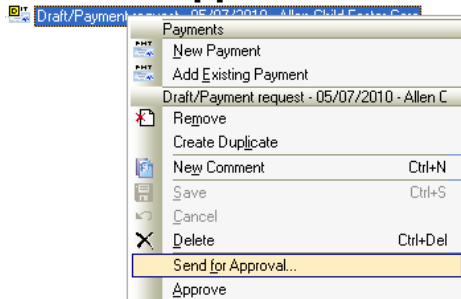# Payment Approval and Batch Submission

The Payment Approval process records approval for a payment request. As payment requests move throughout the approval process, additional business rules are applied.

Send for Approval

Hints:

- *Before submitting the Payment Requests for approval, run the Payment Batch Edit Report to proof the requests for any errors.*
- *Use the Ctrl key (to select specific Payment Requests) or Shift key (to select all Payment Requests) to multi-select Payment Requests to send for approval.*

Payment Approval Process

All Payment Requests in a batch must be approved to submit to the "County Accounting System" for processing.

 To Submit Payment Requests for approval:

1. From **Payment Batch Search**, select the **Batch** that contains the payment requests you want to approve. **Multi-select** payments in the Batch by using the **Ctrl** key (to select specific Payment Requests) or **Shift** key (to select all Payment Requests in batch), access the **Action** menu, and select **Send for Approval**.
2. The Approval dialog box displays.
3. Select an **approver** or **leave blank**.
4. Add any additional comments if needed. Those autofill into the Comments tab of the Payment Request.
   - If multiple Payment Requests are selected, any comments entered fill into the comments tab of ALL Payment Requests.
5. Click **OK**.

Hint: Selecting a specific approver is optional. If no name is selected, the Payment Requests are sent to the Approval Log and anyone who has Approve Payment Request function can view/approve them.

Actions that an Approver can take on a Payment Request from the Approval Log:	
Approve	Approves the payment request and can be submitted to your county accounting system to be processed.
Cancel Approval	Returns the Payment Request to Draft status, only available if status is Pending Approval, Approved or Suspended.
Suspend Payment	Suspends any approval if changes or review is needed. If there is a suspended payment in a batch that batch cannot be submitted until it's approved or removed from the batch.
Deny Approval	Denies a payment, once a payment is denied you must remove it from the batch. These payments cannot be edited or deleted once denied. You must re-enter the payment request with the corrected information to submit the payment request.

To Approve Payment Requests:

1. Access the **Approval Log** from Searches/Logs, expand the **Payment Batches** folder, and select the **Payment Batch** to view the payment requests.
2. Select the **Payments** tab or expand the **Batch** in the Tree View and select the **Payments** folder.
3. Select the Payment Request to approve, access the **Action** menu and select **Approve**.
4. Continue until all **Payment Requests** are approved and batch no longer displays on the Approval Log.
5. **Close** the Approval Log.

Approval Log
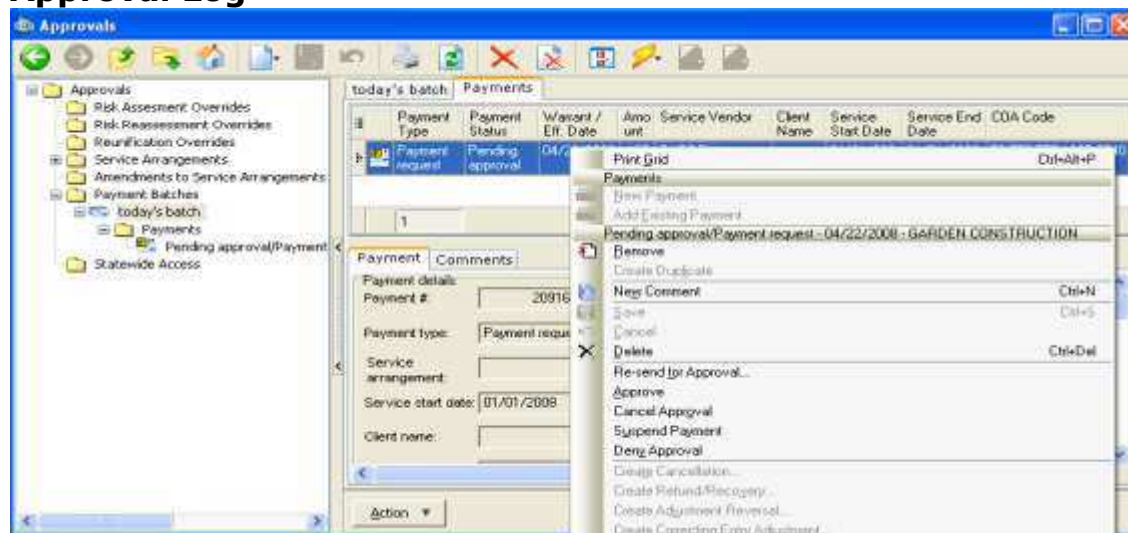
Hints:

- *Use the Ctrl key (to select specific Payment Requests) or Shift key (to select all Payment Requests) to multi-select Payment Requests and approve them.*
- *Remove any Payment Requests that have the status of Denied, Suspended or Cancelled prior to submitting batch to the "County Accounting System."*
- *User must have Approve Payment Requests function assigned to their role in Admin.*

To remove a Payment Request from a batch:
1. *Select the **Payment Request**(**s**).*
2. *Access the **Action** menu and select **Remove**.*

Hints:

- *Remove just removes the payment request from the batch and does not delete the Payment. Selecting Delete from the Action menu deletes the Payment Request.*
- Each time the Payment Status is changed by an approval action, the system generates a comment.
   o Comments are displayed on the Comments tab of the Payment.
   o You can also enter an optional comment on the confirmation dialog of most approval actions, which is added to the system comment.

System Generated Comments

Action	System generated comment
Send for Approval/ Re-send for Approval	"Status changed to "Pending approval" If a specific approver is selected on the confirmation dialog, that name is included on the comment. "Status changed to "Pending approval" and forwarded to "[approvers name]"
Approve	"Status changed to "Approved"
Cancel Approval	"Status changed to "Draft"
Suspend Payment Request	"Status changed to "Suspended"
Deny Approval	"Status changed to "Denied"
User entered comments on the confirmation dialog are appended to the system comment.	"with comments: "[user entered comment]" Example: "Status changed to "Pending approval" and forwarded to "Smith, Joe" with comments: "Please approve this"

Table 8-53: Approval Comments in the Payment Design Spec.

Submit Payment Batch
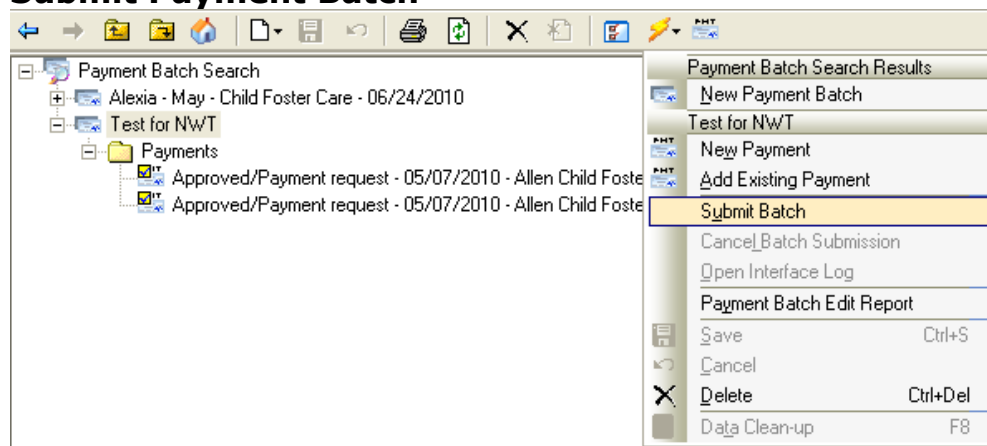
The batch submission process sends the payments to your "County Accounting System." A user with the "Submit Payment Request Batch" security function exports the batch by selecting the "Submit Batch" action.

To submit the batch:

1. Access the **Action** menu and select **Submit Batch**.
2. The system checks for errors that prevent the batch from being submitted and displays any error messages, refer to table below.
3. Select a **Batch owner** if applicable, and click **Yes** to submit Batch.

Submit Batch Business Rules

Business Rule	Warning/Error Message
"Submit Batch" is enabled only when the Batch Status is "Approved". The Batch Status is "Approved" when all Payment Requests in the batch have a Payment Status of "Approved".	
"Submit Batch" is only enabled if the user has the "Submit Payment Request Batch" security function.	
Display a warning if the Scheduled Warrant Date on the Payment Batch record is more than seven days in the future.	WARNING: "Sch. warrant date" (mm/dd/yyyy) is more than 7 days in the future.
Display a warning if the Scheduled Warrant Date on any of the Payment Requests in the Batch is more than seven days in the future.	WARNING: "Warrant / eff. date" of a Payment(s) is more than 7 days in the future.
Scheduled Warrant Date on the Payment Batch record cannot be in the past.	WARNING: "Sch. warrant date" (mm/dd/yyyy) is in the past.
Scheduled Warrant Date on the Payments Requests in the batch cannot be in the past.	WARNING: "Warrant / eff. date" of one or more Payments is in the past.

Business Rule	Warning/Error Message
Display a warning if the system generated "Running total" is not equal to the "Control amount" if the Control Amount has a value.	WARNING: "Running total"(value) is not equal to "Control amount" (value).
If the County Accounting System Batch Owner Required is "Yes" in County Preferences in the SSIS Admin application, the confirmation dialog includes a drop-down of Batch Owners. If the user does not select a Batch Owner, an error message is displayed.	Error: You must select a "County Accounting System Batch Owner."

Table 8-52: Submit Batch Business Rules in Payments Design Spec.

The table below describes how the Submission Status is set.

Submission Status	Description
Not submitted	Status is set when the Payment Batch is created.
Not processed	Status is set when "Submit Batch" is selected from the Action menu and the County Accounting System validation process has not been received.
Successful	The batch was submitted, successfully validated and copied to the County Accounting System tables.
Errors	The batch was submitted and errors were found during the County Accounting System validation process. *Hint: You must look at the Interface Log to determine the action to take and where the error(s) occurred. Corrections may be needed in SSIS or in your county accounting system.*

Table 8-41: Payment Batch Submission Statuses *from the Payments Design Spec.*

Hints:
- *From Payment Batch Search, select the Batch with a Submission status of Errors, access Action, and select Open Interface Log to view the Payment Batch Submission Status Interface Message.*
- *If changes need to be made in SSIS after reviewing the Interface Log, you can Cancel Batch Submission. Corrections can be made and the batch can be submitted again. To Cancel Batch Submission you must be the owner of the batch.*

To Cancel Batch Submission:
1. *From your **batch**, access the **Action** menu and select **Cancel Batch Submission**.*
2. *Correct errors and re-submit the batch.*