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

August 2019

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Accounts Payable Queries

Accrual Basis Payables

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

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

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

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

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

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

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

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

Cash Basis Payables

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Miscellaneous

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

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

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

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

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

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

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

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

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

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

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

Match Exception (APX1090)

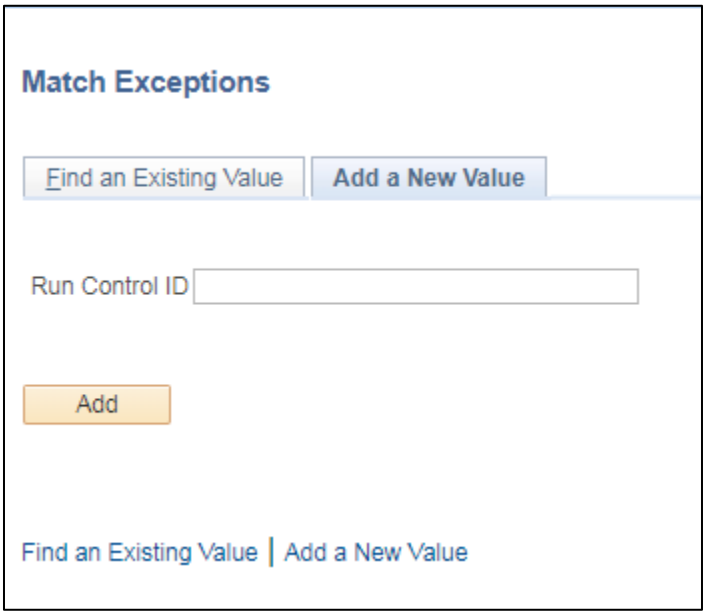
Possible situations when this report should be run: Use this report to identify the match exceptions for a voucher that is not being paid.

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

Or

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

Click on the Add a New Value tab

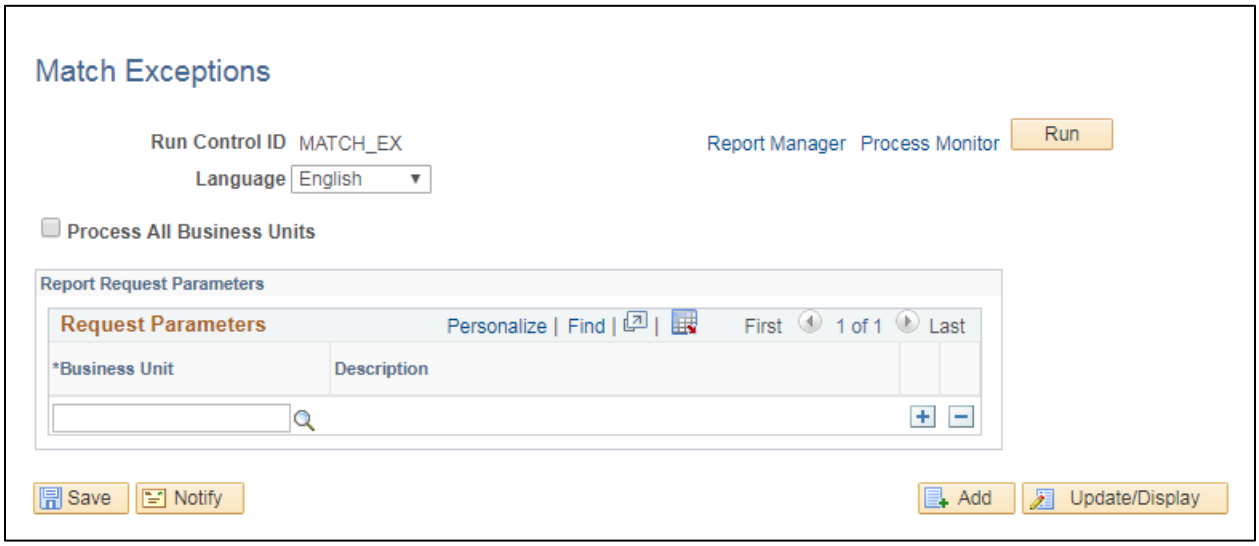


Run Control ID

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

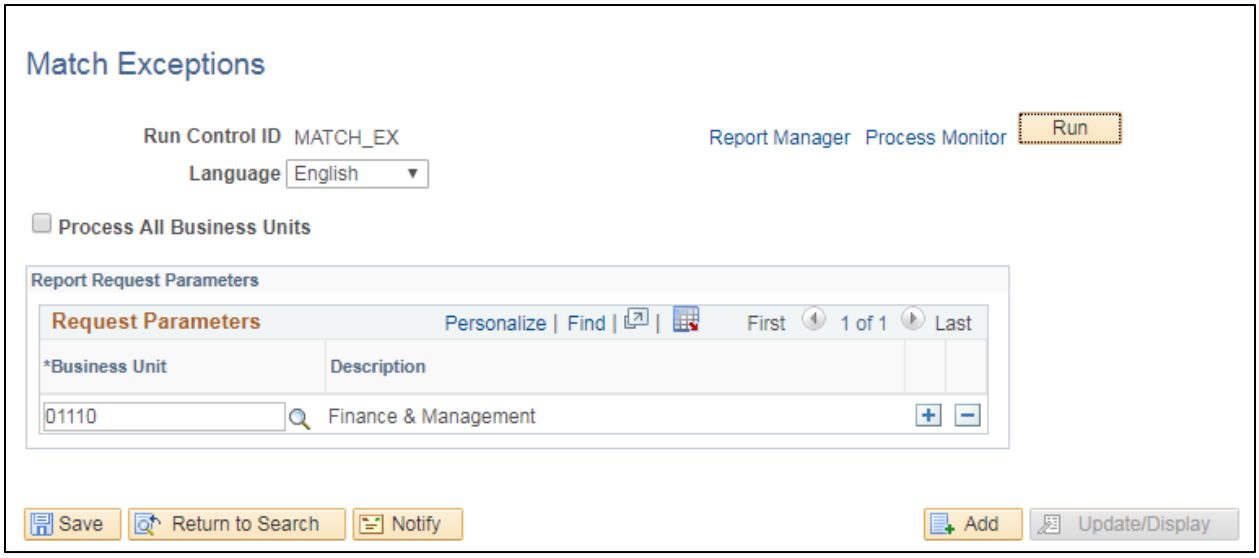
Click the Add Button

The Match Exceptions page displays



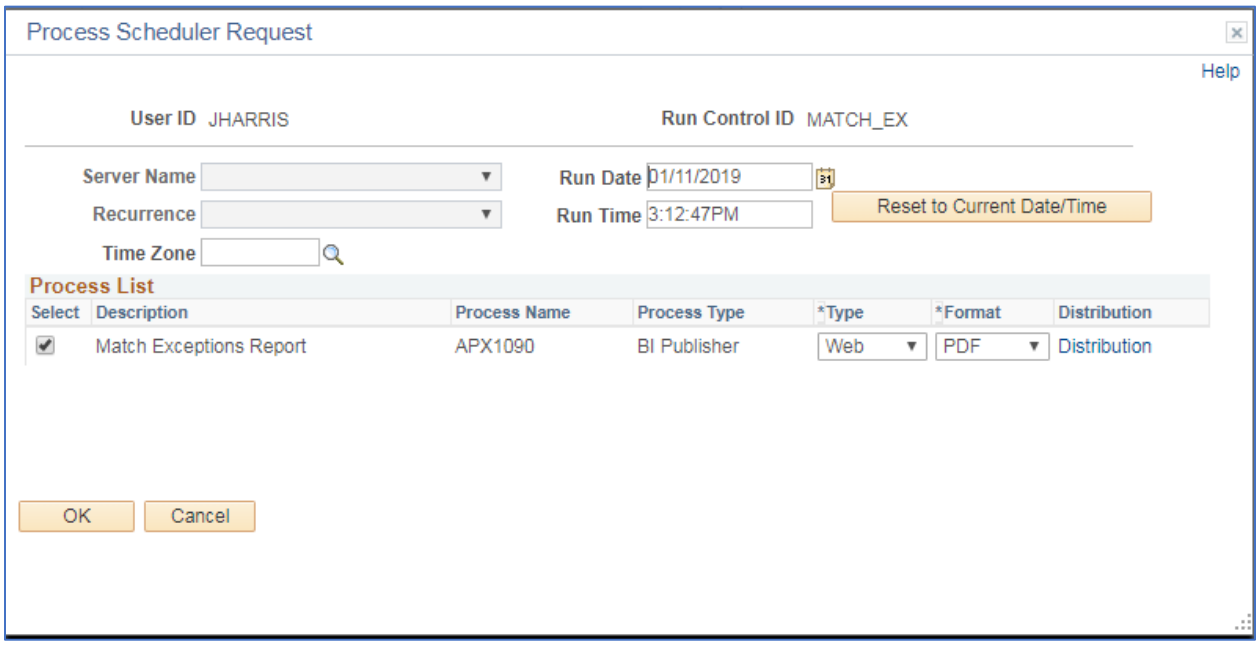
Enter information on Match Exceptions page

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



Click on Run

The Process Scheduler Request page displays



Process List

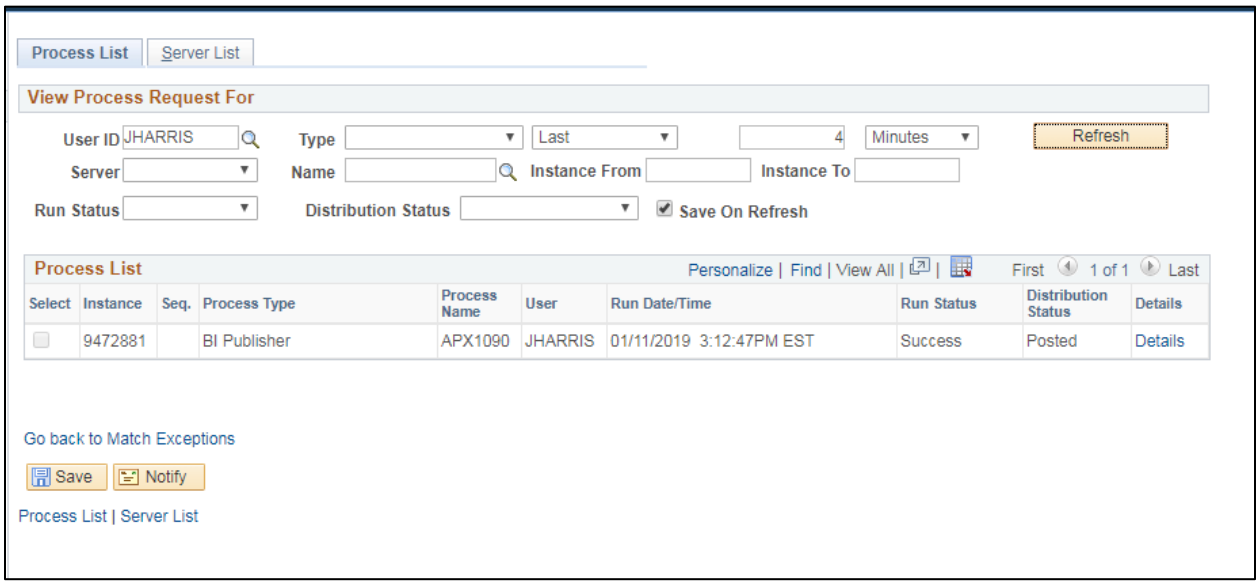
- **Select** – Match Exceptions Report APX1090

- **Type** – Web is recommended
- **Format** – PDF is recommended

Click OK

The Match Exceptions page displays

Click Process Monitor

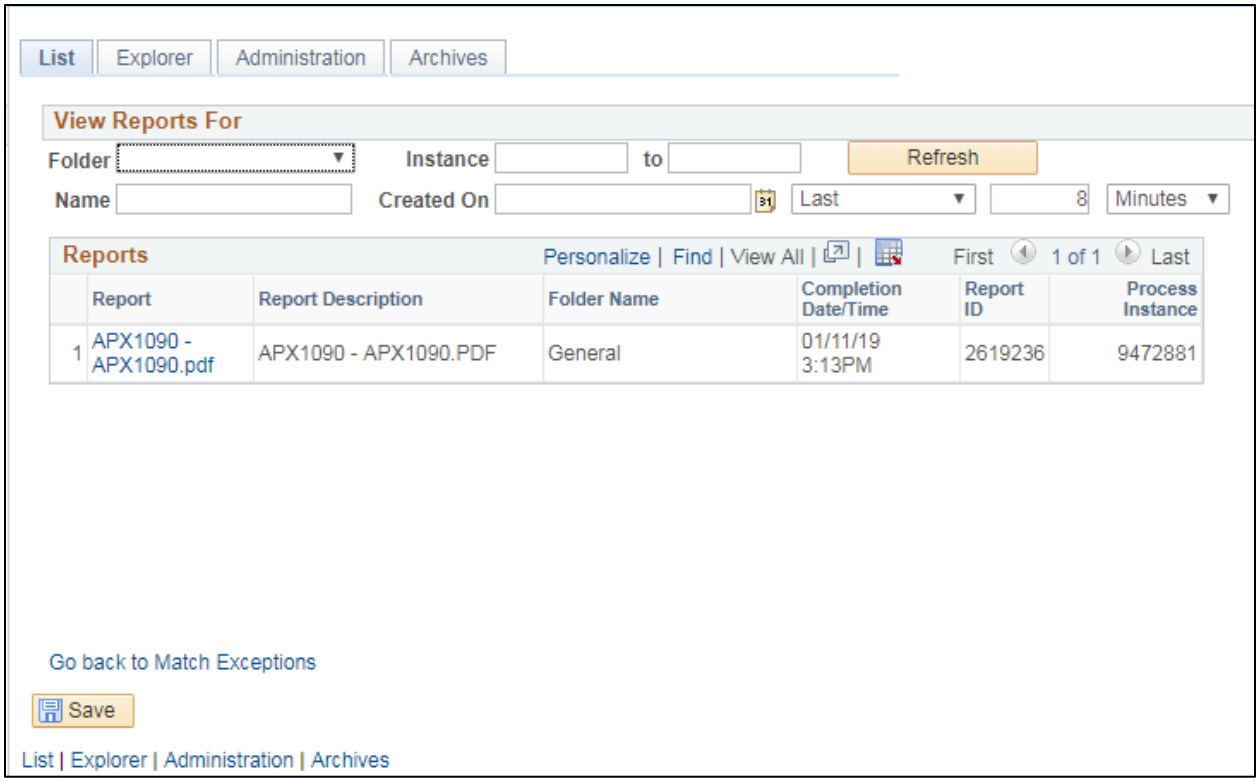


Click Refresh until Run Status is Success and Distribution Status is Posted

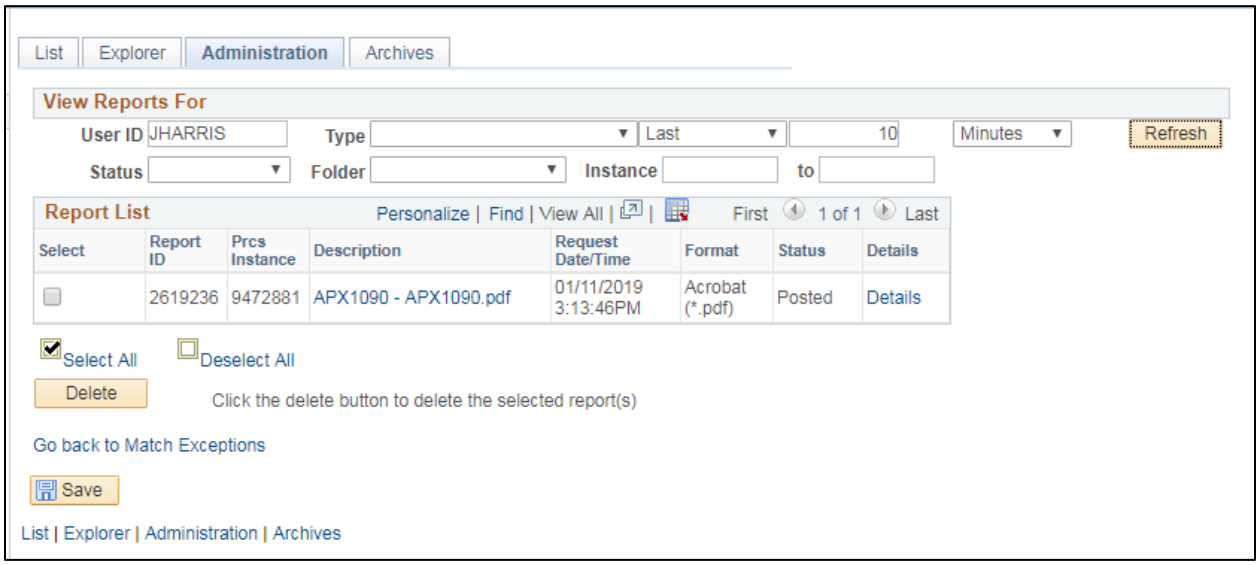
Click Go back to Match Exceptions link

The Match Exceptions page displays

Click the Report Manager link



Click the Administration tab



Click on the link with the .PDF file format

ORACLE

Report ID: APX1090

PeopleSoft Accounts Payable

MATCH EXCEPTION REPORT

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

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

Vouchers with Match Exceptions for Buyer ETEST 1

Total Vouchers with Match Exceptions 1

VT Voucher Status Report (VTAP003)

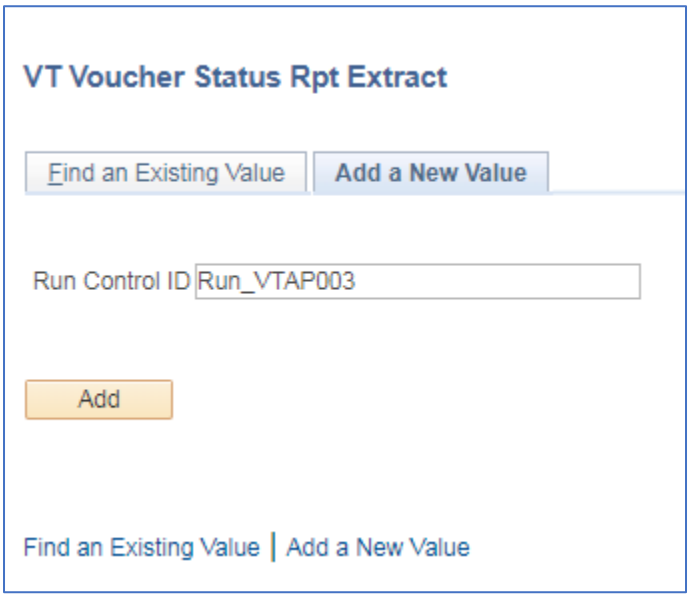
Possible situations when this report should be run: when a listing of vouchers for a Business Unit along with invoice and payment details is desired.

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

Or

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

Click on the Add a New Value tab

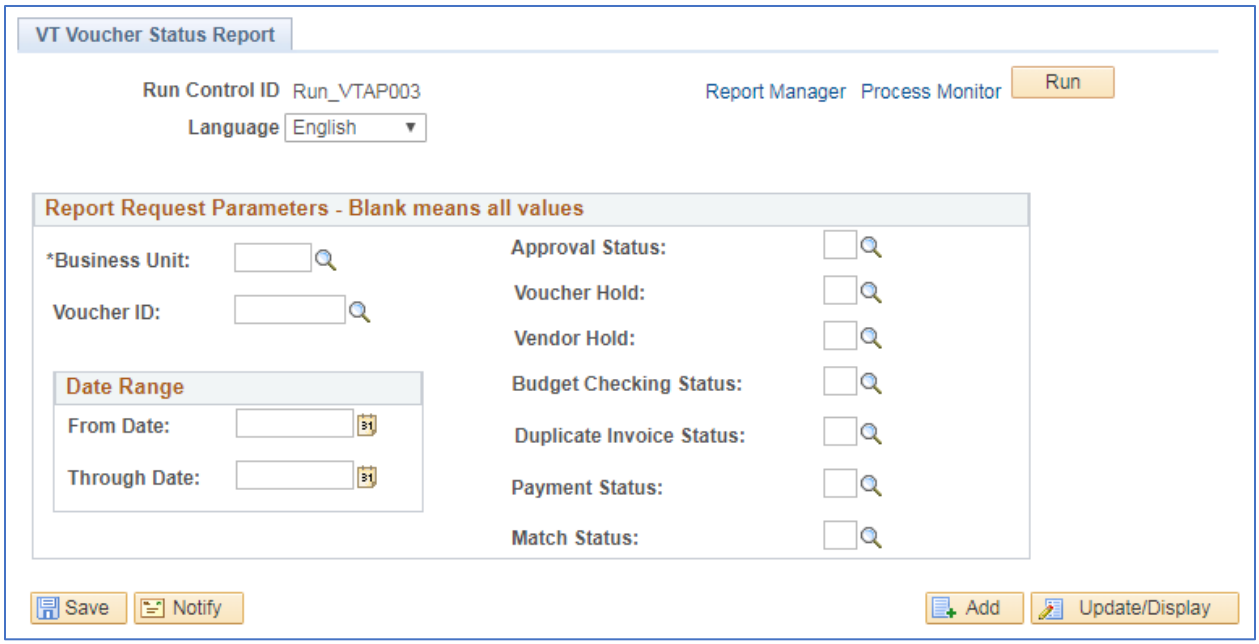


Run Control ID

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

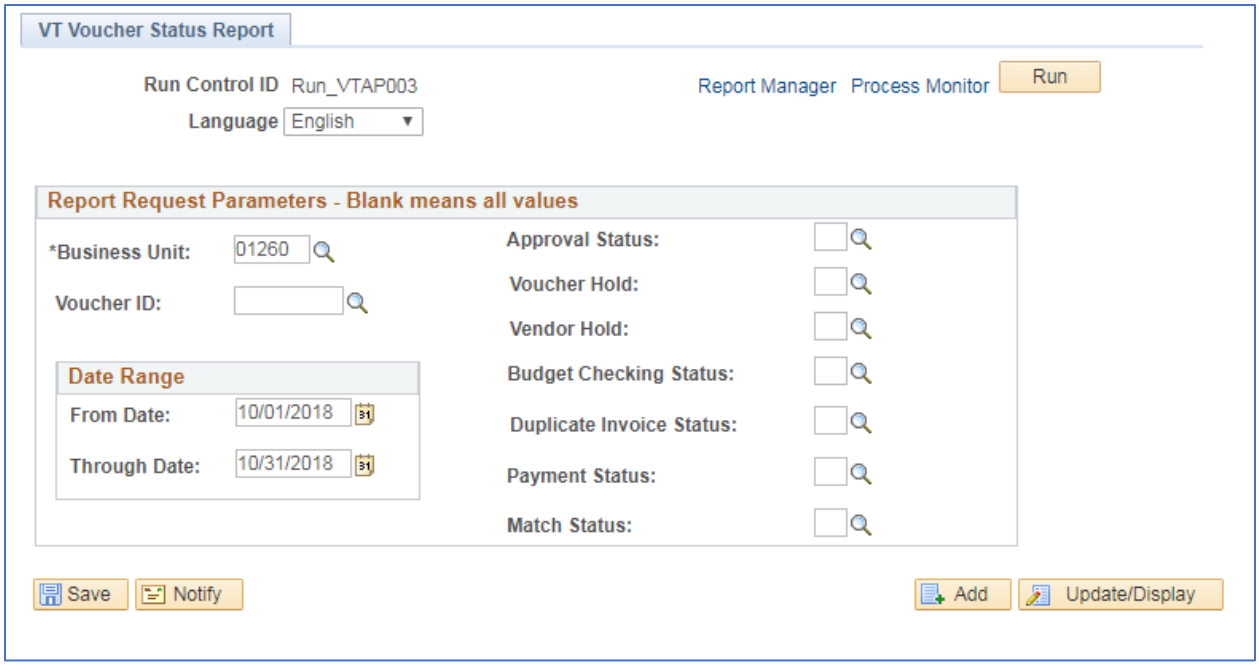
Click the Add Button

The VT Voucher Status Report page displays



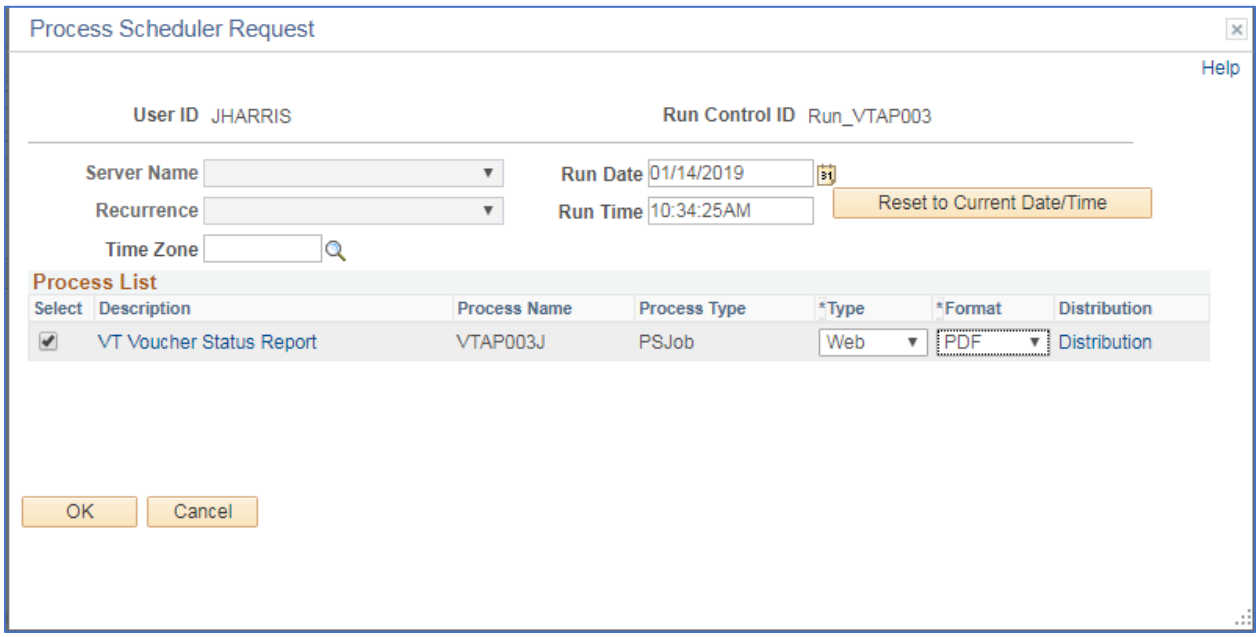
Enter information on VT Voucher Status Report page

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



Click on Run

The Process Scheduler Request page displays



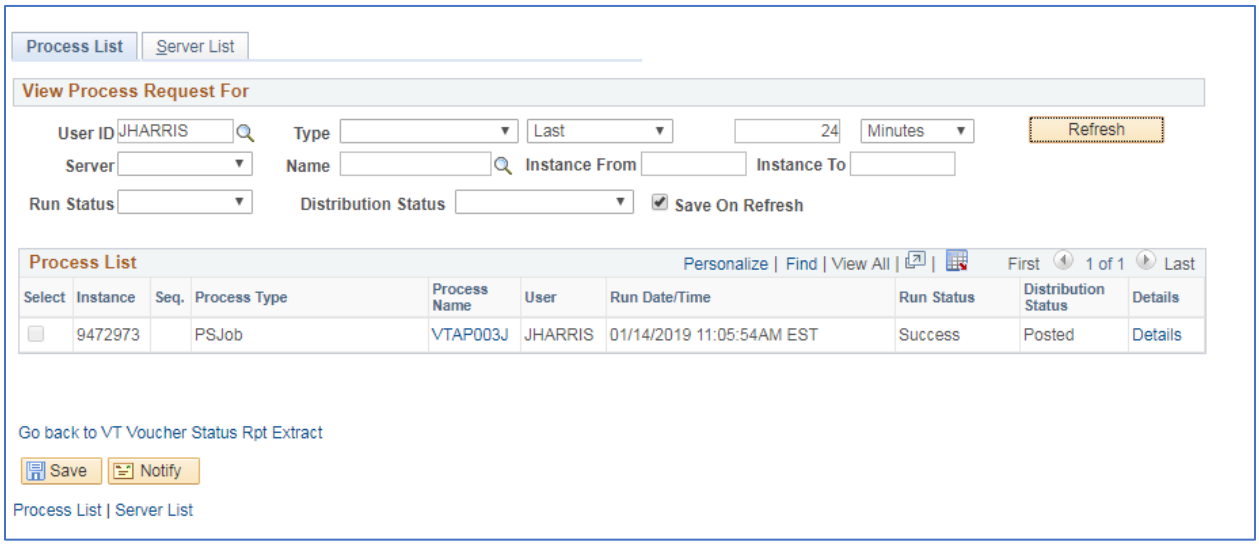
Process List

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

Click OK

The VT Voucher Status Report page displays

Click Process Monitor

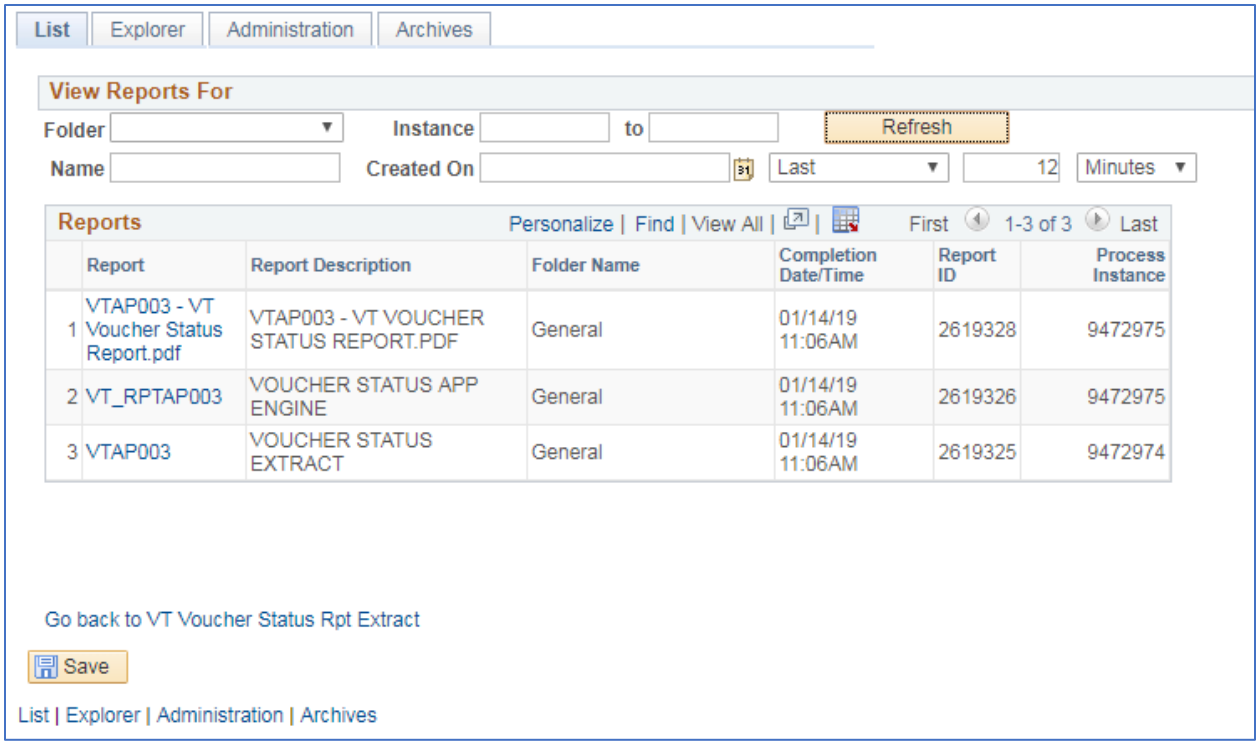


Click Refresh until Run Status is Success and Distribution Status is Posted

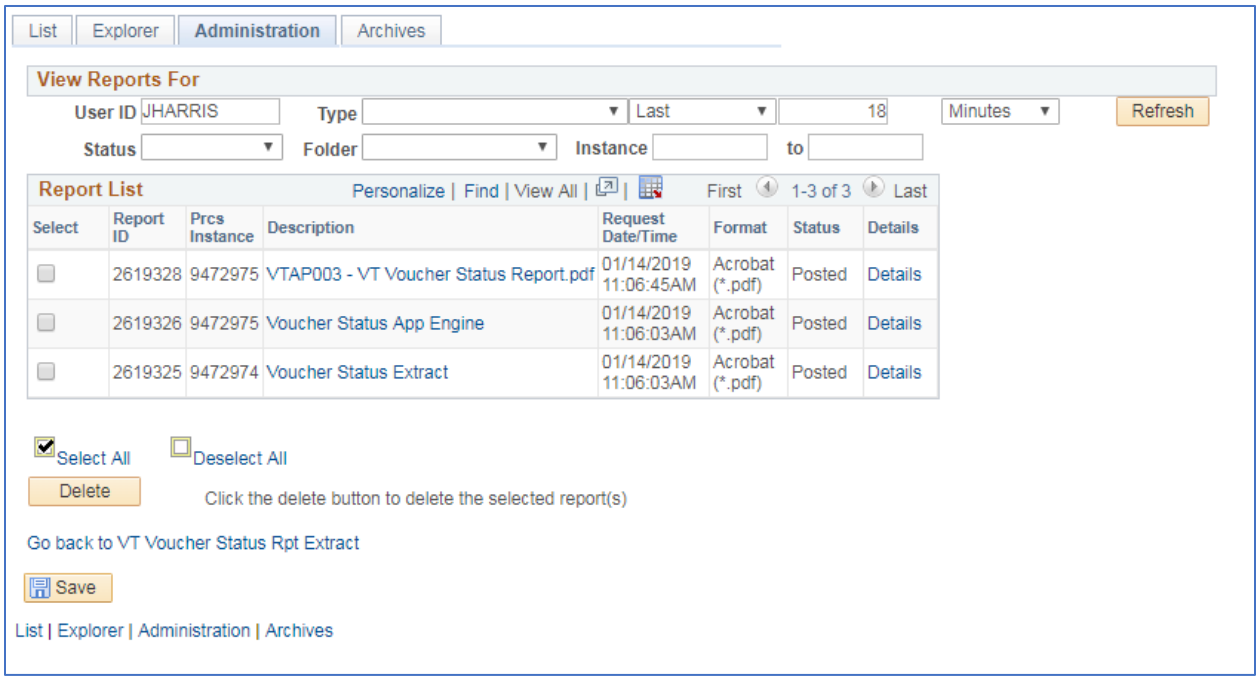
Click Go back to VT Voucher Status Rpt Extract

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

Click the Report Manager link



Click on the Administration tab



Click on the link with the .PDF file format

State of Vermont Accounts Payable
Voucher Status Report

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

Business Unit: 01260 Treasurer's Office

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

Detailed (Summary) Payment History By Supplier (APX2000)

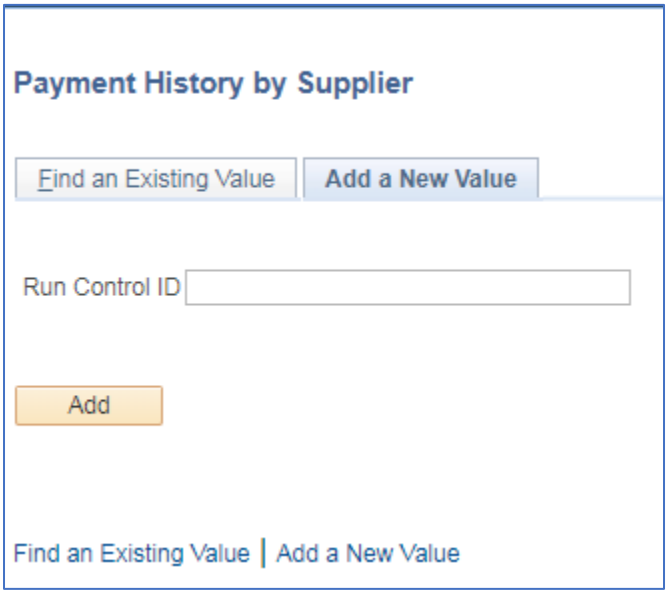
Possible situations when this report should be run: When a register of payments to a supplier is needed.

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

Or

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

Click on the Add a New Value tab

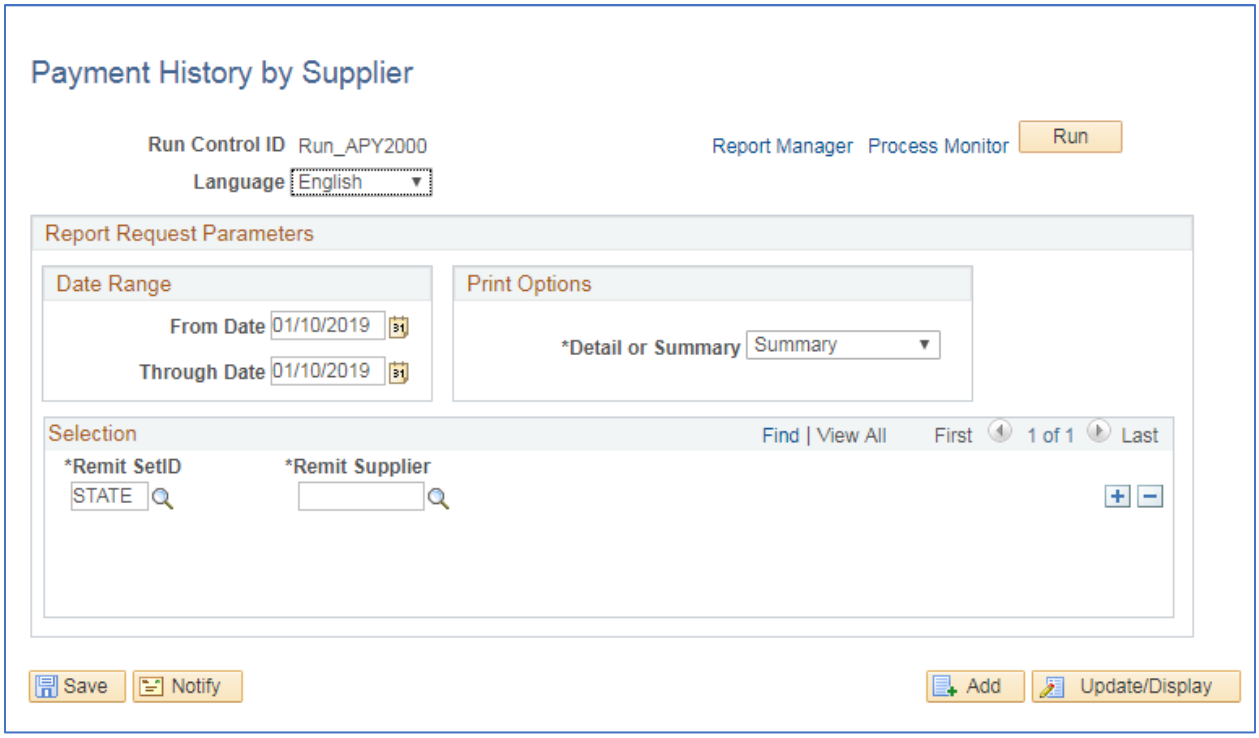


Run Control ID

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

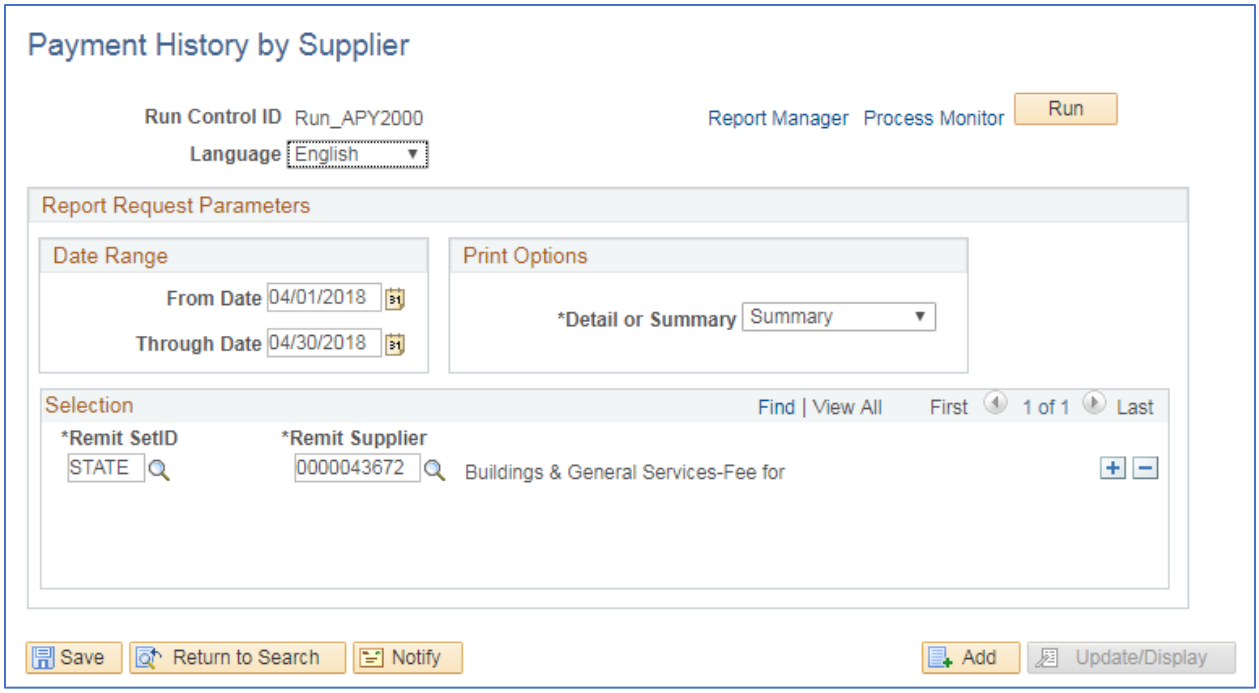
Click the Add Button

The Payment History by Supplier page displays



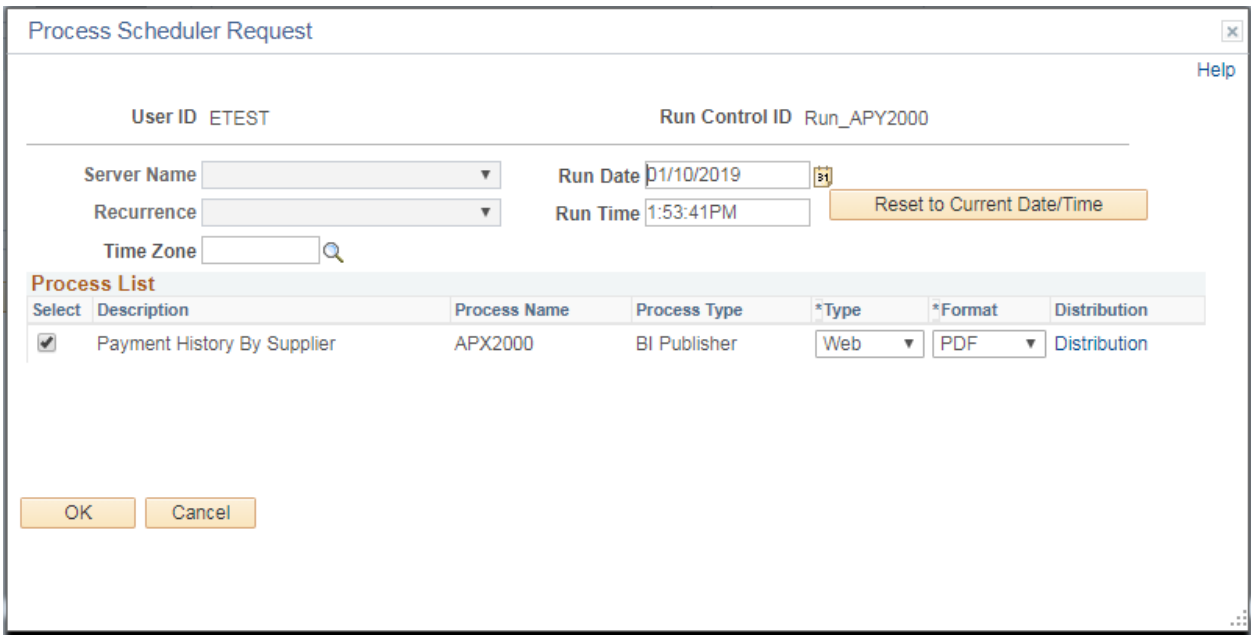
Enter information on [menu page name] page

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



Click on Run

The Process Scheduler Request page displays



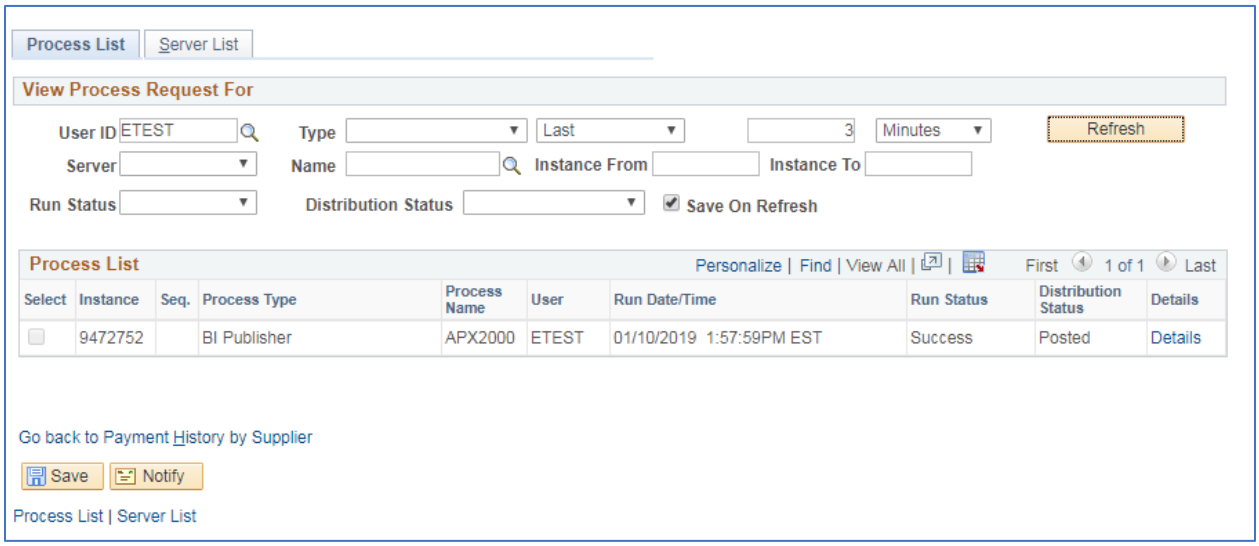
Process List

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

Click OK

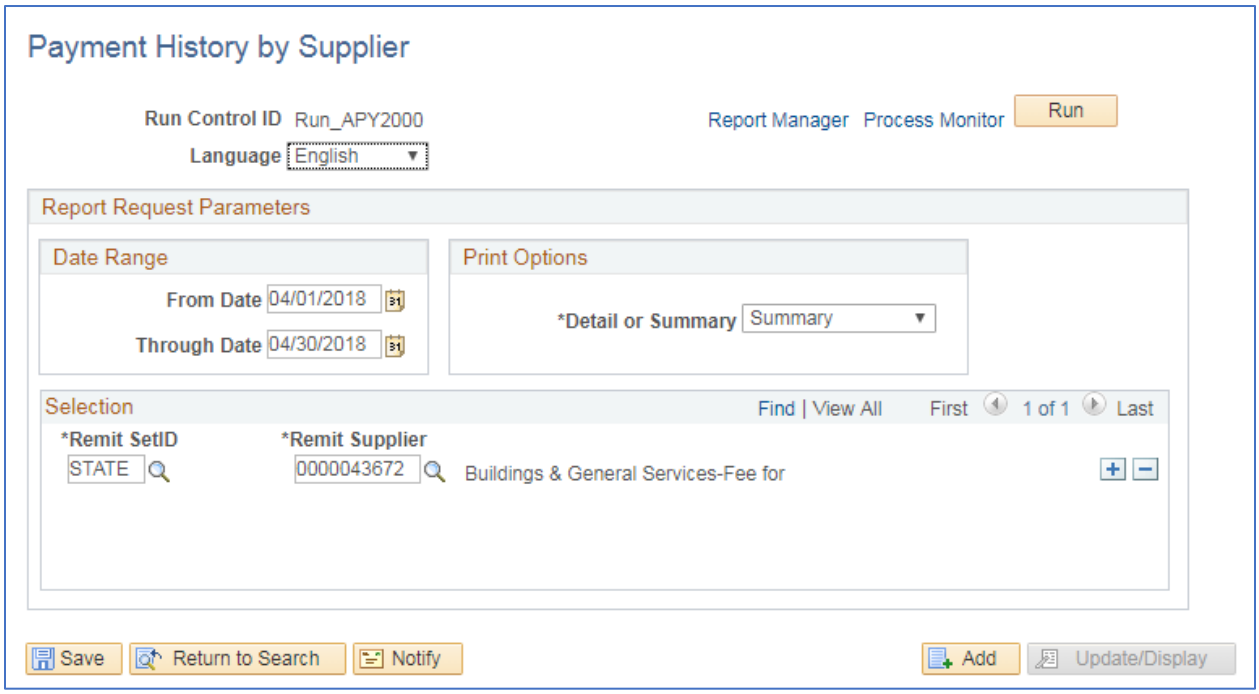
The Payment History by Supplier page displays

Click Process Monitor

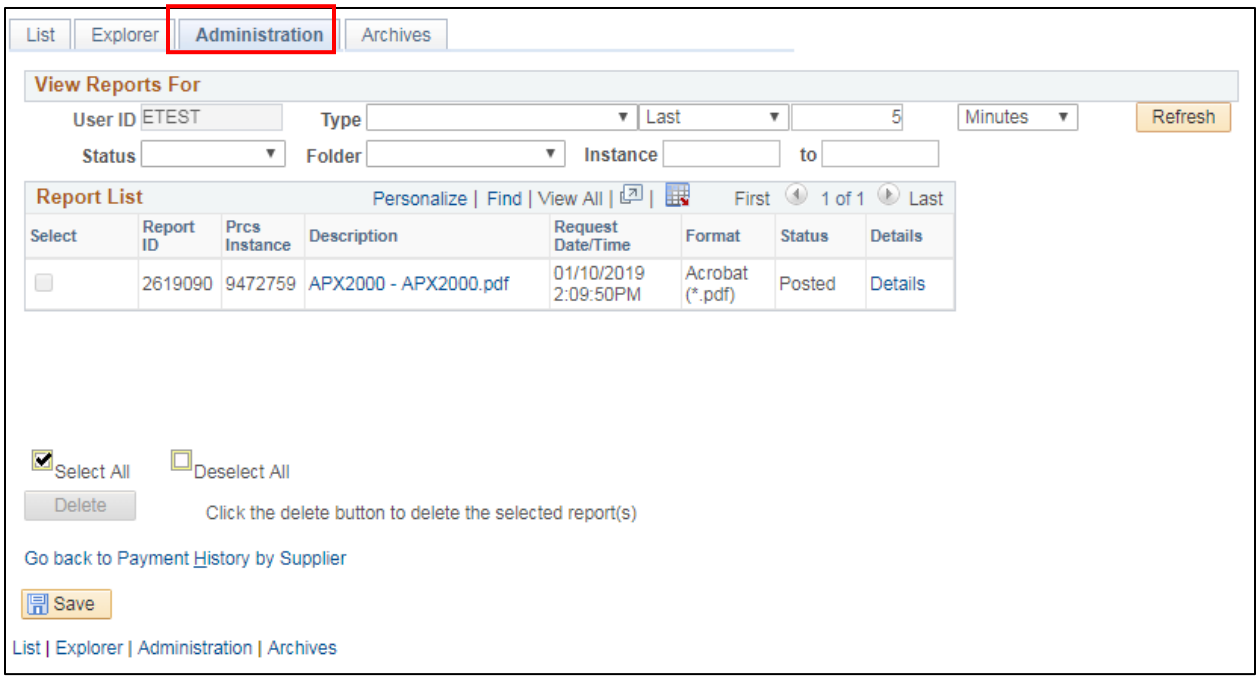


Click Refresh until Run Status is Success and Distribution Status is Posted

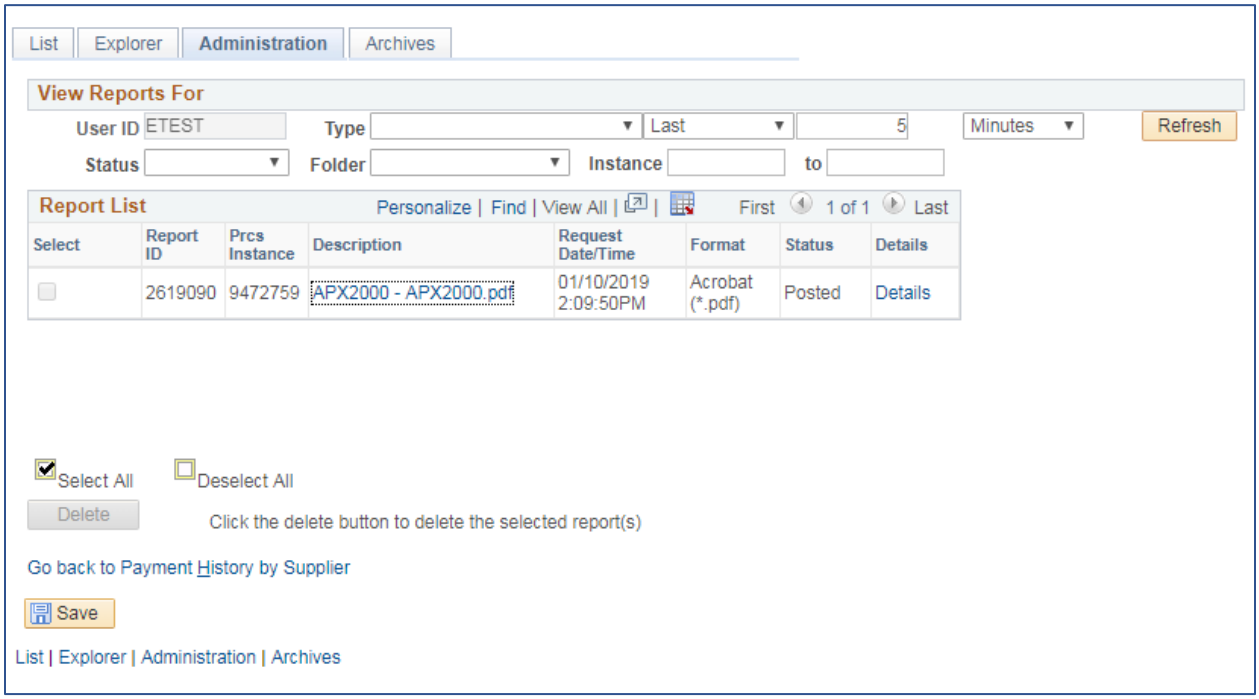
Click Go back to Payment History by Supplier link



Click Report Manager



Click the Administration tab



Click on the link with the .PDF file format

Report ID: APX2000

ORACLE

PeopleSoft Accounts Payable

SUMMARY PAYMENT HISTORY BY SUPPLIER

From: Apr/1/2018 To: Apr/30/2018

Page No	1
Run Date	1/10/2019
Run Time	11:09:50 AM

Remit Supplier: STATE 0000043672

Payment Currency: USD

Bank Account: BGS ****2468

Payment Ref	Date	Handling	Status	Remit To	Pay Cycle	Seq	Payment Amount	Document Sequence
028751	Apr/2/2018	RE	Paid	Buildings & General Services-Fee for BGS Financial Services 6 Baldwin St 3rd Fl Montpelier VT 05633-7401 United States	VENDOR	4310	65.00 USD	

Payment Ref	Date	Handling	Status	Remit To	Pay Cycle	Seq	Payment Amount	Document Sequence
028772	Apr/9/2018	RE	Paid	Buildings & General Services-Fee for BGS Financial Services 6 Baldwin St 3rd Fl Montpelier VT 05633-7401 United States	VENDOR	4315	504.72 USD	

Payment Ref	Date	Handling	Status	Remit To	Pay Cycle	Seq	Payment Amount	Document Sequence
028779	Apr/10/2018	RE	Paid	Buildings & General Services-Fee for BGS Financial Services 6 Baldwin St 3rd Fl Montpelier VT 05633-7401 United States	VENDOR	4316	7.59 USD	

Payment Ref	Date	Handling	Status	Remit To	Pay Cycle	Seq	Payment Amount	Document Sequence
028785	Apr/11/2018	RE	Paid	Buildings & General Services-Fee for BGS Financial Services 6 Baldwin St 3rd Fl Montpelier VT 05633-7401 United States	VENDOR	4317	62.10 USD	

Report ID: APX2000	PeopleSoft Accounts Payable	Page No	1
ORACLE	DETAILED PAYMENT HISTORY BY SUPPLIER	Run Date	1/10/2019
	From: Apr/1/2018 To: Apr/30/2018	Run Time	11:20:20 AM

Remit Supplier: STATE 0000043672

Payment Currency: USD

Bank Account: BGS ****2468

Payment Ref	Date	Handling	Status	Remit To	Pay Cycle	Seq	Payment Amount	Document Sequence
028751	Apr/2/2018	RE	Paid	Buildings & General Services-Fee for BGS Financial Services 6 Baldwin St 3rd Fl Montpelier VT 05633-7401 United States	VENDOR	4310	65.00 USD	

Unit	Voucher ID	Invoice ID	Invoice Date	Discount Taken	Paid Amount
08100	00850335	68009551AOT12	Mar/8/2018	0.00 USD	65.00 USD

Payment Ref	Date	Handling	Status	Remit To	Pay Cycle	Seq	Payment Amount	Document Sequence
028772	Apr/9/2018	RE	Paid	Buildings & General Services-Fee for BGS Financial Services 6 Baldwin St 3rd Fl Montpelier VT 05633-7401 United States	VENDOR	4315	504.72 USD	

Unit	Voucher ID	Invoice ID	Invoice Date	Discount Taken	Paid Amount
03440	01408321	68009608-DCFS4	Apr/4/2018	0.00 USD	504.00 USD
03440	01408391	68009595-DCFS3	Apr/4/2018	0.00 USD	0.72 USD

Payment Ref	Date	Handling	Status	Remit To	Pay Cycle	Seq	Payment Amount	Document Sequence
028779	Apr/10/2018	RE	Paid	Buildings & General Services-Fee for BGS Financial Services 6 Baldwin St 3rd Fl Montpelier VT 05633-7401 United States	VENDOR	4316	7.59 USD	

Unit	Voucher ID	Invoice ID	Invoice Date	Discount Taken	Paid Amount
03440	01408389	68009600-DCFS12	Apr/4/2018	0.00 USD	4.88 USD
03440	01408388	68009603-DCFS26	Apr/4/2018	0.00 USD	2.71 USD

Voucher Listing by Chartfield (APSX8003)

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

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

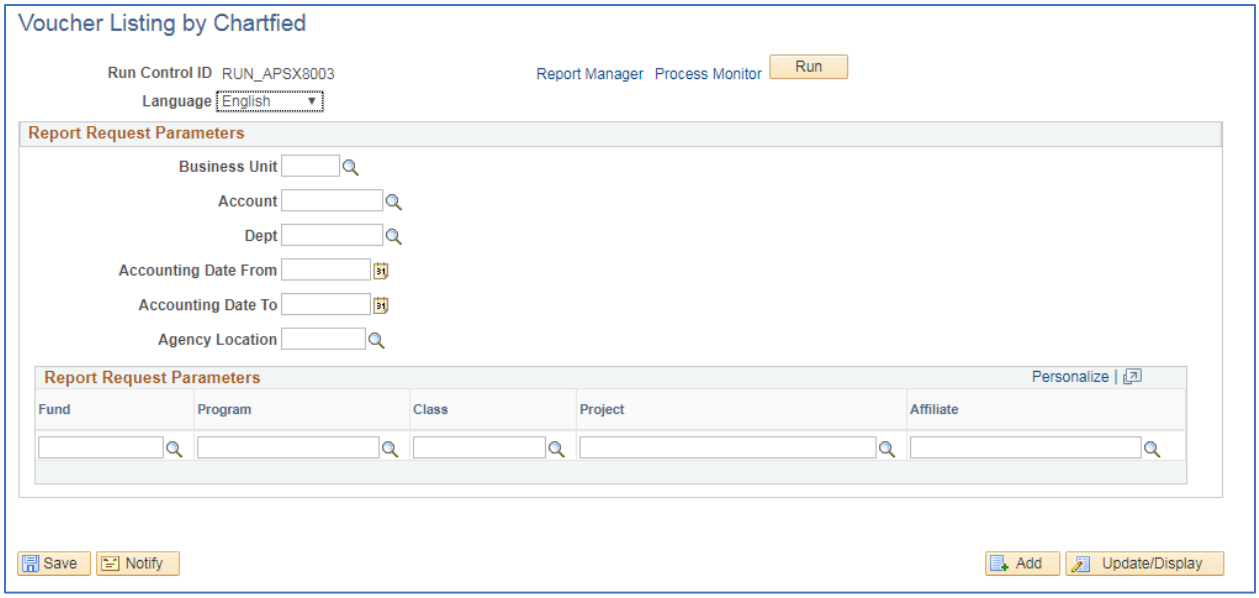
Click on the Add a New Value tab

Run Control ID

- Create a unique run control ID (or use an existing one)
- For reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. RUN_APSX8003)

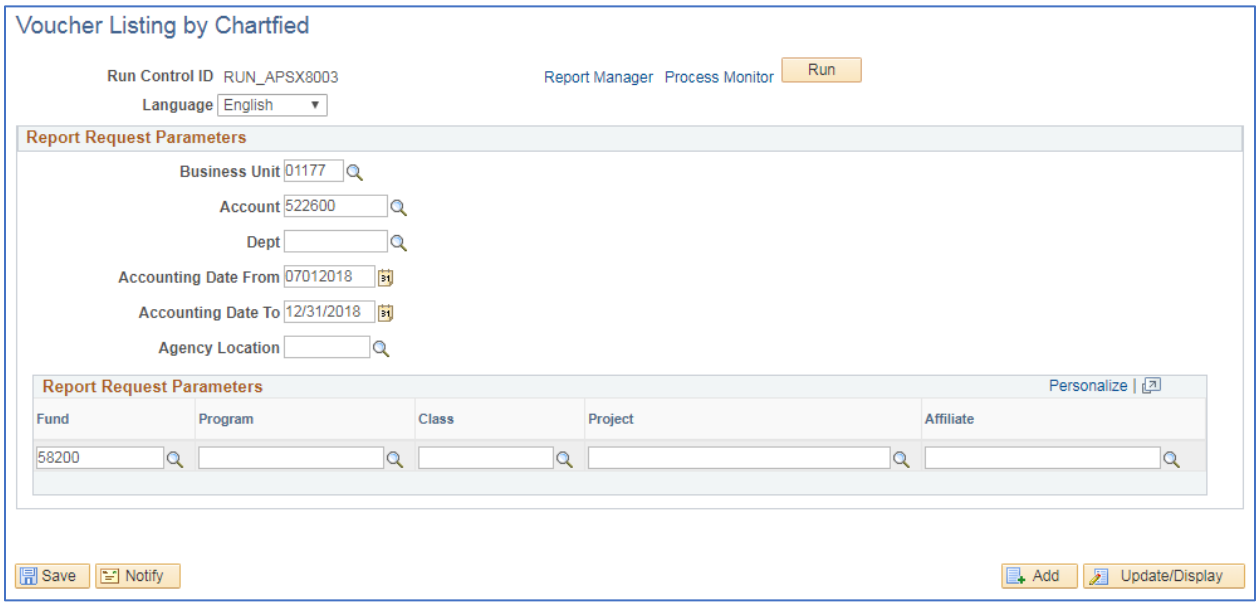
Click the Add Button

The Voucher Listing by Chartfield page displays



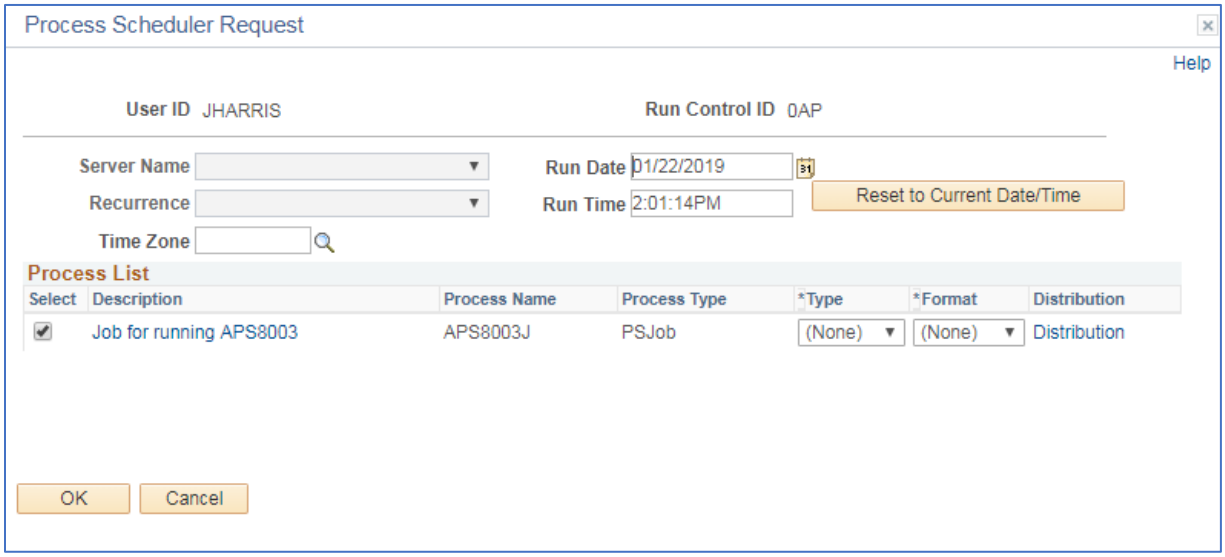
Enter information on Voucher Listing by Chartfield page

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



Click on Run

The Process Scheduler Request page displays



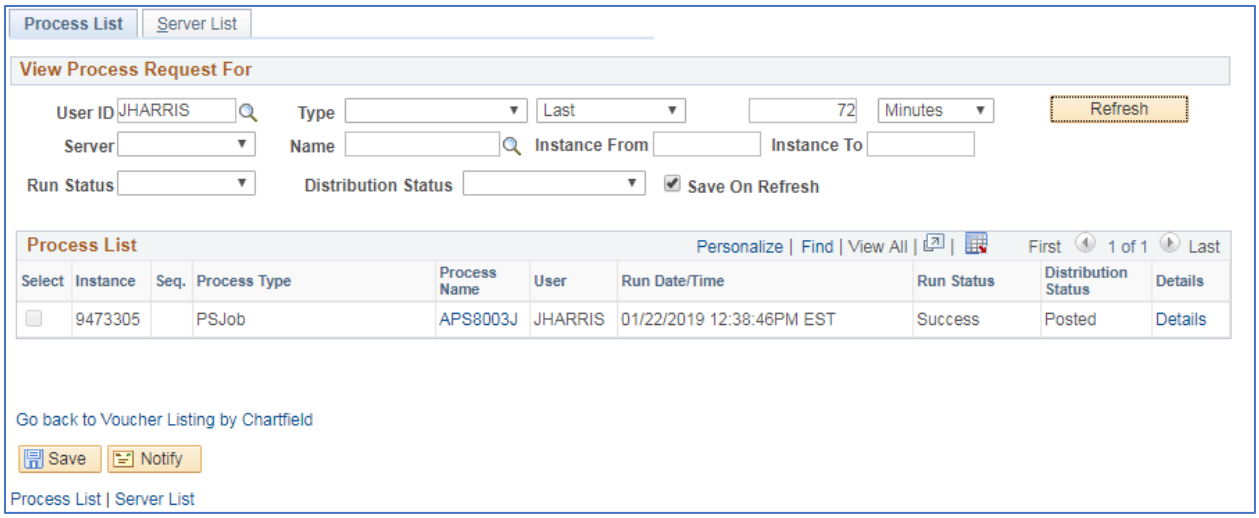
Process List

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

Click OK

The Voucher Listing by Chartfield page displays

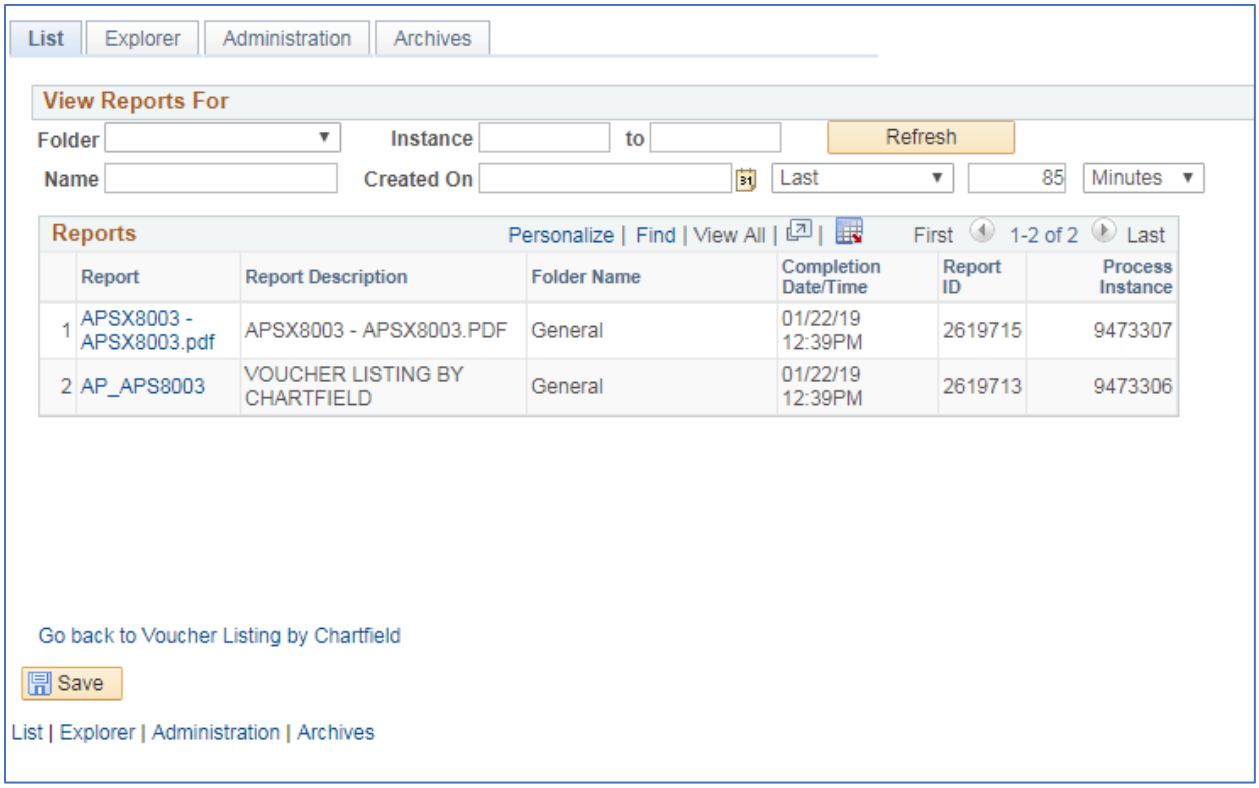
Click Process Monitor



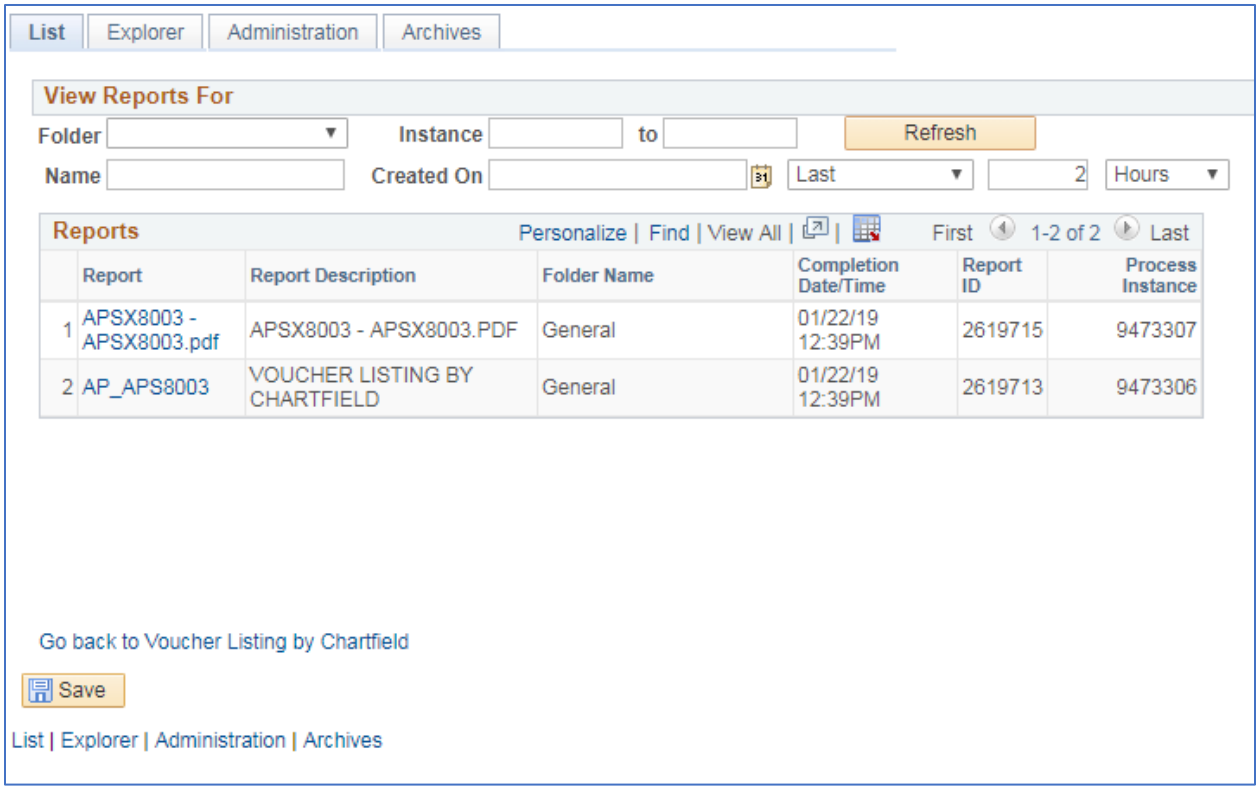
Click Refresh until Run Status is Success and Distribution Status is Posted

Click Go back to Voucher Listing by Chartfield

Click Report Manager link



Click Administration tab



Click on the link with the .PDF file format

ORACLE

Report ID: APSX8003

PeopleSoft Accounts Payable

VOUCHER LISTING BY CHARTFIELD

Page No 1
Run Date 1/22/2019
Run Time 12:39:29 PM

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:	7/1/2018 through 12/31/2018		

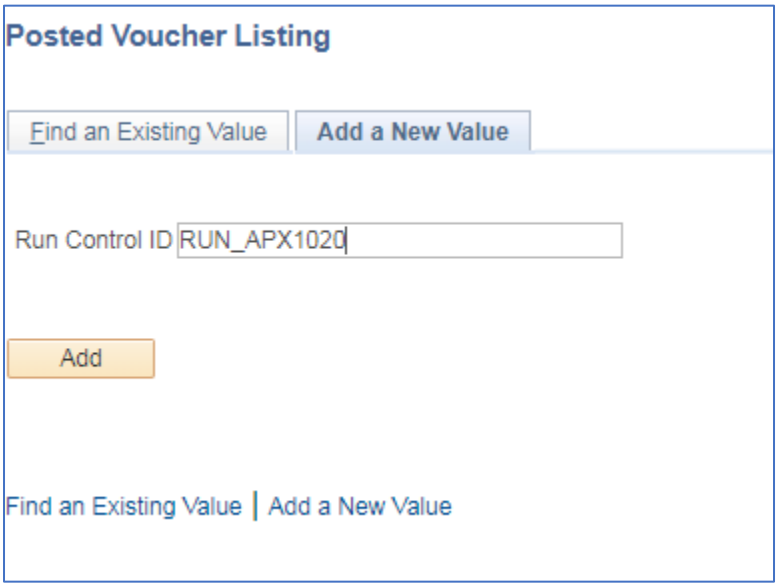
Business Unit	Voucher	PO Business Unit	Purchase Order	Currency	Voucher Amount
01177	00007956	01177	0000001997	USD	29,431.00
01177	00007957	01177	0000001997	USD	29,431.00
01177	00007958	01177	0000002011	USD	25,479.00
01177	00007959	01177	0000002013	USD	20,259.00
01177	00007960	01177	0000002012	USD	19,865.00
01177	00007961	01177	0000001994	USD	28,009.00
01177	00007962	01177	0000001998	USD	17,618.00
01177	00007985	01177	0000002020	USD	20,259.00
01177	00007986	01177	0000002017	USD	19,865.00
01177	00007987	01177	0000001995	USD	41,328.00
01177	00007988	01177	0000002001	USD	37,241.00
01177	00007989	01177	0000002014	USD	19,865.00
01177	00008002	01177	0000002009	USD	17,441.00
01177	00008003	01177	0000002009	USD	17,441.00
01177	00008004	01177	0000002009	USD	17,441.00
01177	00008005	01177	0000002000	USD	33,759.00
01177	00008007	01177	0000002009	USD	17,441.00

Posted Voucher Listing (APX1020)

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

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

Click on the Add a New Value tab

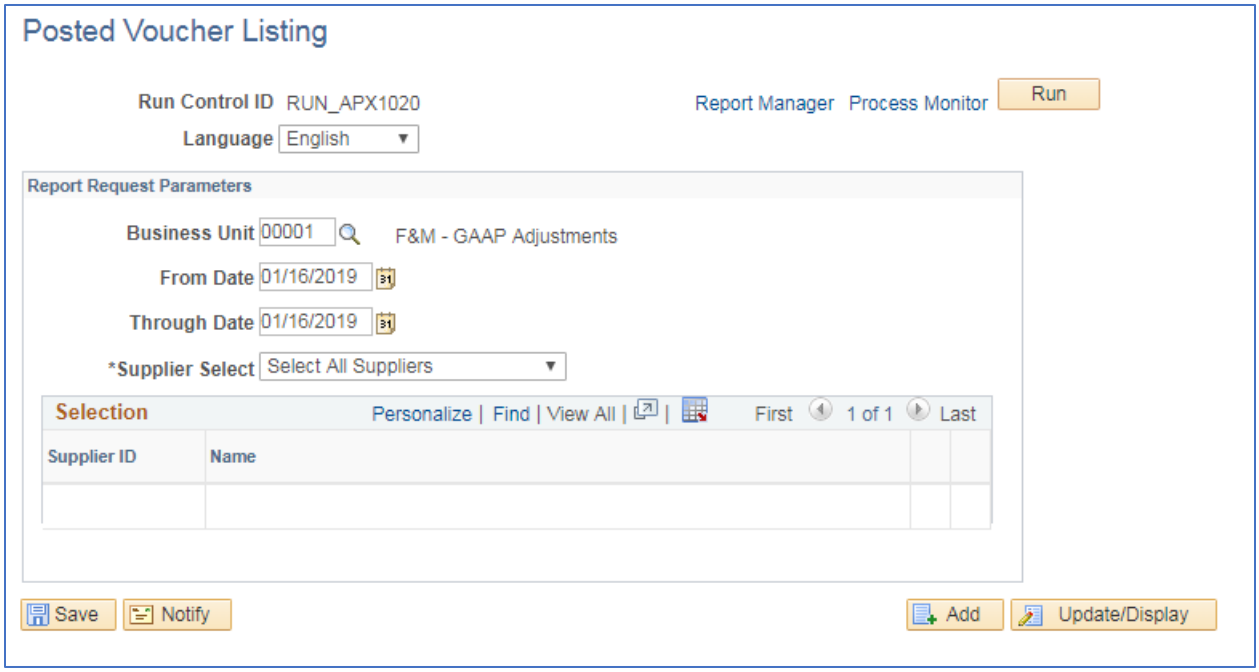


Run Control ID

- Create a unique run control ID (or use an existing one)
- For reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. RUN_APX1020)

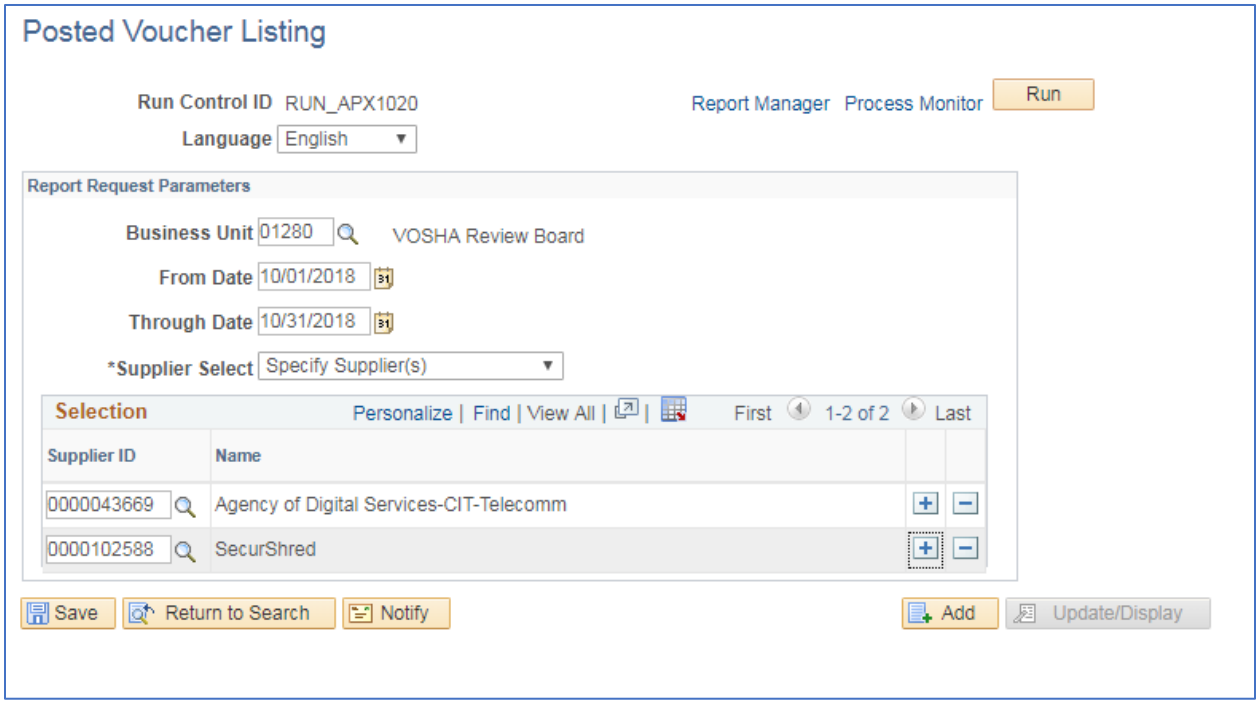
Click the Add Button

The Posted Voucher Listing page displays



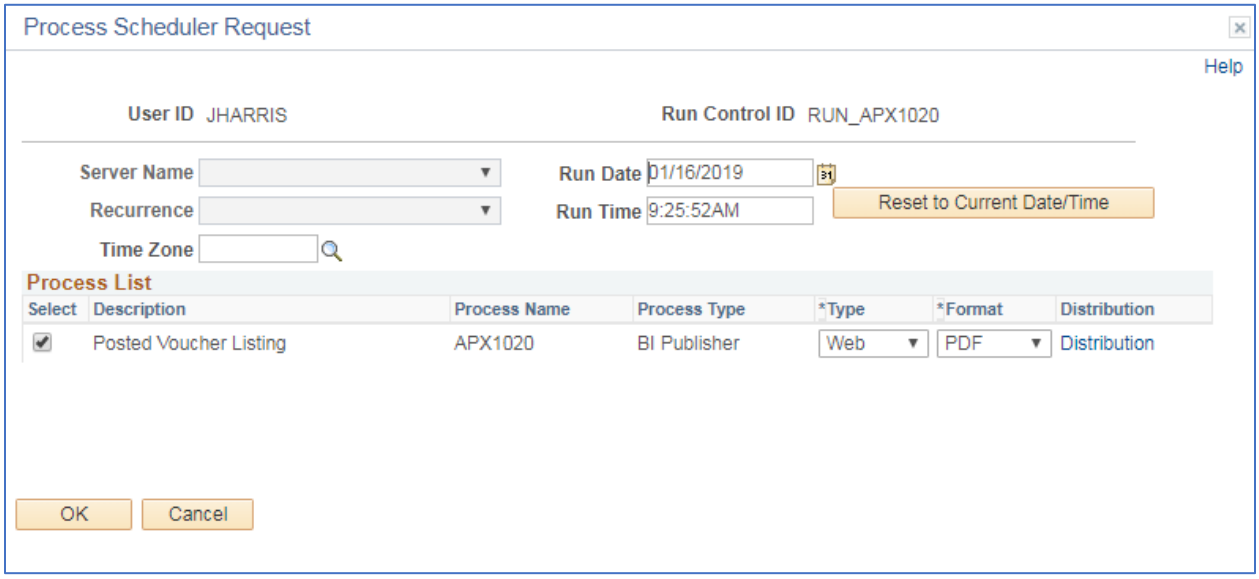
Enter information on [menu page name] page

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



Click on Run

The Process Scheduler Request page displays



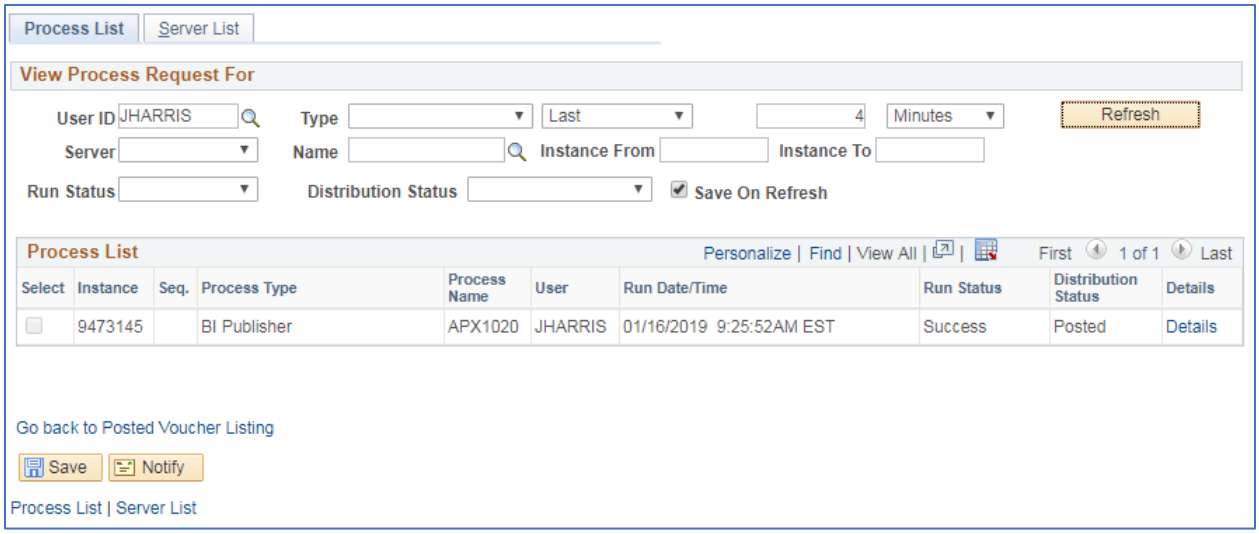
Process List

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

Click OK

The Posted Voucher Listing page displays

Click Process Monitor

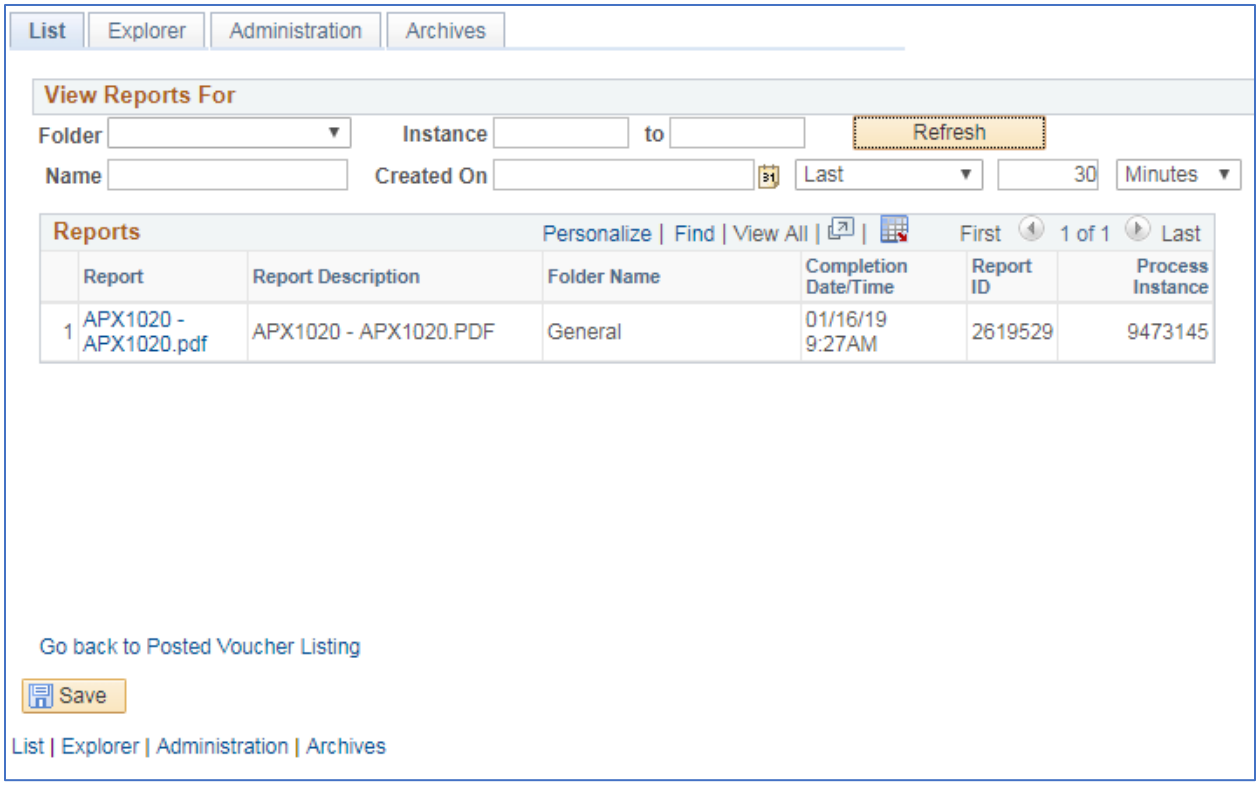


Click Refresh until Run Status is Success and Distribution Status is Posted

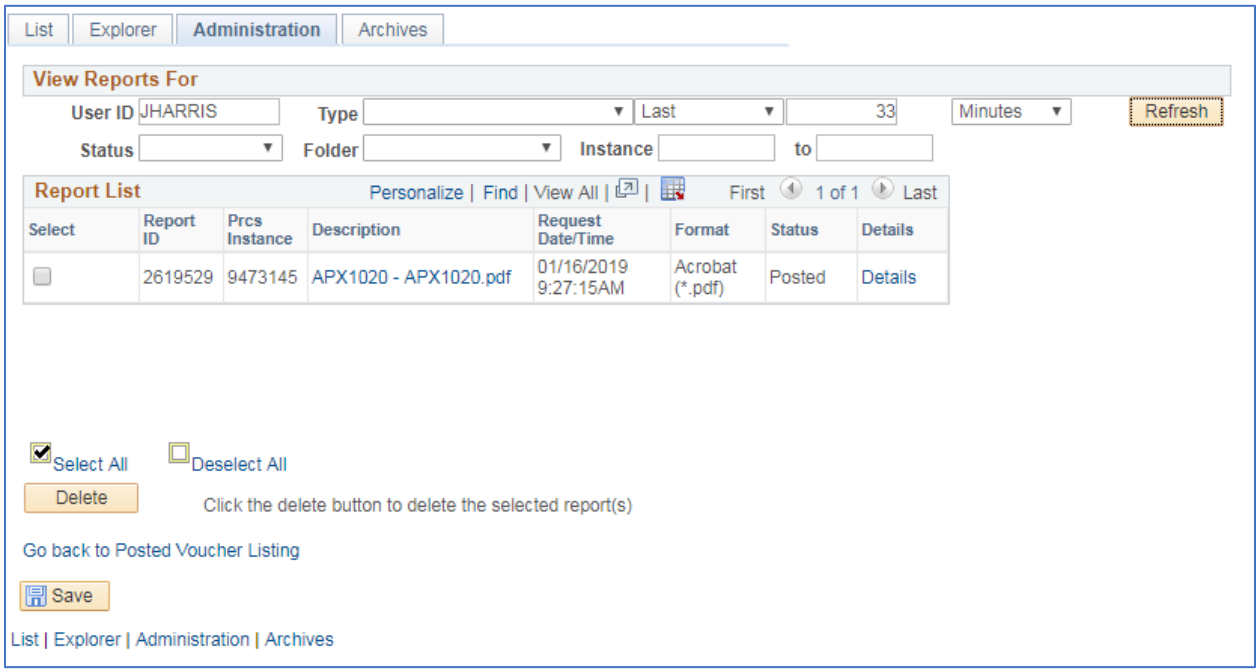
Click Go back to Posted Voucher Listing

The Posted Voucher Listing page is reloaded

Click the Report Manager link



Click the Administration tab



Click on the link with the .PDF file format

ORACLE	Report ID: APX1020	PeopleSoft Accounts Payable POSTED VOUCHER LISTING	Page No Run Date Run Time	1 Jan/16/2019 9:27:15 AM

Business Unit: 01280

For the period: Oct/1/2018 through Oct/31/2018

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

Voucher ID: 00001121 **Invoice Date:** Aug/27/2018 **Document Type:** **Document Date:** **Document Sequence:**

Ledger	Accounting Date	Application Journal	Journal ID	Dist Type	Vchr Line	Dist Line	GL Unit	Account	Alt Account	Debit Amount	Credit Amount	Currency Code	Unpost Seq.#
Operating Unit	Fund Code	Dept	Class	Budget Ref	Program	Product	Project	Affiliate	Affiliate Intra 1				
ACTUALS	Oct/5/2018	PAYMENT	PA02553293	APA	1	1	01280	200001		8.96		USD	0
	21500	1280000000											
ACTUALS			PA02553293		1	2	01280	200001		8.96		USD	0
	10000	1280000000											
ACTUALS			PA02553248	CAS	1	1	00009	100125			8.96	USD	0
	21500	1280000000											
ACTUALS			PA02553248		1	2	00009	100125			8.96	USD	0
	10000	1280000000											
ACTUALS			PA02553293	ISP	1	1	01280	101010			8.96	USD	0
	21500	1280000000									00009		
ACTUALS			PA02553293		1	2	01280	101010			8.96	USD	0
	10000	1280000000									00009		
ACTUALS			PA02553248	ISR	1	1	00009	101010		8.96		USD	0
	21500	1280000000									01280		
ACTUALS			PA02553248		1	2	00009	101010		8.96		USD	0
	10000	1280000000									01280		

Voucher 00001121 Total: USD 35.84 35.84

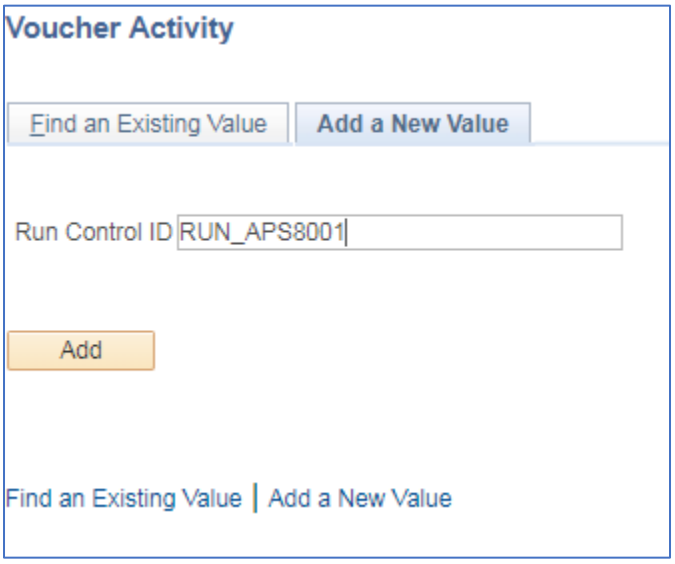
End of 0000043669 Report

Voucher Activity Report (APS8001)

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

Navigation: Accounts Payable > Reports > Vouchers > Voucher Activity

Click on the Add a New Value tab

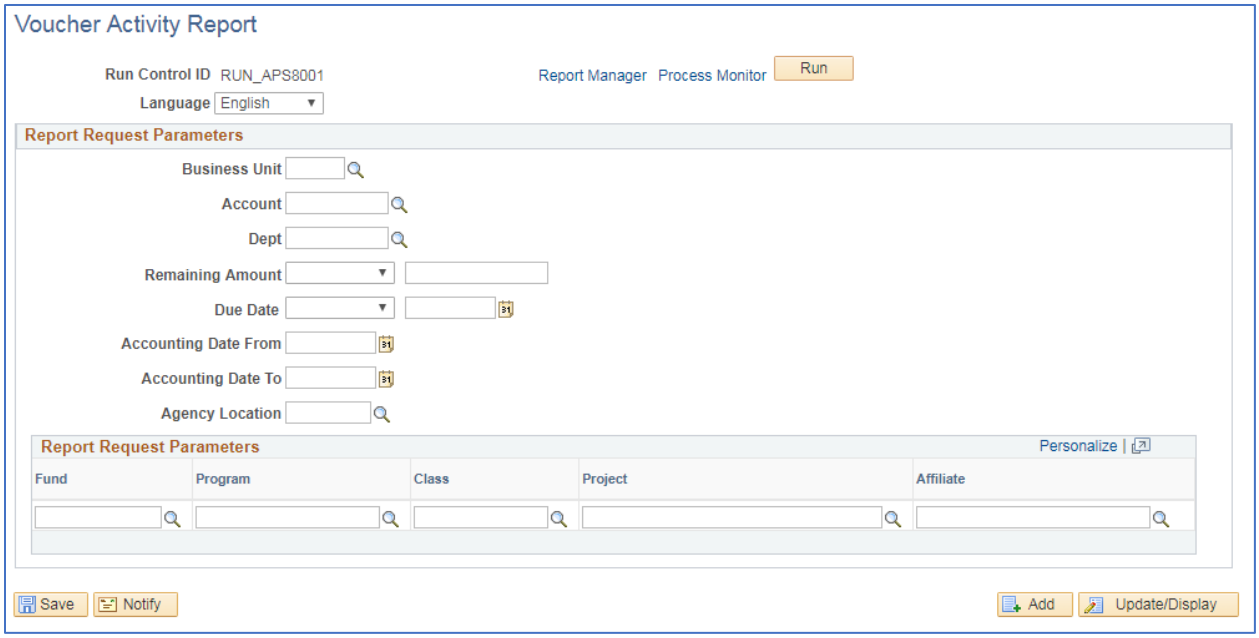


Run Control ID

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

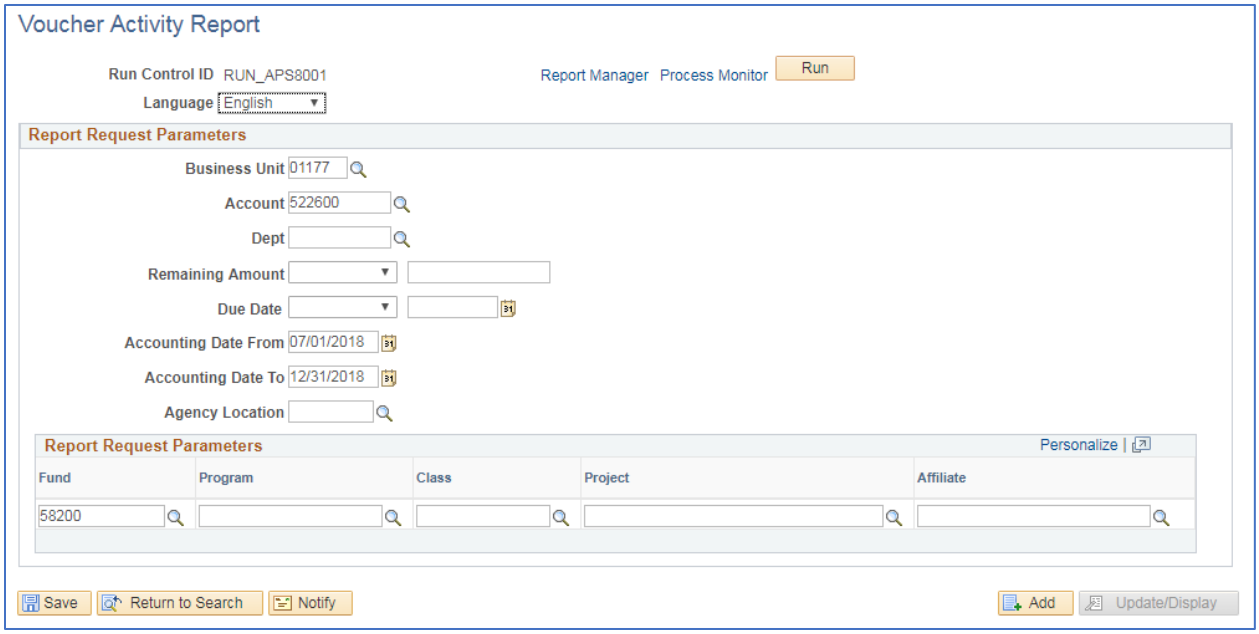
Click the Add Button

The Voucher Activity Report page displays



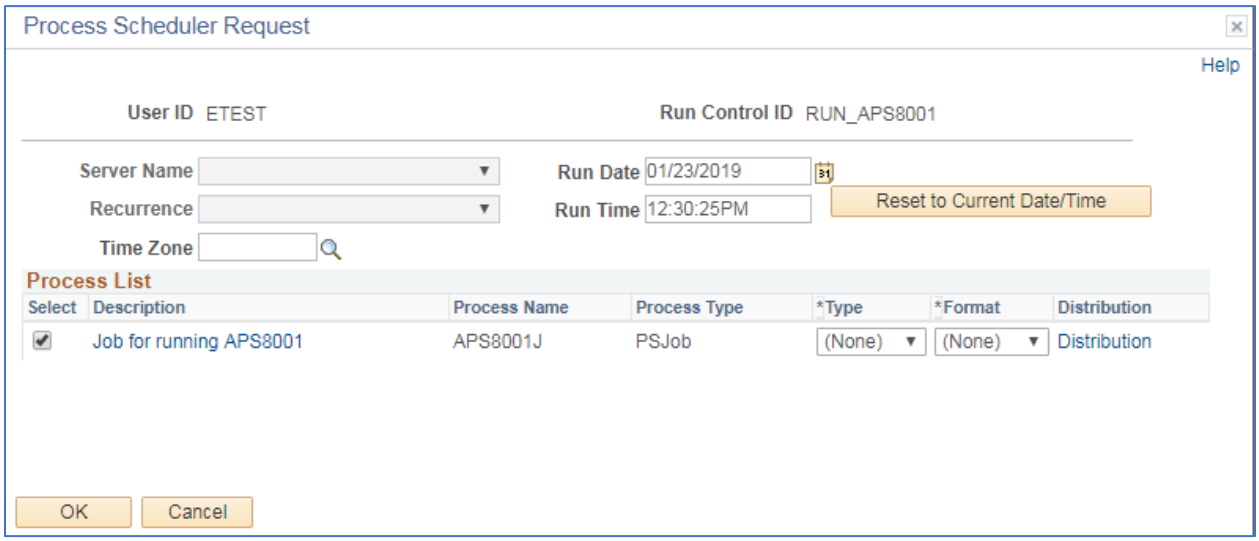
Enter information on Voucher Activity page

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



Click on Run

The Process Scheduler Request page displays



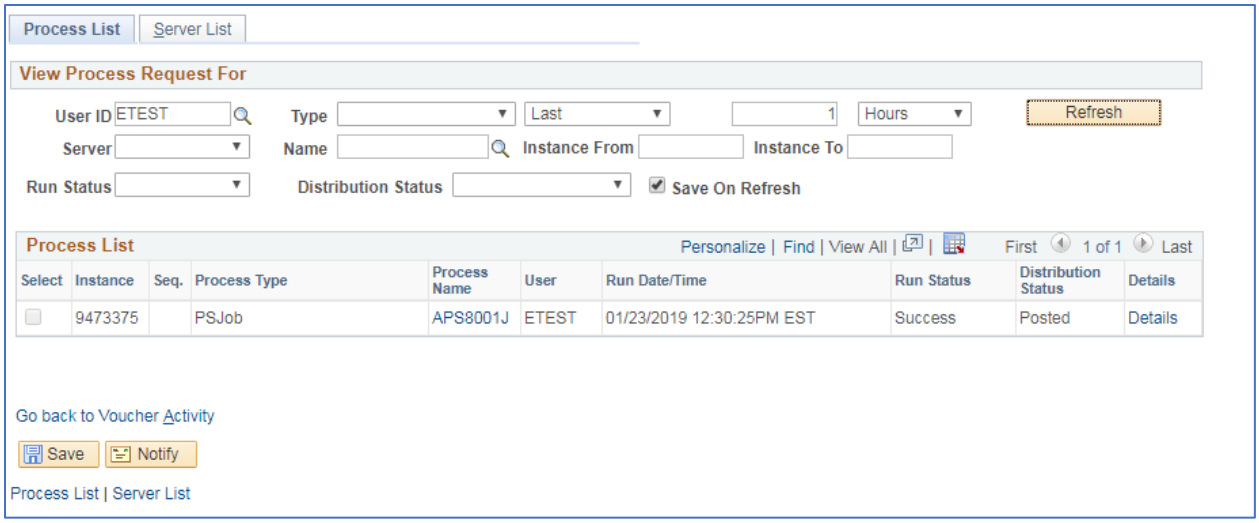
Process List

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

Click OK

The Voucher Activity page displays

Click Process Monitor

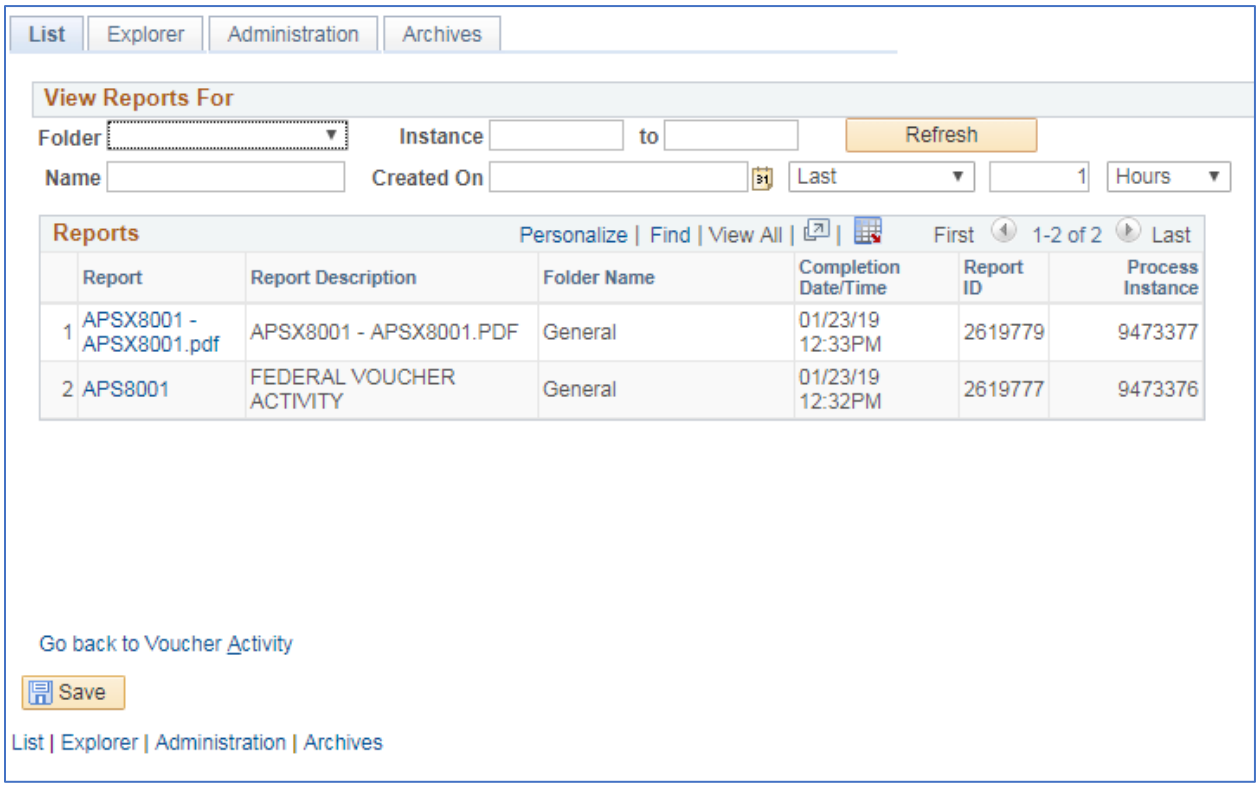


Click Refresh until Run Status is Success and Distribution Status is Posted

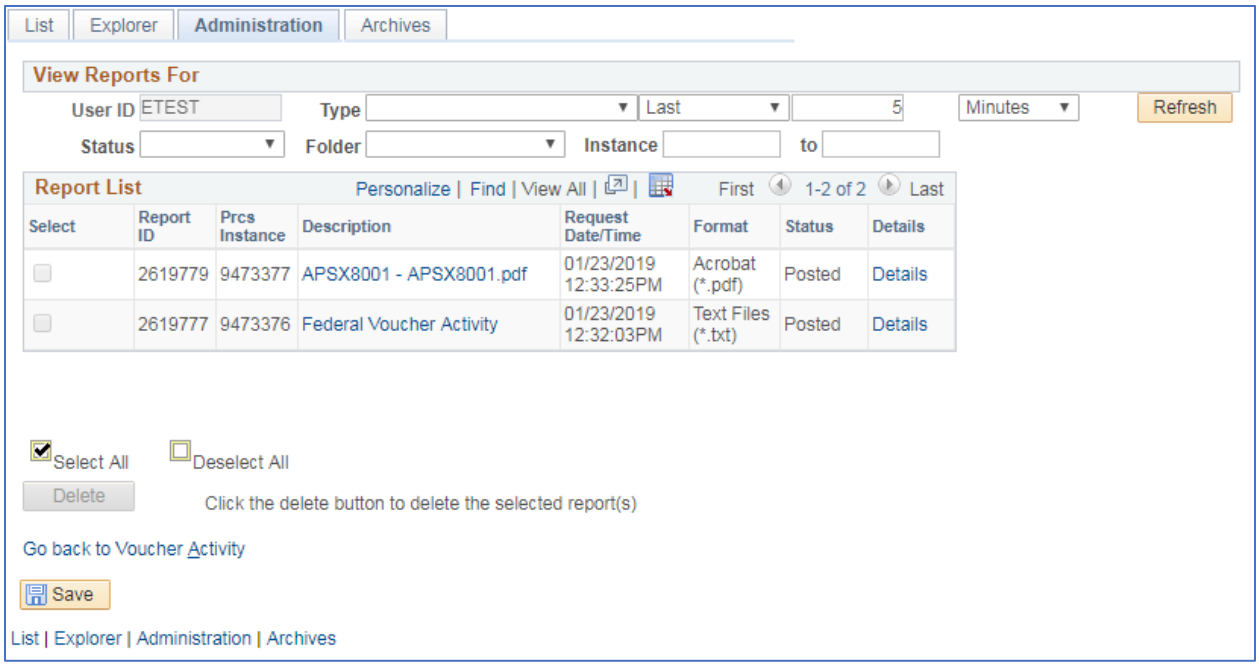
Click Go back to Voucher Activity

The Voucher Activity Report page reloads

Click Report Manager link



Click Administration tab



Click on the link with the .PDF file format

ORACLE

Report ID: APSX8001

PeopleSoft Accounts Payable

FEDERAL VOUCHER ACTIVITY

Page No 1
Run Date 1/23/2019
Run Time 7:16:21 AM

Business Unit:	01177	**Account:**	522600	**Department:**	ALL	**Project:**	ALL	**GL Business Unit:**	01160
Fund Code:	58200	**Class:**	ALL	**Budget Ref:**	ALL	**Operating Unit:**	ALL	**Program:**	ALL
Product:	ALL	**Affiliate:**	ALL	**Fund Affiliate:**	ALL	**Agency Location:**	ALL		
Remaining Amount:	ALL			**Due Date:**	ALL	**Accounting Date:**	7/1/2018 through 12/31/2018		

Business Unit	Voucher	Invoice	Purchase Order	Supplier	Currency	Payment Gross Amount	Discount Amount	Interest Amount	Payment Amount	Remaining Amount
01177	00007956	PY103413	0000001997	0000001269	USD	29,431.00	0.00	0.00	29,431.00	0.00
01177	00007957	PY103414	0000001997	0000001269	USD	29,431.00	0.00	0.00	29,431.00	0.00
01177	00007958	PY53944	0000002011	0000153641	USD	25,479.00	0.00	0.00	25,479.00	0.00
01177	00007959	PY53953	0000002013	0000153641	USD	20,259.00	0.00	0.00	20,259.00	0.00
01177	00007960	PY53949	0000002012	0000153641	USD	19,865.00	0.00	0.00	19,865.00	0.00
01177	00007961	PY47767	0000001994	0000112748	USD	28,009.00	0.00	0.00	28,009.00	0.00
01177	00007962	PY46304	0000001998	0000003801	USD	17,618.00	0.00	0.00	17,618.00	0.00
01177	00007985	54346	0000002020	0000153641	USD	20,259.00	0.00	0.00	20,259.00	0.00
01177	00007986	54322	0000002017	0000153641	USD	19,865.00	0.00	0.00	19,865.00	0.00
01177	00007987	PY103497	0000001995	0000001269	USD	41,328.00	0.00	0.00	41,328.00	0.00
01177	00007988	103809	0000002001	0000001269	USD	37,241.00	0.00	0.00	37,241.00	0.00
01177	00007989	54235	0000002014	0000153641	USD	19,865.00	0.00	0.00	19,865.00	0.00
01177	00008002	48027	0000002009	0000112748	USD	17,441.00	0.00	0.00	17,441.00	0.00
01177	00008003	48028	0000002009	0000112748	USD	17,441.00	0.00	0.00	17,441.00	0.00
01177	00008004	48029	0000002009	0000112748	USD	17,441.00	0.00	0.00	17,441.00	0.00
01177	00008005	48025	0000002000	0000112748	USD	33,759.00	0.00	0.00	33,759.00	0.00
01177	00008007	48026	0000002009	0000112748	USD	17,441.00	0.00	0.00	17,441.00	0.00

Voucher Register (APX1010)

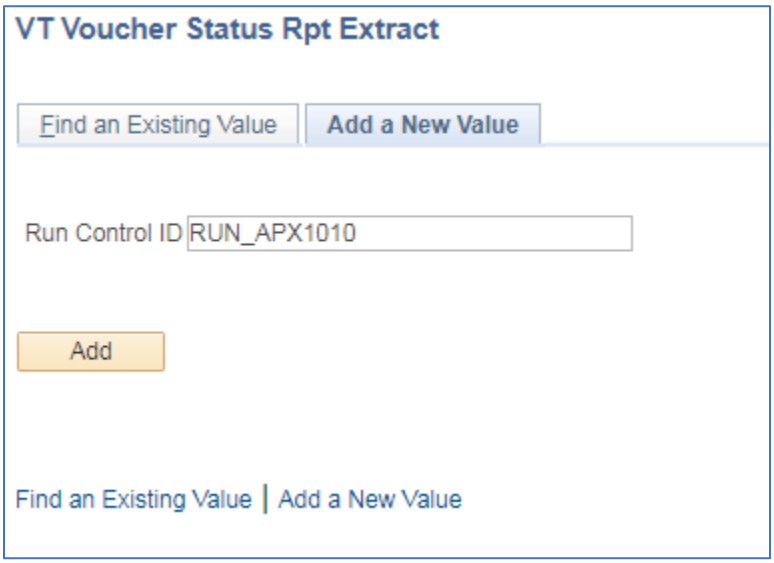
Possible situations when this report should be run: When you need a detail listing, by voucher, for all vouchers created by accounting date.

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

Or

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

Click on the Add a New Value tab

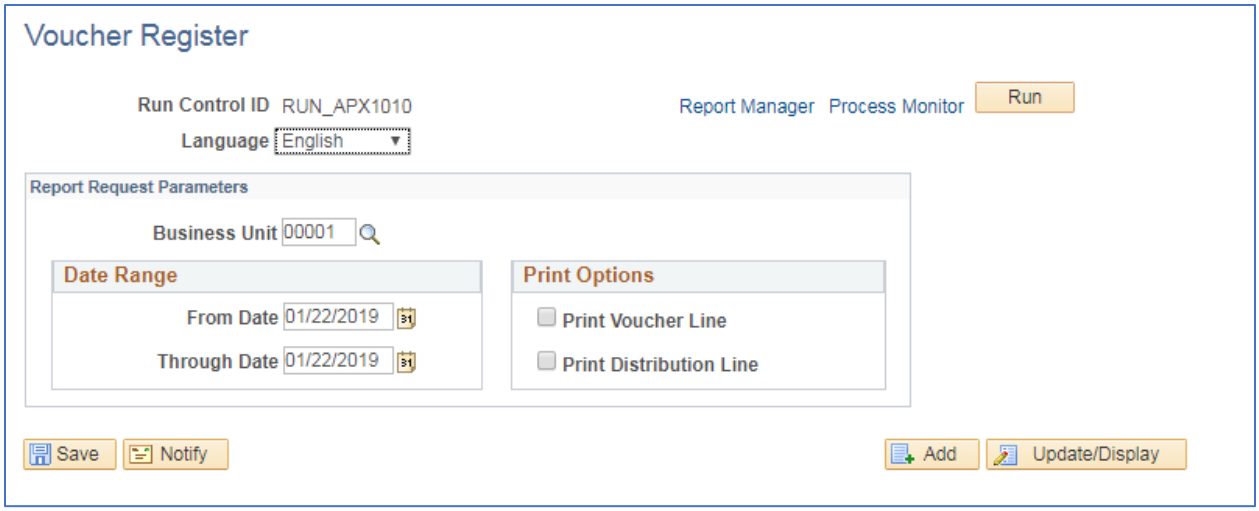


Run Control ID

- Create a unique run control ID (or use an existing one)
- For reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. RUN_APX1010)

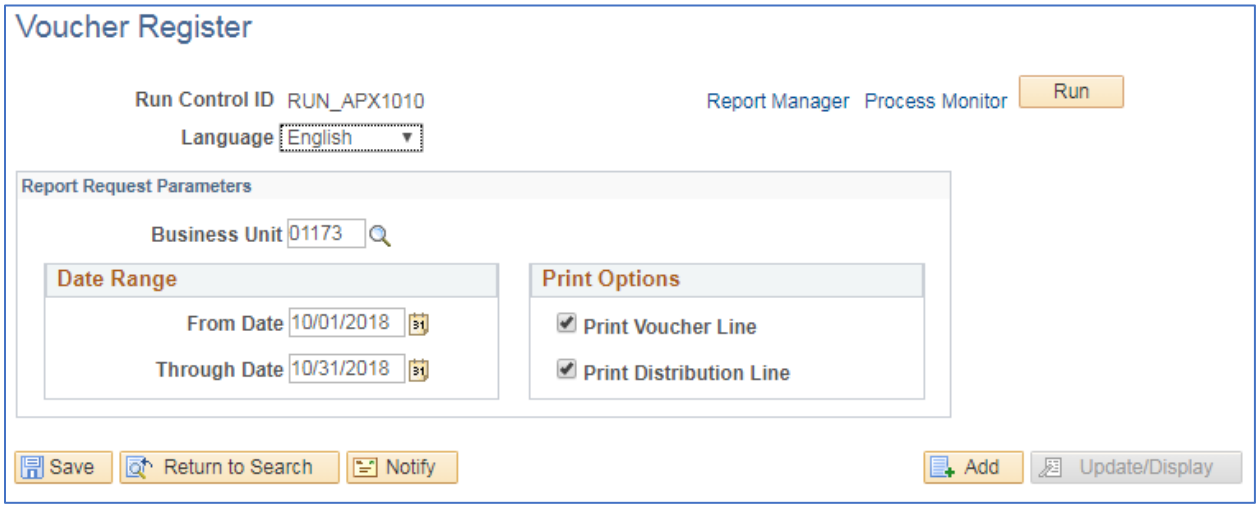
Click the Add Button

The Voucher Register page displays



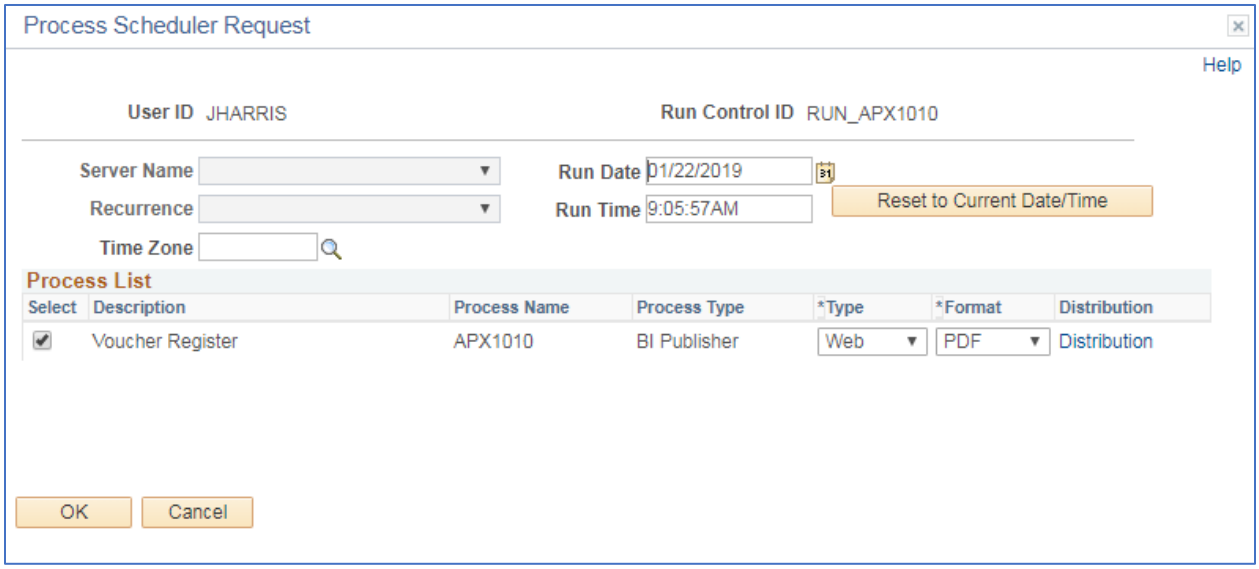
Enter information on Voucher Register page

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



Click on Run

The Process Scheduler Request page displays



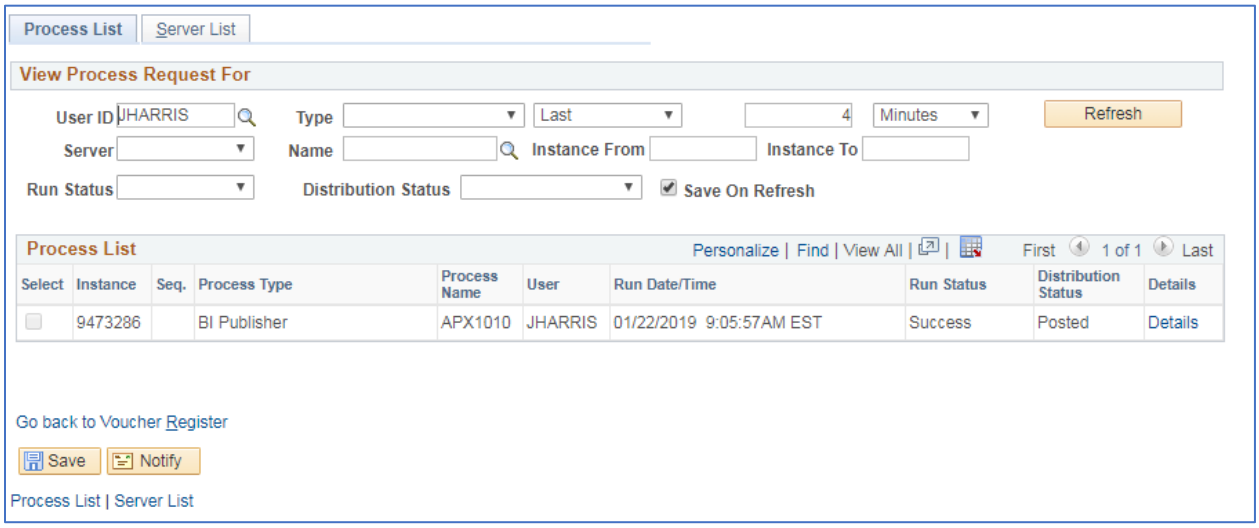
Process List

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

Click OK

The Voucher Register page displays

Click Process Monitor

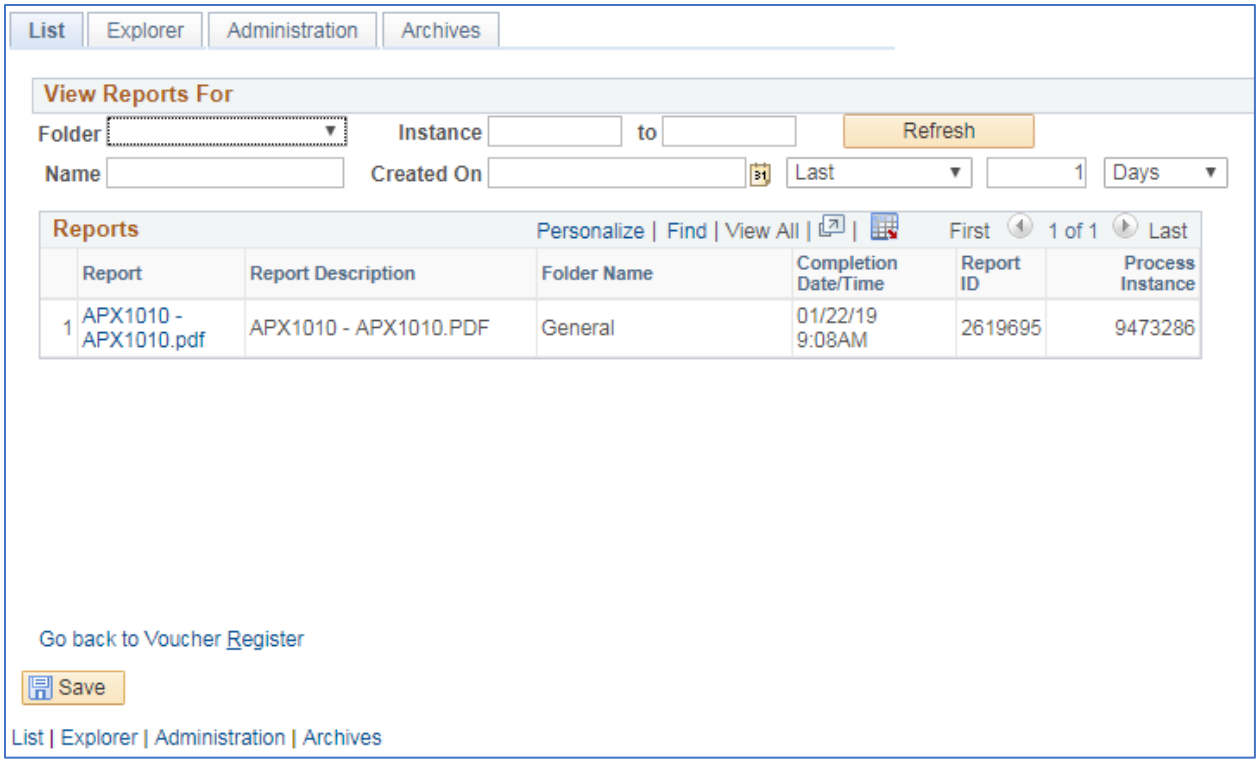


Click Refresh until Run Status is Success and Distribution Status is Posted

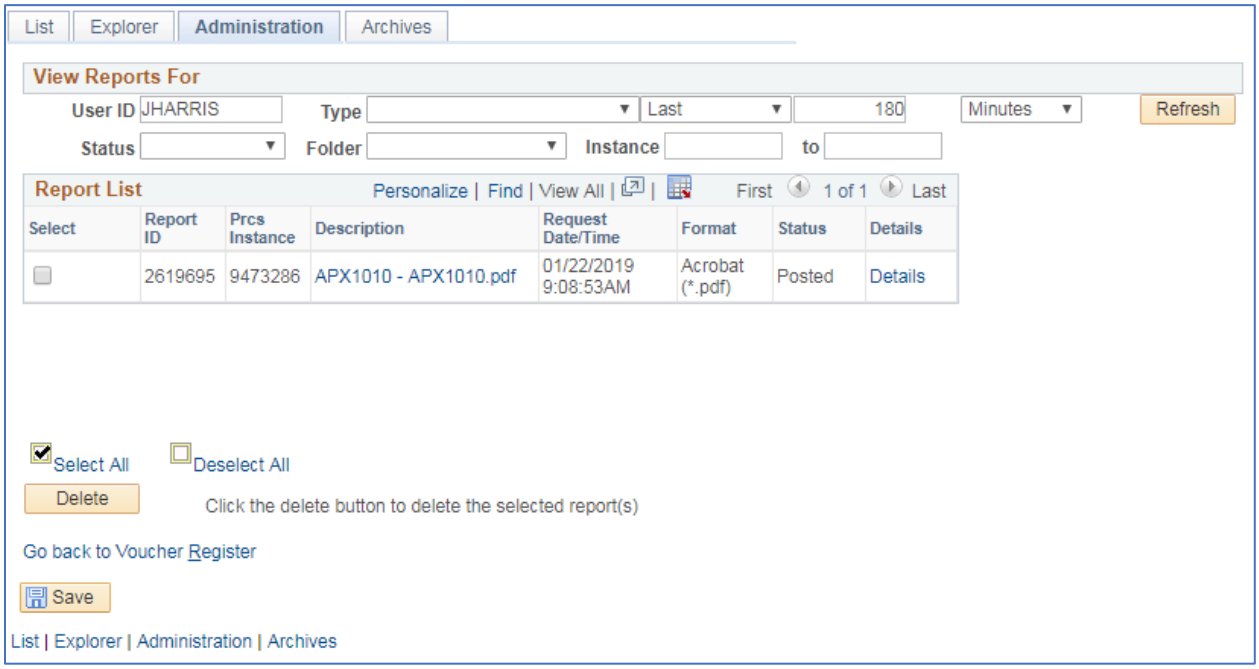
Click Go back to Voucher Register

The Voucher Register page reloads

Click Report Manager



Click the Administration tab



Click on the link with the .PDF file format

ORACLE	Report ID: APX1010	PeopleSoft Accounts Payable	Page No 1
		VOUCHER REGISTER	Run Date 01/22/2019
			Run Time 10:09:12

Business Unit: 01173

For the period: Oct 1, 2018 through Oct 31, 2018

Voucher Header Information

Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Supplier ID	Supplier Name	Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Dist Cntrl ID
Oct 3, 2018	00002814	69161976-BGS43	Sep 20, 2018	0000043669	Agency of Digital Services-CIT-Telecomm	ONL	BWATSON2	Postable	Oct 3, 2018	Posted	STANDARD

Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	Sales Tax	Freight Amt	Misc Amt	Net Due Dt	Dscnt Due Dt
Approved	USD	CRRNT	1.000000000	21.48	0.00	0.00	0.00	0.00	0.00	Sep 20, 2018	

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

Voucher Line Information

Line #	Description	Merch Amt	Inv Item ID	Unit Price	WTHD	Disc A
1	Surplus - telecomm	21.48		0.00	N	Y

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

Distribution Line Information

Line #	Sus Ref #	Account	Alt Account	Operating Unit	Fund Code	Dept ID	Open Item ID	Status	Merch Amt
1									

	Program	Class	Budget Ref	Product	Project Id	Affiliate	Affiliate Intra1	Stat Cd	Statistic Amt
1	0	516652				58500	1160250000		21.48
									0.00

Total for Oct 3, 2018 is: **21.48 USD**

Voucher Header Information

Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Supplier ID	Supplier Name	Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Dist Cntrl ID

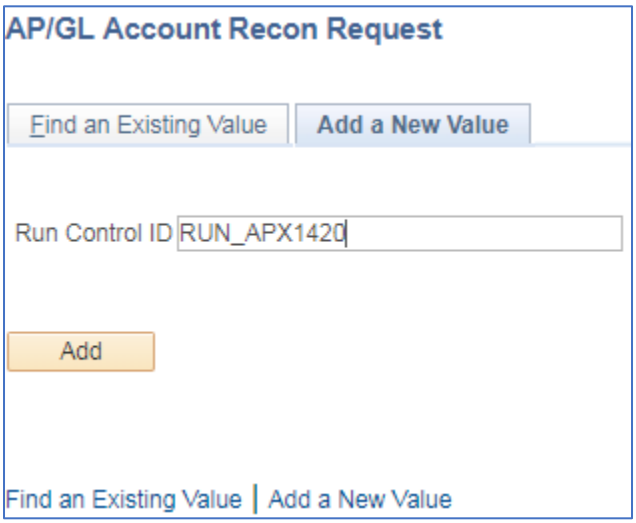
1

AP/GL Account Reconciliation Report (APX1420)

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

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

Click on the Add a New Value tab

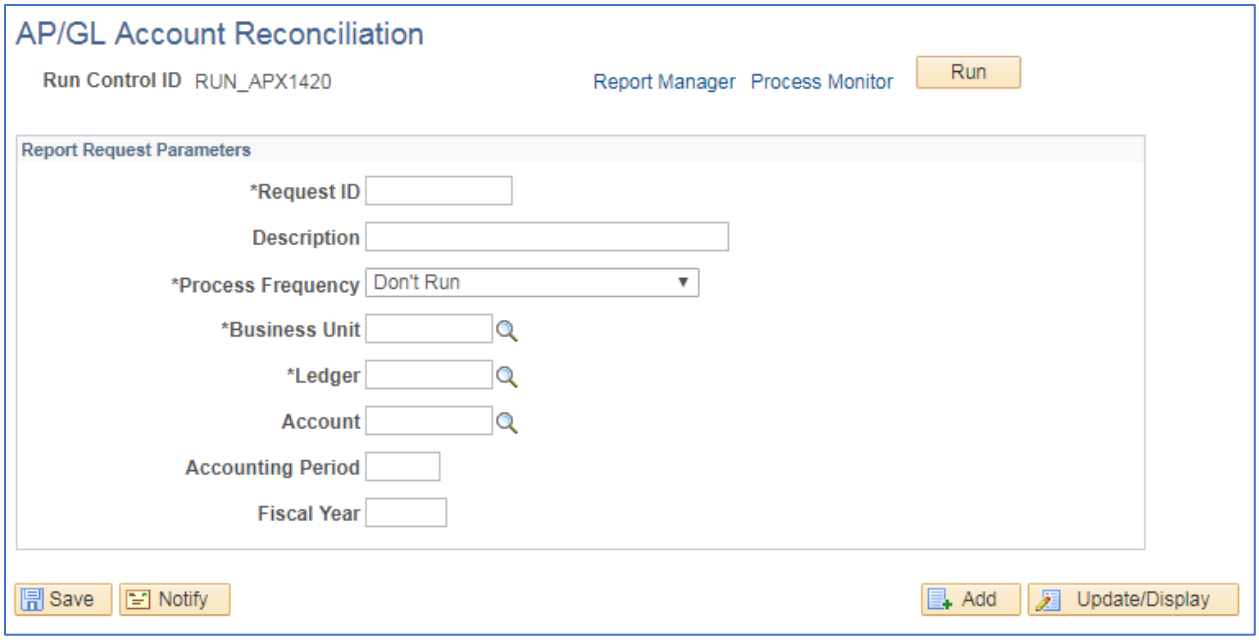


Run Control ID

- Create a unique run control ID (or use an existing one)
- For reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. RUN_APX1420)

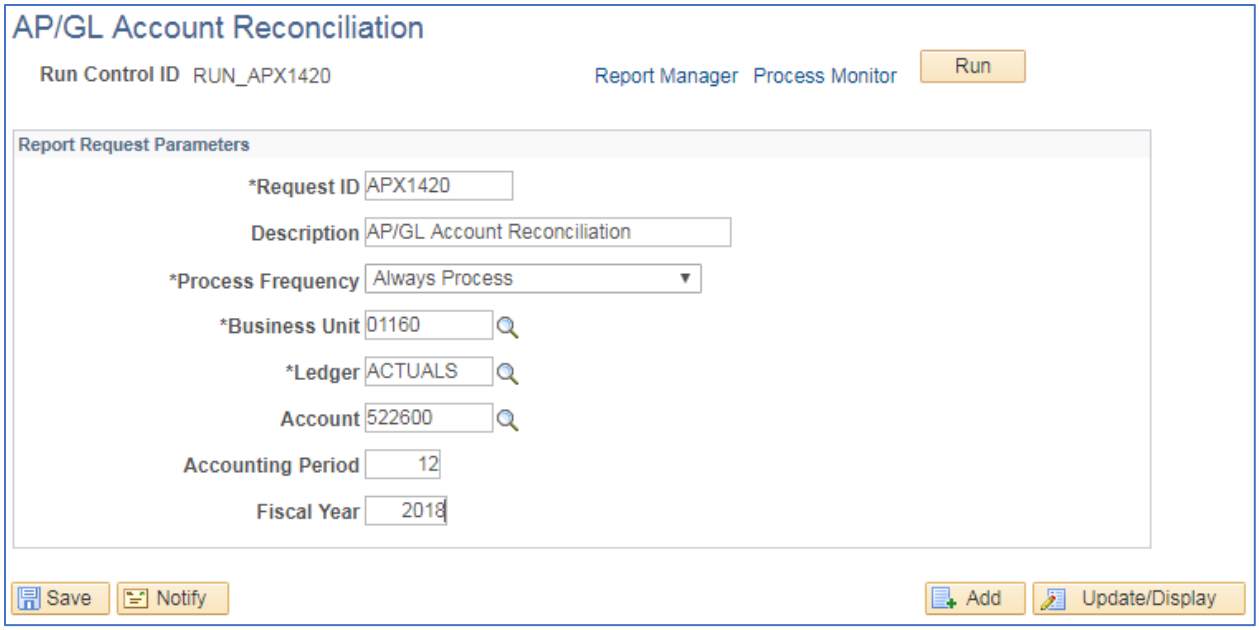
Click the Add Button

The AP/GL Account Reconciliation page displays



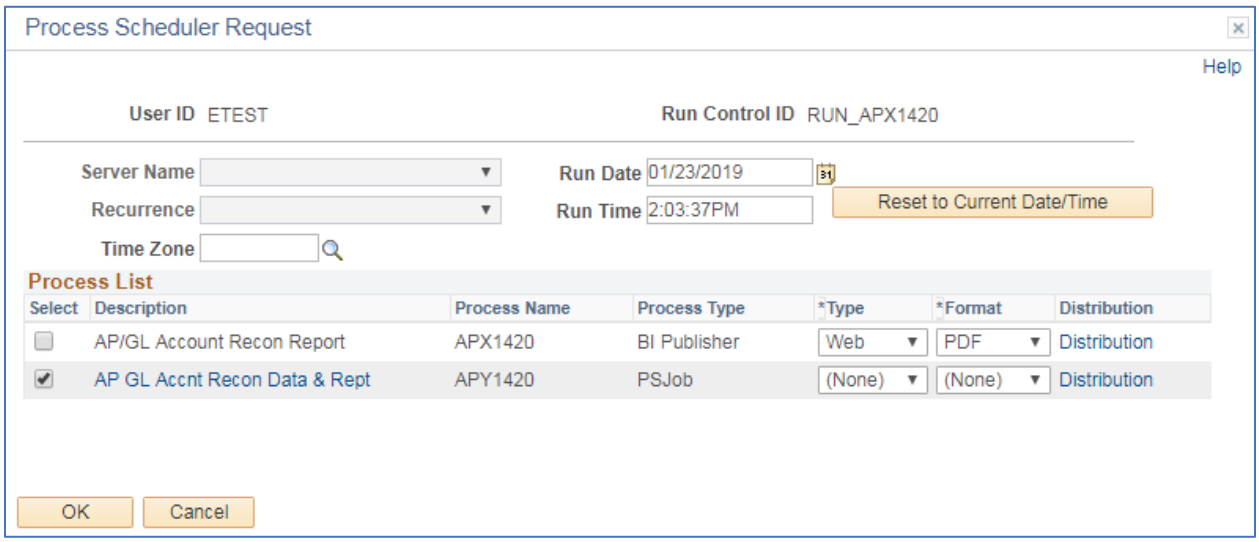
Enter information on AP/GL Account Reconciliation page

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



Click on Run

The Process Scheduler Request page displays



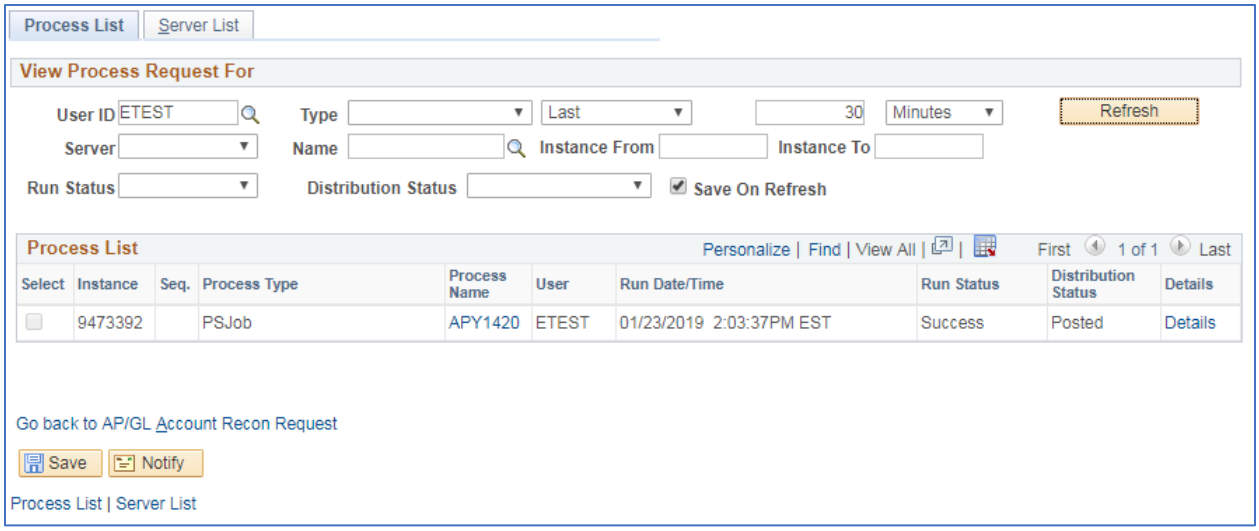
Process List

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

Click OK

The Voucher Activity page displays

Click Process Monitor

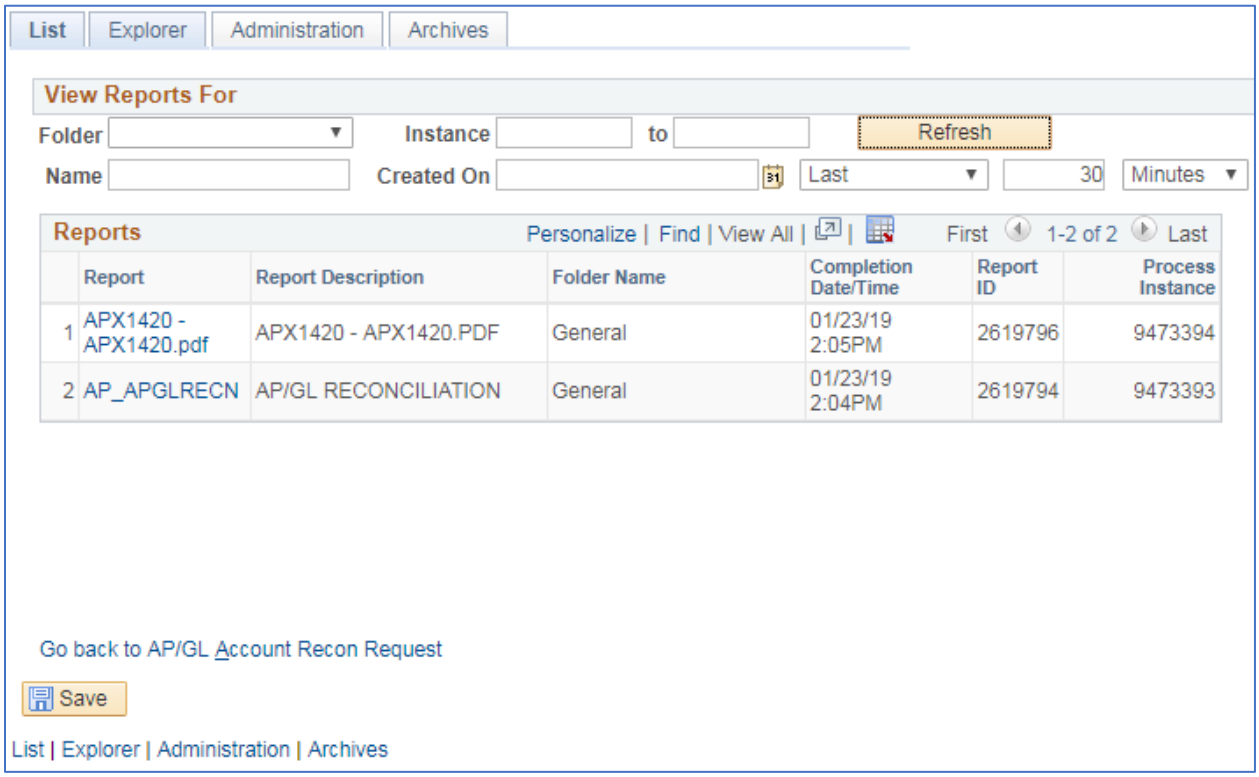


Click Refresh until Run Status is Success and Distribution Status is Posted

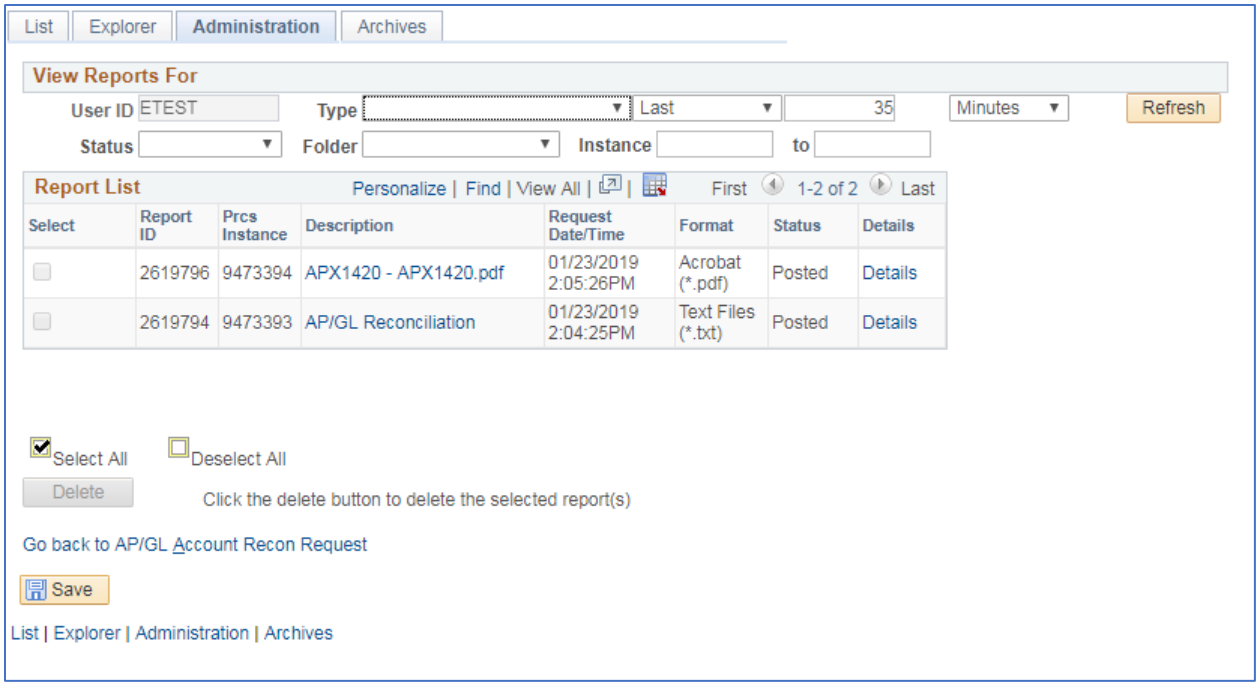
Click Go back to AP/GL Account Recon Request

The AP/GL Account Reconciliation page reloads

Click Report Manager link



Click Administration tab



Click on the link with the .PDF file format

ORACLE

Report ID: APX1420

PeopleSoft Accounts Payable

AP/GL ACCOUNT RECONCILIATION REPORT

Page No. 1
Run Date 1/23/2019
Run Time 14:05:26 PM

GL Business Unit	01160	Buildings & Gen Serv-Prop
Ledger	ACTUALS	
Account	522600	
Accounting Period	12	2018

Journal ID **AP02505508**

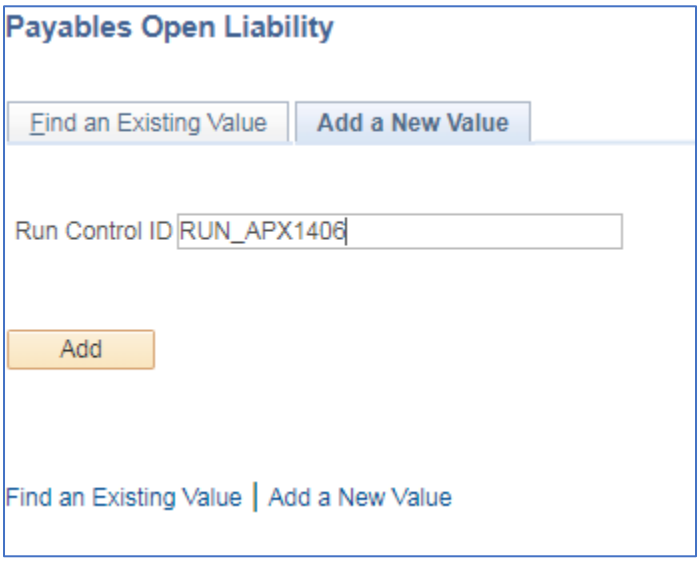
Journal Date	Journal Line	Journal Template	Business Unit	Voucher ID	Voucher Line	Distrib Line	Invoice Date	Supplier Name	Monetary Amount	
15.Jun.2018	2	ACCRUAL	01177	00007931	1	1	17.May.2018	Hudson Toyota	27,240.00	
15.Jun.2018	2	ACCRUAL	01177	00007932	1	1	23.May.2018	St Johnsbury Subaru	25,479.00	
15.Jun.2018	2	ACCRUAL	01177	00007933	1	1	30.May.2018	St Johnsbury Subaru	25,479.00	
15.Jun.2018	2	ACCRUAL	01177	00007934	1	1	29.May.2018	Alderman's Motor Cars LLC	27,796.00	
15.Jun.2018	2	ACCRUAL	01177	00007935	1	1	29.May.2018	Alderman's Motor Cars LLC	27,796.00	
15.Jun.2018	2	ACCRUAL	01177	00007936	1	1	13.Jun.2018	St Johnsbury Subaru	19,865.00	
15.Jun.2018	2	ACCRUAL	01177	00007937	1	1	06.Jun.2018	Shearer Chevrolet Co Inc	30,825.00	
							Total for Journal	**AP02505508**	**184,480.00**	**USD**
				Total for Account		**522600**			**184,480.00**	**USD**

Payables Open Liability Report (APX1406)

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

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

Click on the Add a New Value tab

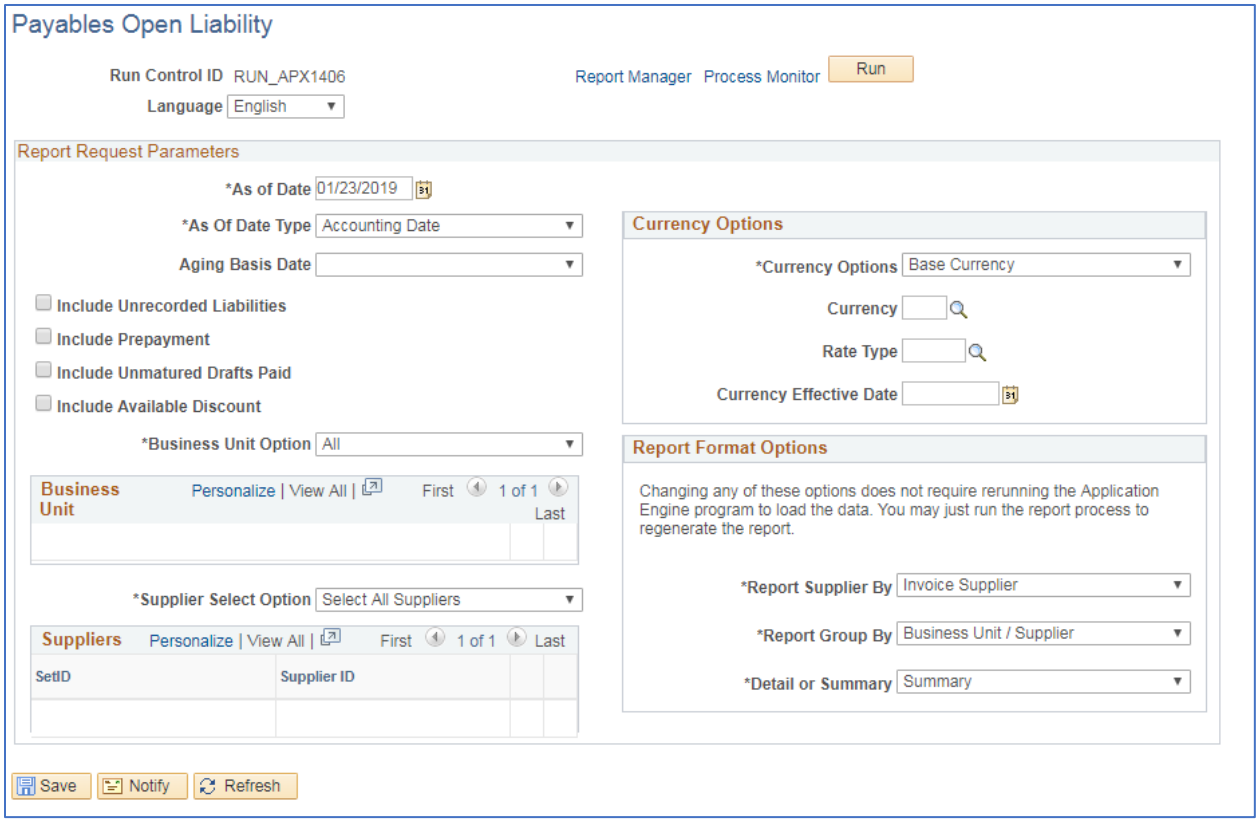


Run Control ID

- Create a unique run control ID (or use an existing one)
- For reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. RUN_APX1406)

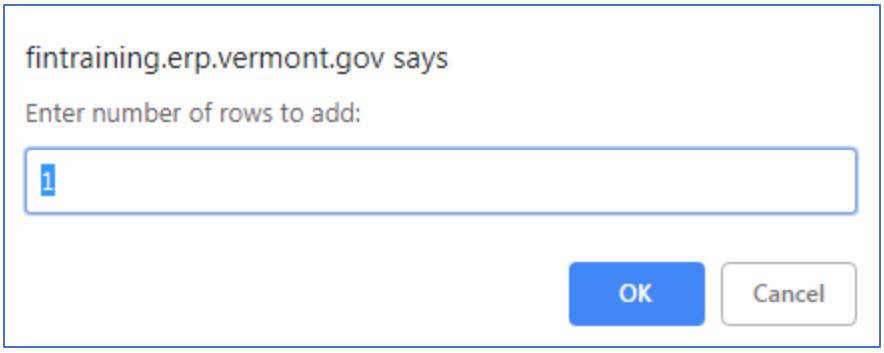
Click the Add Button

The Payables Open Liability page displays



Enter information on Payables Open Liability page

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



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

Payables Open Liability

Run Control ID RUN_APX1406 Report Manager Process Monitor Run

Language English

Report Request Parameters

*As of Date 01/23/2019

*As Of Date Type Accounting Date

Aging Basis Date Net Due Date

Include Unrecorded Liabilities

Include Prepayment

Include Unmatured Drafts Paid

Include Available Discount

*Business Unit Option Value

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

01163

01168

*Supplier Select Option Specify Supplier(s)

Suppliers Personalize | View All | First 1-2 of 2 Last

SetID	Supplier ID
STATE	0000009131
STATE	0000283240

Currency Options

*Currency Options Base Currency

Currency USD

Rate Type CRRNT

Currency Effective Date

Report Format Options

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

*Report Supplier By Invoice Supplier

*Report Group By Business Unit / Supplier

*Detail or Summary Detail

Save Notify Refresh

Click on Run

The Process Scheduler Request page displays

Process Scheduler Request

Help

User ID ETEST Run Control ID RUN_APX1406

Server Name Run Date 01/23/2019

Recurrence Run Time 3:55:59PM Reset to Current Date/Time

Time Zone

Process List

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

OK Cancel Refresh

Process List

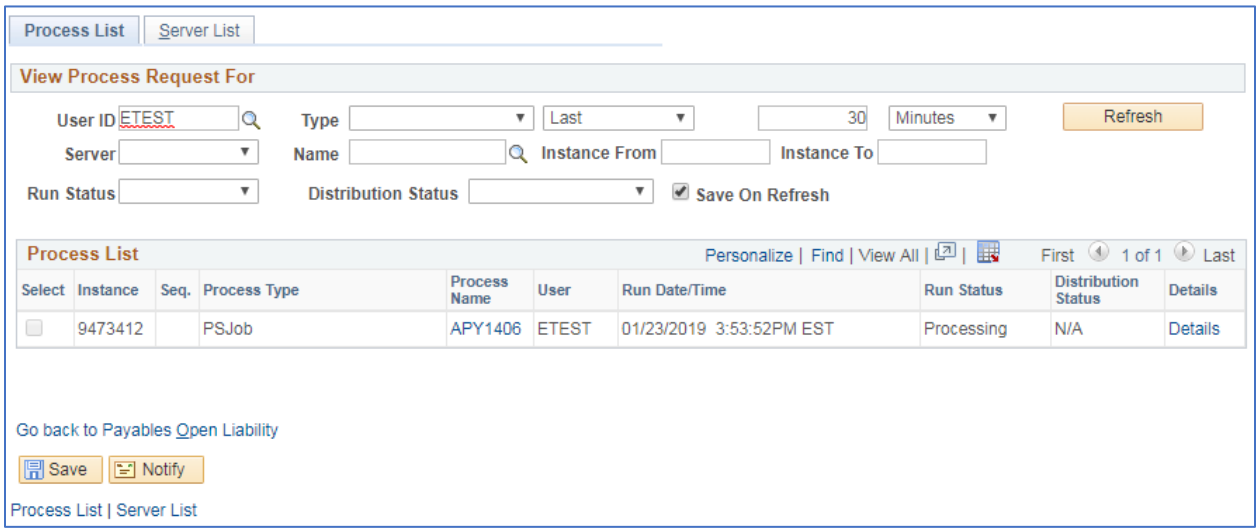
- **Select** – Open Liability Data & Reports APY1406
- **Type** – leave as none

- **Format** – leave as none

Click OK

The Payables Open Liability page displays

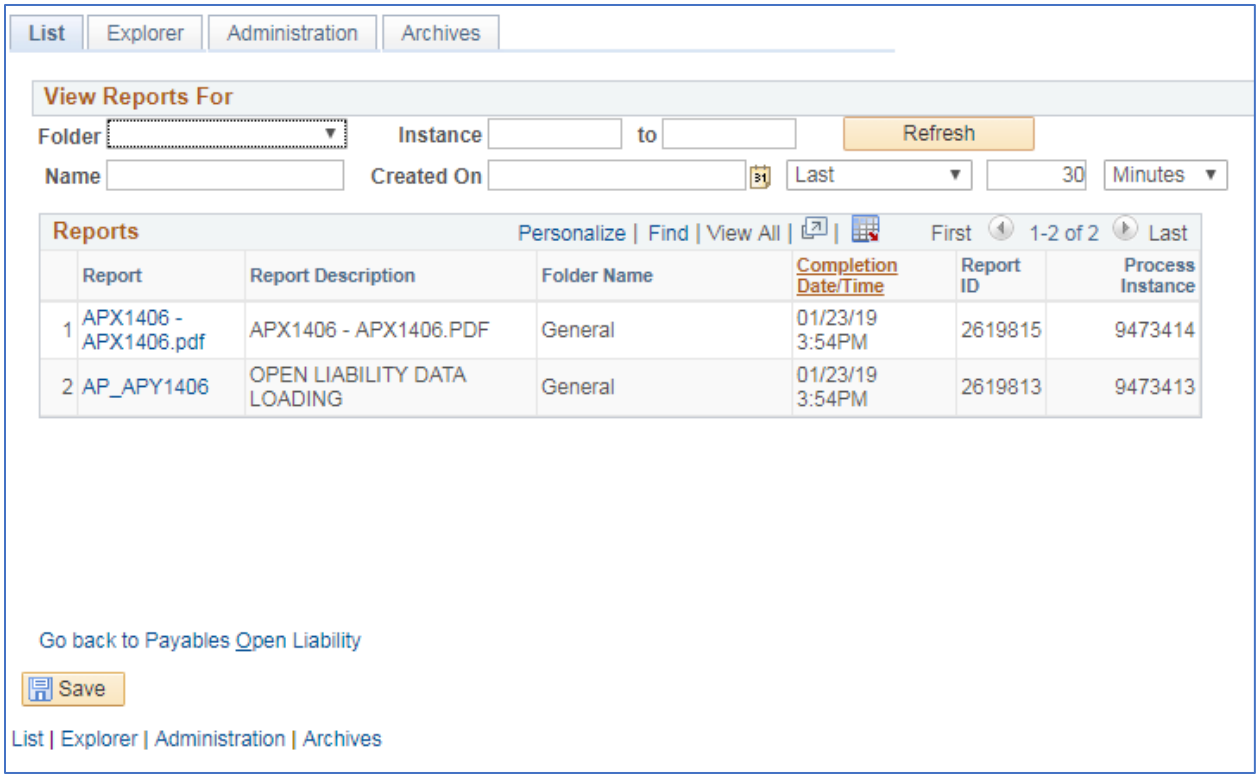
Click Process Monitor



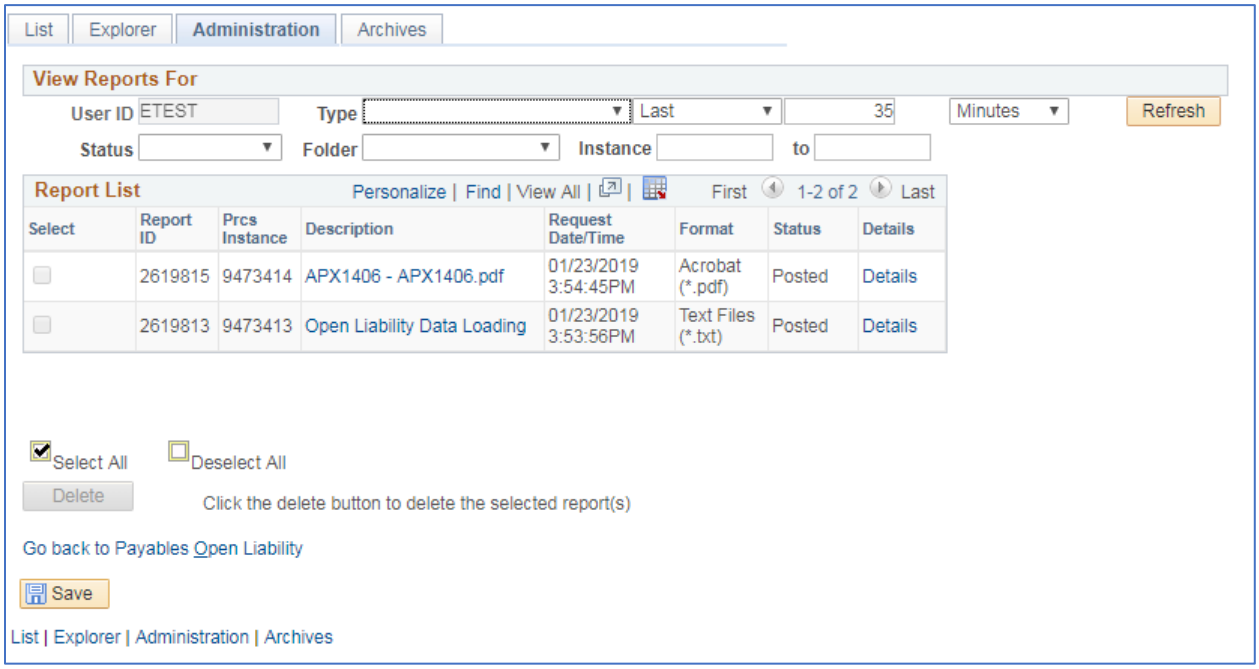
Click Refresh until Run Status is Success and Distribution Status is Posted

Click Go back to Payables Open Liability

Click Report Manager link



Click Administration tab



Click on the link with the .PDF file format

ORACLE

Report ID: APX1406

PeopleSoft Accounts Payable

PAYABLES OPEN LIABILITY REPORT

As of Accounting Date: 01/23/2019

Liability : Only Recorded Liability

Prepayment : Not Included

Unmatured Draft Payment : Not Included

Available Discount : Included

Currency : Base Currency

Supplier : Invoice Supplier

Run Date 1/23/2019

Run Time 15:54:45 PM

Group by: **BUSINESS UNIT** **01163** **BGS (Copy Center)**

Business Unit Option: Value

Base Currency : **USD**

Supplier Option: Specify

Detail Report

Vendor **STATE 0000009131** **Lindenmeyr Munroe**

Voucher Id	Invoice Id	Invoice Date	Schedule Date	Accounting Date	Document	Unpaid Amount	DiscountAvailable	Net
00012836	96618197 RI	09/26/2018	10/26/2018	10/16/2018	Invoice	146.00	1.46	144.54
00012838	96609940 RI	09/24/2018	10/24/2018	10/16/2018	Invoice	78.00	0.78	77.22

Total for Vendor STATE 0000009131 Lindenmeyr Munroe **224.00** **2.24** **221.76**

Vendor **STATE 0000283240** **W.B. Mason Co., Inc.**

Voucher Id	Invoice Id	Invoice Date	Schedule Date	Accounting Date	Document	Unpaid Amount	DiscountAvailable	Net
00012862	I56643062/C2559556	07/09/2018	10/17/2018	10/17/2018	Invoice	61.95	0.00	61.95

Total for Vendor STATE 0000283240 W.B. Mason Co., Inc. **61.95** **0.00** **61.95**

Total for BUSINESS UNIT 01163 BGS (Copy Center) **285.95** **2.24** **283.71**

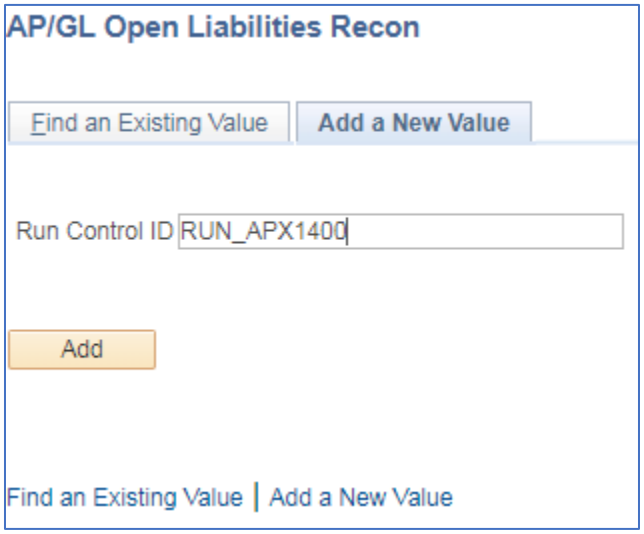
Summary AP/GL Open Liability Account Reconciliation Report (APX1400)

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

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

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

Click on the Add a New Value tab

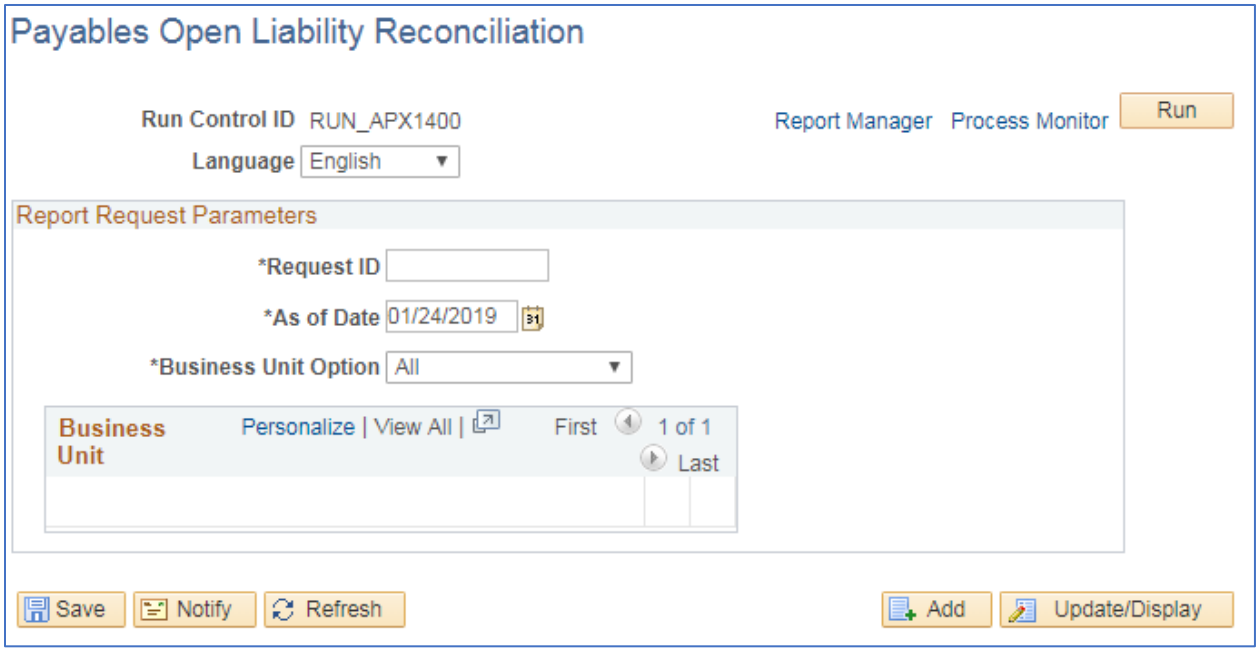


Run Control ID

- Create a unique run control ID (or use an existing one)
- For reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. RUN_APX1400)

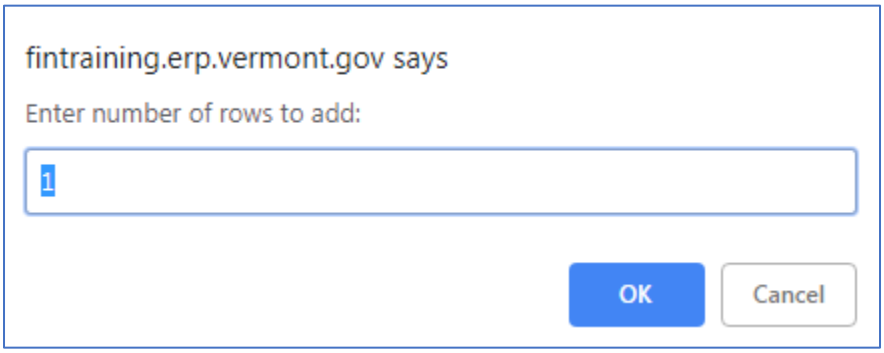
Click the Add Button

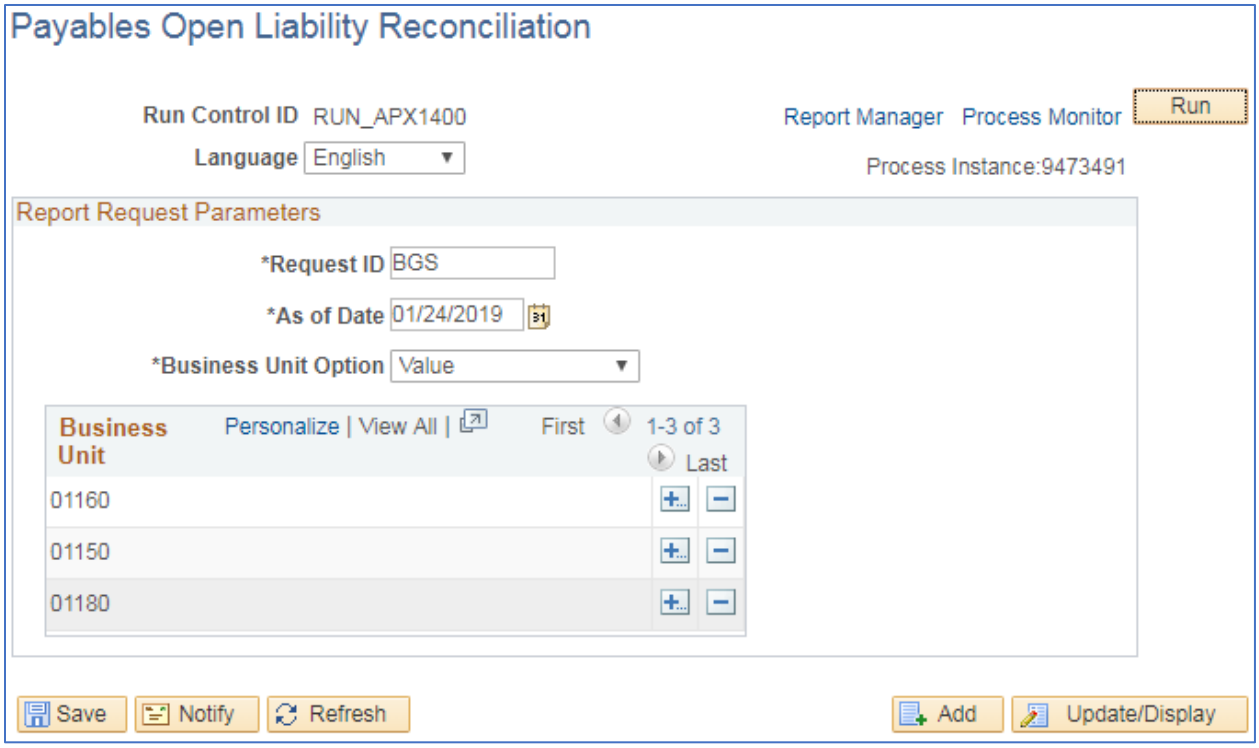
The Payables Open Liability Reconciliation page displays



Enter information on Payables Open Liability Reconciliation page

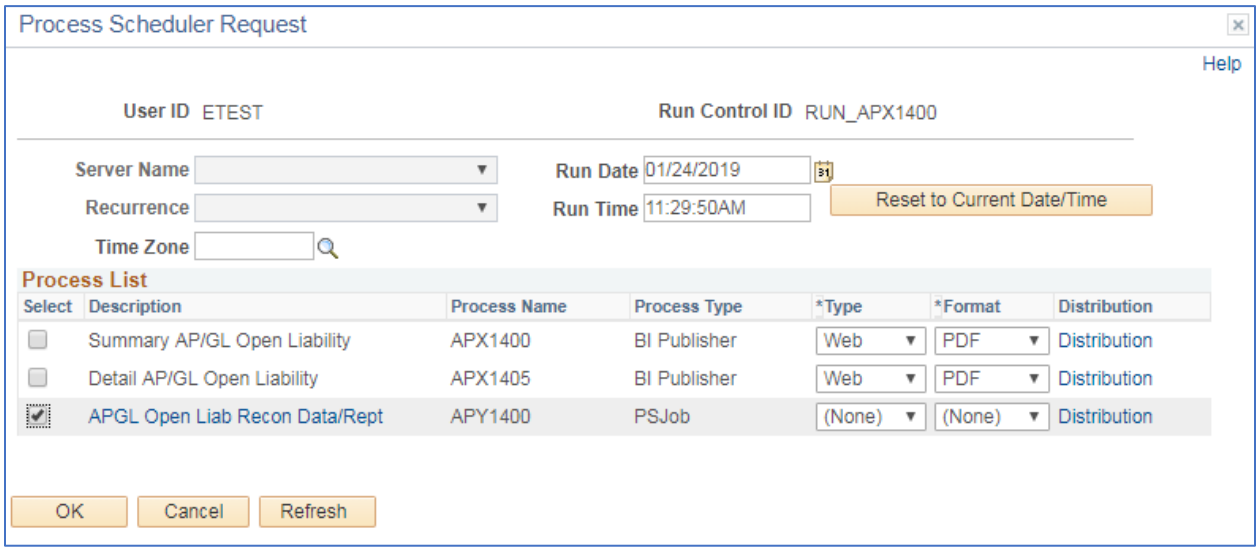
- **Request ID** – Enter an ID that is useful to you
- **As of Date** – Enter or select the date to run the report as of
- **Business Unit Option** – To run the report for all business units choose "All." To run the report for a subset of business units choose "Value." When you select "Value" an additional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





Click on Run

The Process Scheduler Request page displays



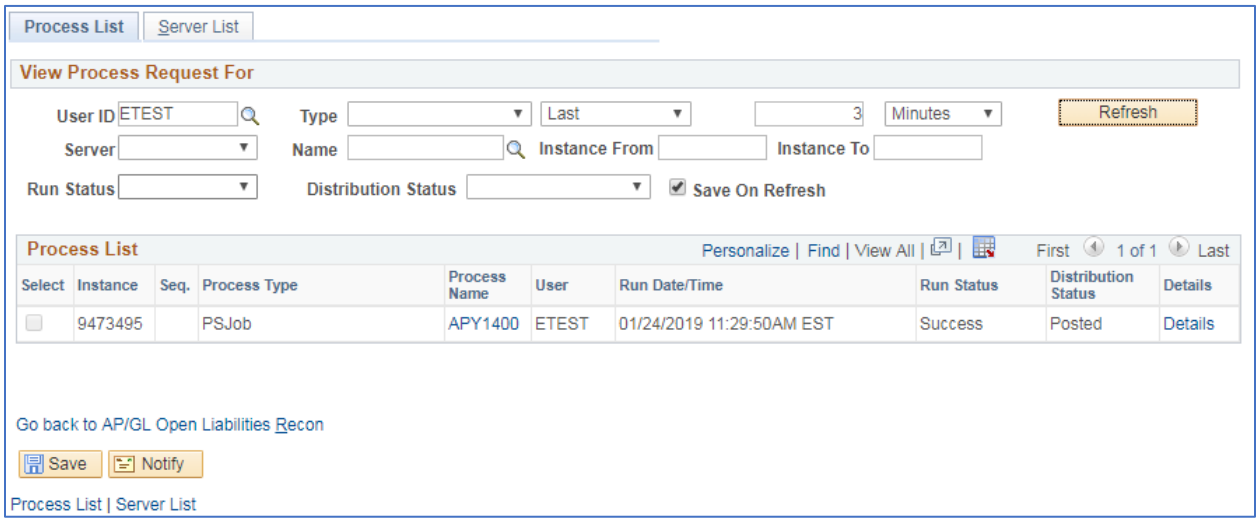
Process List

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

Click OK

The Payables Open Liability Reconciliation page displays

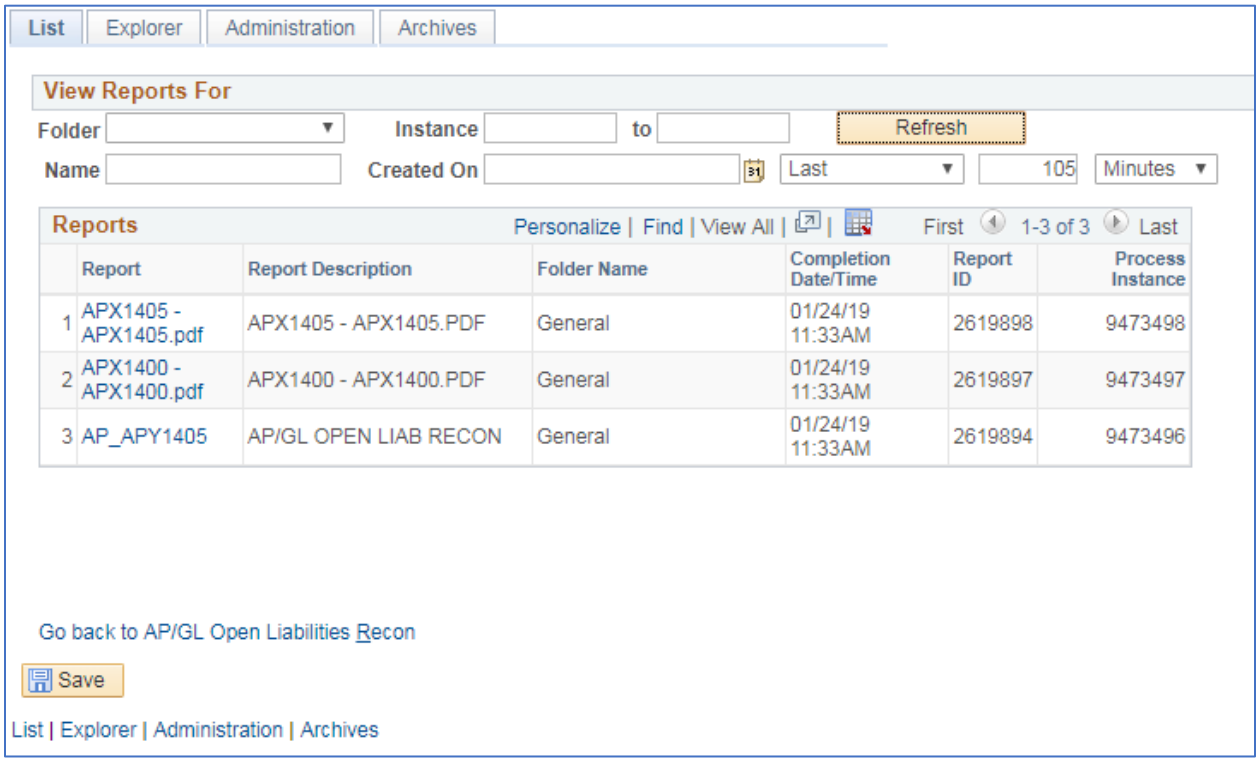
Click Process Monitor



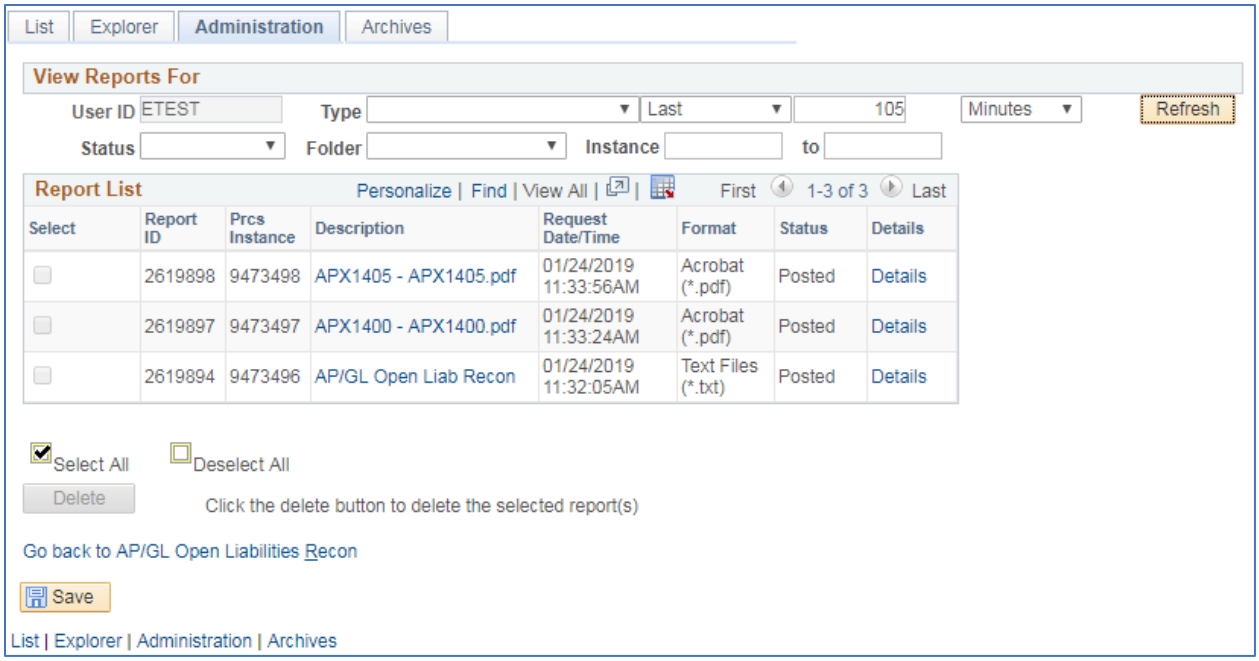
Click Refresh until Run Status is Success and Distribution Status is Posted

Click Go back to AP/GL Open Liabilities Recon

Click Report Manager link



Click Administration tab



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

The summary version of the report loads

ORACLE

Report ID: APX1400

PeopleSoft Accounts Payable

SUMMARY AP/GL OPEN LIABILITY ACCOUNT RECONCILIATION REPORT

As Of Date: 24.Jan.2019

Page No. 1
Run Date 1/24/2019
Run Time 11:33:24 AM

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

SetID	Supplier ID	Supplier Name	Business Unit	Voucher ID	Invoice Date	Invoice ID	Monetary Amount
STATE	0000043658	Buildings & General Services-Print Shop	01155	00003272	01.Oct.2006	63031587-BGS37	-30.04
		Total for Supplier	**Buildings & General Services-Print Shop**				**-30.04**
STATE	0000003165	Green Mountain Coffee Roasters	01152	00014530	20.Jun.2006	PYIN000365877	-26.50
		Total for Supplier	**Green Mountain Coffee Roasters**				**-26.50**
STATE	0000372471	Taplin Septic Service	01152	00046888	12.Sep.2018	399	831.00
			01152	00046887	12.Jun.2018	PY123	947.00
			01152	00046889	12.Sep.2018	398	1,189.75
		Total for Supplier	**Taplin Septic Service**				**2,967.75**
STATE	0000250003	Vermont Information Consortium, LLC	01154	00003642	30.Sep.2018	1075/807350	40.00
			01154	00003641	31.Jul.2018	1075/774130	40.00
			01154	00003640	30.Jun.2018	PY1075/755330	40.00
		Total for Supplier	**Vermont Information Consortium, LLC**				**120.00**
STATE	0000362631	Wind River Environmental LLC	01152	00046892	24.Sep.2018	3996865	1,499.83
			01152	00046891	21.Sep.2018	3995664	403.33
		Total for Supplier	**Wind River Environmental LLC**				**1,903.16**

1

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

The detail version of the report loads

DETAIL AP/GL OPEN LIABILITY ACCOUNT RECONCILIATION REPORT

As Of Date: 24.Jan.2019

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

Supplier: STATE 0000003165 Green Mountain Coffee Roasters

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

Supplier: STATE 0000043658 Buildings & General Services-Print Shop

Business Unit	Voucher ID	Invoice Date	Journal Template	Unpost Seq	Payment Cnt	Accounting Date	Journal ID	Journal Date	Journal Line	Monetary Amount
01155	00003272	01.Oct.2006	PAYMENT		1	14.Dec.2006	PA00809057	14.Dec.2006	6	-30.04
			Total for Supplier	**Buildings & General Services-Print Shop**						**-30.04**

Supplier: STATE 0000250003 Vermont Information Consortium, LLC

Business Unit	Voucher ID	Invoice Date	Journal Template	Unpost Seq	Payment Cnt	Accounting Date	Journal ID	Journal Date	Journal Line	Monetary Amount
01154	00003640	30.Jun.2018	ACCRUAL			16.Oct.2018	AP02557644	16.Oct.2018	1	40.00
01154	00003641	31.Jul.2018	ACCRUAL			16.Oct.2018	AP02557644	16.Oct.2018	1	40.00
01154	00003642	30.Sep.2018	ACCRUAL			16.Oct.2018	AP02557644	16.Oct.2018	1	40.00
			Total for Supplier	**Vermont Information Consortium, LLC**						**120.00**

Supplier: STATE 0000362631 Wind River Environmental LLC

Business Unit	Voucher ID	Invoice Date	Journal Template	Unpost Seq	Payment Cnt	Accounting Date	Journal ID	Journal Date	Journal Line	Monetary Amount
01152	00046891	21.Sep.2018	ACCRUAL			16.Oct.2018	AP02557640	16.Oct.2018	2	403.33
01152	00046892	24.Sep.2018	ACCRUAL			16.Oct.2018	AP02557640	16.Oct.2018	2	1,499.83
			Total for Supplier	**Wind River Environmental LLC**						**1,903.16**

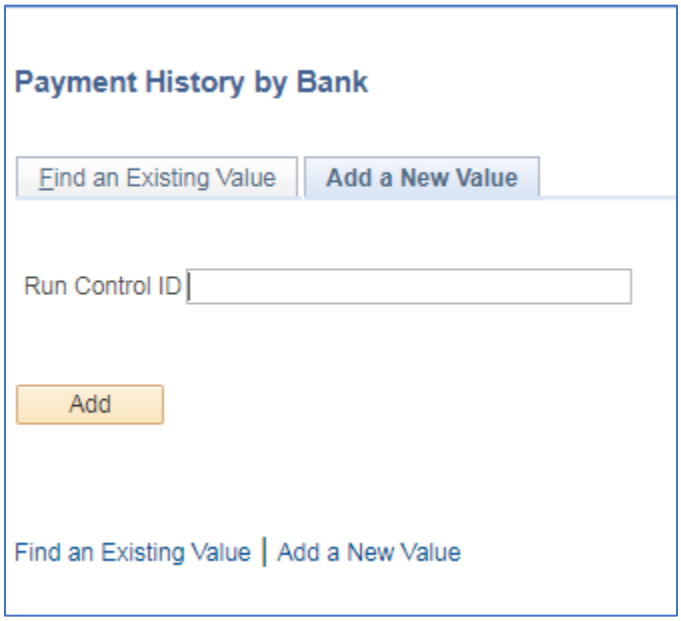
Supplier: STATE 0000372471 Taplin Septic Service

Detailed (Summary) Payment History by Bank (APX2004)

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

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

Click on the Add a New Value tab

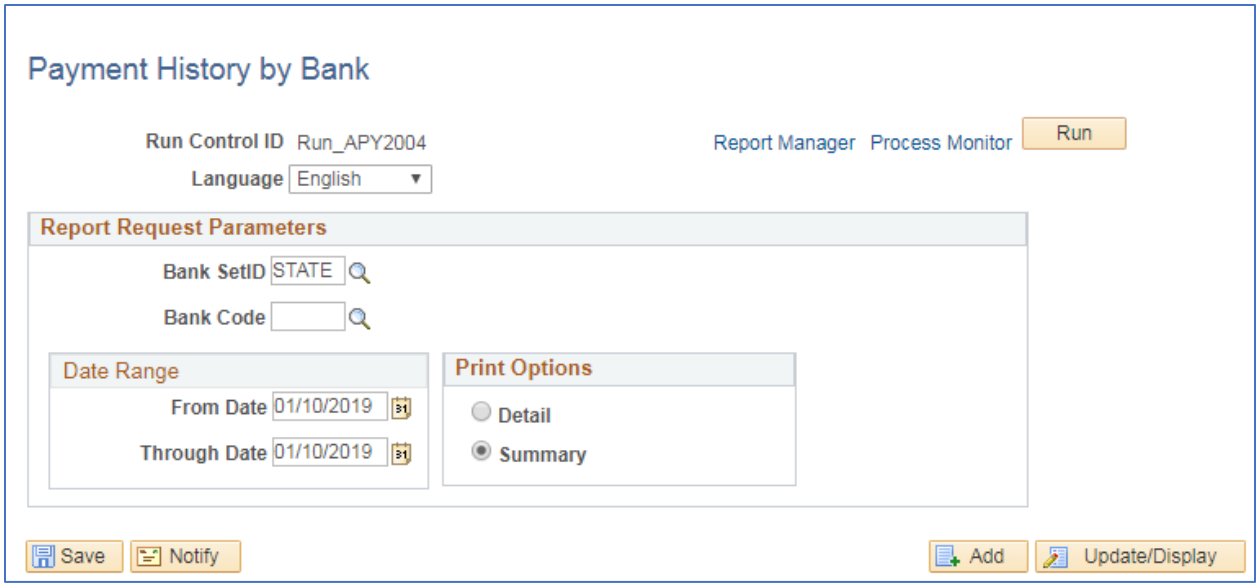


Run Control ID

- Create a unique run control ID (or use an existing one)
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run_APY2004)

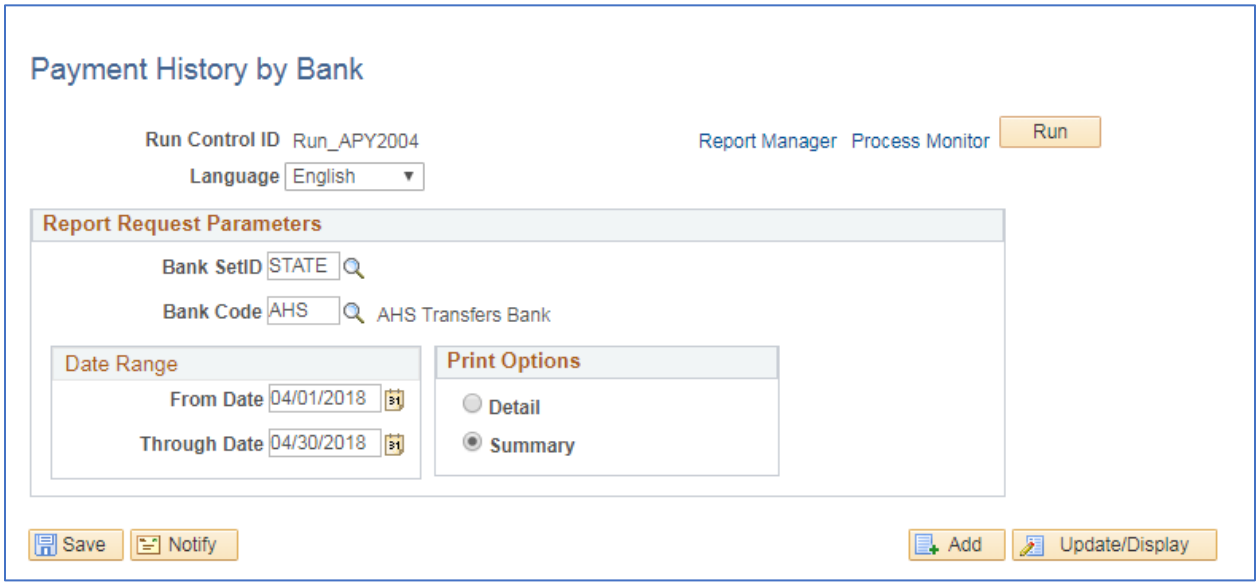
Click the Add Button

The Payment History by Bank page displays



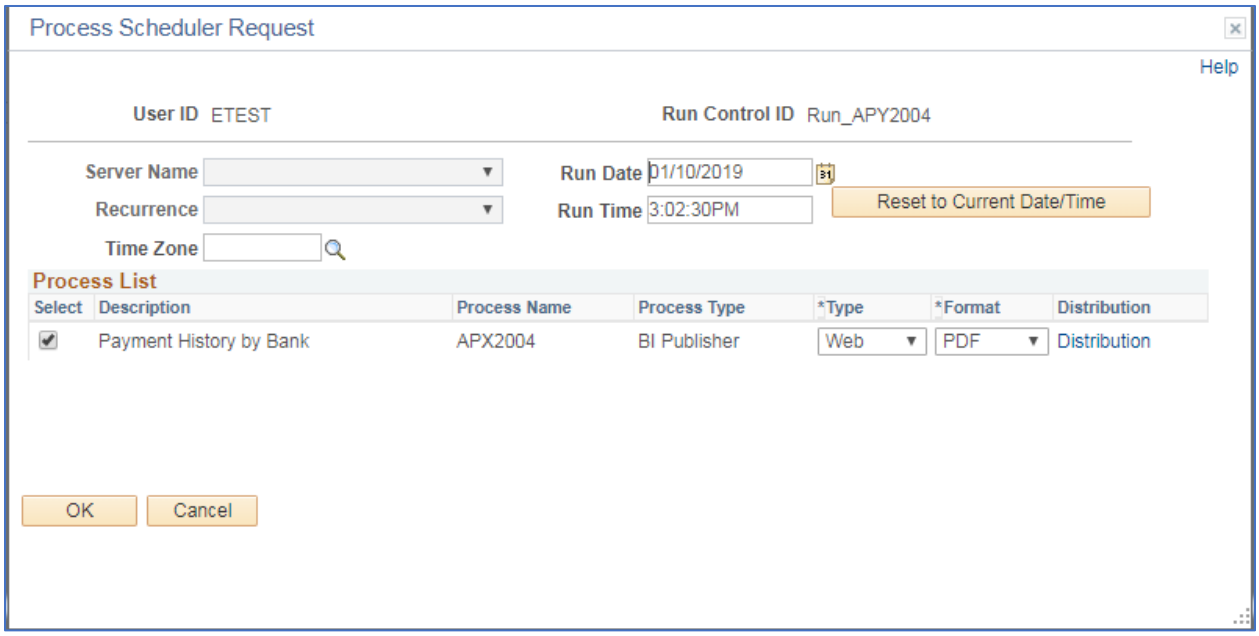
Enter information on Payment History by Bank page

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



Click on Run

The Process Scheduler Request page displays



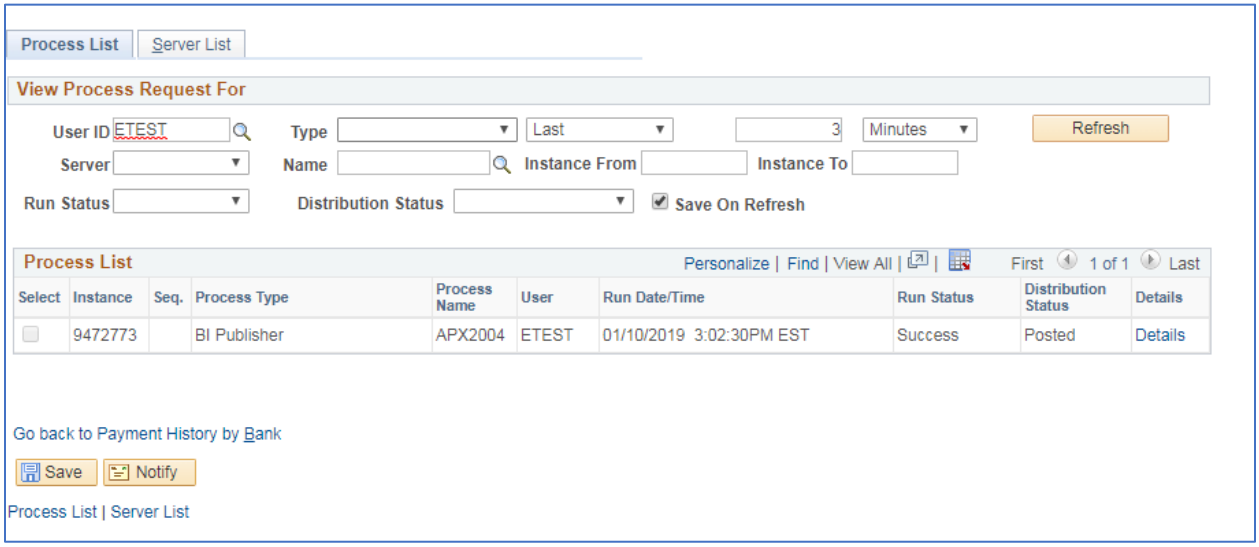
Process List

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

Click OK

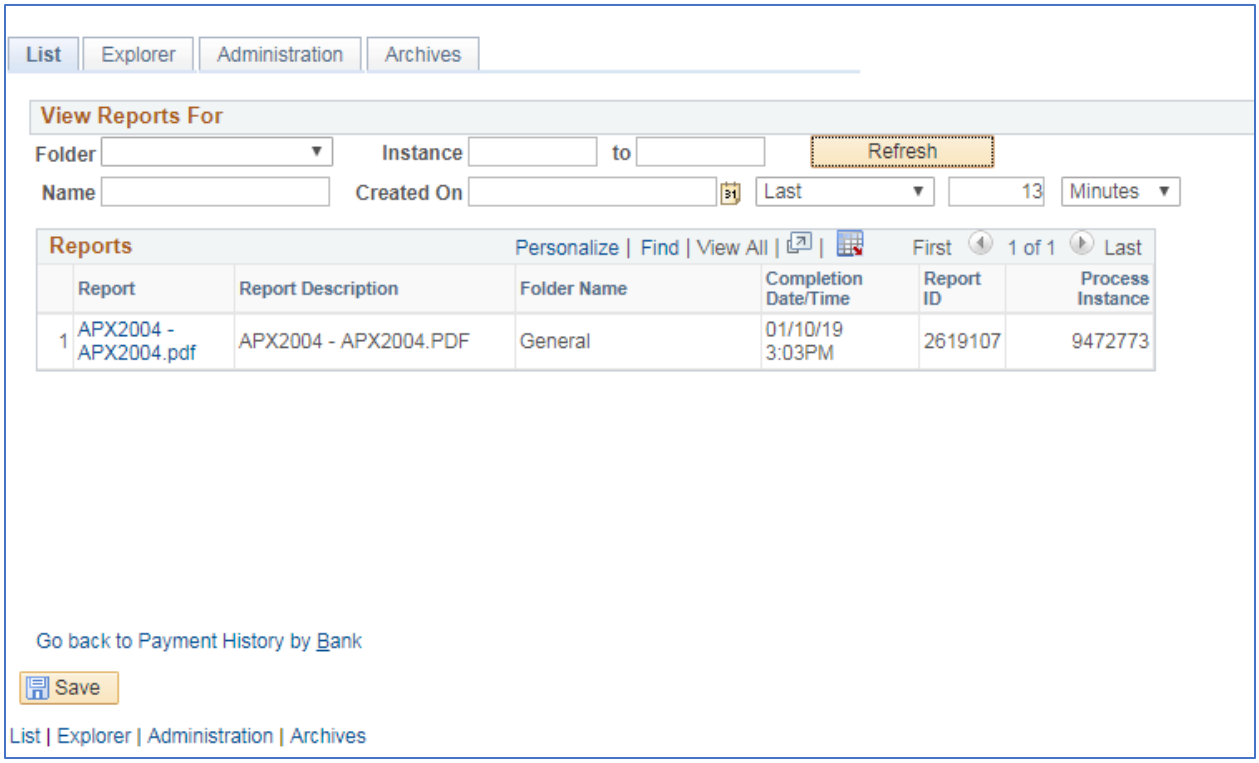
The Payment History by Bank page displays

Click Process Monitor

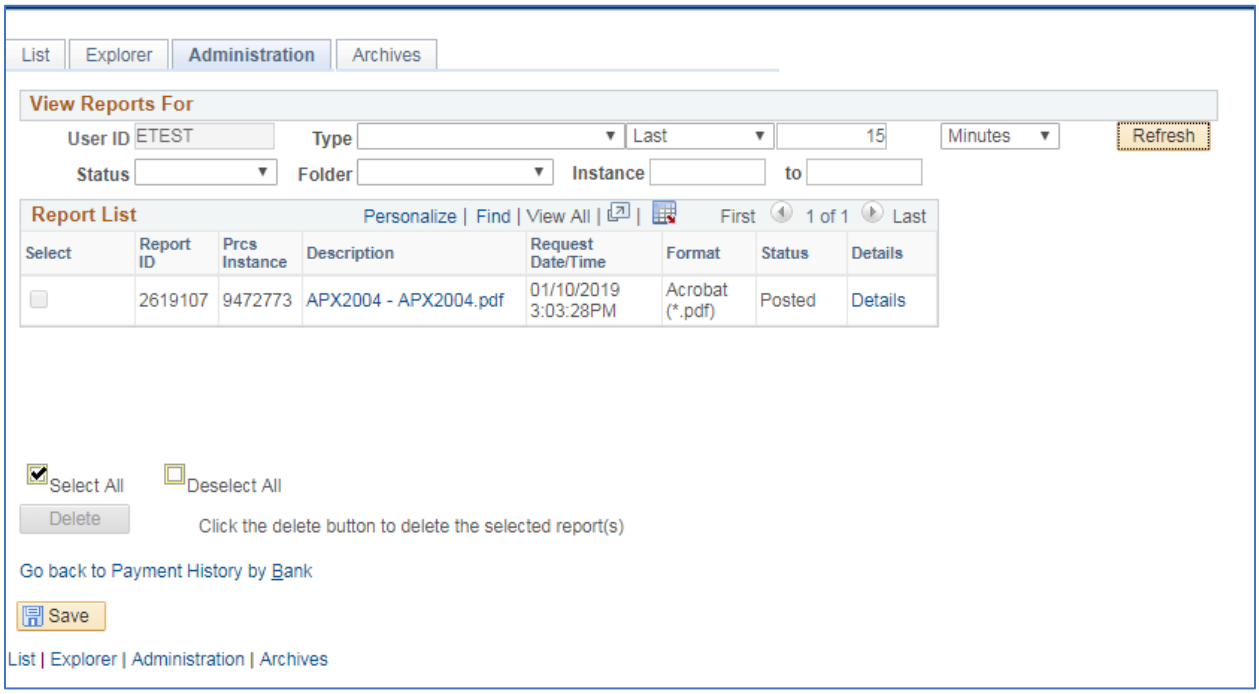


Click Refresh until Run Status is Success and Distribution Status is Posted

Click Report Manager



Click the Administration tab



Click on the link with the .PDF file format

ORACLE

Report ID: APX2004

PeopleSoft Accounts Payable

SUMMARY PAYMENT HISTORY BY BANK

Page No 1
Run Date Jan 10, 2019
Run Time 12:03:28 PM

Payment Date: Apr 11, 2018

Bank Account: AHS 001 ****2950

Payment Method: Wire Transfer

Payment Ref	Status	Handling	Remit To	Pay Cycle	Seq	Wire Routing	Payment Amt	Document Sequence
001397	Paid	RE	STATE 0000073814 AHS-Administrative Fund 103 S Main St Waterbury VT 05671-0201 United States	VENDOR	4317	01 011789417	5,818.98 USD	

Total Payments by Wire Transfer	5,818.98 USD
Total Payments for 001 ****2950	5,818.98 USD
Total Payments for AHS	5,818.98 USD
Total Payments on 11.Apr.2018	5,818.98 USD

ORACLE

Report ID: APX2004

PeopleSoft Accounts Payable

DETAIL PAYMENT HISTORY BY BANK

Page No 1
Run Date Jan 10, 2019
Run Time 12:15:14 PM

Payment Date: **Apr 11, 2018**

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

Payment Method: **Wire Transfer**

Payment Ref	Status	Handling	Remit To	Pay Cycle	Seq	Wire Routing	Payment Amt	Document Sequence
001397	Paid	RE	STATE 0000073814 AHS-Administrative Fund 103 S Main St Waterbury VT 05671-0201 United States	VENDOR	4317	01 011789417	5,818.98 USD	

Unit	Advice ID	Invoice Number	Discount Taken	Net Amount
03150	00068432	Admin Fund Mar 2018	0.00 USD	5,818.98 USD

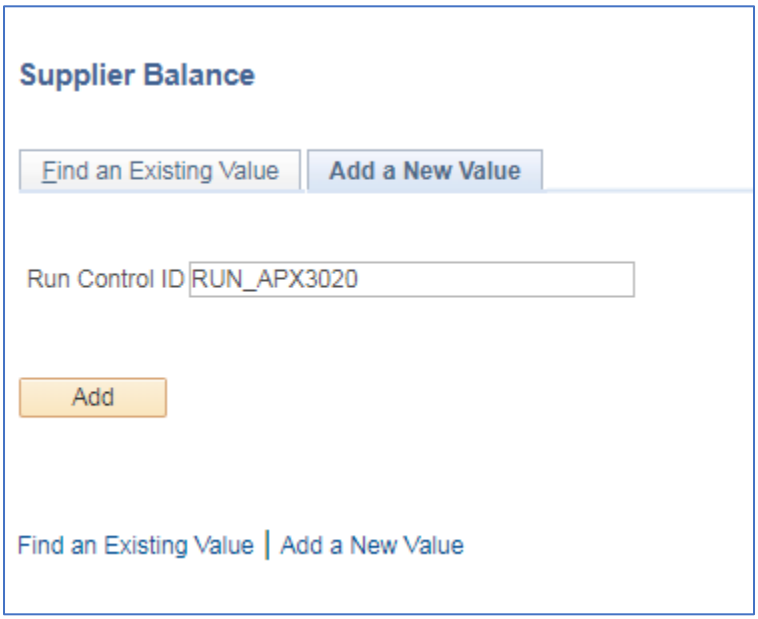
Total Payments by Wire Transfer	5,818.98 USD
Total Payments for 001 ****2950	5,818.98 USD
Total Payments for AHS	5,818.98 USD
Total Payments on 11.Apr.2018	5,818.98 USD

Outstanding Balance by Supplier (APX3020)

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

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

Click on the Add a New Value tab

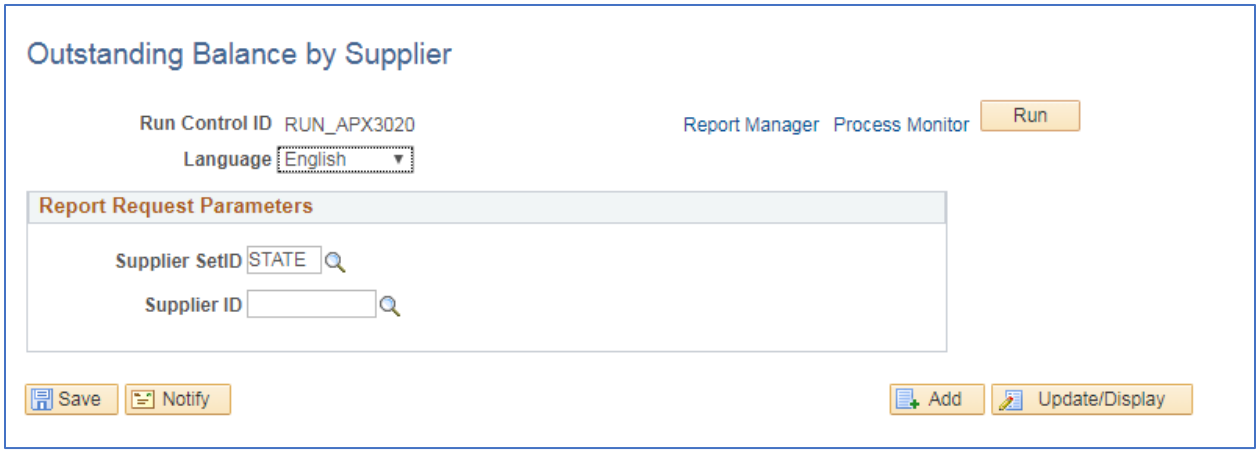


Run Control ID

- Create a unique run control ID (or use an existing one)
- For reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. RUN_APX3020)

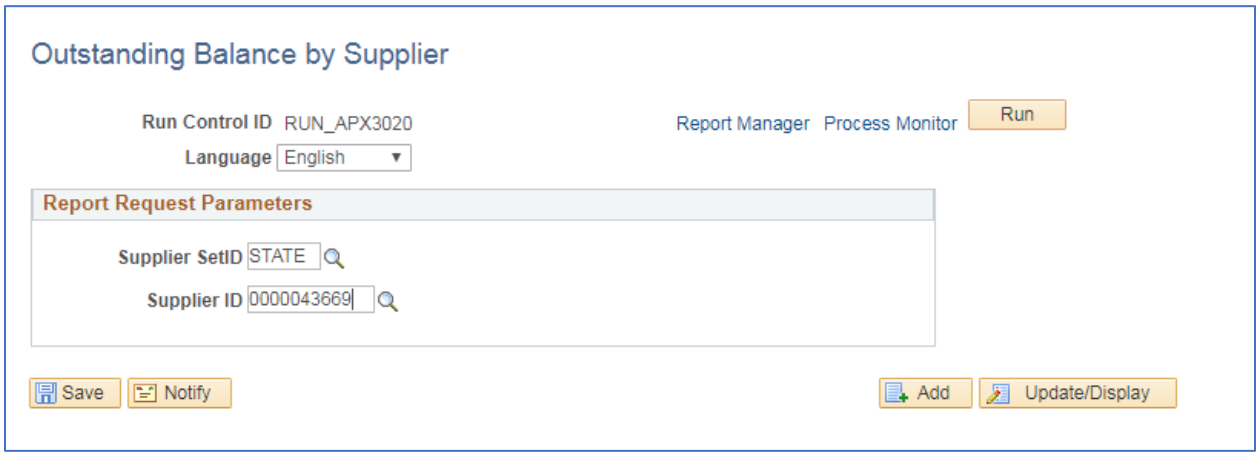
Click the Add Button

The Outstanding Balance by Supplier page displays



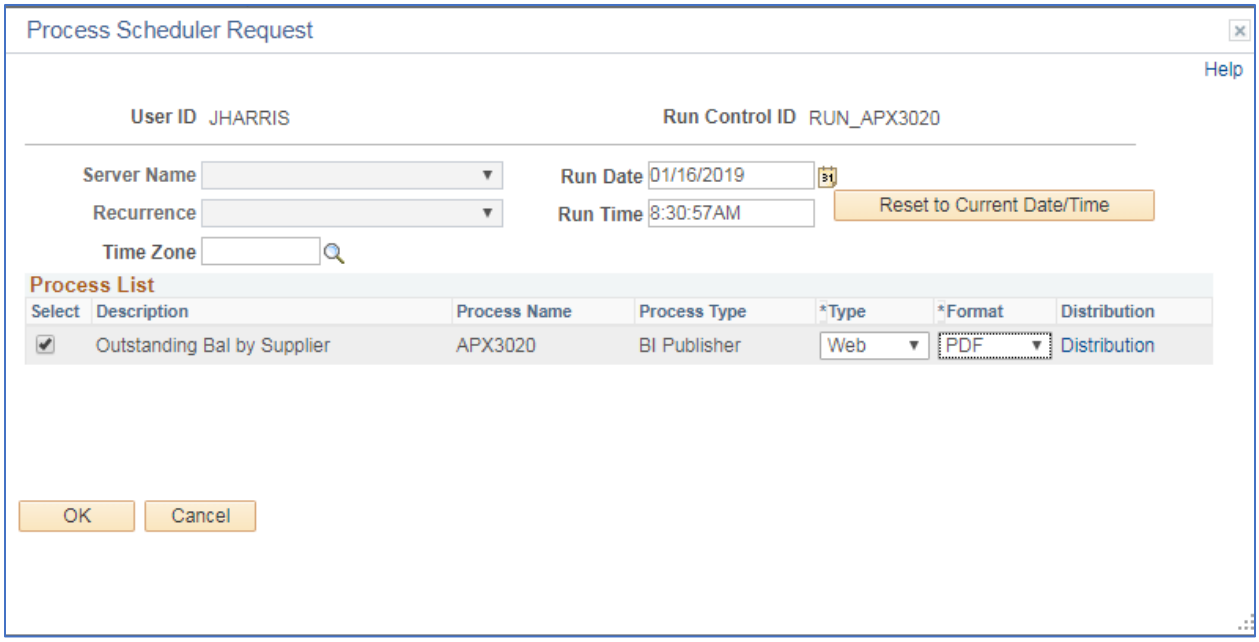
Enter information on [menu page name] page

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



Click on Run

The Process Scheduler Request page displays



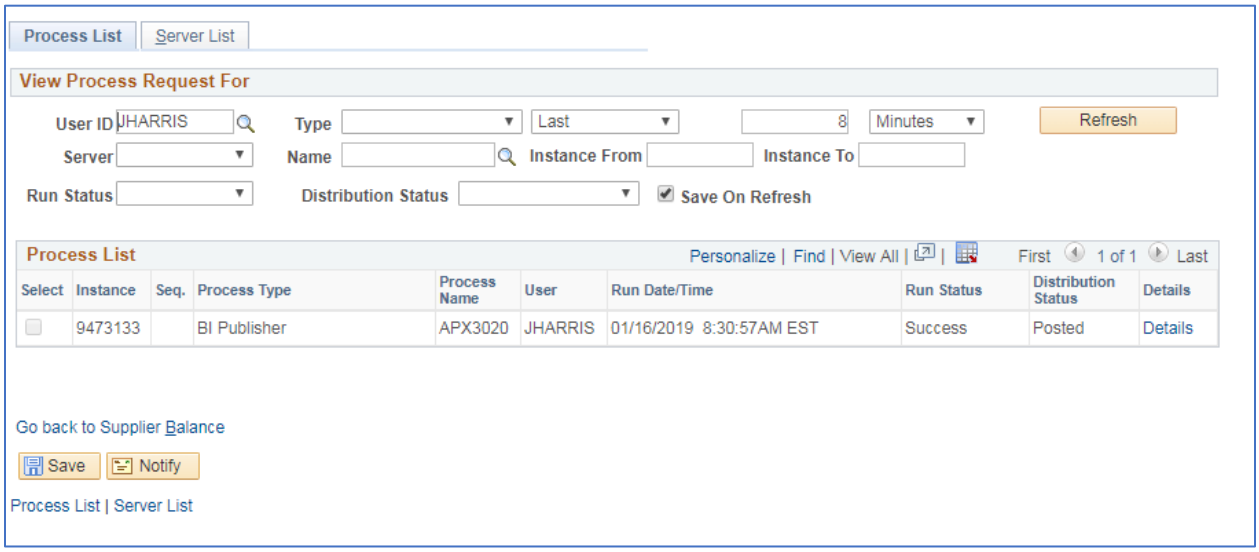
Process List

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

Click OK

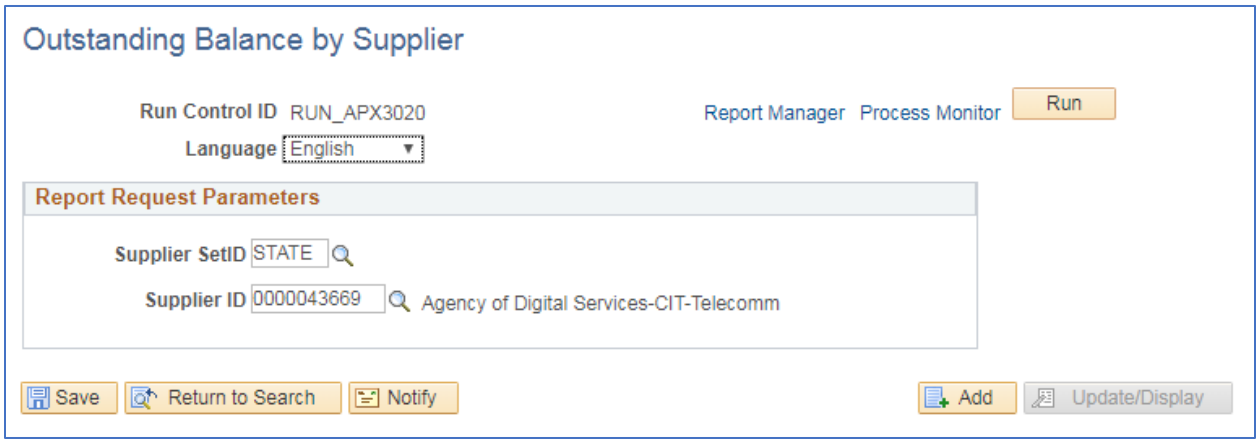
The Outstanding Balance by Supplier page displays

Click Process Monitor

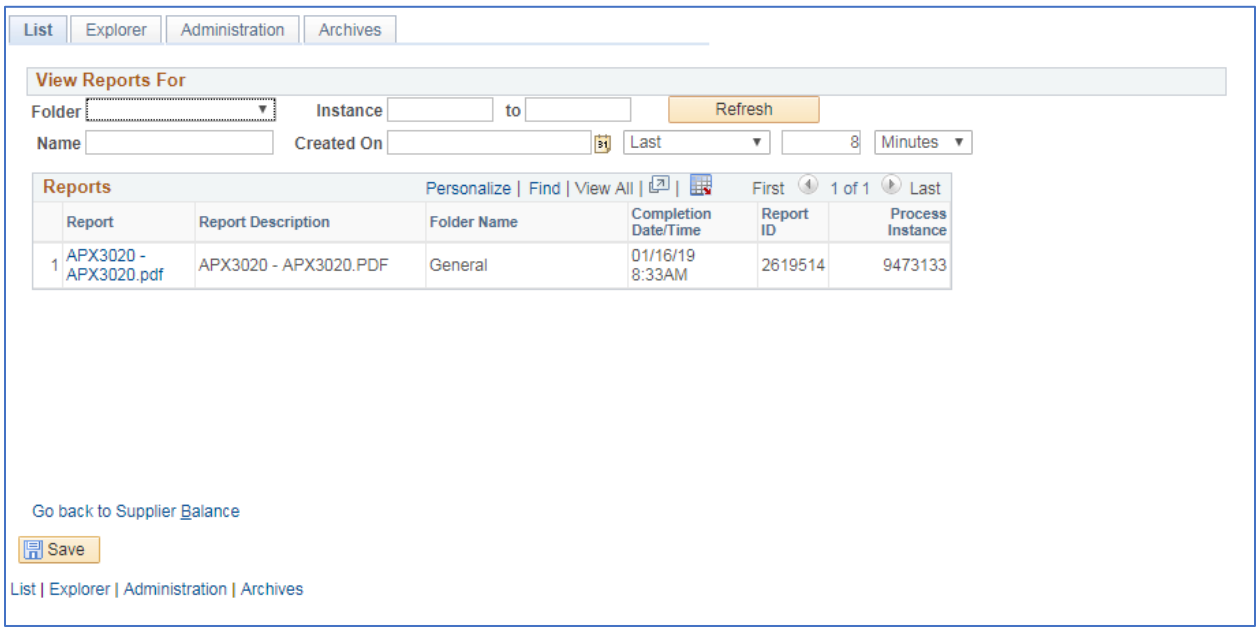


Click Refresh until Run Status is Success and Distribution Status is Posted

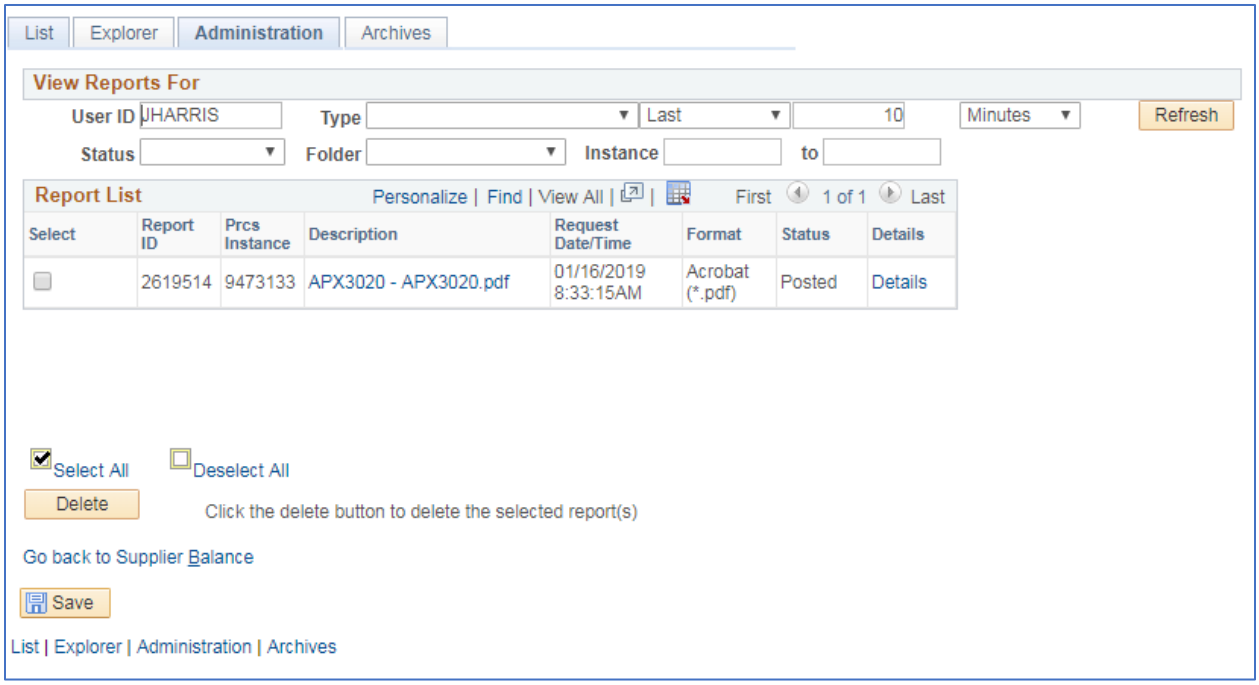
Click Go back to Supplier Balance



Click Report Manager link



Click the Administration tab



Click on the link with the .PDF file format

ORACLE

Report ID: APX3020

PeopleSoft Accounts Payable
OUTSTANDING BALANCE BY SUPPLIER

Page No. 1
Run Date 1/16/2019
Run Time 8:33:15 AM

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

Currency: **USD**

Business Unit: **02140** **Public Safety**

Voucher	Invoice	Invoice Date	Status	Terms
00269269	69162156-FSTC1	20-Sep-2018	P	Due Now

Remit Supplier	Setid	Bank	Bank Account	Method	Hold	With	Scheduled Date	Due Date	Discount Date	Discount Amount	Gross Amount
0000043669 Agency of Digital Servi	STATE	GOVN	001	WIR	N	N	17-Oct-2018	20-Sep-2018		0.00 USD	394.06 USD
				Total for Voucher ID			**00269269**			**0.00** USD	**394.06** USD
				Total for Business Unit			**02140**	**Public Safety**		**0.00** USD	**394.06** USD

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

Currency: **USD**

Business Unit: **02240** **Public Service Department**

Voucher	Invoice	Invoice Date	Status	Terms
00019564	PSD6-69162319	20-Sep-2018	A	Due Now

Remit Supplier	Setid	Bank	Bank Account	Method	Hold	With	Scheduled Date	Due Date	Discount Date	Discount Amount	Gross Amount
0000043669 Agency of Digital Servi	STATE	GOVN	001	WIR	N	N	16-Oct-2018	20-Sep-2018		0.00 USD	137.74 USD
				Total for Voucher ID			**00019564**			**0.00** USD	**137.74** USD
				Total for Business Unit			**02240**	**Public Service Department**		**0.00** USD	**137.74** USD

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

Currency: **USD**

Business Unit: **02250** **Public Utilities Commission**

Voucher	Invoice	Invoice Date	Status	Terms
00007918	69162320	20-Sep-2018	A	Due Now

Remit Supplier	Setid	Bank	Bank Account	Method	Hold	With	Scheduled Date	Due Date	Discount Date	Discount Amount	Gross Amount
0000043669 Agency of Digital Servi	STATE	GOVN	001	WIR	N	N	17-Oct-2018	20-Sep-2018		0.00 USD	193.45 USD
				Total for Voucher ID			**00007918**			**0.00** USD	**193.45** USD
				Total for Business Unit			**02250**	**Public Utilities Commission**		**0.00** USD	**193.45** USD

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

Currency: **USD**

Business Unit: **03300** **Veterans' Home**

Voucher	Invoice	Invoice Date	Status	Terms
00083851	69162391	20-Sep-2018	P	Due Now

Remit Supplier	Setid	Bank	Bank Account	Method	Hold	With	Scheduled Date	Due Date	Discount Date	Discount Amount	Gross Amount
0000043669 Agency of Digital Servi	STATE	GOVN	001	WIR	N	N	17-Oct-2018	20-Sep-2018		0.00 USD	1,115.96 USD
				Total for Voucher ID			**00083851**			**0.00** USD	**1,115.96** USD
				Total for Business Unit			**03300**	**Veterans' Home**		**0.00** USD	**1,115.96** USD

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

Currency: **USD**

Business Unit: **03460** **Disabilities Aging Ind. Living**

Voucher	Invoice	Invoice Date	Status	Terms
00272995	69161917 AIL33	20-Sep-2018	P	Due Now

Remit Supplier	Setid	Bank	Bank Account	Method	Hold	With	Scheduled Date	Due Date	Discount Date	Discount Amount	Gross Amount
0000043669 Agency of Digital Servi	STATE	GOVN	001	WIR	N	N	10-Oct-2018	20-Sep-2018		0.00 USD	120.24 USD
				Total for Voucher ID			**00272995**			**0.00** USD	**120.24** USD

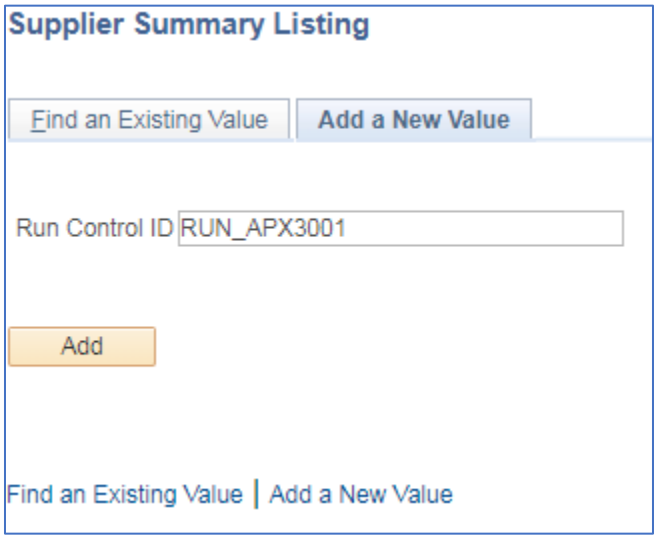
Voucher	Invoice	Invoice Date	Status	Terms
00272994	69161912 AIL27	20-Sep-2018	P	Due Now

AP Supplier Summary (APX3001)

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

Navigation: Accounts Payable > Reports > Supplier > Supplier Summary

Click on the Add a New Value tab

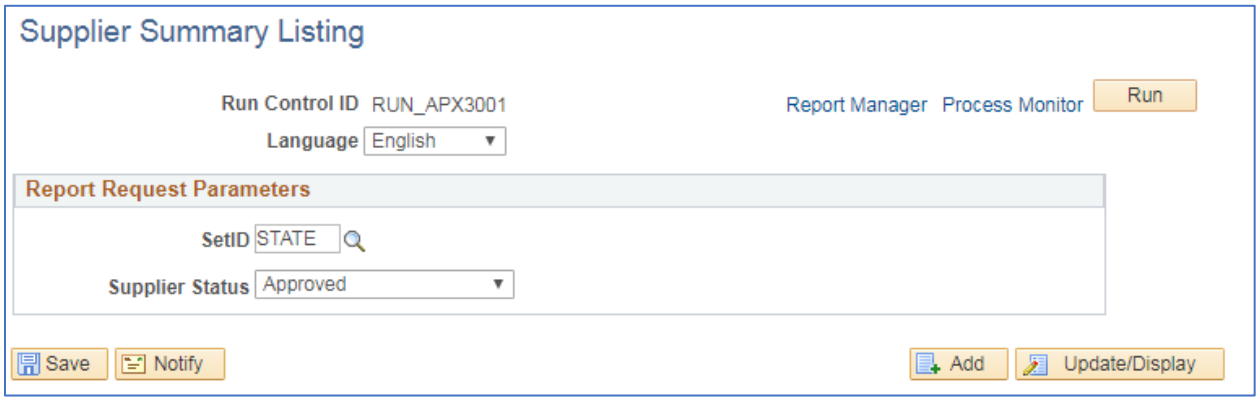


Run Control ID

- Create a unique run control ID (or use an existing one)
- For reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. RUN_APX3001)

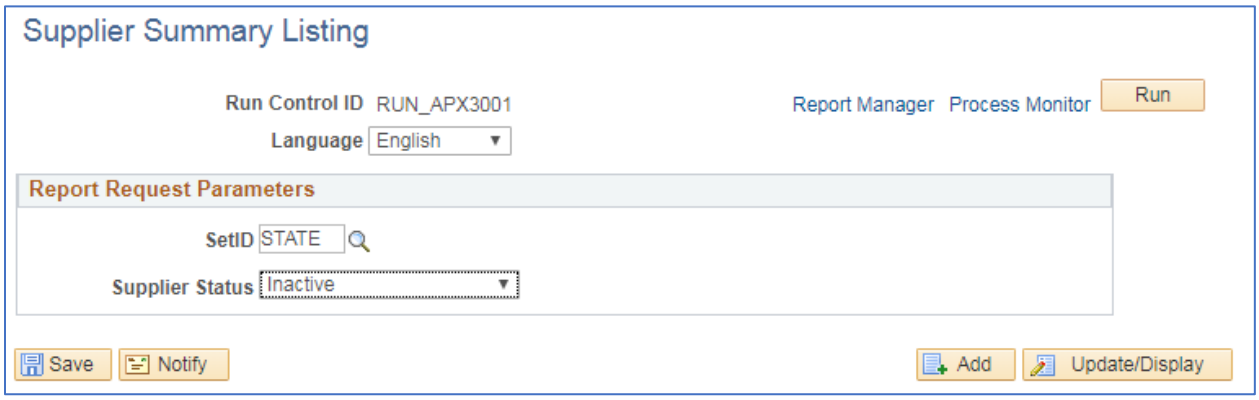
Click the Add Button

The Supplier Summary Listing page displays



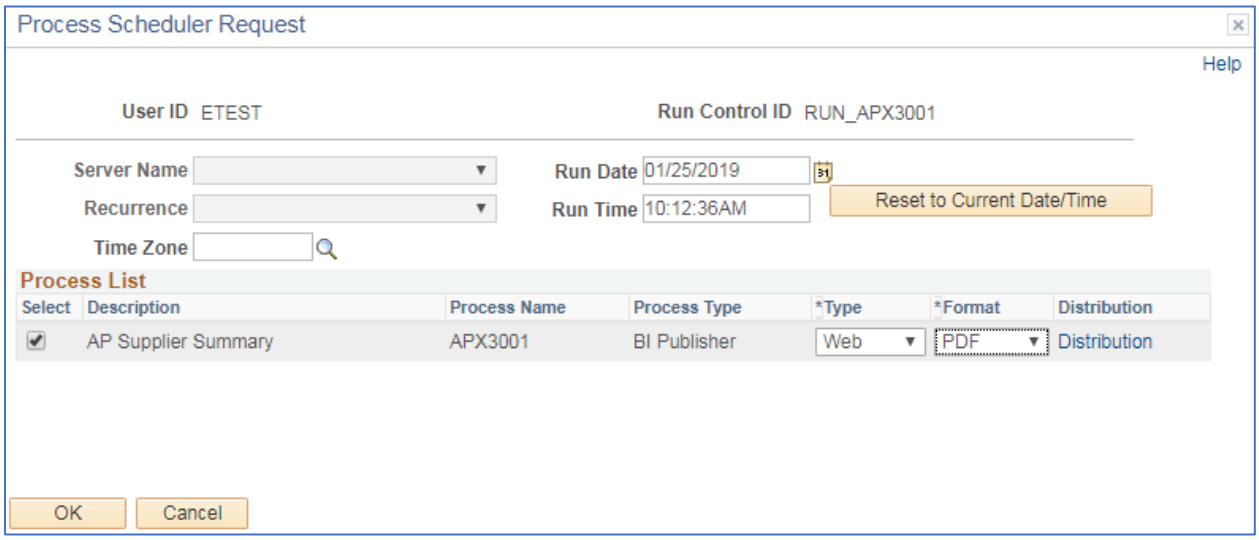
Enter information on Supplier Summary Listing page

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



Click on Run

The Process Scheduler Request page displays



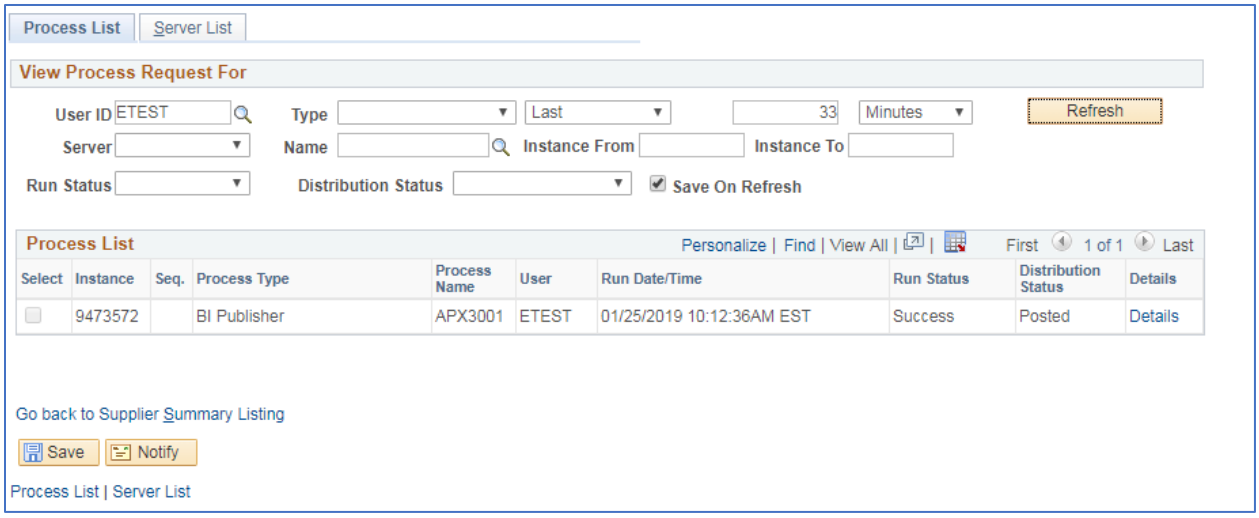
Process List

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

Click OK

The Supplier Summary Listing page displays

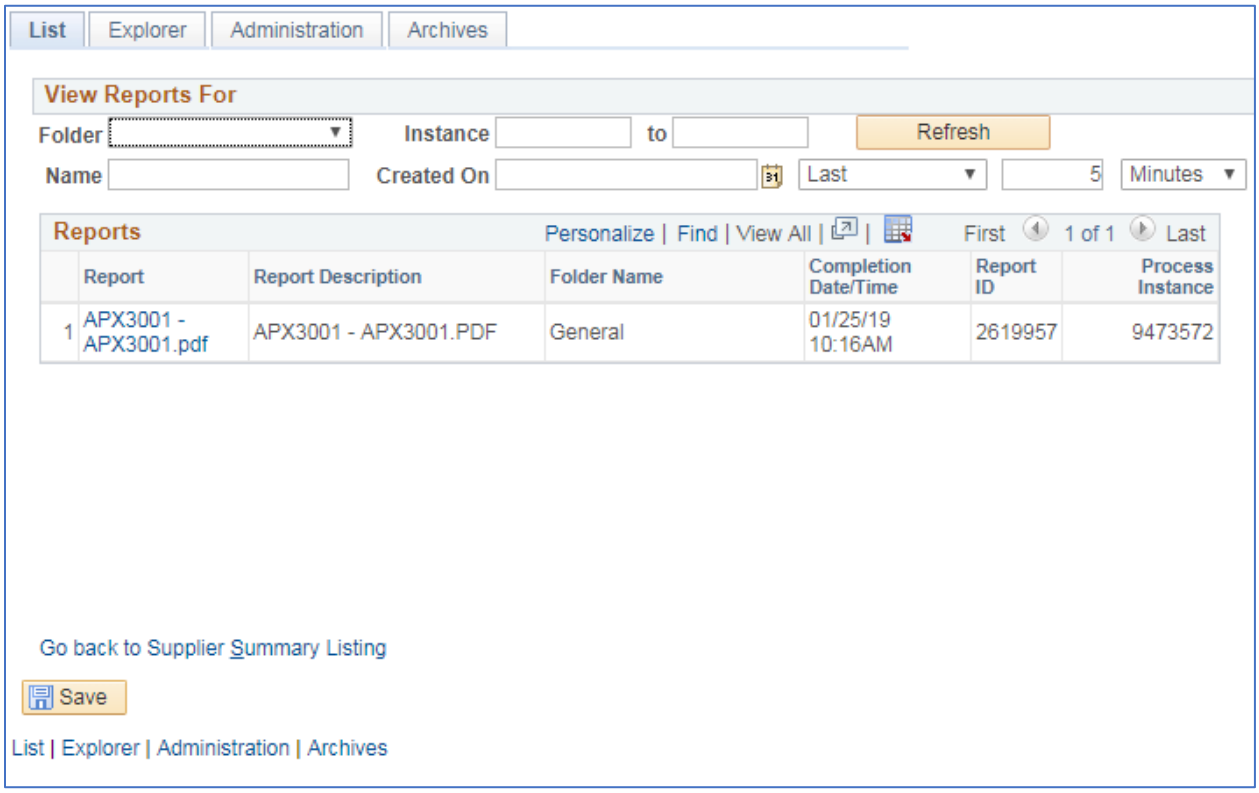
Click Process Monitor



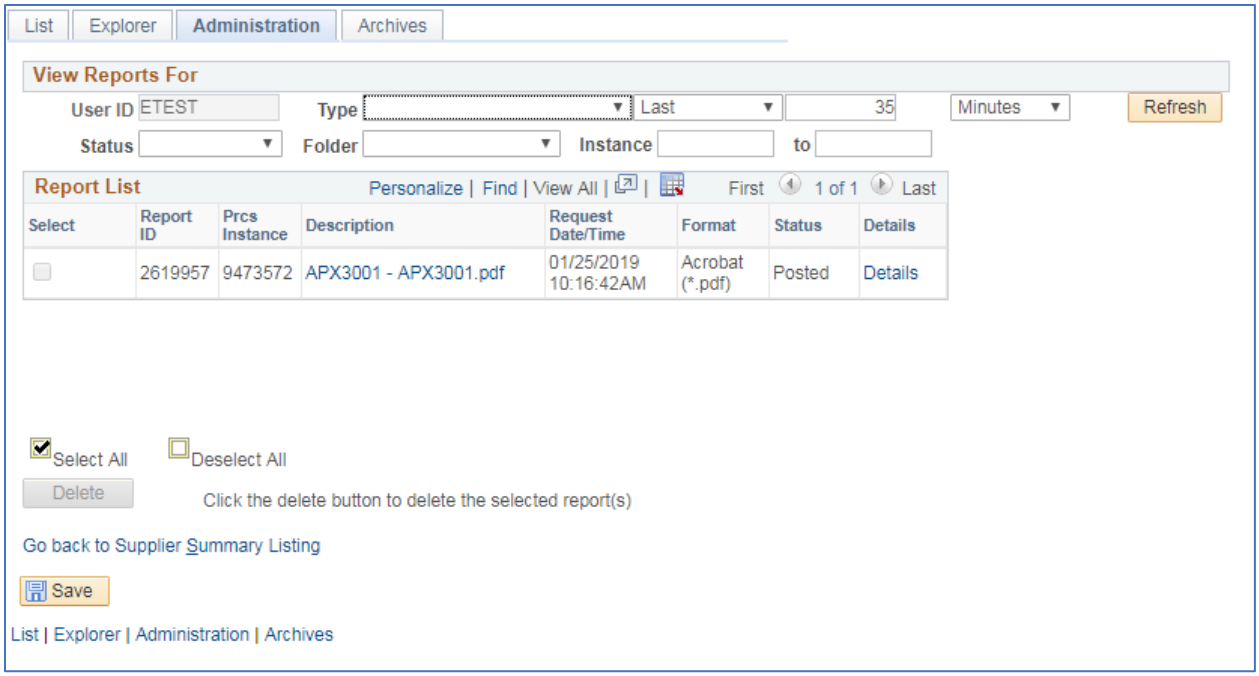
Click Refresh until Run Status is Success and Distribution Status is Posted

Click Go back to Supplier Summary Listing

Click Report Manager link



Click Administration tab



Click on the link with the .PDF file format

ORACLE

Report ID: APX3001

PeopleSoft Accounts Payable

AP SUPPLIER SUMMARY

Page No 1
Run Date 1/25/2019
Run Time 7:14:13 AM

Set ID: Default State SetID
Supplier Status: Inactive

ID	Name	Class	Persistance	Remit	Corporate	AR Customer #	Entered By	Withholding	Customer ID
0000001359	SUGARLODGE-001		Permanent	0000001359	0000001359		JHACKNEY	N	
0000001363	MARCONCORP-001		Regular	0000001363	0000001363		JHACKNEY	N	
0000001364	SUPREMECOO-001		Permanent	0000001364	0000001364		JHACKNEY	N	
0000001365	SURGICALAS-001		Regular	0000001365	0000001365		JDURKEE	Y	
0000001366	SURGICALCE-001		Permanent	0000001366	0000001366		JHACKNEY	Y	
0000001367	TONYSWRECK-001		Regular	0000001367	0000001367		JHACKNEY	Y	
0000001369	SWANTONREX-001		Regular	0000001369	0000001369		JHACKNEY	N	
0000001370	SWEET&BURT-001		Permanent	0000001370	0000001370		JHACKNEY	N	
0000001371	CTRFORTEEN-001		Regular	0000001371	0000001371		JHACKNEY	N	
0000000607	HEARINGCEN-001		Regular	0000000607	0000000607		JDURKEE	N	
0000000608	REDAPPLEMO-001		Regular	0000000608	0000000608		JHACKNEY	N	
0000000610	HEMENWAYEL-001		Regular	0000000610	0000000610		JHACKNEY	N	
0000000611	HENDEESGAR-001		Regular	0000000611	0000000611		JHACKNEY	Y	
0000000612	VTAFFORDAB-001		Regular	0000000612	0000000612		JHACKNEY	N	
0000000613	THERUTLAND-001		Regular	0000000613	0000000613		RPARTLOW	N	