Accounts Payable Reporting

This guide walks you through steps for running queries and reports for the Accounts Payable module.

State of Vermont

Department of Finance & Management

VISION 9.2 Accounts Payable Reporting Manual

January 2024

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Accounts Payable Queries

Accrual Basis Payables

These queries give you AP voucher information based on the voucher accounting date.

VT_AP_ACCR_EXPENDITURE_DST – Accrued AP Expenses by BU	
Purpose	Lists accounts payable expenditures posted to the general ledger. Expenditures listed in this query may or may not have been paid. It includes supplier, voucher and chartfield information.
Prompts	Business unit, all chartfields, and a range of Journal Dates. A % can be used for any of the chartfield values.
Columns	Business unit, all chartfields, fiscal year and period, journal information, voucher information, supplier information, invoice information, expense amount, voucher gross amount, grant ID, CFDA and C/P indicator.

VT_AP_ACCR_VCHR_PO_CNTRCT_DTL - Accrued Voucher Detail for PO-Contracts	
Purpose	Lists AP vouchers posted during the period. Expense vouchers listed in this query may or may not have been paid. Includes purchase order and contract information for those vouchers associated with a purchase order and/or contract. May also include non-expense transactions processed through the accounts payable module.
Prompts	Business unit, all chartfields, and a range of Accounting Dates. A % can be used for any of the chartfield values.
Columns	Business unit, voucher information, invoice, invoice and accounting dates, PO id, contract id, supplier, all chartfields, amount, grant ID, CFDA and C/P indicator.

VT_CAFR6_VENDOR_PAYMENT_REVIEW - Review payments of vendors	
Purpose	Used by departments to verify that payments to a specific supplier used the correct contract. This is very similar to VT_AP_ACCR_VCHR_PO_CNTRCT_DTL but prompts for a specific supplier.
Prompts	Business unit, a range of Accounting Dates and Supplier ID.
Columns	Business unit, voucher information, invoice, invoice and accounting dates, PO id, contract id, supplier, all chartfields, amount.

VT_EXPENDITURE_DETAIL_QUERY – AP Expenditure Detail	
Purpose	Lists all transactions associated with vouchers posted during the date range selected: crediting accounts payable, debiting expense, crediting cash, and debiting accounts payable (if paid). This query is similar to VT_CASH_EXPENDITURE_DETAIL_QRY except that it reports all vouchers posted, even those not yet paid. This query also prompts for account, so all transactions (AP, cash, etc.) can be included/excluded based upon the account criteria selected.
Prompts	GL and AP business units, fund, dept ID, account, and a range of accounting dates
Columns	GL and AP business units, all chartfields, supplier, accounting date, voucher id, invoice id, voucher and distribution line numbers, amount, grant ID, CFDA and C/P indicator.

VT_AP_JRNL_VCHR_DETAIL – AP Journal Voucher Detail	
Purpose	Lists AP journal vouchers made within a range of voucher accounting dates. Includes user info/date when the journal voucher was entered and last updated.
Prompts	GL and AP business units, all chartfields, and a range of voucher accounting dates
Columns	GL and AP business units, voucher information, invoice information, voucher accounting date, supplier name, chartfields, amount, journal information, grant ID, CFDA and C/P indicator

VT_OPEN_AP_BU_OPERID – Open vouchers by BU and Operid	
Purpose	Lists all open AP vouchers, displaying their status and user information.
Prompts	GL and AP business units, User ID, and a range of dates
Columns	GL and AP business units, voucher accounting date, voucher id, amount, User ID, statuses (close, entry, post, match, budget checking header & approval), invoice id and date, supplier id and name, and last user to update

VT_PRIOR_YR_PAYABLES_92_P – New FY Vchrs Prior Yr Payables	
Purpose	This report is used in year-end CAFR reporting. It lists all vouchers with a P indicator in the C/P field of a voucher (prior year payables).
Prompts	GL Business unit, AP business unit, all chartfields and a range of accounting dates. A % can be used for any of the chartfield values
Columns	BU, supplier id and name, voucher ID, voucher line and distribution line, journal date, invoice ID and date, C/P indicator field, all chartfields, and monetary amount

Cash Basis Payables

These queries give you AP voucher information based on the payment date.

VT_AP_CASH_EXPENDITURE_DST – AP Cash Expense Detail	
Purpose	Lists detailed accounts payable expenditures that have been paid within a date range. It includes only expenditure accounts.
Prompts	A range of payment dates, GL and AP business units and all chartfields. A % can be used for any of the chartfield values.
Columns	GL and AP Business units, all chartfields, paid amount, journal information, voucher information, payment information, supplier, line description, grant ID, CFDA and C/P indicator.

VT_AP_CASH_VCHR_PO_CNTRCT_DTL - AP Cash Voucher Detail for PO-Contracts	
Purpose	Similar to VT_AP_VCHR_PO_CNTRCT_DTL query but this query lists paid vouchers only. Includes purchase order and contract information for those vouchers associated with a purchase order and/or contract. May also include non-expense transactions processed through the accounts payable module.
Prompts	Business unit, all chartfields, and a range of payment dates. A % can be used for any of the chartfield values.
Columns	Business unit, voucher information, invoice, invoice and accounting dates, po id, contract id, supplier, all chartfields, amount, grant ID, CFDA and C/P indicator.

VT_AP_CASH_EXP_VCHR_DTL – AP Cash Expenditure Voucher Detail	
Purpose	Lists payment and journal details for a specific accounts payable voucher. Only paid vouchers will be reported with this query.
Prompts	AP business unit and voucher id
Columns	GL and AP business units, supplier, voucher, all chartfields, amount, journal information, payment information, grant ID, CFDA, C/P indicator and invoice information.

VT_AP_CASH_REVEXP_DST – AP Cash DST & DSE Detail	
Purpose	Lists payment and journal details for expense and revenue vouchers originating in the accounts payable module. Only paid vouchers will be reported with this query.
Prompts	A range of payment dates, AP and GL business units and all chartfields
Columns	GL and AP business units, all chartfields, amount, journal information, voucher, payment information, supplier, line description, grant ID, CFDA and C/P indicator.

VT_AP_PAYMENTS_BU_USER – AP Pymts with UserID/Date Info	
Purpose	Detailed accounts payable voucher and payment information including userid for voucher and supplier name and address on the payment.
Prompts	Range of payment dates, AP and GL business units, and all chartfields
Columns	Voucher id, supplier name and address used for payment, payment information, invoice id and date, userid who entered voucher, last userid to update voucher information, all chartfields, journal information, source, grant ID, CFDA and C/P indicator.

VT_CASH_EXPENDITURE_DETAIL_QRY – AP Cash Payments	
Purpose	Lists all transactions associated with paid vouchers: crediting accounts payable, debiting expense, crediting cash, and debiting accounts payable.
Prompts	GL and AP business units, fund, dept ID, and a range of payment dates
Columns	GL and AP business units, all chartfields, supplier, payment date, voucher id, invoice id, amount, and transaction type

VT_PAYMENTS_FOR_AP_BU_VENDOR – Payments for BU and Vendor	
Purpose	Lists all payments made to a specific supplier from an AP business unit
Prompts	AP business unit, supplier id, and a range of payment dates
Columns	AP business unit, supplier, voucher, invoice, invoice gross amount, payment id and date, total payment amount, voucher paid amount, grant ID, CFDA and C/P indicator.

VT_PAYMENTS_FOR_AP_VENDOR – Payments for a Vendor-Multiple BU's	
Purpose	Lists all payments made to a supplier from one or more business units. Similar to VT_PAYMENTS_FOR_AP_BU_VENDOR except that it is not restricted to one business unit.
Prompts	AP business unit, supplier id, and a range of payment dates – allows % to query all business units
Columns	AP business unit, supplier, voucher, invoice, invoice gross amount, payment id and date, total payment amount, voucher paid amount, grant ID, CFDA, C/P indicator and payment message

VT_PAYMENTS_FOR_GL_BU_VENDOR – Payments for GL BU and Vendor	
Purpose	Lists all payments to a supplier for a GL business unit. Similar to VT_PAYMENTS_FOR_AP_BU_VENDOR except that it also prompts for GL business unit in addition to AP business unit.
Prompts	GL and AP business unit, supplier set ID, supplier id, and a range of payment dates
Columns	AP business unit, supplier, voucher, invoice, invoice gross amount, payment id and date, total payment amount, voucher paid amount, grant ID, CFDA and C/P indicator.

VT_PMTS_FOR_AP_VEND_DETAIL – Payments for BU and Vendor with Chartfield Detail	
Purpose	Lists all payments to a supplier for a GL business unit. Similar to VT_PAYMENTS_FOR_GL_BU_VENDOR except that it also includes chartfield information.
Prompts	GL and AP business unit, a range of payment dates, and supplier id
Columns	GL business unit, AP business unit, supplier, voucher, invoice, invoice gross amount, payment id and date, total payment amount and voucher paid amount, all chartfields, monetary amount, remit to supplier, grant ID, CFDA and C/P indicator.

VT_PMTS_AP_VEND_DETAIL_CF – Payments to a Vendor with Chartfield Detail	
Purpose	Lists all payments to a supplier for an AP business unit with chartfields. Similar to VT_PAYMENTS_FOR_AP_BU_VENDOR except that it also prompts for and reports chartfield values.
Prompts	AP business unit, supplier id, a range of payment dates, and all chartfields
Columns	AP business unit, supplier, voucher, invoice, invoice gross amount, payment id and date, total payment amount, voucher paid amount, all chartfields, monetary amount, grant ID, CFDA and C/P indicator.

VT_AP_CASH_EXP_CANCEL_DST – AP Cash Expenditure Cancelled	
Purpose	Lists accounts payable vouchers that have been Stopped, Voided or Deleted
Prompts	Business unit, all chartfields, and a range of journal dates. A % can be used for any of the chartfield values.
Columns	GL and AP business units, all chartfields, budget period, amount, journal information, voucher information, invoice information, supplier information, date cancelled, and date voucher closed

VT_AP_CASH_EXP_DST_PAY_METHOD– AP cash exp detail-pay method	
Purpose	Lists all payments and the payment method for vouchers for a given business unit and set of criteria.
Prompts	Range of payment dates, GL business unit, AP business unit, dept ID, fund, account, program, project/grant, class (chartfield prompts may use % for all)
Columns	GL business unit, AP business unit, dept ID, fund, account, account description, program, project, class, prorated payment amount, source, journal ID, line #, journal date, journal status, voucher, voucher line, voucher distribution line, sequence, invoice, invoice date, C/P indicator, payment reference, payment date, supplier, supplier name, line description, payment method, grant ID and CFDA.

VT_AP_CASH_REV_REFUND_DST– AP rev ref cash basis detail	
Purpose	Lists all payments that are a refund of revenue for a given business unit and set of criteria.
Prompts	Range of payment dates, GL business unit, AP business unit, dept ID, fund, account, program, project/grant, class
Columns	GL business unit, AP business unit, dept ID, fund, account, account description, program, project, class, payment amount, source, journal ID, line #, journal date, journal status, voucher, voucher line, voucher distribution line, sequence, invoice, invoice date, payment reference, payment date, supplier, supplier name, description, grant ID, CFDA and C/P indicator.

VT_AP_PD_VCHR_CK_NOT_CASHED– Paid voucher check outstanding	
Purpose	Lists outstanding (un-cashed) checks written on the Supplier Checking bank account. Use this query to identify payments that have not been cashed by the supplier.
Prompts	GL business unit, AP business unit (use % for all), payment date (not greater than)
Columns	GL business unit, AP business unit, voucher ID, invoice number, payment reference, payment amount, payment date, actual settlement date, remit to supplier ID, supplier name and address information

Miscellaneous

VTAPQ001 - Vendor information from the vendor table	
Purpose	Lists supplier information found in the supplier setup tables
Prompts	Set ID and Supplier ID
Columns	Supplier id, name1, name2, supplier status, supplier class, supplier persistence, address seq number, effective date, phone, payment method, hold payment, separate payment, payment handling, supplier type & description, supplier service type and primary switch

VT_AP_VNDR_ADDR_PHN – Vndr addr phone vch date range	
Purpose	Lists suppliers with **current** (at runtime of query) address and phone numbers per location used on vouchers. If the address or phone # has changed since the voucher was entered, the query results have the new information. **USE WITH CAUTION.** Supplier information may have been updated since the output was created.
Prompts	AP business unit, dept ID (use % for all), range of accounting dates
Columns	Supplier ID, short supplier name, supplier name 1 & 2, address sequence number, address description, all address details, all phone details

VT_AP_BU_VENDOR_NAME_LIST - Listing of vendors used by AP Business Unit	
Purpose	Lists suppliers for which accounts payable vouchers have been created by an AP business unit within a date range
Prompts	AP Business unit and a range of accounting dates
Columns	AP business unit, supplier id and name

VT_AP_VCHR_DTL_ORIGIN – AP Voucher Detail with Origin	
Purpose	Lists AP vouchers posted and paid during the period. Includes purchase order information for those vouchers associated with a purchase order. May also include non-expense transactions processed through the accounts payable module. Similar to VT_AP_CASH_VCHR_PO_CNTRCT_DTL but does not include contract information and prompts for voucher accounting date rather than payment date.
Prompts	GL and AP business units, a range of accounting dates, and all chartfields. A % can be used for any of the chartfield values.
Columns	GL and AP business units, voucher, invoice information, C/P indicator, accounting and payment dates, po id, supplier, all chartfields, amount, origin, grant ID and CFDA

VT_AP_DIST_DTL – AP voucher details with OPERID	
Purpose	Lists accounts payable voucher details for those vouchers processed by a given userid for a range of accounting dates
Prompts	GL and AP business units, a range of accounting dates, all chartfields, and userid. A % can be used for any of the chartfield values.
Columns	GL and AP business units, voucher ID, invoice ID and date, related voucher, voucher style, entered date, accounting date, voucher line and distribution line, unpost sequence, PO unit and number, supplier ID and name, all chartfields, monetary amount, userid, voucher comments, grant ID, CFDA and C/P indicator

VT_AP_VCHR_INV_DT_STATUS – Vchrs by invoice dt range	
Purpose	Lists voucher header and payment data for a given range of invoice dates
Prompts	GL and AP business units, invoice date range, and Supplier ID. A % can be used for the AP unit and supplier ID.
Columns	GL and AP business units, voucher id, invoice and invoice date, supplier id and name, accounting date, gross amount, due date, payment date, payment reference, paid amount, pay status, payment cancel post status, date cancelled, cancel action, cancel descr, voucher close status and date closed

VT_BDA_USAGE – BDA# Usage on A/P Vouchers	
Purpose	Lists vouchers generated by a business unit that are against a BDA. (i.e. They have an invoice number that begins with BDA.)
Prompts	Range of accounting dates, GL and AP business units, and a range of accounting dates
Columns	AP business unit, voucher id, supplier id, supplier state, accounting date, voucher line, BDA#, description and amount

VT_ACCOUNT_EXP_PROJECT_DTL– Accr Exp Detail for Projects	
Purpose	Lists transactions that use a project ID and provides supplier, journal and chartfield information
Prompts	Range of journal dates, GL business unit, dept ID, fund, account, program, project/grant, class (chartfields may use % for all)
Columns	GL business unit, dept ID, fund, account, account description, program, project, project description, class, amount, source, journal ID, line #, journal date, status, transaction reference/AP voucher, line, distribution line, supplier, supplier name

VT_VCHR_BUILD_ERR_DETAIL– Voucher Build Error Details	
Purpose	Provides the actual error for vouchers in Build Error
Prompts	AP business unit (use % for all), voucher ID (use % for all)
Columns	AP business unit, voucher ID, voucher line number, field name, message, error level, invoice ID, PO business unit, PO ID, gross amount

VT_AMORTIZATION_TYPE – Description and chartfield for	
Purpose	Provides a list of amortization types and associated chartfields available for a business unit
Prompts	GL business unit
Columns	Template, description, type, account, dept ID, fund, class, program and project

VT_AP_VCHR_NOT_APPRVD – AP vouchers awaiting approval	
Purpose	Provides a list of vouchers awaiting approval with along with invoice information as well as grant ID, CFDA, C/P and Withholding indicators
Prompts	AP business unit
Columns	GL unit, AP unit, voucher, voucher line, invoice, invoice date, line description, related voucher, voucher style, entered date, accounting date, supplier ID and name, user ID, voucher comments, grant ID, CFDA, C/P indicator, withholding, separate payment, PO ID, PO line number and distribution number

Match Exception (APX1090)

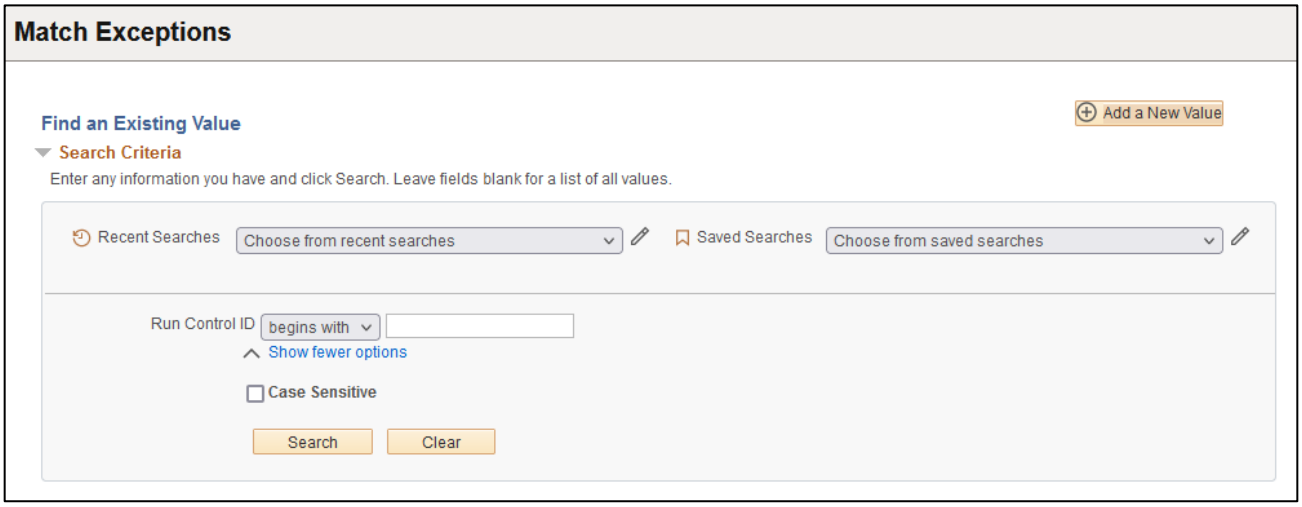
Possible situations when this report should be run: Use this report to identify the match exceptions for a voucher that is not being paid.

WorkCenter Navigation: Accounts Payable WorkCenter > Reports/Queries > Reports/Processes > Match Exceptions

Or

Navigator Menu Navigation: Accounts Payable > Reports > Vouchers > Match Exceptions

Click on the Add a New Value tab

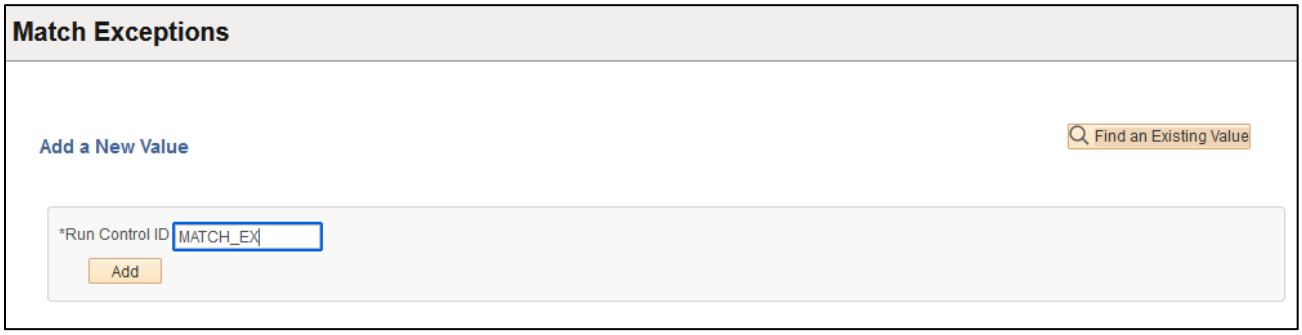


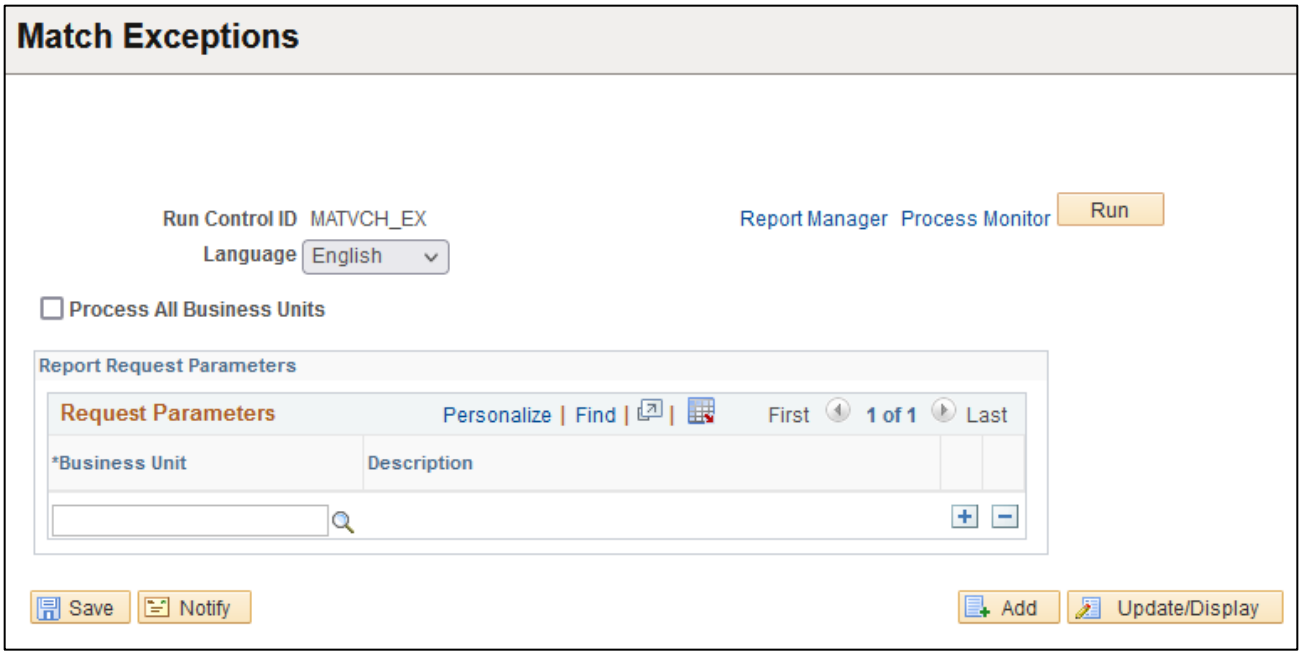
Run Control ID

- Create a unique run control ID (or use an existing 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. Match_Ex)

Click the Add A New Value Button

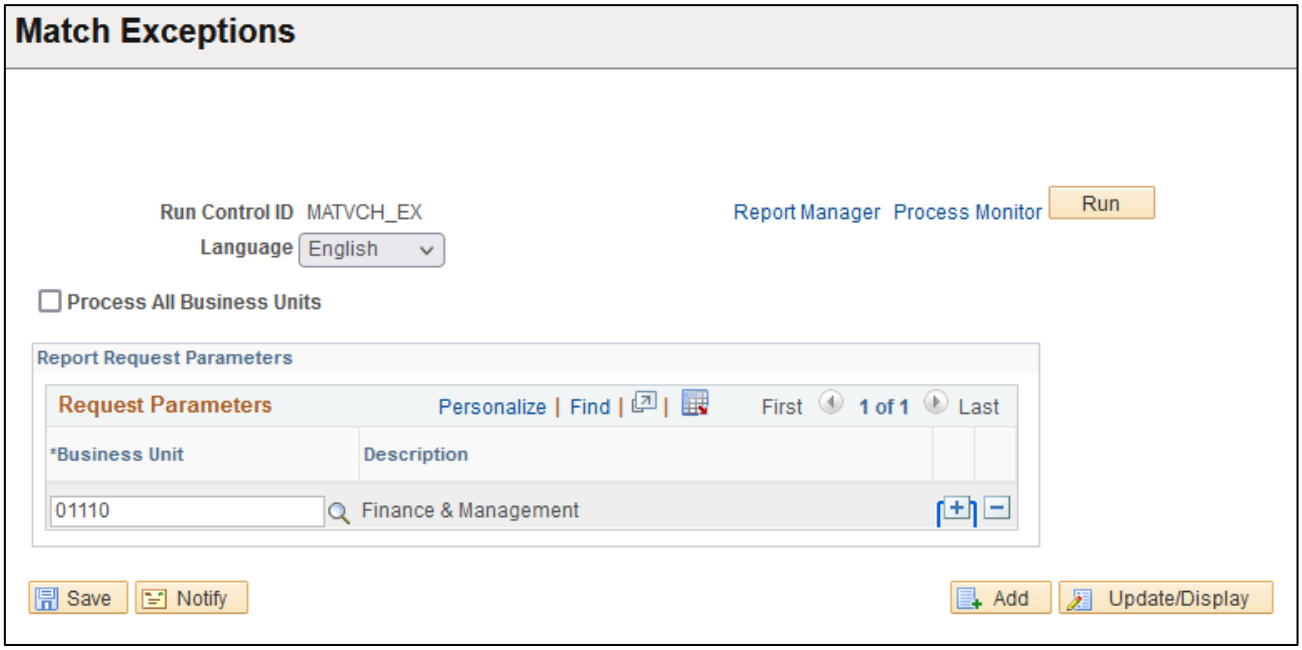
The Match Exceptions page displays, Enter a Unique Run Control ID and Click Add.





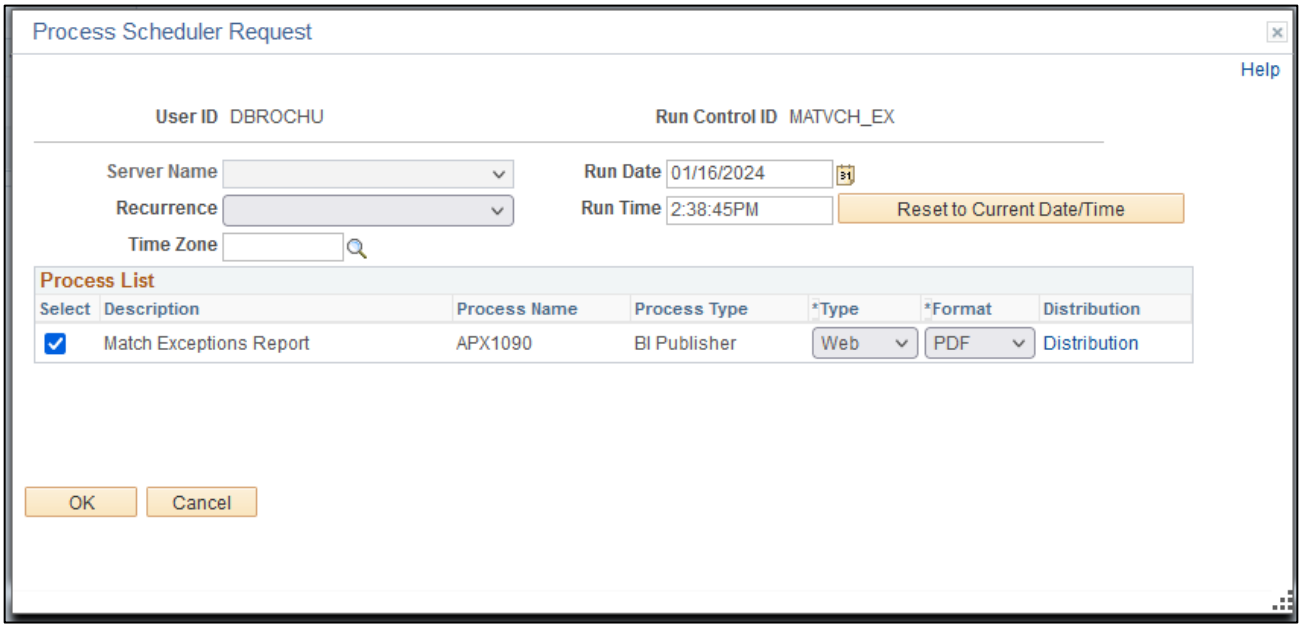
Enter information on Match Exceptions page

- **Process All Business Units** – Check this box to get Match Exceptions for all Business Units
- **Business Unit** – Enter or lookup the Business Unit that you want to run the report for. Click the plus button to add additional Business Units to the report.



Click on Run

The Process Scheduler Request page displays



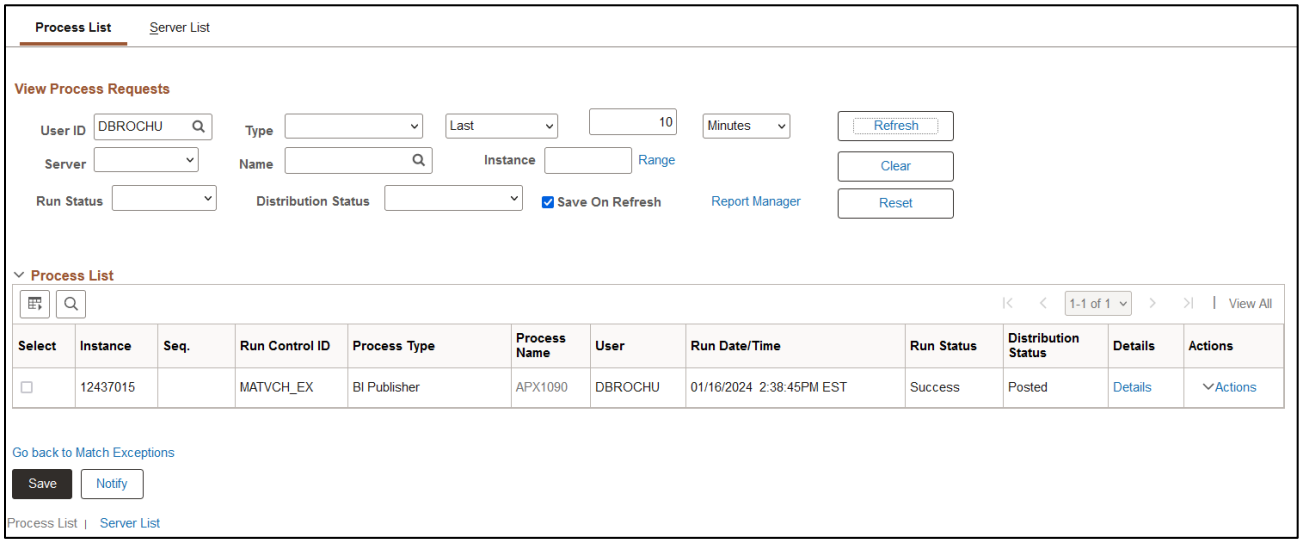
Process List

- **Select** – Match Exceptions Report APX1090
- **Type** – Web is recommended
- **Format** – PDF is recommended

Click OK

The Match Exceptions page displays

Click Process Monitor



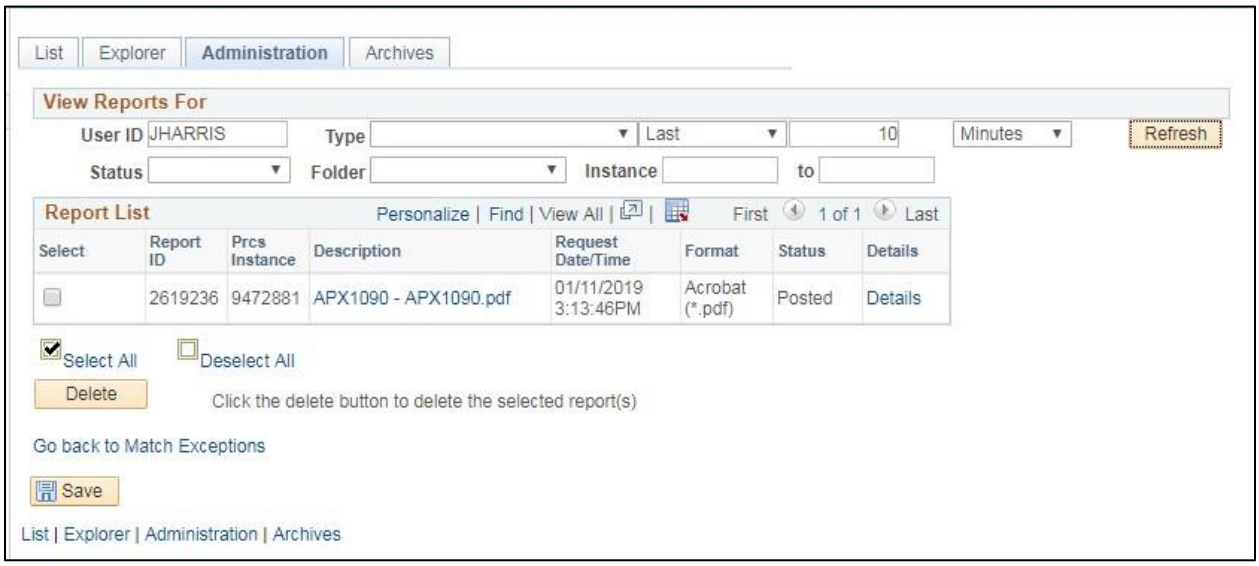
Click Refresh until Run Status is Success and Distribution Status is Posted

Click Go back to Match Exceptions link

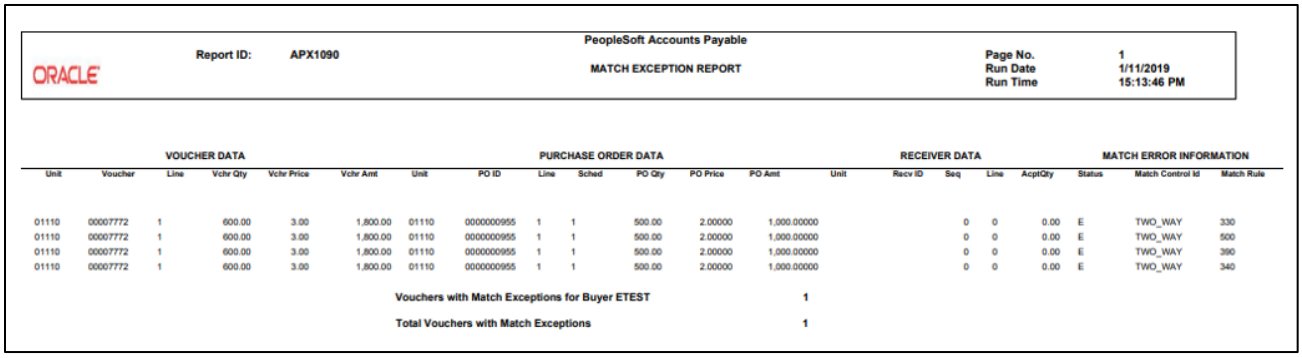
The Match Exceptions page displays

Click the Report Manager link, then

Click on the Administration tab



Click on the link with the .PDF file



ORACLE

Report ID: APX1090

PeopleSoft Accounts Payable

MATCH EXCEPTION REPORT

Page No. 1
Run Date 1/11/2019
Run Time 15:13:46 PM

VOUCHER DATA						PURCHASE ORDER DATA							RECEIVER DATA					MATCH ERROR INFORMATION		
Unit	Voucher	Line	Vchr Qty	Vchr Price	Vchr Amt	Unit	PO ID	Line	Sched	PO Qty	PO Price	PO Amt	Unit	Recv ID	Seq	Line	AcptQty	Status	Match Control Id	Match Rule
01110	00007772	1	600.00	3.00	1,800.00	01110	0000000955	1	1	500.00	2.00000	1,000.00000			0	0	0.00	E	TWO_WAY	330
01110	00007772	1	600.00	3.00	1,800.00	01110	0000000955	1	1	500.00	2.00000	1,000.00000			0	0	0.00	E	TWO_WAY	500
01110	00007772	1	600.00	3.00	1,800.00	01110	0000000955	1	1	500.00	2.00000	1,000.00000			0	0	0.00	E	TWO_WAY	390
01110	00007772	1	600.00	3.00	1,800.00	01110	0000000955	1	1	500.00	2.00000	1,000.00000			0	0	0.00	E	TWO_WAY	340

Vouchers with Match Exceptions for Buyer ETEST 1

Total Vouchers with Match Exceptions 1

VT Voucher Status Report (VTAP003)

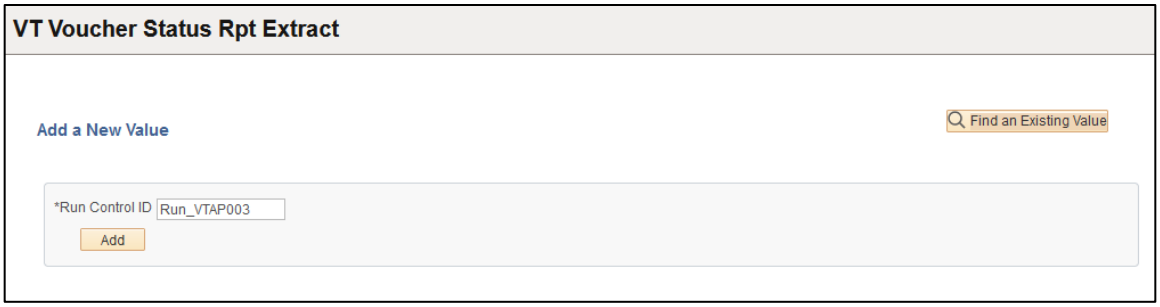
Possible situations when this report should be run: when a listing of vouchers for a Business Unit along with invoice and payment details is desired.

WorkCenter Navigation: Accounts Payable WorkCenter > Reports/Queries > Reports/Processes > Vouchers > VT Voucher Status Report

Or

Navigator Menu Navigation: Accounts Payable > Reports > Vouchers > VT Voucher Status Report

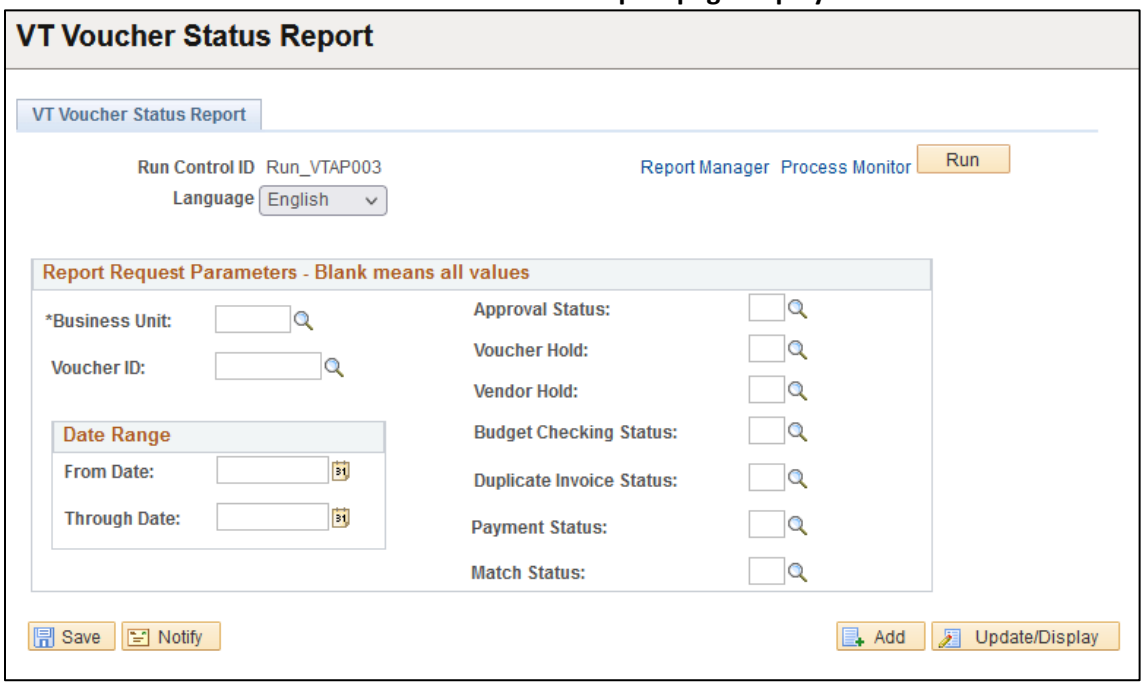
Click on the Add a New Value tab



Run Control ID

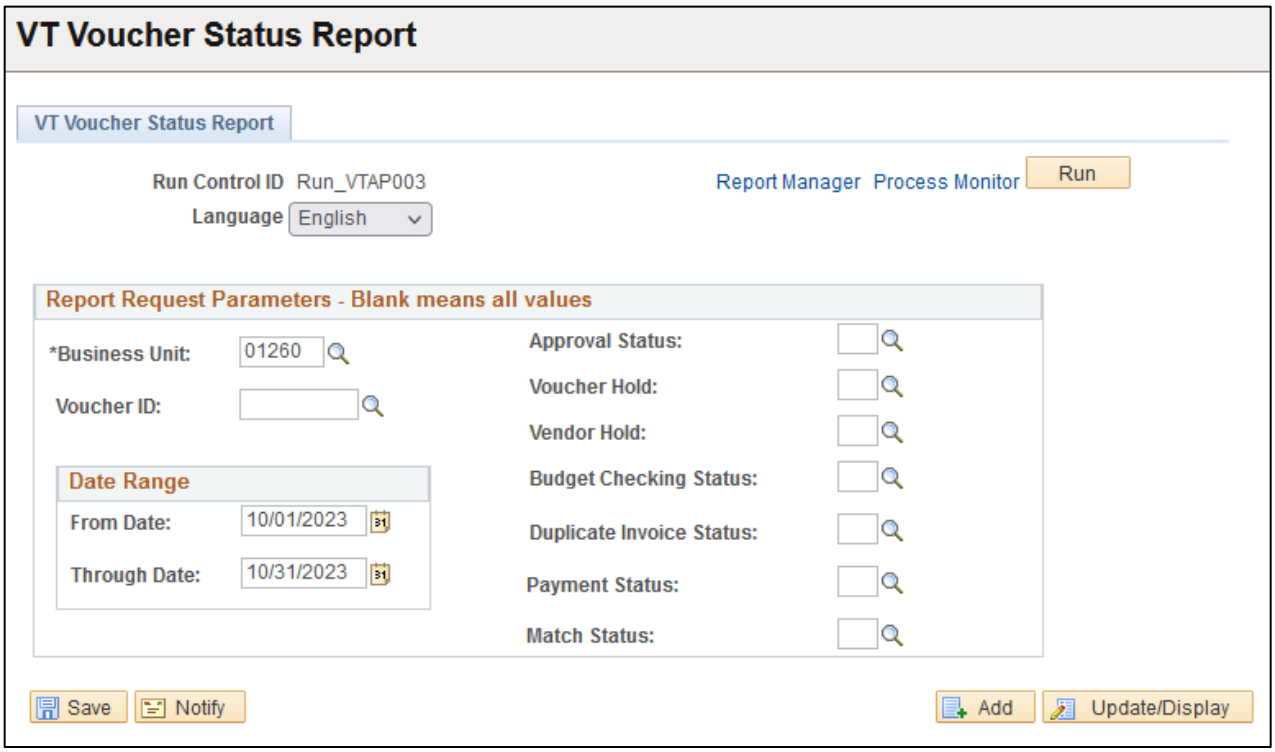
- Create a unique run control ID (or use an existing one)
- For reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run_VTAP003)

Click the Add Button and The VT Voucher Status Report page displays



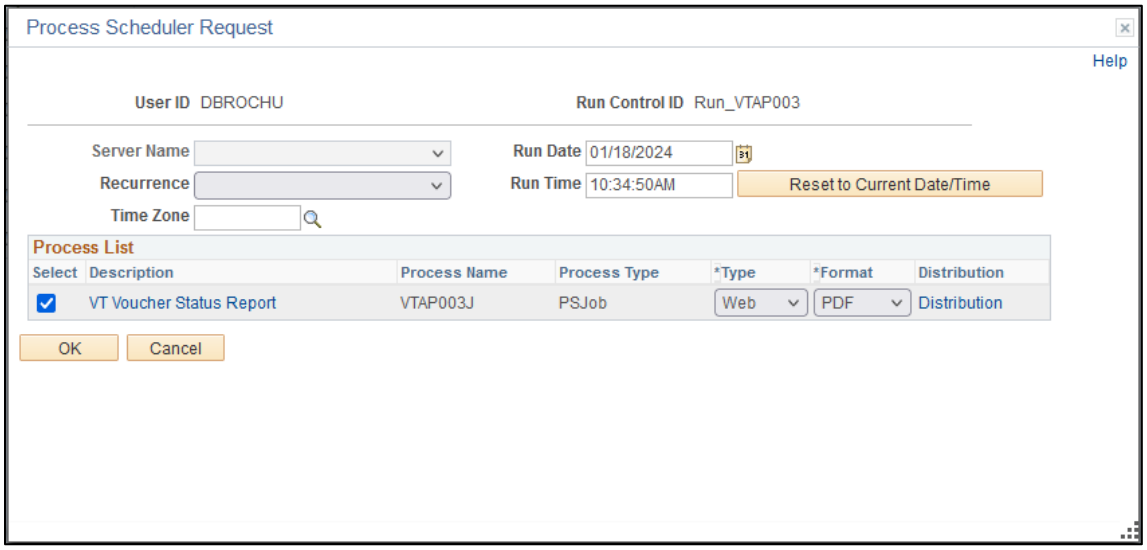
Enter information on VT Voucher Status Report page

- **Business Unit** – Enter or select desired Business Unit to report on
- **Voucher ID** – Enter or select voucher ID to report on, leave blank for all
- **From Date** – Enter or select beginning date to report on
- **Through Date** – Enter or select ending date to report on
- **Approval Status** – Enter or select desired value, leave blank for all
- **Voucher Hold** – Enter or select desired value, leave blank for all
- **Vendor Hold** – Enter or select desired value, leave blank for all
- **Budget Checking Status** – Enter or select desired value, leave blank for all
- **Duplicate Invoice Status** – Enter or select desired value, leave blank for all
- **Payment Status** – Enter or select desired value, leave blank for all
- **Match Status** – Enter or select desired value, leave blank for all



Click on Run

The Process Scheduler Request page displays



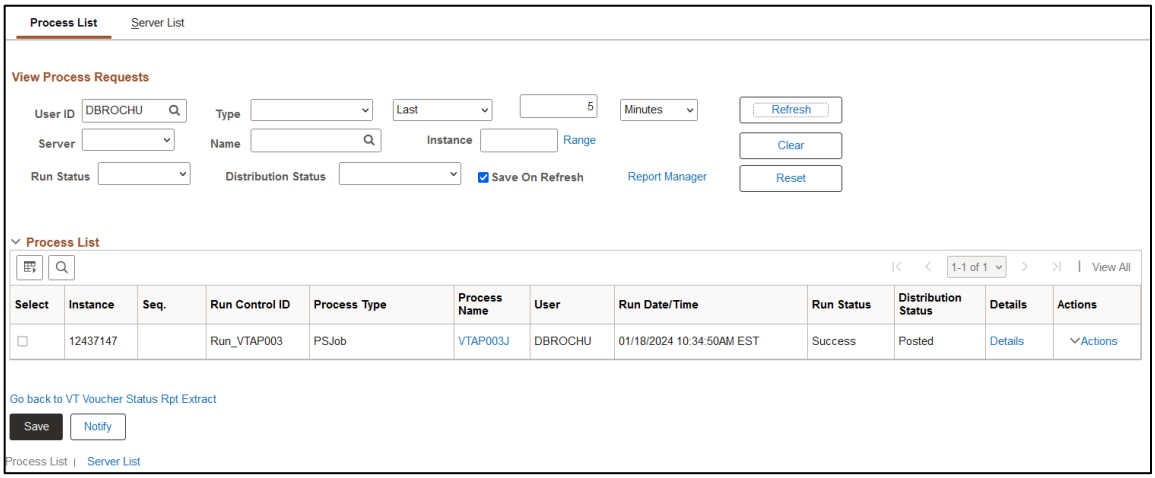
Process List

- **Select** – VT Voucher Status Report VTAP003J
- **Type** – Web is recommended
- **Format** – PDF is recommended

Click OK

The VT Voucher Status Report page displays

Click Process Monitor

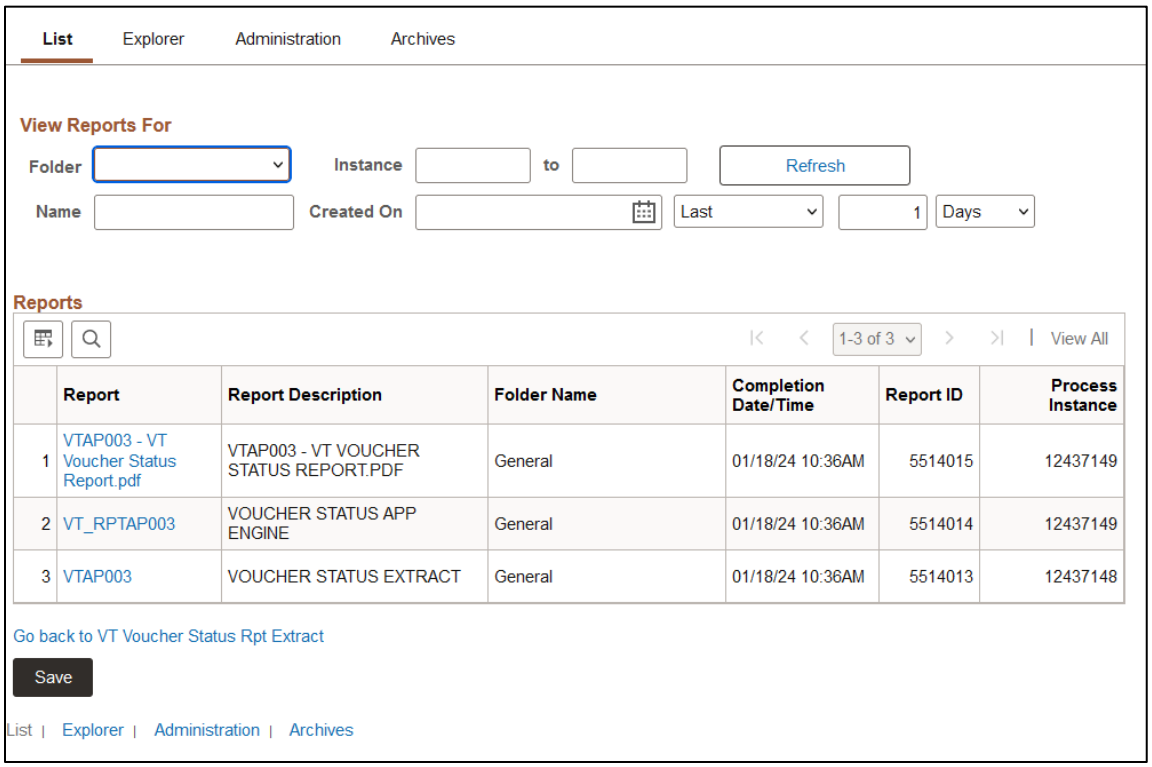


Click Refresh until Run Status is Success and Distribution Status is Posted

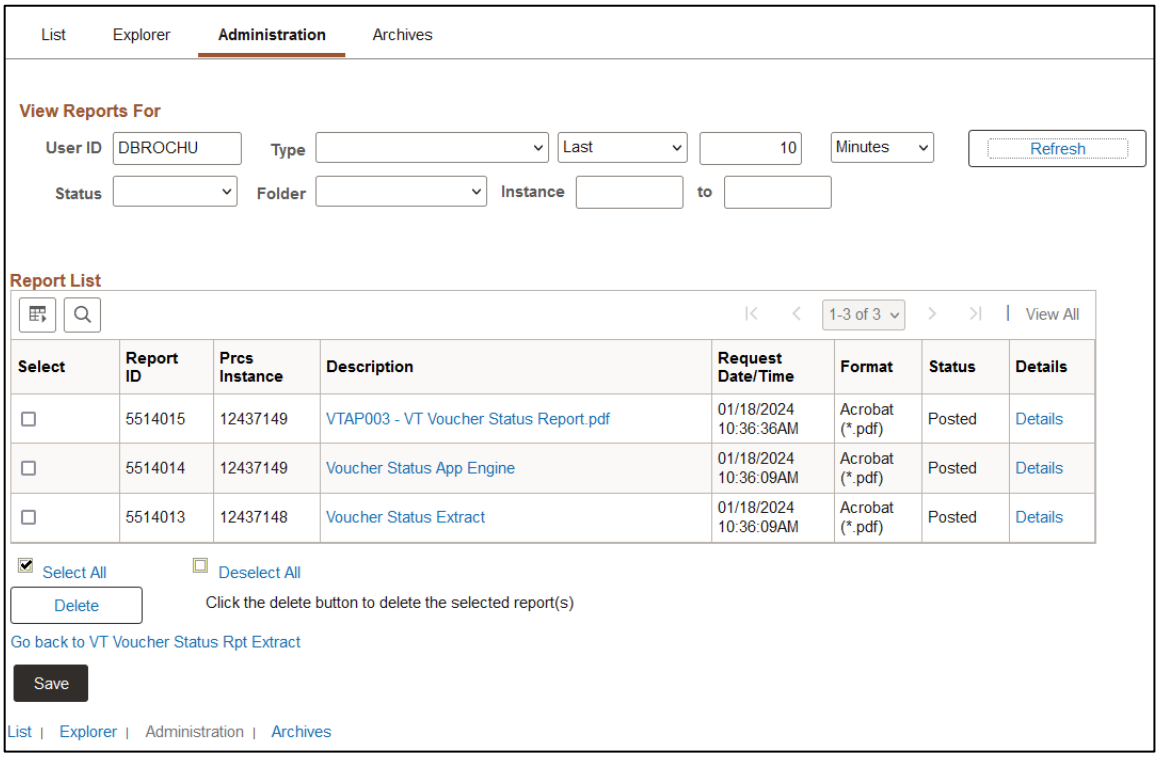
Click Go back to VT Voucher Status Rpt Extract

The VT Voucher Status Report page displays with your saved values filled in

Click the Report Manager link



Click on the Administration tab



Click on the link with the .PDF file format

State of Vermont Accounts Payable
Voucher Status Report

Report Definition: VTAP003
Page: 2 of 9
Run Date: 1/14/2019
Run Time: 11:06:45 AM

Business Unit: 01260 Treasurer's Office

Trans Date	Voucher ID	Invoice Date	Invoice Number	Gross Amount	Entered Date	Vendor Name	Entry Status	Vchr Status	Bud Chk Status	Approval Status	Post Status	Match Status	Vchr Hold	Vndr Hold	Dup Invoice	Sched Pay Date	Pay Date	Payment Number	Payment Status	Payment Amount
10/3/18	00146297	9/1/18	62080439	58.00	10/3/18	Buildings & General Services-Postal	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/5/18	029470	Paid	58.00
10/3/18	00146298	9/1/18	62080447	1.49	10/3/18	Buildings & General Services-Postal	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/5/18	029470	Paid	1.49
10/3/18	00146299	9/1/18	62080755	2594.46	10/3/18	Buildings & General Services-Postal	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/5/18	029470	Paid	2,594.46
10/3/18	00146300	10/3/18	59158	39.33	10/3/18	ALLEN BRANDI M	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109545	Paid	39.33
10/3/18	00146301	10/3/18	59159	5.00	10/3/18	AMP TIMBER HARVESTING	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109546	Paid	5.00
10/3/18	00146302	10/3/18	59160	182.13	10/3/18	ATHERTON GAY E	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109547	Paid	182.13
10/3/18	00146303	10/3/18	59161	128.52	10/3/18	BAKER KARLA C	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109560	Paid	128.52
10/3/18	00146304	10/3/18	59162	53.37	10/3/18	CHARTRAND DORIS M	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109581	Paid	53.37
10/3/18	00146305	10/3/18	59163	105.00	10/3/18	COOK MARJORIE H	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109582	Paid	105.00
10/3/18	00146306	10/3/18	59164	60.75	10/3/18	CORRIGAN KATE R	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109583	Paid	60.75
10/3/18	00146307	10/3/18	59165	40.00	10/3/18	DAILEY NORMA J	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109626	Paid	40.00
10/3/18	00146308	10/3/18	59166	2710.84	10/3/18	DELUCA NANCY	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109627	Paid	2,710.84
10/3/18	00146309	10/3/18	59167	531.50	10/3/18	DOOLEY MICHAEL E	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109628	Paid	531.50
10/3/18	00146310	10/3/18	59168	16.82	10/3/18	DRIGGERS FRANK D	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109629	Paid	16.82
10/3/18	00146311	10/3/18	59169	24.95	10/3/18	FRANCIS JESSICA C	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109661	Paid	24.95
10/3/18	00146312	10/3/18	59170	177.50	10/3/18	GAFFNEY CAROL ANN	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109673	Paid	177.50
10/3/18	00146313	10/3/18	59171	98.00	10/3/18	GEORGE TAHA CYNTHIA L	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109674	Paid	98.00
10/3/18	00146314	10/3/18	59172	10.05	10/3/18	GUHMAN LOUISE M	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109675	Paid	10.05
10/3/18	00146315	10/3/18	59173	43.00	10/3/18	HOFF LOUISE E	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109693	Paid	43.00
10/3/18	00146316	10/3/18	59174	23.95	10/3/18	HOWRIGAN MARY W	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109694	Paid	23.95
10/3/18	00146317	10/3/18	59175	29.76	10/3/18	JOYAL GEORGIA L	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109715	Paid	29.76
10/3/18	00146318	10/3/18	59176	10.00	10/3/18	KELTY DEBORAH J	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109721	Paid	10.00
10/3/18	00146319	10/3/18	59177	32.14	10/3/18	LAFRANCIS RANDALL J SR	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109730	Paid	32.14
10/3/18	00146320	10/3/18	59178	706.61	10/3/18	LANE SIIRI	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109731	Paid	706.61
10/3/18	00146321	10/3/18	59179	900.26	10/3/18	MARTIN OMER R	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109753	Paid	900.26
10/3/18	00146322	10/3/18	59180	68.97	10/3/18	MCADAMS CHARLIE J	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109754	Paid	68.97
10/3/18	00146323	10/3/18	59181	30.00	10/3/18	MELASKY KELLY M	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109755	Paid	30.00
10/3/18	00146324	10/3/18	59182	309.60	10/3/18	MEYER WILLIAM F - ESTATE OF	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109756	Paid	309.60
10/3/18	00146325	10/3/18	59183	566.30	10/3/18	MOULTON DAVID G	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109757	Paid	566.30
10/3/18	00146326	10/3/18	59184	7.50	10/3/18	PUTNAM BENJAMIN	Postable	O	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109803	Paid	7.50

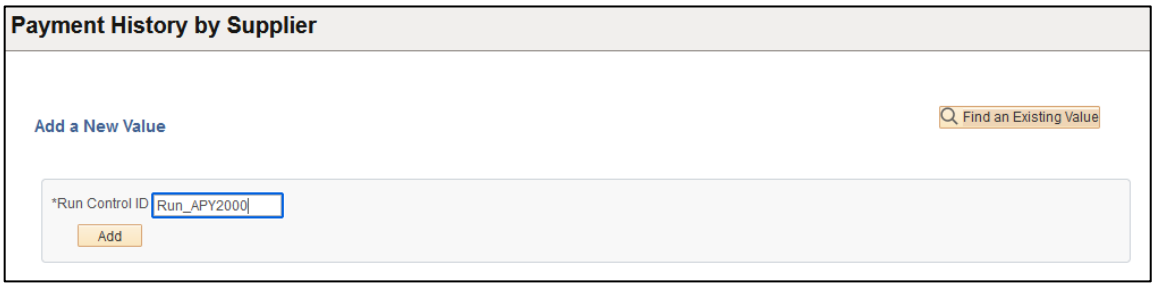
Detailed (Summary) Payment History By Supplier (APX2000)

Possible situations when this report should be run: When a register of payments to a supplier is needed.

WorkCenter Navigation: Accounts Payable WorkCenter > Reports/Queries > Reports/Processes > Suppliers > Payment History by Supplier Or

Navigator Menu Navigation: Accounts Payable > Reports > Supplier > Payment History by Supplier

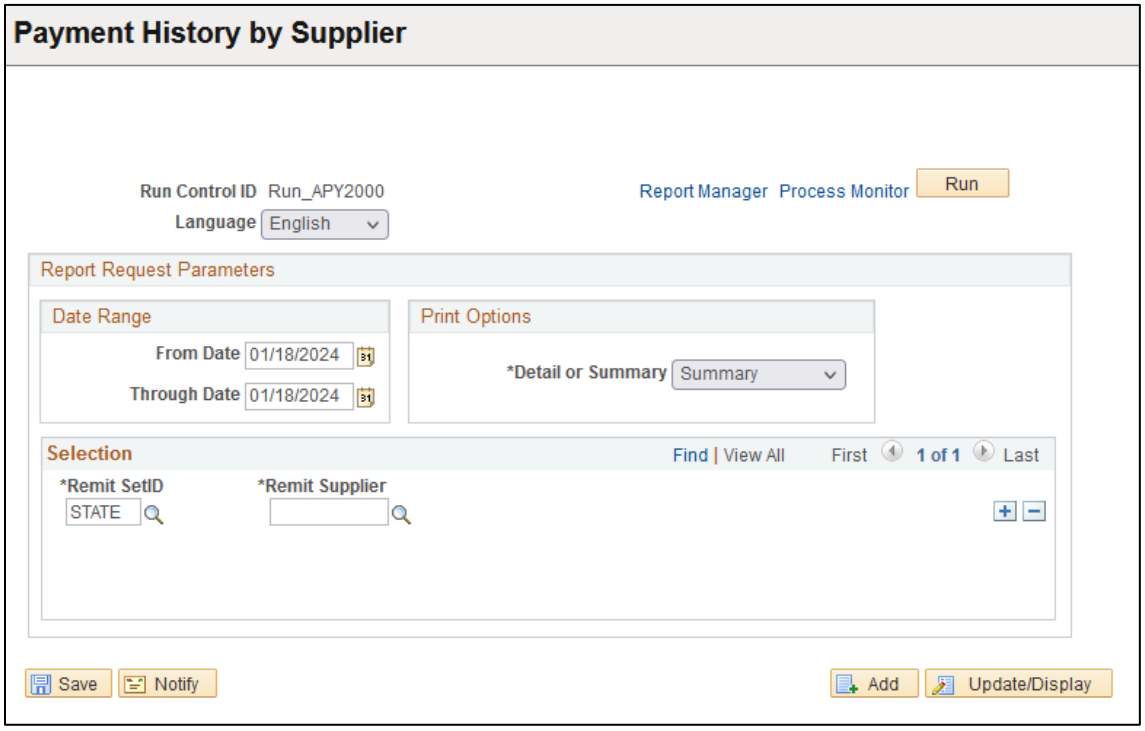
Click on the Add a New Value tab



Run Control ID

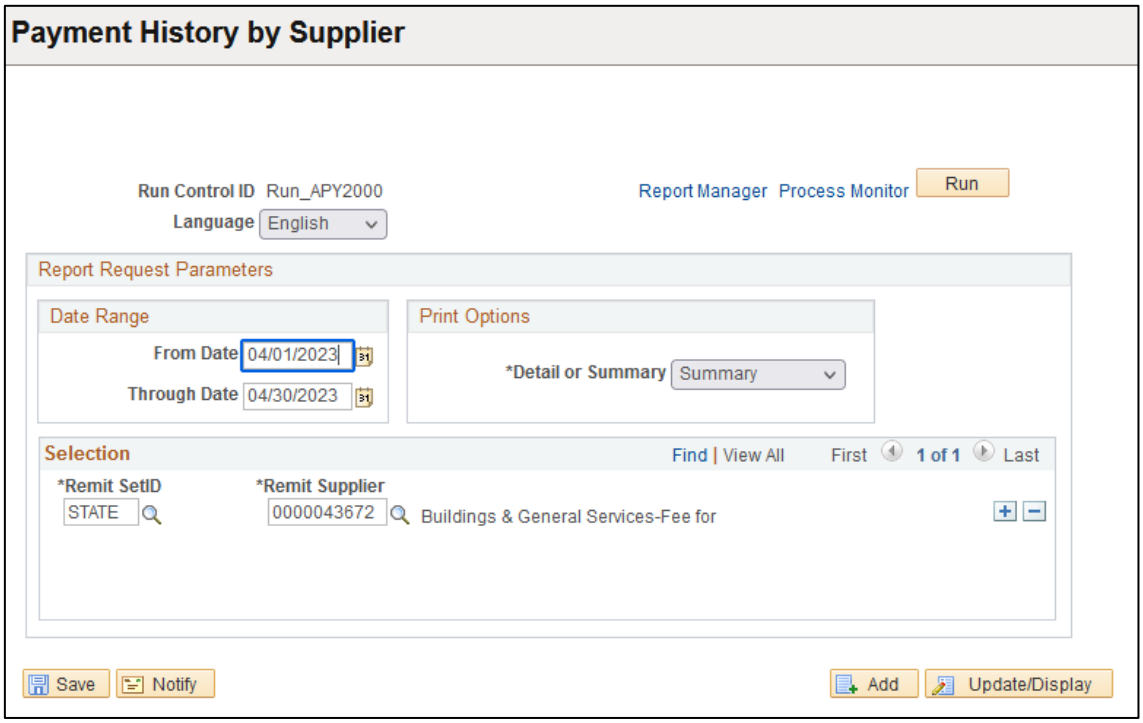
- Create a unique run control ID (or use an existing one)
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run_APY2000)

Click the Add Button. The Payment History by Supplier page displays



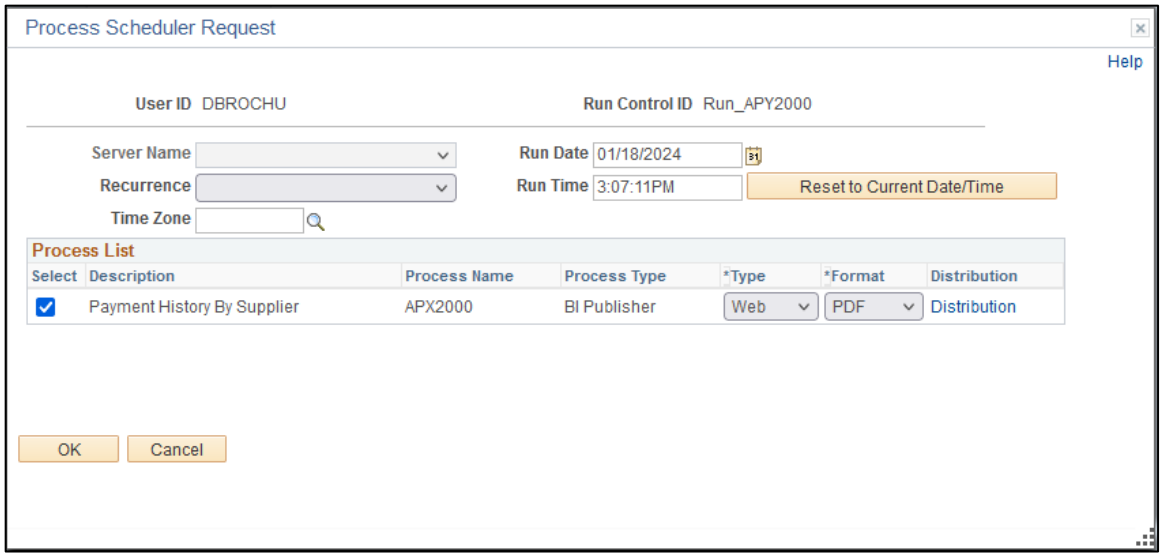
Enter information on page

- **From Date** – Enter the beginning payment date to report on
- **Through Date** – Enter the ending payment date to report on
- **Detail or Summary** – select desired report type. Summary provides only information about the payment. Detail provides information about the voucher in invoices on each payment.
- **Remit SetID** – STATE defaults, leave as STATE
- **Remit Supplier** – Enter or lookup supplier ID - more suppliers can be included in the report by clicking the plus button.



Click on Run

The Process Scheduler Request page displays



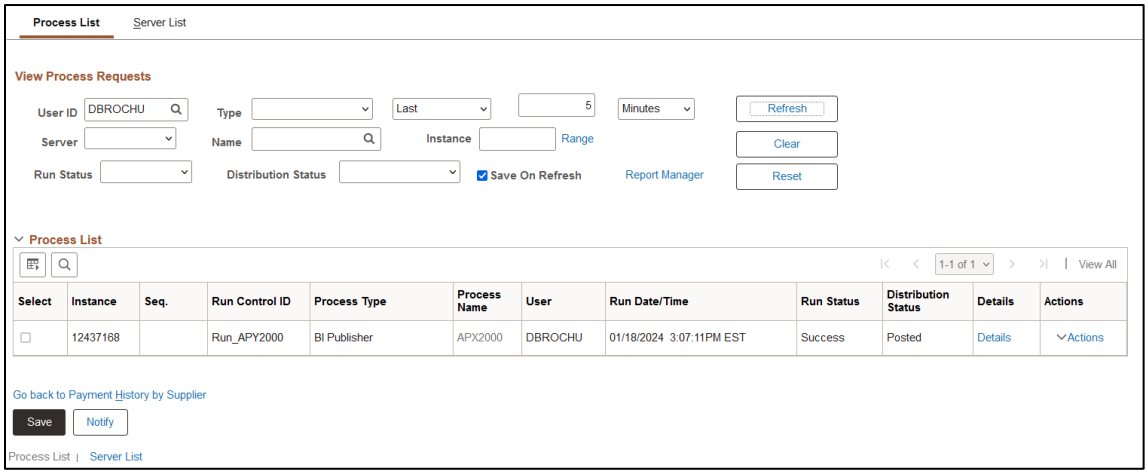
Process List

- **Select** – Payment History By Supplier APX2000
- **Type** – Web is recommended
- **Format** – PDF is recommended

Click OK

The Payment History by Supplier page displays

Click Process Monitor



Click Refresh until Run Status is Success and Distribution Status is Posted

Click to link for Report Manager, then click the Administration tab

List | Explorer | **Administration** | Archives

View Reports For

User ID: DBROCHU | Type: | Last | 10 | Minutes | Refresh

Status: | Folder: | Instance: | to:

Report List

1-1 of 1 | View All

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	5514037	12437168	APX2000 - APX2000.pdf	01/18/2024 3:08:20PM	Acrobat (*.pdf)	Posted	Details

☑ Select All ☐ Deselect All

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

Go back to Payment History by Supplier

Save

List | Explorer | Administration | Archives

Click on the link with the .PDF file format

Report ID: APX2000

ORACLE

PeopleSoft Accounts Payable

SUMMARY PAYMENT HISTORY BY SUPPLIER

From: Apr/1/2023 To: Apr/30/2023

Page No 1
Run Date 1/18/2024
Run Time 12:08:19 PM

Remit Supplier: STATE 0000043672

Payment Currency: USD

Bank Account: BGS ****2468

Payment Ref	Date	Handling	Status	Remit To	Pay Cycle	Seq	Payment Amount	Document Sequence
035785	Apr/3/2023	RE	Paid	Buildings & General Services-Fee for BGS Financial Services 6 Baldwin St 3rd Fl Montpelier VT 05633-7401 United States	VENDOR	5594	46,487.05 USD	
035791	Apr/4/2023	RE	Paid	Buildings & General Services-Fee for BGS Financial Services 6 Baldwin St 3rd Fl Montpelier VT 05633-7401 United States	VENDOR	5595	69.44 USD	
035815	Apr/10/2023	RE	Paid	Buildings & General Services-Fee for BGS Financial Services 6 Baldwin St 3rd Fl Montpelier VT 05633-7401 United States	VENDOR	5599	368,482.49 USD	
035826	Apr/12/2023	RE	Paid	Buildings & General Services-Fee for BGS Financial Services 6 Baldwin St 3rd Fl Montpelier VT 05633-7401 United States	VENDOR	5601	125.00 USD	

Report ID: APX2000

ORACLE

PeopleSoft Accounts Payable

DETAILED PAYMENT HISTORY BY SUPPLIER

From: Apr/1/2023 To: Apr/30/2023

Page No 1
Run Date 1/18/2024
Run Time 12:16:34 PM

Remit Supplier: STATE 0000043672

Payment Currency: USD

Bank Account: BGS ****2468

Payment Ref	Date	Handling	Status	Remit To	Pay Cycle	Seq	Payment Amount	Document Sequence
035785	Apr/3/2023	RE	Paid	Buildings & General Services-Fee for BGS Financial Services 6 Baldwin St 3rd Fl Montpelier VT 05633-7401 United States	VENDOR	5594	46,487.05 USD	

Unit	Voucher ID	Invoice ID	Invoice Date	Discount Taken	Paid Amount
02260	00012069	68011639	Jan/17/2023	0.00 USD	46,071.40 USD
01230	00002565	68011654	Feb/1/2023	0.00 USD	415.65 USD

Payment Ref	Date	Handling	Status	Remit To	Pay Cycle	Seq	Payment Amount	Document Sequence
035791	Apr/4/2023	RE	Paid	Buildings & General Services-Fee for BGS Financial Services 6 Baldwin St 3rd Fl Montpelier VT 05633-7401 United States	VENDOR	5595	69.44 USD	

Unit	Voucher ID	Invoice ID	Invoice Date	Discount Taken	Paid Amount
03460	00333484	68011644	Feb/1/2023	0.00 USD	69.44 USD

Payment Ref	Date	Handling	Status	Remit To	Pay Cycle	Seq	Payment Amount	Document Sequence
035815	Apr/10/2023	RE	Paid	Buildings & General Services-Fee for BGS Financial Services 6 Baldwin St 3rd Fl Montpelier VT 05633-7401 United States	VENDOR	5599	368,482.49 USD	

Unit	Voucher ID	Invoice ID	Invoice Date	Discount Taken	Paid Amount
03420	00332117	68011518_QTR4	Nov/1/2022	0.00 USD	366,597.29 USD
02320	00023409	68011655	Feb/1/2023	0.00 USD	1,885.20 USD

1

Report ID: APX2000

ORACLE

PeopleSoft Accounts Payable

DETAILED PAYMENT HISTORY BY SUPPLIER

From: Apr/1/2023 To: Apr/30/2023

Page No 2
Run Date 1/18/2024
Run Time 12:16:34 PM

Payment Ref	Date	Handling	Status	Remit To	Pay Cycle	Seq	Payment Amount	Document Sequence
035826	Apr/12/2023	RE	Paid	Buildings & General Services-Fee for BGS Financial Services 6 Baldwin St 3rd Fl Montpelier VT 05633-7401 United States	VENDOR	5601	125.00 USD	

Unit	Voucher ID	Invoice ID	Invoice Date	Discount Taken	Paid Amount
07110	00032723	68011671	Mar/1/2023	0.00 USD	125.00 USD

Payment Ref	Date	Handling	Status	Remit To	Pay Cycle	Seq	Payment Amount	Document Sequence
035848	Apr/18/2023	RE	Paid	Buildings & General Services-Fee for BGS Financial Services 6 Baldwin St 3rd Fl Montpelier VT 05633-7401 United States	VENDOR	5605	993.75 USD	

Unit	Voucher ID	Invoice ID	Invoice Date	Discount Taken	Paid Amount
03440	01987730	68011694	Apr/1/2023	0.00 USD	131.94 USD
03440	01987737	68011696	Apr/1/2023	0.00 USD	343.06 USD
07110	00032752	68011612A	Jan/1/2023	0.00 USD	50.00 USD
03440	01987734	68011697	Apr/1/2023	0.00 USD	468.75 USD

Payment Ref	Date	Handling	Status	Remit To	Pay Cycle	Seq	Payment Amount	Document Sequence
035855	Apr/19/2023	RE	Paid	Buildings & General Services-Fee for BGS Financial Services 6 Baldwin St 3rd Fl Montpelier VT 05633-7401 United States	VENDOR	5606	673.19 USD	

Unit	Voucher ID	Invoice ID	Invoice Date	Discount Taken	Paid Amount
04100	00134728	68011713	Apr/1/2023	0.00 USD	673.19 USD

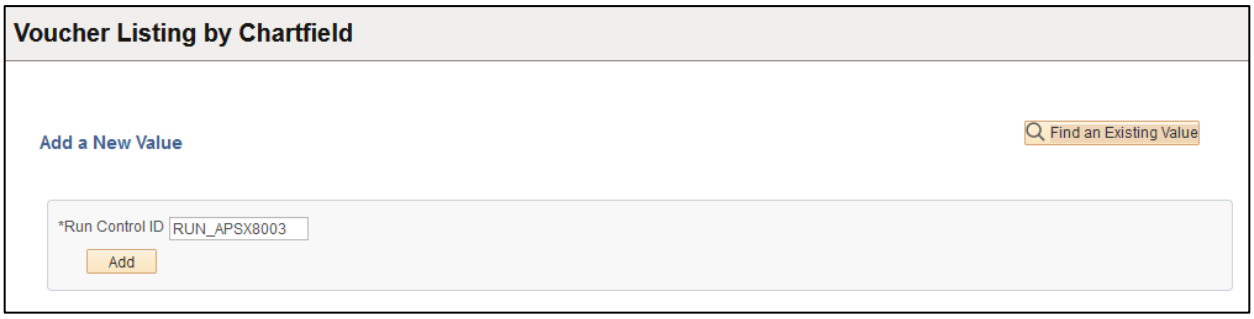
2

Voucher Listing by Chartfield (APSX8003)

Possible situations when this report should be run: When a listing of vouchers along with PO number for a specific chartfield string is desired.

Navigation: Accounts Payable > Reports > Vouchers > Voucher Listing by Chartfield

Click on the Add a New Value tab

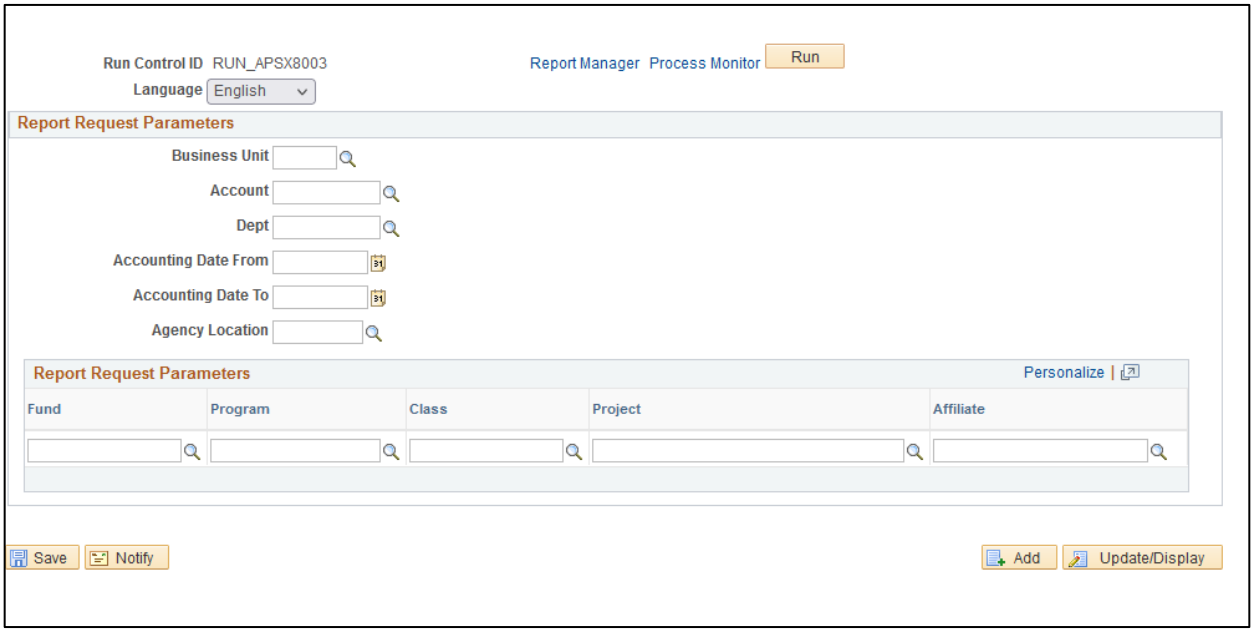


Run Control ID

- Create a unique run control ID (or use an existing 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_APSX8003)

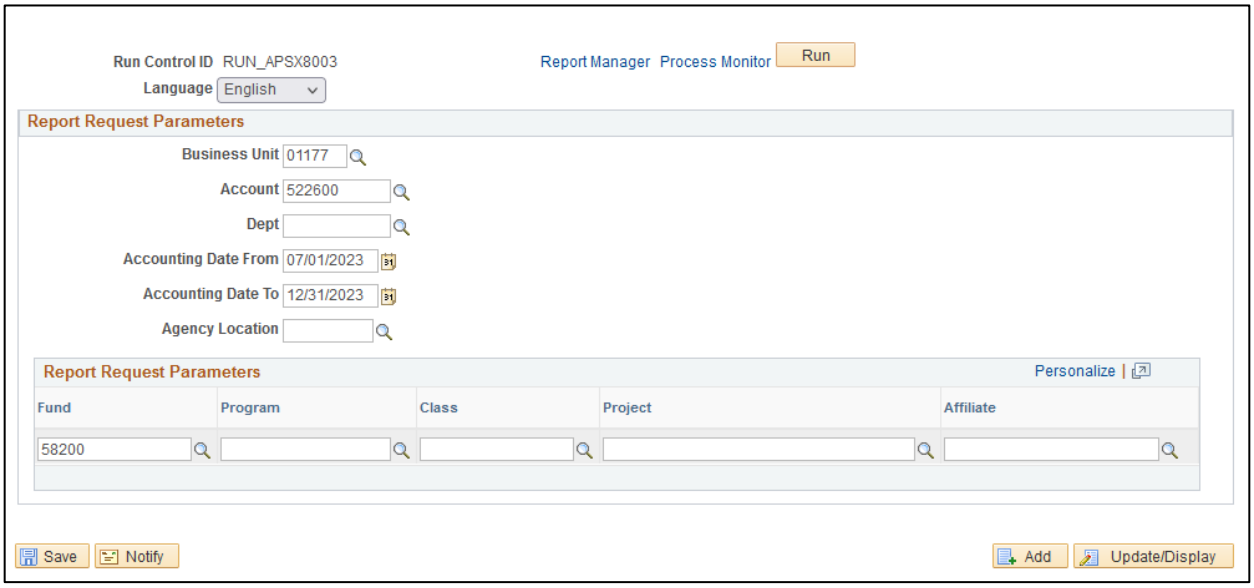
Click the Add Button

The Voucher Listing by Chartfield page displays



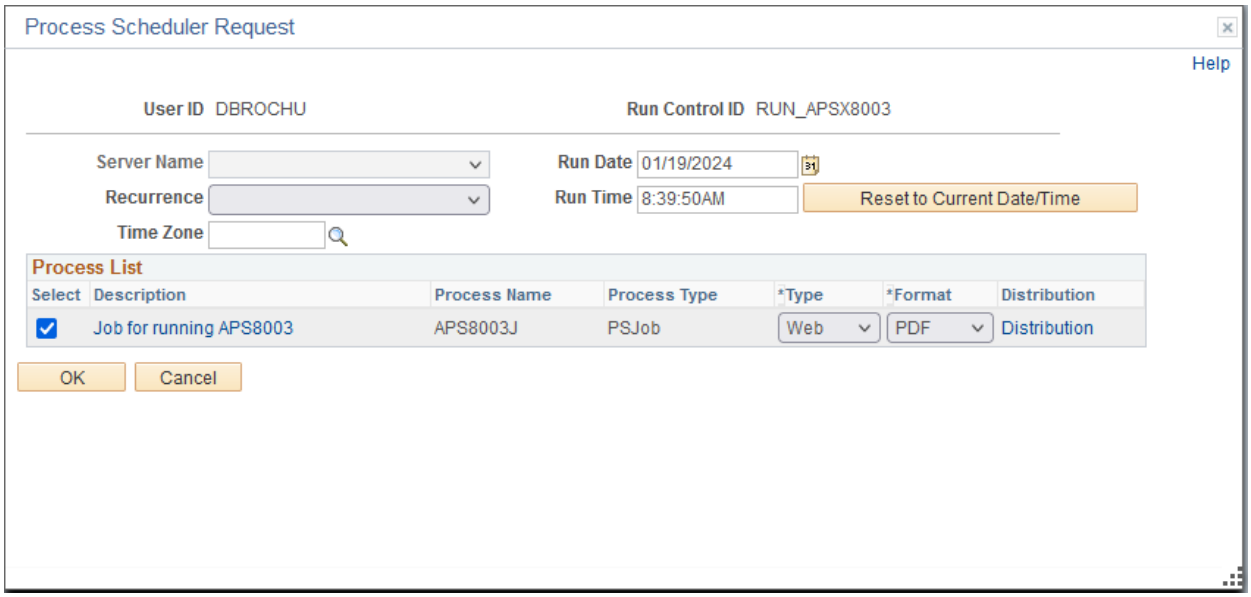
Enter information on Voucher Listing by Chartfield page

- **Business Unit** – enter or select AP Business Unit to report on
- **Account** – enter or select Account to run report on, leave blank to select all
- **Dept** – enter or select Account to run report on, leave blank to select all
- **Accounting Date From** – enter or select date to run report from
- **Accounting Date To** – enter or select date to run report through
- **Agency Location –** leave blank
- **Fund –** enter or select Fund to run report on, leave blank to select all
- **Program –** enter or select Program to run report on, leave blank to select all
- **Class –** enter or select Class to run report on, leave blank to select
- **Project –** enter or select Project to run report on, leave blank to select
- **Affiliate –** enter or select Affiliate to run report on, leave blank to select



Click on Run.

The Process Scheduler Request page displays



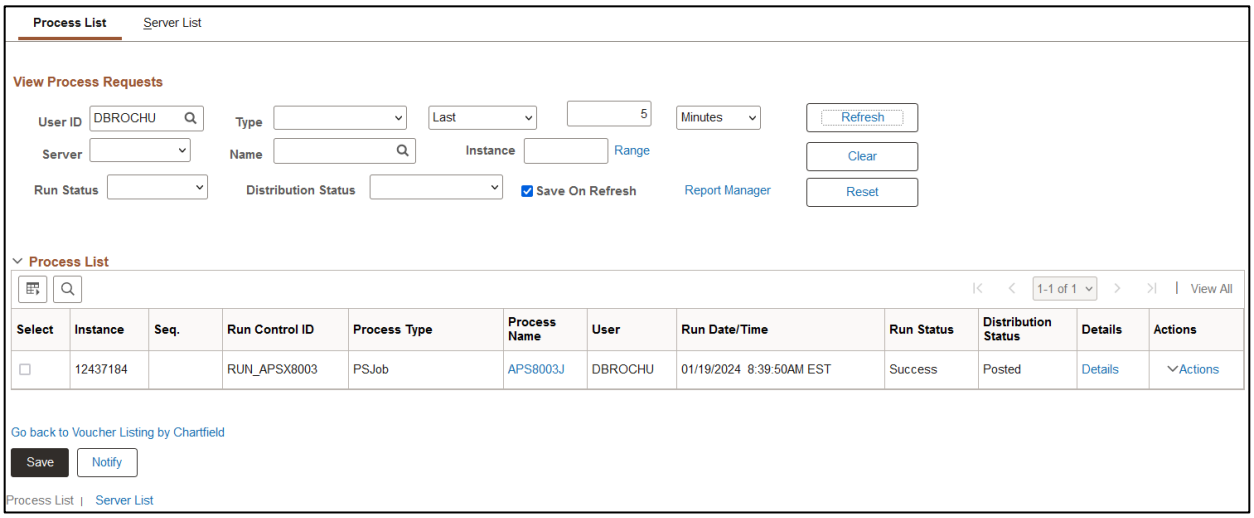
Process List

- **Select** – Job for running APS8003 APS8003J
- **Type** – Web is recommended
- **Format** – PDF is recommended

Click OK

The Voucher Listing by Chartfield page displays

Click Process Monitor



Click Refresh until Run Status is Success and Distribution Status is Posted

Click Report Manager link

Click Administration tab

List | Explorer | **Administration** | Archives

View Reports For

User ID: DBROCHU | Type: | Last | 5 | Minutes | Refresh

Status: | Folder: | Instance: | to:

Report List

1-2 of 2 | View All

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	5514057	12437186	APSX8003 - APSX8003.pdf	01/19/2024 8:42:28AM	Acrobat (*.pdf)	Posted	Details
☐	5514055	12437185	Voucher Listing by Chartfield	01/19/2024 8:42:03AM	Acrobat (*.pdf)	Posted	Details

☑ Select All ☐ Deselect All

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

Go back to Process Requests

Save

Click on the link with the .PDF file format

ORACLE

Report ID: APSX8003

PeopleSoft Accounts Payable

VOUCHER LISTING BY CHARTFIELD

Page No 1
Run Date 1/19/2024
Run Time 5:42:27 AM

Business Unit:	01177	Account:	522600	Department:	ALL	Project:	ALL	GL Business Unit:	01160
Fund Code:	58200	Class:	ALL	Budget Ref:	ALL	Operating Unit:	ALL	Program:	ALL
Product:	ALL	Affiliate:	ALL	Fund Affiliate:	ALL	Agency Location:	ALL		
						Accounting Date:	7/1/2023 through 12/31/2023		

Business Unit	Voucher	PO Business Unit	Purchase Order	Currency	Voucher Amount
01177	00009819	01177	0000002588	USD	49,831.00
01177	00009820	01177	0000002589	USD	54,615.00
01177	00009821	01177	0000002590	USD	54,615.00
01177	00009822	01177	0000002591	USD	54,615.00
01177	00009823	01177	0000002592	USD	54,615.00
01177	00009824	01177	0000002594	USD	54,615.00
01177	00009825	01177	0000002595	USD	54,615.00
01177	00009826	01177	0000002596	USD	49,831.00
01177	00009827	01177	0000002597	USD	54,568.00
01177	00009829	01177	0000002599	USD	30,382.00
01177	00009833	01177	0000002602	USD	54,615.00
01177	00009844	01177	0000002606	USD	54,615.00
01177	00009845	01177	0000002607	USD	54,615.00
01177	00009846	01177	0000002608	USD	54,615.00
01177	00009847	01177	0000002609	USD	50,057.00
			Totals for Business Unit 01177 Currency USD		780,819.00

End of Report

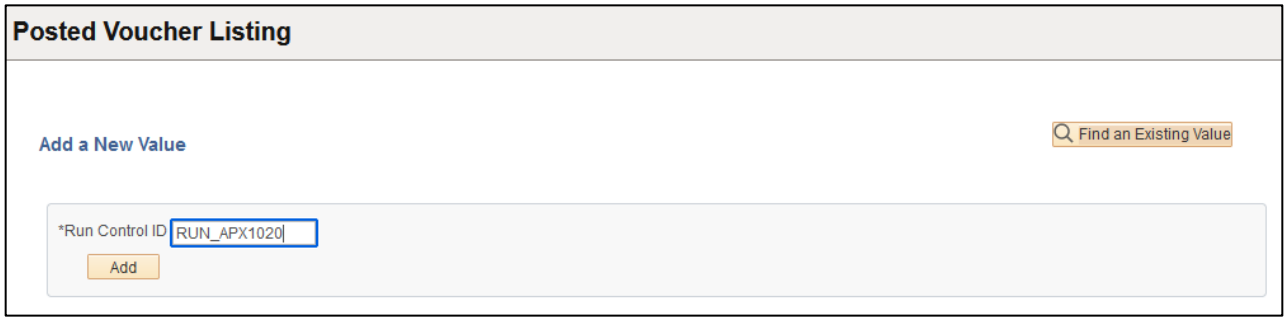
1

Posted Voucher Listing (APX1020)

Possible situations when this report should be run: when you need a listing of all posted vouchers for a given business unit and date range.

Navigator Menu Navigation: Accounts Payable > Reports > Vouchers > Posted Voucher

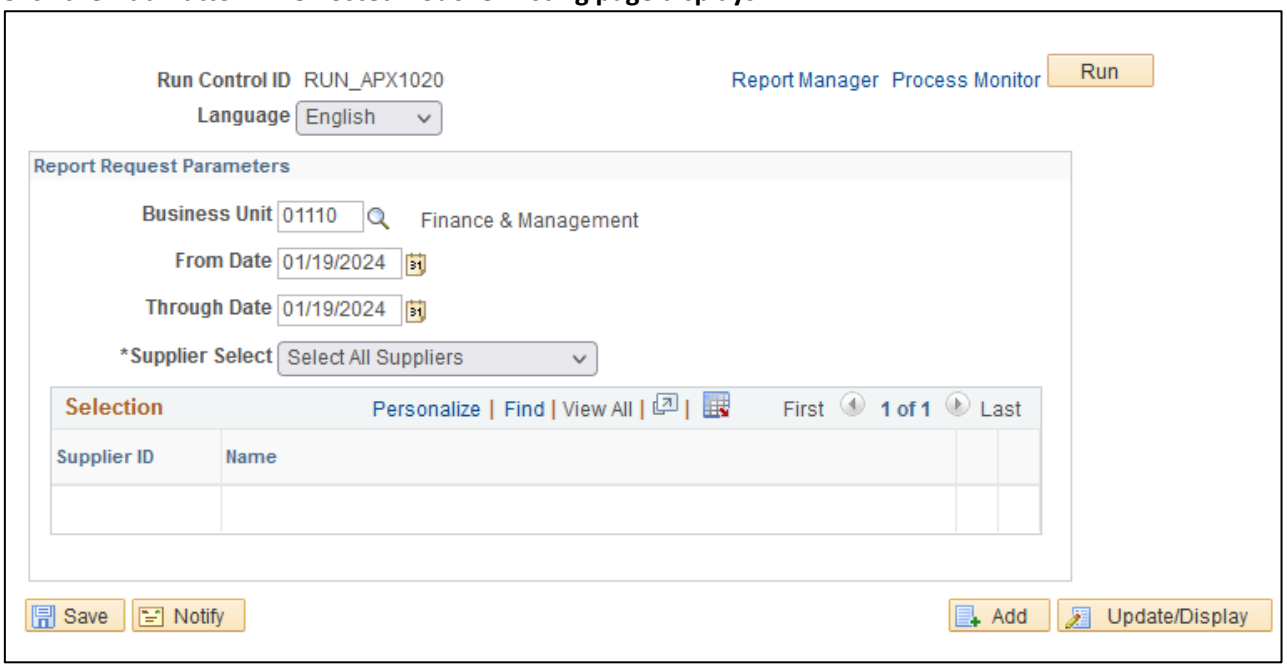
Click on the Add a New Value tab



Run Control ID

- Create a unique run control ID (or use an existing 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_APX1020)

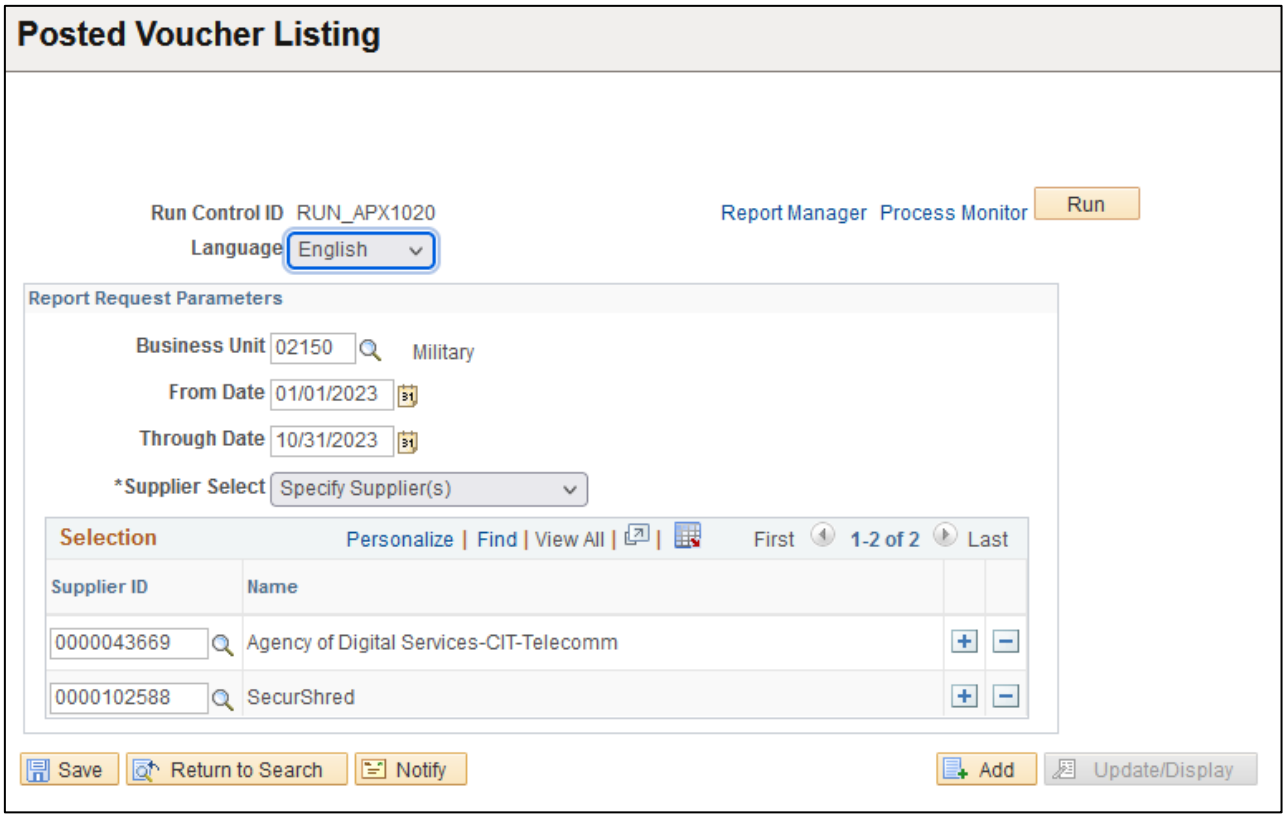
Click the Add Button. The Posted Voucher Listing page displays



Enter information on page

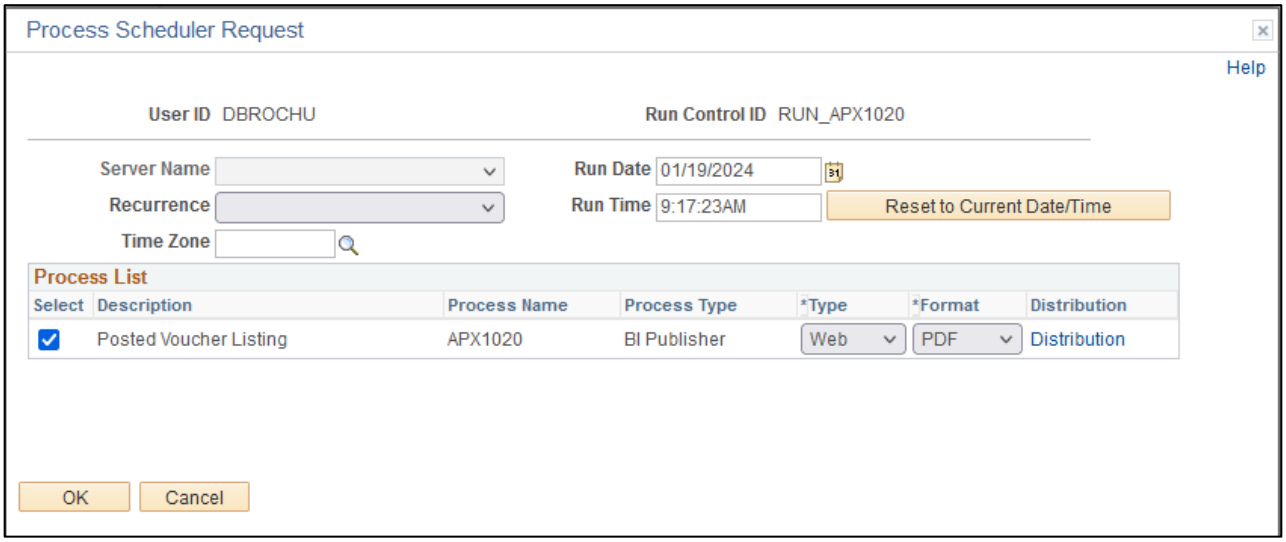
- **Business Unit** – Enter or select the Business Report to run the report on
- **From Date** – Enter or select the beginning accounting date to run the report for

- **Through Date** - Enter or select the ending accounting date to run the report for
- **Supplier Select** – to get a list of all supplier choose "Select All Suppliers," to get specific suppliers chose "Specify Supplier(s)."
- **Supplier ID** – this field is available if "Specify Supplier(s)" is selected. Enter or select desired supplier ID. Click the ⊞ ⊟ to add or remove suppliers that you want to report on.



Click on Run

The Process Scheduler Request page displays



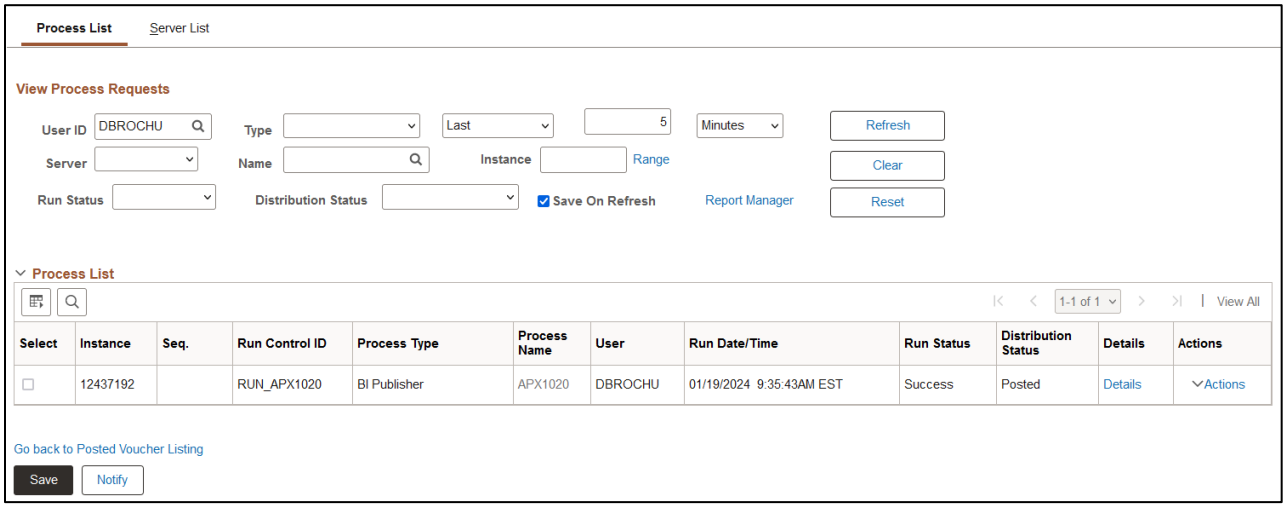
Process List

- **Select** – Posted Voucher Listing APX1020
- **Type** – Web is recommended
- **Format** – PDF is recommended

Click OK

The Posted Voucher Listing page displays

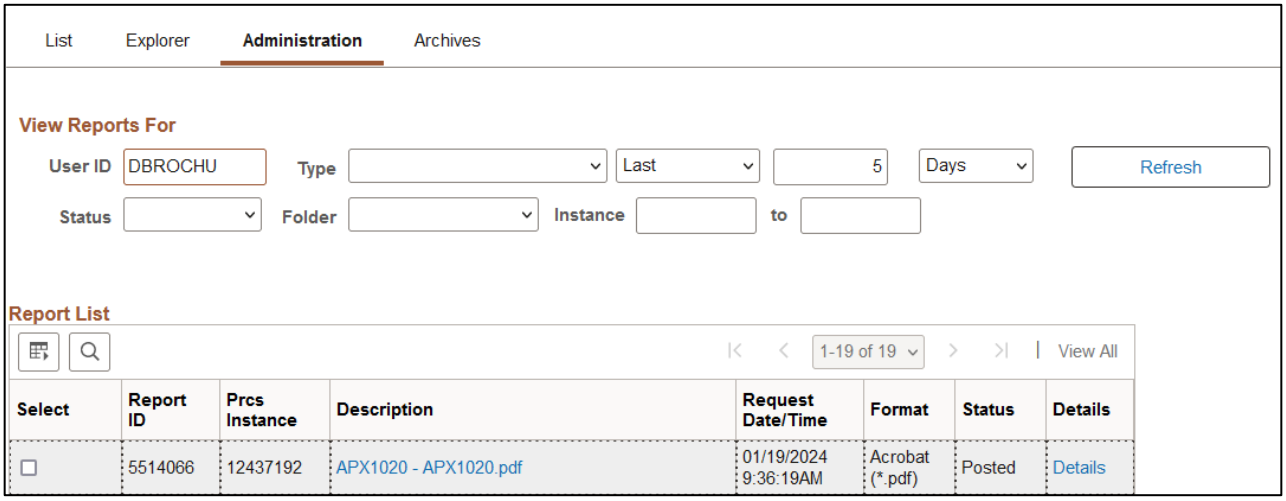
Click Process Monitor



Click Refresh until Run Status is Success and Distribution Status is Posted

Click the Report Manager link

Click the Administration tab



Click on the link with the .PDF file format

ORACLE

Report ID: APX1020

PeopleSoft Accounts Payable

POSTED VOUCHER LISTING

Page No 1
Run Date Jan/19/2024
Run Time 6:36:13 AM

Business Unit: 02150

For the period: Jan/1/2023 through Oct/31/2023

Supplier ID: 0000043669 Agency of Digital Services-CIT-Telecomm

Voucher ID: 00135584 **Invoice Date:** Dec/13/2022 **Document Type:** **Document Date:** **Document Sequence:**

Ledger	Accounting Date	Application Journal	Journal ID	Dist Type	Vchr Line	Dist Line	GL Unit	Account	Alt Account	Debit Amount	Credit Amount	Currency Code	Unpost Seq. #
Operating Unit	Fund Code	Dept	Class	Budget Ref			Program		Product	Project	Affiliate	Affiliate Intra 1	
ACTUALS	Jan/5/2023	PAYMENT	PA03151324	APA	1	1	02150	200001		145.02		USD	0
	10000	2150050000					22500						
ACTUALS			PA03151251	CAS	1	1	00009	100125			145.02	USD	0
	10000	2150050000											
ACTUALS			PA03151324	ISP	1	1	02150	101010			145.02	USD	0
	10000	2150050000									00009		
ACTUALS			PA03151251	ISR	1	1	00009	101010		145.02		USD	0
	10000	2150050000									02150		

Voucher 00135584 Total: USD 290.04 290.04

Voucher ID: 00136428 **Invoice Date:** Jan/19/2023 **Document Type:** **Document Date:** **Document Sequence:**

Ledger	Accounting Date	Application Journal	Journal ID	Dist Type	Vchr Line	Dist Line	GL Unit	Account	Alt Account	Debit Amount	Credit Amount	Currency Code	Unpost Seq. #
Operating Unit	Fund Code	Dept	Class	Budget Ref			Program		Product	Project	Affiliate	Affiliate Intra 1	
ACTUALS	Jan/27/2023	ACCRUAL	AP03160610	APA	1	1	02150	200001			144.54	USD	0
	10000	2150050000					22500						
ACTUALS			AP03160610	DST	1	1	02150	516672		144.54		USD	0
	10000	2150050000					22500						
ACTUALS	Jan/31/2023	PAYMENT	PA03161274	APA	1	1	02150	200001		144.54		USD	0
	10000	2150050000					22500						
ACTUALS			PA03161183	CAS	1	1	00009	100125			144.54	USD	0
	10000	2150050000											
ACTUALS			PA03161274	ISP	1	1	02150	101010			144.54	USD	0

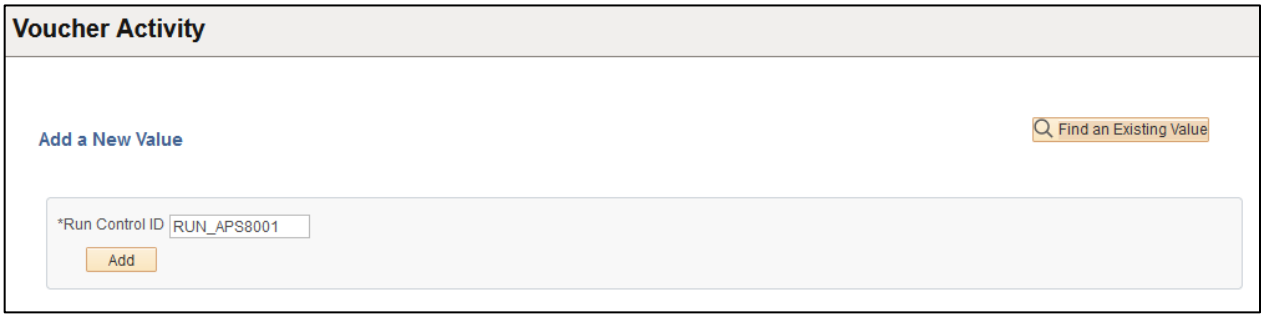
1

Voucher Activity Report (APS8001)

Possible situations when this report should be run: When a listing of vouchers along with PO, invoice, supplier and amount owed information for a specific chartfield string is desired.

Navigation: Accounts Payable > Reports > Vouchers > Voucher Activity

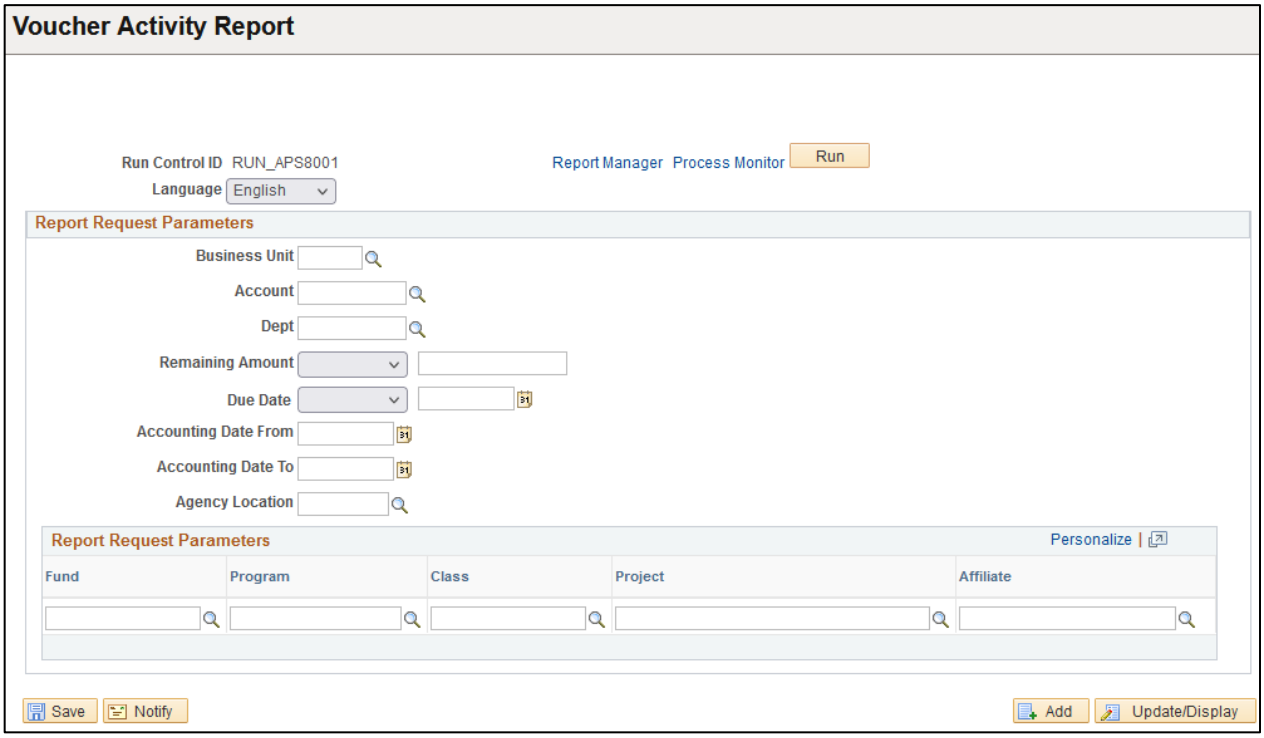
Click on the Add a New Value tab



Run Control ID

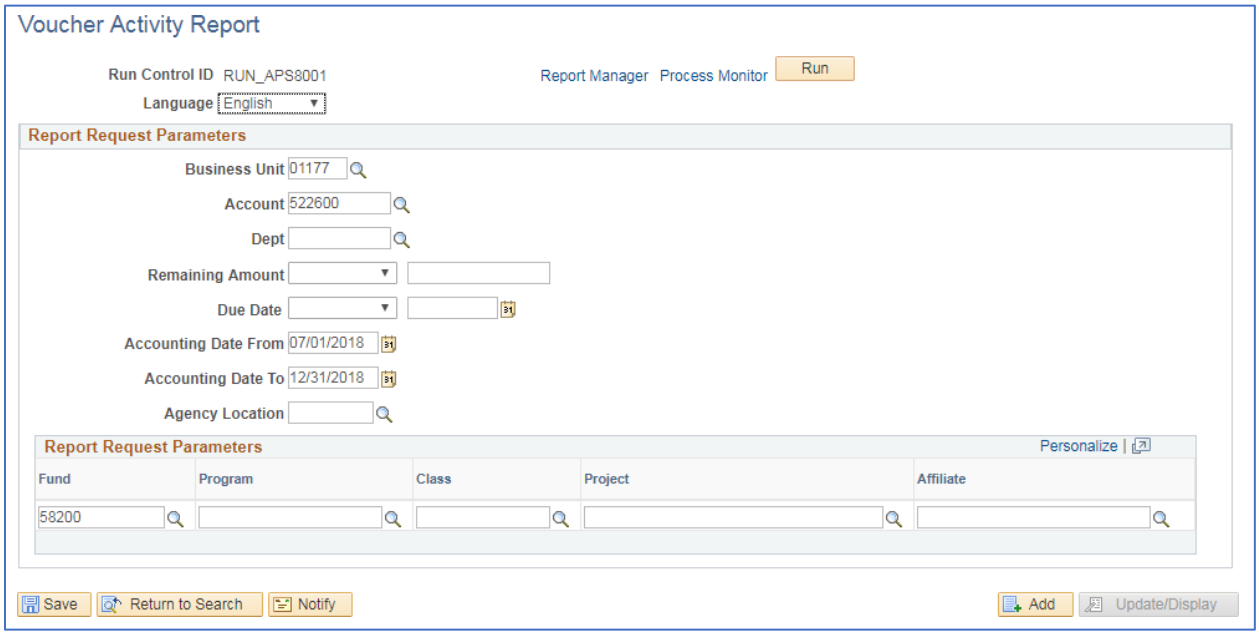
- Create a unique run control ID (or use an existing one)
- For reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. RUN_APS8001)

Click the Add Button. The Voucher Activity Report page displays



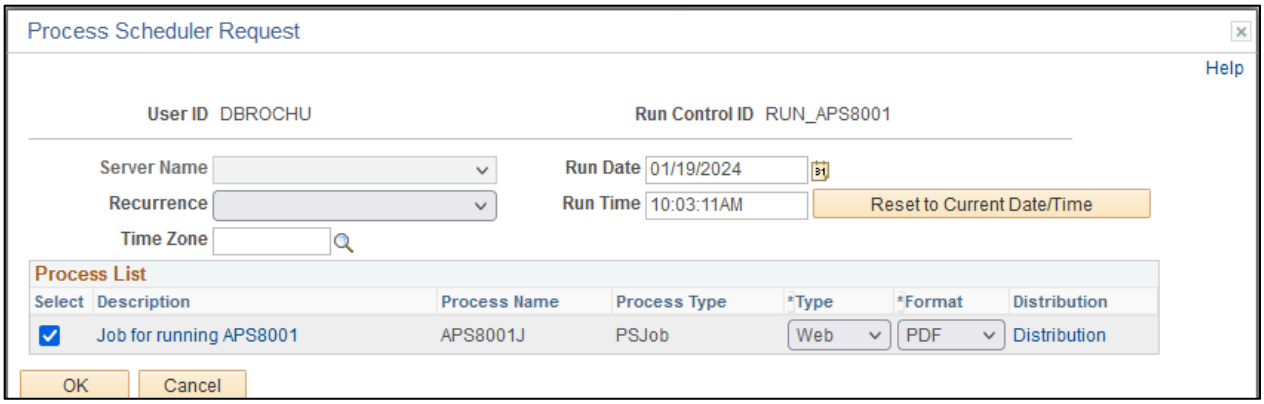
Enter information on Voucher Activity page

- **Business Unit** – enter or select AP Business Unit to report on
- **Account** – enter or select Account to run report on, leave blank to select all
- **Dept** – enter or select Account to run report on, leave blank to select all
- **Remaining Amount** – select an operator and an amount that has not yet been paid, leave both fields blank to report on all
- **Due Date –** select an operator and a date for when the voucher will be paid, leave both fields blank to report on all
- **Accounting Date From** – enter or select date to run report from
- **Accounting Date To** – enter or select date to run report through
- **Agency Location –** leave blank
- **Fund –** enter or select Fund to run report on, leave blank to select all
- **Program –** enter or select Program to run report on, leave blank to select all
- **Class –** enter or select Class to run report on, leave blank to select
- **Project –** enter or select Project to run report on, leave blank to select
- **Affiliate –** enter or select Affiliate to run report on, leave blank to select



Click on Run

The Process Scheduler Request page displays



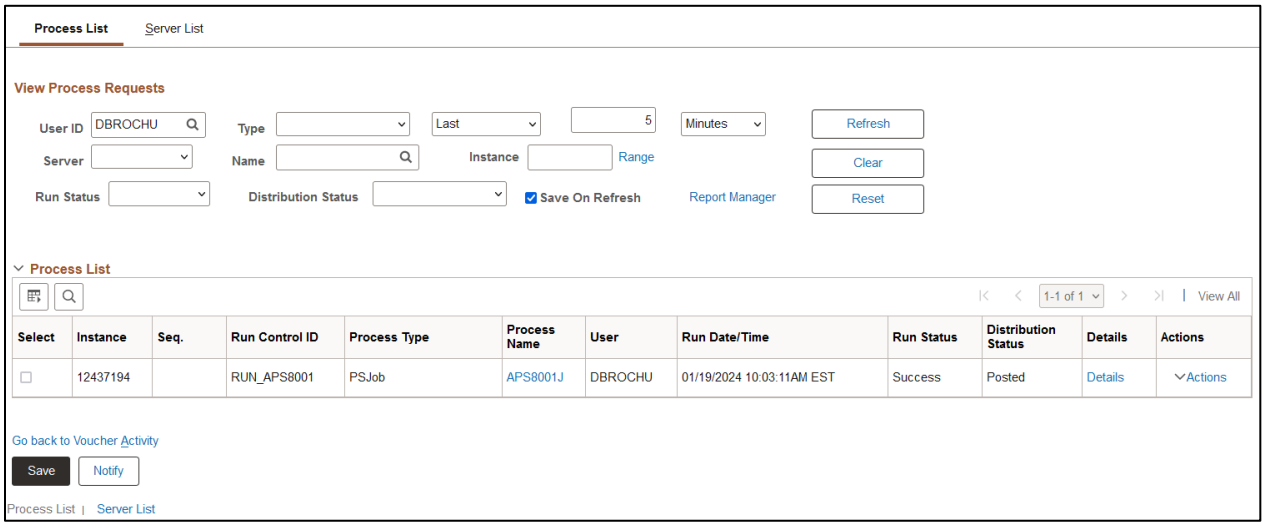
Process List

- **Select** – Job for running APS8001 APS8001J
- **Type** – Web is recommended
- **Format** – PDF is recommended

Click OK.

The Voucher Activity page displays

Click Process Monitor



Click Refresh until Run Status is Success and Distribution Status is Posted

Click Report Manager link

Click Administration tab

List | Explorer | **Administration** | Archives

View Reports For

User ID: DBROCHU | Type: | Last | 10 | Minutes | Refresh

Status: | Folder: | Instance: | to:

Report List

1-2 of 2 | View All

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	5514070	12437196	APSX8001 - APSX8001.pdf	01/19/2024 10:06:10AM	Acrobat (*.pdf)	Posted	Details
☐	5514068	12437195	Federal Voucher Activity	01/19/2024 10:05:03AM	Acrobat (*.pdf)	Posted	Details

☑ Select All ☐ Deselect All

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

Go back to Process Requests

Save

List | Explorer | Administration | Archives

Click on the link with the .PDF file format

ORACLE

Report ID: APSX8001

PeopleSoft Accounts Payable

FEDERAL VOUCHER ACTIVITY

Page No 1
Run Date 1/19/2024
Run Time 7:06:10 AM

Business Unit:	01177	Account:	522600	Department:	ALL	Project:	ALL	GL Business Unit:	01160
Fund Code:	58200	Class:	ALL	Budget Ref:	ALL	Operating Unit:	ALL	Program:	ALL
Product:	ALL	Affiliate:	ALL	Fund Affiliate:	ALL	Agency Location:	ALL		
Remaining Amount:	ALL			Due Date:	ALL	Accounting Date:	7/1/2023 through 12/31/2023		

Business Unit	Voucher	Invoice	Purchase Order	Supplier	Currency	Payment Gross Amount	Discount Amount	Interest Amount	Payment Amount	Remaining Amount
01177	00009819	51102	0000002588	0000399995	USD	49,831.00	0.00	0.00	49,831.00	0.00
01177	00009820	51184	0000002589	0000399995	USD	54,615.00	0.00	0.00	54,615.00	0.00
01177	00009821	51183	0000002590	0000399995	USD	54,615.00	0.00	0.00	54,615.00	0.00
01177	00009822	51182	0000002591	0000399995	USD	54,615.00	0.00	0.00	54,615.00	0.00
01177	00009823	51162	0000002592	0000399995	USD	54,615.00	0.00	0.00	54,615.00	0.00
01177	00009824	51160	0000002594	0000399995	USD	54,615.00	0.00	0.00	54,615.00	0.00
01177	00009825	51159	0000002595	0000399995	USD	54,615.00	0.00	0.00	54,615.00	0.00
01177	00009826	51103	0000002596	0000399995	USD	49,831.00	0.00	0.00	49,831.00	0.00
01177	00009827	51124	0000002597	0000399995	USD	54,568.00	0.00	0.00	54,568.00	0.00
01177	00009829	58646	0000002599	0000112748	USD	30,382.00	0.00	0.00	30,382.00	0.00
01177	00009833	51181	0000002602	0000399995	USD	54,615.00	0.00	0.00	54,615.00	0.00
01177	00009844	51224	0000002606	0000399995	USD	54,615.00	0.00	0.00	0.00	54,615.00
01177	00009845	51223	0000002607	0000399995	USD	54,615.00	0.00	0.00	0.00	54,615.00
01177	00009846	51221	0000002608	0000399995	USD	54,615.00	0.00	0.00	54,615.00	0.00
01177	00009847	51222	0000002609	0000399995	USD	50,057.00	0.00	0.00	50,057.00	0.00
			Totals for Business Unit 01177 Currency USD			780,819.00	0.00	0.00	671,589.00	109,230.00

End of Report

1

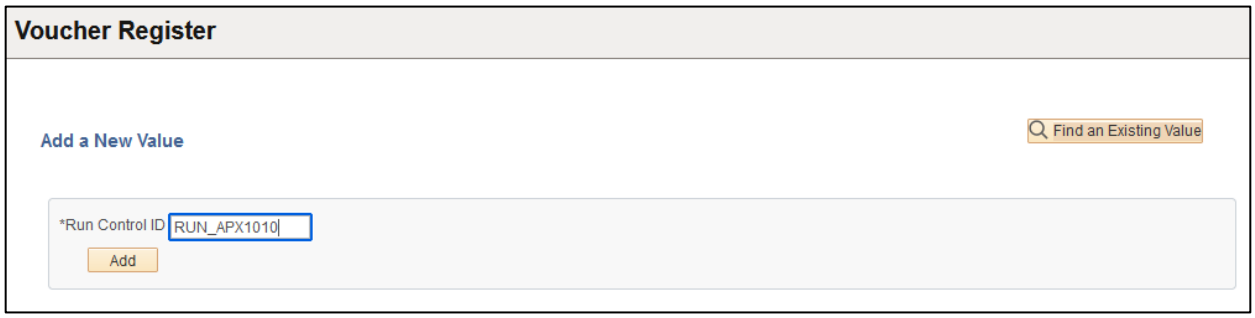
Voucher Register (APX1010)

Possible situations when this report should be run: When you need a detailed listing, by voucher, for all vouchers created by accounting date.

WorkCenter Navigation: Accounts Payable WorkCenter > Reports/Queries > Reports/Processes > Vouchers > VT Voucher Status Report… Or

Navigator Menu Navigation: Accounts Payable > Reports > Vouchers > Voucher Register

Click on the Add a New Value tab

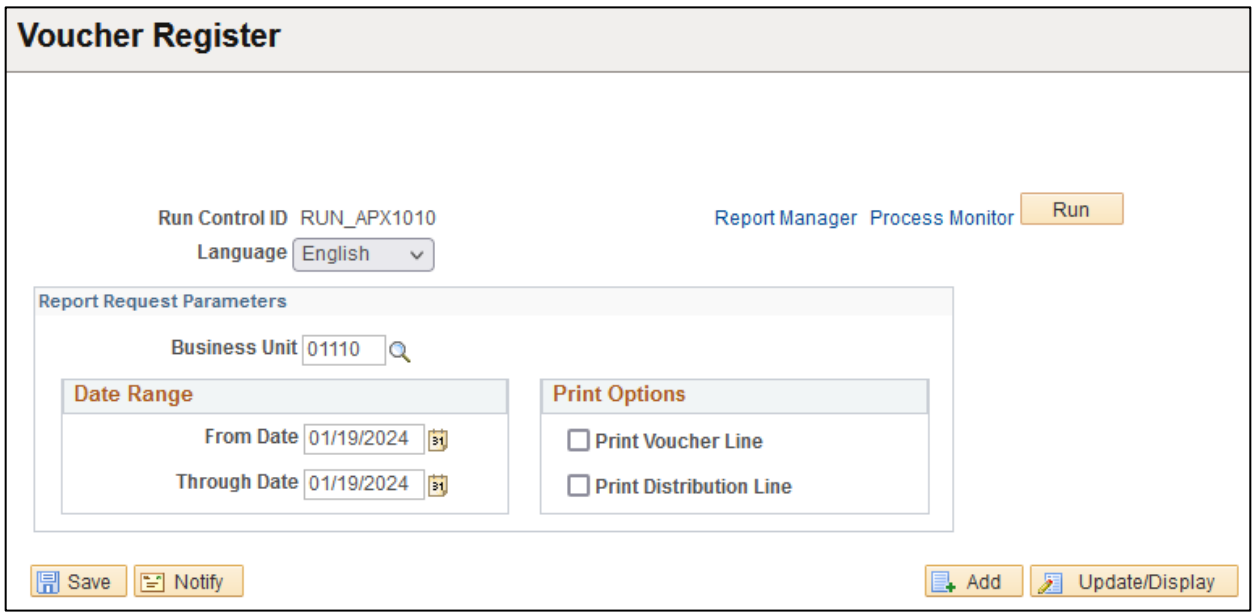


Run Control ID

- Create a unique run control ID (or use an existing 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_APX1010)

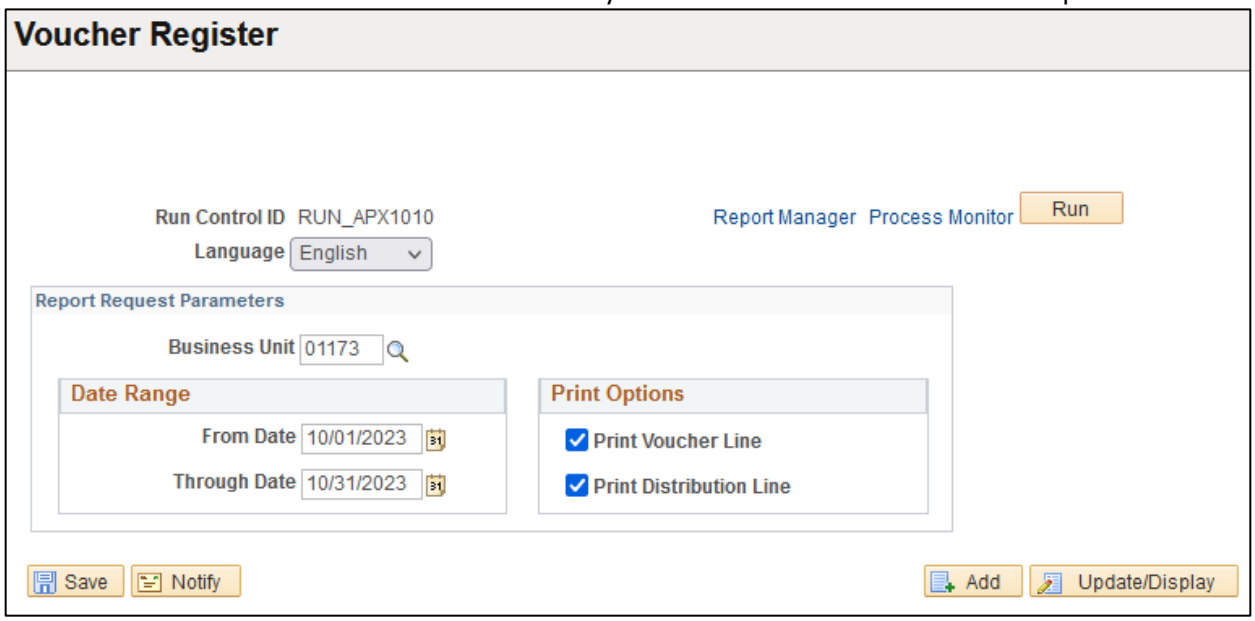
Click the Add Button

The Voucher Register page displays



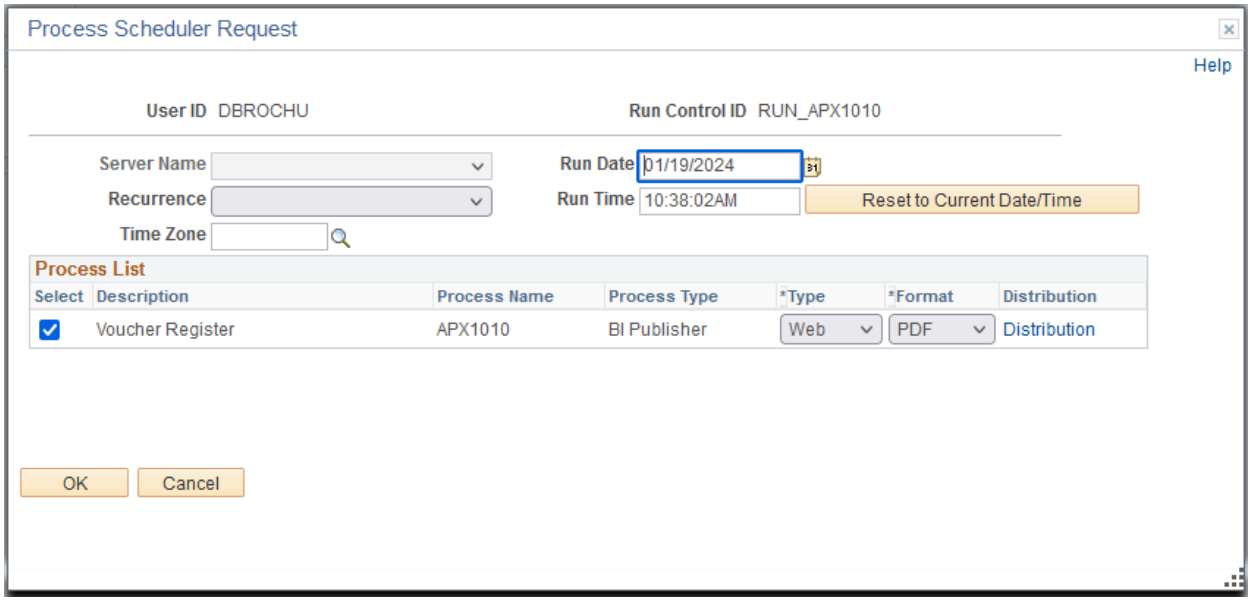
Enter information on Voucher Register page

- **Business Unit** – Enter or select AP Business Unit to run the report for
- **From Date** – Enter or select the beginning date to run the report from
- **Through Date** – Enter or select the ending date to run the report through
- **Print Voucher Line** – Check this box if you want voucher line information printed
- **Print Distribution Line** – Check this box if you want distribution line information printed



Click on Run

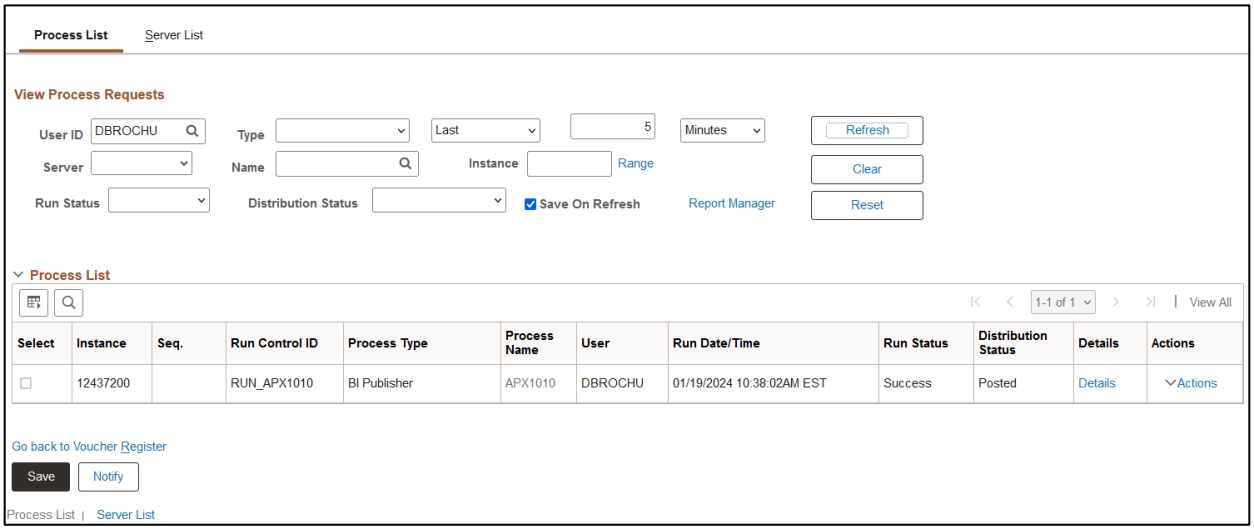
The Process Scheduler Request page displays



Process List

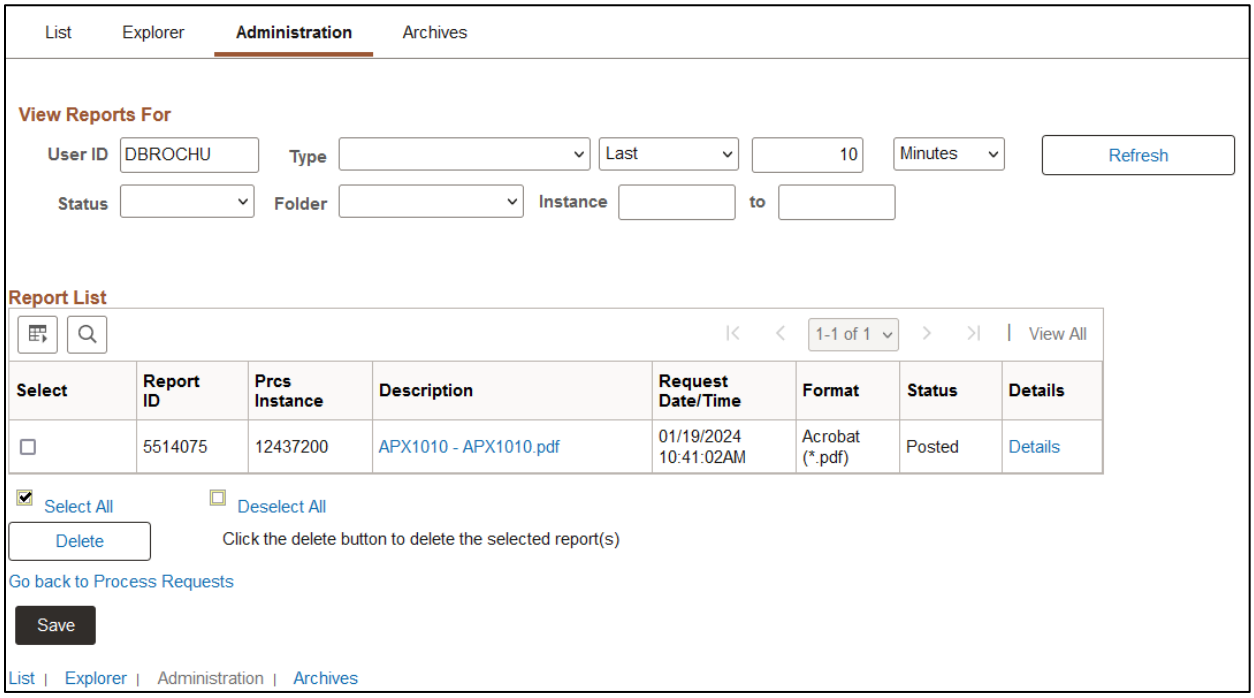
- **Select** – Voucher Register APX1010
- **Type** – Web is recommended
- **Format** – PDF is recommended

Click OK. The Voucher Register page displays. Click Process Monitor



Click Refresh until Run Status is Success and Distribution Status is Posted

Click Report Manager, then Click the Administration tab



Click on the link with the .PDF file format

ORACLE

Report ID: APX1010

PeopleSoft Accounts Payable

VOUCHER REGISTER

Page No	1
Run Date	01/19/2024
Run Time	07:45:46

Business Unit: 01173

For the period: Jan 1, 2023 through Oct 31, 2023

Voucher Header Information

Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Supplier ID	Supplier Name	Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Dist Cntrl ID
Jan 3, 2023	00003474	73361	Dec 11, 2022	0000150607	Auctions International Inc	ONL	BWATSON2	Postable	Jan 3, 2023	Posted	STANDARD

Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	Sales Tax	Freight Amt	Misc Amt	Net Due Dt	Dscnt Due Dt
Approved	USD	CRRNT	1.000000000	17.25	0.00	0.00	0.00	0.00	0.00	Jan 10, 2023	

Document Type	Document Date	Document Sequence	Vat Trans Type	VAT Amount	Vat Exception Type	Vat Certificate ID	Prorate	S	U	F	M	Pay terms
				0.00				N	N	N	N	Net 30

Voucher Line Information

Line #	Description	Merch Amt	Inv Item ID	Unit Price	WTHD	Disc	A
1	ON-LINE AUCTIONEER SERVICES	17.25		17.25	N	Y	

Sales/Use Tax	Sales/Use Tax Exception Type	Exception Certificate	Intrastat Nature of Transaction	Vat Code	Vat Amount
	None				0.00

Distribution Line Information

Line #	Sus Ref #	Account	Alt Account	Operating Unit	Fund Code	Dept ID	Open Item ID	Status	Merch Amt
	Program	Class	Budget Ref	Product	Project Id	Affiliate	Affiliate Intra1	Stat Cd	Statistic Amt
1	0	507600			58500	1160259000			17.25
									0.00

Voucher Header Information

Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Supplier ID	Supplier Name	Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Dist Cntrl ID
Jan 3, 2023	00003475	73370	Dec 13, 2022	0000150607	Auctions International Inc	ONL	BWATSON2	Postable	Jan 3, 2023	Posted	STANDARD

Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	Sales Tax	Freight Amt	Misc Amt	Net Due Dt	Dscnt Due Dt
Approved	USD	CRRNT	1.000000000	289.80	0.00	0.00	0.00	0.00	0.00	Jan 12, 2023	

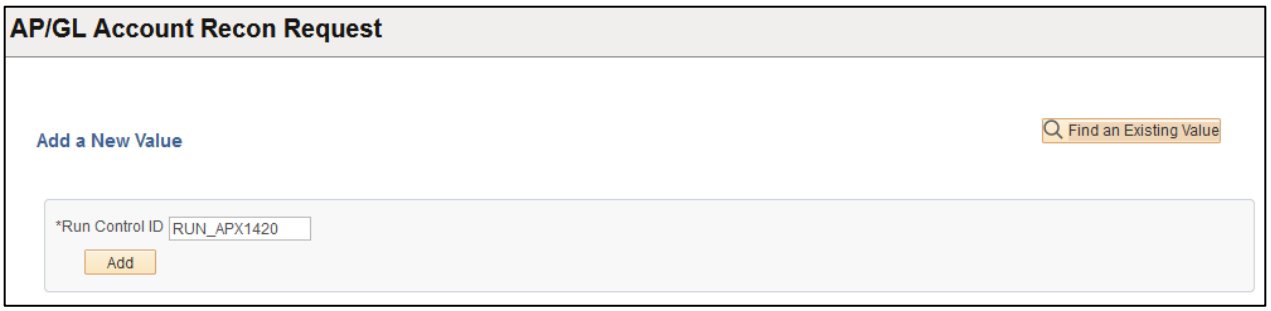
1

AP/GL Account Reconciliation Report (APX1420)

Possible situations when this report should be run: When you require a listing of all GL Journals hose detailed voucher used a specified account for a year and accounting period.

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

Click on the Add a New Value tab

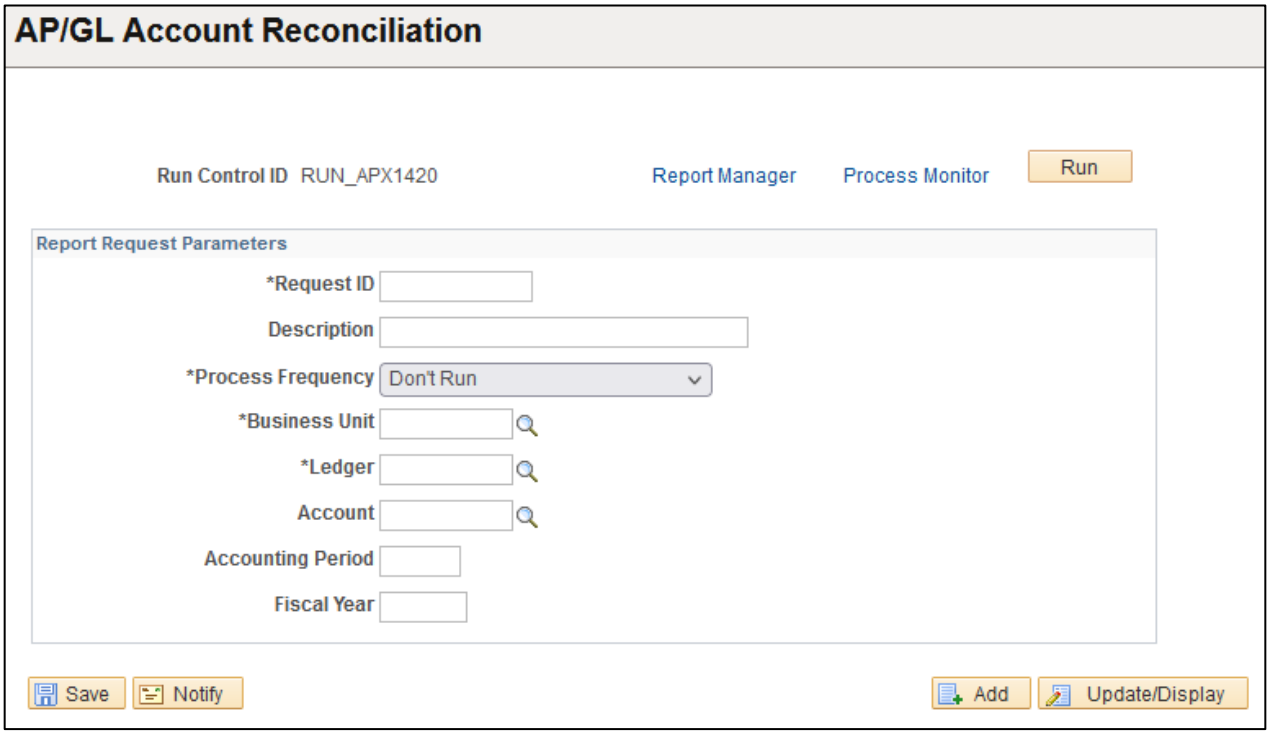


Run Control ID

- Create a unique run control ID (or use an existing 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_APX1420)

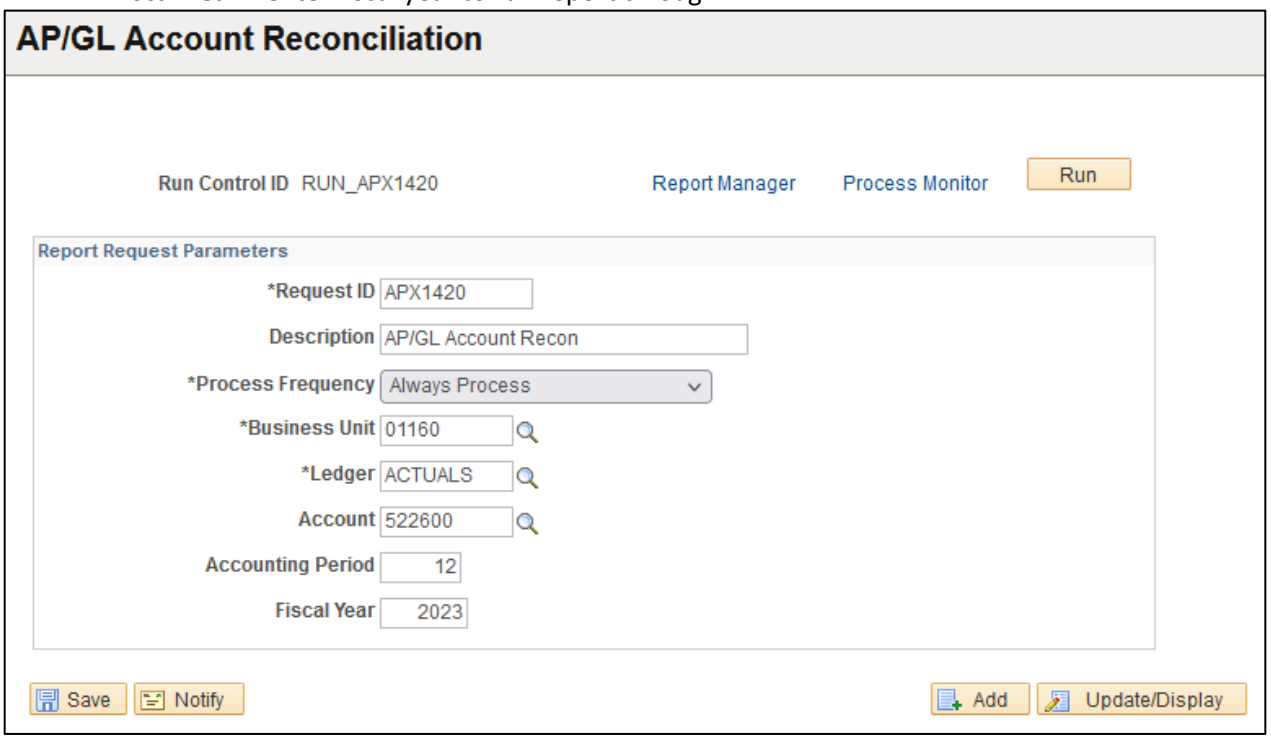
Click the Add Button

The AP/GL Account Reconciliation page displays



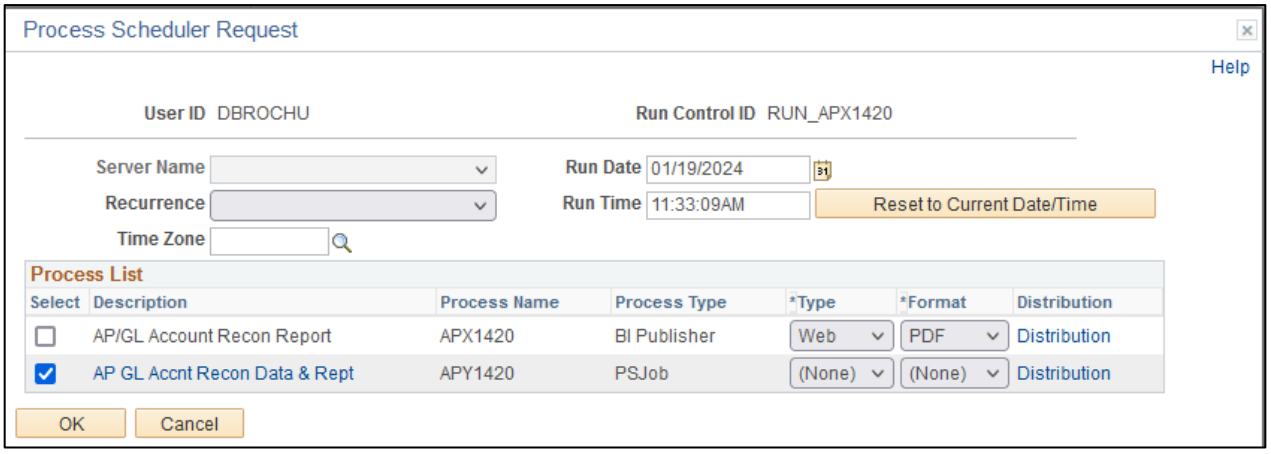
Enter information on AP/GL Account Reconciliation page

- **Request ID** – Enter an ID that is useful to you
- **Description** – Enter a description for this request that is meaningful to you
- **Process Frequency** – select how often the process should be updated before rerunning, Always Process is recommended
- **Business Unit** – Enter or select the GL business unit to run the report for
- **Ledger –** Enter or select ACTUALS
- **Account** – Enter or select the account to report on
- **Accounting Period** – enter accounting period to run report through
- **Fiscal Year** – enter fiscal year to run report through



Click on Run

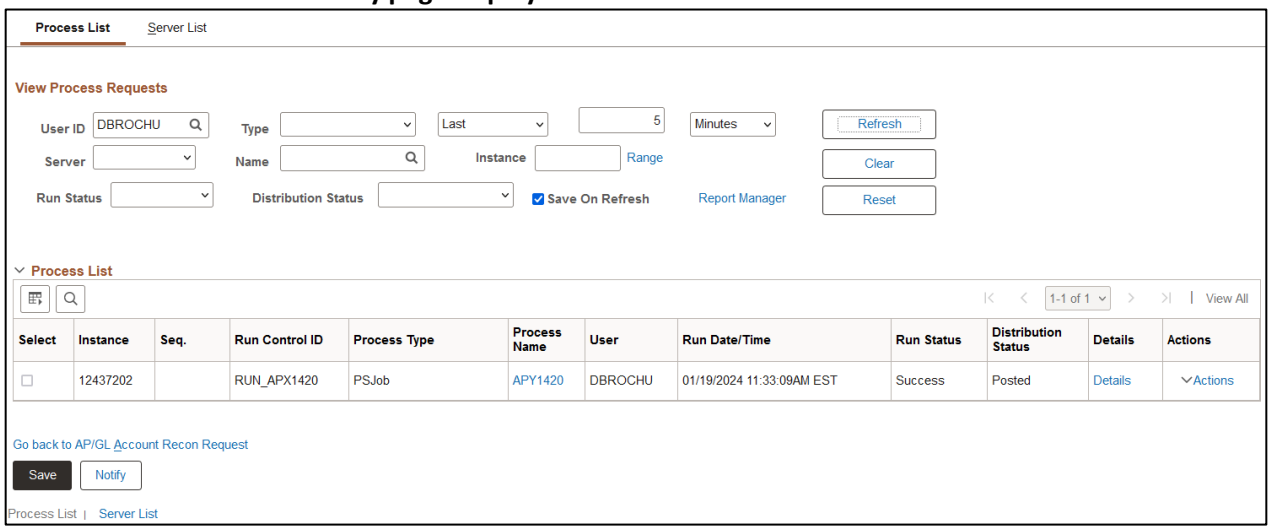
The Process Scheduler Request page displays



Process List

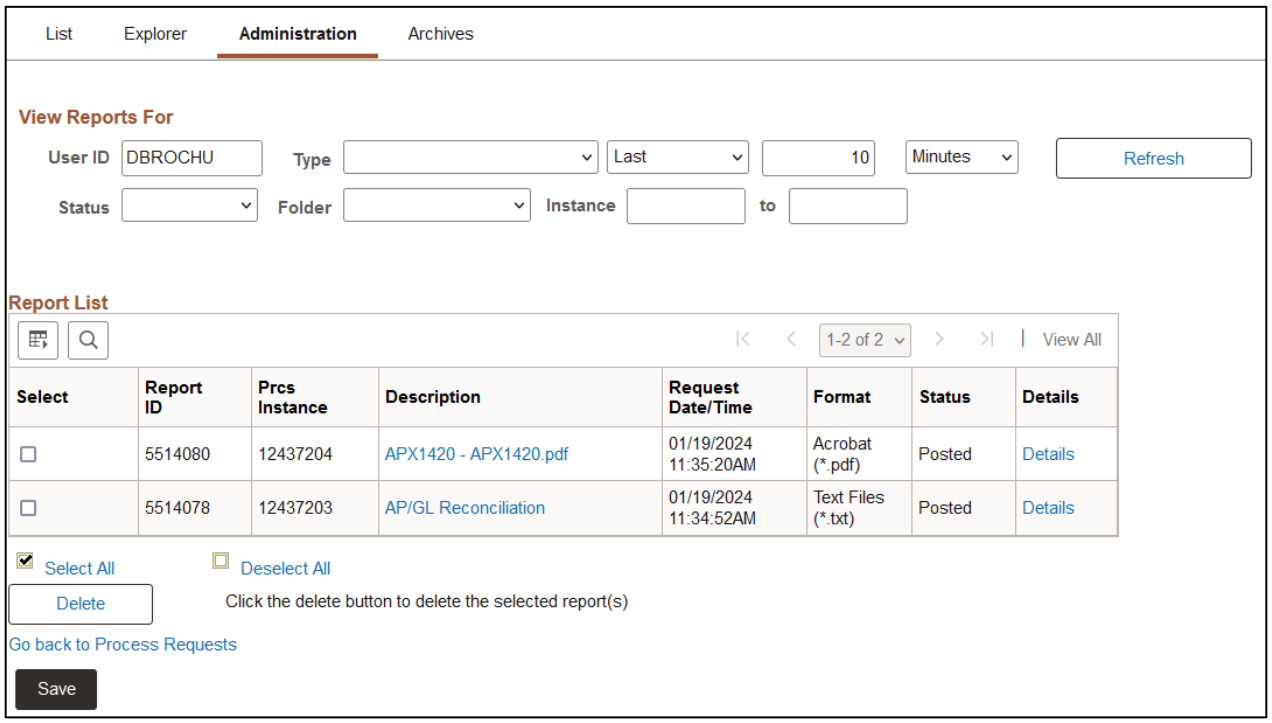
- **Select** – AP GL Accnt Recon Data & Rept APY1420
- **Type** – leave as none
- **Format** – leave as none

Click OK. The Voucher Activity page displays Click Process Monitor



Click Refresh until Run Status is Success and Distribution Status is Posted

Click Report Manager link. Click Administration tab



Click on the link with the .PDF file format

ORACLE

Report ID: APX1420

PeopleSoft Accounts Payable

AP/GL ACCOUNT RECONCILIATION REPORT

Page No. 1
Run Date 1/19/2024
Run Time 11:35:20 AM

GL Business Unit	01160	Buildings & Gen Serv-Prop
Ledger	ACTUALS	
Account	522600	
Accounting Period	12	2023

Journal ID **AP03214418**

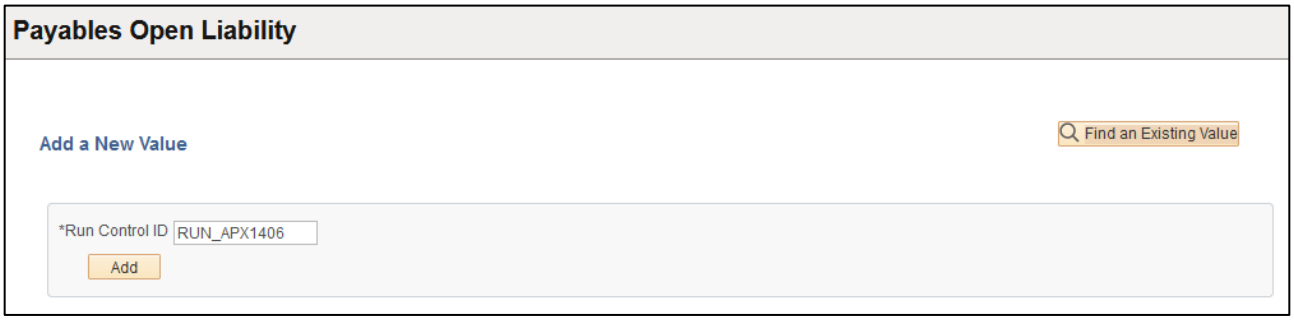
Journal Date	Journal Line	Journal Template	Business Unit	Voucher ID	Voucher Line	Distrib Line	Invoice Date	Supplier Name	Monetary Amount	
09.Jun.2023	9	ACCRUAL	01177	00009804	1	1	18.May.2023	McGee Ford of Montpelier	50,228.00	
09.Jun.2023	9	ACCRUAL	01177	00009805	1	1	18.May.2023	McGee Ford of Montpelier	48,633.00	
							Total for Journal	**AP03214418**	**98,861.00**	**USD**
				Total for Account		**522600**			**98,861.00**	**USD**

Payables Open Liability Report (APX1406)

Possible situations when this report should be run: When a total amount owed to specified suppliers is required. This report may be run to return summary totals by supplier and may also be run to include voucher information.

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

Click on the Add a New Value tab

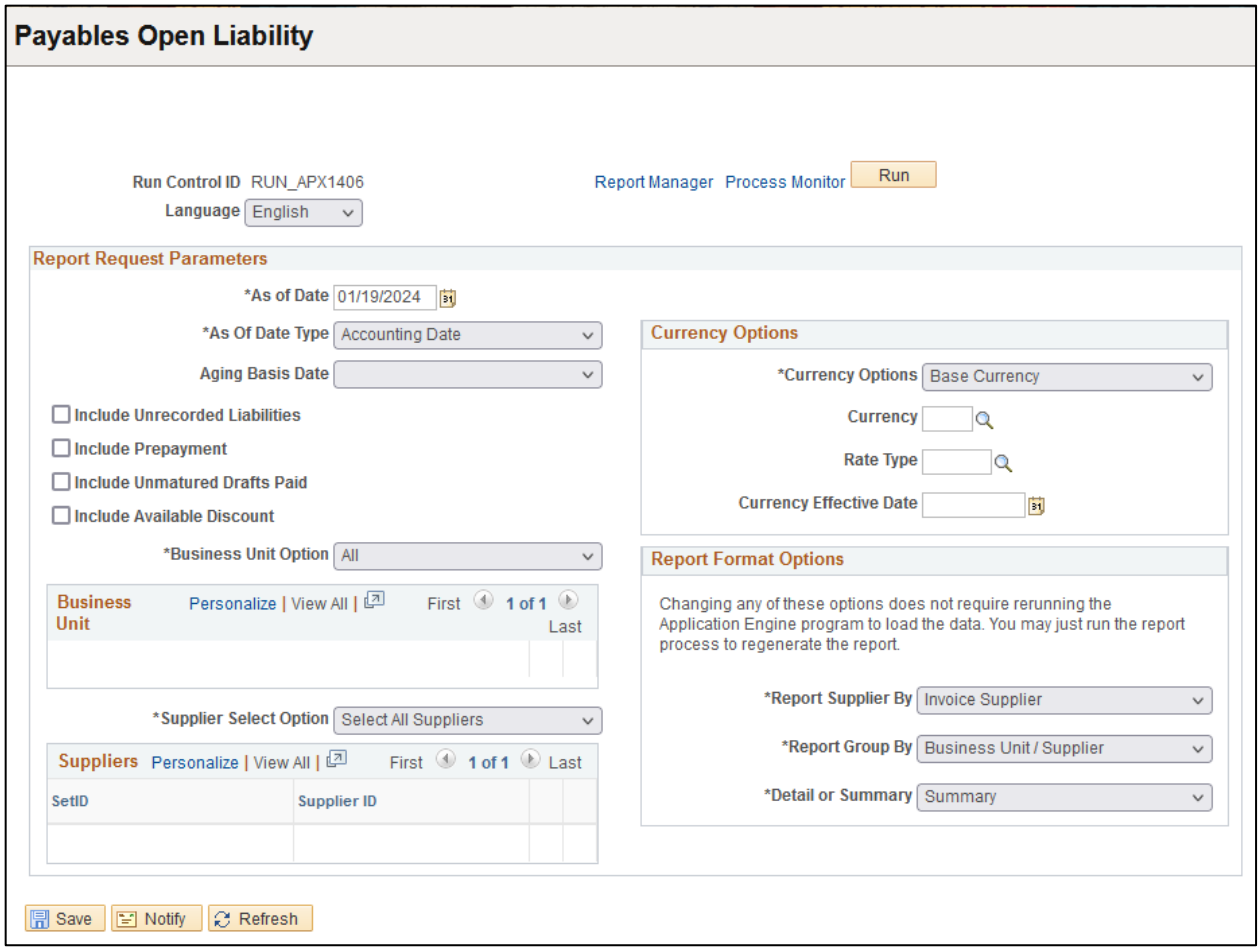


Run Control ID

- Create a unique run control ID (or use an existing 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_APX1406)

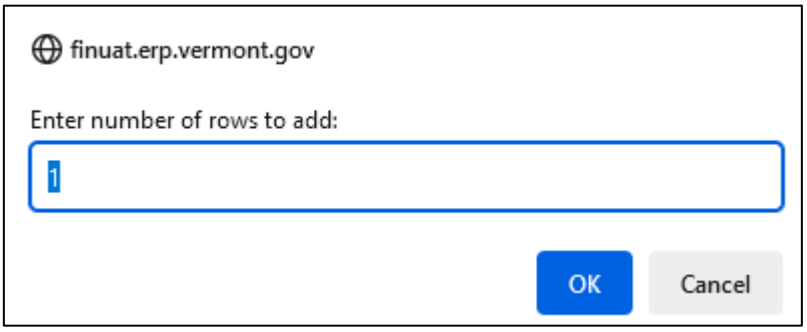
Click the Add Button

The Payables Open Liability page displays



Enter information on Payables Open Liability page

- **As of Date** – Enter or select the date to run the report as of
- **As of Date Type** – Choose whether the date you want to run for is the accounting date or invoice date
- **Aging Basis Date** – Choose whether the date to run is the actual due date or the date the invoice is scheduled to be paid
- **Include Unrecorded Liabilities** – leave unchecked
- **Include Prepayment –** leave unchecked
- **Include Unmatured Drafts Paid** – leave unchecked
- **Include Available Discount –** it is recommended to check this box; it will let you know if there is an available discount
- **Business Unit Option** – To run the report for all business units choose "All." To run the report for a subset of business units choose "Value." When you select "Value" an additional field will be available to select.
    - **Business Unit** – Enter or select desired business unit, to select more business units click the symbol. The below box appears. Enter the number of business units to add.



- **Supplier Select Option –** To run the report for all supplier choose "Select all Suppliers." To run the report for a subset of suppliers choose "Specify Supplier(s)." When you select "Specify Supplier(s)" additional fields will be available to select.
    - **SetID –** Enter or select STATE
    - **Supplier ID –** Enter or select desired supplier ID to select more suppliers click the symbol. Enter the number of suppliers to add.
- **Currency Options –** choose Base Currency
- **Currency –** leave blank
- **Rate Type –** leave blank
- **Currency Effective Date –** leave blank
- **Report Supplier By –** Choose Remit Supplier or Invoice Supplier to list on the report
- **Report Group By –** The report can be grouped by Business Unit first or by Supplier first
- **Detail or Summary –** Choose "Detail" to get voucher information. Choose "Summary" to exclude voucher information.

Payables Open Liability

Run Control ID RUN_APX1406 Report Manager Process Monitor Run

Language English

Report Request Parameters

*As of Date 01/19/2024

*As Of Date Type Accounting Date

Aging Basis Date Net Due Date

- [ ] Include Unrecorded Liabilities
- [ ] Include Prepayment
- [ ] Include Unmatured Drafts Paid
- [x] Include Available Discount

*Business Unit Option Value

Business Unit	Personalize | View All | First 1-2 of 2 Last
01163	
01168	

*Supplier Select Option Specify Supplier(s)

Suppliers	Personalize | View All | First 1-2 of 2 Last
SetID	Supplier ID
STATE	0000009131
STATE	0000283240

Currency Options

*Currency Options Base Currency

Currency

Rate Type

Currency Effective Date

Report Format Options

Changing any of these options does not require rerunning the Application Engine program to load the data. You may just run the report process to regenerate the report.

*Report Supplier By Invoice Supplier

*Report Group By Business Unit / Supplier

*Detail or Summary Detail

Save Notify Refresh

Click on Run. The Process Scheduler Request page displays

Process Scheduler Request

Help

User ID DBROCHU Run Control ID RUN_APX1406

Server Name Run Date 01/19/2024

Recurrence Run Time 3:01:53PM Reset to Current Date/Time

Time Zone

Process List

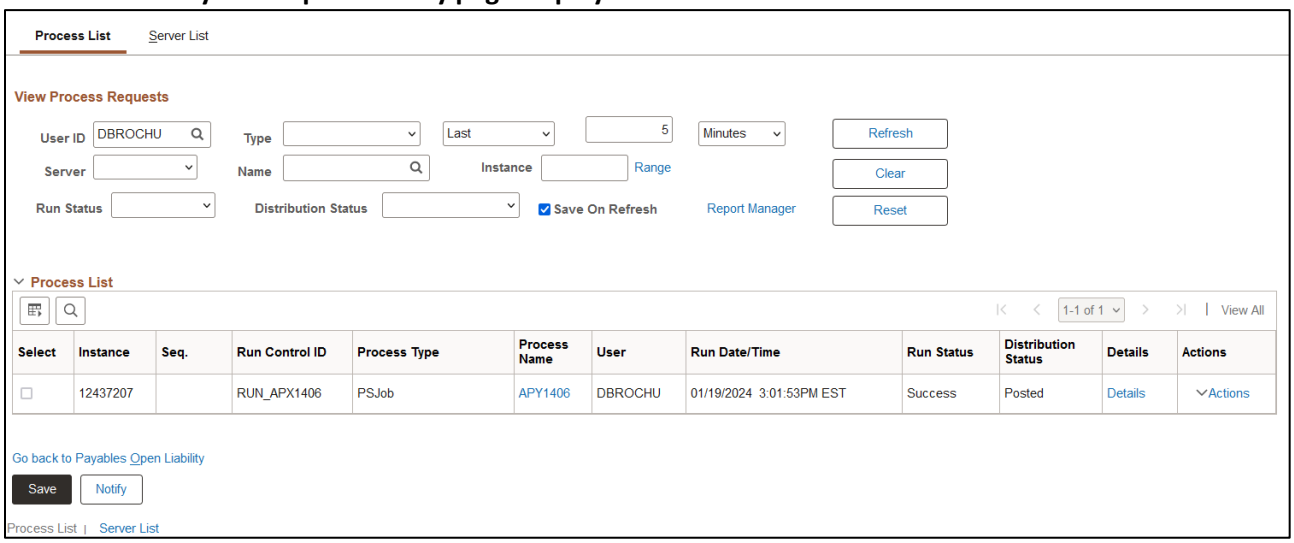
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
[ ]	Payables Open Liability	APX1406	BI Publisher	Web	PDF	Distribution
[x]	Open Liability Data & Reports	APY1406	PSJob	(None)	(None)	Distribution

OK Cancel Refresh

Process List

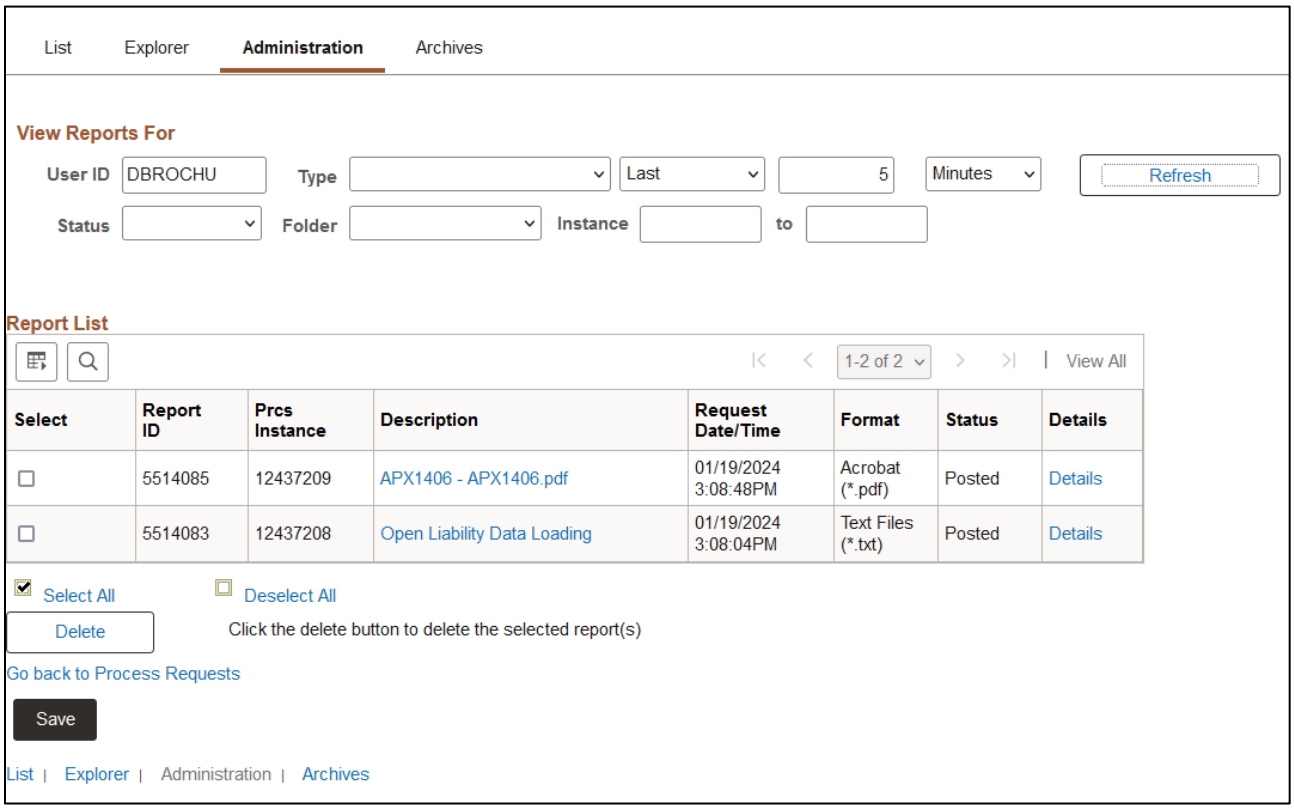
- **Select** – Open Liability Data & Reports APY1406
- **Type** – leave as none
- **Format** – leave as none

Click OK. The Payables Open Liability page displays Click Process Monitor



Click Refresh until Run Status is Success and Distribution Status is Posted

Click Report Manager link. Click Administration tab



Click on the link with the .PDF file format

ORACLE

Report ID: APX1406

PeopleSoft Accounts Payable

PAYABLES OPEN LIABILITY REPORT

As of Accounting Date: 01/19/2024

Liability : Only Recorded Liability

Prepayment : Not Included

Unmatured Draft Payment : Not Included

Available Discount : Included

Currency : Base Currency

Supplier : Invoice Supplier

Page No. 1
Run Date 1/19/2024
Run Time 15:08:48 PM

Group by: BUSINESS UNIT 01163 BGS (Copy Center)

Business Unit Option: Value

Base Currency : USD

Supplier Option: Specify

Detail Report

Vendor STATE 0000009131 **Lindenmeyr Munroe**

Voucher Id	Invoice Id	Invoice Date	Schedule Date	Accounting Date	Document	Unpaid Amount	DiscountAvailable	Net
00015319	71224789 RI	07/25/2023	08/24/2023	07/31/2023	Invoice	504.80	0.00	504.80
00015320	71209329 RI	07/19/2023	08/18/2023	07/31/2023	Invoice	2,792.80	0.00	2,792.80
00015321	71224788 RI	07/25/2023	08/24/2023	07/31/2023	Invoice	532.00	0.00	532.00
Total for	**BUSINESS UNIT**	**01163**	BGS (Copy Center)			**3,829.60**	**0.00**	**3,829.60**

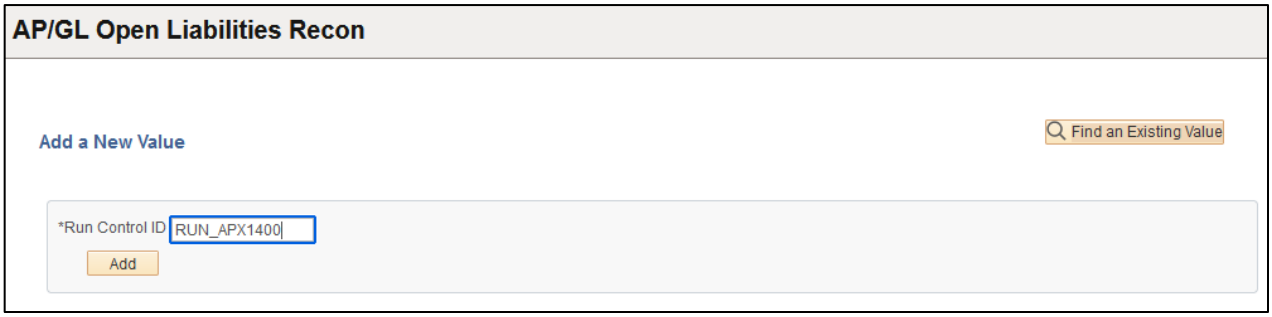
Summary AP/GL Open Liability Account Reconciliation Report (APX1400)

Detail AP/GL Open Liability Account Reconciliation Report (APX1405)

Possible situations when this report should be run: When a listing of vouchers along with invoice and supplier information for a specific business unit is desired. This report runs in both summary and detail forms. The detail form includes AP journal information.

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

Click on the Add a New Value tab

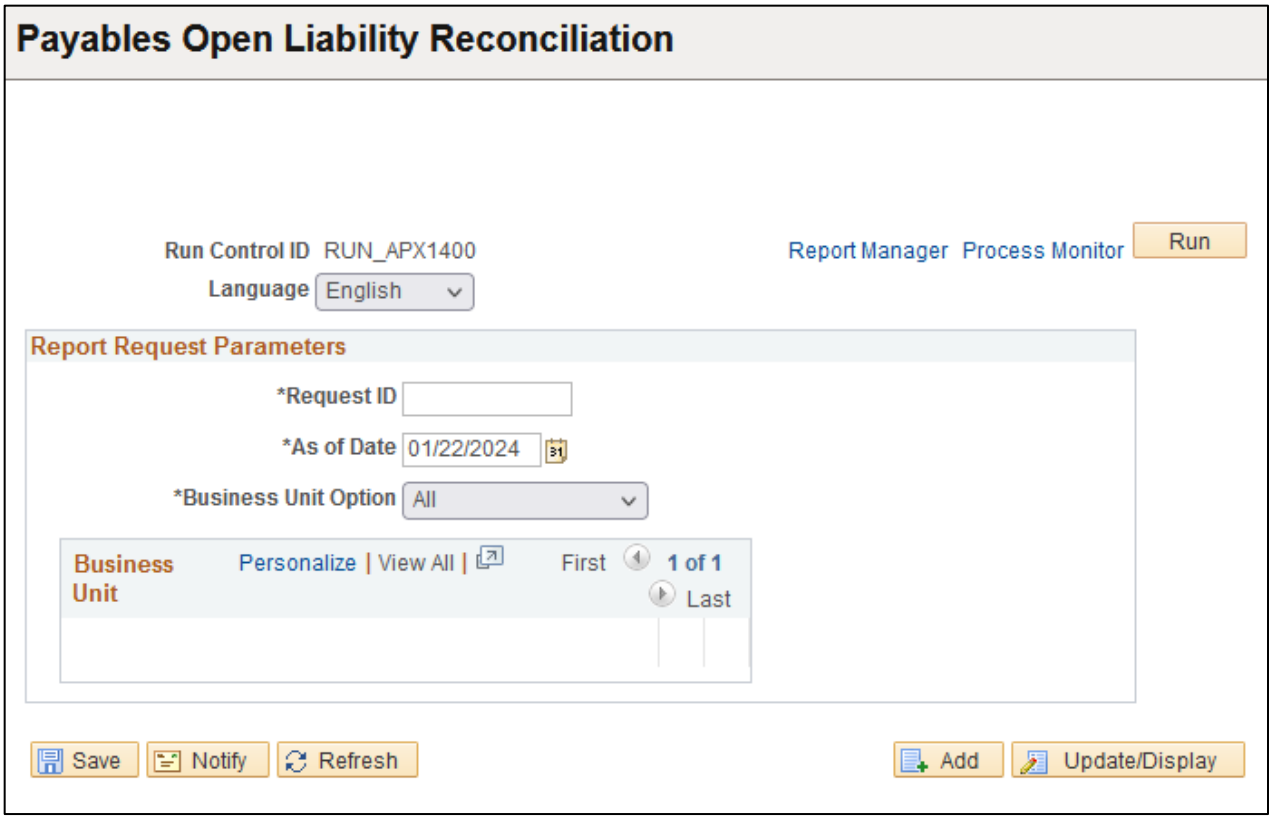


Run Control ID

- Create a unique run control ID (or use an existing 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_APX1400)

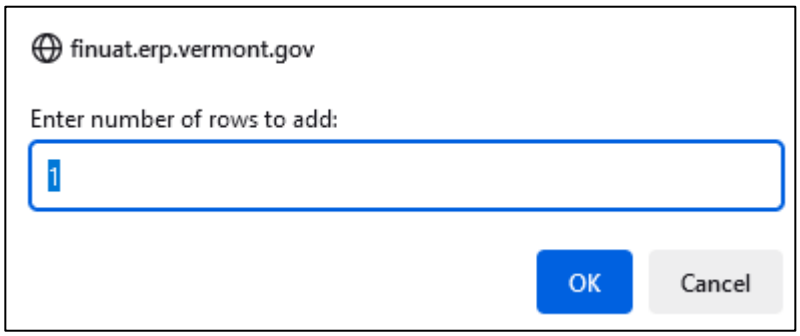
Click the Add Button.

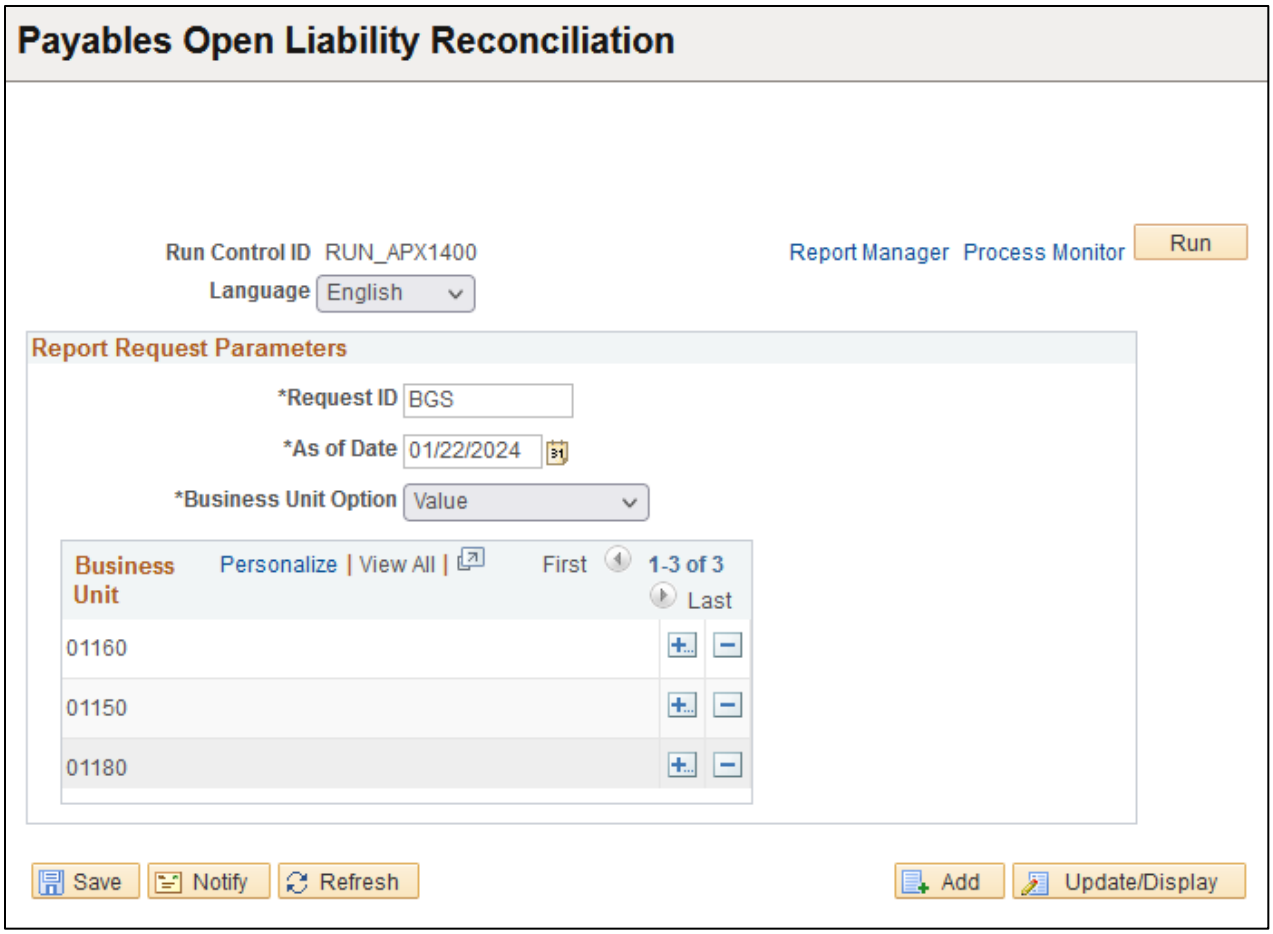
The Payables Open Liability Reconciliation page displays



Enter information on Payables Open Liability Reconciliation page

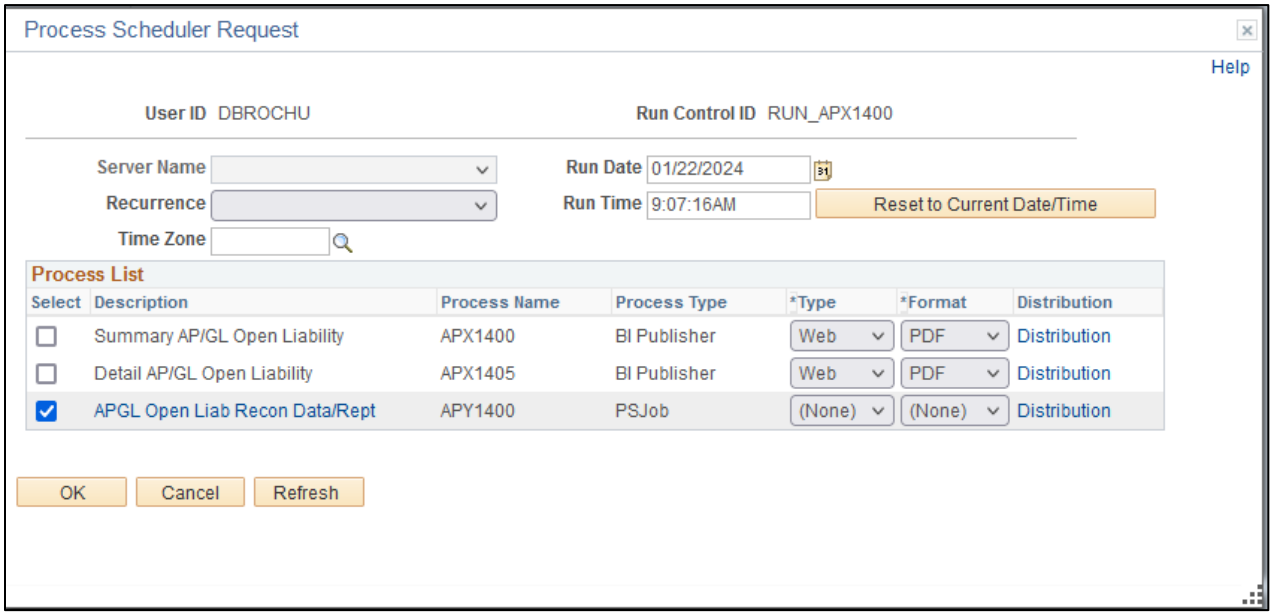
- **Request ID** – Enter an ID that is useful to you
- **As of Date** – Enter or select the date to run the report as of
- **Business Unit Option** – To run the report for all business units choose "All." To run the report for a subset of business units choose "Value." When you select "Value" an additional field will be available to select.
    - **Business Unit** – Enter or select desired business unit, to select more business units click the symbol. The below box appears. Enter the number of business units to add.





Click on Run

The Process Scheduler Request page displays

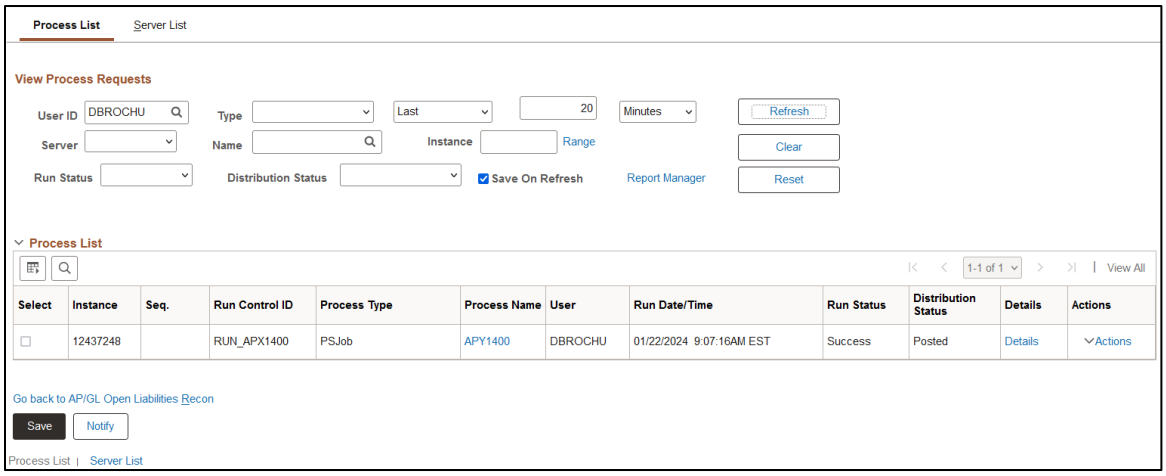


Process List

- **Select** – APGL Open Liab Recon Data/Rept APY1400
- **Type** – leave as none
- **Format** – leave as none

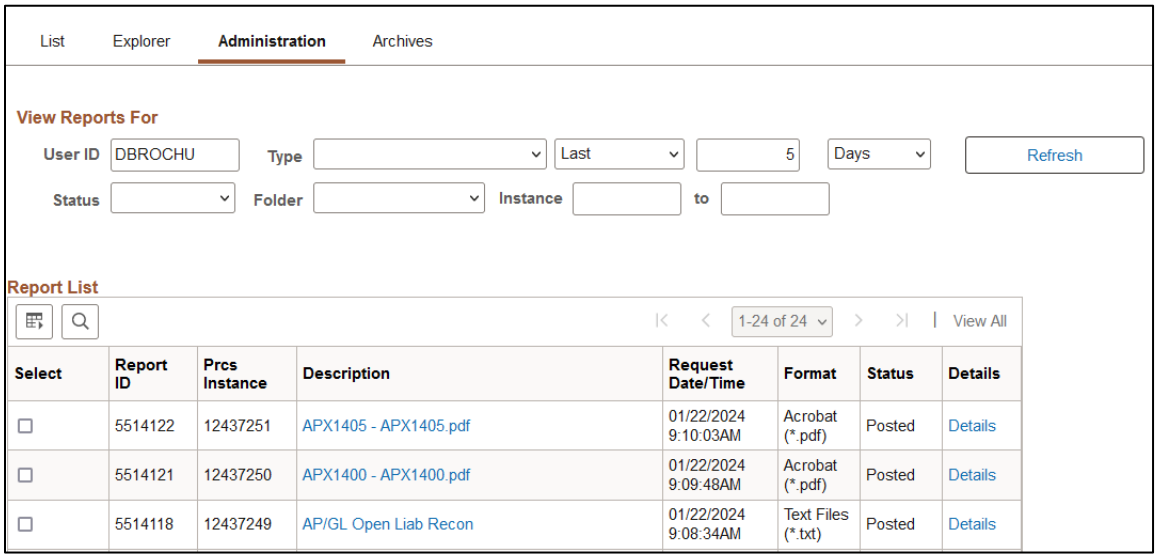
Click OK

The Payables Open Liability Reconciliation page displays. Click Process Monitor



Click Refresh until Run Status is Success and Distribution Status is Posted

Click Report Manager link. Click Administration tab



Click on the link for the file called APX1400 – APX1400.pdf

The summary version of the report loads

PeopleSoft Accounts Payable

Report ID: APX1400

SUMMARY AP/GL OPEN LIABILITY ACCOUNT RECONCILIATION REPORT

As Of Date: 22.Jan.2024

Page No. 1
Run Date 1/22/2024
Run Time 9:09:48 AM

Currency	USD	US Dollar
GL Business Unit	01150	Buildings & Gen Serv-Gov'tal
Ledger	ACTUALS	
Ledger Group	ACTUALS	
Account	200001	

SetID	Supplier ID	Supplier Name	Business Unit	Voucher ID	Invoice Date	Invoice ID	Monetary Amount
STATE	0000043669	Agency of Digital Services-CIT-Telecomm	01152	00054667	28.Jul.2023	69192462	28.56
			01152	00054666	28.Jul.2023	69192460	94.52
			01152	00054669	28.Jul.2023	69192464	103.59
			01152	00054670	28.Jul.2023	69192465	33.31
			01152	00054671	28.Jul.2023	69192466	57.53
			01152	00054672	28.Jul.2023	69192467	220.43
			01152	00054673	28.Jul.2023	69192468	27.82
			01152	00054674	28.Jul.2023	69192470	145.47
			01152	00054675	28.Jul.2023	69192471	100.50
			01152	00054676	28.Jul.2023	69192474	172.18
			01152	00054668	28.Jul.2023	69192463	164.35
			01152	00054663	28.Jul.2023	69192438	52.71
			01152	00054664	28.Jul.2023	69192458	51.60
			01152	00054665	28.Jul.2023	69192459	49.99
			01152	00054684	28.Jul.2023	69192461	55.90
		Total for Supplier	**Agency of Digital Services-CIT-Telecomm**				**1,358.46**
STATE	0000043398	Bennington County Regional Comm	01155	00008092	14.Jul.2023	2179	7,955.63
		Total for Supplier	**Bennington County Regional Comm**				**7,955.63**
STATE	0000402529	Big Rock Landscape LLC	01152	00054610	12.Jul.2023	2662	1,852.50

Click on the link for the file called APX1405 – APX1405.pdf

The detail version of the report loads

DETAIL AP/GL OPEN LIABILITY ACCOUNT RECONCILIATION REPORT

As Of Date: 22.Jan.2024

Currency	USD	US Dollar
GL Business Unit	01150	Buildings & Gen Serv-Gov'tal
Ledger Group	ACTUALS	
Ledger	ACTUALS	
Account	200001	

Supplier: STATE 0000000540 Green Mountain Power Corp

Business Unit	Voucher ID	Invoice Date	Journal Template	Unpost Seq	Payment Cnt	Accounting Date	Journal ID	Journal Date	Journal Line	Monetary Amount
01152	00054685	28.Jul.2023	ACCRUAL			03.Aug.2023	AP03236873	03.Aug.2023	2	437.72
			Total for Supplier	**Green Mountain Power Corp**						**437.72**

Supplier: STATE 0000001293 Irving Energy

Business Unit	Voucher ID	Invoice Date	Journal Template	Unpost Seq	Payment Cnt	Accounting Date	Journal ID	Journal Date	Journal Line	Monetary Amount
01152	00054640	17.Jul.2023	ACCRUAL			31.Jul.2023	AP03235220	31.Jul.2023	1	516.92
			Total for Supplier	**Irving Energy**						**516.92**

Supplier: STATE 0000003165 Green Mountain Coffee Roasters

Business Unit	Voucher ID	Invoice Date	Journal Template	Unpost Seq	Payment Cnt	Accounting Date	Journal ID	Journal Date	Journal Line	Monetary Amount
01152	00014530	20.Jun.2006	PAYMENT		1	21.Jul.2006	PA00752763	21.Jul.2006	22	-26.50
			Total for Supplier	**Green Mountain Coffee Roasters**						**-26.50**

Supplier: STATE 0000003363 Lake Champlain Regional Chamber

Business Unit	Voucher ID	Invoice Date	Journal Template	Unpost Seq	Payment Cnt	Accounting Date	Journal ID	Journal Date	Journal Line	Monetary Amount
01152	00054689	01.Aug.2023	ACCRUAL			04.Aug.2023	AP03237492	04.Aug.2023	1	4,372.01
			ACCRUAL			04.Aug.2023	AP03237492	04.Aug.2023	2	5,873.92
			ACCRUAL			04.Aug.2023	AP03237492	04.Aug.2023	3	19,975.28
			ACCRUAL			04.Aug.2023	AP03237492	04.Aug.2023	5	19,975.28
									Voucher Total	**50,196.49**
			Total for Supplier	**Lake Champlain Regional Chamber**						**50,196.49**

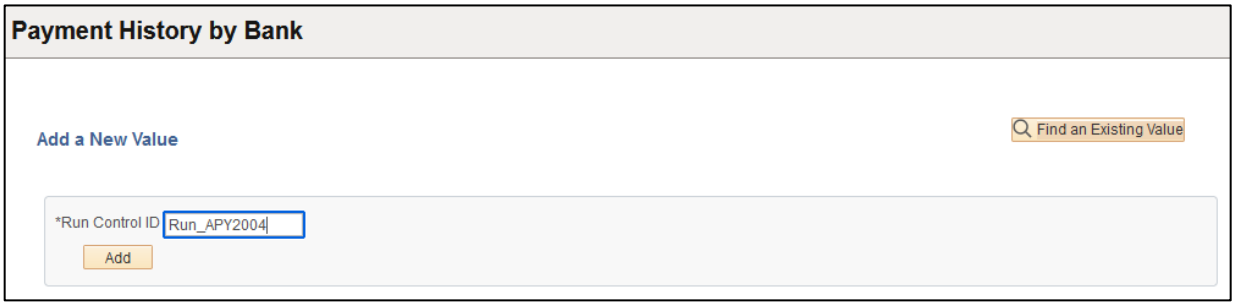
Supplier: STATE 0000008117 The Home Depot Pro

Detailed (Summary) Payment History by Bank (APX2004)

Possible situations when this report should be run: When a register of payments to a supplier is needed.

Navigator Menu Navigation: Accounts Payable > Reports > Payments > Payment History by Bank

Click on the Add a New Value tab

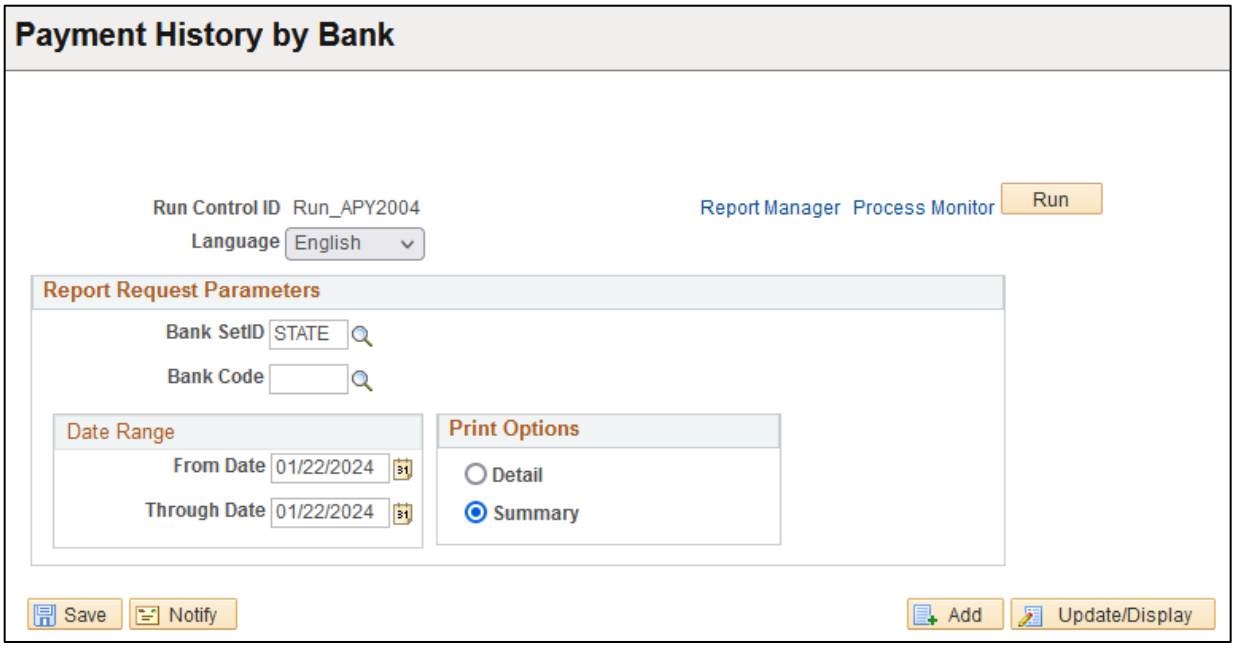


Run Control ID

- Create a unique run control ID (or use an existing 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_APY2004)

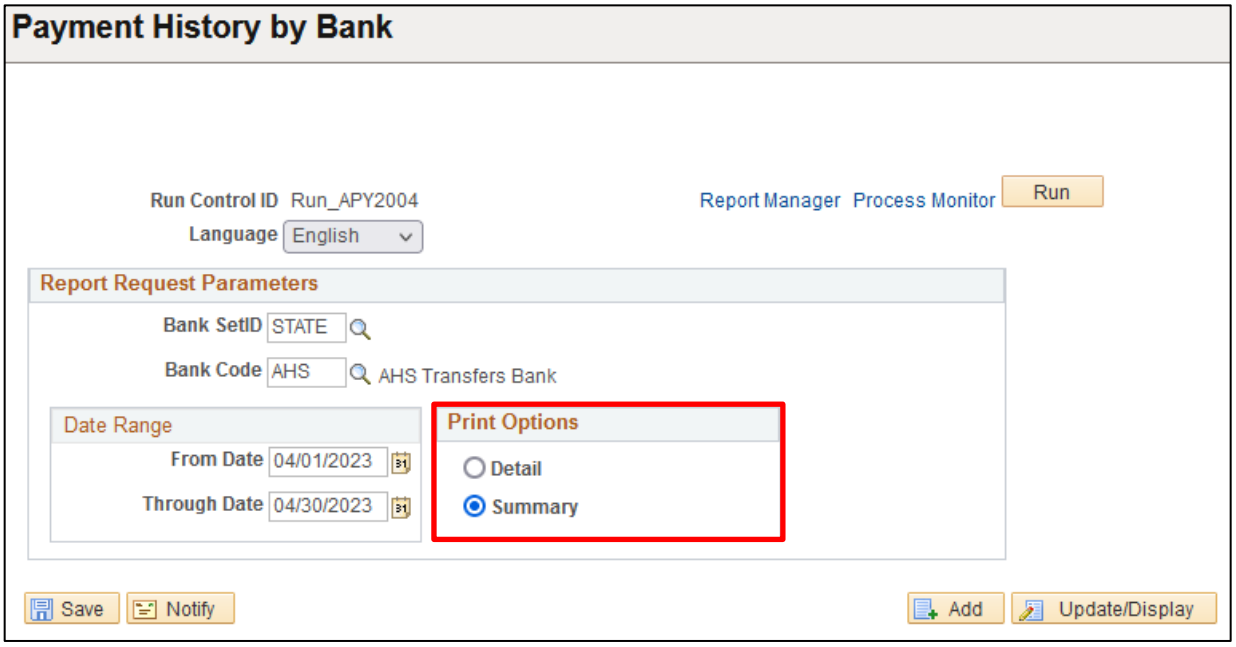
Click the Add Button

The Payment History by Bank page displays



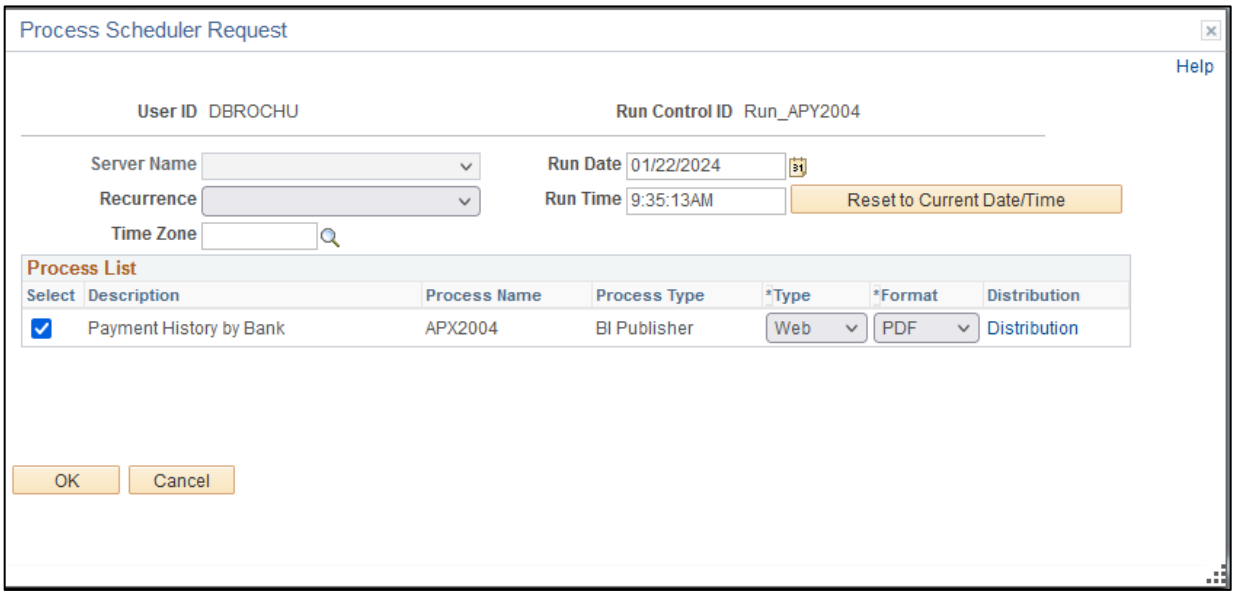
Enter information on Payment History by Bank page

- **Bank SetID** – defaults as STATE, leave as STATE
- **Bank Code** – enter or lookup desired Bank Code
- **From Date** - enter the beginning payment date to report on
- **Through Date** - enter the ending payment date to report on
- **Detail** – Detail provides information about the voucher in invoices on each payment.
- **Summary –** Summary provides only information about the payment.



Click on Run

The Process Scheduler Request page displays



Process List

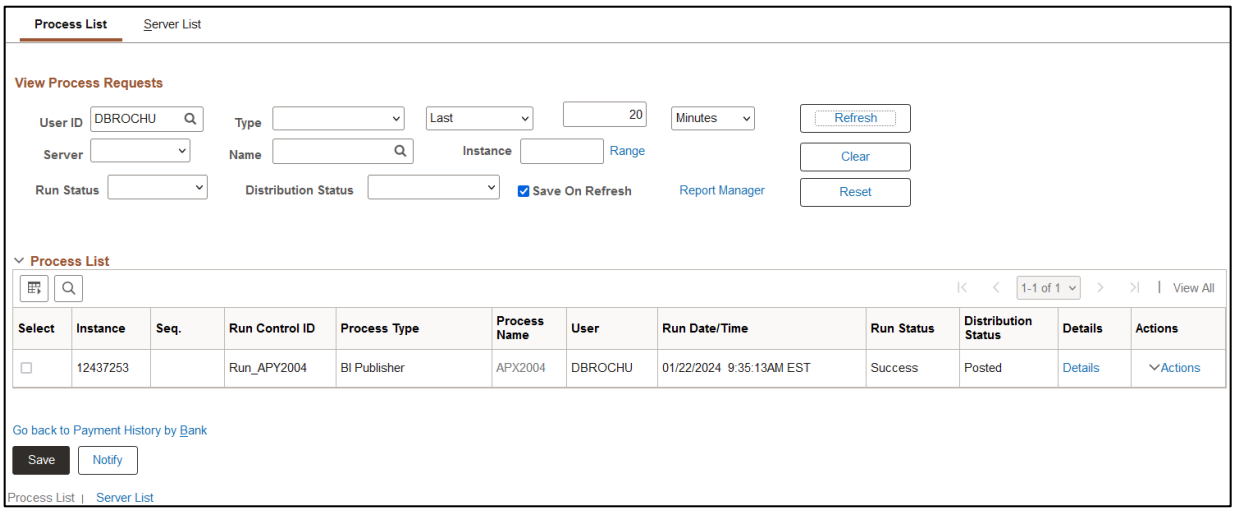
- **Select** – Payment History by Bank APX2004
- **Type** – Web is recommended
- **Format** – PDF is recommended

Click OK

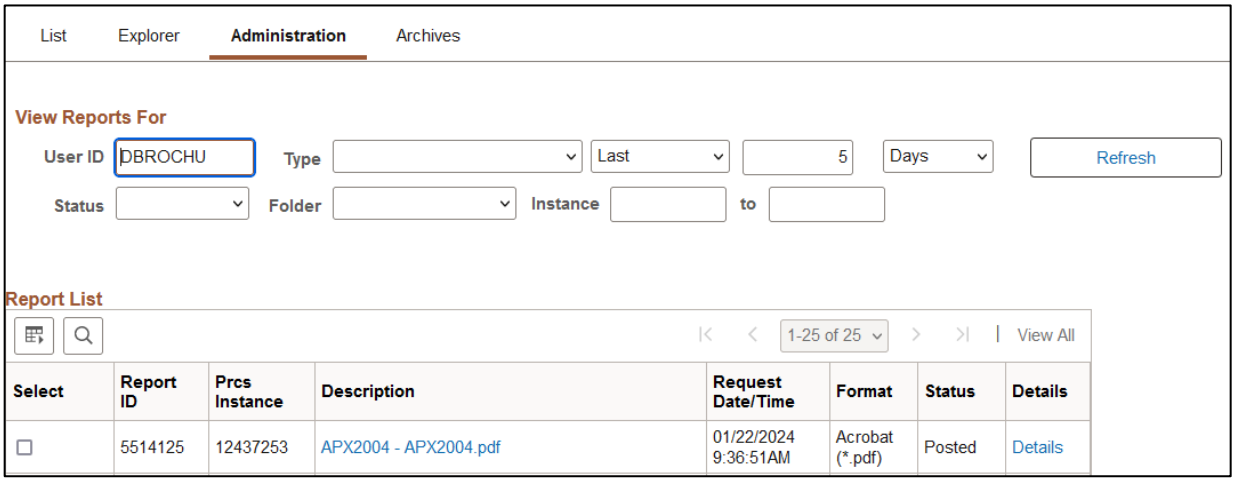
The Payment History by Bank page displays

Click Process Monitor

Click Refresh until Run Status is Success and Distribution Status is Posted



Click Report Manager. Click the Administration tab



Click on the link with the .PDF file format

Summary

ORACLE

Report ID: APX2004

PeopleSoft Accounts Payable

SUMMARY PAYMENT HISTORY BY BANK

Page No 1
Run Date Jan 22, 2024
Run Time 6:36:51 AM

Payment Date: **Apr 11, 2023**

Bank Account: **AHS 001 ****2950**

Payment Method: **Wire Transfer**

Payment Ref	Status	Handling	Remit To	Pay Cycle	Seq	Wire Routing	Payment Amt	Document Sequence
001730	Paid	RE	STATE 0000073814 AHS-Administrative Fund 103 S Main St Waterbury VT 05671-0201 United States	VENDOR	5600	01 011789417	230,002.97 USD	

Total Payments by Wire Transfer	230,002.97 USD
Total Payments for 001 ****2950	230,002.97 USD
Total Payments for AHS	230,002.97 USD
Total Payments on 11.Apr.2023	230,002.97 USD

Detail

ORACLE

Report ID: APX2004

PeopleSoft Accounts Payable

DETAIL PAYMENT HISTORY BY BANK

Page No 1
Run Date Jan 22, 2024
Run Time 6:45:53 AM

Payment Date: **Apr 11, 2023**

Bank Account: **AHS 001 ****2950**

Payment Method: **Wire Transfer**

Payment Ref	Status	Handling	Remit To	Pay Cycle	Seq	Wire Routing	Payment Amt	Document Sequence
001730	Paid	RE	STATE 0000073814 AHS-Administrative Fund 103 S Main St Waterbury VT 05671-0201 United States	VENDOR	5600	01 011789417	230,002.97 USD	

Unit	Advice ID	Invoice Number		Discount Taken	Net Amount
03440	01984423	ADMIN FUND FEBRUARY 2023	-	0.00 USD	230,002.97 USD

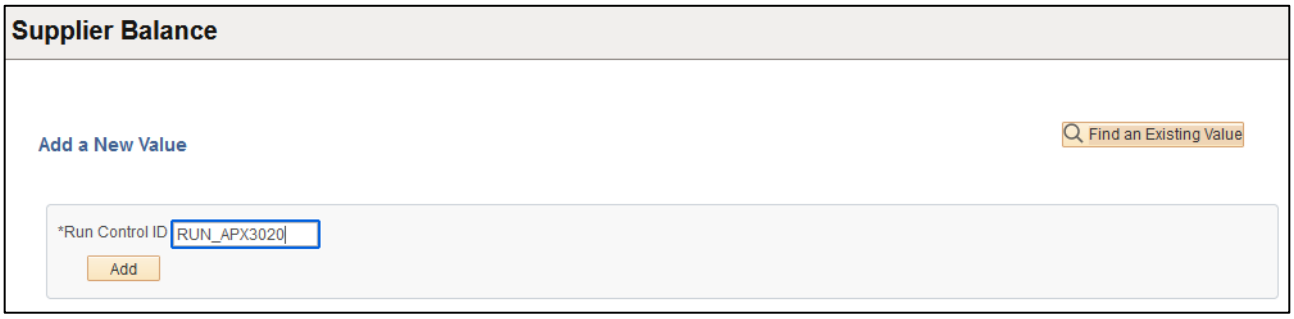
Total Payments by Wire Transfer	230,002.97 USD
Total Payments for 001 ****2950	230,002.97 USD
Total Payments for AHS	230,002.97 USD
Total Payments on 11.Apr.2023	230,002.97 USD

Outstanding Balance by Supplier (APX3020)

Possible situations when this report should be run: When a listing of unpaid vouchers for a particular supplier is desired. This report provides invoice information as well as the scheduled to pay date.

Navigator Menu Navigation: Accounts Payable > Reports > Supplier > Supplier Balance

Click on the Add a New Value tab

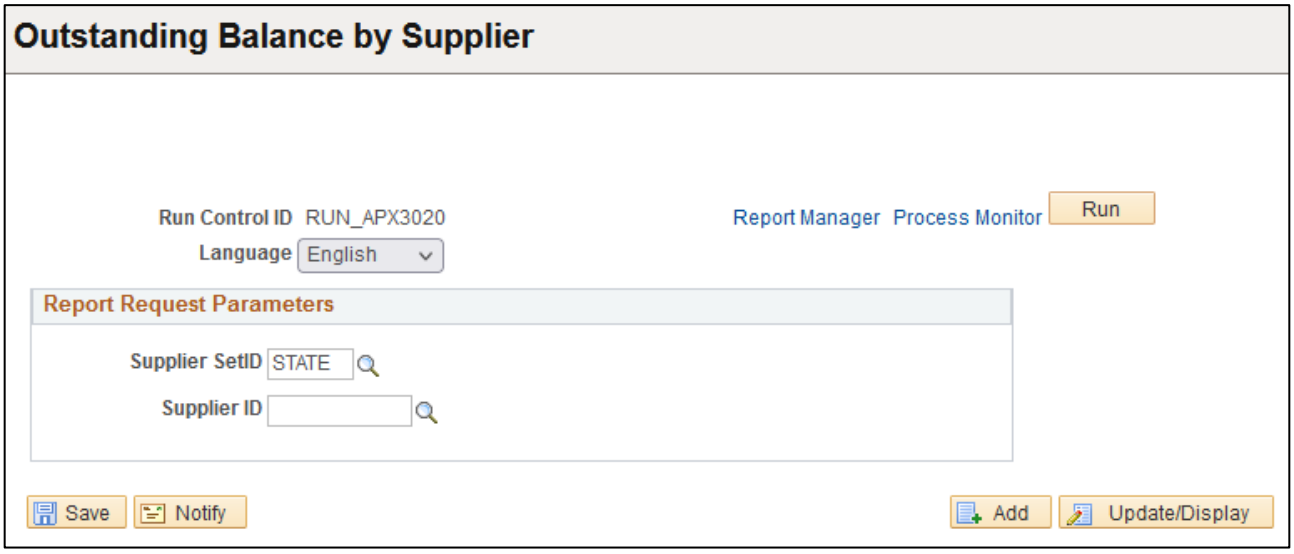


Run Control ID

- Create a unique run control ID (or use an existing 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_APX3020)

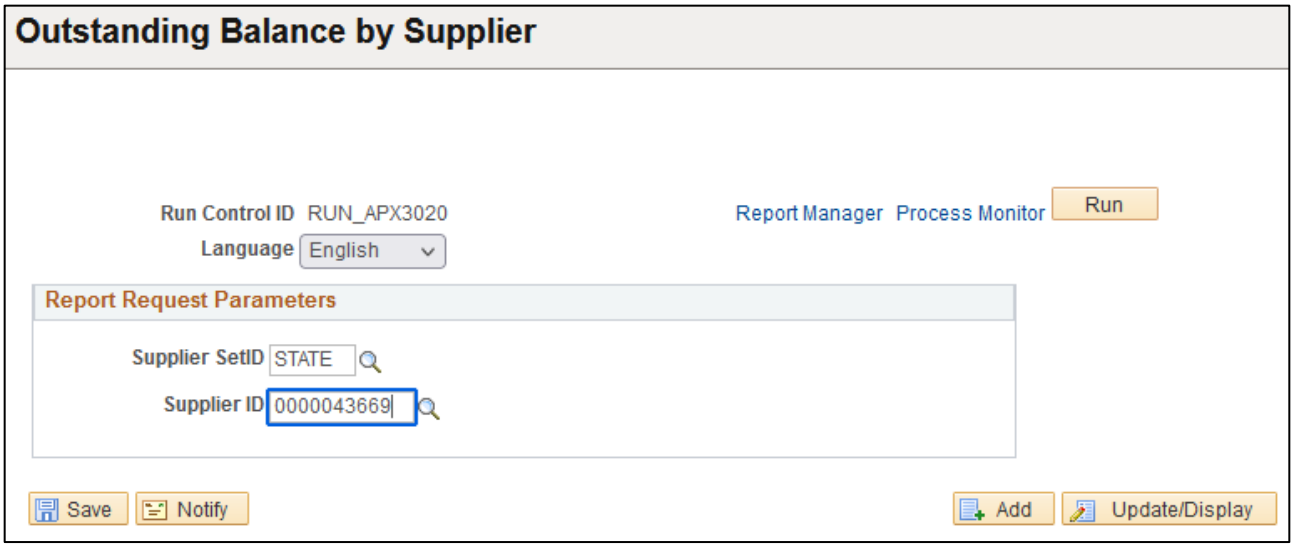
Click the Add Button

The Outstanding Balance by Supplier page displays



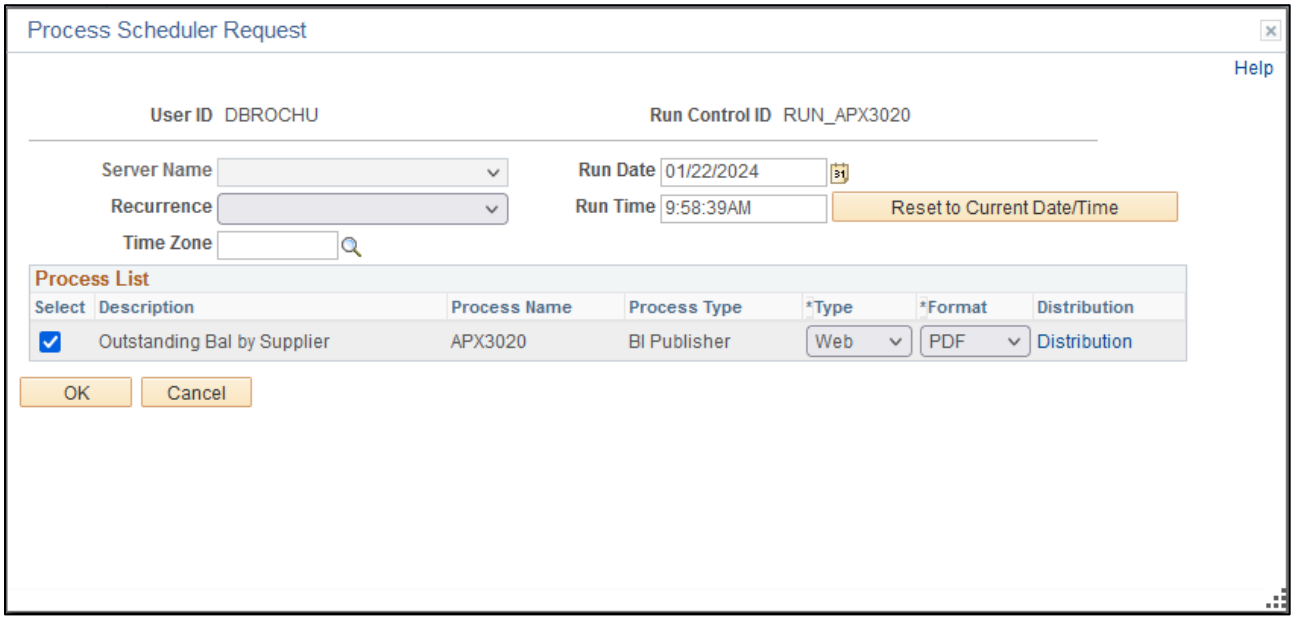
Enter information on page

- **Supplier SetID** – Enter or select STATE
- **Supplier ID** – Enter or select Supplier ID. Note it is helpful to know the supplier ID beforehand as the search feature is limited.



Click on Run

The Process Scheduler Request page displays



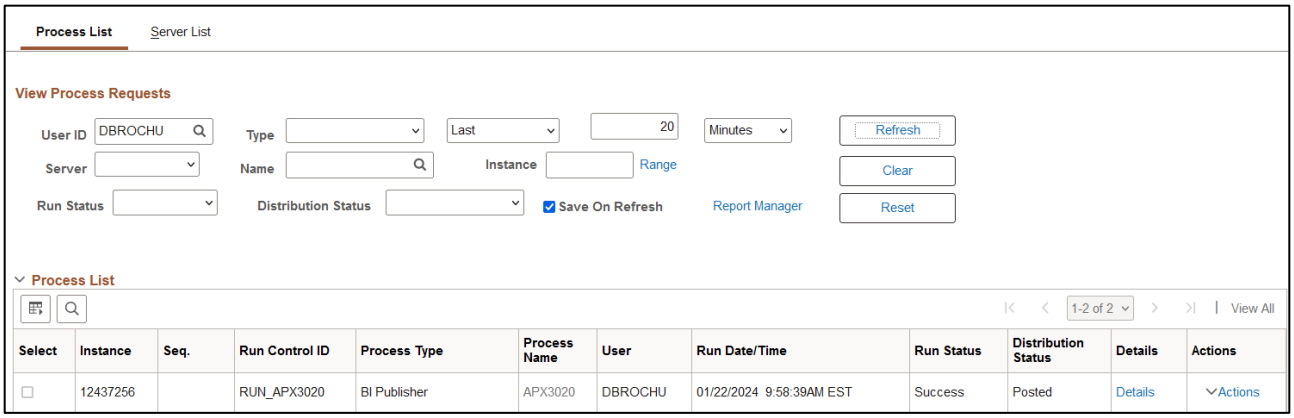
Process List

- **Select** – Outstanding Bal by Supplier APX3020
- **Type** – Web is recommended
- **Format** – PDF is recommended

Click OK

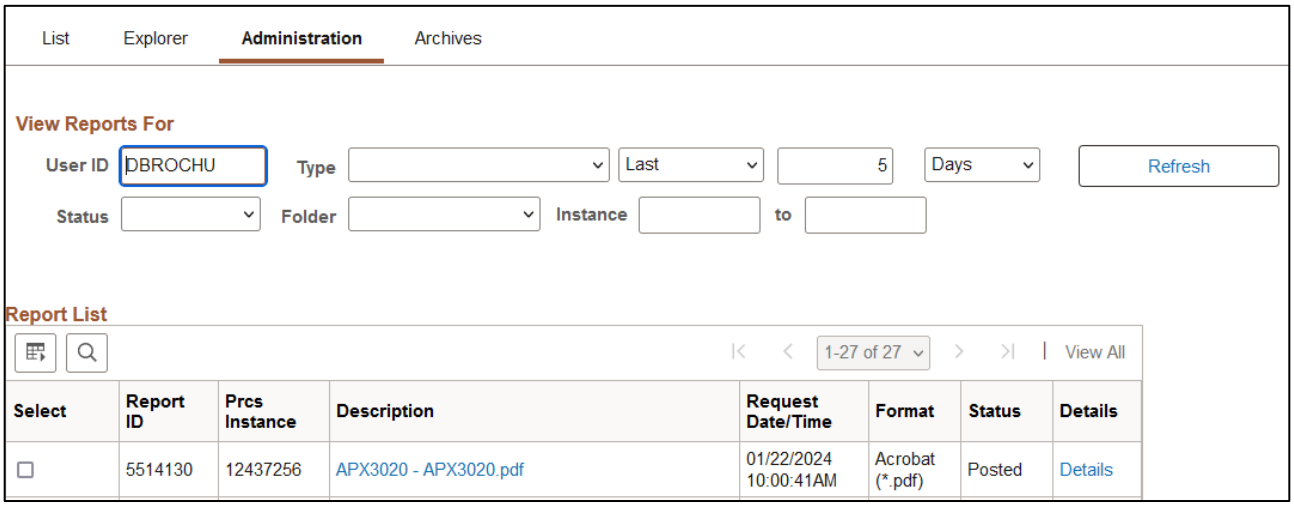
The Outstanding Balance by Supplier page displays Click Process Monitor

Click Refresh until Run Status is Success and Distribution Status is Posted



Click Report Manager link

Click the Administration tab



Click on the link with the .PDF file format

ORACLE Report ID: APX3020

PeopleSoft Accounts Payable
OUTSTANDING BALANCE BY SUPPLIER

Page No. 1
Run Date 1/22/2024
Run Time 10:00:40 AM

Supplier: STATE 0000043669 Agency of Digital Services-CIT-Telecomm

Currency: USD

Business Unit: 02100 Attorney General's Office

Voucher	Invoice	Invoice Date	Status	Terms
00029378	69192779	02-Aug-2023	A	Due Now

Remit Supplier	Setid	Bank	Bank Account	Method	Hold	With	Scheduled Date	Due Date	Discount Date	Discount Amount	Gross Amount
0000043669 Agency of Digital Servi	STATE	GOVN	001	WIR	N	N	04-Aug-2023	02-Aug-2023		0.00 USD	55.25 USD
				Total for Voucher ID			**00029378**			**0.00** USD	**55.25** USD
				Total for Business Unit			**02100**	**Attorney General's Office**		**0.00** USD	**55.25** USD

Supplier: STATE 0000043669 Agency of Digital Services-CIT-Telecomm

Currency: USD

Business Unit: 02120 Judiciary

Voucher	Invoice	Invoice Date	Status	Terms
00246953	69193014-JUD111	02-Aug-2023	P	Due Now

Remit Supplier	Setid	Bank	Bank Account	Method	Hold	With	Scheduled Date	Due Date	Discount Date	Discount Amount	Gross Amount
0000043669 Agency of Digital Servi	STATE	GOVN	001	WIR	N	N	04-Aug-2023	02-Aug-2023		0.00 USD	20.62 USD
				Total for Voucher ID			**00246953**			**0.00** USD	**20.62** USD

Voucher	Invoice	Invoice Date	Status	Terms
00246952	69193012-JUD1	02-Aug-2023	A	Due Now

Remit Supplier	Setid	Bank	Bank Account	Method	Hold	With	Scheduled Date	Due Date	Discount Date	Discount Amount	Gross Amount
0000043669 Agency of Digital Servi	STATE	GOVN	001	WIR	N	N	04-Aug-2023	02-Aug-2023		0.00 USD	91.64 USD
				Total for Voucher ID			**00246952**			**0.00** USD	**91.64** USD

Voucher	Invoice	Invoice Date	Status	Terms
00246951	69193033-JUD79	02-Aug-2023	A	Due Now

Remit Supplier	Setid	Bank	Bank Account	Method	Hold	With	Scheduled Date	Due Date	Discount Date	Discount Amount	Gross Amount
0000043669 Agency of Digital Servi	STATE	GOVN	001	WIR	N	N	04-Aug-2023	02-Aug-2023		0.00 USD	101.56 USD
				Total for Voucher ID			**00246951**			**0.00** USD	**101.56** USD

Voucher	Invoice	Invoice Date	Status	Terms
00246950	69193013-JUD11	02-Aug-2023	A	Due Now

Remit Supplier	Setid	Bank	Bank Account	Method	Hold	With	Scheduled Date	Due Date	Discount Date	Discount Amount	Gross Amount
0000043669 Agency of Digital Servi	STATE	GOVN	001	WIR	N	N	04-Aug-2023	02-Aug-2023		0.00 USD	52.68 USD
				Total for Voucher ID			**00246950**			**0.00** USD	**52.68** USD
				Total for Business Unit			**02120**	**Judiciary**		**0.00** USD	**266.50** USD

Supplier: STATE 0000043669 Agency of Digital Services-CIT-Telecomm

Currency: USD

Business Unit: 02160 Crime Victims' Services Center

Voucher	Invoice	Invoice Date	Status	Terms
00143421	69193075	02-Aug-2023	P	Due Now

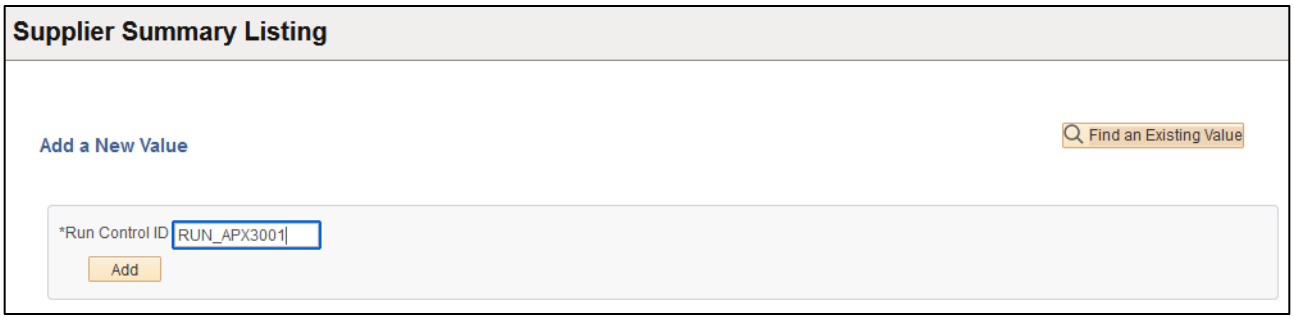
Remit Supplier	Setid	Bank	Bank Account	Method	Hold	With	Scheduled Date	Due Date	Discount Date	Discount Amount	Gross Amount
0000043669 Agency of Digital Servi	STATE	GOVN	001	WIR	N	N	03-Aug-2023	02-Aug-2023		0.00 USD	142.38 USD
				Total for Voucher ID			**00143421**			**0.00** USD	**142.38** USD

AP Supplier Summary (APX3001)

Possible situations when this report should be run: When a listing of suppliers and summary information is required. The report can be run for various different supplier statuses.

Navigation: Accounts Payable > Reports > Supplier > Supplier Summary

Click on the Add a New Value tab



Run Control ID

- Create a unique run control ID (or use an existing 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_APX3001)

Click the Add Button

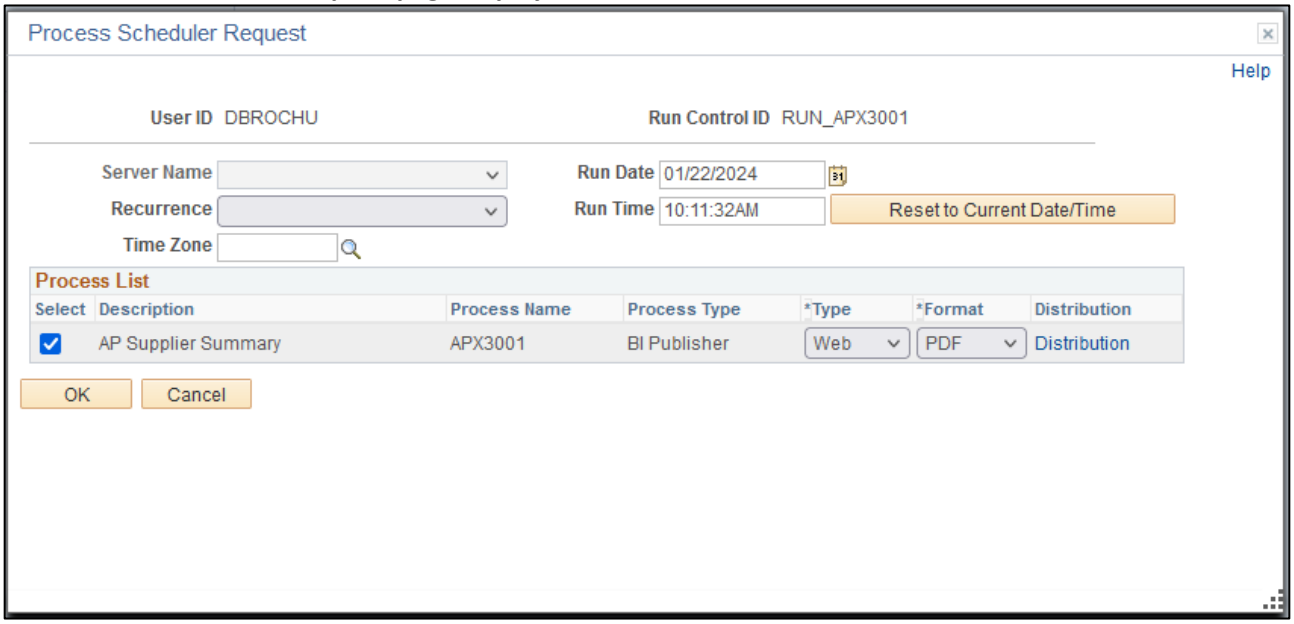
The Supplier Summary Listing page displays

Enter information on Supplier Summary Listing page

- **SetID** – Leave as State
- **Supplier Status** – select the status of supplier that you would like to run the report for

Click on Run

The Process Scheduler Request page displays



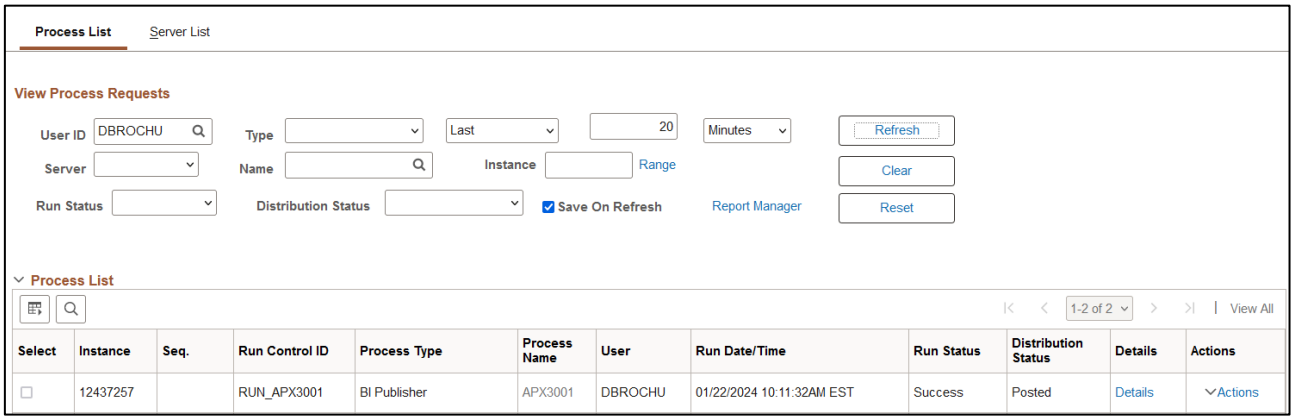
Process List

- **Select** – AP Supplier Summary APX3001
- **Type** – Web is recommended
- **Format** – PDF is recommended

Click OK

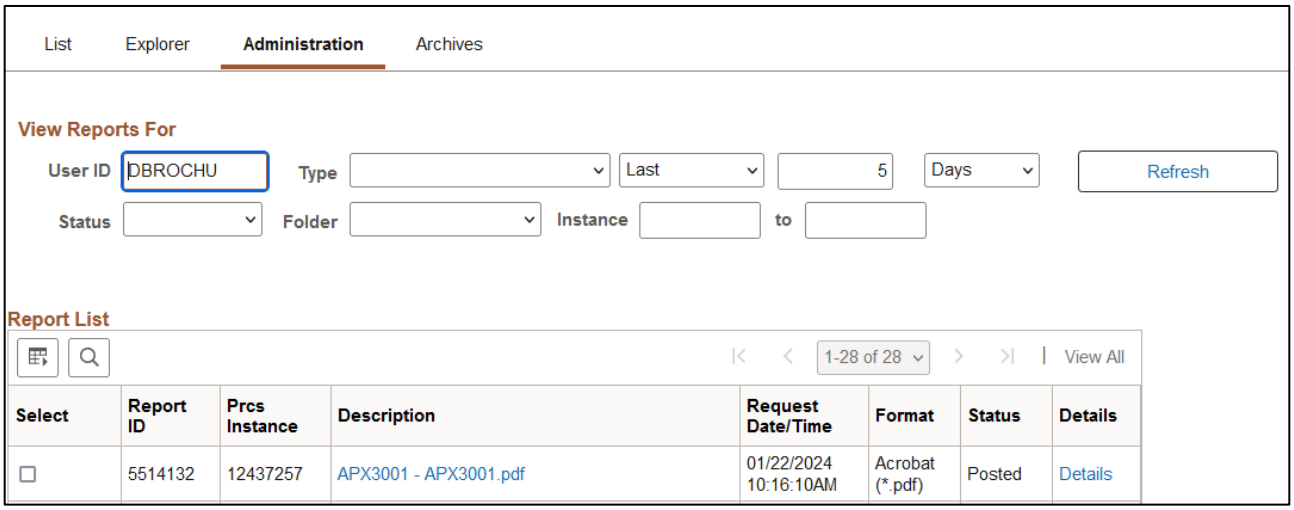
The Supplier Summary Listing page displays

Click Process Monitor



Click Refresh until Run Status is Success and Distribution Status is Posted

Click Report Manager link. Click Administration tab



Click on the link with the .PDF file format

ORACLE

Report ID: APX3001

PeopleSoft Accounts Payable

AP SUPPLIER SUMMARY

Page No 1
Run Date 1/22/2024
Run Time 7:12:56 AM

Set ID: Default State SetID
Supplier Status: Inactive

ID	Name	Class	Persistance	Remit	Corporate	AR Customer #	Entered By	Withholding	Customer ID
0000000467	GNSTELESYS-001		Permanent	0000000467	0000000467		JHACKNEY	N	
0000000468	GABLEAUTOP-001		Permanent	0000000468	0000000468		JHACKNEY	N	
0000000469	GALLAGHERL-001		Permanent	0000000469	0000000469		JHACKNEY	N	
0000000470	MIDDLESEXC-001		Regular	0000000470	0000000470		JHACKNEY	N	
0000000471	HAYESGROUP-001		Regular	0000000471	0000000471		JHACKNEY	N	
0000000474	VTHOUSEOFC-001		Permanent	0000000474	0000000474		JHACKNEY	N	
0000000475	MESSENGERV-001		Regular	0000000475	0000000475		VSTROBRI	N	
0000000477	GAUTHIERSP-001		Regular	0000000477	0000000477		BATCH	N	
0000001342	TIMSAUTOMO-001		Regular	0000001342	0000001342		JHACKNEY	N	
0000001343	STCINDUSTR-001		Regular	0000001343	0000001343		JHACKNEY	N	
0000001344	NORINFORMA-001		Permanent	0000001344	0000001344		JHACKNEY	N	
0000001345	STEWARTJOH-001		Regular	0000001345	0000001345		SBEAUDOI	N	
0000001347	DELAIRSCAR-001		Regular	0000001347	0000001347		JHACKNEY	N	
0000001349	CARPETWARE-002		Regular	0000001349	0000001349		JHACKNEY	N	
0000001350	MAGICVIEWM-001		Regular	0000001350	0000001350		JHACKNEY	N	