Guide to the Pre-Disbursement Processor Module

Kuali

Contents

Introduction

The Pre-Disbursement Processor (or PDP) receives data from systems that need to make disbursements and outputs a data file that can be sent to a check writer or formatted and sent to a bank for Automated Clearing House (ACH) direct deposits. It can also generate ledger entries when appropriate, such as relieving liabilities when making a disbursement against a Payment Request document.

Files for processing can be created from Financials documents (such as the Disbursement Voucher or the Payment Request) or can be manually uploaded. The systems that provide these files are referred to as PDP customers. Checks and ACH deposits can be formatted in various ways before being outputted depending on the specifications of those customers.

This section covers user-initiated activities that relate to the PDP.

In order to work efficiently in the Pre-Disbursement Processor screens, you need to understand the basics of the user interface. For information and instructions on logging on and off, navigating, understanding the components of screens, and performing basic operations in the screens, see Overview in the *Overview and Introduction to the User Interface*.

Generated General Ledger Entries

PDP generates general ledger entries as payments are processed or canceled. If the associated customer's **Relieved Liabilities** flag is set to **Yes**, the PDP debits a defined liability object code. If the **Relieved Liabilities** flag is set to **No**, the PDP creates a debit for the payment's expense object code. A canceled payment creates similar credit entries.

Document types assigned to these entries are as follows.

PDP document types

Document Type	Description
CHKC	Check cancel
CHKD	Check disbursement (payment status of extracted)
CHKR	Cancel and reissue
ACHC	ACH cancel
ACHD	ACH disbursement (payment status of extracted)
ACHR	ACH cancel and reissue

Flexible Bank Offsets

Kuali Financials may be configured to allow bank codes to be configured on individual documents. The system also allows an institution to post offset entries to a bank-specific account and object code (defined on the Bank Maintenance document.)

When this type of configuration is used, it changes the way the PDP interacts with payments related to the documents that make disbursements (specifically, the payment request and disbursement voucher).

Customers may also choose to specify a bank code in their XML payment files.

Flexible Bank Offsets Parameters

Several different parameters control flexible bank offset functionality in Kuali Financials.

The functionality itself may be turned on or off using the FLEXIBLE_BANK_SPECIFICATION_IND parameter. If this parameter is set to **Y**, the functionality is turned on. In this case, documents defined in the parameter BANK_CODE_DOCUMENT_TYPES display a **Bank Code** field. A third parameter—DEFAULT_BANK_BY_DOCUMENT_TYPE—is then used to define the default Bank Code for each document type for which your institution is using this functionality.

Setting the Bank Code for a Transaction

The Bank Code value is set at the document level and applies to all accounting lines on a document.

When uploading a payment file to the PDP, Bank Code is optional. If payments do not specify a bank code, the PDP assigns the code based on the default values found on the associated Customer Profile for ACH and check disbursements. If an uploaded payment file contains bank codes, these codes must be valid or the system will reject the file during the upload process. Corrections must be made before the file can be successfully uploaded for processing.

PDP Disbursements and Bank Codes

Bank Codes on the Payments

When payments are formatted, the PDP attempts to use the bank code specified on the payment unless it is deemed to be inappropriate for this specific disbursement.

An example of an inappropriate bank code might be when an ACH bank was specified on the payment but the PDP determines that the disbursement will be made via check because the payment has been flagged as an immediate print, requiring an attachment, or requiring special handling. In these cases, the PDP must generate a check. Another example is when an ACH bank was specified but there is no payee ACH Account record for the payee.

In the event that an ACH bank code is used but the PDP has no ACH information for the payee, the system uses the default CHK bank code instead. However, if the PDP contains ACH information for that payee, the system still disburses a payment with a CHK bank code.

For payments for which no bank code is supplied, the PDP will use the bank code associated with the appropriate disbursement type (ACH or check) on the Customer Profile.

Bank code is also considered when the PDP attempts to combine payments. Only payments being disbursed from the same bank are eligible to be combined.

Valid Banks in the Maintenance Setup

Bank codes may be deactivated, indicating they are no longer to be used. If a specified bank code is inactive, the PDP uses a continuation bank code defined on the Bank Maintenance table. This situation might occur if the bank code specified on the payment at the time of formatting was inactive or if the bank code in the Customer Profile was inactive.

Canceling and Re-Issuing Payments with Flexible Bank Offsets

When this functionality is enabled, cancelling and re-issuing a payment in the PDP clears the payee bank routing number and the payee bank account number but does not clear the disbursement bank code.

If the disbursement bank code is inactive, the bank code is re-assigned during the format process using the appropriate continuation bank code. To identify situations like this, use the Payment Bank History Lookup.

If not your institution is not using this functionality, then cancelling and re-issuing a payment in the PDP clears the payee bank routing number, the payee bank account number and the disbursement bank code.

PDP General Ledger Entries with Flexible Bank Offsets

When the PDP generates ledger entries for formatted, cancelled or cancelled and re-issued payments, it generates extra entries to redistribute the offsets to the account and object code specified on the bank code associated with this disbursement.

Pre-Disbursement Processor Batch Processes

The PDP module is impacted by batch jobs associated with the Financial Processing and Purchasing/Accounts Payable modules also known as Namespace. In addition, this module has several batch jobs that are unique to it.

Several of these jobs generate .xml files containing information about payments processed via PDP. Kuali Financials does not include a check writer, so your institution needs to determine how best to utilize the .xml files provided by PDP to generate checks and/or ACH entries to be sent to your bank.

PDP Batch Jobs

Job Name	Description
disbursementVoucherPredisbursementProcessorExtractJob *Namespace: Financial Processing*	This job extracts approved disbursement vouchers having a payment method of Check/ACH into PDP. The disbursement vouchers appear as open payments in PDP. No separate batch job exists for extracting immediate Disbursement Voucher payments to PDP because these payments are automatically extracted into PDP when the immediate DV reaches FINAL or PROCESSED status or when the Disbursement Manager clicks the Extract Now button on a DV that was not selected for immediate payment prior to extraction.
purchasingPredisbursementExtractJob *Namespace: Purchasing / Accounts Payable*	Extracts approved payment requests and credit memos into PDP when the pay date is today or earlier and bundled PREQs and Credit Memos are greater than zero. These will appear as Open payments in PDP. This job is also triggered automatically as part of the Payment File Batch Upload and Payment Spreadsheet Upload processes. PREQs and Credit Memos are bundled together when the PREQ is not marked immediate, special handling or has attachments. PREQs are bundled with Credit Memos when the campus, bank code, vendor, vendor division, address 1, country and 5 digit zip code match.

purchasingPredisbursementImmediatesExtractJob *Namespace: Purchasing / Accounts Payable*	Extracts approved payment requests marked as immediate payments. These will appear as open payments in PDP. Note that the Purchasing Pre-Disbursement Extract job extracts all payments, including immediate payments. Consequently, you do not need to use this job unless you want to extract *only* payments marked as immediate into PDP.
pdpClearPendingTransactionsJob *Namespace: Pre-Disbursement Processor*	Clears the temporary table in which GL entries are stored. It should be run after the PDP Extract GL Transactions Step Job and the GL Nightly Out job run.
pdpDailyReportJob *Namespace: Pre-Disbursement Processor*	Generates a report showing a summary of the number and dollar amounts (by customer) of the payments that should be picked up the next time a format process is run. The report returns information for payments with pay dates equal to or earlier than today. This report is available in the Reports/PDP directory (accessible via the Batch File lookup), and it can be run after payments are either uploaded via the upload page or extracted using the jobs noted above.
pdpExtractAchPaymentsJob *Namespace: Pre-Disbursement Processor*	Creates an xml file containing information for payments that have been recently formatted and have a disbursement type of ACH. This job does not automatically run after the Format Checks/ACH process in PDP. This file is available in the directory Staging/PDP/Payment Extract (accessible via the Batch File lookup).
pdpExtractCanceledChecksJob *Namespace: Pre-Disbursement Processor*	Creates an xml file containing information about disbursements that have been canceled in PDP. This file is available in the directory Staging/PDP/Payment Extract (accessible via the Batch File lookup).
pdpExtractChecksJob *Namespace: Pre-Disbursement Processor*	Creates an .xml file containing information for payments that have been recently formatted and have a disbursement type of Check. By default this job runs immediately upon completion of a Format Checks/ACH process in PDP, so you should not need to run it manually. This file is available in the directory Staging/PDP/Payment Extract (accessible via the Batch File lookup).

pdpExtractGlTransactionsStepJob *Namespace: Pre-Disbursement Processor*	This job generates a file with the appropriate General Ledger entries for any payments processed through PDP. This file is called gl_glentry_pdp and is sent to the Origin Entry directory to be processed the next time the GL Nightly Out job is run.
pdpFormatCheckACHByCustomerProfileJob *Namespace: Pre-Disbursement Processor*	pdpFormatCheckACHByCustomerProfileJob auto formats all payments due to pay on the day of execution for the selected customer profile defined in the FORMAT_CUSTOMER_PROFILE_ID parameter, in a batch mode. The total number and amount of formatted checks and ACH are emailed to the recipients defined in the FORMAT_SUMMARY_TO_EMAIL_ADDRESSES parameter.
pdpFormatCheckACHJob *Namespace: Pre-Disbursement Processor*	pdpFormatCheckAchJob auto formats all payments due to pay on the day of execution in a batch mode. It functions the same as selecting all customers and options from the Format Checks/ACH screen. The total number and amount of formatted checks and ACH are emailed to the recipients defined in the FORMAT_SUMMARY_TO_EMAIL_ADDRESSES parameter. 🖊 Payments that have the same vendor id/division number, address 1, country and 5 digit zip will be combined into a single payment.
pdpInactivatePayeeACHAccountsJob *Namespace: Pre-Disbursement Processor*	Inactivates Payee ACH Accounts associated with inactive vendors or employees.
pdpLoadFederalReserveBankDataJob *Namespace: Pre-Disbursement Processor*	Populates the ACH Bank table with values from a file defined in the ACH_BANK_INPUT_FILE and FEDERAL_ACH_BANK_FILE_URL parameters. ⚠ Note that the system design assumes that your institution will *either* use this job to populate the ACH Bank table *or* update the table manually. **Doing both—that is, using the job and updating the bank table manually— may result in data entered manually being overwritten.**

pdpLoadPaymentsJob *Namespace: Pre-Disbursement Processor*	Loads non-DV or PURAP payments into PDP. If the Payment File Batch Upload is used to load payments, this process normally occurs automatically. The PDP Load Payments job is appropriate to run if your institution has established a central directory where PDP customers place files to be uploaded directly into PDP without using the File Batch Upload page.
pdpNightlyLoadPaymentsJob *Namespace: Pre-Disbursement Processor*	Identical to the PDP Load Payments job except that it has a dependency on both the Disbursement Voucher Pre-Disbursement Extract job and the Purchasing Pre-Disbursement Extract job. Consequently, as part of a nightly batch schedule, this job runs after these two extracts have completed. This job is run separately because your institution may want to arrange one nightly load using this job and set up several loads throughout the day using the PDP Load Payments job (which has no dependencies).
pdpSendAchAdviceNotificationsJob *Namespace: Pre-Disbursement Processor*	Generates emails to ACH payees based on the values defined as part of the PDP customer associated with the ACH payments. 📝 Parameter ACH_SUMMARY_CC_EMAIL_ADDRESSES can be used to add a cc email address to the notifications sent to payees.
processPdpCancelsAndPaidsJob *Namespace: Pre-Disbursement Processor*	Sends information back to the Purchasing/Accounts Payable module to update payment requests and credit memos with disbursement information and application statuses when a Payment Request or Credit Memo are canceled. It also updates the Pre-Disbursement Processor Status tab on the Disbursement Voucher document. It also updates the General Ledger Pending Entry table when payments are canceled in PDP. • When a DV is fully approved, extracted and canceled on the same day, the DV Pending entries are deleted from the GL Pending Entry table. • When a payment is canceled after the DV has posted, reversing entries are posted to the GL Pending Entry table. The original transaction posting date is changed to the create date of the document; the reversing entries transaction date is the date they posted. Because entries are created, the nightlyOutJob has a hard dependency on this job. This job also has a retry process associated with it controlled by parameter FAILURE_RETRY_IND. When this parameter is set to Y, the job will try to run for up to 5 times until it succeeds, or finally fails. An email will be sent for each retry.

Pre-Disbursement Processor Attribute Maintenance Documents

Pre-Disbursement Processor Attribute Maintenance Documents

Document	Description
Accounting Change Code	Provides codes and text descriptions used to identify changes made to a payment's accounting fields when a PDP customer file provides invalid accounting information.
ACH Bank	Identifies valid banks and routing numbers for PDP payee ACH account information.
ACH Transaction Code	Defines a code and text description for each ACH transaction type in the PDP. By default this code distinguishes between deposits to checking accounts and savings accounts.
ACH Transaction Type	Associates type codes with payee's ACH information in the PDP. The PDP supports multiple sets of ACH information for each payee. The ACH transaction type enables the system to match a specific set of ACH information to payments from a PDP customer based on the transaction's type.
Customer Profile	Identifies PDP customers and related attributes such as a campus processing location and contact e-mail addresses.
Disbursement Number Range	Assigns a range of disbursement numbers to disbursements based on campus, disbursement type and bank.
Disbursement Type	The Disbursement Type identifies the codes and names used to identify disbursements as ACH or check transactions.
Payee ACH Account	Allows you to view, create and maintain ACH account information for PDP payees.
Payee Type	Defines the valid types of Payees that can be identified in PDP payments.
Payment Bank History	If the reissuing of a payment results in its banking information being updated, shows the original and updated information.
Payment Change	Defines the various change codes that can be applied to a payment to change its status.
Format Summary	The **Format Summary Lookup** screen displays formatted disbursements by process ID and allows you to view format summary details for each process ID.
Payment Type	Defines the various types of payments that can be selected when formatting.
Payment Status	Defines all valid status codes that can be associated with a payment.

Accounting Change Code

The **Accounting Change Code** document is used to edit the name associated with an existing accounting change code. Accounting change codes are used to identify problems that the PDP detects in the accounting entries on payment records. If the PDP cannot validate the accounting string for an uploaded payment against the Chart of Accounts, it drops all the accounting values and replaces them with the default accounting string defined by that PDP customer.

When the system makes this change, it also generates an error email and sends it to the customer. The Accounting Change Code is specified in the e-mail to indicate the kind of problem the PDP encountered when trying to verify the payment's accounting string. The change code is also displayed in the **Account Detail** section of the Payment Detail Inquiry.

Because the PDP is hard-coded to check the validity of certain accounting fields, users cannot add new codes to this table via a maintenance document. To make the PDP detect and report different types of accounting change codes, programming changes are required. Names associated with the programmatically defined codes can be modified, however, if different values are more meaningful for your institution.

The default values are:

- ACCT - Invalid Account Number
- OBJ - Invalid Object Code
- SA - Invalid Sub Account
- SO - Invalid Sub Object Code

Document Layout

Accounting Change Code field definitions

Title	Description
Accounting Change Code	Display-only. Displays the unique code that identifies this particular accounting change.
Accounting Change Name	Required. Enter a name that accurately describes this accounting change.

ACH Bank

The **ACH Bank** document allows you to maintain a valid list of banks for ACH payees.

🖉 The ACH Bank table can be updated automatically by using the pdpLoadFederalReserveBankDataJob batch job. This document allows you to manually add or edit entries if necessary.

🖉 Only users with the proper permissions may create, edit or view bank account numbers.

Document Layout

ACH Bank field definitions

Title	Description
Active Indicator	Indicates whether this ACH bank code is active or inactive. Remove the check mark to deactivate code.
Bank City Name	Required. The city associated with the street address for this bank.
Bank Data View Code	Optional. The bank's data view code.
Bank Institution Status Code	The bank's institution status code.
Bank Name	Required. The bank name.
Bank New Routing Number	Required. The bank new routing number.
Bank Office Code	Required. The bank office code for this bank. Existing codes may be retrieved from **the list.**
Bank Phone Area Code	Required. The area code for the bank's phone number.
Bank Phone Prefix Number	Required. The three-digit prefix of the bank's phone number.
Bank Phone Suffix Number	Required. The four-digit suffix of the bank's phone number.
Bank Routing Number	The routing number for this bank.
Bank Service Number	Required. The bank service number.
Bank Street Address	Required. The street mailing address for this bank.
Bank Zip Code	Required. The zip code associated with this bank's mailing address. Existing postal zip codes may be retrieved from the lookup icon.
Record Type Code	Required. The record type code for this bank. Existing codes may be retrieved from **the list.**
State Abbreviation	Required. The state associated with this bank's mailing address. Existing state abbreviations may be retrieved by using the lookup icon.

ACH Transaction Code

ACH Transaction Code documents associate a code and a text description with each of the ACH transaction types possible in the PDP. The codes are defined programmatically. By default, only two codes are defined, and they distinguish between deposits to checking accounts and deposits to savings accounts.

The two standard, programmatically defined ACH values are 22 for checking and 32 for savings. Because these values are hard-coded, users may modify only the associated descriptions. Adding or modifying the code values requires programming changes.

Document Layout

ACH Transaction Code tab definition

Title	Description
ACH Transaction Code	Display-only. Displays a unique code identifying this type of ACH transaction.
ACH Transaction Code Description	Required. A text description for this ACH transaction code.

ACH Transaction Type

The ACH Transaction Type table defines codes that can be associated with PDP customers and with Payee ACH Account records. When the PDP attempts to determine whether a Payee has ACH information established for a given payment, it first determines the ACH transaction type for the customer who supplied the payment. Then it checks for Payee ACH records for this payee with the same ACH transaction type.

The table allows you to establish different ACH information for different types of payments.

Document Layout

Transaction Type tab field definitions

Title	Description
ACH Transaction Type Description	Required. A text description for this ACH transaction type.
ACH Transaction Type	Required. A code (up to 4 alphanumeric characters) to uniquely identify this ACH transaction type.

Customer Profile

The **Customer Profile** document allows you to enter and maintain basic information about customers who are permitted to submit disbursement information to the PDP.

Each file loaded into the PDP must be associated with a valid customer in the Customer Profile table. The Customer Profile includes various information about the customer, including contact information, text that is to appear in the customer's ACH email messages to payees, and default accounting information. It also includes bank information that specifies the banks to be used for ACH and check disbursements from this customer. Lastly, it indicates the campus where this customer's payments are to be processed.

Document Layout

The Customer Profile document includes the **Customer Profile, Customer Check/ACH**, **Customer Processing**, and **Customer Bank** tabs.

Customer Profile Tab

This tab contains basic identifying and contact information for this PDP customer. It also indicates the campus where this customer's payments are to be processed.

Edit Customer Profile tab field definitions

Title	Description
Active Indicator	Indicates whether this customer profile ID is active or inactive. Remove the check mark to deactivate ID.
Address 1-4	The mailing address for this PDP customer. Up to four lines may be entered. Only Address Line 1 is required.
Campus Process Location	Required. The campus code identifying the campus on which this customer's payments are normally to be formatted. Existing campus locations may be retrieved by using the lookup icon.
Chart	Required. The chart code associated with this customer. Existing charts may be retrieved by using the lookup icon.
City	Required. The city for this PDP customer's address.
Country	The country for this PDP customer's. Existing countries may be retrieved from the list or by using the lookup icon.

Customer Process E-Mail Address	Required. The primary e-mail address for this PDP customer.
Customer Profile ID	Display only. A system-generated unique number to identify this customer.
Description	Required. A text description of this PDP customer.
File Threshold Amount	Required. A dollar amount limit for payment file batches from this customer. Payment files over this amount will still load into the PDP but will generate a warning e-mail indicating that the threshold was exceeded.
File Threshold E-Mail Address	Required. The e-mail address to which warning messages should be sent when a customer's batch of payments exceeds the file threshold amount.
Payment Threshold Amount	Required. A dollar amount limit for individual payments from this customer. Payments over this amount will still load into the PDP but will generate a warning e-mail indicating the threshold was exceeded.
Payment Threshold E-Mail Address	Required. The e-mail address to which warning messages are to be sent when a payment exceeds the payment threshold amount.
Primary Contact Name	Required. The name of the primary contact person for this PDP customer.
State	Required. The state for this PDP customer's address. Existing state abbreviation codes may be retrieved from the list or by using the lookup icon.
Sub-Unit	Required. A sub-unit code to identify this customer. Like unit codes, sub-unit codes are free-form and up to four characters in length.
Unit	Required. A unit code to identify this customer. Unit codes are free-form and up to four characters in length.
Zip	The zip code for this PDP customer's address. Existing postal zip codes may be retrieved by using the lookup icon.

Customer Check/ACH Tab

PDP customers may choose to specify text that will be displayed in ACH emails to payees or as notes on checks. This section defines that text.

Customer Check/ACH tab field definitions

Title	Description
ACH Advice Flag	Indicates that an e-mail pay advice will be generated for ACH payments from this customer. Unchecked box indicates that an e-mail advice will not be generated.
ACH Payment Detail Description	Optional. The text that to be displayed as the detailed payment description for e-mail advices related to ACH deposits from this customer.
Additional Check Note Line 1-4	Optional. The text lines to be displayed in the **Notes** section of check disbursements from this PDP customer.
Advice Heading Text	Optional. The text to be displayed as the heading for e-mail advices related to ACH deposits from this customer.
Advice Return / Cancel E-Mail Address	Optional. The e-mail address to be notified if an ACH advice e-mail is returned or encounters an error.
Advice Subject Line Text	Optional. The text to be displayed as the subject line for e-mail advices related to ACH deposits from this customer.
Check Header Note Line 1-4	Optional. The text lines to be displayed in the check header for disbursements from this PDP customer.

Customer Processing Tab

This section defines the default accounting string for payments from a PDP customer. It also allows you to customize some PDP behaviors (such as the generation of e-mails).

Customer Processing tab field definitions

Title	Description
Accounting Edit Required	Box checked requires that the accounting string for payments from this customer is validated against the Chart of Accounts.
ACH Transaction Type	Optional. The PDP supports ACH payees with multiple sets of banking information (for example, payees who want payments from certain customers deposited to different bank accounts). This code is used to identify the appropriate ACH record for payments from this customer. Existing ACH transaction types may be retrieved by using the lookup icon.
Default Account	Required. The account number that is to be substituted if this customer's file supplies an invalid accounting string. Existing accounts may be retrieved by using the lookup icon.
Default Chart	Required. The chart code of the account that is to be substituted if this customer's file supplies an invalid accounting string. Existing chart codes may be retrieved by using the lookup icon. When the parameter ACCOUNTS_CAN_CROSS_CHARTS_IND parameter is set to N the system derives the chart and this value is read-only.
Default Object Code	Required. The object code that is to be substituted if this customer's file supplies an invalid accounting string. Existing object codes may be retrieved by using the lookup icon.
Default Sub Account	The sub-account number that is to be substituted if this customer's file supplies an invalid accounting string. To indicate no sub account, five dashes can be entered in this field. Existing sub accounts may be retrieved by using the lookup icon.
Default Sub Object Code	The sub-object code that that is to be substituted if this customer's file supplies an invalid accounting string. To indicate no sub-object, three dashes can be entered in this field. Existing sub object codes may be retrieved by using the lookup icon.
Employee Check Indicator	When this box is checked files from this customer that contain payments to employees will be held.
NRA Check Indicator	When this box is checked, files from this customer must include the nra_ind field. When the value in this file is set to Y, the payment will be held.
Ownership Codes Required	When this box is checked files from this customer must include ownership codes for each payment.
Payee ID Required	When this box is checked files from this customer must include payee ID numbers.
Relieve Liabilities	When this box is checked payments made by PDP for this customer will debit a liability instead of debiting an expense object code.

Customer Bank Tab

This tab defines the banks that a PDP customer's disbursements are to be made from. Different banks can be defined for different payment types (checks vs. ACH).

Customer Bank tab field definitions

Title	Description
Add	Click the **add** button to add a new combination of disbursement type and bank code to this customer. Note that a Customer Profile may have only one bank per disbursement type.
Bank Code	The bank code for this disbursement type. Enter the appropriate code or search for and select a value using the Bank lookup icon.
Disbursement Type Code	The disbursement type code (ACH or Check) for this bank from the list or search for and select a value from the Disbursement Type Code lookup icon.

Disbursement Number Range

The **Disbursement Number Range** document allows you to view, modify and create valid disbursement number ranges to be assigned to disbursements associated with a given campus, bank and disbursement type.

Document Layout

Disbursement Number Range field definitions

Title	Description
Active Indicator	Indicates whether this disbursement number range is active or inactive. Remove the check mark to deactivate this range.
Bank Code	The code that identifies the bank associated with this disbursement range.
Beginning Disbursement Number	Required. The first number of this disbursement range.
Campus Processing Location	The processing campus for which this disbursement range is to be used.
Disbursement Type Code	The type of disbursement (ACH or check) associated with this range.
End Disbursement Number	Required. The final number of this disbursement range. Note that this number must be greater than the beginning disbursement number.
Last Assigned Disbursement Number	Required. The last disbursement number that has been assigned within this range. If no numbers have yet been used in this range, then this will be the beginning disbursement number. Numbering begins with the next highest number.
Range Start Date	A date on which this disbursement range is to begin. This entry allows you to establish a disbursement range for use before a current range is exhausted.

Disbursement Type

The Disbursement Type identifies the codes and names used to identify disbursements as ACH or check transactions.

This document can be used to modify the description. Adding additional codes require coding.

Search Criteria

Disbursement Type field definitions

Title	Description
Disbursement Type Code	Display-only. Displays a unique code identifying this type of disbursement (ACH or CHCK).
Disbursement Type Name	Required. Displays the name of this type of disbursement (ACH or CHECK).

Payee ACH Account

The Payee ACH Account document identifies and allows you to maintain payee ACH account information and indicates when this ACH record is to be used.

Only users with the Payee ACH Accounts Administrator role may create or edit Payee ACH Account documents for the ACH Transaction Type for which they are authorized.

Document Layout

To determine when a given ACH Account record is to be used, the PDP finds ACH records that match the appropriate ID (payee user ID or vendor number) and then matches the ACH transaction type code on these ACH account records to the ACH transaction type code associated with the PDP customer from which the payment originates. If a match is found for the ACH transaction type code for the appropriate payee, the system disburses that payment as an ACH transaction using the defined bank routing and account number.

Payee ACH Account field definitions

Title	Description
Account Type	Required. Select to indicate if this bank account is a checking or a savings account.
ACH Transaction Type	Required. Select the code associated with the PDP Customer that this ACH account information should be used for. 🖉 Access to create and edit payees associated with particular ACH Transaction types is controlled by the Payee ACH Accounts Administrator role. ACH Transaction Type is a qualifier for this role.
Active Indicator	Required. Select the checkbox if this ACH Account record should be active. Clear the checkbox if it should be inactive. 🖉 The pdpInactivatePayeeAchAccountsJob will inactivate any records where the Payee ID is determined to be inactive and set the Auto-Inactivate Indicator field on the Inquiry screen to Yes and update the Last Update Time.
Bank Account Number	Required. Enter the bank account number to which ACH deposits for this record should be made.
Bank Name	Display-only. If you selected your bank routing number using the **ACH Bank** lookup, the name of the associated bank is displayed here. If you entered the bank routing number manually, this field displays the associated bank's name when the document is submitted.

Bank Routing Number	Required. Enter the routing number for the payee's bank. This routing number must exist in the ACH Bank table. You may also search for a routing number using the **ACH Bank** lookup icon.
Email Address	Required. Enter the e-mail address for this payee. ACH advices for this payee will be e-mailed to this address.
	When the Payee is stored in the KIM tables (employees and affiliates), the email address will fill in from KIM and cannot be edited. Email addresses need to be updated in KIM in order to be corrected on the Payee ACH Account table.
Payee Type Code	Required. Select the type of payee (AR customer, entity ID, employee ID, or vendor number) that this ACH Account record refers to. Your selection here determines the type of ID number expected in the **Payee Number** field.
	The values that display here are controlled by the ACH Eligible flag on the Payee Type table.
Payee Number	Required. Enter the entity ID or vendor number (depending on your **Payee Type Code** selection) identifying this payee. You may also search for an ID using the **Payee** lookup icon.
Payee Name	Display-only. The name associated with the payee number selected.

Additional Inquiry Fields

Two additional fields appear on the Payee ACH Account Inquiry screen that don't appear on the document.

Payee ACH Account Inquiry additional field definitions

Title	Description
Auto-Inactivation Indicator	Will be set to Yes if the record is inactive and was made so by the Payee ACH Auto-Inactivation job. This job looks for inactive person or vendor records and inactivates any corresponding Payee ACH Account records. Will be set to No is the record is still active or was made inactive via a document as opposed to through the auto-inactivation job.
Last Update Time	Date and timestamp for when this record was last modified.

Payee Type

The Payee Type table defines the codes and descriptions used to identify different types of Payee IDs that the PDP will accept. Payments uploaded to the PDP must have a Payee Type defined here.

Document Layout

This document can be used to modify the description. Adding additional codes require coding.

Payee Type field definitions

Title	Description
ACH Eligible	Indicates whether or not this payee type will display on the Payee Type dropdown in the Payee ACH Account document.
Payee Type Code	Display-only. A single letter code defining a valid type of PDP payee.
Payee Type Description	Required. A text description associated with this payee type. Delivered values include: E - Employee ID F - Federal Employer Identification Number S - Social Security Number T - Entity ID V - Vendor Number X - Other

Payment Bank History

The **Payment Bank History** lookup allows you search for payments by original bank code or current bank code. This allows you to identify payments that may have had their banking information modified. Normally this would only happen if a payment had been cancelled and re-issued and some change had taken place to modify the banking information since the payment was originally disbursed.

Search Criteria

Payment Bank History field definitions

Tab Name	Purpose
Bank Code	Optional. Enter the bank code for the current disbursement. You can also search for and select a bank code using the **Bank** lookup icon.
Chart	Optional. Enter the chart code for the customer associated with the payment.
Disbursement Date From	Optional. Enter the earliest disbursement date of the payments you want to view.
Disbursement Date To	Optional. Enter the latest disbursement date of the payments you want to view.
Disbursement Type Code	Optional. Select the type of disbursement for the payment you want to view.
Original Bank Code	Optional. Enter the bank code for the original disbursement. You can also search for and select a bank code using the **Bank** lookup icon.
Pay Date From	Optional. Enter the earliest pay date of the payments you want to view.
Pay Date To	Optional. Enter the latest pay date of the payments you want to view.
Payment Status Code	Optional. Select a value to limit your search to payments with a particular status code.
Process ID	Optional. Enter the ID for the process in which the payments were formatted. You may also search for and return a process ID from the **Payment Process** lookup icon.
Sub-Unit	Optional. Enter the sub-unit code for the customer associated with the payment.
Unit	Optional. Enter the unit code for the customer associated with the payment.

Payment Change

The Payment Change Code table defines the codes and names used to identify different types of modifications that can be made to payments within the PDP. These codes are displayed on the **History** tab of the Payment Detail Inquiry available via the Search for Payments lookup.

Document Layout

This document can be used to modify the description. Adding additional codes require coding.

Payment Change Code field definitions

Title	Description
Payment Change Code	Display-only. Displays a code of up to three letters identifying the type of change that the PDP has made to this payment.
Payment Change Name	Required. Provides a text description for a given payment change code. Delivered values include: BC - Change Bank CB - Cancel Batch CD - Cancel Disbursement CP - Cancel Payment CRD - Cancel-Reissue Disbursement HB - Hold Batch HP - Hold Payment IMP - Change Immediate Print RHB - Release Hold on Batch RHP - Release Hold on Payment

Format Summary

The **Format Summary Lookup** screen displays formatted disbursements by process ID and allows you to view format summary details for each process ID.

Search Criteria

Format Summary field definitions

Title	Description
Process ID	Optional. Enter the process ID assigned by the PDP when these payments were formatted.
Process Campus	Optional. Enter the campus code associated with the process ID you want to view.
Process Timestamp From	Optional. To search for format processes within a given date range, enter the beginning of the date range here.
Process Timestamp To	Optional. To search for format processes within a given date range, enter the end of the date range here. Note that this field defaults to show you the last four months of format processes.

- Enter search criteria and click the **Search** button. The PDP displays process IDs matching your search results.

- To view the format summary for a given Process ID, click the ID. You'll be taken to the Format Summary page with search results already displayed for your selected process ID.

Payment Type

The Payment Type table defines the codes and descriptions used when selecting which payments to format on the Format Checks/ACH screen. Using the values defined in this table, users can choose to format all available payments or only payments that match specific criteria (such as payments marked as immediate or only payments with attachments.)

This document can be used to modify the description. Adding additional codes require coding.

Document Layout

Payment Type field definitions

Title	Description
Payment Type Code	Display-only. Displays a code identifying the type of payments to be selected for formatting.
Payment Type Description	Required. Provide a text description for a given payment type code. Delivered values include: all - All payment types immediate - Only disbursements flagged as Immediate pymtAttachment - Only disbursements with attachments pymtAttachmentFalse - Only disbursements with no attachments pymtSpecialHandling - Only disbursements with special handling pymtSpecialHandlingFalse - Only disbursements with no special handling

Payment Status

The Payment Status table defines the states that may be used to describe a payment in the PDP. Each status is represented by a code and a descriptive name.

This document can be used to modify the description. Adding additional codes require coding.

Document Layout

Payment Status field definitions

Title	Description
Payment Status Code	Display-only. Displays a unique four-character code that uniquely identifies this payment status.
Payment Status Name	Required. Enter a text description for this payment status. Delivered values include: CDIS - Cancel disbursement CPAY - Cancel payment EXTR - Extracted FORM - Selected for format HELD - Held HTXA - All held for tax HTXB - Held for tax (NRA - Empl) HTXE - Held for tax (employee) HTXN - Held for tax (NRA) OPEN - Open payment PACH - Pending/ACH PCHK - Pending/Check

Pre-Disbursement Processor Functions

Pre-Disbursement Processor functions

Function	Description
Format Checks/ACH	Formats checks or ACH payments by selecting certain types of payments associated with specified PDP customers.
Format Reset	Searches for process IDs that did not successfully format and allows these unsuccessful processes to be cleared.
Search for Batch	Allows you to search for a batch file of payments using various search criteria and to take action on the batch.
Search for Payment	Allows you to search for payments using various search criteria and to take action on the payments.

Format Checks/ACH

The **Format Disbursements** screen allows you to format payments to create a check and/or ACH file. This screen includes a reference section that lists current disbursement number information for the banks available through the PDP as well as a section in which you identify the payments you want to format.

Document Layout

Disbursement Ranges Tab

This tab displays your default campus (based on the campus code associated with the Pre-Disbursement Processor role). It also displays information about the banks in PDP, the campus associated with the displayed disbursement range for each bank and the next disbursement number to be assigned to a disbursement associated with each bank.

Format Options Tab

This tab allows you to specify criteria for selecting payments to be formatted.

Format Options tab field definitions

Title	Description
Pay Date	Enter a pay date for which you want to format checks or ACH deposits. Payments matching any other search criteria are formatted if their pay date is equal to or earlier than the pay date entered here. Today's date is automatically used as a default pay date.
Only Disbursements Flagged as Immediate	Check this box if you want to format only disbursements that are flagged for immediate payment.
Payment Types	Select the radio button that indicates the type of disbursements you want to format. These values are defined in the Payment Type lookup.

Customers Tab

This tab allows you to specify the PDP customers for whom you want to format disbursements. The tab displays the entire list of PDP customers. The system makes default selections by matching your default campus to the processing campus for each customer.

To process disbursements for a customer who is not normally associated with your processing organization, check the box for this customer. To avoid processing disbursements for a customer whose disbursements you normally process, un-check the box for this customer.

1. After entering selection criteria and selecting/deselecting customers, click **Begin Format** button to start the formatting process. Alternately, click the **Reset** button to reset the information on the page and make different selections. Click the **Clear** button to remove all the currently selected options on the page.

    When formatting begins the system displays a summary of the customers and associated payments that have been selected for formatting.

2. Click the **Continue** button. The system returns a message that notification will be sent to the email address specified in parameter ACH_SUMMARY_TO_EMAIL_ADDRESSES when formatting is complete. Formatted payments can be searched for using Search for Payment or Search for Batch.

Process Overview

Business Rules for Combining Payments

- During formatting, the PDP attempts to combine multiple payments to the same payee into a single check.

- Payments are eligible to be combined if the payment is combinable and if these field values are identical for each payment:
    - Payment Type
    - Payee ID
    - Payee Name
    - Payee Address (Line 1)
    - Country and 5 digit zip code

- Payments marked for special handling, attachments, or immediate printing are not eligible to be combined.

- If payments are determined to be combinable based on the above criteria, the PDP combines as many payments as possible into a single check. Parameter MAX_NOTE_LINES controls the maximum number of note lines that the PDP attempts to put on a single check. If adding a payment to a combined check would exceed the maximum number of lines, then the PDP creates a new check for this payment.

- The Kuali Financials Purchasing and Accounts Payable module includes logic to bundle together payment requests and credit memos under certain circumstances. This logic is handled by the purchasingPredisbursementExtractJob.

Format Reset

The **Format Reset** allows you to find previous process IDs that did not format successfully. You may also clear any format process that was unsuccessful in order to reformat these payments.

Search Criteria

Format Reset field definitions

Tab Name	Purpose
Begin Process Date From	Optional. You may specify a date range in which the format process ran. Enter the earliest begin date you wish to search for in the from field.
Begin Process Date To	Optional. You may specify a date range in which the format process ran. Enter the latest begin date you wish to search for in the to field
Process Campus	Optional. Enter the campus code of the PDP processor who formatted the payments. You can also search for and select a campus using the **Campus** lookup icon.
Process ID	Optional. Enter the process ID number you want to view. Alternately you can search for the ID using the **Payment Process** lookup icon.

Clearing a Format Process

If a format process is unsuccessful for any reason, the payments remain in Format status. You cannot process further payments for the campus until the issue is resolved.

To clear an unsuccessful format process, search for it and click the **Clear** link next to the process displayed in the results.

Search for Batch

The **Search for Batch** screen allows you to find batches of payments submitted to the PDP and allows you to view the individual payments associated with these batches.

Search Criteria

Batch Lookup field definitions

Title	Purpose
Batch ID	Optional. Enter the unique ID number identifying the batch you want.
Chart	Optional. Enter the chart of the PDP customer associated with the batch you want.
File Creation Date From	Optional. Enter the earliest date that files in the batch were created. If searching by date, you must enter at least one of the following: Chart, Unit or Sub-Unit.
File Creation Date To	Optional. Enter the latest date that files in the batch were created. If searching by date, you must enter at least one of the following: Chart, Unit or Sub-Unit.
Sub-Unit	Optional. Enter the sub-unit code of the PDP customer associated with the batch you want.
Total Payment Amount	Optional. Enter the total dollar amount of payments in the batch you want.
Total Payment Count	Optional. Enter the number of payments included in the batch you want.
Unit	Optional. Enter the unit code of the PDP customer associated with the batch you want.

Process Overview

Viewing Batch Details

After a successful search retrieves a batch, you can view detailed information about payments within the batch by clicking its Batch ID.

The system displays the Search for Payment lookup, where a list of payments with this Batch ID is displayed. To access details about a specific payment, click on the appropriate document's source number.

Taking Actions on a Batch

Authorized users may take actions on a batch by using the links available in the **Actions** column on the Search for Batch lookup results.

Placing a Batch on Hold

⚠️ Batches may be placed on hold only if none of the associated payments have been disbursed.

Placing a batch on hold prevents all payments that are part of this batch from being selected for formatting. This is a reversible action.

1. Search for the batch and click the **Hold** link.

2. Enter a note indicating why this batch is being placed on hold.

3. Click the **Yes** button.

Removing a Batch from Hold

If a batch is currently on hold, follow the steps noted above to remove the hold, but click the **remove hold** link.

Canceling a Batch

All the payments in a batch may be canceled if no payments in that batch have been formatted yet. Canceling a batch prevents it from being included in formatting.

⚠️ Canceling a batch cannot be undone.

1. Search for the batch and click the **Cancel** ink.

2. Enter a note indicating why this batch is being canceled.

3. Click the **Yes** button.

Search for Payment

The Search for Payment lookup allows you to find individual payments in the PDP by searching on a variety of search criteria. Search results display identifying information including the disbursement date, type, status and number. You may select individual payments from the search results to view additional detail information.

Search Criteria

Search for Payment field definitions

Tab Name	Purpose
Attachment	Optional. Select yes to include payments flagged as having attachments or no to exclude those payments. Choose Both if you want your search results to include payments regardless of whether they're marked as attachments.
Batch ID	Optional. Enables you to search by the batch ID assigned when this payment was uploaded as part of a PDP batch by the customer.
Chart	Optional. Enter the chart code of the PDP customer associated with the payment. Note that this field will also accept Campus Code values. Campus code values should be used for customers associated with disbursement voucher and PURAP payments.
Customer Number for Institution	A unique ID number that identifies your institution for this payee.
Disbursement Date From	Optional. Enter the earliest disbursement date for the payment.
Disbursement Date To	Optional. Enter the latest disbursement date for the payment.
Disbursement Number	Optional. Enter the PDP-assigned disbursement number for the payment.
Disbursement Type Code	Optional. Specify the type of disbursement you want to search for. Options include Check and ACH.
Immediate Print	Optional. Select yes to include payments flagged for immediate payment or no to exclude the flagged payments. Choose Both if you want your search to return results regardless of whether or not they're marked for immediate printing.
Invoice Number	Optional. Enter a vendor invoice number to find payments related to that invoice.
Net Payment Amount	Optional. Enter the dollar amount of the total payment.
Pay Date From	Optional. Enter the earliest pay date for the payment.
Pay Date To	Optional. Enter the latest pay date for the payment.

Payee ID	Optional. Enter the ID number associated with this payee.
Payee ID Type	Optional. Specify the type of payee ID that is entered in the Payee ID field below. Examples include Employee ID, Social Security Number and Vendor Number.
Payee Name	Optional. Enter the name of the payee associated with this disbursement.
Payment Detail ID	Optional. Allows you to search by the unique ID number that identifies this payment within a batch in the PDP.
Payment Group ID	Optional. Enables you to search by a unique ID assigned when this payment was uploaded. All payments included in the same group in the customer's file will be assigned the same payment group ID.
Payment Status Code	Optional. Select a payment status from the list to restrict your results to payments currently in that status. Status options include: **CDIS-Cancel Disbursement**: The Payment has been canceled after formatting. **CPAY-Cancel Payment**: The payment has been canceled before formatting. **EXTR-Extracted**: Checks go immediately to this status when formatted. ACH Payments go to this status after they are processed out of Pending ACH status. **FORM-Selected for Format**: Normally this is a transitional status. If a format process fails, payments selected by that process will be assigned this status for easy identification. **HELD-Held**: The payment has manually been placed on hold and will undergo no further status changes until the hold is removed. **HTXA-All Held for Tax**: This status is only used for Payment Searches. Selecting this status will return results with any Held for Tax status listed below. **HTXB-Held for Tax (NRA -Empl)**: The payment is currently held for further review because the payee is identified as both an Employee and a Non-Resident Alien. **HTXE-Held for Tax (Employee)**: The payment is currently held for further review because the payee is identified as an Employee. **HTXN-Held for Tax (NRA)**: The payment is currently held for further review because the payee is identified as a Non-Resident Alien. **OPEN-Open Payment**: The payment has been uploaded to the PDP but has not yet been formatted. **PACH-Pending/ACH**: ACH payments go to this status when formatted. They move to Extracted status after the pdpExtractAchPaymentsJob is run. **PCHK-Pending/Check**: Check payments go to this status after being formatted. They move to Extracted status after the pdpExtractChecksJob batch job is run. Note that in the base configuration this job runs immediately upon execution of a format process.

Process ID	Optional. Allows you to restrict your search to a particular batch of checks or ACH payments that have been formatted in the PDP. All payments formatted at the same time share the same Process ID.
Purchase Order Number	Optional. Enter a Purchase Order Number to find payments related to that document.
Requisition Number	Optional. Enter a requisition number to find payments related to that document.
Source Document Number	Optional. An identifying number from the source system for this payment. For payment requests this number is the payment request number; for disbursement vouchers it is the document number. Other source systems provide source document numbers specific to that system.
Source Document Type	Optional. Enables you to search by a code that uniquely identifies a type of financial document in Kuali Financials. This field may be supplied in the customer's file or may be fed into the PDP directly by documents such as the Disbursement Voucher or Payment Request.
Special Handling	Optional. Select yes to include payments flagged for special handling or no to exclude these payments. Choose Both if you want your search results to include payments regardless of whether or not they're marked for special handling.
Sub-Unit	Optional. Enter the sub-unit of the PDP customer associated with the payment.
Unit	Optional. Enter the unit code assigned to the PDP customer associated with the payment.

Viewing Payment Details (Payment Detail Inquiry)

After a successful search retrieves a payment, you can view additional detailed information about it by clicking the payment's source document number.

Clicking the source document number opens the **Payment Detail Inquiry** screen for the payment. This screen includes several tabs that display information related to this payment. The tabs include **Summary**, **Batch**, **Payment**, **Payee**, **Account Detail**, **Bank Info**, **History** and **Notes**.

Each Tab is explained below. All fields are display-only.

Summary Tab

The **Summary** tab contains basic payment information that identifies the payee and information associated with the payment in the source system.

Summary tab field definitions

Title	Description
Customer	Display-only. Identifies the customer (Chart-Unit-Sub-Unit) that sent this information to the PDP for disbursement.
Customer Number for Institution	Display-only. Displays a unique number that identifies your institution for this payee.
Disbursement Date	Display-only. If a disbursement has been made, displays the date of the disbursement.
Disbursement Number	Display-only. Identifies the unique check or ACH number assigned to a payment disbursed in the PDP. Note that this field is blank until the payment has been formatted.
Disbursement Type Name	Display-only. Shows the type of disbursement, if a disbursement has been made for this payment. Options include Check and ACH. Note that this field is blank until the payment has been formatted.
Financial System Document Type Code	Display-only. Displays a code that uniquely identifies the source document.
Invoice Date	Display-only. If the payment was generated in response to a payee invoice (via a Financials Payment Request document), indicates the date of the invoice. Customers who use another purchasing system or who want to include invoice information from another external system may also choose to include an invoice date in their payment files.

Invoice Number	Display-only. If this payment is associated with a Financials Payment Request document, displays the invoice number. Customers using another purchasing system may also choose to include an invoice number in the payment information they upload to the PDP.
Net Payment Amount	Display-only. Displays the net dollar amount of this payment
Number of Payments in this Disbursement	Display-only. Displays the number of payments to this payee that were included in the disbursement. This number displays only if payment has been disbursed. The PDP tries to combine payments to the same payee when disbursements are made.
Number of Payments in this Payment Group	Display-only. Displays the number of payments grouped together into a single payment to this payee. Customers may choose to group more than one payment together in the files they submit to the PDP. To access a separate Payment search that includes only payments in this same group, click the number displayed here.
Origination Code	Display-only. Specifies the origination code of the system from which this payment originates. Payments originating from Kuali Financials documents will have the Kuali Financials origination code. Payments originating in other systems may include an origination code if the customer includes one in their file.
Pay Date	Display-only. Indicates the earliest date on which the payment is to be made.
Payee ID	Display-only. Displays the unique ID number for this payee.
Payee ID Type	Display-only. Identifies the type of payee ID number, such as Employee ID, Social Security Number or Vendor Number.
Payee Name	Display-only. Displays the name of the payee.
Payment Group ID	Display-only. A unique system-generated number assigned to a payment group.
Payment Status Name	Display-only. Displays the current status of the payment in PDP. Examples include Open Payment, Held, Pending/ACH, and Extracted.
Purchase Order Number	Display-only. If this payment is associated with a Kuali Financials purchase order, displays the purchase order number.
Requisition Number	Display-only. If this payment is associated with a Kuali Financials purchase order, displays the associated requisition number.
Source Document Number	Display-only. Displays the document number that uniquely identifies this payment in the source system that provided the information to the PDP.

Batch Tab

The **Batch** tab contains information identifying the PDP batch that this payment is a part of and specifying when actions were taken on that batch and who took those actions.

Batch tab field definitions

Title	Description
Batch ID	Display-only. Displays the unique number associated with the batch of payments of which this payment was a part. All payments uploaded at one time for a particular customer are assigned the same unique Batch ID.
File Creation Date	Display-only. Displays the date and time at which the file that included this payment was created.
File Processed Time	Display-only. Displays the date and time the file was uploaded to the PDP.
Payment Detail ID	Display-only. Displays a unique system-generated ID number that identifies this payment in the PDP.
Payment File Name	Display-only. The full name of the file uploaded to the PDP that included this payment.
Physical Campus Process Location	Display-only. If this payment has been formatted, specifies the physical campus associated with the user that formatted it.
Process ID	Display-only. Displays an ID number assigned when the check or ACH payment was formatted in the PDP. All payments formatted at the same time share the same unique process ID. If the payment has not yet been formatted, this field is blank.
Process Timestamp	Display-only. Displays the date and time the payment was formatted in the PDP. If the payment has not yet been formatted, this field is blank.
Processor Name	Display-only. Displays the principal name of the person who formatted this payment in the PDP. If the payment has not yet been formatted, this field is blank.
Submitter Principal Name	Display-only. Displays the principal name of the person who uploaded this payment to the PDP.

Payment Tab

The **Payment tab** contains information identifying special attributes of the payment that might affect the way in which it is handled (such as indicating it needs immediate processing or special handling or needs to be sent out with attachments). This tab also includes invoice amount details.

Payment tab field definitions

Title	Description
Attachment	Display-only. Indicates whether attachments are to be sent to the payee with the payment.
Combinable Payment Group	Display-only. Indicates whether this payment is eligible to be combined with other payments to the same payee. This value is definable at the payment level in PDP payment files.
Immediate Print	Display-only. Indicates whether the payment has been flagged for immediate printing.
Invoice Total Discount Amount	Display-only. Displays the dollar amount of any discount applied to an invoice before payment.
Invoice Total Other Credit Amount	Display-only. Displays the total dollar amount of any credits applied to this invoice.
Invoice Total Other Debit Amount	Display-only. Displays the total dollar amount of any other debits associated with this invoice.
Invoice Total Shipping Amount	Display-only. Displays the dollar amount of any shipping charges associated with this invoice.
Net Payment Amount	Display-only. Displays the net dollar amount of the payment.
Original Invoice Amount	Display-only. Displays the original amount of an invoice processed on a Kuali Financials Payment Request document.
Payment Last Update	Display-only. Displays the date and time at which this payment was last updated in the PDP.
Special Handling	Display-only. Indicates whether the payment has been flagged for special handling.

Payee Tab

The **Payee** tab contains details about the payee for this payment, including tax and address information.

Payee tab field definitions

Title	Description
ACH Advice E-mail Address	Display-only. If ACH information exists for this payee, displays the e-mail address to which a payment advice can be sent.
Alternate Payee ID	Display-only. Displays an alternate ID number for this payee, if one exists. Functionality does not exist to update this field.
Alternate Payee ID Type Code	Display-only. If an alternate payee ID exists for this employee, this field displays the ID type. Functionality does not exist to update this field.
Campus Address	Display-only. Indicates whether or not the payee's mailing address is a campus address. Defaults to No, but functionality does not exist to update this field.
City	Display-only. Displays the city associated with the payee's mailing address.
Country	Display-only. Displays the country associated with the payee's mailing address.
Is Payee an Employee?	Display-only. Indicates whether the payee is identified as an employee of your institution. Defaults to No, but functionality does not exist to update this field.
Payee Ownership Code	Display-only. Displays the ownership type associated with this payee for reporting purposes. Ownership types are defined by PDP customers sending payment information and may vary from customer to customer.
State	Display-only. Displays the state associated with the payee's mailing address.
Street	Display-only. Displays the street for the mailing address of the payee.
Taxable Payment	Display-only. Indicates whether this payment is designated as taxable. Default value is No.
Zip Code	Display-only. Displays the zip code associated with the payee's mailing address.

Account Details Tab

The **Account Details** tab displays all accounting information associated with this payment. Multiple sets of accounting information can be sent for a single payment and each will display here.

If a customer's profile indicates that accounting edits are required, the PDP verifies the payment accounting string against the Chart of Accounts. If any invalid values are found, the entire accounting string is removed and replaced with the Customer's default accounting information. When a change like this is made, this **Payment Account History** section shows a change code identifying the type of change, the original values supplied and what they were changed to.

Account Details tab field definitions

Title	Description
Accounting Attribute Name	Display-only. Displays the attribute name of the accounting field that was changed by the PDP.
Accounting Change Code	Display-only. Identifies the field that caused the accounting error (e.g., ACCT if the account number was found to be invalid).
Change Date	Display-only. Displays the date on which the PDP made this change.
Original Value	Display-only. Displays the invalid value that was originally supplied to the PDP.
New Value	Display-only. Displays the value used to replace the invalid value. This value is taken from the default accounting information for this PDP customer.

Bank Info Tab

The **Bank Info tab** page displays the bank code of the bank from which this payment was disbursed. If a payment is made via ACH direct deposit, the tab also displays the routing number and account number to which the deposit was made. If a payment has not yet been formatted, these fields are blank.

Only authorized users can view partially or fully unmasked bank account numbers.

Bank Info tab field definitions

Title	Description
Disbursement Bank Code	Display-only. Displays the bank code identifying the bank from which the payment was disbursed.
Payee Bank Account Number	Display-only. Displays the account number to which ACH direct deposit was made for this payee.
Payee Bank Routing Number	Display-only. Displays the routing number associated with the payee's ACH bank.

History Tab

The **History** tab displays an audit trail of actions associated with this payment in the PDP. Each action (hold, cancel, etc.) taken on the payment is displayed in its own section on this tab.

History tab field definitions

Title	Description
Cancel Extract Date	Display-only. For canceled payments, displays the date the PDP extracted this cancellation into the check or ACH file.
Cancel Extract Status	Display-only. Updates to Yes when the job that puts canceled payments in the check file (processPdpCancelsAndPaidJob) completes.
Change Note Text	Display-only. Displays the textual note provided by the user who took this action.
Change Time	Display-only. Displays the date and time on which this action took place.
Change User Principal Name	Display-only. Displays the principal name of the person who took this action
Original ACH Bank Routing Number	Display-only. If an ACH disbursement has been made related to this payment, displays the bank routing number for the ACH payment.
Original Bank	Display-only. If the disbursement for this payment has been made, displays the bank from which the funds were disbursed.
Original Disbursement Date	Display-only. If the payment was already disbursed when the change occurred, specifies the date on which that disbursement was made.
Original Disbursement Number	Display-only. Indicates the original disbursement number for payments that have been canceled or canceled and reissued.
Original Disbursement Type	Display-only. If the payment was already disbursed when the change occurred, indicates whether it was a check or ACH disbursement.
Original Payment Status	Display-only. Displays the payment status prior to this action being taken.
Payment Change	Display-only. Identifies the change that occurred by displaying the appropriate payment change name. Examples include Cancel Payment, Hold Payment, and Release Hold Payment.

Notes Tab

The **Notes** tab displays all notes associated with this payment.

Notes tab field definitions

Title	Description
Payment Notes	Display-only. Displays the text of the note a user added when making a change.

Taking Actions on Payments

Authorized users can take action on a payment using links available in the **Actions** column on the Search for Payment lookup results.

Placing a Payment on Hold

⚠️ Payments to employees and non-resident aliens will be placed on hold automatically when they are extracted for payment. Statuses will be set as follows:

HTXB: Payee identified as both employee and Non-resident alien.

HTXE: Payee identified as an employee.

HTXN: Payee identified as a non-resident alien.

Placing a payment on hold prevents it from being selected for formatting. This is a reversible action.

⚠️ Payments can be placed on hold only if they have not been disbursed.

1. Search for the payment and click the **Hold** link.

2. Enter a note indicating why this payment is being placed on hold.

3. Click the **Yes** button.

Removing a Payment from Hold

If a payment is currently on hold, follow the steps provided above to remove the hold, but click the **remove hold** link.

Canceling a Payment

⚠ Canceling a payment cannot be undone.

Payments or disbursements may be canceled. Canceling a payment prevents it from being included in formatting. Canceling a disbursement generates a cancel check or ACH record and generates appropriate General Ledger entries.

1. Search for the payment and click the **Cancel** ink.

2. Enter a note indicating why this payment is being canceled.

3. Click the **Yes** button.

Canceling a Disbursement

Canceling a disbursement follows the same procedure described above for canceling a payment, except you choose the **Cancel Disbursement** link.

Canceling and Reissuing a Payment

After a payment has been disbursed, it may be necessary to cancel the previous disbursement and reissue it as a new disbursement.

Follow the steps noted above to cancel a payment that has already been disbursed and send it back to Open status so that it may again be eligible for formatting.

1. Search for the payment and click the **Reissue Cancel** link.

2. Enter a note indicating why this payment is being canceled and reissued.

3. Click the **Yes** button.

   The system sets the payment status back to Open and creates GL entries toreverse the original disbursement's GL entries. From this point on, the system treats the payment like other Open payments (that is, it treats the payment just as it treats new payments coming into PDP before they are disbursed). The payment will be picked up the next time payments are formatted, it willbe disbursed again, and it will be assigned a new disbursement date and disbursement number.

Reissuing a Canceled Payment

Payments that have been canceled can later be reissued. Whether or not this link displays is determined by ENABLE_REISSUE_PAYMENT_IND. When set to Y, the link displays, when set to N, it does not.

Currently the reissue action on a canceled payment doesn't generate the General Ledger entries from the PREQ and DV as it should. It only creates the PDP side entries. This has been reported and the documentation will be updated when it has been fixed.

Setting a Payment for Immediate Print

Payments that have not yet been formatted may be marked for immediate printing. Immediate print payments ignore the Pay Date value and are eligible for disbursement the next time payments for this customer are selected for formatting. Immediate print payments, which may be selected for formatting separately, always appear at the beginning of the check file the PDP creates. This is a reversible action.

1. Search for the payment and click the **Set as Immediate** link.

2. Enter a note indicating why this payment is being flagged for immediate printing.

3. Click the **Yes** button.

Removing Immediate Print

If a payment is currently marked as an Immediate Print, follow the steps noted above to remove the Immediate setting, but click the **Remove Immediate** link.

PDP Upload Functions

The Purchasing Pre-Disbursement Extract Job runs as part of the upload process and payments are extracted and can be searched for using Search for Payment or Search for Batch.

Batch Upload	Description
Payment File Batch Upload	May be used by users with a PDP Customer Profile to manually add files to PDP for processing.
Payment Spreadsheet Upload	Allows authorized users to upload spreadsheets with payments to be processed by Pre-Disbursement Processor.

➡ For information on procedures that apply to all Financials batch uploads, see Batch Upload Basics in *Overview and Introduction to the User Interface*.

Payment File Batch Upload

The **Payment File Batch Upload** screen may be used by users with a PDP Customer Profile to manually add files to PDP for processing The screen allows the user to browse for a file on his or her computer and select it for uploading. After a file is uploaded, PDP generates an e-mail to the appropriate customer contact confirming the file upload.

Uploading a File to the PDP

1. Select **Payment File Batch Upload**.

2. Click the **Browse** button. Navigate to the file you want to upload and click **Open**.

3. Enter a file identifier that is up to 9 characters in length. This entry is a unique identifier for your file.

4. Click the **Add** button to upload the file to the PDP.

    If the PDP detects a problem that prevents an upload of the file, the system displays an error message.

5. After making corrections, click the **Upload File** link to reload the file.

    If the upload is successful, the page displays a message indicating that the file was successfully saved. An email is sent to the customer confirming the successful file upload.

PDP Payment Upload File Format

The following rules apply to formatting the PDP payment upload file:

- The upload file must begin with the standard XML version line.

- The root (first) tag for PCDO files must be the pdp_file tag, and the file must contain only one pdp_file tag. This tag also contains attributes that identify the schema to which the document adheres.

- Following the header will be one or more groups of payments identified by the group tag. Each group references a single payee and must also contain a detail section identifying the accounting distribution for that payment in one or more accounting tags.

- After the final group the file must end with a trailer tag specifying the total detail count and amount in the file.

- When nra_ind = Y or the payee is an employee, the payment will be held.

PDP Payment Upload Format

Name	Type	Max Size	Required?	Notes
Header				
Chart	Characters	2	Yes	
Unit	Characters	4	Yes	
sub_unit	Characters	4	Yes	
Group				
payee_name	Characters	40	Yes	
payee_id_type	Characters	25	No	Payee ID type (a single character)must be included within this tag
payee_own_cd	Characters	2	Yes/No	Customer Profile determines if this field is required
customer_institution_identifier	Characters	30	No	
address1	Characters	55	Yes	
address2	Characters	55	No	
address3	Characters	55	No	
address4	Characters	55	No	
City	Characters	45	No	
State	Characters	30	No	
Zip	Characters	20	No	
Country	Characters	30	No	
campus_address_indicator	Characters	1	No	Y or N
payment_date	Date	10	No	MM/DD/YYYYY format
attachment_ind	Characters	1	No	Y or N
special_handling_ind	Characters	1	No	Y or N
taxable_ind	Characters	1	Yes/No	*Valid values are Y or N* Customer Profile determines if this field is required

nra_ind	Characters	1	Yes/No	*Valid values are Y or N* [Customer Profile](#) determines if this field is required If the value is Y, then the payment will be held.
combine_group_ind	Characters	1	No	Y or N
bank_code	Characters	4	No	
Detail				
source_doc_nbr	Characters	14	Yes	
invoice_nbr	Characters	14	No	
po_nbr	Characters	9	No	
req_nbr	Characters	8	No	
org_doc_nbr	Characters	10	No	
invoice_date	Date	10	No	MM/DD/YYYY format
orig_invoice_amt	Decimal		No	Money format (2 decimal places)
net_payment_amt	Decimal		No	Money format (2 decimal places)
invoice_tot_discount_amt	Decimal		No	Money format (2 decimal places)
invoice_tot_ship_amt	Decimal		No	Money format (2 decimal places)
invoice_tot_other_debits	Decimal		No	Money format (2 decimal places)
invoice_tot_other_credits	Decimal		No	Money format (2 decimal places)
fs_origin_cd	Characters	2	No	
fdco_typ_cd	Characters	4	No	
payment_text	Characters	90	No	Can contain multiples
Accounting				
coa_cd	Characters	2	Yes	
account_nbr	Characters	7	Yes	
sub_account_nbr	Characters	5	No	
object_cd	Characters	4	Yes	
sub_object_cd	Characters	3	No	

org_ref_id	Characters	8	No	
project_cd	Characters	10	No	
Amount	Decimal		Yes	Money format (2 decimal places)
Trailer				
detail_count	Integer		Yes	
detail_tot_amt	Decimal		Yes	Money format (2 decimal places)

Payment Spreadsheet Upload

The **Payment Spreadsheet Upload** link may be used by authorized users to manually add upload spreadsheets into the PDP for processing. The link allows the user to browse for a spreadsheet on his or her computer and select it for uploading.   This functionality will allows for the option of quickly processing multiple payments, and it will mask payee information allowing for confidentially (i.e. research participant payments) payments to be made using KFS

The full and un-masked payee information will come in to the system through the PDP upload. Upon submission to the PDP the payee information becomes masked and viewable by authorize users Payee Detail will be masked to unauthorized users.

The job that processes these payments uses PDP in the Reference Document Type when creating the general ledger entries. PDP will need to be set up as an FSLO Document Type.

Uploading a Spreadsheet to PDP

1.   Select **Payment Spreadsheet Upload**.

2.   Click the **Browse** button. Navigate to the file you want to upload and click **Open**.

3.   Enter a file identifier that is up to 9 characters in length. This entry is a unique identifier for your file.

4.   Click the **Add** button to upload the file to the PDP.

     If PDP detects a problem that prevents an upload of the file, the system displays an error message.

5.   After making corrections, click the **Upload File** link to reload the file.

     If the upload is successful, the page displays a message indicating that the file was successfully saved. An email is sent to the customer confirming the successful file upload.

PDP Spreadsheet Upload File Format

The default system provides a template – PDP_PaymentSpreadsheetUpload.csv

Following is the format and a sample file is shown below.

Required	Data Element	Sample Value		
			Data Type	Length min/max
Yes	Chart	BL	String	2/2
Yes	Unit	KUAL	String	1/4
Yes	Sub Unit	DV	String	1/4
Yes	Date	7/21/2010 10:30	date and time	(must be unique for each file or file with be viewed as a duplicate)
Yes	COA	BL	String	1/2
Yes	Account Number	1024700	String	8/8
No	Sub Account		String	1/5
Yes	Object Code	5000	String	4/4
No	Sub Object Code		String	1/6
Yes	Payee Name	Black Tree Service	String	1/40
Yes	Employee Or Vendor	V	String	1/1
Yes	Address line 1	102 Nest Lane	String	1/55
No	Address line 2		String	0/55
No	Address Line 3		String	0/55
Yes	City	East Lansing	String	1/45
No	State	MI	String	0/30
No	Zip	48823	String	0/20
Yes	Payment Date	5/2/2013	Date	MM/dd/yyyy
Yes	Source Doc	777777	String	1/14
No	Check Stub Notes	Payment or Service	String	0/90
Yes	Amount	10.25	Decimal	
Yes	Payee Name	Snicker, Sue	String	1/40
Yes	Employee Or Vendor	V	String	1/1
Yes	Address line 1	101 Hill Street	String	1/55
No	Address line 2		String	0/55
No	Address Line 3		String	0/55
Yes	City	East Lansing	String	1/45
No	State	MI	String	0/30
No	Zip	48823	String	0/20
Yes	Payment Date	05/02/2013	Date	MM/dd/yyyy

Payment Spreadsheet Sample File Layout

	A	B	C	D	E	F	G	H	I	J
1		Chart	Unit	Sub Unit	Date			Payment Date		
2	Payment Header									
3		COA	Account Number	Sub Account	Object Code	Sub Object Code	Project Code	Org Ref ID		
4	Accounting Line									
5	GL Description									
6		Payee Name	Address line 1	Address line 2	Address Line 3	City	State	Zip	Check Stub Text	Amount
7	Payment Detail									
8	Payment Detail									
9										
10										
11										

Index

A

Accounting Change Codedocument 18
ACH Bankdocument 19
ACH Transaction Codedocument 20
ACH Transaction Typedocument 21
ACHC 6
ACHD 6
ACHR 6

B

Bank code
  setting for a transaction 9
Bank codesand PDP disbursements 10
business rules
  combining payments 39

C

Canceling and re-issuing payments with flexible
      bank specification 11
CHKC 6
CHKD 6
CHKR 6
Customer Bank tab 26
Customer Check/ACH tab 24
Customer Processing tab 25
Customer Profile document 22
  Customer Profile tab 22

D

Disbursement Number Range document 27
Disbursement Typedocument 28
document types
  ACHC 6
  ACHD 6
  ACHR 6
  CHKC 6
  CHKD 6
  CHKR 6

F

Flexible bank specification
  PDP General Ledger entries with 12
Format Checks/ACH 38
  Disbursement Ranges tab 38
Format Disbursements 38

Customers tab 38
  Format Options tab 38
Format Reset
  clearing a format process 40
Format Reset 40
Format SummaryLookup 34

G

General Ledger entries generated by PDP 6

L

lexible bank specification parameters 8

P

Payee ACH Accountdocument 29
PayeeTypeLookup 31
Payment Bank History Lookup 32
Payment Change Code document 33
payment detail lookup 43
Payment File
  Manually Upload 58
Payment File Batch Upload 58
  file format 58
  uploading a file to the PDP 58
Payment Spreadsheet
  Manually Upload 62
Payment Spreadsheet Upload
  file format 64
  uploading a spreadsheet to PDP 62
Payment Spreadshet Upload 62
Payment Statusdocument 36
Payment Type document 35
Payment, search for 43
Payments with flexible bank specification
  canceling and re-issuing 11
PDP and flexible bank offsets 7
PDP disbursements and bank codes 10
PDP General Ledger entries with flexible bank
      specification 12
PDP-generated General Ledger entries 6
Pre-Disbursement Processor (PDP) 5
Pre-Disbursement Processor batch processes
      13

S

Search for Batch 41
Search for Payment (payment detail lookup) 43
  Account Details tab, Payment Detail Inquiry 51
  Bank Info tab, Payment Detail Inquiry 51
  Batch tab, Payment Detail Inquiry 48