The **RP6 Command** lists payments by an entity in date order. An entity is any person who owes a monetary debt to the university. To search for a list of payments, type the entity **ID** (UT EID, UIN, VID, etc.) and **ID Type** in the Command line and press **ENTER**. To see payments only after a specific date, use the **Starting Date** field. To narrow the display to one billing code, use the **Billing Code** field in the Command line.

<table>
<thead>
<tr>
<th>Record Date</th>
<th>Description</th>
<th>Billing Code</th>
<th>Entry ID</th>
<th>Pmt M</th>
<th>Rec Post</th>
<th>Amount</th>
</tr>
</thead>
</table>

**ID** – The ID for an entity may be a UT Electronic ID (UT EID), vendor ID, Financial ID (FID), Treasury ID (UIN), or other type of identifier.

**Billing Code** – A billing code (or master record) is comprised of 4 digits and represents a university area or department (e.g., General Libraries). A sub code is associated with a billing code and is also made up of four digits. A sub code is used to identify a specific type of charge or payable (e.g., library fines or health services bill). Billing codes and sub codes are established with default information for a department's transactions. They are created and updated by the Student Accounts Receivable section of the Office of Accounting in *DEFINE.*

**ID Type**
- A – Account
- C – Conference
- S – UTEID
- T – Tenet
- V – Vendor ID
- W – Shopping cart Web users

**Pmt M** – Gives the Payment Method for a record. Some examples include:
- C – Cash Payment
- K – Check
- AC – American Express
- EF – Electronic Funds payment
- EK – Electronic Check
- MC – Master Card
- MC – Master Card
- SC – Discover
- TL – Tuition Loan
- TZ – Special Billing Waiver, e.g., the Staff Educational Benefit
- X – Split Payment, e.g., paid cash and credit

**Archived Records Exist** – Go to the RP3 command to view archived records.

**Entry ID** – The entry ID field shows the process by which the payment was made.
- May show a job ID if processed by a batch job
- May show a mainframe logon ID if paid to a cashier
- May show WUSER if paid on the Web, e.g., in “What I Owe.”

**Post** – References the type of voucher to apply the bill to. Some examples include:
- C – Cashier VC1
- D – Journal Voucher
- E – Electronic Voucher
- M – My Tuition Bill
- N – No Voucher
- S – TXSHOP VC1
- W – Web, What I Owe VC1