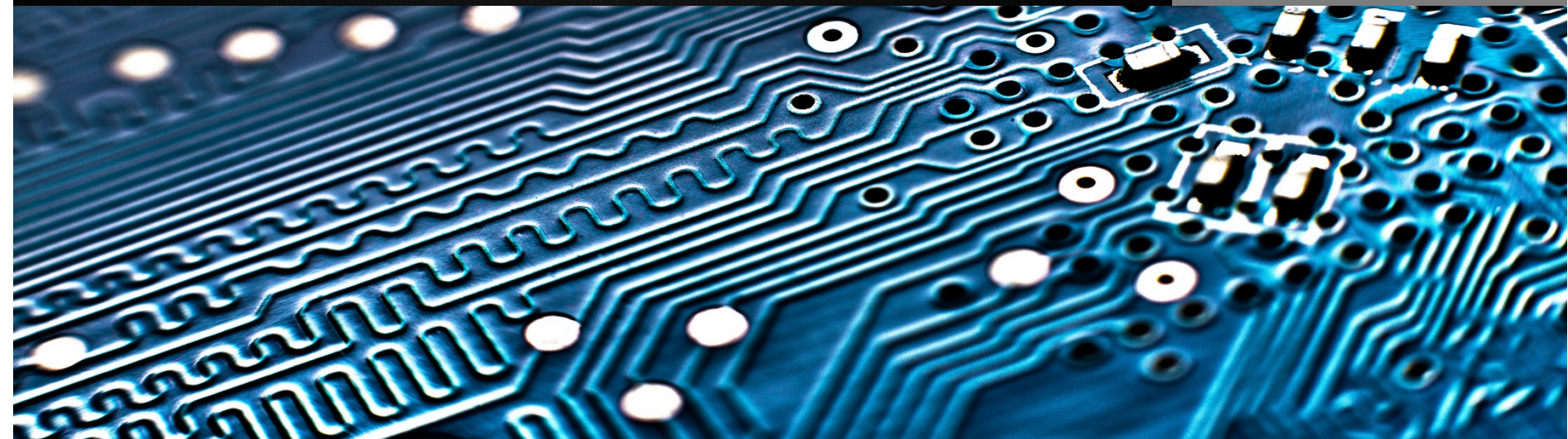


Accounts Payable Query Training



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
 - https://www.usg.edu/gafirst-fin/documents/AP_Inquiries_Queries_and_Reports.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
Business Unit 54000				Invoice Date 07/12/2017	
Voucher ID 05351957				Invoice No P004079201014	
Voucher Style Regular				Invoice Total 246.26 USD	
Supplier Name CWC Chemical, Inc. 214 Simmons Drive Cloverdale, VA 24077					
Entry Status Postable				Pay Terms Net 20	
Match Status Matched		Preview Approval		Voucher Source Online	
Approval Status Approved				Origin ONL	
Post Status Posted				Created On 07/21/2017 11:24AM	
				Created By arowell_54	
Doc Tol Status Valid				Last Update 07/21/2017 11:25AM	
Budget Status Valid				Modified By BORBATC	
				ERS Type Not Applicable	
Budget Misc Status Valid				Close Status Open	
*View Related		<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
Business Unit	54000	Invoice No	P004079201014		
Voucher ID	05351957	Accounting Date	07/21/2017		
Voucher Style	Regular Voucher	*Pay Terms	N20		Net 20
Invoice Date	07/12/2017	Basis Date Type	Inv Date		
Invoice Received	07/17/2017				
		<u>CWC Chemical, Inc.</u>			
Supplier ID	CAT0000038				
ShortName	CWCICHE-CAT-001				
Location	ORDREM				
*Address	1				

Invoice Total	
Line Total	246.26
*Currency	USD
Miscellaneous	
Freight	
Total	246.26
Difference	0.00



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	
*Distribute by	Quantity	Ship To	FACILITIES
Quantity	1.0000	Description	basagranT&O
UOM	CS		
Unit Price	230.88000		
Line Amount			230.88

Purchase Order

54000|0000526240|3|1
Associate Receiver(s)

Force Price



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 Check	Hold Reason			
Message					Actions

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.	
Supplier Address Find					
Address ID 1		Address Type Order-FAX			
Description ORDREM-		SAM Address Type			
Details Find					
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'`

Summary	Identifying Information	Address	Contacts	Location	Custom
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.					
Location					
Location ORDREM				<input checked="" type="checkbox"/> Default	
Description ORDREM			SAM Type		
Details					
Effective Date 03/14/2011			Effective Status Active		
Options	Payables	Procurement		Sales/Use Tax	



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
Additional Payables Options			
Payment Control		Bank	
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		
Draft Processing Control		Additional Payment Information	
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		
		Pay Method Options	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.

The screenshot shows a query editor interface for a query named '980_AP_DUE'. The description is 'AP Scheduled thru Selected Dt'. The interface includes buttons for 'Add Criteria', 'Group Criteria', and 'Reorder Criteria'. A table of criteria is displayed, and a modal dialog box is overlaid on the right side.

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		

The modal dialog box is titled '980_AP_DUE' and contains the following fields and buttons:

- Pay Thru Date: [B1]
- Method:
- Buttons: 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

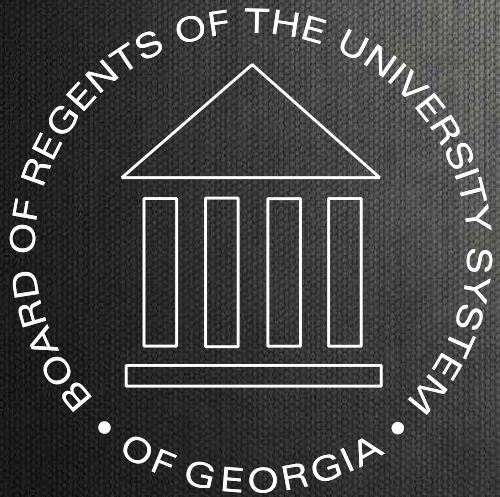
[View All](#) | [Rerun Query](#) | [Download to Excel](#) | [Download to XML](#)

	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?





**University System of Georgia
Information Technology Services**