

## Step-by-Step Procedure

### ACH File Creation

From the Journals module, open the **P.A.P. File Creation** table.

Click the **Add** icon to start a new batch.

#### P.A.P. Creation Number

The **Creation Number** auto-populates upon saving the batch. *Note the Creation Number for later use.*

#### Creation Dates

The **Last Payment Dates** field defaults to the most recent payment dates.

The **Creation Date** field populates using the current date.

*Note: If processing the file in the future, change the date to reflect the future date.*

Enter the **Payment Dates Ranging** fields based on the dates the transaction file covers.

#### Reconcile/Exclude Items

The **Reconcile Flat P.A.P.** remains unchecked unless it is the Budget reconciliation month.

When reconciling, enter the cycles to include or exclude from the P.A.P. file.

Click **OK** to save the batch.

Journals > P.A.P. File Creation

Navigate to the **P.A.P. Load** tab.

Enter **P.A.P. Load Filters** using utility specified criteria or settings below.

### Cycle

Enter a specific cycle(s) or leave blank if creating for all cycles.

### Override Due Date

Leave blank unless changing the due date on the records in the P.A.P. file.

### Change Process Date

Leave blank unless changing the P.A.P. date for *ALL* records in the file.

### Class

Set the Class code if creating separate files for residential and commercial accounts. This requires also being set in Account Details.

### AR Customer Only

Leave blank.

### Credit Customer Only

Check the box if doing a credit only P.A.P. batch.

### Debit Customer Only

Always check the box – there should only be debit amounts in the file to the bank.

Click **OK** to load the P.A.P. records.

Journals > P.A.P. File Creation > P.A.P. Load tab

Pap File Creation (BROWSE)

1 of 1

OK Cancel ?

P.A.P. Creation Number

Creation Number: 43

Creation Dates

Last Payment Dates from: 2020-06-15 to: 2020-06-22

Creation Date : 2020-06-22

Payment Dates Ranging from: 2020-06-15 to: 2020-06-22

Reconcile / Exclude Items **P.A.P. Load** P.A.P File Create Error Log

Payment Type:

**P.A.P Load (BROWSE)**

P.A.P Load Filters

Cycle: 1

Override Due Date:

Change Process Date:  [ ]

Class: R RESIDENTIAL

AR Customer ONLY?:

Credit Customer ONLY?:

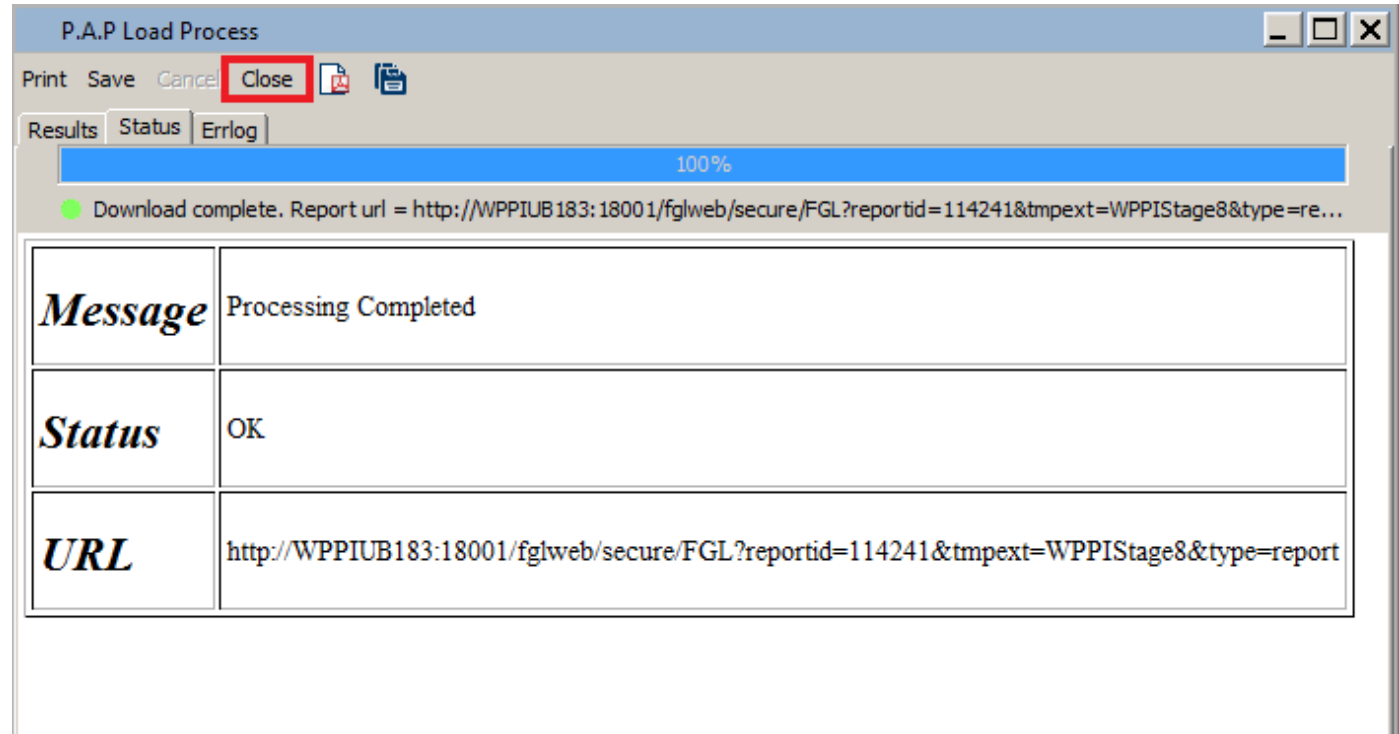
Debit Customer ONLY?:

Report [ ] **OK** Cancel

Ready

The **P.A.P. Load Process** window appears.

Click **Close** when processing completes to return to the P.A.P. Load tab.



Click **Report** to generate the P.A.P. report to verify the loaded accounts.

P.A.P Load Process

1 of 1

OK Cancel ?

P.A.P Creation Number

Creation Number: 43

Creation Dates

Last Payment Dates from: 2020-06-15 to: 2020-06-22

Creation Date : 2020-06-22

Payment Dates Ranging from: 2020-06-15 to: 2020-06-22

Reconcile / Exclude Items P.A.P. Load P.A.P File Create Error Log

Payment Type:

**P.A.P Load (BROWSE)**

P.A.P Load Filters

Cycle: 1

Override Due Date:

Change Process Date:

Class: R RESIDENTIAL

AR Customer ONLY?:

Credit Customer ONLY?:

Debit Customer ONLY?:

Ready

Report OK Cancel

Ready

The Pending Pre-Authorized Payment report opens.

The report provides a listing of all accounts going to the bank.

Each account gives a breakdown by service and amount due.

The Grand Totals for the file displays at the bottom of the report.

**Print or Save** the report per utility protocol.

Click **Close** when done.

Training Light & Water PENDING PRE-AUTHORIZED PAYMENT aenfelt 06/22/2020 17:24 Page:1

Cyc	Account	Name	Service	Plan	Freq.	Date	Amount	Bank/Transit	Bank Account
Creation Number : 43 06/15/2020 06/22/2020									
1	110-22	RG1 Cust 11	E		D	06/22/2020	63.30	075000022	*****442
1	110-22	RG1 Cust 11	P		D	06/22/2020	1.80	075000022	*****442
1	110-22	RG1 Cust 11	R		D	06/22/2020	64.55	075000022	*****442
1	110-22	RG1 Cust 11	S		D	06/22/2020	33.80	075000022	*****442
1	110-22	RG1 Cust 11	U		D	06/22/2020	35.00	075000022	*****442
1	110-22	RG1 Cust 11	W		D	06/22/2020	148.05	075000022	*****442
Account Totals							346.50		
Creation Number Totals							346.50		
Grand Totals							=====		
1	Customer(s)						346.50		

Move to the **P.A.P. File Create** tab.

Click the **Edit** icon at the bottom of the table.

**Payment Type** defaults to 'Bank Account'.

**Effective Date** remains blank.

Click **OK** to create the P.A.P. file.

*Journals > P.A.P. File Creation > P.A.P. File Create tab*

Pap File Creation (BROWSE)

1 of 1

OK Cancel ?

P.A.P. Creation Number

Creation Number: 43

Creation Dates

Last Payment Dates from: 2020-06-15 to: 2020-06-22

Creation Date : 2020-06-22

Payment Dates Ranging from: 2020-06-15 to: 2020-06-22

Reconcile / Exclude Items | P.A.P. Load | **P.A.P File Create** | Error Log

Payment Type: Bank Account

**Bank File Create (FIND)**

Effective Date:

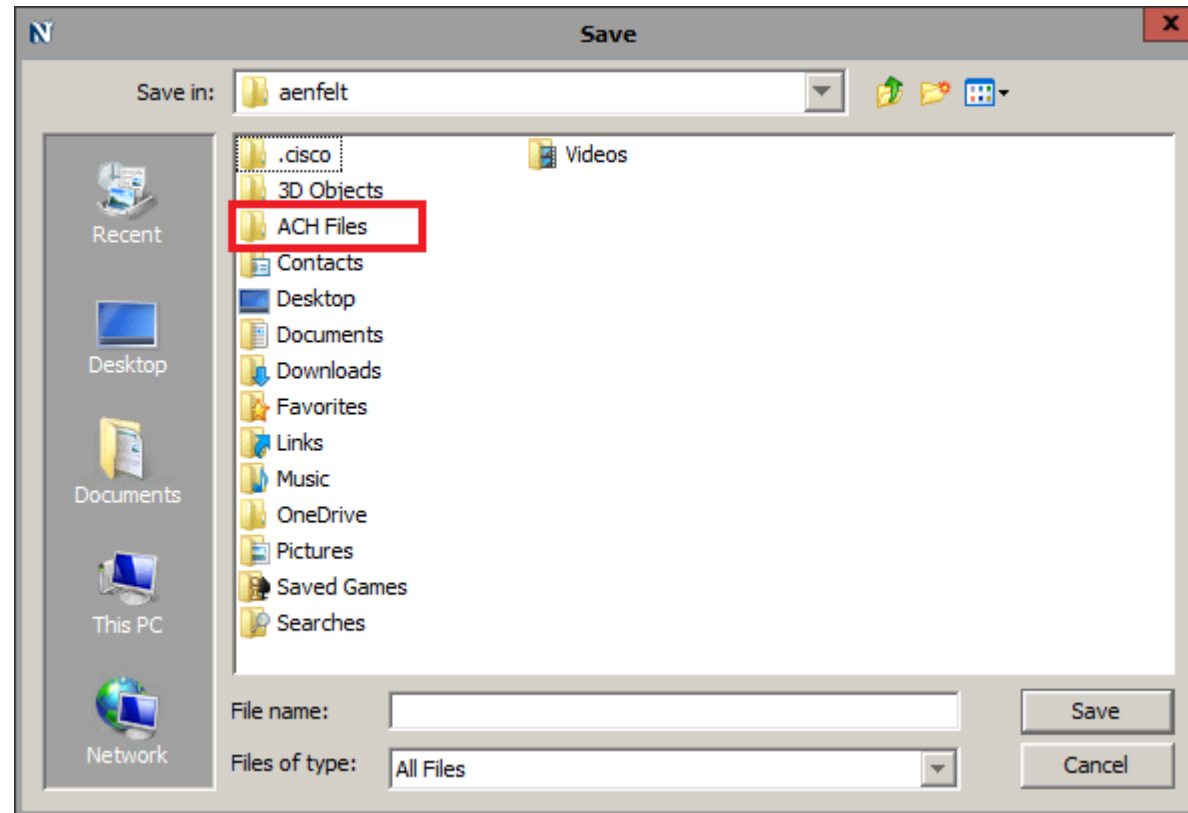
Configuration Name:

Ready

Ready

The **Save** window opens.

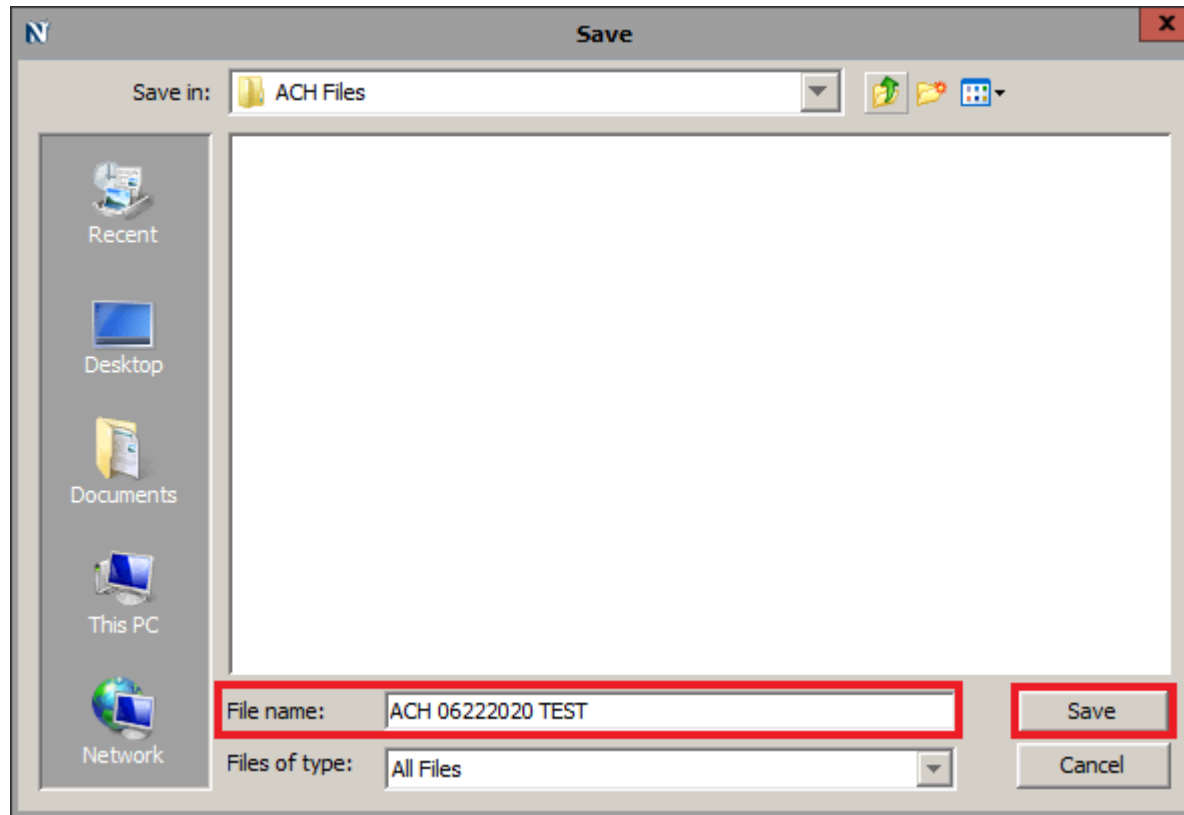
Save the file to the utilities' locally designated ACH folder.



Open the designated ACH folder.

Enter the **Filename** for the P.A.P. file.

Click **Save**.

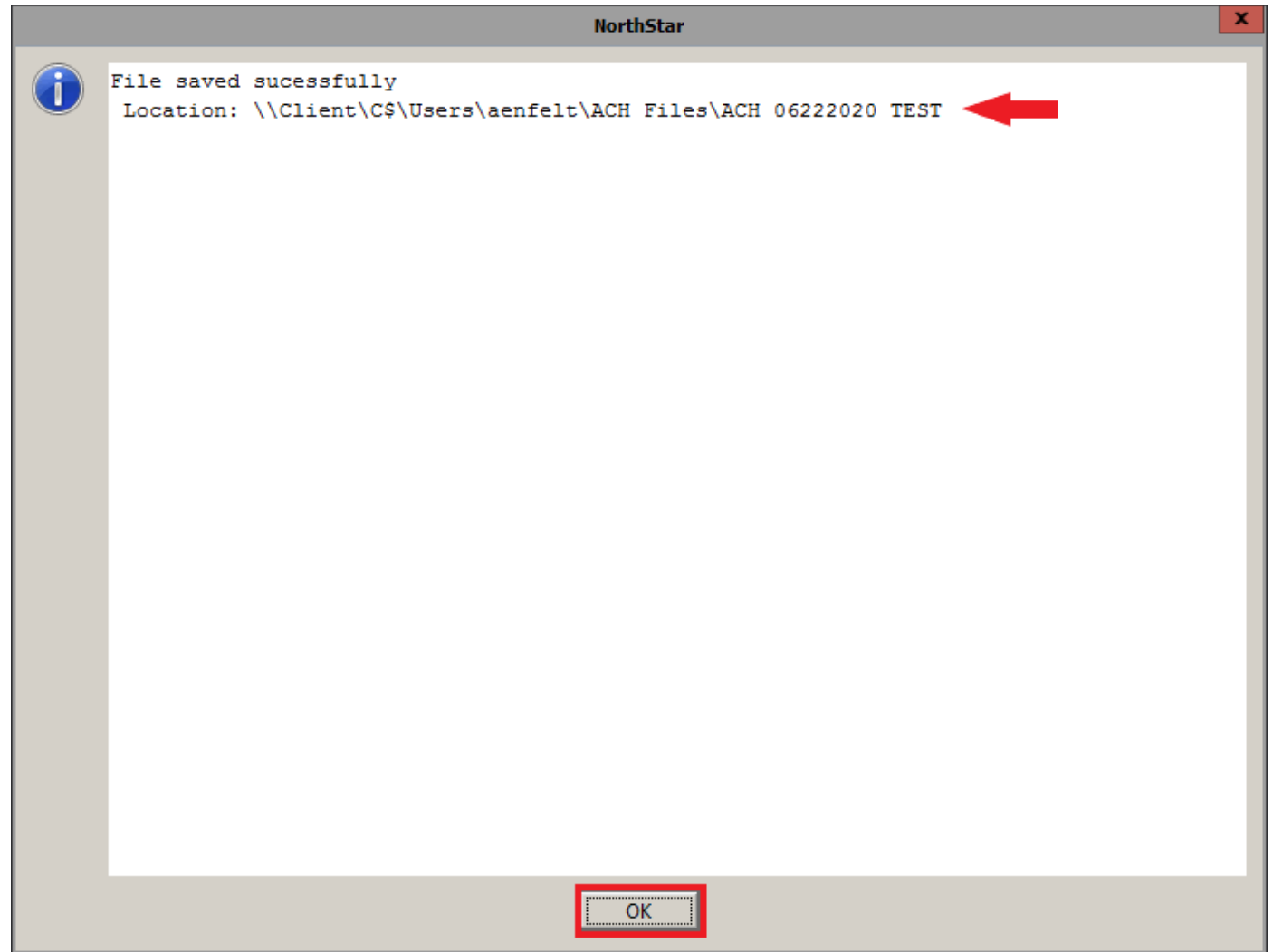




A pop-up window appears indicating the result of saving the file.

Note the location of the saved file.

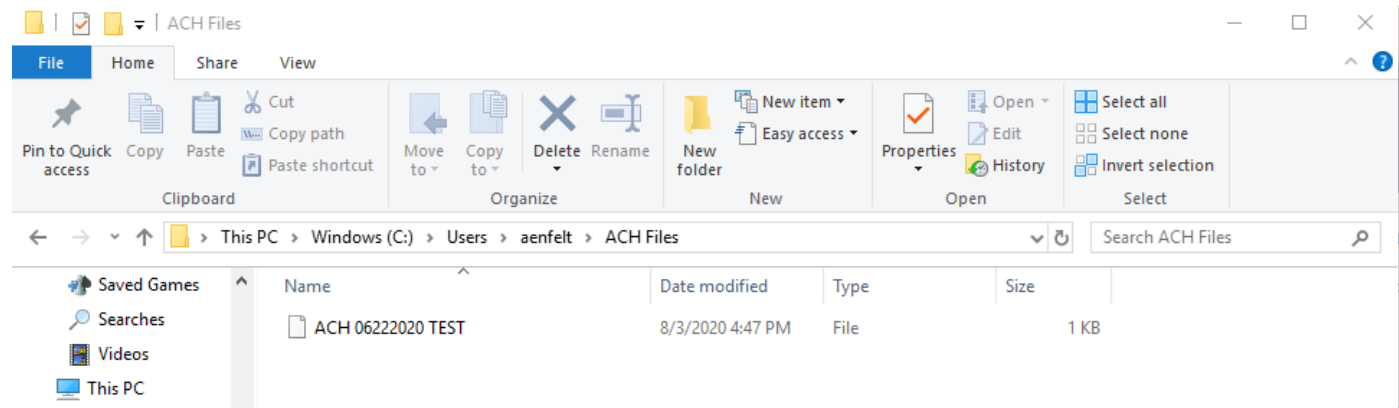
Click **OK** to close the window.



Navigate to the **Saved file location**.

**Open** the file.

**Verify** the total amount in the file matches the total from the Report.



**Transfer** the file to the bank following the bank’s instructions.

Once the bank processes the file and confirms there were no problems, proceed to the **Processing ACH in Cashiering** section (Page 18).

If the bank indicates an issue with the file transfer, review the accounts and file. Submit a ticket to the help desk if further assistance is required.