Charge and Payment Report for Departmental Users

The Charge and Payment Report for Departmental Users provides Accounts Receivable activity for a specific Fund, Account, Organization, Charge Category, Charge Detail Code, or any combination of these parameters. The report can be run for any transaction processed through the University's central Accounts Receivable and Billing System for which the user has access.

This report is formatted to support the monthly Finance Fund Reconciliation process. The detail report includes the Finance Document, departmental invoice or reference number, Finance posting date for payments, customer number, and transaction description. Users can select activity for a single month, consecutive months, quarterly periods, or months across different fiscal years.

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 for 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. Finance Accounts (Optional)

If your department uses specific account codes to designate a type of activity, this parameter can be used to narrow the report accordingly. The Account Code tracks activity within Funds and can be used in conjunction with the Organization or Fund.

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4. Finance Organization (Optional)

Each department within the University is assigned a unique six-digit Organization Code that identifies where the activity is recorded. This parameter can be used to narrow the report to a specific department and can be used in conjunction with the Fund or Account prompt.

5. AR Charge Detail (Optional) ***Most Commonly Used*

A four-character detail code is assigned to each charge. The codes typically correspond to a single Fund, Account, and Organization. The Detail Code option allows users to report on a specific charge type. For example, when a fund is used for multiple charges, entering the detail code limits the report to activity related only to that particular charge.

6. 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 review.

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.

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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