

**AP INTEGRITY REPORT OR OPEN VOUCHER REPORT**

This set of queries ensures that vouchers entered have been paid and accounting entries are reflected accurately in the GL. This report is run at year-end but it should be run on a regular basis to identify problems with vouchers.

Some valid reasons a voucher may not be paid:

- FUTURE SCHEDULED DUE DATE
- 1099 VENDOR HOLD (Withholding link at Pay Cycle Manager)
- VOUCHER ON HOLD FOR PAYMENT
- CREDIT VOUCHER S WITHOUT SUFFICIENT REGULAR VOUCHERS TO RELIEVE THE CREDIT Note: if you have a debit voucher but it is not large enough to offset the credit, it will remain unpaid. So just because a voucher amount is positive doesn't mean it should have been paid, examine all the vouchers for that vendor.
- A change was made to the vendor information after a voucher is entered but before voucher is paid.

There are other reasons why a voucher will not pay and if the cause can not be determined, call Janet Larson at 608-890-1632.

**QUERIES FOR OPEN VOUCHERS :**

The following queries can be run from query or the nvision bolt on. These queries will replace the APQ008 report.

**Query 1 = UW\_88\_AP\_OPEN\_VCHRS**

Query will return any vouchers that have not been paid. We have the following fields selected for output:

	A
1	Vendor
2	Voucher
3	Gross Amt
4	ShortName
5	Vendor Name
6	Invoice Date
7	Scheduled to Pay
8	Terms
9	Voucher Due Date
10	Invoice Number
11	Post Status
12	On Hold
13	Handling
14	Wthd Hold
15	Remit Vndr

Below is a sample of the data returned from this query: Data is transposed so it is easy to read.

	A	B	C	D	E
1	Vendor	0000001018	0000001182	0000013904	
2	Voucher	00062006	00062044	00062370	
3	Gross Amt	(351.35)	(235.97)	45.00	
4	ShortName	RRSPECIALT-001	UNISOURCE-001	LAWRENCEU-001	
5	Vendor Name	R & R SPECIALTIES OF WI IN	UNISOURCE	LAWRENCE UNIVERSITY	
6	Invoice Date	2005-11-29	2005-12-01	2006-01-03	
7	Scheduled to Pay	2005-12-22	2005-12-22	2006-01-04	
8	Terms	DUR	DUR	DUR	
9	Voucher Due Date	2005-11-29	2005-12-01	2006-01-03	
10	Invoice Number	24641CM	593861686 01	021806	
11	Post Status	Posted	Posted	Unposted	
12	On Hold	N	N	N	
13	Handling	RG	RG	IN	
14	Wthd Hold	N	N	N	
15	Remit Vndr	0000001018	0000001182	0000013904	
16					

The above query is based on data in the accounts payable records. When analyzing vouchers during the year, eliminate recent vouchers that are not yet past the scheduled to pay date.

**Online inquiry that will give same results as UW 88 AP OPEN VCHRS query:**

To view a listing of OVERDUE vouchers, navigate to  
**Accounts Payable> Review Accounts Payable  
 Vendor > Overdue Scheduled Payments**

The second query is based on the GENERAL LEDGER records.

**Query 2 = UW 88 APGL 7100BAL**

This report uses a view we created called UW\_AP\_JRNL\_LN. The view is based of the GL jrnL\_In record. It will only retrieve data related to accounts payable. The query displays only those vouchers that have not cleared out the accounts payable accrual 7100 account. After a voucher is paid the balance in 7100 should be zero. Before running this query, verify that PAYMENT POSTING and JOURNAL GENERATOR process has run successfully. Eliminate recent vouchers that are not yet past the scheduled to pay date before analyzing vouchers.

Sample data from query:

Unit	Voucher	Sum Amount
UWRVF	00062006	180.85
UWRVF	00062044	235.97
UWRVF	00062324	-840.00
UWRVF	00062325	-2,400.00
UWRVF	00062326	-125.00
UWRVF	00062327	-125.00
UWRVF	00062328	-125.00
UWRVF	00062329	-125.00
UWRVF	00062330	-88.57
UWRVF	00062331	-199.79
UWRVF	00062332	-45.30
UWRVF	00062333	-70.74
UWRVF	00062334	-32.40
UWRVF	00062335	-31.31
UWRVF	00062336	-33.32
UWRVF	00062337	-44.85
UWRVF	00062338	-10.08
UWRVF	00062339	-30.32
UWRVF	00062340	-22.28
UWRVF	00062341	-9.34
UWRVF	00062342	-45.84

The only vouchers returned are those with a balance in the 7100 accounts payable account.

A best practice to run both queries at least monthly but this is required at year end. The first query will return detail to identify unpaid vouchers. Validate the unpaid vouchers are appropriate or determine if there is something holding the payment up. The second query ensures that accounting entries are flowing correctly into the GL.

**Query 3 = UW\_88\_BOLT\_AP\_OVERDUE\_VCHRS**

This report returns a list of vouchers not selected for payment that excludes Future Payment Due dates

The queries have also been setup on the UW nvision bolt on. They can be found under the ACCTPAY category as shown below:

**NVision Rept Selection Center**







**UW NVision Report Request Selection Center**

\*Report List

**Categories**

\*Category:  Accounts Payable Queries

\*Sub Category:  Open Vouchers

Report List		Customize   Find	First	1-3 of 3	Last
Report ID	Description	Parameters	Favorite	Help	
 APOV_01	List of Open vouchers with Vendor Detail - AP records	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
 APOV_02	List of open vouchers GL - based on jnl_In record acct 7100	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
 APOV_03	Overdue Vchrs vndr detail - Doesnot list future pmt duedates	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Xnv file name and query used in above reports:

1. UW\_88\_BOLT\_APOV\_VNDRDTL.xnv / **UW\_88\_BOLT\_AP\_OPEN\_VCHRS**
2. UW\_88\_BOLT\_APGL\_7100BAL.xnv / **UW\_88\_BOLT\_APGL\_7100BAL**
3. UW\_88\_BOLT\_AP\_OVERDUE\_VCHRS.xnv / **UW\_88\_BOLT\_AP\_OVERDUE\_VCHRS**

If you discover a voucher with a problem you can not resolve, call Janet Larson at 606-890-1632 or send an e-mail to <mailto:uwsaproblemsolvers@maillist.uwsa.edu>