



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**.





		<ul style="list-style-type: none">• Fiscal Year
BOR_BR_GLCEX	Lists Expenses EX Journals to Cash for Period.	<ul style="list-style-type: none">• Accounting Period• Fiscal Year
BOR_BR_GLC_BNR	Lists Banner Journals to Cash.	<ul style="list-style-type: none">• Accounting Period• Fiscal Year
BOR_BR_GLC_OTHER	Lists All Other Journals to Cash.	<ul style="list-style-type: none">• Accounting Period• Fiscal Year
BOR_POAP_0AP005A_VERIFY_EXP	<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">• Business Unit• From Fiscal Year• To Fiscal Year• From Accounting Period• To Accounting Period• From Account• To Account
BOR_POAP_BUDERR	Displays vouchers where budget period is different from the associated purchase order.	<ul style="list-style-type: none">• Business Unit

BOR_POAP_CFERR Displays vouchers where accounting entries are different from the associated purchase



BOR_POAP_DISCOUNTS	Displays possible discounts still encumbered.	<ul style="list-style-type: none">• Business Unit
BOR_POAP_SUPPLIER	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">• Business Unit• Supplier ID
BOR_TIGA_VENDOR_OBLIG_TIN	TIGA Supplier Obligation by TIN.	<ul style="list-style-type: none">• Business Unit• Fiscal Year• Vendor TIN
BOR_TIGA_VENDOR_OBLIG_VENDORID	TIGA Supplier Obligation by Supplier ID.	<ul style="list-style-type: none">• 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 can select how to display the report, e.g., HTML, PDF. Users

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

<p>Supplier Liability Aging Data Report</p> <p>APX1408</p>	<ul style="list-style-type: none"> • 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 	<p>Accounts Payable > Reports > Voucher Reconciliation > Supplier Liability Aging</p>	<ul style="list-style-type: none"> • As of Date • As of Date Type • Business Unit Option • Supplier Select Option • Currency Options • Report Supplier By • Report Group by • Detail or Summary
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**Payment Aging
By Supplier**

Displays payment
information(n-[])Tt 5

APX2025





Payment Reports:

Report Name	Description	Navigation	Parameters
Detailed (Summary) Check Register APX2001	<ul style="list-style-type: none">Provides a register of payments by Pay Cycle, run date and payment methodCan generate either a Detail or a Summary version		





**Remittance
Advice Report**

APX2027

- Lists payments for an ACH or EFT Pay Cycle
- Includes ACH, EFT, BNR EFT and Expenses EFT pay cycles

1099 Reports:

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



Withholding Mismatch Report	Identifies all voucher lines on which where the withholding applicable flag does not match the withholding applicable flag on the supplier	Suppliers > 1099/
APX9010		



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