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INFORMS Users,

Please see the latest status update.

New AP Query: AP Summary w.Drilldown

We are happy to share this new Accounts Payable (AP) query with you which can help identify transactions by each status/queue - In Progress <u>and</u> Completed. This query can also be used for accruals if the 'Distribution' is available in INFORMS.

This report has two drilldown links used as noted below.

- 1. INV_ID Count Takes you to invoice detail listing
- 2. 'Distribution' Takes you to invoice detail listing with Chart field information.

Please use the legend below as a guide on what population of transaction is included in each number.

				-	Summary	
Transaction Identifier	Busi	Amount	INV_ID	'Distribution'	Transaction Population Included	Comments
					Invoice from Captiva that has not been access	
1. Captiva Scan In PR Queue	CU	186794.440	<u>19</u>	Distribution	and saved by a user as Payment Request.	No Distribution available at this lev
					Invoice from Captiva that are in the Quick	
					Invoice Entry page with the following status: Pre-	
					edit Error (has not been associated to a	
					receipt/PO or error) and Voucher Build (ready	
					for Matching, budget check and voucher	Distribution available only if receip
2. Quick Invoice Unvouchered	CU	68132.880	70	Distribution	generation and submittal to approval path).	has been associated to a QIE.
					Invoice processed via Payment Request. PR has	Distribution available at this level it
					been saved for later or submitted and denied	Payment Requestor has entered the
3. PR Unvouchered New/Denied	cu	30034.750	2	Distribution	(rejected) by approver.	Chatfield.
					Payment Request submitted for approval	
					pending final approval (Department and Central	
4. PR Unvouchered Pending Appr	CU	8988.110	2	Distribution	Finance).	
					Payment Request approved and is awaiting	
5. PR Unvouchered Approved	CU	1747.620	3	Distribution	Voucher Build.	
					Voucher in error and is awaiting further action	
					from a user. This also includes Single Payment	
					Vouchers, Journal Vouchers and Adjustment	Distribution available at this level i
5. Unpaid Voucher Recycle	CU	3802.430	14	Distribution	Vouchers.	Chatfield are present.
					Voucher awaiting approval (Department	
					and/or Central Finance -Threshold and/or Trust	
					Fund). This also includes Single Payment	
					Vouchers, Journal Vouchers and Adjustment	
7. Unpaid Voucher Pending Appr	CU	1144.110	5	Distribution	Vouchers.	
					Voucher approved and awaiting posting and/or	
					payment issuance. This also includes Single	
					Payment Vouchers, Journal Vouchers and	
8. Unpaid Voucher Approved	CU	219305.990	22	Distribution	Adjustment Vouchers.	
						Refer to the Payment Query for
9. Paid Voucher	cu	*****	1223	Distribution	All vouchers (Invoices) that have been paid.	distribution details.

The report can be found in the AP WorkCenter > Queries > Public> AP Summary w.Drilldown - see image below.

			Voucher			🐔 Q	-	38 B
		PAYABLES - Open Liabilities S				• •		<u>.</u>
61	MO_AP_ALL_OPEN_	ATABLES - Open Cabalibes a	ummary					
Retainage Summary Query	Unit PR							
VCHR Payment Handling - Pickup	Invoice %							
	Supplier %							
Retainage Detail Query	Name %							
	View Results							
Open Payable Report	Download results in Exc	el SpreadSheet CSV Text File XML	File (3 kb)					
	View All					First 1-9-of 9 La	ant .	
Payment Report-SSC ONLY	Row	Transaction Identifier	Business Unit	Amount	INV_ID Count	'Distribution'		
Payment Report	1 1 Captive Scen		PR	524 850		Distribution		
	2 2. Quick Invoice 3 3. PR Unvouche		PR PR	4705997.970		Distribution		
Positive Pay Report	11 4 4 PR Unvouche		PR	790306.110		Distribution		
Publicke Pay Nepuli	5 5. PR Unvoucher		PR	960.000	1	Distribution		
Cancelled Payment Report Payment Details - BU Voucher	6 6. Unpaid Vouch		PR	806806 330		Distribution		
	7 7 Unpaid Vouch		PR	684226 700		Distribution		
		er Approved	PR PR	1008542 510 51539514 100		Distribution		
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AP/GL Reconciliation								
Vouchers Approval History								
voluciters Approval history								
AP Summary w.Drilldown								
Reports/Processes								
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RMS Team								