

### AP.070.030 – APY1020 POSTED VOUCHER LISTING

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To select desired criteria to run the Posted Voucher Listing Report for information for one or all vendors in a Business Unit with a From Date-Through Date range.</li> </ul>
<b>Description</b>	<p>The APY1020 Posted Voucher Listing report lists all posted vouchers for a given business unit and date range. For each Voucher ID, the report lists:</p> <ul style="list-style-type: none"> <li>Document Type</li> <li>Document Date</li> <li>Document Sequence</li> <li>Ledger</li> <li>Accounting Date</li> <li>Application Journal</li> <li>Dist Type</li> <li>Vchr Line</li> <li>Dist Line</li> <li>GL Unit</li> <li>Account</li> <li>Dept</li> <li>Product</li> <li>Project</li> <li>Debit Amount</li> <li>Credit Amount</li> <li>Currency Code</li> <li>Unpost Seq</li> </ul>
<b>Security Role</b>	<b>BOR_AP_REPORTS</b>
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	None

## Procedure

Below are step by step instructions on how to Run the APY1020 Posted Voucher Listing Report.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>Accounts Payable</b> link.
4.	Click the <b>Reports</b> link.
5.	Click the <b>Vouchers</b> link.
6.	Click the <b>Posted Voucher</b> link.
7.	Enter or add a new <b>Run Control ID</b> .
8.	Enter a Business Unit in the <b>Business Unit</b> field.
9.	Enter a beginning date in the <b>From Date</b> field.
10.	Enter an end date in the <b>Through Date</b> field.
11.	In the <b>Supplier Select</b> field, chose either <b>Select All Suppliers</b> or <b>Specify Suppliers</b> .  <i>Note: If Specify Suppliers is chosen, fields will be available in the Selection section for the user to enter in specific Supplier IDs.</i>
12.	Click the <b>Save</b> button.
13.	Click the <b>Run</b> button.
14.	Click the <b>OK</b> button.
15.	Click the <b>Process Monitor</b> link.
16.	Click the <b>Refresh</b> button until the APX1020 process completes.
17.	Click the <b>Report Manager</b> link.
18.	Click the <b>APX1020-APX1020.pdf</b> link to review or download the report.