



## 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"><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>

**BOR\_POAP\_CFERR** Displays vouchers where accounting entries are different from the associated purchase





<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>



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## **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><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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**Payment Aging  
By Supplier**

Displays payment  
information(n-[ ])Tt 5

APX2025











**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>		







**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
<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>



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





<b>1099-MISC Copy B Report</b>  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"><li>• SetID</li><li>• Control ID</li><li>• Withhold Type</li><li>• Supplier Select</li><li>• Sort Options</li></ul>
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