Accounts Receivable Reporting

This guide walks you through steps for running queries
and reports for the Accounts Receivable module.

State of Vermont

Department of Finance & Management

VISION 9.2 Accounts Receivable Reporting Manual

January 2019

Table of Contents

Accounts Receivable Queries

VT_ACCOUNTS_RECEIVABLE_JOURNAL-VTBI007	
Purpose	Lists the current status of open accounts receivable pending items posted within a date range
Prompts	AR business unit, set ID, origin, and a range of posted dates
Columns	Posted date, entered date, business unit, item id, group id, user, customer, origin id, and amounts: control, entered, posted total and balance

VT_AR_ACCRUED_CUST_RECEIVABLES – AR Accrued Customer Receivable	
Purpose	Lists AR pending items posted to the general ledger within a date range. Does not include payment activity, but does include maintenance worksheet activity
Prompts	GL and AR business units, fund, dept ID, account and a range of journal dates
Columns	GL and AR business units, item information, all chartfields, accounting period, fiscal year, journal information, monetary amount, journal template, and customer

VT_AR_CUSTOMER_DEPS_QUERY – Customer Deposits	
Purpose	Lists customer activity posted within a date range. Includes pending items, maintenance worksheets, and payments.
Prompts	GL and AR business unit, fund, dept ID, account, and a range of journal dates
Columns	GL and AR business units, item information, all chartfields, accounting period, fiscal year, journal information, monetary amount, journal template, and customer

VT_AR_CUST_OPEN_ITEMS – Customer Open Items for a BU	
Purpose	Lists all open accounts receivable pending for a business unit and customer
Prompts	AR business unit, set ID, and customer id
Columns	AR business unit, customer, item id, accounting date, amount, entry type, entry reason, journal template, and status

VT_AR_DIRECT_JRNLS_DEPOSIT – AR Direct Journal Deposits	
Purpose	Lists direct journal deposits and all associated chartfields. Includes only the revenue/expense side of the deposits.
Prompts	GL and AR business units, fund, dept ID, account, and a range of journal dates
Columns	GL and AR business units, item sequence, distribution sequence, all chartfields, affiliate, amount, line description, deposit id, accounting period, fiscal year, journal information, and journal template

VT_AR_DIRECT_JRNLS_QUERY – Direct Journals View	
Purpose	Lists direct journal deposits and all associated chartfields. Similar to VT_AR_DIRECT_JRNLS_DEPOSIT except that it also includes the cash side of the deposits.
Prompts	GL and AR business units, fund, dept ID, account, and a range of journal dates
Columns	GL and AR business units, item sequence, distribution sequence, all chartfields, affiliate, amount, line description, deposit id, journal information, and journal template

VT_AR_DIR_JRNL_BKACCT – Direct Journals w/ Bank Account and BU prompts	
Purpose	Lists all direct journal deposits for a business unit and specific bank account within a date range. You must know the specific bank account number before running the query because it will not let you browse account numbers.
Prompts	GL business unit, bank account, and a range of accounting dates
Columns	GL and AR business units, deposit id, date, payment id, payment and distribution sequence numbers, all chartfields, amount, journal information, and bank account number

VT_AR_DIR_JRNL_BK_PROMPT – Direct Journals w/ Bank Account Prompt	
Purpose	Lists all direct journal deposits within a date range for a specific bank account – all business units. You must know the specific bank account number before running the query because it will not let you browse account numbers. Similar to VT_AR_DIR_JRNL_BKACCT except it does not prompt for business unit and will report deposits from all business units.
Prompts	Bank account and a range of accounting dates
Columns	GL and AR business units, deposit id, date, payment id, payment and distribution sequence numbers, all chartfields, amount, journal information, and bank account number

VT_AR_JOURNAL_DRILLDOWN – Customer Deposits-Not Direct Journals	
Purpose	Lists deposit and pending item information for an AR journal related to customer deposits. You must know the specific journal id before running this query because it does not allow you to browse journal id's.
Prompts	GL business unit and journal id
Columns	GL and AR business units, deposit id, group id, item id, customer id, account, fund, Dept ID, journal id, accounting date, amount and posted date

VT_AR_PENDING_ITEM_QUERY – AR Pending Item Query	
Purpose	Lists online pending item information for a group id and item id
Prompts	Business unit, group id and item id. Can use % for both group id and item id, but this will return results back to the beginning of VISION and is not recommended. If % is needed for both fields, use the VT_AR_PENDING_ITEM_LIST query which also includes a date range prompt.

Columns	Business unit, group id, accounting date, origin, customer, item id, line, sequence, amount, all chartfields, deposit id

VT_AR_PENDING_ITEM_LIST – Pending Items for Date Range	
Purpose	Lists all online pending items for a date range. Similar to VT_AR_PENDING_ITEM_QUERY but it also prompts for a range of accounting dates.
Prompts	Business unit, group id, item id and range of accounting dates. Can use % for group id and item id. Since this query includes a date range, % may be used in both fields since it will only include the pending items within the specified date range.
Columns	Business unit, group id, accounting date, origin, customer, item id, line, sequence, amount, all chartfields, deposit id

VT_AR_TRANSACTIONS – AR Deposits & Pending Items	
Purpose	Lists accounts receivable transactions: both pending items and all types of deposits. Combines the results of the VT_AR_CUSTOMER_DEPS_QUERY and the VT_AR_DIRECT_JRNLS_QUERY into one report.
Prompts	GL and AR business units, fund, dept ID, account, program, and a range of journal dates
Columns	GL and AR business units, item id, item sequence, item line, all chartfields, affiliate, journal id and date, line description, amount, template, deposit id, customer id and customer name. For direct journal entries, the name Direct Journal Entry is used in place of the customer name.

VT_AR_OPEN_ITEMS_BU_AND_CUST – AR open items to be matched.	
Purpose	Lists AR open items to determine items that can be matched
Prompts	GL business unit, customer ID (may use % for all), set ID
Columns	GL business unit, customer, name, item ID, item balance, project, entry type, reason, account, fund, dept ID, sales person, collector, status

VT_CASH_RECEIPT_JOURNAL – Cash Receipt Journal	
Purpose	Lists all deposits for a business unit received within a date range
Prompts	AR business unit, set ID, deposit type (cash/checks, federal, wire, etc), deposit posting status (completely posted, not posted, etc.) and a range of received dates. Can use % for prompts.
Columns	Received date, AR business unit, deposit id, operator id, deposit type, bank account number, balance, posted status, control amount, entered amount, posted total, direct journal amount and customer id

VT_CUSTOMERS – Customers for a SET ID	
Purpose	Lists all information in the Customer record. Used to review basic information about one or more customers used by a business unit
Prompts	Set ID (business unit), customer id and customer status (% can be used for customer id and status)

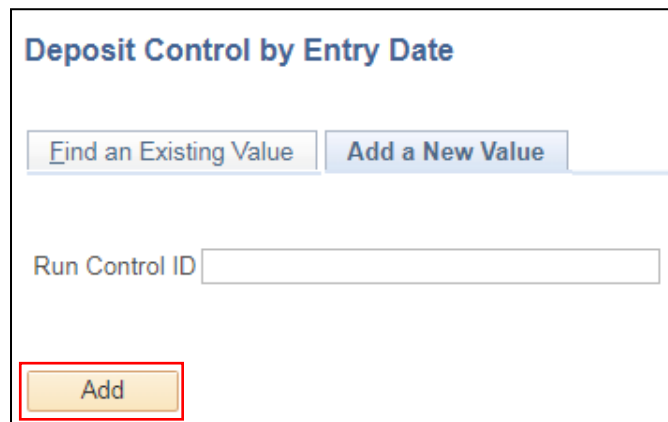| **Columns**	All fields in the customer record are reported

VT_DEPOSITS_CHECK_BU – Check for Deposits in Wrong BU	
Purpose	Lists deposits where the business unit on the deposit is not the same as the deposit on the related item activity
Prompts	AR business unit (deposit bu) and posted date greater than
Columns	Business unit (bu on item id), customer id, item id, amount, accounting date, posted date, deposit business unit and deposit id

Accounting Entries (AR50001)

Possible situations when this report should be run: This report may be run at any time to review detailed accounting entry information by date at either a detail or summary level. The user may also select which chartfields are included on the report and in which order the columns will appear.

Navigator Menu Navigation: Accounts Receivable > Pending Items > Reports > Accounting Entries

Click on Add a New Value Tab

Run Control ID - **Enter a Run Control ID**

Click **Add**

The Accounting Entries page is displayed

- **From Date -** Enter Beginning Date
- **To Date -** Enter Ending Date
- **Unit -** Accept default BU **or** Enter valid value
- **Journal Template –** Leave blank, or select an AR template from the drop-down
- **Sort By Ledger –** Enter or select valid value from drop-down (Can choose to run at a detail or summary level)

Click Refresh

Chartfield Selection section expands showing available chartfields

Check **Include CF** for each chartfield to be included in the report
In the Sequence column, the chartfield column order may be modified as needed

Click Save

Click Run

Process Scheduler Request page opens

Click OK

Accounting Entries page displays

Click Process Monitor

Click **Refresh** button until Run Status = **Success** and Distribution Status = **Posted**

Click **Details**

Click **View Log/Trace**

Click **ar50001 PDF file**

Report opens in new window

```
                                               PeopleSoft Receivables
Report ID:  AR50001                            ACCOUNTING ENTRIES                              Page No.  1
Business Unit:      01110%                   For 01/01/2018 through 06/30/2018                  Run Date 01/18/2019
Application Jrnl:   ALL VALUES                                                                  Run Time 10:40:27
Report Option:  SUMMARIZED BY ACCOUNTING DATE - ALL

Ledger      Primary Ledger  Dept      Account    Fund
----------  --------------  --------  --------   ----
                                                                  Entered Amount       StatCD  Statistic Amount
                                                                ---------------------  ------  ----------------------


01/02/2018  AR_PAYMENT  01110  ACTUALS    Dist       AR02431321  01/02/2018
ACTUALS      Y               1110004000 100165    21005
                                                                        1,761.32  USD                   0.00
ACTUALS      Y               1110004000 101050    21005
                                                                       -1,761.32  USD                   0.00


01/02/2018  AR_PAYMENT  01110  ACTUALS    Dist       AR02431330  01/02/2018
ACTUALS      Y               1110004000 101050    21005
                                                                        1,761.32  USD                   0.00
ACTUALS      Y               1110004000 110001    21005
                                                                       -1,761.32  USD                   0.00


01/17/2018  AR_PAYMENT  01110  ACTUALS    Dist       AR02437693  01/17/2018
ACTUALS      Y               1110004000 100165    21005
                                                                       10,229.20  USD                   0.00
ACTUALS      Y               1110004000 101050    21005
                                                                      -10,229.20  USD                   0.00


01/17/2018  AR_PAYMENT  01110  ACTUALS    Dist       AR02437700  01/17/2018
ACTUALS      Y               1110004000 101050    21005
                                                                       10,229.20  USD                   0.00
ACTUALS      Y               1110004000 110001    21005
                                                                      -10,229.20  USD                   0.00
```

(Note that the chartfields included are DeptID, Account and Fund which were the chartfields selected on the Accounting Entries page.)

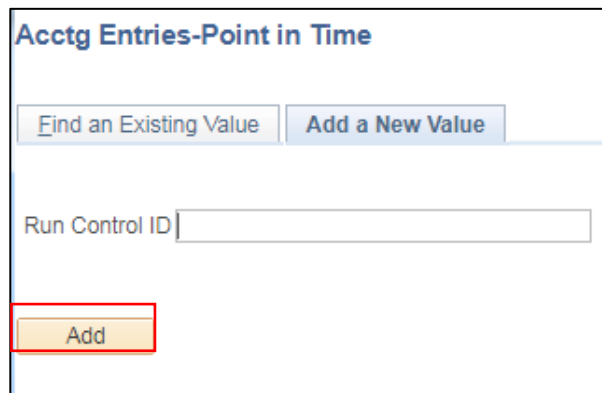# Accounting Entries Detail – Point in Time (AR50001P)

Possible situations when this report should be run: This report may be run at any time to review detailed accounting entry information by date. (The summarized version of this report is AR50002P.) The difference between this report and the Accounting Entries (AR50001) report is that this report may be run for specific time periods such as year-to-date, month-to-date, etc.

Navigator Menu *Navigation:* Accounts Receivable > Pending Items > Reports > Acctg Entries-Point in Time

OR

        Accounts Receivable > Payments > Reports > Acctg Entries-Point in Time

Click on Add a New Value Tab

Run Control ID - **Enter a Run Control ID**

Click Add

The Accounting Entries Point in Time page is displayed

- **Point in Time Type –** Select value from drop-down

- **As of Date –** Enter the ending date for the report

  (Note that the From Date and To Date will change depending upon the Type and As of Date selected)

- **Unit -** Accept default BU **or** Enter valid value
- **Journal Template –** Leave blank, or select an AR template from the drop-down

Click Run

Process Scheduler Request page opens

Select Point in Time Accounting Entries

Click OK

Accounting Entries -Point in Time page displays

Click Process Monitor

Click **Refresh** button until Run Status = **Success** and Distribution Status = **Posted**

Click **Go back to Acctg Entries-Point In Time**

Accounting Entries -Point in Time page displays

Click Report Manager

Click the Administration tab

Click to open the **ARX50001P.PDF** file

Report opens in new window.

| ORACLE® | Report ID: ARX50001P | | PeopleSoft Accounts Receivables
Accounting Entries
MTD from 6/1/2018 to 6/30/2018 | | | | Page No.
Run Date
Run Time | | 1
1/18/2019
11:22:47 AM |

Business Unit: 02140
Application Journal: AR_PAYMENT

Accounting Date	Ledger	Primary Ledger	Account	Department	Product	Project	Affiliate	GL Distribution	Entered Amount	Currency	Statistical Amount
6/1/2018	ACTUALS	Y	100155	2140028000				Dist	24	USD	0.00
6/1/2018	ACTUALS	Y	100155	2140028000				Dist	12	USD	0.00
6/1/2018	ACTUALS	Y	100155	2140028000				Dist	16.5	USD	0.00
6/1/2018	ACTUALS	Y	100155	2140028000				Dist	24	USD	0.00
6/1/2018	ACTUALS	Y	100155	2140028000				Dist	12	USD	0.00
6/4/2018	ACTUALS	Y	100155	2140022000				Dist	953.52	USD	0.00
6/4/2018	ACTUALS	Y	100155	2140022000				Dist	136.61	USD	0.00
6/6/2018	ACTUALS	Y	100155	2140011100				Dist	9591.27	USD	0.00
6/6/2018	ACTUALS	Y	100155	2140011100				Dist	9591.24	USD	0.00
6/6/2018	ACTUALS	Y	100155	2140028000				Dist	24	USD	0.00
6/6/2018	ACTUALS	Y	100155	2140028000				Dist	32.25	USD	0.00
6/11/2018	ACTUALS	Y	100155	2140028000				Dist	12	USD	0.00
6/12/2018	ACTUALS	Y	100155	2140028000				Dist	24	USD	0.00
6/12/2018	ACTUALS	Y	100155	2140028000				Dist	12	USD	0.00
6/13/2018	ACTUALS	Y	100155	2140010000				Dist	106.07	USD	0.00
6/13/2018	ACTUALS	Y	100155	2140010000				Dist	508.62	USD	0.00
6/13/2018	ACTUALS	Y	100155	2140022000				Dist	10626.19	USD	0.00
6/14/2018	ACTUALS	Y	100155	2140022000				Dist	1211.05	USD	0.00
6/14/2018	ACTUALS	Y	100155	2140028000				Dist	24	USD	0.00
6/14/2018	ACTUALS	Y	100155	2140028000				Dist	12	USD	0.00
6/14/2018	ACTUALS	Y	100155	2140028000				Dist	24	USD	0.00
6/14/2018	ACTUALS	Y	100155	2140028000				Dist	10.75	USD	0.00
6/15/2018	ACTUALS	Y	100155	2140022000				Dist	135.79	USD	0.00
6/15/2018	ACTUALS	Y	100155	2140022000				Dist	947.77	USD	0.00
6/15/2018	ACTUALS	Y	100155	2140028000				Dist	24	USD	0.00
6/15/2018	ACTUALS	Y	100155	2140028000				Dist	24	USD	0.00
6/15/2018	ACTUALS	Y	100155	2140028000				Dist	60	USD	0.00
6/15/2018	ACTUALS	Y	100155	2140028000				Dist	24	USD	0.00
6/19/2018	ACTUALS	Y	100155	2140022000				Dist	25889.83	USD	0.00
6/19/2018	ACTUALS	Y	100155	2140022000				Dist	6759.49	USD	0.00
6/19/2018	ACTUALS	Y	100155	2140022000				Dist	2123	USD	0.00
6/21/2018	ACTUALS	Y	100155	2140028000				Dist	64.5	USD	0.00
6/21/2018	ACTUALS	Y	100155	2140028000				Dist	84	USD	0.00
6/28/2018	ACTUALS	Y	100155	2140028000				Dist	72	USD	0.00
6/29/2018	ACTUALS	Y	100155	2140022000				Dist	1203.74	USD	0.00

Total Amount Entered by Acct :100155   70,400.19   USD

Click the print icon to print

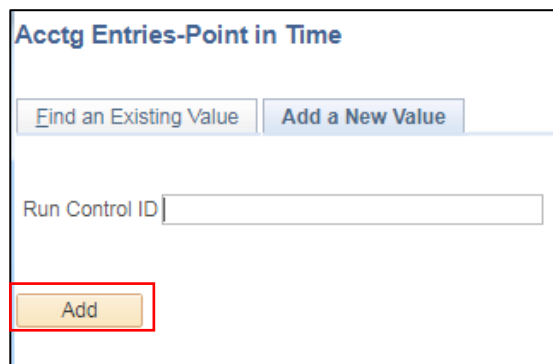# Accounting Entries Summary – Point in Time (AR50002P)

Possible situations when this report should be run: This report may be run at any time to review summarized accounting entry information by date. (The detailed version of this report is AR50001P.) The user specifies a point in time such as year-to-date, month-to-date, etc.

Navigator Menu *Navigation:* Accounts Receivable > Pending Items > Reports > Acctg Entries-Point in Time

OR

Accounts Receivable > Payments > Reports > Acctg Entries-Point in Time

Click on Add a New Value Tab

Run Control ID - **Enter a Run Control ID**

Click Add

The Accounting Entries Point in Time page is displayed

- **Point in Time Type –** Select value from drop-down
    - **As of Date –** Enter the ending date for the report
      (Note that the From Date and To Date will change depending upon the Type and As of Date selected)

- **Unit -** Accept default BU **or** Enter valid value
- **Journal Template –** Leave blank, or select an AR template from the drop-down

Click Run

Process Scheduler Request page opens

Select Point in Time Accounting Entries

Click OK

Accounting Entries -Point in Time page displays

Click Process Monitor

Click **Refresh** button until Run Status = **Success** and Distribution Status = **Posted**

Click **Go back to Acctg Entries-Point In Time**

Accounting Entries -Point in Time page displays

Click Report Manager

Click the Administration tab

Click to open the **ARX50002P.PDF** file

Report opens in new window.

ORACLE			Report ID: ARX50002P				**PeopleSoft Accounts Receivable**							Page No.		1
							Accounting Entries - Summary by Accounting Date							Run Date		1/22/2019
							MTD from 6/1/2018 to 6/30/2018							Run Time		9:51:22 AM

Business Unit: 02140
Application Journal: AR_BILLING

Accounting Date	Ledger	Primary Ledger	Account	OperUnit	Product	Fund	Class	Prgm	Budgt	Affiliate	Department	Project	GL Distribution	Entered Amount	Currency	Statistical Amount/CD
6/26/2018	ACTUALS	Y	110001			22005					2140020000	21062-100	Dist	15,448.11	USD	0.00
	ACTUALS	Y	110001			22005					2140020000	21062IC	Dist	5,431.05	USD	0.00
	ACTUALS	Y	110001			22005					2140020000	21196	Dist	9,569.29	USD	0.00
	ACTUALS	Y	110001			22005					2140020000	21196IC	Dist	4,748.63	USD	0.00
	ACTUALS	Y	110001			22005					2140020000	21276	Dist	8,868.32	USD	0.00
	ACTUALS	Y	110001			22005					2140020000	21319-100	Dist	12,881.01	USD	0.00
	ACTUALS	Y	110001			22005					2140020000	21319-300	Dist	4,875.97	USD	0.00
	ACTUALS	Y	110001			22005					2140020000	21319-400	Dist	3,745.00	USD	0.00
	ACTUALS	Y	110001			22005					2140030000	31024C	Dist	23,024.70	USD	0.00
	ACTUALS	Y	110001			22005		21321			2140030000	31024C	Dist	-6,410.68	USD	0.00
	ACTUALS	Y	110001			22005					2140030000	31024P	Dist	-269.47	USD	0.00
	ACTUALS	Y	110001			22005		21321			2140030000	31024P	Dist	-787.76	USD	0.00
	ACTUALS	Y	110001			22005					2140030000	31024R-006	Dist	4,500.00	USD	0.00
	ACTUALS	Y	110001			22005		21321			2140030000	31024S-004	Dist	-350.31	USD	0.00
	ACTUALS	Y	110001			22005					2140030000	31025C	Dist	76,354.41	USD	0.00
	ACTUALS	Y	110001			22005					2140030000	31025C-001	Dist	3,826.80	USD	0.00
	ACTUALS	Y	110001			22005					2140030000	31025C-003	Dist	11,629.06	USD	0.00
	ACTUALS	Y	110001			22005					2140030000	31025C-004	Dist	9,825.55	USD	0.00
	ACTUALS	Y	110001			22005					2140030000	31025C-005	Dist	22,013.61	USD	0.00
	ACTUALS	Y	110001			22005					2140030000	31025C-006	Dist	9,591.37	USD	0.00
	ACTUALS	Y	110001			22005					2140030000	31025C-007	Dist	5,150.78	USD	0.00
	ACTUALS	Y	110001			22005					2140030000	31025C-008	Dist	7,408.41	USD	0.00
	ACTUALS	Y	110001			22005					2140030000	31025C-011	Dist	8,243.73	USD	0.00

Click the print icon to print
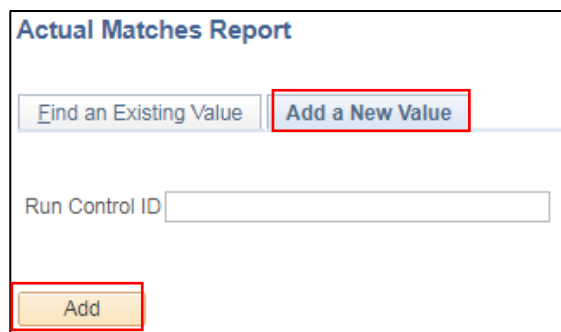
Actual Matches Report (AR11004)

Possible situations when this report should be run: The Actual Matches Report should be run after running Automatic Maintenance. This report provides a list of the transactions that were processed during automatic maintenance.

Workcenter Navigation: Accounts Receivable WorkCenter > Reports/Queries > Reports/Processes > Receivables Maintenance > Auto Maintenance – Actual Matches Report

Or

Navigator Menu Navigation: Accounts Receivable > Receivables Maintenance > Automatic Maintenance > Actual Matches Report

Click the **Add a New Value** tab:
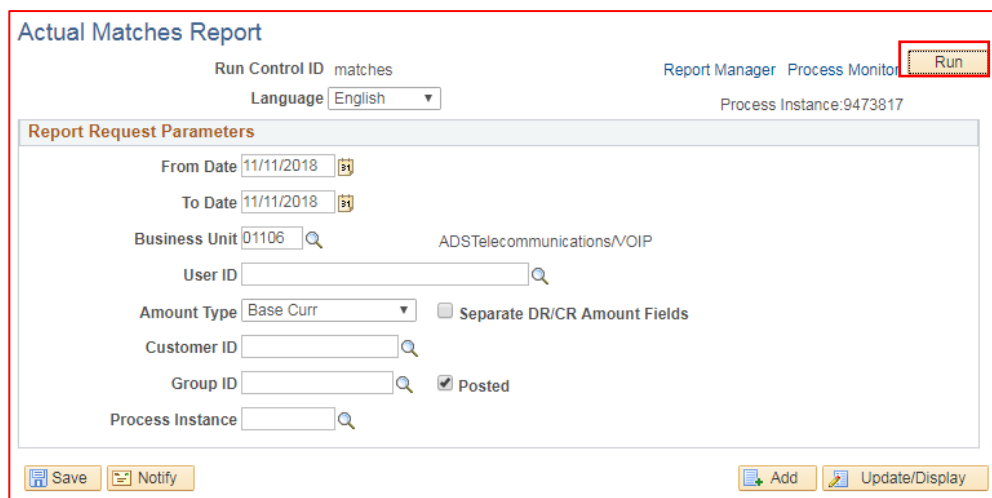
Run Control ID - **Enter a Run Control ID**

Click Add

The **Actual Matches Report** page displays:

- **From Date** - Enter the desired date
- **To Date** – Enter the desired date
- **Business Unit -** Defaults, accept default or enter business unit
- **Rate Type –** Leave blank or enter User ID
- **Amount Type –** Accept default Base Curr
- **Separate DR/CR Amount Fields –** Check or leave blank
- **Customer ID –** Leave blank for all **or** enter Customer ID to create report for just one customer
- **Group ID –** Leave blank for all **or** enter a specific Group ID
- **Posted -** Check or leave blank
- **Process Instance –** Enter a specific Process Instance number which matches the automatic maintenance process you are reviewing. If left blank, results will include all automatic maintenance processes.

Click **Run**

The Process Scheduler Request window displays

Click OK

The Actual Matches Report page displays

Click Process Monitor

The Process List page displays

Click **Refresh** button until Run Status = **Success** and Distribution Status = **Posted**

Click Details

Click View Log/Trace

Select **ar11004 PDF file**

The report opens in a new browser window

```
Report ID: AR11004                                    PeopleSoft Receivables                                    Page No.  1
Group BU:            01106%                            ACTUAL MATCHES REPORT                                     Run Date 01/31/2019
Report Currency:    Base Amount                 For 11-NOV-2018 through 11-NOV-2018                             Run Time 15:50:54
Group ID:           ALL VALUES
Operator:           ALL VALUES
Customer ID:        ALL VALUES
Post Status:        Y
Process Instance:   ALL VALUES

Entry Dt   GrpBU  Group ID    Match Group  OPRID    Acctg Dt   BusUn  Customer ID      Item Number       Ln    Entry Type  Reasn  Post              Entered Amount
---------  -----  ----------  -----------  -------  ---------  -----  ---------------  ---------------   ----  ----------  -----  ----              --------------
11/11/2018 01106  144875      99999        MWHITE2  11/11/2018 01106  AIL13            69155318          0     Write-Off   AUTO   YES                   -0.04  USD
                                                                                                                                       -------------------------
                                                                                       TOTAL FOR 144875                                              -0.04  USD
                                                                                                                                       -------------------------
                  144876      99999        MWHITE2  11/11/2018 01106  AIL52            69148384          0     Write-Off   AUTO   YES                   -0.60  USD
                                                                                                                                       -------------------------
                                                                                       TOTAL FOR 144876                                              -0.60  USD
                                                                                                                                       -------------------------
                  144877      99999        MWHITE2  11/11/2018 01106  BGS9             69161421          0     Write-Off   AUTO   YES                   -0.03  USD
                                                                                                                                       -------------------------
                                                                                       TOTAL FOR 144877                                              -0.03  USD
                                                                                                                                       -------------------------
                  144878      99999        MWHITE2  11/11/2018 01106  COR34            69161447          0     Write-Off   AUTO   YES                    0.03  USD
                                                                                                                                       -------------------------
                                                                                       TOTAL FOR 144878                                               0.03  USD
                                                                                                                                       -------------------------
                  144879      99999        MWHITE2  11/11/2018 01106  COR56            69159920          0     Write-Off   AUTO   YES                   -0.01  USD
                               99999        MWHITE2  11/11/2018 01106  COR56            69162044          0     Write-Off   AUTO   YES                   -0.04  USD
                                                                                                                                       -------------------------
                                                                                       TOTAL FOR 144879                                              -0.05  USD
                                                                                                                                       -------------------------
                  144880      99999        MWHITE2  11/11/2018 01106  DCFP1            69161486          0     Write-Off   AUTO   YES                   -0.03  USD
                                                                                                                                       -------------------------
                                                                                       TOTAL FOR 144880                                              -0.03  USD
                                                                                                                                       -------------------------
                  144881      99999        MWHITE2  11/11/2018 01106  DII9             69142112          0     Write-Off   AUTO   YES                   -0.89  USD
                               99999        MWHITE2  11/11/2018 01106  DII9             69142820          0     Write-Off   AUTO   YES                   -0.86  USD
                               99999                 11/11/2018 01106  DII9             69149328          0     Write-Off   AUTO   YES                   -0.02  USD
                                                                                                                                       -------------------------
                                                                                       TOTAL FOR 144881                                              -1.77  USD
                                                                                                                                       -------------------------
                  144882      99999        MWHITE2  11/11/2018 01106  DMV6             69162136          0     Write-Off   AUTO   YES                   -0.40  USD
                                                                                                                                       -------------------------
                                                                                       TOTAL FOR 144882                                              -0.40  USD
                                                                                                                                       -------------------------
```
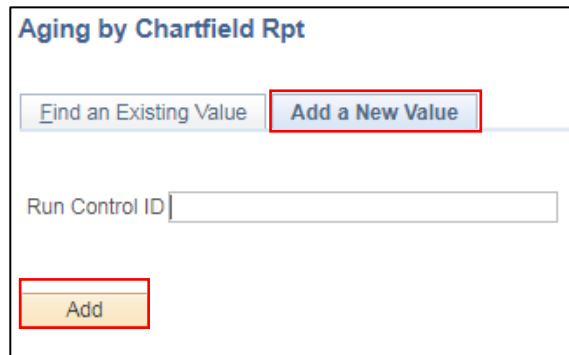
Click the Printer icon to print

Aging by Chartfield (AR30006)

Possible situations when this report should be run: The Aging Detail by Business Unit is an SQR report that can be run at any time. It lists calculated aged receivables by customer, item and chartfield selection.

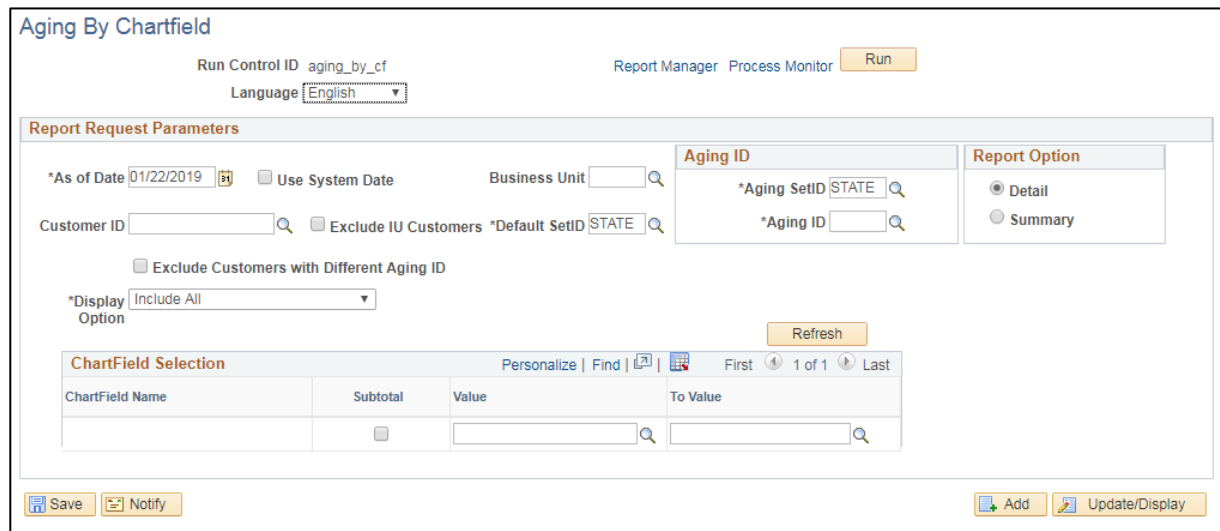**Navigator Menu Navigation:** Accounts Receivable > Receivables Analysis > Aging > Aging by Chartfield Rpt

Click the Add a New Value tab

Run Control ID - **Enter a Run Control ID**

Click Add

The Aging by Chartfield page displays

Enter information on the Aging Detail by Unit page

- **As of Date** – Defaults to current date. Change as needed.
- **Business Unit** – Enter/select Business unit – this is the AR BU associated with the customer

- **Customer ID** – Leave blank for all **or** enter Customer ID to create report for just one customer
- **Default SetID** –Defaults to STATE (this is used for the chartfields in the following section)
- **Aging SetID –** Defaults to STATE
- **Aging ID** – Enter **STD**
- **Report Options** – Defaults to Detail – may also be run at a summary level
- **Display Option** – Defaults to Include All – select desired display option

Click **Refresh** - The Chartfield Selection section expands with available chartfields

Enter desired chartfield values to include and put a checkmark beside those you want subtotaled.
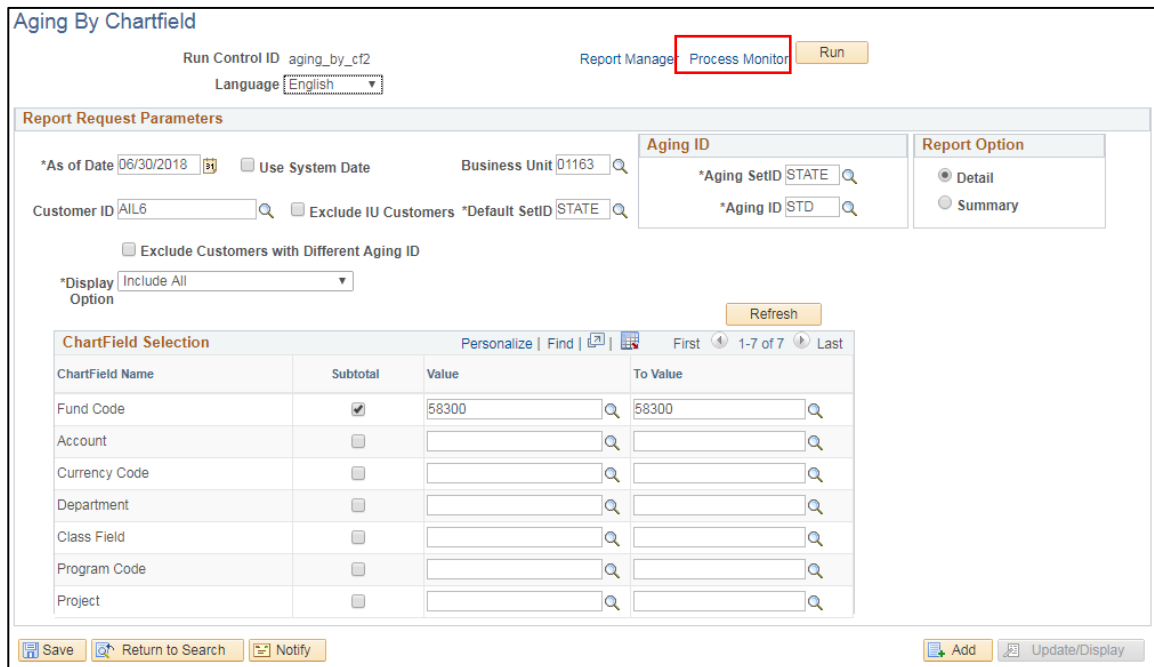
Click Run

The Process Scheduler Request window opens

Click OK

You are returned to the Aging by Chartfield page

Click Process Monitor

The Process List page displays

Click Refresh button until Run Status = Success and Distribution Status = Posted

Click Details

Click View Log/Trace

```
View Log/Trace

Report

  Report ID    2619700        Process Instance   9473289              Message Log
      Name    AR30006        Process Type   SQR Report
 Run Status    Success

AR30006
  Distribution Details

Distribution Node    FMPRD          Expiration Date    01/29/2019

File List
Name                                File Size (bytes)    Datetime Created
SQR_AR30006_9473289.log             1,750                01/22/2019 11:37:34.821502AM EST
ar30006_9473289.PDF                 3,007                01/22/2019 11:37:34.821502AM EST
ar30006_9473289.out                 0                    01/22/2019 11:37:34.821502AM EST

Distribute To
Distribution ID Type                      *Distribution ID
User                                      KJAQUISH

   Return
```

Select **ar30006 PDF file**

The report opens in a new browser window:

```
                                        PeopleSoft Receivables
Report ID:  AR30006                     AGING BY CHARTFIELD                              Page No.  1
Aging ID: STATE/STD                     30-JUN-2018                                      Run Date 01/22/2019
Chartfield Parameters  FUND_CODE = 58300                                                 Run Time 14:18:19
Display Option: Include All
Business Unit: 01163
                                 Total
                      Entry      Selected
Item          Line   As of  Type Reason Terms  Amount    Future    Current    31-60   61-90   91-120   121 and >
------------- ----   ------ ---- ------ -----  --------- --------- ---------- ------- ------- -------- -------------

        FUND_CODE  58300
             Customer ID  AIL6           Customer Name        DAIL ASSISTIVE TECHNOLOGY

63087863         0  06/01/2018 IN    COPY   DUR     19.44                 19.44
63087981         0  06/01/2018 IN    COPY   DUR    215.00                215.00

        Total   DAIL ASSISTIVE TECHNOLOGY          234.44                234.44


Totals for FUND_CODE  58300                        234.44                234.44


Total Receivables Due                                    Future    Current    31-60   61-90   91-120   121 and >
                                                         --------- ---------- ------- ------- -------- -------------
                                                                   234.44
```

Click the Printer icon to print

Aging Detail by Business Unit (AR30003)

Possible situations when this report should be run: The Aging Detail by Business Unit is an SQR report that can be run at any time. It will list the detail by Business Unit of the balances for all customers with open receivables. Run this report each month to view any outstanding open items.

Workcenter Navigation: Accounts Receivable WorkCenter > Reports/Queries > Reports/Processes > Receivables Analysis > Aging Detail by Unit Report

Or

Navigator Menu Navigation: Accounts Receivable > Receivables Analysis > Aging > Aging Detail by Unit Rpt

Click the Add a New Value tab

Run Control ID - **Enter a Run Control ID**

Click **Add**

The Aging Detail by Unit page displays

Enter information on the Aging Detail by Unit page

- **Set ID** - Enter Set ID = STATE
- Aging ID – **Enter STD**
- **Amount Type –** Defaults, accept default Base Curr
- **Rate Type –** Blank
- **Customer ID –** Leave blank for all **or** enter Customer ID to create report for just one customer
- **Display Options –** Include All defaults, accept default
- Business Unit - **Enter Business Unit**

Click Run

The Process Scheduler Request window opens

Click OK

You are returned to the Aging Detail by Unit page:

Click Process Monitor

The Process List page displays

Click Refresh button until Run Status = Success and Distribution Status = Posted

Click Details

Click View Log/Trace

Select **ar30003 PDF file**

The report opens in a new browser window

```
                                          PeopleSoft Receivables
Report ID:  AR30003                     AGING DETAIL BY BUSINESS UNIT                           Page No.  1
Aging Id:   STATE/STD                         as of 06-DEC-2018                                 Run Date 01/11/2019
Currency    Base Currency                                                                       Run Time 09:31:07
Rate Type:

Item              Line As Of    Ent Typ/Rsn Terms Document   Cur Amount         Future       Current       31-60        61-90        91-120        Other

----------------- ---- --------- ----------- ----- ---------- --- --------------- ------------- ------------- ------------ ------------- ------------- -------------


01110      ST001          Agency of Administration     Montpelier      VT

FY1901110_ST001      0   10/05/2018 WR WIRE     DUR           USD       1,266.00                                                    1,266.00
OA-33507             0   11/19/2018 OA OA                     USD         -10.00                     -10.00

                                                                        ------------------                -------------              -------------
           Total   Agency of Administration                             1,256.00                     -10.00                     1,266.00


01110      ST002          Dept of Information & Innovati Montpelier     VT

FY1901110_ST002      0   10/05/2018 WR WIRE     DUR           USD      24,247.00                                                   24,247.00
GL-133 TEST 2        1   11/19/2018 WR WIRE     DUR           USD         500.00                     500.00

                                                                        ------------------                -------------              -------------
           Total   Dept of Information & Innovation                     24,747.00                    500.00                    24,247.00


01110      ST003          Finance and Management       Montpelier      VT

FY1901110_ST003      0   10/05/2018 WR WIRE     DUR           USD       1,837.00                                                    1,837.00

                                                                        ------------------                                           -------------
           Total   Finance and Management                               1,837.00                                              1,837.00
```

Click the Printer icon to print

Aging Summary by Business Unit (AR30004)

Possible situations when this report should be run: The Aging Summary by Business Unit lists a summary by Business Unit of the balances for all customers with open receivables. Run this report each month to view a summary of outstanding open items.

Workcenter Navigation: Accounts Receivable WorkCenter > Reports/Queries > Reports/Processes > Receivables Analysis > Aging Summary by Unit Report

Or

Navigator Menu Navigation: Accounts Receivable > Receivables Analysis > Aging > Aging Summary by Unit Rpt

Run Control ID - **Enter a Run Control ID**

Click Add

The Aging Summary by Unit page displays

Enter information on the Aging Summary by Unit page

- **Set ID** – Defaults to **STATE**, accept default
- **Aging ID** – Enter **STD**
- **Amount Type –** Defaults, accept default **Base Curr**
- **Rate Type –** Blank
- **Customer ID –** Leave blank for all **or** enter Customer ID to create report for just one customer
- **Display Options –** Include All defaults, accept default
- **Business Unit** - Enter **Business Unit**

Click Run

The Process Scheduler Request window opens

Click OK

You are returned to the Aging Summary by Unit page

Click Process Monitor

The Process List page displays

Click Refresh button until Run Status = Success and Distribution Status = Posted

Click Details

Click View Log/Trace

```
View Log/Trace

Report

    Report ID    2619977          Process Instance    9473601                    Message Log
        Name     AR30004              Process Type     SQR Report
  Run Status     Success

Aging Summary by Business Unit
Distribution Details

Distribution Node    FMPRD          Expiration Date    02/01/2019

File List
Name                            File Size (bytes)    Datetime Created
SQR_AR30004_9473601.log         1,752                01/25/2019 2:11:39.725523PM EST
ar30004_9473601.PDF             10,184               01/25/2019 2:11:39.725523PM EST
ar30004_9473601.out             0                    01/25/2019 2:11:39.725523PM EST
Distribute To
Distribution ID Type                       *Distribution ID
User                                       KJAQUISH

    Return
```

Select **ar30004 PDF file**

The report opens in a new browser window:

```
                                            PeopleSoft Receivables
Report ID:  AR30004                      AGING SUMMARY BY BUSINESS UNIT                       Page No.  1
Aging Id:   STATE/STD                          as of 30-JUN-2018                              Run Date 01/25/2019
Currency    Base Currency                                                                     Run Time 14:11:25
Rate Type:
Business Unit: 01163

Cust ID       Name                      Cur    Amount          Future          Current          31-60          61-90          91-120          121 and >
----------    ----------------------    ---    ------------    ------------    ------------    ------------    ------------    ------------    ------------
01163         BGS (Copy Center)

AG5           AG CONSUMER ASSISTANCE    USD         151.56                                                                                          151.56
AGR10         AGR ARMS                  USD        -695.56                                                                                         -695.56
AGR7          AGR VT AG & ENVIRONMENTAL LAB USD   -276.08                                                                                         -276.08
AIL14         DAIL DBVI BARRE-MONTPELIER USD         50.00                           50.00
AIL17         DAIL LICENSING & PROTECTION USD       834.00                          100.00          100.00         317.00                          317.00
AIL26         DAIL VR CENTRAL OFFICE    USD          50.00                           50.00
AIL27         DAIL VR BARRE             USD         257.00                          257.00
AIL28         DAIL VR BENNINGTON        USD         169.00                          169.00
AIL29         DAIL VR BRATTLEBORO       USD          50.00                           50.00
AIL3          DAIL COMMISSIONER'S OFFICE USD        290.00                          290.00
AIL30         DAIL VR BURLINGTON        USD          50.00                           50.00
AIL32         DAIL VR MIDDLEBURY        USD          50.00                           50.00
AIL33         DAIL VR MORRISVILLE       USD          50.00                           50.00
AIL34         DAIL VR NEWPORT           USD         200.00                          200.00
AIL35         DAIL VR RUTLAND           USD         232.00                          232.00
AIL36         DAIL VR ST. ALBANS        USD         400.00                          200.00                                                          200.00
AIL38         DAIL VR SPRINGFIELD       USD          50.00                           50.00
AIL40         DAIL VR WHITE RIVER       USD         709.00                          163.00                                                          546.00
AIL6          DAIL ASSISTIVE TECHNOLOGY USD         234.44                          234.44
AIL62         DDSD 1115 LONGTERM CARE WAIVER USD      0.01                                                                                            0.01
AIL70         DDSD GUARDIAN BURLINGTON  USD          50.00                           50.00
AIL74         DDSD GUARDIAN RUTLAND     USD          50.00                           50.00
AIL75         DDSD GUARDIAN SPRINGFIELD USD          50.00                           50.00
AIL77         DDSD GUARDIAN PROGRAM OVERHEAD USD     79.72                           79.72
AIL80         DDSD CENTRAL OFFICE       USD         500.45                           50.00                                                          450.45
AOT10         AOT CENTRAL GARAGE        USD          50.00                           50.00
AOT24         AOT DISTRICT 4 WHITE RIVER JCT USD     50.00                           50.00
AOT40         AOT FINANCE & ADMINISTRATION USD       27.93                           27.93
AOT46         AOT HWY CONSTRUCTION & MATERIA USD    150.00                                                                                         150.00
AOT58         AOT RUTLAND STATE AIRPORT USD         209.00                          159.00                                                           50.00
BGS11         BGS BRATTLEBORO MAINTENANCE USD        86.00                           43.00                          43.00
BGS12         BGS BURLINGTON MAINTENANCE USD        141.00                          141.00
BGS2          BGS  INFORMATION CENTER ADMIN USD     710.77                          710.77
BGS28         BGS MONTPELIER MAINTENANCE (99 USD     50.00                           50.00
BGS34         BGS PRINT SHOP            USD         -34.60                                                                                          -34.60
BGS4          BGS  SPRINGFIELD MAINTENANCE USD      388.00                          194.00                         194.00
BGS45         BGS WATERBURY MAINTENANCE (990 USD    161.08                          161.08
BGS51         BGS-CASH-SURPLUS PROPERTY USD         116.64                            6.58                                                          110.06
BGS56         BGS FLEET MANAGEMENT      USD          50.00                           50.00
BGS7          BGS ADMIN MIDDLESEX       USD        -110.06                                                                                         -110.06
BGS89         BGS FFS SW DISTRICT ADMIN USD          50.00                           50.00
```

Click the **Printer** icon to print

Auto Entry Type (AR01003)

Possible situations when this report should be run: This report lists valid automatic entry types as of a specified effective date.

Navigator Menu Navigation: Set Up Financials/Supply Chain > Product Related > Receivables > Reports > Auto Entry Type

Click on Add a New Value Tab

Run Control ID - **Enter a Run Control ID**

Click Add

The Auto Entry Type page is displayed

- **Setid –** Defaults to STATE; accept default
- **Effective Date –** Defaults to current date or select desired effective date

Click Refresh

Chartfield Selection section expands showing available chartfields

Check **Include CF** beside Account and Fund. (These are the only chartfields associated with entry types.)

In the Sequence column, the chartfield column order may be modified, if desired, or leave in the default order.

Click Save
Click Run

Process Scheduler Request page opens

Click OK

Auto Entry Type page displays

Click Process Monitor

Click Refresh button until Run Status = Success and Distribution Status = Posted

Click Details

Process Detail

Process

Instance	9473691	Type	SQR Report
Name	AR01003	Description	Auto Entry Type
Run Status	Success	Distribution Status	Posted

Run

Run Control ID auto_entry

Location Server

Server PSUNX

Recurrence

Update Process

○ Hold Request
○ Queue Request
○ Cancel Request
☐ Delete Request
○ Re-send Content   ○ Restart Request

Date/Time

Request Created On 01/29/2019 9:14:29AM EST

Run Anytime After 01/29/2019 9:13:31AM EST

Began Process At 01/29/2019 9:14:51AM EST

Ended Process At 01/29/2019 9:15:05AM EST

Actions

Parameters   Transfer

Message Log

Batch Timings

View Log/Trace

Click View Log/Trace

View Log/Trace

Report

Report ID	2620051	Process Instance	9473691	Message Log
Name	AR01003	Process Type	SQR Report	
Run Status	Success			

Auto Entry Type

Distribution Details

Distribution Node FMPRD   Expiration Date 02/05/2019

File List

Name	File Size (bytes)	Datetime Created
SQR_AR01003_9473691.log	1,748	01/29/2019 9:15:05.577930AM EST
ar01003_9473691.PDF	3,268	01/29/2019 9:15:05.577930AM EST
ar01003_9473691.out	45	01/29/2019 9:15:05.577930AM EST

Distribute To

Distribution ID Type	*Distribution ID
User	KJAQUISH

Return

Click ar01003 PDF file

Report opens in new window

```
                                        PeopleSoft Receivables
Report ID:  AR01003                       AUTO ENTRY TYPE                              Page No.  1
SETID:      STATE%                                                                     Run Date 01/29/2019
EFFDT:      29-JAN-2019                                                                Run Time 09:14:51

SETID:  STATE
```

```
System Function                          Eff Date  Entry Type   Req Reason? Dst GL? Reason Balanced? Dst ID AR Accounting Entries
----------------------------------       --------- ----------   ----------- ------- ------ --------- --------- --------------------------------------------------
MT-01 Offset an Item                     07/01/2006 MT   Maintenanc NO          YES             NO                 1. CREDIT to AR Account(s) Open For Original Item
                                                                                                                  2. DEBIT to AR Account(s) Open For Original Item

WS-01 Pay An Item                        01/01/1900 PY   Payment    NO          YES             NO                 1. DEBIT to Bank Account On Payment (Cash Received)
                                                                                                                  2. CREDIT to AR Account(s) Open For Original Item

WS-06 Adjust Remaining Overpayment       01/01/1900 AD   Adj        YES         YES    GRANT  NO        GR-AR      1. DEBIT to Bank Account On Payment (Cash Received)
                                                                                                                  2. CREDIT to AR Distribution Code From Control Tables
                                                                                       WIRE   NO        WR-AR      1. DEBIT to Bank Account On Payment (Cash Received)
                                                                                                                  2. CREDIT to AR Distribution Code From Control Tables

WS-07 Adjust Remaining Underpayment      01/01/1900 AD   Adj        YES         YES    GRANT  NO        GR-AR      1. DEBIT to AR Distribution Code From Control Tables
                                                                                                                  2. CREDIT to Bank Account On Payment (Cash Received)
                                                                                       WIRE   NO        WR-AR      1. DEBIT to AR Distribution Code From Control Tables
                                                                                                                  2. CREDIT to Bank Account On Payment (Cash Received)

WS-09 Write-off an Item                  01/01/1900 WO   Write-Off  YES         YES    GRANT  YES                  1. CREDIT to AR Account(s) Open For Original Item
                                                                                                                  2. 100.00% DEBIT to    Fund       22005
                                                                                                                                         Account    430000
                                                                                       WIRE   YES                  1. CREDIT to AR Account(s) Open For Original Item
                                                                                                                  2. 100.00% DEBIT to
                                                                                                                                         Account    462500

WS-10 Write-off An Overpayment          01/01/1900 WO   Write-Off  YES         YES    GRANT  YES       GR-AR      1. DEBIT to AR Distribution Code From Control Tables
                                                                                                                  2. 100.00% CREDIT to   Fund       22005
                                                                                                                                         Account    430000
                                                                                       WIRE   YES       WR-AR      1. DEBIT to AR Distribution Code From Control Tables
                                                                                                                  2. 100.00% CREDIT to
                                                                                                                                         Account    462500

WS-11 Write-off An Underpayment         01/01/1900 WO   Write-Off  YES         YES    GRANT  YES       GR-AR      1. CREDIT to AR Distribution Code From Control Tables
                                                                                                                  2. 100.00% DEBIT to    Fund       22005
                                                                                                                                         Account    430000
                                                                                       WIRE   YES       WR-AR      1. CREDIT to AR Distribution Code From Control Tables
                                                                                                                  2. 100.00% DEBIT to
                                                                                                                                         Account    462500
```

Click the Printer icon to print

Business Unit Activity (AR60001)
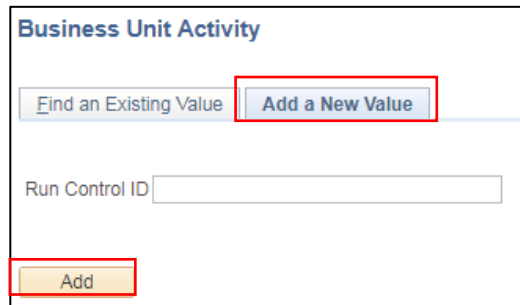
Possible situations when this report should be run: This report summarizes a business unit's accounts receivable transactions in various ways: by Entry Type, by Activity Type or by Group Type.

Workcenter Navigation: Accounts Receivable WorkCenter > Reports/Queries > Reports/Processes > Receivables Analysis > Business Unit Activity

Or

Navigator Menu Navigation: Accounts Receivable > Receivables Analysis > Receivables Reports > Business Unit Activity

Click on Add a New Value Tab
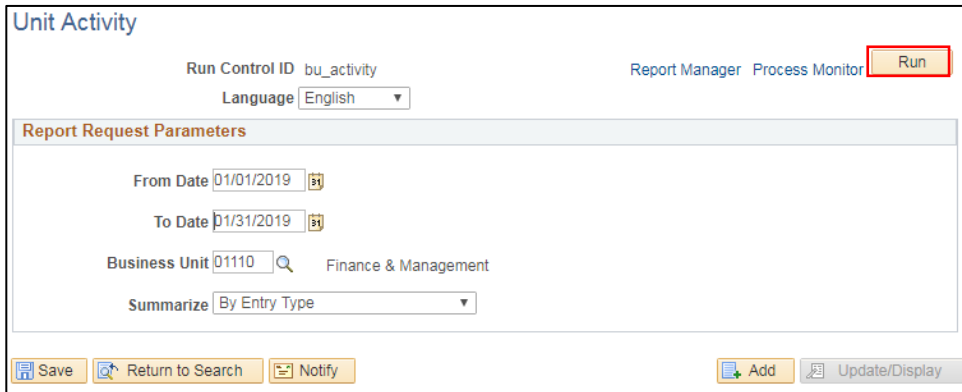
Run Control ID - **Enter a Run Control ID**

Click Add

The Unit Activity page is displayed

- **From Date –** Defaults to current date or select desired date
- **To Date –** Defaults to current date or select desired date
- **Business Unit –** Defaults; update if needed

- **Summarize** – Defaults to By Entry Type. Can also make a different selection from the drop-down.

Click Run

Process Scheduler Request page opens

Click OK

Unit Activity page displays

Click Process Monitor

Click Refresh button until Run Status = Success and Distribution Status = Posted

Click Details

Click View Log/Trace

Click **ar60001 PDF file**

Report opens in new window

```
                                          PeopleSoft Receivables
Report ID:  AR60001                          UNIT ACTIVITY                                   Page No.  1
Business Unit:  01110%                                                                       Run Date 02/01/2019
Summary Option:  By Entry Type                                                               Run Time 08:47:16

Business Unit:     01110  Finance & Management

Beginning Balance:                                         601,868.00 USD   01-JAN-2019

    ENTRY TYPE                                                 AMOUNT
    ----------------------------------------------------------------------------------------------------
    Credit Memo                                                 -35.00
    Grants                                                    1,500.00
    Grants Credit Memo                                         -100.00
    On Account                                                 -100.00
    Payment                                                    -633.00
                                                       ----------------------

Ending Balance:                                           602,500.00 USD   31-JAN-2019
                                                       ========================
```

Click the Printer icon to print

Business Unit Activity-Point in Time (ARX6000_P)
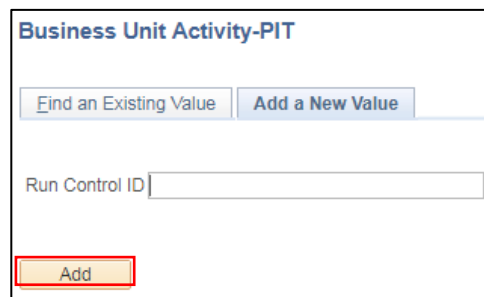
Possible situations when this report should be run: The Business Unit Activity Point in Time report lists pending item and payment activity by business unit. It can be sorted and summarized in a variety of ways by choosing a specific process as indicated below:

- Entry Type (ARX60001P)
- Group Type/Origin (ARX60002P)
- Entry Type/Reason (ARX60003P)
- Activity Type (ARX60004P)
- Activity Type/Origin (ARX60005P)

The instructions below are the same for all versions and samples of each report's results are found at the end of this exercise.

Navigator Menu Navigation: Accounts Receivable > Receivables Analysis > Receivables Reports > Business Unit Activity-PIT

Click on the Add a New Value tab

Run Control ID - Create a unique run control ID (or use an existing one)

Click Add

The Unit Activity-Point in Time page displays

Enter the following information on the Unit Activity-Point in Time page

- **Point in Time Type –** Defaults to YTD, accept as-is or select value from drop-down
- **As of Date –** Defaults to current date; accept default or enter the ending date for the report period (field not available if Range is selected)
- **From Date –** The value in this field is grayed out and changes depending upon the Point in Time Type and As Of Date selected; it is only available for entry when Range is selected.
- **To Date –** Equals As Of Date and is grayed out except when Range is selected
- **Business Unit –** Defaults to user's default business unit; leave as-is or enter a valid business unit
- **Summarize –** Accept default. A selection in this field is overwritten by the specific report chosen from the Process Scheduler in the next step.

Click Run

The Process Scheduler Request panel opens

Select the desired version of the report to run. In this example, the **PIT Item Actv – GroupType/Orig (ARX60002P)** is selected.

Click OK

The Unit Activity-Point in Time page displays

Click Process Monitor

Click refresh button until Run status = Success and Distribution Status = Posted

Click Go back to Business Unit Activity-PIT

Click Report Manager

Click the Administration tab

Click on the link for the **ARX6000_P.pdf** (in this example the report selected was ARX60002P)

Report opens in a new window

Examples of each report option:

Entry Type (ARX60001P)

	PeopleSoft Receivables		Page No.	1
ORACLE Report ID: ARX60001P	**Business Unit Item Activities by Entry Type**		Run Date:	Feb/1/2019
	YTD from 7/1/2018 to 12/31/2018		Run Time:	11:08:52 AM

Business Unit: 01110

Entry Type	Entry Amount		Accounting Date
On Account	-10.00	USD	Nov/19/2018
	0.00	USD	Nov/26/2018
	-50.00	USD	Dec/14/2018
Payment	-25.00	USD	Dec/10/2018
	-50.00	USD	Dec/12/2018
Wire	600,000.00	USD	Oct/05/2018
	500.00	USD	Nov/19/2018
	1,500.00	USD	Nov/26/2018
Total Amount:	**601,865.00**	USD	

End of Report

Group Type/Origin (ARX60002P)

	PeopleSoft Receivables		Page No.	1
ORACLE Report ID: ARX60002P	**Business Unit Item Activities by Group Type/Origin**		Run Date:	01.Feb.2019
	YTD from 7/1/2018 to 12/31/2018		Run Time:	10:41:46 AM

Business Unit: 01110

Group Type		Origin ID	Bank	Bank Account	Entry Amount		Accounting Date
Billing		ON_AR	No Bank Code		600,000.00	USD	5.Oct.2018
					500.00	USD	19.Nov.2018
					1,500.00	USD	26.Nov.2018
	Total by Origin	ON_AR			**602,000.00**	USD	
	Total by Group Type:	Billing			**602,000.00**	USD	
Payment		PS_AR	PEOP3	0002	-10.00	USD	19.Nov.2018
				0002	-45.00	USD	26.Nov.2018
				0002	-25.00	USD	10.Dec.2018
				0002	-50.00	USD	12.Dec.2018
				0002	-50.00	USD	14.Dec.2018
	Total by Origin	PS_AR			**-180.00**	USD	
	Total by Group Type:	Payment			**-180.00**	USD	
Unpost		PS_AR	PEOP3	0002	45.00	USD	26.Nov.2018
	Total by Origin	PS_AR			**45.00**	USD	
	Total by Group Type:	Unpost			**45.00**	USD	
	Total by all groups in:	USD			**601,865.00**	USD	

End of Report

Entry Type/Reason (ARX60003P)

ORACLE Report ID: ARX60003P

PeopleSoft Receivables

Business Unit Item Activities by Entry Type/Reason

YTD from 7/1/2018 to 12/31/2018

Page No. 1
Run Date: 01.Feb.2019
Run Time: 11:20:41 AM

Business Unit: 01110

Entry Type	Entry Reason	Entry Amount		Accounting Date
On Account	OA	-10.00	USD	19.Nov.2018
On Account	OA	0.00	USD	26.Nov.2018
On Account	OA	-50.00	USD	14.Dec.2018
Total for Entry Reason:	OA	**-60.00**	USD	
Total for Entry Type:	On Account	**-60.00**		
Payment	No Entry Reason Code	-25.00	USD	10.Dec.2018
Payment	No Entry Reason Code	-50.00	USD	12.Dec.2018
Total for Entry Reason:		**-75.00**	USD	
Total for Entry Type:	Payment	**-75.00**		
Wire	WIRE	600,000.00	USD	05.Oct.2018
Wire	WIRE	500.00	USD	19.Nov.2018
Wire	WIRE	1,500.00	USD	26.Nov.2018
Total for Entry Reason:	WIRE	**602,000.00**	USD	
Total for Entry Type:	Wire	**602,000.00**		

End of Report

Activity Type (ARX60004P)

ORACLE Report ID: ARX60004P

PeopleSoft Receivables

Business Unit Item Activities by Activity Type
YTD from 7/1/2018 to 12/31/2018

Page No 1
Run Date Feb/01/2019
Run Time 14:20:41 PM

Business Unit: 01110

System Transaction Type		Entry Amount		Accounting Date
Billing		600,000.00	USD	Oct/05/2018
Billing		500.00	USD	Nov/19/2018
Billing		1,500.00	USD	Nov/26/2018
Total System Transaction Type:	Billing	**602,000.00**	USD	
Cash Applied		-10.00	USD	Nov/19/2018
Cash Applied		0.00	USD	Nov/26/2018
Cash Applied		-25.00	USD	Dec/10/2018
Cash Applied		-50.00	USD	Dec/12/2018
Cash Applied		-50.00	USD	Dec/14/2018
Total System Transaction Type:	Cash	**-135.00**	USD	
Total of all System Transaction Types by Currency:	USD	**601,865.00**	USD	

End of Report

Activity Type/Origin (ARX60005P)

				PeopleSoft Receivables				
ORACLE	Report ID: ARX60005P		**Business Unit Item Activities by Activity Type/Origin** YTD from 7/1/2018 to 12/31/2018			Page No		1
						Run Date		1.Feb.2019
						Run Time		14:20:57 PM

Business Unit: 01110

System Transaction Type	Origin ID	Group Type	Bank	Bank Account	Entry Amount		Accounting Date
Billing	ON_AR	B	No Bank Code		600,000.00	USD	05.Oct.2018
					500.00	USD	19.Nov.2018
					1,500.00	USD	26.Nov.2018
	Total System Transaction Type:			Billing	602,000.00	USD	
Cash Applied	PS_AR	P	PEOP3	0002	-10.00	USD	19.Nov.2018
				0002	-45.00	USD	26.Nov.2018
		U		0002	45.00	USD	26.Nov.2018
		P		0002	-25.00	USD	10.Dec.2018
				0002	-50.00	USD	12.Dec.2018
				0002	-50.00	USD	14.Dec.2018
	Total System Transaction Type:			Cash Applied	-135.00	USD	
	Total of all System Transaction Types by Currency:			USD	601,865.00	USD	

End of Report

Customer Conversations (ARXCUSTCONV)
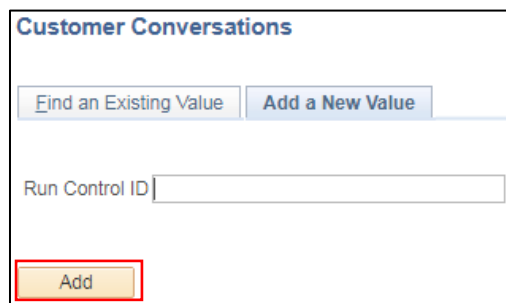
Possible situations when this report should be run: The Customer Conversations report lists the details of customer conversations, sorted by conversations and date.

Workcenter Navigation: Accounts Receivable WorkCenter > Reports/Queries > Reports/Processes > Customer Interactions > Customer Conversations Report

Or

Navigator Menu Navigation: Accounts Receivable > Customer Interactions > Conversations > Customer Conversations Report

Click on the Add a New Value tab
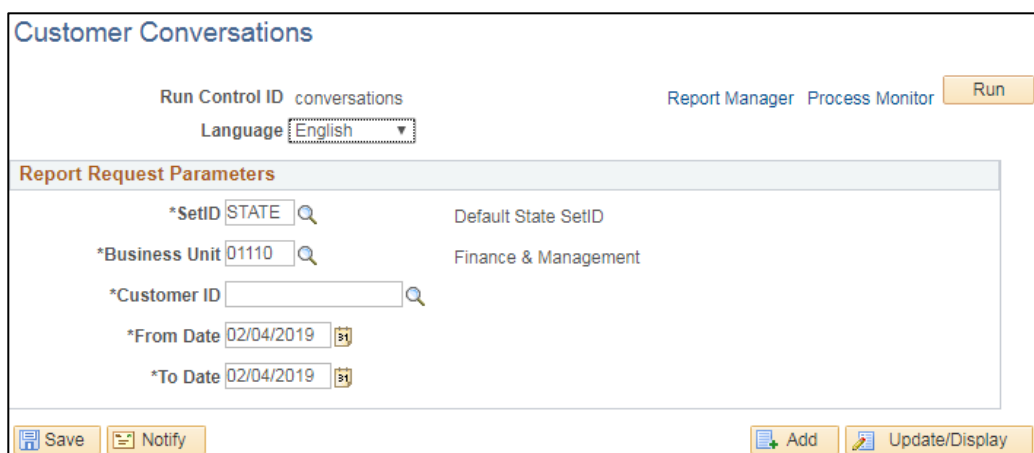
Enter a Run Control ID name

Click Add

The Customer Conversations page displays

Enter information on the Customer Conversations page

(All fields are required)

- **SetID –** The customer SetID = the Business unit except for BGS and DOC
- **Customer ID –** Enter Customer ID
- **From Date –** Enter the beginning date of the range to include
- **To Date –** Enter the ending date of the range to include

Click Run

The Process Scheduler Request window opens

Click OK

You are returned to the Customer Conversations page

Click Process Monitor

The Process List page displays

Click on Refresh until Run Status = Success and Distribution Status = Posted

Click Go back to Customer Conversations

You are returned to the Customer Conversations page

Click Report Manager

Click the Administration tab

Click on the link for the **ARXCUSTCONV.pdf**

Report opens in a new window

ORACLE
PEOPLESOFT

PeopleSoft Receivables

Page No   **Page 1 of 1**

Report ID   **ARXCUSTCONV**   **CUSTOMER CONVERSATIONS**   Run Date   **2/4/2019**
Run Time   **15:38:48 PM**

SetID   **01110**
Business Unit   **01110**
Customer ID   **ST003**
Customer Name   **Finance and Management**
Date Range   **1/1/2019 to 2/4/2019**

Conversation Date	Description	Seq	Created On	Created By	Comments
1/8/2019	Test Conversation	1	1/8/2019 8:24 AM	KJAQUISH	The customer agrees to send payment no later than 1/15/2019.
	Test Conversation	2	2/4/2019 12:32 PM	ETEST	Contacted customer because payment was not received as promised.
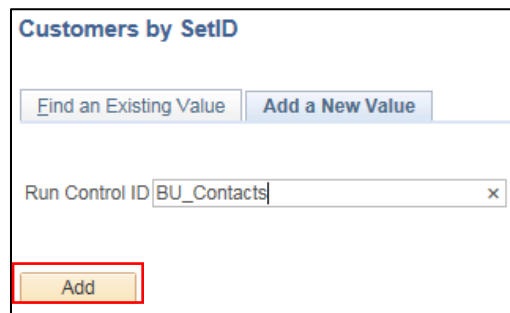
To print, click on the print icon.

Customers by Unit (AR31001)

Possible situations when this report should be run: The Customers by Unit report (also called Tableset Customers report) provides contact information for one or more customers in a given Business Unit/SetID.

Navigator Menu Navigation: Accounts Receivable > Customer Accounts > Customer Reports > Customers by SetID

Click the Add a New Value tab
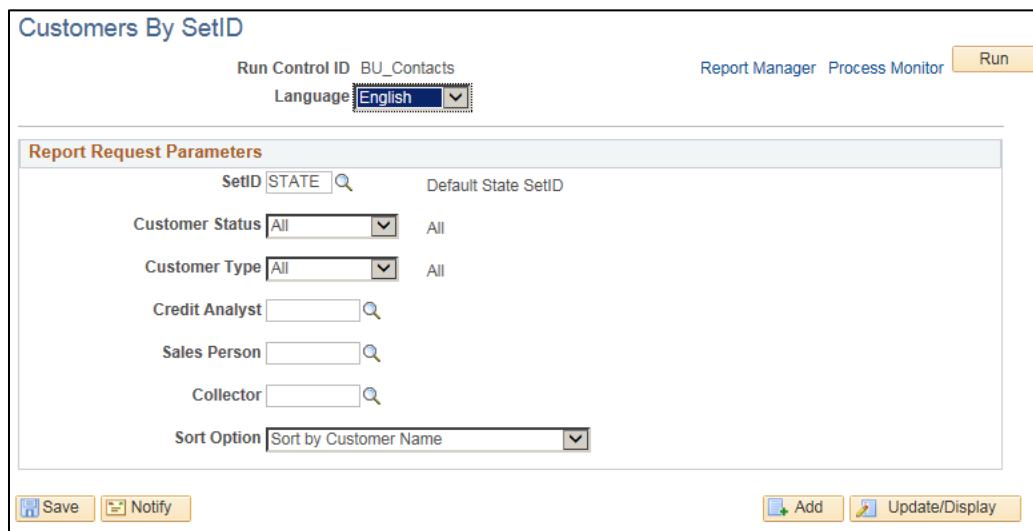
Run Control ID - Create a unique run control ID (or use an existing one)

Click Add

The Customers By SetID page displays

Enter information on the Customers By SetID page

- **SetID –** Defaults to STATE; Enter appropriate **Set ID = Business Unit,** with the exception of BGS and DOC

- **Customer Status** – Select All, Active or Inactive from drop-down

- **Customer Type –** Leave default of All

- **Credit Analyst –** Enter valid credit analyst, or leave blank for all

- **Sales Person –** Enter valid sales person, or leave blank for all

- **Collector –** Enter valid collector, or leave blank for all

- **Sort Option –** Select from drop-down: Sort by Customer Name, Number or Type

Click Run

The Process Scheduler Request panel opens

Click OK

The Customers by Setid page displays

Click Process Monitor

Click refresh button until Run status = Success and Distribution Status = Posted

Click Details

The Process Detail page is displayed

Go View Log/Trace

The View Log/Trace page is displayed

Click on the link for the **AR31001.pdf**

```
                                              PeopleSoft Receivables
Report ID:  AR31001                           TABLESET CUSTOMERS                          Page No.  1
SETID:         01110%                                                                     Run Date 01/30/2019
Customer Type:    ALL VALUES                                                              Run Time 11:39:11
Credit Analyst:   ALL VALUES
Salesperson:      ALL VALUES
Collector:        ALL VALUES
Status:           ALL VALUES
```

SETID: 01110

Customer	Name	Address Description	City	St	Postal	Phone	Fax	Corp Cust	Type	Credt	Sales	Cllct	Stat
ST045	AHS Central Office	Waterbury	Waterbury	VT	05671-0204			AHS	1	FM	FM	FM	A
1002	Agency of Digital Service	133 State Street	Montpelier	VT	05602			DII	1	FM	FM	FM	I
ST060	Agency of Natural Resourc	ANR Central Office Waterb	Waterbury	VT	05671-0301			ANR-CO	1	FM	FM	FM	A
ST071	Agency of Transportation	Agency of Transportation	Montpelier	VT	05633-5001			AOT	1	FM	FM	FM	A
ST051	Aging & Disabilities	Waterbury	Waterbury	VT	05671-2301			Aging	1	FM	FM	FM	A
ST033	Agriculture	Agriculture	Montpelier	VT	05620-2901			AGR	1	FM	FM	FM	A
ST034	Banking, Ins,Sec & Health	BISHCA	Montpelier	VT	05620-3101			BISHCA	1	FM	FM	FM	A
ST008	Buildings and General Ser	Baldwin St	Montpelier	VT	05633-7401			BGS	1	FM	FM	FM	A
ST030	Center for Crime Victims	Crime Victims	Waterbury	VT	05671-2001			Crime Vict	1	FM	FM	FM	A
ST066	Commerce & Community Deve	National Life Building	Montpelier	VT	05620-0501			CCD	1	FM	FM	FM	A
ST054	Corrections	Corrections	Waterbury	VT	05671-1001			Correction	1	FM	FM	FM	A
ST031	Criminal Justice Training	Criminal Justice Council	PITTSFORD	VT	05763			CJTC	1	FM	FM	FM	A
ST696	Dept of Aging & Independe	General	Waterbury	VT	05676			DAIL	1	FM	FM	FM	A
ST694	Dept of Child & Family Se	General	Waterbury	VT	05676			DCF	1	FM	FM	FM	A
ST002	Dept of Information & Inn	133 State Street	Montpelier	VT	05633-3701			D II	1	FM	FM	FM	A
ST035	Dept of Labor	Dept of Labor	Montpelier	VT	05620-3401			L&I	1	FM	FM	FM	A
ST050	Dept of Mental Health	DMHS	WATERBURY	VT	05671-2510			DMHS	1	FM	FM	FM	A
ST059	Education	Education - Montpelier	Montpelier	VT	05620-2501			DOE	1	FM	FM	FM	A
ST058	Employment & Training	Employment & Trng. Montp.	Montpelier	VT	05601-0488			DET	1	FM	FM	FM	A
ST040	Enhanced 911 Board	E911	Montpelier	VT	05620-6501			911	1	FM	FM	FM	A
ST064	Environmental Board	Envir. Board	Montpelier	VT	05620			Env Bd	1	FM	FM	FM	A
ST063	Environmental Conservatio	Envir. Consrv. Waterbury	Waterbury	VT	05671-0401			EC	1	FM	FM	FM	A
ST001	Fin Ops	109 State Street	Montpelier	VT	05609-0201			Admin	1	FM	FM	FM	A
ST003	Finance and Management	109 State Street	Montpelier	VT	05609-0401			FM	1	FM	FM	FM	A
ST032	Fire Service Training Cou	Fire Service Traing C	Waterbury	VT	05671-2101			FSTC	1	FM	FM	FM	A
ST061	Fish & Wildlife	Fish & Wildlife Waterbury	Waterbury	VT	05671-0501			F&W	1	FM	FM	FM	A
ST062	Forests, Parks & Rec	Forests, Parks & Rec	Waterbury	VT	05671-0601			FPR	1	FM	FM	FM	A
ST072	GREEN MOUNTAIN CARE BOARD		MONTPELIER	VT	05620-3101			GREEN MOUN	1	FM	FM	FM	A
ST057	Governor's Commission on	Gov. Comm. on Women	Montpelier	VT	05633-6801			GCOW	1	FM	FM	FM	A
ST011	Governor's Office	Governor's Office	Montpelier	VT	05609-0101			Exec Off	1	FM	FM	FM	A
ST047	Health Department	Health	Burlington	VT	05401			Health	1	FM	FM	FM	A
ST004	Human Resources/ Personne	110 State St	Montpelier	VT	05620			DOP	1	FM	FM	FM	A
ST042	Human Rights Commission	Human Rights Commission	Montpelier	VT	05633-6301			HRC	1	FM	FM	FM	A
ST013	Joint Fiscal Office	Joint Fiscal Office	Montpelier	VT	05633-5701			JFO	1	FM	FM	FM	A
ST025	Judiciary	Judiciary	MONTPELIER	VT	05609-0705			Judiciary	1	FM	FM	FM	A
ST015	LT Governor	Lieutenant Governor	Montpelier	VT	05633-5401			LT Governo	1	FM	FM	FM	A
ST012	Legislative Council	Legislature	Montpelier	VT	05633-5301			LEGCOU	1	FM	FM	FM	A
ST692	Legislature		Montpelier	VT	05633-5301			leg	1	FM	FM	FM	A
ST006	Libraries	109 State St.	Montpelier	VT	05609-0601			Libraries	1	FM	FM	FM	A

To print, click on the print icon.

Customer Item Inquiry Report (ARX34003)

Possible situations when this report should be run: The Customer Item Inquiry report generates a printed report of a customer's open items. This report uses the same navigation as Customer Item List inquiry which is viewed online. The online inquiry allows for viewing customer items in various statuses while the printed report includes only open items.

Navigator Menu Navigation: Accounts Receivable> Customer Accounts> Item Information> Item List

Item List page is displayed

The following are required fields:

SetID - Enter valid value or select value

Unit - Enter valid value or select value

Customer - Enter valid value or select value

Level - Leave default value of No Relationship

Status – Leave default of Open

Click Go

Message box appears which confirms the report is processing and gives the report request number
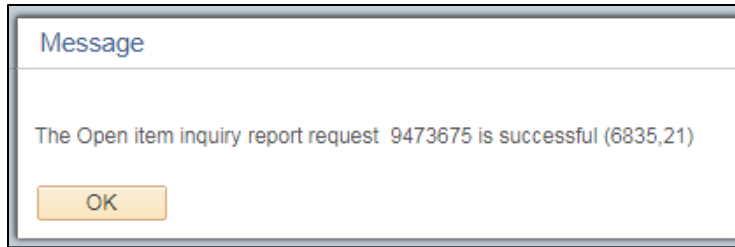
Click OK

Navigate to Report Manager to view the report: Reporting Tools > Report Manager

Click the Administration tab
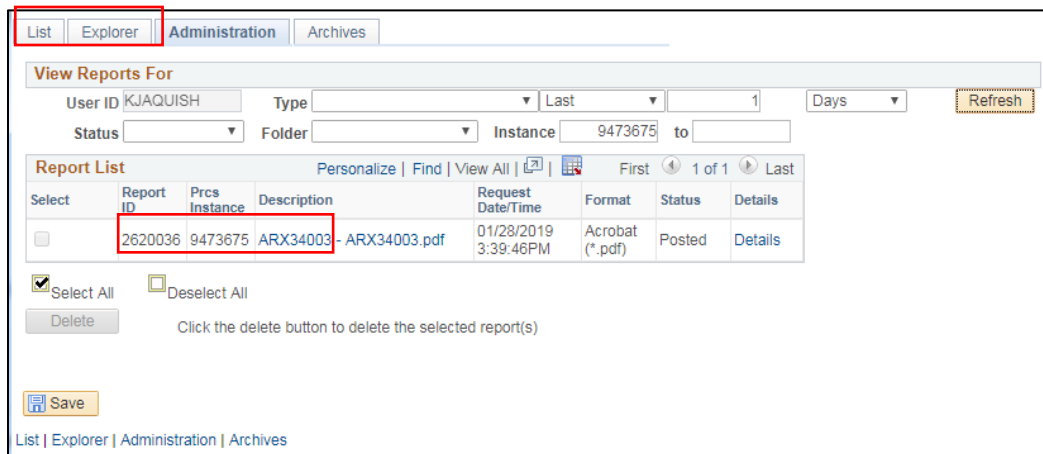
Select **ARX34003 PDF file**

The report opens in a new browser window:

Click the **Printer** icon to print

Customer Statements (AR32000)
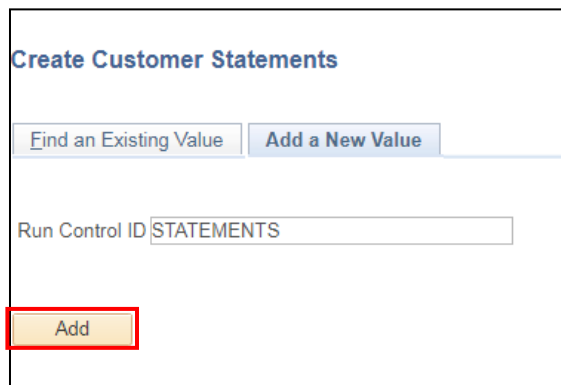
Possible situations when this report should be run: Customer Statements list all open receivables for customers by business unit and are intended to be sent to customers monthly as a collection tool.

Workcenter Navigation: Accounts Receivable WorkCenter > Reports/Queries > Reports/Processes > Customer Interactions > Create Customer Statements

Or

Navigator Menu Navigation: Accounts Receivable > Customer Interactions > Statements > Create Customer Statements
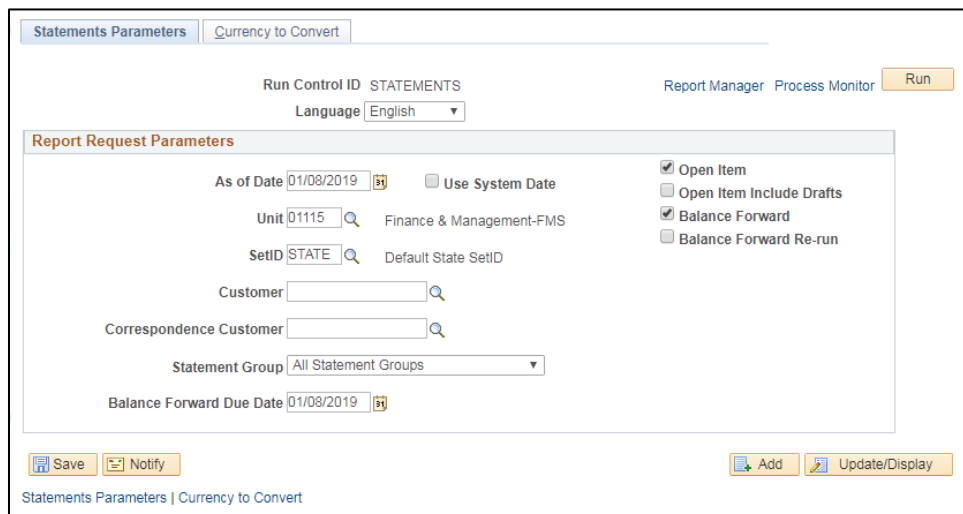
Click on the Add a New Value tab

Run Control ID - Create a unique run control ID (or use an existing one)

Click the Add Button

The Statements Parameters page displays

Enter information on the Statement Parameters page

- **As of Date** - Enter appropriate As of Date

- **Unit** - Enter appropriate Business Unit

- **Set ID** – Enter appropriate **Set ID = Business Unit,** with the exception of BGS and DOC

- **Customer** – Leave blank for all and % will default OR enter appropriate customer ID

- **Correspondence Customer** – Leave blank for all and % will default

- **Statement Group** – All Statement Groups

- **Balance Forward Due Date** – Defaults to current date. May be overwritten prior to deselecting Balance Forward checkbox. (This field is grayed out after Balance Forward is deselected.)

- **Open Item** – Select

- **Balance Forward -** Deselect

Click the Run button

The Process Schedule request page opens

Process List

- **Select** – ARSTMT PSJob
- **Type & Format** – leave default (None)

Click OK

The Statements Parameters page displays

Click Process Monitor

Click Refresh until Run Status is Success and Distribution Status is Posted

To Print Statement:

Workcenter Navigation: Accounts Receivable WorkCenter > Reports/Queries > Reports/Processes > Customer Interactions > Print Customer Statements

Or

Navigator Menu Navigation: Accounts Receivable> Customer Interactions> Statements> Print Statements

On the Find an Existing Value Tab

- **Use the same run control as was used for running the Statement Process**

Click Run

You may receive a warning message to "Please Process this request immediately"
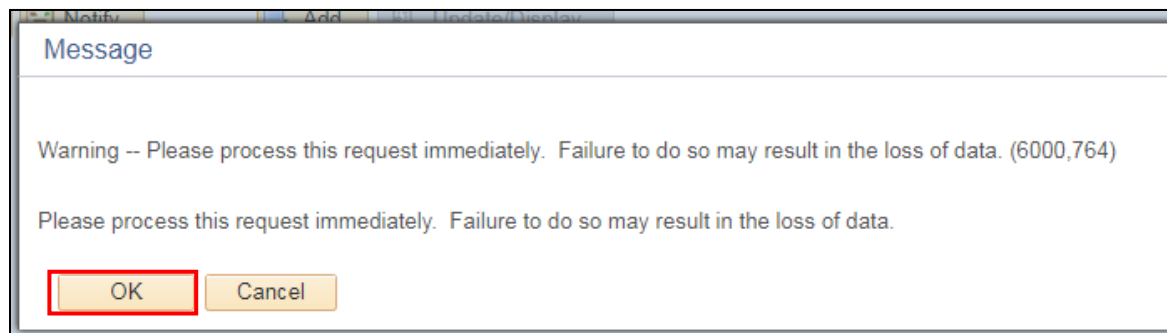
Click OK

Process Scheduler Request page is displayed

Select Customer Statement Print ARX32000

Click OK

You are returned to the Statement Print Parameters Page

Statement Print

Run Control ID STATEMENTS   Report Manager Process Monitor   Run
Language English ▼   Process Instance:9472559

Report Request Parameters

Statement Number 6741 🔍
Customer ID SA1   🔍

☐ Delete After Print

🖫 Save   🔍 Return to Search   🖃 Notify   🖫 Add   🗐 Update/Display

Click Process Monitor

Process List | Server List

View Process Request For

User ID KJAQUISH 🔍   Type [▼] [Last   ▼]   [10] [Days   ▼]   Refresh
Server [▼]   Name [🔍] Instance From [9472725] Instance To [   ]
Run Status [▼]   Distribution Status [▼] ☑ Save On Refresh

Process List   Personalize | Find | View All | 🗗 | 🖩   First ◄ 1 of 1 ► Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	9472725		BI Publisher	ARX32000	KJAQUISH	01/10/2019 10:16:22AM EST	Success	Posted	Details

Go back to Print Statements

🖫 Save   🖃 Notify

Process List | Server List

Click refresh button until Run status = success and Distribution Status = Posted

Click Go back to Print Statements

Statement Print Parameters page is displayed

Click Report Manager

Click on the Administration tab

Click on the link for the **ARX32000S.pdf**

Report will open in a new window

ADS-Telecom/VOIP (43669)

Statement Number:	6741
Statement Date:	01/08/2019
	1 of 1
Customer Number:	SA1
Send payment to:	ADS-Telecom/VOIP (43669) Agency of Digital Services 133 State Street Drawer 33 Montpelier, VT 05633-3701

SA ADDISON COUNTY
110 STATE ST
2ND FLOOR
MONTPELIER, VT 05633-6401

Invoice Date	Invoice ID and Line	Entry Type	Item Activity	Amount Due	Document	Payment	Discount
Customer: SA ADDISON COUNTY							
11/10/2018	69162400 /0	Invoice	1.00	1.00			
11/12/2018	69162402 /0	Invoice	1.00	1.00			
	Total for SA ADDISON COUNTY			2.00			
	Total for 01106			2.00			
	Statement Total			2.00			

	Future	0 - 30	31 - 60	61 - 90	Over 90	Total
No. of Items	0	0	2	0	0	2
Amount	0.00	0.00	2.00	0.00	0.00	2.00 USD

We appreciate your business. If you have questions about your account, please call Us at THE # ON YOUR INVOICE..

To print, click on the print icon

Deposit Control (AR20001)
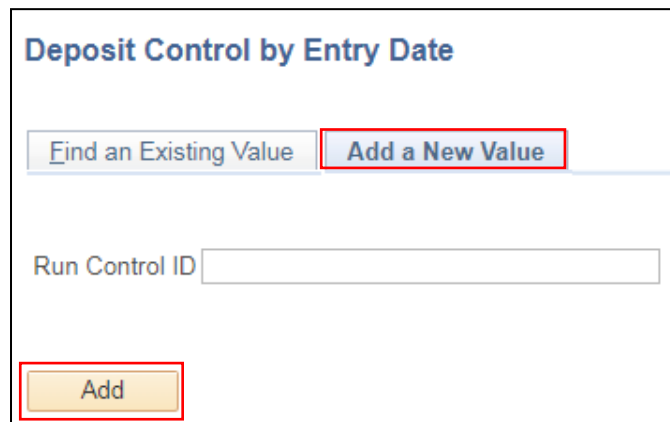
Possible situations when this report should be run: The Deposit Control report (also called Deposit Summary) lists detailed information for deposits entered over a range of entry dates.

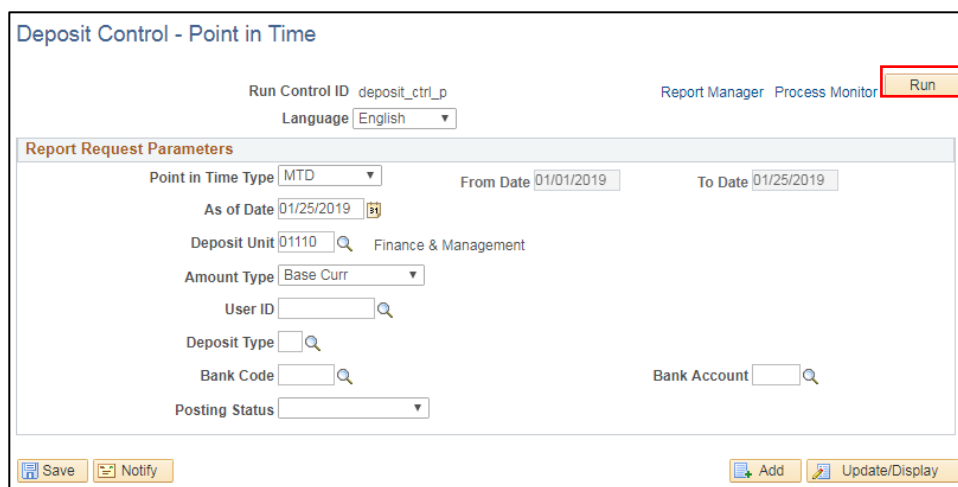**Workcenter Navigation:** Accounts Receivable WorkCenter > Reports/Processes > Payments > Deposit Control Report

Or

Navigator Menu Navigation: Accounts Receivable > Payments > Reports > Deposit Control by Entry Date

Click Add a New Value

Run Control ID - Enter a Run Control ID

Click Add

The Deposit Control by Entry Date page is displayed

- **From Date -** Enter Beginning Date
- **To Date -** Enter Ending Date
- **Unit -** Accept default BU **or** Enter valid value
- **Amount Type -** Accept default of Base Curr
- **User ID -** Enter valid User ID or Leave blank
- **Deposit Type -** Enter or select valid value or Leave blank
- **Bank Code -** Enter or select valid value or Leave blank
- **Posting Status -** Accept default or Select valid value

Click Run

Process Scheduler Request page opens

Click OK

Deposit control By Entry Date page displays

Click Process Monitor

Click Refresh button until Run Status = Success and Distribution Status = Posted

Click Details

Click View Log/Trace

Click **ar20001 PDF file**

Report opens in new window

```
                                          PeopleSoft Receivables
Report ID:  AR20001                        DEPOSIT SUMMARY                                              Page No.  1
Business Unit:        02120%            For 01-JUL-2018 through 05-DEC-2018                             Run Date 12/05/2018
Report Currency:      Base Amount                                                                      Run Time 14:33:58
Operator:             ALL VALUES
Deposit Type:         ALL VALUES
Bank Account:         ALL VALUES
Post Status:          Not Posted

Entry Date   Unit  Deposit ID     Oper     Assn Oper  Type Bank  Acct  Bal  Post Status      Control Amount    Entered Amount    Posted Amount    Journalled Amt
----------   ----- -------------- -------- ---------- ---- ----- ----- ---- -----------      --------------    --------------    -------------    --------------
10/17/2018   02120 2120W101718WM  JPERRON  JPERRON    D    PEOP3 0021  Yes  Not Posted              242.00            242.00             0.00              0.00
                                                                                              --------------    --------------    -------------    --------------
                                                       Total For 02120                              242.00            242.00             0.00              0.00 USD
                                                                                              --------------    --------------    -------------    --------------
                                                       Total For 10/17/2018                         242.00            242.00             0.00              0.00 USD
                                                                                              ==============    ==============    =============    ==============


  _____
  GRAND TOTAL FOR USD                                                                               242.00            242.00             0.00              0.00 USD
  _____                                                                        ==============    ==============    =============    ==============
```

Click printer icon to print
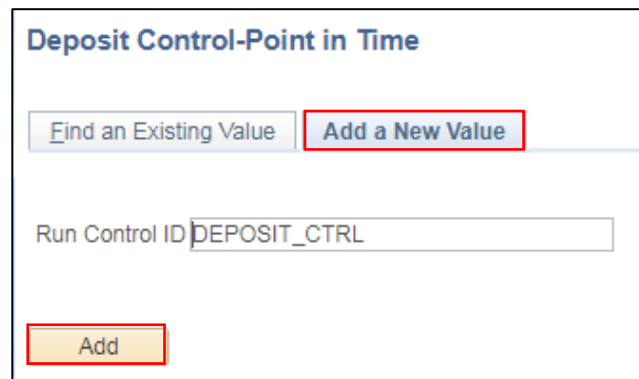
Deposit Control – Point in Time (ARX20001P)

Possible situations when this report should be run: The Deposit Control-Point in Time report lists detailed information for deposits as of a designated point in time (i.e. month-to-date, year-to-date, etc.)

Workcenter Navigation: Accounts Receivable WorkCenter > Reports/Processes > Payments > Deposit Control Report

Or

Navigator Menu Navigation: Accounts Receivable > Payments > Reports > Deposit Control by Entry Date

Click Add a New Value

Click Add

The Deposit Control – Point in Time page is displayed

- **Point in Time Type –** Select point in time period desired: YTD (default), Day, MTD, or Range
    Note that the From and To Dates are grayed out and change per criteria selected on this page
- **As of Date –** Enter the as of date for the report (This is the ending date of the report period)

- **Deposit Unit -** Accept default BU **or** Enter valid value
- **Amount Type -** Accept default of Base Curr
- **User ID -** Enter valid User ID or Leave blank
- **Deposit Type -** Enter or select valid value or Leave blank
- **Bank Code -** Enter or select valid value or Leave blank
- **Bank Account -** Enter or select valid value or Leave blank
- **Posting Status -** Select valid value or Leave blank

Click Run

Process Scheduler Request page opens

Click OK

Deposit Control-Point in Time page displays

Click Process Monitor

Click Refresh button until Run Status = Success and Distribution Status = Posted

Click Go back to Deposit Control-Point in Time

You are returned to the Deposit Control Point in Time page

Click Report Manager

Click on the Administration tab

Click on link for the **ARX20001P** report

The report opens in a new window

			PeopleSoft Receivables			Page No.			1
ORACLE	Report ID: ARX20001P		Deposit Control			Run Date			25.Jan.2019
			MTD from 01.Jan.2019 to 25.Jan.2019			Run Time			12:40:47 PM

Business Unit: 01110
Report on Base Currency: USD
Operator: ALL
Deposit Type: ALL
Bank Account: ALL
Post Status: All

Entry Date	Deposit ID	Operator	Assigned Operator	Deposit Type	Bank Code	Bank Acct	Balance Status	Deposit Status	Control Amount	Entered Amount	Posted Total	Journaled Amount
08.Jan.2019	KJEXAMPLE 2	KJAQUISH	KJAQUISH	Cash/Chks	PEOP3	0002	Yes	Complete	100.00	100.00	100.00	0.00 USD
				Base Currency:			USD		100.00	100.00	100.00	0.00
				Total Amount by Entry Date:			08.Jan.2019		100.00	100.00	100.00	0.00 USD
09.Jan.2019	1110010919	KJAQUISH	KJAQUISH	Fed Grants	PEOP3	0003	Yes	Not Posted	15,000.00	15,000.00	0.00	0.00 USD
				Base Currency:			USD		15,000.00	15,000.00	0.00	0.00
				Total Amount by Entry Date:			09.Jan.2019		15,000.00	15,000.00	0.00	0.00 USD
11.Jan.2019	1110009999	KJAQUISH	KJAQUISH	Cash/Chks	PEOP3	0002	Yes	Complete	175.00	175.00	0.00	175.00 USD
				Base Currency:			USD		175.00	175.00	0.00	175.00
				Total Amount by Entry Date:			11.Jan.2019		175.00	175.00	0.00	175.00 USD
14.Jan.2019	1110010920	KJAQUISH	KJAQUISH	Cash/Chks	PEOP3	0002	Yes	Complete	6.00	6.00	0.00	6.00 USD
14.Jan.2019	1110010921	KJAQUISH	KJAQUISH	Cash/Chks	PEOP3	0002	Yes	Complete	12.00	12.00	0.00	12.00 USD
14.Jan.2019	1110010922	KJAQUISH	KJAQUISH	Cash/Chks	PEOP3	0002	Yes	Complete	150.00	150.00	0.00	150.00 USD
14.Jan.2019	1110010925	KJAQUISH	KJAQUISH	Refund	PEOP3	0002	Yes	Complete	500.00	500.00	0.00	500.00 USD
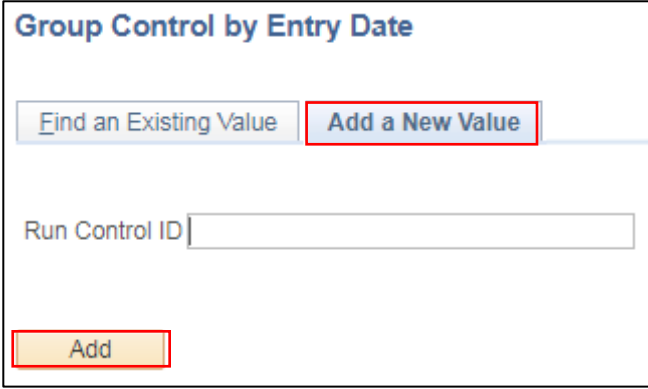
Click on the Printer icon to print the report

Group Control by Entry Date (AR11001)

Possible situations when this report should be run: The Group Control by Entry Date report lists pending item information sorted by entry date and group id.

Navigator Menu Navigation: Accounts Receivable > Pending Items > Reports > Group Control by Entry Date

Click on the Add a New Value tab

Run Control ID - Create a unique run control ID (or use an existing one)

Click Add

The Group Control by Entry Date page displays

Enter information on the Group Control by Entry Date page

- **From Date –** Defaults to current date; change to desired date as needed

- **To Date –** Defaults to current date; change to desired date as needed

- **Unit –** Defaults to the user's default business unit; leave as-is or select a different business unit

- **Posting Status –** Enter or select valid posting status

- **User ID –** Enter valid user id, or leave blank for all

- **Group Type –** Enter or select a valid Group type, or leave blank for all

- **Origin ID –** Enter or select a valid Origin ID, or leave blank for all

Click Run

The Process Scheduler Request page opens

Click OK

The Group Control by Entry Date page displays

Click Process Monitor

Click refresh button until Run status = Success and Distribution Status = Posted

Click Details

The Process Detail page is displayed

Go View Log/Trace

The View Log/Trace page is displayed

Click on the link for the **AR11001.pdf**

Report opens in a new window

```
                                                    PeopleSoft Receivables
Report ID:  AR11001                                GROUP CONTROL BY ENTRY DATE                                    Page No.  1
Business Unit:  01106%                             For 01-NOV-2018 through 31-JAN-2019                             Run Date 02/01/2019
OPRID:          ALL VALUES                                                                                        Run Time 11:04:24
Group Type:     ALL VALUES
Origin:         ALL VALUES
Post Status:    Complete

Entry Dt   Grp BU Group ID     OPRID     Assn OPRID Group Type    Origin   Balanced? Post Status      Control Amount       Entered Amount          Posted Amount
---------- ------ ----------   --------  ---------- ----------    -------  --------- -----------      --------------       --------------          --------------
11/11/2018 01106  144875       MWHITE2   MWHITE2    Maint         PS_AR    Yes       Complete                  -0.04                -0.04                  -0.040
                  144876       MWHITE2   MWHITE2    Maint         PS_AR    Yes       Complete                  -0.60                -0.60                  -0.600
                  144877       MWHITE2   MWHITE2    Maint         PS_AR    Yes       Complete                  -0.03                -0.03                  -0.030
                  144878       MWHITE2   MWHITE2    Maint         PS_AR    Yes       Complete                   0.03                 0.03                   0.030
                  144879       MWHITE2   MWHITE2    Maint         PS_AR    Yes       Complete                  -0.05                -0.05                  -0.050
                  144880       MWHITE2   MWHITE2    Maint         PS_AR    Yes       Complete                  -0.03                -0.03                  -0.030
                  144881       MWHITE2   MWHITE2    Maint         PS_AR    Yes       Complete                  -1.77                -1.77                  -1.770
                  144882       MWHITE2   MWHITE2    Maint         PS_AR    Yes       Complete                  -0.40                -0.40                  -0.400
                  144883       MWHITE2   MWHITE2    Maint         PS_AR    Yes       Complete                  -0.07                -0.07                  -0.070
                  144884       MWHITE2   MWHITE2    Maint         PS_AR    Yes       Complete                  -0.96                -0.96                  -0.960
                  144885       MWHITE2   MWHITE2    Maint         PS_AR    Yes       Complete                   0.30                 0.30                   0.300
                  144886       MWHITE2   MWHITE2    Maint         PS_AR    Yes       Complete                   0.84                 0.84                   0.840
                  144887       MWHITE2   MWHITE2    Maint         PS_AR    Yes       Complete                  -0.01                -0.01                  -0.010
                  144888       MWHITE2   MWHITE2    Maint         PS_AR    Yes       Complete                  -0.40                -0.40                  -0.400
                  144889       MWHITE2   MWHITE2    Maint         PS_AR    Yes       Complete                  -0.01                -0.01                  -0.010
                  144890       MWHITE2   MWHITE2    Maint         PS_AR    Yes       Complete                   0.00                 0.00                   0.000
                  144891       MWHITE2   MWHITE2    Maint         PS_AR    Yes       Complete                   0.00                 0.00                   0.000
                  144892       MWHITE2   MWHITE2    Maint         PS_AR    Yes       Complete                  -0.10                -0.10                  -0.100
                  144893       MWHITE2   MWHITE2    Maint         PS_AR    Yes       Complete                   0.58                 0.58                   0.580
                  144894       MWHITE2   MWHITE2    Maint         PS_AR    Yes       Complete                   0.34                 0.34                   0.340
                                                                                                      --------------       --------------          --------------
                                                              TOTAL FOR 01106                                  -2.38                -2.38                  -2.380
                                                                                                      --------------       --------------          --------------

                                                              TOTAL FOR 11/11/2018                             -2.38                -2.38                  -2.380
                                                                                                      ==============       ==============          ==============


 ----------------------------------------------------------
 GRAND TOTAL FOR GROUPS WITH NO CURRENCY SPECIFIED                                                             -2.38                -2.38                  -2.380
 ----------------------------------------------------------                                            ==============       ==============          ==============
```
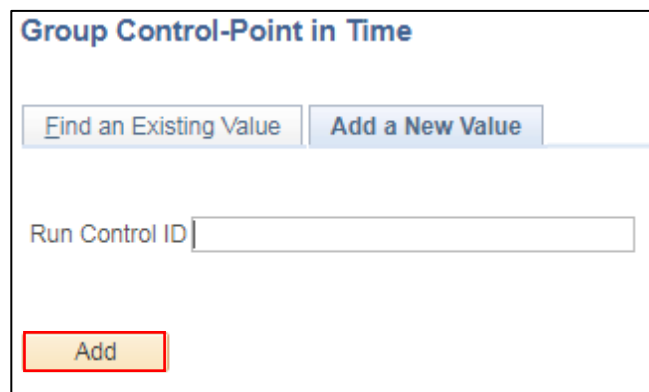
To print, click on the print icon.

Group Control-Point in Time (AR11001)

Possible situations when this report should be run: The Group Control-Point in Time report lists pending item information for various points in time such as Year to Date or Month to Date. It is sorted by entry date and group id.

Navigator Menu Navigation: Accounts Receivable > Pending Items > Reports > Group Control-Point in Time
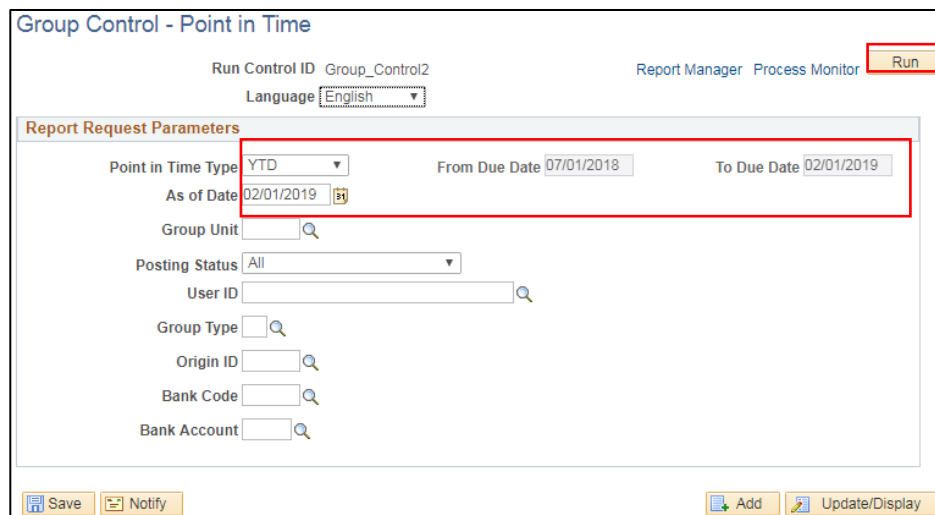
Click on the Add a New Value tab

Run Control ID - Create a unique run control ID (or use an existing one)

Click Add

The Group Control-Point in Time page displays

Enter the following information on the Group Control-Point in Time page

- **Point in Time Type –** Defaults to YTD, accept as-is or select value from drop-down
- **As of Date –** Enter the ending date for the report period (field not available if Range is selected)
- **From Date –** The value in this field is grayed out and changes depending upon the Point in Time Type and As Of Date selected; it is only available for entry when Range is selected.
- **To Date –** Equals As Of Date and is grayed out except when Range is selected
- **Group Unit** – Enter a valid business unit
- **Posting Status –** Select valid posting status, or leave blank for all
- **User ID –** Enter valid user id, or leave blank for all
- **Group Type –** Enter or select a valid Group type, or leave blank for all
- **Origin ID –** Enter or select a valid Origin ID, or leave blank for all
- **Bank Code –** Enter or select a valid Bank Code, or leave blank for all
- **Bank Account –** Enter or select a valid Bank Account, or leave blank for all

Click Run

The Process Scheduler Request page opens

Click OK

The Group Control-Point in Time page displays

Click Process Monitor

Click refresh button until Run status = Success and Distribution Status = Posted

Click Go back to Group Control-Point in Time

Click Report Manager

Click the Administration tab

Click on the link for the **ARX11001P.pdf**

Report opens in a new window

PeopleSoft Accounts Receivable

Group Control for Business Unit 01106
From 07/01/2018 to 09/30/2018

ORACLE®   Report ID: ARX11001P

Page No   1
Run Date   02/01/2019
Run Time   8:57:46 AM

Entry Date	Group Business Unit	Group ID	Group Type	Operator	Assigned Operator	Origin	Balanced	Post Status	Bank	Account	Entered Amount	Posted Total	Control Total Amount	Control Total Count
07/09/2018	01106	143080	P	LLABOUNT	LLABOUNT	PS_AR	Yes	C	GOVNT	001	-102.32	-102.32	-102.32	1
	01106	143081	P	LLABOUNT	LLABOUNT	PS_AR	Yes	C	GOVNT	001	-97.84	-97.84	-97.84	1
	01106	143082	P	LLABOUNT	LLABOUNT	PS_AR	Yes	C	GOVNT	001	-95.80	-95.80	-95.80	1
	01106	143083	P	LLABOUNT	LLABOUNT	PS_AR	Yes	C	GOVNT	001	-93.69	-93.69	-93.69	1
	01106	143084	P	LLABOUNT	LLABOUNT	PS_AR	Yes	C	GOVNT	001	652.54	652.54	652.54	1
	01106	143085	P	LLABOUNT	LLABOUNT	PS_AR	Yes	C	GOVNT	001	-360.10	-360.10	-360.10	1
	01106	143086	P	LLABOUNT	LLABOUNT	PS_AR	Yes	C	GOVNT	001	-310.10	-310.10	-310.10	1
	01106	143087	P	LLABOUNT	LLABOUNT	PS_AR	Yes	C	GOVNT	001	-294.00	-294.00	-294.00	1
	01106	143088	P	LLABOUNT	LLABOUNT	PS_AR	Yes	C	GOVNT	001	-302.10	-302.10	-302.10	1
	01106	143089	P	LLABOUNT	LLABOUNT	PS_AR	Yes	C	GOVNT	001	-278.99	-278.99	-278.99	1
	01106	143090	P	LLABOUNT	LLABOUNT	PS_AR	Yes	C	GOVNT	001	276.21	276.21	276.21	1
	01106	143091	P	LLABOUNT	LLABOUNT	PS_AR	Yes	C	GOVNT	001	-279.49	-279.49	-279.49	1
	01106	143092	P	LLABOUNT	LLABOUNT	PS_AR	Yes	C	GOVNT	001	-0.01	-0.01	-0.01	1
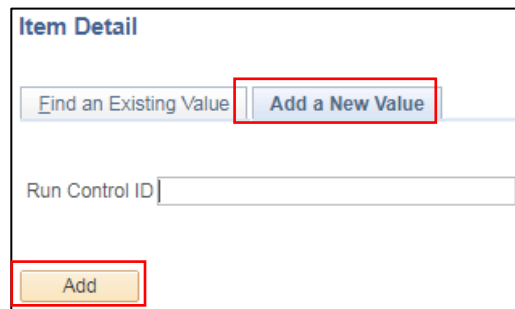
To print, click on the print icon.

Item Detail (ARX11003)

Possible situations when this report should be run: The Item Detail report may be run at any time to review detail about a single customer pending item.

Navigator Menu *Navigation:* Accounts Receivable > Pending Items > Reports > Item Detail

Click the Add a New Value Tab
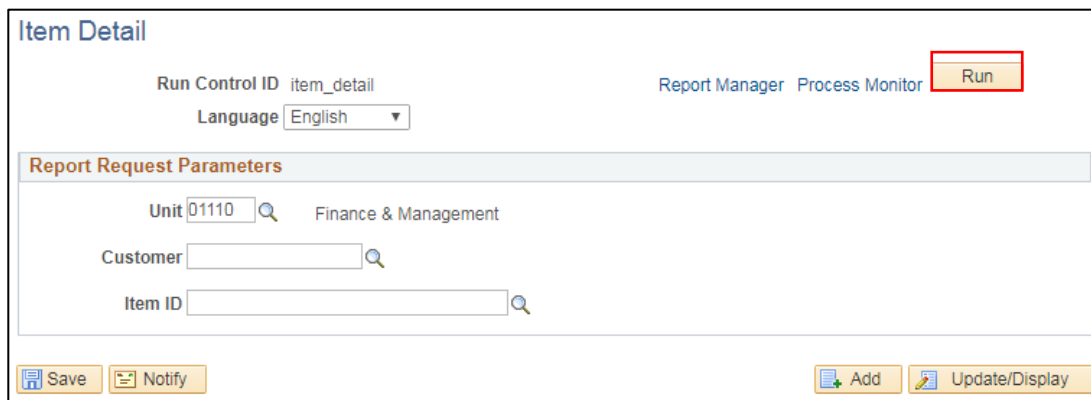
Run Control ID - **Enter a Run Control ID**

Click Add

The Item Detail page is displayed

Enter the following information on the Item Detail page. (All fields are required.)

- **Unit –** Defaults to user's default business unit; accept default or enter a valid business unit
- **Customer –** Enter or select a valid Customer
- **Item ID –** Enter or select a valid Item ID

Click Run

Process Scheduler Request page opens

Click OK

Item Detail page displays

Click Process Monitor

Click Refresh button until Run Status = Success and Distribution Status = Posted

Click Go back to Item Detail

Click Report Manager

Click ARX11003 PDF file

Report opens in new window

ORACLE	Report ID: ARX11003	**PeopleSoft Receivables**

Page No.	1
Run Date	2/1/2019
Run Time	11:34:54 AM

Item Detail

1 Baldwin St
Montpelier, VT, 05633-5701, United States

Attention:

Item ID: FY1901110_ST013

Line Item	Accounting Date	Entry Type	Description	Terms	Due Date	Amount
0	10/5/2018	WR	Wire	DUR	10/5/2018	823.00
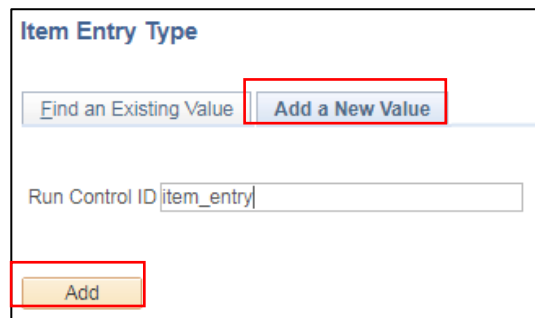
Click the Printer icon to print

Item Entry Type (AR01004)

Possible situations when this report should be run: The Item Entry Type report may be run at any time to review a list of valid item entry types as of a specified effective date.

Navigator Menu Navigation: Set Up Financials/Supply Chain > Product Related > Receivables > Reports > Item Entry Type

Click on Add a New Value Tab

Run Control ID - Enter a Run Control ID

Click Add

The Item Entry Type page is displayed

- **Setid –** Defaults to STATE; accept default
- **Effective Date –** Defaults to current date or select desired effective date

Click Refresh

Chartfield Selection section expands showing available chartfields

Check Include CF beside Account and Fund. (These are the only chartfields associated with entry types.)

In the Sequence column, the chartfield column order may be modified, if desired, or leave in the default order.

Click Save

Click Run

Process Scheduler Request page opens

Click OK

The Item Entry Type page displays

Click Process Monitor

Click **Refresh** button until Run Status = **Success** and Distribution Status = **Posted**

Click Details

Process Detail

Process

Instance 9473816　　　　　　　　Type SQR Report
Name AR01004　　　　　　　　Description Item Entry Type
Run Status Success　　　　　　Distribution Status Posted

Run　　　　　　　　　　　　　　**Update Process**

Run Control ID item_entry　　　　○ Hold Request
Location Server　　　　　　　　　○ Queue Request
Server PSUNX　　　　　　　　　○ Cancel Request
Recurrence　　　　　　　　　　○ Delete Request
　　　　　　　　　　　　　　　○ Re-send Content　　　　○ Restart Request

Date/Time　　　　　　　　　　**Actions**

Request Created On 01/31/2019 1:56:50PM EST　　Parameters　　Transfer
Run Anytime After 01/31/2019 1:54:52PM EST　　Message Log
Began Process At 01/31/2019 1:57:05PM EST　　Batch Timings
Ended Process At 01/31/2019 1:57:19PM EST　　View Log/Trace

OK　　Cancel

Click View Log/Trace

View Log/Trace

Report

Report ID　2620159　　Process Instance　9473816　　Message Log
Name　AR01004　　Process Type　SQR Report
Run Status　Success

Item Entry Type

Distribution Details

Distribution Node　FMPRD　　Expiration Date　02/07/2019

File List

Name	File Size (bytes)	Datetime Created
SQR_AR01004_9473816.log	1,745	01/31/2019 1:57:19.949582PM EST
ar01004_9473816.PDF	3,139	01/31/2019 1:57:19.949582PM EST
ar01004_9473816.out	0	01/31/2019 1:57:19.949582PM EST

Distribute To

Distribution ID Type	*Distribution ID
User	ETEST

Return

Click ar01004 PDF file

Report opens in new window

```
                                              PeopleSoft Receivables
Report ID:  AR01004                             ITEM ENTRY TYPE                                            Page No.  1
SETID:      STATE%                                                                                         Run Date 01/31/2019
EFFDT:      31-JAN-2019                                                                                    Run Time 13:57:05

SETID:  STATE

Entry Type         Eff Date  System Function                 Req Reason?  Dst GL?  Reason  Balanced?  Dst ID AR  Accounting Entries
-----------------  --------  ------------------------------  -----------  -------  ------  ---------  ---------  --------------------------------------------------
CR      Credit mem 05/16/200 IT-02 Create a Credit Memo      YES          YES      CRED    YES        AR-CR      1. CREDIT to AR Distribution Code On New Item (if provided)
                                                                                                                 2. 100.00% DEBIT to    Account     420000
                                                                                                                                        Fund        10000

GR      Grants     01/01/190 IT-01 Create an Invoice / Debit Memo YES     YES      FEDGR   YES        GR-AR      1. DEBIT to AR Distribution Code On New Item (if provided)
                                                                                                                 2. 100.00% CREDIT to   Account     430000
                                                                                                                                        Fund        22005

RF      Refund     01/01/190 IT-01 Create an Invoice / Debit Memo YES     YES      MUNI    YES        RF-AR      1. DEBIT to AR Distribution Code On New Item (if provided)
                                                                                                                 2. 100.00% CREDIT to   Account     550000
                                                                                                                                        Fund        10000
                                                                            OTHER   YES        RF-AR      1. DEBIT to AR Distribution Code On New Item (if provided)
                                                                                                                 2. 100.00% CREDIT to   Account     550500
                                                                                                                                        Fund        10000
                                                                            SCHL    YES        RF-AR      1. DEBIT to AR Distribution Code On New Item (if provided)
                                                                                                                 2. 100.00% CREDIT to   Account     550020
                                                                                                                                        Fund        10000

WR      Wire       01/01/190 IT-01 Create an Invoice / Debit Memo YES     YES      WIRE    YES        WR-AR      1. DEBIT to AR Distribution Code On New Item (if provided)
                                                                                                                 2. 100.00% CREDIT to   Account     462500
                                                                                                                                        Fund        10000
```
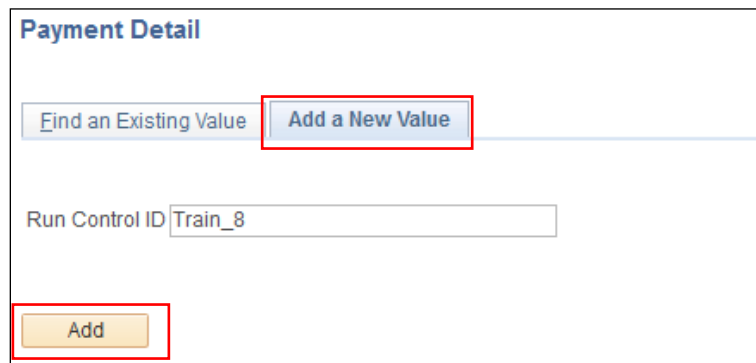
Click the Printer icon to print

Payment Detail (AR20002)

Possible situations when this report should be run: The Payment Detail Report is an SQR report that can be run at any time. It lists payment detail for deposits to customer's accounts.

Navigator Menu Navigation: Accounts Receivable > Payments > Reports > Payment Detail
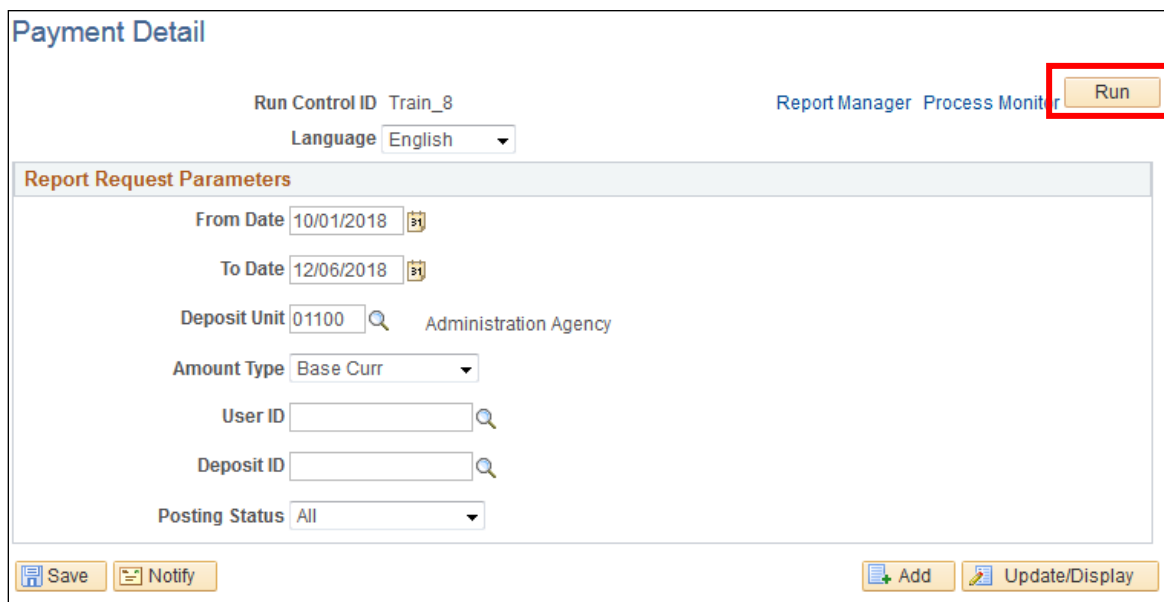
Click on Add a New Value tab

Run Control ID - Enter a Run Control ID

Click Add

The Payment Detail page displays

Enter the following on the Payment Detail page:

- **From Date** - Enter From Date

- **To Date** - Enter To Date

- **Deposit Unit** - Enter Business Unit

- **Amount Type** – Defaults as Base Curr, accept default

- **User ID –** Blank or enter valid value

- **Deposit ID –** Blank or enter a specific deposit (this field would be used to run report for one deposit)

- **Posting Status –** defaults as Not Posted choose appropriate status (All, Not Posted, Completely or Partial)

Click Run

The Process Scheduler Request window opens

Click OK

You are returned to the Payment Detail page

Click Process Monitor

The Process List page is displayed

Click on Refresh until Run Status = Success and Distribution Status = Posted

Click Go back to Payment Detail

You are returned to the Payment Detail page

Click Report Manager

Click the Administration tab

Click on link for the Payment Detail report

The report opens in a new browser window

```
                                              PeopleSoft Receivables
Report ID:  AR20002                             PAYMENT DETAIL                                    Page No.   1
Deposit BU:           01110%                For 01-OCT-2018 through 06-DEC-2018                    Run Date 01/09/2019
Report Currency:      Base Amount                                                                 Run Time 10:19:39
Deposit ID:           ALL VALUES
OPRID:                ALL VALUES
Post Status:          ALL VALUES

  Seq  Acctg Dt  Payment ID       Payment Amount    Status  Customer              Item ID          Entry Type/Reason Post    Pending Item Amount
  ---  -------   --------------   ----------------   ------  ------------------------------   --------------------  ----------------- ----  ------------------------

Entry Date: 11/19/2018

Deposit:  01110  GL1330000      Operator:  SFULLER

   1  11/19/2018  FEES                    1,000.00 USD  J                                                                    YES
                                 ---------------------                                                                              -------------------------
        TOTALS FOR GL1330000             1,000.00 USD                                                                                            0.00
                                 ---------------------                                                                              -------------------------

Deposit:  01110  NEXT          Operator:  SFULLER

   1  11/19/2018  GL133-01110               10.00 USD  C       01110 ST001       Admin       OA-33507        On Account OA      YES              -10.00 USD
                                 ---------------------                                                                              -------------------------
        TOTALS FOR NEXT                     10.00 USD                                                                                          -10.00 USD
                                 ---------------------                                                                              -------------------------

        TOTALS FOR 01110                 1,010.00 USD                                                                                          -10.00 USD
                                 =====================                                                                              =========================

        TOTALS FOR 11/19/2018            1,010.00 USD                                                                                          -10.00 USD
                                 =====================                                                                              =========================
Entry Date: 11/26/2018
```

Click on the Printer icon to print the report

Payment Predictor Detail (AR21001)
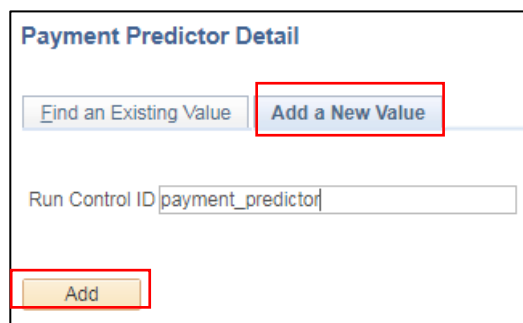
Possible situations when this report should be run: The Payment Predictor Detail Report should be run after running Payment Predictor to check the status of transactions that were processed.

Workcenter Navigation: Accounts Receivable WorkCenter > Reports/Queries > Reports/Processes > Payments > Payment Predictor Detail Report

Or

Navigator Menu Navigation: Accounts Receivable > Payments > Reports > Payment Predictor Detail

Click on Add a New Value tab

    Run Control ID - Enter a Run Control ID

    Click Add

The Payment Predictor Detail page displays

Enter the following on the Payment Predictor Detail page

- **From Date** - Enter From Date
- **To Date** - Enter To Date
- **Deposit Unit** - Enter Business Unit
- **Bank Code** – Leave blank, or select bank code PEOP3
- **Bank Account** – Leave blank or enter bank account

Click Run

The Process Scheduler Request window opens

Click OK

You are returned to the Payment Predictor Detail page

Click Process Monitor

The Process List page is displayed

Click on Refresh until Run Status = Success and Distribution Status = Posted

Click Details

Click View Log/Trace

Select **ar21001 PDF file**

The report opens in a new browser window:

```
                                                 PeopleSoft Receivables
Report ID:  AR21001                              PAYMENT PREDICTOR DETAIL                                    Page No.  1
Date:       01/14/2019 - 01/25/2019                                                                         Run Date 01/25/2019
Bank Account:       ALL VALUES                                                                              Run Time 14:38:58
Deposit BU: 01110

Date        Bank  Acct Unit  Deposit ID    Method         Algorithm Grp   Alg.    Status           Payment ID       Payment Amount  Refs Itms Percnt Remit-From Customer
----------  ----  ---- ----  ------------  -------------  -------------   ------  ---------------  ---------------  --------------  ---- ---- ------ --------------------
01/19/2019  PEOP3 0002 01110 EXAMPLE10     ITEM_REF       #REFS           ITEMREF Applied          FY1901110_ST040         633.00 USD 1     1 100.00 01110 ST040
                                           ITEM_REF       #REFS           ITEMREF                                          633.00     1     1 100.00

                         01110 EXAMPLE10                                                                                   633.00     1     1 100.00

            PEOP3 0002                                                                                                     633.00     1     1 100.00

            PEOP3 0002                                                                                                                0     0   0.00

01/19/2019                                                                                                                633.00     1     1 100.00

01/22/2019  PEOP3 0003 01110 TESTING_PP    ITEM_REF       #REFS           ITEMREF Applied          1110P012219          1,500.00 USD 1     1 100.00 01110 1001
                                           ITEM_REF       #REFS           ITEMREF                                       1,500.00     1     1 100.00

                         01110 TESTING_PP                                                                              1,500.00     1     1 100.00

            PEOP3 0003                                                                                                 1,500.00     1     1 100.00

            PEOP3 0003                                                                                                                0     0   0.00

01/22/2019                                                                                                            1,500.00     1     1 100.00


GRAND TOTAL                                                                                                           2,133.00     2     2 100.00
```
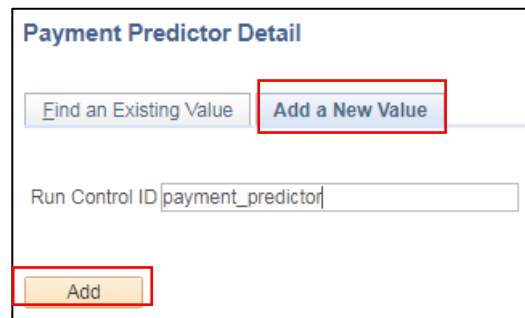
Click the Printer icon to print

Payment Predictor Summary (AR21002)

Possible situations when this report should be run: The Payment Predictor Summary Report can be run at any time to check the status of transactions that have been run via Payment Predictor. This report prints a summary of these transactions, sorted by status.

Navigator Menu Navigation: Accounts Receivable > Payments > Reports > Payment Predictor Summary
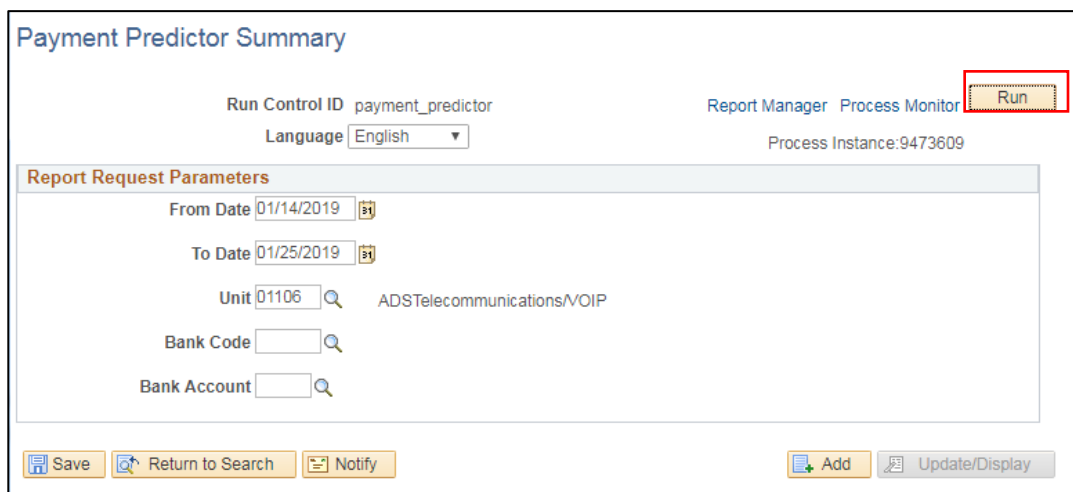
Click Add a New Value

Run Control ID - Enter a Run Control ID

Click Add

The Payment Predictor Summary page displays:

- **From Date** - Enter From Date
- **To Date** - Enter To Date
- **Deposit Unit** - Enter Business Unit
- **Bank Code** – Leave blank, or select bank code PEOP3
- **Bank Account** – Leave blank or enter bank account

Click Run

The Process Scheduler Request page opens

Click OK

You are returned to the Payment Predictor Summary page

Click Process Monitor

The Process List page is displayed

Click on Refresh until Run Status = Success and Distribution Status = Posted

Click Details

Click View Log/Trace

Select **ar21002 PDF file**

The report opens in a new browser window:

```
                                                     PeopleSoft Receivables
Report ID:  AR21002                                  PAYMENT PREDICTOR SUMMARY
Date:        01/14/2019 - 01/25/2019
Bank Account:        ALL VALUES
Deposit BU: 01106

Status                 Method           Algorithm Grp   Alg.    Payments Percnt    References    Items Percnt
--------------------   ----------------  --------------  ------- --------- ------   ----------   ---------- ------

A                      ITEM_REF          #BALANCE        BALGR
Applied                ITEM_REF          #BALANCE        BALGR        1  50.00           0           0   0.00
                                                                 --------- ------   ----------   ---------- ------
                                                                      1  50.00           0           0   0.00


W                      ITEM_REF          #REFS           ITEMREF
Wksht-Mixed Items      ITEM_REF          #REFS           ITEMREF      1  50.00           1           1 100.00
                                                                 --------- ------   ----------   ---------- ------
                                                                      1  50.00           1           1 100.00



PREDICTED TOTAL-REFERENCES                                            2 100.00           1           1 100.00



SUMMARY:
------------------------------------------------
Payments Applied                    1     50.00
Payments Worksheet-Cust Ref         0      0.00
Payments Worksheet-Auto Only        0      0.00
Payments Worksheet-Mixed Items      1     50.00
Payments Processed-No Action        0      0.00

TOTAL                               2    100.00 %
```
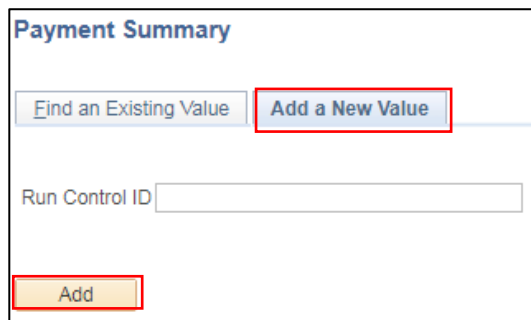
Click the Printer icon to print

Payment Summary (AR20003)

Possible situations when this report should be run: The Payment Summary Report lists summarized payment information for deposits to customer accounts for a range of deposit dates. The report may be run for all customers and deposits, or for a single customer and/or single deposit.

Navigator Menu Navigation: Accounts Receivable > Payments > Reports > Payment Summary
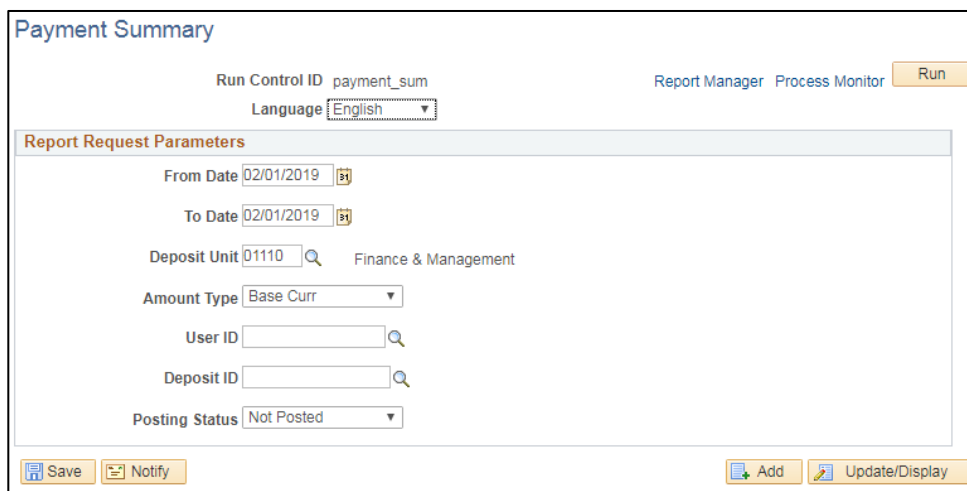
Click the Add a New Value tab

Run Control ID - Enter a Run Control ID

Click Add

The Payment Summary page displays

Enter the following information on the Payment Summary page:

- **From Date – Enter or select date**

- **To Date – Enter or select date**

- **Deposit Unit** - Enter Business Unit

- **Amount Type** – Defaults as Base Curr, accept default

- **User ID –** Blank or enter valid value

- **Deposit ID –** Blank or enter a specific deposit (this field would be used to run report for one deposit)

- **Posting Status –** Select valid value from drop-down

Click Run

The Process Scheduler Request window opens

Click OK

You are returned to the Payment Summary page

Click Process Monitor

The Process List page is displayed

Click on Refresh until Run Status = Success and Distribution Status = Posted

Click Details

The Process Detail page displays

Click View Log/Trace

Click on link for the **ar20003 PDF** file

The report opens in a new browser window:

```
                                                    PeopleSoft Receivables
Report ID:  AR20003                                   PAYMENT SUMMARY                                          Page No.  2
Deposit BU:        03559%                        For 01-JUL-2017 through 15-JUL-2017                           Run Date 02/04/2019
Report Currency:   Base Amount                                                                                Run Time 08:32:31
Deposit ID:        ALL VALUES
OPRID:             ALL VALUES
Post Status:       All

Entry Dt    Dep BU   Deposit ID        OPRID      Assn OPRID    Post Status    Seq    Acctg Dt    Payment ID       Pymt Status      Entered Amount
--------    ------   ---------------   --------   ----------    -----------    ---    --------    --------------   -----------      --------------
07/05/2017  03559    3481002158-06     HKESSOP    HKESSOP       Complete        1     07/05/2017  LCKBX 07-03-17   Complete                  15.00 USD
                                                                Complete        2     07/05/2017  LCKBX 07-03-17   Complete                  75.00 USD
                                                                Complete        3     07/05/2017  LCKBX 07-03-17   Complete                  15.00 USD
                                                                Complete        4     07/05/2017  LCKBX 07-03-17   Complete                  15.00 USD
                                                                Complete        5     07/05/2017  LCKBX 07-03-17   Complete                  65.00 USD
                                                                Complete        6     07/05/2017  LCKBX 07-03-17   Complete                  75.00 USD
                                                                Complete        7     07/05/2017  LCKBX 07-03-17   Complete                 180.00 USD
                                                                Complete        8     07/05/2017  LCKBX 07-03-17   Complete                  90.00 USD
                                                                                                  TOTAL FOR 3481002158-06                   530.00 USD

                     TXS063017-06      HKESSOP    HKESSOP       Complete        1     07/05/2017  TXS063017        Complete                  80.00 USD
                                                                Complete        2     07/05/2017  TXS063017        Complete                  37.00 USD
                                                                Complete        3     07/05/2017  TXS063017        Complete                  90.00 USD
                                                                Complete        4     07/05/2017  TXS063017        Complete                  60.00 USD
                                                                Complete        5     07/05/2017  TXS063017        Complete                 135.00 USD
                                                                Complete        6     07/05/2017  TXS063017        Complete                 105.00 USD
                                                                Complete        7     07/05/2017  TXS063017        Complete                 135.00 USD
                                                                Complete        8     07/05/2017  TXS063017        Complete                 180.00 USD
                                                                Complete        9     07/05/2017  TXS063017        Complete                 135.00 USD
                                                                Complete       10     07/05/2017  TXS063017        Complete                  69.00 USD
                                                                Complete       11     07/05/2017  TXS063017        Complete                  97.56 USD
                                                                Complete       12     07/05/2017  TXS063017        Complete                  60.00 USD
                                                                Complete       13     07/05/2017  TXS063017        Complete                 150.00 USD
                                                                                                  TOTAL FOR TXS063017-06                   1,333.56 USD

                                                                                                  TOTAL FOR 03559                          1,863.56 USD

                                                                                                  TOTAL FOR 07/05/2017                      1,863.56 USD
```
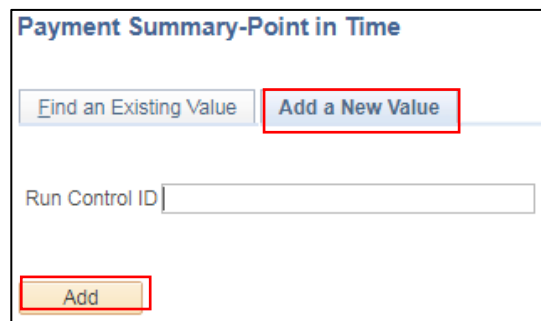
Click on the Printer icon to print the report

Payment Summary-Point in Time (ARX20003P)

Possible situations when this report should be run: The Payment Summary Point in Time Report lists summarized payment information for deposits to customer accounts as of a certain point of time such as Year to Date or Month to Date. The report may be run for all customers and deposits, or for a single customer and/or single deposit.

Navigator Menu Navigation: Accounts Receivable > Payments > Reports > Payment Summary-Point in Time

Click the Add a New Value tab

Run Control ID - Enter a Run Control ID

Click Add

The Payment Summary-Point in Time page displays

Enter the following information on the Payment Summary-Point in Time page:
- **Point in Time Type –** Defaults to YTD, accept as-is or select value from drop-down
- **As of Date –** Enter the ending date for the report period (field not available if Range is selected)

- **From Date –** The value in this field is grayed out and changes depending upon the Point in Time Type and As Of Date selected; it is only available for entry when Range is selected.

- **To Date –** Equals As Of Date and is grayed out except when Range is selected

- **Deposit Unit** - Enter Business Unit

- **Amount Type** – Defaults as Base Curr, accept default

- **User ID –** Blank or enter valid value

- **Deposit ID –** Blank or enter a specific deposit (this field would be used to run report for one deposit)

- **Posting Status –** Select valid value from drop-down

Click Run

The Process Scheduler Request window opens

Click OK

You are returned to the Payment Summary-Point in Time page

Click Process Monitor

The Process List page is displayed

Click on Refresh until Run Status = Success and Distribution Status = Posted

Click Go back to Payment Summary-Point in Time

Click Report Manager

Click the Administration tab

Click on the link for the **ARX20003P.pdf**

Report opens in a new window

ORACLE			PeopleSoft Receivables		Page No.		1
	Report ID: ARX20003P		Payment Summary		Run Date		2/4/2019
			YTD from 7/1/2018 to 2/4/2019		Run Time		5:54:00 AM

Business Unit: 01176
Report on Base Currency: USD
Deposit ID: ALL
Operator: ALL
Post Status: ALL

Entry Date	Deposit Unit	Deposit ID	Operator	Assigned Operator	Post Status	Payment Seq. No.	Accounting Date	Payment ID	Payment Status	Item Amount Entered	
7/2/2018	01176	029105	CNILES	CNILES	C	4	7/2/2018	06120/00119994	Complete	2,110.27	USD
7/2/2018	01176	029105	CNILES	CNILES	C	1	7/2/2018	06130/00171738	Complete	25,926.61	USD
7/2/2018	01176	029105	CNILES	CNILES	C	2	7/2/2018	02100/00024368	Complete	20,408.18	USD
7/2/2018	01176	029105	CNILES	CNILES	C	3	7/2/2018	01250/00004499	Complete	259.00	USD
7/2/2018	01176	029105	CNILES	CNILES	C	5	7/2/2018	02200/00058556	Complete	11,162.86	USD
							Total for Deposit ID:	029105		59,866.92	USD
							Total for Unit:	01176		59,866.92	USD
							Total Deposit on:	7/2/2018		59,866.92	USD
7/3/2018	01176	029109	CNILES	CNILES	C	1	7/3/2018	02140/00264594	Complete	35,581.52	USD
7/3/2018	01176	029109	CNILES	CNILES	C	2	7/3/2018	06140/00119737	Complete	53.80	USD
							Total for Deposit ID:	029109		35,635.32	USD
							Total for Unit:	01176		35,635.32	USD
							Total Deposit on:	7/3/2018		35,635.32	USD
7/5/2018	01176	029115	CNILES	CNILES	C	1	7/5/2018	02280/00003833	Complete	178.13	USD
7/5/2018	01176	029115	CNILES	CNILES	C	2	7/5/2018	02230/00056087	Complete	9,775.08	USD
							Total for Deposit ID:	029115		9,953.21	USD
							Total for Unit:	01176		9,953.21	USD
							Total Deposit on:	7/5/2018		9,953.21	USD
7/9/2018	01176	029125	CNILES	CNILES	C	2	7/9/2018	02240/00019304	Complete	11,430.72	USD
7/9/2018	01176	029125	CNILES	CNILES	C	1	7/9/2018	03300/00082760	Complete	12,819.83	USD

To print, click on the print icon

Pending Item by Entry Date (AR11002)

Possible situations when this report should be run: The Pending Item by Entry Date report lists all pending groups and maintenance worksheets entered within the date range specified. Results are sorted by Entry Date and Group ID.

Navigator Menu Navigation: Accounts Receivable > Pending Items > Reports > Pending Item by Entry Date

Click the Add a New Value tab

Run Control ID: Enter a Run Control ID name

Click Add

The Pending Item by Entry Date page displays

Enter information of the Pending Item by Entry Date page

- **From Date** - Enter appropriate From Date for the report

- **To Date** - Enter appropriate To Date for the report

- **Unit** – Accept default or change to appropriate Business Unit

- **User ID** – Blank for all or enter a specific Operator ID

- **Amount Type –** Base Curr - accept default

- **Separate DR/CR Amount Fields –** Check this box if you want to separate debits and credits

- **Customer ID –** Leave blank for all OR enter Customer ID to create report for just one customer

- **Group ID –** Blank or enter a valid group number for just one group

- **Posted –** Defaults as selected. It may be unchecked, if needed.

Click Run

The Process Scheduler Request window opens

Click OK

You are returned to the Pending Items by Entry Date page

Click Process Monitor

The Process List page displays

Click on Refresh until Run Status = Success and Distribution Status = Posted

Click Details

Process Detail page displays

Click View Log/Trace

View Log/Trace

Report

Report ID	2619574	**Process Instance**	9473176	Message Log
Name	AR11002	**Process Type**	SQR Report	
Run Status	Success			

Pending Item by Entry Date

Distribution Details

Distribution Node   FMPRD   **Expiration Date**   01/23/2019

File List

Name	File Size (bytes)	Datetime Created
SQR_AR11002_9473176.log	1,742	01/16/2019 3:53:00.724300PM EST
ar11002_9473176.PDF	4,099	01/16/2019 3:53:00.724300PM EST
ar11002_9473176.out	27	01/16/2019 3:53:00.724300PM EST

Distribute To

Distribution ID Type	*Distribution ID
User	KJAQUISH

Return

Click on the **ar11002 PDF** file

The report opens in a new window

```
Report ID:  AR11002                                      PeopleSoft Receivables                                          Page No.  1
Group BU:                 01110%                       PENDING ITEM BY ENTRY DATE                                       Run Date 01/16/2019
Report Currency:          Base Amount             For 01-NOV-2018 through 06-DEC-2018                                   Run Time 15:52:46
Group ID:                 ALL VALUES
Operator:                 ALL VALUES
Customer ID:              ALL VALUES
Post Status:              Posted

Entry Dt   GrpBU  Group ID        OPRID    Acctg Dt    BusUn  Customer ID     Name       Item Number            Ln   Entry Type  Reasn  Post        Entered Amount
--------   -----  --------------- -------- ----------  -----  ---------------  ---------- --------------------- ----  ----------  -----  ----        --------------
11/19/2018 01110  4172            SFULLER  11/19/2018  01110  ST002           D II        GL-133 TEST 2         1     Wire        WIRE   YES              500.00  USD
                                                                                                                     TOTAL FOR 4172                    --------------
                                                                                                                                                       500.00  USD
                                                                                                                                                      --------------
                  4173            SFULLER  11/19/2018  01110  ST001           Admin       OA-33507              0     On Account  OA     YES              -10.00  USD
                                                                                                                     TOTAL FOR 4173                    --------------
                                                                                                                                                       -10.00  USD
                                                                                                                                                      --------------
                                                                                                                     TOTAL FOR 01110                    490.00  USD
                                                                                                                                                      ==============
                                                                                                                     TOTAL FOR 11/19/2018              490.00  USD
                                                                                                                                                      ==============
```
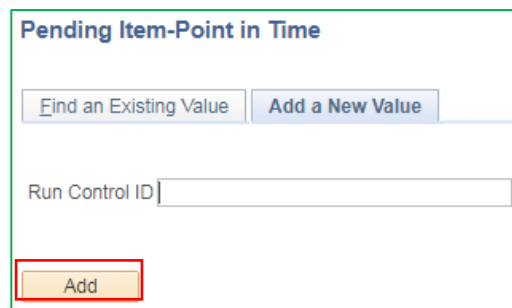
Click on the Printer icon to print the report

Pending Item-Point in Time (ARX11002P)

Possible situations when this report should be run: The Pending Item Point in Time report lists pending groups and maintenance worksheets as of a certain point of time, such as Year to Date or Month to Date.

Navigator Menu Navigation: Accounts Receivable > Pending Items > Reports > Pending Item-Point in Time
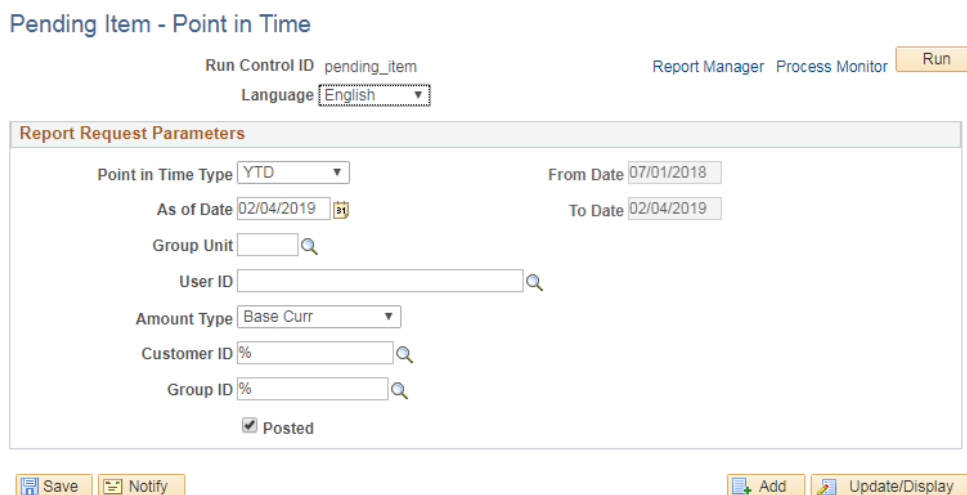
Click the Add a New Value tab

Run Control ID - Enter a Run Control ID name

Click Add

The Pending Item-Point in Time page displays

Enter information on the Pending Item Point in Time page

- **Point in Time Type –** Defaults to YTD, accept as-is or select value from drop-down
- **As of Date –** Enter the ending date for the report period (field not available if Range is selected)

- **From Date –** The value in this field is grayed out and changes depending upon the Point in Time Type and As Of Date selected; it is only available for entry when Range is selected.

- **To Date –** Equals As Of Date and is grayed out except when Range is selected

- **Group Unit** - Enter Business Unit

- **User ID –** Blank or enter valid value

- **Amount Type –** Base Curr - accept default

- **Customer ID –** Leave blank for all OR enter Customer ID to create report for just one customer

- **Group ID –** Blank or enter a valid group number for just one group

- **Posted –** Leave default as checked, or uncheck to include unposted transactions

Click Run

The Process Scheduler Request window opens

Click OK

You are returned to the Pending Items Point in Time page

Click Process Monitor

The Process List page displays

Click on Refresh until Run Status = Success and Distribution Status = Posted

Click Go back to Pending Item-Point in Time

You are returned to the Pending Items Point in Time page

Click Report Manager

Click the Administration tab

Click on the link for the **ARX11002P.pdf**

Report opens in a new window

Customer ID: ALL
Group ID: ALL
Operator ID: ALL
Post Flag: Y   Currency Type: B
Entry Date

Group Business Unit.	Group ID	Operator	Accounting Date	Business Unit	Customer ID	Customer Name	Item Number	Item Line	Entry Type	Entry Reason	Post Status	Entered Amount	
10/16/2018													
01176	23618	SFULLER	10/16/2018	01176	AOT40	AOT FIN AD	76008359	0	Payment		Y	-630.83	USD
				Total Amount Entered for Group Business Unit: 01176								-630.83	USD
				Total Amount Entered on 10/16/2018								-630.83	USD
10/15/2018													
01176	23617	SFULLER	10/15/2018	01176	HD25	334700	76008376	0	Payment		Y	-26,641.64	USD
				Total Amount Entered for Group Business Unit: 01176								-26,641.64	USD
				Total Amount Entered on 10/15/2018								-26,641.64	USD
10/12/2018													
01176	23613	SFULLER	10/12/2018	01176	AOT40	AOT FIN AD	76008359	0	Payment		Y	-1,191.48	USD
01176	23615	SFULLER	10/12/2018	01176	MIL1	333001	76008386	0	Payment		Y	-7,494.06	USD
01176	23612	SFULLER	10/12/2018	01176	NR7	336001	76008387	0	Payment		Y	-12,498.77	USD
01176	23611	SFULLER	10/12/2018	01176	NR7	336001	76008387	0	Payment		Y	-24,839.41	USD
01176	23616	SFULLER	10/12/2018	01176	TM1	337208	76008396	0	Payment		Y	-7,683.29	USD
01176	23614	SFULLER	10/12/2018	01176	JUD26	332101	76008330	0	Payment		Y	-13,998.29	USD
				Total Amount Entered for Group Business Unit: 01176								-67,705.30	USD
				Total Amount Entered on 10/12/2018								-67,705.30	USD

To print, click on the print icon

Receivable Activity Report (AR20005)

Possible situations when this report should be run: The Receivable Activity Report lists pending items meeting certain specified criteria for one or more customers. For example, the user may choose to report on customer balances over or under a certain dollar amount, include only write-off items, and/or specify items to include based upon their chartfield values.

Navigator Menu Navigation: Accounts Receivable > Receivables Update > Posting Results Upd Pend Items> Receivables Activity Report

Click the Add a New Value tab

Receivables Activity Report

Find an Existing Value | Add a New Value

Run Control ID

Add

Run Control ID - Enter a Run Control ID name

Click Add

The Receivables Activity page displays

Receivables Activity

Run Control ID receivables_activity   Report Manager Process Monitor   Run
Language English

Report Request Parameters

Business Unit 01110

Remaining Amount >=

Customer ID

☐ Only Write-off Activity

Chart Fields Personalize | Find | View All | | First 1-7 of 7 Last

Account	
Fund Code	
Department	
Program Code	
Class Field	
Project	
Affiliate	

Save   Notify

Enter information on the Receivables Activity page

- **Business Unit** – Accept default business unit, or enter/select a different business unit
- **Remaining Amount** – This field is two boxes. The first is for the mathematical equation and the second is the amount to compare to.
  - **First box** - Defaults to **>=** [greater than or equal to]. Accept default or enter/select a different mathematical equation symbol
  - **Second box** – Defaults to $1. Accept default, or enter the amount to compare to
- **Customer ID** – Leave blank for all OR enter Customer ID to create report for just one customer
- **Only Write-off Activity** – Defaults to unchecked. Check if applicable.
- **Chartfields** – Enter the applicable chartfield values where indicated or leave blank for all

Click Run

The Process Scheduler Request window opens

Click OK

You are returned to the Receivables Activity page

Click Process Monitor

The Process List page displays

Click on Refresh until Run Status = Success and Distribution Status = Posted

Click Details

The Process Detail page opens

The View Log/Trace page opens

Click on the **ar20005.pdf** file

Report opens in a new window

To print, click on the print icon