CHANGES to 6 DIGIT EXPENDITURE DETAIL REPORTS and QUERIES
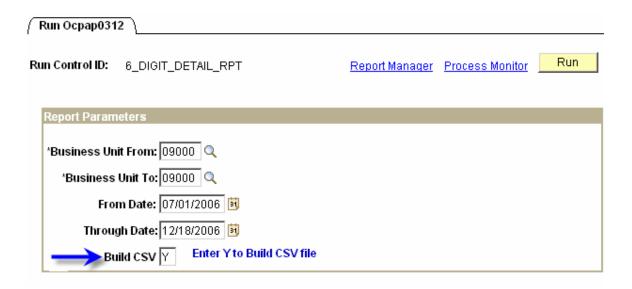
The **6 Digit Expenditure Detail Report by Journal Date**, **OCAP0312**, has been revised to allow users to run the report using the CSV format. The change is effective December 18, 2006.

Navigation: Accounts Payable>Reports>Vouchers>6 Digit Exp Detl by Jrnl Date

6 Digit Exp Detl by Jrnl Date
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

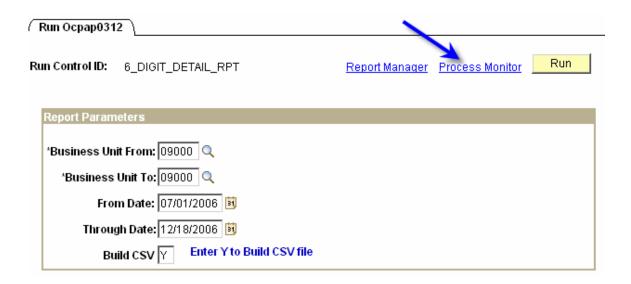Search by: Run Control ID begins with 6_DIGIT_DETAIL_RPT

☐ Case Sensitive

Enter a Run Control ID. *If the run control ID in the illustration is used, make it unique, i.e. add your initials, agency number, etc.*

Run Ocpap0312

Run Control ID: 6_DIGIT_DETAIL_RPT   Report Manager   Process Monitor   [Run]

Report Parameters

*Business Unit From: 09000
*Business Unit To: 09000
From Date: 07/01/2006
Through Date: 12/18/2006
Build CSV Y   **Enter Y to Build CSV file**

Populate the report parameters, enter a Y in the Build CSV field, and select the Run button.

CHANGES to 6 DIGIT EXPENDITURE DETAIL REPORTS and QUERIES

Process Scheduler Request

User ID:	PGARCIA		Run Control ID: 6_DIGIT_DETAIL_RPT

Server Name:	**1**	PSNT ▼	Run Date:	12/18/2006	
Recurrence:		▼	Run Time:	10:49:22AM	Reset to Current Date/Time
Time Zone:					

Process List

Select	Description	Process Name	Process Type	*Type	*Format
☑	6-Digit Expend By Jrnl Date	OCP312AP	PSJob	**2** (None) ▼	(None) ▼

3

OK   Cancel

1. Enter PSNT in the server name field.
2. Leave the Type and Format fields as (None) to allow the job to run a CSV and PDF format concurrently.
3. Select the OK button to run the job.

Run Ocpap0312

Run Control ID:	6_DIGIT_DETAIL_RPT	Report Manager Process Monitor	Run

Report Parameters

*Business Unit From: 09000 🔍

*Business Unit To: 09000 🔍

From Date: 07/01/2006

Through Date: 12/18/2006

Build CSV Y   **Enter Y to Build CSV file**

Select the Process Monitor link to access the job.

CHANGES to 6 DIGIT EXPENDITURE DETAIL REPORTS and QUERIES

				Process				Distribution	
Select	**Instance**	**Seq.**	**Process Type**	**Name**	**User**	**Run Date/Time**	**Run Status**	**Status**	**Details**
☐	3729017		PSJob	OCP312AP	PGARCIA	12/18/2006 10:37:35AM CST	Success	Posted	Details

After the job runs to Success and is Posted, click on the blue hyperlink, OCP312AP, in the Process Name column to access the Process Details page and view the reports.

Process Detail

Process Name: OCP312AP   Refresh

Main Job Instance: 3729017

Left | Right

3729017 - OCP312AP Success
    3729018 - OCPAP312 Success   **CSV File**
    3729019 - OCAP0312 Success   **PDF File**

The middle hyperlink will access the Process Detail screen with the View/Log Trace link that will access the CSV file. The bottom hyperlink will access the Process Detail screen with the View/Log Trace link that will access the PDF file.

CHANGES to 6 DIGIT EXPENDITURE DETAIL REPORTS and QUERIES

OCP_AP0312 QUERIES

There are three queries related to the 6 Digit Expenditure Detail by Journal Date report. They begin with the report number OCP_AP0312.

Navigation: Reporting Tools>Query>Query Viewer>OCP_AP0312

Query Viewer

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

*Search By: Query Name ▼   begins with   %312

[Search]   Advanced Search

Search Results

'Folder View: -- All Folders -- ▼

Query							
		Customize | Find | View All | ▦		First ◀ 1-3 of 3 ▶ Last			
Query Name	Description	Owner Folder		Run to HTML	Run to Excel	Schedule	Add to Favorites
OCP_AP0312_VCHR_REGXUNIT_LINES	6-Digit Expenditure Detail Rep	Public		HTML	Excel	Schedule	Favorite
OCP_AP0312_VCHR_REG_X_UNIT	6-Digit Expenditure Detail Rep	Public		HTML	Excel	Schedule	Favorite
OCP_AP0312_VCHR_REG_X_UNIT_2	6-Digit Expenditure Detail Rep	Public		HTML	Excel	Schedule	Favorite

The **OCP_AP0312_VCHR_REG_X_UNIT** query returns the same results as the 6 Digit Expenditure Detail by Journal Date CSV and PDF reports.
- Since the CSV report can be saved as an Excel file, running the query is no longer necessary; however, the query will open into Excel with the appropriate columns formatted as text so that leading zeroes display.
- If the query is to be run, the OCPap0312 report must be run first for the desired Business Units and the Beginning and Ending Journal Dates in order for the query to return results.
- After the report has run, enter the Beginning and Ending Business Units, the User ID, and the Run Control ID that was used to run the report in the query prompts.

OCP_AP0312_VCHR_REG_X_UNIT - 6-Digit Expenditure Detail Rep

Beginning Business Unit: 09000

Ending Business Unit: 09000

User ID: PGARCIA

Run Control ID: 6_DIGIT_DETAIL_RPT

[View Results]

The data the query returns is the data associated with the Run Control ID the last time it was used to run the report. If an all-purpose run control ID is used to run several reports including the 6 Digit Expenditure Detail by Journal Date report,

then the query will return results only if the Run Control ID was last used to run the 6 Digit Expenditure Detail by Journal Date report.

The **OCP_AP0312_VCHR_REG_X_UNIT_2** query summarizes the expenditure debits and credits by Voucher Style for a particular date range.
- The OCPap0312 report must be run first for the desired Business Units and the Beginning and Ending Journal Dates in order for the query to return results.
- After the report has run, enter the Beginning and Ending Business Units, the User ID and Run Control ID that was used to run the report in the query prompts.

OCP_AP0312_VCHR_REG_X_UNIT_2 - 6-Digit Expenditure Detail Rep

Beginning Business Unit: 09000

Ending Business Unit: 09000

User ID: PGARCIA

Run Control ID: 6_DIGIT_DETAIL_RPT

View Results

The data the query returns is the data associated with the Run Control ID the last time it was used to run the report. If an all-purpose Run control ID is used to run several reports including the 6 Digit Expenditure Detail by Journal Date report, then the query will return results only if the Run Control ID was last used to run the 6 Digit Expenditure Detail by Journal Date report.

The **OCP_AP0312_VCHR_REGXUNIT_LINES** query is the 6 Digit Expenditure Detail by Journal Date report that includes PO line and PO distribution line information.

OCP_AP0312_VCHR_REGXUNIT_LINES - 6-Digit Expenditure Detail Rep

Beginning Business Unit: 09000

Ending Business Unit: 09000

Beginning Journal Date: 07/01/06

Ending Journal Date: 12/18/06

View Results

This query was not affected by the CSV report so running it is not dependent upon running the CSV report first. The Business Unit and Journal Date prompts remain unchanged.

CHANGES to 6 DIGIT EXPENDITURE DETAIL REPORTS and QUERIES

6 Digit Expenditure Detail Report

Navigation: Accounts Payable>Reports>Vouchers>6 Digit Expenditure Detail

The **6 Digit Expenditure Detail Report**, **OCPap0057**, was the original expenditure detail report and reported the expenditures based on Voucher Accounting Date. It was replaced by the 6 Digit Expenditure Detail Report by Journal Date so that voucher transactions, including voucher unpostings and warrant cancellations that crossed periods, would report in the period of occurrence. Since the 6 Digit Expenditure Detail report is superseded, it is no longer accessible effective December 31, 2006.

OCP_AP0057 QUERIES

Navigation: Reporting Tools>Query>Query Viewer>OCP_AP0057

The two queries related to the 6 Digit Expenditure Detail report are:

OCP_AP0057_VCHR_REG_X_UNIT
OCP_AP0057_VCHR_REG_X_UNIT_2

Since the OCP_AP0057 queries are superseded by the OCP_AP0312 queries, they are no longer accessible effective December 31, 2006.