

QUICK REFERENCE GUIDE

November 1, 2019

Check for Incomplete Payments

This guide covers using the *Incomplete Payments* page to find payment worksheets that are not finished.

Step 1: Check for Incomplete Payments

View payments that are not yet completely processed. You can view a list of incomplete payments for a Business Unit or for a specific user.

1. Navigate to the *Incomplete Payments* page as described below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Receivable, Review Payments and Items, left-menu, Review Payments, Incomplete Payments.

2. At the *Incomplete Payments* page, enter your search criteria as described below.

Incomplete Payments

Unit

Deposit ID

*Date Operand

Payment Type

User

*Applied Post Status

Accounting Date

▼ **Additional Search Criteria**

Include Unidentified Include Identified Include Applied Include Payment Predictor Only

*Status

*Amt Switch

Field Name	Field Description
*Unit	Accept the default Deposit Unit (same as your Business Unit) or select a different Deposit Unit.
User	Your User ID is selected by default. Accept the default or remove the User ID to see all incomplete payments for the Deposit Unit.
Deposit ID	Enter a Deposit ID to view only payments for the specific deposit, or leave this field blank to view all deposits meeting your other criteria.
*Applied Post Status	Accept the default "All Applied Payments".

Field Name	Field Description
*Date Operand	This field works with the Accounting Date field. Accept the default “less than or equal” to or select a different option from the list.
Accounting Date	This field works with the Date Operand field. Leave the Accounting Date blank or enter an Accounting Date to limit your search.
Payment Type	Accept the default “Regular Payments Only.”

- Click on the Additional Search Criteria down arrow and select or deselect the options.
 - The following options are selected by default “Include Unidentified”, “Include Identified”, “Include Applied”.
 - The “Include Payment Predictor Only” is unselected by default.
- Click on the **Search** button. The **Incomplete Payment Information** section lists all incomplete payments matching your search criteria.

Incomplete Payments

Unit

Deposit ID

*Date Operand

Payment Type

User

*Applied Post Status

Accounting Date

Additional Search Criteria

Include Unidentified
 Include Identified
 Include Applied
 Include Payment Predictor Only

*Status *Amt Switch

Incomplete Payment Information 1-8 of 8 [View 6](#)

Value	Deposit ID	Payment ID	Pmt Type	Acctg Date	Assigned	DJ	PP	Amount	Currency
Worksheet	132950237	CK 6666	Payment	09/07/2018	0115	N	N	100.00	USD
Unident	132950236	WIRE TRANSFER	Payment	09/05/2018	0115	N	N	100.00	USD
Unident	132950238	TEST 3	Payment	09/14/2018	FITR ³	Y	N	100.00	USD
Unident	3938	PEIP PREMS	Payment	07/23/2018	0107	N	Y	403.56	USD
Unident	3939	PEIP PREM	Payment	07/23/2018	0107	N	Y	1,979.58	USD
Unident	3942	NAVITUS REFUND	Payment	07/23/2018	0115	N	N	9,588.70	USD
Unident	DJACCOUNTERROR	CK2	Payment	09/14/2018	0115	Y	N	150.00	USD
Unident	DJACCOUNTERROR2	CK 4	Payment	09/14/2018	0115	Y	N	200.00	USD

- The **Value** column displays the “Payment Status” by default. (Refer to the “[Payment Status Codes](#)” guide for a complete listing of codes and their descriptions.) You can select a different option from the Status drop-down to view “Post Action” or “Posting Status”.
- Other fields displayed are the Deposit ID, Payment ID, Payment Type, Accounting Date, DJ (Direct Journal) Yes/No, PP (Payment Predictor) Yes/No, Amount and Currency.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- The **Next** tab button shows the next page of the component which shows the Posting Status or the payment. Click on the **Previous** tab to return to the main page.

