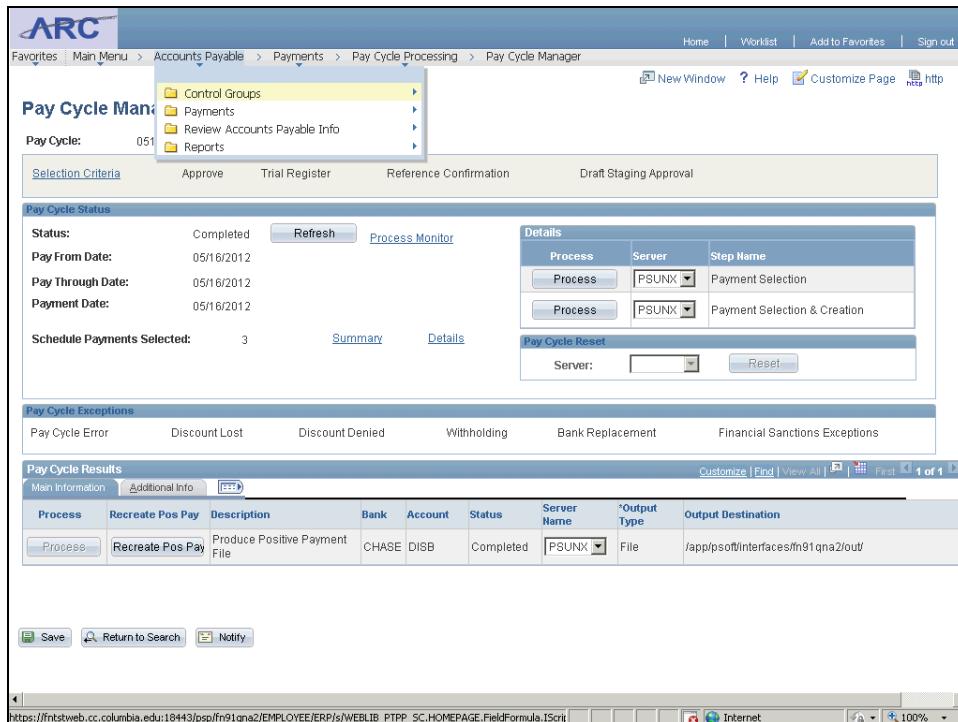
Pay Cycle: 051612 Columbia Pay Cycle

Selection Criteria	Approve	Trial Register	Reference Confirmation	Draft Staging Approval																					
<b>Pay Cycle Status</b>																									
Status:	Completed	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																						
<table border="1"> <thead> <tr> <th colspan="3">Details</th> </tr> <tr> <th>Process</th> <th>Server</th> <th>Step Name</th> </tr> </thead> <tbody> <tr> <td>Process</td> <td>PSUNIX</td> <td>Payment Selection</td> </tr> <tr> <td>Process</td> <td>PSUNIX</td> <td>Payment Selection &amp; Creation</td> </tr> </tbody> </table>					Details			Process	Server	Step Name	Process	PSUNIX	Payment Selection	Process	PSUNIX	Payment Selection & Creation									
Details																									
Process	Server	Step Name																							
Process	PSUNIX	Payment Selection																							
Process	PSUNIX	Payment Selection & Creation																							
<table border="1"> <thead> <tr> <th colspan="2">Pay Cycle Reset</th> </tr> <tr> <th>Server:</th> <td>Reset</td> </tr> </thead> </table>					Pay Cycle Reset		Server:	Reset																	
Pay Cycle Reset																									
Server:	Reset																								
<b>Pay Cycle Exceptions</b>																									
Pay Cycle Error	Discount Lost	Discount Denied	Withholding	Bank Replacement																					
Financial Sanctions Exceptions																									
<b>Pay Cycle Results</b> <table border="1"> <thead> <tr> <th>Main Information</th> <th>Additional Info</th> <th>Print</th> </tr> <tr> <th>Process</th> <th>Recreate Pos Pay</th> <th>Description</th> <th>Bank</th> <th>Account</th> <th>Status</th> <th>Server Name</th> <th>Output Type</th> <th>Output Destination</th> </tr> </thead> <tbody> <tr> <td>Process</td> <td>Recreate Pos Pay</td> <td>Produce Positive Payment File</td> <td>CHASE</td> <td>DISB</td> <td>Completed</td> <td>PSUNIX</td> <td>File</td> <td>/app/psot/interfaces/fn91qna2/out/</td> </tr> </tbody> </table>					Main Information	Additional Info	Print	Process	Recreate Pos Pay	Description	Bank	Account	Status	Server Name	Output Type	Output Destination	Process	Recreate Pos Pay	Produce Positive Payment File	CHASE	DISB	Completed	PSUNIX	File	/app/psot/interfaces/fn91qna2/out/
Main Information	Additional Info	Print																							
Process	Recreate Pos Pay	Description	Bank	Account	Status	Server Name	Output Type	Output Destination																	
Process	Recreate Pos Pay	Produce Positive Payment File	CHASE	DISB	Completed	PSUNIX	File	/app/psot/interfaces/fn91qna2/out/																	
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/>																									



## Training Guide Payment Processing

Step	Action
109.	Click the <b>Payments</b> button. 



The screenshot shows the Pay Cycle Manager interface. At the top, there's a navigation bar with links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the navigation is a breadcrumb trail: 'Favorites > Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager'. A context menu is open over the 'Payments' link in the breadcrumb, with options: 'Control Groups', 'Payments' (which is highlighted in yellow), 'Review Accounts Payable Info', and 'Reports'. The main content area has tabs for 'Selection Criteria', 'Approve', 'Trial Register', 'Reference Confirmation', and 'Draft Staging Approval'. Under 'Pay Cycle Status', it shows a status of 'Completed' with a 'Refresh' button and a 'Process Monitor' section. The 'Process Monitor' shows two processes: 'Payment Selection' and 'Payment Selection & Creation', both assigned to 'PSUNIX'. There's also a 'Pay Cycle Reset' section with a 'Server:' dropdown and a 'Reset' button. The 'Pay Cycle Exceptions' section includes links for 'Pay Cycle Error', 'Discount Lost', 'Discount Denied', 'Withholding', 'Bank Replacement', and 'Financial Sanctions Exceptions'. The 'Pay Cycle Results' section has tabs for 'Main Information' (selected) and 'Additional Info'. It lists a process named 'Recreate Pos Pay File' with details: 'Description' is 'Produce Positive Payment File', 'Bank' is 'CHASE', 'Account' is 'DISB', 'Status' is 'Completed', 'Server Name' is 'PSUNIX', 'Output Type' is 'File', and 'Output Destination' is '/app/psoft/interfaces/fn91qna2/out'. At the bottom are buttons for 'Save', 'Return to Search', and 'Notify'. The URL in the browser address bar is [https://fnstweb.cc.columbia.edu:18443/psp/fn91qna2/EMPLOYEE/ERP/s/WEBLIB\\_PTPP\\_SC.HOME PAGE.FieldFormula.IScript](https://fnstweb.cc.columbia.edu:18443/psp/fn91qna2/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOME PAGE.FieldFormula.IScript).

Step	Action
110.	Click the <b>Review Accounts Payable Info</b> menu. 

# Training Guide

## Payment Processing



Screenshot of the ARC Pay Cycle Manager interface showing the Payments menu selected.

**Pay Cycle Manager**

**Pay Cycle:** 051

**Selection Criteria**

**Pay Cycle Status**

**Pay Cycle Exceptions**

**Pay Cycle Results**

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

**Action Buttons:** Save, Return to Search, Notify

**URL:** https://frntstweb.cc.columbia.edu:18443/psp/fr91qna2/EMPLOYEE/ERP/s/WEBLIB\_PTTP\_SC.HOME PAGE.FieldFormula.Iscr

Step	Action
111.	<p>Click the <b>Payments</b> menu.</p>

Screenshot of the ARC Pay Cycle Manager interface showing the Payments menu expanded, revealing sub-options like Detail Data, Summary Data, Document Status, Payment, and Prepayments.

**Pay Cycle Manager**

**Pay Cycle:** 051

**Selection Criteria**

**Pay Cycle Status**

**Pay Cycle Exceptions**

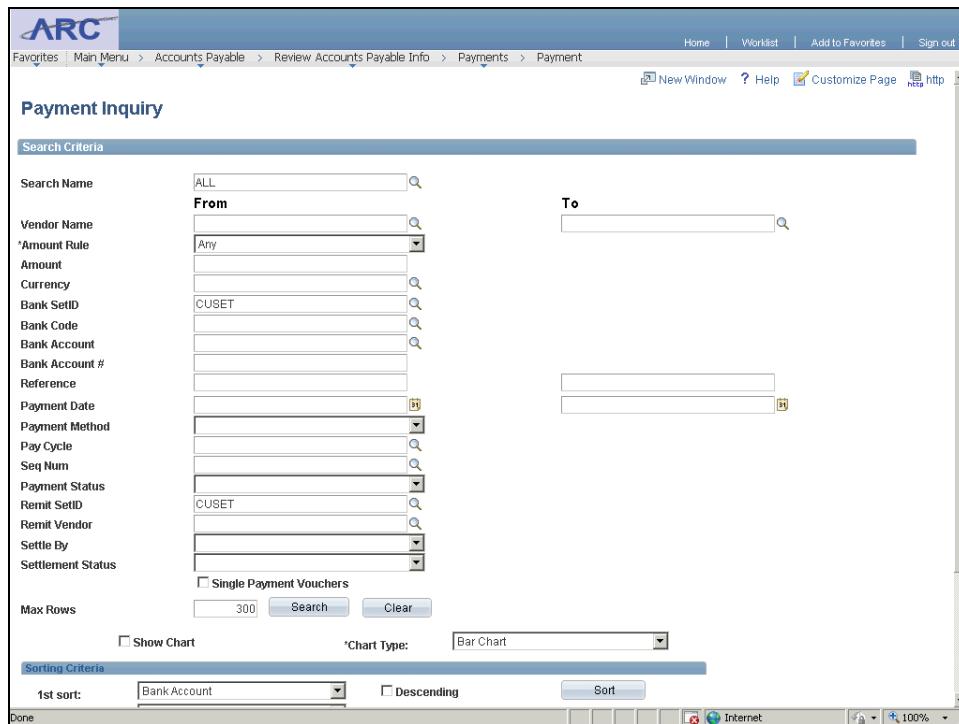
**Pay Cycle Results**

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

**Action Buttons:** Save, Return to Search, Notify

**URL:** https://frntstweb.cc.columbia.edu:18443/psp/fr91qna2/EMPLOYEE/ERP/s/WEBLIB\_PTTP\_SC.HOME PAGE.FieldFormula.Iscr

Step	Action
112.	<p>Click the <b>Payments</b> menu.</p>  <b>Payment</b>



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 <b>Bank Code</b> field. Enter " <b>CHASE</b> ".

# Training Guide

## Payment Processing



**Payment Inquiry**

**Search Criteria**

Search Name	<input type="text" value="ALL"/>	<input type="button" value="Search"/>
Vendor Name	<input type="text"/>	To <input type="text"/>
*Amount Rule	<input type="button" value="Any"/>	
Amount	<input type="text"/>	<input type="button" value="Search"/>
Currency	<input type="text"/>	<input type="button" value="Search"/>
Bank SettID	<input type="text" value="CUEST"/>	<input type="button" value="Search"/>
Bank Code	<input type="text" value="CHASE"/>	<input type="button" value="Search"/>
Bank Account	<input type="text"/>	<input type="button" value="Search"/>
Bank Account #	<input type="text"/>	<input type="button" value="Search"/>
Reference	<input type="text"/>	<input type="button" value="Search"/>
Payment Date	<input type="text"/>	<input type="button" value="Search"/>
Payment Method	<input type="button" value="Any"/>	<input type="button" value="Search"/>
Pay Cycle	<input type="text"/>	<input type="button" value="Search"/>
Seq Num	<input type="text"/>	<input type="button" value="Search"/>
Payment Status	<input type="button" value="Any"/>	<input type="button" value="Search"/>
Remit SettID	<input type="text" value="CUEST"/>	<input type="button" value="Search"/>
Remit Vendor	<input type="text"/>	<input type="button" value="Search"/>
Settle By	<input type="button" value="Any"/>	<input type="button" value="Search"/>
Settlement Status	<input type="button" value="Any"/>	<input type="button" value="Search"/>

Single Payment Vouchers

Max Rows:

Show Chart \*Chart Type:

**Sorting Criteria**

1st sort:   Descending

Step	Action
114.	Enter the desired information into the <b>Bank Account</b> field. Enter " <b>DISB</b> ".

**Payment Inquiry**

**Search Criteria**

Search Name	<input type="text" value="ALL"/>	<input type="button" value="Search"/>
Vendor Name	<input type="text"/>	To <input type="text"/>
*Amount Rule	<input type="button" value="Any"/>	
Amount	<input type="text"/>	<input type="button" value="Search"/>
Currency	<input type="text"/>	<input type="button" value="Search"/>
Bank SettID	<input type="text" value="CUEST"/>	<input type="button" value="Search"/>
Bank Code	<input type="text" value="CHASE"/>	<input type="button" value="Search"/>
Bank Account	<input type="text" value="DISB"/>	<input type="button" value="Search"/>
Bank Account #	<input type="text"/>	<input type="button" value="Search"/>
Reference	<input type="text"/>	<input type="button" value="Search"/>
Payment Date	<input type="text"/>	<input type="button" value="Search"/>
Payment Method	<input type="button" value="Any"/>	<input type="button" value="Search"/>
Pay Cycle	<input type="text"/>	<input type="button" value="Search"/>
Seq Num	<input type="text"/>	<input type="button" value="Search"/>
Payment Status	<input type="button" value="Any"/>	<input type="button" value="Search"/>
Remit SettID	<input type="text" value="CUEST"/>	<input type="button" value="Search"/>
Remit Vendor	<input type="text"/>	<input type="button" value="Search"/>
Settle By	<input type="button" value="Any"/>	<input type="button" value="Search"/>
Settlement Status	<input type="button" value="Any"/>	<input type="button" value="Search"/>

Single Payment Vouchers

Max Rows:

Show Chart \*Chart Type:

**Sorting Criteria**

1st sort:   Descending



## Training Guide Payment Processing

Step	Action
115.	Click in the <b>Pay Cycle</b> field. <input type="text" value="051612"/>

The screenshot shows the 'Payment Inquiry' page from the ARC system. The 'Search Criteria' section includes fields for Search Name (ALL), Vendor Name, \*Amount Rule (Any), Amount, Currency (CUSET), Bank SettID (CHASE), Bank Account (DISB), Reference, Payment Date, Payment Method, Pay Cycle (set to 051612), Seq Num, Payment Status, Remit SettID (CUSET), Remit Vendor, Settle By, Settlement Status, and a checkbox for Single Payment Vouchers. The 'Max Rows' is set to 300. Below this is a 'Chart' section with a 'Show Chart' checkbox (unchecked) and a 'Chart Type' dropdown set to 'Bar Chart'. The 'Sorting Criteria' section at the bottom allows sorting by Bank Account (selected), Descending order (unchecked), and a 'Sort' button. At the very bottom are 'Done' and 'Internet' buttons, along with zoom controls (100%, etc.).

Step	Action
116.	Enter the desired information into the <b>Pay Cycle</b> field. Enter " <b>051612</b> ".

# **Training Guide**

## **Payment Processing**



**ARC**

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

Home | Worklist | Add to Favorites | Sign out  
[New Window](#) ? Help [Customize Page](#) [http://](#)

## Payment Inquiry

**Search Criteria**

Search Name	<input type="text" value="ALL"/>	To	<input type="text"/>
Vendor Name	<input type="text"/>		
*Amount Rule	<input type="text" value="Any"/>		
Amount	<input type="text"/>		
Currency	<input type="text"/>		
Bank SetID	<input type="text" value="CUEST"/>		
Bank Code	<input type="text" value="CHASE"/>		
Bank Account	<input type="text" value="DISB"/>		
Bank Account #	<input type="text"/>		
Reference	<input type="text"/>		
Payment Date	<input type="text"/>		
Payment Method	<input type="text"/>		
Pay Cycle	<input type="text" value="051612"/>		
Seq Num	<input type="text"/>		
Payment Status	<input type="text"/>		
Remit SetID	<input type="text" value="CUEST"/>		
Remit Vendor	<input type="text"/>		
Settle By	<input type="text"/>		
Settlement Status	<input type="text"/>		
<input type="checkbox"/> Single Payment Vouchers			
Max Rows	<input type="text" value="300"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>
<input type="checkbox"/> Show Chart		*Chart Type:	<input type="button" value="Bar Chart"/>
<b>Sorting Criteria</b>			
1st sort:	<input type="text" value="Bank Account"/>	<input type="checkbox"/> Descending	<input type="button" value="Sort"/>

Done

Step	Action
117.	Click in the <b>Payment Date</b> field. <input data-bbox="355 1009 788 1022" type="text"/>

**ARC**

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

Home | Worklist | Add to Favorites | Sign out  
[New Window](#) ? Help [Customize Page](#) [http://](#)

## Payment Inquiry

**Search Criteria**

Search Name	<input type="text" value="ALL"/>	To	<input type="text"/>
Vendor Name	<input type="text"/>		
*Amount Rule	<input type="text" value="Any"/>		
Amount	<input type="text"/>		
Currency	<input type="text"/>		
Bank SetID	<input type="text" value="CUEST"/>		
Bank Code	<input type="text" value="CHASE"/>		
Bank Account	<input type="text" value="DISB"/>		
Bank Account #	<input type="text"/>		
Reference	<input type="text"/>		
Payment Date	<input type="text"/>		
Payment Method	<input type="text"/>		
Pay Cycle	<input type="text" value="051612"/>		
Seq Num	<input type="text"/>		
Payment Status	<input type="text"/>		
Remit SetID	<input type="text" value="CUEST"/>		
Remit Vendor	<input type="text"/>		
Settle By	<input type="text"/>		
Settlement Status	<input type="text"/>		
<input type="checkbox"/> Single Payment Vouchers			
Max Rows	<input type="text" value="300"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>
<input type="checkbox"/> Show Chart		*Chart Type:	<input type="button" value="Bar Chart"/>
<b>Sorting Criteria</b>			
1st sort:	<input type="text" value="Bank Account"/>	<input type="checkbox"/> Descending	<input type="button" value="Sort"/>

Done



## Training Guide Payment Processing

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

The screenshot shows the 'Payment Inquiry' page in the ARC system. The 'Search Criteria' section contains numerous filters: 'Search Name' (set to 'ALL'), 'From' (set to '05/16/2012'), 'To' (empty), 'Amount Rule' (set to 'Any'), 'Bank SettID' (set to 'CUSET'), 'Bank Code' (set to 'CHASE'), 'Bank Account' (set to 'DISB'), 'Bank Account #' (empty), 'Reference' (empty), 'Payment Status' (empty), 'Remit SettID' (set to 'CUSET'), 'Remit Vendor' (empty), 'Settle By' (empty), and 'Settlement Status' (empty). Below these filters are buttons for 'Single Payment Vouchers', 'Max Rows' (set to 300), 'Search', and 'Clear'. Underneath the search area is a charting section with a checkbox for 'Show Chart' (unchecked) and a dropdown for 'Chart Type' (set to 'Bar Chart'). The 'Sorting Criteria' section at the bottom allows sorting by 'Bank Account' in 'Descending' order. The status bar at the bottom right indicates 'Done', 'Internet', and zoom levels from 100% to 150%.

Step	Action
119.	Click the button of the scrollbar.

# Training Guide

## Payment Processing



ARC

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

Search Name	ALL	<input type="button" value="Search"/>
Vendor Name	From	To
*Amount Rule	Any	
Amount		
Currency		
Bank SetID	CUSET	
Bank Code	CHASE	
Bank Account	DISB	
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		
<input type="checkbox"/> Single Payment Vouchers		
Max Rows	300	<input type="button" value="Search"/> <input type="button" value="Clear"/>
<input type="checkbox"/> Show Chart *Chart Type: Bar Chart <input type="button" value="Sort"/>		
<b>Sorting Criteria</b> 1st sort: Bank Account <input type="checkbox"/> Descending <input type="button" value="Sort"/> 2nd sort: Payment Reference ID <input type="checkbox"/> Descending		

Done

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

ARC

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

Search Name	ALL	<input type="button" value="Search"/>
Vendor Name	From	To
*Amount Rule	Any	
Amount		
Currency		
Bank SetID	CUSET	
Bank Code	CHASE	
Bank Account	DISB	
Bank Account #		
Reference		
Payment Date	05/16/2012	05/16/2012
Payment Method		
Pay Cycle	051612	
Seq Num		
Payment Status		
Remit SetID	CUSET	
Remit Vendor		
Settle By		
Settlement Status		
<input type="checkbox"/> Single Payment Vouchers		
Max Rows	300	<input type="button" value="Search"/> <input type="button" value="Clear"/>
<input type="checkbox"/> Show Chart *Chart Type: Bar Chart <input type="button" value="Sort"/>		
<b>Sorting Criteria</b> 1st sort: Bank Account <input type="checkbox"/> Descending <input type="button" value="Sort"/> 2nd sort: Payment Reference ID <input type="checkbox"/> Descending		

**Payment Inquiry Result**

Done



## Training Guide Payment Processing

Step	Action
121.	Click the button of the scrollbar.

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	

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



**Vouchers For a Payment**

[Back To Payment Inquiry](#)

Bank Name:	JPMorgan Chase	Pymnt Ref ID:	0000000110
Bank Account #:	455-250162	Accounting Date:	05/16/2012
Pay Cycle:	051612 Seq Num: 2	Payment Date:	05/16/2012
Vendor Name:	JAPAN PUB TRADING CO LTD	Days Outstanding:	
Address:	1-2-1 SARUGAKU-CHO CHIYODA-KU TOKYO 101-0064 Japan	Payment Clear Date:	05/16/2012
Payment Amount:	100.00 USD	Reconcile Date:	05/16/2012
Payment Method: CHK		Value Date:	05/16/2012
Description: <input type="text"/>			

**Details**

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
COLUM	00004169	1	05/16/2012	INV123	100.00	100.00	USD			Accounts Payable Vouchers

[Notify](#)

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

**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	



## 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> . <b>End of Procedure.</b>

### 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

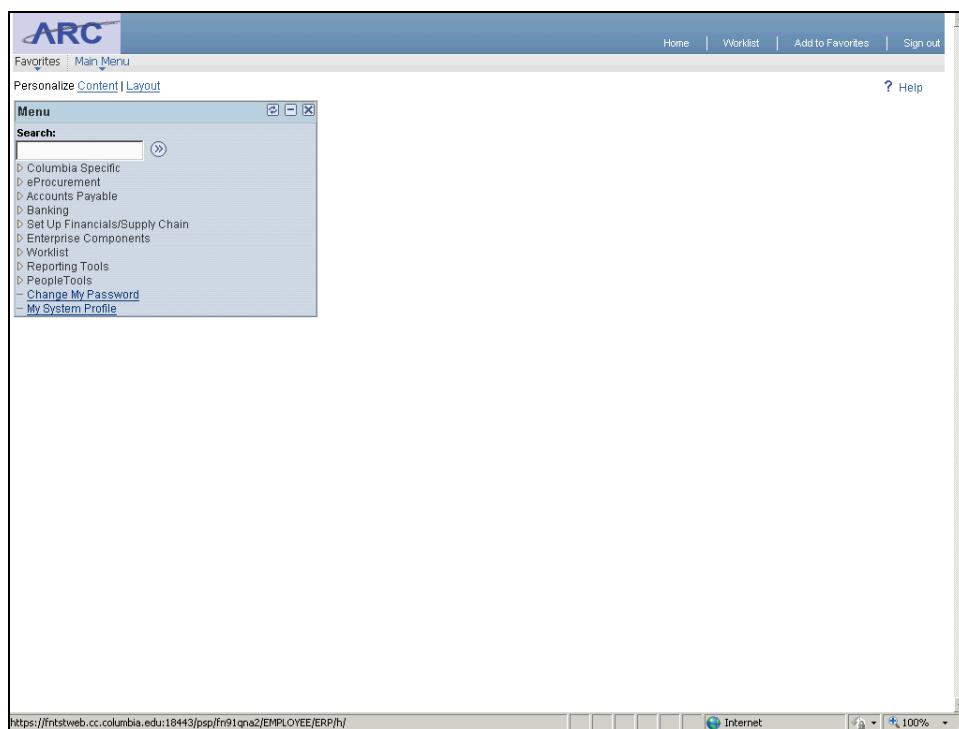
After selecting each pay cycle, you will just need to validate that the Pay Group matches the type of pay cycle and that the bank method is appropriate given the pay cycle.

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.





## Training Guide Payment Processing

Step	Action
1.	First, we will navigate to the Payment Selection Criteria page. Click the <b>Accounts Payable</b> link. <b>► Accounts Payable</b>

The screenshot shows the 'Accounts Payable' page in the ARC system. At the top, there are navigation links: Favorites, Main Menu, Accounts Payable, Home, Worklist, Add to Favorites, and Sign out. Below the header, there's a title 'Accounts Payable' with a blue icon. A sub-header says 'Access PeopleSoft Payables.' The page is divided into sections:

- Control Groups:** Adds, maintains, and reviews control groups. Links include Group Information, Update Status, Delete Control Group, and Post Control Group.
- Payments:** Creates and manages payments. Links include Pay Cycle Processing, Pay Cycle Approvals, Pay Cycle Exceptions, and 4 More...
- Review Accounts Payable Info:** Runs inquiries on vouchers, vendors, payments, and integration with systems. It includes a 'Payments' link.

Step	Action
2.	Click the <b>Pay Cycle Processing</b> link. <b>► Pay Cycle Processing</b>

# Training Guide

## Payment Processing



Favorites | Main Menu > Accounts Payable  
Accounts Payable  
Pay Cycle Processing  
Maintain and process the pay cycle.

<a href="#">Payment Selection Criteria</a> Establish selection criteria for one or more pay cycles.	<a href="#">Pay Cycle Manager</a> Select, review, and create scheduled payments.	<a href="#">Pay Cycle Job</a> Add and submit pay cycle job.
<a href="#">Manual Positive Payment</a> Create a positive payment file for the bank.	<a href="#">Check Restart</a> Restart check printing.	<a href="#">Email Payment Advice</a>
<a href="#">Cancel Rescheduled Payments</a> Cancel rescheduled payment terms processing errors in the pay cycle.		

https://fnstweb.cc.columbia.edu:18443/psp/fnr91qna2/EMPLOYEE/ERP/c/CREATE\_PAYMENTS.PYCCL\_DEFN.GBL?PORTAL

Step	Action
3.	Click the <b>Payment Selection Criteria</b> link. <b><a href="#">Payment Selection Criteria</a></b>

Favorites | Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Payment Selection Criteria  
Home | Worklist | Add to Favorites | Sign out  
New Window | Help | http

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

Find an Existing Value | Add a New Value

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

Pay Cycle: = |

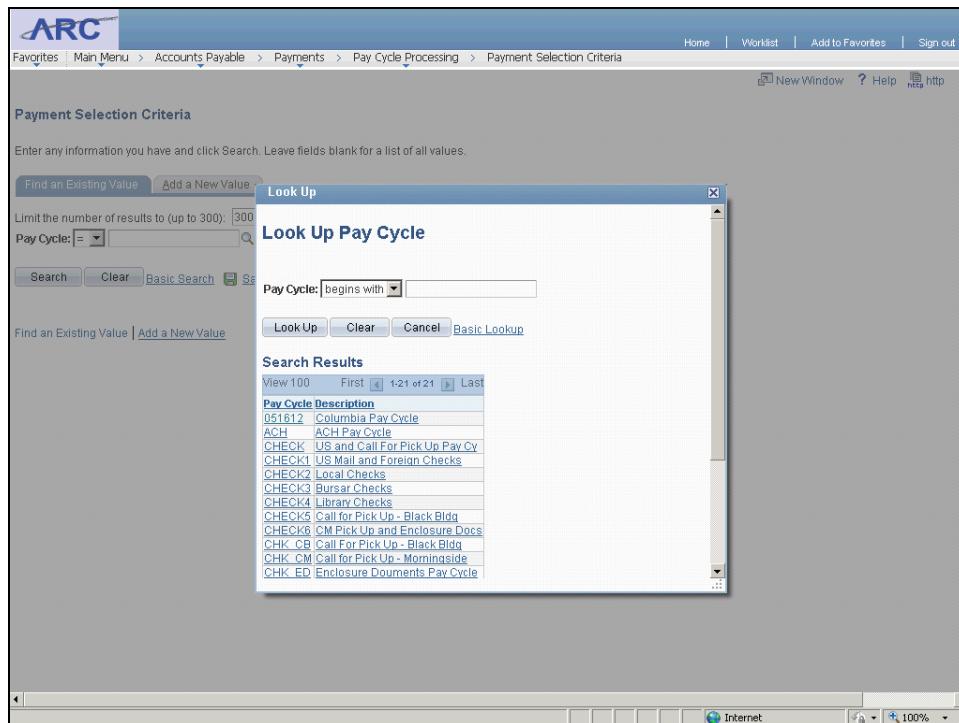
Find an Existing Value | Add a New Value

javascript:action\_win0(document.win0.PYCCL\_NORM\_VW\_PAY\_CYCLE\$prompt');



## Training Guide Payment Processing

Step	Action
4.	Click the <b>Look up Pay Cycle (Alt+5)</b> 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 <b>CHECK1</b> link to select the US Mail and Foreign Checks Pay Cycle. 

# Training Guide

## Payment Processing



**Payment Selection Criteria**

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

Find an Existing Value | Add a New Value

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

Pay Cycle:

[Find an Existing Value](#) | [Add a New Value](#)

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

**Pay Cycle Selection Dates**

Pay From Date:	<input type="text" value="06/27/2012"/>	Pay Through Date:	<input type="text" value="07/02/2012"/>	'Next Pay Through Date:	<input type="text" value="07/05/2012"/>
Pay Through Date:	<input type="text" value="07/02/2012"/>	Payment Date:	<input type="text" value="07/03/2012"/>	'Next Payment Date:	<input type="text" value="07/05/2012"/>
Change Selection Dates: <input type="text" value="1"/> Day(s) <input type="button" value="Increment"/> <input type="button" value="Decrement"/>					
<b>Accounting Date</b>		<b>Withholding Date</b>			
*Accounting Date:	<input type="text" value="07/03/2012"/>	Withholding Date:	<input type="text" value="07/03/2012"/>	<input type="button" value="Payment Date"/>	
<b>Business Day Validation</b>					
<input checked="" type="radio"/> No Validation <input type="radio"/> Use Standard Week <input type="radio"/> Use Holiday Calendar: <input type="text"/>			<input type="checkbox"/> Validate Pay Through Dates <input type="checkbox"/> Validate Payment Dates		

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



## Training Guide Payment Processing

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

The screenshot shows the 'Pay Cycle Selection Dates' section of the ARC application. The 'Pay Cycle' is set to 'CHECK1' and 'US Mail and Foreign Checks'. The 'Pay From Date' is 06/27/2012 (Wednesday), 'Pay Through Date' is 07/02/2012 (Monday), and 'Payment Date' is 07/03/2012 (Tuesday). The 'Next Pay Through Date' is 07/05/2012 (Thursday) and the 'Next Payment Date' is also 07/05/2012 (Thursday). Below these, there are fields for 'Accounting Date' (07/03/2012) and 'Withholding Date' (07/03/2012). Under 'Business Day Validation', the 'No Validation' radio button is selected. There are also checkboxes for 'Validate Pay Through Dates' and 'Validate Payment Dates'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Step	Action
8.	Click the <b>Pay Group / Netting</b> tab. 

# Training Guide

## Payment Processing



Screenshot of the ARC Payment Selection Criteria page.

**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

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

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

[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.



## Training Guide Payment Processing

The screenshot shows the 'Payment Selection Criteria' page. At the top, it displays 'Pay Cycle: CHECK1 US Mail and Foreign Checks', 'Pay From Date: 06/27/2012', 'Pay Through Date: 07/02/2012', and 'Payment Date: 07/03/2012'. Below this are two tables: 'Pay Group' and 'Netting'. The 'Pay Group' table has two entries: 'CUSE FN' and 'CUSE US'. The 'Netting' table has one entry. At the bottom of the page are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Step	Action
10.	Click the <b>Bank / Method</b> tab. 

The screenshot shows the 'Payment Selection Criteria' page with the 'Bank / Method' tab selected. It displays 'Pay Cycle: CHECK1 US Mail and Foreign Checks', 'Pay From Date: 06/27/2012', 'Pay Through Date: 07/02/2012', and 'Payment Date: 07/03/2012'. Below these are two tables: 'Bank Account' and 'Pay Method'. The 'Bank Account' table has entries for 'SetID: CUSET', 'Bank: CHASE JPMorgan Chase', 'Account: DISB CU Accounts Payable', and 'Currency: US Dollar'. The 'Pay Method' table has one entry: 'System Check'. At the bottom of the page are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

# Training Guide

## Payment Processing



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

The screenshot shows the 'Payment Selection Criteria' page in the ARC system. The 'Bank Account' section is active, displaying a list with one item: 'CUSET' selected, 'CHASE' bank, 'DISB' account, and 'US Dollar' currency. The 'Pay Method' section below it shows a single item: 'System Check'. At the bottom of the page, there are buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display.

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



## Training Guide Payment Processing

The screenshot shows the 'Payment Selection Criteria' menu open in a dropdown. The menu items listed are: Payment Selection Criteria, Pay Cycle Manager, Pay Cycle Job, Manual Positive Payment, Check Restart, Email Payment Advice, and Cancel Rescheduled Payments. The main window displays payment cycle details: Pay Cycle: CHECK1, Pay From Date: 06/27/2012, Pay Through Date: 06/27/2012, and Bank Account information including SetID: CUSET, Bank: CHASE, Account: DISB, and Currency: US Dollar. Below this is a 'Pay Method' grid showing one row with Process: System Check and Payment Method: System Check. At the bottom are standard browser controls: Save, Return to Search, Notify, Refresh, Add, and Update Display.

Step	Action
13.	Click the <b>Payment Selection Criteria</b> menu.  <b>Payment Selection Criteria</b>

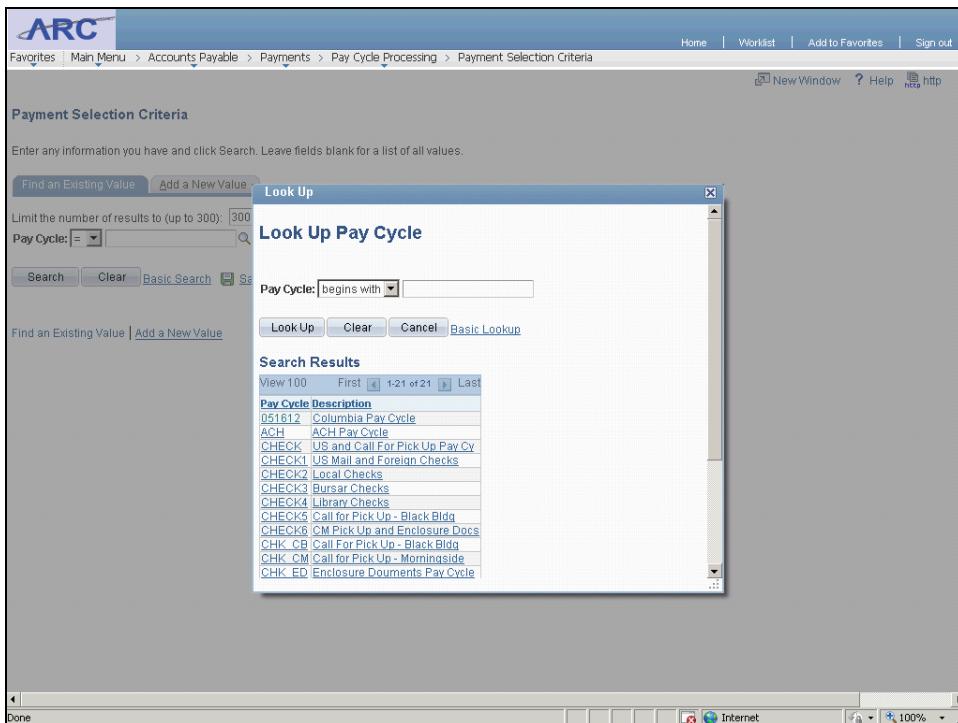
The screenshot shows the 'Payment Selection Criteria' search interface. It includes fields for 'Find an Existing Value' and 'Add a New Value', a limit for results (300), a dropdown for 'Pay Cycle' (set to ' '), and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Below the search area is a link to 'Find an Existing Value' or 'Add a New Value'. The status bar at the bottom indicates 'Done'.

# Training Guide

## Payment Processing



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



Step	Action
15.	Click the button of the scrollbar.



## Training Guide Payment Processing

Screenshot of the "Payment Selection Criteria" page. The "Pay Cycle" dropdown is set to "WIRE". A search results window titled "Look Up Search Results" is displayed, showing a list of pay cycle descriptions. The list includes:

Pay Cycle Description
051612 Columbia Pay Cycle
ACH ACH Pay Cycle
CHECK US and Call For Pick Up Pay Cy
CHECK1 US Mail and Foreign Checks
CHECK2 Local Checks
CHECK3 Bursar Checks
CHECK4 Library Checks
CHECK5 Call for Pick Up - Black Bldg
CHECK6 CM Pick Up and Enclosure Docs
CHK CB Call For Pick Up - Black Bldg
CHK CM Call for Pick Up - Morningside
CHK ED Enclosure Documents Pay Cycle
CHK FN Foreign Pay Cycle
CHK LO Local Pay Cycle
CHK US US Mail Pay Cycle
COLUMN Columbia Pay Cycle
COLUMN2 Columbia Pay Cycle
QUICK1 Express Check
RETEST Columbia Pay Cycle Retest
TEST Columbia Pay Cycle
WIRE Wire Pay Cycle

Step	Action
16.	Select the Wire Pay Cycle by clicking the <b>WIRE</b> link. <b>WIRE</b>

Screenshot of the "Payment Selection Criteria" page. The "Pay Cycle" dropdown is set to "WIRE". The search results window is no longer visible, indicating the selection was made.

# Training Guide

## Payment Processing



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

The screenshot shows the 'Pay Cycle Manager' interface. The 'Pay Cycle' dropdown is set to 'WIRE Pay Cycle'. Under 'Pay Cycle Selection Dates', the 'Pay From Date' is 06/29/2012 (Fri) and the 'Next Pay Through Date' is 07/02/2012 (Mon). The 'Pay Through Date' is 06/29/2012 (Fri) and the 'Next Payment Date' is 07/02/2012 (Mon). The 'Payment Date' is 06/29/2012 (Fri). There is a 'Change Selection Dates:' section with a dropdown for 'Week(s)' set to 1, and buttons for 'Increment' and 'Decrement'. Below this are sections for 'Accounting Date' and 'Withholding Date', both set to 06/29/2012. Under 'Business Day Validation', there are three radio button options: 'No Validation' (selected), 'Use Standard Week', and 'Use Holiday Calendar'. There are also checkboxes for 'Validate Pay Through Dates' and 'Validate Payment Dates'. At the bottom are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Step	Action
18.	Click the <b>Pay Group / Netting</b> tab. <input type="button" value="Pay Group / Netting"/>



## Training Guide Payment Processing

The screenshot shows the 'Payment Selection Criteria' page for a 'Wire Pay Cycle'. The 'Pay Cycle' dropdown is set to 'WIRE'. The 'Pay From Date' and 'Pay Through Date' are both set to '06/29/2012'. The 'Payment Date' is also '06/29/2012'. There are two tables below:

Pay Group		
Process	*SetID	*Pay Group Code

Netting		
Process	Netting Reference ID	Description

At the bottom, there are several buttons: Save, Return to Search, Notify, Refresh, Add, and Update/Display.

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).

This screenshot is identical to the one above, showing the 'Payment Selection Criteria' page for a 'Wire Pay Cycle'. The 'Pay Cycle' dropdown is set to 'WIRE'. The 'Pay From Date' and 'Pay Through Date' are both set to '06/29/2012'. The 'Payment Date' is also '06/29/2012'. There are two tables below:

Pay Group		
Process	*SetID	*Pay Group Code

Netting		
Process	Netting Reference ID	Description

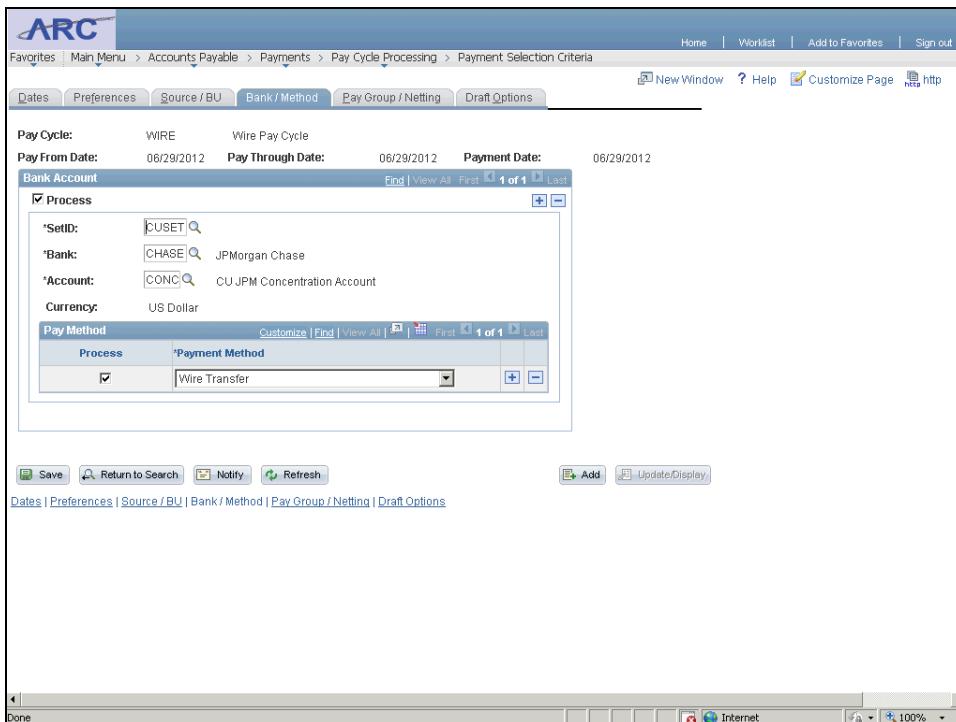
At the bottom, there are several buttons: Save, Return to Search, Notify, Refresh, Add, and Update/Display.

# Training Guide

## Payment Processing



Step	Action
20.	Click the <b>Bank / Method</b> tab. 



The screenshot shows the ARC software interface for Payment Selection Criteria. The 'Bank / Method' tab is active. The 'Pay Cycle' is set to 'WIRE'. The 'Pay From Date' and 'Pay Through Date' are both '06/29/2012'. The 'Payment Date' is also '06/29/2012'. Under 'Bank Account', there is a table with one row: SetID 'CUSET', Bank 'CHASE', Account 'CONC', and Currency 'US Dollar'. Under 'Pay Method', there is a table with one row: Process 'Wire Transfer'. At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Add, Update/Display, and a Done button.

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.



## Training Guide Payment Processing

The screenshot shows the 'Payment Selection Criteria' page in the ARC system. The 'Pay Cycle' is set to 'WIRE' (Wire Pay Cycle). The 'Pay From Date' and 'Pay Through Date' are both '06/29/2012'. The 'Payment Date' is also '06/29/2012'. A 'Bank Account' section is displayed with the following details:

- 'SetID': CUSET
- 'Bank': CHASE (JPMorgan Chase)
- 'Account': CONC (CU JPM Concentration Account)
- 'Currency': US Dollar

A 'Pay Method' table is shown with one row:

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

At the bottom of the page are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update Display'.

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. <b>End of Procedure.</b>

# Training Guide

## Payment Processing



### Pay Cycle Reports

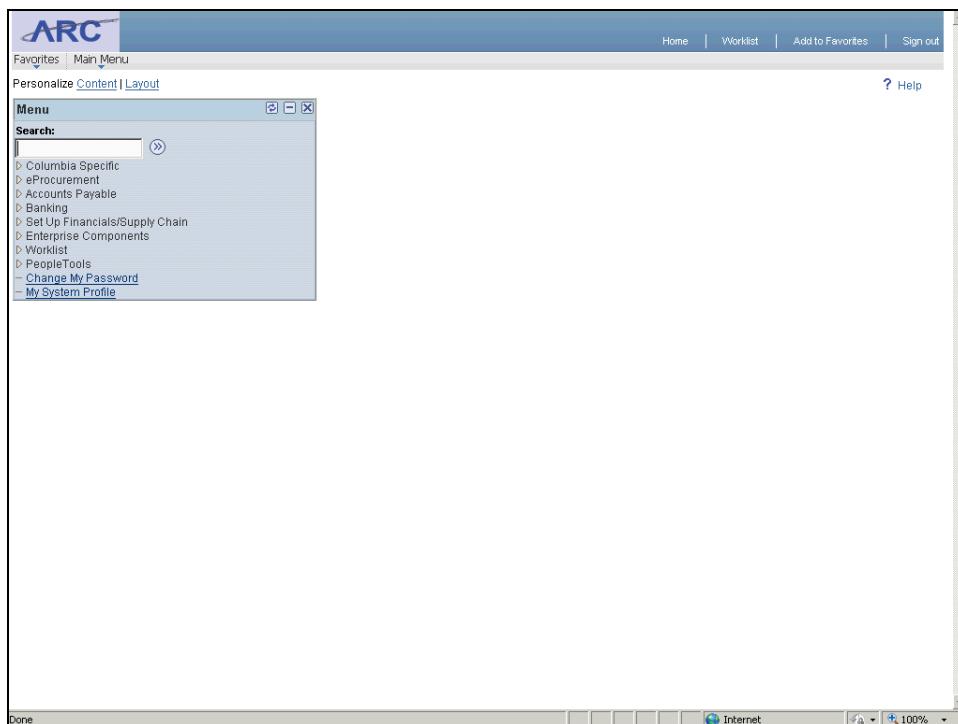
Throughout the Pay Cycle, reports are available in order to gauge the status of different payments. Once the Payment Selection process is run, the 'Pay Cycle Summary' and 'Details' page can be viewed to see a summary payment count and total or detailed list of all vouchers selected for payment.

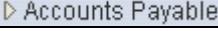
Throughout the following topic, imagine a time you have faced a similar scenario: When processing a pay cycle, you want to review payment information from past pay cycles.

**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 <b>Accounts Payable</b> link. 



## Training Guide Payment Processing

The screenshot shows the 'Accounts Payable' section of the ARC application. It includes three main categories: 'Control Groups' (with links for Group Information, Update Status, Delete Control Group, and Post Control Group Status), 'Payments' (with links for Pay Cycle Processing, Pay Cycle Approvals, Pay Cycle Exceptions, and Payments), and 'Review Accounts Payable Info' (with a link for Payments).

Step	Action
2.	Click the <b>Payments</b> link. <b>Payments</b>

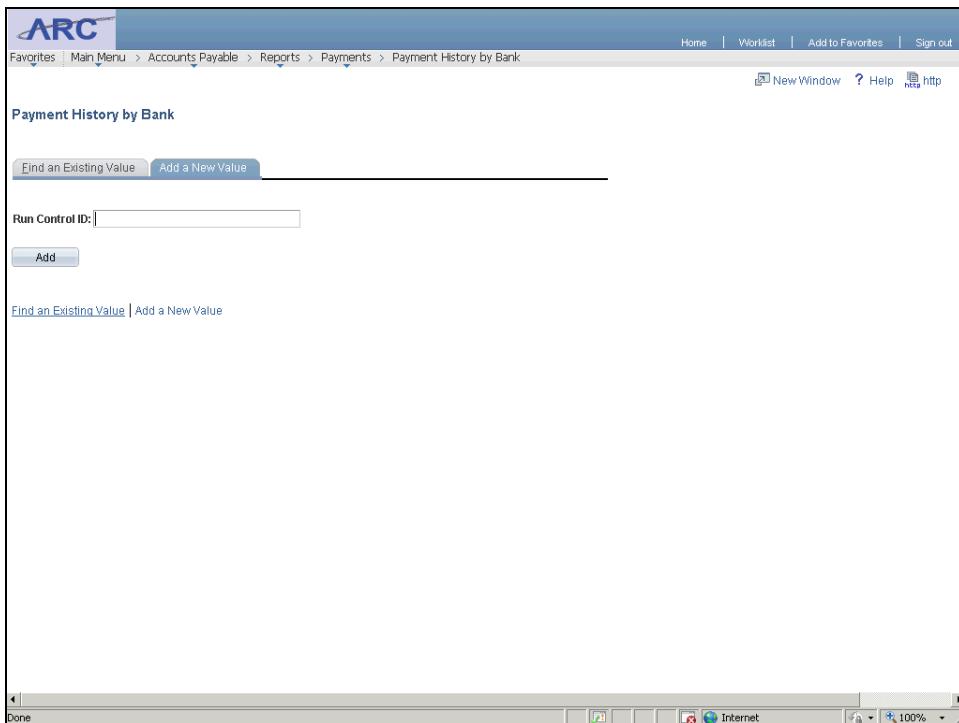
The screenshot shows the 'Payments' section of the ARC application. It lists four report options: 'Payment Aging by Bank' (specify parameters to obtain information on payment aging by bank account), 'Payment History by Bank' (create a report with a register of bank payments), 'Payment History by Payment' (create a report of payments by pay cycle, run date, and payment), and 'Trial Register' (create a summary of payments by bank account). A 'Main Content' placeholder is visible at the bottom.

# Training Guide

## Payment Processing



Step	Action
3.	Click the <b>Payment History by Bank</b> link. <a href="#"><b>Payment History by Bank</b></a>



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 <b>Run Control ID</b> field. <input type="text"/>



## Training Guide Payment Processing

Find an Existing Value | Add a New Value

Run Control ID:

Add

Find an Existing Value | Add a New Value

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

# Training Guide

## Payment Processing



Step	Action
6.	Click the <b>051612</b> link. <input type="button" value=""/>

The screenshot shows the 'Payment History by Bank' report page. At the top, there are links for 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below that is a toolbar with 'New Window', 'Help', 'Customize Page', and a language dropdown set to 'English'. The main area has a form titled 'Report Request Parameters' with fields for 'Bank SelID' (set to 'CUSET') and 'Bank Code' (empty). Under 'Date Range', 'From Date' and 'Through Date' are both set to '05/16/2012'. Under 'Print Options', 'Detail' is selected. At the bottom are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'. The status bar at the bottom right shows 'Done' and various system icons.

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



## Training Guide Payment Processing

The screenshot shows the 'Payment History by Bank' report page. At the top, there are navigation links: Favorites, Main Menu, Accounts Payable, Reports, Payments, and Payment History by Bank. On the right, there are links for Home, Worklist, Add to Favorites, and Sign out. Below the menu is a toolbar with New Window, Help, Customize Page, and http links. The main area contains a form titled 'Report Request Parameters'. It includes fields for Run Control ID (051612), Language (English), Bank SetID (CUSET), and Bank Code (CHASE). There are also Date Range fields for From Date (05/16/2012) and Through Date (05/16/2012). A 'Print Options' section offers Detail or Summary options. At the bottom of the form are Save, Return to Search, Notify, Add, and Update/Display buttons. The status bar at the bottom right shows 'Done'.

Step	Action
8.	Enter the desired information into the <b>Bank Code</b> field. Enter " <b>CHASE</b> ".

This screenshot shows the same 'Payment History by Bank' report page as the previous one, but with the 'Bank Code' field populated with 'CHASE'. All other fields and controls remain the same as in the first screenshot.

# 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 <b>From Date</b> field. Enter " <b>01/01/2012</b> ".

The screenshot shows the 'Payment History by Bank' report page. At the top, there are navigation links: Favorites, Main Menu, Accounts Payable, Reports, Payments, and Payment History by Bank. On the right, there are links for Home, Worklist, Add to Favorites, and Sign out. Below the navigation is a toolbar with New Window, Help, Customize Page, and a URL field. The main area is titled 'Payment History by Bank' and contains a form with the following fields:

- Run Control ID: 051612
- 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
- Buttons at the bottom: Save, Return to Search, Notify, Add, Update/Display.

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



## Training Guide Payment Processing

The screenshot shows the 'Payment History by Bank' report search interface. At the top, there are navigation links: Favorites, Main Menu, Accounts Payable, Reports, Payments, and Payment History by Bank. On the right, there are links for Home, Worklist, Add to Favorites, and Sign out. Below the navigation is a toolbar with New Window, Help, Customize Page, and a URL field. The main area is titled 'Payment History by Bank'. It contains a 'Run Control ID' field (051612), a 'Language' dropdown (English), and a 'Report Manager' link. A 'Report Request Parameters' section includes fields for 'Bank SetID' (CUSET) and 'Bank Code' (CHASE, JPMorgan Chase). Under 'Date Range', 'From Date' is set to 01/01/2012 and 'Through Date' is set to 05/16/2012. A 'Print Options' section offers 'Detail' or 'Summary' options. At the bottom are buttons for Save, Return to Search, Notify, Add, Update/Display, and a toolbar.

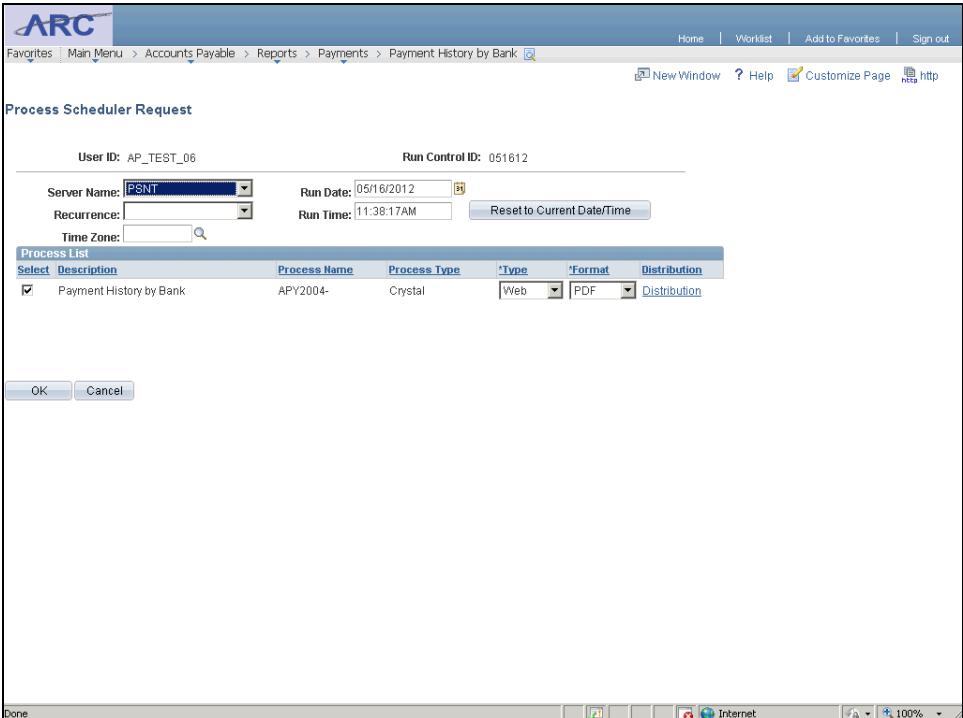
Step	Action
11.	Click the <b>Run</b> button.  <input type="button" value="Run"/>

The screenshot shows the 'Process Scheduler Request' dialog box. At the top, it displays 'User ID: AP\_TEST\_06' and 'Run Control ID: 051612'. Below this are fields for 'Server Name' (PSNT), 'Run Date' (05/16/2012), 'Recurrence' (empty), 'Run Time' (11:38:17AM), and a 'Reset to Current Date/Time' button. A 'Time Zone' dropdown is also present. The 'Process List' table shows one entry: 'Payment History by Bank' with 'Process Name' APY2004-, 'Process Type' Crystal, 'Type' Web, 'Format' PDF, and 'Distribution' Distribution. At the bottom are 'OK' and 'Cancel' buttons.

# Training Guide

## Payment Processing



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

Screenshot of the 'Process Scheduler Request' dialog box:

User ID: AP\_TEST\_06      Run Control ID: 051612

Server Name: PSNT      Run Date: 05/16/2012      Recurrence:      Run Time: 11:38:17AM      Reset to Current Date/Time

Time Zone:

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

Buttons: OK, Cancel

Step	Action
13.	Click the <b>OK</b> button. 



## Training Guide Payment Processing

Run Control ID: 051612      Report Manager      Process Monitor      Run  
Language: English      Process Instance: 19238  
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  
Save    Return to Search    Notify    Add    Update/Display    Run

Step	Action
14.	Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>

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  
Process List   Server List  
Customize | Find | View All | First | 1-21 of 21 | Last  
Select Instance Seq. Process Type Process Name User Run Date/Time Run Status Distribution Status Details  
19238 Crystal APY2004- AP\_TEST\_06 05/16/2012 11:38:17AM EDT Queued N/A Details  
19236 Application Engine AP\_APY2055 AP\_TEST\_06 05/16/2012 11:35:39AM EDT Success Posted Details  
19235 Application Engine AP\_APY2050 AP\_TEST\_06 05/16/2012 11:34:44AM EDT Success Posted Details  
19233 Application Engine ZCU\_CHKGEN AP\_TEST\_06 05/16/2012 11:33:54AM EDT Success Posted Details  
19230 Crystal APY2030- AP\_TEST\_06 05/16/2012 11:30:39AM EDT Success Posted Details  
19225 Application Engine AP\_APY2015 AP\_TEST\_06 05/16/2012 11:28:08AM EDT Success Posted Details  
19201 Application Engine AP\_APY2055 AP\_TEST\_06 05/16/2012 10:49:01AM EDT Success Posted Details  
19200 Application Engine AP\_APY2050 AP\_TEST\_06 05/16/2012 10:48:39AM EDT Success Posted Details  
19197 Application Engine ZCU\_CHKGEN AP\_TEST\_06 05/16/2012 10:46:44AM EDT Success Posted Details  
19195 Application Engine AP\_APY2015 AP\_TEST\_06 05/16/2012 10:43:34AM EDT Success Posted Details  
19194 Application Engine AP\_APY2015 AP\_TEST\_06 05/16/2012 10:38:33AM EDT Success Posted Details  
19190 Application Engine AP\_APY2055 AP\_TEST\_06 05/16/2012 10:22:59AM EDT Success Posted Details  
19188 Application Engine AP\_APY2050 AP\_TEST\_06 05/16/2012 10:21:12AM EDT Success Posted Details  
19187 Application Engine ZCU\_CHKGEN AP\_TEST\_06 05/16/2012 10:19:57AM EDT Success Posted Details  
19186 Application Engine AP\_APY2015 AP\_TEST\_06 05/16/2012 10:18:08AM EDT Success Posted Details  
19183 Application Engine AP\_APY2015 AP\_TEST\_06 05/16/2012 10:14:03AM EDT Success Posted Details  
19148 Application Engine AP\_APY2055 AP\_TEST\_06 05/16/2012 8:53:31AM EDT Success Posted Details  
18902 SQR Process FIN2025 AP\_TEST\_06 05/15/2012 2:49:39PM EDT Success Posted Details  
Done

# Training Guide

## Payment Processing



Step	Action
15.	Click the <b>Refresh</b> button until the Run Status is "Success" and Distribution Status is "Posted". <input type="button" value="Refresh"/>

The screenshot shows the 'Process List' screen of the ARC software. The user is viewing a list of process requests. One specific row is highlighted with a yellow background, indicating it has been selected. The 'Details' link for this row is being clicked.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	19238		Crystal	APY2004-	AP_TEST_06	05/16/2012 11:38:17AM EDT	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	19236		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 11:35:39AM EDT	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	19235		Application Engine	AP_APY2050	AP_TEST_06	05/16/2012 11:34:44AM EDT	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	19233		Application Engine	ZCU_CHKGGEN	AP_TEST_06	05/16/2012 11:33:54AM EDT	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	19230		Crystal	APY2030-	AP_TEST_06	05/16/2012 11:30:39AM EDT	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	19225		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 11:28:08AM EDT	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	19201		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 10:49:01AM EDT	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	19200		Application Engine	AP_APY2050	AP_TEST_06	05/16/2012 10:48:39AM EDT	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	19197		Application Engine	ZCU_CHKGGEN	AP_TEST_06	05/16/2012 10:46:44AM EDT	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	19195		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:43:34AM EDT	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	19194		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:38:33AM EDT	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	19190		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 10:22:59AM EDT	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	19188		Application Engine	AP_APY2050	AP_TEST_06	05/16/2012 10:21:12AM EDT	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	19187		Application Engine	ZCU_CHKGGEN	AP_TEST_06	05/16/2012 10:19:57AM EDT	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	19186		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:18:08AM EDT	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	19183		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:14:03AM EDT	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	19148		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 8:53:31AM EDT	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	18902		SQR Process	FIN2025	AP_TEST_06	05/15/2012 2:49:39PM EDT	Success	Posted	<a href="#">Details</a>

Step	Action
16.	Click the <b>Details</b> link. <input type="button" value="Details"/>



## Training Guide Payment Processing

The screenshot shows the 'Process Detail' window for a process named APY2004-. The 'Run' tab is selected, displaying information such as Run Control ID (051612), Location (Server), Server (PSNT), and Recurrence. The 'Actions' section includes links for Parameters, Message Log, Transfer, Batch Timings, and View Log/Trace. At the bottom are OK and Cancel buttons.

Step	Action
17.	Click the <b>View Log/Trace</b> link. <a href="#">View Log/Trace</a>

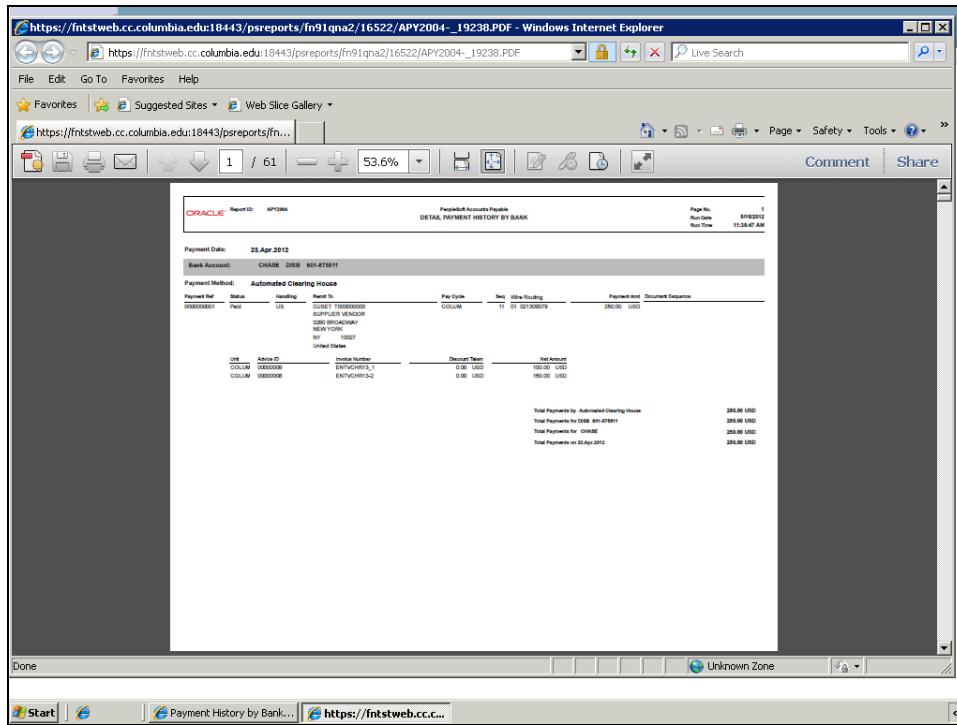
The screenshot shows the 'View Log/Trace' window. It displays a report for Process Instance 19238, Name APY2004-, and Type Crystal. The 'Distribution Details' section shows a distribution node (fndeweb) and an expiration date of 05/30/2012. The 'File List' table contains three entries: APY2004-\_19238.PDF (183,401 bytes, created 05/16/2012 11:38:58), CRW\_APY2004-\_19238.log (0 bytes, created 05/16/2012 11:38:58), and pssgttrace.tcc (520 bytes, created 05/16/2012 11:38:58). The 'Distribute To' section shows a user named AP\_TEST\_06 assigned to the distribution ID AP\_TEST\_06. A Return button is at the bottom.

# Training Guide

## Payment Processing



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



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



## Training Guide Payment Processing

The screenshot shows a Microsoft Internet Explorer window displaying a Crystal Report titled "DETAIL PAYMENT HISTORY BY BANK". The report details payments made on April 23, 2012, from a bank account labeled "CHASE\_DBSB 601-47891". The payment method was "Automated Clearing House". The report lists two entries, both for "SUPPLIER VENDOR" with "UNIT: NEW YORK" and "Address: 1234 5TH AVENUE, NEW YORK, NY 10020". The payment amounts are \$100.00 USD each. The report includes a summary at the bottom showing totals for each vendor and the overall payment amount.

Step	Action
20.	Click the <b>Close</b> button. 

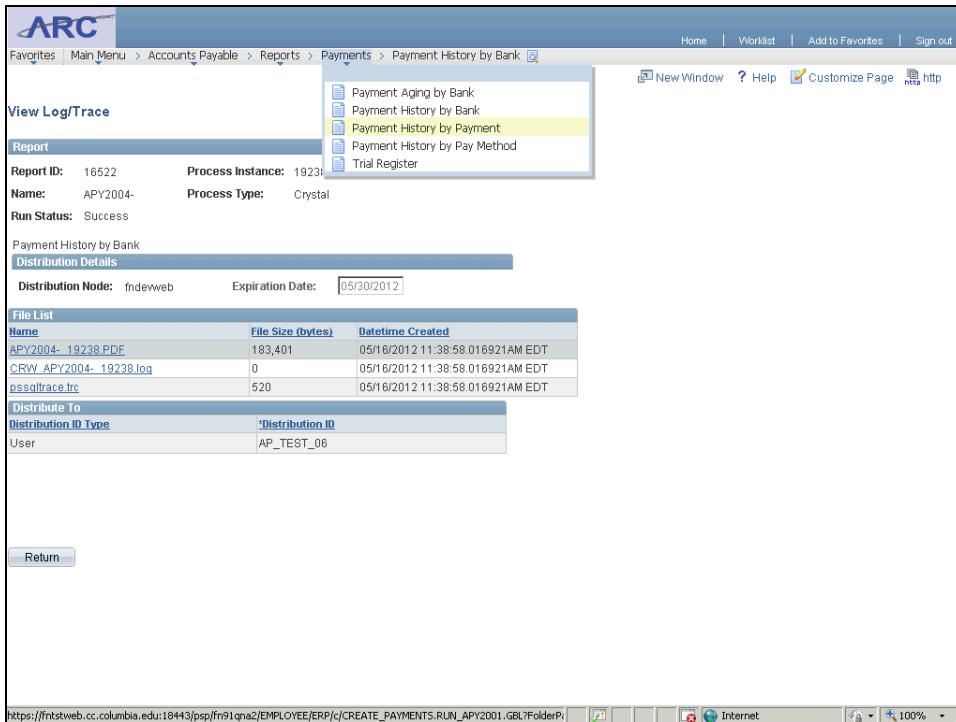
The screenshot shows the "View Log/Trace" page of the ARC application. It displays the report details: Report ID: 18522, Process Instance: 19238, Name: APY2004-, Process Type: Crystal, and Run Status: Success. Below this, the "Distribution Details" section shows the distribution node as "fndeweb" and the expiration date as "05/30/2012". The "File List" table shows three files: "APY2004- 19238.PDF" (183,401 bytes, created 05/16/2012 11:38:58), "CRW\_APY2004- 19238.log" (0 bytes, created 05/16/2012 11:38:58), and "pssgltrace.trc" (520 bytes, created 05/16/2012 11:38:58). The "Distribute To" section shows a user named "User" with a distribution ID of "AP\_TEST\_06". A "Return" button is located at the bottom left.

# Training Guide

## Payment Processing



Step	Action
21.	Click the <b>Payments</b> button to select a new report. 



The screenshot shows the ARC application interface. The user is navigating through the menu structure: Main Menu > Accounts Payable > Reports > Payments > Payment History by Bank. A dropdown menu is open at the 'Payments' position, listing several options: Payment Aging by Bank, Payment History by Bank, Payment History by Payment (which is highlighted with a yellow background), Payment History by Pay Method, and Trial Register. Below the dropdown, there is a 'Report' section showing Report ID: 16522, Process Instance: 19231, Name: APY2004-, Process Type: Crystal, and Run Status: Success. There is also a 'Distribution Details' section with Distribution Node: fnneweb and Expiration Date: 05/30/2012. A 'File List' table shows three files: APY2004- 19238.PDF (183,401 bytes, created 05/16/2012), CRW\_APY2004- 19238.log (0 bytes, created 05/16/2012), and pssqltrace.trc (520 bytes, created 05/16/2012). A 'Distribute To' section shows a distribution entry for User AP\_TEST\_06. At the bottom left is a 'Return' button, and at the bottom right is a browser status bar showing the URL https://fnntestweb.cc.columbia.edu:18443/psp/fn91qna2/EMPLOYEE/ERP/c/CREATE\_PAYMENTS.RUN\_APY2001.GBL?FolderP... and various browser controls.

Step	Action
22.	Click the <b>Payment History by Payment</b> menu. 



## Training Guide Payment Processing

The screenshot shows a web-based application interface titled "Payment Register by Payment". At the top, there's a navigation bar with links like "Home", "Worklist", "Add to Favorites", and "Sign out". Below the navigation is a search form with fields for "Run Control ID" (containing "051612") and "Case Sensitive". There are also buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". The main area is currently empty, indicating no results found.

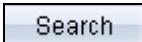
Step	Action
23.	Search for the Run Control ID you already created. Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>051612</b> ".

This screenshot is identical to the one above, showing the "Payment Register by Payment" search interface. The Run Control ID field is populated with "051612", and the rest of the interface remains the same, including the search form and the empty results area.

# Training Guide

## Payment Processing



Step	Action
24.	Click the <b>Search</b> button. 

A screenshot of a web-based reporting application. The title bar says "Payment History by Payment". The header includes "Run Control ID: 051612", "Report Manager", "Process Monitor", and a "Run" button. Below the header are sections for "Report Request Parameters", "Pay Cycle" (with a search field), "Payment Method" (set to "System Check"), "Date Range" (From Date: 01/01/2012, Through Date: 05/16/2012), and "Print Options" (Summary selected). At the bottom are buttons for "Save", "Return to Search", "Notify", "Add", and "Update/Display". The status bar at the bottom shows "Done" and various system icons.

Step	Action
25.	Filter the results of the report by Pay Cycle. Click in the <b>Pay Cycle</b> field. 



## Training Guide Payment Processing

The screenshot shows the 'Payment History by Payment' report page. At the top, there are navigation links: Home, Worklist, Add to Favorites, and Sign out. Below that are links for New Window, Help, Customize Page, and http. The main title is 'Payment History by Payment'. On the left, there's a 'Run Control ID' field set to '051612', a 'Language' dropdown set to 'English', and a 'Report Manager' link. To the right are 'Process Monitor' and a 'Run' button. A 'Report Request Parameters' section contains fields for 'Pay Cycle' (set to '051612'), 'Payment Method' (set to 'System Check'), 'Date Range' (From Date: '01/01/2012', Through Date: '05/16/2012'), and 'Print Options' (Summary selected). Below these are buttons for Save, Return to Search, Notify, Add, Update/Display, and a Done button at the bottom.

Step	Action
26.	Enter the desired information into the <b>Pay Cycle</b> field. Enter " <b>051612</b> ".

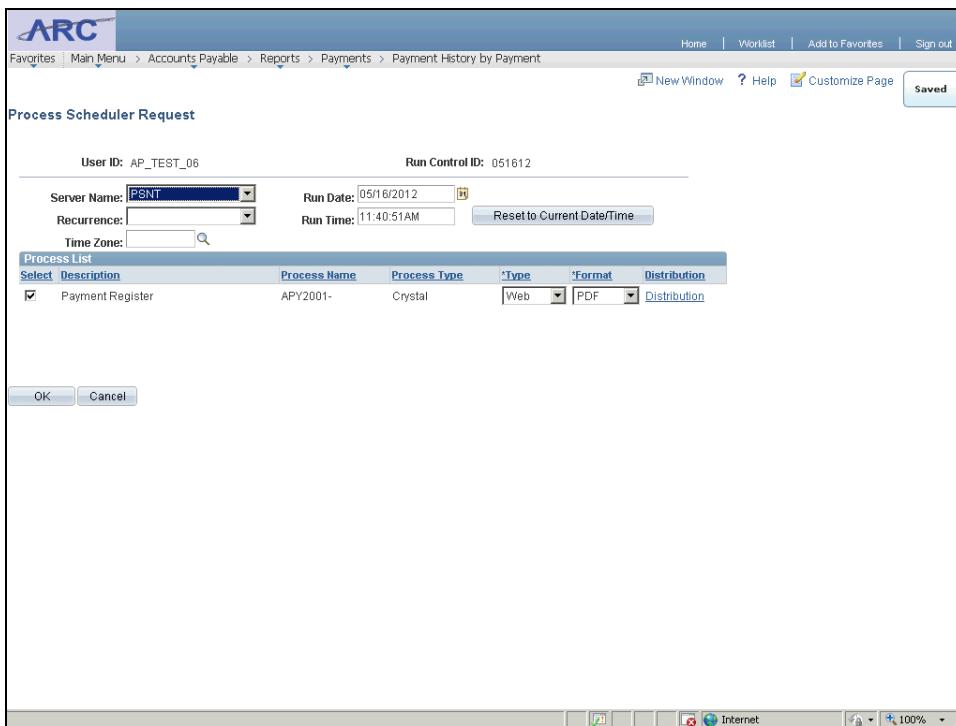
This screenshot is identical to the one above, showing the 'Payment History by Payment' report page. The difference is in the 'Pay Cycle' field, which now contains the value '051612' instead of the placeholder '051612'. The rest of the interface, including the date range and print options, remains the same.

# Training Guide

## Payment Processing



Step	Action
27.	Click the <b>Run</b> button. 



The screenshot shows the 'Process Scheduler Request' dialog box. At the top, it displays 'User ID: AP\_TEST\_06' and 'Run Control ID: 051612'. Below this, there are fields for 'Server Name' (set to 'PSNT'), 'Run Date' (set to '05/16/2012'), 'Recurrence' (dropdown menu), 'Run Time' (set to '11:40:51AM'), and a 'Reset to Current Date/Time' button. A 'Time Zone' dropdown is also present. The main area is titled 'Process List' and contains a table with one row:

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 dialog are 'OK' and 'Cancel' buttons.

Step	Action
28.	Click the <b>OK</b> button. 



## Training Guide Payment Processing

ARC

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

Home | Worklist | Add to Favorites | Sign out

New Window ? Help Customize Page Saved

### Payment History by Payment

Run Control ID: 051612 Report Manager Process Monitor Run

Language: English Process Instance:19242

Report Request Parameters

Pay Cycle: 051612 Columbia Pay Cycle

\*Payment Method: System Check

Date Range Print Options

From Date: 01/01/2012

Through Date: 05/16/2012

Print Options

Summary

Detail

Save Return to Search Notify Add Update/Display

Done Internet 100%

Step	Action
29.	Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>

ARC

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

Home | Worklist | Add to Favorites | Sign out

New Window ? Help Customize Page http

Process List Server 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

Process List Customize | Find | View All | First 1-22 of 22 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	19242		Crystal	APY2001-	AP_TEST_06	05/16/2012 11:40:51AM EDT	Success	Posted	<a href="#">Details</a>
	19238		Crystal	APY2004-	AP_TEST_06	05/16/2012 11:38:17AM EDT	Success	Posted	<a href="#">Details</a>
	19238		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 11:35:39AM EDT	Success	Posted	<a href="#">Details</a>
	19235		Application Engine	AP_APY2050	AP_TEST_06	05/16/2012 11:34:44AM EDT	Success	Posted	<a href="#">Details</a>
	19233		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/16/2012 11:33:54AM EDT	Success	Posted	<a href="#">Details</a>
	19230		Crystal	APY2030-	AP_TEST_06	05/16/2012 11:30:39AM EDT	Success	Posted	<a href="#">Details</a>
	19225		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 11:28:08AM EDT	Success	Posted	<a href="#">Details</a>
	19201		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 10:49:01AM EDT	Success	Posted	<a href="#">Details</a>
	19200		Application Engine	AP_APY2050	AP_TEST_06	05/16/2012 10:48:39AM EDT	Success	Posted	<a href="#">Details</a>
	19197		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/16/2012 10:46:44AM EDT	Success	Posted	<a href="#">Details</a>
	19195		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:43:34AM EDT	Success	Posted	<a href="#">Details</a>
	19194		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:38:33AM EDT	Success	Posted	<a href="#">Details</a>
	19190		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 10:22:59AM EDT	Success	Posted	<a href="#">Details</a>
	19188		Application Engine	AP_APY2050	AP_TEST_06	05/16/2012 10:21:12AM EDT	Success	Posted	<a href="#">Details</a>
	19187		Application Engine	ZCU_CHKGEN	AP_TEST_06	05/16/2012 10:19:57AM EDT	Success	Posted	<a href="#">Details</a>
	19186		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:18:08AM EDT	Success	Posted	<a href="#">Details</a>
	19183		Application Engine	AP_APY2015	AP_TEST_06	05/16/2012 10:14:03AM EDT	Success	Posted	<a href="#">Details</a>
	19148		Application Engine	AP_APY2055	AP_TEST_06	05/16/2012 8:53:31AM EDT	Success	Posted	<a href="#">Details</a>

Done Internet 100%

# Training Guide

## Payment Processing



Step	Action
30.	Once the Run Status is "Success" and Distribution Status is "Posted", click the <b>Details</b> link. <a href="#">Details</a>

The screenshot shows the ARC software interface with the following details:

- Process:**
  - Instance: 19242
  - Type: Crystal
  - Name: APY2001-
  - Description: Payment Register
  - Run Status: Success
  - Distribution Status: Posted
- Run:**
  - Run Control ID: 051612
  - Location: Server
  - Server: PSNT
  - Recurrence:
  - Action buttons: Hold Request, Queue Request, Cancel Request, Delete Request, Restart Request
- Date/Time:**
  - Request Created On: 05/16/2012 11:40:56AM EDT
  - Run Anytime After: 05/16/2012 11:40:51AM EDT
  - Began Process At: 05/16/2012 11:41:12AM EDT
  - Ended Process At: 05/16/2012 11:41:23AM EDT
  - Action buttons: Parameters, Message Log, Batch Timings, View Log/Trace
- Actions:**
  - OK, Cancel buttons

Step	Action
31.	Click the <b>View Log/Trace</b> link. <a href="#">View Log/Trace</a>



# **Training Guide**

## **Payment Processing**

**ARC**

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

Home | Worklist | Add to Favorites | Sign out

[New Window](#) [Help](#) [Customize Page](#) [http://frntweb.cc.columbia.edu:18443](#)

### 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:	frntweb	Expiration Date:	05/30/2012
--------------------	---------	------------------	------------

**File List**

Name	File Size (bytes)	Datetime Created
APY2001- 19242.PDF	64,321	05/16/2012 11:41:23.201554AM EDT
CRW_APY2001- 19242.log	0	05/16/2012 11:41:23.201554AM EDT
pssqltrace.trc	520	05/16/2012 11:41:23.201554AM EDT

**Distribution To**

Distribution ID Type	*Distribution ID
User	AP_TEST_06

[Return](#)

Step	Action
32.	Click the file name that ends in .PDF. Click the <b>APY2001-_19242.PDF</b> link. <a href="#">APY2001- 19242.PDF</a>

https://fntstweb.cc.columbia.edu:18443/psreports/fn91qna2/16526/APY2001\_19242.PDF - Windows Internet Explorer

Favorites Suggested Sites Web Slice Gallery

https://fntstweb.cc.columbia.edu:18443/psreports/fn...

**DETAILED CHECK REGISTER**

Report ID: APY2001 Page No.: 1  
Run Date: 9/16/2012 Run Time: 11:41:11 AM

Pay Cycle: 081612  
Pay Cycle Sequence: 2  
Pay Cycle Run Date: 16-May-2012

Bank Account: CHASE DB# 495-251912

Payment Ref	Date	Handling	Status	Recall To	Routing	Recall Bank Account	Payment Amt	Document Sequence
0300000110	16 May 2012	US	Paid	CUST# 0000000005 JAPAN PUB TRADING CO LTD 1-2-1 SARUKAMASUCHO CHIYODA-KU TOKYO 101-0064 JAPAN 10 Japan	Net applicable		100.00 USD	
				Unit Voucher ID INV123	Invoice Date 16 May 2012	Discount Taken 0.00 USD	Net Amount 100.00 USD	

Payment Ref	Date	Handling	Status	Recall To	Routing	Recall Bank Account	Payment Amt	Document Sequence
0300000111	16 May 2012	US	Paid	CUST# 0000000009 A1111 85 Main St New York NY 10009 United States	Net applicable		100.00 USD	
				Unit Voucher ID INV496	Invoice Date 16 May 2012	Discount Taken 0.00 USD	Net Amount 100.00 USD	
				Total Requirements for Bank Account	CHASE DB# 495-251912		200.00 USD	
				Total Requirements for Currency	USD		200.00 USD	

End of Report

# Training Guide

## Payment Processing



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

Report ID: APY2001  
Pay Cycle: 051612  
Pay Cycle Sequence: 2  
Pay Cycle Run Date: 16 May 2012  
Bank Account: CHASE DBSB 408-260192

Payment Ref	Date	Handling	Status	Recd To	Routing	Recd Bank Account	Payment Amt	Document Sequence
0000000110	16 May 2012	US	Paid	CUST000000005 JAPAN PUB TRADING CO LTD 1-21 BARUGAUCHO CHIYODA-KU TOKYO 101-0064 Japan Japan 03 Japan	Not applicable		100.00 USD	
				US COLUM 00004199	Invoice Number INV123	Invoice Date 16 May 2012	Due Date 16 May 2012	Net Amount 100.00 USD
0000000111	16 May 2012	US	Paid	CUST000000009 A1 MEETING 65 Main St New York NY 10039 United States	Not applicable		150.00 USD	
				US COLUM 00004171	Invoice Number INV456	Invoice Date 16 May 2012	Due Date 16 May 2012	Net Amount 150.00 USD

Total Requirements for Bank Account: CHASE DBSB 408-260192  
Total Requirements for Currency: USD

200.00 USD  
200.00 USD

End of Report

Step	Action
34.	Click the <b>Close</b> button. 



## Training Guide Payment Processing

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

Home | Worklist | Add to Favorites | Sign out

New Window ? Help Customize Page http

**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: fndeweb Expiration Date: 05/30/2012

**File List**

Name	File Size (bytes)	Datetime Created
APY2001- 19242.PDF	64,321	05/16/2012 11:41:23.201554AM EDT
CRW_APY2001- 19242.log	0	05/16/2012 11:41:23.201554AM EDT
pssgltrace.tcc	520	05/16/2012 11:41:23.201554AM EDT

**Distribute To**

**Distribution ID Type** \*Distribution ID

User	Distribution ID
User	AP_TEST_06

**Return**

Done

Step	Action
35.	Click the <b>Payments</b> button to select a different report. <b>Payments</b>

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

Home | Worklist | Add to Favorites | Sign out

New Window ? Help Customize Page http

**View Log/Trace**

**Report**

Report ID: 16526 Process Instance: 19242

Name: APY2001- Process Type: Crystal

Run Status: Success

Payment Register

**Distribution Details**

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

**File List**

Name	File Size (bytes)	Datetime Created
APY2001- 19242.PDF	64,321	05/16/2012 11:41:23.201554AM EDT
CRW_APY2001- 19242.log	0	05/16/2012 11:41:23.201554AM EDT
pssgltrace.tcc	520	05/16/2012 11:41:23.201554AM EDT

**Distribute To**

**Distribution ID Type** \*Distribution ID

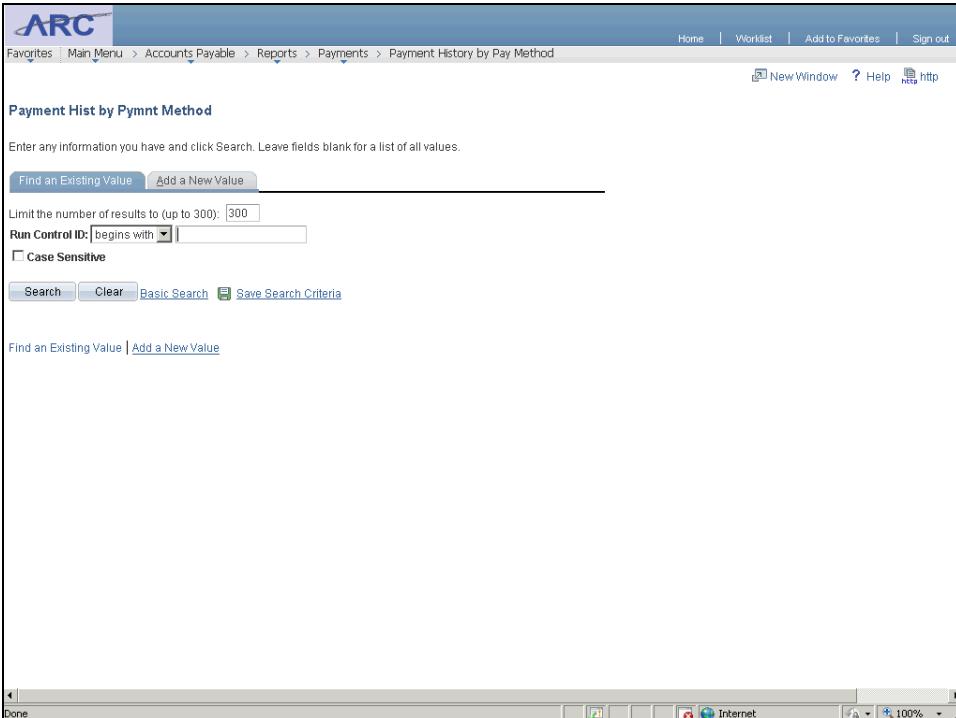
User	Distribution ID
User	AP_TEST_06

**Return**

# Training Guide

## Payment Processing



Step	Action
36.	Click the <b>Payment History by Pay Method</b> menu. 

**Payment Hist by Pymnt Method**

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

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

Run Control ID:   Case Sensitive

[Find an Existing Value](#) | [Add a New Value](#)

Done Internet 100%

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



## Training Guide Payment Processing

The screenshot shows a web browser window for the ARC system. The title bar reads "ARC". The URL in the address bar is "Favorites | Main Menu > Accounts Payable > Reports > Payments > Payment History by Pay Method". The page header includes links for "Home", "Worklist", "Add to Favorites", and "Sign out". A toolbar at the top right has buttons for "New Window", "Help", and "http". The main content area is titled "Payment Hist by Pymnt Method" and contains instructions: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this are search criteria fields: "Find an Existing Value" and "Add a New Value" buttons, a limit input field set to "300", a "Run Control ID" dropdown menu with "051612" selected, a "Case Sensitive" checkbox, and buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". At the bottom of the page is a link "Find an Existing Value | Add a New Value". The browser status bar at the bottom shows "Done" and various icons.

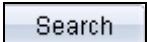
Step	Action
38.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>051612</b> ".

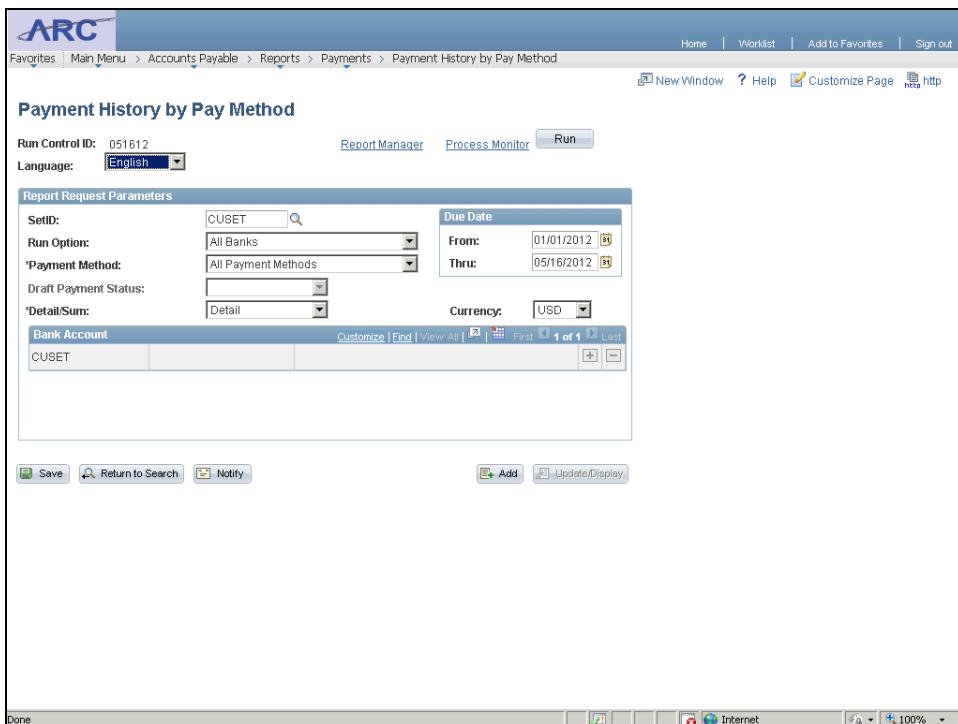
This screenshot is identical to the one above, showing the same search interface for "Payment History by Pay Method". The "Run Control ID" field now contains the value "051612". All other elements, including the search criteria and the browser status bar, are the same as in the first screenshot.

# Training Guide

## Payment Processing



Step	Action
39.	Click the <b>Search</b> button. 



The screenshot shows the 'Payment History by Pay Method' report interface. At the top, there are links for 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below that are buttons for 'New Window', 'Help', 'Customize Page', and 'http'. The main area is titled 'Payment History by Pay Method' and contains a 'Report Request Parameters' form. The form includes fields for 'SellID' (CUSET), 'Run Option' (set to 'All Banks'), 'Due Date' (From 01/01/2012, Thru 05/16/2012), 'Payment Method' (All Payment Methods), 'Draft Payment Status' (Detail), 'Detail/Sum' (Detail), and 'Currency' (USD). A 'Bank Account' table is shown below, with one row for CUSET. At the bottom are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Step	Action
40.	Click the <b>Run Option</b> list. 



## Training Guide Payment Processing

The screenshot shows the 'Payment History by Pay Method' report interface. At the top, there are navigation links: Home, Worklist, Add to Favorites, and Sign out. Below that are links for New Window, Help, Customize Page, and http. The main area is titled 'Payment History by Pay Method'. It includes fields for Run Control ID (051612), Language (English), and Report Request Parameters. The parameters include SetID (CUSET), Run Option (All Banks), Due Date (From: 01/01/2012, Thru: 05/16/2012), Payment Method (Bank Accounts), Draft Payment Status (Bank Accounts), Detail/Sum (Detail), and Currency (USD). A table titled 'Bank Account' shows one row for CUSET. At the bottom are buttons for Save, Return to Search, Notify, Add, and Update/Display.

Step	Action
41.	Filter the information with the appropriate options. Click the <b>Bank Accounts</b> list item. <b>Bank Accounts</b>

# Training Guide

## Payment Processing



Screenshot of the ARC Payment History by Pay Method report interface.

The interface includes:

- Run Control ID: 051612
- Report Manager | Process Monitor | Run
- Language: English
- Report Request Parameters:
  - SetID: CUSSET
  - Run Option: Bank Accounts
  - Payment Method: All Payment Methods
  - Draft Payment Status: Detail
  - Currency: USD
  - Due Date: From: 01/01/2012, Thru: 05/16/2012
- Bank Account search table:
  - Customize | Find | View All | First | 1 of 1 | Last
  - Search term: CUSSET
  - Buttons: Save, Return to Search, Notify, Add, Update Display
- Toolbar buttons: Print, Refresh, Stop, Internet, Home, Help, Customize Page, Sign Out
- Page footer: Done, 100%

Step	Action
42.	Enter the appropriate Bank Code first by clicking the <b>Look up Bank Code (Alt+5)</b> button. <input type="checkbox"/>



## Training Guide Payment Processing

The screenshot shows the 'Payment History by Pay Method' page. A modal dialog titled 'Look Up Bank Code' is open. In the dialog, the 'Bank SetID:' dropdown is set to 'CUSED'. The 'Bank Code:' field contains 'CHASE' with a dropdown arrow indicating it begins with 'CHASE'. Below the search fields, a table titled 'Search Results' shows one entry: 'CHASE' under 'Bank Code' and 'JPMorgan Chase' under 'Description'. At the bottom of the dialog are 'Look Up', 'Clear', 'Cancel', and 'Basic Lookup' buttons.

Step	Action
43.	Click the <b>CHASE</b> link. <b>CHASE</b>

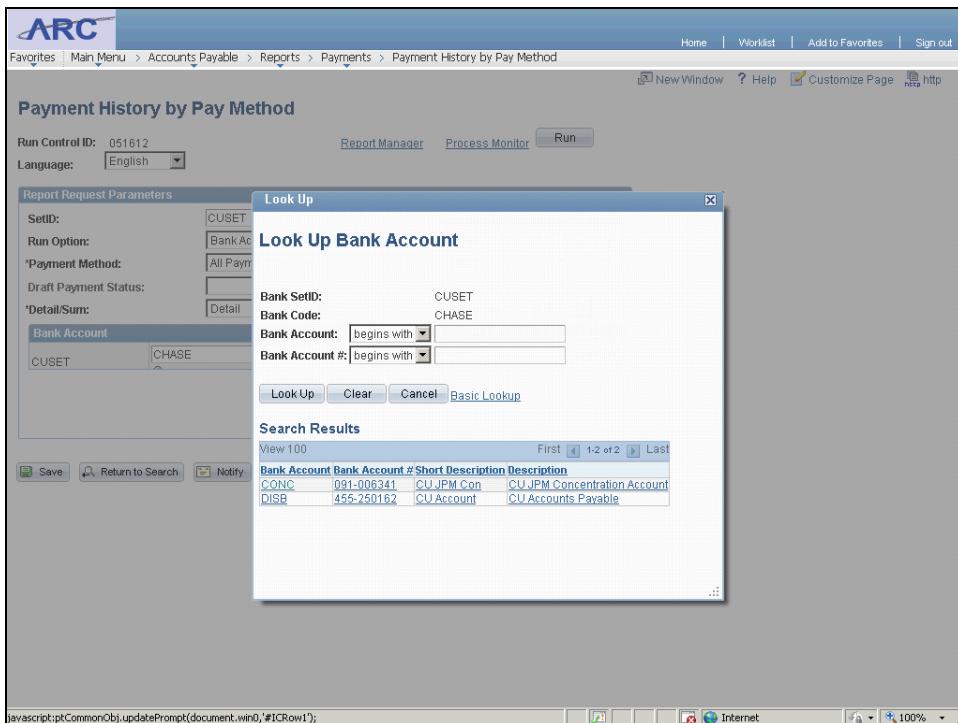
The screenshot shows the 'Payment History by Pay Method' page. The 'Bank Account' table has a row for 'CHASE' selected, indicated by a red background. The 'Due Date' section shows 'From: 01/01/2012' and 'Thru: 05/16/2012'. At the bottom of the page, there are 'Save', 'Return to Search', and 'Notify' buttons on the left, and 'Add', 'Update/Display' buttons on the right.

# Training Guide

## Payment Processing



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



Step	Action
45.	Click the <b>DISB</b> link. 



## Training Guide Payment Processing

The screenshot shows the 'Payment History by Pay Method' report page. At the top, there are navigation links: Home, Worklist, Add to Favorites, and Sign out. Below these are links for New Window, Help, Customize Page, and http. The main title is 'Payment History by Pay Method'. On the left, there are report parameters: Run Control ID (051612), Language (English), and Report Request Parameters. The parameters include SetID (CUSET), Run Option (Bank Accounts), Due Date (From 01/01/2012, Thru 05/16/2012), Payment Method (All Payment Methods), Draft Payment Status, Detail/Sum (Detail), and Currency (USD). A Bank Account search bar shows CUSET, CHASE, and DISB. At the bottom are Save, Return to Search, Notify, Add, and Update/Display buttons.

Step	Action
46.	Click the <b>Run</b> button. <input type="button" value="Run"/>

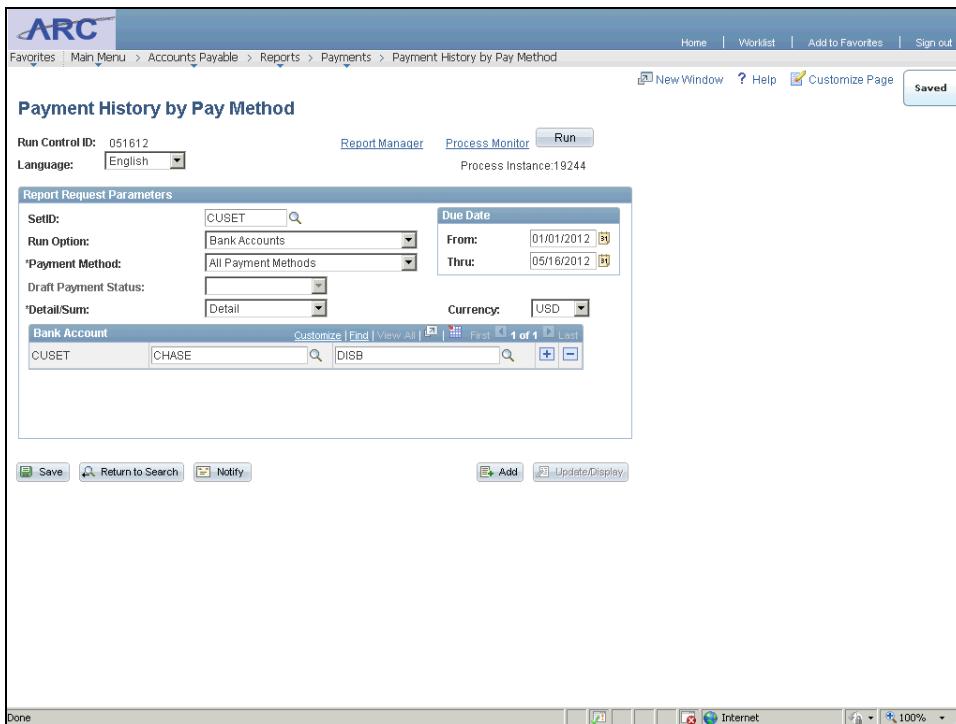
The screenshot shows the 'Process Scheduler Request' dialog box. It includes fields for User ID (AP\_TEST\_06) and Run Control ID (051612). There are dropdowns for Server Name (PSNT), Recurrence, and Time Zone. A 'Reset to Current Date/Time' button is also present. Below these are 'Process List' settings: Select (checkbox checked for APY2050-), Description (APY2050-), Process Name (APY2050-), Process Type (Crystal), Type (Web), Format (PDF), and Distribution. At the bottom are OK and Cancel buttons.

# Training Guide

## Payment Processing



Step	Action
47.	Click the <b>OK</b> button. 



The screenshot shows the 'Payment History by Pay Method' report interface. At the top, there are navigation links: Favorites, Main Menu, Accounts Payable, Reports, Payments, and Payment History by Pay Method. On the right, there are links for Home, Worklist, Add to Favorites, and Sign out, along with buttons for New Window, Help, Customize Page, and Saved.

The main area is titled 'Report Request Parameters'. It includes fields for Run Control ID (051612), Language (English), and various date filters (From: 01/01/2012, Thru: 05/16/2012). There are dropdown menus for SelID (CUSET), Run Option (Bank Accounts), Payment Method (All Payment Methods), Draft Payment Status, and Detail/Sum (Detail). A currency field shows USD. Below these are sections for 'Bank Account' and 'Customer'. The 'Bank Account' section lists CUSET, CHASE, and DISB with buttons for Customize, Find, View All, First, Last, and a search bar. The 'Customer' section is partially visible below it.

At the bottom, there are several action buttons: Save, Return to Search, Notify, Add, and Update/Display. The status bar at the bottom right shows 'Done', 'Internet', and a zoom level of 100%.

Step	Action
48.	Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>



## Training Guide Payment Processing

The screenshot shows a web-based application interface for payment processing. At the top, there's a navigation bar with links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the navigation is a search bar labeled 'View Process Request For' with fields for 'User ID' (set to 'AP\_TEST\_06'), 'Type' (set to 'Last'), 'Days' (set to '1'), and a 'Refresh' button. There are also dropdowns for 'Server', 'Name', 'Instance', 'Run', 'Distribution', and 'Status', along with a 'Save On Refresh' checkbox. The main area is titled 'Process List' and contains a table with 23 rows of data. The columns are: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The data includes various process types like Crystal, Application Engine, and ZCU\_CHKGEN, with run dates ranging from May 16, 2012, to May 17, 2012, and statuses like Queued, Success, and Posted.

Step	Action
49.	Click the <b>Refresh</b> button until the Run Status is "Success" and the Distribution Status is "Posted". 

# Training Guide

## Payment Processing



Screenshot of the ARC application interface showing the 'Process List' screen. The URL is [http://MainServer:8080/arc/mainmenu/AccountsPayable/Reports/Payments/ProcessList.jsp](#).

**View Process Request For**

User ID: AP\_TEST\_06 Type: Last 1 Days Refresh  
 Server: Name: Instance: to  
 Run Distribution Status: Save On Refresh

**Process List**

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

Step	Action
50.	Click the <b>Details</b> link.  <a href="#">Details</a>

Screenshot of the 'Process Detail' screen for Instance 19244. The URL is [http://MainServer:8080/arc/mainmenu/AccountsPayable/Reports/Payments/ProcessDetail.jsp?processId=19244](#).

**Process Detail**

**Process**

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

**Run**

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

**Date/Time**

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

**Actions**

OK Cancel Done



## Training Guide Payment Processing

Step	Action
51.	Click the <b>View Log/Trace</b> link. <a href="#">View Log/Trace</a>

The screenshot shows the ARC software interface with the following details:

- Report ID:** 16528    **Process Instance:** 19244    [Message Log](#)
- Name:** APY2050-    **Process Type:** Crystal
- Run Status:** Success
- APY2050-** Distribution Details:  
Distribution Node: fndeeweb    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
pssgttrace.trc	520	05/16/2012 11:43:47.385158AM EDT
- Distribute To**

Distribution ID	Type
User	*Distribution ID
- Return**

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

# Training Guide

## Payment Processing



https://fnstweb.cc.columbia.edu:18443/psreports/fn91qna2/16528/APY2050\_19244.PDF - Windows Internet Explorer

File Edit Go To Favorites Help  
 Favorites Suggested Sites Web Slice Gallery  
 https://fnstweb.cc.columbia.edu:18443/psreports/fn91qna2/16528/APY2050\_19244.PDF

PeopleSoft Accounts Payable  
**ORACLE** Report ID: APY2050  
 Set ID: CUSET  
 Payment History by Payment Method - Detail  
 From 01-Jan-2012 To 16-May-2012  
 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
0000000001	T0000000003	SUPPLIER VENDOR	\$ 250.00	23-Apr-2012	23-Apr-2012	ACH
0000000001	T0000000003	SUPPLIER VENDOR	\$ 905.00	26-Apr-2012	26-Apr-2012	CHK
0000000002	T0000000009	ACH VENDOR - CTX	\$ 600.00	26-Apr-2012	26-Apr-2012	ACH
0000000002	T0000000025	WITHHOLDING VENDOR - SINGLE CLASS	\$ 550.00	26-Apr-2012	26-Apr-2012	CHK
0000000003	T0000000026	WITHHOLDING VENDOR - MULTI CLASS	\$ 1,100.00	26-Apr-2012	26-Apr-2012	CHK
0000000004	T0000000003	SUPPLIER VENDOR	\$ 15,000.00	26-Apr-2012	26-Apr-2012	CHK
0000000005	0000006563	MILANO MARKET	\$ 103.00	26-Apr-2012	26-Apr-2012	CHK
0000000005	T0000000008	ACH VENDOR - PPD	\$ 200.00	03-May-2012	03-May-2012	ACH
0000000006	T0000000003	SUPPLIER VENDOR	\$ 20.00	26-Apr-2012	26-Apr-2012	CHK
0000000006	T0000000009	ACH VENDOR - CTX	\$ 200.00	03-May-2012	03-May-2012	ACH
0000000007	SGLPAYCHK2	KATHY TEST	\$ 20.00	26-Apr-2012	26-Apr-2012	CHK
0000000007	T0000000008	ACH VENDOR - PPD	\$ 1,500.00	03-May-2012	03-May-2012	ACH
0000000008	SGLPAYCHK2	MELINDA KIM ABRAMS	\$ 10.00	26-Apr-2012	26-Apr-2012	CHK
0000000008	T0000000009	ACH VENDOR - CTX	\$ 1,284.46	04-May-2012	04-May-2012	ACH
0000000009	SGLPAYACH2	JENNIFER NOBODY	\$ 300.00	04-May-2012	04-May-2012	ACH
0000000009	T0000000003	SUPPLIER VENDOR	\$ 0.00	26-Apr-2012	26-Apr-2012	CHK
0000000010	SGLPAYCHK2	MINERVA DAITCH	\$ 75.00	26-Apr-2012	26-Apr-2012	CHK

Done

Start | Payment History by Pay ... | https://fnstweb.cc.columbia.edu:18443/psreports/fn91qna2/16528/APY2050\_19244.PDF

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

ARC

Home | Worklist | Add to Favorites | Sign out  
 Favorites Main Menu > Accounts Payable > Reports > Payments > Payment History by Pay Method  
 New Window ? Help Customize Page http

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: fnstweb 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  
 pssothrtrace.trc 520 05/16/2012 11:43:47.385158AM EDT

Distribute To  
 Distribution ID Type \*Distribution ID  
 User AP\_TEST\_06

Return

Done



## Training Guide

### Payment Processing

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

## 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



## **Cancelling 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.

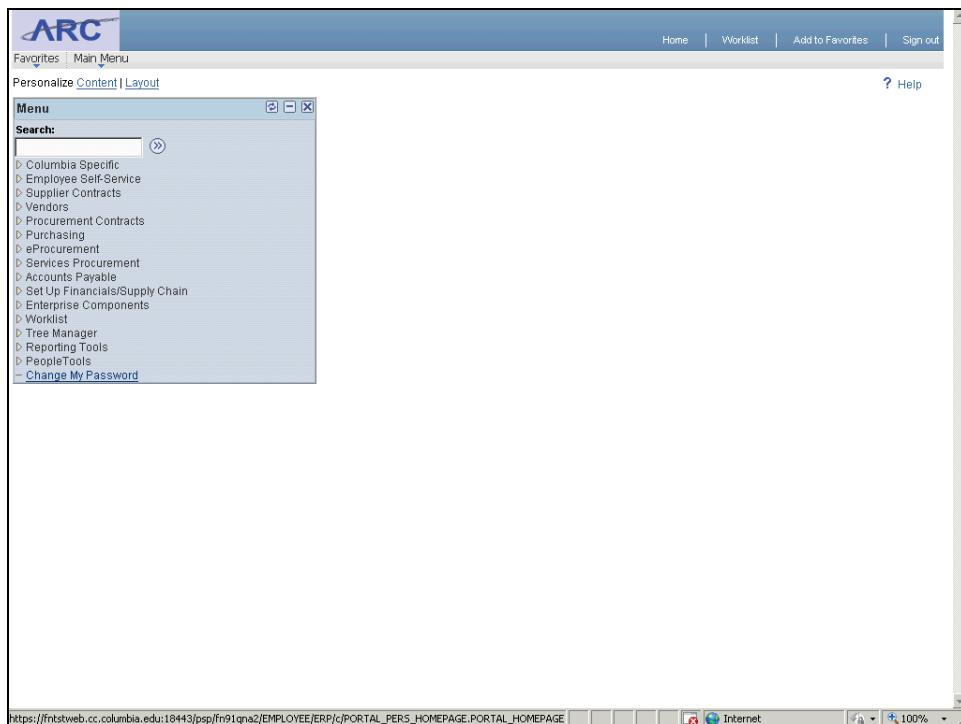
**Estimated time needed to complete topic:** 10 minutes

### **Procedure**

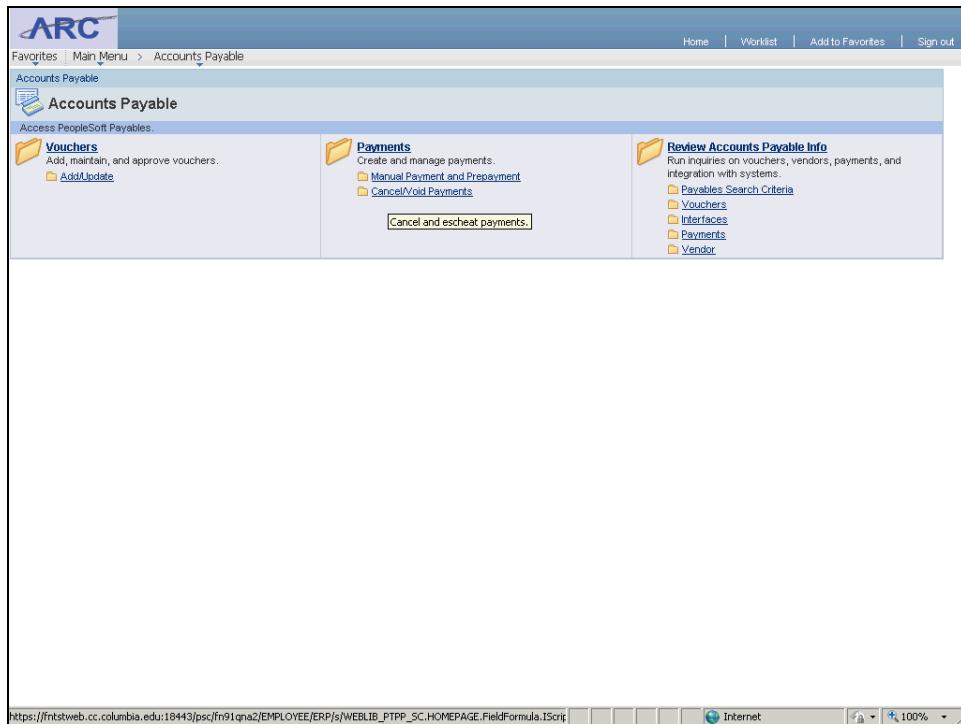
Welcome to the *Cancelling a Payment* topic where you will learn how to void and stop payments.

# Training Guide

## Payment Processing



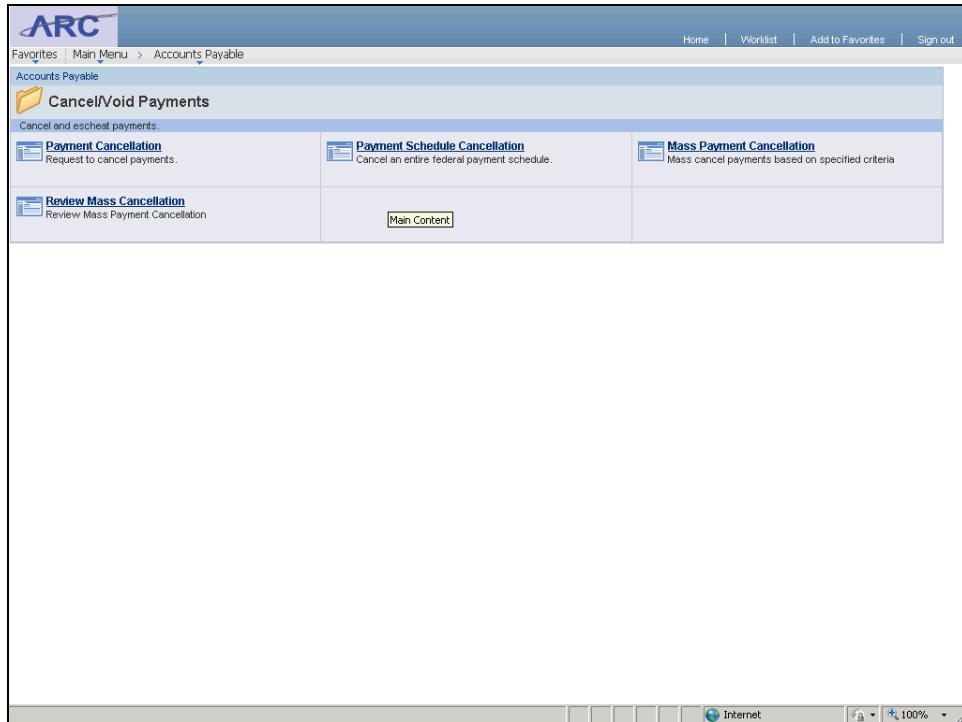
Step	Action
1.	<p>Click the <b>Accounts Payable</b> link.</p> <p><b>► Accounts Payable</b></p>





## Training Guide Payment Processing

Step	Action
2.	Click the <b>Cancel/Void Payments</b> link. <a href="#">Cancel/Void Payments</a>



Step	Action
3.	Click the <b>Payment Cancellation</b> link. <a href="#">Payment Cancellation</a>

# Training Guide

## Payment Processing



Screenshot of the ARC Payment Cancellation search interface.

The URL is: Favorites > Main Menu > Accounts Payable > Payments > Cancel/Void Payments > Payment Cancellation

The search criteria are set as follows:

- Bank SetID: = CUSET
- Bank Code: begins with CHASE
- Bank Account: begins with
- Payment Reference: begins with
- Payment Method: =

Buttons at the bottom include: Search, Clear, Basic Search, and Save Search Criteria.

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

Screenshot of the ARC Payment Cancellation search interface, showing the Bank Code field populated with "CHASE".

The URL is: Favorites > Main Menu > Accounts Payable > Payments > Cancel/Void Payments > Payment Cancellation

The search criteria are set as follows:

- Bank SetID: = CUSET
- Bank Code: begins with CHASE
- Bank Account: begins with
- Payment Reference: begins with
- Payment Method: =

Buttons at the bottom include: Search, Clear, Basic Search, and Save Search Criteria.



## Training Guide Payment Processing

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

The screenshot shows the 'Payment Cancellation' search page. At the top, there's a navigation bar with links like 'Main Menu', 'Accounts Payable', 'Payments', 'Cancel/Void Payments', and 'Payment Cancellation'. Below the navigation, there's a search bar labeled 'Find an Existing Value' and a note about limiting results to 300. There are four search criteria fields: 'Bank SellID' (set to '=', value 'CUEST'), 'Bank Code' (set to 'begins with', value 'CHASE'), 'Bank Account' (highlighted with a red box), and 'Payment Reference' (set to 'begins with'). Below these are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The status bar at the bottom shows 'Done' and various browser icons.

Step	Action
6.	Enter the desired information into the <b>Bank Account</b> field. Enter " <b>DISB</b> ".

# Training Guide

## Payment Processing



ARC

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

Home | Worklist | Add to Favorites | Sign out

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: =

Search Clear Basic Search Save Search Criteria

Done

Internet 100%

Step	Action
7.	Click the <b>Payment Method</b> list. 

ARC

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

Home | Worklist | Add to Favorites | Sign out

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: =

Search Clear Basic Search

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

Done

Internet 100%



## Training Guide Payment Processing

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

The screenshot shows a web-based application interface for payment cancellation. At the top, there's a navigation bar with links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the navigation is a breadcrumb trail: 'Favorites > Main Menu > Accounts Payable > Payments > Cancel/Void Payments > Payment Cancellation'. On the left, there's a 'Find an Existing Value' input field and a note: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The main area contains several search criteria fields: 'Bank SetID' (set to 'CUSET'), 'Bank Code' (set to 'CHASE'), 'Bank Account' (set to 'DISB'), 'Payment Reference' (set to 'System Check'), and 'Payment Method' (set to 'System Check'). Below these fields are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The bottom of the window shows a standard Windows-style scroll bar and status bar indicating 'Done'.

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

# Training Guide

## Payment Processing



**Payment Cancellation**

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

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

Bank SetID:	<input type="text" value="CUSET"/>	<input type="button" value="Search"/>
Bank Code:	<input type="text" value="CHASE"/>	<input type="button" value="Search"/>
Bank Account:	<input type="text" value="DISB"/>	<input type="button" value="Search"/>
Payment Reference:	<input type="text"/>	<input type="button" value="Search"/>
Payment Method:	<input type="text" value="System Check"/>	<input type="button" value="Search"/>
<input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/>		

**Search Results**

View All

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. SISTERS OF ST JOSEPH	CUSET	T000000002
CUSET	CHASE	DISB	0000000029	Check	400	USD	04/26/2012	NON-UNPA Vendor	CUSET	T000000002
CUSET	CHASE	DISB	0000000031	Check	1600	USD	04/26/2012	Non-UNPA 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	5659380310947.93	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

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

**Payment Cancellation**

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

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

Bank SetID:	<input type="text" value="CUSET"/>	<input type="button" value="Search"/>
Bank Code:	<input type="text" value="CHASE"/>	<input type="button" value="Search"/>
Bank Account:	<input type="text" value="DISB"/>	<input type="button" value="Search"/>
Payment Reference:	<input type="text"/>	<input type="button" value="Search"/>
Payment Method:	<input type="text" value="System Check"/>	<input type="button" value="Search"/>
<input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/>		

**Search Results**

View All

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	T0000000003
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-UNPA 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	60	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	1668.63	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..MULTICLASS	CUSET	T0000000026
CUSET	CHASE	DISB	0000000099	Check	5	USD	05/10/2012	Single Payment Vendor - CHK (Regular)	CUSET	SGLPAYCHK1

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## Training Guide Payment Processing

Step	Action
11.	Click the <b>0000000113</b> link to select the payment you'd like to cancel. <b>0000000113</b>

The screenshot shows the 'Cancel Payment' page in the ARC system. At the top, there's a navigation bar with links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the navigation is a toolbar with options like 'New Window', 'Help', 'Customize Page', and 'http'. The main area is titled 'Cancel Payment' and contains a sub-section 'Enter Cancel Payment'. It displays payment details: 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. Below these details are fields for 'Date Cancelled' (05/16/2012), 'Payment Status' (radio buttons for Void, Stopped, Undo Cancel, with Void selected), 'Cancel Action' (radio buttons for Re-Open Voucher(s)/Re-Issue, Re-Open Voucher(s)/Put on Hold, Do Not Reissue/Close Liability, with Re-Open Voucher(s)/Re-Issue selected), and a 'Hold Reason' dropdown. There's also a 'Description' text input field and a 'Save' button at the bottom. The status bar at the bottom right shows 'Done' and various browser icons.

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



**Cancel Payment**

**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:	000000011 SELGAR CORPORATION			Settle By:	Pay Cycle
				Settlement Status:	None

Date Cancelled:

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:

Step	Action
13.	<p>When the appropriate options are selected, click the <b>Save</b> 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> <p> <b>Save</b></p>



## Training Guide Payment Processing

The screenshot shows the 'Cancel Payment' screen in the ARC software. The top navigation bar includes links for Favorites, Main Menu, Accounts Payable, Payments, Cancel/Void Payments, and Payment Cancellation. The main form is titled 'Enter Cancel Payment'. It displays payment details: 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: Pending; Remit Vendor: 0000000011 SELGAR CORPORATION, Settle By: Pay Cycle, Settlement Status: None. Below these, the 'Date Cancelled' field contains '05/16/2012'. The 'Payment Status' section includes radio buttons for Void, Stopped, and Undo Cancel, with 'Void' selected. The 'Cancel Action' section includes radio buttons for Re-Open Voucher(s)/Re-Issue, Re-Open Voucher(s)/Put on Hold, and Do Not Reissue/Close Liability, with 'Re-Open Voucher(s)/Re-Issue' selected. A 'Hold Reason' dropdown menu is open. The 'Description' field is empty. At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, and Notify, along with a 'Save (Alt+1)' key shortcut. The status bar at the bottom right shows 'Internet' and a zoom level of 100%.

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

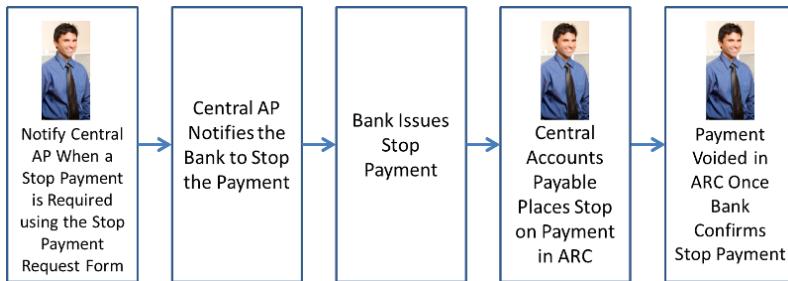
# Training Guide

## Payment Processing



### 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

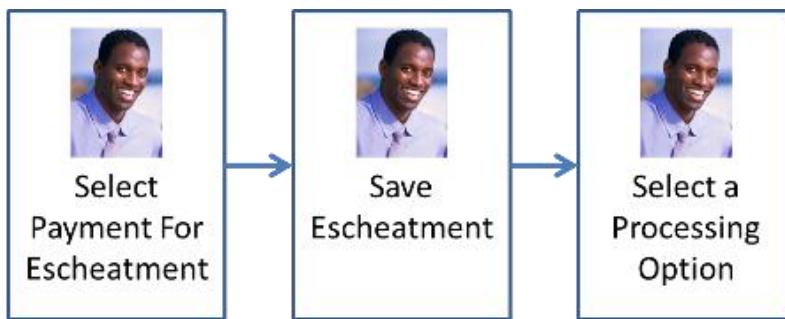
Escheatment includes all forms of property, both tangible and intangible, that becomes abandoned (and if it's a check, stale-dated) by its rightful owner. In the case of Columbia, common types of property are uncashed checks to vendors, customer credit balances or refunds, security deposits, dividend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

Depending on the area and the type of property, 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



The screenshot shows the ARC web application's main menu. At the top, there is a navigation bar with links for 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the navigation bar is a 'Personalize Content | Layout' link. On the left, there is a 'Menu' sidebar with a search bar and a list of links: 'Columbia Specific', 'eProcurement', 'Accounts Payable' (which is highlighted in blue), 'Enterprise Components', 'Worklist', 'PeopleTools', and 'Change My Password'. The main content area is currently empty.

Step	Action
1.	Click the <b>Accounts Payable</b> link. ► <a href="#">Accounts Payable</a>

The screenshot shows the 'Accounts Payable' page within the ARC application. The top navigation bar includes 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the navigation bar, the 'Accounts Payable' link is highlighted in blue. A sub-menu titled 'Access PeopleSoft Payables...' is displayed, containing three items: 'Cancel/Void Payments' (with a yellow folder icon), 'Escheat Payment' (with a blue document icon), and 'Mass Payment Cancellation' (with a blue document icon). The main content area is currently empty.



## Training Guide Payment Processing

Step	Action
2.	Click the <b>Escheat Payment</b> link. <a href="#">Escheat Payment</a>

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

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

# Training Guide

## Payment Processing



Screenshot of the ARC Payment Processing system showing the "Payment Escheated" search interface. The URL is [http://www.arcweb.org/arc/Accounts\\_Payable/Payments/Cancel/Void\\_Payments/Escheat\\_Payment](#).

The search criteria are set as follows:

- Bank SetID: CUSSET
- Bank Code: CHASE
- Bank Account: (blank)
- Payment Reference: (blank)
- Payment Method: (blank)

Buttons at the bottom include: Search, Clear, Basic Search, and Save Search Criteria.

Step	Action
4.	Enter the desired information into the <b>Bank Code</b> field. Enter " <b>CHASE</b> ".

Screenshot of the ARC Payment Processing system showing the "Payment Escheated" search interface after entering the Bank Code. The URL is [http://www.arcweb.org/arc/Accounts\\_Payable/Payments/Cancel/Void\\_Payments/Escheat\\_Payment](#).

The search criteria are set as follows:

- Bank SetID: CUSSET
- Bank Code: CHASE
- Bank Account: (blank)
- Payment Reference: (blank)
- Payment Method: (blank)

Buttons at the bottom include: Search, Clear, Basic Search, and Save Search Criteria.



## Training Guide Payment Processing

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

The screenshot shows a web-based application interface for 'Payment Escheated'. At the top, there's a navigation bar with links like 'Main Menu', 'Accounts Payable', 'Payments', 'Cancel/Void Payments', and 'Escheat Payment'. Below the navigation is a search form titled 'Find an Existing Value' with fields for 'Bank SellID', 'Bank Code', 'Bank Account', 'Payment Reference', and 'Payment Method'. The 'Bank Account' field is highlighted with a red box. The status bar at the bottom indicates 'Done' and shows browser controls.

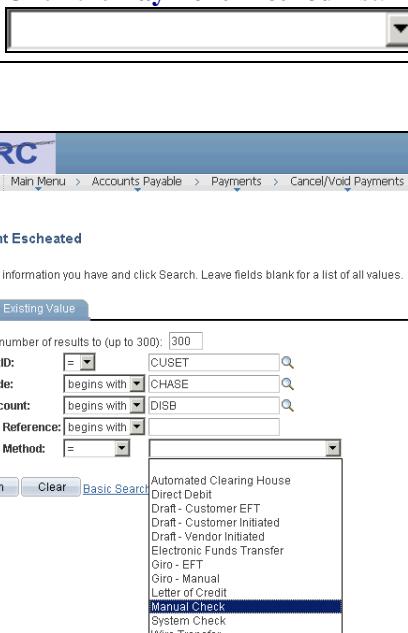
Step	Action
6.	Enter the desired information into the <b>Bank Account</b> field. Enter " <b>DISB</b> ".

# Training Guide

## Payment Processing



Screenshot of the ARC system showing the 'Payment Escheated' search page. The URL is [http://www.arc.state.ny.us/arc/Accounts\\_Payable/Payments/Cancel/Void\\_Payments/Escheat\\_Payment](#). The search criteria include Bank SetID (CUSET), Bank Code (CHASE), and Bank Account (DISB). The Payment Method dropdown is highlighted.

Step	Action
7.	Click the <b>Payment Method</b> list. 

Screenshot of the ARC system showing the 'Payment Escheated' search page. The URL is [http://www.arc.state.ny.us/arc/Accounts\\_Payable/Payments/Cancel/Void\\_Payments/Escheat\\_Payment](#). The search criteria include Bank SetID (CUSET), Bank Code (CHASE), and Bank Account (DISB). The Payment Method dropdown is open, showing a list of payment methods. The 'Manual Check' option is selected.



## Training Guide Payment Processing

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

The screenshot shows a web browser window with the ARC logo at the top. The URL bar shows the path: Favorites > Main Menu > Accounts Payable > Payments > Cancel/Void Payments > Escheat Payment. The main content area is titled "Payment Escheated" and contains a search form. The search form includes fields for Bank SetID, Bank Code, Bank Account, Payment Reference, and Payment Method. The "Payment Method" dropdown is open, showing "System Check" as the selected option. Below the search form are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". The status bar at the bottom of the browser window shows "Done".

Step	Action
9.	Click the <b>Search</b> 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.

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

Bank SetID:	<input type="text" value="CUSET"/>	<input type="button" value="Search"/>
Bank Code:	begins with <input type="text" value="CHASE"/>	<input type="button" value="Search"/>
Bank Account:	begins with <input type="text" value="DISB"/>	<input type="button" value="Search"/>
Payment Reference:	<input type="text"/>	<input type="button" value="Search"/>
Payment Method:	<input type="text" value="System Check"/>	<input type="button" value="Search"/>

**Search Results**

First  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	0000000004	Check	15000	USD	04/26/2012	SUPPLIER VENDOR	CUSET	T0000000003
CUSET	CHASE	DISB	0000000005	Check	103	USD	04/26/2012	MILANO MARKET	CUSET	T0000006563
CUSET	CHASE	DISB	0000000009	Check	0	USD	04/26/2012	SUPPLIER VENDOR	CUSET	T0000000003
CUSET	CHASE	DISB	0000000021	Check	2640000000	USD	04/26/2012	ELIZABETH R VARON	CUSET	T000037989
CUSET	CHASE	DISB	0000000022	Check	453999999999	USD	04/26/2012	SUPPLIER VENDOR	CUSET	T0000000003
CUSET	CHASE	DISB	0000000023	Check	7400000	USD	04/26/2012	STEPHANIE E G SIEGMUND	CUSET	T000038184
CUSET	CHASE	DISB	0000000024	Check	4700	USD	04/26/2012	SUSAN PILAND	CUSET	T000038193
CUSET	CHASE	DISB	0000000025	Check	5	USD	04/26/2012	SCOTT WILLIAMS	CUSET	T000038195
CUSET	CHASE	DISB	0000000026	Check	83	USD	04/26/2012	PUNYADECH PHOTANGTHAM MD	CUSET	T000038160
CUSET	CHASE	DISB	0000000027	Check	1.25	USD	04/26/2012	ERIK OLSON	CUSET	T000038082
CUSET	CHASE	DISB	0000000028	Check	250	USD	04/26/2012	SCOTT WILLIAMS	CUSET	T000038195
CUSET	CHASE	DISB	0000000029	Check	400	USD	04/26/2012	Non-UWPA Vendor	CUSET	T000000002
CUSET	CHASE	DISB	0000000030	Check	900	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	0000000032	Check	913367715904.01	USD	04/26/2012	ROBERT SATCHEL	CUSET	T000037887
CUSET	CHASE	DISB	0000000034	Check	5659380310947.93	USD	04/26/2012	EDWIN VAN DEN OORD	CUSET	T000038079

Step	Action
10.	Select the payment you'd like to escheat. Click the <b>0000000026</b> link. <b>0000000026</b>

**Payment Escheatment**

Action:

<b>Escheat Payment</b>	<b>Cancel Action</b>
<p>Bank Set ID: CUSET</p> <p>Bank: CHASE JPMorgan Chase</p> <p>Account: DISB 601-875511</p> <p>Payment Method: System Check</p> <p>Remit Vendor: 0000038160 PUNYADECH PHOTANGTHAM MD</p>	<p>Reference ID: 0000000026</p> <p>Creation Date: 04/26/2012</p> <p>Payment Date: 04/26/2012</p> <p>Payment Amount: 0.83 USD</p>
<p><input type="radio"/> Escheated Check</p> <p><input type="radio"/> Stale Dated Payment</p> <p><input type="radio"/> Undo Escheatment</p>	<p><input checked="" type="radio"/> Escheated</p>

Description:



## Training Guide Payment Processing

Step	Action
11.	Select the appropriate options. In this case, we will click the <b>Escheated Check</b> option. <input checked="" type="radio"/> <b>Escheated Check</b>

The screenshot shows the 'Payment Escheatment' page. At the top, there are fields for Bank Set ID (CUSED), Reference ID (0000000026), Bank (CHASE JPMorgan Chase), Creation Date (04/26/2012), Account (DISB 601-875511), Payment Date (04/26/2012), Payment Method (System Check), and Payment Amount (0.83 USD). Below this, the 'Payment Status' section contains three radio buttons: 'Escheated Check' (selected), 'Stale Dated Payment', and 'Undo Escheatment'. The 'Date Escheated' field is set to 05/16/2012. To the right, the 'Cancel Action' section also has a radio button for 'Escheated' selected. A 'Description' text input field is present. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'. The status bar at the bottom shows 'Done'.

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

# Training Guide

## Payment Processing



Screenshot of the ARC Payment Escheatment page.

The page title is "Payment Escheatment".

Bank Set ID: CUSET Reference ID: 0000000026  
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:   
 Stale Dated Payment Stale Date:   
 Undo Escheatment

**Cancel Action**

Escheated

Description:

Buttons: Save, Return to Search, Previous in List, Next in List, Notify.

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

# Training Guide

## Payment Processing

The screenshot shows the 'Payment Escheate' screen. The 'Escheat Payment' tab is selected. On the left, there's a navigation tree with 'Review Accounts Payable Info' highlighted. On the right, payment details are listed: Reference ID: 0000000026, Creation Date: 04/26/2012, Payment Date: 04/26/2012, Payment Amount: 0.83 USD. Below this are sections for 'Payment Status' (radio buttons for Escheated Check, Stale Dated Payment, Undo Escheatment) and 'Cancel Action' (radio button for Escheated). A 'Description' input field and several buttons ('Save', 'Return to Search', etc.) are at the bottom.

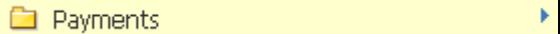
Step	Action
14.	<p>Click the <b>Review Accounts Payable Info</b> menu.</p>

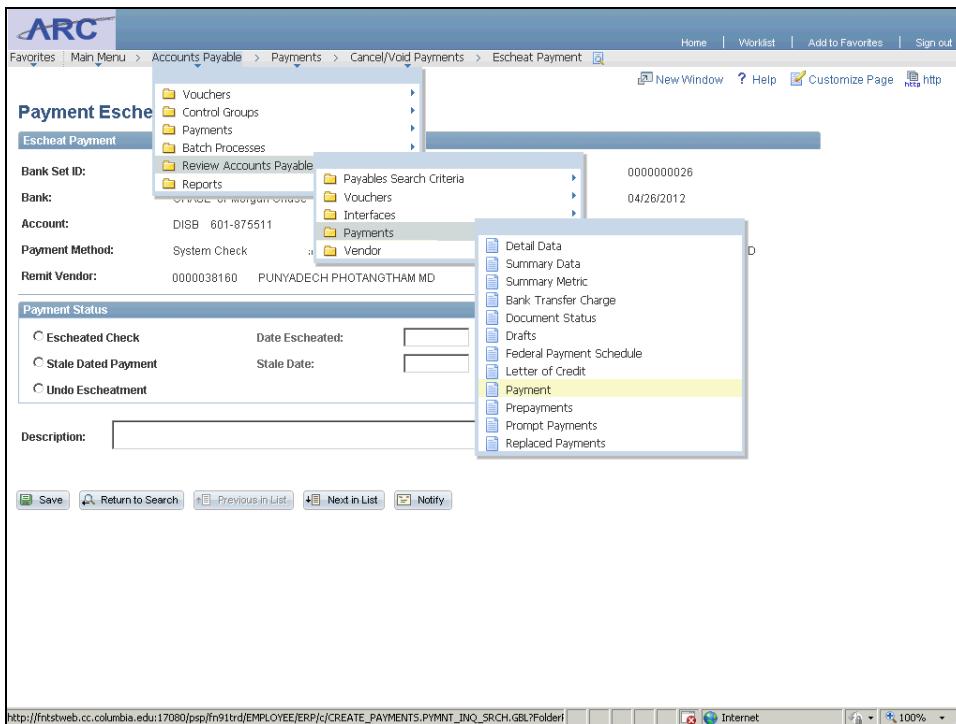
This screenshot is identical to the one above, showing the 'Payment Escheate' screen with the 'Review Accounts Payable Info' menu item selected in the navigation tree. The right panel displays the same payment details and status sections as the previous screenshot.

# Training Guide

## Payment Processing



Step	Action
15.	Click the <b>Payments</b> menu. 



The screenshot shows the 'Payment Escheat' screen. On the left, there's a sidebar with 'Bank Set ID:', 'Bank:', 'Account:', 'Payment Method:', and 'Remit Vendor:' fields. Below these are sections for 'Payment Status' (radio buttons for 'Escheated Check', 'Stale Dated Payment', and 'Undo Escheatment') and a 'Description:' input field. At the bottom are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'. A large vertical dropdown menu is open on the right, listing categories like 'Vouchers', 'Control Groups', 'Payments', 'Batch Processes', 'Review Accounts Payable', and 'Reports'. Under 'Reports', the 'Payments' category is selected, revealing sub-options such as 'Payables Search Criteria', 'Vouchers', 'Interfaces', 'Payments' (which is highlighted), 'Detail Data', 'Summary Data', 'Summary Metric', 'Bank Transfer Charge', 'Document Status', 'Drafts', 'Federal Payment Schedule', 'Letter of Credit', 'Payment', 'Prepayments', 'Prompt Payments', and 'Replaced Payments'.

Step	Action
16.	Click the <b>Payment</b> menu. 



## Training Guide Payment Processing

The screenshot shows the 'Payment Inquiry' search interface. The 'Search Criteria' section contains various filters for searching payments. The 'From' field is set to 'Any'. The 'To' field is empty. Other fields include 'Amount Rule' (set to 'Any'), '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', and 'Settlement Status'. There is also a checkbox for 'Single Payment Vouchers' which is unchecked. Below these are buttons for 'Search' (disabled), 'Clear', and a 'Show Chart' checkbox which is unchecked. A dropdown menu for 'Chart Type' is set to 'Bar Chart'. The 'Sorting Criteria' section allows sorting by 'Bank Account' with the option to sort 'Descending'. At the bottom right, there are browser controls for 'Internet' and zoom levels.

Step	Action
17.	Click in the <b>Reference</b> field. [Reference field]

This screenshot is identical to the one above, showing the 'Payment Inquiry' search interface. The 'Search Criteria' section includes the same filters and settings. The 'From' field is still set to 'Any' and the 'To' field is empty. The 'Reference' field is highlighted with a red box, indicating it is the active input field. The rest of the interface remains the same, including the 'Chart Type' dropdown set to 'Bar Chart' and the 'Sorting Criteria' section.

# Training Guide

## Payment Processing



Step	Action
18.	Enter the desired information into the <b>Reference</b> field. Enter " <b>0000000026</b> ".

The screenshot shows the 'Payment Inquiry' page of the ARC system. In the 'Search Criteria' section, the 'Reference' field contains '0000000026'. The 'From' field has 'Any' selected. The 'To' field is empty. Below the search criteria, there are buttons for 'Search' and 'Clear'. Underneath the search area, there is a 'Sorting Criteria' section with '1st sort:' set to 'Bank Account' and 'Descending' checked. A 'Sort' button is also present. At the bottom of the page, there are various browser controls like 'Back', 'Forward', and zoom settings.

Step	Action
19.	Click the <b>Search</b> button. 



## Training Guide Payment Processing

The screenshot shows the 'Search Criteria' section of the ARC Payment Inquiry. It includes fields for Search Name (ALL), Vendor Name, Amount Rule (Any), Amount, Currency, Bank SettID (CUSET), Bank Code, Bank Account, Bank Account #, Reference (0000000026), Payment Date, Payment Method, Pay Cycle, Seq Num, Payment Status, Remit SettID (CUSET), Remit Vendor, Settle By, Settlement Status, and Max Rows (300). There are also checkboxes for 'Single Payment Vouchers' and 'Show Chart' (Bar Chart selected). Below this is the 'Sorting Criteria' section with options for 1st sort (Bank Account) and 2nd sort (Payment Reference ID), both with 'Descending' checkboxes and a 'Sort' button.

Step	Action
20.	Click the button of the scrollbar.

The screenshot shows the 'Payment Inquiry Result' table. The columns are Source, Payment Reference ID, Payment Method, Amount, Currency, Creation Date, Payment Date, Payment Status, Reconciliation Status, and Reconcile Date. The table contains two rows:

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.

The screenshot shows the ARC software interface for a payment inquiry. The top section is a search form with fields for Bank Account, Reference, Payment Date, Payment Method, Pay Cycle, Seq Num, Payment Status, Remit SetID, Remit Vendor, Settle By, Settlement Status, Max Rows (set to 300), and search buttons. Below this is a chart selection area with 'Show Chart' and 'Chart Type: Bar Chart'. Under 'Sorting Criteria', there are dropdowns for '1st sort' (Bank Account) and '2nd sort' (Payment Reference ID), both with 'Descending' checkboxes and a 'Sort' button. The main area is titled 'Payment Inquiry Result' and displays a grid of payment details. The grid columns are: Source, Payment Reference ID, Payment Method, Amount, Currency, Creation Date, Payment Date, Payment Status, Reconciliation Status, and Reconcile Date. The second row in the grid (VCHR 0000000026) has its 'Payment Status' cell highlighted in red, containing the text 'Escheated Check'. The 'Reconciliation Status' cell for this row contains 'Reconciled'.

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. <b>End of Procedure.</b>



## 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

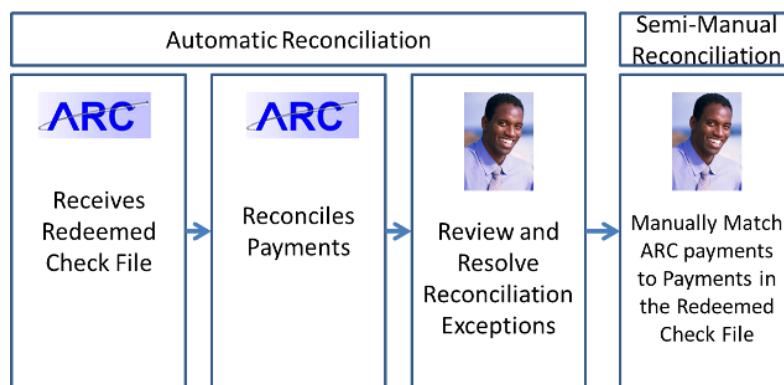
**Estimated time needed to complete lesson:** 30 minutes

### 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](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.



## Training Guide Payment Processing

Done Internet 100%

Step	Action
1.	Click the <b>Banking</b> link to navigate to the reconciliation options. 

Done Internet 100%

# Training Guide

## Payment Processing



Step	Action
2.	Click the <b>Automatic Reconciliation</b> link. <a href="#">Automatic Reconciliation</a>

Automatic Reconciliation

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	<a href="#">Exceptions</a>
<input type="checkbox"/>	021309379	601-875511	3	05/29/2012	10	10	Complete	

[Select All](#)  
  [Clear All](#)  
 [Process Monitor](#)  
  
   
 Reports: [Exceptions](#)  
   
[Return to Banking](#)

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 <b>Date</b> list to select search options. <input type="button" value="Statement As Of Date"/>



## Training Guide Payment Processing

**Automatic Reconciliation**

**Search Criteria**

Bank ID:	%	Account #:	%					
*Date:	Statement As Of Date	From:	05/29/2012					
	Date Statement Loaded	Thru:	05/30/2012					
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	<a href="#">Exceptions</a>
<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](#)

Done

Step	Action
4.	Click the <b>Date Statement Loaded</b> list item. <b>Date Statement Loaded</b>

**Automatic Reconciliation**

**Search Criteria**

Bank ID:	%	Account #:	%					
*Date:	Date Statement Loaded	From:	05/29/2012					
		Thru:	05/30/2012					
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	<a href="#">Exceptions</a>
<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](#)

Done

# Training Guide

## Payment Processing



Step	Action
5.	Click in the <b>Date Thru</b> field to continue to filter the date. <b>05/30/2012</b>

The screenshot shows the 'Automatic Reconciliation' page of the ARC system. At the top, there are search fields for 'Bank ID' and 'Account #'. Below these, a dropdown menu shows 'Date Statement Loaded' and a date range from '05/29/2012' to '05/30/2012'. A 'Search' button is next to the date range. The main area displays a table titled 'Bank Statements' with two rows of data. The columns are: Select, Bank ID, Account #, Statement ID, As Of Date, Trans, Reconciled, Cycle Status, and Exceptions. The first row has a checkbox checked, Bank ID 021309379, Account # 601-875511, Statement ID 4, As Of Date 05/29/2012, Trans 10, Reconciled 7, Cycle Status Ready, and Exceptions linked to 'Exceptions'. The second row has a checkbox checked, Bank ID 021309379, Account # 601-875511, Statement ID 3, As Of Date 05/29/2012, Trans 10, Reconciled 10, Cycle Status Complete, and no Exceptions link. Below the table are buttons for 'Select All', 'Clear All', 'Process Monitor', 'Run Recon', 'Refresh', 'Reports' (set to 'Exceptions'), and 'Run Report'. A 'Notify' button is also present. The bottom of the screen shows a toolbar with various icons and a status bar indicating 'Done' and 'Internet'.

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



## Training Guide Payment Processing

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 <b>Date</b> button.  <input type="button" value="Search"/>

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](#)

# Training Guide

## Payment Processing



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>

The screenshot shows the 'Automatic Reconciliation' page of the ARC system. At the top, there are search criteria fields for 'Bank ID' and 'Account #', both set to '%'. Below these are date selection fields: 'Date Statement Loaded' (set to '05/29/2012'), 'From' (set to '05/29/2012'), and 'Thru' (set to '05/29/2012'). A 'Search' button is next to these fields. Below the search area is a table titled 'Bank Statements' with the following columns: Select, Bank ID, Account #, Statement ID, Load Date and Time, Trans, Reconciled, Cycle Status, and Exceptions. Two rows of data are listed:

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	<a href="#">Exceptions</a>
<input type="checkbox"/>	021309379	601-875511	3	05/29/2012 11:10:25AM	10	10	Complete	

Below the table are several buttons: 'Select All' (checked), 'Clear All', 'Process Monitor', 'Run Recon', 'Refresh', 'Reports' (set to 'Exceptions'), and 'Run Report'. There is also a link 'Return to Banking' and a 'Notify' button. The bottom of the page shows standard browser navigation buttons and a status bar indicating 'Done'.

Step	Action
9.	To see the details of the exceptions within a file, click the <b>Exceptions</b> link.  <a href="#">Exceptions</a>



## Training Guide Payment Processing

Automatic Reconciliation Exceptions

Reference	Exception	Bank / Tran Amt	Bank / Tran Date	Bank Tran Type / Tran Status
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
0000000026	Amounts Not Equal	0.84	04/26/2012	CHK Check
<input type="checkbox"/> Reconcile 0000000026	Payables	0.83	04/26/2012	CHK Paid
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

External Transactions   [Return to Automatic Reconciliation](#)

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

Automatic Reconciliation Exceptions

Reference	Exception	Bank / Tran Amt	Bank / Tran Date	Bank Tran Type / Tran Status
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
0000000026	Amounts Not Equal	0.84	04/26/2012	CHK Check
<input type="checkbox"/> Reconcile 0000000026	Payables	0.83	04/26/2012	CHK Paid
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

External Transactions   [Return to Automatic Reconciliation](#)

# Training Guide

## Payment Processing



Step	Action
11.	Click the <b>Return to Automatic Reconciliation</b> link. <a href="#">Return to Automatic Reconciliation</a>

Automatic Reconciliation

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	<a href="#">Exceptions</a>
<input type="checkbox"/>	021309379	601-875511	3	05/29/2012 11:10:25AM	10	10	Complete	

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"/>



## Training Guide Payment Processing

Automatic Reconciliation

Search Criteria

Bank ID:	%	Account #:	%
*Date:	Date Statement Loaded	From:	05/29/2012
		Thru:	05/29/2012
<input type="button" value="Search"/>			

Bank Statements

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	<a href="#">Exceptions</a>
<input type="checkbox"/>	021309379	601-875511	3	05/29/2012 11:10:25AM	10	10	Complete	

Customize | Find | View All |

[Select All](#)    [Clear All](#)   [Process Monitor](#)

Reports: [Exceptions](#)

[Notify](#)

Done

Step	Action
13.	Click the <b>Reports</b> list. 

Automatic Reconciliation

Search Criteria

Bank ID:	%	Account #:	%
*Date:	Date Statement Loaded	From:	05/29/2012
		Thru:	05/29/2012
<input type="button" value="Search"/>			

Bank Statements

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	<a href="#">Exceptions</a>
<input type="checkbox"/>	021309379	601-875511	3	05/29/2012 11:10:25AM	10	10	Complete	

Customize | Find | View All |

[Select All](#)    [Clear All](#)   [Process Monitor](#)

Reports: [Exceptions](#)

[Notify](#)

Errors  
Errors(XMLP)  
**Exceptions**  
Exceptions(XMLP)  
Register  
Register(XMLP)

Done

# Training Guide

## Payment Processing



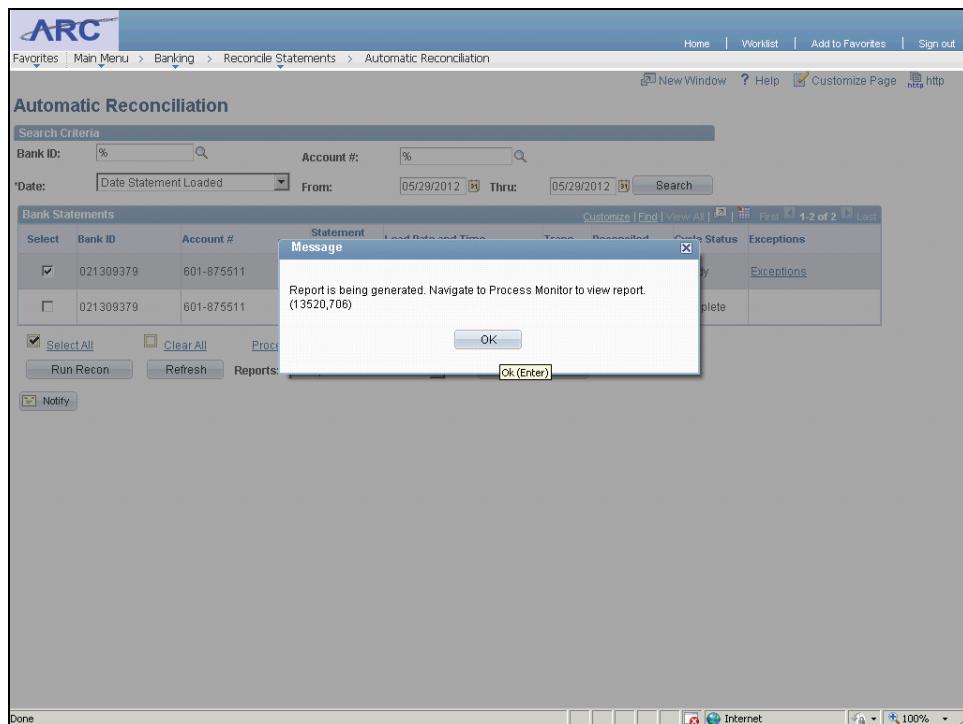
Step	Action
14.	Select the information you'd like to see in the report. Click the <b>Exceptions</b> list item. <b>Exceptions</b>

The screenshot shows the ARC Banking Reconcile Statements Automatic Reconciliation screen. In the 'Reports:' dropdown menu at the bottom left, the option 'Exceptions' is highlighted with a blue box. The main table displays two rows of bank statement data. The first row has a checked 'Select' checkbox, while the second row does not. Both rows show Bank ID 021309379 and Account # 601-875511. The first row's Statement ID is 4, Load Date and Time is 05/29/2012 1:56:27PM, Trans is 10, Reconciled is 7, Cycle Status is Ready, and Exceptions is a link. The second row's Statement ID is 3, Load Date and Time is 05/29/2012 11:10:25AM, Trans is 10, Reconciled is 10, Cycle Status is Complete, and Exceptions is a link. Below the table are buttons for 'Select All', 'Clear All', 'Process Monitor', 'Run Recon', 'Refresh', and 'Run Report'. The 'Run Report' button is also highlighted with a blue box.

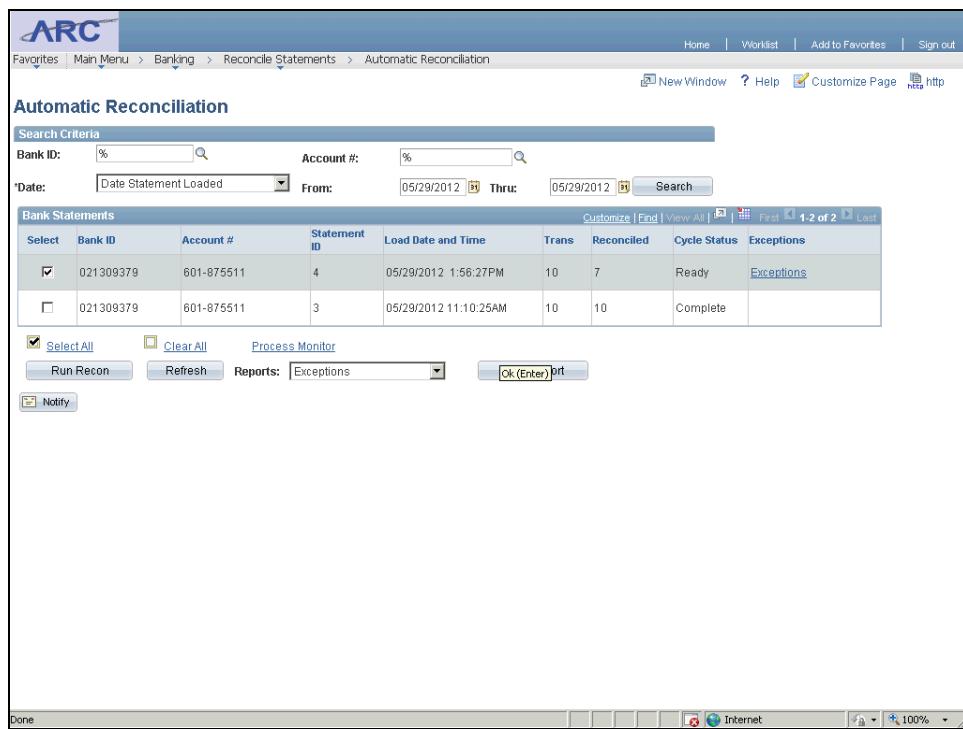
Step	Action
15.	Click the <b>Run Report</b> button. <b>Run Report</b>



## Training Guide Payment Processing



Step	Action
16.	Click the <b>OK</b> button. 



# Training Guide

## Payment Processing



Step	Action
17.	To access the report, click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>

The screenshot shows the ARC Process Monitor interface. At the top, there's a navigation bar with links like Home, Worklist, Add to Favorites, and Sign out. Below that is a toolbar with New Window, Help, Customize Page, and a URL field. The main area has tabs for Process List and Server List, with Process List selected. A search bar at the top left says "View Process Request For" with fields for User ID (AP\_TEST\_08), Type (Last 1 Days), Server, Name, Instance, Run, Distribution, and Status. A checkbox for "Save On Refresh" is checked. Below the search 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. One row is shown: 23541, Crystal, FIN3001-, AP\_TEST\_08, 05/30/2012 11:37:10AM EDT, Queued, N/A, and a "Details" link. At the bottom, there are buttons for Save and Notify, and links to Go back to Automatic Reconciliation, Process List, and Server List.

Step	Action
18.	Click the <b>Refresh</b> button until the Run Status is "Success" and the Distribution Status is "Posted". <a href="#">Refresh</a>



## Training Guide Payment Processing

ARC

Favorites | Main Menu > Banking > Reconcile Statements > Automatic Reconciliation

Home | Worklist | Add to Favorites | Sign out

New Window ? Help Customize Page http

Process List Server List

**View Process Request For**

User ID: AP\_TEST\_08 Type: Last 1 Days Refresh

Server: Name: Instance: to

Run Distribution Save On Refresh

Status: Status:

**Process List**

Customize Find View All 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	23541		Crystal	FIN3001-	AP_TEST_08	05/30/2012 11:37:10AM EDT	Success	Posted	<a href="#">Details</a>

Go back to Automatic Reconciliation

Save Notify

Process List | Server List

Done

Internet 100%

Step	Action
19.	Click the <b>Details</b> link to access the report. <a href="#">Details</a>

ARC

Favorites | Main Menu > Banking > Reconcile Statements > Automatic Reconciliation

Home | Worklist | Add to Favorites | Sign out

New Window ? Help Customize Page http

**Process Detail**

**Process**

Instance: 23541 Type: Crystal  
Name: FIN3001- Description: AutoRecon Exceptions Report  
Run Status: Success Distribution Status: Posted

**Run**

Run Control ID: PDF Update Process  
Location: Server  
Server: PSNT  
Recurrence:  
Hold Request Queue Request Cancel Request Delete Request Restart Request

**Date/Time**

Request Created On: 05/30/2012 11:37:10AM EDT Parameters Transfer  
Run Anytime After: 05/30/2012 11:37:10AM EDT Message Log  
Began Process At: 05/30/2012 11:37:29AM EDT Batch Timings  
Ended Process At: 05/30/2012 11:38:07AM EDT View Log/Trace

Actions

OK Cancel

javascript:hAction\_win0(document.win0,'PMN\_DERIVED\_INDEX\_BTN', 0, 0, 'View Log/Trace', false, true);

Internet 100%

# Training Guide

## Payment Processing



Step	Action
20.	Click the <b>View Log/Trace</b> link. <a href="#">View Log/Trace</a>

The screenshot shows the ARC software interface with the following details:

- Report Section:** Report ID: 20688, Process Instance: 23541. A link to "Message Log" is present.
- Name:** FIN3001-  
**Process Type:** Crystal  
**Run Status:** Success
- AutoRecon Exceptions Report:** Distribution Details section shows Distribution Node: fndeweb and Expiration Date: 06/13/2012.
- File List:** A table showing file details:

Name	File Size (bytes)	Datetime Created
CRW_FIN3001- 23541.log	0	05/30/2012 11:38:07.887154AM EDT
FIN3001- 23541.PDF	36,760	05/30/2012 11:38:07.887154AM EDT
pssqltrace.trc	520	05/30/2012 11:38:07.887154AM EDT
- Distribute To:** Distribution ID Type: \*Distribution ID, User: AP\_TEST\_08.
- Buttons:** "Return" button.
- Toolbar:** Includes New Window, Help, Customize Page, and a URL field set to http.
- Status Bar:** Shows "Done" and browser controls.

Step	Action
21.	Click the file name that ends in .PDF to open the report. Click the <b>FIN3001-<u>23541.PDF</u></b> link. <a href="#">FIN3001- 23541.PDF</a>



## Training Guide Payment Processing

The screenshot shows a Microsoft Internet Explorer window displaying a PDF document titled "AUTORECON EXCEPTIONS". The report header includes the Oracle logo, Report ID: FIN3001, and the date 6/8/2012. The main content of the report lists a single transaction:

Statement ID	Transaction Ref Number	Bank	IPS	Bank	IPS	Bank	IPS	Recon Status	Payment Status
4	0000000039	4,500.00		4,500.00		5/29/2011	5/29/2012	Check	Check Voided

A summary box at the bottom right of the report displays:  
Total Exception Transactions: 4,500.00  
Total Bank Exception Amount: 4,500.00  
Total PS Exception Amount: 4,500.00

The Internet Explorer toolbar at the bottom includes icons for Back, Forward, Stop, Refresh, Home, Favorites, and Help, along with the address bar showing the URL [https://fnstweb.cc.columbia.edu:18443/psreports/fn91qna2/20688/FIN3001\\_-23541.PDF](https://fnstweb.cc.columbia.edu:18443/psreports/fn91qna2/20688/FIN3001_-23541.PDF).

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

The screenshot shows a Microsoft Internet Explorer window displaying a PDF document titled "AUTORECON EXCEPTIONS". The report header includes the Oracle logo, Report ID: FIN3001, and the date 6/8/2012. The main content of the report lists a single transaction:

Statement ID	Transaction Ref Number	Bank	IPS	Bank	IPS	Bank	IPS	Recon Status	Payment Status
4	0000000039	4,500.00		4,500.00		5/29/2011	5/29/2012	Check	Voided

A summary box at the bottom right of the report displays:  
Total Exception Transactions: 4,500.00  
Total Bank Exception Amount: 4,500.00  
Total PS Exception Amount: 4,500.00

The Internet Explorer toolbar at the bottom includes icons for Back, Forward, Stop, Refresh, Home, Favorites, and Help, along with the address bar showing the URL [https://fnstweb.cc.columbia.edu:18443/psreports/fn91qna2/20688/FIN3001\\_-23541.PDF](https://fnstweb.cc.columbia.edu:18443/psreports/fn91qna2/20688/FIN3001_-23541.PDF).

# Training Guide

## Payment Processing



Step	Action
23.	Click the <b>Close</b> button to navigate back to ARC. <input alt="Close button icon" type="button"/>

The screenshot shows the ARC software interface with the following details:

- Report ID:** 20688    **Process Instance:** 23541    **Message Log:** [Message Log](#)
- Name:** FIN3001-    **Process Type:** Crystal
- Run Status:** Success
- AutoRecon Exceptions Report**
- Distribution Details**
- Distribution Node:** frnfwweb    **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	36,760	05/30/2012 11:38:07.887154AM EDT
pssaltrace.frc	520	05/30/2012 11:38:07.887154AM EDT

- Distribute To**

Distribution ID Type	'Distribution ID'
User	AP_TEST_08

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 <b>Reconcile Statements</b> button. <input alt="Reconcile Statements button icon" type="button"/>



## Training Guide Payment Processing

Semi-Manual Reconciliation

Report ID: 20688      Process ID: FIN3001-23541

Name: FIN3001-23541      Process Type: Crystal

Run Status: Success

AutoRecon Exceptions Report

Distribution Details

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

File List

Name	File Size (bytes)	Datetime Created
CRM FIN3001- 23541.log	0	05/30/2012 11:38:07 887154AM EDT
FIN3001- 23541.PDF	36,760	05/30/2012 11:38:07 887154AM EDT
pssgttrace.tcc	520	05/30/2012 11:38:07 887154AM EDT

Distribute To

Distribution ID Type: \*Distribution ID

User	Distribution ID
User	AP_TEST_08

Return

https://frntstweb.cc.columbia.edu:18443/psp/fr91qna2/EMPLOYEE/ERP/c/PROCES5\_BANK\_STATEMENT.SEMI\_MANUAL\_RE

Step	Action
25.	Click the <b>Semi-Manual Reconciliation</b> menu. 

Semi Manual Reconciliation

Search Criteria

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

From Date: 05/29/2012      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

Amount: 0.000      Amount: 0.000

Reconcile      Refresh      Difference: 0.000

Done

# 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 <b>From Date</b> button. <input type="button" value="From Date"/>

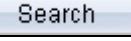
The screenshot shows the 'Semi Manual Reconciliation' page. At the top, there are search criteria fields: Bank ID (021309379), Account # (601-875511), Statement ID (%), From Date (05/29/2012), Thru Date (05/30/2012), Reconciliation Status (Unreconciled), and Currency Code (USD). Below these are two tables: 'Bank Transactions' and 'System Transactions'. A date picker calendar is open over the 'From Date' field, showing May 2012. The calendar highlights the 29th and 30th of May. At the bottom right, it shows Amount: 0.000 and Difference: 0.000. Navigation buttons at the bottom include 'Done', 'Print', 'Internet', and zoom controls.

Step	Action
27.	Click the <b>1</b> link. <input type="button" value="1"/>



## Training Guide Payment Processing

The screenshot shows the 'Semi Manual Reconciliation' page. At the top, there are search criteria fields: Bank ID (021309379), Account # (601-875511), Statement ID (%), From Date (05/01/2012), Thru Date (05/30/2012), Reconciliation Status (Unreconciled), and Currency Code (USD). Below these are two tables: 'Bank Transactions' and 'System Transactions'. Both tables have columns for Select, Reference, Bank Date, Tran Amt, Type, and Source. Under 'Bank Transactions', there are two rows with amounts 0.000 and 0.000. Under 'System Transactions', there are multiple rows of transaction data. At the bottom, there are 'Reconcile' and 'Refresh' buttons.

Step	Action
28.	Click the <b>Search</b> button. 

The screenshot shows the 'Semi Manual Reconciliation' page with the same search criteria as the previous screenshot. The 'Bank Transactions' table now has two rows with amounts 4,500.00 and 0.50. The 'System Transactions' table contains many more rows of transaction data, each with a checkbox in the 'Select' column. The table columns are Select, Reference, Tran Date, Tran Amt, Type, and Source.

# Training Guide

## Payment Processing



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 <b>0000000039</b> option. <input type="checkbox"/>

The screenshot shows the 'Semi Manual Reconciliation' page. At the top, there are search criteria fields for Bank ID (021309379), Account # (601-875511), Statement ID (%), Reconciliation Status (Unreconciled), and Currency Code (USD). Below the search bar are two tables:

Bank Transactions				System Transactions						
Select	Reference	Bank Date	Tran Amt	Type	Tran Date	Tran Amt	Type			
<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.	You will click the corresponding reference ID in the System Transactions list. Click the <b>0000000039</b> option. <input type="checkbox"/>

# Training Guide

## Payment Processing



**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	Source
<input checked="" type="checkbox"/>	0000000039	05/29/2012	4,500.00	CHK	Payables
<input type="checkbox"/>	0000000099	05/29/2012	0.50	CHK	Payables

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 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.



**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	Source
<input checked="" type="checkbox"/>	0000000039	05/29/2012	4,500.00	CHK	Payables
<input type="checkbox"/>	0000000099	05/29/2012	0.50	CHK	Payables

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 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  
            **Difference:**      0.00

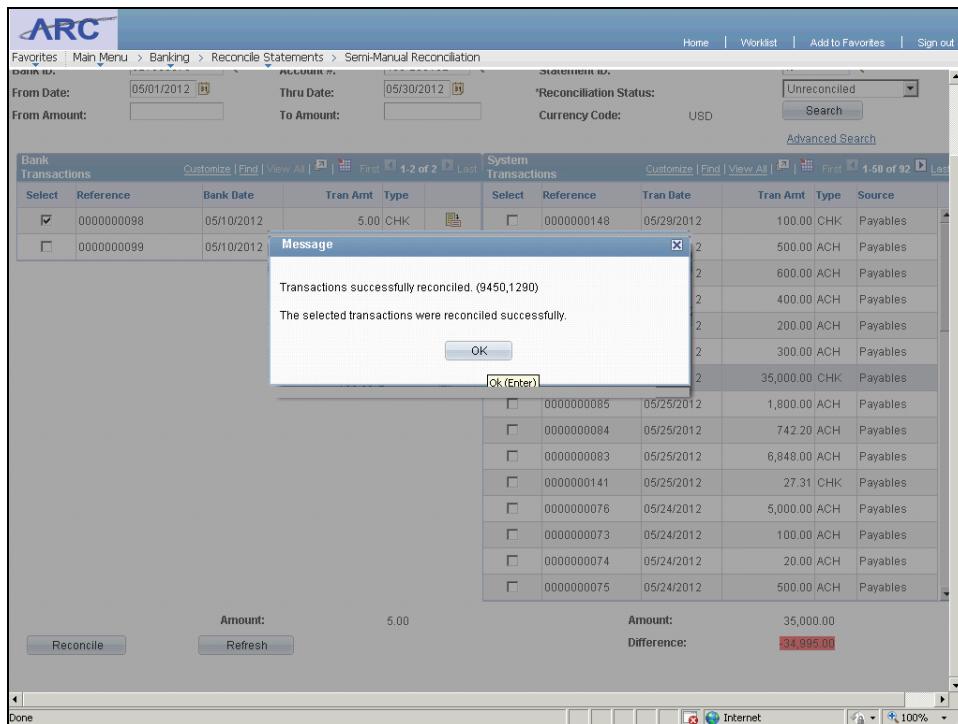
**Done**

# Training Guide

## Payment Processing



Step	Action
32.	Click the <b>Reconcile</b> button. <input type="button" value="Reconcile"/>



Step	Action
33.	A message will appear that the reconciliation was successful, and you will click the <b>OK</b> button. <input type="button" value="OK"/>



## Training Guide Payment Processing

Semi Manual Reconciliation

Search Criteria

Bank ID:	021309379	Account #:	455-250162
From Date:	05/01/2012	Thru Date:	05/30/2012
From Amount:		To Amount:	

\*Search By: From Date / Thru Date

Statement ID: %

\*Reconciliation Status: Unreconciled

Currency Code: USD

Search

Advanced Search

Bank Transactions      System Transactions

Select	Reference	Bank Date	Tran Amt	Type	Source
<input type="checkbox"/>	0000000099	05/29/2012	0.50	CHK	Payables
<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"/>	0000000089	05/29/2012	200.00	ACH	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

Customize | Find | View All | First 1-2 of 2 Last

Customize | Find | View All | First 1-50 of 92 Last

https://fnstweb.cc.columbia.edu:18443/psp/fr91qna2/EMPLOYEE/ERP/s/WEBLIB\_PT\_NAV.ISCRIPT1.FieldFormula.IScript\_ Internet 100%

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

## **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](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](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\\_Recordings\\_Payments.pdf](http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Manually_Recordings_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](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](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/>). 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](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.