Miscellaneous Inter/Intra Agency Payments Report

The Miscellaneous Inter/Intra Agency Payments report has been revised to allow users to run the report using his or her user id. The changes will be placed in production on Monday, July 12, 2004.

Navigation: Accounts Payable > Reports > Payments > Misc Inter/Intra

The following changes have been made:

1. Currently the users must log in as INTAGYRPT to print the report. As of July 12, they will log in using his/her own user id as with other reports.

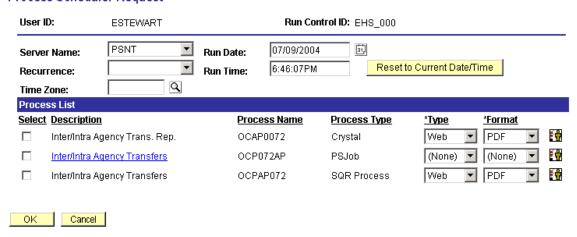2. The parameters page has changed:

From:

To:

When the users click on the magnifying glass for the Beginning Receiving Agency and Ending Receiving Agency prompts they will only see receiving agencies their security allows them access to. The Beginning and Ending Receiving agency prompts accept the 5 character business unit not the 10 character vendor id you have been entering. If they enter the 10 character vendor id the report will be blank.

If they select a range of receiving agencies the report will only display the receiving agencies their security allows them access to.

The report will include all payments made to the receiving agencies even if the payment is made by a paying agency that their security does not allow them access to as a receiving agency.

3. The report is now a job instead of a process. To view the report, perform the following steps:

   a. Enter the Beginning and Ending Receiving Agency prompts and the From Payment Date and To Payment Date prompts, and click the RUN button
   b. When the Process Scheduler Request page appears select the middle checkbox next to the blue hyperlink (see illustration below) with a Process Type of PSJob

Process Scheduler Request

User ID:	ESTEWART		Run Control ID: EHS_000

Server Name:	PSNT	Run Date:	07/09/2004	
Recurrence:		Run Time:	6:46:07PM	Reset to Current Date/Time
Time Zone:				

Process List

Select	Description	Process Name	Process Type	*Type	*Format	
☐	Inter/Intra Agency Trans. Rep.	OCAP0072	Crystal	Web	PDF	
☐	Inter/Intra Agency Transfers	OCP072AP	PSJob	(None)	(None)	
☐	Inter/Intra Agency Transfers	OCPAP072	SQR Process	Web	PDF	

[OK] [Cancel]

   c. Click the OK button

   d. When the Process List page appears click on the blue hyperlink (OCP072AP) under the Process Name column. Do not click the Details hyperlink as you currently do. See illustration below:

Process List \ **Server List**

View Process Request For

User ID: ESTEWART 🔍	Type:		Last:	20	Minutes ▼	Refresh
Server:	Name:		🔍 Instance:		to	
	Run Status:		☑ Save On Refresh			

Customize | Find | View All | | First ◄ 1 of 1 ► Last

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
916644		PSJob	OCP072AP	ESTEWART 07/09/2004 6:33:00PM CDT		Success	Details

   e. When the Process Detail page appears click the refresh button until the Run Status says success. See illustration below:

Process Detail

Process Name: OCP072AP

Refresh

Main Job Instance: 916644

Left | Right

916644 - OCP072AP Success
    916645 - OCPAP072 Success
    916646 - OCAP0072 Success

f. When all processes complete successfully click on the bottom blue hyperlink. This will take you to the Process Detail screen you are used to seeing.

g. Click on the blue View Log/Trace hyperlink as you currently do

h. Click on the file with the pdf extension as you currently do. You should be able to view the report.

If you have questions concerning these changes please call Ernie Stewart at 405-522-4533.