



State of Kansas

APY1406 Payables Open Liability Report

Statewide Management, Accounting, and Reporting Tool

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

Description: Lists all open AP liabilities by business unit. (Crystal Report)




Fields: AP Business Unit; Vendor ID, Vendor Name, Voucher ID, Invoice ID, Invoice Date; Schedule Date; Accounting Date; 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 | | | | | | | | | | | | | | | | | | | | | | | |
|---------------|--|---------------|----------|------|-------|---------------|--|-------|--|---------|----------|-------|--------|------|-------|-----------|--|--|--|--|--|--|--|--|
| 1 | <p>Navigate to: Accounts Payable -> Reports -> Voucher Reconciliation -> Payables Open Liability Add a new run control. Enter the As of Date. (Note: Vouchers that have been paid by ACH have payment dates that correspond to the bank settlement date, at least two days in the future. Vouchers that have already been selected in paycycle, but have payment dates greater than the As of Date will show up on this report as an open item. However, the payment activity may already be posted against the General Ledger.) Change the Business Unit Option from ALL to Value. Enter your AP Business Unit(s). Entities with more than one AP Business Unit will need to enter each Unit they wish to include in the report. Select/update the Report Format Options as desired. Note that the Summary report does not contain voucher detail, but provides totals by business unit and vendor. Select the Detail Report Format Option to include voucher level detail. Click Run.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <h3 style="color: #003366; margin: 0;">Payables Open Liability</h3> <p>Run Control ID: OPEN_AP_LIAB Report Manager Process Monitor Run</p> <p>Language: English</p> <div style="border: 1px solid #003366; background-color: #e6eef3; padding: 5px;"> <p>Report Request Parameters</p> <p>*As of Date: 05/14/2012</p> <p>*As Of Date Type: Accounting Date</p> <p>Aging Basis Date: </p> <p><input type="checkbox"/> Include Unrecorded Liabilities</p> <p><input type="checkbox"/> Include Prepayment</p> <p><input type="checkbox"/> Include Unmatured Drafts Paid</p> <p><input type="checkbox"/> Include Available Discount</p> <p>*Business Unit Option: Value</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #003366; color: white;">Business Unit</th> <th style="background-color: #003366; color: white;">View All</th> </tr> </thead> <tbody> <tr> <td style="background-color: #003366; color: white;">All</td> <td style="background-color: #003366; color: white;">Value</td> </tr> <tr> <td style="background-color: #003366; color: white;">Business Unit</td> <td></td> </tr> <tr> <td style="background-color: #003366; color: white;">03400</td> <td style="background-color: #003366; color: white;"> </td> </tr> </tbody> </table> <p>*Vendor Select Option: Select All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #003366; color: white;">Vendors</th> <th style="background-color: #003366; color: white;">View All</th> <th style="background-color: #003366; color: white;">First</th> <th style="background-color: #003366; color: white;">1 of 1</th> <th style="background-color: #003366; color: white;">Last</th> </tr> </thead> <tbody> <tr> <td style="background-color: #003366; color: white;">SetID</td> <td style="background-color: #003366; color: white;">Vendor ID</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="background-color: #003366; color: white;"> </td> <td style="background-color: #003366; color: white;"> </td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <div style="border: 1px solid #003366; background-color: #e6eef3; padding: 5px; margin-top: 5px;"> <p>Currency Options</p> <p>*Currency Options: Base Currency</p> <p>Currency: </p> <p>Rate Type: </p> <p>Currency Effective Date: </p> </div> <div style="border: 1px solid #003366; background-color: #e6eef3; padding: 5px; margin-top: 5px;"> <p>Report Format Options</p> <p>Changing any of these options does not require rerunning the Application Engine program to load the data. You may just run the report process to regenerate the report.</p> <p>*Report Vendor By: Invoice Vendor</p> <p>*Report Group By: Business Unit / Vendor</p> <p>*Detail or Summary: Detail</p> </div> </div> | Business Unit | View All | All | Value | Business Unit | | 03400 | | Vendors | View All | First | 1 of 1 | Last | SetID | Vendor ID | | | | | | | | |
| Business Unit | View All | | | | | | | | | | | | | | | | | | | | | | | |
| All | Value | | | | | | | | | | | | | | | | | | | | | | | |
| Business Unit | | | | | | | | | | | | | | | | | | | | | | | | |
| 03400 | | | | | | | | | | | | | | | | | | | | | | | | |
| Vendors | View All | First | 1 of 1 | Last | | | | | | | | | | | | | | | | | | | | |
| SetID | Vendor ID | | | | | | | | | | | | | | | | | | | | | | | |
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| Step | Action | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------------|--|--------------|--------------|--------------|--------------|------------------------------|------------|---------------------|-------------------------------------|-------------------------------|---------|--------------------------|---------|-----|------------------------------|--------------------------|----------------------------|---------------------------|---------|--------|-------------------------|------------------------------|
| 2 | <p>Select the Open Liability Data & Report Options job. Update/select the Web & PDF report Type and Format, respectively. Click OK. After the Data & Reports option has been run initially for a given Unit and date, the Reports Only option can be selected to run reports with different format options. Run Control Screen returns with Process Instance number noted. Click on the Process Monitor link.</p> <p>Process Scheduler Request</p> <p>User ID: [redacted] Run Control ID: OPEN_AP_LIAB</p> <p>Server Name: [dropdown] Run Date: 05/14/2012 [calendar icon]</p> <p>Recurrence: [dropdown] Run Time: 11:40:35AM [Reset to Current Date/Time]</p> <p>Time Zone: [dropdown]</p> <p>Process List</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>Open Liability Data & Reports</td> <td>APY1406</td> <td>PSJob</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Open Liability Report Only</td> <td>APY1406-</td> <td>Crystal</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> | Select | Description | Process Name | Process Type | *Type | *Format | Distribution | <input checked="" type="checkbox"/> | Open Liability Data & Reports | APY1406 | PSJob | Web | PDF | Distribution | <input type="checkbox"/> | Open Liability Report Only | APY1406- | Crystal | Web | PDF | Distribution |
| Select | Description | Process Name | Process Type | *Type | *Format | Distribution | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | Open Liability Data & Reports | APY1406 | PSJob | Web | PDF | Distribution | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Open Liability Report Only | APY1406- | Crystal | Web | PDF | Distribution | | | | | | | | | | | | | | | | |
| 3 | <p>Periodically, click on the refresh button until the Run and Distribution statuses are Success and Posted, respectively. Click on the Process Name link (APY1406). Larger agencies with high volumes of voucher activity may take more than an hour to complete.</p> <p>Process List Server List</p> <p>View Process Request For</p> <p>User ID: [redacted] Type: [dropdown] Last: 1 Days [Refresh]</p> <p>Server: [dropdown] Name: [dropdown] Instance: [dropdown] to [dropdown]</p> <p>Run Status: [dropdown] Distribution Status: [dropdown] <input checked="" type="checkbox"/> Save On Refresh</p> <p>Process List Customize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1389973</td> <td></td> <td>PSJob</td> <td>APY1406</td> <td>[redacted]</td> <td>05/14/2012 11:40:35AM CDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table> | Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details | <input type="checkbox"/> | 1389973 | | PSJob | APY1406 | [redacted] | 05/14/2012 11:40:35AM CDT | Success | Posted | Details | |
| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details | | | | | | | | | | | | | |
| <input type="checkbox"/> | 1389973 | | PSJob | APY1406 | [redacted] | 05/14/2012 11:40:35AM CDT | Success | Posted | Details | | | | | | | | | | | | | |
| 4 | <p>Click on the last Process Detail Link.</p> <p>Process Detail</p> <p>Process Name: APY1406 [Refresh]</p> <p>Main Job Instance: 1389973</p> <p>Left Right</p> <ul style="list-style-type: none"> 1389973 - APY1406 Success 1389974 - AP APY1406 Success 1389975 - APY1406- Success | | | | | | | | | | | | | | | | | | | | | |

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| 5 | <p data-bbox="321 134 764 165">Click on the View Log/Trace link.</p> <div data-bbox="332 268 542 300"> <p>Process Detail</p> </div> <table border="1" data-bbox="342 321 1416 520"> <thead> <tr> <th colspan="4" data-bbox="342 321 1416 352">Process</th> </tr> </thead> <tbody> <tr> <td data-bbox="363 384 516 415">Instance:</td> <td data-bbox="532 384 651 415">1389975</td> <td data-bbox="824 384 894 415">Type:</td> <td data-bbox="971 384 1052 415">Crystal</td> </tr> <tr> <td data-bbox="363 432 440 464">Name:</td> <td data-bbox="532 432 646 464">APY1406-</td> <td data-bbox="824 432 971 464">Description:</td> <td data-bbox="987 432 1256 464">Open Liability Report Only</td> </tr> <tr> <td data-bbox="363 485 505 516">Run Status:</td> <td data-bbox="532 485 634 516">Success</td> <td data-bbox="824 485 1040 516">Distribution Status:</td> <td data-bbox="1057 485 1143 516">Posted</td> </tr> </tbody> </table> <table border="1" data-bbox="342 527 1416 785"> <thead> <tr> <th data-bbox="342 527 979 558">Run</th> <th data-bbox="1000 527 1416 558">Update Process</th> </tr> </thead> <tbody> <tr> <td data-bbox="363 590 711 621">Run Control ID: OPEN_AP_LIAB</td> <td data-bbox="1040 590 1230 621"><input type="radio"/> Hold Request</td> </tr> <tr> <td data-bbox="363 638 607 669">Location: Server</td> <td data-bbox="1040 638 1252 669"><input type="radio"/> Queue Request</td> </tr> <tr> <td data-bbox="363 686 602 718">Server: PSNT</td> <td data-bbox="1040 686 1256 718"><input type="radio"/> Cancel Request</td> </tr> <tr> <td data-bbox="363 735 509 766">Recurrence:</td> <td data-bbox="1040 735 1252 766"><input type="radio"/> Delete Request</td> </tr> <tr> <td></td> <td data-bbox="1040 783 1263 814"><input type="radio"/> Restart Request</td> </tr> </tbody> </table> <table border="1" data-bbox="342 812 1416 1062"> <thead> <tr> <th data-bbox="342 812 979 844">Date/Time</th> <th data-bbox="1000 812 1416 844">Actions</th> </tr> </thead> <tbody> <tr> <td data-bbox="363 875 932 907">Request Created On: 05/14/2012 11:42:08AM CDT</td> <td data-bbox="1024 875 1305 907">Parameters Transfer</td> </tr> <tr> <td data-bbox="363 924 932 955">Run Anytime After: 05/14/2012 11:40:35AM CDT</td> <td data-bbox="1024 924 1179 955">Message Log</td> </tr> <tr> <td data-bbox="363 972 932 1003">Began Process At: 05/14/2012 11:43:35AM CDT</td> <td data-bbox="1024 972 1187 1003">Batch Timings</td> </tr> <tr> <td data-bbox="363 1020 932 1052">Ended Process At: 05/14/2012 11:43:44AM CDT</td> <td data-bbox="1024 1020 1198 1052">View Log/Trace </td> </tr> </tbody> </table> | Process | | | | Instance: | 1389975 | Type: | Crystal | Name: | APY1406- | Description: | Open Liability Report Only | Run Status: | Success | Distribution Status: | Posted | Run | Update Process | Run Control ID: OPEN_AP_LIAB | <input type="radio"/> Hold Request | Location: Server | <input type="radio"/> Queue Request | Server: PSNT | <input type="radio"/> Cancel Request | Recurrence: | <input type="radio"/> Delete Request | | <input type="radio"/> Restart Request | Date/Time | Actions | Request Created On: 05/14/2012 11:42:08AM CDT | Parameters Transfer | Run Anytime After: 05/14/2012 11:40:35AM CDT | Message Log | Began Process At: 05/14/2012 11:43:35AM CDT | Batch Timings | Ended Process At: 05/14/2012 11:43:44AM CDT | View Log/Trace  |
| Process | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Instance: | 1389975 | Type: | Crystal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: | APY1406- | Description: | Open Liability Report Only | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Run Status: | Success | Distribution Status: | Posted | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Run | Update Process | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Run Control ID: OPEN_AP_LIAB | <input type="radio"/> Hold Request | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Location: Server | <input type="radio"/> Queue Request | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Server: PSNT | <input type="radio"/> Cancel Request | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Recurrence: | <input type="radio"/> Delete Request | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <input type="radio"/> Restart Request | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date/Time | Actions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Request Created On: 05/14/2012 11:42:08AM CDT | Parameters Transfer | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Run Anytime After: 05/14/2012 11:40:35AM CDT | Message Log | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|--|--|----------------------------------|----------------------------------|-----------------------------|-----------------------|------------------------------|--|----------------------------|--|--|-------------------------------------|---|------|-------------------|------------------|--------------------------------------|--------|----------------------------------|--|---|----------------------------------|--------------------------------|-----|----------------------------------|----------------------|------------------|------|--|
| 6 | <p data-bbox="326 134 1433 205">Click on the file link with the .PDF extension to open the report. You may save or print the report from there.</p> <div data-bbox="326 268 1279 905"> <p data-bbox="326 268 529 300">View Log/Trace</p> <p data-bbox="326 304 410 331">Report</p> <table border="0" data-bbox="326 346 1279 478"> <tr> <td>Report ID: 1202301</td> <td>Process Instance: 1389975</td> <td>Message Log</td> </tr> <tr> <td>Name: APY1406-</td> <td>Process Type: Crystal</td> <td></td> </tr> <tr> <td colspan="3">Run Status: Success</td> </tr> </table> <p data-bbox="326 491 594 518">Open Liability Report Only</p> <p data-bbox="326 522 537 550">Distribution Details</p> <table border="0" data-bbox="326 564 1279 598"> <tr> <td>Distribution Node: PSREPORTS</td> <td>Expiration Date: <input type="text" value="05/21/2012"/></td> </tr> </table> <p data-bbox="326 621 420 648">File List</p> <table border="1" data-bbox="326 653 1390 793"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>APY1406- 1389975.PDF</td> <td>51,968</td> <td>05/14/2012 11:43:44.000000AM CDT</td> </tr> <tr> <td>CRW APY1406- 1389975.log</td> <td>0</td> <td>05/14/2012 11:43:44.000000AM CDT</td> </tr> <tr> <td>pssqltrace.trc</td> <td>494</td> <td>05/14/2012 11:43:44.000000AM CDT</td> </tr> </tbody> </table> <p data-bbox="326 806 469 833">Distribute To</p> <table border="1" data-bbox="326 837 1268 905"> <thead> <tr> <th>Distribution ID Type</th> <th>*Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td></td> </tr> </tbody> </table> </div> | Report ID: 1202301 | Process Instance: 1389975 | Message Log | Name: APY1406- | Process Type: Crystal | | Run Status: Success | | | Distribution Node: PSREPORTS | Expiration Date: <input type="text" value="05/21/2012"/> | Name | File Size (bytes) | Datetime Created | APY1406- 1389975.PDF | 51,968 | 05/14/2012 11:43:44.000000AM CDT | CRW APY1406- 1389975.log | 0 | 05/14/2012 11:43:44.000000AM CDT | pssqltrace.trc | 494 | 05/14/2012 11:43:44.000000AM CDT | Distribution ID Type | *Distribution ID | User | |
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| pssqltrace.trc | 494 | 05/14/2012 11:43:44.000000AM CDT | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Distribution ID Type | *Distribution ID | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| User | | | | | | | | | | | | | | | | | | | | | | | | | | | | |