

## QUICK REFERENCE GUIDE

November 1, 2019

### View Item Activity From a Payment

This guide covers viewing *the Item Activity From a Payment* page to review all items paid by a single payment.

Steps to complete:

#### Step 1: View the Item Activity From a Payment page

1. Navigate to the *Item Activity From a Payment* page by following the instructions below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Receivable, Review Payments and Items, left-menu, Customer Accounts, Item Activity From a Payment.

2. Enter search criteria as described below. The *Deposit Unit* and *Business Unit* are required. Enter additional criteria and use the operators to narrow your search.

**Item Activity From a Payment**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Deposit Unit =

Deposit ID begins with

Payment Sequence =

Payment ID begins with

Business Unit =

Customer ID begins with

Posted Date =

Payment Type =

[Basic Search](#)

Field Name	Field Description
*Deposit Unit	Enter the Deposit Unit. This is usually your agency Business Unit.

Field Name	Field Description
Deposit ID	Enter a Deposit ID.
Payment Sequence	Enter a Payment Sequence.
Payment ID	Enter the Payment ID.
*Business Unit	Enter your Business Unit.
Customer ID	Enter the Customer ID.
Posted Date	Enter the Posted Date.

3. Click on the Search button. The *Item Activity From a Payment* page displays.

**Item Activity From a Payment**

Deposit Unit: G1001      Deposit ID: TRN05

Acctg Date: 09/07/2018      Posted Date: 09/07/2018

Payment ID: CK # 99999      Payment Amount: -450.00      Currency: USD

\*Display Amount Switch:  ▼

**Item Activity**

Activity 1    Activity 2    |▶

Unit	Customer	Name	Group ID	Item ID	Line	Type	Reason	Payment ID	Payment Amount	Currency
G1001	0000000006	League of Minnesota Cities	21130	TRN04001	1	PY		CK # 99999	-150.00	USD
G1001	0000000006	League of Minnesota Cities	21130	TRN04001	2	PY		CK # 99999	-300.00	USD

**Totals**

Total: 2      Total Amount: -450.00      Currency: USD

[Return to Search](#)    [Notify](#)

- Header information on the top of the page was entered when creating the deposit. It includes Deposit ID, Group ID, Posted, Accounting date, Payment ID, and Payment amount.
- The **Activity 1** tab displays the Business Unit, Customer ID, Customer name, Item ID, Bill Line Number, Type – PY refers to payment, Reason if required, Payment ID, and Payment amount.
- The **Activity 2** tab displays Purchase Order information, if applicable.
- The **Totals** section will display the total amount of the payment applied to the selected item.