
AP.090.020 – REVIEWING POSTED ACCOUNTING ENTRIES

Purpose	To review voucher accounting entries.
Description	<p>Use the Voucher Accounting Entries page to review the results of the Voucher Posting Application Engine process (AP_PSTVCHR).</p> <p>Use the Voucher Accounting Entries search page to search for voucher information based on business unit, and voucher ID or invoice number. Results will display for vouchers processed through the Voucher Posting Application Engine.</p> <p>The Voucher Accounting Entries inquiry page is used to view the subsystem accounting entries created by the AP module for a specific voucher ID and allows users to review the associated AP Journal created by the Journal Generator process.</p>
Security Role	BOR_AP_INQUIRY
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to review accounting entries associated with a voucher or invoice.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu link.
3.	Click the Accounts Payable link.
4.	Click the Review Accounts Payable Info link.
5.	Click the Vouchers link.
6.	Click the AP Accounting Entries link.
7.	Enter the Business Unit in the Business Unit field.
8.	Enter the Voucher ID in the Voucher ID field. Or enter the Invoice Number in the Invoice Number field.
9.	The Sort By field allows users to sort by Posting Process, Posting Date, or Accounting Date. Each posting process appears on its own view in the Accounting Information section.
10.	Click the Search button.
11.	Click the Main Information tab to review accrual, payment, cancel, and/or closure accounting entries. <i>Note: Users can click View All or scroll through each of these views.</i>
12.	Click the Chartfields tab to review the account and other chartfields to which this accounting entry has been charged.

Step	Action
13.	<p>Click the Journal tab to review the general ledger journal ID, line number, and journal date assigned by the Journal Generator process for this accounting entry. If these fields are blank, then this accounting entry has not been journal generated.</p> <ul style="list-style-type: none"> • The Budget Date column displays the date that the Budget Processor process uses to determine which budget period to verify. • The Budget Status column displays the budget status for this accounting entry. Possible values include: <ul style="list-style-type: none"> • Not Checked: This accounting entry has not been budget checked. • Valid: This accounting entry passed budget checking. • Error: The system detected an error while running the Budget Processor process on this accounting entry. • The Primary column indicates whether this is the primary ledger.