OAKS Financials

AR - Monitoring and Reporting

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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?

- 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

Reviewing Customer Accounts

- **References**

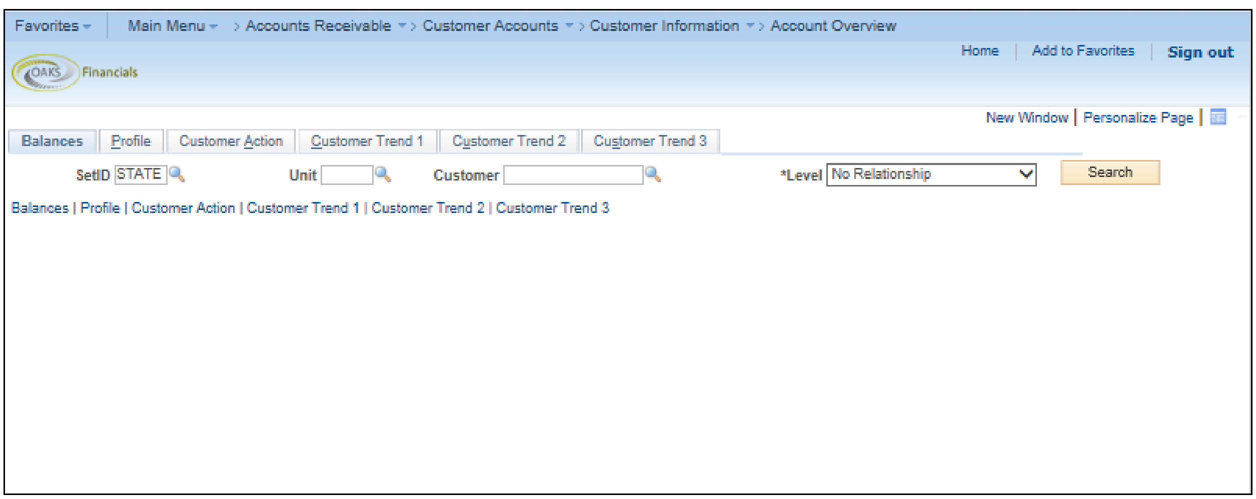
Overview

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

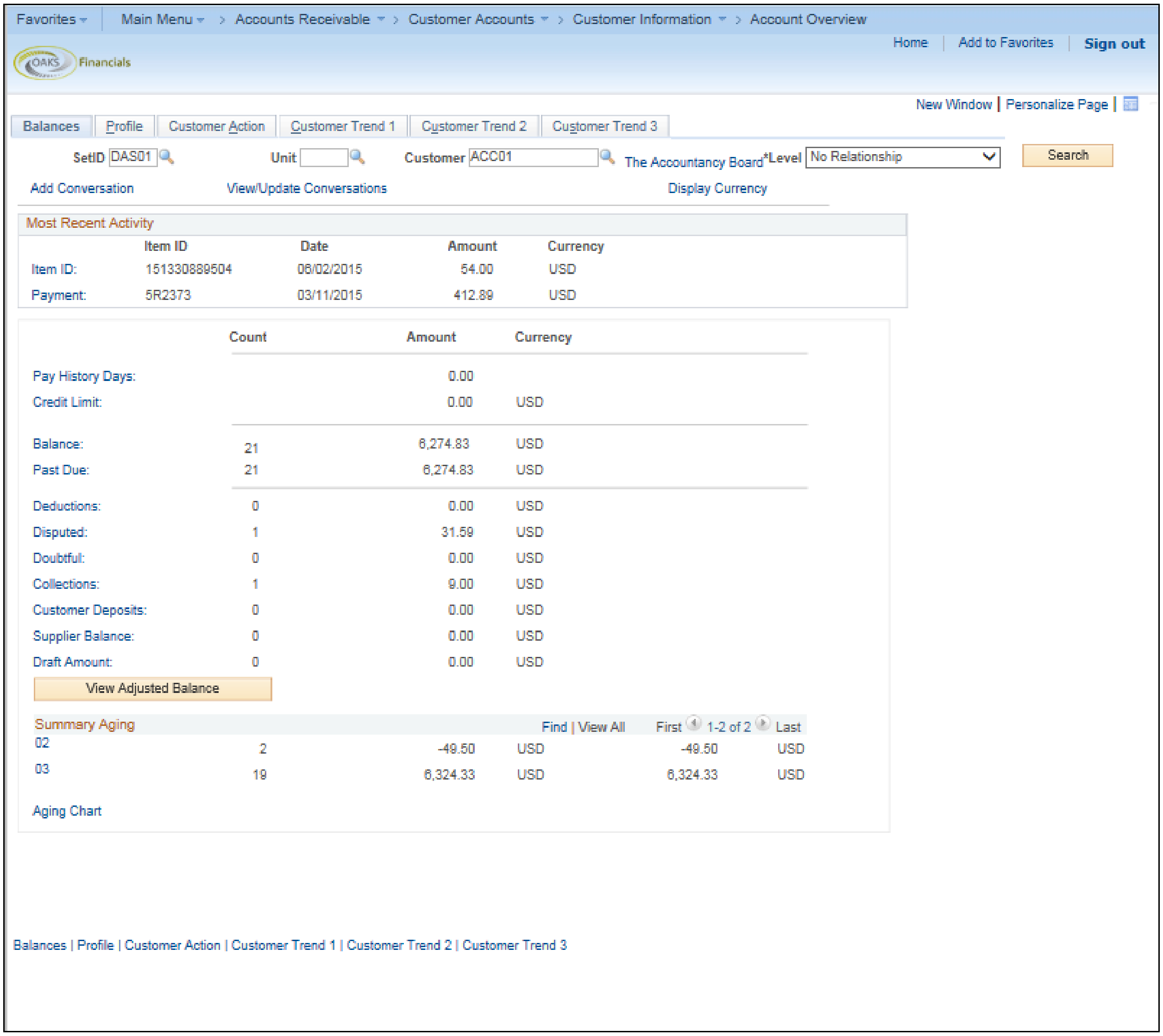
- **OAKS FIN > Accounts Receivable > Customer Accounts > Customer Information > Account Overview**



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.

2. Enter the **Customer ID** in the **Customer** field.
3. Click **Search**.

- The **Balance** tab displays only **Open** receivables.



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.

- 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.

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

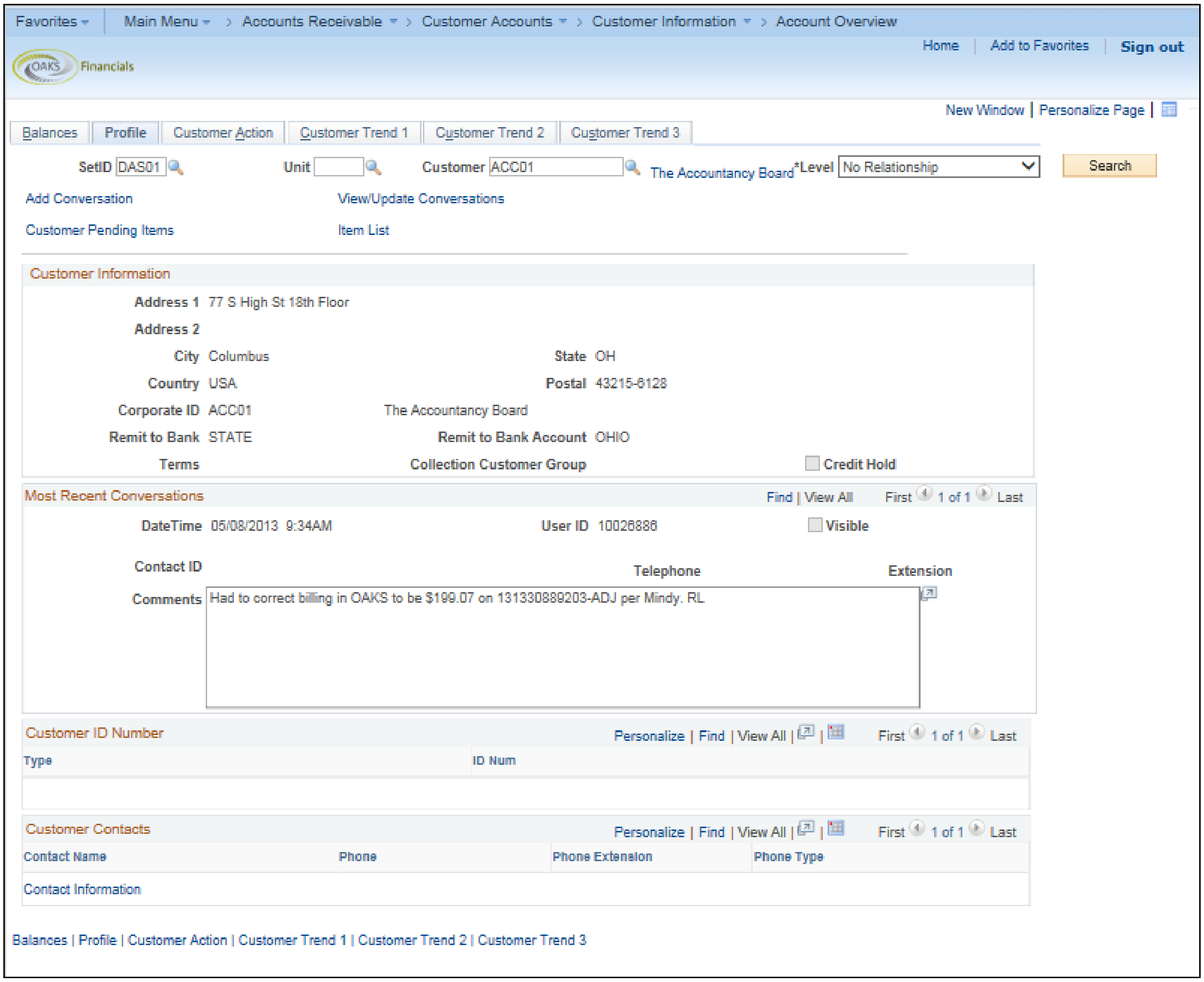
b. Click **Aging Chart** link on the **Balances** tab.

- 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.



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

Reviewing Customer Item Activity

- **References**

Overview

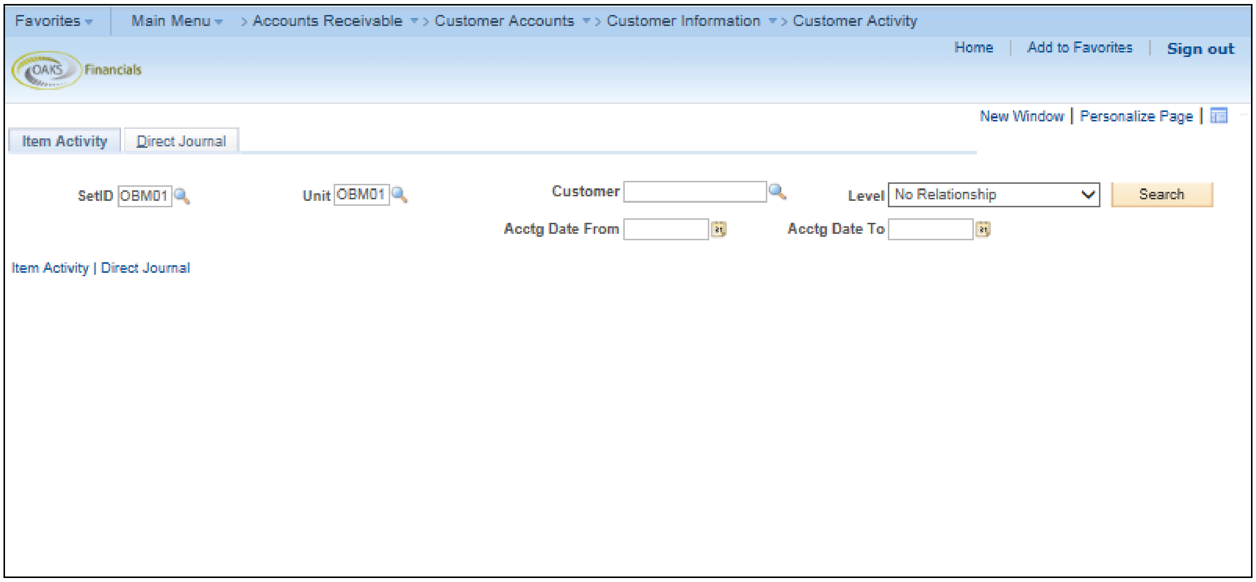
The Revenue Processor reviews customer item activity at the beginning of each month. Any pending items over 45 days past due are marked for collection. A report of pending items in collection status is sent to the Attorney General's Office (AGO) or OBM State Accounting. AGO/OBM State Accounting certifies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

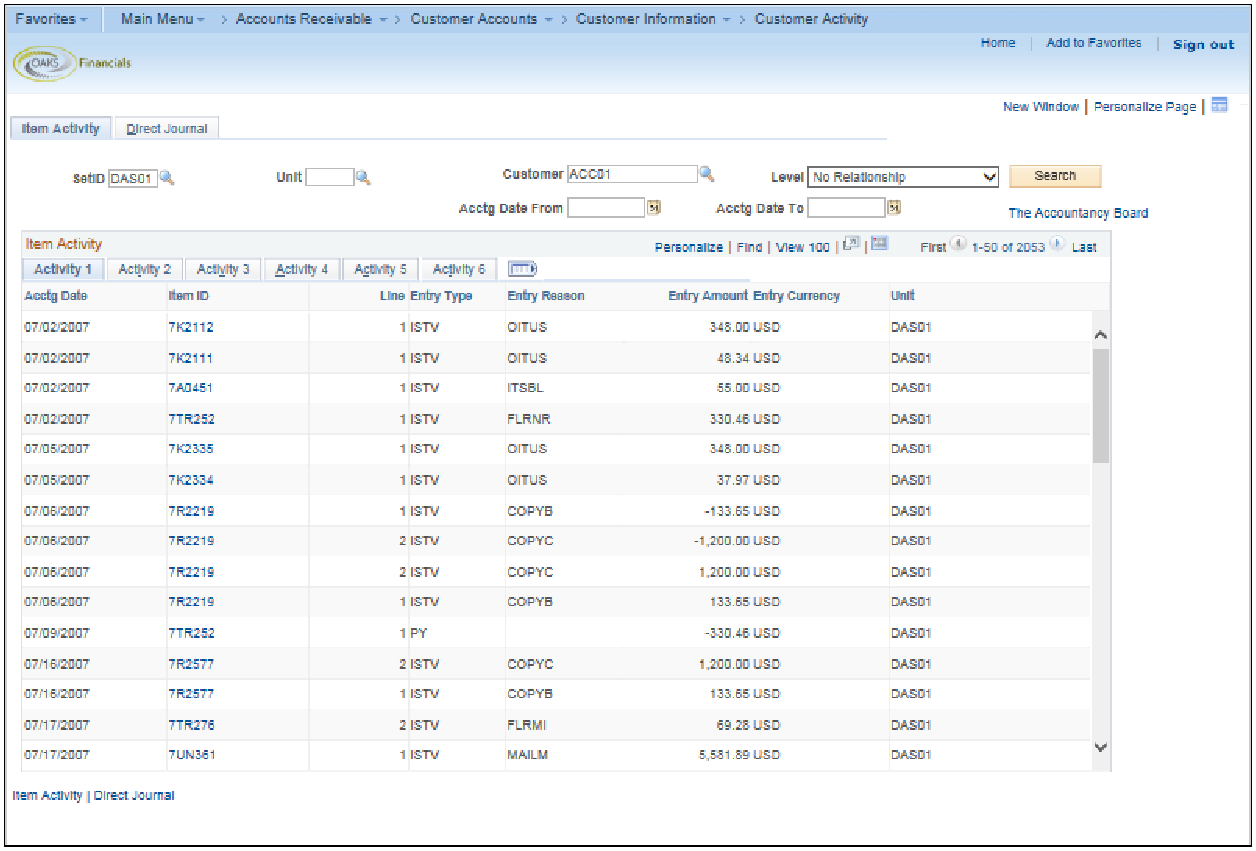
Steps

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



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**.

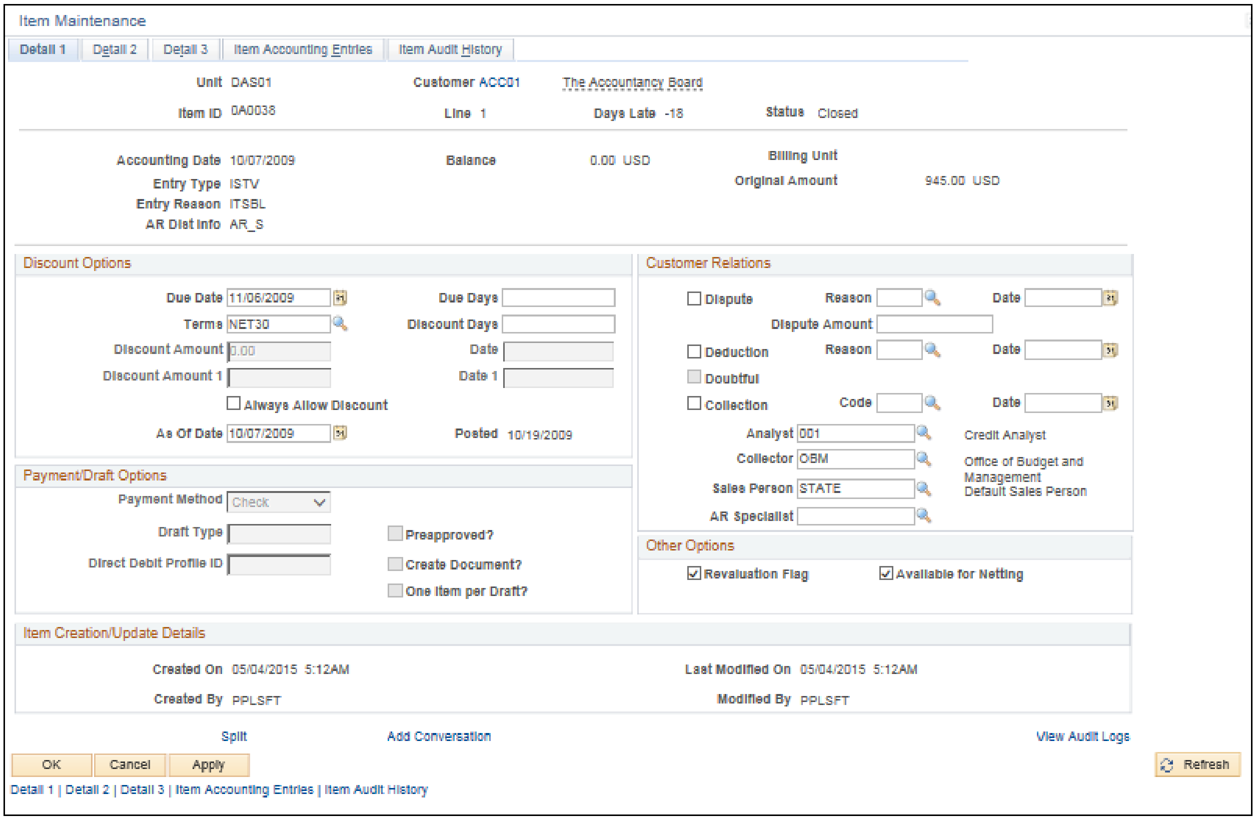
- The **Item Activity** page displays all entries (posted items, payments, and memos) in the specified date range. Debits and credits are shown as separate items in this list, rather than being listed as net amounts.



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.



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.

- 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.

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:

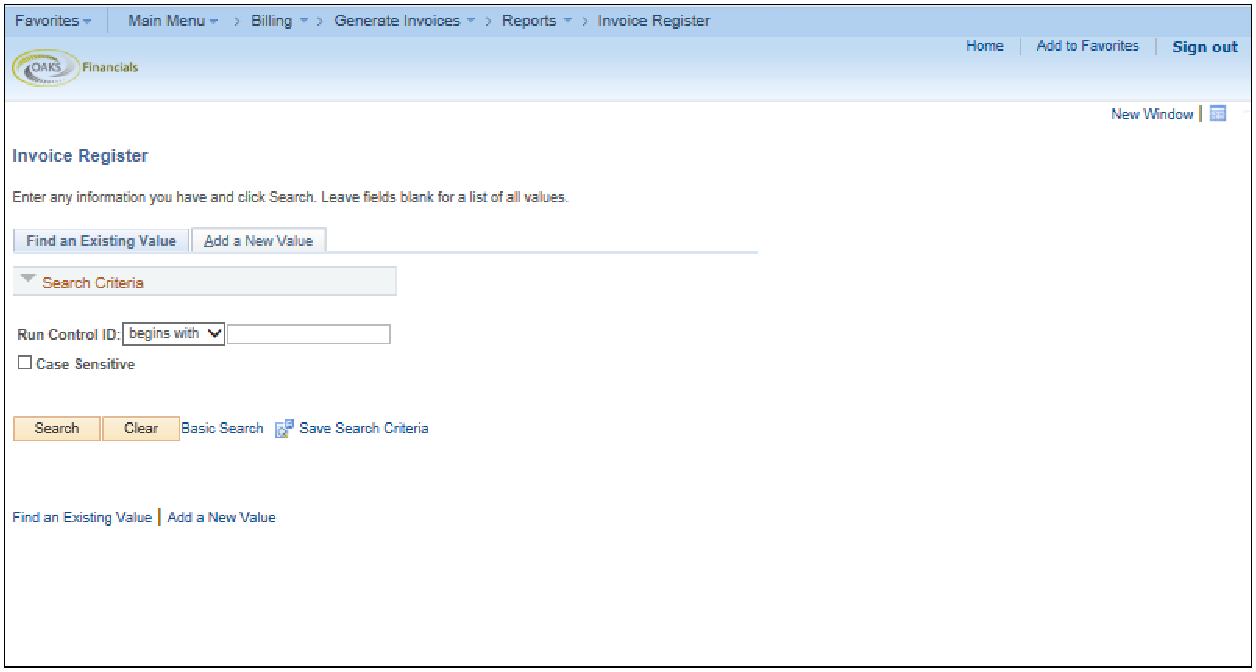
- Reuse a **Run Control ID** that has already been created.
- Create a new **Run Control ID** if the report or process needs to be run in a different way.

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.

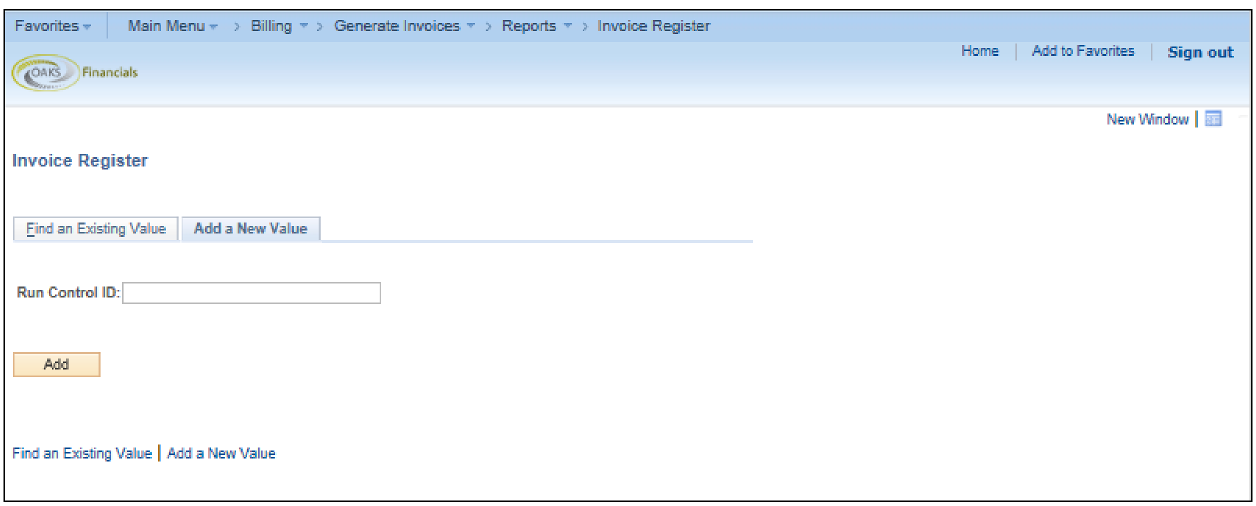
Steps

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



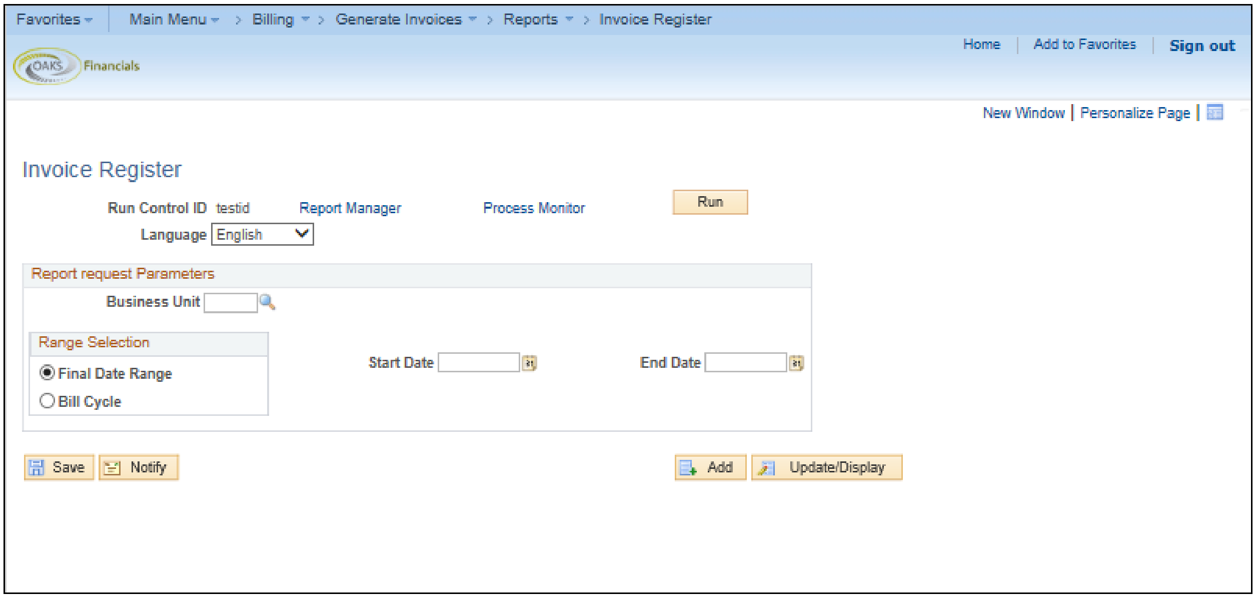
1. Click the **Add a New Value** tab.

- The **Add New Value** tab displays.



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

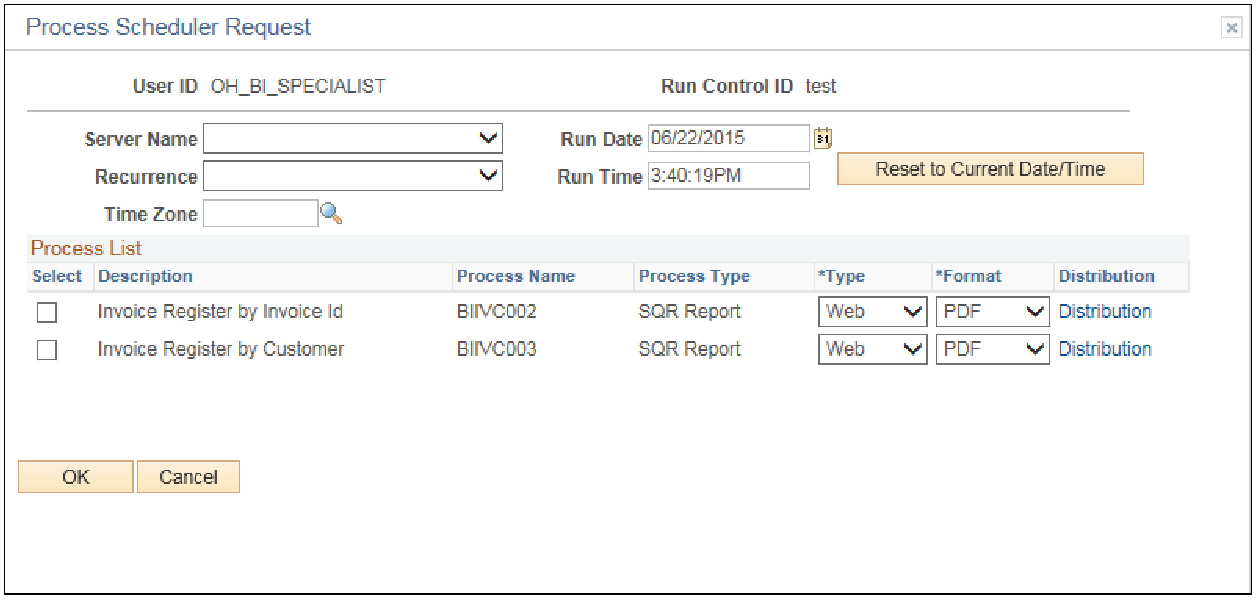
- The **Invoice Register** page displays.



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.

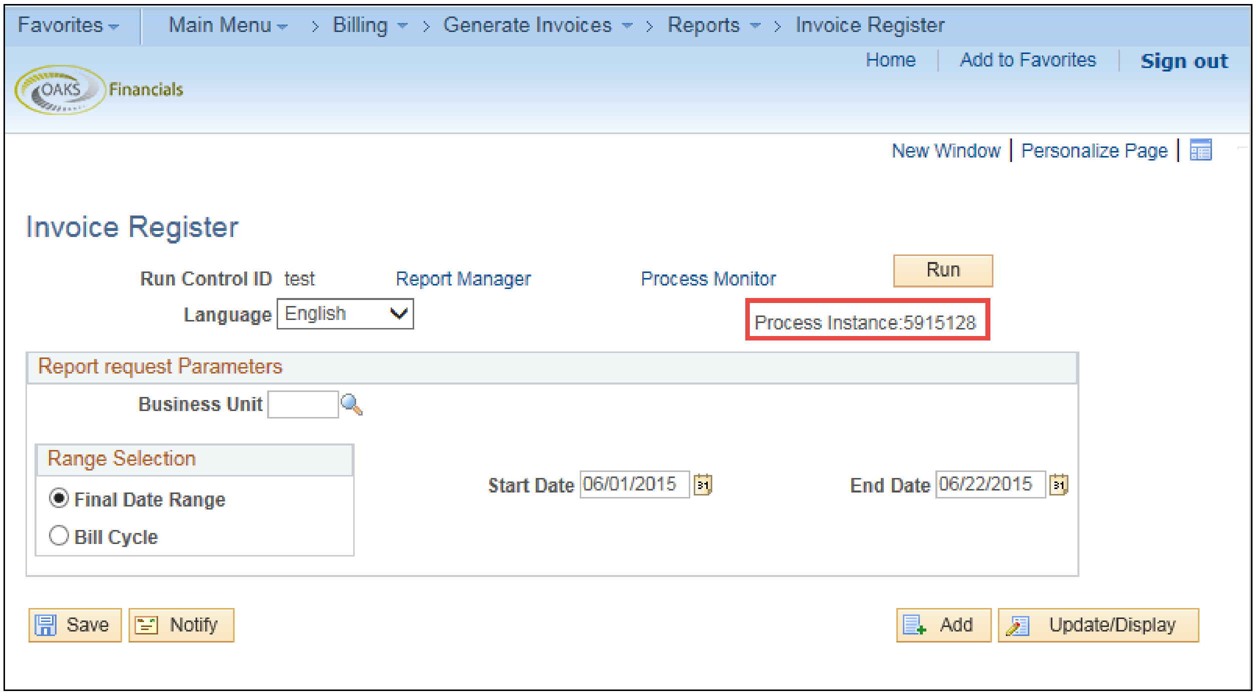


7. Select the agency specified process to run from the **Process List Select** field.

- The report may be run grouped by **Invoice ID** (**Process BIIVC002**) or by **Customer** (**Process BIIVC003**). Both can be selected.

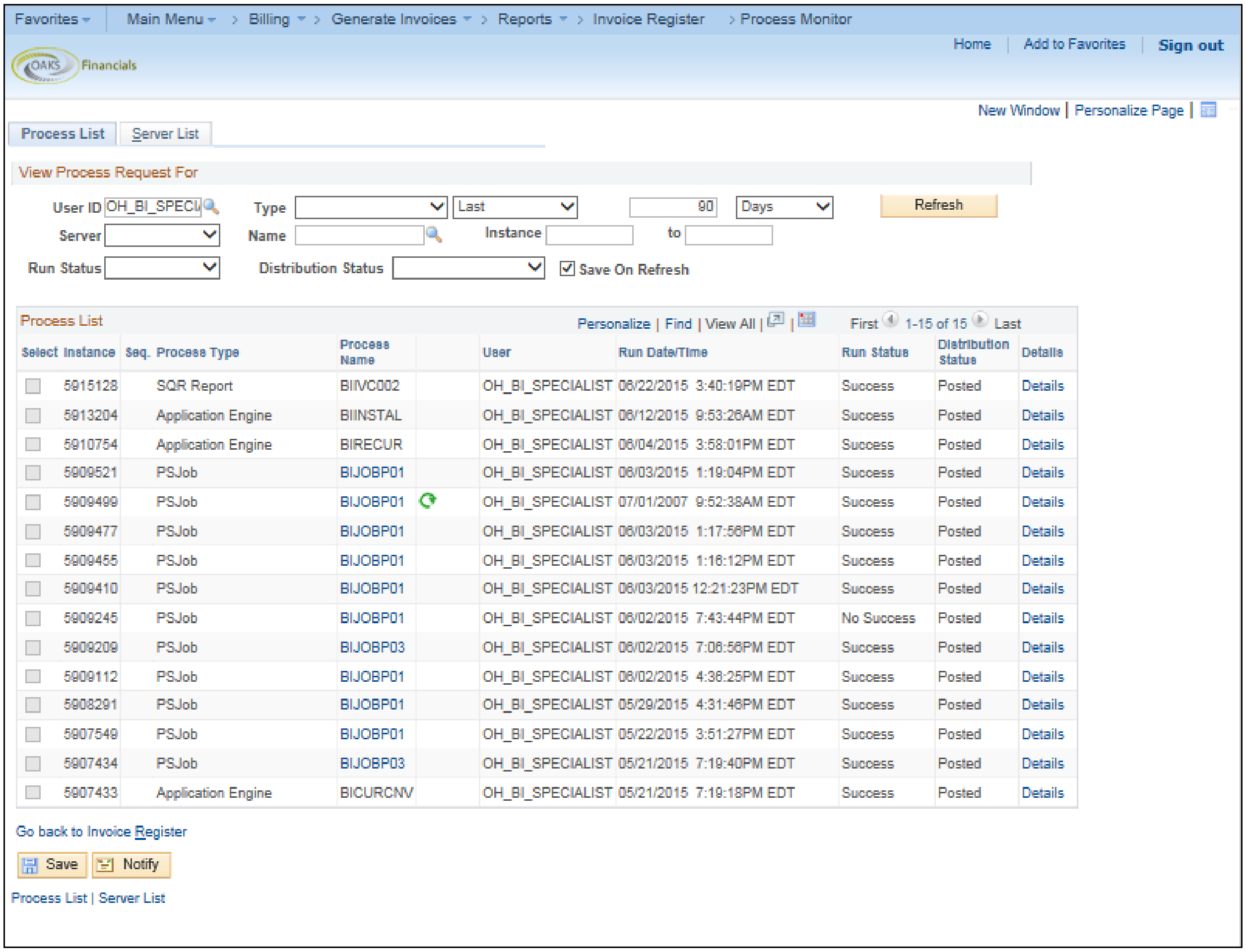
8. Click **OK**.

- OAKS FIN creates a **Process Instance** number. If multiple processes were selected, there will be a **Process Instance** number for each process.



9. Click the **Process Monitor** link.

- The **Process List** tab displays.


Favorites > Main Menu > Billing > Generate Invoices > Reports > Invoice Register > Process Monitor

Home | Add to Favorites | Sign out

New Window | Personalize Page

Process List | Server List

View Process Request For

User ID OH_BI_SPECI/ Type Last 90 Days Refresh

Server Name Instance to

Run Status Distribution Status Save On Refresh

Process List

Personalize | Find | View All | First 1-15 of 15 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	5915128		SQR Report	BIIVC002	OH_BI_SPECIALIST	06/22/2015 3:40:19PM EDT	Success	Posted	Details
	5913204		Application Engine	BIINSTAL	OH_BI_SPECIALIST	06/12/2015 9:53:26AM EDT	Success	Posted	Details
	5910754		Application Engine	BIRECUR	OH_BI_SPECIALIST	06/04/2015 3:58:01PM EDT	Success	Posted	Details
	5909521		PSJob	BIJOBP01	OH_BI_SPECIALIST	06/03/2015 1:19:04PM EDT	Success	Posted	Details
	5909499		PSJob	BIJOBP01	OH_BI_SPECIALIST	07/01/2007 9:52:38AM EDT	Success	Posted	Details
	5909477		PSJob	BIJOBP01	OH_BI_SPECIALIST	06/03/2015 1:17:56PM EDT	Success	Posted	Details
	5909455		PSJob	BIJOBP01	OH_BI_SPECIALIST	06/03/2015 1:16:12PM EDT	Success	Posted	Details
	5909410		PSJob	BIJOBP01	OH_BI_SPECIALIST	06/03/2015 12:21:23PM EDT	Success	Posted	Details
	5909245		PSJob	BIJOBP01	OH_BI_SPECIALIST	06/02/2015 7:43:44PM EDT	No Success	Posted	Details
	5909209		PSJob	BIJOBP03	OH_BI_SPECIALIST	06/02/2015 7:06:56PM EDT	Success	Posted	Details
	5909112		PSJob	BIJOBP01	OH_BI_SPECIALIST	06/02/2015 4:36:25PM EDT	Success	Posted	Details
	5908291		PSJob	BIJOBP01	OH_BI_SPECIALIST	05/29/2015 4:31:46PM EDT	Success	Posted	Details
	5907549		PSJob	BIJOBP01	OH_BI_SPECIALIST	05/22/2015 3:51:27PM EDT	Success	Posted	Details
	5907434		PSJob	BIJOBP03	OH_BI_SPECIALIST	05/21/2015 7:19:40PM EDT	Success	Posted	Details
	5907433		Application Engine	BICURCNV	OH_BI_SPECIALIST	05/21/2015 7:19:18PM EDT	Success	Posted	Details

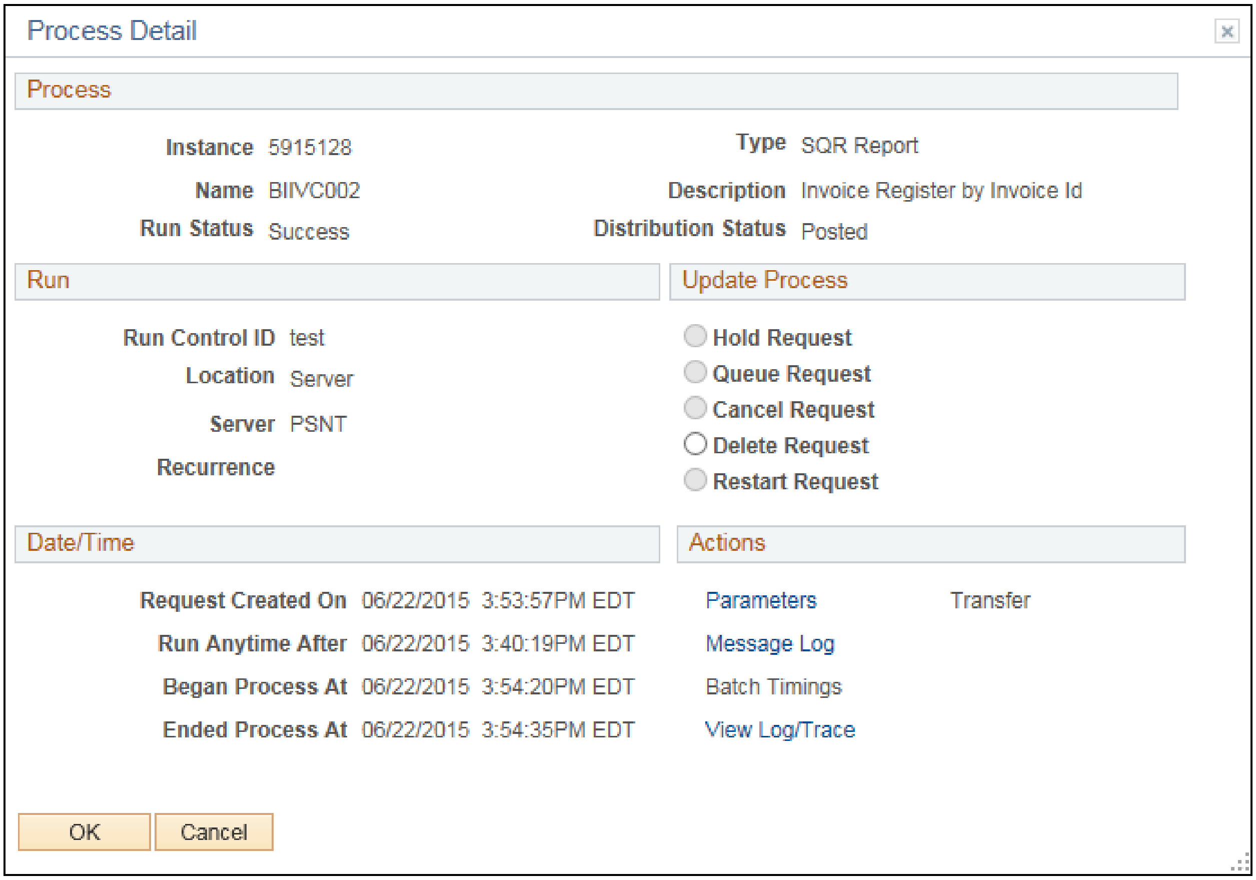
Go back to Invoice Register

Save Notify

Process List | Server List

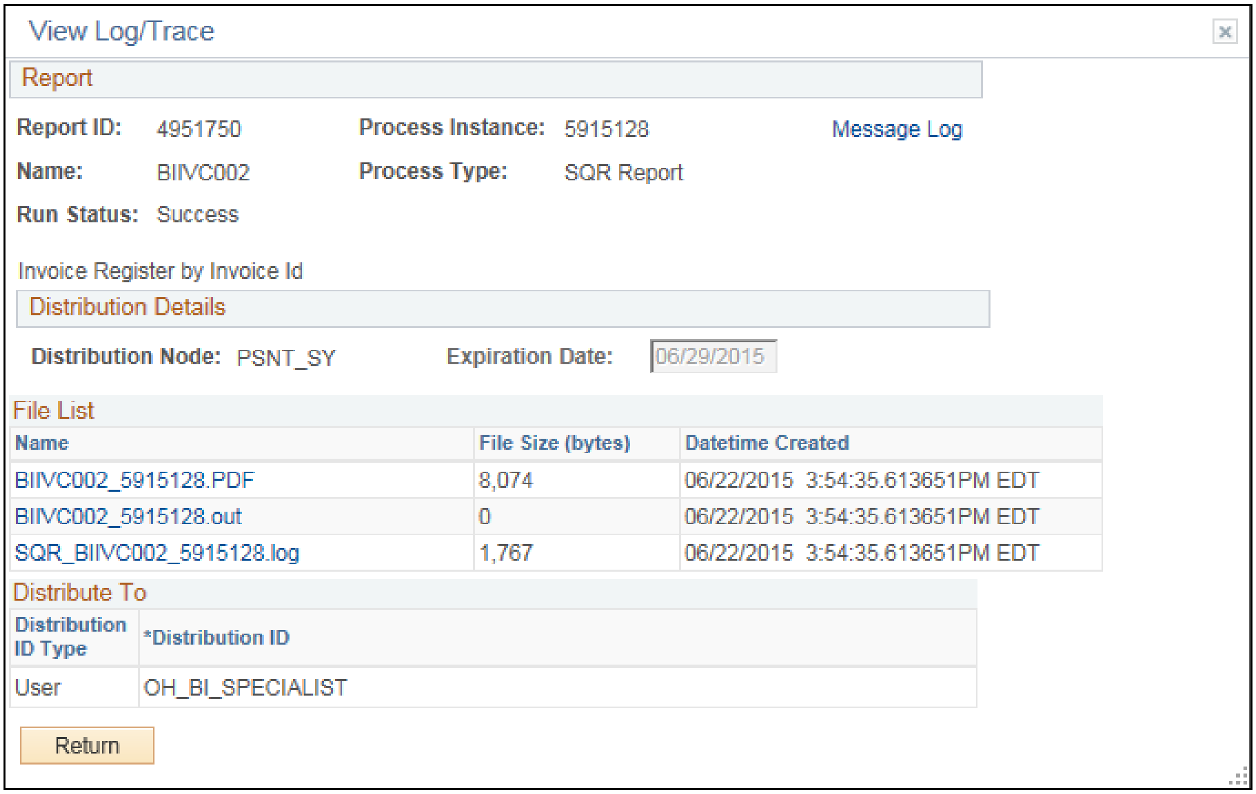
10. View the agency specific **Instance Number** to find the correct process.
11. Click **Refresh** every 30 seconds until the process **Run Status** displays "Success" and the **Distribution Status** is "Posted."
12. Click the **Details** link for the correct process.

- The **Process Detail** page displays.



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

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



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.

PeopleSoft BI

Report ID: BIIVC002 — INVOICE REGISTER BY INVOICE NUMBER — Page No. 1

Run Date 06/22/2015
Run Time 15:54:20

Range Option: FINAL DATE RANGE
Final Start Date: 06/01/2015
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: DAS01		/ USD								
DAS01	SNA018	06/05/2015		ATM	East Sparta - Stark Co. Boc	000000000000006	REC	169.50	USD	06/05/2015
	SNA020	06/10/2015		ATM	Louis Stokes VA Med Center	000000000000008	REC	1,086.16	USD	06/10/2015
	SPA003	05/01/2015		PRA	Misc HRD	00MISCCUMR	REC	0.50	USD	06/12/2015
	SPA004	06/01/2015		PRA	Misc HRD	00MISCCUMR	REC	0.50	USD	06/12/2015
	SSS002	06/05/2015		BOA	Louis Stokes VA Med Center	000000000000008	REC	750.00	USD	06/05/2015
	SSS004	06/05/2015		CAP	East Sparta - Stark Co. Boc	000000000000006	REC	814.32	USD	06/05/2015
	SSS005	06/05/2015		BOA	East Sparta - Stark Co. Boc	000000000000006	REC	959.52	USD	06/05/2015
	SSS006	06/05/2015		BOA	East Sparta - Stark Co. Boc	000000000000006	REC	711.00	USD	06/05/2015
	SSS007	06/08/2015		BOA	East Sparta - Stark Co. Boc	000000000000006	REC	55.89	USD	06/08/2015
	SSS007CR	06/08/2015		BOA	East Sparta - Stark Co. Boc	000000000000006	ACR	-55.89	USD	06/08/2015
	SSS007CR1	06/08/2015		BOA	East Sparta - Stark Co. Boc	000000000000006	ACR	55.89	USD	06/08/2015
	SSS008	06/08/2015		BOA	Cross Creek Twp	ZZZ00046	REC	49.76	USD	06/08/2015
	SSS008CR	06/08/2015		BOA	Cross Creek Twp	ZZZ00046	ACR	-49.76	USD	06/08/2015
	SSS008RB	06/08/2015		BOA	Cross Creek Twp	ZZZ00046	ARB	49.76	USD	06/08/2015
	SSS009	06/08/2015		BOA	Louis Stokes VA Med Center	000000000000008	REC	446.40	USD	06/08/2015
	SSS009CRL	06/08/2015		BOA	Louis Stokes VA Med Center	000000000000008	ADJ	-89.76	USD	06/08/2015
	SSS009NET	06/08/2015		BOA	Louis Stokes VA Med Center	000000000000008	ADJ	104.67	USD	06/08/2015
	SSS009RR	06/08/2015		BOA	Louis Stokes VA Med Center	000000000000008	ADJ	0.00	USD	06/08/2015
	SSS010	06/09/2015		BOA	Louis Stokes VA Med Center	000000000000008	REC	453.00	USD	06/09/2015
	SSS012	06/10/2015		BOA	East Sparta - Stark Co. Boc	000000000000006	REC	980.00	USD	06/10/2015
	SSS013	06/10/2015		BOA	Louis Stokes VA Med Center	000000000000008	REC	230.70	USD	06/10/2015
	SSS014	06/10/2015		BOA	The Ohio Arts Council	ART01	REC	1,807.44	USD	06/10/2015
	SSS015	06/17/2015		BOA	East Sparta - Stark Co. Boc	000000000000006	REC	55.89	USD	06/17/2015
	INVOPT1	06/17/2015		COP	Louis Stokes VA Med Center	000000000000008	REC	3.00	USD	06/17/2015
	INVOPT2	06/17/2015		COL	The Ohio Arts Council	ART01	REC	20.00	USD	06/17/2015
	INVOPT3	06/17/2015		MAR	Louis Stokes VA Med Center	000000000000008	REC	4.00	USD	06/17/2015

TOTAL # OF INVOICES: 26
TOTAL INVOICE AMOUNT: 8,612.49 USD

Unit	Invoice	Invoice Dt	Bill Source	Bill Type	Bill-To Customer Name	Customer Number	IType	Invoice Amt		Final Dt
Business Unit/Currency: JFS01		/ USD								
JFS01	CPFRECBILL1	06/04/2015		AOC	SUR TEST	000000000000001	REC	2.00	USD	06/04/2015
	JFSAOC8	06/08/2015		AOC	TEST_IF_CUST_117	IF_CUST_117	REC	6.00	USD	06/08/2015
	JFSBCS347	06/02/2015		BCS	TEST_IF_CUST_118	IF_CUST_118	REC	40.00	USD	06/02/2015
	JFSBCS348	06/04/2015		BCS	TEST_IF_CUST_118	IF_CUST_118	REC	40.00	USD	06/04/2015
	JFSCC016	06/02/2015		CCO	Mickey Mouse	IF_CUST_116	REC	18.00	USD	06/02/2015
	JFSCC017	06/04/2015		CCO	Mickey Mouse	IF_CUST_116	REC	18.00	USD	06/04/2015
	JFSCC018	06/08/2015		CCO	Mickey Mouse	IF_CUST_116	REC	6.00	USD	06/08/2015

1 / 3

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

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:

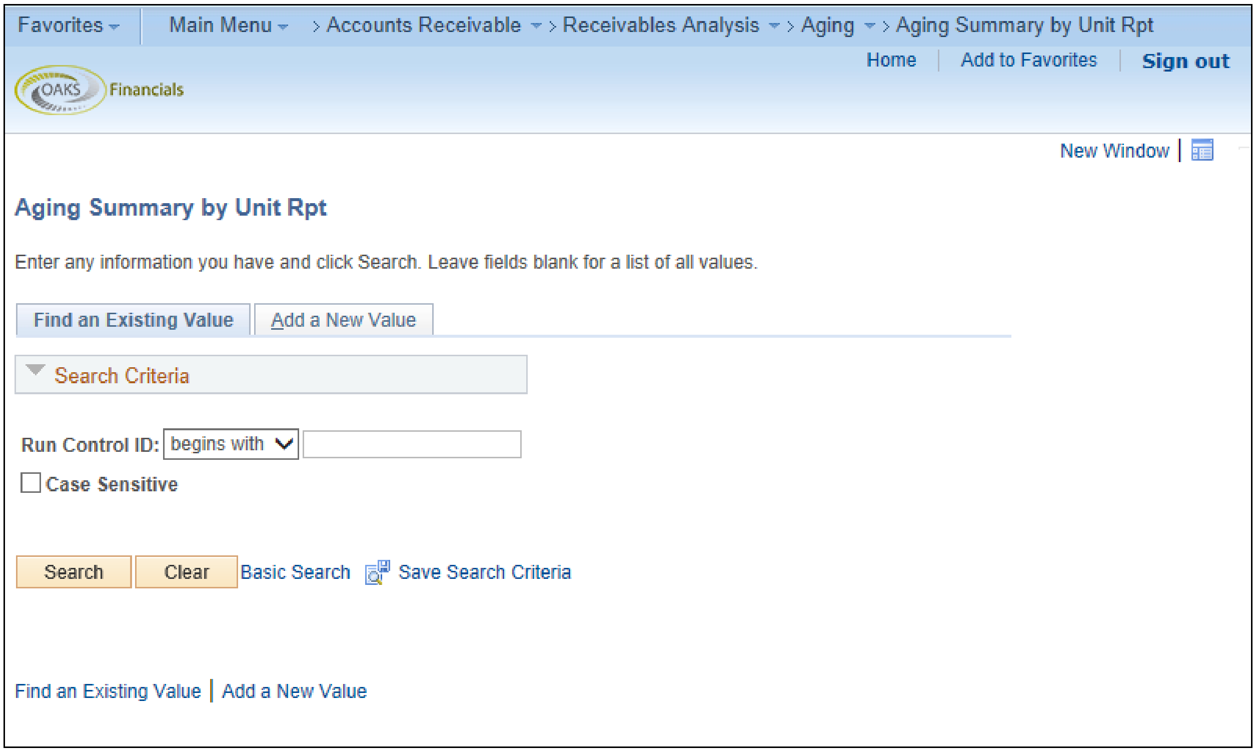
- Reuse a **Run Control ID** that has already been created.
- Create a new **Run Control ID** if the report or process needs to be run in a different way.

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.

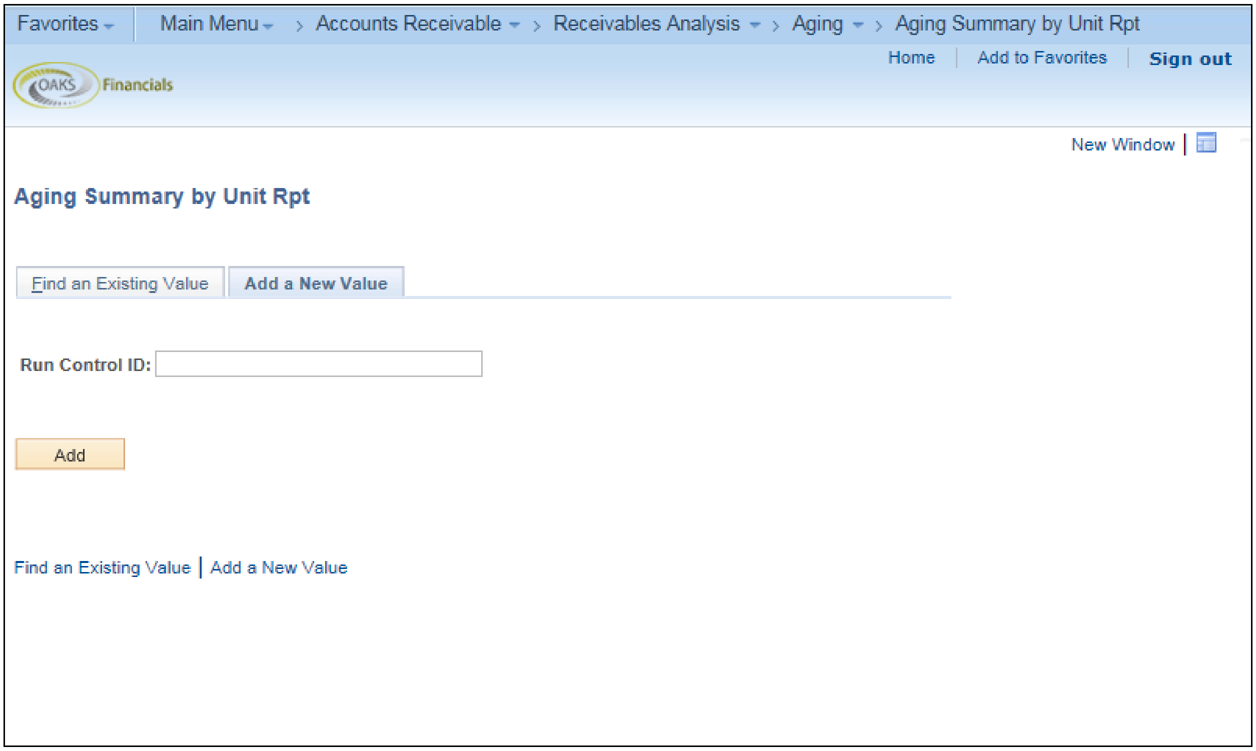
Steps

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



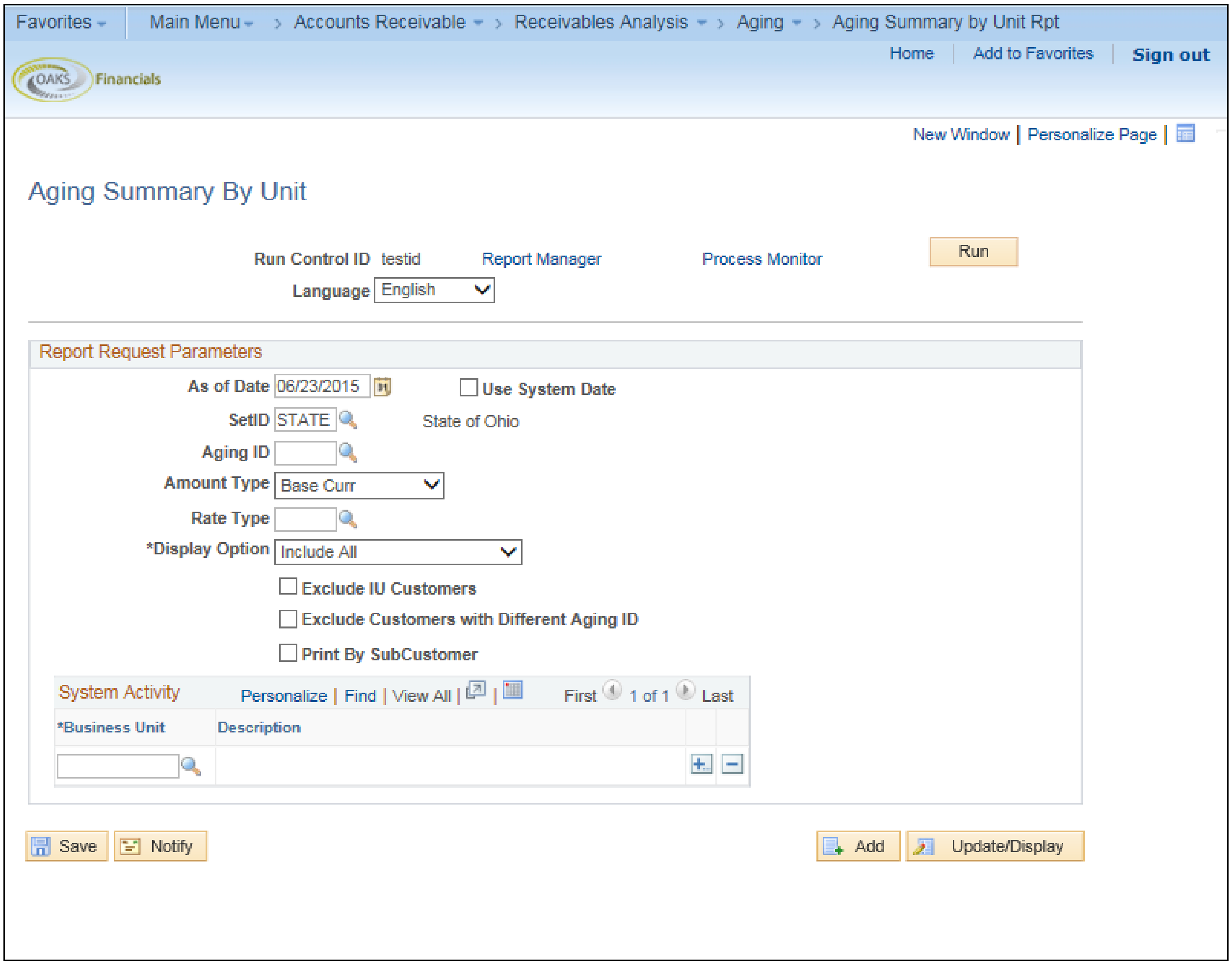
1. Click the **Add a New Value** tab.

- The **Add a New Value** tab displays.



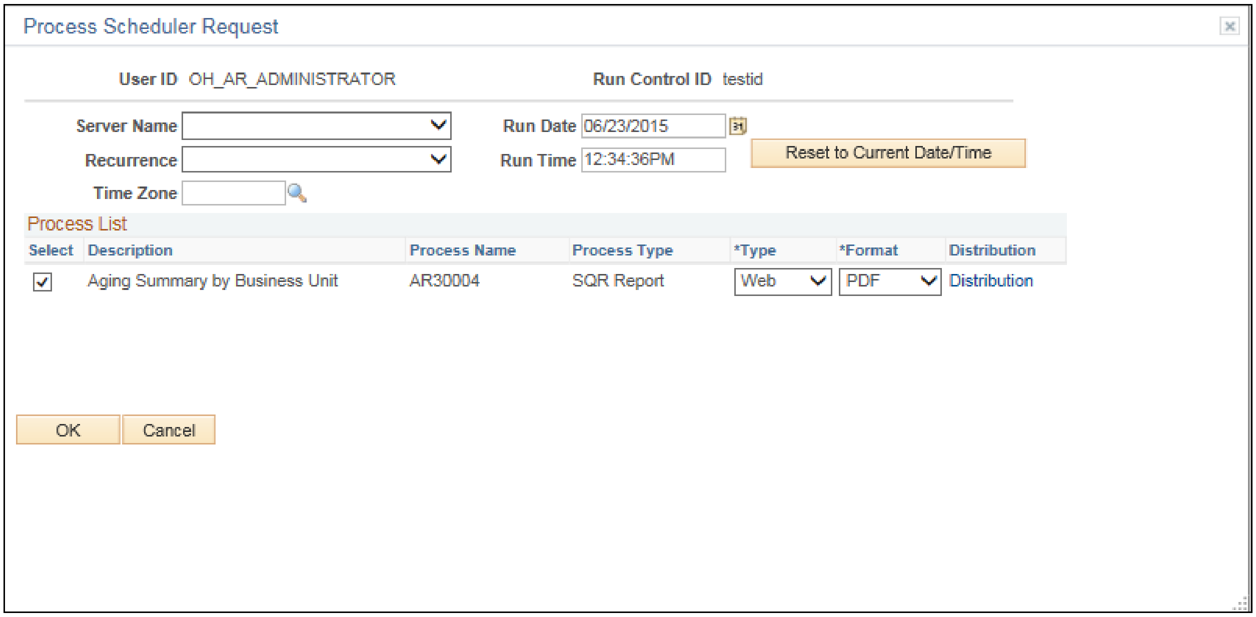
2. Enter a **Run Control ID** in the **Run Control ID** field.
3. Click **Add**.

- The **Aging Summary By Unit** page displays.



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**.

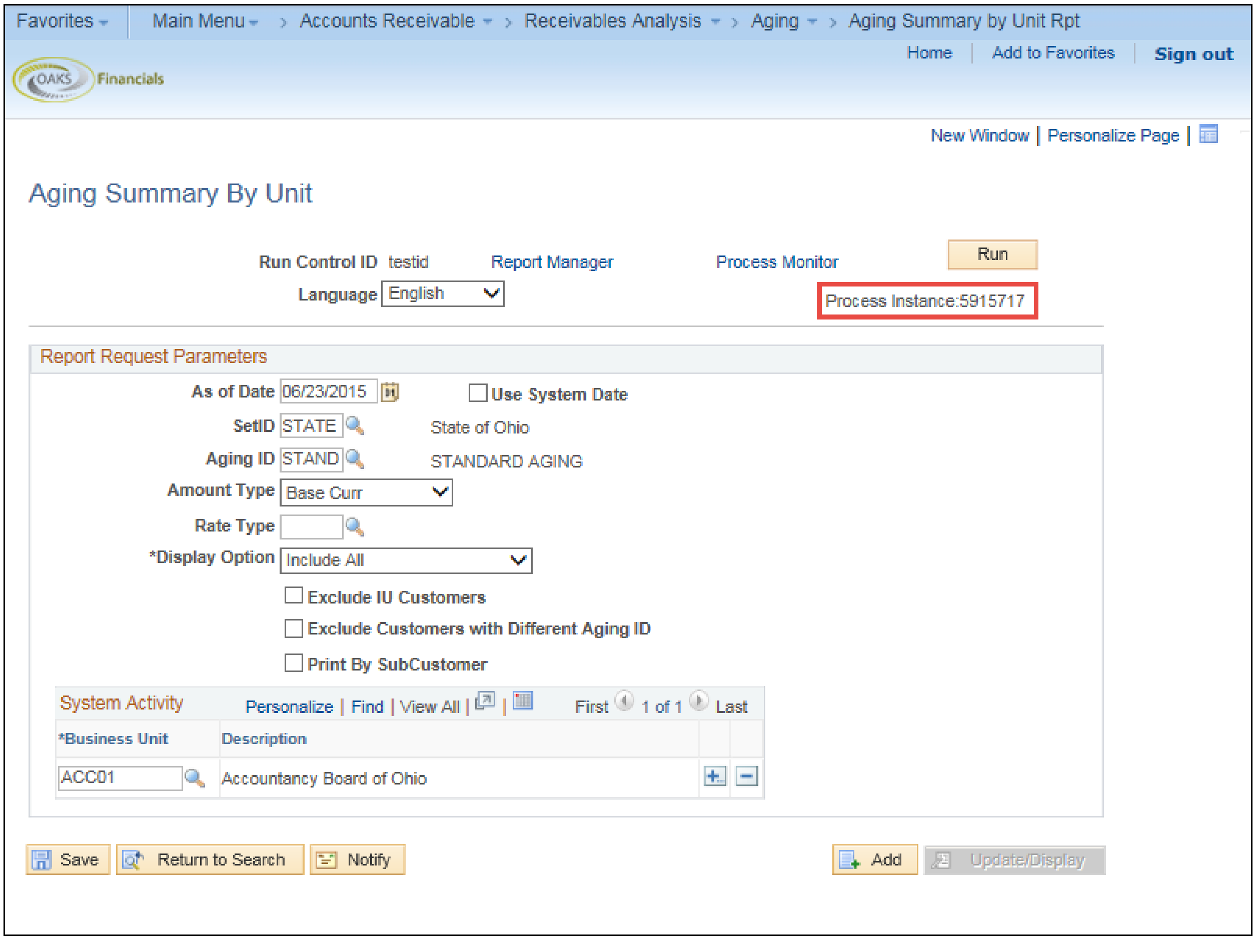
- The **Process Scheduler Request** page displays.



11. Select the **Aging Summary by Business Unit** process, if more than one process is available.
    - The **Process Name** is **AR30004**.

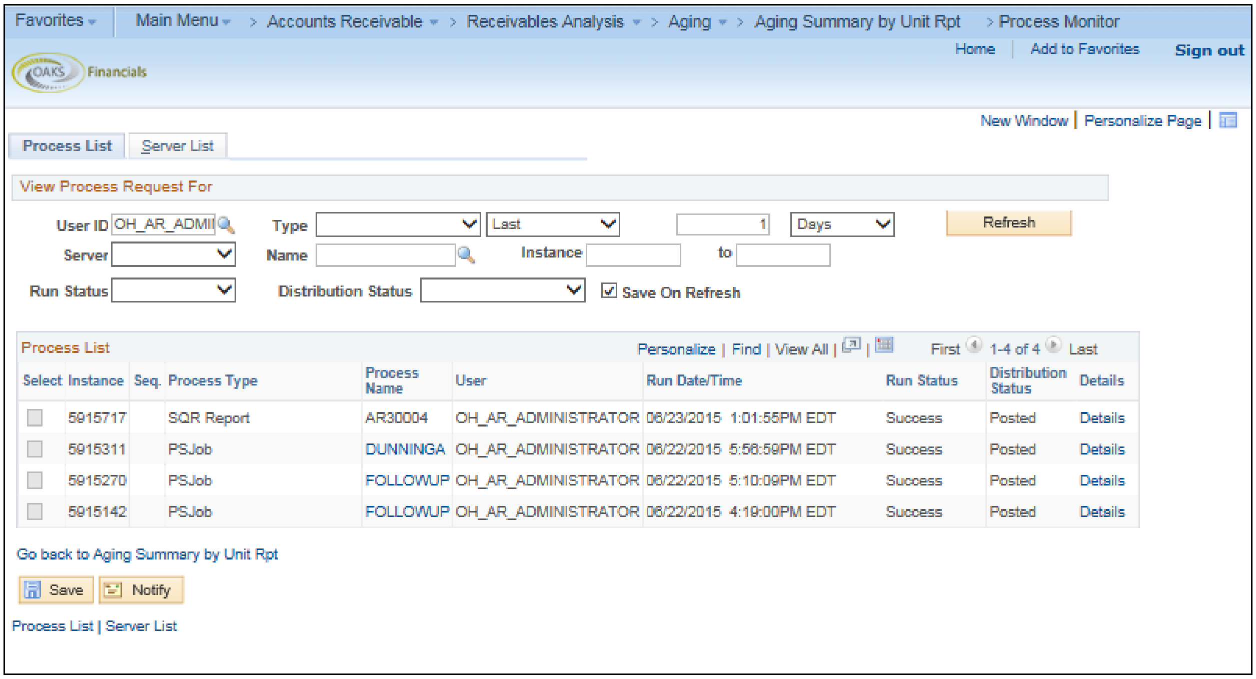
12. Click **OK**.

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



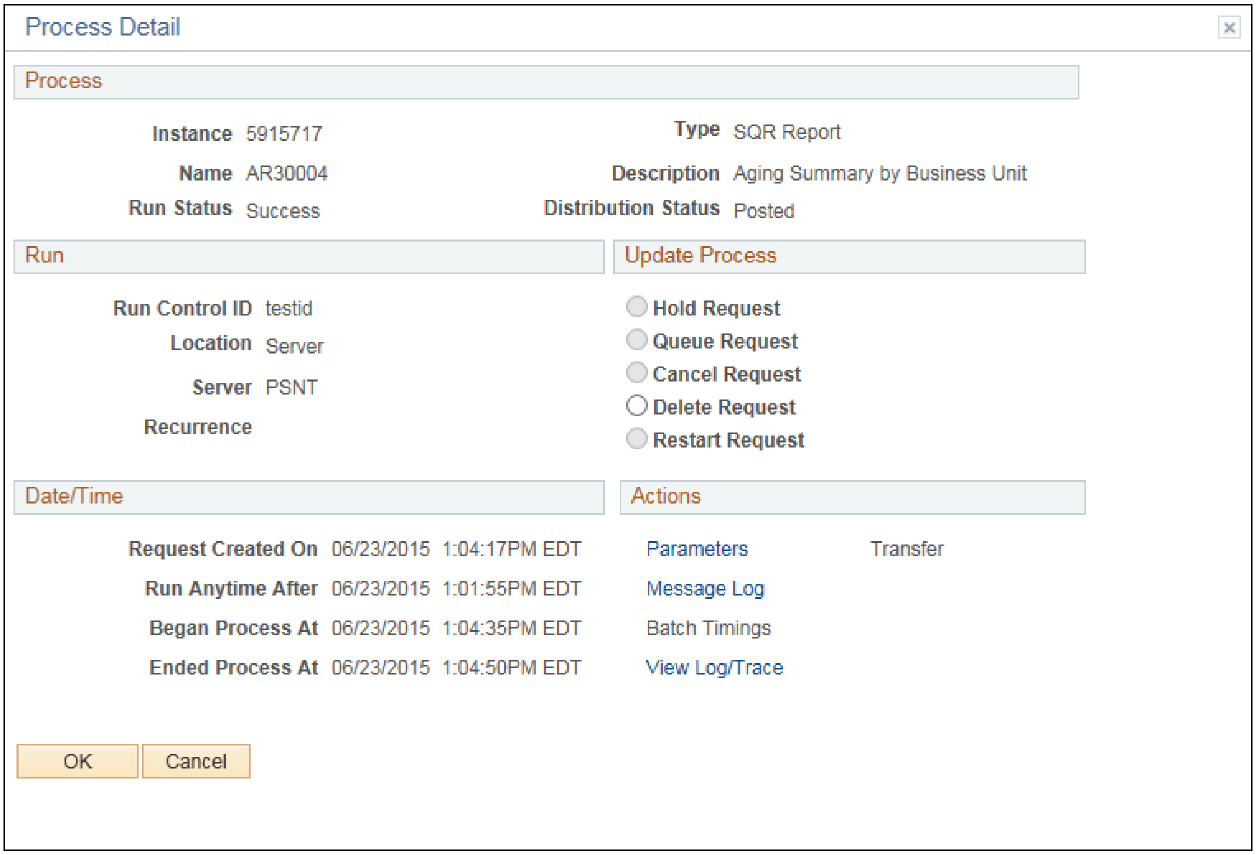
13. Click the **Process Monitor** link.

- The **Process List** tab displays.



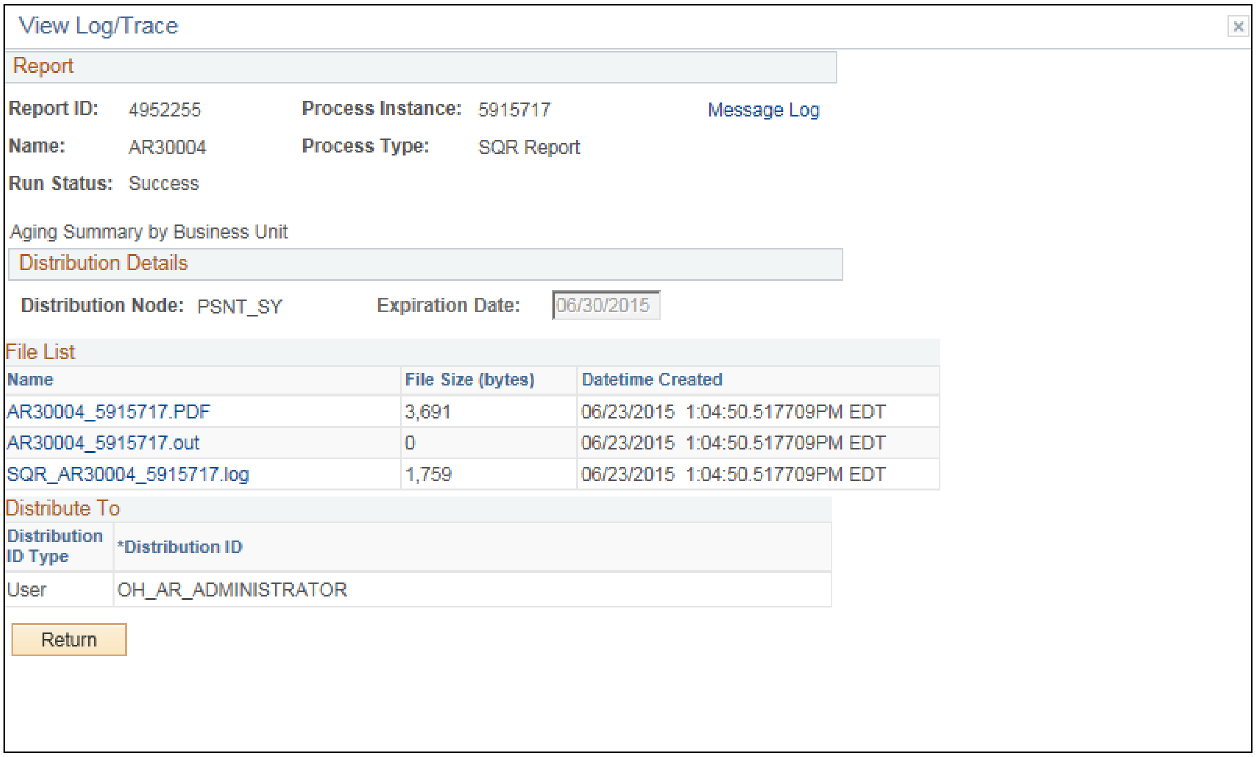
14. Use the agency specified process **Instance** number to find the correct process in the **Process List**.
15. Click **Refresh** every 30 seconds until the process **Run Status** displays "Success" and the **Distribution Status** is "Posted."
16. Click the process **Details** link.

- The **Process Detail** page displays.



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

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



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
Aging Id: STATE/STAND
Currency Base Currency
Rate Type:
Business Unit: MED01

Page
Run D
Run T

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.

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:

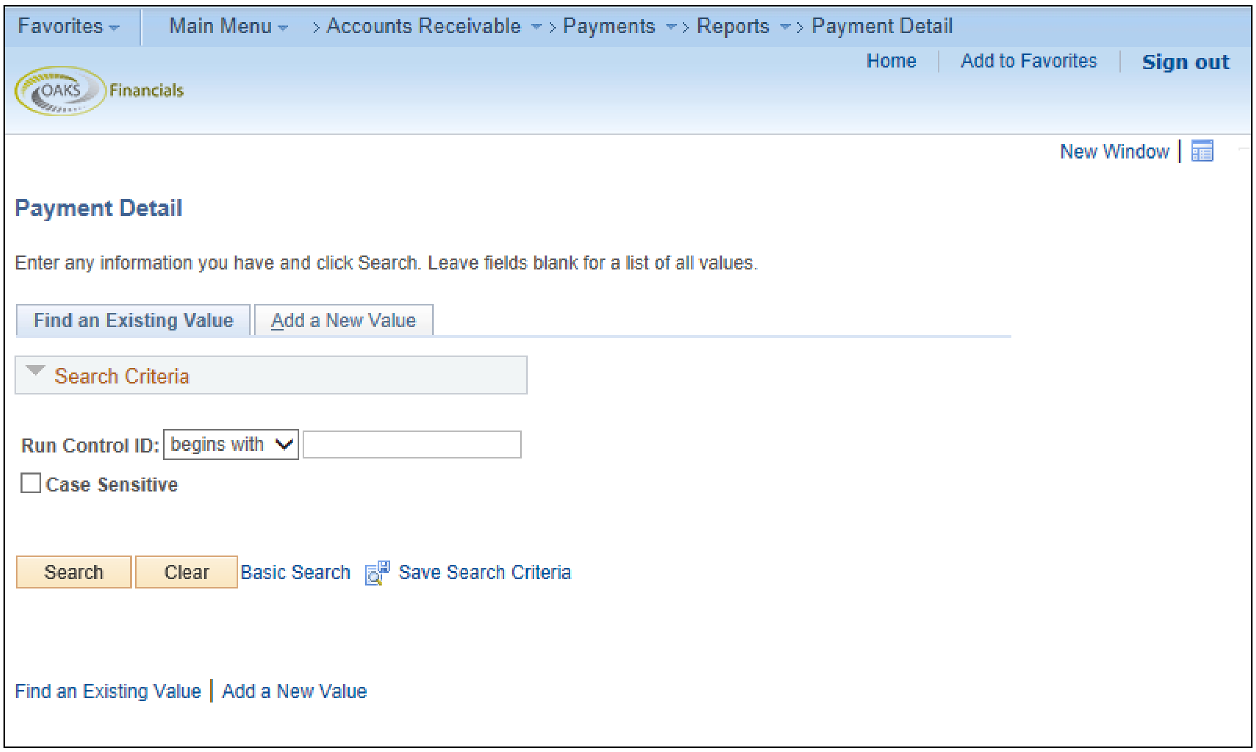
- Reuse a **Run Control ID** that has already been created.
- Create a new **Run Control ID** if the report or process needs to be run in a different way.

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.

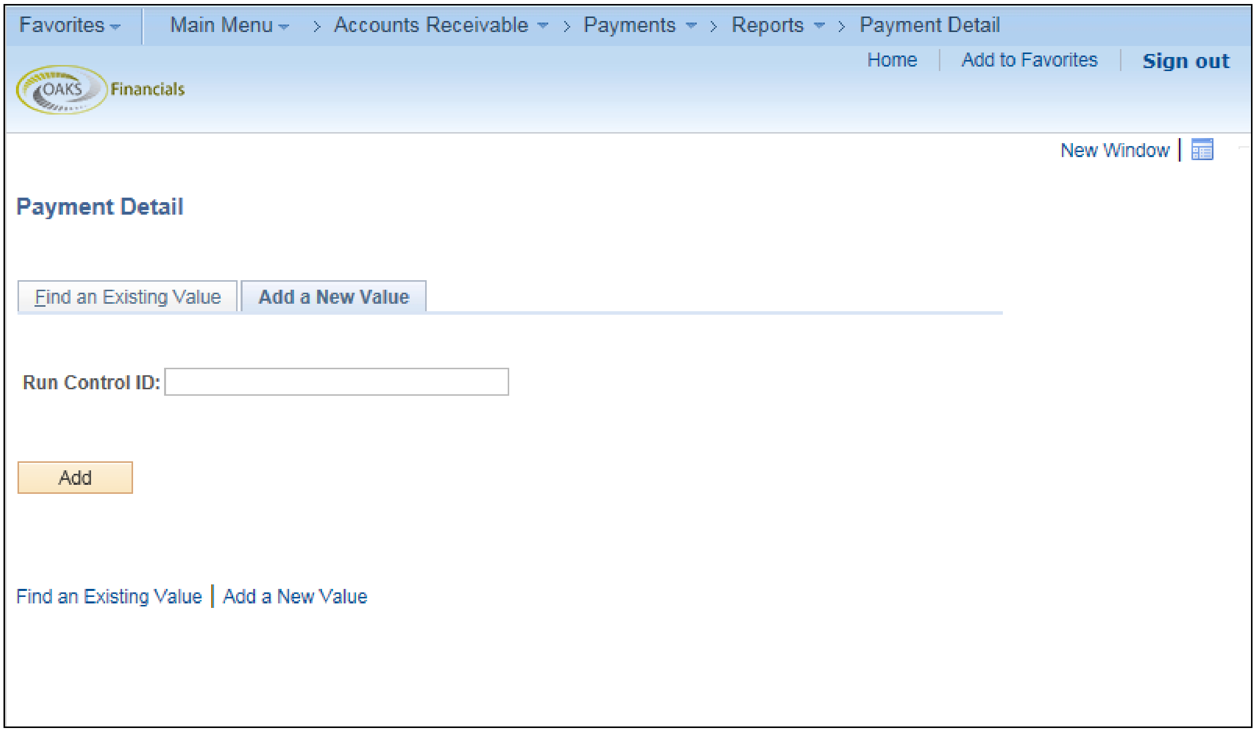
Steps

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



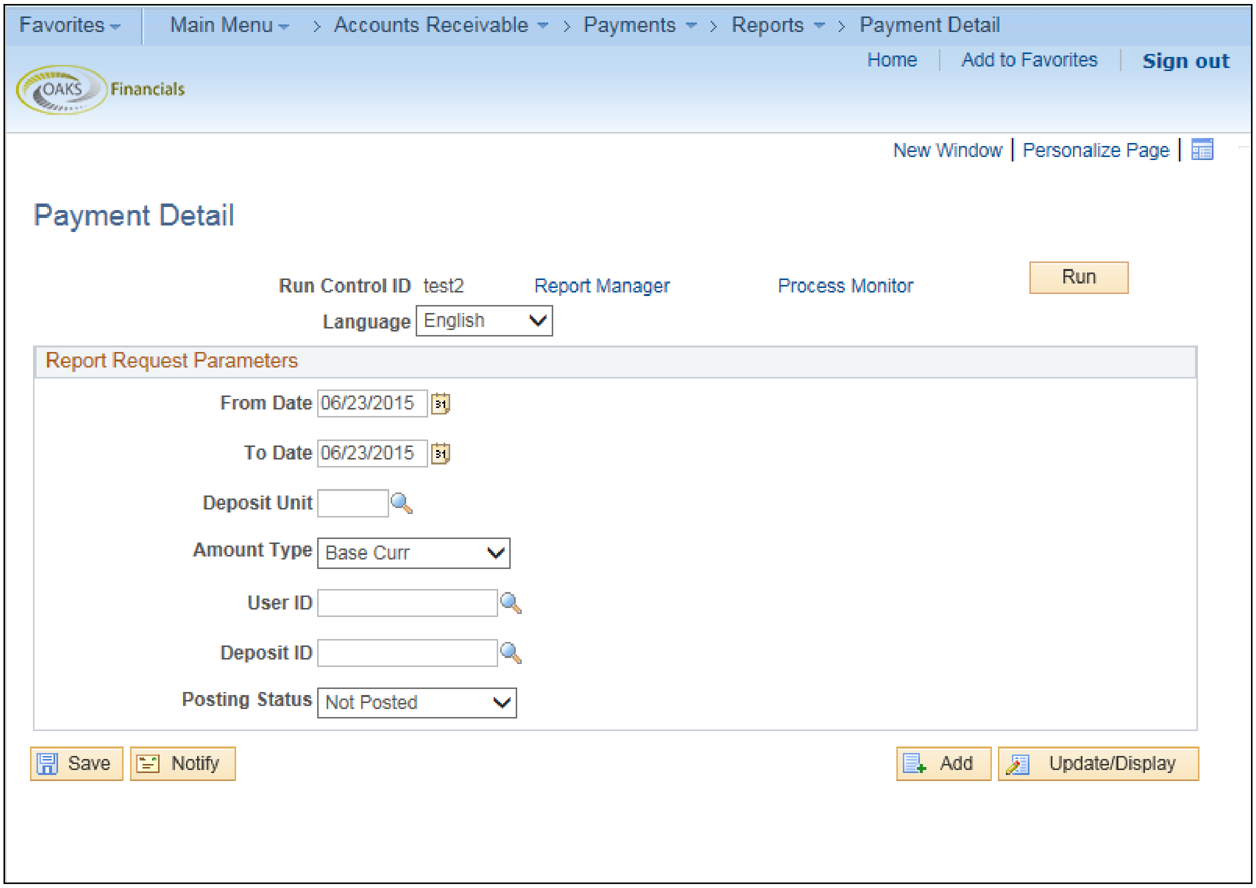
1. Click the **Add a New Value** tab.

- The **Add a New Value** tab displays.



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

- The **Payment Detail** page is displayed.



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.

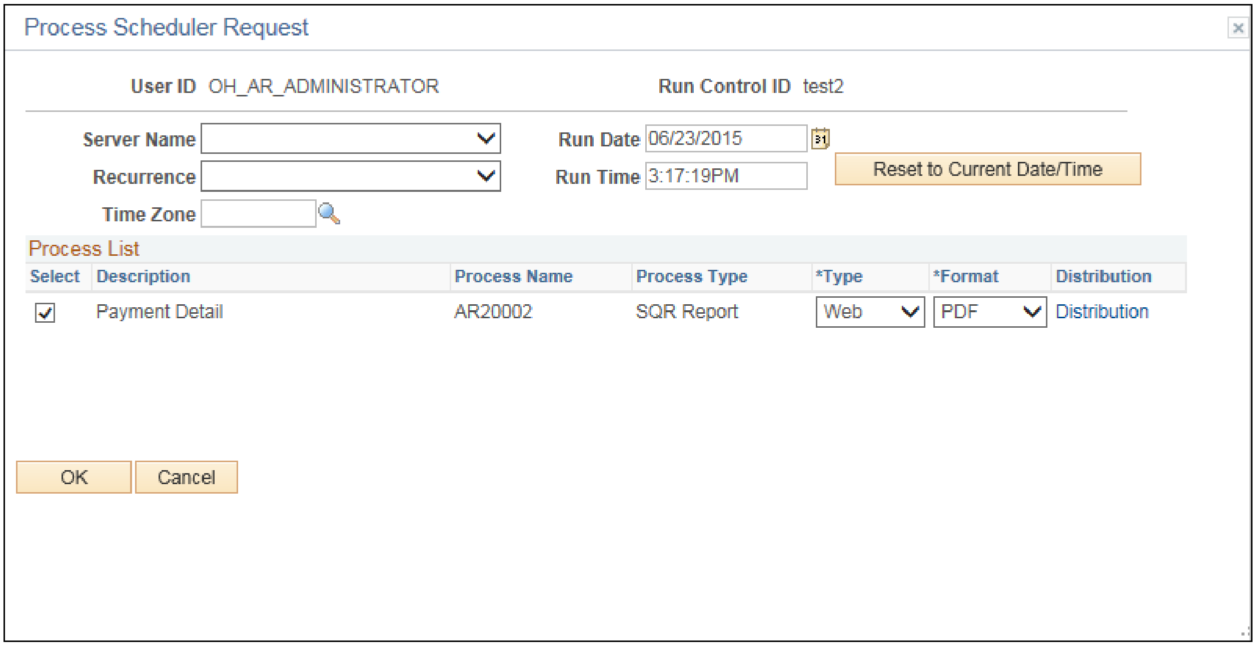
5. Verify the agency specific **Business Unit Code** in the **Deposit Unit** field.
6. Enter the **User ID** of the individual who entered the deposits that are being reported.
7. Enter or select a specific **Deposit ID** in the **Deposit ID** field.

- 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**.

9. Click **Save**.
10. Click **Run**.

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

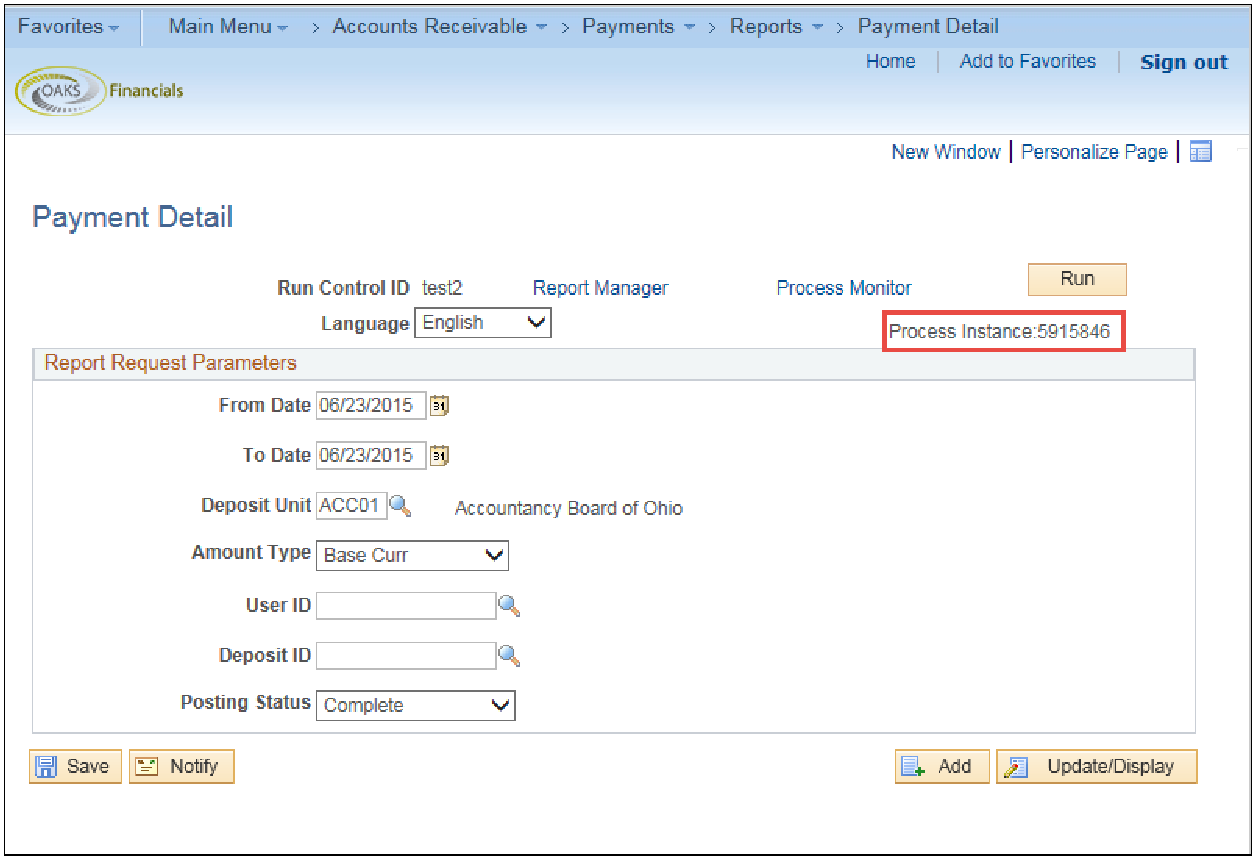


11. Verify that the **Payment Detail** process is selected.

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

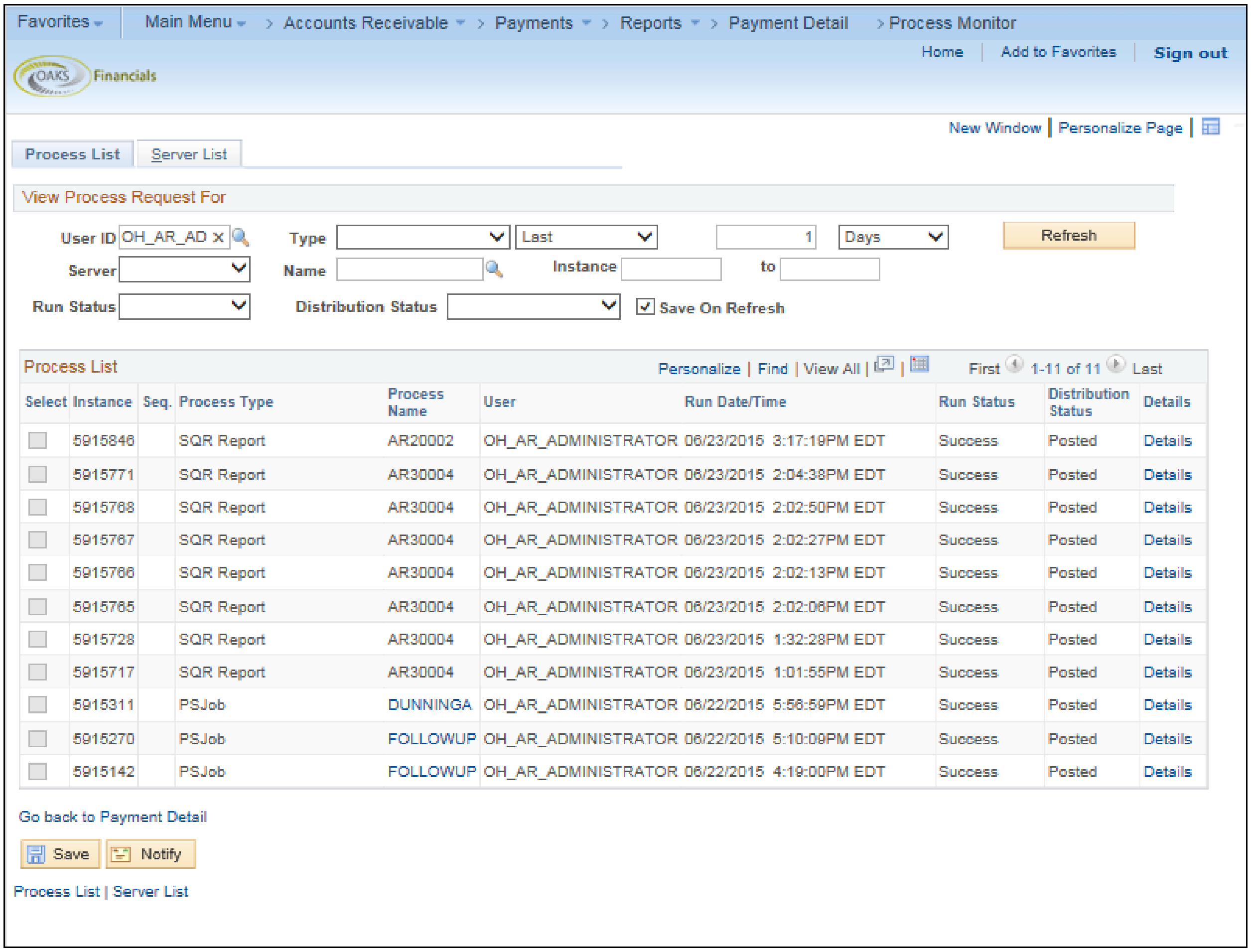
12. Click **OK**.

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



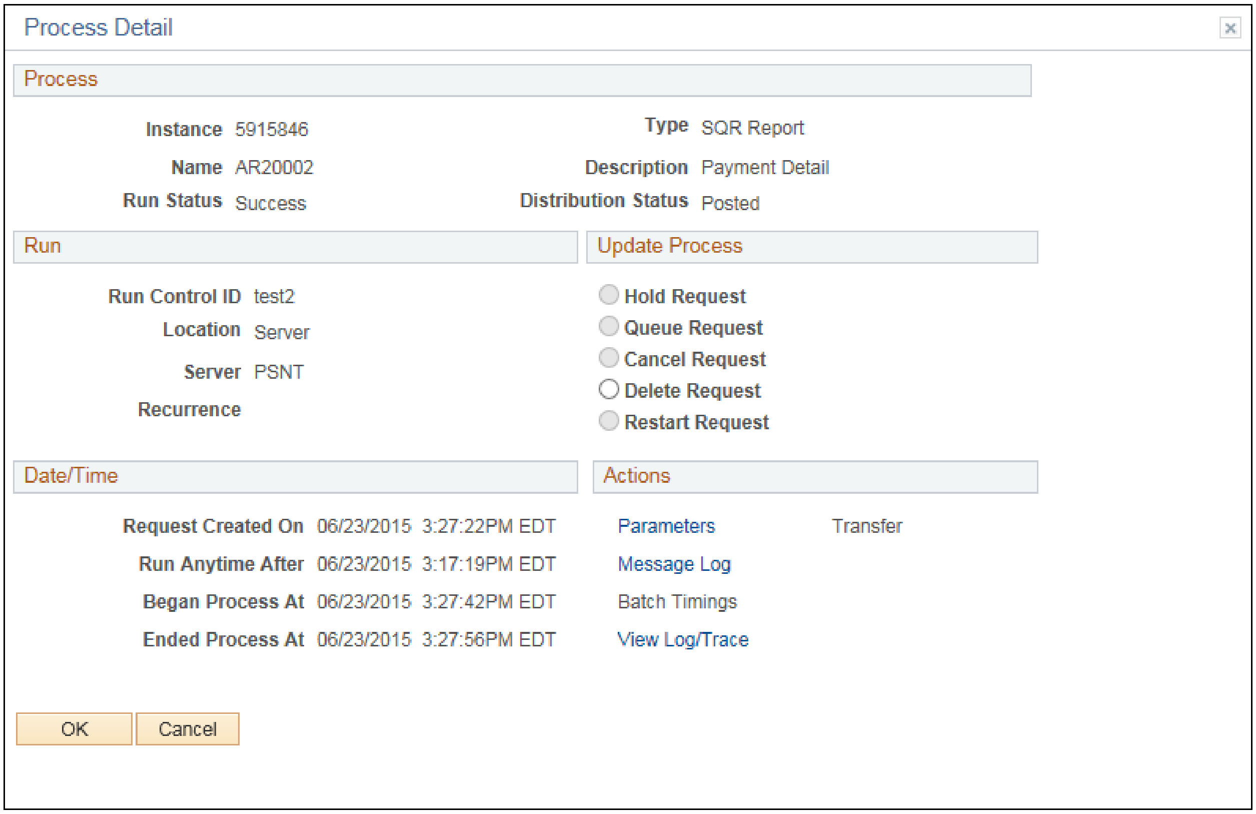
13. Click the **Process Monitor** link.

- The **Process List** tab displays.



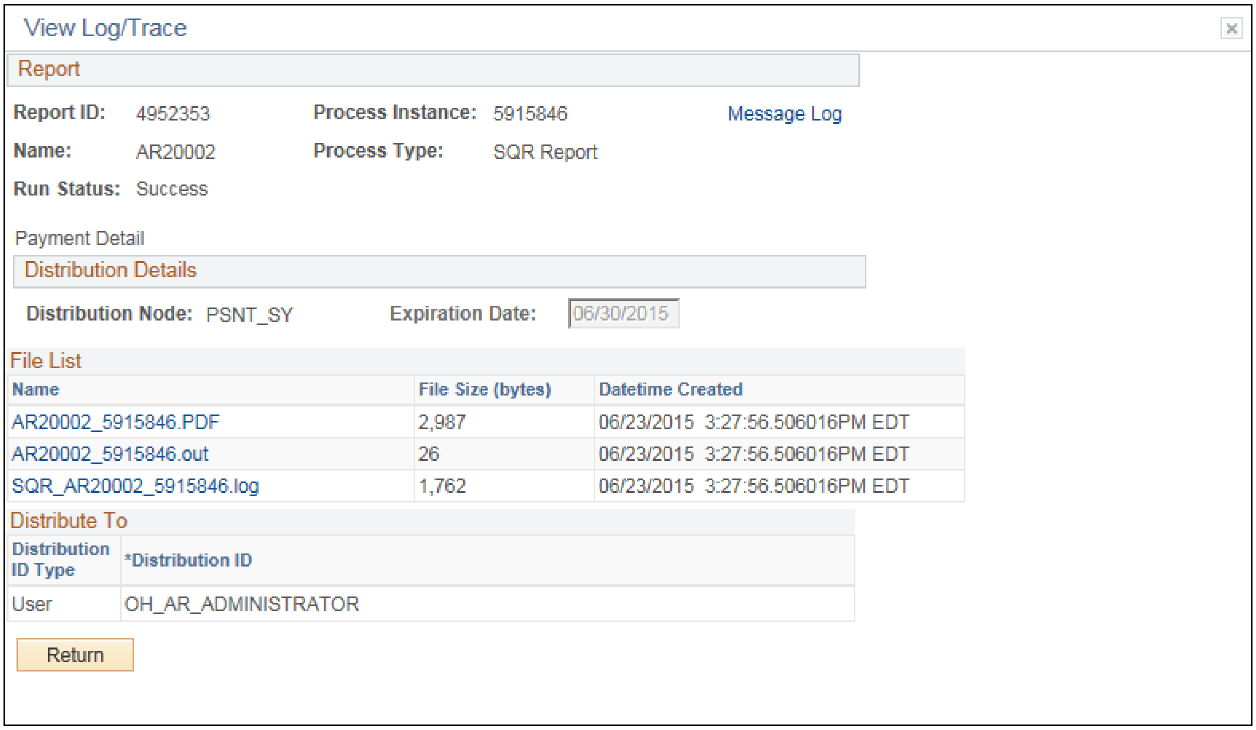
14. Use the agency specified **Instance Number** to find the correct process.
15. Click **Refresh** every 30 seconds until the **Run Status** field displays "Success" and the **Distribution Status** is "Posted."
16. Click the process **Details** link.

- The **Process Detail** page displays.



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

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


View Log/Trace

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

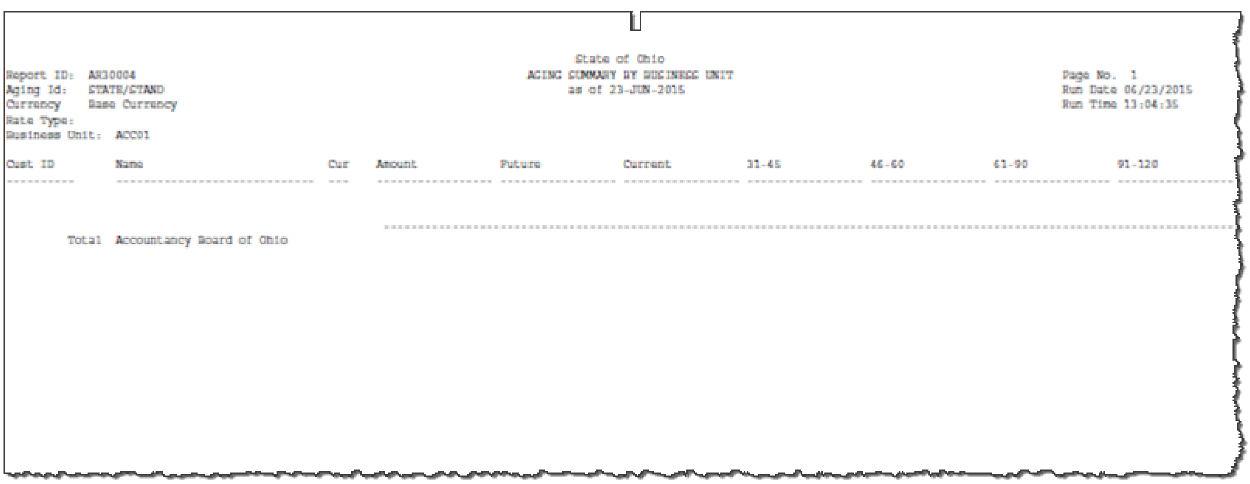
Distribute To

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
Aging Id: STATE/STAND
Currency Base Currency
Rate Type:
Business Unit: ACC01

Page No. 1
Run Date 06/23/2015
Run Time 13:04:35

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.