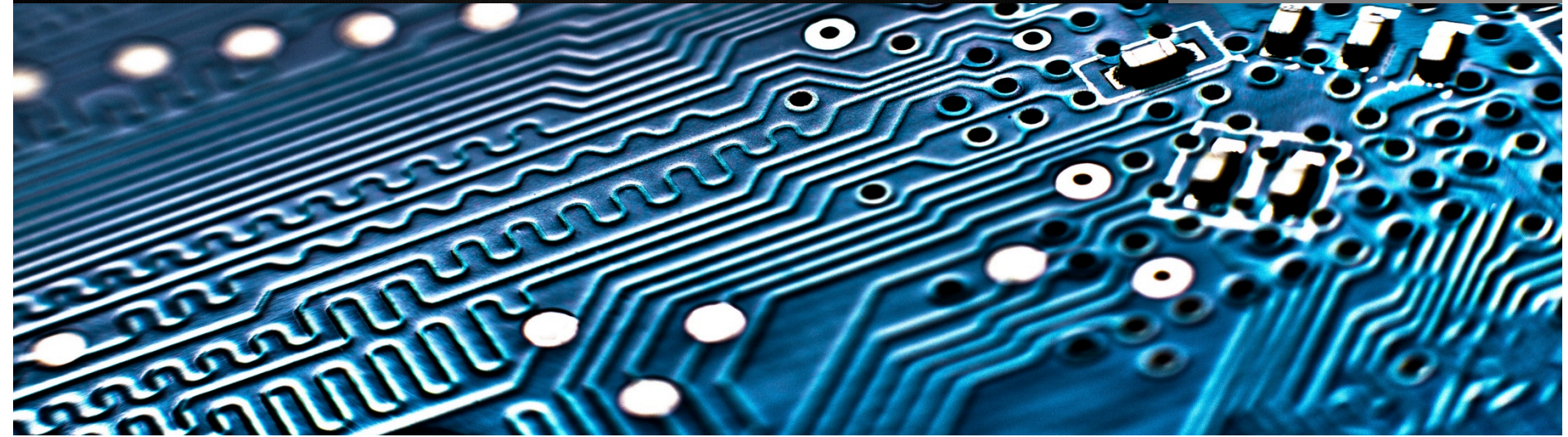


University System of Georgia  
Information Technology Services

# Accounts Payable Query Training



# 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



# 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](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'`

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
<b>Business Unit</b> 54000				<b>Invoice Date</b> 07/12/2017	
<b>Voucher ID</b> 05351957				<b>Invoice No</b> P004079201014	
<b>Voucher Style</b> Regular				<b>Invoice Total</b> 246.26 USD	
<b>Supplier Name</b> CWC Chemical, Inc. 214 Simmons Drive Cloverdale, VA 24077					
<b>Entry Status</b> Postable				<b>Pay Terms</b> Net 20	
<b>Match Status</b> Matched		<a href="#">Preview Approval</a>		<b>Voucher Source</b> Online	
<b>Approval Status</b> Approved				<b>Origin</b> ONL	
<b>Post Status</b> Posted				<b>Created On</b> 07/21/2017 11:24AM	
				<b>Created By</b> arowell_54	
<b>Doc Tol Status</b> Valid				<b>Last Update</b> 07/21/2017 11:25AM	
<b>Budget Status</b> Valid				<b>Modified By</b> BORBATC	
				<b>ERS Type</b> Not Applicable	
<b>Budget Misc Status</b> Valid				<b>Close Status</b> Open	
<b>*View Related</b>		<input type="text" value="Payment Inquiry"/>		<input type="button" value="Go"/>	



# Relationship between pages and tables

- PS\_Voucher – select \* from ps\_voucher where business\_unit = '54000' and voucher\_id = '05351957'



Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
<b>Business Unit</b> 54000		<b>Invoice No</b> P004079201014		<b>Invoice Total</b>	
<b>Voucher ID</b> 05351957		<b>Accounting Date</b> 07/21/2017		<b>Line Total</b> 246.26	
<b>Voucher Style</b> Regular Voucher		<b>*Pay Terms</b> N20  Net 20		<b>*Currency</b> USD	
<b>Invoice Date</b> 07/12/2017		<b>Basis Date Type</b> Inv Date		<b>Miscellaneous</b> 	
<b>Invoice Received</b> 07/17/2017				<b>Freight</b> 	
		<b>CWC Chemical, Inc.</b>		<hr/>	
<b>Supplier ID</b> CAT0000038				<b>Total</b> 246.26	
<b>ShortName</b> CWCICHE-CAT-001				<b>Difference</b> 0.00	
<b>Location</b> ORDREM					
<b>*Address</b> 1					



# Relationship between pages and tables

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

Invoice Lines ? Find | View 1

Line 1 <input type="checkbox"/> Copy Down	SpeedChart <input type="text"/>	<b>Purchase Order</b> 54000 0000526240 3 1 Associate Receiver(s) <input type="checkbox"/> Force Price  
*Distribute by <input type="text" value="Quantity"/>	Ship To FACILITIES	
Quantity <input type="text" value="1.0000"/>	Description <input type="text" value="basagranT&amp;O"/>	
UOM <input type="text" value="CS"/>		
Unit Price <input type="text" value="230.88000"/>		
Line Amount <input type="text" value="230.88"/>		
<input type="button" value="Calculate"/>		



# Relationship between pages and tables

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

▼ Distribution Lines Personalize | Find

GL Chart | Assets

Copy Down	Line	Merchandise Amt	Quantity	Account	Fund	Dept	Program	Class	Project	Bud Ref
<input type="checkbox"/>	1	230.88	1.0000	714100	10500	9950100	17500	11000		2018

◀ \_\_\_\_\_ ▶

▼ Distribution Lines

GL Chart | Assets

Copy Down	Line	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID
<input type="checkbox"/>	1	230.88	1.0000	<input type="checkbox"/>			



# Relationship between pages and tables

- select \* from ps\_payment\_tbl where bank\_setid = '54000' and pymnt\_id\_ref = 'check number'

**Payment Information** Find

**Payment 1**

*Remit to	CAT0000038	Gross Amount	246.26 USD	Scheduled Due	08/01/2017
Location	ORDREM	Discount	0.00 USD	Net Due	08/01/2017
*Address	1			Discount Due	
				Accounting Date	

CWC Chemical, Inc.  
214 Simmons Drive  
Cloverdale, VA 24077

---

**Payment Options**

*Bank	UCBOP	Pay Group	CT	*Netting	Not Applicable
*Account	OPER	*Handling	Mail W/Attachment	L/C ID	
*Method	CHK	Hold Reason			

Message:

Message will appear on remittance advice.

---

**Schedule Payment**

*Action	Schedule Payment	Payment Date	
Pay		Reference	





# Relationship between pages and tables

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

Summary	Identifying Information	Address	Contacts	Location	Custom
	SetID	54000			
	Supplier ID	CAT0000038			
	Supplier Short Name	CWCHE-CAT	CWCHE-CAT-001		
	Supplier Name	CWC Chemical, Inc.			
	Order	CWCHE-CAT-001		Remit To	CWCHE-CAT-001
		214 Simmons Drive			214 Simmons Drive
		Cloverdale, VA 24077			Cloverdale, VA 24077
	Status	Approved		Last Modified By	OIITHARDER
	Persistence	Regular		Last modified date	03/29/2011 8:42AM
	Classification	Catalog		Created By	OIITHARDER
	HCM Class			Created Date/time	03/14/2011 9:29AM
	Open for Ordering	Yes		Last Activity Date	07/21/2017
	Withholding	No			



# Relationship between pages and tables

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

Summary	Identifying Information	Address	Contacts	Location	Custom
SetID 54000					
Supplier ID CAT0000038		Short Supplier Name CWCHE-CAT-001		Supplier CWC Chemical, Inc.	
<b>Supplier Address</b> <span style="float: right;">Find</span>					
Address ID 1		Address Type Order-FAX			
Description ORDREM-		SAM Address Type			
<b>Details</b> <span style="float: right;">Find</span>					
Effective Date 03/14/2011		Effective Status Active			
Country USA		United States			
Address 1		214 Simmons Drive			
Address 2					
Address 3					
City Cloverdale					
County		Postal 24077			
State VA		Virginia			



# Relationship between pages and tables

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

<a href="#">Summary</a>	<a href="#">Identifying Information</a>	<a href="#">Address</a>	<a href="#">Contacts</a>	<a href="#">Location</a>	<a href="#">Custom</a>
SetID 54000					
Supplier ID CAT0000038			Short Supplier Name CWCHE-CAT-001		
A supplier location is a default set of rules which define how you conduct business with a supplier.					
<b>Location</b>					
Location ORDREM				<input checked="" type="checkbox"/> Default	
Description ORDREM			SAM Type		
<b>Details</b>					
Effective Date 03/14/2011			Effective Status Active		
<a href="#">Options</a>		<a href="#">Payables</a>		<a href="#">Procurement</a>	
<a href="#">Sales/Use Tax</a>					



# Relationship between pages and tables

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

Location	REMITACH	REMITACH
<b>Additional Payables Options</b>		
<b>Payment Control</b>		<b>Bank</b>
Pay Group	CT	Catalog
Delay Days	Default from BU	
Discount	0	
Net	0	
<input type="checkbox"/> Hold Payment	<input type="checkbox"/> Complex Routing	
<input type="checkbox"/> Always take discount	<input type="checkbox"/> Separate Payment	
<input type="checkbox"/> Factoring	<input type="checkbox"/> Apply Netting	
<b>Draft Processing Control</b>		<b>Additional Payment Information</b>
Draft Sight Options	Default from Higher Level	
Draft Sight Code		
Draft Rounding	Do Not Use	
Rounding Position		
Remaining Amount Action	Do not issue Draft	
Payment Method	CHK	Check
Draft Optimize	Do Not Use	
	<b>Bank Options</b>	Default from Higher Level
	Bank	
	Account	
	Currency	
	Rate Type	
	<b>Pay Method Options</b>	Specify
	Payment Method	Automated Clearing House
	Layout Option	Use Bank Account Default
	Layout	
	Handling Options	Default from Higher Level
	Handling	
	Reschedule ID	



# 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.

**Edit Criteria Properties** [x]

Help

**Choose Expression 1 Type**

Field  
 Expression

**Expression 1**

**Choose Record and Field**

Record Alias.Fieldname  
A.EMAILID - Email ID

\*Condition Type: not equal to

**Choose Expression 2 Type**

Field  
 Expression  
 Constant  
 Prompt  
 Subquery

**Expression 2**

**Define Constant**

Constant: ""

OK Cancel



# 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.

Query Name 980\_AP\_DUE Description AP Scheduled thru Selected Dt Feed

Add Criteria Group Criteria Reorder Criteria

Criteria Personalize Find First 1-18 of 18 Last

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
	A.BUSINESS_UNIT - Business Unit	equal to	54000	Edit	[-]
AND	A.SCHEDULED_PAY_DT - Scheduled to Pay	not greater than	:2	Edit	[-]
AND	A.PYMNT_METHOD - Payment Method	equal to	:3		
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		

980\_AP\_DUE

Pay Thru Date  B1

Method

OK Cancel



# 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

Description

<input type="checkbox"/>	390_GSU_PO_RECV_NO_VOUCHER	POs received but not vouchered	Public	
<input type="checkbox"/>	540_PO_RECV_NOT_INVOICED	Pos received but not invoiced	Public	
<input type="checkbox"/>	760_CM_PO_RECV_NO_VOUCHER	POs received but not vouchered	Public	
<input type="checkbox"/>	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  

Pay Thru Date  


Method


**Invoice Information** | Payments | Voucher Attributes

Business Unit 54000

Voucher ID NEXT

Voucher Style Regular Voucher

Invoice Date  

Invoice Received  



# 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

\*Search By  begins with

[Advanced Search](#)

### Search Results

Record Personalize | Find | View All | | First 1 of 1 Last

Record	Add Record	Show Fields
PSXLATITEM - Translate Value Items	Add Record	Show Fields

### Edit Criteria Properties

[Help](#)

**Choose Expression 1 Type**

Field  
 Expression

**Expression 1**

**Choose Record and Field**

Record Alias.Fieldname

\*Condition Type

**Choose Expression 2 Type**

Field  
 Expression  
 Constant

**Expression 2**

**Define Constant**

Constant



# Tips and Tricks

- TRICKS - PSXLATITEM

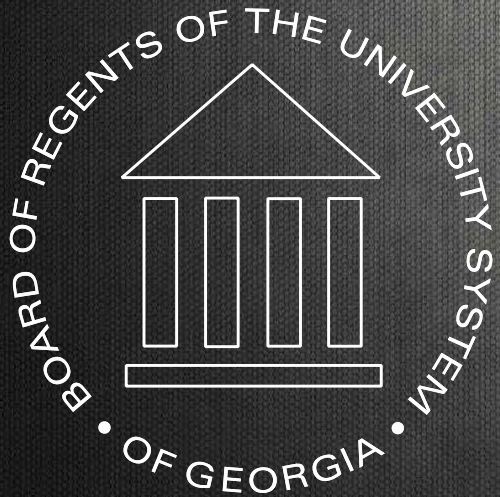
[View All](#) | [Rerun Query](#) | [Download to Excel](#) | [Download to XML](#)

	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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