

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

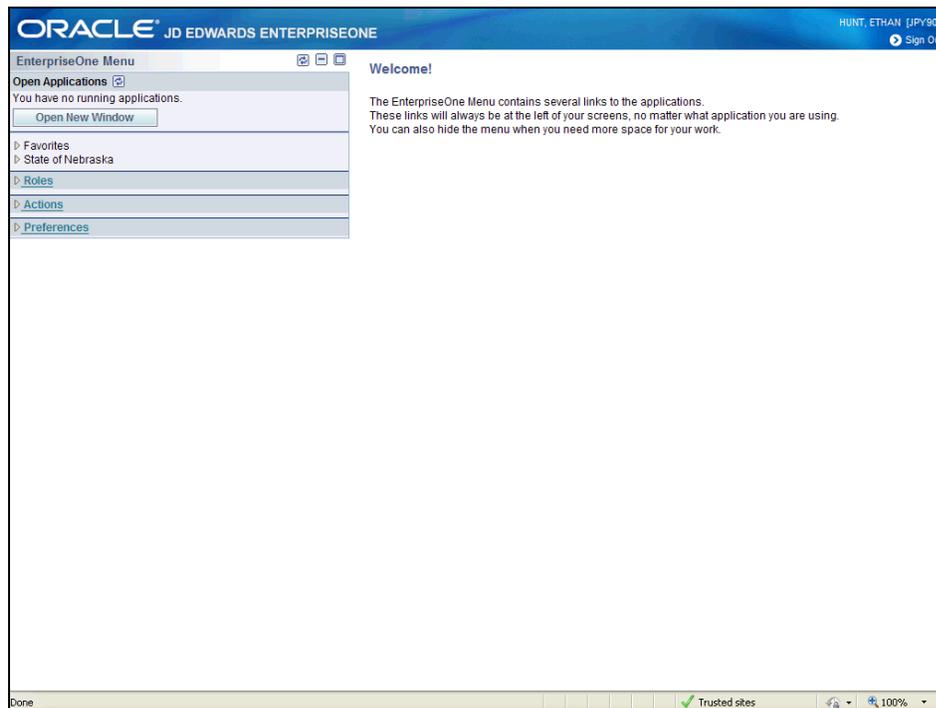
### AP Payment History Detail Overview

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.

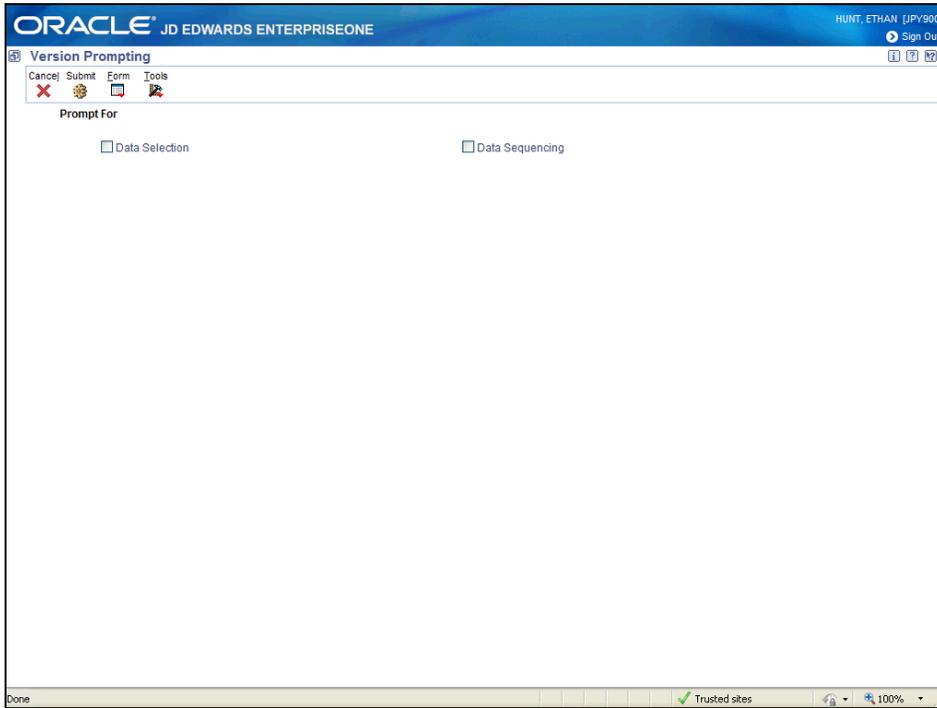


Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Accounts Payable</b> link. <a href="#">Accounts Payable</a>
3.	Click the <b>Inquiries &amp; Reports</b> link. <a href="#">Inquiries &amp; Reports</a>
4.	Click the <b>Accounts Payable Reports</b> link. <a href="#">Accounts Payable Reports</a>

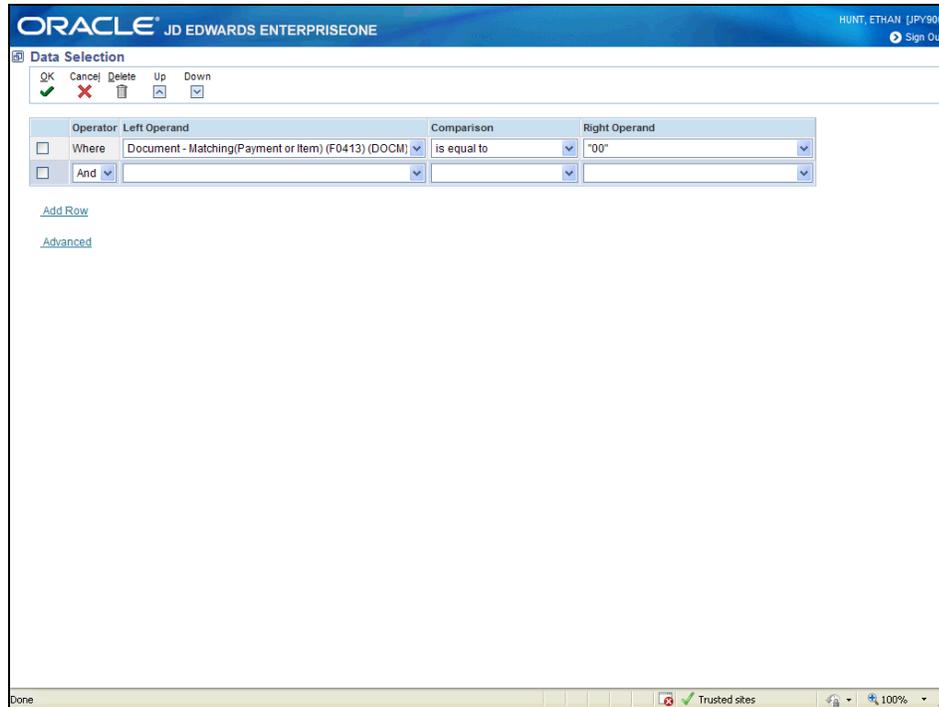
# Training Guide

## AP Payment History Detail

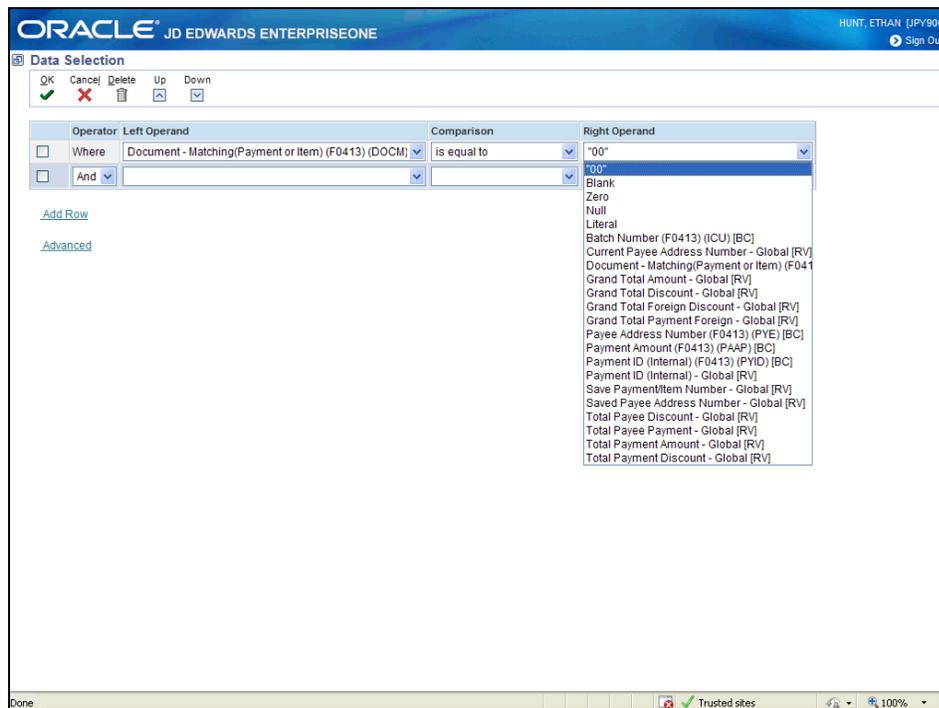
Step	Action
5.	Click the <b>Payment Register/Detail Reports</b> link. 
6.	Click the <b>A/P Payment History Detail</b> link. 



Step	Action
7.	Click the <b>Data Selection</b> option. 
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 6</li> <li>• date range Go to step 28 on page 11</li> </ul>



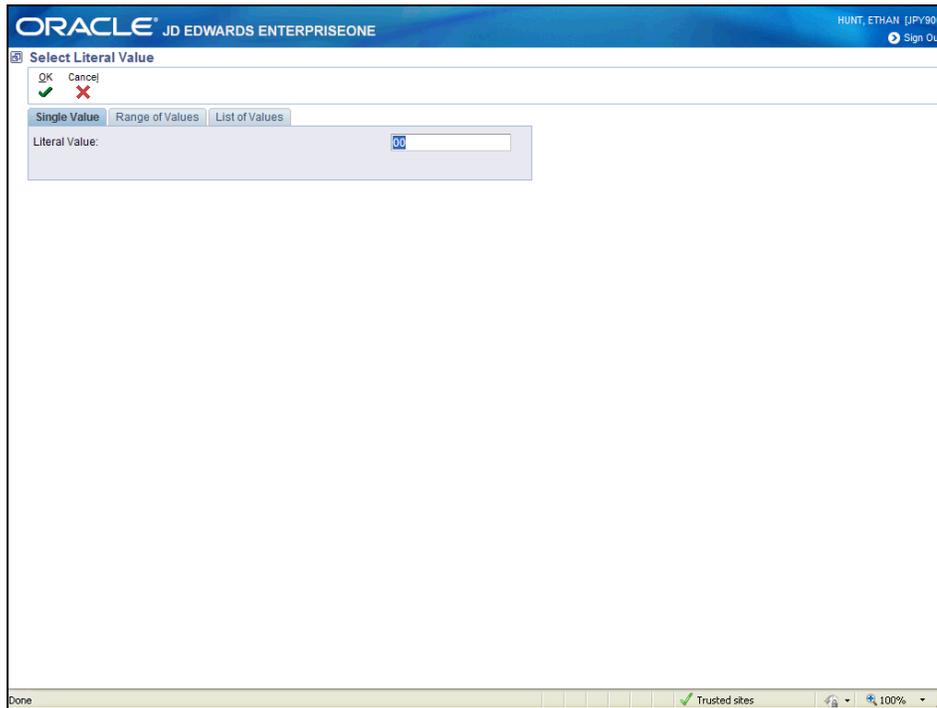
Step	Action
10.	Click the <b>drop down</b> list of the Right Operand column for the Document - Matching row. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> "00" </div>



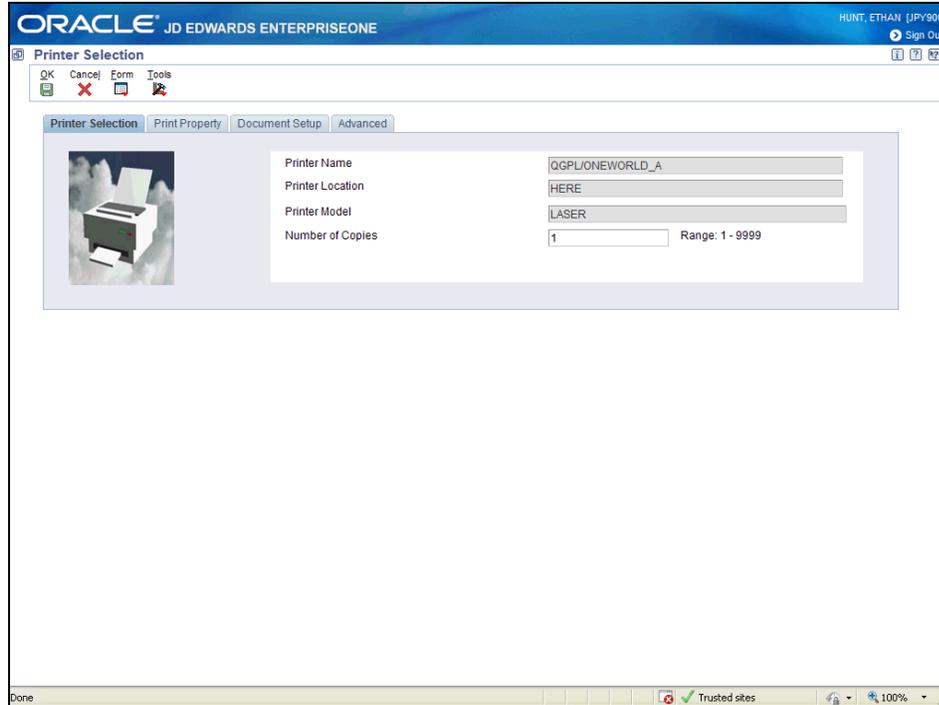
# Training Guide

## AP Payment History Detail

Step	Action
11.	Click the <b>Literal</b> list item. <input type="text" value="Literal"/>



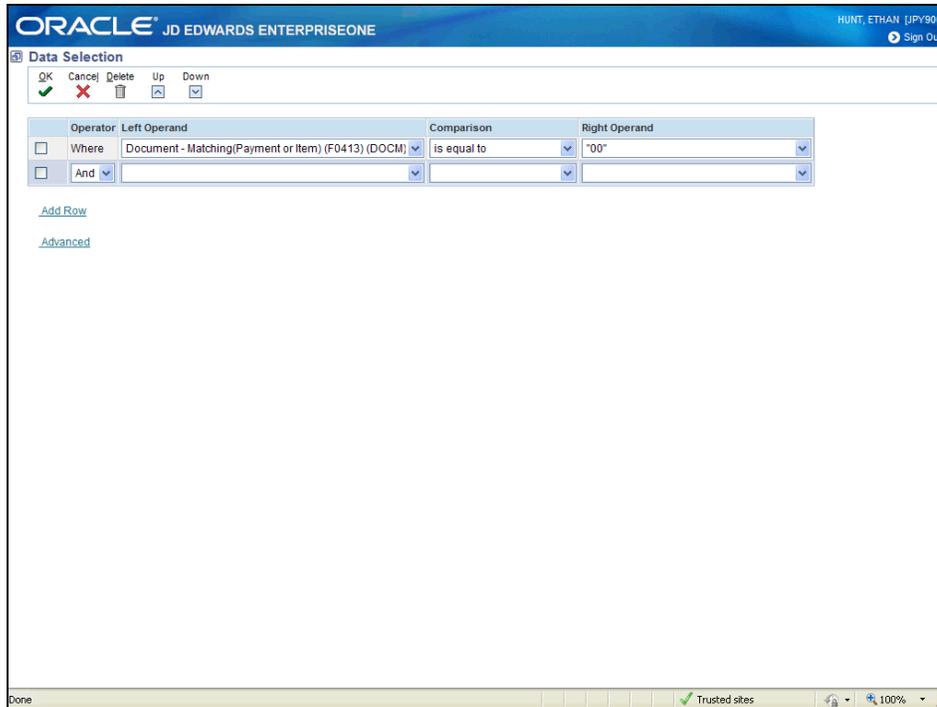
Step	Action
12.	Enter the payment number into the <b>Literal Value</b> field.
13.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
14.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>



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 work instructions.  You have successfully completed this lesson. <b>End of Procedure.</b> Remaining steps apply to other paths.

# Training Guide

## AP Payment History Detail



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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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
Where	Batch Number (F0413) (ICU) [BC]		

Batch Number (F0413) (ICU) [BC]  
 Batch Type (F0413) (ICUT) [BC]  
 Currency Code - From (F0413) (CRCD) [BC]  
 Currency Mode-Foreign or Domestic Entry (F0413) (CRRM) [BC]  
 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 Trusted sites 100%

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

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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
Where	Payee Address Number (F0413) (PYE) [BC]		

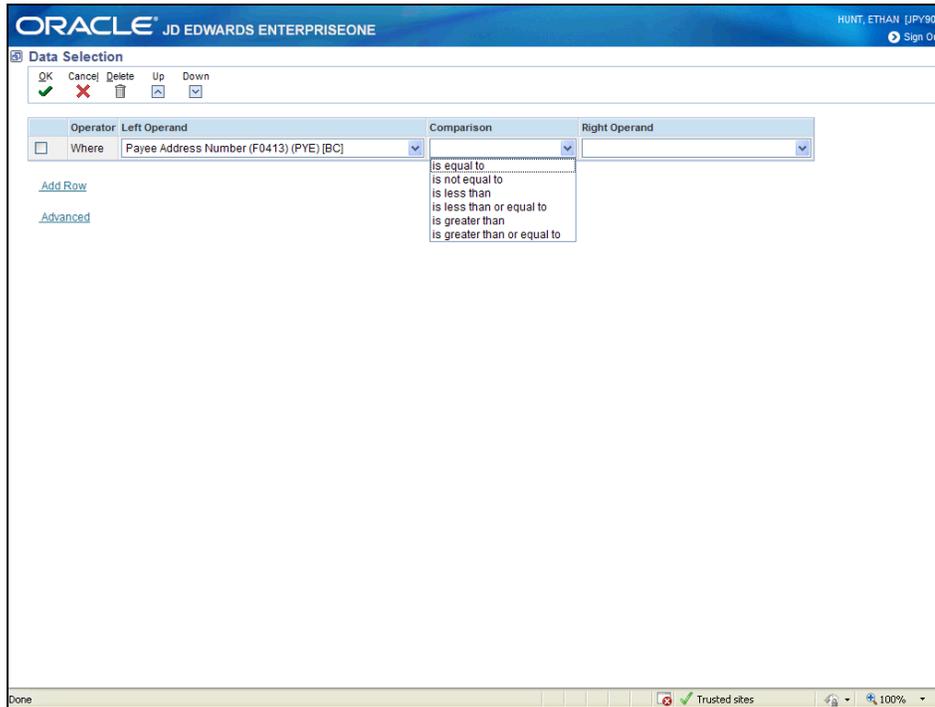
Payee Address Number (F0413) (PYE) [BC]

Done Trusted sites 100%

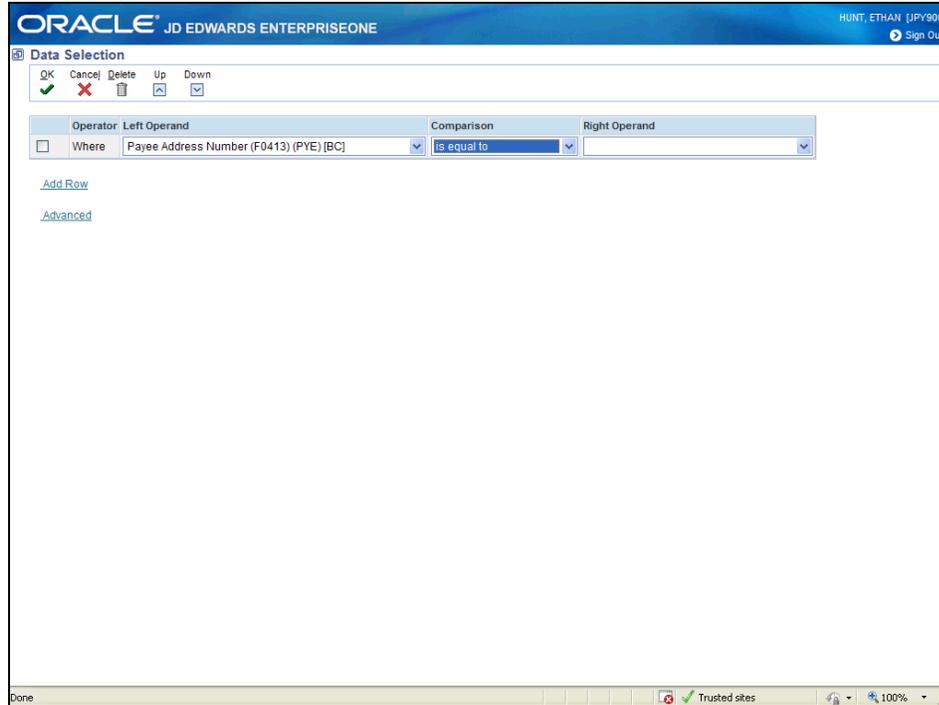
# Training Guide

## AP Payment History Detail

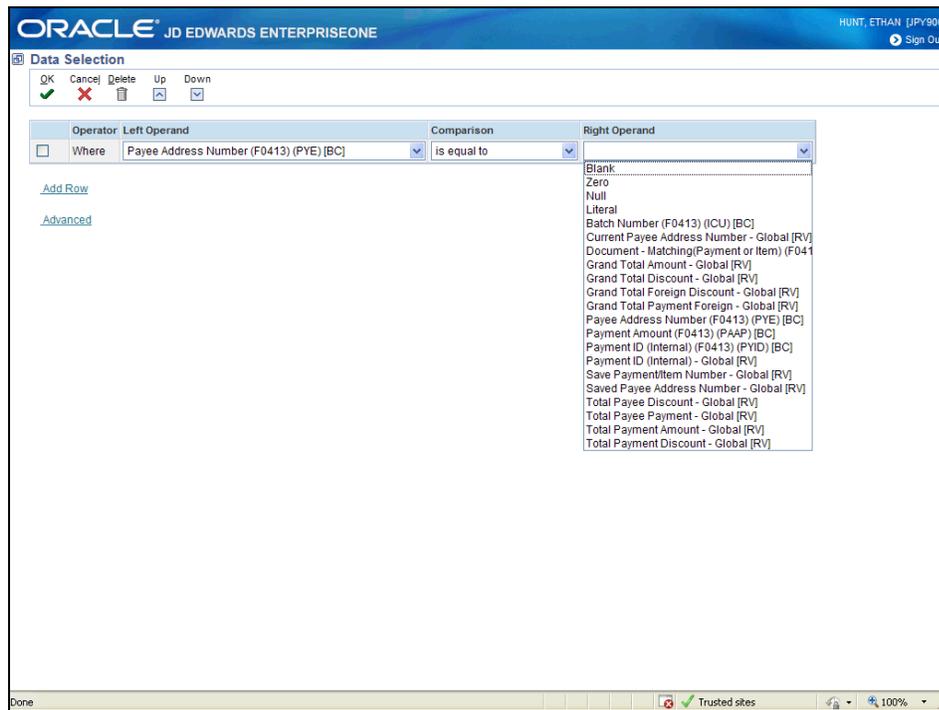
Step	Action
21.	Click the <b>drop down</b> list of the Comparison column. 



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



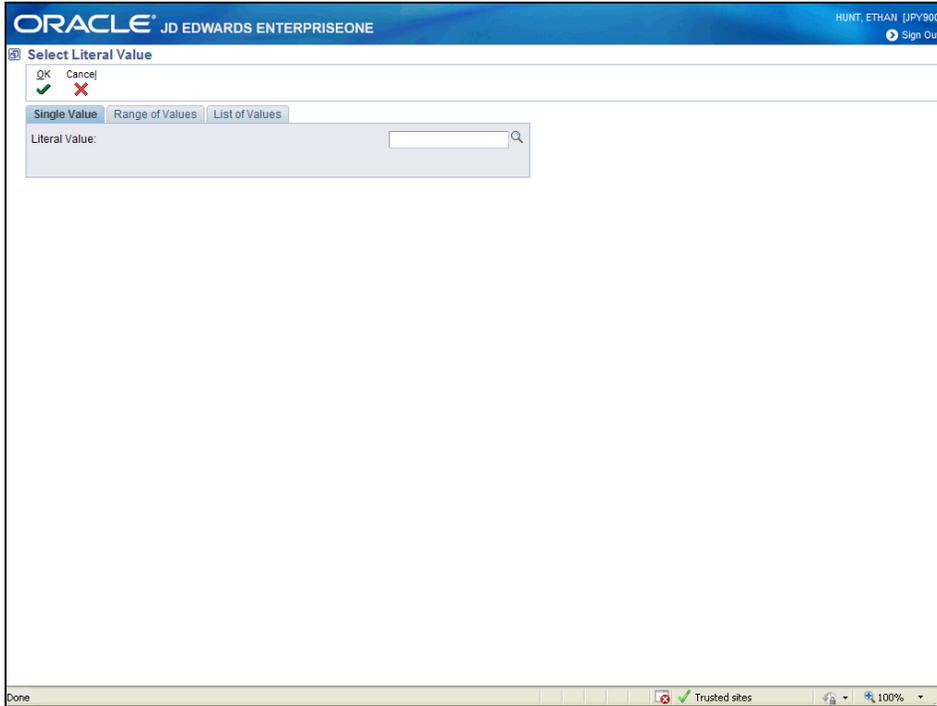
Step	Action
23.	Click the <b>drop down</b> list of the Right Operand column. <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto; text-align: right;">▼</div>



# Training Guide

## AP Payment History Detail

Step	Action
24.	Click the <b>Literal</b> list item. <input type="text" value="Literal"/>



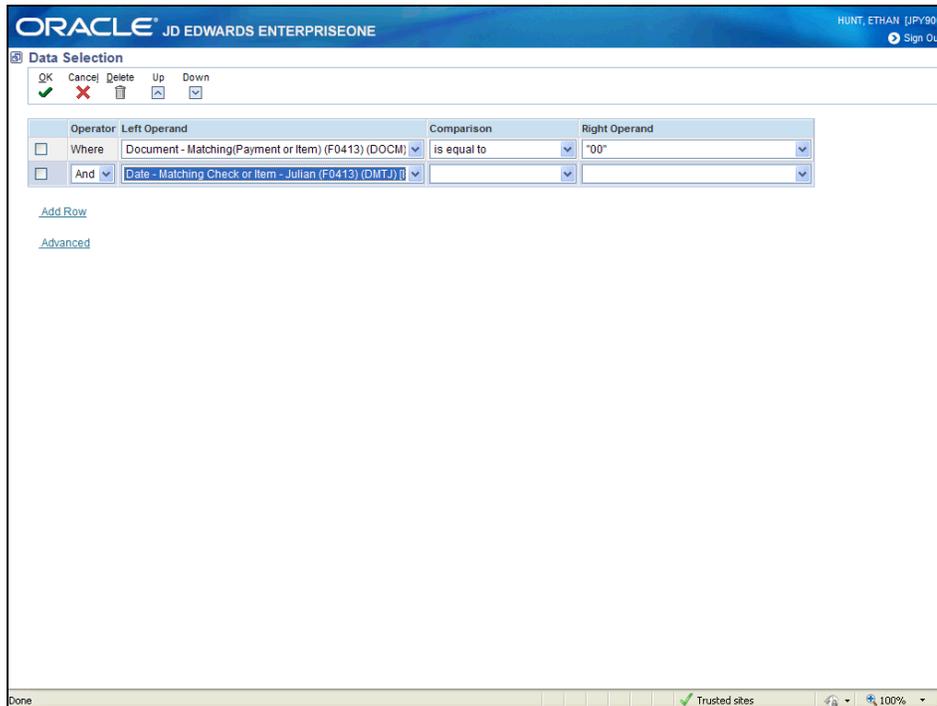
Step	Action
25.	Enter the address book of the payee into the <b>Literal Value</b> field.
26.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
27.	Click the <b>OK</b> button. <input checked="" type="checkbox"/> Go to step 15 on page 5



# Training Guide

## AP Payment History Detail

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



Step	Action
30.	Click the <b>drop down</b> list of the Comparison column. <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px; display: flex; justify-content: flex-end; align-items: center;"> <span style="font-size: 10px;">▼</span> </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	

Add Row

Advanced

Done Trusted sites 100%

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

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

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	

Add Row

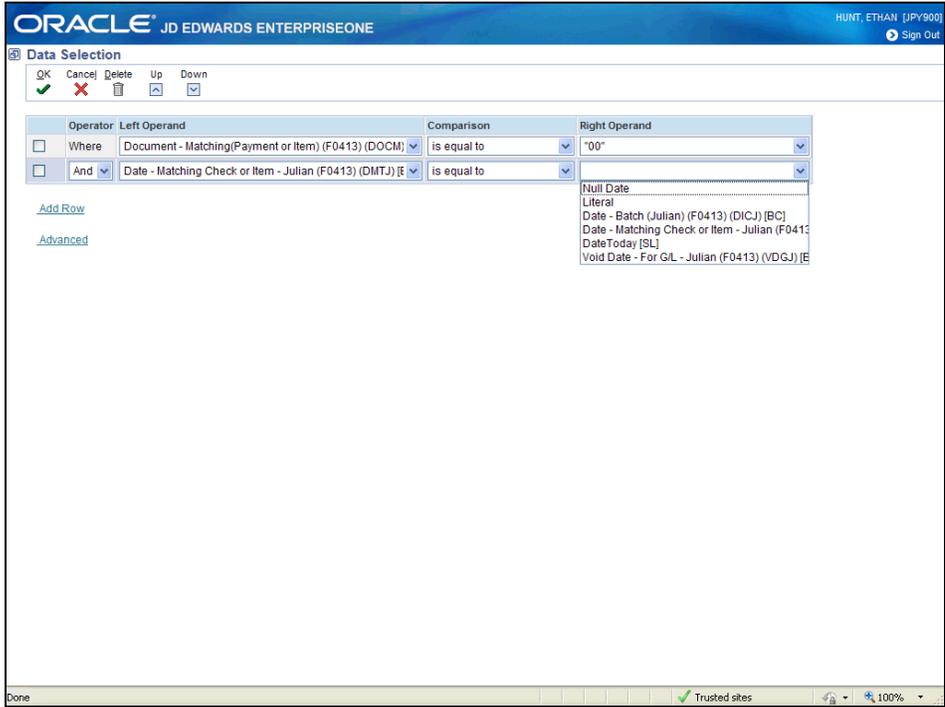
Advanced

Done Trusted sites 100%

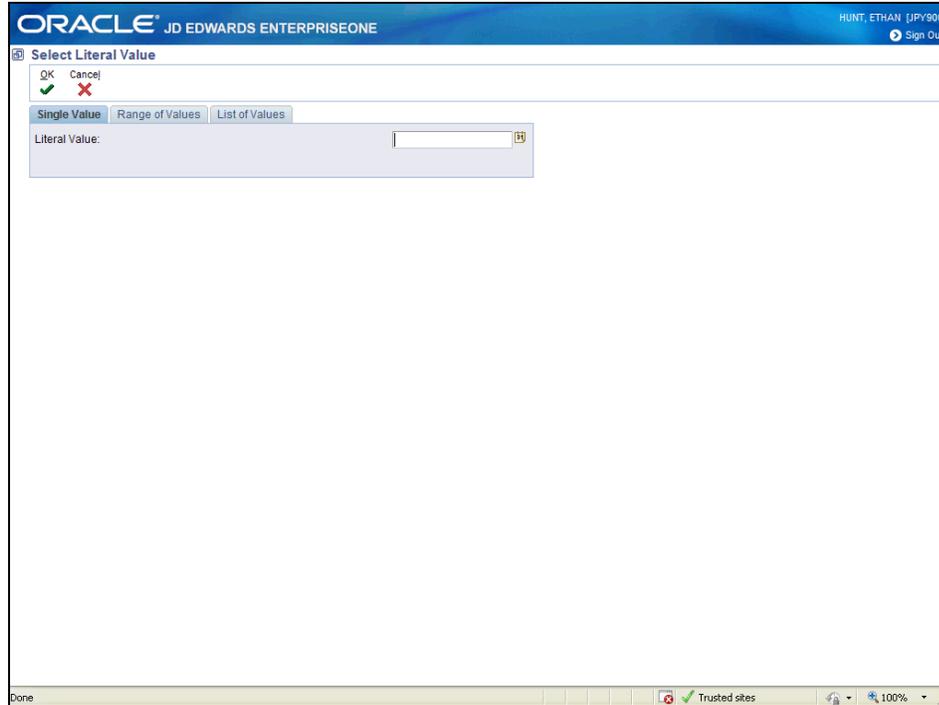
# Training Guide

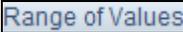
## AP Payment History Detail

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



Step	Action
33.	Click the <b>Literal</b> list item. 



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 5