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**.

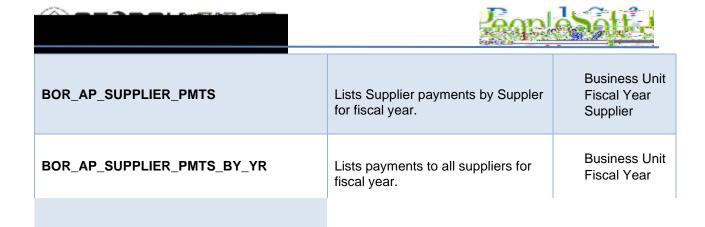| Query Name	Description	Parameters
BOR_APPROVED_SUPPLIER_REVIEW	Provides a list of Approved Share Suppliers.	None
BOR_APY1090_MATCH_EXCEPTIONS	Lists detailed match report based on Match Status and Run Control ID.	Match Status Run Control
BOR_APY1090_SUB	Lists Match Rule ID descriptions.	None

BOR_AP_0AP080_VOUCHER_REGISTER
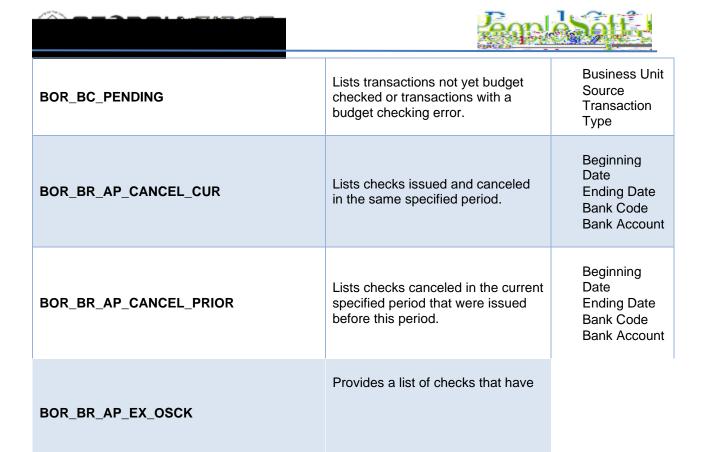
BOR_AP_OPEN_LIAB	Returns net effect to the Payables account where negative figures represent normal vouchers and positive figures represent credit/adjustment vouchers. Can be used with BOR_AP_OPEN_ LIAB_CK_FIGURES and BOR_AP_OPEN_LIAB_MISC_JE to provide ending outstanding Accounts Payable balances by Supplier, including any fiscal year beginning balances.	General Ledger Business Unit As of Fiscal Year As of Accounting Period
BOR_AP_OPEN_LIAB_CK_FIGURES	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. 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.	Unit Fiscal Year Thru Accounting Period
BOR_AP_OPEN_LIAB_MISC_JE	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. Can be used with BOR_AP_OPEN_ LIAB and BOR_AP_OPEN_LIAB_CK_FIGUR ES to provide ending outstanding AP balances by Supplier, including any Fiscal Year beginning balances.	Unit Year Period

BOR_AP_PAYCYCLES_NOT_COMPLETED	Lists Pay Cycles not completed for a specified Business Unit.	Business Unit
BOR_AP_PAYMENT_REGISTER	Provides voucher, invoice, supplier and payment details for the most recent version of the pay cycle specified.	Pay Cycle
BOR_AP_PR_PENDING_APPROVERS	Lists Pending Approvers for Payment Requests.	Business Unit
BOR_AP_PYMNT_REQUEST_BY_DT	Lists Payment Requests by Date Range.	Business Unit From Date To Date

BOR_AP_SUPPLIER_PMTS	Lists Supplier payments by Suppler for fiscal year.	Business Unit Fiscal Year Supplier
BOR_AP_SUPPLIER_PMTS_BY_YR	Lists payments to all suppliers for fiscal year.	Business Unit Fiscal Year

		Business Unit Source Transaction Type
BOR_BC_PENDING	Lists transactions not yet budget checked or transactions with a budget checking error.	Business Unit Source Transaction Type
BOR_BR_AP_CANCEL_CUR	Lists checks issued and canceled in the same specified period.	Beginning Date Ending Date Bank Code Bank Account
BOR_BR_AP_CANCEL_PRIOR	Lists checks canceled in the current specified period that were issued before this period.	Beginning Date Ending Date Bank Code Bank Account
BOR_BR_AP_EX_OSCK	Provides a list of checks that have	

		Fiscal Year
BOR_BR_GLCEX	Lists Expenses ~~EX~~ Journals to Cash for Period.	Accounting Period Fiscal Year
BOR_BR_GLC_BNR	Lists Banner Journals to Cash.	Accounting Period Fiscal Year
BOR_BR_GLC_OTHER	Lists All Other Journals to Cash.	Accounting Period Fiscal Year
BOR_POAP_0AP005A_VERIFY_EXP	Assists DOAS when auditing statewide contracts. Provides how much each Institution is spending and whether the spend is related to a statewide contract. Assists in supplier selection, selecting which contracts to audit, and helps determine whether suppliers are paying the required administrative fees on contracts.	

BOR_TIGA_VENDOR_OBLIG_VENDORID	TIGA Supplier Obligation by Supplier ID.	Unit Fiscal Year Vendor ID

Accounts Payable Reports

Reports can be viewed in either the Report Manager or the Process Monitor. When running a report, users

AP/GL Account Reconciliation APX1420	Lists account totals by Journal ID and Account	Accounts Payable > Reports > Voucher Reconciliation > AP/GL Account Recon Request	Request ID Description Process Fluency Business Unit Ledger Account Accounting Period Fiscal Year
AP/GL Journal Reconciliation Report APX1410	Lists totals by Journal Line and Journal ID	Accounts Payable > Reports > Voucher Reconciliation > AP/GL Journal Recon Request	Request ID Description Process Fluency Business Unit Ledger Report Option Account Journal ID Journal Date Accounting Period Fiscal Year
Payables Open Liability Report APX1406	Lists all open liability by Business Unit	Accounts Payable > Reports > Voucher Reconciliation > Payables Open Liability	As of Date As of Date Type Business Unit Option Supplier Select Option Currency Options Report Supplier By

Supplier Liability Aging Data Report APX1408	Lists all vouchers that have not been paid by the "As of Date" Can run either summary or detail format Excludes vouchers that are in the Recycled status and categorized scheduled payments on hold or on hold for withholding	Accounts Payable > Reports > Voucher Reconciliation > Supplier Liability Aging	As of Date As of Date Type Business Unit Option Supplier Select Option Currency Options Report Supplier By Report Group by

Supplier Reports:

Report Name	Description	Navigation	Parameters
Duplicate Suppliers Report APX3215			

Voucher Reports:

Report Name	Description	Navigation	Parameters
Voucher Activity Report APX8001	Lists voucher activity meeting the selected criteria	Accounts Payable > Reports > Vouchers > Voucher Activity	Business Unit Account Department

Control Group
Register Report

APX1011

Voucher Listing By ChartField APSX8003	Lists vouchers for a specified list of accounts and departments Users can include Fund, Program, Class, Project and Budget Ref information to filter the report details as needed.	Accounts Payable > Reports > Vouchers > Voucher Listing By ChartField	Business Unit Account Department Accounting Date From Accounting Date To Agency Location Fund Program Class Project Bud Ref
Posted Voucher Listing APX1020	Lists vouchers and details with totals for a particular time frame Grouped by Supplier and Voucher	Accounts Payable > Reports > Vouchers > Posted Vouchers	Business Unit From Date Through Date Supplier Select
Unapproved SBI by Supplier APX1080	Lists Unapproved Self Billed Invoices by Supplier for a specified date range	Accounts Payable > Reports > Vouchers > Unapproved SBIs by Suppliers	Supplier Select Option Supplier From Date Through Date

Report Name	Description	Navigation	Parameters
Business Unit Options APX0011	Lists Payables Business Unit options by SetID	Set Up Financials/ Supply Chain > Business Unit Related > Reports > Payables Options	SetID As of Date
Bank Statement Register Report FSX3000	Displays bank reconciliation statement details including Payment ID and Reconciliation Status		

Report Name	Description	Navigation	Parameters
Withholding Rules Report APX7010	Shows the information entered on the Withholding Rule page	Set Up Financials/ Supply Chain > Product Related > Procurement Options > Withholding > Rules Report	As of Date
Withholding Types Report APX7020	Shows the information on the Withholding Type page	Set Up Financials/ Supply Chain	

Withholding Mismatch Report APX9010	Identifies all voucher lines on which where the withholding applicable flag does not match the withholding applicable flag on the supplier	Suppliers > 1099/ Global Withholding > General Reports > Wthd Voucher/ Supplier Mismatch	Request ID Business Unit Supplier SetID Supplier ID Start Date End Date
1099 Reportable Transactions Report BORRY010	Lists 1099 reportable transactions, including adjustments Compares the calculated amounts to the actual reported amounts	BOR Menus > BOR Accounts Payable > BOR AP Reports > 1099 Reportable Transactions	Business Unit Calendar Year From SSN To SSN