

**Detailed Payment Register**  
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## Table of Contents

|   |          |
|---|----------|
| <b>Detailed Payment Register .....</b>          | <b>1</b> |
| <b>Detailed Payment Register Overview .....</b> | <b>1</b> |
| <b>Detailed Payment Register Lesson .....</b>   | <b>1</b> |

## Detailed Payment Register

### Detailed Payment Register Overview

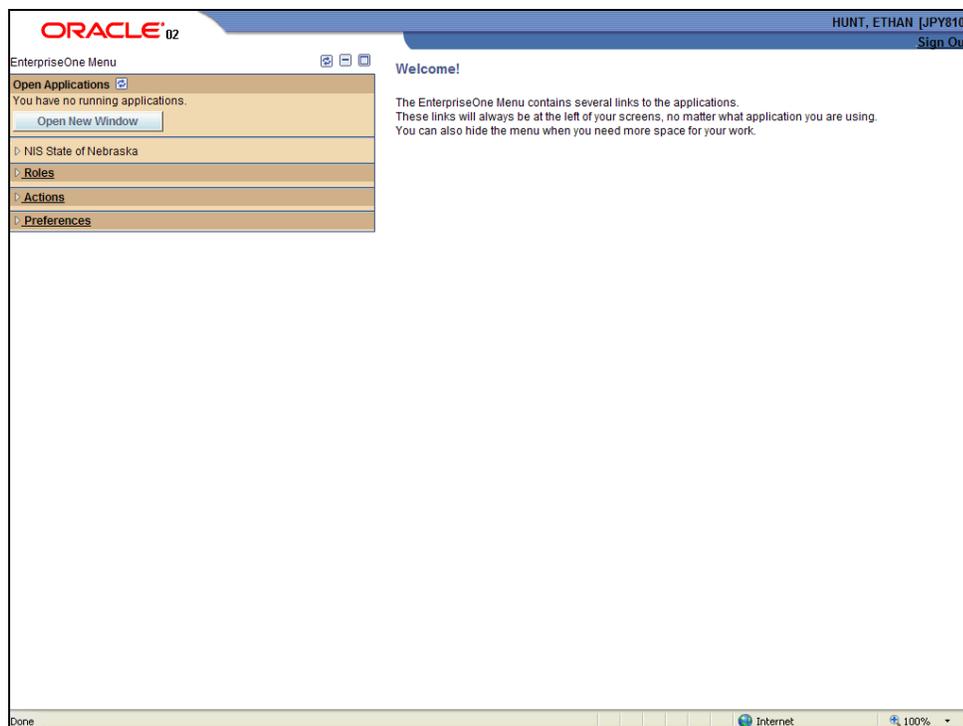
For audit purposes, you might need an additional copy of a payment register. The Payment Register report is similar to the register that prints during automatic payment processing. However, the payment information on this register is summarized instead of detailed. This register also lists multi-stub payments and payments that were voided due to a reset.

This report shows a summary of expenditure documents for an agency. The data subtotals by document, business unit and division.

### Detailed Payment Register Lesson

#### Procedure

In this lesson you will learn how to run the Detailed Payment Register Report.

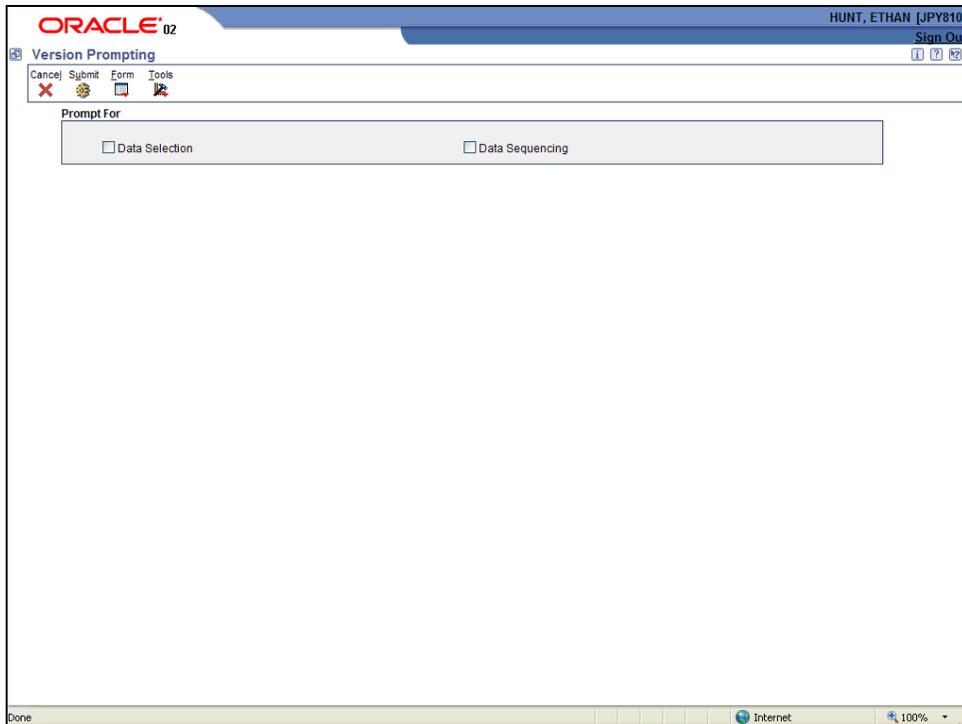


# Training Guide

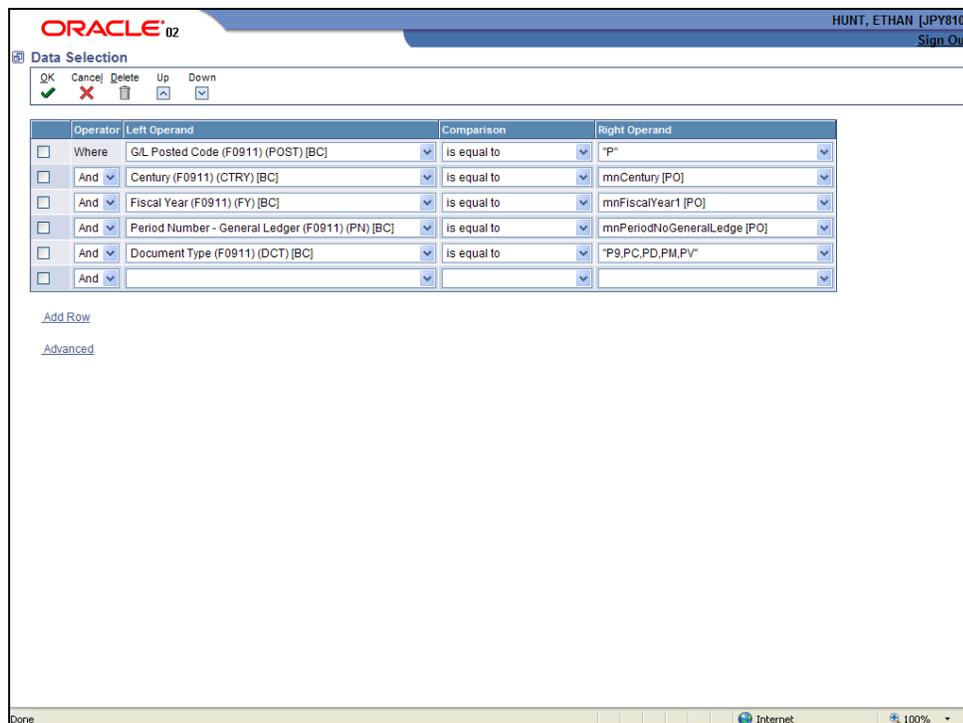
## Detailed Payment Register



| Step | Action  |
|------|---|
| 1.   | Click the <b>NIS State of Nebraska</b> link.<br><a href="#">NIS State of Nebraska</a>                     |
| 2.   | Click the <b>Accounts Payable</b> link.<br><a href="#">Accounts Payable</a>                               |
| 3.   | Click the <b>Inquiries &amp; Reports</b> link.<br><a href="#">Inquiries &amp; Reports</a>                 |
| 4.   | Click the <b>Accounts Payable Reports</b> link.<br><a href="#">Accounts Payable Reports</a>               |
| 5.   | Click the <b>Payment Register/Detail Reports</b> link.<br><a href="#">Payment Register/Detail Reports</a> |
| 6.   | Click the <b>Detailed Payment Register</b> link.<br><a href="#">Detailed Payment Register</a>             |



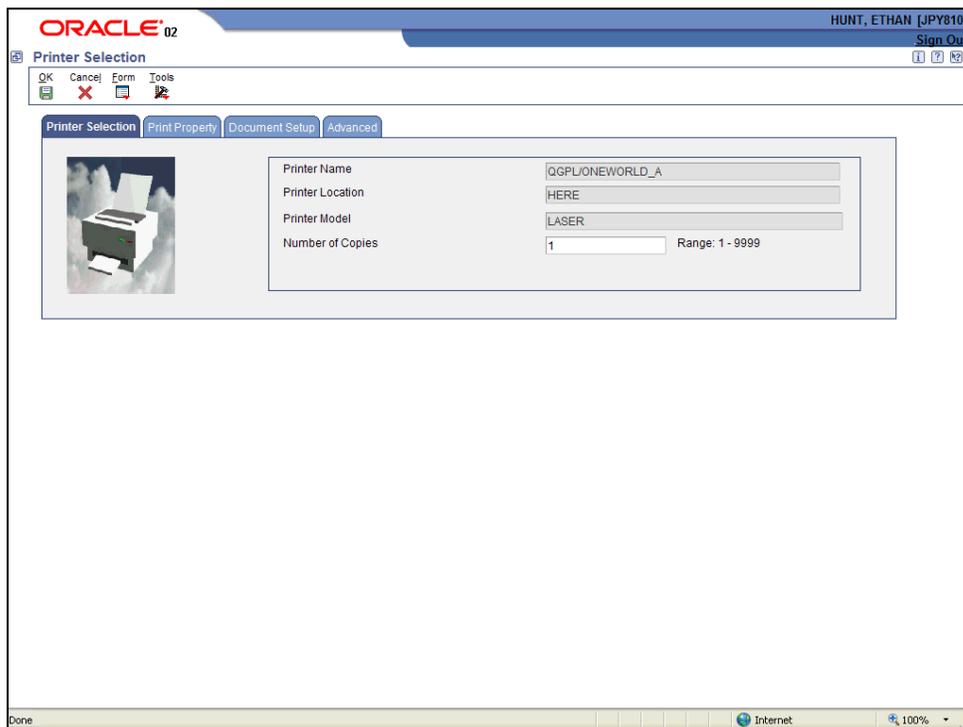
| Step | Action  |
|------|---|
| 7.   | Click the <b>Data Selection</b> option.<br><input type="checkbox"/>   |
| 8.   | Click the <b>Submit</b> button.<br>   |
| 9.   | <p><b>Note:</b> Leave data selection as is to receive information for all of an agency's business units, funds, and payments.</p> <p><b>Note:</b> To narrow the report by specific business units, complete the following fields on a blank row:<br/> <b>Left Operand</b> - Business Unit (F0911)(MCU)[BC]<br/> <b>Comparison</b> – is equal to<br/> <b>Right Operand</b> – enter the business unit(s)</p> <p><b>Note:</b> To narrow the report by agency fund number, complete the following fields on a blank row:<br/> <b>Left Operand</b> - Fund (F0911)(CO)[BC]<br/> <b>Comparison</b> – is equal to<br/> <b>Right Operand</b> - enter the fund(s)</p> |



# Training Guide

## Detailed Payment Register

| Step | Action  |
|------|---|
| 10.  | Click the <b>OK</b> button.<br>   |
| 11.  | Complete the following fields:<br><b>Agency Number</b> – enter the 3-digit agency number<br><b>Century</b><br><b>Fiscal Year</b><br><b>Period Number-General Ledger</b> |
| 12.  | Click the <b>OK</b> button.<br>   |



| Step | Action                          |
|------|---------------------------------|
| 13.  | Click the <b>OK</b> button.<br> |

| Step | Action   |
|------|--|
| 14.  | <p>To view the report you will need to go to <b>View Job Status</b>. For more information go to the Reports Lesson under the System Basics (<a href="http://www.das.state.ne.us/nis/training_8.1/sys_bs_cs/index.html">http://www.das.state.ne.us/nis/training_8.1/sys_bs_cs/index.html</a>) work instructions.</p> <p>You have successfully completed this lesson.<br/><b>End of Procedure.</b></p> |