## AP Queries

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<td></td>
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<td>Provides warrant number, warrant date, and any available cancel/redemption info available for the “Other Refund” On Demand warrant</td>
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</tr>
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<td>OU_ONDEM_PR_VCHR_BY_DATE</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>OU_ONDEM_PR_VCHR_BY_TRANS</td>
<td></td>
</tr>
<tr>
<td>Provides warrant number, warrant date, and any available cancel/redemption info available for the specific “Patient Refund” transaction(s)</td>
<td></td>
</tr>
</tbody>
</table>
**AP Contact Information:**

**AP Phone:** 405.271.2410  
**Campus Mailing Address:** SCB 218  
**Processing Group Email:** AP-Processing@ouhsc.edu  
Reviews and processes all please pay (non-encumbered) vouchers, PO invoices, refunds and non-travel employee reimbursements.

**Vendor Office Email:** AP-VendorOffice@ouhsc.edu  
Adds new payees (vendors) into the Peoplesoft Vendor File and maintains existing payees, while ensuring accuracy and compliance with University, State and Federal regulations.

**Files & Records**- AP-Files@ouhsc.edu  
Maintains all payment records for OUHSC and prints/distributes warrants (checks)

**Website:** [http://www.ouhsc.edu/financialservices/AP](http://www.ouhsc.edu/financialservices/AP)

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**Financial Services**

**ACCOUNTS PAYABLE**

Accounts Payable is the unit within Financial Services responsible for reviewing and processing all payments made for merchandise, services, and expenses not related to payroll incurred by the University. Accounts Payable is responsible for safeguarding public assets, maintaining internal controls, and ensuring that all payable-related proceedings fall into compliance with Federal, State, and University policies.

In addition, Accounts Payable conducts the clearance of purchase orders, manages vendor account activities, prepares 1099 forms for payments to non-employees and prepares other reports as required by the University and State of Oklahoma.

Payments will be made with appropriately allocated funds after Accounts Payable has been presented with proper supporting documentation and invoices which have been assessed and found to be correct.

**New Voucher Budget Checking Information**

Any expenses incurred prior to this date are now taxable income: Sat Aug 11 2012

On this site are resources that include:

- AP News
- Forms and Tools
- Policies and Procedures
- Training
- Travel
- Staff
- Vendors

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**OUHSC Resources**

- Administrative Policies
- Human Resources
- Purchasing
- Risk Management

**External Resources**

- IRS Forms and Publications
- Office of State Finance (OSF)
- OSF Procedures Manual, Chapter 300
- Oklahoma State Treasurer (OST)
- Sales Tax Rates - Oklahoma
- USC Citizenship & Immigration Services
**AP Queries**

**Query Navigation:**
- Reporting Tools
- Query
  - Query Viewer

**Query Viewer**
Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By:* Query Name begins with

- Wild card in PeopleSoft is `%`
- All prompts are case sensitive, exact match, including spaces and punctuation
OU_AP_VENDOR_TIN_TYPE

This query is used to determine what type of Tax Identification Number (TIN) the vendor has. This is important when paying a company operating under an SSN, which is considered an Independent Contractor.

**Types Include:**

- “S” for Social Security Number (SSN) and Individual Taxpayer Identification Number (ITIN)
- “F” for an Employer Identification Number (EIN).

**Type in Vendor ID**  
**Click View Results**
AP Queries

OU_AP_VENDOR_NAICS_CITY (Finding the NAICS code)

To lookup vendors by industry, you must first know the NAICS. This page helps you locate an NAICS code.

http://www.census.gov/eos/www/naics/

Type Keyword
Click Search

Pick the 6-digit NAICS code that best matches and click on the number to see description.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>721110</td>
<td>Resort hotels without casinos</td>
</tr>
<tr>
<td>721110</td>
<td>Membership hotels</td>
</tr>
<tr>
<td>721110</td>
<td>Hotels, seasonal, without casinos</td>
</tr>
<tr>
<td>721110</td>
<td>Hotels, resort, without casinos</td>
</tr>
<tr>
<td>721110</td>
<td>Hotels, membership</td>
</tr>
<tr>
<td>721110</td>
<td>Hotels (except casino hotels) with golf courses, tennis courts, and/or other health spa facilities (i.e., resorts)</td>
</tr>
<tr>
<td>721110</td>
<td>Hotels (except casino hotels)</td>
</tr>
</tbody>
</table>

OUHSC - PeopleSoft Financials – updated June 2014
OU_AP_VENDOR_NAICS_CITY (Cont.)

This query allows you to find all the vendors and their address with a certain NAICS code. The NAICS is listed under SIC. SIC is an acronym for Standard Industry Code. NAICS replaced the SIC in 1997.

Type NAICS code and click View Results
OU_AP_VENDOR_NAICS_CITY (Cont.)

Query results give hyperlink to the Supplier Record
**OU_AP_VENDOR_BY_STATE_AGC**

This query allows you to search all Approved Vendors by State Agency number.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>UNIVERSITY OF OKLAHOMA</td>
</tr>
</tbody>
</table>

*Note: State Agency names are formatted by the State, and may not follow OUHSC naming conventions.*
AP Queries

**OU_AP_VOUCHER_BY_CLAIM_NBR**

This query allows you to use the claim number to find a voucher number.

**Note:** The claim number on a check must be preceded by the corresponding letter and year or use the wild card (%) to get all matching claims.

- FY 2007-Present = J + FY + claim
- FY 2006 = I01 + claim
- FY 2005 = H01 + claim
- FY 2004 = G01 + claim
AP Queries

**OU_AP_BY_WARRANT_NBR**

This query allows you to use the warrant number to find a voucher number. This is useful when a vendor calls you with a check in hand and wants to know what the payment is for. You can find the voucher number on the query, then go look up the voucher.

**Query**

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
<th>Owner</th>
<th>Folder</th>
<th>Run to HTML</th>
<th>Run to Excel</th>
<th>Schedule</th>
<th>Add to Favorites</th>
</tr>
</thead>
<tbody>
<tr>
<td>OU_AP_VCHR_BY_WARRANT_NBR</td>
<td>Look up Ref Nbr w/ Warrant Nbr</td>
<td>Public</td>
<td></td>
<td>HTML</td>
<td>Excel</td>
<td>Schedule</td>
<td>Favorite</td>
</tr>
</tbody>
</table>

Type Warrant Number and click View Results

Query results link to voucher

Note: The warrant number is also known as the check number and is found in the upper right hand corner of the check.
ZZ_AP_PAID_VCHR_BY_VEN
Search for all vouchers paid to a specific vendor during a specific date range. If trying to find out if you have paid for a supply or service or monthly fees, you can search all for the range of dates.

<table>
<thead>
<tr>
<th>Vendor: 0100002467</th>
<th>From Acctg Date: 07/01/2009</th>
<th>To Acctg Date: 06/30/2010</th>
</tr>
</thead>
</table>

Download results in: Excel Spreadsheet, CSV Text File (2 kb)
AP Queries

OU_AP_PO_PYMT

This query allows you to use the PO Number to see all vouchers paid against that PO.

**Query results link to voucher**

*Note:*
- Use all preceding zeroes when entering the PO number.
- The results will show separate lines for each line on a voucher.
**AP Queries**

**AP_PO_ACTIVITY_DISTRIB**

This query allows you to see the activity for a PO number. Fields include requisition number, un-invoiced amount, vendor information and chart field information. This is the query to check the amount remaining on your PO.

Type PO Number and click View Results

**Note:**
- Use all preceding zeroes when entering the PO number.
- Separate lines will be shown for each line on a voucher.
OU_AP_DENIED_VCHR
This query allows you to search vouchers that are in “denied” status.
AP Queries

**ZZ_AP_NOT_BCM**
Search for all vouchers by last updated user that are not budget checked. You can use your department enterer’s username to search.

Type Username and click View Results

Note: PeopleSoft is looking for an exact match unless you use the wildcard (%).
OU_APCOMMENTSEARCH

Search comment field for a specific word or phrase.

Type % (wild card) then phrase, such as user name

Query results link to voucher
**ZZ_AP_ONDEMAND_SEARCH**

Search for On Demand payments by Payee Name. This is helpful when trying to determine if a payee has been paid through the ondemand (refund) system. Also provides payment information.

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
<th>Owner</th>
<th>Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZZ_AP_ONDEMAND_SEARCH</td>
<td>AP On Demand Payments by Payee</td>
<td>Public</td>
<td></td>
</tr>
</tbody>
</table>

Type Payee Name and click View Results

**Note:** PeopleSoft is looking for an exact match, including spaces and punctuation. Be consistent when entering individual’s names. **LASTNAME,FIRSTNAME**
ZZ_AP_ONDEMAND_SEARCH_INV

Search for On Demand payments by invoice number. The ondemand entry screen does not allow for an invoice number lookup. This query allows you to search for your payment via invoice number.

Type Invoice Number and click View Results

Note: PeopleSoft is looking for an exact match unless you use the wildcard (%).
**AP Queries**

**AP_ONDEM_OR_VCHR_BY_DATE**
Search for On Demand payments by date range. This query allows you to search for all your “Other Refund” ondemand payments date range. The results also provide you the warrant numbers, warrant dates, and whether the check has been cancelled/redeemed.

Type beginning and ending dates and click View Results

Query results link to On Demand transaction ID
AP Queries

**OU_ONDEM_PR_VCHR_BY_DATE**
Search for On Demand payments by date range. This query allows you to search for all your “Other Refund” ondemand payments date range. The results also provide you the warrant numbers, warrant dates, and whether the check has been cancelled/redeemed.

Type beginning and ending dates and click View Results

Query results link to On Demand transaction ID
**OU_ONDEM_PR_VCHR_BY_TRANS**

Search for On Demand payments by transaction number. This query allows you to search for your ondemand payment by transaction number. The results also provide you the warrant number, warrant date, and whether the check has been cancelled/redeemed.

Type beginning and ending transaction number and click View Results