



**OKLAHOMA**  
Office of Management  
& Enterprise Services

**COR118**  
**Accounts Payable Inquiry and**  
**Reporting Manual**

COR118

Accounts Payable Inquiry and Reporting Manual

Prepared by

Office of Management and Enterprise Services  
Central Accounting and Reporting

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## 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

Search Name	<input type="text" value="ALL"/>	<input type="button" value="Q"/>		
	<b>From</b>		<b>To</b>	
From Business Unit	<input type="text" value="09000"/>	<input type="button" value="Q"/>	<input type="text" value="09000"/>	<input type="button" value="Q"/>
From Voucher ID	<input type="text"/>	<input type="button" value="Q"/>	<input type="text"/>	<input type="button" value="Q"/>
From Invoice Number	<input type="text"/>	<input type="button" value="Q"/>	<input type="text"/>	<input type="button" value="Q"/>
Supplier SetID	<input type="text" value="00000"/>	<input type="button" value="Q"/>		
From Supplier Short Name	<input type="text"/>	<input type="button" value="Q"/>	<input type="text"/>	<input type="button" value="Q"/>
From Supplier Name	<input type="text"/>	<input type="button" value="Q"/>	<input type="text"/>	<input type="button" value="Q"/>
From Additional Name	<input type="text"/>	<input type="button" value="Q"/>	<input type="text"/>	<input type="button" value="Q"/>
From Vendor ID	<input type="text" value="0000265207"/>	<input type="button" value="Q"/>	<input type="text" value="0000265207"/>	<input type="button" value="Q"/>
Supplier Location	<input type="text"/>	<input type="button" value="Q"/>		
Entry Status	<input type="button" value="▼"/>			
Incomplete Voucher	<input type="button" value="▼"/>			
From Accounting Date	<input type="text" value="01/01/2021"/>	<input type="button" value="📅"/>	<input type="text" value="07/08/2021"/>	<input type="button" value="📅"/>
From Invoice Date	<input type="text"/>	<input type="button" value="📅"/>	<input type="text"/>	<input type="button" value="📅"/>
From Due Date	<input type="text"/>	<input type="button" value="📅"/>	<input type="text"/>	<input type="button" value="📅"/>
From Entered Date	<input type="text"/>	<input type="button" value="📅"/>	<input type="text"/>	<input type="button" value="📅"/>
Origin Set ID	<input type="text"/>	<input type="button" value="Q"/>		
From Origin	<input type="text"/>	<input type="button" value="Q"/>	<input type="text"/>	<input type="button" value="Q"/>
From Control Group	<input type="text"/>	<input type="button" value="Q"/>	<input type="text"/>	<input type="button" value="Q"/>
From Contract ID	<input type="text"/>		<input type="text"/>	
Lease Number	<input type="text"/>	<input type="button" value="Q"/>		
PO Business Unit	<input type="text"/>	<input type="button" value="Q"/>		
From PO ID	<input type="text"/>		<input type="text"/>	
From Item ID	<input type="text"/>		<input type="text"/>	
*Amount Rule	<input type="button" value="Any"/>	<input type="button" value="▼"/>		
Amount	<input type="text"/>			
*Currency	<input type="text"/>	<input type="button" value="Q"/>		
*Voucher Style	<input type="button" value="All Vouchers"/>	<input type="button" value="▼"/>		
Post Status	<input type="button" value="▼"/>			
Approval Status	<input type="button" value="▼"/>			
Voucher Balance	<input type="button" value="▼"/>			
Voucher Source	<input type="button" value="▼"/>			
User ID	<input type="text"/>			
GL Business Unit	<input type="text"/>			
Account	<input type="text"/>			
Dept	<input type="text"/>			
VAT No	<input type="text"/>			
Process Instance	<input type="text"/>			
Match Status	<input type="button" value="▼"/>			
Sanctions Status	<input type="button" value="▼"/>			
Max Rows	<input type="text" value="300"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>	

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**.

Sort Criteria

\*Sort By:

\*Sort Asc/Desc:

Display Currency Criteria

Voucher Inquiry Results

1-38 of 38 | 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	00138386	45178780	12/05/2020	0000285207	Postable	<input type="checkbox"/>	Matched	ORACLE-001
▼ Actions	09000	00138441	45183455	12/12/2020	0000285207	Postable	<input type="checkbox"/>	Matched	ORACLE-001
▼ Actions	09000	00138724	45042815	12/31/2020	0000285207	Postable	<input type="checkbox"/>	Matched	ORACLE-001
▼ Actions	09000	00138728	45025350	12/31/2020	0000285207	Postable	<input type="checkbox"/>	Matched	ORACLE-001
▼ Actions	09000	00138733	45025477	12/31/2020	0000285207	Postable	<input type="checkbox"/>	Matched	ORACLE-001
▼ Actions	09000	00138841	44995182	01/05/2021	0000285207	Postable	<input type="checkbox"/>	Matched	ORACLE-001
▼ Actions	09000	00138990	3823475	12/31/2020	0000285207	Postable	<input type="checkbox"/>	Matched	ORACLE-001
▼ Actions	09000	00137047	45001589	11/19/2020	0000285207	Postable	<input type="checkbox"/>	Matched	ORACLE-001
▼ Actions	09000	00137058	45134311	01/07/2021	0000285207	Postable	<input type="checkbox"/>	Matched	ORACLE-001
▼ Actions	09000	00137191	8543426	01/12/2021	0000285207	Postable	<input type="checkbox"/>	Matched	ORACLE-001
▼ Actions	09000	00137193	8557189	01/12/2021	0000285207	Postable	<input type="checkbox"/>	Matched	ORACLE-001
▼ Actions	09000	00137399	44912178	12/31/2020	0000285207	Postable	<input type="checkbox"/>	Matched	ORACLE-001
▼ Actions	09000	00137400	44794391	12/31/2020	0000285207	Postable	<input type="checkbox"/>	Matched	ORACLE-001
▼ Actions	09000	00137846	44969091	01/16/2021	0000285207	Postable	<input type="checkbox"/>	Matched	ORACLE-001
▼ Actions	09000	00138908	45001590	02/19/2021	0000285207	Postable	<input type="checkbox"/>	Matched	ORACLE-001

## 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.

Voucher Inquiry Results										
<span>☰</span> <input type="text"/> <span style="float: right;">1-38 of 38</span> <span style="float: right;">View All</span>										
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	00136386	USD	44,250.00	0.00	0.00	0.00	0.00	44,250.00	44,250.00
▼ Actions	09000	00136441	USD	19,168.56	0.00	0.00	0.00	0.00	19,168.56	19,168.56
▼ Actions	09000	00136724	USD	211,676.39	0.00	0.00	0.00	0.00	211,676.39	211,676.39
▼ Actions	09000	00136728	USD	2,660.31	0.00	0.00	0.00	0.00	2,660.31	2,660.31
▼ Actions	09000	00136733	USD	2,540.03	0.00	0.00	0.00	0.00	2,540.03	2,540.03

## More Details tab

Displays the various statuses of the voucher and associated dates.

Voucher Inquiry Results																
<span>☰</span> <input type="text"/> <span style="float: right;">1-38 of 38</span> <span style="float: right;">View All</span>																
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	00136386	Regular Voucher	0001	Posted	Approved	Approval History	Open	ONL	12/05/2020	12/05/2020	01/04/2021	01/04/2021	Valid	Valid Budget Check	
▼ Actions	09000	00136441	Regular Voucher	0001	Posted	Approved	Approval History	Open	ONL	12/12/2020	12/12/2020	01/04/2021	01/04/2021	Valid	Valid Budget Check	
▼ Actions	09000	00136724	Regular Voucher	0001	Posted	Approved	Approval History	Open	ONL	12/31/2020	12/31/2020	01/06/2021	01/06/2021	Valid	Valid Budget Check	
▼ Actions	09000	00136728	Regular Voucher	0001	Posted	Approved	Approval History	Open	ONL	12/31/2020	12/31/2020	01/06/2021	01/06/2021	Valid	Valid Budget Check	
▼ Actions	09000	00136733	Regular Voucher	0001	Posted	Approved	Approval History	Open	ONL	12/31/2020	12/31/2020	01/06/2021	01/06/2021	Valid	Valid Budget Check	
▼ Actions	09000	00136841	Regular Voucher	0001	Posted	Approved	Approval History	Open	ONL	01/05/2021	01/05/2021	01/08/2021	01/08/2021	Valid	Valid Budget Check	
▼ Actions	09000	00136990	Regular Voucher	0001	Posted	Approved	Approval History	Open	ONL	12/31/2020	12/31/2020	01/08/2021	01/08/2021	Valid	Valid Budget Check	
▼ Actions	09000	00137047	Regular Voucher	0001	Posted	Approved	Approval History	Open	ONL	11/19/2020	11/19/2020	01/11/2021	01/11/2021	Valid	Valid Budget Check	
▼ Actions	09000	00137056	Regular Voucher	0001	Posted	Approved	Approval History	Open	ONL	01/07/2021	01/07/2021	01/11/2021	01/11/2021	Valid	Valid Budget Check	
▼ Actions	09000	00137191	Regular Voucher	0001	Posted	Approved	Approval History	Open	ONL	01/12/2021	01/12/2021	01/14/2021	01/14/2021	Valid	Valid Budget Check	
▼ Actions	09000	00137193	Regular Voucher	0001	Posted	Approved	Approval History	Open	ONL	01/12/2021	01/12/2021	01/14/2021	01/14/2021	Valid	Valid Budget Check	

## Supplier Details tab

Includes supplier information for the voucher.

Voucher Inquiry Results					
<span>☰</span> <input type="text"/>					
Voucher Details	Amounts		More Details	Supplier Details	
Actions	Business Unit	Voucher ID	Supplier ID	Short Supplier Name	Supplier Name
▼ Actions	09000	00136386	0000265207	ORACLE-001	ORACLE AMERICA INC
▼ Actions	09000	00136441	0000265207	ORACLE-001	ORACLE AMERICA INC
▼ Actions	09000	00136724	0000265207	ORACLE-001	ORACLE AMERICA INC
▼ Actions	09000	00136728	0000265207	ORACLE-001	ORACLE AMERICA INC
▼ Actions	09000	00136733	0000265207	ORACLE-001	ORACLE AMERICA INC
▼ Actions	09000	00136841	0000265207	ORACLE-001	ORACLE AMERICA INC



# 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**.

**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 =

Voucher ID begins with

Invoice Number begins with

Invoice Date =

Supplier ID begins with

Short Supplier Name begins with

Case Sensitive

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

**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	Approval Status Approved	Budget Status Valid
Supplier ID 0000265207	Document Type Voucher	Match Status Matched
Location 0001	Actions ORACLE-001	Status Posted

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

[Show All](#)

**Associated Document**

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			<a href="#">🔍</a>
▼ Actions		09000	Purchase Order	0909018853	Dispatched	03/27/2020	0000265207	0001	<a href="#">🔍</a>
▼ Actions	46700		Payment	052259820	Posted	07/07/2021	0000265207	0003	<a href="#">🔍</a>

[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.
- **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

- **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).

# 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**

\*Business Unit:

Voucher ID:

Invoice Number:

\*Accounting Line View Option:

Invoice Date: 06/30/2021

Supplier ID: 0000265207

Supplier Name: ORACLE AMERICA INC

\*Sort By:

---

**Accounting Information**  |  |  |  |

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

1-2 of 2 |

## 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.

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

## Chartfields tab

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

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.

**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).

Accounting Information								
Posting Process AP Accrual		GL Dist Status Distributed		Posting Date 07/06/2021				
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 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.

**Search Criteria**

Business Unit =

Journal ID begins with

Journal Date =

GL Journal Line Number =

Ledger begins with

**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
09000	AP04233168	07/07/2021	7	ACTUALS
09000	AP04233168	07/07/2021	8	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 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.

**Drill to Source**

**Journal ID**

Business Unit 09000      Journal AP04233168      Date 07/07/2021      GL Journal  
 Ledger ACTUALS      Line 9      Line Descr AP Accruals

**Chartfields**

Account	Operating Unit	Fund Type	Dept	Program	Class-Funding	Class Funding Affiliate	Bud Ref	Sub-Account	PC Business Unit	Project	Activity
202000		1820			24400						

Base Currency USD      Base Amount DR 0.00      Base Amount CR 778,212.21  
 Currency USD      Transaction Amount DR 0.00      Transaction Amount CR 778,212.21  
 Statistics Code      Statistic Amount

**Details**

Chartfields    Voucher Information    Document Information

Unit	Acctg Date	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	PC Business Unit	Project	Activity	Analysis
09000	07/01/2021		1820	24400								
09000	07/01/2021		1820	24400								
09000	07/01/2021		1820	24400								
09000	07/01/2021		1820	24400								
09000	07/01/2021		1820	24400								
09000	07/01/2021		1820	24400								
09000	07/01/2021		1820	24400								
09000	07/01/2021		1820	24400								

## Voucher Information tab

Displays the voucher IDs and description of the vouchers associated with this journal line.

**Details**

Chartfields    **Voucher Information**    Document Information

Voucher ID	Descr	Vchr Line	Distrib Line	Amount	Currency	Base Amount	Currency
<a href="#">00144673</a>	Accounts Payable	1	1	-1565.50	USD	-1565.50	USD
<a href="#">00144682</a>	Accounts Payable	1	2	-437.98	USD	-437.98	USD
<a href="#">00144707</a>	Accounts Payable	1	1	-11080.78	USD	-11080.78	USD

- **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

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 =

PO Number begins with

Purchase Order Date =

Supplier ID begins with

Short Supplier Name begins with

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

## 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 <span style="float: right;">1 of 3   View All</span>										
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 <span style="float: right;">1-1 of 1   View All</span>										
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 <span style="float: right;">1-1 of 1   View All</span>										
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 <span style="float: right;">1-1 of 1   View All</span>										
BU RTV	RTV ID	RTV Line	Status	Return Action	Disposition	Reason Code	UOM	Return Qty	Ship Qty	

## 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.

The screenshot displays the 'Payments' tab of a voucher inquiry page. The top navigation bar includes 'Summary', 'Invoice Information', 'Payments', 'Voucher Attributes', and 'Error Summary'. The 'Payments' tab is active. Below the navigation bar, the following fields are visible:

- Business Unit: 09000
- Voucher ID: 00144669
- Voucher Style: Regular Voucher
- Total Amount: 1,917.60
- Supplier Name: GALT FOUNDATION
- Invoice No: 24388031
- Invoice Date: 06/24/2021
- \*Pay Terms: 00 0 Days

Buttons for 'Run' and 'Schedule Payments' are present. Below this is the 'Payment Information' section, which includes a search bar and navigation controls. The payment details are as follows:

- Payment 1
- \*Remit to: 0000067055
- Location: 0002
- \*Address: 2
- Gross Amount: 1,917.60 USD
- Discount: 0.00 USD
- Scheduled Due: 07/01/2021
- Net Due: 06/24/2021
- Discount Due: [empty]
- Accounting Date: 07/07/2021

At the bottom left, the supplier address is listed: GALT FOUNDATION, 312 NW 13TH ST, OKLAHOMA CITY, OK 73103-3790. On the right, there are links for 'Payment Inquiry', 'Payment Comments(0)', and 'Holiday/Currency'.

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: ALL

From Supplier Name 1: From

Supplier Location:

\*Amount Rule: Any

Amount:

\*Currency:

Bank SetID: 46700

Bank Code: OST

Bank Account: EFT

Bank Account #:

From Ref ID: 052259796

From Payment Date:

Payment Method: System Check

Pay Cycle:

Seq Num:

Payment Status:

Remit SetID: 00000

Remit Supplier:

Settle By:

Settlement Status:

Single Payment Vouchers

Max Rows: 300   [Keyword Search](#)

Show Chart \*Chart Type: Bar Chart

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: Bank Account  Descending

2nd sort: Payment Reference ID  Descending

**Payment Inquiry Result**

1-1 of 1 | View All

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

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 (cash).
- **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.

**Vouchers For a Payment**

[Back To Payment Inquiry](#)

Bank Name Office of State Treasurer	Pymnt Ref ID 052259796
Bank Account # ****3333	Accounting Date 07/07/2021
	Payment Date 07/07/2021
Pay Cycle WF Seq Num 650	Days Outstanding 1
Supplier Name GALT FOUNDATION	Payment Clear Date 07/08/2021
Address 312 NW 13TH ST	Reconcile Date 07/08/2021
	Value Date 07/07/2021
OKLAHOMA CITY OK 73103-3790 USA	
Payment Amount 4,900.90 USD	Payment Method CHK
Description <input type="text"/>	

**Details**

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

## Additional Info tab

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

**Payment Inquiry Result**

1-1 of 1 | View All

Payment Details **Additional Info** Supplier Details Financial Gateway

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	<a href="#">052259796</a>	Posted	No Cancel Action				WF	650	EFT	****3333	Office of State Treasurer

## Supplier Details tab

Displays the supplier name and address associated with the payment.

**Payment Inquiry Result**

1-1 of 1 | View All

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	<a href="#">052259796</a>	GALT FOUNDATION	0000067055	0002	312 NW 13TH ST	OKLAHOMA CITY	OK	73103-3790

## 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>ReviewAccountsPayable 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.

**Scheduled Payment Inquiry**

▼ Search Criteria

Search Name:

From Business Unit:  To:

From Voucher ID:  To:

Supplier SetID:

From Supplier Short Name:  To:

From Vendor ID:  To:

Supplier Location:

\*Amount Rule:

Amount:

\*Currency:

Voucher Style:

Approval Status:

Bank SetID:

Bank Code:

Bank Account:

From Scheduled Payment Date:

Payment Method:

On Hold

Remit SetID:

Remit Supplier:

Prepaid Applicable:

Sanctions Status:

Max Rows:

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

Scheduled Payment Listing

1-10 of 11 | View All

Business Unit	Voucher ID	Pymnt Nbr	Payment Method	Scheduled to Pay	Hold Payment	Gross Amount	Trans Currency	Supplier ID	Supplier Name
56600	00267794	1	WIR	06/15/2021	<input type="checkbox"/>	6,708.45	USD	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS
56600	00268174	1	WIR	06/23/2021	<input type="checkbox"/>	1,648.00	USD	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS
56600	00268294	1	WIR	06/28/2021	<input type="checkbox"/>	72.50	USD	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS
56600	00268295	1	WIR	06/28/2021	<input type="checkbox"/>	15.00	USD	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS
56600	00268297	1	WIR	06/28/2021	<input type="checkbox"/>	20.00	USD	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS
56600	00268412	1	WIR	07/01/2021	<input type="checkbox"/>	525.00	USD	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS

## 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										
<span>🔍</span> <span style="float: right;">1-10 of 11   <a href="#">View All</a></span>										
<span>Schedule Details</span>   <span>Voucher Details</span>   <span>Bank Details</span>										
Business Unit	Voucher ID	Pymnt Nbr	Payment Method	Scheduled to Pay	Hold Payment	Gross Amount	Trans Currency	Supplier ID	Supplier Name	
56600	<a href="#">00267794</a>	1	WIR	06/15/2021	<input type="checkbox"/>	6,708.45	USD	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS	
56600	<a href="#">00268174</a>	1	WIR	06/23/2021	<input type="checkbox"/>	1,648.00	USD	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS	
56600	<a href="#">00268294</a>	1	WIR	06/28/2021	<input type="checkbox"/>	72.50	USD	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS	
56600	<a href="#">00268295</a>	1	WIR	06/28/2021	<input type="checkbox"/>	15.00	USD	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS	
56600	<a href="#">00268297</a>	1	WIR	06/28/2021	<input type="checkbox"/>	20.00	USD	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS	

## Voucher Details tab

Provides additional voucher information, including invoice and supplier IDs.

Scheduled Payment Listing					
<span>🔍</span> <span style="float: right;">1-10 of 11   <a href="#">View All</a></span>					
<span>Schedule Details</span>   <span>Voucher Details</span>   <span>Bank Details</span>					
Business Unit	Voucher ID	Voucher Style	Invoice ID	Supplier ID	Approval Status
56600	<a href="#">00267794</a>	Regular Voucher	0720210651	0000000090	Approved
56600	<a href="#">00268174</a>	Regular Voucher	OT00004151	0000000090	Approved
56600	<a href="#">00268294</a>	Regular Voucher	23211990	0000000090	Approved
56600	<a href="#">00268295</a>	Regular Voucher	23211991	0000000090	Approved
56600	<a href="#">00268297</a>	Regular Voucher	23211993	0000000090	Approved

## Bank Details tab

Provides banking information, including remit to and account information.

Scheduled Payment Listing											
<span>🔍</span> <span style="float: right;">1-10 of 11   <a href="#">View All</a></span>											
<span>Schedule Details</span>   <span>Voucher Details</span>   <span>Bank Details</span>											
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	<a href="#">00267794</a>	00000	0000000090	0900079901	46700	OST	0900				
56600	<a href="#">00268174</a>	00000	0000000090	0900079901	46700	OST	0900				
56600	<a href="#">00268294</a>	00000	0000000090	0900079901	46700	OST	0900				
56600	<a href="#">00268295</a>	00000	0000000090	0900079901	46700	OST	0900				
56600	<a href="#">00268297</a>	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 Balance

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**.

**Supplier Current Balance**

Search Name: ALL

From Business Unit: 56600 To: 56600

Supplier SetID: 00000

From Vendor ID: 0000000090 To: 0000000090

Supplier Location:

\*Currency: USD

Max Rows: 300 [Search] [Clear]

Sort Criteria: \*Sort By: Supplier ID \*Sort Asc/Desc: Ascending [Sort Display]

Display Currency Criteria

**Supplier Current Balance**

SetID	Supplier ID	Short Supplier Name	Business Unit	Transaction Currency	Gross Amount	Unapplied Prepayments	Payable Balance
00000	0000000090	OMES-001	56600	USD	14,900.75		14,900.75

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.
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**

<b>Report name</b>	<b>Description</b>
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.
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**

<b>Report name</b>	<b>Description</b>
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).

The screenshot shows a web form titled "AP/GL Open Liabilities Recon". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these is a text input field for "Run Control ID" containing the value "OPEN\_LIAB\_RECON\_090". A green "Add" button is positioned below the input field. At the bottom of the form, there are two links: "Find an Existing Value" and "Add a New Value".

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.

The screenshot shows the "Payables Open Liability Reconciliation" parameters page. At the top, it displays "Run Control ID" as "OPEN\_LIAB\_RECON\_090" and "Language" as "English". There are links for "Report Manager" and "Process Monitor", and a "Run" button. Below this is a "Report Request Parameters" section with fields for "\*Request ID" (value: 1), "\*As of Date" (value: 07/08/2021), and "\*Business Unit Option" (value: Value). A "Business Unit" section contains a table with a search bar and a "View All" link. The search bar contains "09000". At the bottom, there are buttons for "Save", "Notify", "Refresh", "Add", and "Update/Display".

## 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.

**Process Scheduler Request**

User ID  Run Control ID OPEN\_LIAB\_RECON\_090

---

Server Name  Run Date

Recurrence  Run 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

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 List | Server List

View Process Request For

User ID: [input] Type: [dropdown] Last: [dropdown] [input] 1 Days [dropdown] Refresh

Server: [dropdown] Name: [input] Instance From: [input] Instance To: [input] Report Manager

Run Status: [dropdown] Distribution Status: [dropdown]  Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	24043530		PSJob	APY1400	[input]	07/08/2021 3:04:19PM CDT	Success	Posted	<a href="#">Details</a>

### Process Detail

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

**Process Detail**

Process Name: APY1400 Refresh

Main Job Instance: 24043530

Left | Right

- 24043530 - APY1400 Success
  - 24043531 - AP\_APY1405 Success
  - 24043532 - APX1400 Success
  - 24043533 - APX1405 Success

Return

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.

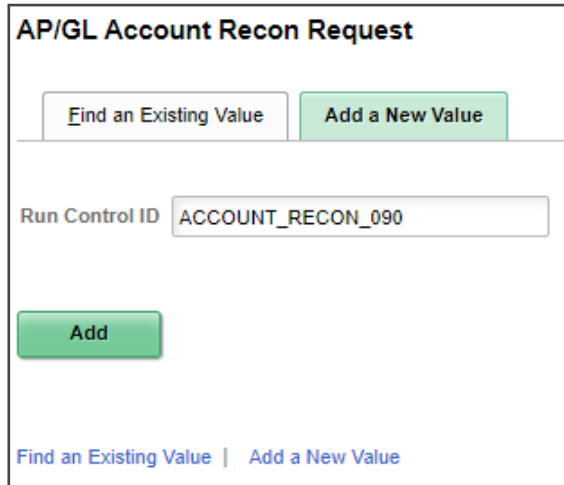
A portion of an APY1400 report.

PeopleSoft Accounts Payable							Page No.	8
SUMMARY AP/GL OPEN LIABILITY ACCOUNT RECONCILIATION REPORT							Run Date	7/8/2021
As Of Date: 08 Jul 2021							Run Time	15:06:18 PM
00000	0000304959	SEDGWICK CLAIMS MANAGEMENT SERVICES INC	09000	00144066	07 Jun 2021	400000062820	76,650.00	
Total for Supplier			SEDGWICK CLAIMS MANAGEMENT SERVICES INC				76,650.00	

## 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.

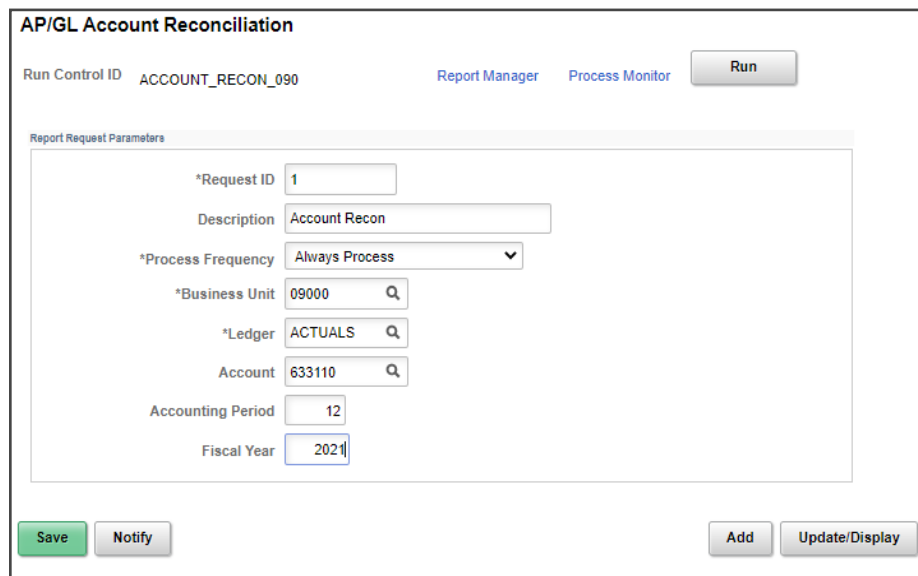


The screenshot shows the 'AP/GL Account Recon Request' form. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a text input field for 'Run Control ID' containing the value 'ACCOUNT\_RECON\_090'. A green 'Add' button is positioned below the input field. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

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.



The screenshot shows the 'AP/GL Account Reconciliation' parameters page. At the top, there is a 'Run Control ID' field with the value 'ACCOUNT\_RECON\_090'. To the right of this field are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this is a 'Report Request Parameters' section with the following fields: '\*Request ID' (1), 'Description' (Account Recon), '\*Process Frequency' (Always Process), '\*Business Unit' (09000), '\*Ledger' (ACTUALS), 'Account' (633110), 'Accounting Period' (12), and 'Fiscal Year' (2021). At the bottom of the form, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### 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.

### Process Scheduler Request

User ID: [REDACTED] Run Control ID: ACCOUNT\_RECON\_090

Server Name: [Dropdown] Run Date: 07/08/2021 [Calendar Icon]

Recurrence: [Dropdown] Run Time: 3:35:02PM [Reset to Current Date/Time]

Time Zone: [Search]

#### 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.

#### Process List tab

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

Process List Server List

View Process Request For

User ID: [Search] Type: PSJob Last: [Dropdown] 1 Days [Refresh]

Server: [Dropdown] Name: [Search] Instance From: [Dropdown] Instance To: [Dropdown] Report Manager

Run Status: [Dropdown] Distribution Status: [Dropdown]  Save On Refresh

#### Process List

1-2 of 2 | View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	24046695		PSJob	APY1420		07/09/2021 8:21:49AM CDT	Success	Posted	Details

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

PeopleSoft Accounts Payable										Page No.	1
AP/IGL ACCOUNT RECONCILIATION REPORT										Run Date	7/9/2021
										Run Time	8:23:36 AM
GL Business Unit	09000	Mgmt and Enterprise Services									
Ledger	ACTUALS										
Account	633110										
Accounting Period	12	2021									
Journal ID	Journal Date	Journal Line	Journal Template	Business Unit	Voucher ID	Voucher Line	Distrib Line	Invoice Date	Supplier Name	Monetary Amount	
AP04214527	01.Jun.2021	15	ACCRUAL	09000	H0448438	1	1	04.Jun.2021	WASHINGTON NATIONAL INSURANCE COMPANY	204.29	
	01.Jun.2021	15	ACCRUAL	09000	H0448441	1	1	04.Jun.2021	AFLAC	218.76	
	01.Jun.2021	15	ACCRUAL	09000	H0448446	1	1	04.Jun.2021	LEGALSHIELD	103.50	
	01.Jun.2021	15	ACCRUAL	09000	H0448448	1	1	04.Jun.2021	AMERICAN PUBLIC LIFE INSURANCE COMPANY	41.72	
	01.Jun.2021	15	ACCRUAL	09000	H0448450	1	1	04.Jun.2021	ASSURITY LIFE INSURANCE CO	39.86	
	01.Jun.2021	15	ACCRUAL	09000	H0448453	1	1	04.Jun.2021	LIBERTY NATIONAL LIFE INSURANCE COMPANY	20.00	
	01.Jun.2021	15	ACCRUAL	09000	H0448454	1	1	04.Jun.2021	AMERICAN TRUSTEE INC	210.78	
	01.Jun.2021	15	ACCRUAL	09000	H0448455	1	1	04.Jun.2021	NTALIFE BUSINESS SERVICES GROUP	238.38	
Total for Journal										AP04214527	1,077.29 USD

## AP/GL Journal Reconciliation report

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

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

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.

**Process Scheduler Request**

User ID: \_\_\_\_\_ Run Control ID: JOURNAL\_RECON\_090

---

Server Name:  Run Date: 07/09/2021

Recurrence:  Run Time: 8:31:40AM

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

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.

**View Process Request For**

User ID:  Type: PSJob Last:  1 Days

Server:  Name:  Instance From:  Instance To:  [Report Manager](#)

Run Status:  Distribution Status:   Save On Refresh

**Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	24046810		PSJob	APY1410		07/09/2021 8:31:40AM CDT	Success	Posted	<a href="#">Details</a>

ORACLE		Report ID: APX1410	PeopleSoft Accounts Payable				Page No. 1		
AP/GL JOURNAL RECONCILIATION REPORT							Run Date 7/9/2021		
							Run Time 8:34:03 AM		
GL Business Unit	09000	Mgmt and Enterprise Services							
Ledger	ACTUALS								
Journal ID	AP04214527								
Journal Date									
Accounting Period									
<b>Journal ID</b>	<b>AP04214527</b>								
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	ENTERPRISE SVCS GALT FOUNDATION	-1,112.00
<b>Total for Journal Line 1</b>									<b>-3,552.92</b>

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).

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

\*Search By: Query Name (dropdown) begins with: OCP\_%AP%  
[Search] [Advanced Search]

**Search Results**  
\*Folder View: -- All Folders -- (dropdown)

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
------------	-------------	-------	--------	-------------	--------------	------------	----------	-------------------------	------------------

**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.

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

Query Name: begins with (dropdown) OCP  
Description: begins with (dropdown) WARRANT]  
Uses Record Name: begins with (dropdown)  
Uses Field Name: begins with (dropdown)  
Access Group Name: begins with (dropdown)  
Folder Name: begins with (dropdown)  
Owner: = (dropdown)

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

[Search] [Clear] [Basic Search]

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.

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		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
OCP_AP0136_WRRNT_CNCL_MISC_OLD	WARRANT CANCEL REG 700 FUNDS	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
OCP_OSF_WARRANTS_BY_AGENCY	WARRANT INFO WITH VOUCHER INFO	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
OCP_OSF_WARRANTS_BY_AGENCY_RNGE	WARRANT INFO WITH VOUCHER INFO	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
OCP_OSF_WARR_VCHR_ACCT	Warrant, Voucher & Acct Info	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
OCP_WARRANTS_PLUS_CLAIMS	WARRANT INFO WITH VOUCHER INFO	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>

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.

**Query Viewer**

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

\*Search By  begins with

[Advanced Search](#)

**Search Results**

\*Folder View

Query 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		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
OCP_ALLTRANS_AP_OPR_UNIT	Fiscal YTD AP Trnscns OprUnit	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>

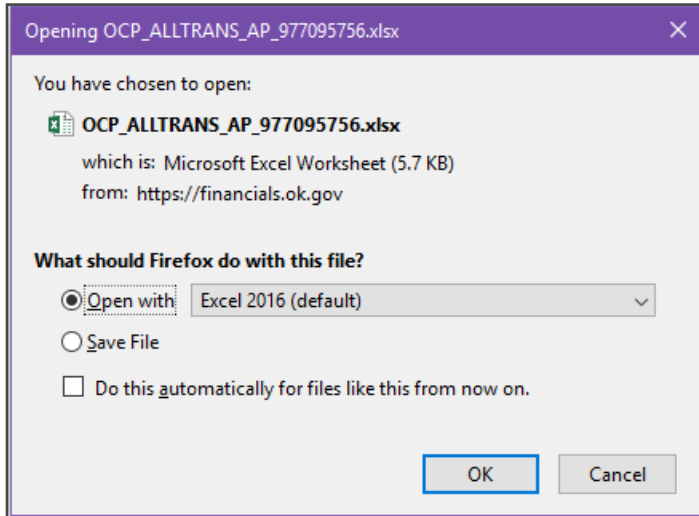
No results are immediately available since this query has prompts defined for it. Therefore, prior to seeing the results, you must enter the required information. This query is prompting for the business unit and accounting dates. Once the prompts are populated, select **View Results** to see the results.

OCP\_ALLTRANS\_AP - Fiscal YTD AP Transactions

From Business Unit: 09000  
 To Business Unit: 09000  
 From Accounting Date: 07022021  
 To Accounting Date: 07032021

**View Results**

Row	BU BUSINESS UNIT	Class-Funding	Dept	Account	Sub-Account	Acctg Date	PO No.	More Info	Warrant Number	Amount	Name	Source	Vendor ID	Voucher ID	Date	Budget Status	Post Status	Bud Ref	Payment Status	User ID	From BU	To BU	From Dt	To Dt
-----	------------------	---------------	------	---------	-------------	------------	--------	-----------	----------------	--------	------	--------	-----------	------------	------	---------------	-------------	---------	----------------	---------	---------	-------	---------	-------



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.

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	BUSINESS UNIT	Class-Funding	Dept	Account	Sub-Account	Acctg Date	PO No.	More Info	Warrant Number	Amount	Name	Source	Vendor ID	Voucher ID
2	09000	19101	1000003	532160	01	7/2/2021	0909019269	FY21 QTR 4 BASE/BW/052259831		405.960	STANDLEY SYSTEMS LLC	ONL	0000072751	00144728
3	09000	19101	1000003	533140	01	7/2/2021	0909019269	FY21 QTR 4 BASE/BW/052259831		5.310	STANDLEY SYSTEMS LLC	ONL	0000072751	00144728
4	09000	19101	1000003	533140	01	7/2/2021	0909019269	FY21 QTR 4 BASE/BW/052259831		1.530	STANDLEY SYSTEMS LLC	ONL	0000072751	00144728
5	09000	21000	8800110	532160	01	7/2/2021	0909019949	FY21 BASE/BW/COLO/052260523		183.580	STANDLEY SYSTEMS LLC	ONL	0000072751	00144729
6	09000	21000	8800110	533140	01	7/2/2021	0909019949	FY21 BASE/BW/COLO/052260523		0.180	STANDLEY SYSTEMS LLC	ONL	0000072751	00144729
7	09000	21000	8800110	533140	01	7/2/2021	0909019949	FY21 BASE/BW/COLO/052260523		33.810	STANDLEY SYSTEMS LLC	ONL	0000072751	00144729
8	09000	19101	8800110	533110	01	7/2/2021	0909019110	FY21 SNOW/ICE REMC/052260517		692.660	PITZERS LAWN MANAGEMENT INC	ONL	0000317297	00144730
9	09000	24400	2000006	564110	01	7/2/2021	0909019346	FY21 ONLINE SALES R/000006761		92981.280	STATE BUREAU OF INVESTIGATION	ONL	0000000308	00144732
10	09000	24400	2000006	564110	01	7/2/2021	0909019346	FY21 ONLINE SALES R/000000248		39679.220	ALCOHOLIC BEVERAGE LAWS ENFORCEMENT	ONL	0000000030	00144734
11	09000	19101	1000001	515580	01	7/2/2021	0909019187	FY21 2300 N LINCOLN/052259813		22.500	MEADOWS CENTER FOR OPPORTUNITY INC	ONL	0000073926	00144740

## 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: Query Name (dropdown) begins with: %1400

Search (button) Advanced Search (link)

\*Folder View: -- All Folders -- (dropdown)

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: [input] [magnifying glass]

Run Control ID: [input] [magnifying glass]

View Results (button)

Row	As of Date	GL Unit	Ledger Grp	Ledger	Account	Base Curr	Unit	Voucher	Amount	Supp SetID	Supplier	Supplier	Date	Invoice	Descr	Descr
-----	------------	---------	------------	--------	---------	-----------	------	---------	--------	------------	----------	----------	------	---------	-------	-------

APY1400\_OPEN\_LIABILITY - AP/GL Open Liability Recon

User ID: [input] [magnifying glass]

Run Control ID: OPEN\_LIAB\_RECON\_080 [magnifying glass]

View Results (button)

Row	As of Date	GL Unit	Ledger Grp
-----	------------	---------	------------

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.

Opening APY1400\_OPEN\_LIABILITY\_2129079009.xlsx

You have chosen to open:

**APY1400\_OPEN\_LIABILITY\_2129079009.xlsx**  
 which is: Microsoft Excel Worksheet (10.8 KB)  
 from: https://financials.ok.gov

What should Firefox do with this file?

Open with: Excel 2016 (default) (dropdown)

Save File

Do this automatically for files like this from now on.

OK (button) Cancel (button)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	As of Date	GL Unit	Ledger Grp	Ledger	Account	Base Curr	Unit	Voucher	Amount	Supp SetID	Supplier	Supplier	Date	Invoice
2	7/8/2021	09000	ACTUALS	ACTUALS	202000	USD	09000	00144663	45,000.00000	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS		6/30/2021	23212017
3	7/8/2021	09000	ACTUALS	ACTUALS	202000	USD	09000	00143681	2022,800.00000	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS		6/7/2021	IT00023259
4	7/8/2021	09000	ACTUALS	ACTUALS	202000	USD	09000	00144561	9075,000.00000	0000000300	STATE AUDITOR AND INSPECTOR		5/10/2021	116508
5	7/8/2021	09000	ACTUALS	ACTUALS	202000	USD	09000	00143656	14583,330.00000	0000000300	STATE AUDITOR AND INSPECTOR		6/7/2021	116556
6	7/8/2021	09000	ACTUALS	ACTUALS	202000	USD	09000	00144729	217,570.00000	0000072751	STANDLEY SYSTEMS LLC		6/30/2021	INV1253073

## 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.

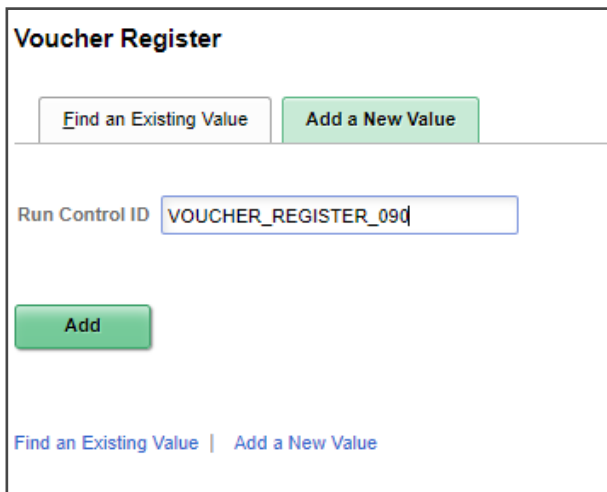
The Voucher Register APY1010 report will be used to illustrate scheduling a report to run after the workday so that it is available the following morning. In the example, a supervisor uses it to monitor productivity, review the statuses of the vouchers, evaluate the encumbrances and distributions on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



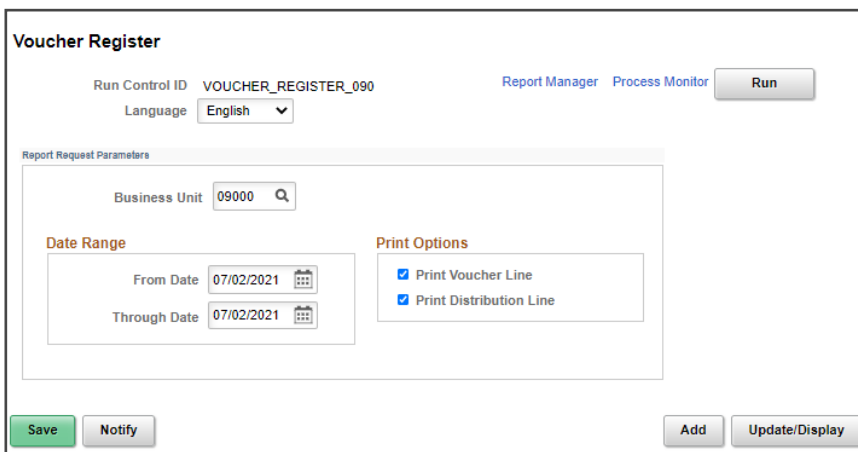
The screenshot shows the 'Voucher Register' form. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these, the 'Run Control ID' field is populated with 'VOUCHER\_REGISTER\_090'. A green 'Add' button is visible below the field. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

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:



The screenshot shows the 'Voucher Register' parameters page. At the top, the 'Run Control ID' is 'VOUCHER\_REGISTER\_090' and the 'Language' is 'English'. Below this, there are buttons for 'Report Manager', 'Process Monitor', and 'Run'. The 'Report Request Parameters' section includes a 'Business Unit' field with '09000', a 'Date Range' section with 'From Date' and 'Through Date' both set to '07/02/2021', and a 'Print Options' section with checkboxes for 'Print Voucher Line' and 'Print Distribution Line', both of which are checked. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

**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.

**Process Scheduler Request**

User ID \_\_\_\_\_ Run Control ID **VOUCHER\_REGISTER\_090**

Server Name  Run Date

Recurrence  Run Time

Time Zone

**Process List**

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

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.

**Query Viewer**

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

\*Search By  begins with

[Advanced Search](#)

**Search Results**

\*Folder View

**Query**

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 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**.

**Scheduled Query**

Query Name

Run Control ID

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

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

Prompt Name	Value
OPRID	<input type="text"/>
RUN_CNTL_ID	VOUCHER_REGISTER_090

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.

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

## 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.

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

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**.

**Process Scheduler Request**

User ID \_\_\_\_\_ Run Control ID VOUCHER\_REGISTER\_090

Server Name  Run Date 07/09/2021

Recurrence  Run Time 10:17:29AM

Time Zone

**Process List**

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

### Distribution Detail

**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  
BARNEY.FIFE@OMES.OK.GOV; ANDY.GRIFFITH@OMES.OK.GOV

**Distribute To**

ID Type User Distribution ID \_\_\_\_\_

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

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 a section titled 'View Process Request For' with various search filters: 'User ID' (input field with search icon), 'Type' (dropdown), 'Last' (dropdown), a numeric input field with '1' and 'Days' dropdown, and a 'Refresh' button. Below these are 'Server' (dropdown), 'Name' (input field with 'PSQUERY' and search icon), 'Instance From' and 'Instance To' (input fields), and a 'Report Manager' link. There are also 'Run Status' and 'Distribution Status' dropdowns, and a checked 'Save On Refresh' checkbox.

Below the filters is a 'Process List' section with a search icon and a table. The table has columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. One row is visible with Instance 24048185, Process Type 'Application Engine', Process Name 'PSQUERY', Run Date/Time '07/09/2021 10:28:57AM CDT', Run Status 'Success', and Distribution Status 'Posted'. A 'Details' link is provided for this row.

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:

Unit	Voucher	Invoice Number	Date	Supplier ID	Supplier Name	SetID	Group	Origin	User	Status	Acctg Date	Status	Template	Gross Amt	Entered on	Line	Description
9000	144728	INV1253072	6/30/2021	72751	STANDLEY SYSTEMS LLC	0		ONL	JSIMONTON	Postable	7/2/2021	Posted	STANDARD	412.8	7/2/2021	1	FY21- machine # 29173 Copy Mac
9000	144728	INV1253072	6/30/2021	72751	STANDLEY SYSTEMS LLC	0		ONL	JSIMONTON	Postable	7/2/2021	Posted	STANDARD	412.8	7/2/2021	2	FY21- machine # 29173 B/W Copi
9000	144728	INV1253072	6/30/2021	72751	STANDLEY SYSTEMS LLC	0		ONL	JSIMONTON	Postable	7/2/2021	Posted	STANDARD	412.8	7/2/2021	3	FY21- machine # 29173 Color Co
9000	144729	INV1253073	6/30/2021	72751	STANDLEY SYSTEMS LLC	0		ONL	JSIMONTON	Postable	7/2/2021	Posted	STANDARD	217.57	7/2/2021	1	FY21 Savin IM C2500 lease
9000	144729	INV1253073	6/30/2021	72751	STANDLEY SYSTEMS LLC	0		ONL	JSIMONTON	Postable	7/2/2021	Posted	STANDARD	217.57	7/2/2021	2	FY21 B/W Copies Savin IM C2500
9000	144729	INV1253073	6/30/2021	72751	STANDLEY SYSTEMS LLC	0		ONL	JSIMONTON	Postable	7/2/2021	Posted	STANDARD	217.57	7/2/2021	3	FY21 Color Copies Savin IM C25
9000	144730	169173	2/25/2021	317297	PITZERS LAWN MANAGEI	0		ONL	JSIMONTON	Postable	7/2/2021	Posted	STANDARD	692.66	7/2/2021	1	FY21 Grounds Keeping/Ice Remov

## 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

**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 VOUCHER

Case Sensitive

Search | Advanced Search

Search Results

View All | 1-1 of 1

Run Control ID	Description	Query Name
VOUCHER_REGISTER_0900	Voucher Register	APY1010_VOUCHER_REGISTER

Find an Existing Value | Add a New Value

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.

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 composes 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.



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.
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.



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