



BATCH DETAILS REPORT

This PeopleSoft generated report is similar to the Excel Batch Logs that were maintained by the membership department for state staff in previous years. The report is organized by state, listing the chapter number and name first, followed by the date national received the roster. If there are any additional notes about the roster, they will be noted in the batch notes section here. The first set of columns shows 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 when you 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

Once the roster has been invoiced you will see the invoice number (MEM-?????) along with all the corresponding details of the invoice.

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 14th and before May 15th
Late – arrived after May 15th

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