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 jobs included in the Single Action Invoice process.

Steps to complete:

- Step 1: Locate an Existing Invoice to Review Accounting Entries
- Step 2: Review Bill Header and Accounting Information
- Step 3: Review Transaction Amounts
- Step 4: Review Journal Information
- Step 5: Review reference information
- Step 6: View Related Links
- Step 7: Optionally, Change ChartField Display

Step 1: Locate an existing invoice to review accounting entries

Navigate to the Accounting Entries by Invoice search page to review accounting entries for an existing invoice.

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

<table>
<thead>
<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
</tr>
</thead>
</table>

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. Click the Search button. The Review Entries by Invoice page displays.

Step 2: Review Bill Header and Accounting Information

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

The Bill Header Information displays:

- Business Unit
- Invoice ID
- Customer ID and Name
- Invoice Amount including Total Debits and Credits

The Accounting Information tab 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

Note: Use the scroll bar to view all of the fields.
Step 3: Review Transaction Amounts

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

![Image of Transaction Amounts Tab]

**Note:** Discounts/Surcharge is not being used by the State of MN.

Step 4: Review Journal Information

1. Click on 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

![Image of Journal Information Tab]
Step 5: Review Reference Information

1. Click on the Reference Information tab. This tab displays:
   - Journal Line Reference information. It is optional to enter Journal line information when creating a journal entry. If information is entered, it will appear in this field.

Step 6: View Related Links

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

2. At the dialog, select Go to Bill Inquiry or Go to GL Journal.
• If you selected the **Go to Bill Inquiry**, the *Billing Detail* pages will display in a new window with the *AR Offset* tab selected. You can click on the other tabs or Go to links to display more bill information.

![Billing Detail Pages](image)

• If you selected **Go to GL Journal**, the *Review Journal Status* search page will display with search criteria provided. Click on the **Search** button to review the *Review Journal Status* page in a new window.

![Review Journal Status Page](image)

3. Close the new windows (X) to return to the Review Entries by Invoice page.
Step 7: Optionally, Change ChartField Display

1. You can change the field display by clicking on the ChartFields Display Override (.Override) icon. This page enables you to:
   - Select how you want the ChartFields displayed
   - Select the ChartFields you want displayed by checking or unchecking the boxes

2. Click the OK button.