

AR - Monitoring and Reporting

See "The FIN SOURCE" for Ohio for the most recent version of this process.



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Steps for Monitoring and Reporting

References

- [ORC Section 126](#): OFFICE OF BUDGET AND MANAGEMENT

Process

OAKS FIN allows agencies to review their customers' accounts and activity as well as monitor transactions by running a number of reports.

Reviewing Customer Accounts and Item Activity

In OAKS FIN AR the **Account Overview** page provides valuable customer information that may need to be reviewed and updated. A customer's item activity can be reviewed from the **Item Activity** search tab and the **Direct Journal** tab. The **Direct Journal** tab displays deposit, payment, and Journal ID information for miscellaneous revenue. The audit trail of a particular transaction can be reviewed from the **Item Activity** tab.

Running AR Reports

The AR Aging process runs in OAKS FIN at the beginning of each month. After this process runs, the Revenue Processor reviews the **AR aging report** in OAKS FIN. If there are any open items over 45 days past due, the Revenue Processor marks the items in OAKS FIN for collection and then sends a report of items in collection status to the Attorney General's Office (3rd party customers) or OBM State Accounting (state agencies). During the rest of the month, the AR Administrator is able to run the aging report on an ad hoc basis as needed by the agency.

The **Invoice Register Report** is used to create and print an **Invoice Register** report by **Invoice ID** and by **Customer**.

The **Payment Detail Report** lists all payments in a deposit and provides a sum of the payment amounts. The **Payment Detail Report** is submitted along with the payments (i.e. cash and checks) in a deposit and the register tape to the Treasurer of State (TOS) office after the agency AR Administrator has approved a deposit.

What would you like to do?

See "The FIN SOURCE" for Ohio for the most recent version of this process.



-
- [Review a customer account](#)
 - [Review a customer item activity](#)
 - [Run an Ad Hoc Aging Report](#)
 - [Run an Invoice Register Report](#)
 - [Run a Payment Detail Report](#)

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Reviewing Customer Accounts

- **References**

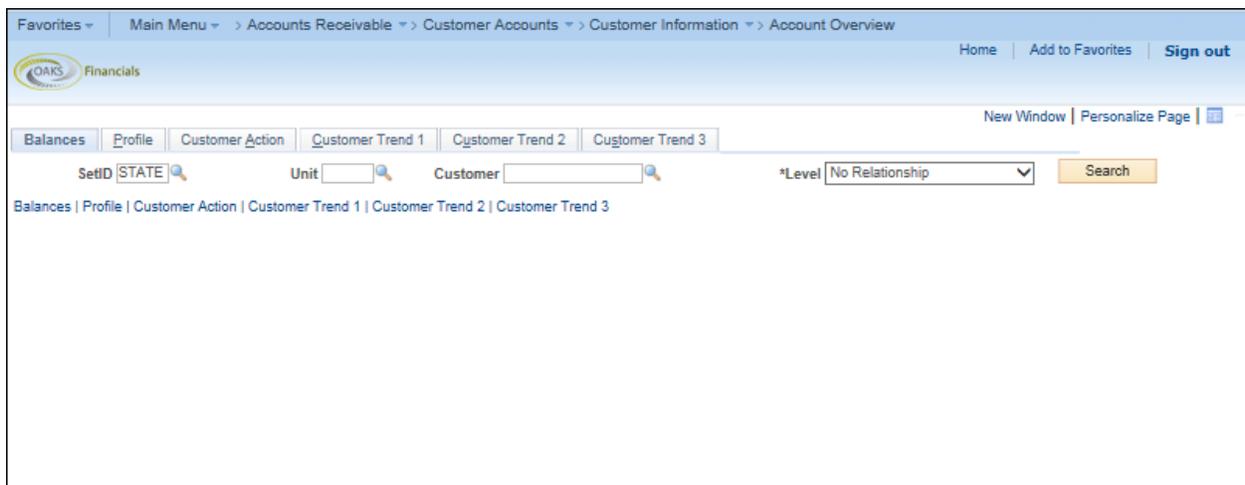
Overview

For a variety of reasons, a customer's account may need to be reviewed. Below is a description of where to find what types of information. Probably the most important page for review is the Balance Items List.

- Click here for assistance with accessing the OAKS FIN AR module.

Steps

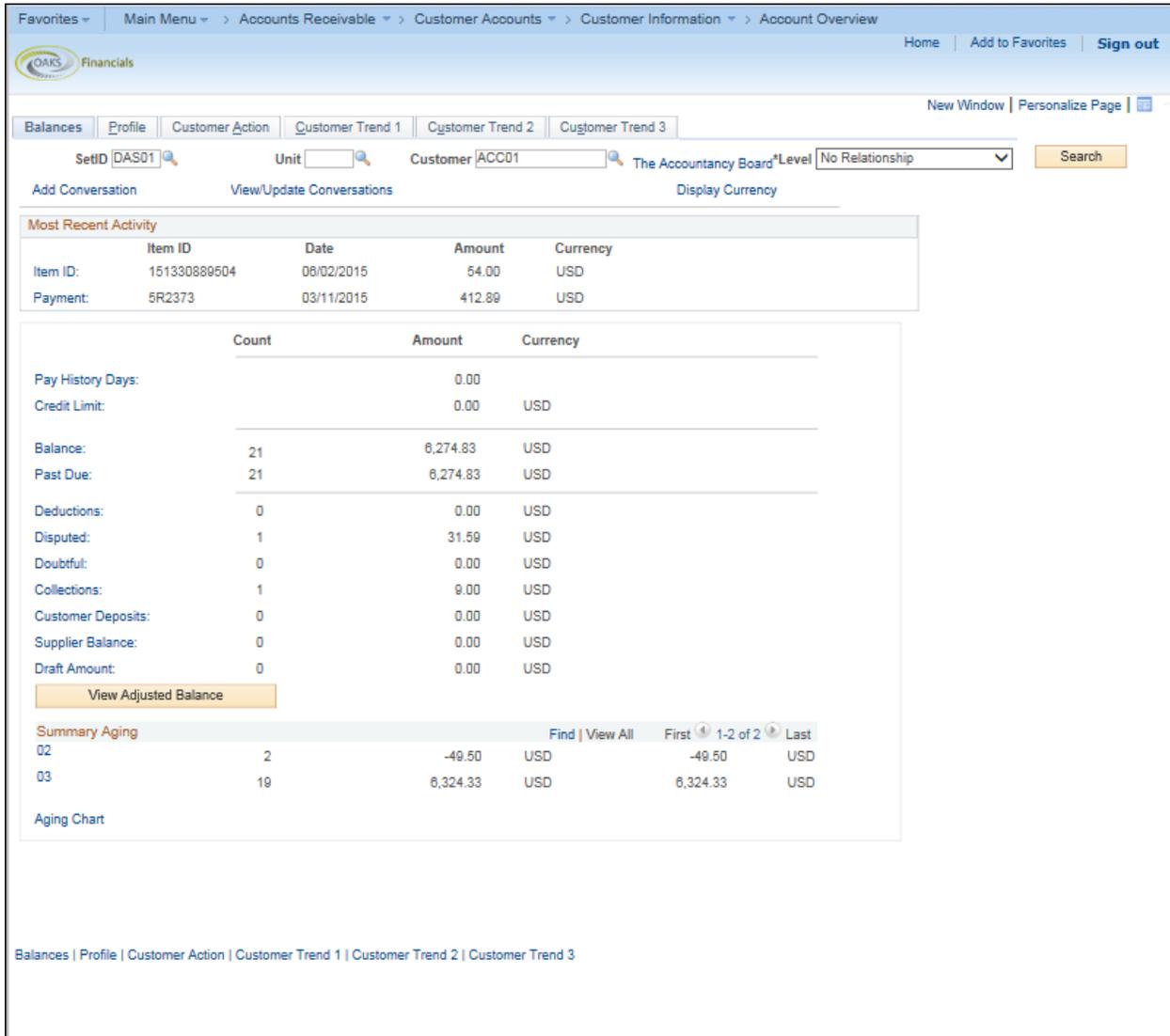
- **OAKS FIN > Accounts Receivable > Customer Accounts > Customer Information > Account Overview**



1. Verify or enter the agency specified **Business Unit** into the **SetID** field.
 - **Set IDs** are the keys to the control tables. They dictate the type of transaction a business unit can complete. It also determines the data accessible to a business unit.

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2. Enter the **Customer ID** in the **Customer** field.
 3. Click **Search**.
- The **Balance** tab displays only **Open** receivables.



The screenshot shows the OAKS Financials interface for Customer Accounts. The 'Balances' tab is selected, displaying customer information for 'ACC01' (The Accountancy Board) with a level of 'No Relationship'. The interface includes a search bar, navigation tabs for 'Balances', 'Profile', and 'Customer Action', and a 'Search' button. Below the search bar, there are links for 'Add Conversation', 'View/Update Conversations', and 'Display Currency'.

Most Recent Activity

	Item ID	Date	Amount	Currency
Item ID:	151330889504	06/02/2015	54.00	USD
Payment:	5R2373	03/11/2015	412.89	USD

Summary

	Count	Amount	Currency
Pay History Days:		0.00	
Credit Limit:		0.00	USD
Balance:	21	6,274.83	USD
Past Due:	21	6,274.83	USD
Deductions:	0	0.00	USD
Disputed:	1	31.59	USD
Doubtful:	0	0.00	USD
Collections:	1	9.00	USD
Customer Deposits:	0	0.00	USD
Supplier Balance:	0	0.00	USD
Draft Amount:	0	0.00	USD

[View Adjusted Balance](#)

Summary Aging

	Count	Amount	Currency	First	Last
02	2	-49.50	USD	-49.50	USD
03	19	6,324.33	USD	6,324.33	USD

Aging Chart

4. Navigate to the desired tab or link.
 - The **Balance** tab allows for quick access to customer information including customer **Level**; most recent open item; most recent payment; summary of open items broken out by balance, past due, disputed, collections and more; and a summary of aging.

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- The customer **Level** describes the type of relationship with the customer. The options are:
 - N – No relationship
 - C – Corporate Customer
 - P – Correspondence Customer
 - R – Remit from Customer
- The section at the top of the **Balance** tab allows customer conversations to be added, viewed, and updated. It can be useful to check this section when there are payments not currently being applied.
- The **Category Summary** lines on the **Balances** tab show a total count of items and account.
 - a. Click a **Category link** to see additional information.
- The **Summary Aging** area on the **Balances** tab provides a breakdown of pending items by their due dates.
 - Click the **Summary Aging** links to display a list of items in specific aging groups.
- Balance Item List
 - Click the **Balance** link on the **Balances** tab.
 - The **Customer Item Inquiry** page displays a list of all the customer's pending items.
 - b. Click the **item links** to see details for each item.
 - This page can be used to easily review how many items the customer has open, the number of days overdue, and the total dollar value of the unpaid items. Each individual item can be clicked to view the accounting entries, the group ID, the creation date, the entry type and the reason codes.
 - c. Click **Cancel** at the bottom of the **Customer Item Inquiry** page to return to the **Balances** tab.
 - Past Due Item List
 - c. Click the **Past Due** link on the **Balances** tab.
 - The **Customer Item Inquiry** page displays all the customer's items that are currently past due.
 - b. Click the **item links** to see details for each item.

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-
- c. Click **Cancel** at the bottom of the page to return to the **Balances** tab.
 - Disputed Item List
 - b. Click the **Disputed** link on the **Balances** tab.
 - The **Customer Item Inquiry** page displays a list of all the customer's items that are currently being disputed by the customer.
 - b. Click the **item links** to see details for each item.
 - c. Click **Cancel** at the bottom of the **Customer Item Inquiry** page to return to the **Balances** tab.
 - Customer Aging Chart
 - b. Click **Aging Chart** link on the **Balances** tab.
 - The **Aging Chart** displays the dollar value of items in each aging category.
 - b. Click the **Chart Selection** dropdown list and select **Aging Chart By Count** to show the count of aging items rather than value.
 - i. Click **Draw Chart**.
 - c. Use the **Chart Type** dropdown to modify the chart type.
 - i. Click **Draw Chart**.
 - d. Click **Return** to return to the **Balances** tab.
 - The **Profile** tab displays the customer's address and contact information, as well as a record of customer conversations.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Customer Accounts](#) > [Customer Information](#) > [Account Overview](#)


[Home](#) | [Add to Favorites](#) | [Sign out](#)

[Balances](#) | [Profile](#) | [Customer Action](#) | [Customer Trend 1](#) | [Customer Trend 2](#) | [Customer Trend 3](#)

SetID Unit Customer The Accountancy Board*Level

[Add Conversation](#) | [View/Update Conversations](#)

[Customer Pending Items](#) | [Item List](#)

Customer Information

Address 1 77 S High St 18th Floor
 Address 2
 City Columbus State OH
 Country USA Postal 43215-8128
 Corporate ID ACC01 The Accountancy Board
 Remit to Bank STATE Remit to Bank Account OHIO
 Terms Collection Customer Group Credit Hold

Most Recent Conversations [Find](#) | [View All](#) | [First](#) 1 of 1 [Last](#)

DateTime	User ID	Visible
05/08/2013 9:34AM	10026886	<input type="checkbox"/>

Contact ID Telephone Extension
 Comments Had to correct billing in OAKS to be \$199.07 on 131330889203-ADJ per Mindy. RL

Customer ID Number [Personalize](#) | [Find](#) | [View All](#) | [First](#) 1 of 1 [Last](#)

Type	ID Num

Customer Contacts [Personalize](#) | [Find](#) | [View All](#) | [First](#) 1 of 1 [Last](#)

Contact Name	Phone	Phone Extension	Phone Type

[Contact Information](#)

Balances | Profile | Customer Action | Customer Trend 1 | Customer Trend 2 | Customer Trend 3

- The **Customer Action** and **Customer Trend** tabs are not used by the State.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Reviewing Customer Item Activity

- **References**

Overview

The Revenue Processor reviews customer item activity at the beginning of each month. Any pending items over 45 days past due are marked for collection. A report of pending items in collection status is sent to the Attorney General's Office (AGO) or OBM State Accounting. AGO/OBM State Accounting certifies the pending items and begins the collection process.

When reviewing a customer's item activity, a search pulls up a page with two high-level tabs, the **Item Activity** tab and the **Direct Journal** tab. The **Direct Journal** tab displays deposit, payment, and **Journal ID** information for miscellaneous revenue. Direct journals, however, are not the focus of this procedure. The **Item Activity** tab is good for reviewing the audit trail of a particular transaction. The audit trail can be used to review the associated worksheets, etc.

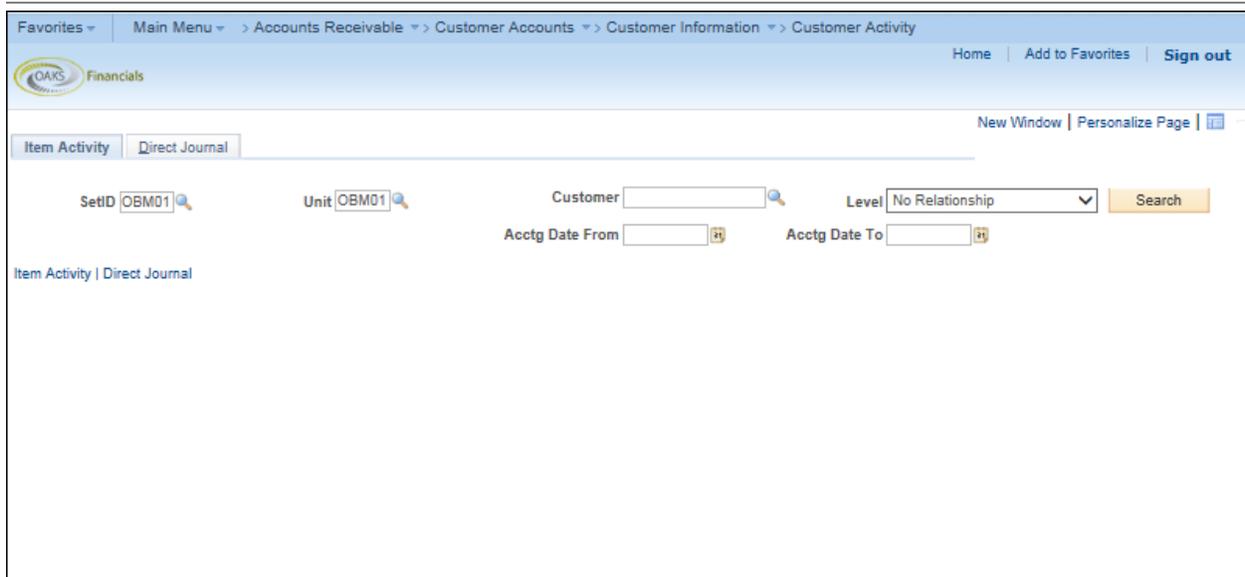
- Click here for assistance with accessing the OAKS FIN AR module.

Steps

- **OAKS FIN > Accounts Receivable > Customer Accounts > Customer Information > Customer Activity**

See "The FIN SOURCE" for Ohio for the most recent version of this process.





Item Activity | Direct Journal

SetID OBM01 Unit OBM01 Customer Level No Relationship Acctg Date From Acctg Date To Search

1. Verify or enter the agency specified **Business Unit** into the **SetID** field.
2. Enter the **Customer ID** in the **Customer** field.
3. To search for items from a specific date range, enter the appropriate dates in the **Acctg Date From** and an **Acctg Date To** fields.
 - If a date range is not specified, all activity is shown.
4. Click **Search**.
 - The **Item Activity** page displays all entries (posted items, payments, and memos) in the specified date range. Debits and credits are shown as separate items in this list, rather than being listed as net amounts.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Customer Accounts](#) > [Customer Information](#) > [Customer Activity](#)

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Item Activity | [Direct Journal](#)

SetID: Unit: Customer: Level:

Acctg Date From: Acctg Date To: The Accountancy Board

Item Activity							
Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6		
Acctg Date	Item ID	Line	Entry Type	Entry Reason	Entry Amount	Entry Currency	Unit
07/02/2007	7K2112	1	ISTV	OITUS	348.00	USD	DAS01
07/02/2007	7K2111	1	ISTV	OITUS	48.34	USD	DAS01
07/02/2007	7A0451	1	ISTV	ITSBL	55.00	USD	DAS01
07/02/2007	7TR252	1	ISTV	FLRNR	330.46	USD	DAS01
07/05/2007	7K2335	1	ISTV	OITUS	348.00	USD	DAS01
07/05/2007	7K2334	1	ISTV	OITUS	37.97	USD	DAS01
07/06/2007	7R2219	1	ISTV	COPYB	-133.65	USD	DAS01
07/06/2007	7R2219	2	ISTV	COPYC	-1,200.00	USD	DAS01
07/06/2007	7R2219	2	ISTV	COPYC	1,200.00	USD	DAS01
07/06/2007	7R2219	1	ISTV	COPYB	133.65	USD	DAS01
07/09/2007	7TR252	1	PY		-330.46	USD	DAS01
07/16/2007	7R2577	2	ISTV	COPYC	1,200.00	USD	DAS01
07/16/2007	7R2577	1	ISTV	COPYB	133.65	USD	DAS01
07/17/2007	7TR276	2	ISTV	FLRMI	69.28	USD	DAS01
07/17/2007	7UN361	1	ISTV	MAILM	5,581.89	USD	DAS01

[Item Activity](#) | [Direct Journal](#)

5. Click the **Item ID** column header to sort the list in a way that groups related items (i.e., payments with their receivables).
6. Click an **Item ID** link to view more detailed information.
 - The **Item Maintenance** page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Item Maintenance

Detail 1 | Detail 2 | Detail 3 | Item Accounting Entries | Item Audit History

Unit DAS01 Customer ACC01 The Accounting Board
 Item ID 0A0038 Line 1 Days Late -18 Status Closed

Accounting Date 10/07/2009 Balance 0.00 USD Billing Unit
 Entry Type ISTV Original Amount 945.00 USD
 Entry Reason ITSBL
 AR Dist Info AR_S

Discount Options

Due Date 11/06/2009 Due Days
 Terms NET30 Discount Days
 Discount Amount 0.00 Date
 Discount Amount 1 Date 1
 Always Allow Discount
 As Of Date 10/07/2009 Posted 10/19/2009

Customer Relations

Dispute Reason Date
 Dispute Amount
 Deduction Reason Date
 Doubtful
 Collection Code Date
 Analyst 001 Credit Analyst
 Collector OBM Office of Budget and Management
 Sales Person STATE Default Sales Person
 AR Specialist

Payment/Draft Options

Payment Method Check
 Draft Type Preapproved?
 Direct Debit Profile ID Create Document?
 One Item per Draft?

Other Options

Revaluation Flag Available for Netting

Item Creation/Update Details

Created On 05/04/2015 5:12AM Last Modified On 05/04/2015 5:12AM
 Created By PPLSFT Modified By PPLSFT

Split Add Conversation View Audit Logs

OK Cancel Apply Refresh

Detail 1 | Detail 2 | Detail 3 | Item Accounting Entries | Item Audit History

7. Review the tabs located on the **Item Maintenance** page as desired.

- **Detail 1 Tab**

- The **Detail 1** tab provides accounting, payment details and status for each item.
- The **Customer Relations** section of the **Detail 1** tab provides a quick means of capturing information about disputes and collections. If a customer disputes a charge for an item, the **Customer Relations** section is used to indicate:
 - That the item is being disputed (**Dispute** check box)
 - The reason for the dispute (**Reason** field)
 - The date the dispute was identified (**Date** field)
 - The amount in dispute (**Dispute Amount** field)
- Placing an item in dispute allows those items to be separated when reviewing the customer balance information. When the dispute is resolved, the **Dispute** check box is deselected.
- The **Detail 1** tab is also used to document any conversation with the customer regarding the dispute and its resolution.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

- Refer to the Placing Items In Dispute and Placing Items In Collection for more information on using this section.
 - **Detail 2 and Detail 3 Tabs**
 - The **Detail 2 and Detail 3** tabs are not used by the State.
 - **Item Accounting Entries Tab**
 - The **Item Accounting Entries** tab allows the originally recorded accounting entries (ChartFields) to be reviewed.
 - **Item Audit History Tab**
 - The **Item Audit History** tab provides a list of all changes made to an item. For each field, OAKS FIN shows when the change was made, by whom, and what the changes were.
8. Click **OK** to return to the **Item Activity** tab or click **Cancel** to return without saving any changes.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Running an Invoice Register Report

- **References**

Overview

This process is used to create and print an **Invoice Register** report by **Invoice ID** and by **Customer**.

To run a report, an agency specified **Run Control ID** is needed. A **Run Control ID** is a set of information that has been selected and saved for running a specific report or process in OAKS FIN. Each OAKS FIN user creates his or her own **Run Control IDs**. When the report or process is ran again, the following can be done:

- Reuse a **Run Control ID** that has already been created.
- Create a new **Run Control ID** if the report or process needs to be run in a different way.

The **Run Control ID** can be up to 30 letters and numbers long (Do not use spaces in the name). Some agencies have standards for naming **Run Control IDs**.

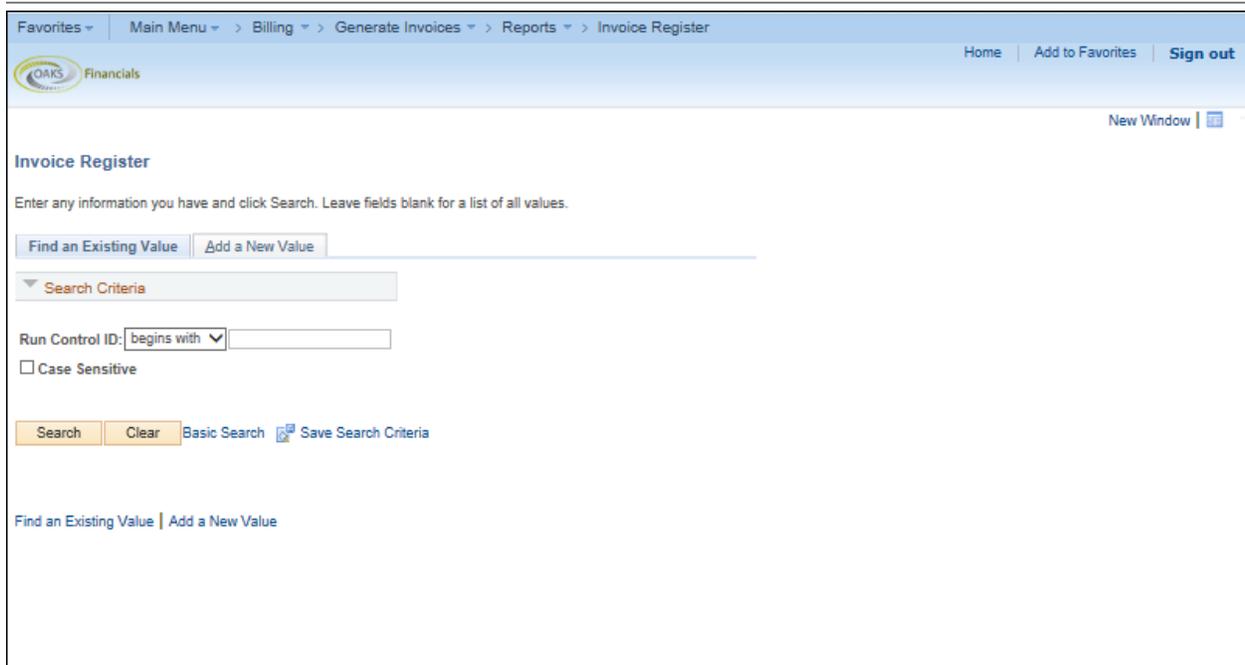
- [Click here for assistance with accessing the OAKS FIN AR module.](#)

Steps

- **OAKS FIN > Billing > Generate Invoices > Reports > Invoice Register**

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Invoice Register

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

Find an Existing Value | Add a New Value

Search Criteria

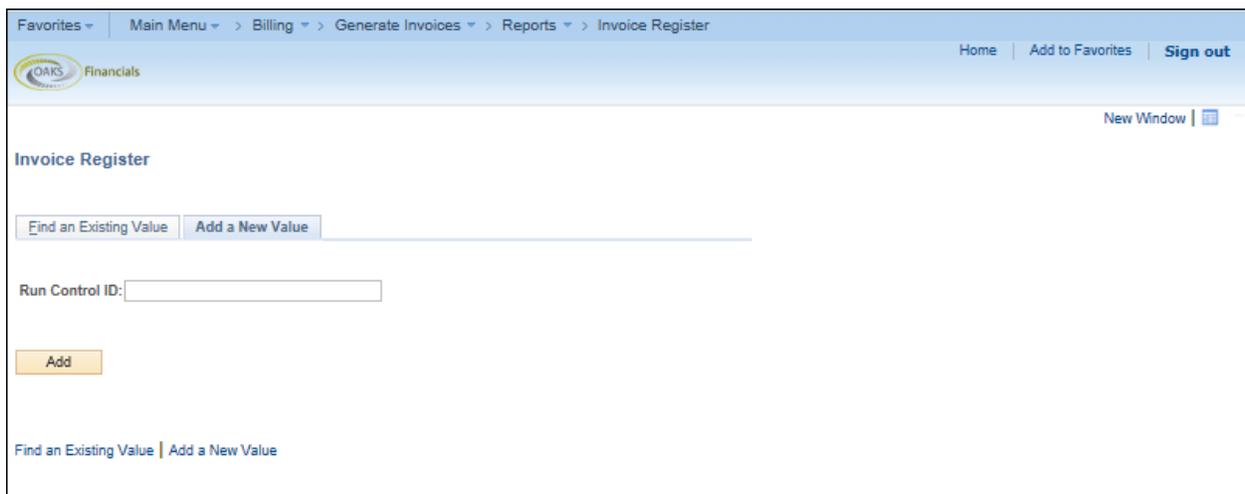
Run Control ID: begins with

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

1. Click the **Add a New Value** tab.
 - The **Add New Value** tab displays.



Invoice Register

Run Control ID:

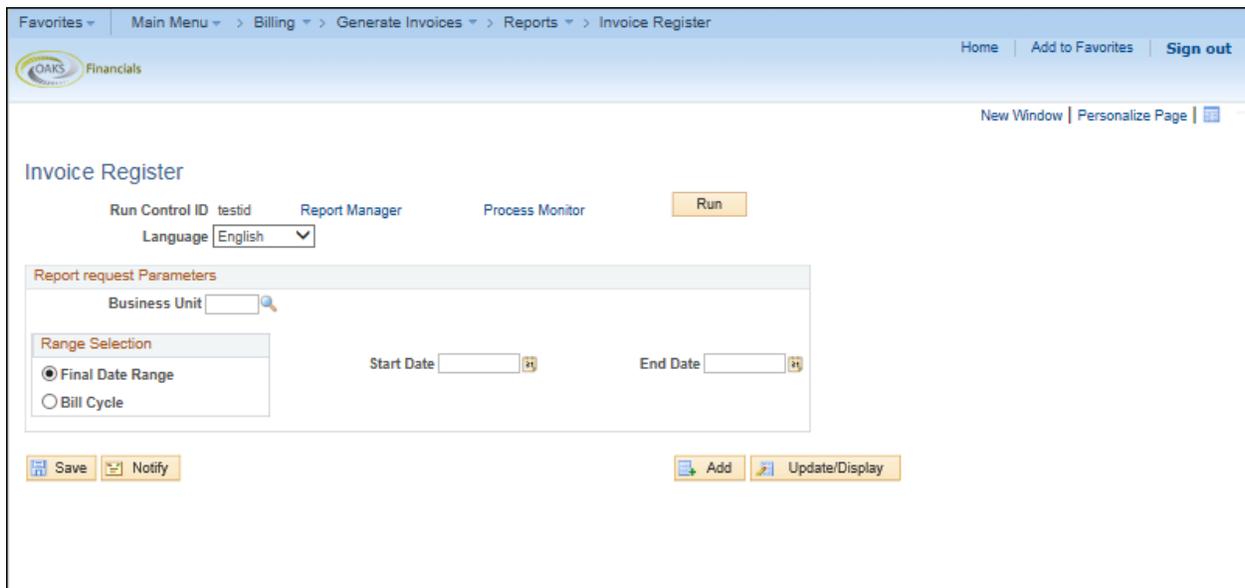
Add

Find an Existing Value | Add a New Value

2. Enter a **Run Control ID**.
3. Click **Add**.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

- The **Invoice Register** page displays.



4. Select the appropriate **Range** from the **Range Selection** area.
 - The range may be defined by the date the invoice was finalized (**Final Date**) or by **Billing Cycle**.
 5. Enter the **Start Date** and **End Date** of the desired range.
 6. Click **Run**.
- The **Process Scheduler Request** page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

Process Scheduler Request

User ID OH_BI_SPECIALIST Run Control ID test

Server Name Run Date 06/22/2015

Recurrence Run Time 3:40:19PM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Invoice Register by Invoice Id	BIIVC002	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	Distribution
<input type="checkbox"/>	Invoice Register by Customer	BIIVC003	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	Distribution

7. Select the agency specified process to run from the **Process List Select** field.
 - The report may be run grouped by **Invoice ID (Process BIIVC002)** or by **Customer (Process BIIVC003)**. Both can be selected.
8. Click **OK**.
 - OAKS FIN creates a **Process Instance** number. If multiple processes were selected, there will be a **Process Instance** number for each process.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

Favorites ▾ | Main Menu ▾ > Billing ▾ > Generate Invoices ▾ > Reports ▾ > Invoice Register

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OAKS Financials

New Window | Personalize Page | 

Invoice Register

Run Control ID test Report Manager Process Monitor [Run](#)

Language English ▾ **Process Instance:5915128**

Report request Parameters

Business Unit 

Range Selection

Final Date Range Bill Cycle

Start Date 06/01/2015  End Date 06/22/2015 

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

9. Click the **Process Monitor** link.
 - The **Process List** tab displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



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[Process List](#) | [Server List](#)

View Process Request For

User ID: Type: Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5915128		SQR Report	BIIVC002	OH_BI_SPECIALIST	08/22/2015 3:40:19PM EDT	Success	Posted	Details
<input type="checkbox"/>	5913204		Application Engine	BIINSTAL	OH_BI_SPECIALIST	08/12/2015 9:53:28AM EDT	Success	Posted	Details
<input type="checkbox"/>	5910754		Application Engine	BIRECUR	OH_BI_SPECIALIST	08/04/2015 3:58:01PM EDT	Success	Posted	Details
<input type="checkbox"/>	5909521		PSJob	BIJOBP01	OH_BI_SPECIALIST	08/03/2015 1:19:04PM EDT	Success	Posted	Details
<input type="checkbox"/>	5909499		PSJob	BIJOBP01	OH_BI_SPECIALIST	07/01/2007 9:52:38AM EDT	Success	Posted	Details
<input type="checkbox"/>	5909477		PSJob	BIJOBP01	OH_BI_SPECIALIST	08/03/2015 1:17:58PM EDT	Success	Posted	Details
<input type="checkbox"/>	5909455		PSJob	BIJOBP01	OH_BI_SPECIALIST	08/03/2015 1:18:12PM EDT	Success	Posted	Details
<input type="checkbox"/>	5909410		PSJob	BIJOBP01	OH_BI_SPECIALIST	08/03/2015 12:21:23PM EDT	Success	Posted	Details
<input type="checkbox"/>	5909245		PSJob	BIJOBP01	OH_BI_SPECIALIST	08/02/2015 7:43:44PM EDT	No Success	Posted	Details
<input type="checkbox"/>	5909209		PSJob	BIJOBP03	OH_BI_SPECIALIST	08/02/2015 7:08:58PM EDT	Success	Posted	Details
<input type="checkbox"/>	5909112		PSJob	BIJOBP01	OH_BI_SPECIALIST	08/02/2015 4:38:25PM EDT	Success	Posted	Details
<input type="checkbox"/>	5908291		PSJob	BIJOBP01	OH_BI_SPECIALIST	05/29/2015 4:31:48PM EDT	Success	Posted	Details
<input type="checkbox"/>	5907549		PSJob	BIJOBP01	OH_BI_SPECIALIST	05/22/2015 3:51:27PM EDT	Success	Posted	Details
<input type="checkbox"/>	5907434		PSJob	BIJOBP03	OH_BI_SPECIALIST	05/21/2015 7:19:40PM EDT	Success	Posted	Details
<input type="checkbox"/>	5907433		Application Engine	BICURCNV	OH_BI_SPECIALIST	05/21/2015 7:19:18PM EDT	Success	Posted	Details

[Go back to Invoice Register](#)

[Process List](#) | [Server List](#)

10. View the agency specific **Instance Number** to find the correct process.
11. Click **Refresh** every 30 seconds until the process **Run Status** displays "Success" and the **Distribution Status** is "Posted."
12. Click the **Details** link for the correct process.
 - The **Process Detail** page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Process Detail
✕

Process

Instance 5915128	Type SQR Report
Name BIIVC002	Description Invoice Register by Invoice Id
Run Status Success	Distribution Status Posted

Run	Update Process
-----	----------------

Run Control ID test	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSNT	<input type="radio"/> Cancel Request
Recurrence	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
-----------	---------

Request Created On 06/22/2015 3:53:57PM EDT	Parameters	Transfer
Run Anytime After 06/22/2015 3:40:19PM EDT	Message Log	
Began Process At 06/22/2015 3:54:20PM EDT	Batch Timings	
Ended Process At 06/22/2015 3:54:35PM EDT	View Log/Trace	

OK	Cancel
----	--------

13. Click the **View Log/Trace** link.

- The **View Log/Trace** page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



View Log/Trace ✕

Report

Report ID: 4951750 Process Instance: 5915128 [Message Log](#)
 Name: BIIVC002 Process Type: SQR Report
 Run Status: Success

Invoice Register by Invoice Id

Distribution Details

Distribution Node: PSNT_SY Expiration Date: 06/29/2015

File List

Name	File Size (bytes)	Datetime Created
BIIVC002_5915128.PDF	8,074	06/22/2015 3:54:35.613651PM EDT
BIIVC002_5915128.out	0	06/22/2015 3:54:35.613651PM EDT
SQR_BIIVC002_5915128.log	1,767	06/22/2015 3:54:35.613651PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	OH_BI_SPECIALIST

[Return](#)

14. Click the **File** link with the correct **Process Name** and **Instance Number**.

- The report is displayed in a new window.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Report ID: R11WC002 PeopleSoft BI
 INVOICE REGISTER BY INVOICE NUMBER Page No. 1
 Range Option: FINAL DATE RANGE Run Date 06/22/2015
 Final Start Date: 06/01/2015 Run Time 15:54:20
 Final End Date: 06/22/2015
 Business Unit: ALL VALUES

Unit	Invoice	Invoice Dt	Bill Source	Bill Type	Bill-To Customer Name	Customer Number	ITYPE	Invoice Amt	Final Dt
Business Unit/Currency: D401 / USD									
D401	SMA018	06/05/2015	ATM		East Sparta - Clark Co. Soc	0000000000000006	RRC	169.50	USD 06/05/2015
	SMA020	06/10/2015	ATM		Louis Stokes VA Mod Center	0000000000000008	RRC	1,086.16	USD 06/10/2015
	SFA003	05/01/2015	FEA		Misc HRD	00MIGHMR	RRC	0.50	USD 06/12/2015
	SFA004	06/01/2015	FEA		Misc HRD	00MIGHMR	RRC	0.50	USD 06/12/2015
	SGC002	06/05/2015	RGA		Louis Stokes VA Mod Center	0000000000000008	RRC	750.00	USD 06/05/2015
	SGC004	06/05/2015	CAP		East Sparta - Clark Co. Soc	0000000000000006	RRC	814.32	USD 06/05/2015
	SGC005	06/05/2015	RGA		East Sparta - Clark Co. Soc	0000000000000006	RRC	959.52	USD 06/05/2015
	SGC006	06/05/2015	RGA		East Sparta - Clark Co. Soc	0000000000000006	RRC	711.00	USD 06/05/2015
	SGC007	06/08/2015	RGA		East Sparta - Clark Co. Soc	0000000000000006	RRC	55.89	USD 06/08/2015
	SGC007CK	06/08/2015	RGA		East Sparta - Clark Co. Soc	0000000000000006	ACH	-55.89	USD 06/08/2015
	SGC007CK1	06/08/2015	RGA		East Sparta - Clark Co. Soc	0000000000000006	ACH	55.89	USD 06/08/2015
	SGC008	06/08/2015	RGA		Cross Creek Twp	ZZZ00046	RRC	49.76	USD 06/08/2015
	SGC008CK	06/08/2015	RGA		Cross Creek Twp	ZZZ00046	ACH	-49.76	USD 06/08/2015
	SGC008CK	06/08/2015	RGA		Cross Creek Twp	ZZZ00046	ACH	49.76	USD 06/08/2015
	SGC009	06/08/2015	RGA		Louis Stokes VA Mod Center	0000000000000008	RRC	446.40	USD 06/08/2015
	SGC009CHL	06/08/2015	RGA		Louis Stokes VA Mod Center	0000000000000008	ADJ	-89.76	USD 06/08/2015
	SGC009NET	06/08/2015	RGA		Louis Stokes VA Mod Center	0000000000000008	ADJ	104.67	USD 06/08/2015
	SGC009RR	06/08/2015	RGA		Louis Stokes VA Mod Center	0000000000000008	ADJ	0.00	USD 06/08/2015
	SGC010	06/09/2015	RGA		Louis Stokes VA Mod Center	0000000000000008	RRC	463.00	USD 06/09/2015
	SGC012	06/10/2015	RGA		East Sparta - Clark Co. Soc	0000000000000006	RRC	980.00	USD 06/10/2015
	SGC013	06/10/2015	RGA		Louis Stokes VA Mod Center	0000000000000008	RRC	230.70	USD 06/10/2015
	SGC014	06/10/2015	RGA		The Ohio Arts Council	ART01	RRC	1,807.44	USD 06/10/2015
	SGC015	06/17/2015	RGA		East Sparta - Clark Co. Soc	0000000000000006	RRC	55.89	USD 06/17/2015
	INV0PT1	06/17/2015	COO		Louis Stokes VA Mod Center	0000000000000008	RRC	3.00	USD 06/17/2015
	INV0PT2	06/17/2015	COO		The Ohio Arts Council	ART01	RRC	20.00	USD 06/17/2015
	INV0PT3	06/17/2015	MAR		Louis Stokes VA Mod Center	0000000000000008	RRC	4.00	USD 06/17/2015
TOTAL # OF INVOICES:			26						
TOTAL INVOICE AMOUNT:			8,612.49		USD				
Business Unit/Currency: JFD01 / USD									
JFD01	CFYRCH1111	06/04/2015	ACC		GR TEST	0000000000000001	RRC	2.00	USD 06/04/2015
	JFD008	06/08/2015	ACC		TRST_IF_CUST_117	IF_CUST_117	RRC	6.00	USD 06/08/2015
	JFD00347	06/02/2015	RCC		TRST_IF_CUST_118	IF_CUST_118	RRC	40.00	USD 06/02/2015
	JFD00348	06/04/2015	RCC		TRST_IF_CUST_118	IF_CUST_118	RRC	40.00	USD 06/04/2015
	JFD00016	06/02/2015	COO		Mickey Mouse	IF_CUST_116	RRC	18.00	USD 06/02/2015
	JFD00017	06/04/2015	COO		Mickey Mouse	IF_CUST_116	RRC	18.00	USD 06/04/2015
	JFD00018	06/08/2015	COO		Mickey Mouse	IF_CUST_116	RRC	6.00	USD 06/08/2015



15. Review, print, or email the report as desired.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Running an Ad Hoc Aging Report

- **References**

Overview

The AR Aging process runs in OAKS FIN at the beginning of each month. After this process runs, the Revenue Processor reviews the **AR aging report** in OAKS FIN. If there are any open items over 45 days past due, the Revenue Processor marks the items in OAKS FIN for collection. After marking the items for collection, the Revenue Processor sends a report of items in collection status to the Attorney General's Office (3rd party customers) or OBM State Accounting (state agencies).

During the rest of the month, the AR Administrator is able to run the aging report on an ad hoc basis as needed by the agency. Aging is applied to posted entries only.

To run a report, an agency specified **Run Control ID** is needed. A **Run Control ID** is a set of information that has been selected and saved for running a specific report or process in OAKS FIN. Each OAKS FIN user creates his or her own **Run Control IDs**. When the report or process is run again, the following can be done:

- Reuse a **Run Control ID** that has already been created.
- Create a new **Run Control ID** if the report or process needs to be run in a different way.

The **Run Control ID** can be up to 30 letters and numbers long. Do not use spaces in the name. Some agencies have standards for naming **Run Control IDs**.

- [Click here for assistance with accessing the OAKS FIN AR module.](#)

Steps

- **OAKS FIN > Accounts Receivable > Receivables Analysis > Aging > Aging Summary by Unit Rpt**

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Favorites ▾ | Main Menu ▾ > Accounts Receivable ▾ > Receivables Analysis ▾ > Aging ▾ > Aging Summary by Unit Rpt

Home | Add to Favorites | Sign out

OAKS Financials

New Window | 

Aging Summary by Unit Rpt

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

[Find an Existing Value](#) | [Add a New Value](#)

▼ Search Criteria

Run Control ID: begins with ▾

Case Sensitive

[Search](#) | [Clear](#) | [Basic Search](#)  | [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

1. Click the **Add a New Value** tab.
 - The **Add a New Value** tab displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Navigation: Favorites ▾ | Main Menu ▾ > Accounts Receivable ▾ > Receivables Analysis ▾ > Aging ▾ > Aging Summary by Unit Rpt

Home | Add to Favorites | Sign out

New Window | 

Aging Summary by Unit Rpt

Find an Existing Value | Add a New Value

Run Control ID:

Add

Find an Existing Value | Add a New Value

2. Enter a **Run Control ID** in the **Run Control ID** field.
 3. Click **Add**.
- The **Aging Summary By Unit** page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Receivables Analysis](#) > [Aging](#) > [Aging Summary by Unit Rpt](#)

[Home](#) | [Add to Favorites](#) | [Sign out](#)



[New Window](#) | [Personalize Page](#)

Aging Summary By Unit

Run Control ID: testid Report Manager Process Monitor [Run](#)

Language:

Report Request Parameters

As of Date: Use System Date
 SetID: State of Ohio
 Aging ID:
 Amount Type:
 Rate Type:
 *Display Option:

Exclude IU Customers
 Exclude Customers with Different Aging ID
 Print By SubCustomer

System Activity Personalize | Find | View All | 1 of 1

*Business Unit	Description
<input type="text"/>	

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

4. Enter the date from which the number of days past due should be calculated in the **As of Date** field.
5. Enter "STATE" in the **SetID** field.
6. Enter "STAND" for "Standard" in the **Aging ID** field.
7. Select a display option from the **Display Option** dropdown.
 - The display options include **Collections**, **Deductions**, or **Disputes**.
8. Enter the agency **Business Unit** in the **Business Unit** field.
9. Do not use the **Amount Type** and **Rate Type** fields.
10. Click **Run**.
 - The **Process Scheduler Request** page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

Process Scheduler Request

User ID OH_AR_ADMINISTRATOR Run Control ID testid

Server Name Run Date 06/23/2015

Recurrence Run Time 12:34:36PM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Aging Summary by Business Unit	AR30004	SQR Report	Web <input type="text"/>	PDF <input type="text"/>	Distribution

11. Select the **Aging Summary by Business Unit** process, if more than one process is available.

- The **Process Name** is **AR30004**.

12. Click **OK**.

- OAKS FIN creates a **Process Instance** number.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Receivables Analysis ▾ > Aging ▾ > Aging Summary by Unit Rpt

Home | Add to Favorites | Sign out

New Window | Personalize Page | 

Aging Summary By Unit

Run Control ID testid Report Manager Process Monitor [Run](#)

Language English ▾ Process Instance:5915717

Report Request Parameters

As of Date 06/23/2015  Use System Date

SetID STATE  State of Ohio

Aging ID STAND  STANDARD AGING

Amount Type Base Curr ▾

Rate Type 

*Display Option Include All ▾

Exclude IU Customers

Exclude Customers with Different Aging ID

Print By SubCustomer

System Activity Personalize | Find | View All |  |  First 1 of 1 Last

*Business Unit	Description	
ACC01 	Accountancy Board of Ohio	 

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

13. Click the **Process Monitor** link.

- The **Process List** tab displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Receivables Analysis](#) > [Aging](#) > [Aging Summary by Unit Rpt](#) > [Process Monitor](#)

[Home](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Personalize Page](#)

[Process List](#) | [Server List](#)

View Process Request For

User ID: Type: Days

Server: Name: Instance: to:

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5915717		SQR Report	AR30004	OH_AR_ADMINISTRATOR	06/23/2015 1:01:55PM EDT	Success	Posted	Details
<input type="checkbox"/>	5915311		PSJob	DUNNINGA	OH_AR_ADMINISTRATOR	06/22/2015 5:56:59PM EDT	Success	Posted	Details
<input type="checkbox"/>	5915270		PSJob	FOLLOWUP	OH_AR_ADMINISTRATOR	06/22/2015 5:10:09PM EDT	Success	Posted	Details
<input type="checkbox"/>	5915142		PSJob	FOLLOWUP	OH_AR_ADMINISTRATOR	06/22/2015 4:19:00PM EDT	Success	Posted	Details

[Go back to Aging Summary by Unit Rpt](#)

[Process List](#) | [Server List](#)

14. Use the agency specified process **Instance** number to find the correct process in the **Process List**.
15. Click **Refresh** every 30 seconds until the process **Run Status** displays "Success" and the **Distribution Status** is "Posted."
16. Click the process **Details** link.
 - The **Process Detail** page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Process Detail
X

Process

Instance 5915717	Type SQR Report
Name AR30004	Description Aging Summary by Business Unit
Run Status Success	Distribution Status Posted

Run

Update Process

Run Control ID testid	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSNT	<input type="radio"/> Cancel Request
Recurrence	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time

Actions

Request Created On 06/23/2015 1:04:17PM EDT	Parameters	Transfer
Run Anytime After 06/23/2015 1:01:55PM EDT	Message Log	
Began Process At 06/23/2015 1:04:35PM EDT	Batch Timings	
Ended Process At 06/23/2015 1:04:50PM EDT	View Log/Trace	

<input type="button" value="OK"/>	<input type="button" value="Cancel"/>
-----------------------------------	---------------------------------------

17. Click the **View Log/Trace** link.

- The **View Log/Trace** page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

View Log/Trace ✕

Report

Report ID: 4952255 Process Instance: 5915717 [Message Log](#)
 Name: AR30004 Process Type: SQR Report
 Run Status: Success

Aging Summary by Business Unit

Distribution Details

Distribution Node: PSNT_SY Expiration Date:

File List

Name	File Size (bytes)	Datetime Created
AR30004_5915717.PDF	3,691	06/23/2015 1:04:50.517709PM EDT
AR30004_5915717.out	0	06/23/2015 1:04:50.517709PM EDT
SQR_AR30004_5915717.log	1,759	06/23/2015 1:04:50.517709PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	OH_AR_ADMINISTRATOR

18. Click the **File** link with the correct **Process Name** and **Instance Number**.

- The report displays in a new browser window.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



		State of Ohio						Page
		AGING SUMMARY BY BUSINESS UNIT						Run D
		as of 23-JUN-2015						Run T
Report ID:	AR30004							
Aging Id:	STATE/STAND							
Currency:	Base Currency							
Rate Type:								
Business Unit:	MED01							
Cust ID	Name	Cur	Amount	Future	Current	31-45	46-60	61-90
GRAND TOTAL			500.00					

19. Review, print, or email the report as desired.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Running the Payment Detail Report

- **References**

Overview

The **Payment Detail Report** lists all payments in a deposit and provides a sum of the payment amounts. This report provides the following information for each payment in a deposit:

- Payment ID
- Payment Amount
- Status (e.g. complete, worksheet, identified, and unidentified)
- Customer
- Item ID (if the payment is associated with a pending item)
- Entry type/Reason Code
- Posting Status
- Pending Item Amount (if the payment is associated with a pending item).

The **Payment Detail Report** is submitted along with the payments (i.e. cash and checks) in a deposit and the register tape to the Treasurer of State (TOS) office after the agency AR Administrator has approved a deposit.

Only deposits with a **Posting Status** of **Completely** should be submitted to the TOS. A **Posting Status** of **Completely** indicates:

- For **Regular Deposits**, those whose payments have been fully applied to pending items.
- For **Direct Journals**, those which have accounting entries marked as complete for each payment in the deposit.

To run a report, an agency specified **Run Control ID** is needed. A **Run Control ID** is a set of information that has been selected and saved for running a specific report or process in OAKS FIN. Each OAKS FIN user creates his or her own **Run Control IDs**. When the report or process is run again, the following can be done:

- Reuse a **Run Control ID** that has already been created.
- Create a new **Run Control ID** if the report or process needs to be run in a different way.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

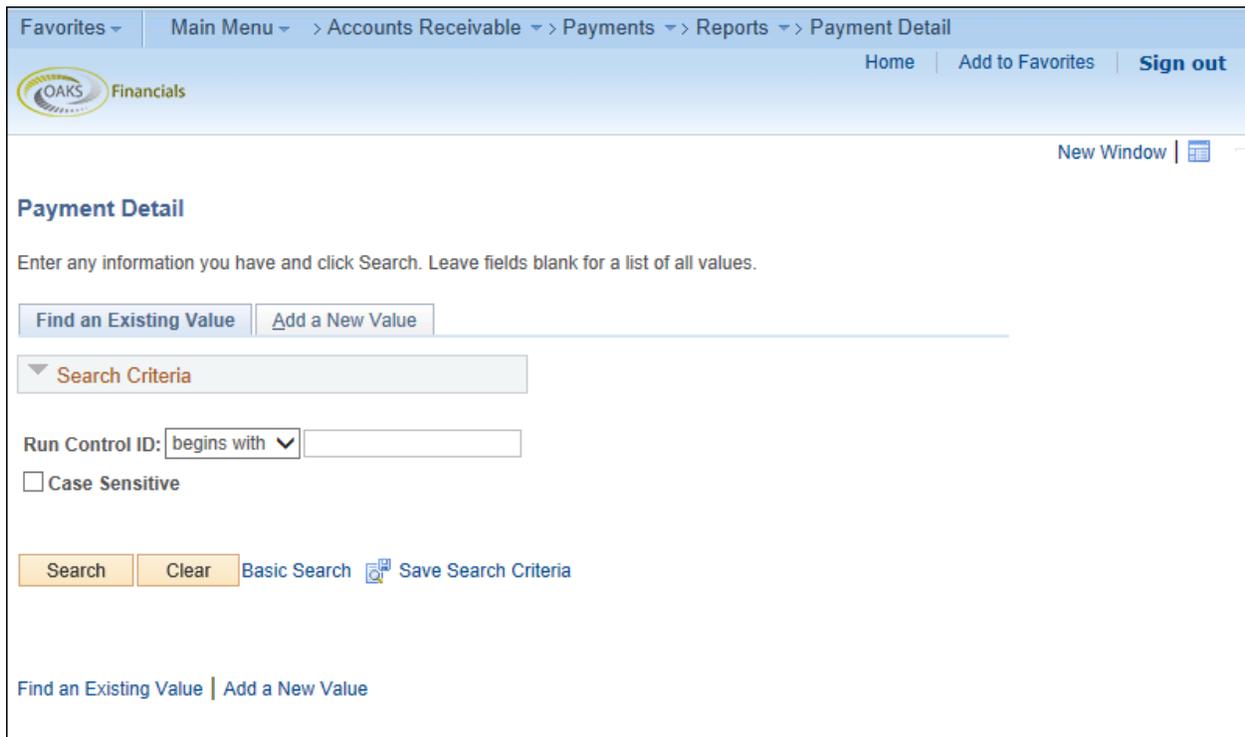


The **Run Control ID** can be up to 30 letters and numbers long (Do not use spaces in the name). Some agencies have standards for naming **Run Control IDs**.

- Click here for assistance with accessing the OAKS FIN AR module.

Steps

- **OAKS FIN > Accounts Receivable > Payments > Reports > Payment Detail**



The screenshot shows the OAKS Financials web application interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and a breadcrumb trail: 'Accounts Receivable > Payments > Reports > Payment Detail'. On the right side of the navigation bar are links for 'Home', 'Add to Favorites', and 'Sign out'. Below the navigation bar is the OAKS Financials logo and a 'New Window' button. The main content area is titled 'Payment Detail' and includes the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs is a 'Search Criteria' dropdown menu. The 'Run Control ID' field is set to 'begins with' with an empty text input box. There is an unchecked 'Case Sensitive' checkbox. At the bottom of the search area are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. At the very bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

1. Click the **Add a New Value** tab.
- The **Add a New Value** tab displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

Favorites ▾ | Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Reports ▾ > Payment Detail

Home | Add to Favorites | Sign out

OAKS Financials

New Window | 

Payment Detail

Find an Existing Value | Add a New Value

Run Control ID:

Add

Find an Existing Value | Add a New Value

2. Enter a **Run Control ID**.
 3. Click **Add**.
- The **Payment Detail** page is displayed.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Favorites ▾ | Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Reports ▾ > Payment Detail

Home | Add to Favorites | Sign out

OAKS Financials

New Window | Personalize Page | 

Payment Detail

Run Control ID test2 | Report Manager | Process Monitor |

Language English ▾

Report Request Parameters

From Date 06/23/2015 

To Date 06/23/2015 

Deposit Unit 

Amount Type Base Curr ▾

User ID 

Deposit ID 

Posting Status Not Posted ▾

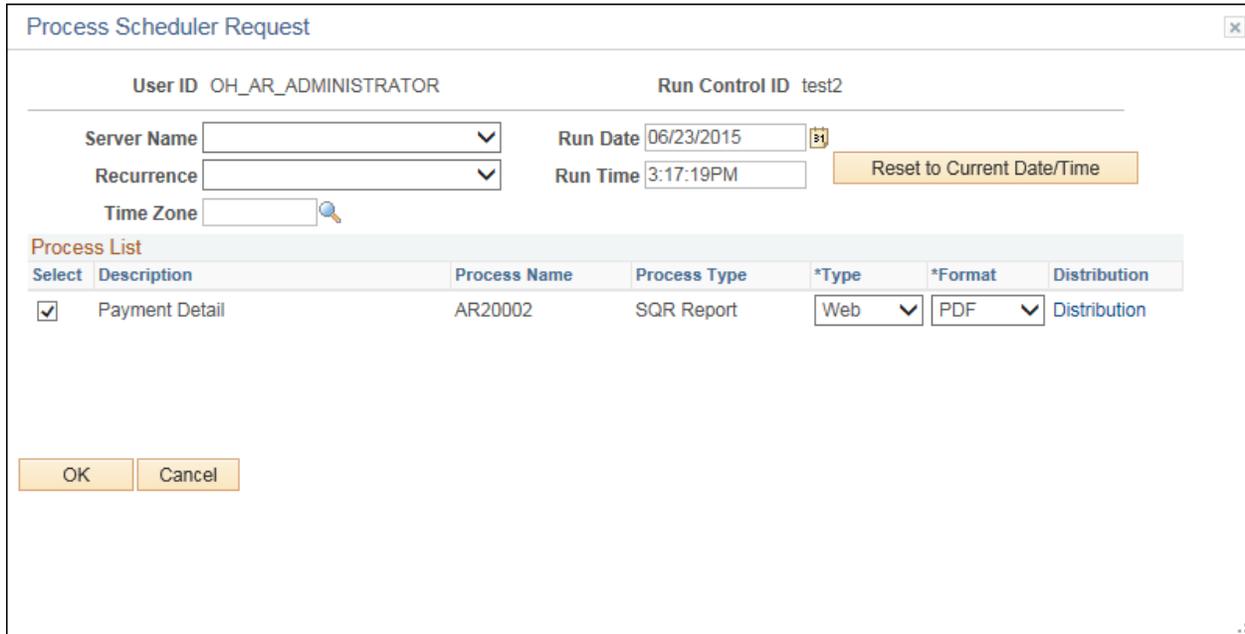
4. Update the **From Date** and **To Date** to define the time period for which deposits should be reported.
 - The default is the current date.
5. Verify the agency specific **Business Unit Code** in the **Deposit Unit** field.
6. Enter the **User ID** of the individual who entered the deposits that are being reported.
7. Enter or select a specific **Deposit ID** in the **Deposit ID** field.
 - TOS/OBM requires that only one deposit be included in the **Payment Detail Report** when submitting deposits for approval to TOS. Run the **Payment Detail Report** for one deposit at a time. Deposits should be approved by the agency's AR Administrator prior to creating the **Payment Detail Report**.
8. Click the **Posting Status** dropdown and select **Complete**.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

9. Click **Save**.

10. Click **Run**.

- The **Process Scheduler Request** page displays.



The screenshot shows a dialog box titled "Process Scheduler Request". At the top, it displays "User ID OH_AR_ADMINISTRATOR" and "Run Control ID test2". Below this, there are several input fields: "Server Name" (a dropdown menu), "Run Date" (a date field with a calendar icon, showing "06/23/2015"), "Recurrence" (a dropdown menu), "Run Time" (a time field showing "3:17:19PM"), and "Time Zone" (a text field with a search icon). A "Reset to Current Date/Time" button is located to the right of the "Run Time" field. Below these fields is a "Process List" table with the following columns: "Select", "Description", "Process Name", "Process Type", "*Type", "*Format", and "Distribution". The table contains one row: "Payment Detail" (selected with a checkmark), "AR20002", "SQR Report", "Web" (dropdown), "PDF" (dropdown), and "Distribution". At the bottom of the dialog are "OK" and "Cancel" buttons.

11. Verify that the **Payment Detail** process is selected.

- The **Process Name** is **AR20002**.

12. Click **OK**.

- OAKS FIN creates a **Process Instance Number**.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

Favorites ▾ | Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Reports ▾ > Payment Detail

Home | Add to Favorites | Sign out

OAKS Financials

New Window | Personalize Page | 

Payment Detail

Run Control ID test2 Report Manager Process Monitor [Run](#)

Language English ▾ **Process Instance:5915846**

Report Request Parameters

From Date 06/23/2015 

To Date 06/23/2015 

Deposit Unit ACC01  Accountancy Board of Ohio

Amount Type Base Curr ▾

User ID 

Deposit ID 

Posting Status Complete ▾

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

13. Click the **Process Monitor** link.

- The **Process List** tab displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Reports](#) > [Payment Detail](#) > [Process Monitor](#)

[Home](#) | [Add to Favorites](#) | [Sign out](#)



[New Window](#) | [Personalize Page](#)

[Process List](#) | [Server List](#)

View Process Request For

User ID Type Last 1 Days

Server Name Instance to

Run Status Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5915848		SQR Report	AR20002	OH_AR_ADMINISTRATOR	06/23/2015 3:17:19PM EDT	Success	Posted	Details
<input type="checkbox"/>	5915771		SQR Report	AR30004	OH_AR_ADMINISTRATOR	06/23/2015 2:04:38PM EDT	Success	Posted	Details
<input type="checkbox"/>	5915768		SQR Report	AR30004	OH_AR_ADMINISTRATOR	06/23/2015 2:02:50PM EDT	Success	Posted	Details
<input type="checkbox"/>	5915767		SQR Report	AR30004	OH_AR_ADMINISTRATOR	06/23/2015 2:02:27PM EDT	Success	Posted	Details
<input type="checkbox"/>	5915766		SQR Report	AR30004	OH_AR_ADMINISTRATOR	06/23/2015 2:02:13PM EDT	Success	Posted	Details
<input type="checkbox"/>	5915765		SQR Report	AR30004	OH_AR_ADMINISTRATOR	06/23/2015 2:02:08PM EDT	Success	Posted	Details
<input type="checkbox"/>	5915728		SQR Report	AR30004	OH_AR_ADMINISTRATOR	06/23/2015 1:32:28PM EDT	Success	Posted	Details
<input type="checkbox"/>	5915717		SQR Report	AR30004	OH_AR_ADMINISTRATOR	06/23/2015 1:01:55PM EDT	Success	Posted	Details
<input type="checkbox"/>	5915311		PSJob	DUNNINGA	OH_AR_ADMINISTRATOR	06/22/2015 5:56:59PM EDT	Success	Posted	Details
<input type="checkbox"/>	5915270		PSJob	FOLLOWUP	OH_AR_ADMINISTRATOR	06/22/2015 5:10:09PM EDT	Success	Posted	Details
<input type="checkbox"/>	5915142		PSJob	FOLLOWUP	OH_AR_ADMINISTRATOR	06/22/2015 4:19:00PM EDT	Success	Posted	Details

[Go back to Payment Detail](#)

[Process List](#) | [Server List](#)

14. Use the agency specified **Instance Number** to find the correct process.
 15. Click **Refresh** every 30 seconds until the **Run Status** field displays "Success" and the **Distribution Status** is "Posted."
 16. Click the process **Details** link.
- The **Process Detail** page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Process Detail
✕

Process

Instance 5915846	Type SQR Report
Name AR20002	Description Payment Detail
Run Status Success	Distribution Status Posted

Run	Update Process
Run Control ID test2 Location Server Server PSNT Recurrence	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Restart Request

Date/Time	Actions
Request Created On 06/23/2015 3:27:22PM EDT Run Anytime After 06/23/2015 3:17:19PM EDT Began Process At 06/23/2015 3:27:42PM EDT Ended Process At 06/23/2015 3:27:56PM EDT	Parameters Transfer Message Log Batch Timings View Log/Trace

<input type="button" value="OK"/> <input type="button" value="Cancel"/>	
---	--

17. Click the **View Log/Trace** link.

- The **View Log/Trace** page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

View Log/Trace X

Report

Report ID: 4952353 Process Instance: 5915846 Message Log
 Name: AR20002 Process Type: SQR Report
 Run Status: Success

Payment Detail

Distribution Details

Distribution Node: PSNT_SY Expiration Date: 06/30/2015

File List

Name	File Size (bytes)	Datetime Created
AR20002_5915846.PDF	2,987	06/23/2015 3:27:56.506016PM EDT
AR20002_5915846.out	26	06/23/2015 3:27:56.506016PM EDT
SQR_AR20002_5915846.log	1,762	06/23/2015 3:27:56.506016PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	OH_AR_ADMINISTRATOR

[Return](#)

18. Click the **File** link with the correct **Process Name** and **Instance Number**.

- The report displays in a new browser window.

State of Ohio
AGING SUMMARY BY BUSINESS UNIT
as of 23-JUN-2015

Report ID: AR30004 Page No. 1
 Aging Id: STATR/STAND Run Date 06/23/2015
 Currency Base Currency Run Time 13:04:35
 Rate Type:
 Business Unit: ACC01

Cust ID	Name	Cur	Amount	Future	Current	31-45	46-60	61-90	91-120
Total Accountancy Board of Ohio									

19. Review, print or email the report as desired.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



See "The FIN SOURCE" for Ohio for the most recent version of this process.

