

Review Entries by Invoice

This guide covers how to review accounting entries by invoice. Billing accounting entries are created in the Load GL process, which is one of the processes included in the Single Action Invoice Process job.

Step 1: Locate an Existing Invoice to Review Accounting Entries

1. Navigate to the Accounting Entries by Invoice page using the instructions below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Billing, Review Billing, left menu, Review Entries by Invoice.

2. Accept the default Business Unit or enter the Business Unit.
3. Enter the Invoice ID. You also have the option to leave the Invoice field blank to see all invoices in that specific Business Unit.
4. Select the **Search** button. The Review Entries by Invoice page displays.

Accounting Entries by Invoice

Find an Existing Value

▼ **Search Criteria**

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

Recent: Choose from recent searches

Searches:

*Business Unit: [G1001] [Q]

Invoice: begins with [2024-001-11-23] [Q]

^ Show fewer options

Search Clear

5. Select your invoice from the **Search Results** section.

▼ **Search Results**

1 rows - Business Unit "G1001" Invoice "2024-001-11-23"

1-1 of 1 | View All

Business Unit	Invoice	
G1001	2024-001-11-23	>

Step 2: Review Bill Header and Accounting Information

Bill header and accounting information are displayed on the Review Entries by Invoice page.

- View the information in the Bill Header section. It displays:
 - Business Unit
 - Invoice ID
 - Customer ID and Name
 - Invoice Amount including Total Debits and Credits
- View information in the Accounting Information section. It displays:
 - Accounting Date
 - Type, including Accounts Receivable (debit side) and Recognized Revenue (credit side)
 - ChartField values, including, Fund, Fin Dept ID, Approp ID, and Account

Review Entries by Invoice Header

Unit: G1001	Bill To: B040100001	Invoice Amt: 210.00 USD
Invoice: 2024-001-11-23	AGRICULTURE DEPT	

Accounting Entries

Acctg Information Transaction Amounts Discounts/Surcharge Journal Information Reference Information

GL Unit	Acctg Date	Type	Account	Fund	Fin DeptID	SW Cost	Sub Acct	PC Business Unit	Project	Activity
MN001	11/30/2023	Accounts Receivable	120001	5200	G1031500					
MN001	11/30/2023	Recognized Revenue	670011	5200	G1031500					

1-2 of 2 View All

Note: Use the scroll bar to view all fields.

Step 3: Review Transaction Amounts

Select the **Transaction Amounts** tab. This tab displays the amount of the transaction, showing the debit and credit amounts.

Accounting Entries

Acctg Information Transaction Amounts Discounts/Surcharge Journal Information Reference Information

GL Unit	Acctg Date	Type	Account	Transaction Amt	Currency	Base Amt	Base Currency
MN001	11/30/2023	Accounts Receivable	120001	210.00	USD	210.00	USD
MN001	11/30/2023	Recognized Revenue	670011	-210.00	USD	-210.00	USD

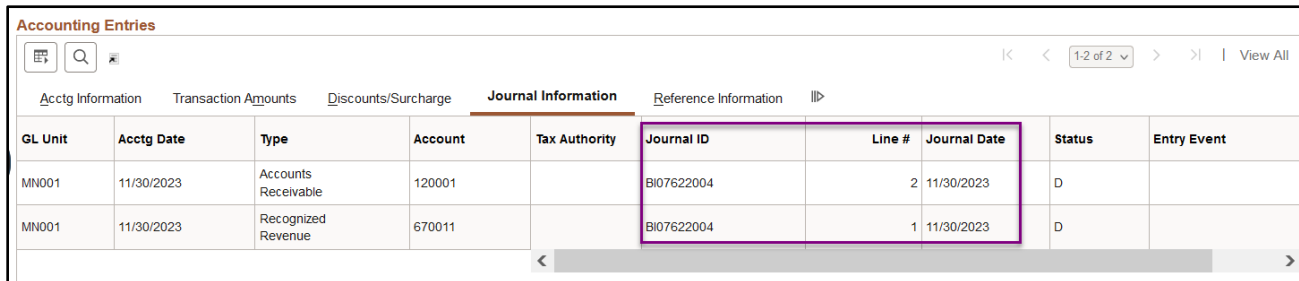
1-2 of 2 View All

Note: Discounts/Surcharge tab is not currently used by the State of MN.

Step 4: Review Journal Information

Select the **Journal Information** tab. The **Journal Information** tab displays:

- Journal ID - the Journal ID is generated when the Journal Generator process runs. It is a SWIFT process that runs nightly.
- Line number references the Journal lines.
- Journal Date reflects the date the Journal posted to the General Ledger.
- Status – “D” represents Distributed, which shows the accounting entry has been distributed to the GL.

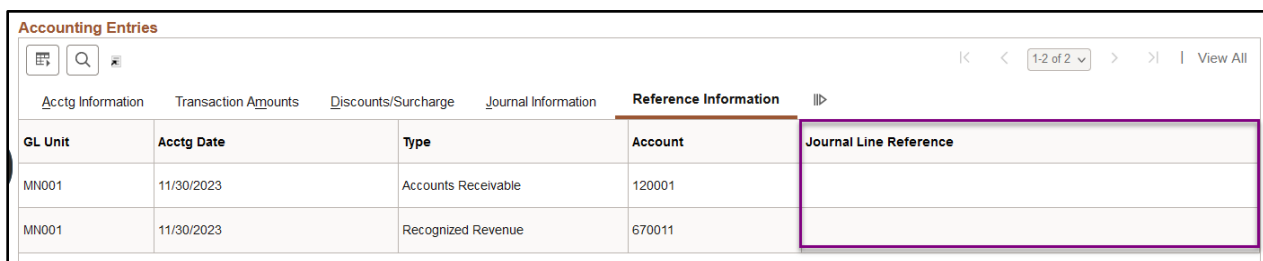


The screenshot shows the 'Accounting Entries' interface with the 'Journal Information' tab selected. The table below is a representation of the data shown in the screenshot.

GL Unit	Acctg Date	Type	Account	Tax Authority	Journal ID	Line #	Journal Date	Status	Entry Event
MN001	11/30/2023	Accounts Receivable	120001		BI07622004	2	11/30/2023	D	
MN001	11/30/2023	Recognized Revenue	670011		BI07622004	1	11/30/2023	D	

Step 5: Review Reference Information


Select the **Reference Information** tab. It is optional to enter Journal line information when creating a journal entry. If information is entered, it appears in the Journal Line Reference field.

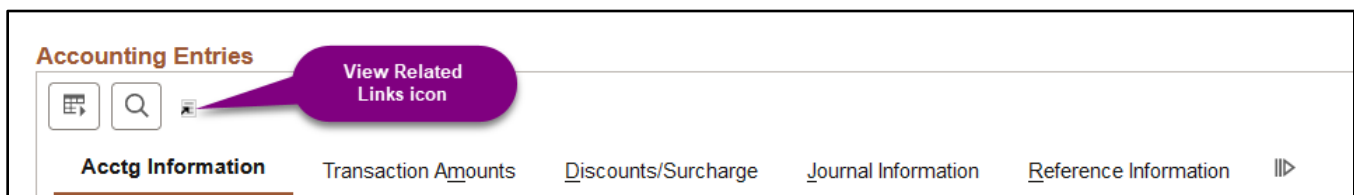


The screenshot shows the 'Accounting Entries' interface with the 'Reference Information' tab selected. The table below is a representation of the data shown in the screenshot.

GL Unit	Acctg Date	Type	Account	Journal Line Reference
MN001	11/30/2023	Accounts Receivable	120001	
MN001	11/30/2023	Recognized Revenue	670011	

Step 6: View Related Links

1. Select the **View Related Links** () icon to view the Bill or GL Journal for the invoice.



2. A dialog window displays. Select the **Go to Bill Inquiry** or **Go to GL Journal**.

Please select one of the following links:

Go To Bill Inquiry
Go to GL Journal

[Cancel](#)

- a. If you selected the **Go to Bill Inquiry**, the Details pages display in a new widow. The **AR Offset** page displays by default. You can select the other tabs or Go to links to display more bill information.

Details

Welcome to the Administrative Portal,

Header - Info 1 | Line - Info 1 | **AR Offset**

Unit G1001 Bill To B040100001 Invoice Amt 210.00 USD

Invoice 2024-001-11-23 AGRICULTURE DEPT Max Rows 5

Bill Line

Seq 1 Line 1 Net Extended 210.00

Identifier MAD_INV Description MAD Consulting

Use Line for Distribution

AR Distribution

Acctg Information Reference Information

Code	Account	Fund	Fin DeptID	SW Cost	Sub Acct	PC Business Unit	Project	Activity	Source Type	Category

Go to: Notes | Line Info 2 Commit Cntrl | Tax | Accounting | Discount/Surcharge

Summary | Bill Search | Line Search | Acctg - AR Offset | Page Series | Prev Next

- b. If you selected **Go to GL Journal**, the Review Journal Status search page displays with search criteria provided. Select the **Search** button and select the journal in the Search Results section.

Find an Existing Value

Search Criteria

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

Recent Choose from recent searches | Saved Choose from saved searches

Searches Searches

*Business Unit = MN001

Journal ID begins with BI07822004

Journal Date = 11/30/2023

Search Clear Save Search

Search Results

1 rows - Business Unit "MN001" Journal ID "BI07822004" +1 more

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Journal Header Status	Budget Checking Header Status	Ledger Group
MN001	BI07822004	11/30/2023	0	(blank)	Posted	Valid	ACTUALS


- c. The Journal Header page for Review Journal Status displays in a new window.

Journal Header		Journal Lines	
Unit	MN001	Journal ID	BI07622004
Fiscal Year		2024	Journal Date
Accounting Period		5	11/30/2023
Ledger Group	ACTUALS	Source	BI
Long Description	BI Billing	Reference Number	Process Instance
		Ledger	Status: Posted
			Budget Status: Valid
Journal Line Totals			
Lines	2	Debits	128,140.20 USD
		Credits	128,140.20 USD
Commitment Control Amount Type			
Amount Type	Actuals and Recognized	Override	N
User			

Buttons: Save, Return to Search, Notify

3. After reviewing information, close the new browser windows (X) and return to the **Review Entries by Invoice** page.

Step 7: Optionally, Change ChartField Display

1. You can change the field display by selecting on the **ChartFields Display Override** () icon.

Review Entries by Invoice			
Unit	G1001	Bill To	B040100001
Invoice	2024-001-11-23	AGRICULTURE DEPT	Invoice Amt
			210.00 USD

Accounting Entries

Chartfields Display Override

2. The Online Override of ChartField Display Template dialog window displays. Select the ChartFields you want to display and how you want them displayed.
3. Select the **OK** button.

Online Override of ChartField Display Template		
Accounting Display Template	DEFAULT	
	<input checked="" type="checkbox"/> Show Distribution Code	
	<input checked="" type="checkbox"/> Show Budget Date	
	<input checked="" type="checkbox"/> Show Unit of Measure	
	<input checked="" type="checkbox"/> Show Statistics Code	
ChartFields		
Select	Field Name	Long Name
<input checked="" type="checkbox"/>	ACCOUNT	Account
<input checked="" type="checkbox"/>	AFFILIATE	Affiliate
<input checked="" type="checkbox"/>	AFFILIATE_INTRA1	Fund Affiliate
<input checked="" type="checkbox"/>	CHARTFIELD1	Agency Cost 1 (CF1)
<input checked="" type="checkbox"/>	CHARTFIELD2	Agency Cost 2 (CF2)
<input checked="" type="checkbox"/>	CHARTFIELD3	Appropriation ID (CF3)
<input checked="" type="checkbox"/>	CLASS_FLD	Sub Account (Class)
<input checked="" type="checkbox"/>	DEPTID	Financial Department ID
<input checked="" type="checkbox"/>	FUND_CODE	Fund Code
<input checked="" type="checkbox"/>	PROGRAM_CODE	Statewide Cost (Prog)
<input checked="" type="checkbox"/>	Project Chartfields	Project Chartfields

Buttons: Select All, Deselect All, Restore, OK, Cancel