

Locating and Printing your Production Printing Monthly Statement of Account Activity

- Logon to **PeopleSoft Finance**
- Click on the **Reporting** tile
- Click on **Report Manager** on the left
- Click on the **Administration** tab
- Change the **Days** to **10**
- Click **Refresh**

View Reports For

Folder Instance to **Refresh**

Name Created On Last 1 Days

Reports

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Report					

View Reports For

User ID Type Last 10 Days

Status Folder Instance to

Report List

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	3643792	1672117	CSXPSRPT [111] - CSXPSRPT.pdf	09/23/2020 3:17:59PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3643791	1672117	CSXPSRPT [237] - CSXPSRPT.pdf	09/23/2020 3:17:59PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3643790	1672117	CSXPSRPT [1200] - CSXPSRPT.pdf	09/23/2020 3:17:59PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3643789	1672117	CSXPSRPT [1443] - CSXPSRPT.pdf	09/23/2020 3:17:59PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3643788	1672117	CSXPSRPT [912] - CSXPSRPT.pdf	09/23/2020 3:17:59PM	Acrobat (*.pdf)	Posted	Details

To sort the customer ID in order, click on the **Description** and it will sort for you.

Helpful Hints

- The link shown in the **Description** column contains your **Production Printing Customer Number**. For example, in the link: [CSXPSRPT \[20\] - CSXPSRPT.pdf](#), the number [20] in the brackets is your Production Printing Customer Number.
- Your Customer numbers can be searched by using the **magnifying glass** and entering the Customer Number for your specific report.
- If a report does not exist for the number you have entered, that simply means there was no activity on that customer number for the month.

List
Explorer
Administration
Archives

View Reports For

User ID: Type: Last: Days:

Status: Folder: Instance: to:

Report List

1-50 of 211 | [View 100](#)

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	3643598	1672117	CSXPSRPT [20] - CSXPSRPT.pdf	09/23/2020 3:17:52PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3643596	1672117	CSXPSRPT [21] - CSXPSRPT.pdf	09/23/2020 3:17:51PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3643607	1672117	CSXPSRPT [27] - CSXPSRPT.pdf	09/23/2020 3:17:52PM	Acrobat (*.pdf)	Posted	Details

- Click on the link to view, save or print your report. This is an example of how your report will appear:

Report ID: CSXPSRPT	PeopleSoft Prod Printing Monthly Stmt	Run Date: 09/23/2020			
Page: 1 of 1		Run Time: 15:17:50			
Production Printing Monthly Statement of Account Activity					
Cust #	Account Name	Customer/Job Name	Invoice / Job no.	Journal Date	Monetary Amount
111	STEELE - INSTRUCTIONAL	MATH 4TH	01146	2020-09-08	\$108.00
111	STEELE - INSTRUCTIONAL	MATH 4TH 2	01147	2020-09-08	\$82.42
111	STEELE - INSTRUCTIONAL	4TH MATH 3	01148	2020-09-08	\$177.93
111	STEELE - INSTRUCTIONAL	4TH MATH 4	01149	2020-09-08	\$177.06
111	STEELE - INSTRUCTIONAL	MATH JOURNAL	01334	2020-09-14	\$330.10
Cust. # 111	STEELE - INSTRUCTIONAL	GRAND TOTAL:		\$875.51	
Chartfield:	10-132 -00 -00100 -055000 -0000		Budget Period: 2021		