

## Detailed Payment Register Report (R5509140)

### 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.

This work instruction shows how to run the Detailed Payment Register report.

### NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: <http://www.das.state.ne.us/>

### Navigation

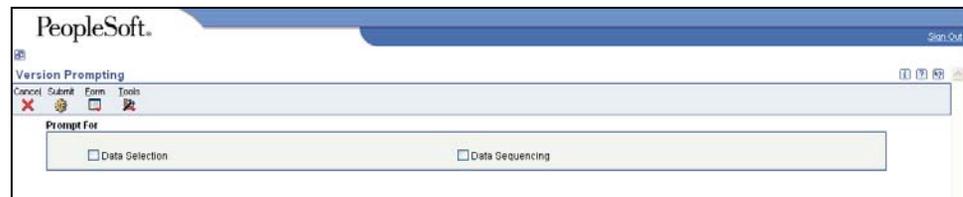
Click Roles, Accounts Payable.  
(Citrix users – right click on the menu, choose Apply Roles, choose Accounts Payable.)

Accounts Payable > Inquiries & Reports > Accounts Payable Reports > Payment Register/Detail Reports > Detailed Payment Register

### Steps

#### Run the Detailed Payment Register Report

Start this instruction from the Version Prompting window.



1. Choose **Data Selection**, click **Submit**. The Data Selection window appears.

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Agency Number (F0006) (RP01) [BC]	is equal to	to:AGENCY [PO]
<input type="checkbox"/> And	G/L Posted Code (F0911) (POST) [BC]	is equal to	*P*
<input type="checkbox"/> And	Century (F0911) (CTRY) [BC]	is equal to	mmCentury [PO]
<input type="checkbox"/> And	Fiscal Year (F0911) (FY) [BC]	is equal to	mmFiscalYear [PO]
<input type="checkbox"/> And	Period Number - General Ledger (F0911) (P10) [BC]	is equal to	mmPeriodNoGeneralLedge [PO]
<input type="checkbox"/> And	Document Type (F0911) (DCT) [BC]	is equal to	*P9,PC,PD,PM,PV*

- ✎ Leave data selection as is to receive information for all of an agency's business units, funds, and payments.
  - ✎ To narrow the report by specific business units, complete the following fields:
    - Left Operand - Business Unit (F0911)(MCU)[BC]
    - Comparison – is equal to
    - Right Operand – enter the business unit(s)
  - ✎ To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Enter the appropriate information, and click **OK** to return to the Data Selection window.
  - ✎ To narrow the report by agency fund number, complete the following fields:
    - Left Operand - Fund (F0911)(CO)[BC]
    - Comparison – is equal to
    - Right Operand - enter the fund(s)
2. Click **OK**. The Processing Options-Selection Criteria window appears.

SELECTION CRITERIA	
Agency Number	<input type="text" value="000"/>
Century	<input type="text" value="20"/>
Fiscal Year	<input type="text" value="5"/>
Period Number - General Ledger	<input type="text" value="10"/>

3. Complete the following fields:
- **Agency Number** – enter the 3-digit agency number
  - **Century**
  - **Fiscal Year**
  - **Period Number-General Ledger**
4. Click **OK**. The Printer Selection window will appear.



PeopleSoft. Sign Out

Printer Selection OK Cancel Form Tools

Printer Selection | Print Property | Document Setup | Advanced

Printer Name	GGPLUONEWORLD_A
Printer Location	HERE
Printer Model	LASER
Number of Copies	1 <span style="float: right;">Range: 1 - 9999</span>

-  You can run this in PDF or CSV to sort in excel. To run report in CSV, click the **Document Setup** tab and checkmark CSV.
- 5. Click **OK** to run the report and return to the menu.
-  View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions. Choose the Job Details to view (R5509140 ...) once the Description is "Done".

Business Unit	Description	Document Number	Payee Alpha Name	City	Fund	Amount	Account Desc	Remark
R5509140	STATE OF NEBRASKA							
NIS0001	Detailed Payment Register							
	DEPT OF ADM SERVICES							
	For the Month Ending: April 2006							
DIVISION 001	AGENCY DEFINED DIVISION							
51650	ADMINISTRATION REVOLVING	8018662	GOVCONNECTION, INC	MERRIMACK	51650	15.00	REC'D - NOT VOUCHERED (S	DAS Finance 402-471-0422
51650	ADMINISTRATION REVOLVING	8018677	GOVCONNECTION, INC	MERRIMACK	51650	120.00	REC'D - NOT VOUCHERED (S	DAS Finance 402-471-0422
				Total for Document		120.00		
65010003	ADMIN REVOLVING FUND	7981824	US BANK NA	MINNEAPOLIS	51650	135.00	PURCHASING CARD SUSPENSE	
				Total for Document		417.38		
65010003	ADMIN REVOLVING FUND	8005444	IBT PAYOR & PAYEE		51650	563.23	COM EXPENSE - VOICEDATA	DAS Finance 402-471-0422
				Total for Document		563.23		
65010003	ADMIN REVOLVING FUND	8020489	IBT PAYOR & PAYEE		51650	985.99	SOS TEMP SERV - PERSONNEL	DAS Finance 402-471-0422
				Total for Document		985.99		
65010003	ADMIN REVOLVING FUND	8090603	IBT PAYOR & PAYEE		51650	140.40	DUES & SUBSCRIPTION EXP	DAS Finance 402-471-0422
				Total for Document		140.40		
65010003	ADMIN REVOLVING FUND	8110653	IBT PAYOR & PAYEE		51650	40.00	DATA PROCESSING EXPENSE	DAS Finance 402-471-0422
				Total for Document		40.00		
65010003	ADMIN REVOLVING FUND	8205910	PETERSON, DONITA L	LINCOLN	51650	53.40	PERSONAL VEHICLE MILEAGE	DAS Finance 402-471-0422
				Total for Document		53.40		
65010003	ADMIN REVOLVING FUND	8206077	AWARDS UNLIMITED INC - PAYMENTS	LINCOLN	51650	92.15	AWARDS EXPENSE	DAS Finance 402-471-0422
				Total for Document		92.15		
65010003	ADMIN REVOLVING FUND	8206084	PRESS ASSOCIATION INC	BOSTON	51650	1,000.00	DUES & SUBSCRIPTION EXP	DAS Finance 402-471-0422
				Total for Document		1,000.00		
				Total for Business Unit		3,292.55		
65010010	CENTRAL FINANCE	7985008	IBT PAYOR & PAYEE		51650	1,103.20	SOS TEMP SERV - PERSONNEL	DAS FINANCE (402) 471-0
				Total for Document		1,103.20		
65010010	CENTRAL FINANCE	8018677	GOVCONNECTION, INC	MERRIMACK	51650	90.00	MISCELLANEOUS SUP EXP	DAS Finance 402-471-0422
				Total for Document		90.00		