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.

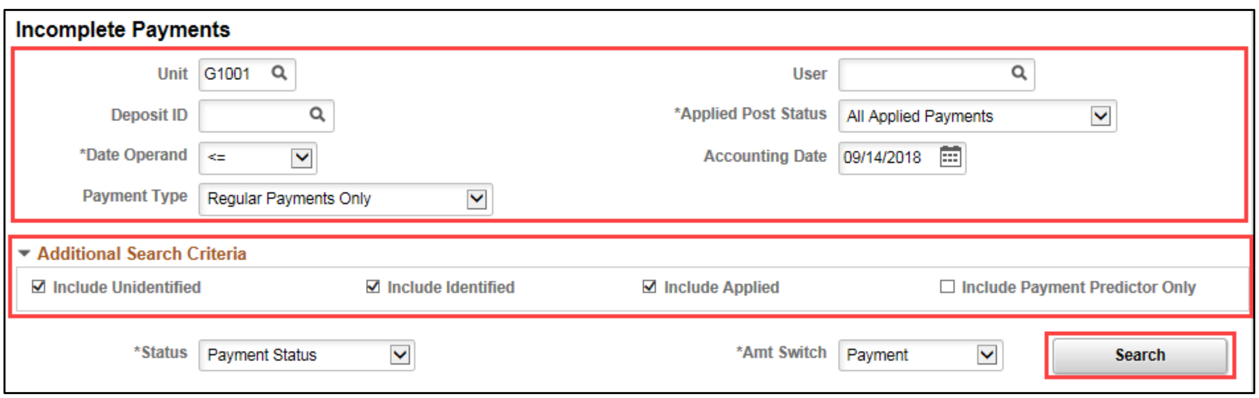
Step 1: Check for Incomplete Payments

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.

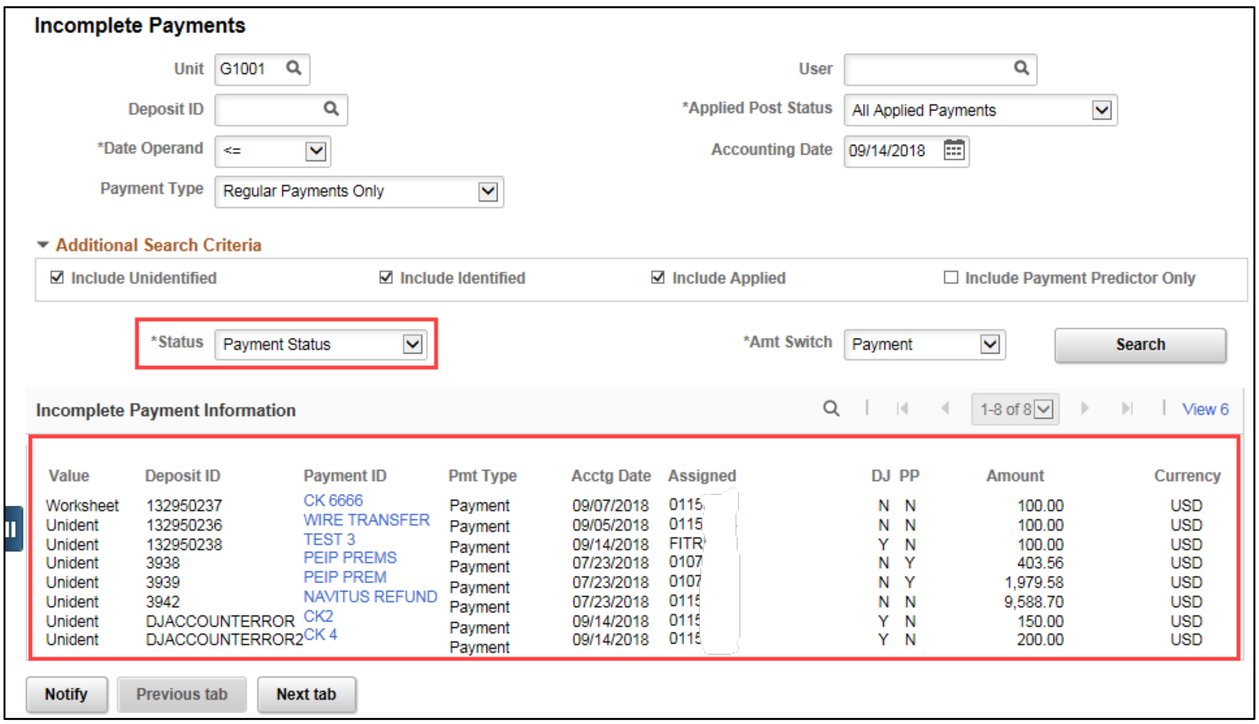
2. At the *Incomplete Payments* page, enter your search criteria as described below.



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.

3. 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.
4. Click on the **Search** button. The **Incomplete Payment Information** section lists all incomplete payments matching your search criteria.



- 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.

- 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.