COR118
Accounts Payable Inquiry and Reporting Manual

Prepared by

Office of Management and Enterprise Services
Central Accounting and Reporting

Revised November 2021
# Table of Contents

Overview....................................................................................................................................... 5
Voucher inquiry ................................................................................................................................... 5
  Voucher Details tab ............................................................................................................................. 7
  Amounts tab ........................................................................................................................................ 8
  More Details tab .................................................................................................................................. 8
  Supplier Details tab ............................................................................................................................. 8
Voucher Document Status .................................................................................................................. 9
  Documents tab .................................................................................................................................... 10
  Related info tab .................................................................................................................................. 10
Voucher Accounting Entries ............................................................................................................. 10
  Accounting information ....................................................................................................................... 10
    Main Information tab ......................................................................................................................... 11
    Chartfields tab ................................................................................................................................ 11
    Journal tab ....................................................................................................................................... 11
    Journal Drill Down ............................................................................................................................. 12
    Chartfields tab ................................................................................................................................ 13
    Voucher Information tab .................................................................................................................... 13
PO inquiry ........................................................................................................................................... 14
  PO inquiry results ............................................................................................................................... 14
    PO Line ............................................................................................................................................. 15
    Invoice Details .................................................................................................................................. 15
    Receiver Details ................................................................................................................................ 15
Payment Inquiry .................................................................................................................................... 16
  Payment Details tab ............................................................................................................................. 16
    Vouchers For A Payment ..................................................................................................................... 17
  Additional Info tab ............................................................................................................................... 17
  Supplier Details tab ............................................................................................................................. 17
Supplier inquiries (Scheduled Payment Inquiry) .................................................................................. 17
  Schedule Details tab ............................................................................................................................ 19
  Voucher Details tab .............................................................................................................................. 19
  Bank Details tab .................................................................................................................................. 19
Supplier Current Balance Inquiry ......................................................................................................... 19
Reporting ............................................................................................................................................... 20
  Reconciliation reports .......................................................................................................................... 23
    Open Liability Reconciliation report .................................................................................................. 23
    AP/GL Account Reconciliation report ............................................................................................... 26
AP/GL Journal Reconciliation Report ................................................................. 28
Queries ...................................................................................................................... 30

Running a query in Excel format ........................................................................ 31
Query with prompts ............................................................................................... 31
Query that prompts for User ID and Run Control ID ........................................... 32

Scheduling queries .................................................................................................. 34
Voucher Register report ....................................................................................... 34
Schedule a query .................................................................................................... 35
Scheduled query ..................................................................................................... 36
Process Scheduler Request and Distribution ...................................................... 36

Distribution Detail ................................................................................................. 37

Accessing the scheduled query ............................................................................ 38
Distributed schedules ............................................................................................ 38

Schedule Query ..................................................................................................... 39
Access the Schedule Query page .......................................................................... 40

Available queries .................................................................................................... 40
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 inquires.

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 select Search.

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**

<table>
<thead>
<tr>
<th>Field</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search Name</td>
<td>ALL</td>
<td></td>
</tr>
<tr>
<td>From Business Unit</td>
<td>00000</td>
<td></td>
</tr>
<tr>
<td>From Vendor ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From Invoice Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplier Set ID</td>
<td>00000</td>
<td></td>
</tr>
<tr>
<td>From Supplier Short Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From Supplier Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From Additional Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From Vendor ID</td>
<td>0000286207</td>
<td>0000286207</td>
</tr>
<tr>
<td>Supplier Location</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entry Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incomplete Voucher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From Accounting Date</td>
<td>01/01/2021</td>
<td>07/06/2021</td>
</tr>
<tr>
<td>From Invoice Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From Due Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From Entered Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Origin Set ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From Origin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From Control Group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From Contract ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lease Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO Business Unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From PO ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From Item ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Amount Rule</em></td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Currency</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Voucher Style</em></td>
<td>All Vouchers</td>
<td></td>
</tr>
<tr>
<td>Post Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approval Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voucher Balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voucher Source</td>
<td></td>
<td></td>
</tr>
<tr>
<td>User ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GL Business Unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dept</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VAT No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Process Instance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Match Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sanctions Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Max Rows</td>
<td>300</td>
<td></td>
</tr>
</tbody>
</table>
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 select **Sort Display**.

![Display Currency Criteria](image)

**Voucher Details tab**
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.

More Details tab
Displays the various statuses of the voucher and associated dates.

Supplier Details tab
Includes supplier information for the voucher.
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>Document Status

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 select Search.

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.
- **Supplier ID Actions**: Access Supplier Information, Maintain Supplier Conversations, and Review SupplierContacts.
• **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**

• **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**

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

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### 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>Accounting Entries

Navigate to the page, or link from another inquiry. Select the Business Unit and a voucher ID or invoice number to return data. Select **Search**. The invoice date, supplier ID and supplier name of the voucher populate according to the search criteria.

![Voucher Accounting Entries](image)

**Accounting Information**

Posting Process displays the posting process for the specific entry. Each posting process appears on its own view in Accounting Information area. The different entries appear as view 1 of 2, view 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.

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

Journal tab
Displays the information related to the general ledger journal ID.

- **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.

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**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).

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### 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

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 select **Search**.

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. Select View All to expand all available distribution lines.

**Voucher Information tab**
Displays the voucher IDs and description of the vouchers associated with this journal line.

- **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. Enter all known criteria and select **Search**.

**PO inquiry results**

Contains information from the Purchase Order page header.
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.

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

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.

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.

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.

Payment Details tab
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 three vouchers. Select the Voucher ID links to access the Voucher Inquiry page for that voucher.

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

Supplier Details tab
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 inquires. 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

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

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.
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.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Voucher ID</th>
<th>Payment Method</th>
<th>Scheduled to Pay</th>
<th>Held Payment</th>
<th>Gross Amount</th>
<th>Bank Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>546000</td>
<td>00200794</td>
<td>1 YR</td>
<td>01/15/2021</td>
<td></td>
<td>6,776.45</td>
<td>USD</td>
</tr>
<tr>
<td>546020</td>
<td>00200798</td>
<td>1 YR</td>
<td>01/20/2021</td>
<td></td>
<td>1,194.00</td>
<td>USD</td>
</tr>
<tr>
<td>546050</td>
<td>00200799</td>
<td>1 YR</td>
<td>01/25/2021</td>
<td></td>
<td>72.50</td>
<td>USD</td>
</tr>
<tr>
<td>546080</td>
<td>00200800</td>
<td>1 YR</td>
<td>01/30/2021</td>
<td></td>
<td>15.00</td>
<td>USD</td>
</tr>
<tr>
<td>546110</td>
<td>00200801</td>
<td>1 YR</td>
<td>02/05/2021</td>
<td></td>
<td>26.00</td>
<td>USD</td>
</tr>
<tr>
<td>546140</td>
<td>00200802</td>
<td>1 YR</td>
<td>02/10/2021</td>
<td></td>
<td></td>
<td>USD</td>
</tr>
</tbody>
</table>

Voucher Details tab
Provides additional voucher information, including invoice and supplier IDs.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Voucher ID</th>
<th>Voucher Style</th>
<th>Invoice ID</th>
<th>Supplier ID</th>
<th>Approval Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>546000</td>
<td>00200794</td>
<td>Regular Voucher</td>
<td>0702149601</td>
<td>0000000000</td>
<td>Approved</td>
</tr>
<tr>
<td>546020</td>
<td>00200798</td>
<td>Regular Voucher</td>
<td>0702149601</td>
<td>0000000000</td>
<td>Approved</td>
</tr>
<tr>
<td>546050</td>
<td>00200799</td>
<td>Regular Voucher</td>
<td>0702149601</td>
<td>0000000000</td>
<td>Approved</td>
</tr>
<tr>
<td>546080</td>
<td>00200800</td>
<td>Regular Voucher</td>
<td>0702149601</td>
<td>0000000000</td>
<td>Approved</td>
</tr>
<tr>
<td>546110</td>
<td>00200801</td>
<td>Regular Voucher</td>
<td>0702149601</td>
<td>0000000000</td>
<td>Approved</td>
</tr>
<tr>
<td>546140</td>
<td>00200802</td>
<td>Regular Voucher</td>
<td>0702149601</td>
<td>0000000000</td>
<td>Approved</td>
</tr>
</tbody>
</table>

Bank Details tab
Provides banking information, including remit to and account information.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Voucher ID</th>
<th>Bank Account 1</th>
<th>Bank Account 2</th>
<th>Netting Reference ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>546000</td>
<td>00200794</td>
<td>0000000000</td>
<td>0000000000</td>
<td>0000000000</td>
</tr>
<tr>
<td>546020</td>
<td>00200798</td>
<td>0000000000</td>
<td>0000000000</td>
<td>0000000000</td>
</tr>
<tr>
<td>546050</td>
<td>00200799</td>
<td>0000000000</td>
<td>0000000000</td>
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</tr>
<tr>
<td>546080</td>
<td>00200800</td>
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<tr>
<td>546110</td>
<td>00200801</td>
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<td>0000000000</td>
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</tr>
<tr>
<td>546140</td>
<td>00200802</td>
<td>0000000000</td>
<td>0000000000</td>
<td>0000000000</td>
</tr>
</tbody>
</table>

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.
Navigate to initialize the page as shown below. Multiple search criteria and ranges of data allow for very specific searches. Enter all criteria and select **Search**. To change the order of the results, adjust the sort criteria and select **Sort Display**.

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**

<table>
<thead>
<tr>
<th>Report name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Digit Expenditure Detail Report by Journal Date (OCAPO312)</td>
<td>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.</td>
</tr>
<tr>
<td>6 Digit Object of Expenditure (OCPGL0060)</td>
<td>Summarizes expenditures, including payroll, at the major class and subclass of accounts with MTD and YTD totals by each account.</td>
</tr>
<tr>
<td>6 Digit Expenditure by Fund (OCPGL0062)</td>
<td>Summarizes expenditures, including payroll, by class, department, and account with MTD and YTD totals for each funding line.</td>
</tr>
<tr>
<td>Match Exception Report (APY1090)</td>
<td>Lists vouchers with a matching exception.</td>
</tr>
<tr>
<td>Report Name</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Document Tolerance (OCP_0422_AP)</td>
<td>Lists vouchers with a document tolerance exception.</td>
</tr>
<tr>
<td>Budget Checking Error Report (OCAP_0224_AP)</td>
<td>Lists vouchers with a budget checking error.</td>
</tr>
<tr>
<td>Vouchers with Recycle Status Report (OCP_0220_AP)</td>
<td>Lists vouchers that are held from further processing.</td>
</tr>
<tr>
<td>Vouchers Not Posted Report (OCP_0221_AP)</td>
<td>Lists vouchers that have not been posted. Report used to troubleshoot vouchers when reconciling.</td>
</tr>
<tr>
<td>Vouchers Not Journal Generated Report (OCP_0222_AP)</td>
<td>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.</td>
</tr>
<tr>
<td>Vouchers On Hold Report (OCP_0251_AP)</td>
<td>Lists vouchers that are held from payment processing.</td>
</tr>
<tr>
<td>Voucher Register – (APY1010)</td>
<td>Lists vouchers for the requested period with option to include voucher line and distribution line detail.</td>
</tr>
<tr>
<td>Posted Voucher Listing (APY1020)</td>
<td>Lists all posted vouchers for requested period with option to select all suppliers or specified suppliers.</td>
</tr>
<tr>
<td>Professional Services Report (OCP_0067_AP)</td>
<td>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.</td>
</tr>
<tr>
<td>Travel Expenditures Report (OCP_0070_AP)</td>
<td>Summarizes balances for all travel accounts beginning with 521 and 522 by supplier ID with MTD and YTD totals by each supplier.</td>
</tr>
<tr>
<td>Fiscal AFP Expenditures by Agency/AFP Number Report (OCP_0074_AP)</td>
<td>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.</td>
</tr>
<tr>
<td>Vchr Acctg KK Recon Report (OCPAP0645)</td>
<td>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.</td>
</tr>
<tr>
<td>Successful Vouchers Report (OCP_0116_AP)</td>
<td>Lists each paid transaction processed for a given period (not to exceed 1 year). Subtotals by class and department.</td>
</tr>
<tr>
<td>Print Vouchers (Revised)</td>
<td>Signature form for agencies that enter vouchers online</td>
</tr>
<tr>
<td>Voucher Batch Slip (Form 25B)</td>
<td>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.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Report name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary AP/GL Open Liability (APY1400) &amp; Detail AP/GL Open Liability (APY1405)</td>
<td>Lists the detail of the open liabilities (sum of account 202000 for all classes) recorded in the ledger as of a specified date.</td>
</tr>
<tr>
<td>AP/GL Account Recon Request (APY1410)</td>
<td>Lists account totals by journal ID and account for a specified accounting period.</td>
</tr>
<tr>
<td>AP/GL Journal Recon Request (APY 1420)</td>
<td>Lists account totals by journal line and journal ID. Report can be organized by accounting period, journal date or journal ID.</td>
</tr>
</tbody>
</table>
### Accounts Payable>Reports>Payments

<table>
<thead>
<tr>
<th>Report name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Misc Warrant Report (OCAP0119)</td>
<td>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.</td>
</tr>
<tr>
<td>Month End Outstanding Warrants (OCP_0123_AP)</td>
<td>Lists unreconciled warrants as of the specified date by bank account.</td>
</tr>
<tr>
<td>36 Month Stat. Cancel Report (OCP_0071_AP)</td>
<td>Lists miscellaneous warrants that have stat canceled within the last 36 months. Includes warrants replacement information.</td>
</tr>
<tr>
<td>AP Statutory Cancellations Report (OCP_0064_AP)</td>
<td>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.</td>
</tr>
<tr>
<td>Payroll 36 Month Stat. Cancel Report (OCP_0309_AP)</td>
<td>Lists payroll warrants that have stat cancelled within the last 36 months. Includes warrants replacement information.</td>
</tr>
<tr>
<td>Warrant Cancellation Register (OCP_0136_AP) (2 Part Report)</td>
<td>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.</td>
</tr>
<tr>
<td>Misc. Inter/Intra Agency Report (OCP AP0072)</td>
<td>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.</td>
</tr>
<tr>
<td>Miscellaneous Tax Information Report (OCP_AP0330)</td>
<td>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.</td>
</tr>
<tr>
<td>Payment History By Payment Method (APY2050)</td>
<td>Report provided to populate the Currency field in order to run the Payment History By Supplier report.</td>
</tr>
</tbody>
</table>

### Accounts Payable>Reports>Supplier

<table>
<thead>
<tr>
<th>Report name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier</td>
<td></td>
</tr>
<tr>
<td>Fiscal AFP Expenditures by Agency/FEI Number Report (OCAP0073)</td>
<td>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).</td>
</tr>
<tr>
<td>Payment History By Supplier (APY2000)</td>
<td>Provides a register of payments for a supplier during the requested period.</td>
</tr>
</tbody>
</table>
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).

Select Add to open the Payables Open Liability Reconciliation parameters page.

Report parameters

- **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.
Process Scheduler Request

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

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.

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.

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.

Process List tab

If you selected 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.
Process Detail

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

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.

A portion of an APY1400 report.
AP/GL Account Reconciliation report

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

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

Select Add to open the AP/GL Account Reconciliation parameters page.

**Report parameters**

- **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.

**Process Scheduler Request**

When you select Run, the Process Scheduler Request page lists the processes that generate the reconciliation report. Use the PSNT server and select a Process List option.
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.

**Process List tab**

Select **APY1420** in the Process Name column under Process List.

<table>
<thead>
<tr>
<th>Select</th>
<th>Instance</th>
<th>Seq.</th>
<th>Process Type</th>
<th>Process Name</th>
<th>User</th>
<th>Run Date/Time</th>
<th>Run Status</th>
<th>Distribution Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>24046596</td>
<td></td>
<td>PSJob</td>
<td>APY1420</td>
<td></td>
<td>07/09/2021 9:23:49AM CDT</td>
<td>Success</td>
<td>Printed</td>
<td>Details</td>
</tr>
</tbody>
</table>

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

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

**Report parameters**

- **Request ID and Description**: Enter a meaningful ID and description (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:
  - **Accounting Period**: Include detail in the report by accounting period. If this option is selected, the Accounting Period and Fiscal Year fields become active.
  - **Journal Date**: Include detail in the report by journal date. If this option is selected, the Journal Date field becomes active.
  - **Journal ID**: Include detail in the report by journal ID. If this option is selected, the GL Journal ID field becomes active.

- **Journal ID**: Enter the journal date for which the report will be created. This field is active only if the Journal Date report option is selected.
- **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.
Process Scheduler Request

When you select Run, the Process Scheduler Request page lists the processes that generate the reconciliation report. Use the PSNT server and select a Process List option.

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.

**Process List tab**

Select **APY1410** in the Process Name column under Process List.

Shown here 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.) Select **Search** to search for the query(ies).

**Advanced Search** is also helpful if only a partial name or description is known.

These search types may be chained together:

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

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

- Query name.
- Description.
- Ownership (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 34.
- 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.

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
<th>Owner</th>
<th>Folder</th>
<th>Run to HTML</th>
<th>Run to Excel</th>
<th>Run to XML</th>
<th>Schedule</th>
<th>Definitional References</th>
<th>Add to Favorites</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCP_AP0123</td>
<td>Warrants Outstanding &gt; 90 Days</td>
<td>Public</td>
<td>HTML</td>
<td>Excel</td>
<td>XML</td>
<td>Schedule</td>
<td>Lookup References</td>
<td>Favorite</td>
<td></td>
</tr>
<tr>
<td>OCP_AP0135</td>
<td>WARRANT CANCELED/RES TM FUNDS</td>
<td>Public</td>
<td>HTML</td>
<td>Excel</td>
<td>XML</td>
<td>Schedule</td>
<td>Lookup References</td>
<td>Favorite</td>
<td></td>
</tr>
<tr>
<td>OCP_DS_WARRANTS_BY_AGENCY</td>
<td>WARRANT INFO WITH VOUCHER INFO</td>
<td>Public</td>
<td>HTML</td>
<td>Excel</td>
<td>XML</td>
<td>Schedule</td>
<td>Lookup References</td>
<td>Favorite</td>
<td></td>
</tr>
<tr>
<td>OCP_DS_WARRANTS_BY_AGENCY_RANGE</td>
<td>WARRANT INFO WITH VOUCHER INFO</td>
<td>Public</td>
<td>HTML</td>
<td>Excel</td>
<td>XML</td>
<td>Schedule</td>
<td>Lookup References</td>
<td>Favorite</td>
<td></td>
</tr>
<tr>
<td>OCP_DS_VA00_VCH_ALPHA</td>
<td>Voucher &amp; Claims</td>
<td>Public</td>
<td>HTML</td>
<td>Excel</td>
<td>XML</td>
<td>Schedule</td>
<td>Lookup References</td>
<td>Favorite</td>
<td></td>
</tr>
<tr>
<td>OCP_WARRANTS_PLUS_CLAIMS</td>
<td>WARRANT INFO WITH VOUCHER INFO</td>
<td>Public</td>
<td>HTML</td>
<td>Excel</td>
<td>XML</td>
<td>Schedule</td>
<td>Lookup References</td>
<td>Favorite</td>
<td></td>
</tr>
</tbody>
</table>

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 with the results of the query.

If there are prompts defined in the query, enter the desired criteria in the prompt fields. Prompts make the query dynamic in that each time it is run, you can change the selection criteria. 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 to run the query.
No results are immediately available since this query has prompts defined for it. Therefore, prior to seeing the results, you must enter the required information. This query is prompting for the business unit and accounting dates. Once the prompts are populated, select View Results to see the results.

Whether the query has prompts or not, this file download message displays. Open the query directly to Excel, or save as an Excel file first.

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

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.

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

![Query Viewer](image)

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

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.

![Excel Results](image)
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.

Select Add to open the Voucher Register parameters page.

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

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.

Select Run, and run the report as a PDF.
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

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. The query appears in the Search Results list. Select **Schedule** to schedule the query.

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.

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. Select **Add**.
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 **OK** to open the Schedule Query panel.

**Scheduled Query**

![Scheduled Query panel](image)

In the Schedule Query panel, the **Description** field is required. Enter a meaningful description using alpha and/or numeric characters. Select **Apply** to open the Process Scheduler.

**Process Scheduler Request and Distribution**

- Select **PSUNX** in Server Name.
- 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 **OK** to complete scheduling the query.
Scheduled queries can be distributed to other users or emailed.

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. Select Distribution.

In Email Address List, 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.
Accessing the scheduled query


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 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.

Query results example:

Distributed schedules

Navigation: Reporting Tools>Report Manager>Administration tab

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.)

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

The Run Control ID designated for the report is used to access the Report Request Parameters page. From Date and Through Date were changed to the next day 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.
Access the Schedule Query page

Navigation: Reporting Tools>Query>Schedule Query

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

The Schedule Query panel opens. Continue scheduling the query as illustrated in Scheduling queries.

Available queries

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.

<table>
<thead>
<tr>
<th>Query name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OMES_VENDOR_CHECK</td>
<td>Identifies supplier ID(s) for supplier with a specified TIN number.</td>
</tr>
<tr>
<td>OSF_EFT_VENDOR_LOCATIONS</td>
<td>Provides a list of supplier IDs and locations, excluding employees, set up to pay by EFT.</td>
</tr>
<tr>
<td>OCP_OSF_VENDORS_ON_HOLD</td>
<td>Identifies Supplier Locations that are tax snagged and on hold to prevent vouchers with these payees from paying.</td>
</tr>
<tr>
<td>OCP_CHANGE_IN_AP</td>
<td>Detail voucher lists that composes the Change in AP column on the Summary Receipts and Disbursements Report.</td>
</tr>
<tr>
<td>OCP_EXPENDITURE_VOUCHERS_SRD</td>
<td>Detail voucher list composing the miscellaneous claims portion of the Expenditures column on the SR&amp;D Report.</td>
</tr>
<tr>
<td>OCP_PR_WH_ACCT_BAL_DETAIL</td>
<td>Detail GL journal entry which composes the payroll withholding account balances for 633xxx. Query assists with reconciliation of SR&amp;D report.</td>
</tr>
<tr>
<td>OCP_PAYROLL_FUND_TRANSFER (_PS)</td>
<td>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&amp;D Report for the month.</td>
</tr>
<tr>
<td><strong>QUERY</strong></td>
<td><strong>DESCRIPTION</strong></td>
</tr>
<tr>
<td>-----------</td>
<td>----------------</td>
</tr>
<tr>
<td>OCP_CH_IN_AP_JV</td>
<td>Identifies journal vouchers that cross classes. Query assists with reconciliation of SR&amp;D report.</td>
</tr>
<tr>
<td>OCP_ALLTRANS_AP</td>
<td>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.</td>
</tr>
<tr>
<td>OCP_AP_UNPAID_VOUCHERS</td>
<td>Lists vouchers without a warrant number as of a specified date.</td>
</tr>
<tr>
<td>OCP_AP_VCHR_ACTIVITY_BY_ACCT</td>
<td>Lists voucher information for expenditures recorded to the specified account code and accounting date range.</td>
</tr>
<tr>
<td>OCP_AP_LAPSING_VCHRS_WI_60_DAY</td>
<td>Identifies vouchers with funds lapsing within the next 60 days.</td>
</tr>
<tr>
<td>OCP_AP0336_BU_WARRANT_INQ</td>
<td>Inquires on information and status of specified warrant.</td>
</tr>
<tr>
<td>OCP_AP0071A_36MTH_NOTREIS_CNXS</td>
<td>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.</td>
</tr>
<tr>
<td>OCP_PAYROLL_VCHR_STG_VALIDATIO</td>
<td>Identifies payroll withholding vouchers loaded to the voucher staging tables.</td>
</tr>
<tr>
<td>OCP_PCARD_VCHR_STG_VALIDATIO</td>
<td>Identifies P-card transaction amounts loaded in staging tables.</td>
</tr>
<tr>
<td>VOUCHERS_DELETED</td>
<td>Inquires on information of all deleted vouchers.</td>
</tr>
<tr>
<td>OCP_EDT_VOUCHER_ID</td>
<td>Identifies the voucher number assigned to a claim number.</td>
</tr>
<tr>
<td>VOUCHER_PO_DISTLINE</td>
<td>Prompts by voucher ID and Identifies the PO distribution lines associated with voucher distribution lines.</td>
</tr>
<tr>
<td>OCP_PO_VCHR_DIST_LINE_AMT</td>
<td>Prompts by PO ID and identifies vouchers paid against specific PO lines and distribution lines. Lists funding from each voucher distribution line.</td>
</tr>
<tr>
<td>OCP_PO0356</td>
<td>Identifies remaining encumbrance by PO ID and PO distribution line</td>
</tr>
<tr>
<td>OCP_PO_DIST_AVAIL_BAL</td>
<td>Similar to OCP_PO0356 query, but includes the Chartfields associated with each of the PO distribution lines.</td>
</tr>
<tr>
<td>OCP_PO_ACTIVITY_WITH_INV_WARR</td>
<td>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.</td>
</tr>
</tbody>
</table>