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.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Unit</em></td>
<td>Accept the default Deposit Unit (same as your Business Unit) or select a different Deposit Unit.</td>
</tr>
<tr>
<td>User</td>
<td>Your User ID is selected by default. Accept the default or remove the User ID to see all incomplete payments for the Deposit Unit.</td>
</tr>
<tr>
<td>Deposit ID</td>
<td>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.</td>
</tr>
<tr>
<td><em>Applied Post Status</em></td>
<td>Accept the default “All Applied Payments”.</td>
</tr>
</tbody>
</table>

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