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PAYMENT SERVICES USER MANUAL

APPROVE A SCHEDULED PAYMENT

INTRODUCTION

The Recurring Payments application does not *automatically* send transactions to STARS for payments on scheduled dates. Users must log on to Payment Services on a regular basis and view the **Schedule** screen to see if there are any **Scheduled Payments**.

After the template has been scheduled and the fiscal coding and cost distribution entered, the payment is ready to be approved. The agency's Payment Services administrator sets up the number and the names of the approval levels.

APPROVE A PAYMENT

Open the Recurring Payments menu:

1. From the Payment Services menu, select **Recurring payments**.
2. Click the **Schedule** tab.
3. In the **Scheduled Payments** section, click **Approve** next to the payment you need to approve.

Figure 1 - Schedule payments and Templates Pending

Templates Pending through Next 7 Days					
			Run Date	Name	Template Description
Edit	Schedule	Skip	08/20/2007	Recurtest	test
Edit	Schedule	Skip	12/17/2007	Recurstdata	test

Scheduled Payments					
	Payment Date	Name	Description	Status	Create
Select	03/02/2016	RA Payments		Awaiting Authorization	JAMES
Approve	08/13/2008	Recurtest	test	Awaiting Bureau	TU ANI

Figure 2 - Approval button

Schedule | Template | Distribute | **Approval** | Reports

Name: RA Payments Description: Payment Date: 03/02/2016
Status: Awaiting Bureau

Show Vendor Show Encumbrance Info

Vendor No	Sfx	Vendor Name	Vendor Business	Address	City	St	Zip	Area	Phone	Ext	Account	Inv Number	PO#	Inv Description	Amount	TC	R
043589319	00	ACME CONCRETE PAVING INC		4124 E BROADWAY	SPOKANE	WA	99202	509	2421234		12300				5100.00	230	

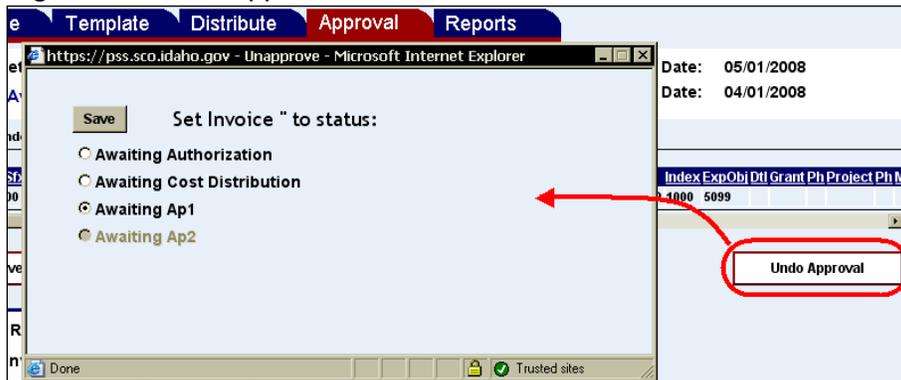
Approve View History Undo Approval

Save & Continue Save & Clear Clear Delete Payment

4. Review the fiscal coding of each payment. Use the scroll bar to view all of the fiscal code fields.

5. Select the **Show Vendor** or **Show Encumbrance Info** check boxes to display detailed information for those fields.
6. Click the 'Approve' button to approve the payment. (The name of the button will be set up by your Payment Services administrator.)
 - If you need to return the payment for corrections or review, click **Undo Approval** and then select the process to return the payment to (either to a previous approval level, cost distribution, or authorization) and then click **Save & Continue**.

Figure 3 - Undo Approval



7. Click **Save & Continue** (to save changes and keep the payment on screen) or **Save & Clear** (to save the changes and clear the approval screen).
 - Click **Clear** to clear the approval screen without saving any changes.
 - If you decide the payment is incorrect, click **Delete Payment**.

FINAL APPROVAL

When the final approval level is selected, a **Payment Request Date** dialog box is displayed. This is the date when the payment gets sent to STARS to be paid (there is no STARS Effective Date option). Invoices released by 6:30 PM MST of the business day will be sent to STARS that night. Invoices released after that time will be sent at the end of the next business day.

1. Select one of four options for a final Payment Request Date:
 - Keep and use the date in the **Payment Request Date** field.
 - Enter a different date in the **Payment Request Date** field (or use the calendar icon).
 - Select **Invoice Payment Date**. This will enter the payment date from the template.
 - Select **Invoice Approval Date**. This will enter the date the payment was approved.

2. If you make any changes, click **Save & Continue** (to save the changes and keep the payment on screen) or **Save & Clear** (to save the changes and clear the approval screen). Click **Clear** to clear the approval screen without saving any changes.
3. If you decide the payment should not be scheduled at all, click **Delete Payment**. This will remove the payment from the **Scheduled Payments** section of the **Schedule** screen. It will not delete the pending template. To make the next payment, it will have to be re-scheduled.

Figure 4 - Final approval

The screenshot shows the 'Approval' tab of a web application. At the top, there are navigation tabs: 'Schedule', 'Template', 'Distribute', 'Approval' (highlighted), and 'Reports'. Below the tabs, the page displays payment details: 'Name: RA Payments', 'Description:', and 'Payment Date: 03/02/2016'. The status is 'Awaiting Fiscal'. There are checkboxes for 'Show Vendor' and 'Show Encumbrance Info'. A table lists vendor information with columns: Vendor No, Sfx, Vendor Name, Vendor Business, Address, City, St, Zip, Area, Phone, Ext, Account, Inv Number, DOF, Inv Description, Amount, IC, R. The table contains one row for 'ACME CONCRETE PAVING INC' with an amount of \$100.00. Below the table, there are buttons for 'Approve Fiscal' (circled in red), 'View History', and 'Undo Approval'. A section contains 'Payment Request Date' (03/02/2016) and two radio buttons: 'Invoice Payment Date' and 'Invoice Approval Date'. At the bottom, there are buttons for 'Save & Continue', 'Save & Clear', 'Clear', and 'Delete Payment'.

4. Click the **Approve** button to approve the payment and release it to be sent to STARS. (After the transactions are sent to STARS, the scheduled payments will no longer be displayed on the **Schedule** screen.) The status will be **Released**.

UNDO APPROVAL

You will still be able to click the **Approve** link on the **Schedule** screen and click **Undo Approval** before the transactions get sent to STARS, in case you need to make some changes. If you need to return the payment for corrections or review, click **Undo Approval** and then select the process to return the payment to (either to a previous approval level, cost distribution, or authorization).