FIN 855: Common Ad Hoc Reports- AP Payment

2015 Version 1.2

Program Services Office & Decision Support Group
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Introduction

Purpose of this reference guide:
To provide the user with information on data contained within the AP Payment subject area, including key definitions and descriptions of facts and dimensions.

General Overview:
What does the AP Payment subject area include?
The AP Payment subject area contains payment transactions of all statuses recorded in the AP module of fame and loaded into UDW+. Associated expense and cash transaction rows are available. For example, when a user submits an invoice to AP for payment to a vendor, certain data, such as payment date, check number, and disbursement amount, are recorded in fame.

What does it NOT include?
Vouchers without corresponding payment transactions and liability activity associated with voucher accounting transactions.

Why would you use this subject area for Ad Hoc Analysis?
In general, Ad Hoc Analysis should be used whenever the Dashboards or Standard Reports do not meet your analytical and reporting needs. For example, D.01 Financial Operations Dashboard allows you to track activity through the Accounts Payable pipeline: (Purchase Order-->Invoice-->Voucher-->Payment). Each of these are components of the AP process.

Producing Ad Hoc Analyses in the AP Payment subject area allows you to pivot on, graph, and format granular data related to payments made by AP. For example, if in August, you wanted to pull all cash payments greater than $50,000 by vendor, you can produce this ad hoc analysis in the AP Payment subject area.
Key Fact or Measurement Definitions

Voucher\(^1\) Line: This is not a fact amount but is important to understand its meaning to perform analyses in the AP Payment subject area. The Voucher Line represents an amount to be paid to a specific vendor, NOT NECESSARILY BY CHARTFIELD COMBO.

For example, a voucher of $1,000 could be issued to Laney Cakes Bakery with Voucher ID 00000026 and only one Voucher Line or Voucher Line 1. The $1,000 payment can be broken up and charged equally to programs C0041 and C1400, but $1,000 will always be associated with only one Voucher Line and ID, despite being charged to two different programs.

Voucher Distribution Line: This is not a fact amount but is important to understand its meaning to perform analyses in the AP Payment subject area. The Voucher Distribution Line represents an amount to be paid to a specific vendor, BY CHARTFIELD COMBO.

For example, a voucher of $1,000 could be issued to Laney Cakes Bakery with Voucher ID 00000026 and only one Voucher Line or Voucher Line 1. The $1,000 payment can be broken up and charged equally to programs C0041 and C1400. The Voucher payment is thus being distributed to two different chartfields and each of these distributions will have a distinct identifier or voucher distribution line number.

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\(^1\) An agreement by NYU to pay a vendor for goods or services received.
Voucher Amount Paid Base Currency: This is the *portion of a Voucher Distribution Line satisfied by a particular payment to a vendor*, in the base currency in which it was paid. A voucher may be paid by more than one payment. For example, Voucher ID 00000026 represents a $1,000 expense to be paid to Laney Cakes Bakery. This $1,000 expense can be paid with two $500 payments, made on separate days, and charged to different chartfield combinations.

Voucher Amount Paid USD: This is the *Voucher Amount Paid Base Currency* converted to USD (for global business units). This conversion is generally performed by and stored in fame.

Disbursement Amount: This is the “*check amount*” **disbursed to a vendor**. Whereas *Voucher Amount Paid USD* is associated with a specific voucher, *Disbursement Amount* refers to the total amount paid to a vendor, regardless of chartfield combination. A payment to a vendor may satisfy a portion of a vouchered expense, one voucher, multiple vouchers, and/or portions of multiple vouchers. For example, AP disburses a check for $1,000 to Unlimited Learning Company. This check is to be charged to org 45454 in fund 10 and allocated between two accounts: $400 to 62140 – Computer Hardware and 63110 – Office Supplies. If you ran an ad hoc analysis for 10-45454 and filtered by account 62140, the *Voucher Amount Paid USD* would be $400, while the *Disbursement Amount* would be $1,000.
Key Attribute or Dimension (non-measurement) Definitions

The Voucher Document Detail folder contains many of the attributes or dimensions unique to Vouchers.

**Voucher ID**: A system assigned identification number given to a voucher when it is created.

**Voucher Line Number**: A system-assigned number for an item within a voucher.

**Voucher Distribution Line Number**: See AP Payment: Key Fact or Measurement Definitions above

**Voucher Line Description**: A brief description of what is being paid for on a particular voucher line (multiple descriptions are possible).

**Unpost Sequence**: Unposting a voucher instructs the Payables system to create adjusting entries that will undo the effects of a voucher posting (back out the accounting entries made to accrue the liability) and reopen the vouchers for amendment or closure. Identifies which voucher transaction entries are active and which are historical. Generally, the AP Payment subject area only displays vouchers with an unpost sequence of 0, which is the active entry.

**AP Workflow ID**: All vouchers entered in AP Workflow are assigned a unique ID associated with that system.
Key Attributes continued:

Invoice Id: This refers to the vendor's invoice number. In absence of the vendor's invoice number, AP has a list of control numbers to be used in lieu of a vendor's invoice number. The system uses the Invoice Id as reference for duplicate invoice checking.

Journal Id: An alphanumeric code identifying a unique transaction on the ledger. This is the same journal Id used in other subject areas and can be used as a universal identifier.

Journal Accounting Entry: System-generated code used to classify accounting entries; not commonly used by business users.

Journal Line: A unique number identifying a journal line within a given Journal transaction.
**Key Attributes continued:**

*Payment Id Reference:* Check or ACH number assigned (system-generated or manually assigned) to each unique payment transaction; for manual wire transfers, this may be a portion of the wire confirmation number. Payment Id Ref is unique to the bank.

*Payment Name 1:* The first line for the name of the Vendor that a check is payable to.

*Payment Name 2:* Additional line for the name of the Vendor that a check is payable to; this could be an extension of the name or the D/B/A (doing business as) name.

*Payment Id:* The system assigned number for a payment. The Payment Id is not the check number (see Payment Id Ref). Payment Id is unique to the bank.

*Cancel Action:* Code to denote if action was taken to void or stop an un-cashed check. These codes include C, H, R, W. A cancel action of 'N' means that it was NOT canceled and thus paid.
Key Attributes continued:

Payment Handling Code: Code to define the routing of payment to the vendor. Payment handling types include mail, pull enclosures to send with the mailed check or hold payment for pickup. This is primarily used by AP.

Payment Method: Identifies how a payment is to be issued to a vendor. Payment methods include Check (CHK), Automated Clearing House (ACH), Electronic Funds Transfer (EFT) or Manual (MAN).

Operator Id: Uniquely identifies by NYU NetID the person who recorded a payment transaction in fame. You can use the NYU people search function on nyu.edu to determine full name and role of the person who initiated the transaction.

Payment Message: Uniquely identifies by NYU NetID the person who recorded a payment transaction in fame. You can type the NetID into the NYU people search function on nyu.edu to determine full name and role of the person who initiated the transaction.

AP Payment Type and Description: AP assigns codes to each payment including: Express Payment (E), Regular Payment (R), Manual Payment (M), Withholding Payment (W), Zero Payment Check (Z).

Journal, PO, Voucher Entered, and Payment Date: These folders include dates pertaining to each aspect of a transaction. For example, journal date identifies the day a transaction posts to the ledger whereas payment date identifies the date the actual cash payment is made against a voucher.
### Key Attributes continued:

- **Payment Status Id**: Uniquely identifies by NYU NetID the person who recorded a payment transaction in fame. You can type the NetID into the NYU people search function on nyu.edu to determine full name and role of the person who initiated the transaction.

- **Payment Status Description**: Defines the status of a payment recorded in fame. Statuses include: **Paid (P)**, **Void (V)**, **Replaced (R)**. Void and Replaced should not show payment amounts.

- **Cash Cleared Date**: Date a check was cashed by a vendor. This may not be populated for all Business Units.

- **Payment Hold Reason**: Indicates why a payment has been placed on hold by staff within AP.

- **Check Replaced Date**: Date a stale-dated or lost check was replaced.

- **Check Replacement Number**: Reference to a new payment issued as a replacement payment.
Key Attributes continued:

Voucher Close Status Id and Description: Identifies a voucher as Closed or Open. Closing a voucher writes off the remaining liability on a voucher that is posted but not yet paid or not fully paid. Once closed, the voucher is considered complete. Closing a voucher will credit the expense accounts and debit the liability accounts.

For example, your department buys $1,000 of catering services from Laney Cakes Bakery for a student club event. Before the event takes place, an open voucher is created and a $1,000 liability is recorded in account 20070 – Accts Payable All Stores. After the event takes place and the Bakery delivers the promised services, NYU disburses a $1,000 check, the voucher is closed, an expense is recorded in account 65182 – Dinner & Meeting and the liability on 20070 is removed.

Budget Line Status Id and Description: Identifies the result of the budget checking process to check the chartfield against available budget funds. Statuses include: Valid (V), Exceptions (E).

Bank Account: This folder contains dimensions that identifies the account at the bank of record from which payment was disbursed to the vendor.

Schedule Pay Date: This folder contains date dimensions for when a voucher is scheduled for payment.

Payment Address Detail: This folder contains address dimensions of the vendor for whom payment is made. Payment address information is not available for vendors who are person entities.
Key Considerations

Business Unit GL vs. Business Unit PO:
The Business Unit GL reflects the BU against which a Voucher Distribution Line has been charged. The Business Unit AP reflects the BU used to record the voucher in fame. 

_all chartfield security in the subject area utilizes the Business Unit GL. For example, users with only WSQ01 access will not see Voucher Distribution Lines distributed to ADH01, even if the Business Unit PO is WSQ01._

Balance Sheet Accounts

When creating analyses, remember that if you are not filtering on account, it is possible for you to return both Balance Sheet (asset / liability) and Income Statement (revenue / expense) accounts. It does not make sense from an accounting perspective to aggregate balance sheet and income statement accounts. For example, if you are looking at payments made to Dell Computers and you don't filter out balance sheet accounts, you will combine cash and expense transactions and inflate the payment amount.

DST vs. CAS rows within AP Payment Account Type folder:

DST and CAS reflect specific transaction types. CAS references the posting of cash payments from AP transactions against asset accounts in the 1xxxx range. DST transactions refer to the account a payment is expensed against. The majority of users should limit analyses to DST rows only, as they are interested in viewing payments against expenses. Some users (Global, CDV) will want to view CAS rows to track AP payment activity against bank accounts. CAS rows only contain cash balance sheet accounts.

Users should thus do one of the following:

a. Limit analyses to DST or CAS using the AP Payment Account Type attributes.

b. Display the AP Payment Account Type attributes (Id or Description) in result sets.
**Fact Aggregation:**

The Voucher Amount Paid fact can be freely aggregated across departments, accounts, etc. as long as the AP Payment Account Type is limited to CAS or DST. Do not aggregate across AP Payment Account Types, or amounts will be inflated. If you did this, you would essentially be double counting certain balance sheet accounts.

The Disbursement Amount fact can be aggregated across payments when voucher details are excluded from the result set. When you include voucher distribution lines, disbursement amounts will be repeated when a payment satisfies multiple voucher distribution lines; in this case the amount should not be summed. Aggregation is turned off by default.

**Ledgers and Currency:**

The use of the Ledger attributes is not valuable for general end users.

**Tracing Payments back to Budget Detail:**

Use the Journal Id and Journal Line to track vouchers to expense actuals in Budget Detail.
Query

<table>
<thead>
<tr>
<th>Journal Id</th>
<th>Payment Id</th>
<th>Voucher Id</th>
<th>Invoice Id</th>
<th>PO Id</th>
<th>Invoice Date</th>
<th>Voucher Entered Date</th>
<th>Payment Date</th>
<th>Description</th>
<th>Account</th>
<th>Vendor</th>
<th>Payment Status</th>
<th>Voucher Amount Paid</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
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<td>990761441PM.15</td>
<td>998567944</td>
<td>1/1/2015</td>
<td>1/1/2015</td>
<td>1/1/2015</td>
<td>WATER FILTRATION - ACCOUNT #1</td>
<td>6210 - Office Supplies</td>
<td>NESTLE PURINA NORTH AMERICA INC - 94200000234452</td>
<td>Paid</td>
<td>20</td>
<td></td>
</tr>
<tr>
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<td>UNITED PARCEL SERVICE - 94200000238993</td>
<td>Paid</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Filters:

- Account Tree Name is equal to / is in WSQBC
- Fiscal Year is equal to / is in @{CURRENT_FY}
- Accounting Period Code is equal to / is in @{CURRENT_PERIOD}
- AP Payment Account Type Id is equal to / is in DST
- Account Code is between 40000 and 89999
- Fund Code is equal to / is in
- Org Code is equal to / is in

Repository Variable:

**Fiscal Year** filter: dynamically updates the fiscal year to the current fiscal year.

Accounting Period Code filter: dynamically updates the accounting period to the current month.


Authorized Analyses- DSG

- Visit Catalog → Shared Folders → School and Administrative Folders → Authorized Analyses- DSG → Financial Reporting → Common Reports/ Templates for useful ad hoc reports and templates.
- Choose More → Copy.

- Then go to My Folders and either Right-Click and choose Paste or choose the Paste icon in the Catalog header.

- Remember to change the filters on the report to suit your needs.