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I. Billing Charge Code Search Query
II. Customer List Query
III. Accounts Receivable Payment Queries
This document details the U_BILLING_CHARGE_CODE_SEARCH Public Query provided to Departments to review a listing of their Customers.

Navigate to Query Manager or Query Viewer in FAST. Search for the Query U_BILLING_CHARGE_CODE_SEARCH
Once you locate the query Click the Run to HTML option.

On the screen presented to you enter your Bill Source followed by a percent sign.

<table>
<thead>
<tr>
<th>CHG Code/ Identifier</th>
<th>CHG Code Eff Date</th>
<th>CHG Code Status</th>
<th>CHG Code Descr/Appears on INV</th>
<th>Unit of Measure</th>
<th>List Price</th>
<th>CHG Code Long Descr</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTR-AMFH</td>
<td>01/01/1900</td>
<td>A</td>
<td>MSC Amphitheater</td>
<td>EA</td>
<td>0.0000</td>
<td>MSC Amphitheater</td>
</tr>
</tbody>
</table>
Distribution Code - This is the associated distribution code Dist
Dist Code Eff Date - This is the distribution code's effective date
Dist Code Status - The status as of the effective date
Dist Code Descr - The Distribution Code Description
Dist Code Short Descr - The short description

The next set of columns is the revenue Chart-field string where revenue will be recorded

Operating Unit
Fund Code
Account Code
Department
Product
Initiative
This document details the U_CUSTOMER_LIST Public Query provided to Departments to review a listing of their Customers.

Navigate to Query Manager or Query Viewer in FAST. Search for the Query U_CUSTOMER_LIST. Once you locate the query Click the Run to HTML option.

On the screen presented to you enter your Bill Source followed by a percent sign. Or, as some may know it, enter the customer 3 letter prefix followed by a percent sign.

Customer ID - This is the ID Assigned by the system for the customer.
Customer Date Added - This is the Date the Customer record was added to the system.
Customer Status - This is the status of the Customer, A for Active, I for Inactive.
Customer Inactive Status Date - If the customer status is Inactive this is the date the customer was made inactive.
Customer Name - The Customer’s Name
Customer Name 2 (NOT ON INV) - This field may be entries in it. This value does not print on the invoice and is for internal use. Companies sometime change names and this field is where the previous name would be moved to.

Customer Addresses - This is a divider used to divide different parts of customer information
Address Seq Number - The sequence of the address. Some customers may have more than 1 Address sequence number as they may have multiple locations.
Address Description - The description of the customer address
Country - The Country the address is in
Address Line 1 - The First Line of the Customer Address - Also used as an "ATTN TO:" line
Address Line 2 - The Second Line of the Customer Address
Address Line 3 - The Third Line of the Customer Address
City - The city the Customer Address is in
County - The county the Customer Address is in (Optional)
State - The State the Customer Address is in
Postal Code - The Postal Code for the address
International Prefix - This is the international prefix field if the customer's phone number is international. However, it may have US Area Codes recorded in this field.
Telephone - This is the telephone number for the customer. This field may have only the 3-digit central office number and 4-digit subscriber number or it may include the area. Older customers may have a format like 974.0000 or 813.974.0000. Newer customers should have the 10-digit phone number in the appropriate format of 813/974-0000
Extension - The extension a customer may be reached at when calling.

Customer Option Information - This is a divider used to divide different parts of customer information
Options Effective Date - This is the date the Customer Options became effective.
Billing Specialist ID - This is the ID of the Billing Specialist assigned to the Customer
Billing Specialist Name - This is the name of the Billing Specialist.
Collector ID - This is the ID of the Collector assigned to the Customer
Collector Name - This is the Collector name.
Credit Analyst ID - This is the ID of the Credit Analyst
Credit Analyst Name - This is the name of the Credit Analyst
Bill Inquiry Phone - This is the Bill Inquiry Phone number which is used by the customer to inquire about invoices.
Customer Options Last Maintained - This is the date the Customer Options was last maintained.

<table>
<thead>
<tr>
<th>TAX EXEMPTION INFO</th>
<th>TAX EXEMPTION CERTIFICATE</th>
<th>EFFECTIVE DATE</th>
<th>EFFECTIVE STATUS</th>
<th>EXEMPTION CATEGORY</th>
<th>ISSUED DATE</th>
<th>EXPIRATION DATE</th>
<th>DATE TIME CERT ADDED</th>
<th>DATE TIME CERT LAST UPDATE</th>
</tr>
</thead>
</table>

Tax Exemption Info - This is a divider used to divide different parts of customer information
Tax Exemption Certificate - This is the Tax Exemption Certificate Number provided by the Customer on their DR-14 Tax Exemption Certificate from the State of Florida.
Effective Date - This is the date the Tax Exemption Certificate became effective in the system.
Effective Status - The Status as of the Effective Date
Exemption Category - Either Single or Blanket
Issued Date - This is the date the Tax Exemption Certificate was Issued by the State of Florida
Expiration Date - This is the Expiration Date of the Tax Exemption Certificate
Date Time Cert Added - This is the Date and Time the Certificate was added to the system.
Date Time Cert Last Update - This is the Date and Time the Certificate was last updated.
This document details the public payment queries U_PAYMENTS_BY_AMOUNT, U_PAYMENTS_BY_DEPOSIT, U_PAYMENTS_BY_PAYMENT_ID

Navigate to Query Manager or Query Viewer in FAST. Search for Queries beginning with U_PAY. You should be presented with a listing of 5 queries, 2 are used by central staff. This document only details the 3 queries related to department business.

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
<th>Owner</th>
<th>Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>U_PAYMENTS_BY_AMOUNT</td>
<td>Payment search Amount &amp; Date</td>
<td>Public</td>
<td>AR</td>
</tr>
<tr>
<td>U_PAYMENTS_BY_DATE</td>
<td>Find payments by date range</td>
<td>Public</td>
<td>AR</td>
</tr>
<tr>
<td>U_PAYMENTS_BY_DATE_DETAIL</td>
<td>Payment Search by Date Range</td>
<td>Public</td>
<td>AR</td>
</tr>
<tr>
<td>U_PAYMENTS_BY_DEPOSIT</td>
<td>Payment Search by Deposit ID</td>
<td>Public</td>
<td>AR</td>
</tr>
<tr>
<td>U_PAYMENTS_BY_PAYMENT_ID</td>
<td>Payment Search by Payment ID</td>
<td>Public</td>
<td>AR</td>
</tr>
</tbody>
</table>

U_PAYMENTS_BY_AMOUNT - This query will retrieve a listing of all payments for a specified amount to the University for the amount entered for a specified date range. It will also provide you with information on where a payment was applied.

U_PAYMENTS_BY_DEPOSIT - This query is to retrieve information for a provided Deposit ID. It will retrieve all payments associated with the Deposit ID and where they were applied.

U_PAYMENTS_BY_PAYMENT_ID - This query is to search for payments by a specified Payment ID.

All queries provide whether the payment was applied to a customer account or applied by Direct Journal to chart-field. All queries will provide

For all queries use the Run to HTML.
Enter the amount of the payment you are searching for and a date range to search for the payment amount. For the From Accounting Date use the date the payment was mailed by the customer. For the To Accounting Date it is recommended to not go out more than two months from the mailed date. Common dollar amounts may bring you many results.

Query Results Columns:

Deposit Business Unit - This is the Business the Deposit was created in and may be different than the Customer Business Unit.
Deposit ID - This is the Deposit ID of the payment.
Payment ID - This is the Payment ID of the payment.
Payment Sequence - This is the sequence the payment appears in the Deposit
Payment Amount - This is the amount of the payment. This amount will repeat.
Payment Status - This refers to how the payment was applied in the system. "Posted to Customer AR" means the payment was applied to a customer account. "Direct Journalled to CF" means the payment was applied directly to the CFs provided and no customer account is associated with the payment.
Date Entered - This is the date the deposit/payment was entered into the system.
Accounting Date - This is the accounting date of the deposit/payment.
Customer Business Unit - If this is a customer-based payment this field will be populated with the Customer Business unit the payment was applied to.
Customer ID - If this is a customer-based payment this field will be populated with the Customer ID the payment was applied to.
Item ID - If this is a customer-based payment this field will be populated with the Item ID the payment was applied to.
Date Posted - If this is a customer-based payment this field will be populated with the date the payment posted to the Accounts Receivable Module.
Line Amount - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the accounting entry line amount. Negative for a Credit and a Positive for a Debit.
Oper Unit - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate
with the Operating Unit for the accounting line.
Fund - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with
the Fund Code for the accounting line.
Account - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate
with the Account Code for the accounting line.
Dept - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with
the Department ID for the accounting line.
Product - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate
with the Product Code for the accounting line.
Initiative - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate
with the Initiative for the accounting line.
Project - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate
with the Project ID for the accounting line. This will only appear for Project related payments.
Journal ID - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate
with the Journal ID which posted to the GL with the accounting entries for the payment.
Journal Date - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will
populate with the Journal Date the Journal posted to the GL.
Journal Line Number - For both "Posted to Customer AR" and "Direct Journalled to CF" this field
will populate with the Journal Line Number which relates to the accounting line.

For all the queries when reviewing, there will be three lines retrieved for each payment. One of the
three lines will be blank after the Accounting Date. This may be the first row retrieved or the last
row. You may discard this extra when you download to excel row if you wish.

For the results shown above. This $1,000.00 payment was applied to a customer account and
specifically applied to Item BUS-00365. The payment relieved outstanding Accounts Receivable
and added cash to Oper Unit TPA Fund 01138.

For these results, a $1,000.00 payment was applied by Direct Journal to the CFs Provided to the
right. For these results we can see revenue was recorded for Oper Unit TPA, Fund Code, 05042,
and Department 310000.
This $1000.00 payment was applied by Direct Journal as the previous one, however, the payment was posted to the Suspense Payment account. To find out if this payment is still in Suspense go to the University Controller’s Website. Then click on About UCO Then Other Resources and then scroll down to the Suspense Checks section of the page.

**U_PAYMENTS_BY_DEPOSIT**

To run this query, enter the Deposit ID for the Deposit ID you wish to retrieve the information for and then click View Results.

**Query Results Columns:**

Deposit Business Unit - This is the Business the Deposit was created in and may be different than the Customer Business Unit.

Deposit ID - This is the Deposit ID of the payment.

Total Deposit Amount - This is total deposit amount for all payments in the deposit.

DEP AMT Posted to AR - This reflects the amount of the deposit posted to AR.

DEP AMT DIR Journal - This reflects the amount of the deposit Direct Journalled.

Payment ID - This is the Payment ID of the payment.

Payment Sequence - This is the sequence the payment appears in the Deposit.

Payment Amount - This is the amount of the payment. This amount will repeat.

Payment Status - This refers to how the payment was applied in the system. "Posted to Customer AR" means the payment was applied to a customer account. "Direct Journalled to CF" means the payment was applied directly to the CFs provided and no customer account is associated with the payment.

Date Entered - This is the date the deposit/payment was entered into the system.

Accounting Date - This is the accounting date of the deposit/payment.

Customer Business Unit - If this is a customer-based payment this field will be populated with the Customer Business unit the payment was applied to.

Customer ID - If this is a customer-based payment this field will be populated with the Customer ID the payment was applied to.
Item ID - If this is a customer-based payment this field will be populated with the item ID the payment was applied to.
Date Posted - If this is a customer-based payment this field will be populated with the date the payment posted to the Accounts Receivable Module.
Line Amount - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the accounting entry line amount. Negative for a Credit and a Positive for a Debit.
Oper Unit - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Operating Unit for the accounting line.
Fund - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Fund Code for the accounting line.
Account - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Account Code for the accounting line.
Dept - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Department ID for the accounting line.
Product - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Product Code for the accounting line.
Initiative - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Initiative for the accounting line.
Project - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Project ID for the accounting line. This will only appear for Project related payments.
Journal - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Journal ID which posted to the GL with the accounting entries for the payment.
Journal Date - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Journal Date the Journal posted to the GL.
Journal Line Number - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Journal Line Number which relates to the accounting line.

<table>
<thead>
<tr>
<th>U_PAYMENTS_BY_PAYMENT_ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>U_PAYMENTS_BY_PAYMENT_ID - Payment Search by Payment ID</td>
</tr>
<tr>
<td>%Payment ID Like% %1000113210%</td>
</tr>
<tr>
<td>View Results</td>
</tr>
</tbody>
</table>

To run this query, enter the check number you are searching for bracketed by percent signs and then click View Results. This will return any results with the entered values in the Payment ID field. Should the check number be 1000 or another common check number you may have more than one result. You will need to review all the results to determine which one is the payment you are looking for.
Query Results Columns:

Deposit Business Unit - This is the Business the Deposit was created in and may be different than the Customer Business Unit.
Deposit ID - This is the Deposit ID of the payment.
Payment ID - This is the Payment ID of the payment.
Payment Sequence - This is the sequence the payment appears in the Deposit.
Payment Amount - This is the amount of the payment. This amount will repeat.
Payment Status - This refers to how the payment was applied in the system. "Posted to Customer AR" means the payment was applied to a customer account. "Direct Journalled to CF" means the payment was applied directly to the CFs provided and no customer account is associated with the payment.
Date Entered - This is the date the deposit/payment was entered into the system.
Accounting Date - This is the accounting date of the deposit/payment.
Customer Business Unit - If this is a customer-based payment this field will be populated with the Customer Business unit the payment was applied in.
Customer ID - If this is a customer-based payment this field will be populated with the Customer ID the payment was applied to.
Item ID - If this is a customer-based payment this field will be populated with the item ID the payment was applied to.
Date Posted - If this is a customer-based payment this field will be populated with the date the payment posted to the Accounts Receivable Module.
Line Amount - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the accounting entry line amount. Negative for a Credit and a Positive for a Debit.
Oper Unit - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Operating Unit for the accounting line.
Fund - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Fund Code for the accounting line.
Account - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Account Code for the accounting line.
Dept - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Department ID for the accounting line.
Product - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Product Code for the accounting line.
Initiative - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Initiative for the accounting line.
Project - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Project ID for the accounting line. This will only appear for Project related payments.
Journal ID - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Journal ID which posted to the GL with the accounting entries for the payment.

Journal Date - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Journal Date the Journal posted to the GL.

Journal Line Number - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Journal Line Number which relates to the accounting line.