



# **PeopleSoft Accounts Receivable Reports Manual**

## TABLE OF CONTENTS

CREATE BUDGET EXCEPTION REPORT .....	4
CREATE AR ACCOUNTING ENTRY INFORMATION REPORT .....	6
AGING REPORT BY BUSINESS UNIT .....	9
CREATE AR DISTRIBUTION CODE REPORT.....	11
CUSTOMER LABEL REPORTS .....	13
CUSTOMER LISTING REPORT.....	15
CUSTOMER STATEMENT REPORT MODIFICATIONS .....	17
CREATE CASH RECEIPTS JOURNAL .....	20
CREATE OUTSTANDING AR BUSINESS UNIT REPORTS .....	22

# Daily Reports

# SAO Financial Systems Reports

## Create Budget Exception Report

**MODULE:** Accounts Receivable

**REPORT NAME:** Create Budget Exception Report

**PS ID:** ARS4005X **INFOPAC ID:**

**NAVIGATION:** Accounts Receivable > Custom AR Reports > Budget Exceptions Report

**DESCRIPTION:** Lists transactions that do not pass budget checking.

RUN CONTROL CRITERIA:		

**FREQUENCY:**

**TYPE (On Request/Overnight Batch):**

**SPECIAL INSTRUCTIONS:**


State Of Georgia  
Dept. Of Testing  
Budget Exceptions Report  
Accounts Receivable

Report ID: ARXXX0405  
Print Date: 07/15/2006  
Page: 1  
PS ID: ARS4005X

Item ID/Deposit ID	Acct	Fund	Department	FdSrc	Program	Class	BudgDt	Project	Amount	Error Message
236	614004	A1	XXX0030305	01		301	032900	01	\$ -509.00	Insufficient Fundin
236	615001	A1	XXX0030305	01		301	032900	01	\$-7,786.00	Insufficient Fundin
236	615001	A1	XXX0030305	01		301	070198	01	\$-12,171.00	Insufficient Fundin

\*\*\* End Of Report \*\*\*

# SAO Financial Systems Reports

## Create AR Accounting Entry Information Report

**MODULE:** Accounts Receivable

**REPORT NAME:** Create AR Accounting Entry Information Report

**PS ID:** ARS4004X **INFOPAC ID:**

**NAVIGATION:** Accounts Receivable > Custom AR Reports > Accounting Entries - Detail

**DESCRIPTION:** Shows detailed accounting entries information by accounting date. Lists accounting line information at either a detail or summary level.

RUN CONTROL CRITERIA:		

**FREQUENCY:**

**TYPE (On Request/Overnight Batch):**

**SPECIAL INSTRUCTIONS:**


State Of Georgia  
 Dept of Testing  
 Accounting Entry Information Report For 14-JUL-2006 through 14-JUL-2006  
 Accounts Receivable  
 Business Unit: XXX00  
 Application Jrm: ALL VALUES  
 Report Option: SUMMARIZED BY POSTED DATE

Report ID: ARXXX0404  
 Print Date: 07/15/2006  
 Page: 1  
 PS Id: ARS4004X

Acct	Group ID	Item ID	Acct	Fund	Dept ID	Fund	Program	BudgDt	Project/Gnt	Affil	Fund	Entered	Amount
Date				Sourc		Sourc					Affil		

GRAND TOTAL FOR

Total Debits: 0

Total Credits: 0

\*\*\* End Of Report \*\*\*

# **Agency On Request Reports**

# SAO Financial Systems Reports

## Aging Report by Business Unit

**MODULE:** Accounts Receivable

**REPORT NAME:** Aging Report by Business Unit

**PS ID:** ARS3003X **INFOPAC ID:**

**NAVIGATION:** Accounts Receivable > Custom AR Reports > Aging Detail by Unit

**DESCRIPTION:** This report is TIME CRITICAL. Lists aged open balances for every open item by business unit.

RUN CONTROL CRITERIA:		

**FREQUENCY:**

**TYPE (On Request/Overnight Batch):**

**SPECIAL INSTRUCTIONS:**

Business Unit:  
Requested Customer: ALL Customers

State Of Georgia  
Aging Detail by Business Unit  
Accounts Receivable  
as of 21-JUN-2006

Report ID: AR\_0303  
Print Date: 06/22/2006  
Page 3  
PS Id: ARS3003X

Customer ID	Customer Name	Post Date	Type/Reas	Item	Item Total	0-30	31-60	61-90	91-120	121+
GNET105027	A Kent Chapman CP	10/19/2005	IN	21440 6603224	25.00					25.00
Customer GNET105027 Total					75.00	0.00	0.00	0.00	0.00	75.00
GNET102787	A Lot of Used Cars, Inc									
GNET102787	A Lot of Used Car	06/21/2006	OA	19610 3990	10.00-	10.00-				
Customer GNET102787 Total					10.00-	10.00-	0.00	0.00	0.00	0.00
GNET105804	A Perfect Return, Inc.									
GNET105804	A Perfect Return, 11/08/2004	IN	21430	6504305	60.00					60.00
GNET105804	A Perfect Return, 11/08/2004	IN	21440	6504305	100.00					100.00
GNET105804	A Perfect Return, 01/11/2005	IN	21430	6506477	30.00					30.00
Customer GNET105804 Total					190.00	0.00	0.00	0.00	0.00	190.00
GNET102582	A to Z Enterprise									
GNET102582	A to Z Enterprise	06/06/2006	IN	41709 6611914	66.00	66.00				
Customer GNET102582 Total					66.00	66.00	0.00	0.00	0.00	0.00
GNET105322	A to Z Enterprises									
GNET105322	A to Z Enterprise	04/27/2006	IN	41708 6610272	26.60		26.60			
GNET105322	A to Z Enterprise	04/27/2006	IN	41708 6610272	84.00		84.00			
GNET105322	A to Z Enterprise	05/19/2006	IN	41708 6611407	9.80		9.80			
GNET105322	A to Z Enterprise	05/19/2006	IN	41708 6611407	78.40		78.40			
GNET105322	A to Z Enterprise	06/06/2006	IN	41708 6612310	12.60	12.60				
GNET105322	A to Z Enterprise	06/06/2006	IN	41708 6612310	67.20	67.20				
Customer GNET105322 Total					278.60	79.80	198.80	0.00	0.00	0.00
GNET105377	A&B CORPORATE SERVICES, LLC									
GNET105377	A&B CORPORATE SER	03/09/2004	IN	21440 6406701	100.00					100.00
Customer GNET105377 Total					100.00	0.00	0.00	0.00	0.00	100.00
GNET103487	AIA Corporate Services Inc.									
GNET103487	AIA Corporate Ser	11/13/2002	IN	21440 632111	120.00					120.00
Customer GNET103487 Total					120.00	0.00	0.00	0.00	0.00	120.00

# SAO Financial Systems Reports

## Create AR Distribution Code Report

**MODULE:** Accounts Receivable

**REPORT NAME:** Create AR Distribution Code Report

**PS ID:** ARS4006X **INFOPAC ID:**

**NAVIGATION:** Accounts Receivable → Custom AR Reports → AR Distribution Codes Report

**DESCRIPTION:** Lists all distributions codes for a business unit.

RUN CONTROL CRITERIA:		

**FREQUENCY:**

**TYPE (On Request/Overnight Batch):**

**SPECIAL INSTRUCTIONS:**

State Of Georgia  
 Dept of Testing  
 AR Distribution Codes Report  
 Accounts Receivable Report

Report ID: ARXXX0406  
 Print Date: 08/04/2006  
 Page: 1  
 PS ID: ARS4006X

SetID ID	Dist Code	Eff Date	Status	Description	Use	Acnt	Fund	Dept	Prgrm	App #	Project
XXX00	154ALEXT02	2002-02-22	Active	Alcohol - External	AR	122001	AL1	XXX2703	25510		25501001
XXX00	154ALEXT03	2002-07-15	Active	Alcohol - External	AR	122001	AL1	XXX2703	25510		25501001
XXX00	154ALEXT04	2003-07-14	Active	Alcohol - External	AR	122001	AL1	XXX2703	25510		25501001
XXX00	154ALEXT05	2004-07-01	Active	Alcohol - External	AR	122001	AL1	XXX2703	25510		25501001
XXX00	154ALEXT06	2005-07-01	Active	Alcohol - External	AR	122001	AL1	XXX2703	25510		25501001
XXX00	157AOP01	2001-03-01	Active	157A OCCUPANT PROT-INT	AR	122001	AL1	XXX2702	23310		23301002
XXX00	157AOP02	2001-07-16	Active	157A OCCUPANT PROT-INT	AR	122001	AL1	XXX2702	23310		23301002
XXX00	157AOP03	2002-07-15	Active	157A OCCUPANT PROT-INT	AR	122001	AL1	XXX2702	23310		23301002
XXX00	157AOP04	2003-07-14	Active	157A OCCUPANT PROT-INT	AR	122001	AL1	XXX2702	23310		23301002
XXX00	157AOP05	2004-07-01	Active	157A OCCUPANT PROT-INT	AR	122001	AL1	XXX2702	23310		23301002
XXX00	157AOP06	2005-07-01	Active	157A OCCUPANT PROT-INT	AR	122001	AL1	XXX2702	23310		23301002
XXX00	157AOPEX02	2002-02-22	Active	Occupant Protection - External	AR	122001	AL1	XXX2703	23310		23301001
XXX00	157AOPEX03	2002-07-15	Active	Occupant Protection - External	AR	122001	AL1	XXX2703	23310		23301001
XXX00	157AOPEX04	2003-07-14	Active	Occupant Protection - External	AR	122001	AL1	XXX2703	23310		23301001
XXX00	157AOPEX05	2004-07-01	Active	Occupant Protection - External	AR	122001	AL1	XXX2703	23310		23301001
XXX00	157AOPEX06	2005-07-01	Active	Occupant Protection - External	AR	122001	AL1	XXX2703	23310		23301001
XXX00	157AP&A01	2001-03-01	Active	157A OCCUPANT PROT-INT	AR	122001	AL1	XXX2701	23110		23101
XXX00	157AP&A02	2001-07-16	Active	157A OCCUPANT PROT-INT	AR	122001	AL1	XXX2701	23110		23101
XXX00	157AP&A03	2002-07-15	Active	157A OCCUPANT PROT-INT	AR	122001	AL1	XXX2701	23110		23101
XXX00	157AP&A04	2003-07-14	Active	157A OCCUPANT PROT-INT	AR	122001	AL1	XXX2701	23110		23101
XXX00	157AP&A05	2004-07-01	Active	157A OCCUPANT PROT-INT	AR	122001	AL1	XXX2701	23110		23101

# SAO Financial Systems Reports

## Customer Label Reports

**MODULE:** Accounts Receivable

**REPORT NAME:** Customer Label Reports

**PS ID:** DXARLABL **INFOPAC ID:**

**NAVIGATION:** Accounts Receivable -> Custom AR Reports -> Order AR Labels

**DESCRIPTION:** Crystal reports run to produce data for AR020\_Cust Labels query. Labels are printed from query at user's defined printer.

RUN CONTROL CRITERIA:		

**FREQUENCY:**

**TYPE (On Request/Overnight Batch):**

**SPECIAL INSTRUCTIONS:**


*This is a crystal report*

Liberty Corporate Services, Inc.  
11285 Elkins Road, Suite G1-B  
Roswell, GA 30076

GNET101221

The Battle Law Group, PC  
68 N Avondale Rd., Ste. D  
Avondale Estate, GA 30002-1373

GNET102115

MEACHAM, EARLEY & JONES, P.C.  
5704 VETERANS PARKWAY  
COLUMBUS, GA 31904

GNET101418

Baranco Lincoln Mercury Inc.  
3265 Commerce Ave.  
Duluth, GA 30096

GNET102276

The Fox Law Firm, P.C.  
4788 Long Island Dr., NW  
Atlanta, GA 30342

GNET101429

SPORTS & IMPORTS, INC.  
1040 VETERANS PKWY  
COLUMBUS, GA 31901

GNET102381

Steele Law Firm  
2859 Paces Ferry Road, Ste. 1200  
Atlanta, GA 30339

GNET101750

nalley brunswick automobiles inc  
178 altama connector  
brunswick, ga 31525

GNET102865

# SAO Financial Systems Reports

## Customer Listing Report

**MODULE:** Accounts Receivable

**REPORT NAME:** Customer Listing Report

**PS ID:** ARS4002X **INFOPAC ID:**

**NAVIGATION:** Accounts Receivable → Customer Accounts → Customer Reports → Revenue Customers File

**DESCRIPTION:** Lists all customers and customer addresses for a business unit.

RUN CONTROL CRITERIA:		

**FREQUENCY:**

**TYPE**  
(On Request/Overnight Batch):

**SPECIAL INSTRUCTIONS:**


State Of Georgia

Business Unit  
 Customer Type: ALL VALUES  
 Credit Analyst: ALL VALUES  
 Salesperson: ALL VALUES  
 Collector: ALL VALUES  
 Status: ACTIVE

Business Unit Customers  
 Accounts Receivable

Report ID: AR 0402  
 Print Date: 06/26/2006  
 Page 1  
 PS Id: ARS4002X

BUSINESS UNIT:

Customer	Name	ADDRESS	City	St Postal	Create Dt
29016	Atlanta Regional Commissi	40 Courtland Street NE	Atlanta	GA 30303	1901-01-01
29027	Great South West Express	PO Box 569	Stockbridge	GA 30281	1901-01-01
29064	Department of Administrai	200 Piedmont Avenue	Atlanta	GA 30334	1901-01-01
29067	Drug Transport, Incorpora	PO Box 1678	Tucker	GA 30085	1901-01-01
29091	Xerox Corporation	6190 Powers Ferry Road	Atlanta	GA 30339-2917	2000-10-31
36100	Lookout Mountain Communit	501 Mize Street	LaFayette	GA 30728	1901-01-01
36200	Three Rivers Behavioral H	P O Box 525	Ellijay	GA 30540	1901-01-01
36400	Georgia Mountain Communit	2318 Browns Bride Road	Gainesville	GA 30503	1901-01-01
36500	Cobb County Community Ser	361 N Marietta Pkwy NE	Marietta	GA 30060-1400	1901-01-01
36800	Dekalb Community Service	PO Box 1648	Decatur	GA 30031-1648	1901-01-01
36900	Gwinnett Rockdale Mental	PO Box 687	Lawrenceville	GA 30046-0687	1901-01-01
37200	Pathways Center	122 Gordon Commercial Dr	LaGrange	GA 30240	1999-10-01
37300	Mcintosh Trail Mental Hea	141 W Solomon Street	Griffin	GA 30223	1901-01-01
37500	Phoenix Center Behav Heal	PO Box 2866	Warner Robins	GA 31099	1901-01-01
37700	Community Service Board o	3421 Old Savannah Road	Augusta	GA 30906	1901-01-01
37800	Ogeechee Mental Health Se	P O Box 1259	Swainsboro	GA 30401	1901-01-01
37900	New Horizons Community Sv	PO Box 5328	Columbus	GA 31906	1901-01-01
38100	Middle Georgia Community	2121-A Bellevue Road	Dublin	GA 31021	1901-01-01
38200	Albany Area Community Ser	PO Box 1988	Albany	GA 31702-1988	1901-01-01
38300	Georgia Pines Community S	PO Box 1659	Thomasville	GA 31799-1659	1901-01-01
38400	South Georgia Community S	3120 N Oak Street Ext	Valdosta	GA 31602-1007	1999-01-01
38500	Pineland Mental Health Se	PO Box 745	Statesboro	GA 30458	1901-01-01
38600	Satilla Community Service	PO Box 1397	Waycross	GA 31502	1901-01-01
38800	Gateway Behavioral Health	1000 Commissioner's Dr	Darien	GA 31305	1901-01-01
40104	Office of State Administr	235 Peachtree St NE	Atlanta	GA 30303-1402	1901-01-01
40200	Department of Agriculture	19 Martin Luther King Jr Drive	Atlanta	GA 30334	1901-01-01
40300	Department of Administrat	200 Piedmont Avenue	Atlanta	GA 30334	2001-06-01
40301	Risk Management Trust Fun	200 Piedmont Avenue	Atlanta	GA 30334	2002-01-14
40303	Office of Treasury	200 Piedmont Ave	Atlanta	GA 30334	2002-11-07

# SAO Financial Systems Reports

## Customer Statement Report Modifications

**MODULE:** Accounts Receivable

**REPORT NAME:** Customer Statement Report Modifications

**PS ID:** ARS4001X, ARS4021X, ARS4031X      **INFOPAC ID:**

**NAVIGATION:** ARS4001X: Accounts Receivable → ..... → ..... → Statements: All Items  
 ARS4021X: Accounts Receivable → ..... → ..... → Statements: Items Over 30 Days  
 ARS4031X: Accounts Receivable → ..... → ..... → Statements: All Cust w/ > 30 Days

**DESCRIPTION:**

RUN CONTROL CRITERIA:		

**FREQUENCY:**

**TYPE (On Request/Overnight Batch):**

**SPECIAL INSTRUCTIONS:**

*This report is under development*

# Monthly Reports

# SAO Financial Systems Reports

## Create Cash Receipts Journal

**MODULE:** Accounts Receivable

**REPORT NAME:** Create Cash Receipts Journal

**PS ID:** ARS4007X **INFOPAC ID:**

**NAVIGATION:** Accounts Receivable → Custom AR Reports → Cash Receipts Journal Report

**DESCRIPTION:** Shows cash receipts on a daily or monthly basis.

RUN CONTROL CRITERIA:		

**FREQUENCY:**

**TYPE**  
**(On Request/Overnight Batch):**

**SPECIAL INSTRUCTIONS:**


State Of Georgia  
 Dept. Of Testing  
 Cash Receipts Journal  
 Accounts Receivable

Report ID: AR000408  
 Print Date: 07/08/2006  
 Page: 1  
 PS ID: ARS4007X

Cash Account: 101001

Period: 01-JUN-2006- 30-JUN-2006

Deposit ID: 2828NSF B Deposit Date: 09-JUN-2006 Bank: 1100 Wachovia B

Itm ID/JRNL RF Payment ID	PGM	Project	Customer ID	Customer Name/Line Description	Amount
*MISCPYMT 69SUMM	42	01		Entomology Fees	\$10.00-
				Deposit: 2828NSF B	Total: \$-10.00

Deposit ID: 2870 Deposit Date: 01-JUN-2006 Bank: 1100 Wachovia B

Itm ID/JRNL RF Payment ID	PGM	Project	Customer ID	Customer Name/Line Description	Amount
*MISCPYMT 61SUMM	42	01		Entomology Fees	\$2,939.00
				Deposit: 2870	Total: \$2,939.00

Deposit ID: 2871 Deposit Date: 02-JUN-2006 Bank: 1100 Wachovia B

Itm ID/JRNL RF Payment ID	PGM	Project	Customer ID	Customer Name/Line Description	Amount
24061 MAR- ASAP00001-1	24061	24061	3	US Environmental Protection Agency	\$67,528.65
24062 MAR- ASAP00001-2	24062	24062	3	US Environmental Protection Agency	\$68,049.57
24063 MAR- ASAP00001-3	24063	24063	3	US Environmental Protection Agency	\$73,628.04
				Deposit: 2871	Total: \$209,206.26

Deposit ID: 2872 Deposit Date: 02-JUN-2006 Bank: 1100 Wachovia B

Itm ID/JRNL RF Payment ID	PGM	Project	Customer ID	Customer Name/Line Description	Amount
2005 JAN-M 530937346	2005	2005	1	U.S. Department of Testing	\$19,274.30
				Deposit: 2872	Total: \$19,274.30

Deposit ID: 2873 Deposit Date: 02-JUN-2006 Bank: 1100 Wachovia B

# SAO Financial Systems Reports

## Create Outstanding AR Business Unit Reports

**MODULE:** Accounts Receivable

**REPORT NAME:** Create Outstanding AR Business Unit Reports

**PS ID:** ARS4003X **INFOPAC ID:**

**NAVIGATION:** Accounts Receivable > Custom AR Reports > Outstanding AR Summary by BU/Outstanding AR Detail by BU

**DESCRIPTION:** This report is TIME CRITICAL. Shows outstanding receivables by customer and item for a business unit.

RUN CONTROL CRITERIA:		

**FREQUENCY:**

**TYPE**  
(On Request/Overnight Batch):

**SPECIAL INSTRUCTIONS:**


State Of Georgia

Business Unit

Outstanding A/R Summary by B/U  
Accounts Receivable

Report ID: AR 10403  
Print Date: 07/08/2006  
Page 1  
PS Id: ARS4003X

REPORT\_OPTION: SORTED BY PROGRAM REPORT

AS OF POSTED DATE: 30-JUN-2006

CUSTOMER ID	CUSTOMER NAME	ACCOUNT DESCR	PROGRAM ITEM ID	LINE	BALANCE AMT	DUE DATE
1	Department of Administrative	121001 State Appropriation	0101 FY 2006 ALLOTMENT	0	1,363,579.02	09-12-05
			SUB TOTAL FOR PROGRAM 0101		1,363,579.02	
4	Department of Community Heal	144001 Intrafund Receivable	07001 DCH FY06 3RD QTR	0	19,849.96	06-21-06
4	Department of Community Heal	144001 Intrafund Receivable	DCH 05/06	0	198,290.80	06-21-06
			SUB TOTAL FOR PROGRAM 07001		218,140.76	

---

GRAND TOTAL FOR REPORT 1,581,719.78

\*\*\* End Of Report \*\*\*