

GEARS

General Enterprise And Resource Support

AP250-DBF

June 12, 2013

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AP250-DBF

AP250-DBF Managing Payment Information (DBF)

Course Overview

The AOC Department of Budget and Finance (DBF) - Accounting Operating unit processes all payment requests (invoices), Working Fund replenishment requests, and revenue refunds to vendors and employees – as submitted by the field personnel for the Maryland Judiciary.

The *AP250-DBF Managing Payment Information (DBF)* course discusses the process used to process payment requests for vendor invoices and revenue refunds. The process used for Working Fund replenishments is discussed in the *AP250-WFE Managing Working Fund and Escrow Payments* course.

In GEARS Payables, processing payments is handled using the **Pay Cycle Manager**. The Pay Cycle Manager processes are run manually to select vouchers for payment and complete processing of the associated voucher(s). After running the Pay Cycle process, the **Payment Post** process is run manually to create and post accounting entries. The Journal Generator process creates corresponding General Ledger journal entries.

NOTE: Payment requests from the Judiciary are transmitted to the State through the outbound **Daily TRN** file interface. In response to these requests, the State pays the vendor or employee and the inbound **Daily HX** file is transmitted to GEARS containing payment (warrant) details, liability offsets, and adjustments that have been processed by the State for the Judiciary. This information is captured on the voucher **AOC MD Payment** tab. Confirmation of the payment requests submitted and payments made by the State is also recorded on the voucher **AOC MD Payment** tab.

Course Outline

The following sections and lessons provide information and step-by-step instructions on managing payment information:

- Course Audiences and Prerequisites
- Lesson 1: Understanding Payment Processing
- Lesson 2: Using the Pay Cycle Manager
- Lesson 3: Verifying Payment Data Sent To (Daily TRN) and Received From (Daily HX) the State
- Lesson 4: Using Payment Inquiries and Reports
- Course Summary

Course Audience and Prerequisites

Audience(s)

The Judiciary audiences for this course are:

- AOC DBF - Accounting Operations

GEARS Role(s)

This course is intended for Judiciary employees with the following GEARS role(s):

- AP Supervisor
- AP Manager

Prerequisites

The recommended prerequisites for this course are:

- INT100 Introduction to GEARS
- AP100 Understanding GEARS Payables
- AP240 Managing Vouchers

Understanding Procure to Pay

What is Procure to Pay?

Procure to pay is the transactional relationship cycle between Procurement (PO) and Payables (AP). It provides control and visibility over the entire life-cycle of a transaction from the way an item is ordered to the way that final invoice is processed - providing full insight into cash-flow and financial commitments.

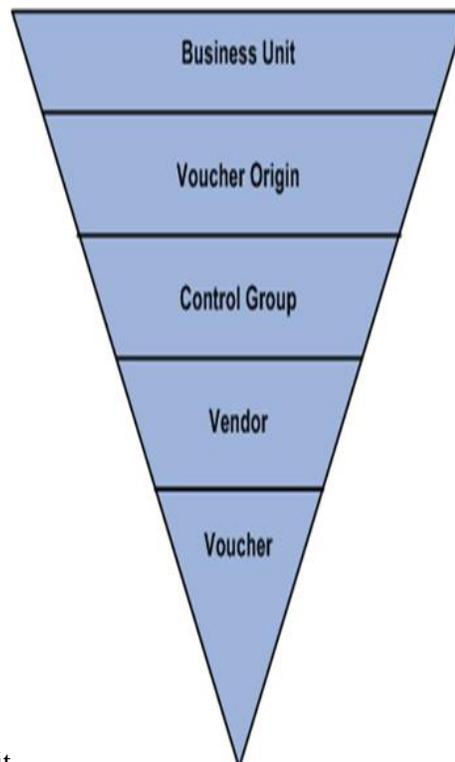
How Does Accounts Payable Work Together with Purchasing?

Accounts Payable and Purchasing work together seamlessly in various ways. They:

- generate vouchers for received goods and services
- perform 2-way or 3-way matching validation among receipts, purchase orders, and invoices
- and allow the user to view related documents and transactions across the entire procure-to-pay process chain

How Does GEARS Manage All of the Data for these Transactions?

As the two modules work together, you may wonder how the data is managed. GEARS utilizes Informational Hierarchies. The Informational Hierarchy consists of the following:



- Business Unit
- Voucher Origin
- Control Group
- Vendor
- Voucher

Each **Business Unit** acts as a separate area of control, representing an independent processing entity. For all Judiciary wide transactions, your business unit is **MDJUD**. The **Voucher Origin** is a designation to identify where the voucher data originated. The most commonly used origin is Online which is noted as **ONL**. This identifies that the vouchers was entered online and directly within the Accounts Payable module. The **Control Group** acts just as its name states. It allows control and management over an entire group rather than individual parts that make up the group. The **Vendor** is a company or it could be an individual, which supplies goods or services to another company (in this case the Judiciary). Finally, the **Voucher** is an electronic accounting document produced after receiving a vendor invoice. It represents an internal intent to make a payment to the vendor for goods and/or services for the amount due as noted on the invoice.

With respect to the vendor, all are contained within a centralized location called the **Vendor Master File**. It is a central, comprehensive data base file maintained by the Department of Systems and Fiscal Compliance (DBF) that contains information about vendors used to facilitate financial transactions between companies. The information includes Tax ID, payment terms, address, contacts, and payment or purchase transaction history.

There are several different voucher types that you may need to be able to recognize. They are:

- **Direct Voucher:** These are vouchers that require no source document.
- **Standard Receipt Voucher:** These are vouchers that require a match to an existing receipt.
- **Purchase Order (Express PO) Voucher:** These are vouchers that require a match to a local on-site procurement or corporate level purchase order.

There are steps to voucher processing worth noting. It assists with voucher dependencies and balancing functionality. The steps are to:

- Access the Voucher component.
- Search / Select an approved Vendor.
- Create vouchers online.
- View purchase order and receiver references. Be sure to associate receiver lines with voucher lines for matching.

Matching

With Accounts Payable and Purchasing working together it allows for 2-way and 3-way matching. This is important because it is an internal control within GEARS, and it ensures that you pay for only the goods and services that you order and receive. The following is a quick look at 3-way vs. 2-way matching.

<i>Quick Reference</i>		<h2>3-Way Matching vs. 2-Way Matching</h2>	
3-Way Matching		2-Way Matching	
Matches: <ul style="list-style-type: none"> Purchase Order Receipt (Receiving Report) Vendor's / Supplier Invoice 		Matches: <ul style="list-style-type: none"> Purchase Order Vendor's / Supplier Invoice 	
Commonly used for any goods or services that have been delivered or rendered and a receipt has been processed within the system.		Commonly used for non-item purchases for which there are no receipts that can be processed within the system.	
<ul style="list-style-type: none"> Office Supplies Furniture Computers 		<ul style="list-style-type: none"> Repair Services Rent / Lease Agreements Maintenance Contracts 	

What Happens to My Voucher?

Here is the basic flow of vouchers in PeopleSoft Purchasing:

- Create** the voucher.
- *Use the online voucher pages.*



- Run the **Budget Checking** Process.
- *This process determines whether funds exist to cover the cost of the invoice.*



- Run the **Matching** Process.
- *This process determines whether the appropriate source documents and unit price match the details of the invoice.*
 - *Matching and Budget checking is required prior to approval.*



- Approve** the voucher.
- *The voucher can require approval by your internal supervisor.*



DBF the **Reviews and Validates** the voucher.



The voucher information and corresponding documentation are sent to **GAD** for final processing by the State of Maryland.



GAD sends back the **Warrant/Payment** information within 5-30 days.

The Structure of a Voucher

A voucher consists of (3) basic elements:

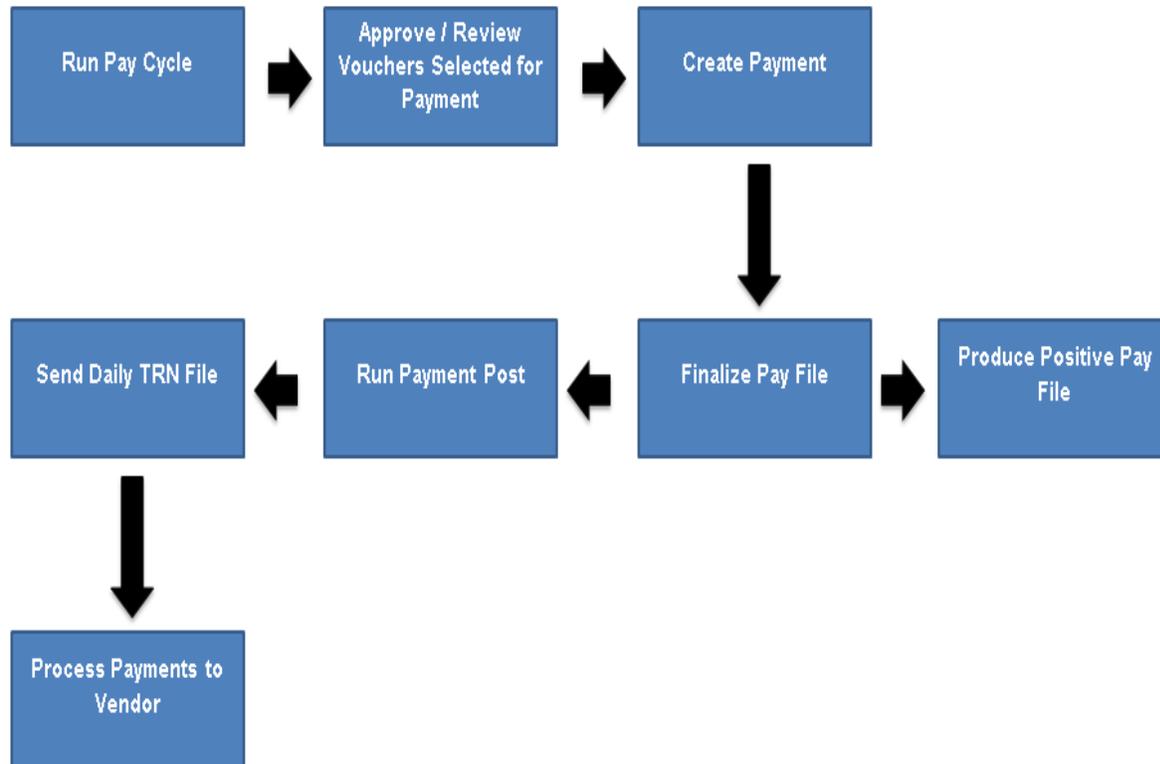
- **Header:** The Header contains high-level information about the transaction.
- **Line:** Line level information details the goods or services being purchased.
- **Distribution:** Distribution level information includes the budget and accounting details for the purchase.

Budget Checking

You can budget-check individual vouchers when you create them online, or you can budget-check multiple vouchers and voucher accounting lines in batch mode. The online version and the batch version of the Budget Processor process perform exactly the same tasks. Batch mode is recommended for efficiency, and it is required if you budget-check voucher accounting lines.

Lesson 1: Understanding Payment Processing

The process flow below illustrates the GEARS payment process.



In GEARS, payment is the process by which the Judiciary schedules the disbursement of monies to vendors and employees. In Payables, processing payments is handled using the **Pay Cycle Manager**. The Pay Cycle Manager processes are run manually to select vouchers for payment and create payments for the associated voucher(s). Vouchers selected for payment are reviewed and/or approved prior to payment creation. After running Pay Cycle, the **Payment Post** process is run manually to create and post accounting entries. The Journal Generator process creates corresponding General Ledger journal entries.

Pay Cycle is not used to fulfill internal Judiciary check requests and advances related to the Working Fund.

State of Maryland Vendor and Employee Payments

As a rule, when a purchase order has been issued by the AOC Department of Procurement and Contract Administration, the Judiciary requires receipt of goods and services prior to making payment to vendors. This rule is systematically enforced in GEARS through the Matching process.

The State of Maryland General Accounting Division (GAD) is the owner of all vendor data for the State of Maryland and its corresponding entities. Therefore, the State (GAD) processes all payment requests (invoices), Working Fund replenishment requests, and revenue refunds to

vendors and employees – as submitted by the Department of Budget and Finance (DBF) on a daily basis. The payment requests are approved prior to submission to the State (GAD). In response to the payment requests, the State processes payments and payment information is transmitted back to the Judiciary including:

- payment (warrant) details,
- liability offsets, and
- adjustments

Return of Escrow Payments

Payments related to Return of Escrow are issued by the District Court local court locations. Designated District Court accounting personnel run the Pay Cycle processes to produce a positive pay file. The positive pay file confirms that payments created in GEARS are ready for disbursement.

Working Fund Check Requests and Advances

Check requests and advances for petty cash related to the Working Fund are issued through manual checks. This payment process does not use the Pay Cycle.

Lesson 2: Using the Pay Cycle Manager

Lesson Overview:

The **Pay Cycle** process consists of five (5) steps:

1. Verifying / Updating the **Payment Selection Criteria**
2. Running the **Payment Selection** process
3. Approving the vouchers selected
4. Running the **Payment Creation** process
5. Posting the payments to create and post accounting entries in the Payables module

The **Payment Selection** process uses defined **Payment Selection Criteria** to select vouchers to pay. The **Payment Selection Criteria** control the scope of payments that are eligible for payment in each cycle. Each individual voucher contains information that ultimately determines its selection (**NOTE:** These definitions will already be set up for you to use). After vouchers have been selected for payment, the cycle is then approved and the **Payment Creation** process can be kicked off. The **Payment Creation** process updates the payment status for vouchers (i.e., payment requests (invoices) and revenue refunds) selected for payment to "Paid".

When the **Pay Cycle** has run successfully, the **Payment Post** process should be run to create and post accounting entries in the Payables module.

The steps listed above are discussed in detail within the topics of this lesson.

Lesson Objectives:

Upon completion of this lesson, you will be able to:

- Review voucher selection criteria for the pay cycle
- Run **Pay Cycle** processes, **Payment Selection** and **Payment Creation**
- Approve a pay cycle
- Run the **Payment Post** process to create and post payment accounting entries in Payables

2.1 Understanding Pay Cycle Statuses

The **Pay Cycle Manager** indicates exactly where your payments are in the payment process and keeps you informed of the current status of a pay cycle. The different pay cycle statuses that occur are listed in the table below.

Status	Description
Approved	Pay cycle has been approved.
Completed	The pay cycle is finished. You can start payment selection again using the next payment dates.
Confirmed	You have successfully confirmed that the payment references are correct on the Confirm Payment Reference page.
Created	Payments are ready to print. If EFT payments are being processed, the files are ready to format or be sent through the approval process.
Exceptions	Pay cycle exceptions have been found. Click on the Exceptions link to access the exceptions page and determine the error (e.g., pay cycle processing errors).
Formatted	The formatting process for the positive payment file has finished successfully.
New	When you create a pay cycle, its status is New.
No work	No payments have been selected or created for processing.
Printed	Payments are printed or data has been written to a file.
Rejected	Pay cycle has been rejected.
Reset	Pay cycle has been reset. Payment Selection can be run again.
Restarted	Pay cycle has been restarted and is ready for Payment Creation.
Running	One of the Pay Cycle processes is currently running.
Selected	Payment selection has finished successfully.
Staged	Payment selection has finished successfully and Draft payments have been successfully staged.

2.2 Reviewing Payment Selection Criteria

Payment Selection Criteria is used to select vouchers to pay. These are templates that store criteria that GEARS uses to select vouchers for payment.

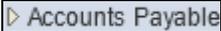
Each individual voucher contains information that ultimately determines its selection. These definitions will already be set up for you to use, but it may be helpful to understand what criteria is included in them.

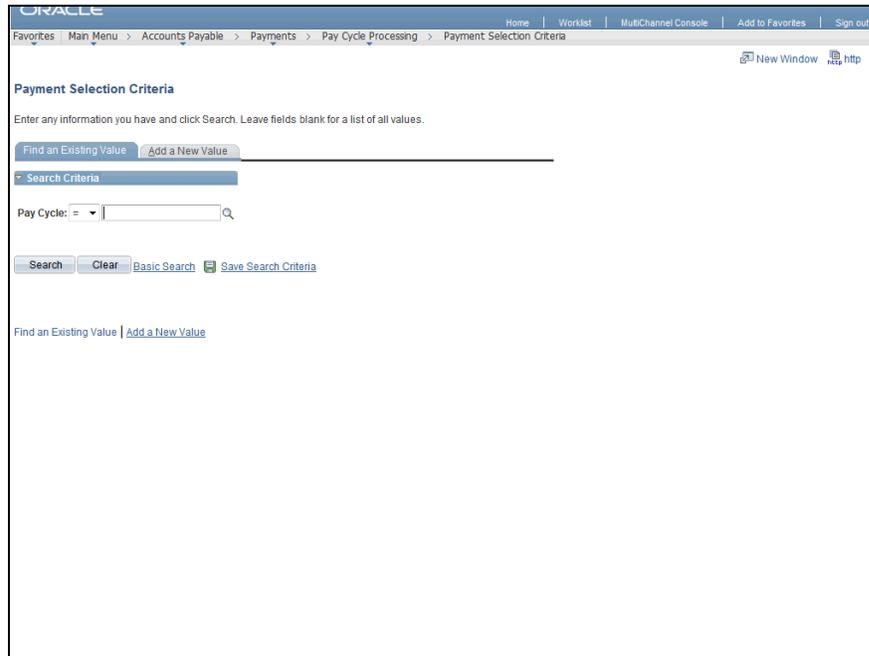
After completing this topic, you will be familiar with:

- How payment selection criteria is used to select vouchers for payment.

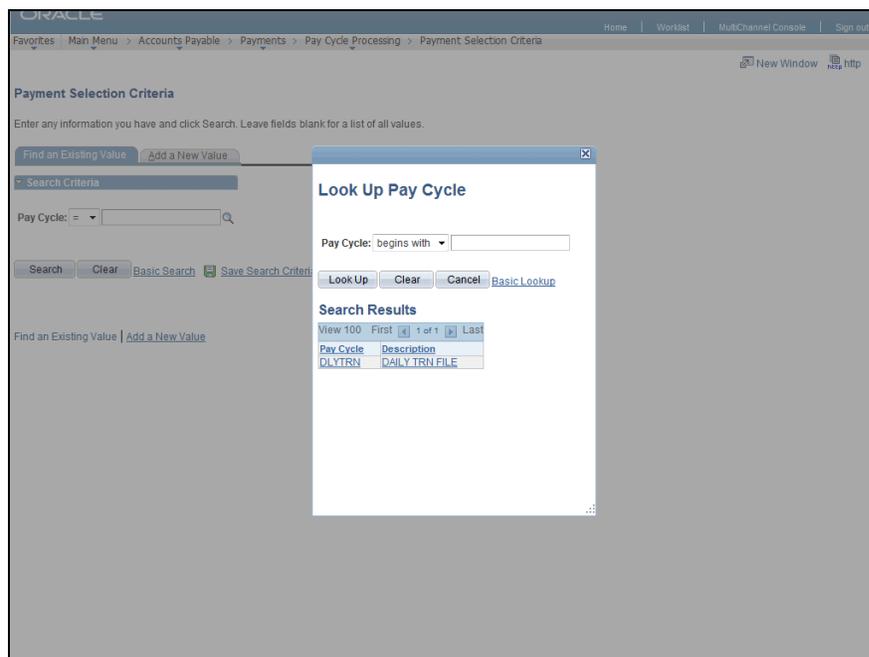
Procedure

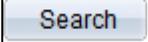
In this topic, you will learn how the vouchers are selected for payment and the elements of the payment selection criteria.

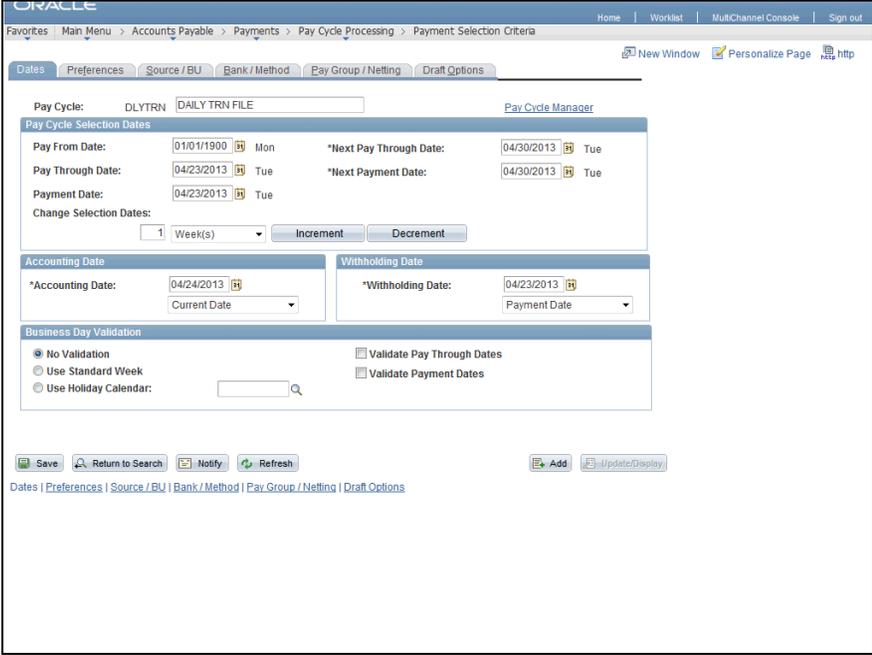
Step	Action
1.	Navigate to the Payment Selection Criteria page. Click the Accounts Payable link. 
2.	Click the Payments link. 
3.	Click the Pay Cycle Processing link. 
4.	Click the Payment Selection Criteria link. 



Step	Action
5.	<p>The Payment Selection Criteria search page displays.</p> <p>Click the Look up Pay Cycle button.</p> 

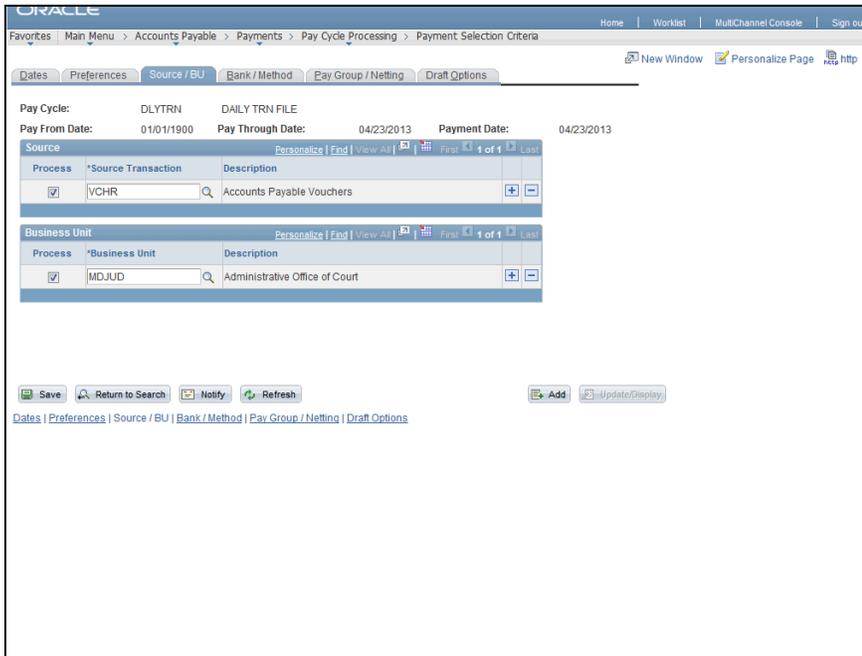


Step	Action
6.	The Look Up Pay Cycle window displays. Click the appropriate Pay Cycle link. 
7.	Click the Search button. 

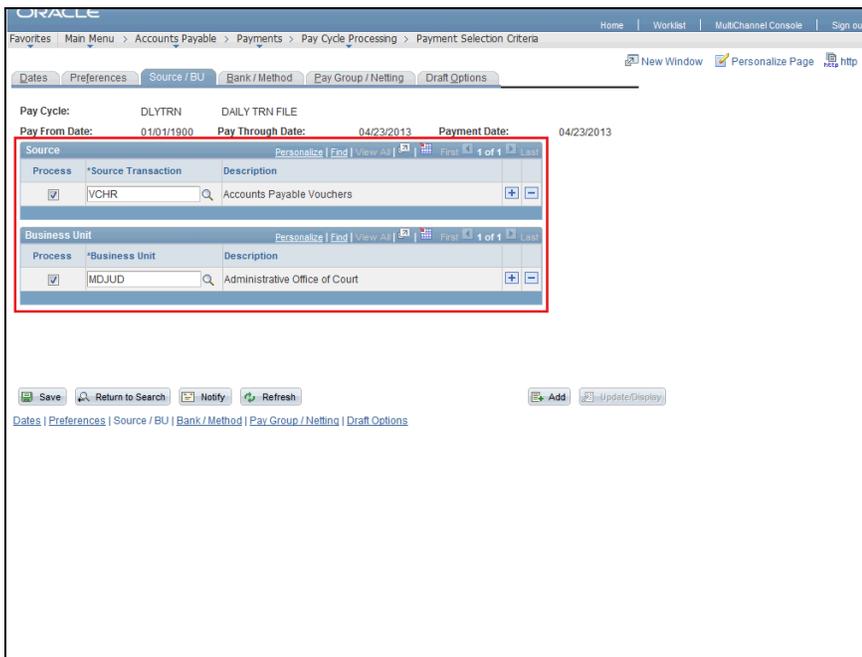


Step	Action
8.	The Payment Selection Criteria - Date page displays. The Payment Selection Criteria - Date page is used to define pay cycle dates.
9.	The Pay From Date field indicates the beginning dates of the pay cycle The system compares this date to the scheduled pay date for the voucher payment schedule.
10.	The last day of the Pay Cycle you are running is entered in the Pay Through Date field. The system compares this date to the scheduled pay date for the voucher payment schedule.

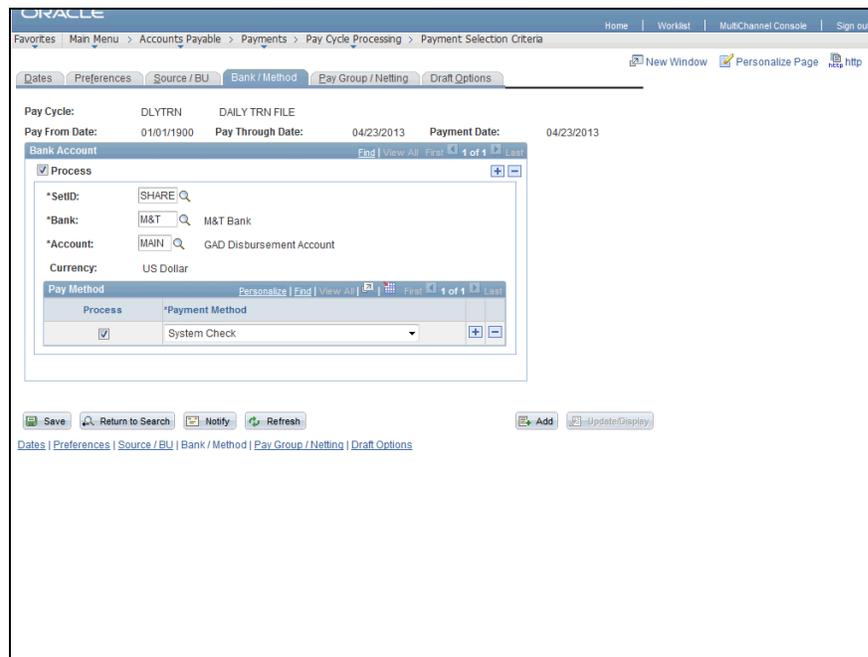
Step	Action
11.	<p>The date that the payment will be processed is entered in the Payment Date field.</p> <p>The system tags all payments created in the pay cycle with this date and prints it on checks or shows it on other payment methods. It can differ from the pay through date.</p>
12.	<p>The estimated end date for the next pay cycle payment period is entered in the Next Pay Through Date field.</p>
13.	<p>The estimated payment date for the next scheduled pay cycle displays in the Next Payment Date field.</p>
14.	<p>The increments by which payment dates are changed is controlled using the Change Selection Dates options.</p> <p>Change the specified payment dates by Day(s), Month(s) or Week(s). Click Increment to advance all dates by that amount, or click Decrement to decrease all dates by that amount.</p>
15.	<p>The Accounting Date determines the fiscal year and period to which the payment accounting entries are posted.</p> <p>Three options are available for the date that the system uses as the accounting date for the payments created in the pay cycle:</p> <ul style="list-style-type: none"> - <i>Current</i>: The current date. - <i>Payment</i>: The value in the Payment Date field. - <i>Specific</i>: The specific value that you enter.
16.	<p>Click the Source/BU tab.</p> 

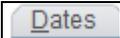


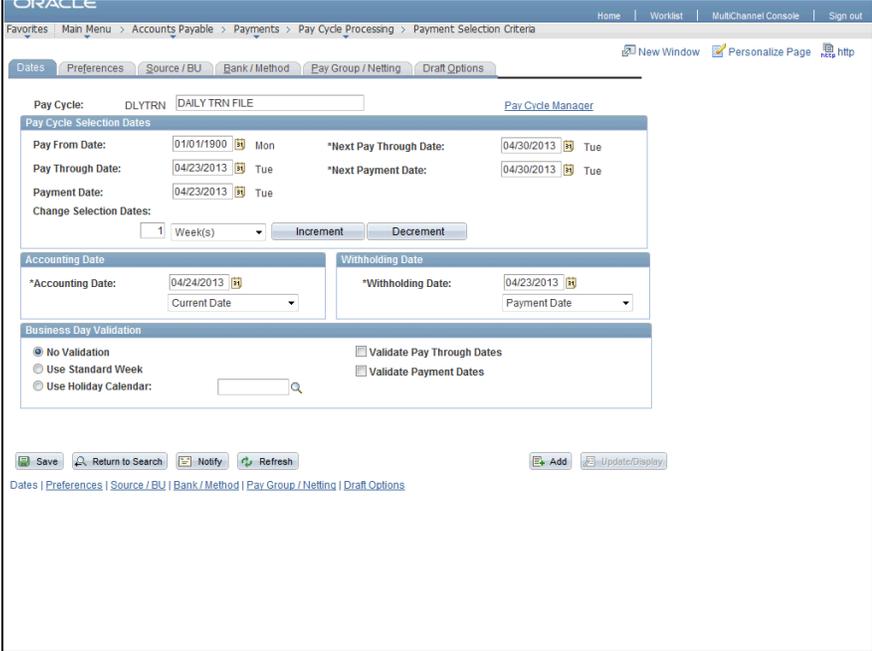
Step	Action
17.	<p>The Source / BU page displays.</p> <p>The source transactions that define the Pay Cycle and the business unit are specified on this page.</p>



Step	Action
18.	The source transactions define the types of payments processed in a pay cycle. The transaction source set up for the Judiciary is the "VCHR - Accounts Payable Vouchers" and the Business Unit is "MDJUD".
19.	Click the Bank / Method tab. 



Step	Action
20.	The Bank / Method page displays. This page is used to specify the bank(s) and bank account(s), as well as the payment methods specified for a pay cycle.
21.	The banks and bank accounts from which the Judiciary draws payments are listed in the Bank Account section. The State of Maryland bank and Bank Account is entered in this section.
22.	For each bank account, you can specify multiple payment methods. The payment method set up for payments issued by GAD is "System Check".
23.	Click the Dates link. 

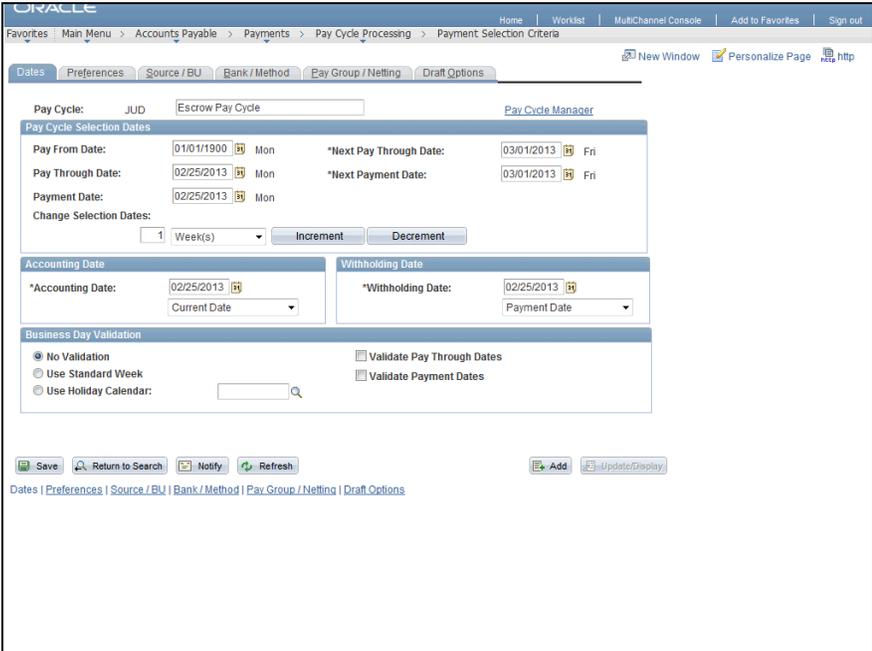


The screenshot shows the Oracle AP250-DBF interface for the 'Payment Selection Criteria - Date' page. The 'Pay Cycle' is set to 'DLYTRN' with the description 'DAILY TRN FILE'. The 'Pay Cycle Manager' link is visible. The 'Pay Cycle Selection Dates' section includes:

- Pay From Date: 01/01/1900 Mon
- Pay Through Date: 04/23/2013 Tue
- Payment Date: 04/23/2013 Tue
- *Next Pay Through Date: 04/30/2013 Tue
- *Next Payment Date: 04/30/2013 Tue

 The 'Change Selection Dates' section shows '1 Week(s)' with 'Increment' and 'Decrement' buttons. The 'Accounting Date' is 04/24/2013 and the 'Withholding Date' is 04/23/2013. The 'Business Day Validation' section has 'No Validation' selected.

Step	Action
24.	<p>The Payment Selection Criteria - Date page displays.</p> <p>Click the Pay Cycle Manager link to access and run the Pay Cycle processes.</p> <p>Pay Cycle Manager</p>



The screenshot shows the Oracle AP250-DBF interface for the 'Payment Selection Criteria - Date' page. The 'Pay Cycle' is set to 'JUD' with the description 'Escrow Pay Cycle'. The 'Pay Cycle Manager' link is visible. The 'Pay Cycle Selection Dates' section includes:

- Pay From Date: 01/01/1900 Mon
- Pay Through Date: 02/25/2013 Mon
- Payment Date: 02/25/2013 Mon
- *Next Pay Through Date: 03/01/2013 Fri
- *Next Payment Date: 03/01/2013 Fri

 The 'Change Selection Dates' section shows '1 Week(s)' with 'Increment' and 'Decrement' buttons. The 'Accounting Date' is 02/25/2013 and the 'Withholding Date' is 02/25/2013. The 'Business Day Validation' section has 'No Validation' selected.

Step	Action
25.	<p>You have successfully completed the <i>Reviewing Payment Selection Criteria</i> topic.</p> <p>You have reviewed the following concepts:</p> <ul style="list-style-type: none">- Defining pay cycle dates- Defining payment sources- Defining banks and bank accounts specified for a pay cycle- Defining the payment methods specified for a pay cycle <p>End of Procedure.</p>

2.3 Running the Pay Cycle

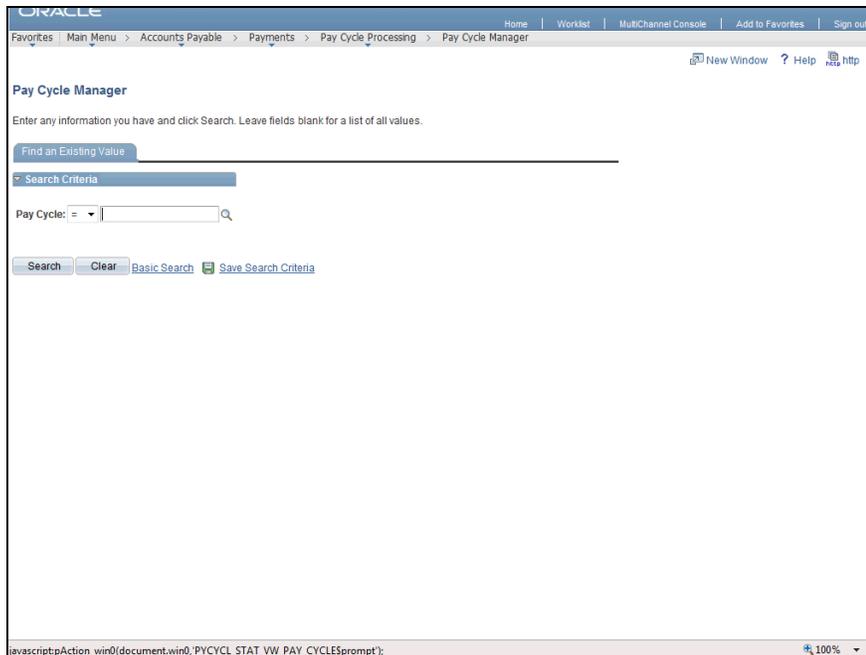
After completing this topic, you be able to:

- Run the Payment Selection process
- View vouchers selected for payment
- Run the Payment Creation process

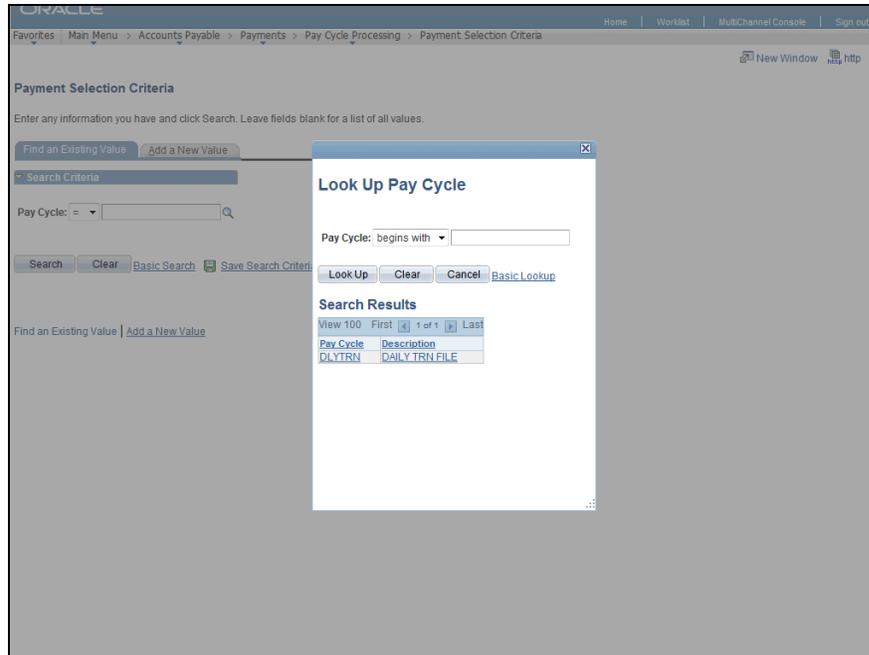
Procedure

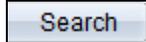
In this topic, you will learn how to run the **Payment Selection** process and view the vouchers selected for payment. You will also learn how to run the **Payment Creation** process after the Pay Cycle has been approved.

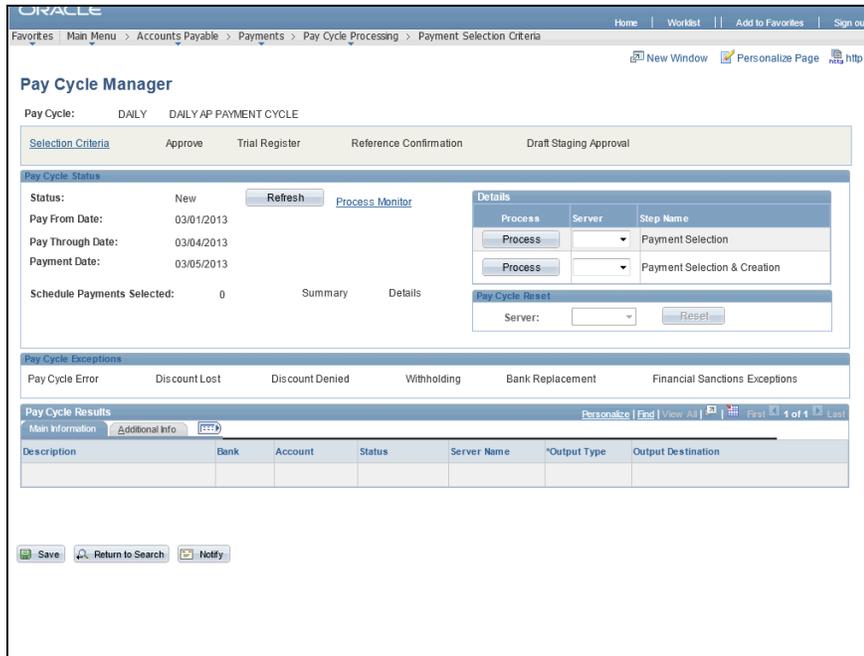
Step	Action
1.	Navigate to the Pay Cycle Manager page. Click the Accounts Payable link. 
2.	Click the Payments link. 
3.	Click the Pay Cycle Processing link. 
4.	Click the Pay Cycle Manager link. 

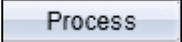
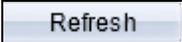


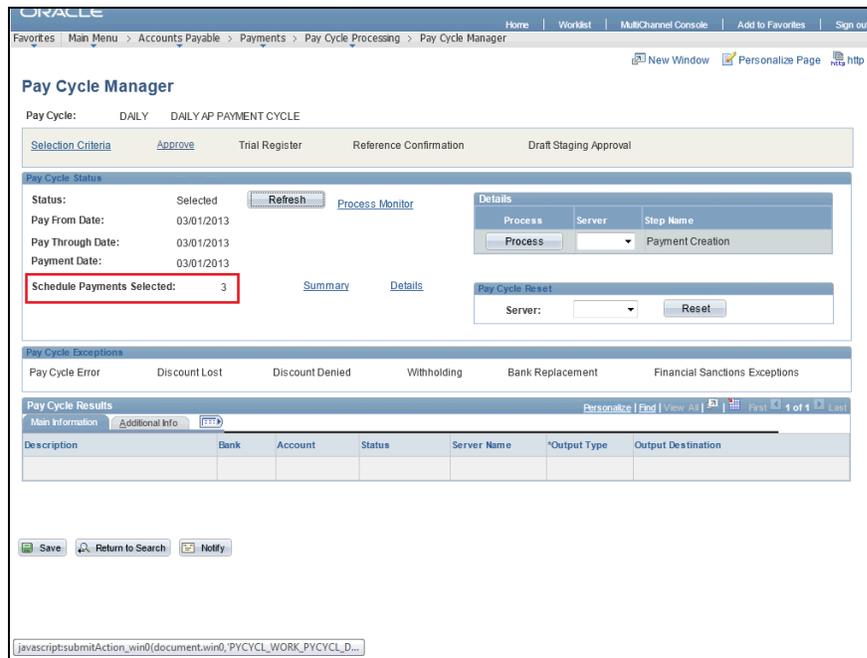
Step	Action
5.	<p>The Pay Cycle Manager search page displays.</p> <p>Click the Look up Pay Cycle button.</p> 



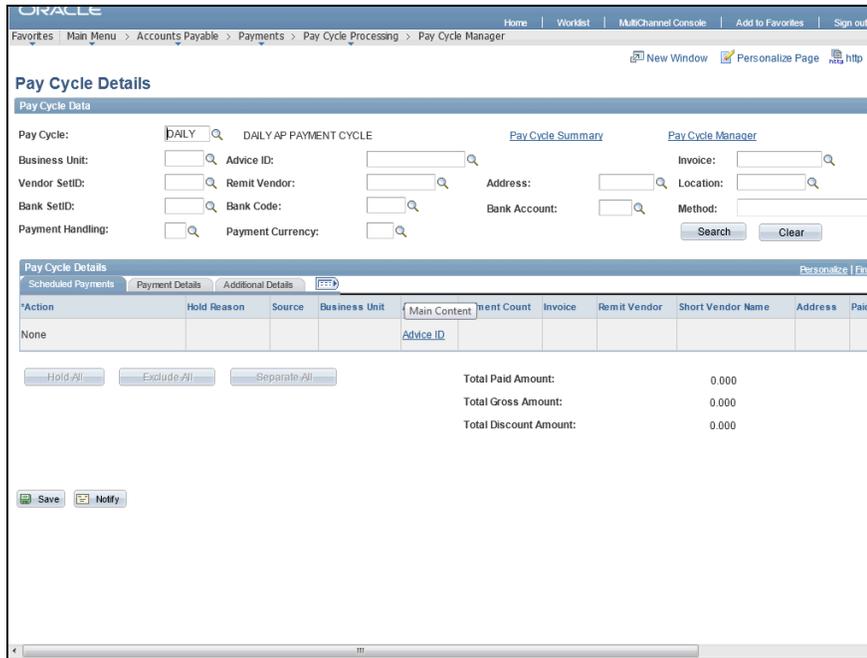
Step	Action
6.	<p>The Look Up Pay Cycle window displays.</p> <p>Click the appropriate link. In this example, the DLYTRN link is selected.</p> 
7.	<p>Click the Search button.</p> 



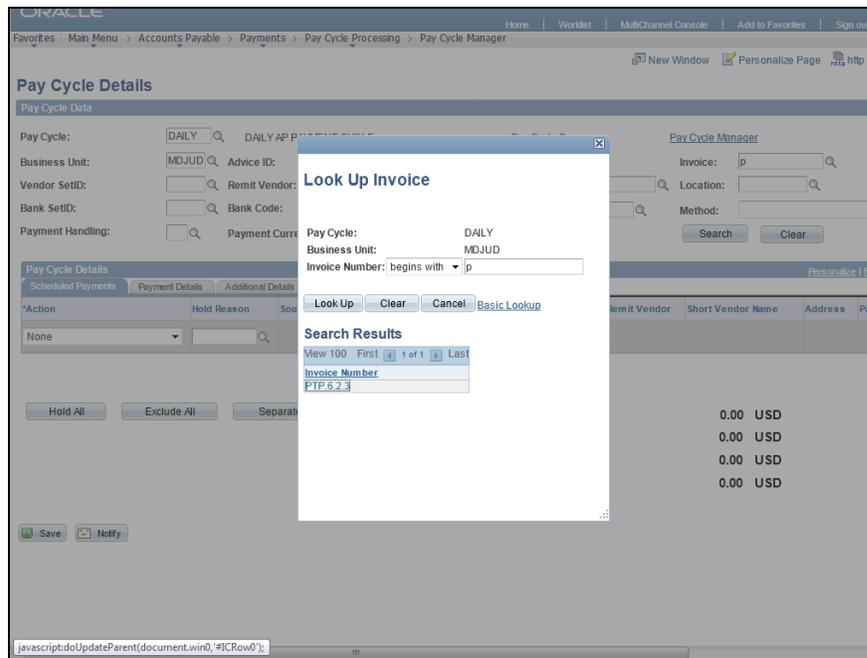
Step	Action
8.	Start the pay cycle by running the Payment Selection process. The Payment Selection process selects voucher for payment based on the defined Payment Selection Criteria.
9.	Click the Server list for the Payment Selection process. 
10.	Click the PSNT list item. 
11.	Click the Process button. 
12.	The process Status displays "Running" while the Payment Selection process is running.
13.	The Payment Selection process has run successfully when the process Status displays "Selected". Click the Refresh button to update the status. 

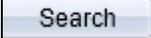
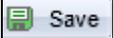


Step	Action
14.	After the process has run successfully, the number of vouchers selected for payment displays next to the Schedule Payments Selected field. NOTE: There may be multiple payments selected depending on how many vouchers met the Payment Selection Criteria for this Pay Cycle run.
15.	To view the vouchers selected for payment, click the Details link. Details



Step	Action
16.	<p>The Pay Cycle Details page displays.</p> <p>You can view all vouchers selected for payment or view a specific voucher or set of vouchers. Enter criteria on the Pay Cycle Details page if you want to view specific vouchers.</p> <p>NOTE: Perform this step if a specific voucher is to be selected for payment. Otherwise, simply click the Search button to view all Payments selected as part of the pay cycle run.</p>



Step	Action
	Click the Search button. 
17.	The vouchers specified in your search criteria are listed on the Scheduled Payments tab in the Pay Cycle Details section. Review the voucher(s) displayed.
18.	<p>NOTE: You can exclude vouchers for payment, hold payment for vouchers, or create separate payments for specific vouchers, if applicable.</p> <p>Use the Action drop-down list for a voucher to indicate whether to exclude it from the pay cycle, hold payment, or separate payments for the voucher(s).</p> <p>If no action is required, leave the default option of "None" in the Action field.</p>
19.	Click the Save button. 
20.	Click the Pay Cycle Manager link to return to the Pay Cycle Manager.
21.	The Pay Cycle Manager page displays. The pay cycle must be approved prior to running the Payment Creation process. Authorized users can access the Pay Cycle Approval page via a link in the top of the Pay Cycle Manager page, from an email notification, or through menu navigation.

Step	Action
22.	After the Pay Cycle has been approved, run the Payment Creation process. Click the Server list for the Payment Creation process. 
23.	Click the PSNT list item. 
24.	Next, you will create payments. Click the Process button to kick off Payment Creation process. 
25.	Note that the Status of the pay cycle displays "Running" while the Payment Creation process is running.
26.	Click the Refresh button, periodically to refresh the status. 
27.	Payment has been created and in "Approved" status.
28.	You have successfully completed the <i>Running the Pay Cycle</i> topic. You have learned how to: - Run the Pay Cycle, including the Payment Selection and Payment Creation processes - Review vouchers selected for payment End of Procedure.

2.4 Approving a Pay Cycle

After the **Payment Selection** process is run, pay cycles are ready for approval. Only authorized users can approve a pay cycle. Pay cycle approval is performed from the **Pay Cycle Approval** page. You can access this page through a link in the **Pay Cycle Manager** or navigate directly to the page.

You can review details for a pay cycle and the scheduled payments before approving or rejecting the pay cycle.

When you approve a pay cycle, the Payment Creation process can be run to complete the pay cycle. When a pay cycle is denied, the **Reset** button on the **Pay Cycle Manager** page becomes active, and you can reset the pay cycle.

After completing this topic, you will be able to:

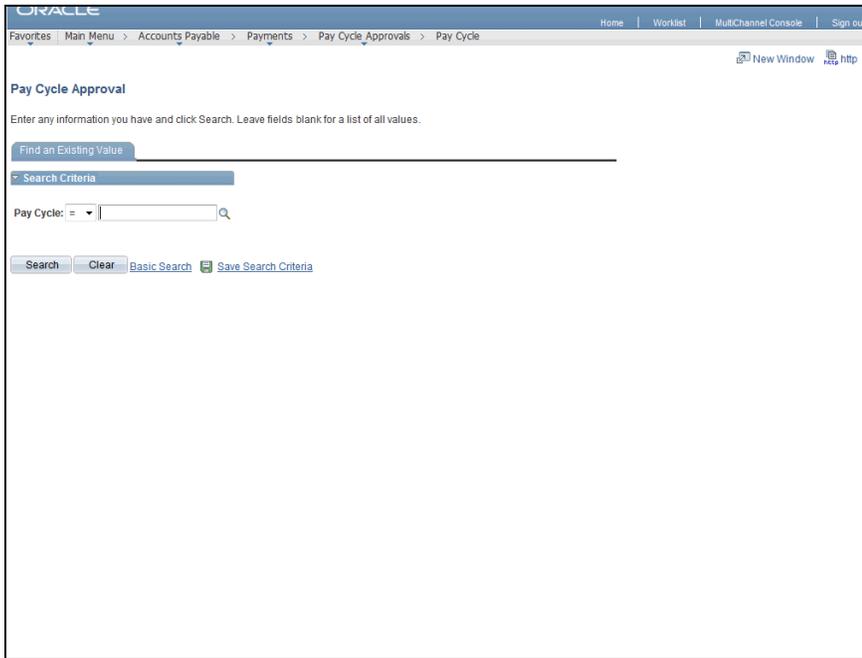
- View pay cycle details
- Approve or reject a pay cycle

Procedure

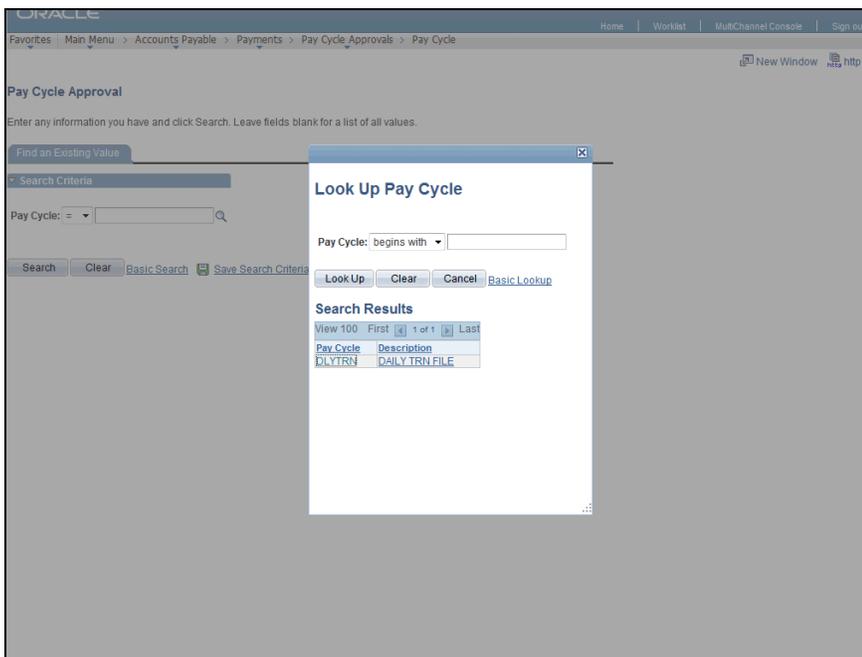
In this topic, you will approve a pay cycle.

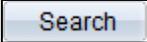
You can access the **Pay Cycle Approval** page from the **Approve** link on the **Pay Cycle Manager** or navigate directly to it in GEARS.

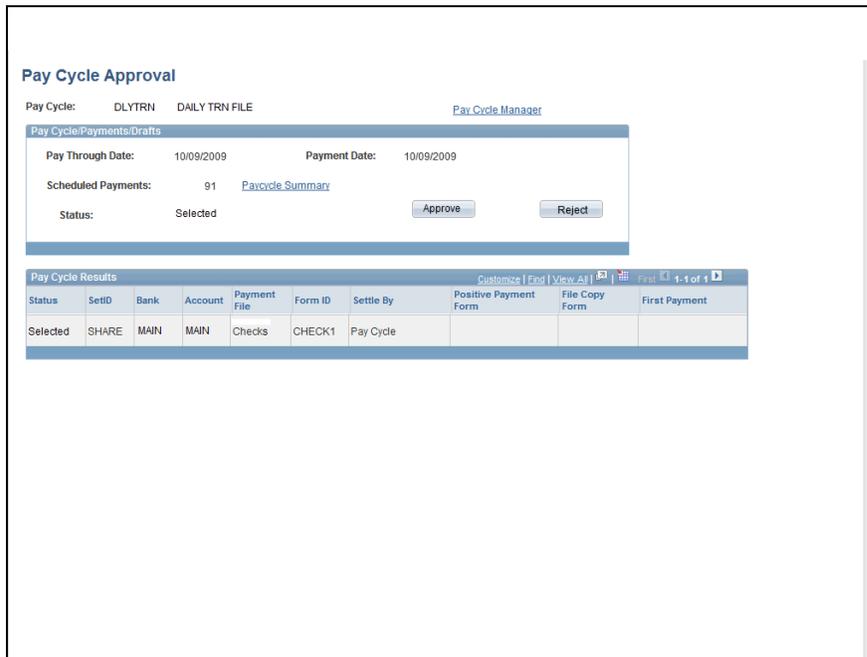
Step	Action
1.	Click the Accounts Payable link. Accounts Payable
2.	Click the Pay Cycle Approvals link. Pay Cycle Approvals
3.	Click the Pay Cycle link. Pay Cycle



Step	Action
4.	<p>The Pay Cycle Approval search page displays.</p> <p>Click the Look up Pay Cycle button.</p> 



Step	Action
5.	<p>The Look Up Pay Cycle window displays.</p> <p>Click the appropriate link. In this example, the DLYTRN link is selected.</p> 
6.	<p>The Pay Cycle Approval search page displays.</p> <p>Click the Search button.</p> 



The screenshot shows the 'Pay Cycle Approval' page. At the top, it displays 'Pay Cycle: DLYTRN DAILY TRN FILE' and a 'Pay Cycle Manager' link. Below this is a 'Pay Cycle/Payments/Drafts' section with the following details:

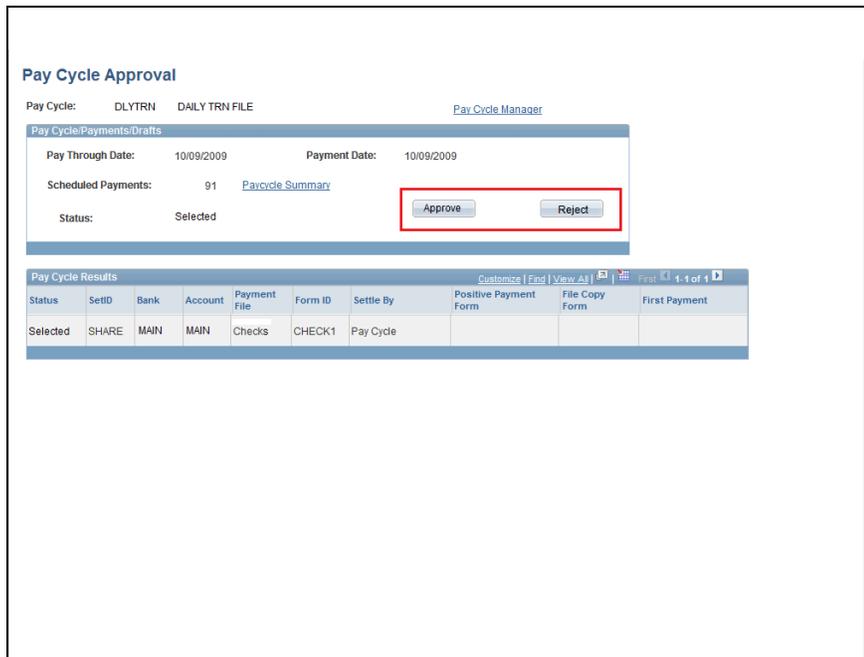
- Pay Through Date: 10/09/2009
- Payment Date: 10/09/2009
- Scheduled Payments: 91
- Status: Selected

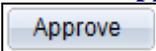
There are 'Approve' and 'Reject' buttons. A 'Pay Cycle Summary' link is also visible. Below the summary is a 'Pay Cycle Results' table with the following columns: Status, SetID, Bank, Account, Payment File, Form ID, Settle By, Positive Payment Form, File Copy Form, and First Payment. The table contains one row with the following data:

Status	SetID	Bank	Account	Payment File	Form ID	Settle By	Positive Payment Form	File Copy Form	First Payment
Selected	SHARE	MAIN	MAIN	Checks	CHECK1	Pay Cycle			

Step	Action
7.	<p>The Pay Cycle Approval page displays.</p> <p>From this page you can view scheduled payments, access pay cycle details and approve or deny a pay cycle.</p>
8.	<p>Use the Pay cycle Summary link to access the Pay Cycle Summary page, where you can see details for the pay cycle.</p>

Step	Action
9.	<p>In the Pay Cycle Results grid, the pay cycle data is listed including:</p> <ul style="list-style-type: none"> - Status: Displays the current status of the pay cycle - Bank and Account: Displays the bank and bank account for a pay cycle - Payment File: Describes the payment form, i.e., "Checks" - Form ID: Displays the payment form ID. - Settle by: Displays the settle through method; for the Judiciary, it is "Pay Cycle". - Positive Payment Form: Displays the form ID used for printing a positive payment file. This is not applicable for GAD payments. - File Copy Form: Displays the form ID used for printing the file copy. - First Payment: Displays the first system generated payment reference number. This is NOT the warrant number.



Step	Action
10.	<p>Use the Approve button to approve a pay cycle and continue processing the pay cycle.</p> <p>Use the Reject button to reject the pay cycle.</p> <p>NOTE: The Reset button on the Pay Cycle Manager page becomes active, and you can reset the pay cycle.</p>
11.	<p>In this example, you will approve the pay cycle.</p> <p>Click the Approve button.</p> 

Pay Cycle Approval

Pay Cycle: DLYTRN DAILY TRN FILE [Pay Cycle Manager](#)

Pay Cycle Payments/Drafts

Pay Through Date: 10/09/2009 Payment Date: 10/09/2009

Scheduled Payments: 91 [Paycycle Summary](#)

Status: Approved

Pay Cycle Results

Status	SetID	Bank	Account	Payment File	Form ID	Settle By	Positive Payment Form	File Copy Form	First Payment
Approved	SHARE	USBNK	CHCK	Check Advice	CHECK1	Pay Cycle			009017

Step	Action
12.	<p>The Status of the Pay Cycle changes based on your approval action: "Approved" or "Rejected".</p> <p>In this example, the Status is "Approved".</p>

Pay Cycle Approval

Pay Cycle: DLYTRN DAILY TRN FILE [Pay Cycle Manager](#)

Pay Cycle/Payments/Drafts

Pay Through Date: 10/09/2009 Payment Date: 10/09/2009

Scheduled Payments: 91 [Paycycle Summary](#)

Status: Approved

Status	SetID	Bank	Account	Payment File	Form ID	Settle By	Positive Payment Form	File Copy Form	First Payment
Approved	SHARE	USBNK	CHCK	Check Advice	CHECK1	Pay Cycle			009017

Step	Action
13.	After approving or rejecting a pay cycle, you can access the Pay Cycle Manager via Pay Cycle Manager link.
14.	You have successfully completed the <i>Approving a Pay Cycle</i> topic. You have learned how to: - View pay cycle details - Approve or reject a pay cycle End of Procedure.

2.5 Posting Payments

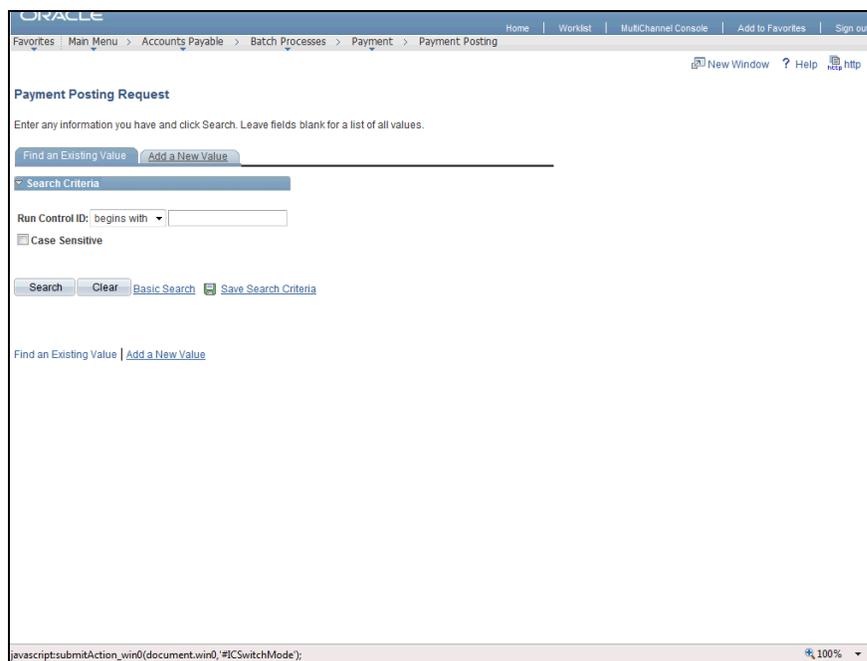
After completing the topic, you will be able to:

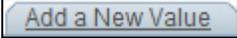
- Post payments and create accounting entries

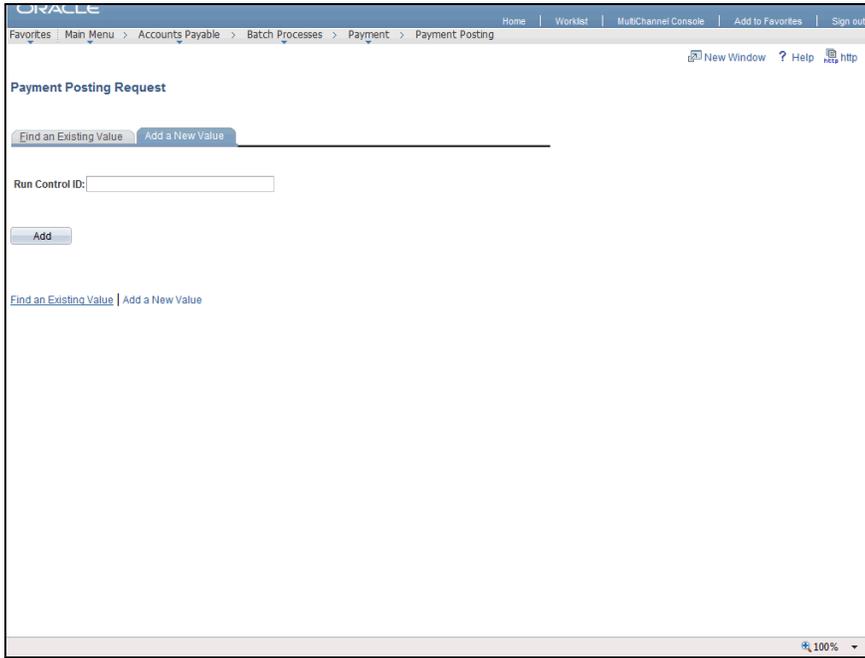
Procedure

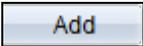
In this script, you will learn how to post payments created in a Pay Cycle run.

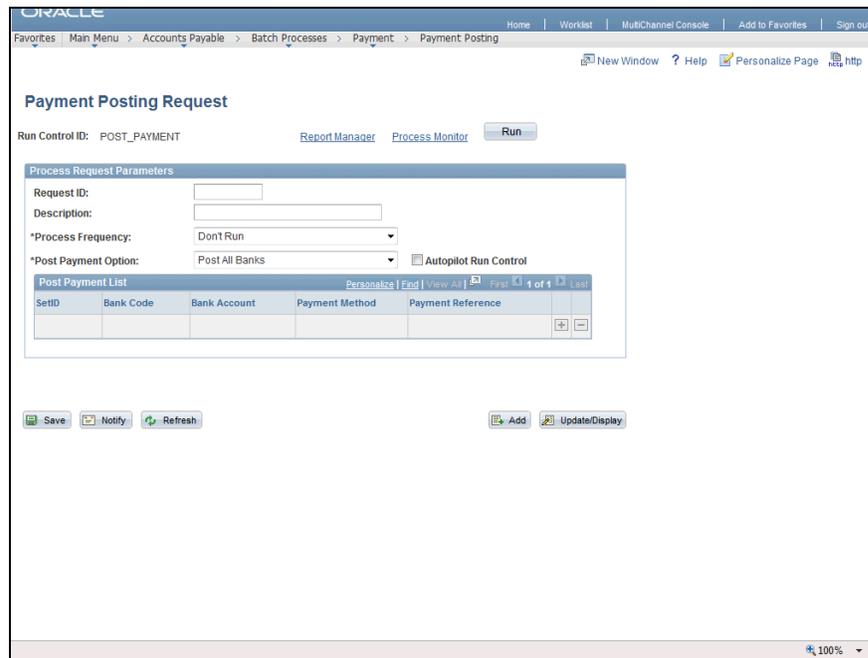
Step	Action
1.	Scroll down to the Accounts Payable link.
2.	Navigate to the Payment Posting Request page. Click the Accounts Payable link. 
3.	Click the Batch Processes link. 
4.	Click the Payment link. 
5.	Click the Payment Posting link. 



Step	Action
6.	<p>The Payment Posting Request page displays.</p> <p>Click the Add a New Value tab.</p> 

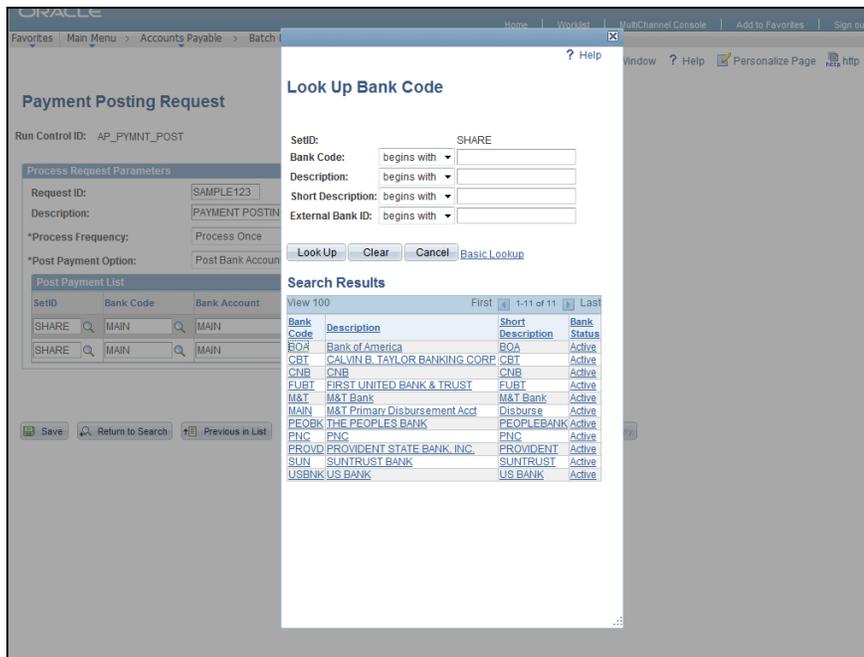


Step	Action
7.	<p>The Add a New Value tab displays.</p> <p>Enter the desired information into the Run Control ID field. Enter a valid value e.g. "POST_PAYMENT".</p>
8.	<p>Click the Add button.</p> 

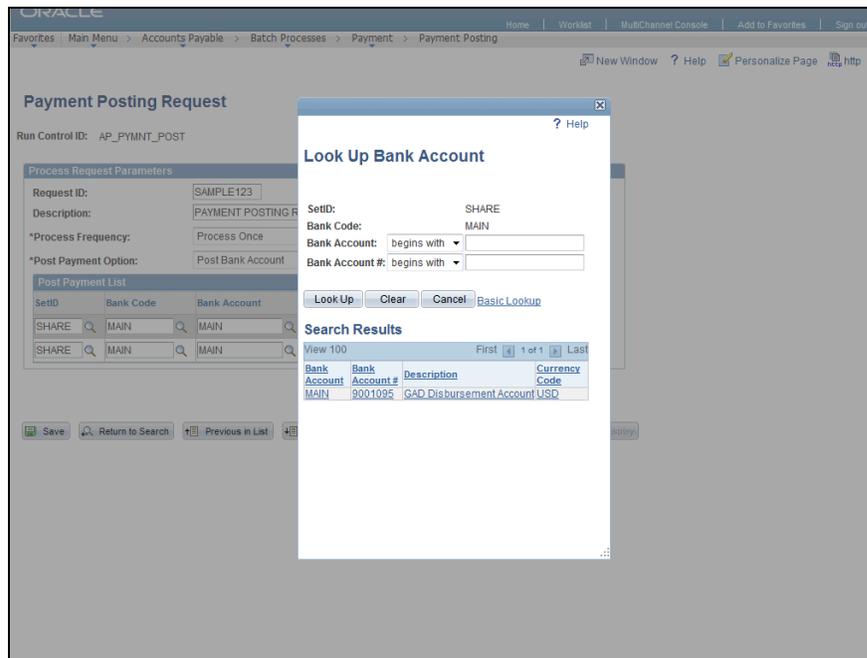


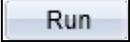
Step	Action
9.	The Payment Posting Request page displays. Enter the desired information into the Request ID field. For example, Enter " POST_PAY ".
10.	Enter the desired information into the Description field. Enter a valid value e.g. " PTP.3.5.7 ".
11.	Click the Process Frequency list. 
12.	Click the Always Process list item. 
13.	Click the Post Payment Option list. 
14.	Select the appropriate post payment option. For example, if you want to post all payments created in the Pay Cycle, select "Post All Banks". If you want to post a single payment, select "Post Payment". In this example, click the Post Bank Account list item. 
15.	Depending upon Post Payment Option selected, you may have to specify the Bank Account or payment(s) you want to be posted.

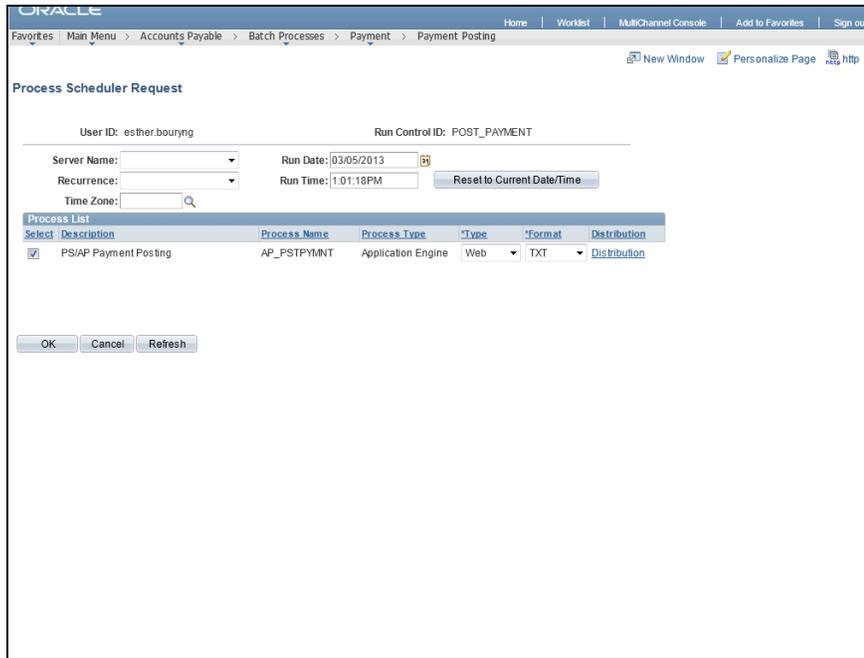
Step	Action
16.	In this example, you will select the Bank Code and Bank Account in the Post Payment List section. Enter " SHARE " into the SetID field.
17.	Click the Look up Bank Code button. 

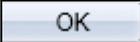


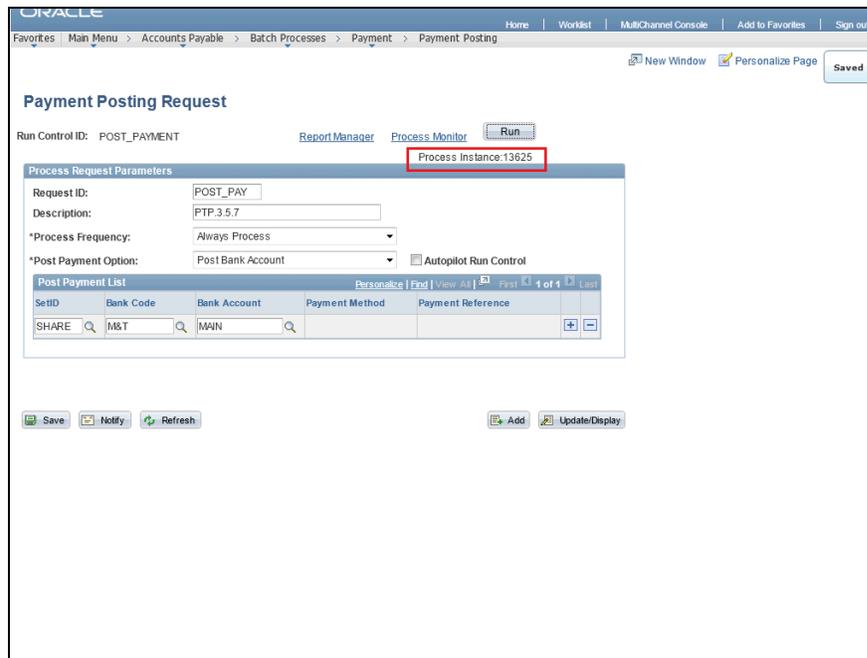
Step	Action
18.	The Look Up Bank Code window displays. Click the MAIN bank code link. 
19.	Click the Look up Bank Account button. 



Step	Action
20.	The Look Up Bank Account window displays. Click the Main bank account link. 
21.	After specifying the process parameters, click the Run button. 



Step	Action
22.	<p>The Process Scheduler Request page displays.</p> <p>Verify that the PS/AP Payment Posting (AP_PSTPYMNT) process is selected.</p> <p>Then, click the OK button.</p> 



Payment Posting Request

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

Process Instance: 13625

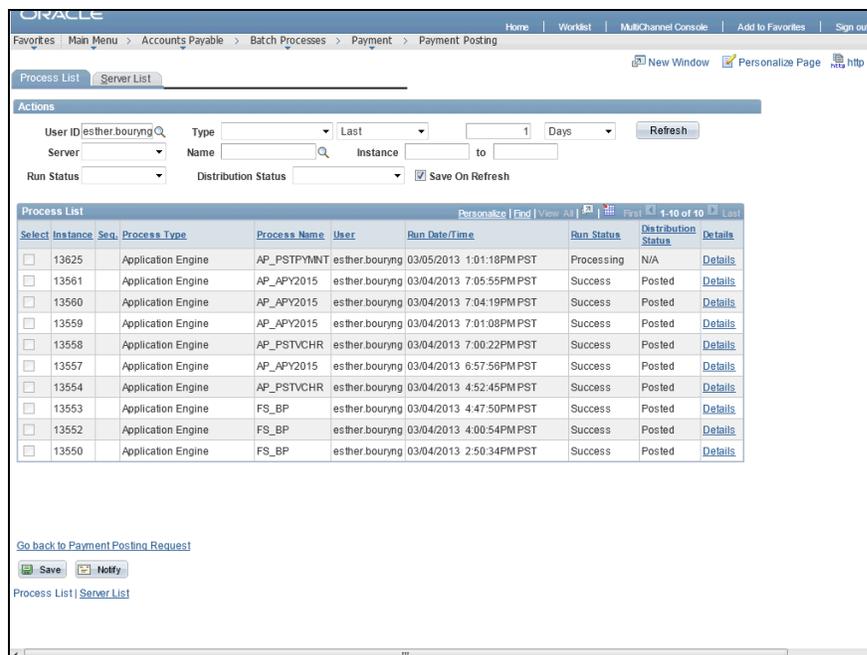
Process Request Parameters

Request ID: POST_PAY
Description: PTP.3.5.7
*Process Frequency: Always Process
*Post Payment Option: Post Bank Account Autopilot Run Control

SetID	Bank Code	Bank Account	Payment Method	Payment Reference
SHARE	M&T	MAIN		

Save Notify Refresh Add Update/Display

Step	Action
23.	The Payment Posting Request page displays. Take note of the Process Instance number below the Run button.
24.	Click the Process Monitor link. Process Monitor



Process List

User ID: esther.bourng Type Last 1 Days Refresh

Server Name Instance to

Run Status Distribution Status Save On Refresh

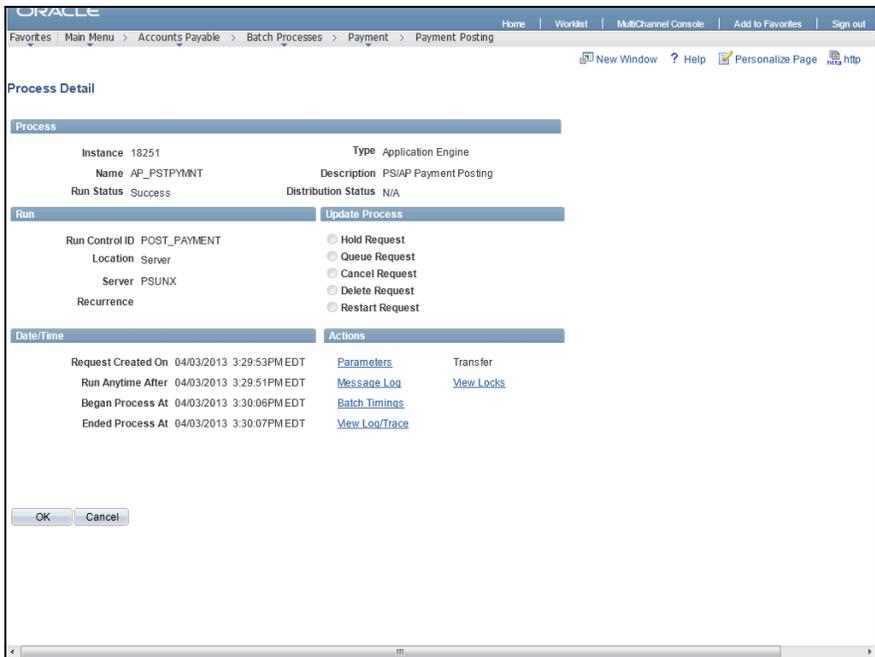
Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	13625		Application Engine	AP_PSTPYMNT	esther.bourng	03/05/2013 1:01:18PM PST	Processing	N/A	Details
<input type="checkbox"/>	13561		Application Engine	AP_APY2015	esther.bourng	03/04/2013 7:05:55PM PST	Success	Posted	Details
<input type="checkbox"/>	13560		Application Engine	AP_APY2015	esther.bourng	03/04/2013 7:04:19PM PST	Success	Posted	Details
<input type="checkbox"/>	13559		Application Engine	AP_APY2015	esther.bourng	03/04/2013 7:01:08PM PST	Success	Posted	Details
<input type="checkbox"/>	13558		Application Engine	AP_PSTVCHR	esther.bourng	03/04/2013 7:00:22PM PST	Success	Posted	Details
<input type="checkbox"/>	13557		Application Engine	AP_APY2015	esther.bourng	03/04/2013 6:57:56PM PST	Success	Posted	Details
<input type="checkbox"/>	13554		Application Engine	AP_PSTVCHR	esther.bourng	03/04/2013 4:52:45PM PST	Success	Posted	Details
<input type="checkbox"/>	13553		Application Engine	FS_BP	esther.bourng	03/04/2013 4:47:50PM PST	Success	Posted	Details
<input type="checkbox"/>	13552		Application Engine	FS_BP	esther.bourng	03/04/2013 4:00:54PM PST	Success	Posted	Details
<input type="checkbox"/>	13550		Application Engine	FS_BP	esther.bourng	03/04/2013 2:50:34PM PST	Success	Posted	Details

Go back to Payment Posting Request

Save Notify

Process List [Server List](#)

Step	Action
25.	The Process Monitor - Process List page displays. The process you ran is listed by process instance number.
26.	The process has run successfully when the Run Status is "Success" and the Distribution Status is "Posted". Click the Refresh button periodically to refresh the process status. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 10px;">Refresh</div>



Step	Action
27.	You have successfully completed the <i>Posting Payments</i> topic. You have learned how to: - Post payments created in the Pay Cycle process End of Procedure.

Lesson 3: Verifying Payment Data Sent To (Daily TRN) and Received From (Daily HX) the State

3.1 Reviewing Payment Information

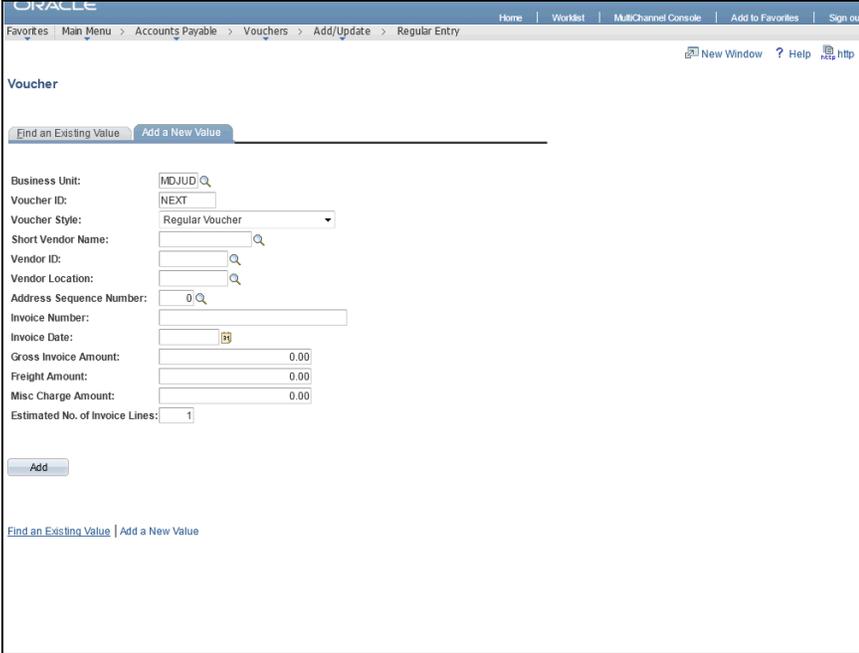
After completing this topic, you will have reviewed the following information within the voucher component:

- Payment reference information from the State of Maryland General Accounting Division (GAD)

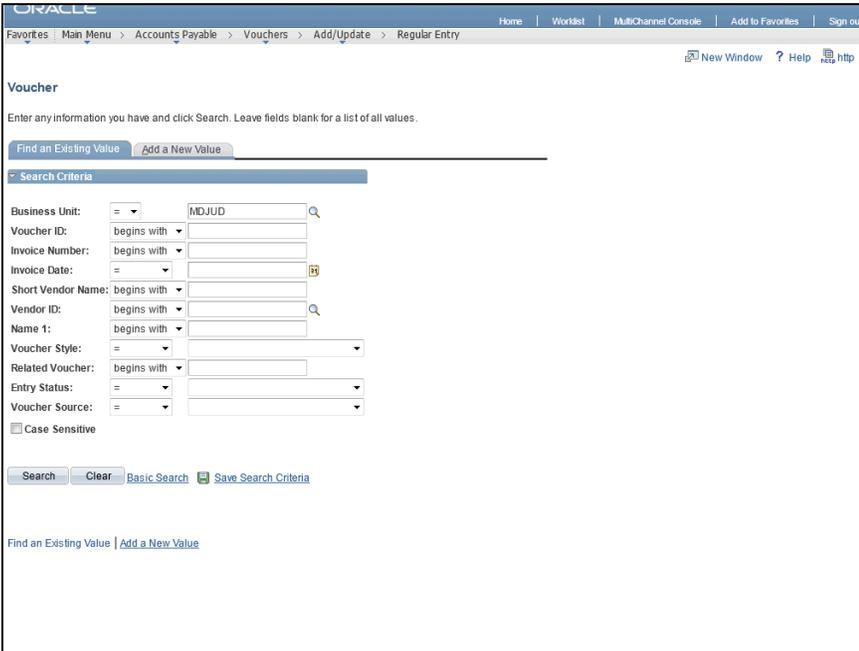
Procedure

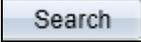
In this topic, you will review the **MD AOC Payment** page of a voucher to verify payment requests sent to GAD and Payment information received from GAD.

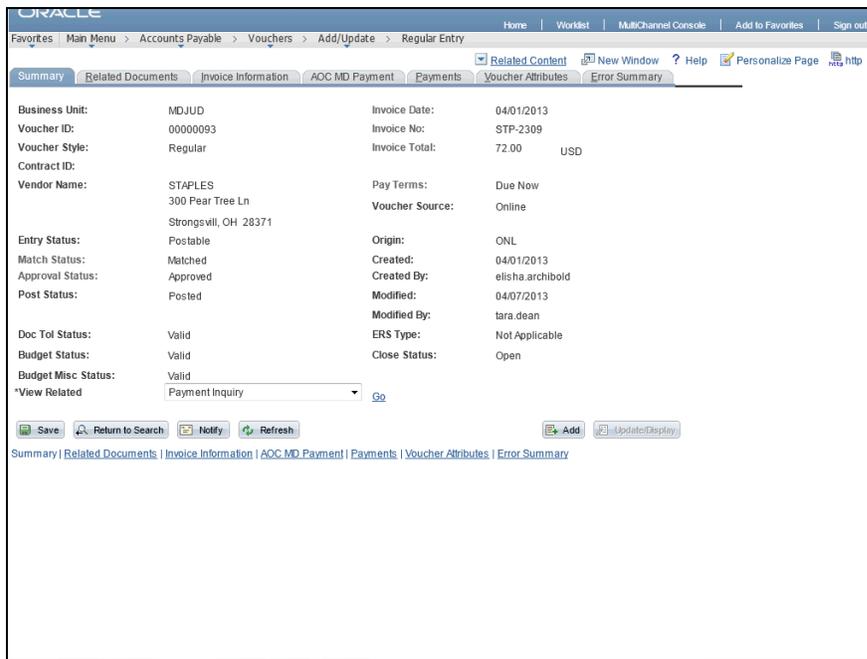
Step	Action
1.	Click the Accounts Payable link. 
2.	Click the Vouchers link. 
3.	Click the Add/Update link. 
4.	Click the Regular Entry link. 



Step	Action
5.	<p>The Voucher - Add a New Value page displays.</p> <p>Click the Find an Existing Value tab.</p> 



Step	Action
6.	<p>The Voucher - Find an Existing Value page displays.</p> <p>Enter values in one or more search fields to locate the voucher. Enter the voucher number, if known.</p>
7.	<p>Click the Search button.</p> <p>NOTE: When you enter the voucher number as search criterion, you are directed to the Summary page for the voucher.</p> 

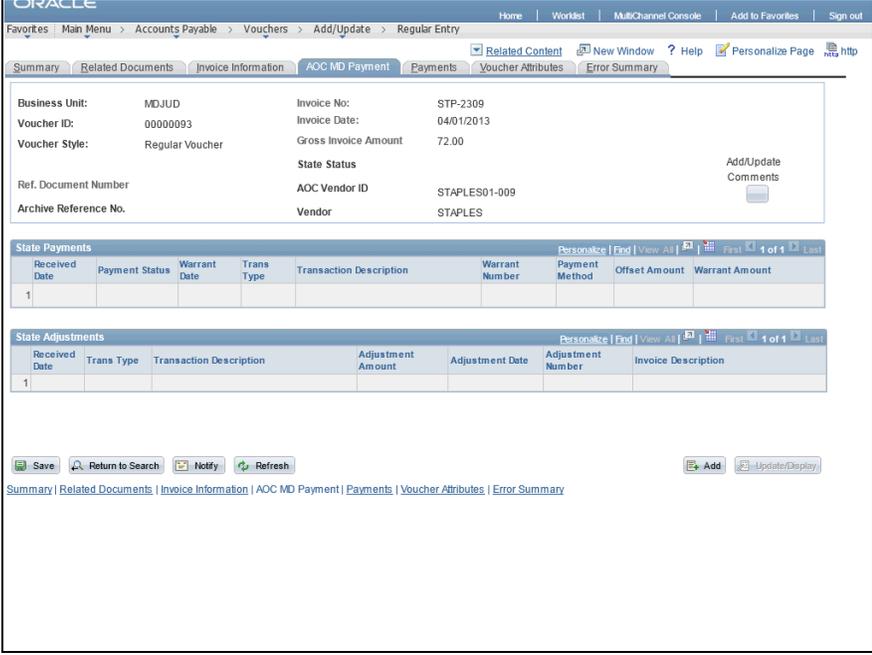


The screenshot shows the Oracle Voucher Summary page. The breadcrumb trail is: Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The page title is "Summary". The "Related Content" tab is selected, showing details for a voucher with ID 00000093. The details are as follows:

Business Unit:	MDJUD	Invoice Date:	04/01/2013
Voucher ID:	00000093	Invoice No:	STP-2309
Voucher Style:	Regular	Invoice Total:	72.00 USD
Contract ID:		Pay Terms:	Due Now
Vendor Name:	STAPLES 300 Pear Tree Ln Strongsville, OH 28371	Voucher Source:	Online
Entry Status:	Postable	Origin:	ONL
Match Status:	Matched	Created:	04/01/2013
Approval Status:	Approved	Created By:	elisha.archibold
Post Status:	Posted	Modified:	04/07/2013
		Modified By:	tara.dean
Doc Tol Status:	Valid	ERS Type:	Not Applicable
Budget Status:	Valid	Close Status:	Open
Budget Misc Status:	Valid		

At the bottom of the page, there are buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display. A breadcrumb trail at the bottom reads: Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary.

Step	Action
8.	<p>The Summary page of the voucher lists a summary of the voucher gross amount, payment terms, source, status, information about the user that last modified the voucher and when, and links to related information.</p> <p>The Summary page only displays after a voucher is saved.</p>
9.	<p>Click the AOC MD Payment tab.</p> 



Business Unit: MDJUD **Invoice No:** STP-2309
Voucher ID: 00000093 **Invoice Date:** 04/01/2013
Voucher Style: Regular Voucher **Gross Invoice Amount:** 72.00

State Status: **Add/Update Comments:**

Ref. Document Number: **AOC Vendor ID:** STAPLES01-009
Archive Reference No.: **Vendor:** STAPLES

Received Date	Payment Status	Warrant Date	Trans Type	Transaction Description	Warrant Number	Payment Method	Offset Amount	Warrant Amount
1								

Received Date	Trans Type	Transaction Description	Adjustment Amount	Adjustment Date	Adjustment Number	Invoice Description
1						

Save Return to Search Notify Refresh Add Update/Display

Step	Action
10.	<p>The AOC MD Payment page displays payment details transmitted to the Judiciary by the State of Maryland General Accounting Division (GAD).</p> <p>Users with access to the voucher entry component can view this payment reference information.</p>
11.	<p>At the top of the page, you can view the following payment information for the voucher:</p> <ul style="list-style-type: none"> - Archive Reference Number (ARN) related to the warrant - State Status which indicates: <ul style="list-style-type: none"> 1) delivery of payment request to the State displayed as "Submitted to State (TRN)", or 2) the receipt of payments details from the State displayed as "Paid by State (HX)" <p>In this example, a payment request for the voucher has not been sent to the State; therefore, no information is available.</p>
12.	<p>In the State Payments and State Adjustments sections the following information is available when payment reference information is received from the State:</p> <ul style="list-style-type: none"> - Warrant information (warrant number, date, payment method amount, etc.) - Transactional activity including adjustments, stop payments, re-issues, voided warrants

Step	Action
13.	<p>You have successfully completed the <i>Reviewing Payment Information</i> topic.</p> <p>You have reviewed with the following topics and concepts:</p> <ul style="list-style-type: none"> - Viewing payment information from the State of Maryland General Accounting Division (GAD) <p>End of Procedure.</p>

Lesson 4: Using Payment Inquiries and Reports

Lesson Overview:

In this lesson, you will learn how to post a payment and review payment history.

Lesson Objectives:

Upon completion of this lesson, you will be familiar with:

- Running the APY2000 Detailed Payment History by Vendor report

4.1 Running the Payment History by Vendor Report (APY2000)

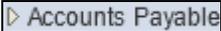
The **Detailed (Summary) Payment History by Vendor** (APY2000) report provides a register of payments for a vendor. Using the Print Options on the Payment History by Vendor page, you can generate either a Detail, or a Summary version of this report.

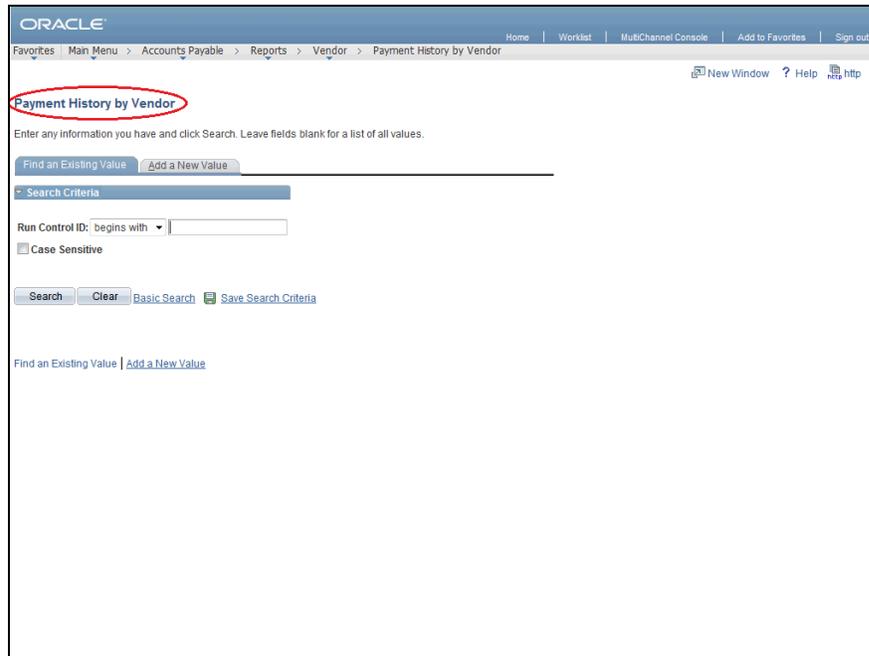
After completing this topic, you will be able to:

- Create a run control and enter parameters for the **Detailed (Summary) Payment History by Vendor** (APY2000)
- Generate the **Detailed (Summary) Payment History by Vendor** (APY2000)

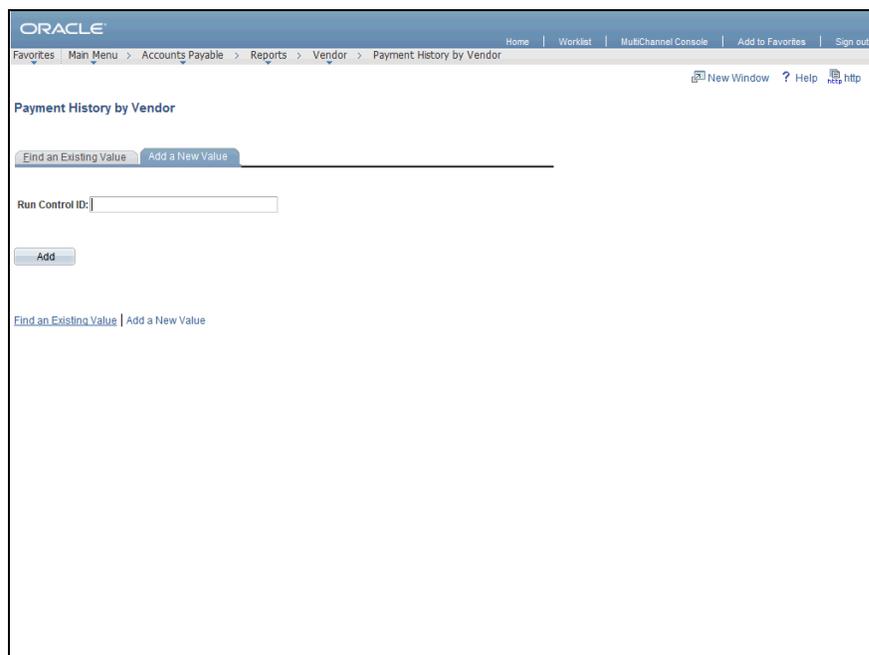
Procedure

In this topic, you will run the **Payment History by Vendor Report**.

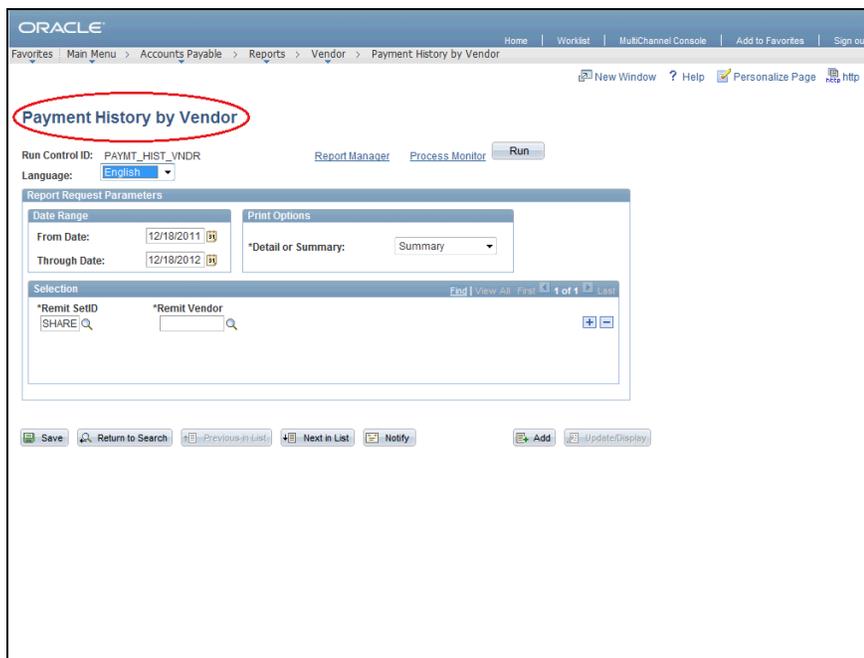
Step	Action
1.	Move the scrollbar down to the Accounts Payables link.
2.	Navigate to the Payment History by Vendor page. Click the Accounts Payable link. 
3.	Click the Reports link. 
4.	Click the Vendor link. 
5.	Click the Payment History by Vendor link. 



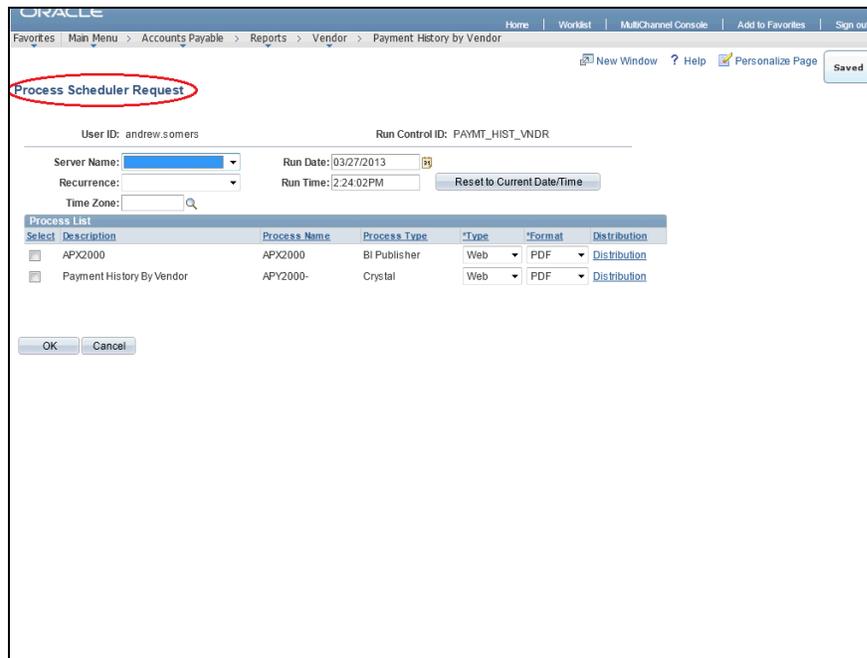
Step	Action
6.	<p>The Payment History by Vendor search page displays.</p> <p>Click the Add a New Value tab.</p> 



Step	Action
7.	<p>The Add a New Value tab displays.</p> <p>Enter the desired information into the Run Control ID field. Enter a valid value e.g. 'PAYMT_HIST_VNDR'.</p> <p>NOTE: Once the Payment History by Vendor report has been run using the run control 'PAYMT_HIST_VNDR' at least one time, subsequent Payment History by Vendor report requests will use the same run control.</p>
8.	Click the Add button.



Step	Action
9.	<p>The Payment History by Vendor page displays.</p> <p>Click the Run button.</p> 



Process Scheduler Request

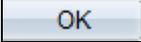
User ID: andrew.somers Run Control ID: PAYMT_HIST_VNDR

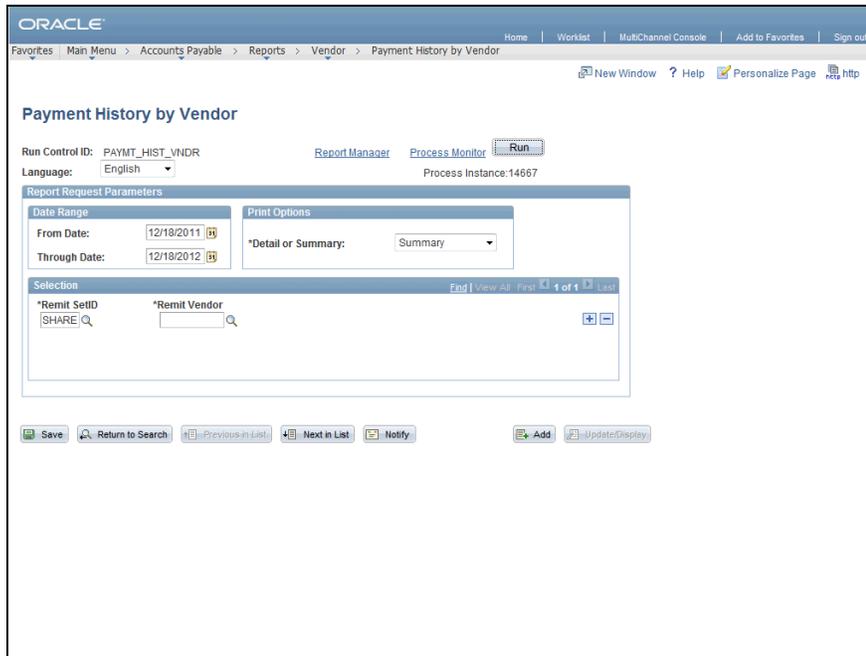
Server Name: Run Date: 03/27/2013

Recurrence: Run Time: 12:24:02PM

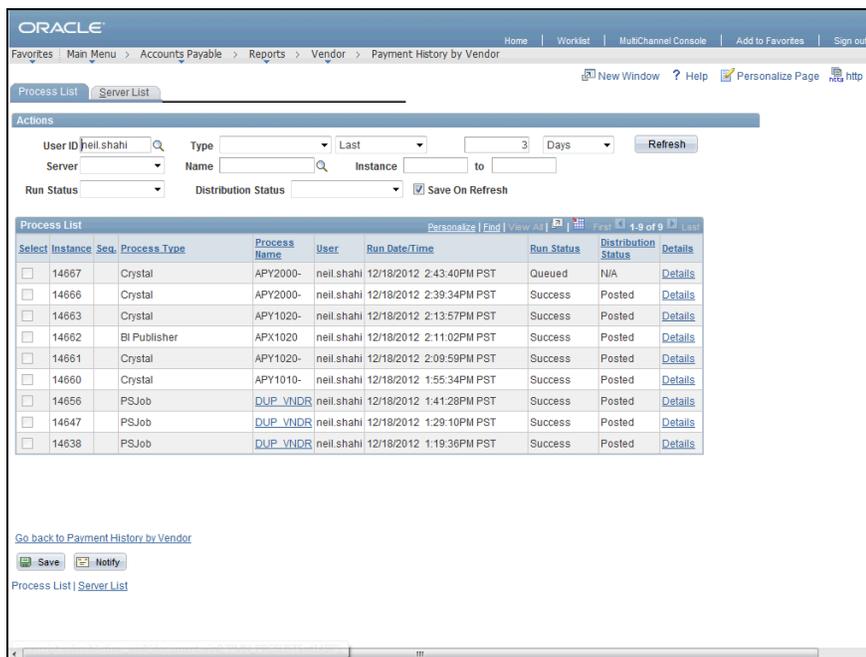
Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	APX2000	APX2000	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Payment History By Vendor	APY2000-	Crystal	Web	PDF	Distribution

Step	Action
10.	The Process Scheduler Request page displays. Click the Server Name list. 
11.	Click the PSNT list item. 
12.	Click the Select option for the Payment History By Vendor process. 
13.	Click the OK button. 

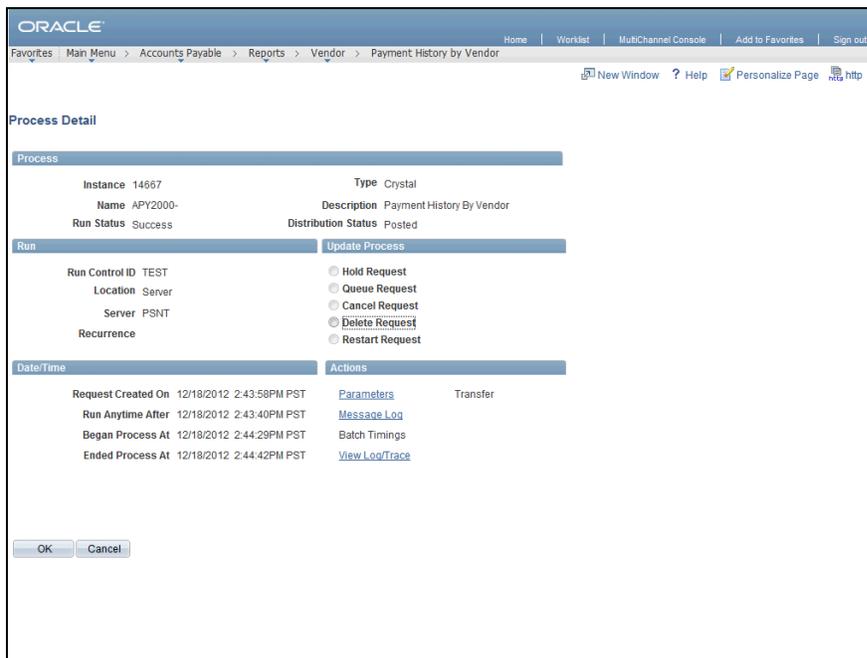


Step	Action
14.	The Payment History by Vendor page displays. Click the Process Monitor link. Process Monitor



Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	14667		Crystal	APY2000-	neil.shahi	12/18/2012 2:43:40PM PST	Queued	N/A	Details
<input type="checkbox"/>	14666		Crystal	APY2000-	neil.shahi	12/18/2012 2:39:34PM PST	Success	Posted	Details
<input type="checkbox"/>	14663		Crystal	APY1020-	neil.shahi	12/18/2012 2:13:57PM PST	Success	Posted	Details
<input type="checkbox"/>	14662		BI Publisher	APX1020	neil.shahi	12/18/2012 2:11:02PM PST	Success	Posted	Details
<input type="checkbox"/>	14661		Crystal	APY1020-	neil.shahi	12/18/2012 2:09:59PM PST	Success	Posted	Details
<input type="checkbox"/>	14660		Crystal	APY1010-	neil.shahi	12/18/2012 1:55:34PM PST	Success	Posted	Details
<input type="checkbox"/>	14656		PSJob	DUP_VNDR	neil.shahi	12/18/2012 1:41:28PM PST	Success	Posted	Details
<input type="checkbox"/>	14647		PSJob	DUP_VNDR	neil.shahi	12/18/2012 1:29:10PM PST	Success	Posted	Details
<input type="checkbox"/>	14638		PSJob	DUP_VNDR	neil.shahi	12/18/2012 1:19:36PM PST	Success	Posted	Details

Step	Action
15.	The Process Monitor - Process List page displays. The process you ran is listed by process instance number in the Process List section.
16.	Click the Refresh button until the Run Status reads " Success " and the Distribution Status reads " Posted ". 
17.	Click the Details link. 



ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

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

New Window ? Help Personalize Page http

Process Detail

Process

Instance	14667	Type	Crystal
Name	APY2000-	Description	Payment History By Vendor
Run Status	Success	Distribution Status	Posted

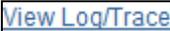
Run | **Update Process**

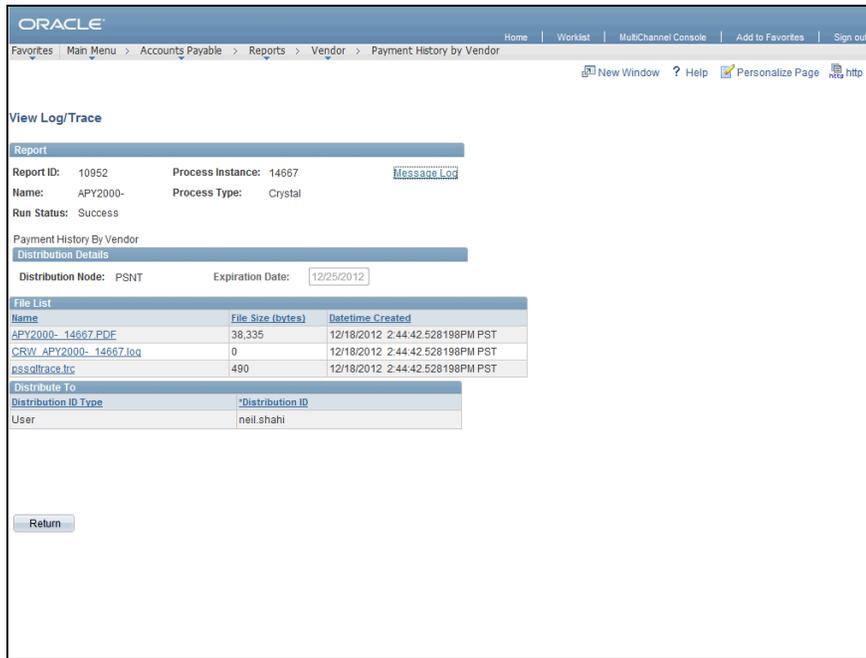
Run Control ID	TEST	<input type="radio"/> Hold Request
Location	Server	<input type="radio"/> Queue Request
Server	PSNT	<input type="radio"/> Cancel Request
Recurrence		<input checked="" type="radio"/> Delete Request
		<input type="radio"/> Restart Request

Date/Time | **Actions**

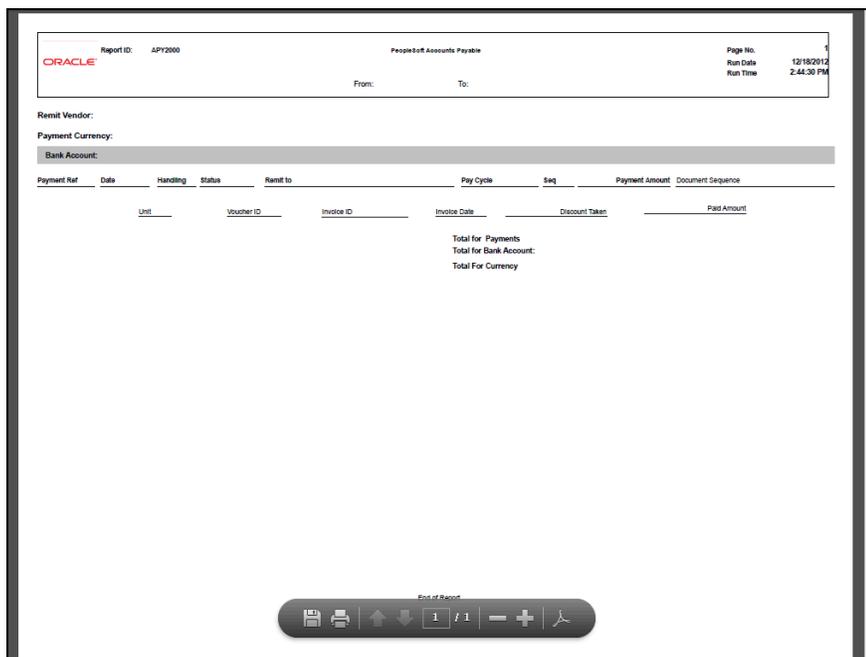
Request Created On	12/18/2012 2:43:58PM PST	Parameters	Transfer
Run Anytime After	12/18/2012 2:43:40PM PST	Message Log	
Began Process At	12/18/2012 2:44:29PM PST	Batch Timings	
Ended Process At	12/18/2012 2:44:42PM PST	View Log/Trace	

OK Cancel

Step	Action
18.	The Process Detail page displays. Click the View Log/Trace link. 



Step	Action
19.	<p>The View Log/Trace page displays.</p> <p>Click the APY2000- 14667.PDF link.</p> <p>APY2000- 14667.PDF</p>



Step	Action
20.	<p>The Payment History by Vendor Report displays in a new window.</p> <p>Review the Report.</p>
21.	<p>You have successfully completed the <i>Running the Payment History by Vendor Report</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Run the Payment History by Vendor Report <p>End of Procedure.</p>

Course Summary



Congratulations!

You have successfully completed the *AP250-DBF Managing Payment Information (DBF)* course. In this course, you have learned how to:

- Run the Pay Cycle Manager
- Approve or reject a pay cycle
- Post payments to Accounts Payable
- Verify payment requests sent to the State (Daily TRN)
- Verify payment reference information received from the State (Daily HX)
- Generate payment reports

We hope that you found this class informative, interactive, and fun. Check out other GEARS training courses, available on the GEARS website at <http://courtnet/gears/index.html> (<http://courtnet/gears/index.html>).

We are always looking for opportunities to improve our courses. If you have ideas on improving this course please share your feedback by sending us an email at gearstraining@mdcourts.gov (<mailto:gearstraining@mdcourts.gov>).