

QUICK REFERENCE GUIDE

Updated November 01, 2019

Voucher Accounting Entries Inquiry

Use the *Voucher Accounting Entries Inquiry* to search for accounting entries associated with vouchers. For example, see if vouchers have been posted to the General Ledger, and/or view their posting status.

Steps to complete

- Step 1: Search for the voucher on the *Voucher Accounting Entries* page.
- Step 2: Review the accounting entries for the voucher.

Step 1: Search for the voucher on the *Voucher Accounting Entries* page.

1. Navigate to the *Accounting Entries* page.

Navigation Option	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Review Accounts Payable Info, left-menu, Vouchers folder, Accounting Entries.

2. Enter the Business Unit number in the *Business Unit* field.
3. Enter the voucher number in the *Voucher ID* field.
4. Enter the invoice number in the *Invoice Number* field.
5. Press the **Search** button. Accounting entries will display in the *Accounting Information* section.

The screenshot shows the 'Voucher Accounting Entries' page. The search criteria are: Business Unit: G1001, Voucher ID: 00027658, Invoice Number: Payment hold testing. The accounting information table is as follows:

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date
Accounts Payable	-300.00	USD	ACTUALS	MN001	10/09/2019
Expense Distribution	300.00	USD	ACTUALS	MN001	10/09/2019

Step 2: Review the accounting entries for the voucher.

1. Make sure the *Posting Process* field lists one of the following posting options.

Posting Option	Description
AP Accrual	The posting process was completed against the AP Accrual Ledger.
Payments	The posting process occurred when a warrant or ACH was created.
Cash Clearing	The posting process occurred when the warrant was redeemed.
AP Close	Entries created when a voucher was closed and entries were reversed.
Payment Calculation Escheatment	The posting process occurred when a warrant was sent for unclaimed property.

2. Check the *GL Dist Status* field to verify if the voucher was posted to General Ledger. This field will say "Distributed" if the voucher has gone through the journal generator process.
3. Select the *Main Information* tab to view debit and credit entries entered in the General Ledger.

Voucher Accounting Entries

*Business Unit

*Accounting Line View Option

Supplier ID

Supplier Name

Voucher ID

Invoice Date

Invoice Number

Show Foreign Currency

*Sort By

Accounting Information

Posting Process

GL Dist Status

Posting Date

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date
Accounts Payable	-300.00	USD	ACTUALS	MN001	10/09/2019
Expense Distribution	300.00	USD	ACTUALS	MN001	10/09/2019

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- Select the *Chartfields* tab to view distribution records required for ChartFields, such as the *Fund Code*, *Financial Department ID*, *Appropriation ID* and *Account* number.

The screenshot shows the 'Accounting Information' interface with the 'Chartfields' tab selected. The interface includes a search bar, navigation controls, and a table of distribution records. The table has columns for Tax Authority, Fund Code, Financial Department ID, Appropriation ID (CF3), Account, Sub Account (Class), Statewide Cost (Prog), Agency Cost 1 (CF1), Agency Cost 2 (CF2), PC Business Unit, Project, Activity, and Source. Two rows of data are visible.

Tax Authority	Fund Code	Financial Department ID	Appropriation ID (CF3)	Account	Sub Account (Class)	Statewide Cost (Prog)	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	PC Business Unit	Project	Activity	Source
	1000	G1031300	G100001	200003								
	1000	G1031300	G100001	413001								

- Select the *Journal* tab to view the following accounting information from the General Ledger:

Journal Information	Journal Information Description
Journal ID	The GL journal credited and debited for the vouchers.
Line	The journal line number for the entries.
Journal Date	The date the entries were posted to the General Ledger.
Budget Date	The date the budget was charged for these transactions.
Budget Status	V = Valid.
Primary	Defaults to Y.

The screenshot shows the 'Accounting Information' interface with the 'Journal' tab selected. The interface includes a search bar, navigation controls, and a table of journal entries. The table has columns for Journal ID, Line, Journal Date, Doc Type, DocSeqNb, Doc Seq Date, Budget Date, Budget Status, and Primary. Two rows of data are visible.

Journal ID	Line	Journal Date	Doc Type	DocSeqNb	Doc Seq Date	Budget Date	Budget Status	Primary
AP04888889	1	10/09/2019				10/09/2019	V	Y
AP04888889	2	10/09/2019				10/09/2019	V	Y