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PAYMENT SERVICES USER MANUAL

FISCAL CODING OF A SCHEDULED PAYMENT

INTRODUCTION

Fiscal coding and cost distribution can be entered on the Template screen, though only the **Transaction Code** for each line item is required to save and schedule a template. A template can be updated for certain reasons (changing vendors or make changes if the vendor increases their price), but month to month fiscal coding should be entered on the **Distribute** screen after it is scheduled. Fiscal Coders may then make changes or enter fiscal codes on the **Distribute** screen. This screen also authorizes the payments and therefore is a required part of the process. In addition, the fiscal coder can exclude specific vendors or line item payments from a scheduled payment.

Unlike Payment Services, there is no Attachment function in the Recurring Payments module.

ENTER FISCAL CODING

1. From the Payment Services menu, select **Recurring Payments**.
2. Click the **Schedule** tab.
3. If you do not see the template you need, select a time period from the **Template Pending through** menu.
4. Click **Select** next to a payment in the **Scheduled Payments** section. The **Status** will be Awaiting Authorization, even if your agency has enabled Auto Authorize Invoices settings in Payment Services.

Figure 1 - Select a payment

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 ANH

- The payment will open in the **Distribute** screen.

Figure 2 - Fiscal Coding

Exclude	Vendor No*	Stx	Account	Inv Number	PO	Invoice Description	Amt	IC*	R	DMI	Ref Doc*	Stx	BEY
<input type="checkbox"/>	043689319	00	12300				0.00	450					2016

- Enter or change the fiscal coding as needed. (The **Invoice Description(s)** on the **Distribute** screen will be printed on warrants to vendors. Do not use special characters or symbols, including **&**, **'**, **“**, **<**, and ****, in this field.) Fiscal codes not yet entered but required by the transaction code will be highlighted in pink.
 - If paying Bank of America P-Card payments, the **Invoice Description** must begin with the agency's unique 16-digit account number. The remaining 14 characters in the **Invoice Description** can be descriptive information.
- To search for (look up) a fiscal code:
 - Place the cursor in a field designated with an asterisk and press F3. For example, search for vendor numbers by using the look up on the **Vendor No** field
 - In the look up dialog box, enter any combination of search criteria. You can enter a partial names or numbers or use the wild card symbol (%).
 - Click **Find**.
 - Click the **Select** next to the fiscal code or the fiscal code itself and it will be automatically entered, and any other fiscal codes associated with it will also be automatically entered.
- Click **Save & Continue** (to save the changes and keep the payment on screen) or **Save & Clear** (to save the changes and clear the distribution grid). The fiscal codes will be validated. Any errors will generate an error message and the fiscal code field(s) will be highlighted in red.
 - Click **Clear** to clear the distribution grid without saving any changes.
 - If you decide the payment is incorrect, click **Delete Payment**.
- Click **Cost Disb. Complete** check box if finished. To distribute the payment costs, see below.
- The payment is ready for approval.

DISTRIBUTE OR SPLIT SCHEDULED PAYMENT COSTS

You can create duplicate rows of the payment(s) and add a vendor, change the amounts, or fiscal codes, etc., on the multiple rows to manage your costs and payments. Unlike the Template, there is no **Add Row** button.

1. To create an additional row for distribution, click **Dup** next to an existing row. The duplicate row should appear above the original row.

Figure 3 - Duplicate row

	Exclude	Vendor No*	Sfx	Account	Inv Number	PO	Invoice Description
Dup	<input type="checkbox"/>	043589319	00	12300			
Dup	<input type="checkbox"/>	043589319	00	12300			

2. Change the vendor number, amount, description and other fiscal code fields on the duplicated rows as needed. (The **Invoice Description(s)** on the **Distribute** screen will be printed on warrants to vendors. Do not use special characters or symbols, including **&**, **'**, **“**, **<**, and ****, in this field.)
 - If paying Bank of America P-Card payments, the **Invoice Description** must begin with the agency's unique 16-digit account number. The remaining 14 characters in the **Invoice Description** can be descriptive information.
3. If needed, check the **Show Vendor Info** check box to verify the vendor name and address.
4. Continue to duplicate rows as needed.
5. Click **Save & Continue** (to save the changes and keep the payment on screen) or **Save & Clear** (to save the changes and clear the distribution grid). The fiscal codes will be validated against STARS tables. Any errors will generate an error message and the offending field(s) will be highlighted in red.
 - Click **Clear** to clear the distribution grid without saving any changes.
 - If you decide the payment is incorrect, click **Delete Payment**.
6. Click **Cost Disb. Complete** when finished. (If you click this before saving, you may get an error message.)
7. The payment is ready for approval.

EXCLUDE A LINE ITEM FROM BEING PAID

You could pay only part of a recurring payment by excluding some of the line items from the scheduled payment.

1. If needed, select the **Exclude** check box next to a line item on the **Distribute** screen to exclude it from payment. Excluded items will not go to the **Approval** screen.
2. If needed, select the **Hide Excluded Rows** check box to hide those payments you marked as excluded.

Figure 4 - Exclude part of a payment

Schedule Template **Distribute** Approval Reports

Name: RA Payments Description: Payment Date:
Status: Awaiting Authorization

Show Vendor Hide Excluded Rows

	Exclude	Vendor No*	Sfx	Account	Inv Number	PO	Invoice Description
Dup	<input checked="" type="checkbox"/>	043589319	00	12300			
Dup	<input type="checkbox"/>	043589319	00	12300			

Cost Disb. Complete View History

Save & Continue Save & Clear Clear