

**Detailed Payment Register**  
**Created on 1/21/2010 8:47:00 AM**

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## SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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## Detailed Payment Register

### Detailed Payment Register Overview

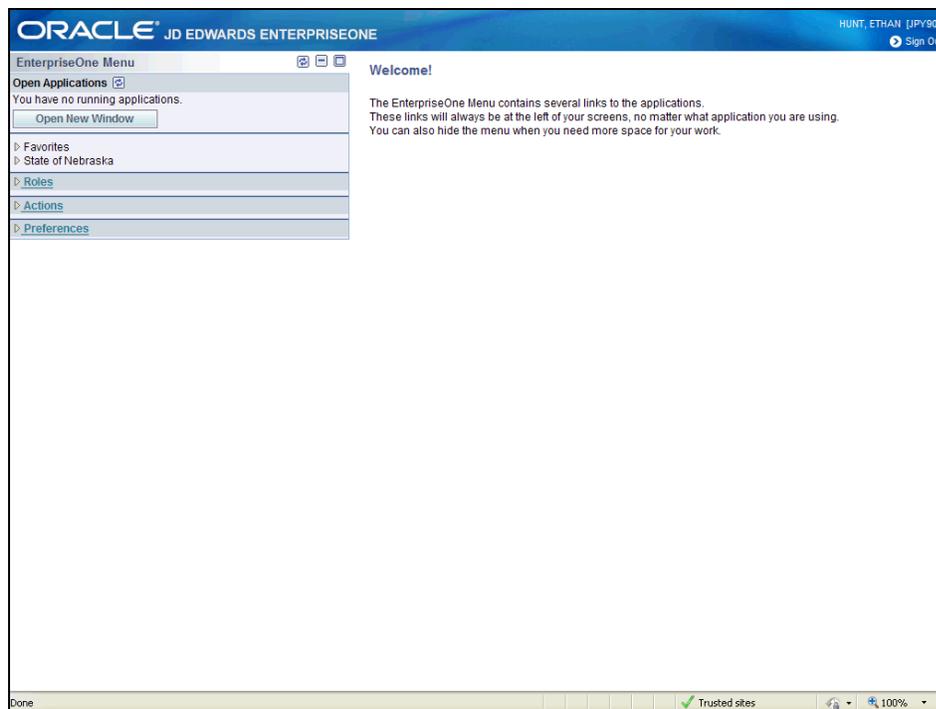
For audit purposes, you might need an additional copy of a payment register. The Payment Register report is similar to the register that prints during automatic payment processing. However, the payment information on this register is summarized instead of detailed. This register also lists multi-stub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

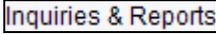
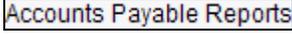
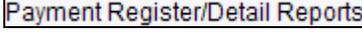
In this lesson you will learn how to run the Detailed Payment Register Report.

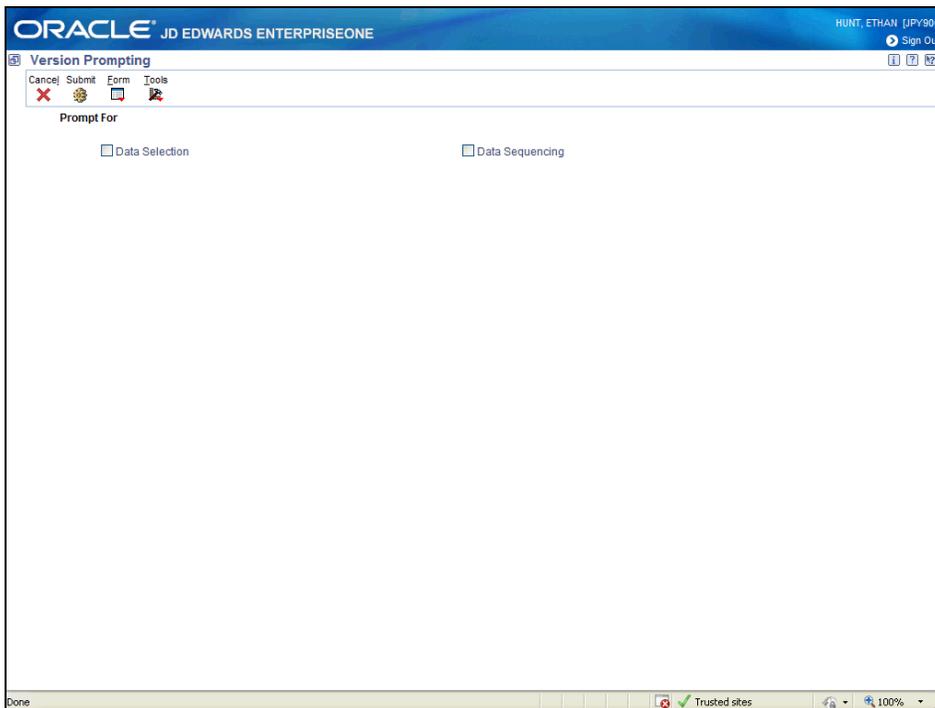


Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Accounts Payable</b> link. <a href="#">Accounts Payable</a>

# Training Guide

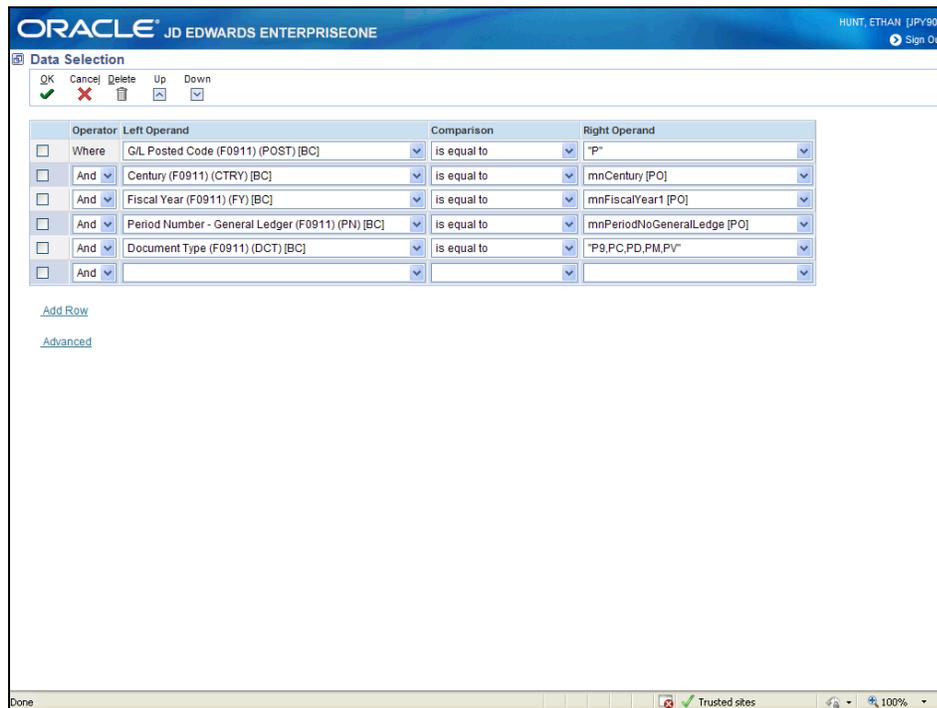
## Detailed Payment Register

Step	Action
3.	Click the <b>Inquiries &amp; Reports</b> link. 
4.	Click the <b>Accounts Payable Reports</b> link. 
5.	Click the <b>Payment Register/Detail Reports</b> link. 
6.	Click the <b>Detailed Payment Register</b> link. 



Step	Action
7.	Click the <b>Data Selection</b> option. 
8.	Click the <b>Submit</b> button. 

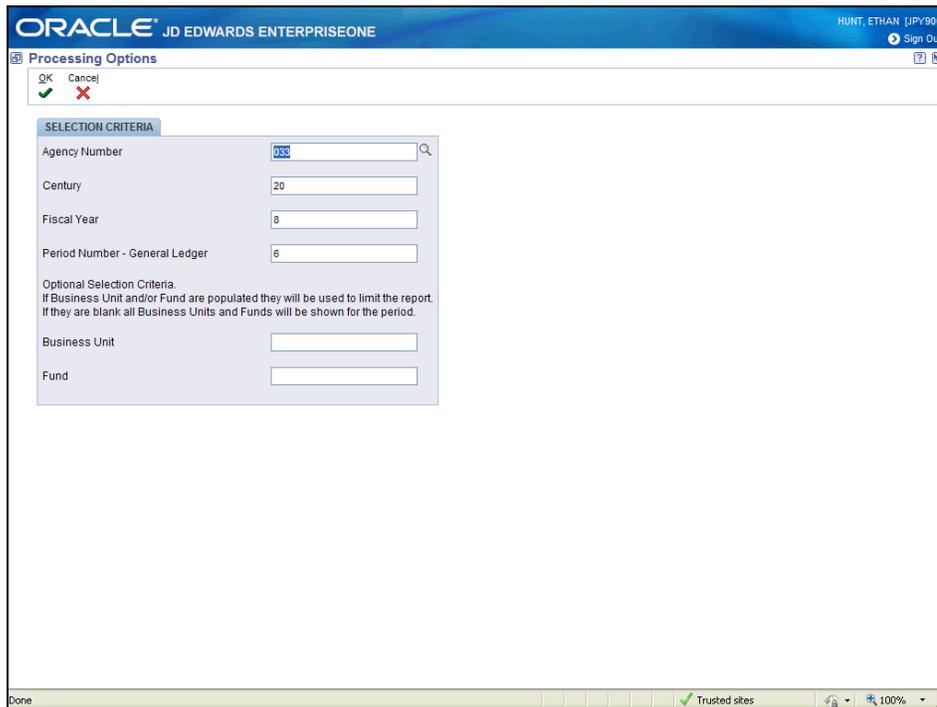
Step	Action
9.	<p><b>Note:</b> Leave data selection as is to receive information for all of an agency's business units, funds, and payments.</p> <p><b>Note:</b> To narrow the report by specific business units, complete the following fields on a blank row:  <b>Left Operand</b> - Business Unit (F0911)(MCU)[BC]  <b>Comparison</b> – is equal to  <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:  <b>Left Operand</b> - Fund (F0911)(CO)[BC]  <b>Comparison</b> – is equal to  <b>Right Operand</b> - enter the fund(s)</p>



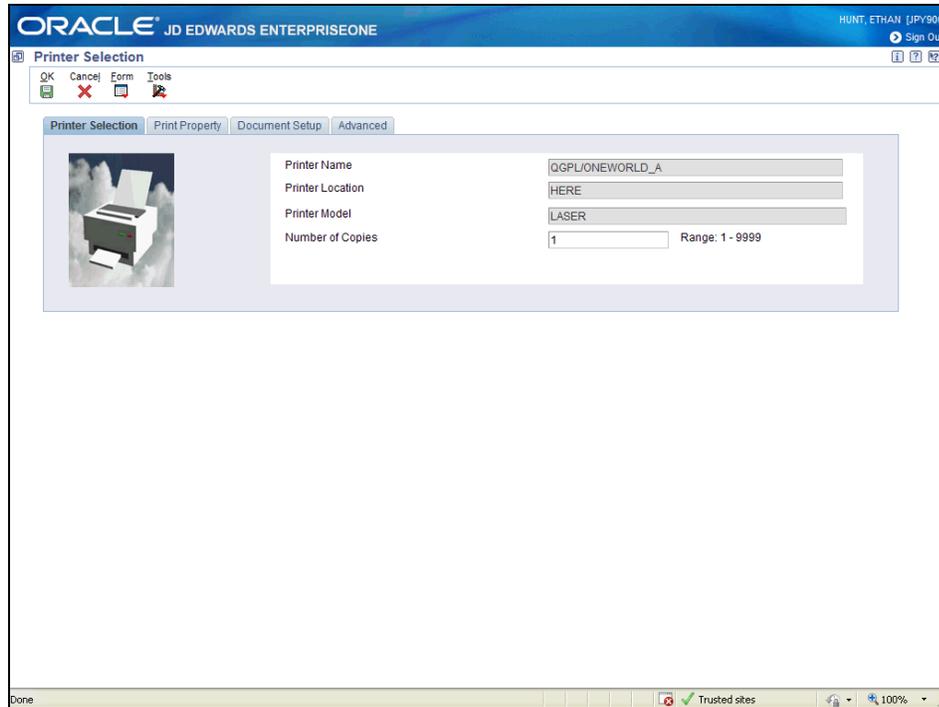
Step	Action
10.	<p>Click the <b>OK</b> button.</p> 
11.	<p>Complete the following fields:</p> <p><b>Agency Number</b> – enter the 3-digit agency number  <b>Century</b>  <b>Fiscal Year</b>  <b>Period Number-General Ledger</b></p>

# Training Guide

## Detailed Payment Register



Step	Action
12.	Click the <b>OK</b> button. 



Step	Action
13.	Click the <b>OK</b> button. 
14.	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 work instructions.  You have successfully completed this lesson. <b>End of Procedure.</b>