

# **VISION FINANCIALS**

## **Outstanding Balance by Vendor (APY3020)**

### Report Information

#### **Purpose of the Report**

This report lists the gross amount of all the outstanding vouchers for the specified vendor.

#### **Type of Report**

Crystal



#### **Navigation (Path) to the Report**

Accounts Payable > Reports > Vendor > Vendor Balance

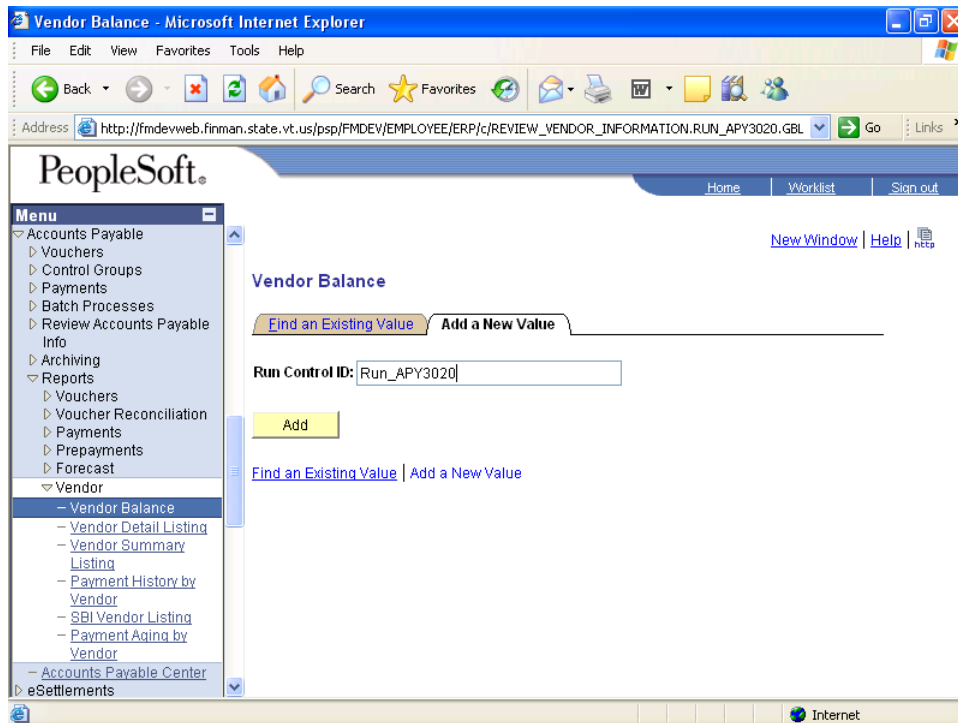
## Report Execution Procedure

### **Run Control Notes:**

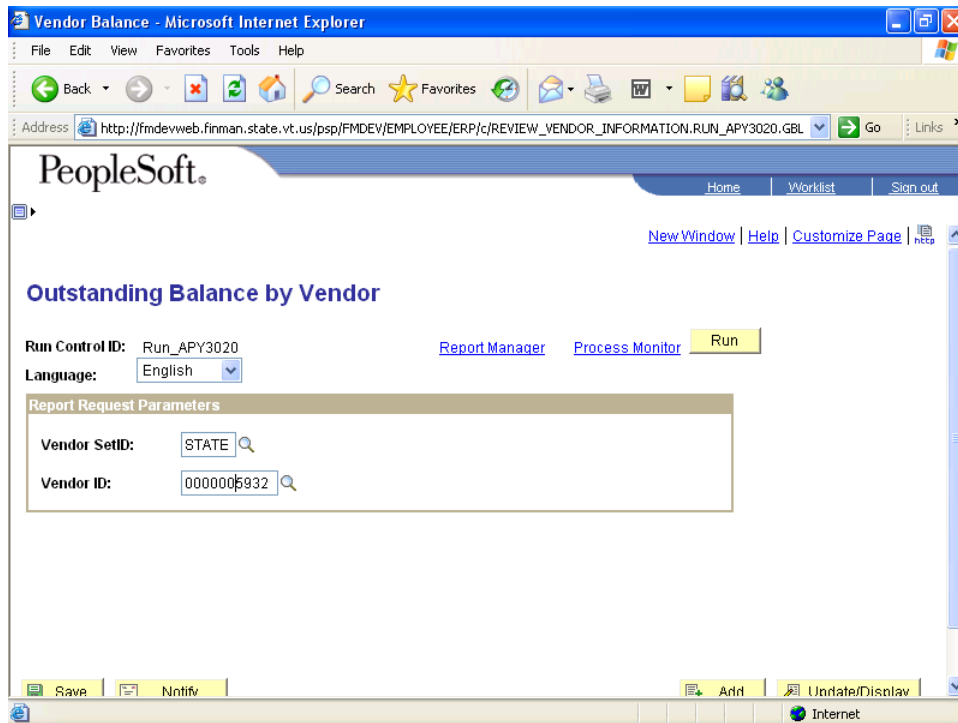
- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run\_APY3020)

Report Steps		see screenshot below
In This Field/ <a href="#">Link</a>	Action	Notes
SetID	Enter SetID or use lookup to select.	“STATE” is recommended. Leave field blank to select all SetID’s.
Vendor ID	Enter Vendor ID or use lookup to select.	Leave field blank to select all Vendor ID’s.
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSNTCR”	This is the server for Crystal Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
<a href="#">Process Monitor</a>	Click the Process Monitor link	<ul style="list-style-type: none"> <li>• To view the processing status of the report.</li> <li>• Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.</li> </ul>
<a href="#">Details</a>	Click the Details link	Opens the Process Detail page.
<a href="#">View Log/Trace</a>	Click the View Log/Trace link	Opens the View Log/Trace page.
<a href="#">APY3020-#####.PDF</a>	Click this link for the PDF file	This opens the report.

## Run Control ID Page



## Report Request Parameters Page



## Process Scheduler Request Page

Vendor Balance - Microsoft Internet Explorer

Address: http://fmdevweb.finman.state.vt.us/psp/FMDEV/EMPLOYEE/ERP/c/REVIEW\_VENDOR\_INFORMATION.RUN\_APY3020.GBL

PeopleSoft. Home Worklist Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

### Process Scheduler Request

User ID: JHARRIS Run Control ID: Run\_APY3020

Server Name: PSNTOR Run Date: 03/29/2006  
 Recurrence: Recurrence Run Time: 2:17:33PM [Reset to Current Date/Time](#)  
 Time Zone: Time Zone

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Outstanding Balance by Vendor	APY3020-	Crystal	Web	PDF	<a href="#">Distribution</a>

OK Cancel

## Process Monitor Page

Vendor Balance - Microsoft Internet Explorer

Address: http://fmdevweb.finman.state.vt.us/psp/FMDEV/EMPLOYEE/ERP/c/REVIEW\_VENDOR\_INFORMATION.RUN\_APY3020.GBL

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Process List **Server List**

View Process Request For

User ID: JHARRIS Type: Last: 15 Minutes Refresh  
 Server: Name: Instance: to  
 Run Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2490944		Crystal	APY3020-	JHARRIS	03/29/2006 2:17:33PM PST	Success	Posted	<a href="#">Details</a>

Process Instance:2490944

## Process Detail Page

**Process Detail**

**Process**

**Instance:** 2490944      **Type:** Crystal  
**Name:** APY3020-      **Description:** Outstanding Balance by Vendor  
**Run Status:** Success      **Distribution Status:** Posted

**Run**      **Update Process**

**Run Control ID:** Run\_APY3020       Hold Request  
**Location:** Server       Queue Request  
**Server:** PSNTCR       Cancel Request  
**Recurrence:**       Delete Request  
 Restart Request

**Date/Time**      **Actions**

**Request Created On:** 03/29/2006 2:18:26PM PST      [Parameters](#)      Transfer  
**Run Anytime After:** 03/29/2006 2:17:33PM PST      [Message Log](#)  
**Began Process At:** 03/29/2006 2:19:06PM PST      Batch Timings  
**Ended Process At:** 03/29/2006 2:20:24PM PST      [View Log/Trace](#)

Process Instance:2490944      Internet

## View Log/Trace Page

**View Log/Trace**

**Report**

**Report ID:** 4893      **Process Instance:** 2490944      [Message Log](#)  
**Name:** APY3020-      **Process Type:** Crystal  
**Run Status:** Success

Outstanding Balance by Vendor

**Distribution Details**

**Distribution Node:** FDMWEBECR      **Expiration Date:** 04/05/2006

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">APY3020- 2490944.PDF</a>	74,839	03/29/2006 2:20:24.000000PM PST
<a href="#">Message Log</a>	0	03/29/2006 2:20:24.000000PM PST
<a href="#">PeopleSoft Trace File</a>	471	03/29/2006 2:20:24.000000PM PST

**Distribute To**

**Distribution ID Type:** User      **Distribution ID:** JHARRIS

Process Instance:2490944      Internet

## Example of Report Output

Report ID: APY3020  
 PeopleSoft Accounts Payable  
 OUTSTANDING BALANCE BY VENDOR  
 Page No. 1  
 Run Date 9/29/2008  
 Run Time 2:17:08 PM

Vendor: STATE 000005932 Boise Cascade Office Products

Currency: USD  
 Business Unit: 01108 DII Telecommunications

Voucher	Invoice	Invoice Date	Status	Terms
00000813	PY843016/DIE	Jul01/2005	A	Net 30

Remit Vendor	SetID	Bank	Account	Method	Hold	With	Scheduled Date	Due Date	Discount Date	Discount Amount	Gross Amount
000005932 Boise Cascade Office Products	STATE	HOWRE	0005	CHK	N	N	Jul/22/2005	Jul/21/2005		0.00 USD	-41.94 USD
Total for Voucher ID 00000813										0.00 USD	-41.94 USD
Total for Business Unit 01108 DII Telecommunications										0.00 USD	-41.94 USD

11 x 8.5 in | 1 of 8 | Done | Internet