

AP Payment History Detail Report (R04424)

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.

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/>

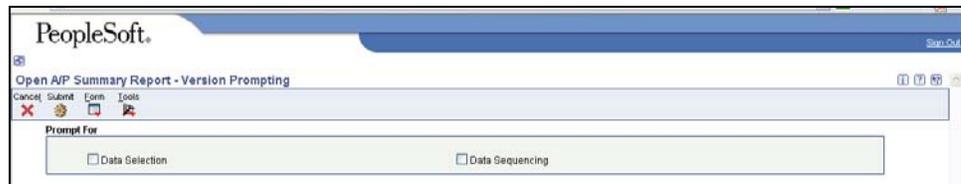
Navigation

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

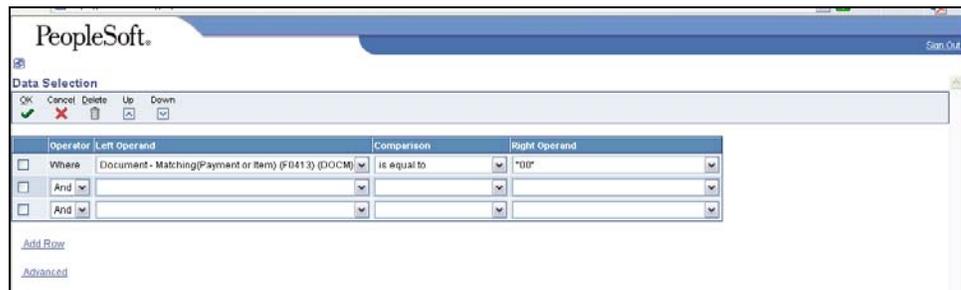
Accounts Payable > Inquiries & Reports > Accounts Payable Reports > Payment Register/Detail Reports > A/P Payment History Detail

Steps

Start this instruction from the Work with Version Prompting window.



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



2. Complete data selection:
 - a. To run this report by **payment number**, complete the following field:

- Document – Matching = payment number
 - ✎ 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.
- b. To run this report for a specific **payee**, complete the following
- Place a checkmark to the left of the first row (Document – Matching)
 - Click Delete.
 - Complete the following information on the first blank row:
 - Left Operand - Payee Address Number (F0413)(PYE)[BC]
 - Comparison - is equal to
 - Right Operand - enter the payee address book number
- ✎ To run this report for a specific **date range**, complete the following information on the next blank row:
- Left Operand - Date - Matching Check or Item - Julian (F0413)(DMTJ)[BC]
 - Comparison - is equal to
 - Right Operand - enter the date range
- ✎ To enter a date range, click on the Range of Values tab on the Select Literal Value window.
3. Click **OK**. The Printer Selection window will appear.

4. 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 (R04424 ...) once the Description is "Done".

R04424

Payee Address Number	543866	ALL AGENCIES ACCT NUMBER: XXXX1684								
Payment Type	PK	Warrant								
Payment Number	12705404									
Payment Date	11/9/2005									
Payment Amount	919.77									
Invoice	Doc. Document	Net Due	Payment Amount	Discount Taken	Code	Payment Amount	Discount Taken	Code	Supplier	Supplier Description
MISC 9/04 & 10/04	PV	4398137	10/31/2004	919.77		919.77			D	543866 ALL AGENCIES ACCT NUMBER: XJ
Payment/Item Number . . .	12705404									

Payee Address Number	543866	ALL AGENCIES ACCT NUMBER: XXXX1684								
Payment Type	PK	Warrant								
Payment Number	12730617									
Payment Date	1/26/2005									
Payment Amount	18,114.79									
Invoice	Doc. Document	Net Due	Payment Amount	Discount Taken	Code	Payment Amount	Discount Taken	Code	Supplier	Supplier Description
402125200249	PV	4631320	7/31/2004	164.00		164.00			D	543866 ALL AGENCIES ACCT NUMBER: XJ
4021252376068	PV	4631324	7/31/2004	216.00		216.00			D	543866 ALL AGENCIES ACCT NUMBER: XJ
4021256831145	PV	4631332	7/31/2004	667.40		667.40			D	543866 ALL AGENCIES ACCT NUMBER: XJ
4021251416425	PV	4631311	10/1/2004	72.00		72.00			D	543866 ALL AGENCIES ACCT NUMBER: XJ
4021252376068	PV	4631312	10/1/2004	72.00		72.00			D	543866 ALL AGENCIES ACCT NUMBER: XJ
4021259481081	PV	4631328	10/1/2004	144.00		144.00			D	543866 ALL AGENCIES ACCT NUMBER: XJ
308E220315427	PV	4631249	10/31/2004	16.65		16.65			D	543866 ALL AGENCIES ACCT NUMBER: XJ
308E220315427	PV	4631249	10/31/2004	206.61		206.61			D	543866 ALL AGENCIES ACCT NUMBER: XJ
308E220840350	PV	4631263	10/31/2004	767.78		767.78			D	543866 ALL AGENCIES ACCT NUMBER: XJ
308E220840350	PV	4631253	10/31/2004	10,087.69		10,087.69			D	543866 ALL AGENCIES ACCT NUMBER: XJ
308E220841351	PV	4631256	10/31/2004	1,577.89		1,577.89			D	543866 ALL AGENCIES ACCT NUMBER: XJ
308E220879096	PV	4631266	10/31/2004	87.11		87.11			D	543866 ALL AGENCIES ACCT NUMBER: XJ
308E224160553	PV	4631280	10/31/2004	120.32		120.32			D	543866 ALL AGENCIES ACCT NUMBER: XJ
308E224162886	PV	4631263	10/31/2004	136.31		136.31			D	543866 ALL AGENCIES ACCT NUMBER: XJ
308E310116097	PV	4631280	10/31/2004	87.11		87.11			D	543866 ALL AGENCIES ACCT NUMBER: XJ
402D260138188	PV	4631284	10/31/2004	87.11		87.11			D	543866 ALL AGENCIES ACCT NUMBER: XJ
402D334293088	PV	4631288	10/31/2004	87.11		87.11			D	543866 ALL AGENCIES ACCT NUMBER: XJ
402D440028142	PV	4631300	10/31/2004	46.84		46.84			D	543866 ALL AGENCIES ACCT NUMBER: XJ
402D630036214	PV	4631303	10/31/2004	3,444.14		3,444.14			D	543866 ALL AGENCIES ACCT NUMBER: XJ
4028671608863	PV	4631305	11/18/2004	43.46		43.46			D	543866 ALL AGENCIES ACCT NUMBER: XJ

11.00 x 8.50 in

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