



Accounts Receivable Reporting

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

State of Vermont

Department of Finance & Management

VISION 9.2 Accounts Receivable Reporting Manual

January 2019

Table of Contents

Accounts Receivable Queries	3
Accounting Entries (AR50001)	7
Accounting Entries Detail – Point in Time (AR50001P)	12
Accounting Entries Summary – Point in Time (AR50002P)	16
Actual Matches Report (AR11004)	20
Aging by Chartfield (AR30006)	24
Aging Detail by Business Unit (AR30003)	29
Aging Summary by Business Unit (AR30004)	34
Auto Entry Type (AR01003)	38
Business Unit Activity (AR60001)	43
Business Unit Activity-Point in Time (ARX6000_P)	47
Customer Conversations (ARXCUSTCONV)	53
Customers by Unit (AR31001)	58
Customer Item Inquiry Report (ARX34003)	63
Customer Statements (AR32000)	65
Deposit Control (AR20001)	73
Deposit Control – Point in Time (ARX20001P)	78
Group Control by Entry Date (AR11001)	82
Group Control-Point in Time (AR11001)	87
Item Detail (ARX11003)	92
Item Entry Type (AR01004)	96
Payment Detail (AR20002)	101
Payment Predictor Detail (AR21001)	106
Payment Predictor Summary (AR21002)	110
Payment Summary (AR20003)	114
Payment Summary-Point in Time (ARX20003P)	118
Pending Item by Entry Date (AR11002)	122
Pending Item-Point in Time (ARX11002P)	126
Receivable Activity Report (AR20005)	131

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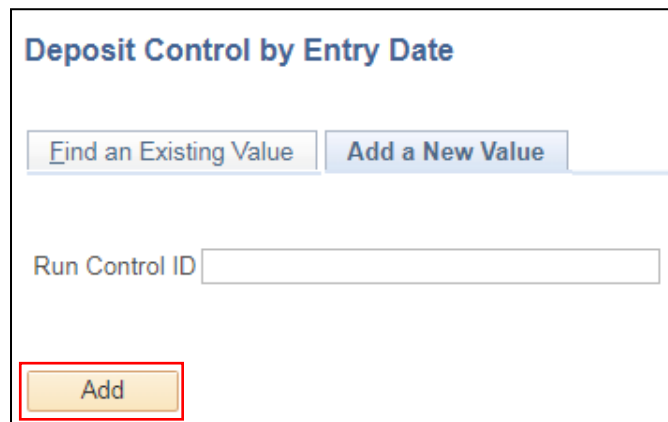
VT_DEPOSITS_CHECK_BU – Check for Deposits in Wrong BU	
Purpose	Lists deposits where the business unit on the deposit is not the same as the deposit on the related item activity
Prompts	AR business unit (deposit bu) and posted date greater than
Columns	Business unit (bu on item id), customer id, item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

Accounting Entries (AR50001)

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

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

Click on Add a New Value Tab



Deposit Control by Entry Date

[Find an Existing Value](#) [Add a New Value](#)

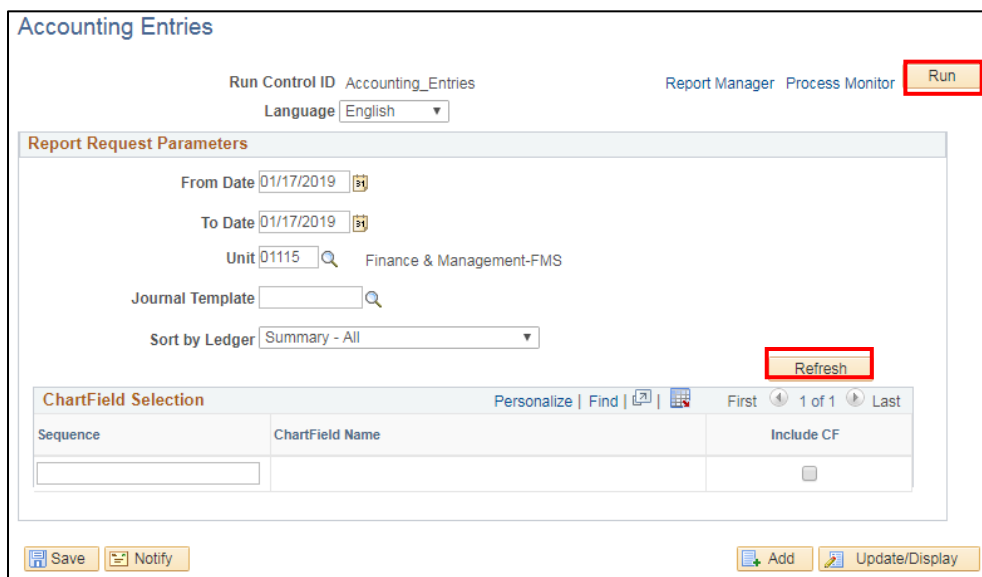
Run Control ID

[Add](#)

Run Control ID - Enter a Run Control ID

Click **Add**

The Accounting Entries page is displayed



Accounting Entries

Run Control ID Accounting_Entries [Report Manager](#) [Process Monitor](#) [Run](#)

Language English

Report Request Parameters

From Date 01/17/2019

To Date 01/17/2019

Unit 01115 Finance & Management-FMS

Journal Template

Sort by Ledger Summary - All

[Refresh](#)

ChartField Selection [Personalize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

Sequence	ChartField Name	Include CF
		<input type="checkbox"/>

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

- **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

Accounting Entries

Run Control ID: Accting_Entries Report Manager Process Monitor **Run**

Language: English

Report Request Parameters

From Date: 01/01/2018 To Date: 06/30/2018

Unit: 01110 Finance & Management

Journal Template:

Sort by Ledger: Summary - All

ChartField Selection Refresh

Sequence	ChartField Name	Include CF
2	Account	<input checked="" type="checkbox"/>
3	Fund Code	<input checked="" type="checkbox"/>
1	Department	<input checked="" type="checkbox"/>
4	Program Code	<input type="checkbox"/>
5	Class Field	<input type="checkbox"/>
6	Project	<input type="checkbox"/>
7	Affiliate	<input type="checkbox"/>

Save Return to Search Previous in List Next in List Notify Add Update/Display

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

Process Scheduler Request

User ID KJAQUISH Run Control ID Accting_Entries

Server Name Run Date 01/18/2019

Recurrence Run Time 10:39:20AM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Accounting Entries	AR50001	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	Distribution

Click OK

Accounting Entries page displays

Accounting Entries

Run Control ID Accting_Entries Report Manager

Language

Report Request Parameters

From Date 01/01/2018

To Date 06/30/2018

Unit 01110 Finance & Management

Journal Template

Sort by Ledger Summary - All

ChartField Selection Personalize | Find | First 1-7 of 7 Last

Sequence	ChartField Name	Include CF
<input type="text"/> 1	Department	<input checked="" type="checkbox"/>
<input type="text"/> 2	Account	<input checked="" type="checkbox"/>
<input type="text"/> 3	Fund Code	<input checked="" type="checkbox"/>
<input type="text"/>	Class Field	<input type="checkbox"/>
<input type="text"/>	Affiliate	<input type="checkbox"/>
<input type="text"/>	Program Code	<input type="checkbox"/>
<input type="text"/>	Project	<input type="checkbox"/>

Click Process Monitor

Process List Server List

View Process Request For

User ID Type 1 Days

Server Name Instance From Instance To

Run Status Distribution Status ☒ Save On Refresh

Process List Personalize Find View All First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9473246		SQR Report	AR50001	KJAQUISH	01/18/2019 10:39:20AM EST	Success	Posted	<input type="button" value="Details"/>

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

Click **Details**

Process Detail

Process

Instance 9473246 Type SQR Report

Name AR50001 Description Accounting Entries

Run Status Success Distribution Status Posted

Run Update Process

Run Control ID Accting_Entries

Location Server

Server PSUNX

Recurrence

Hold Request

Queue Request

Cancel Request

Delete Request

Re-send Content

Restart Request

Date/Time

Request Created On 01/18/2019 10:40:13AM EST

Run Anytime After 01/18/2019 10:39:20AM EST

Began Process At 01/18/2019 10:40:27AM EST

Ended Process At 01/18/2019 10:40:41AM EST

Parameters Transfer

Message Log

Batch Timings

OK Cancel

Click **View Log/Trace**

View Log/Trace

Report

Report ID 2619658 Process Instance 9473246

Name AR50001 Process Type SQR Report

Run Status Success

Accounting Entries

Distribution Details

Distribution Node FMPRD Expiration Date 01/25/2019

File List

Name	File Size (bytes)	Datetime Created
SQR_AR50001_9473246.log	1,815	01/18/2019 10:40:41.600337AM EST
ar50001_9473246.PDF	7,460	01/18/2019 10:40:41.600337AM EST
ar50001_9473246.out	24	01/18/2019 10:40:41.600337AM EST

Distribute To

Distribution ID Type *Distribution ID

User KJAQUISH

Click **ar50001 PDF file**

Report opens in new window

Report ID: AR50001						PeopleSoft Receivables		Page No. 1	
Business Unit: 011104						ACCOUNTING ENTRIES		Run Date 01/18/2019	
Application Jnl: 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 (AR50001P)

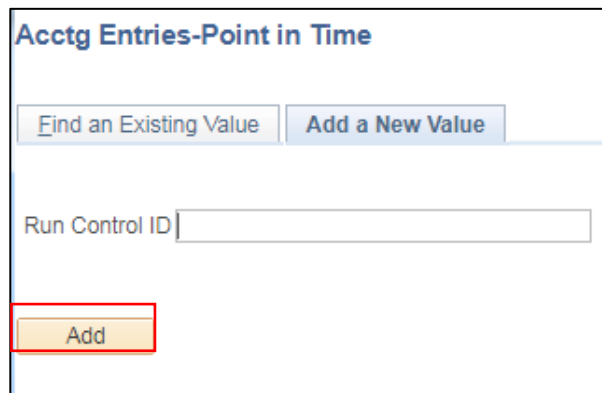
Possible situations when this report should be run: This report may be run at any time to review detailed accounting entry information by date. (The summarized version of this report is AR50002P.) The difference between this report and the Accounting Entries (AR50001) report is that this report may be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

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

OR

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

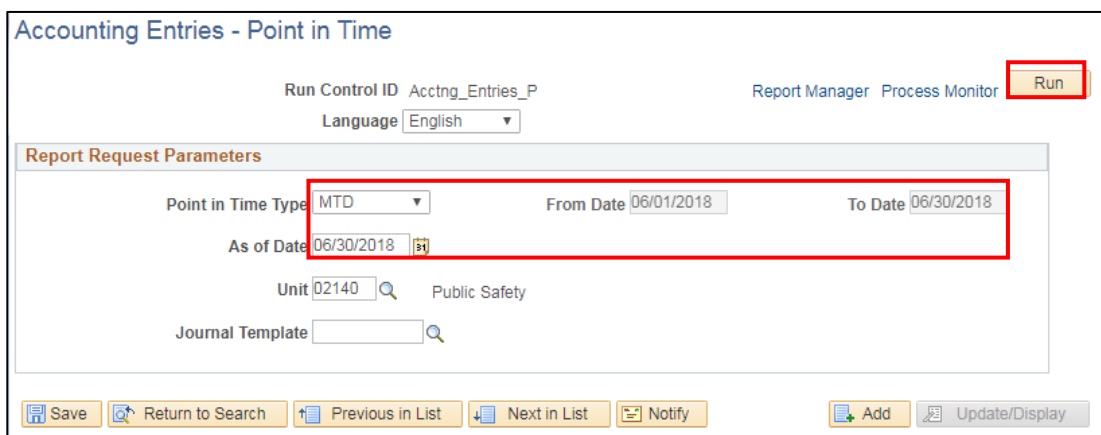
Click on Add a New Value Tab



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

Click Add

The Accounting Entries Point in Time page is displayed



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

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

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

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

Click Run

Process Scheduler Request page opens

Process Scheduler Request

User ID KJAQUISH Run Control ID Acctng_Entries_P

Server Name Run Date 01/18/2019

Recurrence Run Time 11:26:10AM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Point in Time Acctng Entries	ARX50001P	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Point in Time Acct Entries Sum	ARX50002P	BI Publisher	Web	PDF	Distribution

Select Point in Time Accounting Entries

Click OK

Accounting Entries -Point in Time page displays

Accounting Entries - Point in Time

Run Control ID Acctng_Entries_P Language English

Report Manage **Process Monitor**

Report Request Parameters

Point in Time Type MTD From Date 06/01/2018 To Date 06/30/2018

As of Date 06/30/2018

Unit 02140 Public Safety

Journal Template

Click Process Monitor

Process List | Server List

View Process Request For

User ID: KJAQUISH | Type: | Last: | 1 | Days | **Refresh**

Server: | Name: | Instance From: 9473251 | Instance To: |

Run Status: | Distribution Status: | ☒ Save On Refresh

Process List | Personalize | Find | View All | First | 1 of 1 | Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9473251		BI Publisher	ARX50001P	KJAQUISH	01/18/2019 11:21:44AM EST	Success	Posted	Details

Go back to Acctg Entries-Point in Time

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

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

Accounting Entries -Point in Time page displays

Accounting Entries - Point in Time

Run Control ID: Acctng_Entries_P | **Report Manager** | Process Monitor |

Language: English

Report Request Parameters

Point in Time Type: MTD | From Date: 06/01/2018 | To Date: 06/30/2018

As of Date: 06/30/2018

Unit: 02140 | Public Safety

Journal Template:

Click **Report Manager**

Click the **Administration** tab

List | Explorer | **Administration** | Archives

View Reports For

User ID: KJAQUISH | Type: | Last: | 1 | Days | **Refresh**

Status: | Folder: | Instance: | to: |

Report List | Personalize | Find | View All | First | 1-4 of 4 | Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2619668	9473251	ARX50001P - ARX50001P.pdf	01/18/2019 11:22:49AM	Acrobat (*.pdf)	Posted	Details

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

Report opens in new window.

<div> <div>ORACLE</div> <div>Report ID: ARX50001P</div> <div>PeopleSoft Accounts Receivables Accounting Entries MTD from 6/1/2018 to 6/30/2018</div> <div> <div>Page No.</div> <div>Run Date</div> <div>Run Time</div> </div> <div> <div>1</div> <div>1/18/2019</div> <div>11:22:47 AM</div> </div> </div>											
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	9561.27	USD	0.00
6/6/2018	ACTUALS	Y	100155	2140011100				Dist	9561.24	USD	0.00
6/6/2018	ACTUALS	Y	100155	2140028000				Dist	24	USD	0.00
6/6/2018	ACTUALS	Y	100155	2140028000				Dist	32.25	USD	0.00
6/11/2018	ACTUALS	Y	100155	2140028000				Dist	12	USD	0.00
6/12/2018	ACTUALS	Y	100155	2140028000				Dist	24	USD	0.00
6/12/2018	ACTUALS	Y	100155	2140028000				Dist	12	USD	0.00
6/13/2018	ACTUALS	Y	100155	2140010000				Dist	106.07	USD	0.00
6/13/2018	ACTUALS	Y	100155	2140010000				Dist	508.62	USD	0.00
6/13/2018	ACTUALS	Y	100155	2140022000				Dist	10626.19	USD	0.00
6/14/2018	ACTUALS	Y	100155	2140022000				Dist	1211.05	USD	0.00
6/14/2018	ACTUALS	Y	100155	2140028000				Dist	24	USD	0.00
6/14/2018	ACTUALS	Y	100155	2140028000				Dist	12	USD	0.00
6/14/2018	ACTUALS	Y	100155	2140028000				Dist	24	USD	0.00
6/14/2018	ACTUALS	Y	100155	2140028000				Dist	10.75	USD	0.00
6/15/2018	ACTUALS	Y	100155	2140022000				Dist	135.79	USD	0.00
6/15/2018	ACTUALS	Y	100155	2140022000				Dist	947.77	USD	0.00
6/15/2018	ACTUALS	Y	100155	2140028000				Dist	24	USD	0.00
6/15/2018	ACTUALS	Y	100155	2140028000				Dist	24	USD	0.00
6/15/2018	ACTUALS	Y	100155	2140028000				Dist	60	USD	0.00
6/15/2018	ACTUALS	Y	100155	2140028000				Dist	24	USD	0.00
6/19/2018	ACTUALS	Y	100155	2140022000				Dist	25889.83	USD	0.00
6/19/2018	ACTUALS	Y	100155	2140022000				Dist	6759.49	USD	0.00
6/19/2018	ACTUALS	Y	100155	2140022000				Dist	2123	USD	0.00
6/21/2018	ACTUALS	Y	100155	2140028000				Dist	64.5	USD	0.00
6/21/2018	ACTUALS	Y	100155	2140028000				Dist	84	USD	0.00
6/28/2018	ACTUALS	Y	100155	2140028000				Dist	72	USD	0.00
6/29/2018	ACTUALS	Y	100155	2140022000				Dist	1203.74	USD	0.00
Total Amount Entered by Acct :100155									70,400.19	USD	

Click the print icon to print

Accounting Entries Summary – Point in Time (AR50002P)

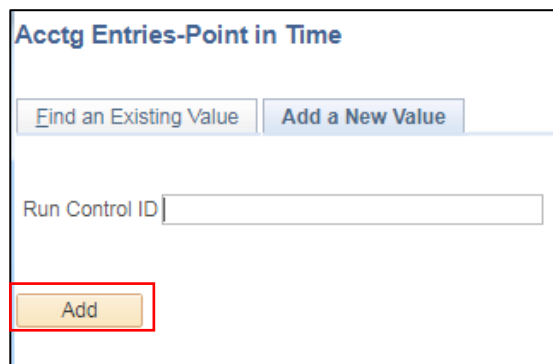
Possible situations when this report should be run: This report may be run at any time to review summarized accounting entry information by date. (The detailed version of this report is AR50001P.) The user specifies a point in time such as year-to-date, month-to-date, etc.

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

OR

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

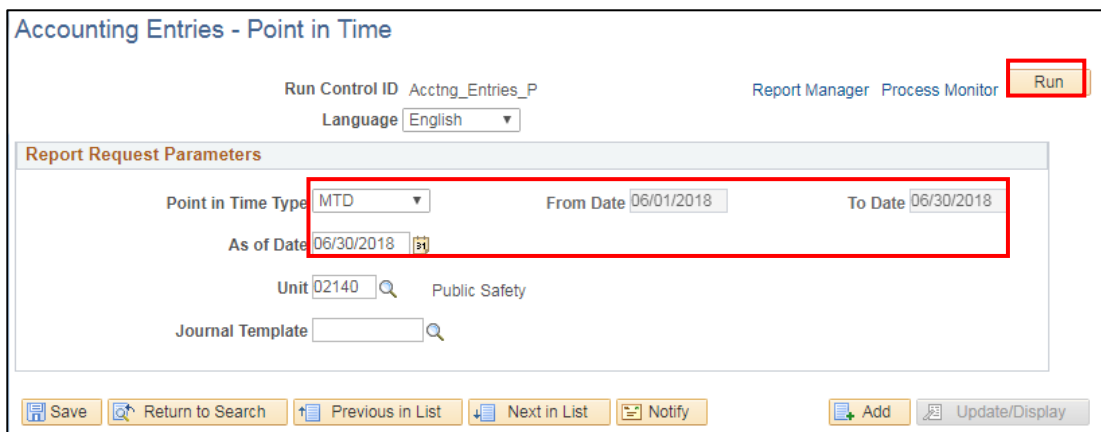
Click on Add a New Value Tab



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

Click Add

The Accounting Entries Point in Time page is displayed



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

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

Click Run

Process Scheduler Request page opens

Process Scheduler Request

User ID KJAQUISH Run Control ID Acctng_Entries_P

Server Name Run Date 01/22/2019

Recurrence Run Time 9:45:55AM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Point in Time Acctng Entries	ARX50001P	BI Publisher	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Point in Time Acct Entries Sum	ARX50002P	BI Publisher	Web	PDF	Distribution

Select Point in Time Accounting Entries

Click OK

Accounting Entries -Point in Time page displays

Accounting Entries - Point in Time

Run Control ID Acctng_Entries_P Report Manage **Process Monitor**

Language English

Report Request Parameters

Point in Time Type MTD From Date 06/01/2018 To Date 06/30/2018

As of Date 06/30/2018

Unit 02140 Public Safety

Journal Template

Click Process Monitor

Process List | Server List

View Process Request For

User ID: KJAQUISH | Type: | Last: | 1 | Days: | **Refresh**

Server: | Name: | Instance From: | Instance To: |

Run Status: | Distribution Status: | ☒ Save On Refresh

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9473287		BI Publisher	ARX50002P	KJAQUISH	01/22/2019 9:45:55AM EST	Success	Posted	Details

Go back to Acctg Entries-Point in Time

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

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

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

Accounting Entries -Point in Time page displays

Accounting Entries - Point in Time

Run Control ID: Acctng_Entries_P | **Report Manager** | Process Monitor |

Language: English

Report Request Parameters

Point in Time Type: MTD | From Date: 06/01/2018 | To Date: 06/30/2018

As of Date: 06/30/2018

Unit: 02140 | Public Safety

Journal Template:

Click **Report Manager**

Click the **Administration** tab

List | Explorer | **Administration** | Archives

View Reports For

User ID: KJAQUISH | Type: | Last: | 1 |

Status: | Folder: | Instance: | to: |

Report List							
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2619697	9473287	ARX50002P - ARX50002P.pdf	01/22/2019 9:51:24AM	Acrobat (*.pdf)	Posted	Details

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

Report opens in new window.

ORACLE®		Report ID: ARX50002P		PeopleSoft Accounts Receivable								Page No.		1		
Accounting Entries - Summary by Accounting Date										Run Date		1/22/2019				
MTD from 6/1/2018 to 6/30/2018										Run Time		9:51:22 AM				
Business Unit:		02140														
Application Journal:		AR_BILLING														
Accounting Date	Ledger	Primary Ledger	Account	OperUnit	Product	Fund	Class	Prgm	Budget	Affiliate	Department	Project	GL Distribution	Entered Amount	Currency	Statistical Amount/CD
6/28/2018	ACTUALS	Y	110001			22005					2140020000	21062-100	Dist	15,448.11	USD	0.00
	ACTUALS	Y	110001			22005					2140020000	21062IC	Dist	5,431.05	USD	0.00
	ACTUALS	Y	110001			22005					2140020000	21196	Dist	9,569.29	USD	0.00
	ACTUALS	Y	110001			22005					2140020000	21196IC	Dist	4,748.63	USD	0.00
	ACTUALS	Y	110001			22005					2140020000	21276	Dist	8,868.32	USD	0.00
	ACTUALS	Y	110001			22005					2140020000	21319-100	Dist	12,881.01	USD	0.00
	ACTUALS	Y	110001			22005					2140020000	21319-300	Dist	4,875.97	USD	0.00
	ACTUALS	Y	110001			22005					2140020000	21319-400	Dist	3,745.00	USD	0.00
	ACTUALS	Y	110001			22005					2140030000	31024C	Dist	23,024.70	USD	0.00
	ACTUALS	Y	110001			22005		21321			2140030000	31024C	Dist	-6,410.68	USD	0.00
	ACTUALS	Y	110001			22005					2140030000	31024P	Dist	-269.47	USD	0.00
	ACTUALS	Y	110001			22005		21321			2140030000	31024P	Dist	-787.76	USD	0.00
	ACTUALS	Y	110001			22005					2140030000	31024R-006	Dist	4,500.00	USD	0.00
	ACTUALS	Y	110001			22005		21321			2140030000	31024S-004	Dist	-350.31	USD	0.00
	ACTUALS	Y	110001			22005					2140030000	31025C	Dist	76,354.41	USD	0.00
	ACTUALS	Y	110001			22005					2140030000	31025C-001	Dist	3,826.80	USD	0.00
	ACTUALS	Y	110001			22005					2140030000	31025C-003	Dist	11,629.06	USD	0.00
	ACTUALS	Y	110001			22005					2140030000	31025C-004	Dist	9,825.55	USD	0.00
	ACTUALS	Y	110001			22005					2140030000	31025C-005	Dist	22,013.61	USD	0.00
	ACTUALS	Y	110001			22005					2140030000	31025C-006	Dist	9,591.37	USD	0.00
	ACTUALS	Y	110001			22005					2140030000	31025C-007	Dist	5,150.78	USD	0.00
	ACTUALS	Y	110001			22005					2140030000	31025C-008	Dist	7,408.41	USD	0.00
	ACTUALS	Y	110001			22005					2140030000	31025C-011	Dist	8,243.73	USD	0.00

Click the print icon to print

Actual Matches Report (AR11004)

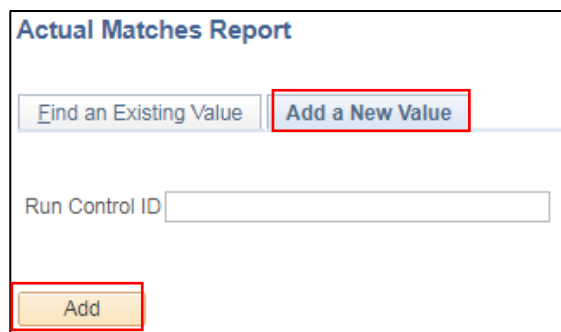
Possible situations when this report should be run: The Actual Matches Report should be run after running Automatic Maintenance. This report provides a list of the transactions that were processed during automatic maintenance.

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

Or

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

Click the **Add a New Value** tab:

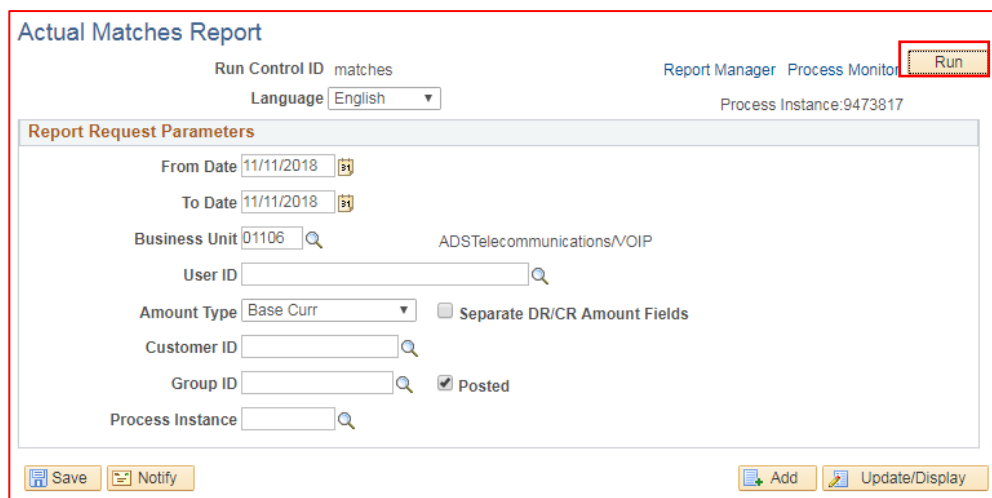


The screenshot shows the 'Actual Matches Report' form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red box. Below the tabs is a text input field labeled 'Run Control ID'. At the bottom left of the form, there is a yellow 'Add' button, which is also highlighted with a red box.

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

Click Add

The **Actual Matches Report** page displays:



The screenshot shows the 'Actual Matches Report' page. At the top, there is a header with 'Actual Matches Report' and a 'Run' button highlighted with a red box. Below the header, there is a section for 'Report Request Parameters'. This section includes several input fields: 'From Date' (11/11/2018), 'To Date' (11/11/2018), 'Business Unit' (01106), 'User ID', 'Amount Type' (Base Curr), 'Customer ID', 'Group ID', and 'Process Instance'. There are also checkboxes for 'Separate DR/CR Amount Fields' and 'Posted'. At the bottom of the form, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

- **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

Process Scheduler Request

User ID ETEST Run Control ID matches

Server Name [dropdown] Run Date 11/31/2019 [calendar icon]

Recurrence [dropdown] Run Time 3:50:02PM [button: Reset to Current Date/Time]

Time Zone [dropdown]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Actual Matches Report	AR11004	SQR Report	Web	PDF	Distribution

[OK] [Cancel]

Click **OK**

The Actual Matches Report page displays

Actual Matches Report

Run Control ID matches Language English [dropdown] Report Manager Process Monitor [button: Run]

Process Instance: 9473817

Report Request Parameters

From Date 11/11/2018 [calendar icon]

To Date 11/11/2018 [calendar icon]

Business Unit 01106 [dropdown] ADSTelecommunications/VOIP

User ID [text box]

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

Customer ID [text box]

Group ID [text box] ☒ Posted

Process Instance [text box]

[Save] [Notify] [Add] [Update/Display]

Click **Process Monitor**

The Process List page displays

Process List Server List

View Process Request For

User ID: KJAQUISH Type: Last: 7 Days **Refresh**

Server: Name: Instance From: 9472819 Instance To: Run Status: Distribution Status: ☒ Save On Refresh

Process List Personalize | Find | View All | First | 1 of 1 | Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9472819		SQR Report	AR30003	KJAQUISH	01/11/2019 9:30:29AM EST	Success	Posted	Details

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

Click **Details**

Process Detail

Process

Instance: 9473817 Type: SQR Report
Name: AR11004 Description: Actual Matches Report
Run Status: Success Distribution Status: Posted

Run **Update Process**

Run Control ID: matches ☐ Hold Request
Location: Server ☐ Queue Request
Server: PSUNX ☐ Cancel Request
Recurrence: ☒ Delete Request
 ☐ Re-send Content ☐ Restart Request

Date/Time **Actions**

Request Created On: 01/31/2019 3:50:33PM EST Parameters Transfer
Run Anytime After: 01/31/2019 3:50:02PM EST Message Log
Began Process At: 01/31/2019 3:50:54PM EST Batch Timings
Ended Process At: 01/31/2019 3:51:09PM EST **View Log/Trace**

OK Cancel

Click **View Log/Trace**

View Log/Trace

Report

Report ID 2620160 Process Instance 9473817 [Message Log](#)

Name AR11004 Process Type SQR Report

Run Status Success

Actual Matches Report

Distribution Details

Distribution Node FMPRD Expiration Date 02/07/2019

File List

Name	File Size (bytes)	Datetime Created
SQR_AR11004_9473817.log	1,739	01/31/2019 3:51:09.474416PM EST
ar11004_9473817.PDF	5,697	01/31/2019 3:51:09.474416PM EST
ar11004_9473817.out	1	01/31/2019 3:51:09.474416PM EST

Distribute To

Distribution ID Type *Distribution ID

User ETEST

Return

Select ar11004 PDF file

The report opens in a new browser window

Report ID: AR11004		PeopleSoft Receivables											Page No. 1	
Group BU: 01106%		ACTUAL MATCHES REPORT											Run Date 01/31/2019	
Report Currency: Base Amount		For 11-NOV-2018 through 11-NOV-2018											Run Time 15:50:54	
Group ID: ALL VALUES														
Operator: ALL VALUES														
Customer ID: ALL VALUES														
Post Status: Y														
Process Instance: ALL VALUES														
Entry Dt	GrpBU	Group ID	Match Group	OPRID	Acctg Dt	BusUn	Customer ID	Item Number	Ln	Entry Type	Reasn	Post	Entered Amount	
11/11/2018	01106	144875	99999	MWHITE2	11/11/2018	01106	AILL3	69155318	0	Write-Off	AUTO	YES	-0.04 USD	
TOTAL FOR 144875													-0.04 USD	
		144876	99999	MWHITE2	11/11/2018	01106	AILL2	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		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	DI19	69142112	0	Write-Off	AUTO	YES	-0.89 USD	
			99999		11/11/2018	01106	DI19	69142820	0	Write-Off	AUTO	YES	-0.86 USD	
			99999		11/11/2018	01106	DI19	69149328	0	Write-Off	AUTO	YES	-0.02 USD	
TOTAL FOR 144881													-1.77 USD	
		144882	99999	MWHITE2	11/11/2018	01106	DMV6	69162136	0	Write-Off	AUTO	YES	-0.40 USD	
TOTAL FOR 144882													-0.40 USD	

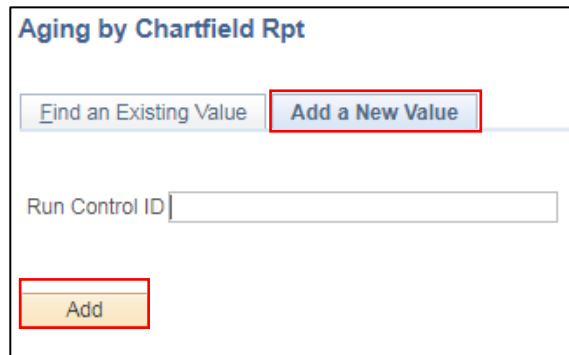
Click the Printer icon to print

Aging by Chartfield (AR30006)

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

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

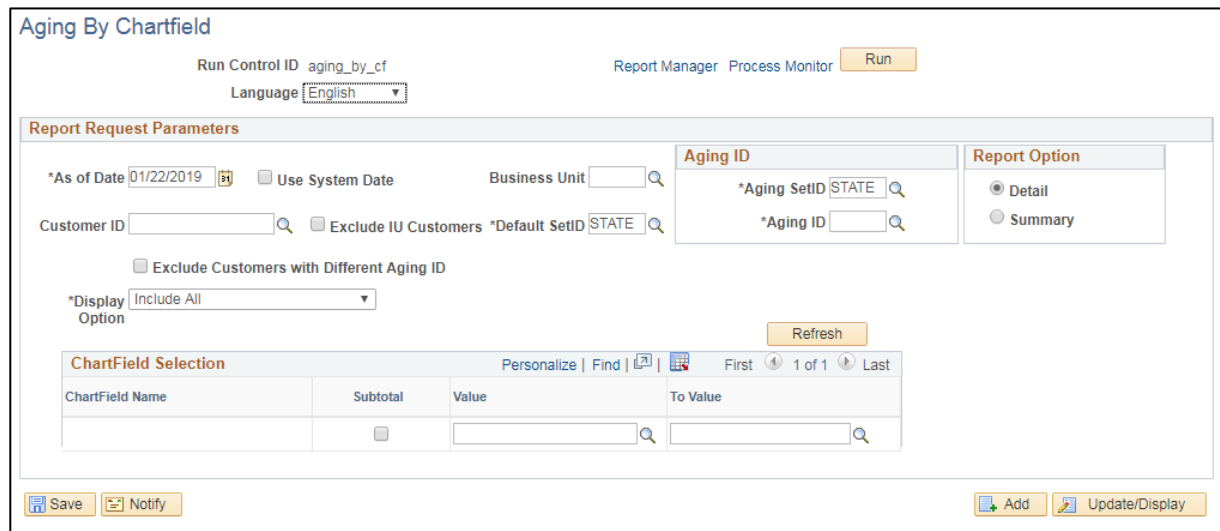
Click the Add a New Value tab



Run Control ID - Enter a Run Control ID

Click Add

The Aging by Chartfield page displays



Enter information on the Aging Detail by Unit page

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

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

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 Option: Include All

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
	<input type="checkbox"/>		

Save **Notify** **Add** **Update/Display**

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

Aging By Chartfield

Run Control ID: aging_by_cf2 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 Option: Include All

Aging ID

*Aging SetID: STATE

*Aging ID: STD

Report Option

☒ Detail

☐ Summary

Refresh

ChartField Selection Personalize | Find | | First 1-7 of 7 Last

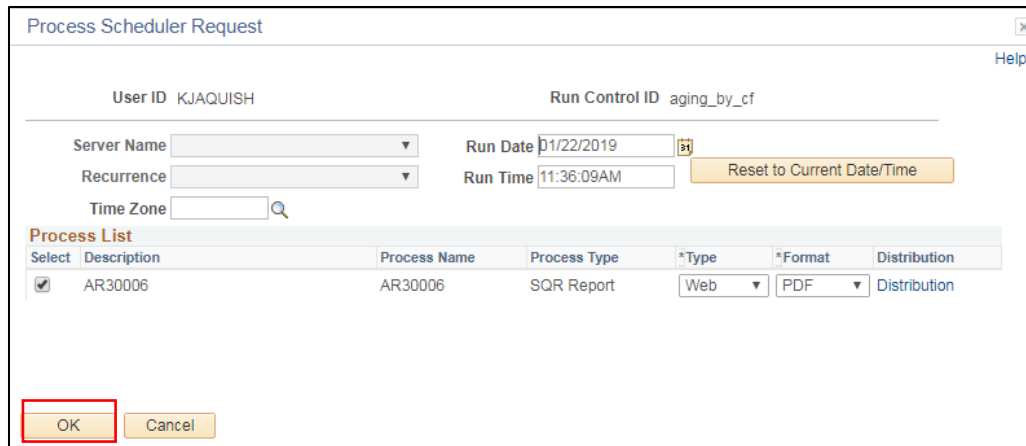
ChartField Name	Subtotal	Value	To Value
Fund Code	<input checked="" type="checkbox"/>	58300	58300
Account	<input type="checkbox"/>		
Currency Code	<input type="checkbox"/>		
Department	<input type="checkbox"/>		
Class Field	<input type="checkbox"/>		
Program Code	<input type="checkbox"/>		
Project	<input type="checkbox"/>		

Save **Return to Search** **Notify** **Add** **Update/Display**

Enter desired chartfield values to include and put a checkmark beside those you want subtotaed.

Click Run

The Process Scheduler Request window opens

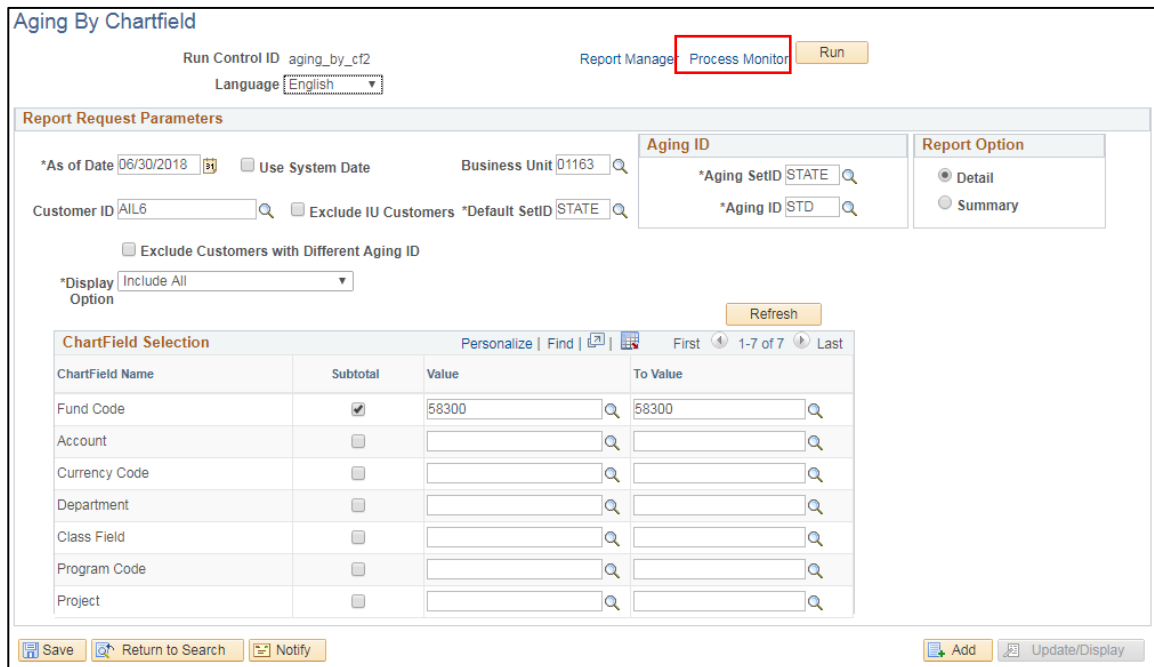


The 'Process Scheduler Request' window is displayed. It includes fields for 'User ID' (KJAQUISH) and 'Run Control ID' (aging_by_cf). Below these are 'Server Name', 'Run Date' (01/22/2019), 'Recurrence', 'Run Time' (11:36:09AM), and 'Time Zone'. A 'Process List' table shows a single entry for 'AR30006' with 'SQR Report' type and 'Web'/*Format'/*PDF'/*Distribution'. At the bottom, the 'OK' button is highlighted with a red box.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	AR30006	AR30006	SQR Report	Web	PDF	Distribution

Click OK

You are returned to the Aging by Chartfield page



The 'Aging By Chartfield' window is shown. It features 'Run Control ID' (aging_by_cf2), 'Language' (English), and buttons for 'Report Manager', 'Process Monitor' (highlighted with a red box), and 'Run'. The 'Report Request Parameters' section includes fields for '*As of Date' (06/30/2018), 'Business Unit' (01163), 'Customer ID' (AIL6), and 'Aging ID' (*Aging SetID: STATE, *Aging ID: STD). The 'Report Option' section has radio buttons for 'Detail' and 'Summary'. The 'ChartField Selection' table lists various fields with checkboxes and value ranges. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

ChartField Name	Subtotal	Value	To Value
Fund Code	<input checked="" type="checkbox"/>	58300	58300
Account	<input type="checkbox"/>		
Currency Code	<input type="checkbox"/>		
Department	<input type="checkbox"/>		
Class Field	<input type="checkbox"/>		
Program Code	<input type="checkbox"/>		
Project	<input type="checkbox"/>		

Click Process Monitor

The Process List page displays

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

View Process Request For

User ID
Type
Last
 Hours

Server
Name
Instance From
Instance To

Run Status
Distribution Status
☒ Save On Refresh

Process List
[Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9473289		SQR Report	AR30006	KJAQUISH	01/22/2019 11:36:09AM EST	Success	Posted	Details

Go back to Aging by Chartfield Rpt

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

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

Click Details

Process Detail

Process

Instance 9473289
Type SQR Report

Name AR30006
Description AR30006

Run Status Success
Distribution Status Posted

Run

Run Control ID aging_by_cf
Location Server
Server PSUNX
Recurrence

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

Date/Time
Actions

Request Created On 01/22/2019 11:37:01AM EST
Run Anytime After 01/22/2019 11:36:09AM EST
Began Process At 01/22/2019 11:37:20AM EST
Ended Process At 01/22/2019 11:37:34AM EST

[Parameters](#)
[Transfer](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

Click View Log/Trace

View Log/Trace

Report

Report ID 2619700 Process Instance 9473289 [Message Log](#)

Name AR30006 Process Type SQR Report

Run Status Success

AR30006

Distribution Details

Distribution Node FMPRD Expiration Date 01/29/2019

File List

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

Distribute To

Distribution ID Type	*Distribution ID
User	KJAQUISH

[Return](#)

Select **ar30006 PDF** file

The report opens in a new browser window:

Report ID: AR30006 Aging ID: STATE/STD Chartfield Parameters FUND_CODE = 58300 Display Option: Include All Business Unit: 01163						PeopleSoft Receivables AGING BY CHARTFIELD 30-JUN-2018				Page No. 1 Run Date 01/22/2019 Run Time 14:18:19		
Item	Line	As of	Entry Type	Reason	Terms	Total Selected Amount	Future	Current	31-60	61-90	91-120	121 and >
FUND_CODE 58300												
Customer ID AIL6 Customer Name DAIL ASSISTIVE TECHNOLOGY												
63087863	0	06/01/2018	IN	COPY	DUR	19.44		19.44				
63087981	0	06/01/2018	IN	COPY	DUR	215.00		215.00				
Total DAIL ASSISTIVE TECHNOLOGY						234.44		234.44				
Totals for FUND_CODE 58300						234.44		234.44				
Total Receivables Due							Future	Current	31-60	61-90	91-120	121 and >
								234.44				

Click the Printer icon to print

Aging Detail by Business Unit (AR30003)

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

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

Or

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

Click the Add a New Value tab

Aging Detail by Unit Rpt

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

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

Click **Add**

The Aging Detail by Unit page displays

Aging Detail By Unit

Run Control ID Train_10 [Report Manager](#) [Process Monitor](#) [Run](#)

Language English

Report Request Parameters

As of Date 12/06/2018 ☐ Use System Date

SetID STATE Default State SetID

Aging ID STD Standard Aging

Amount Type Base Curr

Rate Type

Customer ID

*Display Option Include All

☐ Exclude IU Customers

☐ Exclude Customers with Different Aging ID

☐ Print By SubCustomer

Business Unit

*Business Unit	Description
01100	Administration Agency

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Enter information on the Aging Detail by Unit page

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

Click Run

The Process Scheduler Request window opens

Process Scheduler Request [Help](#)

User ID ETEST Run Control ID Train_10

Server Name Run Date 12/06/2018

Recurrence Run Time 9:35:03AM [Reset to Current Date/Time](#)

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Aging Detail by Business Unit	AR30003	SQR Report	Web	PDF	Distribution

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

Click OK

You are returned to the Aging Detail by Unit page:

Aging Detail By Unit

Run Control ID: Train_10 Report Manager **Process Monitor** Run

Language: English Process Instance: 9471841

Report Request Parameters

As of Date: 12/06/2018 ☐ Use System Date

SetID: STATE Default State SetID

Aging ID: STD Standard Aging

Amount Type: Base Curr

Rate Type:

Customer ID:

*Display Option: Include All

☐ Exclude IU Customers

☐ Exclude Customers with Different Aging ID

☐ Print By SubCustomer

Business Unit

*Business Unit	Description
01100	Administration Agency

Save Notify Add Update/Display

Click Process Monitor

The Process List page displays

Process List Server List

View Process Request For

User ID: KJAQUISH Type: Last: 7 Days Refresh

Server: Name: Instance From: 9472819 Instance To:

Run Status: Distribution Status: ☒ Save On Refresh

Process List Personalize | Find | View All | First | 1 of 1 | Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9472819		SQR Report	AR30003	KJAQUISH	01/11/2019 9:30:29AM EST	Success	Posted	Details

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

Click Details

Process Detail

Process

Instance	9472819	Type	SQR Report
Name	AR30003	Description	Aging Detail by Business Unit
Run Status	Success	Distribution Status	Posted

Run

Update Process

Run Control ID	Aging	<input type="radio"/> Hold Request
Location	Server	<input type="radio"/> Queue Request
Server	PSUNX	<input type="radio"/> Cancel Request
Recurrence		<input checked="" type="checkbox"/> Delete Request
		<input type="radio"/> Re-send Content
		<input type="radio"/> Restart Request

Date/Time

Actions

Request Created On	01/11/2019 9:30:49AM EST	Parameters	Transfer
Run Anytime After	01/11/2019 9:30:29AM EST	Message Log	
Began Process At	01/11/2019 9:31:07AM EST	Batch Timings	
Ended Process At	01/11/2019 9:31:21AM EST	View Log/Trace	

OK

Cancel

Click View Log/Trace

View Log/Trace

Report

Report ID	2619167	Process Instance	9472819	Message Log
Name	AR30003	Process Type	SQR Report	
Run Status	Success			

Aging Detail by Business Unit

Distribution Details

Distribution Node	FMPRD	Expiration Date	01/18/2019
-------------------	-------	-----------------	------------

File List

Name	File Size (bytes)	Datetime Created
SQR_AR30003_9472819.log	1,738	01/11/2019 9:31:21.937913AM EST
ar30003_9472819.PDF	18,882	01/11/2019 9:31:21.937913AM EST
ar30003_9472819.out	0	01/11/2019 9:31:21.937913AM EST

Distribute To

Distribution ID Type	*Distribution ID
User	KJAQUISH

Return

Select ar30003 PDF file

The report opens in a new browser window

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		

Click the Printer icon to print

Aging Summary by Business Unit (AR30004)

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

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

Or

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

Aging Summary by Unit Rpt

Find an Existing Value | **Add a New Value**

Run Control ID: aging_sum_bu

Add

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

Click Add

The Aging Summary by Unit page displays

Aging Summary By Unit

Run Control ID: aging_sum_bu | Report Manager | Process Monitor | **Run**

Language: English

Report Request Parameters

As of Date: 06/30/2018 | Use System Date

SetID: STATE | Default State SetID

Aging ID: STD | Standard Aging

Amount Type: Base Curr

Rate Type:

*Display Option: Include All

☐ Exclude IU Customers

☐ Exclude Customers with Different Aging ID

☐ Print By SubCustomer

System Activity | Personalize | Find | View All | First | 1 of 1 | Last

*Business Unit	Description
01163	BGS (Copy Center)

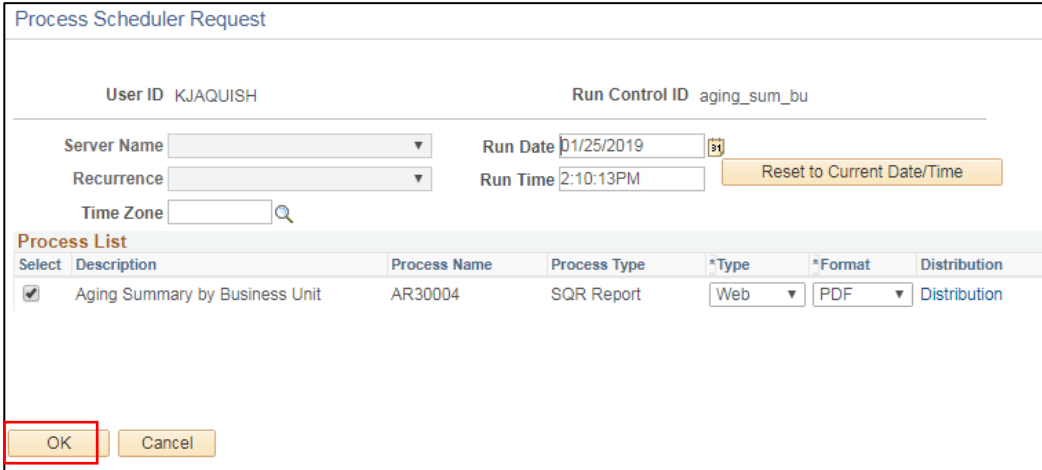
Save | **Notify** | **Add** | **Update/Display**

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



The Process Scheduler Request window is displayed. It contains the following fields and controls:

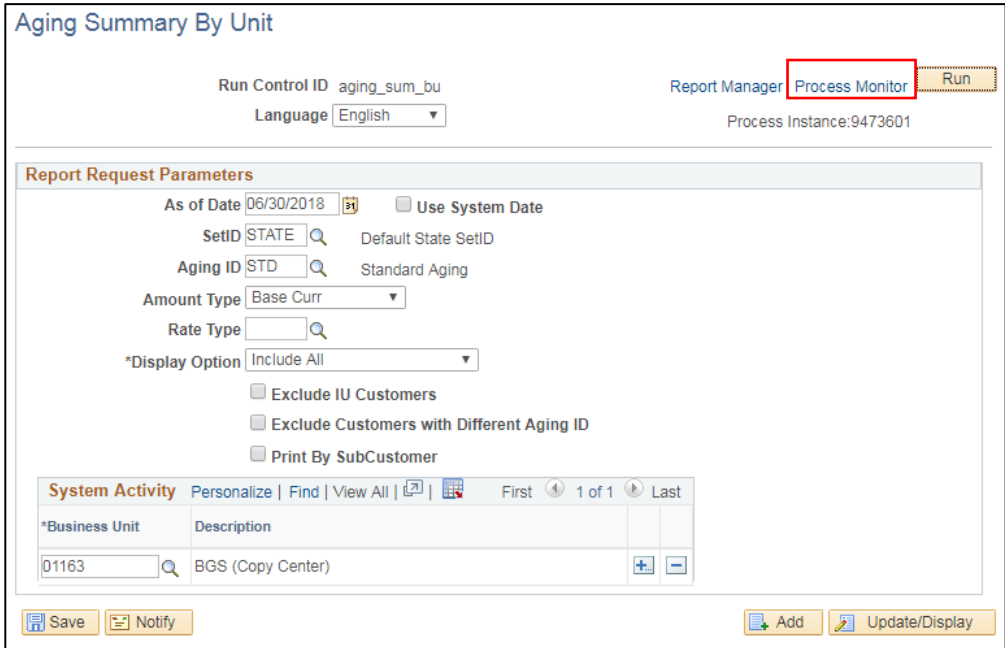
- User ID: KJAQUISH
- Run Control ID: aging_sum_bu
- Server Name: [Dropdown]
- Run Date: 01/25/2019 [Calendar icon]
- Recurrence: [Dropdown]
- Run Time: 2:10:13PM
- Time Zone: [Dropdown]
- Reset to Current Date/Time: [Button]
- Process List table:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Aging Summary by Business Unit	AR30004	SQR Report	Web	PDF	Distribution

At the bottom, there are OK and Cancel buttons. The OK button is highlighted with a red box.

Click OK

You are returned to the Aging Summary by Unit page



The Aging Summary By Unit window is displayed. It contains the following fields and controls:

- Run Control ID: aging_sum_bu
- Language: English [Dropdown]
- Report Manager: Process Monitor [Dropdown]
- Run: [Button]
- Process Instance: 9473601
- Report Request Parameters section:

As of Date: 06/30/2018 [Calendar icon] ☐ Use System Date

SetID: STATE [Search icon] Default State SetID

Aging ID: STD [Search icon] Standard Aging

Amount Type: Base Curr [Dropdown]

Rate Type: [Search icon]

*Display Option: Include All [Dropdown]

☐ Exclude IU Customers

☐ Exclude Customers with Different Aging ID

☐ Print By SubCustomer

System Activity | Personalize | Find | View All | [Icons] | First | 1 of 1 | Last

*Business Unit	Description
01163 [Search icon]	BGS (Copy Center)

At the bottom, there are Save, Notify, Add, and Update/Display buttons. The Run button in the top right is highlighted with a red box.

Click Process Monitor

The Process List page displays

Process List | Server List

View Process Request For

User ID: KJAQUISH | Type: | Last: | 1 | Hours: | Refresh

Server: | Name: | Instance From: | Instance To: |

Run Status: | Distribution Status: | Save On Refresh: ☒

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9473601		SQR Report	AR30004	KJAQUISH	01/25/2019 2:10:13PM EST	Success	Posted	Details

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

Click Details

Process Detail

Process

Instance: 9473601 | Type: SQR Report

Name: AR30004 | Description: Aging Summary by Business Unit

Run Status: Success | Distribution Status: Posted

Run | Update Process

Run Control ID: aging_sum_bu

Location: Server

Server: PSUNX

Recurrence: | Hold Request | Queue Request | Cancel Request | Delete Request | Re-send Content | Restart Request

Date/Time | Actions

Request Created On: 01/25/2019 2:11:02PM EST | Parameters | Transfer

Run Anytime After: 01/25/2019 2:10:13PM EST | Message Log

Began Process At: 01/25/2019 2:11:25PM EST | Batch Timings

Ended Process At: 01/25/2019 2:11:39PM EST | View Log/Trace

Click View Log/Trace

View Log/Trace

Report

Report ID 2619977 Process Instance 9473601 [Message Log](#)

Name AR30004 Process Type SQR Report

Run Status Success

Aging Summary by Business Unit

Distribution Details

Distribution Node FMPRD Expiration Date 02/01/2019

File List

Name	File Size (bytes)	Datetime Created
SQR_AR30004_9473601.log	1,752	01/25/2019 2:11:39.725523PM EST
ar30004_9473601.PDF	10,184	01/25/2019 2:11:39.725523PM EST
ar30004_9473601.out	0	01/25/2019 2:11:39.725523PM EST

Distribute To

Distribution ID Type *Distribution ID

User KJAQUISH

Return

Select **ar30004 PDF** file

The report opens in a new browser window:

Report ID: AR30004	PeopleSoft Receivables						Page No. 1		
Aging ID: STATE/STD	AGING SUMMARY BY BUSINESS UNIT						Run Date 01/25/2019		
Currency Base Currency	as of 30-JUN-2018						Run Time 14:11:25		
Rate Type:									
Business Unit: 01163									
Cust ID	Name	Cur	Amount	Future	Current	31-60	61-90	91-120	121 and >
01163	BGS (Copy Center)								
AG5	AG CONSUMER ASSISTANCE	USD	151.56						151.56
AGR10	AGR ARMS	USD	-695.56						-695.56
AGR7	AGR VT AG & ENVIRONMENTAL LAB	USD	-276.08						-276.08
AIL14	DAIL DBVI BARRE-MONTEPELIER	USD	50.00		50.00				
AIL17	DAIL LICENSING & PROTECTION	USD	834.00		100.00	100.00	317.00		317.00
AIL26	DAIL VR CENTRAL OFFICE	USD	50.00		50.00				
AIL27	DAIL VR BARRE	USD	257.00		257.00				
AIL28	DAIL VR BENNINGTON	USD	169.00		169.00				
AIL29	DAIL VR BRATTLEBORO	USD	50.00		50.00				
AIL3	DAIL COMMISSIONER'S OFFICE	USD	290.00		290.00				
AIL30	DAIL VR BURLINGTON	USD	50.00		50.00				
AIL32	DAIL VR MIDDLEBURY	USD	50.00		50.00				
AIL33	DAIL VR MORRISVILLE	USD	50.00		50.00				
AIL34	DAIL VR NEWPORT	USD	200.00		200.00				
AIL35	DAIL VR RUTLAND	USD	232.00		232.00				
AIL36	DAIL VR ST. ALBANS	USD	400.00		200.00				200.00
AIL38	DAIL VR SPRINGFIELD	USD	50.00		50.00				
AIL40	DAIL VR WHITE RIVER	USD	709.00		163.00				546.00
AIL6	DAIL ASSISTIVE TECHNOLOGY	USD	234.44		234.44				
AIL62	DDSD 1115 LONGTERM CARE WAIVER	USD	0.01						0.01
AIL70	DDSD GUARDIAN BURLINGTON	USD	50.00		50.00				
AIL74	DDSD GUARDIAN RUTLAND	USD	50.00		50.00				
AIL75	DDSD GUARDIAN SPRINGFIELD	USD	50.00		50.00				
AIL77	DDSD GUARDIAN PROGRAM OVERHEAD	USD	79.72		79.72				
AIL80	DDSD CENTRAL OFFICE	USD	500.45		50.00				450.45
AOT10	AOT CENTRAL GARAGE	USD	50.00		50.00				
AOT24	AOT DISTRICT 4 WHITE RIVER JCT	USD	50.00		50.00				
AOT40	AOT FINANCE & ADMINISTRATION	USD	27.93		27.93				
AOT46	AOT HWY CONSTRUCTION & MATERIA	USD	150.00						150.00
AOT58	AOT RUTLAND STATE AIRPORT	USD	209.00		159.00				50.00
BGS11	BGS BRATTLEBORO MAINTENANCE	USD	86.00		43.00		43.00		
BGS12	BGS BURLINGTON MAINTENANCE	USD	141.00		141.00				
BGS2	BGS INFORMATION CENTER ADMIN	USD	710.77		710.77				
BGS28	BGS MONTEPELIER MAINTENANCE (99	USD	50.00		50.00				
BGS34	BGS PRINT SHOP	USD	-34.60						-34.60
BGS4	BGS SPRINGFIELD MAINTENANCE	USD	388.00		194.00		194.00		
BGS45	BGS WATERBURY MAINTENANCE (990	USD	161.08		161.08				
BGS51	BGS-CASH-SURPLUS PROPERTY	USD	116.64		6.58				110.06
BGS56	BGS FLEET MANAGEMENT	USD	50.00		50.00				
BGS7	BGS ADMIN MIDDLESEX	USD	-110.06						-110.06
BGS89	BGS FPS SW DISTRICT ADMIN	USD	50.00		50.00				

Click the **Printer** icon to print

Auto Entry Type (AR01003)

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

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

Click on Add a New Value Tab

Auto Entry Type

Find an Existing Value

Add a New Value

Run Control ID auto_entry

Add

Run Control ID - Enter a Run Control ID

Click Add

The Auto Entry Type page is displayed

Auto Entry Type

Run Control ID auto_entry

Report Manager Process Monitor Run

Language English

Report Request Parameters

SetID STATE

Default State SetID

Effective Date 01/29/2019

Refresh

ChartField Selection

Personalize Find 1 of 1 First Last

Sequence	ChartField Name	Include CF

Save Notify

- **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

Auto Entry Type

Run Control ID auto_entry Report Manager Process Monitor **Run**

Language English

Report Request Parameters

SetID STATE Default State SetID

Effective Date 01/29/2019

ChartField Selection Personalize Find 1-6 of 6 First Last

Sequence	ChartField Name	Include CF
1	Account	<input checked="" type="checkbox"/>
2	Fund Code	<input checked="" type="checkbox"/>
3	Department	<input type="checkbox"/>
4	Program Code	<input type="checkbox"/>
5	Class Field	<input type="checkbox"/>
6	Project	<input type="checkbox"/>

Save Return to Search Notify

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

Process Scheduler Request

User ID KJAQUISH Run Control ID auto_entry

Server Name Run Date 01/29/2019

Recurrence Run Time 9:13:31AM Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Auto Entry Type	AR01003	SQR Report	Web	PDF	Distribution

OK Cancel

Click OK

Auto Entry Type page displays

Auto Entry Type

Run Control ID: auto_entry Report Manager: **Process Monitor** Run

Language: English ▼

Report Request Parameters

SetID: STATE Default State SetID

Effective Date: 01/29/2019 Refresh

ChartField Selection Personalize | Find | 1-6 of 6 Last

Sequence	ChartField Name	Include CF
1	Account	<input checked="" type="checkbox"/>
2	Fund Code	<input checked="" type="checkbox"/>
3	Department	<input type="checkbox"/>
4	Program Code	<input type="checkbox"/>
5	Class Field	<input type="checkbox"/>
6	Project	<input type="checkbox"/>

Save Return to Search Notify

Click Process Monitor

Process List Server List

View Process Request For

User ID: KJAQUISH Type: Last: 1 Hours Refresh

Server: Name: Instance From: Instance To: Run Status: Distribution Status: Save On Refresh

Process List Personalize | Find | View All | 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9473691		SQR Report	AR01003	KJAQUISH	01/29/2019 9:13:31AM EST	Success	Posted	Details

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

Click Details

Process Detail	
Process	
Instance 9473691	Type SQR Report
Name AR01003	Description Auto Entry Type
Run Status Success	Distribution Status Posted
Run	
Run Control ID auto_entry	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input checked="" type="checkbox"/> Delete Request <input type="radio"/> Re-send Content
Location Server	<input type="radio"/> Restart Request
Server PSUNIX	
Recurrence	
Date/Time	
Request Created On 01/29/2019 9:14:29AM EST	Parameters Transfer
Run Anytime After 01/29/2019 9:13:31AM EST	Message Log
Began Process At 01/29/2019 9:14:51AM EST	Batch Timings
Ended Process At 01/29/2019 9:15:05AM EST	View Log/Trace

Click View Log/Trace

View Log/Trace		
Report		
Report ID 2620051	Process Instance 9473691	Message Log
Name AR01003	Process Type SQR Report	
Run Status Success		
Auto Entry Type		
Distribution Details		
Distribution Node FMPRD	Expiration Date 02/05/2019	
File List		
Name	File Size (bytes)	Datetime Created
SQR_AR01003_9473691.log	1,748	01/29/2019 9:15:05.577930AM EST
ar01003_9473691.PDF	3,268	01/29/2019 9:15:05.577930AM EST
ar01003_9473691.out	45	01/29/2019 9:15:05.577930AM EST
Distribute To		
Distribution ID Type	*Distribution ID	
User	KJAQUISH	
Return		

Click ar01003 PDF file

Report opens in new window

Report ID: AR01003
SETID: STATE%
EFFDT: 29-JAN-2019

PeopleSoft Receivables AUTO ENTRY TYPE

Page No. 1
Run Date 01/29/2019
Run Time 09:14:51

SETID: STATE

System Function	Eff Date	Entry Type	Req Reason?	Det GL?	Reason	Balanced?	Det 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
					WIRE YES				Account 430000 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
					WIRE YES		WR-AR		Account 430000 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
					WIRE YES		WR-AR		Account 430000 1. CREDIT to AR Distribution Code From Control Tables 2. 100.00% DEBIT to Account 462500

Click the Printer icon to print

Business Unit Activity (AR60001)

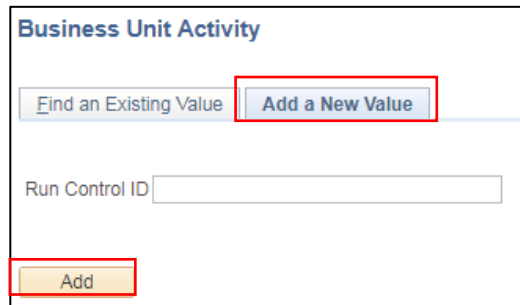
Possible situations when this report should be run: This report summarizes a business unit's accounts receivable transactions in various ways: by Entry Type, by Activity Type or by Group Type.

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

Or

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

Click on Add a New Value Tab

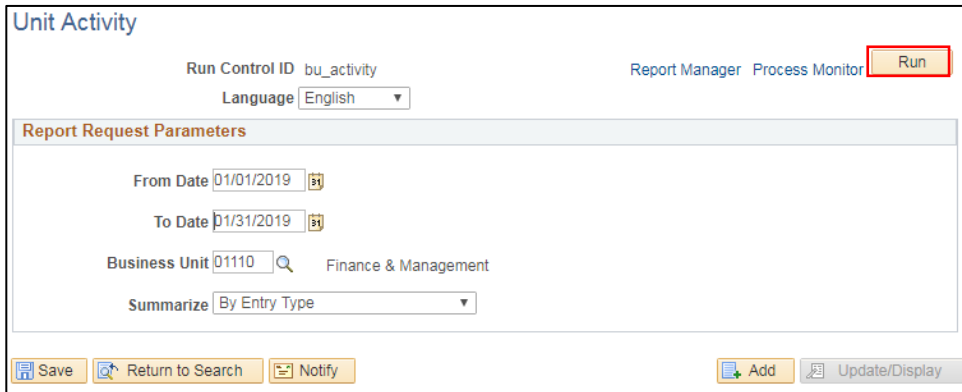


The screenshot shows the 'Business Unit Activity' form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red box. Below the tabs is a text input field labeled 'Run Control ID'. At the bottom left, there is an 'Add' button highlighted with a red box.

Run Control ID - Enter a Run Control ID

Click Add

The Unit Activity page is displayed



The screenshot shows the 'Unit Activity' report page. At the top, there is a 'Run Control ID' field with the value 'bu_activity'. To the right of this field are links for 'Report Manager' and 'Process Monitor', and a 'Run' button highlighted with a red box. Below this is a 'Language' dropdown menu set to 'English'. A section titled 'Report Request Parameters' contains several fields: 'From Date' (01/01/2019), 'To Date' (01/31/2019), 'Business Unit' (01110) with a search icon, and 'Summarize' (By Entry Type). At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

- **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

Process Scheduler Request

User ID ETEST Run Control ID bu_activity

Server Name Run Date 02/01/2019

Recurrence Run Time 8:42:27AM

Time Zone

Process List

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

Click OK

Unit Activity page displays

Unit Activity

Run Control ID bu_activity Report Manager **Process Monitor**

Language English

Report Request Parameters

From Date 01/01/2019

To Date 01/31/2019

Business Unit 01110 Finance & Management

Summarize By Entry Type

Click Process Monitor

Process List

View Process Request For

User ID ETEST Type Last 1 Hours

Server Name Instance From Instance To

Run Status Distribution Status ☒ Save On Refresh

Process List Personalize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9473826		SQR Report	AR60001	ETEST	02/01/2019 8:42:27AM EST	Success	Posted	<input type="button" value="Details"/>

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

Click Details

Process Detail	
Process	
Instance 9473826	Type SQR Report
Name AR60001	Description System Activity
Run Status Success	Distribution Status Posted
Run	Update Process
Run Control ID bu_activity	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input checked="" type="checkbox"/> Delete Request <input type="radio"/> Re-send Content
Location Server	<input type="radio"/> Restart Request
Server PSUNX	
Recurrence	
Date/Time	Actions
Request Created On 02/01/2019 8:43:12AM EST	Parameters Transfer
Run Anytime After 02/01/2019 8:42:27AM EST	Message Log
Began Process At 02/01/2019 8:43:31AM EST	Batch Timings
Ended Process At 02/01/2019 8:43:45AM EST	View Log/Trace
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Click View Log/Trace

View Log/Trace		
Report		
Report ID 2620168	Process Instance 9473826	Message Log
Name AR60001	Process Type SQR Report	
Run Status Success		
System Activity		
Distribution Details		
Distribution Node FMPRD	Expiration Date 02/08/2019	
File List		
Name	File Size (bytes)	Datetime Created
SQR_AR60001_9473826.log	1,747	02/01/2019 8:43:45.387467AM EST
ar60001_9473826.PDF	3,562	02/01/2019 8:43:45.387467AM EST
ar60001_9473826.out	0	02/01/2019 8:43:45.387467AM EST
Distribute To		
Distribution ID Type	*Distribution ID	
User	ETEST	
<input type="button" value="Return"/>		

Click ar60001 PDF file

Report opens in new window

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			
	=====				

Click the Printer icon to print

Business Unit Activity-Point in Time (ARX6000_P)

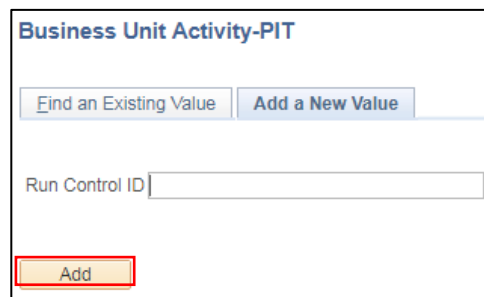
Possible situations when this report should be run: The Business Unit Activity Point in Time report lists pending item and payment activity by business unit. It can be sorted and summarized in a variety of ways by choosing a specific process as indicated below:

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

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

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

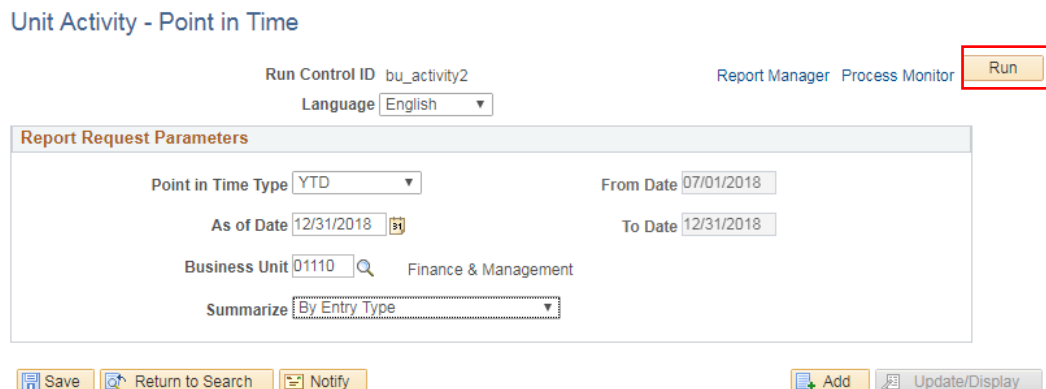
Click on the Add a New Value tab

A screenshot of the 'Business Unit Activity-PIT' dialog box. It has two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. Below the tabs is a text input field labeled 'Run Control ID'. At the bottom left, there is an 'Add' button highlighted with a red rectangle.

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

Click Add

The Unit Activity-Point in Time page displays

A screenshot of the 'Unit Activity - Point in Time' report page. At the top, it says 'Unit Activity - Point in Time'. Below that, there are fields for 'Run Control ID' (bu_activity2) and 'Language' (English). To the right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button highlighted with a red rectangle. Below these is a 'Report Request Parameters' section with a light blue header. Inside this section, there are several fields: 'Point in Time Type' (YTD), 'From Date' (07/01/2018), 'As of Date' (12/31/2018), 'To Date' (12/31/2018), 'Business Unit' (01110), and 'Summarize' (By Entry Type). At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

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

Process Scheduler Request

User ID ETEST Run Control ID bu_activity2

Server Name Run Date 02/01/2019

Recurrence Run Time 1:39:34PM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	PIT Item Activity by Entry Typ	ARX60001P	BI Publisher	Web	PDF	Distribution
<input checked="" type="checkbox"/>	PIT Item Actv - GroupType/Orig	ARX60002P	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	PIT Item Actv - Entry Type/Rsn	ARX60003P	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	PIT Item Actv by Activity Type	ARX60004P	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	PIT Item Actv - ActvTyp/Origin	ARX60005P	BI Publisher	Web	PDF	Distribution

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

Click OK

The Unit Activity-Point in Time page displays

Unit Activity - Point in Time

Run Control ID bu_activity2 Language English

Report Manager **Process Monitor**

Report Request Parameters

Point in Time Type YTD From Date 07/01/2018

As of Date 12/31/2018 To Date 12/31/2018

Business Unit 01110 Finance & Management

Summarize By Entry Type

Click Process Monitor

Process List | Server List

View Process Request For

User ID: ETEST Type: Last 1 Hours Refresh

Server: Name: Instance From: Instance To:

Run Status: Distribution Status: Save On Refresh

Process List							Personalize	Find	View All	First	1 of 1	Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details			
<input type="checkbox"/>	9473834		BI Publisher	ARX60002P	ETEST	02/01/2019 1:39:34PM EST	Success	Posted	Details			

Go back to Business Unit Activity-PIT

Save Notify

Process List | Server List

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

Click Go back to Business Unit Activity-PIT

Unit Activity - Point in Time

Run Control ID: bu_activity2 Language: English Report Manager Process Monitor Run

Report Request Parameters

Point in Time Type: YTD From Date: 07/01/2018

As of Date: 12/31/2018 To Date: 12/31/2018

Business Unit: 01110 Finance & Management

Summarize: By Entry Type

Save Return to Search Notify Add Update/Display

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	Prce Instance	Description	Request Date/Time	Format	Status	Details						
<input type="checkbox"/>	2620178	9473834	ARX60002P - ARX60002P.pdf	02/01/2019 1:41:45PM	Acrobat (*.pdf)	Posted	Details						

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

Report opens in a new window

Examples of each report option:

Entry Type (ARX60001P)

ORACLE		Report ID: ARX60001P	PeopleSoft Receivables Business Unit Item Activities by Entry Type YTD from 7/1/2018 to 12/31/2018	Page No. 1 Run Date: Feb/1/2019 Run Time: 11:08:52 AM
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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:	<u>601,865.00</u> USD	

End of Report

Group Type/Origin (ARX60002P)

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

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

Business Unit: 01110

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

End of Report

Customer Conversations (ARXCUSTCONV)

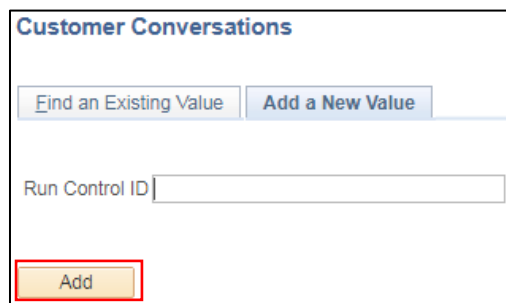
Possible situations when this report should be run: The Customer Conversations report lists the details of customer conversations, sorted by conversations and date.

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

Or

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

Click on the Add a New Value tab

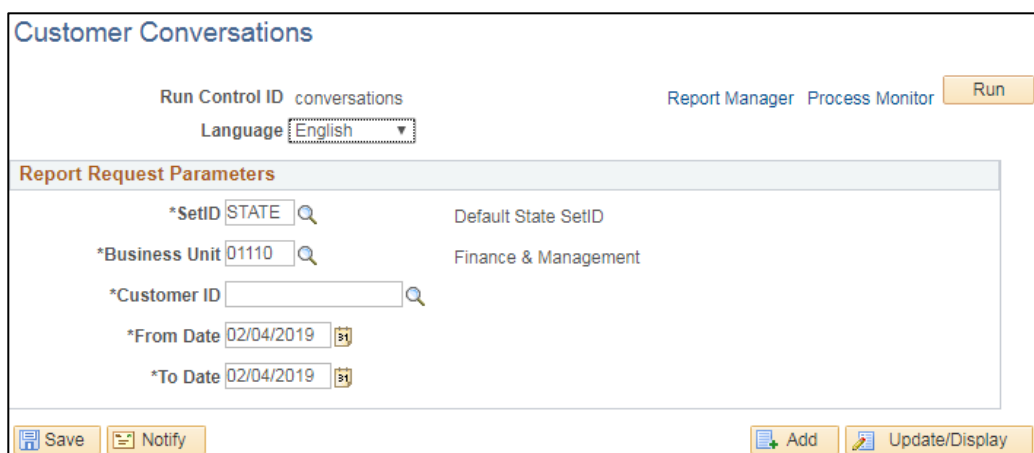


The screenshot shows a web form titled "Customer Conversations". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is selected. Below the tabs is a text input field labeled "Run Control ID". At the bottom left of the form, there is a yellow button labeled "Add", which is highlighted with a red rectangular box.

Enter a Run Control ID name

Click Add

The Customer Conversations page displays



The screenshot displays the "Customer Conversations" report page. At the top, the title "Customer Conversations" is shown. Below it, the "Run Control ID" is set to "conversations". To the right, there are links for "Report Manager" and "Process Monitor", and a yellow "Run" button. Below these, the "Language" is set to "English" with a dropdown arrow. A section titled "Report Request Parameters" contains several input fields: "*SetID" with the value "STATE", "*Business Unit" with the value "01110", "*Customer ID" (empty), "*From Date" with the value "02/04/2019", and "*To Date" with the value "02/04/2019". Each field has a magnifying glass icon for search. To the right of these fields, the text "Default State SetID" and "Finance & Management" is displayed. At the bottom of the page, there are four buttons: "Save", "Notify", "Add", and "Update/Display".

Enter information on the Customer Conversations page

(All fields are required)

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

The screenshot shows the 'Customer Conversations' report configuration page. At the top, there are links for 'Report Manager', 'Process Monitor', and a highlighted 'Run' button. Below these, the 'Run Control ID' is set to 'conversations' and the 'Language' is set to 'English'. The 'Report Request Parameters' section contains several input fields: '*SetID' (01110), '*Business Unit' (01110), '*Customer ID' (ST003), '*From Date' (01/01/2019), and '*To Date' (02/04/2019). Each field has a search icon to its right. Below the parameters, there is a row of buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

Click Run

The Process Scheduler Request window opens

The screenshot shows the 'Process Scheduler Request' window. At the top, the 'User ID' is 'ETEST' and the 'Run Control ID' is 'conversations'. Below this, there are fields for 'Server Name', 'Run Date' (02/04/2019), 'Recurrence', 'Run Time' (3:37:58PM), and 'Time Zone'. A 'Reset to Current Date/Time' button is located next to the 'Run Time' field. Below these fields is a 'Process List' table with columns: 'Select', 'Description', 'Process Name', 'Process Type', '*Type', '*Format', and 'Distribution'. The table contains one row with a checked 'Select' box, 'Customer Conversations' as the description, 'ARXCUSTCONV' as the process name, 'BI Publisher' as the process type, 'Web' as the type, 'PDF' as the format, and 'Distribution' as the distribution method. At the bottom of the window, there are 'OK' and 'Cancel' buttons.

Click OK

You are returned to the Customer Conversations page

Customer Conversations

Run Control ID: conversations Report Manager **Process Monitor** Run

Language: English ▼

Report Request Parameters

*SetID: 01110 Finance & Management

*Business Unit: 01110 Finance & Management

*Customer ID: ST003 Finance and Management

*From Date: 01/01/2019

*To Date: 02/04/2019

Save Return to Search Previous in List Next in List Notify Add Update/Display

Click Process Monitor

The Process List page displays

Process List Server List

View Process Request For

User ID: ETEST Type: Last: 1 Hours: **Refresh**

Server: Name: Instance From: 9473864 Instance To:

Run Status: Distribution Status: ☒ Save On Refresh

Process List Personalize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9473864		BI Publisher	ARXCUSTCONV	ETEST	02/04/2019 3:37:58PM EST	Success	Posted	Details

Go back to Customer Conversations

Save Notify

Process List | Server List

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

Click Go back to Customer Conversations

You are returned to the Customer Conversations page

Customer Conversations

Run Control ID conversations Report Manager Process Monitor Run

Language English ▼

Report Request Parameters

*SetID 01110 Finance & Management

*Business Unit 01110 Finance & Management

*Customer ID ST003 Finance and Management

*From Date 01/01/2019

*To Date 02/04/2019

Save Return to Search Previous in List Next in List Notify Add Update/Display

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 9473864 to

Report List Personalize Find View All First 1 of 1 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2620225	9473864	ARXCUSTCONV - ARXCUSTCONV.pdf	02/04/2019 3:38:48PM	Acrobat (*.pdf)	Posted	Details

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

Report opens in a new window

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	EEST	Contacted customer because payment was not received as promised.

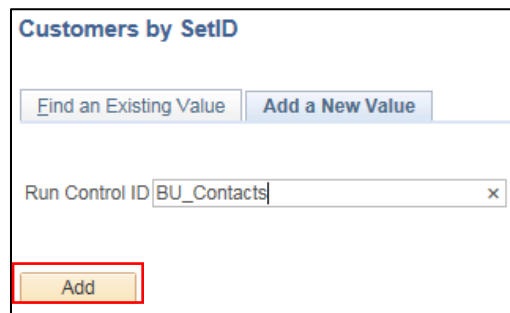
To print, click on the print icon.

Customers by Unit (AR31001)

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

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

Click the Add a New Value tab



Customers by SetID

Find an Existing Value Add a New Value

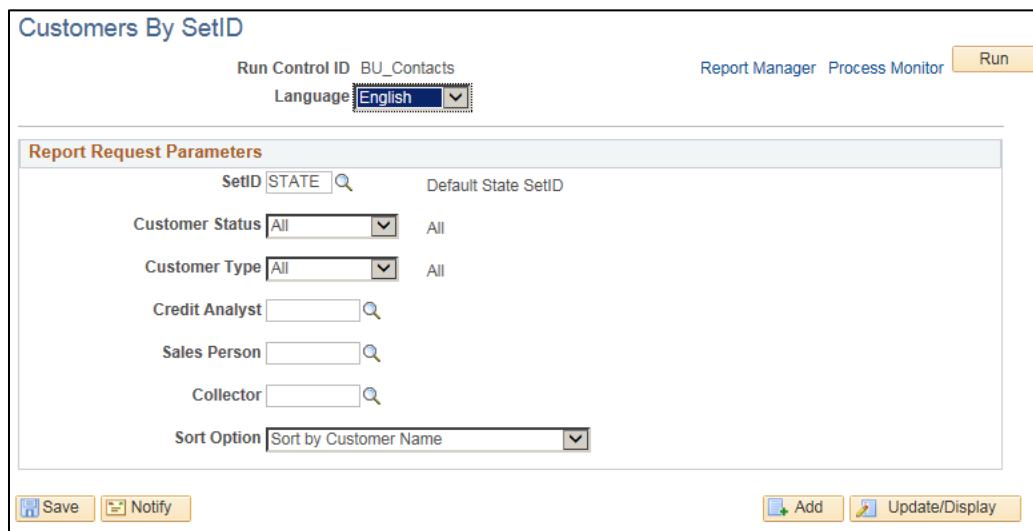
Run Control ID BU_Contacts x

Add

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

Click Add

The Customers By SetID page displays



Customers By SetID

Run Control ID BU_Contacts Report Manager Process Monitor Run

Language English

Report Request Parameters

SetID STATE Default State SetID

Customer Status All All

Customer Type All All

Credit Analyst

Sales Person

Collector

Sort Option Sort by Customer Name

Save Notify Add Update/Display

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

Customers By SetID

Run Control ID BU_Contacts [Report Manager](#) [Process Monitor](#) **Run**

Language **English**

Report Request Parameters

SetID Finance & Management

Customer Status All

Customer Type All

Credit Analyst

Sales Person

Collector

Sort Option

Click Run

The Process Scheduler Request panel opens

Process Scheduler Request

User ID ETEST Run Control ID BU_Contacts

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TableSet Customers	AR31001	SQR Report	<input type="text" value="Web"/>	<input type="text" value="PDF"/>	Distribution

Click OK

The Customers by Setid page displays

Customers By SetID

Run Control ID BU_Contacts Report Manager **Process Monitor** Run

Language: **English**

Report Request Parameters

SetID Finance & Management

Customer Status All

Customer Type All

Credit Analyst

Sales Person

Collector

Sort Option

Click Process Monitor

Process List Server List

View Process Request For

User ID Type Date Range From To Refresh

Server Name Instance From Instance To

Run Status Distribution Status ☒ Save On Refresh

Process List Personalize | Find | View All | 1 of 1 First Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9473768		SQR Report	AR31001	ETEST	01/30/2019 11:37:25AM EST	Success	Posted	Details

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

Click Details

The Process Detail page is displayed

Process Detail

Process

Instance	9473768	Type	SQR Report
Name	AR31001	Description	TableSet Customers
Run Status	Success	Distribution Status	Posted

Run **Update Process**

Run Control ID	BU_Contacts	<input type="radio"/> Hold Request
Location	Server	<input type="radio"/> Queue Request
Server	PSUNX	<input type="radio"/> Cancel Request
Recurrence		<input checked="" type="radio"/> Delete Request
		<input type="radio"/> Re-send Content <input type="radio"/> Restart Request

Date/Time **Actions**

Request Created On	01/30/2019 11:38:48AM EST	Parameters	Transfer
Run Anytime After	01/30/2019 11:37:25AM EST	Message Log	
Began Process At	01/30/2019 11:39:11AM EST	Batch Timings	
Ended Process At	01/30/2019 11:39:26AM EST	View Log/Trace	

OK Cancel

Go View Log/Trace

The View Log/Trace page is displayed

View Log/Trace

Report

Report ID	2620117	Process Instance	9473768	Message Log
Name	AR31001	Process Type	SQR Report	
Run Status	Success			

TableSet Customers

Distribution Details

Distribution Node	FMPRD	Expiration Date	02/06/2019
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File List

Name	File Size (bytes)	Datetime Created
SQR_AR31001_9473768.log	1,747	01/30/2019 11:39:26.170726AM EST
ar31001_9473768.PDF	7,114	01/30/2019 11:39:26.170726AM EST
ar31001_9473768.out	0	01/30/2019 11:39:26.170726AM EST

Distribute To

Distribution ID Type	*Distribution ID
User	EEST

Return

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

Report ID: AR31001
 SETID: 01110
 Customer Type: ALL VALUES
 Credit Analyst: ALL VALUES
 Salesperson: ALL VALUES
 Collector: ALL VALUES
 Status: ALL VALUES

PeopleSoft Receivables
 TABLESET CUSTOMERS

Page No. 1
 Run Date 01/30/2019
 Run Time 11:39:11

SETID: 01110

Customer	Name	Address Description	City	St	Postal	Phone	Fax	Corp Cust	Type	Credit	Sales	Cllet	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

To print, click on the print icon.

Customer Item Inquiry Report (ARX34003)

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

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

Item List page is displayed

Search Result Totals						
Debits	Debit Amount					Currency
Credits	Credit Amount					Currency
Total						Currency
Selected						Currency

The following are required fields:

SetID - Enter valid value or select value

Unit - Enter valid value or select value

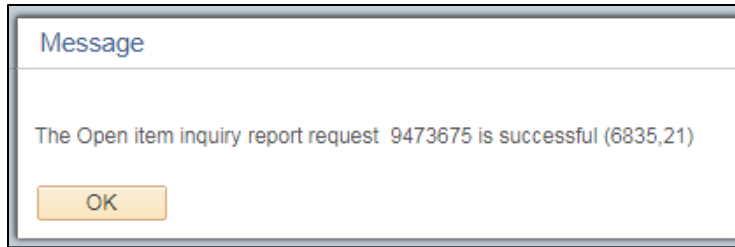
Customer - Enter valid value or select value

Level - Leave default value of No Relationship

Status – Leave default of Open

Click Go

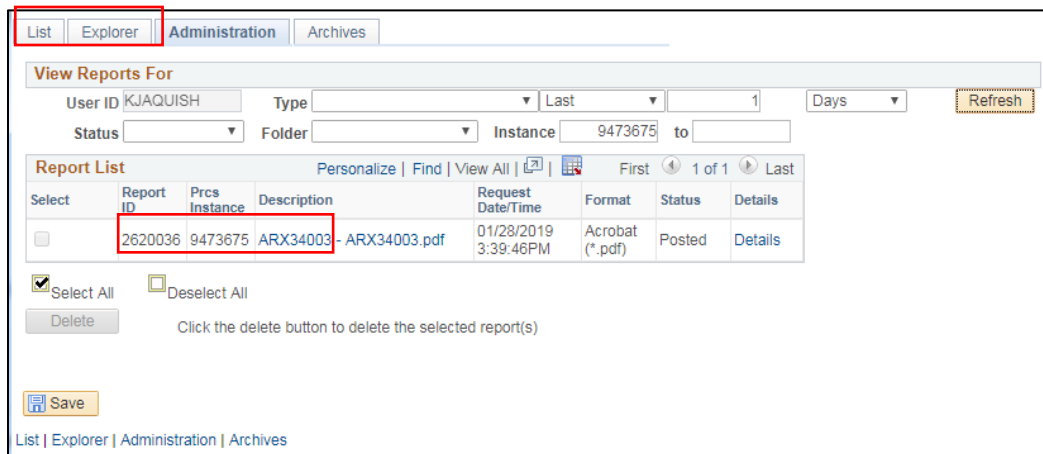
Message box appears which confirms the report is processing and gives the report request number



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:

ORACLE®		Report ID: ARX34003		PeopleSoft Accounts Receivable AR Customer Item Inquiry			Page No. 1 Run Date 1/28/2019 Run Time 15:39:46 PM		
Business Unit Customer		01110 ST012							
Item ID	Line	Entry Type	Balance	Reference	Accounting Date	Due Date	Dispute Status and Amount	Terms	Discount Date and Amount
FY1901110_ST012	0	WR	2,279.00	USD	10/5/2018	10/5/2018	0.00	DUR	0.00
FEES112618	1	WR	1,450.00	USD	11/26/2018	11/26/2018	0.00	DUR	0.00
			3,729.00	USD					
End Of Report									

Click the **Printer** icon to print

Customer Statements (AR32000)

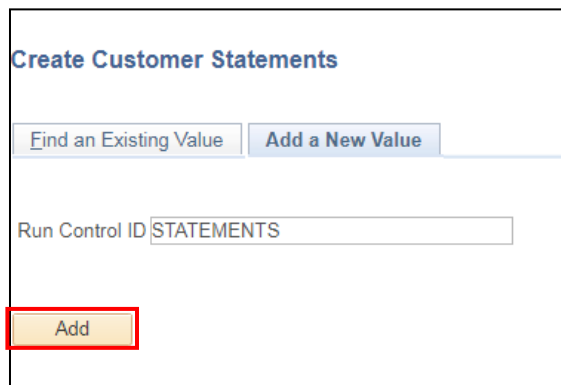
Possible situations when this report should be run: Customer Statements list all open receivables for customers by business unit and are intended to be sent to customers monthly as a collection tool.

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

Or

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

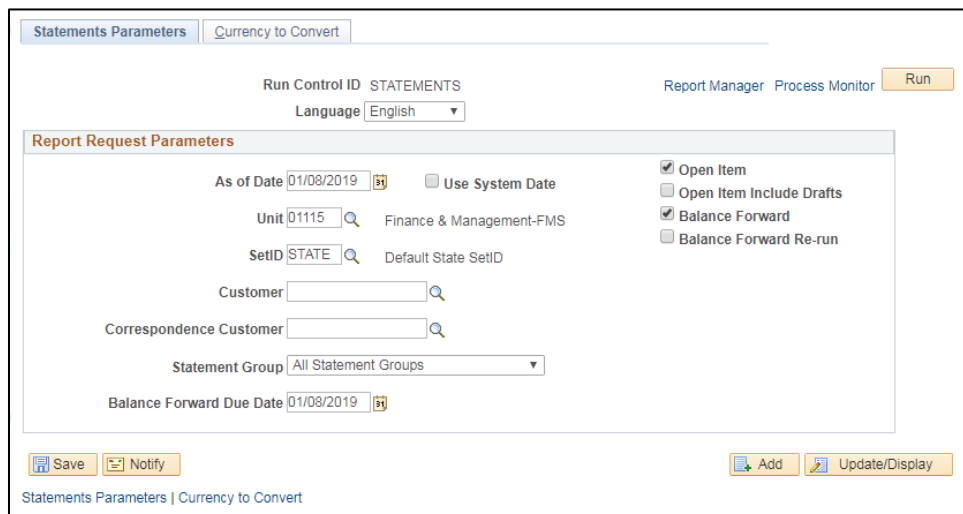
Click on the Add a New Value tab



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

Click the Add Button

The Statements Parameters page displays



Enter information on the Statement Parameters page

- **As of Date** - Enter appropriate As of Date
- **Unit** - Enter appropriate Business Unit
- **Set ID** – Enter appropriate **Set ID = Business Unit**, with the exception of BGS and DOC
- **Customer** – Leave blank for all and % will default OR enter appropriate customer ID
- **Correspondence Customer** – Leave blank for all and % will default
- **Statement Group** – All Statement Groups
- **Balance Forward Due Date** – Defaults to current date. May be overwritten prior to deselecting Balance Forward checkbox. (This field is grayed out after Balance Forward is deselected.)
- **Open Item** – Select
- **Balance Forward** - Deselect

The screenshot shows the 'Statements Parameters' web form. At the top, there are tabs for 'Statements Parameters' and 'Currency to Convert'. Below these, the 'Run Control ID' is set to 'STATEMENTS' and the 'Language' is 'English'. A 'Run' button is highlighted with a red rectangle. The 'Report Request Parameters' section contains several input fields: 'As of Date' (01/08/2019), 'Unit' (01106), 'SetID' (BGS), 'Customer' (SA1), 'Correspondence Customer' (%), 'Statement Group' (All Statement Groups), and 'Balance Forward Due Date' (01/08/2019). There are also checkboxes for 'Open Item', 'Open Item Include Drafts', 'Balance Forward', and 'Balance Forward Re-run'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Click the Run button

The Process Schedule request page opens

Process Scheduler Request

User ID KJAQUISH Run Control ID STATEMENTS

Server Name Run Date 01/08/2019

Recurrence Run Time 1:11:25PM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PS/AR Statements -Preprocessor	ARSTMT	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	PS/AR Statements	STATEMNT	PSJob	(None)	(None)	Distribution

Process List

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

Click OK

The Statements Parameters page displays

Statements Parameters

Run Control ID STATEMENTS Report Manager **Process Monitor**

Language English Process Instance: 9472554

Report Request Parameters

As of Date 01/08/2019 ☐ Use System Date ☒ Open Item

Unit 01106 ADSTelecommunications/VOIP ☐ Open Item Include Drafts

SetID BGS Building & General Services ☐ Balance Forward

Customer SA1 SA ADDISON COUNTY ☐ Balance Forward Re-run

Correspondence Customer %

Statement Group All Statement Groups

Balance Forward Due Date 01/08/2019

Statements Parameters | Currency to Convert

Click Process Monitor

Process List | Server List

View Process Request For

User ID: KJAQUISH Type: [v] Last: [v] 1 Days Refresh

Server: [v] Name: [v] Instance From: [v] Instance To: [v]

Run Status: [v] Distribution Status: [v] ☒ Save On Refresh

Process List							Personalize	Find	View All	First	1 of 1	Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details			
<input type="checkbox"/>	9472554		PSJob	ARSTMT	KJAQUISH	01/08/2019 1:11:25PM EST	Success	Posted	Details			

Save Notify

Process List | Server List

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

To Print Statement:

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

Or

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

On the Find an Existing Value Tab

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

Statement Print

Run Control ID: STATEMENTS Language: English

Report Manager Process Monitor **Run**

Report Request Parameters

Statement Number: 6741

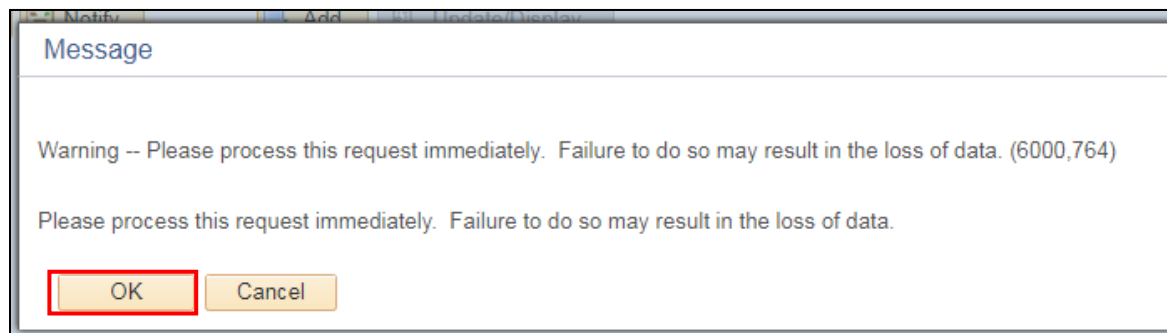
Customer ID: SA1

☐ Delete After Print

Save Return to Search Notify Add Update/Display

Click Run

You may receive a warning message to “Please Process this request immediately”



Click OK

Process Scheduler Request page is displayed

The "Process Scheduler Request" form displays configuration options for a scheduled process. At the top, it shows "User ID KJAQUISH" and "Run Control ID STATEMENTS". Below this, there are fields for "Server Name", "Run Date" (01/08/2019), "Recurrence", "Run Time" (1:28:50PM), and "Time Zone". A "Reset to Current Date/Time" button is located next to the Run Time field. The main section is titled "Process List" and contains a table with columns: Select, Description, Process Name, Process Type, *Type, *Format, and Distribution. The table lists several processes, with "Customer Statement Print" (ARX32000) selected, indicated by a red rectangle around its row. At the bottom, there are "OK" and "Cancel" buttons, with the "OK" button highlighted by a red rectangle.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	PS/AR Statements Print	ARSTPRT	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	Customer Statement Print	ARX32000	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	XMLP BalanceForward Statement	ARX32001	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	XMLP Draft Customer Statement	ARX32002	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Customer Stmt Print w/Agiro	ARX32A00	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Balance Forward Stmt P w/Agiro	ARX32A01	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	XMLP Statment Bursting Program	AR_STMTS_XML	Application Engine	Web	TXT	Distribution

Select Customer Statement Print ARX32000

Click OK

You are returned to the Statement Print Parameters Page

Statement Print

Run Control ID STATEMENTS Report Manager **Process Monitor** Run

Language English Process Instance: 9472559

Report Request Parameters

Statement Number 6741

Customer ID SA1

☐ Delete After Print

Save Return to Search Notify Add Update/Display

Click Process Monitor

Process List Server List

View Process Request For

User ID KJAQUISH Type Last 10 Days Refresh

Server Name Instance From 9472725 Instance To

Run Status Distribution Status ☒ Save On Refresh

Process List Personalize Find View All First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9472725		BI Publisher	ARX32000	KJAQUISH	01/10/2019 10:16:22AM EST	Success	Posted	Details

Go back to Print Statements

Save Notify

Process List | Server List

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

Click Go back to Print Statements

Statement Print Parameters page is displayed

Statement Print

Run Control ID: STATEMENTS

Language: English

Process Instance: 9472559

Report Request Parameters

Statement Number: 6741

Customer ID: SA1

☐ Delete After Print

Buttons: Save, Return to Search, Notify, Add, Update/Display

Report Manager Process Monitor Run

Click Report Manager

Click on the Administration tab

List Explorer **Administration** Archives

View Reports For

User ID: KJAQUISH Type: Last 1 Days Refresh

Status: Folder: Instance: to:

Report List Personalize Find View All First 1-4 of 4 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2618875	9472558	ARX32000S - ARX32000S.pdf	01/08/2019 1:30:59PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2618873	9472558	PS/AR Statements	01/08/2019 1:17:45PM	Text Files (*.txt)	Posted	Details

Click on the link for the ARX32000S.pdf

Report will open in a new window

ADS-Telecom/VOIP (43669)	Statement Number: 6741 Statement Date: 01/08/2019 Customer Number: SA1 Send payment to: ADS-Telecom/VOIP (43669) Agency of Digital Services 133 State Street Drawer 33 Montpelier, VT 05633-3701
SA ADDISON COUNTY 110 STATE ST 2ND FLOOR MONTPELIER, VT 05633-6401	

Invoice Date	Invoice ID and Line	Entry Type	Item Activity	Amount Due	Document	Payment	Discount
Customer: SA ADDISON COUNTY							
11/10/2018	69162400 /0	Invoice	1.00	1.00			
11/12/2018	69162402 /0	Invoice	1.00	1.00			
Total for SA ADDISON COUNTY				2.00			
Total for 01106				2.00			
Statement Total				2.00			
	Future	0 - 30	31 - 60	61 - 90	Over 90	Total	
No. of Items	0	0	2	0	0	2	
Amount	0.00	0.00	2.00	0.00	0.00	2.00 USD	

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

To print, click on the print icon

Deposit Control (AR20001)

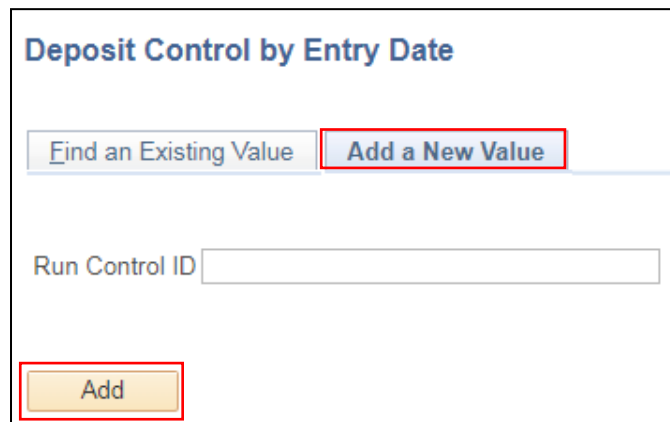
Possible situations when this report should be run: The Deposit Control report (also called Deposit Summary) lists detailed information for deposits entered over a range of entry dates.

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

Or

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

Click Add a New Value



Deposit Control by Entry Date

Find an Existing Value Add a New Value

Run Control ID

Add

Run Control ID - Enter a Run Control ID

Click Add

The Deposit Control by Entry Date page is displayed

Deposit Control by Entry Date

Run Control ID DEPOSIT_CTRL Report Manager Process Monitor **Run**

Language English ▼

Report Request Parameters

From Date 07/01/2018 [B]

To Date 12/05/2018 [B]

Unit 02120 [Q] Judiciary

Amount Type Base Curr ▼

User ID [Q]

Deposit Type [Q]

Bank Code [Q] Bank Account [Q]

Posting Status Not Posted ▼

Save Return to Search Notify Add Update/Display

- **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

Process Scheduler Request

User ID KJAQUISH Run Control ID DEPOSIT_CTRL

Server Name [Q] Run Date 01/14/2019 [B]

Recurrence [Q] Run Time 2:24:51PM Reset to Current Date/Time

Time Zone [Q]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Deposit Control by Entry Date	AR20001	SQR Report	Web ▼	PDF ▼	Distribution

OK Cancel

Click OK

Deposit control By Entry Date page displays

Deposit Control by Entry Date

Run Control ID DEPOSIT_CTRL Report Manager **Process Monitor** **Run**

Language English ▼

Report Request Parameters

From Date 07/01/2018 [icon]

To Date 12/05/2018 [icon]

Unit 02120 [icon] Judiciary

Amount Type Base Curr ▼

User ID [icon]

Deposit Type [icon]

Bank Code [icon] Bank Account [icon]

Posting Status Not Posted ▼

Save Return to Search Notify Add Update/Display

Click Process Monitor

Process List Server List

View Process Request For

User ID KJAQUISH [icon] Type ▼ Last ▼ 10 Minutes ▼ **Refresh**

Server ▼ Name [icon] Instance From [icon] Instance To [icon]

Run Status ▼ Distribution Status ▼ ☒ Save On Refresh

Process List							Personalize	Find	View All	First	1 of 1	Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details			
<input type="checkbox"/>	9472988		SQR Report	AR20001	KJAQUISH	01/14/2019 11:56:45AM EST	Success	Posted	Details			

[Go back to Deposit Control by Entry Date](#)

Save Notify

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

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

Click Details

Process Detail	
Process	
Instance 9472988	Type SQR Report
Name AR20001	Description Deposit Control by Entry Date
Run Status Success	Distribution Status Posted
Run	Update Process
Run Control ID DEPOSIT_CTRL	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSUNX	<input type="radio"/> Cancel Request
Recurrence	<input type="radio"/> Delete Request
	<input type="radio"/> Re-send Content
	<input type="radio"/> Restart Request
Date/Time	Actions
Request Created On 01/14/2019 11:56:54AM EST	Parameters Transfer
Run Anytime After 01/14/2019 11:56:45AM EST	Message Log
Began Process At 01/14/2019 11:57:05AM EST	Batch Timings
Ended Process At 01/14/2019 11:57:20AM EST	View Log/Trace
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Click **View Log/Trace**

View Log/Trace	
Report	
Report ID 2619341	Process Instance 9472988 Message Log
Name AR20001	Process Type SQR Report
Run Status Success	
Deposit Control by Entry Date	
Distribution Details	
Distribution Node FMPRD	Expiration Date 01/21/2019
File List	
Name	File Size (bytes) Datetime Created
SQR_AR20001_9472988.log	1,752 01/14/2019 11:57:20.078029AM EST
ar20001_9472988.PDF	2,976 01/14/2019 11:57:20.078029AM EST
ar20001_9472988.out	25 01/14/2019 11:57:20.078029AM EST
Distribute To	
Distribution ID Type	*Distribution ID
User	KJAQUISH
<input type="button" value="Return"/>	

Click **ar20001 PDF file**

Report opens in new window

Report ID: AR20001										PeopleSoft Receivables				Page No. 1	
Business Unit: 02120%										DEPOSIT SUMMARY				Run Date 12/05/2018	
Report Currency: Base Amount										For 01-JUL-2018 through 05-DEC-2018				Run Time 14:33:58	
Operator: ALL VALUES															
Deposit Type: ALL VALUES															
Bank Account: ALL VALUES															
Post Status: Not Posted															
Entry Date	Unit	Deposit ID	Oper	Assn Oper	Type	Bank	Acct	Bal	Post Status	Control Amount	Entered Amount	Posted Amount	Journalled Amt		
10/17/2018	02120	2120W101718WM	JPERRON	JPERRON	D	PEOP3	0021	Yes	Not Posted	242.00	242.00	0.00	0.00		
Total For 02120										242.00	242.00	0.00	0.00	USD	
Total For 10/17/2018										242.00	242.00	0.00	0.00	USD	
GRAND TOTAL FOR USD										242.00	242.00	0.00	0.00	USD	

Click printer icon to print

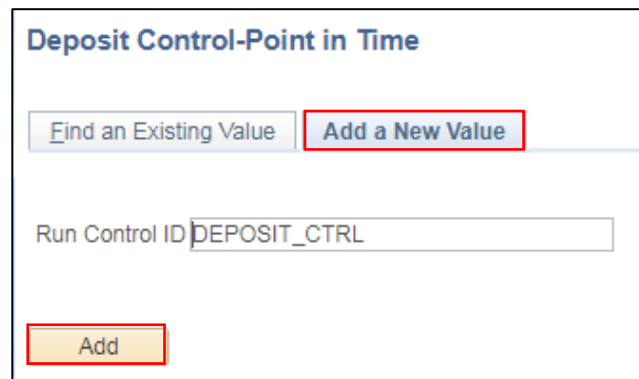
Deposit Control – Point in Time (ARX20001P)

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

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

Or

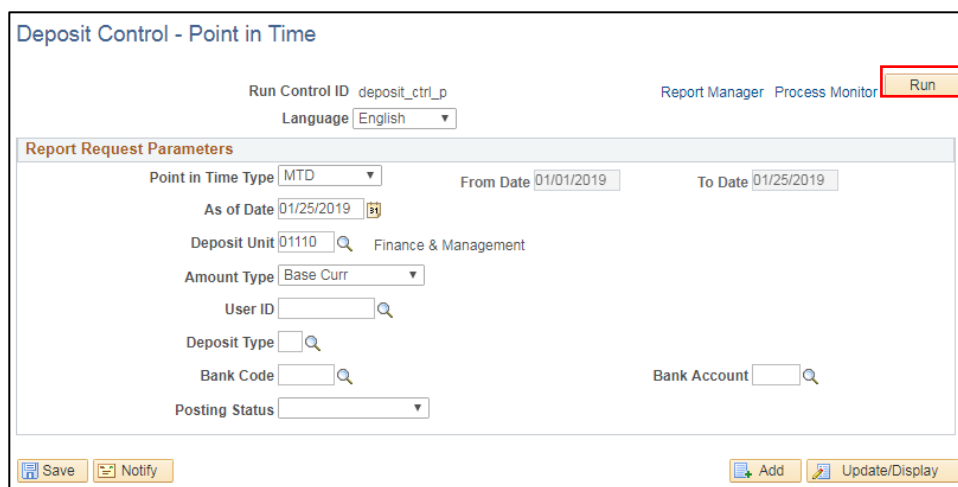
Navigator Menu Navigation: Accounts Receivable > Payments > Reports > Deposit Control by Entry Date



Click Add a New Value

Click Add

The Deposit Control – Point in Time page is displayed



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

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

Click Run

Process Scheduler Request page opens

Process Scheduler Request

User ID KJAQUISH Run Control ID deposit_ctrl_p

Server Name Run Date 01/25/2019

Recurrence Run Time 3:39:43PM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Point in Time Deposit Control	ARX20001P	BI Publisher	Web	PDF	Distribution

Click OK

Deposit Control-Point in Time page displays

Deposit Control - Point in Time

Run Control ID deposit_ctrl_p Report Manager

Language English Process Instance:9473610

Report Request Parameters

Point in Time Type MTD From Date 01/01/2019 To Date 01/25/2019

As of Date 01/25/2019

Deposit Unit 01110

Amount Type Base Curr

User ID %

Deposit Type %

Bank Code %

Bank Account %

Posting Status All

Click Process Monitor

Process List | Server List

View Process Request For

User ID: KJAQUISH Type: Last 1 Hours **Refresh**

Server: Name: Instance From: 9473610 Instance To:

Run Status: Distribution Status: ☒ Save On Refresh

Process List Personalize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9473610		BI Publisher	ARX20001P	KJAQUISH	01/25/2019 3:39:43PM EST	Success	Posted	Details

[Go back to Deposit Control-Point in Time](#)

Process List | Server List

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

Click Go back to Deposit Control-Point in Time

You are returned to the Deposit Control Point in Time page

Deposit Control - Point in Time

Run Control ID: deposit_ctrl_p Language: English **Report Manager** Process Monitor Run

Process Instance: 9473610

Report Request Parameters

Point in Time Type: MTD From Date: 01/01/2019 To Date: 01/25/2019

As of Date: 01/25/2019

Deposit Unit: 01110 Finance & Management

Amount Type: Base Curr

User ID: %

Deposit Type: %

Bank Code: % Bank Account: %

Posting Status: All

Click Report Manager

Click on the Administration tab

List | Explorer | **Administration** | Archives

View Reports For

User ID: KJAQUISH Type: Last 1 Days **Refresh**

Status: Folder: Instance: 9473610 to:

Report List Personalize | Find | View All | First 1 of 1 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2619987	9473610	ARX20001P - ARX20001P.pdf	01/25/2019 3:40:48PM	Acrobat (*.pdf)	Posted	Details

Click on link for the **ARX20001P** report

The report opens in a new window

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

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

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

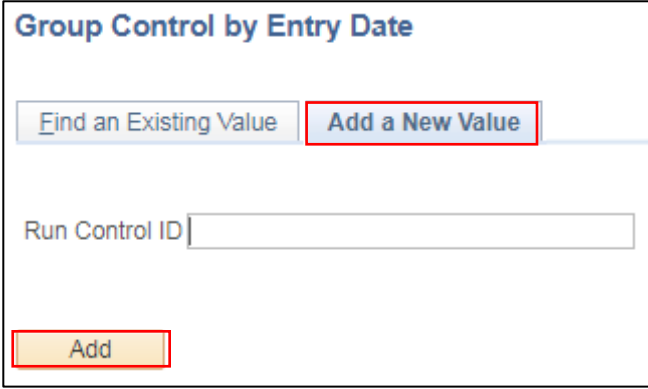
Click on the Printer icon to print the report

Group Control by Entry Date (AR11001)

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

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

Click on the Add a New Value tab

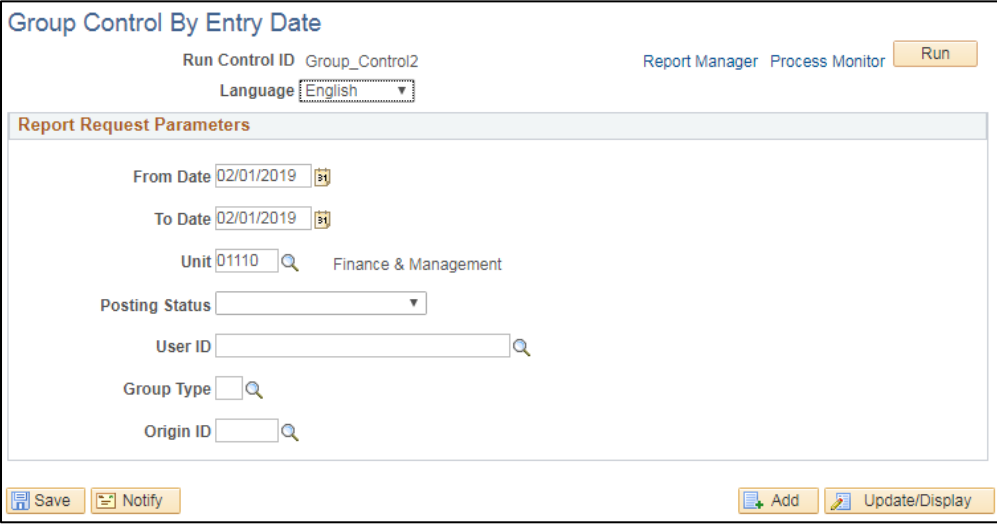


The screenshot shows a web form titled "Group Control by Entry Date". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is highlighted with a red border. Below the tabs is a text input field labeled "Run Control ID". At the bottom left, there is a yellow button labeled "Add", also highlighted with a red border.

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

Click Add

The Group Control by Entry Date page displays



The screenshot shows the "Group Control By Entry Date" report page. At the top, it displays "Run Control ID Group_Control2" and "Language English". There are links for "Report Manager", "Process Monitor", and a "Run" button. Below this is a section titled "Report Request Parameters" containing several input fields: "From Date" (02/01/2019), "To Date" (02/01/2019), "Unit" (01110) with a search icon, "Posting Status" (a dropdown menu), "User ID" (a text field with a search icon), "Group Type" (a text field with a search icon), and "Origin ID" (a text field with a search icon). At the bottom, there are buttons for "Save", "Notify", "Add", and "Update/Display".

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

Group Control By Entry Date

Run Control ID Group_Control Report Manager Process Monitor **Run**

Language English

Report Request Parameters

From Date 11/01/2018

To Date 01/31/2019

Unit 01106 ADTelecommunications/VOIP

Posting Status Complete

User ID

Group Type

Origin ID

Save Return to Search Notify Add Update/Display

Click Run

The Process Scheduler Request page opens

Process Scheduler Request

User ID ETEST Run Control ID Group_Control

Server Name Run Date 02/01/2019

Recurrence Run Time 10:57:13AM Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Group Control by Entry Date	AR11001	SQR Report	Web	PDF	Distribution

OK Cancel

Click OK

The Group Control by Entry Date page displays

Group Control By Entry Date

Run Control ID Group_Control Report Manager **Process Monitor** Run

Language English

Report Request Parameters

From Date 11/01/2018 To Date 01/31/2019

Unit 01106 ADSTelecommunications/VOIP

Posting Status Complete

User ID

Group Type

Origin ID

Save Return to Search Notify Add Update/Display

Click Process Monitor

Process List **Server List**

View Process Request For

User ID ETEST Type Last 1 Hours Refresh

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List Personalize Find View All 1 of 1 First Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9473828		SQR Report	AR11001	ETEST	02/01/2019 10:57:13AM EST	Success	Posted	Details

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

Click Details

The Process Detail page is displayed

Process Detail

Process

Instance	9473828	Type	SQR Report
Name	AR11001	Description	Group Control by Entry Date
Run Status	Success	Distribution Status	Posted

Run Update Process

Run Control ID	Group_Control	<input type="radio"/> Hold Request
Location	Server	<input type="radio"/> Queue Request
Server	PSUNX	<input type="radio"/> Cancel Request
Recurrence		<input checked="" type="radio"/> Delete Request
		<input type="radio"/> Re-send Content <input type="radio"/> Restart Request

Date/Time Actions

Request Created On	02/01/2019 10:58:56AM EST	Parameters	Transfer
Run Anytime After	02/01/2019 10:57:13AM EST	Message Log	
Began Process At	02/01/2019 10:59:07AM EST	Batch Timings	
Ended Process At	02/01/2019 10:59:21AM EST	View Log/Trace	

OK Cancel

Go View Log/Trace

The View Log/Trace page is displayed

View Log/Trace

Report

Report ID	2620170	Process Instance	9473828	Message Log
Name	AR11001	Process Type	SQR Report	
Run Status	Success			

Group Control by Entry Date

Distribution Details

Distribution Node	FMPRD	Expiration Date	02/08/2019
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File List

Name	File Size (bytes)	Datetime Created
SQR_AR11001_9473828.log	1,751	02/01/2019 10:59:21.536681AM EST
ar11001_9473828.PDF	6,938	02/01/2019 10:59:21.536681AM EST
ar11001_9473828.out	0	02/01/2019 10:59:21.536681AM EST

Distribute To

Distribution ID Type	*Distribution ID
User	Etest

Return

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

Report opens in a new window

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

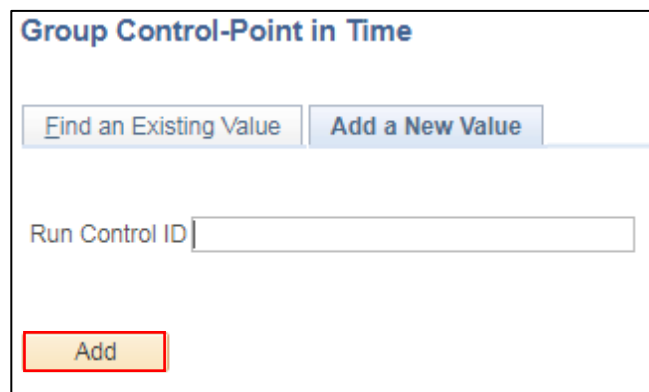
To print, click on the print icon.

Group Control-Point in Time (AR11001)

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

Navigator Menu Navigation: Accounts Receivable > Pending Items > Reports > Group Control-Point in Time

Click on the Add a New Value tab

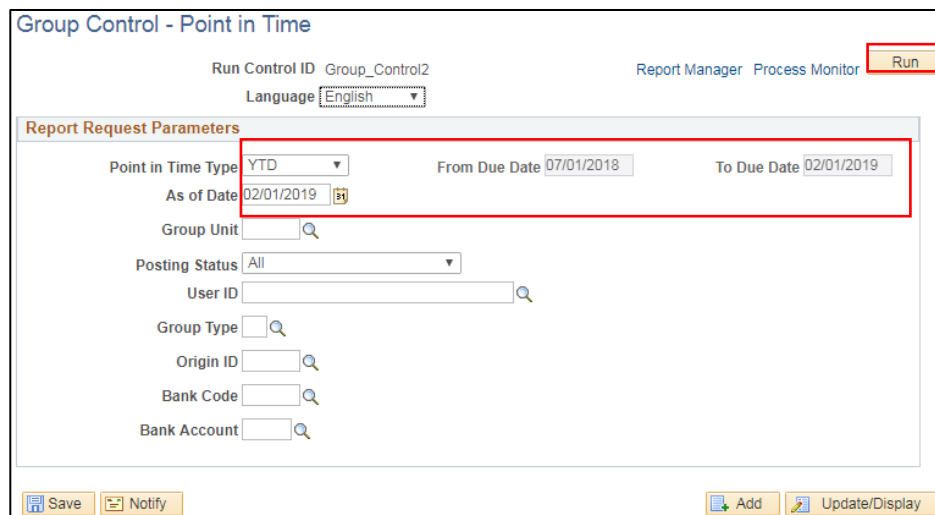


The screenshot shows a web form titled "Group Control-Point in Time". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value". Below the tabs is a text input field labeled "Run Control ID". At the bottom left, there is a yellow button labeled "Add".

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

Click Add

The Group Control-Point in Time page displays



The screenshot shows the "Group Control - Point in Time" report page. At the top, there is a header with "Run Control ID Group_Control2", "Report Manager", "Process Monitor", and a yellow "Run" button. Below the header is a "Language" dropdown menu set to "English". The main section is titled "Report Request Parameters" and contains several input fields: "Point in Time Type" (YTD), "From Due Date" (07/01/2018), "To Due Date" (02/01/2019), "As of Date" (02/01/2019), "Group Unit", "Posting Status" (All), "User ID", "Group Type", "Origin ID", "Bank Code", and "Bank Account". At the bottom, there are buttons for "Save", "Notify", "Add", and "Update/Display".

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

Group Control - Point in Time

Run Control ID Group_Control2 Report Manager Process Monitor **Run**

Language English

Report Request Parameters

Point in Time Type YTD From Due Date 07/01/2018 To Due Date 09/30/2018

As of Date 09/30/2018

Group Unit 01106 ADSTelecommunications/VOIP

Posting Status Complete

User ID

Group Type

Origin ID

Bank Code

Bank Account

Save Notify Add Update/Display

Click Run

The Process Scheduler Request page opens

Process Scheduler Request

User ID: ETEST Run Control ID: Group_Control2

Server Name: Run Date: 02/01/2019

Recurrence: Run Time: 11:55:20AM

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	AR11001PIT Group Control	ARX11001P	BI Publisher	Web	PDF	Distribution

Click OK

The Group Control-Point in Time page displays

Group Control - Point in Time

Run Control ID: Group_Control2 Report Manage **Process Monitor**

Language: English Process Instance: 9473833

Report Request Parameters

Point in Time Type: YTD From Due Date: 07/01/2018 To Due Date: 09/30/2018

As of Date: 09/30/2018

Group Unit: 01106 ADSTelecommunications/VOIP

Posting Status: Complete

User ID: %

Group Type: %

Origin ID:

Bank Code: %

Bank Account: %

Click Process Monitor

Process List | Server List

View Process Request For

User ID: ETEST Type: Last 1 Hours Refresh

Server: Name: Instance From: 9473833 Instance To: Save On Refresh

Run Status: Distribution Status: ☒ Save On Refresh

Process List Personalize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9473833		BI Publisher	ARX11001P	ETEST	02/01/2019 11:55:20AM EST	Success	Posted	Details

Go back to Group Control-Point in Time

Save Notify

Process List | Server List

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

Click Go back to Group Control-Point in Time

Group Control - Point in Time

Run Control ID: Group_Control2 Language: English Process Instance: 9473833

Report Manager Process Monitor Run

Report Request Parameters

Point in Time Type: YTD From Due Date: 07/01/2018 To Due Date: 09/30/2018

As of Date: 09/30/2018

Group Unit: 01106 ADTelecommunications/VOIP

Posting Status: Complete

User ID: %

Group Type: %

Origin ID: %

Bank Code: %

Bank Account: %

Save Notify Add Update/Display

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	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2620176	9473833	ARX11001P - ARX11001P.pdf	02/01/2019 11:57:48AM	Acrobat (*.pdf)	Posted	Details

Click on the link for the ARX11001P.pdf

Report opens in a new window

PeopleSoft Accounts Receivable											Page No		1	
Group Control for Business Unit 01106											Run Date		02/01/2019	
From 07/01/2018 to 09/30/2018											Run Time		8:57:46 AM	
Report ID: ARX11001P														
Entry Date	Group Business Unit	Group ID	Group Type	Operator	Assigned Operator	Origin	Balanced	Post Status	Bank	Account	Entered Amount	Posted Total	Control Total Amount	Control Total Count
07/09/2018	01106	143080	P	LLABO NT	LLABOUN T	PS_AR	Yes	C	GOVNT	001	-102.32	-102.32	-102.32	1
	01106	143081	P	LLABO NT	LLABOUN T	PS_AR	Yes	C	GOVNT	001	-97.84	-97.84	-97.84	1
	01106	143082	P	LLABO NT	LLABOUN T	PS_AR	Yes	C	GOVNT	001	-95.80	-95.80	-95.80	1
	01106	143083	P	LLABO NT	LLABOUN T	PS_AR	Yes	C	GOVNT	001	-93.69	-93.69	-93.69	1
	01106	143084	P	LLABO NT	LLABOUN T	PS_AR	Yes	C	GOVNT	001	652.54	652.54	652.54	1
	01106	143085	P	LLABO NT	LLABOUN T	PS_AR	Yes	C	GOVNT	001	-360.10	-360.10	-360.10	1
	01106	143086	P	LLABO NT	LLABOUN T	PS_AR	Yes	C	GOVNT	001	-310.10	-310.10	-310.10	1
	01106	143087	P	LLABO NT	LLABOUN T	PS_AR	Yes	C	GOVNT	001	-294.00	-294.00	-294.00	1
	01106	143088	P	LLABO NT	LLABOUN T	PS_AR	Yes	C	GOVNT	001	-302.10	-302.10	-302.10	1
	01106	143089	P	LLABO NT	LLABOUN T	PS_AR	Yes	C	GOVNT	001	-278.99	-278.99	-278.99	1
	01106	143090	P	LLABO NT	LLABOUN T	PS_AR	Yes	C	GOVNT	001	276.21	276.21	276.21	1
	01106	143091	P	LLABO NT	LLABOUN T	PS_AR	Yes	C	GOVNT	001	-279.49	-279.49	-279.49	1
	01106	143092	P	LLABO NT	LLABOUN T	PS_AR	Yes	C	GOVNT	001	-0.01	-0.01	-0.01	1

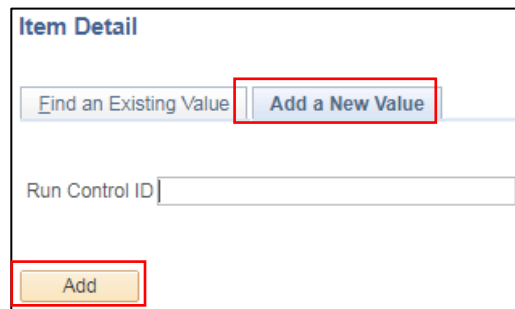
To print, click on the print icon.

Item Detail (ARX11003)

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

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

Click the Add a New Value Tab

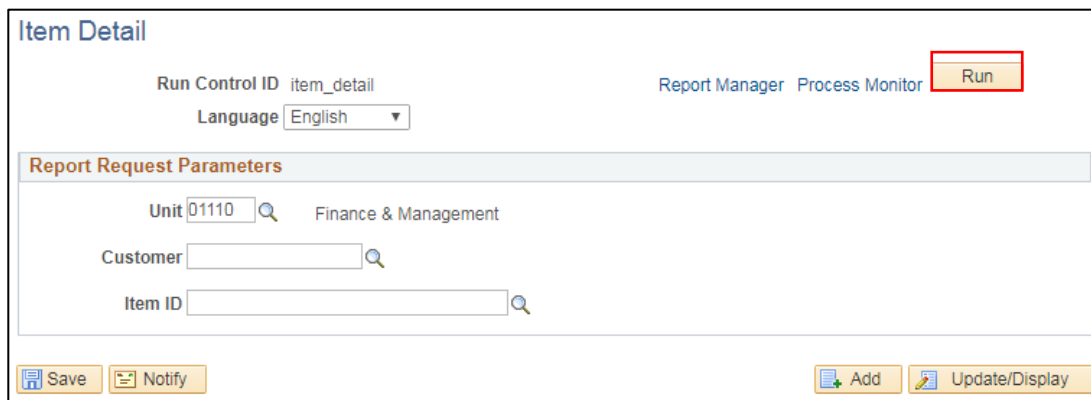


The screenshot shows the 'Item Detail' form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red box. Below the tabs is a text input field labeled 'Run Control ID'. At the bottom left, there is a yellow 'Add' button, which is also highlighted with a red box.

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

Click Add

The Item Detail page is displayed



The screenshot shows the 'Item Detail' page. At the top, there is a header with 'Item Detail' and a 'Run' button highlighted with a red box. Below the header, there is a section for 'Report Request Parameters'. This section contains several input fields: 'Unit' (with value '01110'), 'Customer', and 'Item ID'. There are also search icons next to the 'Unit', 'Customer', and 'Item ID' fields. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

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

Item Detail

Run Control ID item_detail Report Manager Process Monitor **Run**

Language English ▼

Report Request Parameters

Unit 01110 Finance & Management

Customer ST013 Joint Fiscal Office

Item ID FY1901110_ST013

Save Notify Add Update/Display

Click Run

Process Scheduler Request page opens

Process Scheduler Request

User ID ETEST Run Control ID item_detail

Server Name ▼ Run Date 02/01/2019

Recurrence ▼ Run Time 2:33:37PM Reset to Current Date/Time

Time Zone ▼

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Item Detail	ARX11003	BI Publisher	Web ▼	PDF ▼	Distribution

OK Cancel

Click OK

Item Detail page displays

Item Detail

Run Control ID item_detail Report Manager **Process Monitor** Run

Language English ▼

Report Request Parameters

Unit 01110 Finance & Management

Customer ST013 Joint Fiscal Office

Item ID FY1901110_ST013

Save Notify Add Update/Display

Click Process Monitor

Process List | Server List

View Process Request For

User ID: ETEST | Type: | Last: | 1 | Hours: | **Refresh**

Server: | Name: | Instance From: 9473842 | Instance To: |

Run Status: | Distribution Status: | ☒ Save On Refresh

Process List | Personalize | Find | View All | First | 1 of 1 | Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9473842		BI Publisher	ARX11003	ETEST	02/01/2019 2:33:37PM EST	Success	Posted	Details

Go back to Item Detail

Process List | Server List

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

Click Go back to Item Detail

Item Detail

Run Control ID: item_detail | **Report Manager** | Process Monitor |

Language: English

Report Request Parameters

Unit: 01110 | Finance & Management

Customer: ST013 | Joint Fiscal Office

Item ID: FY1901110_ST013

Click Report Manager

List | Explorer | Administration | Archives

View Reports For

User ID: ETEST | Type: | Last: | 35 | Minutes: | **Refresh**

Status: | Folder: | Instance: 9473842 | to: |

Report List | Personalize | Find | View All | First | 1 of 1 | Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2620194	9473842	ARX11003 - ARX11003.pdf	02/01/2019 2:34:53PM	Acrobat (*.pdf)	Posted	Details

Click ARX11003 PDF file

Report opens in new window

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

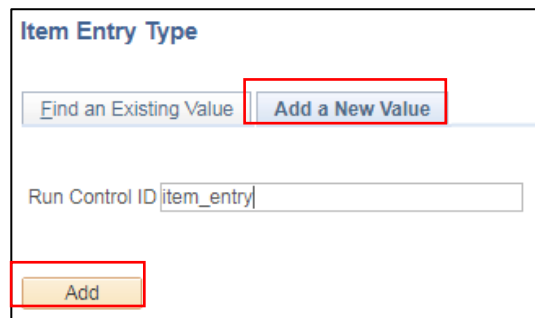
Click the Printer icon to print

Item Entry Type (AR01004)

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

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

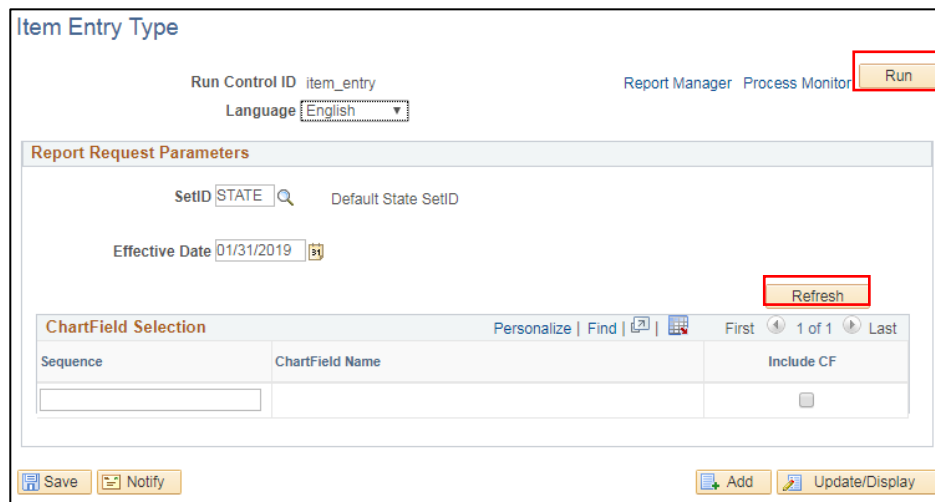
Click on Add a New Value Tab



Run Control ID - Enter a Run Control ID

Click Add

The Item Entry Type page is displayed



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

Click Refresh

Chartfield Selection section expands showing available chartfields

Item Entry Type

Run Control ID: item_entry Report Manager Process Monitor **Run**

Language: English

Report Request Parameters

SetID: STATE Default State SetID

Effective Date: 01/31/2019

ChartField Selection Refresh

Sequence	ChartField Name	Include CF
1	Account	<input checked="" type="checkbox"/>
2	Fund Code	<input checked="" type="checkbox"/>
3	Department	<input type="checkbox"/>
4	Program Code	<input type="checkbox"/>
5	Class Field	<input type="checkbox"/>
6	Project	<input type="checkbox"/>

Save **Notify** **Add** **Update/Display**

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

Process Scheduler Request

User ID: ETEST Run Control ID: item_entry

Server Name: Run Date: 01/31/2019

Recurrence: Run Time: 1:54:52PM **Reset to Current Date/Time**

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Item Entry Type	AR01004	SQR Report	Web	PDF	Distribution

OK **Cancel**

Click OK

The Item Entry Type page displays

Item Entry Type

Run Control ID item_entry Report Manager **Process Monitor** Run

Language English ▼

Report Request Parameters

SetID STATE 🔍 Default State SetID

Effective Date 01/31/2019 📅

Refresh

ChartField Selection Personalize | Find | 📄 | 📊 First 1-6 of 6 Last

Sequence	ChartField Name	Include CF
1	Account	<input checked="" type="checkbox"/>
2	Fund Code	<input checked="" type="checkbox"/>
3	Department	<input type="checkbox"/>
4	Program Code	<input type="checkbox"/>
5	Class Field	<input type="checkbox"/>
6	Project	<input type="checkbox"/>

Save Notify Add Update/Display

Click Process Monitor

Process List Server List

View Process Request For

User ID ETEST 🔍 Type Date Range From 01/30/2019 📅 To 01/31/2019 📅 Refresh

Server Name 🔍 Instance From 9473816 Instance To

Run Status Distribution Status ☒ Save On Refresh

Process List Personalize | Find | View All | 📄 | 📊 First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9473816		SQR Report	AR01004	ETEST	01/31/2019 1:54:52PM EST	Success	Posted	Details

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

Click Details

Process Detail

Process

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

Run **Update Process**

Run Control ID	item_entry	<input type="radio"/> Hold Request
Location	Server	<input type="radio"/> Queue Request
Server	PSUNX	<input type="radio"/> Cancel Request
Recurrence		<input type="radio"/> Delete Request
		<input type="radio"/> Re-send Content
		<input type="radio"/> Restart Request

Date/Time **Actions**

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

OK Cancel

Click View Log/Trace

View Log/Trace

Report

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

Run Status Success

Item Entry Type

Distribution Details

Distribution Node	FMPRD	Expiration Date	02/07/2019
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File List

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

Distribute To

Distribution ID Type	*Distribution ID
User	ETEST

Return

Click ar01004 PDF file

Report opens in new window

Report ID: AR01004
 SETID: STATE
 EFFDT: 31-JAN-2019

PeopleSoft Receivables ITEM ENTRY TYPE

Page No. 1
 Run Date 01/31/2019
 Run Time 13:57:05

SETID: STATE

Entry Type	Eff Date	System Function	Req Reason?	Det GL?	Reason	Balanced?	Det 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	PEDGR	YES	GR-AR		1. DEBIT to AR Distribution Code On New Item (if provided) 2. 100.00% CREDIT to Account 430000 Fund 22005
RF	Refund	01/01/190 IT-01 Create an Invoice / Debit Memo	YES	YES	MUNI	YES	RF-AR		1. DEBIT to AR Distribution Code On New Item (if provided) 2. 100.00% CREDIT to Account 550000 Fund 10000
					OTHER	YES	RF-AR		1. DEBIT to AR Distribution Code On New Item (if provided) 2. 100.00% CREDIT to Account 550500 Fund 10000
					SCHL	YES	RF-AR		1. DEBIT to AR Distribution Code On New Item (if provided) 2. 100.00% CREDIT to Account 550020 Fund 10000
WR	Wire	01/01/190 IT-01 Create an Invoice / Debit Memo	YES	YES	WIRE	YES	WR-AR		1. DEBIT to AR Distribution Code On New Item (if provided) 2. 100.00% CREDIT to Account 462500 Fund 10000

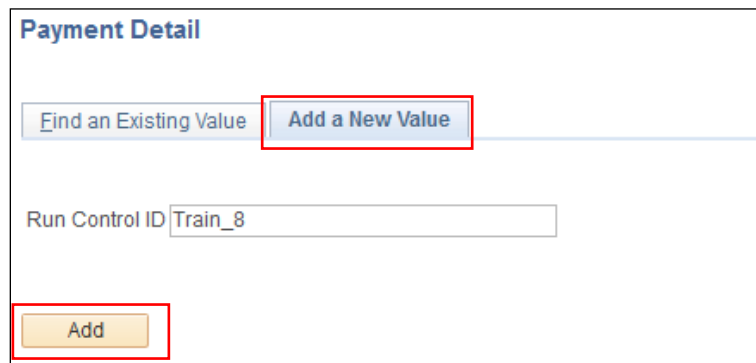
Click the Printer icon to print

Payment Detail (AR20002)

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

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

Click on Add a New Value tab

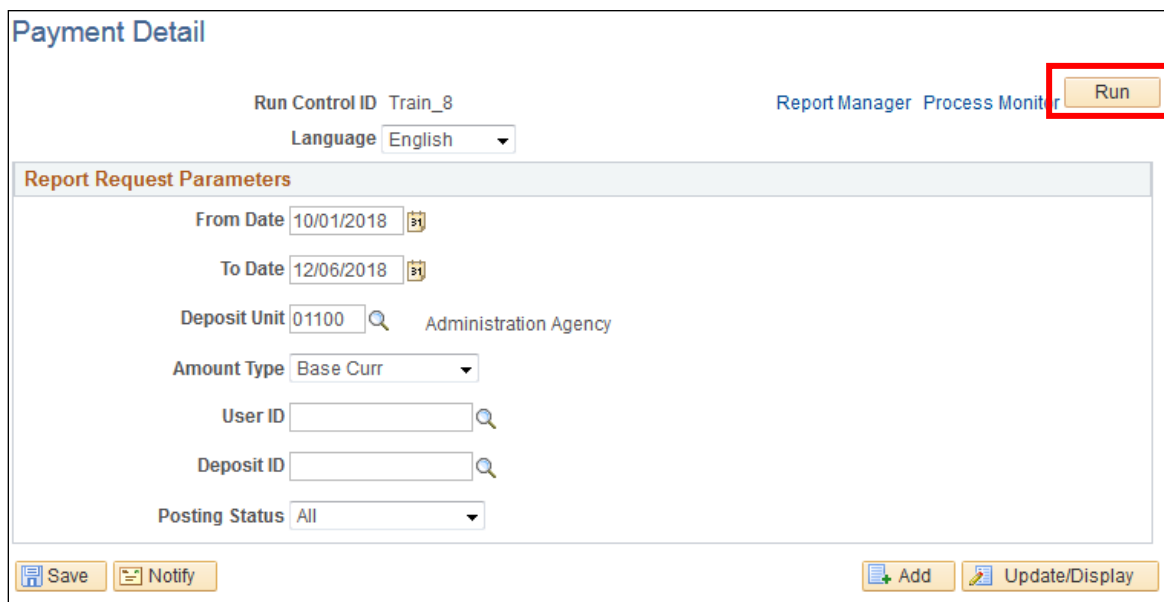


The screenshot shows the 'Payment Detail' form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red box. Below the tabs, there is a text input field for 'Run Control ID' containing the value 'Train_8'. At the bottom left, there is a yellow 'Add' button, also highlighted with a red box.

Run Control ID - Enter a Run Control ID

Click Add

The Payment Detail page displays



The screenshot shows the 'Payment Detail' page. At the top, there is a 'Run Control ID' field with the value 'Train_8' and a 'Language' dropdown menu set to 'English'. To the right, there are links for 'Report Manager' and 'Process Monitor', and a yellow 'Run' button highlighted with a red box. Below this is a section titled 'Report Request Parameters' with a light blue background. Inside this section, there are several input fields: 'From Date' (10/01/2018), 'To Date' (12/06/2018), 'Deposit Unit' (01100), 'Amount Type' (Base Curr), 'User ID', 'Deposit ID', and 'Posting Status' (All). At the bottom of the page, there are three buttons: 'Save', 'Notify', and 'Add'. There is also an 'Update/Display' button.

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

Process Scheduler Request

User ID ETEST Run Control ID Train_8

Server Name Run Date 12/06/2018

Recurrence Run Time 8:53:21AM Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Payment Detail	AR20002	SQR Report	Web	PDF	Distribution

OK Cancel

Click **OK**

You are returned to the **Payment Detail** page

Payment Detail

Run Control ID Train_8 Report Manager **Process Monitor** Run

Language English Process Instance:9471840

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

Click Process Monitor

The Process List page is displayed

Process List Server List

View Process Request For

User ID ETEST Type Last 30 Days Refresh

Server Name Instance From Instance To

Run Status Distribution Status ☒ Save On Refresh

Process List							Personalize	Find	View All	First	1-50 of 54	Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details			
<input type="checkbox"/>	9471840		SQR Report	AR20002	ETEST	12/06/2018 8:53:21AM EST	Success	Posted	Details			

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

Click Go back to Payment Detail

You are returned to the Payment Detail page

Payment Detail

Run Control ID Train_8 Report Manager Process Monitor Run

Language English Process Instance:9471840

Report Request Parameters

From Date 10/01/2018 31

To Date 12/06/2018 31

Deposit Unit 01100 Administration Agency

Amount Type Base Curr ▼

User ID 🔍

Deposit ID 🔍

Posting Status All ▼

Save Notify Add Update/Display

Click Report Manager

Click the Administration tab

List Explorer Administration Archives

View Reports For

User ID ETEST Type ▼ Last ▼ 1 Days ▼ Refresh

Status ▼ Folder ▼ Instance ▼ to ▼

Report List Personalize | Find | View All | 📄 | 📅 First ⬅ 1-13 of 13 ➡ Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2618199	9471840	Payment Detail	12/06/2018 8:54:09AM	Acrobat (*.pdf)	Posted	Details

Click on link for the Payment Detail report

The report opens in a new browser window

Report ID: AR20002	PeopleSoft Receivables	Page No. 1
Deposit BU: 011104	PAYMENT DETAIL	Run Date 01/09/2019
Report Currency: Base Amount	For 01-OCT-2018 through 06-DEC-2018	Run Time 10:19:39
Deposit ID: ALL VALUES		
OPRID: ALL VALUES		
Post Status: ALL VALUES		

Seq	Acctg Dt	Payment ID	Payment Amount	Status	Customer	Item ID	Entry Type/Reason	Post	Pending Item Amount
Entry Date: 11/19/2018									
Deposit: 01110		GL1330000	Operator: SPULLER						
1	11/19/2018	FEE	1,000.00 USD	J				YES	
TOTALS FOR GL1330000			1,000.00 USD						0.00
Entry Date: 11/26/2018									
Deposit: 01110		NEXT	Operator: SPULLER						
1	11/19/2018	GL133-01110	10.00 USD	C	01110 ST001	Admin	OA-33507	On Account OA	YES
TOTALS FOR NEXT			10.00 USD						-10.00 USD
TOTALS FOR 01110			1,010.00 USD						-10.00 USD
TOTALS FOR 11/19/2018			1,010.00 USD						-10.00 USD

Click on the Printer icon to print the report

Payment Predictor Detail (AR21001)

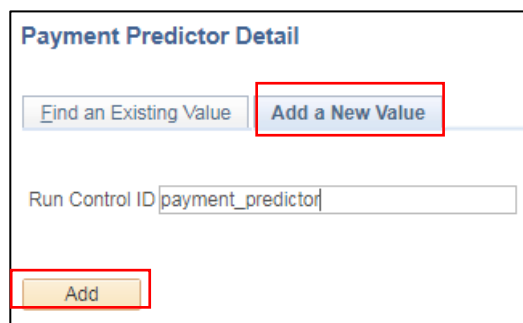
Possible situations when this report should be run: The Payment Predictor Detail Report should be run after running Payment Predictor to check the status of transactions that were processed.

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

Or

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

Click on Add a New Value tab

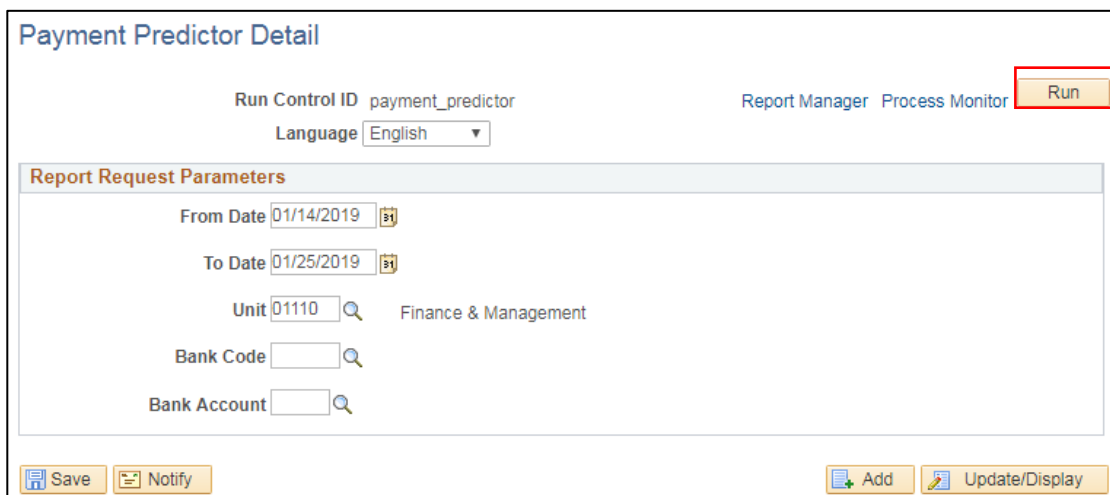


The screenshot shows the 'Payment Predictor Detail' form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red box. Below the tabs, there is a text input field for 'Run Control ID' containing the value 'payment_predictor'. At the bottom of the form, there is an 'Add' button, which is also highlighted with a red box.

Run Control ID - Enter a Run Control ID

Click Add

The Payment Predictor Detail page displays



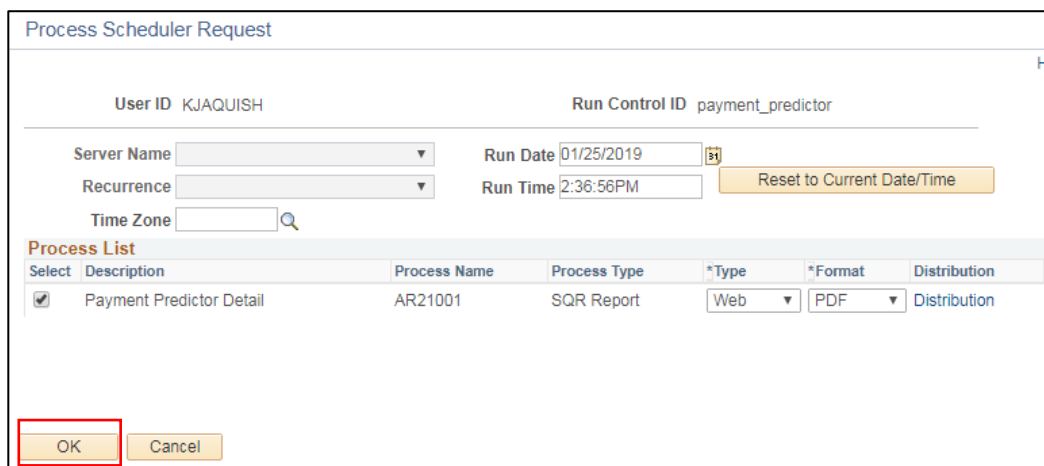
The screenshot shows the 'Payment Predictor Detail' page. At the top, there is a 'Run Control ID' field with the value 'payment_predictor' and a 'Language' dropdown menu set to 'English'. To the right of these fields are links for 'Report Manager' and 'Process Monitor', and a 'Run' button, which is highlighted with a red box. Below these fields is a section titled 'Report Request Parameters' containing several input fields: 'From Date' (01/14/2019), 'To Date' (01/25/2019), 'Unit' (01110), 'Bank Code', and 'Bank Account'. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

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

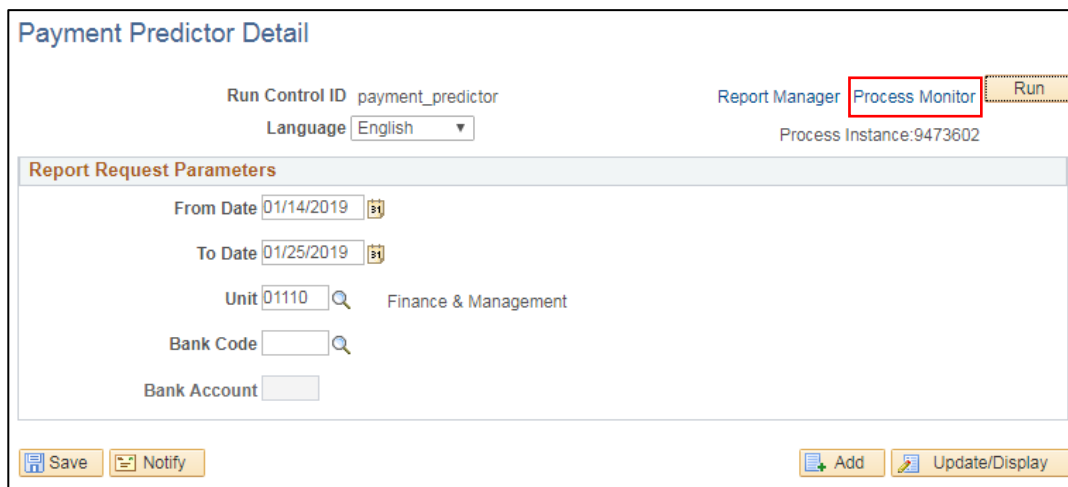


The screenshot shows the 'Process Scheduler Request' window. At the top, it displays 'User ID: KJAQUISH' and 'Run Control ID: payment_predictor'. Below this are fields for 'Server Name', 'Recurrence', and 'Time Zone', each with a dropdown menu. To the right, there are 'Run Date' (01/25/2019) and 'Run Time' (2:36:56PM) fields, with a 'Reset to Current Date/Time' button. A 'Process List' table is shown with columns: Select, Description, Process Name, Process Type, *Type, *Format, and Distribution. The table contains one row: 'Payment Predictor Detail' (selected), 'AR21001', 'SQR Report', 'Web', 'PDF', and 'Distribution'. At the bottom, there are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by a red rectangle.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Payment Predictor Detail	AR21001	SQR Report	Web	PDF	Distribution

Click OK

You are returned to the Payment Predictor Detail page



The screenshot shows the 'Payment Predictor Detail' page. At the top, it displays 'Run Control ID: payment_predictor' and 'Language: English'. To the right, there is a 'Report Manager' section with a 'Process Monitor' button (highlighted by a red rectangle) and a 'Run' button. Below this, the 'Process Instance: 9473602' is shown. A 'Report Request Parameters' section contains fields for 'From Date' (01/14/2019), 'To Date' (01/25/2019), 'Unit' (01110), 'Bank Code', and 'Bank Account'. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

Click Process Monitor

The Process List page is displayed

Process List | Server List

View Process Request For

User ID Type Last 1 Hours Refresh

Server Name Instance From Instance To

Run Status Distribution Status ☒ Save On Refresh

Process List Personalize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9473602		SQR Report	AR21001	KJAQUISH	01/25/2019 2:36:56PM EST	Success	Posted	Details

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

Click Details

Process Detail

Process

Instance 9473602 Type SQR Report

Name AR21001 Description Payment Predictor Detail

Run Status Success Distribution Status Posted

Run Update Process

Run Control ID payment_predictor

Location Server

Server PSUNX

Recurrence

Hold Request

Queue Request

Cancel Request

Delete Request

Re-send Content

Restart Request

Date/Time Actions

Request Created On 01/25/2019 2:38:34PM EST Parameters Transfer

Run Anytime After 01/25/2019 2:36:56PM EST Message Log

Began Process At 01/25/2019 2:38:58PM EST Batch Timings

Ended Process At 01/25/2019 2:39:12PM EST View Log/Trace

Click View Log/Trace

View Log/Trace

Report

Report ID 2619978 Process Instance 9473602 Message Log

Name AR21001 Process Type SQR Report

Run Status Success

Payment Predictor Detail

Distribution Details

Distribution Node FMPRD Expiration Date 02/01/2019

File List

Name	File Size (bytes)	Datetime Created
SQR_AR21001_9473602.log	1,762	01/25/2019 2:39:12.667294PM EST
ar21001_9473602.PDF	3,224	01/25/2019 2:39:12.667294PM EST
ar21001_9473602.out	0	01/25/2019 2:39:12.667294PM EST

Distribute To

Distribution ID Type *Distribution ID

User KJAQUISH

Return

Select **ar21001** PDF file

The report opens in a new browser window:

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

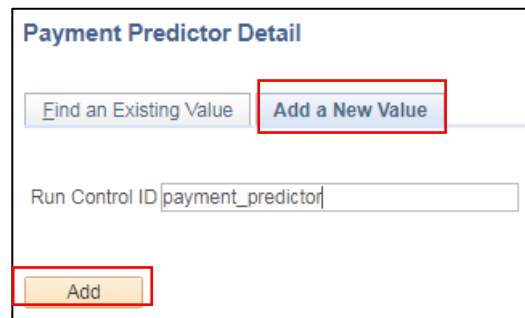
Click the Printer icon to print

Payment Predictor Summary (AR21002)

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

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

Click Add a New Value

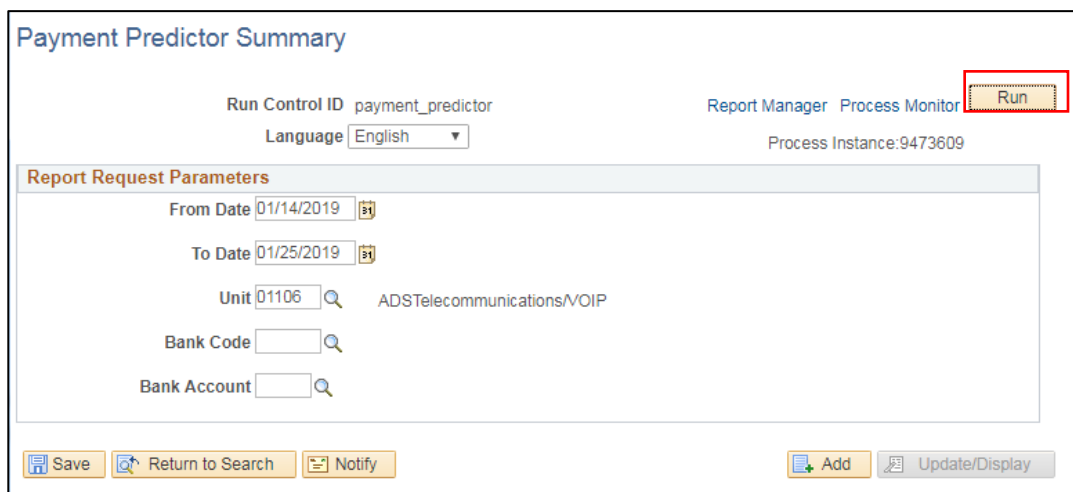


The screenshot shows the 'Payment Predictor Detail' form. It has two buttons at the top: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted with a red rectangle. Below these buttons is a text field labeled 'Run Control ID' containing the text 'payment_predictor'. At the bottom left, there is an 'Add' button, also highlighted with a red rectangle.

Run Control ID - Enter a Run Control ID

Click Add

The Payment Predictor Summary page displays:



The screenshot shows the 'Payment Predictor Summary' page. At the top, it displays 'Run Control ID: payment_predictor' and 'Language: English'. On the right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button highlighted with a red rectangle. Below this, the 'Process Instance: 9473609' is shown. The main section is titled 'Report Request Parameters' and contains several input fields: 'From Date' (01/14/2019), 'To Date' (01/25/2019), 'Unit' (01106), 'Bank Code', and 'Bank Account'. The 'Unit' field has a search icon and the text 'ADSTelecommunications/VOIP' next to it. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

- **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

Process Scheduler Request

User ID KJAQUISH Run Control ID payment_predictor

Server Name Run Date 01/25/2019

Recurrence Run Time 3:06:01PM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Payment Predictor Summary	AR21002	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	Distribution

Click OK

You are returned to the Payment Predictor Summary page

Payment Predictor Summary

Run Control ID payment_predictor Report Manager

Language English Process Instance: 9473609

Report Request Parameters

From Date 01/14/2019

To Date 01/25/2019

Unit 01106 ADSTelecommunications/VOIP

Bank Code

Bank Account

Click Process Monitor

The Process List page is displayed

Process List | Server List

View Process Request For

User ID: KJAQUISH | Type: | Last: | 1 | Hours: | Refresh

Server: | Name: | Instance From: 9473609 | Instance To: |

Run Status: | Distribution Status: | Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9473609		SQR Report	AR21002	KJAQUISH	01/25/2019 3:02:04PM EST	Success	Posted	Details

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

Click Details

Process Detail

Process

Instance: 9473609 | Type: SQR Report

Name: AR21002 | Description: Payment Predictor Summary

Run Status: Success | Distribution Status: Posted

Run

Run Control ID: payment_predictor

Location: Server

Server: PSUNX

Recurrence

Update Process

Hold Request

Queue Request

Cancel Request

Delete Request

Re-send Content

Restart Request

Date/Time

Request Created On: 01/25/2019 3:02:08PM EST

Run Anytime After: 01/25/2019 3:02:04PM EST

Began Process At: 01/25/2019 3:02:20PM EST

Ended Process At: 01/25/2019 3:02:35PM EST

Actions

Parameters

Transfer

Message Log

Batch Timings

View Log/Trace

Click View Log/Trace

View Log/Trace

Report

Report ID: 2619985 | Process Instance: 9473609 | Message Log

Name: AR21002 | Process Type: SQR Report

Run Status: Success

Payment Predictor Summary

Distribution Details

Distribution Node: FMPRD | Expiration Date: 02/01/2019

File List

Name	File Size (bytes)	Datetime Created
SQR_AR21002_9473609.log	1,762	01/25/2019 3:02:35.568921PM EST
ar21002_9473609.PDF	3,085	01/25/2019 3:02:35.568921PM EST
ar21002_9473609.out	0	01/25/2019 3:02:35.568921PM EST

Distribute To

Distribution ID Type

*Distribution ID

User: KJAQUISH

Return

Select **ar21002 PDF file**

The report opens in a new browser window:

				PeopleSoft Receivables PAYMENT PREDICTOR SUMMARY				
Report ID: AR21002 Date: 01/14/2019 - 01/25/2019 Bank Account: ALL VALUES Deposit BU: 01106								
Status	Method	Algorithm Grp	Alg.	Payments	Percnt	References	Items	Percnt
<hr/>								
A	ITEM_REF	#BALANCE	BALGR					
Applied	ITEM_REF	#BALANCE	BALGR	1	50.00	0	0	0.00
				1	50.00	0	0	0.00
<hr/>								
W	ITEM_REF	#REFS	ITEMREF	1	50.00	1	1	100.00
Wksht-Mixed Items	ITEM_REF	#REFS	ITEMREF	1	50.00	1	1	100.00
<hr/>								
PREDICTED TOTAL-REFERENCES				2	100.00	1	1	100.00
<hr/>								
SUMMARY:								
Payments Applied		1	50.00					
Payments Worksheet-Cust Ref		0	0.00					
Payments Worksheet-Auto Only		0	0.00					
Payments Worksheet-Mixed Items		1	50.00					
Payments Processed-No Action		0	0.00					
TOTAL		2	100.00 %					

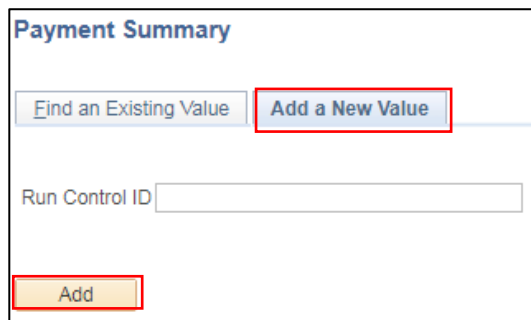
Click the Printer icon to print

Payment Summary (AR20003)

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

Navigator Menu Navigation: Accounts Receivable > Payments > Reports > Payment Summary

Click the Add a New Value tab

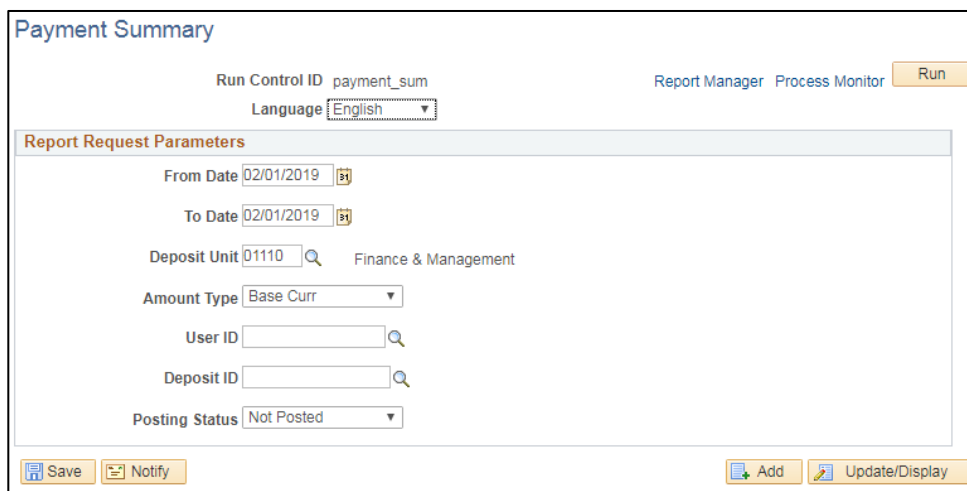


The screenshot shows the 'Payment Summary' form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red box. Below the tabs is a text input field labeled 'Run Control ID'. At the bottom left, there is an 'Add' button, which is also highlighted with a red box.

Run Control ID - Enter a Run Control ID

Click Add

The Payment Summary page displays



The screenshot shows the 'Payment Summary' page. At the top, there is a 'Run Control ID' field with the value 'payment_sum' and a 'Language' dropdown menu set to 'English'. To the right of these fields are links for 'Report Manager', 'Process Monitor', and a 'Run' button. Below these is a section titled 'Report Request Parameters' which contains several input fields: 'From Date' (02/01/2019), 'To Date' (02/01/2019), 'Deposit Unit' (01110), 'Amount Type' (Base Curr), 'User ID', 'Deposit ID', and 'Posting Status' (Not Posted). At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

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

Payment Summary

Run Control ID: payment_sum Report Manager Process Monitor **Run**

Language: English

Report Request Parameters

From Date: 07/01/2017 To Date: 07/15/2017

Deposit Unit: 03559 Burlington CRSU

Amount Type: Base Curr

User ID: Deposit ID: Posting Status: All

Save Return to Search Previous in List Next in List Notify Add Update/Display

Click Run

The Process Scheduler Request window opens

Process Scheduler Request

User ID: ETEST Run Control ID: payment_sum

Server Name: Run Date: 02/04/2019 Run Time: 8:31:19AM Reset to Current Date/Time

Recurrence: Time Zone: OK Cancel

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Payment Summary	AR20003	SQR Report	Web	PDF	Distribution

Click OK

You are returned to the Payment Summary page

Payment Summary

Run Control ID: payment_sum Report Manager: **Process Monitor** Run

Language: English

Report Request Parameters

From Date: 07/01/2017 To Date: 07/15/2017

Deposit Unit: 03559 Burlington CRSU

Amount Type: Base Curr

User ID: Deposit ID: Posting Status: All

Save Return to Search Previous in List Next in List Notify Add Update/Display

Click Process Monitor

The Process List page is displayed

Process List Server List

View Process Request For

User ID: ETEST Type: Last: Hours: Refresh

Server: Name: Instance From: Instance To: Run Status: Distribution Status: Save On Refresh

Process List Personalize | Find | View All | First | 1 of 1 | Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9473856		SQR Report	AR20003	ETEST	02/04/2019 8:31:19AM EST	Success	Posted	Details

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

Click Details

The Process Detail page displays

Process Detail

Process

Instance: 9473856 Type: SQR Report

Name: AR20003 Description: Payment Summary

Run Status: Success Distribution Status: Posted

Run Update Process

Run Control ID: payment_sum Hold Request

Location: Server Queue Request

Server: PSUNX Cancel Request

Recurrence Delete Request Re-send Content Restart Request

Date/Time Actions

Request Created On: 02/04/2019 8:32:19AM EST Parameters Transfer

Run Anytime After: 02/04/2019 8:31:19AM EST Message Log

Began Process At: 02/04/2019 8:32:31AM EST Batch Timings

Ended Process At: 02/04/2019 8:32:45AM EST View Log/Trace

Click View Log/Trace

View Log/Trace

Report

Report ID	2620211	Process Instance	9473856	Message Log
Name	AR20003	Process Type	SQR Report	
Run Status	Success			

Payment Summary

Distribution Details

Distribution Node	FMPRD	Expiration Date	02/11/2019
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File List

Name	File Size (bytes)	Datetime Created
SQR_AR20003_9473856.log	1,747	02/04/2019 8:32:45.547168AM EST
ar20003_9473856.PDF	10,455	02/04/2019 8:32:45.547168AM EST
ar20003_9473856.out	25	02/04/2019 8:32:45.547168AM EST

Distribute To

Distribution ID Type	*Distribution ID
User	ETEST

[Return](#)

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

The report opens in a new browser window:

Report ID: AR20003		PeopleSoft Receivables								Page No. 2	
Deposit BU: 03559		PAYMENT SUMMARY								Run Date 02/04/2019	
Report Currency:		For 01-JUL-2017 through 15-JUL-2017								Run Time 08:32:31	
Deposit ID:											
OPRID:											
Post Status:											
Entry Dt	Dep BU	Deposit ID	OPRID	Asn OPRID	Post Status	Seq	Acctg Dt	Payment ID	Pymt Status	Entered Amount	
07/05/2017	03559	3481002158-06	HKRSSOP	HKRSSOP	Complete	1	07/05/2017	LCKBX 07-03-17	Complete	15.00 USD	
					Complete	2	07/05/2017	LCKBX 07-03-17	Complete	75.00 USD	
					Complete	3	07/05/2017	LCKBX 07-03-17	Complete	15.00 USD	
					Complete	4	07/05/2017	LCKBX 07-03-17	Complete	15.00 USD	
					Complete	5	07/05/2017	LCKBX 07-03-17	Complete	65.00 USD	
					Complete	6	07/05/2017	LCKBX 07-03-17	Complete	75.00 USD	
					Complete	7	07/05/2017	LCKBX 07-03-17	Complete	180.00 USD	
					Complete	8	07/05/2017	LCKBX 07-03-17	Complete	90.00 USD	
								TOTAL FOR 3481002158-06		530.00 USD	
		TXS063017-06	HKRSSOP	HKRSSOP	Complete	1	07/05/2017	TXS063017	Complete	80.00 USD	
					Complete	2	07/05/2017	TXS063017	Complete	37.00 USD	
					Complete	3	07/05/2017	TXS063017	Complete	90.00 USD	
					Complete	4	07/05/2017	TXS063017	Complete	60.00 USD	
					Complete	5	07/05/2017	TXS063017	Complete	135.00 USD	
					Complete	6	07/05/2017	TXS063017	Complete	105.00 USD	
					Complete	7	07/05/2017	TXS063017	Complete	135.00 USD	
					Complete	8	07/05/2017	TXS063017	Complete	180.00 USD	
					Complete	9	07/05/2017	TXS063017	Complete	135.00 USD	
					Complete	10	07/05/2017	TXS063017	Complete	69.00 USD	
					Complete	11	07/05/2017	TXS063017	Complete	97.56 USD	
					Complete	12	07/05/2017	TXS063017	Complete	60.00 USD	
					Complete	13	07/05/2017	TXS063017	Complete	150.00 USD	
								TOTAL FOR TXS063017-06		1,333.56 USD	
								TOTAL FOR 03559		1,863.56 USD	
								TOTAL FOR 07/05/2017		1,863.56 USD	

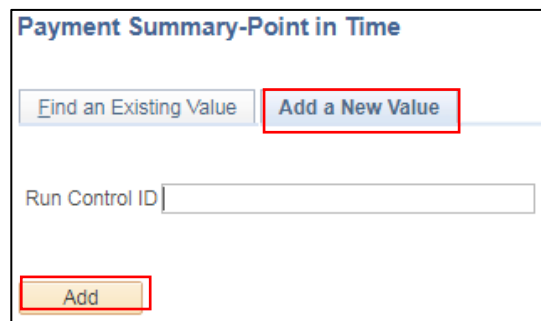
Click on the Printer icon to print the report

Payment Summary-Point in Time (ARX20003P)

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

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

Click the Add a New Value tab

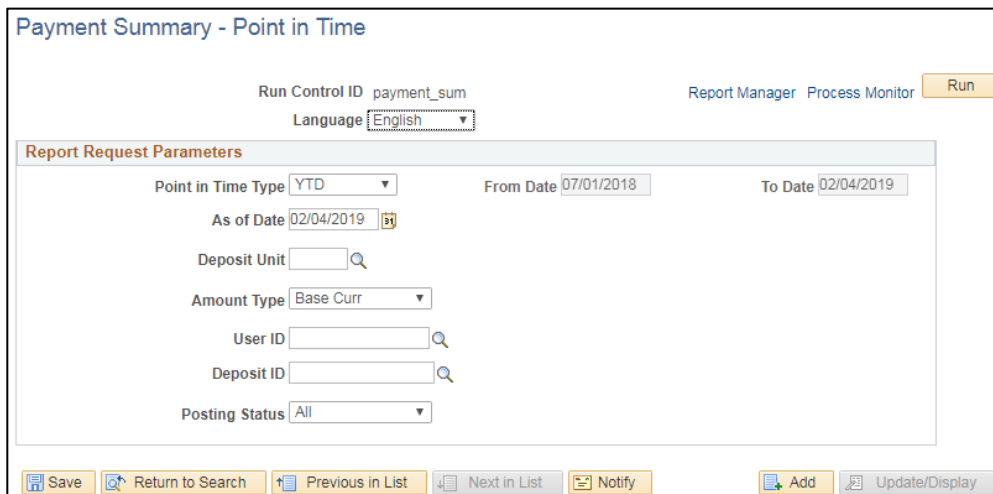


The screenshot shows a web form titled "Payment Summary-Point in Time". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is selected and highlighted with a red box. Below the tabs is a text input field labeled "Run Control ID". At the bottom of the form, there is a yellow button labeled "Add", which is also highlighted with a red box.

Run Control ID - Enter a Run Control ID

Click Add

The Payment Summary-Point in Time page displays



The screenshot shows the "Payment Summary - Point in Time" report page. At the top, there is a header with "Run Control ID payment_sum", "Report Manager", "Process Monitor", and a "Run" button. Below this is a "Language" dropdown menu set to "English". A section titled "Report Request Parameters" contains several filters: "Point in Time Type" (YTD), "From Date" (07/01/2018), "To Date" (02/04/2019), "As of Date" (02/04/2019), "Deposit Unit" (with a search icon), "Amount Type" (Base Curr), "User ID" (with a search icon), "Deposit ID" (with a search icon), and "Posting Status" (All). At the bottom of the page, there is a navigation bar with buttons: "Save", "Return to Search", "Previous in List", "Next in List", "Notify", "Add", and "Update/Display".

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 be used to run report for one deposit)
- **Posting Status** – Select valid value from drop-down

Payment Summary - Point in Time

Run Control ID: payment_sum Report Manager Process Monitor **Run**

Language: English Process Instance: 9473857

Report Request Parameters

Point in Time Type: YTD From Date: 07/01/2018 To Date: 02/04/2019

As of Date: 02/04/2019

Deposit Unit: 01176 BGS Procurement Card

Amount Type: Base Curr

User ID: Deposit ID: Posting Status: All

Save Return to Search Previous in List Next in List Notify Add Update/Display

Click Run

The Process Scheduler Request window opens

Process Scheduler Request

User ID: ETEST Run Control ID: payment_sum

Server Name: Run Date: 02/04/2019 Run Time: 8:52:48AM Reset to Current Date/Time

Recurrence: Time Zone: OK Cancel

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Point in Tm - Payment Summary	ARX20003P	BI Publisher	Web	PDF	Distribution

Click OK

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

Payment Summary - Point in Time

Run Control ID: payment_sum Report Manager **Process Monitor** Run

Language: English Process Instance: 9473857

Report Request Parameters

Point in Time Type: YTD From Date: 07/01/2018 To Date: 02/04/2019

As of Date: 02/04/2019

Deposit Unit: 01176 BGS Procurement Card

Amount Type: Base Curr

User ID: Deposit ID: Posting Status: All

Save Return to Search Previous in List Next in List Notify Add Update/Display

Click Process Monitor

The Process List page is displayed

Process List Server List

View Process Request For

User ID: ETEST Type: Last: 1 Hours: Refresh

Server: Name: Instance From: 9473857 Instance To: Run Status: Distribution Status: Save On Refresh

Process List Personalize | Find | View All | 1 of 1 First Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9473857		BI Publisher	ARX20003P	ETEST	02/04/2019 8:52:48AM EST	Success	Posted	Details

Go back to Payment Summary-Point in Time

Save Notify

Process List | Server List

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

Click Go back to Payment Summary-Point in Time

Payment Summary - Point in Time

Run Control ID: payment_sum **Report Manager** Process Monitor Run

Language: English Process Instance: 9473857

Report Request Parameters

Point in Time Type: YTD From Date: 07/01/2018 To Date: 02/04/2019

As of Date: 02/04/2019

Deposit Unit: 01176 BGS Procurement Card

Amount Type: Base Curr

User ID: Deposit ID: Posting Status: All

Save Return to Search Previous in List Next in List Notify Add Update/Display

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: 9473857 to

Report List Personalize Find View All First 1 of 1 Last

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2620213	9473857	ARX20003P - ARX20003P.pdf	02/04/2019 8:54:01AM	Acrobat (*.pdf)	Posted	Details

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

Report opens in a new window

ORACLE

Report ID: ARX20003P

PeopleSoft Receivables

Payment Summary

YTD from 7/1/2018 to 2/4/2019

Page No. 1

Run Date 2/4/2019

Run Time 5:54:00 AM

Business Unit: 01176

Report on Base Currency: USD

Deposit ID: ALL

Operator: ALL

Post Status: ALL

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

To print, click on the print icon

Pending Item by Entry Date (AR11002)

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

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

Click the Add a New Value tab

Pending Item by Entry Date

Find an Existing Value | Add a New Value

Run Control ID Train_7

Add

Find an Existing Value | Add a New Value

Run Control ID: Enter a Run Control ID name

Click Add

The Pending Item by Entry Date page displays

Pending Item By Entry Date

Run Control ID Train_7

Language English

Report Manager Process Monitor Run

Report Request Parameters

From Date 11/01/2018

To Date 12/06/2018

Unit 01110 Finance & Management

User ID Ella Test

Amount Type Base Curr

Customer ID

Group ID

Posted

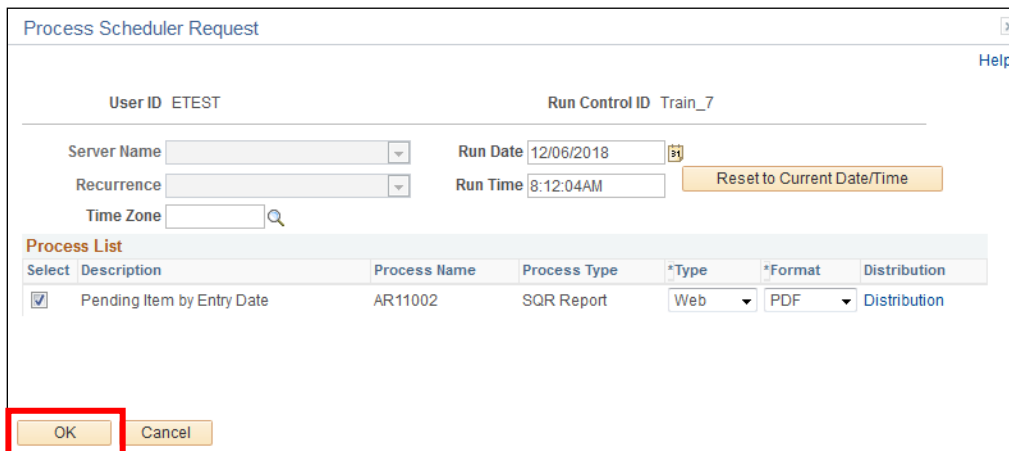
Save Notify Add Update/Display

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

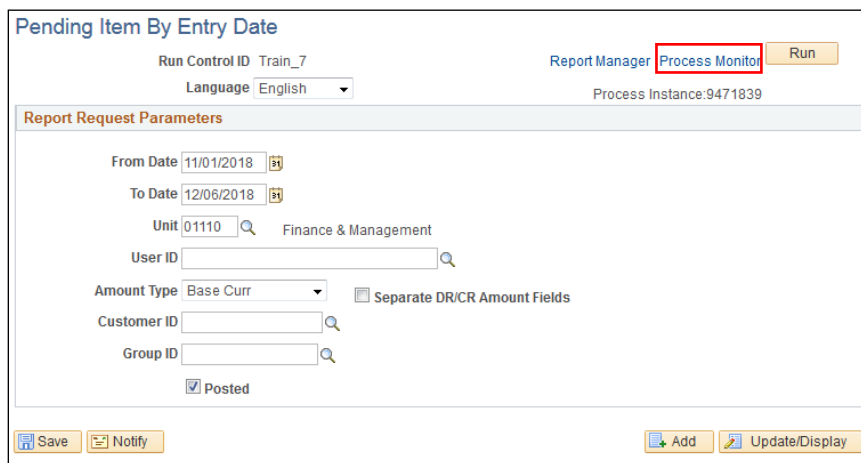


The screenshot shows the 'Process Scheduler Request' window. At the top, it displays 'User ID ETEST' and 'Run Control ID Train_7'. Below these are fields for 'Server Name', 'Run Date' (12/06/2018), 'Recurrence', 'Run Time' (8:12:04AM), and 'Time Zone'. A 'Reset to Current Date/Time' button is next to the Run Time field. A 'Process List' table is shown with one entry: 'Pending Item by Entry Date' (AR11002, SQR Report, Web, PDF, Distribution). At the bottom, the 'OK' button is highlighted with a red box, and a 'Cancel' button is next to it.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Pending Item by Entry Date	AR11002	SQR Report	Web	PDF	Distribution

Click OK

You are returned to the Pending Items by Entry Date page



The screenshot shows the 'Pending Item By Entry Date' window. At the top, it displays 'Run Control ID Train_7' and 'Language English'. Below these are fields for 'From Date' (11/01/2018), 'To Date' (12/06/2018), 'Unit' (01110), 'User ID', 'Amount Type' (Base Curr), 'Customer ID', 'Group ID', and a 'Posted' checkbox. A 'Process Monitor' button is highlighted with a red box. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Report Request Parameters
From Date: 11/01/2018
To Date: 12/06/2018
Unit: 01110
User ID:
Amount Type: Base Curr
Customer ID:
Group ID:
Posted: <input checked="" type="checkbox"/>

Click Process Monitor

The Process List page displays

Process List | Server List

View Process Request For

User ID: KJAQUISH | Type: | Last: | 1 Days | Refresh

Server: | Name: | Instance From: | Instance To: |

Run Status: | Distribution Status: | Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9473176		SQR Report	AR11002	KJAQUISH	01/16/2019 3:52:22PM EST	Success	Posted	Details

Go back to Pending Item by Entry Date

Save | Notify

Process List | Server List

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

Click Details

Process Detail page displays

Process Detail

Process

Instance 9473176 | Type SQR Report

Name AR11002 | Description Pending Item by Entry Date

Run Status Success | Distribution Status Posted

Run | Update Process

Run Control ID Train_7 | Hold Request

Location Server | Queue Request

Server PSUNX | Cancel Request

Recurrence | Delete Request

Re-send Content | Restart Request

Date/Time | Actions

Request Created On 01/16/2019 3:52:29PM EST | Parameters | Transfer

Run Anytime After 01/16/2019 3:52:22PM EST | Message Log

Began Process At 01/16/2019 3:52:46PM EST | Batch Timings

Ended Process At 01/16/2019 3:53:00PM EST | View Log/Trace

OK | Cancel

Click View Log/Trace

View Log/Trace

Report

Report ID 2619574 Process Instance 9473176 [Message Log](#)

Name AR11002 Process Type SQR Report

Run Status Success

Pending Item by Entry Date

Distribution Details

Distribution Node FMPRD Expiration Date 01/23/2019

File List

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

Distribute To

Distribution ID Type *Distribution ID

User KJAQUISH

[Return](#)

Click on the **ar11002 PDF** file

The report opens in a new window

Report ID: AR11002		PeopleSoft Receivables										Page No. 1	
Group BU: 01110%		PENDING ITEM BY ENTRY DATE										Run Date 01/16/2019	
Report Currency: Base Amount		For 01-NOV-2018 through 06-DEC-2018										Run Time 15:52:46	
Group ID: ALL VALUES													
Operator: ALL VALUES													
Customer ID: ALL VALUES													
Post Status: Posted													
Entry Dt	GrpBU	Group ID	OPRID	Acctg Dt	BusUn	Customer ID	Name	Item Number	Ln	Entry Type	Reasn	Post	Entered Amount
11/19/2018	01110	4172	SFULLER	11/19/2018	01110	ST002	D II	GL-133 TEST 2	1	Wire	WIRE	YES	500.00 USD
TOTAL FOR 4172													500.00 USD
		4173	SFULLER	11/19/2018	01110	ST001	Admin	OA-33507	0	On Account	OA	YES	-10.00 USD
TOTAL FOR 4173													-10.00 USD
TOTAL FOR 01110													490.00 USD
TOTAL FOR 11/19/2018													490.00 USD

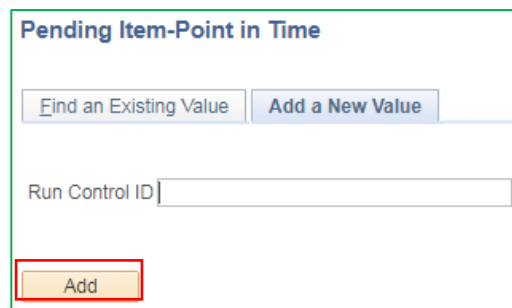
Click on the Printer icon to print the report

Pending Item-Point in Time (ARX11002P)

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

Navigator Menu Navigation: Accounts Receivable > Pending Items > Reports > Pending Item-Point in Time

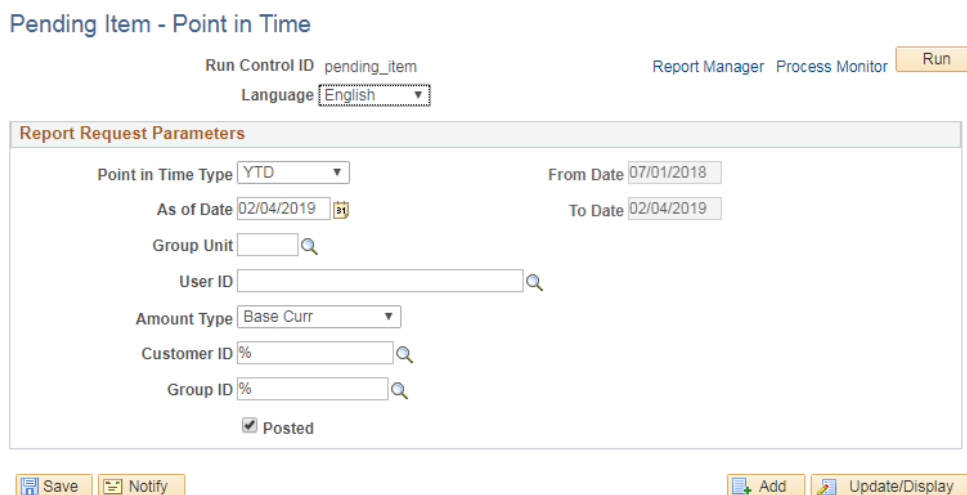
Click the Add a New Value tab



Run Control ID - Enter a Run Control ID name

Click Add

The Pending Item-Point in Time page displays



Enter information on the Pending Item Point in Time page

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

- **From Date** – The value in this field is grayed out and changes depending upon the Point in Time Type and As Of Date selected; it is only available for entry when Range is selected.
- **To Date** – Equals As Of Date and is grayed out except when Range is selected
- **Group Unit** - Enter Business Unit
- **User ID** – Blank or enter valid value
- **Amount Type** – Base Curr - accept default
- **Customer ID** – Leave blank for all OR enter Customer ID to create report for just one customer
- **Group ID** – Blank or enter a valid group number for just one group
- **Posted** – Leave default as checked, or uncheck to include unposted transactions

Pending Item - Point in Time

Run Control ID pending_item Report Manager Process Monitor **Run**

Language English

Report Request Parameters

Point in Time Type YTD From Date 07/01/2018

As of Date 02/04/2019 To Date 02/04/2019

Group Unit 01176

User ID

Amount Type Base Curr

Customer ID %

Group ID %

☒ Posted

Save Notify Add Update/Display

Click Run

The Process Scheduler Request window opens

Process Scheduler Request

User ID ETEST Run Control ID pending_item

Server Name Run Date 02/04/2019

Recurrence Run Time 10:08:37AM Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Pending Item - Point in Time	ARX11002P	BI Publisher	Web	PDF	Distribution

OK Cancel

Click OK

You are returned to the Pending Items Point in Time page

Pending Item - Point in Time

Run Control ID pending_item Report Manager **Process Monitor** Run

Language English ▼

Report Request Parameters

Point in Time Type YTD ▼ From Date 07/01/2018

As of Date 02/04/2019 [B] To Date 02/04/2019

Group Unit 01176 🔍

User ID 🔍

Amount Type Base Curr ▼

Customer ID % 🔍

Group ID % 🔍

☒ Posted

Save Notify Add Update/Display

Click Process Monitor

The Process List page displays

Process List Server List

View Process Request For

User ID ETEST 🔍 Type Last 1 Hours **Refresh**

Server Name 🔍 Instance From 9473861 Instance To

Run Status Distribution Status ☒ Save On Refresh

Process List Personalize | Find | View All (2) | First 1 of 1 | Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9473861		BI Publisher	ARX11002P	ETEST	02/04/2019 10:08:37AM EST	Success	Posted	Details

Go back to Pending Item-Point in Time

Save Notify

Process List | Server List

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

Click Go back to Pending Item-Point in Time

You are returned to the Pending Items Point in Time page

Pending Item - Point in Time

Run Control ID pending_item

Language English

Report Manager Process Monitor Run

Report Request Parameters

Point in Time Type YTD From Date 07/01/2018

As of Date 02/04/2019 To Date 02/04/2019

Group Unit 01176

User ID

Amount Type Base Curr

Customer ID %

Group ID %

☒ Posted

Save Notify Add Update/Display

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	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2620220	9473861	ARX11002P - ARX11002P.pdf	02/04/2019 10:10:35AM	Acrobat (*.pdf)	Posted	Details

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

Report opens in a new window

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

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	78008359	0	Payment		Y	-830.83 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	78008376	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	78008359	0	Payment		Y	-1,181.48 USD
01176	23615	SFULLER	10/12/2018	01176	MIL1	333001	78008386	0	Payment		Y	-7,494.06 USD
01176	23612	SFULLER	10/12/2018	01176	NR7	336001	78008387	0	Payment		Y	-12,498.77 USD
01176	23611	SFULLER	10/12/2018	01176	NR7	336001	78008387	0	Payment		Y	-24,839.41 USD
01176	23616	SFULLER	10/12/2018	01176	TM1	337208	78008396	0	Payment		Y	-7,883.29 USD
01176	23614	SFULLER	10/12/2018	01176	JUD26	332101	78008330	0	Payment		Y	-13,998.29 USD
Total Amount Entered for Group Business Unit: 01176												-67,705.30 USD
Total Amount Entered on 10/12/2018												-67,705.30 USD

To print, click on the print icon

Receivable Activity Report (AR20005)

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

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

Click the Add a New Value tab

Receivables Activity Report

Run Control ID

Run Control ID - Enter a Run Control ID name

Click Add

The Receivables Activity page displays

Receivables Activity

Run Control ID receivables_activity

Report Manager Process Monitor

Language English

Report Request Parameters

Business Unit

Remaining Amount

Customer ID

☐ Only Write-off Activity

Chart Fields

Personalize | Find | View All | |

First 1-7 of 7 Last

Account

Fund Code

Department

Program Code

Class Field

Project

Affiliate

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

The screenshot shows the 'Receivables Activity' report configuration window. At the top, there are fields for 'Run Control ID' (receivables_activity) and 'Language' (English). A 'Run' button is highlighted with a red box. Below this is the 'Report Request Parameters' section. It includes fields for 'Business Unit' (01176), 'Remaining Amount' (set to '>=' and '1.00'), and 'Customer ID' (ADM3). There is an unchecked checkbox for 'Only Write-off Activity'. On the right, there is a 'Chart Fields' section with searchable fields for Account, Fund Code (58900), Department, Program Code, Class Field, Project, and Affiliate. At the bottom left, there are 'Save' and 'Notify' buttons.

Click Run

The Process Scheduler Request window opens

The screenshot shows the 'Process Scheduler Request' window. It has fields for 'User ID' (ETEST) and 'Run Control ID' (receivables_activity). Below these are fields for 'Server Name', 'Run Date' (02/04/2019), 'Recurrence', 'Run Time' (2:31:14PM), and 'Time Zone'. A 'Reset to Current Date/Time' button is next to the Run Time field. A 'Process List' table is shown below, with one row selected: 'Receivables Activity Report' (Process Name: AR20005, Process Type: SQR Report, *Type: Web, *Format: PDF, Distribution: Distribution). At the bottom, the 'OK' button is highlighted with a red box, next to a 'Cancel' button.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Receivables Activity Report	AR20005	SQR Report	Web	PDF	Distribution

Click OK

You are returned to the Receivables Activity page

Receivables Activity

Run Control ID: receivables_activity Report Manager: **Process Monitor** Run

Language: English ▼

Report Request Parameters

Business Unit: 01176 🔍

Remaining Amount: >= 🔍 1.00

Customer ID: ADM3 🔍

☐ Only Write-off Activity

Chart Fields Personalize | Find | View All | 🔍 | 📄 First ⏪ 1-7 of 7 ⏩ Last

Account	🔍
Fund Code	58900 🔍
Department	🔍
Program Code	🔍
Class Field	🔍
Project	🔍
Affiliate	🔍

Save Notify

Click Process Monitor

The Process List page displays

Process List Server List

View Process Request For

User ID: ETEST 🔍 Type: ▼ Last: ▼ 1 Hours: ▼ Refresh

Server: ▼ Name: 🔍 Instance From: Instance To:

Run Status: ▼ Distribution Status: ▼ ☒ Save On Refresh

Process List Personalize | Find | View All | 🔍 | 📄 First ⏪ 1 of 1 ⏩ Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9473862		SQR Report	AR20005	ETEST	02/04/2019 2:31:14PM EST	Success	Posted	Details

Go back to Receivables Activity Report

Save Notify

Process List | Server List

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

Click Details

The Process Detail page opens

Process Detail

Process

Instance	9473862	Type	SQR Report
Name	AR20005	Description	Receivables Activity Report
Run Status	Success	Distribution Status	Posted

Run [Update Process](#)

Run Control ID	receivables_activity	<input type="radio"/> Hold Request
Location	Server	<input type="radio"/> Queue Request
Server	PSUNX	<input type="radio"/> Cancel Request
Recurrence		<input type="radio"/> Delete Request
		<input type="radio"/> Re-send Content
		<input type="radio"/> Restart Request

Date/Time **Actions**

Request Created On	02/04/2019 2:32:20PM EST	Parameters	Transfer
Run Anytime After	02/04/2019 2:31:14PM EST	Message Log	
Began Process At	02/04/2019 2:32:33PM EST	Batch Timings	
Ended Process At	02/04/2019 2:32:47PM EST	View Log/Trace	

OK Cancel

The View Log/Trace page opens

View Log/Trace

Report

Report ID	2620221	Process Instance	9473862	Message Log
Name	AR20005	Process Type	SQR Report	
Run Status	Success			

Receivables Activity Report

Distribution Details

Distribution Node	FMPRD	Expiration Date	02/11/2019
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File List

Name	File Size (bytes)	Datetime Created
SQR_AR20005_9473862.log	1,781	02/04/2019 2:32:47.660640PM EST
ar20005_9473862.PDF	3,247	02/04/2019 2:32:47.660640PM EST
ar20005_9473862.out	0	02/04/2019 2:32:47.660640PM EST

Distribute To

Distribution ID Type	*Distribution ID
User	ETEST

[Return](#)

Click on the **ar20005.pdf** file

Report opens in a new window

Report ID:AR20005		PeopleSoft Receivables RECEIVABLES ACTIVITY REPORT				Page No. 1 Run Date:02/04/2019 Run Time:14:32:34	
Original Item Chartfields		Account : ALL	DeptID : ALL	Fund Code : 58900			
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				
<u>Item ID</u>	<u>Item Amount</u>	<u>Overdue Charge Amount</u>	<u>Net Receivable Amount</u>	<u>Collected Amount</u>	<u>Write-Off Amount</u>	<u>Remaining Receivable Amount</u>	
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	

To print, click on the print icon