VISION

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
January 2024

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

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

Run Control ID

- Click **Add a New Value** to create a unique run control ID, then click **Add**

  or

- Use the dropdowns for **Recent Searches** or **Saved Searches**

The Accounting Entries page is displayed

Enter the following data:

- **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 is displayed

Click Process Monitor

The Process Monitor page is displayed

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

Click Report Manager link

The Report Manager page is displayed

Click Administration tab

Report Manager

View Reports For

User ID	DSHEPARD	Type		Last	1	Days
Status		Folder		Instance	to	

Refre...

Report List

				1-7 of 7		View All	

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	5513433	12436513	Accounting Entries	01/08/2024 8:27:11AM	Acrobat (*.pdf)	Posted	Details

Click on the link with the .PDF file format

Example of Report Output

```
Report ID:  AR50001                          PeopleSoft Receivables                              Page No.  1
Business Unit:      01110%                     ACCOUNTING ENTRIES                                 Run Date 01/18/2019
Application Jrnl:      ALL VALUES        For 01/01/2018 through 06/30/2018                        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
ACTUALS     Y              1110004000  101050   21005                  1,761.32  USD                     0.00
                                                                     -1,761.32  USD                     0.00

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

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

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

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

Run Control ID
- Click Add a New Value to create a unique run control ID, then click Add

  or

- Use the dropdowns for Recent Searches or Saved Searches ID

The Accounting Entries Point in Time page is displayed

Enter the following data:
- **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

The Accounting Entries Point in Time page is displayed

Click Process Monitor

The Process Monitor page is displayed

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

Click Report Manager link

The Report Manager page is displayed

Click Administration tab

Report Manager

List   Explorer   **Administration**   Archives

View Reports For

| User ID | DSHEPARD | Type | [_____ ⌄] | Last ⌄ | 1 | Days ⌄ | Refr... |
| Status | [⌄] | Folder | [_____ ⌄] | Instance | [_____] | to | [_____] |

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	5513441	12436517	ARX50002P - ARX50002P.pdf	01/08/2024 9:12:43AM	Acrobat (*.pdf)	Posted	Details

1-9 of 9 ⌄   View All

Click on the link with the .PDF file format

Example of Report Output

| 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

Accounting Entries Summary

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

Run Control ID
- Click Add a New Value to create a unique run control ID, then click Add

  or

- Use the dropdowns for Recent Searches or Saved Searches

The Accounting Entries Point in Time page is displayed

Enter the following data:
- **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 Sum

Click OK

The Accounting Entries - Point in Time page is displayed

Click Process Monitor

The Process Monitor page displays

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

Click Report Manager

The Report Manager page is displayed

Click Administration tab

Report Manager

List   Explorer   **Administration**   Archives

View Reports For

User ID	DSHEPARD	Type		Last		1	Days		Refre

Status   Folder   Instance | | to | |

Report List

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Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	5513441	12436517	ARX50002P - ARX50002P.pdf	01/08/2024 9:12:43AM	Acrobat (*.pdf)	Posted	Details

Click on the link with the .PDF file format

Example of Report Output

ORACLE

Report ID: ARX50002P

PeopleSoft Accounts Receivable
Accounting Entries - Summary by Accounting Date
MTD from 6/1/2018 to 6/30/2018

Page No.   1
Run Date   1/22/2019
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

Actual Matches Report

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

Actual Matches Report

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

⊕ Add a New Value

Recent Searches [Choose from recent searches ▾] ✎   Saved Searches [Choose from saved searches ▾] ✎

Run Control ID [begins with ▾] [   ]

∧ Show fewer options

☐ Case Sensitive

[Search] [Clear]

Run Control ID

- Click Add a New Value to create a unique run control ID, then click Add

  or

- Use the dropdowns for Recent Searches or Saved Searches

The **Actual Matches Report** page displays:

Actual Matches Report

Run Control ID matches		Report Manager Process Monitor [Run]
Language [English ▾]		Process Instance:9473817

Report Request Parameters

From Date [11/11/2018] 📅

To Date [11/11/2018] 📅

Business Unit [01106] 🔍   ADSTelecommunications/VOIP

User ID [   ] 🔍

Amount Type [Base Curr ▾]   ☐ Separate DR/CR Amount Fields

Customer ID [   ] 🔍

Group ID [   ] 🔍 ☑ Posted

Process Instance [   ] 🔍

[💾 Save] [📧 Notify]   [➕ Add] [📝 Update/Display]

Enter the following:

- **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 is displayed

Click Process Monitor

The Process Monitor page displays

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

Click Report Manager link

The Report Manager page displays

Click Administration tab

Report Manager

| List | Explorer | **Administration** | Archives |

View Reports For

| User ID | DSHEPARD | Type | | ∨ | Last | ∨ | | 1 | Days | ∨ | | Refresh |

| Status | | ∨ | Folder | | ∨ | Instance | | to | |

Report List

| ⊞ | 🔍 | | | | |< | < | 1-8 of 8 ∨ | > | >| | View All |

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	5513442	12436518	Actual Matches Report	01/08/2024 9:18:38AM	Acrobat (*.pdf)	Posted	Details

Click on the link with the .PDF file format

Example of Report Output

```
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       MWHITE2 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
                                                                                                                                    -------------------------
```

Aging by Chartfield

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

Aging by Chartfield Rpt

Find an Existing Value   ⊕ Add a New Value
▼ **Search Criteria**
  Enter any information you have and click Search. Leave fields blank for a list of all values.

| 🕘 Recent Searches | Choose from recent searches | ✎ | 🔖 Saved Searches | Choose from saved searches | ✎ |

Run Control ID [begins with ▾] [   ]
              ∧ Show fewer options
              ☐ Case Sensitive

              [Search]   [Clear]

Run Control ID
- Click Add a New Value to create a unique run control ID, then click Add

  or

- Use the dropdowns for Recent Searches or Saved Searches

Click Add

The Aging by Chartfield page displays

Aging By Chartfield

Run Control ID aging_by_cf3   Report Manager Process Monitor   [Run]
Language [English ▾]

Report Request Parameters

*As of Date [06/30/2018] 📅 ☐ Use System Date   Business Unit [01163] 🔍

Customer ID [AIL6]   🔍 ☐ Exclude IU Customers *Default SetID [STATE] 🔍

        ☐ Exclude Customers with Different Aging ID

*Display [Include All   ▾]
Option

Aging ID
*Aging SetID [STATE] 🔍
*Aging ID [STD] 🔍

Report Option
⦿ Detail
○ Summary

                                              [Refresh]

ChartField Selection		Personalize	Find	🗗	🔢	First ◀ 1 of 1 ▶ Last
ChartField Name	Subtotal	Value	To Value
	☐	[ ] 🔍	[ ] 🔍

💾 Save   🔔 Notify   ➕ Add   📝 Update/Display

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 Monitor page displays

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

Process Monitor

Process List   Server List

View Process Requests

User ID	DSHEPARD	Type		Last		1	Days	Refresh
Server		Name		Instance		Range		Clear
Run Status		Distribution Status		☑ Save On Refresh	Report Manager			Reset

Process List

								1-7 o

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status
☐	12436519		aging	SQR Report	AR30006	DSHEPARD	01/08/2024 9:50:26AM EST	Success	Posted

Click Report Manager link

The Report Manager page displays

Click Administration tab

Report Manager

List   Explorer   **Administration**   Archives

View Reports For

User ID	DSHEPARD	Type		Last		1	Days	Re
Status		Folder		Instance		to		

Report List

					1-7 of 7		View All

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	5513443	12436519	AR30006	01/08/2024 9:50:33AM	Acrobat (*.pdf)	Posted	Details

Click on the link with the .PDF file format

Example of Report Output

```
                                                    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
```

Aging Detail by Business Unit

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

Aging Detail by Unit Rpt

Find an Existing Value   ⊕ Add a New Value
▼ **Search Criteria**
Enter any information you have and click Search. Leave fields blank for a list of all values.

🕑 Recent Searches [Choose from recent searches ⌄] ✎   🔖 Saved Searches [Choose from saved searches ⌄] ✎

Run Control ID [begins with ⌄] [   ]
⌃ Show fewer options
☐ Case Sensitive

[Search]   [Clear]

Run Control ID

- Click Add a New Value to create a unique run control ID, then click Add

  or

- Use the dropdowns for Recent Searches or Saved Searches

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**

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 Monitor page displays

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

Process Monitor

| Process List | Server List |

View Process Requests

User ID	DSHEPARD	Type		Last		1	Days		Refresh
Server		Name		Instance		Range			Clear
Run Status		Distribution Status		☑ Save On Refresh		Report Manager			Reset

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status
☐	12436520		aging	SQR Report	AR30003	DSHEPARD	01/08/2024 11:20:33AM EST	Success	Posted

Click Report Manager link

The Report Manager page displays

Click Administration tab

Report Manager

| List | Explorer | Administration | Archives |

View Reports For

User ID	DSHEPARD	Type		Last		1	Days	
Status		Folder		Instance		to		

Report List

| | | | | | 1-8 of 8 ⌄ | | View All |

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	5513444	12436520	Aging Detail by Business Unit	01/08/2024 11:20:40AM	Acrobat (*.pdf)	Posted	Details

Click on the link with the .PDF file format

Example of Report Output

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

Aging Summary by Business Unit

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

- Click Add a New Value to create a unique run control ID, then click Add

    or

- Use the dropdowns for Recent Searches or Saved Searches

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 Monitor page displays

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

Click Report Manager link

The Report Manager page displays

Click Administration tab

Click on the link with the .PDF file format

Example of Report Output

Auto Entry Type

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

- Click Add a New Value to create a unique run control ID, then click Add

  or

- Use the dropdowns for Recent Searches or Saved Searches

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

The Process Monitor page displays

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

Process Monitor

| New V

Process List   Server List

View Process Requests

User ID DSHEPARD   Type [   ] Last [   ] 1 Days [   ]   Refresh

Server [   ]   Name [   ] Instance [   ] Range   Clear

Run Status [   ] Distribution Status [   ] ☑ Save On Refresh   Report Manager   Reset

∨ Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status
☐	12436525		auto_entry	SQR Report	AR01003	DSHEPARD	01/08/2024 11:59:05AM EST	Success	Posted

Click Report Manager link

The Report Manager page displays

Click Administration tab

Report Manager

List   Explorer   **Administration**   Archives

View Reports For

User ID DSHEPARD   Type [   ] Last [   ] 1 Days [   ] [   ]

Status [   ] Folder [   ] Instance [   ] to [   ]

Report List

1-13 of 13   View All

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	5513449	12436525	Auto Entry Type	01/08/2024 11:59:17AM	Acrobat (*.pdf)	Posted	Details

Click on the link with the .PDF file format

Example of Report Output

```
                                              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
```

Business Unit Activity

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

Run Control ID
- Click Add a New Value to create a unique run control ID, then click Add

  or

- Use the dropdowns for Recent Searches or Saved Searches

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

The Process Monitor page displays

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

Click Report Manager link

The Report Manager page displays

Click Administration tab

Report Manager

| List | Explorer | **Administration** | Archives |

View Reports For

User ID | DSHEPARD | **Type** | [dropdown] | Last | [dropdown] | 1 | Days [dropdown]

[dropdown] | **Folder** | [dropdown] | Instance | [field] | to | [field]

Status

Report List

[table icon] [search icon] |< < 1-14 of 14 ∨ > >|

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status
☐	5513450	12436526	System Activity	01/08/2024 12:49:24PM	Acrobat (*.pdf)	Posted

Click on the link with the .PDF file format

<u>Example of Report Output</u>

```
Report ID:  AR60001                          PeopleSoft Receivables                              Page No.  1
Business Unit:  01110%                           UNIT ACTIVITY                                   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
                                                    =======================
```

Business Unit Activity-Point in Time

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

Run Control ID
- Click Add a New Value to create a unique run control ID, then click Add

  or

- Use the dropdowns for Recent Searches or Saved Searches

The Unit Activity-Point in Time page displays

Unit Activity - Point in Time

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 is displays

Click Process Monitor

The Process Monitor page displays

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

Process Monitor

| New Window

Process List   Server List

View Process Requests

User ID	DSHEPARD 🔍	Type	[▾]	Last ▾	1 Days ▾ (Refresh)
Server	[▾]	Name	[🔍]	Instance	[ ] Range Clear
Run Status	[▾]	Distribution Status	[▾]	☑ Save On Refresh Report Manager	Reset

∨ Process List

📊 🔍 |< ‹ 1-16 of 16

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status
☐	12436547		bu_activity	BI Publisher	ARX60002P	DSHEPARD	01/08/2024 1:46:43PM EST	Success	Posted

Click Report Manager link

The Report Manager page displays

Click Administration tab

Report Manager

List   Explorer   **Administration**   Archives

View Reports For

User ID	DSHEPARD	Type	[▾]	Last ▾	1 Days ▾
Status	[▾]	Folder	[▾]	Instance [ ] to [ ]	

Report List

📊 🔍 |< ‹ 1-16 of 16 ▾ › ›| |

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status
☐	5513469	12436547	ARX60002P - ARX60002P.pdf	01/08/2024 1:47:17PM	Acrobat (*.pdf)	Posted

Click on the link with the .PDF file format

Example of Report Output

		PeopleSoft Receivables		
ORACLE	Report ID: ARX60001P	**Business Unit Item Activities by Entry Type**	Page No.	1
			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		
ORACLE	Report ID: ARX60002P	**Business Unit Item Activities by Group Type/Origin**	Page No.	1
			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

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

Run Control ID

- Click Add a New Value to create a unique run control ID, then click Add

  or

- Use the dropdowns for Recent Searches or Saved Searches

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
- **Business Unit –** The Business unit
- **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 Monitor page displays

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

Click Report Manager link

The Report Manager page displays

Click Administration tab

Click on the link with the .PDF file format

Example of Report Output

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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.

Customers by Unit

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
- Click Add a New Value to create a unique run control ID, then click Add

  or

- Use the dropdowns for Recent Searches or Saved Searches

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

The Process Monitor page displays

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

Click Report Manager link

The Report Manager page displays

Click Administration tab

Report Manager

| List | Explorer | **Administration** | Archives |

View Reports For

User ID: DSHEPARD   Type: [ ]   Last [ ]   1   Days [ ]

Status: [ ]   Folder: [ ]   Instance [ ]   to [ ]

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	D
☐	5513514	12436591	TableSet Customers	01/09/2024 7:59:56AM	Acrobat (*.pdf)	Posted	D

Click on the link with the .PDF file format

Example of Report Output

```
Report ID: AR31001                              PeopleSoft Receivables                                    Page No.  1
SETID:        01110%                               TABLESET CUSTOMERS                                      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. Conserv. 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                            JPO         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
```

Customer Item Inquiry Report

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
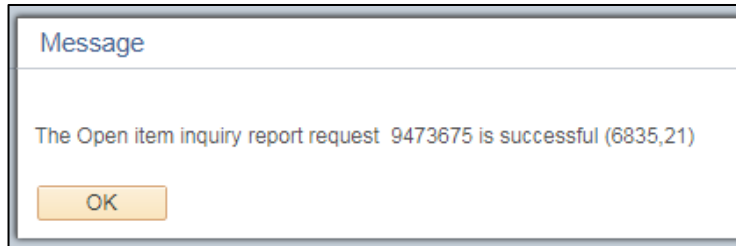
Click OK

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

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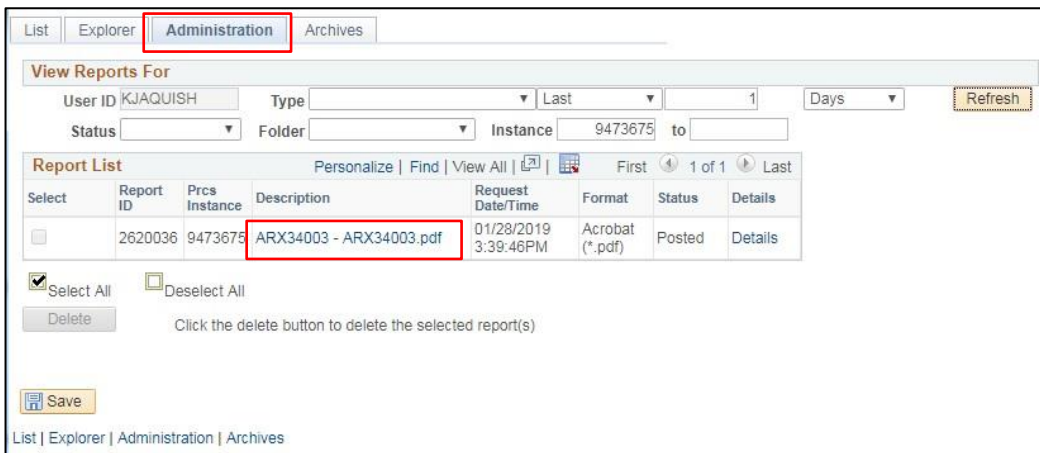
Select **ARX34003 PDF file**

The report opens in a new browser window:

Customer Statements

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

Run Control ID
- Click Add a New Value to create a unique run control ID, then click Add

  or

- Use the dropdowns for Recent Searches or Saved Searches

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 Scheduler Request

User ID DSHEPARD		**Run Control ID** statements	

Server Name [⌄]	**Run Date** 01/09/2024 📅	
Recurrence [⌄]	**Run Time** 10:10:17AM	Reset to Current Date/Time
Time Zone [🔍]		

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	PS/AR Statements -Preprocessor	ARSTMT	PSJob	(None) ⌄	(None) ⌄	Distribution
☐	PS/AR Statements	STATEMNT	PSJob	(None) ⌄	(None) ⌄	Distribution
☐	Statement Print with Bursting	VT_STPRT	PSJob	(None) ⌄	(None) ⌄	Distribution

OK   Cancel

Process List

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

Click OK

The Statements Parameters page is displayed

Click Process Monitor

The Process Monitor page is displayed

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

Process Monitor

| Process List | Server List |

View Process Requests

User ID	DSHEPARD	Type		Last		1	Days		Refresh
Server		Name		Instance		Range		Clear
Run Status		Distribution Status		☑ Save On Refresh	Report Manager			Reset

Process List

1-15 of 1

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status
☐	12436599		statements	PSJob	ARSTMT	DSHEPARD	01/09/2024 10:10:17AM EST	Success	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

The Find an Existing Value page is displayed

On the Find an Existing Value Tab

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

Print Statements

⊕ Add a New Value

Find an Existing Value
▼ **Search Criteria**
Enter any information you have and click Search. Leave fields blank for a list of all values.

| 🕐 Recent Searches | Choose from recent searches | 🔖 Saved Searches | Choose from saved searches |

Run Control ID | begins with ˅ | statements
∧ Show fewer options

☐ Case Sensitive

Search   Clear

The Statement Print page is displayed

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

Click Process Monitor

The Process Monitor page is displayed

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

Click Report Manager link

The Report Manager page displays

Click Administration tab

Report Manager

List   Explorer   **Administration**   Archives

View Reports For

User ID `DSHEPARD`   Type [▾] [Last ▾] [1] [Days ▾]

Status [▾]   Folder [▾] Instance [   ] to [   ]

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	
☐	5513525	12436603	PS/AR Statements	01/09/2024 10:12:13AM	Text Files (*.txt)	Posted	

1-17 of 17 ▾

Click on the link with the .PDF file format

Example of Report Output

ADS-Telecom/VOIP (43669)

Statement Number:	6741
Statement Date:	01/08/2019
Customer Number:	SA1

1 of 1

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

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 to create a unique run control ID, then click Add

  or

- Use the dropdowns for Recent Searches or Saved Searches

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

The Process Monitor page is displayed

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

The Report Manager page displays

Click Administration tab

Report Manager

| List | Explorer | **Administration** | Archives |

View Reports For

User ID `DSHEPARD` Type [▾] [Last ▾] [1] [Days ▾]

Status [▾] Folder [▾] Instance [ ] to [ ]

Report List

[ ] [🔍] |<   <   1-47 of 47 ▾   >   >|

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status
☐	5513589	12436699	Deposit Control by Entry Date	01/09/2024 12:22:13PM	Acrobat (*.pdf)	Posted

Click on the link with the .PDF file format

Example of Report Output

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
_____                                                                        ==============      ==============      =============       ==============
```

Deposit Control – Point in Time

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 Point in Time

- Click Add a New Value to create a unique run control ID, then click Add

    or

- Use the dropdowns for Recent Searches or Saved Searches

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

The Process Monitor page displays

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

Click Report Manager

The Report Manager page is displayed

Click on the Administration tab

Click on link for the **ARX20001P** report

Group Control by Entry Date

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

Run Control ID
- Click Add a New Value to create a unique run control ID, then click Add

  or

- Use the dropdowns for Recent Searches or Saved Searches

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

Process Scheduler Request

| User ID | DSHEPARD | | Run Control ID | control2 |

Server Name	[▾]	Run Date	01/09/2024 📅
Recurrence	[▾]	Run Time	1:00:08PM Reset to Current Date/Time
Time Zone	[🔍]		

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Group Control by Entry Date	AR11001	SQR Report	Web ▾	PDF ▾	Distribution

Click OK

The Group Control by Entry Date page redisplays

Click Process Monitor

The Process Monitor screen displays

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

Process Monitor

| New W

Process List   Server List

View Process Requests

User ID	DSHEPARD 🔍	Type	[▾]	Last ▾	1	Days ▾	(Refresh)
Server	[▾]	Name	[🔍]	Instance	[ ] Range		Clear
Run Status	[▾]	Distribution Status	[▾]	☑ Save On Refresh		(Report Manager)	Reset

⌄ **Process List**

| 🔳 🔍 | | | | | | | | |< < | 1-32 of 3 |

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status
☐	12436709		control2	SQR Report	AR11001	DSHEPARD	01/09/2024 1:00:08PM EST	Success	Posted

Click Report Manager

The Report Manager page is displayed

Click on the Administration tab

Report Manager

List	Explorer	**Administration**	Archives

View Reports For

User ID	DSHEPARD	Type	[_____ ▾]	Last ▾	1	Days ▾

Status	[_____ ▾]	Folder	[_____ ▾]	Instance [_____]	to [_____]

Report List

| | | 1-49 of 49 ▾ | ⟩ ⟩| |

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status
☐	5513597	12436709	Group Control by Entry Date	01/09/2024 1:00:46PM	Acrobat (*.pdf)	Posted

Click on the .pdf link report

```
Report ID:  AR11001                              PeopleSoft Receivables                                      Page No.  1
Business Unit:  01106%                        GROUP CONTROL BY ENTRY DATE                             Run Date 02/01/2019
OPRID:          ALL VALUES                  For 01-NOV-2018 through 31-JAN-2019                        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
                                                                              ===================  ===================  ===========================
```

Group Control-Point in Time

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

Run Control ID

- Click Add a New Value to create a unique run control ID, then click Add

  or

- Use the dropdowns for Recent Searches or Saved Searches

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 redisplays

Click Process Monitor

The Process Monitor page is displayed

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

Process Monitor

New W

Process List   Server List

View Process Requests

User ID DSHEPARD Type [   ] [Last] [1] [Days]   Refresh

Server [ ] Name [   ] Instance [   ] Range   Clear

Run Status [ ] Distribution Status [   ] ☑ Save On Refresh   Report Manager   Reset

∨ **Process List**

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status
☐	12436711		Group_Control2	BI Publisher	ARX11001P	DSHEPARD	01/09/2024 1:32:09PM EST	Success	Posted

Click Report Manager

Click the Administration tab

List   Explorer   Administration   Archives

View Reports For

User ID ETEST Type [   ] [Last ▾] [35] [Minutes ▾]   Refresh

Status [▾] Folder [▾] Instance [   ] to [   ]

Report List Personalize | Find | View All | ⬚ | ▦ First ◀ 1 of 1 ▶ Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	2620176	9473833	ARX11001P - ARX11001P.pdf	02/01/2019 11:57:48AM	Acrobat (*.pdf)	Posted	Details

Click on the link for the ARX11001P.pdf

PeopleSoft Accounts Receivable

ORACLE   Report ID: ARX11001P

Group Control for Business Unit 01106
From 07/01/2023 to 01/09/2024

Page No   1
Run Date   01/09/2024
Run Time   10:32:48 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
07/07/2023	01106	178744	P	SNUTTING	SNUTTING	PS_AR	Yes	C	GOVNT	001	-52.75	-52.75	-52.75	USD	1
	01106	178745	P	SNUTTING	SNUTTING	PS_AR	Yes	C	GOVNT	001	-50.27	-50.27	-50.27	USD	1

Item Detail

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

Run Control ID
- Click Add a New Value to create a unique run control ID, then click Add

  or
- Use the dropdowns for Recent Searches or Saved Searches

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

The Process Monitor page is displayed

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

Click Report Manager

The Report Manager page displays

Click on the Administration tab

Report Manager

List   Explorer   **Administration**   Archives

View Reports For

User ID [DSHEPARD]   **Type** [_____ ▾] [Last ▾] [1] [Days ▾]

Status [_____ ▾] **Folder** [_____ ▾] **Instance** [_____] to [_____]

Report List

| [⊞] [🔍] | | | | | K < 1-50 of 50 ▾ > >| | |

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status
☐	5514002	12437136	ARX11003 - ARX11003.pdf	01/18/2024 9:39:36AM	Acrobat (*.pdf)	Posted

Click **ARX11003 PDF file**

ORACLE   Report ID: ARX11003   PeopleSoft Receivables   Page No.   1

Item Detail   Run Date   2/1/2019
                                          Run Time   11:34:54 AM

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

Item Entry Type

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

Run Control ID
- Click Add a New Value to create a unique run control ID, then click Add

  or
- Use the dropdowns for Recent Searches or Saved Searches

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 redisplays

Click Process Monitor

The Process Monitor page is displayed

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

Process Monitor

View Process Requests

User ID	DSHEPARD	Type		Last	1	Days	Refresh
Server		Name		Instance		Range	Clear
Run Status		Distribution Status		☑ Save On Refresh		Report Manager	Reset

⌄ Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status
☐	12436715		item_entry	SQR Report	AR01004	DSHEPARD	01/09/2024 2:19:31PM EST	Success	Posted

Click Report Manager

The Report Manager page is displayed

Click on the Administration tab

Report Manager

List	Explorer	**Administration**	Archives

View Reports For

User ID	DSHEPARD	Type		Last	1	Days	
Status		Folder		Instance		to	

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status
☐	5513607	12436715	Item Entry Type	01/09/2024 2:19:45PM	Acrobat (*.pdf)	Posted

Click on the .pdf file

```
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
```

Payment Detail

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

Payment Detail

Find an Existing Value
▼ Search Criteria
Enter any information you have and click Search. Leave fields blank for a list of all values.

⊕ Add a New Value

🕘 Recent Searches [Choose from recent searches   ▾] ✎   🔖 Saved Searches [Choose from saved searches   ▾] ✎

Run Control ID [begins with ▾] [   ]
△ Show fewer options
☐ Case Sensitive

[Search]   [Clear]

Run Control ID
- Click Add a New Value to create a unique run control ID, then click Add

  or
- Use the dropdowns for Recent Searches or Saved Searches

The Payment Detail page displays

Payment Detail

Run Control ID Train_8   Report Manager Process Monitor   [Run]
Language [English   ▾]

Report Request Parameters

From Date [10/01/2018] 📅

To Date [12/06/2018] 📅

Deposit Unit [01100] 🔍   Administration Agency

Amount Type [Base Curr   ▾]

User ID [   ] 🔍

Deposit ID [   ] 🔍

Posting Status [All   ▾]

🖫 Save   ✉ Notify   ➕ Add   📝 Update/Display

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 Monitor page is displayed

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

Click Report Manager

The Report Manager page is displayed

Click the Administration tab

Click on link for the Payment Detail report

Payment Predictor Detail

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

Run Control ID
- Click Add a New Value to create a unique run control ID, then click Add

    or

- Use the dropdowns for Recent Searches or Saved Searches

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 Monitor page is displayed

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

Click Report Manager

The Report Manager page is displayed

Click on the Administration tab

Report Manager

| List | Explorer | **Administration** | Archives |

View Reports For

| User ID | DSHEPARD | Type | | ∨ | Last | ∨ | | 1 | Days | ∨ |
| Status | | ∨ | Folder | | ∨ | Instance | | | to | | |

Report List

| | | | | | 1-50 of 54 ∨ | | |

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status
☐	5513609	12436717	Payment Predictor Detail	01/09/2024 2:49:29PM	Acrobat (*.pdf)	Posted

Click on the .pdf file

Example report:

```
                                                  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        1110F012219        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
```

Payment Predictor Summary

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

Run Control ID
- Click Add a New Value to create a unique run control ID, then click Add

  or

- Use the dropdowns for Recent Searches or Saved Searches

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 Report Manager

The Report Manager page is displayed

Click Administration tab

Report Manager

List   Explorer   **Administration**   Archives

View Reports For

User ID	DSHEPARD	Type		Last		1	Days

Status   Folder   Instance   to

Report List

1-24 of 24

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status
☐	5513745	12436871	Payment Predictor Summary	01/11/2024 2:46:33PM	Acrobat (*.pdf)	Posted

Click on the PDF file

```
                                                              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 %
```

Payment Summary

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

Run Control ID
- Click Add a New Value to create a unique run control ID, then click Add

    or

- Use the dropdowns for Recent Searches or Saved Searches

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 Report Manager

The Report Manager page is displayed

Click the Administration tab

Report Manager

List   Explorer   **Administration**   Archives

View Reports For

User ID DSHEPARD   Type [▾] [Last ▾] [1] [Days ▾]

Status [▾]   Folder [▾]   Instance [   ] to [   ]

Report List

| | | | | | 1-47 of 47 ▾ | |

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status
☐	5513645	12436764	Payment Summary	01/10/2024 10:50:15AM	Acrobat (*.pdf)	Posted

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

Payment Summary-Point in Time

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

Run Control ID

- Click Add a New Value to create a unique run control ID, then click Add

    or

- Use the dropdowns for Recent Searches or Saved Searches

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 Monitor page is displayed

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

Click Report Manager

The Report Manager page is displayed

Click the Administration tab

List	Explorer	Administration	Archives

View Reports For

| User ID ETEST | Type | ▼ | Last ▼ | 35 | Minutes ▼ | Refresh |
| Status ▼ | Folder | ▼ | Instance 9473857 | to | | |

Report List   Personalize | Find | View All | 🔼 | 📊   First ◀ 1 of 1 ▶ Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	2620213	9473857	ARX20003P - ARX20003P.pdf	02/04/2019 8:54:01AM	Acrobat (*.pdf)	Posted	Details

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

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

Pending Item by Entry Date

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

Run Control ID

- Click Add a New Value to create a unique run control ID, then click Add

  or

- Use the dropdowns for Recent Searches or Saved Searches

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 Monitor page displays

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

Click Report Manager

The Report Manager page is displayed

Click on the Administration tab

Report Manager

| List | Explorer | **Administration** | Archives |

View Reports For

User ID [DSHEPARD]   Type [▾] [Last   ▾] [1] [Days   ▾]

Status [▾]   Folder [▾] Instance [   ] to [   ]

Report List

[⊞] [🔍] |< < 1-47 of 47 ▾ > >|

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status
☐	5513652	12436771	Pending Item by Entry Date	01/10/2024 11:13:56AM	Acrobat (*.pdf)	Posted

Click on the .**PDF** file

```
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
                                                                                                                    ==============================
```

Pending Item-Point in Time

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

Run Control ID

- Click Add a New Value to create a unique run control ID, then click Add

  or

- Use the dropdowns for Recent Searches or Saved Searches

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 Monitor page displays

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

Click Report Manager

The Report Manager page is displayed

Click the Administration tab

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

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

Receivable Activity Report

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

Run Control ID
- Click Add a New Value to create a unique run control ID, then click Add

  or

- Use the dropdowns for Recent Searches or Saved Searches

The Receivables Activity page displays

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

Process Scheduler Request

User ID DSHEPARD	**Run Control ID** rec_activity	

Server Name	**Run Date** 01/10/2024	
Recurrence	**Run Time** 11:40:36AM	Reset to Current Date/Time
Time Zone		

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Receivables Activity Report	AR20005	SQR Report	Web	PDF	Distribution

OK   Cancel

Click OK

You are returned to the Receivables Activity page

Click Process Monitor

The Process Monitor page displays

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

Process Monitor

| Ne

Process List   Server List

View Process Requests

User ID DSHEPARD	**Type**	Last	1	Days	Refresh	
Server	**Name**	Instance	Range		Clear	
Run Status	**Distribution Status**	☑ Save On Refresh	Report Manager	Reset		

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribut Status
☐	12436778		rec_activity	SQR Report	AR20005	DSHEPARD	01/10/2024 11:40:36AM EST	Success	Posted

Click Report Manager

The Report Manager page is displayed

Click the Administration tab

Report Manager

| List | Explorer | **Administration** | Archives |

View Reports For

| User ID | DSHEPARD | Type | | Last | | 1 | Days |
| Status | | Folder | | Instance | | to | |

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status
☐	5513659	12436778	Receivables Activity Report	01/10/2024 11:44:39AM	Acrobat (*.pdf)	Posted

1-37 of 37

Click on the .pdf document

```
Report ID:AR20005                                    PeopleSoft Receivables                                              Page No.  1
                                                 RECEIVABLES ACTIVITY REPORT                                             Run Date:02/04/2019
Original Item Chartfields        Account : ALL              DeptID : ALL              Fund Code : 58900                   Run Time:14:32:34
Business Unit:01176              Class Field : ALL          Program Code : ALL        Affiliate : ALL
Affiliate : ALL                 Affiliate : ALL            Affiliate : ALL           Affiliate : ALL
Remaining Amount >=       1.00  Only Write-Offs: N          Customer Id ADM3
                                                     Overdue        Net
            Item ID                      Item Amount   Charge Amount   Receivable Amount   Collected Amount   Write-Off Amount   Remaining Receivable Amount
ADM3    ADM SECRETARY ADMINISTRATION
        76008354                         1,043.91         0.00          1,043.91            0.00               0.00               1,043.91

                                                              Customer Total:             0.00               0.00               1,043.91
```