

VISION FINANCIALS

Unit Activity (AR60001)

Report Information

Purpose of the Report

This report shows a summarized picture of system activity.

Type of Report

SQR



Navigations (Path) to the Report

Accounts Receivable > Receivables Analysis > Receivables Reports > Business Unit Activity

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR60001_Unit_Activity)

Report Steps		see screenshot below
In This Field/ <u>Link</u>	Action	Notes
From Date	Enter desired from date	Click on calendar to select date
To Date	Enter desired to date	Click on calendar to select date
Unit	Enter desired Unit	Click on magnifying glass to lookup Unit
Summarize	Select manner to summarize report	Choose from drop down list
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
ar60001 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

The screenshot shows the 'Run Control ID' page in the PeopleSoft Business Unit Activity application. The browser window is titled 'Business Unit Activity - Microsoft Internet Explorer' and the address bar shows the URL: http://fmdevweb.finnman.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/MONITOR_RECEIVABLE_ACTIVITY.RUN_AR60001.GBL. The page features a navigation menu on the left with categories like 'Accounts Receivable', 'Receivables Reports', and 'Business Unit Activity'. The main content area is titled 'Unit Activity' and includes tabs for 'Find an Existing Value' and 'Add a New Value'. A text input field for 'Run Control ID' contains the value 'Run_AR60001_Unit_Activity', with an 'Add' button below it. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'. The taskbar at the bottom shows the Start button, Snagit application, and several open windows including 'Business Unit Activity...', 'Accounts Receivable Re...', and 'Unit Activity - AR60001...'. The system clock indicates 10:51 AM.

Report Request Parameters Page

The screenshot shows the 'Report Request Parameters' page in the PeopleSoft Business Unit Activity application. The browser window is titled 'Business Unit Activity - Microsoft Internet Explorer' and the address bar shows the URL: http://fmdevweb.finnman.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/MONITOR_RECEIVABLE_ACTIVITY.RUN_AR60001.GBL. The page features a navigation menu on the left, similar to the previous page. The main content area is titled 'Unit Activity Parameters' and includes tabs for 'Report Manager', 'Process Monitor', and 'Run'. A text input field for 'Run Control ID' contains the value 'Run_AR60001_Unit_Activity'. Below it, there is a 'Language' dropdown menu set to 'English'. A section titled 'Report Request Parameters' contains several input fields: 'From Date' (02/14/2005), 'To Date' (02/14/2006), 'Unit' (01115 - F&M - Financial Management Sys), and 'Summarize' (By Entry Type). At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. The taskbar at the bottom shows the Start button, Snagit application, and several open windows including 'Business Unit Activity...', 'Accounts Receivable Re...', and 'Unit Activity - AR60001...'. The system clock indicates 10:52 AM.

Process Scheduler Request Page

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AR60001_Unit_Activity

Server Name: PSUNX Run Date: 02/14/2007

Recurrence: Run Time: 10:52:24AM [Reset to Current Date/Time](#)

Time Zone: [Select]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	System Activity	AR60001	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

Process Monitor Page

Process Monitor

View Process Request For

User ID: JHARRIS Type: [Select] Last: 23 Minutes

Server: [Select] Name: [Select] Instance: [Select] to [Select]

Run Status: [Select] Distribution Status: [Select] Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2494805	SQR Report		AR60001	JHARRIS	02/14/2007 10:52:24AM EST	Success	Posted	Details

[Go back to Unit Activity](#)

[Save](#) [Notify](#)

[Process List](#) | [Server List](#)

Process Detail Page

Process Detail

Process

Instance: 2494805 Type: SQR Report
 Name: AR60001 Description: System Activity
 Run Status: Success Distribution Status: Posted

Run **Update Process**

Run Control ID: Run_AR60001_Unit_Activity Hold Request
 Location: Server Queue Request
 Server: PSUNX Cancel Request
 Recurrence: Delete Request
 Restart Request

Date/Time	Actions
Request Created On: 02/14/2007 10:52:50AM EST	Parameters Transfer
Run Anytime After: 02/14/2007 10:52:24AM EST	Message Log
Began Process At: 02/14/2007 10:53:00AM EST	Batch Timings
Ended Process At: 02/14/2007 10:53:07AM EST	View Log/Trace

OK Cancel

View Log/Trace Page

View Log/Trace

Report

Report ID: 7006 Process Instance: 2494805 [Message Log](#)
 Name: AR60001 Process Type: SQR Report

Run Status: Success

System Activity

Distribution Details

Distribution Node: FMPRDWEB1 Expiration Date: 11/09/2009

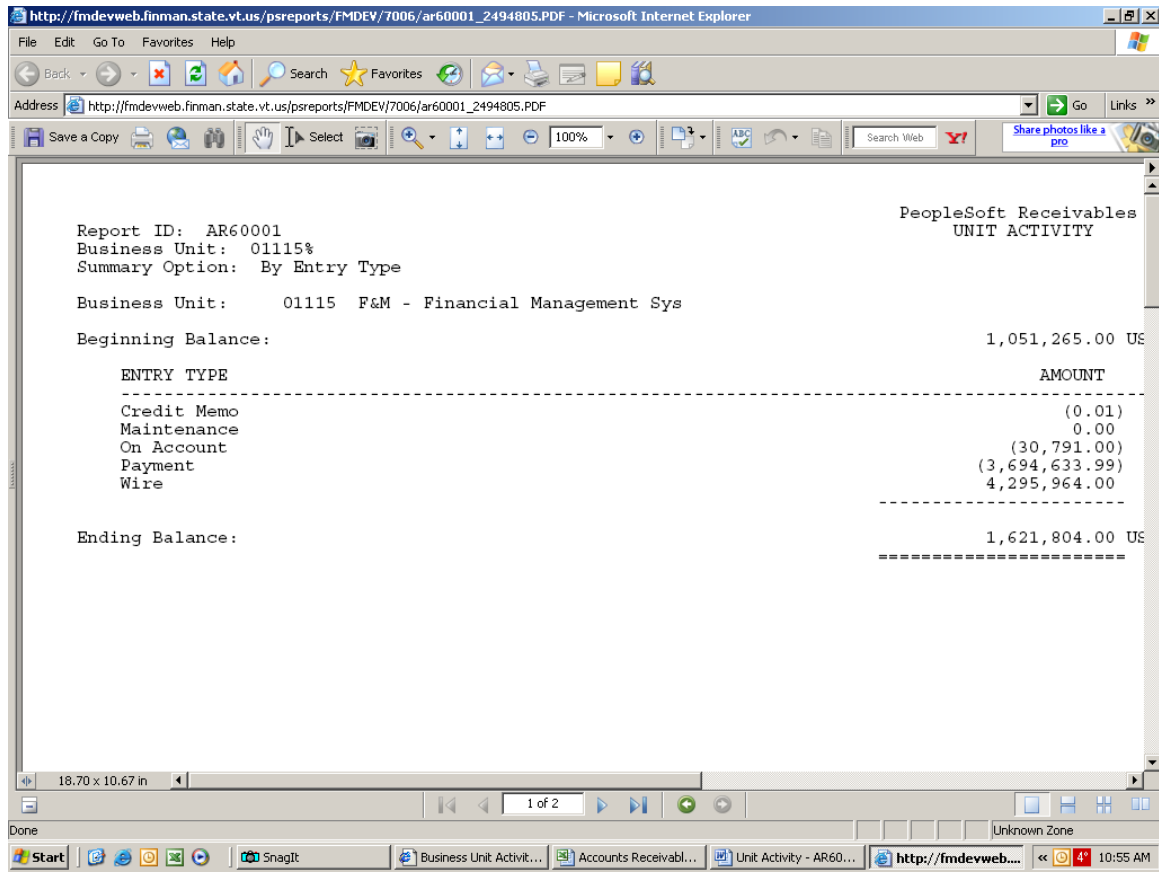
Name	File Size (bytes)	Datetime Created
Message Log	1,604	02/14/2007 10:53:07.000000AM EST
ar60001_2494805.PDF	2,591	02/14/2007 10:53:07.000000AM EST
Trace File	0	02/14/2007 10:53:07.000000AM EST

Distribute To

Distribution ID Type	Distribution ID
User	JHARRIS

Return

Example of Report Output



Report ID: AR60001
Business Unit: 01115%
Summary Option: By Entry Type

Business Unit: 01115 F&M - Financial Management Sys

Beginning Balance: 1,051,265.00 US

ENTRY TYPE	AMOUNT
Credit Memo	(0.01)
Maintenance	0.00
On Account	(30,791.00)
Payment	(3,694,633.99)
Wire	4,295,964.00

Ending Balance: 1,621,804.00 US