Accounts Payable Query Training
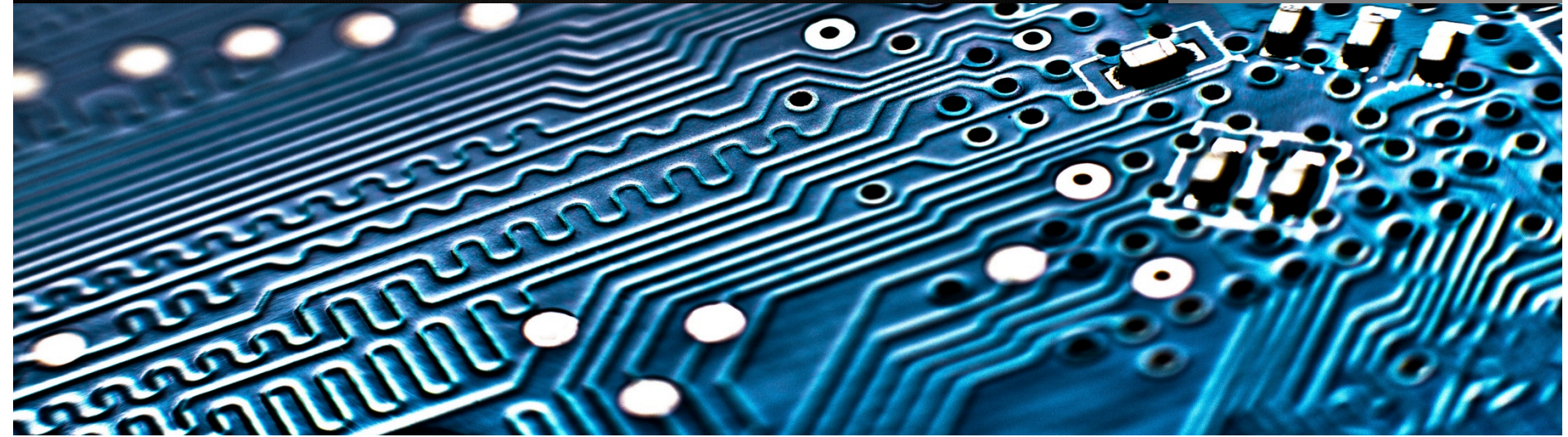
University System of Georgia
Information Technology Services

Agenda

- Training and documentation
- Relationship between pages and tables
  - Vouchers
  - Payments
  - Suppliers
- Frequently Used AP Tables
- Recently released queries
- View and modify existing queries
- Tips and tricks

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Training and Documentation

- Query Resources
  - http://www.usg.edu/gafirst-fin/training/online
  - Covers creating queries, prompts, joining tables, etc.
- AP Query and Reports job aid
  - http://www.usg.edu/gafirst-fin/documents/AP_Inquiries_Queries_and_Reports_Job_Aid.pdf
  - List of AP BOR predefined queries

Relationship between pages and tables

- select * from ps_voucher where business_unit = '54000' and voucher_id = '05351957'

Relationship between pages and tables

- PS_Voucher – select * from ps_voucher where business_unit = '54000' and voucher_id = '05351957'

Relationship between pages and tables

- select * from ps_voucher_line where business_unit = '54000' and po_id = '0000526240'

Relationship between pages and tables

- select * from ps_distrib_line where business_unit = '54000' and voucher_id = '05351957'

Distribution Lines — GL Chart tab

Copy Down	Line	Merchandise Amt	Quantity	Account	Fund	Dept	Program	Class	Project	Bud Ref
☐	1	230.88	1.0000	714100	10500	9950100	17500	11000		2018

Distribution Lines — Assets tab

Copy Down	Line	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID
☐	1	230.88	1.0000	☐			

Relationship between pages and tables

- select * from ps_payment_tbl where bank_setid = '54000' and pymnt_id_ref = 'check number'

Relationship between pages and tables

- select * from ps_vendor where setid = '54000' and vendor_id = 'CAT0000038'

Relationship between pages and tables

- select * from ps_vendor_addr where setid = '54000' and vendor_id = 'CAT0000038'

Relationship between pages and tables

- select * from ps_vendor_loc where setid = '54000' and vendor_id = 'CAT0000038'

Relationship between pages and tables

- select * from ps_vendor_pay where setid = '54000' and vendor_id like 'CAT%' and pymnt_method = 'ACH'

Frequently Used AP Tables

- VOUCHER
- VOUCHER_LINE
- DISTRIB_LINE
- VENDOR
- VENDOR_LOC
- PAYMENT_TBL
- PYMNT_VCHR_XREF
- VCHR_ACCTG_LINE

Recently Released Queries

- **BOR_AP_PAYMENT_REGISTER** - Prompts for pay cycle and then provides voucher, invoice, supplier and payment details for most recent version of the pay cycle entered. Very helpful to run after payment selection and before payment creation to cut down on number of pay cycle resets.

- **BOR_AP_ACH_SUPPLIERS** - Displays all suppliers set up with an ACH location. Prompt by SetID.

View and Modify Existing Queries

- BOR_AP_ACH_SUPPLIERS
  - Add the suppliers e-mail address that the advice is e-mailed to.

View and Modify Existing Queries

- BOR_AP_ACH_SUPPLIERS
  - Add the suppliers e-mail address that the advice is e-mailed to.

SetID = 98000

View All | Rerun Query | Download to Excel | Download to XML   First ◀ 1-100 of 810 ▶ Last

	SetID	Supplier	Location	Eff Date	Seq Nbr	Status	Method	Email Advice	Email ID
1	98000	0000000036	MAIN	12/16/2001	1	A	ACH	Y	CFS@gartner.com; Kyle.Pavlock@gartner.com; ap@usg.edu
2	98000	0000000031	MAIN	08/01/2002	1	A	ACH	Y	InvoiceInquiries@emc.com
3	98000	0000000144	MAIN	12/16/2001	1	A	ACH	Y	accountsreceivable@collegeboard.org;ap@usg.edu
4	98000	0000000154	MAIN	12/16/2001	1	A	ACH	Y	openaccount@bhphoto.com; ap@usg.edu
5	98000	0000000158	MAIN	12/16/2001	1	A	ACH	Y	ycoburn@greyhouse.com;ap@usg.edu
6	98000	0000000140	MAIN	12/16/2001	1	A	ACH	Y	ajcowan@us.ibm.com;ap@usg.edu
7	98000	0000000147	MAIN	12/16/2001	1	A	ACH	Y	ljo@foundationcenter.org

Tips and Tricks

- TIPS
  - Leverage queries already created by ITS and other Institutions.

Tips and Tricks

- TIPS
  - Use the advanced search functionality. Your security will apply to the query. Save as your own.

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Query | Create New Query

| Query Name | contains ▼ | PO_REC |
| Description | contains ▼ | |

☐	390_GSU_PO_RECV_NO_VOUCHER	POs received but not vouchered	Public
☐	540_PO_RECV_NOT_INVOICED	Pos received but not invoiced	Public
☐	760_CM_PO_RECV_NO_VOUCHER	POs received but not vouchered	Public
☐	830_PO_RECV_PASTDUE	Past Due Receipts	Public

Tips and Tricks

- TRICKS
  - Use "T" for Today – works in any date field. Not just in queries but on pages in PeopleSoft.

BOR_AP_DUE - AP Scheduled thru Selected Dt

Unit 54000
Pay Thru Date T
Method CHK
View Results

| Invoice Information | Payments | Voucher Attributes |

Business Unit 54000
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date t
Invoice Received t

Tips and Tricks

- TRICKS – PSXLATITEM

AND	A.PYMNT_SELCT_STATUS - Payment Selection Status	in list	('D','N','R','V')
AND	A.BUSINESS_UNIT - Business Unit	equal to	B.BUSINESS_UNIT - Business Unit
AND	A.VOUCHER_ID - Voucher ID	equal to	B.VOUCHER_ID - Voucher ID
AND	C.SETID - SetID	equal to	A.REMIT_SETID - Remit SetID
AND	C.VENDOR_ID - Supplier ID	equal to	A.REMIT_VENDOR - Remit Supplier
AND	B.ENTRY_STATUS - Entry Status	not equal to	X
AND	B.CLOSE_STATUS - Close Status Indicator	not equal to	C
AND	B.PROCESS_MAN_CLOSE - Process Manual Close	not equal to	Y
AND	A.REMIT_SETID - Remit SetID	equal to	D.SETID - SetID
AND	A.REMIT_VENDOR - Remit Supplier	equal to	D.VENDOR_ID - Supplier ID
AND	D.EFFDT - Effective Date	Eff Date <=	Current Date
AND	A.VNDR_LOC - Supplier Location	equal to	D.VNDR_LOC - Supplier Location
AND	B.ENTRY_STATUS - Entry Status	not equal to	T

Tips and Tricks

- TRICKS – PSXLATITEM

Tips and Tricks

- TRICKS - PSXLATITEM

View All | Rerun Query | Download to Excel | Download to XML

	Field Name	Value	Eff Date	Status	Long Name
1	ENTRY_STATUS	C	01/01/1900	A	Complete
2	ENTRY_STATUS	D	01/01/1900	A	Through batch defaults
3	ENTRY_STATUS	E	01/01/1900	A	Edited by Batch Voucher Module
4	ENTRY_STATUS	L	01/01/1900	A	Reviewed through Maintenance
5	ENTRY_STATUS	M	01/01/1900	A	Modified
6	ENTRY_STATUS	O	01/01/1900	A	Open
7	ENTRY_STATUS	P	01/01/1900	A	Postable
8	ENTRY_STATUS	R	01/01/1900	A	Recycle
9	ENTRY_STATUS	S	01/01/1900	A	Scheduled for Payment
10	ENTRY_STATUS	T	01/01/1900	A	Template Voucher
11	ENTRY_STATUS	X	01/01/1900	A	Deleted

Questions?

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