VIŞION

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_EXPEND	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	
Description	Chand AD having with find data ID account and a reason of a counting	
Prompts	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_CAS	H_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_	VT_AP_PD_VCHR_CK_NOT_CASHED – Paid voucher check outstanding	
Purpose	Lists outstanding (un-cashed) checks written on the Supplier Checking bank	
	account. Ose 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 <u>current</u> (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. <u>USE</u> <u>WITH CAUTION.</u> 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			
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

Match Exceptions		
Find an Existing Value Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.	⊕ Add a New Value	
🕐 Recent Searches Choose from recent searches 🧹 🖉 Saved Searches Choose from saved searches	~ <i>P</i>	
Run Control ID begins with v Show fewer options		
Case Sensitive		
Search Clear		

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.

Match Exceptions		
Add a New Value	Q Find an Existing Value	
*Run Control ID MATCH_EX		

latch Exceptions			
Run Control ID MAT Language Eng Process All Business Units	/CH_EX ish v	Report Manager Process Monito	r Run
Report Request Parameters			
Request Parameters	Personalize Find 🗖 🌆	First 🕚 1 of 1 🕑 Last	
*Business Unit	Description		
Q		+ -	
Save Notify		Add	Dpdate/Display

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.

latch Exceptions			
Run Control ID Language Process All Business Un	MATVCH_EX English	Report Manager Process Monitor Run	
Report Request Parameters			
Request Parameters	Personalize Find 💷 🔜	First 🕙 1 of 1 🕑 Last	
*Business Unit	Description		
01110	Q Finance & Management	(E) E	
🖷 Save 🔚 Notify		📑 Add 🖉 Update/Displa	y

Click on Run

The Process Scheduler Request page displays

Proces	ss Scheduler Request						×
							Help
	User ID DBROCHU		Run Control ID	MATVCH_EX			
	Server Name	✓ Ri	un Date 01/16/2024	31			
	Recurrence	✓ Ru	In Time 2:38:45PM	R	eset to Currer	nt Date/Time	
	Time Zone						
Proce	ess List						
Select	Description	Process Name	Process Type	*Туре	*Format	Distribution	
	Match Exceptions Report	APX1090	BI Publisher	Web 🗸	PDF v	Distribution	
OK	Cancel						

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

Proce	ess List	Server List									
View Pro User Serv Run S	DESS Reques	sts U Q v	Type Name Distribution St	V Last Q Inst atus	v ance v Save	10 Range On Refresh	Minutes	esh ar set			
✓ Proce	ss List ૨								< < 1-1 α	f1 v >	> View All
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
	12437015		MATVCH_EX	BI Publisher	APX1090	DBROCHU	01/16/2024 2:38:45PM EST	Success	Posted	Details	✓Actions
Go back to Save	Match Except	ons		1	1					-	

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

User ID	JHARRIS	5	Туре		•	Last	r	10	Minutes •	Refresh
Status		¥	Folder	٣	Instanc	e	to			
Report Lis	t		Perso	nalize Find Vie	ew All 🗇	🖪 First	④ 1 of	1 🕑 Last	1	
Select	Report ID	Prcs Instance	Description	F	Request Date/Time	Format	Status	Details		
	2619236	9472881	APX1090 - A	PX1090.pdf)1/11/2019 3:13:46PM	Acrobat (*.pdf)	Posted	Details		
Select All Delete	De	select All lick the de	elete button to o	elete the selected	report(s)					
o back to Ma	atch Excep	otions								

Click on the link with the .PDF file

_

ORAC	Report ID: APX1090 PeopleSoft Accounts Payable ORACLE MATCH EXCEPTION REPORT									Page Run Run	No. Date Time		1 1/11/2019 15:13:46 PM							
Unit	Voucher	VOUCH	ER DATA	Vchr Price	Vchr Amt	Unit	POID	PUR	CHASE ORD	PO Qty	PO Price	PO Amt	Unit	RECE!	VER DAT	A Line	AcptQty	MA	TCH ERROR INFOR Match Control Id	MATION Match Rule
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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

VT Voucher Status Rpt Extract	
Add a New Value	Q Find an Existing Value
*Run Control ID Run_VTAP003	

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

Voucher Status Report			
Run Control ID Run_VTAP003 Language English v	Report N	lanager Process Monitor Run	
Report Request Parameters - Blank mea	ns all values		
*Business Unit: Q	Approval Status:	Q	
Veueber ID:	Voucher Hold:		
	Vendor Hold:		
Date Range	Budget Checking Status:		
From Date:	Duplicate Invoice Status:	Q	
Through Date:	Payment Status:	Q	
	Match Status:		

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

T Voucher Status F	Report		
Run Co Lai	ntrol ID Run_VTAP003 nguage English v	Report N	Manager Process Monitor Run
Report Request F	Parameters - Blank mear	ns all values	
*Business Unit:	01260	Approval Status:	
Veneber ID		Voucher Hold:	Q
voucher ib.	~	Vendor Hold:	Q
Date Range		Budget Checking Status:	
From Date:	10/01/2023	Duplicate Invoice Status:	Q
Through Date:	10/31/2023	Payment Status:	Q
		Match Status:	Q

Click on Run

The Process Scheduler Request page displays

Process Scheduler Request						
						He
User ID DBROCHU		Run Control ID	Run_VTAP003			
Server Name	∼ Ru	In Date 01/18/2024	31			
Recurrence	∼ Ru	n Time 10:34:50AM	R	eset to Curr	ent Date/Time	
Time Zone						
Process List						
Select Description	Process Name	Process Type	*Туре	*Format	Distribution	
VT Voucher Status Report	VTAP003J	PSJob	Web 🗸	PDF	 Distribution 	
OK Cancel						

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

Proce	ss List	Server List									
View Pro User Ser Run S	DBROCH	sts IU Q v	Type Name Distribution Sta	Q Inst	v [ance v Save (5 Range On Refresh	Minutes Refree Clea Report Manager Rese	h r t			
	λ 2								<	1 ~ >	> View All
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
	12437147		Run_VTAP003	PSJob	VTAP003J	DBROCHU	01/18/2024 10:34:50AM EST	Success	Posted	Details	✓Actions
Go back to Save Process Li	VT Voucher S Notify st Server Lis	tatus Rpt Extr	act								

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

Li	st Explorer	Adminis	stration Archives				
Viev	Reports For						
Fol	der	~	Instance	to	Refresh		
Na	me		Created On	Las	st 🗸	1 Days	~
Repo	Q				<	f3 v > >	View All
	Report	Report I	Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	VTAP003 - VT Voucher Status Report.pdf	VTAP003 STATUS	3 - VT VOUCHER REPORT.PDF	General	01/18/24 10:36AM	5514015	12437149
2	VT_RPTAP003		ER STATUS APP	General	01/18/24 10:36AM	5514014	12437149
3	VTAP003	VOUCHE	ER STATUS EXTRACT	General	01/18/24 10:36AM	5514013	12437148
Go ba Sa ist T	ck to VT Voucher St ve Explorer Admini	atus Rpt Ext	tract Archives			· · · · · · · · · · · · · · · · · · ·	

Click on the Administration tab

User ID Status	DBROCHU	Type	Last Instance	✓ 10 to	Minutes	v	Refresh
nort List					_		
E Q				< <	1-3 of 3 v	> >	View All
elect	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
	5514015	12437149	VTAP003 - VT Voucher Status Report.pdf	01/18/2024 10:36:36AM	Acrobat (*.pdf)	Posted	Details
	5514014	12437149	Voucher Status App Engine	01/18/2024 10:36:09AM	Acrobat (*.pdf)	Posted	Details
_	5514013	12437148	Voucher Status Extract	01/18/2024 10:36:09AM	Acrobat (*.pdf)	Posted	Details
Select Al		Deselect All					

Click on the link with the .PDF file format

		and				State	of Ver Vou	mo	ont Ac	counts	s Paya rt	ble					Report [Definition: Page: Run Date:	V1 1/1	AP003 2 of 9
	X																R	un Time:	11:06	:45 AM
Durain	ere Helte		04000		T															
Busin	ess Unit:		01260		Treasu	rer's Office														
Trans	Voucher	Invoice Date	Invoice	Gross Amount	Entered	Vendor Name	Entry	Vchr Status	Bud Chk Status	Approval	Post	Match Status	Vchr Hold	Vndr Hold	Dup Invoice	Sched Pay Date	Pay Date	Payment	Payment	Payment
10/3/18	00146297	9/1/18	62080439	58.00	10/3/18	Buildings & General Services-Postal	Postable	0	Valid	Annoved	Posted	N	No	No	N	10/3/18	10/5/18	029470	Paid	58.00
10/3/10	00140207	01110	02000435	1.40	10/3/10	Buildings & General	Postable		Valid	Approved	Posted		No	No		10/3/10	10/5/10	025470	Palu	00.00
10/3/18	00146298	9/1/18	62080447	1.49	10/3/18	Services-Postal Buildings & General	Postable	0	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	Services-Postal	Postable	0	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 AMP TIMBER	Postable	0	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	HARVESTING	Postable	0	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	0	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109547	Paid	182.13
10/3/18	00146304	10/3/18	50162	53.37	10/3/18	CHARTRAND DODIS M	Postable	0	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109560	Paid	53.37
10/3/18	00146305	10/3/18	59163	105.00	10/3/18	COOK MARJORIE H	Postable	0	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	0	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	0	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	0	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	0	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	0	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	0	Valid	Approved	Posted	Ν	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	0	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	CYNTHIA L	Postable	0	Valid	Approved	Posted	Ν	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	0	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	0	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	0	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	0	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 LAFRANCIS RANDALL	Postable	0	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	J SR	Postable	0	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	0	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	0	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	30.00	10/3/18	MELASKY KELLY H	Postable	0	Valid	Approved	Posted	N	NO	NO	N	10/3/18	10/4/18	0000109754	Paid	30.00
10/3/18	00140323	10/3/16	50101	30.00	10/arto	MEYER WILLIAM F -	FUSIADIE	0	valiu	Approved	Posted		NU	NU	IN	10/3/10	10/4/10	0000109755	Palu	30.00
10/3/18	00146324	10/3/18	59182	309.60	10/3/18	ESTATE OF	Postable	0	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109756	Paid	309.60
10/3/18	00146325	10/3/18	50184	7.50	10/3/18	PLITNAM BEN JAMA	Postable	0	Valid	Approved	Posted	N	No	No	N	10/3/18	10/4/18	0000109757	Paid	7.50

Г

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

Payment History by Supplier	
Add a New Value	Q Find an Existing Value
*Run Control ID Run_APY2000	

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

Payment History by Supplier	
Run Control ID Run_APY2000 Language English ↓	Report Manager Process Monitor Run
Report Request Parameters	
Date Range	Print Options
From Date 01/18/2024 3	*Detail or Summary Summary
Selection	Find View All First 🕚 1 of 1 🕑 Last
*Remit SetID *Remit Supplier	· · · · · ·
R Save Notify	📑 Add 🗾 Update/Display

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.

yment History by Suppl	ier
Run Control ID Run_APY200 Language English	0 Report Manager Process Monitor Run
Report Request Parameters	
Date Range	Print Options
From Date 04/01/2023	*Detail or Summary Summary v
Selection	Find View All First 🕚 1 of 1 🕑 Last
*Remit SetID *Remit Supplie STATE Q 0000043672	Buildings & General Services-Fee for
Save E Notify	📑 Add 🗾 Update/Displ

Click on Run

The Process Scheduler Request page displays

Process Scheduler Request						×
						Help
User ID DBROCHU		Run Control ID	Run_APY20	00		
Server Name	∨ Ru	n Date 01/18/2024	31			
Recurrence	✓ Rui	n Time 3:07:11PM		Reset to Curre	nt Date/Time	
Time Zone	Q					
Process List						
Select Description	Process Name	Process Type	*Type	*Format	Distribution	
Payment History By Supplier	APX2000	BI Publisher	Web	V PDF	 Distribution 	
OK Cancel						

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

Proce	ess List	Server List									
View Pro User Serr Run S	ocess Reque	sts IUQ	Type Name Distribution Sta	Cast Q Insta	v ance v Save	5 Range On Refresh	Minutes V Cle Report Manager Res	ar et			
									I< < 1-1 of	1 🗸 🔿	> View All
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
	12437168		Run_APY2000	BI Publisher	APX2000	DBROCHU	01/18/2024 3:07:11PM EST	Success	Posted	Details	∽Actions
Go back to Save Process Lie	o Payment <u>H</u> ist Notify ist Server Li	ory by Supplie	r								

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 Report	ts For							
User ID	DBROCHU	Туре	∽ Last	~	10	Minutes 💉		Refresh
Status		Y Folder	∽ Instance	to]		
						~		
Bapart List								
Report List						7		1
R Q				K <	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 but	ton to delete the selected report(s)					
Go back to Pa	yment <u>H</u> istory b	y Supplier						
Save								
List Explore	er Administr	ation Archives						

Click on the link with the .PDF file format

	Re	port ID: APX2000		PeopleSoft Account	ints Payable		Page No	1
ORACL	_ E .			SUMMARY PAYMENT HIS	STORY BY SUPPLI	IER	Run Date	1/18/2024
				From: Apr/1/2023	To: Apr/30/2023		Run Time	12:08:19 PM
Remit Supp	plier:	STATE	0000043672					
Payment C	urrency:	USD						
Bank Acco	unt:	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 FI Montpelier VT 05633-7401 United States	VENDOR	5594	46,487.05 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 Baldvins 51 dFl Montpelier VT 05633-7401 United States	VENDOR	5595	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 Baldvin ST af FI Montpelier VT 0563-7401 United States	VENDOR	5599	368,482.49 USD	
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 Baldvin St 3rd Fl Montpelier VT 05635-7401 United States	VENDOR.	5601	125.00 USD	

ORACL	€.	Report ID: APX2000		DETAI	PeopleSoft Account LED PAYMENT HIS from: Apr/1/2023	nts Payable STORY BY SUPPLIER To: Apr/30/2023		Page No Run Date Run Time	1 1/18/2024 12:16:34 PM
Remit Suppl	ier:	5	STATE 0000043672						
Payment Cu	rrency:	U	JSD						
Bank Accou	nt:	В	GS ****2468						
Payment Ref 035785	Date Apr/3/2023	<u>Handling</u> RE	<u>Status</u> Paid	Remit To Buildings & Ge BGS Financial 6 Baldwin St 3r Montpelier VT 05633-7401 United States	neral Services-Fee for Services d Fl			Payment Amount 46,487.05 USD	Document Sequence
Unit	Ve	oucher ID	Invoice ID		Invoice Date	Discount Taken	Paid Amount	1	
02260	00	012069	68011639		Jan/17/2023	0.00 USD	46,071.40 USD		
01230	00	002565	68011654		Feb/1/2023	0.00 USD	415.65 USD]	
Payment Ref	Date	Handling	Status	Remit To		Pay Cycle	Sea	Payment Amount	Document Sequence
035791	Apr/4/2023	RE	Paid	Buildings & Ge BGS Financial 6 Baldwin St 3r Montpelier VT 05633-7401 United States	neral Services-Fee for Services d Fl	VENDOR	5595	69.44 USD	
Unit 03460	V0	Sucher ID 333484	Invoice ID 68011644		Invoice Date Feb/1/2023	Discount Taken 0.00 USD	Paid Amount 69.44 USD		
Payment Ref 035815	Date Apr/10/202:	<u>Handling</u> 3 RE	<u>Status</u> Paid	Remit To Buildings & Ge BGS Financial 6 Baldwin St 3r Montpelier VT 05633-7401 United States	neral Services-Fee for Services d Fl	Pay Cycle		<u>Payment Amount</u> 368,482.49 USD	_Document Sequence
Unit	Vo	oucher ID	Invoice ID		Invoice Date	Discount Taken	Paid Amount	1	
03420	00	332117	68011518_QTR4		Nov/1/2022	0.00 USD	366,597.29 USD	1	
02320	00	023409	68011655		Feb/1/2023	0.00 USD	1,885.20 USD	1	
ORACL	€.	Report ID: APX2000	1	DETAI	PeopleSoft Account LED PAYMENT HIS from: Apr/1/2023	mts Payable STORY BY SUPPLIER To: Apr/30/2023		Page No Run Date Run Time	2 1/18/2024 12:16:34 PM
Payment Ref	Date	Handling	Status	Remit To		Pay Cycle	Sea	Payment Amount	Document Sequence
035826	Apr/12/202	3 RE	Paid	Buildings & Ge BGS Financial 6 Baldwin St 31 Montpelier VT 05633-7401 United States	neral Services-Fee for Services d Fl	VENDOR	5601	125.00 USD	
Unit	V	oucher ID	Invoice ID		Invoice Date	Discount Taken	Paid Amount]	
07110	00	1032723	68011671		Mar/1/2023	0.00 USD	125.00 USD		
Payment Ref	Data	Handling	Status	Remit To		Pay Cycle	Sec	Payment Amount	Document Sequence
035848	Apr/18/202	3 RE	Paid	Buildings & Ge BGS Financial 6 Baldwin St 3 Montpelier VT 05633-7401 United States	neral Services-Fee for Services d Fl	VENDOR	5605	993.75 USD	
Unit	V	oucher ID	Invoice ID		Invoice Date	Discount Taken	Paid Amount]	
03440	01	987730	68011694		Apr/1/2023	0.00 USD	131.94 USD		
03440	01	987737	68011696		Apr/1/2023	0.00 USD	343.06 USD		
07110	00	032752	68011612A		Jan/1/2023	0.00 USD	50.00 USD		
03440	01	987734	68011697		Apr/1/2023	0.00 USD	468.75 USD		
				Remit To				Payment Amount	
Payment Ref	Date	Handling	Status	Account A C		Pay Cycle	Seq		Document Sequence
Payment Ref035855	Date Apr/19/202	<u>Handling</u> 3 RE	<u>Status</u> Paid	Buildings & Ge BGS Financial 6 Baldwin St 31 Montpelier VT 05633-7401 United States	neral Services-Fee for Services d Fl	_Pav Cycle		673.19 USD	Document Sequence
Payment Ref_ 035855 Unit	Date Apr/19/202	Handling 3 RE	StatusPaid	Buildings & Ge BGS Financial 6 Baldwin St 31 Montpelier VT 05633-7401 United States	neral Services-Fee for Services d Fl	Pay Cycle	Seq 5606 Paid Amount	673.19 USD	_Document Sequence
Payment Ref 035855 Unit 04100	Date Apr/19/202	Handling 3 RE Ducher ID 1134728	Status Paid Invoice ID 68011713	Buildings & Ge BGS Financial 6 Baldwin St 31 Montpelier VT 05633-7401 United States	neral Services-Fee for Services d FI Invoice Date Apr/1/2023	Pay Cycle VENDOR		673.19 USD	_Document Sequence

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

Voucher Listing by Chartfield	
Add a New Value	Q Find an Existing Value
*Run Control ID RUN_APSX8003	

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

-p noda	Busin	iess Unit	Q					
		Account	Q					
		Dept	Q					
А	Accounting Da	ate From	31					
	Accounting	Date To	B1					
	Agency	Location	Q					
	rigonoji							
Report Req	uest Param	eters					Person	nalize 🗇
Report Req und	uest Param	eters Program		Class	Project		Person	nalize 🗾
leport Req	juest Param	eters Program	Q	Class	Project	٩	Person	nalize 🖪

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

Run Con	rol ID RUN_APSX8003		Report Manager	Process Monitor Run	
Lang	juage English 🗸				
Report Request Pa	rameters				
	Business Unit 01177 🔍				
	Account 522600	Q			
	Dept	Q			
Accour	ting Date From 07/01/2023	31			
Acc	ounting Date To 12/31/2023	B1			
A	gency Location	Q			
Report Request I	Parameters				Personalize
Fund	Program	Class	Project		Affiliate
58200	Q	٩	Q		Q
📲 Save 🔚 Notify]				📑 Add 🛛 🖉 Update/Display

Click on Run.

The Process Scheduler Request page displays

Process	s Scheduler	Request							×
									Help
	User ID	DBROCHU		F	Run Control ID	RUN_APSX8	3003		
9	Server Name		~	Run Date	01/19/2024	31			
	Recurrence		~	Run Time	8:39:50AM		Reset to Cu	rrent Date/Time	
	Time Zone	Q							
Process	s List								
Select D	Description		Process Name	e Pro	cess Type	*Туре	*Format	Distribution	
V J	Job for running	a APS8003	APS8003J	PS.	Job	Web	V PDF	 Distribution 	
OK	Cance	1							

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

Proce	ss List	Server List									
View Pro User Serv Run S	ID DBROCH	sts UQQ	Type Name Distribution Statu	Q Instantis V	v ce ✓ Save Or	5 Range n Refresh	Minutes Clear Report Manager Reset	h			
✓ Proce	ss List ર								<	1 ~ >	> View All
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
	12437184		RUN_APSX8003	PSJob	APS8003J	DBROCHU	01/19/2024 8:39:50AM EST	Success	Posted	Details	✓Actions
Go back to Save Process Lis	Voucher Listir Notify st Server List	ig by Chartfield	d	·					·	•	

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

Click Report Manager link

Click Administration tab

List	Explorer	Administration	Archives					
View Repor	ts For							
User ID	DBROCHU	Туре	∽ Last	~	5	Minutes v		Refresh
Status		Y Folder	✓ Instance	to				
Report List								
E, Q				< <	1-2 of 2 v	> >	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	·					1
Delete		Click the delete b	utton to delete the selected report(s)					
Go back to Pro	cess Request	s						
Save								

Click on the link with the .PDF file format

		Report ID: APSX8	003		PeopleSoft	Accounts Payable		Page No		1
ORACL	E.				VOUCHER LIS	TING BY CHARTFIELD		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		<u>PO Business U</u>	nit	Purchase Order	Currency		V	oucher Amount
01177		00009819		01177		000002588	USD			49,831.00
01177		00009820		01177		000002589	USD			54,615.00
01177		00009821		01177		000002590	USD			54,615.00
01177		00009822		01177		000002591	USD			54,615.00
01177		00009823		01177		000002592	USD			54,615.00
01177		00009824		01177		000002594	USD			54,615.00
01177		00009825		01177		000002595	USD			54,615.00
01177		00009826		01177		000002596	USD			49,831.00
01177		00009827		01177		000002597	USD			54,568.00
01177		00009829		01177		000002599	USD			30,382.00
01177		00009833		01177		000002602	USD			54,615.00
01177		00009844		01177		000002606	USD			54,615.00
01177		00009845		01177		000002607	USD			54,615.00
01177		00009846		01177		000002608	USD			54,615.00
01177		00009847		01177		000002609	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

Posted Voucher Listing	
Add a New Value	Q Find an Existing Value
*Run Control ID RUN_APX1020	

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

Run Co La	ntrol ID RUN_APX1020 nguage English v	Report Manager	Process Monitor Run
Report Request Para	meters		
Busines From Through *Supplier S	s Unit 01110 C Finance & Mana Date 01/19/2024 Date 01/19/2024 Select Select All Suppliers	gement	
Selection	Personalize Find \	/iew All 🖾 📑 👘 First 🕚	1 of 1 🕑 Last
Supplier ID	Name		
🔚 Save 🔚 Notify			📑 Add 🖉 Update/Display

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.

Posted Voucher Listing	
Run Control ID RUN_APX1020	Report Manager Process Monitor Run
Language English	
Report Request Parameters	
Business Unit 02150 Q Military	
From Date 01/01/2023 1	
Through Date 10/31/2023	
*Supplier Select Specify Supplier(s)	
Selection Personalize Find View All 🔄	First 🕚 1-2 of 2 🛞 Last
Supplier ID Name	
0000043669 Q Agency of Digital Services-CIT-Telecomm	•
0000102588 Q SecurShred	+ -
Return to Search ENotify	📑 Add 🖉 Update/Display



The Process Scheduler Request page displays

Process Scheduler Request						×
						Help
User ID DBROCHU		Run Control ID	RUN_APX102	20		
Server Name	 ✓ Rt 	un Date 01/19/2024	31			
Recurrence	~ Ru	In Time 9:17:23AM		Reset to Curr	ent Date/Time	
Time Zone						
Process List]
Select Description	Process Name	Process Type	*Type	*Format	Distribution	
 Posted Voucher Listing 	APX1020	BI Publisher	Web	V PDF	 Distribution 	
						-
OK Cancel						

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

Proce	ess List	Server List									
View Pro User Ser Run S	ocess Reque	HUQ v	Type Name Distribution St.	Q In	v stance v v Save	5 Range On Refresh	Minutes Report Manager Report Manager	resh ear iset			
✓ Proce	ess List ଦ୍								<	f1 ~ >	> View All
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
	12437192		RUN_APX1020	BI Publisher	APX1020	DBROCHU	01/19/2024 9:35:43AM EST	Success	Posted	Details	✓Actions
Go back to Save	o Posted Voucl	her Listing									

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

Click the Report Manager link

Click the Administration tab

List	Explorer	Administra	tion Archives						
View Repor	r ts For DBROCHU	Тур	e	✓ Last	~	5 Day	/s •		Refresh
Status		~ Folde	r 🔍 👻	Instance	to				
Report List]
E, Q					< < <u>1-19</u>	of 19 🗸 🔿	> >	View All	
Select	Report ID	Prcs Instance	Description		Request Date/Time	Format	Status	Details	
	5514066	12437192	APX1020 - APX1020.pdf		01/19/2024 9:36:19AM	Acrobat (*.pdf)	Posted	Details	

Click on the link with the .PDF file format

Report ID: APX1020 Pec						Peop	oleSoft Accour	nts Payable			Page No		1
ORAC	ILE.					POSTE	D VOUCHI	ER LISTIN	G		Run Date Run Time		Jan/19/2024
- Device of the second	11-24	02150									Teal Third		0.50.15 144
Business	arried: Ian/1/2023 through Oct/31/2023												
For the p	erioa:	0000042660											
Supplier	ID:	0000043009	Agency of Digi	tai Service	S-C11-1616	comm							
Voucher ID:	00135584	4 Invoice Date: Dec/13/2022 Document Type:			1	Document Date	e:	Doc	ument 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	t Ref	Program		Product	Project	Affiliate	Affiliate	Intra 1
ACTUALS	Jan/5/2023	PAYMENT	PA03151324	APA	1	1	02150	200001		145.02		USD	0
ACTUALS		10000	2150050000 PA03151251	CAS	1	1	22500 00009	100125			145.02	USD	0
ACTUALS		10000	2150050000 PA03151324	ISP	1	1	02150	101010			145.02	USD	0
ACTUALS		10000	2150050000 PA03151251	ISR	1	1	00009	101010		145.02	00009	USD	0
		10000	2150050000								02150		
							Voucher 00	135584 Total:	: USD	290.04	290.04		
Voucher ID:	00136428	Invoice l	Date: Jan/19/2023	Doc	ument Type:		1	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	t Ref	Program		Product	Project	Affiliate	Affiliate	Intra 1
ACTUALS	Jan/27/2023	ACCRUAL	AP03160610	APA	1	1	02150	200001			144.54	USD	0
ACTUALS		10000	2150050000 AP03160610	DST	1	1	22500 02150	516672		144.54		USD	0
ACTUALS	Jan/31/2023	10000 PAYMENT	2150050000 PA03161274	APA	1	1	22500 02150	200001		144.54		USD	0
ACTUALS		10000	2150050000 PA03161183	CAS	1	1	22500 00009	100125			144.54	USD	0
ACTUALS		10000	2150050000 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

Voucher Activity	
Add a New Value	Q Find an Existing Value
*Run Control ID RUN_APS8001	

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

uche	er Activity F	Report						
	Run Control ID	RUN_APS800	1		Report N	lanager Process Monitor Run]	
	Language	English 🗸 🗸)					
Report F	Request Parame	ters						
	Bus	iness Unit	Q					
		Account	Q					
		Dept	Q					
	Remainin	g Amount	~					
		Due Date	~	31				
	Accounting	Date From						
	Accounti	ng Date To						
	Agones		9					
-	Ayenc		Q					
Repor	t Request Paran	neters						Personalize 년기
Fund		Program		Class		Project		Affiliate
	Q		Q		Q		Q	Q
Save	Notify							📑 Add 🖉 Update/Disc

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

Voucher Activity Report									
Run Control ID RUN_APS8001	Repor	t Manager Process Monitor Run							
Language English V									
Report Request Parameters									
Business Unit 01177									
Account 522600									
Dept	Dept								
Remaining Amount									
Due Date	31								
Accounting Date From 07/01/2018									
Accounting Date To 12/31/2018									
Agency Location									
Report Request Parameters			Person	alize 1					
Fund Program C	lass	Project	Affiliate						
58200 Q	Q		٩	Q					
Return to Search E Notify			Add .	題 Update/Display					

Click on Run

The Process Scheduler Request page displays

Process Scheduler Request						×
						Help
User ID DBROCHU		Run Control ID	RUN_APS8	001		
Server Name	∼ Ru	n Date 01/19/2024	Ø			
Recurrence	∼ Ru	n Time 10:03:11AM		Reset to Current	Date/Time]
Time Zone						
Process List						
Select Description	Process Name	Process Type	*Type	*Format	Distribution	
Job for running APS8001	APS8001J	PSJob	Web	v PDF v	Distribution	
OK Cancel						

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

Proce	ess List	Server List									
View Pro	ocess Reque	sts									
User	DBROCH	IU Q	Туре	 ✓ Last 	~	5	Minutes ~ Refre	sh			
Serv	/er	~	Name	Q, In	stance	Range	Clea	r			
Run S	Status	~	Distribution Sta	tus	× ✓ Save C	On Refresh	Report Manager Res	et			
✓ Proce	ss List										
E, C	2								< < 1-1 of	f1 v >	> View All
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
	12437194		RUN_APS8001	PSJob	APS8001J	DBROCHU	01/19/2024 10:03:11AM EST	Success	Posted	Details	✓Actions
	1			1	1				1		1
Go back to	Voucher <u>A</u> ctiv	rity									
Save	Notify										
Process Lis	st Server Li	st									

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

Click Report Manager link

Click Administration tab

List	Explorer	Administration	Archives					
View Repo	rts For							
User ID	DBROCHU	Туре	 ✓ Last 	~	10	Minutes	•	Refresh
Status		✓ Folder	✓ Instance	to				
Report List								
E, Q				I< <	1-2 of 2 v	> >	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 bu	tton to delete the selected report(s)					
Go back to Pr	ocess Reques	ts						
Save								
List Explor	er Administ	ration Archives						

Click on the link with the .PDF file format

		Report ID: APSX8001			PeopleSoft Acc	counts Payable		Page N	lo	1
ORAC	ILE.				FEDERAL VOUC	HER ACTIVITY		Run Da	te	1/19/2024
								Run Ti	me	7:06:10 AM
Business Uni	t: 01177	Account:	522600 Depa	rtment:	ALL	Project:	ALL	GL Business	Unit: 01160	
Fund Code:	58200	Class:	ALL Budg	et Ref:	ALL	Operating Unit:	ALL	Program:	ALL	
Product:	ALL	Affiliate:	ALL Fund	Affiliate:	ALL	Agency Location:	ALL 7/1/2023 through 12/31/2	023		
Amount:	ALL		Duel	Jale:		Accounting bate:	7772025 tillougit 12/5772	025		
Rusiness	Voucher	Invoice	Durchase Orde	r Supplier	Currenc	v Daymont Gross	Discount	Interest	Daymont	Remaining
Unit	voucher	invoice	<u>Purchase orde</u>	<u>supplier</u>	current	Amount	Amount	Amount	Amount	Amount
01177	00009819	51102	0000002588	00003999	95 USD	49,831.00	0.00	0.00	49,831.00	0.00
01177	00009820	51184	0000002589	00003999	95 USD	54,615.00	0.00	0.00	54,615.00	0.00
01177	00009821	51183	0000002590	00003999	95 USD	54,615.00	0.00	0.00	54,615.00	0.00
01177	00009822	51182	0000002591	00003999	95 USD	54,615.00	0.00	0.00	54,615.00	0.00
01177	00009823	51162	0000002592	00003999	95 USD	54,615.00	0.00	0.00	54,615.00	0.00
01177	00009824	51160	0000002594	00003999	95 USD	54,615.00	0.00	0.00	54,615.00	0.00
01177	00009825	51159	0000002595	00003999	95 USD	54,615.00	0.00	0.00	54,615.00	0.00
01177	00009826	51103	0000002596	00003999	95 USD	49,831.00	0.00	0.00	49,831.00	0.00
01177	00009827	51124	0000002597	00003999	95 USD	54,568.00	0.00	0.00	54,568.00	0.00
01177	00009829	58646	0000002599	00001127	48 USD	30,382.00	0.00	0.00	30,382.00	0.00
01177	00009833	51181	0000002602	00003999	95 USD	54,615.00	0.00	0.00	54,615.00	0.00
01177	00009844	51224	0000002606	00003999	95 USD	54,615.00	0.00	0.00	0.00	54,615.00
01177	00009845	51223	0000002607	00003999	95 USD	54,615.00	0.00	0.00	0.00	54,615.00
01177	00009846	51221	0000002608	00003999	95 USD	54,615.00	0.00	0.00	54,615.00	0.00
01177	00009847	51222	0000002609	00003999	95 USD	50,057.00	0.00	0.00	50,057.00	0.00
			Totals for Business U	nit 01177 Cur	rency USD	780,819.00	0.00	0.00	671,589.00	109,230.00
					End of Repo	rt				
										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

Voucher Register	
Add a New Value	Q Find an Existing Value
*Run Control ID RUN_APX1010	

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

Voucher Register	
	Bus
Run Control ID RUN_APX1010	Report Manager Process Monitor
Language English 🗸	
Report Request Parameters	
Business Unit 01110	
Date Range	Print Options
From Date 01/19/2024	Print Voucher Line
Through Date 01/19/2024	Print Distribution Line
Save Notify	📑 Add 🛛 🏹 Update/Display

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

Voucher Register	
Run Control ID RUN_APX1010	Report Manager Process Monitor Run
Language English 🗸	
Report Request Parameters	
Business Unit 01173 Q	
Date Range	Print Options
From Date 10/01/2023 3	✓ Print Voucher Line
Through Date 10/31/2023	✓ Print Distribution Line
Rave Notify	📑 Add 🖉 Update/Display

Click on Run

The Process Scheduler Request page displays

Process Scheduler Request				×
				Help
User ID DBROCHU	Rur	Control ID RUN_APX1010	0	
Server Name	✓ Run Date [):	1/19/2024		
Recurrence	V Run Time 1	0:38:02AM R	eset to Current Date/Time	
Time Zone				
Process List				
Select Description	Process Name Proces	ss Type *Type	*Format Distribution	
Voucher Register	APX1010 BI Pub	olisher Veb v	PDF V Distribution	
OK Cancel				
Galicor				

Process List

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

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

Proce	ess List	Server List										
View Pro	r ID DBROCH	sts UQQ ~	Type Name Distribution Sta	Q Insta	v ance v Save	5 Range On Refresh	Minutes	Clear Reset	h			
	۵ <u>۵ داد</u>									<	1 ~	> View All
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time		Run Status	Distribution Status	Details	Actions
	12437200		RUN_APX1010	BI Publisher	APX1010	DBROCHU	01/19/2024 10:38:02AM ES	ST	Success	Posted	Details	✓Actions
Go back to Save Process Lie	o Voucher <u>R</u> egi Notify st Server Lit	ster										

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

Click Report Manager, then Click the Administration tab

List	Explorer	Administration	Archives					
View Repor	rts For							
User ID	DBROCHU	Туре	✓ Las	st 🗸	10	Minutes	~	Refresh
Status		✓ Folder	~ Instance	to		7		
eport List								
E, Q				< <	1-1 of 1	· > >	View All	
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details	
	5514075	12437200	APX1010 - APX1010.pdf	01/19/2024 10:41:02AM	Acrobat (*.pdf)	Posted	Details	
Select All		Deselect All						
Delete		Click the delete but	ton to delete the selected report(s)					
Se herely to Dev		_						
Dack to Pro	cess Requests	5						
Save								
st ∣ Explore	er Administr	ation Archives						

Click on the link with the .PDF file format

	Report ID: APX1010	PeopleSoft Acco	unts Payable	Page No	1
ORACLE		VOUCHER R	EGISTER	Run Date Run Time	01/19/2024
Business Units	01172			real Time	07.45.40
For the period:	Jan 1, 2023 through Oct 31, 2023				
		Voucher Header Ir	formation		
Entered Dt Voucher I	D 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	ine 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 1.00000000	17.25 0.00	0.00 0.00	0.00 0.00	Jan 10, 2023
Document Type Docu	ment Date Document Sequence	Vat Trans Type VAT Amount	Vat Exception Type Vat C	ertificate ID Prorate S U	J F M Pay terms
		0.00		N N	N N Net 30
		Voucher Line Inf	ormation		
Line # Description	Merch Amt	Inv Item ID	Unit Price WTHD	Disc A	
1 ON-LINE AUCTIO	NEER SERVICES 17.25		17.25 N	Y	
Sales/Use Tax	Sales/Use Tax Exception Type Excep	tion Certificate Intrastat Natu	re of Transaction Vat Co	ode	Vat Amount
	None				0.00
		Distribution Line I	nformation		
Line # Sus Ref #	Account Alt Account Ope	rating Unit Fund Code	Dept ID Open Item ID	Status	Merch Amt
Program Cla	ss Budget Ref Product	Project Id Affiliate	Affiliate Intra1	Stat Cd	Statistic Amt
1 0	507600	58500	1160259000		17.25
					0.00
		Manakar Handar I			
		voucner Header Ir	normation		
Entered Dt Voucher I	D 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	Kate Type Exchange Rate	Gross Amt Discount Amt	Use Tax Sales Tax	Freight Amt Misc Amt	Net Due Dt Dscnt Due Dt
Approved USD	CRRNT 1.00000000	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

AP/GL Account Recon Request						
Add a New Value	Q Find an Existing Value					
*Run Control ID RUN_APX1420						

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

AP/GL Account Reconciliation									
Run Control ID RUN_APX1420	Report Manager	Process Monitor	Run						
Report Request Parameters									
*Request ID									
Description									
*Process Frequency Don't Run	~								
*Business Unit									
*Ledger									
Account									
Accounting Period									
Fiscal Year									
Save E Notify		Add	J 🖉 Update/Displa						

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

AP/GL Account Reconciliation									
Run Control ID RUN_APX1420	Report Manager	Process Monitor	Run						
Report Request Parameters									
*Request ID APX1420									
Description AP/GL Account Recon									
*Process Frequency Always Process	~								
*Business Unit 01160 Q									
*Ledger ACTUALS									
Account 522600									
Accounting Period 12									
Fiscal Year 2023									
Save Notify		Add	🔎 Update/Display						

Click on Run

The Process Scheduler Request page displays

Process Scheduler Request					×
				F	Help
User ID DBROCHU		Run Control ID	RUN_APX1420		
Server Name	∨ Ru	In Date 01/19/2024	Ħ		
Recurrence	~ Ru	n Time 11:33:09AM	Reset to Curren	nt Date/Time	
Time Zone					
Process List					
Select Description	Process Name	Process Type	*Type *Format	Distribution	
AP/GL Account Recon Report	APX1420	BI Publisher	Web V PDF V	Distribution	
AP GL Accnt Recon Data & Rept	APY1420	PSJob	(None) v (None) v	Distribution	
OK Cancel					

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

Proce	ess List	Server List									
View Pro User Serv Run S	DECESS Reque	sts iU Q ~	Type Name Distribution Sta	Q Insta	v nce v Save	5 Range On Refresh	Minutes v Refr Cle Report Manager Res	et			
✓ Proce	ss List ર								<	1 ~ >	> View All
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
	12437202		RUN_APX1420	PSJob	APY1420	DBROCHU	01/19/2024 11:33:09AM EST	Success	Posted	Details	✓Actions
Go back to Save Process Lis	AP/GL <u>A</u> ccou Notify	nt Recon Req	uest	I	1	1	1	1		1	

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

Click Report Manager link. Click Administration tab

List	Explorer	Administration	Archives					
View Repo	rts For							
User ID	DBROCHU	Туре	✓ La	st v	10	Minutes	~	Refresh
Status		Y Folder	 ✓ Instance 	to]		
						_		
eport List								7
E, Q				< <	1-2 of 2	\sim $>$ $>$	View All	
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details	
	5514080	12437204	APX1420 - APX1420.pdf	01/19/2024 11:35:20AM	Acrobat (*.pdf)	Posted	Details	
	5514078	12437203	AP/GL Reconciliation	01/19/2024 11:34:52AM	Text Files (*.txt)	Posted	Details	
Select All		Deselect All					1	1
Delete		Click the delete but	ton to delete the selected report(s)					
Go back to Pr	ocess Request	S						
Save								

Click on the link with the .PDF file format

ORACLE	Report ID:	APX1420		PeopleSc AP/GL ACCOUNT	oft Accounts Payabl	e DN [REPORT		Page No. Run Date Run Time	1 1/19/2024 11:35:20 AI	м		
GL Business Unit Ledger Account	01160 ACTUALS 522600	Buildings &	Gen Serv-Prop										
Accounting Period	12	2023											
Journal ID	AP03214418												
Journal Date 09.Jun.2023	<u>Journal Line</u> 9	Journal Template ACCRUAL	Business Unit 01177	Voucher ID 00009804	Voucher Line	1	<u>Distrib Line</u> 1	Invoice Date 18.May.2023	Supplier Nam McGee Ford Montpelier	ie <u>I</u> of	Monetary Amo 50	<u>ount</u> 0,228.00	
09.Jun.2023	9	ACCRUAL	01177	00009805		1	1	18.May.2023	McGee Ford Montpelier	of	48	8,633.00	
							Tota	I for Journal	A	AP03214418	98	8,861.00	USD
				Total for Ac	count		522600				98	8,861.00	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

Payables Open Liability	
Add a New Value	Q Find an Existing Value
*Run Control ID RUN_APX1406	

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

Payables Open Liability	
Run Control ID RUN_APX1406 Repo Language English v	ort Manager Process Monitor Run
Report Request Parameters	
*As of Date 01/19/2024	
*As Of Date Type Accounting Date V	Currency Options
Aging Basis Date 🔍 🗸	*Currency Options Base Currency V
Include Unrecorded Liabilities	Currency
Include Prepayment	Rate Type
Include Unmatured Drafts Paid Include Available Discount	Currency Effective Date
*Business Unit Option All 🗸	Report Format Options
Business Personalize View All 🖅 First 🕢 1 of 1 🛞 Unit Last	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.
*Supplier Select Option Select All Suppliers V	*Report Supplier By Invoice Supplier
Suppliers Personalize View All Pirst ④ 1 of 1 ④ Last	*Report Group By Business Unit / Supplier V
SetID Supplier ID	*Detail or Summary Summary V
🔚 Save 🖹 Notify 📿 Refresh	

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.

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Enter number of rows to add:		
L]
	ок	Cancel

- 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.

yables O	pen Liability		
Ru	n Control ID RUN_APX1406 Language English v	Rep	ort Manager Process Monitor Run
eport Reques	st Parameters		
	*As of Date 01/19/2024		
	*As Of Date Type Accounting Date	~	Currency Options
	Aging Basis Date Net Due Date	~	*Currency Options Base Currency ~
🗌 Include Un	recorded Liabilities		Currency
Include Pre	epayment		Rate Type
Include Un	matured Drafts Paid		
🔽 Include Ava	ailable Discount		Currency Effective Date
	*Business Unit Option Value	~	Report Format Options
Business Unit	Personalize View All 🔄 🛛 First 🕚	1-2 of 2 🕑 Last	Changing any of these options does not require rerunning the Application Engine program to load the data. You may just run the report
01163		+	process to regenerate the report.
01168		+	*Report Supplier By Invoice Supplier v
	*Supplier Select Option Specify Supplier(s)	~	*Report Group By Business Unit / Supplier
Suppliers	Personalize View All 🗇 First 🕚	1-2 of 2 🕑 Last	*Detail or Summary Detail v
SetID	Supplier ID		
STATE	0000009131	+	

🔚 Save 🔛 Notify 📿 Refresh

Click on Run. The Process Scheduler Request page displays

s Scheduler	Request										
											Н
User ID	DBROCHU		Run Control ID RUN_APX1406								
Server Name		~	→ Run Date 01/19/2024								
Recurrence	~	Run Time	3:01:53PM			Re	set to Cu	rrent	t Date/Time		
Time Zone	Q										
ss List											
Description		Process Name	e Pro	cess Type	*Ty	ре		*Format		Distribution	
Payables Oper	n Liability	APX1406	BI P	ublisher	W	eb	~)	PDF	~	Distribution	
Open Liability I	Data & Reports	APY1406	PSJ	ob	(N	one)	~	(None)	~	Distribution	
					<u> </u>	, , , , , , , , , , , , , , , , , , ,		<u> </u>		,	
Cance	Defrech										
Calice	Reliesh										
	s Scheduler User ID Server Name Recurrence Time Zone is List Description Payables Ope Open Liability	S Scheduler Request User ID DBROCHU Server Name Recurrence Time Zone S List Description Payables Open Liability Open Liability Data & Reports Cancel Refresh	s Scheduler Request User ID DBROCHU Server Name Recurrence Time Zone St List Description Process Name Payables Open Liability APX1406 Open Liability Data & Reports APY1406 Cancel Refresh	Is Scheduler Request User ID DBROCHU Run Date Recurrence Time Zone Stist Description Process Name Proc Payables Open Liability APX1406 BI P Open Liability Data & Reports APY1406 PSJ Cancel Refresh	Is Scheduler Request User ID DBROCHU Run Control ID Server Name Run Date 01/19/2024 Recurrence Run Time 3:01:53PM Time Zone St List Description Process Name Process Type Payables Open Liability APX1406 BI Publisher Open Liability Data & Reports APY1406 PSJob Cancel Refresh	User ID DBROCHU Server Name Recurrence Recurrence Run Time 3:01:53PM St List Description Process Name Process Type Type Payables Open Liability APX1406 BI Publisher W Open Liability Data & Reports APY1406 PSJob (N	User ID DBROCHU Run Date 01/19/2024 Server Name Run Time 3:01:53PM Recurrence Run Time 3:01:53PM Time Zone St List Description Process Name Process Type Type Payables Open Liability APX1406 BI Publisher Web Open Liability Data & Reports APY1406 PSJob (None)	User ID DBROCHU Run Date 01/19/2024 Server Name Run Time 3:01:53PM Rec Time Zone St List Bescription Process Name Process Type *Type Payables Open Liability APX1406 BI Publisher Web Open Liability Data & Reports APY1406 PSJob (None)	User ID DBROCHU Run Date 01/19/2024 Server Name Run Date 01/19/2024 Recurrence Run Time 3:01:53PM Reset to Current Time Zone Run Time 3:01:53PM Reset to Current Reset to Current Server Name Process Name Process Type Type Format Payables Open Liability APY1406 BI Publisher Web PDF Open Liability Data & Reports APY1406 PSJob (None) (None) 	User ID DBROCHU Run Date 01/19/2024 Server Name ~ Run Time 3:01:53PM Reset to Current Time Zone Cancel Represh	Iss Scheduler Request User ID DBROCHU Run Control ID RUN_APX1406 Server Name Recurrence Recurrence Run Time 3:01:53PM Reset to Current Date/Time Time Zone Ist Description Process Name Process Type Poper Liability APY1406 PSJob 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

Proce	ess List	Server List									
View Pro User Serv Run S	DEROCH	sts iU Q v	Type Name Distribution Sta	Last Q Insta tus	v nce v Save	5 Range On Refresh	Minutes	esh et			
✓ Proce	ss List								1/ / 110		N. L. View All
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
	12437207		RUN_APX1406	PSJob	APY1406	DBROCHU	01/19/2024 3:01:53PM EST	Success	Posted	Details	✓Actions
Go back to Save Process Lis	o Payables <u>Ope</u> Notify st Server Li	en Liability st	·		·					<u>,</u>	

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

Click Report Manager link. Click Administration tab

List	Explorer	Administration	Archives					
View Repor	ts For							
User ID	DBROCHU	Туре	∽ Last	~	5	Minutes v	•	Refresh
Status		Y Folder	✓ Instance	to				
Report List								7
E, Q				I< <	1-2 of 2 v	\rangle \rangle	View All	
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details	
	5514085	12437209	APX1406 - APX1406.pdf	01/19/2024 3:08:48PM	Acrobat (*.pdf)	Posted	Details	
	5514083	12437208	Open Liability Data Loading	01/19/2024 3:08:04PM	Text Files (*.txt)	Posted	Details	
Select All		Deselect All						
Delete	C	lick the delete bu	tton to delete the selected report(s)					
Go back to Pro	cess Requests	;						
Save								
List Explore	r Administra	ation Archives						

Click on the link with the .PDF file format

ORAC	LE [.] Report	tID: APX140	3	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 01163 BGS (Conv Center) Va							1 1/19/2024 15:08:48 PM
Group by:		BUSINESS UN	T 01163	BGS (Copy (Center)			Business Unit Option:	Value		
Base Curre Detail Repo	ency : ort	USD						Supplier Option:	Specif	İy	
Vendor	STATE 0	000009131		Lindenr	neyr Munroe						
Voucher Id 00015319	Invoice Id 71224789 RI		Invoice Date 07/25/2023	Schedule Date 08/24/2023	Accounting Date 07/31/2023	Document Invoice	Unpaid Amount 504.80	DiscountAvailable 0.00			<u>Net</u> 504.80
00015320 00015321	71209329 RI 71224788 RI		07/19/2023 07/25/2023	08/18/2023 08/24/2023	07/31/2023 07/31/2023	Invoice Invoice	2,792.80 532.00	0.00			2,792.80 532.00
Total for	BUSINESS UNIT	01163	В	GS (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

AP/GL Open Liabilities Recon	
Add a New Value	Q Find an Existing Value
*Run Control ID RUN_APX1400	

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

Payables Open Liability Reconciliation									
Run Control ID RUN_APX1400	Report Manager Process Monitor Run								
Language English 🗸									
Report Request Parameters									
*Request ID									
*As of Date 01/22/2024									
*Business Unit Option All V									
Business Personalize View All 🖾 First 🕚 1 of 1									
Unit 🕑 Last									
🔚 Save 🔄 Notify 📿 Refresh	📑 Add 🖉 Update/Display								

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.

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Enter number of rows to add:		
0		
	ок	Cancel

Payables Open Liability Reconciliation	
Run Control ID RUN_APX1400	Report Manager Process Monitor Run
Report Request Parameters	
*Request ID BGS *As of Date 01/22/2024	
Business Personalize View All ☑ First ● 1-3 of 3 Unit ● Last	
01160 🖷 🖃	
01150 🖭 🖃	
01180 🕂 🗖	
🔚 Save 🔄 Notify 📿 Refresh	🛃 Add 🕖 Update/Display

Click on Run

The Process Scheduler Request page displays

Proce	ss Scheduler	Request						×		
								Help		
	User ID	DBROCHU		Run Control ID RUN_APX1400						
	Server Name		~	Run Date 01/22/2024	31					
	Recurrence		~	Run Time 9:07:16AM	Re	eset to Current	t Date/Time			
	Time Zone	Q								
Proce	ess List									
Select	Description		Process Name	Process Type	*Туре	*Format	Distribution			
	Summary AP/0	GL Open Liability	APX1400	BI Publisher	Web 🗸	PDF v	Distribution			
	Detail AP/GL C	Open Liability	APX1405	BI Publisher	Web 🗸	PDF v	Distribution			
	APGL Open Li	ab Recon Data/Rept	APY1400	PSJob	(None) 🗸	(None) v	Distribution			
OK	Cance	el Refresh						.:		

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

Proce	ss List S	erver List										
View Pro User Serv Run S	ID DBROCHI	ts J Q V	Type Name Distribution Stat	Clast Clast Clast Instar us	v L L L L L L L L L L L L L L L L L L	20 [Range Refresh	Minutes v	Clear Reset				
	λ									<	1 🗸 🔿	> View All
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time		Run Status	Distribution Status	Details	Actions
	12437248		RUN_APX1400	PSJob	APY1400	DBROCHU	01/22/2024 9:07:16A	MEST	Success	Posted	Details	✓Actions
Go back to Save Process Lis	AP/GL Open L Notify	iabilities <u>R</u> eco	'n									

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

Click Report Manager link. Click Administration tab

List	Explorer	Administra	ation Archives						
View Repo User ID	rts For DBROCHU	Ј Тур	e	✓ Last	~	5 Day	/s ~		Refresh
Status		✓ Folde	er 🔍 🗸	Instance	to				
Poport List									
					< < 1-24	of 24 v	> >	View All	
Select	Report ID	Prcs Instance	Description		Request Date/Time	Format	Status	Details	
	5514122	12437251	APX1405 - APX1405.pdf		01/22/2024 9:10:03AM	Acrobat (*.pdf)	Posted	Details	
	5514121	12437250	APX1400 - APX1400.pdf		01/22/2024 9:09:48AM	Acrobat (*.pdf)	Posted	Details	
	5514118	12437249	AP/GL Open Liab Recon		01/22/2024 9:08:34AM	Text Files (*.txt)	Posted	Details	

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

The summary version of the report loads

		Pe	eopleSoft Accounts Payab	le			
ORACLE	Report ID: APX1	SUMMARY AP/GL OF	PEN LIABILITY ACCO	OUNT RECONCIL	IATION REPORT	Page No. Run Date Run Time	1/22/2024 9:09:48 AM
			A3 01 Date: 22.00	11.2024			
Currency GL Busines Ledger Ledger Gro Account	USD ss Unit 01150 ACTUALS pup ACTUALS 200001	US Dollar Buildings & Gen Serv-G	ovtal				
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 S	ervices-CIT-Teleo	comm		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	ı		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

R	Report ID: A	APX1405		Peop	ble Soft Accounts F	Payable			Page No.	1
ORACLE			DETAIL	AP/GL OPEN	As Of Date: 2	2.Jan.2024		RT	Run Time 9:	10:03 AM
Currency GL Business Unit Ledger Group Ledger Account	USD t 01150 ACTUA ACTUA 200001	LS LS	US Dollar Buildings & Gen S	Serv-Gov'tal						
Supplier: S	TATE 0000	0000540	Green M	Iountain Pow	er Corp					
Business Unit	Voucher ID	Invoice Date	Journal Template	<u>Unpost Seq</u>	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 G	reen Mountair	Power Corp				437.72
Supplier: S	TATE 0000	0001293	Irving E	nergy						
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 Ir	ving Energy					516.92
Supplier: S	TATE 0000	0003165	Green M	Nountain Coff	ee 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 G	reen Mountair	Coffee Roasters				-26.50
Supplier: S	TATE 0000	0003363	Lake Ch	amplain Reg	ional Chambe	r				
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 ACCRUAL ACCRUAL ACCRUAL			04.Aug.2023 04.Aug.2023 04.Aug.2023 04.Aug.2023	AP03237492 AP03237492 AP03237492 AP03237492	04.Aug.2023 04.Aug.2023 04.Aug.2023 04.Aug.2023 04.Aug.2023	1 2 3 5 Voucher Total	4,372.01 5,873.92 19,975.28 19,975.28 50,196.49
			Total for	Supplier L	ake Champlair	n Regional Chambo	er			50,196.49
Supplier: S	TATE 0000	0008117	The Ho	ne 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

Payment History by Bank						
Add a New Value	Q Find an Existing Value					
*Run Control ID Run_APY2004						

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

Payment History by Bank							
Run Control ID Run_APY2004	Report Manager Process Monitor Run						
Report Request Parameters							
Bank SetID STATE Q Bank Code							
Date Range	Print Options						
From Date 01/22/2024 j	 Detail Summary 						
Save Save	📑 Add 🗾 Update/Display						

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.

Payment History by Bank							
Run Control ID Run_APY2004 Language English v	Report Manager Process Monitor	Run					
Report Request Parameters							
Bank SetID STATE							
Bank Code AHS 🔍 AHS T	ransfers Bank						
Date Range	Print Options						
From Date 04/01/2023	O Detail						
Through Date 04/30/2023	Summary						
Save Notify	Add	Display Update/Display					

Click on Run

Process Sch	neduler Request]
ı	User ID DBROCHU		Run Control ID	Run_APY2	004		nei
Server	r Name	~ R	un Date 01/22/2024	ä			
Recu Tim	irrence	✓ R	un Time 9:35:13AM		Reset to Currer	nt Date/Time	
Process List							
Select Descri	iption	Process Name	Process Type	*Туре	*Format	Distribution	
Payme	ent History by Bank	APX2004	BI Publisher	Web	V PDF V	Distribution	
	-						
OK	Cancel						

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

Proce	Process List Server List										
View Pro User Ser Run S	View Process Requests User ID DBROCHU Q Type V Last V 20 Minutes V Refresh Server V Name Q Instance Range Clear Run Status V Distribution Status V Save On Refresh Report Manager Reset										
	ss List ૨								<	f1 v >	> View All
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
	12437253		Run_APY2004	BI Publisher	APX2004	DBROCHU	01/22/2024 9:35:13AM EST	Success	Posted	Details	✓Actions
Go back to Save Process Li	Go back to Payment History by Bank Save Notify 'rocess List Server List										

Click Report Manager. Click the Administration tab

List	Explorer	Administra	ation Archives						
View Repo	rts For	Tun		v last	~	5 Da	vs	[Refresh
Status		Y Folde	۲ v	Instance	to		,		
Report List					< < 1-25	of 25 🗸	> >	View All	
Select	Report ID	Prcs Instance	Description		Request Date/Time	Format	Status	Details	
	5514125	12437253	APX2004 - APX2004.pdf		01/22/2024 9:36:51AM	Acrobat (*.pdf)	Posted	Details	

Click on the link with the .PDF file format

Summary

ORACI	LE.	Report ID: APX2004		PeopleSoft Accounts	Payable	ANK		Page No Run Date	1 Jan 22, 2024
								Run Time	6:36:51 AM
Payment Date: Apr 11, 2023									
Bank Account	: A H	S 001 ****298	50						
Payment Metho	d: W	ire 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		
					То	otal Payments by Wire T	ransfer		230,002.97 USE
					Тс	otal Payments for 001 **	**2950		230,002.97 USE
					Τα	otal Payments for AHS otal Payments on 11.Ap	r.2023		230,002.97 USE 230,002.97 USE

Detail

		Report ID: APX2004		PeopleSoft Accounts P	ayable			Page No	1
ORAC	LE'			DETAIL PAYMENT HISTO	RY BY BA	NK		Run Date	Jan 22, 2024
								Run Time	6:45:53 AM
Payment Date:		Apr 11, 2023							
Bank Account	t:	AHS 001 ****295	i0						
Payment Metho	od:	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				
					То	tal Payments by Wire T	ransfer		230,002.97 USD
					То	tal Payments for 001 ***	*2950		230,002.97 USD
					То	tal Payments for AHS		:	230,002.97 USD
					То	tal 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

Supplier Balance						
Add a New Value	Q Find an Existing Value					
*Run Control ID RUN_APX3020						

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

Outstanding Balance by Supplier						
Run Control ID RUN_APX3020 Language English v	Report Manager Process Monitor Run					
Report Request Parameters						
Supplier SetID STATE Q Supplier ID						
Save Notify	📑 Add 🖉 Update/Display					

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.

Outstanding Balance by Supplier	
Run Control ID RUN_APX3020 Language English V	Report Manager Process Monitor Run
Report Request Parameters	
Supplier SetID STATE	
Save Notify	📑 Add 🗾 Update/Display

Click on Run

The Process Scheduler Request page displays

Process Scheduler Request						[
						Hel
User ID DBROCHU		Run Control ID	RUN_APX3020)		
Server Name	✓ Ri	un Date 01/22/2024	BI			
Recurrence	∼ Ru	n Time 9:58:39AM	R	eset to Curren	t Date/Time	
Time Zone						
Process List						
Select Description	Process Name	Process Type	*Туре	*Format	Distribution	
 Outstanding Bal by Supplier 	APX3020	BI Publisher	Web 🗸	PDF v	Distribution	
OK Cancel						

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

Proce	ss List	Server List										
View Pro	cess Reques	sts										
User		UQ	Туре	~ Last	~	20	Minutes ~	Refre	sh			
Server Name Q Instance Range Clear												
Run S	tatus	~	Distribution Sta	tus	Save	On Refresh	Report Manager	Rese	et			
~ Proces	ss List											
	2									< < 1-2 of 2	2 🗸 🖒	> View All
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time		Run Status	Distribution Status	Details	Actions
	12437256		RUN_APX3020	BI Publisher	APX3020	DBROCHU	01/22/2024 9:58:39AM E	ST	Success	Posted	Details	✓Actions

Click Report Manager link

Click the Administration tab

List	Explorer	Administra	tion Archives								
View Reports For User ID DBROCHU Type V Last V 5 Days V Refresh											
Status Report List		Y Folde	r v Instance	to							
				< 1-27	of 27 v	> >	View All				
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details				
	5514130	12437256	APX3020 - APX3020.pdf	01/22/2024 10:00:41AM	Acrobat (*.pdf)	Posted	Details				

Click on the link with the .PDF file format

ORACLE	Report ID: AI	PX3020)	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 Se	rvices-CIT-	Telecom	m				
Currency:	USD											
Business Unit: Voucher 00029378	02100 Invoice 69192779		Attorney Ger Invoice Date 02-Aug-2023	neral's Office <u>Status</u> A		<u>Terms</u> Due Now						
Remit Supplier 0000043669 Agency	r of Digital Servi	<u>Setid</u> STATE	Bank GOVN	Bank Account 001	<u>Method</u> WIR Total for Vou	Hold N ucher ID	With N	Scheduled Date 04-Aug-2023 00029378	Due Date 02-Aug-2023	Discount Date	Discount Amount 0.00 USD 0.00 USD	Gross Amount 55.25 USD 55.25 USD
Supplier:	STATE		0000043669	Agency	Total for Bus of Digital Se	siness Unit	Telecom	02100 Attorney m	General's Office		0.00 USD	55.25 USD
Currency: Business Unit: <u>Voucher</u> 00246953	U SD 02120 Invoice 69193014-JUI	D111	Judiciary Invoice Date 02-Aug-2023	<u>Status</u> P		<u>Ierms</u> Due Now						
Remit Supplier 0000043669 Agency <u>Voucher</u> 00246952	r of Digital Servi <u>Invoice</u> 69193012-JUI	Setid STATE	Bank GOVN Invoice Date 02-Aug-2023	Bank Account 001 Status A	<u>Method</u> WIR Total for Vou	Hold N Ucher ID Terms Due Now	<u>With</u> N	Scheduled Date 04-Aug-2023 00246953	<u>Due Date</u> 02-Aug-2023	Discount Date	Discount Amount 0.00 USD 0.00 USD	Gross Amount 20.62 USD 20.62 USD
Remit Supplier 0000043669 Agency <u>Voucher</u> 00246951	r of Digital Servi Invoice 69193033-JUI	Setid STATE	Bank GOVN Invoice Date 02-Aug-2023	Bank Account 001 Status A	<u>Method</u> WIR Total for Vou	Hold N ucher ID Terms Due Now	<u>With</u> N	Scheduled Date 04-Aug-2023 00246952	Due Date 02-Aug-2023	Discount Date	Discount Amount 0.00 USD 0.00 USD	Gross Amount 91.64 USD 91.64 USD
Remit Supplier 0000043869 Agency <u>Voucher</u> 00246950	r of Digital Servi <u>Invoice</u> 69193013-JUI	Setid STATE	Bank GOVN Invoice Date 02-Aug-2023	Bank Account 001 Status A	<u>Method</u> WIR Total for Vot	Hold N ucher ID <u>Terms</u> Due Now	<u>With</u> N	Scheduled Date 04-Aug-2023 00246951	Due Date 02-Aug-2023	Discount Date	Discount Amount 0.00 USD 0.00 USD	Gross Amount 101.56 USD 101.56 USD
Remit Supplier 0000043669 Agency	of Digital Servi	<u>Setid</u> STATE	Bank GOVN	Bank Account 001	<u>Method</u> WIR Total for Vou Total for Bus	Hold N ucher ID siness Unit	With N	Scheduled Date 04-Aug-2023 00246950 02120 Judiciary	Due Date 02-Aug-2023	Discount Date	Discount Amount 0.00 USD 0.00 USD 0.00 USD	Gross Amount 52.68 USD 52.68 USD 266.50 USD
Supplier:	STATE		0000043669	Agency	of Digital Se	rvices-CIT-	Telecom	m				
Currency: Business Unit: <u>Voucher</u> 00143421	U SD 02160 Invoice 69193075		Crime Victim Invoice Date 02-Aug-2023	ns' Services Cente <u>Status</u> P	r	<u>Terms</u> Due Now						
Remit Supplier 0000043669 Agency	of Digital Servi	<u>Setid</u> STATE	Bank GOVN	Bank Account 001	Method WIR Total for Voi	Hold N	With N	Scheduled Date 03-Aug-2023 00143421	Due Date 02-Aug-2023	Discount Date	Discount Amount 0.00 USD	Gross Amount 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

Supplier Summary Listing	
Add a New Value	Q Find an Existing Value
*Run Control ID RUN_APX3001	

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

Supplier Summary Listing	
Run Control ID RUN_APX3001	Report Manager Process Monitor Run
Language English v	
Report Request Parameters	
SetID STATE	
Supplier Status Approved	
Save Notify	📑 Add 🗾 Update/Display

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

Supplier Summary Listing	
Run Control ID RUN_APX3001 Language English V	Report Manager Process Monitor Run
Report Request Parameters	
SetID STATE Q Supplier Status Inactive V	
Save Notify	📑 Add 🖉 Update/Display

Click on Run

The Process Scheduler Request page displays

Process Scheduler	Request							×
								Help
User ID	DBROCHU		R	un Control ID RU	JN_APX3001			
Server Name		~ F	Run Date	01/22/2024	31			
Recurrence		~ F	Run Time	10:11:32AM	R	eset to Current	Date/Time	
Time Zone	Q							
Process List								
Select Description		Process Name	Pro	cess Type	*Туре	*Format	Distribution	
AP Supplier S	ummary	APX3001	BI P	ublisher	Web 🗸	PDF v	Distribution	
OK Canc	el							

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

Proces	ss List S	erver List									
View Pro User	View Process Requests User ID DBROCHU Q Type V Last V 20 Minutes Refresh Server Name Q Instance Range Clear										
Run S	Run Status Distribution Status Save On Refresh Report Manager Reset Run Status Report Manager Reset Run Status 										
~ Proces	s List										
E, C	Ł								< 1-2 of 2	2 ~ >	> View All
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
	12437257		RUN_APX3001	BI Publisher	APX3001	DBROCHU	01/22/2024 10:11:32AM EST	Success	Posted	Details	✓Actions

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

Click Report Manager link. Click Administration tab

List	Explorer	Administra	tion Archives					
View Repo	orts For							
User ID		Л Тур	e 🔹 🗸 🗌	_ast v	5 Da	iys v		Refresh
Status		~ Folde	r v Instance	to				
Report List	:							
R Q]			< < 1-28	of 28 v	> >	View All	
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details	
Π	5514132	12437257	APX3001 - APX3001.pdf	01/22/2024	Acrobat	Posted	Details	

Click on the link with the .PDF file format

	Report ID: APX3001			PeopleSoft	t Accounts Payable			Page No Run Date	1
	-			AF JUFF	EIER JOIMINART			Run Time	7:12:56 AM
Set ID:	Default State Satio								
Supplier Status:	Inactive								
ID	Name	Class	Persistance	Remit	Corporate	AR Customer #	Entered By	Withholding	Customer ID
000000467	GNSTELESYS- 001		Permanent	000000467	000000467		JHACKNEY	Ν	
000000468	GABLEAUTOP- 001		Permanent	000000468	000000468		JHACKNEY	Ν	
000000469	GALLAGHERL- 001		Permanent	000000469	000000469		JHACKNEY	Ν	
000000470	MIDDLESEXC- 001		Regular	000000470	000000470		JHACKNEY	Ν	
000000471	HAYESGROUP- 001		Regular	000000471	000000471		JHACKNEY	Ν	
000000474	VTHOUSEOFC- 001		Permanent	000000474	000000474		JHACKNEY	Ν	
000000475	MESSENGERV- 001		Regular	000000475	000000475		VSTROBRI	Ν	
000000477	GAUTHIERSP- 001		Regular	000000477	000000477		BATCH	Ν	
000001342	TIMSAUTOMO- 001		Regular	0000001342	000001342		JHACKNEY	Ν	
0000001343	STCINDUSTR- 001		Regular	0000001343	0000001343		JHACKNEY	Ν	
0000001344	NORINFORMA- 001		Permanent	0000001344	0000001344		JHACKNEY	Ν	
0000001345	STEWARTJOH- 001		Regular	0000001345	0000001345		SBEAUDOI	Ν	
000001347	DELAIRSCAR- 001		Regular	0000001347	0000001347		JHACKNEY	Ν	
000001349	CARPETWARE- 002		Regular	0000001349	0000001349		JHACKNEY	Ν	
000001350	MAGICVIEWM- 001		Regular	0000001350	000001350		JHACKNEY	Ν	