

**AP Payment History Detail**  
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## AP Payment History Detail

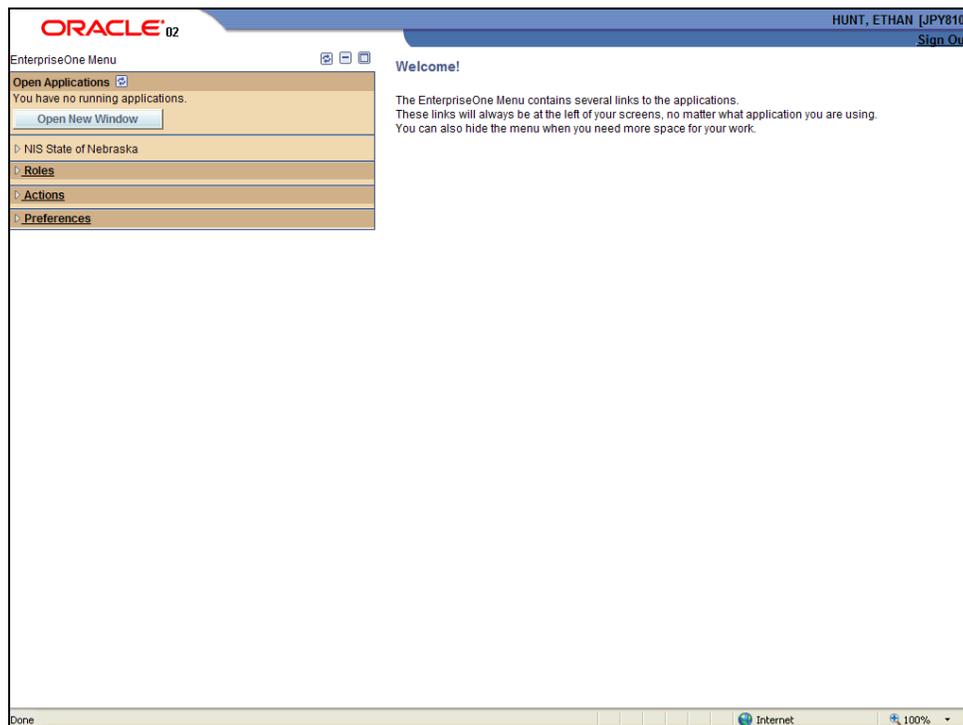
### AP Payment History Detail Overview

Run this report to review payment information for vendor(s). You will only see detail information for payments made by your agency. The header information in the report lists vendor address book number, payment number, payment date, and payment amount. The detail information lists the invoice number & date, document type & number, payment amount, supplier number, and description. This report can be run by vendor, payment date(s), and/or a range of dates.

### AP Payment History Detail Lesson

#### Procedure

In this lesson you will learn how to run the AP Payment History Detail Report.

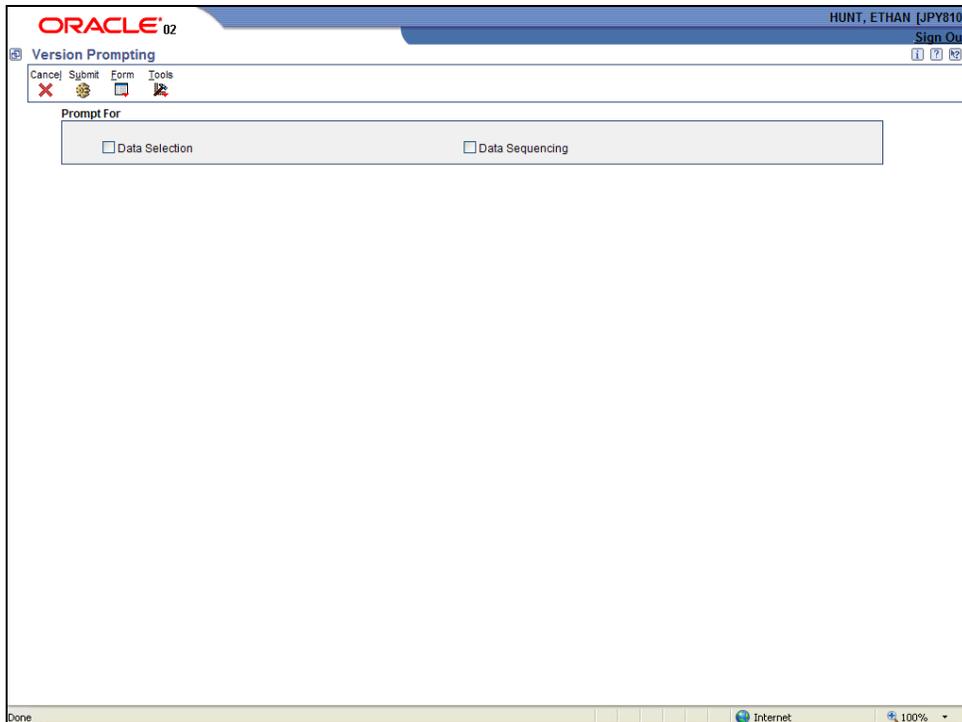


# Training Guide

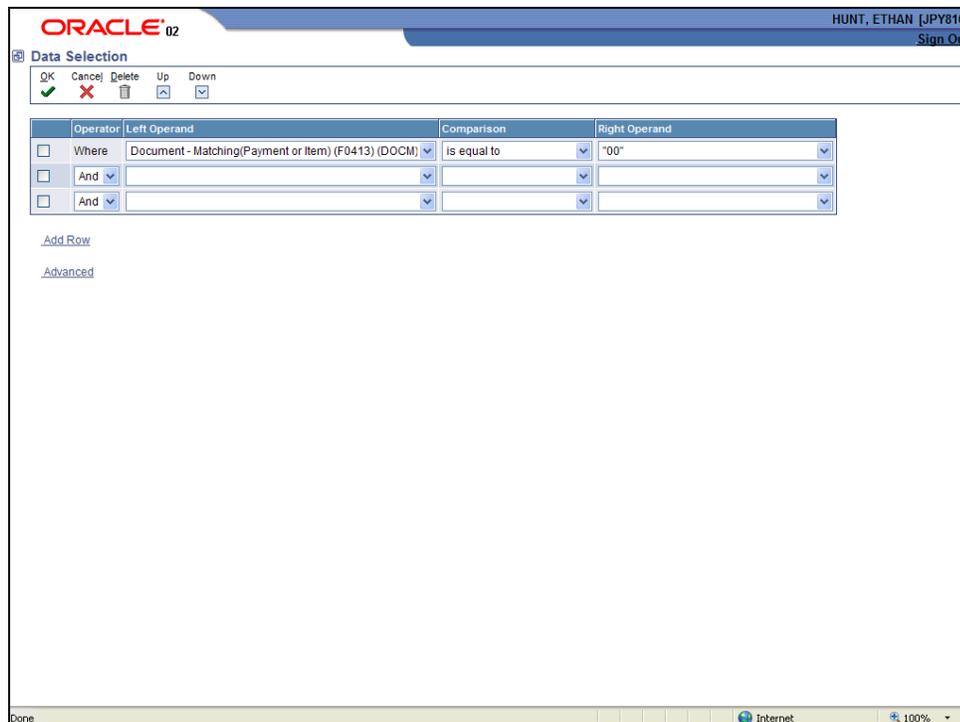
## AP Payment History Detail



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



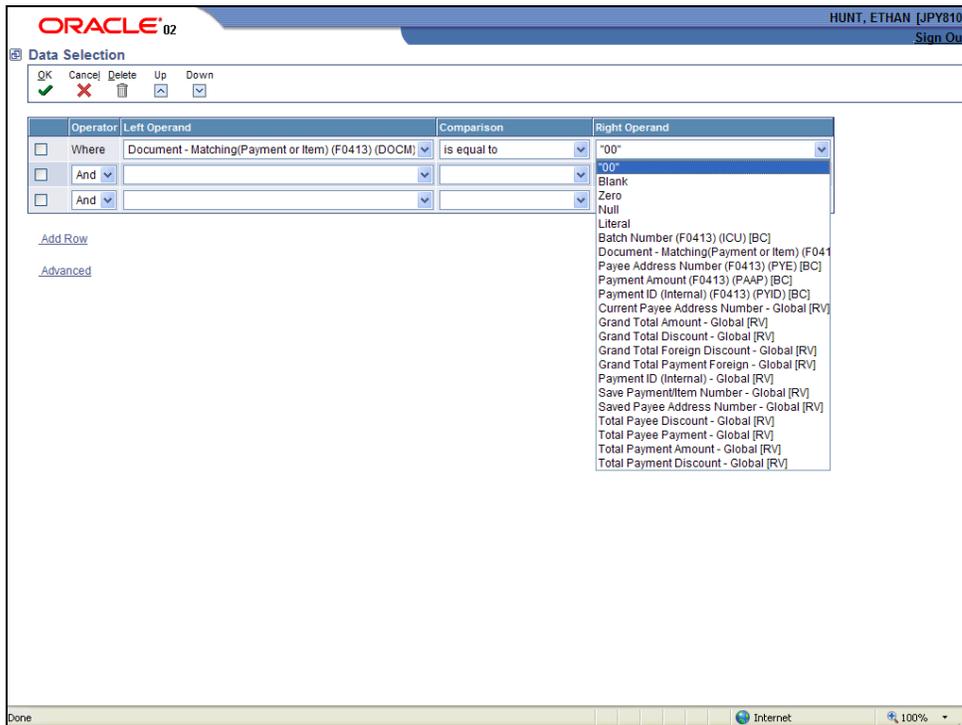
Step	Action
7.	Click the <b>Data Selection</b> option. <input type="checkbox"/>
8.	Click the <b>Submit</b> button. 
9.	<p><b>Decision:</b> Please make a selection on how you would like to run this report from the options listed below.</p> <ul style="list-style-type: none"> <li>• payment number Go to step 10 on page 3</li> <li>• payee Go to step 17 on page 7</li> <li>• date range Go to step 28 on page 13</li> </ul>



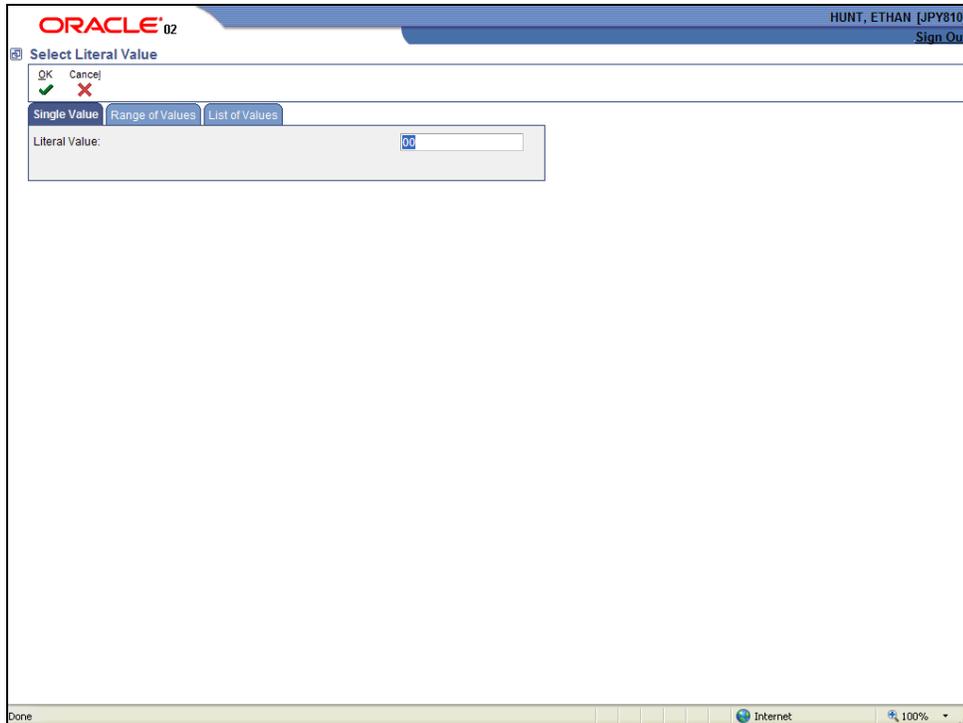
Step	Action
10.	Click the <b>drop down</b> list of the Right Operand column for the Document - Matching row. <input type="text" value="00"/>

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## AP Payment History Detail



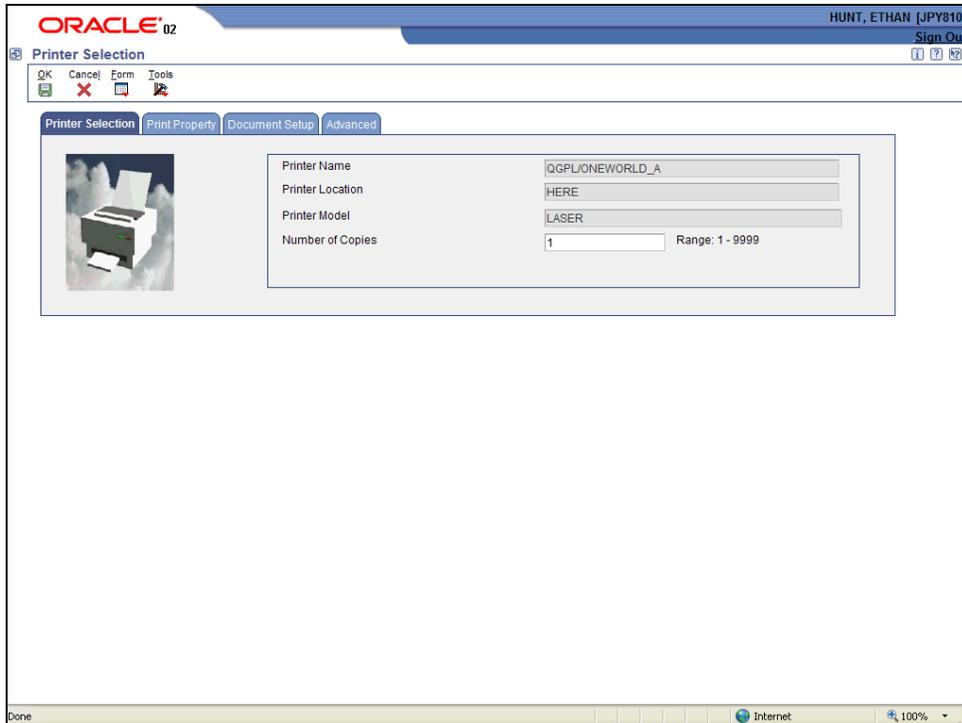
Step	Action
11.	Click the <b>Literal</b> list item. <input data-bbox="365 1234 761 1264" type="text" value="Literal"/>



Step	Action
12.	Enter the payment number into the <b>Literal Value</b> field.
13.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
14.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>

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## AP Payment History Detail



Step	Action
15.	Click the <b>OK</b> button. 
16.	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.  You have successfully completed this lesson. <b>End of Procedure.</b> Remaining steps apply to other paths.

Operator	Left Operand	Comparison	Right Operand	
<input type="checkbox"/>	Where	Document - Matching(Payment or Item) (F0413) (DOCM)	is equal to	*00*
<input type="checkbox"/>	And			
<input type="checkbox"/>	And			

[Add Row](#)  
[Advanced](#)

Step	Action
17.	Click the <b>check box</b> of the first row (Document - Matching). <input type="checkbox"/>
18.	Click the <b>Delete</b> button. 
19.	Click the <b>drop down</b> list of the Left Operand column for the first row.

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## AP Payment History Detail



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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	<input type="text" value="Batch Number (F0413) (ICU) [BC]"/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="checkbox"/> And	<input type="text" value="Batch Type (F0413) (ICUT) [BC]"/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="checkbox"/> And	<input type="text" value="Currency Code - From (F0413) (CRCD) [BC]"/>	<input type="text" value=""/>	<input type="text" value=""/>

[Add Row](#)

[Advanced](#)

- Batch Number (F0413) (ICU) [BC]
- Batch Type (F0413) (ICUT) [BC]
- Currency Code - From (F0413) (CRCD) [BC]
- Currency Mode-Foreign or Domestic Entry (F0413) (CRRM)
- Date - Batch (Julian) (F0413) (DICJ) [BC]
- Date - Matching Check or Item - Julian (F0413) (DMTJ) [BC]
- Document - Matching(Payment or Item) (F0413) (DOCM) [BC]
- Document Type - Matching (F0413) (DCTM) [BC]
- GL Bank Account (F0413) (GLBA) [BC]
- Payee Address Number (F0413) (PYE) [BC]
- Payment Amount (F0413) (PAAP) [BC]
- Payment ID (Internal) (F0413) (PYID) [BC]
- Payment Instrument (F0413) (PYIN) [BC]
- Post Status - Payments (F0413) (ISTP) [BC]
- Void Date - For GL - Julian (F0413) (VDGJ) [BC]

Done Internet 100%

Step	Action
20.	Click the <b>Payee Address Number (F0413) (PYE) [BC]</b> list item.

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Payee Address Number (F0413) (PYE) (BC)		
<input type="checkbox"/> And			
<input type="checkbox"/> And			

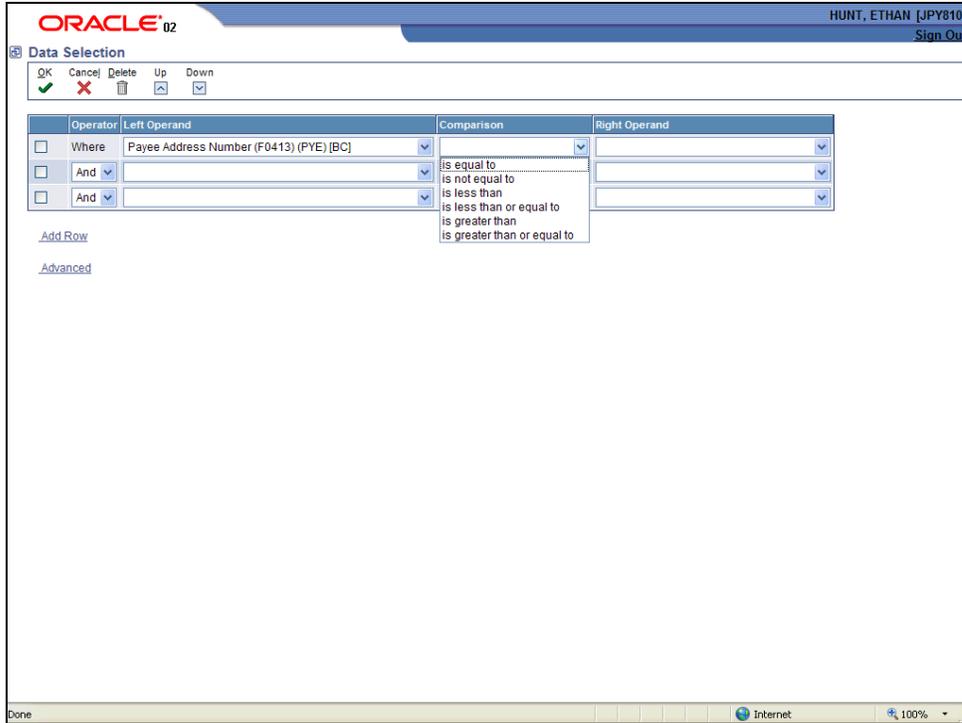
[Add Row](#)

[Advanced](#)

Step	Action
21.	Click the <b>drop down</b> list of the Comparison column. 

# Training Guide

## AP Payment History Detail



Step	Action
22.	Click the <b>is equal to</b> list item. 

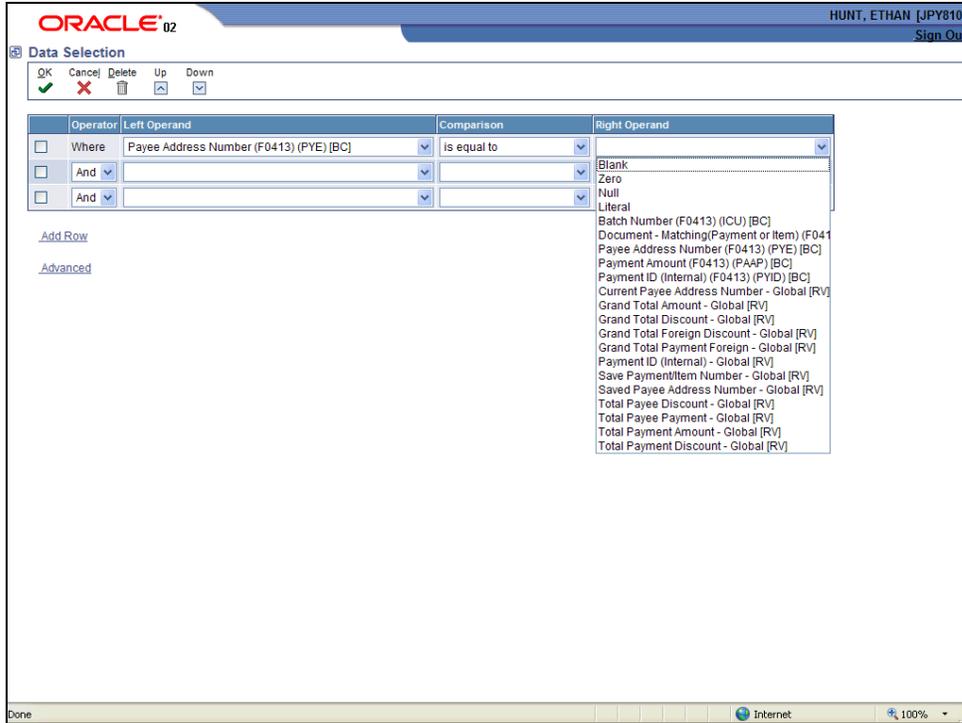
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Payee Address Number (F0413) (PYE) [BC]	is equal to	
<input type="checkbox"/> And			
<input type="checkbox"/> And			

[Add Row](#)  
[Advanced](#)

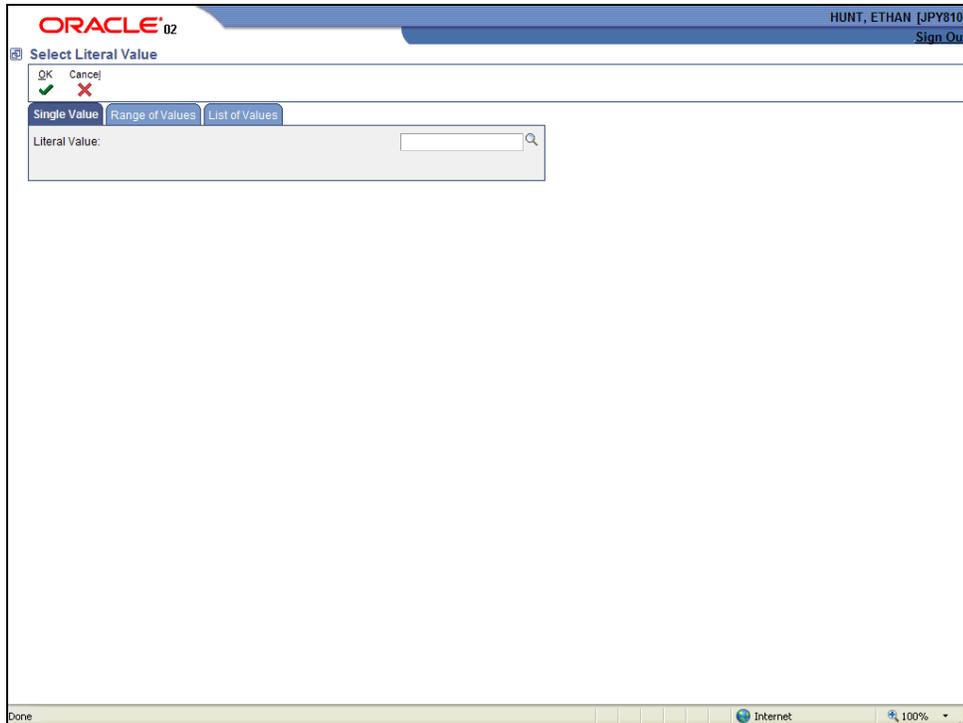
Step	Action
23.	Click the <b>drop down</b> list of the Right Operand column. <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px; display: flex; align-items: center; justify-content: flex-end;"> <span style="font-size: 10px;">▼</span> </div>

# Training Guide

## AP Payment History Detail



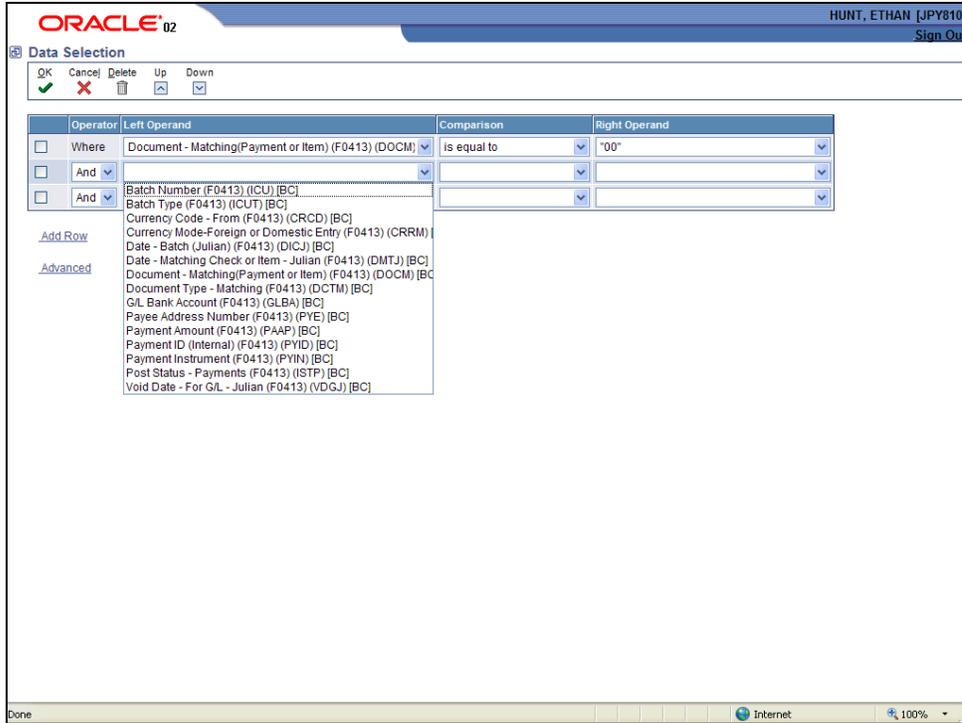
Step	Action
24.	Click the <b>Literal</b> list item. <input data-bbox="367 1136 761 1163" type="text" value="Literal"/>



Step	Action
25.	Enter the address book of the payee into the <b>Literal Value</b> field.
26.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
27.	Click the <b>OK</b> button. <input checked="" type="checkbox"/> Go to step 15 on page 6
28.	Click the <b>drop down</b> list of the Left Operand column for the first blank row.

# Training Guide

## AP Payment History Detail



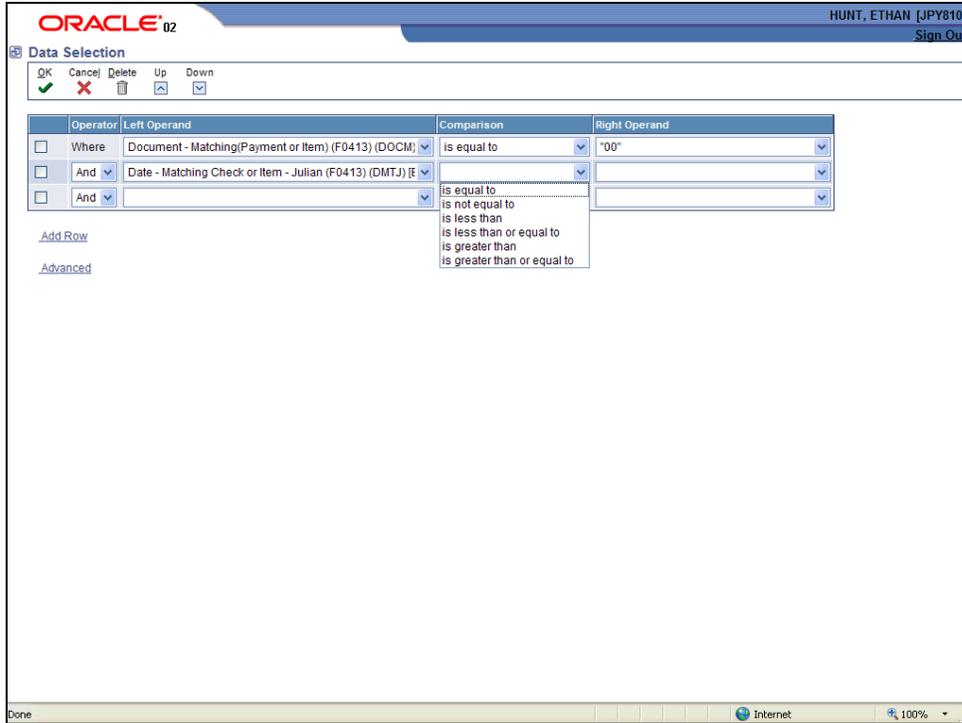
Step	Action
29.	Click the <b>Date - Matching Check or Item - Julian (F0413) (DM TJ) [BC]</b> list item.

Operator	Left Operand	Comparison	Right Operand
Where	Document - Matching(Payment or Item) (F0413) (DOCM)	is equal to	*00*
And	Date - Matching Check or Item - Julian (F0413) (DMTJ) (I)		
And			

Step	Action
30.	Click the <b>drop down</b> list of the Comparison column. 

# Training Guide

## AP Payment History Detail



Step	Action
31.	Click the <b>is equal to</b> list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">is equal to</div>

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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Document - Matching(Payment or Item) (F0413) (DOCM)	is equal to	*00*
<input type="checkbox"/> And	Date - Matching Check or Item - Julian (F0413) (DMTJ) [E]	is equal to	
<input type="checkbox"/> And			

[Add Row](#)

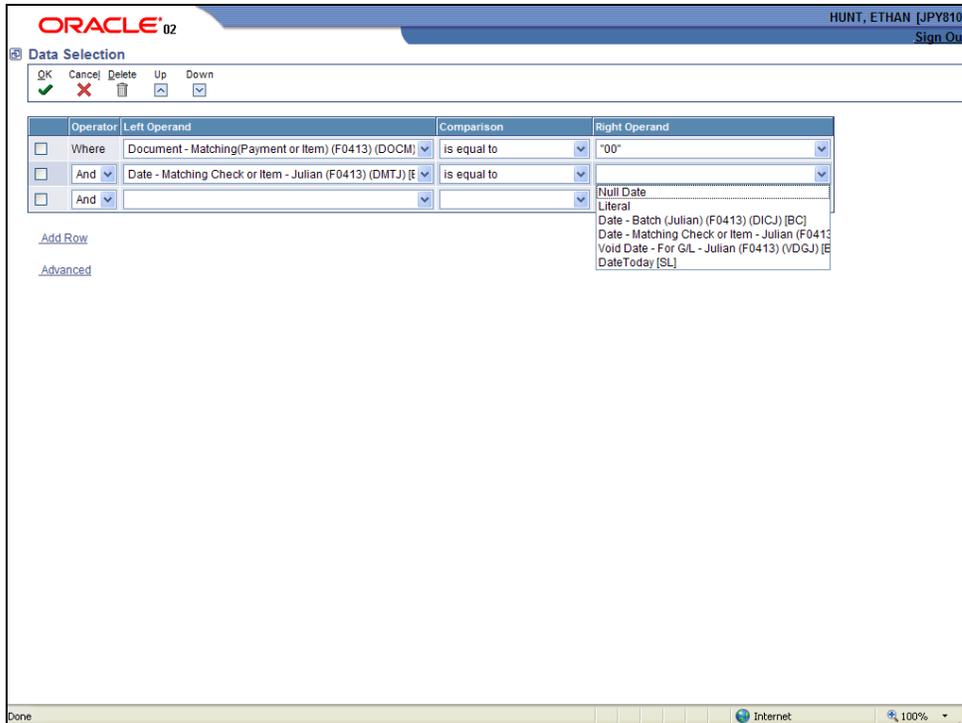
[Advanced](#)

Done Internet 100%

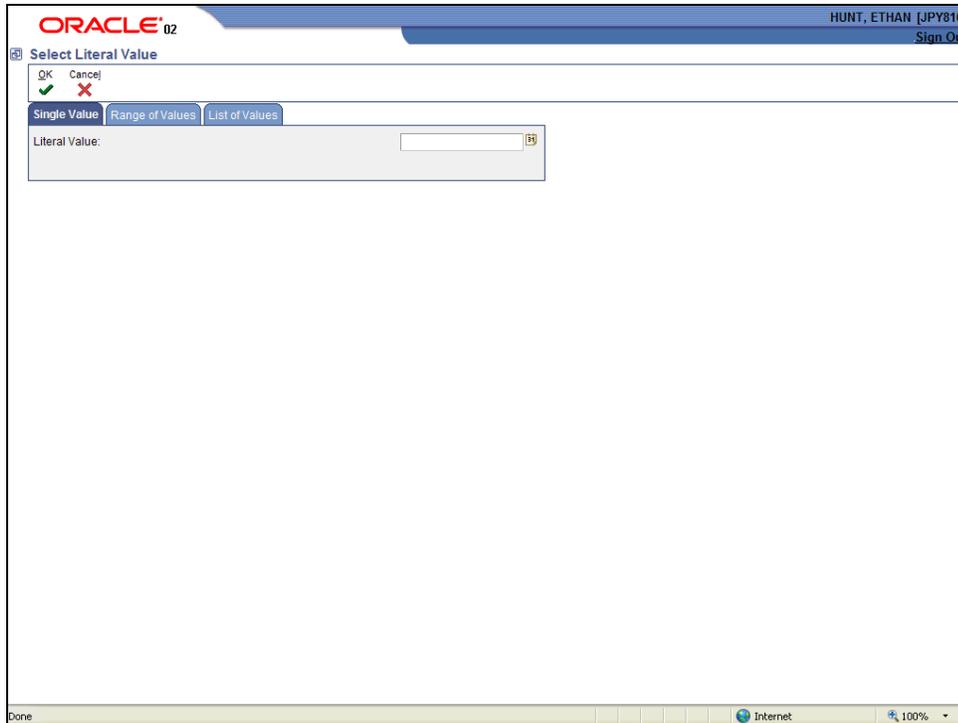
Step	Action
32.	Click the <b>drop down</b> list of the Right Operand column. 

# Training Guide

## AP Payment History Detail



Step	Action
33.	Click the <b>Literal</b> list item. <input data-bbox="367 1136 761 1159" type="text" value="Literal"/>



Step	Action
34.	Click the <b>Range of Values</b> tab. 
35.	Enter the beginning date into the <b>Literal Value From</b> field.
36.	Enter the ending date into the <b>Literal Value To</b> field.
37.	Click the <b>OK</b> button. 
38.	Click the <b>OK</b> button.  Go to step 15 on page 6