

AR.070.040 – RUNNING PAYMENT SUMMARY REPORT

Purpose	To run the Payment Summary Report (AR20003).
Description	This business process demonstrates how to run the Payment Summary Report.
Security Role	BOR_AR_REPORTS
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to run the Payment Summary Report.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Accounts Receivable link.
4.	Click the Payments link.
5.	Click the Reports link.
6.	Click the Payment Summary link.
7.	Click the Search button.
8.	Select a Run Control ID .
9.	Enter a date in the From Date field and the To Date field.
10.	Click the Posting Status list.
11.	Click the All list item.
12.	Click the Save button.
13.	Click the Run button.

Step	Action
14.	Click the OK button.
15.	Click the Process Monitor link.
16.	Click the Refresh button.
17.	Click an entry in the Details column.
18.	Click the View/Trace Log link.
19.	Click an entry in the Name column.
20.	Review the report.