

# ***Confirm a Payment Batch***

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## **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

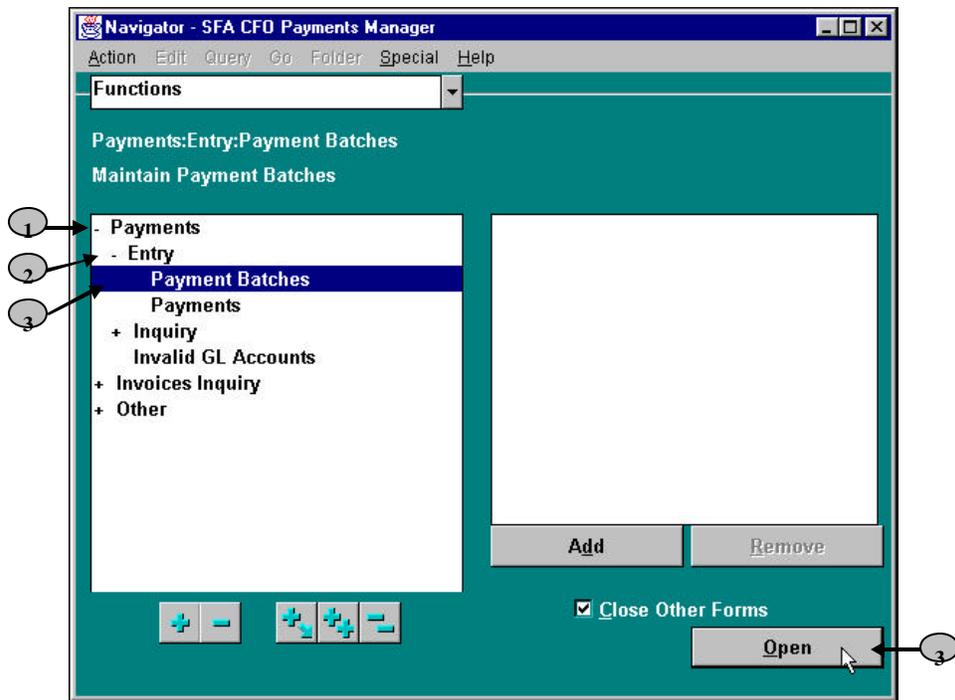
The process for generating the necessary treasury disbursement files is composed of the following activities in the SFA FMS application. To access other procedures in this list, click on the link(s) below:

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

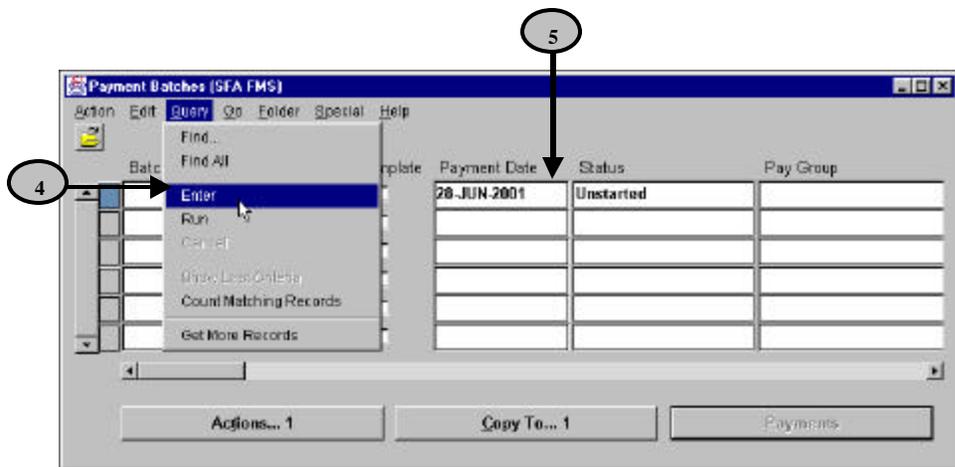
### Confirm a Payment Batch-SFA CFO (Program) Payment Manager

The final step in processing a payment batch is to confirm the payment batch. Confirming a payment batch updates the payment history of invoices in the payment batch and associates payment document numbers with the invoices and invoice payments. Additionally, confirming a payment batch triggers an email alert containing a Treasury Disbursement File attachment to be sent to the SFA CFO Accounting Super Users. Once a payment batch has been confirmed, you can no longer cancel the payment batch.

**FYI:** Only payment batches with a status of Formatted can be confirmed. If there are any unconfirmed payment batches, you cannot close a period nor can you use the same payment document for new payment batches.

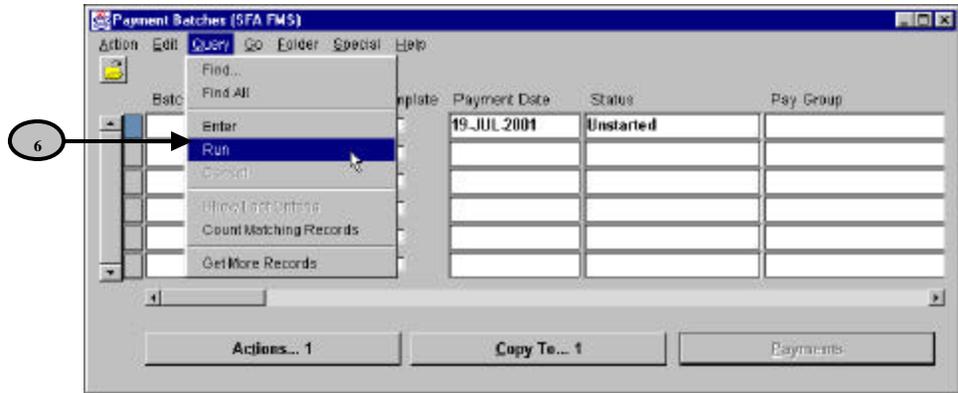


1. From the “Navigator” window, double-click **Payments**. The Payments sub-menu appears.
2. Double-click **Entry**. The Entry sub-menu appears.
3. Click **Payment Batches** and click the **Open** button. The “Payment Batches (SFA FMS)” window appears.

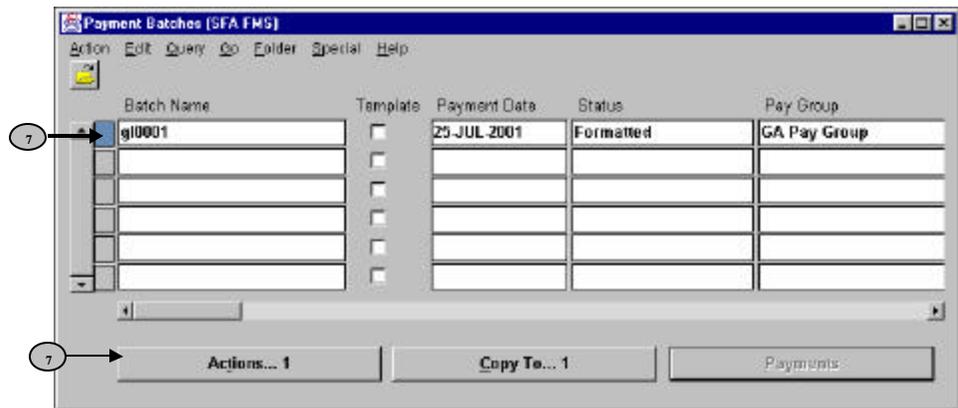


4. Select **Enter** from the **Query** menu to search for the batch to be confirmed. The fields on the “Payment Batches (SFA FMS)” window are cleared.

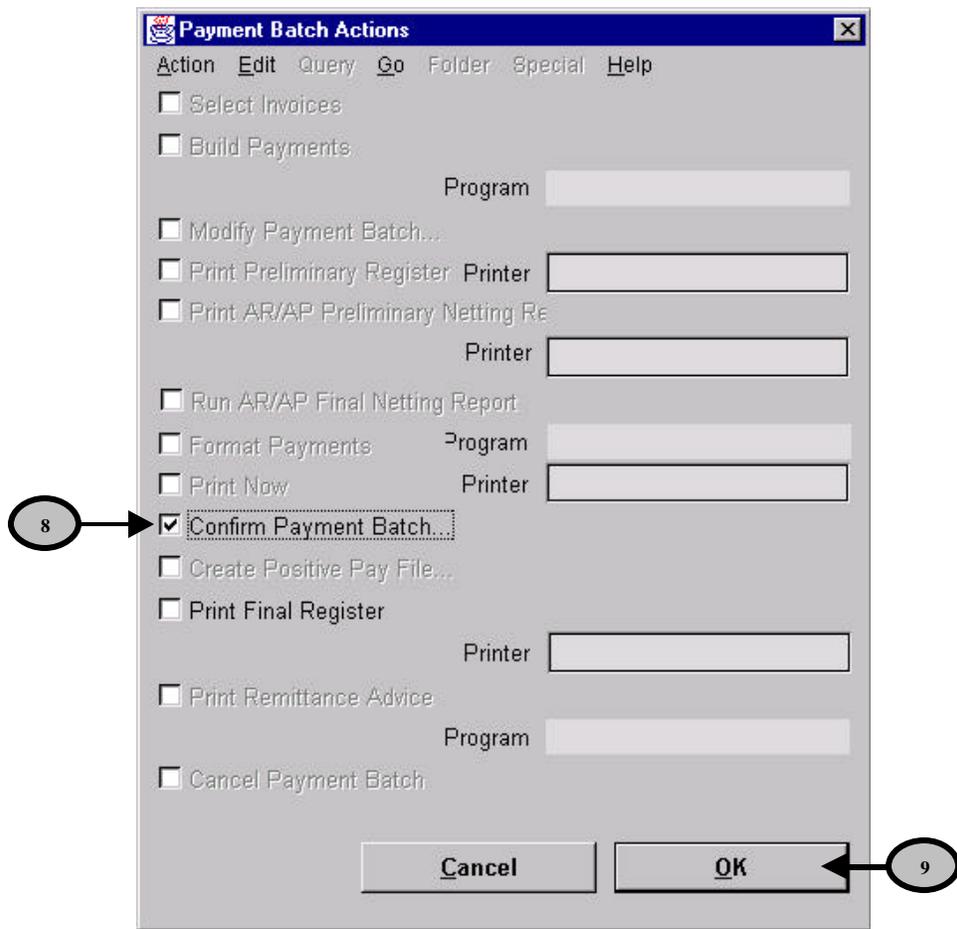
5. Tab to the **Payment Date** field and type the desired date of the payment batch that you wish to find. To narrow your search, type the first few letters of the batch name and a percent sign (e.g., FL%) in the **Batch Name** field.



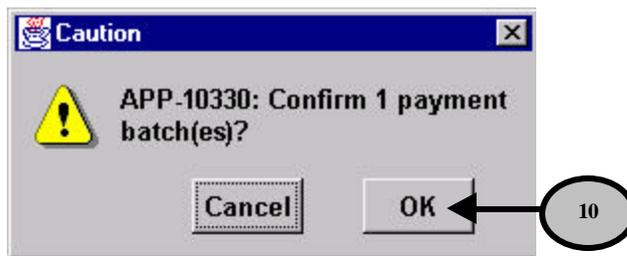
6. Select **Run** from the **Query** menu. The batches that match your search criteria will appear in the “Payment Batches (SFA FMS)” window.



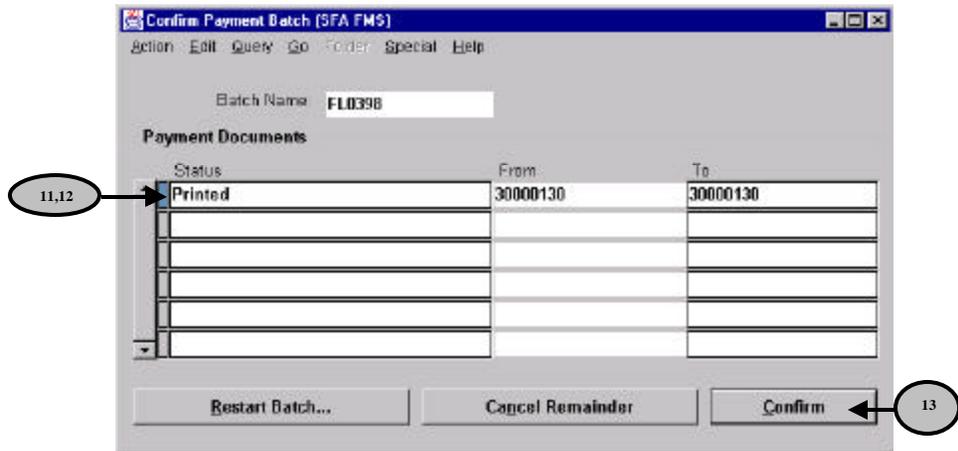
7. Click the row of the payment batch you need to confirm and click the **Actions** button. The “Payment Batch Actions” window appears.



8. Verify that the checkbox next to **Confirm Payment Batch** is checked.
9. Click the **OK** button. A “Caution” window appears.



10. Click the **OK** button. The “Confirm Payment Batch” window appears.

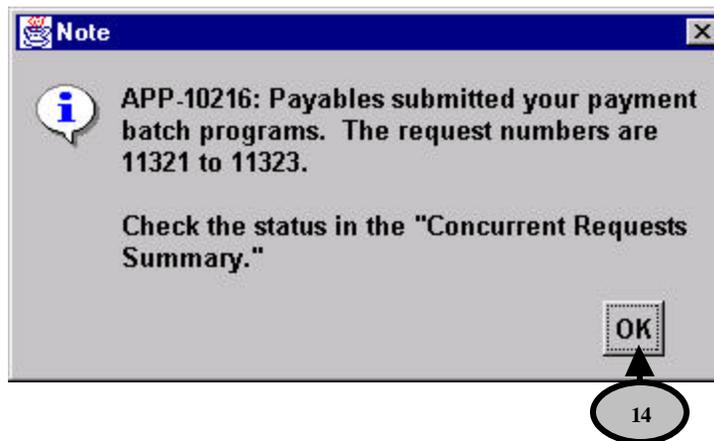


11. If the document type is **Electronic**, verify that the **Status** field is updated to **Printed** and the **From** and **To** fields are populated.

-OR-

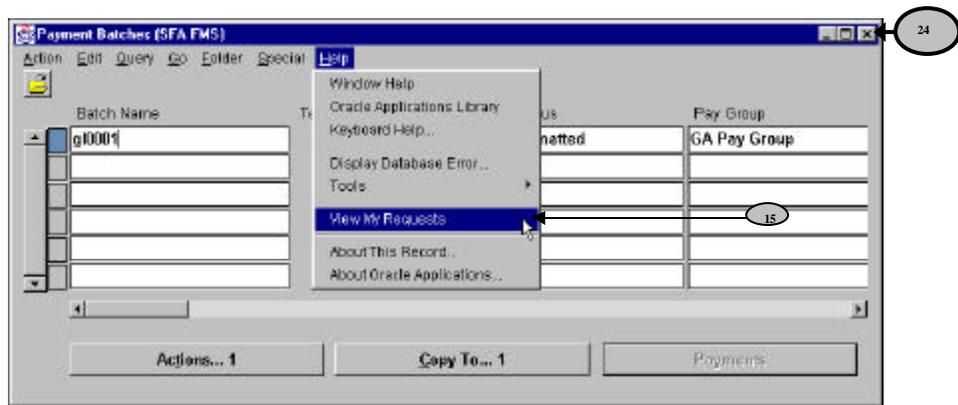
12. If the document type is **Manual Checks**, tab to the **From** and **To** fields and type the precise range of document numbers.

13. Click the **Confirm** button. A “Note” window appears indicating that SFA FMS submitted your payment batch request and identifies the request number.

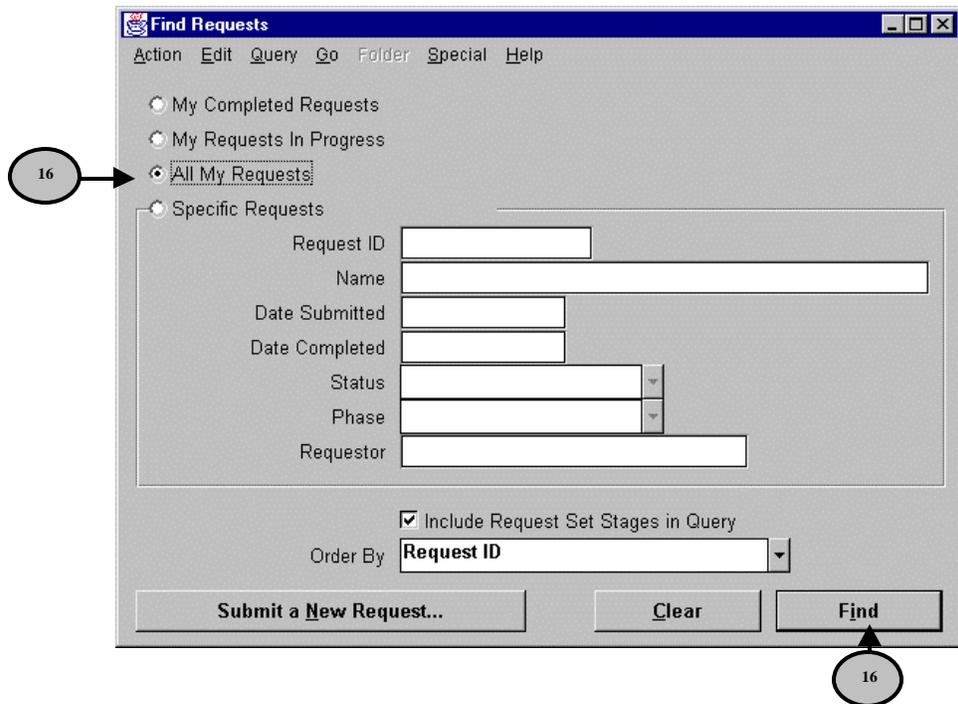


14. Click the **OK** button on the “Note” window. The “Payment Batches (SFA FMS)” window appears. SFA FMS updates the status of the invoices in the payment batch to **Paid** and prints the Final Payment Register.

**FYI:** Once the payment batch has been confirmed an email alert with the Treasury Disbursement File attached is automatically sent to the SFA CFO Accounting Division Superusers.



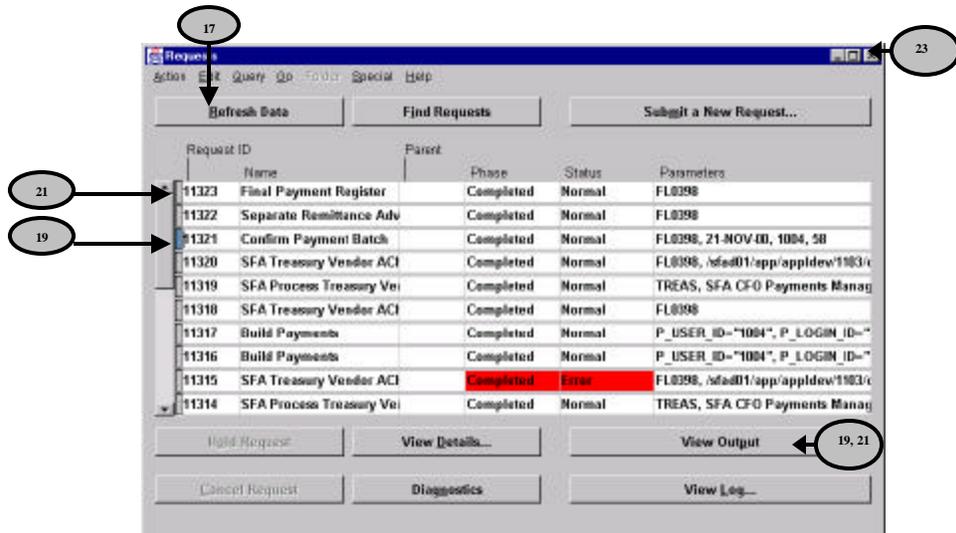
15. For confirmation that the Confirm Payment Batch process was completed successfully, select **View My Requests** from the **Help** menu. The “Find Requests” window appears.



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

**FYI:** The requests initiated by the Confirm Payment Batch action are:

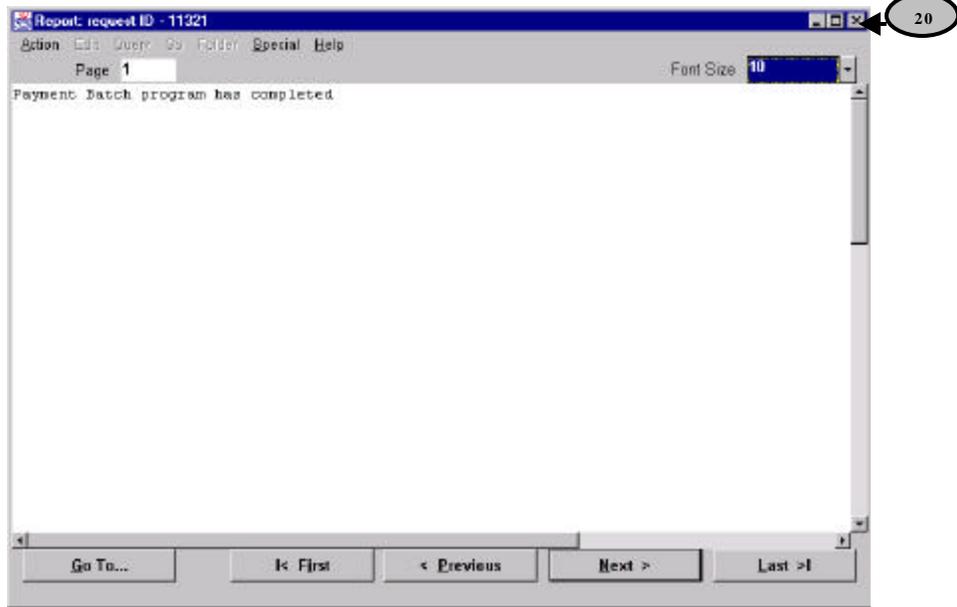
- Confirm Payment Batch
- Final Payment Register



17. 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, Warning and Error. You may need to click the **Refresh Data** button multiple times until the request is completed.

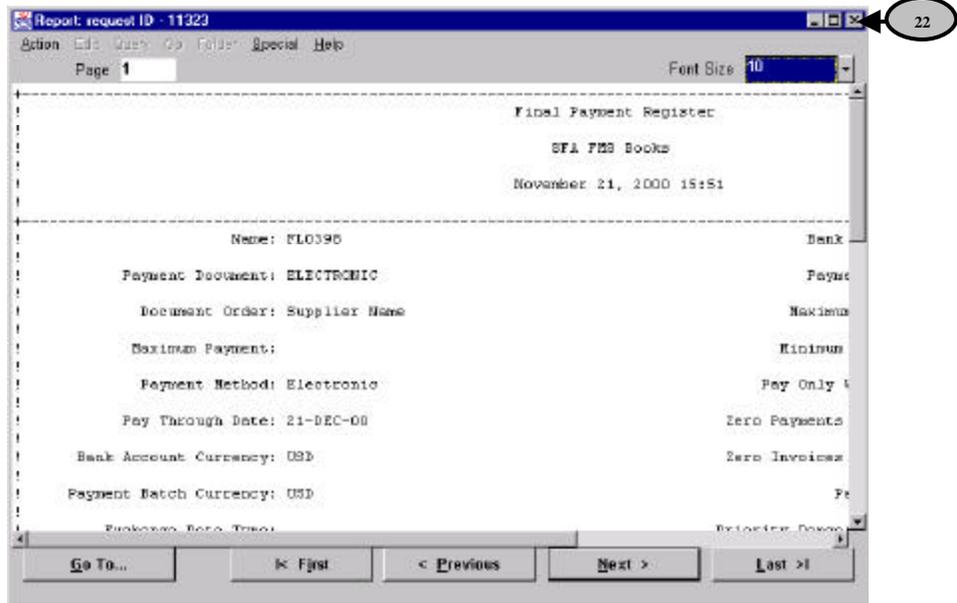
-OR-

18. 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, minimize the “Requests” window to view the Phase and Status.
19. For confirmation that the Confirm Payment Batch was completed successfully, click the row for the **Confirm Payment Batch** request and click the **View Output** button. The “Reports” window appears with the report sorted by supplier.



20. Click the **X** button to close the “Reports” window. The “Requests” window appears.

21. To review the Final Payments Register, click the row for the **Final Payment Register** request and click the **View Output** button. The “Reports” window appears with the report sorted by supplier.



22. Click the **X** button to close the “Reports” window. The “Requests” window appears.

23. Click the **X** button to close the “Requests” window. The “Payment Batches” window appears.
24. Click the **X** button to close the “Payment Batches” window. The “Navigator” window appears.

**End of activity.**

