



**State of Oklahoma
P118 Accounts Payable Inquiry and
Reporting Manual**

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CORE Oklahoma

Authorized by: [CORE]
Maintained by: [Accounts Payable Manager]
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INQUIRIES OVERVIEW

PeopleSoft Payables allows for easy inquiry across all facets of a transaction. The system goes beyond the basics of displaying recalled transaction information by tailoring its inquiry capability to real world questions that may be asked. The system accomplishes this by providing:

- Display of transaction history.
- The ability to query the same transaction by several criteria.
- Drill down capability to supporting transactions.
- Cross-module linking of inquiries.

Inquiries that relate to Payables transactions originate from either:

- Vouchers
- Payments
- Vendors



VOUCHER INQUIRIES

VOUCHER INQUIRY PAGE

The Voucher Inquiry page is utilized to display detailed information on vouchers. This page is divided into:

- Search Criteria – allows specific search parameters to be entered to locate vouchers that meet the search criteria.
- Sort Criteria – orders the results by the parameters specified.
- Voucher Inquiry Results – displays the search results.

Examples of questions that this inquiry would be utilized to answer would be:

- Has payment been issued for a particular invoice? If so, what is the warrant number and date?
- What vouchers were created for a particular vendor? Of these, are any payments scheduled?
- Have vouchers over \$500 been created for a particular vendor?

Navigation: Accounts Payable> Review Accounts Payable Info> Vouchers>Voucher

Use the above navigation to initialize the page as shown below, or link from another inquiry. At a minimum, the Business Unit must be populated; the other fields are optional and serve to narrow your search. Multiple parameters of search criteria, along with the ability to enter ranges of data allow for very specific searches to be accomplished. When all known criteria are entered, press on the button to return a list of values. Results then populate according to the search criteria.

NOTE: Whenever this page is accessed via a link, the search criteria and voucher inquiry results will populate based on the data from the selected voucher.



Voucher Inquiry

Search Criteria

Search Name	<input type="text" value="ALL"/>	
	From	To
Business Unit	<input type="text" value="09000"/>	<input type="text" value="09000"/>
Voucher ID	<input type="text"/>	<input type="text"/>
Invoice Id	<input type="text"/>	<input type="text"/>
Vendor SetID	<input type="text"/>	
Short Name	<input type="text"/>	<input type="text"/>
From Vendor ID	<input type="text"/>	<input type="text"/>
Vendor Location	<input type="text"/>	
Accounting Dt	<input type="text" value="09/14/2007"/>	<input type="text" value="09/14/2007"/>
Invoice Date	<input type="text"/>	<input type="text"/>
Due Date	<input type="text"/>	<input type="text"/>
Entered Date	<input type="text"/>	<input type="text"/>
Origin Set ID	<input type="text"/>	
Origin	<input type="text"/>	<input type="text"/>
Contract ID	<input type="text"/>	<input type="text"/>
PO Business Unit	<input type="text"/>	
Purchase Order	<input type="text"/>	<input type="text"/>
*Amount Rule	<input type="text" value="Any"/>	
Amount	<input type="text"/>	
Currency	<input type="text"/>	
*Voucher Style	<input type="text" value="All Vouchers"/>	
Post Status	<input type="text"/>	
Approval Status	<input type="text"/>	
Voucher Balance	<input type="text"/>	
Voucher Source	<input type="text"/>	
User ID	<input type="text"/>	
GL Business Unit	<input type="text"/>	
Account	<input type="text"/>	
Dept	<input type="text"/>	
Process Instance	<input type="text"/>	
Match Status	<input type="text"/>	
Max Rows	<input type="text" value="300"/>	<input type="button" value="Search"/> <input type="button" value="Clear"/>

Sort Criteria

*Sort By: *Sort Asc/Desc:

Display Currency Criteria

To change the order of the results, adjust the sort criteria and press the button.



VOUCHER INQUIRY RESULTS

Results are split onto the Voucher Details, Amounts, and More Details tabs. Detailed information from each tab is explained below.

Voucher Details Tab

Transaction information from the voucher may be obtained on this tab. Additional information may be drilled down to by **clicking** the following icons:

- **Accounting Entries** : Access the Voucher Accounting Entries page in a separate window, where detailed information about a voucher’s associated accounting entries can be viewed while reviewing the Voucher Inquiry Search results. See the Voucher Accounting Entries chapter beginning on page 12.
- **Match WorkBench** : Access the Matched Vouchers page in a separate window, where detailed information about matched documents for the selected voucher while still reviewing the Voucher Inquiry Search results. See the Matching chapter in the P112 PO Voucher manual for a discussion of the Match WorkBench.
- **Payment Information** : Access the Payment Details page, where more detailed information about a voucher payment can be viewed. See the Payment Inquiry chapter beginning on page 18.
- **Scheduled Payments** : Access the Schedule Payment Inquiry page, where scheduled payment information for a vendor of a group of vendors can be retrieved. See the Schedule Payment Inquiry chapter beginning on page 22.

Voucher Inquiry Results										
Customize Find View All First 1-13 of 13 Last										
Voucher Details Amounts More Details										
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Accounting Entries	Match Status	Match WorkBench	Payment Information	Scheduled Payments	Short Vendor Name
09000	00011041	matchtest03	09/01/2007	0000068426		Exceptions 				XEROX CORP-008
09000	00011042	matchtest04	09/01/2007	0000014268		Matched				SOFTWARE H-001
09000	00011043		09/15/2007	0000000580		Ready				DCS-001
09000	00011044	SEPT RENT	09/15/2007	0000265928		Ready				CUSA LLC A-001
09000	00011045		09/15/2007	0000051149		No Match				SMITH, JOH-001
09000	00011047	TRAVELSMITH083107	08/31/2007	0000051149		No Match				SMITH, JOH-001

Amounts

The various amounts and charges are listed on this tab.

Voucher Inquiry Results									
Customize Find View All First 1-13 of 13 Last									
Voucher Details Amounts More Details									
Business Unit	Voucher ID	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid
09000	00011041	USD	22.80	22.80	0.00	0.00	0.00	0.00	0.00
09000	00011042	USD	107.50	0.00	0.00	0.00	0.00	0.00	0.00
09000	00011043	USD	111.00	111.00	0.00	0.00	0.00	0.00	0.00
09000	00011044	USD	4,074.71	0.00	0.00	0.00	0.00	0.00	0.00
09000	00011045	USD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09000	00011047	USD	150.00	0.00	0.00	0.00	0.00	150.00	150.00



More Details Tab

The various statuses of the voucher and the dates associated with the voucher are displayed on this tab.

Voucher Inquiry Results													Customize Find View All		First 1-13 of 13 Last	
Voucher Details Amounts More Details																
Business Unit	Voucher ID	Voucher Style	Vendor Loc	Detail Lines	Post Status	Approval Status	Close Status	Origin	Due Date	Acctg Date	Entered on	Budget Header Status	Budget Misc Status			
09000	00011041	Regular	0001		Unposted	Approved	Open		09/01/2007	09/14/2007	09/14/2007	Not Chk'd	Valid			
09000	00011042	Regular	0006		Posted	Approved	Closed		09/01/2007	09/14/2007	09/14/2007	Valid	Valid			
09000	00011043	Template	0001		NotApplied	Denied	Open		09/15/2007	09/15/2007	09/15/2007	Not Chk'd	Valid			
09000	00011044	Regular	0001		Posted	Pending	Closed		09/15/2007	09/15/2007	09/15/2007	Valid	Valid			
09000	00011045	Template	0001		NotApplied	Denied	Open		09/15/2007	09/15/2007	09/15/2007	Not Chk'd	Valid			
09000	00011047	Regular	0001		Posted	Approved	Open		08/31/2007	09/15/2007	09/15/2007	Valid	Valid			



DOCUMENT STATUS

The Document Status page is utilized to inquire and cross-references related documents starting from a voucher number.

Navigation: Accounts Payable> Review Accounts Payable Info> Vouchers>Document Status

Use the above navigation to access the search page. At a minimum, the Business Unit must be populated; the other fields are optional and serve to narrow your search. Multiple parameters of search criteria, along with the ability to enter ranges of data allow for very specific searches to be accomplished. When all known criteria are entered, press on the **Search** button to return a list of values. Results then populate according to the search criteria.

Voucher Document Status Inq

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: [=] 58000

Voucher ID: [begins with] 00040000

Invoice Number: [begins with]

Invoice Date: [=]

Vendor ID: [begins with]

Short Vendor Name: [begins with]

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)



VOUCHER DOCUMENT RESULTS

The Voucher Document Status page cross-references related documents from procurement to payment. It provides quick access to requisitions, purchase orders, receivers, and payments associated with the requested voucher.

Voucher Document Status

Business Unit: 58000	Voucher ID: 00040000	Document Type: Voucher
Invoice ID: 9007595665	Invoice Date: 04/27/2007	Document Tolerance Status: Valid
Gross Amount: 299.48 USD	Approval Status: Approved	Budget Status: Valid
Vendor ID: 0000068165	Location: 0001 XPEDX-003	Match Status: Matched
	Match Workbench	

Associated Document							
SetID	Business Unit	DOC ID	Document Type	Status	Document Date	Vendor ID	Location
46700		0002929355	Payment	Posted	05/11/2007	0000068165	0016
	58000	5809005607	PO	Dispatched	04/23/2007	0000068165	0001
	58000	5800000269	RFQ	Approved	06/06/2006		

Voucher Document Status page

- **Voucher ID:** Click to go to the Voucher Inquiry page in a separate window.
- **Match Workbench:** Click to go to the Match Workbench page in a separate window. The link is only active for vouchers that require matching. (Matching is required for all POs except Authority Orders.)

Documents Tab

- **DOC ID:** Click to go to the inquiry page for that document in a separate window. Access to the inquiry page is related to the document type selected.
- **Document Status** : Click to go to the Document Status Inquiry page for that document in a separate window. For example, the link associated with the payment accesses the Payment Document Status Inquiry, which has links to related documents.

Related Info Tab

Associated Document				
SetID	Business Unit	DOC ID	Document Type	Accounting Entries
46700		0002929355	Payment	Accounting Entries
	58000	5809005607	PO	Accounting Entries
	58000	5800000269	RFQ	

Accounting Entries: Click to go to the Accounting Entries page in a separate window. Payment Accounting Entries are based on vouchers. This tab appears only if the transaction was posted.



VOUCHER ACCOUNTING ENTRIES

Voucher Accounting Entries is used to view posted accounting entries. The voucher accounting entries are the source for many of the accounts payable reports, including the 6 Digit Expenditure Detail by Journal Date report.

Navigation: Accounts Payable> Review Accounts Payable Info> Vouchers>Accounting Entries

Use the above navigation to initialize the page as shown below, or link from another inquiry. Select the Business Unit and a voucher ID or invoice number; otherwise, the system does not return any data.

Click the **Search** button. The invoice date, vendor ID, and vendor name of the voucher populate according to the search criteria.

Voucher Accounting Entries

'Business Unit: Voucher ID: Invoice Number:

'Accounting Line View Option: Show Foreign Currency

Invoice Date: Vendor ID: Vendor Name:

ACCOUNTING INFORMATION

The *Posting Process* displays the posting process for the specific entry. Each posting process appears on its own view in the Accounting Information area. The different views appear as view 1 of 2, view 2 of 2, etc. **Click** *View All*, or scroll through each of these views to see the accrual, payment, cancel, closure, and unposted entries.

Voucher Accounting Entries

'Business Unit: Voucher ID: Invoice Number:

'Accounting Line View Option: Show Foreign Currency

Invoice Date: 04/27/2007 Vendor ID: 0000088165 Vendor Name: XPEDX

Accounting Information																																															
					Find View 1																																										
					First 1-3 of 3 Last																																										
Posting Process: AP Accrual		GL Dist Status: Distributed																																													
<table border="1"> <thead> <tr> <th colspan="6">Accounting Information</th> </tr> <tr> <td colspan="5"></td> <td>Find View All</td> </tr> <tr> <td colspan="5"></td> <td>First 1-2 of 2 Last</td> </tr> <tr> <th colspan="2">Main Information</th> <th>Chartfields</th> <th>Journal</th> <th colspan="2"></th> </tr> <tr> <th>Description</th> <th>Monetary Amount DR</th> <th>Monetary Amount CR</th> <th>Currency Code</th> <th>Ledger</th> <th>GL Unit</th> </tr> </thead> <tbody> <tr> <td>Accounts Payable</td> <td></td> <td>299.48</td> <td>USD</td> <td>ACTUALS</td> <td>58000</td> </tr> <tr> <td>Envelopes, plain, regular full</td> <td>299.48</td> <td></td> <td>USD</td> <td>ACTUALS</td> <td>58000</td> </tr> </tbody> </table>						Accounting Information											Find View All						First 1-2 of 2 Last	Main Information		Chartfields	Journal			Description	Monetary Amount DR	Monetary Amount CR	Currency Code	Ledger	GL Unit	Accounts Payable		299.48	USD	ACTUALS	58000	Envelopes, plain, regular full	299.48		USD	ACTUALS	58000
Accounting Information																																															
					Find View All																																										
					First 1-2 of 2 Last																																										
Main Information		Chartfields	Journal																																												
Description	Monetary Amount DR	Monetary Amount CR	Currency Code	Ledger	GL Unit																																										
Accounts Payable		299.48	USD	ACTUALS	58000																																										
Envelopes, plain, regular full	299.48		USD	ACTUALS	58000																																										



Main Information Tab

The monetary amounts associated with the General Ledger business unit of the accounting entry display on this tab.

Customize Find View All First 1-2 of 2 Last				
Main Information Chartfields Journal				
Description	Monetary Amount	Currency Code	Ledger	GL Unit
Accounts Payable	-299.48	USD	ACTUALS	58000
Envelopes, plain, regular full	299.48	USD	ACTUALS	58000

ChartField Tab

The account and other ChartFields to which this accounting entry has been charged are displayed on this tab.

Main Information Chartfields Journal										
Tax Authority	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	Project	Oper Unit
	202000		1840	23000						
	564110		1840	23000	2300001	07				

Journal Tab

The information related to the general ledger journal ID is displayed on this tab.

Customize Find View All First 1-2 of 2 Last								
Main Information Chartfields Journal								
Journal ID	Line	Journal Date	Doc Type	DocSeqNb	Doc Seq Date	Budget Date	Budget Status	Primary
AP01093051	6	05/10/2007				05/10/2007	V	Y
AP01093051	29	05/10/2007				05/10/2007	V	Y

- **Journal ID and Journal Date:** Displays the general ledger journal ID and journal date assigned by the Journal Generator process for this accounting entry. If these fields are blank, then this accounting entry has not been journal generated.
- **Budget Date:** Displays the date that the Budget Processor process uses to determine which budget period to verify.
- **Budget Status:** Displays the budget status for this accounting entry. Possible values include *Not Checked* (accounting entry has not been budget checked), *Valid* (accounting entry passed budget checking, and *Error* (system detected an error while running the budget processor on this accounting entry.
- **Primary:** Indicates whether this is the primary ledger.



JOURNAL DRILL DOWN

The individual accounts payable transactions are posted daily to an accounts payable journal ID based on the different Posting Processes. The Journal Drill Down is utilized to review the accounts payable journal details for a General Ledger journal.

Navigation: Accounts Payable> Review Accounts Payable Info> Vouchers>Journal Drill Down

Use the above navigation to access the search page. At a minimum, the Business Unit must be populated; the other fields are optional and serve to narrow your search. Multiple parameters of search criteria, along with the ability to enter ranges of data allow for very specific searches to be accomplished. When all known criteria are entered, press on the **Search** button to return a list of values. Results then populate according to the search criteria.

Journal Drill Down

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: =

Journal ID: begins with

Journal Date: =

GL Journal Line Number: =

Ledger: begins with

[Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-29 of 29 Last

Business Unit	Journal ID	Journal Date	GL Journal Line Number	Ledger
58000	AP01093051	05/10/2007	1	ACTUALS
58000	AP01093051	05/10/2007	2	ACTUALS
58000	AP01093051	05/10/2007	3	ACTUALS
58000	AP01093051	05/10/2007	4	ACTUALS
58000	AP01093051	05/10/2007	5	ACTUALS
58000	AP01093051	05/10/2007	6	ACTUALS
58000	AP01093051	05/10/2007	7	ACTUALS
58000	AP01093051	05/10/2007	8	ACTUALS

A GL journal line is returned for each account number and chartfield combination. If GL Journal Line Number criteria are not entered on the search page, all transactions are listed in the search results. The first one is used in the print screens below.



COMMON PAGE INFORMATION

The general ledger account and other ChartField to which this accounting entry has been charged displays.

Drill to Source

Journal ID									
Unit	Journal	Date	Ledger	Line	Line Descr	GL Journal			
58000	AP01093051	05/10/2007	ACTUALS	1	AP Accruals				
Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	Project	Oper Unit
202000		1000	19701						
Base Currency		Base Amount		Currency					
USD		-12,930.66		USD					

Chartfields Tab

The Payables business unit and the ChartField combinations to which the accounting entries have been charged are displayed on this tab. By default, only the first three ChartField transactions display. The **View All** in the Details header bar activates when multiple transactions are available. **Clicking View All** will expand all available distribution lines for viewing.

Details						View All First 1-3 of 19 Last		
Chartfields						Voucher Information Document Information		
Unit	Acctg Date	Sub-Account	Fund Type	Class-Funding	Dept	Category	Subcategory	Statistics Code
58000	05/10/2007		1000	19701				
58000	05/10/2007		1000	19701				
58000	05/10/2007		1000	19701				

Voucher Information Tab

The voucher ID and description of the voucher with which this journal line is associated displays on this tab.

Details							Customize Find View All First 1-3 of 19 Last	
Chartfields							Voucher Information Document Information	
Voucher ID	Descr	Vchr Line	Distrib Line	Amount	Currency	Base Amount	Currency	
00039976	Accounts Payable	1	2	-10000.00	USD	-10000.00	USD	
00039990	Accounts Payable	1	1	-295.00	USD	-295.00	USD	
00039990	Accounts Payable	2	1	-137.50	USD	-137.50	USD	

- **Voucher ID:** Click the link to access the Voucher Accounting page to the selected voucher.
- **Amount:** Displays the distribution line amount of the voucher for which this journal line is associated.



PO INQUIRY

The Payables PO Inquiry page (not to be confused with Purchase Order Inquiry in the Purchasing menu) cross-references related voucher and receipt documents starting from a PO number.

Navigation: Accounts Payable> Review Accounts Payable Info> Interfaces>Purchase Order

Use the above navigation to access the search page. At a minimum, the Business Unit must be populated; the other fields are optional and serve to narrow your search. Multiple parameters of search criteria, along with the ability to enter ranges of data allow for very specific searches to be accomplished. When all known criteria are entered, press on the **Search** button to return a list of values. Results then populate according to the search criteria.

PO Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit:	=	<input type="text" value="04000"/>	
PO Number:	begins with	<input type="text" value="0409008892"/>	
Purchase Order Date:	=	<input type="text"/>	
Vendor ID:	begins with	<input type="text"/>	
Short Vendor Name:	begins with	<input type="text"/>	

[Basic Search](#) [Save Search Criteria](#)



PO INQUIRY TAB

Information from the PO header is contained on the PO Inquiry tab.

PO Inquiry

Business Unit: 04000 **PO No.:** 0409008892 **PO Date:** 06/11/2007 **Match Rule:** STANDARD
Vendor ID: 0000022443 **Location:** 0002 OREILLY AUTO PARTS INC

PO Line

Line Number: 1 **Sched Num:** 1 **Item ID:** 00605510025 GENERAL PARTS
Amount: 5000.00 USD **PO Qty:** 1.0000 **Match Status PO:** Partial

Invoice Details Customize | Find | View All | First 1-3 of 12 Last

AP Unit	Voucher	Line	Entry Status	Match Status	Amount	Currency	UOM	Quantity	BU Recv	Receipt No	Receipt Line	Finalized Distribution
04000	00041576	2	Deleted	Ready	19.35	USD	SUM	1.0000	04000	0000011260	1	N
04000	00041764	1	Postable	Matched	19.35	USD	SUM	1.0000	04000	0000011390	1	N
04000	00042155	1	Postable	Matched	238.96	USD	SUM	1.0000	04000	0000011552	1	N

Receiver Details Customize | Find | View All | First 1-3 of 11 Last

BU Recv	Receipt No	Receipt Line	Match Status	Amount	Currency	UOM	Recv Qty	Accept Qty
04000	0000011390	1	Matched	19.35	USD	SUM	1.0000	1.0000
04000	0000011552	1	Matched	238.96	USD	SUM	1.0000	1.0000
04000	0000011635	1	Matched	89.03	USD	SUM	1.0000	1.0000

PO Line

The PO Inquiry page defaults to the first PO Line and Schedule. The PO Line header bar will indicate if there are multiple PO lines and the navigation buttons and links can be used to view other PO Lines. Information from the PO Lines, including the match status, is contained in this section.

Invoice Details

The Invoice Details section lists the vouchers that are associated with the PO line and schedule, including deleted vouchers. By default, the first three vouchers display. The Invoice Details header bar will indicate if there are multiple PO lines and the navigation buttons and links can be used to view additional vouchers. Voucher statuses include Entry Status, Match Status, and Finalized Distribution.

Receiver Details

The Receiver Details section lists the receipts that are associated with the PO line and schedule. By default, the first three receipts display. The Receiver Details header bar will indicate if there are multiple PO lines and the navigation buttons and links can be used to view additional vouchers. The match status of the receipt is also included.



PAYMENT INQUIRY

The Payments Inquiry screen may be accessed directly (depending on security access), or linked from [Payment Inquiry](#) from the Payments page of the Voucher Component, or from the  icon on the Voucher Inquiry page. The Payment Inquiry screen provides detailed information about the warrant issued for the selected voucher and can be used to answer questions such as the following:

- Has the payment cleared the bank?
- What is the amount of the warrant?
- What vouchers does the warrant include?

Navigation: Accounts Payable> Review Accounts Payable Info>Payments>Payment

Use the above navigation to initialize the page as shown below, or link from another inquiry. If the warrant number is known, populate the *Reference* field(s). If the reference number is unknown, enter all known criteria to improve the processing time and limit the search results. Multiple parameters of search criteria, along with the ability to enter ranges of data allow for very specific searches to be accomplished. When all known criteria are entered, click  to return a list of values.

NOTE: Whenever this page is accessed with a link or from another inquiry, the search criteria and voucher inquiry results will populate based on the data from the selected voucher.



Payment Inquiry

Search Criteria

Search Name

Vendor Name From To

*Amount Rule

Amount

Currency

Bank SetID

Bank Code

Bank Account

Bank Account #

Reference

Payment Date

Payment Method

Pay Cycle

Seq Num

Payment Status

Remit SetID

Remit Vendor

Settlement Status

Single Payment Vouchers

Max Rows

Show Chart

*Chart Type:

Sorting Criteria

1st sort: Descending 2nd sort: Descending

Payment Inquiry Result Customize | Find | View All | 1 of 1

Payment Details [Additional Info](#) [Vendor Details](#) [Financial Gateway](#)

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	103218876	Check	17,492.56	USD	09/19/2007	09/19/2007	Paid	Recon	09/26/2007

PAYMENT INQUIRY RESULTS

Results are split onto the Payment Details, Additional Info, and Vendor Details, and Financial Gateway tabs. Detailed information from each tab, excluding Financial Gateway, is explained below.



Payment Details Tab

The Payment Details tab contains information about payment status, dates, and amounts.

Payment Inquiry Result									
Payment Details Additional Info Vendor Details Financial Gateway									
Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	103218876	Check	17,492.56	USD	09/19/2007	09/19/2007	Paid	Recon	09/26/2007

- **Payment Reference ID:** **Click** to access the Vouchers for a Payment page and view the vouchers that make up this payment.
- **Reconciliation Status:** Displays whether the payment has been reconciled.
- **Reconcile Date:** Displays the reconciliation date if the payment has been reconciled.

Vouchers For A Payment Page

In this example, the warrant paid five vouchers. **Clicking** on the Voucher ID links on this page accesses the Voucher Inquiry page for that voucher.

Vouchers For a Payment

[Back To Payment Inquiry](#)

Bank Name:	Office of State Treasurer	Pymnt Ref ID:	103218876
Bank Account #:	1111111111	Accounting Date:	09/19/2007
Pay Cycle:	TUESDA	Seq Num:	1000
Vendor Name:	AT&T	Payment Date:	09/19/2007
Address:	PO BOX 78214	Days Outstanding:	7
	PHOENIX	Payment Clear Date:	09/26/2007
	AZ	Reconcile Date:	09/26/2007
	85062-8214	Value Date:	09/19/2007
	USA		
Payment Amount:	17,492.56 USD	Payment Method:	CHK

Description

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
09000	00011368	1	09/01/2007	1140883973	16,842.24	16,842.24	USD			Accounts Payable Vouchers
09000	00011359	1	09/01/2007	2040572758	34.46	34.46	USD			Accounts Payable Vouchers
09000	00011358	1	09/01/2007	1140814557	595.94	595.94	USD			Accounts Payable Vouchers
09000	00011357	1	09/01/2007	2040585703	19.86	19.86	USD			Accounts Payable Vouchers
09000	00011356	1	09/01/2007	0240879271	0.06	0.06	USD			Accounts Payable Vouchers



Additional Info Tab

The Additional Info tab contains cancel status and Pay Cycle information associated with the payment.

Payment Inquiry Result									
Customize Find View All First 1 of 1 Last									
Payment Details Additional Info Vendor Details Financial Gateway									
Source	Payment Reference ID	Post Status	Cancel Action	Cancel Date	Pay Cycle	Seq Num	Bank Account	Bank Account #	Description
VCHR	103218876	Posted	No Cancel		TUESDA	1000	OST	1111111111	Office of State Treasurer

Vendor Details Tab

The vendor details tab displays the vendor name and address associated with the payment.

Payment Inquiry Result							
Customize Find View All First 1 of 1 Last							
Payment Details Additional Info Vendor Details Financial Gateway							
Source	Payment Reference ID	Vendor Name	Vendor ID	Address	City	State	Postal
VCHR	103218876	AT&T	0000068355	PO BOX 78214	PHOENIX	AZ	85062-8214



VENDOR INQUIRIES

SCHEDULE PAYMENT INQUIRY PAGE

The Schedule Payment Inquiry page works similarly to that of the Voucher Inquiry and Payment Inquiry pages, and has the same three part structure. This page returns detailed information on scheduled payments by vendor.

This inquiry can be navigated to directly or linked from other inquiries. The search criteria can be adjusted to answer questions such as:

- What payments are scheduled for a particular vendor?
- What payments are scheduled next week over a particular amount?
- When is a particular voucher due for payment?

Navigation: Accounts Payable> Review Accounts Payable Info> Vendor> Vendor Schedule Payment

When the above navigation is utilized, the page will be initialized as shown. Multiple parameters of search criteria, along with the ability to enter ranges of data allow for very specific searches to be accomplished. When all criteria are entered, press on the button to return a list of values. Results then populate according to the search criteria.

NOTE: Whenever this page is accessed via a link, the search criteria and voucher inquiry results will populate based on the data from the selected voucher.



Scheduled Payment Inquiry

Search Criteria

Search Name	<input type="text" value="ALL"/>	
Business Unit	<input type="text" value="09000"/>	To <input type="text" value="09000"/>
Voucher ID	<input type="text"/>	<input type="text"/>
Vendor SetID	<input type="text" value="00000"/>	
Short Name	<input type="text"/>	<input type="text"/>
From Vendor ID	<input type="text"/>	<input type="text"/>
Vendor Location	<input type="text"/>	
Amount Rule	<input type="text" value="Any"/>	
Amount	<input type="text"/>	
Currency	<input type="text" value="USD"/>	
Voucher Style	<input type="text"/>	
Bank SetID	<input type="text" value="46700"/>	
Bank Code	<input type="text"/>	
Bank Account	<input type="text"/>	
Sched Pay Date	<input type="text"/>	<input type="text"/>
Payment Method	<input type="text"/>	<input checked="" type="checkbox"/> On Hold
Remit SetID	<input type="text" value="00000"/>	
Remit Vendor	<input type="text"/>	
Max Rows	<input type="text" value="300"/>	<input type="button" value="Search"/> <input type="button" value="Clear"/>

Sort Criteria

1st sort: Descending 2nd sort: Descending

NOTE: The Bank Set ID must be populated with 46700 when making inquiries from this page.

To change the order of the results, adjust the sort criteria and press the button. Results are split onto the Schedule Details and More Details tabs. Detailed information from each tab is explained below.



Schedule Details Tab

The Schedule Details tab contains information about the status of pending payments and scheduled pay dates. **Clicking** on a Voucher ID link accesses the Voucher Inquiry page. Selecting the Voucher accesses the Voucher Inquiry Page.

Scheduled Payment Listing												
Schedule Details		More Details										
Style	Business Unit	Voucher ID	Invoice ID	Vendor ID	Short Vendor Name	Payment Nbr	Payment Method	Scheduled to Pay	Hold Payment	Gross Amount	Trans Currency	Approval Status
REG	09000	00010823	103	0000203988	MID DATA S-001	2	CHK	07/17/2007	<input checked="" type="checkbox"/>	349.37	USD	Approved
REG	09000	00011031	7712430	0000068164	IBM CORPOR-001	1	CHK	08/16/2007	<input checked="" type="checkbox"/>	17,850.00	USD	Approved

More Details Tab

The More Details Tab provides additional payment information.

Schedule Details		More Details										
Style	Business Unit	Voucher ID	Remit SetID	Remit Vendor	Bank Account #	Bank SetID	Bank Code	Bank Account	Draft Slight Code	Draft Scheduled Maturity Date	Letter of Credit ID	Netting Reference ID
REG	09000	00010823	00000	0000203988	1111111111	46700	OST	OST				
REG	09000	00011031	00000	0000068164	1111111111	46700	OST	OST				



VENDOR CURRENT BALANCE INQUIRY

The Vendor Balance Inquiry page provides a quick view of the outstanding balance for a vendor or range of vendors. This page displays vouchers that have been created but not paid.

Navigation: Accounts Payable>Review Accounts Payable Info>Vendor>Vendor Current Balance

Utilize the above navigation to initialize the page as shown below. Multiple parameters of search criteria, along with the ability to enter ranges of data allow for very specific searches to be accomplished. When all criteria are entered, press on the **Search** button to return a list of values. Results populate according to the search criteria. To change the order of the results, adjust the sort criteria and press the **Sort** button.

Vendor Current Balances

Search Name

Business Unit

Vendor SetID

From Vendor ID

Vendor Location

Currency

Max Rows

Sort Criteria

*Sort By: *Sort Asc/Desc:

Display Currency Criteria

Vendor ID	Short Vendor Name	Business Unit	Transaction Currency	Gross Amount	Unapplied Prepayments	Payable Balance	Voucher Inquiry
0000000090	OSF-001	58000	USD	11,050.00		11,050.00	

VENDOR CURRENT BALANCES

The search results will display the balances for the vendor(s) selected.

- Short Vendor Name and Gross Amount: **Click** on the links to access the Schedule Payment Inquiry page; however, the Bank Set ID and Remit Set ID populate with the BU. The Bank Set ID must be changed to 46700 and the Remit Set ID must be changed to 00000 or HECLM before the Inquiry will return the vouchers associated with the current balance.
- Voucher Inquiry : **Click** to access the Voucher Inquiry page. The search results are based on the criteria entered in the Vendor Current Balance Inquiry page.



REPORTING

AVAILABLE REPORTS

There are several accounts payable reports in the system that can provide transaction based information on demand. The following is a listing of accounts payable reports with a brief description of each of them.

Report Name	Report Description
Vouchers	
6 Digit Expenditure Detail Report by Journal Date (OCAP0312)	Lists all vouchers posted to the general ledger during the specified date range, with subtotals by class, department, and budget reference. Used to track expenditures, excluding payroll.
6 Digit Object of Expenditure (OCPGL0060)	Summarizes expenditures, including payroll, at the major class and subclass of accounts with MTD and YTD totals by each account.
6 Digit Expenditure by Fund (OCPGL0062)	Summarizes expenditures, including payroll, by class, department, and account with MTD and YTD totals for each funding line.
Budget Checking Error Report (OCAP_0224_AP)	Daily report that lists vouchers with a budget checking error.
Match Exception Report (APY1090)	Daily report that lists vouchers with a matching exception.
Vouchers with Recycle Status Report (OCP_0220_AP)	Daily report to review vouchers that are held from further processing.
Vouchers Not Posted Report (OCP_0221_AP)	Daily report that lists vouchers that have not been posted. Report used to troubleshoot vouchers when reconciling.
Vouchers Not Journal Generated Report (OCP_0222_AP)	Daily report that lists vouchers that have not been journal generated. Identifies vouchers where the payment has posted but the journal entry has not updated to general ledger.
Vouchers On Hold Report (OCP_0251_AP)	Daily report to review vouchers that are held from payment processing.
Voucher Register – (APY1010)	List vouchers for the requested period with option to print voucher line and distribution line detail.
Posted Voucher Listing (APY1020)	Lists all posted vouchers for requested period with option to select all vendors or specified vendors.
Professional Services Report (OCP_0067_AP)	Lists payments coded to the Professional Services account (accounts beginning with 515xxx) by vendor ID for the specified date range. Does not include journal vouchers or canceled warrants.
Travel Expenditures Report (OCP_0070_AP)	Summarizes balances for all travel accounts beginning with 521 and 522 by vendor ID with MTD and YTD totals by each vendor.
Fiscal AFP Expenditures by Agency/AFP Number Report (OCP_0074_AP)	Lists payments against authority orders for the specified date range (not to exceed 1 year) by voucher where the PO vendor ID equals '1100' or '1101 (AO vendor), and subtotals by PO ID.



Report Name

Vouchers – continued

Successful Vouchers Report (OCP_0116_AP)

Print Vouchers Report (OSF Form 15A)

Voucher Batch Slip (OSF Form 25B)

Report Description

Lists each paid transaction processed for a given period (not to exceed 1 year). Subtotals by class and department.

Signature form for agencies that enter vouchers online

Provides information for the vouchers that are ready to be paid including the voucher numbers, BU (agency) claim numbers (if provided), and voucher amounts. Identifies travel vouchers with a T next to the voucher number.

Report Name

Voucher Reconciliation**

Summary AP/GL Open Liability (APY1400)

Detail AP/GL Open Liability (APY1405)

AP/GL Account Recon Request (APY1410)

AP/GL Journal Recon Request (APY 1420)

Report Description

**New in 8.9. Instructions on how to run these reports begin on page 29.

Lists the detail of the open liabilities (the sum of account 202000 for all classes) recorded in the ledger as of a specified date.

Lists account totals by journal ID and account for a specified accounting period.

Lists account totals by journal line and journal ID. Report can be organized by accounting period, journal date, or journal ID.

Report Name

Payments

Miscellaneous Warrant Report (OCAP0119)

Reconciled Miscellaneous Warrants Report (OCP_0150_AP) (2 Part Report)

Month End Outstanding Warrants (OCP_0123_AP)

36 Month Stat. Cancel Report (OCP_0071_AP)

AP Statutory Cancellations Report (OCP_0064_AP)

Payroll 36 Month Stat. Cancel Report (OCP_0309_AP)

Report Description

Provides warrant register for the specified date range by pay group and by payment method. Also provides summary totals by payment group and payment method.

Lists warrants reconciled during the specified date range. Part 1 lists 7REG warrants and Part 2 lists miscellaneous OST warrants.

Lists unreconciled warrants as of the specified date by bank account.

Lists miscellaneous warrants that have stat canceled within the last 36 months. Includes warrants replacement information.

Lists miscellaneous warrants that have stat cancelled during the specified date range. Designed to be monthly notification of warrants canceled by statute. BU must notify OSF of warrants that should not be replaced no later than seven days after notification of cancellation. Warrant replacement information is not included.

Lists payroll warrants that have stat cancelled within the last 36 months. Includes warrants replacement information.

**Report Name****Payments – Continued**

Warrant Cancellation Register
(OCP_0136_AP) (2 Part Report)

Misc. Inter/Intra Agency Report (OCP AP0072)

Miscellaneous Tax Information Report
(OCP_AP0330)

Payment History By Payment Method
(APY2050)

Report Description

Lists cancelled warrants during the requested period. Part 1 lists miscellaneous OST and 7REG warrants that were canceled by request. Part 2 lists 7REG warrants that were canceled by statute.

Lists payments to receiving BU for period requested. Identifies remitting BU, invoice number, and warrant number and subtotals warrants by payment method ('Wir' or 'Chk') with grand total.

Lists 1099 data from vouchers for vendors with 1099 reportable account codes (excluding PCard vouchers) for period requested. Report used to review 1099 reportable transactions and withholding status of vendors in the vendor file. Corrections should be submitted to OSF.

Report provided to populate the Currency field in order to run the Payment History by Vendor report.

Report Name**Vendor**

Fiscal AFP Expenditures by Agency/FEI
Number Report (OCAP0073)

Payment History By Vendor (APY2000)

Description

Lists payments against authority orders for the time range specified (not to exceed 1 year) by vendor where the PO vendor ID equals '1100' or '1101 (authority order vendor).

Provides a register of payments for a vendor during the requested period.



RECONCILIATION REPORTS

Payables provides reconciliation reports to view open liabilities and compare them to the open liabilities in General Ledger. These reports help find unbalanced liabilities easily.

OPEN LIABILITY RECONCILIATION

Navigation: Accounts Payable>Reports>Voucher Reconciliation>Open Liability Reconciliation

The Open Liability Reconciliation report lists the detail of the open liabilities (the sum of account 202000 for all classes) recorded in the ledger as of a specified date. Running the summary and detail Open Liability Reconciliation reports requires populating appropriate report tables before generating the reports. To ensure other users do not override your table data, select or add a run control ID that is unique. Include initials, business unit, etc., in the run control ID.

AP/GL Open Liabilities Recon

Run Control ID:

[Find an Existing Value](#) | [Add a New Value](#)

Report Parameters

- **Request ID:** Enter an ID that is meaningful. It can comprise any combination of characters.
- **As of Date:** Enter a date. This field is compared to the journal date.
- **Business Unit Option:** **Select Value to create the report for a specified agency. Selecting All will result in the report timing out.**
- **GL Business Unit:** Populate with your business unit.

Payables Open Liability Reconciliation

Run Control ID: CORE35_Open_Llab_Recon [Report Manager](#) [Process Monitor](#)

Language:

Report Request Parameters

'Request ID:

'As of Date:

'Business Unit Option:

GL Business Unit 1 of 1



Process Scheduler Options

When the Run button is **clicked**, the Process Scheduler Request page lists the processes that generate an open liability reconciliation report. Use the PSNT server and select a Process List option.

Process Scheduler Request

User ID: CORE35 Run Control ID: CORE35_Open_Liab_Recon

Server Name: PSNT Run Date: 10/28/2007

Recurrence: Run Time: 3:27:56PM Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	'Type'	'Format'	Distribution
<input checked="" type="checkbox"/>	APGL Open Liab Recon Data/Rept	APY1400	PSJob	Web	PDF	Distribution
<input type="checkbox"/>	Summary AP/GL Open Liability	APY1400-	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Detail AP/GL Open Liability	APY1405-	Crystal	Web	PDF	Distribution

OK Cancel Refresh

The following Process List options either load data and generate a report or merely generate a report.

- [APGL Open Liab Recon Data/Rept](#): Loads data into the report tables based upon run request parameters and generates both summary and detail versions of the Payables Open Liability Reconciliation report.
- [Summary AP/GL Open Liability](#): Generates a summary version of the Payables Open Liability Reconciliation report using data that is already loaded into report tables. Use this option only when data is already loaded
- [Detail AP/GL Open Liability](#): Generates a detailed version of the Payables Open Liability Reconciliation report using data that is already loaded into report tables. Use this option only when data is already loaded.

NOTE: If the APGL Open Liab Recon Data/Rept option is selected, this job should be scheduled to run after hours as it takes a significant amount of resources to run. See page 42 for further information about scheduling reports and queries.

NOTE: Selecting a format of CSV for this report does not exclude the page breaks. It is best to run this report with a PDF format. After loading the data into the report tables, the reports can be run to Excel using the query tool. See page 38.



Process List

If the APGL Open Liab Recon Data/Rept option was selected, access to the APY1400 and APY1405 reports are through the link in the Process Name column from the Process List.

Process List **Server List**

View Process Request For

User ID: CORE35 Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4661668		PSJob	APY1410	CORE35	10/27/2007 11:24:13PM CDT	Success	Posted	Details
<input type="checkbox"/>	4661665		PSJob	APY1420	CORE35	10/27/2007 11:16:21PM CDT	Success	Posted	Details
<input type="checkbox"/>	4661658		PSJob	APY1400	CORE35	10/27/2007 9:14:50PM CDT	Success	Posted	Details

Process Detail

The jobs that loaded data into the tables are associated with the first two instances listed in the process detail. The APY1400 and APY1405 reports can be accessed with the third and fourth instance.

Process Detail

Process Name: APY1400

Main Job Instance: 4661658

Left | Right

- [4661658 - APY1400 Success](#)
- [4661659 - AP APY1405 Success](#)
- [4661660 - APY1400- Success](#)
- [4661661 - APY1405- Success](#)

Report

The Open Liability Reconciliation report provides the detail of the open liabilities recorded in the ledger as of a specified date. The sort orders of the APY1400 summary report is fiscal year and vendor name and the APY1405 detail report is fiscal year and vendor ID. The sum of the 202000 general ledger balances for all classes should agree to the report total. A portion of an APY1400 report is below.

PeopleSoft Accounts Payable
SUMMARY AP/GL OPEN LIABILITY ACCOUNT RECONCILIATION REPORT
As Of Date: Jun/30/2007

Currency	USD	US Dollar
GL Business Unit	09000	Office of State Finance
Ledger	ACTUALS	
Ledger Group	ACTUALS	
Account	202000	

Vendor ID	Vendor Name	Business Unit	Voucher ID	Invoice Date	Invoice ID	Monetary Amount
000077974	CORPORATE EXPRESS INC	09000	00010734	Jun/22/2007	79755210	86.70
	CORPORATE EXPRESS INC					86.70



AP/GL ACCOUNT RECONCILIATION

Navigation: Accounts Payable>Reports>Voucher Reconciliation>AP/GL Account Recon Request

The AP/GL Account Reconciliation report lists account totals by journal ID and account for a specified accounting period. Running the report requires populating appropriate report tables before generating the reports. To ensure other users do not override your table data, select or add a run control ID that is unique. Include initials, business unit, etc., in the run control ID.

AP/GL Account Recon Request

Find an Existing Value | Add a New Value

Run Control ID: CORE35_Account_Recon

Add

Find an Existing Value | Add a New Value

Report Parameters

AP/GL Account Reconciliation

Run Control ID: CORE35_Account_Recon | Report Manager | Process Monitor | Run

Report Request Parameters form with fields for Request ID, Description, Process Frequency, Business Unit, Ledger, Account, Accounting Period, and Fiscal Year.

- Request ID and Description: Enter a request ID and description that is meaningful. It can comprise any combination of characters.
Process Frequency: Select Always Process.
Business Unit: Enter the Business Unit.
Ledger and Account: Enter the Actuals Ledger and the account for the desired journal entries in the report.
Accounting Period: Enter the accounting period for which the report will be created.
Fiscal Year: Enter the four-digit fiscal year for the accounting period for which the report will be created.



AP/GL JOURNAL RECONCILIATION

Navigation: Accounts Payable>Reports>Voucher Reconciliation>AP/GL Journal Recon Request

The AP/GL Journal Reconciliation report lists account totals by journal line and journal ID. The report can be organized by accounting period, journal date, or journal ID. Running the report requires populating appropriate report tables before generating the reports. To ensure other users do not override your table data, select or add a run control ID that is unique. Include initials, business unit, etc., in the run control ID.

AP/GL Journal Recon Request

Find an Existing Value Add a New Value Run Control ID: CORE35_Journal_Recon Add

Report Parameters

- Request ID and Description: Enter a meaningful request ID and description... Process Frequency: Select Always Process. Business Unit: Enter the BU. Ledger: Enter Actuals. Report Option: Specify how the report data is to be organized. Accounting Period: Include detail in the report by accounting period... Journal Date: Include detail in the report by journal date... Journal ID: Include detail in the report by journal ID... Journal ID: Enter the journal date... Accounting Period: Enter the accounting period... Fiscal Year: Enter the four-digit fiscal year...

AP/GL Journal Reconciliation

Run Control ID: CORE35_Journal_Recon Report Manager Process Monitor Run

Report Request Parameters Request ID: CORE35 Description: Journal Reconciliation Process Frequency: Always Process Business Unit: 09000 Ledger: ACTUALS Report Option: Journal ID Journal ID: AP01181637 Journal Date: Accounting Period: Fiscal Year:



QUERIES

The system has the functionality to analyze subsets of the database and return this data. This is done through means of a query. Queried data is returned in the following formats:

- To the computer screen
- To a report
- Output to Microsoft Excel workbook

This chapter will focus only on the running of queries that have already been built.

Navigation: Reporting Tools> Query> Query Viewer

Find an existing query by entering criteria in the *Search By* fields. The first field allows searches by *Query Name* or *Description*, while the second uses *begins with*. The value of the search is entered in the blank field. The full query name or a partial name with the wildcard symbol of % can be entered. The *Advanced Search* can also be helpful if only part of a name or description is known. The following types of searches may be chained together:

- Name Begins With XXX
- Name Contains XXX
- Description Begins With XXX
- Description Contains XXX

Press on the **Search** button to search for the query. In the example, OCP_%AP% is used to search for accounts payable queries developed specifically for the state. (A search beginning with APY will provide a list of the delivered accounts payable queries.)

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: begins with
 [Advanced Search](#)

Advanced Search

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Query Name:
Description:
Uses Record Name:
Uses Field Name:



SEARCH RESULTS PAGE

The Search Results page appears. The results will list all queries that match the search criteria. The following information is displayed:

- Query name
- Query description
- Ownership (Public or Private)
- Actions allowed (Based on security access)
 - HTML: Query runs to the computer screen in a new browser instance
 - Excel: Query runs directly to Excel in a new browser instance
 - Schedule: Query is scheduled to run at a pre-defined time. See page 42.
 - Favorite: Query is added to a list of favorite queries on the Query Viewer page.

Scroll to the name of the query that you want to run. Not all queries appear on the page. To view more of the list, use the navigation buttons and links located on the header bar. To display all of the queries, select *View All* and use the scrollbar to go through the rest of the list.

Search Results

Folder View:

Query								Customize	Find	View All	First	1-30 of 61	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites						
OCP_0220_AP	Vouchers with Recycle Status	Public		HTML	Excel	Schedule	Favorite						
OCP_0222_AP	Vouchers Not Journal Generated	Public		HTML	Excel	Schedule	Favorite						
OCP_0223_AP	OCP_0223_AP Pymnt Exceptions	Public		HTML	Excel	Schedule	Favorite						
OCP_0224_AP	Budget Checking Error	Public		HTML	Excel	Schedule	Favorite						

To run a query from the list of queries without scheduling it, choose from *HTML* or *Excel* located on the same row as the required query name. If there are no prompts in the query, a new browser instance will display with the results of the query.

If there are prompts defined in the query, enter the desired criteria in the prompt fields. Prompts make the query dynamic in that each time it is run, you can change the selection criteria. Press to display the results of the query.



RUNNING A QUERY AS AN EXCEL SPREADSHEET

Queries can be run as an Excel spreadsheet. Many queries have prompts that can be populated with the desired criteria and run directly to Excel from the Query Viewer page. Other queries that are the basis of a report may prompt for a User ID and Run Control ID. Reports can also be run to Excel using Query Viewer, but the request parameter data must be loaded into the report tables first.

Navigation: Reporting Tools> Query> Query Viewer

QUERY WITH PROMPTS

In this example, a portion of the OCP_ALLTRANS_AP query is entered in the *Search By* field to search for and access the query. The query appears in the Search Results list.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: begins with

[Advanced Search](#)

Search Results

Folder View:

Query								Customize	Find	View All	First	1-2 of 2	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites						
OCP_ALLTRANS_AP	Fiscal YTD AP Transactions	Public		HTML	Excel	Schedule	Favorite						

The [Excel](#) link is selected to run the query. The following page appears.

From Business Unit:

To Business Unit:

From Accounting Date:

To Accounting Date:

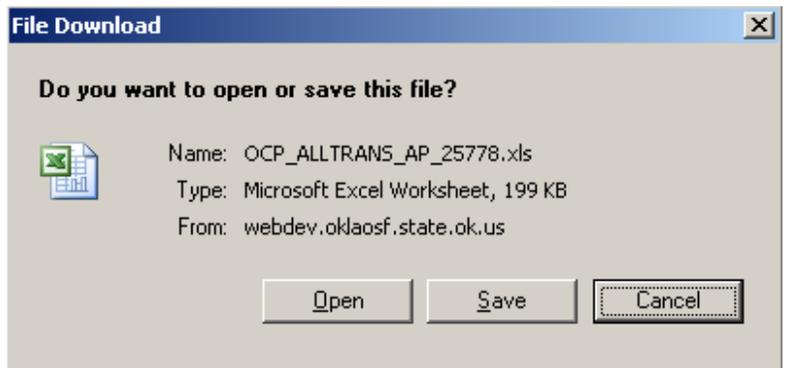
Business Unit	Class-Funding	Dept	Account	Sub-Account	Acctg Date	PO No.	More Info	Warrant Number	Amount	Name	Source	Vendor ID	Voucher ID	Date
---------------	---------------	------	---------	-------------	------------	--------	-----------	----------------	--------	------	--------	-----------	------------	------

No results are immediately available since this query has prompts defined for it. Therefore, prior to seeing the results, the required information must be entered. This query is prompting for the business unit and accounting dates. Once the prompts are populated, **click** to see the results.



Query with Prompts - continued

Whether the queries does or does not have prompts, the following file download message is displayed. The query can be opened directly to Excel or saved as an Excel file first.



After downloading the query results to Excel, many Excel tasks can be performed to analyze the information.

Busine	Class-Funding	Dept	Account	Sub	Acctg Date	PO No.	More Info	Warrant N	Amount
09000	19701	1000083	521230		6/4/2007			102979651	297.000
09000	19701	1000083	521230		6/4/2007			102979720	297.000
09000	19701	1000083	521250		6/4/2007			102979720	1.500
09000	19701	1000083	521230		6/4/2007			102980017	216.000
09000	19701	1000083	521230		6/4/2007			102979891	216.000
09000	19701	1000083	521240		6/4/2007			102979891	434.470
09000	19701	1000083	521250		6/4/2007			102979891	5.330
09000	19701	1000083	521230		6/4/2007			102979602	216.000
09000	19701	1000060	521240		6/4/2007			102994713	45.000
09000	19701	1000060	521230		6/4/2007			102994713	352.000
09000	19701	1000060	521260		6/4/2007			102994713	549.450
09000	21000	1003001	541230	17	6/4/2007	0909000806		102986411	13555.560

NOTE: If the HTML link is selected to run the query, the results displaying in the new browser can also be downloaded to Excel using the Excel Spreadsheet link.

From Business Unit:

To Business Unit:

From Accounting Date:

To Accounting Date:

Download results in : Excel SpreadSheet [CSV Text File](#) (489 kb)



QUERIES THAT PROMPT FOR A USER ID AND RUN CONTROL ID

A few accounts payable reports can be run using the CSV format from the report menu but most are set up to run with a PDF format. These reports can be run to Excel using Query Viewer, but the report must be run first from the report menu to load data into the report tables based upon run request parameters.

On page 31, the Open Liability Reconciliation Report was run. The report tables were loaded based on the parameters entered in the Report Request Parameters page on page 29. This report will be used to illustrate running the report to Excel using Query Viewer.

Navigation: Reporting Tools> Query> Query Viewer

The wildcard symbol with the report number is entered in the query *Search By* field to search for the Open Liability Reconciliation report. The query appears in the Search Results list.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: begins with

[Advanced Search](#)

Search Results

Folder View:

*Action:

Query		Customize	Find	View All	First	1 of 1	Last	
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	APY1400_OPEN_LIABILITY	AP/GL Open Liability Recon	Public		Edit	HTML	Excel	Schedule

The [Excel](#) link is selected to run the query. The following page appears.

User ID:

Run Control ID:

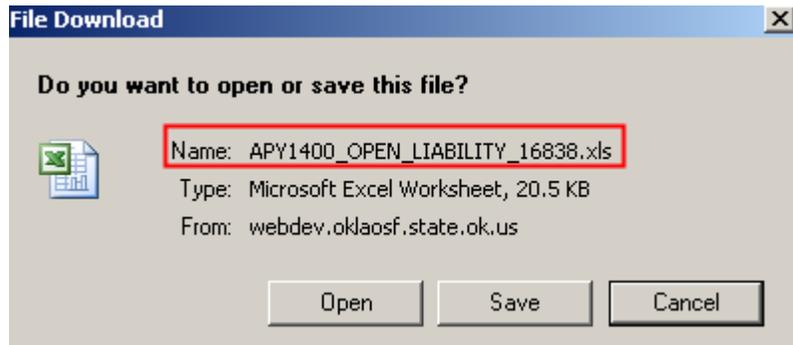
As of Date	GL Unit	Ledger Grp	Ledger	Account	Base Curr	Unit	Voucher	Amount	Vndr SetID	Vendor	Name	Date	Invoice	Descr	Descr
------------	---------	------------	--------	---------	-----------	------	---------	--------	------------	--------	------	------	---------	-------	-------

Enter your user ID and the exact Run Control ID used to run the report and **click** . The results will be based on the report request parameters used when the report was last run.



Queries that Prompt for a User ID and Run Control ID - continued

The following file download message displays. The query can be opened directly to Excel or saved as an Excel file first.



After downloading the query results to Excel, many Excel tasks can be performed to analyze the information.

AP/GL Open	48								
As of Date	GL Unit	Ledger Grp	Ledger	Account	Base Curr	Unit	Voucher	Amount	
7/30/2007	09000	ACTUALS	ACTUALS	202000	USD	09000	00010958	45.540	00
7/30/2007	09000	ACTUALS	ACTUALS	202000	USD	09000	00010957	114.370	00
7/30/2007	09000	ACTUALS	ACTUALS	202000	USD	09000	00010956	15.300	00
7/30/2007	09000	ACTUALS	ACTUALS	202000	USD	09000	00010955	85.860	00
7/30/2007	09000	ACTUALS	ACTUALS	202000	USD	09000	00010954	3.990	00
7/30/2007	09000	ACTUALS	ACTUALS	202000	USD	09000	00010953	10.000	00
7/30/2007	09000	ACTUALS	ACTUALS	202000	USD	09000	00010952	3009.500	00
7/30/2007	09000	ACTUALS	ACTUALS	202000	USD	09000	00010951	50.000	00
7/30/2007	09000	ACTUALS	ACTUALS	202000	USD	09000	00010950	11000.000	00
7/30/2007	09000	ACTUALS	ACTUALS	202000	USD	09000	00010949	800.000	00



SCHEDULING QUERIES

Queries can be scheduled to run at a predefined future time. Perhaps a query is run routinely or perhaps the query's run time is lengthy. Scheduling it to run after the nightly batch processes are complete but before the workday begins may be optimal; other queries may need to be scheduled to run at a particular time during the day.

The Voucher Register APY1010 report will be scheduled to run after the workday so that it is available the following morning. In the example, a supervisor uses it to monitor productivity, review the statuses of the vouchers, evaluate the encumbrances and distributions used on the vouchers, and retain it as a record of vouchers created.

REPORT PARAMETERS

Navigation: Accounts Payable>Reports>Vouchers>Voucher Register

The Voucher Register report can be run as a PDF report using the above navigation; however, the PDF report can be difficult to use effectively because of the way it is formatted. It is an excellent report in Excel format, but it is a report that requires the data be loaded into the report tables based upon run request parameters in order to run the query.

The parameters are entered in the Report Request Parameters panel with the Run Control ID CORE35_Vchr_Register.

Voucher Register

Run Control ID: CORE35_Vchr_Register

[Report Manager](#)

[Process Monitor](#)

Run

Language: English

Report Request Parameters	
Business Unit:	58000
Date Range	
From Date:	08/15/2007
Through Date:	08/15/2007
Print Options	
<input checked="" type="checkbox"/> Print Voucher Line	
<input checked="" type="checkbox"/> Print Distribution Line	

NOTE: A designated Run Control ID for reports that will be run as queries is recommended. An all purpose run control will not return query results if it is used to run another process before the query is run.



SCHEDULING THE QUERY

Navigation: Reporting Tools> Query> Query Viewer

The wildcard symbol with the report number is entered in the query *Search By* field to search for the Voucher Register report. The query appears in the Search Results list.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: begins with

[Advanced Search](#)

Search Results

*Folder View:

Query				Customize	Find	View All	First	1-5 of 5	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites		
AMAD1010_ADV_REVERSE_AMT	Advanced Depreciation Reverse	Public		HTML	Excel	Schedule	Favorite		
APY1010_VOUCHER_REGISTER	APY1010-Voucher Register	Public		HTML	Excel	Schedule	Favorite		

The [Schedule](#) link is selected to schedule the query. The following page appears.

Scheduled Query Run Control ID

Scheduled Query

Query Name:

Run Control ID:

Add a new Run Control ID that is meaningful to the query. Each scheduled query requires a designated Run Control ID. Click to display the next page.

Schedule Query Prompts

Operator ID:

Run Control ID:

Enter the prompt values. This query requires the Operator ID and Run Control ID used to run the report. The results will be based on the last report request parameters used in the report menu. Click to open the Schedule Query page.



Schedule Query Panel

Schedule Query

Run Control ID: CORE35_Vchr_Reg_Query

[Report Manager](#) [Process Monitor](#)

Enter a meaningful description. It can be comprised of any characters but it is a required field. The prompt values populated from the prior page but other scheduled queries may request dates or other criteria. Add or change the prompt values accordingly. Click **Apply** to open the Process Scheduler.

Query Name: APY1010_VOUCHER_REGISTER

Description: Daily Voucher Register

[Update Parameters](#)

Prompt Name	Value
OPRID	CORE35
RUN_CNTL_ID	CORE35_Vchr_Register

OK Cancel Apply

Process Scheduler Request

Process Scheduler Request

User ID: CORE35

Run Control ID: CORE35_Vchr_Reg_Query

Server Name: PSUNX

Run Date: 08/16/2007

Recurrence:

Run Time: 5:00 AM

Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	XLS	Distribution

- Select the Server Name PSUNX.
- Enter the Run Date and Run Time.
- Select the XLS format. If the output from the report is too much for Excel to handle, select TXT and save the file as .TXT extension so I can be split before the import to Excel.
- If the query is to be distributed to other users, **click** the Distribution link and enter the User IDs.
- **Click** **OK** to complete the scheduling of the query.

NOTE: There may be PDF reports that are run routinely that do not need to be run to Excel. These reports can also be scheduled to run using the Process Scheduler Request by specifying a run date and run time. If a report does not require updated parameters, e.g. Match Exception Report, Budget Checking Error report, a time can be selected from the Recurrence field. A recurring process instance is identified with a green circular arrow on the Process Monitor.



ACCESSING THE SCHEDULED QUERY

Navigation: PeopleTools>Process Scheduler>Process Monitor

Use the above navigation to access the Voucher Register report in XLS format. If a run date and run time were selected, the query will begin processing at the scheduled run time.

Process List **Server List**

View Process Request For

User ID: CORE35 Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

Process List Customize | Find | View All | First 1-8 of 8 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4661722		Crystal	APY1010-	CORE35	'08/16/07 5:00 AM CDT	Success	Posted	Details

- The query will be available when the Run Status is *Success* and Distribution Status is *Posted*.
- If the query was scheduled more than one day prior to the actual run time, change the Last field to the number of days between the request date and the current date. For example, if the request date was on Friday to run for Monday, the Last Field would need to be changed to 2 or 3 days, depending on the time the request is made. If on October 1, a monthly report is scheduled to run on November 1, the Last field would need to be changed to 32 days.
- Scheduled query results should be accessible for seven days.

Query Results

APY1010 63

Operator ID = CORE35

Run Control ID = CORE35 Vchr Register

Unit	Voucher	Invoice Number	Date	Vendor ID	Name 1	SetID	Group	Origin	User	Status	Acctg Dat.
58000	00042873	0891949200002	7/24/07	7/24/2007	0000076926	CITY OF OKLAHOMA CITY	00000	ONL	JDOSS	Postable	8/15/2007
58000	00042874	8060050000001	7/23/07	7/23/2007	0000076926	CITY OF OKLAHOMA CITY	00000	ONL	JDOSS	Postable	8/15/2007
58000	00042875	8060051000001	7/23/07	7/23/2007	0000076926	CITY OF OKLAHOMA CITY	00000	ONL	JDOSS	Postable	8/15/2007
58000	00042876	8060051100001	7/23/07	7/23/2007	0000076926	CITY OF OKLAHOMA CITY	00000	ONL	JDOSS	Postable	8/15/2007
58000	00042877	8111084900001	7/23/07	7/23/2007	0000076926	CITY OF OKLAHOMA CITY	00000	ONL	JDOSS	Postable	8/15/2007
58000	00042878	8060052100001	7/23/07	7/23/2007	0000076926	CITY OF OKLAHOMA CITY	00000	ONL	JDOSS	Postable	8/15/2007
58000	00042879	8060052000001	7/23/07	7/23/2007	0000076926	CITY OF OKLAHOMA CITY	00000	ONL	JDOSS	Postable	8/15/2007
58000	00042880	0000000153401	7/23/07	7/23/2007	0000076926	CITY OF OKLAHOMA CITY	00000	ONL	JDOSS	Postable	8/15/2007
58000	00042881	0000003960201	7/24/07	7/24/2007	0000076926	CITY OF OKLAHOMA CITY	00000	ONL	JDOSS	Postable	8/15/2007
58000	00042882	23800109		8/1/2007	0000000580	DEPARTMENT OF CENTRAL SERVICES	00000	ONL	JDOSS	Postable	8/15/2007
58000	00042883	56800001		7/17/2007	0000000580	DEPARTMENT OF CENTRAL SERVICES	00000	ONL	JDOSS	Postable	8/15/2007
58000	00042884	56800002		7/17/2007	0000000580	DEPARTMENT OF CENTRAL SERVICES	00000	ONL	JDOSS	Postable	8/15/2007



DISTRIBUTED SCHEDULES

Navigation: Reporting Tools> Report Manager> Administration Tab

Use the above navigation to access the query results if the scheduled query was distributed to your User ID.

[List](#)
[Explorer](#)
[Administration](#)
[Archives](#)

View Reports For

User ID:
 Type:
 Last: Days

Status:
 Folder:
 Instance: to:

Report List [Customize](#) | [Find](#) | [View All](#) | 1-16 of 16

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2373990	4661723	Daily Voucher Register	10/16/07 5:00:00AM	Microsoft Excel Files (*.xls)	Posted	Details

- The query will be available when the Run Status is Success and Distribution Status is Posted.
- If the query was scheduled more than one day prior to the actual run time, change the Last field to the number of days between the request date and the current date. For example, if the request date was on Friday to run for Monday, the Last Field would need to be changed to 2 or 3 days, depending on the time the request is made. If on October 1, a monthly report is scheduled to run on November 1, the Last field would need to be changed to 32 days.
- Scheduled query results should be accessible for seven days.



RUN THE SCHEDULE QUERY PROCESS

If a query has previously been scheduled, the query can be scheduled for the next process instance using Query Schedule rather than Schedule Viewer. If the query requires updated report request parameters, enter the updated parameters on the Schedule query panel or from the report menu. In our example, the Voucher Register report requires the parameters be updated through the report menu.

Navigation: Accounts Payable>Reports>Vouchers>Voucher Register

The Run Control ID designated to the report is used to access the Report Request Parameters page. The From Date and Through Date fields were changed to the next day and saved. This particular report does not need to be run again before running the query.

Voucher Register

Run Control ID: CORE35_Vchr_Register [Report Manager](#) [Process Monitor](#) [Run](#)
Language: English

Report Request Parameters							
Business Unit:	58000						
<table border="1"> <thead> <tr> <th>Date Range</th> <th>Print Options</th> </tr> </thead> <tbody> <tr> <td>From Date:</td> <td><input checked="" type="checkbox"/> Print Voucher Line</td> </tr> <tr> <td>Through Date:</td> <td><input checked="" type="checkbox"/> Print Distribution Line</td> </tr> </tbody> </table>		Date Range	Print Options	From Date:	<input checked="" type="checkbox"/> Print Voucher Line	Through Date:	<input checked="" type="checkbox"/> Print Distribution Line
Date Range	Print Options						
From Date:	<input checked="" type="checkbox"/> Print Voucher Line						
Through Date:	<input checked="" type="checkbox"/> Print Distribution Line						

Navigation: Reporting Tools> Query> Query Schedule

Enter the schedule query run control ID or **click** the Search button and select from a list of available run control IDs.

Schedule Query

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search by: Run Control ID begins with CORE35_Vchr_Reg_Qu
 Case Sensitive
 [Advanced Search](#)

The Schedule Query Panel opens. Continue scheduling the query as illustrated on page 44.



AVAILABLE QUERIES

Following is a listing of frequently used accounts payable queries with a brief description of each of them. The list is not all-inclusive and does not include the reports that can be run as queries. Refer to pages 26 – 28 for the report numbers. They can be used to search for the query name of the reports.

Query Name	Description
OSF_VENDOR_CHECK	Identifies vendor ID(s) for vendor with a specified TIN number.
OCP_CHANGE_IN_AP	Detail voucher lists that composes the "Change in AP" column on the Summary Receipts and Disbursements (SR&D) Report.
OCP_EXPENDITURE_VOUCHERS_SRD	Detail voucher list composing the miscellaneous claims portion of the "Expenditures" column on the SR&D Report.
OCP_PR_WH_ACCT_BAL_DETAIL	Detail GL journal entry which composes the payroll withholding account balances for 633xxx. Query assists with reconciliation of SR&D report.
OCP_PAYROLL_FUND_TRANSFER (_PS)	Payroll funding from which the summarized query results added to the total Expenditure by class funding (account 5xxxxx only) should add to the Expenditures column in the SR&D Report for the month.
OCP_CH_IN_AP_JV	Identifies journal vouchers that cross classes. Query assists with reconciliation of SR&D report.
OCP_ALLTRANS_AP	Lists paid AP transactions by voucher distribution line for accounting dates selected. Includes warrant numbers and comments. The report is Fiscal YTD AP Transactions in the General Ledger reports.
OCP_VCHR_DETAIL_NOT_PAID_REV	Lists vouchers without a warrant number as of a specified date.
OCP_AP0336_BU_WARRANT_INQ	Inquires on information and status of a specified warrant.
OCP_AP0071A_36MTH_NOTREIS_CNXS	Inquires on warrants that have not been reissued or marked as "Do Not Reissue". Report is provided to outside collection company and should be reviewed by BU to monitor warrants cancelled by statute.
OCP_PAYROLL_VCHR_STG_VALIDATIO	Identifies the payroll withholding vouchers loaded to the staging tables.
VOUCHERS_DELETED	Inquires on information of all deleted vouchers.
VOUCHER_PO_DISTLINE	Query particularly useful when voucher distribution line liquidates against a PO distribution line that has been zeroed. Also useful to use for large P Card vouchers.
OCP_EDT_VOUCHER_ID	Identifies the voucher number assigned to a claim number.
OCP_PO0356	Query used by payers to identify remaining encumbrance by PO distribution line