PAYMENT SERVICES USER MANUAL

REPORTS

INTRODUCTION

Reports can be generated in Payment Services to provide information about your agency's invoice transactions. Reports can be generated based upon a variety of invoice search criteria such as payment dates, invoice dates, fiscal coding (Transaction Code, PCA, or Index), vendor number, etc. PDF reports can be generated to "Show Invoice Detail" which shows all fiscal coding and invoice details.

The Payment Date criteria will reflect the either the **Payment Date** on the Invoice screen or **Payment Request Date** on the final Approval screen, depending on the status of the invoice.

Two types of reports are available: **Invoice** and **Audit**. The Audit Reports have the same search criteria as Invoice Reports, except that they are available only in PDF format and there are no sorting options. Audit Reports display the approval history of an invoice (the approver's names and approval levels that have been completed) invoice totals, and other invoice details.

REPORT FORMATS – PRINTING, SORTING, OR SEARCHING

Invoice Reports can be generated in PDF, TXT, or CSV file formats. PDF reports are formatted for printing in landscape on letter size paper. CSV or TXT files are not formatted for easy printing, but can be formatted for printing in an application (e.g. MS Excel). Once reports are generated and saved, they can also be searched for specific information, such as fiscal codes or vendor names.

Also, you can select sort options on PDF reports (except on Audit Reports) so that the transactions are sorted by, for example, Invoice Number, Payment Date, Amount, etc. To sort by any other fields not listed for PDF reports, choose the CSV format which can be opened in a spreadsheet program (e.g., MS Excel) and any column can be sorted.

GENERATE A REPORT

1. Select and/or enter the criteria (see below) for which you want to generate a report. Limiting the **Payment Range** on all Payment Services reports is highly recommended.
2. If desired, select **Show Invoice Detail (PDF only)** to have invoice detail (e.g., all fiscal coding) printed on PDF reports. This option is not available on Audit reports.

This option will print the invoice description as entered on the **Distribute** screen. Otherwise the invoice description on reports will come from the **Invoice** screen.

3. If desired, select an option in the **Sort Options** section. Reports can be sorted by: **Invoice #**, **Req Pmt Date**, **Effective Date**, **Vendor #**, etc. This option is not available on Audit reports.

Figure 1 - Reports criteria

Selectable criteria	Searchable fields
• Payment Range • Status • Payment Date • Invoice Date • Batch Date (the date transactions went to STARS) • Trans Code (transaction code) • Index • PCA	(You can use the percent symbol (%) as a wildcard in the search field) • Invoice number • Account number • Document number • P.O. number • Group name • Vendor number and suffix • Vendor name/address information

Note the following:

▪ The **Payment Range** is the Payment Date (not to be confused with Payment Request Date). The application will search for all invoices with a Payment Date within the defined range

▪ Limiting the **Payment Range** on any Payment Services report is highly recommended.

- If there is a group that has no active invoices associated with it, that group will not be available from the **Group** drop down menu.
- If no invoices exist for any given **status**, that status will not appear on the Report menu. When the invoice status is updated to 'Sent to Stars', the invoice Batch # and Batch date will also be updated. Some **Status** definitions:
    - **Released for Payment** - awaiting the Payment Request Date when it will be sent to STARS
    - **Sent to STARS** - invoices that have been sent to STARS
- The transaction code (**Trans Code**), **Index**, or **PCA** drop down menus will display only those codes that have been used in Payment Services for your agency (i.e., they will not display all codes possible).
- In the **Searchable Fields** section, you do not have to type the complete information. For example you only have to type the first few letters of a vendor name to get a report that finds all vendors beginning with what you have typed. You can also use the percent symbol (%) as a wildcard.

4. Click **PDF Report**, **TXT Report**, or **CSV Report**. Reports are then generated and displayed in PDF, text, or comma separated value (CSV) format. NOTE: Audit reports are generated only in PDF.

Figure 2 – PDF report example

Figure 3 - CSV report example