

State of Oklahoma

COR118

AP Inquiry and Reporting Manual
Office of Management & Enterprise Services



OKLAHOMA

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Document History

Document Revision	Date	Description
1.0	05/01/2014	Initial Document
2.0	11/01/2021	Upgrade Update
3.0	10/16/2024	Upgrade Update



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
- Interfaces
- Payments
- Suppliers

Voucher Inquiry

Use the Voucher Inquiry page 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 results by parameters specified.
- Voucher Inquiry Results – Displays search results.

Examples of questions to use this inquiry to answer:

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

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

Navigate to the page or link from another inquiry. You must populate From Business Unit; the other fields are optional to narrow your search. Multiple search criteria and ranges of data allow for very specific searches. Enter all known criteria and **click** the **Search** button.

NOTE: When you access this page via a link, the search criteria and voucher inquiry results populate based on the data from the selected voucher.



Voucher Inquiry

▼ **Search Criteria**

Search Name	ALL	Q		
	From		To	
From Business Unit	09000	Q	09000	Q
From Voucher ID		Q		Q
From Invoice Number		Q		Q
Supplier SetID	00000	Q		
From Supplier Short Name		Q		Q
From Supplier Name		Q		Q
From Additional Name		Q		Q
From Vendor ID	0000265207	Q	0000265207	Q
Supplier Location		Q		
Entry Status		▼		
Incomplete Voucher		▼		
From Accounting Date	04/01/2024	📅	04/01/2024	📅
From Invoice Date		📅		📅
From Due Date		📅		📅
From Entered Date		📅		📅
Origin Set ID		Q		
From Origin		Q		Q
From Control Group		Q		Q
Lease Number		Q		
PO Business Unit		Q		
From PO ID				
From Item ID				
*Amount Rule	Any	▼		
Amount				
*Currency		Q		
*Voucher Style	All Vouchers	▼		
Post Status		▼		
Approval Status		▼		
Voucher Balance		▼		
Voucher Source		▼		
User ID				
GL Business Unit				
Account				
Dept				
VAT No				
Process Instance				
Match Status		▼		
Sanctions Status		▼		
Max Rows	300		Search	Clear

▼ **Sort Criteria**

*Sort By: Voucher ID ▼

*Sort Asc/Dsc: Ascending ▼

Sort Display

Results are split among **tabs** for Voucher Details, Amounts, More Details, and Supplier Details.

To change the order of the results, adjust your **Sort Criteria** and click the **Sort Display** button.

Voucher Details Tab

Voucher Inquiry Results

1-3 of 3 | View All

Voucher Details | Amounts | More Details | Supplier Details | ||>

Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
▼ Actions	09000	00193565	101129043	03/31/2024	0000265207	Postable	<input type="checkbox"/>	Matched	ORACLE-001
▼ Actions	09000	00193566	100813785	03/31/2024	0000265207	Postable	<input type="checkbox"/>	Matched	ORACLE-001
▼ Actions	09000	00193567	100814014	03/31/2024	0000265207	Postable	<input type="checkbox"/>	Matched	ORACLE-001

Includes transaction information. To obtain additional information, select the [Actions](#) dropdown in the far left column:

- **Voucher Accounting Entries:** Access page in a separate window where detailed information about a voucher's associated accounting entries can be viewed while reviewing the Voucher Inquiry Results. Refer to Voucher Accounting Entries section.
- **Match Workbench:** Access page in a separate window where detailed information about matched documents for selected voucher can be viewed while still reviewing the Voucher Inquiry Results. Refer to Matching in the COR112 PO Voucher manual for a discussion of Match Workbench.
- **Payment Details:** Access page in a separate window where additional information about a voucher payment can be viewed. Refer to Payment Inquiry section.
- **Scheduled Payment Inquiry:** Access page in a separate window where scheduled payment information for a supplier or group of suppliers can be retrieved. Refer to Schedule Payment Inquiry.
- **Voucher Lines Detail:** Access page in a separate window where voucher lines and any associated distribution line details can be viewed.



Amounts Tab

The various amounts and charges are listed on this tab.

Voucher Inquiry Results

1-3 of 3 | View All

Voucher Details | **Amounts** | More Details | Supplier Details |

Actions	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
▼ Actions	09000	00193565	USD	10,601.11	0.00	0.00	0.00	0.00	10,601.11	10,601.11
▼ Actions	09000	00193566	USD	3,107.59	0.00	0.00	0.00	0.00	3,107.59	3,107.59
▼ Actions	09000	00193567	USD	2,967.09	0.00	0.00	0.00	0.00	2,967.09	2,967.09

More Details Tab

Displays the various statuses of the voucher and associated dates.

Voucher Inquiry Results

1-3 of 3 | View All

Voucher Details | Amounts | **More Details** | Supplier Details |

Actions	Business Unit	Voucher ID	Voucher Style	Supplier Loc	Post Status	Approval Status	Approval History	Close Status	Origin	Due Date	Basis Date	Acctg Date	Entered on	Budget Header Status	Budget Misc Status
▼ Actions	09000	00193565	Regular Voucher	0001	Posted	Approved	Approval History	Open	ONL	03/31/2024	03/31/2024	04/01/2024	04/01/2024	Valid	Valid Budget Check
▼ Actions	09000	00193566	Regular Voucher	0001	Posted	Approved	Approval History	Open	ONL	03/31/2024	03/31/2024	04/01/2024	04/01/2024	Valid	Valid Budget Check
▼ Actions	09000	00193567	Regular Voucher	0001	Posted	Approved	Approval History	Open	ONL	03/31/2024	03/31/2024	04/01/2024	04/01/2024	Valid	Valid Budget Check

Supplier Details Tab

Includes supplier information for the voucher.

Voucher Inquiry Results

1-3 of 3 | View All

Voucher Details | Amounts | More Details | **Supplier Details** |

Actions	Business Unit	Voucher ID	Supplier ID	Short Supplier Name	Supplier Name	Additional Name	History Status
▼ Actions	09000	00193565	0000265207	ORACLE-001	ORACLE AMERICA INC		<input type="checkbox"/>
▼ Actions	09000	00193566	0000265207	ORACLE-001	ORACLE AMERICA INC		<input type="checkbox"/>
▼ Actions	09000	00193567	0000265207	ORACLE-001	ORACLE AMERICA INC		<input type="checkbox"/>



Voucher Document Status

Use the Voucher Document Status page to inquire and cross-reference related documents from procurement to payment starting with a voucher number. Get quick access to requisitions, purchase orders, receivers and payments associated with the requested voucher.

Navigation: *Accounts Payable>Review Accounts Payable Info>Vouchers>AP Voucher Document Status*

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

Search Criteria

*Business Unit = 09000

Voucher ID begins with 00144623

Invoice Number begins with

Invoice Date =

Supplier ID begins with

Short Supplier Name begins with

☐ Case Sensitive

Search **Clear** Basic Search Save Search Criteria

Navigate to the Voucher Document Status Inquiry page.

At a minimum, the Business Unit must be populated; the other fields are optional and serve to narrow your search. Multiple search criteria and ranges of data allow for very specific searches.

Enter all known criteria and **click the Search** button.



Voucher Document Status

Business Unit 09000 Voucher ID 00144623 Document Tolerance Status Valid
 Invoice ID 45280851 Invoice Date 06/30/2021 Budget Misc Status Valid
 Gross Amount 62686.51 USD Approval Status Approved Budget Status Valid
 Supplier ID 0000265207 Actions ORACLE-001 Document Type Voucher Match Status Matched
 Location 0001 Status Posted

Requisitions(1) Sourcing Events Procurement Contracts Purchase Orders(1) Service Work Orders Receipts Returns Vouchers Payments(1)

Show All

Associated Document

1-3 of 3 View All

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
▼ Actions		09000	Requisition	0900014577	Approved	10/07/2020			
▼ Actions		09000	Purchase Order	0909018853	Dispatched	03/27/2020	0000265207	0001	
▼ Actions	46700		Payment	052259820	Posted	07/07/2021	0000265207	0003	

Return to Search Refresh

Use the links at the top of the page to link to related documents starting with the Voucher ID.

- **Voucher ID:** Access the Voucher Inquiry page in a separate window by **clicking** the [link](#).
- **Supplier ID Actions:** Access Supplier Information, Maintain Supplier Conversations, and Review Supplier Contacts.
- **Status:** Access Voucher Accounting Entries if voucher posting status is [Posted](#).
- **Document Tolerance Status:** Access the Document Tolerance Exceptions page if the status is Error.
- **Budget Status:** Access the Voucher Exceptions page if the budget status is Error.
- **Match Status:** Access one of the Match Workbench pages depending on the voucher's match status. The link is only active for vouchers that require matching (required for all POs except Authority Orders.)



Documents Tab

Associated Document									
<div> <div> <div></div> <div></div> </div> <div>1-3 of 3</div> <div>View All</div> </div>									
<div> <div>Documents</div> <div>Related Info</div> <div> ></div> </div>									
Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
▼ Actions		09000	Requisition	0900014577	Approved	10/07/2020			
▼ Actions		09000	Purchase Order	0909018853	Dispatched	03/27/2020	0000265207	0001	
▼ Actions	46700		Payment	052259820	Posted	07/07/2021	0000265207	0003	

- **DOC ID:** Access the inquiry page for that document type selected.
- **Document Status Inquiry:** Access the Document Status Inquiry page for the document selected. 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				
<div> <div> <div></div> <div></div> </div> <div>1-3 of 3</div> <div>View All</div> </div>				
<div> <div>Documents</div> <div>Related Info</div> <div> ></div> </div>				
Actions	SetID	Business Unit	Document Type	Accounting Entries
▼ Actions		09000	Requisition	
▼ Actions		09000	Purchase Order	Accounting Entries
▼ Actions	46700		Payment	Accounting Entries

- **Accounting Entries:** Access the Document Type Accounting Entries (Requisition, PO, or Payment).



Voucher Accounting Entries

Use Voucher Accounting Entries to view posted accounting entries, which are the source for many of the Accounts Payable reports, including the 6 Digit Expenditure Detail by Journal Date, Professional Services, and Travel Expenditure.

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

Navigate to the page, or link from another inquiry.

Enter the Business Unit and a voucher ID or invoice number to return data.

Click the **Search** button.

Voucher Accounting Entries

*Business Unit: 09000 Voucher ID: 00144623 Invoice Number: 45280851

*Accounting Line View Option: Standard Invoice Date: 06/30/2021 ☐ Show Foreign Currency

Supplier ID: 0000265207 *Sort By: Posting Process

Supplier Name: ORACLE AMERICA INC

Accounting Information | | | 1 of 3 | | | [View All](#)

Posting Process: AP Accrual GL Dist Status: Distributed Posting Date: 07/06/2021

Description	Monetary Amount DR	Monetary Amount CR	Currency Code	Ledger	GL Unit	Accounting Date
Accounts Payable		62,686.51	USD	ACTUALS	09000	06/30/2021
FY21-Addtl Cloud Environments	62,686.51		USD	ACTUALS	09000	06/30/2021

The invoice date, supplier ID and supplier name of the voucher populate according to the search criteria.

Accounting Information

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 entries appear as 1 of 2, 2 of 2, etc. Select [View All](#), or scroll through each to see the accrual, payment, cancel, closure and unposted entries.

Main Information Tab

Displays the monetary amounts associated with the General Ledger business unit of an accounting entry.

Voucher Accounting Entries

*Business Unit: 09000 Voucher ID: 00144623 Invoice Number: 45280851

*Accounting Line View Option: Standard Invoice Date: 06/30/2021

Supplier ID: 0000265207 Supplier Name: ORACLE AMERICA INC

*Sort By: Posting Process Search Reset

Accounting Information 1 of 3 View All

Posting Process: AP Accrual GL Dist Status: Distributed Posting Date: 07/06/2021

1-2 of 2 View All

Main Information Chartfields Journal II>

Description	Monetary Amount DR	Monetary Amount CR	Currency Code	Ledger	GL Unit	Accounting Date
Accounts Payable		62,686.51	USD	ACTUALS	09000	06/30/2021
FY21-Addtl Cloud Environments	62,686.51		USD	ACTUALS	09000	06/30/2021

Chartfields Tab

Displays the account and other Chartfields to which an accounting entry has been charged.

Accounting Information 1 of 3 View All

Posting Process: AP Accrual GL Dist Status: Distributed Posting Date: 07/06/2021

1-2 of 2 View All

Main Information **Chartfields** Journal II>

Tax Authority	Account	Alt Acct	Operating Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref	Sub-Account	PC Business Unit	Project
	202000			1000			19101				
	532170		IS009152	1000	8800101	D0102	19101	21	01	09000	090S004895



Journal Tab

Displays the information related to the general ledger journal ID.

Journal ID	Line	Journal Date	Doc Type	DocSeqNb	Doc Seq Date	Budget Date	Budget Status	Primary
AP04233168	8	07/07/2021				06/30/2021	V	Y
AP04233168	54	07/07/2021				06/30/2021	V	Y

- **Journal ID, Line, Journal Date:** Displays the general ledger journal ID, line number and journal date assigned by the Journal Generator process for an accounting entry. If these fields are blank, then this accounting entry has not been journal generated.
- **Budget Date:** Displays the date used in the Budget Processor process 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.

NOTE: When the receiving agency claims payment was not received: Use Voucher Accounting Entries to research an interagency payment. The Payments Posting Process provides the AP journal ID for the GL unit receiving the payment. The receiving agency reviews the AP journal ID on the Treasurer Activity Report (General Ledger>General Reports>Treasurer Activity Report).



Journal Drill Down

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

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

Journal Drill Down

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

[Find an Existing Value](#)

Search Criteria

*Business Unit = 09000

Journal ID begins with AP04233168

Journal Date =

GL Journal Line Number =

Ledger begins with

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

Search Results

View All 1-71 of 71

Business Unit	Journal ID	Journal Date	GL Journal Line Number	Ledger
09000	AP04233168	07/07/2021	1	ACTUALS
09000	AP04233168	07/07/2021	2	ACTUALS
09000	AP04233168	07/07/2021	3	ACTUALS
09000	AP04233168	07/07/2021	4	ACTUALS
09000	AP04233168	07/07/2021	5	ACTUALS
09000	AP04233168	07/07/2021	6	ACTUALS

Navigate to the search page. **Business Unit** must be populated; the other fields are optional to narrow your search. Multiple criteria and the ability to enter ranges of data allow for very specific searches.

Enter all known criteria and **click** the **Search** button.

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 GL Journal Line Number is used in the screenshots below.

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



Chartfields Tab

Displays the Payables business unit and the Chartfields combinations to which the accounting entries have been charged. By default, only the first Chartfields transaction displays. View All activates in the Details segment when multiple transactions are available. If there are multiple distribution lines, select [View All](#) to expand all available distribution lines.

Drill to Source

Journal ID

Business Unit 09000 Journal AP04233168 Date 07/07/2021 GL Journal
 Ledger ACTUALS Line 1 Line Descr AP Accruals

Chartfields

1-1 of 1 View All

Account	Operating Unit	Fund Type	Dept	Program	Class-Funding	Class Funding Affiliate	Bud Ref	Sub-Account	PC Business Unit	Project	Activity
202000		1000			48900						

Base Currency USD Base Amount DR 0.00 Base Amount CR 4,600.00
 Currency USD Transaction Amount DR 0.00 Transaction Amount CR 4,600.00
 Statistics Code Statistic Amount

Details

1-1 of 1 View All

Chartfields Voucher Information Document Information II>

Unit	Acctg Date	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	PC Business Unit	Project	Activity	Analysis
09000	07/01/2021		1000	48900								

Save Return to Search Previous in List Next in List Notify

Voucher Information Tab

Drill to Source

Journal ID

Business Unit 09000 Journal AP04233168 Date 07/07/2021 GL Journal
 Ledger ACTUALS Line 1 Line Descr AP Accruals

Chartfields

1-1 of 1 View All

Account	Operating Unit	Fund Type	Dept	Program	Class-Funding	Class Funding Affiliate	Bud Ref	Sub-Account	PC Business Unit	Project	Activity
202000		1000			48900						

Base Currency USD Base Amount DR 0.00 Base Amount CR 4,600.00
 Currency USD Transaction Amount DR 0.00 Transaction Amount CR 4,600.00
 Statistics Code Statistic Amount

Details

1-1 of 1 View All

Chartfields **Voucher Information** Document Information II>

Voucher ID	Descr	Vchr Line	Distrib Line	Amount	Currency	Base Amount	Currency
00144687	Accounts Payable	1	1	-4600.00	USD	-4600.00	USD

Save Return to Search Previous in List Next in List Notify

- **Voucher ID:** [Links](#) access the Voucher Accounting page of selected voucher.
- **Amount:** Displays the distribution line amount of the voucher associated with this journal line.

PO Inquiry

The 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*

Navigate to the search page. Business Unit must be populated; the other fields are optional to narrow your search. Multiple criteria and ranges of data allow for very specific searches to be accomplished.

PO Inquiry

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

Find an Existing Value

▼ Search Criteria

*Business Unit

= ▼

09000

Q

PO Number

begins with ▼

0909015292

Purchase Order Date

= ▼

Supplier ID

begins with ▼

Q

Short Supplier Name

begins with ▼

Q

Search

Clear

Basic Search

Save Search Criteria

Enter all known criteria and **click** the **Search** button.



PO Inquiry Results

Contains information from the Purchase Order page header.

Purchase Order

Business Unit 09000 PO No. 0909015292
 PO Date 05/25/2017 Match Rule STANDARD
 Supplier ID 0000232739 Location 0001 BOB HURLEY FORD LIMITED LIABILITY COMPAN

PO Line Q | 1 of 3 | View All

Line Number 1 Sched Num 1
 Item ID 1000009373 Description 2017 FORD FUSION Model Code: P0G
 Merchandise Amt 52410.00 USD
 PO Qty 3.0000 Match Status PO Matched

Invoice Details

Q | 1-1 of 1 | View All

AP Unit	Voucher	Line	Entry Status	Close Status	Match Status	Merchandise Amt	Currency	UOM	Quantity	Finalized Distribution
09000	00087590	1	Postable	Open	Matched	52410.00	USD	EA	3.0000	N

Receiver Details

Q | 1-1 of 1 | View All

BU Recv	Receipt No	Receipt Line	Match Status	Amount	Currency	UOM	Recv Qty	Accept Qty
09000	0000001426	1	Matched	52410.00	USD	EA	3.0000	3.0000

RTV Details

Q | 1-1 of 1 | View All

BU RTV	RTV ID	RTV Line	Status	Return Action	Disposition	Reason Code	UOM	Return Qty	Ship Qty

[Save](#) [Return to Search](#) [Notify](#)

PO Line

Contains PO Line information, including match status. The PO Inquiry page defaults to the first PO line and schedule. The PO Line header bar indicates any multiple PO lines with navigation links to view them. Click the **Right Arrow** button to view next line.

Invoice Details

Lists vouchers associated with the PO line and schedule, including deleted vouchers. By default, the first three vouchers display. The header bar indicates any multiple vouchers with navigation links to view them. Voucher statuses include Entry Status, Match Status, and Finalized Distribution.

Receiver Details

Lists receipts associated with the PO line and schedule. By default, the first three receipts display. The header bar indicates any multiple receipts with navigation links to view them. Also includes the receipt's match status, which will be Matched only if the PO line required receiving. If the PO receiving was set to Optional, match status will be To Match, even when the voucher is paid.

Payment Inquiry

The Payments Inquiry page provides detailed information about the warrant issued for the selected voucher and can be used to answer questions such as:

- Has the payment cleared the bank?
- What is the amount of the warrant?
- What vouchers are paid on the warrant?

The Payment Inquiry page is linked from the Payment Inquiry link on the Payments tab of the Voucher Component, or from the Actions icon on the Voucher Inquiry page.

Navigation: *Accounts Payable>Vouchers>Add/Update>Regular Entry*

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

Search Criteria

Business Unit

Voucher ID

Invoice Number

Invoice Date

Short Supplier Name

Supplier ID

Supplier Name

Voucher Style

Related Voucher

Entry Status

Voucher Source

Incomplete Voucher

☐ Case Sensitive

Enter Business Unit and additional Voucher information to narrow search results.

Click the **Search** button.

Search Results

[View All](#) 1-1 of 1

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Voucher Source	Incomplete Voucher
09000	00144669	24388031	1917.6	1917.6	06/24/2021	GALT FOUND-001	0000067055	GALT FOUNDATION	Regular	(blank)	Postable	Online	Complete



Summary	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	09000	Invoice No	24388031	
Voucher ID	00144669	Invoice Date	06/24/2021	
Voucher Style	Regular Voucher	*Pay Terms	00	0 Days
Total Amount	1,917.60	Schedule Payments		
Supplier Name	GALT FOUNDATION			

Payment Information				
Payment	1			
*Remit to	0000067055	Gross Amount	1,917.60	USD
Location	0002	Discount	0.00	USD
*Address	2	Scheduled Due	07/01/2021	
		Net Due	06/24/2021	
		Discount Due		
		Accounting Date	07/07/2021	
GALT FOUNDATION 312 NW 13TH ST OKLAHOMA CITY, OK 73103-3790				

To access the Payment Inquiry page, select **Payment Inquiry** on the voucher at far right in the Payment Information segment of the **Payments** tab. The link activates when a Reference is on the voucher.

NOTE: Since the Payment Inquiry page cannot be accessed directly, the query OCP_AP0336_BU_WARRANT_INQ is provided to obtain warrant information quickly when the warrant ID is known. The query parameters include Business Unit, so access is limited to a user's business unit security.

When you access the Payment Inquiry page 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

From Supplier Name 1 To

Supplier Location

*Amount Rule

Amount

*Currency

Bank SetID

Bank Code

Bank Account

Bank Account #

From Ref ID

From Payment Date

Payment Method

Pay Cycle

Seq Num

Payment Status

Remit SetID

Remit Supplier

Settle By

Settlement Status

☐ Single Payment Vouchers

Max Rows [Keyword Search](#)

☐ Show Chart *Chart Type

Results are divided among the Payment Details, Additional Info, Supplier Details, and Financial Gateway tabs. Detailed information from each tab, excluding Financial Gateway, is explained.

▼ **Sorting Criteria**

1st sort

2nd sort

Payment Inquiry Result

1-1 of 1

Payment Details Additional Info Supplier Details Financial Gateway ||

Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
▼ Actions	VCHR	052259796	System Check	4,900.90	USD	07/07/2021	07/07/2021	Paid	Reconciled	07/08/2021



Payment Details Tab

Sorting Criteria

1st sort: Bank Account

2nd sort: Payment Reference ID

Payment Inquiry Result

1-1 of 1 | View All

Payment Details | Additional Info | Supplier Details | Financial Gateway | I»

Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
▼ Actions	VCHR	052259796	System Check	4,900.90	USD	07/07/2021	07/07/2021	Paid	Reconciled	07/08/2021

Contains information about payment status, dates, and amounts.

- **Payment Reference ID:** Links access Vouchers For A Payment page and the vouchers included in the payment.
- **Reconciliation Status:** Displays whether the payment has been reconciled (cashed).
- **Reconcile Date:** Displays the reconciliation date if the payment has been reconciled.

Vouchers For a Payment

In this example, the warrant paid four vouchers. Select the Voucher ID links to access the Voucher Inquiry page for that voucher.

Vouchers For a Payment

[Back To Payment Inquiry](#)

Bank Name: Office of State Treasurer
Bank Account #: *****3333

Pay Cycle: WF Seq Num: 650
Supplier Name: GALT FOUNDATION
Address: 312 NW 13TH ST

OKLAHOMA CITY OK 73103-3790 USA
Payment Amount: 4,900.90 USD Payment Method: CHK

Pymnt Ref ID: 052259796
Accounting Date: 07/07/2021
Payment Date: 07/07/2021
Days Outstanding: 1
Payment Clear Date: 07/08/2021
Reconcile Date: 07/08/2021
Value Date: 07/07/2021

Description:

Details

1-4 of 4 | View All

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
09000	00144693	1	06/24/2021	24388151	750.60	750.60	USD			Accounts Payable Vouchers
09000	00144673	1	06/24/2021	24387621	1,565.50	1,565.50	USD			Accounts Payable Vouchers
09000	00144669	1	06/24/2021	24388031	1,917.60	1,917.60	USD			Accounts Payable Vouchers
09000	00144667	1	06/24/2021	24388021	667.20	667.20	USD			Accounts Payable Vouchers



Additional Info Tab

Payment Inquiry Result

Q

Payment Details

Additional Info

Supplier Details

Financial Gateway

11

1 of 1

View All

Actions	Source	Payment Reference ID	Post Status	Cancel Action	Cancel Date	Cancel Reason	Description	Pay Cycle	Seq Num	Bank Account	Bank Account Number	Description
▼ Actions	VCHR	052259796	Posted	No Cancel Action				WF	650	EFT	*****3333	Office of State Treasurer

Contains cancel status and Pay Cycle information associated with the payment.

Supplier Details Tab

Payment Inquiry Result									
Payment Details Additional Info Supplier Details Financial Gateway									
Actions	Source	Payment Reference ID	Supplier Name	Supplier ID	Supplier Location	Address	City	State	Postal
▼ Actions	VCHR	052259796	GALT FOUNDATION	0000067055	0002	312 NW 13TH ST	OKLAHOMA CITY	OK	73103-3790

Displays the Supplier Name and Address associated with the payment.



Supplier Inquiries (Scheduled Payment Inquiry)

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 supplier.

You can navigate to the inquiry directly or via link from other inquiries. You can adjust search criteria to answer questions such as:

- What payments are scheduled for a particular supplier?
- 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>Supplier>Scheduled Payment*

Scheduled Payment Inquiry

▼ Search Criteria

Search Name

From Business Unit

From Voucher ID

Supplier SetID

From Supplier Short Name

From Vendor ID

Supplier Location

*Amount Rule

Amount

*Currency

Voucher Style

Approval Status

Bank SetID

Bank Code

Bank Account

From Scheduled Payment Date

Payment Method

Remit SetID

Remit Supplier

Prepaid Applicable

Sanctions Status

Max Rows

☐ On Hold

Navigate to initialize the page as shown above. Multiple search criteria and ranges of data allow for very specific searches. Enter wanted criteria and **click the Search button.**



NOTE: When you access this page via a link, the search criteria and voucher inquiry results populate based on the data from the selected voucher.

To change the order of the results, adjust the sort criteria and select Sort. Results are split among the Schedule Details, Voucher Details, and Bank Details tabs. Detailed information from each tab is explained.

► **Display Currency Criteria**

1st sort ☐ Descending

2nd sort ☐ Descending

[Sort](#)

Schedule Details Tab

Contains information about the status of pending payments and scheduled pay dates. Select a Voucher ID link to access the Voucher Inquiry page.

Scheduled Payment Listing

1-6 of 6 | View All

Business Unit	Voucher ID	Pymnt Nbr	Payment Method	Scheduled to Pay	Hold Payment	Gross Amount	Trans Currency	Supplier ID	Supplier Name
56600	00306969	1	WIR	07/09/2024	<input type="checkbox"/>	30.00	USD	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS
56600	00307223	1	WIR	07/16/2024	<input type="checkbox"/>	190.00	USD	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS
56600	00307224	1	WIR	07/16/2024	<input type="checkbox"/>	45,736.67	USD	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS
56600	00307493	1	WIR	07/30/2024	<input type="checkbox"/>	100.00	USD	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS
56600	00307494	1	WIR	07/30/2024	<input type="checkbox"/>	125.00	USD	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS
56600	00307669	1	WIR	08/04/2024	<input type="checkbox"/>	2,679.17	USD	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS

Voucher Details Tab

Provides additional voucher information, including invoice and supplier IDs.

Scheduled Payment Listing

1-6 of 6 | View All

Business Unit	Voucher ID	Voucher Style	Invoice ID	Supplier ID	Approval Status
56600	00306969	Regular Voucher	23250019	0000000090	Approved
56600	00307223	Regular Voucher	23250049	0000000090	Approved
56600	00307224	Regular Voucher	IT00031785	0000000090	Approved
56600	00307493	Regular Voucher	1000001195	0000000090	Approved
56600	00307494	Regular Voucher	23250145	0000000090	Approved
56600	00307669	Regular Voucher	EB00017331	0000000090	Approved



Bank Details Tab

Provides banking information, including remit to and account information.

Scheduled Payment Listing

1-6 of 6 | View All

Schedule Details Voucher Details **Bank Details**

Business Unit	Voucher ID	Remit SetID	Remit Supplier	Bank Account #	Bank SetID	Bank Code	Bank Account	Draft Sight Code	Draft Scheduled Maturity Date	Letter of Credit ID	Netting Reference ID
56600	00306969	00000	0000000090	0900079901	46700	OST	0900				
56600	00307223	00000	0000000090	0900079901	46700	OST	0900				
56600	00307224	00000	0000000090	0900079901	46700	OST	0900				
56600	00307493	00000	0000000090	0900079901	46700	OST	0900				
56600	00307494	00000	0000000090	0900079901	46700	OST	0900				
56600	00307669	00000	0000000090	0900079901	46700	OST	0900				

Supplier Current Balance Inquiry

The Supplier Current Balance inquiry page provides a quick view of the outstanding balance for a supplier or range of suppliers. Displays vouchers that have been created but not paid.

Navigation: *Accounts Payable>Review Accounts Payable Info>Supplier>Current Supplier Balance*

Navigate to initialize the page as shown below. Multiple search criteria and ranges of data allow for very specific searches. **Enter** search criteria and **click** the **Search** button.

Supplier Current Balance

Search Name

From Business Unit To

Supplier SetID

From Vendor ID

Supplier Location

*Currency

Max Rows


Sort Criteria

*Sort By *Sort Asc/Desc

Display Currency Criteria

Supplier Current Balance

1-1 of 1 | View All

SetID	Supplier ID	Short Supplier Name	Business Unit	Transaction Currency	Gross Amount	Unapplied Prepayments	Payable Balance	Voucher Inquiry Icon
00000	0000000090	OMES-001	56600	USD	48,860.84		48,860.84	



To change the order of the results, adjust the sort criteria and select the **Sort Display** button.

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

- **Short Supplier Name and Gross Amount:** Links access the Schedule Payment Inquiry page. The Bank Set ID populates with 00000 but must be removed before the inquiry returns the vouchers associated with the current balance.
- **Voucher Inquiry Icon:** Access the Voucher Inquiry page. The search results are based on the criteria entered in the Supplier Current Balance Inquiry page.

Reporting

There are several accounts payable reports in the system that can provide transaction-based information on demand. The following are lists of those reports and their brief descriptions:

Navigation: *Accounts Payable>Reports>Vouchers*

Report name	Description
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.
Match Exception Report (APY1090)	Lists vouchers with a matching exception.
Document Tolerance (OCP_0422_AP)	Lists vouchers with a document tolerance exception.
Budget Checking Error Report (OCAP_0224_AP)	Lists vouchers with a budget checking error.
Vouchers with Recycle Status Report (OCP_0220_AP)	Lists vouchers that are held from further processing.
Vouchers Not Posted Report (OCP_0221_AP)	Lists vouchers that have not been posted. Report used to troubleshoot vouchers when reconciling.
Vouchers Not Journal Generated Report (OCP_0222_AP)	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)	Lists vouchers that are held from payment processing.



Report name	Description
Voucher Register – (APY1010)	List vouchers for the requested period with option to include voucher line and distribution line detail.
Posted Voucher Listing (APY1020)	Lists all posted vouchers for requested period with option to select all suppliers or specified suppliers.
Professional Services Report (OCP_0067_AP)	Lists payments coded to the Professional Services accounts 515xxx by supplier ID for the specified date range. Does not include journal vouchers or vouchers with canceled warrants.
Travel Expenditures Report (OCP_0070_AP)	Summarizes balances for all travel accounts beginning with 521 and 522 by supplier ID with MTD and YTD totals by each supplier.
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 supplier ID equals 1100 or 1101 (AO supplier), and subtotals by PO ID.
Vchr Acctg KK Recon Report (OCPAP0645)	Identifies voucher exceptions that occur when voucher transactions have posted to the ledger but have not budget checked, or vice versa, causing the budget cash on the Allotment Budget and Available Cash report and the actual cash on the Summary of Receipts and Disbursements report to be out of balance. It cannot be used to identify 99X cash imbalances.
Successful Vouchers Report (OCP_0116_AP)	Lists each paid transaction processed for a given period (not to exceed 1 year). Subtotals by class and department.
Print Vouchers (Revised)	Signature form for agencies that enter vouchers online
Voucher Batch Slip (Form 25B)	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.



Navigation: Accounts Payable>Reports>Voucher Reconciliation

Report name	Description
Summary AP/GL Open Liability (APY1400) &	
Detail AP/GL Open Liability (APY1405)	Lists the detail of the open liabilities (sum of account 202000 for all classes) recorded in the ledger as of a specified date.
AP/GL Account Recon Request (APY1410)	Lists account totals by journal ID and account for a specified accounting period.
AP/GL Journal Recon Request (APY 1420)	Lists account totals by journal line and journal ID. Report can be organized by accounting period, journal date or journal ID.

Navigation: Accounts Payable>Reports>Payments

Report name	Description
Misc Warrant Report (OCAP0119)	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.
Reconciled Warrants Report (OCP_0150_AP) (2 Part Report)	Lists warrants reconciled during the specified date range. Part 1 lists 7REG warrants and Part 2 lists miscellaneous OST warrants.
Month End Outstanding Warrants (OCP_0123_AP)	Lists unreconciled warrants as of the specified date by bank account.
36 Month Stat. Cancel Report (OCP_0071_AP)	Lists miscellaneous warrants that have stat canceled within the last 36 months. Includes warrants replacement information.
AP Statutory Cancellations Report (OCP_0064_AP)	Lists miscellaneous warrants that have stat cancelled during the specified date range. Designed to be monthly notification of warrants canceled by statute so agency can notify OMES of warrants that should not be replaced no later than seven days after notification of cancellation per Title 62, § 34.80C. Warrant replacement information is not included.
Payroll 36 Month Stat. Cancel Report (OCP_0309_AP)	Lists payroll warrants that have stat cancelled within the last 36 months. Includes warrants replacement information.



Report name	Description
Warrant Cancellation Register (OCP_0136_AP) (2 Part Report)	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.
Misc. Inter/Intra Agency Report (OCP AP0072)	Lists payments to receiving agency for period requested. Identifies remitting agency, invoice number, and warrant number and subtotals warrants by payment method (Wir or Chk) with grand total.
Miscellaneous Tax Information Report (OCP_AP0330)	Lists 1099 data from vouchers for suppliers with 1099 reportable account codes (excluding P-card vouchers) for period requested. Report used to review 1099 reportable transactions and withholding status of suppliers in the supplier file. Corrections should be submitted to OMES.
Payment History By Payment Method (APY2050)	Report provided to populate the Currency field in order to run the Payment History By Supplier report.

Navigation: Accounts Payable>Reports>Supplier

Report name	Description
Supplier	
Fiscal AFP Expenditures by Agency/FEI Number Report (OCAP0073)	Lists payments against authority orders for the time range specified (not to exceed 1 year) by supplier where the PO supplier ID equals 1100 or 1101 (authority order supplier).
Payment History By Supplier (APY2000)	Provides a register of payments for a supplier during the requested period.



Reconciliation Reports

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

Open Liability Reconciliation Report

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

- Lists detail of 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 unique Run Control ID (include initials, business unit, etc.)

AP/GL Open Liabilities Recon

*Run Control ID

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

Add a unique Run Control ID for the PDF report by adding initials, business unit, etc.

Click the **Add** button to open the Payables Open Liability Reconciliation parameters page.



Report Parameters

Payables Open Liability Reconciliation

Run Control ID: OPEN_LIAB_RECON_090 Report Manager Process Monitor [Run](#)

Language: English ▼

Report Request Parameters

*Request ID:

*As of Date:

*Business Unit Option: Value ▼

Business Unit

1-1 of 1 [View All](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

- **Request ID:** Enter a meaningful ID. It can include 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 report for a specified agency. Selecting **All** times the report out.
- **GL Business Unit:** Populate with your business unit number.

Click the **Run** button.

Process Scheduler Request

When you select the **Run** button, the Process Scheduler Request page lists the processes that generate an open liability reconciliation report. Leave Server Name blank, or use the PSNT server, and select a Process List option.

Process Scheduler Request

[Help](#)

User ID BBENN06 Run Control ID OPEN_LIAB_RECON_090

Server Name Run Date 08/12/2024

Recurrence Run Time 1:48:11PM [Reset to Current Date/Time](#)

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Summary AP/GL Open Liability	APX1400	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Detail AP/GL Open Liability	APX1405	BI Publisher	Web	PDF	Distribution
<input checked="" type="checkbox"/>	APGL Open Liab Recon Data/Rept	APY1400	PSJob	(None)	(None)	Distribution

OK Cancel Refresh

The **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 on 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 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 already loaded into report tables. Use this option only when data is already loaded.

NOTE: If you select the APGL Open Liab Recon Data/Rept option, you should schedule this job to run after hours as it takes a significant amount of resources. Refer to the Queries section for further information about scheduling reports and queries.

NOTE: Selecting a CSV format for this report does not exclude the page breaks. It is best to run this report with a PDF. After loading the data into the report tables, export the reports to Excel using the query tool. Refer to Running queries in Excel format in the Queries section.

Click the **OK** button.

Process List Tab

If you select the APGL Open Liab Recon Data/Rept option, you can access the APY1400 and APY1405 reports through the [APY1400](#) link in the Process Name column under Process List.

Run Status will change from Processing to Success when complete.

Click the **Refresh** button to update status until complete.



Process List | **Server List**

View Process Request For

User ID: Type: Last: 1 Days

Server: Name: Instance From: Instance To:

Run Status: Distribution Status: ☒ Save On Refresh [Report Manager](#)

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	29686483		PSJob	APY1400	BBENN06	08/12/2024 2:12:32PM CDT	Processing	N/A	Details	Actions

[Go back to AP/GL Open Liabilities Recon](#)

Process Detail

Click the [APY1400](#) link in the Process Name column under Process List.

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

Process Detail

Process Name: APY1400 [Help](#)

Main Job Instance: 29686483

[Left](#) | [Right](#)

29686483 - APY1400 Success

29686484 - APY1405 Success

29686485 - APX1400 Success

29686486 - APX1405 Success

The Open Liability Reconciliation report provides the detail of the open liabilities recorded in the ledger as of a specified date.

- The sort order of the APY1400 summary report is fiscal year and supplier name.
- The sort order of the APY1405 detail report is fiscal year and supplier ID.
- The report does not include the class funding. The sum of the 202000 general ledger balances for all classes should agree to the report total.

Click the [APX1400](#) link.



Process Detail

Help

Process

Instance29686485

TypeBI Publisher

NameAPX1400

DescriptionSummary AP/GL Open Liability

Run StatusSuccess

Distribution StatusPosted

Run

Run Control IDOPEN_LIAB_RECON_090

LocationServer

ServerPSNT

Recurrence

Update Process

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☐ Delete Request

☐ Re-send Content

☐ Restart Request

Date/Time

Request Created On08/12/2024 2:13:03PM CDT

Run Anytime After08/12/2024 2:12:32PM CDT

Began Process At08/12/2024 2:17:05PM CDT

Ended Process At08/12/2024 2:17:20PM CDT

Actions

Parameters

Message Log

Batch Timings

View Log/Trace

Transfer

View Locks

OK

Cancel

Click [View Log/Trace](#) link.

View Log/Trace

Help

Report

Report ID26382347

NameAPX1400

Run StatusSuccess

Process Instance29686485

Process TypeXML Publisher

Summary AP/GL Open Liability

Message Log

Distribution Details

Distribution NodeOOD_REPNODE

Expiration Date08/26/2024

File List

Name	File Size (bytes)	Datetime Created
AE_APX1400_29686485.stdout	422	08/12/2024 2:17:20.122776PM CDT
AE_APX1400_29686485.trc	5,447	08/12/2024 2:17:20.122776PM CDT
APX1400.pdf	31,232	08/12/2024 2:17:20.122776PM CDT

Distribute To

Distribution ID Type

Distribution ID

UserBBENNO6

Return

Click the [.pdf](#) link.

A portion of an APY1400 Report displayed:

ORACLE

Report ID:APX1400

PeopleSoft Accounts Payable

SUMMARY AP/GL OPEN LIABILITY ACCOUNT RECONCILIATION REPORT

As Of Date: 12_Aug_2024

Page No.1

Run Date8/12/2024

Run Time14:17:10 PM

CurrencyUSD

GL Business Unit09000

Ledger

Ledger GroupACTUALS

Account202000

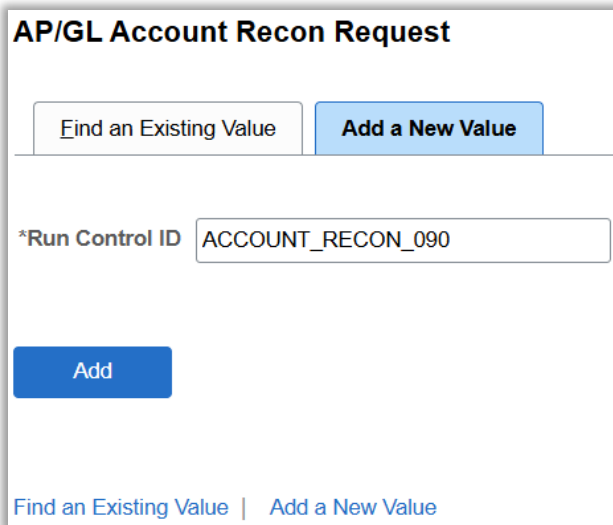
US Dollar

Mgmt and Enterprise Services

AP/GL Account Reconciliation Report

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.

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



AP/GL Account Recon Request

Find an Existing Value Add a New Value

*Run Control ID ACCOUNT_RECON_090

Add

Find an Existing Value | Add a New Value

Add a unique Run Control ID for the PDF report by adding initials, business unit, etc.

Click the **Add** button to open the AP/GL Account Reconciliation parameters page.



Report Parameters

AP/GL Account Reconciliation

Run Control ID ACCOUNT_RECON_090 Report Manager Process Monitor [Run](#)

Report Request Parameters

*Request ID

Description

*Process Frequency

*Business Unit

*Ledger

Account

Accounting Period

Fiscal Year

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

- **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.

Click the **Run** button to access Process Scheduler Request page.



Process Scheduler Request

When you select the **Run** button, the Process Scheduler Request page lists the processes that generate the reconciliation report. Leave server name blank, or use the PSNT server, and select a Process List option.

Process Scheduler Request

User ID BBENN06 Run Control ID ACCOUNT_RECON_090

Server Name Run Date 08/12/2024

Recurrence Run Time 2:45:15PM [Reset to Current Date/Time](#)

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	AP/GL Account Recon Report	APX1420	BI Publisher	Web	PDF	Distribution
<input checked="" type="checkbox"/>	AP GL Acct Recon Data & Rept	APY1420	PSJob	(None)	(None)	Distribution

[OK](#) [Cancel](#)

The **Process List** options either load data and generate a report or merely generate a report:

- **AP GL Acct Recon Data & Rept:** Loads data into report tables based upon run request parameters and generates the AP/GL Account Reconciliation report.
- **AP/GL Account Reconciliation:** Generates the AP/GL Account Reconciliation report using data that is already loaded into report tables. Use this option only when data is already loaded.

Select a Process List option and Click the **OK** Button.

Click the [Process Monitor](#) link.

Process List Tab

Process ListServer List

View Process Request For

User IDBBENN06

Type

Last

1

Days

Refresh

Server

Name

Instance From

Instance To

Clear

Run Status

Distribution Status

Save On Refresh

Report Manager

Reset

Process List

1-2 of 2

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	29686487		PSJob	APY1420	BBENN06	08/12/2024 2:45:15PM CDT	Processing	N/A	Details	Actions

Select APY1420 in the Process Name column under Process List.

Process Detail

Process NameAPY1420

Main Job Instance29686487

LeftRight

29686487 - APY1420 Processing

29686488 - AP_APLRECN Success

29686489 - APX1420 Success

Refresh

Help

Click the APX1420 link.

Process Detail

Process

Instance29686489

NameAPX1420

Run StatusSuccess

TypeBI Publisher

DescriptionAP/GL Account Recon Report

Distribution StatusPosted

Run

Run Control IDACCOUNT_RECON_090

LocationServer

ServerPSUNX

Recurrence

Update Process

Hold Request

Queue Request

Cancel Request

Delete Request

Re-send Content

Restart Request

Date/Time

Request Created On08/12/2024 2:49:45PM CDT

Run Anytime After08/12/2024 2:45:15PM CDT

Began Process At08/12/2024 2:51:54PM CDT

Ended Process At08/12/2024 2:52:09PM CDT

Actions

Parameters

Message Log

Batch Timings

View Log/Trace

Transfer

View Locks

OK

Cancel

Click the View Log/Trace link.

View Log/Trace

Report

Report ID 26382352 Process Instance 29686489 [Message Log](#)
 Name APX1420 Process Type XML Publisher
 Run Status Success

AP/GL Account Recon Report

Distribution Details

Distribution Node OOD_REPNODE Expiration Date 08/26/2024

File List

Name	File Size (bytes)	Datetime Created
AE_APX1420_29686489.stdout	453	08/12/2024 2:52:09.530599PM CDT
AE_APX1420_29686489.trc	5,873	08/12/2024 2:52:09.530599PM CDT
APX1420.pdf	12,931	08/12/2024 2:52:09.530599PM CDT


Distribute To

Distribution ID Type Distribution ID

User BBENN06

[Return](#)

Click the [.pdf](#) link.

		Report ID: APX1420	PeopleSoft Accounts Payable				Page No. 1		
			AP/GL ACCOUNT RECONCILIATION REPORT				Run Date 8/12/2024		
							Run Time 14:51:55 PM		
GL Business Unit		09000	Mgmt and Enterprise Services						
Ledger		ACTUALS							
Account		633110							
Accounting Period		1	2024						
Journal ID		AP04621656							
Journal Date	Journal Line	Journal Template	Business Unit	Voucher ID	Voucher Line	Distrib Line	Invoice Date	Supplier Name	Monetary Amount
14-Jul-2023	14	ACCRUAL	09000	H0487504	1	1	10-Jul-2023	AMERICAN FAMILY LIFE ASSURANCE CO	119.01
14-Jul-2023	14	ACCRUAL	09000	H0487505	1	1	10-Jul-2023	AMERICAN PUBLIC LIFE INSURANCE COMPANY	50.67
14-Jul-2023	14	ACCRUAL	09000	H0487506	1	1	10-Jul-2023	WASHINGTON NATIONAL INSURANCE COMPANY	366.70
14-Jul-2023	14	ACCRUAL	09000	H0487507	1	1	10-Jul-2023	NTALIFE BUSINESS SERVICES GROUP	201.60
14-Jul-2023	14	ACCRUAL	09000	H0487508	1	1	10-Jul-2023	LEGALSHIELD	96.60
14-Jul-2023	14	ACCRUAL	09000	H0487509	1	1	10-Jul-2023	ASSURITY LIFE INSURANCE CO	31.26
14-Jul-2023	14	ACCRUAL	09000	H0487510	1	1	10-Jul-2023	LIBERTY NATIONAL LIFE INSURANCE COMPANY	23.48
14-Jul-2023	14	ACCRUAL	09000	H0487511	1	1	10-Jul-2023	AMERICAN TRUSTEE INC	127.68
Total for Journal								AP04621656	1,017.00 USD

The report lists account totals by journal ID and account for a specified accounting period.



AP/GL Journal Reconciliation Report

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.

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

AP/GL Journal Recon Request

Find an Existing Value | Add a New Value

*Run Control ID JOURNAL_RECON_090

Add

Find an Existing Value | Add a New Value

Add a unique Run Control ID for the PDF report by adding initials, business unit, etc.

Click the **Add** button to open the AP/GL Journal Reconciliation parameters page.



Report Parameters

AP/GL Journal Reconciliation

Run Control ID JOURNAL_RECON_090 Report Manager Process Monitor [Run](#)

Report Request Parameters

*Request ID

Description

*Process Frequency

*Business Unit

*Ledger

*Report Option

Journal ID

Journal Date

Accounting Period

Fiscal Year

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

- **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:** Select **Actuals**.
- **Report Option:** Specify how the report data is to be organized.
- **Journal ID:** Enter the GL Journal ID for which the report will be created. This field is active only if the Journal ID report option is selected.
- **Journal Date:** Include detail in the report by journal date. If this option is selected, the Journal Date becomes active.
- **Accounting Period:** Enter the accounting period for which the report will be created. This field is active only if the Accounting Period report option is selected.
- **Fiscal Year:** Enter the four-digit fiscal year for the accounting period for which the report will be created. This field is active only when the Accounting Period report option is selected.

Click the **Run** button to access Process Scheduler Request page.



Process Scheduler Request

When you select the **Run** button, the Process Scheduler Request page lists the processes that generate the reconciliation report. Leave Server Name blank or use the PSNT server and select a Process List option.

Process Scheduler Request

User ID BBENN06 Run Control ID JOURNAL_RECON_090

Server Name Run Date 08/12/2024

Recurrence Run Time 3:09:26PM [Reset to Current Date/Time](#)

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	AP/GL Journal Reconciliation	APX1410	BI Publisher	Web	PDF	Distribution
<input checked="" type="checkbox"/>	AP GL Journal Recon Data & Rpt	APY1410	PSJob	(None)	(None)	Distribution

[OK](#) [Cancel](#)

The **Process List** options either load data and generate a report or merely generate a report:

- **AP GL Journal Recon Data & Rpt:** Loads data into the report tables based upon run request parameters and generates the AP/GL Journal Reconciliation report.
- **AP/GL Journal Reconciliation:** Generates the AP/GL Journal Reconciliation report using data that is already loaded into report tables. Use this option only when data is already loaded.

Select a Process List option and click the **OK** button.

Click the [Process Monitor](#) link.

Process List Tab

Process List | **Server List**

View Process Request For

User ID: Type: Last: 1 Days
 Server: Name: Instance From: Instance To:
 Run Status: Distribution Status: ☒ Save On Refresh [Report Manager](#)

Process List

1-3 of 3 | [View All](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	29686490		PSJob	APY1410	BBENN06	08/12/2024 3:09:26PM CDT	Success	Posting	Details	Actions

Select the [APY1410](#) link in the Process Name column under Process List.

Process Detail

Process Name: APY1410

Main Job Instance: 29686490

[Left](#) | [Right](#)

29686490 - APY1410 Success

[29686491 - AP_APGLRECN Success](#)

[29686492 - APX1410 Success](#)

Click the [APX1410 Success](#) link.

Process Detail

Process

Instance: 29686492 Type: BI Publisher
 Name: APX1410 Description: AP/GL Journal Reconciliation
 Run Status: Success Distribution Status: Posted

Run

Run Control ID: JOURNAL_RECON_090
 Location: Server
 Server: PSUNX
 Recurrence:

Update Process

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☐ Delete Request
☐ Re-send Content ☐ Restart Request

Date/Time

Request Created On: 08/12/2024 3:11:19PM CDT
 Run Anytime After: 08/12/2024 3:09:26PM CDT
 Began Process At: 08/12/2024 3:11:42PM CDT
 Ended Process At: 08/12/2024 3:11:57PM CDT

Actions

[Parameters](#) [Transfer](#)
[Message Log](#) [View Locks](#)
[Batch Timings](#)
[View Log/Trace](#)

Click the [View Log/Trace](#) link.

View Log/Trace x

[Help](#)

Report

Report ID 26382355	Process Instance 29686492	Message Log
Name APX1410	Process Type XML Publisher	
Run Status Success		

AP/GL Journal Reconciliation
Distribution Details

Distribution Node OOD_REPNODE	Expiration Date	08/26/2024
-------------------------------	-----------------	------------

File List

Name	File Size (bytes)	Datetime Created
AE_APX1410_29686492.stdout	453	08/12/2024 3:11:57.757162PM CDT
AE_APX1410_29686492.trc	5,868	08/12/2024 3:11:57.757162PM CDT
APX1410.pdf	106,325	08/12/2024 3:11:57.757162PM CDT

Distribute To

Distribution ID Type	Distribution ID	
User	BBENN06	

[Return](#)

Click the [.pdf](#) link.

PeopleSoft Accounts Payable									
Report ID: APX1410		AP/GL JOURNAL RECONCILIATION REPORT						Page No. 1	
								Run Date 8/12/2024	
								Run Time 15:11:43 PM	
GL Business Unit	09000	Mgmt and Enterprise Services							
Ledger	ACTUALS								
Journal ID	AP04214527								
Journal Date									
Accounting Period									
Journal ID	AP04214527								
Journal Date	Line	Journal Template	Accounting Entry Type	Account	Business Unit	Voucher ID	Voucher Line	Supplier Name	Monetary Amount
01.Jun.2021	1	ACCRUAL	Accounts Payable	202000	09000	00143120	1	GALT FOUNDATION	-1,112.00
	1	ACCRUAL	Accounts Payable	202000	09000	00143133	1	OKLAHOMA BINDERY INC	-650.00
	1	ACCRUAL	Accounts Payable	202000	09000	00143163	1	OFFICE OF MANAGEMENT & ENTERPRISE SVCS	-461.96
	1	ACCRUAL	Accounts Payable	202000	09000	00143163	1	OFFICE OF MANAGEMENT & ENTERPRISE SVCS	-216.96
	1	ACCRUAL	Accounts Payable	202000	09000	00143292	1	GALT FOUNDATION	-1,112.00
Total for Journal Line								1	-3,552.92

Shown above is a portion of an APY1410 report organized by Journal ID. The report lists account totals by Journal Line and Journal ID and is organized based on the report option selected.



Queries

The system has the functionality to analyze subsets of the database and return this data through a query. Queried data is returned formatted as:

- To the computer screen.
- A report.
- Output to Microsoft Excel workbook.

This section focuses on running queries that have already been built.

Navigation: Reporting Tools>Query>Query Viewer

Use the Query Viewer to find an existing query by entering criteria in the search fields. **Search By** allows you to search by Query Name or Description. **Begins with** allows you to search by the full query name or partial name with the wildcard % symbol.

In this 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.)

Click the **Search** button to search for the query(ies).

The [Advanced Search](#) link is also helpful if only a partial name or description is known.

Query Viewer

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

Query Name	begins with	OCP
Description	begins with	WARRANT
Uses Record Name	begins with	
Uses Field Name	begins with	
Access Group Name	begins with	
Folder Name	begins with	
*Query Type	=	User
Owner	=	

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

[Search](#) [Clear](#) [Basic Search](#)

These search types may be chained together:

- Name begins with.
- Name contains.
- Description begins with.
- Description contains.

Click the **Search** button.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
OCP_AP0122	Warrants Outstanding > 90 Days	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
OCP_AP0136_WRRNT_CNCL_MISC_OLD	WARRANT CANCELL REG 700 FUNDS	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
OCP_OSF_WARRANTS_BY_AGENCY	WARRANT INFO WITH VOUCHER INFO	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
OCP_OSF_WARRANTS_BY_AGENCY_RANGE	WARRANT INFO WITH VOUCHER INFO	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
OCP_OSF_WARR_VCHR_ACCT	Warrant, Voucher & Acct Info	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
OCP_WARRANTS_PLUS_CLAIMS	WARRANT INFO WITH VOUCHER INFO	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

The query search results list all queries that match the search criteria. The information displays:

- **Query name**
- **Description**
- **Owner** (Public or Private).

Actions allowed (based on security access).

- **HTML:** Query runs and opens in a new browser window.
- **Excel:** Query runs directly to Excel in a new browser instance.
- **Schedule:** Query is scheduled to run at a predefined time. See page 52.
- **Favorite:** Query is added to a list of favorites on the Query Viewer page.

Scroll to the name of the query you want to run. Not all queries appear on the page. To view more of the list, use the navigation icons and links 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.

To run a query from the list of queries without scheduling it, select either [HTML](#) or [Excel](#) on the same row as the required query name. If there are no prompts in the query, a new browser window displays 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. Select [Search](#) to display the results of the query.

Running a Query in Excel Format

You can run queries 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.

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. Select [Excel](#) on the OCP_ALLTRANS_AP line to run the query.

Query Viewer

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

*Search By begins with

[Search](#) [Advanced Search](#)

Search Results

*Folder View

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
OCP_ALLTRANS_AP	Fiscal YTD AP Transactions	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
OCP_ALLTRANS_AP_OPR_UNIT	Fiscal YTD AP Trnsctns OprUnit	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite



OCF_ALLTRANS_AP - Fiscal YTD AP Transactions

*From Business Unit

*To Business Unit

*From Accounting Date

*To Accounting Date

[View Results](#)

Click the **View Results** button.

The results will be downloaded to the device. After downloading the query results to Excel, you can perform many Excel tasks to analyze the information.

NOTE: If you selected [HTML](#) to run the query, you can download the results to Excel displayed in a new window using the Excel Spreadsheet link.

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2	Fiscal YTD A# 37													
3	BUSINESS UN	Class-Fundin	Dept	Account	Sub-Accou	Acctg Date	PO No.	More Info	Warrant Number	Amount	Name	Sourc	Vendor ID	Voucher I
4	09000	19401	8800107	536130	01	1/1/2024	0909022732	FY24 MONITORS, KEYBOARD AND MOUSE	052863914	433.870	DELL MARKETING LP	ONL	0000064870	00188670
5	09000	19401	8800107	536130	01	1/1/2024	0909022851	FY24 MONITORS, KEYBOARD AND MOUSE	052863914	433.870	DELL MARKETING LP	ONL	0000064870	00188671
6	09000	19401	8800110	536130	01	1/1/2024	0909022860	FY24 MONITORS, KEYBOARD AND MOUSE	052863914	433.870	DELL MARKETING LP	ONL	0000064870	00188672
7	09000	19401	8800110	532160	01	1/1/2024	0909022846	FY24 DOCKING STATION	052863914	207.000	DELL MARKETING LP	ONL	0000064870	00188673
8	09000	29000	4000008	532160	01	1/1/2024	0909018449	FY24 EQUIP RENEWAL DEC	052863911	43.790	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188674
9	09000	19401	8800110	532160	01	1/1/2024	0909018572	FY24 EQUIP RENEWAL DEC	052863911	442.320	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188675
10	09000	19401	8800110	532160	01	1/1/2024	0909018658	FY24 EQUIP RENEWAL DEC	052863911	42.570	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188676
11	09000	19401	8800110	532160	01	1/1/2024	0909018412	FY24 EQUIP RENEWAL DEC	052863911	99.260	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188677
12	09000	19401	8800110	532160	01	1/1/2024	0909018412	FY24 EQUIP RENEWAL DEC	052863911	45.740	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188677
13	09000	19401	2000004	532160	01	1/1/2024	0909018060	FY24 EQUIP RENEWAL DEC	052863911	43.770	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188678
14	09000	19401	8800110	532160	01	1/1/2024	0909018585	FY24 EQUIP RENEWAL DEC	052863911	37.490	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188679
15	09000	19401	8800110	532160	01	1/1/2024	0909018585	FY24 EQUIP RENEWAL DEC	052863911	36.850	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188679
16	09000	19401	1000003	532160	01	1/1/2024	0909018746	FY24 EQUIP RENEWAL DEC	052863911	2.930	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188679
17	09000	29800	3000000	532160	01	1/1/2024	0909018315	FY24 EQUIP RENEWAL DEC	052871729	33.900	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188680
18	09000	20000	1000026	532160	01	1/1/2024	0909018368	FY24 EQUIP RENEWAL DEC	052863911	218.880	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188681
19	09000	29800	3000000	532160	01	1/1/2024	0909018846	FY24 EQUIP RENEWAL DEC	052863911	42.650	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188682
20	09000	19401	8800110	532160	01	1/1/2024	0909018642	FY24 EQUIP RENEWAL DEC	052863911	40.460	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188683
21	09000	19401	8800110	532160	01	1/1/2024	0909018642	FY24 EQUIP RENEWAL DEC	052863911	66.330	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188684
22	09000	19401	8800110	532160	01	1/1/2024	0909018642	FY24 EQUIP RENEWAL DEC	052863911	299.920	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188684
23	09000	21000	8800109	532160	62	1/1/2024	0909016506	FY24 EQUIP RENEWAL DEC	052868666	221.820	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188684
24	09000	19401	8800107	532160	01	1/1/2024	0909021882	FY24 EQUIP RENTAL DEC	052874600	775.580	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188685
25	09000	19401	8800110	532160	01	1/1/2024	0909021899	FY24 EQUIP RENTAL DEC	052863911	39.140	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188686
26	09000	19401	1000028	532160	01	1/1/2024	0909022538	FY24 EQUIP RENTAL DEC	052863911	67.680	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188687
27	09000	19401	8800110	532160	01	1/1/2024	0909022579	FY24 EQUIP RENTAL DEC	052863911	48.140	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188688
28	09000	29800	3000000	532160	01	1/1/2024	0909021847	FY24 EQUIP RENTAL DEC	052863911	82.880	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188689
29	09000	19401	8800110	532160	01	1/1/2024	0909022444	FY24 EQUIP RENTAL DEC	052863911	39.140	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188690
30	09000	19401	8800110	532160	01	1/1/2024	0909022629	FY24 EQUIP RENTAL DEC	052863911	53.330	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188691
31	09000	19401	8800107	532160	01	1/1/2024	0909022332	FY24 EQUIP RENTAL DEC	052874600	48.140	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188692
32	09000	19401	8800110	532160	01	1/1/2024	0909022336	FY24 EQUIP RENTAL DEC	052863911	47.000	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188693
33	09000	20000	1000026	532160	01	1/1/2024	0909022020	FY24 EQUIP RENTAL DEC	052863911	47.000	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188694
34	09000	29800	3000000	532160	01	1/1/2024	0909021984	FY24 EQUIP RENTAL DEC	052871729	649.940	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188695
35	09000	19401	1000003	532160	01	1/1/2024	0909021830	FY24 EQUIP RENTAL DEC	052863911	39.140	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188696
36	09000	19401	8800110	532160	01	1/1/2024	0909022513	FY24 EQUIP RENTAL DEC	052868666	39.200	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188697
37	09000	19401	8800110	532160	01	1/1/2024	0909022628	FY24 EQUIP RENTAL DEC	052863911	47.000	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188698
38	09000	29000	4000008	532160	01	1/1/2024	0909022234	FY24 EQUIP RENTAL DEC	052863911	48.140	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188699
39	09000	19401	8800107	532160	01	1/1/2024	0909022275	FY24 EQUIP RENTAL DEC	052874600	47.000	DELL FINANCIAL SERVICES LLC	ONL	0000064944	00188700



Query that Prompts for 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.

The Open Liability Reconciliation report, run to a PDF in the Reconciliation Reports section, is 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:

[Search](#) [Advanced Search](#)

Search Results

*Folder View:

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
APY1400_OPEN_LIABILITY	AP/GL Open Liability Recon	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Select **Excel** to run the query. The following page appears.

APY1400_OPEN_LIABILITY - AP/GL Open Liability Recon

*User ID:

*Run Control ID:

[View Results](#)

Enter your **User ID** and the **Run Control ID** used to run the report and select the **View Results** button. Results are based on report request parameters used when the report was last run.

The results will be downloaded to the machine, open the query directly to Excel, or save as an Excel file first.

After downloading the query results to Excel (example below), you can perform many Excel tasks to analyze the information.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	AP/GL Oper	152												
2	As of Date	GL Unit	Ledger Grp	Ledger	Account	Base Cur	Unit	Voucher	Amount	Supp Set	Supplier	Supplier	Date	Invoice
3	8/12/2024	09000	ACTUALS	ACTUALS	202000	USD	09000	00199239	14573.100	000000	0000000049	ATTORNEY GENERAL	6/30/2024	240634
4	8/12/2024	09000	ACTUALS	ACTUALS	202000	USD	09000	00199240	14573.100	000000	0000000049	ATTORNEY GENERAL	5/31/2024	240557
5	8/12/2024	09000	ACTUALS	ACTUALS	202000	USD	09000	00199519	6144.000	000000	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS	3/18/2024	HR00012633
6	8/12/2024	09000	ACTUALS	ACTUALS	202000	USD	09000	00003464	-714.270	000000	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS	11/30/2024	12040019
7	8/12/2024	09000	ACTUALS	ACTUALS	202000	USD	09000	00199289	595.000	000000	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS	7/1/2024	IT00031683
8	8/12/2024	09000	ACTUALS	ACTUALS	202000	USD	09000	00199523	7605.120	000000	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS	7/10/2023	25202312090000



Scheduling Queries

Queries can be scheduled to run at a predefined future time. Perhaps a query is run routinely, or its 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 used to illustrate scheduling a report 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 on the vouchers and retain it as a record of vouchers created.

Voucher Register Report

Navigation: *Accounts Payable>Reports>Vouchers>Voucher Register*

The Voucher Register report can be run as a PDF using the navigation; however, the PDF can be difficult to use effectively because of the way it is formatted. It can be an excellent report in Excel format, but the query requires a User ID and Run Control ID; thus, the data must be loaded into the report tables based on run request parameters to run the query.

Add a unique Run Control ID for the PDF report by adding initials, business unit, etc.

Click the **Add** button to open the Voucher Register parameters page.

NOTE: A designated Run Control ID for reports that will be run as queries is recommended.



Voucher Register

Run Control ID: VOUCHER_REGISTER_090 Report Manager Process Monitor Run

Language: English

Report Request Parameters

Business Unit: 09000

Date Range

From Date: 08/12/2024
Through Date: 08/12/2024

Print Options

☒ Print Voucher Line
☒ Print Distribution Line

Save Notify Add Update/Display

Populate the report parameters:

- **Business Unit:** Enter the Business Unit
- **Date Range:** Enter From Date to Through Date
- **Report Option:** Specify what report data should be included.
- **Print Voucher Line:** Include voucher line detail in report.
- **Print Distribution Line:** Include distribution line detail in report.

Click the **Run** button and run the report as a PDF format.

Process Scheduler Request

User ID: BBENN06 Run Control ID: VOUCHER_REGISTER_090

Server Name: Run Date: 08/12/2024

Recurrence: Run Time: 4:28:43PM Reset to Current Date/Time

Time Zone: Help

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Voucher Register	APX1010	BI Publisher	Web	PDF	Distribution

OK Cancel

Click the **OK** button to run the report.

Once the report has run to success, the query can be scheduled to run to Excel.



Schedule a Query

Navigation: Reporting Tools>Query>Query Viewer

Query Viewer

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

*Search By begins with

[Search](#) [Advanced Search](#)

Since the report has been run and the tables loaded with the report data, the query can be run.

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

Click the **Search** button.

Query Viewer

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

*Search By begins with

[Search](#) [Advanced Search](#)

Search Results

*Folder View

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
APY1010_VOUCHER_REGISTER	Voucher Register	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

The query appears in the Search Results list. Select [Schedule](#) to schedule the query.

Scheduled Query

Find an Existing Value | **Add a New Value**

*Query Name: APY1010_VOUCHER_REGISTER

*Run Control ID: VOUCHER_REGISTER_090

Add

Find an Existing Value | Add a New Value

Add a Run Control ID that is helpful to identify the query when retrieving the Excel output from the Process Monitor. Meaningful Run Control IDs help differentiate the query results when several queries are scheduled to run at the same time.

NOTE: The Run Control ID field is blank when a query is first scheduled. You must create a designated Run Control ID for each scheduled query. This Run Control ID is independent of the one used to run the report.

Click the **Add** button.

APY1010_VOUCHER_REGISTER

*Operator ID

Run Control ID: VOUCHER_REGISTER_090

OK Cancel

A box displays with the prompt values. This query requires the Operator ID and the Run Control ID used to run the report. The results are based on the last report request parameters used in the report menu. Select the **OK** button to open the Schedule Query panel.

Scheduled Query

Schedule Query
Report Manager
Process Monitor

Run Control ID VOUCHER_REGISTER_090

Query Name APY1010_VOUCHER_REGISTER

*Description Voucher Register

[Update Parameters](#)

Prompt Name	Value
OPRID	BBENN06
RUN_CNTL_ID	VOUCHER_REGISTER_090

In the Scheduled Query panel, the Description field is required. Enter a meaningful description using alpha and/or numeric characters.

Click the **Apply** button to open the Process Scheduler.

NOTE: Other scheduled queries may request dates or other criteria. Add or change prompt values accordingly.



Process Scheduler Request and Distribution

Process Scheduler Request

User ID BBENN06 Run Control ID VOUCHER_REGISTER_090

Server Name Run Date 08/12/2024

Recurrence Run Time 4:49:55PM [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	TXT	Distribution

[OK](#) [Cancel](#)

- Leave server name blank to default or select PSUNX.
- Enter the Run Date and Run Time. Queries can be scheduled to run immediately or later.
- Select **XLS** or **TXT** format if the report output has a large volume of data. TXT files can be opened as a CSV file before the import to Excel.
- Select the **OK** button to complete scheduling the query.

Scheduled Queries can be distributed to other users or emailed.

Process Scheduler Request

User ID BBENN06 Run Control ID VOUCHER_REGISTER_090

Server Name Run Date 08/12/2024

Recurrence Run Time 5:00:00PM [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	Email	TXT	Distribution

[OK](#) [Cancel](#)

In this example, the query results will be emailed to more than one User ID.

In Type, select Email. In format, select XLS or TXT. **Click** [Distribution](#).



Distribution Detail

Process Name

PSQUERY

Process Type

Application Engine

Folder Name

Retention Days

14

Email Only

Email Subject

Email With Log:

☐

Email Web Report:

☐

Message Text

Email Address List

Override Sender Email Id:

☐

Distribute To

ID Type	Distribution ID		
User	BBENN06		

OK

Cancel

In Email Address List field, enter the email addresses separated by a semicolon. The recipients will receive the email after the query runs at the scheduled date and time.

If the report should be distributed to other users and retrieved in the Report Manager (as opposed to the Process Monitor), enter user ID(s) in the Distribution ID field under the Distribute To segment of the Distribution Detail panel.

Click the **OK** button to apply distribution detail.

Accessing the Scheduled Query

Navigation: PeopleTools>Process Scheduler>Process Monitor

Navigate to access the scheduled Voucher Register XLS format. If a run date and run time were selected, the query will begin processing at the scheduled run time.

The screenshot shows the 'Process Monitor' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is the 'View Process Request For' section, which includes fields for 'User ID' (BBENN06), 'Type' (Last), 'Days' (1), 'Server', 'Name', 'Instance From', 'Instance To', 'Run Status', and 'Distribution Status'. There are buttons for 'Refresh', 'Clear', 'Reset', and 'Report Manager'. Below this is a 'Process List' section with a table of process requests.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	29686494		Application Engine	PSQUERY	BBENN06	08/12/2024 5:00:00PM CDT	Success	Posted	Details	Actions

The query will be available when 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 Last to the number of days between the request date and current date. (For example, if the request date was on Friday to run for Monday, change Last to 3 or 4, depending on the time the request is made. If on Oct. 1 a monthly report is scheduled to run on Nov. 1, change Last to 32.)
- Scheduled query results should be accessible for seven days.
- If more than one PSQUERY Process Name displays in the Process Monitor when retrieving the results, select **Details** to view the Run Control ID associated with each process and identify the queries.

View Results by **clicking** the [Details](#) link, then the [View Log/Trace](#) link and selecting the [.xlsx](#) file.

NOTE: Results can only be viewed from the Process Monitor if **Web** is selected for Process Type on page 57. If Email is selected, results will be emailed to the addresses listed.

Query results example:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Unit	Voucher	Invoice Number	Date	Supplier ID	Supplier N	SetID	Group	Origin	User	Status	Acctg Date	Status	Template	Gross Amt	Discount A	Use Tax	Sales Tax	Freight Am	Miscellane
09000	00188670		10722020558	12/30/2023	00000648	DELL MARI	000000	ONL	JSTAGE	Postable	1/1/2024	Posted	STANDARE	433.87	0	0	0	0	0
09000	00188671		10721861650	12/29/2023	00000648	DELL MARI	000000	ONL	JSTAGE	Postable	1/1/2024	Posted	STANDARE	433.87	0	0	0	0	0
09000	00188672		10721861668	12/29/2023	00000648	DELL MARI	000000	ONL	JSTAGE	Postable	1/1/2024	Posted	STANDARE	433.87	0	0	0	0	0
09000	00188673		10721861641	12/29/2023	00000648	DELL MARI	000000	ONL	JSTAGE	Postable	1/1/2024	Posted	STANDARE	207	0	0	0	0	0
09000	00188674		3051912	12/15/2023	00000649	DELL FINA	000000	ONL	JSTAGE	Postable	1/1/2024	Posted	STANDARE	43.78	0	0	0	0	0
09000	00188675		3051718	12/15/2023	00000649	DELL FINA	000000	ONL	JSTAGE	Postable	1/1/2024	Posted	STANDARE	442.32	0	0	0	0	0
09000	00188676		3051936	12/15/2023	00000649	DELL FINA	000000	ONL	JSTAGE	Postable	1/1/2024	Posted	STANDARE	42.57	0	0	0	0	0
09000	00188677		3051893	12/15/2023	00000649	DELL FINA	000000	ONL	JSTAGE	Postable	1/1/2024	Posted	STANDARE	145	0	0	0	0	0
09000	00188677		3051893	12/15/2023	00000649	DELL FINA	000000	ONL	JSTAGE	Postable	1/1/2024	Posted	STANDARE	145	0	0	0	0	0
09000	00188678		3051625	12/15/2023	00000649	DELL FINA	000000	ONL	JSTAGE	Postable	1/1/2024	Posted	STANDARE	43.77	0	0	0	0	0
09000	00188679		3051633	12/15/2023	00000649	DELL FINA	000000	ONL	JSTAGE	Postable	1/1/2024	Posted	STANDARE	77.27	0	0	0	0	0
09000	00188679		3051633	12/15/2023	00000649	DELL FINA	000000	ONL	JSTAGE	Postable	1/1/2024	Posted	STANDARE	77.27	0	0	0	0	0
09000	00188679		3051633	12/15/2023	00000649	DELL FINA	000000	ONL	JSTAGE	Postable	1/1/2024	Posted	STANDARE	77.27	0	0	0	0	0



Distributed Schedules

Navigation: Reporting Tools>Report Manager>Administration tab

View Reports For

User ID: BBENN06 Type: Last: 1 Days Refresh

Status: Folder: Instance: 29686521 to 29686521

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	26382382	29686521	APX1010 - APX1010.pdf	08/13/2024 11:21:23AM	Acrobat (*.pdf)	Posted	Details

☒ Select All ☐ Deselect All

Delete Click the delete button to delete the selected report(s)

Save

Navigate to the query results if the scheduled query was distributed to your User ID.

Administration Tab

The query will be available when Status is Posted.

If the query was scheduled more than one day prior to the actual run time, change Last to the number of days between the request date and current date. (For example, if the request date was on Friday to run for Monday, change Last to 3 or 4, depending on the time the request is made. If on Oct. 1 a monthly report is scheduled to run on Nov. 1, change Last to 32.)

Scheduled query results should be accessible for seven days.

NOTE: There may be PDF reports run routinely that do not need to be run to Excel. They 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), you can select a time from the Recurrence field. A recurring process instance is identified with a green circular arrow on the Process Monitor.

Schedule Query

If a query has previously been scheduled, it 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*

Voucher Register

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

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

▼ **Search Criteria**

Run Control ID begins with

☐ Case Sensitive

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

The Run Control ID designated for the report is used to access the Report Parameters page. From Date and Through Date can be changed and saved. Although many reports need to be rerun before rerunning or rescheduling the query, this particular report does not need to be run again before rerunning the query.

Voucher Register

Run Control ID VOUCHER_REGISTER_090
[Report Manager](#)
[Process Monitor](#)
[Run](#)

Language

Report Request Parameters

Business Unit

Date Range

From Date
Through Date

Print Options

☒ Print Voucher Line
☒ Print Distribution Line

[Save](#)
[Return to Search](#)
[Notify](#)
[Add](#)
[Update/Display](#)



Access the Schedule Query Page

Navigation: Reporting Tools>Query>Schedule Queries

Schedule Query

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

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

▼ **Search Criteria**

Search by: Run Control ID ▼ begins with

☐ Case Sensitive

[Search](#) [Advanced Search](#)

Search Results

View All

1-1 of 1 ▼

Run Control ID	Description	Query Name
VOUCHER_REGISTER_090	Voucher Register	APY1010_VOUCHER_REGISTER

Enter the Run Control ID or select the **Search** button and select from Run Control ID list.

The Schedule Query panel opens. Continue scheduling the query as illustrated in Scheduling Queries (page 47).

Available Queries

The following is a list of queries frequently used for accounts payable. The list is not all-inclusive and does not include reports that can be run as queries. Refer to Available reports in the Reporting section for these reports that can be used to search for query name.

Query name	Description
OMES_VENDOR_CHECK	Identifies supplier ID(s) for supplier with a specified TIN number.
OSF_EFT_VENDOR_LOCATIONS	Provides a list of supplier IDs and locations, excluding employees, set up to pay by EFT.
OCP_OSF_VENDORS_ON_HOLD	Identifies Supplier Locations that are tax snagged and on hold to prevent vouchers with these payees from paying.
OCP_CHANGE_IN_AP	Detail voucher lists that compose the Change in AP column on the Summary Receipts and Disbursements 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.

Query name	Description
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. In General Ledger reports: Fiscal YTD AP Transactions.
OCP_AP_UNPAID_VOUCHERS	Lists vouchers without a warrant number as of a specified date.



Query name	Description
OCP_AP_VCHR_ACTIVITY_BY_ACCT	Lists voucher information for expenditures recorded to the specified account code and accounting date range.
OCP_AP_LAPSING_VCHRS_WI_60_DAY	Identifies vouchers with funds lapsing within the next 60 days.
OCP_AP0336_BU_WARRANT_INQ	Inquires on information and status of 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 payroll withholding vouchers loaded to the voucher staging tables.
OCP_PCARD_VCHR_STG_VALIDATIO	Identifies P-card transaction amounts loaded in staging tables.
VOUCHERS_DELETED	Inquires on information of all deleted vouchers.
OCP_EDT_VOUCHER_ID	Identifies the voucher number assigned to a claim number.
VOUCHER_PO_DISTLINE	Prompts by voucher ID and Identifies the PO distribution lines associated with voucher distribution lines.
OCP_PO_VCHR_DIST_LINE_AMT	Prompts by PO ID and identifies vouchers paid against specific PO lines and distribution lines. Lists funding from each voucher distribution line.
OCP_PO0356	Identifies remaining encumbrance by PO ID and PO distribution line
OCP_PO_DIST_AVAIL_BAL	Similar to OCP_PO0356 query but includes the Chartfields associated with each of the PO distribution lines.
OCP_PO_ACTIVITY_WITH_INV_WARR	Lists activity for each voucher created against the purchase order and provides invoice date and number, voucher comments and messages, warrant number and status, and other voucher information. Helpful when corresponding with vendors to resolve payment disputes.

