

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

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

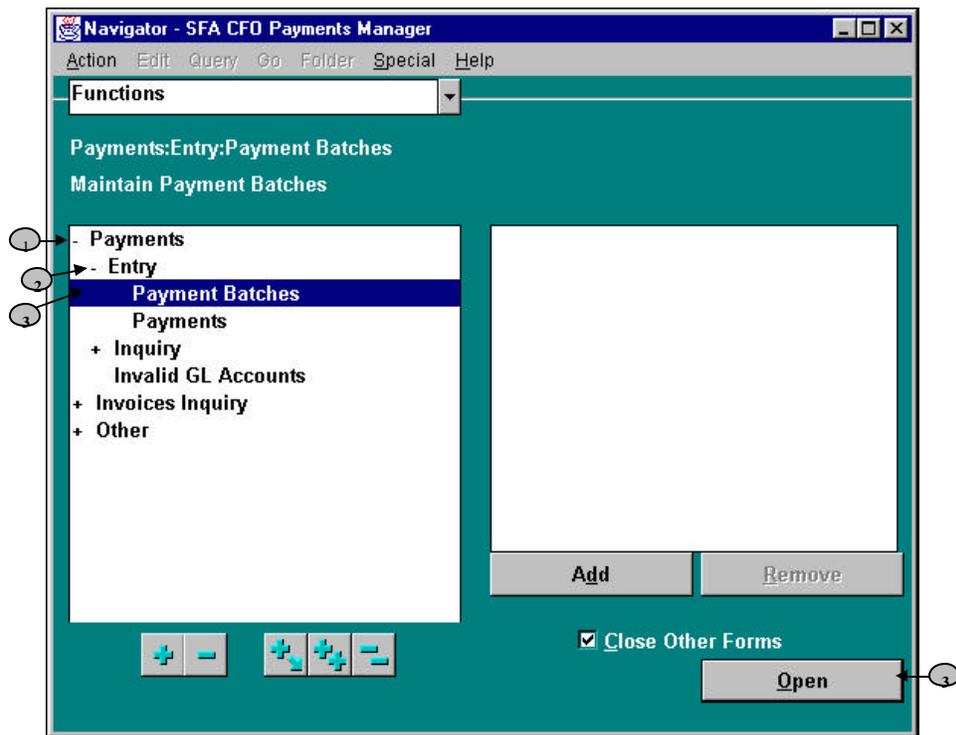
After reviewing the Preliminary Payment Register, the SFA CFO (*Program*) Payment Manager can modify the payment batch to ensure that the desired invoices are included in the payment batch.

FYI: After reviewing the payment batch Preliminary Payment Register, the SFA CFO (*Program*) Payment Manager may make any of the following modifications to the batch:

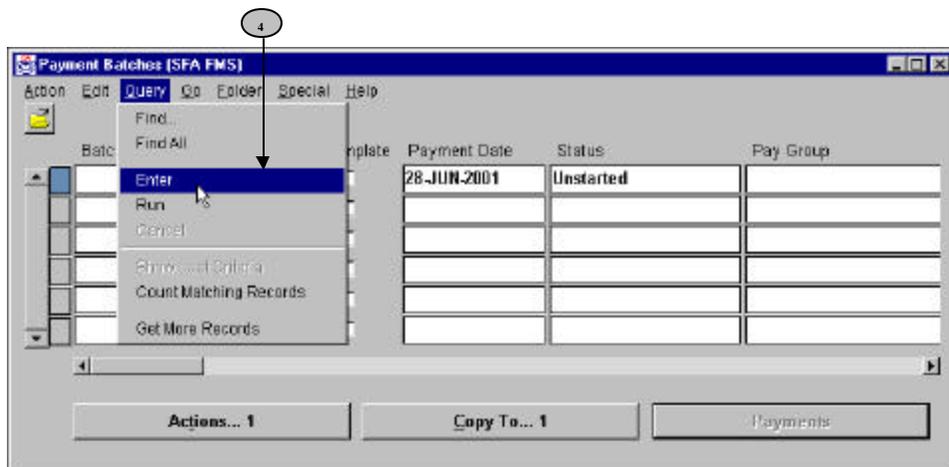
- Add an invoice for a supplier included in the payment batch
- Add an invoice for a supplier excluded from the payment batch
- Remove an invoice
- Remove all Invoices for a particular Supplier Site
- Change the Payment Amount for Selected Invoice

- Apply Supplier Site Credit Memos to Invoices

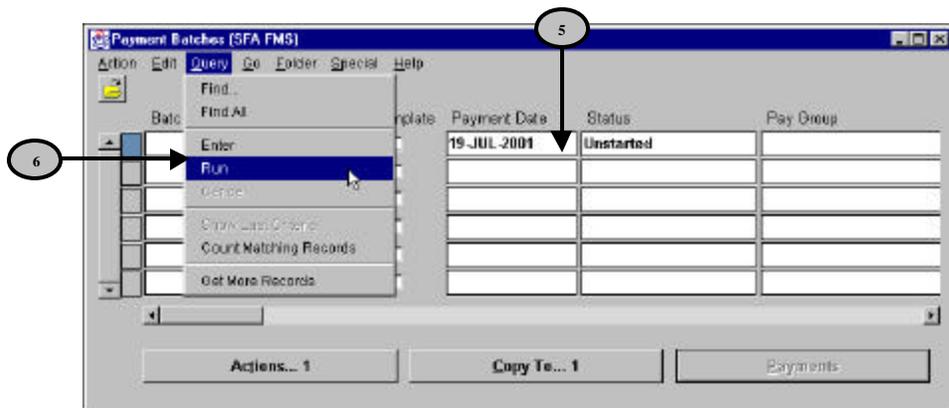
Add an Invoice for a Supplier Included in the Payment Batch-SFA CFO (Program) Payment Manager



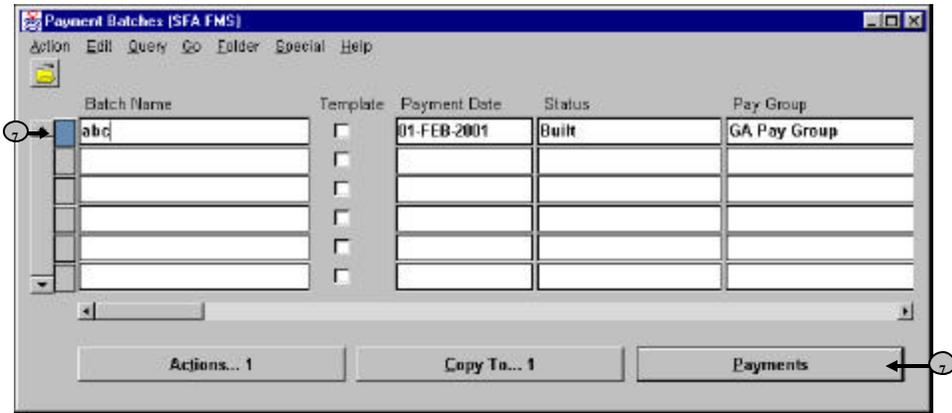
1. From the “Navigator” window, double-click **Payments**. The Payments sub-menu appears.
2. Double-click **Entry**. The Entry sub-menu appears.
3. Click **Payment Batches** and click the **Open** button. The “Payment Batches (SFA FMS)” window appears.



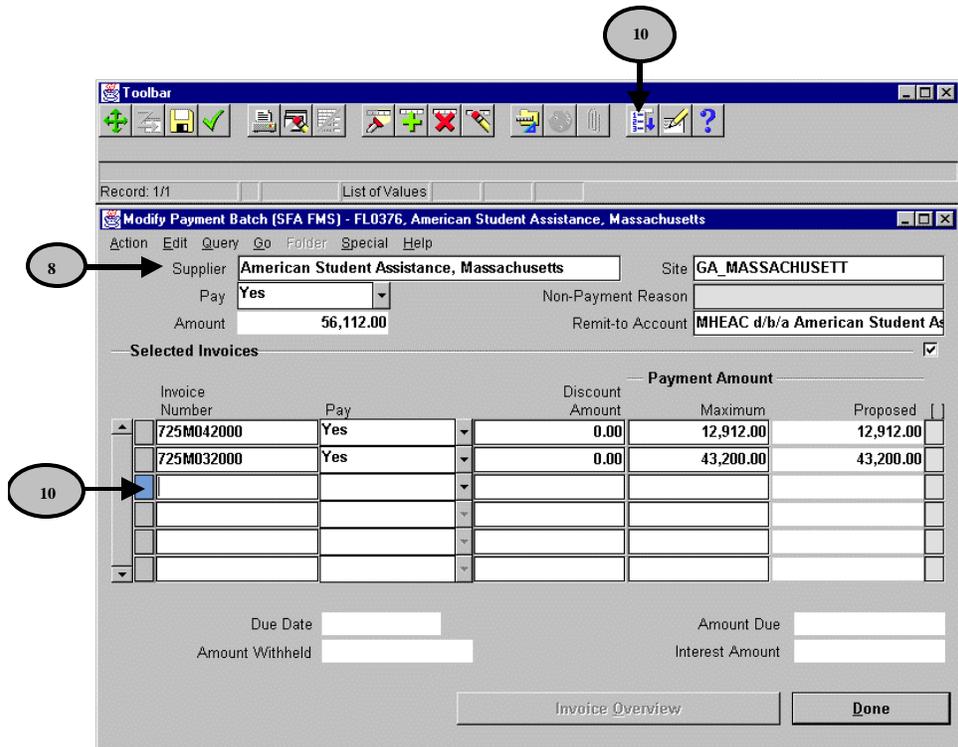
4. Select **Enter** from the **Query** menu to search for the batch to be modified. The fields on the “Payment Batches (SFA FMS)” window are cleared.



5. Tab to the **Payment Date** field and type the desired date of the payment batch that you wish to identify. To narrow your search, type the first few letters of the batch name and a percent sign (e.g., FL%) in the **Batch Name** field.
6. Select **Run** from the **Query** menu. The batches that match your search criteria will appear in the “Payment Batches (SFA FMS)” window.

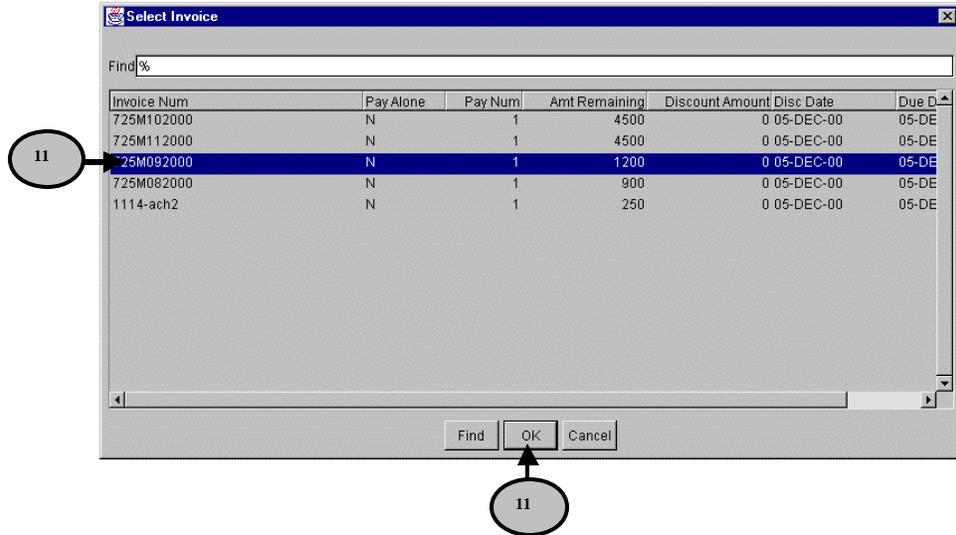


7. Click the row of the payment batch you need to review and click the **Payments** button. The “Modify Payment Batch (SFA FMS)” window appears.

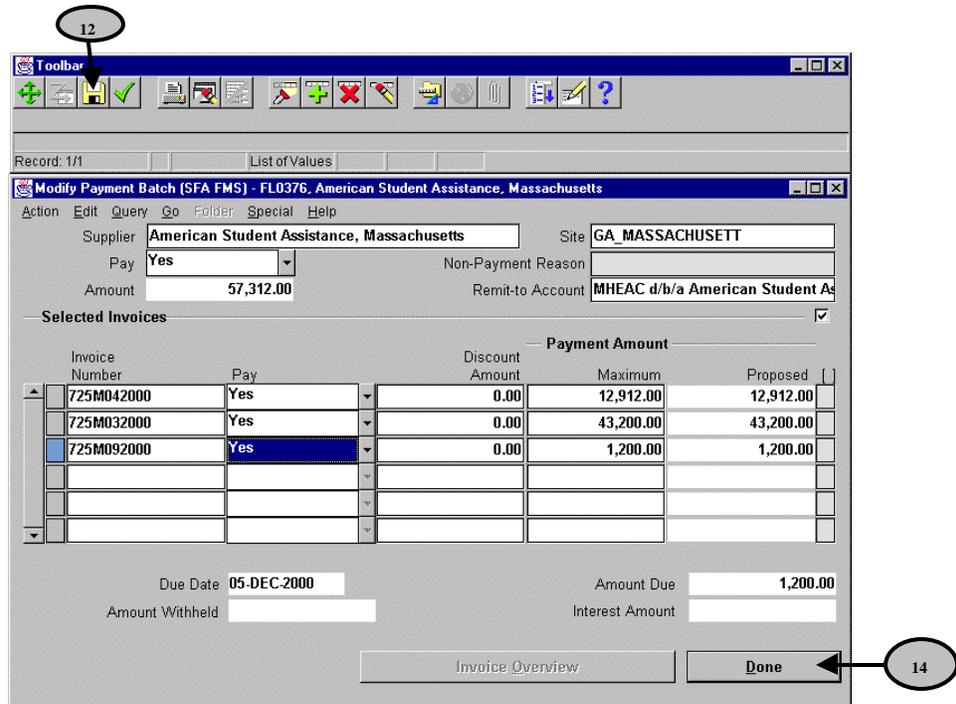


8. Click the **Supplier** field and use the **Arrow** keys on the keyboard to page down to locate the desired Supplier Name and Site in the **Supplier** field.
9. Verify that the desired invoice number is not included in the payment batch.

- Click the **Invoice Number** field in a blank row and click the **List of Values** icon. The “Select Invoice” window appears with all of the approved invoices that were not included in the payment batch for that supplier listed.

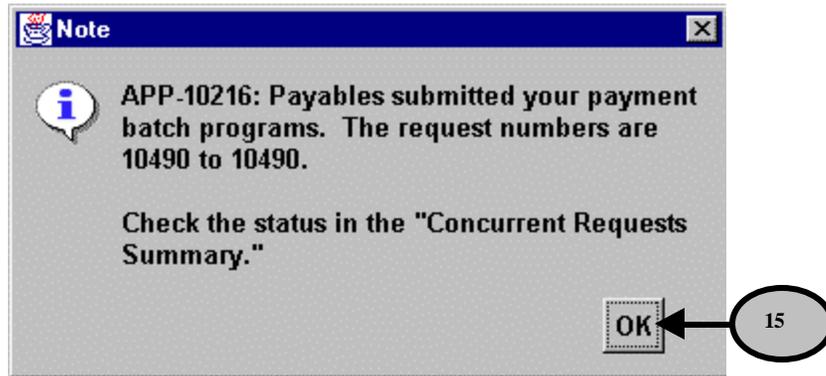


- Click the invoice that you wish to add to the batch and click the **OK** button. The “Modify Payment Batch (SFA FMS)” window appears with the selected invoice added.



- Click the **Save** icon on the **Toolbar**.

13. Repeat steps 8-12 until finished adding invoices for a Supplier included in the payment batch.
14. Click the **Done** button. A “Note” window appears indicating that SFA FMS submitted requests to rebuild the payment batch with your changes and identifies the request numbers.



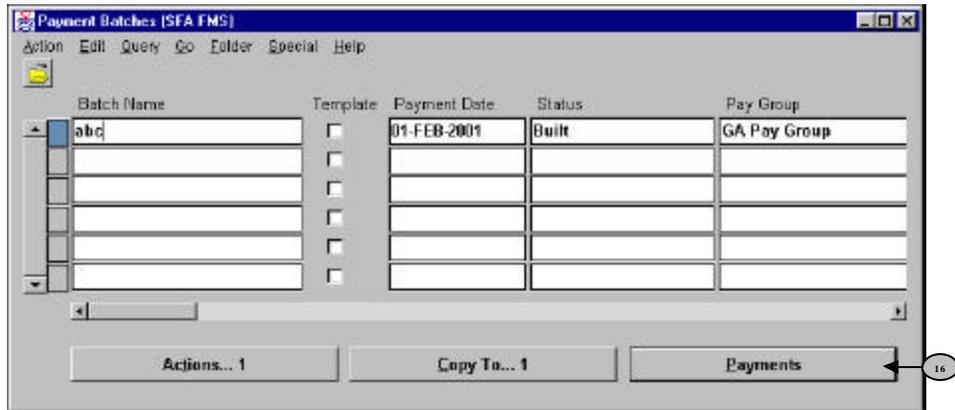
15. Click the **OK** button. The “Payment Batches (SFA FMS)” window appears. You can check the progress of the rebuild of the payment batch by selecting View My Requests from the Help menu.

Add an Invoice for a Supplier excluded from the Payment Batch-SFA CFO (Program) Payment Manager

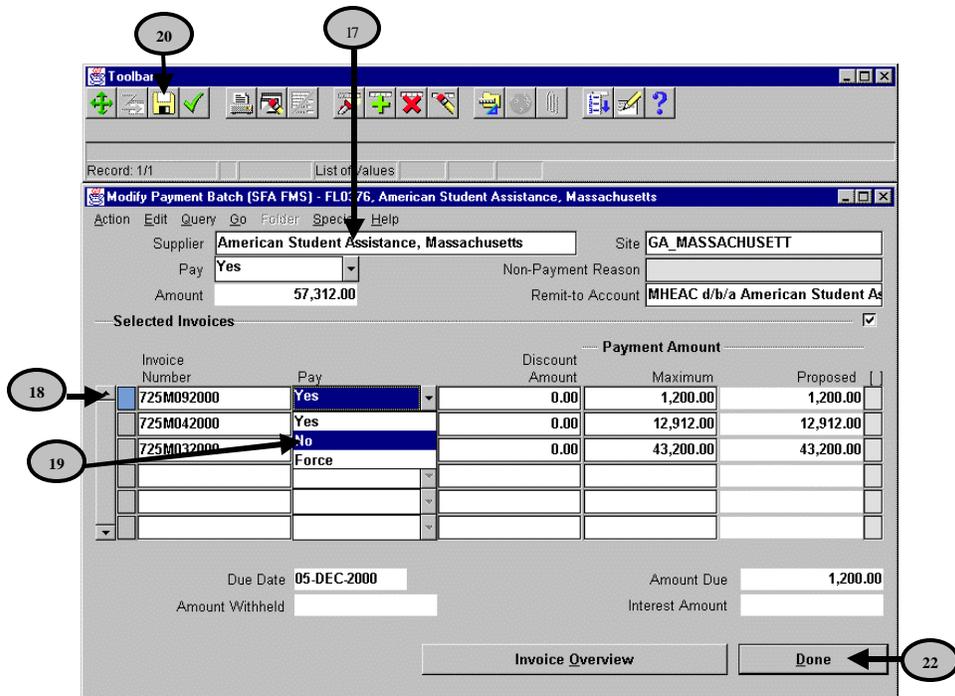
FYI: As of November 17, 2000, you do not have the ability to add invoices for a supplier excluded from the payment batch due to a system error. SFA FMS currently is not bringing in the Remit to Bank with the invoice. Without the Remit to Bank an invoice may not be added to the payment batch. Department of Education must approve the application of a patch which should fix this error.

In the interim, if you need to include an invoice for a supplier that is excluded from the payment batch, you will need to modify the payment date on the desired invoice to immediate and create a new payment batch. You may either format and confirm the existing batch or cancel the existing batch. Then, you can modify the due date on the new invoice and create the new batch.

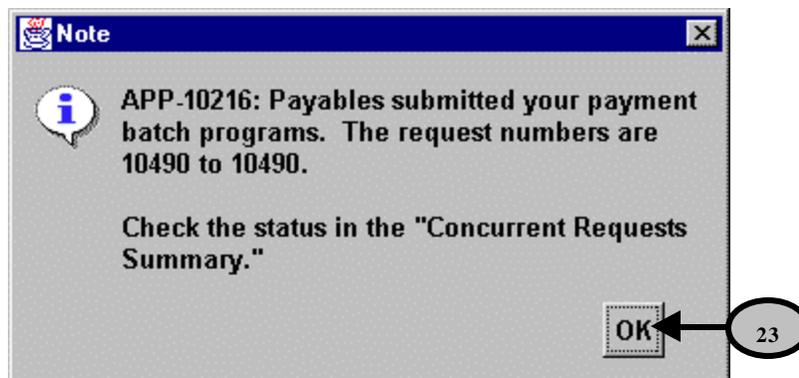
Remove an Invoice from a Payment Batch-SFA CFO (Program) Payment Manager



16. From the “Payment Batch (SFA FMS)” window, click the **Payments** button. The “Modify Payment Batch” window appears.

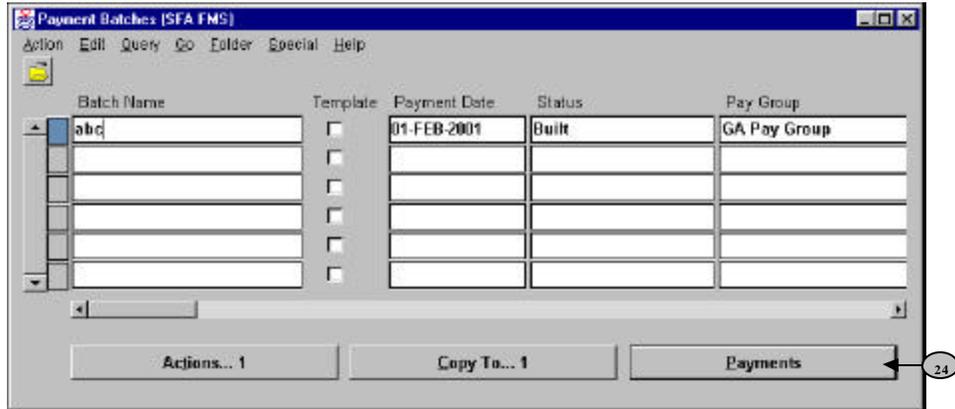


17. Click the **Supplier** field. Use the **Arrow** keys on the keyboard to locate the desired supplier name.
18. Use the **scroll bar** to find the desired invoice.
19. Click the **Pay** field in the row of the desired invoice, click the drop down arrow and select **No** to indicate that the invoice is not to be paid in the payment batch.
20. Click the **Save** icon on the **Toolbar**.
21. Repeat Steps 17-20 until finished removing invoices from the payment batch.
22. Click the **Done** button. A “Note” window appears indicating that SFA FMS submitted requests to rebuild the payment batch with your changes and identifies the request numbers.

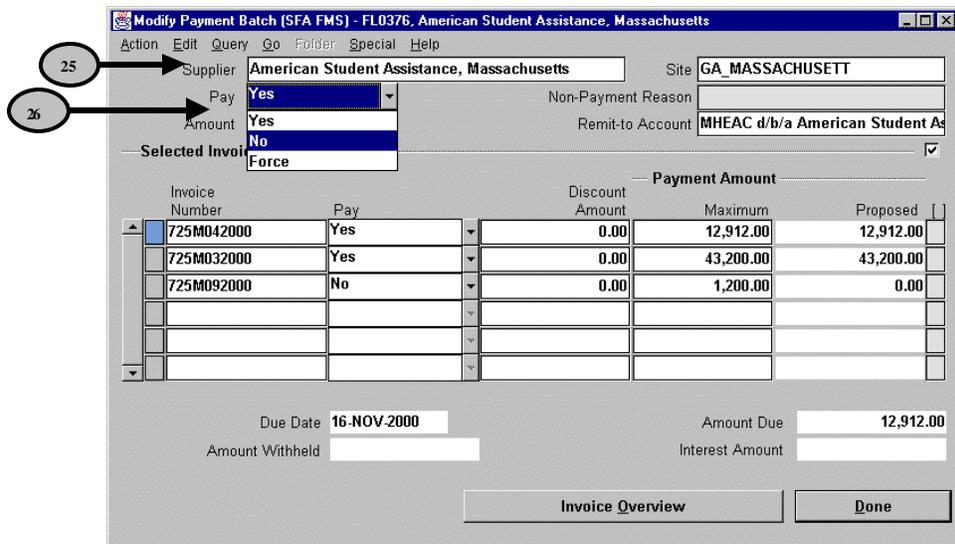


23. Click the **OK** button. The “Payment Batches (SFA FMS)” window appears. You can check the progress of the rebuild of the payment batch by selecting View My Requests from the Help menu.

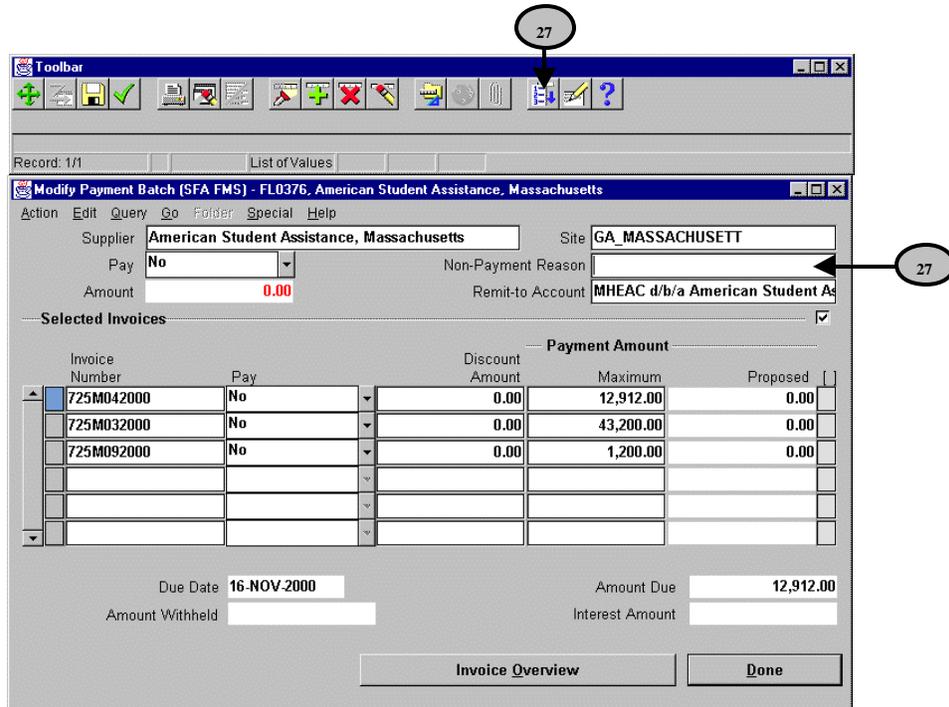
Remove all Invoices for a Particular Supplier Site- SFA CFO (Program) Payment Manager



24. From the “Payment Batches (SFA FMS)” window, click the **Payments** button. The “Modify Payment Batch” window appears.



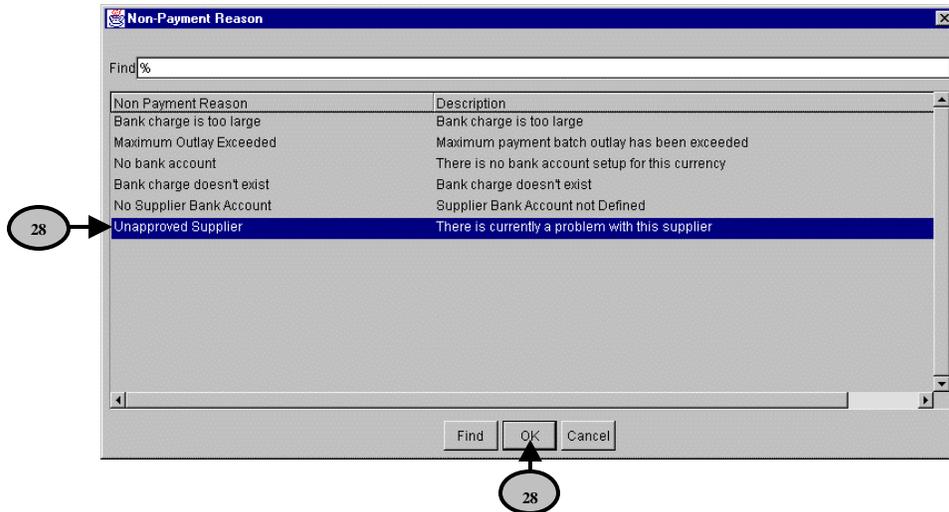
25. Click the **Supplier** field and use the **Arrow** keys on the keyboard to locate the desired supplier name.
26. Tab to the **Pay** field below the **Supplier** field, click the drop down arrow, select **No** to indicate that all invoices for this supplier should not be paid. The **Amount** field is updated to zero and appears in red.



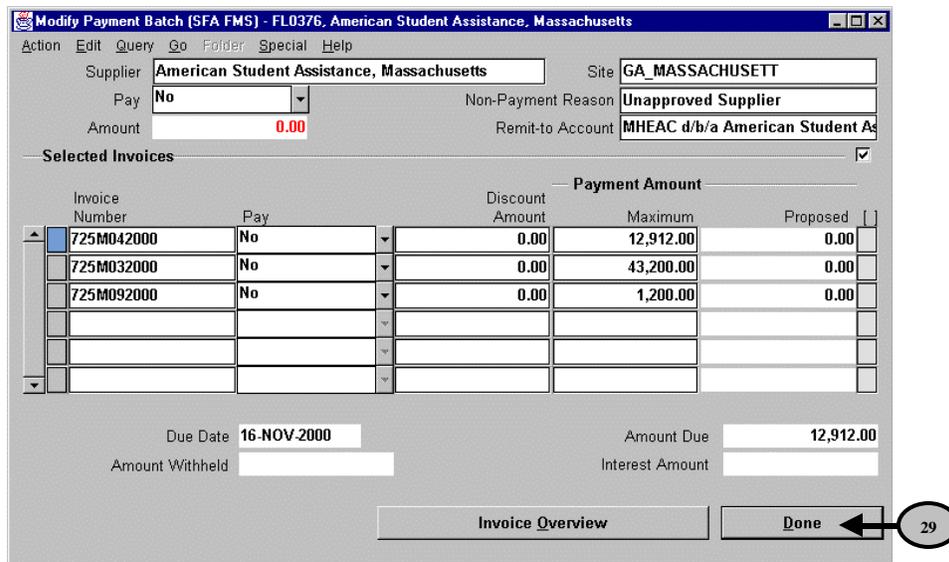
27. Tab to the **Non Payment Reason** field and click the **List of Values** icon on the **Toolbar** to select the reason from a list of valid values.

FYI: The table below identifies the reasons to justify non-payment at a particular supplier:

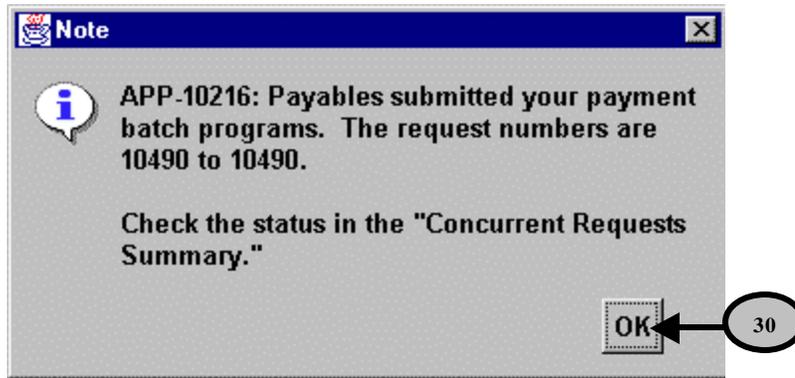
Non Payment Reason	Description
Bank Charge is too large	Bank charge is too large
Maximum Outlay Exceeded	Maximum payment batch outlay has been exceeded
No Bank Account	There is no bank account set-up for this currency
Bank Charge Doesn't Exist	Bank charge doesn't exist
No Supplier Bank Account	Supplier bank account not defined
Unapproved Supplier	There is currently a problem with this supplier



28. Click the appropriate reason and click the **OK** button. The “Modify Payment Batch” window appears with the Non-Payment Reason field populated.

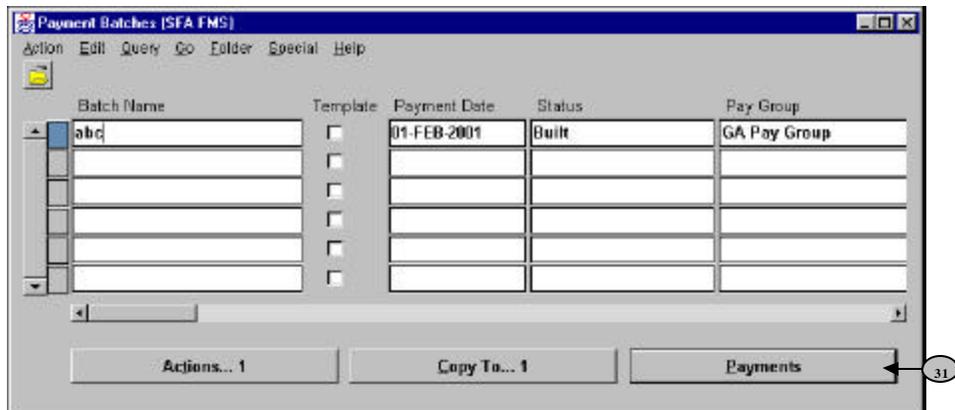


29. Click the **Done** button. A “Note” window appears indicating that SFA FMS submitted requests to rebuild the payment batch with your changes and identifies the request numbers.

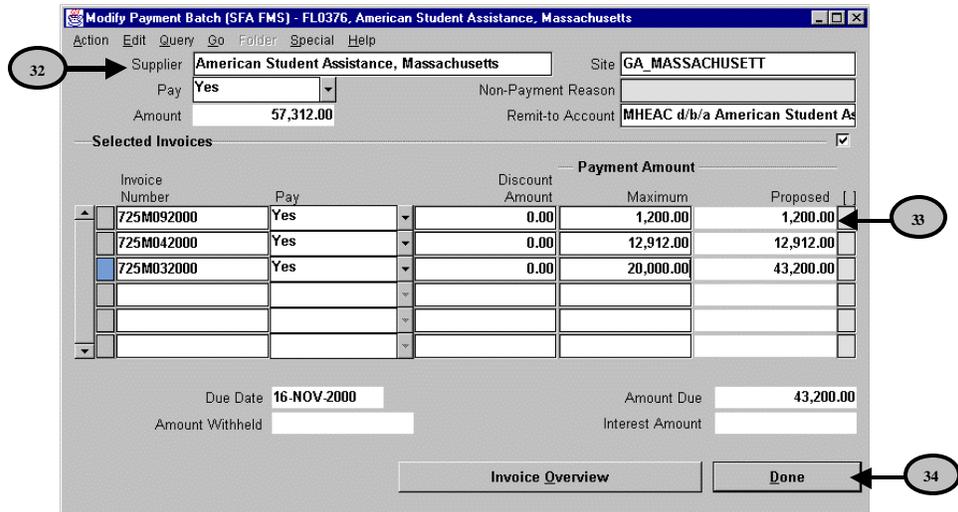


30. Click the **OK** button. The "Payment Batches (SFA FMS)" window appears. You can check the progress of the rebuild of the payment batch by selecting View My Requests from the Help menu.

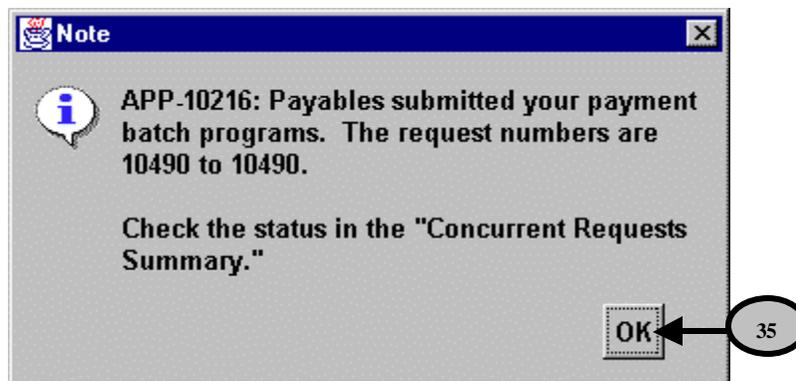
Change the Payment Amount for a Selected Invoice-SFA CFO (Program) Payment Manager



31. From the "Payment Batches (SFA FMS)" window, click the **Payments** button. The "Modify Payment Batches" window appears.



32. Click the **Supplier** field and use the **Arrow** keys on the keyboard to locate the desired supplier name.
33. Click in the **Proposed** field and type the new payment amount.
34. Click the **Done** button. A “Note” window appears indicating that SFA FMS submitted requests to rebuild the payment batch with your changes and identifies the request numbers.



35. Click the **OK** button. The “Payment Batches (SFA FMS)” window appears. You can check the progress of the rebuild of the payment batch by selecting View My Requests from the Help menu.

Apply Supplier Site Credit Memos to Invoices-SFA CFO (Program) Payment Manager

FYI: When creating a payment batch, SFA FMS automatically selects credit memos as well as invoices that meet the payment batch criteria.

Credit memos appear in red as a negative value in the Payment Amount Proposed field. If the payment batch contains an invoice and a credit memo for the same supplier, the difference between the two appears as the net payment amount in the Amount field at the top of the window.

If the net payment amount is positive (the amount of the invoice is greater than the amount of the credit memo), SFA FMS will pay the net payment amount.

If the net payment amount is negative (the credit memo is greater than the amount of the invoice), the CFO Accounting Division must modify the payment batch to apply the credit memo, in whole or in part, to the unpaid invoice. The invoice status will be updated to paid; the credit memo will be decreased by the amount of the invoice; and the remaining balance of the credit memo will appear in the next payment batch. If the CFO Accounting Division does not modify the payment batch to apply the credit memo to the invoice, both the credit memo and the invoice status will remain unpaid and they will both appear in the next payment batch.

End of activity.

