Copy of S05. Accounts Payable and Purchase Order Reports

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1. Purpose – There are five unique reports in the Accounts Payable and Purchase Order Reports group. Each are outlined below:

   • Payment Status Report: The Payment Status Report reflects the status of all payments made via check, wire transfer, or automated clearing house to a vendor or through a manual payment process. The Payment Status report can be viewed by vendor name, check number, invoice number or all payments for a chartfield. By default, the page is set to search by chartfields.
   
   • Unpaid Approved Vouchers Report: The Unpaid Approved Vouchers report shows all non-purchase order vouchers that have been approved and processed, meaning that the expenses have posted but payment has not been issued to the vendor.
   
   • Purchase Order Summary Report: The Purchase Order Summary report summarizes the purchasing and accounts payable transactions by account and purchase order (PO) ID. The PO ID column includes a drill to the purchase order transaction line detail. Use this report to determine your PO encumbrance balances.
   
   • Purchase Order Detail Report – The Purchase Order Detail report shows details of each purchasing and accounts payable transaction by PO ID and voucher ID. This report also shows vouchers paid against the PO.
   
   • Unpaid Purchase Orders Report: The Unpaid Purchase Orders report shows vouchers that have been created against invoices yet payment has not been issued. This report includes columns for scheduled pay date (can be different from payment date), payment hold reason (if payment is on hold) and entry status.
   
   • UPS Weekly Charges Report: The UPS Weekly report shows UPS invoices rolled up to fund and org, displaying their date range and payment status. This report includes the tracking number of the UPS package in the description column.

2. Target Audience –

3. Training and Access –

4. Data Security –

5. Support – If there is an issue that you would like to report or you have questions about DW+, please contact the Decision Support Group by email at askDSG@nyu.edu or call 212-998-2900 (extension 82900).

6. Additional Resources – Training is recommended for those who are new to UDW+. To schedule a one-on-one training session, contact the Decision Support Group at 212-998-2900 or email askdsg@nyu.edu. The NYU Business Glossary is a living document that contains commonly used NYU business terms for reference.