

## 9.2 AP QUERIES AND REPORTS

### Accounts Payable Queries

To access a BOR predefined query:

**Query Viewer:** Reporting Tools > Query > Query Viewer

**Query Manager:** Reporting Tools > Query > Query Manager

Enter the **Query Name** in the “begins with” field. Click **Search**.

Query Name	Description	Parameters
<b>BOR_APPROVED_SUPPLIER_REVIEW</b>	Provides a list of Approved Share Suppliers.	None
<b>BOR_APY1090_MATCH_EXCEPTIONS</b>	Lists detailed match report based on Match Status and Run Control ID.	<ul style="list-style-type: none"> <li>Match Status</li> <li>Run Control</li> </ul>
<b>BOR_APY1090_SUB</b>	Lists Match Rule ID descriptions.	None
<b>BOR_AP_0AP080_VOUCHER_REGISTER</b>	Lists vouchers with supplier information for the specified date range. Assists DOAS when auditing statewide contracts.	<ul style="list-style-type: none"> <li>Business Unit</li> <li>Entered From Date</li> <li>Entered To Date</li> </ul>
<b>BOR_AP_1099_ADJUST</b>	Lists all 1099 manual balance adjustments entered for the selected calendar year. Users can run this query before and after making 1099 adjustments to compare results and verify adjustments were correctly made.	<ul style="list-style-type: none"> <li>Calendar Year</li> <li>Business Unit</li> </ul>
<b>BOR_AP_1099_DSL_PREPORTABLE</b>	Identifies any discounts lost related to items listed in the 1099 Reportable Transactions report (BORRY010).	<ul style="list-style-type: none"> <li>Business Unit</li> </ul>
<b>BOR_AP_1099_JE</b>	Lists entries entered outside of Accounts Payable or as an online journal entry posted during the	<ul style="list-style-type: none"> <li>Calendar Year</li> <li>Business Unit</li> </ul>

	selected calendar year to the typically reportable accounts (719XXX, 7481XX, 7278XX and 751XXX).	
<b>BOR_AP_1099_MISMATCHED</b>	Identifies 1099 mismatched transactions where either the vendor is flagged as reportable and the voucher line is not flagged, or the voucher line is flagged as reportable and the vendor is not flagged.	<ul style="list-style-type: none"> <li>• From Date</li> <li>• To Date</li> <li>• SetID</li> </ul>
<b>BOR_AP_1099_MISSING_WH_CD</b>	Lists vouchers marked as Withholding, but the Withholding Code in the voucher is blank.	None
<b>BOR_AP_1099_NONRPT_CONSISTENT</b>	<p>Transactions appearing in this query results are not reported unless the supplier/vouchers are marked as Withholding. Can be used as a tool to assist in determining what corrections/adjustments need to be made.</p> <p>Lists transactions where:</p> <ul style="list-style-type: none"> <li>○ The related voucher line was charged to a typically reportable account; OR,</li> <li>○ The supplier is marked as withholding but the associated vouchers are not; OR,</li> <li>○ The vouchers are charged to typically reportable accounts where neither the supplier nor the voucher is marked as Withholding; AND,</li> <li>○ The supplier is assigned to the “S” (SSN) Classification; AND,</li> <li>○ The transaction will not be included in 1099 Processing, as currently established.</li> </ul>	<ul style="list-style-type: none"> <li>• From Date</li> <li>• To Date</li> <li>• Business Unit</li> </ul>

<b>BOR_AP_1099_PMTS</b>	Lists all 1099 reportable payments where both the supplier and voucher were marked as reportable. Includes supplier, voucher and payment ID.	<ul style="list-style-type: none"> <li>Start Date</li> <li>End Date</li> <li>Business Unit</li> </ul>
<b>BOR_AP_1099_SND_DTL_TOT</b>	Lists information created by the 1099 reporting process and is a replica of the 1099 Withhold to Send Detail Totals files data the institution sends to the IRS.	<ul style="list-style-type: none"> <li>1099 Year</li> <li>Business Unit</li> </ul>
<b>BOR_AP_1099_SUPPLIERS</b>	Lists Accounts Payable 1099 Suppliers by supplier status.	<ul style="list-style-type: none"> <li>SetID</li> <li>Supplier Status</li> </ul>
<b>BOR_AP_1099_WTHD_SENT_INCOMPL</b>	Lists if the Withhold Sent (WTHD_SNT) process has not been completed after IRS accepts your file.	<ul style="list-style-type: none"> <li>Withholding SetID</li> </ul>
<b>BOR_AP_ACH_SUPPLIERS</b>	Displays suppliers set up with an Automated Clearing House (ACH) location.	<ul style="list-style-type: none"> <li>Business Unit</li> </ul>
<b>BOR_AP_BUD_REF_REVIEW</b>	Lists Accounts Payable Budget Reference discrepancies.	<ul style="list-style-type: none"> <li>Business Unit</li> <li>From Date</li> </ul>
<b>BOR_AP_CAT_STAGED_INVOICES</b>	Lists CAT vouchers in staging tables with PO ID and PO Line Number.	None
<b>BOR_AP_DUE</b>	Lists Accounts Payable scheduled vouchers not yet paid and due on or before the operator-specified Pay thru Date. Can be used to determine vouchers eligible for payment or to assist troubleshooting when a voucher is not selected for payment.	<ul style="list-style-type: none"> <li>Business Unit</li> <li>Pay Thru Date</li> <li>Method</li> </ul>
<b>BOR_AP_ESCHEATED_PMTS</b>	Lists escheated payment accounting lines for escheated payments. A manual entry will need to be made to move to the E100000 DeptID as outlined in the Business Process.	<ul style="list-style-type: none"> <li>Bank SetID</li> <li>From Escheated Date</li> <li>To Escheated Date</li> </ul>

<p><b>BOR_AP_OPEN_LIAB</b></p>	<p>Returns net effect to the Payables account where negative figures represent normal vouchers and positive figures represent credit/adjustment vouchers.</p> <p>Can be used with BOR_AP_OPEN_LIAB_CK_FIGURES and BOR_AP_OPEN_LIAB_MISC_JE to provide ending outstanding Accounts Payable balances by Supplier, including any fiscal year beginning balances.</p>	<ul style="list-style-type: none"> <li>• General Ledger Business Unit</li> <li>• As of Fiscal Year</li> <li>• As of Accounting Period</li> </ul>
<p><b>BOR_AP_OPEN_LIAB_CK_FIGURES</b></p>	<p>Lists Accounts Payable (211000) Ledger Balances and provides independent subtotals for Accounts Payable journals and other journals to the account for the specified period(s). Totals by Fund are provided.</p> <p>Can be used with BOR_AP_OPEN_LIAB and BOR_AP_OPEN_LIAB_MISC_ to provide ending outstanding Accounts Payables balances by Supplier, including any Fiscal Year beginning balances.</p>	<ul style="list-style-type: none"> <li>• Unit</li> <li>• Fiscal Year</li> <li>• Thru Accounting Period</li> </ul>
<p><b>BOR_AP_OPEN_LIAB_MISC_JE</b></p>	<p>Lists any journal entries posted to the Accounts Payable 211000 account for a period specified, where the source was NOT AP, and therefore does not appear on the BOR_AP_OPEN_LIAB query.</p> <p>Can be used with BOR_AP_OPEN_LIAB and BOR_AP_OPEN_LIAB_CK_FIGURES to provide ending outstanding AP balances by Supplier, including any Fiscal Year beginning balances.</p>	<ul style="list-style-type: none"> <li>• Unit</li> <li>• Year</li> <li>• Period</li> </ul>

<b>BOR_AP_PAYCYCLES_NOT_COMPLETED</b>	Lists Pay Cycles not completed for a specified Business Unit.	<ul style="list-style-type: none"> <li>Business Unit</li> </ul>
<b>BOR_AP_PAYMENT_REGISTER</b>	Provides voucher, invoice, supplier and payment details for the most recent version of the pay cycle specified.	<ul style="list-style-type: none"> <li>Pay Cycle</li> </ul>
<b>BOR_AP_PR_PENDING_APPROVERS</b>	Lists Pending Approvers for Payment Requests.	<ul style="list-style-type: none"> <li>Business Unit</li> </ul>
<b>BOR_AP_PYMNT_REQUEST_BY_DT</b>	Lists Payment Requests by Date Range.	<ul style="list-style-type: none"> <li>Business Unit</li> <li>From Date</li> <li>To Date</li> </ul>
<b>BOR_AP_PYMNT_REQUEST_BY_ID</b>	Lists Payment Request IDs by Date Range.	<ul style="list-style-type: none"> <li>Business Unit</li> <li>Request ID</li> </ul>
<b>BOR_AP_PYMNT_REQUEST_PENDING</b>	Lists Payment Requests with a status of 'Pending'.	<ul style="list-style-type: none"> <li>Business Unit</li> </ul>
<b>BOR_AP_REMIT_SUPPLIER</b>	Lists any payments dated within a specified date range where the Remittance Supplier is different from the Voucher Supplier.	<ul style="list-style-type: none"> <li>Beginning Payment Date</li> <li>Ending Payment Date</li> </ul>
<b>BOR_AP_RESTART</b>	List payments and related pay cycle data within the input date range. Can be used to determine the RST pay cycle assigned when a pay cycle is restarted and user chooses to create new check numbers.	<ul style="list-style-type: none"> <li>Pay Cycle</li> <li>From Run Dt</li> <li>To Run Dt</li> </ul>
<b>BOR_AP_SMB_PAYMENTS</b>	Displays spend by category for suppliers designated as small businesses.	<ul style="list-style-type: none"> <li>GL Unit</li> <li>FY From</li> <li>FY To</li> </ul>
<b>BOR_AP_STAGED_INVOICES</b>	Lists invoices staged to be sources by Voucher Source, including CAT, Travel (Concur), Excel Upload, and Banner.	<ul style="list-style-type: none"> <li>Voucher Source</li> </ul>

<b>BOR_AP_SUPPLIER_PMTS</b>	Lists Supplier payments by Supplier for fiscal year.	<ul style="list-style-type: none"> <li>• Business Unit</li> <li>• Fiscal Year</li> <li>• Supplier</li> </ul>
<b>BOR_AP_SUPPLIER_PMTS_BY_YR</b>	Lists payments to all suppliers for fiscal year.	<ul style="list-style-type: none"> <li>• Business Unit</li> <li>• Fiscal Year</li> </ul>
<b>BOR_AP_SUPPLIER_PRENOTE_STATUS</b>	Lists ACH/EFT Prenotes not confirmed.	<ul style="list-style-type: none"> <li>• SetID</li> </ul>
<b>BOR_AP_UNPOSTED_PYMNTS</b>	Lists payments that need to be posted.	<ul style="list-style-type: none"> <li>• Bank SetID</li> </ul>
<b>BOR_AP_UNPOSTED_VCHR</b>	Lists vouchers that need to be posted.	None
<b>BOR_AP_VCHR_BLD_BY_SOURCE</b>	Lists voucher build details by source and date range.	<ul style="list-style-type: none"> <li>• Unit</li> <li>• Voucher Source</li> <li>• From Date</li> <li>• To Date</li> </ul>
<b>BOR_AP_VCHR_BLD_ERRORS</b>	Lists Voucher Build Errors by Business Unit.	<ul style="list-style-type: none"> <li>• Business Unit</li> </ul>
<b>BOR_AP_VNDR_MULT_BANK_ACCTS</b>	Lists suppliers that have locations with multiple remit bank accounts.	<ul style="list-style-type: none"> <li>• Supplier SetID</li> </ul>
<b>BOR_AP_VND_AMT_BY_FY</b>	Displays total spend information by supplier for fiscal year. This query is used by the Supplier Dashboard.	<ul style="list-style-type: none"> <li>• Business Unit</li> <li>• Supplier SetID</li> <li>• Supplier ID</li> </ul>
<b>BOR_AP_VND_FY_DTL</b>	Displays detailed spend information by supplier for fiscal year. This query is used by the Supplier Dashboard.	<ul style="list-style-type: none"> <li>• Business Unit</li> <li>• Fiscal Year</li> <li>• Supplier SetID</li> <li>• Supplier ID</li> </ul>
<b>BOR_AP_VND_TOP_AMT</b>	Displays spend by suppliers for fiscal year. This query is used by the Supplier Dashboard.	<ul style="list-style-type: none"> <li>• Business Unit</li> <li>• Fiscal Year</li> </ul>

<b>BOR_BC_PENDING</b>	Lists transactions not yet budget checked or transactions with a budget checking error.	<ul style="list-style-type: none"> <li>• Business Unit</li> <li>• Source Transaction Type</li> </ul>
<b>BOR_BR_AP_CANCEL_CUR</b>	Lists checks issued and canceled in the same specified period.	<ul style="list-style-type: none"> <li>• Beginning Date</li> <li>• Ending Date</li> <li>• Bank Code</li> <li>• Bank Account</li> </ul>
<b>BOR_BR_AP_CANCEL_PRIOR</b>	Lists checks canceled in the current specified period that were issued before this period.	<ul style="list-style-type: none"> <li>• Beginning Date</li> <li>• Ending Date</li> <li>• Bank Code</li> <li>• Bank Account</li> </ul>
<b>BOR_BR_AP_EX_OSCK</b>	Provides a list of checks that have not yet cleared the issuing bank account. Includes checks issued from the Travel and Expenses module.	<ul style="list-style-type: none"> <li>• As of Date</li> <li>• Bank Code</li> <li>• Bank Account</li> </ul>
<b>BOR_BR_AP_ISSUE</b>	Lists current Period Bank Recon issues. Includes Unposted transactions.	<ul style="list-style-type: none"> <li>• Beginning Date</li> <li>• Ending Date</li> <li>• Bank Code</li> <li>• Bank Account</li> </ul>
<b>BOR_BR_AP_NOTINGL</b>	Lists Accounts Payable Entries Not in General Ledger.	<ul style="list-style-type: none"> <li>• End Date</li> </ul>
<b>BOR_BR_AP_RECON</b>	Lists system Accounts Payable Items reconciled.	<ul style="list-style-type: none"> <li>• Business Unit</li> <li>• Statement ID</li> <li>• Bank Code</li> <li>• Bank Account</li> </ul>
<b>BOR_BR_EX_CANCEL_CUR</b>	Lists current Period Cancel Current Checks.	<ul style="list-style-type: none"> <li>• Beginning Date</li> <li>• Ending Date</li> <li>• Bank Code</li> <li>• Bank Account</li> </ul>
<b>BOR_BR_GLCAP</b>	Lists Accounts Payable Journals to Cash for Period.	<ul style="list-style-type: none"> <li>• Accounting Period</li> </ul>

		<ul style="list-style-type: none"> <li>• Fiscal Year</li> </ul>
<b>BOR_BR_GLCEX</b>	Lists Expenses EX Journals to Cash for Period.	<ul style="list-style-type: none"> <li>• Accounting Period</li> <li>• Fiscal Year</li> </ul>
<b>BOR_BR_GLC_BNR</b>	Lists Banner Journals to Cash.	<ul style="list-style-type: none"> <li>• Accounting Period</li> <li>• Fiscal Year</li> </ul>
<b>BOR_BR_GLC_OTHER</b>	Lists All Other Journals to Cash.	<ul style="list-style-type: none"> <li>• Accounting Period</li> <li>• Fiscal Year</li> </ul>
<b>BOR_POAP_0AP005A_VERIFY_EXP</b>	<p>Assists DOAS when auditing statewide contracts. Provides how much each Institution is spending and whether the spend is related to a statewide contract.</p> <p>Assists in supplier selection, selecting which contracts to audit, and helps determine whether suppliers are paying the required administrative fees on contracts.</p>	<ul style="list-style-type: none"> <li>• Business Unit</li> <li>• From Fiscal Year</li> <li>• To Fiscal Year</li> <li>• From Accounting Period</li> <li>• To Accounting Period</li> <li>• From Account</li> <li>• To Account</li> </ul>
<b>BOR_POAP_BUDERR</b>	Displays vouchers where budget period is different from the associated purchase order.	<ul style="list-style-type: none"> <li>• Business Unit</li> </ul>
<b>BOR_POAP_CFERR</b>	Displays vouchers where accounting entries are different from the associated purchase order.	<ul style="list-style-type: none"> <li>• Business Unit</li> <li>• From Voucher ID</li> <li>• To Voucher ID</li> </ul>
<b>BOR_POAP_DETAIL</b>	<p>Displays supplier, payment and voucher info. Results will include purchase orders, requisitions and contract info if these documents exist and are associated with payment information.</p> <p>*Note: query results returned will depend on Security access.</p>	<ul style="list-style-type: none"> <li>• Business Unit</li> <li>• Payment From Date</li> <li>• Payment To Date</li> </ul>



<b>BOR_POAP_DISCOUNTS</b>	Displays possible discounts still encumbered.	<ul style="list-style-type: none"> <li>• Business Unit</li> </ul>
<b>BOR_POAP_SUPPLIER</b>	Displays voucher information for a Supplier to help determine if open PO amounts were vouchered on Non-PO vouchers.	<ul style="list-style-type: none"> <li>• Business Unit</li> <li>• Supplier ID</li> </ul>
<b>BOR_TIGA_VENDOR_OBLIG_TIN</b>	TIGA Supplier Obligation by TIN.	<ul style="list-style-type: none"> <li>• Business Unit</li> <li>• Fiscal Year</li> <li>• Vendor TIN</li> </ul>
<b>BOR_TIGA_VENDOR_OBLIG_VENDORID</b>	TIGA Supplier Obligation by Supplier ID.	<ul style="list-style-type: none"> <li>• Unit</li> <li>• Fiscal Year</li> <li>• Vendor ID</li> </ul>

## Accounts Payable Reports

Reports can be viewed in either the Report Manager or the Process Monitor. When running a report, users can select how to display the report, e.g., HTML, PDF. Users can also choose to run the report to the web or a separate window.

### **Reconciliation Reports:**

Report Name	Description	Navigation	Parameters
<b>Payables Open Liability Reconciliation Detail</b>  APX1405	<ul style="list-style-type: none"> <li>Shows all accounting activity for Account Payables transactions for each voucher</li> <li>Use report to validate the Accounts Payable Open Liability balance to General Ledger</li> </ul>	Accounts Payable > Reports > Voucher Reconciliation > Open Liability Reconciliation > Detail AP/GL Open Liability (APX1405)	<ul style="list-style-type: none"> <li>Request ID</li> <li>As of Date</li> <li>Business Unit</li> </ul>
<b>Summary AP/GL Open Liability Account Reconciliation</b>  APX1400	Compares the Accounts Payable Open Liability balance to the General Ledger Open Liability balance	Accounts Payable > Reports > Vouchers > Reconciliation > Open Liability Reconciliation > Summary AP/GL Open Liability (APX1400)	<ul style="list-style-type: none"> <li>Request ID</li> <li>As of Date</li> <li>Business Unit Option</li> </ul>

<p><b>AP/GL Account Reconciliation</b></p> <p>APX1420</p>	<p>Lists account totals by Journal ID and Account</p>	<p>Accounts Payable &gt; Reports &gt; Voucher Reconciliation &gt; AP/GL Account Recon Request</p>	<ul style="list-style-type: none"> <li>• Request ID</li> <li>• Description</li> <li>• Process Fluency</li> <li>• Business Unit</li> <li>• Ledger</li> <li>• Account</li> <li>• Accounting Period</li> <li>• Fiscal Year</li> </ul>
<p><b>AP/GL Journal Reconciliation Report</b></p> <p>APX1410</p>	<p>Lists totals by Journal Line and Journal ID</p>	<p>Accounts Payable &gt; Reports &gt; Voucher Reconciliation &gt; AP/GL Journal Recon Request</p>	<ul style="list-style-type: none"> <li>• Request ID</li> <li>• Description</li> <li>• Process Fluency</li> <li>• Business Unit</li> <li>• Ledger</li> <li>• Report Option</li> <li>• Account</li> <li>• Journal ID</li> <li>• Journal Date</li> <li>• Accounting Period</li> <li>• Fiscal Year</li> </ul>
<p><b>Payables Open Liability Report</b></p> <p>APX1406</p>	<p>Lists all open liability by Business Unit</p>	<p>Accounts Payable &gt; Reports &gt; Voucher Reconciliation &gt; Payables Open Liability</p>	<ul style="list-style-type: none"> <li>• As of Date</li> <li>• As of Date Type</li> <li>• Business Unit Option</li> <li>• Supplier Select Option</li> <li>• Currency Options</li> <li>• Report Supplier By</li> <li>• Report Group By</li> <li>• Detail or Summary</li> </ul>

<p><b>Supplier Liability Aging Data Report</b></p> <p>APX1408</p>	<ul style="list-style-type: none"> <li>• Lists all vouchers that have not been paid by the “As of Date”</li> <li>• Can run either summary or detail format</li> <li>• Excludes vouchers that are in the Recycled status and categorized scheduled payments on hold or on hold for withholding</li> </ul>	<p>Accounts Payable &gt; Reports &gt; Voucher Reconciliation &gt; Supplier Liability Aging</p>	<ul style="list-style-type: none"> <li>• As of Date</li> <li>• As of Date Type</li> <li>• Business Unit Option</li> <li>• Supplier Select Option</li> <li>• Currency Options</li> <li>• Report Supplier By</li> <li>• Report Group by</li> <li>• Detail or Summary</li> </ul>
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**Supplier Reports:**

Report Name	Description	Navigation	Parameters
<b>Duplicate Suppliers Report</b>  APX3215	<ul style="list-style-type: none"> <li>Shows potential duplicate Suppliers.</li> <li>Identifies 1099 Withholding Suppliers that may require adjustments to combine withholding totals for Suppliers with duplicate TINs.</li> </ul>	Suppliers > Supplier Information > Maintain > Duplicate Supplier Report	<ul style="list-style-type: none"> <li>Request ID</li> <li>Description</li> <li>Process Frequency</li> <li>SetID</li> <li>Withholding Supplier</li> <li>Voucher Payment</li> </ul>
<b>AP History Report</b>  BORRY007	<ul style="list-style-type: none"> <li>Provides all AP expenditures for a selected account and/or department range for a specified date range</li> <li>Can be run for a selected voucher; if paid, payment information is also provided</li> </ul>	BOR Menus > BOR Accounts Payable > BOR AP Reports > AP History Report	<ul style="list-style-type: none"> <li>Date From</li> <li>Date To</li> <li>From Account</li> <li>To Account</li> <li>From Department</li> <li>To Department</li> <li>Fund Code</li> <li>Program Code</li> <li>Project</li> <li>Budget Ref</li> <li>Voucher ID</li> </ul>
<b>Payment History By Supplier</b>  APX2000	Provides history of payments to specified supplier based on date range criteria	Accounts Payable > Reports > Supplier > Payment History by Supplier	<ul style="list-style-type: none"> <li>From Date</li> <li>Through Date</li> <li>Detail or Summary</li> <li>Remit SetID</li> <li>Remit Supplier</li> </ul>

<p><b>Payment Aging By Supplier</b></p> <p>APX2025</p>	<p>Displays payment information for a supplier by due date/month</p>	<p>Accounts Payable &gt; Reports &gt; Supplier &gt; Payment Aging by Supplier</p>	<ul style="list-style-type: none"> <li>• SetID</li> <li>• Supplier Select</li> <li>• Payment Method</li> <li>• Detail/Summary</li> <li>• Currency</li> </ul>
<p><b>Supplier Detail Report</b></p> <p>APX3000</p>	<p>Provides Supplier Detail Information based on specified date criteria</p>	<p>Accounts Payable &gt; Reports &gt; Supplier &gt; Supplier Detail</p>	<ul style="list-style-type: none"> <li>• SetID</li> <li>• As of Date</li> <li>• Supplier Status</li> </ul>
<p><b>Supplier Summary Listing Report</b></p> <p>APX3001</p>	<ul style="list-style-type: none"> <li>• Provides Supplier Information based on specified Supplier Status</li> <li>• Includes Supplier ID, withholding flag</li> </ul>	<p>Accounts Payable &gt; Reports &gt; Supplier &gt; Supplier Summary</p>	<ul style="list-style-type: none"> <li>• SetID</li> <li>• Supplier Status</li> </ul>

**Voucher Reports:**

Report Name	Description	Navigation	Parameters
<b>Voucher Activity Report</b>  APX8001	Lists voucher activity meeting the selected criteria	Accounts Payable > Reports > Vouchers > Voucher Activity	<ul style="list-style-type: none"> <li>• Business Unit</li> <li>• Account</li> <li>• Department</li> <li>• Remaining Amount</li> <li>• Due Date</li> <li>• Acct Date Range</li> <li>• Agency Location</li> <li>• Fund</li> <li>• Program</li> <li>• Class</li> <li>• Project</li> <li>• Budget Reference</li> </ul>
<b>List of Voucher Origins Report</b>  APX0000	Lists the voucher origin options by SetID	Set Up Financials /Supply Chain > Product Related > Procurement Options > Reports > Voucher Origin	<ul style="list-style-type: none"> <li>• SetID</li> <li>• As of Date</li> </ul>
<b>Voucher Register Report</b>  APX1010	Lists voucher by business unit, date entered and Voucher ID	Accounts Payable > Reports > Vouchers > Voucher Register	<ul style="list-style-type: none"> <li>• Business Unit</li> <li>• From Date</li> <li>• Through Date</li> <li>• Print Options</li> </ul>

<p><b>Control Group Register Report</b></p> <p>APX1011</p>	<ul style="list-style-type: none"> <li>• Lists vouchers entered into Payables by Business Unit, Control Group ID, date entered and Voucher ID</li> <li>• For each Business Unit and Control Group ID combination, report lists all the vouchers that meet these criteria by their Date Entered</li> </ul>	<p>Accounts Payable &gt; Reports &gt; Vouchers &gt; Control Group Register</p>	<ul style="list-style-type: none"> <li>• Business Unit</li> <li>• Group</li> <li>• Print Options</li> </ul>
<p><b>Match Exception Report</b></p> <p>APX1090</p>	<p>Lists the match exceptions with voucher data, purchase order date, receiver data and match error information</p>	<p>Accounts Payable &gt; Reports &gt; Vouchers &gt; Match Exceptions</p>	<ul style="list-style-type: none"> <li>• Business Unit</li> </ul>
<p><b>Outstanding Balance by Supplier Report</b></p> <p>APX3020</p>	<p>Shows the outstanding balance for a supplier or range of suppliers</p>	<p>Accounts Payable &gt; Reports &gt; Supplier &gt; Supplier Balance</p>	<ul style="list-style-type: none"> <li>• Supplier SetID</li> <li>• Supplier ID</li> </ul>



<p><b>Voucher Listing By ChartField</b></p> <p>APSX8003</p>	<ul style="list-style-type: none"> <li>• Lists vouchers for a specified list of accounts and departments</li> <li>• Users can include Fund, Program, Class, Project and Budget Ref information to filter the report details as needed.</li> </ul>	<p>Accounts Payable &gt; Reports &gt; Vouchers &gt; Voucher Listing By ChartField</p>	<ul style="list-style-type: none"> <li>• Business Unit</li> <li>• Account</li> <li>• Department</li> <li>• Accounting Date From</li> <li>• Accounting Date To</li> <li>• Agency Location</li> <li>• Fund</li> <li>• Program</li> <li>• Class Project</li> <li>• Bud Ref</li> </ul>
<p><b>Posted Voucher Listing</b></p> <p>APX1020</p>	<ul style="list-style-type: none"> <li>• Lists vouchers and details with totals for a particular time frame</li> <li>• Grouped by Supplier and Voucher</li> </ul>	<p>Accounts Payable &gt; Reports &gt; Vouchers &gt; Posted Vouchers</p>	<ul style="list-style-type: none"> <li>• Business Unit</li> <li>• From Date</li> <li>• Through Date</li> <li>• Supplier Select</li> </ul>
<p><b>Unapproved SBI by Supplier</b></p> <p>APX1080</p>	<p>Lists Unapproved Self Billed Invoices by Supplier for a specified date range</p>	<p>Accounts Payable &gt; Reports &gt; Vouchers &gt; Unapproved SBIs by Suppliers</p>	<ul style="list-style-type: none"> <li>• Supplier Select Option</li> <li>• Supplier</li> <li>• From Date</li> <li>• Through Date</li> </ul>

**Payment Reports:**

Report Name	Description	Navigation	Parameters
<b>Detailed (Summary) Check Register</b>  APX2001	<ul style="list-style-type: none"> <li>Provides a register of payments by Pay Cycle, run date and payment method</li> <li>Can generate either a Detail or a Summary version</li> </ul>	Accounts Payable > Reports > Payments > Payment History by Payment	<ul style="list-style-type: none"> <li>Pay Cycle</li> <li>Payment Method</li> <li>From Date</li> <li>Through Date</li> <li>Print Options</li> </ul>
<b>Detail (Summary) Payment History by Bank</b>  APX2004	<ul style="list-style-type: none"> <li>Provides a register of payments for a bank</li> <li>Can generate either a detail or summary version</li> </ul>	Accounts Payable > Reports > Payments > Payment History by Bank	<ul style="list-style-type: none"> <li>Bank SetID</li> <li>Bank Code</li> <li>From Date</li> <li>Through Date</li> <li>Print Options</li> </ul>

<p style="text-align: center;"><b>Payment Forecast Report</b></p> <p style="text-align: center;">APX2040</p>	<ul style="list-style-type: none"> <li>• Provides payment forecasting, which enables users to view expected cash disbursements</li> <li>• First must define the forecast cycle and then run the report</li> </ul>	<p>Accounts Payable &gt; Reports &gt; Forecast &gt; Forecast Cycle</p> <hr/> <p>Accounts Payable &gt; Reports &gt; Forecast &gt; Forecast Report Request</p>	<ul style="list-style-type: none"> <li>• Pay From Date</li> <li>• Pay Through Date</li> <li>• Bank SetID</li> <li>• Bank Code</li> <li>• Bank Account</li> <li>• Selections</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Payment Forecast Cycle ID</li> <li>• Business Unit</li> <li>• Supplier SetID</li> <li>• Supplier ID</li> <li>• Payment Method</li> </ul>
<p style="text-align: center;"><b>Trial Payment Register</b></p> <p style="text-align: center;">APX2030</p>	<ul style="list-style-type: none"> <li>• Provides a printable summary of payments by bank account, after payment selection and creation</li> <li>• If users require pay cycle approval, this report should be reviewed before approving the pay cycle.</li> </ul>	<p>Accounts Payable &gt; Reports &gt; Payments &gt; Trial Register</p>	<ul style="list-style-type: none"> <li>• Pay Cycle</li> </ul>

<p><b>Payment History by Payment Method</b></p> <p>APX2050</p>	<ul style="list-style-type: none"> <li>• Provides a history of payments by payment method</li> <li>• Can generate either a detail or summary version</li> </ul>	<p>Accounts Payable &gt; Reports &gt; Payments &gt; Payment History by Pay Method</p>	<ul style="list-style-type: none"> <li>• SetID</li> <li>• Run Option</li> <li>• Payment Method</li> <li>• Due DateRange</li> <li>• Detail/Summary</li> <li>• Currency</li> </ul>
<p><b>Supplier Payment History Report</b></p> <p>BORRY002</p>	<ul style="list-style-type: none"> <li>• Provides a register of payment for a supplier</li> <li>• Can be run for a single supplier or leave Remit Supplier field blank for all suppliers</li> </ul>	<p>BOR Menu &gt; BOR Accounts Payable &gt; BOR AP Reports &gt; Supplier Payment History</p>	<ul style="list-style-type: none"> <li>• Business Unit</li> <li>• Remit Supplier</li> <li>• From Date</li> <li>• To Date</li> </ul>
<p><b>File Copy Report</b></p> <p>APX2021X1</p>	<ul style="list-style-type: none"> <li>• Lists payments for a Check Pay Cycle</li> <li>• Includes DLY, BNR and XCHK pay cycles</li> </ul>	<p>Accounts Payable &gt; Payments &gt; Pay Cycle Processing &gt; Pay Cycle Manager</p>	<p>None</p>

<p><b>Remittance Advice Report</b></p> <p>APX2027</p>	<ul style="list-style-type: none"> <li>• Lists payments for an ACH or EFT Pay Cycle</li> <li>• Includes ACH, EFT, BNR EFT and Expenses EFT pay cycles</li> </ul>	<p>Accounts Payable &gt; Payments &gt; Pay Cycle Processing &gt; Pay Cycle Manager</p>	<p>None</p>
<p><b>Schedule Register Report</b></p> <p>APX2031</p>	<p>Displays schedule total by payment due date</p>	<p>Accounts Payable &gt; Reports &gt; Payments &gt; Schedule Register</p>	<ul style="list-style-type: none"> <li>• Pay Cycle</li> </ul>
<p><b>Payment Aging By Bank</b></p> <p>APX2051</p>	<p>Displays payment information by Bank by Due Date/Month</p>	<p>Accounts Payable &gt; Reports &gt; Payments &gt; Payment Aging By Bank</p>	<ul style="list-style-type: none"> <li>• SetID</li> <li>• Run Option</li> <li>• Payment Method</li> <li>• Detail/Summary</li> <li>• Currency</li> </ul>

**Miscellaneous Reports:**

Report Name	Description	Navigation	Parameters
<b>Business Unit Options</b>  APX0011	Lists Payables Business Unit options by SetID	Set Up Financials/ Supply Chain > Business Unit Related > Reports > Payables Options	<ul style="list-style-type: none"> <li>• SetID</li> <li>• As of Date</li> </ul>
<b>Bank Statement Register Report</b>  FSX3000	Displays bank reconciliation statement details including Payment ID and Reconciliation Status	Banking > Bank Statements > Review Bank Statements	<ul style="list-style-type: none"> <li>• SetID</li> <li>• Bank ID</li> <li>• Account #</li> <li>• Statement ID</li> <li>• Trans Code</li> <li>• From Date</li> <li>• Thru Date</li> </ul>

**1099 Reports:**

Report Name	Description	Navigation	Parameters
<b>Withholding Rules Report</b>  APX7010	Shows the information entered on the Withholding Rule page	Set Up Financials/ Supply Chain > Product Related > Procurement Options > Withholding > Rules Report	<ul style="list-style-type: none"> <li>As of Date</li> </ul>
<b>Withholding Types Report</b>  APX7020	Shows the information on the Withholding Type page	Set Up Financials/ Supply Chain > Product Related > Procurement Options > Withholding Types Report	None
<b>Withholding Entities Report</b>  APX7030	Shows the information from the Entity page	Set Up Financials/ Supply Chain > Product Related > Procurement Options > Withholding > Entities Report	<ul style="list-style-type: none"> <li>As of Date</li> </ul>
<b>Withholding Codes Report</b>  APX7040	Shows the information entered on the Withholding Code page	Set Up Financials/ Supply Chain > Product Related > Procurement Options > Withholding > General Reports > Withhold Control Report	<ul style="list-style-type: none"> <li>SetID</li> </ul>
<b>Supplier Withholding Balances Control Report</b>  APX3012	<ul style="list-style-type: none"> <li>Lists withholding activity for internal audits</li> <li>Run this report on a regular basis to check the withholding summaries</li> </ul>	Suppliers > 1099/ Global Withholding > General Reports > Withhold Control Report	<ul style="list-style-type: none"> <li>SetID</li> <li>Control ID</li> <li>From Date</li> <li>Through Date</li> </ul>

<p><b>Withholding Mismatch Report</b></p> <p>APX9010</p>	<p>Identifies all voucher lines on which where the withholding applicable flag does not match the withholding applicable flag on the supplier</p>	<p>Suppliers &gt; 1099/ Global Withholding &gt; General Reports &gt; Wthd Voucher/ Supplier Mismatch</p>	<ul style="list-style-type: none"> <li>• Request ID</li> <li>• Business Unit</li> <li>• Supplier SetID</li> <li>• Supplier ID</li> <li>• Start Date</li> <li>• End Date</li> </ul>
<p><b>1099 Reportable Transactions Report</b></p> <p>BORRY010</p>	<ul style="list-style-type: none"> <li>• Lists 1099 reportable transactions, including adjustments</li> <li>• Compares the calculated amounts to the actual reported amounts</li> </ul>	<p>BOR Menus &gt; BOR Accounts Payable &gt; BOR AP Reports &gt; 1099 Reportable Transactions</p>	<ul style="list-style-type: none"> <li>• Business Unit</li> <li>• Calendar Year</li> <li>• From SSN</li> <li>• To SSN</li> </ul>
<p><b>1099 Withholding to Send Detail Report</b></p> <p>APX8056</p>	<ul style="list-style-type: none"> <li>• Lists information created by the 1099 Reporting Process and is a replica of the data in the file the institution is sending to the IRS</li> <li>• Run BOR_AP_1099_SND_DTL_TOT query after running this report to obtain the totals</li> </ul>	<p>Suppliers &gt; 1099 / Global Withholding &gt; 1099 Reports &gt; 1099 to Send Detail</p>	<ul style="list-style-type: none"> <li>• SetID</li> <li>• Control ID</li> <li>• Fiscal Year</li> </ul>



<p><b>1099-MISC Copy B Report</b></p> <p>APX1099</p>	<p>1099 Copy B forms to send to the institution's 1099 Suppliers</p>	<p>Suppliers &gt; 1099/ Global Withholding &gt; 1099 Reports &gt; Print 1099 Copy B</p>	<ul style="list-style-type: none"> <li>• SetID</li> <li>• Control ID</li> <li>• Withhold Type</li> <li>• Supplier Select</li> <li>• Sort Options</li> </ul>
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