

Create a Payment Batch

Scope

The process for generating the necessary treasury disbursement files is composed of the following activities in the SFA FMS application:

- Create a Payment Batch
- Modify a Payment Batch, as needed
- Format a Payment Batch
- Cancel a Payment Batch, as needed
- Confirm a Payment Batch
- Transfer Treasury Disbursement File to FTP site.

System References

N/A

Policy

N/A

Responsibility

SFA CFO (Program) Payment Manager

Distribution

N/A

Ownership

N/A

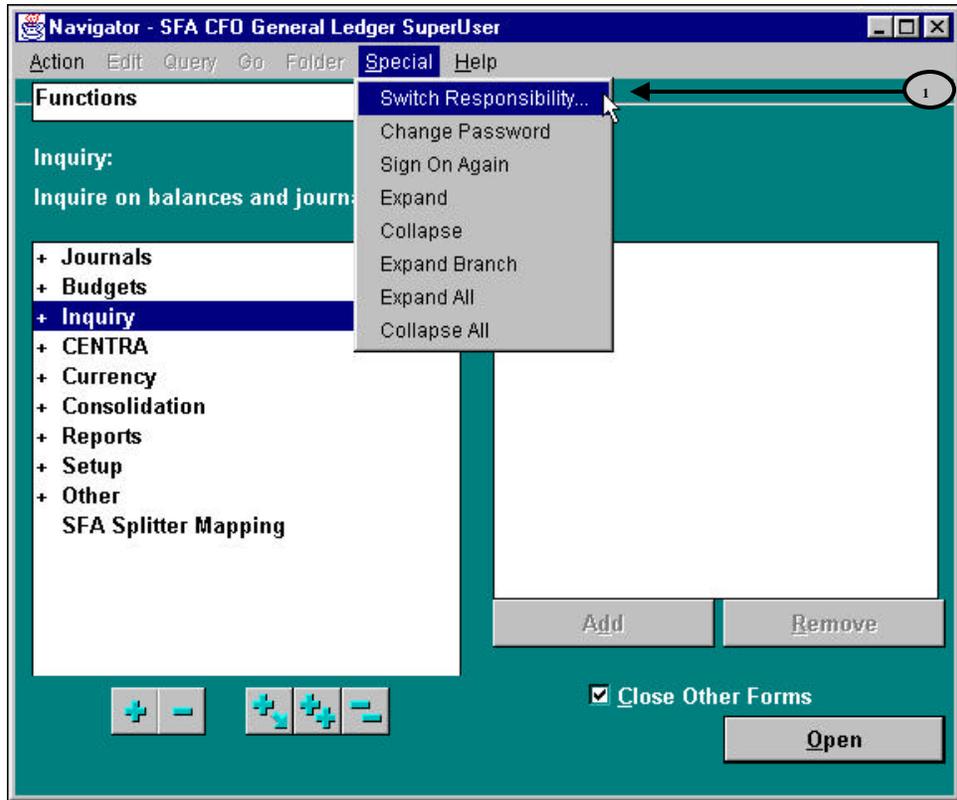
Activity Preface

The process for generating the necessary treasury disbursement files is composed of the following activities in the SFA FMS application. To access other procedures in this list, click on the link(s) below:

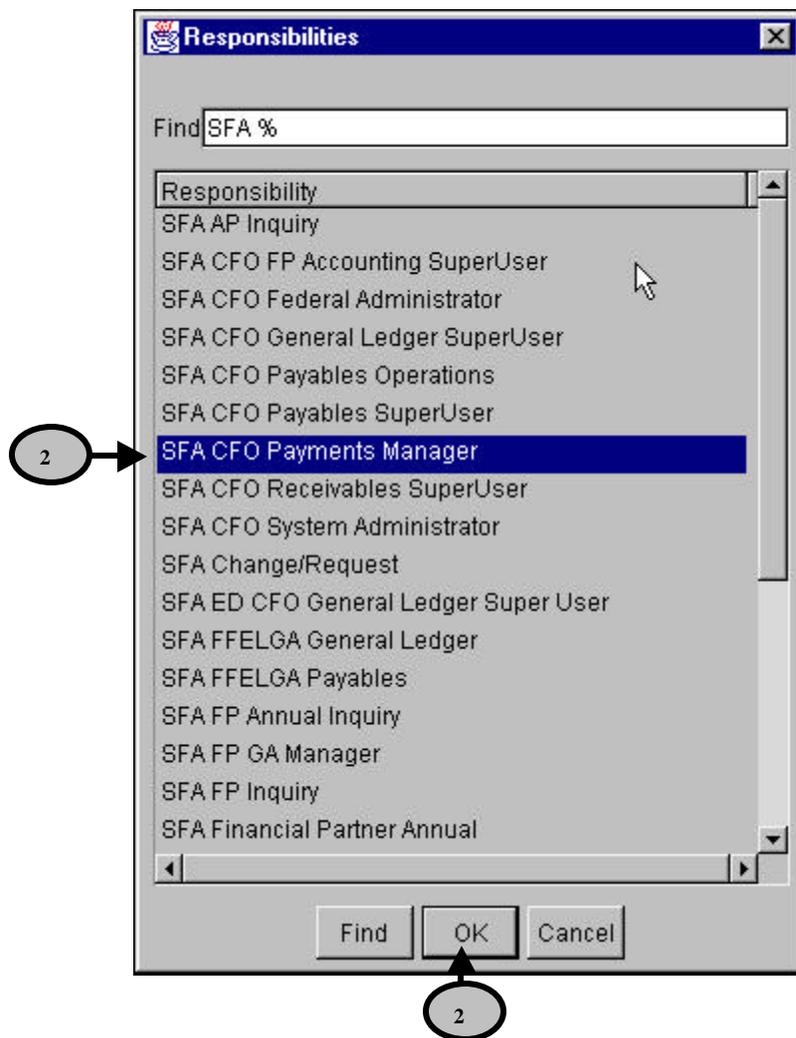
- [Create a Payment Batch \[PROA0003\]](#)
- [Modify a Payment Batch \[PROA0004\]](#)
- [Format a Payment Batch \[PROA0005\]](#)
- [Cancel a Payment Batch \[PROA0008\]](#)
- [Confirm a Payment Batch \[PROA0006\]](#)
- [Transfer Treasury Disbursement File to FTP Site \[PROA0007\]](#)

Create a Payment Batch-SFA CFO (Program) Payment Manager

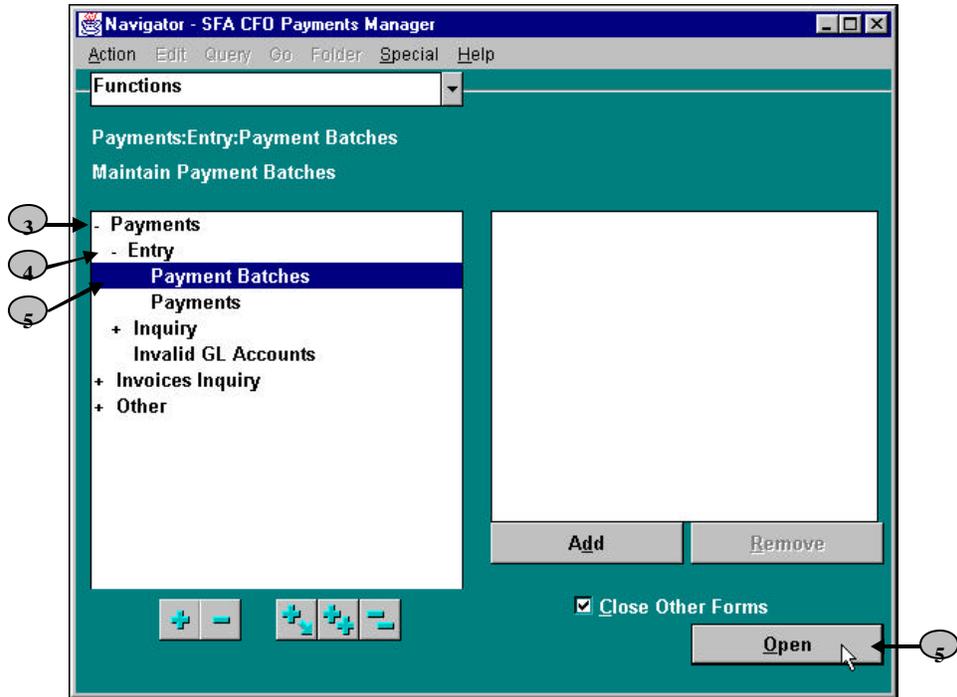
The CFO Accounting Division, using the SFA CFO (*Program*) Payment Manager responsibility, must define the criteria for the approved invoices that they want to pay in a particular payment batch, including the Pay Group, Payment Method and Pay Through Date. To ensure that all approved invoices are selected, a separate payment batch must be created for each payment method: Electronic and Manual Check, for each program. Once the payment batch criteria have been defined, SFA FMS selects the approved invoices that meet the criteria and builds the payment batch.



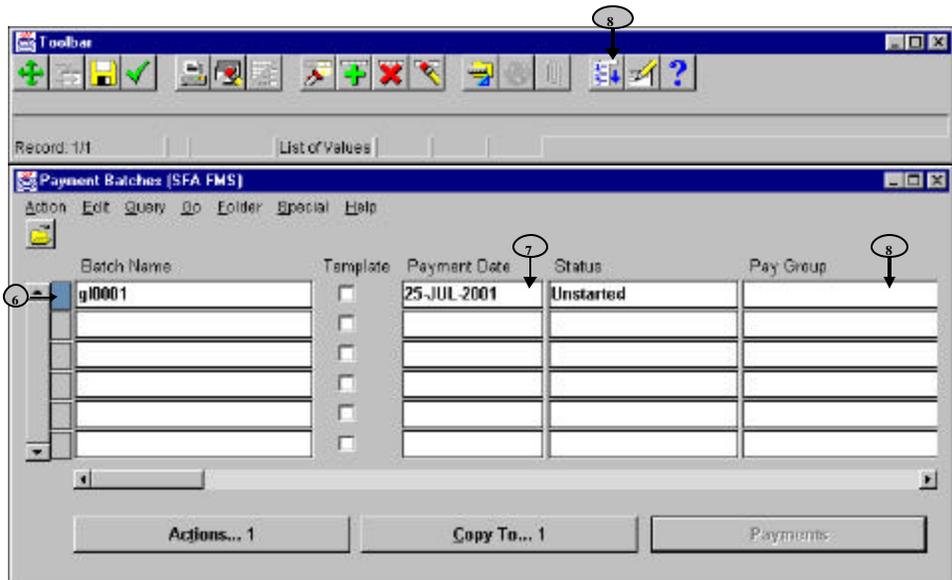
1. From the "Navigator" window, select **Switch Responsibility** from the **Special** menu. The "Responsibilities" window appears.



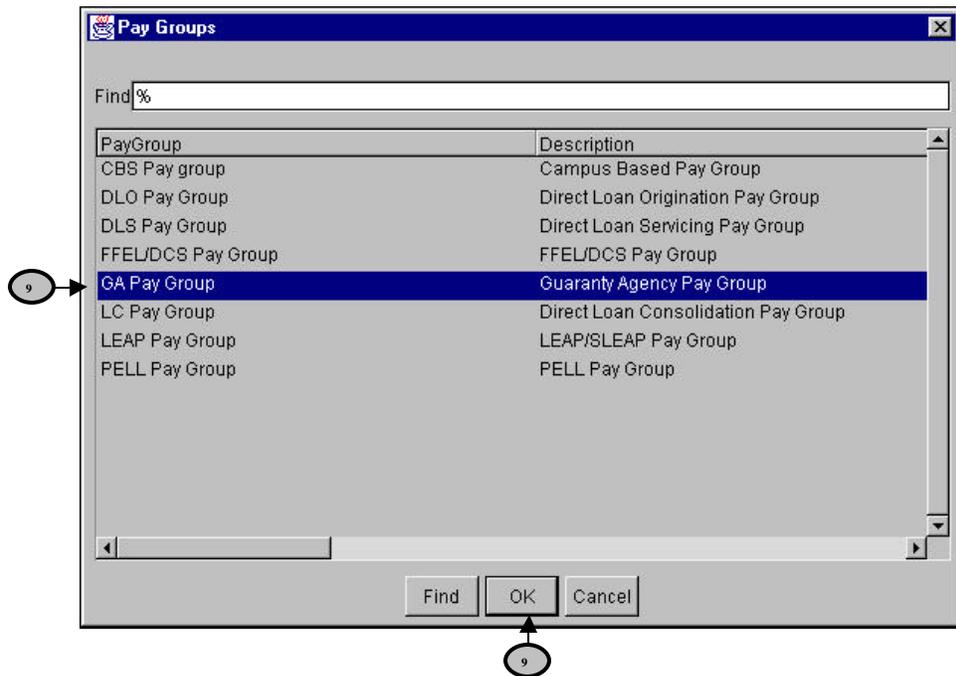
2. Click the SFA CFO (*Program*) PAYMENT MANAGER responsibility and click the **OK** button. The “Navigator- SFA CFO Payment Manager” window appears.



3. Double-click **Payments**. The Payments sub-menu appears.
4. Double-click **Entry**. The Entry sub-menu appears.
5. Click **Payment Batches** and click the **Open** button. The “Payment Batches (SFA FMS)” window appears.

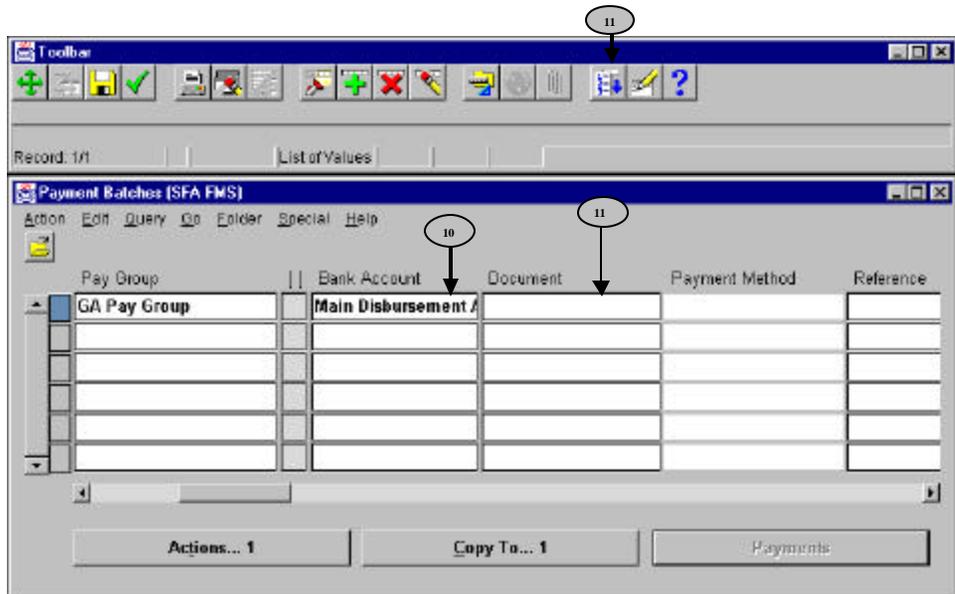


6. Type a few characters as a placeholder in the **Batch Name** field. SFA FMS will update the Batch Name with an automatically generated batch name once the document type is selected.
7. Tab to the **Payment Date** field and verify the date. SFA FMS automatically defaults the Payment Date to today's date but it can be changed; however, the date will need to be within an open accounting period. This is the date that will print on the payment or remittance advice.
8. Tab to the **Pay Group** field and click the **List of Values** icon to view a list of valid values for the **Pay Group** field.

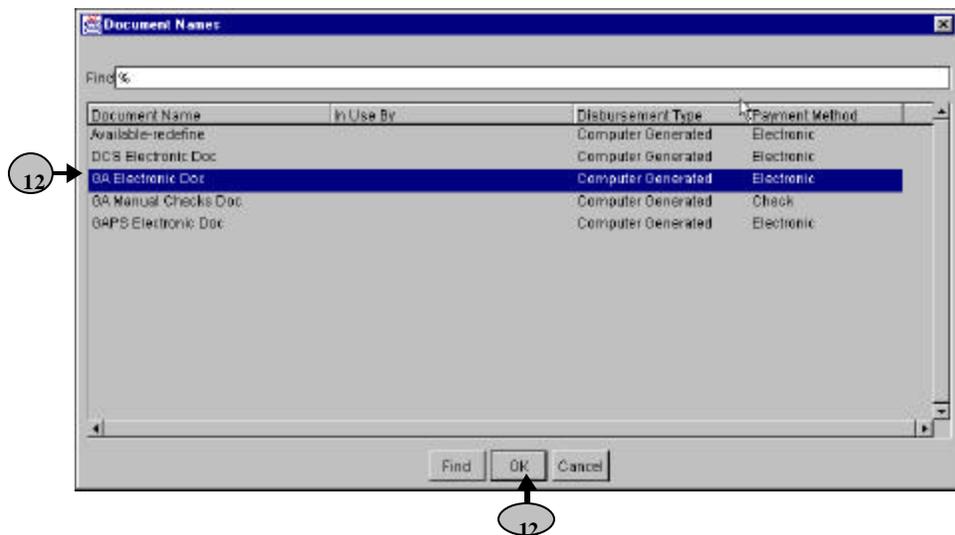


9. Click the appropriate value and click the **OK** button. The "Payment Batches (SFA FMS)" window appears with the **Pay Group** field populated.

FYI: The list of pay groups may change over time.



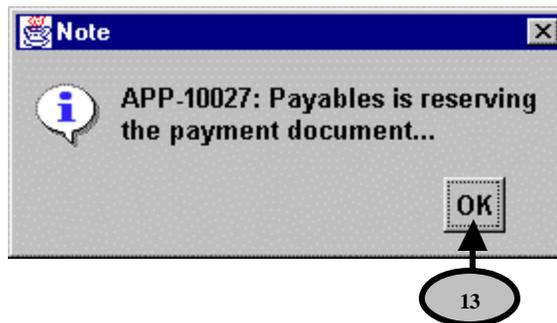
10. Tab to the **Bank Account** field. SFA FMS will default to MAIN DISBURSEMENT ACCOUNT.
11. Tab to the **Document** field and click the **List of Values** icon to view a list of valid values for the Document field.



12. Click the desired document type and click the **OK** button. A “Note” window will appear indicating that Payables is reserving the payment document.

FYI: SFA FMS permits only one Document type in a Payment Batch. Therefore, a separate payment batch must be created for each document type to ensure that all approved invoices are selected for payment.

Additionally, SFA FMS only permits each document type to be used in one payment batch at a time. The document type is not released or unreserved until the payment batch is either cancelled or confirmed.



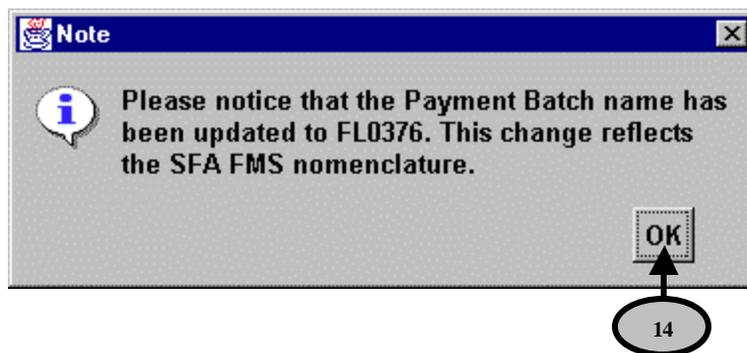
13. Click the **OK** button on the “Note” window. A “Note” window appears indicating the batch name has been automatically updated to a name that meets the SFA nomenclature.

FYI: Following the protocol set by the Department of Education CFO, the SFA Payment Batch nomenclature is:

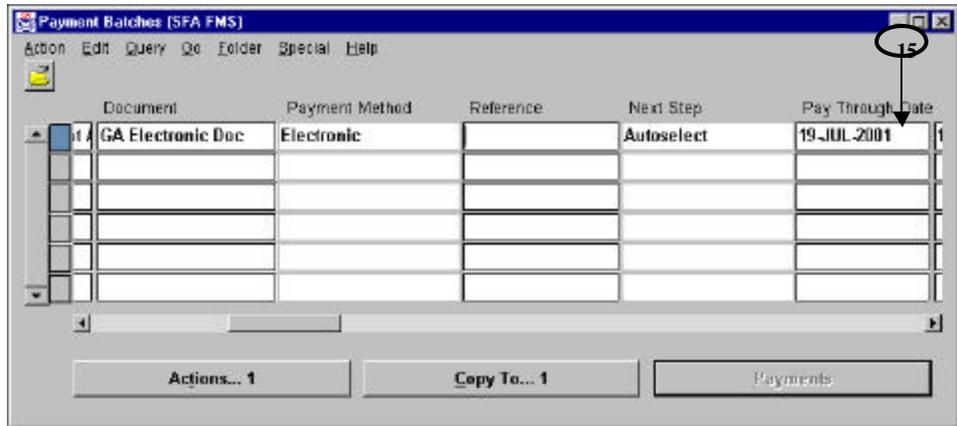
For electronic document types: FL### where FL indicates the FFEL program and ### is an automatically generated sequential number.

For manual check document types: FLED### where FL indicates the FFEL program, ED indicates that the payment method is manual check, and ### is an automatically generated sequential number.

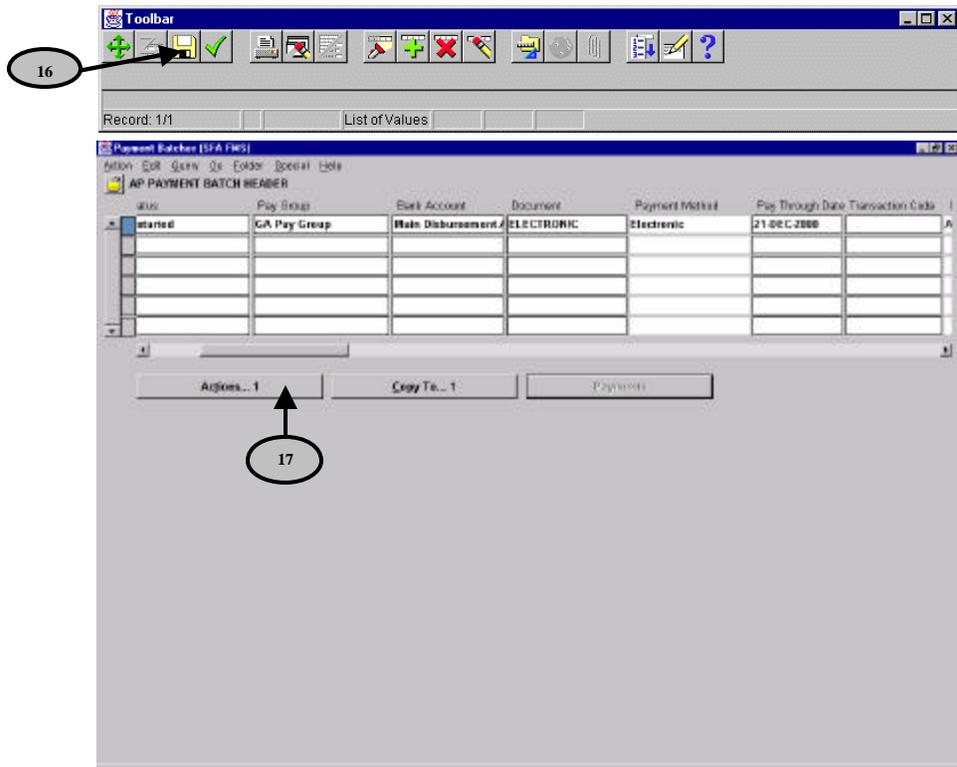
The exact nomenclature will vary by program.



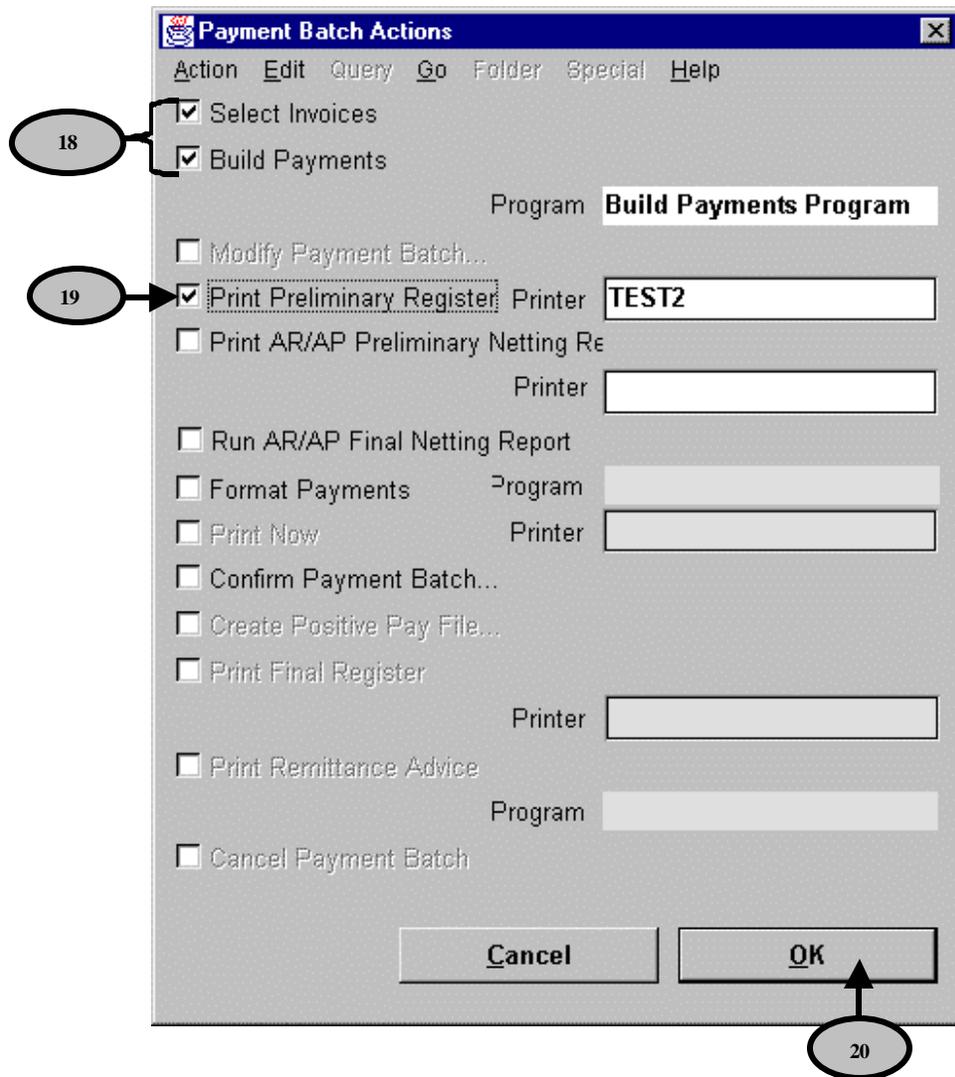
14. Click the **OK** button. The “Payment Batches (SFA FMS) window appears with the **Payment Method** field populated.



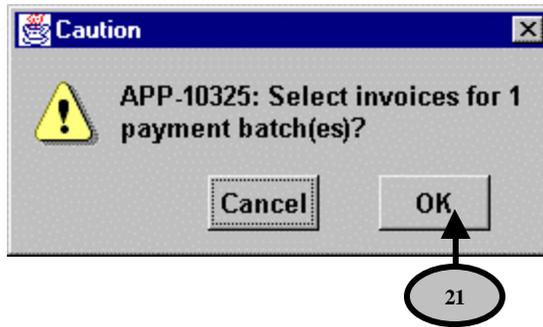
15. Tab to the **Pay Through Date** field and verify the date. SFA FMS will select approved invoices to include in the payment batch based on this date. Approved invoices with a due date on or before this date that also meet the other criteria will be selected.



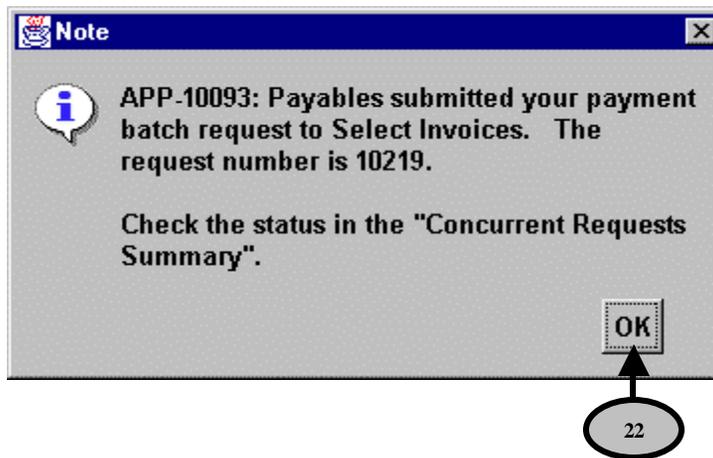
16. Click the **Save** icon on the **Toolbar** to save the Payment Batch.
17. Click the **Actions** button. The “Payment Batch Actions” window appears.



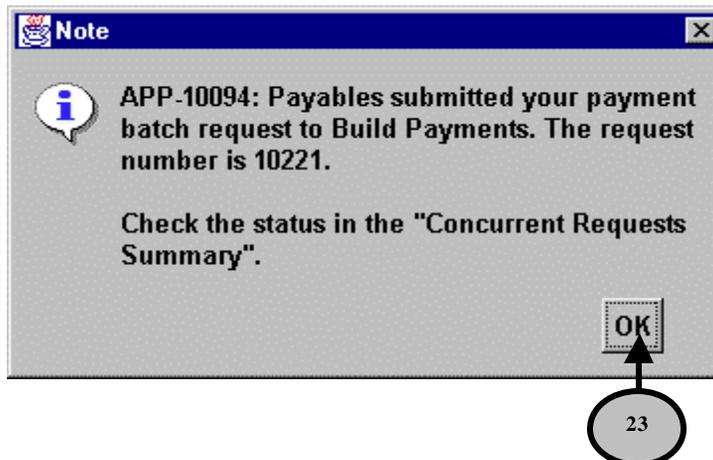
18. Confirm that the check boxes next to **Select Invoices** and **Build Payments** are checked.
19. Click the check box corresponding to **Print Preliminary Register** and verify that the correct printer is identified.
20. Click the **OK** button. A “Caution” window appears to confirm that you want to select invoices for the payment batch.



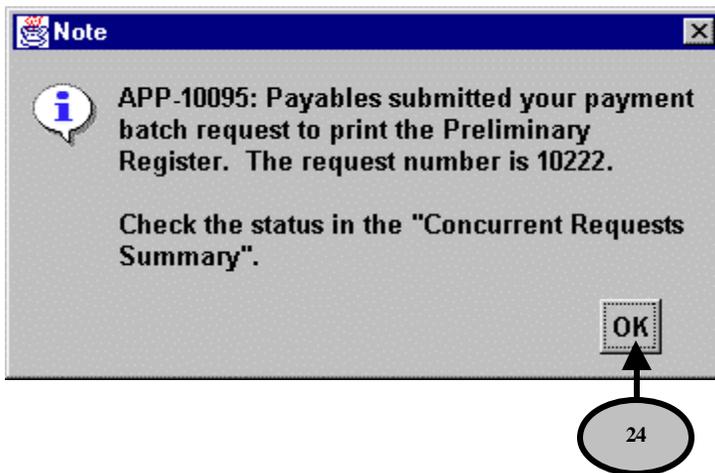
21. Click the **OK** button on the “Caution” window. A “Note” window appears to indicate Payables submitted the payment batch request to select invoices and identifies the request number.



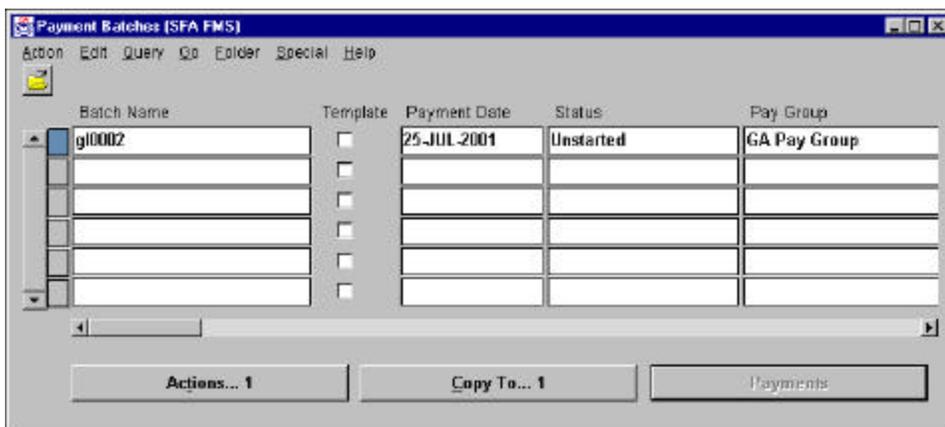
22. Click the **OK** button on the “Note” window. A “Note” window appears to indicate Payables submitted the payment batch request to build the payment batch and identifies the request number.



- Click the **OK** button on the “Note” window. A “Note” window appears to indicate that Payables submitted the payment batch request to print the Preliminary Register and identifies the request number.

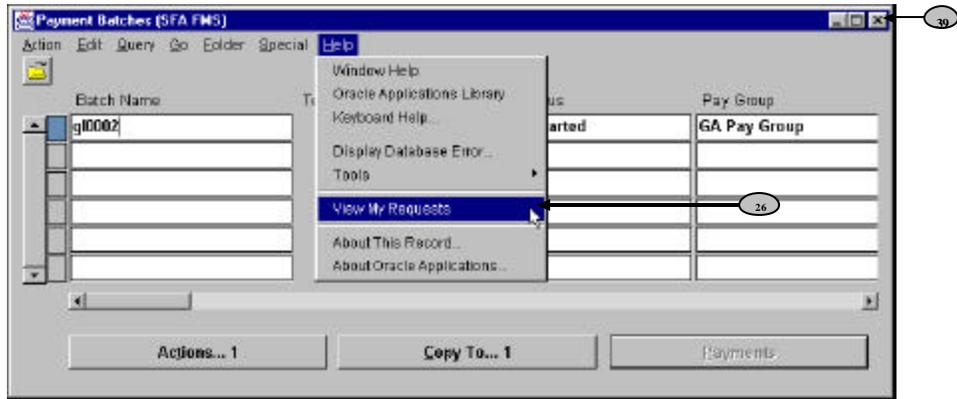


- Click the **OK** button. The “Payment Batches (SFA FMS)” window appears.

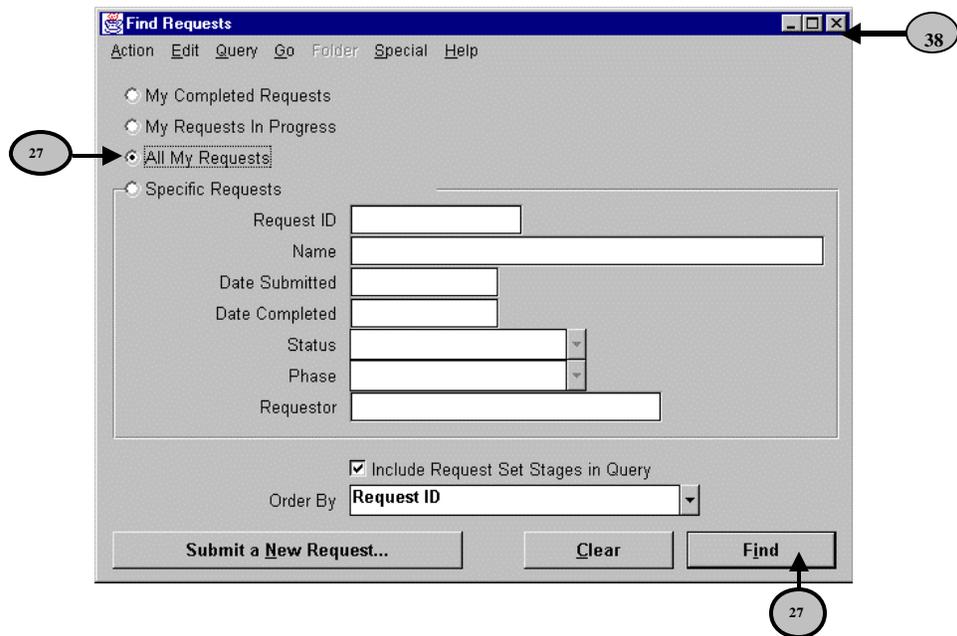


FYI: SFA FMS will now automatically select the approved invoices that meet the criteria defined in the payment batch (e.g. Payment Method, Pay Group, Pay Through Date, and Transaction Code) and build the payment batch. Once complete, you may modify the payment batch to add or remove invoices from the payment batch as needed.

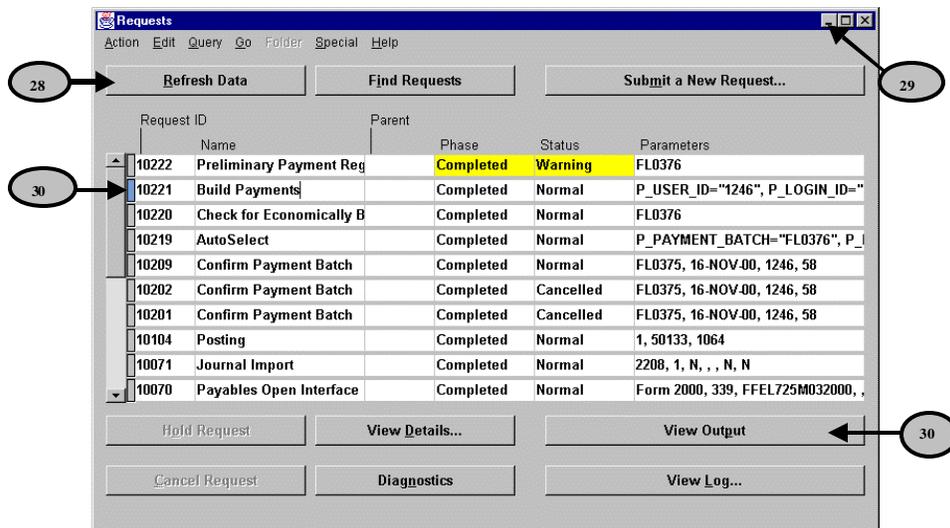
- Repeat the Create Payment Batch steps 6-24 to create a payment batch for the other document types. This will ensure that all of the invoices approved for payment are processed in a payment batch.



26. To confirm that the select and build processes are completed successfully, select **View My Requests** from the **Help** menu. The “Find Requests” window appears.



27. Verify that the **All My Requests** option is selected and click the **Find** button. The “Requests” window appears.



FYI: The requests initiated by the Create Payment Batch procedures are:

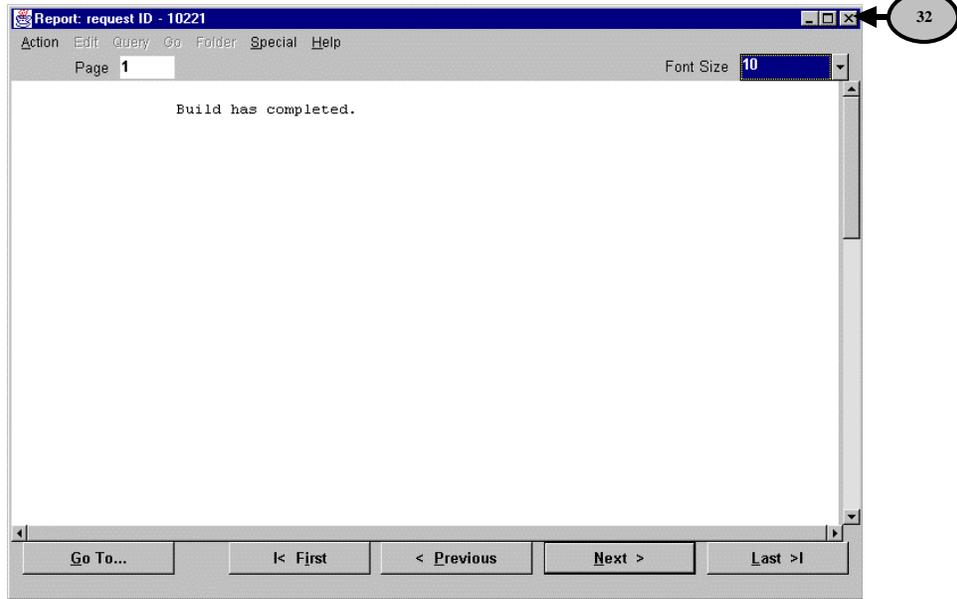
- Auto Select
- Check for Economically Beneficial Discount
- Build Payments
- Preliminary Payment Register

28. Click the **Refresh Data** button to update the information on this window. This window displays the **Phase** and **Status** of your report request. The Phases are: Pending, Running, and Completed. The Statuses are: Normal, Error and Warning. You may need to click the **Refresh Data** button multiple times until the request is completed.

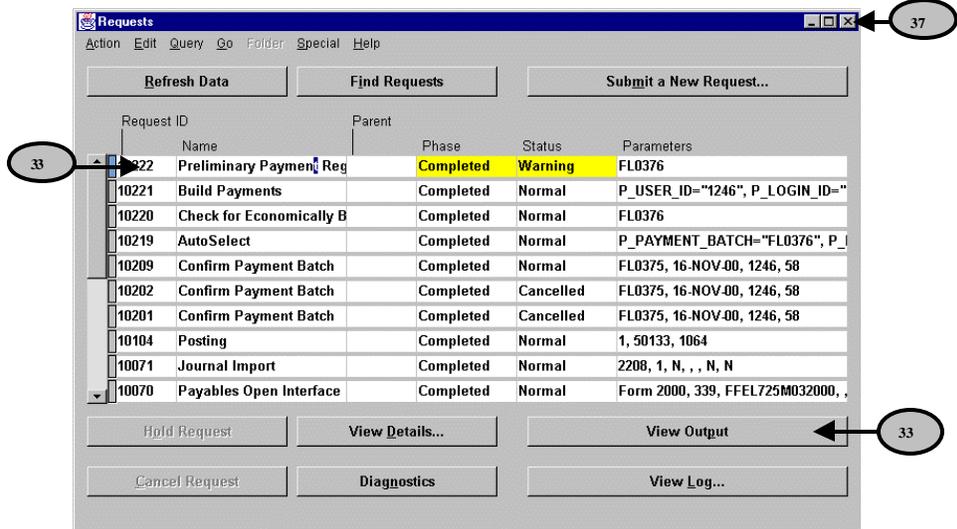
-OR-

29. While the data is being refreshed, you can minimize the “Requests” window and open the “Navigator” window to work on other tasks. In order to check on the progress of your requests, maximize the “Requests” window to view the Phase and Status.

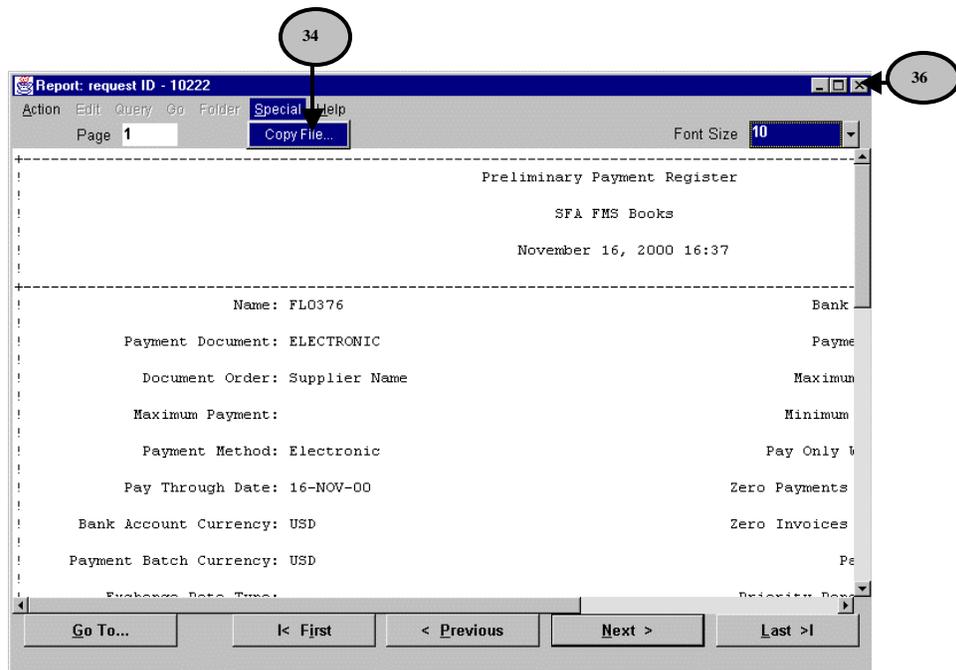
30. For a confirmation report that the build was completed successfully, click the row for the **Build Payments** request and click the **View Output** button.



31. Review the report output for any errors.
32. Click the **X** button to close the “Report” window. The “Requests” window appears.



33. To review the selected invoices in the Preliminary Payment Register, click the row for the **Preliminary Payment Register** request and click the **View Output** button. The report displays the selected invoices sorted by supplier.



34. To print the Preliminary Payment Register, select **Copy File** from the **Special** menu. The report is copied into your Internet browser and can be printed using the print command of the Internet browser.
35. Once the report prints, close the Internet browser window displaying the report.
36. Click the **X** button to close the “Report” window. The “Requests” window appears.
37. Click the **X** button to close the “Requests” window. The “Find Requests” window appears.
38. Click the **X** button to close the “Find Requests” window. The “Payment Batches (SFA FMS)” window appears.
39. Click the **X** button to close the “Payment Batches (SFA FMS)” window. The “Navigator” window appears.

End of activity.

