



**State of Kansas**  
**APY1400/1405 Open Liability**  
**Reconciliation Report**  
*Statewide Management, Accounting, and Reporting Tool*

**Navigation:** Accounts Payable -> Reports -> Voucher Reconciliation -> Open Liability Reconciliation

**APY 1400 (Summary) Description:** Compares the AP Open Liability balance to the GL Open Liability balance (Account 220100). (Crystal Report)

**APY 1405 (Detail) Description:** Shows all accounting activity for accounts payable transactions for each voucher. Use the detail report to validate the AP Open Liability balance to the General Ledger. (Crystal Report) See APY1400.

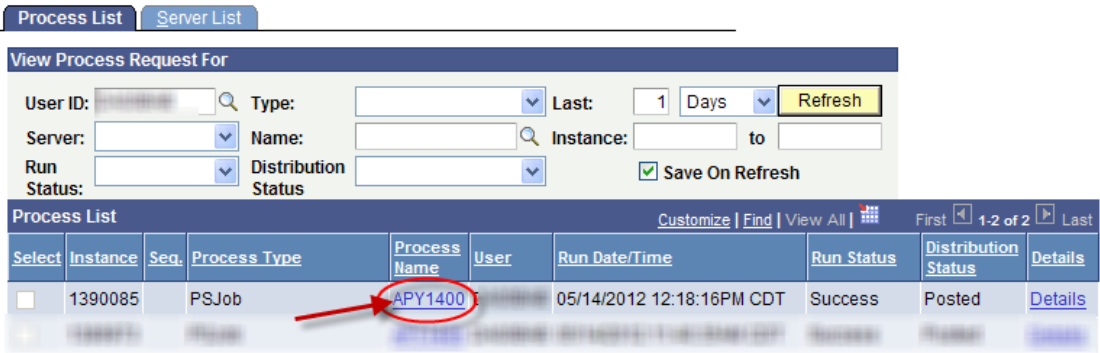
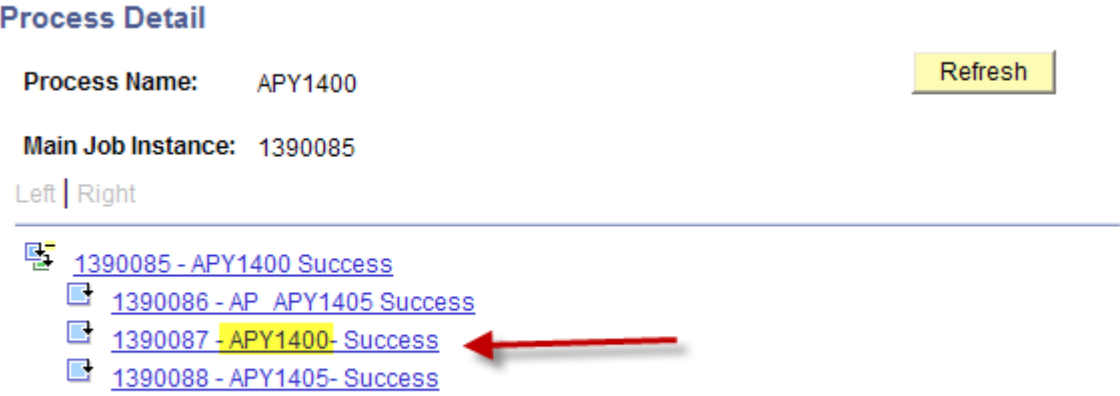
**Fields:** GL Business Unit, AP Business Unit; Vendor ID, Vendor Name, Voucher ID, Invoice Date, Accounting Date, Journal ID, Journal Date, Journal Line Number, Amount.




**Output:** PDF Only.

**Note:** This report is for Accounts Payable only and does not include Expenses Payable or other non-AP liabilities. This PeopleSoft Delivered report has not been customized or modified. This report does not contain funding information.







Step	Action
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1	<p>Navigate to: Accounts Payable -&gt; Reports -&gt; Voucher Reconciliation -&gt; Open Liability Reconciliation</p> <p>Add a new run control. Enter a Request ID of your choice. Enter the As of Date. Change the Business Unit Option from ALL to Value. Enter your GL Business Unit. Click Run.</p> <p><b>Payables Open Liability Reconciliation</b></p> <p>Run Control ID: OPEN_LIAB_RECON <a href="#">Report Manager</a> <a href="#">Process Monitor</a> <a href="#">Run</a></p> <p>Language: English</p> <p><b>Report Request Parameters</b></p> <p>*Request ID: 1</p> <p>*As of Date: 05/14/2012</p> <p>*Business Unit Option: Value</p> <p>Business Unit: Value</p> <p>GL Business Unit: 03400</p> <p>Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display</p>																												
2	<p>Select the APGL Open Liab Recon Data/Rep job. Update/select the Web &amp; PDF report Type and Format, respectively. Click OK. Run Control Screen returns with Process Instance number noted. Click on the Process Monitor link.</p> <p><b>Process Scheduler Request</b></p> <p>User ID: <a href="#">XXXXXXXX</a> Run Control ID: OPEN_LIAB_RECON</p> <p>Server Name: <input type="text"/> Run Date: 05/14/2012</p> <p>Recurrence: <input type="text"/> Run Time: 12:18:16PM <a href="#">Reset to Current Date/Time</a></p> <p>Time Zone: <input type="text"/></p> <p><b>Process List</b></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>APGL Open Liab Recon Data/Rept</td> <td>APY1400</td> <td>PSJob</td> <td>Web</td> <td>PDF</td> <td><a href="#">Distribution</a></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Summary AP/GL Open Liability</td> <td>APY1400-</td> <td>Crystal</td> <td>Web</td> <td>PDF</td> <td><a href="#">Distribution</a></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Detail AP/GL Open Liability</td> <td>APY1405-</td> <td>Crystal</td> <td>Web</td> <td>PDF</td> <td><a href="#">Distribution</a></td> </tr> </tbody> </table>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	APGL Open Liab Recon Data/Rept	APY1400	PSJob	Web	PDF	<a href="#">Distribution</a>	<input type="checkbox"/>	Summary AP/GL Open Liability	APY1400-	Crystal	Web	PDF	<a href="#">Distribution</a>	<input type="checkbox"/>	Detail AP/GL Open Liability	APY1405-	Crystal	Web	PDF	<a href="#">Distribution</a>
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3	<p>Periodically, click on the refresh button until the Run and Distribution statuses are Success and Posted, respectively. <b>Click on the Process Name link (APY1400)</b>. Larger agencies with high volumes of voucher activity may take more than an hour to complete.</p> 
4	<p>Click on the next to last Process Detail Link (APY1400) for the summary report.</p> 

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5	<p data-bbox="321 138 764 170">Click on the View Log/Trace link.</p> <div data-bbox="337 254 537 285"> <p><b>Process Detail</b></p> </div> <table border="1" data-bbox="342 306 1395 499"> <thead> <tr> <th colspan="4" data-bbox="342 306 1395 338">Process</th> </tr> </thead> <tbody> <tr> <td data-bbox="342 365 521 396"><b>Instance:</b></td> <td data-bbox="526 365 808 396">1390087</td> <td data-bbox="813 365 954 396"><b>Type:</b></td> <td data-bbox="959 365 1395 396">Crystal</td> </tr> <tr> <td data-bbox="342 411 521 443"><b>Name:</b></td> <td data-bbox="526 411 808 443">APY1400-</td> <td data-bbox="813 411 954 443"><b>Description:</b></td> <td data-bbox="959 411 1395 443">Summary AP/GL Open Liability</td> </tr> <tr> <td data-bbox="342 464 521 495"><b>Run Status:</b></td> <td data-bbox="526 464 808 495">Success</td> <td data-bbox="813 464 954 495"><b>Distribution Status:</b></td> <td data-bbox="959 464 1395 495">Posted</td> </tr> </tbody> </table> <table border="1" data-bbox="342 506 1395 762"> <thead> <tr> <th data-bbox="342 506 967 537">Run</th> <th data-bbox="989 506 1395 537">Update Process</th> </tr> </thead> <tbody> <tr> <td data-bbox="342 564 967 737"> <p data-bbox="342 564 967 596"><b>Run Control ID:</b> OPEN_LIAB_RECON</p> <p data-bbox="342 611 967 642"><b>Location:</b> Server</p> <p data-bbox="342 657 967 688"><b>Server:</b> PSNT</p> <p data-bbox="342 703 967 737"><b>Recurrence:</b></p> </td> <td data-bbox="989 564 1395 737"> <p data-bbox="989 564 1395 596"><input type="radio"/> Hold Request</p> <p data-bbox="989 604 1395 636"><input type="radio"/> Queue Request</p> <p data-bbox="989 644 1395 676"><input type="radio"/> Cancel Request</p> <p data-bbox="989 684 1395 716"><input type="radio"/> Delete Request</p> <p data-bbox="989 724 1395 756"><input type="radio"/> Restart Request</p> </td> </tr> </tbody> </table> <table border="1" data-bbox="342 783 1395 1031"> <thead> <tr> <th data-bbox="342 783 967 814">Date/Time</th> <th data-bbox="989 783 1395 814">Actions</th> </tr> </thead> <tbody> <tr> <td data-bbox="342 842 967 873"><b>Request Created On:</b> 05/14/2012 12:18:46PM CDT</td> <td data-bbox="989 842 1395 873"><a href="#">Parameters</a>    Transfer</td> </tr> <tr> <td data-bbox="342 888 967 919"><b>Run Anytime After:</b> 05/14/2012 12:18:16PM CDT</td> <td data-bbox="989 888 1395 919"><a href="#">Message Log</a></td> </tr> <tr> <td data-bbox="342 934 967 966"><b>Began Process At:</b> 05/14/2012 12:26:43PM CDT</td> <td data-bbox="989 934 1395 966">Batch Timings</td> </tr> <tr> <td data-bbox="342 980 967 1012"><b>Ended Process At:</b> 05/14/2012 12:26:51PM CDT</td> <td data-bbox="989 980 1395 1012"><a href="#">View Log/Trace</a> </td> </tr> </tbody> </table>	Process				<b>Instance:</b>	1390087	<b>Type:</b>	Crystal	<b>Name:</b>	APY1400-	<b>Description:</b>	Summary AP/GL Open Liability	<b>Run Status:</b>	Success	<b>Distribution Status:</b>	Posted	Run	Update Process	<p data-bbox="342 564 967 596"><b>Run Control ID:</b> OPEN_LIAB_RECON</p> <p data-bbox="342 611 967 642"><b>Location:</b> Server</p> <p data-bbox="342 657 967 688"><b>Server:</b> PSNT</p> <p data-bbox="342 703 967 737"><b>Recurrence:</b></p>	<p data-bbox="989 564 1395 596"><input type="radio"/> Hold Request</p> <p data-bbox="989 604 1395 636"><input type="radio"/> Queue Request</p> <p data-bbox="989 644 1395 676"><input type="radio"/> Cancel Request</p> <p data-bbox="989 684 1395 716"><input type="radio"/> Delete Request</p> <p data-bbox="989 724 1395 756"><input type="radio"/> Restart Request</p>	Date/Time	Actions	<b>Request Created On:</b> 05/14/2012 12:18:46PM CDT	<a href="#">Parameters</a> Transfer	<b>Run Anytime After:</b> 05/14/2012 12:18:16PM CDT	<a href="#">Message Log</a>	<b>Began Process At:</b> 05/14/2012 12:26:43PM CDT	Batch Timings	<b>Ended Process At:</b> 05/14/2012 12:26:51PM CDT	<a href="#">View Log/Trace</a> 
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