



REP300-AP
Accounts Payable Reports

June 12, 2013



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REP300-AP Accounts Payable Reports

Course Overview

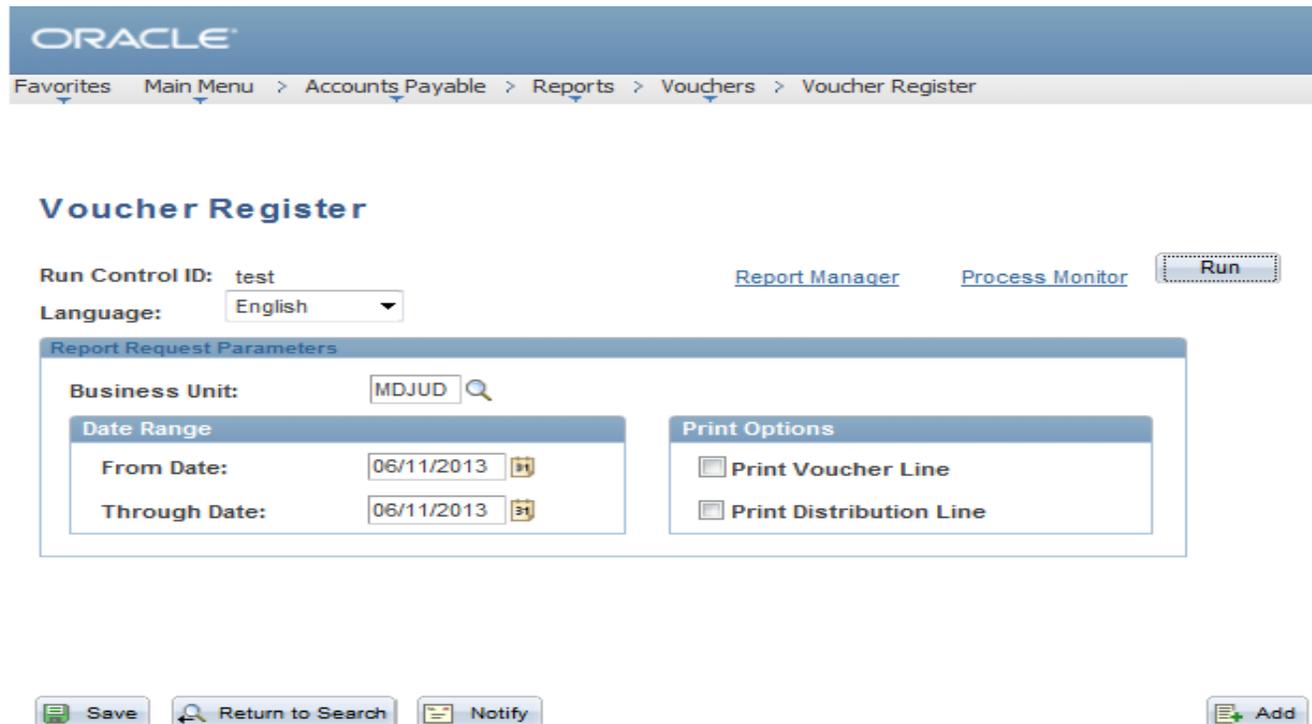
This course covers the GEARS reports that support Accounts Payable. The course includes an explanation of the report and how it is used, the navigation to the report in the GEARS System, the Run Control Record that is used to initiate the report as well as a sample of the output of the report.

APY 1010 Voucher Register Report

Explanation: This report lists vouchers by business unit, date entered, and Voucher ID.

Navigation: Accounts Payable / Reports / Vouchers / Voucher Register

Run Control:



The screenshot shows the Oracle Voucher Register report configuration page. At the top, the Oracle logo is displayed. Below it is a breadcrumb trail: Favorites > Main Menu > Accounts Payable > Reports > Vouchers > Voucher Register. The main heading is "Voucher Register".

Run Control ID: test [Report Manager](#) [Process Monitor](#)

Language: English

Report Request Parameters

Business Unit: MDJUD	<input type="button" value="Search"/>
Date Range	
From Date: 06/11/2013	<input type="button" value="Calendar"/>
Through Date: 06/11/2013	<input type="button" value="Calendar"/>
Print Options	
<input type="checkbox"/> Print Voucher Line	
<input type="checkbox"/> Print Distribution Line	

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Sample Report Output:

	Report ID: APY1010	PeopleSoft Accounts Payable	Page No. 1
		VOUCHER REGISTER	Run Date 11/20/2003
			Run Time 1:56:18 PM

Business Unit: US001
 For the period: 01.Nov.2003 through 30.Nov.2003

Voucher Header Information

Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Dist Cntrl ID	
Nov/20/2003	00000090	EDI-SAMPLE1	May/15/2003	USA0000002	East Bay Travel	ONL	VP1	Recycle	Nov/20/2003	Unposted	STANDARD	
Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	Sales Tax	Freight Amt	Misc Amt	Net Due Dt	Discnt Due Dt	
Approved	USD	CRRNT	1.00000000	1,042.50	0.00	0.00	42.50	0.00	0.00	May/15/2003		
Document Type	Document Date	Document Sequence	VAT Trans Type	VAT Amount	VAT Exception Type	VAT Certificate ID	Prorate	S	U	F	M	Pay Terms
				0.00				Y	Y	Y		Due Now

Voucher Line Information

Line #	Description	Merch Amt	Inv Item ID	Unit Price	WTHD	Disc A
1		1,000.00		0.00	N	Y
Sales/Use Tax	Sales/Use Tax Exception Type	Exception Certificate	Intrastat Nature of Transaction	VAT Code	VAT Amount	
NYC					0.00	

Distribution Line Information

Line #	Sus Ref #	Account	Alt Account	Operating Unit	Fund Code	Dept ID	Open Item ID	Status	Merch Amt
	Program	Class	Budget Ref	Product	Project ID	Affiliate	Affiliate Intra1	Stat Cd	Statistic Amt
1	0	630000			F100				1,000.00
					ALLPROJECTS				0.00

Total For 20.Nov.2003 is : 1,042.50 USD

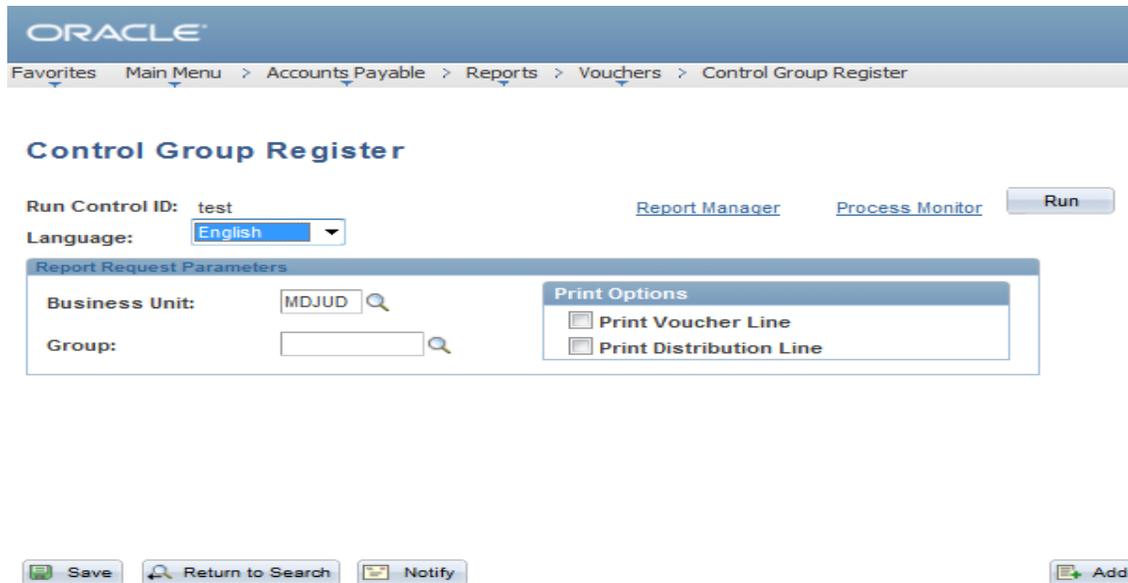
For Business Unit US001 :		
Grand Total for Currency	USD	1,042.50

APY 1011 Control Group Register Report

Explanation: This report lists vouchers entered into PeopleSoft Payables by business unit, control group ID, date entered, and voucher ID. For each Business Unit and Control Group ID combination, the report lists all the vouchers that meet these criteria by their Date Entered. For each Voucher, the report lists Voucher Header Information, Voucher Line Information, and Distribution Line Information.

Navigation: Accounts Payable / Reports / Vouchers / Control Group Register

Run Control:



The screenshot shows the Oracle PeopleSoft interface for the 'Control Group Register' report. At the top, the Oracle logo is visible, followed by a breadcrumb trail: Favorites > Main Menu > Accounts Payable > Reports > Vouchers > Control Group Register. The main title 'Control Group Register' is displayed in blue. Below the title, there are fields for 'Run Control ID' (set to 'test') and 'Language' (set to 'English'). To the right of these fields are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A 'Report Request Parameters' section contains a 'Business Unit' field with 'MDJUD' and a search icon, and a 'Group' field with a search icon. To the right of these fields is a 'Print Options' section with two checkboxes: 'Print Voucher Line' and 'Print Distribution Line'. At the bottom of the page, there are four buttons: 'Save', 'Return to Search', 'Notify', and 'Add'.

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Sample Report Output:

	Report ID: APY1011	PeopleSoft Accounts Payable CONTROL GROUP REGISTER	Page No. 1
			Run Date 11/18/2003
			Run Time 0:29:00 AM

Business Unit: CG002
Control Group: CG100

Control Group Information

Bus Unit	Grp ID	Grp Date	Grp Stat	Assigned Opr	Due Date	Cntrl Gross Amount	Cntrl Voucher Count
CG002	CG100	11/18/2003	V	VP1	11/18/2003	6,500.00	5

Voucher Header Information

Bus Unit	Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Dist Cntrl ID
CG002	11/18/2003	00000001	CNTL1	11/18/2003	USA0000002	East Bay Travel	ONL	VP1	P	11/18/2003	U	STANDARD
Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	Sales Tax	Freight Amt	Net Due Dt	Discrt Due Dt	Pay Terms	
A	USD	CRRNT	1.000000000	\$1,100.00	\$0.00	\$0.00	\$0.00	\$0.00	11/18/2003		Due Now	
Document Type	Document Date	Document Sequence										

Voucher Line Information

Line #	Description	Merch Amt	Inv Item ID	Unit Price	Prorate	F	WTHD	Disc A
1		1,100.00		0.00		Y	N	Y
Sales/Use Tax	Sales/Use Tax Exception Type	Exception Certificate	Intrastat Nature of Transaction					
	N							

Voucher Header Information

Bus Unit	Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Dist Cntrl ID
CG002	11/18/2003	00000002	CNTL2	11/18/2003	USA0000002	East Bay Travel	ONL	VP1	P	11/18/2003	U	STANDARD
Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	Sales Tax	Freight Amt	Net Due Dt	Discrt Due Dt	Pay Terms	
A	USD	CRRNT	1.000000000	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	11/18/2003		Due Now	
Document Type	Document Date	Document Sequence										

Voucher Line Information

Line #	Description	Merch Amt	Inv Item ID	Unit Price	Prorate	F	WTHD	Disc A
1		1,200.00		0.00		Y	N	Y
Sales/Use Tax	Sales/Use Tax Exception Type	Exception Certificate	Intrastat Nature of Transaction					
	N							



APY 1020 Posted Voucher Listing Report

Explanation: This report lists all posted vouchers for a given business unit and date range. For each Voucher ID, the report lists Document Type, Document Date, Document Sequence, Ledger, Accounting Date, Application Journal, Dist Type, Vchr Line, Dist Line, GL Unit, Account, Dept, Product, Project, Debit Amount, Credit Amount, Currency Code, and Unpost Seq#.

Navigation: Accounts Payable / Reports / Vouchers / Posted Voucher

Run Control:

The screenshot shows the Oracle APY 1020 interface. At the top, the Oracle logo is visible. Below it is a breadcrumb trail: Favorites > Main Menu > Accounts Payable > Reports > Vouchers > Posted Voucher. The main title is "Posted Voucher Listing".

Run Control ID: test [Report Manager](#) [Process Monitor](#)

Language: English

Report Request Parameters

Business Unit: MDJUD Administrative Office of Court

From Date: 06/11/2013

Through Date: 06/11/2013

*Vendor Select: Select All Vendors

Selection		Personalize Find View All First 1 of 1 Last	
Vendor ID	Name		
		+	-

Buttons at the bottom: Save, Return to Search, Notify, Add

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Sample Report Output:

	Report ID: APY1020	PeopleSoft Accounts Payable POSTED VOUCHER LISTING	Page No. 1
			Run Date 11/17/2003
			Run Time 4:37:42 PM

Business Unit: US001
 For the period: 11/17/2003 through 11/17/2003

Vendor ID: FRA000001	Axis Systems
----------------------	--------------

Voucher ID: INV02-94 Invoice Date: 17.Nov.2003 Document Type: Document Date: Document Sequence:

Ledger	Accounting Date	Application Journal	Journal ID	Dist Type	Vchr Line	Dist Line	GL Unit	Account	Alt Account	Debit Amount	Credit Amount	Currency Code	Unpost Seq. #
Operating Unit	Fund Code	Dept	Class	Budget Ref	Program	Product	Project	Affiliate	Affiliate Intra 1				
LOCAL	Nov17/2003	ACCRUAL	AP00000063	APA		1	US001	200000			270,900.34	USD	0
LOCAL			AP00000063	DST	1	1	US001	500000		270,900.34		USD	0
NEWYORK			10000										
LOCAL		PAYMENT	AP00000064	APA		1	US001	200000		270,900.34		USD	0
LOCAL			AP00000064	CAS		1	US001	100002			270,900.34	USD	0
Voucher INV02-94 total: USD										541,800.68	541,800.68		

Vendor ID: USA000001	Bay Area Electric
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Voucher ID: 00000090 Invoice Date: 17.Nov.2003 Document Type: Document Date: Document Sequence:

Ledger	Accounting Date	Application Journal	Journal ID	Dist Type	Vchr Line	Dist Line	GL Unit	Account	Alt Account	Debit Amount	Credit Amount	Currency Code	Unpost Seq. #
Operating Unit	Fund Code	Dept	Class	Budget Ref	Program	Product	Project	Affiliate	Affiliate Intra 1				
LOCAL	Nov17/2003	ACCRUAL		APA		1	US001	200000			250,000.00	USD	0
LOCAL				DST	1	1	US001	500000		260,625.00		USD	0
LOCAL				UTL		1	US001	204010			10,625.00	USD	0
LOCAL		PAYMENT		APA		1	US001	200000		250,000.00		USD	0



APY1090 Match Exception Report

Explanation: This report lists the match exceptions with voucher data, purchase order data, receiver data, and match error information. For each Buyer Name, the report lists Voucher Data (Unit, Voucher, Line Vchr Qty, Vchr Price, Vchr Amt); Purchase Order Data (Unit, PO ID, Line, Sched, PO Qty, PO Price, PO Amt); Receiver Data (Unit, Recv ID, Line, Seq); and Match Error information (Match Control ID, Match Rule).

Navigation: Accounts Payable / Reports / Vouchers / Match Exceptions / Match Exceptions

Run Control:

ORACLE

Favorites Main Menu > Accounts Payable > Reports > Vouchers > Match Exceptions

Match Exceptions

Run Control ID: test [Report Manager](#) [Process Monitor](#)

Language:

Process All Business Units

Report Request Parameters	
Request Parameters	
*Business Unit	Description
<input type="text"/>	<input type="text"/>

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Sample Report Output:

ORACLE Report ID: APY1090	PeopleSoft Accounts Payable MATCH EXCEPTION REPORT	Page No. 1 Run Date 6/11/2013 Run Time 6:12:38 PM
----------------------------------	--	---

VOUCHER DATA						PURCHASE ORDER DATA					RECEIVER DATA				MATCH ERROR INFORMATION					
Unit	Voucher	Line	Vchr Qty	Vchr Price	Vchr Amt	Unit	PO ID	Line	Sched	PO Qty	PO Price	PO Amt	Unit	Recv ID	Seq	Line	AcptQty	Status	Match Control Id	Match Rule

Vouchers with Match Exceptions for Buyer

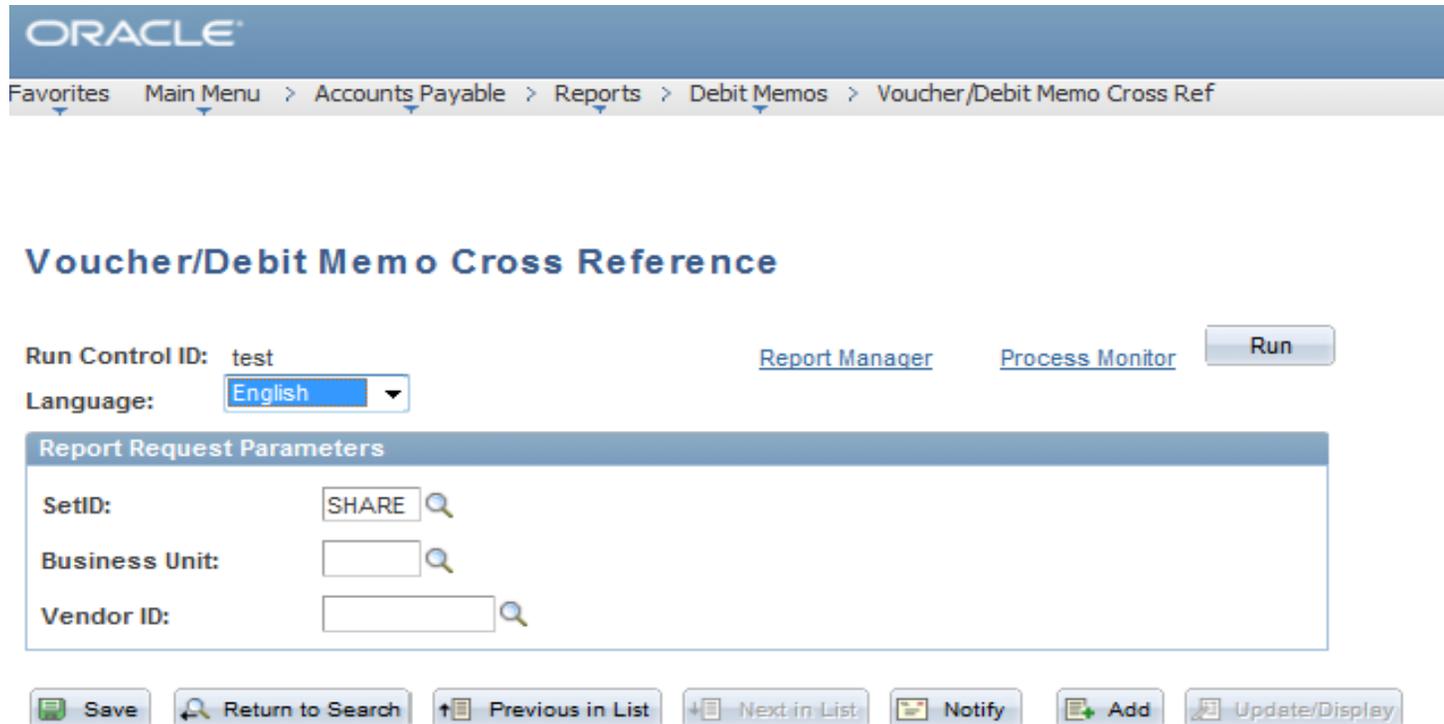
Total Vouchers with Match Exceptions

APY1104 Voucher/Adjustment Voucher Cross-Reference Report

Explanation: This report lists vouchers and their associated debit memo adjustment vouchers.

Navigation: Accounts Payable / Reports, / Debit Memos / Voucher & Debit Memo Cross Ref / Voucher & Debit Memo Cross Reference

Run Control:



The screenshot shows the Oracle web interface for the 'Voucher/Debit Memo Cross Reference' report. At the top, the Oracle logo is visible. Below it is a breadcrumb trail: 'Favorites Main Menu > Accounts Payable > Reports > Debit Memos > Voucher/Debit Memo Cross Ref'. The main heading is 'Voucher/Debit Memo Cross Reference'. Below the heading, there are controls for 'Run Control ID' (set to 'test'), 'Language' (set to 'English'), and a 'Run' button. There are also links for 'Report Manager' and 'Process Monitor'. A 'Report Request Parameters' section contains three input fields: 'SetID' (with 'SHARE' entered), 'Business Unit', and 'Vendor ID', each with a search icon. At the bottom, there is a row of action buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

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Sample Report Output:

ORACLE	PeopleSoft Accounts Payable	Page 1 of 1
Report ID: APY1104	Voucher / Adjustment Voucher Cross Reference	Run Date: 6/11/2013
		Run Time: 6:18:24 PM

Business Unit:

Vendor ID:

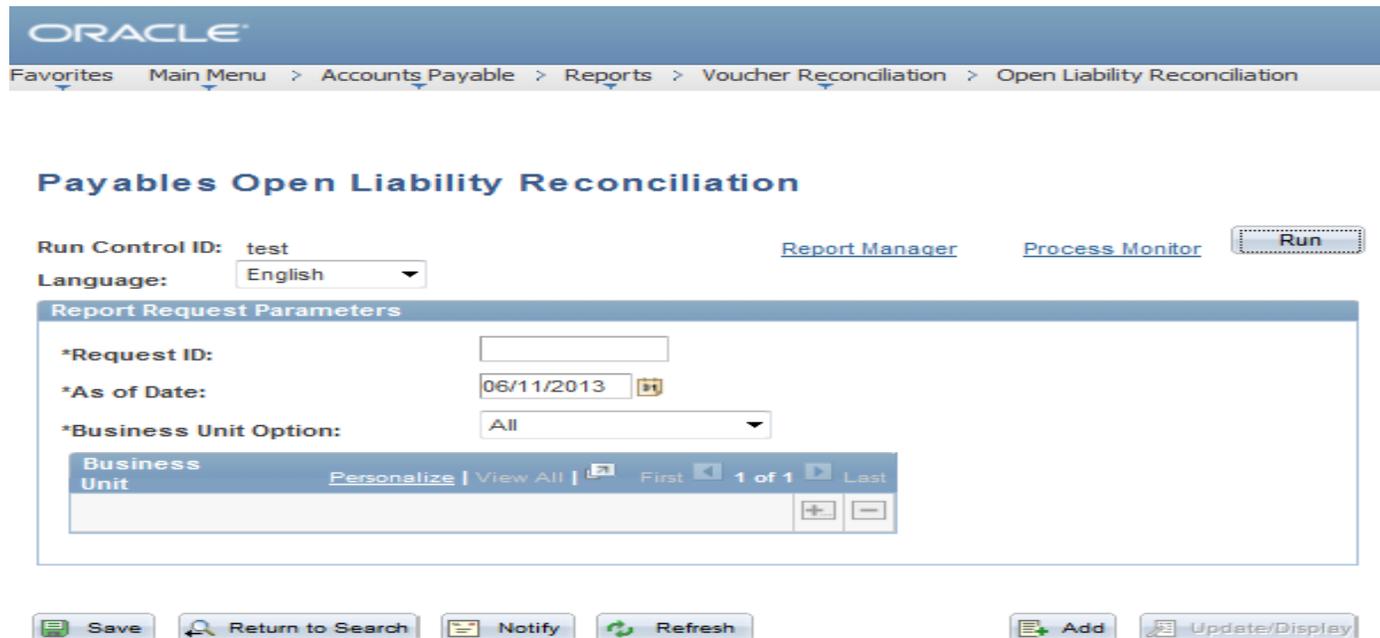
<u>Business</u>	<u>Voucher ID</u>	<u>Vendor ID</u>	<u>Name</u>	<u>Invoice</u>	<u>Invoice</u>	<u>Gross</u>	<u>Currency</u>	<u>Adjustment</u>	<u>Voucher</u>	<u>Invoice</u>	<u>Invoice</u>	<u>Gross</u>	<u>Currency</u>
Unit				Number	Date	Amount		Voucher ID	Source	Number	Date	Amount	

APY1400 Summary AP/GL Open Liability Account Reconciliation Report

Explanation: This report compares the AP Open Liability balance to the GL Open Liability balance.

Navigation: Accounts Payable / Reports / Voucher Reconciliation / Open Liability Reconciliation

Run Control:



ORACLE®

Favorites Main Menu > Accounts Payable > Reports > Voucher Reconciliation > Open Liability Reconciliation

Payables Open Liability Reconciliation

Run Control ID: test [Report Manager](#) [Process Monitor](#)

Language: English

Report Request Parameters

*Request ID:

*As of Date: 06/11/2013

*Business Unit Option: All

Business Unit

Personalize | View All | First 1 of 1 Last

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Sample Report Output:

	Report ID: APY1400	PeopleSoft Accounts Payable	Page No.	1	
	SUMMARY AP/GL OPEN LIABILITY ACCOUNT RECONCILIATION REPORT			Run Date	11/17/2003
	As Of Date: Nov/17/2003			Run Time	5:31:19 PM

Currency AUD Australian Dollar
 GL Business Unit AUS01 AUSTRALIA OPERATIONS
 Ledger RECORDING
 Ledger Group LOCAL
 Account 200000

<u>SetID</u>	<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Business Unit</u>	<u>Voucher ID</u>	<u>Invoice Date</u>	<u>Invoice ID</u>	<u>Monetary Amount</u>
SHARE	AUS0000001	Computers Unlimited	AUS01	APA01	Jun/07/2000	APA01	9,185.00
			AUS01	APA02	Jun/20/2000	APA02	50,111.60
			AUS01	APA04	Jun/20/2000	APA04	123,798.40
			AUS01	APA05	Jun/15/2000	APA05	93,976.30
Total for Vendor			Computers Unlimited				277,071.30
			Account		200000	Total	277,071.30
			Business Unit		AUS01	Total	277,071.30



APY2000 Detailed (Summary) Payment History by Vendor Report

Explanation: This report provides a register of payments for a vendor. It uses the Print Options radio buttons on the Payment History by Vendor page to generate either a Detail, or a Summary version of this report.

Navigation: Accounts Payable / Reports / Vendor / Payment History by Vendor / Payment History by Vendor

Run Control:

The screenshot shows the Oracle APY2000 report interface. At the top, there is a navigation breadcrumb: Favorites > Main Menu > Accounts Payable > Reports > Vendor > Payment History by Vendor. The main title is "Payment History by Vendor". Below the title, there are controls for "Run Control ID" (set to "test") and "Language" (set to "English"). There are also links for "Report Manager" and "Process Monitor", and a "Run" button. The "Report Request Parameters" section contains two sub-sections: "Date Range" with "From Date" and "Through Date" both set to "06/11/2013", and "Print Options" with "*Detail or Summary" set to "Summary". Below this is a "Selection" table with columns for "*Remit SetID" (containing "SHARE") and "*Remit Vendor" (empty). The table has a search icon and a "Find" button. At the bottom right of the table, there are "+" and "-" icons.

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Sample Report Output:

	Report ID: APY2000	PeopleSoft Accounts Payable	Page No. 1
			Run Date 6/11/2013
			Run Time 6:25:40 PM
	From:	To:	

Remit Vendor:

Payment Currency:

Bank Account:

Payment Ref	Date	Handling	Status	Remit to	Pay Cycle	Seq	Payment Amount	Document Sequence
-------------	------	----------	--------	----------	-----------	-----	----------------	-------------------

Unit	Voucher ID	Invoice ID	Invoice Date	Discount Taken	Paid Amount
------	------------	------------	--------------	----------------	-------------

Total for Payments
 Total for Bank Account:
 Total For Currency



APY2001 Detailed (Summary) Check Register

Explanation: This report compares the AP Open Liability balance to the GL Open Liability balance. It uses the Print Options radio buttons on the Payment Register by Payment page to generate either a Detail, or a Summary version of this report. The title is based on the payment method. For example, Detailed Check Register, Detailed EFT Register, etc.

Navigation: Accounts Payable / Reports / Payments / Payment History by Payment / Payment History by Payment

Run Control:

The screenshot shows the Oracle APY2001 report interface. At the top, there is a navigation breadcrumb: Favorites > Main Menu > Accounts Payable > Reports > Payments > Payment History by Payment. The main title is "Payment History by Payment". Below the title, there are controls for "Run Control ID: test", "Language: English", and buttons for "Report Manager", "Process Monitor", and "Run". A "Report Request Parameters" section contains the following fields:

- Pay Cycle: [Empty field]
- *Payment Method: System Check
- Date Range:
 - From Date: 06/11/2013
 - Through Date: 06/11/2013
- Print Options:
 - Summary (Selected)
 - Detail

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Sample Report Output:

	Report ID: APY2000	PeopleSoft Accounts Payable	Page No. 1
			Run Date 6/11/2013
			Run Time 6:25:40 PM
	From:	To:	

Remit Vendor:

Payment Currency:

Bank Account:

Payment Ref	Date	Handling	Status	Remit to	Pay Cycle	Seq	Payment Amount	Document Sequence
	Unit	Voucher ID	Invoice ID	Invoice Date	Discount Taken	Paid Amount		

Total for Payments
 Total for Bank Account:
 Total For Currency



APY2030 **Detailed (Summary) Check Register**

Explanation: This report provides a printable summary of payments by bank account, after payment selection and creation, but before you print checks or create EFT or ACH files.

Navigation: Accounts Payable / Reports / Payments / Trial Register / Register

Run Control:

The screenshot shows the Oracle APY2030 report interface. At the top is a blue header with the "ORACLE" logo. Below it is a breadcrumb trail: "Favorites Main Menu > Accounts Payable > Reports > Payments > Trial Register". The main heading is "Register". Below this, there are controls for "Run Control ID: test", "Language: English" (with a dropdown arrow), and buttons for "Report Manager", "Process Monitor", and "Run". A section titled "Report Request Parameters" contains a "Pay Cycle:" field with the value "DLYTRN" and a magnifying glass icon, followed by the text "DAILY TRN FILE" and a "Pay Cycle Manager" link.

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Sample Report Output:

ORACLE	Report ID: APY2030	PeopleSoft Accounts Payable AP TRIAL PAYMENT REGISTER	Page No. 1
			Run Date 6/11/2013
			Run Time 6:37:58 PM

Payment Cycle: DLYTRN 9001095

Bank Account:	M&T	MAIN	052204346 9001095	Swift Code	052000113
AOC TEST VENDOR		CHK		Amount: 50.00	
999 DBF BOULEVARD					
SUITE# MDJUD					
ANNAPOLIS					
MD 55571					
USA					

Advice ID	Invoice	Payment Ref	Advice Date	Due Date	Disc. Due Date	Amount	Discount	Late Charges	Net Amount	Curr.
VCHR-111	PAYME-55 5	000001	Apr/23/2013	Apr/23/2013		50.00	0.00	0.00	50.00	USD

Total Requirements for Bank Account: 9001095 50.00 0.00 0.00 50.00 USD



APY 3020 Outstanding Balance by Vendor Report

Explanation: This report lists the gross amount of all the outstanding vouchers for the specified vendor.

Navigation: Accounts Payable / Reports / Vendor / Vendor Balance

Run Control:

The screenshot shows the Oracle web interface for the APY 3020 report. At the top, the Oracle logo is displayed in a blue bar. Below it is a breadcrumb trail: "Favorites Main Menu > Accounts Payable > Reports > Vendor > Vendor Balance". The main heading is "Outstanding Balance by Vendor". Below this, there are fields for "Run Control ID: test" and "Language: English" (with a dropdown arrow). To the right are links for "Report Manager" and "Process Monitor", and a "Run" button. A "Report Request Parameters" section contains two rows: "Vendor SetID: SHARE" and "Vendor ID: 0000000001" with a search icon and the text "ABC Plumbing". At the bottom, there are buttons for "Save", "Return to Search", "Notify", and "Add".

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Sample Report Output:

	Report ID: APY3020	PeopleSoft Accounts Payable	Page No. 1
	OUTSTANDING BALANCE BY VENDOR		Run Date 11/20/2003
			Run Time 1:57:58 PM

Vendor: SHARE AUS000001 Computers Unlimited

Currency: AUD
Business Unit: AUS01 AUSTRALIA OPERATIONS

Voucher	Invoice	Invoice Date	Status	Terms	SetID	Bank	Account	Method	Hold	With	Scheduled Date	Due Date	Discount Date	Discount Amount	Gross Amount	
APA05	APA05	Jun/15/2000	A	Net 30												
Remit Vendor			SetID	Bank	Account	Method	Hold	With	Scheduled Date	Due Date	Discount Date	Discount Amount	Gross Amount			
AUS0000001 Computers Unlimited			SHARE	AUBNI	CHCK	CHK	N	N	Aug/08/2000	Jul/15/2000		0.00AUD	93,976.30AUD			
Total for Voucher ID											APA05	0.00 AUD	93,976.30 AUD			
APA04	APA04	Jun/20/2000	A	Net 30												
Remit Vendor			SetID	Bank	Account	Method	Hold	With	Scheduled Date	Due Date	Discount Date	Discount Amount	Gross Amount			
AUS0000001 Computers Unlimited			SHARE	AUBNI	CHCK	CHK	N	N	Aug/08/2000	Jul/20/2000		0.00AUD	123,798.40AUD			
Total for Voucher ID											APA04	0.00 AUD	123,798.40 AUD			
APA02	APA02	Jun/20/2000	A	Net 30												
Remit Vendor			SetID	Bank	Account	Method	Hold	With	Scheduled Date	Due Date	Discount Date	Discount Amount	Gross Amount			
AUS0000001 Computers Unlimited			SHARE	AUBNI	CHCK	CHK	N	N	Aug/08/2000	Jul/20/2000		0.00AUD	50,111.60AUD			
Total for Voucher ID											APA02	0.00 AUD	50,111.60 AUD			
APA01	APA01	Jun/07/2000	A	Net 30												
Remit Vendor			SetID	Bank	Account	Method	Hold	With	Scheduled Date	Due Date	Discount Date	Discount Amount	Gross Amount			
AUS0000001 Computers Unlimited			SHARE	AUBNI	CHCK	CHK	N	N	Aug/08/2000	Jul/07/2000		0.00AUD	9,185.00AUD			
Total for Voucher ID											APA01	0.00 AUD	9,185.00 AUD			
Total for Business Unit											AUS01 AUSTRALIA OPERATIONS	0.00 AUD	277,071.30 AUD			
Total for Currency											AUD	0.00 AUD	277,071.30 AUD			
Total for Vendor											AUS0000001 Computers Unlimited	0.00 AUD	277,071.30 AUD			



APY 3215 Duplicate Vendors Report

Explanation: This report shows potential duplicate vendors. These vendors may share duplicate TINs, withholding names, withholding addresses, vendor names, vendor short names, or vendor addresses, depending on your search criteria.

Navigation: Vendors / Vendor Information / Maintain / Duplicate Vendor Report / Duplicate Vendor Request

Run Control:

ORACLE

Favorites Main Menu > Vendors > Vendor Information > Maintain > Duplicate Vendor Report

Duplicate Vendor Request

Run Control ID: test [Report Manager](#) [Process Monitor](#)

*Request ID: Description:

*Process Frequency: ▼

Report Request Parameters

SetID: Search in all SetIDs

<p>Withholding</p> <p><input checked="" type="radio"/> TIN</p> <p><input type="radio"/> Withholding Name</p> <p><input type="radio"/> Withholding Address</p>	<p>Vendor</p> <p><input type="radio"/> Name</p> <p><input type="radio"/> Short Name</p> <p><input type="radio"/> Vendor Address</p>	<p>Voucher Payment</p> <p><input checked="" type="radio"/> One vendor has a voucher paid</p> <p><input type="radio"/> All vendors have vouchers paid</p> <p>From Date: <input type="text"/> <input type="button" value="BT"/></p> <p>Through Date: <input type="text" value="06/11/2013"/> <input type="button" value="BT"/></p>
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Sample Report Output:

	Report ID: APY3215	PeopleSoft Accounts Payable	Page No. 1
	Sort by:	DUPLICATE VENDORS	Run Date 12.Feb.2002
			Run Time 12:36:37 PM

<u>Set ID</u>	<u>ID</u>	<u>Name</u>	<u>Short Name</u>	<u>TIN</u>	<u>Withholding Name</u>	<u>Address</u>
						<u>Seq #</u> <u>ADDRESS</u>

Course Summary



Congratulations!

You have successfully completed the *REP300-AP Reports* course. In this course, you have learned how to:

- Generate and review various Accounts Payable Reports

We hope that you found this class informative, interactive, and fun. Check out other GEARS training courses, available on the GEARS website at <http://courtnet/gears/index.html> (<http://courtnet/gears/index.html>).

We are always looking for opportunities to improve our courses. If you have ideas on improving this course please share your feedback by sending us an email at gearstraining@mdcourts.gov (<mailto:gearstraining@mdcourts.gov>).