PEOPLESOFT REPORTS – QUICK GUIDE

BATCH REPORTS

The Batch Details Report has data similar to the Excel logs that have been used in the past. This report will detail how many members have been submitted to National and what their current status is in the database. It will also show if payment has been applied to a particular invoice. You will be able to track rosters in real time, as they are being processed.

BATCH DETAILS REPORT

Menu Path: Membership System > Reports > Batch Details Report

1. Enter your Run Control ID – The first time you run this report you will need to create a Run Control ID (a "name") to identify the process you will be using. Click on the "Add a New Value" tab when you first start. In the blank space type, "batchreport" and then click ADD. This will "name" this process. Next time you run the report you can just click SEARCH on the initial screen, find "batchreport" in the list and then click on that name to start the process.
2. Click the yellow SAVE button when the next screen appears. This will save your Run Control ID. You only have to do this the first time you set up the Run Control ID.
3. Enter your state ID code (ex: AZ0000).
4. Click yellow RUN button in the upper right corner
5. When the new screen appears, make sure the BATCH DETAILS REPORT has a check mark in the preceding box and the TYPE is <u>Web</u> and FORMAT is <u>PDF</u>
6. Click yellow OK box
7. Once returned to the previous screen, click the blue link PROCESS MONITOR in the upper right corner
8. Once in the Process Monitor screen, click the yellow REFRESH button (top right) until the Run Status says SUCCESS (middle right of screen).
9. Click the blue DETAILS link next to SUCCESS.
10. Once the new screen appears, click the blue VIEW LOG/TRACE link
11. When the next screen appears, under **<u>Name</u>**, click the middle blue line with the link ending in PDF.
    A PDF copy of your batch details report should appear shortly. This can be saved or printed. To print, use the print icon on the PDF screen (left side) not the print button (upper right) on your tool bar.
12. You can also run this process using RTF, if you have trouble with the PDF format, or generate the report in an Excel format by selecting XLS as the FORMAT (see #5 above) instead of PDF.

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The generated report is similar to the Excel Batch Logs that were maintained for state staff in previous years. The first set of columns show the number & type of members received, the second set of numbers shows the members that have been processed. Received Count and Processed Count are the total numbers of M, T & F members combined for each process (received and processed).

Status codes show the current status of that particular roster in the PeopleSoft system. There is a specific batch number generated for each transaction. If you use the batch number to print a roster you will get just the members submitted with that batch and what the specific billing amount will be for that group.

Status codes are:
AD - Adjusted
AA – Advisor Approved
XL - Excel
I - Invoiced
NO XL MATCH
NA - National Approved
PD - Paid
RE - Received
RT - Returned
SA – State Approved

Pay status shows whether a payment has been applied to that invoice.

Delivery time status shows the arrival status of the roster in regards to determining the delegate count:
Regular – arrived prior to April 14th
Deadline – arrived after April 14^{th} and before May 15^{th}
Late – arrived after May 15^{th}

All the notes that were written on the invoice will appear under the Invoice Comments section.