



Miami-Dade County

Accounts Payable – Queries Job Aid

Version 1.0

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PURPOSE AND DESCRIPTION

Purpose

This document will provide users the names and descriptions of Public Queries available from the Accounts Payable WorkCenter.

ACCOUNTS PAYABLE – QUERIES

Yellow highlighted queries are the more commonly used queries.

WORKCENTER QUERY NAME	DESCRIPTION
Aged Accounts Payables Report	List invoices that are due for payment. Provides count of days
All Vouchers Pending VCH Build	Provides the population of all transactions staged for Voucher Build
Cancelled Payment Report	List payments that have been cancelled
DAR Hold Payment Query	Provides a list of vouchers with a payment on HOLD Status. Supplier has been flagged on the Delinquent Account Report
Incoming Captiva INV in Error	Identifies invoices in error that have fail to load into Informs from CAPTIVA
Interface Quick Invoice Summary	Summarizes quick invoice count and dollar amount interfaced into Informs by Origin and Date for Captiva
Interface Voucher Detail	Provides detail on vouchers interfaced into Informs by Origin and Date
Interface Voucher Summary	Summarizes voucher count and dollar amount interfaced into Informs by Origin and Date
Invoice Search	Provide status of invoice via an invoice #, BU, and/or Supplier
Legacy PO Crosswalk Lookup	Provides a legacy PO ID lookup to find the related converted new PO ID in Informs
Match Exception Detail	Provides a list of vouchers with Matching Exceptions Errors
Open Payable Report	Provides a list of all open (unpaid) invoices for all suppliers
Payment Report	Provides a detail list of vouchers paid, including Chartfield information, PO ID# and payment reference
Payment Request (Captiva) Pending Build	List invoices scanned by Captiva. Pending processing for approval
Payment Request Pending Approval	Provides Payment Request pending approval and the identification of the pending approval step

Payment Request Search	Provide status of Payment Request via Payment Request #, BU, and/or Supplier search
Positive Pay Report	Provides Positive Pay information based on specific Bank account and Pay Cycle
Quick Inv Pending VCH Build	Provides Quick Invoices in error. Identify missing PO and/or Packing Slip detail. Provides link to unmatched receipts and legacy PO crosswalk
Retainage Detail Query	List all vouchers transactions for a specific Supplier/PO Combination
Retainage Summary Query	Provides a summary of retainage balance by Supplier
SBD Supplier VCH Pending Approval	Provides Vouchers pending approval for Suppliers set at SBE and the identification of the pending approval step
Supplier on Hold with Unpaid Vouchers	Provides Suppliers that have been placed on payment hold. All unpaid vouchers for the supplier will be listed
Unmatched Receipt Transaction	Provides the population of unmatched receipts. Also, identifies Receipt missing Packing Slip
Unrecorded VCH-Manual Payment Method	Provides the population of Vouchers with a manual payment method. Query provides a working list of payments to be recorded manually.
Voucher Payment Handling - Pickup	Provides a list of Payment Request created with Pick Up Option as Payment Handling
Voucher in Error	List of Vouchers in Error status – Query Includes a description of the error
Vouchers Pending Approval	Query indicates at what level in the workflow the voucher is pending approval (Department – Ctrl Finance – Threshold Approver– TrustFund Approver)
Vouchers stuck in Batch process	Total count of vouchers by origin locked in Voucher Build process