

AP.070.030 – APY1020 POSTED VOUCHER LISTING

Purpose	<ul style="list-style-type: none"> 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.
Description	<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"> Document Type Document Date Document Sequence Ledger Accounting Date Application Journal Dist Type Vchr Line Dist Line GL Unit Account Dept Product Project Debit Amount Credit Amount Currency Code Unpost Seq
Security Role	BOR_AP_REPORTS
Dependencies/ Constraints	None
Additional Information	None

Procedure

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

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Accounts Payable link.
4.	Click the Reports link.
5.	Click the Vouchers link.
6.	Click the Posted Voucher link.
7.	Enter or add a new Run Control ID .
8.	Enter a Business Unit in the Business Unit field.
9.	Enter a beginning date in the From Date field.
10.	Enter an end date in the Through Date field.
11.	In the Supplier Select field, chose either Select All Suppliers or Specify Suppliers . <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 Save button.
13.	Click the Run button.
14.	Click the OK button.
15.	Click the Process Monitor link.
16.	Click the Refresh button until the APX1020 process completes.
17.	Click the Report Manager link.
18.	Click the APX1020-APX1020.pdf link to review or download the report.