Chapter 6 Processing SDO Payments

Chapter Objective

This chapter provides instruction on processing SDO payments in ENCOMPASS.

Chapter Objectives

By the end of this chapter, you will be able to:

- Prepare and process Pay Cycle SDO payments
- Prepare and process SDO reimbursements
- Reset Pay Cycles
- Post payments
- Cancel payments

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Entering SDO Vouchers

To enter an SDO voucher, most of the information you enter is the same as for regular vouchers, as presented in Chapter 2: Entering Vouchers. However, for SDO payments you enter different information on the Payments page.

If your agency runs SDO Pay Cycles to print SDO checks on check stock, you select your agency's SDO Bank and Account, select CHK as the Method, and select SD as the Handling Code. These vouchers will then go through your agency's approval process. After the vouchers have been approved and budget-checked, payments can be created and printed when the SDO Pay Cycle is run.

If your agency writes manual SDO checks and records them in ENCOMPASS, you still enter the vendor, item, and accounting information as for a regular vouchers. On the Payments page, you record the manual payment. You select your agency's SDO Bank and Account. However, before you can record the check number, the SDO voucher must be approved via your agency's approval process. After the voucher is approved, you can record the manual payment. You go to the Payments page, select Record as the Action and enter the Payment Date and Reference. The Method then automatically defaults to MANUAL.

If entering a new voucher:

Navigation

Accounts Payable >> Vouchers > >Add/Update >> Regular Entry>> Add a New Value

If recording manual payment for existing voucher:

Navigation

Accounts Payable >> Vouchers > >Add/Update >> Regular Entry>> Find an Existing Value

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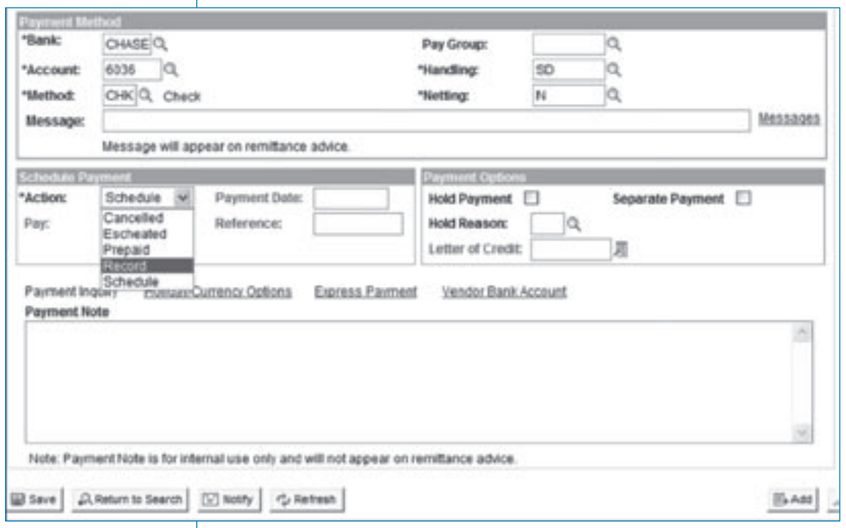
APSC80 Payments page



APSC81

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Step	Action
1	Verify the *Remit To* address.
2	Select your agency's SDO *Bank* and *Account*.
3	Select *SD* as the *Handling Code*.
4	Select *CHK* as the *Method* for payments that will be created via a Pay Cycle.
5	To record a manual payment for SDO payments **only**, select *Record* in the *Action* field in the Schedule Payment section of the voucher. NOTE: The voucher must go through the approval process before a manual payment can be recorded. • **Action** = Record • **Payment** Date • **Reference** = Check Number
6	Select the *Hold Payment* checkbox to prevent a voucher from being paid. You must select a *Hold Reason*. Also, you must enter a detailed explanation in the *Payment Notes* box.
7	Click *Save*.

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Processing SDO Payments

If your agency makes SDO payments by running Pay Cycles in ENCOMPASS, follow the procedures described in this section.

Pay Cycles are used to pay groups of vouchers that share certain characteristics. You can run Pay Cycles over and over again, using the same criteria to select your SDO payments, by simply updating the date information for an existing Pay Cycle. Before SDO vouchers can be picked up in a Pay Cycle, the vouchers must pass budget checking, and they must be approved and posted. SDO vouchers are approved by the agency only; they are not routed to AOS for approval.

To process SDO payments:

A. Define Pay Cycle (if you do not have one already defined)

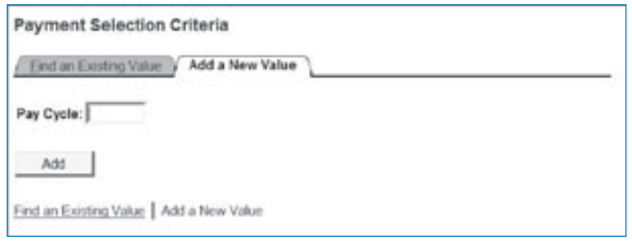
B. Run the Pay Cycle

Navigation

Accounts Payable >> Payments> > Pay Cycle Processing >> Payment Selection Criteria

Procedure | Define Pay Cycle

If you do not have an existing Pay Cycle, use the Add a New Value tab to add a new one. Pay Cycles can be reused; therefore, the Pay Cycle should be named accordingly.

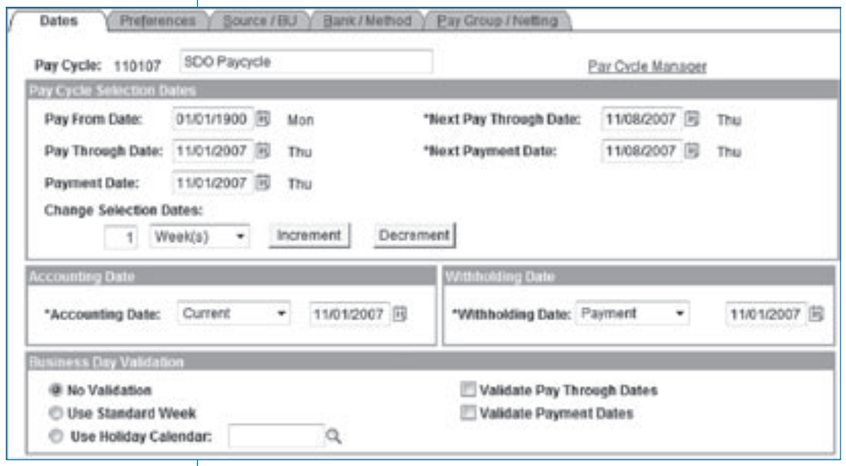


APSC82 Payment Selection Criteria

Step	Action
1	Enter *Pay Cycle* name.
2	Click *Add*.

APT61

On the Dates page, change the Pay Cycle Selection Dates to a range that will select all the SDO vouchers you want to pay.



APSC83 Dates page

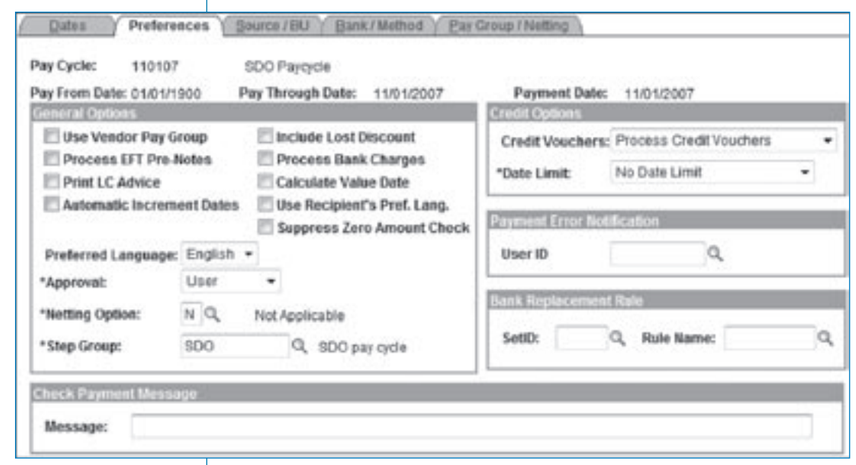
Field	Description
Pay From Date	Beginning date of the Pay Cycle. The system compares this date to the scheduled pay date for the voucher payment schedule. If the scheduled pay date is equal to or greater than the Pay From Date, the voucher can be paid in the current Pay Cycle.
Pay Through Date	Ending date of the Pay Cycle. The system compares this date to the scheduled pay date for the voucher. If the scheduled pay date is on or before the Pay Through Date, the voucher can be paid in the current Pay Cycle.
Payment Date	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. The scheduled pay date has to be between the Pay From Date and the Pay Through Date so that it is included in the Pay Cycle.
Next Pay Through Date	Enter the end date for the next Pay Cycle payment period. (This date must be equal to or greater than the Pay Through Date.)
Next Payment Date	Enter the payment date for the next scheduled Pay Cycle. You may enter a hypothetical date.

APT62

Step	Action
1	In the *Description* field, enter a description for the Pay Cycle, if you are creating a new Pay Cycle.
2	In the *Pay From Date* field, enter 01/01/1900.
3	In the *Pay Through Date*, enter today's date.
4	In the *Payment Date*, enter today's date.
5	In the *Next Pay Through Date*, enter a future date.
6	In the *Next Payment Date*, enter a future date.
7	All of the other fields on the page should stay as defaulted.
8	Click *Save*.

APT63

On this page, most of the options are not used by the State of Indiana for SDO payments. Listed below are the fields that the State uses.

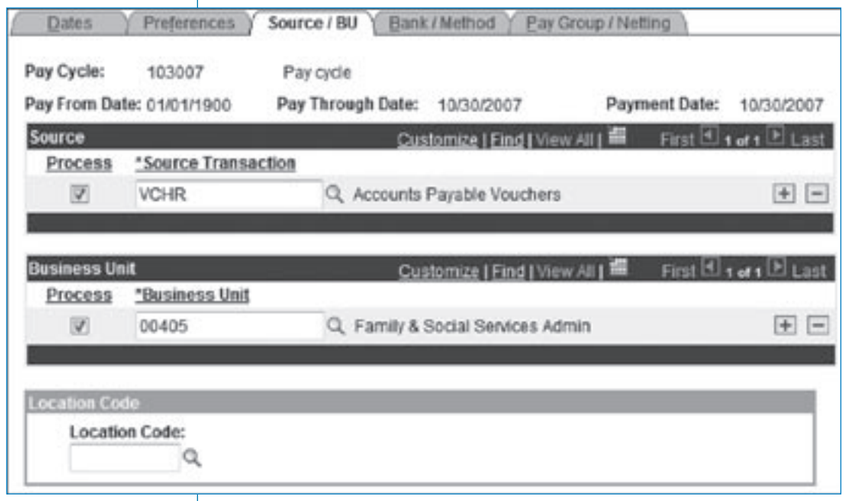


APSC84 Preferences page

Step	Action
1	In the *Approval* field, enter User.
2	Verify *Netting Option* is *N*.
3	Change *Step Group* to *SDO*.
4	Confirm *Credit Vouchers* shows *Process Credit Vouchers*.
5	Confirm *Date Limit* shows *No Date Limit*.
6	Click *Save*.

APT64

The Source/BU page requires the Business Unit and Location Code information from which the Pay Cycle will be run.



APSC85

Source/BU page

Step	Action
1	Select the *Process* checkbox under the Source header.
2	*Source Transaction* field will always be *VCHR*.
3	Select the *Process* checkbox under the Business Unit header.
4	Change *Business Unit* to appropriate Business Unit.
5	Select the appropriate SDO *Location Code*.
6	Click *Save*.

APT65

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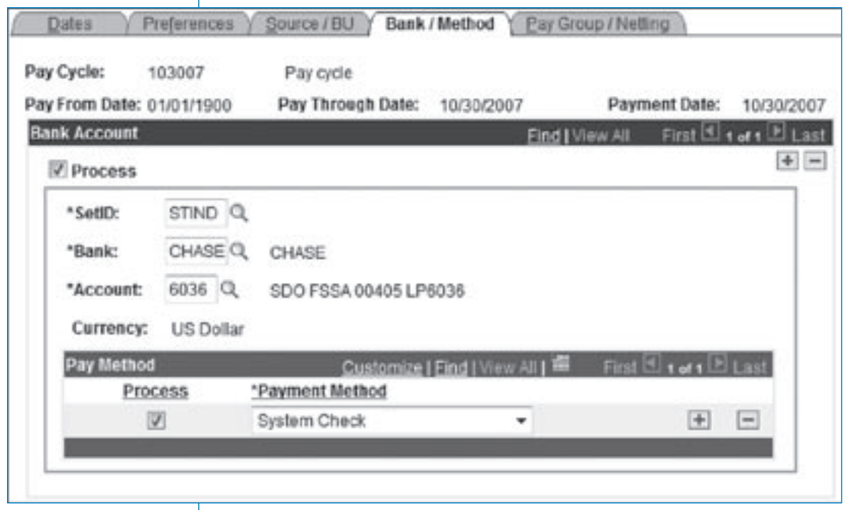
SDO Pay Cycles require data in the following banking information fields.



APSC86

Bank/Method page

Step	Action
1	Verify that the *SetID* is *STIND*.
2	Select the agency's SDO *Bank*.
3	Select the SDO *Account*.
4	Verify that the *Process* checkbox in the Pay Method section is checked.
5	Select the *Payment Method* of *System Check*.
6	Click *Save*.

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This page is only used by agencies that use vendor Pay Groups. The State of Indiana does not use AR/AP Netting.

APSC87 Pay Group/ Netting page

Step	Action
1	If you use Pay Groups, select the *Pay Group* checkbox.
2	Select the *SetID*.
3	Select the *Pay Group Code*.
4	Add as many *rows* as necessary to include all required Pay Group Codes.
5	Click *Save*.

APT67

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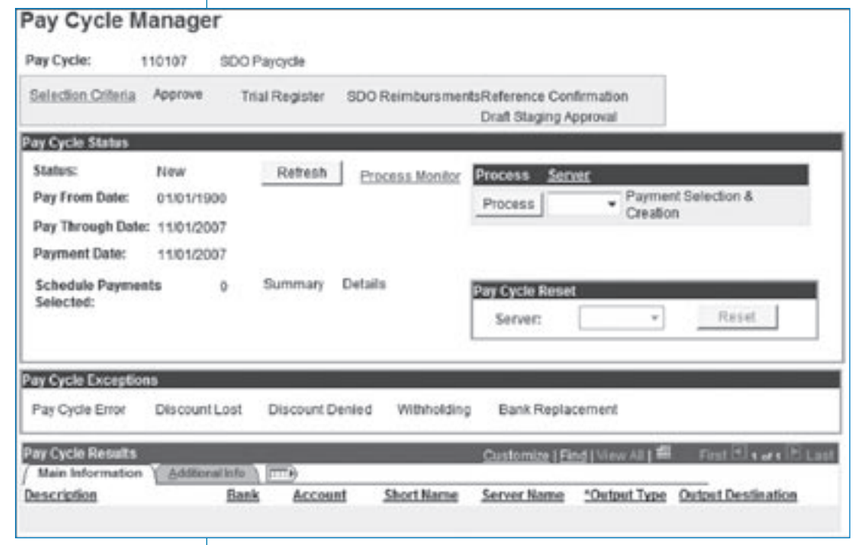
Procedure | Run the Pay Cycle

The Pay Cycle Manager searches for all scheduled payments for all banks and payment methods defined by the Pay Cycle.



APSC88 Pay Cycle Manager

Step	Action
1	Select *PSNT* in the *Server* list (next to the Process button).
2	Click Process to start the Pay Cycle.
3	Click the *Process Monitor* link to see the processing cycle.
4	Click the Refresh button to see the status when the Pay Cycle is complete. Status will change from New to Running to Created.
5	Click the *Trail Register* link to view payments ready for processing.

APT68

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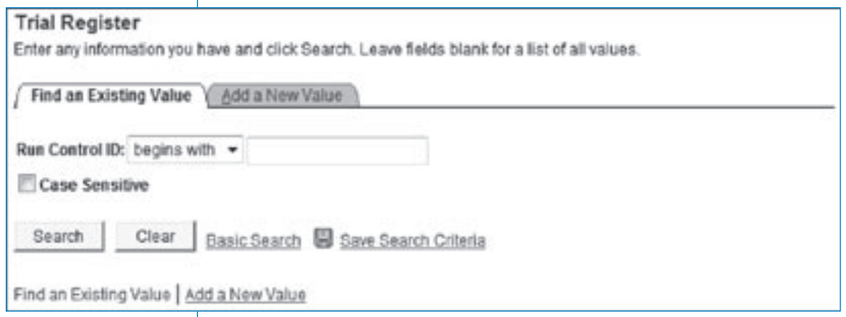
The Trial Register is a report that shows all of the payments. Before running this report for the first time, you need to create a Run Control ID to set up the parameters for running the report. After you have created a Run Control ID, you can reuse it the next time you run the Trial Register.



APSC89 Trial Register

Step	Action
1	Click *Add a New Value*.
2	Enter a value for this report. Note: Run Control IDs must not have any spaces. Use an underscore instead of a space in all Run Control IDs (e.g., TRIAL_REGISTER).
3	Click *Add*.

APT69

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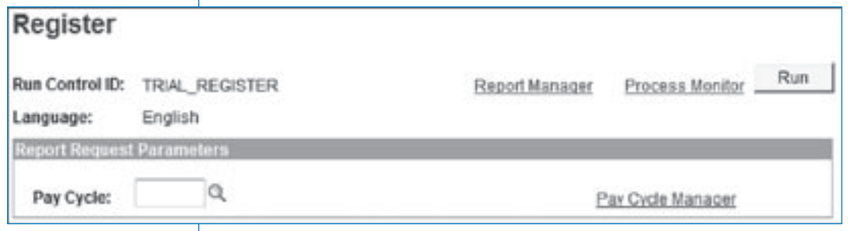
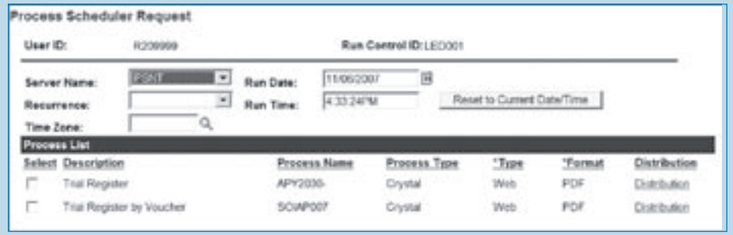
On this page, the report requires the name of the active Pay Cycle.



APSC90 Trial Register

Step	Action
1	Enter the name of the Pay Cycle.
2	Click *Run*.
3	Click the checkbox by *Trial Register by Voucher.*  **APSC91**
4	Click *OK*.
5	Click the *Process Monitor* link to view the process running.
6	When process reads *Success* and *Posted*, click *Details* to view the report.
7	Click the *View Log/Trace* link to find the PDF file.

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Step	Action
8	Click the PDF file ink *SOIAP007 3346306.PDF* to view the report.
	APSC92
9	Click *Return*.
10	Click *OK*.
11	Scroll down page and click the *Go back to Trial Register* link.
12	Click the *Pay Cycle Manager page* link to go back to the Pay Cycle Manager page.

APT71

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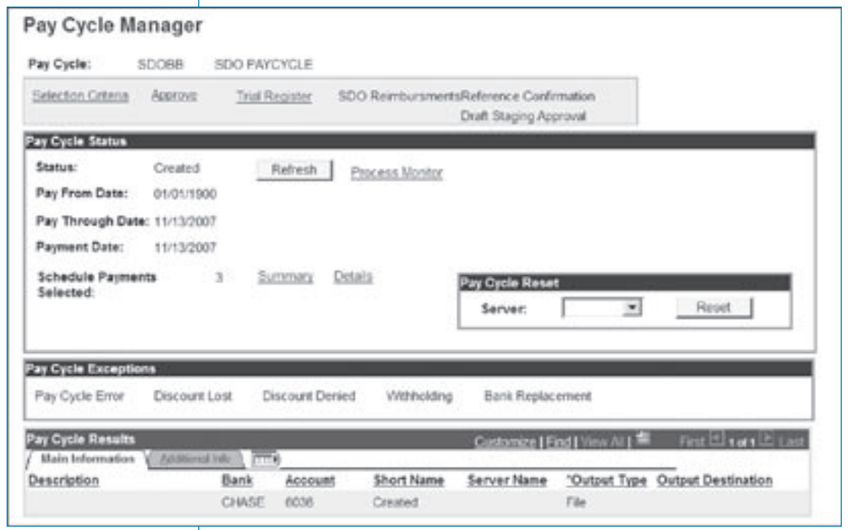
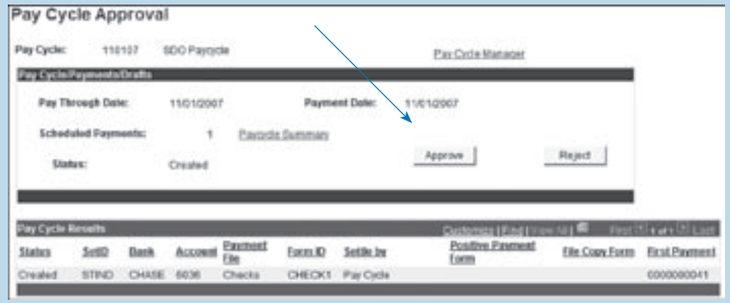
Pay Cycles, just like vouchers, require approval. Click the *Approve* link to move to the Pay Cycle Approval page.



APSC93

Approve

Step	Action
1	To approve the Pay Cycle, click Approve.
	 **APSC94**
2	To reject, click *Reject* (see the *Rejecting and Resetting Pay Cycles* section of this chapter for the complete Reject process).

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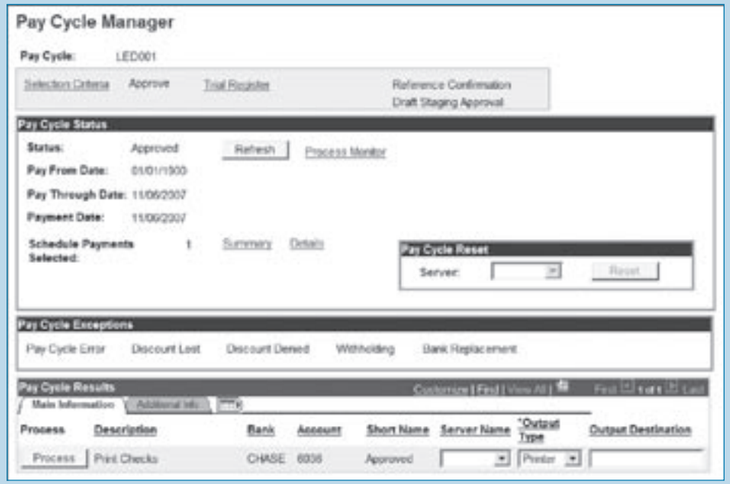
3	An optional step is to click the Paycycle Summary link. This page shows you a listing of all payments, similar to the Trial Register.
4	If approved, click the *Pay Cycle Manager* link.
5	Enter the *Server Name* of *PSNT* (located at the bottom of the page).
	
	APSC95
6	Enter the *Output Type* of *Web*.
7	Click the *Process* button. Status will change to Completed

APT72

NOTE

This Pay Cycle can be re-used for all future SDO Payment Pay Cycles.

Creating SDO Payment Reimbursements

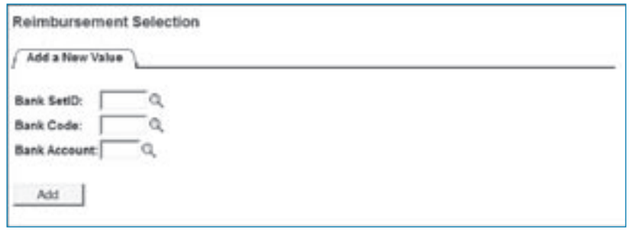
In order for agencies to be reimbursed for their manual and Pay Cycle SDO payments, an SDO Payment Worksheet detailing vouchers paid from the SDO account must be created, approved by the agency, and submitted to AOS for final approval and reimbursement processing.

Navigation

Accounts Payable >> Payments >> SDO Payments Reimbursement >> Create Reimbursement Worksheet

Creating an SDO Reimbursement Worksheet and SDO Transmittal Form

Use the Add a New Value tab to enter the SDO Bank information for the Reimbursement Worksheet.



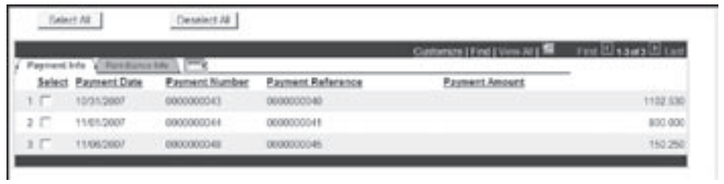
APSC96 Reimbursement Selection

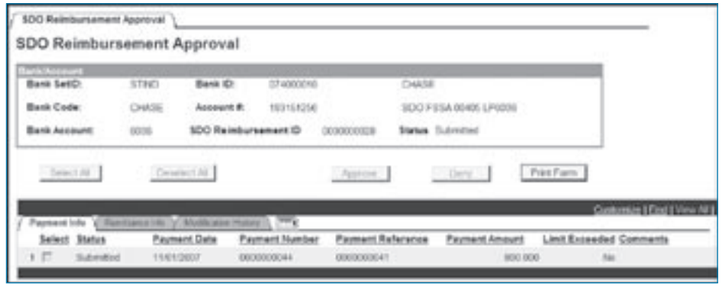
Step	Action
1	Enter the *Bank SetID.*
2	Enter the *Bank Code.*
3	Enter the *SDO Bank Account.*
4	Click *Add*.

APT73

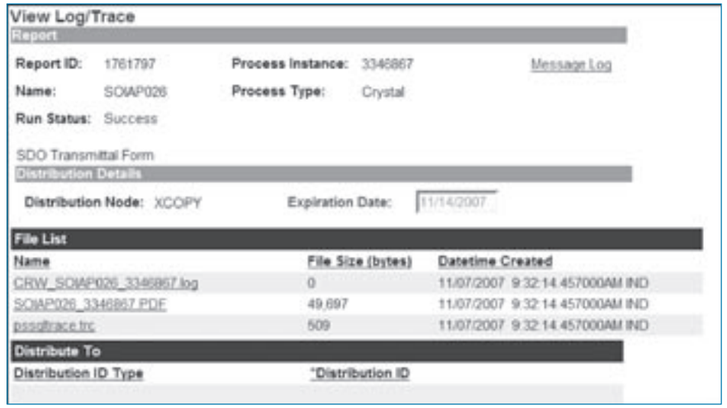
Enter the required select criteria.

APSC97 SDO Reimbursement Selection

Step	Action
1	Enter *Pay From Date* and *Pay Through Date* (optional).
2	Enter *Payment ID From* and *Payment ID To* (optional).
3	Click the *Search* button.
4	Select the payments to be added to the SDO Reimbursement Worksheet.  **APSC98**
5	Click the Submit For Approval button.

6	The selected payment lines status is updated to Submitted, and the SDO Reimbursement ID is assigned. The Print Form button becomes available.  **APSC99**
7	Click the Print Form button.
8	SOIAP026 will process using the SDO Reimbursement ID as the Run Control ID. **APSC100**
9	When the process completes, click the *Details* Link and then click the *View Log/Trace* link.

10	To open the SDO Reimbursement Worksheet for review and printing, click the SOIAP026_3346867.PDF. (The PDF naming convention is 'SOIAP026_' +'Process Instance'.)



APSC101

11	Print the SDO Payment Reimbursement/SDO Transmittal Form and have it WET SIGNATURED by the SDO Officer. **NO SIGNATURE STAMPS ACCEPTED**.

APC02

12	Physically send the signed SDO Transmittal Form to AOS.

APT74

Resetting Pay Cycles

Resetting the Pay Cycle allows you to deselect vouchers for payment after you run a Pay Cycle but before you print the checks. For example, after reviewing the Trial Register, you may find errors or decide that you do not want to pay certain vouchers that were selected. If so, you must reset the Pay Cycle, make corrections or put vouchers on hold so they won't be selected in the Pay Cycle, and then rerun the Pay Cycle.

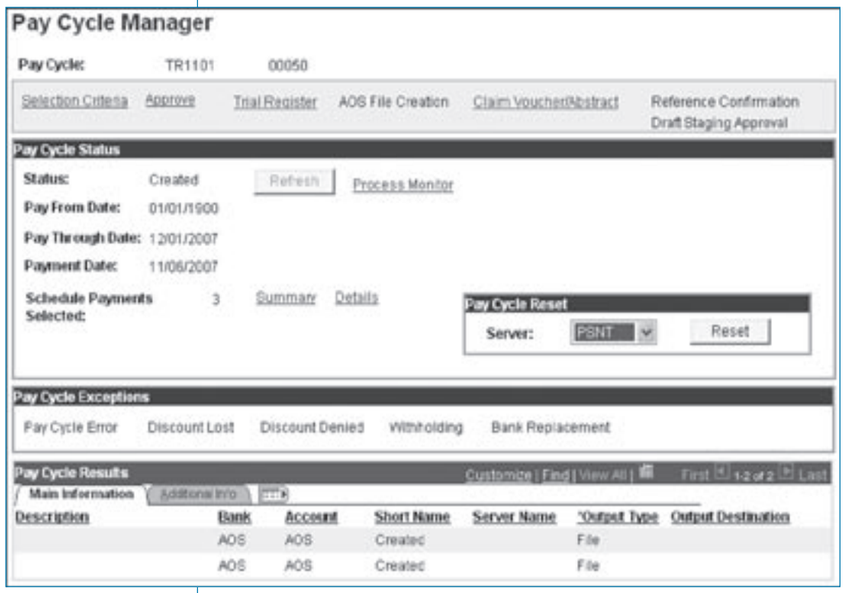
After you correct vouchers and take them off hold, they must again go through document tolerance, budget-checking, and approvals. Then they will be picked up in the next Pay Cycle.

NOTE

If you have approved the Pay Cycle, you must reject it before you can reset it. See Rejecting a Pay Cycle in this chapter.

Navigation

Accounts Payable >> Payments >> Pay Cycle Processing >> Pay Cycle Manager



APSC102 Pay Cycle Manager

Step	Action
1	In the Pay Cycle Reset box, select *PSNT* as the *Server*.
2	Click the *Reset* button.

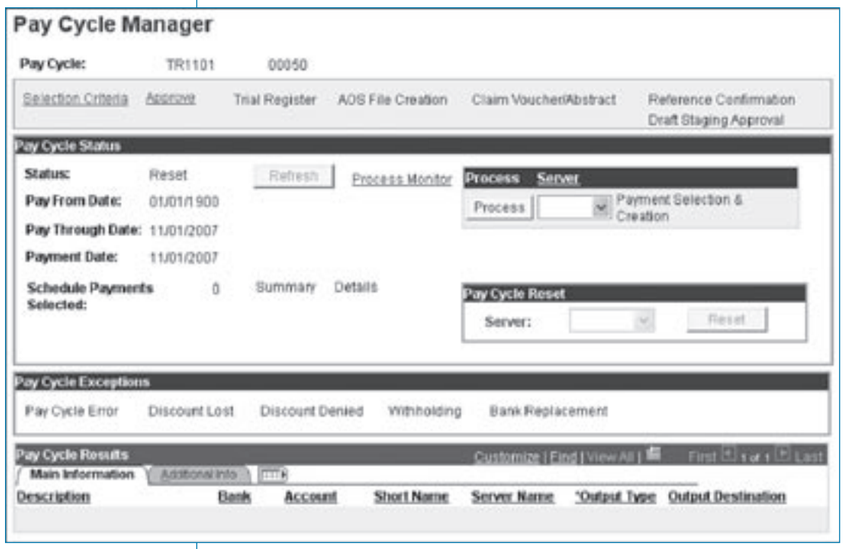
APT75

APSC103 Warning Message

Step	Action
3	Click *OK*.

APT75b

The Status is Reset.



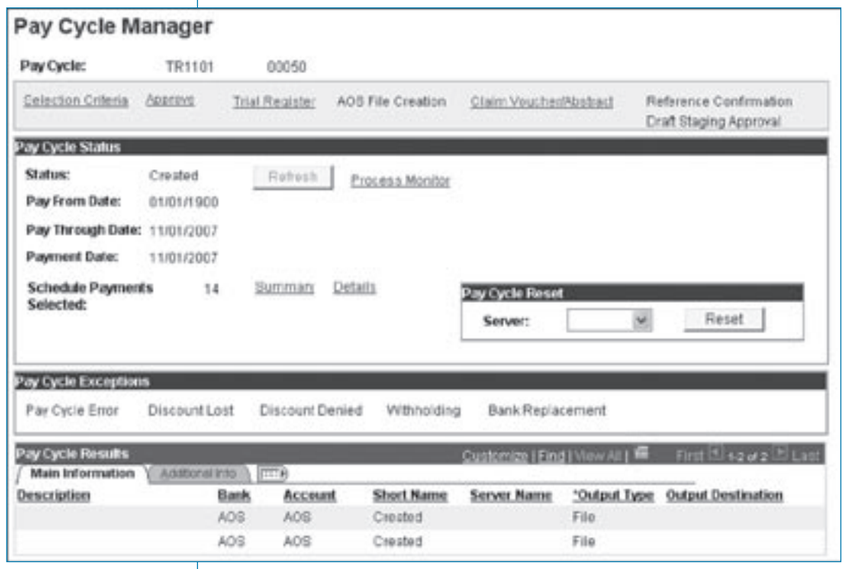
APSC104 Pay Cycle Manager

Step	Action
4	Write down the Pay Cycle ID so you can easily find the Pay Cycle when you are ready to re-create the payments
5	Make corrections to vouchers as needed. Or, you can put problem vouchers on hold to correct later and run the Pay Cycle again right away, to avoid holding up other payments in the Pay Cycle.
6	After making corrections or putting problem vouchers on hold, navigate to Pay Cycle manager and find the Pay Cycle.
7	Select the *Server* and click the *Process* button to rerun the Pay Cycle.
8	To complete the payment processing, follow the steps outlined in the Processing SDO Payments section.

APT76

Rejecting a Pay Cycle

If you have approved a Pay Cycle and need to reset it, you must first reject the Pay Cycle.



APSC105 Pay Cycle Manager

Step	Action
1	Click the *Approve* link.

APT77

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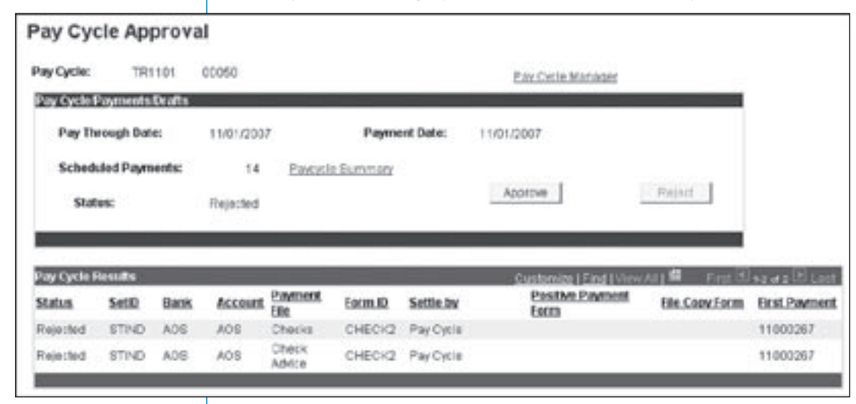
APSC106 Pay Cycle Approval

Step	Action
2	Click the *Reject* button.

APT78

The Reject button is grayed out and the Status is Rejected.



APSC107 Pay Cycle Approval

Step	Action
3	Make corrections as needed. Write down the Pay Cycle ID so you can easily find the Pay Cycle when you are ready to create the payments
4	After making corrections, navigate to Pay Cycle manager and find the Pay Cycle.

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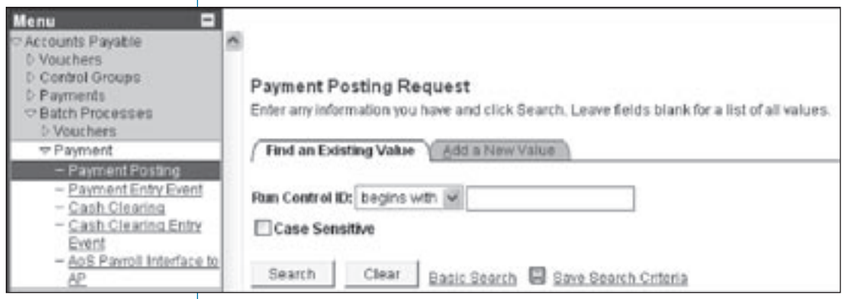
Posting Payments

Payments are automatically posted in a batch process that runs overnight. Payment posting creates the accounting entries that offset the liability created by the voucher and credit the cash account. These entries are posted to the general ledger when the Journal Generator process runs.

Most users will not be able to post payments. However, a few users will have access to unpost payments.

Navigation

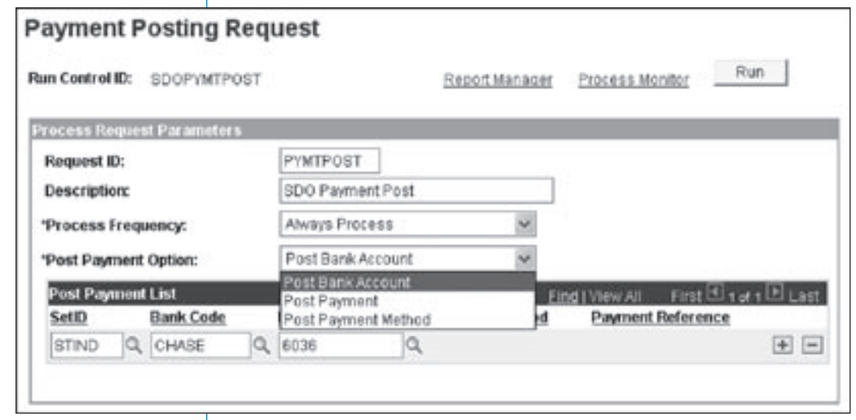
Accounts Payable >> Batch Processes> > Payment >> Payment Posting



APSC108 Payment Posting Request

Step	Action
1	If this is the first time you are running this process, click the *Add a New Value* tab and enter a *Run Control ID*. Any subsequent times, click *Find an Existing Value* and select the *Run Control ID* defined previously.
2	Click *Search*.

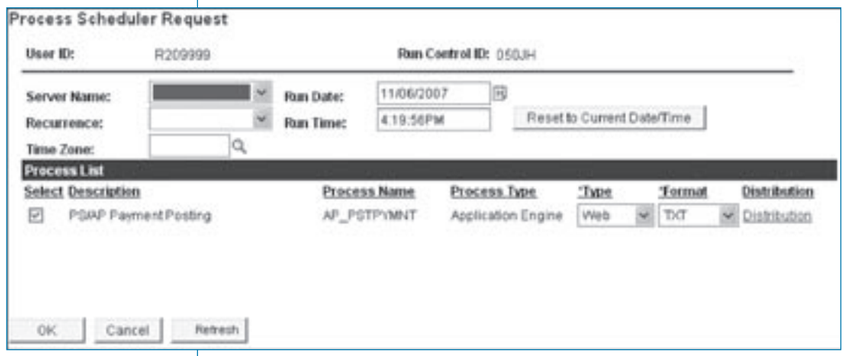
APT80



APSC109 Payment Posting Request

Step	Action
3	Enter a value in the *Request ID* field.
4	In the *Description* field, enter *SDO Payment Post.*
5	In the *Process* Frequency drop-down box, select *Always Process.*
6	In the *Post Option* drop-down box, select Post Bank Account. Other options are Post Payment and Post Payment Method.
7	In the Payment Options box, enter the *Set ID*, the *Bank Code*, and the *Bank Account*.
8	If you want to post payments from more than one bank or bank account, click + to insert rows.
9	Click *Save*.
10	Click *Run*.

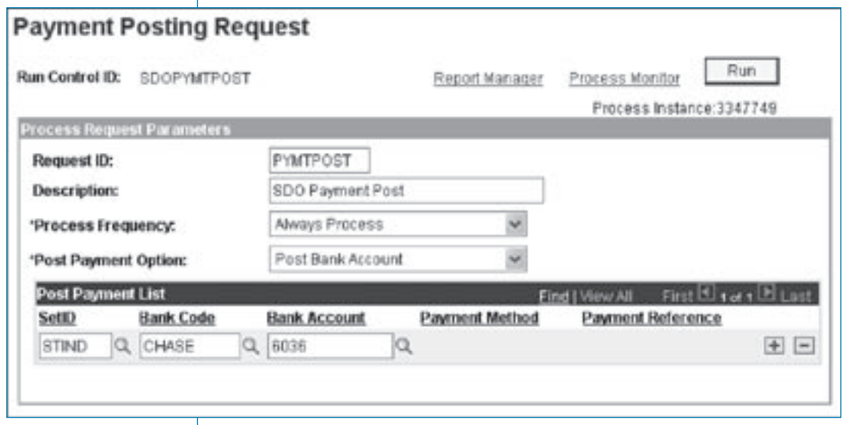
APT81



APSC110 Process Scheduler Request

Step	Action
11	Click *OK*.

APT82



APSC111 Payment Posting Request

Step	Action
12	Click the *Process Monitor* link.

APT83

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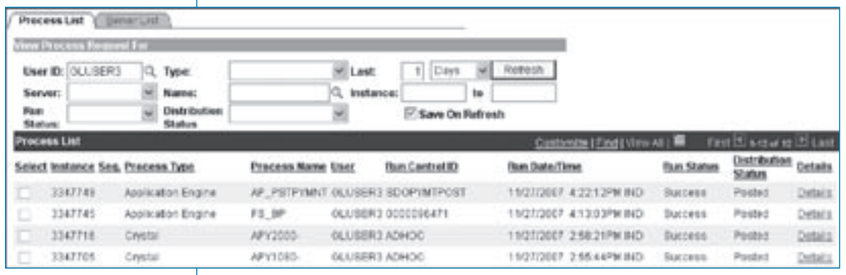
Issue Date: 12/05/2007



APSC112 Process List

Step	Action
13	Click the *Refresh* button until Run Status is *Success* and Distribution Status is *Posted*.
14	Run query SOIAP0014 to verify that payments have been posted. The query only returns payments that have not been posted; therefore, if your payments do not show up, they posted successfully.

APT84

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Canceling Payments

There times when you may need to cancel an SDO payment. Agencies have the ability to cancel SDO payments only. If you need to have a payment executed by AOS canceled, contact AOS.

- To cancel a payment before it is sent out, **void** it in ENCOMPASS. The system automatically reconciles a voided payment. (This is the most common situation at the State.)
- To record a stop payment on a check that has already been sent out and that you've asked the bank to stop payment on, **stop** payment in ENCOMPASS.
- To handle checks or ACH payments that were bounced back, i.e., rejected by the vendor or bank for various reasons, **void** the payment in ENCOMPASS.

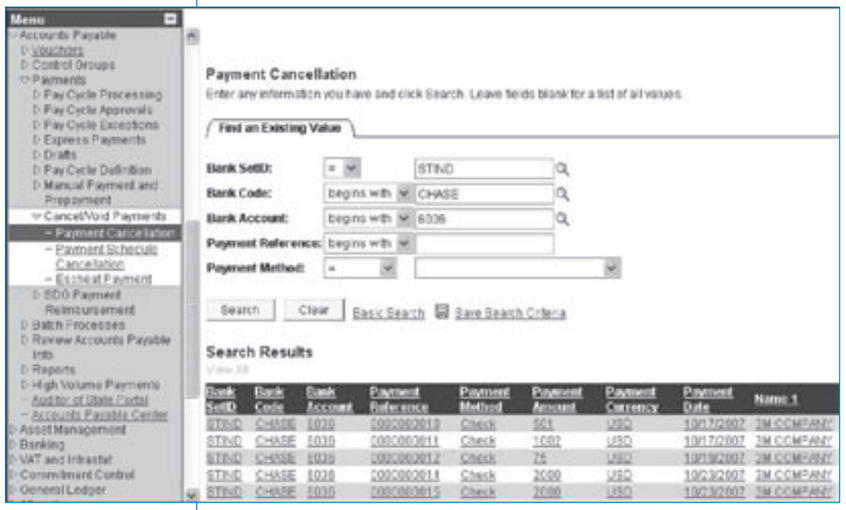
The cancellation takes effect after payment posting runs (which occurs overnight). After a payment is canceled and payment posting runs, **ENCOMPASS backs out all payment information for the vouchers affected by a canceled payment.** You can choose to have the voucher *reopened* or *closed*. If you choose to reopen and reissue the voucher, the voucher will be made available for selection in the next Pay Cycle (after payment posting is run). If you choose to close the voucher, it will be closed the next time voucher posting runs.

NOTE

Before a payment can be canceled, the payment must be posted. You can verify whether a payment is posted by running query SOIAP004. If the payment appears on the query, it is not posted; the payment cannot be canceled until the payment posting process runs (which runs every two hours).

Navigation

Accounts Payable > Payments >> Cancel/Void Payments >> Payment Cancellation



APSC113 Payment Cancellation

Step	Action
1	Enter the *Bank Code* and *Bank Account*. (If you know the *Payment Reference* number, you can enter it.)
2	Click *Search*.
3	Select the payment you want to cancel.

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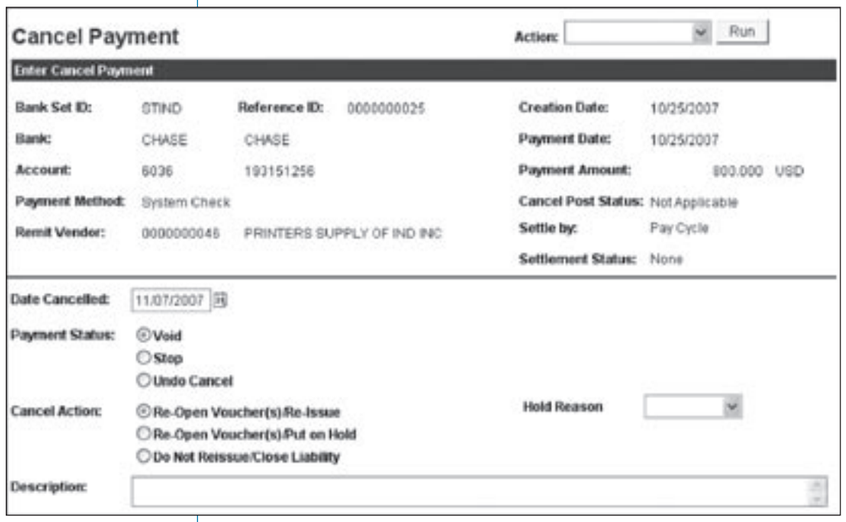


APSC114 Cancel Payment

Step	Action
4	Select *Void* or *Stop*.
5	If you want to reissue the payment immediately, select *Re-Open Voucher(s)/Re-Issue*.
6	If you need to make changes to the voucher before reissuing payment, select *Re-Open Voucher(s)/Put on Hold*.
7	If you do not want to reissue the check, select *Do Not Reissue/Close Liability*.
8	In the *Description* field, enter the reason for canceling the payment.
9	Click *Save*.

APT86

Reconciling SDO Bank Accounts

This section provides high-level steps for the manual and semi-manual bank reconciliation processes in ENCOMPASS.

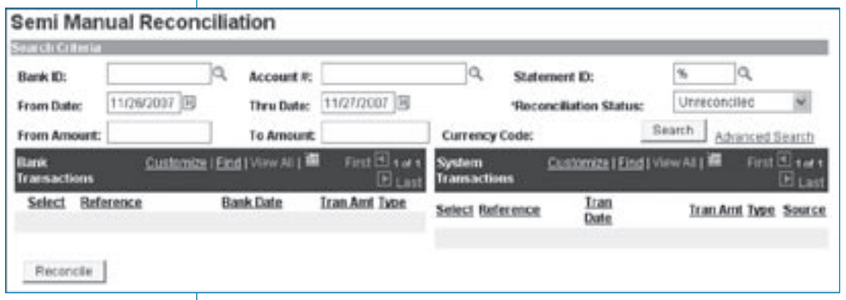
Navigation

Banking >> Reconcile Statements >> Semi-Manual Reconciliation

Navigation

Banking >> Reconcile Statements >> Manual Reconciliation

Reconcile statements semi-manually when there is not a one-to-one match between your bank and system transactions and you have reconciliation exceptions. Or, you can reconcile bank statements after entering a hardcopy bank statement online.

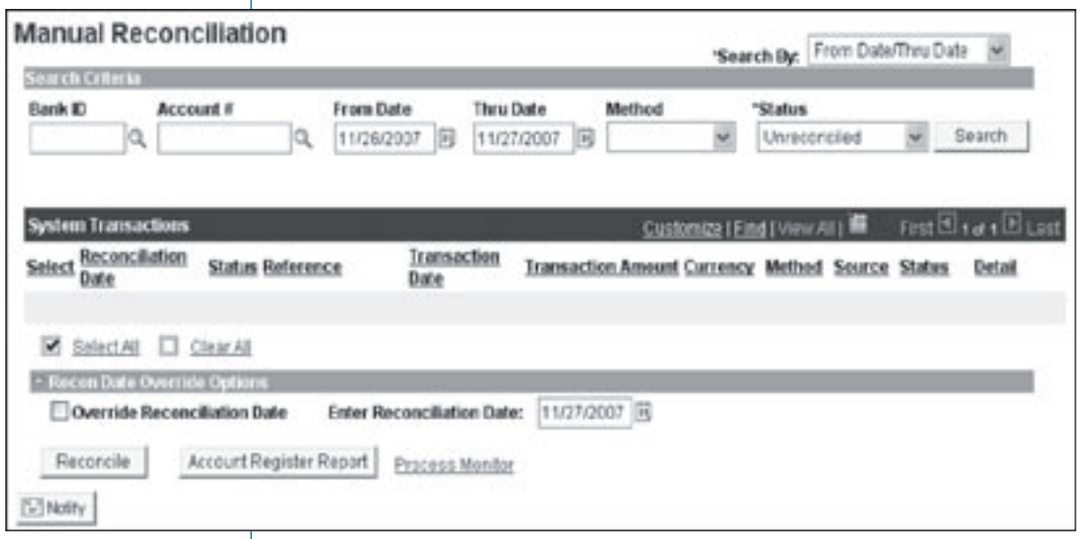


APSC115 Semi-Manual Reconciliation

Step	Action
1	Enter *Bank ID*, *Account #*, *Statement ID*, and *date range*.
2	Click the *Search* button.
3	Select items to reconcile.
4	Click the *Reconcile* button.

APT87

Use the manual reconciliation process to reconcile statements for banks that do not provide an electronic file of their transaction data.



APSC116 Manual Reconciliation

Step	Action
1	Enter *Bank ID, Account #,* and *date range.*
2	Click the *Search* button.
3	Select items to reconcile.
4	Click the *Reconcile* button.

APT88