Charge/Payment Report by Invoice and Customer

The Charge and Payment Report by Invoice and Customer provides a summary of receivable activity within the selected time frame based on the invoice number generated through the departmental invoicing process.

This report includes the original charge, customer Accounts Receivable (AR) account number, customer name, and payments applied to the invoice. Transactions are displayed according to the feed dates of the charges and payments within the selected reporting period, allowing departments to verify recorded activity for reconciliation and review.

Report Prompts

1. Calendar Month and Year (Required)

- Select a time period or interval for this report.
  - MTD (Month to Date): Reports only transactions within the current calendar month.
  - YTD (Year to Date): Reports all transactions for the fiscal year through the current calendar month.
  - ITD (Inception to Date): Reports all transactions from the beginning of time to date.

2. Finance Funds (Optional)

In the Search box, type part of the fund name or number. As you type, the Available box will filter and display matching results. Select the desired fund and move it to the Selected box on the right.

3. AR Charge Category (Optional)

Each Detail Code is assigned a two- or three-letter Category Code that groups similar types of charges. If a department uses multiple Detail Codes across several funds, running the report by Category Code can simplify the process and provide a broader view of related transactions. Use the same selection method as above to locate and move the desired Category Code to the Selected box.

Select Run Report, located in the bottom left corner of the screen.

Fiscal Month and Year Selection

After selecting Run Report, a new page will appear where you will need to choose the AR Fiscal Calendar Month and Year. From the list, select Current, Prior, or a specific month in the time period you want the report to cover.

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Once the appropriate month is selected, click Run Report again to generate your results.

Selection Tip

To select any fund, category, or other element:
In the Search for box, type part of the name or code.
The Available box will filter and display matching results.
Click once to highlight the desired item, then double-click to move it into the Selected box.

- Alternatively, highlight the item and click the single right arrow (>) button.
- Confirm that your selection appears in the Selected box before proceeding.

Note:
By default, the Match case box is checked. If the case does not match exactly, items will not populate in the Available box. You may need to uncheck Match case to broaden your search results

Exporting Data

To export data, select Report Home from the top left navigation bar, then choose Export. Pick your preferred format such as PDF, Excel, CSV, HTML, or Plain text. Once selected, the report will appear in your Downloads.

Saving your report

To save the report, select Report Home and then choose Save. This will save the report with the exact parameters used. There is also an option to schedule the report to run automatically as often as needed