

QUICK REFERENCE GUIDE

November 1, 2019

Run the Payment Detail Report

The guide covers how to run the Payment Detail Report. This report provides detailed information for all payments in a deposit (direct journal and AR Item) for the time period specified in the report parameters.

Step 1: Enter the Payment Detail Report Parameters

1. Navigate to the Payment Detail report parameters page using one of the option below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Receivable, Review Payments and Items, Review Payments, Payment Detail.
WorkCenter	Accounting, Accounts Receivable, left-menu, Reports/Processes section, General, Payment Detail.

2. Search for an existing *Run Control ID* or click on the **Add a New Value** tab to create a new *Run Control ID*. The *Payment Detail* report parameter page displays.
3. Complete the *Payment Detail* parameter page as described below.

Payment Detail

Run Control ID NEWG10 Report Manager Process Monitor **Run**

Language English

Report Request Parameters

From Date 09/01/2018

To Date 09/24/2018

Deposit Unit G1001 Minnesota Management & Budget

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**

Field Name	Description
From Date and To Date	Enter the date range to include in the report.
Deposit Unit	Enter the <i>Deposit Unit</i> (same as Business Unit).
Amount Type	Accept the default "Base Curr" value.
User ID	Optionally, enter a <i>User ID</i> to limit the report to deposits entered by this person.
Deposit ID	Optionally, enter a specific <i>Deposit ID</i> .
Posting Status	You will most likely select "ALL" to see all deposits in the report. Options include: ALL Complete Not Posted Partial

4. Click on the **Run** button. The *Process Scheduler Request* page displays.

The screenshot shows the 'Process Scheduler Request' dialog box. At the top, it displays 'User ID 01159534' and 'Run Control ID NEWG10'. Below this are several input fields: 'Server Name' (dropdown), 'Recurrence' (dropdown), 'Time Zone' (text with search icon), 'Run Date' (calendar icon showing 09/24/2018), and 'Run Time' (text showing 8:57:41AM). A 'Reset to Current Date/Time' button is located to the right of the Run Time field. Below the input fields is a 'Process List' table with the following data:

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

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

5. Accept the default process selected and click on the **OK** button. The *Payment Detail* report parameter page displays.

6. Click on the *Process Monitor* link. The *Process List* page displays. Refresh the page until the Run Status = Success, and the Distribution Status = Posted.

The screenshot shows the 'Process List' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a 'View Process Request For' section with various search filters: User ID (011), Type, Last, Days (1), Run Status, Server, Name, Instance From, Instance To, Distribution Status, and a 'Save On Refresh' checkbox. A 'Refresh' button and a 'Report Manager' link are also present. Below the filters is a 'Process List' table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. Two rows are visible: one for 'SQR Report' (Instance 28113201) and one for 'PSJob' (Instance 28113166).

7. Click on the *Report Manager* link located under the **Refresh** button.
8. On the *Report Manager* page, select **Administration** tab.
9. To view the report, click on the *Payment Detail* link in the Description column. A pdf of the report displays in a new window.

The screenshot shows a 'Payment Detail' report for 'PeopleSoft Receivables'. It includes report ID (AR20002), deposit ID (G1001), and report currency (Base Amount). The report covers the period from 01-SEP-2018 to 24-SEP-2018. The report is divided into sections for different entry dates: 09/05/2018 and 09/14/2018. Each section lists deposits and payments with columns for Seq, Acctg Dt, Payment ID, Payment Amount, Status, Customer, Item ID, Entry Type/Reason, Post, and Pending Item Amount. Totals are provided for each section.

The report provides detailed information for all payments in a deposit (direct journal and AR Item) for the parameters specified on the *Payment Detail* report page. The report displays the accounting date, Payment ID, Amount, Status, Business Unit, Customer Number and Name, Item ID, Posting Status and Pending Item Amount.

Note

- After Direct Journal deposits are entered, they will have Status of “J” and a posted status of “No”. The posted status will change to “Yes” after the journal is posted in the nightly batch. If the Direct Journal deposit is not complete, it will have a status of “U”
- Payments for AR Items can have statuses of “U” (Unidentified), “C” (Complete), or “I” (Identified). For a complete listing of the statuses and their meaning, refer to the [“Payment Status Codes”](#) guide. If the AR Item Deposit is finished, it will have a Posting Status of “Yes”.